


Visayas State University  
DEPARTMENT OF BIOLOGICAL SCIENCES  
Visca, Baybay City, Leyte  
OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

*[Signature]*  
ANALYN M. MAZO  
Head

  
CANELARIO L. CALIBO  
Dean  
Date: 10-Sep-18

Personnel	Number	FTE
Regular faculty (vacation-sick leave status)	10	188.85
Regular faculty ( with research but opted to be teacher's leave status)	3	86.65
Substitute and affiliate faculty	6	146.15
Regular administrative staff	2	
	GRAND TOTAL	421.65

[illegible]

DBS MFO 1. Curriculum Program									
	PI 1: Total FTE monitored	AMM& Faculty	305.00	421.65	5	5	5	5.00	DBS offers 85 sections of various subjects to BS Bio students and those from other degree programs
	PI 2: Number of curricular program compliant to CMO, approved and offered	AMM & Faculty	1	2	5	5	5	5.00	BS Bio curriculum was revised to comply with the latest CMO No. 46 s 2017. The proposed revised curriculum supposedly has four (4) major fields namely: Ecology, Botany, Marine Biology and Zoology. Zoology is a new addition to the major fields. However, after the curriculum was reviewed by CHED-RO8, it was suggested that Marine Bio should not anymore be offered as a major field in Biology but a separate course. Hence, a proposal to offer BS Marine Biology was made. Both new curricular progrms are now BOR approved and were submitted to CHED-RO 8.
	PI 4: Number of academe/industry linkage established	AMM & Faculty	5	10	5	4.5	5	4.83	Faculty members has linked with various government & non-government agencies such as: BFAR, PASAR, LGU of 5th district of Leyte, ORC, Board of Investments, Institute of Climate Change and Sustainable Cities, BISU, CTU, MSU-Naawan, USC
	PI 8: Number of students advised for their academic and thesis concerns	AMM & Faculty	116	206	5	5	4.8	4.93	Advised students in their academic concerns and serve as adviser, chair and member of the thesis committee of the students
	PI 9: Number of student organizations advised	EKS, ARF, JCE, RMRM	1	2	5	5	5	5.00	Advised the organization of BS Bio students and BS Ed major in Biological Sciences
	PI 10: Number of instructional materials developed/revised	AMM & Faculty	134	211	5	5	5	5.00	Developed/revised lecture guides, presentations (counted per presentation made) and lab manuals
	PI 10.2: Number of online instructional materials developed	ARRF	0	1	5	5	5	5.00	Created new support site for Biol 199 and Zool 143: <a href="https://biol-lounge.blogspot.com">https://biol-lounge.blogspot.com</a>
	PI 11: Number of OBE compliant syllabus prepared	AMM & Faculty	8	17	5	5	4.5	4.83	Each faculty developed OBE compliant syllabus
	PI 12: Additional outputs								
	Number of trainings/seminar/workshop attended	AMM & Faculty	2	3	5	5	5	5.00	Attended seminars/trainings to enhance teaching/research capabilities
DBS MFO 3. RESEARCH									
	PI 1: Number of published papers in internationally indexed journals refereed int'l journals refereed national journal	JGB	1	1.0	5	5	5	5.00	Published papers in peer reviewed journal such as: Journal of Microbiology and Biology Education
	PI 3: Number of research project/study conducted and/or completed on schedule	AMM & Faculty	5 pojects; 23 studies	7 pojects; 33 studies	5	5	5	5.00	<i>Pls see attached sheet for the list</i>
	PI 4: Number of research proposals submitted	AMM & Faculty	1	2	5	5	5	5.00	Submitted proposals to BFAR and PCAARRD
	PI 5: Number of research proposals approved								
	PI 7: Amount of money generated from outside funding								



	PI 8: Amount of money generated from institutional funding	AMM & Faculty	300,000	600,000	5	5	5	5.00	
	PI 9: Additional outputs								
	Number of research related awards (research conducted by student or student with faculty)								
	Number of research articles submitted for publications	JGB, CCB, ARRF, HVO	6	11	5	5	5	5.00	Submitted research article to peer-reviewed journal, e.g. Annals of Tropical Research, Analytical Cellular Pathology, Journal of Toxicology
	Number of terminal reports submitted								
<b>DBS MFO 4. Extension services</b>									
	PI 1: Number of technical/expert services rendered	SAC, JCE, ARRF, HRM, AMM	2	5	5	5	5	5	Trained LGUs on the methods in assessing marine resources
	PI 2: Number of extension projects/components conducted	AMM & Faculty	5	8	5	5	5	5	<i>Pls see attached sheet for the list</i>
	PI 4: Amount of money generated from external funding								
	PI 5: Amount of money generated from institutional funding	AMM & Faculty	100,000	100,000	5	5	5	5	
	PI 6: Additional Outputs								
	Number of clientele served for identification of specimens as expert in the field	AMM, BSB, HVO, JCE, ARRF	5	12	5	5	5	5	Cater to clients such as students from other departments of VSU, branch campus of VSU and other institutions
	Number of scientific fora attended as speaker/resource person	JCE & JGB, ARRF	4	10	5	5	5	5	Actt as resource person in fora and symposia
	Number of scientific for a/symposia attended	AMM & Faculty	6	15	5	5	5	5	Attended seminars/trainings to enhance teaching/research capabilities
<b>DBS MFO 5. Support to operation</b>									
<b>OVPI MFO 1 Faculty Development Services</b>									
	PI 1: Number of faculty pursuing advanced degree program	Pursue graduate studies	1	3	5	5	4.5	4.83	Prof. Poliquit, Ms. Aba and Prof. Cesar are currently pursuing their doctoral degrees
<b>OVPI MFO 2 Faculty Recruiting/Hiring Services</b>									
	PI 1: Number of new faculty recommended for hiring aligned with ISO standards	Hired substitute faculty	2	4	5	5	5	5	every semester the department hires 3-4 substitute teacher
<b>OVPI MFO 3 Faculty Evaluation Services</b>									
	PI 2: Percentage of Faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	AMM & Faculty	100%	100%	5	5	5	5.00	All faculty members obtained very satisfactory to outstanding rating
<b>OVPI MFO 4 Program and institutional Accreditation Services</b>									
	PI 1: Number of degree programs which passed accreditation/evaluation at least Level 1	AMM & Faculty	1	1	5	5	5	5.00	BS Bio Program has passed Level III Phase 2 accreditation
	PI 2: Percentage of degree program compliant with CHED	AMM & Faculty	100%	100%	5	5	5	5.00	BS Bio curriculum has been revised to conform with CMO No. 49, s. 2017 while BS Marine Bio is compliant to CMO No. 46,

