

Visayas State University
College of Agriculture and Food Science
DEPARTEMENT OF SOIL SCIENCE
Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, SUZETTE B. LINA, Head of the Department of Soil Science, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jan 2018 to June 30, 2018.(Accomplishments)



SUZETTE B. LINA

Department Head

Date: _____

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

<i>Personnel</i>	<i>Number</i>	<i>FTE/sem</i>	<i>FTE/Summer</i>
Department Head	1	4	0.0
Faculty w/ Univ. Designated Position (Dean)	1		0.0
Regular Faculty (Vac. & Sick Leaves)	3	8	0.0
Regular Faculty (Study and Sabbatical Leave)	2	0	0.0
Regular Faculty (Teacher's Leave)	0	18	0.0
Affiliate Staff and one Part-Timer	4	Actual	Actual
Admin Staff Members	3	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			
						Quality	Efficiency	Timeliness	Average
MFO 1	Advanced Education Services	PI 1. Number of FTE coordinated and implemented	Head, Graduate faculty, clerk	12	18.89	5.0	5.0	5.0	5.0
		PI 2. Number of graduate degree specializations offered and monitored	Head, clerk, faculty	1	1.00	5.0	5.0	5.0	5.0
		PI 3. Number of graduate students enrolled in the department	Graduate Faculty	8	19	5.0	5.0	5.0	5.0
		PI.4 Number of graduate students who graduated within prescribed period	Graduate Faculty	4	6	5.0	5.0	5.0	5.0
		PI.5 Number of graduate students gainfully employed in line with his/her field	VBA, SBL, GAC Members	2	8	5.0	5.0	5.0	5.0
Graduate Student Management Services									

		PI1. Number of Graduate thesis outline approved	SBL, VBA	2	4	5.0	5.0	5.0	5.0
		PI2. Number of Graduate manuscripts approved	VBA, SBL	4	8	5.0	5.0	5.0	5.0
		PI3: Number of graduate students awarded with scholarship/ assistantship	DSS graduate faculty	5	10	5.0	5.0	5.0	5.0
		PI 4. Number of graduate students advised and assisted	VBA, SBL and AAF	6	12	5.0	5.0	5.0	5.0
		PI5: Percentage of graduate students awarded with scholarship/assistsanship who graduated within prescribed period	VBA, SBL (GAC)	8	18	5.0	5.0	5.0	5.0
MFO 2	Higher Education Services	PI 1. Number of FTE coordinated and implemented	Head, DSS faculty & clerk						
			DSS faculty (regular)	75.00	157.96	5.0	5.0	5.0	5.0

			Affiliate Staff & GTA	15.00	26.25	5.0	5.0	5.0	5.0
		PI 2. Number of degree of specialization compliant to CMO supervised and monitored	DSS Faculty, Head	1	1	5.0	5.0	5.0	5.0
		PI.3 Percentage increase in number of students who graduated within prescribed period	DSS faculty and Head	10%	25%	5.0	5.0	5.0	5.0

Undergraduate Student Management Services

		PI 1. Number of undergraduate thesis outline approved	Head,DSS faculty	5	12	5.0	5.0	5.0	5.0
		PI 2. Number of undergraduate student's manuscripts approved	Faculty, Head	6	14	5.0	5.0	5.0	5.0
		PI 3. Number of undergraduate student's graduated with honor	Faculty, Head	1	4	5.0	5.0	5.0	5.0

		PI 4: Number of undergraduate students awarded with scholarship/ assistantship	Head,DSS faculty	1	4	5.0	5.0	5.0	5.0
		Student advising and consultation services							
		PI 5. Number of academic advisees	Head,DSS faculty	35	64	5.0	5.0	5.0	5.0
		PI 6. Number of student-related activities assisted	Head, DSS faculty, OSSM advisers & clerk	5	15	4.9	5.0	4.9	4.9
		PI 7. Number of instructional materials developed							
		<i>Revised syllabi</i>							
		<i>Revised lecture manual</i>	DSS faculty	2	4.00	5.0	5.0	5.0	5.0
		<i>Revised Lab. Manual</i>	DSS faculty	1	2.00	5.0	5.0	5.0	5.0
		<i>New Powerpoint lecture presentation (per course)</i>	DSS faculty	2	4.00	5.0	5.0	5.0	5.0
		<i>On-line course lecture materials</i>							
		<i>On-line course lab.materls</i>							
		PI 7. Additional outputs							
MFO3. Faculty Evaluation Services		PI 1. Teaching Performance	DSS faculty	VS	Outstanding	5.0	5.0	5.0	5.0

