

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **ULYSSES A. CAGASAN**, Head of the Department of Agronomy, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January-June 2021.

ULYSSES A. CAGASAN

Department Head

 Date: 7/7/2021

VICTOR B. ASIO

College Dean

Date: _____


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

Personnel	Total FTE (1)		RDE Commitments***			
	N	Min. FTE (2)	Research	Publication	Extension	
Department Head	1	15	15.0	1.0	3	0
Faculty w/ Univ. Designated Position	-	0	0.0	0.0	0	0
Regular Faculty (VSL)*	7	24	168.0	2.0	3	1
Regular Faculty (TLS)*	1	24	24.0	0.0	0	0
Part time Faculty	3	15	45.0	0.0	0	0
Admin Staff Members	3	0				
TOTAL:		222	3.0	6	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 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		Rating				Remark (Details of the targetted outputs indicators with *)
						% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	

% weight

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								4%
		a. pursuing advanced research degree program (Ph.D) *	Dept. Head & Faculty	10%	5%	half only	5	5	5	5.00	3 faculty were on study leave pursuing PhD degree at UPLB and Oklahuma State University
		b. actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Dept. Head & Faculty	40%	20%	half only	5	5	5	5.00	3 newly approved project proposals under VSU Internationalization program. Six ongoing research projects under the Department of Agronomy.
		c. producing technologies for commercialization or livelihood improvement	Dept. Head & Faculty							0.00	
		d. whose research resulted in an extension program	Dept. Head & Faculty	12%		half only	5	5	5	5.00	The previous extension project was improved into four components as a complete DA Extension Program
	OVPI MFO 2. Graduate Student Management Services										
		PI 1: Percentage of graduate students enrolled in research degree programs *	Dept. Head & Faculty	100%	60%	half only	5	5	5	5.00	2%
		PI 2: Percentage of accredited graduate programs *	Dept. Head & Faculty	100%	100%	full	5	5	5	5.00	DA has 2 graduate degree programs
		PI 3: Number of graduate degree specializations offered and monitored *	Dept. Head & Faculty	2	2	full	5	5	5	5.00	DA has 2 graduate degree programs
		PI 4: Total FTE coordinated, implemented & monitored*	Dept. Head & Faculty	15	25	full	5	5	5	5.00	For two graduate programs
		PI 5: Percentage increase in number of graduate students enrolled *	Dept. Head & Faculty	50%	30%		5	5	5	5.00	For Graduate Students only
		PI 6: Percentage increase in number of students who graduated within prescribed period *	Dept. Head & Faculty	70%	40%		4	4	4	4.00	still to be continued this 1st sem
		PI 7: Number of graduate students awarded with honors/distinction *	Dept. Head & Faculty	0	1		5	5	5	5.00	Ms. Mary Ann I. Limbasan graduated as class valedictorian /highest GPA
		PI 8: Number of graduate students advised *	Dept. Head & Faculty	8	2		5	5	5	5.00	still to be continued this 1st sem
		PI 9: Number of instructional materials developed *	Dept. Head & Faculty	10	5	half only	5	5	5	5.00	we continue to develop five Learning Modules for other courses
		On-line ready courseware	Dept. Head & Faculty	8	5	half only	5	5	4	4.67	