	PI 3: Percent of documents gathered and compiled for level III Phase II Accreditation of BS Bio Program	AMM & Faculty	100%	100%	5	5	5	5	Actual visit was conducted last February 18-19, 2018
	PI 4: % accomplished Narrative Profile for Level III Phase 2 AACUP accreditation of BS Bio Program	AMM & Faculty	100%	100%	5	5	5	5	
	PI 5: Number of programs evaluated by CHED-RO 8 thru the RQAT	AMM & Faculty	2	2	5	5	5	5	Two (2) undergraduate program offerings of the department, namely: BS Biology (3 majors) and BS Marine Biology underwent CHED evaluation thru RQAT
	PI 6: Number of documents prepared for RQAT evaluation	AMM & Faculty	30	60 sets	5	5	5	5	Various documents were prepared for the RQAT visit
<b>5</b>									
	PI 1: Zero complaints from clients	AMM, Faculty & Staff	100%	100%	5	5	5	5	
	PI 2: Additional outputs								
	Number of management meetings attended	AMM	5.0	>10	5	5	5	5.00	Attend various meetings called by the administration/dean's office/Head and other units
	Number of management meetings conducted	AMM	6	6	5	5	5	5.00	Conduct monthly meetings in the home department
	Number of recommendations made for the approval of the administration to enhance the unit's capabilities and better improve its services	AMM & Pers Committee	5	>10	5	5	5	5.00	recommend faculty members to attend trainings/workshops or obtain scholarships
	Number of requests made for approval by the administration to address some academic/office concerns	AMM	5	>5	5	5	5	5.00	made requests for hiring additional faculty and staff
	Number of Purchase requests made for materials/equipment needed for smooth laboratory and office operation	AMM & Admin staff	5	>10	5	5	5	5.00	Purchase requests are made based on PPMP
	Number of job/letter requests made for the lecture/laboratory rooms and office maintenance	AMM & Admin staff	3	5	5	5	5	5.00	facilitate the repair and maintenance of facilities/equipment
	PI 7: Number of well maintained laboratory/lecture rooms	Jgahoy, EBB	8	8	5	5	5	5.00	two lec rooms, 5 lab rooms and 1 herbarium are being maintained
	Number of well maintained comfort rooms for comfortable use of students, faculty and staff	EBB, JGahoy	5	5	5	5	5	5.00	2 CRs for faculty, 2 CRs for students and 1 CR at head's office are being maintained
	Percent of laboratory specimens properly collected for instructional purposes	EBB, MPB	100%	100%	5	5	5	5.00	specimens for botany classes are collected
	Number of exam papers properly mimeographed and reproduced on time	EBB	2,000	2,500	5	5	5	5.00	
	Number of laboratory/lecture guides reproduced on time	EBB, BPV			5	5	5	5.00	
	Number of documents acted upon promptly	BPV, JGahoy	30	50	5	5	5	5.00	



	Laboratory Services								
	Number of laboratory equipment properly maintained as functional	MPB & RV	70	120	5	5	5	5.00	
	No. of glasswares/equipment dispensed	MPB & RV	1,100	1,600	5	5	5	5.00	
	No. of glasswares/equipment inventoried/yr	MPV	900	1,800	5	5	5	5.00	
	% of students & faculty served on time during the scheduled lab. classes & with zero complaint	MPB & RV	85	100	5	5	4.5	4.83	
	% of request for reagents prepared & issued during scheduled lab. classes	MPB & RV	90	100	5	5	5	5.00	
	% specimens collected & prepared before scheduled lab.	MPB & RV	70	100	5	5	5	5.00	
	% materials/equipment submitted to the property office after being declared as waste	MPB & RV	80	98	5	5	5	5.00	
Total Over-all Rating								264.27	
Average Rating								4.98558	
Adjectival Rating					Outstanding				

Received by:

TERESITA L QUIÑANOLA  
PRPEO

Calibrated by:

REMBERTO A. PATINDOL  
PMT Chair

Recommending Approval:

BEATRIZ S. BELONIAS  
VP for Instruction

Approved:

EDGARDO E. TULIN  
President