



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

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DATE: SEP 24 2021

BY: 

OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION AND AUXILIARY SERVICES

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

RDE Commitments***

<i>Personnel</i>	<i>Number</i>	<i>Min. FTE (2)</i>	<i>Research</i>	<i>Publication</i>	<i>Extension</i>
Department Head	1	8.1	3.0	0	1
Faculty w/ Univ. Designated Position	1	1.16	2.0	1	0
Regular Faculty (VSL)*	11	127	21.0	3	4
Regular Faculty (TLS)*	8	156	0.0	0	0
Part time Faculty	3	67	0.0	0	0
Admin Staff Members	5	0			
TOTAL		358.06	26.0	4	5

Note:

* On vacation-sick-leave status. Ratio of Instruction and RDE commitments should determined based on FTE of 18 units

** On Teacher's Leave status. Minimum FTE required is 18 units

*** Professors and Associate Professors are required to commit RDE outputs (Please Performance Indicators under Research (UMFO 3) and extension (UMFO 4)

MFO No.			Success/Performance Indicator (PI)		Units/Persons Responsible	Department Target	Actual		Rating				Remark (Details of the targetted outputs indicators with *)	% weight
							% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
MFO 1	ADVANCED EDUCATION SERVICES (20%)													
	OVPI MFO 1. Graduate Degree Program Management Services													

	On-line ready courseware		RMRM	1	100.00%	1/1	5	5	4	4.667		
	Flexible instructional materials											
	Assessment tools											
	Syllabus		BSB	1	200.00%	2/1	5	5	4	4.667	Syllabus in Biol 215 and Biol 217	
	PI 10: Number of virtual classrooms created and operationalized		BSB, RDP, BLAR, RMRM, HVO	5	100.00%	5/5	5	5	5	5	Botn 215, Botn 217, Biol 205, Biol 227	
MFO 2	HIGHER EDUCATION SERVICES (50%)											
	<u>PI 1.</u> Percentage of first time licensure exam takers that pass the licensure exams *		Dept. Head & Faculty	NA								7.5%
	<u>PI 2.</u> Percentage of graduates (2 years prior) that are employed *		Dept. Head & Faculty	80%	118%	95/80	5	5	5	5	Of the 47 graduates, 2 cannot be contacted, but 44 are employed and 1 is currently pursuing graduate studies.	2.5%
	<u>PI 3.</u> Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *		Dept. Head & Faculty	BSBio-100; BS Marine Bio-50	BSBio - 144%; BS Mar Bio-112%	BSBio - 142; BS Marine Bio-56	5	5	5	5	BS Bio=142/100; BS Marine Bio=56/50	2.5%
	<u>PI 4.</u> Percentage of undergraduate programs with accreditations *		Dept. Head & Faculty	50%	100%	50/50	5	5	5	5	DBS offers BS Bio and BS Marine Bio. BS Bio is for Level IV evaluation but BS Marine Biology is not yet illigible to undergo AACUP accreditation because it is a new program offering and no graduates yet are produced.	2.5%
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *		Dept. Head & Faculty	100	358.06%	358.06	5	5	5	5		20%
	<u>PI 8:</u> Number of students advised: *		Dept. Head & Faculty									
	<i>On thesis/ field practice/special problem</i>		Dept. Head & Faculty	30.00	1.00	30/30	5.0	5.0	5.0	5.0		1%

