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9/6/19

VISAYAS STATE UNIVERSITY
Department of Horticulture

Visca, Baybay City, 6521-A, Leyte, Philippines

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **DR. ROSARIO A. SALAS**, Head of the Department of Horticulture, 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 2019.

ROSARIO A. SALAS

Professor and Department Head

Date: _____

BEATRIZ S. BELONIAS

Professor III/VP for Instruction

Date: _____

RDE Commitments***

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

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):				
Personnel	Number	FTE sem	FTE/Summer	Total FTE
Department Head	1	4	4.00	8.00
Faculty w/ Univ. Designation	0	2.5	2.50	0.00
Position				
Regular Faculty (VSL)*	7	8.00	8.00	112.00
Regular Faculty (TL)*	0	18.00		0.00
Regular Faculty (SL)*	2	0.00		0.00
Affiliate faculty	4	24.63		24.63
Admin Staff Members	5	0		0.00

TOTAL:

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 KUE outputs (Please Performance Indicators under Research (UMF-U 3) and extension (UMF-U 4))

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1.	ADVANCED EDUCATION SERVICES									

OVPI MFO 1. Graduate Degree Program Management Services								
PI 1: Number of graduate degree specializations offered and monitored		2	2	4	5	5	4.67	
PI 2: Total FTE monitored		23	23.21	5	5	4	4.67	
PI 3: Percentage of students who graduated within the prescribed period		50%	50%	5	5	4	4.67	
OVPI MFO 2. Graduate Student Management Services								
PI 1: Percentage of graduate students awarded with honors/distinction		13.50%	13.51%	5	5	5	5.00	
PI 2: Percentage of graduate students advised who rated the adviser/GAC member at least very		100%	100%	5	4	5	4.67	
PI 3: Percentage of graduate school faculty engaged in research work applied in any of the following:								
a. Pursuing advanced research degree program		30%	30%	4	4	5	4.33	
b. Actively pursuing in the last three years (investigative research, basic and applied scientific research, policy research, social science research)		100%	100%	5	5	5	5.00	
c. Producing technologies for commercialization or livelihood improvement		26%	26%	5	5	4	4.67	
d. whose research work resulted in an extension program		30%	30%	5	5	5	5.00	
Total Points:			Total n		4.741		42.67	
UMFO 2. HIGHER EDUCATION SERVICES								
OVPI MFO 1. Curriculum Program Management Services								
PI 1: Total FTE Monitored		144.63	173.15	5	5	4	4.67	
PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered		100%	100%	5	5	5	5.00	
PI 3: Average percentage passing in licensure exam		60.60%	60.60%	5	5	5	5.00	
PI 4: Percentage of first time licensure exam takers who passed the licensure exam		60.60%	60.60%	5	5	5	5.00	
PI 5: Number of students who graduated within the prescribed period		30	33	5	5	5	5.00	

	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period		5%	5%	5	5	5	5.00	
	PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies		82%	82%	5	5	5	5.00	
	PI 8: Number of academe/industry linkages established		7	7	5	5	5	5.00	
	PI 9: Number of thesis/special problems of students:								
	a. Thesis outline/manuscript/ Case studies/ Special Problems/ OJT Narrative reports/ Horticulture Projects/ Portfolios approved		100	120	5	5	4	4.67	
	PI 10: Number of student organizations advised/assisted		1	1	5	5	5	5.00	
	PI 11: Number of instructional materials developed/revised								
	a. OBE - compliant syllabi		8	8	5	5	4	4.67	all Faculty
	b. Teaching guides/Student guides/Laboratory Manuals								
	c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games,								
	d. On-line interactive learning resources per subject								
	PI 12: Number of instruction-related awards								
	Periodic Revision of OBE Syllabi								
	Submission of Student Performance Based on Course Outcomes (CQI Form 6)								
	Group Consultation of Student Advisees by their academic adviser								
	Number of National Student awards								
	Number of honor graduates								
	Total Points			Total n:			4.909	54.00	
UMFO 3.	RESEARCH SERVICES								
	PI 1. Number of research proposals submitted		2	2	5	5	5	5.00	DPL, MMB
	PI 2. Number of research proposals approved		1	1	5	5	5	5.00	MMB
	PI 3. Number of research studies conducted		10	19	5	5	5	5.00	

