SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

ALEXANDER L. CABRAL JR.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)	50%	4.50x0.50 =2.25	
Students (50%)	50%	4.86x0.50=2.43	
Total for Instruction	80%	4.68	3.744
Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research			
Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension			
Administration	20%	4.67	0.934
Production			
TOTAL	100%		4.67

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LUUITAL	LIVI	THUMILINIONL	יטדוו ותוו.

4.67

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.67

ADJECTIVAL RATING:

Outstanding

Prepared by:

ALEXANDER L. CABRAL JR.

Name of Faculty

Reviewed by:

RANDY G. OMEGA

Department Head

Recommending Approval:

LIAN B. NUÑEZ

Dean/Director

ROTACIO S. GRAVOSO

Vice President



ALEXANDER L. CABRAL JR.



sca, Baybay City, Leyte, PHILIPPINES

Telefax:

Email: dchm@vsu.edu.ph Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALEXANDER L. CABRAL JR., a faculty member of the <u>DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT</u> 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, 2024.

Approved:

RANDY G. OMEGA

Department Head

Date: Dec 17, LTL

LILIAN B. NUÑEZ College Dean

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment			Rating		FEMARKS (Indicators in percentage should be
						Quality	Efficiency	Timeliness	Average	supported with numerical values in numerators and denominators)
UMFO	1. ADVANCED EDUCATION SERV	ICES								
OVPI N	IFO 2. Graduate Student Manager	ment Services								
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Har dles subjects/courses							<u></u>
	P18: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3. Number of studer ts advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and							
		AS GAC Membel	Advises and corrects research outline and thesis/SP/dissertation							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Cor verts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie							
		Assessment tools	Prepares assessment tools							
		A 6 : Number of on-line course ware	Submits the course ware duly							
		A 7 : Number of virtual classroom	Creates virtual classroom using							

MFO 2. HIGHER EDUCATION SERVICE	ES								
VPI UMFO 3. Higher Education Manag	ement Services								,
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	20	41.9	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	submits on or before deadline	5	7	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	5	7	5	5	5	5.00	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	5	5	5	5	5.00	
,	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	9	14	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	14	24	5	5	5	5.00	8
PI 8: Number of students advised	A16. Number of students advised:	Acts as academic adviserto students	150	150	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:	Acts as an adviser for internship report	13	10	4	3	4	3.67	
	As SRC Chairman	Advises, and corrects research outline and thesis/\$P manuscript	0						
	As SFtC Member	Advises and corrects research outline and thesis/\$P manuscript	3	2	4	3	4	3.67	,
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	150	150	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizat ons advised	Advises student organizations recognized by USOO	20	1	2	3	2	2.33	
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	20	1	2	3	2	2.33	
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	4	5	5	5	5.00	
	Supplemental learning resources	Prepares Power Point presentation, videc clips, movie clips, reading assignments depending on course taught	5	10	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	15	15	5	5	5	5.00	

	· a (4	A 22 - Number of an line source	Submite the source ware duly			 _	1	T	т—-	
		A 23: Number of on-line course reviewed by TRP & edited by M. 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 Moddle or Google Classroom							
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:		-	, in the second					
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials							
		Agency/firm/Industry linkages	Coordinates with potential firms							
UMFC	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							
	P13. Percentage of research outputs published in internationally-referred or	A 29. Percentage of research outputs nublished in internationally-refereed or In refereed int'l journals	Writes publishable materials out of research outputs and submits							
		In refereed nat'l/regional journals		-					T	***
	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 scienfic for a/conferences	-)
		In int'l fora/conferences								,
		In nat'l regional fora/conferences								
	PI 5. Percent of res∋arch proposals approvec *	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 faculty or student w/ faculty)	III DICITICI II CIII CIII CIII CIII CIII	-						<u></u>
		A 33. Number of journal articles/scientific paper received and reviewed as A 34. Number of UMs submitted to	Acts as peer reviewer of journal articles/scientific papers, reviews Prepares and submits application							-
		ITSO, VSU	for UM of technology generated out of research output							
UMFC	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							
	PI 2. Number of trainees weighted	A 37. Number of trainees weighted by	Conducts trainings among							,
	PI 3. Number of extensic n programs organized and supported consistent with	A 38. Number of extension	Implementes duly approved							
	PI 4. Percentage of beneficiaries who PI 5. Number of technical/expert	A 39, Percentage of beneficiaries who A 40. Number of technical/expert	Provides quality ar d relevant Provides the technical and							4
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists				 1				4,000
	Resource Persons	Resource Persons								
	Convenor/Organizer	Cor.venor/Organizer								<u>, , , , , , , , , , , , , , , , , , , </u>
	Consultancy	Consultant								,
	Evaluator	Evaluator		-					T	

