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INSTRUCTION: To facilitate formula-assisted consolidation, don't delete nor add rows & columns. Dean's Office will hide blank rows after consolidation. Don't delete cell formulas. Use provided blank rows for additional Performance Indicators. Leave target blank if PI is not applicable. Cells in yellow color (if present) need to be filled-up or checked for data accuracy.



Visayas State University
College of Education
INSTITUTE OF HUMAN KINETICS
Visca, Baybay City, Leyte



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **MARY JEAN M. SAPAN**, Head of the Institute of Human Kinetics, 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 2019.

MARY JEAN M. SAPAN
Director, IHK
Date: _____

ALEJO A. VILLOCINO
Dean, College of Education
Date: _____

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

Personnel	Number	FTE/sem	FTE/Summer	FTE Total
Department Head	1	4	0	14.50
Faculty w/ Univ. Designated Position	0	3	0	0.00
Regular Faculty (Vac. & Sick Leaves)	3	8	0	45.75
Regular Faculty (Teacher's Leave)	8	18	0	243.25
Part time Faculty Members	2	35.95	0	35.95
Admin Staff Members	4	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 Accomplishment		Rating				Remark
					% Accomplishment as of June 2019	Details of Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 1:	ADVANCED EDUCATION SERVICES										
	MFO 1. Graduate Degree Program Management Services										
		PI 1: Number of graduate degree specializations offered and monitored	Faculty	1	1.0	1	5	5	5	5.00	
		PI2: Total FTE monitored	Faculty	3	1.0	3	5	5	5	5.00	
		PI 3: Percentage of students who graduated within the prescribed period									
	MFO 2: Graduate Student Management Service										
		PI 1: Percentage of graduate students awarded with honors/distinction									
		PI 2: Percentage of graduate students advised who rated the adviser/GAC member at least very satisfactory	Faculty	10	1.2	12	5	5	5	5.00	

		PI.3: Percentage of graduate school faculty engaged in research work applied in any of the ff:								
		a. Pursuing advanced research degree program	Faculty	1	1.0	1	5	5	5	5.00
		b. Actively pursuing in the last three years (investigative research, basic and applied scientific research, policy research, social science research)								
		c. Producing technologies for commercialization or livelihood improvement								
		d. Whose research work resulted in an extension program								
UMFO 2	HIGHER EDUCATION SERVICES									
	MFO 1: Curriculum Program Management Services									
		PI 1: Total FTE monitored	Faculty	12	1.0	12	5	5	5	5.00
		PI 2: Percentage of undergraduate curricular program compliant to CMO, approved and offered	Faculty	2	1.0	12	5	5	5	5.00
		PI 3: Average percentage passing in licensure exam								
		PI 4: Percentage of first time licensure exam takers who passed the licensure exam								
		PI 5: Number of graduates who graduated within prescribed period								
		PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period								
		PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies								
		PI 8: Number of academe/industry linkages established	Faculty	3	1.0	3	5	5	5	5.00
		PI 9: Number of thesis/special problem students:								
		a. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative								
		b. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios approved	Faculty	47	1.08	51	5	5	5	5.00
		PI 10: Number of student organizations advised/ assisted	Faculty	7	1.14	8	5	5	5	5.00
		PI 11: Number of instructional materials developed/revised								
		a. OBE-compliant syllabi	Faculty	4	1.0	4	5	5	5	5.00
		b. Teaching guides/Student guides/Laboratory Manuals								
		c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	Faculty	10	1.5	15	5	5	5	5.00
		d. On-line interactive learning resources per subject								
		PI 12: Number of instruction-related awards								
UMFO 3	RESEARCH SERVICES									
		PI 1. Number of Research Proposals Submitted								
		PI 2. Number of Research Proposal Approved								
		PI 3. Number of Research Studies Conducted								
		PI 4. Number of Research projects/studies completed within the year								

