



**OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)**

I, Anna Martha C. Monsanto, Head of the Department of Agricultural Education and Extension, accomplished the following targets for the period January-June 2023.

**ANNA MARTHA C. MONSANTO**

Department Head

Date: 7/14/23

**VICTOR B. ASIO**

College Dean

Date: JUL 14 2023



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

*Total FTE (1x2,*

*RDE Commitments\*\*\**

Personnel	Number (1)	Min. FTE (2)	Research	Publication	Extension
Department Head	1	4	0.0	0	1
Faculty w/ Univ. Designated Position	0	2.5	0.0	0	0
Regular Faculty (VSL)*	4	12	4.0	3	2
Regular Faculty (ILS)*	0	0	0.0	0	0
Admin Staff Members (JU)	3				
<b>TOTAL:</b>	<b>8</b>	<b>18.5</b>	<b>4.0</b>	<b>3</b>	<b>3</b>

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

Note:

\* On vacation-sick-leave status. Ratio of Instruction and RDE commitments should be 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	Department Target	Actual		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
<b>MFO 1</b>	<b>ADVANCED EDUCATION SERVICES (20%)</b>										
	<b>OVPI MFO 1. Graduate Degree Program Management Services</b>										
1	<b>PI 1.</b> Percentage of graduate school faculty engaged in research work applied in any of the following:	Dept. Head & Faculty									4%
	a. pursuing advanced research degree program (Ph.D) *	ACMonsanto RBGonzaga VCDargantes AizaC. Oracion	20%	100%	ACMonsanto RBGonzaga ACOracion VCDargantes	5	5	5	5	4 are pursuing PhD, with Ms ACOracion finishing here PhD program who became regular faculty on February 2022. VCDargantes also pursued his PhD degree starting in August 2022. *out of 8 faculty, only 4 are not PhD degree holder 4 pursuing PhD/ 4 * 100% = 100%	
	b. actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Dept. Head & Faculty	25%	50%	LJC, HYG, KPY, MCBales	5	5	5	5	4 pursuing actively in research...out of 8 faculty * 100%	

	c.	producing technologies for commercialization or livelihood improvement		—								
	d.	whose research resulted in an extension program	Dept. Head & Faculty	—								
<b>OVPI MFO 2. Graduate Student Management Services</b>												
	<b>PI 1:</b> Percentage of graduate students enrolled in research degree programs *		Dept. Head & Faculty	100%	100%		5	5	5	5	All Graduate Students involved in research programs	2%
	<b>PI 2:</b> Percentage of accredited graduate programs *		Dept. Head & Faculty	100%	100%	PhD in AgEd, MS major in AgEx & AgEd, MAgDev major in AgEx & AgEd	5	5	5	5	All programs are undergoing RQAT Evaluation by CHED(June 2021). CHED Regional Office informed our office that PhD and MS AgEducation have their COPC. All Programs have also under AACUP Accreditation, with all programs subjected of Level IV re-accreditation and only PhD AgEd Level III accredited. Their accreditation are on hold pending the release of the COPC.	2%
	<b>PI 3:</b> Number of graduate degree specializations offered and monitored *		Dept. Head & Faculty	5	6.00	Offered and monitored: PhD in AgEd, MS major in AgEx & AgEd, MAgDev major in AgEx & AgEd Monitored: PhD in Extension Science	5	5	5	5	PhD in Extension Science is on process of review by the University Curriculum Committee	2%
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*		Dept. Head & Faculty	30	44.51	2nd Sem AY 2022-2023	5	5	5	5	MCB - 13.50, FTB - 7.5, LJC - 5.76, KPY - 8.75, HYG - 0.50, ACM - 8.50	2%
	<b>PI 5:</b> Percentage increase in number of graduate students enrolled *		Dept. Head & Faculty	5%	10%	1st Sem 22-23 = 38 2nd Sem 22-23 = 42	5	5	5	5	PhD -0, Magdev (AgEx - 26 and AgEd - 8), MS (AgEx - 8 and AgEd - 0)	2%
	<b>PI 6:</b> Percentage increase in number of students who graduated within prescribed period *		Dept. Head & Faculty	5%	0.00	No one graduated within prescribed period	0	0	0	0		2%
	<b>PI 7:</b> Number of graduate students awarded with honors/distinction *		Dept. Head & Faculty	—								2%
	<b>PI 8:</b> Number of graduate students advised *		Dept. Head & Faculty	10	42	Graduate students Major in AgEx & AgEd , 1st sem AY 22-23	5	5	5	5	PhD -0, Magdev (AgEx - 26 and AgEd - 8), MS (AgEx - 8 and AgEd - 0)	2%
	<b>PI 9:</b> Number of instructional materials developed *		Dept. Head & Faculty									



