



VISAYAS
STATE UNIVERSITY
VILLABA

Office of the Chancellor
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OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, MARIA JEHAN P. LIBRE, Chancellor, 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 2021.

MARIA JEHAN P. LIBRE
Chancellor

Date:

7/29/21

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

7/30/21

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

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)	RDE Commitments***		
				Research	Publication	Extension
Chancellor	1	20.13	20.1			
Director	2	60.45	120.9			
Dean	1	7.5	7.5	0.0		
Department Head	4	39.72	158.9	0.0	0	0
Faculty w/ Univ. Designated Position	1	3	3.0	0.0	0	0
Regular Faculty (VSL)*	3	47	140.9	2.0	1	1
Regular Faculty (TLS)*	14	340	4762.1	0.0	0	0
Part time Faculty	11	18	198.0	0.0	0	0
Admin Staff Members	21	0				
TOTAL:			5270	2.0	1	1

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.											Remark (Details of the targetted output indicators with **)
MFO 1	HIGHER EDUCATION SERVICES (50%)	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	% Accomplishment as of June 2021	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *		Chancellor, College Deans & Dept. Heads	61.1%	None	None					No Examination due to COVID - 19 pandemic
	PI 2. Percentage of graduates (2 years prior) that are employed *		Chancellor, College Deans & Dept. Heads	60%							
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *		Chancellor, College Deans & Dept. Heads	100%	100%	656/656	5	5	5	5	
	PI 4. Percentage of undergraduate programs with accreditations *		Chancellor, College Deans & Dept. Heads	100%	100%	100%	5	5	5	5	
	PI 5: Total FTE, coordinated, implemented and monitored *		Chancellor, College Deans & Dept. Heads	9,150	58%	5,270 /9,150	5	5	5	5	
	PI 8: Number of students advised: *			N/A							
	<i>On thesis/ field practice/special problem</i>			55	109%	60/55	5	5	5	5	
	<i>No. of approved manuscript submitted within prescribed period</i>		Academic Advisers	15	133.33%	20/15	5	5	5	5	
	<i>On consultation</i>		Academic Advisers	1000	66%	656/1000					
	PI 9: Number of student organizations advised/ assisted *		College Deans & Dept. Heads								
	<i>Student organizations advised</i>		Chancellor, College Deans & Dept. Heads	7	100%	7/7	5	5	5	5	
	<i>Student organizations assisted on student related activities</i>		Chancellor, College Deans & Dept. Heads	7	100%	7/7	5	5	5	5	Titles and name of faculty
	PI 10: Number of instructional materials developed *		College Deans & Dept. Heads								

	On-line ready courseware									
	Flexible instructional materials		College Dean & Dept. Heads	124	79.03%	98/124	5	5	5	5
	Assessment tools		College Dean & Dept. Heads	124	79.03%	98/124	5	5	5	5
	PI 10: Number of virtual classrooms created and operationalized		College Dean & Dept. Heads	N/A						
	PI 11: Additional Outputs		College Dean & Dept. Heads							
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 *		College Dean & Dept. Heads	2	150%	3	4	4	4	4
	PI 2. Number of research outputs completed within the year *		College Dean & Dept. Heads	2						due to pandemic
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year *		College Dean & Dept. Heads							due to pandemic
	In refereed int'l journals			2						due to pandemic
	In refereed nat'l/regional journals		College Dean & Dept. Heads	2						due to pandemic
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *		College Dean & Dept. Heads							
	In int'l fora/conferences			2						due to pandemic
	In nat'l/regional fora/conferences		College Dean & Dept. Heads	2						due to pandemic
	PI 5. Percent of research proposals approved *		College Dean & Dept. Heads							
	PI 6. Additional outputs *		College Dean & Dept. Heads							
	No. of research-related awards (research conducted by faculty or student w/ faculty)		College Dean & Dept. Heads	0						

MFO 4	EXTENSION SERVICES (10%)										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *		College Dean & Dept. Heads	2	150%	3/2	5	5	5	5	DepEd, CHED, DOST
	PI 2. Number of trainees weighted by the length of training *		College Dean & Dept. Heads	80							due to pandemic
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *		College Dean & Dept. Heads	2							due to pandemic
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*		College Dean & Dept. Heads	50%							due to pandemic
	PI 5. Number of technical/expert services *		College Dean & Dept. Heads								
	Research Mentoring		College Dean & Dept. Heads								
	Peer reviewers/Panelists										
	Resource Persons			2							due to pandemic
	Convenor/Organizer										
	Consultancy										
	Evaluator			2							due to pandemic
	PI 8. Percent of extension proposals approved			1							due to pandemic
	PI 11. Additional outputs *		College Dean & Dept. Heads								
	No. of extension-related awards (extrn. conducted by faculty or student & faculty)		College Dean & Dept. Heads	0							Due to covid pandemic
MFO 5	Support to Operations										
OVPI MFO 1.	Faculty Development Services										
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *			2	150%	1 PH.D and 2 MS	5	5	5	5	Kareen T. Gubalane Joji R. Parami Shemer D. Parami

