

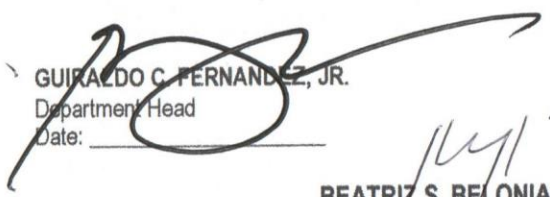
Visayas State University
College of Arts and Sciences
DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES
Visca, Baybay City, Leyte


JAN 23 2019

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **GUIRALDO C. FERNANDEZ, JR.**, Head of the Department of Liberal Arts and Behavioral Sciences, **College of Arts and Sciences** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 1, 2018 to December 31, 2018**.


CANDELARIO L. CALIBO
Dean, CAS
Date: _____


GUIRALDO C. FERNANDEZ, JR.
Department Head
Date: _____


BEATRIZ S. BELONIAS
Vice President for Instruction


EDGARDO E. TULIN
President

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO No.	MFO Description	Success/Performance Indicator (PI)	TARGET	Units/Persons Responsible*	ACTUAL ACCOMPLISHMENT	Details of Accomplishments	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMOF1. ADVANCED EDUCATION SERVICES											
	OVPI MFOI	Graduate Degree Program Management Services									
		PI.1 Graduate degree program monitored	2	APGRavoso, SRMartinez	2	MSLT, MEDEnglish	5	5	5	5.00	
		PI.2 Total Graduate FTE Monitored	7	AGravoso; SRMartinez	20.33		5	5	5	5.00	
		Number of MS graduate courses taught per semester	4	APGRAVOSO; SRMARTINEZ	9	LTng 300.2, LTNG 207, LTNG 225, ENGL 232. LTNG 212, LTNG 211, LTNG 300, LTNG 214, LTNG 218	5	5	5	5.00	
		PI.3 Percentage increase in number of graduate students enrolled	100%	APGRAVOSO; SRMARTINEZ	100%		5	5	5	5.00	
		PI.4 Percentage increase in number of graduate students who graduated within prescribed period	-								
	OVPI MFO2	Graduate Student Management Services									
		PI.1 Number of graduate students awarded with scholarships/ assistantships	none								

		PI.2 Percentage of graduate students awarded with scholarship/ assistantship who graduated within the prescribed period	none								
		PI.3 Number of graduate students awarded with honor/distinction upon graduation	none								
		PI.4 Number of graduate students advised	5	APGRAVOSO; SRMARTINEZ	20		5	5	5	5.00	MSLT and MEdEnglis
UMFO 2. HIGHER EDUCATION SERVICES											
MFO 1.	Curriculum Program Management Services										
		PI 1. Total Undergraduate FTE monitored	176	Regular/Substitute DLABS Faculty	636		5	5	5	5.00	
			162	Part-time	1,009		5	5	5	5.00	
			8	Affiliate	45.3		5	5	5	5.00	
		PI 2. Number of undergraduate curricular program compliant to CMO approved and offered	1	All DLABS Faculty	1	AB English Language Studies	5	5	5	5.00	
		PI 3. Number of existing curriculum proposal subjected to evaluation and compliant in CMO	none								
		PI.3 Average passing percentage in licensure examinations in mandated programs	n/a								
		PI.4 Number of undergraduate graduates in mandated programs graduated within the prescribed period	none								
		PI 5 Percentage increase in the number of undergraduate students who graduated within the prescribed period	none								
		PI.6 Percentage increase in the number undergraduate students enrolled	none								
		PI.7 Number of academic/industry linkage established	none								
		PI.8 Number of students advised									
		<i>On thesis/ field practice/special problem</i>	10	English Teachers	44	AB-EL Students	5	5	5	5.00	
		<i>On consultation</i>	at least 5 students per faculty	DLABS Faculty	5 students per faculty		5	5	5	5.00	
		<i>On thesis data analyzing consultation</i>	none								
		<i>On dept based students' advised</i>	100	DLABS Faculty	150	AB-EL Students	5	5	5	5.00	
		PI.9 Number of student organizations advised/assisted									
		<i>Academic Adviser</i>	100 students	APGRavoso, APVillaber, Ppaquibulan	150 studs		5	5	5	5.00	

