

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Nikki G. Corales

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|-------------------------------------|---|---|--|
| 1. Instruction | | | |
| a. Head/Dean (50%) | | | |
| b. Students (50%) | | | |
| Total for Instruction | 80% | 4.41 | 3.528 |
| 2. Research | | | |
| a. Client/Dir. for Research (50%) | | | |
| b. Dept. Head/Center Director (50%) | | | |
| Total for Research | 20% | 1 | 0.2 |
| 3. Extension | | | |
| a. Client/Dir. for Extension (50%) | | | |
| b. Dept Head/Center Director (50%) | | | |
| Total for Extension | | | |
| 4. Administration | | | |
| 5. Production | | | |
| TOTAL | | | 3.728 |

EQUIVALENT NUMERICAL RATING: 3.728
 Add: Additional Points, if any: 0.0
 TOTAL NUMERICAL RATING: 3.728

ADJECTIVAL RATING:

Prepared by:


NIKKI G. CORALES-BAJAS
 Name of Faculty

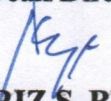
Reviewed by:


VENICE B. IBÁÑEZ
 Department Head

Recommending Approval:


MOISES NEIL V. SERIÑO
 Dean/Director

Approved:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs



VISAYAS
STATE UNIVERSITY

**DEPARTMENT OF TOURISM AND
HOSPITALITY MANAGEMENT**

Visca, Baybay City, Leyte, PHILIPPINES

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"Exhibit B"

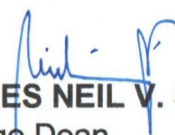
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **NIKKI G. CORALES-BAJAS**, 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 2021**.


NIKKI G. CORALES-BAJAS
Instructor I
Date:

Approved:


VENICE B. IBÁÑEZ
Department Head
Date:


MOISES NEIL V. SERIÑO
College Dean
Date: 3/10/22

| 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 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 | 47.2 | 17.50 | 4 | 4 | 4 | 4 | Jan-June 22-5 |
| | | A10 . Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 16 | 18 | 5 | 5 | 5 | 5 | 5 midterm gradesheets AY 2021-2022; 3 midterm gradesheets AY2020-2021; 6 final gradesheets AY2020-2021 |
| | | 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 | | 17 | | | | | 8 Jan-June; 9 July-Dec |
| | | A12 . Number of trainings attended related to instruction | Attend mandated trainings | 1 | 0 | 4 | 4 | 4 | 4 | 1 training March |
| | | A13 . Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 2 | 6 | 5 | 5 | 5 | 5 | 3 2nd sem AY 2020-2021 |
| | | A14 . Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 16 | 10 | 5 | 5 | 5 | 5 | 7 Jan-June |
| | | A15 . Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | 18 | 108 | 5 | 5 | 5 | 5 | |
| | PI 8 : Number of students advised: * | A16 . Number of students advised: | Acts as academic advisor to students | 64 | 157 | 5 | 5 | 5 | 5 | |

| | | | | | | | | | | |
|--|--|---|--|----|----|---|---|---|---|--|
| | | A17 . Number of students advised on thesis/ field practice/special problem: | | | 10 | 5 | 5 | 5 | 5 | 8 thesis; 2 OJT |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | 8 | 2 | 3 | 3 | 3 | 3 | 1 thesis; 1 OJT |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | | 14 | 5 | 5 | 5 | 5 | 9 thesis; 5 OJT |
| | | A18 . Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 24 | 30 | 5 | 5 | 5 | 5 | |
| | PI 9: Number of student organizations advised/ assisted * | A19 . Number of Student organizations advised | Advises student organizations recognized by USOO | 1 | 0 | 4 | 4 | 4 | 4 | 1 AY 2020-2021 TORAH |
| | | A20 . Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | 1 | 2 | 4 | 4 | 4 | 4 | TORAH election, webinar conducted by 3rd year BSTM |
| | 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 | 3 | 4 | 5 | 5 | 5 | 5 | 4 LGs AY 2020-2021; 4 LGs AY 2021-2022 |