MFO 4	Research Services	PI 1. Number of papers submitted for publication in internationally indexed journals							
		<i>In refereed int'l journals</i>	VBA, SBL, DSM	0	2.00	5.0	5.0	5.0	5.0
		PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences							
		<i>In int'l fora/conferences</i>	SBL & DSM	1	2.00	5.0	5.0	5.0	5.0
		<i>In nat'l fora/conferences</i>	DSS faculty						
		<i>In reg'l fora/conferences</i>	DSS faculty						
		<i>In institutional fora/conferences</i>							
		PI 3. Number of research projects conducted and/or completed on schedule	VBA, DSM, SBL, BCJ	6	8.00	5.0	5.0	5.0	5.0
		PI 4. Number of research proposals submitted	VBA, DSM, SBL, BCJ	1	2.00	5.0	5.0	5.0	5.0
		PI 5. Percent of research proposals approved	DSS faculty	10%	50%	5.0	5.0	5.0	5.0
		PI 6. Amount of research money generated from external funding (Thousand PHP)	VBA, SBL, DSM, BCJ	50K	300K	5.0	5.0	5.0	5.0
		PI 7. Amount of research money generated from institutional funding (Thousand PHP)	VSU	50k	176K	5.0	5.0	5.0	5.0

		PI 8. Additional outputs							
MFO 5	Extension Services	PI 1. Number of beneficiaries served							
		<i>Groups(Training Activities)</i>							
		<i>Individuals</i>	SBL	50	135				
						5.0	5.0	5.0	5.0
		PI 2. Number of extension projects conducted and/or completed on schedule	SBL and DSM	2	4				
						5.0	5.0	5.0	5.0
		PI 3. Percent of extension proposals approved	SBL	1	2				
						5.0	5.0	5.0	5.0
		PI4. Amount of extension money generated from external funding (Thousand PHP)	SBL	10K	25K				
						5.0	5.0	5.0	5.0
		PI 5. Number of scholars managed under DOST-ASTHRD	VBA	40	80				
						5.0	5.0	5.0	5.0
		PI 6. Additional Inputs							
		Technical/ Expert services (international, national, regional)							
		<i>ATR reviewer and Journal outside University</i>	VBA, SBL, DSM	2	4				
						5.0	5.0	5.0	5.0
		PI. 8. Number of linkages forged							
		<i>International</i>		2	5				
			VBA, SBL,DSM			5.0	5.0	5.0	5.0
		<i>National</i>		1	3				
						5.0	5.0	5.0	5.0

			Local		0	1	5.0	5.0	5.0	5.0
MFO 6 Support to Operations										
	<i>Faculty Development Services</i>									
		PI 1. Number of faculty pursuing advanced research degree programs (PhD.) facilitated, monitored & assisted	DSS APC, CMOQ	0	1					
						5.0	5.0	5.0	5.0	
		PI 2. Number of graduate teaching assistant recruited	Ms Manla, DSS APC	0	1					
						5.0	5.0	5.0	5.0	
	<i>Hiring/Promotion of Support Staff</i>									
		PI 1. Number of research staff recruited	Sci. Res. Assist and Chemist	0	2					
						5.0	5.0	5.0	5.0	
MFO 7	General Admin. & Support Services (GASS)	PI 1. Number of departments and/or service units supervised and monitored	DSS Head	1	1					
						5.0	5.0	5.0	5.0	
		PI 2. No. of management meetings conducted								
		PI 2. Number of faculty and staff monitored	DSS Head	10	15					
						5.0	5.0	5.0	5.0	

		PI 3. Number of academic lecture/laboratory rooms maintained	Faculty, lab tech,utility,JO	5	7	5.0	5.0	5.0	5.0
		PI 5. Number of heavy equipment maintained							
		PI 4. Area of lawn maintained (sq.m, approx.)	utility,JO	200sqm	500 sqm	5.0	5.0	5.0	5.0
		PI 6. Number of department meetings conducted	Head, DSS faculty & staff	4	8	5.0	5.0	5.0	5.0
		PI 7. Number of EXECOM meetings attended	Dean, Head	2	3	5.0	5.0	5.0	5.0
		PI 8. Number of College/University meetings attended	DSS faculty involved in Univ. Committees	5	13	5.0	5.0	5.0	5.0
		PI 9. Number of committee membership	DSS faculty, Head	5	12	5.0	5.0	5.0	5.0
		PI 10. Number of office and laboratory equipment requested and purchased	Head, Clerk, Lab tech	3	4	5.0	5.0	5.0	5.0
		PI 11. Editor in Chief of Univ. Journal	VBA	10	35	5.0	5.0	5.0	5.0

		PI 12. Coordinator of scholarship programs	VBA	1	3	5.0	5.0	5.0	5.0
		PI 13. Number of scholars monitored under DOST and Erasmus Mundus	VBA, DOST project sta	55	78	5.0	5.0	5.0	5.0
		PI 14. Number of field workers supervised	Head, Fied coordinator & Asisstant	3	5	5.0	4.9	4.9	4.8
		PI 15. number of field activities supervised	Head, Fied coordinator & Asisstant	4	10	5.0	4.8	5.0	4.9
		PI 16. Number of soil laboratory managed	VBA, SBL	1	2	5.0	5.0	5.0	5.0
		PI 17. Zero percent complaint from clients served		0 % complai nt	0 % complaint	5.0	5.0	5.0	5.0
Total Over-all Rating						295.000			
Average Rating						4.993			
Adjectival Rating						OUTSTANDING			

Calibrated by:



DILBERTO O. FERRAREN

VP for Resource Generation
and External Affairs

Date: _____


REMBERTO A. PATINDOL

VP for Finance and Administ VP for Instruction

Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS, Ph.D.

Date: _____

Approved:


EDGARDO E. TULIN, Ph.D.

President

Date