**VISAYAS**
STATE UNIVERSITY

**DEPARTMENT OF CIVIL ENGINEERING**
Visca, Baybay City, Leyte, PHILIPPINES
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**OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)**

RECEIVED 5 OCT 2020
OVPPRGAS

I, EPIFANIA G. LORETO, Head of the 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 - December 2020.

**EPIFANIA G. LORETO**
Department Head
Date: As of June 2020

**ROBERTO C. GUARTE**
College Dean
Date: _____

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT Total FTE (1    RDE Commitments***

| Personnel | No (1) | Min. FTE (2) | | Research | Publication | Extension |
|---|---|---|---|---|---|---|
| Department Head | 1 | 4.0 | 4.0 | 0 | 0 | 0 |
| Faculty w/ Univ. Designated Position | 0 | 2.5 | 0.0 | 0 | 0 | 0 |
| Regular Faculty (VSL)* | 1 | 12.0 | 12.0 | 0 | 0 | 0 |
| Regular Faculty (TLS)* | 6 | 18.0 | 126.0 | 0 | 0 | 0 |
| Part time Faculty | 0 | 10.0 | | 0 | 0 | 0 |
| Admin Staff Members | 0 | 0.0 | 0.0 | | | |
| TOTAL: | | | 142.0 | 0 | 0 | 0 |

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

* On vacation-sick-leave status. Ratio of Instruction and RDE commitmtents should 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 extens

| MFO No. | Success/Performance Indicator (PI) | Units/Persons Responsible | Department Target | Actual | | Rating | | | | Remark (Details of the targetted outputs indicators with *) | % weight |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | % Accomplishment | Details of Accomplishments | Quality | Efficiency | Timeliness | Average | | |
| MFO 1 | **ADVANCED EDUCATION SERVICES (20%)** | | | | | | | | | | |

| MFO No. | Success/Performance Indicator (PI) | | Units/Persons Responsible | Department Target | Actual | | Rating | | | | Remark (Details of the targetted outputs indicators with *) | % weight |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | % Accomplishment | Details of Accomplishments | Quality | Efficiency | Timeliness | Average | | |
| | **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 | | | | | | | | | 4% |
| | a. | pursuing advanced research degree program (Ph.D) * | | | | | | | | | | |
| | b. | actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research) | | | | | | | | | | |
| | c. | producing technologies for commercialization or livelihood improvement | | | | | | | | | | |
| | d. | whose research resulted in an extension program | | | | | | | | | | |
| | **OVPI MFO 2. Graduate Student Management Services** | | | | | | | | | | | |
| | PI 1: Percentage of graduate students enrolled in research degree programs * | | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 2: Percentage of accredited graduate programs * | | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 3: Number of graduate degree specializations offered and monitored * | | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 4: Total FTE coordinated, implemented & monito | | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 5: Percentage increase in number of graduate students enrolled * | | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 6: Percentage increase in number of students who graduated within prescribed | | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 7: Number of graduate students awarded with honors/distinction * | | Dept. Head & Faculty | | | | | | | | | 2% |

| MFO No. | Success/Performance Indicator (PI) | | Units/Persons Responsible | Department Target | Actual % Accomplishment | Actual Details of Accomplishments | Quality | Efficiency | Timeliness | Average | Remark (Details of the targetted outputs indicators with *) | % weight |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | PI 8: Number of graduate students advised * | | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 9: Number of instructional materials developed * | | Dept. Head & Faculty | | | | | | | | | |
| | On-line ready courseware | | | | | | | | | | | |
| | Flexible instructional materials | | | | | | | | | | | |
| | Assessment tools | | | | | | | | | | | |
| | PI 10: Number of virtual classrooms created | | | | | | | | | | | |
| MFO 2 | **HIGHER EDUCATION SERVICES (50%)** | | | | | | | | | | | |
| | PI 1. Percentage of first time licensure exam takers that pass the licensure exams * | | Dept. Head & Faculty | 61% | | | | | | | no licensure exam conducted on May 2020 due to Pandemic | 7.5% |
| | PI 2. Percentage of graduates (2 years prior) that are employed * | | Dept. Head & Faculty | 85% | 107% | 91% | 5 | 5 | 5 | 5.00 | BSCE graduates of 2018 | 2.5% |
| | PI 3. 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 | | 2.5% |
| | PI 4. Percentage of undergraduate programs with accreditations * | | Dept. Head & Faculty | 100% | 100% | 100% | 5 | 5 | 5 | 5.00 | AACCUP level 1 accreditation | 2.5% |
| | PI 5: Total FTE, coordinated, implemented and monitored * | | Dept. Head & Faculty | 142 | 194% | 275.1 | 5 | 5 | 5 | 5.00 | in compliance with the minimum requirement | 20% |
| | PI 8: Number of students advised: * | | Dept. Head & Faculty | | | | | | | | | |
| | *On thesis/ field practice/special problem* | | | 65 | 106% | 69.00 | 5 | 5 | 5 | 5.00 | based on students enrolled in CE Project and OJT | 1% |

