



**OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)**

I, Karen Luz P. Yap, Head of the Department of Agricultural Education and Extension, accomplished the following targets for the period July - December 2021.

**KAREN LUZ P. YAP**

Department Head

Date: 02-11-2022

**VICTOR B. ASIO**

College Dean

Date: 2/14/22



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

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)		RDE Commitments***		
			Research	Publication	Extension		
Department Head	1	4	0.0	1	1		
Faculty w/ Univ. Designated Position	0	2.5	0.0	0	0		
Regular Faculty (VSL)*	2	12	2.0	1	2		
Regular Faculty (ILS)*	2	0	0.0	0	0		
Admin Staff Members (JU)	2						
<b>TOTAL:</b>	<b>7</b>	<b>18.5</b>	<b>2.0</b>	<b>2</b>	<b>3</b>		

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

Note: \* On vacation-sick-leave status. Ratio of Instruction and RDE commitments 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))

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
<b>MFO 1</b>	<b>ADVANCED EDUCATION SERVICES (20%)</b>										
	<b>OVPI MFO 1. Graduate Degree Program Management Services</b>										
<b>1</b>	<b>PI 1.</b> Percentage of graduate school faculty engaged in research work applied in any of the following:	Dept. Head & Faculty									4%
	a. pursuing advanced research degree program (Ph.D) *	RBGonzaga, ACMonsato	28%	50%	RBGonzaga & ACMonsato	5	5	5	5.00	*out of 7 faculty, only 4 are not PhD degree holder 2 pursuing PhD/ 4 * 100% = 50%	
	b. actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Dept. Head & Faculty	42%	50%	LJC, HYG, KYT	5	5	4	4.67	3 pursuing actively in research, / 6 faculty * 100%	
	c. producing technologies for commercialization or livelihood improvement		—								
	d. whose research resulted in an extension program	Dept. Head & Faculty	—								

<b>OVPI MFO 2. Graduate Student Management Services</b>											
<b>PI 1:</b> Percentage of graduate students enrolled in research degree programs *		Dept. Head & Faculty	5%	100%		5	5	5	5.00	All Graduate Students involved in research programs	2%
<b>PI 2:</b> Percentage of accredited graduate programs *		Dept. Head & Faculty	100%	100%	PhD in AgEd, MS major in AgEx & AgEd, MAgDev major in AgEx & AgEd	5	5	5	5.00	RQAT Evaluation, all 5 graduate programs (June 2021),	2%
<b>PI 3:</b> Number of graduate degree specializations offered and monitored *		Dept. Head & Faculty	5	6	Offered: PhD in AgEd, MS major in AgEx & AgEd, MAgDev major in AgEx & AgEd Monitored: PhD in Extension Science	5	5	5	5.00	PhD in Extension Science is on process	2%
<b>PI 4:</b> Total FTE coordinated, implemented & monitored*		Dept. Head & Faculty	25	38.26	1st Sem AY 2021-2022	5	5	5	5.00	MCB - 8.59, FTB-8.75, LJC - 7.5, VCD - 5.0, KPY - 6.67, ROV - 1.75	2%
<b>PI 5:</b> Percentage increase in number of graduate students enrolled *		Dept. Head & Faculty	10%	11%	2nd sem 20-21 = 27 1st sem 21-22 = 31	5	5	4	4.67	PhD, Magdev (AgEx and AgEd), MS (AgEx and AgEd)	2%
<b>PI 6:</b> Percentage increase in number of students who graduated within prescribed period *		Dept. Head & Faculty	45%	25%	out of 7 MS/MagDev/PhD 2nd year standing students, 1 graduated	5	4	4	4.33	Jemboy M. Cadenas (MS in AgEx)	2%
<b>PI 7:</b> Number of graduate students awarded with honors/distinction *		Dept. Head & Faculty	—								2%
<b>PI 8:</b> Number of graduate students advised *		Dept. Head & Faculty	10	31	Graduate students Major in AgEx & AgEd, 1st sem AY 21-22	5	5	5	5.00	PhD - 1 AgEx - 4 MS AgEd - 4 MagDev AgEd - 4 MagDev AgEx - 18	2%
<b>PI 9:</b> Number of instructional materials developed *		Dept. Head & Faculty									
On-line ready courseware			10	16	FTB, MCB, LJC, KYT, VCD, ROV, RA	5	5	4	4.67	AgEx 218, AgEx 217, AgEx 234, AgEx 215, ADED 222, ADED 211, AgDE 201, AgEx 216, AgEx 244, AgEd 212, AgEd 214, AgEd 242, AgEd 245, AgEx 233, AgDev 202, AgEx 246	
Flexible instructional materials			10	45	FTB, MCB, LJC, KYT, VCD	5	5	4	4.67		
Assessment tools			10	75	FTB, MCB, LJC, KYT, VCD	5	5	4	4.67		
<b>PI 10:</b> Number of virtual classrooms created and operationalized			5	15	DAEE Graduate Faculty	5	5	4	4.67	MCB - 3, FTB - 2, LJC - 4, KPY - 4, VCD - 2	

