



**VISAYAS**  
STATE UNIVERSITY



Department of Agricultural Education and Extension  
**COLLEGE OF AGRICULTURE AND FOOD SCIENCE**  
VISAYAS STATE UNIVERSITY



**OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)**

I, **LIJUERAJ J. CUADRA**, Head of the Department of Agricultural Education and Extension (DAEEEx), accomplished the following targets for the period January-June 2024.

**LIJUERAJ J. CUADRA**

Department Head

Date: July 19, 2024

**SUZETTE B. LINA**

College Dean

Date: July 19, 2024

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

Personnel	Number (1)	Min. FTE	Total FTE (1x2)	Publication	Extension	
Department Head		1		0	0	<div>Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Fair 1 - Poor</div>
Faculty w/ Univ. Designated Position		0		0	0	
Regular Faculty (VSL)*		5		2	3	
Regular Faculty (TLS)*		0		0	0	
Part time Faculty		2		0	0	
Affiliate Staff		2		0	0	
Admin Staff Members		2		0	0	
<b>TOTAL:</b>			12	2	3	

**Note:**

- \* On vacation-sick-leave status. Ratio of Instruction and RDE commitments should be 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**))

**JUANITO M. RIVERA**  
9/10/24

MFO No.	Success/Performance Indicator (PI)		Units/Persons Responsible	Department Targets	Details of Accomplishments	Rating				Remark (Details of the targetted output indicators with **)
						Quality	Efficiency	Timeliness	Average	
MFO	ADVANCED EDUCATION SERVICES (20%)									
	1	Increase enrolment in graduate distant education program								
		1.1. Percent increase enrolment of extramural students (graduate distance education)	Dept. Head & Faculty	at least 2%	33.33%	5	5	5	5	2nd sem SY 2023-2024 - 48 2nd sem SY 2022-2023 - 36 ((48-36)/36)x100 = <u>33.33%</u>
		1. 2. Number of new attractive extramural programs proposed	Dept. Head & Faculty	0	-					
	2	Increase enrolment of graduate international students								
		2.1. Number of new international graduate students enrolled	Dept. Head & Faculty	0	-					
	3	Increase enrolment in graduate programs								
		3. 1. Percent increase in graduate students enrolled	Dept. Head & Faculty	10%	11.11%	5	5	5	5	2nd sem SY 2023-2024 - 10 2nd sem SY 2022-2023 - 9 ((10-9)/9)x100 = <u>11.11%</u>
	4	Teach Graduate Courses								
		4.1 Total FTE monitored	Dept. Head & Faculty	30	68.41	5	5	5	5	2nd sem SY 2023-2024 - 63.31 Summer SY 2023-2024 - 5.1 Total = 68.41
	5	Offer new programs and/or revise existing one								
		5.1 Number of new or revised curricular proposals submitted	Dept. Head & Faculty	0	3	5	5	5	5	MS AgEx, MS AgEd and PhD AgEd
		5.2 Number of new or revised proposals approved by UCC	Dept. Head & Faculty	0	0					
		5.3 Number of new degree programs implemented	Dept. Head & Faculty	0	0					

