

Visayas State University  
College of Engineering  
**DEPARTMENT OF ANIMAL SCIENCE**  
**OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)**



OPPERCEA

2549

I, **JULIUS V. ABELA**, Head of the Department of Animal Science, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January, 2019 to June, 2019.

**JULIUS V. ABELA**  
Department Head, DAS-CAFS

**VICTOR B. ASIO**  
Dean, CAFS

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

Personnel	Number	FTE/2ndSem	FTE/Summer
Department Head	1		
Faculty w/ Univ. Designated Position	0		
Regular Faculty (Vac. & Sick Leaves)	6		
Regular Faculty (Teacher's Leave)	2		
Part time Faculty Members	1	Actual	Actual
Admin Staff Members	5		

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
MFO 1	Advanced Education Services	PI 1. Number of FTE coordinated and implemented	JV Abela, LC Bestil, DM Espina, MRDLG Beato	15.50	18.14	5	5	5	5.00	On file
		PI 2. Number of graduates in mandated programs graduated w/in prescribed period (by GAC Chair/Members):								
		Masteral	JV Abela, LC Bestil, DM Espina	5	12	5	5	5	5.00	On file
		Doctoral	LC Bestil	1	1	5	5	5	5.00	On file
		PI 3. Number of graduate outlines submitted/approved (as chairman)	JV Abela, LC Bestil, DM Espina	9	17	5	5	5	5.00	On file
		PI 4. Number of graduate outlines submitted/approved (as member)	JV Abela, LC Bestil, DM Espina	5	8	5	5	5	5.00	On file

		<b>PI 5. Number of graduate manuscripts submitted/approved (as chairman)</b>	JV Abela, LC Bestil, DM Espina	4	11	5	5	5	5.00	On file
		<b>PI 6. Number of graduate manuscripts submitted/approved (as member)</b>	JV Abela, LC Bestil, DM Espina	2	5	5	5	5	5.00	On file
		<b>PI 7. Number of graduate outlines and manuscripts submitted/approved (as dept. head)</b>	JV Abela	5	5	5	5	5	5.00	On file
		<b>PI 8. Graduate Advisory Committee:</b>								
		<b>Number of graduate advisees graduated with prescribe period (as chairman)</b>	JV Abela, LC Bestil, DM Espina	3	8	5	5	5	5.00	On file
		<b>Number of graduate advisees graduated with prescribe period (as member)</b>	DM Espina	2	5	5	5	5	5.00	On file
		<b>PI 9. Number of hours spent on student consultations</b>	LC Bestil	40	64	5	5	5	5.00	On file
		<b>PI 10. Number of IMS Developed/Revised for Graduate Program:</b>								
		<i>New syllabi (IM)</i>	DM Espina	0	2	5	5	5	5.00	On file
		<b>PI 11. Number of international graduate faculty coordinated</b>	DM Espina	0	2	5	5	5	5.00	On file
<b>MFO 2</b>	<b>Higher Education Services</b>	<b>PI 1. Number of FTE coordinated and implemented</b>	JV, Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, MDM Garrido	119	173.02	5	5	5	5.00	On file
		<b>PI 2. Number of graduates in mandated programs graduated w/in prescribed period:</b>								
		Bachelor of Animal Science (4 yr degree program)	All DAS Faculty	10	20	5	5	5	5.00	On file
		<b>PI 3. Number of degree programs compliant to CMO supervised and implemented</b>	JV, Abela	1	1	5	5	5	5.00	On file
		<b>PI 4. Number of students advised (as Adviser)</b>	LC Bestil, RRE Bustamante	52	60	5	5	5	5.00	On file
		<b>PI 5. Number of hours spent on student consultation</b>	All Academic Adviser	279	375	5	5	5	5.00	On file
		<b>PI 6. Number of senior high school students lectured</b>	RRE Bustamante, MDM Garrido	21	30	5	5	5	5.00	On file
		<b>PI 7. Number of Field Practice Reports Check and or Approved As Department Head</b>	JV Abela	70	100	5	5	4	4.67	On file

