

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2023

Name of Faculty Member:

BETHLEHEM A. PONCE

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		4.60 x 50% = 2.300	
TOTAL for Instruction	70%	4.80	3.360
2. Research	10%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	
TOTAL for Research			0.500
3. Extension	10%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	
TOTAL for Extension			0.500
4. Production			
5. Administration/Other Services	10%	5.00 x 10% = 0.500	0.500
TOTAL	100%		4.860

EQUIVALENT NUMERICAL RATING: 4.860

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.860

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

BETHLEHEM A. PONCE

Name of Faculty

Reviewed by:

AL FRANJON M. VILLAROYA

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS


Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

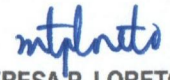
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BETHLEHEM A. PONCE, a faculty member 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-DECEMBER 2023


BETHLEHEM A. PONCE
 Associate Professor II
 Date: December 12, 2023

Approved:

AL FRANJON M. VILLAROJA
 Department Head
 Date: _____


MA. THERESA P. LORETO
 College Dean
 Date: **JAN 19 2024**

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	1	0					There were no students enrolled in the subject assigned to me during the rating period
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	Handles and teaches courses assigned	18 per semester	26.55	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	5	5	5	5	5.00	ScSc14n: M149, M819, M830, M818, M645

		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	1	0					No student complied an INC within the rating period
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	25	5	5	5	5.00	ScSc14n: M149, M819, M830, M818, M645
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	7	35	5	5	5	5.00	
	PI 8: Number of students advised: *	A17 . Number of students advised on thesis/ field practice/special problem:		1	2	5	5	5	5.00	O122-Envi200.4 Undergraduate thesis
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	0					No student appointed me as the chair of the thesis panel
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	O122-Envi200.4 Undergraduate thesis
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	179 5 classes and 2 thesis advisees)	5		5	5.00	ScSc14n: M149, M819, M830, M818, M645
	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	1	1	5	5	5	5.00	ScSc14n Learning Guide
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	9	5	5	5	5.00	Philippine Indigenous Communities (ScSc14n)

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	12	5	5	5	5.00	Philippine Indigenous Communities (ScSc14n)
		A 24: Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	1	5	5	5	5.00	Philippine Indigenous Communities (ScSc14n)
					AVERAGE				5.00	
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 27. 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	1	5	5	5	5.00	The result of this study entitled "Ethno-linguistic study of Minamanwa, its challenges and changes overtime" was used in an extension project
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal	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	1	2	5	5	5	5.00	Manuscripts are still in the publishers
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	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							Research outputs were presented during the 10th National Social Science Congress at Siliman University, Dumaguete City, 2nd International Mamanwa Dialogue Symposium, Surigao City, and during the 45th UGAT International Conference at Ateneo de Zamboanga University, Zamboanga City
		In int'l fora/conferences		1	2	5	5	5	5.00	
		In nat'l/regional fora/conferences		1	1	5	5	5	5.00	
	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	1	2	5	5	5	5.00	Still at the OVPREI
	PI 6. Additional outputs*	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	1	1	5	5	5	5.00	From the PUP Social Sciences and Development Review Journal
		A 34. Number of UMs submitted to	Prepares and submits	N/A						
					AVERAGE				5.00	
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	1	1	5	5	5	5	
	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	1	12	5	5	5	5.00	Capacitating IPed Teachers on Philippine Indigenous Peoples and Mamanwa Indigenous Knowledge Systems and Practices
	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	Implements duly approved extension projects	0	1	5	5	5	5.00	on-going extension project
	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	100% compliant	100%	5	5	5	5.00	During the Capacitating IPed Teachers on Philippine Indigenous Peoples and Mamanwa Indigenous Knowledge Systems and Practices Training-Workshop, 12 of the participants rated the training.
	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	1	1	5	5	5	5.00	
	Peer reviewers/Panelists	Peer reviewers/Panelists		1	1	5	5	5	5.00	
	Resource Persons	Resource Persons		1	2	5	5	5	5.00	
	Evaluator	Evaluator		1	1	5	5	5	5.00	Member of the TWG for Engineering, Industry, & Energy commodity
	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	100%	100%					
					AVERAGE				5.00	

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	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	100% compliant	100% compliant	5	5	5	5.00		
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	no complaint	no complaint	5	5	5	5.00		
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	NONE							
	Number of possible applicants per semester screened	DPC Member (Screening of teaching applicants for the second semester SY 2022-2023, attended meetings)	10	13 (13 applicants for part-time position)	5	5	5	5.00		
	Number of class observed	As member of the DPC (conduct classroom evaluation)	17	5	5	5	5	5.00	Evaluate teacher's performance in the class; the number of faculty observed lessened because of the splitting of DLABS into two departments	
	Number of syllabi and TOS reviewed	DIMRC Member (Reviews Syllabi and TOS of the social science subjects (as member of the Dep't. Instructional Materials Review Committee)	18	5	5	5	5	5.00	Only the TOS because we still have to update our syllabi next year; the number of syllabi and TOS reviewed lessened because of the splitting of DLABS into two departments	
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE							

		Number of meetings and activities conducted under the Social Science Section	Head, Social Science Section Spearhead and conduct meetings and relevant activities for the Social Science Section (as Head of the Social Science Section)	21	5	5	5	5	5.00	Conduct Meetings with the social science section, meetings and orientations for the newly hired faculty; the number of meetings conducted lessened because of the splitting of DLABS into two departments.
					TOTAL				5.00	

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

Comments & Recommendations for Development Purpose: Dr. Ponce is an eloquent educator. Her expertise extends beyond the confines of DPSS, reaching into the indigenous community, other departments, and the university as a whole. Her skills and talent in research are expected to elevate the department to greater heights.

Evaluated & Rated by:

AL FRANJON M. VILLAROYA

Department Head

Date: January 8, 2024

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: **JAN 19 2024**

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: **01/14/24**

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Bethlehem A. Ponce**

Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
Teach one (1) courses (ScSc 14n)	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	July 2023	December 2023	December 2023	Impressive	Outstanding	
Assist students' concerns through students' consultation	Will improve students' performance	July 2023	December 2023	December 2023	Impressive	Outstanding	
Class preparation	Will prepare visual aids, quizzes, and activities	July 2023	December 2023	December 2023	Impressive	Outstanding	
Submission of midterm grades and final grades	Grades will be submitted to the university registrar	July 2023	December 2023	December 2023	Impressive	Outstanding	
Fieldwork for Research and extension project	Gathered Data and Analysis	July 2023	December 2023	December 2023	Impressive	Outstanding	
Implement the on-going extension project	Quarterly reports and training report	July 2023	December 2023	December 2023	Impressive	Outstanding	
Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	July 2023	December 2023	December 2023	Impressive	Outstanding	
Perform other functions assigned by the department head	Certificate of the trainings and workshops	July 2023	December 2023	December 2023	Impressive	Outstanding	

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

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

Prepared by:


AL FRANJON M. VILLAROYA
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Bethlehem A. Ponce

Performance Rating: Very Satisfactory

Aim: To continue conducting research and extension projects and publish more papers

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

Date: July 15, 2023

Target Date: One year from today

First Step:

- a) Required her to publish her research outputs.
- b) Encouraged her to balance and manage her time well between teaching, research, and extension

Result:

She has two manuscripts at the publishers and an ongoing extension project.

Date: December 15, 2023

Target Date: End of second semester

Next Step:


She was advised to be less strict with her students and to help those who have difficulty understanding the subject matter.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:


AL FRANJON M. VILLAROYA
Department Head

Conforme: 
BETHLEHEM A. PONCE
Employee [Faculty]