	6	Increase percentage of graduate students graduating within prescribed perio								
	6.1	Percentage increase in number of graduate students who graduated within prescribed period	Dept. Head & Faculty	5%	2%	5	4	5	4.67	AJColminas, DLGodmaling
MFO 2	HIGHER EDUCATION SERVICES									
	7	Increase the performance of graduates in licensure exams								
	7.1	Percentage passing of first time takers	Dept. Head & Faculty	60%	42.86%	5	4	5	4.67	$(3/7) \times 100 = 42.86\%$
	7.2	Percentage of programs with board exams with passing rate above the national (first time takers)	Dept. Head & Faculty	60%	52.94%	5	4	5	4.67	
	8	Increase employability of graduates 2 years prior								
	8.1	Percentage of graduates employed	Dept. Head & Faculty	82%	100%	5	5	5	5	2 MS and 1 MAgDev graduates for 2022 = 3 graduates $(3/3) \times 100 = 100\%$
	9	Increase enrolment of undergraduate students in CHED and RDC-identified programs								
	9.1	Percentage of students enrolled	Dept. Head & Faculty	85%	100%	5	5	5	5	BSA
	10	Teach Undergraduate courses								
	10.1	Total FTE monitored	Dept. Head & Faculty	50	126.95	5	5	5	5	2nd sem SY 2023-2024 - <u>126.95</u>
	11	Monitor undergraduate degree programs implementation								
	11.1	Number of graduate degree programs/specializations offered and monitored	Dept. Head & Faculty	6	6	5	5	5	5	Offered and monitored: PhD in AgEd, MS major in AgEx & AgEd, MAgDev major in AgEx & AgEd Monitored: PhD in Extension Science = 6

	12	Increase number of students graduating with honors/distinction								
	12.1	Number of students awarded with honors/distinction	Dept. Head & Faculty	1	0					
	13	Produce teaching-learning materials for efficient delivery of instruction								
	13.1	Percentage of courses offered with approved course syllabi	Dept. Head & Faculty	100%	100%	5	5	5	5	2nd Semester SY 2023-2024 = $(22/22) \times 100 = 100\%$
	13.2	Percentage of courses offered with approved lms	Dept. Head & Faculty	60%	100%	5	5	5	5	2nd Semester SY 2023-2024 = $(22/22) \times 100 = 100\%$
	14	Improve the graduation rate of undergraduate students								
	14.1	Percentage of undergraduate students who graduated within the prescribed period	Dept. Head & Faculty	80%	100	5	5	5	5	$(14/14) \times 100 = 100\%$
	15	Improve delivery of instruction services								
	15.1	Number of curricular reviews conducted	Dept. Head & Faculty	1	1	5	5	5	5	
	15.2	Number of IMs reviewed by the CCC	Dept. Head & Faculty	5	0					
	15.3	Number of course syllabi and Tos reviewed and approved	Dept. Head & Faculty	10	27	5	5	5	5	22 Course Syllabi and 5 TOS = 27
MFO 5	SUPPORT TO OPERATIONS									
	16	Increase graduation rate fo faculty-scholars								
	16.1	Number of faculty scholars who graduated	Dept. Head & Faculty	1	0					
	17	Obtain accreditation for all graduate program								
	17.1	Number of programs accredited at least 1 level	Dept. Head & Faculty	5 programs	5	5	5	5	5	MS AgEd, MS AgEx, MAgDev AgEx and AgEd, PhD AgEd = 5
	18	Instructional materials approved by the UIMRC								
	18.1	Number of instructional materials approved	Dept. Head & Faculty	5	0					

	19	Increase the percentage of graduate faculty pursuing PhD									
		19.1	Percentage of graduate faculty	Dept. Head & Faculty	15% of total graduate faculty	80%	5	5	5	5	4 are pursuing PhD, *out of 7 faculty, only 5 are not PhD degree holder 4 pursuing PhD/ 5 * 100% = 80%
	20	Obtain COPC of graduate program									
		20.1	Number of programs with COPC	Dept. Head & Faculty	5 programs	5	5	5	5	5	MS AgEx, MS AgEd, MAgDev AgEd, MAgDev AgEx, PhD AgEd = 5
	21	Increase the percentage of graduate students enrolled on schedule									
		21.1	Percentage of graduate students enrolled on schedule	Dept. Head & Faculty	80%	100%	5	5	5	5	2nd sem SY 2023-2024 - 58 (58/58)x100= 100%
	22	Increase number of students with scholarships/assistantships									
		22.1	Number of graduate students awarded with scholarships/assistantships	Dept. Head & Faculty	3	2	5	5	5	5	AJColminas, DLGodmaling
	23	Obtain COPC of undergraduate programs									
		23.1	Number of program with COPC	Dept. Head & Faculty	1	1	5	5	5	5	BSA
	24	Obtain accreditation for all undergraduate programs									
		24.1	Number of programs accredited at least 1 level	Dept. Head & Faculty	1	1	5	5	5	5	BSA
	25	Increase percentage of undergraduate students enrolled on schedule									
		25.1	Percentage of undergraduate students enrolled on schedule	Dept. Head & Faculty	80%	100%	5	5	5	5	(84/84)x100 = 100%

