

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 2017 to Dec 31, 2017. (Accomplishments)

for: 
SUZETTE B. LINA

Department Head

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	15.25	5.0	5.0	5.0	5.0	SS 211, SS 213 SS 215 & SS 217
		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	8	12	5.0	5.0	5.0	5.0	Alesna, Magdadaro, Oraiz, Binongo, Anonuevo, Pedrosa, Cascante, Aribado, Bravo, Barbadillo, Cumad, Atup, Villacarta
		PI.4 Number of graduate students who graduated within prescribed period		0	0	5.0	5.0	5.0	5.0	
		PI.5 Number of graduate students gainfully employed in line with his/her field	VBA, SBL, GAC	0	4	5.0	5.0	5.0	5.0	Galgo, Ducducun, Pogosa, Escala
Graduate Student Management Services										
		PI1. Number of Graduate thesis outline approved	SBL, VBA	0	7	5.0	5.0	5.0	5.0	Oraiz, Binongo, Anonuevo, Pedrosa, Bravo, Aribado, Atup

		PI2. Number of Graduate manuscripts approved	VBA, SBL	0	2	5.0	5.0	5.0	5.0	Cascante, Alesna
		PI3: Number of graduate students awarded with scholarship/ assistantship	DSS graduate faculty	5	10	5.0	5.0	5.0	5.0	Alesna, Magdadaro,, Oraiz, Binongo, Anonuevo, Pedrosa, Cascante, Aribado, Villacarta, Bravo,
		PI 4. Number of graduate students advised and assisted	VBA, SBL and AAF	6	12	5.0	5.0	5.0	5.0	Alesna, Magdadaro, Oraiz, Binongo, Anonuevo, Pedrosa, Cascante, Aribado, Bravo, Barbadillo, Cumad, Atup, Villacarta
		PI5: Percentage of graduate students awarded with scholarship/assistanship who graduated within prescribed period	VBA, SBL (GAC)							
MFO 2	Higher Education Services	PI 1. Number of FTE coordinated and implemented	Head, DSS faculty & clerk							
			DSS faculty (regular)	75.00	139.37	5.0	5.0	5.0	5.0	
			Affiliate Staff & GTA	15.00	21.13	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	6	8	5.0	5.0	5.0	5.0	Binongo, Oraiz,Atup,Ocba, Aribado,Linsag, Anane,Entuna

Undergraduate Student Management Services										
		PI 1. Number of undergraduate thesis outline approved	Head,DSS faculty	5	12	5.0	5.0	5.0	5.0	Abrematea, Amper, Belmores, Cabantoc, Eñerez, Mahipos, Rojas, Bulawan, Pizon, Balanay, Escoltor, Batuto
		PI 2: Number of undergraduate students awarded with scholarship/ assistantship	Head,DSS faculty	1	13	5.0	5.0	5.0	5.0	Batuto, Gaña, Rojas, Mahipos, Estrada, Garrido, Bobier, Pontecilla, Bedico, Pizon, Eñerez, Belmores, Amper
		Student advising and consultation services								
		PI 3. Number of academic advisees	Head,DSS faculty	20	40	5.0	5.0	5.0	5.0	1st yr to 4th yr
		PI 4. Number of student-related activities assisted	Head, DSS faculty, OSSM advisers & clerk	5	20	4.9	5.0	4.9	4.9	overtime work during the conduct of thesis, acquaintance, VSU anniversary related course
		PI 5. Number of instructional materials developed								
		<i>Revised syllabi</i>								
		<i>Revised lecture manual</i>	DSS faculty	2	4.00	5.0	5.0	5.0	5.0	SS 110, SS 115, SS 23, SS 113, SS111

		<i>Revised Lab. Manual</i>	DSS faculty	1	2.00	5.0	5.0	5.0	5.0	SS 110, SS 115, SS 23, SS 113, SS111
		<i>New Powerpoint lecture presentation (per course)</i>	DSS faculty	2	4.00	5.0	5.0	5.0	5.0	SS 115, SS 23, SS 113, SS111
		<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	1	1.00	5.0	5.0	5.0	5.0	BSA-Soil Science
MFO3: Faculty Evaluation Services		PI 1. Teaching Performance	DSS faculty	VS	Outstanding	5.0	5.0	5.0	5.0	All subjects
MFO 4	Research Services	PI 1. Number of published papers in internationally indexed journals								
		<i>In refereed int'l journals</i>	VBA, AAF, DSM	2	6.00	5.0	5.0	5.0	5.0	ATR, Catena, Ecol.Ind.
		PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences								
		<i>In int'l fora/conferences</i>	VBA, SBL	1	2.00	5.0	5.0	5.0	5.0	ACIAR Conference Acid-sulfate Conference
		<i>In nat'l fora/conferences</i>	DSS faculty							
		<i>In reg'l fora/conferences</i>	DSS faculty							
		<i>In institutional fora/conferences</i>	VBA, AAF, SBL, DSM	3	5.00	5.0	5.0	5.0	5.0	,RDE Inhouse Review, IEC Matr'l

		PI 3. Number of research projects conducted and/or completed on schedule	VBA, AAF, SBL, BCJ	6	8.00	5.0	5.0	5.0	5.0	
		PI 4. Number of research proposals submitted	VBA, SBL, CMOQ, DSM	2	4.00	5.0	5.0	5.0	5.0	CHED, PCIEERD, SRA, PCARRD
		PI 5. Percent of research proposals approved	DSS faculty	10%	50%	5.0	5.0	5.0	5.0	SRA, PCIEERD
		PI 6. Amount of research money generated from external funding (Thousand PHP)	VBA, SBL, CMOQ, AAF, BCJ	1M	3M	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	100K	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	6	5.0	5.0	5.0	5.0	Soil Fertility Training; Laboratory Safety Seminar
		<i>Individuals</i>	DSS faculty, lab tech	100	250	5.0	5.0	5.0	5.0	Visitors in lab
		PI 2. Number of extension projects conducted and/or completed on schedule	SBL, VBA, BCJ	2	4	5.0	5.0	5.0	5.0	YLP, CAFS Extension projects
		PI 3. Percent of extension proposals approved	SBL	1	2	5.0	5.0	5.0	5.0	CAFS Extension projects
		PI4. Amount of extension money generated from external funding (Thousand PHP)	SBL	10K	25K	5.0	5.0	5.0	5.0	CAFS Extension projects (ATI)

		PI 5. Amount of extension money generated from institutional funding (Thousand PHP)	SBL	25K	50K	5.0	5.0	5.0	5.0	VSU-Tracer Study
		PI 6. Number of scholars managed under DOST-ASTHRD	VBA	40	80	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	4	5.0	5.0	5.0	5.0	
		<i>Resource person</i>	VBA, BCJ	2	3	5.0	5.0	5.0	5.0	Scientific Writing Workshop
		<i>Journal editor/reviewer</i>	VBA, SBL, DSM	1	5	5.0	5.0	5.0	5.0	BANAWA Journal (UP Mindanao) and Development and International Soil Conservation Journal, ATR, Journal of Society and Technology, Naval State University (NSU)
		PI. 8. Number of linkages forged								
		<i>International</i>	VBA, SBL, AAF	2	5	5.0	5.0	5.0	5.0	ACIAR, ICRISAT, Swiss Foundation;Japanese collaborators, APN
		<i>National</i>		1	3	5.0	5.0	5.0	5.0	PCARRD, DOST,CHED
		<i>Local</i>								

MFO 6 Support to Operations										
	<i>Faculty Development Services</i>									
		PI 1. Number of faculty pursuing advanced	DSS APC, CMOQ	0	1	5.0	5.0	5.0	5.0	
		PI 2. Number of Part-Time Instructor hired	Mr. Abulencia, DSS	0	1	5.0	5.0	5.0	5.0	
		PI 2. Number of graduate teaching assistant recruited	Mr. Siarot, DSS APC	0	1					
						5.0	5.0	5.0	5.0	
	<i>Hiring/Promotion of Support Staff</i>									
		PI 1. Number of support staff recommended for promotion	Farm worker recommended for regular position	0	1					Final Stage of screening- on process
						5.0	5.0	5.0	5.0	
MFO 7	General Admin. &	PI 1. Number of departments and/or	DSS Head	1	1	5.0	5.0	5.0	5.0	
		PI 2. No. of management meetings conducted								
		PI 2. Number of faculty and staff monitored	DSS Head	6	18					
						5.0	5.0	5.0	5.0	
		PI 3. Number of academic lecture/laboratory rooms maintained	Faculty, lab tech,utility,JO	5	7					
						5.0	5.0	5.0	5.0	
		PI 5. Number of heavy equipment maintained	DoPAC head/faculty, lab tech,utility							
		PI 4. Area of lawn maintained (sq.m, approx.)	utility,JO	200sqm	500 sqm					
						5.0	5.0	5.0	5.0	

		PI 6. Number of department meetings conducted	Head, DSS faculty & staff	4	7	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	3	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	12	5.0	5.0	5.0	5.0	Accreditation, QAC, meeting at OP, etc
		PI 9. Number of committee membership	DSS faculty, Head	5	12	5.0	5.0	5.0	5.0	AACCUP-University, Scholarship, APB, Department-based Comm.
		PI 10. Number of office and laboratory equipment requested and purchased	Head, Clerk, Lab tech	3	4	5.0	5.0	5.0	5.0	Nitrogen distiller, pH electrode, analytical balance
		PI 11. Editor in Chief of Univ. Journal	VBA	10	35	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	3	5.0	5.0	5.0	5.0	EXPERTS and AREAS of Erasmus Mundus) and DOST ASTHRDP scholarship; Monitoring of scholars; coordinate with EU partners; prepared and submitted proposal

		PI 13: Number of scholars monitored under DOST and Erasmus Mundus	VBA, DOST project sta	55	78	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, Fied coordinator & Asisstant	3	4	5.0	4.9	4.9	4.8	
		PI 15: number of field activities supervised	Head, Fied coordinator & Asisstant	4	10	5.0	4.8	5.0	4.9	Land preparation, harvesting, field maintenance, marketing
		PI 16: Number of soil laboratory managed	VBA, AAF, Head	2	3	5.0	5.0	5.0	5.0	
		PI 17: Zero percent complaint from clients served		0 % complai nt	0 % complaint	5.0	5.0	5.0	5.0	All Faculty & Staff
Total Over-all Rating						319.500				
Average Rating						4.992				
Adjectival Rating						OUTSTANDING				

Calibrated by:

DANIEL M. TUdTUD, JR
VP for Resource Generation
and External Affairs

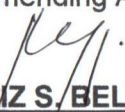
Date: _____

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