



**VISAYAS**  
STATE UNIVERSITY



Department of **Animal Science**  
**COLLEGE OF AGRICULTURE AND  
FOOD SCIENCE**  
**VISAYAS STATE UNIVERSITY**

### OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, Dr. Julius V. Abela, Head of the Department of Animal Science - College of Agriculture and Food 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 January - June, 2020.

**JULIUS V. ABELA**

Department Head

Date: 10/16/2020

**VICTOR B. ASIC**

College Dean

Date: 10/19/2020

29 OCT 2020

OPCRGAS

#### 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	4.0	2.0	0	1	
Faculty w/ Univ. Designated Position	0	0	0.0	0.0	0	1	
Regular Faculty (VSL)**	7	8	56.0	2.0	1	1	
Regular Faculty (ILS)*	1	18	18.0	0.0	0	1	
Part time Faculty	1	0	0.0	0.0	0	1	
Admin Staff Members	5	0	0.0	0.0	0	1	
<b>TOTAL:</b>	<b>15</b>	<b>30</b>	<b>78</b>	<b>4.0</b>	<b>1</b>	<b>6</b>	

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 Accomplishments		Rating				Remarks (Local or International output, Indicate City/State)
					% 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								
	a.	pursuing advanced research degree program (Ph.D) *	WD Come, JDZ Compendio, MD Gacutan, Jr., CJP Godinez, GAA Villagonzalo	20%	20%	100%	5	5	5	5.0	5 - on PhD (1 reinstated)

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	b.	actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	WD Come, JDZ Compendio, MD Gacutan, Jr., CJP Godinez, GAA Villagonzalo	20%	20%	100%	5	5	5	5.0	-
	c.	producing technologies for commercialization or livelihood improvement	-	-	-	-	-	-	-	-	-
	d.	whose research resulted in an extension program	-	-	-	-	-	-	-	-	-
<b>OVPI MFO 2. Graduate Student Management Services</b>											
	<b>PI 1:</b> Percentage of graduate students enrolled in research degree programs *		Dept. Head & Faculty	-	-	-	-	-	-	-	-
	<b>PI 2:</b> Percentage of accredited graduate programs *		Dept. Head & Faculty	100%	100%	100%	5	5	5	5.0	-
	<b>PI 3:</b> Number of graduate degree specializations offered and monitored *		Dept. Head & Faculty	2	2	100%	5	5	5	5.0	-
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*		Dept. Head & Faculty	4.0	5.4	135%	5	5	5	5.0	-
	<b>PI 5:</b> Percentage increase in number of graduate students enrolled *		Dept. Head & Faculty	50%	55%	110%	5	5	5	5.0	<b>VISAYAS STATE UNIVERSITY</b> <b>Visca, Baybay City, Leyte</b> <b>Office of the Vice President for P</b> <b>Resource Generation and External</b>
	<b>PI 6:</b> Percentage increase in number of students who graduated within prescribed period *		Dept. Head & Faculty	50%	83%	121%	5	5	5	5.0	
	<b>PI 7:</b> Number of graduate students awarded with honors/distinction *		Dept. Head & Faculty	-	-	-	-	-	-	-	
	<b>PI 8:</b> Number of graduate students advised *		Dept. Head & Faculty	9	19	211%	5	5	5	5.0	<b>CERTIFIED TRUE COPY FROM THE</b>
	<b>PI 9:</b> Number of instructional materials developed *		Dept. Head & Faculty	4	7	175%	5	5	5	5.0	
	On-line ready courseware		All faculty	3	3	100%	5	5	5	5.0	JV Abela - ANSC 243, ANSC 243e, ANSC 212e, ANSC 212; OB Posas - ANSC 245.
	Flexible instructional materials		All faculty	5	7	175%	5	5	5	5.0	Fo use on 1st Sem., 2020-2021
	Assessment tools		All faculty	3	5	166%	5	5	5	5.0	
	<b>PI 10:</b> Number of virtual classrooms created and operationalized		All faculty	4	4	100%	5	5	5	5.0	
	<b>PI 11:</b> Additional Outputs		Dept. Head & Faculty								
	<b>A.1.</b> Design experiential learning		JVA & DME	2	5	250%	5	5	5	5.0	-
<b>MFO 2</b>	<b>HIGHER EDUCATION SERVICES (50%)</b>										
	<b>PI 1.</b> Percentage of first time licensure exam takers that pass the licensure exams *		Dept. Head & Faculty	50%	-	-	-	-	-	-	No exam due to COVID

