VISAYAS STATE UNIVERSITY

DEPARTMENT OF MECHANICAL ENGINEERING
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OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, Engr. Jundy R. Castil, 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 - December 2021.

JUNDY R. CASTIL
Department Head
Date: June 30, 2021

ROBERTO C. GUARTE
College Dean
Date: June 30, 2021

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

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)	Research	Publication	Extension
Department Head	1	4.0	8.0	0	0	0
Faculty w/ Univ. Designated Position	0	2.5	0.0	0	0	0
Regular Faculty (VSL)*	0	12.0	0.0	0	0	0
Regular Faculty (TLS)*	5	18.0	180.0	0	0	0
Part time Faculty	1	10.0	40.0	0	0	0
Admin Staff Members	1	0.0	0.0			
TOT			228.0	0	0	0

RDE Commitments***

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

Note:

* 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 Target	% Accomplishment as of June 30, 2021	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	Remark (Details of the targetted outputs indicators with *)	% weight
MFO 1		**ADVANCED EDUCATION SERVICES (20%)**										
		OVPAA MFO 1. Graduate Degree Program Management Services										
	1	<u>PI 1.</u> Percentage of graduate school faculty engaged in research work applied in any of the following:										4%
		a. pursuing advanced research degree program (Ph.D) *										

MFO No.		Success/Performance Indicator (PI)		Units/ Persons Responsible	Department Target	Actual		Rating				Remark (Details of the targetted outputs indicators with *)	% weight
						% Accomplishment as of June 30, 2021	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
		b.	actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)										
		c.	producing technologies for commercialization or livelihood improvement										
		d.	whose research resulted in an extension program										
	OVPAA MFO 2. Graduate Student Management Services												
	PI 1: Percentage of graduate students enrolled in research degree programs *												2%
	PI 2: Percentage of accredited graduate programs *												2%
	PI 3: Number of graduate degree specializations offered and monitored *												2%
	PI 4: Total FTE coordinated, implemented & monitored*												2%
	PI 5: Percentage increase in number of graduate students enrolled *												2%
	PI 6: Percentage increase in number of students who graduated within prescribed period *												2%
	PI 7: Number of graduate students awarded with honors/distinction *												2%
	PI 8: Number of graduate students advised *												2%
	PI 9: Number of instructional materials developed *												
	On-line ready courseware												
	Flexible instructional materials												
	Assessment tools												
	PI 10: Number of virtual classrooms created and												
MFO 2	**HIGHER EDUCATION SERVICES (50%)**												
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *			All Faculty & Staff	61%							Licensure Examination for Mechanical Engineers scheduled on February 2021 was cancelled due to the COVID 19 pandemic.	7.5%
	PI 2. Percentage of graduates (2 years prior) that are employed *			JRC, ASC, ACM (Alumni Communicator)	85%	118%	100%	5	5	5	5.00	results from BSME graduate tracer data (ASC & ACM)	2.5%
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *			All Faculty & Staff	100%	100%	100%	4	4	4	4.00	RQAT Compliance of VSU BSME	2.5%

