

GA 0736  
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Visayas State University  
Visca, Baybay City, Leyte

## INSTRUCTION

### OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, CELSO GUMAOD, Head of the Department of Mechanical Engineering, 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 to June, 2017.



CELSO GUMAOD

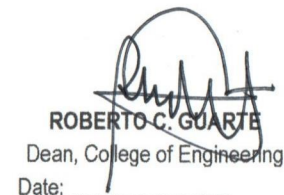
Head, DME

Date: \_\_\_\_\_



REMBERTO C. PATINDOL

Chairman, PMT



ROBERTO C. GUARTE

Dean, College of Engineering

Date: \_\_\_\_\_

Approved:



EDGARDO E. TULIN

President

Information on Full-Time Teaching Equivalent (FTE):

Number  
4

Personnel  
Instructor I

2nd sem 2016-17  
111.15

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishment	Details of Accomplishment	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
UMFO 1. Advanced Education Services											
UMFO 2. Higher Education Services											
OVPI MFO1 Curriculum Program Management Services											
	PI 1: Total undergraduate FTE monitored		CG, JPB, FDS, JNJ, RGP, ASC	70.00	111.15	CG=6.3, JPB=34.3, JNJ=30.55, RGP=21.9, FDS=24.4	5	5	5	5.00	

PI 2: Number of undergraduate curricular program compliant to CMO, approved and offered	CG	1	1	BSME (CMO 09, series of 2008)	5	5	5	5.00	
PI 3: Average passing percentage in licensure examinations in mandated programs	CG	50%	100%	4 out of 4 passed ME Board Exam	5	5	5	5.00	
PI 4: Number of undergraduate graduates in mandated programs graduated within the prescribed period									
PI 5: Percentage increase in the number of undergraduate students who graduated within the prescribed period									
PI 6: Percentage increase in number of undergraduate students enrolled									
PI 7: Number of academe/industry linkage established	CG, JPB, FDS, JNJ, RGP	1	1	Philippine Society of Mechanical Engineers (PSME)	4	5	5	4.67	
PI 8: Number of students advised	CG, JPB, FDS, JNJ, RGP	155	183	1st yr.=8, 2nd yr.=78, 3rd yr.=42, 4th yr.=36, 5th yr.=19	4	5	5	4.67	
PI 9: Number of student organizations advised/assisted									
<i>student organization advised</i>	CG, JPB, FDS, JNJ, RGP	1	1	JPSME	5	5	5	5.00	
<i>student organization assisted on student related activities</i>	CG, JPB, FDS, JNJ, RGP	1	1	JPSME	5	5	5	5.00	
PI 10: Number of instructional materials developed	JPB, FDS, JNJ, RGP	12	14	OBE-Based Syllabus	5	5	5	5.00	
PI 11: Additional output									
<b>OVPI MFO2 Student Management Services</b>									
PI 6: Additional Outputs									
<i>Number of Students advised on thesis/field practice/special problem</i>	JPB, FDS, JNJ, RGP	23	23	ME Project (Meng 200) students	5	5	5	5.00	
<b>UMFO 3. Research Services</b>									
<b>UMFO 4. Extension Services</b>									
<b>UMFO 5. Support to Organization</b>									
<b>OVPI MFO 1. Faculty Development Services</b>									
PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted									
<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>									
PI 1: Number of faculty recruited/hired aligned with ISO standards									



<b>OVPI MFO 3. Faculty Evaluation Services</b>									
PI 1: Number of seminars/ trainings/ conventions/ workshops coordinated for entire university									
PI 2: Number of seminars/ trainings/ conventions/ workshops coordinated outside the university									
PI 3: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	CG, ASC	50%	80%	Faculty rated with O/VS	5	4	5	4.67	
PI 4: Number of in-house seminars/ trainings/ workshops/ reviews conducted/attended	CG, JPB, FDS, JNJ, RGP, ASC, AMG	1	7	HVAC Seminar, Enhancement SW on IQA, Full Awareness Training Course ISO 9001:2017, New Computerized Enrollment System Training, Workplace Champions Training, 5S Internal Audit Re-orientation	5	5	5	5.00	
PI 5: Additional output									
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
PI 1: Number of degree programs which passed accreditation/evaluation at least Level 1									
PI 2: QMS on faculty recruitment, development & performance evaluation									
PI 3: Percentage of degree program compliant with CHED	CG	100%	100%	BSME	5	5	5	5.00	
PI 4: Additional output									
<b>UMFO 6. General Administration and Support Services</b>									
PI 1: Number of complaints from clients	CG, JPB, FDS, JNJ, RGP, ASC, AMG	Zero percent complaint	Zero percent complaint		5.0	5.0	5.0	5.00	
PI 2: Number of departments and/or service units supervised and monitored	CG	1	1	DME	5	5	5	5.00	
PI 3: Number of management meetings conducted	CG	2	1	Jan. 6, 2017	4	5	4	4.33	
PI 4: Number of documents attended and served	CG, ASC	200	416	per DME Office logbook	5	5	5	5.00	
PI 5: Number of lecture/laboratory rooms maintained	CG, JPB, FDS, JNJ, RGP, ASC, AMG	3	3	DME-LR 1,2, 3	4	4	5	4.33	
PI 6: Number of office/laboratory equipment purchased	CG, FDS, ASC, AMG	3	3	Airconditioning trainer, refrigeration trainer, angle grinder	5	5	4	4.67	

PI 7: Additional outputs/best practices										
Total Over-all Rating									87.33	
Average rating									4.85	
Adjectival Rating										

\*CG-C.Gumaod, JPB-J.P.Binueza, FDS-F.D.Siervo, JNJ-J.N.Jo, RGP-R.G.Paña, ASC-A.S.Cruz, AMG-A.M.Guarte (J.O.)

Received by:

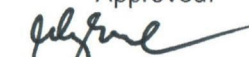
Calibrated by:

Reco: Approval:

Approved:

  
REMBERTO A. PATINDOL  
Chairman, PMT

  
BEATRIZ S. BELONIAS  
Vice Pres. for Instruction

  
EDGARDO E. TULIN, Ph.D.  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_