



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, Dr. Manuel D. Gacutan, Jr., Head of the Department of Animal Science - College of Agriculture and Food Science, 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 - June, 2022 (Accomplishment)**.

MANUEL D. GACUTAN, JR.

Department Head

Date: 12 July 2022

VICTOR B. ASIO

College Dean

Date: 7/14/22



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

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)	Research	RDE Commitments***	Publication	Extension
Department Head	1	6	6.0	1.0	0	1	
Faculty w/ Univ. Designated Position	1	3	3.0	0.0	0	1	
Regular Faculty (VSL)*	7	18	126.0	1.0	1	1	
Regular Faculty (TLS)*	0	0	0.0	0.0	0	0	
Part time Faculty	3	15	45.0	0.0	0	0	
Admin Staff Members	5	0	0.0	0.0	0	0	
TOTAL:	17	42	180	2.0	1	3	

Rating Equivalents:

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Fair
- 1 - Poor

Note: * 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 (UMFO 4))

MFO No.	Success/Performance Indicator (PI)		Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	
					% 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 applied in any of the following:		Dept. Head & Faculty								
		a.	pursuing advanced research degree program (Ph.D) *	WD Come, MRDLG Beato, CJP Godinez, RR Bustamante	100%	100%	1000%	5	5	5	5.00	

		b. actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	JV Abela, RFE Bustamante, WD Come, JDZ Compendio, MRDLG Beato, MD Gacutan, Jr., MDM Garrido, CJP Godinez, GAA Villagonzalo	90%	100%	111%	5	5	5	5.00	
		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	3%	4%	133%	5	5	5	5.00	
		PI 2: Percentage of accredited graduate programs *	Dept. Head & Faculty	100%	100%	100%	5	5	5	5.00	
		PI 3: Number of graduate degree specializations offered and monitored *	Dept. Head & Faculty	3	3	100%	5	5	4	4.67	
		PI 4: Total FTE coordinated, implemented & monitored*	Dept. Head & Faculty	10	19.46	195%	5	5	5	5.00	
		PI 5: Percentage increase in number of graduate students enrolled *	Dept. Head & Faculty	20%	25%	125%	5	5	5	5.00	
		PI 6: Percentage increase in number of students who graduated within prescribed period *	Dept. Head & Faculty	20%	30%	150%	5	5	5	5.00	
		PI 7: Number of graduate students awarded with honors/distinction *	Dept. Head & Faculty	-	-	-	-	-	-	-	-
		PI 8: Number of graduate students advised *	Dept. Head & Faculty	15	24	160%	5	5	5	5.00	
		a. As Graduate Advisory Committee Chair	JV Abela MD Gacutan, Jr.	20	24	120%	5	5	5	5.00	
		b. As Member of Graduate Advisory Committee	JV Abela WD Come	3	6	200%	5	5	4	4.67	
		c. Graduate students entertained during consultation	Graduate Faculty	30	55	183%	5	5	5	5.00	
		PI 9: Number of instructional materials developed *	Dept. Head & Faculty	2	2	100%	5	5	5	5.00	
		On-line ready courseware	All faculty	10	11	110%	5	5	5	5.00	
		Flexible instructional materials	All faculty	20	22	111%	5	5	5	5.00	
		Assessment tools	All faculty	20	44	220%	5	5	5	5.00	
		PI 10: Number of virtual classrooms created and operationalized	All faculty	10	11	111%	5	5	4	4.67	

