

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	100%	5.00	5.00
b. Students	0%		0.00
TOTAL for Instruction	95%		4.75
2. Research	2.5%	5.00	0.13
3. Extension	2.5%	5.00	0.13
4. Production			
5. Administration/Other Services			
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"

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-DECEMBER 2020.


BETHLEHEM A. PONCE
 Asst. Prof. I
 Date:

Approved:

GUIRALDO C. FERNANDEZ, JR.
 Department Head
 Date:


CANDELARIO L. CALIBO
 College Dean
 Date:

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						
		A3. Number of students advised on thesis/special problem/dissertation		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						
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A						
	PI 9: Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	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 Moddle or Google Classroom	N/A						
	PI 10 . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	N/A						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										

	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	18 per semester	40.95					ScSc 13, ScSc 14
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	5	5	5	5	5.00	only for January-June
		A11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	NONE						
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Webinar on Flexible Learning in Social Science June 9,2020, Online Training on Moodle-based Course Management last June 24-26, 2020
		A13. 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
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	10	5	5	5	5.00	only for January-June
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE						
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic advisor to students</i>	N/A						
		A17. 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						

		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	N/A						
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	5	5	5	5	5.00	only for January-June
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	NONE						
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE						
	PI 10: Number of instructional materials developed *	A 21 : 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	2	1	5	5	5	5.00	for ScSc14n and ScSc13n
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	1	5	5	5	5.00	for ScSc14n and ScSc13n
		A 23 : 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
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	10	0					

	PI 11. Additional outputs	A 25. 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	0					only for January-June
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	0					
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	1	0					
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	5	5	5	5.00	on-going research entitled "Ethno-linguistic study of Minamanwa, its challenges and changes overtime"
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	1	5	5	5	5.00	a Medical Anthropology paper submitted to APJMR for publication (on-going)
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								

	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	1	0					
		<i>In int'l fora/conferences</i>		1	0					
		<i>In nat'l/regional fora/conferences</i>		1	0					
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	Requested an extension of an approved 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	0					
		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	0					
		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 new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	0					
UMFO 4. EXTENSION SERVICES										
	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	0					

	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1	0					
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	1	0					
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	1	0					
	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						
	<i>Research Mentoring</i>	<i>Research Mentor</i>		NONE						
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		NONE						
	<i>Resource Persons</i>	<i>Resource Persons</i>		1	1	5	5	5	5.00	Workshop in Paper Presentation Strategies: Local, Regional, and International Conferences on February 7, 2020 at KOICA Conference Hall of VSU-Tolosa, Tolosa Leyte
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		1	0					
	<i>Consultancy</i>	<i>Consultant</i>		1	0					
	<i>Evaluator</i>	<i>Evaluator</i>		1						
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	0					

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		1	0					
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	0					
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	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		N/A						
		On institutional accreditations		N/A						
UMFO 6. General Admin. & Support Services										
	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						
	Total Over-all Rating								65.00	
	Average Rating								5.00	
	Adjectival Rating								O	

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: 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:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date:

Recommending Approval

CANDELARIO L. CALIBO

Dean, College of Arts and Sciences

Date: _____

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 11/27/20

Exhibit I

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 2020	May 2020	May 2020	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	January 2020	May 2020	May 2020	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	January 2020	May 2020	May 2020	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2020	May 2020	May 2020	Impressive	Outstanding	
5	Fieldwork for Research	Research Data and Analysis	January 2020	May 2020	May 2020	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2020	May 2020	May 2020	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2020	May 2020	May 2020	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 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, 2020

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, 2020

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:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


BETHLEHEM A. PONCE
Employee [Faculty]