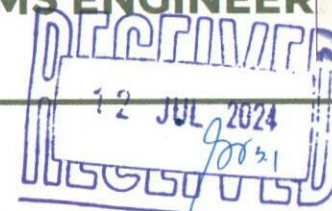# VISAYAS STATE UNIVERSITY

DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEER

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **ELDON P. DE PADUA**, Head of the Department of Agricultural and Biosystems Engineering, commits to deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period January - June 2024

ELDON P. DE PADUA
Department Head
Date: 04 July 2024

JANNET C. BENCURE
College Dean
Date: 10 July 2024

CHRISTOPHER 9/11/29

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

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)	Research	Publication	Extension
Department Head			0.0	0.0	0	0
Faculty w/ Univ. Designated Position			0.0	0.0	0	0
Regular Faculty (VSL)*			0.0		1	1
Regular Faculty (TLS)*			0.0	0.0	0	0
Part time Faculty			0.0	0.0	0	0
Admin Staff Members			0.0	0.0	0	0
TOTAL:			0.0	0.0	1	1

RDE Commitments***

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

Note:
* On vacation-sick-leave status. Ratio of Instruction and RDE commitmtents should 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	Department Target	Actual		Rating				Remark
					% Accomplishment as of June 30, 2024	Details of Accomplishments as of June 30, 2024	Quality	Efficiency	Timeliness	Average	

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual		Rating				Remark
					% Accomplishment as of June 30, 2024	Details of Accomplishments as of June 30, 2024	Quality	Efficiency	Timeliness	Average	
UMFO 1	ADVANCED EDUCATION SERVICES										
	OVPAA 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									
	OVPAA MFO 2. Graduate Student Management Services										
		PI 1: Percentage of graduate students awarde 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 research, policy research, social science research)									
		c. Producing technologies for commercialization or livelihodd imrovement									
		d. whose research work resulted in an extension program									

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	% Accomplishment as of June 30, 2024	Details of Accomplishments as of June 30, 2024	Quality	Efficiency	Timeliness	Average	Remark
		Total Points:				**Total n**					
UMFO 2	**HIGHER EDUCATION SERVICES**										
	OVPAA MFO 1. Curriculum Program Management Services										
		PI 1: Total FTE Monitored	Dept. Head & Faculty	500	54%	272	5	4	5	4.67	EPD- 15.30; MGCS-18.75; ARB-39.00; JMTG-34.00; GDO-49.20; TFS-55.00; JJDL-30.35; DCT-30.60
		PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Dept. Head & Faculty	100%	100%	100%	5	5	5	5.00	BSABE
		PI 3: Average percentage passing in licensure exam	Dept. Head & Faculty	60%							No ABE Licensure Exam during the monitoring period
		PI 4: Number of graduates in mandated programs graduated within the prescribed period	Dept. Head & Faculty	15							
		PI 5: Percentage increase in the number of undergraduate students who graduated within prescribed period	Dept. Head & Faculty								
		PI 6: Percentage increase in number of undergraduate students enrolled	Dept. Head & Faculty								
		PI 7: Number of academe/industry linkages established	Dept. Head & Faculty	5	260%	13	5	5	4	4.67	LGUs-6; DA RFO-1; DENR-2; NIA-1; DAR-1; Private-1; UPLB-1

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	% Accomplishment as of June 30, 2024	Details of Accomplishments as of June 30, 2024	Quality	Efficiency	Timeliness	Average	Remark
	PI 8: Number of students advised										
	On thesis/field practice/special problem		Dept. Head & Faculty	25	132%	33	5	4	5	4.67	
	No. of approved manuscript submitted within prescribed period		Dept. Head & Faculty	15	220%	33	5	5	4	4.67	
	On consultation		Dept. Head & Faculty	150	400%	600	5	5	5	5.00	ARB-100; GDO-100; EPD-100; MGCS-100; JMTG-100; TFS-100
	PI 9: Number of student organizations advised/ assisted										
	Student organizations advised		Dept. Head & Faculty	1	200%	2	5	5	5	5.00	PSABE-VSUSC; Amaranth
	Student organizations assisted on student related activities		Dept. Head & Faculty	1	400%	4	5	5	5	5.00	PSABE-VSUSC; Amaranth; CET-SSC; Viscan Eruditus
	PI 10: Number of instructional materials developed/revised										
	On-line ready courseware		Dept. Head & Faculty			11	5	5	5	5.00	JMTG-4; GDO&ARB&DCT-1; DCT-1; JJDL-2; TFS-1; ARB-2
	Flexible instructional materials		Dept. Head & Faculty								
	Assessment tools		Dept. Head & Faculty	70	297%	208	5	5	5	5.00	ARB - 62, GDO-45, EPD - 17, MGCS - 37, JMTG - 47