		<b>PI 8. Other students advising:</b>								
		<i>On thesis/ field practice/special problem</i>	JV, Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, MDM Garrido	48	64	5	5	5	5.00	On file
		<i>Student Research Coordinator</i>	LC Bestil	1	1	5	5	5	5.00	On file
		<i>NSTP-CWTStraining coordinated</i>	RRE Bustamante	40	42	5	5	5	5.00	On file
		<b>PI 9. No. of student organizations Advised/Assisted:</b>								
		<i>Student organizations advised</i>	JV, Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, MDM Garrido	3	4	5	5	4	4.67	On file
		<b>PI 10. Number of instructional materials developed:</b>								
		<i>New syllabi (IM)</i>	All DAS Faculty	2	2	5	5	4	4.67	On file
		<i>Revised IM's within the last 3 years</i>	All DAS Regular Faculty	3	7	5	5	4	4.67	On file
		<b>PI 11. Number of Instructional Facilities/Laboratories Developed/ Improved/Maintained</b>	RRE Bustamante	1	1	5	5	4	4.67	On file
		<b>PI 12. Trainings/Seminars Attended:</b>								
		<i>Number of faculty attending as participant</i>	RRE Bustamante	1	2	5	5	5	5.00	On file
		<b>PI 13. Number of Board Exam Review</b>	LC Bestil	1	2	4	5	5	4.67	On file
MFO 3	Research Services	<b>PI 1. Number of published papers in internationally indexed journals:</b>								
		<i>In refereed int'l journals</i>	LC Bestil	1	2	5	5	4	4.67	On file
		<i>No. of articles reviewed for ATR publication</i>	LC Bestil	0	2	5	5	4	4.67	On file
		<b>PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences:</b>								
		<i>In reg'l fora/conferences</i>	LC Bestil	1	3	5	5	5	5.00	On file
		<b>PI 3. Number of RDE projects conducted and/or completed on schedule</b>	LC Bestil	4	6	5	5	5	5.00	On file
		<b>PI 4. Percentage of research accomplished</b>	RRE Bustamante	90%	97%	5	5	4	4.67	On file
		<b>PI 5. Amount/Value (Php) of research funds/resources externally generated)</b>	LC Bestil	200,000.00	4,900,000.00	5	5	5	5.00	On file
		<b>PI 6. Number of R &amp; D Projects/Studies Conducted/Completed:</b>								
		Yolanda Rehabilitation and Recovery Project (as project leader)	JV Abela	5	8	5	5	5	5.00	On file

MFO 4	Extension Services	Job Placement of Graduates of BSA, BSAgDev, BSDC, and BAS of CAFS VSU Main Campus	JV Abela	1	3	5	5	5	5.00	On file
		<b>PI 7. Number of linkages forged:</b>								
		Regional	JV Abela, LC Bestil, DM Espina	2	4	5	5	5	5.00	On file
	Extension Services	Local	LC Bestil, DM Espina	1	16	5	5	5	5.00	On file
		<b>PI 1. Number of Extension Projects/Studies Conducted/ Completed:</b>								
		No. of extension proposals submitted	JV Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, DM Espina	5	8	5	5	5	5.00	On file
		No. of extension proposals approved	JV Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, DM Espina	5	8	5	5	5	5.00	On file
		Amount of extension money generated from external funding	JV Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, DM Espina	14.9 M	23.8 M	5	5	5	5.00	On file
		No. of extension projects conducted (ATI-NTC/BIDANI and YRRP)	JV Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, DM Espina	17	18	5	5	5	5.00	On file
		<b>PI 2. Number of linkages forged:</b>								
		Regional	JV Abela, RRE Bustamante	1	3	5	5	5	5.00	On file
		Local (Mayors, MAOs, Farmer Associations)	All YRRP Project Leaders	17	22	5	5	5	5.00	On file
		<b>PI 3. Trainings served:</b>								
		Number of person-days trained	All DAS Faculty	36	42	5	5	5	5.00	On file
		Number of trainings conducted	All DAS Faculty	1	3	5	5	5	5.00	On file
		<b>PI 4. Number of Walk-in Beneficiaries served:</b>								
		Private individuals/groups	All DAS Faculty	39	80	5	5	5	5.00	On file
		<b>PI 5. Technical/Expert Services (international, national, regional):</b>								
		Farmer's Field Day (VSU-Villaba)	LC Bestil	1	5	5	5	5	5.00	On file
		Resource person	JV, Abela, LC Bestil, DM Espina	1	3	5	5	5	5.00	On file

