# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:　Venice B. Ibañez

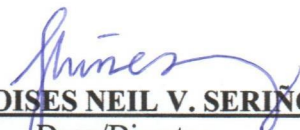| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|---|---|---|---|
| 1. Instruction | | | |
|   a. Head/Dean (50%) | 20% | 4.88 | 0.976 |
|   b. Students (50%) | 20% | 4.00 | 0.80 |
|     Total for Instruction | 40% | | |
| 2. Research | | | |
|   a. Client/Dir. for Research (50%) | | | |
|   b. Dept. Head/Center Director (50%) | | | |
|     Total for Research | 10% | 3.50 | 0.35 |
| 3. Extension | | | |
|   a. Client/Dir. for Extension (50%) | | | |
|   b. Dept Head/Center Director (50%) | | | |
|     Total for Extension | 15% | 4.92 | 0.74 |
| 4. Administration | 35% | 4.67 | 1.635 |
| 5. Production | | | |
|     TOTAL | | | 4.50 |

EQUIVALENT NUMERICAL RATING:　　4.50
Add:　Additional Points, if any:　　0.0
TOTAL NUMERICAL RATING:　　4.50

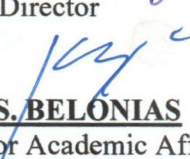ADJECTIVAL RATING:　　　　　OUTSTANDING

Prepared by:

**VENICE B. IBAÑEZ**
Name of Faculty

Reviewed by:

for **MOISES NEIL V. SERIÑO**
Dean/Director

Approved:

**BEATRIZ S. BELONIAS**
Vice President for Academic Affairs

**VISAYAS STATE UNIVERSITY**

**DTHM**

"Exhibit B"

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VENICE B. IBAÑEZ, 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 2022.

Approved:

**VENICE B. IBAÑEZ**
Instructor I
Date: 7/22/22

**MOISES NEIL V. SERIÑO**
College Dean
Date: 7/29/22

| 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 | 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 | | 5.10 | 5 | 5 | 5 | 5 | |
| | **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* | 10 | 5.1 | S | S | S | S | 2nd semester 2021-2022 teaching equivalent |
| | **A10**. *Number of grade sheets submitted within prescribed period* | Prepares gradesheet and submits on or before deadline | 5 | 4 | S | S | S | S | 2nd semester 2021-2022 gradesheets |
| | **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 | | 3 | S | S | S | S | |
| | **A12**. *Number of trainings attended related to instruction* | Attend mandated trainings | 1 | 1 | S | S | S | S | Data Provacy Training |
| | **A13**. *Number of long examinations administered and checked* | Administers and checks long examination for subjects taught | 2 | 1 | 4.5 | 4.5 | 4.5 | 4.5 | Term exam |
| | **A14**. *Number of quizzes administered and checked* | Prepares and checks quizzes for lec and lab | 5 | 6 | S | S | S | S | Combination of learning and assessment tasks |
| | **A15**. *Number of lab reports and term papers checked and graded* | Checks lab reports and term papers submitted as required | | | | | | | |
| **PI 8:** Number of students advised: * | **A16**. Number of students advised: | *Acts as academic adviserto students* | 30 | 30 | S | S | S | S | 2nd semester and summer term enrolment AY 2021-2022 |
| | **A17**. *Number of students advised on thesis/ field practice/special problem:* | | | | | | | | |
| | *As Adviser* | Advises, and corrects research outline and thesis/SP manuscript | 5 | 4 | S | S | S | S | 2nd semester 2021-2022 |
| | *As SRC Chairman/Member* | Advises and corrects research outline and thesis/SP manuscript | 8 | 29 | S | S | 5 | S | 2nd semester 2021-2022 |
| | **A18**. *Number of students entertained for consultation purposes* | Entertains students consulting on subject taught, thesis and grades | 40 | 50 | S | S | S | S | |
| **PI 9:** Number of student organizations advised/ assisted * | **A19**. *Number of Student organizations advised* | *Advises student organizations recognized by USOO* | | | | | | | |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **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 | 2 | S | S | S | S | | Learning guide |
| | | Supplemental learning resources | *Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught* | 2 | 3 | S | S | S | S | | topical presentations |
| | | *Assessment tools* | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 2 | 2 | 4.5 | 4.5 | 4.5 | 4.5 | | set; embedded in the learning guide |
| | | **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 | 2 | 3 | S | S | S | S | | Update virtual classrooms |
| | **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 | 4 | 4 | 4 | 4 | | COPC for 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 | | 1 | S | S | S | S | | Facilitated the participation and attendance of Student-advisee as |
| **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 | 1 | 0 | 1 | 1 | 1 | 1 | | |
| **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 | 3 | 3 | 3 | 3 | | On review |
| | 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 | 1 | 1 | S | S | S | S | | |
| | 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 | 50% | 100% | S | S | S | S | | Submitted carrying capacity proposal to PAMB. On principle, it is approved, but funding is still |
| **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 | 3 | S | S | S | S | LGU-Tolosa (ALS-EST Project); PMPI (Ecotourism Development in Homonhon); LGU-Inopacan and AER CCOLLABDev Project) |
| 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 | 10 | S | S | S | S | ALS-EST Training |
| 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 | | 2 | S | S | S | S | ALS-EST Project and COLLABDev (ISRDS main proponent) |
| 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 | 90% | 95% | S | S | S | S | |
| 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 | 1 | 1 | 4.5 | 4.5 | 4.5 | 4-5 | As resource person in ALS-EST training |
| 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 | | 1 over 1 | S | S | S | S | |
| | **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 | 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 | 50% | 4 | 4 | 4 | 4 | No BSHM COPC yet |
| | | 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 | 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 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 | | | | | | | | |
| **Total Over-all Rating** | | | | | | | | | Pursue PhD studies | |
| **Average Rating** | | | | | | | | | | |
| **Adjectival Rating** | | | | | | | | | | |

