

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **Teofanes A. Patindol**, Director of the Institute of **Tropical Ecology and Environmental Science (ITEEM)**, 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 2024**.

TEOFANES A. PATINDOL

Director, ITEEM

Date: _____

Approved:

ARTURO E. PASA

Dean, CFES

Date: _____

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: _____

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):

<i>Personnel</i>	<i>Number</i>	<i>Total FTE</i>	RDE Commitments***		
			<i>Research</i>	<i>Publication</i>	<i>Extension</i>
Director	1	12.0	1.0	0	1
Faculty w/ Univ. Designated Position	3	60.0	3.0	1	3
Regular Faculty (VSL)*	5	0.0	5.0	1	5
Regular Faculty (TLS)*	0	72.0	0.0	1	0
Part time Faculty	5	0.0	0.0	0	0
Admin Staff Members & RAs	27				
TOTAL		144	9.0	3	9

 Rating Equivalents:
 5 - Outstanding
 4 - Very Satisfactory
 3 - Satisfactory
 2 - Fair
 1 - Poor

Note: * On vacation-sick-leave status. Ratio of Instruction and RDE commitmtents should determined based on FTE of 18 units
 ** On Teacher's Leave status. Minimum FTE required is 18 units
 *** Professors and Associate Professors are required to commit RDE outputs (Please Performance Indicators under Research (UMFO 3) and extension (UMFO 4))

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
MFO 1 ADVANCED EDUCATION SERVICES (20%)											
	PI 1_ Total FTE monitored	ITEEM Faculty	2	10.35	MMB-2.67 KJGL- 2.56 HVO- 2.56 SAC-2.56						
	PI 2. Number of graduate degree programs/ specializations offered and monitored	ITEEM Faculty	1	1.00	MS Tropical Ecology						
	PI 3_ Percentage increase in graduate students enrolled	ITEEM Faculty	1%	1.38%	(11/8)Sebidos Al Helal Siddique						
	PI 4. Percentage increase in number of graduate students who graduated on time	ITEEM Faculty	1%	-							
	PI 5. Number of graduate students awarded with scholarship/assistantship	ITEEM Faculty	1	3.00	P. Maguchu-GTA Nierves-DOST Florentino-Gerry Roxas Foundation						
	PI 6. Number of students awarded with honors	ITEEM Faculty	N/A								
	PI 7: Number of graduate student supported by CFES research projects	ITEEM Faculty	1	2.00	ECoSAP- Pelino, Gundemaro						
	PI 8: Number of new international students enrolled	ITEEM Faculty	1	2.00	Abu Sayed Helal, Abu Bakkar Siddique						
MFO 2 HIGHER EDUCATION SERVICES (50%)											
	PI 1: Total FTE monitored	ITEEM Faculty	5	31.35	MMB- 5.7 ABO- 14.55 KJGL-11.1						
	PI 2: Number of new or revised curricular proposals submitted	ITEEM Faculty	N/A								
	PI 3: Number of new or revised proposals approved by UCC	ITEEM Faculty	N/A								
	PI 4: Number of new degree programs implemented	ITEEM Faculty	N/A								

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	PI 5: Number of programs with COPC	ITEEM Faculty	1	1.00	BSES						
	PI 6: Number of programs applying for COPC	ITEEM Faculty	N/A								
	PI 7: Percentage passing in licensure examinations (1st time takers)	N/A	N/A								
	PI 8: Percentage passing in licensure examinations (overall including repeaters)	N/A	N/A								
	PI 9: Percentage of faculty rated at least VS in the Teaching performance evaluation by	N/A		89.41%							
	PI 10: Percentage of faculty rated at least VS by supervisor	ITEEM Faculty	70%	100%							
	PI 11: Percentage of courses offered with approved course syllabi	ITEEM Faculty	85%	100%							
	PI 12: Percentage of courses with approved	ITEEM Faculty	85%	100%							
	PI 13: Percentage of courses offered with final grades submitted within the allowable period	ITEEM Faculty	100%	100%							
	PI 14: Percentage of undergraduate students who graduated within the prescribed period	ITEEM Faculty	30%	100%	22/22						
	PI 15: Number of undergraduate thesis students supported by CFES research project	ITEEM Faculty	3	7.00	ECo-SAP (6): Compendio, Daguplo, Pino, Ladica, Canciller, Abrillo Biliran Project (1): Belas						
	PI 16: Percentage of undergraduate students enrolled on schedule	ITEEM Faculty	15%	80%							
	PI 17: Percentage of graduate students employed (2 years prior)	ITEEM Faculty	82%	100%	14/14 are employed						