| | | | | | | | | | | |
|-----------------------------------|--|---|--|---|---|---|---|---|---|---------------------------|
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 3 | 4 | 5 | 5 | 5 | 5 | 1 set for each courseware |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 3 | 4 | 5 | 5 | 5 | 5 | 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 | | 1 | 1 | 1 | 1 | |
| | | A 24 : Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 3 | 4 | 5 | 5 | 5 | 5 | |
| | 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 | 1 | 3 | 3 | 3 | 3 | COPC BSTM |
| | | 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 project within the year | 1 | 0 | | | | | |
| | 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 | 1 | 0 | | | | | submitted, but rejected |
| | | <i>In refereed int'l journals</i> | | | | | | | | |
| | | <i>In refereed nat'l/regional journals</i> | | | | | | | | |
| | 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 fora/conferences | 1 | 0 | | | | | |
| | | <i>In int'l fora/conferences</i> | | | | | | | | |
| | | <i>In nat'l/regional fora/conferences</i> | | | | | | | | |
| | PI 5. Percent of research proposals approved * | A 31. Percentage of research proposals prepared, submitted and approved | Prepares research proposals, submits and follows up its approval for immediate implementation | 1 | 0 | | | | | |
| | 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 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 | | | | | | | |
| | <i>Research Mentoring</i> | <i>Research Mentor</i> | | | | | | | | |
| | <i>Peer reviewers/Panelists</i> | <i>Peer reviewers/Panelists</i> | | | | | | | | |
| | <i>Resource Persons</i> | <i>Resource Persons</i> | | | | | | | | |
| | <i>Convenor/Organizer</i> | <i>Convenor/Organizer</i> | | | | | | | | |
| | <i>Consultancy</i> | <i>Consultant</i> | | | | | | | | |
| | <i>Evaluator</i> | <i>Evaluator</i> | | | | | | | | |
| | 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 the QMS 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 | | S | S | S | S |
| | | 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 | | S | S | S | S |
| | | 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 | | S | S | S | S |

| | | | | | | | | | |
|--|--|--|--|--|------|--|--|--|--|
| | 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 performing 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 | | | | | | |
| | Average Rating (total over-all rating divided by 4) | | | | 3.88 | Comments & Recommendations for Development Purpose: Attendance to Research methodology & analysis training | | | |
| | Additional Points: | | | | | | | | |
| | Approved Additional Points (with copy of approval) | | | | | | | | |
| | Final Rating | | | | | | | | |
| | Adjectival Rating | | | | | | | | |

Evaluated & Rated by:


VENICE B. IBANEZ

Department Head

Date:


Recommending Approval


MOISES NEIL V. SERINO

Dean, CME

Date: 3/10/22

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Nikki G. Corales-Bajas

| 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 | THty 110, Thty 105, TMgt 127, TMgt 131 | August 2021 | December 2021 | January 28, 2022 | VI | VS | |
| 2 | Provide advise for undergraduate thesis of students | Act as adviser to 8 students and act as SRC for 6 students | August 2021 | December 2021 | January 28, 2022 | VI | VS | |
| 3 | Serve as member of department-based committees | Curriculum committee Tourism Services Committee | January 2021 | December 31, 2021 | December 31, 2021 | VI | VS | |
| 4 | Advise students for their academic loads | Serve as academic adviser during enrolment | August 2021 | August 2021 | August 2021 | VI | VS | |

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

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

Prepared by:



VENICE B. IBANEZ
 Unit Head

Exhibit I

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Tourism and Hospitality Management

Head of Office: Ms. Venice B. Ibañez

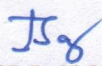
Number of Personnel: Ms. Nikki G. Corales

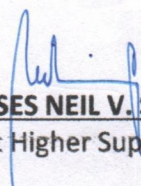
| Activity Monitoring | MECHANISM | | | | Remarks |
|---------------------|------------|-------|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | x | x | | | |
| Coaching | x | x | | | |

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

Conducted by:

Noted by:


VENICE B. IBAÑEZ
 Immediate Supervisor


MOISES NEIL V. SERIO
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NIKKI G. CORALES-BAJAS

Performance Rating: July-December 2021

Aim: To develop skills related to research

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

Date: January 2021 **Target Date:** December 2021

First Step:

To attend webinars/seminars related to research

Result:

Increased knowledge on research

Date: May 2021 **Target Date:** December 2021

Next Step:

Apply the learnings and insights learned in the advising undergraduate thesis of students.

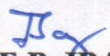
Outcome:

Confident in advising undergraduate thesis of students.

Final Step/Recommendation:

To attend more advanced seminar on research related topics.

Prepared by:


VENICE B. IBAÑEZ
Unit Head