

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, Analita A. Salabao, head of the Department of Business and Management, 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

ANALITA A. SALABAO

Department Head

Date:

7/30/21

MOISES NEIL V. SERINO

College Dean

Date:

822

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE): *Total FTE (1x2)*

Personnel

Min. FTE (2)

Publication

Extension

Department Head

0

0

0

Faculty w/ Univ. Designated Position

0

0

0

Regular Faculty (VSL)*

0

0

0

Regular Faculty (TLS)*

0

0

0

Part time Faculty

0

0

0

Admin Staff Members

0

1

1

TOTAL:

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**))

[illegible]

	a.	pursuing advanced research degree program (Ph.D) *		14%	14%	100%	2 faculty members are studying Phd: *Ratilla, Teves	5.0	5.0	5.0	5.0		
	b.	actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)		71%	36%	50%	5 faculty members are conducting research activities; *Abamo, Tan, Paradero, Teves, Ratilla	4.0	4.0	4.0	4.0		
	c.	producing technologies for commercialization or livelihood improvement		0%	0%	0%							
	d.	whose research resulted in an extension program		29%	21%	75%	1 on-going extension project done by 3 graduate faculty members	4.5	4.0	4.0	4.2		
OVPI MFO 2. Graduate Student Management													
	PI 1: Percentage of graduate students enrolled in research degree programs *		Dept. Head & Faculty	100%	50%	50%		4.0	3.5	3.5	3.7		2%
	PI 2: Percentage of accredited graduate programs *		Dept. Head & Faculty	1	1	100%	Master of Management	5.0	5.0	5.0	5.0		2%
	PI 3: Number of graduate degree specializations offered and monitored *		Dept. Head & Faculty	2	2	100%	Business management and Agribusiness management	5.0	5.0	5.0	5.0		2%
	PI 4: Total FTE coordinated, implemented & monitored*		Dept. Head	32	33	104%		5.0	5.0	5.0	5.0		2%
	PI 5: Percentage increase in number of graduate students enrolled *		Dept. Head & Faculty	5%	-18%	-356%	From 73 last sem to 60 graduates this sem	2.0	2.0	2.0	2.0		2%
	PI 6: Percentage increase in number of students who graduated within prescribed period *		Dept. Head & Faculty	5%	100%	2000%	From 3 students last sem to 5 students this sem	5.0	5.0	5.0	5.0		2%
	PI 7: Number of graduate students awarded with honors/distinction *		Dept. Head & Faculty	2	1	50%	1- VSU scholar	5.0	5.0	5.0	5.0		2%
	PI 8: Number of graduate students advised *		Dept. Head & Faculty	15	60	400%	60 MM graduate students	5.0	5.0	5.0	5.0		2%
	PI 9: Number of instructional materials developed *		Dept. Head & Faculty										
	On-line ready courseware			8	12	150%		5.0	5.0	5.0	5.0		
	Flexible instructional materials/ supplemental learning resources			7	58	829%		5.0	5.0	5.0	5.0		

20%

	Assessment tools		7	54	771%		5.0	5.0	5.0	5.0		
	PI 10: Number of virtual classrooms created and operationalized		8	17	213%		5.0	5.0	5.0	5.0		
MFO 2	HIGHER EDUCATION SERVICES (50%)											
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty	NA									7.5%
	PI 2. Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	70%	35%	50%		4.0	4.0	4.0	4.0		2.5%
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	30%	10%	32%	736/7604 undergraduate students	3.0	3.0	3.0	3.0		2.5%
	PI 4. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	1	1	100%	BSAB	5.0	5.0	4.0	4.7		2.5%
	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	500	584	117%		5.0	5.0	4.0	4.7		20%
	PI 8: Number of students advised: *	Academic adviser	500	736	147%	Total number of students	5.0	5.0	5.0	5.0		
	On thesis/ field practice/special problem	Case study/field practice	80	107	134%	No. of students who are enrolled in Mgmt 189						1%
	No. of approved manuscript submitted within prescribed period		70	102	146%	Assumption: about 5 students did not finish their study	5.0	5.0	5.0	5.0		1%
	On consultation		305	792	260%	Total number of students consulted by the instructors in their IPCR	5.0	5.0	5.0	5.0		0.5%
	PI 9: Number of student organizations advised/ assisted	Dept. Head										
	Student organizations advised		2	2	100%	SABS and LA ministry	5.0	5.0	5.0	5.0		1.25%
	Student organizations assisted on student related activities		1	1	100%	SABS	5.0	5.0	5.0	5.0		1.25%
	PI 10: Number of instructional materials developed *	Dept. Head										10%
	On-line ready courseware	Dept. Head & Faculty	47	122	260%		4.0	4.0	4.0	4.0		
	Flexible instructional materials	Dept. Head & Faculty	20	233	1165%		5.0	5.0	5.0	5.0		
	Assessment tools	Dept. Head & Faculty	40	160	400%		5.0	5.0	5.0	5.0		
	PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty	47	63	134%		5.0	5.0	5.0	5.0		

