

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2024

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%)		4.70 x 50% = 2.350	
b. Students (50%)		4.50 x 50% = 2.250	
TOTAL for Instruction	70%	4.60	3.220
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		3.50 x 5% = 0.175	
TOTAL for Research			0.175
3. Extension	15%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		3.56 x 15% = 0.534	
TOTAL for Extension			0.534
4. Production			
5. Administration/Other Services	10%	4.40 x 10% = 0.440	0.440
TOTAL	100%		4.369

EQUIVALENT NUMERICAL RATING: 4.369

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.369

ADJECTIVAL RATING:

**VERY SATISFACTORY**

Prepared by:

**BETHLEHEM A. PONCE**

Name of Faculty

Reviewed by:

**AL FRANJON M. VILLAROYA**

Department Head

Recommending Approval:

**GLENN G. PAJARES**

Dean, CAS

Approved by:

**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BETHLEHEM A. PONCE, a faculty member of the DEPARTMENT OF PHILOSOPHY AND SOCIAL 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 2024.

Approved:

BETHLEHEM A. PONCE

Associate Professor V

Date: December 28, 2024

AL FRANJON M. VILLAROYA

Department Head

Date: 1/3/25

GLENN G. PAJARES

College Dean

Date:

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
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	1	4	4	4	4.00	DSOC 227
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	1	4	4	4	4.00	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	2	28.05	5	5	5	5.00	ScSc14n: M149, M409, M774, M818, M645 and OT21
	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	100%	5	5	5	5.00	
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	100%	100%	5	5	5	5.00	
	PI 15: Number of Instructional Materials	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	1	1	4	4	4	4.00	ScSc14n Philippine Indigenous Communities



	<b>PI 16:</b> Percentage of courses offered with final grades submitted within the allowable period	<b>A 7.</b> Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	100%	5	5	5	5.00	ScSc14n: M149, M819, M830, M818, M645
	<b>PI 18:</b> Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students	<b>A 8.</b> Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		100%	100%	5	5	5	5.00	
	<b>PI 19:</b> Additional Outputs	<b>A 10.</b> Number of long examinations administered and checked	Administers and checks long examinations for students taught	4	15	5	5	5	5.00	
		<b>A 11.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	25	5	5	5	5.00	
					AVERAGE				4.70	
<b>UMFO 3. RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	4	4	4	4.00	The result of this study entitled "Ethno-linguistic study of Minamanwa, its challenges and changes overtime" was used in an extension project
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research projects within the year	1	0	3	3	3	3.00	
	<b>PI 3:</b> Number of research	<b>A 17.</b> Number of research outputs	Prepares, submits and							
		a. International		1	1	4	4	4	4.00	UGAT 46th Conference. Nov. 27-30 at CLSU, Nueva
		b. National		1	0	3	3	3	3.00	
		c. Regional or Institutional Conferences		1	1	4	4	4	4.00	Particip sa Kaniadto, Pagdasig sa Umaabot: A southern Leyte Culture, Heritage, and the Arts Forum. Dec. 11-12, 2024 at Marikina City, So. Leyte
	<b>PI 7:</b> Amount of research money obtained from external sources	<b>A 21.</b> Amount of research money obtained from external sources	Requests for research money from external sources	1	0	3	3	3	3.00	
					AVERAGE				3.50	
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGU, NGO, NGA	<b>A 36.</b> Number of active partnerships with LGU, NGO, NGA	Identifies and links with	1	1	4	4	4	4.00	The on-going extension project in collaboration with
		c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)		1	3	5	5	5	5.00	During the Regional Summit last October 23, 2024 at San Francisco So. Leyte, Philosophical Association of the Philippines National



	PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	1	0	3	3	3	3.00	
	PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	1	0	3	3	3	3.00	
	PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	1	1	4	4	4	4.00	The on-going extension project in collaboration with the Mamaswa PC and
	PI 9: Number of extension outputs presented in int'l, national, regional	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in conference							
		a. International		1	0	3	3	3	3.00	
		b. National		1	0	3	3	3	3.00	
		c. Regional or Institutional Conferences		1	0	3	3	3	3.00	
	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	1	1	4	4	4	4.00	Consultative and Evaluation Workshop
					AVERAGE				3.56	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)							
		International		1	1	4	4	4	4.00	UGAT 46th Conference. Nov. 27-30 at CLSU, Nueva Ecija
		National		1	0	3	3	3	3.00	
		Regional/Institutional		1	2	5	5	5	5.00	VSU organized workshop on research proposal writing and publication
<b>OVPI MFO 3. Registration Services</b>										
<b>OVPI MFO 4. Curricular Program Management Services</b>										
	PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review	1	1	4	4	4	4.00	ScSc14n
	PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1	3	5	5	5	5.00	1 syllabus and 2 TOS for ScSc14n
	PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:								
		As SRC Chairman	1							
		As SRC Member	1	1		4	4	4	4.00	OT21

