

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: BELJUN P. ENAYA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty (30%)	30%	4.75	1.43
b. Students (70%)	70%	4.33	3.03
TOTAL for Instruction	90%		<b>4.01</b>
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	5.00	0.13
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			<b>4.385</b>

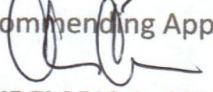
EQUIVALENT NUMERICAL RATING: 4.385

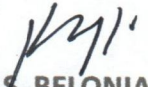
Add: Additional Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: **4.385**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:  
  
BELJUN P. ENAYA  
Name of Faculty

Reviewed by:  
  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Recommending Approval:  
  
CANDELARIO L. CALIBO  
Dean, CAS

Approved by:  
  
BEATRIZ S. BELONIAS  
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **BELJUN P. ENAYA**, of the **Department of Liberal Arts and Behavioral Sciences** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JULY - DEC 2019**.

**BELJUN P. ENAYA**

Ratee

Approved: **GUIRALDO C. FERNANDEZ, JR.**

Head of Unit

Description of MFO & PAPs	Success/Performance Indicators	Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Higher Education	Full Time Equivalent	Teaching	Assigned in Social Science subjects	18.00	35.25	4.3	4.33	4.33	4.33	
	Number of Instructional Materials Developed/Revised and Utilized	Revising	ISO format Syllabus	1	2	5	5	4	4.67	
	<b>Student Advising and Consultation Services</b>									
	* Number of organizations advised		DebSoc	1	1	5	5	5	5	
	* Number of hours / week spent on student consultation	Students' Consultation		3	6	5	5	5	5	
			<b>SUB-TOTAL</b>						<b>19.00</b>	
Research	NONE			0	0				0.00	
			<b>SUB-TOTAL</b>						<b>0.00</b>	
Extension	Number of trainings/seminars attended	Extension Project Leader		1	1	5	5	5	5.00	Visitation and Interview with the trained SHS teacher teaching Intro to Philosophy of Human Person
		Participant		1	2	5	5	5	5.00	*Expanding Capacities for CDP through SUCs and LRIs toward Realizing Sustainable and Self-Reliant Communities, Nov. 11-17, 2019, UP SURP, Diliman *Training on Land Use Development Plan, December 9-13, 2019, Philrootcrons VSU
			<b>SUB-TOTAL</b>						<b>10.00</b>	



Support to Students/ Production	Number of quizzes prepared and checked	quizzes	production of quizzes	20	30	5	5	5	5.00	
	Number of midterm and final exams prepared and checked.	midterm and finals output	preparation of midterms and finals output instructions	6	6	5	5	5	5.00	
	Number of oral recitations graded/evaluated	oral recitation	evaluation of oral recitations	8	15	5	5	5	5.00	
	Number of midterm and final gradesheets submitted	midterm and final gradesheet	submission of gradesheets	12	12	5	5	5	5.00	
			<b>SUB-TOTAL</b>						<b>20.00</b>	
General Administration & Support Services	Number of participation on the events/program in the dept, college, university, and other offices		Resource Person			5	5	5	5.00	
			Participant	1	5					
	Number of committees served		Department Committees	1	3	5	5	5	5.00	
	Number of meetings attended		Attendee	5	6	5	5	5	5.00	
			<b>SUB-TOTAL</b>						<b>15.00</b>	
Overl-all Total Rating									64.00	

Average Rating (Total Over-all rating divided by number of entries)		4.57
Additional Points:		
Approved Additional points (with copy of approval)		4.57
FINAL RATING		
ADJECTIVAL RATING		Outstanding

#### Comments & Recommendations for

**Development Purpose:** Mr. Enaya serves the department well doing what is expected of him as a faculty member of DLABS. Yet, he should always keep in his mind that there is always room for improvement. He should also engage in research/extension; submit outputs for publication and present papers in conferences.

Evaluated & Rated by:

**GUIRALDO C. FERNANDEZ, JR.**

Department Head

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

Recommending Approval:

**CANDELARIO L. CALIBO**

College Dean

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

Approved:

**BEATRIZ S. BELONIAS**

Vice-President for Instruction

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



## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: Beljun P. Enaya

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 three (3) courses (Phlo 11, ScSc 13n, FLng 11)	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	July 2019	December 2019	December 2019	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	July 2019	December 2019	Nov-Dec. 2019	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	July 2019	December 2019	July-August 2019	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	July 2019	December 2019	October and December 2019	Impressive	Outstanding	
5	Paper presentations/attendance in conferences	Certificate of appearance and certificate of participation	July 2019	December 2019	Dec 2019	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	July 2019	December 2019	Aug-Dec 2019	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	July 2019	December 2019	Nov 2019	Impressive	Outstanding	
8								

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

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

Prepared by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: BELJUN P. ENAYA

Performance Rating: OUTSTANDING

Aim: To engage in research, and other activities/projects in the department

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

Date: January 2019

Target Date: June 2019

Step/s:

- a) Reminded Mr. Enaya to conduct other activities in the department
- b) Reminded Mr. Enaya to continue working on the extension project titled "Training-workshop for Teaching the Introduction to Philosophy of Human Person"

RESULT:

- a) Mr. Enaya actively participated in the department personnel committee as the secretary;
- b) The extension project titled "Training-workshop for Teaching the Introduction to Philosophy of Human Person" was implemented.

Date: August 2019

Target Date: November 2019

Step/s:

- a) Reminded Mr. Enaya to submit necessary minutes for DPC on time;
- b) Reminded Mr. Enaya to continue the implementation of the extension project and deliver outputs.


RESULT:

- a) The minutes for academic personnel committee was regularly submitted to the document controller and attached to other documents such as recommendations.
- b) The extension project resumed through field visitation and evaluation.
- c) Mr. Enaya was recommended for fellowship scholarship and to take PhD. in Philosophy.

Prepared by:

  
**GUIRALDO C. FERNANDEZ, JR.**  
Department Head

Conforme:

  
**BELJUN P. ENAYA**  
Name of Ratee/Faculty/Staff