

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARJORIE B. ESCUADRA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)	50%	$4.54 \times 0.50 = 2.27$	
Students (50%)	50%	$4.67 \times 0.50 = 2.335$	
Total for Instruction	80%	4.61	3.688
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research			
Extension			
Client/Dir. for Extension (50%)	10%	4.67	0.467
Dept. Head/Center Director (50%)			
Total for Extension			
Administration	10%	5	0.5
Production			
TOTAL	100%		4.655

EQUIVALENT NUMERICAL RATING: 4.65

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: 4.65


ADJECTIVAL RATING: Outstanding

Prepared by:


MARJORIE B. ESCUADRA

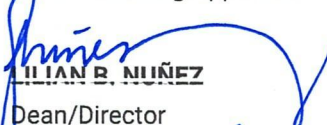
Name of Faculty

Reviewed by:


RANDY G. OMEGA

Department Head

Recommending Approval:


LILIAN B. NUÑEZ
Dean/Director

Approved:


ROTACIO S. GRAVOSO

Vice President



VISAYAS
STATE UNIVERSITY

Department of Tourism and Hospitality Management

Visca, Baybay City, Leyte, PHILIPPINES

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARJORIE B. ESCUADRA, 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 January to December, 2024.

Approved:

M. Escuadra

MARJORIE B. ESCUADRA

Instructor I

Date: Dec 26, 2024

R. Omega

RANDY G. OMEGA

Department Head

Date: Dec 27, 2024

L. B. Nuñez

LILIAN B. NUÑEZ

College Dean

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (Jan-December 2024)	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Timeliness	
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								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4. Number of students entertained for consultation purposes	Entertain students seeking consultation with faculty							
	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							
On-line ready courseware			Prepares Instructional module/laboratory guide/workbook or a combination thereof							

	Supplemental learning resources	Prepares Power Point presentation,							
	Assessment tools	Prepares assessment tools such as long							
	A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
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	20	31.35	5	5	5	5.00
		A10. Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	10	14	5	5	5	5.00
		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 prescribed period	10	25	5	5	5	5.00
		A12. Number of trainings attended related to instruction	Attend mandated trainings	5	1	3	3	3	3.00
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	14	5	5	5	5.00
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	24	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	12	12	5	5	5	5.00
	PI 8: Number of students advised:	A16. Number of students advised:	Acts as academic adviser to students	100	112	5	5	5	5.00
		A17. Number of students advised on thesis/ field practice/special problem:	Acts as thesis adviser to students	25	25	5	5	5	5.00
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	4	2	4	4	3	3.67
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	60	187	5	5	5	5.00
	PI 9: 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
	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						
		Or-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	0	0	0	0	0.00
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	15	49	5	5	5	5.00
									HMGT 122, HMGT 134, HMGT 142 (2nd Sem 2024-2025)/ THTY 105, HMGT 125 (1st Sem 2024-2025)

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	46	5	5	5	5.00	HMGT 122, HMGT 134, HMGT 142 (2nd Sem 2024-2025)/ THTY 105, HMGT
		A 23 : 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	5	5	5	5	5.00	HMGT 122, HMGT 134, HMGT 142 (2nd Sem 2024-2025)/ THTY 105, HMGT 125 (1st Sem 2024-2025)
	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	2	1	5	4	5	4.67	Level 1 AACUP
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkage; with firms for industry practice.	3	15	5	5	5	5.00	
UMFO 3 . RESEARCH SERVICES										
	PI 1 . Number of research outputs in the	A 27 . Number of research outputs in the	Conducts research for possible utilization							
	PI 2 . Number of research outputs	A 28 . Number of research outputs	Conducts and completes research project							
	PI 3 . Percentage of research outputs	A 29 . Percentage of research outputs	Writes publishable materials out of							
		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 fora/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	PI 5 . Percent of research proposals	A 31 . Percentage of research	Prepares research proposals, submits							
	PI 6 . Additional outputs*	A 32 No. of research-related awards								
		A 33 Number of journal articles/scientific paper received and	Acts as peer reviewer of journal articles/scientific papers, reviews the							
		A 34 Number of UMs submitted to ITSC, 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, 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	1	1	5	5	5	5.00	Inopacan LGU/ DENR Partnership on Cuatro Islas preservation (EMP Seminar Workshop)
	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	25	20	5	4	5	4.67	(EMP Seminar Workshop)
	PI 3 . Number of extension programs organized and supported consistent	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	95%	100%	5	5	5	5.00	(EMP Seminar Workshop)
	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		2	2	5	5	5	5.00	Sparkling spaces and EMP Seminar
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant		3	1	4	4	3	3.67	EMP Seminar Workshop
	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 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	A 44. Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *								
	OVPI MFO 2. Faculty Recruitment/Hiring Services									
	PI 2: Number of faculty recruited/hired based on needed competencies and	A 45. Number of faculty recruited/hired based on needed								
	OVPI MFO 3. Faculty Evaluation Services									
	PI 3: Number of seminars/trainings/conventions/workshops coordinated for entire university *	A 46. Number of seminars/trainings/conventions/workshops coordinated for entire university *		2	2	5	5	5	5.00	
	PI 4: Number of seminars/trainings/conventions/workshops coordinated outside of the university *	A 47: Number of seminars/trainings/conventions/workshops coordinated outside of the university *								
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the	A 48. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated								
	PI 6: Number of in-house seminars/trainings/workshops/reviews conducted *	A 49. Number of in-house seminars/trainings/workshops/reviews conducted *		2	2	5	5	5	5.00	
	PI 7: Additional outputs *									
	Number of faculty/staff awards/honors received related to operations support	A 50. Number of faculty/staff awards/honors received related to operations support								

