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Visayas State University
Department of Liberal Arts and Behavioral Sciences
College of Arts and Sciences
Visca, Baybay City, 6521-A, Leyte, Philippines

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **DR. GUIRALDO C. FERNANDEZ, JR.**, Head of the Department of Liberal Arts and Behavioral Sciences 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 to June 2019.

GUIRALDO C. FERNANDEZ, JR.
Asst. Professor/Head
Date: _____

CANDELARIO L. CALIBO
Professor/College Dean
Date: _____

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DEC 11, 2019
OVPPRCEA
SSW

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

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)	RDE Commitments***		
				Research	Publication	Extension
Department Head	1	4	15.3	0	0	0
Faculty w/ Univ. Designated Position	-	-	0.0	0	0	0
Regular Faculty (VSL)*	2	12	22.7	2	0	1
Regular Faculty (TLS)*	26	18	643.2	0	0	0
Part time Faculty	20	actual	522.9	0	0	0
Admin Staff Members	3	0	10.1	0	0	0
TOTAL:			1214.2	2.0	0	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.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1.	ADVANCED EDUCATION SERVICES									
	OVPI MFO 1. Graduate Degree Program Management Services									
	PI 1: Number of graduate degree specializations offered and monitored			2	2	5	5	5	5.00	ABELS & MSLT

	PI 2: Total FTE monitored		7	16.9	5	5	5	5.00	
	PI 3: Percentage of students who graduated within the prescribed period		70%	90%	5	5	5	5.00	
	OVPI MFO 2. Graduate Student Management Services								
	PI 1: Percentage of graduate students awarded with honors/distinction		NONE	16%	5	5	5	5.00	
	PI 2: Percentage of graduate students advised who rated the adviser/GAC member at least very satisfactory		95%	100%	5	5	5	5.00	
	PI 3: Percentage of graduate school faculty engaged in research work applied in any of the following:		20%	20%	4	5	5	4.67	
	a. Pursuing advanced research degree program		1	1	5	5	5	5.00	
	b. Actively pursuing in the last three years (investigative research, basic and applied scientific research, policy research, social science research)		1	2	5	5	5	5.00	
	c. Producing technologies for commercialization or livelihood improvement		0	NONE					
	d. whose research work resulted in an extension program		1	1	5	5	5	5.00	
	Total Points:			Total n		8.934		44.67	
UMFO 2.	HIGHER EDUCATION SERVICES								
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored		496.00	1214.18	5	5	5	5.00	
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered		100%	100%	5	5	5	5.00	
	PI 3: Average percentage passing in licensure exam		NA						
	PI 4: Percentage of first time licensure exam takers who passed the licensure exam		NA						
	PI 5: Number of students who graduated within the prescribed period		95%	95%	4	5	5	4.67	
	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period		20%	20%	4	5	5	4.67	
	PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies		20%	50%	4	5	5	4.67	
	PI 8: Number of academe/industry linkages established		2	3	5	5	5	5.00	DLSU, UGAT, Phavisminda
	PI 9: Number of thesis/special problems of students:								

	a. Thesis outline/manuscript/ Case studies/ Special Problems/ OJT Narrative reports/ Engineering Projects/ Portfolios approved		95%	95%	<u>4</u>	5	5	4.67	
	b. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios approved								
	PI 10: Number of student organizations advised/assisted		2	3	<u>5</u>	5	5	5.00	
	PI 11: Number of instructional materials developed/revised								
	a. OBE - compliant syllabi		5	20	<u>5</u>	5	5	4.67	
	b. Teaching guides/Student guides/Laboratory Manuals		2	2	<u>4</u>	5	5	4.67	
	c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)		5	8	<u>5</u>	5	5	5.00	
	d. On-line interactive learning resources per subject		NA						
	PI 12: Number of instruction-related awards								
	Periodic Revision of OBE Syllabi		5	5	4	5	5	4.67	
	Submission of Student Performance Based on Course Outcomes (CQI Form 6)								
	Group Consultation of Student Advisees by their academic adviser		5	5	5	5	5	5.00	
	Number of National Student awards		0						
	Number of honor graduates		5	9	5	5	5	<u>5.00</u>	
	Total Points			Total n:				67.69	
UMFO 3. RESEARCH SERVICES									
	PI 1. Number of research proposals submitted		2	3	5	5	5	<u>5.00</u>	
	PI 2. Number of research proposals approved		1	2	5	5	5	<u>5.00</u>	
	PI 3. Number of research studies conducted		1	2	5	5	5	<u>5.00</u>	
	PI 4. Number of research projects/studies completed within the year		0						
	PI 5. Number of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/ int'l scientific/professional fora and conferences								
	In int'l fora/conferences		1	14	5	5	5	5.00	
	In nat'l fora/conferences		1	10	5	5	5	5.00	
	In reg'l fora/conferences		1	0	0	0	0	0.00	