| MFO No. | Success/Performance Indicator (PI) | Units/Persons Responsible | Department Target | Actual % Accomplishment | Actual Details of Accomplishments | Rating Quality | Rating Efficiency | Rating Timeliness | Average | Remark (Details of the targetted outputs indicators with *) | % weight |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | *No. of approved manuscript submitted within prescribed period* | | 60 | 115% | 69.00 | 4 | 4 | 4 | 4.00 | based manuscripts submiited in CE Project and OJT | 1% |
| | *On consultation* | | 375 | 106% | 399 | 4 | 5 | 5 | 4.67 | | 0.5% |
| | **PI 9:** Number of student organizations advised/ assisted * | Dept. Head & Faculty | | | | | | | | | |
| | *Student organizations advised* | | 1 | 100% | 1 | 5 | 5 | 5 | 5.00 | JPICE | 1.3% |
| | *Student organizations assisted on student related activities* | | 1 | 200% | 2 | 5 | 4 | 4 | 4.33 | | 1.3% |
| | **PI 10:** Number of instructional materials developed * | Dept. Head & Faculty | | | | | | | | | 10% |
| | On-line ready courseware | Dept. Head & Faculty | 8 | | | | | | | Coursewares, Flexible learning materials and assessment tools are to be used during 1st Sem. AY 2020- 2021. Faculty are still doing these materials and will be credited later | |
| | Flexible instructional materials | Dept. Head & Faculty | 8 | | | | | | | | |
| | Assessment tools | Dept. Head & Faculty | 8 | | | | | | | | |
| | **PI 10:** Number of virtual classrooms created and operationalized | Dept. Head & Faculty | 8 | | | | | | | | |
| | **PI 11:** Additional Outputs | Dept. Head & Faculty | | | | | | | | | |
| MFO 2 | **RESEARCH SERVICES (10%)** | | | | | | | | | | |

| MFO No. | Success/Performance Indicator (PI) | Units/Persons Responsible | Department Target | Actual | | Rating | | | | Remark (Details of the targetted outputs indicators with *) | % weight |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | % Accomplishment | Details of Accomplishments | Quality | Efficiency | Timeliness | Average | | |
| | PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries * | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 2. Number of research outputs completed within the year * | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) * | Dept. Head & Faculty | | | | | | | | | |
| | *In refereed int'l journals* | | | | 1 | 5 | 5 | 5 | 5.00 | Effectiveness of Coconut Fiber Geotextile and Vetiver Grass as Bio-Engineering Technique in Mitigating Soil Erosion Alon Bato-Bontoc Road by John Christian L. Gaviola, Bien Lio G. Borong, Shiela Mae R. Cuatanda and Epifania G. Loreto - International Journal of Engineering Applied Sciences and Technology, 2020 Bol. 5, issue 1, ISSN No 2455-2143 | 1.5% |

