



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

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, ANALYN M. MAZO, Head of the Department of Biological 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 July to December 2019.

ANALYN M. MAZO
Head
Date: _____

CANDELARIO L. CALIBO
Dean, CAS
Date: _____

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):
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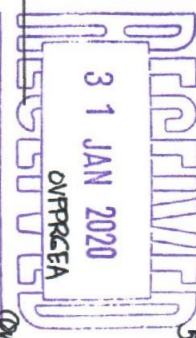
Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)	RDE Commitments***		
Department Head	1		0.8	14.5	0	0
Faculty w/ Univ. Designated Position	3		0.3	3.0	0	0
Regular Faculty (VSL)*	10		129.2	83.5	2	2
Regular Faculty (TLS)	2		75.9	0.0	0	0
Substitute Faculty	4		29.4	0.0	0	0
Part-time Faculty	3		100.3			
Admin Staff Members	2			0.0	0	0
TOTAL:			335.9	101.0	2	2

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)	Persons Responsible	Target	Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1.	ADVANCED EDUCATION SERVICES									
	OVPI MFO 1. Graduate Degree Program Management Services									



04/07/20
1-30-20

2408

	P1 1: Number of graduate degree specializations offered and monitored	BSB, JGB, RMM, SAC, BLR	2	2	5	5	4	4.67	Offers the major subjects in Med major in Biological Sciences with the College of Education, Offers MS Botany
	P1 2: Total FTE monitored	BSB, JGB, RMM, SAC, BLR	3	4	5	5	4	4.67	
	OVPI MFO 2. Graduate Student Management Services								
	P1 2: Percentage of graduate students advised who rated the adviser/GAC member at least very satisfactory	BSB, JGB, RMM, SAC, BLR	90%	100%	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)	SAC, RMM, BSB, JGB, AMM, EKS, HRM, BLR, ARRF, HVO	70%	100%	5	5	5	5.00	
	c. Producing technologies for commercialization or livelihood improvement	HRM & JGB	0	13%	5	5	5	5.00	Currently have research developing Sangassum culture technology
	Total Points:			Total n		4.867		24.33	
	HIGHER EDUCATION SERVICES								
	OVPI MFO 1. Curriculum Program Management Services								
	P1 1: Total FTE Monitored								
		AMM & Faculty	150	335.90	5	5	5	5.00	DBS offered 36 subjects in 100 sections last second semester (SY 2018-19)
	P1 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	AMM & Faculty	100%	100%	5	5	5	5.00	BS Biology and BS Marine Biology curricula have been reviewed and noted by CHED
	P1 3: Average percentage passing in licensure exam	N/A							
	P1 4: Percentage of first time licensure exam takers	N/A							
	P1 5: Number of students who graduated within the prescribed period	AMM & Faculty	30	39	5	5	5	5.00	
	P1 6: Percentage increase in the number of undergraduate students who graduated within prescribed period	AMM & Faculty	50%	56.00%	5	5	5	5.00	
	P1 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies	AMM & Faculty	87%	100%	5	5	5	5.00	One graduate is not employed since she is applying for admission to the air force
	P1 8: Number of academe/industry linkages established	AMM & Faculty	5	10	5	5	5	5.00	BFAR, PASAR, ICSC, EWNutrition, CTU, USC, MSU, BISU, Rutgers University, FIMFS

	a. Thesis outline/ Case studies/ Special Problems/ OJT Narrative reports/ Engineering Projects/ Portfolios approved	AMM & Faculty	30	50	5	5	4	4.67	Faculty members approved thesis outline of students as adviser, chairman and member
	b. Thesis manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios approved	AMM & Faculty	30	48	5	5	4	4.67	Faculty members approved thesis manuscripts of students as adviser, chairman and member
	PI 10: Number of student organizations advised/assisted	EKLS & ARRF	1	1	5	5	5	5.00	DBS students have one (1) organization called Organization of Biology Students (OBOS)
	PI 11: Number of instructional materials developed/revised	AMM & Faculty							
	a. OBE - compliant syllabi	AMM & Faculty	2	6	5	5	4	4.67	OBE-compliant syllabi in Terrestrial Ecology, Plant Microtechniques and Introductory Plant Ecology were submitted for review
	b. Teaching guides/Student guides/Laboratory Manuals	AMM & Faculty	7	10	5	5	5	5.00	Revised laboratory manuals of various subjects
	c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	AMM & Faculty	10	24	5	5	5	5.00	Developed and revised powerpoint presentations in various subjects
	PI 14: Number of honor graduates	AMM & Faculty	2	4	5	5	5	5.00	Students who graduated last June received latin honor awards
	Total Points				Total n			64.00	
UMFO 3. RESEARCH SERVICES									
	PI 1. Number of research proposals submitted								
	PI 2. Number of research proposals approved	HRM, SAC, AMM, RMM, ARRF	1	1	5	5	5	5.00	FishCORAL project funded by BFAR was approved
	PI 3. Number of research studies conducted	AMM & Faculty	10	23.00	5	5	5	5.00	Only one (1) regular faculty member is not involved in research from Jan-June, 2019.
	In int'l fora/conferences	RMRM, TDSB, ARRF, KOE, FUOP	1	5.00	5	5	5	5.00	Faculty members present papers in international conference

