



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

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, ANALYN M. MAZO, Head of the Department of Biological Sciences, commits to deliver and agree to be rated on the attainment of the following targets in January - June 2019

[Signature]
ANALYN M. MAZO

Head

Date: _____

[Signature]
CANDELARIO L. CALIBO

Dean, CAS

Date: _____

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

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	9.0	14.5	0	0
Faculty w/ Univ. Designated Position	3	2.5	4.4	3.0	0	0
Regular Faculty (VSL)*	10	12	123.2	83.5	2	2
Regular Faculty (TLS)*	2	18	57.8	0.0	0	0
Substitute Faculty	4/16		91.6	0.0	0	0
Admin Staff Members	2	0		0.0	0	0
TOTAL:			285.9	101.0	2	2

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))

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Persons Responsible	Target	Accomplishment	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	BSB,JGB, RMM, SAC, BLR	2	2	5	5	4	4.67	Offers the major subjects in MEd major in Biological Sciences with the College of Education; Offers MS Botany	
	PI 2: Total FTE monitored	BSB,JGB, RMM, SAC, BLR	2	7	5	5	4	4.67		
	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	BSB,JGB, RMM, SAC, BLR	100%	100%	5	5	5	5.00		
	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 research, policy research, social science research)	SAC, RMM, BSB, JGB, AMM, EKS, HRM, BLR, ARRF, HVO	50%	93%	5	5	5	5.00		
	c. Producing technologies for commercialization or livelihood improvement	HRM &JGB	0	13%	5	5	5	5.00	Currently have research developing Sargassum culture technology	

	d. whose research work resulted in an extension program								
	Total Points:			Total n		4.867		24.33	
UMFO 2.	HIGHER EDUCATION SERVICES								
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored	AMM & Faculty	150	285.90	5	5	5	5.00	DBS offered 36 subjects in 100 sections last second semester (SY 2018-19)
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	AMM & Faculty	100%	100%	5	5	5	5.00	BS Biology and BS Marine Biology curricula have been reviewed and noted by CHED
	PI 3: Average percentage passing in licensure	N/A							
	PI 4: Percentage of first time licensure exam takers	N/A							
	PI 5: Number of students who graduated within the prescribed period	AMM & Faculty	30	39	5	5	5	5.00	
	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period	AMM & Faculty	50%	56.00%	5	5	5	5.00	
	PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies	AMM & Faculty	80%	96%	5	5	5	5.00	One graduate is not employed since she is applying for admission to the air force
	PI 8: Number of academe/industry linkages established	AMM & Faculty	5	10	5	5	5	5.00	BFAR, PASAR, ICSC, EWNutrition, CTU, USC, MSU, BISU, Rutgers University, FIMFS
	PI 9: Number of thesis/special problems of students:								
	a. Thesis outline/ Case studies/ Special Problems/ OJT Narrative reports/ Engineering Projects/ Portfolios approved	AMM & Faculty	30	50	<u>5</u>	5	4	4.67	Faculty members approved thesis outline of students as adviser, chairman and member

	b. Thesis manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios approved	AMM & Faculty	30	48	5	5	4	4.67	Faculty members approved thesis manuscripts of students as adviser, chairman and member
	PI 10: Number of student organizations advised/assisted	EKLS & ARRF	1	1	5	5	5	5.00	DBS students have one (1) organization called Organization of Biology Students (OBiOS)
	PI 11: Number of instructional materials developed/revised	AMM & Faculty							
	a. OBE - compliant syllabi	AMM & Faculty	2	3	5	5	4	4.67	OBE-compliant syllabi in Terrestrial Ecology, Plant Microtechniques and Introductory Plant Ecology were submitted for review
	b. Teaching guides/Student guides/Laboratory Manuals	AMM & Faculty	7	10	5	5	5	5.00	Revised laboratory manuals of various subjects
	c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	AMM & Faculty	10	24	5	5	5	5.00	Developed and revised powerpoint presentations in various subjects
	d. On-line interactive learning resources per subject	ARRF	2	3	5	5	5	5.00	Created and maintained an online support site for Biol 152, Biol 199 and
	PI 12: Number of instruction-related awards								
	PI 13: Number of National Student awards								
	PI 14: Number of honor graduates	AMM & Faculty	2	4	5	5	5	5.00	Students who graduated last June received latin honor awards
	Total Points			Total n:				69.00	
UMFO 3.	RESEARCH SERVICES								
	PI 1. Number of research proposals submitted	JGB	1	2	5	5	5	5.00	Submitted two research proposals for DOST CRADLE funding

