# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
# WITH MULTIPLE FUNCTIONS
Rating Period: JANUARY-JUNE 2023

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%) | | 5.00  x   50%   =  2.500 | |
| b.  Students  (50%) | | 4.67  x   50%   =  2.335 | |
| TOTAL for Instruction | 70% | 4.84 | **3.385** |
| | | | |
| 2.  Research | 10% | | |
| a. Client/Director for Research | | | |
| b. Dept. Head/Center Director | | 5.00 x      10% =   0.500 | |
| TOTAL for Research | | | 0.500 |
| 3.  Extension | 10% | | |
| a. Client/Director for Extension | | | |
| b. Dept. Head/Center Director | | 5.00 x      10% =   0.500 | |
| TOTAL for Extension | | | 0.500 |
| 4.  Production | | | |
| 5.  Administration/Other Services | 10% | 5.00 x      10% =   0.500 | 0.500 |
| TOTAL | 100% | | **4.885** |

EQUIVALENT NUMERICAL RATING:     4.885
Add: Additional Points, if any:     _____
TOTAL NUMERICAL RATING:     **4.885**

ADJECTIVAL RATING:     **OUTSTANDING**

Prepared by:

**BETHLEHEM A. PONCE**
Name of Faculty

Reviewed by:

**MARIA VANESSA E. GABUNADA**
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 OF LIBERAL 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 JANUARY-JUNE 2023.

Approved:

**BETHLEHEM A. PONCE**
Associate Professor II
Date: July 03, 2023

**MARIA VANESSA E. GABUNADA**
Department Head
Date: July 13, 2023

**MA. THERESA P. LORETO**
College Dean
Date: JUL 25, 2023

| 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 & | **A1.** Actual Faculty's FTE | Handles subjects/courses assigned | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | **PI 8:** Number of graduate students advised * | **A2.** Number of students advised | Acts as academic adviser to graduate students | 1 | 0 | | | | | |
| | | *A3. Number of students advised on thesis/special problem/dissertation* | | | | | | | | |
| | | *As GAC Chairman* | Advises and corrects research outline and thesis/SP/dissertation manuscript | 1 | 0 | | | | | |
| | | *AS GAC Member* | Advises and corrects research outline and thesis/SP/dissertation manuscript | 1 | 0 | | | | | |

| PI | Activity | Description | Target | Actual | Q | E | T | Avg | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | AS External Examiner | examine and observed the conduct of the thesis defense | 0 | 1 | 5 | 5 | 5 | 5.00 | MS Dev Soc Master's Thesis |
| | A4. Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | 1 | 1 | 5 | 5 | 5 | 5.00 | Only one student was enrolled in DSOC227 |
| 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 | 1 | 0 | | | | | |
| | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a | 1 | 0 | | | | | The class was face-to-face |
| | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | 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 | Activity | Description | Target | Actual | Q | E | T | Avg | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| PI 5: Total FTE, coordinated, implemented and monitored * | A9. Actual Faculty's FTE | Handles and teaches courses assigned | 18 per semester | 28.35 | 5 | 5 | 5 | 5.00 | |
| | A10 . Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 6 | 6 | 5 | 5 | 5 | 5.00 | ScSc14n: M676, M690, M290, M291, M111, M908 |
| | 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 | 1 | 3 | 5 | 5 | 5 | 5.00 | |

