

INSTRUCTION: To facilitate formula-assisted consolidation, don't delete nor add rows & columns. Dean's Office will hide blank rows after consolidation. Don't delete cell formulas. Use provided blank rows for additional Performance Indicators. Leave target blank if PI is not applicable. Cells in yellow color (if present) need to be filled-up or checked for data accuracy.

Visayas State University
College of Education
DEPARTMENT OF TEACHER EDUCATION
Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, LIJUERA J. CUADRA, Head of the Department of Teacher Education, commits to deliver and agree to be rated on the attainment of the following achievements in accordance with the indicated measures for the period July to December 2017.

LIJUERA J. CUADRA
Head, DTE

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

Personnel

	Number	FTE/sem	FTE/Summer	FTE Total
Department Head	1	4.0	0.0	8.2
Faculty w/ Univ. Designated Position	2	2.5	0.0	16.1
Regular Faculty (Vac. & Sick Leaves)	3	8.0	0.0	24.3
Regular Faculty (Teacher's Leave)	8	18.0	0.0	119.1
Part time Faculty Members	5	Actual	Actual	114.3
Admin Staff Members	3	0.0	0.0	0.0

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible*	Target	Actual Accomplishment		Rating				Remark
					% Accomplishment as of December 2017	Details of Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 1:	Advanced Education Services										
	MFO 1. Graduate Degree Program Management Services										
		PI1: Number of graduate degree specializations offered and monitored	Head, Faculty	4	100.00	4.00	5	4	4	4.33	
		PI2: Total FTE monitored	Head, Faculty								
		-with PhD		8	1.53	12.25	5	5	4	4.7	
		-with MS		0							
		P13: Percentage increase in number of graduate students	Head, Faculty	10%	0.00%	0.00%					graduating June 2018

	PI4: Percentage increase in the number of students who graduated within prescribed period	Head, Faculty	20%	0.00%	0.00%							data available by June2018
	MFO 2: Graduate Student Management Service											
	PI1: Number of graduate students awarded with scholarship/assistantship	Head, Faculty	1									data available by June2018
	PI2: Percentage of graduate students awarded with scholarship/assistantship who graduated within prescribed period	Head, Faculty	10%									data available by June2018
	PI3: Number of graduate students awarded with honors/distinction	Head, Faculty	1									data available by June2018
										4.0		
UMFO 2	Higher Education Services											
	MFO 1: Curriculum Program Management Services											
	PI1: Total FTE monitored	Head, Faculty										
	- with PhD		43	96.00%	41.65	5	5	4	4.67			
	- with MS		108	82.00%	89.45	5	5	4	4.67			
	-part timers				114.30	5	5	4	4.67			
	PI2: Percentage increase of undergraduate students enrolled	Head, Faculty										
	-BEED		10%	100.00%	10.00%	4	4	4	4			
	-BSED		10%	150.00%	15.00%	4	4	5	4.33			
	PI3: Percentage increase in the number of undergraduate students who graduated within prescribed period	Head, Faculty	75%		NA							Graduating June 2018
	PI4: Percentage passing of students in the licensure board examination	Head, Faculty										
	BSED		35%	156.00%	54.67%	5	4	5	4.67			March 2017 results
			30.00%	247.00%	74.24%	5	4	5	4.67			September 2017 results
	BEED		25.00%	77.00%	19.28%	5	4	5	4.67			March 2017 results