	PI 4. Number of research projects/studies completed within the year								
	PI 5. Number of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/ int'l scientific/professional fora and conferences	1	1	5	5	5	5.00	ADR	
	<i>In int'l fora/conferences</i>	1	1	5	5	5	5.00	ADR	
	<i>In nat'l fora/conferences</i>								
	<i>In reg'l fora/conferences</i>								
	<i>In institutional fora/conferences</i>	1	1	5	5	5	5.00	ADR	
	PI 6. Number of paper submitted for publication in internationally indexed journals								
	PI 7. Number of published papers in peer-reviewed journals	1	2	5	5	5	5.00	RAS, CCA	
	<i>In refereed int'l journals</i>								
	<i>In refereed nat'l journals</i>								
	<i>In institutional journals</i>								
	PI 8. Number of patents/Utility Models/copyrights filed and registered	1	2	5	5	5	5.00	RAS	
	PI 9. Amount of research money generated from external funding (Thousand PHP)	10M	28M	5	5	5	5.00		
	PI 10. Amount of research money generated from institutional funding (Thousand PHP)	0.500M	1.5M	5	5	5	5.00		
	PI 11. Number of research outputs in the last three years utilized by the industry or other beneficiaries								
	PI 12. Number of research-related awards (research conducted by faculty or students with faculty)								
	Total Points			Total n:	5	50.00			
UMFO 4.	EXTENSION SERVICES								
	PI 1: Number of trainees weighted by the length of training	300	400	5	5	4	4.67		
	PI 2: Number of trainings conducted	7	14	5	5	5	5.00		
	PI 3: Number of IEC materials/techno-guides developed/used	3	4	5	5	4	4.67		

	PI 4: Number of beneficiaries served		7	14	5	5	5	5.00	
	Groups		7	14	5	5	5	5.00	
	Individuals		250	350	5	5	5	5.00	
	PI 5: Number of technical/expert services provided/rendered								
	Research Mentoring		5	11	5	4	5	4.67	
	Peer reviewers/Panelists		2	5	5	5	4	4.67	
	Resource Person		5	14	4	5	5	4.67	
	Convenor/Organizer								
	Consultancy								
	Evaluator								
	PI 6: Number of extension projects conducted		1	2	5	5	4	4.67	
	PI 7: Number of extension proposals submitted								
	PI 8: Number of extension proposal approved								
	PI 9: Amount of extension money generated from external funding (Thousand PhP)								
	PI 10: Amount of extension money generated from institutional funding (Thousand PhP)		0.3M	0.3M	5	5	5	5.00	
	PI 11: Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance		100%	100%	4	5	5	4.67	
	PI 12: Number of extension-related awards (extension conducted by faculty or student and faculty)								
	Total Points				Total n:	5	57.67		
UMFO 5.	SUPPORT TO OPERATIONS (STO)								
OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced degree programs		3	3	5	5	4	4.67	
OVPI MFO 2. Faculty Recruiting/Hiring Services									
	PI 2: Number of faculty recruited/aligned with university RSP policy and competency-based HRM								
OVPI MFO 3. Faculty Evaluation Services									