	Flexible instructional materials	Dept. Head & Faculty	5	5	half only	5	5	4	4.67		
	Assessment tools	Dept. Head & Faculty	10	30	half only	5	5	5	5.00	Edited and improved assessments and learning tasks for this 2nd semester 2020-2021	
	PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty	8	25	half only	5	5	5	5.00	Edited and improved learning modules for this 2nd semester 2020-2021	
MFO 2	HIGHER EDUCATION SERVICES (50%)								0.00		
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty	62%	0%	half only				0.00	No LEA this sem, LEA will be scheduled in November 2021	7.5%
	PI 2. Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	82%	85%	half only	5	5	5	5.00	85 % of the graduates were employed and got DOST scholarship for their graduate degree program.	2.5%
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	100%	100%	full	5	5	5	5.00	All students are enrolled in CHED accredited programs	2.5%
	PI 4. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	100%	100%	full	5	5	5	5.00	All students are enrolled in CHED accredited programs	2.5%
	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	180	225	half only	5	5	5	5.00	This 2nd semester only, undergraduate program	20%
	PI 8: Number of students advised: *	Dept. Head & Faculty	20%	28%	full	5	5	5	5.00	Graduate and undergraduate student major in Agronomy	
	On thesis/ field practice/special problem	Dept. Head & Faculty	30	25	half only	5	5	5	5.00	Thesis students only, graduate and undergraduate students	1%
	No. of approved manuscript submitted within prescribed period	Dept. Head & Faculty	20	5	half only	3	3	3	3.00	Due to pandemic	1%
	On consultation	Dept. Head & Faculty	5	15	half only	5	5	5	5.00	Number of students consulted	0.5%
	PI 9: Number of student organizations advised/ assisted *	Dept. Head & Faculty	1	1		4	4	4	4.00	No organized/recognized students' organization	
	Student organizations advised	Dept. Head & Faculty	0	0					0.00	Due to Pandemic	1.25%
	Student organizations assisted on student related activities	Dept. Head & Faculty	0	0					0.00	Due to Pandemic	1.25%
	PI 10: Number of instructional materials developed *	Dept. Head & Faculty	12	15	half only	5	5	5	5.00	Continue to develop instructional materials for undergrad and graduate programs	10%
	On-line ready courseware	Dept. Head & Faculty	8	15	half only	5	5	5	5.00	Continue to develop online instructional materials for undergrad and graduate programs	
	Flexible instructional materials	Dept. Head & Faculty	10	10	half only	5	5	5	5.00	Continue to develop flexible instructional materials for undergrad and graduate programs	

	Assessment tools	Dept. Head & Faculty	60	40	half only	5	5	5	5.00	Continue to develop and edit assessment tools for undergrad and graduate programs	
	PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty	8	25	half only	5	5	5	5.00	Continue to develop virtual classroom for undergrad and graduate programs	
	PI 11: Additional Outputs	Dept. Head & Faculty	none						0.00		
MFO 3	RESEARCH SERVICES (10%)								0.00		
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Dept. Head & Faculty	1	1	half only	4	4	4	4.00		2%
	PI 2. Number of research outputs completed within the year *	Dept. Head & Faculty	1	1	full	5.0	5.0	5.0	5.00	Ratoon project soon to end this July	2%
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *										20%
	In refereed int'l journals	Dept. Head & Faculty	30%	30%		5	5	5	5.00	More publications in referred journals are coming from the research output of the Department of Agronomy	1.50%
	In refereed nat'l/regional journals	Dept. Head & Faculty	30%	30%		5	5	5	5.00	More publications in referred journals are coming from the research output of the Department of Agronomy	0.50%
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *	Dept. Head & Faculty	0	0					0.00	Due to Pandemic	
	In int'l fora/conferences		0	0					0.00	Due to Pandemic	1.50%
	In nat'l/regional fora/conferences		0	0					0.00	Due to Pandemic	0.50%
	PI 5. Percent of research proposals developed *	Dept. Head & Faculty	2	2	half only	5	5	5	5.00	Developed and approved by the funding agency (VSU Internationalization Program)	0.5%
	PI 6. Additional outputs*	Dept. Head & Faculty	0						0.00		
	No. of research-related awards (research conducted by faculty or student w/ faculty)		1	0	half only	3	3	3	3.00	Due to Pandemic	1.50%
MFO 4	EXTENSION SERVICES (10%)								0.00		
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	Dept. Head & Faculty	0	2	half only	5	5	5	5.00	Project Collaborators from LGU Baybay	2.0%
	PI 2. Number of trainees weighted by the length of training *	Dept. Head & Faculty	0	0					0.00	Due to Pandemic	2%