20%



MFO 2	HIGHER EDUCATION SERVICES (50%)										
	<b>PI 1.</b> Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty	52%	50%	6 passed	4	4	4	4.00	6 passed out of 12 BSDE 1st time takers in LEA exam	7.5%
	<b>PI 2.</b> Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	82%	71%	31 BSDE graduates for 2019	4	4	4	4.00	22 are employed 9 are unemployed	2.5%
	<b>PI 3.</b> Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	100%	100%	BSA Curriculum	5	5	5	5.00	*CMO # 14, series 2008, Policies & standards for bachelor of science in agriculture (BSA) program *BOR Resolution No. 81, s. 2018, A Resolution approving the revised curriculum for the bachelor of science in agriculture (BSA) in accordance with unnumbered draft ched memorandum order, series of 2017	2.5%
	<b>PI 4.</b> Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	100%	100%	BSA Program	5	5	5	5.00		2.5%
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored	Dept. Head & Faculty	50	120.21	1st Semester AY 2021-2022	5	5	5	5.00	MCB - 4.3, FTB - 6.22, LJC - 0.8, VCD - 21.92, ACO - 8.39, KPY - 0.4, HAE - 31.18, ROV - 0.2, JMC - 29.23, DAC - 17.57	20%
	<b>PI 8:</b> Number of students advised: *	Dept. Head & Faculty									
	<i>On thesis/ field practice/special problem</i>		5	20	3 BSDE & 17 BSA major in AgEx	5	5	5	5.00	BSDE - Malatag, Poliquit, Villocino BSA - Bucog, Canupin, Celeste, Ciabu, Claveria, Colminas, Del Mayor, Mondala, Omos, Palermo, Pigte, Pole, Rebojo, Sacmar, Sanchez, Talaña, Tequillo	1%
	<i>No. of approved manuscript submitted within prescribed period</i>		5	1		4	4	4	4.00	Malatag, Analyn	1%
	<i>On consultation</i>		10	20	3 BSDE & 17 BSA major in AgEx	5	5	5	5.00	BSDE - Malatag, Poliquit, Villocino BSA - Bucog, Canupin, Celeste, Ciabu, Claveria, Colminas, Del Mayor, Mondala, Omos, Palermo, Pigte, Pole, Rebojo, Sacmar, Sanchez, Talaña, Tequillo	0.5%
	<b>PI 9:</b> Number of student organizations advised/ assisted *	Dept. Head & Faculty									
	<i>Student organizations advised</i>		1	1	VAExSo	5	5	5	5.00		1.25%
	<i>Student organizations assisted on student related activities</i>		1	—						No activities due to pandemic	1.25%
	<b>PI 10:</b> Number of instructional materials developed *	Dept. Head & Faculty								Title and name of faculty	10%
	On-line ready courseware	Dept. Head & Faculty	10	13	Undergraduate subjects	5	5	4	4.67	AgEd 145, AgEx 152, AgSc 113 (Lab & Lec), AgEx 132, AgEx 133, AgEx 136	
	Flexible instructional materials	Dept. Head & Faculty	10	44	Undergraduate subjects	5	5	4	4.67		
	Assessment tools	Dept. Head & Faculty	10	66	Undergraduate subjects	5	5	5	5.00		
	<b>PI 10:</b> Number of virtual classrooms created and operationalized	Dept. Head & Faculty	5	8	Undergraduate subjects	5	5	4	4.67	MCB - 1, FTB -2, LJC - 1, VCD - 3, ACO - 1,	

