



**VISAYAS**  
STATE UNIVERSITY



**Department of Civil Engineering**  
**College of Engineering and Technology**  
Visca, Baybay City, Leyte, PHILIPPINES  
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ONPRGEA 260

08 OCT 2019

## OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, EPIFANIA G. LORETO, head, Department of Civil Engineering, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2019.

EPIFANIA G. LORETO

Head

Date: Sept. 25, 2019

ROBERTO C. GUARTE

Dean, College of Engineering

Date:

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

<i>Personnel</i>	<i>No.</i>	<i>Min. FTE</i>	<i>Total FTE</i>	<i>Research</i>	<i>Publication</i>	<i>Extension</i>
Department Head	1	4	4.0	0.0	0	0
Designated Position	0	2.5	0.0	0.0	0	0
Regular Faculty (Vacation-Sick Leave)*	1	12	12.0	2.0	1	1
(Teacher's Leave))	7	18	126.0	0.0	0	0
Part time Faculty Members*	0	24	0.0	0.0	0	0
Admin Staff Members	1	0	0.0	0.0	0	0
<b>TOTAL:</b>			<b>142.0</b>	<b>2.0</b>	<b>1</b>	<b>1</b>

\* Instruction-Admin-Ratio should be defined

\*\* Actual FTE

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 Accomplishments	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
UMFO 1.	ADVANCED EDUCATION SERVICES									

<b>OVPI MFO 1. Graduate Degree Program Management Services</b>								
PI 1: Number of graduate degree specializations offered and monitored								
PI 2: Total FTE monitored								
PI 3: Percentage of students who graduated within the prescribed period								
<b>OVPI MFO 2. Graduate Student Management Services</b>								
PI 1: Percentage of graduate students awarded with honors/distinction								
PI 2: Percentage of graduate students advised who rated the adviser/GAC member								
PI 3: Percentage of graduate school faculty engaged in research work applied in any of the following:								
a. Pursuing advanced research degree program								
b. Actively pursuing in the last three years (investigative research, basic and applied scientific research, policy research, social science research)								
c. Producing technologies for commercialization or livelihood improvement								
d. whose research work resulted in an extension program								
		<b>Total Points:</b>	<b>Total</b>		<b>0</b>		<b>0.00</b>	
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>								
<b>OVPI MFO 1. Curriculum Program Management Services</b>								
PI 1: Total FTE Monitored	EGL, DRA	142.00	266.30	5	5	5	5.00	
PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	EGL, DRA	100%	100%	5	5	5	5.00	
PI 3: Average percentage passing in licensure exam	EGL	60%	77.78%	5	5	5	5.00	
PI 4: Percentage of first time licensure exam takers who passed the licensure exam	EGL	100%	94.44%	5	5	5	5.00	
PI 5: Percentage of students who graduated within the prescribed period	all faculty	80%	8.84%	3	3	3	3.00	



PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period	all faculty	10%	0.00%	3	3	3	3.00	
PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies	all faculty	85%	100%	5	5	5	5.00	All BSCE 2017 graduates are employed
PI 8: Number of academe/industry linkages established	all faculty	20	48	5	5	5	5.00	
PI 9: Number of thesis/special problems of students:								
a. Thesis outline/manuscript/ Case studies/ Special Problems/ OJT Narrative reports/ Engineering Projects/ Portfolios advised	all faculty	65	92	5	5	5	5.00	OJT Manuscript & CE Project
b. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios approved	all faculty	65	92	5	5	5	5.00	OJT Manuscript & CE Project
PI 10: Number of student organizations advised/assisted	HN Mejia, JJ Pomida, RB Vinculado, Jr.	1	2	5	5	5	5.00	PICE-VSU SC, AMICUS
PI 11: Number of instructional materials developed/revised								
a. OBE - compliant syllabi	all faculty	5	9	5	5	5	5.00	CEng 112n, CEng 136, CEng 141, CEng 151, CEng 156, CEng 158, ESci 113, ESci 122, Math 18,
b. Teaching guides/Student guides/Laboratory Manuals	LJL Ando, RB Vinculado, Jr.	1	2	5	5	5	5.00	ESci 114
c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	concerned faculty	3	7	5	5	5	5.00	CEng 122n, CEng 136, CEng 151, CEng 146, CEng 154, CEng 159, CEng 199
d. On-line interactive learning resources per subject								
PI 12: Number of instruction-related awards								
Number of National Student Awards								
Number of honor graduates		1	1	5	5	5	5.00	Gio B. Managbanag
Periodic Revision of OBE Syllabi	concerned faculty	2	2	5	5	5	5.00	CEng 141, CEng 136

