OP+ 12324

INSTRUCTION: To facilitate formula-assisted consolidation, don't delete not 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 2018

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ALELÍ A. VILLOCINO

Dean, College of Education

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

| Personnel | Number | FTE/sem | FTE/Summer | FTE Total |
|--------------------------------------|--------|---------|------------|-----------|
| Department Head | 1 | 4.0 | 0.0 | |
| Faculty w/ Univ. Designated Position | 0 | 2.5 | 0.0 | 0.00 |
| Régular Faculty (Vac. & Sick Leaves) | 3 | 8.0 | 0.0 | 8.00 |
| Regular Faculty (Teacher's Leave) | 8 | 18.0 | 0.0 | 180.00 |
| Part time Faculty Members | 4 | Actual | Actual | |
| Admin Staff Members | 4 | 0.0 | 0.0 | 0.0 |
| | | | | |

Rating Equivalerits:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

2 - Fair 1 - Poor

| | MFO Description Success/Performan | | | | Actual Accomp | lishment | | - | Rating | | |
|---------|------------------------------------|---|-------------------------------|--------|--|----------------------------------|---------|------------|------------|---------|--------|
| MFO No. | | Success/Performance Indicator (PI) | Units/Persons Responsible* | Target | % Accomplishment as of December 2017 | Details of Accom- plishmnt | Quality | Efficiency | Timeliness | Average | Remark |
| UMFO 1: | ADVANCED ED | DUCATION SERVICES | | | | | | | | | |
| | MFO 1. Gradua | ate Deggree Program Management Services | | | | | | | | | |
| | | PI1: Number of graduate degree specializations offered and monitored | 3 | 3 | | | | | | | |
| | | PI2: Total FTE monitored | | | | | | | | | |
| | | -with EdD | Faculty | 1 | 3.25 | 3.25 | 5 | 5 | . 5 | 5.00 | |
| | | -with MS | Faculty | 5 | 2.37 | 4.75 | 5 | 5 | 5 | 5.00 | |
| | | P13: Percentage increase in number of graduate students enrolled | Faculty | 5 | | | | | | | -10-6 |
| | | Pl4: Percentage increase in the number of students who graduated within prescribed period | Faculty | 3 | | | | | | - | \$ |
| | MFO 2: Gradu | ate Student Management Service | 7 | | | | | | | | |

| | Pl1. Number of graduate students awarded with scholarship/assistantship | Faculty | 6 | | | | | | | |
|--------|--|------------------------------------|-----|--|--------------|--|--|------|------|--|
| | Pl2: Percentage of graduate students awarded with scholarship/assistantship who graduated within prescribed period | Faculty | 1 | A. A | | | | | | |
| | Pl3: Number of graduate students awarded with honors/destinction | | | | | | | | | |
| UMFO 2 | HIGHER EDUCATION SERVICES | | | | | 1 | | | | |
| | MFO 1: Curriculum Program Management Services | | | | | | | | | |
| | Pl1: Total FTE monitored | | | | - | 1 | | - | | |
| | - with PhD | Faculty | 18 | 80.00% | 14.4 | 5 | 5 | 5.00 | 5.00 | |
| | - with MS | Faculty | 54 | 95.50% | 51.6 | 5 | 5 | 5.0 | 5.00 | |
| | - with BS | Faculty | 19 | 50.52% | 9.6 | 5 | 5 | 5.0 | 5.00 | |
| | -Part timers | Faculty | 5 | | 59 | 5 | 5 | 5 | 5.00 | _ |
| | Pl2: Percentage increase of undergraduate students enrolled | Faculty | 60% | 1.16% | 70% | 5 | 5 | 5 | 5.00 | |
| | PI3: Percentage increase in the number of undergraduate students who graduated within prescribed period | | 85% | 89.47% | 95% | 5 | 5 | 5.00 | 5.00 | |
| | Pl4: Percentage passing of students in the licensure board examination | 2 | | | | | | | | |
| | BSED | | | | T | | | | | |
| | BEED | | | | | | | - | | - |
| | PI 5. Number of academe/Industry linkage established | | | | | | | | | er Kanamaran persebuah beraran sebagai pendaban beraran beraran beraran beraran beraran beraran beraran berara |
| | * Local | Head, Faculty | 9 | 1.55 | 14 | 5 | 5 | 5 | 5.00 | · |
| | * National | Head, Faculty | 4 | 1.5 | 6 | 5 | 5 | 5 | 5.00 | |
| | * International | Head, Faculty | 1 | 1 | 1 | 4 | 4 | 5.00 | 4.33 | |
| | rAwards/Honors Received by: | Head, Faculty | 4 | 1 | 4 | 5 | 5 | 5.00 | 5.00 | - |
| | rAwards/Honors Received by Students: | Head, Faculty & Affiliate Staff | 50 | 3.16 | 158 | 5 | 5 | 5.00 | 5.00 | - |
| | PI 6a. Number of students advised | | | | | | | - | | * |
| | On student teaching | Head, Faculty | | | | 5 | 5 | 5 | 5.00 | |
| | On consultation | Head, Faculty | 350 | 1.43% | 500 | 5 | 5 | 5 | 5.00 | |
| | PI 6b. No. of student organi-zations Advised/Assisted | Artiga, | | | | | | | | |
| | Student organizations advised | | 5 | 1.6 | 8 | 5 | 5 | 5 | 5 | |
| | Student related activities assisted | Head, Faculty | 10 | 1.8 | 18 | 5 | 5 | 5 | 5.00 | |

