Visayas State University
College of Engineering
DEPARTMENT OF AGRICULTURAL ENGINEERING
Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, ARTHUR IT. TAMBONG, Head of the Department of Agricultural Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 1 - June 31, 2017.

ARTHUR IT. TAMBONG, FPSAE
Department Head
Date: 16 August 2017

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Chairman, PMT

ROBERTO C. GUARTE, Ph.D.
Dean
Date: 16 August 2017

Approved:

EDGARDO E. TULIN, Ph.D.
President

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

Personnel	Number	FTE/sem	FTE/Summer	FTE Total
Department Head	1	4.00		8.00
Faculty w/ Univ. Designated Position (MBL, RCG)**	2	2.50		10.00
Regular Faculty (with Vacation & Sick Leave)	0	8.00		0.00
Regular Faculty (with Teacher's Leave)	3	18.00		108.00
Regular Faculty (on Study Leave)	1	0.00		0.00
Part time/Affiliate Faculty	15	162.95		162.95
Total	**22**	**195.45**		**288.95**
Admin Staff Members	9			

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

MFO No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Units/Persons Responsible***	Target January - June 2017	Accomplishment	Details of Accomplishment	Quality	Efficiency	Timeliness	Average	Remark
UMFO 1: ADVANCED EDUCATION SERVICES											
DAE MFO 1: Graduate Degree Program Management Services											
		PI 1. Graduate degree program monitored	AIT/VYV	1	1	MSAE	5	5	5	5.0	
		PI 2.* Total Graduate FTE monitored	RCG, AIT, DLST, VYV	2.50	9.08	RCG - 7.75; AIT - 0.08; DLST - 1.25	5	5	5	5.0	
		PI 3. Percentage increase in number of graduate students enrolled	AIT/VYV	33	37.50	from 8 to 11 graduate students	5	4	5	4.7	

Indicator	Group	Target	Accomplishment	Remarks	Q	E	T	Ave
PI 4. Percentage increase in number of students who graduated within prescribed period			N/A	No graduate yet	NA	NA	NA	NA
BEST PRACTICES:								
Number of new MS graduate study linkages made on masteral programs	AIT/VYV (group)	1	2	UPLB, UP-Diliman	5	5	5	5.0
DAE MFO 2: Graduate Student Management Services								
PI 1. Number of graduate students awarded with scholarship/ assistantships	AIT/VYV	2	6	6 graduate students awarded with scholarship/assistantships (CHED, DOST, etc.)	5	4	5	4.7
PI 2. Percentage of graduate students awarded with scholarship/ assistantship who graduated within prescribed period			NA	No graduate yet	NA	NA	NA	NA
PI 3. Number of graduate students awarded with honors/distinction upon graduation			N/A	No graduate yet	NA	NA	NA	NA
PI 4. Number of graduate students advised	AIT, RCG, DLST	8	11	11 graduate students	5	4	5	4.7
PI 5. Additional Outputs								
Number of New Powerpoint Presentations Prepared	AIT, RCG, DLST	3	6	Courses in MSAE program	5	5	4	4.7
Number of New Powerpoint Presentations Revised	RCG, DLST	2	2	Courses in MSAE program	5	5	4	4.7
BEST PRACTICES/NEW INITIATIVES:								
No. of MS Degree Programs initiated for OBE-alignment	AIT/TFS/RCG (group)	1	1	OBE-alignment of MSAE curriculum	5	5	5	5.0
UMFO 2: HIGHER EDUCATION SERVICES								
DAE MFO 1: Curricular Program Management Services								
PI 1.* Total Undergraduate FTE monitored	AIT, RCG, MBLJr, MEC, EPD, MGCS, Affiliate Faculty, VYV	288.95	330.83	half sem FTE: 2nd sem SY 2016-2017	5	5	5	5.0
PI 2. Number of undergraduate curricular program compliant to CMO, approved and offered	AIT	1	1	BSAE	5	5	5	5.0
PI 3. Average passing percentage in licensure examinations in mandated programs	AIT/VYV	60	N/A	no board yet; board exam will be on August 2017	NA	NA	NA	NA
PI 4. Number of undergraduate graduates in mandated programs graduated w/in the prescribed period	AIT/VYV	22	22	22 undergraduate students graduated within prescribed period	5	5	5	5.0

