

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

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. Faculty (70%)	30%	4.84	1.45
b. Students (30%)	70%	5.00	3.50
TOTAL for Instruction	90%		4.46
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			4.957

EQUIVALENT NUMERICAL RATING: 4.957


Add: Additional Points, if any: _____


TOTAL NUMERICAL RATING: 4.957

ADJECTIVAL RATING: OUTSTANDING

Prepared by: 
BETHLEHEM A. PONCE
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, **BETHLEHEM A. PONCE**, 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 2019**.

BETHLEHEM A. PONCE

Ratee

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

Head of Unit

MFO No.	of MFO & PAPs	Success/Performance Indicators	Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO1	Higher Education	Full Time Equivalent	Teaching	Teaches Social Science subjects	18.00	33.30	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised and Utilized									
		* New IMs	Author/Compiler								
		* Developed Ims	Author/Compiler	Develops course outline in SocSc 14n	1	1	5	5	4	4.67	
		* Revised IMs within the last 3 years	Author/Compiler	Revises course syllabi in Socsc 11n	1	1	5	5	4	4.67	
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation	Consultation		3	6	5	5	5	5	
				SUB-TOTAL						19.34	
MF02	Research	Number of research conducted	Research	Co-Component Leader	1	2	5	5	5	5.00	1. Research under Rainforestation study was presented during the In-house review last July 2, 2019 2. Approved new research study entitled "Ethno-linguistic Study of Minamanwa, Its Challenges and Changes Overtime"
				Project Leader	1						
		Number of Outputs Presented in Regional/National/International For a/Conferences		Paper Presenter	1	1	5	5	5	5.00	The International Research Forum on the Philippines, La Trobe University City Campus, Melbourne, Australia, November 11-12, 2019.
				SUB-TOTAL						10.00	
MF04	Extension	Number of trainings/seminars attended	Training	Resource Person	1	1	5	5	5	5.00	DLABS Lecture Series, September 30, 2019
				SUB-TOTAL						5.00	
MF03	Support to Students/ Production	Number of quizzes prepared and checked			4	8	5	5	5	5.00	
		Number of midterm and final exams prepared and checked.			4	4	5	5	5	5.00	
		Number of oral recitations graded/evaluated		SocSc 14n, Socsc 11n	6	12	5	5	5	5.00	
		Number of midterm and final gradesheets submitted		SocSc 14n, Socsc11n	4	4	5	5	5	5.00	
				SUB-TOTAL						20.00	

MF04	General Admin & Support Services	Number of participation on the events/program in the dept, college, univ. and other offices		Participant	1	5	5	5	5	5.00	July 2, In-house Review July 29, DLABS outing July 31, DLABS Brigada Opisina August 28, Tanggol Wika December 16, DLABS Christmas Party
		Number of committees served in the department		Member	1	3	5	5	5	5.00	July 16 Department APC deliberation of applicants December 17, Department APC deliberation of applicants December 18, Department APC deliberation of applicants
		Number of meetings attended			2	4	5	5	5	5.00	August 23 Meeting Dept APC 30, Dept meeting 6, Meeting with UGAT secretariat November 28, Department meeting August November
		Number of undergraduate thesis defense served		Panel Member	1	1	5	5	5	5.00	July 15 Thesis proposal defense in ITEEM
		Number of research proposal evaluation served		Evaluator	1	1	5	5	5	5.00	October 25, SLSU research proposal evaluation
				SUB-TOTAL							25.00
Total Over-all Rating										79.34	

Average Rating (Total Over-all rating divided by number of entries)		4.96
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
Ms. Ponce serves the department well doing what is expected of her as a faculty member of DLABS. Yet, she should always keep in her mind that there is always room for improvement. She should also engage in research/extension and submit outputs for publication.

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date: _____

Recommending Approval:

CANDELARIO L. CALIBO

College Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS

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 two (2) courses (ScSc 11n, ScSc 14n)	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	July 2019	December 2019	December 2019	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	July 2019	December 2019	December 2019	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	July 2019	December 2019	December 2019	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	July 2019	December 2019	December 2019	Impressive	Outstanding	
5	Fieldwork for Research	Research Data, Analysis, Final Report and presentation during In-house Review	July 2019	December 2019	December 2019	Impressive	Outstanding	
6	Paper presentations in conferences	Certificate of appearance and certificate of participation	July 2019	December 2019	November 2019	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	July 2019	December 2019	December 2019	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	July 2019	December 2019	December 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: Bethlehem A. Ponce

Performance Rating: Very Satisfactory

Aim: To continue writing her Dissertation for the degree PhD in Anthropology, engage in research or extension projects and improve teaching strategies

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

Date: June 15, 2019

Target Date: One year from today

First Step:

- a) Encouraged her to strive and keep working on her dissertation despite hectic schedules because of teaching duties
- b) Required her to be involved on research or extension projects which the Department has started to work on.
- c) Advised her to simplify her discussions more in order for the students with different levels of intellectual abilities to comprehend

Result:

She has finished the main chapters of her dissertation, done preliminary fieldwork for a prospect research of the department.

Date: November 15, 2019

Target Date: End of first semester

Next Step:


He was advised to finally finish her dissertation. And employ more teaching strategies based on the evaluation of the students

Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme: 
BETHLEHEM A. PONCE
Employee [Faculty]