	PI 11: Additional Outputs	Dept. Head & Faculty								
	A.1. Design experiential learning	All faculty	-	-	-	-	-	-	-	
MFO 2	HIGHER EDUCATION SERVICES (50%)									
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty	50%	60%	120%	5	5	5	5.00	
	PI 2. Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	70%	80%	113%	5	5	5	5.00	
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	100%	100%	100%	5	5	5	5.00	
	PI 4. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	100%	100%	100%	5	5	5	5.00	
	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	150	254.93	169.95%	5	5	5	5.00	
	A1. Number of grade sheets submitted within prescribed period	All faculty	50	94	188%	5	5	5	5.00	
	A 2. Number of INC forms with grade submitted within prescribed period	All faculty	100	154	184%	5	5	5	5.00	
	A 3. Number of trainings attended related to instruction	All faculty	10	20	200%	5	5	4	4.67	
	A 4. Number of long examinations administered and checked	All faculty	20	35	175%	5	5	5	5.00	
	A 5. Number of quizzes administered and checked	All faculty	40	70	175%	5	5	5	5.00	
	A 6. Number of lab reports and term papers checked and graded	All faculty	40	80		5	5	5	5.00	
	PI 8: Number of students advised: *	All Regular faculty	150	175	116%	5	5	5	5.00	
	As Student Research Committee (SRC) Chair	JV Abela WD Come MRDLG Beato MD Gacutan, Jr. MDM Garrido	30	55	183%	5	5	5	5.00	
	As Member of Student Research Committee (SRC)	JV Abela WD Come MRDLG Beato MDM Garrido JS Mandia GAA Villagonzalo	90	110	122%	5	5	5	5.00	
	On the sis/ field practice/special problem	Advisers & FP Coordinator	50	80	200%	5	5	4	4.67	

	No. of approved manuscript/Fpractice narrative report submitted within prescribed period	Advisers & FP Coordinator	10	15	150%	5	5	5	5.00	
	On consultation	All Regular faculty	500	1000	200%	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	Advisers	1	1	100%	5	5	5	5.00	
	Student organizations advised	Organizations Advisers	1	1	100%	5	5	5	5.00	
	Student organizations assisted on student related activities	Organizations Advisers	1	1	100%	5	5	5	5.00	
	PI 10: Number of instructional materials developed *	All faculty	8	8	100%	5	5	5	5.00	
	On-line ready courseware	All faculty	10	10	100%	5	5	5	5.00	

	Flexible instructional materials (Supplemental Learning Resources)	All faculty	10	10	100%	5	5	5	5.00	
	Assessment tools	All faculty	25	50	200%	5	5	5	5.00	
	PI 11: Number of virtual classrooms created and operationalized	All faculty	8	8	100%	5	5	5	5.00	
	PI 12: Additional Outputs	Dept. Head & Faculty	-	-	-	-	-	-	-	
	A.1. Program accreditation	Dept. Head & Faculty	1	2	200%	5	5	5	5.00	
	A.2. Agency Linkages	Dept. Head & Faculty	7	13	185%	5	5	5	5.00	
	A.3. Design experiential lecturing for new normal	Dept. Head & Faculty	-	-	-	-	-	-	-	
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 *	All faculty	-	-	-	-	-	-	-	
	PI 2. Number of research outputs completed within the year *	All faculty	-	-	-	-	-	-	-	
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *									
	In referred int'l journals	All faculty	1	1	100%	5	5	5	5.00	
	In referred nat'l/regional journals	All faculty	-	-	-	-	-	-	-	

	No. of extension-related awards (extrn. conducted by faculty or student & faculty) *	Dept. Head & Faculty	-	-	-	-	-	-	-	
	A.1. Design extension activities to implement new normal	Faculty	-	-	-	-	-	-	-	
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 *	WD Come, MRDLG Beato, CJP Godinez, RR Bustamante	4	4	100%	5	5	4	4.67	
	OVPI MFO 2. Faculty Recruitment/Hiring Services									
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Head & Staff	5	5	100%	5	5	4	4.67	
	OVPI MFO 3. Faculty Evaluation Services									
	PI 3: Number of seminars/trainings/conventions/workshops coordinated for entire university *	Faculty	-	-	-	-	-	-	-	
	PI 4: Number of seminars/trainings/conventions/workshops coordinated outside of the university *	Faculty	-	-	-	-	-	-	-	
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Faculty	80%	90%	112%	5	5	5	5.00	
	PI 6: Number of in-house seminars/trainings/workshops/reviews conducted *	All DAS faculty	2	3	150%	5	5	4	4.67	
	PI 7: Additional outputs *									
	Number of faculty/staff awards/honors received related to operations support	Faculty/Staff	-	-	-	-	-	-	-	
	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	90%	100%	111%	5	5	5	5.00	
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 & Staff	2	2	100%	5	5	4	4.67	✓
	PI 2: Zero percent complaint from clients served	Dept. Head & all faculty & staff	90% No complaint	100% No complaint	111%	5	5	5	5.00	

PI 3. Percentage of NCs received and acted	Dept. Head & all faculty & staff	0% NC	100% NC acted	100%	5	5	5	5.00	
PI 4. Percentage of CARs received and acted	Dept. Head & all faculty & staff	0% CARs	100% CAR acted	100%	5	5	5	5.00	
PI 5. Number of coaching sessions among faculty & staff**	Dept. Head	4	8	200%	5	5	4	4.67	
PI 6. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Dept. Head	2	4	200%	5	5	4	4.67	
PI 7. Number of monthly/special faculty & staff meetings conducted**	Dept. Head	4	6	150%	5	5	4	4.67	
PI 8: Additional Outputs									
PI 1. No. of virtual meetings of department/college/university committees attended	All DAS faculty/Staff	-	-	-	-	-	-	-	
PI 2. No. of University/College/ Department designation	Faculty	2	4	200%	5	5	5	5.00	
PI 3. No. of other DAS rooms monitored (DAS Library, Conference Rm., Store Rms., SASS Office, Admin. Office, Faculty Rms.)	MD Gacutan, Jr.	5	15	300%	5	5	5	5.00	
PI 4. No. of DAS lecture/laboratory rooms, comfort rooms, offices and other facilities opened/closed/checked during official working days or holidays when requested by instructors/professors	VM Lamo	10	10	100%	5	5	4	4.67	
PI 5. No. of academic lecture and laboratory rooms, CRs, hallways, lawns/pathways maintained	FD Bolastig, Jr. VM Lamo	10	15	150%	5	5	5	5.00	
PI 6. No. of faculty/staff/animal caretakers/graduate teaching assistants managed	MD Gacutan, Jr.	22	25	113%	5	5	5	5.00	
PI 7. No. of hours spent on monitoring	MD Gacutan, Jr.	20	50	250%	5	5	4	4.67	
PI 8. No. of hours coaching	MD Gacutan, Jr.	30	60	200%	5	4	5	4.67	
PI 9. No. of hours spent on performing tracking	MD Gacutan, Jr.	10	20	200%	5	4	5	4.67	
PI 10. No. of documents signed, lab. analysis results signed, etc.	MD Gacutan, Jr.	10	20	200%	5	4	5	4.67	
PI 11. No. of DAS committees (As member)	All DAS faculty/Staff	50	72	144%	5	5	5	5.00	
PI 12. No. of DAS committees (Chairperson)	All DAS faculty	16	16	100%	5	5	5	5.00	
PI 13. Percentage attendance to department meetings	All DAS faculty/Staff	80%	100%	125%	5	5	4	4.67	
PI 14. No. of minutes of meetings corrected	All DAS faculty/Staff	4	4	100%	5	5	5	5.00	

