

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

MARJORIE B. ESCUADRA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)	15% * 50%	4.07 $4.57 \times 0.15 = 0.69$ 2.04	
Students (50%)	70% * 50%	4.78 $4.78 \times 0.75 = 3.346$ 2.31	
Total for Instruction	90% 85% *	4.43	3.987 4.036 *
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research	2.50% *		
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension	2.50% *		
Administration	10%	3.75 4.5 *	0.375 0.45 *
Production			
TOTAL	100%		4.36 4.486 *

EQUIVALENT NUMERICAL RATING:

4.49 * 4.36

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.49 * 4.36

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

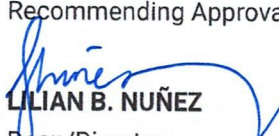

MARJORIE B. ESCUADRA

Name of Faculty


Reviewed by:


RANDY G. OMEGA
 Department Head

Recommending Approval:


LILIAN B. NUÑEZ
 Dean/Director

Approved:


ROTACIO S. GRAVOSO
 Vice President



VISAYAS
STATE UNIVERSITY

Department of Tourism and Hospitality Management

Visca, Baybay City, Leyte, PHILIPPINES

Telefax:

Email: dchm@vsu.edu.ph

Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARJORIE B. ESCUADRA, 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 January to June 2024.


MARJORIE B. ESCUADRA

Instructor I

Date: 7/16/24

Approved:


RANDY G. OMEGA

Department Head

Date: 7/22/24


LILIAN B. NUÑEZ

College Dean

Date: 7/23/24

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	Efficiency	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							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation							
		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							
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading							
	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	Submits the course ware duly reviewed by TRP for editing by							
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
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	20	31.35	5	5	5	5.00
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	6	4	5	5	4.67
		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	10	10	5	5	5	5.00
		A12. Number of trainings attended related to instruction	Attend mandated trainings	5	0	3	3	3	3.00
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	6	4	5	5	4.67
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	20	5	5	5	5.00
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	12	10	5	5	4	4.67
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	100	112	5	5	5	5.00
		A17. Number of students advised on thesis/ field practice/special problem	Acts as thesis adviser to students	25	25	5	5	5	5.00
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	4	2				
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	60	100	5	5	5	5.00
	PI 9: Number of student organizations advised/ assisted	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00


	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	2	0	3 0	3 0	3 6	3.60 6	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	15	25	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	17	5	5	5	5.00	
		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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	5	3	5	4	5	4.67	I was assigned 3 subjects for the 1st half of 2nd semester of 2023-2024. HMgt 122, HMgt 134, HMgt 144
	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	2	1	5	4	5	4.67	Level 1 AACUP is still to be scheduled on September 2024
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms for industry practice.	3	0	3 6	3 0	3 6	3.00 6	Scheduled for 1st semester 2024-2025
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 project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	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 scientific for							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								

	PI 5. Percent of research	A 31. Percentage of research	Prepares research proposals.								
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)									
		A 33. Number of journal articles/scientific paper received and	Acts as peer reviewer of journal articles/scientific papers, reviews								
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of								
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	0	3	3	3	3.00	Scheduled for 1st sem 2024-2025	
	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	25	0	3	3	3	3.00	Scheduled for 1st sem 2024-2025	
	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	Implements 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	95%	0	3	3	3	3.00	Scheduled for 1st sem 2024-2025	
	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		2	0	3	3	3	3.00	Scheduled for 1st sem 2024-2025	
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant		3	0	3	3	3	3.00	Scheduled for 1st sem 2024-2025	
	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 (extrn. conducted by faculty or student & faculty) *									
UMFO 5. SUPPORT TO OPERATIONS											
	OVPI MFO 1. Faculty Development Services										

	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	A 44: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *								
	OVPI MFO 2. Faculty Recruitment/Hiring Services									
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	A 45: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *								
	OVPI MFO 3. Faculty Evaluation Services									
	PI 3: Number of seminars/trainings/conventions/workshops coordinated for entire university	A 46: Number of seminars/trainings/conventions/workshops coordinated for entire university *	2	2	5	5	5	5.00		
	PI 4: Number of seminars/trainings/conventions/workshops coordinated outside of the university *	A 47: Number of seminars/trainings/conventions/workshops coordinated outside of the university *								
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	A 48: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *								
	PI 6: Number of in-house seminars/trainings/workshops/reviews conducted *	A 49: Number of in-house seminars/trainings/workshops/reviews conducted *	2	2	5	5	5	5.00		
	PI 7: Additional outputs *									
	Number of faculty/staff awards/honors received related to operations support	A 50: Number of faculty/staff awards/honors received related to operations support								
	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 51: 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*								
	UMFO 6. General Admin. & Support Services (GASS)									
	PI 2: Zero percent complaint from clients served	A 52: Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero% complaint	5	5	5	5.00	
	PI 3: Additional Outputs	A 53: Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							

