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Visayas State University  
College of Engineering  
**Department of Geodetic Engineering**  
Visca, Baybay City, 6521-A, Leyte, Philippines

"Exhibit A"

### OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, DIANA CHRISTA G. MILLOZA, Head of the Department of Geodetic Engineering, College of Engineering commits to deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period January 1, 2018 to June 30, 2018.

  
**DIANA CHRISTA G. MILLOZA**  
Department Head  
Date:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

  
**ROBERTO C. GUARTE**  
Dean

Approved  
  
**EDGARDO E. TULIN**  
President

Department Head	1	4.00	0.00	8.00
Faculty w/ Univ. Designated Position	0			
Regular Faculty (with Vacation & Sick Leave)	1	8.00		16.00
Regular Faculty (with Teacher's Leave)	5	18.00	Actual	90.00
Affiliate Faculty/Part time	0	Actual	Actual	0.00
Total	7			114.00
Admin Staff Members	3			

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 (Jan.-June)	Actual Accomplishment	Details of Accomplishment	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
UMFO 1	Advance Education Services					Not claim					
	OVPI MFO 1. Graduate Degree Program Management Services										
	PI 1. Graduate degree program monitored										
	PI 2. Total Graduate FTE monitored										
	PI 3. Percentage increase in number of graduate students enrolled										
	PI 4. Percentage increase in number of graduate students who graduated within prescribed period										
	OVPI MFO 2. Graduate Student Management Services										
	PI 1. Number of graduate students awarded with scholarships/assistanships										
	PI 2. Percentage of graduate students awarded with scholarship/assistanship who graduated within the prescribed period										
	PI 3. Number of graduate students awarded with honor/distinction upon graduation										
	PI 4. Number of graduate students advised										
UMFO 2	Higher Education Services										
	OVPI MFO 1. Curriculum Program Management Services										

	<b>PI 1.</b> Total Undergraduate FTE monitored	DCGM	114.00	161.63	(2) VL = 20.70 (4) TL =140.23 (1) Affiliate= 0.70	5	5	5	5.00	GEng 142, GEng 152, GEng 155, GEng 156, GEng 144, GEng 124, GEng 162, GEng 132, GEng 154, GEng 112c, Math 18, GEng 141, GEng 111c, GEng 112g, GEng 146, GEng 149, Math 103a, GEng 199, GEng 133c, GEng 111c, GEng 154, GEng 124, GEng 142, Math 123e, GEng 158
	<b>PI 2.</b> Number of new undergraduate curricular program compliant to CMO, approved and offered	DCGM	1	1	BSGE	5	5	5	5.00	Revision of BSGE Curriculum
	<b>PI 3.</b> Number of degree programs compliant to CMO supervised and implemented	DCGM	1	1	BSGE	5	5	5	5.00	Old BSGE Curriculum and New BSGE Curriculum
	<b>PI 4.</b> Percentage increase in number of undergraduate students enrolled	DCGM	20	25	Freshmen, shifter and returnees	5	5	5	5.00	Enrolled in New BSGE Curriculum and Old Curriculum
	<b>PI 5.</b> Number of undergraduate students who graduated w/in prescribed period	DCGM	2	4	From the 10 graduates of BSGE last June 2018, there were 4 students who graduated within the prescribed period	5	5	5	5.00	Anora, Rodney, Ramos, Mark Jacinto, Labrador, Christian Dave and Ulson, Abel Nino
	<b>PI 6.</b> Percentage passing of students in licensure board examination	DCGM	0.00%	None yet	The licensure examination of BSGE program will be on October 2018					The new graduates are currently attending review classes in preparation for the licensure examination



