

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Randy G. Omega

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction		95/9	
a. Head/Dean (50%)		4.33x100%= 4.33 4.11 9	
b. Students (50%)			
Total for Instruction	100% 95/9	4.33 4.11 9	4.33 4.11
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			
4. Administration	51.9	4.33 9	0.22
5. Production			
TOTAL			4.33

EQUIVALENT NUMERICAL RATING: 4.33
 Add: Additional Points, if any: 0.0
 TOTAL NUMERICAL RATING: 4.33

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

RANDY G. OMEGA

Name of Faculty

Reviewed by:

VENICE B. IBANEZ

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

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Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RANDY G. OMEGA**, 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 2020 - December 2020

RANDY G. OMEGA

Instructor II

Date: 1/28/2021

Recommending Approval:

VENICE B. IBANEZ

Department Head

Date: 1/29/2021

Approved:

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						
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NONE						
	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	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						

	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	NONE						
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	70	32.15	5	5	5	5	Jan-June 2020 FTE was 37.85
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	0	4	4	4	4	
		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	5	4	4	4	4	4	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	9	5	5	5	5	TOS, Viserdac, Other Webinars via fb live
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	0	3	3	3	3	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	24	5	5	5	5	Quizzes-8, assignment-16
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	4	5	5	5	5	Assessment report
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	40	51	5	5	5	5	BSTM-2, BSHRTM

		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	255	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	2	5	5	5	5	Tarsier, CME-SSC
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	2	5	5	5	5	Tarsier, CME-SSC
	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	2	3	5	3	3	3.67	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	4	4	4	4	

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	5	3	3	3.67	1 full set of assessment tools per subject
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	2	0	3	3	3	3	until DIMC
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	3	5	4	3	4	
	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 project within the year							

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	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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	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 fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage 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								
		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 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							
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	Implements 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							
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							
<i>Research Mentoring</i>	<i>Research Mentor</i>								
<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								

	Resource Persons	Resource Persons								
	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 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	

		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	4	4	4	4	
		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	4	4	4	4	
	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 divided by 19)			4.33		Comments & Recommendations for Development Purpose: <u>Attend training-workshop on extension program development</u>				
Additional Points:									
Approved Additional points (with copy of approval)									
Final Rating			4.33						
Adjectival 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

12/3

4.33

PERFORMANCE MONITORING FORMName of Employee: Randy G. Omega

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 122, TMgt 133, Hrtm 137, Thy 101	May 1, 2020	December 2021	February 2021	VI	VS	
2	Serve as member of DPC	Endorsed applicants for instructor position	June 1, 2020	December 31, 2020	December 31, 2020	I	VS	
3	Serve as member of department-based committees	Research committee	-do-	-do-	-do-	I	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. IBÁÑEZ
 Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
x	3 rd	
x	4 th	

Name of Office: Department of Tourism and Hospitality Management

Head of Office: Ms.Venice B. Ibañez

Number of Personnel: Mr. Randy G. Omega

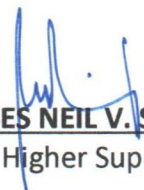
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	x	x			
Coaching	x	x			

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: RANDY G. OMEGA

Performance Rating: July-December 2020

Aim: To create an extension program for the department (Tourism Mgt section)

Proposed Interventions to Improve Performance:

Date: July 2020

Target Date: December 2020

First Step:

Attend training-workshop on extension program development.

Result:

Improved capability to develop extension program for the department (Tourism Mgt section)

Date: _____ Target Date: December 2020

Next Step:

To organize department-based training for extension program development.

Outcome: Improved capability to undertake extension work.

Final Step/Recommendation:

Establish an extension program for the Tourism Mgt section of the department.

Prepared by:


VENICE B. IBÁÑEZ
Unit Head

Conforme:


RANDY G. OMEGA
Name of Ratee Faculty/Staff