



JAN 25 2019

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1/22Visayas State University  
College of EngineeringDepartment of Geodetic Engineering  
Visca, Baybay City, 6521-A, Leyte, Philippines

"Exhibit A"

## OFFICE PERFORMANCE COMMITMENT &amp; REVIEW (OPCR)

I, DIANA CHRISTA G. MILLOZA, Head of the Department of Geodetic Engineering, **College of Engineering** commits to deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period July 1, 2018 to December 31, 2018.

  
**DIANA CHRISTA G. MILLOZA**

Department Head

Date: 15 January, 2019  
**BEATRIZ S. BELONIAS**

Vice President for Instruction

  
**ROBERTO C. GUARTE**

Dean, College of Engineering

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

APPROVED

  
**EDGARDO T. TULIN**

President

| Personnel                                    | Number | FTE/Sem | FTE/Summer | FTE Total |
|--|--------|---------|------------|-----------|
| Department Head                              | 1      | 4.00    | 0.00       | 8.00      |
| Faculty w/ Univ. Designated Position         | 0      |         |            |           |
| Regular Faculty (with Vacation & Sick Leave) | 0      | 0.00    |            | 0.00      |
| Regular Faculty (with Teacher's Leave)       | 4      | 18.00   | Actual     | 108.00    |
| Affiliate Faculty/Part time                  | 1      | Actual  | Actual     | 0.00      |
| Total  | 6      |         |            | 116.00    |
| Admin Staff Members                          | 4      |         |            |           |

|   |
|---|
| Rating Equivalents:<br>5 - Outstanding<br>4 - Very Satisfactory<br>3 - Satisfactory<br>2 - Fair<br>1 - Poor |
|---|

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|  |   |                             |     |     |   |   |   |   |      |  |
|--|---|-----------------------------|-----|-----|---|---|---|---|------|--|
|  | <i>On thesis/ field practice/special problem</i>                    | DCGM, JJLR, AAGC, RRD, JPA  | 10  | 10  | 5th year students with Special/research study and field practice manuscript.                                  | 5 | 5 | 4 | 4.67 | five (5) advisee were already graduated last December 2018   |
|  | <i>On consultation</i>  | DCGM, JJLR, AAGC, RRD, JPNA | 280 | 280 | Cosultation relating to academic subjects research & OJT manuscript and student organization related matters. | 5 | 5 | 5 | 5.00 | mostly BSGE and BSCE students  |
|  | <b>PI 12.</b> No. of student organizations Advised/Assisted         |                             |     |     |   |   |   |   |      |  |
|  | <i>Student organizations advised</i>                                | RRD, DCGM                   | 1   | 2   | GEPI-VSUSC and COE-SSC  | 5 | 5 | 5 | 5.00 | GEPI-VSUSC and COE-SSC   |
|  | <i>Student organizations assisted on student related activities</i> | RRD, DCGM                   | 1   | 3   | 1. Coastal Clean-up in partnership with 4Ocean in 3 neighboring barangays, 2. Weekly                          | 5 | 5 | 5 | 5.00 | GEP-VSUSC  |
|  | <b>PI 13.</b> Number of instructional materials developed           |                             |     |     |   |   |   |   |      |  |
|  | <i>New syllabi</i>  | All Faculty                 |     | 2   | OBE-Syllabus in major courses and Pre-Calculus subject  | 5 | 5 | 5 | 5.00 | Geng 111, Esci 110   |
|  | <i>Revised syllabi</i>  | All Faculty                 |     | 10  | OBE-Syllabus in major courses   | 5 | 5 | 5 | 5.00 | Geng 143, Geng 147, Geng 133c, Geng 161, Geng 145, Geng 135, Geng 162, Geng 128, Geng 153, Esci 121n |
|  | <i>New lecture manual</i>   | RRD,JPNA, AAGC              | 2   | 2   | Major courses   | 5 | 5 | 4 | 4.7  | Geng 111, Geng 113   |
|  | <i>Revised lecture manual</i>                                       | DCGM, JJLR, AAGC, RRD, JPNA | 5   | 6   | Major courses   | 5 | 5 | 4 | 4.7  | Geng 143, Geng 147, Geng 133c, Geng 161, Geng 145, Geng 153  |
|  | <i>New lab. manual</i>  | JJLR, AAGC, RRD             | 3   | 3   | Engineering Science and Major courses   | 5 | 5 | 4 | 4.7  | Esci 121n, Geng 111  |