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				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
MFO 3 RESEARCH SERVICES (10%)											
	PI 1. Percent of research proposals submitted	ITEEM Faculty	25%	100%	Ecological Assessment and Conservation of Aquilaria through Sustainable Agarwood Production (ECo-SAP)						
	PI 2: Percent of research proposals approved	ITEEM Faculty	25%	100%	Ecological Assessment and Conservation of Aquilaria through Sustainable Agarwood Production (ECo-SAP)						
	PI 3: Number of approved research projects/studies implemented	ITEEM Faculty	25%	100%	Ecological Assessment and Conservation of Aquilaria through Sustainable Agarwood Production (ECo-SAP)						
	PI 5: Amount of research money obtained from internal sources	ITEEM Faculty	100K	845910.00	VSU Internationalization Program ECo-SAP VSU-IP-2021-9 -January to June- P845,910.00 2 SRA@22,000 3 SRAide@14,720.00 4 Laborers @9000 CA-100,950.00						
	PI 6. Number of research outputs presented in:										
	a. International Conferences										
	b. National Conferences										

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	<i>c. Regional or Institutional Conferences</i>	ITEEM Faculty	1	1.00	Ecological Assessment and Conservation of Aquilaria through Sustainable Agarwood Production (ECo-SAP)						
	PI 7. Number of patent applications	ITEEM Faculty	N/A	N/A							
	PI 8. Number of patents approved	ITEEM Faculty	N/A	N/A							
	PI 9. Number of creative works published	ITEEM Faculty	N/A	N/A							
	PI 10. Number of research articles derived from approved research in the university, submitted	ITEEM Faculty	1	1.00	MMB- The Role of Women in Conceptualizing, Promoting, and Implementing Rainforestation Native Tree Forest Restoration. 2024						
	PI 11: Number of research articles derived from approved research in the university, published	ITEEM Faculty	1	1.00	MMB- The Role of Women in Conceptualizing, Promoting, and Implementing Rainforestation Native Tree Forest Restoration. 2024						
	PI 12. Number of research outputs utilized by	ITEEM Faculty		1.00	Rainforestation						
MFO 4 EXTENSION SERVICES (10%)											
	PI 1: Number of extension proposals submitted	ITEEM Faculty	25%	100%	NRM,Biliran, ALS Silago						
	PI 2: Number of extension proposal approved	ITEEM Faculty	25%	100%	NRM,Biliran, ALS Silago						

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				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	PI 3: Number of approved extension projects implemented	ITEEM Faculty	25%	100%	NRM,Biliran, ALS Silago						
	PI 4: Number of extension outputs presented										
	a. International Conferences	ITEEM Faculty									
	b. National Conferences	ITEEM Faculty	1	1							
	c. Regional or Institutional Conferences	ITEEM Faculty	3	3	Annual In house Review, NRM, Biliran, ALS Silago						
	PI 5: Number of extension activities conducted	ITEEM Faculty	N/A	1							
	PI 6: Number of trainings, seminars and fora		1	1	Training RAF						
	PI 7: Number of expert services rendered:										
	a. peer reviewer of journal/book	ITEEM Faculty		1	MMB						
	b. reviewer of research and extension	ITEEM Faculty		1	MMB						
	c. resource speaker/person (panelist,	ITEEM Faculty	1	3	ABO, KJGL, MMB						
	d. accreditor										
	e. consultancy										
	PI 13: Amount of extension money obtained from internal sources	ITEEM Faculty	25K	420K	NRM-150K BILIRAN-120K ALS-SILAGO-150K						
	PI 14: No. of MOA/MOU as active partnerships with LGUs, Industries, NGOs, NGAs, SMEs and other stakeholders as a result of extension	ITEEM Faculty	2	2	LGU Barili and LGU Quinapondan						
	PI 15: Number of trainees weighted by the length of training	ITEEM Faculty	80	94	Training RAF						
	PI 16: No. of extension programs and projects consistent with VSUs mandated and priority	ITEEM Faculty	1	3	NRM, Biliran, ALS Silago,						
	PI 17: Percentage of beneficiaries who rated the training course as satisfactory or higher in terms of quality and relevance	ITEEM Faculty	90%	97.45%							

