

# **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 (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		3.70 x 50% = 1.850	
TOTAL for Instruction	70%	4.35	<b>3.045</b>
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%		<b>4.537</b>

EQUIVALENT NUMERICAL RATING: 4.537

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.537

ADJECTIVAL RATING:

**VERY SATISFACTORY**

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


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BETHLEHEM A. PONCE, a faculty member 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 2021.

  
**BETHLEHEM A. PONCE**  
 Assistant Professor I  
 Date: July 8, 2021

Approved:  
  
**JETT C. QUEBEC**  
 Department Head  
 Date: July 30, 2021

  
**MA. THERESA P. LORETO**  
 College Dean  
 Date: Aug. 10, 2021

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	Efficiency	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	N/A						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A						

		<b>A3 . Number of students advised on thesis/special problem/dissertation</b>		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						
		<b>A4 . Number of students entertained for consultation purposes</b>	Entertains students seeking consultation with faculty	N/A						
	<b>PI 9: Number of instructional materials developed *</b>	<b>A5 . Number of on-line ready coursewares developed and submitted</b>	Converts the existing instructional materials into	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory	N/A						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading	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 Moodle or Google Classroom	N/A						
	<b>PI 10 . Additional outputs:</b>	<b>A 8. Other outputs implementing the new normal due to covid 19</b>	Designs experiential learning activities and other outputs to implement new normal	N/A						
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										

OVPI UMFO 3. Higher Education Management Services										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	18 per semester	30.6	5	5	5	5.00	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	8	5	5	5	5.00	only for January-June (ScSc 14n)
		<b>A11.</b> Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with	NONE						
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Webinar entitled: Best Practices in Writing and Publishing Your Research Paper. Conducted by Elsevier
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	4	5	5	5	5.00	only for January-June (ScSc 14n)
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	8	5	5	5	5.00	only for January-June (ScSc 14n)
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE						
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic advisor to students</i>	N/A						
		<b>A17.</b> 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						
		<b>A18</b> : Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	8	5	5	5	5.00	only for January-June (ScSc 14n)
	<b>PI 9</b> : Number of student organizations advised/ assisted *	<b>A19</b> : Number of Student organizations advised	Advises student organizations recognized by USOO	NONE						
		<b>A20</b> : Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	NONE						
	<b>PI 10</b> : Number of instructional materials developed *	<b>A 21</b> : 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	8	4	5	5	5	5.00	for ScSc14n
		Assessment tools	Prepares assessment tools	2	1	5	5	5	5.00	for ScSc14n
		<b>A 23</b> : 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	for ScSc14n
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	for ScSc14n
	<b>PI 11</b> . Additional outputs	<b>A 25</b> . 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	1	2	5	5	5	5.00	Prepared documents for ABELS AACUP PSV and MSLT RQAT (Ares 5 - Research)
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with	N/A						
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	None					
					<b>AVERAGE</b>				<b>5.00</b>	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3)	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the	Conducts research for possible utilization by industry or other	N/A						
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	5	5	4.5	4.83	requested for extension
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or	<b>A 29.</b> 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	on-going	5	5	4.5	4.83	still waiting for the publisher's feedback
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>		1	None					
		<i>In nat'l/regional fora/conferences</i>		1	1	5	5	5	5.00	UGAT - Visayas Forum. Paper presentation entitled " Becoming the Mainstream": Experiences of Mamanwa in Southern Leyte
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	100%	5	5	5	5.00	on-going research entitled: "Ethno-linguistic study of Minamanwa, its challenges and changes overtime"

	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		1	None					
		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	None					
		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	Designs research related	1	None					
					<b>AVERAGE</b>				<b>4.92</b>	
<b>UMFO 4. EXTENSION SERVICES</b>										
	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	None					
	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	None					
	PI 3. Number of extension	A 38. Number of extension	Implementes duly approved	1	None					
	PI 4. Percentage of	A 39. Percentage of beneficiaries who	Provides quality and relevant	1	None					
	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	None					

	Convenor/Organizer	Convenor/Organizer		1	None					
	Consultancy	Consultant		1	None					
	Evaluator	Evaluator		1	None					
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow	1	None					
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student &		1	None					
		A 43. Other outputs implementing the new normal due to covid 19	activities and other outputs to implement new normal	1	None					
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of	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 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	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	2	5	5	5	5.00	Prepared documents for ABELS AACUP PSV and MSLT RQAT (Ares 5 - Research)
		On institutional accreditations		N/A						
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	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 performing 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						
			Submits the course were duly reviewed by TRP for editing by MMDC editor	5 substitutes; 16 part-time	19	5	5	5	5.00	Screening of teaching applicants for second semester SY 2020-2021, attended meetings
			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
					<b>AVERAGE</b>				<b>5.00</b>	
	<b>Total Over-all Rating</b>									
	<b>Average Rating</b>									
	<b>Adjectival Rating</b>									

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: July 30, 2021

Recommending Approval

**MA. THERESA P. LORETO**

College Dean

Date: Aug. 10, 2021

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 8/13/21

## 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)	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	January 2021	May 2021	May 2021	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	January 2021	May 2021	May 2021	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	January 2021	May 2021	May 2021	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2021	May 2021	May 2021	Impressive	Outstanding	
5	Fieldwork for Research	Research Data and Analysis	January 2021	May 2021	May 2021	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2021	May 2021	May 2021	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2021	May 2021	May 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

## 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, 2021

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: June 15, 2021

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:

  
JETT C. QUEBEC  
Department Head

Conforme:

  
BETHLEHEM A. PONCE  
Faculty/Ratee