







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

Department Head

Affiliate Faculty/Part time

Date:

BEATRIZ S. BELONIAS

Vice President for Instruction

4.00 0.00 8.00 Faculty w/ Univ. Designated Position Regular Faculty (with Vacation & Sick Leave) 8.00 16.00 Regular Faculty (with Teacher's Leave) 5 18.00 90.00 Actual

Actual

Actual

0

Total Admin Staff Members 3 ROBERTO C. GUARTE

Dean

Approved

President

Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Fair

0.00

114.00

1 - Poor

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MFO No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Units/Persons Responsible**	Target (JanJune)	Actual Accom- plishment	Details of Accomplishment	Quality	Efficiency	Timeliness	Average	Remarks
UMFO 1	Advance Educatio	n Services				Not claim					
	OVPI MFO 1. Grad Management Servi	uate Degree Program ices				,					
	PI 1. Graduate de	gree program monitored									
	PI 2. Total Gradua	ate FTE monitored									
	PI 3. Percentage i graduate students	increase in number of senrolled									
		increase in number of who graduated within									
	OVPI MFO 2. Grad Services	uate Student Management									
	PI 1. Number of grait with scholarships/	raduate students awarded assistanships									
		of graduate students awarded ssistanship who graduated bed period									
		raduate students awarded tion upon graduation									
	PI 4. Number of gi	raduate students advised									
UMFO 2	Higher Education	Services									
	OVPI MFO 1. Curri	culum Program Management	Services								

PI 1. 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
PI 2. 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
PI 3. 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
PI 4. 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
PI 5. 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
PI 6. 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

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PI 7. 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
PI 8. 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
PI 9. Number of undergraduate students awarded with honors/distinction									
PI 10. 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
PI 11. Number of students advised									
On thesis/ field practice/special problem	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

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On consultation	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.
PI 12. No. of student organizations Advised/Assisted									
Student organizations advised	MJEM, GLSS	1	1	GEP-VSUSC	5	5	4	4.67	BSGE students
Student organizations assisted on student related activities	DCGM, MJEM, GLSS	1	3	GEP Week, OJT Orientation Seminar, Job Seeking Seminar	5	5	5	5.00	GEP-VSUSC
PI 13. Number of instructional materials developed									
New syllabi	MJEM	2	3	OBE-Syllabus in major courses	5	5	5	5.00	GENg 152, GEng 156, Geng 142
Revised syllabi	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
New lecture manual	MJEM	2	2	Major courses for BSGE	5	5	5	5.0	GEng 152, GEng 142
Revised lecture manual	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
New lab. manual	DCGM,RRD	0	2	Major courses BSGE	5	5	5	5.0	GEng 121, GEng 149,

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Revised Lab. Manual	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
New Powerpoint lecture presentation (per course)	DCGM,MJEM,GL SS, 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
Revised Powerpoint lect. presentation (per course)	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
 On-line course lecture materials									
 On-line course lab.materials									
PI 14. Additional outputs									
Number of days of wokshop trainings conducted									
Number of Board Review Materials Updated									
Best Practices/New Initiatives									
Formulation of New Curriculum	All Faculty	1	1	BSGE Curriculum	5	5	5	5.0	Revised BSGE Curriculum
Curriculum Review	All Faculty	1	1	BSGE Old Curriculum	5	5	5	5.0	Old BSGE Curriculum

	Periodic Revision of OBE Syllabi	DCGM, MJEM, AAGC, GLSS	10	11	Generally Major Courses of BSGE offering	5	5	5	5.0	
	Submission of Student Performance Based on Course Outcomes (CQI Form 6)	DCGM, MJEM, GLSS	8	9	Submitted reports on Actual Assessment and Evaluation of Students' Performance to the Office of the Dean being handled by the faculty	5	5	4	4.7	GEng 133c, GEng 142, GEng 152, GEng 155, GEng 156, GEng 111c, GEng 112c (2), GEng 133c
UMFO 3	Research Services									
	PI 1. Number of published papers in internationally indexed journals									
	In refereed int'l journals									
	In refereed nat'l journals									
	In institutional journals									
	PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences									
	In int'l fora/conferences									
	In nat'l fora/conferences									
	In reg'l fora/conferences									
	In institutional fora/conferences									
	<u>PI 3</u> . Number of research projects conducted and/or completed on schedule	DCGM, MJEM, AAGC, GLSS	2	2	Under Climate Change: Hydrological and Geomorphological Analysis for Flood Hazard Risk Assessment	5	5	4	4.7	On-going
	PI 4. Number of research proposals submitted									
	PI 5. Percent of research proposals approved									