PI 15. Number of Staff/Caretakers Managed	WD Come, MD Gacutan, Jr., MDM Garrido, RB Geromo	7	7	100%	5	5	4	4.67	✓
PI 16. Number of STF projects developed/ improved or maintained	WD Come, MD Gacutan, Jr., MDM Garrido, RB Geromo	2	2	100%	5	5	4	4.67	✓
PI 17. Percentage increase in inventory value and/or income of STF projects relative to previous year	CV Ranchez	5%	10%	200%	5	5	5	5.00	✓
PI 18. Percentage of STF projects supporting instruction, research & extension	Animal Proj. Managers, CV Ranchez	50%	100%	200%	5	5	5	5.00	✓
PI 19. Number of paddocks of pasture established and/or maintained	JV Latras	10	15	150%	5	5	4	4.67	✓
PI 20. Number of animal sheds maintained	JV Latras	3	3	100%	5	5	4	4.67	✓
PI 21. Number of animals cared	JV Latras VM Lamo	74	84	113%	5	5	4	4.67	✓
PI 22. Number of animal facilities/ equipment repaired and/or maintained	JV Latras	5	10	200%	5	5	4	4.67	✓
PI 23. Number of management practices:									
Persons supervised in the project	MD Gacutan, Jr., WD Come, MDM Garrido, RB Geromo	4	7	175%	5	5	4	4.67	✓
No. of animal projects assisted	FD Bolastig, Jr.	4	4	100%	5	5	4	4.67	✓
No of heads of animals maintained	MD Gacutan, Jr., WD Come, MDM Garrido, RB Geromo	100	187	187%	5	5	4	4.67	✓
No. customers entertained	WD Come, MDM Garrido, RB Geromo	10	12	120%	5	5	4	4.67	✓
PI 24. Number of outgoing documents/ communications/reviewed/ forwarded to head for approval and submitted to higher offices	CV Ranchez	100	150	150%	5	5	4	4.67	✓
PI 25. Number of administrative personnel supervised as AO 1.	CV Ranchez	8	10	125%	5	5	5	5.00	✓
PI 26. Number of faculty and staff DTR forms; projected teaching and actual faculty workloads computed/printed; renewal of faculty appointments and animal project managers appointments, instruction related letters/ communications prepared/ printed/ distributed for signature, released, and forwarded for approval of higher offices on time	CV Ranchez, PCGumba Jr., VM Lamo	150	250	166%	5	5	5	5.00	✓
PI 27. Number of TO, vouchers, certificates, leave applications, etc. recorded and forwarded on time	VM Lamo	100	100	100%	5	5	4	4.67	✓

PI 28. Number of reimbursement/petty cash prepared, signed, released, recorded and forwarded on time	VM Lamo	10	11	111%	5	5	4	4.67	✓
PI 29. Number of incoming communications, letter request, memos, etc.	CV Sanchez	100	150	150%	5	5	4	4.67	✓
PI 30. Number of graduating student final clearances processed for approval	CV Sanchez, VM Lamo	40	50	125%	5	5	5	5.00	✓
PI 31. Number of project reports prepared and submitted on time	VM Lamo	3	3	100%	5	5	4	4.67	✓
PI 32. Number of Project Procurement Management Plans (PPMPs), Purchase Requests, Travel Orders with Arrangements of Classes of faculty prepared, forwarded for signature, release on time, and followed-up	PC Gumba, Jr.	20	25	125%	5	5	5	5.00	
PI 33. Number of grade sheets/report of grade completion recorded/ forwarded to head and released back to students	CV Sanchez	50	90	180%	5	5	5	5.00	
PI 34. Number of e-mails requests received, responded/send, printed, forwarded with/without attachments, send e-mails with attachment for office/ISO forms and VSU offices memos for DAS faculty compliances and informations	PC Gumba, Jr.	70	90	128%	5	5	5	5.00	
PI 35. Number of ip messages with file attachment(s) (forms/office memos) receive/printed/replied and posted for information disseminations to faculty and staff	PC Gumba, Jr.	250	350	140%	5	5	5	5.00	
PI 36. Number of Certificates of Field Practice bounded, Students Requests for ISO forms, Issuance of office supplies for faculty/staff use, Application for Leave of Faculty, Faculty Compensatory Day-Off (CDO) Schedule 2022, payrolls of job order workers, sale of animal inspection reports, etc. prepared, released, and forwarded on time	PC Gumba, Jr.	75	125	166%	5	5	5	5.00	
Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *:					5	5	5	5.00	
Conducted monthly meeting (as dept. head)	MD Gacutan, Jr.	4	4	100%	5	5	5	5.00	
Conducted emergency meeting (as dept. head)	MD Gacutan, Jr.	2	2	100%	5	5	5	5.00	
Circulated dept. memoranda (as dept. head)	MD Gacutan, Jr.	5	5	100%	5	5	5	5.00	
Total Over-all Rating					528				
Average Rating					4.93				
Adjectival Rating					OUTSTANDING				

Received by:

TONI MARC L. DARGANTES

Planning Office

7/13/2022

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: JUL 22 2022

Approved:

EDGARDO E. TULIN

President

Date: 7/25/22

* 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