10%

OVPI MFO 2. Faculty Recruitment/Hiring Services		College Dean & Dept. Heads								
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *		1	100%	1	5	5	5	5	Last March, 2021 Ms. Icolyn V. Aranez
OVPI MFO 3. Faculty Evaluation Services		College Dean & Dept. Heads								
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *									
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	College Dean & Dept. Heads								
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	College Dean & Dept. Heads	80%							
	PI 6: Number of in-house seminars/trainings/ workshops/reviews conducted/attended *	College Dean & Dept. Heads	10							
	PI 7: Additional outputs	College Dean & Dept. Heads								
	Number of faculty/staff awards/honors received related to operations support									
OVPI MFO 4. Program and Institutional Accreditation Services		College Dean & Dept. Heads								Zero non-conformity (No NC)
	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									
MFO 6	General Admin. & Support Services (GASS)									
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC	Dean & Dept. Heads	1	100%	1	5	5	5	5	
	PI 2. Zero percent complaint from clients served	College Dean & Dept. Heads	1%	100%	no complaint	5	5	5	5	
	PI 3. Number of coaching sessions among department heads, faculty & staff ***	All faculty & staff	4	50%	1 session per department	4	4	4	4	
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of College/department targets ***	Dean and Dept. Heads	2	50%	1/2	4	4	4	4	


	PI 5. Number of regular executive committee meetings conducted ***	Dean and Dept. Heads	15	73.33%	11/15	5	5	5	5	
	PI 6: Additional Outputs	College Dean								
	Number of Best practices/new initiatives in College administration replicated/benchmarked by other Colleges/other agencies *	Deans & Dept. Heads	1	100%	1	5	5	5	5	explain here briefly why said College wide practice can be considered a best practice
MFO 7	Administrative and Support Services Management									
	PI 1. Zero percent complaint from clients	Chancellor and all offices	1	100%	no complaint	5	5	5	5	no negative feedback of clients in every offices
	PI 2. Best Practices:									
	a. Efficient and Customer - friendly frontline services	Chancellor and all offices	100%	100%	100%	5	5	5	5	All employees are practiced smiling when facing to clients
	b. Efficient clerical services	Chancellor and all offices	100%	100%	100%	5	5	5	5	Double check the documents before submitting
MFO 8	Recruitment, Selection, and Promotion services									
	PI 1. Number of vacancy published, prepared and posted at CSC bulletin on vacant positions	Maria Jehan P. Libre, Aurora A. Carpio & Staff	10	20%	2/10	4	4	4	4	One (1) Admin. Staff Casual and (1) Temporary Instructor
	PI 2. Number of ranking of applicants to faculty position submitted to APB review and final action by the Vice President for Academic Affairs	Maria Jehan P. Libre, Aurora A. Carpio & Staff	10	0.00						No ranking of applicants for the rating period because of class extension
	PI 3. Number of appointments processed , reviewed & recorded to be approved by the University President	Maria Jehan P. Libre, Aurora A. Carpio & Staff	5	100%	5	5	5	5	5	4 Temp. Instructors and 1 Admin. Staff
MFO 9	Performances Management System Services									
	PI 1. Percentage of IPCR's of employees followed - up, monitored & received	Maria Jehan P. Libre, Aurora A. Carpio & Staff	100%	100%	100%	5	5	5	5	All employees are required to submit their IPCR's.
	PI 2. Number of PH.D & MS scholars facilitated monitored & assisted.	Maria Jehan P. Libre, Aurora A. Carpio & Staff	5	100%	5	5	5	5	5	2 PH.D Dr. Monsanto & Dr. Mollejon already graduated

MFO 10	Rewards and Recognition Services									
	PI 1. Percentage of implementation of Loyalty Award	Maria Jehan P. Libre, Aurora A. Carpio & Staff	100%	100%	100%	5	5	5	5	No employee will be given Loyalty Award in this rating period
	PI 2. Number of NOSI based on Length of service prepared, reviewed and submitted to VSU - Main for signature of the University President	Maria Jehan P. Libre, Aurora A. Carpio & Staff	15	26.66%	4/15	5	5	4	4.66	There are only 4 employees are given loyalty award in this rating period
MFO 11	Records and Archieves Services									
	PI 1. Number of documents released upon the request of the concern using the request form for documents	Maria Jehan P. Libre & Teodulo B. Pulminar	150	37.33%	56/150	5	5	5	5	All documents that are released are properly documented with the control numbers.
	PI 2. Number of 201 Files of employees are updated	Teodulo B. Pulminar	49	102.04%	50/49	5	5	5	5	All 201 files are updated
	PI 3. Percentage of documents checked for disposal	Maria Jehan P. Libre & Teodulo B. Pulminar	100%	60%	60%	4	4	4	4	Before the next rating period ended 100% of documents will be disposed
MFO 12	Finance Services									
	PI 1. Number of vouchers signed with OBRS, BURS for disbursement	Maria Jehan P. Libre & Teresita P. Juanero	4,670	50.64%	2,365	5	5	5	5	To be submitted to COA for audit
	PI 2. Number of administrative services and financial/administrative documents prepared and submitted to VSU - Main & other regulatory agencies.	Maria Jehan P. Libre, Teresita P. Juanero & Aurora A. Carpio	3,500	47.22%	1,653	5	5	5	5	To be submitted to COA for audit
	PI 3. Number of monthly financial reports submitted.	Maria Jehan P. Libre & Teresita P. Juanero	150	33.33%	50	5	5	5	5	To be submitted to COA for audit
	PI 4. Number of quarterly financial reports submitted.	Maria Jehan P. Libre & T.P. Juanero	10	50%	5	5	5	5	5	To be submitted to VSU - Main Budget Office
	PI 5. Number of financial & administrative documents prepared & submitted to VSU - Main & regulatory agencies	Maria Jehan P. Libre & T.P. Juanero	12	33.33%	4	5	5	5	5	To be submitted to VSU - Main Budget Office