		overseeing the daily operations of a hotel, ensuring efficient management, and providing strategic direction	5	10	5	5	5	5.00	
		Number of job contract renewed and signed as witness	20	20	5	5	5	5.00	
		Presents accomplishments during the regular annual IGP Review.	1	0	3 0	3 0	3 0	3.00 0	No meeting conducted yet with IGP
	Total Over-all Rating							425.33 98.33	
	Average Rating							3.17 4.32	Attend more advanced seminar on research and extension related topics.
	Adjectival Rating							Satisfactory VS	

Evaluated & Rated by:


RANDY G. OMEGA

Head, DTHM

Date: 7/22/24

Recommending Approval


LILIAN B. NUÑEZ

Dean, College of Management and Economics

Date: 7/23/24

Approved by:


ROTACIO R. GRAVOSO

Vice President for Academic Affairs

Date: 7/24/24



TEACHING PERFORMANCE EVALUATION

Summary by Department

Department: Dept. of Tourism and Hospitality Mgt.

College: College of Management and Economics

Semester and Academic Year: First Semester 2023-2024

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
ALEXANDER L. CABRAL	8	4.38	87.50 %	Very Satisfactory
APRIL GAYLE VALENCIA CALUNANGAN	6	5.00	100.00 %	Outstanding
CHELYN GALUPO ESTILLORE	4	3.75	75.00 %	Very Satisfactory
JUNREY A. TISBE	11	4.45	89.09 %	Very Satisfactory
MAGNOLIA CLITAR LAO	7	3.71	74.29 %	Very Satisfactory
MARJORIE B. ESCUADRA	9	4.78	95.56 %	Outstanding
MAUREN JOY F. MANADONG	5	4.20	84.00 %	Very Satisfactory
NANCY VILLACARTA DUMAGUING	6	4.17	83.33 %	Very Satisfactory
RANDY GORGONIO OMEGA	6	4.67	93.33 %	Outstanding
SHANIA MARIE G. ALBARACIN	11	3.82	76.36 %	Very Satisfactory
Department Mean		4.29	85.85%	Very Satisfactory

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 16, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 16, 2024

Received by:

RANDY GORGONIO OMEGA

Name and Signature of Department head

Date: 5/28/24

MOISES NEIL VILLAFLOR SERINO

Name and Signature of College Dean

Date: 5/30/24

Distribution of copies: ODIE, College, Department

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

PERFORMANCE MONITORING AND COACHING JOURNAL


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

Name of Office : Department of Tourism and Hospitality Management
Head of Office : Randy G. Omega
Number of Personnel : 9 Permanent Faculty

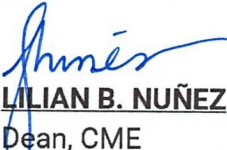
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting	Dean's Memo/Head's Memo		Regular monthly meeting
Office & Class Attendance				Logbook; DTR's	DTHM Faculty & Staff (January – June 2024).
Attendance to university & college activities/programs/seminars/workshops			University memos & invitation sent via VSU email	Attendance, certificates	(January – June 2024)
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for Leave form	
Following-up documents	Utility worker/ Office Clerk			Scheduled	Daily
Travels		Updates during meetings		Travel Orders, Pass Slips, FM-VPA-03	
Coaching					
Classroom Management & Teaching Methods	Faculty Consultation			Classroom Observation (Forms and logbooks)	(January – June 2024)


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

Conducted by:


RANDY G. OMEGA
Immediate Supervisor

Noted by:


LILIAN B. NUÑEZ
Dean, CME


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
MFO 1. Advanced & Higher Education Services	Teaching									
PI 1. Instruction	Instructional Materials Developed/Revised & Utilized	CMPBALAGA	January-June 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 106, THty 102, TMgt 122, TMgt 136
		ATCabral	January-June 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 120, HMgt 128, HMgt 136, ABMg 101
		MBJLCastil	January-June 2024	Submits Course Syllabi	Prepares lecture materials	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 126, HMgt 142, THty 112
		MBEscuadra	January-June 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 134, HMgt 142, HMgt 122
		MCLao	January-June 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 124, HMgt 13, HMgt 160, THty 102
		MJFManadong	January-June 2024	Submits Course Syllabi	Develops lecture guide	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	TMgt 140, TMgt 134, TMgt 124
		RGOmega	January-June 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	TMgt 138, TMgt 132, TMgt 144
		HMEQuimbo	January-June 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 134, HMgt 142, HMgt 122
		DDSUMABAT	January-June 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 104, TMgt 130, TMgt 142, HMgt 140
	Reviewed/Approves Thesis/Field Practice Manuscripts/Lab Exercises	CMPBALAGA	January-June 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
		ATCabral	January-June 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	