	PI 11: Additional Outputs	Dept. Head & Faculty	—								
<b>MFO 3</b>	<b>RESEARCH SERVICES (10%)</b>										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Dept. Head & Faculty	1	1	LJCuadra	5	5	4	4.67	Graduate Tracer Study	2%
	PI 2. Number of research outputs completed within the year *	Dept. Head & Faculty	1	1	KPYap	5.0	5.0	5.0	5.00	School on the air on Visual Arts for Mental Health and the Environment	2%
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	Dept. Head & Faculty								needs title of publication, name of journal and where published	
	In refereed int'l journals		—								1.50%
	In refereed nat'l/regional journals		—								0.50%
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *	Dept. Head & Faculty								title of paper, what for a/conference, where and when presented	
	In int'l fora/conferences		1							to be accomplished	1.50%
	In nat'l/regional fora/conferences		1							to be accomplished	0.50%
	PI 5. Percent of research proposals approved *	Dept. Head & Faculty	10%	100%	LJCuadra, MCBales, KYTeves, FTBaliña VCDargantes	5	5	5	5.00	* Proposals on Graduate Tracer Study * PhilFida - Evaluation of the Extension Service Delivery System Of The Abaca Industry in Eastern Visayas In Support to the Implementation of Investments For The Agriculture and Fisheries Modernization Plan (Afm) At The Local and National Levels or I-Plan Sub-Component 1.2 *Adapting to New Normal in Education: A Curriculum Modification Design Using Blended Model (submitted to NRCP for funding) *Dovetail proposal for the terminated project on Organizational capacity Building submitted to OVPREI	0.5%
	PI 6. Additional outputs*	Dept. Head & Faculty									
	No. of research-related awards (research conducted by faculty or student w/ faculty)		1	—							1.50%
<b>MFO 4</b>	<b>EXTENSION SERVICES (10%)</b>										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	Dept. Head & Faculty	25	40	Green-the-Home Project, YRRP Project about 67 people's organizations established partnerships in the conduct of CBFBS * 39 partnerships & PHILFIDA Project	5	5	5	5.00	GTH-LGU Hilongos & LGU Baybay (CAO) YRRP- Biliran (3), Samar(5), Leyte (29) PHILFIDA - 1	2.0%

10%



	PI 2. Number of trainees weighted by the length of training *	Dept. Head & Faculty	200	32		4	4	4	4.00	GTH-Training on Record Keeping with 21 pax and Training on Preparation of Organic Inputs with 11 pax at Brgy. Marcos; for CS-FBS, the last activity (Exit Conference/Business Summit) scheduled for Dec was cancelled because of typhoon Odet and the sudden surge of COVID 19.	2%
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty	2	2	CS-FBS (YRRP) & GTH	5	5	5	5.00	*Green-the-Home Project *Building Capacities for Farmer Entrepreneurs through Climate Smart Farm Business School in Selected 38 Municipalities in Region VIII	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	95%	95%	GTH and YRRP Project	5	4	4	4.33	GTH - Training on record Keeping	1%
	PI 5. Number of technical/expert services *	Dept. Head & Faculty									1%
	Research Mentoring		1	7	GTH, PHILFIDA and YRRP Project	5	5	5	5.00	MCLipian, SRA-GTH; Archille Galupo, Jamaica Mueda, Lyca Ipong, Angim Loreno and Krystel Kaye Casinillo, Rosemarie Decio	
	Peer reviewers/Panelists		1							to be accomplished	
	Resource Persons		2	2	MCB	5	5	4	4.67	Leadership for Entrepreneurial Development for 4-H Club members in Carigara, Leyte and Complying Leadership Requirements for ISO 9001:2015	
	Convenor/Organizer		2	3	MRLipian, KKCasinillo, Agalupo	5	5	4	4.67	GTH - Training on record Keeping YRRP - Climate-Smart Farm Business School Season-Long Training	
	Consultancy										
	Evaluator		1	1	MCB	5	5	4	4.67	*Building Capacities for Farmer Entrepreneurs through Climate Smart Farm Business School in Selected 38 Municipalities in Region VIII	
	PI 8. Percent of extension proposals approved *	Dept. Head & Faculty	67%								0.5%
	PI 11. Additional outputs *	Dept. Head & Faculty									
	No. of extension-related awards (extrn. conducted by faculty or student & faculty) *	Dept. Head & Faculty	1							to be accomplished	1.5%
<b>MFO 5</b>	<b>Support to Operations</b>										
	OVPI MFO 1. Faculty Development Services										