	<b>PI 21:</b> Additional outputs	<b>A 62.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	161	5	5	5	5.00	
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	<b>PI 9:</b> Percentage of submitted DTR within 20 days after the last day of the month	<b>A 73.</b> Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	90%	100%	5	5	5	5.00	
	<b>PI 10:</b> Percentage of complaints, if any, addressed on time	<b>A 74.</b> Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	0%	0%	5	5	5	5.00	There is none
	<b>PI 11:</b> Percentage of action plans implemented and monitored as scheduled	<b>A 75.</b> Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	80%	100%	5	5	5	5.00	
	<b>PI 17:</b> Additional Outputs	<b>A 80.</b> Number of meetings attended	Attends meetings (departmental/institutional)	1	8	5	5	5	5.00	
		<b>A 47.</b> 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	1	0	3	3	3	3.00	
j		Number of possible applicants per semester screened	DPC Member (Screening of teaching applicants for the first semester SY 2023-2024)	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	4	4	4	4.00	Evaluate teacher's performance in the class
		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	4	4	4	4.00	Only the TOS because we still have to update our syllabi next year



		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	NONE					
					AVERAGE				4.40	

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

Evaluated & Rated by:

  
AL FRANJON M. VILLAROYA

Department Head

Date: 1/3/25

Recommending Approval

  
GLEEN G. PAJARES

Dean, College of Arts and Sciences

Date: JAN 24 2025

**Comments & Recommendations for Development Purpose:** Continue to be of help to the department by performing your tasks and functions in instructions, research, innovation, and extension.

Approved by:

  
ROTACIO GRAVOSO

Vice President for Academic Affairs

Date: JAN 30 2025

## PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: Dept. of Philosophy & Social Sciences

Head of Office: Al Franjon M. Villaroya


Number of Personnel: 27 (15 regular faculty & staff; 11 part-time faculty; 1 job order admin staff)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  The monitoring of faculty was done through classroom observations conducted during the 1 <sup>st</sup> semester, SY 2024-2025.		The Department Head together with a DPC member conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored through biometrics and logbook. They reminded to use appropriate teaching strategies and classroom management to improve performance in instruction.
<b>Coaching</b>  <b>Mr. Beljun P. Enaya</b>	Mr. Enaya was called to explain his reaction to the TPES results in the 2nd semester Sy 2023-2024.  Mr. Enaya said that he could not exactly point out the reason for an “S” remark on				The faculty concerned was informed of the TPES results of the 2 <sup>nd</sup> semester, SY 2023-2024 and was given advice and reminders.


	<p>his one 1 class. Accordingly, he said it is probably that the class who gave him the S remark found it hard to catch up with the discussion, since he gave equal expectations to all his classes.</p> <p><i>The Head advised Mr. Enaya to understand that VSU students are heterogenous.</i></p>				
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*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
AL FRANJON M. VILLAROYA  
 Immediate Supervisor

Noted by:

  
GLENN G. PAJARES  
 Next Higher Supervisor



**“Exhibit H”**

## TRACKING TOOL FOR MONITORING TARGETS

**(July-December 2024)**

[illegible]

		Abelardo, Gella Mae					
PI 4. Student Advising and Consultation Services Coordinated	Assists students through academic advising to college students	Mr. Al Franjon Villaroya Dr. Glenn Pajares Mr. John Martin Diao Dr. Guiraldo Fernandez, Jr. Dt. Jerry Imbong	July - December 2024	✓	✓		The faculty provided interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revises instructional materials (Syllabus and Table of Specifications)	All faculty members	August-December	✓	✓		Followed the format prescribed by the university
PI 6. Number of grade sheets submitted on prescribed period	Assesses students and submits grades to measure students' performance	All Faculty Members	December		✓		Due for submission at the end of semester
<b>MFO3. Research Services</b>							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Dr. Jerry D. Imbong			✓		Published in international and national/local peered journals
<b>MFO5, Extension Services</b>							
PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Errol Fernandez Mr. Al Franjon Villaroya Mr. John Martin Diao Dr. Bethlehem Ponce Ms. Angelie Genotiva Mr. Dean Ruffel Flandez Dr. Glenn Pajares Mr. Beljun Enaya Dr. Guiraldo C. Fernandez	July-December 2024	✓	✓		1. Capacity Building of Intro to Philosophy of the Human Person 2. Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices 3. STEPS – A Student and Teacher Enhancement Project for the Seminaries in Leyte
<b>MFO 5. Support to Operations</b>	Participates in all activities conducted by the department, college and the university	Faculty and Staff	July-December	✓	✓		Participated actively in all activities
PI 4. Number of in-house seminars/trainings/works hops/reviews conducted/attended	Attends/participates to trainings	All Faculty & Staff	July-December	✓	✓		Faculty and staff actively participated in



