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Visayas State University
College of Engineering
Department of Agricultural Engineering
Visca, Baybay City 6521, Leyte, Philippines

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, ARTHUR IT. TAMBONG, Head of the Department of Agricultural Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period of January 1 - June 31, 2018.

ARTHUR IT. TAMBONG, FPSAE

Department Head

Date:

Approved:

ROBERTO C. GUARTE, Ph.D.

Dean

Date:

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

Personnel	Number	FTE/sem	FTE/Summer	FTE Total
Department Head	1	4.00	4.0	8.00
Faculty w/ Univ. Designated Position (RCG, MBLJr)**	2	2.50	2.5	10.00
Regular Faculty (with Vacation & Sick Leave)	4	8.00	8.0	64.00
Regular Faculty (with Teacher's Leave)	1	18.00	0.0	36.00
Regular Faculty (on Study Leave)	2	0.00	0.0	0.00
Part time/Affiliate Faculty	5	37.05		37.05
Total	15	69.55		155.05
Admin Staff Members	2			

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 Accomplishments		Rating				Remark
					% Accomplishment as of June 2018	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
UMFO 1.	ADVANCED EDUCATION SERVICES										
	OVPI MFO 1. Graduate Degree Program Management Services										
	PI 1. Graduate degree program monitored		AIT/VYV	1	100.00	1	5	4	5	4.67	MSAE

	PI 2. Total Graduate FTE monitored	AIT, DLST, RCG, VYV	0.84	595.24	5.00	5	5	5	5.00	Total graduate FTE computed in 2nd sem., SY 2017-2018
	PI 3. Percentage increase in number of graduate students enrolled	AIT/VYV	33%	115.15	38%	5	5	5	5.00	from 8 students last school year to 11 grad. students as of June 2018
	BEST PRACTICES:									
	Number of MS graduate study linkages made on masteral programs	AIT/VYV	2	100.00	2	5	4	5	4.67	UP- Diliman and UP- Los Baños
	OVPI MFO 2. Graduate Student Management Services									
	PI 1. Number of graduate students awarded with scholarships/assistanships	AIT/VYV	2	300.00	6	5	5	5	5.00	6 graduate students awarded with scholarship/ assistantships (CHED, DOST, etc.)
	PI 4. Number of graduate students advised	AIT, DLST, RCG	5	220.00	11	5	4	5	4.67	11 graduate students
	PI 5. Additional Outputs									
	Number of New Powerpoint Presentations Prepared	AIT, DLST, RCG	3	133.33	4	5	5	5	5.00	Courses in MSAE program
	Number of New Powerpoint Presentations Revised	AIT, DLST, RCG	3	100.00	3	5	5	5	5.00	Courses in MSAE program
	BEST PRACTICES/NEW INITIATIVES:									
	Number of MS Degree Programs initiated for OBE-alignment	AIT/TFS/RCG	1	100.00	1	5	5	5	5.00	OBE-alignment of MSAE curriculum
	Total points							44.00		
UMFO 2.	HIGHER EDUCATION SERVICES									
	OVPI MFO 1. Curriculum Program Management Services									
	PI 1. Total Undergraduate FTE monitored	AIT, RCG, MEC, MBLJr, TFS, FLSJr, JJDL, Affiliate fac., VYV	155.05	127.93	198.35	5	5	5	5.00	Total Undegraduate FTE computed in 2nd semester, SY 2017-2018
	PI 2. Number of undergraduate curricular programs compliant to CMO, approved and offered	AIT/TFS/VYV	1	100.00	1	5	5	5	5.00	BSAE and BSABE
	PI 3. Average passing percentage in licensure	AIT/VYV								None yet - LE on August 2018
	PI 4. Number of undergraduate graduates in mandated programs graduated within the prescribed period	AIT/VYV	20	120.00	24	5	5	5	5.00	24 undergraduate graduates in mandated programs graduated within the prescribed period
	PI 5. Percentage increase in the number undergrad students who graduated within the prescribed period	AIT/VYV	5%	180.00	9%	5	4	5	4.67	2017: 22 graduates; 2018: 24 graduates graduated within the prescribed period