	No. of approved manuscript submitted within prescribed period											1%
	On consultation (academic adviser)		Dept. Head & Faculty	100	204.00%	204/100	5.0	5.0	5.0	5.0	204 students advised/100 target	0.5%
	PI 9: Number of student organizations advised/ assisted *		Dept. Head & Faculty									
	Student organizations advised			1	200.00%	2/1	5.0	5.0	5.0	5.0	Advise OBioS and CAS-SSC =2	1.25%
	Student organizations assisted on student related activities			1	100.00%	1/1	5.0	5.0	5.0	5.0	Assisted CAS-SSC in implementing student related activities during the CAS-Month; Participated during the BioWeek Celebration (part of the committee)-EKS	1.25%
			EKLS									
	PI 10: Number of instructional materials developed *		Dept. Head & Faculty									10%
	On-line ready courseware		Dept. Head & Faculty	10	410.00%	41/10	5.0	5.0	4.0	4.7	Please see attached list	
	Flexible instructional materials		Dept. Head & Faculty									
	Assessment tools (long quiz, exams, problem sets)		Dept. Head & Faculty									
	PI 10: Number of virtual classrooms created and operationalized		Dept. Head & Faculty	10	390.00%	39/10	5.0	5.0	5.0	5.0	Please see attached list	
	PI 11: Additional Outputs		Dept. Head & Faculty									
	Number of workshops attended related to instruction		Dept. Head & Faculty	1	200.00%	2/1	5.0	5.0	5.0	5.0	Please attached see list	
	Number of syllabus made/revised		Dept. Head & Faculty	5			5.0	5.0	4.0	4.7	Please see attached list	
MFO 3	RESEARCH SERVICES (10%)											
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *		Dept. Head & Faculty									2%
	PI 2. Number of research outputs completed/conducted within the year *		Dept. Head & Faculty	10	260.00%	26/10	5.0	5.0	4.0	4.7	Please see attached list	2%
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *		Dept. Head & Faculty	4	150.00%	6/4	5.0	5.0	5.0	5.0	Please see attached list	

	PI 5. Number of technical/expert services *	Dept. Head & Faculty											1%
	Research Mentoring												
	Peer reviewers/Panelists												
	Resource Persons												
	Convenor/Organizer												
	Consultancy	HRM	1	100%	1/1						Engagement with PASAR, Isabel		
	Evaluator												
	PI 8. Percent of extension proposals approved *	Dept. Head & Faculty											0.5%
	PI 11. Additional outputs *	Dept. Head & Faculty											
	No. of extension-related awards (extrn. conducted by faculty or student & faculty) *												1.5%
MFO 5	Support to Operations												
	OVPI MFO 1. Faculty Development Services												
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	SAC, RDP, CCB, BLAR	4	100.00%	4/4	5.0	5.0	4.0	4.7				0.625%
	OVPI MFO 2. Faculty Recruitment/Hiring Services												
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head & Faculty	5								July-December accomplishment		0.125%
	OVPI MFO 3. Faculty Evaluation Services												
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *	Dept. Head & Faculty											0.25%
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty											0.25%
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	85	118.00%	100/85	5.0	5.0	5.0	5.0		See attached summary evaluation		0.75%

	PI6 : Number of in-house seminars/trainings/workshops/reviews conducted *		Dept. Head & Faculty	1	200.00%	2/1	5.0	5.0	5.0	5.0	Conducted syllabus making workshop and Research proposal writing to DBS faculty	0.25%
	PI 7 : Additional outputs *		Dept. Head & Faculty									
	Number of faculty/staff awards/honors received related to operations support											0.25%
	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*		Dept. Head & Faculty	0	100.00%	0	5.0	5.0	5.0	5.0	Zero non-conformity (No NC)	2.50%
MFO 6 General Admin. & Support Services (GASS)												
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*		Dept. Head	1							July-December accomplishment	1%
	PI 2. Zero percent complaint from clients served		Dept. Head & all faculty & staff									2%
	PI 3. Number of coaching sessions among faculty & staff**		Dept. Head	1							July-December accomplishment	
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		Dept. Head	1	100.00%	1/1	5.0	5.0	5.0	5.0		
	PI 5. Number of monthly/special faculty & staff meetings conducted**		Dept. Head	6	167.00%	10/6	5.0	5.0	5.0	5.0	Conducted regular monthly meeting and special meetings	
	PI 3: Additional Outputs		Dept. Head & all faculty & staff									
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *										explain here briefly why consider said department practice can be considered as a best practice	2%
Total Over-all Rating							157.000					
Average Rating							4.906					
Adjectival Rating							Outstanding					

Received by:


DANIEL LESLIE S. TAN

Planning Office

Date: _____

Calibrated by:


REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS

Vice Pres. for Academic Affairs

Date: 9/8/21

Approved:


EDGARDO E. TULIN

President

Date: OK 9/24/21

- * To indicate in the remarks column the details of the targetted outputs for easy review and calibration.
- ** No percentage weight for ranking purposes since these are activities only expected to be performed at the department level