

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2024

Name of Faculty Member:

BELJUN P. ENAYA

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 100% = 5.000	
b. Students (50%) (No TPES- Study Leave -1st sem 23-24		x =	
TOTAL for Instruction	85%	5.00	4.250
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 0.05 = 0.250	
TOTAL for Research			0.250
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	5%	5.00 x 0.05 = 0.250	
TOTAL for Extension			0.250
4. Production			
5. Administration/Other Services	5%	4.83 x 0.05 = 0.242	0.242
TOTAL	100%		4.992

EQUIVALENT NUMERICAL RATING: 4.992

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.992

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

BELJUN P. ENAYA

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

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Beljun P. Enaya**, a faculty member of the **DEPARTMENT OF DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES** commit to the deliver and agree to be rat in accordance with the indicated measures for the period **January - June 2024**.

Approved:

BELJUN P. ENAYA

Assistant Professor I

Date: June 26, 2024

AL FRANJON M. VILLAROYA

Head, DPSS

Date: July 27, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	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										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 6: Number of programs accredited	A 1. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other							
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	6	21.00	5	5	5	5.00	Ethics, Metaphysics, Logic & Critical Thinking
	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							
	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	100.00	5	5	5	5.00	Ethics
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	100%	100.00	5	5	5	5.00	Metaphysics
	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	1	1.00	5	5	5	5.00	Metaphysics

	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%	100.00	5	5	5	5.00	Ethics, Logic & Critical Thinking, Metaphysics
	PI 18: Percentage of courses rated atleast VS in	A 8. Percentage of courses rated atleast VS in the Teaching Performance		80%	80.00	5	5	5	5.00	
	PI 19: Additional Outputs	A 10. Number of long examinations	Administers and checks long	5	6	5	5	5	5.00	Ethics, Logic & Critical
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	25	5	5	5	5.00	Ethics, Logic & Critical Thinking, Metaphysics
		A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	94	5	5	5	5.00	Ethics
					SUB-TOTAL				5.00	
UMFO 3 . RESEARCH SERVICES										
	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							
		a. International								
		b. National		1	1	5	5	5	5.00	Social Ethics Society, Digos City
		c. Regional or Institutional Conferences								
					SUB-TOTAL				5.00	
UMFO 4. EXTENSION SERVICES										
	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	1	0					
		a. Peer reviewer of journal/book		1	1	5	5	5	5.00	SES Applied Journal of Philosophy
	PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	1	1	5	5	5	5.00	
					SUB-TOTAL				5.00	

UMFO 5. SUPPORT TO OPERATIONS									
OVPI MFO 1. Faculty Development Services									
PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national,							
	<i>International</i>								
	<i>National</i>		1	2	5	5	5	5.00	Eastern Visayas Debate Championship, and Social Ethics Society Conference
OVPI MFO 3. Registration Services									
PI 9: Percentage of students enrolled and validated within the registration period	A 51. Percentage of students enrolled and validated within the registration period	Validates students within the registration period	100%	100	5	5	5	5.00	
PI 10: Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	5	0					Not yet given advisees
OVPI MFO 4. Curricular Program Management Services									
PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review	1	1	5	5	5	5.00	Metaphysics
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	3	3	5	5	5	5.00	Metaphysics
PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	130	5	5	5	5.00	Ethics
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	100%	80	4	4	4	4.00	April and May delayed
PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	5	6	5	5	5	5.00	Department Meetings, Meeting with OP
				SUB-TOTAL				4.83	

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:

Recommending Approval:


AL FRANJON M. VILLAROYA

Head, DPSS

Date: 7/17/2024

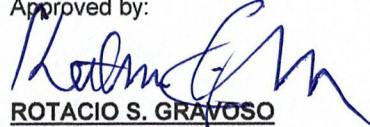

GLENN G. PAJARES

Dean, CAS

Date: 7/18/2024

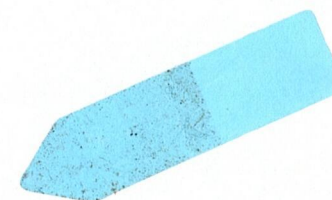
Comments & Recommendations for Development Purpose: Mr Enaya is an effective educator, and his dedication to teaching is commendable. It is recommended that he finish his Ph.D

Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date:



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 FRANCON 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 Cañezo, 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	/	/		Actual accomplishments exceeded the targets
			February-May 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/workshops/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 Alijar, 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: **BELJUN P. ENAYA**

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 the courses Ethics, Metaphysics, Logic & Critical Thinking	Submit midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	JANUARY 2024	JUNE 2024	JUNE 2024	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Improve students' performance	JANUARY 2024	JUNE 2024	JUNE 2024	Impressive	Outstanding	
3	Class preparation	Prepare quizzes and activities	JANUARY 2024	JUNE 2024	JUNE 2024	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar on time	JANUARY 2024	JUNE 2024	JUNE 2024	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	JANUARY 2024	JUNE 2024	JUNE 2024	Impressive	Outstanding	
6	Perform other functions assigned by the department head (as AB Philo Coordinator)	AB Philosophy shiftees	JANUARY 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: BELJUN P. ENAYA

Performance Rating:

AIM: To successfully finish the dissertation proposal and obtain the degree PhD in Philosophy.

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

Date: January 2024

Target Date: December 2024

Step/s:

- a) Required him to be involved in research and/or extension projects.
- b) Perform the roles and responsibilities assigned by the department head.

RESULT:

1. He is being appointed as Component Leader of the of the extension project entitled entitled "STEPS – A Student and Teacher Enhancement Project for the Seminaries in Leyte and Coordinator of the AB Philosophy Program.
2. Conducted interview and screening of the students who wish to shift to the AB Philosophy Program.

Date: July 2024


Target Date: End of Dec 2025

Next Step:

He was advised to focus and finish his PhD in Philosophy.

Outcome: NA

Prepared by:


AL FRANJON M. VILLAROYA
Department Head

Conformee:


BELJUN P. ENAYA