



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF ARTS, LANGUAGES AND LITERATURE  
VISAYAS STATE UNIVERSITY

**OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)(DALL)**

I, Maria Vanessa E. Gabunada, Head of the Department of Arts, Languages, and Literature, 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 2024

*Maria Vanessa E. Gabunada*  
**MARIA VANESSA E. GABUNADA**

Head, DALL

Date: 07/12/2024

*Glenn G. Pajares*  
**GLENN G. PAJARES**

Dean CAS

Date: 7/12/2024

*Received by Juan*  
*7/11/24*



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

Personnel	Target	Actual
Department Head	1	1
Faculty w/ Univ. Designated Position	2	2
Regular Faculty (VSL)*	4	4
Regular Faculty (TLS)*	14	14
Part Time Faculty	9	9
Admin Staff Members	2	2

Rating  
Equivalents:  
5 - Outstanding  
4 - Very  
Satisfactory  
3 - Satisfactory  
2 - Fair  
1 - Poor

TOTAL:

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	Consolidated Targets of all acad. departments*	Actual Accomplishments		Rating				Remark (Details of the targetted output 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													
	PI 1.	Percentage of graduate faculty pursuing PhD				4%	3%		3.0	4.0	4.0	3.7		4%
	OVPI MFO 2. Advanced Education													
	PI 1:	Number of graduate students awarded with scholarships/assistsnships			Dept. Head & Faculty	2	2		5.0	5.0	5.0	5.0		2%

	<u>PI 2:</u>	Percentage of accredited graduate programs *		Faculty	1	1		5.0	5.0	5.0	5.0		2%
	<u>PI 3:</u>	Total FTE monitored		Dept. Head & Faculty	9	6.4		4.0	4.5	4.5	4.3		2%
	<u>PI 4:</u>	Percentage increase in graduate students enrolled		Dept. Head & Faculty	10%	7%		5.0	4.5	4.5	4.7		2%
	<u>PI 5:</u>	Percentage increase in number of students who graduated within prescribed period *		Dept. Head & Faculty	10%	5%		4.5	4.0	3.0	3.8		2%
	<u>PI 6:</u>	Number of graduate students awarded with honors/distinction *		Dept. Head & Faculty	NONE	NONE							2%
	<u>PI 7:</u>	Number of faculty-scholars who graduated		Dept. Head & Faculty	3	3		5.0	5.0	5.0	5.0		2%
	<u>PI 8:</u>	Number of new International students enrolled		Dept. Head & Faculty	1	NONE							2%
	<u>PI 9:</u>	Percentage increase enrollment of extramural students (graduate distance education)		Dept. Head & Faculty	0	NONE							2%
	<u>PI 10:</u>	Number of new attractive extramural programs proposed		Dept. Head & Faculty	NONE	NONE							
	<u>PI 11:</u>	Additional Outputs											
<b>MFO 2</b>	<b>HIGHER EDUCATION SERVICES (50%)</b>												
	<u>PI 1:</u>	Percentage passing in licensure examinations (1st time takers)		Dept. Head & Faculty	NONE	NONE							7.5%
	<u>PI 2:</u>	Percentage passing in licensure examination (overall including repeaters)		Dept. Head & Faculty	NONE	NONE							2.5%
	<u>PI 3:</u>	Percentage of undergraduate students who graduated within the prescribed period		Dept. Head & Faculty	90.00%	87.00%		4.5	5.0	5.0	4.8		2.5%
	<u>PI 4:</u>	Percentage of students enrolled on schedule		Dept. Head & Faculty	100%	95.00%		4.5	5.0	5.0	4.8		
	<u>PI 5:</u>	Percentage increase in enrolment		Dept. Head & Faculty	10%	9.00%		5.0	5.0	5.0	5.0		
	<u>PI 6:</u>	Number of programs accredited		Dept. Head & Faculty	1	1.00%		5.0	5.0	5.0	5.0		2.5%
	<u>PI 7:</u>	Number of degree programs implemented			1	1.00%		5.0	5.0	5.0	5.0		

