



## OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, Milagros C. Bales, Head of the Department of Agricultural Education and Extension, accomplished the following targets for the period January - June 2022.

MILAGROS C. BALES

Department Head

Date: \_\_\_\_\_

VICTOR B. ASIO

College Dean

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	0.0	1	1		
Faculty w/ Univ. Designated Position	0	2.5	0.0	0	0		
Regular Faculty (VSL)*	5	12	2.0	3	3		
Regular Faculty (ILS)*	1	0	0.0	0	0		
Admin Staff Members (JO)	2						
<b>TOTAL:</b>	<b>9</b>	<b>18.5</b>	<b>2.0</b>	<b>4</b>	<b>4</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		Rating				Remark (Details of the targetted output indicators with **)	% weight
					% 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									4%
	a.	pursuing advanced research degree program (Ph.D) *	ACMonsanto RBGonzaga VCDargantes	15%	50%	ACMonsanto RBGonzaga	5	5	5	5.00	*out of 7 faculty, only 4 are not PhD degree holder 2 pursuing PhD/ 4 * 100% = 50% *VCDargantes will be pursuing his PhD this August, 2022	
	b.	actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Dept. Head & Faculty	30%	42.86%	LJC, HYG, KYT	5	5	5	5.00	3 pursuing actively in research, / 7 faculty * 100%	

[illegible]



	<b>PI 9: Number of instructional materials developed *</b>	Dept. Head & Faculty										
	On-line ready courseware			10	7	FTB, MCB, LJC, KPY	5	5	4	4.67		
	Flexible instructional materials			10	27	FTB, MCB, LJC, KPY	5	5	5	5.00	AgEx 218, AgEx 217, AgEx 234, AgEx 215, ADED 211, AgDE 201, AgEd 242, AgEx 233, AgDev 202, AgEx 246, AgEx 202	
	Assessment tools			10	35	FTB, MCB, LJC, KPY, VCD, ACO	5	5	5	5.00		
	<b>PI 10: Number of virtual classrooms created and operationalized</b>			5	10	DAEEx Graduate Faculty	5	5	5	5.00	MCB - 3, FTB - 2, LJC - 1, KPY - 2, VCD - 1, ACO - 1	
<b>MFO 2</b>	<b>HIGHER EDUCATION SERVICES (50%)</b>											
	<b>PI 1. Percentage of first time licensure exam takers that pass the licensure exams *</b>	Dept. Head & Faculty		40%		none as of January - June					LEA will be held on November, 2022	7.5%
	<b>PI 2. Percentage of graduates (2 years prior) that are employed *</b>	Dept. Head & Faculty		60%		35 BSDE graduates for 2020	5	5	4	4.67	18 are employed 17 are unemployed	2.5%
	<b>PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *</b>	Dept. Head & Faculty		100%	100%	BSA Curriculum	5	5	5	5.00	*CMO # 14, series 2008, Policies & standards for bachelor of science in agriculture (BSA) program *BCR Resolution No. 81, s. 2018, A Resolution approving the revised curriculum for the bachelor of science in agriculture (BSA) in accordance with unnumbered draft ched memorandum order, series of 2017	2.5%
	<b>PI 4. Percentage of undergraduate programs with accreditations *</b>	Dept. Head & Faculty		100%	100%	BSA Program	5	5	5	5.00		2.5%
	<b>PI 5: Total FTE, coordinated, implemented and monitored *</b>	Dept. Head & Faculty		50	59	2nd Semester AY 2021-2022	5	5	5	5.00	MCB - 8, FTB - 3, LJC - 1, VCD - 23.9, ACO - 18.25, KPY - 5	20%
	<b>PI 8: Number of students advised: *</b>	Dept. Head & Faculty										
	<i>On thesis/ field practice/special problem</i>			10	19	2 BSDE & 17 BSA major in AgEx	5	5	5	5.00	BSIDE - Poliquit, Villocino BSA - Bucog, Canupin, Celeste, Ciabu, Claveria, Colminas, Del Mayor, Mondala, Ormos, Palermo, Pigte, Pole, Rebojo, Sacmar, Sanchez, Talaña, Tequillo	1%
	<i>No. of approved manuscript submitted within prescribed period</i>			10	13	1 BSDE & 12 BSA major in AgEx	5	5	5	5.00	BSIDE - Villocino BSA - Bucog, Canupin, Celeste, Ciabu, Claveria, Colminas, Del Mayor, Mondala, Ormos, Palermo, Pigte, Pole, Rebojo, Sacmar, Sanchez, Talaña, Tequillo	1%
	<i>On consultation</i>			10	19	3 BSDE & 17 BSA major in AgEx	5	5	5	5.00	BSIDE - Malatag, Poliquit, Villocino BSA - Bucog, Canupin, Celeste, Ciabu, Claveria, Colminas, Del Mayor, Mondala, Ormos, Palermo, Pigte, Pole, Rebojo, Sacmar, Sanchez, Talaña, Tequillo	0.5%





