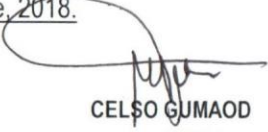


Visayas State University  
Visca, Baybay City, Leyte


## INSTRUCTION

### OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, CELSO GUMAOD, Head of the Department of Mechanical Engineering, 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 to June, 2018.

  
CEL SO GUMAOD  
Head, DME

Approved:

  
ROBERTO C. GUARTE  
Dean, College of Engineering

Information on Full-Time Teaching Equivalent (FTE): 2nd sem 2017-18

Number	Personnel	Target	Actual
4	Instructor I	100	138.70
2	Guest Lecturer	10	23.40
	Total	110	162.10

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishment	Details of Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 1. Advanced Education Services											
OVPI MFO1 Graduate Degree Program Management Services											
	PI 1: Graduate degree program monitored										
	PI 2: Total graduate FTE monitored										
	PI 3: Percentage increase in number of graduate students enrolled										
	PI 4: Percentage increase in number of graduate student who graduated within the										
OVPI MFO2 Graduate Student Management Services											

PI 1: Number of graduate students awarded with scholarships/assistantships									
PI 2: Percentage of graduate students awarded with scholarship/assistantship who graduated within the prescribed period									
PI 3: Number of graduate students awarded with honor/distinction upon graduation									
PI 4: Number of graduate students advised									
<b>UMFO 2. Higher Education Services</b>									
<b>OVPI MFO1 Curriculum Program Management Services</b>									
PI 1: Total undergraduate FTE monitored	CG, JPB, FDS, JNJ, RGP, SSC, LBS	110.00	162.10	Instructor I: JPB=35.65, JNJ=42.6, RGP=26.8, FDS=33.65 Guest Lecturer: SSC=11.7, LBS=11.7	5	5	5	5.00	
PI 2: Number of undergraduate curricular program compliant to CMO, approved and offered									
PI 3: Average passing percentage in licensure examinations in mandated programs		50%	66.67%	2 out of 3 passed ME Board Exam	4	5	5	4.67	
PI 4: Number of undergraduate graduates in mandated programs graduated within the prescribed period		15	22	22 BSME students graduated as of June 15, 2018	5	5	5	5.00	
PI 5: Percentage increase in the number of undergraduate students who graduated within the prescribed period									
PI 6: Percentage increase in number of undergraduate students enrolled									
PI 7: Number of academe/industry linkage established	CG, JPB, FDS, JNJ, RGP	1	1	Philippine Society of Mechanical Engineers (PSME)	4	5	5	4.67	
PI 8: Number of students advised	CG, JPB, FDS, JNJ, RGP	150	161	1st yr.=1, 2nd yr.=11, 3rd yr.=66, 4th yr.=45, 5th yr.=38	5	5	5	5.00	
PI 9: Number of student organizations advised/assisted	JBP, FDS	1	1	JPSME	5	4	5	4.67	
PI 10: Number of instructional materials developed	CG, JPB, FDS, JNJ, RGP, SSC, LBS	15	18	OBE Syllabus (JPB=4, JNJ=4, RGP=5, FDS=4, SSC=0, LBS=1)	4	5	4	4.33	
<b>UMFO 3. Research Services</b>									
PI 1: Number of published papers in internationally indexed journals									
PI 2: Number of research outputs presented in regional/national/international conference/s									
PI 3: Number of research projects conducted and/or completed on schedule									

PI 4: Number of research proposals submitted									
PI 5: Percent of research proposals approved									
PI 6: Amount of research money generated from external funding									
PI 7: Amount of research money generated from institutional funding									
PI 8: Additional output									
<b>UMFO 4. Extension Services</b>									
PI 1: Number of person-days trained weighted by length of training									
PI 2: Number of trainings conducted									
PI 3: Number of IEC materials/technoguides developed/used									
PI 4: Number of beneficiaries served									
PI 5: Number of technical/expert services									
PI 6: Number of extension proposals conducted									
PI 7: Number of extension proposals submitted									
PI 8: Percent of extension proposals approved									
PI 9: Amount of extension money generated from external funding									
PI 10: Amount of extension money generated from institutional funding									
PI 11: Additional output									
<b>UMFO 5. Support to Organization</b>									
<b>OVPI MFO 1. Faculty Development Services</b>									
PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	JRC, PLE, TOS	3	3	MSME-2, MSEE-1	5	5	5	5.00	
<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>									
PI 1: Number of faculty recruited/hired aligned with ISO standards									
<b>OVPI MFO 3. Faculty Evaluation Services</b>									
PI 1: Number of seminars/ trainings/ conventions/ workshops coordinated for entire university									
PI 2: Number of seminars/ trainings/ conventions/ workshops coordinated outside the university									
PI 3: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	CG, JPB, FDS, JNJ, RGP	50%	100%	Faculty rated with OVS	5	5	5	5.00	



PI 4: Number of in-house seminars/ trainings/ workshops/ reviews conducted/attended	CG, JPB, FDS, JNJ, RGP, ASC, AMG, JVE	1	1	ISO Re-orientation	5	4	5	4.67	
PI 5: Additional output									
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
PI 1: Number of degree programs which passed accreditation/evaluation at least Level 1									
PI 2: QMS on faculty recruitment, development & performance evaluation									
PI 3: Percentage of degree program compliant with CHED									
PI 4: Additional output									
<b>UMFO 6. General Administration and Support Services</b>									
PI 1: Number of complaints from clients	CG, JPB, FDS, JNJ, RGP, ASC, AMG, JVE	Zero percent complaint	Zero percent complaint	No complaint received	5	5	5	5.00	
PI 2: Number of departments and/or service units supervised and monitored	CG	1	1	DME	5	5	5	5.00	
PI 3: Number of management meetings conducted	CG	1	0	No formal meetings conducted	4	4	4	4.00	
PI 4: Number of documents attended and served	CG, ASC	200	358	per DME Office logbook	5	5	5	5.00	
PI 5: Number of lecture/laboratory rooms maintained	CG, JVE	3	3	DME-LR 1,2, 4	5	5	5	5.00	
PI 6: Number of office/laboratory equipment purchased	CG, ASC, AMG	2	2	per Purchase Request (Grass cutter, Industrial fan)	5	5	4	4.67	
PI 7: Additional outputs/best practices									
Total Over-all Rating								76.67	
Average rating								4.79	
Adjectival Rating									

\*CG-Gumaod, JPB-Binueza, FDS-Siervo, JNJ-Jo, RGP-Paña, ASC-Cruz, SSC-Cortez (PT), LBS-De Los Santos (PT), AMG-Guarte (JO), JVE-Escasinas (JO)

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: \_\_\_\_\_