# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Ms. Syrene P. Nayre

Program Involvement	Percentage	Numerical Rating	Equivalent
(1)	Weight of	(Rating x%)	Numerical
	Involvement	(3)	Rating
	(2)		(2x3)
1. Instruction			
a. Head/Dean (50%)	4.69	4.69 x 50% =	2.35
b. Students (50%)	4.66	4.66 x 50% =	2.33
Total for Instruction	100%		4.68
2. Research	-	-	-
3. Extension	-	-	-
4. Administration	-	-	-
5. Production	-	-	-
TOTAL	100%		4.68

**EQUIVALENT NUMERICAL RATING:** 

4.68

Add: Additional Points, if any:

4.68

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

**Very Satisfactory** 

Prepared by:

SYRENE P. NAYRE Name of Faculty Reviewed by:

NANCY W.DUMAGUING
Department Head

Recommending Approval:

ANTONIO P. ABAMO

Dean

Approved:

BEATIRZ S. BELONIAS

Vice President for Instruction

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

I, Syrene P. Nayre 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 2018.

Approved: NANCY V. DUMAGUING

Head of Unit

natee		/ Head of Offic							
MFO & PAPS	Success Indicators	Tasks/Target	Actual		Rati	ng		Remarks	
		Assigned	Accomplishment	Q1	E2	Т3	A4		
Advanced & Higher									
Education Services	No. of Course Outlines/syllabus revised								
	2 <sup>nd</sup> Sem 2018	NA		www.an-a-a-a-a-a-a-a-a-a-a-a-a-a-a-a-a-a-a-					
	Summer 2018	NA							
	1 <sup>st</sup> Sem 2018	2	2	4	5	4	4.33		
	No. of IMs revised								
	2 <sup>nd</sup> Sem 2018	NA							
	Summer 2018	NA							
	1 <sup>st</sup> Sem 2018	1	1	4	5	4	4.33		
	No. of long/term exams conducted,								
	checked and recorded								
	2 <sup>nd</sup> Sem 2018	NA							
	Summer 2018	NA							
	1 <sup>st</sup> Sem 2018	2	10	5	5	5	5.00		
	No. of quizzes administered,								
	checked & recorded								
	2 <sup>nd</sup> Sem 2018	NA							
	Summer 2018	NA							
	1 <sup>st</sup> Sem 2018	4	18	5	5	5	5.00		
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MFO & PAPS	Success Indicators	Tasks/Target	Actual Accomplishment		Rat	ing		Remarks
		Assigned		Q1	E2	T3	A4	
Advanced & Higher								
Education Services	No. of student projects supervised &							
	checked							
	2 <sup>nd</sup> Sem 2018	NA						
	Summer 2018	NA						
	1 <sup>st</sup> Sem 2018	57	57	4	5	5	4.66	
	No. of laboratory activities checked							
	& recorded							
	2 <sup>nd</sup> Sem 2018	NA						
	Summer 2018	NA						
	1 <sup>st</sup> Sem 2018	1	1	4	5	5	4.66	
	No. of students grades computed							
	2 <sup>nd</sup> Sem 2018	NA						
	Summer 2018	NA						
	1 <sup>st</sup> Sem 2018	78	78	4	5	5	4.66	
	No. of course grade submitted							
	2 <sup>nd</sup> Sem 2018	NA						
	Summer 2018	NA						
	1 <sup>st</sup> Sem 2018	1	2	5	5	5	5.00	
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MFO & PAPS	Success Indicators	Tasks/Target	Actual	Rating				Remarks
		Assigned	Accomplishment	Q1	E2	T3	A4	
Advanced & Higher Education Services								
	Student Advising							
	No. of hrs. spent on student advising	5 hrs/wk	5 hrs/week	4	5	5	4.66	
	No. of hrs. spent on academic advising during enrolment	5 hrs/wk	5 hrs/week	4	5	5	4.66	
	No. of organization advised	1	1	4	5	5	4.66	
	No. of student-related activities assisted	1	1	4	5	5	4.66	
University Committee Membership	Food Preparation							
	Snacks Preparation and service	1	1	4	5	5	4.66	

Average Rating	4.69
Additional Points  Approved Additional points	-
(with copy of approval)	
FINAL RATING	4.69
ADJECTIVAL RATING	VS

Comments & Recommendations
For Development Purposes:

Lacks industry experience

Attend skills training in tourism
related courses and take NC II in
tourism field

Evaluated and Rated By:	Recommending Approval	Approved by:
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INANCY W. DUMAGUING	ANTONIOP. ABAMO	BEAT/RIZ S. BELONIAS
/ Department Head	Dean, CME	Vice President
Date:	Date:	Date:

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

#### **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Ms. Syrene P. Nayre

**Performance Rating:** 

Aim: To improve teaching performance in teaching the assigned subjects and to take NCII for

tourism related services.

**Proposed Intervention to improve Performance:** 

Date: January 2018

Target: June 2018

**First Step** 

The faculty should start industry immersion especially in tourism industry.

Result:

**Finished industry immersion** 

Date: July 2018

**Target Date: December 2018** 

**Next Step:** 

Apply OBE syllabus and make necessary revisions.

**Outcomes:** 

The faculty should finish all the OBE syllabi for the new curriculum.

Final Step/Recommendation:

The faculty should be given enough time for industry immersion to broaden her competencies in the field of tourism industry.

Prepared by:

Conforme:

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Appendix G

## PERFORMANCE COACHING AND MONITORING & JOURNAL

STUDENTS' COMMENT(S): SYRENE P. NAYRE							
First Sem SY 2018-2019	Second Sem SY 2018-2019						
1. Teach clearly	1.						
2.	2.						
3	3.						

4.

5.

Strategies	Brief Description of Strategy/Strategies Used	Frequency	Date(s) Conducted	Outcome(s) (Briefly describe any improvement, if any)
A. Coaching				
a. Issuance of Memo	Memo: Reminders to submit grades on time	1	Aug. 2018	
b. One-on-one/ Face-to-Face coaching				
c. Group Coaching				
d. Others				
B. Monitoring		1		
a. Actual Class Observation				
b. Others (specify)	Random observation of classes	1	Sept.2018	

(Note: Please use extra sheet if necessary)

Conducted By:

4. 5.

NANCY V. DUMAGUING
Immediate Supervisor

Verified By:

ANTONIO P. ABAMO Next Higher Supervisor

Appendix G

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# 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 2018

Name of Employee: Syrene P. Nayre\*\*\*

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	HRTM 121 HRTM 21 TVL HE-TPS TVL HE-TGS	July 25, 2018	Dec. 14, 2018	Dec. 4, 2018	VI	0	
2	Serve as DBGF	500 student member	Aug. 3, 2018	Dec. 14, 2018	Dec. 4, 2018	I	VS	
3	Serve as alumni coordinator	95 alumni	July 25, 2018	Dec. 14, 2018	Dec. 4, 2018	I	VS	

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

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

\*\*\*On teacher's leave status (Dec. 15-Dec. 31, 2018)

Prepared by:

NANCY W. DUMAGUING

Head, DCHM

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.

