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~~ Head	100%	5.00	5.00
b. Students	0%		0.00
TOTAL for Instruction	~~90~~ ~~95%~~ 92.5%		~~4.50~~ ~~4.75~~ 4.625
2. Research	2.5%	5.00	0.13
3. Extension	~~2.5%~~ ✓		✓ ~~0.00~~
4. Production			
5. Administration/Other Services	5.0%	5.00	0.25
TOTAL			~~4.875~~ 5.00

EQUIVALENT NUMERICAL RATING: _____ ~~4.875~~ 5.00 ✓
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: _____ ~~4.875~~ 5.00 ✓

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 JULY-DECEMBER 2020

Approved:

BETHLEHEM A. PONCE
Asst. Prof. I
Date:

JETT C. QUEBEC
Department Head
Date:

MA. THERESEA P. LORETO
College Dean
Date: 2/15/2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Rating			
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						
	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						

				N/A							
		_A4_ . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty								
	PI 9: Number of instructional materials developed *	_A5_ . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	N/A							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A							
		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							

		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10		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 grade within prescribed period	NONE						
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Webinar-Workshop on Integration of Indigenous Knowledge into HE Course Syllabi, Dec. 16-19, 2020 (via Google Meet)
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	21	5	5	5	5.00	(M031) ScSc14n (M0149) ScSc14n (M558) ScSc14n (M771) ScSc14n (M772)
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	4, 417	5	5	5	5.00	ScSc14n (M773) ScSc14n (M777) ScSc14n (M784) ScSc14n (M817) ScSc14n (M818) ScSc14n
		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						
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A						

		A18 . *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	10	10 (with 35-50 students each)	5	5	5	5.00	(M031) ScSc14n (M0149) ScSc14n (M558) ScSc14n (M771) ScSc14n (M772) ScSc14n (M773) ScSc14n (M777) ScSc14n (M784) ScSc14n (M817) ScSc14n (M818) ScSc14n
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 related activities*	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*	1	1	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	1	5	5	5	5.00	Philippine Indigenous Communities (ScSc14n)
	Assessment tools	*Prepares assessment tools such as long exam, quizzes, problems sets, etc.*	1	38	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	1	1	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 accreditation and/or evaluation	N/A						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	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					
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	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 CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	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 outputs presented in regional/national/ int'l fora/conferences	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences	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						
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 partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	**A 36.** 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	0						

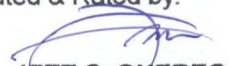| PI	Activity	Description								
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1	0						
PI 3. Number of extension programs organized and supported consistent 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 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 beneficiaries	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 up its approval for immediate implementation	1	0						

PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		1	0						
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	0						

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity						
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools.	100% compliant	100% compliant						
	On program accreditations		N/A							
	On institutional accreditations		N/A							

UMFO 6. General Admin. & Support Services

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % non-complaint						
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							

		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	12 Part-time teachers for 1st sem. 2020-2021; 5 Substitutes	5	5	5	5.00	Served as DPC member (screened teaching applicants for 1st semester, SY 2020-2021)
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

Average Rating (Total Over-all rating divided by number of entries)	5.00
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	OUTSTANDING

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:
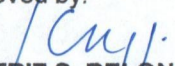
JETT C. QUEBEC
Department Head
Date:

Recommending Approval

mtploreto

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: 2/15/2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 2/19/21

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)	Checked Learning Tasks and Assessment activities	July 2020	*February 2021	December 2020	Impressive	Outstanding	*The following outputs are expected at the end of the semester this February 2021: Attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students performance evaluation will be
2	Assist students' concerns through students consultation	Will improve students' performance	July 2020	*February 2021	December 2020	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	July 2020	October 2020	December 2020	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	July 2020	December 2020	December 2020	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Attendance, minutes of meetings and other pertinent documents	July 2020	December 2020	December 2020	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, 2020   Target Date: One year from today

First Step:

   a) Required her to be involved on research and/or extension projects
   b) Advised her to simplify her discussions more in order for the students with different levels of intellectual abilities to comprehend

Result:

   She and other colleagues in the department completed a research in Camotes Island and her proposal for another research about an Indigenous community in San Francisco was approved.

Date: December 15, 2020   Target Date: End of first semester

Next Step:

   She was advised to use common terms, to slow down the discussions and to employ more teaching strategies based on the evaluation of the students

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

JEFF C. QUEBEC
Department Head

Conforme:
BETHLEHEM A. PONCE
Employee [Faculty]