Department of Computer Science and Technology
ICT Building, Visayas State University
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: 053 563 7068 local 1022
Email: winston.tabada@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS
STATE UNIVERSITY

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, <u>WINSTON M. TABADA</u>, Head of the <u>Department of Computer Science and Technology</u>, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January - December 2020</u>.

WINSTON M. TABADA
Department Head
Date: _Ac of June 2020_

ROBERTO C. GUARTE
College Dean
Date: _____

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVAL Total FTE (1:   RDE Commitments***

Personnel	No (1, Min. FTE (2)		Research	Publication	Extension	Rating Equivalents:
Department Head	1	4.00 / 4.0	0.0	0	1	5 - Outstanding
Faculty w/ Univ. Designated Position	-	0.00 / 0.0	0.0	0	0	4 - Very Satisfactory
Regular Faculty (VSL)^	1	12.00 / 12.0	2.0	1	1	3 - Satisfactory
Regular Faculty (TLS)^	8	18.00 / 144.0	0.0	0	0	2 - Fair
Part time Faculty	2	0.00 / 0.0	0.0	0	0	1 - Poor
Admin Staff Members	5	0.00				
O	11	160	2.0	1	2	

* On vacation-sick-leave status. Ratio of Instruction and RDE commitmtents 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 extens

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual % Accomplishment	Actual Details of Accomplishments	Quality	Efficiency	Timeliness	Average	Remark (Details of the targetted output indicators with **)	% weight
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 applied in any of the following:		Dept. Head & Faculty											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 & Faculty											2%
PI 2: Percentage of accredited graduate programs *			Dept. Head & Faculty											2%
PI 3: Number of graduate degree specializations offered and monitored *			Dept. Head & Faculty											2%
PI 4: Total FTE coordinated, implemented & monito			Dept. Head & Faculty											2%
PI 5: Percentage increase in number of graduate students enrolled *			Dept. Head & Faculty											2%
PI 6: Percentage increase in number of students who graduated within prescribed period *			Dept. Head & Faculty											2%
PI 7: Number of graduate students awarded with honors/distinction *			Dept. Head & Faculty											2%
PI 8: Number of graduate students advised *			Dept. Head & Faculty											2%
PI 9: Number of instructional materials developed *			Dept. Head & Faculty											

MFO	Indicator	Responsible								Remarks	Weight
	On-line ready courseware										
	Flexible instructional materials										
	Assessment tools										
	PI 10: Number of virtual classrooms created and operationalized										
MFO 2	**HIGHER EDUCATION SERVICES (50%)**										
	<u>PI 1</u>. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty									8%
	<u>PI 2</u>. Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	80%	119%	95%	5	5	4	5		3%
	<u>PI 3</u>. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	100%	100%	100%	5	5	5	5		3%
	<u>PI 4</u>. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	100%	100%	100%	5	5	5	5	Granted COPC by CHED and AACUP Level 3 Phase 2 accredited	3%
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	160	165%	264.15	5	5	5	5		20%
	<u>PI 8:</u> Number of students advised: *	Dept. Head & Faculty									
	On thesis/ field practice/special problem		20	125%	25	4	5	5	4.7		1%
	No. of approved manuscript submitted within prescribed period		10	230%	23	4	5	5	4.7		1%
	On consultation		10	250%	25	5	5	5	5		1%

		Responsible	Target	%	Actual					Remarks	Weight
	PI 9: Number of student organizations advised/ assisted *	Dept. Head & Faculty									
	Student organizations advised		1	100%	1	4	5	5	4.7		
	Student organizations assisted on student related activities		1	200%	2	5	5	5	5	CET and DCST anniversary	
	PI 10: Number of instructional materials developed *	Dept. Head & Faculty									10%
	On-line ready courseware	Dept. Head & Faculty	24	100%	24	5	5	5	5		
	Flexible instructional materials	Dept. Head & Faculty	24	100%	24	5	5	5	5		
	Assessment tools	Dept. Head & Faculty	24	100%	24	5	5	5	5		
	PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty	24	100%	24	5	5	5	5		
	PI 11: Additional Outputs	Dept. Head & Faculty									
	Number of MOODLE courses created and number of students manually registered (bulk enrolled)	WCMTabada & MCUnajan			550/10000	5	5	5	5	Includes external campuses and integrated high school	
MFO 3	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									2%
	PI 2. Number of research outputs completed within the year *	Dept. Head & Faculty	1							JJABarrera, MAJBRegis	2%