	<i>In institutional fora/conferences</i>								
	PI 6. Number of paper submitted for publication in internationally indexed journals		0	NONE					
	PI 7. Number of published papers in peer-reviewed journals								
	<i>In refereed int'l journals</i>		1	3	5	5	5	5.00	ISI articles 1) The Politics of Translation in the Creation, Production, and Canon Formation of Translated; 2) Ang Pilipinas Bilang Lupain ng Kabalintunaan; 3) ATR
	<i>In refereed nat'l journals</i>		0	4.00	5	5	5	5.00	4 articles
	<i>In institutional journals</i>		0	0.00					
	PI 8. Number of patents/Utility Models/copyrights filed and registered		0						
	PI 9. Amount of research money generated from external funding (Thousand PHP)		100000 /	100000	5	5	5	5.00	
	PI 10. Amount of research money generated from institutional funding (Thousand PHP)		0						
	PI 11. Number of research outputs in the last three years utilized by the industry or other beneficiaries		0						
	PI 12. Number of research-related awards (research conducted by faculty or students with faculty)		0						
	Total Points			Total n:				122.36	
UMFO 4. EXTENSION SERVICES									
	PI 1: Number of trainees weighted by the length of training		20	50	5	5	5	5.00	
	PI 2: Number of trainings conducted		1	1	5	5	5	5.00	Teacehr training on the Teaching of Intro to Philo of Human Person
	PI 3: Number of IEC materials/techno-guides developed/used		0						
	PI 4: Number of beneficiaries served								
	<i>Groups</i>		0						
	<i>Individuals</i>		50	80	5	5	5	5.00	Community Outreach

	PI 5: Number of technical/expert services provided/rendered							
	Research Mentoring		0					
	Peer reviewers/Panelists		0					
	Resource Person		2	2	5	5	5	5
	Convenor/Organizer		1	1	5	5	5	5
	Consultancy		0					
	Evaluator		0					
	PI 6: Number of extension projects conducted		1	1	5	5	5	5
	PI 7: Number of extension proposals submitted		1	1	5	5	5	5
	PI 8: Number of extension proposal approved		1	1	5	5	5	5
	PI 9: Amount of extension money generated from external funding (Thousand Php)		0					
	PI 10: Amount of extension money generated from institutional funding (Thousand Php)		50,000	100,000	5	5	5	5
	PI 11: Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance		90%	100%	5	5	5	5
	PI 12: Number of extension-related awards (extension conducted by faculty or student and faculty)		0					
	Total Points				Total n:		50.00	
UMFO 5. SUPPORT TO OPERATIONS (STO)								
OVPI MFO 1. Faculty Development Services								
	PI 1: Number of faculty pursuing advanced degree programs		4	9	5	5	5	5.00
OVPI MFO 2. Faculty Recruiting/Hiring Services								
	PI 2: Number of faculty recruited/aligned with university RSP policy and competency-based HRM		15	29	5	5	5	5.00
OVPI MFO 3. Faculty Evaluation Services								
	PI 3: Number of seminars/trainings/ conventions/workshops organized/ coordinated for the entire university		0					

Villas, Villaroya, Ebit, Alvarez; Padilla; Bande; Acoritay; Flandez; Lubrio, Paquibulan

9 Substitute; 20 Part-time

6/1/2019 1/9

JB: hwsos

PI 4: Number of seminars/trainings/conventions/workshops outside the university		0						
PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated		90%	98%	5	5	5	5.00	
PI 6: Number of college/department - level seminars/trainings/workshops/reviews conducted/attended/facilitated		1	1	5	5	5	5.00	
OVPI MFO 4. Program and Institutional Accrediation Services								
PI 1: Number of degree programs which passed accreditation/evaluation at least level 1		0						
PI 2: Degree program compliant with CHED requirements		1	1	5	5	5	5.00	ABELS
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES								
PI 1. Number of Risk Assessment/Review conducted		1	1	5	5	5	5	
PI 2. Number of risks identified		4	7	5	5	5	5	
PI 3. Number of risks adressed/minimized		5	7	5	5	5	5	
PI 4: Number of legitimate complaints received		5%	5%	5	5	5	5	
PI 5: Percentage of complaints indicated in PI 4, if any, addressed within the prescibed period		5%	5%	5	5	5	5.00	
PI 6. ADDITIONAL OUPUTS* (In instruction, research, extension, production, and/or administration not found in the original commitment)		0	0					
* The <u>Additional Outputs</u> is considered as one (1) PI only under UMFO 6 . Entry (ies) may just be enumerated accordingly.								
Total Points				Total n:				25.00
Total No. of Entries:				51				
Total Over-all Rating				252.00				
Average Rating				4.94				
Adjectival Rating				OUTSTANDING				

Received by:

Calibrated by:

Recommending Approval:

Approved:

DILBERTO O. FERRAREN

REMBERTO A. PATINDOL, Ph.D.