		<b>PI 6. Extension Communicator Services</b>	RRE Bustamante	1	1	5	5	5	5.00	On file
		<b>PI 7. Extension Project Administration:</b>								
		Number of PR, canvass papers, PO, Vouchers, TO, trip tickets signed and released on time	JV Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, DM Espina	60	95	5	5	5	5.00	On file
		Number of Project Reports signed and submitted on time	JV Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, DM Espina	18	19	5	5	5	5.00	On file
		Number of Project Coordination meetings conducted (with Municipal Mayors, Municipal Agriculturist, Farmers Cooperatives)	JV Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, DM Espina	30	33	5	5	5	5.00	On file
		<b>PI 8. Resource Person on Commodity Team</b>	JV Abela, LC Bestil, DM Espina	1	3	5	5	5	5.00	On file
<b>MFO 5</b>	<b>Production Services</b>	<b>PI 1. Number of Staff/Caretakers Managed</b>	Ma. RDLG Beato, RRE Bustamante	5	5	5	5	5	5.00	On file
		<b>PI 2. Number of STF projects developed/ improved or maintained</b>	Ma. RDLG Beato, RRE Bustamante	3	3	5	5	5	5.00	On file
		<b>PI 3. Percentage increase in inventory value and/or income of STF projects relative to previous year</b>	Ma. RDLG Beato - RRE Bustamante - CV Sanchez -	40% 40% 5%	50% 45% 10%	5	5	5	5.00	On file
		<b>PI 4. Percentage of STF projects supporting instruction, research &amp; extension</b>	Ma. RDLG Beato - RRE Bustamante - CV Sanchez -	75% 75% 15%	80% 80% 15%	5	5	5	5.00	On file
		<b>PI 5. Number of Project Reports prepared and submitted on time</b>	VM Lamo	6	6	5	5	5	5.00	On file
<b>MFO 6</b>	<b>General Admin. &amp; Support Services (GASS)</b>	<b>Attendance to University Committees:</b>								
		<b>PI 1. No. of meetings of department/college/university committees attended</b>	All DAS faculty/Staff	23	31	5	5	5	5.00	On file
		<b>PI 2. No. of University/College/ Department designation</b>	JV Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, MDM Garrido	6	7	5	5	4	4.67	On file

<b>DAS Instructional/Administrative Support Services:</b>									
<b>PI 3. No. of other DAS rooms monitored (DAS Library, Conference Rm., Store Rms., SASS Office, Admin. Office, Faculty Rms.)</b>	JV Abela	6	11	5	5	5	5.00	On file	
<b>PI 4. No. of academic lecture and laboratory rooms maintained</b>	JV Abela, Espina	7	8	5	5	5	5.00	On file	
<b>PI 5. No. of faculty/staff/animal caretakers/graduate teaching assistants managed</b>	JV Abela, DM Espina	23	25	5	5	5	5.00	On file	
<b>PI 6. No. of hours spent on monitoring</b>	JV Abela	75	100	5	5	5	5.00	On file	
<b>PI 7. No. of hours coaching</b>	JV Abela	40	80	5	5	5	5.00	On file	
<b>PI 8. No. of hours spent on performing tracking</b>	JV Abela	50	100	5	5	5	5.00	On file	
<b>PI 9. No. of documents signed, lab. analysis results signed, etc.</b>	JV Abela	300	500	5	5	5	5.00	On file	
<b>PI 10. No. of DAS committees (As member)</b>	All DAS faculty/Staff	17	29	5	5	5	5.00	On file	
<b>PI 11. No. of DAS committees (Chairperson)</b>	All DAS faculty	6	8	5	5	5	5.00	On file	
<b>PI 12. Percentage attendance to department meetings</b>	All DAS faculty/Staff	100%	100%	5	5	5	5.00	On file	
<b>PI 13. No. of minutes of meetings corrected</b>	JV Abela	6	6	5	5	4	4.67	On file	
<b>PI 14. Percentage time devoted by Focal/Task-Force In-charge to DAS PhD AACCUP Level I Accreditation</b>	JV Abela - Ma.	90%	100%	5	5	4	4.67	On file	
	RDLG Beato - RRE	100%	100%						
	Bustamante -	90%	100%						
	MDM Garrido -	85%	100%						
<b>PI 15. Nos. of Areas on DAS PhD AACCUP Level I Accreditation (as Incharge/Focal Person)</b>	JV Abela, DM Espina	7	7	5	5	4	4.67	On file	
<b>DAS Administrative/Instructional/Animal Projects Support Services:</b>									
<b>PI 1. No. of animal projects monitored and assisted</b>	JV Abela	3	4	5	5	5	5.00	On file	
<b>PI 2. Number of animal facilities/ equipment repaired and/or maintained</b>	CV Ranchez, JV Latras, OV Latras	18	32	5	5	5	5.00	On file	
<b>PI 3. Number of outgoing documents/ communications/reviewed/forwarded to head for approval and submitted to higher offices</b>	CV Ranchez	50	250	5	5	5	5.00	On file	
<b>PI 4. Number of paddocks of pasture established and/or maintained</b>	JV Latras, OV Latras	20	26	5	5	5	5.00	On file	