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	<b>PI 2:</b> Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	70%	80%	113%	5	5	5	5.0	Employed
	<b>PI 3:</b> Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	100%	100%	100%	5	5	5	5.0	-
	<b>PI 4:</b> Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	100%	100%	100%	5	5	5	5.0	-
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	119	187.70	157.7%	5	5	5	5.0	-
	<b>A1:</b> Number of grade sheets submitted within prescribed period	All faculty	19	23	121%	5	5	5	5.0	-
	<b>A2:</b> Number of INC forms with grade submitted within prescribed period	All faculty	11	19	172%	5	5	5	5.0	-
	<b>A3:</b> Number of trainings attended related to instruction	All faculty	7	14	200%	5	5	5	5.0	-
	<b>A4:</b> Number of long examinations administered and checked	All faculty	27	37	137%	5	5	5	5.0	-
	<b>A5:</b> Number of quizzes administered and checked	All faculty	78	114	148%	5	5	5	5.0	-
	<b>A6:</b> Number of lab reports and term papers checked and graded	All faculty	93	121	130%	5	5	5	5.0	-
	<b>PI 8:</b> Number of students advised: *	Dept. Head & Faculty	156	369	237%	5	5	5	5.0	-
	<i>On thesis/ field practice/special problem</i>	JVA, MRDLGB, RREB, MDMG	75	112	149%	5	5	5	5.0	-
	<i>No. of approved manuscript/field practice narrative report submitted within prescribed period</i>	JVA, MRDLGB, RREB, MDMG	75	103	137%	5	5	5	5.0	-
	<i>On consultation</i>	JVA, MRDLGB, RREB, MDMG	485	621	129%	5	5	5	5.0	-
	<b>PI 9:</b> Number of student organizations advised/ assisted *	Dept. Head & Faculty	5	6	120%	5	5	5	5.0	-
	<i>Student organizations advised</i>	JVA, MRDLGB, RREB	5	6	120%	5	5	5	5.0	-
	<i>Student organizations assisted on student related activities</i>	JVA, MRDLGB, RREB	3	3	100%	5	5	5	5	-
	<b>PI 10:</b> Number of instructional materials developed *									(Title and name of faculty)
	<i>On-line ready courseware</i>	All faculty	9	14	155%	5	5	5	5	For use 1st Sem., '20-'21
	<i>Flexible instructional materials (Supplemental Learning Resources)</i>	All faculty	12	28	233%	5	5	5	5	For use 1st Sem., '20-'21
	<i>Assessment tools</i>	All faculty	36	60	166%	5	5	5	5	For use 1st Sem., '20-'21
	<b>PI 10:</b> Number of virtual classrooms created and operationalized	All faculty	13	17	130%	5	5	5	5	For use 1st Sem., '20-'21

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	<b>PI 11:</b> Additional Outputs	Dept. Head & Faculty								
	<b>A.1.</b> Program accreditation	JV Abela	1	1	100%	5	5	5	5	-
	<b>A.2.</b> Agency Linkages	JV Abela	1	2	200%	5	5	5	5	-
	<b>A.3.</b> Design experiential lecturing for new normal	JVA, RREB, MRDLGB	4	5	125%	5	5	5	5	-
<b>MFO 3</b>	<b>RESEARCH SERVICES (10%)</b>									
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Dept. Head & Faculty	2	2	100%	5	5	5	5.0	needs project titles
	<b>PI 2.</b> Number of research outputs completed within the year *	JV Abela	1	1	100%	5	5	5	5.0	needs project titles
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	JV Abela	2%	2%	100%	5	5	5	5.0	-
	<i>In refereed int'l journals</i>	JV Abela	2%	2%	100%	5	5	5	5.0	-
	<i>In refereed nat'l/regional journals</i>									
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Dept. Head & Faculty	-	-	-	-	-	-	-	title of paper, what for a/conference, where and when
	<i>In int'l fora/conferences</i>	LC Bestil	-	-	-	-	-	-	-	-
	<i>In nat'l/regional fora/conferences</i>	LC Bestil	-	-	-	-	-	-	-	-
	<b>PI 5.</b> Percent of research proposals approved *	Dept. Head & Faculty	-	-	-	-	-	-	-	-
	<b>PI 6.</b> Additional outputs*	Dept. Head & Faculty	-	-	-	-	-	-	-	-
	<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	JVA, DME	2	4	200%	5	5	4	4.7	-
	<b>A 35.</b> Other outputs implementing the new normal due to covid 19	JV Abela	1	1	100%	5	5	4	4.7	-
	No. of research-related awards (research conducted by faculty or student w/ faculty)	-	-	-	-	-	-	-	-	-
<b>MFO 4</b>	<b>EXTENSION SERVICES (10%)</b>									
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	JVA, MRDLGB, LCB, RREB	14	16	114%	5	5	4	4.7	<b>VISAYAS STATE UNIVERSITY</b> Visca, Baybay City, Leyte Office of the Vice President for Planning, Resource Generation and External Affairs  <b>CERTIFIED TRUE COPY FROM THE ORIGINAL</b>
	<b>PI 2.</b> Number of trainees weighted by the length of training *	JVA, MRDLGB, LCB, RREB	14	24	171%	5	5	4	4.7	
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	JVA, MRDLGB, LCB, RREB	14	14	100%	5	5	4	4.7	
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance *	JVA, MRDLGB, LCB, RREB	75%	100%	133%	5	5	4	4.7	