22%



	<b>PI 8:</b>	Number of programs with COPC			1	1		5.0	5.0	5.0	5.0		
	<b>PI 9:</b>	Number of programs applying for COPC			1	1		5.0	5.0	5.0	5.0		
	<b>PI 10:</b>	Total FTE monitored *		Dept. Head & Faculty	50	334.65		5.0	5.0	5.0	5.0		20%
	<b>PI 11:</b>	Number of new revised curricular proposals submitted			2	1		5.0	5.0	4.5	4.8		
	<b>PI 12:</b>	Number of new revised proposal approved by UCC			NONE	NONE							
	<b>PI 13:</b>	Percentage of course offered with approved course syllabi			100%	95%		5.0	5.0	4.5	4.8	ELSt 110, ELNG 211, Humn12n, Humn 11, ELDs 129, ELSt 108, Comm11, Litr 13, ELSt 198, LTNG216, LTNG227, LTNG214, Humn 15n, ELPr 131, ELSt 109, Litr 134, ELSt 102,ELSt 103, ELPr 143, LTNG299, LTNG207,LTNG225, ELPr 141	
	<b>PI 14:</b>	Percentage of course with approved IMs			80%	60.00%		4.5	5.0	4.5	4.7		
	<b>PI 15:</b>	Number of Instructional materials approved			13	10.00%		5.0	5.0	4.5	4.8		
	<b>PI 16:</b>	Percentage of course offered with final grades submitted within the allowable period			80%	80%		5.0	5.0	5.0	5.0		
	<b>PI 17:</b>	Percentage of faculty rated at least VS in the Teaching Performance Evaluation by Students (TPES)		Dept. Head & Faculty	99%	99.00%		5.0	5.0	5.0	5.0		
*	<b>PI 18:</b>	Percentage of faculty rated at least VS by Supervisor		Dept. Head & Faculty	99%	99.00%		5.0	5.0	5.0	5.0		
	<b>PI 19:</b>	Additional Outputs		Dept. Head & Faculty									
<b>MFO 3 RESEARCH SERVICES (10%)</b>													
	<b>PI 1:</b>	Number of research outputs utilized by the industry or by other beneficiaries *		Dept. Head & Faculty	NONE	NONE							2%
	<b>PI 2:</b>	Number of research outputs completed		Dept. Head & Faculty	NONE	NONE							2%
	<b>PI 3:</b>	Number of research outputs presented in:											
		a <i>International</i>			1	1.00%		5.0	5.0	5.0	5.0		1.50%
		b <i>National</i>			1	1.00%		5.0	5.0	5.0	5.0		0.50%
		c <i>Regional or Institutional Conferences</i>			1	NONE							
	<b>PI 4:</b>	Number of research proposals submitted			1	1		5.0	5.0	5.0	5.0	"Echos of Leyte"-Enaya	

	<u>PI 5:</u>	Number of research proposals approved			1	1		5.0	5.0	5.0	5.0	"Local Culture Heritage and Community Development initiative in San Roque, Northern Samar"-Bande	
	<u>PI 6:</u>	Number of approved research projects/studies implemented			1	2		5.0	5.0	5.0	5.0	"Variants of Waray" - Villas&Acoritay and "Netspeak"-Gabunada, et al.	
	<u>PI 7:</u>	Amount of research money obtained from external sources		Dept. Head & Faculty	NONE	NONE							
	<u>PI 8:</u>	Amount of research money obtained from internal sources			100,000	275,580.00		5.0	5.0	5.0	5.0	57,249.24-"Netspeak", 17,050.00-"Sugat",94,280.82-"Local cuture..", 107,000 - "Variants"	1.50%
	<u>PI 9:</u>	Number of patent applications			NONE	NONE							0.50%
	<u>PI 10:</u>	Number of patents approved			NONE	NONE							
	<u>PI 11:</u>	Number of creative works published			1	NONE							0.5%
	<u>PI 12:</u>	Number of research articles derived from approved research in the university, submitted			1	NONE							
	<u>PI 13:</u>	Number of research articles derived from approved research in the university, published		Faculty	1	NONE							1.50%
	<u>PI 14:</u>	Number of Scopus, WoS, and ACI publications and other reputable journals			1	NONE							
	<u>PI 15:</u>	Additional outputs*											
<b>MFO 4</b>	<b>EXTENSION SERVICES (10%)</b>												
	<u>PI 1:</u>	Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities * (MOUs/MOAs)			NONE	NONE							2.0%
	<u>PI 2:</u>	Number of trainees weighted by the length of training *			NONE	NONE							2%
	<u>PI 3:</u>	Number of extension programs and projects			NONE	NONE							2%
	<u>PI 4:</u>	Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance*			NONE	NONE							1%
	<u>PI 5:</u>	Number of expert services rendered:		Dept. Head & Faculty									1%
		a. Peer reviewers of journal/book			1	1		5.0	5.0	5.0	5.0	"Janico Boys"- Villas	
		b. Review of research and extension proposal			1	NONE							

