SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Hannah Mae E. Quimbo

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	45%	4.50	2.025
b. Students (50%)	45%	4.33	1.9485
Total for Instruction	90%		
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	10%	5.00	0.5
4. Administration			
5. Production			
TOTAL			4.4735

EQUIVALENT NUMERICAL RATING: 4.4735
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.4735

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

HANNAH MAE E. QUIMBO
Name of Faculty

Reviewed by:

MOISES NEIL V. SERIÑO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT
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VISAYAS STATE UNIVERSITY

DTHM

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HANNAH MAE E. QUIMBO, 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 to December 2022.

Approved:

for rating

HANNAH MAE E. QUIMBO
Instructor II
Date: Jan 24 2023

MOISES NEIL SERIÑO
College Dean
Date: Jan 25, 23

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*								

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*	51	15.75	3	3	3	3		
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	9	5	5	5	5		excluding the 4 lab gradesheet submitted to the Lecture instructor for computation
	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	0	9	5	5	5	5		
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	0	1	1	1	1		
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	5	5		
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	5	5	5	5	5		
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0	7	5	5	5	5		7 lab activites
PI 8: Number of students advised: *	**A16**. Number of students advised:	*Acts as academic adviserto students*	0	19	5	5	5	5		January to March - on maternity leave

		A17. *Number of students advised on thesis/ field practice/special problem:*										
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	10	25	5	5	5	5			
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	10	10	4.5	4.5	4.5	4.5			
		A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	10	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	1	4	4	4	4		SHoTS	
		A20. *Number of Student organizations assisted on student related activities*	Assists student organizations in implementing student related activities	1	2	5	5	5	5			
	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	1	4	4	4	4			
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	5	5	5	5	5			

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	8	5	5	5	5		
		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	1	6	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								
		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 oroject within the year								
	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								

		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								
		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								
	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	Activity	Description							
	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	10	30	5	5	5	5	10-ALS Trainees and 20 Tourism Office Owners/Representatives of Tourism and Hospitality Establishments in Merida, Leyte
	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	1	2	5	5	5	5	
	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*								

			1	2					
Resource Persons	*Resource Persons*		1	2	5	5	5	5	ALS-EST and Tourism Skills Training in Merida
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							
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	5	5	5	5	

		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	100% compliant	4.5	4.5	4.5	4.5	
		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							
	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									
	Average Rating									
	Adjectival Rating									

increase research & extension projects of DTHM

Evaluated & Rated by:

MOISES NEIL V. SERIÑO
Dean, CME
Date: Jan 26, 2023

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
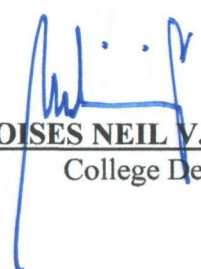Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Hannah Mae E. Quimbo

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 125 HMgt 127 **THty 101	September 2022	December 2022	December 16, 2022	VI	VS	*Team-teach with JMontezon **Teameach-t with VBIbanez
2	Provide advise for undergraduate thesis of BSTM students and BSHM students for their internship report (1st Semester 2022-2023)	Serve as Thesis Adviser to 8 BSTM students 3 BSHM students , SRC Chair to 2 BSTM students and SRC BSTM member for 3 student.	September 2022	December 2022	December 16,2022	VI	VS	
3	Advise students for their academic loads	Serve as academic adviser during enrolment	August 31,2022	September , 2022	Aug-September, 2022	VI	VS	
4	Serve as member of department-based committees	Extension committee, Curriculum committee	January 2022	December 31, 2022	December 31, 2022	I	VS	

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

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

Prepared by:

MOISES NEIL V. SERIÑO
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: July- October 2022 - Ms.Venice B. Ibañez (Dept. Head)

Nov- December 2022 – Ms. Hannah Mae E. Quimbo (OIC)

Number of Personnel: Ms. Hannah Mae E. Quimbo

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

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

Conducted by:

VENICE B. IBAÑEZ
Immediate Supervisor *(Jan-Oct)*

MOISES NEIL V. SERIÑO
Immediate Supervisor *(Nov-Dec)*

Noted by:

BEATRIZ S. BELONIAS
Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HANNAH MAE E. QUIMBO
Performance Rating: July-December 2022

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

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

Date: July 2022   Target Date: December 2022

To attend webinars/seminars related to research and extension

Result:
Increased knowledge on extension

Date: November 2022   **Target Date**: December 2022

Next Step:
Apply the learnings and insights learned in drafting research and extension project proposal.
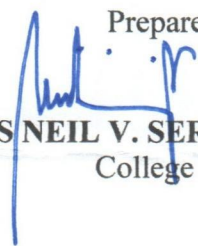
Outcome:
Confident in developing research and extension proposal for submission to ODREX.

Final Step/Recommendation:

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

Prepared by:

MOISES NEIL V. SERIÑO
College Dean

cc: ODA-HRD