SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: April Gayle V. Calunangan

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
a. Head/Dean (50%)	45%	4.08	1.836
b. Students (50%)	45%	4.57	2.0565
Total for Instruction	90%		3.8925
Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
Administration	10%	2	0.2
Production			
TOTAL			**4.0925**

EQUIVALENT NUMERICAL RATING: 4.0925
Add: Additional Points, if any: 0
TOTAL NUMERICAL RATING: **4.0925**
ADJECTIVAL RATING: Very Satisfactory

Prepared by:

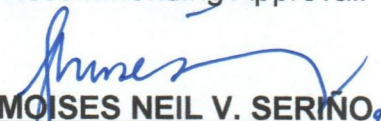**APRIL GAYLE V. CALUNANGAN**
Name of Faculty
7/18/27

Reviewed by:

HANNAH MAE E. QUIMBO
Department Head
7/18/23

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean/Director
7/20/27

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs
7/22/23

Department of Tourism and Hospitality Management
Visca, Baybay City, Leyte, PHILIPPINES
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VISAYAS STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, APRIL GAYLE V. CALUNANGAN, 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 targets in accordance with the indicated measures for the period January to June 2023.

Approved

APRIL GAYLE V. CALUNANGAN
Instructor
Date: July 10, 2023

HANNAH MAE E. QUIMBO
Department Head
Date: July 18, 2023

MOISES NEIL V. SERIÑO
College Dean
Date: July 20, 2023

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							
	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								

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	40	21.5	4	4	4	4.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	10	5	5	5	5.00	Midterm and Finals of TMgt 122, TMgt 134, TMgt 136, HMgt 126, TMgt 200B
	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	0	0					
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	0	2	2	2	2.00	
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	8	5	5	5	5.00	4 per subject
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	17	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	10	17	5	5	5	5.00	HMgt 126 -10, TMgt 122 - 7
PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviserto students	30	44	5	5	5	5.00	

PI	Activity	Description							Remarks
	A17. Number of students advised on thesis/ field practice/special problem:		5	7	5	5	5	5.00	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	10	5	5	5	5.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5	9	5	5	5	5.00	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	13	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	4	4	4	4.00	TORAH
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	4	4	4	4.00	TORAH
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	4	5	5	5	5.00	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	5	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	8	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	0	0					
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	3	4	4	4	4.00	
PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:								
	Program accreditation/evaluation	Prepares documents and	1	1	4	4	4	4.00	
	Agency/firm/Industry linkages	Coordinates with potential	5	3	3	3	3	3.00	Boracay,Silago, Coron
	A 26. Other outputs implementing	Designs experiential							
UMFO 3 . RESEARCH SERVICES									

	PI (Performance Indicator)	Activity	Description								
	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	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	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	0	0						
		In refereed int'l journals		0	0						
		In refereed nat'l/regional journals		0	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 scienfic for a/conferences	0	0						
		In int'l fora/conferences		0	0						
		In nat'l/regional fora/conferences		0	0						
	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	0	0						
	PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or student w/ faculty)		0	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	0						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0	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	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	2	1	3	3	3	3.00	Silago
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	10	0	2	2	2	2.00	
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	0	2	2	2	2.00	
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	95%	0	1	1	1	1.00	
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	0	0					
Research Mentoring	Research Mentor		0	0					
Peer reviewers/Panelists	Peer reviewers/Panelists		0	0					
Resource Persons	Resource Persons		0	0					
Convenor/Organizer	Convenor/Organizer		1	0	2	2	2	2.00	
Consultancy	Consultant		0	1	5	5	5	5.00	Silago
Evaluator	Evaluator		0	0					
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	0	2	2	2	2.00	
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0	0					
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0	0					
UMFO 5. SUPPORT TO OPERATIONS				0					
	OVPI MFO 4. Program and Institutional Accreditation Services								

2.833333

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					
	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					
	On program accreditations							
	On institutional accreditations							
UMFO 6. General Admin. & Support Services (GASS)								
PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint					
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	102							Strengthen extension capabilities through attendance to trainings
Average Rating	4.08							
Adjectival Rating	Very Satisfactory							

Evaluated & Rated by:

HANNAH MAE E. QUIMBO
Department Head
Date: July 18, 2023

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: July 20, 2023

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 7/22/23

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **APRIL GAYLE V. CALUNANGAN**

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 the prescribed period, and makes herself available for student consultations during consultation hours.	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Very Impressive	Outstanding	Submitted grades on time. Returned corrected manuscripts on time. Entertains the concerns of advisees during enrollment.
2	Attends training, seminars, and workshops.	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Impressive	Very Satisfactory	Encouraged to submit publications
3	Performs functions Chairman of BSTM	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Very Impressive	Outstanding	Organized schedules of the BSTM Faculty meeting
4	Performs other functions such as; Chairman of Curriculum and Uniform Committee	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Very Impressive	Outstanding	Able to multitask and maintain productivity

*Either very impressive, impressive, needs improvement, poor, very poor
**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

HANNAH MAE E. QUIMBO
Unit Head
July 19, 2023

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: APRIL GAYLE V. CALUNANGAN
Performance Rating: January-June 2023

Aim: To develop skills related to research and extension project proposal writing and development

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

Date: January 2023 Target Date: June 2023

First Step:
To attend webinars/seminars related to research and extension proposal writing and development

Result:
Increased knowledge on research and extension project proposal writing.

Date: May 2023 Target Date: June 2023

Next Step:
Apply the learnings and insights learned in preparing and conducting extension project.

Outcome:
Confident in the preparing and implementing extension project.

Final Step/Recommendation:

To attend more advanced seminars on research and extension related topics.

Prepared by:

HANNAH MAE E. QUIMBO
Unit Head
June 18, 2023

cc: ODA-HRD

Conforme:

APRIL GAYLE V. CALUNANGAN
Faculty