





College of Engineering and Technology

Department of Mechanical Engineering

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: (053) 565-0600 local 1029 Email: coe@ysu.edu.ph

Email: coe@vsu.edu.ph Website: www.vsu.edu.ph



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 EQUIV Potal FTE (1) RDE Commitments***

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

Rating Equivalents.
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory

Beting Equivalents:

2 - Fair 1 - Poor

* 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 exter

				Ac	tual		R	Rating			
MFO No.	Success/Performance Indicator (PI)	Units/Per sons Responsi ble	Departm ent Target	% Accom- plishm ent	Details of Accom- plishme nts	Quality	Efficiency	Timeliness	Average	Remark (Details of the targetted outputs indicators with *)	% weight
MFO 1	ADVANCED EDUCATION SERVICES (20%)										
	OVPI MFO 1. Graduate Degree Program Manag	gement Se	rvices								
		Dept.									4%
	faculty engaged in research work	Head &									1,0
	a. pursuing advanced research degree program (Ph.D) *										
	actively pursuing in the last three (3)										
	b. years (investigative research, basic									1	
	and applied scientific research, policy										
	research social science research)										
	producing technologies for										
	c. commercialization or livelihood										
	improvement , whose research resulted in an										
	d. extension program										
	OVPI MFO 2. Graduate Student Management Se	rvices						-			
	PI 1: Percentage of graduate students	Dept.									200
	enrolled in research degree programs *	Head &								,	2%
	PI 2: Percentage of accredited graduate	Dept.									2%
		Head &									270
	- Committee Comm	Dept.									2%
		Head &									
	P14: Total FTE coordinated, implemented & monit	Dept. Head &									2%
		Dept.									2%
		Head &									-74
	PI 6: Percentage increase in number of	Dept.									2%
	students who graduated within prescribed	Head &									

	PI 7: Number of graduate students awarded	Dept.		1	The state of the s				T		2%
	with honors/distinction *	Head &									270
	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										
VIFO	HIGHER EDUCATION SERVICES (50%)										
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty	61%		13 of 27 passed	3	4	5		in compliance with the minimum requirement	7.5%
	Pl 2. Percentage of graduates (2 years prior) that are employed *	Dept. Head &	80%	100.00	23 out of 23	5	5	5		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		1.259

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Student organizations assisted on student		1	100.00	1	4	5	5	4.67		1.25%
PI 10: Number of instructional materials developed *	Dept. Head & Faculty									10%
On-line ready courseware	Dept. Head & Faculty	24								
Flexible instructional materials	Dept. Head & Faculty	24								
Assessment tools	Dept. Head & Faculty	24								
PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty	24								
PI 11: Additional Outputs	Dept. Head & Faculty									
MFO RESEARCH SERVICES (10%)										
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Dept. Head & Faculty			editeriorità de la constitución de					needs project titles	2%
PI 2. Number of research outputs completed within the year *	Dept. Head &								needs project titles	2%
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Dept. Head & Faculty			***************************************					needs title of publication, name of journal and where published	
In refereed int'l journals In refereed nat'l/regional journals	A									1.50% 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	
In int'l fora/conferences				1.50%
In nat'l/regional fora/conferences				0.50%
PI 5. Percent of research proposals approved *	Dept. Head &			0.5
PI 6. Additional outputs*	Dept. Head &			
No. of research-related awards (research				1.509
FO 4EXTENSION SERVICES (10%)				
PI 1. Number of active partnerships with	Dept.			2.0%
LGUs, industries, NGOs, NGAs, SMEs, and	Head &			2.09
PI 2. Number of trainees weighted by the	Dept.			2%
length of training *	Head &			270
PI 3. Number of extension programs	Dept.			2%
organized and supported consistent with the	Head &			270
Pl 4. Percentage of beneficiaries who rated	Dept.			1%
the training course/s and advisory services	Head &			170
PI 5. Number of technical/expert services *	Dept. Head &			1%
Research Mentoring				
Peer reviewers/Panelists				
Resource Persons		1		
Convenor/Organizer				
Consultancy				
Evaluator				
PI 8. Percent of extension proposals	Dept.			0.50
approved *	Head &			0.59
PI 11. Additional outputs *	Dept. Head &			
No. of extension-related awards (extn.				1.59
O Support to Operations				
OVPI MFO 1. Faculty Development Services				