PI 6. Percentage increase in the number undergrad students enrolled	AIT/VYV	5%	140.00	7%	5	4	5	4.67	1st sem SY 17-18 : 110 ; 2nd sem SY 17-18 : 118 undergraduate students enrolled
PI 7. Number of academe/industry linkage established	AIT, RCG, MEC, MBLJr, TFS, FLSJr, JJDL, EPD, MGCS, VYV	10	230.00	23	5	5	5	5.00	PSAE, CHED, UP Los Baños, UP Diliman, PAGASA, JRMSU, MSU GenSan, PhilRice, PhilMech, DA RO7, OPA-Negros Occidental, SRA-Negros Occidental, LGU Surigao Del Norte, PCA RO13, DENR RO 07, DENR Ormoc, NIA RO13, PAO Cap. Cebu, AGREA, EDC, SC Global, Visayan Oil Mill, SPMI
PI 8. Number of students advised	AIT, MEC, TFS, FLSJr, JJDL	100	300.00	300	5	4	5	4.67	300 undergraduate students advised
PI 9. Number of Student organizations Advised/Assisted	AIT, MEC	2	100.00	2	5	5	5	5.00	PSAE-VSUSC, CoE-VSUSC
PI 10. Number of instructional materials developed	AIT, MEC, TFS, FLSJr, JJDL	8	187.50	15	5	5	4	4.67	15 instructional materials developed
PI 11. Additional outputs									
Number of subjects handled in AE Board Exam Review	AIT	4	100.00	4	5	5	5	5.00	Rural Electrification, Farm Structures, Waste Mgmt and Renewable Energy (MSU-Gensan & SPAMAST-Digos AE Board Review)
Number of Board Review Materials Updated	AIT	4	100.00	4	5	5	5	5.00	Rural Electrification, Farm Structures, Waste Mgmt and Renewable Energy
Best Practices/New Initiatives:									
Number of BS Degree Programs maintained for OBE-alignment	All faculty	1	100.00	1	5	5	5	5.00	OBE-alignment of BSAE
Number of maintained Center of Excellence (COE) status designated by CHED	All faculty and staff	1	100.00	1	5	5	5	5.00	Center of Excellence in BSAE degree program
Number of AACUP Accreditation prepared	All fac. and staff	1	100.00	1	5	5	5	5.00	BSAE Level III Phase 2
Number of AACUP Accred. maintained	All fac. and staff	1	100.00	1	5	5	5	5.00	BSAE Level III Phase 1
Number of Washington Accord applied	All fac. and staff	1	100.00	1	5	5	5	5.00	Washington Accord Accred. and Certification
Number of ISO 9001:2015 applied	All fac. and staff	1	100.00	1	5	5	5	5.00	ISO 9001:2015 Certification
Number of RQAT accreditation applied	All fac. and staff	1	100.00	1	5	5	5	5.00	RQAT accreditation in BSABE degree program
Number of International student awards	All fac. and staff	1	1,000.00	10	5	5	5	5.00	10 Awards - 2018 International AE Conference & PSAE Convention, Davao City, April 2018

