

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Venice B. Ibañez

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
36. Instruction			
o. Head/Dean (50%)		$4.48 \times 100\% =$ 4.78 4.48 4.78	
p. Students (50%)		4.78	
Total for Instruction	40%	4.48 4.78	1.792 1.912
37. Research			
o. Client/Dir. for Research (50%)			
p. Dept. Head/Center Director (50%)			
Total for Research	15%	4.25 ✓	0.6375 ✓
38. Extension			
o. Client/Dir. for Extension (50%)			
p. Dept. Head/Center Director (50%)			
Total for Extension	5%	3.00 ✓	0.15 ✓
39. Administration	40%	4.88 5.0	1.952 2.0
40. Production			
TOTAL			4.532 4.70

EQUIVALENT NUMERICAL RATING: 4.532 4.70

Add: Additional Points, if any: 0.0

TOTAL NUMERICAL RATING: (4.375) 4.70

ADJECTIVAL RATING:

**Outstanding**

Prepared by:

VENICE B. IBAÑEZ  
Name of Faculty

Reviewed by:

VENICE B. IBAÑEZ  
Department Head

Recommending Approval:

MOISES NEIL V. SERIÑO  
Dean/Director

Approved:

BEATRIZ S. BELONIAS  
Vice President



**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, **VENICE B. IBÁÑEZ**, 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 targets and accomplishments in accordance with the indicated measures for the period July-December 2020

**VENICE B. IBÁÑEZ**

Instructor I

Date:

Approved:

**MOISES NEIL V. SERIÑO**

College Dean

Date:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 2/3/21

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	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								



		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NONE						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	NONE						
		<b>A4</b> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NONE						
	<b>PI9:</b> Number of instructional materials developed *	<b>A5</b> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	NONE						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	NONE						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NONE						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	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						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	NONE						

<b>PI 10 . Additional outputs:</b>		<b>A 8. Other outputs implementing the new normal due to covid 19</b>	Designs experiential learning activities and other outputs to implement new normal	NONE						
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	40.5	33.45	5	5	5	5	Jan-June 2020 FTE: 32.55 TOTAL FTE: 66
		<b>A10 .</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	0	5	5	5	5	Jan-June 2020 (7 gradesheet)
		<b>A 11 .</b> 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	2	5	5	5	5	5	
		<b>A12 .</b> Number of trainings attended related to instruction	Attend mandated trainings	2	6	5	5	5	5	2 sets of training: Moodle and EV-Flexible Learning (Jan-June); 6 training/workshop (July-December)
		<b>A13 .</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	3	5	5	5	5	Project was given in liue of long examination
		<b>A14 .</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	14	5	5	5	5	Assessment and learning tasks were provided
		<b>A15 .</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	3	5	5	5	5	In liue of term papers, students were required to submit 3 journal article review



<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic advisor to students</i>	45	53	5	5	5	5	Academic advising during enrolment
	<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
	<i>As SRC Chairman</i>	<i>Advises, and corrects research outline and thesis/SP manuscript</i>	4	0	4	4	4	4	4 OJTs advised (January to June 2020)
	<i>As SRC Member</i>	<i>Advises and corrects research outline and thesis/SP manuscript</i>							
	<b>A18.</b> Number of students entertained for consultation purposes	<i>Entertains students consulting on subject taught, thesis and grades</i>		203	5	5	5	5	
<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
	<b>A20.</b> Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>							
<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	<i>Prepares and submits for review by the Technical Review Panel</i>							
	<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	3	5	5	5	5	ABMG 101, TMGT 121, Hrtm 199 learning guides

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	1	3.5	3.5	3.5	3.5	Complete set of ppt for TMGT 121
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	3	5	5	5	5	3 sets (ABMG 101, TMGT 121, Hrtm 199), Embedded in the courseware
		<b>A 23 :</b> 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	3	5	5	5	5	Review until the DIMC and Dean only
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	5	5	5	5	ABMG 101, TMGT 121, Hrtm 199
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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		1	4	4	4	4	Coordinated and established link with Rajah Travel for OJT Remote Practicum
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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		1	5	5	5	5	2016 background papers used as basis for strategy paper of Salced, Eastern Samar

76.5 /10

= 4.75



	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research or project within the year		1	5	5	5	5	CME coping mechanism research study
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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>		1	0	2	2	2	2	Under review
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> 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>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation		1	5	5	5	5	Submitted proposal under review
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							

17/9  
= 4.25

		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	Philippine Misereor Partnership Inc; implementation put on hold due to pandemic
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	10	0	2	2	2	2	no training was conducted, training needs assessment conducted revealed trainees' preference date of training is 2021
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	1	0	3	3	3	3	Extension project's implementation is put on hold because of the pandemic
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	0	3	3	3	3	no training was conducted, training needs assessment conducted revealed trainees' preference date of training is 2021