11%

3%



		resource speaker/person (panelist, discussant, c. judge in academic and research competition, moderator in conferences, convenor, facilitator)			2	5		5.0	5.0	5.0	5.0	"OPEN"- Gabunada, "MFA Creative Writing"- Villas, "AEAAP" - Padilla, C. & Juanillo, "2nd Ibabao Work shop"- Villas	
		d. accreditor			0								
		e. consultancy			0								
	PI 6:	Number of extension proposals submitted			1	2		5.0	5.0	5.0	5.0	"Local Culture Heritage and Community Development initiative in San Roque, Northern Samar"-Bande, "SUGAT" - Villas	
*	PI 7:	Number of Extension proposals approved			1	NONE							
*	PI 8:	Number of Extension projects implemented			1	NONE							
	PI 9:	Number of extension outputs presented in											0.5%
		a. International			1	NONE							
		b. National			1	NONE							
		c. Regional or Institutional conferences			1	NONE							
	PI 10:	Number of extension activities conducted			2	NONE							
	PI 11:	Number of trainings, seminars and fora conducted			2	NONE							
	PI 12:	Number of IEC materials developed			1	NONE							
	PI 13:	Number of IEC materials distributed			1	NONE							
	PI 14:	Number of extension articles derived from approved extension in the university, submitted			0								
	PI 15:	Number of extension articles derived from approved extension in the university, published			0								
	PI 16:	Amount of extension money generated from external sources			NONE	NONE							0.5%
	PI 17:	Amount of extension money generated from internal sources			NONE	NONE							
	PI 18:	Additional outputs *		Faculty									
													1.5%
MFO 5	SUPPORT TO OPERATIONS												
OVPI MFO 1. Faculty Development Services													
	PI 1:	Number of faculty pursuing advanced research degrees		Dept. Head & Faculty	4	5		5.0	5.0	5.0	5.0		0.625%

	<u>PI 2:</u>	Number of faculty-scholars who completed their advance degrees			2	3		5.0	5.0	4.5	4.8	Daisy P. Acoritay & Precious C. Domingo, Joseph Padilla	
	<u>PI 3:</u>	Number of faculty granted with external scholarship			0	NONE							
	<u>PI 4:</u>	Number of faculty granted with internal scholarship/fellowship			4	2		4.5	4.5	4.0	4.3		
	<u>PI 5:</u>	Number of faculty granted with sabbatical leave			1	NONE							
	<u>PI 6:</u>	Number of faculty granted with post-doctoral leave			0	NONE							
	<u>PI 7:</u>	Number of faculty sent to trainings, seminars and conferences			5	5		5.0	5.0	5.0	5.0	"OPEN"-Gabunada, "US Embassy ACCESS"- Juanillo and Padilla, C., "2nd Ibabao Writers Work Shop"- Villas, "MLE Work Shop"- Acoritay	
<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>													
	<u>PI 8:</u>	Number of new faculty hired with at least Master's degree		Head and DPC	NONE	NONE							0.125%
<b>OVPI MFO 3. Registration Services</b>													
	<u>PI 9:</u>	Percentage of students enrolled and validated within the registration period			90%	90%		5.0	5.0	5.0	5.0		0.25%
	<u>PI 10:</u>	Number of students advised during the registration period			120	120		5.0	5.0	5.0	5.0		0.25%
<b>OVPI MFO 4. Curricular Program Management Services</b>													
	<u>PI 11:</u>	Number of curricular reviews conducted			1	1.00%		5.0	5.0	5.0	5.0		
	<u>PI 12:</u>	Number of IMs reviewed by the CCC			18	18.00%		5.0	5.0	5.0	5.0		
	<u>PI 13:</u>	Number of course syllabi and TOs reviewed and approved			31	15.00%		4.5	5.0	4.0	4.5		
	<u>PI 14:</u>	Number of OJT MOAs prepared			NONE	NONE							
	<u>PI 15:</u>	Number student interns deployed and monitored		Dept. Head & Faculty	NONE	NONE							1.25%
	<u>PI 16:</u>	Number of thesis students advised			30	30		5.0	5.0	5.0	5.0		
	<u>PI 17:</u>	Number of exchange students supervised			0	NONE							
	<u>PI 18:</u>	Number of students from other schools having summer program supervised			0	NONE							
	<u>PI 19:</u>	Number of external institutions/agencies conducting benchmarking activities served			0	2		5.0	5.0	5.0	5.0	VSU Alang-alang	



