



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

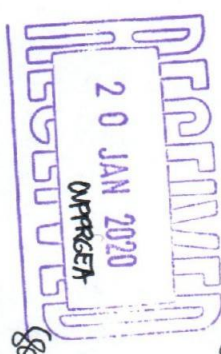
I, **DR. GURILDO C. FERNANDEZ, JR.**, Head of the Department of Liberal Arts and Behavioral Sciences commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December 2019**.

GURILDO C. FERNANDEZ, JR.
Asst. Professor/Head

Date: _____

CANDELARIO L. CALIBO
Professor/College Dean

Date: _____



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

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)	RDE Commitments***		
Department Head	1	4	15.3	1	0	0
Faculty w/ Univ. Designated Position	-	-	0.0	0	0	0
Regular Faculty (VSL)*	2	12	22.7	1	0	0
Regular Faculty (TLS)*	26	18	643.2	3	0	1
Part time Faculty	20	actual	522.9	0	0	0
Admin Staff Members	3	0	10.1	0	0	0
TOTAL:			1214.2	5	0	1

Note:

* On vacation-sick-leave status. Ratio of Instruction and RDE commitments 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 extension (UMFO 4)

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
ADVANCED EDUCATION SERVICES										
OVPI MFO 1. Graduate Degree Program Management Services										
	PI 1: Number of graduate degree specializations offered and monitored		RABande, SRMartinez, MGGabunada, GCFernandez	2	2	4.8	4.8	4.8	4.8	MSLT & MED English
	PI 2: Total FTE monitored			7	7.38	5.0	5.0	5.0	5.0	

	PI 3: Percentage of students who graduated within the prescribed period		NONE	NONE						
	OVPI MFO 2. Graduate Student Management Services									
	PI 1: Percentage of graduate students awarded with honors/distinction									
	PI 2: Percentage of graduate students advised who rated the adviser/GAC member at least very satisfactory		95%	1	5.0	5.0	5.0	5.0	5.0	
	PI 3: Percentage of graduate school faculty engaged in research work applied in any of the following:									
	a. Pursuing advanced research degree program			NONE						
	b. Actively pursuing in the last three years (investigative research, basic and applied scientific research, policy research, social science research)			NONE						
	c. Producing technologies for commercialization or livelihood improvement			NONE						
	d. Whose research work resulted in an extension program			NONE						
	Total Points:			Total n					14.8	

UMFO 2. HIGHER EDUCATION SERVICES

	OVPI MFO 1. Curriculum Program Management Services									
	PI 1: Total FTE Monitored		580.00	1214	5.0	5.0	5.0	5.0	5.0	
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered		100%	1	4.0	4.0	4.0	4.0	4.0	
	PI 3: Average percentage passing in licensure exam		NA							
	PI 4: Percentage of first time licensure exam takers who passed the licensure exam		NA							
	PI 5: Number of students who graduated within the prescribed period		NA	NA						
	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period		NA	NA						
	PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies		20%	1	4.0	5.0	5.0	5.0	4.7	
	PI 8: Number of academe/industry linkages established		2	3	5.0	5.0	5.0	5.0	5.0	DLSU, UGAT, Phavisminda
	PI 9: Number of thesis/special problems of students:									
	a. Thesis outline/manuscript/ Case studies/ Special Problems/ OUT Narrative reports/ Engineering Projects/ Portfolios approved	RABande, Mgabunada, SRMartinez, Jquebec	95%	1	4.0	5.0	5.0	5.0	4.7	

[illegible]

[illegible]

	PI 6: Number of extension projects conducted	BPEnaya	1	1	4.5	4.5	4.5	4.5	4.5	
	PI 7: Number of extension proposals submitted									
	PI 8: Number of extension proposal approved									
	PI 9: Amount of extension money generated from external funding (Thousand Php)									
	PI 10: Amount of extension money generated from institutional funding (Thousand Php)		none							
	PI 11: Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance		NA							
	PI 12: Number of extension-related awards (extension conducted by faculty or student and faculty)									
	Total Points				Total n:			16.5		
UMFO 5. SUPPORT TO OPERATIONS (STO)										
OVPI MFO 1. Faculty Development Services										
	PI 1: Number of faculty pursuing advanced degree programs	AF Villaber, JGEbit, CAFadilla, Avilaroya MC Villias	5	5	5.0	5.0	5.0	5.0	5.0	
OVPI MFO 2. Faculty Recruiting/Hiring Services										
	PI 2: Number of faculty recruited/aligned with university F:SP policy and competency-based HRM		15	20	5.0	5.0	5.0	5.0	5.0	7 substitutes and 13 part-timers
OVPI MFO 3. Faculty Evaluation Services										
	PI 3: Number of seminars/trainings/ conventions/workshops organized/ coordinated for the entire university	DLABS Faculty	1	1	4.5	4.5	4.5	4.5	4.5	UGAT International Conference
	PI 4: Number of seminars/trainings/conventions/workshops outside the university									
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	DLABS Faculty	90%	100%	5.0	5.0	5.0	5.0	5.0	
	PI 6: Number of college/department - level seminars/trainings/workshops/reviews conducted/attended/facilitated	DLABS Faculty & Staff	1	4	5.0	5.0	5.0	5.0	5.0	ISO-related trainings & seminars
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 1: Number of degree programs which passed accreditation/evaluation at least level 1									
	PI 2: Degree program compliant with CHED requirements									
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES										
	PI 1: Number of Risk Assessment/Review conducted		1	1	4.0	4.0	4.0	4.0	4.0	
	PI 2: Number of risks identified		4	4	5.0	5.0	5.0	5.0	5.0	



