



**OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)**

I, **ULYSSES A. CAGASAN**, Head of the Department of Agronomy, 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 -December 2021.

**ULYSSES A. CAGASAN**

Department Head  
Date: Jan. 3, 2022

**VICTOR B. ASIO**

College Dean  
Date: Jan 7, 2022



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

Personnel	Num	Min. FTE (2)	Total FTE (1x2)		RDE Commitments***		
			Research	Publication	Extension		
Department Head	1	15	15.0	1.0	3	0	
Faculty w/ Univ. Designated Position	-	0	0.0	0.0	0	0	
Regular Faculty (VSL)*	7	24	168.0	2.0	3	1	
Regular Faculty (TLS)*	1	24	24.0	0.0	0	0	
Part time Faculty	1	15	15.0	0.0	0	0	
Admin Staff Members	3	0					
<b>TOTAL:</b>			<b>222</b>	<b>3.0</b>	<b>6</b>	<b>1</b>	

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.			Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual		Rating				Remark (Details of the targetted outputs indicators with *)
						% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
MFO 1			ADVANCED EDUCATION SERVICES (20%)									

% weight

OVPI MFO 1. Graduate Degree Program Management Services														
1	PI 1. Percentage of graduate school faculty engaged in research work applied in any of the following:			Dept. Head & Faculty										4%
	a.	pursuing advanced research degree program (Ph.D) *			Dept. Head & Faculty	10%	10%		5	5	5	5.00	3 faculty were on study leave pursuing PhD degree at UPLB and	
	b.	actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)			Dept. Head & Faculty	40%	80%		5	5	5	5.00	2 newly approved project proposals under VSU Internationalization program and one (1) extension project with 4	
	c.	producing technologies for commercialization or livelihood improvement			Dept. Head & Faculty							0.00		
	d.	whose research resulted in an extension program			Dept. Head & Faculty	12%	15%		5	5	5	5.00	The previous extension project was improved into four component	
OVPI MFO 2. Graduate Student Management Services												0.00		
PI 1: Percentage of graduate students enrolled in research degree programs *					Dept. Head & Faculty	100%	100%		5	5	5	5.00	All graduate program of DA are research degree programs	2%
PI 2: Percentage of accredited graduate programs *					Dept. Head & Faculty	100%	100%		5	5	5	5.00	DA has 2 accredited graduate degree programs	2%
PI 3: Number of graduate degree specializations offered and monitored *					Dept. Head & Faculty	2	2		5	5	5	5.00	DA has 2 graduate degree programs	2%
PI 4: Total FTE coordinated, implemented & monitored*					Dept. Head & Faculty	15	25		5	5	5	5.00	For two graduate programs	2%
PI 5: Percentage increase in number of graduate students enrolled *					Dept. Head & Faculty	0%	10%		5	5	5	5.00	Still increasing even the Pandemic time	2%
PI 6: Percentage increase in number of students who graduated within prescribed period *					Dept. Head & Faculty	70%	40%		4	4	4	4.00	still to be continued this 2nd sem	2%
PI 7: Number of graduate students awarded with honors/distinction *					Dept. Head & Faculty	0	None					0.00	None	2%
PI 8: Number of graduate students advised *					Dept. Head & Faculty	8	12		5	5	5	5.00	still to be continued this 2nd sem	2%