12/9  
= 3.0



	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									

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		100% compliant	5	5	5	5	
	On program accreditations								
	On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services</b>									
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		1	5	5	5	5	Maximizing the use of google doc function in reviewing instructional courseware. This lessen the use of printed drafts. Also, all reviewers can view all the comments and suggestions of each other
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							

20/4  
= 5.0



Average Rating (Total Over-all rating divided by 27 )			Comments & Recommendations for Development Purpose: Attend retooling activities to upgrade competency to perform research activities; pursue PhD studies
Additional Points:			
Approved Additional points (with copy of approval)			
Final Rating			
Adjective Rating			

Evaluated & Rated by:

**VENICE B. IBAÑEZ**

Department Head

Date:

Recommending Approval

**MOISES NEIL V. SERIÑO**

Dean, CME

Date:

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 2/3/24

**TRACKING TOOL FOR MONITORING TARGETS**

(\* data is cumulative from Jan-December 2020)  
(\*\* those marked in red are for July-December 2020)


Major Final Output/Performance Indicator	TASK	ASSIGNED	DURATION	Task Status				Remarks	
				Q1	Q2	Q3	Q4		
MFO1. ADVANCED EDUCATION SERVICES									No Graduate Program
MFO2. HIGHER EDUCATION SERVICES									
PI 1. Percentage of first time licensure exam takers that pass the licensure exams	NA								
PI 2. Percentage of graduates (2 years prior) that are employed	Conduct tracer of employed graduates	Dept Head							
PI 5: Total FTE, coordinated, implemented and monitored	Compute FTE of faculty	ASM	January  July	x			x		
PI 8: Number of students advised	Conduct academic advising during enrolment	RGO, HMEQ, VBI, SPN, NGC, AGVC	January 6-10  May-July	x			x	(Regular Enrolment)  (Regular Online Enrolment)	
PI 9: Number of student organizations advised/assisted	Provide guidance to student organizations	SPN, NGC, CGE, MCL, RGO	Whole semester	x	x	x	x	TORAH, SHoTS,	



[illegible]

PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards	Prepare request for hiring	DPC (VBI, NVD, AGVC, RGO, MCL)				X		Recruited 2 part time instructors
	Screen and interview faculty applicants			x		X		
	Endorse faculty applicant to APB for hiring			x		X		

Prepared by:

  
VENICE B. IBÁÑEZ  
 Unit Head



## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: Venice B. Ibañez

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	ABMg 101, TMgt 121, HRTM 199	June 1, 2020	December 2021	February 2021	VI	VS	
2	Provide advise for OJT on their industry practice report	5 student advisees	-do-	December 2021	February 2021	VI	VS	
3	Advise students for their academic loads	Serve as academic adviser during enrolment	June-July 2020	June-July 2020	July 2020	VI	VS	
4	Serve as committee chairperson/member	College and Department committee-based assignment	June 15, 2020	December 31, 2020	December 31, 2020	VI	VS	

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

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

Prepared by:

  
**MOISES NEIL V. SERNIÑO**  
 Unit Head

# PERFORMANCE MONITORING & COACHING JOURNAL

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

**Name of Office:** Department of Tourism and Hospitality Management

**Head of Office:** Ms. Venice B. Ibañez

**Number of Personnel:** Ms. Venice B. Ibañez


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:

  
**MOISES NEIL V. SERIÑO**  
Immediate Supervisor

Noted by:

  
**BEATRIZ S. BELONIAS**  
Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VENICE B. IBAÑEZ

Performance Rating: July-December 2020

Aim: To provide guidance in writing research proposals both for faculty and students under the DTHM

Proposed Interventions to Improve Performance:

Date: July 2020

Target Date: December 2020

First Step:

To organize webinar on Data Management and Research Proposal Writing for all interested faculty and students in the Department of Tourism and Hospitality Management.

Result:

Improved capability of faculty to formulate research proposals to be submitted to OVPRE.

Date: \_\_\_\_\_ Target Date: December 2020

Next Step:

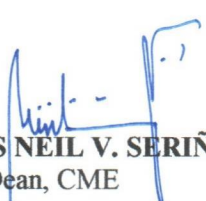
Monitor and evaluate proposals written by the faculty of DTHM

Outcome: Improved capability to undertake research work.

Final Step/Recommendation:

To continue attending retooling activities to upgrade competency to perform research activities in addition to instruction function.

Prepared by:

  
**MOISES NEIL V. SERINO**  
Dean, CME

Conforme:

  
**VENICE B. IBAÑEZ**  
Name of Ratee Faculty/Staff