	<b>PI 5. Number of technical/expert services *</b>	JVA, DME	3	6	200%	5	5	4	4.7	-
	Research Mentoring	DM Espina	2	2	100%	5	5	4	4.7	-
	Peer reviewers/Panelists	-	-	-	-	-	-	-	-	-
	Resource Persons	DM Espina	1	2	200%	5	5	5	5.0	-
	Convenor/Organizer	-	-	-	-	-	-	-	-	-
	Consultancy	-	-	-	-	-	-	-	-	-
	Evaluator	-	-	-	-	-	-	-	-	-
	<b>PI 8. Percent of extension proposals approved *</b>	Dept. Head & Faculty	-	-	-	-	-	-	-	-
	<b>PI 11. Additional outputs *</b>	Dept. Head & Faculty	-	-	-	-	-	-	-	-
	No. of extension-related awards (extrn. conducted by faculty or student & faculty) *	-	-	-	-	-	-	-	-	-
	<b>A.1. Design extension activities to implement new normal</b>	JV Abela	1	2	200%	5	5	5	5.0	-
<b>MFO 5</b>	<b>SUPPORT TO OPERATIONS</b>									
	<b>OVPI MFO 1. Faculty Development Services</b>									
	<b>PI 1:</b> Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	WD Come, JDZ Compendio, MD Gacutan, Jr., CJP Godinez, GAA Villagonzalo	4	5	125%	5	5	5	5.0	-
	<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>									
	<b>PI 2:</b> Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Head & Staff	3	3	100%	5	5	5	5.0	-
	<b>OVPI MFO 3. Faculty Evaluation Services</b>									
	<b>PI 3:</b> Number of seminars/trainings/ conventions/ workshops coordinated for entire university *	Dept. Head & Faculty	-	-	-	-	-	-	-	-
	<b>PI 4:</b> Number of seminars/trainings/ conventions/ workshops coordinated outside of the university *	Dept. Head & Faculty	-	-	-	-	-	-	-	-
	<b>PI 5:</b> Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	-	-	-	-	-	-	-	-
	<b>PI 6:</b> Number of in-house seminars/trainings/ workshops/reviews conducted *	Dept. Head & Faculty	-	-	-	-	-	-	-	-
	<b>PI 7:</b> Additional outputs *		-	-	-	-	-	-	-	-
	Number of faculty/staff awards/honors received related to operations support	Dept. Head & Faculty	-	-	-	-	-	-	-	-

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	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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	10 non-conformity (No NC)	7 non-conformity (No NC)	Corrective Action Plan (CAP) implemented	5	5	5	5.0	Zero non-conformity (No NC)
<b>MFO 6</b>	<b>GENERAL ADMIN. &amp; SUPPORT SERVICES (GASS):</b>									
	<b>PI 1.</b> Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Dept. Head	3	3	100%	5	5	5	5.0	-
	<b>PI 2.</b> Zero percent complaint from clients served	Dept. Head & all faculty & staff	90%	100%	111%	5	5	5	5.0	-
	<b>PI 3.</b> Number of coaching sessions among faculty & staff**	Dept. Head	-	-	-	-	-	-	-	-
	<b>PI 4.</b> Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Dept. Head	-	-	-	-	-	-	-	-
	<b>PI 5.</b> Number of monthly/special faculty & staff meetings conducted**	Dept. Head	-	-	-	-	-	-	-	-
	<b>PI 6.</b> Additional Outputs	Dept. Head & all faculty & staff	-	-	-	-	-	-	-	-
	<b>PI 1.</b> No. of meetings of department/college/university committees attended	All DAS faculty/Staff	-	-	-	-	-	-	-	-
	<b>PI 2.</b> No. of University/College/ Department designation	JV Abela	1	1	100%	5	5	5	5.0	As department head
	<b>PI 3.</b> No. of other DAS rooms monitored (DAS Library, Conference Rm., Store Rms., SASS Office, Admin. Office, Faculty Rms.)	JV Abela	6	11	183%	5	5	5	5.0	As department head
	<b>PI 4.</b> No. of academic lecture and laboratory rooms maintained	JV Abela, DM Espina	7	8	114%	5	5	5	5.0	-
	<b>PI 5.</b> No. of faculty/staff/animal caretakers/graduate teaching assistants managed	JV Abela, DM Espina	23	25	109%	5	5	5	5.0	-
	<b>PI 6.</b> No. of hours spent on monitoring	JV Abela	-	-	-	-	-	-	-	-
	<b>PI 7.</b> No. of hours coaching	JV Abela	-	-	-	-	-	-	-	-
	<b>PI 8.</b> No. of hours spent on performing tracking	JV Abela	-	-	-	-	-	-	-	-
	<b>PI 9.</b> No. of documents signed, lab. analysis results signed, etc.	JV Abela	-	-	-	-	-	-	-	-
	<b>PI 10.</b> No. of DAS committees (As member)	All DAS faculty/Staff	-	-	-	-	-	-	-	-
	<b>PI 11.</b> No. of DAS committees (Chairperson)	All DAS faculty	-	-	-	-	-	-	-	-
	<b>PI 12.</b> Percentage attendance to department meetings	All DAS faculty/Staff	-	-	-	-	-	-	-	-
	<b>PI 13.</b> No. of minutes of meetings corrected	JV Abela	-	-	-	-	-	-	-	-

