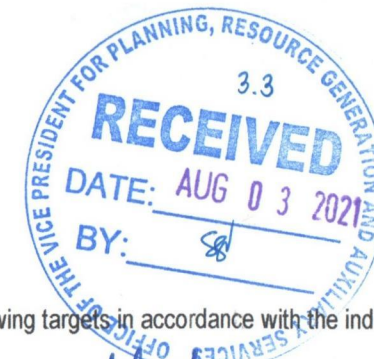




**VISAYAS**  
STATE UNIVERSITY



Department of Liberal Arts and Behavioral Sciences  
COLLEGE OF ARTS AND SCIENCES  
VISAYAS STATE UNIVERSITY



### OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **JETT C. QUEBEC**, Head of the Department of the Department of Liberal Arts and Behavioral Sciences, 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 2021**.

**JETT C. QUEBEC**

Department Head

Date: 7-29-2021

**MA. THERESA P. LORETO**

College Dean

Date: July 29, 2021

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):			Total FTE (1x2)		RDE Commitments***		
Personnel	Number (1)	Min. FTE (2)		Research	Publication	Extension	
Department Head	1	4	4	1	2	0	
Faculty w/ Univ. Designated	1	4	4	0	0	0	
Regular Faculty (VSL)*	3	12	36	3	0	6	
Regular Faculty (TLS)*	27	18	486	0	11	0	
Part time Faculty	19	21	399	0	0	0	
Admin Staff Members	3	0	0				
<b>TOTAL</b>			<b>929</b>	<b>4</b>	<b>13</b>	<b>6</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) *			NONE							

Faculty Members: JCQ-JQuebec, JDI-JImbong, RJT-RToring, JMD-JDiao, BAP-BPonce, AEG-AGenotiva, SRLM-SMartinez, GCF-GFernandez, JSB-JBagulaya, FV-AVillaroya, LAL-LLiwanag, AAP-AParmis, MGE-MGENaya, BPE-BENaya, EGF-EFernandez, DRF-DFlandez, RAB-RABande, MEG-MEGabunada, CNR-CRola, SML-SMLubrio, PMO-PPquibulan, AVO-AOclinaria, DPA-DAcortay, MCV-MVillas, PCD-PDomingo, GMS-GSantianes, MCP-MPascual, JEPadilla, CAPadilla

	b.	(3) years (investigative research, basic and applied scientific research, policy research social		NONE								
	c.	producing technologies for commercialization or livelihood improvement		NONE								
	d.	extension program		NONE								
<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	NONE								
	<b>PI 2:</b> Percentage of accredited graduate programs *		Dept. Head & Faculty	NONE								
	<b>PI 3:</b> Number of graduate degree specializations offered and monitored *		JCQ, RAB, SRLM, AAP, MVG, DPA, MCV, JCQ, CNR	1	2	MS Language Teaching; Magdev Language Teaching	5	5	5	5.00		
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*		JCQ, , SRLM, AAP, MVG, MCV, JCQ, CNR	9	16.28	LTNG 207, LTNG 225, LTNG 227, LTNG 299, LTNG 216, ENGL 232, ENGL 229	5	5	5	5.00		
	<b>PI 5:</b> Percentage increase in number of graduate students enrolled *			50%	NA							
	<b>PI 6:</b> Percentage increase in number of students who graduated within prescribed period *			75%	NA							
	<b>PI 7:</b> Number of graduate students awarded with honors/distinction *			NONE								
	<b>PI 8:</b> Number of graduate students advised *		AAParmis; SRMartinez	2	16	MS LT and MEd English	5	5	5	5.00		
	<b>PI 9:</b> Number of instructional materials											
	On-line ready courseware		SRLM, MVG,	2	2	LTNG 216, ENGL 232	5	5	4	4.67		
	Flexible instructional materials		SRLM, AAP, MVG, CNR, JCQ	10	8	LTNG 216, ENGL 233, LTNG 216, ENGL 232, LTNG 207, LTNG 225, LTNG 227, LTNG 299, ENGL 229	5	5	4	4.67		
	Assessment tools		SRLM, AAP, MVG, CNR, JCQ	10	219	LTNG 216, ENGL 232, LTNG 207, LTNG 225, LTNG 227, LTNG 299, ENGL 229	5	5	5	5.00		
	<b>PI 10:</b> Number of virtual classrooms created and operationalized		SRLM, AAP, MVG, CNR, JCQ	7	7	LTNG 207, LTNG 225, LTNG 227, LTNG 299, LTNG 216, ENGL 232, ENGL 229	5	5	5	5.00		
<b>MFO 2</b>	<b>HIGHER EDUCATION SERVICES (50%)</b>											



