

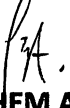
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

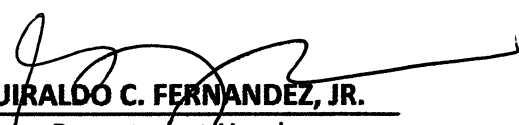
Name of Faculty Member: BETHLEHEM A. PONCE


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty (70%)	30%	4.89	1.47
b. Students (30%)	70%	5.00	3.50
TOTAL for Instruction	90%		4.47
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			4.845

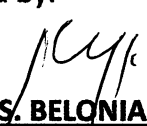
EQUIVALENT NUMERICAL RATING: 4.845
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.845

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

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member		BETHLEHEM A. PONCE	
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3) (4)
1. Instruction			
a. Faculty (70%)	30%	4.88	1.47
b. Students (30%)	70%	5.00	3.50
TOTAL for Instruction	90%		4.97
2. Research	10%	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			4.845

EQUIVALENT NUMERICAL RATING: 4.845
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.845

ADJECTIVAL RATING: OUTSTANDING

Prepared by: Reviewed by:

BETHLEHEM A. PONCE

Name of Faculty

GUARALDO C. FERNANDEZ, JR.

Department Head

Recommending Approval:

CARLOS L. CAJAO

Dean, CAS

Approved by:

DEATRIS 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 2018**.

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 ¹	E ²	T ³	A ⁴	
MFO1	Higher Education	Full Time Equivalent	Teaching	Teaches Social Science subjects	18.00	14.10	5	5	5	5.00	Deloaded - approved by APB
		Number of Instructional Materials Developed/Revised and Utilized									
		* Revised IMs within the last 3 years	Author/Compi	Revises course syllabi in Anth 11, Sosc 11	1	3	5	5	5	5	
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation	Consultation		3	5	4	5	5	4.667	
				SUB-TOTAL						14.67	
MF02	Research	Number of research conducted	Research	Co-Component Leader	1	1	5	5	5	5.00	Gender Sensitivity and Gender Role Differences Among Rainforestation Farming Adopters in the Philippines under the project Mainstreaming of Rainforestation in the Philippines
		Number of Outputs Presented in Regional/National/International For a/Conferences		Paper Presenter	1	3	5	5	5	5.00	1. 2018 World Interdisciplinary Research Conference "Research and Innovation in a Knowledge-Driven Environment", April 5-7, 2018 Bangkok, Thailand; 2nd International 2. Conference on Philippine and Asian Studies, May 3-5, 2018 Visayas State University, Baybay City Leyte 3. DLSU-VSU Research Publication Writeshop, June 18-19 2018 at Visayas State University, Baybay City Leyte
				SUB-TOTAL						10.00	

attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2004

ROMAN A MONTENEGRO

953FN

Time to meet!

APROVADO

[illegible]

MF04	Extension	Number of trainings/seminars attended	Training	Resource Person	1	2	5	5	5	5.00	1. Re-Echo Training on the New CHED General Education Courses: "Understanding the Self" March 1-3, 2018 at Visayas State University, Baybay City Leyte 2. ATI Sensing Journey June 11-15, 2018 at St. Bernard Southern Leyte
				Participant	1	2	5	5	5	5.00	Research Capability Writeshop for the Social Science and Philosophy Teachers, January 4-6, 2018 at Visayas State University, Visca, Baybay City Leyte Re-Echo Training on the New CHED General Education Courses: "Contemporary World", March 8-10, 2018 at Visayas State University, Visca, Baybay City Leyte
		Award Received	International Conference	Paper Presenter (BEST CONFERENCE PAPER)		1	5	5	5	5.00	Top 1 Best Conference Paper in the Social Science Track for the paper entitled "Speck in the Vast World of Economy and Politics: An Economic Anthropological Study of the Mamanwa in Brgy. Pinamudlan, San Francisco Southern Leyte
				SUB-TOTAL						15.00	
MF04	Support to Students/ Production	Number of quizzes prepared and checked			10	20	5	5	5	5.00	
		Number of midterm and final exams prepared and checked.		Anth 11, Sosc 11	4	4	5	5	5	5.00	
		Number of oral recitations graded/evaluated		Anth 11, Sosc11	4	none	5	4	5	4.67	
		Number of midterm and final gradesheets submitted		Anth 11, Sosc11	2	2	5	5	5	5.00	
				SUB-TOTAL						19.67	
MF05	General Admin & Support Services	Number of participation on the events/program in the dept, college, univ. and other offices		Participant	1	1	5	5	5	5.00	CAS Anniversary
		Number of committees served		Member & Chair	1	4	5	5	5	5.00	DLABS Academic Personnel Committee (July 3-6 Interview and Demonstration of DLABS Applicants; July 16, 2018 Deliberation of Applicants' documents); Curriculum Committee; RDE Committee; Sports Committee; DLABS Museum and Library Bulletin Committee


41902	General Support Services	Number of committees served	Member & Chair	1	1	2	2	2	2	2.00	CLAS Academic Personnel Committee (APC) 3-6 Interview and Demonstration of (CLAS) Applicants July 16, 2018 (Deliberation of APC)
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	Number of meetings attended	Meetings		2	3	5	5	5	5.00	January 3, 2018 Meeting and Orientation for the Writeshop January 17, 2018 Meeting for the coming GE Training February 27, 2018 Extension Project Planning March 13, 2018 Meeting with the LGU from Baybay City March 16, 2018 Department Meeting March 20, 2018 APC Meeting April 30, 2018 Department Meeting May 30, 2018 Meeting for the coming Research fieldwork June 7, 2018 APC Meeting (Hiring Policy)
			SUB-TOTAL						15.00	
Total Over-all Rating									74.34	


Average Rating (Total Over-all rating divided by number of entries)		4.96
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development
Purpose: Miss Ponce is an excellent teacher. In fact, she rated outstanding in student evaluation. She is also active in research and extension work. You should allow her to finish her PhD so that she can work on other significant projects.