				30.00%	133.00%	40.15%	5	4	5	4.67	September 2017 results
		PI15: Number of degree programs compliant to CMO supervised and implemented		2	100	2	5	4	5	4.67	
		PI16. Number of academe/industry linkage established	Head, Faculty								
		* Local		1	100	1	4	5	4	4.33	Baybay City Div Office-DepEd
		* National		1	0	NA					negotiation is underway but not sealed yet
		PI17a: Number of student advised	Head, Faculty								
		* On field practice		40	800	350	4	5	5	4.67	
		* Enrolment		500	109%	546	4	5	5	4.67	
		PI17b: Number of student advised/Assisted	Head, Faculty								
		Student organizations advised		3	566.67	17	4	5	5	4.67	
		Student related activities assisted		7	500	35	4	5	5	4.67	
		PI18: Number of instructional materials developed	Head, Faculty								
		New syllabi		2	200	4	5	4	4	4.33	
		Revised syllabi		4	200	8	5	4	4	4.33	
		Revised lecture manual/handouts		5	100	5	5	4	4	4.33	
		New lab. manual		1	100	1	5	4	4	4.33	
		Revised Lab. Manual		1	100	1	5	4	4	4.33	
		New Powerpoint lecture presentation (per course)		10	150	15	5	4	4	4.33	
		PI19: Additional Outputs	Head, Faculty								
										4.57	
UMFO 3	Research Services										
		PI1: Number of published papers									
		In refereed int'l journals	Head, Faculty	0							
		In refereed nat'l journals	Head, Faculty	0							
		In institutional journals	Head, Faculty	0							
		PI 2. Number of research outputs presented in	Head, Faculty								
		-local	Head, Faculty	0							

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		No. of extension-related awards (extrn. conducted by faculty or student & faculty)	NA								
										4.08	
UMFO 5	Support to Operations										
	MFO 1: Faculty Development Services										
		PI1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	Head, Faculty	4	100	4	5	4	5	4.67	
		PI 2. Number of in-house seminars/trainings/workshops/reviews conducted	Head, Faculty	1	100	2	4	4	5	4.33	
		PI 3. Additional outputs									
		Number of faculty/staff awards/honors received related to operations support	Head, Faculty	1							
	MFO 2: Faculty Recruitment/Hiring Services										
		PI1: Number of faculty recruited/hired aligned with ISO standards	Head, Faculty	6	150	9	5	4	5	4.67	
	MFO 3: Faculty Evaluation Services										
		PII: Percentage of faculty rated by students with at least VS rating in 50% of the subjects evaluated	Head, Faculty	50%	180	90%	5	4	5	4.67	
	MFO 4: Admission and Registration Services										
		PII: Number of graduating high school students who took the exam resulting from information drive	NA	5	200	10	4	5	4	4.33	
	MFO 5: Program and Institutional Accreditation Services										
		PI1: Number of degree program which passed	Head, faculty	2	100	2	5	4	5	4.67	
		PI2: Degree program compliant with CHED	Head, faculty and staff	2	100	2	5	4	5	4.67	
		PI3: Readiness to SUC levelling by CHED and DBM	Head, faculty	50	100	50%	4	5	4	4.33	
										4.54	
UMFO 6	General Administration and Support Services										
		PI 1. Number of departments and/or service units supervised and monitored	NA								

		PI 2. No. of management meetings conducted	Head	5	120%	6	4	5	5	4.33	
		PI 3. Number of documents attended and served	Head	250	160%	400	4	5	5	4.67	
		PI 4. Number of academic lecture/laboratory rooms maintained	Head, staff	10	100	10	4	5	5	4.33	
		PI 5. Number of heavy equipment maintained	NA								
		PI 6. Area of lawn maintained (sq.m, approx.)	Head, staff	800							building is under renovation
		PI 7. Number of office and laboratory equipment purchased	Head, staff	3	166.67	5	5	4	5	4.67	
		PI 8. Zero percent complaint from clients served	Head, staff	0		0	5	4	4	4.67	
		PI 9. Additional Outputs									
										4.53	
Total Over-all Rating										25.94	
Average Rating										4.32	
Adjectival Rating										VS	

Received by:

Planning Officer

Date: _____

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending Approval:

BEATRIZ S. BELONIAS

Vice Pres. for Instruction

Date: _____

Approved:

EDGARDO E. TULIN

President

Date: _____