	<b>PI 9:</b> Number of instructional materials developed *	Dept. Head & Faculty	10	5		4	4	4	4.00	we continue to develop five Learning Modules for other	
	On-line ready courseware	Dept. Head & Faculty	8	5		5	5	4	4.67	we continue to develop five Learning Modules for other	
	Flexible instructional materials	Dept. Head & Faculty	5	5		5	5	4	4.67	we continue to develop and adopt flexible learning	
	Assessment tools	Dept. Head & Faculty	10	30		5	5	5	5.00	Edited and improved assessments and learning tasks for this 2nd semester 2021-2022	
	<b>PI 10:</b> Number of virtual classrooms created and operationalized	Dept. Head & Faculty	8	25		5	5	5	5.00	Edited and improved virtual classrooms this 2nd semester	
<b>MFO 2</b>	<b>HIGHER EDUCATION SERVICES (50%)</b>								0.00		
	<b>PI 1.</b> Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty	62%	100%		5	5	5	5.00	All had passed the LEA takers scheduled last November 2021	7.5%
	<b>PI 2.</b> Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	82%	85%		5	5	5	5.00	85 % of the graduates were employed and got DOST scholarship for their graduate	2.5%
	<b>PI 3.</b> Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	100%	100%		5	5	5	5.00	All students are enrolled in CHED accredited programs	2.5%
	<b>PI 4.</b> Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	100%	100%		5	5	5	5.00	All students are enrolled in CHED accredited programs	2.5%
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	180	238		5	5	5	5.00	This 2nd semester only, undergraduate program	20%
	<b>PI 8:</b> Number of students advised: *	Dept. Head & Faculty	30	43		5	5	5	5.00	Graduate and undergraduate student majoring Agronomy	
	<i>On thesis/ field practice/special problem</i>	Dept. Head & Faculty	30	43		5	5	5	5.00	Thesis students only, graduate and undergraduate students	1%
	<i>No. of approved manuscript submitted within prescribed period</i>	Dept. Head & Faculty	20	5		3	3	3	3.00	Due to pandemic	1%
	<i>On consultation</i>	Dept. Head & Faculty	5	15		5	5	5	5.00	Number of students consulted	0.5%

	<b>PI 9:</b> Number of student organizations advised/ assisted *	Dept. Head & Faculty	1	0		3	3	3	3.00	No organized/recognized students' organiza	
	<i>Student organizations advised</i>	Dept. Head & Faculty	0	1		5	5	5	5.00	One student organization DA major	1.25%
	<i>Student organizations assisted on student related activities</i>	Dept. Head & Faculty	0	0					0.00	Due to Pandemic	1.25%
	<b>PI 10:</b> Number of instructional materials developed *	Dept. Head & Faculty	12	15		5	5	5	5.00	Continue to develop instructional materials for undergrad and	10%
	On-line ready courseware	Dept. Head & Faculty	8	15		5	5	5	5.00	Continue to develop online instructional materials for undergrad	
	Flexible instructional materials	Dept. Head & Faculty	10	10		5	5	5	5.00	Continue to develop flexible instructional materials for undergrad	
	Assessment tools	Dept. Head & Faculty	60	40		5	5	5	5.00	Continue to develop and edit assessment tools for undergrad and	
	<b>PI 10:</b> Number of virtual classrooms created and operationalized	Dept. Head & Faculty	8	25		5	5	5	5.00	Continue to develop virtual classroom for undergrad and	
	<b>PI 11:</b> Additional Outputs	Dept. Head & Faculty	none						0.00		
<b>MFO 3</b>	<b>RESEARCH SERVICES (10%)</b>								0.00		
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Dept. Head & Faculty	1	1	half only	4	4	4	4.00		2%
	<b>PI 2.</b> Number of research outputs completed within the year *	Dept. Head & Faculty	1	1	full	4.0	4.0	4.0	4.00	Ratoon project soon to end this July	2%
	<b>PI 3.</b> Percentage of research outputs published in internationally referred or CHED recognized journal within the year (2%) *										20%
	<i>In refereed int'l journals</i>	Dept. Head & Faculty	30%	30%		5	5	5	5.00	More publications in referred journals are coming from the	1.50%
	<i>In refereed nat'l/regional journals</i>	Dept. Head & Faculty	30%	30%		5	5	5	5.00	More publications in referred journals are coming from the	0.50%




	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Dept. Head & Faculty	0	0		3	3	3	3.00	Due to Pandemic	
	<i>In int'l fora/conferences</i>		0	0		3	3	3	3.00	Due to Pandemic	1.50%
	<i>In nat'l/regional fora/conferences</i>		0	2		5	5	5	5.00	Online presentation and evaluation of research outputs	0.50%
	<b>PI 5.</b> Percent of research proposals developed *	Dept. Head & Faculty	1	2		5	5	5	5.00	Developed and approved by the funding agency (VSU)	0.5%
	<b>PI 6.</b> Additional outputs*	Dept. Head & Faculty	0	0.00					0.00	None	
	No. of research-related awards (research conducted by faculty or student w/ faculty)		1	0		3	3	3	3.00	Due to Pandemic	1.50%
<b>MFO 4</b>	<b>EXTENSION SERVICES (10%)</b>								0.00		
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	Dept. Head & Faculty	0	2	half	5	5		3.33	Project Collaborators from LGU Baybay	2.0%
	<b>PI 2.</b> Number of trainees weighted by the length of training *	Dept. Head & Faculty	0	0					0.00	Due to Pandemic	2%
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty	0	0		3	3	3	3.00	Due to Pandemic	2%
	<b>PI 4.</b> 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	0	0		3	3	3	3.00	Due to Pandemic	1%
	<b>PI 5.</b> Number of technical/expert services *	Dept. Head & Faculty									
	<i>Research Mentoring</i>	Dept. Head & Faculty	1	3		5	5	5	5.00	All junior DA faculty were mentored for research publication	
	<i>Peer reviewers/Panelists</i>	Dept. Head & Faculty	2	10		5	5	5	5.00	A lot of articles for publication were reviewed by the DA faculty	
	<i>Resource Persons</i>	Dept. Head & Faculty	2	2		4	4	4	4.00	Due to Pandemic	