	PI 11: Additional Outputs	Dept. Head & Faculty	8	4	50%		4.0	4.0	4.0	4.0		
	Program Accreditation/ evaluation			2		*Salabao	5.0	5.0	4.0	4.7		
	Agency/firm/industry linkages			4		*Abamo and Bongat	5.0	5.0	5.0	5.0		
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	12	6	50%	*Abamo, Bongat, Tan, Dalin-as, Paradero, Salabao	5.0	5.0	4.0	4.7		2%
	PI 2. Number of research outputs completed within the year *	Dept. Head & Faculty	2	4	200%	*Abamo(1), Bongat (3), Tan (4)	5.0	5.0	5.0	5.0		2%
	PI 3. Percentage of research outputs published in	Dept. Head										
	<i>In refereed int'l journals</i>		50%	100%	200%	2 out of 2; *Abamo(1), Tan (1)	5.0	5.0	5.0	5.0		1.50%
	<i>In refereed nat'l/regional journals</i>		50%	0%	0%	0 out of 3; Gapasin still in process	3.0	3.0	3.0	3.0		0.50%
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *	Dept. Head & Faculty										
	<i>In int'l fora/conferences</i>		3	1	33%	*Abamo	4.0	4.0	4.0	4.0		1.50%
	<i>In nat'l/regional fora/conferences</i>		3	1	33%	*Abamo	4.0	4.0	4.0	4.0		0.50%
	PI 5. Percent of research proposals approved *	Dept. Head & Faculty	20%	100%	500%	3 out of 2; *Bongat(1), Paradero (2)	5.0	5.0	5.0	5.0		0.5%
	PI 6. Additional outputs*	Dept. Head										
	No. of research-related awards (research conducted by faculty or student w/ faculty)											
	No. of journal articles or scientific papers received and reviewed as peer-reviewer			3		*Abamo(1), Paradero (1), Tan (1)	5.0	5.0	5.0	5.0		1.50%
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 *	Dept. Head & Faculty	6	6	100%	*Abamo, Aguinaldo, Bongat, Paredero, Penalosa, Gapasin	5.0	5.0	5.0	5.0		2.0%
	PI 2. Number of trainees weighted by the length of training *	Dept. Head & Faculty	100	346	346%	*Abamo, Bongat, Pomida, Gapasin	5.0	5.0	5.0	5.0		2%

10%

	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty	2	1	50%	*Aguinaldo, Alacio, Bongat, Pugosa, Gapasin (Together in an extension program)	5.0	5.0	5.0	5.0		2%
	PI 4. 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	50%	95%	190%	Bongat	5.0	5.0	5.0	5.0		1%
	PI 5. Number of technical/expert services *	Dept. Head		1		*Abamo	5.0	5.0	5.0	5.0		1%
	Research Mentoring		4	3	75%	*Abamo(2), Bongat(1)	5.0	5.0	5.0	5.0		
	Peer reviewers/Panelists		1	1	100%	*Abamo(2)	5.0	5.0	5.0	5.0		
	Resource Persons		27	9	33%	*Abamo(3), Bongat (2), Penalosa (3), Gapasin (1)	3.0	3.0	3.0	3.0		
	Convenor/Organizer		2	3	150%	*Bongat (3)	5.0	5.0	5.0	5.0		
	Consultancy											
	Evaluator											
	PI 8. Percent of extension proposals approved *	Dept. Head & Faculty	20%	100%	500%	1 out of 0; Abamo (1)	5.0	5.0	4.0	4.7		0.5%
	PI 11. Additional outputs *	Dept. Head										
	No. of extension-related awards (extrn. conducted by faculty or student & faculty) *											
	Other outputs implementing the new normal due to covid 19			1		*Gapasin	5.0	5.0	5.0	5.0		1.5%
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 *	Dept. Head & Faculty	2	2	100%	*Teves and Ratilla	5.0	5.0	5.0	5.0		0.625%
	OVPI MFO 2. Faculty Recruitment/Hiring Services											
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head & Faculty	4	8	200%	*No. of newly hired	5.0	5.0	5.0	5.0		0.125%
	OVPI MFO 3. Faculty Evaluation Services											
	PI 3: Number of seminars/trainings/conventions/workshops coordinated for entire university *	Dept. Head & Faculty										0.25%
	PI 4: Number of seminars/trainings/conventions/workshops coordinated outside of the university *	Dept. Head & Faculty	2	14	700%	*Abamo(10), Bongat(5), Pomida(1), Gapasin(4)	5.0	5.0	5.0	5.0		0.25%

