

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

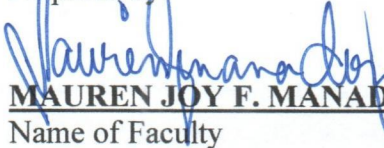
Name of Faculty Member: Mauren Joy F. Manadong

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
11. Instruction			
a. Head/Dean (50%)	50%	2.50	1.250
b. Students (50%)	50%	3.33	1.665
Total for Instruction	100%		
12. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
13. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
14. Administration			
15. Production			
TOTAL			2.915

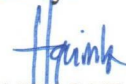
EQUIVALENT NUMERICAL RATING: 2.915  
 Add: Additional Points, if any: 0.0  
 TOTAL NUMERICAL RATING: 2.915

ADJECTIVAL RATING: SATISFACTORY

Prepared by:

  
MAUREN JOY F. MANADONG  
 Name of Faculty


Reviewed by:

  
HANNAH MAE E. QUIMBO  
 OIC Head

Recommending Approval:

  
MOISES NEIL V. SERINO  
 Dean/Director

Approved:

  
BEATRIZ S. BELONIAS  
 Vice President for Academic Affairs



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF TOURISM AND  
HOSPITALITY MANAGEMENT**

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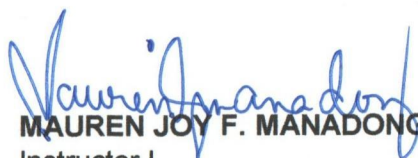
Email: dchm@vsu.edu.ph

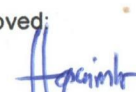
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)


"Exhibit B"

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

I, Mauren Joy F. Manadong, 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-December 2022.

  
**MAUREN JOY F. MANADONG**  
Instructor I  
Date: Jan 24, 2023

Approved:  
  
**HANNAH MAE E. QUIMBO**  
OIC Department Head  
Date: Jan. 24, 2023

  
**MOISES NEIL SERIÑO**  
College Dean  
Date: 1/25/23

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
						Quality	Efficiency	Timelines	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								
		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							
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	<u>A5</u> . 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, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	PI 10. Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							

UMFO 2. HIGHER EDUCATION SERVICES									
OVPI UMFO 3. Higher Education Management Services									
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	49.75	22.145	3	3	2	2.67
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	16	0	1	1	1	1.0
		<b>A11.</b> 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				
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	10	5	2	2	2	2.0
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	9	2	2	2	2	2.0
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	16	5	5	5	5.0
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	0	1	1	1	1.0
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic advisor to students</i>		19	5	5	5	5.0
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:							
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	8	4	2	3	3	2.67
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	15	1	2	2	1	1.67
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	24	9	2	2	2	2.0



	<b>PI 9:</b> Number of student organizations advised/assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO		1	5	5	5	5.0	
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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	1	2	3	3	2.67	1 lab manual; 1 learning guide
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	8	3	3	3	3.0	
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	6	2	2	2	2	2.0	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> 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>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							



	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							

	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										



	<b>PI 8.</b> 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*	<b>A 44.</b> 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-conformity	J	T	t	J.O	
		<b>A 45.</b> 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	4s	4.5	4s	4.5	
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	4s	4.5	4s	4.5	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>									Strengthen the research and extension skills through attendance to relevant training
	<b>Average Rating</b>									
	<b>Adjectival Rating</b>									

Evaluated & Rated by:

*H. Quimbo*

**HANNAH MAE E. QUIMBO**

OIC Department Head

Date: *Jan. 24, 2023*

Recommending Approval

*M. N. V. Serino*

**MOISES NEIL V. SERIÑO**

Dean, CME

Date: *1/25/23*

Approved by:

*B. S. Belonias*

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:



## PERFORMANCE MONITORING FORM

Name of Employee: Mauren Joy F. Manadong

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	THty 110 THty 21 *TMgt 121	September 2022	December 2022	December 16, 2022	I	S	Team Teach with VBIbanez
2	Provide advise for for undergraduate thesis for BSTM students (1 <sup>st</sup> Semester 2022-2023)	Act as adviser to 7 students; SRC chair to 7 students and SRC member to 6 students	September 2022	December 2022	December 16, 2022	VI	VS	
3	Serve as member of department-based committees	Research committee Physical facilities 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)

**Number of Personnel:** Ms. Mauren Joy F. Manadong

	1st	Q U A R T E R
	2 <sup>nd</sup>	
x	3 <sup>rd</sup>	
x	4 <sup>th</sup>	

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:** MAUREN JOY F. MANADONG  
**Performance Rating:** July-December 2022

**Aim:** To increase competence in advising undergraduate thesis of students

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

Date: July 2022      Target Date: December 2022

To attend webinars/seminars in relation to instructional materials development

**Result:**

Increased knowledge on the creation of instructional materials

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

**Next Step:**

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


**Outcome:**

Confident in advising students in their thesis work.

**Final Step/Recommendation:**

To attend more advanced training on research-related topics.

Prepared by:

  
**HANNAH MAE E. QUIMBO**  
OIC Head

cc: ODA-HRD