

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 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%)		4.60 x 50% = 2.300	
b. Students (50%)		4.14 x 50% = 2.070	
TOTAL for Instruction	80%	4.37	3.496
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			0.000
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	10%	3.50 x 10% = 0.350	
TOTAL for Extension			0.350
4. Production			
5. Administration/Other Services	10%	4.75 x 10% = 0.475	0.475
TOTAL	100%		4.321

EQUIVALENT NUMERICAL RATING: 4.321

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.321

ADJECTIVAL RATING:

**VERY SATISFACTORY**

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

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 follo agree to be rated on the their accordance with the indicated measures for the period July - December 2024.

BELJUN P. ENAYA  
Assistant Professor I  
Date: January 7, 2025

Approved:  
AL FRANJON M. VILLAROYA  
Head, DPSS  
Date: JAN 14 2025

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 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	18	27.00	4	4	4	4.00	Ethics, Ethics for AB Philosophy, Theodicy and Philosophy of Religion
	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	Theodicy and Philosophy of Religion
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students		80%	80.00	4	4	4	4.00	
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	6	5	5	5	5.00	Ethics, Ethics for AB Philosophy, Theodicy and Philosophy of Religion
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	25	5	5	5	5.00	Ethics, Ethics for AB Philosophy, Theodicy and Philosophy of Religion
					AVERAGE				4.60	



UMFO 3 . RESEARCH SERVICES										
	<b>PI 3:</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 17.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences							
		<i>a. International</i>								
		<i>b. National</i>								
		<i>c. Regional or Institutional Conferences</i>								
										NONE
UMFO 4. EXTENSION SERVICES										
	<b>PI 5:</b> Number of technical/expert services rendered	<b>A 36.</b> Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries	1	0	3	3	3	3.00	
	<b>PI 6:</b> Number of extension proposals submitted	<b>A 37.</b> Number of extension proposals submitted	Prepares extension project proposals and submits for review	1	1	4	4	4	4.00	
AVERAGE										3.50
UMFO 5. SUPPORT TO OPERATIONS										
	<b>OVPI MFO 1. Faculty Development Services</b>									
	<b>PI 7:</b> Number of trainings, seminars, and conferences attended	<b>A 50.</b> Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)							
		<i>International</i>		1	2	5	5	5	5.00	PAP international Conference; and PHAVISMINDA International Conference
	<b>OVPI MFO 3. Registration Services</b>									
	<b>PI 9:</b> Percentage of students enrolled and validated within the registration period	<b>A 51.</b> Percentage of students enrolled and validated within the registration period	Validates students within the registration period	100%	100	5	5	5	5.00	

	<u>PI 10.</u> Number of students advised during the registration period	<u>A 52.</u> Number of students advised during the registration period	Acts as academic adviser	5	10	5	5	5	5.00	
OVPI MFO 4. Curricular Program Management Services										
	<u>PI 12:</u> Number of IMs reviewed by the DIMRC	<u>A 53.</u> Number of IMs reviewed by the DIMRC	Submits IMs for review	1	1	4	4	4	4.00	Theodicy and Philosophy of Religion
	<u>PI 13:</u> Number of course syllabi and TOS reviewed and approved	<u>A 54.</u> Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1	3	5	5	5	5.00	Ethics, Ethics for AB Philosophy, Theodicy and Philosophy of Religion
	<u>PI 21:</u> Additional outputs	<u>A 62.</u> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	50	5	5	5	5.00	Ethics, Ethics for AB Philosophy, Theodicy and Philosophy of Religion
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	<u>PI 9:</u> Percentage of submitted DTR within 20 days after the last day of the month	<u>A 73.</u> 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%	95	4	4	4	4.00	December: 1 day delayed
	<u>PI 17:</u> Additional Outputs	<u>A 80.</u> Number of meetings attended	Attends meetings (departmental/institutional)	5	6	5	5	5	5.00	Department Meetings, Meeting with OVPAF
					AVERAGE				4.75	
	Average Rating (Total Over-all rating divided by number of entries)				Comments & Recommendations for Development Purpose: Please focus on your graduate studies.					
	Additional Points:									
	Approved Additional points (with copy of approval)									
	FINAL RATING									
	ADJECTIVAL RATING									

Evaluated & Rated by:

  
AL FRANJON M. VILLAROYA

Head, DPSS

JAN 14 2025

Recommending Approval:

  
GLENN G. PAJARES

Dean, CAS

JAN 24 2025

Approved by:

  
ROTACIO S. GRAVOSO

Vice President for Academic Affairs

JAN 30 2025



## PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	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			
<b>Monitoring</b>  The monitoring of faculty was done through classroom observations conducted during the 1 <sup>st</sup> semester, SY 2024-2025.		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.
<b>Coaching</b>  <b>Mr. Beljun P. Enaya</b>	Mr. Enaya was called to explain his reaction to the TPES results in the 2nd semester Sy 2023-2024.  Mr. Enaya said that he could not exactly point out the reason for an “S” remark on				The faculty concerned was informed of the TPES results of the 2 <sup>nd</sup> semester, SY 2023-2024 and was given advice and reminders.