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	A 51. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS									
UMFO 6. General Admin. & Support Services (GA/SS)										
PI 2. Zero percent complaint from clients served	A 52. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero% complaint	5	5	5	5.00		
PI 3: Additional Outputs	A 53. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other departments/agencies *	Initiates/introduces improvements in performing functions resulting to best practice								
		overseeing the daily operations of a hotel, ensuring efficient management, and providing strategic direction.	5	10	5	5	5	5.00		
		Number of job contract renewed and signed as witness	20	22	5	5	5	5.00	VSU Accommodation Hostel and Apartelle	
		Presents accomplishments during the regular annual IGP Review.	1	1	5	5	5	5.00	IGP Review 2024-2025	
Total Over-all Rating	139.67								Attend more advanced seminar on research and extension related topics.	
Average Rating	4.66									
Adjectival Rating	Outstanding									

Evaluated & Rated by:


RANDY G. OMEGA

Head, DTHM

Date: Dec. 27, 2024

Recommending Approval


LILIAN B. NUÑEZ

Dean, College of Management and Economics

Date:

Approved by:


ROTACIO R. GRAVOSO

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING AND COACHING JOURNAL


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

Name of Office : Department of Tourism and Hospitality Management
 Head of Office : Randy G. Omega
 Number of Personnel : 10 Permanent Faculty

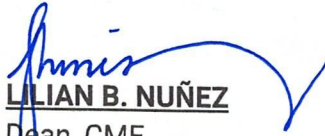
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting	Dean's Memo/Head's Memo		Regular monthly meeting
Office & Class Attendance				Logbook; DTR's	DTHM Faculty & Staff (July-December 2024).
Attendance to university & college activities/programs/seminars/workshops			University memos & invitation sent via VSU email	Attendance, certificates	(July-December 2024).
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for Leave form	
Following-up documents	Utility worker/ Office Clerk			Scheduled	Daily
Travels		Updates during meetings		Travel Orders, Pass Slips, FM-VPA-03	
Coaching					
Classroom Management & Teaching Methods	Faculty Consultation			Classroom Observation (Forms and logbooks)	(July-December 2024).


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

Conducted by:


RANDY G. OMEGA
 Immediate Supervisor

Noted by:


LILIAN B. NUÑEZ
 Dean, CME


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
MFO 1. Advanced & Higher Education Services	Teaching									
PI 1. Instruction	Instructional Materials Developed/Revised & Utilized	<i>CMPBALAGA</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 101, TMgt 123, TMgt 120
		<i>ATCabral</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 147, HMgt 150
		<i>MBJLCastil</i>	July-December 2024	Submits Course Syllabi	Prepares lecture materials	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 110, HMgt 135, HMgt141
		<i>MBEscuadra</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt125, THty105
		<i>MCLao</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty103, HMgt131
		<i>MJFManadong</i>	July-December 2024	Submits Course Syllabi	Develops lecture guide	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	TMgt 125, THty21
		<i>RGOmega</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty101, TMgt127, TMgt133
		<i>HMEQuimbo</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	ABMg101, HMgt 125, HMgt 127
		<i>DDSUMABAT</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty110, TMgt131, TMgt142
		<i>KKOVILLARUBIA</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt121, HMgt 137
	Reviewed/Approves Thesis/Field	<i>CMPBALAGA</i>	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	