	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty	0	0					0.00	Due to Pandemic	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	0	0					0.00	Due to Pandemic	1%
	PI 5. Number of technical/expert services *	Dept. Head & Faculty	5	2	half only	3	3	3	3.00	Due to Pandemic	1%
	Research Mentoring	Dept. Head & Faculty	1	3	half only	4	4	4	4.00		
	Peer reviewers/Panelists	Dept. Head & Faculty	2	10	half only	5	5	5	5.00	A lot of articles for publication were reviewed by the DA faculty	
	Resource Persons	Dept. Head & Faculty	2	2	half only	4	4	4	4.00		
	Convenor/Organizer	Dept. Head & Faculty	0	0	half only	3	3	3	3.00	Due to Pandemic	
	Consultancy in production services	Dept. Head & Faculty	12	5	half only	3	3	3	3.00	Due to Pandemic	
	Evaluator	Dept. Head & Faculty	3	5	half only	5	5	5	5.00	A lot of articles for publication were reviewed and evaluated by the DA faculty	
	PI 8. Percent of extension proposals approved *	Dept. Head & Faculty	0	1	half only	5	5	5	5.00	Newly approved extension proposal	0.5%
	PI 11. Additional outputs *	Dept. Head & Faculty	none						0.00		
	No. of extension-related awards (extrn. conducted by faculty or student & faculty) *	Dept. Head & Faculty	0						0.00		1.5%
MFO 5	Support to Operations								0.00		
	OVPI MFO 1. Faculty Development Services								0.00		
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	Dept. Head & Faculty	2	3	full	5	5	5	5.00	3 DA faculty on study leave	0.625%
	OVPI MFO 2. Faculty Recruitment/Hiring Services								0.00		
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head & Faculty	2	3	half only	5	5	5	5.00	3 part-timers instructors were hired	0.125%
	OVPI MFO 3. Faculty Evaluation Services								0.00		
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *	Dept. Head & Faculty	2	5	half only	5	5	5	5.00	VSU organized training seminar/workshops	0.25%
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty	0	2	half only	4	4	4	4.00	LDP-HEIs training workshops attended by DA 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	85%	40%	half only	3	3	3	3.00	For the 1st semester, No result yet from OVPA. To be continued this 2nd semester .	0.75%

	PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted *	Dept. Head & Faculty	0		half only				0.00		0.25%
	PI 7 : Additional outputs *	Dept. Head & Faculty	None						0.00		
	Number of faculty/staff awards/honors received related to operations support		0						0.00		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	no NC		half only	5	5	5	5.00	All accreditations conducted were compliance	2.50%
			no NC								
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	1	4	half only	5	5	5	5.00	complied and submitted	1%
	PI 2. Zero percent complaint from clients served	Dept. Head & all faculty &	0		half only				0.00		2%
	PI 3. Number of coaching sessions among faculty & staff**	Dept. Head	1	4	half only	5	5	5	5.00	conducted a coaching sessions between faculty and the head	
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Dept. Head	2	2	half only	4	4	4	4.00	Conducted during Departments' monthly meeting	
	PI 5. Number of monthly/special faculty & staff meetings conducted**	Dept. Head	15	8	half only	4	4	4	4.00	DA monthly meeting	
	PI 3: Additional Outputs	Dept. Head & all faculty &							0.00		
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *		1	3.00	half only	5.0	5.0	5.0	5.00	provided quality rice and other agronomic planting materials and food products.	2%
						54					
Total Over-all Rating						249.33					
Average Rating						8.74%			4.62		
Adjectival Rating									OUTSTANDING		

Received by:



DILBERTO O. FERRAREN

VP Planning, Resource Generation
and Auxiliary Services

Date: JUL 15 2021

Calibrated by:



REMBERTO A. PATINDOL

Chairman, PMT

Date: 7/13/21

Recommending Approval:



BEATRIZ S. BELONIAS

Vice Pres. for Academic Affairs

Date: 7/12/2021

Approved:



EDGARDO E. TULIN

President

Date:

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To indicate in the remarks column the details of the targetted outputs for easy review and calibration.