



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF ANIMAL SCIENCE**

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**OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)**

I, Dr. Manuel D. Gacutan, Jr., Head of the Department of Animal Science - College of Agriculture and Food Science, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July - December, 2021 (Accomplishment).

MANUEL D. GACUTAN, JR.

Department Head

Date: Jan 26, 2022

VICTOR B. ASIO

College Dean

Date: 1/26/22



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

**Total FTE (1x2)**

**RDE Commitments\*\*\***

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)	Research	Publication	Extension
Department Head	1	18	18.0	2.0	0	1
Faculty w/ Univ. Designated Position	1	6	6.0	0.0	0	1
Regular Faculty (VSL)*	7	18	126.0	2.0	1	1
Regular Faculty (TLS)*	1	23	23.0	0.0	0	0
Part time Faculty	2	23	46.0	0.0	0	0
Admin Staff Members	5	0	0.0	0.0	0	0
<b>TOTAL:</b>	<b>17</b>	<b>88</b>	<b>219</b>	<b>4.0</b>	<b>1</b>	<b>3</b>

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

**Note:** \* 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 Accomplishments		Rating				Remark (Details of the targetted output indicators with **)
					% Accomplishment	Details of Accomplishments (%)	Quality	Efficiency	Timeliness	Average	
MFO 1	ADVANCED EDUCATION SERVICES (20%)										
	OVPI MFO 1. Graduate Degree Program Management Services										
	1	PI 1. Percentage of graduate school faculty engaged in research work applied in any of the following:	Dept. Head & Faculty								
		a. pursuing advanced research degree program (Ph.D) *	WD Come, JDZ Compendio, MRDLG Beato, CJP Godinez, GAA Villagonzalo	100%	100%	100%	5	5	5	5.00	5 on PhD study leave (2 reinstated)

		b. actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	WD Come, JDZ Compendio, MRDLG Beato, CJP Godinez, GAA Villagonzalo	80%	90%	112%	5	5	5	5.00	
		c. producing technologies for commercialization or livelihood improvement *	-	-	-	-	-	-	-	-	-
		d. whose research resulted in an extension program	-	-	-	-	-	-	-	-	-
<b>OVPI MFO 2. Graduate Student Management Services</b>											
		<b>PI 1:</b> Percentage of graduate students enrolled in research degree programs *	Dept. Head & Faculty	3%	4%	125%	5	5	5	5.00	
		<b>PI 2:</b> Percentage of accredited graduate programs *	Dept. Head & Faculty	100%	100%	100%	5	5	5	5.00	
		<b>PI 3:</b> Number of graduate degree specializations offered and monitored *	Dept. Head & Faculty	3	3	100%	5	5	5	5.00	
		<b>PI 4:</b> Total FTE coordinated, implemented & monitored*	Dept. Head & Faculty	27	30.58	113.25%	5	5	5	5.00	
		<b>PI 5:</b> Percentage increase in number of graduate students enrolled *	Dept. Head & Faculty	20%	24%	120%	5	5	5	5.00	
		<b>PI 6:</b> Percentage increase in number of students who graduated within prescribed period *	Dept. Head & Faculty	20%	30%	150%	5	5	4	4.67	
		<b>PI 7:</b> Number of graduate students awarded with honors/distinction *	Dept. Head & Faculty	-	-	-	-	-	-	-	-
		<b>PI 8:</b> Number of graduate students advised *	Dept. Head & Faculty	16	34	212%	5	5	5	5.00	
	a.	As GAC Chairman	Dept. Head & Faculty	11	21	191%	5	5	5	5.00	
	b.	As GAC Member	Dept. Head & Faculty	10	13	130%	5	5	5	5.00	
	c.	Number of student entertained during consultation	Dept. Head & Faculty	41	60	146%	5	5	5	5.00	
		<b>PI 9:</b> Number of instructional materials developed *	Dept. Head & Faculty	2	2	100%	5	5	5	5.00	
		On-line ready courseware	All faculty	8	8	100%	5	5	5	5.00	
		Flexible instructional materials	All faculty	39	63	161%	5	5	5	5.00	
		Assessment tools	All faculty	20	37	185%	5	5	4	4.67	
		<b>PI 10:</b> Number of virtual classrooms created and operationalized	All faculty	6	7	117%	5	5	5	5.00	
		<b>PI 11:</b> Additional Outputs	Dept. Head & Faculty								
		<b>A.1.</b> Design experiential learning	All faculty	7	10	143%	5	5	4	4.67	
		<b>A.2.</b> No. of on-line queries	WD Come	15	25	167%	5	5	5	5.00	