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: _____

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20535

Date: _____
College Dean _____

DATE: _____
 BY: _____
 TITLE: _____

Comments & Recommendations for Development

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	Teaches two (2) courses subjects (Anth11, SoSc11)	Attendance sheets of the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2018	July 2018	July 2018	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2	Assist students' concerns through students consultation	Improved student performance	January 2018	July 2018	July 2018	Impressive	Outstanding	Provide more interventions for the improvement of students
3	Prepares course syllabi updates	Approved course syllabi in Anth11 and SocSc11	January 2018	February 2018	February 2018	Impressive	Outstanding	Follow OBE format as prescribed
4	Submission of midterm grades and final grades	Grades submitted to registrar	January 2018	July 2018	July 2018	Impressive	Outstanding	
5	Conduct research	Progress report	January 1, 2018	July 30, 2018		Impressive	Outstanding	On-going
6	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2018	January 2018	April 2018	Impressive	Outstanding	Participates actively in all activities
7	Perform other functions assign by the Dean, and the university	BSM proposal approved by DMP curriculum committee	January 2018	May 2018	May 2018	Impressive	Outstanding	Submit BSAP, BSM proposals to CAS curriculum committee
8	Paper presentations in various conferences	Certificate of appearance, certificate of attendance and certificate of recognition	January 2018	July 2018	July 2018	Very Impressive	Outstanding	One paper got published and was awarded as the Best Conference Paper
9	Conduct trainings	Certificate of recognition, written report	January 2018	July 2018	July 2018	Very Impressive	Outstanding	Follow CHED's requirement for the New GE Courses as prescribed

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Outstanding work completed satisfactorily presented best
 Higher level impressive impressive needs improvement best work best

2	conduct training	Certificate of recognition' written report	2018 January	July 2018	July 2018	impressive	Very	Outstanding	described CE courses as requirement for the new follow CHED's
3	conferences Paper presentations in various	attendance and certificate of recognition Certificate of attendance certificate of	2018 January	July 2018	July 2018	impressive	Very	Outstanding	best conference paper and was awarded as the one paper for improved curriculum committee proposals to CAS submit BSA's BSM
4	the Dean' and the university Perform other functions assign by college and the university	committee BSM proposal approved by DMB curriculum	2018 January	May 2018	May 2018	impressive	Very	Outstanding	in activities participates actively in
5	conducted by the department Participate in all services	attendance' certificates if applicable	2018 January	2018 January	July 2018	impressive	Very	Outstanding	On-going
6	conduct research	progress report	2018 January	2018 July 30		impressive	Very	Outstanding	On-going
7	submitting grades Submission of midterm grades	grades submitted to registrar	2018 January	July 2018	July 2018	impressive	Very	Outstanding	On-going
8	Prepares course syllabi updates	approved course syllabi in April and August	2018 January	2018 February	2018 February	impressive	Very	Outstanding	described follow CBE format as involvement of students interventions for the provide more comments on THE2 with respect to students improve performance
9	students consultation Assist students' concerns through	improved student performance student performance evaluation	2018 January	July 2018	July 2018	impressive	Very	Outstanding	On-going
10	(April, August) Resolves two (2) courses enrollees	great bet courses taught and good result of Attendance sheets of the assigned classes' Grade	2018 January	July 2018	July 2018	impressive	Very	Outstanding	On-going
No. Task	Task Description	Expected Output	Assigned Date	Accomplish Date to Proposed	Accomplished Actual Date	Output* Quality of	Output* Quantity	Overall	Recommendation

Notes of Employees: Benjamin A. Ponce

PERFORMANCE MONITORING BOARD

EXPIRY

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: July 15, 2018

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: December 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
Name of Ratee/Faculty/Staff

Name of Ratee/Faculty/Staff
BETHLEHEM A. PONCE

Conformer:

Department Head
GUILLERMO C. FERNANDEZ JR.

Prepared by:

Final Step/Recommendation: NA

Outcome: NA

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

Next Step:

Date: December 15, 2019

Target Date: End of first semester

She has finished the main chapters of her dissertation, done preliminary fieldwork for a
project research of the department.

Result:

- c) Advised her to simplify her discussions more in order for the students with different levels of
intellectual abilities to comprehend.
- d) started to work on.
Required her to be involved on research or extension projects which the Department has
because of teaching duties
- a) Encouraged her to strive and keep working on her dissertation despite hectic schedules

First Step:

Date: July 15, 2018

Target Date: One year from today

Proposed interventions to improve Performance and/or Competence and Qualification to assume
higher responsibilities:

Aim: To continue writing her Dissertation for the degree PhD in Anthropology, engage in research
or extension projects and improve teaching strategies

Performance Rating: Very Satisfactory

Name of Employee: Bethlehem A. Ponce

EMPLOYEE DEVELOPMENT PLAN