	PI 2. Number of research proposals approved	HRM, SAC, AMM, RMM, ARRF	1	1	5	5	5	5.00	FishCORAL project funded by BFAR was approved
	PI 3. Number of research studies conducted	AMM & Faculty	10	23.00	5	5	5	5.00	Only one (1) regular faculty member is not involved in research from Jan-June, 2019.
	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								
	<i>In int'l fora/conferences</i>								
	<i>In nat'l fora/conferences</i>	FOP	1	1.00	5	5	5	5.00	Oral presenter of the study Inventory of Aquatic Gastropod and Marine Bivalves of UPLB-MNH during the Annual Symposium of the Association of Systematic Biologists in the Philippines held at Western Philippine University May 29-31, 2019
	<i>In reg'l fora/conferences</i>								
	<i>In institutional fora/conferences</i>	AMM & Faculty	10	19	5	5	5	5.00	Presented research output during the annual in-house review (AIHR)
	PI 6. Number of paper submitted for publication in internationally indexed journals	RMRM	1	1	5	5	5	5.00	Submitted a paper to Journal of Science, Engineering and Technology
	PI 7. Number of published papers in peer-reviewed journals								

	<i>In refereed int'l journals</i>	JGB	1	1	5	5	5	5.00	Bitacura, JG. 2019. Influence of environmental disturbances on the bacteriological quality of the water and sediments of Pagbanganan River in Baybay City, leyte
	<i>In refereed nat'l journals</i>								
	<i>In institutional journals</i>	EKLS	1	1.00	5	5	5	5.00	Published article in an institutional journal
	PI 8. Number of patents/Utility Models/copyrights filed and registered								
	PI 9. Amount of research money generated from external funding (Thousand PHP)	AMM & Faculty	1M	3M	5	5	5	5.00	Approved project in FishCORAL
	PI 10. Amount of research money generated from institutional funding (Thousand PHP)	AMM & Faculty	100,000	396,309.00	5	5	5	5.00	VSO water resources project=185,891.00; River system project= 210,414 ; AR Project =250,000
	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)	JGB	1	1	5	5	5	5.00	Adviser of the Outstanding Thesis Award (Applied Physical and Environmental Sciences Category) during the Search for Outstanding Undergraduate Thesis sponsored by the Phi Delta The Honor Society of Science of VSU
	Total Points				Total n:			129.00	
UMFO 4. EXTENSION SERVICES									
	PI 1: Number of trainees weighted by the length of training	SAC,HRM	15	45	5	5	5	5.00	Training on SCUBA diving and CRTR and phototranssect method of assessing corals

	PI 2: Number of trainings conducted	HRM, SAC	1	2	5	5	5	5.00	SCUBA training and Sampling methods in corals
	PI 3: Number of IEC materials/techno-guides developed/used								
	PI 4: Number of beneficiaries served								
	Groups								
	Individuals	BSB, AMM, HVO	5	11	5	5	5	5.00	Specimen ID services
	PI 5: Number of technical/expert services provided/rendered								
	Research Mentoring								
	Peer reviewers/Panelists	ARF	1	1.00	5.0	5.0	5.0	5.00	Reviewer of ATR;
	Resource Person	SAC	1	1.00	5.0	5.0	5.0	5.00	Organizer and Trainor on coral identification and sampling
	Convenor/Organizer	SAC	1	1.00	5.0	5.0	5.0	5.00	
	Consultancy								
	Evaluator								
	PI 6: Number of extension projects conducted	HRM, ARF, RMRM	1	2	5	5	4	4.67	CRM & AR Projects
	PI 7: Number of extension proposals submitted								
	PI 8: Number of extension proposal approved								
	PI 9: Amount of extension money generated from								
	PI 10: Amount of extension money generated from institutional funding (Thousand PhP)	HRM, ARRF, RMRM	100,000	250,000	5	5	5	5.00	AR Project
	PI 11: Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance								

	PI 12: Number of extension-related awards (extension conducted by faculty or student and faculty)								
	Total Points			Total n:				39.67	
UMFO 5. SUPPORT TO OPERATIONS (STO)									
OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced degree programs	RDP, JCE, CBB, SAC, BLAR	5	5	5	5	4	4.67	
OVPI MFO 2. Faculty Recruiting/Hiring Services									
	PI 2: Number of faculty recruited/aligned with university RSP policy and competency-based HRM	AMM & Faculty	4	4	5	5	5	5.00	Hired regular and substitute faculty
OVPI MFO 3. Faculty Evaluation Services									
	PI 3: Number of seminars/trainings/ conventions/workshops organized/ coordinated for the entire university								
	PI 4: Number of seminars/trainings/conventions/workshops outside the university								
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	AMM & Faculty	90%	100%	5	5	5	5.00	
	PI 6: Number of college/department - level seminars/trainings/workshops/reviews conducted/attended/facilitated	AMM & Faculty	1	1	5	5	5	5.00	CRTR and photo transect method of assessing corals
OVPI MFO 4. Program and Institutional Accrediation Services									
	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 is AACCUP Level III accredited; BS Marine Bio has just been offered and cannot be evaluated by AACCUP until 2022
	PI 2: Degree program compliant with CHED requirements	AMM & Faculty	2	2	5	5	5	5.00	After the RQAT evaluation, all requirements to the BS Bio and BS Marine Bio programs have been complied

