OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **EDITHA G. CAGASAN**, OIC-HEAD of the **DEPARTMENT OF DEVELOPMENT COMMUNICATION** commit to deliver and agreed to be rated on the attainment of the following ACCOMPLISHMENTS in accordance with the indicated measures for the period **JULY TO DECEMBER 2021.**

Prepared by:

EDITHA G. CAGASAN
OIC-Head
Date: 1/19/2022

Approved:

VICTOR B. ASIO
College Dean
Date: 1/19/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				REMARKS (Details of Targetted Outputs Indicators with)	%
					% Accomplishments	Details of Accomplishments	Quality	Eficiency	Timeliness	Average		Weight
UMFO 1. ADVANCED EDUCATION SERVICES												
OVPAA MFO 2. Graduate Student Management Services												
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:											
	a.	pursuing advanced research degree program (Ph.D) *	DDC Head & Graduate Faculty	2.00	200%	4.00	5	5	4	4.67	3 of the graduate faculty (EGC, RSG, JMNS) are serving as GAC chair or member of research students; while 1 (Prof. Sales) is currently finishing his dissertation.	1%

b.	actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	DDC Head & Graduate Faculty	1.00	400%	4.00	5	5	5	5.00	*EGC, RSG, JNS, & JMNS continued to implement research funded by VSU and other funding agencies; also served as students'*	2%
c.	producing technologies for commercialization or livelihood improvement	DDC Head & Graduate Faculty		100%	6.00	5	5	5	5.00	*DDC faculty continued to be involved in the implementaiton of 6 applied communication research*	1%
d.	whose research resulted in an extension program	DDC Head & Graduate Faculty	2.00	250%	5.00	5	5	5	5.00	*The 5 graduate faculty of DDC have been involved research resulting to an extension program (i.e., YRRP, Strengthening VSU research*	1%
OVPI MFO 2. Graduate Student Management Services											
PI 1: Percentage of graduate students enrolled in research degree programs *		DDC Head & Graduate Faculty	5.00	320%	16.00	5	5	5	5.00	*16 students enrolled in MSDC*	1%
PI 2: Percentage of accredited graduate programs *		DDC Head & Graduate Faculty	1.00	200%	2.00	5	5	5	5.00	*MSDC, MagDev major in DevCom, Level 4*	1%
PI 3: Number of graduate degree specializations offered and monitored *		DDC Head & Graduate Faculty	1.00	200%	2.00	5	5	5	5.00	*MSDC, MAgDev major in DevCom*	1%
PI 4: Total FTE coordinated, implemented & monitored*		DDC Head & Graduate Faculty	13.46	157%	21.11	5	5	5	5.00	*excluding thesis load of graduate faculty*	2%

PI 5: Percentage increase in number of graduate students enrolled *	Head/Faculty/ Students	5.00	360%	18.00	5	5	5	5.00	*including 16 MSDC students & 2 students taking DevCom as cognate*	1%
PI 6: Percentage increase in number of students who graduated within prescribed period *	DDC Head & Faculty								*not included in the target since there was no graduating student during the period*	
PI 7: Number of graduate students awarded with honors/distinction *										
PI 8: Number of graduate students advised *	DDC Head & Faculty	5.00	280%	14.00	5	5	5	5.00	*as GAC chair and/or member; 2 students have their outlines approved; 1 has already finished conducting her thesis and is writing her manuscript.*	1%
PI 9: Number of instructional materials developed *										
On-line ready courseware	DDC Head & Faculty	2.00	300%	6.00	5	5	5	5.00	*DEVC210, 218, 235, 257, 291n, 297*	2%
Flexible instructional materials	DDC Head & Faculty	2.00	500%	10.00	5	5	5	5.00	*learning modules and/or powerpoint presentations uploaded in the VSUEE*	2%
Assessment tools	DDC Head & Faculty	2.00	1000%	20.00	5	5	5	5.00	*include term exams, assigments and exercises for the courses offered online*	2%
PI 10: Number of virtual classrooms created and operationalized	DDC Head & Faculty	1.00	600%	6.00	5	5	5	5.00	*DEVC210, 218, 235, 257, 291n, 297*	2%

