

FEB 01 2019

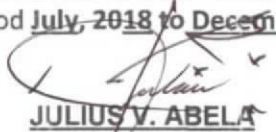
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OP# 1169
1/28

Visayas State University
College of Engineering
DEPARTMENT OF ANIMAL SCIENCE

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **JULIUS V. ABELA**, Head of the Department of Animal 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 ~~July, 2018 to December, 2018~~.


JULIUS V. ABELA
Department Head, DAS-CAFS


VICTOR B. ASIO
Dean, CAFS

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

Personnel	Number	FTE/2ndSem	FTE/Summer
Department Head	1		
Faculty w/ Univ. Designated Position	0		
Regular Faculty (Vac. & Sick Leaves)	6		
Regular Faculty (Teacher's Leave)	2		
Part time Faculty Members	1	Actual	Actual
Admin Staff Members	5		

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
MFO 1	Advanced Education Services	PI 1. Number of FTE coordinated and implemented	JV Abela, LC Bestil, DM Espina, MRDLG Beato	20.50	22.35	5	5	5	5.00	On file
		PI 2. Number of graduates in mandated programs graduated w/in prescribed period (by GAC Chair/Members):								
		Masteral	LC Bestil, DM Espina	1	3	5	5	5	5.00	On file
		Doctoral	LC Bestil, DM Espina	1	2	5	5	5	5.00	On file
		PI 3. Number of graduate outlines submitted/approved (as chairman)	JV Abela, LC Bestil, DM Espina	4	13	5	5	5	5.00	On file
		PI 4. Number of graduate outlines submitted/approved (as member)	JV Abela, DM Espina	4	7	5	5	5	5.00	On file

		PI 5. Number of graduate manuscripts submitted/approved (as chairman)	JV Abela, DM Espina	2	3	5	5	5	5.00	On file
		PI 6. Number of graduate manuscripts submitted/approved (as member)	JV Abela	1	2	5	5	5	5.00	On file
		PI 7. Number of graduate outlines and manuscripts submitted/approved (as dept. head)	JV Abela	5	5	5	5	5	5.00	On file
		PI 8. Graduate Advisory Committee:								
		Number of graduate advisees graduated with prescribe period (as chairman)	LC Bestil, DM Espina	1	3	5	5	5	5.00	On file
		PI 9. Number of hours spent on student consultations	LC Bestil	25	40	5	5	5	5.00	On file
		PI 10. Number of IMS Developed/Revised for Graduate Program:								
		New syllabi (IM)	DM Espina	0	2	5	5	5	5.00	On file
		PI 1. Number of FTE coordinated and implemented	JV, Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, MDM Garrido, CJP Godinez, AR Poliquit	197	198.1	5	5	5	5.00	On file
		PI 2. Number of graduates in mandated								
MFO 2	Higher Education Services	Bachelor of Animal Science (4 yr degree program)	All DAS Faculty	10	20	5	5	5	5.00	On file
		PI 3. Number of degree programs compliant to CMO supervised and implemented	JV, Abela	1	1	5	5	5	5.00	On file
		PI 4. Number of students advised (as Adviser)	LC Bestil, RRE Bustamante	45	54	5	5	5	5.00	On file
		PI 5. Number of hours spent on student consultation	All Academic Adviser	317	680	5	5	5	5.00	On file
		PI 6. Number of senior high school students lectured	RRE Bustamante	20	28	5	5	5	5.00	On file
		PI 7. Number of Field Practice Reports Check and or Approved As Department Head	JV Abela	20	22	5	5	4	4.67	On file