	In int'l fora/conferences			1						to be accomplished	1.50%	
	In nat'l/regional fora/conferences			--							0.50%	
	PI 5. Percent of research proposals approved *	Dept. Head & Faculty		10%	100%	LJCuadra, KPY	5	5	5	5.00	*Adapting to the New Normal in Education: A Curriculum Modification Design Using Blended Learning Model *Project Proposal submitted to KLAU Center for Civil and Human Rights, Notre Dame University, Indiana USA	0.5%
	PI 6. Additional outputs*	Dept. Head & Faculty										
	No. of research-related awards (research conducted by faculty or student w/ faculty)											1.50%
MFO 4	EXTENSION SERVICES (10%)											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	Dept. Head & Faculty		5	42	Green-the-Home Project, PHILFIDA Project	5	5	5	5.00	GTH-LGU Hilongos & LGU Baybay (CAO) PHILFIDA - 1 *DA Region 8 other 37 LGU's in Region 8 *PRDP *and	2.0%
	PI 2. Number of trainees weighted by the length of training *	Dept. Head & Faculty		50	171		5	5	5	5.00	PhilFIDA - 53 ATI Virtual Participants - 78 LNU Faculty - 40	2%
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty		2	2	GTH, PhilFIDA	5	5	5	5.00	Green-the-Home Project PhilFIDA	2%
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	Dept. Head & Faculty		95%	95%	GTH	5	5	5	5.00	Green-the-Home Re-planning Workshop	1%
	PI 5. Number of technical/expert services *	Dept. Head & Faculty										1%
	Research Mentoring			1	3	GTH, PhilFIDA	5	5	5	5.00	SRA-GTH, MCLipian and Archille Galupo	
	Peer reviewers/Panelists			1								
	Resource Persons			2	2	MCB	5	5	5	5.00	ATI and LNU	
	Convenor/Organizer			2	2	SRA-GTH, MCLipian	5	5	5	5.00	Green-the-Home Re-planning Workshop	
	Consultancy											
	Evaluator			1	1	MCB	5	5	5	5.00	Ugmad SEARCH	
	PI 8. Percent of extension proposals approved *	Dept. Head & Faculty		50%								0.5%
	PI 11. Additional outputs *	Dept. Head & Faculty										

10%

	No. of extension-related awards (extrn. conducted by faculty or student & faculty) *	Dept. Head & Faculty								to be accomplished	1.5%
<b>MFO 5</b>	<b>Support to Operations</b>										
	<b>OVPI MFO 1. Faculty Development Services</b>										
	<b>PI 1:</b> Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	Dept. Head & Faculty	2	2		5	5	5	5.00	RBGonzaga & ACMonsanto	0.625%
	<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>										
	<b>PI 2:</b> Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head & Faculty	1							none	0.125%
	<b>OVPI MFO 3. Faculty Evaluation Services</b>										
	<b>PI 3:</b> Number of seminars/trainings/ conventions/workshops coordinated for entire university *	Dept. Head & Faculty	5	6		5	5	5	5.00	*Mandatory Orientation and Re-orientation of Academic Advisers *VSU Graduate School Onboarding for Faculty and Students *Training for OBE Syllabus *Department Enrolment Focal Persons and College Hotline Agents Syllabus Making Accreditation *Workshop *Online	0.25%
	<b>PI 4:</b> Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty	3	1		5	5	4	4.67	*Online Training on Scientific Writing and Presentation for Higher Education Institutions in the Philippines	0.25%
	<b>PI 5:</b> Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	95%	100%		5	5	5	5.00	All DAEEs Faculty were rated by the students for 2nd sem AY 21-22 outstanding and very satisfactory	0.75%
	<b>PI 6:</b> Number of in-house seminars/trainings/ workshops/reviews conducted *	Dept. Head & Faculty	2							none as of January - June	0.25%
	<b>PI 7:</b> Additional outputs *	Dept. Head & Faculty									
	Number of faculty/staff awards/honors received related to operations support										0.25%
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8:</b> 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	Zero non-conformity	Zero non-conformity		5	5	5	5.00	Zero non-conformity (No NC)	2.50%
<b>MFO 6</b>	<b>General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 1:</b> Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Dept. Head	100%	100%		5	5	5	5.00	Submitted PPMP for 2022	1%
	<b>PI 2:</b> Zero percent complaint from clients served	Dept. Head & all faculty & staff	95%	100%		5	5	5	5.00	No Complaint	2%

10%

5%



PI 3. Number of coaching sessions among faculty & staff**		Dept. Head	2	2	ACOracion & AMOraño	5	5	5	5.00	Ms. Aiza Oracion and Aira Oraño were new hires at the Department. They were briefed and guided from time to time how they should perform their tasks efficiently and effectively.	
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		Dept. Head	3	6	Faculty and Staff meeting and Emergency meeting	5	5	4	4.67	*January 11, 2022 *January 25, 2022 *February 28, 2022 *March 08, 2022 *April 7, 2022 *June 22, 2022	
PI 5. Number of monthly/special faculty & staff meetings conducted**		Dept. Head	10	6	Faculty and Staff meeting and Emergency meeting	5	5	4	4.67	*January 11, 2022 *January 25, 2022 *February 28, 2022 *March 08, 2022 *April 7, 2022 *June 22, 2022	
PI 3: Additional Outputs		Dept. Head & all faculty & staff									
Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *										*Involvement of thesis students in departments research projects *Integrating research results in instructional materials *Alternative internship program during pandemic *observe social distancing *Washing of hands/putting disinfectant/alcohol *wearing of face masks	2%
Total Over-all Rating									231.017		
Average Rating									4.915		
Adjectival Rating									OUTSTANDING		

5%

Received by:

TONI MARC L. DARGANTES

Planned

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: 8/5/22

Approved:

EDGARDO E. TULIN

President

Date: 8/5/22

in the remarks column the details of the targetted outputs for easy review and calibration.

ge weight for ranking purposes since these are activities only expected to be performed at the department level