# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Dr. Nancy V. Dumaguing

Program Involvement	Percentage	Numerical Rating	Equivalent
(1)	Weight of	(Rating x%)	Numerical
	Involvement	(3)	Rating
	(2)		(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:

ONIO P. A

Dean

Recommending Approval:

ANTONIO P. ABAMO

Dean

Approved:

BEATIRZ S. BELONIAS

Vice President for Instruction

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# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

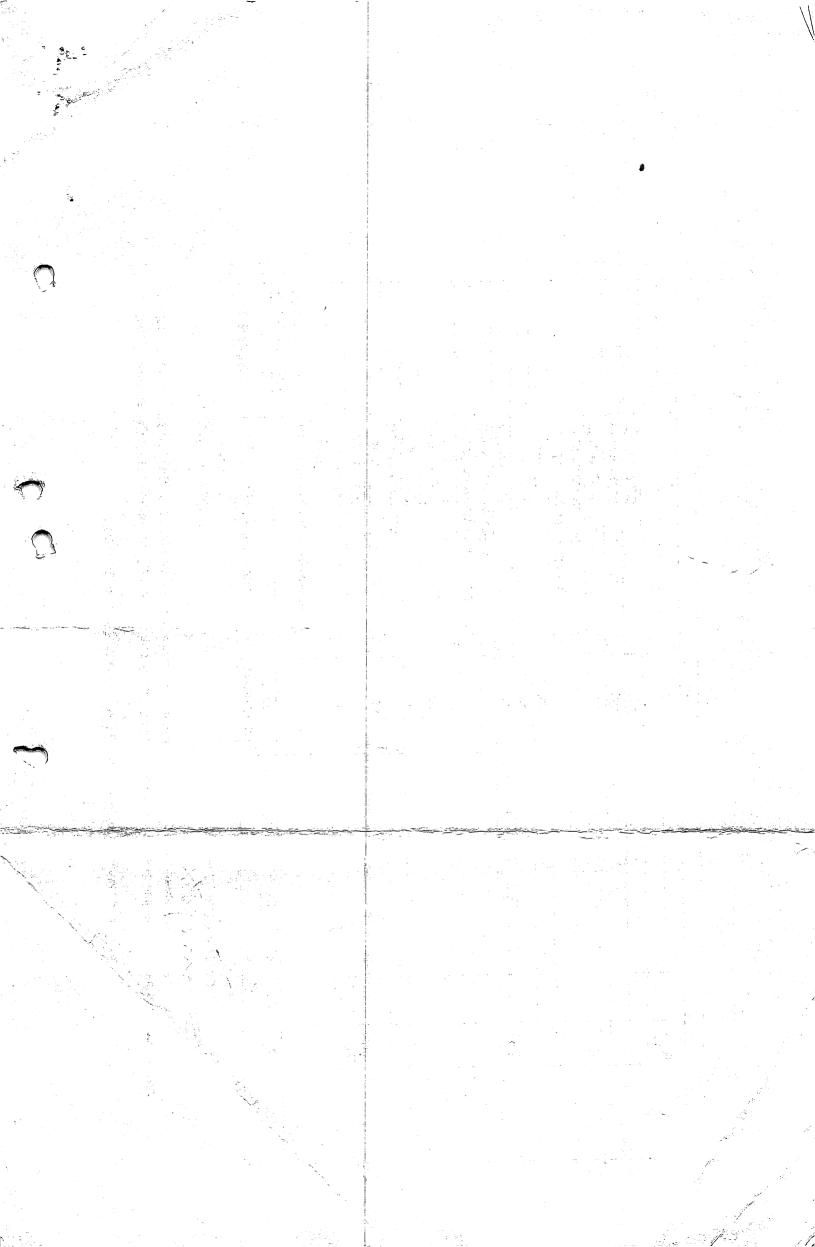
I, Nancy V. Dumaguing of the Department of Consumer and Hospitality Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period language to June 2018.