		PI 8. Other students advising:								
		<i>On thesis/ field practice/special problem</i>	JV, Abela, Ma. RDLG Beato, RRE Bustamante, CJP Godinez	85	140	5	5	5	5.00	On file
		<i>Student Research Coordinator</i>	LC Bestil	1	22	5	5	5	5.00	On file
		PI 9. No. of student organizations Advised/Assisted:								
		<i>Student organizations advised</i>	JV, Abela, Ma. RDLG Beato, LC Bestil	3	3	5	5	4	4.67	On file
		PI 10. Number of instructional materials developed:								
		<i>New syllabi (IM)</i>	All DAS Faculty	2	3	5	5	4	4.67	On file
		<i>Revised IM's within the last 3 years</i>	All DAS Regular Faculty	2	4	5	5	4	4.67	On file
		PI 11. Number of Instructional Facilities/Laboratories Developed/Improved/Maintained	RRE Bustamante	1	1	5	5	4	4.67	On file
		PI 12. Trainings/Seminars Attended:								
		<i>Number of faculty attending as participant</i>	RRE Bustamante, CJP	4	6	5	5	5	5.00	On file
		PI 13. Number of Board Exam Review	LC Bestil, AR Poliquit	1	2	4	5	5	4.67	On file
MFO 3	Research Services	PI 1. Number of published papers in internationally indexed journals:								
		<i>In refereed int'l journals</i>	LC Bestil	1	2	5	5	4	4.67	On file
		<i>No. of articles reviewed for ATR publication</i>	LC Bestil	1	3	5	5	4	4.67	On file
		PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences:								
		<i>In reg'l fora/conferences</i>	LC Bestil	1	4	5	5	5	5.00	On file
		PI 3. Number of RDE projects conducted and/or completed on schedule	JV Abela	4	10	5	5	5	5.00	On file
		PI 4. Percentage of research accomplished	RRE Bustamante	80%	90%	5	5	4	4.67	On file
		PI 5. Number of R & D Projects/Studies Conducted/Completed:								
		Experimental R & D Projects at PCC-VSU (as Project/Study Leader)	JV Abela	1	3	5	5	5	5.00	On file
		Job Placement of Graduates of BSA, BSAGriv., BSAGDev, BSDC, and BAS of CAFS VSU Main Campus	JV Abela, DM Espina	1	4	5	5	5	5.00	On file
		PI 6. Number of linkages forged:								
		Regional	JV Abela, LC Bestil, DM Espina	1	4	5	5	5	5.00	On file
		Local	LC Bestil	1	14	5	5	5	5.00	On file

		PI 7. RD/E Project Administration:								
		Number of PR, canvass papers, PO, Vouchers, TO, trip tickets signed and released on time	LC Bestil	5	18	5	5	5	5.00	On file
		Number of Project Reports signed and submitted on time (plus Inception Report of DAR)	LC Bestil	0	1	5	5	4	4.67	On file
		Number of Project Coordination meetings conducted (with DAR)	LC Bestil	4	8	5	5	5	5.00	On file
		PI 8. Number of students for research advising and consultation services	RRE Bustamante	4	5	5	5	5	5.00	On file
MFO 4	Extension Services	PI 1. Number of Extension Projects/Studies Conducted/ Completed:								
		No. of extension proposals submitted	JV Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, DM Espina, AR Poliquit	6	8	5	5	5	5.00	On file
		No. of extension proposals approved	JV Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, DM Espina, AR Poliquit	6	8	5	5	5	5.00	On file
		Amount of extension money generated from external funding	JV Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, DM Espina, AR Poliquit	10.7 M	16.2 M	5	5	5	5.00	On file
		No. of extension projects conducted (ATI-NTC/BIDANI and YRRP)	JV Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, DM Espina, AR Poliquit	15	20	5	5	5	5.00	On file
		PI 2. Number of linkages forged:								
		Regional	JV Abela, RRE Bustamante, DM Espina	1	5	5	5	5	5.00	On file
		Local (Mayors, MAOs, Farmer Associations)	All YRRP Project Leaders	23	25	5	5	5	5.00	On file