	Performs other functions assigned by the head, dean and the university	Faculty and Staff	July-December 2024	✓	✓		Performed other functions duly assigned to the faculty and staff
<b>MFO 6. General Administration and Support Services (GASS)</b>							
PI 1. Number of rooms, and surroundings maintained/cleaned	Supervises in the maintenance of building facilities; cleans dept classrooms and surroundings	Mr. Aldrin Palermo Mr. Cirilo Alipar, Jr.	July-December 2024	✓	✓		
PI 3. Number of hours spent on monitoring	Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DPSS faculty".	Dr. Al Franjon Villaroya DPC Members	July-December 2024	✓	✓		
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Dr. Al Franjon M. Villaroya	July-December 2024	✓	✓		
	Conducts regular meeting with DLABS staff/faculty at least six (6) times a year	Dr. Al Franjon M. Villaroya	July-December 2024	✓	✓		
PI 5. Number of hours spent on performance tracking	Assigns the faculty members faculty workload and/or work assignments	Dr. Al Franjon M. Villaroya	August 2024	✓			
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Dr. Al Franjon M. Villaroya	July-December 2024	✓	✓		
PI 8. Zero percent complaint from client served	Zero complaints from clients served	All Faculty and Staff	July-December 2024	✓	✓		no valid complaints
PI 9. Number of applicants screened and recommended	Screens and recommends applicants for 2 <sup>nd</sup> sem 24-25	Head & Department Personnel Committee	December 2024		✓		
<b>P9 Additional Outputs</b>							
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave	Administrative Staff	July-December 2024	✓	✓		Actual accomplishments meets targets

	application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.						
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Prepared by:

  
**AL FRANJON M. VILLAROYA**  
 Department Head



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) course in the undergraduate (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 2024	December 2024	December 2024	Impressive	Outstanding	
2	Teach one (1) course in the graduate program (DSOC 227)	Will provide attendance sheets of the assigned class, midterm and final grade sheet, and achieve an outstanding result in students' performance evaluation	July 2024	December 2024	December 2024	Impressive	Outstanding	
3	Assist students' concerns through students' consultation	Will improve students' performance	July 2024	December 2024	December 2024	Impressive	Outstanding	
4	Class preparation	Will prepare visual aids, quizzes, and activities	July 2024	December 2024	December 2024	Impressive	Outstanding	
5	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	July 2024	December 2024	December 2024	Impressive	Outstanding	
6	Fieldwork for Research and extension project	Gathered Data and Analysis	July 2024	December 2024	December 2024	Impressive	Outstanding	
7	Implement the on-going extension project	Quarterly and training completion reports	July 2024	December 2024	December 2024	Impressive	Outstanding	
8	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	July 2024	December 2024	December 2024	Impressive	Outstanding	
9	Perform other functions assigned by the department head	Certificate of the trainings and workshops, attendance sheet and other pertinent documents	July 2024	December 2024	December 2024	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, 2024

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 is working on an ongoing extension project.

Date: December 15, 2024

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]





**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

Second Semester AY 2023-2024

Name of faculty: **PONCE, BETHLEHEM A.**

Department: **Dept. of Philosophy and Social Sciences**

College: **College of Arts and Sciences**

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
ScSc 14n	PHILIPPINE INDIGENOUS COMMUNITIES	LEC	4.00	Very Satisfactory	80.0%
ScSc 14n	PHILIPPINE INDIGENOUS COMMUNITIES	LEC	5.00	Outstanding	100.0%
ScSc 14n	PHILIPPINE INDIGENOUS COMMUNITIES	LEC	5.00	Outstanding	100.0%
ScSc 14n	PHILIPPINE INDIGENOUS COMMUNITIES	LEC	5.00	Outstanding	100.0%
ScSc 14n	PHILIPPINE INDIGENOUS COMMUNITIES	LEC	4.00	Very Satisfactory	80.0%
ScSc 14n	PHILIPPINE INDIGENOUS COMMUNITIES	LEC	4.00	Very Satisfactory	80.0%
Average Rating			4.50	Outstanding	90.00%

Source: Results of Teaching Performance Evaluation by Students filed at IEO

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

  
**VANESSA W. NAZAL**

TPES in-Charge

Date: 11-06-2024


Attested by:

  
**MA. RACHEL KIM L. AURE**

Director, Instruction and Evaluation

Date: 11-11-2024

Received by:

  
**PONCE, BETHLEHEM A.**

Name and Signature of Faculty

Date: 1/6/23

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

