

## 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 and agree with the indicated measures for the period January - June 2021.

KYZA MAE M. RAMONEDA

OIC-Head, Biotechnology

Date:

07-15-2001

MA, THERESA P, LORI	ETO
Dean, CAS	
Date: 7-15-2	02

Department of Biotechnology

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIV	Total FTE (1x2)	RDE					
Personnel	Number	Min. FTE (2)		Research	Publication	Extension	
Department Head Faculty w/ Univ. Designated Position Regular Faculty (VSL)* Regular Faculty (TLS)* Part time Faculty Admin Staff Members	1 - - -	4	4.0 0.0 0.0 0.0 0.0 0.0	0.0 0.0 0.0 0.0 0.0	1 0 0 0	0 0 0 0	Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Fair 1 - Poor
TOTA  Note:  * On vacation-sick-leave status. Ratio of Instruction			4.0	0.0	1	0	

<sup>\*\*</sup> 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)

			Actual				Rating					
MFO No.	. Success/Performance Indicator (PI)		Units/Persons Responsible Department Target		% Accom- plishment	Accom- shment Details of Accom- plishments		Quality Efficiency Timeliness		Average	Remark (Details of the targetted output indicators with **)	% weight
MFO 2	HIGHER E	DUCATION SERVICES (50%)										
	PI 2. Perce employed	entage of graduates (2 years prior) that are *	Dept. Head & Faculty	40%	100%	50%	5	5	5	5.00	Year 2019 graduates (10 employed/20 graduates)	2.5%
		entage of undergraduate student population CHED-identified and RDC-identified priority	Dept. Head & Faculty	0.5%	100%	0.96%	5	5	5	5.00	(68-no. of BS Biotech/ 7064-total no. of undergraduate students)	2.5%
	PI 4. Perce	entage of undergraduate programs with ons *	Dept. Head & Faculty	100%	100%	1/1	5	5	5	5.00	BS in Biotechnology	2.5%

On vacation-sick-leave status. Ratio of Instruction and RDE commitmtents should determined based on FTE of 18 units

	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	12	100%	12.45	5	5	5	5.00	KMRamoneda, MTPLoreto, LFMGabunada; Affiliates: SJSugano, CMCardaño, JDAtok, LMBalala	20%
	PI 8: Number of students advised: *					T				LWIDAIAIA	
	On thesis/ field practice/special problem			100%	3	5	5	5	5.00	Gonzales, Napoles, Torregosa	1%
	No. of approved manuscript submitted within prescribed period										1%
	On consultation			100%	65	5	5	5	5.00	BSBiotech Students	0.5%
	On immersion			100%	3	5	5	5	5.00	VMECagasan, VDabatian, ALisondra	
	PI 9: Number of student organizations advised/ assisted *	Dept. Head & Faculty							-	ALISONAIO	
	Student organizations advised	Dept. Head & Faculty	1	100%	1	5	5	5	5.00	VSU Biotechnological Society	1.25%
	Student organizations assisted on student related activities	Dept. Head & Faculty	1	100%	1	5	5	5	5.00	VSU Biotechnological Society	1.25%
	PI 10: Number of instructional materials developed *	Dept. Head & Faculty									10%
	On-line ready courseware	Dept. Head & Faculty	2	100%	9	5	5	5	5.00	Blec 21, Btec 134 lec, Btec 134 lab, Btec 198, Btec 199, InBt 113 lec, InBt 113 lab, InBt 122 lec, InBt 122	
	Flexible instructional materials	Dept. Head & Faculty	2	100%	9	5	5	5	5.00	Btec 21, Btec 134 lec, Btec 134 lab, Btec 198, Btec 199, InBt 113 lec, InBt 113 lab, InBt 122 lec, InBt 122	
	Assessment tools	Dept. Head & Faculty	2	100%	9	5	5	5	5.00	Btec 21, Btec 134 lec, Btec 134 lab, Btec 198, Btec 199, InBt 113 lec, InBt 113 lab, InBt 122 lec, InBt 122 lab	
	PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty	2	100%	6	5	5	5	5.00	Btec 21, Btec 134, Btec 198, Btec 199, InBt 113, InBt 122	
	PI 11: Additional Outputs Number of industry linkages established	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%	1	5	5	5	5.00	MTPLoreto	
MFO 3	RESEARCH SERVICES (10%)					$\forall$					
	PI 6. Additional outputs* Number of paper submitted for publication in internationally indexed journals	Faculty	1	20%	0.20	5	5	4	4.67	For review (LFMGabunada)	
MFO 5	Support to Operations					$\forall$					-
	OVPI MFO 1. Faculty Development Services					$\vdash$					+

10.

Adjectival F	Rating					C	outst	and	ing		
Average Rating							4	,99			1
Total Over-all Rating							11	9.67			
	PI5. Number of monthly/special faculty & staff meetings conducted**	Dept. Head	2	100%	6	5	5	5	5.00	Department Monthly meeting	
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Dept. Head	2	100%	3	5	5	5	5.00	Tracking and monitoring of targets conducted	
	PI3. Number of coaching sessions among faculty & staff**	Dept. Head	1	100%	6	5	5	5	5.00	Affiliates: SJSugano, CMCardaño, JDAtok	
	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 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	19
MFO 6	General Admin. & Support Services (GASS)										
	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	First Surveillance Audit (Feb. 4-5, 2021)	2.50
	OVPI MFO 4. Program and Institutional Accreditation Serv	ices									$\top$
	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; Affiliales : SJSugano, CMCardaño, JDAtok	0.7
***************************************	OVPI MFO 3. Faculty Evaluation Services										
	PI1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	Dept. Head & Faculty	3	100%	4	5	5	5	5.00	LFMGabunada, MBGalambao, EKCBTulin, DCQRamos	0.62

Received by:	
and	
ANIEL LESLIES. TAN	5

or for Planning and Infrastructure
Project Development and Monitoring
Planning Till 2 2 2021

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT
Date: 7/15/14

Recommending Approval:

BEATRIZ S. BELONIAS

VP for Academic Affairs

Date:

Approved:

EDGARDO E. TULIN

University President

University President

Date: \_\_\_\_

<sup>\*</sup> 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