MFO 2 HIGHER EDUCATION SERVICES (50%)										
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty	50%	55%	110%	5	5	5	5.00	
	PI 2. Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	70%	80%	113%	5	5	5	5.00	
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	100%	100%	100%	5	5	5	5.00	
	PI 4. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	100%	100%	100%	5	5	5	5.00	
	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	200	231.51	115.76%	5	5	5	5.00	
	A1. Number of grade sheets submitted within prescribed period	All faculty	21	43	205%	5	5	5	5.00	
	A2. Number of INC forms with grade submitted within prescribed period	All faculty	20	65	325%	5	5	4	4.67	
	A3. Number of trainings attended related to instruction	All faculty	19	25	131%	5	5	5	5.00	
	A4. Number of long examinations administered and checked	All faculty	24	33	137%	5	5	4	4.67	
	A5. Number of quizzes administered and checked	All faculty	47	67	142.0%	5	5	5	5.00	
	A6. Number of lab reports and term papers checked and graded	All faculty	23	25	108.0%	5	5	5	5.00	
	PI 8: Number of students advised: *									
	a. As SRC Chairman	All DAS SRC Chairman	37	51	138%	5	5	5	5.00	
	b. As SRC Member	All DAS SRC Member	12	17	142%	5	5	5	5.00	
	c. As Approving Dept. Head	Dept. Head	20	25	125%	5	5	5	5.00	
	On thesis/ field practice/special problem	Advisers & FP Coordinator	20	24	120%	5	5	5	5.00	
	On consultation	All Regular faculty	476	1025	215%	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	Advisers	4	4	100%	5	5	5	5.00	
	Student organizations advised	Organizations Advisers	4	4	100%	5	5	4	4.67	
	Student organizations assisted on student related activities	Organizations Advisers	5	6	120%	5	5	4	4.67	
	PI 10: Number of instructional materials developed *	All faculty	8	8	100%	5	5	5	5.00	
	On-line ready courseware	All faculty	10	12	120%	5	5	5	5.00	
	Flexible instructional materials (Supplemental Learning Resources)	All faculty	21	46	219%	5	5	5	5.00	
	Assessment tools	All faculty	28	49	175%	5	5	4	4.67	
	PI 10: Number of virtual classrooms created and operationalized	All faculty	8	16	200%	5	5	5	5.00	
	PI 11: Additional Outputs	Dept. Head & Faculty								
	A.1. Program accreditation	Dept. Head & Faculty	2	3	150%	5	5	5	5.00	

	A.2. Agency Linkages	Faculty	1	2	200%	5	5	5	5.00	
	A.3. Design experiential lecturing for new normal	Dept. Head & Faculty	6	9	150%	5	5	5	5.00	
<b>MFO 3</b>	<b>RESEARCH SERVICES (10%)</b>									
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	All faculty	-	-	-	-	-	-	-	
	PI 2. Number of research outputs completed within the year *	All faculty	-	-	-	-	-	-	-	
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	RB Geromo	1%	1%	100%	5	5	4	4.67	
	In refereed int'l journals	-	-	-	-	-	-	-	-	-
	In refereed nat'l/regional journals	-	-	-	-	-	-	-	-	-
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *	-	-	-	-	-	-	-	-	-
	In int'l fora/conferences	MD Gacutan, Jr.	0%	2%	200%	5	5	5	5.00	
	In nat'l/regional fora/conferences	MD Gacutan, Jr.	1%	3%	300%	5	5	5	5.00	
	PI 5. Percent of research proposals approved *	MD Gacutan, Jr.	1%	2%	200%	5	5	5	5.00	
	PI 6. Additional outputs*	-	-	-	-	-	-	-	-	-
	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	JV Abela	6	6	100%	5	5	5	5.00	
	A 35. Other outputs implementing the new normal due to covid 19	Dept. Head	-	-	-	-	-	-	-	-
	No. of research-related awards (research conducted by faculty or student w/ faculty)	MD Gacutan, Jr.	0	1	100%	5	5	4	4.67	-
<b>MFO 4</b>	<b>EXTENSION SERVICES (10%)</b>									
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	All Extension Project Leaders	18	18	100%	5	5	5	5.00	-
	PI 2. Number of trainees weighted by the length of training *	All Extension Project Leaders	2	2	100%	5	5	5	5.00	-
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	All Extension Project Leaders	13	13	100%	5	5	5	5.00	-
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	All Extension Project Leaders	75%	100%	133%	5	5	5	5.00	-
	PI 5. Number of technical/expert services *	Faculty	7	8	114%	5	5	5	5.00	-
	Research Mentoring	JV Abela	4	4	100%	5	5	5	5.00	-
	Peer reviewers/Panelists	MD Gacutan, Jr.	1	1	100%	5	5	5	5.00	-
	Resource Persons	MD Gacutan, Jr.	1	1	100%	5	5	5	5.00	-
	Convenor/Organizer	Faculty	-	-	-	-	-	-	-	-
	Consultancy	MDM Garrido	1	1	100%	5	5	5	5.00	-
	Evaluator	-	-	-	-	-	-	-	-	-
	PI 8. Percent of extension proposals approved *	Dept. Head & Faculty	-	-	-	-	-	-	-	-