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| | P17. Number of instructional materials developed | | | | | | | | |
|--------|--|----|-------|-----|---|---|------|------|--|
| | New syllabi | 2 | 2 | 4 | 5 | 5 | 4.00 | 4.66 | |
| | Revised syllabi | 5 | 1.4 | 7 | 5 | 5 | 4.00 | 4.66 | |
| | New lecture manual | | | | | | | | |
| | Review with syllabus- Instructional Materials | 3 | 1.6 | 5 | 5 | 5 | 4.00 | 4.66 | |
| | Info Drive to promote undergrad and MaEd Program | 1 | 1 | 1 | 5 | 5 | 5.00 | 5.00 | |
| | Revision of Intramural Sports Program | 1 | 2 | 2 | 5 | 5 | 5.00 | 5.00 | |
| | Proposal from Non-Thesal to Thesis Program | 1 | 1 | 1 | 5 | 5 | 5.00 | 5.00 | |
| | Compliance of AACUP Accrediatation Recommendation | 1 | 1 | 1 | 5 | 5 | 5.00 | 5.00 | |
| | Identification of Instructional needs priorities and materials for procurement | 12 | 1.25 | 15 | 5 | 5 | 5.00 | 5.00 | |
| | Organized Workshops/ Sports Clinic | 3 | 1.33 | 4 | 5 | 5 | 5.00 | 5.00 | |
| | Revised lecture manual | | | | | | | | *************************************** |
| | New lab. manual | | | | | | | | |
| | Revised Lab. Manual | | | | | | | | |
| | New Powerpoint lecture presentation (per course) | 30 | 1.80% | 55 | 5 | 5 | 4.00 | 4.66 | *************************************** |
| | Revised Powerpoint lect. presentation (per course) | 85 | 1.29% | 110 | 5 | 5 | 5 | 5.0 | |
| | Musical Scores for Choral and Instruments | 15 | 1.33% | 25 | 5 | 5 | 5.00 | 5.0 | |
| | Revised Sports Scoresheets for co- curricular activities | 3 | 1.67% | 10 | 5 | 5 | 5.00 | 5.0 | |
| | PI 8. Additional outputs | | , | | | | | | |
| | Accreditation of curricular program (4TH LEVEL PHASE B) | 1 | 1.00% | 1 | 5 | 5 | 5.00 | 5.0 | |
| | Number of Students Oriented on BSED MAPEH program and institute policies | | 7 | | 5 | 5 | 5.00 | 5.0 | |
| | Number of articles/news feature posted on Web Team & Obelisk | 5 | 2.00% | 10 | 5 | 5 | 5 | 5.0 | *************************************** |
| UMFO 3 | RESEARCH SERVICES | | | | | | | | |
| | Pl1: Number of published papers | | | | | | | | |
| | In refereed int'l journals | | | | | | | | |
| | In refereed nat'l journals | | | 1 | | | | | - Augusta and a state of the st |