|              |   |                 |      |      |   |   |   |   |     |                        |
|--------------|---|-----------------|------|------|---|---|---|---|-----|------------------------|
|              | Number of services rendered to VSU  | DCGM, AAGC, RRD | 1    | 2    | VSU Land Use Mapping, CoE Land  | 5 | 5 | 4 | 4.7 | Technical Services     |
|              | <b>OVPI MFO 4. Program and institutional Accreditation Services</b>                           |                 |      |      |   |   |   |   |     |                        |
|              | <b>PI 1.</b> Number of degree programs which passed accreditation/evaluation at least Level I | BSGE            | 1    | 1    | BSGE Program is Accredited in AACUP Level I on November 2015 and Level II on October 2018 | 5 | 5 | 5 | 5.0 |                        |
|              | <b>PI 2.</b> QMS on faculty recruitment, development  |                 |      |      |   |   |   |   |     |                        |
|              | <b>PI 3.</b> Percentage of degree program compliant with CHED                                 | BSGE            | 100% | 100% | Certificate of Program Compliance (COPC) No. 02, s. 2016                                  | 5 | 5 | 5 | 5.0 | Effective AY 2016-2017 |
|              | <b>PI 4.</b> Additional Outputs   |                 |      |      |   |   |   |   |     |                        |
| <b>MFO 6</b> | <b>General Admin. &amp; Support Services (GASS)</b>   |                 |      |      |   |   |   |   |     |                        |
|              | <b>PI 1.</b> Number of departments and/or service units supervised and monitored              | DCGM            | 1    | 1    | Department of Geodetic Engineering  | 5 | 5 | 5 | 5.0 |                        |

|  |  |                      |      |      |   |   |   |   |     |   |
|--|--|----------------------|------|------|---|---|---|---|-----|---|
|  | <b>PI 2.</b> Percentage of time devoted for administrative duties and responsibilities | DCGM and Dept. Staff | 100% | 100% | Supervising faculty and Staff, encoding and making reports, submitting reports, assisting the clients, communicating with faculty, staff, students and clients, relaying the important and urgent message, organizing the daily activities, recording the outgoing and in-coming communication, keeping the records, maintaining the cleanliness and orderliness of the surroundings, | 5 | 5 | 5 | 5.0 |   |
|  | <b>PI 3.</b> Number of office and laboratory equipment/facilities purchased            |                      |      |      |   |   |   |   |     |   |
|  | <b>PI 4.</b> Number of management meetings conducted                                   | DCGM                 | 5    | 8    | Monthly Regular Meetings and Emergency Meetings   | 5 | 5 | 4 | 4.7 | with Faculty and Staff and student representative   |
|  | <b>PI 5.</b> Number of documents attended and served                                   | DCGM and Dept. Staff | 200  | 250  | In-coming and Out-going documents   | 5 | 5 | 4 | 4.7 | Request letters, recommendation Letters, Certifications, payrolls, memos, gradesheets, and other related documents in administration and instructions |
|  | <b>PI 6.</b> Number of academic lecture/laboratory rooms maintained                    | DCGM and Dept. Staff | 4    | 5    | under College of Engineering Building   | 5 | 5 | 5 | 5.0 | EB 102, EB 201A, EB 202A, EB 203A and CoE Annex Hall  |



|  |  |                     |         |      |   |             |   |   |     |   |
|--|--|---------------------|---------|------|---|-------------|---|---|-----|---|
|  | <b>PI 7.</b> Amount of money spent for the purchase of office and laboratory equipment           | DCGM/HBC            | 20, 000 | 0    | The purchase of office and laboratory equipment were submitted first half of the year | 0           | 0 | 0 | 0.0 |   |
|  | <b>PI 8.</b> Area of lawn maintained (sq.m, approx.)   | None                |         |      |   |             |   |   |     |   |
|  | <b>PI 9.</b> Efficient and customer-friendly frontline service                                   | All Faculty & Staff | 100%    | 100% | No complaint  | 5           | 5 | 5 | 5.0 | Zero Complaint from clients   |
|  | <b>PI 10.</b> Additional Outputs/Best Practice   |                     |         |      |   |             |   |   |     |   |
|  | Number of hours devoted in the preparation of documents needed for AACCUP Level II Accreditation | All Faculty & Staff | 20      | 80   | Overtime work for Faculty and Staff   | 5           | 5 | 4 | 4.7 | Preparation of documents of Area I to Area 10 for AACCUP Level II Accreditation of BSGE Program |
| Number of Performance Indicators Filled-up |  |                     |         |      |   | 41          |   |   |     |   |
| Total Over-all Rating                      |  |                     |         |      |   | 195.667     |   |   |     |   |
| Average Rating                             |  |                     |         |      |   | 4.772       |   |   |     |   |
| Adjectival Rating                          |  |                     |         |      |   | Outstanding |   |   |     |   |

\*DCGM/DGE Head - DC G. Milloza, ABL - A. B. Loreto, , AAGC - , RRD - R. R. Doñoiz, JPNA - JP N. Ancheta

Received by:

Calibrated by:

Recommending Approval:

Approved:

**REMBERTO A. PATINDOL, Ph.D.**

**BEATRIZ S. BELONIAS, Ph.D.**

**EDGARDO E. TULIN Ph.D.**

Chairman. PMT

Vice Pres. for

President

Planning Office

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

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

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

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

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average