	PI 11. Additional outputs *	Dept. Head & Faculty	2	2	100%	5	5	5	5.00	-
	No. of extension-related awards (extrn. conducted by faculty or student & faculty) *	-	-	-	-	-	-	-	-	-
	A.1. Design extension activities to implement new normal	Faculty	-	-	-	-	-	-	-	-
MFO 5	<b>SUPPORT TO OPERATIONS</b>									
	<b>OVPI MFO 1. Faculty Development Services</b>									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	WD Come, JDZ Compendio, MRDLG Beato, CJP Godinez, GAA Villagonzalo	4	5	133%	5	5	5	5.00	5 - on PhD (2 reinstated)
	<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>									
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Head & Staff	2	3	133%	5	5	5	5.00	-
	<b>OVPI MFO 3. Faculty Evaluation Services</b>									
	PI 3: Number of seminars/trainings/ conventions/ workshops coordinated for entire university *	Faculty	-	-	-	-	-	-	-	-
	PI 4: Number of seminars/trainings/ conventions/ workshops coordinated outside of the university *	Faculty	-	-	-	-	-	-	-	-
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Faculty	-	-	-	-	-	-	-	-
	PI 6: Number of in-house seminars/trainings/ workshops/reviews conducted *	Faculty	-	-	-	-	-	-	-	-
	PI 7: Additional outputs *		-	-	-	-	-	-	-	-
	Number of faculty/staff awards/honors received related to operations support	Faculty/Staff	-	-	-	-	-	-	-	-
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	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	-	-	-	-	-	-	-	-
MFO 6	<b>GENERAL ADMIN. &amp; SUPPORT SERVICES (GASS):</b>									
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Dept. Head & Staff	3	3	100%	5	5	5	5.00	-
	PI 2. Zero percent complaint from clients served	Dept. Head & all faculty & staff	1% complaint	0% complaint	100%	5	5	5	5.00	-
	PI 3. Number of coaching sessions among faculty & staff**	Dept. Head	-	-	-	-	-	-	-	-
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Dept. Head	-	-	-	-	-	-	-	-
	PI 5. Number of monthly/special faculty & staff meetings conducted**	Dept. Head	-	-	-	-	-	-	-	-
	PI 6: Additional Outputs	Dept. Head & all faculty & staff	-	-	-	-	-	-	-	-
	PI 1. No. of meetings of department/college/university committees attended	All DAS faculty/Staff	-	-	-	-	-	-	-	-

PI 2. No. of University/College/ Department designation	Faculty	-	-	-	-	-	-	-	-
PI 3. No. of other DAS rooms monitored (DAS Library, Conference Rm., Store Rms., SASS Office, Admin. Office, Faculty Rms.)	MD Gacutan, Jr.	-	-	-	-	-	-	-	-
PI 4. No. of academic lecture and laboratory rooms maintained	MD Gacutan, Jr.	-	-	-	-	-	-	-	-
PI 5. No. of faculty/staff/animal caretakers/graduate teaching assistants managed	MD Gacutan, Jr.	-	-	-	-	-	-	-	-
PI 6. No. of hours spent on monitoring	MD Gacutan, Jr.	-	-	-	-	-	-	-	-
PI 7. No. of hours coaching	MD Gacutan, Jr.	-	-	-	-	-	-	-	-
PI 8. No. of hours spent on performing tracking	MD Gacutan, Jr.	-	-	-	-	-	-	-	-
PI 9. No. of documents signed, lab. analysis results signed, etc.	MD Gacutan, Jr.	-	-	-	-	-	-	-	-
PI 10. No. of DAS committees (As member)	All DAS faculty/Staff	-	-	-	-	-	-	-	-
PI 11. No. of DAS committees (Chairperson)	All DAS faculty	-	-	-	-	-	-	-	-
PI 12. Percentage attendance to department meetings	All DAS faculty/Staff	-	-	-	-	-	-	-	-
PI 13. No. of minutes of meetings corrected	JV Abela	-	-	-	-	-	-	-	-
PI 14. Number of Staff/Caretakers Managed	JV Abela, WD Come, RRE Bustamante, MDM Garrido	5	7	140%	5	5	5	5.00	
PI 15. Number of STF projects developed/ improved or maintained	JV Abela, WD Come, RRE Bustamante, MDM Garrido	3	4	133%	5	5	5	5.00	
PI 16. Percentage increase in inventory value and/or income of STF projects relative to previous year	CV Sanchez	5%	10%	200%	5	5	5	5.00	
PI 17. Percentage of STF projects supporting instruction, research & extension	JV Abela, WD Come, RRE Bustamante, MDM Garrido	75% 75% 75% 15%	100%	100%	5	5	5	5.00	
PI 18. Number of Project Reports prepared and submitted on time	VM Lamo	3	3	100%	5	5	5	5.00	
PI 19. Number of paddocks of pasture established and/or maintained	JV Latras	20	20	100%	5	5	5	5.00	
PI 20. Number of animal sheds maintained	JV Latras	3	3	100%	5	5	5	5.00	
PI 21. Number of animals cared	JV Latras, FD Bolastig, Jr.	100	100	100%	5	5	5	5.00	
PI 22. Number of animal project reports prepared	CV Sanchez, VM Lamo	9	9	100%	5	5	5	5.00	
PI 24. Number of animal facilities/ equipment repaired and/or maintained	CV Sanchez, JV Latras	18	20	111%	5	5	5	5.00	
PI 25. Number of management practices:	-	-	-	-	-	-	-	-	-
Persons supervised in the project	WD Come	2	2	100%	5	5	5	5.00	

