OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **CHRISTINA A. GABRILLO**, a faculty of the **DEPARTMENT OF DEVELOPMENT COMMUNICATION** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JULY TO DECEMBER 2020**.

Prepared by:

CHRISTINA A. GABRILLO
Assoc. Prof. V & Department Head
Date:

Approved:

VICTOR B. ASIO
College Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				REMARKS (Details of Targetted Outputs Indicators with)	%
					% Accomplishments	Details of Accomplishments	Quality	Eficiency	Timeliness	Average		Weight
UMFO 1. ADVANCED EDUCATION SERVICES												
OVPAA MFO 2. Graduate Student Management Services												
ADVANCED EDUCATION SERVICES (20%)			DDC Head & Graduate Faculty	17.97	100%	25.67	5	5	5	5.00	Graduate course offering for the sem,	2%
	OVPI MFO 1. Graduate Degree Program Management Services		DDC Head & Graduate Faculty	3.00	100%	10.00	5	5	5	5.00	As academic adviser and GAC,	2%
1	**PI 1.** Percentage of graduate school faculty engaged in research work applied in any of the following:		DDC Head & Graduate Faculty	3.00	100%	9.00	5	5	5	5.00	As GAC	2%
	a.	pursuing advanced research degree program (Ph.D) *	DDC Head & Graduate Faculty	1.00	22%	2.00	5	4	4	4.33	graduated their MS	2%

	b.	actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	DDC Head & Graduate Faculty	5.00	100%	12.00	5	5	5	5.00	As professors & academic adviser/GAC	2%
	c.	producing technologies for commercialization or livelihood improvement										
	d.	whose research resulted in an extension program	DDC Head & Graduate Faculty	1.00	50%	4.00	5	4	4	4.33	For graduate subjects offered on the finishing touches	2%
OVPI MFO 2. Graduate Student Management Services			DDC Head & Graduate Faculty	5.00	50%	30.00	5	4	4	4.33	For all graduate courses/subjects	2%
PI 1: Percentage of graduate students enrolled in research degree programs *			DDC Head & Graduate Faculty	5.00	50%	30.00	5	4	4	4.33	For all graduate courses/subjects	2%
PI 2: Percentage of accredited graduate programs *			DDC Head & Graduate Faculty	1.00	50%	2.00	5	4	4	4.33	Majority of faculty have multiple functions in the univ.	2%
PI 3: Number of graduate degree specializations offered and monitored *			DDC Head & Graduate Faculty	1.00	50%	2.00	5	5	4	4.67	still to install virtual classrooms	2%
PI 4: Total FTE coordinated, implemented & monitored*												
PI 5: Percentage increase in number of graduate students enrolled *												
PI 6: Percentage increase in number of students who graduated within prescribed period *			DDC Head & Faculty	90.32	100%	51.30	5	5	5	5.00	In all undergraduate courses/subjects offered	2%

PI 7: Number of graduate students awarded with honors/distinction *	DDC Head & Faculty	10.00	100%	21.00	5	5	5	5.00	for all our subjects offeredduring the second sem	2%
PI 8: Number of graduate students advised *	DDC Head & Faculty	1.00	100%	2.00	5	5	5	5.00	for those who completed their INCs	2%
PI 9: Number of instructional materials developed *	DDC Head & Faculty	5.00	100%	22.00	5	5	5	5.00	either the faculty served as participants or resource persons	2%
On-line ready courseware	DDC Head & Faculty	3.00	100%	13.00	5	5	5	5.00	before the lockdown	2%
Flexible instructional materials	DDC Head & Faculty	10.00	100%	20.00	5	5	5	5.00	before the lockdown	2%
Assessment tools	DDC Head & Faculty	1.00	100%	3.00	5	5	5	5.00	before the lockdown	2%
PI 10: Number of virtual classrooms created and operationalized										
HIGHER EDUCATION SERVICES (50%)	DDC Head & Faculty	10.00	100%	98.00	5	5	5	5.00	on thesis and academic advising	2%
PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	DDC Head & Faculty	5.00	100%	19.00	5	5	5	5.00	by all DDC faculty	2%
PI 2. Percentage of graduates (2 years prior) that are employed *	DDC Head & Faculty	10.00	100%	61.00	5	5	5	5.00	by all DDC faculty	2%
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	DDC Head & Faculty	2.00	100%	7.00	5	5	5	5.00	DecSo, Amaranth, dorms	2%
PI 4. Percentage of undergraduate programs with accreditations *	DDC Head & Faculty	1.00	100%	9.00	5	5	5	5.00	for 2 faculty at DDC	2%

PI 5: Total FTE, coordinated, implemented and monitored *	DDC Head & Faculty	1.00	100%	3.00	5	5	5	5.00	for 2 faculty at DDC	2%
PI 8: Number of students advised: *	DDC Head & Faculty	1.00	60.00%	3.00	5	4	4	4.33	for 2 faculty at DDC	2%
On thesis/ field practice/special problem	DDC Head & Faculty	5.00	60.00%	27.00	5	4	4	4.33	for 2 faculty at DDC	2%
No. of approved manuscript submitted within prescribed period	DDC Head & Faculty	5.00	60.00%	27.00	5	4	4	4.33	for 2 faculty at DDC	2%
On consultation	DDC Head & Faculty		60.00%	3.00	5	4	4	4.33	for 2 faculty at DDC	2%
PI 9: Number of student organizations advised/ assisted *	DDC Head & Faculty		60.00%	3.00	5	4	4	4.33	for 2 faculty at DDC	2%
Student organizations advised	DDC Head & Faculty									
Student organizations assisted on student related activities										
PI 10: Number of instructional materials developed *										
On-line ready courseware	DDC Head & Faculty									
Flexible instructional materials								133.00		
Assessment tools								4.75		
PI 10: Number of virtual classrooms created and operationalized										2%
PI 11: Additional Outputs	DDC Head & Faculty	5.00	100.00%	13.00	5	5	5	5.00	3 research projects funded by CHED-COD, YRRP-IEC & University of Montana and East-West Center, Hawaii, USA and VSU-funded projects	2%

RESEARCH SERVICES (10%)	DDC Head & Faculty	1.00	100.00%	5.00	5	5	5	5.00	by 3 DDC Faculty	2%
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	DDC Head & Faculty	1	100.00%	10.00	5	5	5	5.00	DDC special issue of ATR	2%
PI 2. Number of research outputs completed within the year *	DDC Head & Faculty	1.00%	100.00%	10.00	5	5	5	5.00	still under review for DDC Special ATR issue	2%
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	DDC Head & Faculty		100.00%	1.00	5	5	5	5.00	The article has been accepted for review	2%
In refereed int'l journals	DDC Head & Faculty								not included in the target output due to travel restrictions in the light of COVID-19 pandemic	
In refereed nat'l/regional journals	DDC Head & Faculty									
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *	DDC Head & Faculty									
In int'l fora/conferences	DDC Head & Faculty								not included in the target in the light of fund limitations due to the covid-19 pandemic	

In nat'l/regional fora/conferences	DDC Head & Faculty									*none yet*
PI 5. Percent of research proposals approved *	DDC Head & Faculty	1.00	100.00%	3.00	5	5	5	5.00	*with 3 DDC faculty*	
PI 6. Additional outputs*	DDC Head & Faculty								*due to covid*	
No. of research-related awards (research conducted by faculty or student w/ faculty)	DDC Head & Faculty								*none yet*	
EXTENSION SERVICES (10%)								30.00		
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *								5.00		
PI 2. Number of trainees weighted by the length of training *										
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	DDC Head & Faculty	1.00	100.00%	3.00	5	5	5	5.00	*East-West Center, YRRP, CHED-COD*	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*	DDC Head & Faculty	10.00	100.00%	220.00	5	5	5	5.00	*Radio training for affiliates, google classroom*	2%
PI 5. Number of technical/expert services *	DDC Head & Faculty	1.00	100.00%	3.00	5	5	5	5.00	*East-West Center, YRRP, CHED-COD*	2%

					Q	E	T	Ave	Remarks	%
Research Mentoring	DDC Head & Faculty	5.00%	95.00%	220.00	5	5	5	5.00	Broadcast training for DYDC Affiliate hosts/announcers as highly satisfactory/Google classroom	2%
Peer reviewers/Panelists										
Resource Persons	DDC Head & Faculty		100.00%	1.00	5	5	5	5.00	with DEPED Baybay	
Convenor/Organizer	DDC Head & Faculty									
Consultancy	DDC Head & Faculty	2.00	100.00%	5.00	5	5	5	5.00	As requested by ATI, DEPED	2%
Evaluator	DDC Head & Faculty									
PI 8. Percent of extension proposals approved *	DDC Head & Faculty									
PI 11. Additional outputs *	DDC Head & Faculty		100.00%	1.00	5	5	5	5.00	ATI RTC 8	2%
No. of extension-related awards (extn. conducted by faculty or student & faculty) *	DDC Head & Faculty								Did not submit due to covid 19 pandemic	
Support to Operations	DDC Head & Faculty									
OVPI MFO 1. Faculty Development Services	DDC Head & Faculty	5.00	100.00%	15.00	5	5	5	5.00	New development radio programs at DYDC & Serbisyo Kabataan Online	3%
PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	DDC Head & Faculty	300,000.00	100.00%	550,000.00	5	5	5	5.00	Radio audience all over the world	3%

OVPI MFO 2. Faculty Recruitment/Hiring Services	DDC Head & Faculty	5.00	100.00%	12.00	5	5	5	5.00	*with YRRP-IEC project*	3%
PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *								50.00		
OVPI MFO 3. Faculty Evaluation Services								5.00		
PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *										
PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *										
PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	DDC Head & Faculty		100.00%		5	5	5	5.00	*No NC during the rating period (January to June 2020)*	2%
PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted *										
PI 7 : Additional outputs *								5.00		
Number of faculty/staff awards/honors received related to operations support								5.00		
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*	DDC Head & Faculty		100.00%		5	5	5	5.00		2%

General Admin. & Support Services (GASS)											
PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*											
PI 2. Zero percent complaint from clients served	DDC Head & Faculty		100.00%	1.00	5	5	5	5.00	CRAG	2%
PI 3. Number of coaching sessions among faculty & staff**	DDC Head & Faculty	1.00	100.00%	5.00	5	5	5	5.00		1%
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	DDC Head & Faculty	1.00	100.00%	6.00	5	5	5	5.00		1%
PI 5. Number of monthly/special faculty & staff meetings conducted**	DDC Head & Faculty	1.00	100.00%	4.00	5	5	5	5.00	DDC, DYDC, MMDC, UIMC, Web Team, QAC	3%
PI 3: Additional Outputs								25.00		
Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *								5.00		
	Total Over-all Rating								480.75		100%
	Average Rating								4.95		
	Adjectival Rating								Outstanding		

Received by:

DANIEL LESLIE S. TAN
Planning Office
Date : FEB 2 6 2021

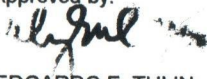Calibrated by:

REMBERTO A. PATINDOL
PMT Chair
Date : 2/24/21

Recommending Approval

BEATRIZ S. BELONIAS
VP for Instruction
Date: 2/25/21

Approved by:

EDGARDO E. TULIN
University President
Date : _____

1 - Quality
2 - Efficiency
3 - Timeless
4 - Average