

Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: Nancy V. Dumaguing

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
26. Instruction			
k. Head/Dean (50%)		$4.536 \times 100\% = 4.536$	
l. Students (50%)			
Total for Instruction	50%		
27. Research			
k. Client/Dir. for Research (50%)			
l. Dept. Head/Center Director (50%)			
Total for Research	10%		
28. Extension			
k. Client/Dir. for Extension (50%)			
l. Dept Head/Center Director (50%)			
Total for Extension			
29. Administration	40%		
30. Production			
TOTAL			

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.768

0.0

4.768

ADJECTIVAL RATING:

Outstanding

Prepared by:

NANCY V. DUMAGUING

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

Telefax: None

Email: dchm@vsu.edu.ph

Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **NANCY V. DUMAGUING**, 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 July 2020 - December 2020

NANCY V. DUMAGUING

Associate Prof. V

Date: 1/28/2021

Approved:

VENICE B. IBANEZ

Department Head

Date: 1/29/2021

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	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						
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	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						
		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						

	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	<i>Designs experiential learning activities and other outputs to implement new normal</i>	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	<i>Handles and teaches courses assigned</i>	39	15.1	5	5	5	5	Jan-June 2020 FTE: 37.5
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	0	3	3	3	3	Target already accomplished by Jan-June 2020
		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							
		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	2	0	3	3	3	3	No midterm and final exam due to pandemic
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	20	5	4	3	4	Checking on-process
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	92	0	4	4	4	4	Target already accomplished by Jan-June 2020
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	0						

		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		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	20	30	5	5	5	5	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	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	3	5	5	5	5	2 learning guides, 1 Lab manual
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	0	3	3	3	3	Accomplished Jan-June 2020

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	5	5	5	5	2 sets embedded in the courseware
		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	2	2	5	5	5	5	1 learning guide , 1 lab manual
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	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							

51/12

24.25

	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research or project 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-referred 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	1	5	5	5	5	
		<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								
		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							

5-0
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		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	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	100% compliant	4	4	4	4	
		On program accreditations								
		On institutional accreditations								
OVPSAS STO 1: ISO 9001:2015 Aligned Documents										
Recruitment and Admission Services	PI 1. Number of incoming students evaluated in terms of enrollemt requirements and enrolled	Checks admisison requirements and issues admission certificate	2,500	1,707	5	5	5	5	Reduced number to the COVID 19 pandemic	
	PI 2. Number of quality procedures revised/updated and registered at QAC	Revises admission procedure in the new normal for AY 2020-2021	1	1 quality procedure revised for registration	5	5	5	5	Admission of undergraduate students in the new normal	
	PI 3. Percentage implementation of processes in accordance with existing approved quality procedures	Implements admission process based on approved quality procedure	zero non-conformity	zero non-conformity	5	5	5	5		

		PI 4. Percentage of ISO evidences compliant with existing Admission and Enrollment of Undergraduate Students Quality Procedures kept intact and readily available to Auditor	Prepares/organizes supporting documents for ISO Internal Audit	1	90% ISO compliant evidences readily available	5	5	4	4.67	The Office of the Head Admission as a new office under the Vice President for Student Affairs and Services was ISO audited (Internal) separately)
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	4	4.67	
		A 47. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1	2	5	5	5	5	
OVPSAS GASS 1: Administrative and Support Services Management										
	OGA GASS 1: Administrative and Support Services	PI 1. Number of administrative services and financial/administrative documents acted within time frame	Prepares/signs/endorses fianncial/administrative documents	20	100% documents acted	5	5	5	5	
		PI 2. No. of council/board/committee assignments served/functions performed	Serves university assigned committees	2	2	5	5	5	5	University Academic Council and LGU Link
		PI 3. No. of unit heads/staff meetings presided	Presides staff meetings	3	3 meetings	5	5	5	5	
Total Over-all Rating (Total over-all rating divided by 24)			4.56							Comments & Recommendations for Development Purpose: Attend webinars and orientation on ISO awareness and other related ISO meetings
Additional Points										
Approved Additional Points (with copy of approval)										
Final Rating			4.56							
Adjectival Rating			Very Satisfactory							

28-67/6

4.778

24-67/5

= 4.974

59-301/11

= 4.899

Evaluated & Rated by:


VENICE B. IBÁÑEZ

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

PERFORMANCE MONITORING FORM


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 Undergraduate courses	Hmgt 139, Thty 105	May 1, 2020	December 2021	February 2021	VI	O	
2	Serve as member of department-based committees	Uniform committee	June 1, 2020	December 31, 2020	December 31, 2020	VI	VS	
3	Serve as Admission Officer	Admission-related outputs	July 1, 2020	December 31, 2020	Continuing 2021	VI	VS	

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

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

Prepared by:


VENICE B. IBÁÑEZ
 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: Dr. Nancy V. Dumaguing

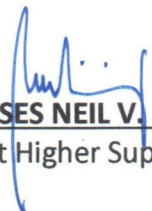
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	x	x			
Coaching	x	x			

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

Conducted by:

Noted by:


VENICE B. IBAÑEZ
Immediate Supervisor


MOISES NEIL V. SERIÑO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NANCY V. DUMAGUING

Performance Rating: July-December 2020

Aim: a. To establish policies, guidelines, and procedure manual for VSU face to face and online modalities admission system

b. To enhance the capability in online and offline class management

Proposed Interventions to Improve Performance:

Date: July 2020

Target Date: December 2020

First Step:

a. To attend webinars and orientation on ISO awareness and other related ISO meetings

b. To attend webinars and collegial discussions and mentoring activities regarding moodle learning management system.

Result:

a. Improved capability to formulate policies and guidelines for deliberation in the higher bodies

b. Improved knowledge and skills in the management of classes both for online and offline mode.

Date: _____ Target Date: December 2020

Next Step:

a. Benchmarking with other reputable universities practicing the new normal admission system

b. Enhancing the contents of the moodle classroom and learning guides.

Outcome:

a. Improve the admission system of the university.

b. Improve delivery of instruction.


Final Step/Recommendation:

To continue attending retooling activities to upgrade competency to perform admission and instruction functions.

Prepared by:


VENICE B. IBAÑEZ
Unit Head

Conforme:


NANCY V. DUMAGUING
Name of Ratee Faculty/Staff