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| | In institutional journals | | T | | | | | | | |
|---------------------------------------|--|---------------|--|----------|-----|---|----------|------|------|--|
| | PI 2. Number of research outputs presented in | | | | | | | | | |
| | In int'l fora/conferences | | 1 | | | 1 | | | | |
| | In nat'l fora/conferences | | 1 | | | 1 | | | | |
| | In reg'l fora/conferences | | | <u> </u> | | + | | | | |
| | In institutional fora/conferences | | | 1 | | + | <u> </u> | | | |
| | PI 3. Number of research projects conducted and/or completed on schedule | | 1 | 0 | - | 3 | 3 | 3.00 | 3.00 | |
| | PI 4. Number of research proposals submitted | | 1 | 0 | | 3 | 3 | 3.00 | 3.00 | |
| 1 | PI 5. Percent of research proposals approved | | | | | | | | | |
| | PI 6. Amount of research money generated from external funding (Thousand PHP) | | | | | | | | | |
| | PI 7. Amount of research money generated from institutional funding (Thousand PHP) | | | | | | | | | |
| | PI 8. Additional outputs | | | | | 1 | | | 4 | |
| - | No. of research-related awards (research conducted by faculty or student w/ faculty) | | | | | | | | | |
| MFO 4 | EXTENSION SERVICES | | 1 | 1 | | + | | | 4 | |
| | PI 1. Number of days trained weighted by length of training | | 25 | 1.20% | 35 | 5 | 5 | 5 | 5.00 | |
| | PI 2. Number of IEC materials/technoguides developed/used | | | | | | | | | |
| | PI 3. Number of beneficiaries served | | | | | 1 | | | 4 | |
| | Groups | Head, Faculty | 2 | | | | | | | |
| | Individuals | | 70 | 1.71 | 120 | 5 | 5 | 5.00 | 5.00 | |
| · · · · · · · · · · · · · · · · · · · | PI 4. Number of extension projects conducted and/or completed on schedule | | 1 | 1 | 1 | 5 | 5 | 4.00 | 4.70 | |
| | PI 5. Number of extension proposals submitted | | 1 | 1 | 1 | 5 | 5 | 4.00 | 4.70 | |
| | PI 6. Percent of extension proposals approved | | | | | | | | 4 | |