(, Sen (4											
PI 8. Percent of extension proposals approved *	A 41. Percent of extension propagation approved *	Prepares extension project proposals, submits and follow up its approval for immediate									
PI 11. Additional outputs *	A 42. No. of extension-related awards										
UMFO 5. SUPPORT TO OPERATIONS											
OVPI MFO 4. Program and Institu	utional Accreditation Services										
PI 8. Compliance to all requirements thru the established/a lequate implementation, main enance and improvement of the CIMS of the core processes of the College/department under ISO 9001:2015	A 44. Compliance to all requirements of theQMS 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-confo· mity								
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requiremer ts as prescribed in the accreditation tool;	100% compliant								
	On program accreditations										
	On institutional accreditations										
UMFO 6. General Admin. & Support Serv											
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. Nurnber of /new initiatives introduced resulting to best practice replicated/benchmarked by other dents/aggreges.*	Initiates/introduces ir provements in performing functions resulting to best practice									
		Supervising the Food and Beverage Service Operation of the Guest House, Pavilion, and Beach Garden Resort	2	1	4	4	4	4.00			
		Ensuring all custorner service standards are met	15	19	5	5	5	5.00			
		Monitoring the day-to-day operations of the Food and Beverage Service and Resort Operation.	25	30	5	5	5	5.00			
Total Over-all Rating	1			86.00				Attend r	nore advanced seminar on		
Average Rating	1			4.53				research and extension relate			
Adjectival Rating				Outstanding				topics.			

Evaluated & Rated by:

Pepartment Head
Date: Dec. 27, 2024

Recommending Approval

Dean, CME

Date

Approved by:

Vice President for Instruction

Date:

PERFORMANCE MONITORING AND COACHING JOURNAL

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Name of Office

Department of Tourism and Hospitality Management

Head of Office

Randy G. Omega_

Number of Personnel:

10 Permanent Faculty

Activity			MECHANISM		Remarks
Monitoring	Meet	ing	Memo	Others (Pls. specify)	1
	One-on-One	Group	1	(,)	. 1
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	3		University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for Leave form	
Following-up documents	Utility worker/ Office Cierk			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:

LIAN B. NUÑEZ

Dean, CME

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

TRACKING TOOL FOR MONITORING TARGETS

Major Final	TASK	ASSIGNED TO	DURATION	*		TASK	STATUS			
Output/Perf ormance Indicator	1			JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	REMARKS
MFO 1. Advanced & Higher Education Services	Teaching									
PI 1. Instruction	Instructional Materials Developed/R	CMPBALAGA	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepa es Exams For Final	THty 101, TMgt 123, TMgt 120
	evised & Utilized	ATCabral	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepa es Exams For Final	HMgt 147, Hmgt 150
		MBJLCastil	July-December 2024	Submits Course Syllabi	Prepares lecture materials	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepa es Exams For Final	THty 110, HMgt 135, HMgt141
		MBEscuadra	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepa es Exarns For Final	HMgt125, THty105
		MCLao	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepa es Exams For Final	THty103, HMgt131
		MJFManadong	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
		RGOmega	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
		HMEQuimbo	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
	,	DDSumabat	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
		KKOVILLARUBIA	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/Ap proves Thesis/Field	CMPBALAGA	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	