MFO No.	Success/Performance Indicator (PI)	Units/ Persons Responsible	Department Target	Actual		Rating				Remark (Details of the targetted outputs indicators with *)	% weight
				% Accom-plishment as of June 30, 2021	Details of Accom-plishments	Quality	Efficiency	Timeliness	Average		
	PI 4. Percentage of undergraduate programs with accreditations *	DME Faculty & Staf	100%	100%	100%	5	5	4	4.7	The VSU BSME Program has been successfuly evaluated for AACCUP Level 1 Accreditation last April 19-23, 2021. We are currently waiting on the result of the accreditation. Area I - JRC Area II - ACM Area III - ECO Area IV - MSA Area V - RGP Area VI - PLE Area VII - ACM Area VIII - MSA Area IX - TOS	2.5%
	PI 5: Total FTE, coordinated, implemented and monitored	Dept. Head & Facul	228	160%	182.50	5	5	5	5.00	All Faculty Members were required and monitored by ASC & JRC on the following FTE related activities: 1. Submission of Course Syllabi 2. Submission of TOS for every examinations with questionnaire and answer key 3. Virtual Classroom Evaluation (if applicable) 4. Virtual Classroom Monitoring 5. Learning Guide Evaluation (if applicable) 6. Results from TPES	20%
	PI 8: Number of students advised: *										
	On thesis/ field practice/special problem	ME Project Adviser, Chairman and Members On the Job Training Committee (Chairman and Members)	31	100%	31	4	4	4	4.00	26 - total students enrolled in OJT for SY 2020-2021 5 - total group for the ME Project for SY 2020-2021	1%
	No. of approved manuscript submitted within prescribed period	All faculty & Staff	19	42%	8	4	4	4	4.00	Approved OJT manuscript for 1st Sem of SY 2020-2021	1%
	On consultation	All faculty & Staff	270	96%	258	4	4	4	4.0	BSME Students	0.5%

MFO No.	Success/Performance Indicator (PI)	Units/ Persons Responsible	Department Target	Actual		Rating				Remark (Details of the targetted outputs indicators with *)	% weight
				% Accomplishment as of June 30, 2021	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	PI 9: Number of student organizations advised/ assisted *	Dept. Head & Faculty									
	Student organizations advised	JRC, ACM, ASC	1	100%	1	5	4	4	4.33	JPSME	1.25%
	Student organizations assisted on student related activities	JRC, ACM, ASC	1	100%	1	5	4	4	4.33	Department online consultation and JPSME Week	1.25%
	PI 10: Number of instructional materials developed *										10%
	On-line ready courseware	JRC, ASC & All faculty members	17	100%	17	5	5	5	5.0	Online course using Moodle Platform	
	Flexible instructional materials										
	Assessment tools	All faculty members	17	100%	17	5	4	4	4.33	Assessment per courses	
	PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Facul	17	100%	17	5	4	4	4.33	Online course using Moodle Platform	
	PI 11: Additional Outputs										
MFO 3	**RESEARCH SERVICES (10%)**										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *										2%
	PI 2. Number of research outputs completed within the year *										2%
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *										
	In refereed int'l journals										1.50%
	In refereed nat'l/regional journals										0.50%
	PI 4. Number of research outputs presented in										
	In int'l fora/conferences										1.50%
	In nat'l/regional fora/conferences										0.50%
	PI 5. Percent of research proposals approved *	RGP, JRC	50%								0.5%
	PI 6. Additional outputs*										
	No. of research-related awards (research conducted by faculty or student w/ faculty)										1.50%
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 *	RGP, JRC, PLE, ASC	1								2.0%
	PI 2. Number of trainees weighted by the length of training *	RGP, JRC, PLE, ASC	10								2%
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	RGP, JRC, PLE, ASC	1								2%

MFO No.	Success/Performance Indicator (PI)	Units/ Persons Responsible	Department Target	Actual		Rating				Remark (Details of the targetted outputs indicators with *)	% weight
				% Accomplishment as of June 30, 2021	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	RGP, JRC, PLE, ASC	80%								1%
	PI 5. *Number of technical/expert services**										1%
	Research Mentoring										
	Peer reviewers/Panelists										
	Resource Persons	RGP, JRC, PLE	1								
	Convenor/Organizer										
	Consultancy										
	Evaluator										
	PI 8. Percent of extension proposals approved *	RGP, JRC	50%								0.5%
	PI 11. Additional outputs *										
	No. of extension-related awards (extn. conducted by										1.5%
MFO 5	**Support to Operations**										
	OVPAA MFO 1. Faculty Development Services										
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *										#####
	PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted *	Department Personnel & Scholarship Committee, ASC	3	100%	3	5	5	5	5.00	Faculty on study leave (AVB, JPB, VLI) attended dept. meetings and submitted progress report	#####
	PI 1.2: Number of faculty who finished advanced degree program on time	Department Personnel & Scholarship Committee, ASC	1								#####
	PI : Number of faculty granted with external scholarships	Department Personnel & Scholarship Committee, ASC	2	100%	2	5	5	5	5.00	Recommendation for study study leave Monitoring of performance and assistance of faculty members on study Faculty members with external scholarships: JPB, VLI	#####
	PI 3: Number of faculty granted with internal fellowship grants	Department Personnel & Scholarship Committee, ASC	1	100%	1	5	5	5	5.00	Recommendation for study study leave Monitoring of performance and assistance of faculty members on study Faculty members with internal scholarship: AVB	#####
	PI 4: Number of faculty granted with sabbatical leave										#####