Practice Manuscripts/ Lab Exercises	ATC <i>abral</i>	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
	MBJL <i>CASTIL</i>	July-December 2024				Review Outlines	Review Outlines	Review Outlines	
	MBE <i>SCUADRA</i>	July-December 2024				Review Outlines	Review Outlines	Review Outlines	
	MCL <i>do</i>	July-December 2024				Review Outlines	Review Outlines	Review Outlines	
	MJF <i>Manadong</i>	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
	RG <i>Omega</i>	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
	HME <i>Quimbo</i>	July-December 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	
	DDS <i>UMABAT</i>	July-December 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	
	KKO <i>VILLARUBIA</i>	July-December 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	
Spent Hours For Students Consultations	CMP <i>BALAGA</i>	July-December 2024	1-4 W	1-4 W	1-4 W	1-4 W	1-4 W	1-4 W	All students that asks for consultation
	ATC <i>abral</i>	July-December 2024	1-5M _{TH} 8-12 W	1-5M _{TH} 8-12 W	1-5M _{TH} 8-12 W	1-5M _{TH} 8-12 W	1-5M _{TH} 8-12 W	1-5M _{TH} 8-12 W	All students that asks for consultation
	MBJL <i>CASTIL</i>	July-December 2024	1-2:30 M _{TH} 9:30-11:30 T _F	1-2:30 M _{TH} 9:30-11:30 T _F	1-2:30 M _{TH} 9:30-11:30 T _F	1-2:30 M _{TH} 9:30-11:30 T _F	1-2:30 M _{TH} 9:30-11:30 T _F	1-2:30 M _{TH} 9:30-11:30 T _F	All students that asks for consultation
	MBE <i>SCUADRA</i>	July-December 2024	8-10, 1-4 M _{TH}	8-10, 1-4 M _{TH}	8-10, 1-4 M _{TH}	8-10, 1-4 M _{TH}	8-10, 1-4 M _{TH}	8-10, 1-4 M _{TH}	All students that asks for consultation
	MCL <i>do</i>	July-December 2024	3-5 M _{TH} 4-5 T _W	3-5 M _{TH} 4-5 T _W	3-5 M _{TH} 4-5 T _W	3-5 M _{TH} 4-5 T _W	3-5 M _{TH} 4-5 T _W	3-5 M _{TH} 4-5 T _W	All students that asks for consultation
	MJF <i>Manadong</i>	July-December 2024	2-4:30 M _T T _H F	2-4:30 M _T T _H F	2-4:30 M _T T _H F	2-4:30 M _T T _H F	2-4:30 M _T T _H F	2-4:30 M _T T _H F	All students that asks for consultation
	RG <i>Omega</i>	July-December 2024	3-5 M _{TH} 8-9 T _W F	3-5 M _{TH} 8-9 T _W F	3-5 M _{TH} 8-9 T _W F	3-5 M _{TH} 8-9 T _W F	3-5 M _{TH} 8-9 T _W F	3-5 M _{TH} 8-9 T _W F	All students that asks for consultation
	HME <i>Quimbo</i>	July-December 2024	8-10 M _F 2-3 T _T H	8-10 M _F 2-3 T _T H	8-10 M _F 2-3 T _T H	8-10 M _F 2-3 T _T H	8-10 M _F 2-3 T _T H	8-10 M _F 2-3 T _T H	All students that asks for consultation
	DDS <i>UMABAT</i>	July-December 2024	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	All students that asks for consultation

		KKOVILLARUBIA	July-December 2024	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	All students that asks for consultation
Gives Assignments, Quizzes, Exams, Etc.		CMPBALAGA	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays, Thursdays, Fridays
		ATCabral	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays, Thursdays
		MBJLCASTIL	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Wednesdays, Fridays
		MBESCUADRA	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays
		MCLao	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays
		MJFManadong	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays
		RGOmega	July-December 2024							
		HMEQuimbo	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
		DDSUMABAT	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
		KKOVILLARUBIA	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
Submits Grade Sheets		CMPBALAGA	July-December 2024						Final Grades	THty 101, TMgt 123, TMgt 120
		ATCabral	July-December 2024						Final Grades	HMgt 147, Hmgt 150
		MBJLCASTIL	July-December 2024						Final Grades	THty 110, HMgt 135, HMgt141
		MBESCUADRA	July-December 2024						Final Grades	HMgt125, THty105
		MCLao	July-December 2024						Final Grades	THty103, HMgt131
		MJFManadong	July-December 2024						Final Grades	TMgt 125, THty21

