



**VISAYAS**  
STATE UNIVERSITY

Department of Business and Management  
COLLEGE OF Management & Economics  
VISAYAS STATE UNIVERSITY

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

I, Nilda T. Amestoso, Head of the Department of Business and Management, 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 2020

**NILDA T. AMESTOSO**

Department Head

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

**MOISES NEIL V. SERIÑO**

College Dean

Date: Oct. 24, 2020



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

Personnel	Total FTE (1)		RDE Commitments***		
	Min. FTE (2)		Research	Publication	Extension
Department Head	0	#VALUE!	0.0	0	0
Faculty w/ Univ. Designated Position	0	#VALUE!	0.0	0	0
Regular Faculty (VSL)*	0	146.8	0.0	0	0
Regular Faculty (TLS)*	0	178.2	0.0	0	0
Part time Faculty	0	184.7	0.0	0	0
Admin Staff Members	0				
<b>TOTAL:</b>			0.0	0	0

Rating  
Equivalent:  
5 -  
Outstan  
ding  
4 - Very  
Satisfac  
tory

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 outputs indicators)	% weight
						Accomplishment	% 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	Dept. Head & Faculty											4%	
	a. pursuing advanced research degree program (Ph.D) *		38%	0.50				5	5	5	5.0			
	b. actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)		38%	1.00				5	5	5	5.0			
	c. producing technologies for commercialization or livelihood improvement		0%	0.00										
	d. whose research resulted in an extension program		25%	0.14				4	5	5	4.67			
OVPI MFO 2. Graduate Student Management Services														
	PI 1: Percentage of graduate students enrolled in research degree programs *	Dept. Head & Faculty	50%	1.00				5	5	5	5.0		2%	
	PI 2: Percentage of accredited graduate programs *	Dept. Head & Faculty	1	1.00				4	5	5	4.67		2%	
	PI 3: Number of graduate degree specializations offered and monitored *	Dept. Head & Faculty	2	2.00				4	4	4	4.0		2%	
	PI 4: Total FTE coordinated, implemented & monitored*	Dept. Head & Faculty	30	33.25				4	5	5	4.67		2%	
	PI 5: Percentage increase in number of graduate students enrolled *	Dept. Head & Faculty	25%	0.22				5	5	5	5		2%	
	PI 6: Percentage increase in number of students who graduated within prescribed period *	Dept. Head & Faculty	20%	25.00				4	5	4	4.33		2%	
	PI 7: Number of graduate students awarded with honors/distinction *	Dept. Head & Faculty	2	0.25				4	5	5	4.67		2%	
	PI 8: Number of graduate students advised *	Dept. Head & Faculty	6	30.00				5	5	5	5.0		2%	
	PI 9: Number of instructional materials developed *	Dept. Head & Faculty												
	On-line ready courseware		9	5	56%			4.0	5.0	5.0	4.67			
	Flexible instructional materials													
	Assessment tools		46	25	54%			5.0	4.0	5.0	4.67			



	PI 10: Number of virtual classrooms created and operationalized			5.00									
<b>MFO 2</b>	<b>HIGHER EDUCATION SERVICES (50%)</b>												
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty	NA	NA									7.5%
	PI 2. Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	82%	85.00			4	5	5				2.5%
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority	Dept. Head & Faculty	10%	0.91			5	5	5				2.5%
	PI 4. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	1	1.00			4	5	5				2.5%
	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	300	246			5.0	5.0	5.0	5.0			20%
	PI 8: Number of students advised: *	Dept. Head & Faculty											
	On thesis/ field practice/special problem		100	150	150%		5.0	5.0	5.0	5.0			1%
	No. of approved manuscript submitted within prescribed period		100	146	146%		5.0	5.0	5.0	5.0			1%
	On consultation												0.5%
	PI 9: Number of student organizations advised/ assisted *	Dept. Head & Faculty											
	Student organizations advised		2	4	200%		5.0	4.0	5.0	4.67			1.25%
	Student organizations assisted on student related activities		2	10	500%		5.0	4.0	5.0	4.67			1.25%
	PI 10: Number of instructional materials developed *	Dept. Head & Faculty									Title and name of faculty		10%
	On-line ready courseware	Dept. Head & Faculty	18	20	111%		4.0	5.0	5.0	4.67			
	Flexible instructional materials	Dept. Head & Faculty	28	64	229%		5.0	5.0	5.0	5.0			
	Assessment tools	Dept. Head & Faculty	105	115	110%		5.0	5.0	5.0	5.0			
	PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty	18	18	100%		5.0	5.0	4.0	4.67			

	PI 11: Additional Outputs	Dept. Head & Faculty	31	34	110%		4.0	6.0	6.0	5.33		
<b>MFO 3</b>	<b>RESEARCH SERVICES (10%)</b>											
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Dept. Head & Faculty	5	19	380%		5.0	5.0	5.0	5.0	needs project titles	2%
	PI 2. Number of research outputs completed within the year *	Dept. Head & Faculty	4	2	50%		5.0	5.0	5.0	5.0	needs project titles	2%
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	Dept. Head & Faculty									needs title of publication, name of journal and where published	
	<i>In refereed int'l journals</i>		2%	1			5.0	5.0	5.0	5.0		1.50%
	<i>In refereed nat'l/regional journals</i>		1%	1			4.0	5.0	5.0			0.50%
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *	Dept. Head & Faculty									title of paper, what for a/conference, where and when presented	
	<i>In int'l fora/conferences</i>		2	2	100%		5.0	5.0	5.0	5.0		1.50%
	<i>In nat'l/regional fora/conferences</i>		2	4	200%		5.0	5.0	5.0	5.0		0.50%
	PI 5. Percent of research proposals approved *	Dept. Head & Faculty	10%	100%			5.0	5.0	5.0	5.0		0.5%
	PI 6. Additional outputs*	Dept. Head & Faculty										
	No. of research-related awards (research conducted by faculty or student w/ faculty)		0	0								1.50%
<b>MFO 4</b>	<b>EXTENSION SERVICES (10%)</b>											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of	Dept. Head & Faculty	56	58	104%		5.0	5.0	5.0	5.0		2.0%