	Submission of Student Performance based on Course Outcomes (CQI Form 6)	concerned faculty	2	0	3	3	3	3.00	
	Group Consultation of Student Advisees by their academic adviser	EG Loreto, RAG Loreto, MT Abrera Jr., APD Cortes	2	4	5	5	5	5.00	
			Total Points	Total n:				84.00	
UMFO 3. RESEARCH SERVICES									
	PI 1: Number of research proposal submitted	RAGL	1	1	4.5	4.5	4.5	4.50	Comprehensive 15-Year Plan for VSU Infrastructure Development
	PI 2: Number of research proposals approved								
	PI 3: Number of research studies conducted								
	PI 4: Number of research projects/studies completed within the year								
	PI 5: Number of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/international fora and conferences								
	in int'l fora/ conferences								
	in nat'l fora/conferences								
	in reg'l for a/conferences								
	in institutional fora/ conferences								
	PI 6: Number of paper submitted for publication in internationally indexed journals								
	PI 7: Number of published papers in peer-reviewed journals								
	in refereed int'l journals								
	in refereed nat'l journals								
	in institutional journals								
	PI 8: Number of patents/Utility Models/copyrights filed								
	PI 9: Amount of research money generated from external funding (Thousand PhP)								
	PI 10: Amount of research money generated from institutional funding (Thousand PhP)								



	PI 11. Number of research outputs in the last three years utilized by the industry or other beneficiaries								
	PI 12. Number of research-related awards (research conducted by faculty or student with faculty								
			Total Points	Total n:				4.50	
UMFO 4. EXTENSION SERVICES									
	PI 1: Number of trainees weighted by the length of training								
	PI 2: Number of trainings conducted								
	PI 3: Number of IEC materials/techno-guides developed/used								
	PI 4: Number of beneficiaries served								
	Groups								
	Individuals								
	PI 5: Number of technical/expert services provided/rendered	HN Mejia	1	1	4.5	4.5	4.5	4.50	Traffic Safety Enhancement at Visayas State University and MAGPAGUAPA
	Research Mentoring								
	Peer reviewers/Panelists								
	Resource Person	MT Abrera, Jr.	0	1	5	5	5	5.00	Seminar Workshop on "Fundamentals of Forensic Engineering"
	Convenor/Organizer	MT Abrera, Jr.	0	1	5	5	5	5.00	Seminar Workshop on "Fundamentals of Forensic Engineering"
	Consultancy								
	Evaluator								
	PI 6: Number of extension projects conducted								
	PI 7: Number of extension proposals submitted	HN Mejia	1	1	4.5	4.5	4.5	5.00	Traffic Safety Enhancement at Visayas State University and MAGPAGUAPA
	PI 8: Number of extension proposal approved	HN Mejia	1	1	4.5	4.5	4.5	4.50	Traffic Safety Enhancement at Visayas State University and MAGPAGUAPA