	PI 3: Number of seminars/trainings/conventions/workshops organized/ coordinated for the entire university								
	PI 4: Number of seminars/trainings/conventions/workshops outside the university		3	4	5	5	4	4.67	
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated		100%	100%	4	5	5	4.67	
	PI 6: Number of college/department - level seminars/trainings/workshops/reviews conducted/attended/facilitated								
OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 1: Number of degree programs which passed accreditation/evaluation at least level 1		2	2	4	5	5	4.67	
	PI 2: Degree program compliant with CHED requirements								
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES									
	PI 1. Number of Risk Assessment/Review conducted								
	PI 2. Number of risks identified								
	PI 3. Number of risks addressed/minimized								
	PI 4: Number of legitimate complaints received								
	PI 5: Percentage of complaints indicated in PI 4, if any, addressed within the prescribed period								
	PI 6. Best Practices/new initiatives/innovations (OJT Israel, OJT Netherlands, Flower and Garden Show, IGP-nursery)		4	4	4	5	4	4.33	
* The <u>Additional Outputs</u> is considered as one (1) PI only under UMFO 6 . Entry (ies) may just be enumerated accordingly.									
Total Points				Total n:			4.6	23.00	
Total No. of Entries:					47				
Total Over-all Rating					227.33				
Average Rating					4.84				

Adjectival Rating	Outstanding
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CCA-Catherine C. Arradaza; GEB-Gloria E. Bancala; MMB-Marilou M. Benitez; ZCG-Zenaida C. Gonzaga; DPL-Dario P. Lina; ADR-Arsenio D. Ramos; RAS-Rosario A. Salas; SBV-Santos B. Villocino, Jr.

Received by:



Planning Officer

Date: _____

Calibrated by:



REMBERTO A. PATINDOL, Ph.D.

Chairman, PMT

Date: _____

Recommending Approval:

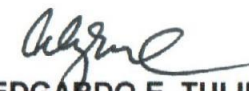


BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

Date: _____

Approved:



EDGARDO E. TULIN, Ph.D.

University President

Date: _____

cc: OVPPRGEA

PMT
QAC
File



VISAYAS STATE UNIVERSITY
Department of Horticulture
Visca, Baybay City, 6521-A, Leyte, Philippines

RISK ASSESSMENT COMMITMENTS AS PART OF THE OPCR SUBMISSION

I, **ROSARIO A. SALAS**, Head of the Department of Horticulture, commits to conduct a risk assessment review of the departments as part of the submission of the OPCR and agree to identify potential risks and addressed them as appropriate in accordance with the measures indicated in the OPCR under **UMFO 6-Pls 1-3**, for the period January to December 2019.

ROSARIO A. SALAS
Professor and Head, DOH
Date:

BEATRIZ S. BELONIAS
Professor III/VP for Instruction
Date:

[illegible]

[illegible]

	a. Faculty pursuing advanced degree programs	Delayed graduation	Faculty member, DOH, degree program offering	Constant monitoring of faculty members on study leave	1	1	1	Encourage faculty members to graduate	2	2	2
	b. Faculty performance evaluation	Students are sometimes not objective when rating teachers	Faculty members had satisfactory ratings	Thorough explanations to students the purpose of the evaluations	3	4	4	Promoting faculty members with outstanding performance			
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES											
	a. Processing of documents	Delay in processing and submission of documents	Requesting party such as request not acted upon	Constant follow up of the request	1	1	1	Making the request ahead of time and be vigilant of memos issued regarding submission of docs	1	1	
	b. Maintaining cleanliness of the office and classrooms	Sometimes cleanliness not maintained because of students not particular about cleanliness; no janitor assigned	Faculty members and students	Constantly reminding students about proper disposal of garbage	2	2	2	Strict implementation of the garbage disposal policies of the university	1.00	1	

Note: * Likelihood Rating: 1-Rare, 2-Unlikely, 3-Possible, 4-likely, 5-Almost Certain
 ** Severity Rating: 1-Negligible, 2-Minor, 3-Moderate, 4-Major, 5-Catastrophic
 *** Risk Rating: 1-Very Low, 2-Low, 3-Medium, 4-High, 6-Very High

Received by:



Planning Officer

Date: _____

Calibrated by:



REMBERTO A. PATINDOL, Ph.D.

Chairman, PMT

Date: _____

Recommending Approval:




BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

Date: _____

Approved:



EDGARDO E. TULIN, Ph.D.

University President

Date: _____