

Department of Tourism and Hospitality Management

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College Dean

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, <u>VENICE B. IBAÑEZ</u>, Head of the <u>Department of Touirsm and Hospitality Management</u>, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance the indicated measures for the period <u>January - June 2021</u>.

MOISES NEIL V. SERIÑO with the indicated measures for the period January - June 2021.

VENICE B. IBANEZ

Department Head Date:

TOTAL:

NFORMATION ON PERSONNEL	FULL-TIME	TEACHING	EQUIVALENT	(FTE):	
				At 1 /41	

RSONNEL FULL-TIME TEACHING EQUIVAL	ENT (FTE):		Total FTE (1x2)	RD	E Commitments	***
Personnel	Number (1)	Min. FTE (2)		Research	Publication	Extension
Department Head	1	14.35	14.4	3.0	0	0
Faculty w/ Univ. Designated Position	2	15.15	30.3	0.0	0	3
Regular Faculty (VSL)*	1	8	7.5	0.0	0	3
Regular Faculty (TLS)*	6	25	148.6	0.0	0	0
Part time and Substitute Faculty	5	41	206.3	0.0	0	0
Admin Start Members	2	0				
	17		407	3.0	n	6

Rating Equivalents:

- 5 Outstanding
- 4 Very Satisfactory
- 3 Satisfactory
- 2 Fair

1 - Poor

Note:

- * On vacation-sick-leave status. Ratio of Instruction and RDE commitmeents should 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)

	1 1			Actual			Rat	ting			7			
MFO No.			Success/Performance Indicator (PI)		Units/Person s Responsible	Department Target	% Accom-	Details of Accom- plishments	ualit	Efficiency	Timeliness	Average	Remark (Details of the targetted output indicators with **)	
MFO 1 ADVANCED EDUCATION SERVICES (20%)									×					
	OVPI ME	01	. Graduate Degree Program Management Se	vices										

	T 1)	_										
,	1	PI	1. Percentage of graduate school faculty engaged	Dont	المحما ٥							
	'		esearch work applied in any of the following:	Facult	Head &	N/A						
		1	pursuing advanced research degree program	1 4541	•,	TIVA			++		+-	49
		a.	(Ph.D) *	1		N/A						
		\vdash	actively pursuing in the last three (3) years			INA			++	-	+	
			(investigative research, basic and applied									
		b.	scientific research, policy research social									
			science research)			L.VA						
		-	science research)			N/A			++			
		C.	producing technologies for commercialization or									
		L.	livelihood improvement			N/A						
			whose research resulted in an extension			IN/A	-	-	+		-	
		d.	program			N/A						
	OVPI MF	_	Graduate Student Management Services			1071			++		 	
								4				
	PI 1: Percentage of graduate students enrolled in research degree programs *			Head &							 -	
			Faculty		N/A						2%	
	PI 2: Pero	centa	age of accredited graduate programs *	Dept. H								2%
			r of graduate degree specializations offered and	Faculty Dept. H		N/A		-	\perp			276
	monitored		or graduate degree specializations offered and	Faculty		N/A						2%
			TE coordinated, implemented & monitored*	Dept. H	lead &	17/7	+		++	-	 	
				Faculty	/	N/A						2%
			age increase in number of graduate students	Dept. H	lead &							
	enrolled *			Faculty		N/A						2%
	PI 6: Per	cent	age increase in number of students who				1		+			
			nin prescribed period *	Dept. H		N.L.A						2%
	DI 7 N			Faculty		N/A	-	-	\vdash			
	PI 7: Number of graduate students awarded with		Dept. H								2%	
	honors/distinction *		Faculty		N/A						2%	
	PI 8: Number of graduate students advised *		Dept. He	lead &								
			,	Faculty		N/A					1	2%
	PI 9: Num	ber	of instructional materials developed *	Dept. He	ead &							
				Faculty		N/A						
	On-line	read	dy courseware							_		
						N/A						

,										
3	Flexible instructional materials		N/A							
	Assessment tools		N/A					T		
	PI 10: Number of virtual classrooms created and operationalized		N/A							
MFO 2	HIGHER EDUCATION SERVICES (50%)									
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty	N/A					T		7.5%
	PI 2. Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	60%	47%	5	4	4	4	20 out of 43 target responded	2.5%
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	100%	100%	5	5	5	5		2.5%
	PI 4. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	100%						Documents for COPC compliance of BSTM and BSHM programs already submitted to CHED (June 4, 2021)	2.5%
	PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	651	407.05	5	4	5	4-1	2nd semester 2020-2021 FTE	20%
*	PI 8: Number of students advised: *	Dept. Head & Faculty						1		
	On thesis/ field practice/special problem		60.00	71	5	5	S	5	1st sem 2020-2021- 18; 2nd sem 2020-2021-53	1%
	No. of approved manuscript submitted within prescribed period		60.00	18.0	3	3	3	3	1st sem 2020-2021 OJT reports	1%
	On consultation		388	430	5	5	5	2		0.5%
	PI 9: Number of student organizations advised/ assisted *	Dept. Head & Faculty					20. 10. 100.			
	Student organizations advised		2	2	5	5	4	5	Shots and TORAH	1.25%
	Student organizations assisted on student related activities		2	2	5	Z	2	5	1 activity per organization	1.25%
	PI 10: Number of instructional materials developed *	Dept. Head & Faculty								10%

