

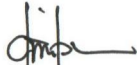
2/26 1239

Visayas State University
INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT
Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, DR. HUMBERTO R. MONTES, JR., ITEEM Director, 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 – JUNE 2017.


HUMBERTO R. MONTES, JR.
Director


DENNIS P. PEQUE
Dean, CFES

MFO No.	MFO Description & Success/Performance Indicator (PI)	Persons Responsible	Target	Actual Accom- plishment	Rating				Remark
					Q ¹	E ²	T ³	A ⁴	
UMFO 1	ADVANCED EDUCATION SERVICES								
ITEEM MFO 1	Graduate Degree Program								
PI 1	Number of graduate degree specializations offered and monitored	HRM	1	2	✓	✓	✓	✓	
PI 2	Total FTE monitored	HRM, MMB, JOP	3	7	✓	✓	✓	✓	
PI 3	Percentage increase in number of students who graduated within prescribed period	HRM, MMB, JOP	13%	13%	✓	✓	✓	✓	
PI 4	Percentage increase in number of graduate students enrolled	HRM, MMB, JOP	14%	18%	✓	✓	✓	✓	
ITEEM MFO 2	Graduate Students								
PI 1	Number of graduate students awarded with scholarship/assistantship	HRM	1	3	✓	✓	✓	✓	
PI 2	Percentage of graduate students awarded with scholarship/assistantship who graduated within prescribed period	HRM	13%	31%	✓	✓	✓	✓	
PI 3	Number of graduate students awarded with honors/distinction	HRM	1%	2%	✓	✓	✓	✓	
PI 4	Number of graduate students advised	HRM, MMB, JOP	3	6	✓	✓	✓	✓	
UMFO 2	HIGHER EDUCATION SERVICES								
ITEEM MFO 1	Curriculum Program								
PI 1	Total FTE monitored	HRM	20	20	✓	✓	✓	✓	
PI 2	Number of new undergraduate curricular program compliant to CMO, approved and offered	HRM	NA						
PI 3	Number of existing curriculum proposal subjected to evaluation and compliant to CMO	HRM	NA						
PI 4	Percentage increase in number of undergraduate students enrolled	HRM	1%	1%	✓	✓	✓	✓	
PI 5	Percentage increase in the number of undergraduate students who graduated within prescribed period	HRM	100%	25%	✓	✓	✓	✓	
PI 6	Number of academe/industry linkage established	HRM, MMB	2	3	✓	✓	✓	✓	
PI 7	Number of students advised	HRM, MMB, JOP	10	20	✓	✓	✓	✓	

MFO No.	MFO Description & Success/Performance Indicator (PI)	Persons Responsible	Target	Actual Accomplishment	Rating				Remark
					Q ¹	E ²	T ³	A ⁴	
PI 8	Number of student organizations advised	MMB, JOP	2	2	✓	✓	✓	✓	
PI 9	Number of instructional materials developed	MMB, JOP	4	6	✓	✓	✓	✓	
PI 10	Additional outputs:								
PI 11	Number of student honors/awards received	MMB, JOP	1	12	✓	✓	✓	✓	
	Number of faculty honors/awards received	MMB, JOP	1	1	✓	✓	✓	✓	
UMFO 3	RESEARCH SERVICES								
PI 1	Number of published papers in internationally indexed journals	MMB, JOP	1	2	✓	✓	✓	✓	
PI 2	Number of research outputs presented in local/regional/national /international fora/ conferences	HRM, MMB, JOP, ABO	1	6	✓	✓	✓	✓	
PI 3	Number of research project/study conducted and or completed	HRM, MMB, JOP, ABO	2	13	✓	✓	✓	✓	
PI 4	Number of research proposals submitted	HRM, MMB	2	9	✓	✓	✓	✓	
PI 5	Number of research proposals approved	HRM, MMB							
PI 6	Number of studies presented	HRM, MMB	2	8	✓	✓	✓	✓	
PI 7	Amount of money generated from external funding	HRM, MMB	1M	5.9M	✓	✓	✓	✓	
PI 8	Amount of money generated from institutional funding	HRM, MMB	0.15M	0.558M	✓	✓	✓	✓	
PI 9	Additional outputs:								
	Number of research related awards (research conducted by student or student with faculty)	MMB	1	3	✓	✓	✓	✓	
	Number of exchange scholars/researchers/visiting professors assisted	HRM, MMB	1	5	✓	✓	✓	✓	
	Number of research articles submitted for publications	HRM, MMB							
	Number of MOAs prepared and signed as witness	HRM, MMB	3	7	✓	✓	✓	✓	
	Number of terminal reports submitted	HRM, MMB							
UMFO 4	EXTENSION SERVICES								
PI 1	Number of person-days trained weighted by length of training	HRM, MMB, JOP, ABO	300	1,039	✓	✓	✓	✓	
PI 2	Number of trainings conducted	HRM, MMB, JOP, ABO	4	13	✓	✓	✓	✓	
PI 3	Number of IEC materials/technoguides developed/used	HRM, MMB, JOP, ABO	2	42	✓	✓	✓	✓	
PI 4	Number of beneficiaries served	HRM, MMB, JOP, ABO	350	928	✓	✓	✓	✓	
PI 5	Number of technical/expert services	HRM, MMB, JOP, ABO	4	16	✓	✓	✓	✓	
PI 6	Number of extension projects/components conducted	HRM, MMB, JOP, ABO	5	28	✓	✓	✓	✓	
PI 7	Number of extension proposals submitted	HRM, MMB, JOP, ABO	2	6	✓	✓	✓	✓	
PI 8	Number of extension proposals approved	HRM, MMB, JOP, ABO							
PI 9	Amount of money generated from external funding	HRM, MMB, JOP, ABO	0.4M	0.4M	✓	✓	✓	✓	
PI 10	Amount of money generated from institutional funding	HRM, MMB, JOP, ABO	0.15M	0.15M	✓	✓	✓	✓	
PI 11	Additional outputs:								
	Number of extension-related awards (conducted by faculty or student with faculty)	MMB	1	1	✓	✓	✓	✓	
	Number of scientific fora attended as speaker/resource persons	HRM, MMB, JOP, ABO	1	4	✓	✓	✓	✓	
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	HRM, MMB, JOP, ABO	2	4	✓	✓	✓	✓	

