

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)
6. Instruction			
c. Head/Dean (50%)		4.65 x 100% = 4.65	
d. Students (50%)			
Total for Instruction	100%	4.65	4.65
7. Research			
c. Client/Dir. for Research (50%)			
d. Dept. Head/Center Director (50%)			
Total for Research			
8. Extension			
c. Client/Dir. for Extension (50%)			
d. Dept Head/Center Director (50%)			
Total for Extension			
9. Administration			
10. Production			
TOTAL			4.65

EQUIVALENT NUMERICAL RATING: 4.65
 Add: Additional Points, if any: 0.0
 TOTAL NUMERICAL RATING: 4.65

ADJECTIVAL RATING: Outstanding

Prepared by:


MAGNOLIA C. LAO
 Name of Faculty

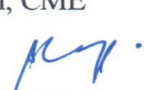
Reviewed by:


VENICE B. IBÁÑEZ
 Department Head

Recommending Approval:


MOISES NEIL V. SERIÑO
 Dean, CME

Approved:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs



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, 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 accomplishment in accordance with the indicated measures for the period January 2020 - June 2020

MAGNOLIA C. LAO

Asst. Professor II

Date: July 6, 2020

Approved:

VENICE B. IBANEZ

Department Head

Date: July 6, 2020

MOISES NEIL V. SERIÑO

College Dean

Date: July 6, 2020

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	NONE						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	NONE						
		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>	NONE						
		<i>AS GAC Member</i>	<i>Advises and corrects research outline and thesis/SP/dissertation manuscript</i>	NONE						
		A4 . <i>Number of students entertained for consultation purposes</i>	<i>Entertains students seeking consultation with faculty</i>	NONE						
	PI 9: Number of instructional materials developed *	A5 . <i>Number of on-line ready coursewares developed and submitted for review</i>	<i>Converts the existing instructional materials into flexible learning systems</i>	NONE						
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	NONE						
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	NONE						
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	NONE						
		<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>	NONE						
		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moddle or Google Classroom</i>	NONE						

	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	NONE						
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	83.85	50	5	5	5	5	FTE for 2nd sem 2019-2020
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	14	7	4.5	4.5	4	4.33	
		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	0	0					
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	0	0					
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	7	4.5	4.5	4.5	4.5	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	26	32	5	5	4.5	4.83	Based on the number of quizzes only. No. of students with checked quizzes were not considered
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	55	35	5	5	4.5	4.83	Based on the number of laboratory exercises for all laboratory sections and no. of seminar papers
	PI 8 : Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	0	0					

		A17 . Number of students advised on thesis/ field practice/special problem:		5	7	5	5	4.5	4.83	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	0					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	0					
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	140	238	4	4	4	4	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	0	0					
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0	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	2	2	4	4	4	4	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	6	4	5	4	4.33	

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	10	4.5	4.5	3.84	4.28	1 SET / SUBJECTS
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	0	2	4	4	4	4	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	4	4	4	4	
	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							
	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							

	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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	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							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	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							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							

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						
	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						
	Research Mentoring	Research Mentor							
	Peer reviewers/Panelists	Peer reviewers/Panelists							

	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	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 (extrn. conducted by faculty or student & faculty) *								
		A 43. 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										
	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	

		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							
		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	
	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	0	0					
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	0	0					

Average Rating (Total Over-all rating divided by 4)	4.55 ⁵⁸
Additional Points:	—
Approved Additional points (with copy of approval)	—
FINAL RATING	4.55 ⁵⁸
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

Attend research or extension related training

Evaluated & Rated by:

VENICE B. IBANEZ

Department Head

Date: July 4, 2020

Recommending Approval

MOISES NEIL V. SERIÑO

Dean, CME

Date: July 4, 2020

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 12/17/20

12 54.62

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	Hrtm 143, Hmgt 130, Hmgt 120, Hmgt 124	January 13, 2020	January 14, 2020	May 31, 2020	VI	O	
2	Provide advise for OJT on their industry practice report	7 student advisees	-do-	-do-	June 15, 2020	VI	VS	
3	Serve as member of department-based committees	Uniform committee, Curriculum committee	-do-	-do-	-do-	I	VS	

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

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

Prepared by:


VENICE B. IBÁÑEZ
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MAGNOLIA C. LAO

Performance Rating: January-June 2020

Aim: To develop instructional materials for the assigned courses

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

Date: July 2020

Target Date: December 2020

First Step:

To attend webinars/seminars in relation to instructional materials development

Result:

Developed 1 instructional module.

Date: May 2020

Target Date: June 2020

Next Step:

Apply the learnings and insights learned in the development of the first module.

Outcome:

More confident in continuing developing of instructional module.

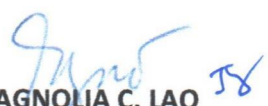
Final Step/Recommendation:

To attend more advanced seminar on IMs development.

Prepared by:


VENICE B. IBAÑEZ
Unit Head

Conforme:


MAGNOLIA C. LAO
Name of Ratee Faculty/Staff