BEATRIZ S. BELONIAS, Ph.D.

EDGARDO E. TULIN, Ph.D.

Planning Officer

Chairman, PMT

Vice Pres for Instruction

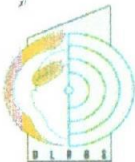
University President

Date: _____

Date: _____

Date: _____

Date: _____



RISK ASSESSMENT COMMITMENTS AS PART OF THE OPCR SUBMISSION

I, GURALDO C. FERNANDEZ, JR., Head of the Department of Liberal Arts and Behavioral Sciences commits to conduct a risk assessment review of the department as part of the submission of the OPCR and agree to identify potential risks and address them as appropriate in accordance with the measures indicated in the OPCR under **UMFO 6-PIs 1-3**, for the period January to December 2019.

GURALDO C. FERNANDEZ, JR.
Asst. Professor & Head

Date: _____

CANDELARIO L. CALIBO
Professor & Dean

Date: _____

No.	Work Activity	Forseeable Significant Impact	Who or What May be Affected and How?	Existing Control Measures	Initial Assessment			Further Action Required (By Who/When)	Residual Risk*			
					Like-lihood*	Severity**	Risk Rating***		Like-lihood*	Severity* *	Risk Rating***	
UMFO 1.	ADVANCED EDUCATION SERVICES											
	a. Not all teachers are willing to teach weekend classes	Less enrollees	Students	Honorarium for weekend classes	1	1	1	Department Head talks to the teachers concern	1	1	1	
UMFO 2.	HIGHER EDUCATION SERVICES											
	a. Unbecoming and disruptive behavior of students; students' absences	Waste of Time	Teaching effectiveness of teachers is affected. The learning process of other students is also affected when one or more students behave in a disruptive manner.	Creation of Dept. Safety and Security Committee; Dept, Based Guidance Facilitator	2.00	2	2	Teachers should enforce classroom rules and regulatons	2.00	2	2	
	b. Use of chalk during classes	Harmful health effects on students and teachers	Teachers and students	Use of technology based learning/ overhead projector	2	2	2	Use of chalk in moderation	2.00	2	2	

	c. Uncontrollable and unprojected number of teaching loads and large class size	Low quality education	Work productivity will be affected and teachers will experience early burnout	Hire additional teachers (part-time)	2	2	2	Administrative staff coordinates with the registrar ahead of time	2.00	2	2
UMFO 3. RESEARCH SERVICES											
	a. Submissions of research proposals to the OVPRE	Proposals may be denied or not recognized	Faculty conducting research	Conduct Research proposal writeshop	2	2	2	Department head would encourage faculty to engage in research in a	2	2	2
UMFO 5. SUPPORT TO OPERATIONS (STO)											
	a. DLABS Faculty and Staff are always ready to serve in university	Schedules may conflict class hours	students and teachers	Conduct make up classes if schedules	2	2	2	Department head consults with the	2	2	2
	b.										
	c.										
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES											
	a. Procurement System	Inability to strictly follow the procurement system	Delayed acquisition of inputs	Enhance the planning process and capability of the procurement staff	3	3	3	DLABS staff should coordinate with SPMO to come up with mechanism to follow up procurement requests	3	3	3

Note: * Likelihood Rating: 1-Rare, 2-Unlikely, 3-Possible, 4-likely, 5-Almost Certain
 ** Severity Rating: 1-Negligible, 2-Minor, 3-Moderate, 4-Major, 5-Catastrophic
 *** Risk Rating: 1-Very Low, 2-Low, 3-Medium, 4-High, 6-Very High

Received by:


 DILBERTO O. FERRAREN
 Planning Officer

Date: _____

Calibrated by:


 REMBERTO A. PATINDOL, Ph.D.
 Chairman, PMT

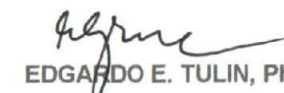
Date: _____

Recommending Approval:


 BEATRIZ S. BELONIAS, Ph.D.
 Vice Pres. for Instruction

Date: _____

Approved:


 EDGARDO E. TULIN, Ph.D.
 University President

Date: _____