




VISAYAS
STATE UNIVERSITY

DEPARTMENT OF FOREST SCIENCE
COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE
VISAYAS STATE UNIVERSITY

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **Anatolio N. Polinar**, Head of the Department of Forest 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 2024**.


ANATOLIO N. POLINAR
Head, DFS

Approved: 
ARTURO E. PASA
Dean, CFES



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

Personnel	Number	Total FTE	RDE Commitments***		
			Research	Publication	Extension
Department Head	1	22.0	1.0	0	1
Faculty w/ Univ. Designated Position	3	54.0	3.0	1	0
Regular Faculty (VSL)*	1	18.0	1.0	1	0
Regular Faculty (TLS)*	2	36.0	0.0	1	1
Regular Faculty (Sabbatical Leave)	1	0.0	0.0	0	0
Part time Faculty	3	30.0	0.0	0	0
Admin Staff Members	3	0.0	0.0	0	0
TOTAL:		160	5.0	3	2

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	TARGETS	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
MFO 1	ADVANCED EDUCATION SERVICES (20%)										
	PI 1. Total FTE monitored	DFS Faculty	7	19.55/7(279%)		5	5	5	5	MSF subjects	

	PI 2. Number of graduate degree programs/specializations offered and monitored	DFS Head & Faculty	1	1/1(100%)		5	5	5	5	MS Forestry	
	PI 3. Percentage increase in graduate students enrolled	DFS Head & Faculty	2%	4/13 (31%)		5	5	4	4.67	Jaca, Salvaleon, Papellero, Gervacio	
	PI 4. Percentage increase in number of graduate students who graduated on time	DFS Head & Faculty	1%	2/3(67%)		5	5	4	4.67	Doria, Pana	
	PI 5. Number of graduate students awarded with scholarship/assistantship	DFS Head & Faculty	2	16/2(800%)		5	5	5	5	Jaca, Salvaleon, Papellero, Enselay, Tiongson, Solis, Rom, Cinco, Caballes, Doria, Pana, Omoso, Wales, Nabong, Martines and Labides	
	PI 6. Number of students awarded with honors	DFS Head & Faculty	1	2/1(200%)		5	5	5	5	Doria, Pana	
	PI 7: Number of graduate student supported by CFES/DFS research projects	DFS Head & Faculty	1	1/1(100%)		5	5	5	5	Doria	
	PI 8: Number of new international students enrolled	DFS Head & Faculty	1	1/1(100%)		5	5	5	5	Tomiwa	
MFO 2	HIGHER EDUCATION SERVICES (50%)										
	PI 1: Total FTE monitored	DFS Head & Faculty	30	303.2/30(1,010%)		5	5	5	5	BS Forestry subjects	
	PI 2: Number of new or revised curricular proposals submitted	DFS Head & Faculty	1	1/1(100%)		5	5	5	5	BS Forestry	
	PI 3: Number of new or revised proposals approved by UCC	DFS Head & Faculty	N/A								
	PI 4: Number of new degree programs implemented	DFS Head & Faculty	N/A								
	PI 5: Number of programs with COPC	DFS Head & Faculty	1	1/1(100%)		5	5	5	5	BS Forestry	
	PI 6: Number of programs applying for COPC	DFS Head & Faculty	N/A								
	PI 7: Percentage passing in licensure examinations (1st time takers)	DFS	60%	NA						No exam yet	
	PI 8: Percentage passing in licensure examinations (overall including repeaters)	DFS	60%	NA						No exam yet	
	PI 9. Percentage of faculty rated at least VS in the Teaching performance evaluation by students	DFS	70%	10/10(100%)		5	5	5	5	Pasa, Peque, Come, Patindol, Polinar, Mondal, Bernaldez, Wales, Llano, Bidon	
	PI 10. Percentage of faculty rated at least VS by supervisor	DFS Head & Faculty	70%	10/10(100%)		5	5	5	5	Pasa, Peque, Come, Patindol, Polinar, Mondal, Bernaldez, Wales, Llano, Bidon	
	PI 11. Percentage of courses offered with approved course syllabi	DFS Head & Faculty	85%	100%		5	5	5	5	MS Forestry and BS Forestry subjects	