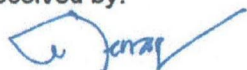| MFO No. | Success/Performance Indicator (PI) | | Units/Persons Responsible | Department Target | Actual | | Rating | | | | Remark (Details of the targetted outputs indicators with *) | % weight |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | % Accomplishment | Details of Accomplishments | Quality | Efficiency | Timeliness | Average | | |
| | In refereed nat'l/regional journals | | | | | 1 | 5 | 5 | 5 | 5.00 | Study on Implementation of a Campus Bike Sharing Program as a Sustainable Transport: Case of Visayas State University by Ana Christy Andrin, Jazzy Gutierrez, Butch Oca, and Hanzel N. Mejia - Philippine Transporation Journal Vol. 3, No.1; | 0.5% |
| | PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences * | | Dept. Head & Faculty | | | | | | | | | |
| | In int'l fora/conferences | | | | | | | | | | | 1.5% |
| | In nat'l/regional fora/conferences | | | | | | | | | | | 0.5% |
| | PI 5. Percent of research proposals approved * | | Dept. Head & Faculty | | | | | | | | | 0.5% |
| | PI 6. Additional outputs* | | Dept. Head & Faculty | | | | | | | | | |
| | No. of research-related awards (research conducted by faculty or student w/ faculty) | | | | | | | | | | | 1.5% |
| MFO 4 | EXTENSION SERVICES (10%) | | | | | | | | | | | |
| | PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities * | | Dept. Head & Faculty | | | | | | | | | 2.0% |

| MFO No. | Success/Performance Indicator (PI) | Units/Pers ons Responsib le | Depart ment Target | Actual | | Rating | | | | Remark (Details of the targetted outputs indicators with *) | % weight |
| | | | | % Accom- plishme nt | Details of Accom- plishm ents | Quality | Efficiency | Timeliness | Average | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | PI 2. Number of trainees weighted by the length of training * | Dept. Head & Faculty | | | | | | | | | 2% |
| | PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs * | Dept. Head & Faculty | | | 1 | 5 | 5 | 5 | 5.00 | | 2% |
| | PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance* | Dept. Head & Faculty | | | | | | | | | 1% |
| | PI 5.  Number of technical/expert services * | Dept. Head & Faculty | | | | | | | | | 1% |
| | Research Mentoring | | | | | | | | | | |
| | Peer reviewers/Panelists | | | | | | | | | | |
| | Resource Persons | | | 100% | 1 | 5 | 5 | 5 | 5.00 | CET Week | |
| | Convenor/Organizer | | | | | | | | | | |
| | Consultancy | | | | | | | | | | |
| | Evaluator | | | | | | | | | | |
| | PI 8. Percent of extension proposals approved * | Dept. Head & Faculty | | | | | | | | | 0.5% |
| | PI 11. Additional outputs * | Dept. Head & Faculty | | | | | | | | | |
| | No. of extension-related awards (extn. conducted by faculty or student & faculty) * | | | | | | | | | | 1.5% |
| MFO 5 | Support to Operations | | | | | | | | | | |
| | OVPI MFO 1. Faculty Development Services | | | | | | | | | | |

| MFO No. | Success/Performance Indicator (PI) | Units/Persons Responsible | Department Target | Actual % Accomplishment | Actual Details of Accomplishments | Rating Quality | Rating Efficiency | Rating Timeliness | Rating Average | Remark (Details of the targetted outputs indicators with *) | % weight |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted * | Dept. Head & Faculty | | | | | | | | | 0.6% |
| | PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted * | Dept. Head & Faculty | 1 | 100% | 1 | 5 | 5 | 5 | 5.00 | MSCE - APDC | 0.6% |
| | PI 1.2: Number of faculty who finished advanced degree program on time | Dept. Head & Faculty | | | | | | | | | 0.6% |
| | PI : Number of faculty granted with external scholarships | Dept. Head & Faculty | | | | | | | | | |
| | PI 3: Number of faculty granted with internal fellowship grants | Dept. Head & Faculty | 1 | | | | | | | Engr. Cortes applied and was awarded DOST | |
| | PI 4: Number of faculty granted with sabbatical leave | Dept. Head & Faculty | | | | | | | | | |
| | PI 5: Number of faculty sent for trainings, seminars, conferences | Dept. Head & Faculty | | | | | | | | | |
| OVPI MFO 2. Faculty Recruitment/Hiring Services | | | | | | | | | | | |
| | PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards * | Dept. Head & Faculty | 1 | | | | | | | Engr. John Christian Gaviola and Engr. Beatriz Nicolle A. Oppus were hired effective 1st Semester AY 2020 - 2021. | 0.1% |
| OVPI MFO 3. Faculty Evaluation Services | | | | | | | | | | | |
| | PI 3: Number of seminars/trainings/ conventions/ workshops coordinated for entire university * | Dept. Head & Faculty | | | | | | | | | 0.3% |
| | PI 4: Number of seminars/trainings/ conventions/ workshops coordinated outside of the university * | Dept. Head & Faculty | | | | | | | | | 0.3% |