Practice Manuscripts/ Lab Exercises	ATCabral	July-December 2024				Review Outlines	Review Outlines and	Review Outlines and Manuscript	
	MBJL CASTIL	July-December 2024				Review Outlines	Manuscript Review Outlines	Review Outlines	
	MBEscuadra	July-December 2024				Review	Review Outlines	Review Outlines	
	MCLέ₁o	July-December 2024				Review	Review Outlines	Review Outlines	
	MJFManadong	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
	RGOmega	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
	HMEQuimbo	July-December 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	
	DDSUMABAT	July-December 2024				Review	Review Outlines	Review Thesis Manuscripts	
0	KKOV'ILLARUBIA	July-December 2024			**	Review Outlines	Review Outlines	Review Thesis Manuscripts	
Spent Hours For Students Consultations	CMPBALAGA	July-December 2024	1-4 W	1-4 W	1-4 \V	1-4 W	1-4 W	1-4 W	All students t
Sometimens	ATCabral	July-December 2024	1-5МТ _Н 8-12 W	1-5МТн 8-12 W	1-5MT _H 8-12 W	1-5MT _H 8-12 W	1-5МТн 8-12 W	1-5MT _H 8-12 W	consultation All students t asks for
	MBJL CASTIL	July-December 2024	1-2:30 МТн 9:30-11:30 ТF	1-2:30 МТн 9:30-11:30 ТF	1-2:30 МТн 9:30-11:30 ТF	1-2:30 MT _H 9:30-11:30 TF	1-2:30 MT _H 9:30-11:30 TF	1-2:30 МТн 9:30-11:30 ТF	consultation All students t asks for consultation
	MBEscuadra	July-December 2024	8-10, 1-4 МТн	8-10, 1-4 МТн	8-10, 1-4 MTH	8-10, 1-4 МТн	8-10, 1-4 MT _H	8-10, 1-4 MT _H	All students t asks for consultation
	MCLao	July-December 2024	3-5 МТн 4-5 TW	3-5 МТн 4-5 TW	3-5 МТн 4-5 W	3-5 MT⊦ 4-5 TW	3-5 MT _H 4-5 TW	3-5 МТн 4-5 ТW	All students t asks for consultation
	MJFManadong	July-December 2024	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	All students to asks for
	RGOmega	July-December 2024	3-5 Мтн 8-9 TWF	3-5 Мтн 8-9 TWF	3-5 Мтн 8-9 WF	3-5 Мтн 8-9 ТWF	3-5 Мтн 8-9 TWF	3-5 Мтн 8-9 TWF	consultation All students the asks for
	HMEQuimbo		8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 Th	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	consultation All students the asks for
	DDSUMABAT	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	consultation All students the

	KKOVILLARUBIA	July-December 2024	8-1., 1-5 W 8-10 F	8-10, 1-5 \V 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,	CMPBALAGA	July-December 2024					Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays,Thursday s,Fridays
Exams, Etc.	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				1	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	e t							
	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				,		7	Final Grades	THty 101, TMgt 123, TMgt 120
	ATCabral	July-December 2024				,		ž .	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

				улан Телеиргу Метеитатной				MJFManadong	ATTENDS training SEMINAR,	
(gniognO)						toejorq A(JIB Le:ader	7024 July-December	врэтоэя		
(gniognO)						CC_LLABDev for Inopacan Development	2024 July-December	€Manadong	stonducts nçisnətx∃	MFO 3. Extension Services
HMgt121, HMgt 137	Mondays, Wednisadays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays				2024 7nly-December	KKOVILLARUBIA		
THty110, TMgt131, SAf1gMT	Mond:3ys, Wedn:sadays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays		,		2024 July-December	TABAMUSQQ		
TSL JgMH ,721 TSL JgMH ,721	Mond:3ys, Wedn:3sdays, Fridays	Mondays, Wednesdays, Fridays	Mondays, Wednesdays, Fridays				2024 July-December	odmiuD3MH		
, ՐՕՐՎԴ ՄMgt 127, TMgt 133	Mondays,Tuesbd ays,Wednesday s, Thursdays	Mondays,Tues days,Wednesd ays, Thursdays	Mondays,Tues days,Wednesd ays, Thursdays		,		2024 July-December	врэтОЭЯ ————————————————————————————————————		
17Mgt 125, ۲4ty21	A:sys,Tue:sd A:sys,Thursdays,F Tidays	Mondays,Tues days,Thursday s,Fridays	Mondays,Tues days,Thursday s,Fridays		¥		2024 July-December	gnobeneM∃LM		
,EOF\†HT FEF†pMH	Fridays Wednesdays, Fridays	Fridays Wednesdays,	Wednesdays, Fridays		-		2024 July-December	MCLao		
.5211gMH THty105	Tuesdays, Thursdays,	Tuesdays, Thursdays, Fridays	Tuesdays, Thursdays, Fridays	4			2024 July-December	МВ Езси <i></i> ьрву		
THty 110, HMgt 135, HMgt141	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays				July-December	MBJLCASTIL		
150 150 150	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Fridays, Tuesdays		,		2024 2024	leads71A	s si191sm	
19ΜΤ ,101 γ1ΗΤ 0S1 1gMT ,εs1	Mond:3ys,Tue:3d A,8ys,Thursdays,F Tidays	Mondays,Tues days,Thursday s,Fridays	Mondays,Tues days,Thursday s,Fridays		/		2024 July-December	CMPBalage	Prepares power point lecture	
125, HMgt 127 THty110, TRgt131, TMgt142	Final ()rades		, ,				2024 July-December	TABAMUSQQ		
EEltgMT tgMH,f0fgM8A	Final Grades						2024 July-December	HMEQuimbo	/	
, FO F V†HT , TS F†BMT	Final Grades						7024 7nly-December	вдэшОЭЯ		5