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PI 14. Number of Staff/Caretakers Managed	Ma. RDLG Beato, RRE Bustamante	5	7	190%	5	5	5	5.0	-
PI 15. Number of STF projects developed/ improved or maintained	Ma. RDLG Beato, RRE Bustamante, CV Ranchez	3	4	133%	5	5	5	5.0	-
PI 16. Percentage increase in inventory value and/or income of STF projects relative to previous year	CV Ranchez	5%	10%	200%	5	5	5	5.0	-
PI 17. Percentage of STF projects supporting instruction, research & extension	M RDLG RREB MDMG CVR	75% 75% 75% 15%	100% 100% 100% 100%	100%	5	5	5	5.0	100% Support
PI 18. Number of Project Reports prepared and submitted on time	VM Lamo	6	6	100%	5	5	5	5.0	-
PI 19. Number of paddocks of pasture established and/or maintained	JV Latras, OV Latras	20	26	120%	5	5	5	5.0	-
PI 20. Number of animal sheds maintained	JV Latras, OV Latras	4	4	100%	5	5	5	5.0	-
PI 21. Number of animals cared	JV Latras, OV Latras	100	100	100%	5	5	5	5.0	-
PI 22. Number of animal project reports prepared	CV Ranchez	12	12	100%	5	5	5	5.0	-
PI 24. Number of animal facilities/ equipment repaired and/or maintained	CV Ranchez, JV Latras, OV Latras	18	20	111%	5	5	5	5.0	-
PI 25. Number of outgoing documents/ communications/reviewed/ forwarded to head for approval and submitted to higher offices	CV Ranchez	50	200	400%	5	5	5	5.0	-
PI 26. Number of administrative personnel supervised as AO 1.	CV Ranchez	8	9	112%	5	5	5	5.0	-
PI 27. Number of DTR, faculty workloads, job orders, staff appointments, etc. prepared, signed, recorded, released and forwarded on time	CV Ranchez, PCGumba JR.	120	480	400%	5	5	5	5.0	-
PI 28. Number of TO, vouchers, certificates, leave applications, etc. prepared, signed, released, recorded and forwarded on time	PCGumba JR., VM Lamo	135	205	151%	5	5	5	5.0	-
PI 29. Number of incoming communications, letter request, memos, etc.	CV Ranchez	100	250	240%	5	5	5	5.0	-
PI 30. Number of graduating student final clearances processed for approval	CV Ranchez	40	55	137%	5	5	5	5.0	-
PI 31. Number of PRs prepared, signed, released, recorded and forwarded on time	VM Lamo	20	25	125%	5	5	5	5.0	-
PI 32. Number of students manuscripts received/recorded/ forwarded to head and released back to students	CV Ranchez	100	250	240%	5	5	5	5.0	-

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PI 33. 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	PCGumba JR.	100	110	110%	5	5	5	5.0	-
PI 34. Number of classrooms utilization and schedules of faculty rooms schedules and consultation encoded, printed, and posted	PCGumba JR.	18	20	111%	5	5	5	5.0	-
PI 35. Number of ip messages with file attachments, forms/memos received, printed, replied, and posted for information dissemination to faculty and staff	PCGumba JR.	350	480	137%	5	5	5	5.0	-
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
Total Over-all Rating					407				
Average Rating					4.97				
Adjectival Rating					OUTSTANDING				

Received by:

Calibrated by:

Recommending Approval:

Approved:

Planning Office

Date:

Chairman, PMT

Date:

Vice Pres. for Instruction

Date:

President

Date:

**REMBERTO A. PATINDOL**

**BEATRIZ S. BELONIAS**

**EDGARDO E. TULIN**

- \* 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

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