	PI 2: Degree program compliant with CHED requirements	AMM & Faculty	2	2					After the RQAT evaluation, all requirements to the BS Bio and BS Marine Bio programs have been complied
	PI 2. QMS on faculty recruitment, development							0.00	
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES									
	PI 1. Number of Risk Assessment/Review conducted	AMM & Faculty	1	1					
	PI 2. Number of risks identified	AMM & Faculty	5	5					
	PI 3. Number of risks addressed/minimized								
	PI 4: Number of legitimate complaints received	AMM & Faculty	0%	0%	5	5		5.00	
	PI 5: Percentage of complaints indicated in PI 4, if any, addressed within the prescribed period								
	PI 6. ADDITIONAL OUPUTS* (In instruction, research, extension, production, and/or administration not found in the original commitment)								
Total Points				Total n:				34.67	
Total No. of Entries:									
Total Over-all Rating					222.67				
Average Rating					44.537				
Adjectival Rating									

4.84

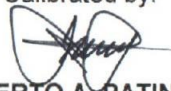
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Planning Officer

Date: _____

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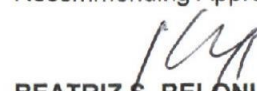


REMBERTO A. PATINDOL, Ph.D.

Chairman, PMT

Date: _____

Recommending Approval:

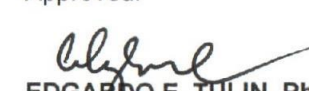


BEATRIZ S. BELONIAS, Ph.D.

Vice Pres for Instruction

Date: _____

Approved:



EDGARDO E. TULIN, Ph.D.

University President

Date: _____



RISK ASSESSMENT COMMITMENTS AS PART OF THE OPCR SUBMISSION

I, Analyn M. Mazo, Head of Department of Biological Sciences, commits to conduct a risk assessment review of the the Department of Biological Sciences as part of the submission of the OPCR and agree to identify potential risks and address them as appropriate in accordance with the measures indicated in the OPCR under **UMFO 6-Pls 1-3**, for the period January to ~~December~~ June 2019


ANALYN M. MAZO

Associate Professor and Head, DBS

Date: _____


BEATRIZ S. BELONIAS

Professor III/VP for Instruction

Date: _____

No.	Work Activity	Forseeable Significant Impact	Who or What May be Affected and How?	Existing Control Measures	Initial Assessment			Further Action Required (By Who/When)	Residual Risk*		
					Like-lihood*	Severity**	Risk Rating***		Like-lihood*	Severity* *	Risk Rating***
UMFO 1. ADVANCED EDUCATION SERVICES											
	a. Availability of faculty to teach on weekends	Student graduation delayed	students cannot take the subject		3	2	2	Request available affiliate staff			
	b.										
	c.										
UMFO 2. HIGHER EDUCATION SERVICES											
	a. Overload of faculty workload	Less time for other important activities like writing articles for publication	No of publications produced per year		3	2	2	Request additional faculty members to handle extra subjects			
	b.										
	c.										
UMFO 3. RESEARCH SERVICES											
	a. Writing of proposals and submission to potential funding agencies	Not able to submit proposals	number of research undertaken		3	2	2	conduct in-house workshop			

	b. Procurement of equipment/supplies	Will not be able to conduct/finish the study on time	Project/study implementation		3	2	2				
	c.										
UMFO 5. SUPPORT TO OPERATIONS (STO)											
	a. Faculty not able to finish advance studies on time	Number of faculty members with advanced degrees	Faculty <i>Deficit Plan</i>		3	2	2				
	b.										
	c.										
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES											
	a.										
	b.										
	c.										

Note: * Likelihood Rating: 1-Rare, 2-Unlikely, 3-Possible, 4-likely, 5-Almost Certain
 ** Severity Rating: 1-Negligible, 2-Minor, 3-Moderate, 4-Major, 5-Catastrophic
 *** Risk Rating: 1-Very Low, 2-Low, 3-Medium, 4-High, 6-Very High

Received by:

Calibrated by:

Recommending Approval:

Approved:

 Planning Officer

Date: _____

REMBERTO A. PATINDOL, Ph.D.

Chairman, PMT

Date: _____

BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

Date: _____

EDGARDO E. TULIN, Ph.D.

University President

Date: _____