	<p>his one 1 class. Accordingly, he said it is probably that the class who gave him the S remark found it hard to catch up with the discussion, since he gave equal expectations to all his classes.</p> <p><i>The Head advised Mr. Enaya to understand that VSU students are heterogenous.</i></p>				
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*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
AL FRANJON M. VILLAROYA  
 Immediate Supervisor

Noted by:

  
GLENN G. PAJARES  
 Next Higher Supervisor

**“Exhibit H”**

## TRACKING TOOL FOR MONITORING TARGETS

**(July-December 2024)**

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				July- Septem ber	October - Decemb er		
<b>MFO 2. Higher Education Services</b>							
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. Beljun P. Enaya 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	August-December	/	/		Actual accomplishments exceeded the targets
		<u>Part-timers</u> Cañezo, Xaviery Ric Lina, Kim Brian Rodriguez, Gerry Bargamento, Enrico Abelardo, Gella Mae Amigo, Jim Rhodel Manacpo, Nicole Ivy Amigo, Jim Rhodel Billones, Kim Juravee	August-December	✓	✓		



		Abelardo, Gella Mae					
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	July - December 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	August-December	✓	✓		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	December		✓		Due for submission at the end of semester
<b>MFO3. Research Services</b>							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Dr. Jerry D. Imbong			✓		Published in international and national/local peered journals
<b>MFO5, Extension Services</b>							
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. Glenn Pajares Mr. Beljun Enaya Dr. Guiraldo C. Fernandez	July-December 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. STEPS – A Student and Teacher Enhancement Project for the Seminars in Leyte
<b>MFO 5. Support to Operations</b>	Participates in all activities conducted by the department, college and the university	Faculty and Staff	July-December	✓	✓		Participated actively in all activities
PI 4. Number of in-house seminars/trainings/works hops/reviews conducted/attended	Attends/participates to trainings	All Faculty & Satff	July-December	✓	✓		Faculty and staff actively participated in



	Performs other functions assigned by the head, dean and the university	Faculty and Staff	July-December 2024	✓	✓		Performed other functions duly assigned to the faculty and staff
<b>MFO 6. General Administration and Support Services (GASS)</b>							
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 Alipar, Jr.	July-December 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	July-December 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	July-December 2024	✓	✓		
	Conducts regular meeting with DLABS staff/faculty at least six (6) times a year	Dr. Al Franjon M. Villaroya	July-December 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	August 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	July-December 2024	✓	✓		
PI 8. Zero percent complaint from client served	Zero complaints from clients served	All Faculty and Staff	July-December 2024	✓	✓		no valid complaints
PI 9. Number of applicants screened and recommended	Screens and recommends applicants for 2 <sup>nd</sup> sem 24-25	Head & Department Personnel Committee	December 2024		✓		
<b>P9 Additional Outputs</b>							
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	July-December 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 subject (Phlo 11, Phlo 11m, Phlo 114)	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	August 2024	December 2024	December 2024	Impressive	Outstanding	
2	Conducts Class Observation of all DPSS faculty	Class Observation	September 2024	December 2024	November & December 2024	Impressive	Outstanding	
3	Assist students' concerns through students' consultation	Will improve students' performance	August 2024	December 2024	Within the rating period	Impressive	Outstanding	
4	Class preparation	Will prepare visual aids, quizzes, and activities	August 2024	December 2024	Within the rating period	Impressive	Outstanding	
5	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	December 2024	December 2024	December 2024	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	August 2024	December 2024	Within the rating period	Impressive	Outstanding	
7	Attend department and DPC meetings	Attendance sheets; minutes of meetings	July 2024	December 2024	Monthly	Impressive	Outstanding	
8	Attends trainings and conferences	Certificate of Participation	November 2024	November 2024	November 2024	Impressive	Outstanding	
9	Perform other functions assigned by the head	Letters or communications	July 2024	July 2024	July 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: Outstanding

Aim(s):

- To adapt to the needs of the teaching and learning set-up
- To write and finish something related to PhD Philosophy
- To work together with co-faculty in an extension project

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

Date: JANUARY 2024

Target Date: DECEMBER 2024

First Step:

- Review teaching effectiveness, evaluate, and update the teaching manuals
- Present work-in-progress paper for dissertation
- Create extension proposals with the other faculty member

Result:

He has produced syllabus, learning guide and TOS that were approved by OIMD. He has also garnered an Outstanding mark on his TPES. He is also working on writing his PhD dissertation by presenting a paper related to his dissertation. Lastly, he is a component leader of the "STEPS" extension project of the university.

Next Step:

He needs to strive more to finish his PhD in Philosophy.


Outcome: NA

Prepared by:

  
**AL FRANJON M. VILLAROYA**

Department Head

Conforme:

  
**BELJUN P. ENAYA**  
Faculty





**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

Second Semester AY 2023-2024

Name of faculty: ENAYA, BELJUN P.

Department: Dept. of Philosophy and Social Sciences

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
Phlo 112	METAPHYSICS	LEC	4.00	Very Satisfactory	80.0%
Phlo 11	ETHICS	LEC	4.00	Very Satisfactory	80.0%
Phlo 11	ETHICS	LEC	4.00	Very Satisfactory	80.0%
Phlo 11	ETHICS	LEC	5.00	Outstanding	100.0%
Phil 14	LOGIC & CRITICAL THINKING	LEC	5.00	Outstanding	100.0%
Phlo 11	ETHICS	LEC	4.00	Very Satisfactory	80.0%
Phlo 11	ETHICS	LEC	3.00	Satisfactory	60.0%
Average Rating			4.14	Very Satisfactory	82.86%

Source: Results of Teaching Performance Evaluation by Students filed at IEO

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory(S)

3.50 – 4.49 Very Satisfactory(VS)

4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: 11-06-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-11-2024

Received by:

ENAYA, BELJUN P.

Name and Signature of Faculty

Date: 12/11/2024

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