| PI | Activity | Description | Target | Accomplishment | Q | E | T | Average | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | A12. Number of trainings attended related to instruction | ttend mandated trainings | 1 | 2 | 5 | 5 | 5 | 5.00 | SALIKLAKBAY organized by DOST XI and Understanding Grassroots Environmental Peacebuilding organized by MPI |
| | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 6 | 20 | 5 | 5 | 5 | 5.00 | ScSc14n: M676, M690, M290, M291, M111, M908 |
| | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 7 | 80 | 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 adviser to students | N/A | | | | | | |
| | A17. Number of students advised on thesis/ field practice/special problem: | | 1 | 2 | 5 | 5 | 5 | 5.00 | O122-Envi200.4 Undergraduate thesis |
| | As SRC Chairman | Advises, and corrects | 1 | 0 | | | | | |
| | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | 1 | 2 | 5 | 5 | 5 | 5.00 | O122-Envi200.4 Undergraduate thesis |
| | A18. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 10 | 189 (6 classes and 2 thesis advisees) | 5 | 5 | 5 | 5.00 | ScSc14n: M676, M690, M290, M291, M111, M908 |
| PI 9: Number of student organizations advised/ assisted * | A19. Number of Student organizations advised | Advises student organizations recognized by USOO | 1 | 0 | | | | | |
| | A20. Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | 1 | 0 | | | | | |
| PI 10: Number of instructional materials | A 21 : Number of on-line course ware developed and submitted : | Prepares and submits for review by the Technical | | | | | | | |
| | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 1 | 0 | | | | | ScSc14n Learning Guide |
| | Supplemental learning resources | Prepares Power Point presentation, video clips | 1 | 9 | 5 | 5 | 5 | 5.00 | Philippine Indigenous Communities (ScSc14n) |
| | Assessment tools | Prepares assessment tools such as long exam, quizzes | 5 | 15 | 5 | 5 | 5 | 5.00 | Philippine Indigenous Communities (ScSc14n) |
| | A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC | Submits the course ware duly reviewed by TRP for editing by | 1 | 0 | | | | | Philippine Indigenous Communities (ScSc14n) |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | A 24 : Number of virtual classroom created and operational | creates virtual classroom using either Moodle or Google Classroom | 2 | 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 | 1 | 0 | | | | | |
| | | Agency/firm/Industry linkages | Coordinates with potential | N/A | N/A | | | | | |
| | | A 26. Other outputs implementing the | Designs experiential learning | 1 | 0 | | | | | |
| | | | | | TOTAL | | | | 5.00 | |

## UMFO 3 . RESEARCH SERVICES

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| PI 1. Number of research | A27. Number of research outputs in the | Conducts research for possible | 1 | 1 | 5 | 5 | 5 | 5.00 | The result of this study entitled "Ethno-linguistic study of |
| 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 | 0 | | | | | |
| PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal | 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 | | | | | Manuscript is still in the publisher |
| | In refereed int'l journals | | | | | | | | |
| | In refereed nat'l/regional journals | | | | | | | | |
| PI 4. Number of research outputs presented in regional/national/ int'l | 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 | 1 | 5 | 5 | 5 | 5.00 | The Research output was presented during the SOAS GLOCAL CALA: The Glocal Conference on Asian Linguistic Anthropology at UP Diliman last |
| | 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 | | 1 | 0 | | | | | |
| | A 33. Number of journal articles/scientific paper received and | Acts as peer reviewer of | 1 | 2 | 5 | 5 | 5 | 5.00 | From the Science and Humanities Journal and PUP |
| | A 34. Number of UMs submitted to ITSO, VSU | Prepares and submits application for UM of | 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 | | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | TOTAL | | | | 5.00 | |

## UMFO 4. EXTENSION SERVICES

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | PI 1. Number of active | A 36. Number of active partnerships | Identifies and links with | 1 | 1 | 5 | 5 | 5 | 5 | MOA for the extension project entitled: Saving Minamanwa: An |
| | 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 | 0 | 0 | | | | | Still to conduct the training |
| | PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and | A 38. Number of extension programs/projects implemented | Implementes duly approved extension projects | 0 | 1 | 5 | 5 | 5 | 5.00 | on-going extension project |
| | 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 courses and advisory | 100% compliant | 0 | | | | | We are still to conduct the seminar |
| | PI 5. Number of technical/expert services | A 40. Number of technical/expert services as/in: | Provides the technical and expert services requested by | 1 | 0 | | | | | |
| | Research Mentoring | Research Mentor | | 1 | 0 | | | | | |
| | Peer reviewers/Panelists | Peer reviewers/Panelists | | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | Resource Persons | Resource Persons | | 1 | 0 | | | | | |
| | Convenor/Organizer | Convenor/Organizer | | 1 | 0 | | | | | |
| | Consultancy | Consultant | | 1 | 0 | | | | | |
| | Evaluator | Evaluator | | 1 | 1 | 5 | 5 | 5 | 5.00 | Member of the TWG for Engineering, Industry, & Energy commodity |
| | PI 8. Percent of extension proposals approved * | A 41. Percent of extension proposals approved * | Prepares extension project proposals, submits and follow | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| | 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 | activities and other outputs to | 1 | 0 | | | | | |
| | | | | | TOTAL | | | | 5.00 | |