		PI 3. Trainings served:								
		Number of person-days trained	All DAS Faculty	110	123	5	5	5	5.00	On file
		Number of trainings conducted	All DAS Faculty	5	12	5	5	5	5.00	On file
		PI 4. Number of Walk-in Beneficiaries served:								
		Private individuals/groups	All DAS Faculty	89	127	5	5	5	5.00	On file
		PI 5. Technical/Expert Services (international, national, regional):								
		Farmer's Field Day (VSU-Villaba)	LC Bestil	1	3	5	5	5	5.00	On file
		Resource person	JV, Abela, LC Bestil, DM Espina	2	10	5	5	5	5.00	On file
		PI 6. Extension Communicator Services	RRE Bustamante	1	2	5	5	5	5.00	On file
		PI 7. Extension Project Administration:								
		Number of PR, canvass papers, PO, Vouchers, TO, trip tickets signed and released on time	JV Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, DM Espina, AR Poliquit	43	116	5	5	5	5.00	On file
		Number of Project Reports signed and submitted on time	JV Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, DM Espina, AR Poliquit	21	37	5	5	5	5.00	On file
		Number of Project Coordination meetings conducted (with Municipal Mayors, Municipal Agriculturist, Farmers Cooperatives)	JV Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, DM Espina, AR Poliquit	23	30	5	5	5	5.00	On file
		PI 8. Resource Person on Commodity Team	JV Abela, DM Espina	1	2	5	5	5	5.00	On file
MFO 5	Production Services	PI 1. Number of Staff/Caretakers Managed								
		Ma. RDLG Beato, RRE Bustamante, AR Poliquit, CV Sanchez	7	11	5	5	5	5.00	On file	
		PI 2. Number of STF projects developed/ improved or maintained								
		Ma. RDLG Beato, RRE Bustamante, AR Poliquit, CV Sanchez	4	4	5	5	5	5.00	On file	
		PI 3. Percentage increase in inventory value and/or income of STF projects relative to previous year								
		Ma. RDLG Beato -	40%	50%	5	5	5	5.00	On file	
		RRE Bustamante -	40%	45%						
		AR Poliquit -	5%	6%						
		CV Sanchez -	5%	10%						

		PI 4. Percentage of STF projects supporting instruction, research & extension	Ma. RDLG Beato - RRE Bustamante - AR Poliquit - CV Ranchez -	75% 75% 50% 15%	80% 80% 80% 50%	5	5	5	5.00	On file
		PI 5. Number of Project Reports prepared and submitted on time	AR Poliquit/VM Lamo	4	10	5	5	5	5.00	On file
MFO 6	General Admin. & Support Services (GASS)	Attendance to University Committees:								
		PI 1. No. of meetings of department/college/university committees attended	All DAS faculty/Staff	24	31	5	5	5	5.00	On file
		PI 2. No. of University/College/ Department designation	JV Abela, Ma. RDLG Beato, LC Bestil, RRE Bustamante, AR Poliquit, DM Espina	10	22	5	5	4	4.67	On file
		DAS Instructional/Administrative Support Services:								
		PI 3. No. of other DAS rooms monitored (DAS Library, Conference Rm., Store Rms., SASS Office, Admin. Office, Faculty Rms.)	JV Abela	6	19	5	5	5	5.00	On file
		PI 4. No. of academic lecture and laboratory rooms maintained	JV Abela	7	8	5	5	5	5.00	On file
		PI 5. No. of faculty/staff/animal caretakers/graduate teaching assistants managed	JV Abela, DM Espina	22	25	5	5	5	5.00	On file
		PI 6. No. of hours spent on monitoring	JV Abela	75	100	5	5	5	5.00	On file
		PI 7. No. of hours coaching	JV Abela	40	80	5	5	5	5.00	On file
		PI 8. No. of hours spent on performing tracking	JV Abela	45	100	5	5	5	5.00	On file
		PI 9. No. of documents signed, lab. analysis results signed, etc.	JV Abela	300	300	5	5	5	5.00	On file
		PI 10. No. of DAS committees (As member)	All DAS faculty/Staff	27	39	5	5	5	5.00	On file
		PI 11. No. of DAS committees (Chairperson)	All DAS faculty	6	9	5	5	5	5.00	On file
		PI 12. Percentage attendance to department meetings	All DAS faculty/Staff	100%	100%	5	5	5	5.00	On file
		PI 13. No. of minutes of meetings corrected	JV Abela	6	6	5	5	4	4.67	On file