	Convenor/Organizer	Dept. Head & Faculty	0	0		3	3	3	3.00	Due to Pandemic	
	Consultancy in production services	Dept. Head & Faculty	12	5		3	3	3	3.00	Due to Pandemic	
	Evaluator	Dept. Head & Faculty	3	5		5	5	5	5.00	A lot of articles for publication were reviewed and evaluated by	
	PI 8. Percent of extension proposals approved *	Dept. Head & Faculty	0	1		5	5		3.33	Newly approved extension proposal	0.5%
	PI 11. Additional outputs *	Dept. Head & Faculty	none						0.00		
	No. of extension-related awards (extrn. conducted by faculty or student & faculty) *	Dept. Head & Faculty	0						0.00		1.5%
<b>MFO 5</b>	<b>Support to Operations</b>								0.00		
	<b>OVPI MFO 1. Faculty Development Services</b>								0.00		
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	Dept. Head & Faculty	2	3		5	5	5	5.00	3 DA faculty on study leave	0.625%
	<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>								0.00		
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head & Faculty	2	3		5	5	5	5.00	3 parttimers instructors were hired	0.125%
	<b>OVPI MFO 3. Faculty Evaluation Services</b>										
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *	Dept. Head & Faculty	2	5		5	5	5	5.00	VSU organized training seminar/workshops	0.25%
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty	0	2		4	4	4	4.00	LDP-HEIs training workshops attended by DA faculty	0.25%
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	85%	93%		5	5	5	5.00	For the previous 1st semester, 2020-2021, only one teaching force at DA got a satisfactory	0.75%
	PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted *	Dept. Head & Faculty	0	0		3	3	3	3.00	Due to pandemic	0.25%
	PI 7 : Additional outputs *	Dept. Head & Faculty	None						0.00		



	Number of faculty/staff awards/honors received related to operations support		0	0					0.00		0.25%
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> 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	no NC	no NC		5	5	5	5.00	All accreditations conducted were compliance	2.50%
<b>MFO 6</b>	<b>General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 1.</b> Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Dept. Head	1	4		5	5	5	5.00	complied and submitted	1%
	<b>PI 2.</b> Percent complaint from clients served	Dept. Head & all faculty & staff	85%	100%		5	5	5	5.00	No complaint from the clients	2%
	<b>PI 3.</b> Number of coaching sessions among faculty & staff**	Dept. Head	1	4		5	5	5	5.00	conducted a coaching sessions between faculty and the head	
	<b>PI 4.</b> Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Dept. Head	2	2		4	4	4	4.00	Conducted during Departments' monthly meeting	
	<b>PI 5.</b> Number of monthly/special faculty & staff meetings conducted**	Dept. Head	15	9	half only	5	5	5	5.00	DA monthly meeting plus emergency meetir	
	<b>PI 3:</b> Additional Outputs	Dept. Head & all faculty & staff	None						0.00		
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *		1	3.00		5.0	5.0	5.0	5.00	provided quality rice and other agronomic planting materials and food products.	2%
						56					
Total Over-all Rating						258.67					
Average Rating				9.67%		4.62					
Adjectival Rating						OUTSTANDING					

Received by:

  
DILBERTO O. FERRAREN

VP Planning, Resource Gel

Date: 25 Jan 2022

Calibrated by:

  
REMEDIOS BASILIO

Chairman, PMT

Date: 1/18/22

Recommending Approval:

  
BEATRIZ S. BELONIAS

Vice Pres. for Academic Affairs

Date:

Approved:

  
EDGARDO E. TULIN

President

Date:

- \* 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