	Head of goats maintained	WD Come	30	39	130%	5	5	5	5.00	
	Head of sheeps maintained	WD Come	20	40	200%	5	5	5	5.00	
	Customers entertained	WD Come	10	20	200%	5	5	5	5.00	
	PI 26. Number of outgoing documents/ communications/reviewed/ forwarded to head for approval and submitted to higher offices	CV Ranchez	50	60	120%	5	5	5	5.00	
	PI 27. Number of administrative personnel supervised as AO 1.	CV Ranchez	8	10	125%	5	5	5	5.00	
	PI 28 Number of DTR, faculty workloads, job orders, staff appointments, etc. prepared, signed, recorded, released and forwarded on time	CV Ranchez, PCGumba JR.	200	255	127%	5	5	5	5.00	
	PI 29. Number of TO, vouchers, certificates, leave applications, etc. prepared, signed, released, recorded and forwarded on time	VM Lamo	35	55	157%	5	5	5	5.00	
	PI 30. Number of incoming communications, letter request, memos, etc.	CV Ranchez	50	90	180%	5	5	5	5.00	
	PI 31. Number of graduating student final clearances processed for approval	CV Ranchez	40	50	125%	5	5	5	5.00	
	PI 32. Number of PRs prepared, signed, released, recorded and forwarded on time	VM Lamo	10	15	150%	5	5	5	5.00	
	PI 33. Number of grade sheets/report of grade completion recorded/ forwarded to head and released back to students	CV Ranchez	75	85	113%	5	5	5	5.00	
	PI 34. Number of class rosters printed, grade sheets (midterm/final) submitted for signature of instructors/professors/ head, forwarded to CAFS, Graduate School, and to the Registrar's Office	PCGumba JR.	50	50	100%	5	5	5	5.00	
	PI 35. Number of e-mail requests received/responded/sent/printed/ forwarded with/without attachment for office/ISO forms and VSU Offices for DAS faculty compliance and information	PCGumba JR.	75	100	133%	5	5	5	5.00	
	PI 36. Number of ip messages with file attachments, forms/memos received, printed, replied, and posted for information dissemination to faculty and staff	PCGumba JR.	300	400	133%	5	5	5	5.00	
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies * :									
	Conducted monthly meeting (as dept. head)	MD Gacutan, Jr.	2	5	250%	5	5	5	5.00	
	Conducted emergency meeting (as dept. head)	MD Gacutan, Jr.	1	3	300%	5	5	5	5.00	
	Circulated dept. memoranda (as dept. head)	MD Gacutan, Jr.	3	5	167%	5	5	5	5.00	
Total Over-all Rating									<b>467</b>	
Average Rating									<b>4.96</b>	
Adjectival Rating									<b>OUTSTANDING</b>	

Received by:



DILBERTO O. FERRAREN

Planning Office

Date: 8 Feb 22

Calibrated by:



DANIEL LESLIE S. TAN

Chairman, PMT

Date: 1/21/22

Recommending Approval:



BEATRIZ S. BELONIAS

Vice Pres. for Academic Affairs

Date: 1/28/22

Approved:



EDGARDO E. TULIN

President

Date: 2/7/22

- \* 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