

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: BELJUN P. ENAYA

| Program Involvement<br>(1)       | Percentage<br>Weight of<br>Involvement | Numerical Rating<br>(Rating x %) | Equivalent<br>Numerical<br>Rating |
|----------------------------------|--|----------------------------------|-----------------------------------|
| (1)                              | (2)                                    | (3)                              | (2x3)                             |
| 1. Instruction                   |  |                                  |                                   |
| a. Faculty (30%)                 | 30%                                    | 5.00                             | 1.50                              |
| b. Students (70%)                | 70%                                    | 4.00                             | 2.80                              |
| TOTAL for Instruction            | 90%                                    |                                  | 3.87                              |
| 2. Research                      | 2.5%                                   | 5.00                             | 0.13                              |
| 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                            |  |                                  | 4.370                             |


EQUIVALENT NUMERICAL RATING: 4.370


Add: Additional Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.370

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

"Exhibit B"

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 **JANUARY-JUNE 2019**

**BELJUN P. ENAYA**

Ratee

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

Head of Unit

| MFO No. | Description of MFO & PAPs | Success/Performance Indicators  | Program/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> |   |
| MF01    | Higher Education          | Full Time Equivalent  | Teaching                    | Teaches Social Science subjects   | 18.00  | 33.50                 | 5              | 5              | 5              | 5.00           |   |
|         |                           | Number of Instructional Materials Developed/Revised and Utilized                |                             |                                   |        |                       |                |                |                |                |   |
|         |                           | * Revised IMs within the last 3 years   | Author/Compiler             | Revises course syllabi in Phil 14 | 1      | 1                     | 5              | 5              | 5              | 5              |   |
|         |                           | * Powerpoint presentations prepared   | Author/Compiler             |                                   |        |                       |                |                |                |                |   |
|         |                           | Student Advising and Consultation Services                                      |                             |                                   |        |                       |                |                |                |                |   |
|         |                           | * Number of organizations advised   |                             | DebSoc                            | 1      | 1                     | 5              | 5              | 5              | 5              |   |
|         |                           | * Number of hrs per week spent on student consultation                          | Consultation                |                                   | 3      | 8                     | 5              | 5              | 5              | 5              |   |
|         |                           |   |                             | <b>SUB-TOTAL</b>                  |        | <b>31</b>             |                |                |                | <b>5.00</b>    |   |
| MF02    | Research                  | Number of Outputs Presented in Regional/National/International Fora/Conferences |                             | Paper Presenter                   | 1      | 2                     | 5              | 5              | 5              | 5.00           | Presenter: "Sartrean Freedom in Christian Freedom," 1st Societas Ethica Philosophica, Cebu City   |
|         |                           |   |                             | <b>SUB-TOTAL</b>                  |        |                       |                |                |                | <b>5.00</b>    |   |
|         |                           |   |                             |                                   |        |                       |                |                |                |                | Presenter: "Absolute Freedom in Rousseau's Emile", 1st Union of Societies and Associations of Philosophy in the Philippines, Siliman University, Negros |
| MF04    | Extension                 | Number of trainings/seminars attended   | Training                    | Resource Person                   | 1      | 1                     | 5              | 5              | 5              | 5.00           | 2nd Seminar-Workshop for Teaching the Introduction to Philosophy of Human Person, Hostel, VSU   |
|         |                           |   |                             | <b>SUB-TOTAL</b>                  |        |                       |                |                |                | <b>5.00</b>    |   |



