

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: BETHLEHEM A. PONCE

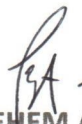
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty (70%)	30%	5.00	1.50
b. Students (30%)	70%	5.00	3.50
TOTAL for Instruction	90%		4.50
2. Research	2.5%	5.00	0.13
3. Extension	2.5%	5.00	0.13
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			5.000


EQUIVALENT NUMERICAL RATING: 5.000

Add: Additional Points, if any: \_\_\_\_\_


TOTAL NUMERICAL RATING: 5.000

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"

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 JANUARY- JUNE 2019.

BETHLEHEM A. PONCE

Ratee

Approved: GUIRALDO C. FERNANDEZ, JR.

Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Program/Activities/Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MF01	Higher Education	Full Time Equivalent	Teaching	Teaches Social Science subjects	18.00	27.20	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised and Utilized									
		* Revised IMs within the last 3 years	Author/Compi	Revises course syllabi in Sosc 11n, ScSc 13n	1	1	5	5	5	5	
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation	Consultation		3	3	5	5	5	5	
				<b>SUB-TOTAL</b>						<b>5.00</b>	
MF02	Research	Number of research conducted	Research	Co-Component Leader	1	1	5	5	5	5.00	
		Number of Outputs Presented in Regional/National/International For a/Conferences		Paper Presenter	1	1	5	5	5	5.00	1ST INTERNATIONAL CONFERENCE ON INTERDISCIPLINARY RESEARCH, held at Colegio De San Juan De Letran, Manila last April 11-13, 2019. Paper presented "The Voice of the Marine Guards: A Partial Application of Strategic Environmental Management Analysis".
				<b>SUB-TOTAL</b>							
MF04	Extension	Number of trainings/seminars attended	Training	Rescure Person	1	0	5	5	5	5.00	
				<b>SUB-TOTAL</b>						<b>5.00</b>	
MF04	Support to Students/Production	Number of quizzes prepared and checked			10	10	5	5	5	5.00	
		Number of midterm and final exams prepared and checked.		ScSc 13n, Sosc 11n	4	4	5	5	5	5.00	
		Number of oral recitations graded/evaluated		ScSc 13n, Sosc11n	4	4	5	5	5	5.00	
		Number of midterm and final gradesheets submitted		ScSc 13n, Sosc11n	2	2	5	5	5	5.00	
				<b>SUB-TOTAL</b>						<b>5.00</b>	



MF05	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	Feb. 4-5 Fieldwork in Camotes April 25 University Anniversay parade June 6 Orientation for in-house review Mar 2 Fieldwork in San Francisco So. Leyte April 3 Bombthreat Awareness
		Number of committees served		Member & Chair	1	2	5	5	5	5.00	April 1 Meeting - Research group June 24 Meeting with APC
		Number of meetings attended	Meetings		2	2	5	5	5	5.00	April 1 Meeting - Research group June 24 Meeting with APC
				SUB-TOTAL						5.00	
		Total Over-all 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:**Ms. Ponce serves the department well doing what is expected of her as a faculty member of DLAES. Yet, she should always keep in her mind that there is always room for improvement.

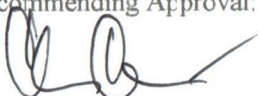
Evaluated & Rated by:

**GUIRALDO C. FERNANDEZ, JR.**

Department Head

Date: \_\_\_\_\_

Recommending Approval:



**CANDELARIO L. CALIBO**

College Dean

Date: \_\_\_\_\_

Approved:



**BEATRIZ S. BELONIAS**

Vice-President for Instruction

Date: \_\_\_\_\_

# 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**	Re
1	Teach two (2) courses (ScSc 11n, ScSc 13n)	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	January 2019	June 2019	June 2019	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	January 2019	June 2019	June 2019	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	January 2019	June 2019	June 2019	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2019	June 2019	June 2019	Impressive	Outstanding	
5	Fieldwork for Research	Research Data, Analysis, Final Report and presentation during In-house Review	January 2019	June 2019	July 2019	Impressive	Outstanding	
6	Paper presentations in conferences	Certificate of appearance and certificate of participation	January 2019	June 2019	April 2019	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2019	June 2019	June 2019	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2019	June 2019	June 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:

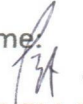
He was advised to finally finish her dissertation. And employ more teaching strategies based on the evaluation of the students

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Conforme   
BETHLEHEM A. PONCE  
Employee [Faculty]