



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF ANIMAL SCIENCE**

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2606  
OP# 239  
VPR-7-22

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

I, Manuel D. Gacutan, Jr., Head of the Department of Animal Science - College of Agriculture and Food 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 **January - June, 2021 (Revised)**.

**MANUEL D. GACUTAN, JR.**

Department Head

Date: July 15, 2021

**VICTOR B. ASIO**

College Dean

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



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

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)	Research	Publication	Extension
Department Head	1	10	10.0	2.0	0	1
Faculty w/ Univ. Designated Position	1	8	8.0	0.0	0	1
Regular Faculty (VSL)*	7	10	70.0	2.0	2	1
Regular Faculty (TLS)*	0	18	0.0	0.0	0	1
Part time Faculty	5	10	50.0	0.0	0	0
Admin Staff Members	5	0	0.0	0.0	0	0
<b>TOTAL:</b>	<b>19</b>	<b>56</b>	<b>138</b>	<b>4.0</b>	<b>2</b>	<b>4</b>

Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair  
1 - Poor

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))

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
MFO 1	ADVANCED EDUCATION SERVICES (20%)									
	OVPI MFO 1. Graduate Degree Program Management Services									
1	PI 1. Percentage of graduate school faculty engaged in research work applied in any of the following:	Dept. Head & Faculty								

	a.	pursuing advanced research degree program (Ph.D) *	MDLG Beato, WD Come, JDZ Compendio, MD Gacutan, Jr., CJP Godinez, GAA Villagonzalo	100%	100%	100%	5	5	5	5.00	6 - on PhD (2 reinstated)
	b.	actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	WD Come, JDZ Compendio, MD Gacutan, Jr., CJP Godinez, GAA Villagonzalo	80%	90%	112%	5	5	5	5.00	
	c.	producing technologies for commercialization or livelihood improvement	-	-	-	-	-	-	-		
	d.	whose research resulted in an extension program	-	-	-	-	-	-	-		
<b>OVPI MFO 2. Graduate Student Management Services</b>											
	<b>PI 1:</b> Percentage of graduate students enrolled in research degree programs *		Dept. Head & Faculty	3	4	125%	5	5	5	5.00	
	<b>PI 2:</b> Percentage of accredited graduate programs *		Dept. Head & Faculty	100%	100%	100%	5	5	5	5.00	
	<b>PI 3:</b> Number of graduate degree specializations offered and monitored *		Dept. Head & Faculty	3	3	100%	5	5	5	5.00	
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*		Dept. Head & Faculty	10	19.72	197.2%	5	5	5	5.00	
	<b>PI 5:</b> Percentage increase in number of graduate students enrolled *		Dept. Head & Faculty	20%	24%	120%	5	5	5	5.00	
	<b>PI 6:</b> Percentage increase in number of students who graduated within prescribed period *		Dept. Head & Faculty	20%	30%	150%	5	5	5	5.00	
	<b>PI 7:</b> Number of graduate students awarded with honors/distinction *		Dept. Head & Faculty	-	-	-	-	-	-		
	<b>PI 8:</b> Number of graduate students advised *		Dept. Head & Faculty	22	40	121%	5	5	5	5.00	
	GAC Chairman		JV Abela, LC Bestil, DM Espina	16	25	156%	5	5	5	5.00	
	GAC Member		JV Abela, LC Bestil, WD Come, DM Espina, MD Gacutan, Jr.	7	14	200%	5	5	5	5.00	



