SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Chelyn G. Estillore

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	45%	4.225	1.901
b. Students (50%)	45%	4.00	1.80
Total for Instruction	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	10%	4.50	0.45
4. Administration			
5. Production			
TOTAL			4.151

EQUIVALENT NUMERICAL RATING: 4.151
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.151

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by: Reviewed by:

CHELYN G. ESTILLORE   **HANNAH MAE E. QUIMBO**
Name of Faculty   OIC Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT
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VISAYAS STATE UNIVERSITY

DTHM

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHELYN G. ESTILLORE, 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 accomplishments in accordance with the indicated measures for the period July - December 2022.

Approved:

CHELYN G. ESTILLORE
Instructor I
Date: January 24, 2023

HANNAH MAE E. QUIMBO
OIC Department Head
Date: Jan 24, 2023

MOISES NEIL SERIÑO
College Dean
Date: Jan. 25, 2023

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							
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4. *Number of students entertained for consultation purposes*	*Entertains students seeking consultation with faculty*							
	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*							
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*							
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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*							
		A 7 : Number of virtual classroom created and operational	*Creates virtual classroom using either Moddle or Google Classroom*							
	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*							
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*	43.5	21.19	2	2	2	2.00	
	A10. *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	8	7	5	4	4	4.34	
	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		5	4	4	5	4.34	
	A12. *Number of trainings attended related to instruction*	Attend mandated trainings	1	1	4	5	5	4.67	
	A13. *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	4	2	4	5	5	4.67	Written Assessments
	A14. *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	32	9	4	4	3	3.67	
	A15. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	7	3	5	4	3	4.00	
PI 8: Number of students advised: *	**A16**. Number of students advised:	*Acts as academic adviser to students*	80	67	5	4	5	4.67	
	A17. *Number of students advised on thesis/ field practice/special problem:*			3	3	3	3	3.00	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		5	3	3	4	3.34	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript		2	3	3	4	3.34	
	A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	20	10	5	5	5	5.00	

PI	Activity	Description							Remarks
PI 9: Number of student organizations advised/ assisted *	*A19. Number of Student organizations advised*	Advises student organizations recognized by USOO		1	4	4	4	4.00	
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related							
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							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	0					
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	1	4	4	5	4.34	1 set per learning guide
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	1	4	4	4	4.00	1 set for each courseware
	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	1	0					
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	4	2	4	4	4	4.00	
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		1	5	4	3	4.00	collection/preparation of documents for PSV

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	14	5	4	4	4.34	
		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 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	1	1	5	5	4	4.67	
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		30	4	5	5	4.67	15 participants x 2 trainings
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	1	1	5	4	4	4.34	

PI	A	Description						Avg	Remarks
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		100%	4	5	5	4.67	
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			1	5	5	5	5.00	
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	1	1	4	3	4	3.67	on process
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								
		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								
		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								
	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									
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal									

									Strengthened teaching and learning skills through attendance to relevant trainings
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

Evaluated & Rated by:

HANNAH MAE E. QUIMBO
OIC Department Head
Date: Jan. 24, 2023

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: Jan. 25, 2023

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Chelyn G. Estillore

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	HMgt 147 HRTM 143	September 2022	December 2022	December 16, 2022	VI	VS	
2	Provide advise for undergraduate thesis of BSTM students and BSHM students for their internship report (1st Semester 2022-2023)	Act as adviser to 2 BSTM students Act as SRC Chair to 5 BSTM students and SRC to 2 BSHM students	September 2022	December 2022	December 16, 2022	VI	VS	
3	Serve as member of department-based committees	Program Chair for BSHM OJT Coordinator for BSHM Research committee Physical facilities Committee	January 2022	December 31, 2022	December 31, 2022	VI	VS	

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

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

Prepared by:

HANNAH MAE E. QUIMBO
OIC Head

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: Department of Tourism and Hospitality Management

Head of Office: July- October 2022 - Ms.Venice B. Ibañez (Dept. Head)

Nov- December 2022 – Ms. Hannah Mae E. Quimbo (OIC)

Number of Personnel: Ms. Chelyn G. Estillore

		1st	Q
		2nd	U A
x		3rd	R T
x		4th	E R

(QUARTER)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	X	X			Conducted during monthly department meetings and individual consultations
Coaching	X	X			

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

VENICE B. IBAÑEZ
Immediate Supervisor *(Jan-Oct)*

HANNAH MAE E. QUIMBO
Immediate Supervisor *(Nov-Dec)*

Noted by:

MOISES NEIL V. SERIÑO
Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CHELYN G. ESTILLORE
Performance Rating: July-December 2022

Aim: To develop skills related to research (Hospitality Mgt section)

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

Date: July 2022   Target Date: December 2022

To attend webinars/seminars related to research

Result:
Increased knowledge on research and extension

Date: May 2022   **Target Date**: June 2022

Next Step:
Apply the learnings and insights learned in serving as Student Research Committee member for students with undergraduate thesis.

Outcome:
Confident in providing suggestions for the improvement of the undergraduate thesis of students.

Final Step/Recommendation:

To attend more advanced seminar on research related topics.

Prepared by:

HANNAH MAE E. QUIMBO
OIC Head

cc: ODA-HRD