1211 #91

INSTRUCTION: To facilitate formula-assisted consolidation, don't delete nor add rows & columns. Dean's Office will hide blank rows after consolidation. Don't delete cell formulas. Use provided blank rows for additional Performance Indicators. Leave target blank if PI is not applicable. Cells in yellow color (if present) need to be filled-up or checked for data accuracy.

Visayas State University College of Education INSTITUTE OF HUMAN KINETICS Visca, Baybay City, Leyte

## OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I,MARY JEAN M. SAPAN, Head of the Institute of Human Kinetics, 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 to December 2018

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

Personnel Number FTE/sem FTE/Summer FTE Total Department Head 1 4.0 0.0 15.65 Faculty w/ Univ. Designated Position 2.5 0.0 0 0.00 8.0 Regular Faculty (Vac. & Sick Leaves) 2 0.0 77.00 18.0 Regular Faculty (Teacher's Leave) 7 0.0 1972.00 Actual Actual Part time Faculty Members 24.95 **Admin Staff Members** 3 0.0 0.0 0.0

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

Dean, College of Education

January 21, 2019

	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible*	Target	Actual Accomp	lishment		-	Rating		
MFO No.					% Accomplishment as of December 2018	Details of Accom- plishmnt	Quality	Efficiency	Timeliness	Average	Remark
JMFO 1:	ADVANCED ED	UCATION SERVICES									
	MFO 1. Gradua	ate Deggree Program Management Services									
		PI1: Number of graduate degree specializations offered and monitored	Faculty	3	1.00	3.00					
		PI2: Total FTE monitored									
		-with EdD	Faculty	1	6.85	6.85	5	5	5	5.0	
		-with MS	Faculty	3	27.08	81.25	5	5	5	5.0	
		P13: Percentage increase in number of graduate students enrolled	Faculty	8	1.00	8.00					
		PI4: Percentage increase in the number of students who graduated within prescribed period	Faculty	60	1.01	61.00					
	MFO 2: Gradua	ate Student Management Service									

	PI1. Number of graduate students	T			T	T	T			T
	awarded with scholarship/assistantship									
	awarded with scholarship/assistantship									
	PI2: Percentage of graduate students					1				
	awarded with scholarship/assistantship		1							
	who graduated within prescribed period									
	PI3: Number of graduate students	<del> </del>				<del>                                     </del>				
	awarded with honors/destinction									
UMFO 2	HIGHER EDUCATION SERVICES									
	MFO 1: Curriculum Program Management Services									
	Pl1: Total FTE monitored									
	- with PhD	Faculty	18	.38	6.85	5	5	5	5.0	
	- with MS	Faculty	90	25.76	128.5	5	5	5.0	5.0	
	- with BS	Faculty	19			5	5	5.0	5.0	
	-Part timers	Faculty	1	24.95	24.95	5	5	5	5.0	
	Pl2: Number of undergraduate students enrolled in the new Program									
	BPEd	Faculty	35	1.6	56	1				
	BCAEd	Faculty	35	1.34	47					
	PI3: Percentage increase in the number of		85%	1.13	96	5	5	4	4.7	
	undergraduate students who graduated within prescribed period									
	Pl4: Percentage passing of students in the licensure board examination									
	BSED (Mapeh)	Faculty	60	1	48					
	BEED									
	PI 5. Number of academe/Industry linkage established									
	* Local	Head, Faculty	9	1.55	14	5	5	5	5	
	* National	Head, Faculty	4	1.5	6	5	5	5	5	
	* International	Head, Faculty	1	1	1	4	4	4	4	
	☐Awards/Honors Received by:	Head, Faculty	5	1.6	8	5	5	5	5	
	☐Awards/Honors Received by Students:	Head, Faculty & Affiliate Staff	50	3.04	163	5	5	5	5	
	PI 6a. Number of students advised			***************************************	1					
	On field practice	Head, Faculty	40	1.22	49	5	5	5	5	
	On consultation	Head, Faculty	350	1.42	500	5	5	5	5	
	PI 6b. No. of student organi-zations Advised/Assisted									
	Student organizations advised		5	1	5	5	5	5	5	

. .