	<i>Student organizations advised</i>	2	DLABS Faculty	3	AB-EL Society, USSC, TOM Sorority, TAU Gamma	5	5	5	5.00	
	<i>Student organization assisted for student related activities</i>	1	GFErnandez, APGravoso, APVillaber	1	AB-EL Society	5	5	5	5.00	
	PI.10 Number of instructional materials developed									
	<i>New syllabi(OBE), lecture manual, laboratory manual, course outline, new powerpoint</i>	1	DLABS Faculty	36	AB-EIS courses and New GE Courses	5	5	5	5.00	
	<i>Revised syllabi, lecture manual, laboratory manual, course outline</i>	3	All DLABS Faculty	5		5	5	5	5.00	
	<i>New Powerpoint lecture presentation (per course)</i>	3	All DLABS Faculty	5		5	5	5	5.00	
	<i>Number of grade sheets submitted on prescribed period</i>	6-9 grade sheets per	All DLABS Faculty	6-9 grade sheets per faculty		5	5	4	4.67	
	PI 11 Additional outputs									
	<i>Number of student awards/honors received</i>	none								
UMFO 3. RESEARCH SERVICES										
	PI.1 Number of published papers in internationally indexed journals	1	Gfernandez (2), Rbalotol, Avillaroya, Avillaber, Bponce, Kbelarmino	7		5	5	5	5.00	
	PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences									
	<i>In int'l. fora/conference</i>	1	Mgabunda, Ppaquibulan	2 papers	Second International Conference on Languages, Linguistics and Society (ICLALIS 2018)	5	5	5	5.00	
	<i>In referred nat'l. journals</i>	none								
	<i>In institutional journals</i>	none								
	<i>In nat'l. fora/conference</i>	2	Gfernandez, SRMartinez, APVillaber, BA Ponce, Aacampado, Kbelarmino, Jbagulaya, Agenotiva, , Mgabunada, Lliwanag, ROBalotol, BPEnaya	15 papers presented	8 th Social Ethics Society Conference; 3rd National Research Conference on Arts, Science and Health; UGAT 40th National Conference	5	5	5	5.00	
	<i>In reg'l. fora/conferences</i>	none								
	<i>In institutional fora conference</i>	none								
	PI 3. Number of research projects conducted and/or completed on schedule									
	<i>refereed international journal</i>									
	<i>refereed national journal</i>									
	PI.4 Number of research proposals submitted	none								
	PI.5 Percent of research proposals approved	none								

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		PI.1 Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	6	GFernandez	12	Dacoritay, Rbande, Crola, Slubrio, Dflandez, Jquebec, Avillaroya, MiVillas, Jebil, Calvarez, Aoclinaria, RCapulla,	5	5	5	5.00	
MFO2. Faculty Recruitment/Hiring Services											
		PI.1 Number of faculty recruited/hired aligned with ISO standard	10	DLABS Academic Personnel Committee	4 Regular; 10 Substitutes; 27 Part-time	Taught courses/subjects offered in the first semester of SY 2-018-2019	5	5	5	5.00	
MFO3. Faculty Evaluation Services											
		PI.1 Number of seminars/trainings/ conventions/ workshops coordinated for entire university	none								
		PI.2 Number of seminars/trainings/conventions/workshops coordinated outside of the university	none								
		PI 3. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	95%	All DLABS Faculty	95%		5	5	5	5.00	
		PI.4 Number of in-house seminars/trainings/workshops/ reviews conducted attended	none								
		PI.3 Additional Outputs									
		Number of student evaluation administered by the administrative staff per semester	25 sections	GPNayre, Rarabiana	35 sections	Assigned at Department of Civil Engineering and ITEEM	5	5	5	5.00	
		Number of trainings/workshops/ conferences attended to enrich teaching	2	DLABS Faculty Members	9		5	5	5	5.00	
MFO4. Program and Institutional Accreditation Services											
		PI.1 Number of degree programs which passed accreditation/ evaluation at least Level I	none								
		PI.2 QMS on faculty recruitment, development	none								
		PI.3 Percentage of degree programs compliant with CHED	none								
		PI.4 Additional Ouputs	none								
UMFO 6. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)											
		PI 1 Efficient and customer-friendly frontline service	no valid complaint	All DLABS Faculty & Staff	NO COMPLAINT		5	5	5	5.00	
		PI.2 Additional Outputs/Best Practices									
		Number of university/college./dept. committees/boards/council chaired, membered and coordinated	3	DLABS Faculty & Staff	15	Non-Academic Personnel Board Member; University/College/Dept. Committees	5	5	5	5.00	
		Number of University-wide activities participated and facilitated	1	DLABS Faculty & Staff	2		5	5	5	5.00	
		Percentage of documents signed and approved	100%	DLABS Head	100%		5	5	5	5.00	

		Number of academic lecture/laboratory rooms maintained; faculty rooms, comfort rooms and office	28	Utility Workers	28		5	5	5	5.00	
		Number of equipment maintained	4	Utility Workers	4		5	5	5	5.00	
Total Over-all Rating							174.67				
Average Rating							4.99				
Adjectival Rating							Outstanding				

Received by:

PLANNING OFFICE

Date: _____

Calibrated by:


REMBERTO A. PATINDOL, Ph.D.

Chairman, PMT

Date: _____


Recommending Approval:


BEATRIZ S. BELONIAS, Ph.D.

Vice President for Instruction

Date: _____

Approved:


EDGARDO E. TULIN, Ph.D.

President

Date: _____