VISAYAS STATE UNIVERSITY

D HM — TMENT OF TOURISM AND HOSPITALITY MANAGEMENT

Visca, Baybay City, Leyte, PHILIPPINES
Telefax: None
Email: dchm@vsu.edu.ph
Website: www.vsu.edu.ph

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, <u>VENICE B. IBAÑEZ</u>, Head of the <u>Department of Touirsm and Hospitality Management,</u> commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>July - December 2021.</u>

VENICE B. IBAÑEZ
Department Head
Date: _____

MOISES NEIL V. SERIÑO
College Dean
Date: 1/20/22

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

			Total FTE (1x2)	RDE Commitments***	
Personnel	*Number (1)*	*Min. FTE (2)*	*Research*	*Publication*	*Extension*
Department Head	1	14.35	14.4	3.0	0	0
Faculty w/ Univ. Designated Position	2	15.15	30.3	0.0	0	3
Regular Faculty (VSL)*	1	8	7.5	0.0	0	3
Regular Faculty (TLS)*	6	25	148.6	0.0	0	0
Part time and Substitute Faculty	5	41	206.3	0.0	0	0
Admin Staff Members	2	0				
TOTAL:	**17**		**407**	**3.0**	**0**	**6**

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

Note:
* On vacation-sick-leave status. Ratio of Instruction and RDE commitmtents should 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 output indicators with **)	% weight
						% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
MFO 1	**ADVANCED EDUCATION SERVICES (20%)**												
	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	N/A										4%
		a.	pursuing advanced research degree program (Ph.D) *			N/A										
		b.	actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)			N/A										
		c.	producing technologies for commercialization or livelihood improvement			N/A										
		d.	whose research resulted in an extension program			N/A										
	OVPI MFO 2. Graduate Student Management Services															
	PI 1: Percentage of graduate students enrolled in research degree programs *				Dept. Head & Faculty	N/A										2%
	PI 2: Percentage of accredited graduate programs *				Dept. Head & Faculty	N/A										2%
	PI 3: Number of graduate degree specializations offered and monitored *				Dept. Head & Faculty	N/A										2%
	PI 4: Total FTE coordinated, implemented & monitored*				Dept. Head & Faculty	N/A										2%
	PI 5: Percentage increase in number of graduate students enrolled *				Dept. Head & Faculty	N/A										2%
	PI 6: Percentage increase in number of students who graduated within prescribed period *				Dept. Head & Faculty	N/A										2%
	PI 7: Number of graduate students awarded with honors/distinction *				Dept. Head & Faculty	N/A										2%
	PI 8: Number of graduate students advised *				Dept. Head & Faculty	N/A										2%
	PI 9: Number of instructional materials developed *				Dept. Head & Faculty	N/A										
	On-line ready courseware					N/A										

20%

	Flexible instructional materials		N/A								
	Assessment tools		N/A								
	PI 10: Number of virtual classrooms created and operationalized		N/A								
MFO 2	**HIGHER EDUCATION SERVICES (50%)**										
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty	N/A								7.5%
	PI 2. Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	60%	97% (36/37)		S	S	S	S		2.5%
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	100%	100%		S	S	S	S		2.5%
	PI 4. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	100%	0 (waiting for COC)		2	2	2	2	Documents for COPC compliance of BSTM and BSHM programs already submitted to CHED (June 4, 2021)	2.5%
	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	651	740.30		S	S	S	S	Jan-June - 407.05; July-Dec - 333.25	20%
	PI 8: Number of students advised: *	Dept. Head & Faculty									
	On thesis/ field practice/special problem		60.00	114		S	S	S	S	Jan-June- 71; July-Dec- 43	1%
	No. of approved manuscript submitted within prescribed period		60.00	71.0		S	S	S	S	Jan-June- 71; July-Dec- 0	1%
	On consultation		388	830		S	S	S	S	Jan-June - 430; July-Dec- 400	0.5%
	PI 9: Number of student organizations advised/ assisted *	Dept. Head & Faculty									
	Student organizations advised		2	2		4.5	4.5	4.5	4.5	Shots and TORAH	1.25%
	Student organizations assisted on student related activities		2	2		4.5	4.5	4.5	4.5	1 activity per organization	1.25%
	PI 10: Number of instructional materials developed *	Dept. Head & Faculty									10%

