

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

I, KYZA MAE M. RAMONEDA, OIC-Head of the Department of Biotechnology, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July - December 2021.

**KYZA MAE M. RAMONEDA**

OIC-Head, Biotechnology

 Date: January 4, 2022
**MA. THERESA P. LORETO**

Dean, CAS

 Date: Jan. 5, 2022

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

Personnel	Number	Min. FTE (2)	Total FTE (1x2)		RDE Commitments***		
					Research	Publication	Extensor
Department Head	1	4	4.0	0.0	1	0	
Faculty w/ Univ. Designated Position	1	2.5	2.5	0.0	0	0	
Regular Faculty (VSL)*			0.0	0.0	0	0	
Regular Faculty (TLS)*	3	18	54.0	0.0	0	0	
Part time Faculty	-		0.0	0.0	0	0	
Admin Staff Members	-		0.0				
<b>TOTA</b>			<b>60.5</b>	<b>0.0</b>	<b>1</b>	<b>0</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 2</b>	<b>HIGHER EDUCATION SERVICES (50%)</b>										
	<b>PI 2.</b> Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	40%	100%	50%	5	5	5	5.00	Year 2019 graduates (10 employed/20 graduates)	2.5%
	<b>PI 3.</b> Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	0.5%	100%	1.06%	5	5	5	5.00	(93-no. of BS Biotech/ 8750-total no. of undergraduate students)	2.5%
	<b>PI 4.</b> Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	100%	100%	1/1	5	5	5	5.00	BS in Biotechnology	2.5%

	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	12	100%	56.05	5	5	5	5.00	KMRamoned, MTP Loreto, LFM Gabunada, MB Galambao, DCQRamos; <i>Affiliates:</i> SJSugano, CM Cardaño, JDA tok, MSBBulavog	20%
	<b>PI 8:</b> Number of students advised: *										
	<i>On thesis/ field practice/special problem</i>			100%	4	5	5	5	5.00	Oppus, Labana, Napoles, Torregosa	1%
	<i>No. of approved manuscript submitted within prescribed period</i>			100%	4	5	5	5	5.00	Oppus, Labana, Napoles, Torregosa	1%
	<i>On consultation</i>			100%	53	5	5	5	5.00	BSBiotech Students	0.5%
	<i>On immersion</i>										
	<b>PI 9:</b> Number of student organizations advised/ assisted *	Dept. Head & Faculty									
	<i>Student organizations advised</i>	Dept. Head & Faculty	1	100%	1	5	5	5	5.00	VSU Biotechnological Society	1.25%
	<i>Student organizations assisted on student related activities</i>	Dept. Head & Faculty	1	100%	1	5	5	5	5.00	VSU Biotechnological Society	1.25%
	<b>PI 10:</b> Number of instructional materials developed *	Dept. Head & Faculty									10%
	On-line ready courseware	Dept. Head & Faculty	2	100%	12	5	5	5	5.00	Btec 111, Btec 22 lec, Btec 22 lab, Btec 141 lec, Btec 141 lab, Btec 154, Btec 149, InBt 152 lec, InBt 152 lab, InBt 121 lec, InBt 121 lab, Btec 151	
	Flexible instructional materials	Dept. Head & Faculty	2	100%	12	5	5	5	5.00	Btec 111, Btec 22 lec, Btec 22 lab, Btec 141 lec, Btec 141 lab, Btec 154, Btec 149, InBt 152 lec, InBt 152 lab, InBt 121 lec, InBt 121 lab, Btec 151	
	Assessment tools	Dept. Head & Faculty	2	100%	16	5	5	5	5.00	Btec 111, Btec 22 lec, Btec 22 lab, Btec 141 lec, Btec 141 lab, Btec 154, Btec 149, InBt 152 lec, InBt 152 lab, InBt 121 lec, InBt 121 lab, Btec 151	
	<b>PI 10:</b> Number of virtual classrooms created and operationalized	Dept. Head & Faculty	2							Already accomplished in Jan-June	
	<b>PI 11:</b> Additional Outputs <i>Number of industry linkages established</i>	Dept. Head & Faculty	1	100%	1	5	5	5	5.00	DA-Biotech	
	Number of trainings attended related to instruction	Dept. Head & Faculty	1	100%	6	5	5	5	5.00	MTP Loreto, KMM Ramoned, LFM Gabunada, MB Galambao, DCQRamos	
<b>MFO 3</b>	<b>RESEARCH SERVICES (10%)</b>										
	<b>PI 6:</b> Additional outputs* <i>Number of paper submitted for publication in internationally indexed journals</i>	Faculty	1	20%	0.20	5	5	4	4.67	For review (LFM Gabunada)	



MFO 5	Support to Operations											
	OVPI MFO 1. Faculty Development Services											
	PI 1: Number of faculty pursuing advanced research degree programs (MS,PhD) facilitated, monitored and assisted *	Dept. Head & Faculty	3	100%	4	5	5	5	5.00	LFMGabunada, MBGalambao, EKCBTulin, DCQRamos	0.625%	
	OVPI MFO 3. Faculty Evaluation Services											
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	50%	100%	100%	5	5	5	5.00	KMRamoneda, MTPLoreto, LFMGabunada	0.75%	
	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*	Dept. Head & Faculty		100%	zero non-conformity	5	5	5	5.00	Internal Audit (Oct. 5, 2021)	2.50%	
MFO 6	General Admin. & Support Services (GASS)											
	PI 1. Submission of Department PPMP for the following year within deadline as prescribed by BAC*	Dept. Head	1	100%	1	5	5	5	5.00	GF-MOOE	1%	
	PI 2. Zero percent complaint from clients served	Dept. Head & all faculty & staff	0%	100%	0%	5	5	5	5.00	No complaint received	2%	
	PI 3. Number of coaching sessions among faculty & staff**	Dept. Head	1	100%	4	5	5	5	5.00	DCQRamos, MBGalambao, LFMGabunada, MTPLoreto		
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Dept. Head	2	100%	2	5	5	5	5.00	Tracking and monitoring of targets conducted		
	PI 5. Number of monthly/special faculty & staff meetings conducted**	Dept. Head	2	100%	6	5	5	5	5.00	Department Monthly/Special meeting		
Total Over-all Rating						114.67						
Average Rating						4.99						
Adjectival Rating						Outstanding						

Received by:

Calibrated by:

Recommending Approval:

Approved:

DILBERTO G. FERRAREZ, PhD

Planning Office

Date: 25 Jan 2022

Chairman, PMT

Date: 11/11/22

BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: 11/11/22

EDGARDO E. TULIN

University President

Date: 11/24/22

\* 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