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	% Accomplishment as of June 30, 2024	Details of Accomplishments as of June 30, 2024	Quality	Efficiency	Timeliness	Average	Remark
	PI 11: Number of virtual classrooms created and operationalized		Dept. Head & Faculty			11	4	5	5	4.67	JMTG-4; GDO&ARB&DCT-1; DCT-1; JJDL-2; TFS-1; MGCS-2
Outcome Indicators:											
	PI 12: Percentage of first-time licensure exam takers that pass the licensure exams	Dept. Head & Faculty		60%							No ABE Licensure Exam during the monitoring period
	PI 13: Percentage of graduates (2 years prior) that are employed		Dept. Head & Faculty	82%							Tracer study for 2022 graduates is to be conducted on October 2024
	PI 14: Percentage of undergraduate students enrolled in CHED-identified and RDC-identified	Dept. Head & Faculty		100%	100%	100%	5	5	5	5.00	BSABE
	PI 15: Percentage of undergraduate programs with accreditation	Dept. Head & Faculty		100%	100%	100%	5	5	5	5.00	BSABE-Level 4 AACCUP-accredited
Additional Outputs											
	PI 16. Number of instructional materials approved by the UIMRC	Dept. Head & Faculty									
	PI 17. Number of new or revised curricular proposals submitted	Dept. Head & Faculty									
	PI 18. Number of new of revised curricular proposals approved by UCC	Dept. Head & Faculty									
	PI 19. Number of programs with COPC	Dept. Head & Faculty		1	100%	1	5	5	5	5.00	BSABE
	PI 20. Number of programs applying for COPC	Dept. Head & Faculty									
	PI 21. Percentage of faculty rated at least VS by supervisor	Dept. Head & Faculty		80%	125%	100%	5	5	5	5.00	7 out of 7 organic faculty members received an outstanding rating

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	% Accomplishment as of June 30, 2024	Details of Accomplishments as of June 30, 2024	Quality	Efficiency	Timeliness	Average	Remark
	PI 22. Percentage of courses offered with approved course syllabi		Dept. Head & Faculty	100%	100%	100%	5	5	4	4.67	
	PI 23. Percentage of courses with approved IMs		Dept. Head & Faculty								
	PI 24. Percentage of courses offered with final grades submitted within the allowable period		Dept. Head & Faculty	50%	124%	62%	5	4	4	4.33	26 out of 42 grade sheets were submitted on time
	PI 25. Percentage of IFWs submitted to OVPAA on time		Dept. Head & Faculty	50%	200%	100%	5	5	5	5.00	
	PI 26. Percentage of actual teaching loads submitted to OVPAA 30 days after the start of classes		Dept. Head & Faculty	100%	100%	100%	5	5	5	5.00	
	PI 27 Number of curricular reviews conducted		Dept. Head & Faculty								
	PI 28. Number of IMs reviewed by the CCC		Dept. Head & Faculty								
	PI 29. Number of OJT MOUs prepapred		Dept. Head & Faculty	5	260%	13	5	5	4	4.67	LGUs-6; DA RFO-1; DENR-2; NIA-1; DAR-1; Private-1; UPLB-1
	PI 30. Number of student interns deployed and monitored		Dept. Head & Faculty	25	188%	47	5	5	4	4.67	47 out of 53 students were deployed as of the monitoring period
	PI 31. Number of students from other schools having summber program supervised		Dept. Head & Faculty								
	PI 32. Number of external institutions/agencies conducting benchmarking activity served		Dept. Head & Faculty								
	PI 33. Number of students from other academic departments conducting research activities served		Dept. Head & Faculty								
	Total Points				**Total n**						
UMFO 3	**RESEARCH SERVICES**										
	PI 1. Number of published papers in internationally indexed journals										

