SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2022

Name of Faculty Member: **BETHLEHEM A. PONCE**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.490	
b. Students (50%)		4.00 x 50% = 2.030	
TOTAL for Instruction	70%	4.52	3.164
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%		4.664

EQUIVALENT NUMERICAL RATING: 4.664
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.664**

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 OFLIBERAL ARTS AND BEHAVIROAL 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 2022

Approved:

BETHLEHEM A. PONCE
Assistant Professor I
Date: July 5, 2022

JETT C. QUEBEC
Department Head
Date: July 6, 2022

MA. THERESA P. LORETO
College Dean
Date: 8/4/2022

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	Eficiency	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	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
	A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	0					No students enrolled in DSOC227
PI 9: Number of instructional materials developed *	A5 . 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 Moddle or Google Classroom	N/A						
PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	N/A						
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	15 units					
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	5	5	5	5	5.00	
	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	NONE	4	5	5	5	5.00	

PI	Activity	Description	Target	Accomplishment					Remarks
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	0					
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	20	5	5	5	5.00	(M262) ScSc14n (M264) ScSc14n (M268) ScSc14n (M270) ScSc14n (M202) ScSc14n
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	80	5	5	5	5.00	
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	N/A						
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	N/A						
	A17. Number of students advised on thesis/ field practice/special problem:		N/A	2	5	5	5	5.00	O122-Envi200.4 Undergraduate thesis
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	0					
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	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	129 (7 classes and 2 thesis advisees)	5	5	5	5.00	(M262) ScSc14n (M264) ScSc14n (M268) ScSc14n (M270) ScSc14n (M202) ScSc14n
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	0					
	A20. Number of Student organizations assisted on student	Assists student organizations in implementing student	1	0					
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	2	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		15	5	5	5	5.00	Philippine Indigenous Communities (ScSc14n)
		Assessment tools	Prepares assessment tools	5		12	5	5	5	5.00	Philippine Indigenous Communities (ScSc14n)
		A 23 : 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	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 Moddle or Google Classroom	2		2	5	5	5	5.00	Philippine Indigenous Communities (ScSc14n)
	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		1	5	5	5	5.00	
		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					
UMFO 3 . RESEARCH SERVICES											
	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	on-going 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	A 31. Percentage of of research	Prepares research proposals,	1	0					
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	A 36. Number of active partnerships	Identifies and links with	1	1	5	5	5	5.00	MOA for the extension
PI 2. Number of trainees	A 37. Number of trainees weighted by	Conducts trainings among	1	0					
PI 3. Number of extension programs organized and	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	5	5.00	Newly approved extension project entitled: Saving Minamanwa: An Initiative in
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	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	N/A						
Research Mentoring	Research Mentor		NONE						
Peer reviewers/Panelists	Peer reviewers/Panelists		NONE						
Resource Persons	Resource Persons		1	0					
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 entitled: Saving
PI 11. Additional outputs *	A 42. No. of extension-related awards		1	0					
	A 43.Other outputs implementing the	activities and other outputs to Designs extension related activities and other outputs to	1	0					
	A 43.Other outputs implementing the new normal due to covid 19		1	0					
				SUB-TOTAL				5.00	

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI 8.Compliance to all	A 44. Compliance to all requirements of	Ensures that all the QMS core	zero non-conformity	zero non-conformity	5	5	5	5.00	
	A 45. Compliance to all requirements of	Prepares required documents	100% compliant	100% compliant					
	On program accreditations		N/A						
	On institutional accreditations		N/A						

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	Zero % non-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 performfing functions resulting to best practice	NONE						
		Screening of teaching applicants for the secondt semester SY 2021-2022, attended meetings	16	18 part-time instructors	5	5	5	5.00	
			13	26 faculty members	5	5	5	5.00	Manage the entire social science section and spearhead any activities involving the section
		Head, Social Science Section	6	6	5	5	5	5.00	Evaluate Virtual Classrooms, Syllabi, TOS,

				3	5	5	5	5	5.00	Conduct Meetings with the social science section, meetings and orientations for the newly hired faculty
		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						
			Head, Social Science Section	10	10	5	5	5	5.00	Evaluate Virtual Classrooms, Syllabi, TOS,
				3	3	5	5	5	5.00	Conduct Meetings and orientations for the newly hired faculty
					AVERAGE				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

Date:July 6, 2022

Recommending Approval

mtydnoto

MA. THERESA P. LORETO

College Dean

Date: 8/4/2022

Approved by

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

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 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	January 2022	June 2022	June 2022	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	January 2022	June 2022	June 2022	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	January 2022	June 2022	June 2022	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2022	June 2022	June 2022	Impressive	Outstanding	
5	Fieldwork for Research	Research Data and Analysis	January 2022	June 2022	June 2022	Impressive	Outstanding	
6	Submit extension project proposal	Approved proposal	January 2022	June 2022	June 2022	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2022	June 2022	June 2022	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2022	June 2022	June 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

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Bethlehem A. Ponce

Performance Rating: Very Satisfactory

Aim: To continue in research or extension projects and improve teaching strategies

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

Date: January 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 ongoing research and a newly approved extension project.

Date: June 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.
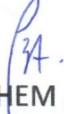
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

JETT C. QUEBEC
Department Head

Conforme:

BETHLEHEM A. PONCE
 Employee [Faculty]