| MFO No. | Success/Performance Indicator (PI) | Units/ Persons Responsible | Department Target | Actual | | Rating | | | | Remark (Details of the targetted outputs indicators with *) | % weight |
				% Accomplishment as of June 30, 2021	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	PI 5: Number of faculty sent for trainings, seminars, conferences	Department Personnel & Scholarship Committee, ASC	8								#####
	OVPAA MFO 2. Faculty Recruitment/Hiring Services										
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Department Personnel & Scholarship Committee, ASC									#####
	OVPAA MFO 3. Faculty Evaluation Services										
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *										0.25%
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *										0.25%
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	All faculty members & Staff	100%	100%	100%	5	5	5	5.0	rated with VS/O	0.75%
	PI6 : Number of in-house seminars/trainings/	JRC	1								0.25%
	PI 7 : Additional outputs *										
	Number of faculty/staff awards/honors received related to operations support										0.25%
	OVPAA 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*	All faculty & staff	100%	100%	100%	5	5	5	5.00	The department is compliant to QMS requirements	2.50%
MFO 6	**General Admin. & Support Services (GASS)**										
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	JRC, ASC	2								1%
	PI 2. Zero percent complaint from clients served	All faculty & staff	100%	100%	100%	5	5	5	5.00	No complaints received	2%
	PI 3. Number of coaching sessions among faculty & staff**	JRC	8	100%	8	5	5	5	5.00	Conducted coaching amoing staff	
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	All faculty & Staff	1								
	PI 5. Number of monthly/special faculty & staff meetings conducted**	JRC, ASC	4	600%	6	5	5	5	5.00	JRC - conduct department monthly/special meeting ASC - preparation of notice and minutes of meeting	
	PI 3: Additional Outputs										

MFO No.	Success/Performance Indicator (PI)		Units/ Persons Responsible	Department Target	Actual		Rating				Remark (Details of the targetted outputs indicators with *)	% weight
					% Accomplishment as of June 30, 2021	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *											2%
Total Over-all Rating							92.99					
Average Rating							4.65					
Adjectival Rating							Outstanding					

JRC- Engr. Jundy R. Castil (Head), PLE- Engr. Philip Caesar L. Ebit, RGP-Engr. Ronard G. Paña, ECO-Engr. Edgardo C. Ochavillo, TOS- Engr. Triponio O. Solarte Jr., CSB-Engr. Cleo S. Bilocura, ACM-Engr. Andrew C. Merafuentes, MSA-Mr. Mark Anthony S. Arcayan; ASC- Ms. Antonette S. Cruz(Admin.Aide IV)

Faculty on study leave: AVB- Engr. Ayrton John V. Bantay, JPB- Engr. Jake Ernest P. Binueza, VLI-Engr. Vic Angelo L. Impas

Received by:

DANIEL LESLIE S. TAN
Planning Office
Date: JUL 2 2 2021

Calibrated by:

REMBERTO A. PATINDOL
Chairman, PMT
Date: 7|15|21

Recommending Approval:

BEATRIZ S. BELONIAS
Vice Pres. for Academic Affairs
Date: 7|15|2021

Approved:

EDGARDO E. TULIN
President
Date: _____

*   To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

**   No percentage weight for ranking purposes since these are activities only expected to be performed at the department level