


Visayas State University
College of Engineering
DEPARTMENT OF ANIMAL SCIENCE

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **DINAH M. ESPINA, Head of the Department of Animal Science**, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July, 2017 to December, 2017**.


DINAH M. ESPINA

Department Head, DAS-CAFS


VICTOR B. ASIO
Dean, CAFS

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

Personnel	Number	FTE/sem	FTE/Summer
Department Head	1		
Faculty w/ Univ. Designated Position	0		
Regular Faculty (Vac. & Sick Leaves)	5		
Regular Faculty (Teacher's Leave)	1		
Part time Faculty Members	1	Actual	Actual
Admin Staff Members	5		

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
MFO 1	Advanced Education Services									
	MFO 1. Graduate Degree Program Management Services	PI 1. Number of graduates in mandated programs graduated w/in prescribed period:								
		Master in Agricultural Development Major in Animal Production	None	-	-	-	-	-	-	None
		Masteral	DM Espina	0	1	5	5	4	4.67	See Registrar's Record
		Doctoral	None	-	-	-	-	-	-	None
		PI 2. Total FTE monitored	DM Espina, LC Bestil	13.00	24.63	5	5	5	5.00	See IPCRs
		PI 3. Percentage increase in number of students enrolled:								
	Master in Agricultural Development Major in Animal Production (7 vs 11 in 2016))	DM Espina, LC Bestil	20%	36% reduction	5	5	4	4.67	See Registrar's Record	

MFO 2	MFO 2. Graduate Degree Program Management Services	Masteral (25 vs 26 enrollees in 2016)	DM Espina, LC Bestil	25%	3.84% reduction	5	5	4	4.67	See Registrar's Record
		Doctoral (5 vs 3 enrollees in 2016)	DM Espina, LC Bestil	25%	40% increase	5	5	5	5.00	See Registrar's Record
		PI 4. Percentage increase in number of students who graduated:								
		Master in Agricultural Development Major in Animal Production	None	-	-	-	-	-	-	None
		Masteral (1 vs 0 graduated in 2016)	DM Espina, LC Bestil	-	100%	5	5	4	4.67	See Registrar's Record
		Doctoral	None	-	-	-	-	-	-	None
		PI 1. Number of graduate students awarded with scholarship/	DM Espina, LC Bestil	5	11	5	5	5	5.00	See Graduate School Record
		PI 2. Percentage of graduate students awarded with scholarship/	DM Espina, LC Bestil	25%	52.38%	5	5	5	5.00	See Graduate School Record
		PI 3. Number of graduate students awarded with honors/distinction	None	-	-	-	-	-	-	None
		PI 4. Number of graduate students advised	DM Espina, LC Bestil	10	21	5	5	5	5.00	See Graduate School Record
		PI 5. IMS Developed/Revised for Graduate Program								
		Number of new IM's	DM Espina	1	4	5	5	5	5.00	See IPCR
		PI 6. Number of Curricular Review Attended	LC Bestil	0	5	5	5	5	5.00	See IPCR
MFO 2	Higher Education Services	PI 1. Number of FTE coordinated and implemented	LC Bestil, DM Espina, Ma.RDLG Beato, JDZ Compendio, RRE Bustamante, NB Mejasco	142	304	5	5	5	5.00	See IPCRs
		PI 2. Number of undergraduate curricular programs compliant to CMO supervised and implemented	All faculty	1	2	5	5	4	4.67	See Registrar's Record
		PI 3. Average percentage passing in the Licensure Examination	All faculty	30%	50%	5	5	5	5.00	See VSU URC Record
		PI 4. Number of graduates in mandated programs graduated w/in prescribed period:								
		Diploma in Animal Production Technology (DAPTech)	None	-	-	-	-	-	-	None
		Bachelor of Animal Science (4 yr degree program)	All faculty	5	12	5	5	5	5.00	See Registrar's Record