Evaluated & Rated by:

Recommending Approval

**MOISES NEIL V. SERIÑO**
Dean, CME
Date: 7/11/22

Approved by:

**BEATRIZ S. BELONIAS**
Vice President for Academic Affairs
Date:

Exhibit I

# PERFORMANCE MONITORING FORM

Name of Employee:  Venice B. Ibañez

| 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 for 2nd semester 2021-2022 | TMgt 129; TMgt 136 | February 2022 | July 15, 2022 | July 15, 2022 | VI | VS | |
| 2 | Provide advise for undergraduate thesis for BSTM students and OJT reports for BSHM students (2nd sem 2021-2022) | 4 student advisees and 29 students served as SRC | March 12, 2022 | June 7, 2022 | July 15, 2022 | VI | VS | |
| 3 | Advise students for their academic loads | Serve as academic adviser during enrolment | February 2022 | March, 2022 | Feb-March, 2022 | VI | VS | |
| 4 | Supervise activities of the department | Conducted 6 department meetings; individual and group coaching/monitoring; etc | January 2022 | June 30, 2022 | June 30, 2022 | VI | VS | |

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

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

Prepared by:

**MOISES NEIL V. SERNIÑO**
College Dean

# PERFORMANCE MONITORING & COACHING JOURNAL

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

**Name of Office:** Department of Tourism and Hospitality Management

**Head of Office:** Ms.Venice B. Ibañez

**Number of Personnel:** Ms. Venice B. Ibañez

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

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

Conducted by:                                      Noted by:

**MOISES NEIL V. SERIÑO**                          **BEATRIZ S. BELONIAS**
Immediate Supervisor                               Next Higher Supervisor

Exhibit L

## EMPLOYEE DEVELOPMENT PLAN

**Name of Employee:**      VENICE B. IBAÑEZ
**Performance Rating:**      January-June 2022

**Aim**: To develop skills in writing research proposals in support to advanced studies

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

Date: January 2022     Target Date:    June 2022

To attend webinars/seminars in relation to instructional materials development

**Result**:
Increased knowledge on the creation of instructional materials

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

**Next Step**:
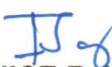Apply the learnings and insights learned in crafting research proposal for advanced studies.
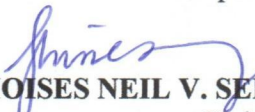
**Outcome**:
Confident in developing research proposal.

**Final Step/Recommendation**:

To pursue doctoral studies.

Conforme:                                        Prepared by:

**VENICE B. IBAÑEZ**               **MOISES NEIL V. SERIÑO**
Ratee                                       Unit Head

cc: ODA-HRD