



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

Date: Feb. 14, 2022

3,3

RECEIVED

DATE: FEB 18 2022

BY: *SB*

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

RDE Commitments***

Personnel	Number	Min. FTE (2)	Research	Publication	Extension
Department Head	1	14.1	3.0	1	1
Faculty w/ Univ. Designated Position	1	6.4	2.0	1	0
Regular Faculty (VSL)*	11	179	21.0	3	4
Regular Faculty (TLS)*	8	167	0.0	0	0
Part time Faculty	3	163	0.0	0	0
Admin Staff Members	5				
TOTAL		529.95	26.0	5	5

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

* On vacation-sick-leave status. Ratio of instruction and RDE commitments should be 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	Actual		Rating				Remark (Details of the targetted outputs indicators with *)
							% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
MFO 1	ADVANCED EDUCATION SERVICES (20%)												
	OVPI MFO 1. Graduate Degree Program Management Services												

% weight

	On-line ready courseware		RMRM	1	100.00%	1/1	5	5	4	4.667		
	Flexible instructional materials											
	Assessment tools											
	Syllabus		BSB	1	200.00%	2/1	5	5	4	4.667	Syllabus in Biol 215 and Biol 217	
	PI 10: Number of virtual classrooms created and operationalized		BSB, RDP, BLAR, RMRM, HVO	4	100.00%	5/5	5	5	5	5	Both 215, Both 217, Biol 205, Biol 227	
MFO 2	HIGHER EDUCATION SERVICES (50%)											
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *		Dept. Head & Faculty	NA								7.5%
	PI 2. Percentage of graduates (2 years prior) that are employed *		Dept. Head & Faculty	80%	118%	95/80	5	5	5	5	Of the 47 graduates, 2 cannot be contacted, but 44 are employed and 1 is currently pursuing graduate studies.	2.5%
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *		Dept. Head & Faculty	BSBio-100; BS Marine Bio-50	BSBio - 144%; BS Mar Bio- 112%	BSBio - 142; BS Marine Bio- 56	5	5	5	5	BS Bio=142/100; BS Marine Bio=56/50	2.5%
	PI 4. Percentage of undergraduate programs with accreditations *		Dept. Head & Faculty	50%	100%	50/50	5	5	5	5	DBS offers BS Bio and BS Marine Bio. BS Bio is for Level IV evaluation but BS Marine Biology is not yet eligible to undergo AACUP accreditation because it is a new program offering and no graduates yet are produced.	2.5%
	PI 5: Total FTE, coordinated, implemented and monitored *		Dept. Head & Faculty	100	526.00%	526.21/100	5	5	5	5		20%
	PI 8: Number of students advised: *		Dept. Head & Faculty									
	On thesis/ field practice/special problem		Dept. Head & Faculty	30.00	1.00	30/30	5.0	5.0	5.0	5.0		1%

	No. of approved manuscript submitted within prescribed period											1%
	On consultation (academic adviser)	Dept. Head & Faculty	100	204.00%	204/100	5.0	5.0	5.0	5.0	204 students advised/100 target	0.5%	
	PI 9: Number of student organizations advised/ assisted *	Dept. Head & Faculty										
	Student organizations advised		1	200.00%	2/1	5.0	5.0	5.0	5.0	Advise OBioS and CAS-SSC =2	1.25%	
	Student organizations assisted on student related activities	EKLS	1	100.00%	1/1	5.0	5.0	5.0	5.0	Assisted CAS-SSC in implementing student related activities during the CAS-Month; Participated during the BioWeek Celebration (part of the committee)-EKS	1.25%	
	PI 10: Number of instructional materials developed *	Dept. Head & Faculty									10%	
	On-line ready courseware	Dept. Head & Faculty	10	380.00%	38/10	5.0	5.0	4.0	4.7	AMM-1, JCE-3, HVO-4, KMR-4, SAC-5, RDP-3, EOB-3, DNM-3, RMM-3, DMG-4, RJPD-3, HRM-1		
	Flexible instructional materials	Dept. Head & Faculty										
	Assessment tools (long quiz, exams, problem sets)	Dept. Head & Faculty	5	180%	9/5					Long exam, quiz, assignment, oral exam, critiquing, report writing, video making, assignment		
	PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty	10	380.00%	38/10	5.0	5.0	5.0	5.0	AMM-2, JCE-4, HVO-4, KMR-4, SAC-5, RDP-1, EOB-2, DNM-3, RMM-2, DMG-4, RJPD-3, HRM-1		
	PI 11: Additional Outputs	Dept. Head & Faculty										
	Number of workshops attended related to instruction	Dept. Head & Faculty										
	Number of syllabus made/revised	Dept. Head & Faculty	5	360.00%	18/5	5.0	5.0	4.0	4.7			
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 *	Dept. Head & Faculty									2%	
	PI 2, Number of research outputs completed/conducted within the year *	Dept. Head & Faculty	10	260.00%	26/10	5.0	5.0	4.0	4.7	Please see attached list	2%	

[illegible]

PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty										0.25%
PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	85	118.00%	100/85	5.0	5.0	5.0	5.0			0.75%
PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted *	Dept. Head & Faculty										0.25%
PI 7 : Additional outputs *	Dept. Head & Faculty										
Number of faculty/staff awards/honors received related to operations support											0.25%
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*	Dept. Head & Faculty	0	100.00%	0	5.0	5.0	5.0	5.0	Zero non-conformity (No NC)		2.50%
MFO General Admin. & Support Services (GASS)											
PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Dept. Head	1	2.00						July-December accomplishment		1%
PI 2. Zero percent complaint from clients served	Dept. Head & all faculty & staff										2%
PI 3. Number of coaching sessions among faculty & staff**	Dept. Head	1	1.00								
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Dept. Head	1	100.00%	1/1	5.0	5.0	5.0	5.0			
PI 5. Number of monthly/special faculty & staff meetings conducted**	Dept. Head	6	167.00%	10/6	5.0	5.0	5.0	5.0	Conducted regular monthly meeting and special meetings		
PI 3: Additional Outputs	Dept. Head & all faculty & staff										
Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *									explain here briefly why consider said department practice can be considered as a best practice		2%

Total Over-all Rating			142.000	
Average Rating			4.897	
Adjectival Rating			Outstanding	

Received by:

DILBERTO O. FERRAREN

Planning Office

Date: FEB 18 2022

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: FEB 16 2022

Recommending Approval:

BEATRIZ S. BELONIAS

Vice Pres. for Academic Affairs

Date: 2/15/22

Approved:

EDGARDO E. TULIN

President

Date: 2/18/22

* 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