

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Dr. Nancy V. Dumaguing

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.87	4.87 x 50% =2.43	
b. Students (50%)	5.00	5.00 x 50% =2.50	
Total for Instruction	40%	4.93	1.97
2. Research	-	-	-
3. Extension	-	-	-
4. Administration	50%	5.00	2.50
5. Production	10%	5.00	0.50
TOTAL	100%		4.97

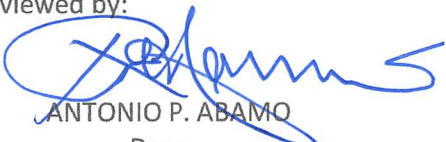
EQUIVALENT NUMERICAL RATING: 4.97  
Add: Additional Points, if any: -  
TOTAL NUMERICAL RATING: 4.97

ADJECTIVAL RATING: Outstanding

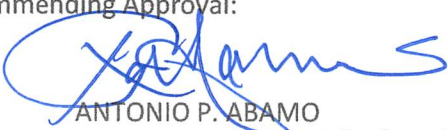
Prepared by:

  
NANCY V. DUMAGUING  
Name of Faculty ✓


Reviewed by:

  
ANTONIO P. ABAMO  
Dean

Recommending Approval:

  
ANTONIO P. ABAMO  
Dean

Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Instruction



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Nancy V. Dumaguing of the Department of Consumer and Hospitality Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018.

NANCY V. DUMAGUING

Ratee

Approved: ANTONIO P. ABAMO

Dean, CME

MFO & PAPS	Success Indicators	Tasks/Target	Assigned	Actual	Rating				Remarks
					Q1	E2	T3	A4	
Advanced & Higher Education Services	No. of Course Outlines/syllabus revised	1	1	1	4	5	5	4.66	
		1	1	1	4	5	5	4.66	
		1 <sup>st</sup> Sem 2018	NA						
		Summer 2018	NA						
		2 <sup>nd</sup> Sem 2018	NA						
	No. of long/term exams conducted, checked and recorded	1	1	2	5	5	5	5.00	
		2 <sup>nd</sup> Sem 2018	NA						
		Summer 2018	NA						
		1 <sup>st</sup> Sem 2018	NA						
		checked & recorded	NA						
	No. of quizzes administered, checked & recorded	1	1	2	5	5	5	5.00	
		2 <sup>nd</sup> Sem 2018	NA						
		Summer 2018	NA						
		1 <sup>st</sup> Sem 2018	NA						
		checked & recorded	NA						
	2 <sup>nd</sup> Sem 2018	20	71	5	5	5	5	5.00	
		Summer 2018	NA						
		1 <sup>st</sup> Sem 2018	NA						



MFO & PAPS	Success Indicators	Tasks/Target Assigned	Actual Accomplishment	Rating				Remarks
				Q1	E2	T3	A4	
Advanced & Higher Education Services	<b>No. of student projects supervised &amp; checked</b>							
	2 <sup>nd</sup> Sem 2018	1	3	5	5	5	5.00	
	Summer 2018	5	5	4	5	5	4.66	
	1 <sup>st</sup> Sem 2018	NA						
	<b>No. of laboratory activities checked &amp; recorded</b>							
	2 <sup>nd</sup> Sem 2018	4	8	5	5	5	5.00	
	Summer 2018	NA						
	1 <sup>st</sup> Sem 2018	NA						
	<b>No. of students grades computed</b>							
	2 <sup>nd</sup> Sem 2018	10	23	5	5	5	5.00	
	Summer 2018	5	5	4	5	5	4.66	
	1 <sup>st</sup> Sem 2018	NA						
	<b>No. of course grade submitted</b>							
	2 <sup>nd</sup> Sem 2018	1	2	5	5	5	5.00	
	Summer 2018	1	1	4	5	5	4.66	
	1 <sup>st</sup> Sem 2018	NA						

[illegible]

Average Rating		4.87
Additional Points		
Approved Additional points (with copy of approval)		
FINAL RATING		4.87
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations  
For Development Purposes:

*Excellent teaching  
performance but need  
to encourage the DHTM  
faculty to do more  
research.*

Evaluated and Rated By:

*H. Cumber*  
NANCY V. DUMAGUING

Department Head

Date: 8/16/2018

Recommending Approval

*[Signature]*  
ANTONIO P. ABAMO

Dean, CME

Date: \_\_\_\_\_

Approved by:

*[Signature]*  
BEATRIZ S. BELONIAS

Vice President

Date: \_\_\_\_\_

- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average





Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018  
Name of Staff: Dr. Nancy V. Duaguing Position: Asso. Professor

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

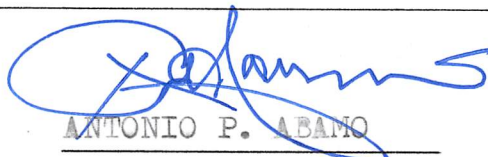
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(5)	4	3	2	1
2.	Makes self-available to clients even beyond official time	(5)	4	3	2	1
3	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	(5)	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	(5)	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	(5)	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1
9	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	(5)	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	(5)	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1
12.	Willing to be trained and developed	(5)	4	3	2	1
Total Score		60				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	(5)	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the	(5)	4	3	2	1

ENCLOSURE + [unclear]  
[unclear] [unclear]