	<b>PI 5. Number of animal sheds maintained</b>	JV Latras, OV Latras	4	4	5	5	5	5.00	On file
	<b>PI 6. Number of administrative personnel supervised as AO 1.</b>	CV Ranchez	8	9	5	5	5	5.00	On file
	<b>PI 7. Number of animals cared</b>	JV Latras, OV Latras	100	113	5	5	5	5.00	On file
	<b>PI 8. Number of animal project reports prepared</b>	CV Ranchez	12	30	5	5	5	5.00	On file
	<b>PI 9 Number of DTR, faculty workloads, job orders, staff appointments, etc. prepared, signed, recorded, released and forwarded on time</b>	CV Ranchez, PCGumba JR.	120	530	5	5	5	5.00	On file
	<b>PI 10. Number of TO, vouchers, certificates, leave applications, etc. prepared, signed, released, recorded and forwarded on time</b>	PCGumba JR., VM Lamo	275	450	5	5	5	5.00	On file
	<b>PI 11. Number of incoming communications, letter request, memos, etc.</b>	CV Ranchez	100	300	5	5	5	5.00	On file
	<b>PI 12. Number of PR, canvass papers, PO, vouchers, etc. prepared, signed, released, facsimiled, recorded and forwarded on time</b>	VM Lamo	50	80	5	5	5	5.00	On file
	<b>PI 13. Number of students manuscripts received/recorded/forwarded to head and released back to students</b>	CV Ranchez	100	320	5	5	5	5.00	On file
	<b>PI 14. Number of class rosters printed, grade sheets (midterm/final) submitted for signature of instructors/professors/ head, forwarded to CAFS, Graduate School, and to the Registrar's Office, recorded, and filed</b>	PCGumba JR.	100	110	5	5	5	5.00	On file
	<b>PI 15. Number of classrooms utilization and schedules of faculty rooms schedules and consultation encoded, printed, and posted</b>	PCGumba JR.	18	20	5	5	5	5.00	On file
	<b>PI 16. Number of ip messages with file attachments, forms/memos received, printed, replied, and posted for information dissemination to faculty and staff</b>	PCGumba JR.	350	475	5	5	5	5.00	On file

		PI 17. Number of subjects conducted for Teaching Performance Evaluation By-Students to faculty of other departments per memorandum issued by the VSU President	PCGumba JR.	22	28	5	5	5	5.00	On file
		PI 18. Number of DAS lecture/laboratory rooms, offices opened/closed	VM Lamo	10	10	5	5	5	5.00	On file
MFO 7	Efficient and Customer Friendly Frontline Services	PI 1. Zero percent complaint from client served	CV Ranchez	90%	100%	5	5	5	5.00	On file
			PCGumba, Jr.	90%	100%	5	5	5	5.00	On file
			VM Lamo	80%	100%	5	5	5	5.00	On file
Total Over-all Rating						475.67				
Average Rating						4.95				
Adjectival Rating						OUTSTANDING				

Received by:



**DILBERTO O. FERRAREN**

Planning Office

Date: \_\_\_\_\_

Calibrated by:



**REMBERTO A. PATINDOL**

Chairman, PMT

Date: \_\_\_\_\_

Recommending Approval:



**BEATRIZ S. BELONIAS**

Vice Pres. for Instruction

Date: \_\_\_\_\_

Approved:



**EDGARDO E. TULIN**

President

Date: \_\_\_\_\_

Legend:

Q<sup>1</sup> - Quality  
E<sup>2</sup> - Efficiency  
T<sup>2</sup> - Timeliness  
A<sup>4</sup> - Average

Rating Scale:

4.6 - 5.0 Outstanding  
3.8 - 4.5 Very Satisfactory  
3.0 - 3.7 Satisfactory  
2.2 - 2.9 Unsatisfactory  
2.1 - & below Poor