								SUB-TOTAL	69.67		
								RATING	4.98		
HIGHER EDUCATION SERVICES (50%)											
PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	NA										
PI 2. Percentage of graduates (2 years prior) that are employed *	DDC Head & Faculty	20.00	500%	100.00	5	5	5		5.00	all of the 29 graduates in 2019 and 2020 are either gainfully employed or pursuing graduate studies with scholarship.	5%
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	DDC Head & Faculty	100.00	213%	213.00	5	5	5		5.00	all DevCom students as of 1st sem 2021-2022	5%
PI 4. Percentage of undergraduate programs with accreditations *	DDC Head & Faculty	1.00	100%	1.00	5	5	5		5.00	BSDC program	5%
PI 5: Total FTE, coordinated, implemented and monitored *	DDC Head & Faculty	72.24	134%	96.80	5	5	5		5.00	for 1st sem 2021 - 2022 (Aug to Dec. 2021)	5%
PI 8: Number of students advised: *											
On thesis/ field practice/special problem	DDC Head & Faculty	5.00	660%	33.00	5	5	4		4.67	include students enrolled in undergraduate thesis; they are still processing their thesis outlines	5%
No. of approved manuscript submitted within prescribed period	DDC Head & Faculty									not included in the target since there was no graduating student during the period	

									Remarks	
On consultation	DDC Head & Faculty	156.00	128%	200.00	5	5	5	5.00	through email and messenger since there were no face-to-face classes	5%
PI 9: Number of student organizations advised/ assisted *										
Student organizations advised									Excluded in the target since due to the COVID-19 pandemic, there were no face-to-face classes, and no student organizations were registered with USSO during the year.	
Student organizations assisted on student related activities										
PI 10: Number of instructional materials developed *										
On-line ready courseware	DDC Head & Faculty	5.00	200%	10.00	5	5	5	5.00	for 1st sem 2021-2022 subjects	5%
Flexible instructional materials	DDC Head & Faculty	5.00	200%	10.00	5	5	5	5.00	for 1st sem 2021-2022 subjects	5%
Assessment tools	DDC Head & Faculty	5.00	600%	30.00	5	5	5	5.00	include term exams, assigments and exercises for the courses offered online	5%
PI 10: Number of virtual classrooms created and operationalized	DDC Head & Faculty	5.00	200%	10.00	5	5	5	5.00	for 1st sem 2021-2022 subjects	5%
						SUB-TOTAL		49.67		
						RATING		4.97		
RESEARCH SERVICES (10%)										

PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	DDC Head & Faculty	3	300%	9.00	5	5	5	5.00	5 VSU-funded; 1 CHED-COD funded; 1 from YRRP; 1 from NIA and 1 from NEDA funded research	2%
PI 2. Number of research outputs completed within the year *	DDC Head & Faculty	1.00	100%	1.00	5	5	5	5.00	YRRP project	2%
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *										
In refereed int'l journals	DDC Head & Faculty	1.00	200%	2.00	5	5	4	4.67	2 papers accepted for publication in the ATR, but there are already scheduled for inclusion in the 2022 issues	2%
In refereed nat'l/regional journals	DDC Head & Faculty		100%	1.00	5	5	4	4.67	one publication accepted for publication in SHJ (by JMNS)	2%
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *										
In int'l fora/conferences	NONE								Due to COVID	
In nat'l/regional fora/conferences	NONE								Due to COVID	
PI 5. Percent of research proposals approved *	DDC Head & Faculty	1.00	400%	4.00	5	5	5	5.00	by RSG, EGC, JNASand JADC	2%
PI 6. Additional outputs*										
					SUB-TOTAL			24.33		
					RATING			4.87		
EXTENSION SERVICES (10%)										

PI	Accountable				Q	E	T	Ave	Remarks	
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *										
PI 2. Number of trainees weighted by the length of training *	DDC Head & Faculty	20.00	1550%	310.00	5	5	5	5.00	100 for the publications writing and proposal making trainings (virtual); 210 for the webinar series	1%
PI 3. Number of extension programs/activities organized and supported consistent with the SUC's mandated and priority programs *	DDC Head & Faculty	2.00	200%	4.00	5	5	5	5.00	Extension programs included Strengthening RDE capabilities of VSU, IEC-YRRP, SOA funded by EWC in Hawaii, US, and back-to-back online trainings on scientific paper writing and proposal making.	2%
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	DDC Head & Faculty	20.00	500%	100.00	5	5	5	5.00	Rated by the participants of the research paper writing and proposal making trainings; and of the webinar series	1%
PI 5. Number of technical/expert services *										
Mentoring	DDC Senior Faculty	2.00	500%	10.00	5	5	5	5.00	DDC & DYDC	1%