		PI 12. No. of extension-related awards conducted by faculty or student & faculty) (extension									
UMFO 5	SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services										
		PI 1: Number of faculty pursuing advanced degree programs	Faculty	1	1.0	1	5	5	5	5.00	
		PI 2: Number of faculty recruited/hired aligned with university RSP policy and competency-based HRM	Faculty	1	2.0	2	5	5	5	5.00	
	OVPI MFO 3. Faculty Evaluation Services										
		PI 3: Number of seminars/trainings/ conventions/workshops organized/coordinated for the entire university									
		PI 4: Number of seminars/trainings/ conventions/workshops organized/coordinated outside the university									
		PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated:									
		Very Satisfactory	Faculty	3	.6	2	5	5	5	5.00	
		Outstanding	Faculty	97	1.01	98	5	5	5	5.00	
		PI 6: Number of college/department-level seminars/trainings/workshops/reviews conducted/attended/facilitated		2	1.0	2					
	OVPI MFO 4. Program and Institutional Accreditation Services										
		PI 1: Number of degree programs which passed accreditation/evaluation at least Level 1									
		PI 2: Degree program compliant with CHED requirements		2	1.0	2	5	5	5	5.00	
UMFO 6.	General Administration and Support Services										
		PI 1. Zero complaint from clients (complaints dropped in suggestion boxes, complaints on change of grades and other complaints)	Faculty and Admin Staff	100	1.0	100	5	5	5	5.00	
		PI 2. Number of complaints addressed within the prescribed time	Faculty and Admin Staff	2	1.5	3	5	5	5	5.00	
		PI 3: Additional Outputs									
		•Submitted budget proposals of sports programs, university-wide sportsfest, institute and university anniversary activities		4	1.0	4	5	5	5	5.00	
		•Organized a Team IHK fellowships/Team building activity to enhance and strengthen human relations in the institute.	Dept. Head	1	1.0	1	5	5	5	5.00	
		•Participated in the 1st Eastern Visayas Collegiate Athletic Association Invitation Games	Dept. Head and Varsity Athletes	8	1.0	8	5	5	5	5.00	
		•Organized the Goodwill Games for the VSU Anniversary	Faculty	4	1.0	4	5	5	5	5.00	
		•Organized Games for Dulang Pinoy for the VSU Anniversary	Faculty	30 persons	1.67	50	5	5	5	5.00	
		•Number of sports facilities maintained	Faculty	15	1.0	15	5	5	5	5.00	
		•Approved permits of students, faculty/staff and agencies (government & nongovernment organizations) in the use of the sports facilities	Dept. Head	10	1.5	15	5	5	5	5.00	
		•Summer Recreation Program	Faculty	2 activities	0	0	3	3	3	3.00	

	Best practices/new initiatives/innovations									
	• Mapeh Student Teachers Congress	Faculty	150 students	1.2	180	5	5	5	5.00	
	• Re-Orientation of New Students (BPED and BCAEd)	Faculty	100 students	1.05	105	5	5	5	5.00	
	• Annual Athletic Awards Night	Faculty	200 Athletes	1.26	252	5	5	5	5.00	
	• Mugna sa MAPEH Production									
	• Student Teachers Exit Conference in their respective community schools	Faculty	47 students	1.08	51	5	5	5	5.00	
	• Departmental Culmination Program in Dance and Sports	Faculty	2300	1.086	2500	5	5	5	5.00	
	• Faculty and Staff Yearly Exit Meeting	Faculty	15	1.0	15	5	5	5	5.00	
	Total Over-all Rating								198.00	
	Average Rating								4.95	
	Adjectival Rating								Outstanding	

Calibrated by:


REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

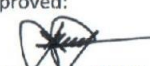
Recommending Approval:


BEATRIZ S. BELONIAS

VP for Instruction

Date: _____

Approved:


EDGARDO E. TULIN

President

Date: _____

Received by:



DILBERTO O. FERRAREN