| MFO No. | MFO Description | Success/Performance Indicator (PI) | Units/Persons Responsible | Department Target | Actual | | Rating | | | | Remark |
					% Accomplishment as of June 30, 2024	Details of Accomplishments as of June 30, 2024	Quality	Efficiency	Timeliness	Average	
	In refereed int'l journals		Dept. Head & Faculty	2							
	In refereed nat'l journals		Dept. Head & Faculty								
	In institutional journals		Dept. Head & Faculty								
	PI 2: Number of research outputs presented in regional/national/ int'l fora/conferences										
	In int'l fora/conferences		Dept. Head & Faculty	2							
	In nat'l fora/conferences		Dept. Head & Faculty								
	In reg'l fora/conferences		Dept. Head & Faculty	2							
	In institutional fora/conferences		Dept. Head & Faculty	2							
	PI 3: Number of research projects conducted and/or completed on schedule		Dept. Head & Faculty	3	300%	9	5	4	4	4.33	EPD-5; MGCS-3; JMTG-1
	PI 4: Number of research proposals submitted/endorsed for external funding		Dept. Head & Faculty	1							
	PI 5: Percent of research proposals approved		Dept. Head & Faculty								
	PI 6. Amount of research money generated from external funding (Thousand PHP)		Dept. Head & Faculty								
	PI 7. Amount of research money generated from institutional funding (Thousand PHP)		Dept. Head & Faculty			1,063.73	5	5	5	5.00	EPD-493.73; MGCS-570.00
	PI 8: No. of research-related awards (research conducted by faculty or student w/ faculty)		Dept. Head & Faculty								
	Outcome Indicator										
	PI 9: Number of research outputs in the last three years utilized by the industry or other beneficiaries		Dept. Head & Faculty	1	200%	2	5	5	5	5.00	EPD-1 (Evaporative Cooling Structure); MGCS-1 (Hydraulic Ram Pump)

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual		Rating				Remark
					% Accomplishment as of June 30, 2024	Details of Accomplishments as of June 30, 2024	Quality	Efficiency	Timeliness	Average	
	PI 10: Number of research outputs completed within the year		Dept. Head & Faculty	1							
	PI 11: Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year										
	In refereed int'l journals		Dept. Head & Faculty	2							
	In refereed nat'l/regional journals		Dept. Head & Faculty								
	PI 12. Number of research-related awards (research conducted by faculty or students with faculty)										
	PI 12. Number of patent applications		Dept. Head & Faculty	1							
	PI 13. Number of patent approved		Dept. Head & Faculty								
	PI 14. Number of creative works published		Dept. Head & Faculty								
	PI 15. Number of research articles derived from approved research in the university, submitted		Dept. Head & Faculty	2							
	PI 16. Number of research articles derived from approved research in the university, published		Dept. Head & Faculty	2							
Total Points					Total n:						
UMFO 4	EXTENSION SERVICES										
	PI 1: Number of person-days trained weighted by length of training		Dept. Head & Faculty	50							
	PI 2: Number of trainings conducted		Dept. Head & Faculty	1							
	PI 3: Number of IEC materials/techno-guides developed/used										

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual % Accomplishment as of June 30, 2024	Actual Details of Accomplishments as of June 30, 2024	Quality	Efficiency	Timeliness	Average	Remark
	PI 4: Number of beneficiaries served										
	Groups			1							
	Individuals		Dept. Head & Faculty	25							
	PI 5: Number of technical/expert services provided/rendered										
	Research Mentoring		Dept. Head & Faculty								
	Peer reviewers/Panelists		Dept. Head & Faculty								
	Resource Person		Dept. Head & Faculty	1	300%	3	5	5	5	5.00	CHED-TESDA; BAFE; CSU
	Convenor/Organizer		Dept. Head & Faculty	1	100%	1	5	5	5	5.00	World Water Day 2024
	Consultancy		Dept. Head & Faculty	1	100%	1	5	5	5	5.00	BAFE (AFMech IRR)
	Evaluator		Dept. Head & Faculty								
	PI 6: Number of extension projects conducted and/or completed on schedule										
	PI 7: Number of extension proposal submitted		Dept. Head & Faculty	2	50%	1	5	5	5	5.00	DA-ACEF (Upgrading of AgriMachinery Testing Center)
	PI 8: Percent of extension proposals approved		Dept. Head & Faculty								
	PI 9: Amount of extension money generated from external funding (Thousand PhP)		Dept. Head & Faculty								
	PI 10: Amount of extension money generated from institutional funding (Thousand PhP)		Dept. Head & Faculty								
	PI 11: No. of extension-related awards (extn. conducted by faculty or student & faculty)		Dept. Head & Faculty								