Approved: ANTONIO P. ABAMO

NANCYV. DUMAGUING

Ratee

Kemarks		Bu	ijeA		Actual	Tasks/Target	Success Indicators	8 PAPS
	Þ∀	ET	E2	ΟŢ	Accomplishment	bengissA		dvanced & Higher
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							No. of long/term exams conducted, checked and recorded	
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PARTIES AND	00 3		3	3	7.7	50	2 <sup>nd</sup> Sem 2018	
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	and the second second second							



MFO & PAPS	Success Indicators	Tasks/Target	Actual		Rat	ng		Remarks
		Assigned	Accomplishment	Q1	E2	T3	A4	
Advanced & Higher				***************************************		<b></b>		
Education Services	No. of student projects supervised & checked							
	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		******************************		<u> </u>		
	No. of laboratory activities checked							
	& recorded							
	2 <sup>nd</sup> Sem 2018	4	8	5	5	5	5.00	
	Summer 2018	NA						
	1 <sup>st</sup> Sem 2018	NA		***************************************			1	***************************************
	No. of students grades computed							
	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		***************************************				
	No. of course grade submitted							<del></del>
	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		~~~~~~				······································
						***************************************		
					4.87			

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MFO & PAPS	Success Indicators	Tasks/Target	Actual		Rat	ting	T	Remarks
		Assigned	Accomplishment	Q1	E2	T3	A4	
Advanced & Higher						<del>                                     </del>	+ ***	***************************************
Education Services								
	Student Advising							
	No. of hrs. spent on student advising	5 hrs/wk	10/wk	5	5	5	5.00	
	No. of hrs. spent on academic	5 hrs/wk	10/wk	5	5	5	5.00	
	advising during enrolment						3.00	
	No. of organization advised	NA		***************************************		<del> </del>	1	
	No. of student-related activities assisted	1	2	5	5	5	5.00	
University Committee Membership	assisted							
	VSU Commencement						++	
	Undergraduate Academic Caps &			· · · · · · · · · · · · · · · · · · ·			++	· · · · · · · · · · · · · · · · · · ·
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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 weed
To encourage The DHTM
raculta to do more
research.
respondence but well to encourage the DHTM - aculty to do in the presented.

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I NANCY VI DUMAGUING

Department Head
Date: 1/14 /W/8

Recommending Approval

Dean, CME

Date: \_\_\_\_

Approved by:

