SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **HANNAH MAE E. QUIMBO**

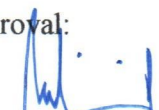| Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.70 x 50% = 4.90	4.70
b. Students (50%)			
Total for Instruction	100%	4.70	4.90
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.70

EQUIVALENT NUMERICAL RATING: 4.70
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.70

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

HANNAH MAE E. QUIMBO   **VENICE B. IBAÑEZ**
Name of Faculty   Department Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

DEPARTMENT OF TOURISM AND
HOSPITALITY MANAGEMENT

Visca, Baybay City, Leyte, PHILIPPINES

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VISAYAS
STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HANNA MAE QUIMBO, a faculty member of the _DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT_commit to the deliver and agree to be rated on the

attainment of the following targets in accordance with the indicated measures for the period January 2020 - June 2020.

HANNAH MAE E. QUIMBO
Instructor II
Date: July 6, 2020

VENICE B. IBAÑEZ
Department Head
Date: July 6, 2020

MOISES NEIL V. SERIÑO
College Dean
Date: July 6, 2020

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	**A1.** Actual Faculty's FTE	Handles subjects/courses assigned	NONE						
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	NONE						
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NONE						

				NONE							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	NONE							
		A4 . Number of students entertained for consultation purposes	*Entertains students seeking consultation with faculty*	NONE							
PI 9: Number of instructional materials developed *		*A5 . Number of on-line ready coursewares developed and submitted for review*	*Converts the existing instructional materials into flexible learning systems*	NONE							
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	NONE							
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	NONE							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NONE							
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	*Submits the course ware duly reviewed by TRP for editing by MMDC editor*	NONE							
		A 7 : Number of virtual classroom created and operational	*Creates virtual classroom using either Moddle or Google Classroom*	NONE							
	PI 10 . Additional outputs:	*A 8. Other outputs implementing the new normal due to covid 19*	*Designs experiential learning activities and other outputs to implement new normal*	NONE							

UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
PI 5: Total FTE, coordinated, implemented and monitored *	**A9**. Actual Faculty's FTE	*Handles and teaches courses assigned*								
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6		4	4	4	4	
	A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	2	4		4	4	4	4	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2		4	4	4	4	
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4		5	5	5	5	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	4		5	5	5	5	Based on the number of quizzes only. Number of students with checked quizzes were not considered
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	3		4	4.2	4.5	4.23	Based on the number of laboratory exercise only. Number of students with checked laboratory exercise
PI 8: Number of students advised: *	**A16**. Number of students advised:	*Acts as academic adviser to students*	0	120		5	5	5	5	
	A17. Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript								

		As SRC Member	Advises and corrects research outline and thesis/SP manuscript								
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	0	15		5	5	5	5	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	0	1		5	4.5	5	4.83	
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	0	1		5	4.5	5	4.83	
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	2							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	1		5	5	4	4.67	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	4		5	5	5	5	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	8		5	5	4.5	4.83	
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	2			4.5	4.5	4.5	4.5	

				2	2		5	5	4.5	4.83	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom								
	PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:									
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation								
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU								
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								
UMFO 3 . RESEARCH SERVICES											
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**A27.** Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries								
	PI 2. Number of research outputs completed within the year *	**A 28**. Number of research outputs completed within the year *	Conducts and completes research oroject within the year								
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	**A 29.** Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication								
		In refereed int'l journals									
		In refereed nat'l/regional journals									

PI	Activity	Description							
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
	In int'l fora/conferences								
	In nat'l/regional fora/conferences								
PI 5. Percent of research proposals approved *	**A 31.** Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by								
	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper								
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
UMFO 4. EXTENSION SERVICES									
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	**A 36**. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							
PI 2. Number of trainees weighted by the length of training	**A 37**. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							

PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	**A 38**. Number of extension programs/projects implemented	Implementes duly approved extension projects							
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	**A 39**. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
PI 5. *Number of technical/expert services*	**A 40** . *Number of technical/expert services as/in:*	Provides the technical and expert services requested by beneficiaries							
Research Mentoring	*Research Mentor*								
Peer reviewers/Panelists	*Peer reviewers/Panelists*								
Resource Persons	*Resource Persons*								
Convenor/Organizer	*Convenor/Organizer*								
Consultancy	*Consultant*								
Evaluator	*Evaluator*								

PI 8. Percent of extension proposals approved *	**A 41.** Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation								
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *									
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal								

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	**A 44**. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member		zero non-conformity	5	5	5	5		
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100% compliant	5	5	5	5		
	On program accreditations									
	On institutional accreditations									

UMFO 6. General Admin. & Support Services

PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5		

PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice							Comments & Recommendations for Development Purpose:
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							

Average Rating (Total Over-all rating devided by 10)			4.70 18					Attend research-related training
Additional Points			-					
Approved Additional Points (with copy of approval)			-					
Final Rating			4.70 18					
Adjective Rating								

Evaluated & Rated by:

VENICE B. IBAÑEZ
Department Head
Date: July 6, 2020

Recommending Approval

MOISES NEIL V. SERIÑO
Dean,
Date: July 6, 2020

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 12/17/20

84.6/18

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: <u>Hannah Mae E. Quimbo</u>

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Teach Undergraduate courses	Abmg 103, Hrtm 141	January 13, 2020	January 14, 2020	May 31, 2020	VI	O	
2	Provide advise for OJT on their industry practice report	7 student advisees	-do-	-do-	June 15, 2020	VI	VS	
3	Serve adviser to student organization	Advise SHoTS organization	January 3, 2020	May 31, 2020	June 15, 2020	I	VS	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

VENICE B. IBAÑEZ
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HANNAH MAE E. QUIMBO
Performance Rating: January-June 2020

Aim: To develop instructional materials for the assigned courses

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2020   Target Date: December 2020

First Step:
 To attend webinars/seminars in relation to instructional materials development

Result:
Developed 1 instructional module.

Date: May 2020   Target Date: June 2020

Next Step:
Apply the learnings and insights learned in the development of the first module.

Outcome:
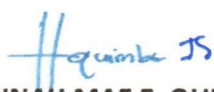More confident in continuing developing of instructional module.

Final Step/Recommendation:

To attend more advanced seminar on IMs development.

                                        Prepared by:

                                        VENICE B. IBAÑEZ
                                        Unit Head

Conforme:

HANNAH MAE E. QUIMBO
Name of Ratee Faculty/Staff