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| | PI 7. Amount of extension money generated from external funding (Thousand PHP) | | | | | | | | | |
|--------|---|---|--------|------|----|-----|---|------|------|--|
| | PI 8. Amount of extension money generated from institutional funding (Thousand PHP) | | 50,000 | | | | | | | |
| | Pl9: Number of partnerships/linkages | Head, Faculty | 1 | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | Other Outputs | | | | | | | | | |
| | No. of extension-related awards (extn. conducted by faculty or studnt & faculty) | | | | | | | | | |
| UMFO 5 | SUPPORT TO OPERATIONS | | | | | | | | | |
| | MFO 1: Faculty Development Services | | | | | | | | | |
| | Pl1: Number of faculty pursuing advanced research degree programs (PhD) facilitated monitored and assisted | | 7 | 1.14 | 8 | 5 | 5 | 5 | 5.00 | |
| | P2 Organized Workshops/ Sports Clinic | | 3 | 1.66 | 5 | 5 | 5 | 5.00 | 5.00 | |
| | P3. Coordinated workshops, sports clinics | | 4 | 2% | 6 | 5 | 5 | 5.00 | 5.00 | |
| | Attended workshops, trainings, sports | | 12 | .67 | 8 | 5 | 5 | 5.00 | 5.00 | |
| | P4 Recommends faculty to attend training or seminars related to their field of specialization | | 5 | 1.0 | 5 | 5 | 5 | 5.00 | 5.00 | |
| | P5 Number of sports/wellness activities (Faculty and Staff Sportsfest, University Intramural Games, University Goodwill Games) | Faculty | 4 | 1.33 | 4 | 5 | 5 | 5.00 | 5.00 | |
| | P6 Number of State Colleges and Universities coordinated for Regional SCUAA | Dean,Sports Directors, Faculty and Staff | 11 | 1 | 11 | , 5 | 5 | 5.00 | 5.00 | |
| | P7 Committee Assignments as a member/chairperson organized by the university | Head, Faculty & staff (university-wide) | 45 | 1.14 | 40 | 5 | 5 | 5.00 | 5.00 | |
| | P8 Coordinated workshops, sports clinics and trainings | Head, Faculty | 15 | 1.33 | 20 | 5 | 5 | 5.00 | 5.00 | |
| | P9 Attendance to meetings and other related school activities | Head, Faculty | 30 | 1.33 | 40 | 5 | 5 | 5.00 | 5.00 | |
| | MFO 2 As Department Head | | | | | | | | | |

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| P1 Supervised and monitored the implementation of instructional programs, projects and activities | Head, faculty, coaches, program coordinators | 45 | 1.25 | 50 | 5 | 5 | 5 | 5.00 | | |
|--|---|----|---|----|---|---|------|------|------------------------|-------|
| P2 Prepared office orders, memoranda and other documents relative to academic and othern concerns | | 12 | 1.25 | 15 | 5 | 5 | 5.00 | 5.00 | | |
| P3 Monitored the attendance of aculty in varied academic and co-curricular activities. | Head | 18 | 1.11 | 20 | 5 | 5 | 5.00 | 5.00 | | |
| P4 Conducts in-service training activity for improvement of instruction in the institute at least once per semester. | Head, faculty | 4 | 1.25 | 5 | 5 | 5 | 5.00 | 5.00 | | |
| P5 Submitted budget proposals of sports programs, university-wide sportsfest, institute and university anniversary activities | Head, faculty | 5 | 1.2 | 6 | 5 | 5 | 5.00 | 5.00 | | |
| P5 Issued memos to faculty & administrative/support staff members for effective implementation of plans and programs of the institute. | Head | 4 | 1.25 | 5 | 5 | 5 | 5.00 | 5.00 | | |
| P6 Prepared teaching assignments and other assigned tasks/functions of faculty & staff | Head, Faculty & staff (university-wide) | 12 | 1.16 | 14 | 5 | 5 | 5.00 | 5.00 | | |
| P6 Approved permits of students, faculty/staff and agencies (government & nongovernment organizations) in the use of the sports facilities | Head, faculty in-charge of university sports facilities, clerk & support staff | 30 | | 40 | 5 | 5 | 5 | 5.00 | | |
| P7 Submitted program for accreditation | Head, Faculty & staff | 1 | 1 | 1 | 5 | 5 | 5 | 5.00 | | |
| P8 Recommended 39 varsity coaches/assistant coaches to the Office of the President | Head & Varsity Sports Coordinator | | *************************************** | | | | | | | |
| MFO 3: Faculty Recruitment/Hiring Services | | | ······································ | | | | | | <u> </u> | |
| Pl1: Number of faculty recruited/hired aligned with | Head & Institute Personnel Committee | | | | | | | | | |
| MFO 4: Faculty Evalution Services (IHK) | | | | - | | | - | | <u> </u> | |
| PII: Percentage of faculty rated by students with at least outstanding rating in 50% of the subjects evaluated | Head, Faculty | 11 | 1 | 11 | 5 | 5 | 5.00 | 5.00 | Regular -6 time - 5 | Part- |
| MFO 5: Admission and Registration Services | | | | 1 | | | | | | |