	Student related activities assisted	Head, Faculty	13	1.15	25	5	5	5	5	
	<u>PI 7</u> . Number of instructional materials developed									
	New syllabi		3	1	3	5	5	5	5.0	
	Revised syllabi		2	1	2	5	5	5	5.0	
	New lecture manual				1	+				
	Review with syllabus- Instructional Materials		3	1.6	5	5	5	5	5.00	
	Info Drive to promote undergrad and MaEd Program									
	Revision of Intramural Sports Program		1	2	2	5	5	5	5.00	
	Proposal from Non-Thesal to Thesis Program									
	Compliance of AACUP Accrediatation Recommendation		1	1%	1	5	5	5	5.00	
	Identification of Instructional needs priorities and materials for procurement		10	1.5	15	5	5	5	5.00	
	Organized Workshops/ Sports Clinic		2	1	2	5	5	5	5.00	
	Revised lecture manual				1					-
	New lab. manual					1				
	Revised Lab. Manual					<b>†</b>				
	New Powerpoint lecture presentation (per course)		30	1.60%	50	5	5	5	5.0	
	Revised Powerpoint lect. presentation (per course)		100	1.50%	150	5	5	5	5.0	
	Musical Scores for Choral and Instruments			400-0-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-						
	Revised Sports Scoresheets for co- curricular activities		3	1.60%	5	5	5	5	5.0	
	PI 8. Additional outputs									
	Accreditation of curricular program (4TH LEVEL PHASE B)									
	Number of Students Oriented on BSED MAPEH program and institute policies		100	1.10%	110	5	5	5	5.0	
	Number of articles/news feature posted on Web Team & Obelisk		3	1.00%	3	5	5	5	5.0	
UMFO 3	RESEARCH SERVICES									
	Pl1: Number of published papers									
	In refereed int'l journals									

	In refereed nat'l journals									
	In institutional journals									
	PI 2. Number of research outputs presented in									
	In int'l fora/conferences									
	In nat'l fora/conferences									
	In reg'l fora/conferences									
	In institutional fora/conferences									
	PI 3. Number of research projects conducted and/or completed on schedule		0	0		3	3	3	3.0	
	PI 4. Number of research proposals submitted		0	0		3	3	3	3.0	
	PI 5. Percent of research proposals approved									
	PI 6. Amount of research money generated from external funding (Thousand PHP)									
	PI 7. Amount of research money generated from institutional funding (Thousand PHP)		50,000							
	PI 8. Additional outputs		1							
	No. of research-related awards (research conducted by faculty or student w/ faculty									
MFO 4	EXTENSION SERVICES					1				
	PI 1. Number of days trained weighted by length of training		25	1.20%	35	5	5	5	5.0	
	PI 2. Number of IEC materials/technoguides developed/used									
	PI 3. Number of beneficiaries served									
	Groups	Head, Faculty	2							
	Individuals		50	1.4	90	5	5	5	5.0	
	PI 4. Number of extension projects conducted and/or completed on schedule		1	1	1	5	5	4	4.7	
	PI 5. Number of extension proposals submitted		2	1.5	3	5	5	4	4.7	

. .

.

	PI 6. Percent of extension proposals approved									
	PI 7. Amount of extension money generated from external funding (Thousand PHP)									
	PI 8. Amount of extension money generated from institutional funding (Thousand PHP)		50,000							
	Pl9: Number of partnerships/linkages	Head, Faculty	1	1	1	5	5	5	5.0	
	Other Outputs									
	No. of extension-related awards (extn. conducted by faculty or studnt & faculty)									
UMFO 5	SUPPORT TO OPERATIONS									
	MFO 1: Faculty Development Services									
	Pl1: Number of faculty pursuing advanced research degree programs (PhD) facilitated monitored and assisted		1	1	1	5	5	5	5.0	
	P2 Organized Workshops/ Sports Clinic		2	1%	2	5	5	5	5.0	
	P3. Coordinated workshops, sports clinics		2	1%	2	5	5	5	5.0	
	Attended workshops, trainings, sports		5	1.6	8	5	5	5	5.0	
	P4 Recommends faculty to attend training or seminars related to their field of specialization		5	1.6	8	5	5	5	5.0	
	P5 Number of sports/wellness activities (Faculty and Staff Sportsfest, University Intramural Games, University Goodwill Games)	Faculty	2	1	2	5	5	5	5.0	
	P6 Number of State Colleges and Universities coordinated for Regional SCUAA	Dean,Sports Directors, Faculty and Staff	11	1	11	5	5	5	5.0	
	P7 Committee Assignments as a member/chairperson organized by the university	Head, Faculty & staff (university-wide)	25	1.2	30	5	5	5	5.0	
	P8 Coordinated workshops, sports clinics and trainings	Head, Faculty								
	P9 Attendance to meetings and other related school activities	Head, Faculty	30	1.33	40	5	5	5	5.0	

.

.

