

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2022

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%)		4.00 x 50% = 2.000	
TOTAL for Instruction	70%	4.50	3.150
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%		4.650

EQUIVALENT NUMERICAL RATING: 4.650

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.650

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

**BETHLEHEM A. PONCE**

Name of Faculty

Reviewed by:

**JETT C. QUEBEC**

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 2022

  
**BETHLEHEM A. PONCE**

Associate Professor II

Date: December 1, 2022

Approved:

  
**JETT C. QUEBEC**

Department Head

Date: January 6, 2023

  
**MA. THERESA P. LORETO**

College Dean

Date: **JAN 13 2023**

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	N/A	0					No students enrolled in DSOC227
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3 . Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						



	AS GAC Member	Advise and corrects research outline and thesis/SP/dissertation manuscript	N/A						
	<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	0					No students enrolled in DSOC227
<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted	Converts the existing instructional materials into	1	0					
	On-line ready courseware	Prepares Instructional module/laboratory	1	0					
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading	7	0					No students enrolled in DSOC227
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	0					No students enrolled in DSOC227
	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	N/A						
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	N/A						
<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	N/A						
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>									
<b>OVPI UMFO 3. Higher Education Management Services</b>									
<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	18 per semester	24.15	5	5	5	5.00	
	<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	5	5	5	5	5.00	
	<u>A 11</u> . Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with	NONE	2	5	5	5	5.00	



[illegible]



		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	26	5	5	5	5.00	Philippine Indigenous Communities (ScSc14n) and Introduction to Anthropological Linguistics (ELds127)
		Assessment tools	Prepares assessment tools	5	13	5	5	5	5.00	Philippine Indigenous Communities (ScSc14n) and
		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	1	1	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	2	5	5	5	5.00	Philippine Indigenous Communities (ScSc14n) and Introduction to Anthropological Linguistics (ELds127)
	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	1	2	5	5	5	5.00	MSLT and ABELs
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with	N/A						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	0					
					SUB-TOTAL				5.00	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	PI 1. Number of research outputs in the last three (3)	A27. Number of research outputs in the last three (3) years utilized by the	Conducts research for possible utilization by industry or other	1	0					
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	5	5	5	5.00	completed research entitled "Ethno-linguistic study of Minamanwa, its challenges and changes overtime"
	PI 3. Percentage of research outputs published in internationally-referred or	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the	Writes publishable materials out of research outputs and submits for publication	1	0					
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 4. Number of research	A 30. Number of research outputs	Prepares, submits and	1	0					
		In int'l fora/conferences		1	0					



		In nat'l/regional fora/conferences		1	0					
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	Assessment on Linguistic Vitality: The Case of the Minamanwa
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		1	0					
		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	1	0					
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	0					
				SUB-TOTAL					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	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	5.00	on-going extension project entitled: Saving Minamanwa: An Initiative in Preserving the Mamanwa Indigenous
	PI 2. Number of trainees	A 37. Number of trainees weighted by	Conducts trainings among	1	0					
	PI 3. Number of extension	A 38. Number of extension	Implementes duly approved	1	1	5	5	5	5.00	on-going extension
	PI 4. Percentage of beneficiaries who rated the	A 39. Percentage of beneficiaries who rated the training course/s and advisory	Provides quality and relevant training courses and advisory	1	0					
	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	N/A						
	Research Mentoring	Research Mentor		NONE						
	Peer	Peer reviewers/Panelists		NONE						



Resource Persons	Resource Persons		1	1	5	5	5	5.00	Invited to talk about Lumad's Liberation at the Seminario Mayor de San Carlos
Convenor/Organizer	Convenor/Organizer		1	0					
Consultancy	Consultant		1	0					
Evaluator	Evaluator		1						
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals submits and follow	1	1	5	5	5	5.00	Newly approved extension project
PI 11. Additional outputs *	A 42. No. of extension-related awards /extra. conducted by faculty or student		1	0					
	A 43. Other outputs implementing the	activities and other outputs to	1	0					
				SUB-TOTAL				5.00	
<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	A 44. Compliance to all requirements of the QMS core processes of the	Ensures that all the QMS core processes of the university are	N/A						
	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	N/A						
	On program accreditations	Research Area in-charge	N/A	2	5	5	5	5.00	ABELS & MSLT
	On institutional accreditations		N/A						
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	NONE						
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						




	A.48 Number of teaching applicants screened	screening of teaching applicants for the first semester SY 2022-2023, attended meetings	34	29 part-time instructors; 4 substitute instructors; and 1 permanent instructor	5	5	5	5.00	
	A.49 Number of faculty members managed under the Social Science section	Head, Social Science Section	13	22 faculty members	5	5	5	5.00	Manage the entire social science section and spearhead any activities involving the section
	A.50 Number of class observations conducted		17	17 faculty members	5	5	5	5.00	Conduct class observations
	A.51 Number of virtual classrooms monitored and evaluated		6	6 subjects	5	5	5	5.00	Evaluate and Monitor Virtual Classrooms, Syllabi, TOS,
	A.52 Number of meetings conducted in the social science section		3	5	5	5	5	5.00	Conduct Meetings with the social science section, meetings and orientations for the newly hired faculty
	A.53 Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE						
				SUB-TOTAL				5.00	
Total Over-all Rating									
Average Rating									
Adjectival Rating									

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 serves the department with sheer dedication and commitment. She values quality work so much, this is evident in her outputs. Her focus to work is worth emulating.

Evaluated & Rated by:

  
JETT C. QUEBEC

Department Head


Recommending Approval

JAN 13 2023   
MA. THERESA P. LORETO

College Dean

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Approved by:

  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs



## Exhibit I

## PERFORMANCE MONITORING FORM

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

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 two (2) courses (ScSc 14n and ELDs127)	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	July 2022	December 2022	December 2022	Impressive	Outstanding	
2	Assist students' concerns through students' consultation	Will improve students' performance	July 2022	December 2022	December 2022	Impressive	Outstanding	
3	Class preparations	Will prepare visual aids, quizzes, and activities	July 2022	December 2022	December 2022	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	July 2022	December 2022	December 2022	Impressive	Outstanding	
5	Fieldwork for Research	Terminal Report	July 2022	December 2022	December 2022	Impressive	Outstanding	
6	Conduct the extension project	MOA, attendance sheets during meetings and fieldworks	July 2022	December 2022	December 2022	Impressive	Outstanding	
	Perform the functions as Section Head of the Social Science Section	Attendance sheets	July 2022	December 2022	December 2022	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	Attendance sheets; will present certificates if possible	July 2022	December 2022	December 2022	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	July 2022	December 2022	December 2022	Impressive	Outstanding	

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

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

Prepared by:

  
**JETT C. QUEBEC**  
 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/or Competence and Qualification to assume higher responsibilities:

Date: July 15, 2022

Target Date: One year from today

First Step:

- a) Required her to be involved in research and/or extension projects
- b) Encouraged her to balance and manage her time well between teaching, research, and extension

Result:

She and other colleagues have completed their research and a newly approved extension project.

Date: December 15, 2022

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:

  
JETT C. QUEBEC  
Department Head

Conforme: 

BETHLEHEM A. PONCE  
Employee [Faculty]