	<i>In nat'l fora/conferences</i>	JGB, HVO, MPB, TDSB, ECLS, ARRF, JCE, JU, SAC	6	10.00	5	5	5	5	5.00	Faculty members present papers in national conference
	<i>In reg'l fora/conferences</i>	EKLS, ARRF	2	3.00	5	5	5	5	5.00	Papers of faculty members qualified for the Regional RDE symposium
	<i>In institutional fora/conferences</i>	AMM & Faculty	10	19	5	5	5	5	5.00	Presented research output during the annual in-house review (AIHR)
	PI 6. Number of paper submitted for publication in internationally indexed journals	RMRM	1	1	5	5	5	5	5.00	Submitted a paper to Journal of Science, Engineering and Technology
	<i>In refereed int'l journals</i>									Bitacura, JG, 2019. Influence of environmental disturbances on the bacteriological quality of the water and sediments of Pagbanganan River in Baybay City, leyte.
	<i>In institutional journals</i>	EKLS	1	1.00	5	5	5	5	5.00	Published article in an institutional journal
	PI 9. Amount of research money generated from external funding (Thousand PHP)	AMM & Faculty	1M	3M	5	5	5	5	5.00	Approved project in FishCORAL
	PI 10. Amount of research money generated from institutional funding (Thousand PHP)	AMM & Faculty	100,000	396,309.00	5	5	5	5	5.00	VSU water resources project=185,891.00: River system project= 210,414 : AR Project =250,000
	Award	EKLS	0	1	5	5	5	5	5.00	5th place (Best Poster) during the VICARRP 2019 Regional symposium
	Total Points				Total n:				60.00	
UMFO 4.	EXTENSION SERVICES									
	PI 1: Number of trainees weighted by the length of training	SAC,HRM	15	45	5	5	5	5	5.00	Training on SCUBA diving and CTR and phototransect method of assessing corals
	<i>Individuals</i>	BSB, AMM, HVO	5	11	5	5	5	5	5.00	Specimen ID services
	Peer reviewers/Panelists	ARF	1	1.00	5.0	5.0	5.0	5.0	5.00	Reviewer of ATTR:
	Resource Person	ARRF	1	2.00	5.0	5.0	5.0	5.0	5.00	Acted as resource person in the training workshop conducted for CAS Faculty researchers
	PI 6: Number of extension projects conducted	HRM, ARF, RMRM	1	2	5	5	4	4	4.67	CRM & AR Projects

	PI 10: Amount of extension money generated from institutional funding (Thousand Php)	HRM, ARRF, RMRM	100,000	250,000	5	5	5	5.00	AR Project
	Total Points				Total n:				
UMFO 5. SUPPORT TO OPERATIONS (STO)									
OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced degree programs	RDP, JCE, CCB, SAC, BLAR, KOE, FIOP	3	6	5	5	4	4.67	
OVPI MFO 2. Faculty Recruiting/Hiring Services									
	PI 2: Number of faculty recruited/aligned with university RSP policy and competency-based HRM	AMM & Faculty	4	4	5	5	5	5.00	Hired regular and substitute faculty
OVPI MFO 3. Faculty Evaluation Services									
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	AMM & Faculty	90%	100%	5	5	5	5.00	
	PI 6: Number of college/department - level seminars/trainings/workshops/reviews conducted/attended/facilitated	AMM & Faculty	2	4	5	5	5	5.00	Organized training-workshop for Faculty researchers in CAS and DBS
OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 1: Number of degree programs which passed accreditation/evaluation at least level 1	AMM & Faculty	1	1	5	5	5	5.00	BS Bio is AACUP Level III accredited; BS Marine Bio has just been offered and cannot be evaluated by AACUP until 2022
	PI 2: Degree program compliant with CHED requirements	AMM & Faculty	2	2	5	5	5	5.00	After the ROAT evaluation, all requirements to the BS Bio and BS Marine Bio programs have been complied
	PI 2: CMS on faculty recruitment, development						5	29.67	
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES									
	PI 1: Number of Risk Assessment/Review conducted	AMM & Faculty	1	1				5.00	
	PI 2: Number of risks identified	AMM & Faculty	5	5	5	5	5	5.00	
	PI 3: Number of risks addressed/minimized								
	PI 4: Number of legitimate complaints received	AMM & Faculty	0%	0%	5	5	5	5.00	
	PI 5: Percentage of complaints indicated in PI 4, if any, addressed within the prescribed period								
	PI 6. ADDITIONAL OUPUTS* (in instruction, research, extension, production, and/or administration not found in the original commitment)								