PI 1. Percentage of first time licensure exam takers that pass the licensure exams *			N/A							
PI 2. Percentage of graduates (2 years prior) that are employed *		DRF	60%	60%		4	5	4	4.33	
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *			NONE							
PI 4. Percentage of undergraduate programs with accreditations *			NONE							
PI 5: Total FTE, coordinated, implemented and monitored *		Dept. Head & Faculty	640	1455.14	Regular and Part-timers	5	5	5	5.00	
PI 8: Number of students advised: *										
On thesis/ field practice/special problem			1	1	ABELS	5	5	5	5.00	
No. of approved manuscript submitted within prescribed period			1	1	ABELS	5	5	4	4.67	
On consultation		All Faculty Members	100	981	1st Sem. 2020-2021 students online consultation with the teachers	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *										
Student organizations advised		Faculty	1	2	USSC; ABELS Society	5	5	5	5.00	
Student organizations assisted on student related activities		Faculty	1	2	USSC; ABELS Society	5	5	5	5.00	
PI 10: Number of instructional materials developed *										
On-line ready courseware		Dept. Head & Faculty	10	54	ScSc 16, ScSc 13, Humn 11, Philko 11, ScSc 14m Fing 12, Elst 110, Fing 11, Humn 12, Humn 13, Humn 15, Fili 12, ScSc 12, Comm 11, ScSc 24, Elst 103, Elst 102, Elst 108, Elst 109, Litr 132, Litr 14, ELPr 131, Elst 110, Litr 135	5	5	4	4.67	
Flexible instructional materials		Dept. Head & Faculty	20	221	ScSc 16, ScSc 13, Humn 11, Philko 11, ScSc 14m Fing 12, Elst 110, Fing 11, Humn 12, Humn 13, Humn 15, Fili 12, ScSc 12, Comm 11, ScSc 24, Elst 103, Elst 102, Elst 108, Elst 109, Litr 132, Litr 14, ELPr 131, Elst 110, Litr 137	5	5	4	4.67	
Assessment tools		Dept. Head & Faculty	20	266	ScSc 16, ScSc 13, Humn 11, Philko 11, ScSc 14m Fing 12, Elst 110, Fing 11, Humn 12, Humn 13, Humn 15, Fili 12, ScSc 12, Comm 11, ScSc 24, Elst 103, Elst 102, Elst 108, Elst 109, Litr 132, Litr 14, ELPr 131, Elst 110, Litr 137	5	5	5	5.00	
PI 10: Number of virtual classrooms created and operationalized		Dept. Head & Faculty	50	83	ScSc 16, ScSc 13, Humn 11, Philko 11, ScSc 14m Fing 12, Elst 110, Fing 11, Humn 12, Humn 13, Humn 15, Fili 12, ScSc 12, Comm 11, ScSc 24, Elst 103, Elst 102, Elst 108, Elst 109, Litr 132, Litr 14, ELPr 131, Elst 110, Litr 138	5	5	5	5.00	

	PI 11: Additional Outputs		Dept. Head & Faculty								
MFO 3	RESEARCH SERVICES (10%)										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by		Dept. Head & Faculty								
	PI 2. Number of research outputs completed within the year *		Dept. Head & Faculty	1	NONE	On-going					
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *										
			JEPadilla & Capadilla			(1). Morpho-Syntactic Error Analysis in Written Compositions of MTB-MLE Policy Students; International Journal of Social Sciences & Educational Studies; June 2021, Vol. 8 No.2					
			JEPadilla & Capadilla			(2). Concept Analysis of Kalinaw among Cebuano Speakers Using Kawakita Jiro Method; Joseph Padilla & Corazon Padilla; published by IJOTL-TL, Vol. 3, No. 2, May 2021; Center of Language and Cultural Studies, Surakarta, Indonesia					
			PCDomingo			(3) Triumphs and Struggles in Teaching the English Language, Precious Domingo (2020). International Journal of Studies in Education and Science (IJSES), 1(1), 59-79.					
			PCDomingo			4) Frequent Errors in Consonant Sound Production of Elementary Education Teachers at Visayas State University, Precious Domingo. English Studies on Translation, Culture, Literature and Linguistics, Vol. 3, No. 2 (2020)					
			Lliwanag			(5) "Pagtatala ng Sampung Finakamahalagang Pilosopong Pilipino: Isang Gabay para sa Pagtuturo ng Pilosopiyang Pilipino" (co-authors: F.P.A. Demeterio III, Mary Irene Clare O. Deleña, and Rodolfo V. Bagay, Jr.); Social Ethics Society Journal of Applied Philosophy Volume 7, May 2021, pp. 19-57					
	In refereed int'l journals		Lliwanag	2	10	(6) "Madre, Feminista, at Akt bista: Pakikipanayam Tungkol sa Pilosopiya at Praxis ni Sr. Mary John Mananzan, OSB" (co-author: Mr. Carlo Angelino M. Romero); Philippine E-Journals, Vol. 33, No. 1 (2020)	5	5	5	5.00	