PI 5. Percentage increase in the number of undergraduate students who graduated w/in the prescribed period	AIT/VYV	14	57.14	22 undergraduate students graduated within prescribed period	5	5	5	5.0	
PI 6. Percentage increase in number of undergraduate students enrolled	AIT/VYV	5	7.27	2nd sem, SY 2017-2018 - 118; 1st sem, SY 2017-2018 - 110	5	4	5	4.7	
PI 7. Number of academe/industry linkage established	AIT/RCG/MEC/MBLJr/EPD/ MGCS/LGM/VYV (group)	8	14	PhilRice, PhilMech, DA, OPAG-Negros Occ., PSAE, UP Los Baños, UP Diliman, PAGASA, JRMSU, MSU GenSan, SPAMAST, SC Global, Visayan Oil Mill, SPMI	5	5	5	5.0	
PI 8. Number of students advised									
On thesis/ field practice/special problem	AIT, RCG, MEC, DLST, RRO, FGS, EPD, MGCS	15	40	40 students on thesis/ field practice/special problem	5	5	5	5.0	
On consultation	AIT, MEC, EPD, MGCS (MBLJr and RCG - other offices)	330	660	AE and other course students	5	5	5	5.0	
PI 9. No. of student organizations Advised/Assisted									
Student organizations advised	AIT, RCG, MEC	2	2	PSAE-VSC & CoE-SSC	5	5	5	5.0	
Student organizations assisted on student related activities	AIT, RCG, MEC, EPD, MGCS	2	2	PSAE-VSC & CoE-SSC	5	5	5	5.0	
PI 10. Number of instructional materials developed	Faculty/Admin. Staff								
Revised syllabi		5	8	Courses in BSAE program	5	5	4	4.7	
New Powerpoint lecture presentation (per course)		4	13	Courses in BSAE program	5	5	4	4.7	
Revised Powerpoint lect. presentation (per course)		4	13	Courses in BSAE program	5	5	4	4.7	
New Powerpoint laboratory presentation (per course)		3	9	Courses in BSAE program	5	5	4	4.7	
Revised Powerpoint laboratory presentation (per course)		3	6	Courses in BSAE program	5	5	4	4.7	
PI 11. Additional outputs									
Number of international alumni awards	AIT/VYV	1	1	**14th International Ag.Eng Conference & Exhibition, 67th PSAE Annual National Convention & 28th Philippine Ag Engineering Week (April 24-29, 2017):** 2017 Most Outstanding Agricultural Engineer (VSU BSAE alumnus) - Engr. Nancy Cormanes Quinapondan	5	5	5	5.0	

		Number of days of Outcomes-Based Education seminars/trainings/ workshops/reviews conducted	AIT,RCG,MEC,MBLJr,EPD, MGCS, LGM/VYV	2	2	Outcomes-Based Education seminars/trainings/ workshops/reviews conducted	5	5	5	5.0
		Number of subjects handled in AE Board Exam Review	AIT	4	4	Rural Electrification, Farm Structures, Waste Management and Renewable Energy (SPAMAST AE Board Review, Digos City)	5	4	5	4.7
		Number of Board Review Materials Updated	AIT	4	4	Rural Electrification, Farm Structures, Waste Management and Renewable Energy	5	5	5	5.0
		Number of students awarded with scholarship/fellowship/grants	AIT/VYV	15	18	18 undergraduate students awarded with scholarship/ fellowship/grants	5	5	5	5.0
		Best Practices/New Initiatives:								
		Number of BS Degree Programs initiated for OBE-alignment	AIT/RCG	1	1	OBE-alignment of BSAE into BSABE curriculum	5	5	5	5.0
		Number of State-of-the-Art Laboratory Equipment/Instruments Acquired	AIT/LGM	3	10	Digital moisture tester, digital mini thermo-anemomenter, digital rainfall recorder, digital hand-held solar irradiance meter, 3 data loggers, 3 Global Positioning Systems (GPS)	5	5	5	5.0
		Number of maintained Center of Excellence (COE) status designated by CHED	Faculty/Admin. Staff	1	1	Center of Excellence	5	5	5	5.0
		Number of AACCUP Accreditation prepared	Faculty/Admin. Staff	1	1	BSAE Level III Phase 2	5	5	5	5.0
		Number of AACCUP Accreditation maintained	Faculty/Admin. Staff	1	1	BSAE Level III Phase 1	5	5	5	5.0
		Number of Washington Accord applied	Faculty/Admin. Staff	1	1	Washington Accord Accreditation and Certification	5	5	5	5.0
		Number of ISO 9001:2015 applied	Faculty/Admin. Staff	1	1	ISO 9001:2015 Certification	5	5	5	5.0
		Number of computer software copyrighted	AIT	1	1	Open Channel Designer version 3	5	5	5	5.0
UMFO 3: RESEARCH SERVICES										
		PI 1.* Number of published papers in internationally indexed journals								
		In refereed int'l journals								

		In refereed nat'l journals								
		In institutional journals								
		PI 2.* Number of research outputs presented in regional/national/ int'l fora/conferences								
		In int'l fora/conferences	AIT	1	1	LiDAR Project (covers both research & extension)	5	4	5	4.7
		In nat'l fora/conferences								
		In reg'l fora/conferences								
		In institutional fora/conferences								
		PI 3. Number of research projects conducted and/or completed on schedule	AIT/MEC/EPD/MGCS (group) RCG/SBM (group)	4	4	Computerization of Long-Term Records and Climate Change Analysis of PAGASA-VSU Selected Climatological Data – Phase 1; Baseline study of SHS beneficiaries in Leyte and So. Leyte; Impact evaluation of SHS on the household beneficiaries in Leyte and So. Leyte; Operational evaluation of SHS units in Leyte and So. Leyte.	5	4	5	4.7
		PI 4. Number of research proposals submitted	AIT, EPD	2	3	Computerization of Long-Term Records and Climate Change Analysis of PAGASA-VSU Selected Climatological Data – Phase 1; and 2 sets of research proposals prepared	5	4	5	4.7
		PI 5. Percent of research proposals approved	AIT	1	1	Computerization of Long-Term Records and Climate Change Analysis of PAGASA-VSU Selected Climatological Data – Phase 1	5	5	5	5.0
		PI 7. Amount of research money generated from institutional funding (Thousand PHP)	AIT	200	200	Research money generated from institution	5	4	5	4.7
		PI 8. Additional outputs								
		No. of research-related awards (research conducted by faculty or student w/ faculty)								
		Number of research manuscripts rewritten/edited for publication in international journals	AIT	1	1	LiDAR Research Project Report: Assessment of Biliran Hydropower Potentials	5	5	5	5.0
		Number of RDE proceedings prepared								

UMFO 4: EXTENSION SERVICES										
	PI 1. Number of person-days trained weighted by length of training	RCG/SBM	20	100	Discussed and presented to senior high school student visitors the benefits of renewable energy and RE technologies	5	5	5	5.0	
	PI 2. Number of trainings conducted									
	PI 3. Number of IEC materials/technoguides developed/used	RCG/SBM	5	50	Prepared at least 50 posters, signages, and labels	5	5	5	5.0	
	PI 4. Number of beneficiaries served									
	Groups	RCG/SBM	50	50	Monitored of SHS units and conducted assessment of Solar Power Associations	5	5	5	5.0	
	Individuals	RCG/SBM	216	216	Coordinated with barangay officials and SoPA officers on the monitoring activity in the area; prepared important documents e.g. travel orders, monitoring sheets, etc.; conducted monitoring of HEP beneficiaries (household clients); prepared travel reports, and; prepared monitoring reports; Coordinated with LGUs on the monitoring activity in the area and the number of streetlights to be monitored; prepare important documents e.g. travel orders etc.; supervise reproduction of monitoring sheets	5	5	5	5.0	
	PI 5. Number of technical/expert services									
	Research Mentoring									
	Peer-reviewers/Panelist	AIT	1	1	NSU Journal of Society and Technology (1 engineering paper)	5	4	5	4.7	
	Resource Persons	AIT	1	1	Board Reviewer (3 days), SPAMAST	5	4	5	4.7	
	Convenor/Organizer									
	Consultancy	AIT	1	1	Kurin Waste Management Company, Cebu	5	4	5	4.7	
	Evaluator									

