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Visayas State University
College of Arts and Sciences
Department of Biotechnology
Visca, Baybay City, 6521-A, Leyte, Philippines

2645

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **MA. THERESA P. LORETO**, Head of the Department of Biotechnology, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2019.

mtloredo
MA. THERESA P. LORETO
Associate Professor
Date: _____

[Signature]
CANDELARIO L. CALIBO
Dean, CAS
Date: _____

[Signature]
BEATRIZ S. BELONIAS
VP for Instruction
Date: _____

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

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)	RDE Commitments***		
				Research	Publication	Extension
Department Head	1	4	4.0	0	0	0
Faculty w/ Univ. Designated Position	0	2.5	0.0	0	0	0
Regular Faculty (VSL)*	0	12	0.0	0	0	0
Regular Faculty (TLS)*	1	18	18.0	0	0	0
Part time Faculty	0	actual	0.0	0	0	0
Admin Staff Members	0	0	0.0	0	0	0
TOTAL:			22.0	0	0	0

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.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1.	ADVANCED EDUCATION SERVICES									
	OVPI MFO 1. Graduate Degree Program Management Services									
	PI 1: Number of graduate degree specializations offered and monitored									
	PI 2: Total FTE monitored									

	PI 3: Percentage of students who graduated within the prescribed period								
	OVPI MFO 2. Graduate Student Management Services								
	PI 1: Percentage of graduate students awarded with honors/distinction								
	PI 2: Percentage of graduate students advised who rated the adviser/GAC member at least very satisfactory								
	PI 3: Percentage of graduate school faculty engaged in research work applied in any of the following:								
	a. Pursuing advanced research degree program								
	b. Actively pursuing in the last three years (investigative research, basic and applied scientific								
	c. Producing technologies for commercialization or livelihood improvement								
	d. whose research work resulted in an extension								
	Total Points:			Total n:		0		0.00	
UMFO 2.	HIGHER EDUCATION SERVICES								
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored	All Faculty Members	Head-4	7.80	5	5	5	5.00	MTPL
			TL-8	16.50	5	5	5	5.00	CMDP
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered								
	PI 3: Average percentage passing in licensure exam								
	PI 4: Percentage of first time licensure exam takers who passed the licensure exam								
	PI 5: Number of students who graduated within the prescribed period								
	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period	All Faculty Members	5%	35.71%	5	5	5	5.00	BS Biotech
	PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies	All Faculty Members	82%	82%	5	5	5	5.00	BS Biotech
	PI 8: Number of academe/industry linkages established	All Faculty Members	1	1	5	5	5	5.00	DBSN Agriventure
	PI 9: Number of thesis/special problems of students:								

	a. Thesis outline/manuscript/ Case studies/ Special Problems/ OJT Narrative reports/ Engineering Projects/ Portfolios approved	All Faculty Members	7	14	5	5	5	5.00	BS Biotech
	PI 10: Number of student organizations advised/assisted	All Faculty Members	1	1	5	5	5	5.00	VSU Biotechnological Society
	PI 11: Number of instructional materials developed/revised								
	a. OBE - compliant syllabi	All Faculty Members	2	2	5	5	5	5.00	Btec 111, Btec 21
	b. Teaching guides/Student guides/Laboratory Manuals	All Faculty Members	2	2	5	5	5	5.00	Btec 134, Btec 21
	c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games,	All Faculty Members	2	2	5	5	5	5.00	Btec 111, Btec 21
	d. On-line interactive learning resources per subject	All Faculty Members	1	1	5	5	4	4.67	Btec 134
	PI 12: Number of instruction-related awards								
	Periodic Revision of OBE Syllabi								
	Submission of Student Performance Based on								
	Group Consultation of Student Advisees by their academic adviser	All Faculty Members	2	2	5	5	5	5.00	MTPL,CMDP
	Number of National Student awards								
	Number of honor graduates	All Faculty Members	4	6	5	5	5	5.00	Caseres, Edaño, Fernandez, Lugsanay, Magomnang, Ocay
	Total Points			Total n:		13		64.67	
UMFO 3.	RESEARCH SERVICES								
	PI 1. Number of research proposals submitted								
	PI 2. Number of research proposals approved								
	PI 3. Number of research studies conducted								
	PI 4. Number of research projects/studies completed within the year								
	PI 5. Number of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/ int'l scientific/professional fora and conferences								
	In int'l fora/conferences								
	In nat'l fora/conferences								
	In reg'l fora/conferences								
	In institutional fora/conferences								
	PI 6. Number of paper submitted for publication in internationally indexed journals								