	Number of honor graduates	All fac. and staff	1	100.00	1	5	4	5	4.67	Ms. Jenneth Sioc - Cum Laude
						Total points			98.33	
UMFO 3.	RESEARCH SERVICES									
	PI 2. Number of research outputs presented in regional/national/international fora/conferences									
	<i>international fora/conferences</i>	FLSJr.	1	100.00	1	5	4	5	4.67	PSABE Int'l Convention
	<i>regional fora/conferences</i>	AIT	1	100.00	1	5	4	5	4.67	PSABE Regional Convention
	PI 3. Number of research projects conducted and/or completed on schedule	AIT/MEC/JJDL/TFS (group)	1	100.00	1	5	5	5	5.00	Climate Change Project (CC3.DAE.1718) - 4 studies
	PI 4. Number of research proposals submitted	AIT	1	200.00	2	5	5	5	5.00	Farm Machinery (DA-BAR) & Climate Change (VSU)
	PI 5. Percent of research proposals approved	AIT	1	100.00	1	5	5	5	5.00	Climate Change Project (CC3.DAE.1718) - 4 studies
	PI 7. Amount of research money generated from institutional funding (Thousand PHP)	AIT/MEC/JJDL/TFS (group)	60	203.33	122	5	4	5	4.67	Project No.: CC3.DAE.1718 - 2018 budget: P122,090.40
						Total points			29.00	
UMFO 4.	EXTENSION SERVICES									
	PI 3. Number of IEC materials/technoguides developed/used	AIT/VYV	1	100.00	1	5	4	5	4.67	DAE Brochure
	PI 4. Number of beneficiaries served									HS Students in Baybay
	<i>Groups</i>	AIT/MEC/VYV	3	133.33	4	5	5	5	5.00	VSULHS, Hilongos HS, Baybay HS, Ormoc HS
	<i>Individuals</i>	AIT/MEC/VYV	30	200.00	60	5	5	5	5.00	Sr HS studs of VSULHS, Hilongos HS, Baybay HS, Ormoc HS
	PI 5. Number of technical/expert services									
	<i>Resource Persons</i>	AIT	1	200.00	2	5	5	5	5.00	AE Board reviewer (MSU-Gensan & SPAMAST-Digos)
	<i>Consultancy</i>	AIT	1	200.00	2	5	5	5	5.00	Kurin at Mandaue City & MSU-GenSan NAFES-funded Biogas Proj
	<i>Evaluator</i>	AIT	1	300.00	3	5	5	5	5.00	AACCUP (CTU-Moalboal & CTU-Barili campuses); RQAT (NWSSU-San Jorge Campus)
	PI 11. Additional outputs									
	Number of meetings with extension clients conducted	AIT	1	200.00	2	5	4	5	4.67	Albuera LGU for Water Supply Project (conducted with 2 DCE fac.)
	Best practices/new initiatives:									
	Number of outreach programs conducted by students and coordinated by faculty & staff	AIT/RCG/LGM	1	100.00	1	5	5	5	5.00	College of Engineering "Notebook Mo, Sagot Ko"
						Total points			39.33	

UMFO 5.	SUPPORT TO OPERATIONS (STO)									
	OVPI MFO 1. Faculty Development Services									
	PI 1. Number of faculty pursuing advanced research degree programs (PhD/MS) facilitated, monitored & assisted	AIT	1	200.00	2	5	5	5	5.00	2 faculty pursuing advanced research degree programs
	OVPI MFO 3. Faculty Evaluation Services									
	PI 1. Number of seminars/trainings/conventions/workshops coordinated for entire university	All faculty and staff	1	100.00	1	5	5	5	5.00	1st Grand Alumni Homecoming (BSAE Class 1980-2017)
	PI 2. Number of seminars/trainings/conventions/workshops coordinated/attended outside of the university	AIT/FLSJr/TFS/JJDL	2	300.00	6	5	5	5	5.00	Varied Seminars/Trainings/Conventions/Workshops
	PI 3. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	AIT/VYV	60%	166.67	100%	5	5	5	5.00	All faculty has at least very satisfactory rating in 50% of the subjects evaluated by students
	PI 4. Number of in-house seminars/trainings/workshops/reviews conducted/attended	AIT/FLSJr/TFS/JJDL/VYV/LGM	3	200.00	6	5	5	5	5.00	Varied In-house Seminars/Trainings/Conventions/ Workshops attended
	OVPI MFO 4. Program and institutional Accreditation Services									
	PI 1. Number of degree programs which passed accreditation/evaluation at least Level I	All faculty and staff	1	100.00	1	5	5	5	5.00	BSAE
	PI 3. Percentage of degree program compliant with CHED	All faculty and staff	100%	100.00	100%	5	5	5	5.00	100% complied with CHED (BSAE, BSABE & MSAE degree programs)
	PI 4. Additional Outputs									
	Number of activities organized/attended/assisted/participated/ facilitated	AIT/RCG/MEC/FLSJr/JJDL/TFS/VYV/LGM	2	200.00	4	5	4	5	4.67	PSAE activities, CoE activities
	Total points								39.67	
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES									
	PI 1. Efficient and customer-friendly frontline service	All faculty and staff	100%	100.00	100%	5	5	5	5.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
	PI 2. Additional Outputs									
	Number of departments and/or service units supervised and monitored	AIT	2	100.00	2	5	5	5	5.00	DAE, VSU-PAGASA
	Number of higher offices supervised	MBLJr	1	100.00	1	5	5	5	5.00	USSO
	Number of university committees/ boards/council chaired/participated	AIT	1	100.00	1	5	4	5	4.67	Graduate School Council