		PI 14. Percentage time devoted by Focal/Task-Force In-charge to DAS PhD AACCUP Level I Accreditation	JV Abela - Ma. RDLG Beato - RRE Bustamante - MDM Garrido - CJP Godinez - AR Poliquit -	90% 100% 90% 85% 85% 80%	95% 100% 100% 100% 100% 90%	5	5	4	4.67	On file
		PI 15. Nos. of Areas on DAS PhD AACCUP Level I Accreditation (as Incharge/Focal Person)	JV Abela, DM Espina	2	2	5	5	4	4.67	On file
		DAS Administrative/Instructional/Animal Projects Support Services:								
		PI 1. No. of animal projects monitored and assisted	JV Abela	3	4	5	5	5	5.00	On file
		PI 2. Number of animal facilities/ equipment repaired and/or maintained	CV Ranchez, JV Latras, OV Latras	18	32	5	5	5	5.00	On file
		PI 3. Number of outgoing documents/ communications/reviewed/forwarded to head for approval and submitted to higher offices	CV Ranchez	50	220	5	5	5	5.00	On file
		PI 4. Number of paddocks of pasture established and/or maintained	JV Latras, OV Latras	20	26	5	5	5	5.00	On file
		PI 5. Number of animal sheds maintained	JV Latras, OV Latras	4	4	5	5	5	5.00	On file
		PI 6. Number of administrative personnel supervised as AO 1.	CV Ranchez	8	10	5	5	5	5.00	On file
		PI 7. Number of animals cared	JV Latras, OV Latras	100	103	5	5	5	5.00	On file
		PI 8. Number of animal project reports prepared	CV Ranchez	18	30	5	5	5	5.00	On file
		PI 9 Number of DTR/CSR, faculty workload, job orders, staff appointments, etc. prepared, signed, recorded, released and forwarded on time	CV Ranchez, PCGumba JR., VM Lamo	130	595	5	5	5	5.00	On file
		PI 10. Number of TO, vouchers, certificates, leave applications, etc. prepared, signed, released, recorded and forwarded on time	PCGumba JR., VM Lamo, CV Ranchez	185	605	5	5	5	5.00	On file
		PI 11. Number of official docs./communications, memos, etc. segregated and filed	CV Ranchez	100	300	5	5	5	5.00	On file

		<u>PI 12.</u> Number of PR, canvass papers, PO, vouchers, etc. prepared, signed, released, facsimiled, recorded and forwarded on time	VM Lamo	50	80	5	5	5	5.00	On file
		<u>PI 13.</u> Number of student registration permits and students semesters individual and personal copies of grades	PCGumba JR., CV Ranchez	275	300	5	5	5	5.00	On file
		<u>PI 14.</u> 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, recorded, and filed	PCGumba JR.	100	110	5	5	5	5.00	On file
		<u>PI 15.</u> Number of subjects conducted for Teaching Performance Evaluation By- Students to faculty of other departments per memorandum issued by the VSU President	PCGumba JR.	22	28	5	5	5	5.00	On file
		<u>PI 16.</u> Number of pages mimeographed, photocopied	VM Lamo	5000	8000	5	5	5	5.00	On file
		<u>PI 17.</u> Number of DAS lecture/laboratory rooms, offices opened/closed	VM Lamo	10	10	5	5	5	5.00	On file
		<u>PI 18.</u> Number of ip messages with file attachments/forms/office memos received/printed/replied/posted for info dissemination to faculty and staff	PC Gumba, Jr.	300	455	5	5	5	5.00	On file
MFO 7	Efficient and Customer Friendly Frontline Services	<u>PI 1.</u> Zero percent complaint from client served	CV Ranchez	90%	100%	5	5	5	5.00	On file
			PCGumba, Jr.	90%	100%	5	5	5	5.00	On file
			VM Lamo	80%	100%	5	5	5	5.00	On file
Total Over-all Rating						475.33				
Average Rating						4.95				
Adjectival Rating						OUTSTANDING				


Received by:

DILBERTO O. FERRAREN

Planning Office

Date: _____

Calibrated by:


REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS

Vice Pres. for Instruction

Date: _____

Approved:


EDGARDO E. TULIN

President

Date: _____

Legend:

Q¹ - Quality

E² - Efficiency

T² - Timeliness

A⁴ - Average

Rating Scale:

4.6 - 5.0 Outstanding

3.8 - 4.5 Very Satisfactory

3.0 - 3.7 Satisfactory

2.2 - 2.9 Unsatisfactory

2.1 - & below Poor