VISAYAS STATE UNIVERSITY

Department of Biotechnology
COLLEGE OF ARTS AND SCIENCES
VISAYAS STATE UNIVERSITY

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **Lourd Franz M. Gabunada**, Head of the Department of Biotechnology , commits to deliver and agree to be rated on the attainment of the following **targets** in accordance with the indicated measures for the period <u>January - June 2024</u>

LOURD FRANZ M. GABUNADA
Head, Biotechnology
Date: July 10, 2024

GLENN G. PAJARES
Dean, CAS
Date: 7/11/24

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

Personnel	Number	Min. FTE (2)	Total FTE (1x2)	Research	Publication	Extension
Department Head	1		12.0	100%	1	0
Faculty w/ Univ. Designated Position	1		2.5		0	0
Regular Faculty (VSL)*	3		54.0	0%	0	0
Regular Faculty (TLS)*	-		0.0	0%	2	1
Part time Faculty	-		0.0	0%	0	0
Administrative Staff			0.0			
TOTAL:			68.5	100%	3	1.0

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

<u>Note:</u>
* On vacation-sick-leave status. Ratio of Instruction and RDE commitmtents should 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 Traget	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 2. Advanced Education												
	PI 1:		Number of graduate students awarded with scholarships/assistanships	Dept. Head & Faculty	n/a								2%
	PI 2:		Percentage of accredited graduate programs *	& Faculty	n/a								2%
	PI 3:		Total FTE monitored	Dept. Head & Faculty	n/a								2%

	PI 4:	Percentage increase in graduate students enrolled	Dept. Head & Faculty	n/a									2%
	PI 5:	Percentage increase in number of students who graduated within prescribed period *	Dept. Head & Faculty	n/a									2%
	PI 6:	Number of graduate students awarded with honors/distinction *	Dept. Head & Faculty	n/a									2%
	PI 7:	Number of faculty-scholars who graduated	Dept. Head & Faculty	1								to be accomplished July-Dec 2024	2%
	PI 8:	Number of new International students enrolled	Dept. Head & Faculty	n/a									2%
	PI 9:	Percentage increase enrollment of extramural students (graduate distance education)	Dept. Head & Faculty	n/a									2%
	PI 10:	Number of new attractive extramural programs proposed	Dept. Head & Faculty	n/a									
	PI 11:	Additional Outputs		n/a									
MFO 2	HIGHER EDUCATION SERVICES (50%)												
	PI 1:	Percentage passing in licensure examinations (1st time takers)	Dept. Head & Faculty	n/a									7.5%
	PI 2:	Percentage passing in licensure examination (overall including repeaters)	Dept. Head & Faculty	n/a									2.5%
	PI 3:	Percentage of undergraduate students who graduated within the prescribed period	Dept. Head & Faculty	50%	90%	18/20	5.0	5.0	5.0	5.0	BS Biotechnology students to graduate on August 2024	2.5%
	PI 4:	Percentage of students enrolled on schedule	Dept. Head & Faculty	50%	70%		5.0	5.0	5.0	5.0	2nd Sem 2023-2024	
	PI 5:	Percentage increase in enrolment	Dept. Head & Faculty	10%	5%		5.0	5.0	5.0	5.0	2nd Sem 2023-2024 to be accomplished July-Dec 2024	
	PI 6:	Number of programs accrediated	Dept. Head & Faculty	1	100%	1	5.0	5.0	5.0	5.0	BS in Biotechnology	2.5%
	PI 7:	Number of degree programs implemented			n/a								
	PI 8:	Number of programs with COPC			1	100%	1	5.0	5.0	5.0	5.0	BS in Biotechnology	

22%

	PI 9:	Number of programs applying for COPC			n/a								
	PI 10:	Total FTE monitored *	Dept. Head & Faculty	60	100%	54.7	5.0	5.0	5.0	5.0	LFMGabunada. MTPLoreto, MBGalambao. DCQRamos to be accomplished July-December 2024	20%
	PI 11:	Number of new revised curricular proposals submitted			n/a								
	PI 12:	Number of new revised proposal approved by UCC			n/a								
	PI 13:	Percentage of course offered with approved course syllabi		100%	80%		5.0	5.0	5.0	5.0	to be accomplished July-Dec 2024	
	PI 14:	Percentage of course with approved IMs		50%	40%		5.0	5.0	5.0	5.0	to be accomplished July-Dec 2024	
	PI 15:	Number of Instructional materials approved		1							to be accomplished July-Dec 2024	
	PI 16:	Percentage of course offered with final grades submitted within the allowable period		100%	80%		4.0	4.0	4.0	4.0	to be accomplished July-Dec 2024	
	PI 17:	Percentage of faculty rated at least VS in the Teaching Performance Evaluation by Students (TPES)	Dept. Head & Faculty	80%	100%	4/4	5.0	5.0	5.0	5.0	All faculty are rated Outstanding	
*	PI 18:	Percentage of faculty rated at least VS by Supervisor	Dept. Head & Faculty	90%	100%	4/4	5.0	5.0	5.0	5.0	All faculty are rated Outstanding	
	PI 19:	Additional Outputs	Dept. Head & Faculty		n/a								
MFO 3	RESEARCH SERVICES (10%)											
	PI 1:	Number of research outputs utilized by the industry or by other beneficiaries *	Dept. Head & Faculty										2%
	PI 2:	Number of research outputs completed	Dept. Head & Faculty	2	50%	1	4.0	4.0	4.0	4.0	to be accomplished July-Dec 2024	2%
	PI 3:	Number of research outputs presented in:											
		a International			n/a								1.50%
		b National			n/a								0.50%
		c Regional or Institutional Conferences			n/a								
	PI 4:	Number of research proposals submitted			1							to be accomplished July-Dec 2024	
	PI 5:	Number of research proposals approved			1							to be accomplished July-Dec 2024	
	PI 6:	Number of approved research projects/studies implemented			1	100%	2	5.0	5.0	5.0	5.0	VSU-IP-2023-11 VSU-IP-2023-12	

PI 7:	Amount of research money obtained from external sources	Dept. Head & Faculty	n/a									
PI 8:	Amount of research money obtained from internal sources		P 1,000,000.00	100%	1,040,360	5.0	5.0	5.0	5.0	VSU-IP-2023-11 VSU-IP-2023-12	1.50%	
PI 9:	Number of patent applications		n/a								0.50%	
PI 10:	Number of patents approved		n/a									
PI 11:	Number of creative works published		n/a								0.5%	
PI 12:	Number of research articles derived from approved research in the university, submitted		n/a									11%
PI 13:	Number of research articles derived from approved research in the university, published	Faculty	n/a								1.50%	
PI 14:	Number of Scopus, WoS, and ACI publications and other reputable journals		n/a									
PI 15:	Additional outputs*		n/a									

MFO 4 — EXTENSION SERVICES (10%)

PI 1:	Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities * (MOUs/MOAs)		1							to be accomlished July-Dec 2024	2.0%	
PI 2:	Number of trainees weighted by the length of training *		n/a								2%	
PI 3:	Number of extension programs and projects		n/a								2%	
PI 4:	Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance*		n/a								1%	
PI 5:	Number of expert services rendered:	Dept. Head & Faculty	5		1	4.0	4.0	4.0	4.0	to be accomlished July-Dec 2024	1%	3%
	a. Peer reviewers of journal/book											
	b. Review of research and extension proposal											
	c. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)											
	d. accreditor											
	e. consultancy											
PI 6:	Number of extension proposals submitted		1							to be accomplished July-Dec 2024		
PI 7:	Number of Extension proposals approved		1							to be accomplished July-Dec 2024		

*	PI 8:	Number of Extension projects implemented			1								to be accomplished July-Dec 2024	
	PI 9:	Number of extension outputs presented in												0.5%
		a. International			n/a									
		b. National			n/a									
		c. Regional or Institutional conferences			n/a									
	PI 10:	Number of extension activities conducted			1								to be accomplished July-Dec 2024	
	PI 11:	Number of trainings, seminars and fora conducted			1								to be accomplished July-Dec 2024	
	PI 12:	Number of IEC materials developed			2								to be accomplished July-Dec 2024	
	PI 13:	Number of IEC materials distributed			2								to be accomplished July-Dec 2024	
	PI 14:	Number of extension articles derived from approved extension in the university, submitted			n/a									
	PI 15:	Number of extension articles derived from approved extension in the university, published			n/a									
	PI 16:	Amount of extension money generated from external sources			n/a									0.5%
	PI 17:	Amount of extension money generated from internal sources			n/a									
	PI 18:	Additional outputs *	& Faculty		n/a									
														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											0.625%
	PI 2:	Number of faculty-scholars who completed their advance degrees			n/a									
	PI 3:	Number of faculty granted with external scholarship												
	PI 4:	Number of faculty granted with internal scholarship/fellowship			n/a									
	PI 5:	Number of faculty granted with sabbatical leave			n/a									
	PI 6:	Number of faculty granted with post-doctoral leave			1	100%	1	5.0	5.0	5.0	5.0	Effective until December 2024	

3%

	PI	Description	Responsible	Target	%	Accomp.	Q1	Q2	Q3	Q4	Remarks	Weight
	PI 7:	Number of faculty sent to trainings, seminars and conferences		3	100%	3	5.0	5.0	5.0	5.0	MTPLoreto, MBGalambao. DCQRamos	
OVPI MFO 2. Faculty Recruitment/Hiring Services												
	PI 8:	Number of new faculty hired with at least Master's degree	Head and DPC	n/a								0.125%
OVPI MFO 3. Registration Services												
	PI 9:	Percentage of students enrolled and validated within the registration period		90%	80%		5.0	5.0	5.0	5.0	2nd Sem AY: 23-24 to be accomplished July-Dec 2024	0.25%
	PI 10:	Number of students advised during the registration period		100	100%	130	5.0	5.0	5.0	5.0	2nd Sem AY: 23-24	0.25%
OVPI MFO 4. Curricular Program Management Services												
	PI 11:	Number of curricular reviews conducted		1							to be accomplished July-Dec 20224	
	PI 12:	Number of IMs reviewed by the CCC		2							to be accomplished July-Dec 20224	
	PI 13:	Number of course syllabi and TOs reviewed and approved		5	100%	21	5.0	5.0	5.0	5.0	Btec 21, Btec134, Btec 143, Btec 198, Btec 199, InBt 113,InBt 122	
	PI 14:	Number of OJT MOAs prepared		1	100%	4	5.0	5.0	5.0	5.0	CLSU, DA Fisheries, PhilRice, Herbanext	
	PI 15:	Number student interns deployed and monitored	Dept. Head & Faculty	20	80%	16	4.0	4.0	4.0	4.0	Balili, Cabahug, Calumpag, Canete, Ceniza, Cernias, Dayola, Dagoro, Galo, Gumonit, Herbolingo, Kangleon, Lopez, Obeda, Paracho, Quial	1.25%
	PI 16:	Number of thesis students advised		33	61%	20	5.0	5.0	5.0	5.0	to be accomplished July-Dec 20224	
	PI 17:	Number of exchange students supervised		n/a								
	PI 18:	Number of students from other schools having summer program supervised		10							to be accomplished July-Dec 20224	
	PI 19:	Number of external institutions/agencies conducting benchmarking activities served		n/a								
	PI 20:	Number of students from other academic departments conducting research activities served		4	100%	6	5.0	5.0	5.0	5.0	BS Biology Students, VSU IHS Senior High Students	

	PI 21:	Additional Outputs			n/a							
MFO 6	GENERAL ADMINISTRATIVE AND SUPPORT SERVICES											
	PI 1.	Number of departments/institutes/offices supervised	Dept. Head	1	100%	1	5.0	5.0	5.0	5.0	Department of Biotechnology	1%
	PI 2.	Number of management meetings conducted	Dept. Head & all faculty & staff	12	100%	6	5.0	5.0	5.0	5.0	to be accomplished July-Dec 2024	2%
	PI 3.	Number of committee meetings conducted	Dean and Dept. Heads	5							to be accomplished July-Dec 2024	
	PI 4.	Number of routinary documents acted	Dean and Dept. Heads	100	100%	100	5.0	5.0	5.0	5.0	Communication letters, vouchers, payrolls, etc.	
	PI 5.	Number of requests acted	Dean and Dept. Heads	100	70%	70	5.0	5.0	5.0	5.0	to be accomplished July-Dec 2024	
	PI 6.	Number of memoranda prepared		n/a								
	PI 7:	Percentage of IFWs submitted to OVPAA on or before September 30		100%	100%		5.0	5.0	5.0	5.0	2nd Sem AY 23-24	
	PI 8:	Percentage of Report of Actual teaching loads submitted to OVPAA 30 days after the start of classes		100%	100%		5.0	5.0	5.0	5.0	2nd Sem AY 23-24	
	PI 9:	Percentage of faculty and staff who submitted a DTR every month		100%	100%		5.0	5.0	5.0	5.0		
	PI 10:	Percentage of complaints, if any, addressed on time		80%	100%		5.0	5.0	5.0	5.0	No complaints	
	PI 11:	Percentage of action plans implemented and monitored as scheduled		80%	50%		4.0	4.0	4.0	4.0	to be accomplished July-Dec 2024	
	PI 12:	Monthly accomplishment report submitted on time.		100%	100%		5.0	5.0	5.0	5.0		
	PI 13:	Number of classrooms and Lab rooms constructed and renovated		2							No renovations, repair and mentainance requests only	
	PI 14:	Percentage budget utilization (GAA)		100%	100%		5.0	5.0	5.0	5.0		
	PI 15:	Percentage budget utilization (STF)		80%	80%		5.0	5.0	5.0	5.0		
	PI 17:	Additional Outputs		n/a								
Total Over-all Rating							175.000					
Average Rating							4.861					
Adjectival Rating							Outstanding					

Received by:

TONI MARC L. DARGANTES
Planning Office
Date: JUL 1 5 2024

Calibrated by:

ELWIN JAY V. YU
Chairman, PMT
Date: _7-22-24_

Approved:

PROSE IVY G. YEPES
President
Date: _9/6/24_

**   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.