



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF CIVIL ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES

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

I, EPIFANIA G. LORETO, Head of the Department of Civil Engineering, 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 - December 2020.

**EPIFANIA G. LORETO**

Department Head

Date: 21 December 2020

**ROBERTO C. GUARTE**

College Dean

Date: 26 January 2021



**INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE) (1) RDE Commitments\*\*\***

Personnel	No (1)	Min. FTE (2)		Research	Publication	Extension
Department Head	1	4.0	4.0	0	0	0
Faculty w/ Univ. Designated Position	0	2.5	0.0	0	0	0
Regular Faculty (VSL)*	1	12.0	12.0	0	0	0
Regular Faculty (TLS)*	6	18.0	126.0	0	0	0
Part time Faculty	0	10.0		0	0	0
Admin Staff Members	0	0.0	0.0			
<b>TOTAL:</b>			<b>142.0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

\* 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 extensions)

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual		Rating				Remark (Details of the targetted outputs indicators with *)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		

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MFO No.	Success/Performance Indicator (PI)		Units/Persons Responsible	Department Target	Actual		Rating				Remark (Details of the targetted outputs indicators with *)	% weight
					% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	<u>PI 4:</u> Total FTE coordinated, implemented & monitored		Dept. Head & Faculty									2%
	<u>PI 5:</u> Percentage increase in number of graduate students enrolled *		Dept. Head & Faculty									2%
	<u>PI 6:</u> Percentage increase in number of students who graduated within prescribed period *		Dept. Head & Faculty									2%
	<u>PI 7:</u> Number of graduate students awarded with honors/distinction *		Dept. Head & Faculty									2%
	<u>PI 8:</u> Number of graduate students advised *		Dept. Head & Faculty									2%
	<u>PI 9:</u> Number of instructional materials developed *		Dept. Head & Faculty									
	On-line ready courseware											
	Flexible instructional materials											
	Assessment tools											
	<u>PI 10:</u> Number of virtual classrooms created											
<b>MFO 2</b>	<b>HIGHER EDUCATION SERVICES (50%)</b>											
	<u>PI 1.</u> Percentage of first time licensure exam takers that pass the licensure exams *		Dept. Head & Faculty	61%							no licensure exam conducted on May 2020 due to Pandemic	7.5%

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					% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	<b>PI 2.</b> Percentage of graduates (2 years prior) that are employed *		Dept. Head & Faculty	85%	107%	91%	5	5	5	5.00	BSCE graduates of 2018	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%	100%	5	5	5	5.00		2.5%
	<b>PI 4.</b> Percentage of undergraduate programs with accreditations *		Dept. Head & Faculty	100%	100%	100%	5	5	5	5.00	AACCUP level 1 accreditation	2.5%
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *		Dept. Head & Faculty	142	202%	286.95	5	5	5	5.00	in compliance with the minimum requirement	20%
	<b>PI 8:</b> Number of students advised: *		Dept. Head & Faculty									
	<i>On thesis/ field practice/special problem</i>			65	57%	37.00	4	4	4	4.00	based on students enrolled in CE Project and OJT	1%
	<i>No. of approved manuscript submitted within prescribed period</i>			60	0%						due is on February 2021	1%
	<i>On consultation</i>			375	147%	550	5	5	5	5.00		0.5%
	<b>PI 9:</b> Number of student organizations advised/ assisted *		Dept. Head & Faculty									
	<i>Student organizations advised</i>			1	200%	2	5	5	5	5.00	PICE-VSUSC, Tarsier	1.3%
	<i>Student organizations assisted on student related activities</i>			1	200%	2	5	5	5	5.00	PICE-VSUSC, Tarsier	1.3%





[illegible]



[illegible]



[illegible]



MFO No.	Success/Performance Indicator (PI)		Units/Persons Responsible	Department Target	Actual		Rating				Remark (Details of the targetted outputs indicators with *)	% weight
					% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	<u>PI 4</u> : Number of seminars/trainings/conventions/ workshops coordinated outside of the university *		Dept. Head & Faculty									0.3%
	<u>PI 5</u> : Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *		Dept. Head & Faculty	100%							No teaching performance evaluation conducted	0.8%
	<u>PI6</u> : Number of in-house seminars/trainings/workshops/reviews conducted *		Dept. Head & Faculty									0.3%
	<u>PI 7</u> : Additional outputs *		Dept. Head & Faculty									
	Number of faculty/staff awards/honors received related to operations support											0.3%
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>												
	<u>PI 8</u> . 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	100%	100%	100%	5	5	5	5.00	non-conformities complied	3.8%
<b>MFO</b>	<b>General Admin. &amp; Support Services (GASS)</b>											
	<u>PI 1</u> . Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*		Dept. Head	100%	100%	100%	5	5	5	5.00	to comply based on target	1%
	<u>PI 2</u> . Zero percent complaint from clients served		Dept. Head & all faculty & staff	100%	100%	100%	5	5	5	5.00	to be accomplished	2%



MFO No.	Success/Performance Indicator (PI)		Units/Persons Responsible	Department Target	Actual		Rating				Remark (Details of the targetted outputs indicators with *)	% weight
					% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	PI 3. Number of coaching sessions among faculty & staff**		Dept. Head	5	120%	6	5	4	5	4.67	coaching done during meetings	
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		Dept. Head	5	120%	6	4	4	4	4.00	done during meetings	
	PI 5. Number of monthly/special faculty & staff meetings conducted**		Dept. Head	6	133%	8	5	5	5	5.00	virtual or face-face meetings done monthly	
	PI 3: Additional Outputs		Dept. Head & all faculty & staff									
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other											2%
Total Over-all Rating						22	107.010					
Average Rating					1.54%		4.864					
Adjectival Rating							Outstanding					

EGL- Engr. Epifania G. Loreto, MTA- Engr. Marcelo T. Abrera Jr., LJLA-Engr. Lindy Jane L. Ando, JBC-Engr. Jessie B. Corrales, GGD-Engr. Gladys G. Doydora, RAGL.-Ar. Raffy Andrew G. Loreto, HNM - Engr. Hanzel N. Mejia, RBV - Engr. Ramil B. Vincualdo Jr.

Faculty on study leave: APDC- Engr. Andy Phil D. Cortes

Received by:

Calibrated by:

Recommending Approval:

Approved:

  
**DANIEL LESLIE S. TAN**

Director for Planning

Date: FEB 01 2021

  
**REMBERTO A. PATINDOL**

Chairman, PMT

Date: 1/28/21

  
**BEATRIZ S. BELONIAS**

Vice Pres. for Acad. Affairs

Date: 1/27/21

  
**EDGARDO E. TULIN**

President

Date: JAN 28 2021

\* 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