PI 1: Number of faculty pursuing advanced	Dept.		T		T			T		1	
research degree programs (PhD) facilitated,	Head &				1					0.625%	
monitored and assisted *	Faculty									0.02370	
PI 1.1: Number of faculty pursuing	Dept.		100.00	4	5	5	5	5.00	AVB, JPB, RGP,JNJ		
advanced research degree programs (MS)	Head &	4	100.00	7	1	3	1	3.00	AVB, SFB, KGF, SNS	0.625%	
facilitated, monitored and assisted *	Faculty	-								0.02570	
	Dept.		100.00	1	5	5	5	5.00	RGP		
PI 1.2: Number of faculty who finished	Head &	1	100.00	•	1 3	3	3	3.00	KOF	0.625%	
advanced degree program on time	Faculty	1								0.02070	
	Dept.		100.00	3	5	5	5	5.00	JPB, RGP,JNJ	_	
PI: Number of faculty granted with external	Head &	3	100.00	3	1	3	3	3.00	JFB, KGF, JNJ	0.625%	
scholarships	Faculty									0.02370	
	Dept.		100.00	1	5	5	5	5.00	AVB		
PI 3: Number of faculty granted with	Head &	1	100.00	1	1	3	3	3.00	AVB	0.625%	
internal fellowship grants	Faculty	'							1	0.02570	
	Dept.		-		+-			-			
PI 4: Number of faculty granted with	Head &									0.625%	
sabbatical leave	Faculty									0.02070	
	Dept.		_		+						
PI 5: Number of faculty sent for trainings,	Head &									0.625%	
seminars, conferences	Faculty									0.02070	
OVPI MFO 2. Faculty Recruitment/Hiring S	THE RESIDENCE OF THE PERSON OF				+			 			
PI 2: Number of faculty recruited/hired	Dept.				+						
based on needed competencies and aligned	Head &									0.125%	
with ISO standards *	Faculty									0.1207	
OVPI MFO 3. Faculty Evaluation Services	T doulty				1					_	
PI 3: Number of seminars/trainings/	Dept.				1						
conventions/workshops coordinated for	Head &									0.25%	
entire university *	Faculty								0.2570		
PI 4: Number of seminars/trainings/	Dept.				+					_	
conventions/workshops coordinated outside	Head &									0.25%	
of the university *	Faculty									0.2370	
PI 5: Percentage of faculty rated by	Dept.							 			
students with at least very satisfactory rating	Head &								i i	0.75%	
in 50% of the subjects evaluated *	Faculty									0.7570	
III CO 70 OT LITO COMPOSED OT GRANDO	II dodity										

	PI6 : Number of in-house	Dept.		I							T
	seminars/trainings/ workshops/reviews	Head &									0.25
	conducted *	Faculty									
		Dept.									
	PI 7 : Additional outputs *	Head &									
		Faculty									
	Number of faculty/staff awards/honors										0.2
	OVPI MFO 4. Program and Institutional Accre	editation Serv	rices								
	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	submitte d 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 complain t	4	5	4	4.33	to be accomplished	29
	PI 3. Number of coaching sessions among faculty & staff**	Dept. Head	10		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		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 *	lacuity &		explain here briefly why consider said department practice can be considered as a best practice	29	
		83.33			
Total Over-all Rating	otal Over-all Rating				
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:	Calibrated by:	Recommending Approval:	Approved:						
Jerray	Alice	Ky.	blrue						
DILBERTO O. FERRAREN	REMBERTO A. PATINDOL	BEATRIZ S. BÉLONIAS	EDGARDO E. TULIN						
Planning Office	Chairman, PMT	Vice Pres. for Acad. Affairs	President						
Date:	Date:	Date:	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	es only expected to be performed at the	he department level						