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual % Accomplishment as of June 30, 2024	Actual Details of Accomplishments as of June 30, 2024	Quality	Efficiency	Timeliness	Average	Remark
	Outcome Indicator										
		PI 12: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	Dept. Head & Faculty	1							
		PI 13: Number of trainees weighted by the length of training	Dept. Head & Faculty	50							
		PI 14: Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	Dept. Head & Faculty	1							
		PI 15: Percentage of beneficiaries who rate the training course/s as satisfactory or higher in terms of quality and relevance	Dept. Head & Faculty	95%							
		PI 16. Number of extension outputs presented in	Dept. Head & Faculty								
		a. international	Dept. Head & Faculty								
		b. national	Dept. Head & Faculty								
		c. regional or institutional conferences	Dept. Head & Faculty								
		PI 17. Number of extension articles derived from approved extension in the university, submitted	Dept. Head & Faculty								
		PI 18. Number of extension articles derived from approved extension in the university, published	Dept. Head & Faculty								
	Total Points					**Total n**					
UMFO 5	**SUPPORT TO OPERATIONS (STO)**										
OVPAA MFO 1. Faculty Development Services											
		PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	Dept. Head & Faculty	1							

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual		Rating				Remark
					% Accomplishment as of June 30, 2024	Details of Accomplishments as of June 30, 2024	Quality	Efficiency	Timeliness	Average	
	PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitated,		Dept. Head & Faculty	1							
	PI 1.2: Number of faculty who finished advanced degree program on time		Dept. Head & Faculty								
	PI 2: Number of faculty granted with external scholarships		Dept. Head & Faculty	2							
	PI 3: Number of faculty granted with internal fellowship grants		Dept. Head & Faculty								
	PI 4: Number of faculty granted with sabbatical leave		Dept. Head & Faculty			1	5	4	4	4.33	MEC
	PI 5: Number of faculty sent for trainings, seminars, conferences		Dept. Head & Faculty	4	150%	6	5	5	5	5.00	6 out of 7 faculty members
	PI 6. Number of faculty-scholars who completed their advance degrees		Dept. Head & Faculty	1							
	PI 7. Number of faculty granted with post-doctoral leave		Dept. Head & Faculty								
OVPAA MFO 2. Faculty Recruiting/Hiring Services											
	PI 8: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *		Dept. Head & Faculty	2	50%	1	5	5	4		1 Part-time Instructor
	PI 9. Number of new faculty hired with at least master's degree		Dept. Head & Faculty								
OVPAA MFO 3. Faculty Evaluation Services											

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual % Accomplishment as of June 30, 2024	Actual Details of Accomplishments as of June 30, 2024	Quality	Efficiency	Timeliness	Average	Remark
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university		Dept. Head & Faculty								
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university		Dept. Head & Faculty								
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated		Dept. Head & Faculty	80%	108%	86%	5	5	5	5.00	6 out of 7 faculty members are rated with Outstanding rating by
	PI 6: Number of in-house seminars/trainings/ workshops/reviews conducted/attended		Dept. Head & Faculty	1	100%	1	5	5	5	5.00	CET CQI Seminar-Workshop
OVPAA MFO 4. Program and Institutional Accrediation Services											
	PI 1: Number of degree programs which passed accreditation/evaluation at least level 1		Dept. Head & Faculty	1	100%	1	5	5	5	5.00	BSABE-Level 4 AACCUP-accredited
	PI 2: QMS on faculty recruitment, development & performance evaluation aligned with ISO standards		Dept. Head & Faculty	100%	100%	100%	5	5	5	5.00	
	PI 3: Degree program compliant with CHED		Dept. Head & Faculty	1	100%	1	5	5	5	5.00	
	PI 4: Number of activities organized/attended/ assisted/participated/facilitated		Dept. Head & Faculty	1							
	Additional Outputs:										
	PI 5: 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	80%	100%	80%	5	5	4	4.67	
	Total Points					**Total n**					
UMFO 6	**GENERAL ADMINISTRATION & SUPPORT SERVICES**										

