OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **CHRISTINA A. GABRILLO**, head of the **DEPARTMENT OF DEVELOPMENT COMMUNICATION** commit to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JANUARY TO JUNE 2021**.

Prepared by:

CHRISTINA A. GABRILLO
Assoc. Prof. V & Department Head
Date:

Approved:

VICTOR B. ASIO
College Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Quality	Eficiency	Timeliness	Average	REMARKS (Details of Targetted Outputs Indicators with)	% Weight
					% Accomplishments	Details of Accomplishments						
UMFO 1. ADVANCED EDUCATION SERVICES												
OVPAA MFO 2. Graduate Student Management Services												
ADVANCED EDUCATION SERVICES (20%)												
1	PI 1. Percentage of graduate school faculty engaged in research work applied in any of the following:											
	a.	pursuing advanced research degree program (Ph.D) *	DDC Graduate Faculty	2.00	100%	2.00	5	5	5	5.00	still finishing their dissertations	2%
	b.	actively pursuing in the last three (3) years (investigative research, basic and applied scientific	DDC Head & Graduate Faculty	2.00	200%	4.00	5	5	5	5.00	As project leaders and co-project leader	2%
	c.	producing technologies for commercialization or livelihood improvement										
	d.	whose research resulted in an extension program	DDC Head & Graduate Faculty	2.00	200%	4.00	5	5	5	5.00	As project leaders and co-project leader	2%
OVPI MFO 2. Graduate Student Management Services												
PI 1: Percentage of graduate students enrolled in research degree programs *			DDC Head & Graduate Faculty	5.00	180%	9.00	5	5	5	5.00	For DEVC300 students	2%

Performance Indicator	Responsible								Remarks	
PI 2: Percentage of accredited graduate programs *	DDC Head & Graduate Faculty	1.00	200%	2.00	5	5	5	5.00	MSDC and MAgDev	2%
PI 3: Number of graduate degree specializations offered and monitored *	DDC Head & Graduate Faculty	1.00	200%	2.00	5	5	5	5.00	MSDC and MAgDev	2%
PI 4: Total FTE coordinated, implemented & monitored*	DDC Head	13.46	143%	19.22	5	5	5	5.00	For graduate faculty only	3%
PI 5: Percentage increase in number of graduate students enrolled *	DDC Head & Graduate Faculty	5.00	180%	9.00	5	5	5	5.00	For all DEVC300 students	2%
PI 6: Percentage increase in number of students who graduated within prescribed period *									All MSDC students still doing their theses	
PI 7: Number of graduate students awarded with honors/distinction *										
PI 8: Number of graduate students advised *	DDC Head & Faculty	5.00	180%	9.00	5	5	5	5.00	For all DEVC300 students	2%
PI 9: Number of instructional materials developed *										
On-line ready courseware	DDC Head & Graduate Faculty	4.00	150%	6.00	5	5	5	5.00	For all MSDC course offerings	2%
Flexible instructional materials	DDC Head & Graduate Faculty	2.00	200%	4.00	5	5	5	5.00	With some materials given offline	2%
Assessment tools	DDC Head & Graduate Faculty	2.00	150%	3.00	5	5	5	5.00	Through quizzes and exams online	2%
PI 10: Number of virtual classrooms created and operationalized	DDC Head & Graduate Faculty	1.00	200%	2.00	5	5	5	5.00	Using VSUEE and google classrooms	2%
HIGHER EDUCATION SERVICES (50%)										
PI 1. Percentage of first time licensure exam takers that pass the licensure exams *									no licensure exam in DevCom	
PI 2. Percentage of graduates (2 years prior) that are employed *	DDC Head & Faculty	20.00	130%	26.00	5	5	5	5.00	All BSDC Graduates are employed / receiving allowance	2%

Performance Indicator	Responsible	Target	%	Actual					Remarks	Weight
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	DDC Head & Faculty	130.00	120%	156.00	5	5	5	5.00	From first year to fourth year BSDC Students	2%
PI 4. Percentage of undergraduate programs with accreditations *	DDC Head & Faculty	1.00	200%	2.00	5	5	5	5.00	ISO and Level III AACCUP accreditation	2%
PI 5: Total FTE, coordinated, implemented and monitored *	DDC Head	72.24	125%	90.30	5	5	5	5.00	for all DDC Faculty	3%
PI 8: Number of students advised: *										
On thesis/ field practice/special problem	DDC Head & Faculty	5.00	140%	7.00	5	5	5	5.00	for those who enrolled in DevC 200	2%
No. of approved manuscript submitted within prescribed period									No outline submitted	
On consultation	DDC Head & Faculty	156.00	96%	150.00	5	5	5	5.00	due to the pandemic	2%
PI 9: Number of student organizations advised/ assisted *										
Student organizations advised	DDC Head & Faculty	3.00	167%	5.00	5	5	5	5.00	DeCSo, Banaag, Amaranth and Dorms	2%
Student organizations assisted on student related activities	DDC Head & Faculty	3.00	167%	5.00	5	5	5	5.00	DeCSo, Banaag, Amaranth and	2%
PI 10: Number of instructional materials developed *										
On-line ready courseware	DDC Head & Faculty	5.00	180%	9.00	5	5	5	5.00	In all BSDC courses offering	2%
Flexible instructional materials									No more modules	
Assessment tools	DDC Head & Faculty	5.00	180%	9.00	5	5	5	5.00	Through quizzes and exams online	2%
PI 10: Number of virtual classrooms created and operationalized	DDC Head & Faculty	5.00	180%	9.00	5	5	5	5.00	Using VSUEE and google classrooms	2%
PI 11: Additional Outputs										
							Sub-total	120.00		
RESEARCH SERVICES (10%)										
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	DDC Head & Faculty	3.00	300%	9.00	5	5	5	5.00	In all DDC research projects	2%
PI 2. Number of research outputs completed within the year *	DDC Head & Faculty	1.00	100%	1.00	5	5	5	5.00	Only in YEC-IEC YRRP Project	2%

PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *										
In refereed int'l journals	DDC Head & Faculty	1.00	200%	2.00	5	5	5	5.00	Publish in ATR	2%
In refereed nat'l/regional journals										
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *										
In int'l fora/conferences	DDC Head & Faculty	1.00	200%	2.00	5	5	5	5.00	RSG & EGC	2%
In nat'l/regional fora/conferences										
PI 5. Percent of research proposals approved *	DDC Head & Faculty	1.00	300%	3.00	5	5	5	5.00	RSG & EGC	2%
PI 6. Additional outputs*										
No. of research-related awards (research conducted by faculty or student w/ faculty)										
							Sub-total	25.00		
EXTENSION SERVICES (10%)										
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension										
PI 2. Number of trainees weighted by the length of training *	DDC Head & Faculty	20.00	125%	25.00	5	5	5	5.00	Training on scientific writing	2%
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	DDC Head & Faculty	1.00	100%	1.00	5	5	5	5.00	On capacity building training	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*	DDC Head & Faculty	20.00	125%	25.00	5	5	5	5.00	On rated VS to Outstanding	2%
PI 5. Number of technical/expert services *										
Research Mentoring	DDC Head & Faculty	2.00	200%	4.00	5	5	5	5.00	Mentoring the Junior Faculty by involving them in the extension projects	2%
Peer reviewers/Panelists	DDC Head & Faculty	1.00	100%	1.00	5	5	5	5.00	With one DDC faculty	2%
Resource Persons	DDC Head & Faculty	3.00	167%	5.00	5	5	5	5.00	JNAS & EGC	2%
Convenor/Organizer	DDC Head & Faculty	1.00	200%	2.00	5	5	5	5.00	UBA & JADC	2%
Consultancy										
Evaluator										

PI 8. Percent of extension proposals approved *	DDC Head & Faculty	1.00	100%	1.00	5	5	5	5.00	SOA with East-West Center,	2%
PI 11. Additional outputs *	DDC Head & Faculty	1.00	200%	2.00	5	5	5	5.00	MOA's with DepEd So. Leyte & Baybay City	2%
No. of extension-related awards (extn. conducted by faculty or student & faculty) *										
							Sub-total	45.00		
Support to Operations										
OVPI MFO 1. Faculty Development Services										
PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	DDC Head & Faculty	2.00	100%	2.00	5	5	5	5.00	UBA & JNAS	2%
OVPI MFO 2. Faculty Recruitment/Hiring Services										
PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	DDC Head & Faculty	1.00	100%	1.00	5	5	5	5.00	MBUbay	2%
OVPI MFO 3. Faculty Evaluation Services										
PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *										
PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *										
PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	DDC Head & Faculty	1	400%	4.00	4	4	4	4.00	Only 1 Thesis student	2%
PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted *										
PI 7 : Additional outputs *										
Number of faculty/staff awards/honors received related to operations support										
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*	DDC Head & Faculty	1.00	200%	2.00	5	5	5	5.00	ISO and Level III AACCUP accreditation	2%
							Sub-total	19.00		
General Admin. & Support Services (GASS)										
PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	DDC Head & Clerk	1.00	200%	2.00	5	5	5	5.00	PPMP's	2%
PI 2. Zero percent complaint from clients served	DDC Head, Faculty & Support Staff	0.00	#DIV/0!	0.00	5	5	5	5.00	zero complaint	2%

PI 3. Number of coaching sessions among faculty & staff**	DDC Head	1.00	100%	1.00	5	5	5	5.00	With one DDC faculty	2%
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	DDC Head & Faculty	2.00	200%	4.00	5	5	5	5.00	during meetings	2%
PI 5. Number of monthly/special faculty & staff meetings conducted**	DDC Head	3.00	200%	6.00	5	5	5	5.00	only for DDC	2%
PI 3: Additional Outputs										
Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *	DDC Head & Faculty	1.00	200%	2.00	5	5	5	5.00	DDC & DYDC	2%
International linkage with East-West Center in Hawaii USA	DDC Head & Faculty	1.00	200%	2.00	5	5	5	5.00	with two radio projects	2%
								Sub-total	35.00		
	Total Over-all Rating								244.00		100%
	Average Rating								4.98		
	Adjectival Rating								Outstanding		

Received by:

DILBERTO O. FERRAREN
Planning Office
Date:

Calibrated by:

REMBERTO A. PATINDOL
~~DANIEL LESLIE S. TAN~~
VP for Admin. & Finance
Date:

Recommending Approval:

BEATRIZ S. BELONIAS
VP for Academic Affairs
Date: 9/13/21

Approved by:

EDGARDO E. TULIN
University President
Date: 9/24/21