		PI 5. Percentage increase in the number of undergraduate students	All faculty	5%	4.51% reduction	5	4	4	4.33	See Registrar's Record
		PI 6. Number of academe/industry linkage established (HU, Japan)	DM Espina	1	1	5	4	4	4.33	See Registrar's Record
		PI 7. Number of students advised:								
		<i>On thesis/ field practice/special problem</i>	LC Bestil, DM Espina, JV Abela, Ma.RDLG Beato, JDZ Compendio	50	71	5	5	5	5.00	See IPCRs
		PI 8. No. of student organizations Advised/Assisted:								
		<i>Student organizations advised</i>	LC Bestil, MRDLG Beato, JDZ Compendio	3	3	5	5	4	4.67	See IPCRs
		<i>Student organizations assisted on student related activities</i>	All DAS Regular Faculty	4	8	5	5	5	5.00	See IPCRs
		PI 9. Number of instructional materials developed:								
		<i>New syllabi</i>	None	-	-	-	-	-	-	None
		<i>Revised IM's within the last 3 years</i>	All DAS Regular Faculty	3	3	5	5	4	4.67	See IPCRs
		PI 10. Number of Field Practice Reports Check/Approved	DM Espina	45	72	5	5	5	5.00	See IPCR
		PI 11. Number of hours spent on student consultation	All Academic Adviser	245	518	5	5	5	5.00	See IPCRs
		PI 12. Number of Instructional Facilities/Laboratories Developed/ Improved/Maintained	DM Espina, JDZ Compendio, MRDLG Beato	7	7	5	5	4	4.67	See IPCRs
		PI 13. Additional outputs:								
		<i>Number of student awards/honors received</i>	None	-	-	-	-	-	-	None
		PI 14. Trainings/Seminars Attended:								
		<i>Number of faculty attending as participant</i>	JDZ Compendio & RRE Bustamante	6	13	5	5	5	5.00	See IPCRs
		PI 15. Percent Board Review Agriculturist Licensure Examination conducted	None	-	-	-	-	-	-	None
MFO 3	Research Services	PI 1. Number of published papers in internationally indexed journals:								
		<i>In refereed int'l journals</i>	None	-	-	-	-	-	-	None
		<i>No. of articles reviewed for ATR publication</i>	None	-	-	-	-	-	-	None
		PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences:								
		<i>In nat'l fora/conferences</i>	LC Bestil	1	8	5	5	5	5.00	See IPCR
		<i>In reg'l fora/conferences</i>	LC Bestil	1	2	5	5	4	4.67	See IPCR

		PI 3. Number of RDE projects conducted and/or completed on schedule	LC Bestil, DM Espina	3	7	5	5	5	5.00	See IPCRs
		PI 4. Number of research proposals submitted	None	-	-	-	-	-	-	None
		PI 5. Number of research proposal approved	None	-	-	-	-	-	-	None
		PI 6. Amount/Value (Million PhP) of research funds/resources externally generated)	None	-	-	-	-	-	-	None
		PI 7. Amount/Value (Million PhP) of research funds/resources institutionally generated)	None	-	-	-	-	-	-	None
		PI 8. Additional Outputs:								
		<i>Number of research-related awards (research conducted by faculty)</i>	None	-	-	-	-	-	-	None
		<i>Number of Scientific Sessions Moderated</i>	LC Bestil	0	5	5	5	5	5.00	See IPCR
		PI 9. Number of linkages forged:								
		Regional	LC Bestil, DM Espina	2	2	5	5	4	4.67	See IPCR
		Local (farmer-cooperators) - FECARB	LC Bestil	0	1	5	5	4	4.67	See IPCR
MFO 4	Extension Services	PI 1. No. of persons trained weighted by length of training	DM Espina & LC Bestil	40	95	5	5	5	5.00	See IPCRs
		PI 2. No. of trainings conducted	DM Espina	0	2	5	5	5	5.00	See IPCRs
		PI 3. No. of IEC materials/technologies developed/used	None	-	-	-	-	-	-	None
		PI 4. No. of beneficiaries served (as specialist/consultant & as resource person)								
		<i>Groups</i>	LC Bestil & DM Espina	2	7	5	5	5	5.00	See IPCRs
		<i>individuals (walk-in)</i>	DM Espina, LC Bestil, JDZ Compendio & RRE Bustamante	71	196	5	5	5	5.00	See IPCRs
		PI 5. Technical/Expert Services (international, national, regional):								
		Research proposal evaluation, regional	None	-	-	-	-	-	-	None
		Farmer's Field Day	LC Bestil	1	1	5	5	4	4.67	See IPCR
		Commodity teams	DM Espina	1	1	5	5	4	4.67	See IPCR
		PI 6. No. of extension projects conducted	None	-	-	-	-	-	-	None
		PI 7. No. of extension proposals submitted	None	-	-	-	-	-	-	None
		PI 8. No. of extension proposals approved	None	-	-	-	-	-	-	None