MFO 13	Cashier's Services								
	PI 1. Number of official receipt issued to paying clients & customers within the rating period without error.	Maria Jehan P. Libre & Anita B. Tumamak	3,000	52.33%	1,570	5	5	5	5
	PI 2. Number of deposits fund 161, 164 and 284 to authorized depository book	Maria Jehan P. Libre & Anita B. Tumamak	100	45%	45	5	5	5	5
	PI 3. Number of checks for salaries & wages of teachers and employees/job orders encashed within the rating period without error.	Maria Jehan P. Libre & Anita B. Tumamak	100	60%	60%	5	5	5	5
	PI 4. ACIC & Accountants Advice, delivered within the period.	Anita B. Tumamak	40	50%	20	5	5	5	5
MFO 14	Supply and Property Management Services								
	PI 1. Number of quarterly reports prepared, signed and submitted within the rating period.	Sheryl Simbajon & Staff	4	50%	2	4	4	3	3.66
	PI 2. Number of inventory conducted and reports prepared and submitted	Sheryl Simbajon & Staff	4	50%	2	4	4	4	4
MFO 15	Procurement Services								
	PI 1. Number of supplies, materials, equipment signed within the day of receipt error free.	Sheryl Simbajon	100	46%	46	5	5	5	5
	PI 2. Number of supplies, materials & equipments canvassed within two days from receipt duly approved requisition error free.	Sheryl Simbajon	100	42%	42	4	4	4	4
	PI 3. Number of disbursement vouchers attachments prepared within the rating period without error.	Sheryl Simbajon	100	30%	30	5	5	5	5
	PI 4. Number of suppliers of purchased items paid within 3 day after the issuance of check without error.	Sheryl Simbajon	100	52%	52	5	5	4	4.66
	PI 5. Number of purchased items inspected after 1 day from procurement date error free	Sheryl Simbajon	100	67%	67	4	4	4	4
MFO 16	General Infrastructure Services								
	PI 1. Percentage of completion for the stage and entrance, second phase of the gym.	Antonio G. Rojas/ Reynaldo Mollejon	100%	80%	80%	5	5	4	4.66

	PI 2. Percentage of completion of perimeter fence from boys dormitory to girls dormitory.	Antonio G. Rojas/ Reynaldo	100%	100%	100%	5	5	5	5	Finished last April, 2021
	PI 3. Percentage of completion of tiling in the administration building.	Antonio G. Rojas/ Reynaldo	100%	100%	100%	5	5	5	5	Finished last May, 2021
	PI 4. Percentage of window renovation of administration building.	Antonio G. Rojas/ Reynaldo	100%	0%	0	3	3	3	3	
MFO 17	Income Generation Project Services									
	PI 1. Number of Coconut seedlings baybay tall cultivar delivered.	Antonio G. Rojas/ Jessica Duallo	20,000	175%	35,000	5	5	5	5	Delivered in different farmers Asso. And Individuals in Leyte.
	PI 2. Number of maggoes harvested.	Antonio G. Rojas/ Jessica Duallo	500 Kilos	293%	1465 Kilos	5	5	5	5	Good sales of maggoes.
Total Over-all Rating					5216.93				252.6	
Average Rating					94.85%				4.760	
Adjectival Rating									Outstanding	

Received by:


DILBERTO O. FERRAREN

Planning Office

Date: **AUG 03 2021**


Calibrated by:


REMBERTO A. PATINDOL

Chairman, PMT

Date: **7/30/21**

Recommending Approval:


BEATRIZ S. BELONIAS

Vice Pres. for Acad. Affairs

Date: **7/30/21**

Approved:


EDGARDO E. TULIN

President

Date: _____

- * The College target should be equal to the consolidated target of the departments under the College.
- ** To indicate in the remarks column the details of the targetted outputs for easy review and calibration.
- *** No percentage weight for ranking purposes since the Office of the Dean is automatically attached to the highest ranking department under him.