



Visayas State University

Visca, Baybay, Leyte 6521-A, Philippines

Tel: +63 53 563-7067

website: www.vsu.edu.ph

Office of the President

7 January 2016

MEMORANDUM CIRCULAR NO. 02

Series of 2016

T O: All College Deans, Department Heads and Faculty Members

R E: Revision of OPCR

To facilitate rating of the Office Performance Commitment and Review Form (OPCR), you are directed to revise your respective OPCR by following the attached listing of the Major Final Outputs (MFOs) and Performance Indicators. The revised OPCR shall be submitted to the Office of the Vice-President for Planning and Resource Generation and External Affairs on or before Monday, January 11, 2016.

For your guidance and compliance.


EDGARDO E. TULIN
President *enc 1/7/16*

MINIMUM Pis PER MFO FOR ACADEMIC DEPARTMENT'S OPCR

UMFO 1	<div>ADVANCED EDUCATION SERVICES</div> <div>OVPI MFO1</div> <div>Graduate Degree Program Management Services</div> <div>PI 1</div> <div>Graduate degree program monitored</div> <div>PI 2*</div> <div>Total Graduate FTE monitored</div> <div>PI 3.</div> <div>Percentage increase in number of graduate students enrolled</div> <div>PI 4</div> <div>Percentage increase in number of graduate students who graduated within prescribed period</div>
	<div>OVPI MFO2</div> <div>Graduate Student Management Services</div> <div>PI 1</div> <div>Number of graduate students awarded with scholarships/assistanships</div> <div>PI 2</div> <div>Percentage of graduate students awarded with scholarship/assistantship who graduated within the prescribed period</div> <div>PI 3</div> <div>Number of graduate students awarded with honor/distinction upon graduation</div> <div>PI 4</div> <div>Number of graduate students advised</div>
UMFO 2	<div>HIGHER EDUCATION SERVICES</div> <div>OVPI MFO1</div> <div>Curriculum Program Management Services</div> <div>PI 1*</div> <div>Total Undergraduate FTE monitored</div> <div>PI 2</div> <div>Number of undergraduate curricular programs compliant to CMO approved and offered</div> <div>PI 3</div> <div>Average passing percentage in licensure examinations in mandated programs</div> <div>PI 4</div> <div>Number of undergraduate graduates in mandated programs graduated within the prescribed period</div> <div>PI 5</div> <div>Percentage increase in the number undergrad students who graduated within the prescribed period</div> <div>PI 6</div> <div>Percentage increase in the number undergrad students enrolled</div> <div>PI 7</div> <div>Number of academe/industry linkage established</div> <div>PI 8</div> <div>Number of students advised</div> <div>PI 9</div> <div>Number of student organizations advised/assisted</div> <div>PI 10</div> <div>Number of instructional materials developed</div>
UMFO 3	<div>RESEARCH SERVICES</div> <div>PI 1*</div> <div>Number of published papers in internationally indexed journals</div> <div><i>refereed intl journals</i></div> <div><i>refereed natl journals</i></div> <div><i>institutional journals</i></div> <div>PI 2*</div> <div>Number of research outputs presented in regional/national/international for a/conferences</div> <div><i>international for a/conferences</i></div> <div><i>nationall for a/conferences</i></div> <div><i>institutional fora/conferences</i></div> <div>PI 3</div> <div>Number of research projects conducted and/or completed on schedule</div> <div>PI 4</div> <div>Number of research proposals submitted</div> <div>PI 5</div> <div>Percent of research proposals approved</div> <div>PI 6</div> <div>Amount of research money generated from external funding</div> <div>PI 7</div> <div>Amount of research money generated from institutional funding</div> <div>PI 8</div> <div>Additional outputs</div> <div><i>Number of reseearch-related awards(faculty & student/faculty)</i></div>
UMFO 4	<div>EXTENSION SERVICES</div> <div>PI 1</div> <div>Number of person-days trained weighted by length of training</div> <div>PI 2</div> <div>Number of trainings conducted</div> <div>PI 3</div> <div>Number of IEC materials/technoguides developed/used</div> <div>PI 4</div> <div>Number of beneficiaries served</div> <div><i>Groups</i></div> <div><i>Individuals</i></div> <div>PI 5</div> <div>Number of technical/expert services</div> <div><i>Research Mentoring</i></div> <div><i>Peer reviewers/Panelist</i></div> <div><i>Resource Persons</i></div>

	<p><i>Convenor/Organizer</i></p> <p><i>Consultancey</i></p> <p><i>Evaluator</i></p> <p>PI 6 Number of extension projects conducted</p> <p>PI 7 Number of extension proposals submitted</p> <p>PI 8 Percent of extension proposals approved</p> <p>PI 9 Amount of extension money generated from external funding</p> <p>PI 10 Amount of extension money generated from institutional funding</p> <p>PI 11 Additional outputs</p> <p><i>Number of extension-related awards (extension conducted by faculty and faculty & student</i></p>
UMFO 5	<p>SUPPORTING TO ORGANIZATIONS</p> <p>OVPI MFO 1 Faculty Development Services</p> <p>PI 1 Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored & assisted</p> <p>OVPI MFO 2 Faculty Recruiting/Hiring Services</p> <p>PI 1 Number of faculty recruited/hired aligned with ISO standard</p> <p>OVPI MFO 3 Faculty Evaluations Services</p> <p>PI 1 Number of seminars/trainings/conventions/workshops coordinated for entire university</p> <p>PI 2 Number of seminars/trainings/conventions/workshops coordinated outside of the university</p> <p>PI 3 Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated</p> <p>PI 4 Number of in-house seminars/trainings/workshops/reviews conducted attended</p> <p>PI 5 Additional outputs</p> <p><i>Number of faculty/staff awards/honors received related to operations support</i></p> <p>OVPI MFO 4 Program and institutional Accreditation Services</p> <p>PI 1 Number of degree programs which passed accreditation/evaluation at least Level 1</p> <p>PI 2 QMS on faculty recruitment, development</p> <p>PI 3 Percentage of degree program compliant with CHED</p> <p>PI 4 Additional Outputs</p> <p><i>Number of activities organized/attended/assisted/participated/facilitated</i></p>
UMFO 6	<p>GENERAL ADMINISTRATION & SUPPORT SERVICES</p> <p>PI 1 Zero complaints from clients</p> <p>PI 2 Additonal Outputs/Best Practices</p>
<p>TOTAL OVER-ALL RATING</p> <p>AVERAGE RATING</p> <p>ADJECTIVAL RATING</p>	

* on per capita basis