• 100% • 100%  
• 100% • 100%

office/department aligned to that of the overall plans of the university.					
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	(5)	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	(5)	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	(5)	4	3	2	1
Total Score	25				
Average Score	5.00				

Overall recommendation :

  
 ANTONIO P. ABANO  
 Name of Head

CP. 4.5 CI. CTN

PERFORMANCE COACHING AND MONITORING & JOURNAL


STUDENTS' COMMENT(S): NANCY V. DUMAGUING

First Sem SY _____ 1. Be approachable 2. Make class discussion lively 3. 4. 5.	Second Sem SY 2017-2018 1. Focus on the discussion 2. Make class more lively 3. 4. 5.
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Strategies	Brief Description of Strategy/Strategies Used	Frequency	Date(s) Conducted	Outcome(s) (Briefly describe any improvement, if any)
<b>A. Coaching</b>				
<input type="checkbox"/> a. Issuance of Memo				
<input type="checkbox"/> b. One-on-one/ Face-to-Face coaching				
<input type="checkbox"/> c. Group Coaching				
<input type="checkbox"/> d. Others				
<b>B. Monitoring</b>				
<input type="checkbox"/> a. Actual Class Observation				
<input checked="" type="checkbox"/> b. Others (specify)	Informal discussion on issues of students' performance in class			

(Note: Please use extra sheet if necessary)

Conducted By:

  
ANTONIO P. ABAMO  
Immediate Supervisor

Verified By:

  
BEATRIZ B. BELONIAS  
Next Higher Supervisor

# UNITED STATES DEPARTMENT OF AGRICULTURE

## ANNUAL REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE

For the year ending June 30, 1904.

General Land Office	Bureau of Land Management	Bureau of Reclamation	Bureau of Indian Affairs	Bureau of Forestry	Bureau of Geographical Names
1. General Land Office	2. Bureau of Land Management	3. Bureau of Reclamation	4. Bureau of Indian Affairs	5. Bureau of Forestry	6. Bureau of Geographical Names
7. General Land Office	8. Bureau of Land Management	9. Bureau of Reclamation	10. Bureau of Indian Affairs	11. Bureau of Forestry	12. Bureau of Geographical Names
13. General Land Office	14. Bureau of Land Management	15. Bureau of Reclamation	16. Bureau of Indian Affairs	17. Bureau of Forestry	18. Bureau of Geographical Names
19. General Land Office	20. Bureau of Land Management	21. Bureau of Reclamation	22. Bureau of Indian Affairs	23. Bureau of Forestry	24. Bureau of Geographical Names
25. General Land Office	26. Bureau of Land Management	27. Bureau of Reclamation	28. Bureau of Indian Affairs	29. Bureau of Forestry	30. Bureau of Geographical Names
31. General Land Office	32. Bureau of Land Management	33. Bureau of Reclamation	34. Bureau of Indian Affairs	35. Bureau of Forestry	36. Bureau of Geographical Names

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**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF CONSUMER AND  
HOSPITALITY MANAGEMENT**  
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Email: dchm@vsu.edu.ph  
Website: www.vsu.edu.ph

Exhibit I

**PERFORMANCE MONITORING FORM**  
January – June 2018


**Name of Employee: Nancy V. Dumaguing**

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 senior high school TVL-HE track courses	BPP Work Immersion	Jan 10, 2018	May 25, 2018	May 23, 2018	VI	O	
2	Provide advise OJT on their industry practice report	25 students	May 2018	June 1, 2018	June 3, 2018	VI	O	
3	Serve as chair of DPC	Recommended faculty for PT instructor (2)	January 2, 2018	June 9, 2018	June 8, 2018	I	VS	
4	Prepare curriculum proposal	2 curriculum approved	January 10, 2018	May 25, 2018	June 2018	VI	O	

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

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

Prepared by:

  
**NANCY V. DUMAGUING**  
Head, DCHM

**VSU's Vision:**

A globally competitive university for science, technology, and environmental conservation.

**VSU's Mission:**

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.





## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NANCY V. DUMAGUING**  
Performance Rating: January-June 2018

Aim: To acquire knowledge and skills on extension proposal writing for hospitality and tourism field.

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

Date: January 2018

Target Date: June 2018

**First Step:**

Attend trainings/workshops on extension proposal writing

**Result:**

Acquire knowledge and skills and develop department's extension proposal to include majority of the faculty of DCHM

Date: July 2018

Target Date: December 2018

**Next Step:**

Share new knowledge and skills on extension proposal writing for hospitality and tourism field through department's meetings and informal discussions, etc.

**Outcome:**

Final Step/Recommendation:

Acquired and shared new knowledge and skills will scaled-out to more clients (public and private).

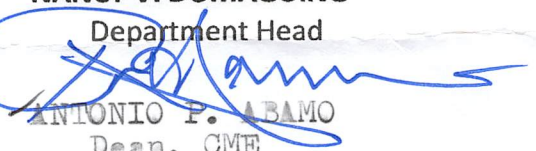
Prepared by:

cc: ODA-HRD

Conforme:

  
NANCY V. DUMAGUING  
Ratee

  
NANCY V. DUMAGUING  
Department Head

  
ANTONIO P. ABAMO  
Dean, CME



U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C.

OFFICE OF THE SECRETARY

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