|      |                                    |   |          |                          |    |           |   |   |   |             |  |
|------|------------------------------------|---|----------|--------------------------|----|-----------|---|---|---|-------------|--|
| MF04 | Support to Students/<br>Production | Number of quizzes prepared and checked  |          | Phlo 11, Phil 14, ScSC13 | 20 | 30        | 5 | 5 | 5 | 5.00        | 7 Sections (4 sections for Ethics; 2 sections for Contemporary World; 1 section for Logic and Critical Thinking)   |
|      |                                    | Number of midterm and final exams prepared and checked.                                     |          | Phlo 11, Phil 14, ScSC13 | 6  | 6         | 5 | 5 | 5 | 5.00        | 7 Sections (4 sections for Ethics; 2 sections for Contemporary World; 1 section for Logic and Critical Thinking)   |
|      |                                    | Number of oral recitations graded/evaluated   |          | Phlo 11, Phil 14, ScSC13 | 4  | 10        | 5 | 5 | 5 | 5.00        | 7 Sections (4 sections for Ethics; 2 sections for Contemporary World; 1 section for Logic and Critical Thinking)   |
|      |                                    | Number of midterm and final gradesheets submitted   |          | Phlo 11, Phil 14, ScSC13 | 6  | 6         | 5 | 5 | 5 | 5.00        | 7 Sections (4 sections for Ethics; 2 sections for Contemporary World; 1 section for Logic and Critical Thinking)   |
|      |                                    |   |          | <b>SUB-TOTAL</b>         |    | <b>52</b> |   |   |   | <b>5.00</b> |  |
| MF05 | General Admin & Support Services   | Number of participation on the events/program in the dept, college, univ. and other offices |          | Participant              | 1  | 6         | 5 | 5 | 5 | 5.00        | Bomb Threat Seminar, April 5, 2019; Mr and Ms VSU Meeting, March 18, 2019; VSU Anniversary Booth judging; DLABS Lecture Series   |
|      |                                    | Number of committees served   |          | Member & Chair           | 1  | 3         | 5 | 5 | 5 | 5.00        | Physical, Cleanliness & Beautification Committee; Socio-Cultural Committee; Academic Personnel Committee   |
|      |                                    | Number of meetings attended   | Meetings |                          | 2  | 5         | 5 | 5 | 5 | 5.00        | Consultative Meeting with CAS Faculty and Staff, Jan. 9, 2019  |
|      |                                    |   |          |                          |    |           |   |   |   |             | Departmental Meeting, Jan. 9, 2019   |
|      |                                    |   |          |                          |    |           |   |   |   |             | VSUFA (with Pres. Tulin) Meeting, Feb. 7, 2019   |
|      |                                    |   |          |                          |    |           |   |   |   |             | Departmental meeting, Feb. 12, 2019  |
|      |                                    |   |          |                          |    |           |   |   |   |             | Departmental Meeting, Mar. 15, 2019  |
|      |                                    |   |          | <b>SUB-TOTAL</b>         |    | <b>14</b> |   |   |   | <b>5.00</b> |  |
|      |                                    | Average Rating (Total Over-all rating divided by number of entries)                         |          | 5.00                     |    |           |   |   |   |             | <b>Comments &amp; Recommendations for Development Purpose:</b> Mr. Enaya serves the department well doing what is expected of him as a faculty member of DLABS. Yet, she should always keep in his mind that there is always room for improvement. |
|      |                                    | Additional Points:  |          |                          |    |           |   |   |   |             |  |
|      |                                    | Approved Additional points (with copy of approval)  |          |                          |    |           |   |   |   |             |  |
|      |                                    | FINAL RATING  |          | 5.00                     |    |           |   |   |   |             |  |
|      |                                    | ADJECTIVAL RATING   |          | OUTSTANDING              |    |           |   |   |   |             |  |

Evaluated & Rated by:

**GUIRALDO C. FERNANDEZ, JR.**

Department Head

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

Recommending Approval:

**CANDELARIO L. CALIBO**

College Dean

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

Approved:

**BEATRIZ S. BEONIAS**

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 12n, FLng 1)                                   | Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation | Jan 2019      | June 2019                   | June 2019                | Impressive         | Outstanding                     |                         |
| 2        | Assist students' concerns through students consultation                               | Will improve students' performance  | Jan 2019      | June 2019                   | June 2019                | Impressive         | Outstanding                     |                         |
| 3        | Class preparation   | Will prepare visual aids, quizzes, and activities   | Jan 2019      | June 2019                   | June 2019                | Impressive         | Outstanding                     |                         |
| 4        | Submission of midterm grades and final grades   | Grades will be submitted to the university registrar  | Jan 2019      | June 2019                   | June 2019                | Impressive         | Outstanding                     |                         |
| 5        | Paper presentations/attendance in conferences   | Certificate of appearance and certificate of participation  | Jan 2019      | June 2019                   | June 2019                | Impressive         | Outstanding                     |                         |
| 6        | Participate in all activities conducted by the department, college and the university | Attendance sheet; will present certificates if possible   | Jan 2019      | June 2019                   | June 2019                | Impressive         | Outstanding                     |                         |
| 7        | Perform other functions assigned by the department head                               | Certificate of the trainings and workshops  | Jan 2019      | June 2019                   | June 2019                | Impressive         | Outstanding                     |                         |

\* 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