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	<u>PI 6</u> . Amount of research money generated from external funding (Thousand PHP)									
	PI 7. Amount of research money generated from institutional funding (Thousand PHP)	DCGM, MJEM, GLSS, AAGC	20	20	Under Climate Change	5	5	4	4.7	Project extended from last year research with appropriated budget only for travel, supplies and JO worker
	PI 8. Additional outputs									
	No. of research-related awards (research conducted by faculty or student w/ faculty)									
	Number of research manuscripts rewritten/edited for publication in international journals									
	Number of RDE proceedings prepared									
UMFO 4	Extension Services									
	PI 1. Number of person-days trained weighted by length of training									
	PI 2. Number of IEC materials/technoguides developed/used									
	PI 3. Number of beneficiaries served									
	Groups									
	Individuals									
	PI 4. Number of extension projects conducted and/or completed on schedule									
	PI 5. Number of extension proposals submitted									
	PI 6. Percent of extension proposals approved									
	PI 7. Number of coordinated and organized conventions									
	PI 8. Number of delegates/participants coordinated and hosted									

	PI 9. Number of review classes conducted for licensure examination									
	PI 10. Additional outputs									
	No. of extension-related awards (extn. conducted by faculty or student & faculty)									
	No. of seminar/training presentations prepared									
	Number of RDE proceedings prepared									
UMFO 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	DCGM	2	2	two of the DGE faculty are on study leave for their doctorate degree	5	5	5	5.0	Asst. Prof. Jannet C. Bencure - Ph. D in Remote Sensing and Geographic Information System in Asian Institute of Technology (AIT) Asst. Prof. Florentino F. Morales, JrPh. D in Land Management in Technical University of Munich (TUM)
	OVPI MFO 2. Faculty Recruiting/Hiring Services	5								
	PI 2. Number of faculty recruited/hired aligned with ISO standards	DCGM	1	2	There were two faculty hired last February 2018, in line with the ISO competency assessment of the university and in the college	5	5	5	5.0	Engr. Rex R. Donoz and Engr. James Philip N. Ancheta
	OVPI MFO 3. Faculty Evaluation Services									

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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
OVPI MFO 4. Program and institutional Accred	itation Services						•		
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

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PI 4. 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
PI 5. 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.
<u>PI 6</u> . 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)
PI 7. 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
PI 8. Area of lawn maintained (sq.m, approx.)	None								

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	PI 4. Additional Outputs									
MFO 6	General Admin. & Support Services (GASS)									
	PI 1. Number of departments and/or service units supervised and monitored	DCGM	1	1	DGE	5	5	5	5.0	
	PI 2. Percentage of time devoted for administrative duties and responsibilities	DCGM and Dept. Staff	100%	100%	Supervising faculty and Staff, encoding and making reports, submitting reports, assisting the clients, communicating with faculty, staff, students and clients, relaying the important and urgent message, organizing the daily activities, recording the outgoing and incoming communication, keeping the records, maintaining the cleanliness and orderliness of the surroundings, standardizing the daily activities, etc.,	5	5	5	5.0	
	<u>PI 3</u> . Number of office and laboratory equipment/facilities purchased									

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	PI 9. Efficient and customer-friendly frontline service	All Faculty & Staff	100%	100%	No complaint	5	5	5	5.0	Zero Complaint from clients
	PI 10. 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 Ov	er-all Rating						18	5.393		
Average	Rating						4	.879		
Adjectiva	Il Rating						Outs	standin	g .	

*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. Doñoz, JPNA - JP N. Ancheta

2 - Efficiency

1 - Quality

Received by:	REMBERTO A. PATINDOL, Ph.D. Chairman. PMT Date:		BEATRIZ S. BELONIAS, Ph.D. Vice Pres. for Date:	EDGARDO E. TULIN Ph.D President Date:
Planning Office Date:				
1 - Quality	2 - Efficiency	3 - Timeliness	4 - Average	