

INSTRUCTION: To facilitate formula-assisted consolidation, don't delete nor add rows & columns. Dean's Office will hide blank rows after consolidation. Don't delete cell formulas. Use provided blank rows for additional Performance Indicators. Leave target blank if PI is not applicable. Cells in yellow color (if present) need to be filled-up or checked for data accuracy.

Visayas State University
College of Education
DEPARTMENT OF TEACHER EDUCATION
Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, LIJUERAJ J. CUADRA, Head of the Department of Teacher Education, commits to deliver and agree to be rated on the attainment of the following achievements in accordance with the indicated measures for the period January 1 to June 30, 2018.


LIJUERAJ J. CUADRA

Head, DTE

Date:

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

Personnel	Number	FTE/ sem	FTE/ Summer	FTE Total
Department Head	1	4.0	0.0	2.50
Faculty w/ Univ. Designated Position	2	2.5	0.0	21.45
Regular Faculty (Vac. & Sick Leaves)	3	8.0	0.0	23.95
Regular Faculty (Teacher's Leave)	8	18.0	0.0	128.00
Part time Faculty Members	4	Actual	Actual	269.20
Admin Staff Members	3	0.0	0.0	0.0

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

MFO No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Units/Persos Responsible*	Target	Actual Accomplishment		Rating				Remark
					% Accomplish-ment as of June 2018	Details of Accomplish-ment	Quality	Efficiency	Timeliness	Average	
UMFO 1:	Advanced Education Services										
	MFO 1. Graduate Degree Program Management Services										
		PI1: Number of graduate degree specializations offered and monitored	Head, Faculty	4	100.00%	4.00	5	5	5	5.00	
		PI2: Total FTE monitored	Head, Faculty								
		-with PhD		2	75.00%	1.50	5	5	4	4.7	
		-with MS		6	179.17%	10.75	5	5	5	5.00	
		P13: Percentage increase in number of graduate students	Head, Faculty	10%	00.00%	0.00%					

		* Local		1	100	1	4	5	4	4.33	Baybay City Division Office-DepEd
		* National		1	0	0	4	4	4	4.00	
		PI17a: Number of student advised	Head, Faculty								
		* On field practice		200	146.50%	293	4	5	5	4.67	
		* Enrolment		500	109.80%	549	4	5	5	4.67	
		PI17b: Number of student advised/Assisted	Head, Faculty								
		Student organizations advised		6	116.67%	7	4	5	5	4.67	
		Student related activities assisted		19	178.95%	34	4	5	5	4.67	
		PI18: Number of instructional materials developed	Head, Faculty								
		Revised course outline		4	250%	10	5	5	4	4.67	
		New syllabi		5	180%	9	5	4	5	4.67	
		Revised syllabi		5	200%	10	5	4	5	4.67	
		Revised lecture manual/handouts		5	100%	5	5	4	4	4.33	
		New lab. manual		1	0%	0	0	0	0	0	
		Revised Lab. Manual		1	0%	0	0	0	0	0	
		New Powerpoint lecture presentation (per course)		2	300%	6	5	4	5	4.67	
		PI19: Additional Outputs	Head, Faculty								
										4.54	
UMFO 3		Research Services									
		PI1: Number of published papers									
		In refereed int'l journals	Head, Faculty	1	0	0	0	0	0	0	
		In refereed nat'l journals	Head, Faculty	1	100.00%	1	5	5	4	4.67	Academic Achievement as Predictor in the LET Performance
		In institutional journals	Head, Faculty	1	0	0	0	0	0	0	
		PI 2. Number of research outputs presented in	Head, Faculty								
		-local	Head, Faculty	1	0	0	0	0	0	0	
		-national	Head, Faculty	1	200%	2	5	5	5	5	33 rd Phil Chemistry Congress, May 30-June 1 Phil Physics Society (PPS) 40 th

	No. of extension-related awards (ext'n. conducted by faculty or student & faculty)	NA	0	0	0	0	0	0	0	
UMFO 5	Support to Operations									
	<i>MFO 1: Faculty Development Services</i>									
	<i>PI1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted</i>	Head, Faculty	4	100	4	5	4	5	4.67	Bellen, Manaig, Ycong and Vega
	<i>PI 2. Number of in-house seminars/trainings/workshops/reviews conducted</i>	Head, Faculty	1	200%	2	4	4	5	4.33	
	<i>PI 3. Additional outputs</i>									
	<i>Number of faculty/staff awards/honors received related to operations support</i>	Head, Faculty								
	<i>MFO 2: Faculty Recruitment/Hiring Services</i>									
	<i>PI1: Number of faculty recruited/hired aligned with ISO standards</i>	Head, Faculty	4	125%	5	5	4	5	4.67	
	<i>MFO 3: Faculty Evaluation Services</i>									
	<i>PII: Percentage of faculty rated by students with at least VS rating in 50% of the subjects evaluated</i>	Head, Faculty	50%	180%	90%	5	4	5	4.67	
	<i>MFO 4: Admission and Registration Services</i>									
	<i>PII: Number of graduating high school students who took the exam resulting from information drive</i>	Head, Faculty								
	<i>MFO 5: Program and Institutional Accreditation Services</i>									
	<i>PI1: Number of degree program which passed accreditation/evaluation at least Level 1</i>	Head, faculty								
	<i>PI2: Degree program compliant with CHED</i>	Head, faculty and staff	3	100%	3	5	4	5	4.67	BEED, BECED, BSED
	<i>PI3: Readiness to SUC leveling by CHED and DBM</i>	Head, faculty and staff	50%	100%	50%	4	5	4	4.33	
									4.57	
UMFO 6	General Administration and Support Services									
	<i>PI 1. Number of departments and/or service units supervised and monitored</i>	NA								
	<i>PI 2. No. of management meetings conducted</i>	Head	5	100%	5	5	4	4	4.33	
	<i>PI 3. Number of documents attended and served</i>	Head	50	120%	60	5	5	5	5.00	
	<i>PI 4. Number of academic lecture/laboratory rooms maintained</i>	Head, staff	6	100%	6	5	4	4	4.33	

	PI 5. Number of heavy equipment maintained	NA								
	PI 6. Area of lawn maintained (sq.m, approx.)	Head, staff	NA							
	PI 7. Number of office and laboratory equipment purchased	Head, staff	3	166.67%	5	5	5	5	5.00	3 LCDs, 2 TV monitors & harddrive
	PI 8. Zero percent complaint from clients served	Head, staff	0%	100%	0%	5	5	5	5.00	
	PI 9. Additional Outputs									
									4.73	
Total Over-all Rating									23.24	
Average Rating									3.87	
Adjectival Rating									VS	

Received by:

Planning Office

Date: _____

Calibrated by:


REMBERTO A. PATINDOL
Chair, PMT

Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

Approved by:


EDGARDO E. TULIN
University President

Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average