

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 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%)		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	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Research			0.250
3. Extension	15%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 15% = 0.750	
TOTAL for Extension			0.750
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:

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 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 2024


BETHLEHEM A. PONCE
Associate Professor V
Date: June 27, 2024

Approved:

AL FRANJON M. VILLAROYA
Department Head
Date: July 3, 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 1: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	0					There is no student enrolled in DSOC227
OVPI MFO 3. Higher Education Management Services										
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	18	33.15	5	5	5	5.00	ScSc14n: M923, M290, M112, M111, M052, M988, M923
	PI 11: Number of new revised curricular proposals submitted	A 3. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	N/A						
	PI 13: Percentage of courses offered with approved syllabi	A 4. Percentage of courses offered with approved syllabi	Teaches subjects with approved 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	

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	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	1	1	5	5	5	5.00	ScSc14n Learning Guide
	PI 16: Percentage of courses offered with final grades submitted within the	A 7. 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	
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students		100%	100%	5	5	5	5.00	
	PI 19: Additional Outputs	A 9. 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	5	5	5	5.00	MS Dev Soc Master's Thesis
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6	5	5	5	5.00	ScSc14n: M923, M290, M112, M111, M052, M988, M923
					SUB-TOTAL				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 15. 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: Number of research outputs presented in regional/national/ int'l	A 17. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences							Manuscript is still in the publisher
					SUBTOTAL				5.00	
UMFO 4. EXTENSION SERVICES										
	PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other	A 32. 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	MCA for the extension project entitled: Saving Minamanwa: An Initiative in Preserving the Mamanwa Indigenous Knowledge Systems and Practices in
	PI 2: Number of trainees weighted by the length of training	A 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1	0					Still to conduct the training
	PI 5: Number of technical/expert services rendered	A 36. Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries							

		a. Peer reviewer of journal/book		1	2	5	5	5	5.00	From the SPUP Social Sciences and Development Review Journal
		e. consultancy			1	5	5	5	5.00	CEFMU study of the OPS
					SUBTOTAL				5.00	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services									
	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	10	5	5	5	5.00	
	PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:								
		As SRC Member	Advises and corrects research	1	3	5	5	5	5.00	
	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. 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	
	PI 11: Percentage of action plans implemented and monitored as scheduled	A 75. Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	80%	100%	5	5	5	5.00	
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	1	19	5	5	5	5.00	These are meetings in the department, extension, and university wide.
		Number of class observed	As member of the DPC (conduct classroom evaluation)	1	7	5	5	5	5.00	Evaluate teacher's performance in the class
		A.81 Number of teaching applicants screened	Acts as Member of the Department Personnel Committee	10	16	5	5	5	5.00	
					SUB-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	

Evaluated & Rated by:

AL FRANJON M. VILLAROYA

Department Head

Date: July 3, 2024

Recommending Approval

GLENN G. PAJARES

Dean, College of Arts and Sciences

Date: July 4, 2024

Comments & Recommendations for Development

Purpose: Dr. Ponce is an eloquent educator. Her expertise in research and extension inspires the young scholars and students of DPSS to be involved in different projects she spearheads.

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date:



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 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
			Num.	Adjec.	
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	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%
Average Rating			4.60	Outstanding	92.00%

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

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: May 03, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 03, 2024

Received by:

PONCE, BETHLEHEM A.

Name and Signature of Faculty

Date: 5/22/24

Distribution of copies: ODIE, College, Department, Faculty

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: Dept. of Philosophy & Social Sciences

Head of Office: Al Franjon M. Villaroya

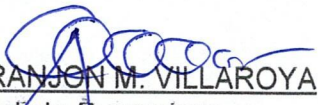
Number of Personnel: 27 (15 regular faculty & staff; 11 part-time faculty; 1 job order admin staff)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring The monitoring of faculty was done through classroom observations conducted during the 2 nd semester, SY 2023-2024.		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.
Coaching Rose C. Capulla	Ms. Capulla was called to explain her reaction to the TPES results in the 1st semester Sy 2023-2024. Ms. Capulla mentioned that the TPES result was mainly because of the				The faculty concerned was informed of the TPES results of the 1 st semester, SY 2023-2024 and was given advice and reminders.