	Spent Hours For Students Consultations	MBJLCASTIL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 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2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBECSUADRA	January-June 2024	MCLao	January-June 2024	MJFManadong	January-June 2024	RGOmega	January-June 2024	HMEQUIMBO	January-June 2024	DDSUMABAT	January-June 2024	ATCABRAL	January-June 2024	MBE
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							Fridays, Tuesdays	Fridays, Tuesdays	Fridays, Tuesdays	TMgt131 TMgt120
		MBJLCastil								
		MBEscuadra	January-June 2024				Tuesdays, Thursdays, Fridays	Tuesdays, Thursdays, Fridays	Tuesdays, Thursdays, Fridays	HMgt 127 HMgt 139 HN 21f
		MCLao	January-June 2024				Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	HMgt133 HMgt147
		MJFManadong	January-June 2024				Mondays,Tues days,Thursday s,Fridays	Mondays,Tues days,Thursday s,Fridays	Mondays,Tuesd ays,Thursdays,F ridays	HMgt 131 THty105 HMgt150
		RGOmega	January-June 2024				Mondays,Tues days,Wednesd ays, Thursdays	Mondays,Tues days,Wednesd ays, Thursdays	Mondays,Tuesd ays,Wednesday s, Thursdays	TMgt 121THty 21THty 110
		HMEQuimbo	January-June 2024				Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	THty 101 TMgt 127 TMgt 133
		DDSUMABAT	January-June 2024				Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays	HMgt125 HMgt127
MFO 3. Extension Services	Conducts Extension	MJFManadong	January-June 2024	COLLABDev for Inopacan Development						(Ongoing)
		RGOmega	January-June 2024	BIDA Project Leader						(Ongoing)
	ATTENDS training, SEMINAR, and workshops	MJFManadong				MUSLIM-FRIENDLY ORIENTATION				
		RGOMEGA	January-June 2024					Love The Philippines Brand Guidelines Stakeholder Rollout		Participants and Resource Persons
MFO 4. Administ ration Services	Signs appointments , requests, certificates, and etc.	CMPBALAGA, ALCabal MBJLCastil, n, MBEscuadra, MCLao, MJFManadong, RGOmega, HMEQuimbo, DDSumabat	January-June 2024	manuscript outline, transmittal, approval sheet, routing slip		registration forms for enrollment as course adviser				manuscript outline, transmittal, approval sheet, routing slip
		RGOmega	January-June 2024	As Head	As Head	As Head	As Head	As Head	As Head	Reimbursement, Replenishment,

										Payment Vouchers & PR & PPMP job order Contracts, bills
	Attends meetings.	All DTHM Faculty	January-June 2024	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	Departments, College, and University Meetings
	Prepares minutes of meetings.	DDSUMABAT	January-June 2024	Once	Once	Once	Once	Once	Once	As Department Secretary
	Reviews communications, letters, requests and appointments.	RGomega	January-June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Seminars/Workshops
	Opens and closes classrooms, assists the dDRC in the releasing of documents. Cleans all rooms in the department	SMLatras	January-June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Clerk's table, DTHM Rooms and other infrastructures

Prepared by:


RANDY G. OMEGA
 Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: MARJORIE B. ESCUADRA

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	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Submitted grades on time. Returned corrected manuscripts on time. Entertains the concerns of advisees during enrollment.
2	Attends seminars/workshops, serves training and workshops.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Encouraged to attend more trainings
3	Attends meetings and makes letters.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Attentively attends meetings
4	Performs other functions such as; VSU Accommodation Manager and BSHM Program Chair	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Able to multitask to maintain productivity

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


RANDY G. OMEGA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Marjorie B. Escuadra
Performance Rating : 4.49 (Very Satisfactory) January-June 2024

4.36

Aim: To improve leadership capability of faculty member

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

Date: January 2024

Target Date: March 2024

First Step:

Appointed Ms. Escuadra to be the BS in Hospitality Management Program Head

Result:

Actively led the BSHM Program

Date: April 2024

Target Date: June 2024

Next Step:

Apply the learnings and insights as BSHM Program Head to assist faculty and students.


Outcome:

Ms. Escuadra is confident in providing solutions to problems or issues in the program.


Final Step/Recommendation:

To attend a more advanced seminar on Managerial Effectiveness and Efficiency.

Prepared by:


RANDY G. OMEGA
Unit Head

Conforme:


MARJORIE B. ESCUADRA

Ratee