OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, JOEL Q. MABALHIN, Head of the Department of Teacher Education, 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- December, 2021.

JOEL Q. MABALHIN
Department Head
Date: 12-09-2021

BAYRON S. BARREDO
College Dean
Date:

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

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)	RDE Commitments*** Research	Publication	Extension
Department Head	1	4	20.8	0.0	1	0
Faculty w/ Univ. Designated Position	3	2.5	73.8	1.0	1	0
Regular Faculty (VSL)*	6	12	99.9	1.0	0	0
Regular Faculty (TLS)**	10	18	148.0	2.0	1	0
Part time Faculty	12	Actual	0.0	0.0	0	0
Admin Staff Members	1	0	0.0			
TOTAL					3	0

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 % Accomplishment	Details of Accomplishments	Rating Quality	Efficiency	Timeliness	Average	Remark (Details of the targetted output indicators with **)	% 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) *			3	1.00		3	3	1	2.3	Bellen	
		b.	actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)			2								
		c.	producing technologies for commercialization or livelihood improvement											
		d.	whose research resulted in an extension program											

	OVPI MFO 2. Graduate Student Management Services										
	PI 1: Percentage of graduate students enrolled in research degree programs *	Dept. Head & Faculty									0%
	PI 2: Percentage of accredited graduate programs *	Dept. Head & Faculty									0%
	PI 3: Number of graduate degree specializations offered and monitored *	Dept. Head & Faculty	4	1.00			5	5	4	4.6	2%
	PI 4: Total FTE coordinated, implemented & monitored*	Dept. Head & Faculty	4.0	21.50			5	5	5	5	2%
	PI 5: Percentage increase in number of graduate students enrolled *	Dept. Head & Faculty	2%								2%
	PI 6: Percentage increase in number of students who graduated within prescribed period *	Dept. Head & Faculty	2%								2%
	PI 7: Number of graduate students awarded with honors/distinction *	Dept. Head & Faculty	0								2%
	PI 8: Number of graduate students advised *	Dept. Head & Faculty	2	42.00			4	4	4	4	2%
	PI 9: Number of instructional materials developed *	Dept. Head & Faculty									
	On-line ready courseware		3	4.00			5	4	5	4.6	
	Flexible instructional materials		1	4.00			5	4	5	4.6	
	Assessment tools		11	20.00			4	4	4	4	
	PI 10: Number of virtual classrooms created and operationalized		3	4.00			5	5	5	5	
MFO 2	**HIGHER EDUCATION SERVICES (50%)**										
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty	60%								7.5%
	PI 2. Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	50%								2.5%
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	70%								2.5%
	PI 4. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	80%								2.5%
	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	352	249.75			5	5	5	5	20%
	PI 8: Number of students advised: *	Dept. Head & Faculty									
	On thesis/ field practice/special problem		15								1%

			Target	Accomp.		Q1	Q2	Q3	Ave	Remarks	%
	No. of approved manuscript submitted within prescribed period										1%
	On consultation			1728.00		4.0	4.0	4.0	4.0		0.5%
	PI 9: Number of student organizations advised/ assisted *	Dept. Head & Faculty									
	Student organizations advised		5	9.00		5.0	4.0	5.0	4.6		1.25%
	Student organizations assisted on student related activities			27.00		4.0	4.0	4.0	4.0		1.25%
	PI 10: Number of instructional materials developed *	Dept. Head & Faculty									10%
	On-line ready courseware	Dept. Head & Faculty	15	29.00		5.0	5.0	5.0	5.0		
	Flexible instructional materials	Dept. Head & Faculty	10	29.00		5.0	5.0	5.0	5.0		
	Assessment tools	Dept. Head & Faculty	10	245.00		4.0	4.0	4.0	4.0		
	PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty	10	25.00		5.0	5.0	5.0	5.0		
	PI 11: Additional Outputs	Dept. Head & Faculty	2	3.00		5.0	5.0	5.0	5.0	Book Authorship(Mabalhin)2-National & 1-International	
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	1								2%
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	Dept. Head & Faculty	1								
	In refereed int'l journals			3.00		5.0	5.0	5.0	5.0	Barredo (IndoMath J.) Oclinaria (IJRSE), Mabalhin (IJRSE)	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	2								
	In int'l fora/conferences										1.50%
	In nat'l/regional fora/conferences			1.00							0.50%
	PI 5. Percent of research proposals approved *	Dept. Head & Faculty	2								0.5%
	PI 6. Additional outputs*	Dept. Head & Faculty									
	No. of research-related awards (research conducted by faculty or student w/ faculty)			1.00						Mabalhin (Luminary Excellence in Education & Reseach Awards 2021)	1.50%

MFO	Performance Indicator	Responsible	Target							Rating/Names	Weight
MFO 4	**EXTENSION SERVICES (10%)**										
	<u>PI 1</u>. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	Dept. Head & Faculty	1								2.0%
	<u>PI 2</u>. Number of trainees weighted by the length of training *	Dept. Head & Faculty	100								2%
	<u>PI 3</u>. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty	1								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	70%								1%
	PI 5. *Number of technical/expert services* *	Dept. Head & Faculty									1%
	Research Mentoring			1		4.0	3.0	3.0	3.3	Mabalhin	
	Peer reviewers/Panelists			5.00		5.0	5.0	5.0	5.0	Oclinaria, Bellen, Mabalhin	
	Resource Persons		2.00	4.00		5.0	5.0	5.0	5.0	Bansale, Barredo	
	Convenor/Organizer										
	Consultancy										
	Evaluator			1.00		5.0	5.0	5.0	5.0	Penalosa	
	<u>PI 8.</u> Percent of extension proposals approved *	Dept. Head & Faculty									0.5%
	<u>PI 11</u>. 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										
	<u>PI 1:</u> Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	Dept. Head & Faculty	2	3.00		5.0	5.0	4.0	4.6	Bellen, Ycong, Vega	0.625%
	OVPI MFO 2. Faculty Recruitment/Hiring Services										
	<u>PI 2:</u> Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head & Faculty	5	13.00		5.0	5.0	5.0	5.0	Custodio, Alajas, Apostol, Avellana, Bitanghol, Borneo, Compendio,Flores, Mardo, Morantte, Salazar, Villocino, Vicente	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%
	<u>PI 4:</u> Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty	1	11.00		5.0	5.0	5.0	5.0		0.25%
	<u>PI 5:</u> Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	80%								0.75%

	PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted *		Dept. Head & Faculty	1	1		5.0	5.0	5.0	5.0	Extension Proposal		0.25%
	PI 7 : Additional outputs *		Dept. Head & Faculty										
	Number of faculty/staff awards/honors received related to operations support				1.00		5.0	5.0	5.0	5.0			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	75%							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%									1%
	PI 2. Zero percent complaint from clients served		Dept. Head & all faculty & staff	0%									2%
	PI 3. Number of coaching sessions among faculty & staff**		Dept. Head	3									
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		Dept. Head	2									
	PI 5. Number of monthly/special faculty & staff meetings conducted**		Dept. Head	1	3.00		5.0	5.0	5.0	5.0			
	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 *			1									2%
Total Over-all Rating													
Average Rating					83.01%		4.59						
Adjectival Rating							Outstanding						

Received by:

DILBERTO O. FERRAREN
Planning Office
Date: 20 Jan 2022

Calibrated by:

DANIEL LESLIE S. TAN
Chairman, PMT
Date: 1/18/22

Recommending Approval:

BEATRIZ S. BELONIAS
Vice Pres. for Academic Affairs
Date: 06/13/2022

Approved:

EDGARDO E. TULIN
President
Date: 1/24/22

* 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