	<p>challenges that she encountered recently and did not mention those because some are too personal.</p> <p><i>The Head advised Ms. Rose Capulla to introspect on her challenges, looking at it as a motivation to give extra effort in instruction. Additionally, there is a recognized need to enhance classroom policies and management, to have better TPES results.</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

(January-June 2024)

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				Jan- March 2024	April- June 2024		
MFO 2. Higher Education Services							
PI 1. Number of FTE coordinated and implemented	Teaches GE and AB Philo courses/subjects	Ms. Mary Ann G. Cobico Dr. Rose Capulla Dr. Jerry D. Imbong Mr. Al Franjon M. Villaroya Ms. Bethlehem A. Ponce Ms. Angelie Genotiva Mr. Errol Fernandez Dr. Guiraldo C. Fernandez, Jr. Mr. Dean Ruffel Flandez Mr. Aldrin Palermo Mr. John Martin Diao Ms. Ianvie Norean Miaga Ms. Alaina Larrazabal Dr. Glenn Pajares Dr. Max Teody Quimilat <u>Part-timers</u> Boja, Kizzy Mae Cañez, Xaviery Ric Lina, Kim Brian Rodriguez, Gerry Taripe, Elromer Torrente, Rhonah Rose Tripoli, Amor May Bargamento, Enrico Abelardo, Gella Mae Amigo, Jim Rhodel	January- June 2024 				

		Manacpo, Nicole Ivy					
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	January-May 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	January-May 2024	✓	✓		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	May 2024		✓		Due for submission at the end of semester
MFO3. Research Services							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Dr. Jerry D. Imbong Dr. Guiraldo C. Fernandez, Jr.			✓		Published in international and national/local peer-reviewed journals
MFO5. Extension Services							
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. Rose Capulla Dr. Guiraldo C. Fernandez	January-June 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. Digital Storytelling for Primary Level (Project Digital World)
MFO 5. Support to Operations	Participates in all activities conducted by the department, college and the university	Faculty and Staff	January-June 2024	✓	✓		Participated actively in all activities
PI 4. Number of in-house seminars/trainings/works hops/reviews conducted/attended	Attends/participates to trainings	Dr. Jerry Imbong Ms. Ianvie Noreen Miaga Mr. John Martin Diao Mr. Beljun Enaya	January-June 2024	✓	✓		Faculty and staff actively participated in

	Performs other functions assigned by the head, dean and the university	Faculty and Staff	January-June 2024	✓	✓		Performed other functions duly assigned to the faculty and staff
MFO 6. General Administration and Support Services (GASS)							
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.	January-June 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	January-June 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	January-May 2024	✓	✓		
	Conducts regular meeting with DLABS staff/faculty at least six (6) times a year	Dr. Al Franjon M. Villaroya	January-June 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	January 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	January-June 2024	✓	✓		
PI 8. Zero percent complaint from client served	Zero complaints from clients served	All Faculty and Staff	January-June 2024	✓	✓		no valid complaints
PI 9. Number of applicants screened and recommended	Screens and recommends applicants for 2 nd sem 2023-2024	Head & Department Personnel Committee	January 2024	✓			
P9 Additional Outputs							
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	January-June 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

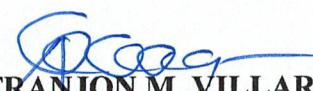
Name of Employee: **Bethlehem A. Ponce**

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) 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	Jan 2024	June 2024	June 2024	Impressive	Outstanding	
2	Assist students' concerns through students' consultation	Will improve students' performance	Jan 2024	June 2024	June 2024	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	Jan 2024	June 2024	June 2024	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	Jan 2024	June 2024	June 2024	Impressive	Outstanding	
5	Fieldwork for extension project	Gathered Data and Analysis	Jan 2024	June 2024	June 2024	Impressive	Outstanding	
6	Implement and facilitate the on-going extension project	Quarterly reports and training report	Jan 2024	June 2024	June 2024	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college, and the university	Attendance sheet; will present certificates if possible	Jan 2024	June 2024	June 2024	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	Jan 2024	June 2024	June 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: January 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 an ongoing extension project.

Date: June 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]