BEATRIZ S. BELONIAS

Vice President

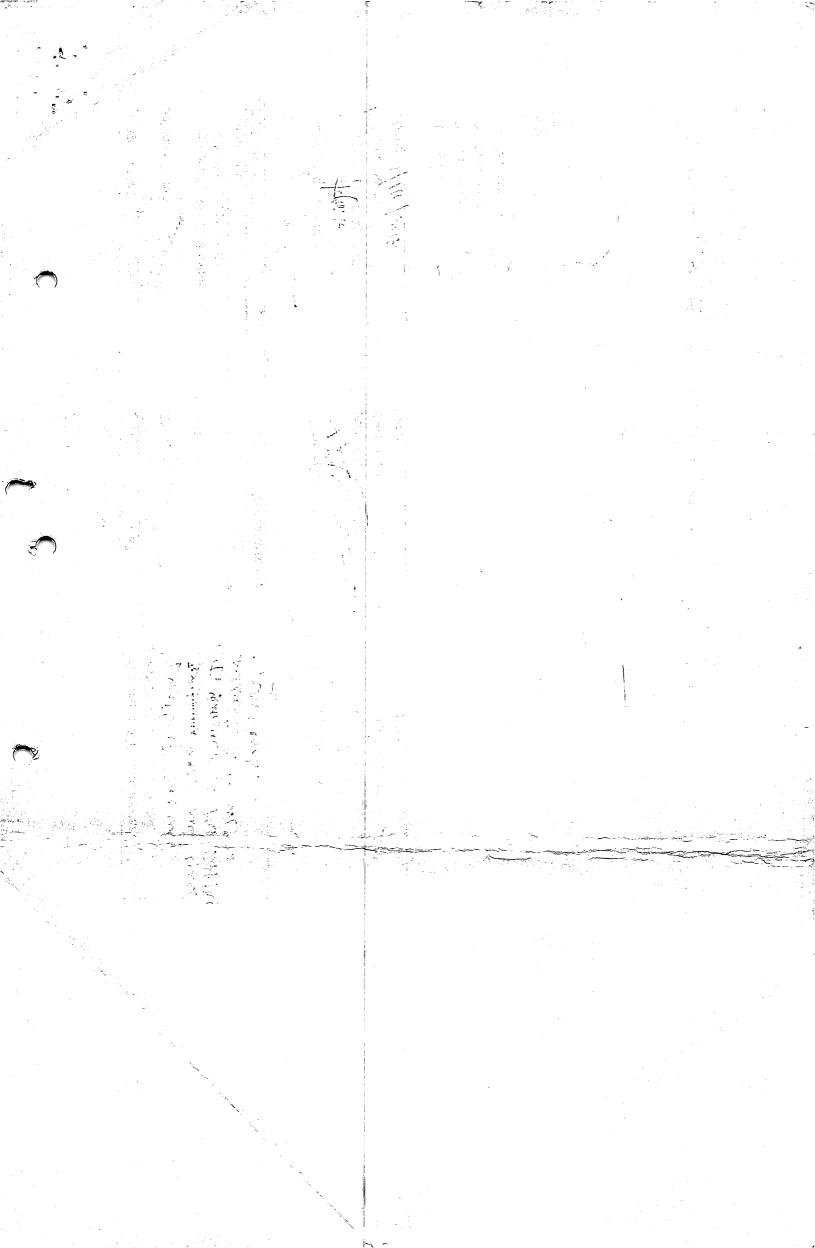
Date: \_\_\_\_

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. Position: Asso. Prefessor

Dunaguing

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)		;	Scal	е	
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	<b>(3</b> )	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	<b>(3</b> )	4	3	2	1
4	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	3	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.	<b>(5)</b>	4	3	2	1
7	Keeps accurate records of her work which is easily retrievable when needed.	3	4	3	2	1
<b>8</b>	Suggests new ways to further improve her work and the services of the office to its clients	<b>(5</b> )	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	<b>(5)</b>	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	<b>(5)</b>	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	)	•		2
	Leadership & Management (For supervisors only to be rated by higher supervisor)			Scale	Э	
1	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	(3)	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the	<b>(5)</b>	4	3	2	1

Francy + June 2013 Fr. Whay v.

,	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.	<b>(5)</b>	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	21		A		
	Average Score	7	· D	<u>ク</u>		

Overall recommendation	:	
		( Xamms
		ANTONIO P. ABAMO
		Name of Head

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Appendix G

### PERFORMANCE COACHING AND MONITORING & JOURNAL

STUDENTS' COMMENT(S): NANCY V. DUMA	GUING
First Sem SY	Second Sem SY 2017-2018
1. Be approachable	1. Focus on the discussion
2. Make class discussion lively	2. Make class more lively
3.	3.
4.	4.
5.	5.

Strategies	Brief Description of Strategy/Strategies Used	Frequency	Date(s) Conducted	Outcome(s) (Briefly describe any improvement, if any)
A. Coaching				
a. Issuance of Memo				
b. One-on-one/ Face-to-Face coaching				
c. Group Coaching				
d. Others				
B. Monitoring				
a. Actual Class Observation				
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 Community

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#### DEPARTMENT OF CONSUMER AND **HOSPITALITY MANAGEMENT**

College of Management and Economics, Visayas State University Visca, Baybay City, Leyte PHILIPPINES Email: dehm@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	0	
2	Provide advise OJT on their industry practice report	25 students	May 2018	June 1, 2018	June 3, 2018	VI	0	
3	Serve as chair of DPC	Recommended faculty for PT instructor (2)	January 2, 2018	June 9, 2018	June 8, 2018	l	VS	
4	Prepare curriculum proposal	2 curriculum approved	January 10, 2018	May 25, 2018	June 2018 .	VI	0	

\* 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: VSU's Mission:

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

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

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#### **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:

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

Date: July 2018

Target Date: December 2018

**Next Step:** 

<u>Share new knowledge and skills on extension proposal writing for hospitality and tourism field</u> 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

Dean, CME

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