

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Magnolia C. Lao

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
g. Head/Dean (50%)	65%	1.795	1.17
h. Students (50%)		1.72	1.12
Total for Instruction			
2. Research			
g. Client/Dir. for Research (50%)			
h. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension	20%	3	0.60
g. Client/Dir. for Extension (50%)			
h. Dept Head/Center Director (50%)			
Total for Extension			
4. Support to Operation	15%	5	0.60
5. General Administration			
TOTAL	100%		3.49

EQUIVALENT NUMERICAL RATING:

3.49

Add: Additional Points, if any:

0.0

TOTAL NUMERICAL RATING:

3.49

ADJECTIVAL RATING:

Satisfactory

Prepared by:

MAGNOLIA C. LAO

Name of Faculty

Reviewed by:

VENICE B. IBÁÑEZ

Department Head

Recommending Approval:

MOISES NEIL V. SERIÑO

Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President



VISAYAS
STATE UNIVERSITY

**DEPARTMENT OF TOURISM AND
HOSPITALITY MANAGEMENT**

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: None


Email: dchm@vsu.edu.ph

Website: www.vsu.edu.ph

"Exhibit B"

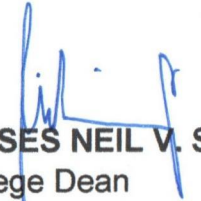
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MAGNOLIA C. LAO, 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 2021.


MAGNOLIA C. LAO
Assistant Professor
Date:

Approved:

VENICE B. IBAÑEZ
Department Head
Date:


MOISES NEIL V. SERIÑO
College Dean
Date:

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:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
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	<i>Handles and teaches courses assigned</i>	45.6	19.2	3	3	3	3.00	
		A10 . Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	12	0	3	3	3	3.00	
		A 11 . Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>							
		A12 . Number of trainings attended related to instruction	<i>Attend mandated trainings</i>	3	0	3	3	3	3.00	
		A13 . Number of long examinations administered and checked	<i>Administers and checks long examination for subjects taught</i>	0	8	5	5	5	5.00	2 long exam per class
		A14 . Number of quizzes administered and checked	<i>Prepares and checks quizzes for lec and lab</i>	38	8	3	3	3	3.00	
		A15 . Number of lab reports and term papers checked and graded	<i>Checks lab reports and term papers submitted as required</i>	12.8	0	3	3	3	3.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	56	65	5	5	5	5.00	

		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	6		3	3	3	3.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		3	5	5	5	5.00	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	112	95	4	4	4	4.00	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	4	4	4	4.00	
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	4	1	3	3	3	3.00	
	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	3	1	3	3	3	3.00	Started but not yet finished
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	14	5	5	5	5.00	2 videos and 12 ppts

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	1	3	3	3	3.00	1 set
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were 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	2	1	3	3	3	3.00	
	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		3	3	3	3.00	COPC for BSHM
		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	0						
	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	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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>		0						
	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							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		0						
	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	0						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		0						
		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	0						

		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0						
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		3	3	3	3.00	
	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	15		3	3	3	3.00	
	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		3	3	3	3.00	
	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	1		3	3	3	3.00	

	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	100%		3	3	3	3.00	
	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		4	4	4	4.00	
		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		4	4	4	4.00	
		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							
	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										Comments & Recommendations for Development Purpose: <i>Attend more advanced seminar on extension related topics</i>
Additional Points										
Approve Additional Points (with copy of approval)										
Final Rating										
Adjective Rating										

Evaluated & Rated by:


VENICE B. BAÑEZ

Department Head

Date:

Recommending Approval


MOISES NEIL V. SERIÑO

Dean, CME

Date:

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 10/6/21

PERFORMANCE MONITORING FORMName of Employee: Magnolia C. Lao

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 124	March 12, 2021	July 16, 2021	July 30, 2021	I	S	
2	Provide advise for OJT on their industry practice report	Act as SRC for 5 students	March 12, 2021	June 7, 2021	August 3, 2021	VI	VS	
3	Serve as member of department-based committees	Uniform committee, Curriculum committee	January 2021	December 31, 2021	December 31, 2021	I	VS	

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

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

Prepared by:


VENICE B. IBÁÑEZ
 Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

Name: Las, Magnolia

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

Name of Office: DTHM

Head of Office: VB IBANEZ

Number of Personnel: 17

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Jan. 25, 2021 July 9, 2021	Monthly meetings - 1/22/2021 - 2/23/2021 - 3/22/2021 - 4/29/2021 - 5/27/2021 - 6/22/2021			
Coaching	July 9, 2021 CIPES with satisfactory rating)				

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

Conducted by:

VENICE B. IBANEZ
Immediate Supervisor

Noted by:

MOSES NEIL J. SERRATO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MAGNOLIA C. LAO

Performance Rating: January-June 2021

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

Proposed Interventions to Improve Performance:

Date: January 2021

Target Date: June 2021

First Step:

To attend webinars/seminars related to extension.

Result:

Increased knowledge on extension.

Date: June 2021

Target Date: Until December

Next Step:


Apply the learnings and insights learned developing extension proposals.

Outcome: Confident in writing and submitting extension proposals.

Final Step/Recommendation:

To attend more advanced seminar on extension related topics.

Prepared by:


VENICE B. IBÁÑEZ
Head, DTHM

Conforme:


MAGNOLIA C. LAO
Name of Ratee Faculty