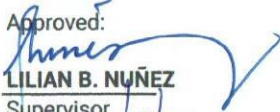**OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)**

I, Mark C. Ratilla, head of the Department of Business and Management ,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-June 2024.

MARK C. RATILLA
Department Head
Date: 7/15/24

Approved:
LILIAN B. NUÑEZ
Supervisor
Date: 7/15/24

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6957
15 JUL 2024
for 3-1

Appointment/Status	Position/Title	Number
Permanent	Professor III	1
Permanent	Assoc.Prof.V	3
Permanent	Assoc.Prof.III	1
Permanent	Assoc. Prof.II	1
Permanent	Assistant Prof.IV	1
Permanent	Assistant Prof.II	1
Permanent	Assistant Prof.I	2
Permanent	Instructor III	7
Permanent	Instructor II	2
Permanent/Temporary	Instructor I	2
TOTAL:		21

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

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
					Q^1	E^2	T^3	A^4	
UMFO									
MFO1 Graduate Degree Program Management Services(20%)									
PI 1. Percentage of graduate school faculty engaged in research work applied in any of the following:		Dept. Head & Faculty							
a.	pursuing advanced research degree program (Ph.D) *		12.50%	12.50%	5.0	5.0	5.0	5.0	Montañez, Peñalosa
b.	three (3) years (investigative research, basic and applied scientific research, policy research		19%	25.00%	5.0	5.0	5.0	5.0	Abamo, Tan, Gamotin, Gapasin
c.	producing technologies for commercialization or livelihood improvement								
d.	whose research resulted in an extension program								

OVPI MFO 2. Graduate Student Management Services

PI 1: Percentage of graduate students enrolled in coursework degree programs *	Dept. Head & Faculty	49%	100.0%	5.0	5.0	5.0	5.0	Coursework
PI 2: Percentage of accredited graduate programs *	Dept. Head & Faculty	100%	100%	5.0	5.0	5.0	5.0	BM/ABM
PI 3: Number of graduate degree specializations offered and monitored *	Dept. Head & Faculty	2	2	5.0	5.0	5.0	5.0	BM/ABM
PI 4: Total FTE coordinated, implemented & monitored*	Dept. Head & Faculty	25	71.11	5.0	5.0	5.0	5.0	
PI 5: Percentage increase in number of graduate students enrolled *	Dept. Head & Faculty	7%	-16.90%					71-1st,59-2nd sem
PI 6: Percentage increase in number of students who graduated within prescribed period *	Dept. Head & Faculty	5%	1100.00%	5.0	5.0	5.0	5.0	12 this sem,1 last sem
PI 7: Number of graduate students awarded with honors/distinction *	Dept. Head & Faculty	1	10	5.0	5.0	5.0	5.0	Honor students: Ramirez, Bobler, Sumaljag, Vega, Andrade, Pasayloon, Piamonte, Vestra, Ibanez, Ilemos
PI 8: Number of graduate students advised *	Dept. Head & Faculty	15	59.00	5.0	5.0	5.0	5.0	
PI 9: Number of instructional materials developed *	Dept. Head & Faculty							
On-line ready courseware		10	5	5.0	5.0	5.0	5.0	
Flexible instructional materials/ supplemental learning		28	39	5.0	5.0	5.0	5.0	
Assessment tools		43	35	5.0	5.0	5.0	5.0	
PI 10: Number of virtual classrooms created and operationalized		5	10	5.0	5.0	5.0	5.0	

MFO2.HIGHER EDUCATION SERVICES (50%)