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
MFO 5 Support to Operations (10%)											
OVPAAs MFO 1. Faculty Development Services											
	PI 1: Number of faculty pursuing advanced research degree	ITEEM Faculty	N/A	1.00	JOP- DOST, Nagoya University						
	PI 3: Number of faculty granted with external scholarship	ITEEM Faculty	N/A	1.00	JOP- DOST, Nagoya University						
	PI 5: Number of faculty granted with sabbatical leave	ITEEM Faculty	N/A	1.00	EDE						
	PI 7: Number of faculty sent to trainings, seminars and conferences	ITEEM Faculty	1	6.00	MMB, ABO, KJGL						
	PI 8: Number of faculty scholars who graduated on time	ITEEM Faculty	N/A	N/A							
OVPAAs MFO 2. Faculty Recruitment/Hiring Services											
	PI 1: Number of new faculty hired with at least master's degree	Director & Faculty	1	-						The request to hire regular faculty was not granted.	
OVPAAs MFO 3. Faculty Evaluation Services											
	PI 1: Number of Scopus, WoS and ACI publications and other reputable journals	ITEEM Faculty	2	-							
OVPAAs MFO 4. Program and Institutional Accreditation Services											
	PI 1 :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	ITEEM Faculty & Staff	Zero non-conformity	Zero non-conformity							
	PI 2: Compliance to all requirements of the program and institutional accreditations	ITEEM Faculty & Staff	100% compliant	100% compliant							

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
OVPAAs MFO 5. Registration Services											
	PI 1 :Percentage of students enrolled and validated within the registration period	ITEEM Faculty & Staff	40%	100%							
	PI 2: Number of students advised during the registration period	ITEEM Faculty & Staff	30	163	MMB-23 ABO- 57 KJGL-83						
MFO 6 General Admin. & Support Services (GASS)											
	PI 1: Number of departments/institutes/offices supervised	ITEEM Faculty	1	1							
	PI 2: Number of management meetings conducted/attended	ITEEM Faculty & Staff	4	3							
	PI 3: Number of committee meetings conducted/attended	ITEEM Faculty & Staff	2	3							
	PI 4: Number of routinary documents acted	ITEEM Faculty & Staff	5	200+							
	PI 5: Number of requests acted	ITEEM Faculty & Staff	1	150							
	PI 6: Number of memoranda/communications/ notices	ITEEM Faculty & Staff	1	15							
	PI 7: Percentage of IFWs submitted to OVPAAs September 30	ITEEM Faculty & Staff	100%	100%							
	PI 8: Percentage of Report of Actual teaching loads submitted to OVPAAs 30 days after the	ITEEM Faculty & Staff	100%	100%							
	PI 9. Percentage of faculty and staff submitted a dtr every month	ITEEM Faculty & Staff	100%	90%							
	PI 10. Percentage of complaints, if any, addressed on time	ITEEM Faculty & Staff	40%	(no complaints received)						(no complaints received)	
	PI 11. Percentage of action plans implemented and monitored as scheduled	Director	25%	95%							
	PI 12. Monthly accomplishment report submitted on time.	ITEEM Faculty & Staff	100%	100%							

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				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	PI 14: Percentage of budget utilization from GAA	ITEEM Faculty & Staff	40%	60%							
	PI 16: Responses to NCs and CARs issuances										
	Percentage of NCs received and acted	ITEEM Faculty & Staff	0%							no NCs received	
	Percentage of CARs received and acted	ITEEM Faculty & Staff	0%							no CARs received	
	PI 10: Additional outputs										
	Number of OPCR and IPCR (targets and accomplishments) and exhibit attachments prepared	ITEEM Faculty & Staff		61						1 – OPCR Accompl (Jul-Dec 2023) 8 – IPCR Accompl (Jul-Dec 2023) + 43 exhibits 1 – OPCR Targets (Jan-Dec 2023)	
	Number of research/extension project and affiliate faculty appointments prepared	ITEEM Faculty & Staff		71						21 – Affiliates 2 – dDRC & AdDRC 48 – Res/Ext	
	Number of IMs, IEC materials, markers, posters, signages, etc., effectively designed/ produced	ITEEM Faculty & Staff		33						3 – ITEEM posters for VSU anniv 1 – no fishing signage 2 – ITEEM room label 4 – theses marker 1 – biodiv center logo 1 – welcome poster (Nagoya Univ Prof) 2 – welcome posters for RF training 1 – backdrop 1 – training shirt 6 – certificate designs	
	Number of diving tasks conducted	ITEEM Faculty & Staff	4	12						Diving tasks conducted in assistance to the instruction, research and	

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				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
Total Over-all Rating											
Average Rating											
Adjectival Rating											

Received by:

TONI MARC L. DARGANTES

Head, Planning Office

Date: _____

Calibrated by:

ELWIN JAY V. YU

Chairman, PMT

Date: _____

Approved:

PROSE IVY G. YEPES

President

Date: _____

* To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

** No percentage weight for ranking purposes since these are activities only expected to be performed at the department level