OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, HANNAH MAE E. QUIMBO, Head of the Department of Touirsm and Hospitality Management, 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 - June 2023.

HANNAH MAE E. QUIMBO
Head, DTHM
Date: 2-Jul 23

MOISES NEIL V. SERIÑO
College Dean
Date: 7-7-14

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

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)	Research	Publication	Extension
Department Head	1	10	10.0	0.0	0	0
Faculty w/ Univ. Designated Position	1	20	20.0	0.0	0	0
Regular Faculty (VSL)*	2	30	60.0	0.0	0	0
Regular Faculty (TLS)*	4	40	160.0	1.0	1	1
Part time and Substitute Faculty	7	40	280.0	0.0	0	0
Admin Staff Members	3	0				
TOTAL:	18		530	1.0	1	1

Total FTE (1x2) and *RDE Commitments**** column group header. *Research, Publication, Extension* under RDE Commitments.

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 % Accom-plishment	Actual Details of Accomplishments	Rating Quality	Rating Efficiency	Rating Timeliness	Rating Average	Remark (Details of the targetted output indicators with **)	% weight
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	NA								4%

		b.	actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)		Dept. Head & Faculty	NA									
		c.	producing technologies for commercialization or livelihood improvement		Dept. Head & Faculty	NA									
		d.	whose research resulted in an extension program		Dept. Head & Faculty	NA									
	OVPI MFO 2. Graduate Student Management Services														
	PI 1: Percentage of graduate students enrolled in research degree programs *				Dept. Head & Faculty	NA									2%
	PI 2: Percentage of accredited graduate programs *				Dept. Head & Faculty	NA									2%
	PI 3: Number of graduate degree specializations offered and monitored *				Dept. Head & Faculty	NA									2%
	PI 4: Total FTE coordinated, implemented & monitored*				Dept. Head & Faculty	NA									2%
	PI 5: Percentage increase in number of graduate students enrolled *				Dept. Head & Faculty	NA									2%
	PI 6: Percentage increase in number of students who graduated within prescribed period *				Dept. Head & Faculty	NA									2%
	PI 7: Number of graduate students awarded with honors/distinction *				Dept. Head & Faculty	NA									2%
	PI 8: Number of graduate students advised *				Dept. Head & Faculty	NA									2%
	PI 9: Number of instructional materials developed *				Dept. Head & Faculty	NA									
	On-line ready courseware														
	Flexible instructional materials														
	Assessment tools														
	PI 10: Number of virtual classrooms created and operationalized														
MFO 2	HIGHER EDUCATION SERVICES (50%)														
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *				Dept. Head & Faculty	NA									7.5%

20%

	Indicator		Responsible	Target	Actual		Q1	Q2	Q3	Avg	Remarks	Weight
	PI 2. Percentage of graduates (2 years prior) that are employed *		Dept. Head & Faculty	83%	31.82%		3	3	3	3	21 out of 66 graduates were traced	2.5%
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *		Dept. Head & Faculty	100%	100%		4	4	4	4		2.5%
	PI 4. Percentage of undergraduate programs with accreditations *		Dept. Head & Faculty	100%	100%		5	5	5	5	All programs have COPC	2.5%
	PI 5: Total FTE, coordinated, implemented and monitored *		Dept. Head & Faculty	520	398.80		4	5	4	4.333	2nd Semester 2022-2023 only	20%
	PI 8: Number of students advised: *		Dept. Head & Faculty									
	On thesis/ field practice/special problem			50.00	99.00		5.0	5.0	5.0	5.0	30 thesis; 69 internship (66BSHM; 3BSHRTM)	1%
	No. of approved manuscript submitted within prescribed period			50.00	81.00		5.0	5.0	5.0	5.0	17 Thesis;66 BSHM internship report; 1 BSHRTM	1%
	On consultation			250	450.00		5.0	5.0	5.0	5.0		0.5%
	PI 9: Number of student organizations advised/ assisted *		Dept. Head & Faculty									
	Student organizations advised			2	3.00		5.0	5.0	4.0	4.7	Torah, SHoTS, CME-SSC, Tarsier	1.25%
	Student organizations assisted on student related activities			2	4.00		5.0	5.0	5.0	5.0	1 activity per organization	1.25%
	PI 10: Number of instructional materials developed *		Dept. Head & Faculty									10%
	On-line ready courseware		Dept. Head & Faculty	5	4.00		4.0	3.0	4.0	3.7		
	Flexible instructional materials		Dept. Head & Faculty	10	39		5.0	5.0	5.0	5.0		
	Assessment tools		Dept. Head & Faculty	5	65.00		5.0	5.0	5.0	5.0		
	PI 10: Number of virtual classrooms created and operationalized		Dept. Head & Faculty	27	32.00		5.0	5.0	5.0	5.0		
	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	1	0.00		1.0	1.0	1.0	1.0		2%
	PI 2. Number of research outputs completed within the year *		Dept. Head & Faculty	1	0.00		1.0	1.0	1.0	1.0		2%
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *											