								3	(67	
- 1)	On-line ready courseware	Dept. Head & Faculty	27	29	3	4	4	P	Started only (not yet completed)	
	Flexible instructional materials	Dept. Head & Faculty	27	34	5	5	5	5	Set per course (includes video presentations and powerpoints)	
	Assessment tools	Dept. Head & Faculty	27	34	5	5	5	5	Set per course (includes video presentations and powerpoints)	
	PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty	27	34	5	5	5	5		
	PI 11: Additional Outputs	Dept. Head & Faculty								
MFO 3	RESEARCH SERVICES (10%)									
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Dept. Head & Faculty	0							2%
	PI 2. Number of research outputs completed within the year *	Dept. Head & Faculty	1		2	2	2	2	On-going; research study up until Dec 2021	2%
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	Dept. Head & Faculty								
	In refereed int'l journals	Dept. Head & Faculty								1.50%
	In refereed nat'Vregional journals		1		2	2	2	2	Research study is still on-going	0.50%
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *	Dept. Head & Faculty								
	In int'l fora/conferences									1.50%
	In nat'l/regional fora/conferences		1		2	2	2	2	Research study is still on-going	0.50%
	PI 5. Percent of research proposals approved *	Dept. Head & Faculty	50%	33%	3	3	3	3	One out of 3 submitted research proposals	0.5%
	PI 6. Additional outputs*	Dept. Head & Faculty								
	No. of research-related awards (research conducted by faculty or student w/ faculty)									1.50%

MFO 4	EXTENSION SERVICES (10%)			*.						
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	Dept. Head & Faculty	1	2	5	S	5	2	LGU Merida; PMPI	2.0%
	PI 2. Number of trainees weighted by the length of training *	Dept. Head & Faculty	50	33	4	4	4	4		2%
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty	1	2	2	2	5	S	Extension activities (Ecotourism Webinar-Training and Training Needs Analysis Activity)	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	90%	100%	5	ک	5	5		1%
	PI 5. Number of technical/expert services *	Faculty						T		1%
	Research Mentoring							T		
	Peer reviewers/Panelists							+		1
	Resource Persons							T		
	Convenor/Organizer				\Box					
	Consultancy									
	Evaluator									
	PI 8. Percent of extension proposals approved *	Dept. Head & Faculty	50%		 2	2	2	2		0.5%
	PI 11. Additional outputs *	Dept. Head & Faculty								
	No. of extension-related awards (extn. conducted by faculty or student & faculty) *									1.5%
MFO 5	Support to Operations									
	OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	Faculty	3	1	3	3	3	3	MCLao (continuing)	0.625%

.,	OVPI MFO 2. Faculty Recruitment/Hiring Services									
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head 8 Faculty	5	6	2	3	S	5	1 regular, 1 substitute, 4 part-timers	0.125%
	OVPI MFO 3. Faculty Evaluation Services							T		
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *	Dept. Head 8 Faculty						T		0.25%
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty						T	.a	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	50%	91%	4	ی	5	4	10 out of 11 faculty got VS	0.75%
	PI6: Number of in-house seminars/trainings/ workshops/reviews conducted *	Dept. Head & Faculty	1 '	3	5	5	5	2	webinars	0.25%
	PI 7 : Additional outputs *	Dept. Head & Faculty								
	Number of faculty/staff awards/honors received related to operations support									0.25%
	OVPI MFO 4. Program and Institutional Accreditation Servi	ces								
	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	100%		Z	S	ح	2	Zero non-conformity	2.50%
MFO 6	General Admin. & Support Services (GASS)									
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Dept. Head	1	1	5	5	5	5		1%
	PI 2. Zero percent complaint from clients served	Dept. Head & faculty & star								2%
	PI 3. Number of coaching sessions among faculty & staff**	Dept. Head	2	1	4	4	4	4	Coaching regrading TPES Result	
	<u>PI 4</u> . Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Dept. Head	2	7	5	2	2	2	1 one-on-one session; 6 group sessions during dept. meeting	

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	PI 5. Nur conducte		of monthly/special faculty	& staff meetings		Dept Head	10	6	4	4	4	4	1 per month	
	PI 3: Add	dition	al Outputs			Dept. Head & all faculty & staff								
	Number of managen	of Be nent	st practices/new initiatives replicated/benchmarked b	e in academic units' by other depts/agencies									explain here briefly why consider said department practice can be considered as a best practice	2%
Total Over-	all Rating								1	26	- 32	F		
Average Ra	ating									4.	2			
Adjectival F	Rating				**************************************					VS				

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ILBERTO O. PERRAREN, PhD	
President for Pleaning Resputofficeration and External Affairs	

Received by:

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT Date: 3 212

Recommending Approval;

BEATRIZ S. BELONIAS

Vice Pres. for Academic Affairs 9-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