

## 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)
6. Instruction		951.9	
c. Head/Dean (50%)		4.25 x 100% = 4.18 4.25 3.979	
d. Students (50%)			
Total for Instruction	100% 951.9	4.25 3.979	4.25 3.97
7. Research			
c. Client/Dir. for Research (50%)			
d. Dept. Head/Center Director (50%)			
Total for Research			
8. Extension			
c. Client/Dir. for Extension (50%)			
d. Dept Head/Center Director (50%)			
Total for Extension			
9. Administration	51.9	4.679	0.239
10. Production			
TOTAL			4.25 4.20

EQUIVALENT NUMERICAL RATING:

4.26

Add: Additional Points, if any:

0.0

TOTAL NUMERICAL RATING:

4.26

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

Reviewed by:

HANNAH MAE E. QUIMBO

VENICE B. IBÁÑEZ

Name of Faculty

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](mailto:dchm@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

"Exhibit B"

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, HANNAH MAE 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 accomplishment in accordance with the indicated measures for the period July 2020 - December 2020.

HANNAH MAE E. QUIMBO

Instructor II

Date: 1/28/2021

VENICE B. IBAÑEZ

Department Head

Date: 1/29/2021

MOISES NEIL V. SERIÑO

College Dean

Date: 2/1/21

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	NONE						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	NONE						
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NONE						



		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	NONE						
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NONE						
	<b>PI 9:</b> Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	NONE						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	NONE						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NONE						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NONE						
		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	NONE						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	NONE						
	<b>PI 10</b> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	NONE						

UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	85.95	49.65	5	5	5	5	Jan-June 2020 FTE was 36.3
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	0	4	4	4	4	Target already accomplished Jan-June
		<b>A11.</b> 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	2	7	5	5	5	5	
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	2	4	4	4	4	
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	4	4	4	4	Modular exam
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	7	4	4	3	3.67	Checking on-process
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	0	3	3	3	3	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	0	50	5	5	5	5	
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		1	5	5	5	5	OJT Report



		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	0	20	5	5	5	5	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : 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	2	3	5	4	3	4	3 subjects
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	0	3	3	3	3	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	5	4	3	4	
		<b>A 23</b> : 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	2	3	5	4	3	4	review until the DIMC

		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	5	4	3	4	for 3 subjects
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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>								

62.67/15

2.4-19

11



	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> 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>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							

	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								



	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	5	5	5	5	
		<b>A 45.</b> 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	
		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	5	5	5	5
	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 (Total Over-all rating devided by 18)			4.25						Comments & Recommendations for Development Purpose: Pursue PhD studies in Hospitality Mgt field
Additional Points			-						
Approved Additional Points (with copy of approval)			-						
Final Rating									
Adjective Rating			Very Satisfactory						

Evaluated & Rated by:

**VENICE B. IBÁÑEZ**

Department Head

Date:

Recommending Approval

**MOISES NEIL V. SERIÑO**

Dean, CME

Date: 2/1/24

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 2/5/24

14/3  
= 4.67



## 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	Thty 101, Hmgt 125, Thty 110	May 1, 2020	December 2021	February 2021	VI	O	
2	Provide advise for OJT on their industry practice report	1 student advisee	-do-	December 2021	February 2021	VI	VS	
3	Serve as member of department-based committees	Curriculum committee, IMs committee	June 1, 2020	December 31, 020	December 31, 020	VI	VS	
4	Advise students for their academic loads	Serve as academic adviser during enrolment	June-July 2020	June-July 2020	July 2020	VI	VS	

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

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

Prepared by:

  
**VENICE B. IBAÑEZ**  
 Unit Head

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
x	3 <sup>rd</sup>	
x	4th	

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

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

**Number of Personnel:** Ms. Hannah Mae E. Quimbo

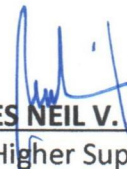
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	x	x			
Coaching	x	x			

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

Conducted by:

Noted by:

  
**VENICE B. IBAÑEZ**  
Immediate Supervisor

  
**MOISES NEIL V. SERINO**  
Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HANNAH MAE E. QUIMBO

Performance Rating: July-December 2020

Aim: To pursue PhD studies in Hospitality Mgt field

Proposed Interventions to Improve Performance:

Date: July 2020

Target Date: December 2020

First Step:

Search for possible universities offering PhD degrees in Hospitality Mgt including the admission requirements.

Result:

Selection of universities, and preparation of admission requirements.

Date: \_\_\_\_\_ Target Date: December 2020

Next Step:

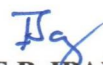
Seek for admission to the chosen university. Process documentary requirements in undergoing study leave.

Outcome: Gain placement in the university chosen to pursue PhD studies.


Final Step/Recommendation:

Process documentary requirements in undergoing study leave; official enrolment to the university of choice.

Prepared by:

  
**VENICE B. IBAÑEZ**  
Unit Head

Conforme:

  
**HANNAH MAE E. QUIMBO**  
Name of Ratee Faculty/Staff