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UMFO 5	SUPPORT TO OPERATIONS (STO)								
ITEEM MFO 1	Faculty Development Services								
PI 1	Number of faculty/staff pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	EDE, JC	1	2	✓	✓	✓	✓	
PI 2	Number of seminars/trainings/ conventions/workshops coordinated for entire university	HRM, MMB	1	2	✓	✓	✓	✓	
PI 3	Number of seminars/trainings/ conventions/workshops coordinated outside the university	HRM, MMB	2	5	✓	✓	✓	✓	
PI 4	Additional outputs:								
	Number of faculty/staff/awards/honors received related to operational support	EDE, JC	1	2	✓	✓	✓	✓	
	Number of activities organized/attended/assisted/participated/facilitated	ITEEM faculty/staff	1	5	✓	✓	✓	✓	
ITEEM MFO 2	Faculty Recruitment/Hiring Services								
PI 1	Number of faculty recruited/hired aligned with ISO standards	HRM		NA					
ITEEM MFO 3	Faculty Evaluation Services								
PI 1	Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	HRM, MMB, JOP, ABO	100%	100%	✓	✓	✓	✓	
ITEEM MFO 4	Admission & Registration Services								
PI 1	Number of undergraduate students enrolled and validated within scheduled regular registration period	HRM	71	71	✓	✓	✓	✓	
PI 2	Number of graduate students enrolled and validated within scheduled regular registration period	HRM	5	8	✓	✓	✓	✓	
ITEEM MFO 5	Guidance and Counselling & Support to Students Services								
PI 1	Number of guidance activities conducted	MMB, JOP, ABO	2	4	✓	✓	✓	✓	
PI 2	Number of students who have availed of guidance and counselling services	MMB, JOP	10	30	✓	✓	✓	✓	
PI 3	Percentage of students awarded scholarship and grants	USSO	1	2	✓	✓	✓	✓	
PI 4	Number of best practices on students services implemented	MMB, JOP	1	2	✓	✓	✓	✓	
ITEEM MFO 6	Library Services								
PI 1	Percentage increase in the number of students, faculty and staff availing the Library services	JOP, EBG, NMA, ABO	75%	80%	✓	✓	✓	✓	
PI 2	Percentage increase in the number of students, faculty, researchers and staff availing the Library resources and facilities	JOP, EBG, NMA, ABO	75%	80%	✓	✓	✓	✓	
PI 3	Number of best Library practices introduced which increase demand to avail of Library services	JOP, EBG, NMA, ABO	1	1	✓	✓	✓	✓	
ITEEM MFO 7	Program and Institutional Accreditation Services								
PI 1	Number of degree programs which passed accreditation/evaluation at least Level 1	HRM, MMB, JOP	2	4	✓	✓	✓	✓	
UMFO 5	GENERAL ADMINISTRATION AND SUPPORT								
PI 1	Number of faculty/staff supervised and monitored	HRM	10	19	✓	✓	✓	✓	
PI 2	Number of management meetings conducted	HRM	12	14	✓	✓	✓	✓	
PI 3	Number of documents evaluated and approved	HRM	100	359	✓	✓	✓	✓	

MFO No.	MFO Description & Success/Performance Indicator (PI)	Persons Responsible	Target	Actual Accom- plishment	Rating				Remark
					Q ¹	E ²	T ³	A ⁴	
PI 4	Number of academic lecture/ laboratory rooms maintained	ASB, NMA, VDB, FMA	2	8	✓	✓	✓	✓	
PI 5	Number of equipment/vehicle maintained	COA, ASB, NMA, JOP, OC	10	35	✓	✓	✓	✓	
PI 6	Area of lawn maintained	ITEEM faculty/staff	20	44	✓	✓	✓	✓	
PI 7	Number of office and laboratory equipment purchased	HRM, MMB, JOP	10	43	✓	✓	✓	✓	
PI 8	Number of office/training facilities/equipment maintained per week	ITEEM faculty/staff	20	74	✓	✓	✓	✓	
PI 9	Number of university committees/boards/council chaired & coordinated	ITEEM faculty/staff	5	10	✓	✓	✓	✓	
PI 10	Percentage of apparatus/equipment maintained	ITEEM faculty/staff	100%		✓	✓	✓	✓	
PI 11	Number of College policies, protocols, guidelines/procedures made, approved and implemented	ITEEM faculty/staff	4	11	✓	✓	✓	✓	
PI 12	Number of frontline academic services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	HRM, CMB, NMA, EBG	2	4	✓	✓	✓	✓	
PI 13	Zero percent complaint from clients served	ITEEM faculty/staff	100%	100%	✓	✓	✓	✓	
PI 14	Best practices/new initiatives implemented	ITEEM faculty/staff	1	5	✓	✓	✓	✓	
Total Over-all Rating					2.8			3.40	
Average Rating								4.71	
Adjectival Rating								Outstanding	

Received by:

Planning Office

Date: _____

Calibrated by:




REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending Approval:



BEATRIZ S. BELONIAS

Vice Pres. for Instruction

Date: _____

Approved:



EDGARDO E. TULIN

President

Date: _____

$64(5) = 320$
 $4(5) = 20$
 $68 \overline{)340}$