

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Magnolia C. Lao

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	45%	2.94	1.325
b. Students (50%)	45%	3.38	1.521
Total for Instruction	90%		
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	10%	3.417	0.342
4. Administration			
5. Production			
TOTAL			3.188

EQUIVALENT NUMERICAL RATING: 3.188
 Add: Additional Points, if any: 0.0
 TOTAL NUMERICAL RATING: 3.188

ADJECTIVAL RATING: SATISFACTORY

Prepared by:

MAGNOLIA C. LAO
 Name of Faculty

Reviewed by:

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**

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MAGNOLIA C. LAO, 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.

MAGNOLIA C. LAO

Assistant Professor

Date: January 24, 2023

Approved:

HANNAH MAE E. QUIMBO

OIC Department Head

Date: Jan 24, 2023

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 (Indicator 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								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							

[illegible]

	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	45.6	15.18	2	3	2	2.33	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	4	2	2	2	2.0	4 lec excluding 4 lab gradesheet
		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		10	5	5	5	5.0	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	3		1	1	1	1.0	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	0	4	5	5	5	5.0	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	38	6	2	2	2	2.0	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	12.8	16	5	5	5	5.0	
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic advisor to students</i>	56	56	4	4	4	4.0	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	6	2	2	2	2	2.0	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		5	5	5	5	5.0	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	112	20	2	2	2	2.0	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1	0	1	1	1	1.0	

		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related	4	0	1	1	1	1.0	
	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	3	0	1	1	1	1.0	2 LGs, 1 Lab manual
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	12	5	5	5	5.0	5 - ppt for Culinary math , 10 ppt for basic prep
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	12	5	5	5	5.0	per set: 2 LGs, 1 Lab manual
		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	2	2	4	4	3	3.67	
	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	1	0	1	1	1	1.0	COPC for BSHM
		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	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 oroject within the year	0	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>								
		<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 scienfic for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		0						
	PI 5. Percent of research proposals approved *	A 31. Percentage of 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	1	1	4	4	4	4.0	LGU - Merida
	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	15	34	5	5	5	5.0	18 - in Guian ; 16 in Merida
	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	1	0	1	1	1	1.0	
	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	1	100%	4.5	4.5	4.5	4.5	
	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			0					

	Peer reviewers/Panelists	Peer reviewers/Panelists							
	Resource Persons	Resource Persons		1	2	5	5	5	5.0
	Convenor/Organizer	Convenor/Organizer							
	Consultancy	Consultant							
	Evaluator	Evaluator							
	<u>PI 8.</u> Percent of extension proposals approved *	<u>A 41.</u> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	100%	0	1	1	1	1.0
	<u>PI 11.</u> Additional outputs *	<u>A 42.</u> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *							
		<u>A 43.</u> 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									
	<u>PI 8.</u> 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*	<u>A 44.</u> 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					
		<u>A 45.</u> 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					

	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								
	Average Rating								
	Adjectival Rating								Strengthen skills in conducting research, extension & publication.

Evaluated & Rated by:

Hannah Mae E. Quimbo

OIC Department Head

Date: Jan. 24, 2023

Recommending Approval

Moises Neil V. Serio

Dean, CME

Date: Jan. 25, 2023

Approved by:

Beatriz S. Belonias

Vice President for Academic Affairs

Date:

Exhibit I

PERFORMANCE MONITORING FORM


Name of Employee: Magnolia C. Lao

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	HMgt 150 HMgt 131	September 2022	December 2022	December 16, 2022	I	S	
2	Provide advise for for undergraduate thesis for BSTM students (1 st Semester 2022-2023)	Act as Adviser to 1 student, SRC chair to 2 student, and SRC member to 5 students	September 2022	December 2022	December 16, 2022	VI	VS	
3	Serve as member of department-based committees	Uniform committee, Curriculum committee Personnel committee	January 2022	December 31, 2022	December 31, 2022	I	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. Magnolia C. Lao

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

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			

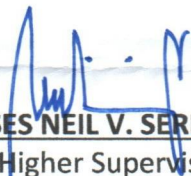
Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


VENICE B. IBAÑEZ
Immediate Supervisor (Jan-Oct)


HANNAH MAE E. QUIMBO
Immediate Supervisor (Nov-Dec)

Noted by:


MOISES NEIL V. SERINO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MAGNOLIA C. LAO
Performance Rating: January-December 2022

Aim: To develop skills related to extension (Hospitality Mgt section)

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 related to extension

Result:

Increased knowledge on the conduct of extension programs and services.

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

Next Step:

Apply the learnings and insights learned in developing extension proposals.


Outcome:

Confident in writing and submitting extension proposals

Final Step/Recommendation:

To attend more advanced seminar on extension related topics.

Prepared by:


HANNAH MAE E. QUIMBO
OIC Head

cc: ODA-HRD