	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	Dept. Head & Faculty	2	2		5	5	5	5.00	RBGonzaga & ACMonsanto	0.625%
	<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>										
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head & Faculty	1	3	1 regular 2 Part-time Instructors	5	5	5	5.00	ACOracion - Regular & HAEsperidion - Part-time Instructor	0.125%
	<b>OVPI MFO 3. Faculty Evaluation Services</b>										
	PI 3: Number of seminars/trainings/conventions/workshops coordinated/attended for entire	Dept. Head & Faculty	2	2		5	5	5	5.00	ISO 9001:2015 Awareness & re-Awareness Webinar,	0.25%
	PI 4: Number of seminars/trainings/conventions/workshops coordinated/attended outside of the university *	Dept. Head & Faculty	2	11		5	5	5	5.00	*International Videoconference on Best Practices and Approaches on Agriculture Extension Modalities *Webinar and Workshops on Food Value Chain in the New Normal *12th GFRAS Annual Meeting Side Event "The Tropical Agriculture Platform towards the Future Advisory Service and Agro-ecology" *Extension Then and Now: Focus on the New Extensionist *Grit and Passion in Extension Service *Extension in the New Normal *Promoting and Sustaining Agriculture and the Environment Session 1: Agri-Extension Services during a Pandemic *Session 3: Extension Methods in the New Normal Webinar-Workshop Series on Extension for Coordinators and Implementers *Enhancing Capability of Faculty Reviewers in The Licensure Examination for Agriculturists Project. *Session 4: Community Organizing and Planning Webinar-Workshop Series on Extension for Coordinators and Implementers *PRC CPD- PTR-21-01 Training-Workshop on Assessment in Higher Education: Creation of Table of Specifications	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	95%	100%		5	5	5	5.00	All DAEEEx Faculty were rated by the students for 1st sem AY 20-21 outstanding and very satisfactory	0.75%
	PI 6: Number of in-house seminars/trainings/workshops/reviews conducted *	Dept. Head & Faculty	2	2		5	5	5	5.00	Green the Hone and CS-FBS YRRP Project	0.25%
	PI 7: Additional outputs *	Dept. Head & Faculty									
	Number of faculty/staff awards/honors received related to operations support										0.25%
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	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	Zero non-conformity	Zero non-conformity		5	5	5	5.00	Zero non-conformity (No NC) and GOOI complied	2.50%
<b>MFO 6</b>	<b>General Admin. &amp; Support Services (GASS)</b>										



PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*		Dept. Head	100%	100%		5	5	5	5.00	Submitted PPMP for 2022	1%
PI 2. Zero percent complaint from clients served		Dept. Head & all faculty & staff	100%	100%		5	5	5	5.00	No Complaint	2%
PI 3. Number of coaching sessions among faculty & staff**		Dept. Head	2	3	ACOracion, DACatibo, JMCadenas	5	5	4	4.67	Coaching with 1 new part-time instructor and 2 Graduate Teaching Assistant	
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		Dept. Head	3	4	Faculty and staff meeting & Emergency meeting	5	5	4	4.67	August 18, 2021 November 18, 2021 November 24, 2021 December 9, 2021	
PI 5. Number of monthly/special faculty & staff meetings conducted**		Dept. Head	10	4	Faculty and staff meeting & Emergency meeting	5	5	4	4.67	August 18, 2021 November 18, 2021 November 24, 2021 December 9, 2021	
Number of internal audits conducted and no of audit reports prepared	Conducts internal audits of offices as assigned by the lead auditor	MCBales		5	Conducted internal audits to 5 offices and prepared audit reports	5	5	5	5.00	Top Management, 5 offices of ODHRM	
Attendance to ISO and AACUP related trainings/meetings	Attends/participates in ISO/AACUP related trainings	MCBales		8	Participated in ISO and AACUP-related trainings and meetings	5	5	5	5.00	Training for Online Accreditation for Levels III and IV on July 16-18 2021. Meetings in preparation for Level II and IV Program accreditations and ISO Internal Audit and MR	
PI 3: Additional Outputs		Dept. Head & all faculty & staff									
Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *						5	5	5	5.00	*Involvement of thesis students in departments research projects *Integrating research results in instructional materials *Alternative internship program during pandemic *observe social distancing *Washing of hands/putting disinfectant/alcohol *wearing of face masks	2%
Total Over-all Rating						249.333					
Average Rating						4.795					
Adjectival Rating						OUTSTANDING					

5%

Received by:

DILBERTO O. FERRAREN

Planning Office

Date: FEB 18 2022

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: 2/16/22

Recommending Approval:

BEATRIZ S. BELONIAS

Vice Pres. for Academic Affairs

Date: 2/15/22

Approved:

EDGARDO E. TULIN

President

Date: 2/18/22

\* 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