	<b>PI 20:</b>	Number of students from other academic departments conducting research activities served			0	2		5.0	5.0	5.0	5.0	Nursing and Dev. Com	
	<b>PI 21:</b>	Additional Outputs											
<b>MFO 6</b>	<b>GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>												
	<b>PI 1:</b>	Number of departments/institutes/offices supervised		Dept. Head	1	1		5.0	5.0	5.0	5.0		1%
	<b>PI 2:</b>	Number of management meetings conducted		Dept. Head & all faculty & staff	12	11		5.0	5.0	4.5	4.8		2%
	<b>PI 3:</b>	Number of committee meetings conducted		Dean and Dept. Heads	10	13		5.0	5.0	5.0	5.0		
	<b>PI 4:</b>	Number of routinary documents acted		Dean and Dept. Heads	5	10		5.0	5.0	5.0	5.0		
	<b>PI 5:</b>	Number of requests acted		Dean and Dept. Heads	10	32		5.0	5.0	5.0	5.0	ECON COPC- Docs requested, DPSS COPC- Docs requested	
	<b>PI 6:</b>	Number of memoranda prepared			5	3		5.0	4.5	4.5	4.7		
	<b>PI 7:</b>	Percentage of IFWs submitted to OVPAA on or before September 30			90%	90.00%		5.0	5.0	5.0	5.0		
	<b>PI 8:</b>	Percentage of Report of Actual teaching loads submitted to OVPAA 30 days after the start of classes			90%	90.00%		5.0	5.0	5.0	5.0		
	<b>PI 9:</b>	Percentage of faculty and staff who submitted a DTR every month			50%	45.00%		5.0	4.5	5.0	4.8		
	<b>PI 10:</b>	Percentage of complaints, if any, addressed on time			10%	none							
	<b>PI 11:</b>	Percentage of action plans implemented and monitored as scheduled			50%	50.00%		5.0	5.0	5.0	5.0		
	<b>PI 12:</b>	Monthly accomplishment report submitted on time.			90.00%	90.00%		5.0	5.0	5.0	5.0		
	<b>PI 13:</b>	Number of classrooms and Lab rooms constructed and renovated			1	1.00%		5.0	5.0	5.0	5.0		
	<b>PI 14:</b>	Percentage budget utilization (GAA)			100%	95.00%		5.0	5.0	5.0	5.0		
	<b>PI 15:</b>	Percentage budget utilization (STF)			80%	75.00%		5.0	5.0	5.0	5.0		
	<b>PI 17:</b>	Additional Outputs											
Total Over-all Rating								279.000					
Average Rating								4.810					
Adjectival Rating								OUTSTANDING					

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: 9/15/24

Calibrated by:

ELWIN JAY V. YU

Chairman, PMT

Date: 9/24/24

Approved:

PROSE IVY G. YEPES

President

Date: 9/16/24

- \* The College target should be equal to the consolidated target of the departments under the College.
- \*\* To indicate in the remarks column the details of the targetted outputs for easy review and calibration.
- \*\*\* No percentage weight for ranking purposes since the Office of the Dean is automatically attached to the highest ranking department under him.