[illegible]

	and workshops									
		RGOMEGA	July-December 2024					Love The Philippines Brand Guidelines Stakeholder Rollout		Participants and Resource Persons
MFO 4. Administration Services	Signs appointments, requests, certificates, and etc.	CMPBALAGA, ALCatral, MBJLCASTIL, n, MBESCUADRA, MCLaD, MJFManadong, RGOmega, HMEQuimbo, DDSunabat	July-December 2024	manuscript outline, transmittal, approval sheet, routing slip		registration forms for enrollment as course adviser				manuscript outline, transmittal, approval sheet, routing slip
		RGOmega	July-December 2024	As Head	As Head	As Head	As Head	As Head	As Head	Reimbursement, Replenishment, Payment Vouchers & PR & PPMP job order Contracts, bills
	Attends meetings.	All DTHM Faculty	July-December 2024	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	Departments, College, and University Meetings
	Prepares minutes of meetings.	KKOVILLARUBIA	July-December 2024	Once	Once	Once	Once	Once	Once	As Department Secretary
	Reviews communications, letters, requests and appointments	RGOmega	July-December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Seminars/Workshops
	Opens and closes classrooms, assists the dDRC in the releasing of documents.	SMLatras	July-December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Clerk's table, DTHM Rooms and other infrastructures

Prepared by:


RANDY G. OMEGA
Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: MARJORIE B. ESC/JADRA

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 prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Submitted grades on time. Returned corrected manuscripts on time. Entertains the concerns of advisees during enrollment.
2	Attends seminars/workshops, serves training and workshops.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Very Satisfactory	Encouraged to attend more trainings
3	Attends meetings and makes letters.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Attentively attends meetings
4	Performs other functions such as; VSU Accommodation Manager and BSHM Program Chair	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Able to multitask to 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 : Marjorie B. Escuadra
Performance Rating : 4.65 (Outstanding) July – December 2024

Aim: To improve leadership capability of faculty member

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

Date: July 2024

Target Date: September 2024

First Step:

Appointed Ms. Escuadra to be the BS in Hospitality Management Program Head

Result:

Actively led the BSHM Program

Date: October 2024

Target Date: December 2024

Next Step:

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


Outcome:

Ms. Escuadra 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:


MARJORIE B. ESCUADRA
Ratee

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS

BY DEPARTMENT

2nd Semester AY 2023-2024

Department: Dept. of Tourism and Hospitality Management
College: College of Management and Economics

Faculty Name	Number of Classes	Numerical Rating	Percentile Rating	Descriptive Rating
Alexander L. Cabral	7	4.86	97.14%	Outstanding
Cle Marvin P. Balaga	11	4.86	97.27%	Outstanding
Daniel D. Sumabat	7	3.86	77.14 %	Very Satisfactory
Hannah Mae E. Quimbo	4	4.00	80.00 %	Very Satisfactory
Jennifer C. Dumaguin	9	4.56	91.11%	Outstanding
Ma. Babette Jeds L. Castil	11	4.36	87.27%	Very Satisfactory
Magnolia C. Lao	13	3.69	73.85%	Very Satisfactory
Marjorie B. Escudra	6	4.67	93.33%	Outstanding
Matthew Eman Angelo M. Estembar	7	4.43	88.57%	Very Satisfactory
Mauren Joy F. Manadong	5	4.00	80.00%	Very Satisfactory
Randy G. Omega	3	5.00	100.00%	Outstanding
Pauline S. Caintic	2	4.50	90.00%	Outstanding
Ma. Louella C. Tambis	4	4.75	95.00%	Outstanding
Department Mean		4.43	88.51 %	Very Satisfactory

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:
1.00 – 1.49 Poor (P)
1.50 – 2.49 Fair (F)
2.50 – 3.49 Satisfactory (S)
3.50 – 4.49 Very Satisfactory (VS)
4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES In-Charge

Date: 11-08-2024


Attested by:


MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-12-2024

Received by:


RANDY G. OMEGA

Name and Signature of Department Head

Date: 12/9/24


LILIAN BANDOLA NUÑEZ

Name and Signature of College Dean

Date: 12-9-24

Distribution of copies: IEO, College, Department