	MFO 2 As Department Head					T				T	
	P1 Supervised and monitored the implementation of instructional programs, projects and activities	Head, faculty, coaches, program coordinators	45	1.25	50	5	5	5	5.0		
	P2 Prepared office orders, memoranda and other documents relative to academic and othern concerns	Head	10	1.5	15	5	5	5	5.0		
	P3 Monitored the attendance of faculty in varied academic and co-curricular activities.	Head	11	1.27	14	5	5	5	5.0		
	P4 Conducts in-service training activity for improvement of instruction in the institute at least once per semester.	Head, faculty	1	1	2	5	5	5	5.0		
	P5 Submitted budget proposals of sports programs, university-wide sportsfest, institute and university anniversary activities	Head, faculty	5	1.4	7	5	5	5	5.0		
	P5 Issued memos to faculty & administrative/support staff members for effective implementation of plans and programs of the institute.	Head	4	1.25	5	5	5	5	5.0		
	P6 Prepared teaching assignments and other assigned tasks/functions of faculty & staff	Head, Faculty & staff (university-wide)	10	1.3	13	5	5	5	5.0		
	P6 Approved permits of students, faculty/staff and agencies (government & nongovernment organizations) in the use of the sports facilities	Head, faculty in-charge of university sports facilities, clerk & support staff	50	1.4	70	5	5	5	5.0		
	P7 Submitted program for accreditation	Head, Faculty & staff									
	P8 Recommended 39 varsity coaches/assistant coaches to the Office of the President	Head & Varsity Sports Coordinator	40	1.02	41	5	5	5	5.0		
MFO 3:	Faculty Recruitment/Hiring Services										
	Pl1: Number of faculty recruited/hired aligned with	Head & Institute Personnel Committee	2	1	2	5	5	5	5.0		
MFO 4:	Faculty Evalution Services (IHK)									<b>T</b>	
	PII: Percentage of faculty rated by students with at least outstanding rating in 50% of the subjects evaluated	Head, Faculty	11	1	11	5	5	5	5.0	Regular -6 time - 5	Part-
MFO 5:	Admission and Registration Services				<b> </b>	1					

,

4.7

PII: Number of graduating high school students who took the exam resulting from information drive MFO 6: Program and Institutional Accreditation Services Pl1: Number of degree program which Head, Dean, program passed accrediation/evaluation at least coordinator Level 1 Pl2: Degree program compliant with CHED Head, dean, program 2 1 2 5 5.0 5 coordinator, faculty & staff PI3: Readiness to SUC levelling by CHED 1 2 5.0 Head, dean, program 2 5 and DBM coordinator, faculty & staff UMFO 6 GENERAL ADMINISTRATION AND SUPPORT SERVICES PI 1. Number of departments and/or Head, Faculty and 15 1.3 20 5 5 5.0 service units supervised and monitored Staff, Dean, President, VP & Students 1.25 25 5.0 PI 2. No. of management meetings Head 20 5 5 5 conducted PI 3. Number of documents attended and Head 1,000 1.5 1500 5 5 5 5.0 served PI 4. Number of academic Head, Administrative 8 1.25 10 5 5 5 5.0 lecture/laboratory rooms maintained Staff PI 5. Number of athletic equipment Head, Administrative 800 1.25 1000 5 5 5 5.0 maintained Staff PI6. Number of budget proposals and 7 Head 5.0 4 5 5 5 financial requirements of department & university programs endorsed to finance committee PI 7. Periodic inventory of equipment, Head, Admnistrative 3 1.5 5 5 5.0 5 5 supplies and materials staff, property custodian PI 8. Number of sports facilities Head, faculty in-charge 18 1.11 20 5 5 5 5.0 maintained of university sports facilities, clerk & PI 9. Number of supplies & sports 350 5.0 Head, property 300 1.16 5 5 5 equipment purchased custodian, service pe coordinator, varsity sports coordinator

	PI 10. Number of personnel endorsed for personnel actions (recruitment, renewals, promotions, leaves, pass slips, permission to engage in outside activities, etc.)	Head & IHK Personnel Committee	11	1	11	5	5	5	5.0	
	Zero percent complaint from clients served	Head, Faculty. Staff	0	1	0	5	5	5	5.0	
	Additional Outputs									
	P11.Participated in the Regional SCUAA 2018	Administration, Faculty, Staff & Students	1	1	1	5	5	5	5	
	P12. Organized a Team IHK fellowships/Team building activity to enhance and strengthen human relations		1	100%	1	5	5	5	5.0	
						379	377	374	378.5	1508.5
Total Over-all Rating						4.92	4.89	4.85	4.91	18.96
Average Rating										
Adjectival Rating										Outstanding

Re	ceived	by	<b>/</b> :

TERESITA L. QUIÑANOLA PRPEO Date:

REMBERTO A. PATINDOL Chairman, PMT

Date:

Recommending Approval:

BEATRIZ S. DELONIAS VP for Instruction Date:

EDGAROD E. TULIN

Date: