

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, WINSTON M. TABADA, Department Head, Department of Computer Science and Technology, 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 to June 2018.



WINSTON M. TABADA

Dept. Head

Date: _____



ROBERTO C. CUARTE, Ph.D.

Dean, College of Engineering

Date: _____

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

Personnel	Number	FTE/sem	FTE/Summer	FTE Total
Department Head	1	4.0	0.0	4.00
Faculty w/ Univ. Designated Position	0	2.5	0.0	0.00
Regular Faculty (Vac. & Sick Leaves)	0	8.0	0.0	0.00
Regular Faculty (Teacher's Leave)	6	18.0	0.0	108.00
Part time Faculty Members	4	Actual	Actual	53.80
Admin Staff Members	5	0.0	0.0	0.0

Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Fair

1 - Poor

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments		Rating				Remark
					% Accomplishment as of June 2018	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
UMFO 1.	ADVANCED EDUCATION SERVICES										
	OVPI MFO 1. Graduate Degree Program Management Services										
	PI 1. Graduate degree program monitored										
	PI 2. Total Graduate FTE monitored		WMT	2	100	2	5	4	5	4.7	WMT is a GAC member for 2 MM graduating students

[illegible]

[illegible]

[illegible]

[illegible]

	Number of management meetings conducted	WM1, JBR, JFO, EVM, DP, MU, RV	12	75	9	5	5	5	5.0	
	Number of documents attended and served	WMT, RV	1,000	120	120.00	4	5	5	4.7	Gradesheets, Registration Forms, Shifting Forms,
	Number of academic lecture/laboratory rooms maintained	KB	9.00	111.11	10.00	5.00	5.00	5.00	5.0	
	Number of heavy equipment maintained									
	Area of lawn maintained (sq.m, approx.)	KB	1000	100	1000	5	5	5	5.0	
	Number of office and laboratory equipment purchased	WMT, RV	20	175	35	5	5	5	5.0	Computer units
	Number of hours devoted in consultation meeting									
	Number of hours devoted in the preparation of documents needed for PTC-ACBET (Washington									
	Number of hours devoted in the preparation for AACUP accreditation									
	Best practices/new initiatives:									
	Number of Application for ISO (Prepared) - on-going									
	Number of Application for CHED Center of Excellence									
	Number of laboratory operation and maintenance manuals prepared									
	Number of TVET Programs coordinated									
	Number of new TVET Programs Registered to TESDA									
	Number of New Academic Building Construction Projects Supervised									
	Number of Completed Academic Office Construction Project Supervised									
	Number of On-going Building Renovation Projects Supervised									
						Total points			34.67	

Total Over-all Rating		107.7	
Average Rating		4.89	
Adjectival Rating		Outstanding	

RCG-Roberto C. Guart; AIT-Arthur It. Tambong; ECG-Epifania G. Loreto; WMT-Winston M. Tabada; FFM-Florentino F. Mordales; CG-Celso Gumaod; MAB-Michelle A. Barleo; NLL-Nilo L. Leorna; POL-Pedro O. Lesidan; MBLJr- Manolo B. Loreto Jr.; LGM-Lorbert G. Mazo; VYV-ValerieY. Vergis

Received by: _____

Planning Officer
Date: _____

Calibrated by:



REMBERTO A. PATINDOL, Ph.D.
Chairman, PMT
Date: _____

Recommending Approval:



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

Approved:



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