

Visayas State University
College of Agriculture and Food Science
DEPARTEMENT OF SOIL SCIENCE
Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, SUZETTE B. LINA, Head of the Department of Soil 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 July 2018 to Dec 31, 2018. (Accomplishment)

for: 
SUZETTE B. LINA

Department Head

Date: 16 Jan. 2019


VICTOR B. ASIO

Dean, CAFS

Date: _____

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

<i>Personnel</i>	<i>Number</i>	<i>FTE/sem</i>	<i>FTE/Summer</i>
Department Head	1	4	0.0
Faculty w/ Univ. Designated Position (Dean)	1		0.0
Regular Faculty (Vac. & Sick Leaves)	3	8	0.0
Regular Faculty (Study and Sabbatical Leave)	2	0	0.0
Regular Faculty (Teacher's Leave)	0	18	0.0
Affiliate Staff and one Part-Timer	4	Actual	Actual
Admin Staff Members	3	0	0.0

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible*	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
MFO 1	Advanced Education Services	PI 1. Number of FTE coordinated and implemented	Head, Graduate faculty, clerk	5	19.89	5.0	5.0	5.0	5.0	SS213, SS215, TREC207
		PI 2. Number of graduate degree specializations offered and monitored	Head, clerk, faculty	1	1.00	5.0	5.0	5.0	5.0	MS SOIL SCIENCE
		PI 3. Number of graduate students enrolled in the department	Graduate Faculty	4	20	5.0	5.0	5.0	5.0	Serenina, Bravo, Manla, Pizon, Paculaba, Galvez, Latras, Entuna, Managbanag, Cumad, Gamale, Modina, Regina, Cagasan, Belmores, Escultor, Barbadillo, Villacorta, Siarot, Mahipos
		PI.4 Number of graduate students who graduated within prescribed period		1	4	5.0	5.0	5.0	5.0	Serenina, Bravo, Managbanag, Cumad
		PI.5 Number of graduate students gainfully employed in line with his/her field	VBA, SBL, GAC	1	2	5.0	5.0	5.0	5.0	Managbanag, Cumad
Graduate Student Management Services										
		PI1. Number of Graduate thesis outline approved	SBL, VBA	1	4	5.0	5.0	4.5	4.83	Villacorta, Barbadillo, Entuna, Siarot

		PI2. Number of Graduate manuscripts approved	VBA, SBL	1	4	5.0	5.0	4.5	4.83	Serenina, Bravo, Managbanag, Cumad
		PI3: Number of graduate students awarded with scholarship/ assistantship	DSS graduate faculty	2	18	5.0	5.0	5.0	5.0	Serenina, Bravo, Manla, Pizon, Paculaba, Galvez, Latras, Entuna, Managbanag, Cumad, Gamale, Modina, Cagasan, Belmores, Barbadillo, Villacorta, Siarot, Mahipos
		PI 4. Number of graduate students advised and assisted	VBA, SBL	3	20	5.0	5.0	5.0	5.0	Serenina, Bravo, Manla, Pizon, Paculaba, Galvez, Latras, Entuna, Managbanag, Cumad, Gamale, Modina, Regina, Cagasan, Belmores, Escultor, Barbadillo, Villacorta, Siarot, Mahipos
		PI5: Percentage of graduate students awarded with scholarship/assistanship who graduated within prescribed period	VBA, SBL (GAC)	0	80%	5.0	5.0	5.0	5.0	Serenina, Bravo, Managbanag, Cumad
MFO 2	Higher Education Services	PI 1. Number of FTE coordinated and implemented	Head, DSS faculty & clerk		140.13	5.0	5.0	5.0	5.0	SS24, SS 110, SS111, SS115, SS113, SS197SS199b, Ea Sc 001,
			DSS faculty (regular)	75.00	116.33	5.0	5.0	5.0	5.0	
			Affiliate Staff & GTA	15.00	23.80	5.0	5.0	5.0	5.0	
		PI 2. Number of degree of specialization compliant to CMO supervised and monitored	DSS Faculty, Head	1	1	5.0	5.0	5.0	5.0	BS SOIL SCIENCE
		PI.3 Percentage increase in number of students who graduated within prescribed period	DSS faculty and Head	4	3	5.0	5.0	4.5	4.83	Balanay, Amper, Rojas