	On-line ready courseware		Dept. Head & Faculty	27	29		S	S	S	S	Jan-June - started 29 guides; July-December- 80% completion	
	Flexible instructional materials		Dept. Head & Faculty	27	59		S	S	S	S	July-Dec- 25 (Set per course (includes video presentations and powerpoints)	
	Assessment tools		Dept. Head & Faculty	27	59		S	S	S	S	July-Dec- 25 (Set per course)	
	PI 10: Number of virtual classrooms created and operationalized		Dept. Head & Faculty	27	59		S	S	S	S	Jan-June - 34; July-Dec - 25	
	PI 11: Additional Outputs		Dept. Head & Faculty									
MFO 3	**RESEARCH SERVICES (10%)**											
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *		Dept. Head & Faculty	0	0.00							2%
	PI 2. Number of research outputs completed within the year *		Dept. Head & Faculty	1	1.00		S	S	S	S		2%
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *		Dept. Head & Faculty									
	In refereed int'l journals		Dept. Head & Faculty									1.50%
	In refereed nat'l/regional journals			1	0.00		I	I	I	I	Final paper write up	0.50%
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *		Dept. Head & Faculty									
	In int'l fora/conferences											1.50%
	In nat'l/regional fora/conferences			1	1.00		S	S	S	S		0.50%
	PI 5. Percent of research proposals approved *		Dept. Head & Faculty	50%	33%		3	3	3	3	One out of 3 submitted research proposals	0.5%
	PI 6. Additional outputs*		Dept. Head & Faculty									
	No. of research-related awards (research conducted by faculty or student w/ faculty)											1.50%

10%

MFO 4	EXTENSION SERVICES (10%)										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	Dept. Head & Faculty	1	4		✓	✓	✓	✓	LGU Tolosa; PMPI; LGU Merida; LGU Inopacan	2.0%
	PI 2. Number of trainees weighted by the length of training *	Dept. Head & Faculty	50	68		✓	✓	✓	✓	Jan-June- 33; July-Dec 35= 68	2%
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty	1	5		✓	✓	✓	✓	Jan-June- 2; July-Dec - 3 (Extension activities)	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*	Dept. Head & Faculty	90%	100%		✓	✓	✓	✓		1%
	PI 5. Number of technical/expert services *	Dept. Head & Faculty									1%
	Research Mentoring										
	Peer reviewers/Panelists										
	Resource Persons										
	Convenor/Organizer										
	Consultancy										
	Evaluator										
	PI 8. Percent of extension proposals approved *	Dept. Head & Faculty	50%	100%		✓	✓	✓	✓	MOA is forged and submitted	0.5%
	PI 11. Additional outputs *	Dept. Head & Faculty									
	No. of extension-related awards (extn. conducted by faculty or student & faculty) *										1.5%
MFO 5	Support to Operations										10%
	OVPI MFO 1. Faculty Development Services										
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	Faculty	3	2		3	3	3	3	Jan-June- 1; July-Dec - 1	0.625%

	OVPI MFO 2. Faculty Recruitment/Hiring Services											
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *		Dept. Head & Faculty	5	10		S	S	S	S	Jan-June- 6; July-December- 4	0.125%
	OVPI MFO 3. Faculty Evaluation Services											
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *		Dept. Head & Faculty		1.00		S	S	S	S		0.25%
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *		Dept. Head & Faculty		7.00		S	S	S	S	Jan-June- 2; July-Dec- 5	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	50%	91%		S	S	S	S	10 out of 11 faculty got VS	0.75%
	PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted *		Dept. Head & Faculty	1	6		S	S	S	S	Jan-June- 3; July-december- 3	0.25%
	PI 7 : Additional outputs *		Dept. Head & Faculty									
	Number of faculty/staff awards/honors received related to operations support											0.25%
	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*		Dept. Head & Faculty	100%			S	S	S	S	Zero non-conformity	2.50%
MFO 6	**General Admin. & Support Services (GASS)**											
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*		Dept. Head	1	1		4.5	4.5	4.5	4.5		1%
	PI 2. Zero percent complaint from clients served		Dept. Head & all faculty & staff									2%
	PI 3. Number of coaching sessions among faculty & staff**		Dept. Head	2	2		4	4	4	4	Jan-June- 1; July-Dec- 1	
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		Dept. Head	2	13		S	S	S	S	July-Dec- 6 (1 one-on-one session; 5 group sessions during dept. meeting)	
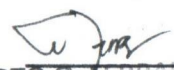
5%

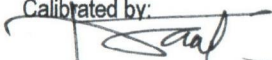|											
	PI 5. Number of monthly/special faculty & staff meetings conducted**	Dept. Head	10	12		S	S	S	S	July-Dec-6	
	PI 3: Additional Outputs	Dept. Head & all faculty & staff									
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *			1.00		S	S	S	S	Preparation for the gradual face-to-face classes is well appreciated by the VP forAcademic Affairs and CHED. Said preparation was evaluted during the internal and external ocular inspection last Dec 2021. Adequate health and safety signages were stategically placed in the etire department. The department was considered as "model" department.	2%
Total Over-all Rating											
Average Rating			4·60								
Adjectival Rating											

5%

Received by:

DILBERTO O. FERRAREN, PhD
Planning Office
Date: 3 Feb 2022

Calibrated by:

DANIEL LESLIE S. TAN
Chairman, PMT
Date: 1/31/22

Recommending Approval:

BEATRIZ S. BELONIAS
Vice Pres. for Academic Affairs
Date: 1/24/22

Approved:

EDGARDO E. TULIN
President
Date: 1/31/22

*   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