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| | PII: Number of graduating high school students who took the exam resulting from information drive | | | | | | | | | |
|--------|--|---|-----|------|------|---|---|------|------|--|
| | MFO 6: Program and Institutional Accreditation Services | | | | | | | | | |
| | Pl1: Number of degree program which passed accrediation/evaluation at least Level 1 | Head, Dean, program coordinator | 1 | 1 | 1 | 5 | 5 | 5.00 | 5.00 | |
| | Pl2: Degree program compliant with CHED | coordinator, faculty & staff | 1 | 1 | 1 | 5 | 5 | 5.00 | 5.00 | |
| | PI3: Readiness to SUC levelling by CHED and DBM | Head, dean, program coordinator, faculty & staff | 1 | 1 | 1 | 5 | 5 | 5.00 | 5.00 | |
| UMFO 6 | GÉNERAL ADMINISTRATION AND SUPPORT SERVICES | | | | | | | | | |
| | PI 1. Number of departments and/or service units supervised and monitored | Head, Faculty and Staff,Dean, President,VP & Students | 20 | 1.25 | 25 | 5 | 5 | 5.00 | 5.00 | |
| | PI 2. No. of management meetings conducted | Head | 20 | 1.5 | 30 | 5 | 5 | 5.00 | 5.00 | , |
| | <u>PI 3</u> . Number of documents attended and served | Head | 800 | 1.62 | 1300 | 5 | 5 | 5.00 | 5.00 | |
| | PI 4. Number of academic lecture/laboratory rooms maintained | Head, Administrative Staff | 8 | 1.25 | 10 | 5 | 5 | 5.00 | 5.00 | |
| | PI 5. Number of athletic equipment maintained | Head, Administrative Staff | 800 | 1.25 | 1000 | 5 | 5 | 5 | 5.00 | - Australia Antonio del Companyo del Company |
| | PI6. Number of budget proposals and financial requirements of department & university programs endorsed to finance committee | Head | 4 | | 7 | 5 | 5 | 5 | 5.00 | |
| | PI 7. Periodic inventory of equipment, supplies and materials | Head, Admnistrative staff, property custodian | 3 | 1.5 | 5 | 5 | 5 | 5 | 5.0 | |
| | PI 8. Number of sports facilities maintained | Head, faculty in-charge of university sports facilities, clerk & | 18 | 1.11 | 20 | 5 | 5 | 5 | 5.00 | |
| | PI 9. Number of supplies & sports equipment purchased | Head, property custodian, service pe coordinator, varsity sports coordinator | 250 | 1.25 | 300 | 5 | 5 | 5 | 5.0 | |

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| | PI 10. Number of personnel endorsed for personnel actions (recruitment, renewals, promotions, leaves, pass slips, permission to engage in outside activities, etc.) | Head & IHK Personnel Committee | 25 | | 40 | 5 | 5 | 5 | 5.0 | |
|----------------------|---|--|----|---|----|------|------|--------|---------|-------------|
| | Zero percent complaint from clients served | Head, Faculty. Staff | 0 | 1 | 0 | 5 | 5 | 5.00 | 5.00 | |
| | Additional Outputs | | | | | | | | | |
| | P11. Host to Regional SCUAA 2017 | Administration, Faculty, Staff & Students | | | | | | | | |
| | P12. Organized a Team IHK fellowships/Team building activity to enhance and strengthen human relations | | | | | | | | | |
| | | | | | | 365 | 365 | 360.00 | 1090.00 | |
| otal Over-all Rating | | | | | | 4.93 | 4.93 | 4.86 | 4.90 | |
| verage Rating | | | | | | | | | | |
| djectival Rating | | | | | | | | | | Outstanding |

| Cal | 1:1 | 4 | l by |
|-----|------|-----|------|
| 6.0 | unra | Lec | DV' |

Chairman, PMT Date: __

Recommending Approval:

BEATRIZ S. BELONIAS VP for Instruction Date:

Approved:

President