	PI 9: Amount of extension money generated from external funding (Thousand PhP)								
	PI 10: Amount of extension money generated from institutional funding (Thousand PhP)	HN Mejia	30	60,000.00	5	5	5	5.00	Traffic Safety Enhancement at Visayas State University and MAGPAGUAPA
	PI 11: Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance								
	PI 12: Number of extension-related awards (extension conducted by faculty or student)								
			<b>Total Points</b>		<b>Total n:</b>			<b>29.00</b>	
<b>UMFO 5. SUPPORT TO OPERATIONS (STO)</b>									
<b>OVPI MFO 1. Faculty Development Services</b>									
	PI 1: Number of faculty pursuing advanced degree programs	EGL	2	3	5	5	5	5.00	MT Abrera Jr, GG Doydora, RAG Loreto
<b>OVPI MFO 2. Faculty Recruiting/Hiring Services</b>									
	PI 2: Number of faculty recruited/aligned with university RSP policy and competency-based HRM	EGL	1	1	5	5	5	5.00	Engr. Lindy Jane L. Ando
<b>OVPI MFO 3. Faculty Evaluation Services</b>									
	PI 3: Number of seminars/trainings/conventions/workshops organized/coordinated for the entire university								
	PI 4: Number of seminars/trainings/conventions/workshops organized/coordinated outside the university								
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	all faculty	80%	100%	5	5	5	5.00	
	PI 6: Number of college/department - level seminars/trainings/workshops/reviews conducted/attended/facilitated	all faculty	2	2	5	5	5	5.00	1. PICE Symposium 2.Seminar Workshop on "Fundamentals of Forensic Engineering"
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	PI 1: Number of degree programs which passed accreditation/evaluation at least level 1	all faculty	1	1	5	5	5	5.00	BSCE



	PI 2: Degree program compliant with CHED requirements	EGL, DRA	1	1	5	5	5	5.00	BSCE
			<b>Total Points</b>		<b>Total n:</b>			<b>30.00</b>	
<b>UMFO 6. GENERAL ADMINISTRATION &amp; SUPPORT SERVICES</b>									
	PI 1. Number of Risk Assessment/Review conducted	EGL	1	1	5	5	5	5.00	
	PI 2. Number of risks identified	EGL	3	3	5	5	5	5.00	
	PI 3: Number of risks addressed/minimized Additional Outputs	EGL	3	3	5	5	5	5.00	
	PI 4: Number of legitimate complaints received.	EGL	0	0	5	5	5	5.00	
	PI 5: Percentage of complaints indicated in PI 4, if any, addressed within the prescribed period.	EGL	100%	0%	5	5	5	5.00	
	PI 6: Additional Outputs								
			<b>Total Points</b>		<b>Total n:</b>			<b>25.00</b>	
<b>Total No. of Entries:</b>					<b>36</b>				
<b>Total Over-all Rating</b>					<b>172.50</b>				
<b>Average Rating</b>					<b>4.79</b>				
<b>Adjectival Rating</b>					<b>Outstanding</b>				

EGL - Epifania G. Loreto; MTA - Marcelo T. Abrera, Jr.; DRA - Dahlia R. Arpoceple; APDC - Andy Phil D. Cortes; HNM - Hanzel N. Mejia; RAGL - Raffy Andrew G. Loreto;

GGD - Gladys G. Doydora; LJLA - Lindy Jane L. Ando; RBVJr. - Ramil B. Vinculado, Jr.; JJMP - Jan Joshua M. Pomida

Received by:



Planning Officer

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

Calibrated by:



REMBERTO A. PATINDOL, Ph.D.

Chairman, PMT

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

Recommending Approval:

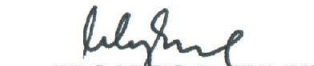


BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

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

Approved:



EDGARDO E. TULIN, Ph.D.

University President

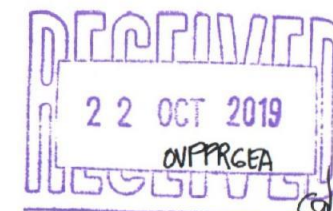
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### RISK ASSESSMENT COMMITMENTS AS PART OF THE OPCR SUBMISSION

I, EPIFANIA G. LORETO, Head of the Department of Civil Engineering, commits to conduct a risk assessment review of the college and its departments and units as part of the submission of the OPCR and agree to identify potential risks and addressed them as appropriate in accordance with the measures indicated in the OPCR under **UMFO 6-PIs 1-3**, for the period January to December 2019.