MFO 5	Production Services	PI 9. Amount of extension money generated from external funding	None	-	-	-	-	-	-	None
		PI 10. Amount of extension money generated from institutional funding	None	-	-	-	-	-	-	None
		PI 11. Additional Outputs								
		No. of extension-related awards (extrn. conducted by faculty or staff)	None	-	-	-	-	-	-	None
		PI 1. Number of STF projects developed/ improved or maintained	JDZ Compendio, MaRDLG Beato, RRE Bustamante, NB Mejasco, CV Ranchez	5	5	5	5	4	4.67	See IPCRs
MFO 6	General Admin. & Support Services (GASS)	PI 2. Percentage increase in inventory value and/or income of STF projects relative to previous year	JDZ Compendio, MaRDLG Beato, RRE Bustamante, NB Mejasco, CV Ranchez	145%	270%	5	5	5	5.00	See IPCRs
		PI 3. Percentage of STF projects supporting instruction, research & extension	JDZ Compendio, MaRDLG Beato, RRE Bustamante, NB Mejasco, CV Ranchez	350%	570%	5	5	4	4.67	See IPCRs
		PI 4. Number of Project Reports prepared and submitted on time	VM Lamo	4	4	5	5	4	4.67	See IPCRs
		Attendance to University Committees:								
		PI 1. No. of meetings of university/ college committees attended	DM Espina, LC Bestil	13	20	5	5	4	4.67	See IPCRs
		DAS Instructional/Administrative Support Services:								
		PI 1. No. of other DAS rooms monitored	DM Espina	7	15	5	5	5	5.00	See IPCR
		PI 2. No. of DAS Library facilities improved and maintained	Ma.RDLG Beato	5	5	5	4	4	4.33	See IPCR
		PI 3. No. of DAS Library facilities/equipment established and maintained	Ma.RDLG Beato	4	5	5	4	4	4.33	See IPCR
		PI 4. No. of students assisted during tree planting.	MRDLG Beato	20	48	5	4	4	4.33	See IPCR
		PI 5. No. of hours spent on monitoring	DM Espina	80	154	5	5	5	5.00	See IPCR
		PI 6. No. of hours coaching	DM Espina	65	122	5	5	5	5.00	See IPCR
		PI 7. No. of hours spent on performing tracking	DM Espina	75	110	5	5	5	5.00	See IPCR
		PI 8. No. of documents signed, lab. analysis	DM Espina	150	452	5	5	5	5.00	See IPCR

PI 9. No. of DAS committees (As member)	DM Espina, MRDLG Beato, JDZ Compendio, RRE Bustamante	13	19	4	5	4	4.33	See IPCRs
PI 10. No. of DAS committees (Chairperson)	DM Espina, MRDLG Beato, RRE Bustamante	7	8	4	5	4	4.33	See IPCRs
PI 11. Percentage of Faculty/Staff attending department meetings	All DAS faculty/Staff	100%	100%	5	5	4	4.67	See IPCRs
PI 12. AACCUP areas in MS & MAgDev	DM Espina	0	1	5	5	5	5.00	See IPCR
PI 13. AACCUP Areas (1-10) in PhD AnSc PSV 2016 Accreditation	DM Espina (Dept. Head, Over-all Chairman)	1	1	5	5	5	5.00	See IPCRs
Incharge, Area III	DM Espina	1	1	5	5	5	5.00	See IPCR
Research Project Administration:								
PI 1. Number of PR, canvass papers, PO, Vouchers, TO, trip tickets signed and released on time	LC Bestil	5	8	5	5	5	5.00	See IPCR
PI 2. Number of Project Reports signed and submitted on time (plus Inception Report of DAR)	LC Bestil	2	3	5	5	5	5.00	See IPCR
PI 3. Number of Project Coordination meetings conducted (with PCAARRD, DAR and FECARB)	LC Bestil	2	5	5	5	5	5.00	See IPCR
DAS Administrative/Instructional/Animal Projects Support Services:								
PI 1. No. of animal projects monitored and assisted	DM Espina	3	4	5	5	4	4.67	See IPCR
PI 2. No. of animal facilities and equipment repaired and/or maintained/supervised	MRDLG Beato, JDZ Compendio, RRE Bustamante, NB Meiasco	8	8	5	5	4	4.67	See IPCRs
PI 3. Number of animal facilities/ equipment repaired and/or maintained	JV Latras, OV Latras	8	23	4	4	5	4.33	See IPCRs
PI 4. Number of paddocks of pasture established and/or maintained	JV Latras, OV Latras	20	23	4	4	5	4.33	See IPCRs
PI 5. Number of animal sheds maintained	JV Latras, OV Latras	4	4	4	4	5	4.33	See IPCRs
PI 6. No. of faculty/staff/animal caretakers/graduate teaching assistants managed	DM Espina,	22	24	5	5	5	5.00	See IPCR

