Visayas State University

College of Agriculture and Food Science

DEPARTEMENT OF SOIL SCIENCE

Visca, Baybay City, Leyte

2504

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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 2019 to June 30, 2019.(Accomplishment)

SUZETTE B. LINA

Department Head

Date: _____

VICTOR B. ASIO

Dean, CAFS

Date: _____

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

Personnel	Number	FTE/sem	FTE/Summer
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	19.23	5.0	5.0	4.0	4.7
		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	17	5.0	5.0	5.0	5.0
		PI.4 Number of graduate students who graduated within prescribed period	Graduate Faculty	4	5	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	3	5.0	5.0	5.0	5.0
Graduate Student Management Services									

		PI1. Number of Graduate thesis outline approved	VBA	4	5	**5.0**	**5.0**	**5.0**	5.0
		PI2. Number of Graduate manuscripts approved	VBA, SBL	4	5	**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 ABT	6	17	5.0	5.0	5.0	5.0
		PI5: Percentage of graduate students awarded with scholarship/assistanship who graduated within prescribed period	VBA, SBL (GAC)	3	4	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	175.16	5.0	5.0	5.0	5.0

			Affiliate Staff & GTA	15.00	25.00	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	14	5.0	5.0	5.0	5.0
		PI 2. Number of undergraduate student's manuscripts approved	Faculty, Head	6	11	5.0	5.0	5.0	5.0
		PI 3. Number of undergraduate student's graduated with honor	Faculty, Head	1	5	5.0	5.0	5.0	5.0

			Head,DSS faculty	1	4				
		PI 4: Number of undergraduate students awarded with scholarship/ assistantship				5.0	5.0	5.0	5.0
		Student advising and consultation services							
		PI 5. Number of academic advisees	Head,DSS faculty	35	65	5.0	5.0	5.0	5.0
		PI 6. Number of student-related activities assisted	Head, DSS faculty, OSSM advisers & clerk	5	8	4.9	5.0	4.9	4.9
		PI 7. Number of instructional materials developed							
		Revised syllabi							
		Revised Lab. Manual	DSS faculty	1	2.00	5.0	5.0	5.0	5.0
		New Powerpoint lecture presentation (per course)	DSS faculty	2	3.00	5.0	5.0	5.0	5.0
		On-line course lecture materials							
		On-line course lab.materls							
		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							
		In refereed int'l journals	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							
		In int'l fora/conferences							
		In nat'l fora/conferences	SBL & DSM	1	2.00	5.0	5.0	5.0	5.0
		In reg'l fora/conferences	DSS faculty						
		In institutional fora/conferences							
		PI 3. Number of research projects conducted and/or completed on schedule	VBA, DSM, SBL, BCJ	4	6.00	5.0	5.0	4.0	4.7
		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						
		PI 6. Amount of research money generated from external funding (Thousand PHP)	VBA & SBL	200K	500K	5.0	5.0	5.0	5.0
		PI 7. Amount of research money generated from institutional funding (Thousand PHP)	BCJ	90K	150K	5.0	5.0	5.0	5.0

		PI 8. Additional outputs							
MFO 5	**Extension Services**	PI 1. Number of beneficiaries served							
		Groups(Training Activities)							
		Individuals	SBL, BCJ, VBA	50	105				
						5.0	5.0	5.0	5.0
		PI 2. Number of extension projects conducted	SBL, BCJ, DML	1	3				
						5.0	5.0	5.0	5.0
		PI 3. Percent of extension proposals approved	SBL	0	1				
						5.0	5.0	5.0	5.0
		PI4. Amount of extension money generated from external funding (Thousand PHP), YLP	SBL	300K	1M				
						5.0	5.0	5.0	5.0
		PI 5. Number of scholars managed under DOST-ASTHRD	VBA	35	65				
						5.0	5.0	5.0	5.0
		PI 6. Additional Inputs							
		Technical/ Expert services (international, national, regional)							
		ATR reviewer and Journal outside University	VBA, SBL, DSM,BCJ	2	4	5.0	5.0	5.0	5.0
		PI. 8. Number of linkages forged							
		International	VBA, SBL,DSM	2	4				
						5.0	5.0	5.0	5.0
		National		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

MFO		PI							
	Faculty Development Services								
		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
	Hiring/Promotion of Support Staff								
		PI 1. Number of research staff recruited	Sci. Res. Assist and Laborer	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	ALL Faculty & Staff	3	5	5.0	5.0	5.0	5.0
		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	7	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	20	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 Chier of Univ. Journal	VBA	10	35	5.0	5.0	5.0	5.0

		PI 12. Coordinator of scholarship programs	VBA	0	1				
						5.0	5.0	5.0	5.0
		PI 13. Number of scholars monitored under DOST and Erasmus Mundus	VBA, DOST project sta	35	55				
						5.0	5.0	5.0	5.0
		PI 14. Number of field workers supervised	Head, Fied coordinator & Asisstant	1	2				
						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, MCM	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						**294.400**			
Average Rating						**4.900**			
Adjectival Rating						**OUTSTANDING**			

294.40

Calibrated by:

DILBERTO O. FERRAREN

VP for Resource Generation
and External Affairs

Date:_____
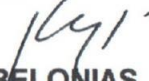
REMBERTO A. PATINDOL

VP for Finance and Administ

Date: _____

Recommending Approval:

BEATRIZ S. BELONIAS, Ph.D.

VP for Instruction

Date: _____

Approved:

EDGARDO E. TULIN, Ph.D.

President

Date