			<div>Lliwanag &amp; GCFernandez</div> <div>Lliwanag, RJToring, MGENaya</div> <div>Lliwanag, GCFernandez</div> <div>Lliwanag</div>		<div>(7) "Critique on the 1983 historical marker installed by the National Historical Institute at the Our Lady of the Assumption Cathedral, Maasin City, Southern Leyte, Philippines" (co-author: Dr. F.P.A. Demeterio III and Dr. G.C. Fernandez, Jr.);</div> <div>(8) "Isog ka?": Komparatibong pananaliksik sa mga etnikong estereotipo sa mga Cebuano at Waray sa Visayas State University (co-authors: Romeo J. Toring, Jr., Mary Grace P. Enaya, Precious Elaine D. Tubigan, and Hilda A. Pedrera); Social Science Diliman. Vol. 15, Issue 2; Pages 28-51; published by University of the Philippines</div> <div>(9) Disaster Risks of the Seven Filipino-Spanish Churches of the Diocese of Maasin, Philippines Disaster Risks ng Pitong Pilipino-Espanyol na Simbahan ng Diyosesis ng Maasin sa Pilipinas; SPAFA Journal, June 16, 2021 (Rloreto, Lliwanag &amp; Gfernandez)</div> <div>(10) "Tagapagtaguyod ng Wikang Filipino at Intelektwalisasyon ng Pilosopiyang Pilipino: Pakikipanayam tungkol sa Pilosopiya at Praksis ni Dr. Florentino T. Timbreza" (co-author: Mr. Vladimir B. Villejo)/ Malay . 2019, Vol. 32 Issue 1, p84-98. 15p.</div>					
	<i>In refereed nat'l/regional journals</i>		<div>AFVillaroya</div> <div>AFVillaroya</div> <div>JCQuebec</div> <div>JCQuebec &amp; GCFernandez</div>	0	6	<div>1) Sartrean Freedom Responsibility in Rousseau's Emile, AFVillaroya; Philippine Social Science Journal (2021); Vol 4 No 1 (2021): Volume 4 Number 1 (January-March 2021)</div> <div>2) Introduction to Philosophy of the Human Person, AFVillaroya, BENaya &amp; EFernandez; Alethea Publications, ISEN: 978-621-8144-07-7</div> <div>3) Waraynish: A Morphologic Analysis of Hispanic Borrowed Words in Waray Visayan; JCQuebec; SABTON Multidisciplinary Research Journal; Vol. 1 No.1, (June 2021) 24-48</div> <div>4) The Notion of Peace in the "Sinugbuanon-Baybayanon": Perspectives of the People from the Margins, JCQuebec &amp; GCFernandez; SABTON Multidisciplinary Research Journal; Vol. 1 No.1, (June 2021) 23-33</div>	5	5	5	5.00

		RABande			5) Prevalence of English (L2) lexicon in Conversations of Waray (L1) Speakers: What are we doing with these children?; Journal of Educational and Human Resource Development 9:22-24 (2021) SLSU, Sogod, So. Leyte					
		RABande			6) Ubod, "Sa Baragyuhan nga Kapurupud-an", published by The National Commission for Culture & the Arts, National Committee on Literary Arts, p. 331; copyright 2020; ISBN-987-971-814-245-5					
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *									
	<i>In int'l fora/conferences</i>									
		Corazon Padilla	2	2	1) 4th International Multidisciplinary Research Conference;	4	5	5	4.67	
		Precious Domingo			2) Students' Perception in Distance Learning -Triumphs and Struggles in Teaching the English Language;					
	<i>In nat'l/regional fora/conferences</i>									
		LLLiwanag; MPEnaya	2	3	Pagtuturo, Pananaliksik, at Wikang Filipino sa Panahon ng New Normal, College of Liberal Arts, Filipino Department, De La Salle University, Manila • <i>Ang Imahen at Paghiraya sa Lalawigan ng Samar mula sa mga Artikulong Matatagpuan sa Beyer Collection ng National Library of the Philippines</i> (co-authors: Romeo J. Toring, Jr., Mary Grace P. Enaya, Precious Elaine D. Tubigan, Hilda A. Pedrera, and Daniel Joseph T. Tan) • <i>Ang Huling Dalaga sa Buhay ni Don Isabelo de los Reyes (1864-1938): Ilang Kontribusyon para sa Pilosopiyang Pampolitika at Kontemporaryong Araling Pilipino</i> (co-author: Reality Mae S. Tabernero)	4	5	5	4.67	
		Lliwanag; GCFernandez			2) Mar. 19, 2021: Multidisciplinary Conference, University Research Coordination Office Research Conference, De La Salle University, Manila • <i>Disaster Risks of the Sever: Filipino-Spanish Churches of the Diocese of Maasin, Island of Leyte, Philippines, based on Selected Hazard Models and Maps</i> (co-authors: Dr. F.P.A. Demeterio, III, Dr. G.C. Fernandez, Jr., and Arch. Raffy Andrew G. Loreto)					