PI 6. Number of extension projects conducted	RCG	1	2	RCG/SBM - Household Electrification Program (HEP) of DOE; Solar Streetlighting Project for Super Typhoon Yolanda-Affected Areas in Leyte	5	5	5	5.0	
PI 7. Number of extension proposals submitted	AIT	1	2	Proposals on: FS Training Series, and Provision of Engineering Consultancy Services	5	4	5	4.7	
PI 8. Percent of extension proposals approved									
PI 9. Amount of extension money generated from external funding (Thousand PHP)									
PI 10. Amount of extension money generated from institutional funding (Thousand PHP)									
PI 11. Additional outputs									
Number of technical/expert services:									
Number of external universities served as Board Reviewer	AIT	1	2	MSU-Gensan & SPAMAST-Digos	5	5	5	5.0	
Resource Persons	AIT	1	2	FS Preparation Lecture at Cebu City sponsored by ATI-National, PSAE Int'l Convention Paper Presentation at Legaspi City	5	4	5	4.7	
Consultancy	AIT	1	2	Mandaue Waste Mgt. Project, Office of the Provincial Agriculturist - Negros Occidental	5	4	5	4.7	
Number of extension initiatives undertaken	AIT	1	1	Post-evaluation monitoring of: Patag Irrigation System & LiDAR project in Biliran Province	5	4	5	4.7	
Number of extension-related awards (extn. conducted by faculty or studnt & faculty)									
Number of seminar/training presentations prepared									
Number of RDE proceedings prepared									
Best practices/new initiatives:									
Number of outreach program conducted by students, faculty and staff	AIT/RCG/LGM (group)	1	1	College of Engineering "Notebook Mo, Sagot Ko"	5	4	5	4.7	

UMFO 5: SUPPORT TO ORGANIZATIONS											
DAE MFO 1: Faculty Development Services											
		PI 1. Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted										
DAE MFO 2: Faculty Recruiting/Hiring Services											
		PI 1. Number of faculty recruited/hired aligned with ISO standards										
DAE MFO 3: Faculty Evaluations Services											
		PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university										
		PI 2. Number of seminars/ trainings/conventions/ workshops coordinated outside of the university	AIT/RCG/MEC/EPD/MGCS (group)	2	6	Varied seminars/ trainings/conventions/ workshops - PSAE, CHED, PhilMech, ATI	5	4	5	4.7	
		PI 3. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	AIT, VYV	60	100	all faculty has at least very satisfactory rating in 50% of the subjects evaluated by students	5	5	5	5.0	
		PI 4. Number of in-house seminars/trainings/ workshops/reviews conducted/participated	AIT/RCG/MEC/VYV/LGM	5	14	14 In-house seminars/trainings/ workshops/reviews conducted/ participated by faculty and staff	5	5	5	5.0	
		PI 5. Additional outputs									
		Number of faculty/staff awards/honors received related to operations support									
		Number of seminars/workshop proceedings prepared									
DAE MFO 4: Program and Institutional Accreditation Services											
		PI 1. Number of degree programs which passed accreditation/evaluation at least Level 1	All faculty and staff	1	1	BSAE	5	5	5	5.0	
		PI 2. QMS on faculty recruitment, development									
		PI 3. Percentage of degree program compliant with CHED	AIT	100	100	100% degree program complied with CHED	5	5	5	5.0	

		PI 4. Additional Outputs								
		Number of activities organized/attended/assisted/participated/facilitated	AIT/RCG/MEC/VYV	4	6	PSAE activities, CoE activities	5	4	5	4.7

UMFO 6: GENERAL ADMIN. AND SUPPORT SERVICES (GASS)

		Indicator	Responsible	Target	Accomplishment	Remarks	Q	E	T	A
		PI 1. Zero complaint from clients	All Faculty & Staff	Zero complaint from clients	Zero complaint from clients	100% no complaint; served clients with courtesy; immediate response to client needs and inquiries	5	5	5	5.0
		PI 2. Additional Outputs								
		Number of departments and/or service units supervised and monitored	AIT/RCG/VYV/MAB/SBM (group)	6	6	DAE, VSU-PAGASA, CoE Workshop, VSU-AREC, RERC, CoE	5	5	5	5.0
		Number of higher offices supervised	MBLJr	1	1	USSO	5	5	5	5.0
		Number of university committees/boards/council chaired & coordinated	RCG	1	1	Dean of Students	5	5	5	5.0
		Number of management meetings conducted	AIT/VYV	4	5	Regular meeting/special meeting	5	5	5	5.0
		Number of documents attended and served	AIT/MEC/VYV/LGM (group), RCG/MAB/SBM (group),	3,000	4,250	Varied documents	5	5	5	5.0
		Number of academic lecture/laboratory rooms maintained	AIT/LGM/CBM (group), RCG/SBM (group), ACP	24	24	DAE lec. & lab. Rooms, Comfort Rooms	5	5	5	5.0
		Number of heavy equipment maintained	LGM	4	4	2 Tractors (Hand Tractor & Ford), 1 Universal Testing Mach. (UTM), Radial Flow	5	5	5	5.0
		Area of lawn maintained (sq.m, approx.)	CBM, ACP, SBM	6025	6025	CoE building, POTC, workshop and its surroundings	5	5	5	5.0
		Number of office and laboratory equipment purchased	AIT/LGM, RCG/MAB (group)	80	105	Varied laboratories/office equipment	5	5	5	5.0
		Best practices/new initiatives:								
		Number of computer software copyrighted	AIT	1	1	Local Food Security System version 2	5	5	5	5.0
		Number of new linkages made	AIT/VYV	1	2	UPLB & UP-Diliman	5	5	5	5.0

		Number of old linkages maintained	AIT/RCG/VYV (group)	16	16	PSAE, TPAE, CHED, PTC, PhilRice, PhilMech, OPAG-Cebu, OPAG-Negros Occ., MSU-Gensan, JRMSU-Zamboanga, DA-NMIS, DA-BAR, PAGASA, Mandaue City, UEP, PNOC-EDC	5	5	5	5.0
		Number of New Academic Building Construction Projects Supervised	RCG/AIT/LGM (group)	1	1	CoE Annex Building	5	5	5	5.0
		Number of On-going Academic Office Renovation Project Supervised	RCG/AIT/LGM (group)	1	1	DAE Administrative Office	5	5	5	5.0

Number of Performance Indicators Filled-up	78
Total Over-all Rating	381.333
Average Rating	4.889
Adjectival Rating	Outstanding

*on per capita basis

**MBL - Prof. Manolo B. Loreto Jr. (Dean of Students) rated at USSO; RCG - Dr. Roberto C. Guarte (College Dean) rated at OVPI
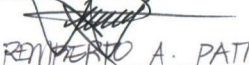
***AIT/DAE Head - A.I. Tambong, RCG/College Dean - R.C. Guarte, MEC - M.E. Casangcapan, MBLJr - M.B. Loreto Jr., EPD - Eldon P. De Padua, MGMCS - Ma. Grace M. Curay-Sumaria, LGM - L.G. Mazo, VYV - V.Y. Vergis, CBM - C.B. Montajes, MAB - M.A. Borleo, ACP - A.C.Pernito, RTV - R.T. Villacorte, DLST - D.L.S.Tan, RRO - R.R.Orias, FGS - F.G.Sinon, EES - E.E.Sudaria

Received by:

_____
Planning Officer
Date: _____

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT
Date: _____

Recommending Approval:

BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction
Date: _____

Approved:

EDGARDO E. TULIN, Ph.D.
President
Date: _____