

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: April Gayle V. Calunangan

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
6. Instruction			
a. Head/Dean (50%)	45%	3.445	1.550
b. Students (50%)	45%	4.0	1.80
Total for Instruction	90%		
7. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
8. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	10%	1.0	0.10
9. Administration			
10. Production			
TOTAL			3.45


EQUIVALENT NUMERICAL RATING: 3.45Add: Additional Points, if any: 0.0TOTAL NUMERICAL RATING: 3.45

ADJECTIVAL RATING:

SATISFACTORY

Prepared by:

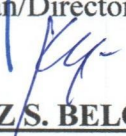
Reviewed by:


APRIL GAYLE V. CALUNANGAN
Name of Faculty
HANNAH MAE E. QUIMBO
OIC Head

Recommending Approval:


MOISES NEIL V. SERIÑO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF TOURISM AND
HOSPITALITY MANAGEMENT**

Visca, Baybay City, Leyte, PHILIPPINES

Landline: +63 53 565 0600

Email: dchm@vsu.edu.ph

Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, APRIL GAYLE V. CALUNANGAN, 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:

ACalun
APRIL GAYLE V. CALUNANGAN

Instructor III

Date: *January 24, 2023*

H. Quimbo
HANNAH MAE E. QUIMBO

OIC Department Head

Date: *Jan. 24, 2023*

M. Serino
MOISES NEIL SERIÑO

College Dean

Date: *Jan. 25, 2023*

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							
	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								

		<i>As GAC Chairman</i>	<i>Advises and corrects research outline and thesis/SP/dissertation manuscript</i>							
		<i>AS GAC Member</i>	<i>Advises and corrects research outline and thesis/SP/dissertation manuscript</i>							
		<i>A4. Number of students entertained for consultation purposes</i>	<i>Entertains students seeking consultation with faculty</i>							
	PI 9: Number of instructional materials developed *	<i>A5. Number of on-line ready coursewares developed and submitted for review</i>	<i>Converts the existing instructional materials into flexible learning systems</i>							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>							
		<i>A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor</i>	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>							
		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moddle or Google Classroom</i>							

	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	43	20.43	3	3	3	3.0	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	3	2	2	2	2.0	Midterm Grades of the ff: TMgt 123, TMgt 125, TMgt 120
		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	0	0					
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	0	1	1	1	1.0	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	5	5	5	5	5.0	1 for each subject taught
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	11	5	5	5	5.0	TMgt 123, 2; TMgt 125, 3; TMgt 120-2, HMgt 123-6
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	6	3	3	3	3.0	TMgt 123-5; TMgt 125-1
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	30	1	1	1	1	1.0	BSTM-1 Shifting
		A17. Number of students advised on thesis/ field practice/special problem:								

		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	3	6	5	5	5.0	Aguirre, Bero, Doydora, Simbulas, Munoz, Montoya
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	5	5	5	5	5.0	Aparace, Torremocha, Lora, Montezo, Tadura
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10	4	4	4.0	Thru Email, VSUEE and personal FB Messenger
	PI 9: Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO	0	1	5	5	5.0	TORAH
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related	0	0				
	PI 10: Number of instructional materials developed *	<u>A 21</u> : 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	0	1	1	1.0	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	5	4	4	3.67	TMgt 123, HMgt 123 (2), TMgt 120, TMgt 125
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	5	3	3	3.0	1 for each subject
		<u>A 23</u> : 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	0	0				

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	4	5	5	5	5	5.0	Tmgt 123, HMgt 123, TMgt120, Tmgt125
	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	0						
	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	0						
	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	0						
		<i>In refereed int'l journals</i>		0						
		<i>In refereed nat'l/regional journals</i>		0						

	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	0						
		<i>In int'l fora/conferences</i>		0						
		<i>In nat'l/regional fora/conferences</i>		0						
	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	0						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		0						
		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	0						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0						
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	10	0	1	1	1	1.0	
	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	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							
	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	0						
	<i>Research Mentoring</i>	<i>Research Mentor</i>		0						
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		0						
	<i>Resource Persons</i>	<i>Resource Persons</i>		0						
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		1	0	1	1	1	1.0	
	<i>Consultancy</i>	<i>Consultant</i>		0						
	<i>Evaluator</i>	<i>Evaluator</i>		0						

	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	1	0	1	1	1	1.0	
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		0						
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0						
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	5.0	
		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	5	5	5	5.0	
		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	5.0	

	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						
	Total Over-all Rating					Strengthen skills in conducting research & extension & writing publication.			
	Average Rating								
	Adjectival Rating								

Evaluated & Rated by:

Hannah Mae E. Quimbo
HANNAH MAE E. QUIMBO

OIC Department Head

Date: Jan. 24, 2023

Recommending Approval

Moises Neil V. Serino
MOISES NEIL V. SERINO

Dean, CME

Date: Jan. 25, 2023

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

Exhibit I


PERFORMANCE MONITORING FORMName of Employee: April Gayle Valencia-Calunangan

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	TMgt125 TMgt123 HMgt123 TMgt120	September 2022	December 2022	December 16, 2022	VI	VS	
2	Provide advise for undergraduate thesis for BSTM students (1 st Semester 2022-2023)	Act as Thesis Adviser to 7 BSTM students, SRC Chair to 8 students and SRC member for 1 student	September 2022	December 2022	December 16, 2022	I	VS	
3	Serve as member of department-based committees	Program Chair for Tourism Management Extension committee, Curriculum committee	January 2022	December 31, 2022	December 31, 2022	VI	VS	

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

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

Prepared by:


HANNAH MAE E. QUIMBO
 OIC Head

PERFORMANCE MONITORING & COACHING JOURNAL

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)

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

Number of Personnel: Ms. April Gayle V. Calunangan

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)

HANNAH MAE E. QUIMBO

Immediate Supervisor (Nov-Dec)

Noted by:

MOISES NEIL V. SERIÑO

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: APRIL GAYLE V. CALUNANGAN

Performance Rating: July-December 2022

Aim: To develop skills related to research and research advising

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

Date: July 2022 **Target Date:** December 2022

First Step:

To attend webinars/seminars related to research

Result:

Increased knowledge on research

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

Next Step:

Apply the learnings and insights learned in the advising undergraduate thesis of students.


Outcome:

Confident in advising undergraduate thesis of students.

Final Step/Recommendation:

To attend more advanced seminar on research and thesis advising related topics.

Prepared by:


HANNAH MAE E. QUIMBO
OIC Head

cc: ODA-HRD