	PI 12. Percentage of courses with approved IMs	DFS Head & Faculty	85%	100%		5	5	5	5	MS Forestry and BS Forestry subjects	
	PI 13: Percentage of courses offered with final grades submitted within the allowable period	DFS Head & Faculty	100%	100%		5	5	5	5	MS Forestry and BS Forestry subjects	
	PI 14: Percentage of undergraduate students who graduated within the prescribed period	DFS Head & Faculty	50%	16/28(57.14%)		5	5	5	5	BS Forestry students	
	PI 15: Number of undergraduate thesis students supported by CFES/DFS research project	DFS Head & Faculty	3	5/3(167%)		5	5	5	5	Lagahit, Macuto, Maglacion, Bahinting, Cabusas	
	PI 16: Percentage of undergraduate students enrolled on schedule	DFS Head & Faculty	25%	65%		5	5	5	5	BS Forestry students	
	PI 17: Percentage of graduate students employed (2 years prior)	DFS Head & Faculty	82%	18/20 (90%)		5	5	5	5	BSF graduates SY 2021-2022	
	PI 17: Number of instructional materials approved by the UIMRC	DFS Head & Faculty	2	2/2 (100%)		5	5	5	5	On process	
MFO 3	RESEARCH SERVICES (10%)										
	PI 1. Percent of research proposals submitted	DFS Head & Faculty	25%	2/1(200%)		5	5	5	5	Citizen SDSS Project & ACIAR FLR Impact Evaluation	
	PI 2: Percent of research proposals approved	DFS Head & Faculty	25%	2/1(200%)		5	5	5	5	Citizen SDSS Project & ACIAR FLR Impact Evaluation	
	PI 3: Number of approved research projects/studies implemented	DFS Head & Faculty	25%	2/1(200%)		5	5	5	5	Citizen SDSS Project & ACIAR FLR Impact Evaluation	
	PI 4: Amount of research money obtained from external sources	DFS Head & Faculty	250K	3M/250K(1,200%)		5	5	5	5	Citizen SDSS Project	
	PI 5: Amount of research money obtained from internal sources	DFS Head & Faculty	50K	177,459/50K (355%)		5	5	5	5	Climate Smart Project	
	PI 6. Number of research outputs presented in:	DFS Head & Faculty									
	a. International Conferences		0								
	b. National Conferences		0								
	c. Regional or Institutional Conferences		1	1/1(100%)		5	5	5	5	ACIAR-FLR Research article	
	PI 7. Number of patent applications	DFS Head & Faculty	N/A								
	PI 8. Number of patents approved	DFS Head & Faculty	N/A								
	PI 9. Number of creative works published	DFS Head & Faculty	N/A								

	PI 10. Number of research articles derived from approved research in the university, submitted	DFS Head & Faculty	2	2/2(100%)		5	5	5	5	ACIAR-FLR article and ATR wildlings	
	PI 11: Number of research articles derived from approved research in the university, published	DFS Head & Faculty	2	2/2(100%)		5	5	5	5	ACIAR-FLR article and ATR wildlings	
	PI 12. Number of research outputs utilized by the industry or by other beneficiaries	DFS Head & Faculty	1	7/1(700%)		5	5	5	5	Laforet, 2 publications, Green Carbon, Tarsier, LGU climate change adaptive capability	
	PI 13. Number of research outputs completed	DFS Head & Faculty	1	1/1(100%)		5	5	5	5	UPLB Open University Project	
MFO 4	EXTENSION SERVICES (10%)										
	PI 1: Number of extension proposals submitted	DFS Head & Faculty	25%	3/2(150%)		5	5	5	5	Citizen SDSS Project, Climate Smart Project, & Clonal nursery	
	PI 2: Number of extension proposal approved	DFS Head & Faculty	25%	2/2(100%)		5	5	5	5	Citizen SDSS Project, Climate Smart Project, & clonal nursery	
	PI 3: Number of approved extension projects implemented	DFS Head & Faculty	25%	3/2(150%)		5	5	5	5	Citizen SDSS Project, Climate Smart Project, & clonal nursery	
	PI 4: Number of extension outputs presented in:	DFS Head & Faculty									
	a. International Conferences	DFS Head & Faculty									
	b. National Conferences	DFS Head & Faculty	1	None							
	c. Regional or Institutional Conferences	DFS Head & Faculty	1	None							
	PI 5: Number of extension activities conducted	DFS Head & Faculty	1	3/1 (300%)		5	5	5	5	networking; & project monitoring	
	PI 6: Number of trainings, seminars and fora conducted		1	1/1(100%)		5	5	5	5	Bamboo Production	
	PI 7: Number of expert services rendered:	DFS Head & Faculty	2								
	a. peer reviewer of journal/book										
	b. reviewer of research and extension proposals										
	c. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, organizer, facilitator)			9/2 (450%)		5	5	5	5	CPD(UPLB), RDE In-house review, Project Tarsier, Stakeholders meeting; and Forest Forum	
	d. accreditor										
	e. consultancy										

	PI 8: Number of IEC materials developed	DFS Head & Faculty	1	3/1(300%)		5	5	4	4.67	ACIAR Quality seedling production, asexual propagation; & mother tree	
	PI 9: Number of IEC materials distributed	DFS Head & Faculty	1	20/1(2,000%)		5	5	5	5	VSU anniversary	
	PI 10: Number of extension articles derived from approved extension in the university, submitted	DFS Head & Faculty	1	1/1(100%)		5	5	5	5	Impact evaluation(ACIAR Tree Plantation Project)	
	PI 11: Number of extension articles derived from approved extension in the university, published	DFS Head & Faculty	1								
	PI 12: Amount of extension money obtained from external sources	DFS Head & Faculty	100K	3M/100K(3,000%)		5	5	5	5	Citizen SDSS Project	
	PI 13: Amount of extension money obtained from internal sources	DFS Head & Faculty	25K	485,395/25K(1,941%)		5	5	5	5	Climate Smart Project and clonal nursery	
	PI 14: No. of MOA/MOU as active partnerships with LGUs, Industries, NGOs, NGAs, SMEs and other stakeholders as a result of extension activities	DFS Head & Faculty	4	10/4 (250%)		5	5	5	5	LGU's, DENR-CENRO, PO's and NGO's in the Visayas	
	PI 15: Number of trainees weighted by the length of training	DFS Head & Faculty	150	200/150 (133%)		5	5	5	5	People's Organization in region 6, 7 & 8	
	PI 16: No. of extension programs and projects consistent with VSUs mandated and priority programs	DFS Head & Faculty	3	3/3(100%)		5	5	5	5	Forest & clonal nursery; climate smart and watershed characterization project	
	PI 17: Percentage of beneficiaries who rated the training course as satisfactory or higher in terms of quality and relevance	DFS Head & Faculty	95%	100%		5	5	5	5	ACIAR-FLR Capacity building training	
MFO 5	Support to Operations (10%)										
OVPA MFO 1. Faculty Development Services											
	PI 1: Number of faculty pursuing advanced research degree	DFS Head & Faculty	N/A								
	PI 2: Number of faculty-scholars who completed their advance degrees	DFS Head & Faculty	N/A								
	PI 3: Number of faculty granted with external scholarship	DFS Head & Faculty	N/A								
	PI 4: Number of faculty granted with internal scholarship/fellowship	DFS Head & Faculty	N/A								
	PI 5: Number of faculty granted with sabbatical leave	DFS Head & Faculty	1	1/1(100%)		5	5	5	5	AP Baldos	
	PI 6: Number of faculty granted with post-doctoral leave	DFS Head & Faculty	N/A								

	PI 7: Number of faculty sent to trainings, seminars and conferences	DFS Head & Faculty	2	4/2(200%)		5	5	5	5	DP Peque, AE Pasa, RS Come, AN Polinar	
	PI 8: Number of faculty scholars who graduated	DFS Head & Faculty	N/A								
OVPAAs MFO 2. Faculty Recruitment/Hiring Services											
	PI 1: Number of new faculty hired with at least master's degree	DFS Head & Faculty	1	1/1(100%)		5	5	5	5	SO Bernaldez	
OVPAAs MFO 3. Faculty Evaluation Services											
	PI 1: Number of Scopus, WoS and ACI publications and other reputable journals	DFS Head & Faculty	3	2/3 (67%)		5	5	4	4.67	ATR and Biodiversitas; other articles on process for finalization	
OVPAAs MFO 4. Program and Institutional Accreditation Services											
	PI 1 :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	DFS Head & Faculty	Zero non-conformity	100% compliant		5	5	5	5	Complied	
	PI 2: Compliance to all requirements of the program and institutional accreditations	DFS Head & Faculty	100% compliant	100% compliant		5	5	5	5	Complied	
OVPAAs MFO 5. Registration Services											
	PI 1 :Percentage of students enrolled and validated within the registration period	DFS Head & Faculty	40%	90%		5	5	5	5	BS Forestry and MS Forestry students	
	PI 2: Number of students advised during the registration period	DFS Head & Faculty	50	100/50(200%)		5	5	5	5	BS Forestry and MS Forestry students	
MFO 6 General Admin. & Support Services (GASS)											
	PI 1: Number of departments/institutes/offices supervised	DFS Head & Faculty	1	1/1(100%)		5	5	5	5	Department of Forest Science (DFS)	
	PI 2: Number of management meetings conducted	DFS Head & Faculty	4	6/4(150%)		5	5	5	5	Regular and Emergency meetings	
	PI 3: Number of committee meetings conducted	DFS Head & Faculty	2	4/2(200%)		5	5	5	5	Forest protection, nursery; Landscape and building committee	

PI 4: Number of routinary documents acted	DFS Head & Faculty	10	20/10(300%)		5	5	5	5	Seedling availability request; Payroll;shifting of courses; completion of grades, etc.	
PI 5: Number of requests acted	DFS Head & Faculty	1	5/1(500%)		5	5	5	5	Classroom utilization; Tree inventory; and Tree planting requests	
PI 6: Number of memoranda prepared	DFS Head & Faculty	1	2/1(200%)		5	5	5	5	AACCUP compliance; Tree planting	
PI 7: Percentage of IFWs submitted to OVPAA September 30	DFS Head & Faculty	100%	100%		5	5	5	5	IFW of DFS Faculty	
PI 8: Percentage of Report of Actual teaching loads submitted to OVPAA 30 days after the start of classes	DFS Head & Faculty	100%	100%		5	5	5	5	Actual teaching load of DFS Faculty	
PI 9. Percentage of faculty and staff submitted a dtr every month	DFS Head & Faculty	100%	80%		5	5	4	4.67	DFS Faculty	
PI 10. Percentage of complaints, if any, addressed on time	DFS Head & Faculty	40%	100%		5	5	5	5	Academic related concerns	
PI 11. Percentage of action plans implemented and monitored as scheduled	DFS Head & Faculty	25%	100%		5	5	5	5	AACCUP and academic related concerns	
PI 12. Monthly accomplishment report submitted on time.	DFS Head & Faculty	100%	90%		5	5	5	5	Head monthly accomplishment reports	
PI 13: Number of classrooms and Lab rooms constructed and renovated	DFS Head & Faculty	1	4/1(400%)		5	5	5	5	Computer, function, herbarium and biological laboratory rooms	
PI 14: Percentage of budget utilization from GAA	DFS Head & Faculty	40%	50%		5	5	4	4.67	Wages/salary of administrative staff (Clerk or laborers)	
PI 15: Percentage of budget utilization from internally generated funds	DFS Head & Faculty	25%	50%		5	5	5	5	Wages/salary of administrative staff (Clerk or laborers)	
PI 16. Responses to NCs and CARs issuances	DFS Head & Faculty									
Percentage of NCs received and acted	DFS Head & Faculty	0%	None							
Percentage of CARs received and acted	DFS Head & Faculty	0%	None							
PI 10. Additional outputs	DFS Head & Faculty									
Total Over-all Rating							343.02			
Average Rating							4.97			

Adjectival Rating			Outstanding		
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Received by: 

TONI MARC L. DARGANTES

Head, Planning Office

Date: JUL 15 2024

Calibrated by:



ELWIN JAY V. YU

Chairman, PMT

Date: _____

Esc up 7/21/24

Approved:



PROSE IVY G. YEPES

President

Date: 9/6/24

* 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