	On-line ready courseware			10	18	MCB, LJC, KPY, HYG, ACM	5	5	5	5		
	Flexible instructional materials			10	18	MCB, LJC, KPY, HYG, ACM	5	5	5	5	AgDe201, AgDe202, ADED222, AgEd212, AgEd214, AgEd232, AgEd242, AgEx216, AgEx218, AgEx233, AgEx234, AgEd306, AgEd312, AgEd305, AgEd318, AgEx244, ADED213, AgEd231	
	Assessment tools			12	18	MCB, LJC, KPY, HYG, ACM	5	5	5	5		
	PI 10: Number of virtual classrooms created and operationalized			3	11	MCB, LJC, KPY, HYG, ACM, FTB	5	5	5	5		AgDe201, AgEx246, AgEd244, ADED232, AGED 242, AGEX 216 and AGED 231, AgEd321, ADED213, AgEx218, AgEx214
<b>MFO 2</b>	<b>HIGHER EDUCATION SERVICES (50%)</b>											
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty		40%	56%	16 BSDE/BSA 1st time graduates	5	5	5	5	9 out of 16 first time takers of LEA Board exam held on November 22-24, 2022	7.5%
	PI 2. Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty		55%	66%	35 BSDE graduates for 2020	5	5	5	5	23 are employed 12 are unemployed	2.5%
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty		100%	100%	BSA Curriculum	5	5	5	5	*CMO # 23, series 2021, Policies & standards for Bachelor of Science in Agriculture (BSA) program *The revised curriculum as offshot of the ownshop done by CAFS in August will still be subjected to BOR approval.	2.5%
	PI 4. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty		100%	100%	BSA Program	5	5	5	5		2.5%
	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty		50	91.85	2nd Semester AY 2022-2023	5	5	5	5	MCB - 1, FTB - 18.45, LJC - 1.55, KPY - 1.60, HYG - 1.40, ACM - 2.15, DAC - 45.3, DLG - 20.4	20%
	PI 8: Number of students advised: *	Dept. Head & Faculty										
	On thesis/ field practice/special problem			12	30	1 BSDE & 29 BSA major in AgEx	5	5	5	5	BSDE: Caintic 2nd Sem 2022-2023: Sacmar, Bucog, Omos, Aberilla, Adlawan, Esperanza, Taneo, Saleres, Malagsic, Munez, Galera, Lopez, Pana, Pagarido, Singson, Asuncion, Bibat, Brigildo, Casido, Dela Cruz, Doria, Dula, Galamilon, Gocela, Magsanay, Roxas, Sarsosa, Sumabat, Tan	1%
	No. of approved manuscript submitted within prescribed period			12	13	12 BSA major in AgEx and 1 BSDE	5	5	5	5	Sacmar, Bucog, Aberilla, Adlawan, Esperanza, Saleres, Malagsic, Munez, Galera, Lopez, Pana, Pagarido, Singson, Caintic	1%