			Lliwanag			3) Mar '19, 2021: "Research Colloquium on the Local History of Limasawa Island," Southern Leyte State University, Center for Access to Rural Education (in coordination with Social Science Area) • <i>Cataloguing and Baselineing the Filipino Spanish Churches of the Diocese of Maasin on the Island of Leyte</i>					
	<b>PI 5.</b> Percent of research proposals approved *		BAPonce, JQuebec, Agenotiva	50%	100%	Ethno-Linguistic Study of Miramanwa, Its Challenges and Changes Overtime	5	5	4	4.67	
	<b>PI 6.</b> Additional outputs*										
	No. of research-related awards (research conducted by faculty or student w/ faculty)										
<b>MFO 4</b>	<b>EXTENSION SERVICES (10%)</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension			1	2	Department of Education, Uptitude Training, Inc.	5	5	5	5.00	
	<b>PI 2.</b> Number of trainees weighted by the length of training *			20	none						
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *			2	2	1. Capacity Building for the Teaching of the Introduction to the Philosophy of the Human Person; 2. Instructional Materials Development in ELT in the New Normal: A Multimodal Approach	5	5	5	5.00	
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*			90%	NONE						
	<b>PI 5.</b> Number of technical/expert services *		Dept. Head & Faculty								

	Research Mentoring									
		Leslie Anne Liwanag & Joseph Padilla	NONE	10	1. "Sabi Nila at Ayon sa Amin: Lisod Sabton!" Ang Mga Etnikong Estereotipo at Pansariling Estereotipo sa mga Cebuano at Waray sa Visayas State University (Ms. Hilda Pedrera and Romeo J. Toring, Jr.)  2. Ang mga Diskurso ng Araling Pilipino na Umiiral sa mga Artikulo ng Malay Journal (May Mojica)  3. "Recognizing the Animo of Filipino Psychology:" Ang De La Salle University-Manila Bilang Pangalawang Sentro ng Sikolohiyang Pilipino (Deb Anaastcio and Mon Policarpio)  4. Ang Teorya ng Pagsasalin ni Peter Newmark: Isang Pagsusuri ng Pagsasalin sa Wikang Filipino ng "Poor Man's Love" ni Simeon Dumdurn, Jr. (Vanessa Gabunada)  5. Ang Paghiraya sa Nasyon ni Don Belong: Mga Akda ni Isabelo de los Reyes na Nakapaloob sa Panahon ng Transisyon (1897-1912) (Xiao Chua)  6. Ang Imahen at Paghiraya sa Lalawigan ng Samar mula sa mga Artikulong Matatagpuan sa Beyer Collection ng National Library of the 8. Attitude towards Divorce and Proposed Divorce Law of Selected Married Couples from the Fifth District of Leyte: Differences based on Religion, Religiosity, and Level of Education (John Martin Diao, Aldrin Palermo, Rose Capulla)  9. The Ilokano Mind in the Works of Isabelo De Los Reyes and Gregorio Aglipay (Danilo Alterado et al) 10. Research Articles in ELSt 108 (Stylistics) (JPadilla)	5	5	5	5.00	