Undergraduate Student Management Services										
		PI 1. Number of undergraduate thesis outline approved	Head,DSS faculty	4	11	5.0	5.0	4.8	4.93	Amamangpang, Asencion, Bobier, Curbita, Estrada, Garrido, Isaga, Pontecilla, Requitillo, Risos, Vallejos
		PI 2: Number of undergraduate students awarded with scholarship/ assistantship	Head,DSS faculty	1	4	5.0	5.0	5.0	5.0	Bobier, Estrada, Garrido, Pontecilla
		Student advising and consultation services								
		PI 3. Number of academic advisees	Head,DSS faculty	18	21	5.0	5.0	5.0	5.0	Acompanado, Amamangpang, Areja, Asencion, Balanay, Bobier, Centino, Curbita, Estrada, Gamboa, Garrido, Isaga, Jaca, Macapanas, Pontecilla, Requitillo, Risos, Tisado, Vallejos, Amper, Rojas
		PI 4. Number of student-related activities assisted	Head, DSS faculty, OSSM advisers & clerk	5	6	5.0	5.0	5.0	5.0	
		PI 5. Number of instructional materials developed								
		<i>Revised syllabi</i>	DSS faculty	0	3	5.0	5.0	5.0	5.0	SS 110, SS113, Ea Sci 001
		<i>Revised lecture manual</i>	DSS faculty	2	3	5.0	5.0	5.0	5.0	SS 110, SS113, Ea Sci 001
		<i>Revised Lab. Manual</i>	DSS faculty	1	2	5.0	5.0	5.0	5.0	Earth Sci 001, SS113

		<i>New Powerpoint lecture presentation (per course)</i>	DSS faculty	2	3	5.0	5.0	5.0	5.0	Earth Sci 001, SS113, SS110
		<i>On-line course lecture materials</i>								
		<i>On-line course lab.materls</i>								
		PI 6. Additional outputs								
		<i>Accreditation of curricular program (Level IV Phase 2</i>	All Faculty & Staff							
MFO3. Faculty Evaluation Services		PI 1. Teaching Performance	DSS faculty	VS	vs	5.0	5.0	5.0	5.0	
MFO 4	Research Services	PI 1. Number of published papers in internationally indexed journals								
		<i>In refereed int'l journals</i>	VBA, DSM	1	2	5.0	5.0	4.5	4.83	ATR, Applied soil ecology journal
		PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences								
		<i>In int'l fora/conferences</i>	VBA, SBL, KO, DSM	1	3	5.0	5.0	5.0	5.0	1st Intern'l Con. On Res. & Ext., ASEAN on Food value chain, PALEU, AAACU
		<i>In nat'l fora/conferences</i>	DSS faculty	0	2	5.0	5.0	5.0	5.0	PALEU, NOAC
		<i>In reg'l fora/conferences</i>	DSS faculty	0						
		<i>In institutional fora/conferences</i>	VBA, AAF, SBL, DSM	3	4	5.0	5.0	5.0	5.0	
		PI 3. Number of research projects conducted and/or completed on schedule	VBA, AAF, SBL, BCJ	4	4	5.0	5.0	5.0	5.0	YLP, ACIAR Soil Projeetc, SRA,
		PI 4. Number of research proposals submitted	VBA, SBL, DSM, BCJ	2	2	5.0	5.0	5.0	5.0	PCIEERD

		PI 5. Percent of research proposals approved	DSS faculty	10%	50%	5.0	5.0	5.0	5.0	
		PI 6. Amount of research money generated from external funding (Thousand PHP)	VBA, SBL, BCJ	1M	5M	5.0	5.0	5.0	5.0	Other funding were reflected in Project Leader's IPCR
		PI 7. Amount of research money generated from institutional funding (Thousand PHP)	VSU	50k	150K	5.0	5.0	5.0	5.0	VSU Limestone project
		PI 8. Additional outputs								
		No. of research-related awards (research conducted by faculty or student w/ faculty)	VBA	1	1	5.0	5.0	5.0	5.0	Publication award
MFO 5	Extension Services	PI 1. Number of beneficiaries served								
		<i>Groups(Training Activities)</i>	VBA, SBL, DSM, AML	2	5	5.0	5.0	5.0	5.0	
		<i>Individuals</i>	DSS faculty,lab tech	50	200	5.0	5.0	5.0	5.0	visitors in the lab
		PI 2. Number of extension projects conducted and/or completed on schedule	SBL, VBA, BCJ	2	2	5.0	5.0	5.0	5.0	YLP, CAFS Extension project
		PI 3. Percent of extension proposals approved	SBL	10%	50%	5.0	5.0	4.5	4.83	
		PI4. Amount of extension money generated from external funding (Thousand PHP)	SBL	10K	10K	5.0	5.0	5.0	5.0	
		PI 5. Amount of extension money generated from institutional funding (Thousand PHP)	SBL	25K	25K	5.0	5.0	5.0	5.0	
		PI 6. Number of scholars managed under DOST-ASTHRD	VBA	40	50	5.0	5.0	5.0	5.0	DOST-ASTHRD scholars
		PI 7. Additional Inputs								