	<b>PI 2. Number of trainees weighted by the length of training *</b>	Dept. Head & Faculty	231	166	72%		5.0	4.0	4.0	4.33		2%
	<b>PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *</b>	Dept. Head & Faculty	4	3	75%		4.0	5.0	5.0	4.67		2%
	<b>PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*</b>	Dept. Head & Faculty	75%	100%			5.0	5.0	5.0	5.0		1%
	<b>PI 5. Number of technical/expert services *</b>	Dept. Head & Faculty										1%
	<i>Research Mentoring</i>		5	4	80%		5.0	5.0	5.0	5.0		
	<i>Peer reviewers/Panelists</i>		4	1	25%		5.0	4.0	5.0	4.7		
	<i>Resource Persons</i>		9	6	67%		5.0	5.0	5.0	5.0		
	<i>Convenor/Organizer</i>		1	1	100%							
	<i>Consultancy</i>		4	5	125%		5.0	5.0	5.0	5.0		
	<i>Evaluator</i>		1	1	100%		5.0	5.0	5.0	5.0		
	<b>PI 8. Percent of extension proposals approved *</b>	Dept. Head & Faculty	1									0.5%
	<b>PI 11. Additional outputs *</b>	Dept. Head & Faculty										
	No. of extension-related awards (extrn. conducted by											1.5%
<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	Dept. Head & Faculty	4	6.00			4.0	5.0	4.0	4.3		0.625%
	<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 *	Dept. Head & Faculty	8	8.00			5.0	5.0	4.0	4.7		0.125%
	<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										0.25%
	<b>PI 4:</b> Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty										0.25%
	<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	70%	1.00			4.0	5.0	5.0	4.7		0.75%
	<b>PI 6:</b> Number of in-house seminars/trainings/ workshops/reviews conducted *	Dept. Head & Faculty	3	30.00			5.0	5.0	5.0	5.0		0.25%

	PI 7 : Additional outputs *	Dept. Head & Faculty											
	Number of faculty/staff awards/honors received related to												0.25%
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>												
	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		Zero non-conformity	Zero non-conformity		5.0	5.0	5.0	5.0	Zero non-conformity (No NC)		2.50%
<b>MFO 6</b>	<b>General Admin. &amp; Support Services</b>												
	PI 1. Submission of College/Department PPMP for the	Dept. Head	1	5.00			5.0	5.0	5.0	5.0			1%
	PI 2. Zero percent complaint from clients served	Dept. Head & all faculty & staff		1.00			4.0	5.0	5.0		4.7		2%
	PI 3. Number of coaching sessions among faculty & staff**	Dept. Head		20.00			5.0	5.0		5.0			
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Dept. Head		5.00			4.0	5.0	4.0		4.3		
	PI 5. Number of monthly/special faculty & staff meetings conducted**	Dept. Head	10	12	120%		5.0	5.0	5.0	5.0			
	PI 3: Additional Outputs	Dept. Head & all faculty & staff											
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *										explain here briefly why consider said department practice can be considered as a best practice		2%
<b>Admin Support</b>													
<b>Services</b>													
	Membership in University committees	Member	1	4			5.0	5.0	5.0	5.0			
	Membership in College committees	Member	1	2			5.0	5.0	4.0	4.7			
	Membership in the Department committees	Member	5	18			5.0	5.0	4.0	4.7			



Dept. Head	Number of department meetings presided	10	6			5.0	5.0	4.0	4.7		
	Number of execom meetings attended	6	6			5.0	5.0	4.0	4.7		
	Number of UAC mtgs attended	1	1			5.0	5.0	4.0	4.7		
	Prompt submission of required documents										
	Annual Report	1	1			4.0	5.0	5.0	4.7		
	Procurement Plan	1	5			5.0	5.0	5.0	5.0		
	Staff Development Plan	1									
	OPCR/ IPCR	10	17			5.0	5.0	5.0	5.0		
	Number of Faculty Mentored	6	19			5.0	5.0	5.0	5.0		
	Number of admin staff supervised	3	3			4.0	5.0	5.0	4.7		
	Number of department activities supervised	3	10			5.0	5.0	5.0	5.0		
	Number of faculty members for study leave	2	2			5.0	5.0	4.0	4.7		
	Number of supervisory plans prepared and submitted	2	2			5.0	5.0	4.0	4.7		
	Number of coaching and mentoring reports	5	14			5.0	5.0	5.0	5.0		
	Number of class observation conducted	5	16			5.0	5.0	5.0	5.0		
Total Over-all Rating									309		
Average Rating			21.32%						4.82		
Adjectival Rating											

Prepared

Received by:

**NILDA T. AMESTOSO**

Head, DBM

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

Calibrated by:

**REMBERTO A. PATINDOL**

Chairman, PMT

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

Recommending Approval:

**BEATRIZ S. BELONIAS**

Vice Pres. for Academic Affairs

Date: 10/27/2020

**EDGARDO E. TULIN**

President

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

\*

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

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

**DANIEL LESLIE S. TAN**  
Director for Planning and Infrastructure  
Project Development and Monitoring