	and workshops						. ,			
		RGOMEGA	July-December 2024					Love The Philippines Brand Guidelines Stakeholder Rollout		Farticipants and Fesource Fersons
MFO 4. Administrat ion Services	Signs appointments , requests, certificates, and etc.	CMPBALAGA, ALCatiral MBJLiCastil, n, MBEsicuadra, MCLaio, MJFManadong, RGOmega, HMEQuimbo, DDSuinabat	July-December 2024	manuscript outline, transmittal, approval sheet, routing slip		registration forms for enrollment as course adviser				nanuscript outline, transmittal, approval sheet, routing slip
		RGOrnega	July-December 2024	As Head	As Head	As Flead	As Head	As Head	As Head	Reimbursement, Replenishment, Fayment Vouchers 8 PR & PPMP job order Contracts, bills
	Attends meetings.	All DTHM Faculty	July-December 2024	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHIM Faculty	All DTHM Faculty	All DTHM Faculty	E epartments, College, and L niversity Meetings
	Prepares minutes of meetings.	KKOVİLLARUBIA	July-December 2024	Once	Once	Once	Once	Once	Once	As Department Secretary
	Reviews communicati ons, letters, requests and appointments	RGomega	July-December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Eusiness/Semin ars/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, EITHM Rooms and other infrastructures

Prepared by:



PERFORMANCE MONITORING FORM

Name of Employee: ALEXANDER L. CABRAL

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Recommendati on
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	Very Satisfactory	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	Outstanding	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; member of VSU Food and Beverage Service Supervisor and Project Manager for Garden Beach Resort	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Very Satisfactory	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

: Alexander L. Cabral Jr.

Performance Rating

: 4.67 (Outstanding) July - December 2024

Aim: To enhance managerial competence to effectively manage VSU Garden Beach Resort

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

Date: July 2024

Target Date: September 2024

First Step:

Required Mr. Cabral to attend webinars/seminars related to effective managerial competence.

Result:

Increased knowledge on various management strategies.

Date: October 2024

Target Date: December 2024

Next Step:

Apply the learnings and insights learned in improving the operation of the VSU Garden Beach Resort.

Outcome:

Mr. Cabral is confident in managing VSU Garden Beach Resort

Final Step/Recommendation:

Mr. Cabral may share and/or disseminate relevant output of his learnings to his staff.

Prepared by:

RANDY G. OMEGA

-4

Unit Head

Conforme:

ALEXANDER L. CABRAL JR.

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 Marven 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. Dumaguing	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. Escuadra	6	4.67	93.33%	Outstanding
Matthew Eman Angelo M. Estember	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
Depart	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(0)

Prepared by:

VANESSA W NAZAL

TPES In-Charge Date: 11-08-2024



Website: www.su.edu.ph Phone: +63 53 565 0600 Local 1104

Attested by:

Director, Instruction and Evaluation

Date: 11-12-2024

Received by:

_54 **RANDY G. OMEGA**

Name and Signature of Department Head Date: 12/9/14

Distribution of copies: IEO, College, Department

Name and Signature of College Dean