	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	Dept. Head & Faculty									
	In refereed int'l journals		3	100%	3	5	5	5	5	JJABarrera, MAJBRegis	2%
	In refereed nat'l/regional journals										1%
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *	Dept. Head & Faculty									
	In int'l fora/conferences										2%
	In nat'l/regional fora/conferences										1%
	PI 5. Percent of research proposals approved *	Dept. Head & Faculty	2	150%	150%	4	5	4	4.3	3 research proposals approved.	1%
	PI 6. Additional outputs*	Dept. Head & Faculty									
	No. of research-related awards (research conducted by faculty or student w/ faculty)										2%
MFO 4	EXTENSION SERVICES (10%)										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	Dept. Head & Faculty	1	100%	1	4	5	5	4.7	Drafting of the Operation Procedure for the Baybay City Online Trading	2%
	PI 2. Number of trainees weighted by the length of training *	Dept. Head & Faculty	30	2870%	861	5	5	5	5.0	Online training on Moodle Course Management System	2%
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty	1	100%	1	5	4	5	4.7	ICT Capabilty building for DepED ICT Coordinators of Baybay City Division	2%

	Indicator	Responsible								Remarks	%
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	Dept. Head & Faculty	100%	100%	100%	5	5	5	5.0		1%
	PI 5. *Number of technical/expert services* *	Dept. Head & Faculty	1								1%
	Research Mentoring		1								
	Peer reviewers/Panelists		1								
	Resource Persons		1								
	Convenor/Organizer		0								
	Consultancy		1								
	Evaluator		1								
	PI 8. Percent of extension proposals approved *	Dept. Head & Faculty	1	100%	1	4	5	5	4.7		1%
	PI 11. Additional outputs *	Dept. Head & Faculty									
	No. of extension-related awards (extn. conducted by faculty or student & faculty) *										2%
MFO 5	Support to Operations										
	OVPI MFO 1. Faculty Development Services										
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	Dept. Head & Faculty	3	100%	3	5	5	5	5.0	3 faculty taking DIT progra	0.6%
	OVPI MFO 2. Faculty Recruitment/Hiring Services										
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head & Faculty	5	100%	5	5	5	5	5.0	2 part-timers and 3 substitute insttructors	0.1%
	OVPI MFO 3. Faculty Evaluation Services										

Indicator	Responsible								Remarks	Weight
PI 3: Number of seminars/trainings/conventions/workshops coordinated for entire university *	Dept. Head & Faculty	1								0.3%
PI 4: Number of seminars/trainings/conventions/workshops coordinated outside of the university *	Dept. Head & Faculty	0								0.3%
PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	90%	111%	100%	5	5	5	5.0		0.8%
PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted *	Dept. Head & Faculty		200%	2	5	4	5	4.7	R Programming and Machine Learning	0.3%
PI 7 : Additional outputs *	Dept. Head & Faculty									
Number of faculty/staff awards/honors received related to operations support										0.3%
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%	100%	5	5	5	5.0	Zero non-conformity (No NC)	2.5%
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%	100%	5	5	5	5.0		1%
PI 2. Zero percent complaint from clients served	Dept. Head & all faculty & staff	0%	100%	0%	5	5	5	5.0		2%
PI 3. Number of coaching sessions among faculty & staff**	Dept. Head	11	109%	12	5	4	4	4.3		

			Target	%	Actual					Rating	Remarks	
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Dept. Head	4	150%	6	5	5	5	5.0			
	PI 5. Number of monthly/special faculty & staff meetings conducted**	Dept. Head	4	150%	6	5	5	4	4.7			
	PI 3: Additional Outputs	Dept. Head & all faculty & staff										
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *											2%
Total Over-all Rating									150.67			
Average Rating				2.18%					4.86			
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 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