	Number of management meetings conducted	AIT/VYV	2	100.00	2	5	4	5	4.67	Special Meetings
	Number of documents attended and served	AIT/VYV/LGM	500	190.00	950	5	5	5	5.00	Varied documents
	Number of academic lecture/laboratory rooms maintained	AIT/LGM	12	100.00	12	5	5	5	5.00	DAE lec and lab rooms, Comfort rooms
	Number of heavy equipment maintained	LGM	4	100.00	4	5	5	5	5.00	2 Tractors (Hand Tractor & Ford), 1 Universal Testing Mach. (UTM), Radial Flow
	Number of office and laboratory & office equipment purchased	AIT/LGM	10	520.00	52	5	5	5	5.00	Varied new laboratories/office equipment
	Number of hours devoted in consultation meeting	All faculty and staff	1	300.00	3	5	4	5	4.67	Screening of Awardees for 2018 Graduation
	Number of hours devoted in the preparation of documents needed for PTC-ACBET (Washington	All faculty and staff	40	300.00	120	5	5	5	5.00	Washington Accord docs preparation
	Number of hours devoted in the preparation for AACUP accreditation	All faculty and staff	40	300.00	120	5	5	5	5.00	Washington Accord docs preparation
	Best practices/new initiatives:									
	Number of Application for ISO (Prepared) - on-going	All faculty and staff	1	100.00	1	5	5	5	5.00	On-going
	Number of Application for CHED Center of Excellence	All faculty and staff	1	100.00	1	5	5	5	5.00	BSAE
	Number of New/Renovation Academic Building Construction Projects Supervised	RCG/AIT/LGM	1	100.00	1	5	5	5	5.00	DAE
	Number of Completed Academic Office Construction Project Supervised	RCG/AIT/LGM	1	100.00	1	5	5	5	5.00	DAE
Total points									79.00	
Total Over-all Rating						329.33				
Average Rating						4.92				
Adjectival Rating						Outstanding				

*on per capita basis

**MBLJr - Prof. Manolo B. Loreto Jr. (Dean of Students) rated at USSO; RCG - Dr. Roberto C. Guarte (College Dean) rated at OVPI

***AIT/DAE Head - A.I. Tambong, RCG - R.C. Guarte, MEC - M.E. Casangcapan, MBLJr - M.B. Loreto Jr., JJDL - J.J.D. Layan, FLSJr. - F.L. Sinon Jr., TFS - T.F. Soroño, EPD - E.P. De Padua, MGCS - M.G.C. Sumaria, LGM - L.G. Mazo, VYV - V.Y. Vergis, DLST - D.L.S.Tan, RRO - R.R. Orias, EES - E.E. Sudaria, FGS - F.G. Sinon

Received by:

Planning Officer

Date: _____

Calibrated by:

REMBERTO A. PATINDOL, Ph.D.

Chairman, PMT

Date: _____

Recommending Approval:

BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

Date: _____

Approved:

EDGARDO E. TULIN, Ph.D.

President

Date: _____