	<b>PI 9:</b> Number of instructional materials developed *	Dept. Head & Faculty	4	6	150%	5	5	5	5.00	
	On-line ready courseware	All faculty	6	7	116%	5	5	5	5.00	
	Flexible instructional materials	All faculty	32	50	156%	5	5	5	5.00	
	Assessment tools	All faculty	20	33	165%	5	5	5	5.00	
	<b>PI 10:</b> Number of virtual classrooms created and operationalized	All faculty	9	10	111%	5	5	5	5.00	
	<b>PI 11:</b> Additional Outputs	Dept. Head & Faculty								
	A.1. Design experiential learning	JV Abela, LC Bestil	2	2	100%	5	5	5	5.00	
	B.1. Department Facebook Group	MD Gacutan, Jr.	1	3	300%	5	5	5	5.00	ANSC 241, ANSC 242, ANSC 298
<b>MFO 2</b>	<b>HIGHER EDUCATION SERVICES (50%)</b>									
	<b>PI 1.</b> Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty	-	-	-	-	-	-		
	<b>PI 2.</b> Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	70%	80%	113%	5	5	5	5.00	
	<b>PI 3.</b> Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	100%	100%	100%	5	5	5	5.00	
	<b>PI 4.</b> Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	100%	100%	100%	5	5	5	5.00	
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	100	259.72	259.7%	5	5	5	5.00	All faculty including part-time instructors
	<b>A1.</b> Number of grade sheets submitted within prescribed period	All faculty	37	67	181%	5	5	5	5.00	
	<b>A 2.</b> Number of INC forms with grade submitted within prescribed period	All faculty	72	110	152%	5	5	5	5.00	
	<b>A 3.</b> Number of trainings attended related to instruction	All faculty	14	17	121%	5	5	5	5.00	
	<b>A 4.</b> Number of long examinations administered and checked	All faculty	34	72	211%	5	5	5	5.00	
	<b>A 5.</b> Number of quizzes administered and checked	All faculty	57	125	219%	5	5	5	5.00	
	<b>A 6.</b> Number of lab reports and term papers checked and graded	All faculty	32	52	162%	5	5	5	5.00	
	<b>PI 8:</b> Number of students advised: *	Dept. Head & Faculty	188	443	234%	5	5	5	5.00	
	On Undergraduate Thesis	JVA, WDC, RBG, RREB, MDG, MDMG	50	70	263%	5	5	5	5.00	
	On Field Practice (narrative report submitted within prescribed period)	JVA, WDC, RBG, RREB, MDMG	52	70	134%	5	5	5	5.00	
	On consultation to students (hours)	All faculty	86	1239	143%	5	5	5	5.00	



	<b>PI 9:</b> Number of student organizations advised/ assisted *	Dept. Head & Faculty								
	Student organizations advised	JVA, RREB, MDMG	4	4	100%	5	5	5	5.00	
	Student organizations assisted on student related activities	JVA, RREB	3	3	100%	5	5	5	5.00	
	<b>PI 10:</b> Number of instructional materials developed *		3	3	100%	5	5	5	5.00	
	On-line ready courseware	All faculty	9	14	155%	5	5	5	5.00	
	Flexible instructional materials (Supplemental Learning Resources)	All faculty	12	28	233%	5	5	5	5.00	
	Assessment tools	All faculty	36	60	166%	5	5	5	5.00	
	<b>PI 10:</b> Number of virtual classrooms created and operationalized	All faculty	10	14	140%	5	5	5	5.00	
	<b>PI 11:</b> Additional Outputs	Dept. Head & Faculty								
	A.1. Program accreditation	MD Gacutan, Jr.	5	5	100%	5	5	5	5.00	
	A.2. Agency Linkages	-	-	-	-	-	-	-		
	A.3. Design experiential lecturing for new normal	MDG, RREB	1	3	125%	5	5	5	5.00	
	A.4. Department Facebook Group	MD Gacutan, Jr.	1	3	125%	5	5	5	5.00	AnSc 142, AnSc 200, AnSc 200a
<b>MFO 3</b>	<b>RESEARCH SERVICES (10%)</b>									
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	JV Abela	2	4	200%	5	5	5	5.00	
	<b>PI 2.</b> Number of research outputs completed within the year *	JV Abela	1	3	300%	5	5	5	5.00	
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	Dept. Head & Faculty								
	In refereed int'l journals	JV Abela	100%	100%	100%	5	5	5	5.00	
	In refereed nat'l/regional journals	MD Gacutan, Jr.	100%	100%	100%	5	5	5	5.00	
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Dept. Head & Faculty								
	In int'l fora/conferences	-	-	-	-	-	-	-		
	In nat'l/regional fora/conferences	MD Gacutan, Jr.	1	2	200%	5	5	5	5.00	
	<b>PI 5.</b> Percent of research proposals approved *	MD Gacutan, Jr., JV Abela	4	4	100%	5	5	5	5.00	
	<b>PI 6.</b> Additional outputs*	Dept. Head & Faculty	-	-	-	-	-	-		
	<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	WD Come, MD Gacutan, Jr.	1	2	200%	5	5	4	4.67	
	<b>A 34.</b> Number of Ums submitted to ITSO, VSU	LC Bestil	0	2	200%	5	5	4	4.67	
	<b>A 35.</b> Other outputs implementing the new normal due to covid 19	JV Abela, MD Gacutan, Jr.	2	2	100%	5	5	4	4.67	
	No. of research-related awards (research conducted by faculty or student w/ faculty)	Dept. Head & Faculty	-	-	-	-	-	-		



