SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Nikki G. Corales

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
31. Instruction			
m. Head/Dean (50%)		~~4.41x100%=~~ 4.48 4.41 ⑨	
n. Students (50%)			
Total for Instruction	90%	4.41	3.969
32. Research			
m. Client/Dir. for Research (50%)			
n. Dept. Head/Center Director (50%)			
Total for Research	~~10%~~ 51.0 ·	3.5	~~0.35~~ 0.175 ⑨·
33. Extension			
m. Client/Dir. for Extension (50%)			
n. Dept Head/Center Director (50%)			
Total for Extension			
34. Administration	51.9 ·	4.67 ⑨·	0.23 ⑨
35. Production			
TOTAL			4.319 4.374 ⑨

EQUIVALENT NUMERICAL RATING: ~~4.319~~ 4.374 ⑨·
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: ~~4.319~~ 4.374 ⑨·

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by: Reviewed by:

NIKKI G. CORALES   **VENICE B. IBAÑEZ**
Name of Faculty   Department Head

                    Recommending Approval:

                              MOISES NEIL V. SERIÑO
                                   Dean/Director

            Approved:

                              BEATRIZ S. BELONIAS
                                   Vice President

DEPARTMENT OF TOURISM AND
HOSPITALITY MANAGEMENT

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: None

Email: dchm@vsu.edu.ph

Website: www.vsu.edu.ph

VISAYAS STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NIKKI G. CORALES, 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 2020.

Approved:

NIKKI G. CORALES
Instructor I
Date: 4/28/2021

VENICE B. IBAÑEZ
Department Head
Date: 4/29/2021

MOISES NEIL V. SERIÑO
College Dean
Date: 2/1/21

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	Eficiency	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	NONE					
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	NONE	NONE					
		A3. Number of students advised on thesis/special problem/dissertation		NONE	NONE					

		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NONE	NONE						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	NONE	NONE						
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NONE	NONE						
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	NONE	NONE						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	NONE	NONE						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NONE	NONE						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NONE	NONE						
		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	NONE	NONE						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	NONE	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	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*	70.35	38.25	5	5	5	5	Jan-June 2020 FTE: 32.1
	A10 . *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	6	0	3	3	3	3	
	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	1	5	5	5	5	
	A12 . *Number of trainings attended related to instruction*	Attend mandated trainings	2	1	4	4	4	4	
	A13 . *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	12	0	3	3	3	3	
	A14 . *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	20	18	5	4	3	4	Assessment and learning tasks; Checking on process
	A15 . *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	0	0					
PI 8: Number of students advised: *	**A16**. Number of students advised:	*Acts as academic adviserto students*	50	50	5	5	5	5	

		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	3	5	5	5	5	OJT report
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	0	109	5	5	5	5	
	PI 9: Number of student organizations advised/ assisted *	**A19** . Number of Student organizations advised	Advises student organizations recognized by USOO	0	1	5	5	5	5	
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	0	1	5	4	4	4.33	
	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	5	5	5	5	5	4 Learning guides, 1 lab manual
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	15	7	4	4	4	4	7 powerpoint presentations created

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	12	20	5	5	5	5	
		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	2	4	4	5	4	4.33	review until DIMC; 3 learning guides, 1 lab manual
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	5	5	5	5	
	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							

31.63 / 16

4.98

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	1	1	3	3	3	3	Under review
	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 scienfic for a/conferences							
	In int'l fora/conferences								
	In nat'l/regional fora/conferences								
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	1	1	4	4	4	4	Research proposal prepared
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 (extn. 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 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	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	100% compliant	4	4	4	4	
	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 performfing 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						

Average Rating	**4.319**		**Comments & Recommendations for Development Purpose:** Attend training-workshop on research program development
Additional Points	-		
Approved Additional Points (with copy of approval)	-		
Final Rating			
Adjective Rating	**Very Satisfactory**		

14/ 3
= 4.67

Evaluated & Rated by:

VENICE B. IBAÑEZ
Department Head
Date:

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: 2/1/21

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 2/5/21

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Nikki G. Corales

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	TMgt 127, TMgt 131, Hrtm 195	May 1, 2020	December 2021	February 2021	VI	O	
2	Provide advise for OJT on their industry practice report	3 student advisees	-do-	December 2021	February 2021	VI	VS	
3	Serve as member of department-based committees	Research committee, Curriculum committee	-do-	-do-	-do-	I	VS	
4	Advise students for their academic loads	Serve as academic adviser during enrolment	June-July 2020	June-July 2020	July 2020	VI	VS	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

VENICE B. IBAÑEZ
Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Tourism and Hospitality Management

Head of Office: Ms.Venice B. Ibañez
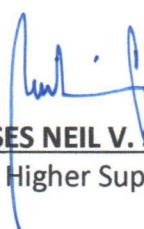
Number of Personnel: Ms. Nikki G. Corales

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	x	x			
Coaching	x	x			

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

Conducted by:

VENICE B. IBAÑEZ
Immediate Supervisor

Noted by:

MOISES NEIL V. SERIÑO
Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NIKKI G. CORALES
Performance Rating: July-December 2020

Aim: To create a research program for the department (Tourism Mgt section)

Proposed Interventions to Improve Performance:

Date: July 2020   Target Date: December 2020

First Step:
Attend training-workshop on research program development.

Result:
Improved capability to develop research program for the department (Tourism Mgt section)

Date: _____   Target Date: December 2020

Next Step:
To organize department-based training for research program development.

Outcome: Improved capability to undertake research work.

Final Step/Recommendation:

Establish a research program for the Tourism Mgt section of the department.

Prepared by:

VENICE B. IBAÑEZ
Unit Head

Conforme:

NIKKI G. CORALES
Name of Ratee Faculty/Staff