## UMFO 5. SUPPORT TO OPERATIONS

### OVPI MFO 4. Program and Institutional Accreditation Services

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | PI 8. Compliance to all requirements thru the established/adequate implementation | A 44. Compliance to all requirements of the QMS 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 | N/A | | | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | A 45. Compliance to all requirements the program and institutional accreditations: | Prepares required documents and complies all requirements as prescribed in the accreditation tools | N/A | | | | | | |
| | | 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 | NONE | | | | | | |
| | 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 | | | | | | |
| | | Number of possible applicants per semester screened | DPC Member (Screening of teaching applicants for the second semester SY 2022-2023, attended meetings) | 10 | 22 (18 applicants for part-time position; 2 for temporary regular; and 1 for permanent regular | 5 | 5 | 5 | 5.00 | |
| | | Number of class observed | As member of the DPC (conduct classroom | 17 | 13 | 5 | 5 | 5 | 5.00 | Evaluate teacher's performance in the class |
| | | Number of meetings and activities conducted under the Social Science Section | Head, Social Science Section Spearhead and conduct meetings and relevant activities for the Social Science Section (as Head of the Social Science Section) | 21 | 5 | 5 | 5 | 5 | 5.00 | Conduct Meetings with the social science section, meetings and orientations for the newly hired faculty |
| | | 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 | 20 | 5 | 5 | 5 | 5.00 | |

| | | A 48.Other outputs implementing the new normal due to covid 19 | ...esigns administration/management related activities and other outputs to implement new normal | NONE | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | **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 | |

**Comments & Recommendations for Development Purpose:** Dr. Ponce is a diligent and efficient faculty of the department. A Postdoc is a good development for her career and research endeavor.

Evaluated & Rated by:

**MARIA VANESSA E. GABUNADA**
Department Head
Date: July 13, 2023

Recommending Approval

**MA. THERESA P. LORETO**
Dean, College of Arts and Sciences
Date: JUL 2 5 2023

Approved by:

**BEATRIZ S. BELONIAS**
Vice President for Academic Affairs
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 14n and DSOC227) | Will provide class record, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation | January 2023 | June 2023 | June 2023 | Impressive | Outstanding | |
| 2 | Assist students' concerns through students' consultation | Will improve students' performance | January 2023 | June 2023 | June 2023 | Impressive | Outstanding | |
| 3 | Class preparation | Will prepare visual aids, quizzes, and activities | January 2023 | June 2023 | June 2023 | Impressive | Outstanding | |
| 4 | Submission of midterm grades and final grades | Grades will be submitted to the Office University Registrar | January 2023 | June 2023 | June 2023 | Impressive | Outstanding | |
| 5 | Fieldwork for the Extension | Extension output | January 2023 | June 2023 | June 2023 | Impressive | Outstanding | |
| 6 | Re-submit extension project proposal | Approved proposal | January 2023 | June 2023 | June 2023 | Impressive | Outstanding | |
| 7 | Participate in all activities conducted by the department, college and the university | Attendance sheet; will present certificates if possible | January 2023 | June 2023 | June 2023 | Impressive | Outstanding | |
| 8 | Perform other functions assigned by the department head | Accomplished documents | January 2023 | June 2023 | June 2023 | Impressive | Outstanding | |
| 9 | Present Research outputs to conferences | Certificate of Recognition | January 2023 | June 2023 | June 2023 | Impressive | Outstanding | |
| 10 | Attend relevant trainings | Certificate of Completion | January 2023 | June 2023 | June 2023 | Impressive | Outstanding | |

\* Either very impressive, impressive, needs improvement, poor, very poor
\*\*  Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

**MARIA VANESSA E. GABUNADA**
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:   January 15, 2023                                    Target Date:  One year from today

First Step:

   a)  Encouraged her to conduct more research and extension projects
   b)  Encouraged her to balance and manage her time well between teaching, research, extension, and administrative functions

Result:

     She and other colleagues have an ongoing extension project and will soon be conducting relevant seminars.

Date:   June 15, 2023              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:

**MARIA VANESSA E. GABUNADA**
Department Head

Conforme:
**BETHLEHEM A. PONCE**
 Employee [Faculty]