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual		Rating				Remark
					% Accomplishment as of June 30, 2024	Details of Accomplishments as of June 30, 2024	Quality	Efficiency	Timeliness	Average	
	PI 1: Zero percent complaint from clients served		Dept. Head & Faculty	100%	100%	100%	5	5	5	5.00	
	Additional Outputs										
	PI 2: Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*		Dept. Head & Faculty	2	350%	7	5	5	5	5.00	Including supplementary PPMPs and PPMPs for RDE Projects
	PI 3. Number of coaching sessions among faculty & staff**		Dept. Head & Faculty	2	100%	2	5	4	4	4.33	
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		Dept. Head & Faculty	2	100%	2	5	4	4	4.33	
	PI 5. Number of regular executive committee meetings conducted ***		Dept. Head & Faculty	6	100%	6	5	4	4	4.33	
	PI 6. Percentage of NC's recieved and acted		Dept. Head &								
	PI 7. Percentage of CARs Recieved and acted		Dept. Head & Faculty								
	PI 8. Number of departments/institutes/offices supervised		Dept. Head & Faculty	1	200%	2	5	5	5	5.00	DABE and RERC

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual % Accomplishment as of June 30, 2024	Actual Details of Accomplishments as of June 30, 2024	Rating Quality	Rating Efficiency	Rating Timeliness	Rating Average	Remark
		PI 9. Number of routinary documents acted	Dept. Head & Faculty	200	194%	387	5	5	4	4.67	IFWs-8 , Projected Workload-1, Actual Workload-8, Communication-59, Certifications-29,Arrangement for Classes Missed-14, Recommnedations-6, Approval Sheets-33, Routing Slip-33, PPMP-7, PR-6, Certification-50, TOS-22, Nomination Form-33, Appointment of Adviser-33, Notice of Meeting-9,DTR for Part-time-7,Accomplishment Report-20, QRM-1, Contract Paper-5, Memorandum-3,
		PI 10. Number of committee meetings conducted	Dept. Head & Faculty	2	50%	1	5	4	4	4.33	Personnel Committee
		PI 11. Number of requests acted	Dept. Head & Faculty			80	5	5	5	5.00	Requests to use facility, equipment, etc.
		PI 12. Number of memoranda prepared	Dept. Head & Faculty	5	60%	3	5	5	4	4.67	3 memoranda
		PI 13. Percentage of faculty and staff submitted a DTR every month	Dept. Head & Faculty	50%	200%	100%	5	5	5	5.00	13 out of 13 faculty and staff
		PI 14. Percentage of complaints, if any, addressed on time	Dept. Head & Faculty								

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual		Rating				Remark
					% Accomplishment as of June 30, 2024	Details of Accomplishments as of June 30, 2024	Quality	Efficiency	Timeliness	Average	
	PI 15. Percentage of action plans implemented and monitored as scheduled		Dept. Head & Faculty	50%	40%	20%	4	4	4	4.00	1 out of 5 Action Plans were implemented
	PI 16. Percentage of monthly accomplishment report submitted on time		Dept. Head & Faculty	100%	75%	75%	5	5	4	4.67	3 out of 4 expected monthly accomplishment reports are submitted on time
	Total Points					**Total n:**					
	Total No. of Entries:									49	
	Total Over-all Rating									235.33	
	Average Rating									4.80	
	Adjectival Rating								Outstanding		

Received by:

TONI MARC L. DARGANTES
Planning Office
Date: JUL 1 2 2024

Calibrated by:

ELWIN JAY V. UY OSA-VP
7/12/24
Chairman, PMT
Date: _____

Approved:

PROSE IVY G. YEPES
President
Date: 9/6/24