



VISAYAS
STATE UNIVERSITY



College of Engineering and Technology
Department of Mechanical Engineering
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OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, Engr. Jundy R. Castil, Head of the Department of Mechanical 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.

JUNDY R. CASTIL

Department Head

Date: As of June 2020

ROBERTO C. GUARTE

College Dean

Date: _____

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

Personnel	No (1)	Min. FTE (2)	Research	Publication	Extension
Department Head	1	4.0	8.0	0	0
Faculty w/ Univ. Designated Position	0	2.5	0.0	0	0
Regular Faculty (VSL)*	0	12.0	0.0	0	0
Regular Faculty (TLS)*	5	18.0	180.0	0	0
Part time Faculty	2	10.0	40.0	0	0
Admin Staff Members	2	0.0	0.0		
TOTAL:			228.0	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 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)

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%)											
	OVPI MFO 1. Graduate Degree Program Management Services											
	1	PI 1. Percentage of graduate school faculty engaged in research work		Dept. Head &								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 &								2%
		PI 2: Percentage of accredited graduate programs *		Dept. Head &								2%
		PI 3: Number of graduate degree specializations offered and monitored *		Dept. Head &								2%
		PI 4: Total FTE coordinated, implemented & monitored		Dept. Head &								2%
		PI 5: Percentage increase in number of graduate students enrolled *		Dept. Head &								2%
		PI 6: Percentage increase in number of students who graduated within prescribed		Dept. Head &								2%

	PI 7: Number of graduate students awarded with honors/distinction *	Dept. Head &										2%
	PI 8: Number of graduate students advised *	Dept. Head &										2%
	PI 9: Number of instructional materials developed *	Dept. Head &										
	On-line ready courseware											
	Flexible instructional materials											
	Assessment tools											
	PI 10: Number of virtual classrooms created and operationalized											
MFO 2	HIGHER EDUCATION SERVICES (50%)											
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty	61%	48.15	13 of 27 passed	3	4	5	4.00	in compliance with the minimum requirement		7.5%
	PI 2. Percentage of graduates (2 years prior) that are employed *	Dept. Head &	80%	100.00	23 out of 23	5	5	5	5.00	in compliance with the minimum requirement		2.5%
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	100%	100.00	based on CMO	4	5	5	4.67	BSME students		2.5%
	PI 4. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty										2.5%
	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head &	228	190.57	217.25	5	5	5	5.00	in compliance with the minimum requirement		20%
	PI 8: Number of students advised: *	Dept. Head & Faculty								based on students enrolled in ME Project and OJT		
	On thesis/ field practice/special problem		20	115.00	23	4	5	4	4.33			1%
	No. of approved manuscript submitted		10	230.00	23	4	5	4	4.33			1%
	On consultation											0.5%
	PI 9: Number of student organizations advised/ assisted *	Dept. Head &								JPSME		
	Student organizations advised		1	100.00	1	4	5	5	4.67			1.25%

[illegible]

[illegible]

	PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted *		Dept. Head & Faculty										0.25%
	PI 7 : Additional outputs *		Dept. Head & Faculty										
	Number of faculty/staff awards/honors												0.25%
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%	100.00	No NC findings audited	4	5	5	4.67	Zero non-conformity (No NC)		2.50%
MFO 6	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%	100.00	submitted for GF & STF	4	5	4	4.33	to comply based on target		1%
	PI 2. Zero percent complaint from clients served		Dept. Head & all faculty &	100%	100.00	no complaint	4	5	4	4.33	to be accomplished		2%
	PI 3. Number of coaching sessions among faculty & staff**		Dept. Head	10	120.00	5 faculty; 1 staff	4	4	4	4.00			
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		Dept. Head	4	100.00	2 regular; 2 emergen	4	5	5	4.67			
	PI 5. Number of monthly/special faculty & staff meetings conducted**		Dept. Head	4	100.00	2 regular; 2 emergen	4	5	5	4.67			

	PI 3: Additional Outputs		Dept. Head & all faculty &										
	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%
Total Over-all Rating										83.33			
Average Rating										4.63			
Adjectival Rating										Outstanding			

JRC- Engr. Jundy R. Castil, PLE- Engr. Philip Caesar L. Ebit, VLI-Engr. Vic Angelo L. Impas, MGM-Engr. Michael G. Mendoza Jr., ECO-Engr. Edgardo C. Ochavillo, TOS- Engr. Triponio O. Solarte Jr.,
ASC- Ms. Antonette S. Cruz(Admin.Aide IV)

Faculty on study leave: AVB- Engr. Ayrton John V. Bantay, JPB- Engr. Jake Ernest P. Binueza, JNJ- Engr. Jay N. Jo, RGP- Engr. Ronard G. Paña

Received by:



DILBERTO O. FERRAREN

Planning Office

Date: _____

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