	On consultation			12	32	1 BSDE & 31 BSA major in AgEx	5	5	5	5	BSDE: Caintic 2nd Sem 2022-2023: Sacmar, Bucoog, Omos, Aberilla, Adlawan, Esperanza, Taneo, Saleres, Malagsic, Munez, Galera, Lopez, Pana, Pagarido, Singson, Asuncion, Bibat, Brigildo, Casido, Dela Cruz, Doria, Dula, Galamilton, Gocela, Magsanay, Roxas, Sarsosa, Sumabat, Tan, Tequillo, Honorio	0.5%
	PI 9: Number of student organizations advised/ assisted *	Dept. Head & Faculty										
	Student organizations advised			1	1	1	5	5	5	5	AgExSo	1.25%
	Student organizations assisted on student related activities			1			0	0	0	0		1.25%
	PI 10: Number of instructional materials developed *	Dept. Head & Faculty										10%
	On-line ready courseware	Dept. Head & Faculty		7	10	FTB, DAC, DLG	5	5	5	5	AgEx 132n, AgEx 136, AgEx 152, AgEx 133	
	Flexible instructional materials	Dept. Head & Faculty		7	10	FTB, DAC, DLG	5	5	5	5		
	Assessment tools	Dept. Head & Faculty		20	10	FTB, DAC, DLG	5	5	5	5		
	PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty		5	0	none					face to face classes were resumed	
	PI 11: Additional Outputs	Dept. Head & Faculty		—								
MFO 3	RESEARCH SERVICES (10%)											
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Dept. Head & Faculty		1	5	LjCuadra, MCBales, KPYap, HYGoltiano	5	5	5	5	Graduate Tracer Study *Climate-Smart Farm Business School Training Manual *Green-the-Home (GTH) - Extension Cum Research Project *Social Impact of DENR-Supported Livelihood Project * Evaluation of the Extension Service Delivery System of the Abaca Industry in Eastern Visayas in Support to the Implementation of Investments for the	2%
	PI 2. Number of research outputs completed within the year *	Dept. Head & Faculty		1	2	MCB, FTBaliña, KPYap, ACOOracion, LjCuadra	5	5	5	5	* ADAPTING TO THE NEW NORMAL IN EDUCATION: A CURRICULUM MODIFICATION DESIGN USING BLENDED LEARNING MODEL * Evaluation of the Extension Service Delivery System of the Abaca Industry in Eastern Visayas in Support to the Implementation of Investments for the Agriculture and fisheries Modernization Plan (AFMP) at the Local and national Levels	2%



	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within	Dept. Head & Faculty									
	<i>In refereed int'l journals</i>		1	1		5	5	5	5	Article submitted to Framework as an output of the project "Radio Drama" funded by EWC, Honolulu, Hawaii, USA	1.50%
	<i>In refereed nat'l/regional journals</i>		1	0		0	0	0	0		0.50%
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Dept. Head & Faculty									
	<i>In int'l fora/conferences</i>										1.50%
	<i>In nat'l/regional fora/conferences</i>		1								0.50%
	<b>PI 5.</b> Percent of research proposals approved *	Dept. Head & Faculty	10%								0.5%
	<b>PI 6.</b> Additional outputs*	Dept. Head & Faculty									
	No. of research-related awards (research conducted by faculty or student w/ faculty)										1.50%
<b>MFO 4</b>	<b>EXTENSION SERVICES (10%)</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	Dept. Head & Faculty	5	42	Green-the-Home Project, PHILFIDA Project	5	5	5	5	GTH-LGU Hilongos & LGU Baybay (CAO) PHILFIDA - 1 *PRDP *DA Region 8 *ATI *and other 37 LGU's in Region 8	2.0%
	<b>PI 2.</b> Number of trainees weighted by the length of training *	Dept. Head & Faculty	50	251	Green-the-Home Project, PHILFIDA Project	5	5	5	5	PhilFIDA - 103 ATI - 78 GTH - 70	2%
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty	1	2	GTH, PhilFIDA	5	5	5	5	Green-the-Home Project PhilFIDA	2%
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	Dept. Head & Faculty	95%	95%	GTH, PhilFIDA	5	5	5	5	Green-the-Home Re-planning Workshop, PhilFIDA Capability Building Activities	1%

10%

	<b>PI 5. Number of technical/expert services *</b>	Dept. Head & Faculty									1%
	<i>Research Mentoring</i>		1	1	GTH, PhilFIDA	5	5	5	5	SRA-GTH - Jenny Odias	
	<i>Peer reviewers/Panelists</i>			2	HYG, MCB	5	5	5	5	Panelist in one of the Micro Teaching of Training at ATI	
	<i>Resource Persons</i>		1	2	MCB, KLPYap, All faculty of DAEEx	5	5	5	5	ATI, PhilFIDA, GTH	
	<i>Convenor/Organizer</i>		1	2	GTH Project and PhilFIDA	5	5	5	5	Green-the-Home Re-planning Workshop, Capability Building Activities	
	<i>Consultancy</i>										
	<i>Evaluator</i>		1	0							
	<b>PI 8. Percent of extension proposals approved *</b>	Dept. Head & Faculty	50%								0.5%
	<b>PI 11. Additional outputs *</b> - Copyrighted Training Manuals	Dept. Head & Faculty		2	CS-FBS/MCBales	5	5	5	5	Copyrighted Training Module/Manual *Cebuano Version: "Giya Pagdumala sa Climate-Smart Farm Business School" *Waray Version: "Giya ha Pagdumara han Climate-Smart Farm Business School" Authors: Milagros C. Bales, Elvira E. Ongy, Lyca G. Ipong, Angim D. Loreno and Archille C. Galupo	
	No. of extension-related awards (extn. conducted by faculty or student & faculty) *	Dept. Head & Faculty									1.5%
<b>MFO 5</b>	<b>Support to Operations</b>										
	<b>OVPI MFO 1. Faculty Development Services</b>										
	<b>PI 1:</b> Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	Dept. Head & Faculty	2	4		5	5	5	5	RBGonzaga, ACMonsanto, Aiza C. Oracion and VCDargantes	0.625%
	<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>										
	<b>PI 2:</b> Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head & Faculty	2	2		5	5	5	5	2 Part-time Instructors ( FTBalina, and Daniel Catibo)	0.125%
	<b>OVPI MFO 3. Faculty Evaluation Services</b>										
	<b>PI 3:</b> Number of seminars/trainings/ conventions/workshops coordinated for entire university *	Dept. Head & Faculty	1	2.00		5	5	5	5	PhilFIDA, GTH	0.25%
	<b>PI 4:</b> Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty	2	1.00		4	4	4	4	training with farmers and IATs in Hilongos on Leadership and Entrepreneurial Devt. And Financial record Keeping	0.25%
	<b>PI 5:</b> Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	95%	100%		5	5	5	5	All DAEEx Faculty were rated by the students for 1st sem AY 22-23 outstanding and very satisfactory	0.75%

10%

	<b>PI6</b> : Number of in-house seminars/trainings/workshops/reviews conducted *	Dept. Head & Faculty	1			0	0	0	0		0.25%
	<b>PI 7</b> : Additional outputs *	Dept. Head & Faculty									
	Number of faculty/staff awards/honors received related to operations support										0.25%
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> 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*	Dept. Head & Faculty	Zero non-conformity	Zero non-conformity		5	5	5	5	Zero non-conformity (No NC)	2.50%
	<b>MFO 6 General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 1.</b> Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Dept. Head	100%	100%		5	5	5	5	Submitted PPMP for 2023	1%


5%



	<b>PI 2.</b> Zero percent complaint from clients served		Dept. Head & all faculty & staff	95%	100%		5	5	5	5	No Complaint	2%
	<b>PI 3.</b> Number of coaching sessions among faculty & staff**		Dept. Head	2	1	Jenny Odias	5	5	4	4.667	Jenny Odias, our new GTH Research Assistant Aide	
	<b>PI 4.</b> Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		Dept. Head	3	2	Faculty and Staff meeting and Emergency meeting	5	5	5	5	*Feb. 13, 2023 *June 14, 2023	
	<b>PI 5.</b> Number of monthly/special faculty & staff meetings conducted**		Dept. Head	10	4	Faculty and Staff meeting and Emergency meeting	5	5	4	4.667	*Feb. 13, 2023 *June 14, 2023	
	<b>PI 3:</b> Additional Outputs		Dept. Head & all faculty & staff									
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *						5	5	5	5	*Involvement of thesis students in departments research projects *Integrating research results in instructional materials *Alternative internship program during pandemic * Integrating RCA and OCA as one of the tools in community and organizational assessments *Involving junior faculty in research and extension projects as a way of mentoring.	2%
Total Over-all Rating											238.333	
Average Rating					13.88%						4.414	
Adjectival Rating											VERY SATISFACTORY	

5%


Received by:

  
**TONI MARC L. DARGANTES**

Planning Office

Date: **JUL 14 2023**

Calibrated by:

  
**DANIEL LESLIE S. TAN**

Chairman, PMT

Date: **JUL 19 2023**

Approved:

  
**EDGARDO E. TULIN**

President

Date: **JUL 25, 2023**

\* 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