RISK ASSESSMENT COMMITMENTS AS PART OF THE OPCR SUBMISSION

I, GUILRALDO C. FERNANDEZ, JR., Head of the Department of Liberal Arts and Behavioral Sciences commits to conduct a risk assessment review of the department as part of the submission of the OPCR and agree to identify potential risks and addressed them as appropriate in accordance with the measures indicated in the OPCR under **UMFO 6-Pis 1-3**, for the period January to December 2019.

[Signature]
GUILRALDO C. FERNANDEZ, JR.
Asst. Professor & Head

Date: _____

[Signature]
CANDELARIO L. CALIBO
Professor & Dean

Date: _____

No.	Work Activity	Foreseeable Significant Impact	Who or What May be Affected and How?	Existing Control Measures	Initial Assessment			Further Action Required (By Who/When)	Residual Risk*		
					Like-lihood*	Severity**	Risk Rating***		Like-lihood*	Severity*	Risk Rating***
UMFO 1. ADVANCED EDUCATION SERVICES											
	a. Not all teachers are willing to teach weekend classes	Less enrollees	Students	Honorarium for weekend classes	1	1	1	Department Head talks to the teachers concern	1	1	1
UMFO 2. HIGHER EDUCATION SERVICES											
	a. Unbecoming and disruptive behavior of students; students' absences	Waste of Time	Teaching effectiveness of teachers is affected. The learning process of other students is also affected when one or more students behave in a disruptive manner.	Creation of Dept. Safety and Security Committee; Dept. Based Guidance Facilitator	2.00	2	2	Teachers should enforce classroom rules and regulators	2.00	2	2
	b. Use of chalk during classes	Harmful health effects on students and teachers	Teachers and students	Use of technology based learning/ overhead projector	2	2	2	Use of chalk in moderation	2.00	2	2

	c. Uncontrollable and unprojected number of teaching loads and large class size	Low quality education	Work productivity will be affected and teachers will experience early burnout	Hire additional teachers (part-time)	2	2	2	2	Administrative staff coordinates with the registrar ahead of time	2.00	2	2
UMFO 3.	RESEARCH SERVICES											
	a. Submissions of research proposals to the OVPRE	Proposals may be denied or not recognized	Faculty conducting research	Conduct Research proposal writeshop	2	2	2	2	Department head would encourage faculty to engage in research in	22	2	2
UMFO 5.	SUPPORT TO OPERATIONS (STO)											
	a. DLABS Faculty and Staff are always ready to serve in university	Schedules may conflict class hours	students and teachers	Conduct make up classes if schedules	2	2	2	2	Department head consults with the	2	2	2
	b.											
	c.											
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES											
	a. Procurement System	Inability to strictly follow the procurement system	Delayed acquisition of inputs	Enhance the planning process and capability of the procurement staff	3	3	3	3	DLABS staff should coordinate with SPMO to come up with mechanism to follow up procurement requests	3	3	3

Note: * Likelihood Rating: 1-Rare, 2-Unlikely, 3-Possible, 4-likely, 5-Almost Certain
 ** Severity Rating: 1-Negligible, 2-Minor, 3-Moderate, 4-Major, 5-Catastrophic
 *** Risk Rating: 1-Very Low, 2-Low, 3-Medium, 4-High, 6-Very High

Received by:

Calibrated by:

Recommending Approval:

Approved:

DILBERTO O. FERRAREN
 Planning Officer
 Date:

REMBERTO A. PATINDOL, Ph.D.
 Chairman, PMT
 Date:

BEATRIZ S. BELONIAS, Ph.D.
 Vice Pres. for Instruction
 Date:

EDGARDO E. TULIN, Ph.D.
 University President
 Date: