



**OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)**

I, Karen Luz Y. Teves, Head of the Department of Agricultural Education and Extension, accomplished the following targets for the period January - June 2021.

**KAREN LUZY TEVES**

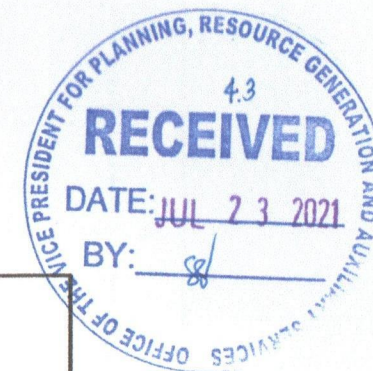
Department Head

Date: 7/15/21

**VICTOR B. ASIO**

College Dean

Date: 15 July 2021



**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	0.0	1	1		
Faculty w/ Univ. Designated Position	0	2.5	0.0	0	0		
Regular Faculty (VSL)*	2	12	2.0	1	2		
Regular Faculty (ILS)*	2	0	0.0	0	0		
Admin Staff Members (JU)	2						
<b>TOTAL:</b>	<b>7</b>	<b>18.5</b>	<b>2.0</b>	<b>2</b>	<b>3</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		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
<b>MFO 1</b>	<b>ADVANCED EDUCATION SERVICES (20%)</b>										
	<b>OVPI MFO 1. Graduate Degree Program Management Services</b>										
1	<b>PI 1.</b> 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) *	RBGonzaga	28%	50%	RBGonzaga & ACMonsanto	5	5	5	5.00	*out of 7 faculty, only 4 are not PhD degree holder 2 pursuing PhD/ 4 * 100% = 50%	
	b. actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Dept. Head & Faculty	42%	50%	LJC, HYG, KYT	5	5	4	4.67	3 pursuing actively in research.../ 6 faculty * 100%	
	c. producing technologies for commercialization or livelihood improvement		—								
	d. whose research resulted in an extension program	Dept. Head & Faculty	—								



OVPI MFO 2. Graduate Student Management Services											
PI 1: Percentage of graduate students enrolled in research degree programs *		Dept. Head & Faculty	5%	100%		5	4	4	4.33	All Graduate Students involved in research programs	2%
PI 2: Percentage of accredited graduate programs *		Dept. Head & Faculty	100%	100%	PhD in AgEd, MS major in AgEx & AgEd, MAgDev major in AgEx & AgEd	5	5	5	5.00	RQAT Evaluation, all 5 graduate programs (June 2021),	2%
PI 3: Number of graduate degree specializations offered and monitored *		Dept. Head & Faculty	5	6	Offered: PhD in AgEd, MS major in AgEx & AgEd, MAgDev major in AgEx & AgEd Monitored: PhD in Extension Science	5	5	5	5.00	PhD in Extension Science is on process	2%
PI 4: Total FTE coordinated, implemented & monitored*		Dept. Head & Faculty	25	37.50	2nd Sem AY 2020-2021	5	5	5	5.00	Core faculty 6.00, FTB - 9.75 , LJC-13.75 1.50 , KYT - 4.75 RVelarde - 0.75 Rabela - 1.00	MCB-VCD-Affiliate 2%
PI 5: Percentage increase in number of graduate students enrolled *		Dept. Head & Faculty	10%	4%	1st sem 20-21 = 26 2nd sem 20-21 = 27	4	4	4	4.00	PhD - 1 AgEd - 3 MagDev AgEd - 7	MS MS AgEx - 1 MagDev AgEx - 15 2%
PI 6: Percentage increase in number of students who graduated within prescribed period *		Dept. Head & Faculty	45%	14%	out of 7 MS/MagDev/PhD 2nd year standing students, 1 graduated	4	4	4	4.00	Glaiza Calubiran (MS in AgEx)	2%
PI 7: Number of graduate students awarded with honors/distinction *		Dept. Head & Faculty	—								2%
PI 8: Number of graduate students advised *		Dept. Head & Faculty	10	27	Graduate students Major in AgEx & AgEd	5	5	4	4.67	PhD - 1 AgEd - 3 MagDev AgEd - 7	MS MS AgEx - 1 MagDev AgEx - 15 2%
PI 9: Number of instructional materials developed *		Dept. Head & Faculty									
On-line ready courseware			10	16	FTB, MCB, LJC, KYT, VCD, ROV, RA	5	5	5	5.00		
Flexible instructional materials			10	16	FTB, MCB, LJC, KYT, VCD	5	5	4	4.67	AgEx 218, AgEx 217, AgEx 234, AgEx 215, ADED 222, ADED 211, AgDE 201, AgEx 216, AgEx 244, AgEd 212, AgEd 214, AgEd 242, AgEd 245, AgEx 233, AgDev 202, AgEx 246	
Assessment tools			10	75	FTB, MCB, LJC, KYT, VCD	5	5	4	4.67		

20%

	PI 10: Number of virtual classrooms created and operationalized		5	12	DAEEx Graduate Faculty	5	5	5	5.00	MCB - 2, FTB - 3, LJC - 6, KYT - 1 (filled-up the FM-IMD-06 Creation of Virtual Classroom)	
MFO 2	HIGHER EDUCATION SERVICES (50%)										
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty	52%	—	NoExam					to be accomplished in july - dec. 2021	7.5%
	PI 2. Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	82%	61%	31 BSDE graduates for 2019	4	4	4	4.00	19 are employed 12 are unemployed	2.5%
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	100%	100%	BSA Curriculum	5	5	5	5.00	*CMO # 14, series 2008, Policies & standards for bachelor of science in agriculture (BSA) program *BOR Resolution No. 81, s. 2018, A Resolution approving the revised curriculum for the bachelor of science in agriculture (BSA) in accordance with unnumbered draft ched memorandum order, series of 2017	2.5%
	PI 4. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	100%	100%	BSA Program	5	5	5	5.00		2.5%
	PI 5: Total FTE, coordinated, implemented and monitored	Dept. Head & Faculty	50	99.96	2nd Semester AY 2020-2021	5	5	5	5.00	MCBales - 3.70, FTBaliña - 4.66, LJC Cuadra - 1.05, VCDargantes - 20.20 KYTeves - 5.20, ROVelarde - 0.20 JMCadenas - 13.95, DACatibo- 13.80 ACOracion - 37.20	20%
	PI 8: Number of students advised: *	Dept. Head & Faculty									
	On thesis/ field practice/special problem		5	19	2 BSDE & 17 BSA major in AgEx	5	5	5	5.00	BSDE - Angie luz Baraol & Madel Mendoza BSA - Bucog, Canupin, Celeste, Ciabu, Claveria, Colminas, Del Mayor, Mondala, Omos, Palermo, Pigte, Pole, Rebojo, Sacmar, Sanchez, Talaña, Tequillo	1%
	No. of approved manuscript submitted within prescribed period		5	—						to be accomplished in july - dec. 2021	1%
	On consultation		10	19	2 BSDE & 17 BSA major in AgEx	5	5	5	5.00	BSDE - Angie luz Baraol & Madel Mendoza BSA - Bucog, Canupin, Celeste, Ciabu, Claveria, Colminas, Del Mayor, Mondala, Omos, Palermo, Pigte, Pole, Rebojo, Sacmar, Sanchez, Talaña, Tequillo	0.5%
	PI 9: Number of student organizations advised/ assisted *	Dept. Head & Faculty									
	Student organizations advised		1	1	VAExSo	4	4	4	4.00		1.25%
	Student organizations assisted on student related activities		1	—						No activities due to pandemic	1.25%
	PI 10: Number of instructional materials developed *	Dept. Head & Faculty								Title and name of faculty	10%



	On-line ready courseware	Dept. Head & Faculty	10	7	Undergraduate subjects	5	5	4	4.67	AgEd 145, AgEx 152, AgSc 113 (Lab & Lec), AgEx 132, AgEx 133, AgEx 136	
	Flexible instructional materials	Dept. Head & Faculty	10	7	Undergraduate subjects	5	5	4	4.67		
	Assessment tools	Dept. Head & Faculty	10	45	Undergraduate subjects	5	5	5	5.00		
	PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty	5	15	Undergraduate subjects	5	5	4	4.67	MCB - 1, FTB - 2, LJC - 1, VCD - 2, KYT - 3, ACO - 4, DAC - 1, JMC - 1 (filled-up the FM-IMD-06 Creation of Virtual Classroom)	
	PI 11: Additional Outputs	Dept. Head & Faculty	—								
<b>MFO 3</b>	<b>RESEARCH SERVICES (10%)</b>										
	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	LJC Cuadra	5	5	4	4.67	Graduate Tracer Study	2%
	PI 2. Number of research outputs completed within the year *	Dept. Head & Faculty	1	—						to be accomplished in July - Dec. 2021	2%
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	Dept. Head & Faculty								needs title of publication, name of journal and where published	
	In refereed int'l journals		—								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								title of paper, what for a/conference, where and when	
	In int'l fora/conferences		1							to be accomplished	1.50%
	In nat'l/regional fora/conferences		1							to be accomplished	0.50%
	PI 5. Percent of research proposals approved *	Dept. Head & Faculty	10%	100%	LJC Cuadra, MCBales, KYTeves, FTBailifa VCDargantes	5	5	5	5.00	* Proposals on Graduate Tracer Study, Blended Learning and Licensure Exams Analysis * PhilFida - Evaluation of the Extension Service Delivery System Of The Abaca Industry in Eastern Visayas In Support to the Implementation of Investments For The Agriculture and Fisheries Modernization Plan (Afmp) At The Local and National Levels or I-Plan Sub-Component 1.2	0.5%
	PI 6. Additional outputs*	Dept. Head & Faculty									
	No. of research-related awards (research conducted by faculty or student w/ faculty)		1	—							1.50%
<b>MFO 4</b>	<b>EXTENSION SERVICES (10%)</b>										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	Dept. Head & Faculty	25	39	Green-the-Home Project & YRRP Project	5	5	4	4.67	GTH-LGU Hilongos & LGU Baybay (CAO) YRRP- Biliran (3), Samar(5), Leyte (29)	2.0%

10%

	PI 2. Number of trainees weighted by the length of training *	Dept. Head & Faculty	200	12,288	CS-FBS Training 1,024 Participants	5	5	5	5.00	Climate-Smart Farm Business School Season-Long Training	2%
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty	2	2	CS-FBS (YRRP) & GTH	5	5	5	5.00	*Green-the-Home Project *Building Capacities for Farmer Entrepreneurs through Climate Smart Farm Business School in Selected 38 Municipalities in Region VIII	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	95%	100%	CS-FBS (YRRP)	5	5	4	4.67	*Climate-Smart Farm Business School Season-Long Training	1%
	PI 5. Number of technical/expert services *	Dept. Head & Faculty									1%
	Research Mentoring		1	5	GTH and YRRP Project	5	5	5	5.00	Mclipian, Agalupo, Kcasinillo, Lipong, ADLoreno, Jmueda	
	Peer reviewers/Panelists		1							to be accomplished	
	Resource Persons		2	1	MCB	5	5	4	4.67	Climate-Smart Farm Business School Season-Long Training	
	Convenor/Organizer		2	5	Agalupo, Kcasinillo, Lipong, Aloreño, Jmueda	5	5	4	4.67	Climate-Smart Farm Business School Season-Long Training	
	Consultancy										
	Evaluator		1	1	MCB	5	5	4	4.67	*Building Capacities for Farmer Entrepreneurs through Climate Smart Farm Business School in Selected 38 Municipalities in Region VIII	
	PI 8. Percent of extension proposals approved *	Dept. Head & Faculty	67%	100%	PHILFIDA Project (Extension/Research Project)	5	5	5	5.00	Evaluation of the Extension Service Delivery System Of The Abaca Industry in Eastern Visayas In Support to the Implementation of Investments For The Agriculture and Fisheries Modernization Plan (Afmip) At The Local and National Levels or I-Plan Sub-Component 1.2	0.5%
	PI 11. Additional outputs *	Dept. Head & Faculty									
	No. of extension-related awards (extrn. conducted by faculty or student & faculty) *	Dept. Head & Faculty	1							to be accomplished	1.5%
<b>MFO 5</b>	<b>Support to Operations</b>										
	OVPI MFO 1. Faculty Development Services										

10%



	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	Dept. Head & Faculty	2	2		5	5	5	5.00	RBGonzaga & ACMonsanto	0.625%
	<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>										
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head & Faculty	1	1	Part-time Instructor	5	5	5	5.00	ACOracion	0.125%
	<b>OVPI MFO 3. Faculty Evaluation Services</b>										
	PI 3: Number of seminars/trainings/conventions/workshops coordinated/attended for entire university *	Dept. Head & Faculty	2	6		5	5	5	5.00	Webinar on VSU E-Learning Environment virtual classroom mgmt, Webinar on navigating materials to support the university's flexible learning, Echo Seminar on the TIEC CHED Flexible Learning Foundation VC, Turnitin Instructor's Workflow Training, Training of Trainers on BIDANI	0.25%
	PI 4: Number of seminars/trainings/conventions/workshops coordinated/attended outside of the university *	Dept. Head & Faculty	2	4		5	5	5	5.00	LJC - Blended Learning 101 MCB - Webinar-Workshop on the New Guidelines for Levels III & IV AACUP Accreditation System KYT - Online Seminar workshop on Publishing completed research outputs into publishable articles (June 7-11, 2021), Eastern Visayas Virtual Caravan on Updated PDD 2017 -2022 (May 2021)	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	95%	100%		5	5	5	5.00	All DAEEx Faculty were rated by the students for 1st sem AY 20-21 outstanding and very satisfactory	0.75%
	PI 6: Number of in-house seminars/trainings/workshops/reviews conducted *	Dept. Head & Faculty	2	—						to be accomplished in July - December 2021	0.25%
	PI 7: Additional outputs *	Dept. Head & Faculty									
	Number of faculty/staff awards/honors received related to operations support			1		5	5	5	5.00	LJC Cuadra - Plaque of Appreciation for her outstanding support and dedicated service to Vsica Foundation Elem. School as a Chairperson of the Vsica Educational Foundation Inc.	0.25%
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	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	Zero non-conformity	Zero non-conformity		5	5	5	5.00	Zero non-conformity (No NC)	2.50%
	<b>MFO 6 General Admin. &amp; Support Services (GASS)</b>										
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Dept. Head	100%	100%		5	5	5	5.00	Submitted Supplemental PPMP for 2021, worth 20,000.00	1%
	PI 2. Zero percent complaint from clients served	Dept. Head & all faculty & staff	100%	100%		5	5	5	5.00	No Complaint	2%

5%

	<b>PI 3.</b> Number of coaching sessions among faculty & staff**		Dept. Head	2	3	ACOracion, DACatibo, JMCadenas	5	5	4	4.67	Coaching with 1 new part-time instructor and 2 Graduate Teaching Assistant	
	<b>PI 4.</b> Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		Dept. Head	3	6	Faculty and staff meeting & Emergency meeting	5	5	5	5.00	Jan 8, 2021, March 4, 2021, April 20, 2021, May 3, 2021, June 14, 2021	
	<b>PI 5.</b> Number of monthly/special faculty & staff meetings conducted**		Dept. Head	10	6	Faculty and staff meeting & Emergency meeting	5	5	4	4.67	Jan 8, 2021, March 4, 2021, April 20, 2021, May 3, 2021, June 14, 2021	
	<b>PI 3:</b> Additional Outputs		Dept. Head & all faculty & staff									
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *						5	5	5	5.00	*Involvement of thesis students in departments reseach projects *Integrating research results in instructional materials *observe social distancing *Washing of hands/putting disinfectant/alcohol * wearing of face masks	2%
Total Over-all Rating							230.333					
Average Rating							4.799					
Adjectival Rating							OUTSTANDING					

5%

Received by:

  
**DANIEL LESLIE S. TAN**

Planning Office

Date: JUL 23 2021

Calibrated by:

  
**REIMBERTO A. PATINDOL**

Chairman, PMT

Date: 7/21/21

Recommending Approval:

  
**BEATRIZ S. BELONIAS**

Vice Pres. for Academic Affairs

Date: 7/16/2021

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