	26	Improve teaching performance of faculty members								
	26.1	Percentage of faculty rated at least VS in the Teaching performance evaluation by student	Dept. Head & Faculty	95%	91%	5	4	5	4.67	1st Semester SY 2023-2024 = $(10/11) \times 100 = 91.00\%$
	26.2	Percentage of faculty rated at least VS by supervisor	Dept. Head & Faculty	100%	100%	5	5	5	5	2nd Sem SY 2023-2024 = $(9/9) \times 100 = 100\%$
	27	Smooth enrolment of students in the subsequent semester								
	27.1	Percentage of courses offered with final grades submitted within the allowable period	Dept. Head & Faculty	100%	95.45%	5	4	5	4.67	$(21/22) \times 100 = 95.45\%$
	28	Improve competence of faculty in teaching, research and other functions								
	28.1	Number of faculty pursuing advance degrees	Dept. Head & Faculty	4	4	5	5	5	5	ACMonsanto, ACOpcion, VCDargantes, RBGonzaga
	28.2	Number of faculty scholars who completed their advance degrees	Dept. Head & Faculty	1	0					
	28.3	Number of faculty granted with external scholarship	Dept. Head & Faculty	-	2	5	5	5	5	ACMonsanto, ACOpcion
	28.4	Number of faculty granted with internal scholarship/fellowship	Dept. Head & Faculty	2	2	5	5	5	5	VCDargantes, RBGonzaga
	28.5	Number of faculty granted with sabbatical leave	Dept. Head & Faculty	1	0					
	28.6	Number of faculty granted with post-doctoral leave	Dept. Head & Faculty	-	-					
	28.7	Number of faculty sent to trainings, seminars and conferences	Dept. Head & Faculty	5	6	5	5	5	5	DACalibo, ACOpcion, RBGonzaga, KPYap, ACMonsanto, LJCudra
	29	Comply with CSC, CHED and PRC qualification requirements								
	29.1	Number of new faculty hired with at least master's degree	Dept. Head & Faculty	1	0					

	30	Enable all students to enroll within the scheduled registration period								
	30.1	Percentage of student and validated within the scheduled registration period	Dept. Head & Faculty	80%	100%	5	5	5	5	(142/142)x100 = 100%
	30.2	Number of students advised during the registration period	Dept. Head & Faculty	20	142	5	5	5	5	
	31	Provide support to students from partner schools								
	31.1	Number of OJT MOAs prepared	Dept. Head & Faculty	3	4	5	5	5	5	
	31.2	Number of student interns deployed and monitored	Dept. Head & Faculty	12	14	5	5	5	5	
	31.3	Number of thesis students advised	Dept. Head & Faculty	20	13	5	5	5	5	
	32	Provide mentorship to students from partner schools								
	32.1	Number of exchange students supervised	Dept. Head & Faculty	-						
	32.2	Number of students from other schools having summer program supervised	Dept. Head & Faculty	-	1	5	5	5	5	VSUIHS = 1
	33	Share available facilities and expertise to other students of the university								
	33.1	Number of students from other academic departments conducting research activities served	Dept. Head & Faculty	10	0					
	34	Augment instructional facilities								
	34.1	Number of classrooms and lab rooms constructed and/or renovated	Dept. Head & Faculty	2 classrooms and lab rooms	0					
	35	Promptly release the TPES summary result as input for coaching and mentoring activities								
	35.1	Percentage of TPES summary results released on or before the end of the midterm exams of the succeeding semester	Dept. Head & Faculty	100%	100%	5	5	5	5	
	36	Improve overall work performance of faculty members								
	36.1	Percentage of faculty members evaluated by their supervisors	Dept. Head & Faculty	90%	100%	5	5	5	5	2nd Sem SY 2023-2024 = (9/9)x100 = <u>100%</u>

MFO 6	GENERAL ADMINISTRATION AND SERVICES									
	37	Efficiently utilize the allocated budget from regular agency fund (GAA)								
	37.1	Percentage budget utilization	Dept. Head & Faculty	100%	100%	5	5	5	5	
	38	Efficiently utilize allocated internally generated fund								
	38.1	Percentage budget utilization	Dept. Head & Faculty	80%	100%	5	5	5	5	
	39	Efficiently deliver needed services								
	39.1	Number of departments/institute/offices supervised	Dept. Head & Faculty	5	1	5	4	5	4.67	
	39.2	Number of management meetings conducted	Dept. Head & Faculty	6	1	5	4	5	4.67	
	39.3	Number of committee meetings conducted	Dept. Head & Faculty	3	1	5	4	5	4.67	
	39.4	Number of routinary documents acted	Dept. Head & Faculty	2	76	5	5	5	5	Payrolls, DTRs, IFWs, OPCR, IPCRs and others = <u>76</u>
	39.5	Number of requests acted	Dept. Head & Faculty	2	3	5	5	5	5	
	39.6	Number of memoranda prepared	Dept. Head & Faculty	-	-					
	39.7	Percentage of IFWs submitted to OVPAA September 30	Dept. Head & Faculty	100%	100%	5	5	5	5	
	39.8	Percentage of "Report of Actual Teaching Load" submitted to OVPAA 30 days after the start of classes	Dept. Head & Faculty	100%	100%	5	5	5	5	
	39.9	Percentage of faculty and staff submitted a DTR every month	Dept. Head & Faculty	100%	66.66%	5	4	5	4.67	$(8/12) \times 100 = 66.66\%$
	39.1	Percentage of complaints, if any, addressed on time	Dept. Head & Faculty	100%	0% complaint	5	5	5	5	
	39.11	Percentage of action plans implemented and monitored as scheduled	Dept. Head & Faculty	95%	90%	5	4	5	4.67	
	39.12	Monthly accomplishment report submitted on time	Dept. Head & Faculty	100%	86%	5	4	5	4.67	$6/7 \times 100 = 80\%$ (1 GTA, 3JOs, 1 Head, 2 parttime instructor)



		42.1	Number of research proposals submitted	Dept. Head & Faculty	1	2	5	5	5	5	Extension Cum Research 1. Improving Rice Production Through Strengthening Capacities of Farmers and Women's Association in Hinunangan, Southern Leyte (EXT STF-10) 2. Strengthening Farmers Association to Increase Vegetable Production in Silago, Southern Leyte (EXT STF-09)
		42.2	Number of research proposals approved	Dept. Head & Faculty	1	2	5	5	5	5	Extension Cum Research 1. Improving Rice Production Through Strengthening Capacities of Farmers and Women's Association in Hinunangan, Southern Leyte (EXT STF-10) 2. Strengthening Farmers Association to Increase Vegetable Production in Silago, Southern Leyte (EXT STF-09)