	<b>PI 7.</b> Number of students awarded with scholarship/fellowship/grants	DCGM	5	7	DOST scholarship	5	5	4	4.67	1) Tutor, Jeith Pons, 2) Anora, Rodney, 3) Sagliba, Fel Jhun, 4) Labrador, Christian Dave, 5) Tiempo, Ivy Joy, 6) Jualo, Mark Anthony, 7) Tizon, Juztine Ray
	<b>PI 8.</b> Number of graduates gainfully employed in jobs related to their undergraduate programs		0	0						All new BSGE graduates last June 2018 were currently attending review classes for the licensure exam this coming October 2018
	<b>PI 9.</b> Number of undergraduate students awarded with honors/distinction									
	<b>PI 10.</b> Number of academe/industry linkage established	DCGM, GLSS, MJEM, AAGC	1	4	Extension linkages, and new OJT linkages	5	5	4	4.67	LGU Baybay, CENRO Ormoc, Pagar Surveying Firm, E.C Surveying
	<b>PI 11.</b> Number of students advised									
	<i>On thesis/ field practice/special problem</i>	DCGM, GLSS, MJEM, AAGC, RRD, JPA	10	20	Field Practice and Special Problem	5	5	4	4.67	The 5th year BSGE graduating students were working their research/special study as well as their field practice manuscript

	<i>On consultation</i>	DCGM, MJEM, GLSS, AAGC, RRD, JPNA	271	300	BSGE, BSCE	5	5	4	4.67	Cosultation relating to academic subjects research & OJT manuscript and student organization related matters.
	<b>PI 12.</b> No. of student organizations Advised/Assisted									
	<i>Student organizations advised</i>	MJEM, GLSS	1	1	GEP-VSUSC	5	5	4	4.67	BSGE students
	<i>Student organizations assisted on student related activities</i>	DCGM, MJEM, GLSS	1	3	GEP Week, OJT Orientation Seminar, Job Seeking Seminar	5	5	5	5.00	GEP-VSUSC
	<b>PI 13.</b> Number of instructional materials developed									
	<i>New syllabi</i>	MJEM	2	3	OBE-Syllabus in major courses	5	5	5	5.00	GENg 152, GEng 156, Geng 142
	<i>Revised syllabi</i>	DCGM, MJEM, GLSS, AAGC, RRD, JPNA	10	11	OBE-Syllabus in major courses	5	4.5	4.85	4.78	Geng 124, GEng 144, Geng 111c, Geng 112g, Geng 149, Geng 112c, Geng 126, Geng 158, Geng 111, Geng 152, Geng 142
	<i>New lecture manual</i>	MJEM	2	2	Major courses for BSGE	5	5	5	5.0	GENg 152, GEng 142
	<i>Revised lecture manual</i>	DCGM, MJEM, GLSS, AAGC, RRD, JPNA	5	10	Major courses for BSGE and BSCE	5	5	4.83	4.9	GENg 124, GEng 144, Geng 142, Geng 152, GEng 112c, GEng 126, GEng 158, GEng 133c, GEng 142, GEng 121
	<i>New lab. manual</i>	DCGM,RRD	0	2	Major courses BSGE	5	5	5	5.0	GENg 121, GEng 149,

	<i>Revised Lab. Manual</i>	MJEM, GLSS, AAGC, RRD, JPNA	5	11	Major courses for BSGE and BSCE	5	5	5	5.0	GEng 124, GEng 144, Geng 142, Geng 152, GEng 112c, GEng 126, GEng 158, GEng 133c, GEng 111c, GEng 112g, GEng 142
	<i>New Powerpoint lecture presentation (per course)</i>	DCGM, MJEM, GLSS, AAGC, RRD, JPNA	5	16	For Lecture and Laboratory Class	5	5	5	5.0	GEng 124, GEng 144, GEng 142, GEng 152, GEng 155, GEng 156, GEng 112c, GEng 126, GEng 158, GEng 133c, GEng 111c, GEng 112g, GEng 146, GEng 149, GEng 121, GEng 142
	<i>Revised Powerpoint lect. presentation (per course)</i>	MJEM, GLSS, RRD, JPNA	5	5	For Lecture and Laboratory Class	5	5	5	5.0	GEng 142, GEng 152, GEng 156, GEng 112g, GEng 142
	<i>On-line course lecture materials</i>									
	<i>On-line course lab. materials</i>									
	<b>PI 14.</b> Additional outputs									
	Number of days of wokshop trainings conducted									
	Number of Board Review Materials Updated									
	<b>Best Practices/New Initiatives</b>									
	<i>Formulation of New Curriculum</i>	All Faculty	1	1	BSGE Curriculum	5	5	5	5.0	Revised BSGE Curriculum
	<i>Curriculum Review</i>	All Faculty	1	1	BSGE Old Curriculum	5	5	5	5.0	Old BSGE Curriculum











	PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university									
	PI 2. Number of seminars/trainings/conventions/ workshops coordinated outside of the university									
	PI 3. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	DCGM, MJEM, GLSS, AAGC, RRD, JPNA	100%	100%	4 out of 7 got an outstanding rating while 3 out of 7 got the very satisfactory rating	5	5	5	5.0	DCGM = O GLSS = O RRD = O AAGC = O MJEM = VS JPNA = VS ABL = VS
	PI 4. Number of in-house seminars/trainings/ workshops/reviews conducted									
	PI 5. Additional outputs									
	Number of faculty/staff awards/honors received related to operations support									
	Number of seminars/workshop proceedings prepared									
	Number of services rendered to VSU	DCGM, RRD, JPA	1	1	Technical services	5	5	4	4.7	Lay-outing of booth in the Lower Oval for the 94th VSU Anniversary
	<b>OVPI MFO 4. Program and institutional Accreditation Services</b>									
	PI 1. Number of degree programs which passed accreditation/evaluation at least Level I	Level 1 (AACCUP Accreditation)	1	1						Effective November 2015
	PI 2. QMS on faculty recruitment, development									
	PI 3. Percentage of degree program compliant with CHED	Certificate of Program Compliance (COPC)	1	1	BSGE program for Levels I-V	5	5	5	5.0	Effective AY 2016-2017

	<b>PI 4.</b> Number of management meetings conducted	DCGM	6	10	Monthly Regular meetings, Special Meetings and Emergency meetings	5	5	5	5.0	Special and Emergency meetings were conducted for the Revision of Curriculum, Booth Construction (VSU Anniv.), OJT College Wide Orientation and College Wide Job Seeking Seminar
	<b>PI 5.</b> Number of documents attended and served	DCGM and Dept. Staff	300	500	Reports, Recommendation Letters, Request Letters, PR's, Payroll, Clearance, Minutes of Meetings, Memorandae, Gradesheets, Instrutional Materials, Re-admission, etc.	5	5	4	4.7	The department head is also the college secretary of the College of Engineering.
	<b>PI 6.</b> Number of academic lecture/laboratory rooms maintained	DCGM and Dept. Staff	4	4	EB 102, EB 201A, EB 202A, EB 203A, CoE-Activity Hall	5	4	5	4.7	Engineering Building (EB 102) CoE Annex Building (EB 201A, EB 202A, EB 203A)
	<b>PI 7.</b> Amount of money spent for the purchase of office and laboratory equipment	DCGM/HBC	60,000.00	82,197.00	All in One Wifi Ink Jet printer, Windows 10 i5 Laptop, projector, 1T Hard drive (2 units), Action camera	5	5	4	4.7	The equipment purchased is used for instruction, administration and research
	<b>PI 8.</b> Area of lawn maintained (sq.m, approx.)	None								





	<b>PI 9.</b> Efficient and customer-friendly frontline service	All Faculty & Staff	100%	100%	No complaint	5	5	5	5.0	Zero Complaint from clients
	<b>PI 10.</b> Additional Outputs/Best Practice									
	Number of hours devoted in the preparation of documents needed for AACCUP Level II Accreditation	All Faculty & Staff	10	15	Program Performance Profile of BSGE Program	5	5	4	4.7	PPP from Area I to X of BSGE Program
Number of Performance Indicators Filled-up						38				
Total Over-all Rating						185.393				
Average Rating						4.879				
Adjectival Rating						Outstanding				

\*DCGM/DGE Head - DC G. Milloza, ABL - A. B. Loreto, MJEM - MJ E. Mercurio, GLSS - GL S. Sobrio, AAGC - AA G. Castañares, RRD - R. R. Doñóz, JPNA - JP N. Ancheta

Received by:

Calibrated by:

Recommending Approval:

Approved:

**REMBERTO A. PATINDOL, Ph.D.**

**BEATRIZ S. BELONIAS, Ph.D.**

**EDGARDO E. TULIN Ph.D.**

Planning Office

Chairman. PMT

Vice Pres. for

☒ President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average