	In refereed int'l journals	Dept. Head & Faculty	2	0.00		1.0	1.0	1.0	1.0		1.50%	
	In refereed nat'l/regional journals										0.50%	
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *											
	In int'l fora/conferences	Dept. Head & Faculty	1	0.00		1.0	1.0	1.0	1.0		1.50%	
	In nat'l/regional fora/conferences	Dept. Head & Faculty	1	0.00		1.0	1.0	1.0	1.0		0.50%	
	PI 5. Percent of research proposals approved *	Dept. Head & Faculty	50%	0.00		1.0	1.0	1.0	1.0		0.5%	
	PI 6. Additional outputs*											
	No. of research-related awards (research conducted by faculty or student w/ faculty)	Dept. Head & 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	2	2		4.0	4.0	4.0	4.0	VSU-Inopacan Collabdev; LGU Silago	2.0%	
	PI 2. Number of trainees weighted by the length of training *	Dept. Head & Faculty	100	30		3.0	3.0	3.0	3.0		2%	
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty	1	0		1.0	1.0	1.0	1.0		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	95%	100%		5.0	5.0	5.0	5.0		1%	
	PI 5. Number of technical/expert services *	Dept. Head & Faculty									1%	
	Research Mentoring		1	0		1.0	1.0	1.0	1.0			
	Peer reviewers/Panelists		1	1		4.0	4.0	4.0	4.0			
	Resource Persons		1	2		5.0	5.0	5.0	5.0			
	Convenor/Organizer		1	0		1.0	1.0	1.0	1.0			
	Consultancy			1		5.0	5.0	5.0	5.0			
	Evaluator		1	0		1.0	1.0	1.0	5.0			
	PI 8. Percent of extension proposals approved *	Dept. Head & Faculty	50%	50%		3.0	3.0	3.0	3.0	in progress	0.5%	

	PI 11. Additional outputs *	Dept. Head & Faculty										
	No. of extension-related awards (extn. conducted by faculty or student & faculty) *										1.5%	10%
MFO 5	**Support to Operations**											
	OVPI MFO 1. Faculty Development Services											
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	Faculty	1	2.00		5.0	5.0	5.0	5.0	Syrene P. Nayre - Doctor in Tourism and Hospitality Management(on-going) Venice B. Ibañez - PhD in Sustainability: Economics, Environment, Management, and Society (SUSTEEMS)(ongoing)	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	1	3.00		5.0	5.0	5.0	5.0		0.125%	
	OVPI MFO 3. Faculty Evaluation Services											
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *	Dept. Head & Faculty	1	1.00		4.0	4.0	4.0	4.0		0.25%	
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty	1	2.00		5.0	5.0	5.0	5.0		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	80%	87.50%		5.0	5.0	5.0	5.0		0.75%	
	PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted *	Dept. Head & Faculty	1	3		5.0	5.0	5.0	5.0	3(thesis proposal,thesis manuscript and intership report reviews)	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%	100%		4.0	4.0	4.0	4.0	Zero non-conformity (No NC)	2.50%	5%
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	1.00		4.0	4.0	4.0	4.0		1%	

PI 2. Zero percent complaint from clients served		Dept. Head & all faculty &									2%
PI 3. Number of coaching sessions among faculty & staff**		Dept. Head	2	1.00		4.0	4.0	4.0	4.0	1 per semester	
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		Dept. Head	2	2.00		4.0	4.0	4.0	4.0		
PI 5. Number of monthly/special faculty & staff meetings conducted**		Dept. Head	5	5.00		4.0	4.0	4.0	4.0		
PI 3: Additional Outputs		Dept. Head & all faculty &									
Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *											2%

Total Over-all Rating	151.6666667					
Average Rating	3.99122807					
Adjectival Rating	Very Satisfactory					

5%

Received by:

TONI MARC L. DARGANTES
Planning Office
Date: JUL 1 4 2023

Calibrated by:

DANIEL LESLIE S. TAN
Chairman, PMT
Date: JUL 1 4 2023

Approved:

EDGARDO E. TULIN
President
Date: JUL 19, 2023

*   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