| MFO No. | Success/Performance Indicator (PI) | Units/Persons Responsible | Depart ment Target | Actual % Accom- plishme nt | Actual Details of Accom- plishm ents | Rating Quality | Rating Efficiency | Rating Timeliness | Rating Average | Remark (Details of the targetted outputs indicators with *) | % weight |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | **PI 5:** Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated * | Dept. Head & Faculty | 100% | 100% | 100% | 5 | 5 | 5 | 5.00 | No teaching performance evaluation conducted | 0.8% |
| | **PI6** : Number of in-house seminars/trainings/ workshops/reviews conducted * | Dept. Head & Faculty | | | | | | | | | 0.3% |
| | **PI 7** : Additional outputs * | Dept. Head & Faculty | | | | | | | | | |
| | Number of faculty/staff awards/honors received related to operations support | | | | | | | | | | 0.3% |
| **OVPI MFO 4.  Program and Institutional Accreditation Services** | | | | | | | | | | | |
| | **PI 8.**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 | 100% | 100% | 100% | 5 | 5 | 5 | 5.00 | non-conformities complied | 3.8% |
| **MFO** | **General Admin. & Support Services (GASS)** | | | | | | | | | | |
| | **PI 1**. Submission of College/Department PPMP for the following year within deadline as prescribed  by BAC* | Dept. Head | 100% | 100% | 100% | 5 | 5 | 5 | 5.00 | to comply based on target | 1% |
| | **PI 2**. Zero percent complaint from clients served | Dept. Head & all faculty & staff | 100% | 100% | 100% | 5 | 5 | 5 | 5.00 | to be accomplished | 2% |
| | **PI 3**. Number of coaching sessions among faculty & staff** | Dept. Head | 5 | 120% | 6 | 4 | 5 | 5 | 4.67 | coaching done during meetings | |
| | **PI 4**. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets** | Dept. Head | 5 | 120% | 6 | 4 | 5 | 5 | 4.67 | done during meetings | |

| MFO No. | Success/Performance Indicator (PI) | Units/Persons Responsible | Department Target | Actual % Accomplishment | Details of Accomplishments | Quality | Efficiency | Timeliness | Average | Remark (Details of the targetted outputs indicators with *) | % weight |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | **PI 5**. Number of monthly/special faculty & staff meetings conducted** | Dept. Head | 6 | 133% | 8 | 5 | 5 | 5 | 5.00 | virtual or face-face meetings done monthly | |
| | **PI 3**: Additional Outputs | Dept. Head & all faculty & staff | | | | | | | | | |
| | Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other | | | | | | | | | | 2% |
| Total Over-all Rating | | | | | | | | | 97.333 | | |
| Average Rating | | | | 1.17% | | | | | 4.635 | | |
| Adjectival Rating | | | | | | | | | Outstanding | | |

EGL- Engr. Epifania G. Loreto, MTA- Engr. Marcelo T. Abrera Jr., LJLA-Engr. Lindy Jane L. Ando, JBC-Engr.Jessie B. Corrales,GGD-Engr. Gladys G. Doydora, RAGL.-Ar. Raffy Andrew G. Loreto, HNM - Engr. Hanzel N. Mejia, RBV - Engr. Ramil B. Vincualdo Jr.

Faculty on study leave: APDC- Engr. Andy Phil D. Cortes

Received by:

**DILBERTO O. FERRAREN**
Planning Office
Date: 10/15/2021

Calibrated by:

**REMBERTO A. PATINDOL**
Chairman, PMT
Date: _____

Recommending Approval:

**BEATRIZ S. BELONIAS**
Vice Pres. for Acad. Affairs
Date: _____

Approved:

**EDGARDO E. TULIN**
President
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