		Technical/ Expert services (international, national, regional)								
		<i>RDE reviewer/panelist</i>	VBA, SBL	2	2	5.0	5.0	5.0	5.0	
		<i>Resource person</i>	VBA, BCJ	2	2	5.0	5.0	5.0	5.0	
		<i>Journal editor/reviewer</i>	VBA, SBL, DSM	1	4	5.0	5.0	5.0	5.0	ATR, JSH, JATM
		PI. 8. Number of linkages forged								
		<i>International</i>	VBA, SBL	2	2	5.0	5.0	5.0	5.0	ACIAR,SWISS Cocoboards, Erasmus Mundus Program
		<i>National</i>		1	2	5.0	5.0	5.0	5.0	SRA, PCAAARD
		<i>Local</i>		1	2	5.0	5.0	5.0	5.0	DA, BSWM
MFO 6 Support to Operations										
	<i>Faculty Development Services</i>									
		PI 1. Number of faculty pursuing advanced research degree programs (PhD.) facilitated, monitored & assisted	DSS APC, CMOQ	0	1	5.0	5.0	5.0	5.0	Cecille Marie Quiñones (Germany)
	<i>Hiring/Promotion of Support Staff</i>									
MFO 7	General Admin. & Support Services (GASS)	PI 1. Number of departments and/or service units supervised and monitored	DSS Head	1	2	5.0	5.0	5.0	5.0	DSS, SRA Laboratory
		PI 2. No. of management meetings conducted	DSS Head	1	5	5.0	5.0	5.0	5.0	

		PI 2. Number of faculty and staff monitored	DSS Head	6	10	5.0	5.0	5.0	5.0	DMaranguit, Bjadina, MMagdadaro, KOraiz, LManla, ALumacad, JCapricho, LCastañas, R.Pugoy
		PI 2. Number of documents attended and served	DSS head, clerk	50	200	5.0	5.0	5.0	5.0	Office document
		PI 3. Number of academic lecture/laboratory rooms maintained	Faculty, lab tech,utility,JO	5	7	5.0	5.0	5.0	5.0	DSS Rm.101, 116, 117, 119, 205, 206, 207
		PI 5. Number of heavy equipment maintained	S RTPAL-SRA head/faculty, lab tech,utility	2	8	5.0	5.0	5.0	5.0	Ovens, furnace, etc.
		PI 4. Area of lawn maintained (sq.m, approx.)	utility,JO	200sqm	200 sqm	5.0	4.8	5.0	4.93	
		PI 5. Number of CR's supervised for cleaning and maintenance	Students' CR	1	2	4.9	4.9	4.9	4.9	
		PI 6. Number of department meetings conducted	Head, DSS faculty & staff	4	5	5.0	5.0	5.0	5.0	Meeting with faculty, meeting with APC and APC
		PI 7. Number of EXECOM meetings attended	Dean, Head	2	4	5.0	5.0	5.0	5.0	Regular and emergency meeting
		PI 8. Number of College/University meetings attended	DSS faculty involved in Univ. Committees	5	10	5.0	5.0	5.0	5.0	Accreditation, QAC, meeting at OP, etc, UAC
		PI 9. Number of committee membership	DSS faculty, Head	5	5	5.0	5.0	5.0	5.0	AACCUP-University,Scholarship-College level, Department-based Comm.
		PI 10. Number of office and laboratory equipment requested and purchased	Head, Clerk, Lab tech	3	3	5.0	5.0	5.0	5.0	LCD, electric fans, aircon unit, ovens

		PI 11. Editor in Chief of Univ. Journal	VBA	10	10	5.0	5.0	5.0	5.0	Reviewed and edited articles; facilitated in assigning reviewers, printing and reproduction of ATR journal
		PI 12. Coordinator of scholarship programs	VBA	1	2	5.0	5.0	5.0	5.0	DOST, Erasmus mundus
		PI 13. Number of scholars monitored under DOST and Erasmus Mundus	VBA, DOST project staff	15	40	5.0	5.0	5.0	5.0	Monitor scholars in terms of their academic performance and thesis
		PI 14. Number of field workers supervised	Head, Field coordinator & Assistant	3	5	5.0	4.5	4.5	4.67	
		PI 15. number of field activities supervised	Head, Field coordinator & Assistant	4	5	5.0	4.5	5.0	4.83	Land preparation, harvesting, field maintenance, marketing
		PI 16. Number of soil laboratory managed	VBA, Dept Head	2	3	5.0	5.0	5.0	5.0	
		PI 17. Zero percent complaint from clients served		0 % complaint	0% complaint	5.0	5.0	5.0	5.0	All Faculty and Staff
Total Over-all Rating						338.42				
Average Rating						4.976				
Adjectival Rating						VS				

Calibrated by:

DILBERTO O. FERRAREN
VP for Resource Generation
and External Affairs

Date: _____

Recommending Approval:


REMBERTO A. PATINDOL

VP for Finance and Administ

Date: _____


BEATRIZ S. BELONIAS, Ph.D.

VP for Instruction

Date: _____

Approved:


EDGARDO E. TULIN, Ph.D.
President

Date

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 - Average