<b>MFO 4</b>	<b>EXTENSION SERVICES (10%)</b>									
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	JVA, MDMG, LCB, RREB	31	36	161%	5	5	4	4.67	
	<b>PI 2.</b> Number of trainees weighted by the length of training *	JVA, MDMG, LCB, RREB	5	7	171%	5	5	4	4.67	
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	JVA, MDMG, LCB, RREB	12	13	108%	5	5	4	4.67	
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	JVA, LCB, RREB	80%	90%	112%	5	5	4	4.67	
	<b>PI 5.</b> Number of technical/expert services *	JV Abela	5	6	200%	5	5	4	4.67	
	Research Mentoring	JV Abela, LC Bestil, DM Espina	6	6	100%	5	5	4	4.67	
	Peer reviewers/Panelists	WD Come, MD Gacutan, Jr.	1	1	100%	5	5	4	4.67	
	Resource Persons	LC Bestil, MD Gacutan, Jr.	2	4	200%	5	5	5	5.00	
	Convenor/Organizer	JV Abela	1	1	100%	5	5	4	4.67	
	Consultancy	LC Bestil	0	3	300%	5	5	4	4.67	
	Evaluator	WD Come	1	1	100%	5	5	4	4.67	
	<b>PI 8.</b> Percent of extension proposals approved *	LC Bestil	0	3	300%	5	5	5	5.00	
	<b>PI 11.</b> Additional outputs *	Dept. Head & Faculty	-	-	-	-	-	-		
	A.1. Design extension activities to implement new normal	JV Abela, LC Bestil,	3	5	166%	5	5	5	5.00	
	A.2. Conducted Workshop for R & D Activities of DAS	All R & D Project Leaders	1	1	100%	5	5	5	5.00	
	No. of extension-related awards (extrn. conducted by faculty or student & faculty)	-	-	-	-	-	-	-		
<b>MFO 5</b>	<b>SUPPORT TO OPERATIONS</b>									
	<b>OVPI MFO 1. Faculty Development Services</b>									
	<b>PI 1:</b> Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	WD Come, JDZ Compendio, MRDL Beato, CJP Godinez, GAA Villagonzalo	4	5	125%	5	5	5	5.00	
	<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>									
	<b>PI 2:</b> Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	DAS Personnel Committee, Administrative Staff	2	6	300%	5	5	5	5.00	1 - Regular Instructor 5 - Part-time Instructor



	<b>OVPI MFO 3. Faculty Evaluation Services</b>									
	<b>PI 3:</b> Number of seminars/trainings/ conventions/ workshops coordinated for entire university *	Dept. Head & Faculty	-	-	-	-	-	-		
	<b>PI 4:</b> Number of seminars/trainings/ conventions/ workshops coordinated outside of the university *	Dept. Head & Faculty	-	-	-	-	-	-		
	<b>PI 5:</b> Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	5	8	160%	5	5	5	5.00	
	<b>PI 6:</b> Number of in-house seminars/trainings/ workshops/reviews conducted *	Dept. Head & Faculty	1	1	100%	5	5	5	5.00	
	<b>PI 7:</b> Additional outputs *		-	-	-	-	-	-		
	Number of faculty/staff awards/honors received related to operations support	Dept. Head & Faculty	-	-	-	-	-	-		
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8:</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	Dept. Head & Faculty	90% compliant	100% compliant	Corrective Action Plan (CAP) implemented	5	5	5	5.00	
<b>MFO 6</b>	<b>GENERAL ADMIN. &amp; SUPPORT SERVICES (GASS):</b>									
	<b>PI 1.</b> Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	MD Gacutan, Jr. PC Gumba, Jr.	2	3	100%	5	5	5	5.00	General Funding: A.III.a (Advance Education, A.III.b.1 (Higher Education), and Special Trust Fund (STF)
	<b>PI 2.</b> Zero percent complaint from clients served									
	As Department Head attending to on-line requests and buyers of animals in the animal projects	MD Gacutan, Jr.	1% complaint	Zero% complaint	100%	5	5	5	5.00	
	As Incharge of Animal Nutrition Laboratory	MD Gacutan, Jr.	1% complaint	Zero% complaint	100%	5	5	5	5.00	
	Efficient and Customer Friendly Frontline Services	PC Gumba, Jr. VM Lamo, CV Sanchez	1% complaint	Zero% complaint	100%	5	5	5	5.00	
	<b>PI 3.</b> Number of Staff/Caretakers Managed	JV Abela, WD Come, RRE Bustamante, MDM Garrido	5	7	190%	5	5	5	5.00	
	<b>PI 4.</b> Number of STF projects developed/ improved or maintained	JV Abela, WD Come, RRE Bustamante, MD Gacutan, Jr., MDM Garrido, CV Ranchez	3	5	168%	5	5	5	5.00	Goat/Sheep Project, Cattle/Pasture Project, Poultry/Other Species Project, Swine Project , DAS Animal Nutrition Lab
	<b>PI 5.</b> Percentage increase in inventory value and/or income of STF projects relative to previous year	CV Ranchez	5%	10%	200%	5	5	5	5.00	