	PI 7. Number of administrative personnel assisted	CV Ranchez	8	11	5	5	5	5.00	See IPCR
	PI 8. Number of laboratory classes/individual/group assisted	CV Ranchez	3	65	5	5	5	5.00	See IPCR
	PI 9. Number of animals cared/sold	JV Latras, OV Latras	100	120	4	5	4	4.33	See IPCRs
	PI 10. Number of official documents, communications/memos, etc. segregated and filed	CV Ranchez	100	200	5	5	5	5.00	See IPCR
	PI 11. Number of animal facilities/ equipment repaired and/or maintained	CV Ranchez	10	13	5	4	4	4.33	See IPCR
	PI 12. Number of official documents prepared	CV Ranchez	12	22	5	5	5	5.00	See IPCR
	PI 13. Number of DTR/CSR, faculty workload, job orders, staff appointments, etc. prepared, signed, recorded, released and forwarded on time	PCGumba JR., VM Lamo	125	170	5	5	4	4.67	See IPCRs
	PI 14. Number of TO, vouchers, certificates, leave applications, etc. prepared, signed, released, recorded and forwarded on time	PCGumba JR., CV Ranchez, VM Lamo	155	305	5	5	5	5.00	See IPCRs
	PI 15. Number of PR, canvass papers, PO, vouchers, etc. prepared, signed, released, facsimiled, recorded and forwarded on time	VM Lamo	50	80	5	5	4	4.67	See IPCR
	PI 16. Number of student registration permits and students semesters individual and personal copies of grades	PCGumba JR., CV Ranchez	275	550	5	5	5	5.00	See IPCRs
	PI 17. Number of class rosters printed, grade sheets (midterm/final) submitted for signature of instructors/professors/ head, forwarded to CAFS, Graduate School, and to the Registrar's Office, recorded, and filed	PCGumba JR.	100	200	5	5	5	5.00	See IPCR
	PI 18. Number of field practice manuscripts of undergraduate students, graduate students outline/ thesis receive from coordinators, thesis advisers, notice posted/forwarded to students and recorded	PCGumba JR.	20	40	5	5	5	5.00	See IPCR

		<u>PI 19.</u> Number of subjects conducted for Teaching Performance Evaluation By-Students to faculty of other departments per memorandum issued by the VSU President	PCGumba JR.	15	31	5	5	5	5.00	See IPCR
		<u>PI 20.</u> Number of documents mimeographed, photocopied	VM Lamo	6000	9000	5	5	5	5.00	See IPCR
		<u>PI 21.</u> Number of DAS lecture/lab. Rooms, CRs, offices and other facilities opened/closed	VM Lamo	10	10	5	5	5	5.00	See IPCR
MFO 7	Efficient and Customer Friendly Frontline Services	<u>PI 1.</u> Zero percent complaint from client served	PCGumba, Jr.	90%	100%	5	5	5	5.00	See IPCR
			VM Lamo	80%	100%	5	4	5	4.67	See IPCR
			CV Ranchez	90%	100%	5	5	5	5.00	See IPCR
Total Over-all Rating						321.67				
Average Rating						4.80				
Adjectival Rating						OUTSTANDING				

Received by:

Planning Office

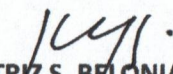
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Calibrated by:


REMBERTO A. PATINDOL
 Chairman, PMT

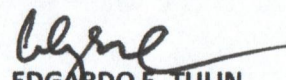
Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS
 Vice Pres. for Instruction

Date: _____

Approved:


EDGARDO E. TULIN
 President

Date: _____

Legend:

Q¹ - Quality
 E² - Efficiency
 T² - Timeliness
 A⁴ - Average

Rating Scale:

4.6 - 5.0 Outstanding
 3.8 - 4.5 Very Satisfactory
 3.0 - 3.7 Satisfactory
 2.2 - 2.9 Unsatisfactory
 2.1 - & below Poor