10%

	PI5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	70%	100%	143%	All faculty members got either very satisfactory or outstanding	5.0	5.0	5.0	5.0		0.75%
	PI6 : Number of in-house seminars/trainings/workshops/reviews conducted *	Dept. Head & Faculty	3	2	67%	ACIAR-GAP project (Bongat and Tan) and ACIAR-SRA project(Abamo, Bongat and Tan;	5.0	5.0	5.0	5.0		0.25%
	PI7 : Additional outputs *	Dept. Head										
	Number of faculty/staff awards/honors received related to operations support											0.25%
	OVPI MFO 4. Program and Institutional Accreditation Services											
	PI8. 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	100%		5.0	5.0	5.0	5.0		2.50%
MFO 6	General Admin. & Support Services											
	PI1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Dept. Head	1	1	100%		5.0	5.0	5.0	5.0		1%
	PI2. Zero percent complaint from clients served	Dept. Head & all faculty & staff	Zero non-conformity	Zero non-conformity	100%		5.0	5.0	5.0	5.0		2%
	PI3. Number of coaching sessions among faculty & staff**	Dept. Head	5	8	160%		5.0	5.0	5.0	5.0		
	PI4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Dept. Head	4	4	100%		5.0	5.0	5.0	5.0		
	PI5. Number of monthly/special faculty & staff meetings conducted**	Dept. Head	12	19	158%	19 Meetings were conducted from January to June 2021	5.0	5.0	5.0	5.0		
	PI3: Additional Outputs	Dept. Head										

5%

	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *			2	200%	Zumba and Eating together sometimes to build camaraderie	5.0	5.0	5.0	5.0		2%
Admin Support Services												
	Membership in University committees	Member	5	1			3.5	3.0	3.0	3.2		
	Membership in College committees	Member	4	0			3.0	3.0	3.0	3.0		
	Membership in the Department committees	Member	19	14			5.0	5.0	5.0	5.0		
Dept.Head	Number of department meetings presided		12	19			5.0	5.0	5.0	5.0		
	Number of execom meetings attended		10	7			5.0	5.0	5.0	5.0		
	Number of UAC mtgs attended		2	1			4.0	3.0	3.0	3.3		
	Prompt submission of required documents											
	Annual Report		1	0			3.0	3.0	3.0	3.0		
	Procurement Plan		1	0			3.0	3.0	3.0	3.0		
	Staff Development Plan		1	0			3.0	3.0	3.0	3.0		
	OPCR/ IPCR		30	16			5.0	5.0	5.0	5.0		
	Number of Faculty Mentored		19	15			5.0	5.0	5.0	5.0		
	Number of admin staff supervised		3	3			5.0	5.0	5.0	5.0		
	Number of department activities supervised		3	10			5.0	5.0	5.0	5.0		
	Number of faculty members for study leave		2	3			4.0	4.0	4.0	4.0		
	Number of supervisory plans prepared and submitted		2	1			4.0	3.0	3.0	3.3		
	Number of coaching and mentoring reports		2	1			4.0	3.0	3.0	3.0		
	Number of class observation conducted		10	1			4.0	3.0	3.0	3.3		
Total Over-all Rating										8.33333		
Average Rating				58%						4.54		
Adjectival Rating										Outstanding		

5%
50%

Received by:

DILBERTO O. FERRAREN

VP for Planning, Res. Gen. & Aux. Services

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Recommending Approval:

BEATRIZ S. BELONIAS

Vice Pres. for Academic Affairs

EDGARDO E. TULIN

President

Date: _____

Date: _____

Date: _____

Date: _____

*

To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

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No percentage weight for ranking purposes since these are activities only expected to be performed at the department level