VISAYAS
STATE UNIVERSITY

Department of Tourism and Hospitality Management
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: None
Email: dchm@vsu.edu.ph
Website: www.vsu.edu.ph

RECEIVED
2 1 DEC 2020
OVPPRCA

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, <u>VENICE B. IBAÑEZ</u>, Head of the <u>Department of Touirsm and Hospitality Management,</u> commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>January - June 2020</u> .

VENICE B. IBAÑEZ
Department Head
Date: _____

MOISES NEIL V. SERIÑO
College Dean
Date: _____

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

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2, Research	RDE Commitments*** Publication	Extension
Department Head	22.5	0	0.0 / 0.0	0	0
Faculty w/ Univ. Designated Position	32.25	0	0.0 / 0.0	0	0
Regular Faculty (VSL)*	37	0	0.0 / 0.0	1	1
Regular Faculty (TLS)*	230.25	0	0.0 / 0.0	0	0
Part time Faculty	82.5	0	0.0 / 0.0	0	0
Admin Staff Members	0	0			
TOTAL	**405**		0.0	1	1

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.				Success/Performance Indicator (PI)		Units/Persons Responsible	Department Target	Actual		Rating				Remark (Details of the targetted output indicators with **)	% weight
								% 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	N/A								4%

		a.	pursuing advanced research degree program (Ph.D) *			N/A								
		b.	actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)			N/A								
		c.	producing technologies for commercialization or livelihood improvement			N/A								
		d.	whose research resulted in an extension program			N/A								
	OVPI MFO 2. Graduate Student Management Services													
	PI 1: Percentage of graduate students enrolled in research degree programs *				Dept. Head & Faculty	N/A								2%
	PI 2: Percentage of accredited graduate programs *				Dept. Head & Faculty	N/A								2%
	PI 3: Number of graduate degree specializations offered and monitored *				Dept. Head & Faculty	N/A								2%
	PI 4: Total FTE coordinated, implemented & monitored*				Dept. Head & Faculty	N/A								2%
	PI 5: Percentage increase in number of graduate students enrolled *				Dept. Head & Faculty	N/A								2%
	PI 6: Percentage increase in number of students who graduated within prescribed period *				Dept. Head & Faculty	N/A								2%
	PI 7: Number of graduate students awarded with honors/distinction *				Dept. Head & Faculty	N/A								2%
	PI 8: Number of graduate students advised *				Dept. Head & Faculty	N/A								2%
	PI 9: Number of instructional materials developed *				Dept. Head & Faculty	N/A								
	On-line ready courseware					N/A								
	Flexible instructional materials					N/A								
	Assessment tools					N/A								

	PI 10: Number of virtual classrooms created and operationalized		N/A								
MFO 2	**HIGHER EDUCATION SERVICES (50%)**										
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty	N/A								7.5%
	PI 2. Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	35%								2.5%
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	100%								2.5%
	PI 4. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	50%								2.5%
	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	810	317.06		5	5	5	5	no of hours reduced	20%
	PI 8: Number of students advised: *	Dept. Head & Faculty	75	65.00		5	5	5	5		
	On thesis/ field practice/special problem		75.00	65.00							1%
	No. of approved manuscript submitted within prescribed period		75.00	65.00							1%
	On consultation		75	65.00							0.5%
	PI 9: Number of student organizations advised/ assisted *	Dept. Head & Faculty	2	2.00		5	5	5	5	SHOTS, TORAH	
	Student organizations advised		2	2.00		5	5	5	5		1.25%
	Student organizations assisted on student related activities		2	2.00		5	5	5	5		1.25%
	PI 10: Number of instructional materials developed *	Dept. Head & Faculty	29	4.00		4	4	4	4	1 set of modules per subject/course	10%
	On-line ready courseware	Dept. Head & Faculty	29	4.00		4	4	4	4	1 set of modules per subject/course	
	Flexible instructional materials	Dept. Head & Faculty	29	22		4	4	4	4	1 set of modules per subject/course	
	Assessment tools	Dept. Head & Faculty	29	4.00		4	4	4	4	Imbedded to the instructional modules	

	PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty	29	22.00		5	5	5	5	Created only. Operationalization, depends on the student internet connectivity	
	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 other beneficiaries *	Dept. Head & Faculty									2%
	PI 2. Number of research outputs completed within the year *	Dept. Head & Faculty									2%
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	Dept. Head & Faculty									
	In refereed int'l journals	NVDumaguing	1		Submitted for review	4	4	4	4		1.50%
	In refereed nat'l/regional journals										0.50%
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *	Dept. Head & Faculty									
	In int'l fora/conferences										1.50%
	In nat'l/regional fora/conferences										0.50%
	PI 5. Percent of research proposals approved *	Dept. Head & Faculty	1	1.00	CME	5	5	5	5		0.5%
	PI 6. Additional outputs*	Dept. Head & Faculty									
	No. of research-related awards (research conducted by faculty or student w/ faculty)										1.50%
MFO 4	EXTENSION SERVICES (10%)										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	Dept. Head & Faculty	1	1	PMPI	4	4	4	4	Philippine Misereor (NGO)	2.0%
	PI 2. Number of trainees weighted by the length of training *	Dept. Head & Faculty	10	0	To propose						2%

	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty	1	0	To propose						2%
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	Dept. Head & Faculty	90%	0							1%
	PI 5. Number of technical/expert services *	Dept. Head & Faculty									1%
	Research Mentoring										
	Peer reviewers/Panelists										
	Resource Persons										
	Convenor/Organizer										
	Consultancy										
	Evaluator										
	PI 8. Percent of extension proposals approved *	Dept. Head & Faculty	1		Freezed					Submitted proposal is put on-hold	0.5%
	PI 11. Additional outputs *	Dept. Head & Faculty									
	No. of extension-related awards (extn. conducted by faculty or student & faculty) *										1.5%
MFO 5	**Support to Operations**										
	OVPI MFO 1. Faculty Development Services										
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	MCLao	1	1.00		4	4	4	4	Continuing	0.625%
	OVPI MFO 2. Faculty Recruitment/Hiring Services										
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head & Faculty	5	2.00	2 2nd Sem	5	5	5	5	2 faculty hired (2nd sem) and 3 faculty (1st sem)	0.125%
	OVPI MFO 3. Faculty Evaluation Services										
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *	Dept. Head & Faculty									0.25%
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty									0.25%

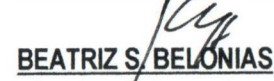|											
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *		Dept. Head & Faculty	90%	100%		5	5	5	5			0.75%
	PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted *		Dept. Head & Faculty	1	1.00		5	5	5	5			0.25%
	PI 7 : Additional outputs *		Dept. Head & Faculty									
	Number of faculty/staff awards/honors received related to operations support											0.25%
	OVPI MFO 4. Program and Institutional Accreditation Services											
	PI 8.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	100%	100.00		5	5	5	5	Zero non-conformity (No NC)	2.50%
MFO 6	**General Admin. & Support Services (GASS)**											
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*		Dept. Head	80%	100.00		5	5	5	5		1%
	PI 2. Zero percent complaint from clients served		Dept. Head & all faculty & staff									2%
	PI 3. Number of coaching sessions among faculty & staff**		Dept. Head	2	2.00		4	4	4	4	1 per semester	
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		Dept. Head	3	5.00		4	4	4	4	As part of the meeting	
	PI 5. Number of monthly/special faculty & staff meetings conducted**		Dept. Head	1	3.00		5	5	5	5	Once per month	
	PI 3: Additional Outputs		Dept. Head & all faculty & staff									
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *										explain here briefly why consider said department practice can be considered as a best practice	2%
Total Over-all Rating											*pursue doctorate*	
Average Rating				4.59								
Adjectival Rating				VS								

Received by:

_____

Planning Office
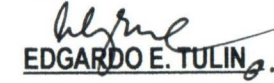Date:

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT
Date:

Recommending Approval:

BEATRIZ S. BELONIAS

Vice Pres. for Instruction
Date:

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