	Peer reviewers/Panelists		Joseph Padilla, Michael Carlo Villas	1	3	1. Schools Division of Negros Occidental: 3rd Division Virtual Research Conference (Joseph Padilla); 2. Panelist, thesis defense, Phoebe Merino, "MATERIALS DEVELOPMENT PROGRAM IN LOCALIZING WARAY MOTHER TONGUE LEARNER'S MATERIALS FOR NINORTE-SAMARNON SPEAKERS," College of Education, University of the Philippines-Diliman; 3. Panelist, thesis defense, Ian Harvey Claros, "VERNACULAR INTERVENTIONS IN REMEMBERING AND FORGETTING THE BALANGIGA ENCOUNTER OF 1901 AND ITS AFTERMATH"; School of Humanities, Ateneo de Manila University (Michael Carlo Villas)	5	5	5	5.00	
	Resource Persons		JEPadilla, SMLubrio, JQuebec, RABande, AlVillaroya, DRFlandez, MGabunda, GMSantianes	1	2	1. Schools Division of Negros Occidental: Webinar on Journal Writing and Publication (Joseph Padilla); 2. Writeshop in Development of Reference Books and Teacher's Guides in Mother Tongue from Kindergarten to Grade 3, on April 9-13, 2021, at DepEd Baybay City Division, Baybay City, Leyte (SMLubrio, et.al)	5	5	5	5.00	
	Convenor/Organizer		John Martin Diao, Al Franjon Villaroya, Errol Fernandez,, Gernah May Santianes, Joseph Padilla	1	2	1. Webinar on Capacity Building of Introduction to the Philosophy of the Human Person (AVillaroya et.al) ; 2. Schools Division of Negros Occidental: Webinar on Journal Writing and Publication (Joseph Padilla & Gernah May Santianes)	5	5	5	5.00	
	Consultancy			NONE	1	Writeshop on Writing LIS and LAS for the IPHP (Errol Fernandez)	5	5	5	5.00	
	Evaluator			1	1	Language Editor of Science and Humanities Journal of VSU Graduate School (Mgabunada)	5	5	5	5.00	
	PI 8. Percent of extension proposals approved *			90%	100%	Instructional Materials Development in ELT in the New Normal: A Multinodal Approach & Capacity Building for the Teaching of the Introduction to the Philosophy of the Human Person	5	5	5	5.00	
	PI 11. Additional outputs *										
	No. of extension-related awards (extrn. conducted by faculty or student & faculty) *			NONE							
MFO 5	Support to Operations										

<b>CVPI MFO 1. Faculty Development Services</b>										
<b>PI 1:</b> Number of faculty pursuing advanced research degree programs (PhD) facilitated,		Dept. Head & Faculty	1	3	J-annie Ebit; April Rose Villacer; Beljun Enaya	5	5	5	5.00	
<b>CVPI 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 *		Head and DPC	5 subs; 9 PTs/sem	5 subs; 19 part-time	Second Semester, SY 2020-2021	5	5	5	5.00	
<b>CVPI MFO 3. Faculty Evaluation Services</b>										
<b>PI 3:</b> Number of seminars/trainings/conventions/workshops coordinated for entire			NONE							
<b>PI 4:</b> Number of seminars/trainings/conventions/workshops coordinated outside of			NONE							
<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%	98%	First Semester, SY 2020-2021 TPES	4.5	5	5	4.83	
<b>PI 6:</b> Number of in-house seminars/trainings/workshops/reviews conducted *			NONE							
<b>PI 7:</b> Additional outputs *										
Number of faculty/staff awards/honors received related to operations support			NONE							
<b>CVPI 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		Dept. Head & Faculty	No NC							
<b>MFO 6 General Admin. &amp; Support Services</b>										
<b>PI 1:</b> Submission of College/Department PPMP for the following year within deadline as		Dept. Head	1	NONE						
<b>PI 2:</b> Zero percent complaint from clients served		Dept. Head & all faculty & staff	no valid complaint	no valid complaint		5	5	5	5.00	
<b>PI 3:</b> Number of coaching sessions among faculty & staff**		JC Quebec	5	2	2 faculty members with satisfactory ratings in TPES	5	5	5	5.00	
<b>PI 4:</b> Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		JC Quebec	5	1		5	5	5	5.00	
<b>PI 5:</b> Number of monthly/special faculty & staff meetings conducted**		JC Quebec	8	19	Dept. Personnel Committee and Faculty meetings	5	5	5	5.00	



	<b>PI 3:</b> Additional Outputs		Dept. Head & all faculty & staff							
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other		JC Quebec	1	NONE					
Total Over-all Rating									186.503	
Average Rating									4.908	
Adjectival Rating									OUTSTANDING	

Received by:

  
**DILBERTO O. FERRAREN**

Planning Office

Date: **AUG 03 2021**

Calibrated by:

  
**REMBERTO A. PATINDOL**

Chair, PMT

Date: **7/30/21**


Recommending Approval:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: **8/2/21**

Approved:

  
**EDGARDO E. TULIN**

President

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

\* 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