SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: July-December 2021

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%)		4.98 x 50% = 2.490	
b.　Students (50%)		4.06 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		4.92 x 10% = 0.492	
TOTAL for Research			0.492
3.　Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4.　Production			
5.　Administration/Other Services	20%	5.00 x 20% = 1.000	1.000
TOTAL	100%		**4.656**

EQUIVALENT NUMERICAL RATING:　　　4.656
Add: Additional Points, if any:　　　_____
TOTAL NUMERICAL RATING:　　　　　**4.656**

ADJECTIVAL RATING:　　　　**OUTSTANDING**

Prepared by:　　　　　　　　　Reviewed by:

BETHLEHEM A. PONCE　　　　　　　　　　　**JETT C. QUEBEC**
Name of Faculty　　　　　　　　　　　　　　　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 JJULY-DECEMBER 2021.

Approved:

BETHLEHEM A. PONCE
Assistant Professor I
Date: 12/20/21

JETT C. QUEBEC
Department Head
Date: January 5, 2022

MA. THERESA P. LORETO
College Dean
Date: 2/9/2022

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	1	1	5	5	5	5.00	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	2	5	5	5	5.00	DSOC 227
	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	7	5	5	5	5.00	DSOC 227
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	6	5	5	5	5.00	DSOC 227
		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*	21 units	5	5	5	5.00	
	A10. *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	7		5	5	5	5.00	No grade sheets yet
	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*						
	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	7	14	5	5	5	5.00	(M558) ScSc14n (M771) ScSc14n (M772) ScSc14n (M777) ScSc14n (M784) ScSc14n (M930) ScSc14n (M918) ELDs 127
	A14 . *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	7	189	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:*		3	3	5	5	5	5.00	OT01-Envi200.2 Undergraduate thesis
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	3	5	5	4	4.67	OT01-Envi200.2 Undergraduate thesis

					Q	E	T	Ave	Remarks
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	OT01-Envi200.2 Undergraduate thesis
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	189	189 (7 classes)	5	5	5	5.00	(M558) ScSc14n (M771) ScSc14n (M772) ScSc14n (M777) ScSc14n (M784) ScSc14n (M930) ScSc14n (M918) ELDs 127
PI 9: Number of student organizations advised/ ~~assisted *~~	*A19 . Number of Student organizations advised*	Advises student organizations recognized by USOO	NONE						
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	NONE						
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	2	2	5	5	5	5.00	ELDs 127 and ScSc14n Learning Guide
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2	14	5	5	5	5.00	Linguistic Anthropology (ELDs 127), and Philippine Indigenous Communities (ScSc14n)
		Assessment tools	*Prepares assessment tools*	2	21	5	5	5	5.00	Linguistic Anthropology (ELDs 127), and Philippine Indigenous
	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	2	2	5	5	5	5.00	Linguistic Anthropology (ELDs 127) and 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	Linguistic Anthropology (ELDs 127) and 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	N/A							
		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	N/A	0						
					AVERAGE				4.98		

UMFO 3 . RESEARCH SERVICES

	PI 1. Number of research outputs in the last three (3) years utilized by the industry	**A27.** 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	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 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	0						

				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						
UMFO 4. EXTENSION SERVICES											
PI 1. Number of active	**A 36**. Number of active partnerships	Identifies and links with		1	0						
PI 2. Number of trainees weighted by the length of	**A 37**. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for		1	0						
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	**A 38**. Number of extension programs/projects implemented	Implementes duly approved extension projects		1	0						
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 course and advisory		1	0						
PI 5. Number of	**A 40** . Number of technical/expert	Provides the technical and		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	1	0					
PI 11. Additional outputs *	A 42. No. of extension-related awards		1	0					
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to	1	0					

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 first semester SY 2021-2022, attended meetings	5 substitutes; 16 part-time	19	5	5	5	5.00	
			15	15	5	5	5	5.00	Evaluate Virtual Classrooms, Syllabi, TOS.

			Head, Social Science Section	3	3	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.
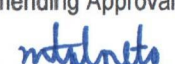
Evaluated & Rated by:

JETT C. QUEBEC
Department Head
Date:January 5, 2022

Recommending Approval

MA. THERESA P. LORETO
College Dean
Date: 2/9/2022

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 2/5/22

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 (3) courses (ScSc 14n, ELDs127, and DSOC227)	Checked Learning Tasks and Assessment activities	July 2021	*February 2022	December 2021	Impressive	Outstanding	*The following outputs are expected at the end of the semester this February 2022: midterm and final grade sheets per course, and students' evaluation
2	Assist students' concerns through students' consultation	Will improve students' performance	July 2021	*February 2022	December 2021	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	July 2021	October 2022	December 2021	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	July 2021	December 2022	December 2021	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Attendance, minutes of meetings and other pertinent documents	July 2021	December 2022	December 2021	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: July 15, 2021   Target Date: One year from today

First Step:

   a) Required her to be involved on extension projects
   b) Advised her to publish her research works

Result:

   She and other colleagues in the department have on-going research about the language of a migrant Indigenous peoples and she also submitted an extension proposal.

Date: December 15, 2021   Target Date: End of first semester

Next Step:

   She was advised to engage more in research and extension projects and not just focused on instructions.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

JETT C. QUEBEC
Department Head

Conforme:

BETHLEHEM A. PONCE
Employee [Faculty]