PI 6. Percentage of STF projects supporting instruction, research & extension	JV Abela, WD Come, RRE Bustamante, MD Gacutan, Jr., MDM Garrido, CV Ranchez	50%	100%	200%	5	5	5	5.00	
PI 7. Number of Project Reports prepared and submitted	WD Come, VM Lamo, CV Ranchez	8	14	233%	5	5	5	5.00	
PI 8. Number of paddocks of pasture established and/or maintained	JV Latras, OV Latras	20	26	120%	5	5	5	5.00	
PI 9. Number of animal sheds maintained	JV Latras, OV Latras	4	4	100%	5	5	5	5.00	
PI 10. Number of animals cared	WD, Come, JV Latras, OV Latras	78	78	100%	5	5	5	5.00	
PI 11. Number of animal facilities/ equipment repaired and/or maintained	MD Gacutan, Jr., CV Ranchez, JV Latras, OV Latras	18	20	111%	5	5	5	5.00	
PI 12. Number of outgoing documents/ communications/reviewed/ forwarded to head for approval and submitted to higher offices	MD Gacutan, Jr., CV Ranchez	75	180	400%	5	5	5	5.00	
PI 13. Number of administrative personnel supervised as AO 1.	MD Gacutan, Jr., CV Ranchez	8	9	112%	5	5	5	5.00	
PI 14. Number of DTR, faculty workloads, job orders, staff appointments, etc. prepared, signed, recorded, released and forwarded on time	MD Gacutan, Jr., CV Ranchez, PCGumba JR.	120	220	183%	5	5	5	5.00	
PI 15. Number of TO, vouchers, certificates, leave applications, etc. prepared, signed, released, recorded and forwarded on time	MD Gacutan, Jr., PCGumba JR., VM Lamo	125	200	160%	5	5	5	5.00	
PI 16. Number of incoming communications, letter request, memos, etc.	MD Gacutan, Jr., CV Ranchez	100	230	230%	5	5	5	5.00	
PI 17. Number of graduating student final clearances processed for approval	MD Gacutan, Jr., CV Ranchez, VM Lamo	40	60	137%	5	5	5	5.00	
PI 18. Number of PMPs, PRs prepared through HRIS for signature, released, recorded and forwarded on time	MD Gacutan, Jr., PC Gumba, Jr.	15	25	166%	5	5	5	5.00	
PI 19. Number of class rosters printed, grade sheets (midterm/final) submitted for signature of instructors/professors/ head, forwarded to CAFS, Graduate School, and to the Registrar's Office	MD Gacutan, Jr., PCGumba JR.	40	110	110%	5	5	5	5.00	
PI 20. Number of ip messages with file attachments, forms/memos received, printed, replied, and posted for information dissemination to faculty and staff	PCGumba JR.	270	300	111%	5	5	5	5.00	

	<b>PI 21 Additional Outputs</b>	Dept. Head & all faculty & staff	-	-	-	-	-	-		
	No. of initiatives of department head introduced resulting to best practice replicated/benchmarked by other depts/agencies	MD Gacutan, Jr.	2	5	250%	5	5	5	5.00	Created Department Facebook, Increased Salary of Animal Caretakers, Conducted Monthly and Emergency Meetings for faculty/Staff, Hired six (6) more teaching staff to deload faculty, and Circulated Dept. Memoranda for implementation
Total Over-all Rating						461				
Average Rating						4.95				
Adjectival Rating						OUSTANDING				

Received by:

Calibrated by:

Recommending Approval:

Approved:

  
**DANIEL LESLIE S. TAN**

  
**REMBERTO A. PATINDOL**

  
**BEATRIZ S. BELONIAS**

  
**EDGARDO E. TULIN**

Planning Office

Chairman, PMT

Vice Pres. for Instruction

President

Date: **JUL 22 2021**

Date: **7/15/21**

Date: **7/15/21**

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

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

\*\* No percentage weight for ranking purposes since these are activities only expected to be performed at the department level