		42.3	Number of approved research projects/studies implemented	Dept. Head & Faculty	1	2	5	5	5	5	Extension Cum Research 1. Improving Rice Production Through Strengthening Capacities of Farmers and Women's Association in Hinunangan, Southern Leyte (EXT STF-10) 2. Strengthening Farmers Association to Increase Vegetable Production in Silago, Southern Leyte (EXT STF-09)
		42.4	Amount of research money obtained from external source	Dept. Head & Faculty	-						
		42.5	Amount of research money obtained from internal sources	Dept. Head & Faculty	-	185,698.62	5	5	5	5	EXT STF-09 = 92,849.31 EXT STF-10 = 92,849.31
		42.6	Number of research outputs presented in:								
			a. International	Dept. Head & Faculty	-	-					
			b. National	Dept. Head & Faculty	1	-					
			c. regional or institutional conferences	Dept. Head & Faculty	1	-					
		42.7	Number of patent applications	Dept. Head & Faculty	-	-					
		42.8	Number of patents approved	Dept. Head & Faculty	-	-					
		42.9	Number of creative works publised	Dept. Head & Faculty	-	-					
		42.10	Number of research articles derived from approved research in the university, submitted	Dept. Head & Faculty	1	-					
		42.11	Number of research articles derived from approved research in the university, publised	Dept. Head & Faculty	1	-					



		48.1	Number of extension proposals submitted	Dept. Head & Faculty	3	3	5	5	5	5	Extension Cum Research 1. Improving Rice Production Through Strengthening Capacities of Farmers and Women's Association in Hinunangan, Southern Leyte (EXT STF-10) 2. Strengthening Farmers Association to Increase Vegetable Production in Silago, Southern Leyte (EXT STF-09) 3. Green-the- Home
		48.2	Number of extension proposals approved	Dept. Head & Faculty	3	3	5	5	5	5	
		48.3	Number of approved extension projects implemented	Dept. Head & Faculty	3	3	5	5	5	5	
		48.4	Number of extension outputs presented in:								
			a. International	Dept. Head & Faculty	-	-					
			b. National	Dept. Head & Faculty	-	-					
			c. regional or institutional conferences	Dept. Head & Faculty	1	-					
		48.5	Number of extension activities conducted	Dept. Head & Faculty	4	4	5	5	5	5	Seminar-Workshop on Organizational Capacity Enhancement, Business Management and Entrepreneurship both in Hinunangan and Silago Project
		48.6	Number of trainings, seminars and for a conducted	Dept. Head & Faculty	4	4	5	5	5	5	
		48.7	Number of expert services rendered:								
			a. peer reviewer of journal/book	Dept. Head & Faculty	1	1	5	5	5	5	DACatibo
			b. reviewer of research and extension proposals	Dept. Head & Faculty	1	-					
			c. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, organizer, facilitator)	Dept. Head & Faculty	4	5	5	5	5	5	KPYap, ACMonsanto, RBGonzaga, ACOracion, DACatibo
		48.8	Number of IEC materials developed	Dept. Head & Faculty	-	-					
		48.9	Number of IEC materials distributed	Dept. Head & Faculty	-	-					

	48.10	Number of extension articles derived from approved extension in the university, submitted	Dept. Head & Faculty	-	-				
	48.11	Number of extension articles derived from approved extension in the university published	Dept. Head & Faculty	-	-				
	48.12	Amount of money obtained from external sources	Dept. Head & Faculty	-	-				
	48.13	Amount of money obtained from internal sources	Dept. Head & Faculty	-	-				
	49	<b>Share best practices to other institutions</b>							
	49.1	Number of external institutions/agencies conducting benchmarking activities served		1	-				
Total Over-all Rating						336.370			
Average						4.102			
Rating						VERY SATISFACTORY			
Adjectival Rating									

Received by:

  
TONI MARC L. DARGANTES

Planning Office

Date: JUL 15 2024

Calibrated by:

  
ERWIN JAY V. YU

Chairman, PMT

Date: 7-15-24

Approved:

  
PROSE IVY G. YEPES

University President

Date: 7/6/24

\* The College target should be equal to the consolidated target of the departments under the College.

\*\* To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

\*\*\* No percentage weight for ranking purposes since the Office of the Dean is automatically attached to the highest ranking department under him.