*E. G. Loreto*  
**EPIFANIA G. LORETO**

Head

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

*Roberto C. Guarte*  
**ROBERTO C. GUARTE**  
Professor and Dean

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

No.	Work Activity	Forseeable Significant Impact	Who or What May be Affected and How?	Existing Control Measures	Initial Assessment			Further Action Required (By Who/When)	Residual Risk*		
					Like- lihood*	Severity**	Risk Rating***		Like- lihood*	Severity**	Risk Rating***
UMFO 1.	ADVANCED EDUCATION SERVICES										
	a. <i>Not Applicable</i>										
	b.										
	c.										
UMFO 2.	HIGHER EDUCATION SERVICES										
PI 4.	Graduates will not attend review classes	100% passing target for first time takers will not be achieved	VSU - enrolment for BSCE will be lesser								
PI 9.b	CE Project proposal not accepted/ approved by the panel	Delay in the conduct of CE Project	Students cannot graduate on time	CE Project Guidelines, Student Consultation	3	3	3	Strict Implementation of Existing Control Measures			




PI 11.a	Syllabus submitted did not follow the prescribed template/CMO requirements	Delay of distribution of approved syllabus to students	1. Students - Intended KSA development is affected 2. Faculty Member - planned OBTL activities will not be implemented properly	Prescribed template, CMO, Issuance of Memo	3	4	3	Reorientation on OBTL syllabus preparation, Issuance of memo to the concerned faculty, Implement sanctions			
<b>UMFO 3. RESEARCH SERVICES</b>											
PI 1	Research proposal submitted is not accepted/approved	No research activities to be conducted	1. Faculty concerned - career development is affected 2. Department - no research activity to be presented during accreditation	University/ Concerned Agency's Guidelines, Research and Extension Agenda	3	2	2	Conduct Seminar/ Workshop on proposal formulation, In-house Review			
PI 4	b. Research project/study conducted not completed within the year	Delay in the production of research results and publication, and a possibility to extend research activity	1. Faculty concerned - cannot proceed to propose another project and has to render more work and time	University/ Concerned Agency's Implementing Rules and Regulations, In-house Review	3	4	3	Maintain existing control, Implement Sanctions			
<b>UMFO 4. EXTENSION SERVICES</b>											
PI 7	a. Extension proposal submitted is not accepted/approved	No extension activities to be conducted	1. Faculty concerned - career development is affected 2. Department - few/no extension activity to be presented during accreditation	University/ Concerned Agency's Guidelines, Research and Extension Agenda	3	2	2	Conduct Seminar/ Workshop on proposal formulation, In-house Review			
<b>UMFO 5. SUPPORT TO OPERATIONS (STO)</b>											

PI 1	a. Faculty's application for admission/ scholarship for graduate studies is not granted	Faculty development program will not be implemented properly	1. Faculty concerned - career development is affected 2. Department - delay in producing experts to teach professional subjects	Faculty Development Program	3	3	3	Apply for graduate studies to all possible universities with scholarships at least one year before the planned entry, Review Faculty Development Program			
<b>UMFO 6. GENERAL ADMINISTRATION &amp; SUPPORT SERVICES</b>											
	b.										
	c.										

Note: \* Likelihood Rating: 1-Rare, 2-Unlikely, 3-Possible, 4-likely, 5-Almost Certain  
 \*\* Severity Rating: 1-Negligible, 2-Minor, 3-Moderate, 4-Major, 5-Catastrophic  
 \*\*\* Risk Rating: 1-Very Low, 2-Low, 3-Medium, 4-High, 6-Very High

Received by:

  
**DILBERTO O. FERRAREN**

Planning Officer

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

Calibrated by:

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

Chairman, PMT

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

Recommending Approval:

  
**BEATRIZ S. BELOMIAS, Ph.D.**

Vice Pres. for Instruction

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Approved:

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

University President

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