

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MAUREN JOY F. MANADONG

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)	50% 75%	4.73x0.75=3.55 2.57	
Students (50%)	50% 20%	4.2x0.20=0.84 2.1	4.47 4.39
Total for Instruction	97.5% 95%		4.36
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research	2.50%		
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension	2.50%	2.5 4.17	0.0625 0.10425
Administration			
Production			
TOTAL	100%		4.45 4.49425

EQUIVALENT NUMERICAL RATING:

4.49 ~~4.45~~

Add: Additional Points, if any:

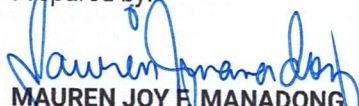
TOTAL NUMERICAL RATING:

4.49 ~~4.45~~

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:


MAUREN JOY F. MANADONG
Name of Faculty

Reviewed by:


RANDY G. OMEGA
Department Head

Recommending Approval:


MOISES NEIL V. SERINO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

	PI5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	40	22.35	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	24	12	5	5	4	4.67	
		A11. 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	3	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	10	4	5	4	4	4.33	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	9	8	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	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	5	5	5	5	5	5.00	
	PI8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students	20	26	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	8	4	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	15	4	3	3	3	3.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	10	4	4	4	4.00	
	PI9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	
	PI10: Number of instructional materials developed *	A21: 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 lab manual; 1 learning guide
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	15	10	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	22	5	5	5	5.00	
		A23: 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 Moodle or Google Classroom	5	2	5	5	4	4.67	
	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							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 27. 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 or project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within	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 scientific 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 ITSU, VSU	Prepares and submits application for UM of technology generated out of research output							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs,	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs,	Identifies and links with probable partners for extension activities							

	PI 2. Number of trainees weighted	A 37. Number of trainees weighted by	Conducts trainings among						
	PI 3. Number of extension programs organized and supported	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	A 39. Percentage of beneficiaries who rated the training course/s and	Provides quality and relevant training courses and advisory						
	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							
	Resource Persons	Resource Persons		1	0	3	3	4	3.33
	Convenor/Organizer	Convenor/Organizer				6	6	6	6
	Consultancy	Consultant		1	1	5	5	5	5.00
	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) *							
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	A 44. 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		zero non-conformity				
		A 45. Compliance to all requirements of the program and institutional	Prepares required documents and complies all requirements as		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	Initiates/introduces improvements in performing functions resulting						
	Total Over-all Rating	-84 \rightarrow 80.67							
	Average Rating	4.67 \rightarrow 4.49							
	Adjectival Rating	Outstanding							Strengthen the research and extension skills through attendance to relevant training

Evaluated & Rated by:

RANDY G. OMEGA

Department Head

Date: 1/14/24

Recommending Approval

MOISES NEIL V. SERIÑO

Dean, CPE

Date: 1/10/24

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 1/14/24

PERFORMANCE MONITORING FORM

Name of Employee: **MAUREN JOY F. MANADONG**

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	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Submitted grades on time. Returned corrected manuscripts on time. Entertains the concerns of advisees during enrollment.
2	Performs extension functions such as; prepares extension proposals, implements duly approved extension projects within approved time frame, prepares reports and outputs and submit for publications.	Very impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Component Leader - COLLABDev for Inopacan Development
3	Performs other functions such as; DTHM Secretary and Chairmanship and/or member of committees in the department.	Very impressive	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Outstanding	Able to multitask and maintain productivity
4	Performs other functions such as; member of VSU Academic Council and etc.	Very impressive	July 1, 2023	December 31, 2023	December 31, 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:


RANDY G. OMEGA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Mauren Joy F. Manadong
Performance Rating : 4.49 (Very Satisfactory) July-December 2023
4.45

Aim: To improve leadership capability of faculty member

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

Date: July 2023

Target Date: September 2023

First Step:

Appointed Ms. Manadong to be the BS in Tourism Management Program Head

Result:

Actively led the BSTM Program

Date: October 2023

Target Date: December 2023

Next Step:

Apply the learnings and insights as BSTM Program Head to assist faculty and students.


Outcome:

Ms. Manadong is confident in providing solutions to problems or issues in the program.

Final Step/Recommendation:

To attend a more advanced seminar on Managerial Effectiveness and Efficiency.

Prepared by:


RANDY G. OMEGA

Unit Head

Conforme: 

MAUREN JOY F. MANADONG

Ratee