

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: Ms. 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%)	4.86	$4.86 \times .50 = 2.43$	
b. Students (50%)	5.00	$4.66 \times .50 = 2.33$	
Total for Instruction	40%	4.76	1.904
2. Research	-	-	-
3. Extension	-	-	-
4. Administration	50%	5.00 ✓	2.50 ✓
5. Production	10%	5.00	0.50
TOTAL	100%		4.90

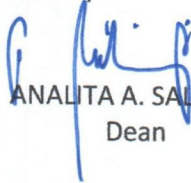
EQUIVALENT NUMERICAL RATING: 4.90 ✓
Add: Additional Points, if any: -
TOTAL NUMERICAL RATING: 4.90 ✓

ADJECTIVAL RATING: Outstanding

Prepared by:


VENICE B. IBÁÑEZ
Name of Faculty


Reviewed by:


ANALITA A. SALABAO
Dean

Recommending Approval:


ANALITA A. SALABAO
Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Venice B. Ibañez of the Department of Consumer and Hospitality Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2019.

Hay
VENICE B. IBÁÑEZ
Ratee

Approved: *[Signature]*
ANALITA A. SALABAO
Dean, CME



MFO & PAPS	Success Indicators	Tasks/Target Assigned	Actual Accomplishment	Rating				Remarks
				Q1	E2	T3	A4	
Advanced & Higher Education Services	No. of Course Outlines/syllabus revised							
	2 nd Sem 2019	NA						
	Summer 2019	NA						
	1 st Sem 2019	2	2	5	5	5	5.00	1 revised;1 new
	No. of IMs revised							
	2 nd Sem 2019	NA						
	Summer 2019	NA						
	1 st Sem 2019	2	2	5	4.5	4	4.50	1 revised;1 new
	No. of long/term exams conducted, checked and recorded							
	2 nd Sem 2019	NA						
	Summer 2019	NA						
	1 st Sem 2019	2	2	5	4.5	4	4.50	
	No. of quizzes administered, checked & recorded							
	2 nd Sem 2019	NA						
	Summer 2019	NA						
	1 st Sem 2019	10	28	5	5	5	5.00	quizzes,grp & Ind. Exercise, Home exercise

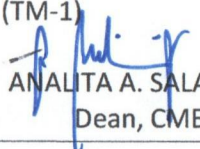
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MFO & PAPS	Success Indicators	Tasks/Target Assigned	Actual Accomplishment	Rating				Remarks
				Q1	E2	T3	A4	
Advanced & Higher Education Services	No. of student projects & research studies supervised & checked							
	2 nd Sem 2019	NA						
	Summer 2019	NA						
	1 st Sem 2019	26	28	5	5	4.5	4.83	Res. studies
	No. of laboratory activities checked & recorded							
	2 nd Sem 2019	NA						
	Summer 2019	NA						
	1 st Sem 2019	none	-	-	-	-	-	No lab classes
	No. of students grades computed							
	2 nd Sem 2019	NA						
	Summer 2019	NA						
	1 st Sem 2019	100	105	5	5	4.5	4.83	Midterm only
	No. of course grade submitted							
	2 nd Sem 2019	NA						
	Summer 2019	NA						
	1 st Sem 2019	4	4	5	5	4.5	4.83	4 classes (midterm only)

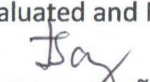
MFO & PAPS	Success Indicators	Tasks/Target Assigned	Actual Accomplishment	Rating				Remarks
				Q1	E2	T3	A4	
Advanced & Higher Education Services	Student Advising							
	No. of hrs. spent on student advising	5 hrs/wk	5 hrs	5	5	5	5.00	
	No. of hrs. spent on academic advising during enrolment	5 hrs/wk	30 hrs	5	5	5	5.00	
	No. of organization advised							
	No. of student-related activities assisted							
University Committee Membership	Snacks Preparation and service - AUDRN	1	1	5	5	5	5.00	
	Administration (Overall)	500	1,500	5	5	5	5.00	
	Draw strategic and specific plans and targets of the department aligned to that of the overall plans of the University							
	Accepts accountability for overall performance and in delivering the the output required							
	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks							

Average Rating		4.86
Additional Points		-
Approved Additional points (with copy of approval)		
FINAL RATING		4.86
ADJECTIVAL RATING		Outstanding

Comments & Recommendations
For Development Purposes:
Recommended for further assessment
e.g. Trainer's Methodology
assessment (TM-1)

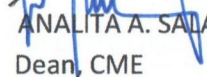

ANALITA A. SALABAO
Dean, CME

Evaluated and Rated By:


VENICE B. IBANEZ
Department Head

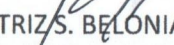
Date: _____

Recommending Approval


ANALITA A. SALABAO
Dean, CME

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President

Date: _____

- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF CONSUMER AND
HOSPITALITY MANAGEMENT**
College of Management and Economics,
Visayas State University
Visca, Baybay City, Leyte PHILIPPINES
Email: dchm@vsu.edu.ph
Website: www.vsu.edu.ph

Exhibit I

PERFORMANCE MONITORING FORM

July-December 2019

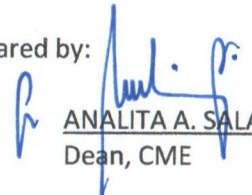
Name of Employee: Venice B. Ibañez

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	TMgt 121 Hrtm 199	July 25, 2-019	Dec. 9, 2019	Nov. 19, 2019	VI	O	
2	Provide advise OJT on their industry practice report	6 studs advises industry report advises	Aug. 5, 2019	Dec. 13, 2019	Nov. 22, 2019	VI	O	
3	Advise students for their academic loads	Served as academic adviser for students with no academic adviser	July 22, 2019	Dec. 13, 2019	Nov. 19, 2019	VI	O	
4	Serve as committee chairman/member	DPC chairman Univ. Food Committee chairman college committee- based assignment	July 25, 2019	Dec. 13, 2019	Dec. 5, 2019	VI	O	

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

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

Prepared by:


ANALITA A. SALABAO
Dean, CME

VSU's Vision: A globally competitive university for science, technology, and environmental conservation.

VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: DCHM

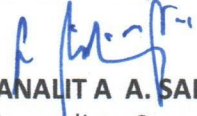
Head of Office: Dr. Analita A. Salabao

Name of Faculty/Staff: Venice B. Ibañez Signature:  Date Jan. 23, 2020

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments, problems and plans	X	X	-	-	Conducted from July-Dec. 2019
Coaching Discuss ways to improve the execution of assigned tasks	X	X	-	-	-do-

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

Conducted by:


ANALITA A. SALABAO
Immediate Supervisor

Verified by:

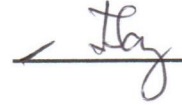

BEATRIZ S. BELONIAS
Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Venice B. Ibañez
Performance Rating: Outstanding

Signature:



Aim: To be NC certified on Tourism-related skills

Proposed Intervention to improve Performance:

Date: January 2019

Target: June 2019

First Step

Not applicable

Result:

Not applicable

Date: July 2019

Target Date: December 2019

Next Step:

Undergo NC assessment on travel services, tourism promotions, and Events Management


Outcomes :

Certified NC-2 (Travel services, tourism Promotions) and NC-3 (Events Management) on 3 tourism-related skills

Final Step/Recommendation:

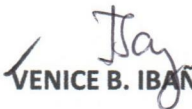
Recommended for further assessment- e.g. Trainer's Methodology assessment (TM-1)

Prepared by:



ANALITA A. SALABAO
Dean, CME

Conforme:



VENICE B. IBANEZ