Peer reviewers/Panelists	DDC Senior Faculty	2.00	250%	5.00	5	5	5	5.00	as revieiwers of scientific papers for publication and panelist/reviewers during research reviews(EGC, RSG, JADC, UBA JNS)	1%
Resource Persons	DDC Head & Faculty	2.00	750%	15.00	5	5	5	5.00	during trainings, webinars, coordination meetings, etc.	1%
Convenor/Organizer	DDC Head & Faculty	1.00	1400%	14.00	5	5	5	5.00	for virtual trainings on scientific paper writing and proposal making (2), webinar series (3), google sie creation trainings (4)	1%
Consultancy for free or pro bono										
Evaluator	DDC Head/ Faculty		100%	1.00	5	5	5	5.00	Evaluator of extesion projects (RSG)	1%
	DDC Head	1.00	300%	3.00	5	5	5	5.00	Radio Drama on climate change, and 2 training proposals approved by OVPREI	1%
PI 8. Percent of extension proposals approved *										
PI 11. Additional outputs *										
NUMBER OF LEAFLETS, MODULES, TECHNO-VIDEO/COFFEE TABLE BOOK PRODUCED, VIRTUAL CLASSROOMS FOR ONLINE TRAININGS PREPARED AND USED	DDC Head & 2 Faculty		100%	14.00	5	5	5	5.00	9 leaflets and 1 coffee table book for the YRRP project; 2 training modules, 2 VCs for the online	
						SUB-TOTAL		50.00		

					RATING			5.00		
SUPPORT TO OPERATIONS (5%)										
OVPI MFO 1. Faculty Development Services										
PI 1: Number of faculty pursuing advanced research degree programs facilitated, monitored and assisted *	DDC Faculty & affiliates	2.00	200%	4.00	5	5	5	5.00	*2 PhD (JNAS and UBA) and 2 MS (IMJA, MBU); UBA finished his PhD during the year*	1%
OVPI MFO 2. Faculty Recruitment/Hiring Services										
PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	DDC Head & Faculty	1.00	100%	1.00	5	5	5	5.00	*new DDC instructor (MBU)*	1%
OVPI MFO 3. Faculty Evaluation Services										
PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *										
PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *										
PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	DDC Head & Faculty	1.00	600%	6.00	5	5	5	5.00	*All were rated VS to O in 50% of the subjects*	1%
PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted *										
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*	DDC Head & Faculty	1.00	100%	1.00	5	5	5	5.00	*3rd IQA in October 2021; no NC noted by the*	2%
					SUB-TOTAL			20.00		
					RATING			5.00		
General Admin. & Support Services (5%)										
PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	DDC Head & Faculty	1.00	200%	2.00	5	5	5	5.00	*PPMPs*	1%
PI 2. Zero percent complaint from clients served	DDC Head & Faculty	0.00	100%	0.00	5	5	5	5.00	*Zero-percent complaint*	1%

PI 3. Number of coaching sessions among faculty & staff**	DDC Head & Faculty	1.00	200%	2.00	5	5	5	5.00	For 2 faculty who got a VS and S rating	1%
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	DDC Head & Faculty	2.00	200%	4.00	5	5	4	4.67	during meetings	1%
PI 5. Number of monthly/special faculty & staff meetings conducted**	DDC Head & Faculty	3.00	133%	4.00	5	5	5	5.00	for DDC	1%
PI 3: Additional Outputs										
Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *										
International Linkage with a University in Hawaii in the implementation of a school-on-the-air project, and with ACIAR in the conduct of research project, DYDC 24/7 as internet radio, DYDC now under DDC, Helping research centers and departments to implement extension projects using DYDC as the communication medium, Completed the IEC-YRRP project; Enhanced involvement with ADCEP through the leadership of one faculty (UBA) elected as ADCEP President; Partnership with OVPREI in implementing capability buidling activities for research & publication.	DDC Head/ DYDC Station Manager & DDC Faculty	1.00	800%	8.00	5	5	5	5.00	Amid the pandemic, DDC has taken all these initiatives	
						SUB-TOTAL		29.67		
						RATING		4.94		
Over-all TOTAL								243.33		100%
Average Rating								4.97		
Adjectival Rating								Outstanding		
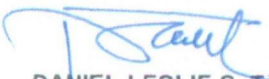
Recieved by:

DILBERTO O. FERRAREN
Planning Office
Date: 3 Feb 2022

Calibrated by:

DANIEL LESLIE S. TAN
Chairman, PMT
Date: 1/5/21

Recommending approval

BEATRIZ S. BELONIAS
VP for Academic Affairs
Date: 1/24/22

Approved by:

DR. EDGARDO E. TULIN
University President
Date: 1/31/22