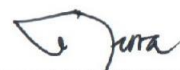
	PI 7. Number of published papers in peer-reviewed journals								
	<i>In refereed int'l journals</i>								
	<i>In refereed nat'l journals</i>								
	<i>In institutional journals</i>								
	PI 8. Number of patents/Utility Models/copyrights filed and registered								
	PI 9. Amount of research money generated from external funding (Million PHP)								
	PI 10. Amount of research money generated from institutional funding (Thousand PHP)								
	PI 11. Number of research outputs in the last three years utilized by the industry or other beneficiaries								
	PI 12. Number of research-related awards (research conducted by faculty or students with faculty)								
	Total Points			Total n:	0		0.00		
UMFO 4.	EXTENSION SERVICES								
	PI 1: Number of trainees weighted by the length of training								
	PI 2: Number of trainings conducted								
	PI 3: Number of IEC materials/techno-guides developed/used								
	PI 4: Number of beneficiaries served								
	<i>Groups</i>								
	<i>Individuals</i>								
	PI 5: Number of technical/expert services provided/rendered								
	Research Mentoring	Head	1	1	5	5	5	5.00	CMDP
	Peer reviewers/Panelists								
	Resource Person								
	Convenor/Organizer								
	Consultancy								
	Evaluator								
	PI 6: Number of extension projects conducted								
	PI 7: Number of extension proposals submitted								
	PI 8: Number of extension proposal approved								
	PI 9: Amount of extension money generated from external funding (Thousand PhP)								
	PI 10: Amount of extension money generated from institutional funding (Thousand PhP)								
	PI 11: Percentage of beneficiaries who rated the training course and advisory services as satisfactory								

	PI 12: Number of extension-related awards (extension conducted by faculty or student and								
	Total Points			Total n:			1		5.00
UMFO 5.	SUPPORT TO OPERATIONS (STO)								
OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced degree programs	All Faculty Members	4	4	5	5	5	5.00	LFMG, MBG, EKCBT, DCQR
OVPI MFO 2. Faculty Recruiting/Hiring Services									
	PI 2: Number of faculty recruited/aligned with university RSP policy and competency-based HRM								
OVPI MFO 3. Faculty Evaluation Services									
	PI 3: Number of seminars/trainings/ conventions/workshops organized/ coordinated for the entire university	All Faculty Members	1	2	5	5	5	5.00	MTPL (Focal Person) - Orientation on Fulbright Graduate Student Program; MTPL (Focal Person)- Forum on "Mga Haligi nga Lahi sa Agham at Teknolohiya & Modernization of Agriculture"
	PI 4: Number of attended seminars/trainings/conventions/workshops outside the university	All Faculty Members	1	4	5	5	5	5.00	En banc Evaluation of proposed CRISPR Program; Visayas Regional Scientific Meeting; Science for Change Program Caravan & Regional Academic-Industry forum; 6th Undergraduate research Symposium
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	All Faculty Members	80%	100%	5	5	5	5.00	MTPL, CMDP
	PI 6: Number of college/department - level seminars/trainings/workshops/reviews conducted/attended/facilitated	All Faculty Members	1	2	5	5	5	5.00	VBS GMO Awareness Seminar; CAS Job Seeking Seminar
OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 1: Number of degree programs which passed accreditation/evaluation at least level 1	All Faculty Members	1	1	5	5	5	5.00	BS in Biotechnology
	PI 2: Degree program compliant with CHED requirements	All Faculty Members	1	1	5	5	5	5.00	BS in Biotechnology
	Total Points			Total n:			7		35.00
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES								
	PI 1. Number of Risk Assessment/Review conducted	All Faculty Members	1	1	5	5	5	5.00	
	PI 2. Number of risks identified	All Faculty Members	15	25	5	5	5	5.00	

	PI 3. Number of risks addressed/minimized	All Faculty Members	10	20	5	5	5	5.00	
	PI 4: Number of legitimate complaints received	All Faculty Members	0	zero complaint	5	5	5	5.00	No complaint received
	PI 5: Percentage of complaints indicated in PI 4, if any, addressed within the prescribed period	All Faculty Members	0% complaint	0% complaint	5	5	5	5.00	No complaint received
	PI 6. ADDITIONAL OUPUTS* (In instruction, research, extension, production, and/or administration not found in the original commitment)	Dept. Head	Request for purchase of new equipment (1)	1	5	5	4	4.67	Dept. of Biotechnology
		Dept. Head & All Faculty Members	Personal follow up for purchase/job requests (1)	2	5	5	5	5.00	MTPL, CMDP
		Dept. Head & All Faculty Members	Constant personal follow up of the completion of the building (every month). 4	5	5	5	5	5.00	Monthly personal follow up
	* The Additional Outputs is considered as one (1) PI only under UMFO 6 . Entry (ies) may just be enumerated accordingly.								
	Total Points			Total n:			8	39.67	
Total No. of Entries:					29				
Total Over-all Rating					144.34				
Average Rating					4.98				
Adjectival Rating					Outstanding				

MTPL- Ma. Theresa P. Loreto; CMDP- Caressa Marielle D. Poliquit; LFMG- Lourd Franz M. Gabunada; MBG- Marciana B. Galambao; EKCBT- Ea Kristine Clarisse B. Tulin; DCQR- Donna Christene Q. Ramos

Received by:



Planning Officer

Date: _____

Calibrated by:



REMBERTO A. PATINDOL, Ph.D.

Chairman, PMT

Date: _____

Recommending Approval:

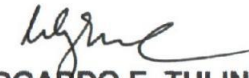


BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

Date: _____

Approved:



EDGARDO E. TULIN, Ph.D.

University President

Date: _____