PI 1. Percentage of first time licensure exam takers that pass the licensure exams *	Dept. Head & Faculty	NA	NA					
PI 2. Percentage of graduates (2 years prior) that are employed *	Dept. Head & Faculty	84%	84.85%	5.0	5.0	5.0	5.0	84 employed/175 students(11 unemploye, 4 students, 76 untraced)
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Dept. Head & Faculty	20%	8.83%	4.0	4.0	4.0	4.0	844/9557
PI 4. Percentage of undergraduate programs with accreditations *	Dept. Head & Faculty	100%	100%	5.0	5.0	5.0	5.0	
PI 5: Total FTE, coordinated, implemented and monitored *	Dept. Head & Faculty	435	468.75	5.0	5.0	5.0	5.0	
PI 8: Number of students advised: *	Academic adviser	530	844.00	5.0	5.0	5.0	5.0	
On thesis/ field practice/special problem	Case study/field practice	145	129.00	5.0	5.0	5.0	5.0	
No. of approved manuscript submitted within prescribed		88	126	5.0	5.0	5.0	5.0	
On consultation		350	0.00	5.0	5.0	5.0	5.0	
PI 9: Number of student organizations advised/ assisted *	Dept. Head & Faculty							
Student organizations advised		2	3	5.0	5.0	5.0	5.0	SABS, LAYF,USSC

Student organizations assisted on student related activities		2	2	5.0	5.0	5.0	5.0	SABS,USSC
PI 10: Number of instructional materials developed *	Dept. Head & Faculty							
On-line ready courseware	Dept. Head & Faculty	20	21.00	5.0	5.0	5.0	5.0	
Flexible instructional materials	Dept. Head & Faculty	50	143.00	5.0	5.0	5.0	5.0	
Assessment tools	Dept. Head & Faculty	80	247.00	5.0	5.0	5.0	5.0	
PI 10: Number of virtual classrooms created and operationalized	Dept. Head & Faculty	20	9.00	4.0	4.0	4.0	4.0	
PI 11: Additional Outputs	Dept. Head & Faculty							
Program Accreditation/ evaluation		1	0.00					
Agency/firm/industry linkages		5	72.00	5.0	5.0	5.0	5.0	41 OJT; 31- immersion

MFO3.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	8	4	3.0	3.0	3.0	3.0	DFAT-GAP- 1, (RDC-EV- Gap)-1,FS- Museum (Silago)-1, Agritourism (Reference Mat'l)-1
PI 2. Number of research outputs completed within the year *	Dept. Head & Faculty	1	10	5.0	5.0	5.0	5.0	Business development needs-1; GAP- 2; GAP adoption; KTP- 3; IVCA-3
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		20%	10.00%	5.0	5.0	5.0	5.0	Abamo-1
In refereed nat'l/regional journals		20%	20.00%	5.0	5.0	5.0	5.0	Ongy-2
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *	Dept. Head & Faculty							
In int'l fora/conferences		2	2.00	5.0	5.0	5.0	5.0	Abamo and Bongat
In nat'l/regional fora/conferences		3	2.00	5.0	5.0	5.0	5.0	Bongat
PI 5. Percent of research proposals approved *	Dept. Head & Faculty	6%	100%	5.0	5.0	5.0	5.0	Abamo, Bongat, Ratilla, Ongy
PI 6. Additional outputs*	Dept. Head & Faculty							
No. of research-related awards (research conducted by faculty or student w/ faculty)								
No. of journal articles or scientific papers received and reviewed as peer-reviewer			4.00	5.0	5.0	5.0	5.0	Abamo-2; Ratilla-2
Other outputs implementing the new normal due to covid 19			2.00	5.0	5.0	5.0	5.0	Bongat

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	9	5	5.0	5.0	5.0	5.0	KTP-1; BUWA-VSU-1; VSU-RISEMO- 1; Seed- 1; SK fed and LGU Baybay- 1
PI 2. Number of trainees weighted by the length of training *	Dept. Head & Faculty	100	212					

43.0

PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Dept. Head & Faculty	3	5	5.0	5.0	5.0	5.0	BDC- 1; Entrepreneurial Development Project- 1; AICA– 1; Retooling-1; Tolosa Marketing- 1
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	70%	98%	5.0	5.0	5.0	5.0	
PI 5. *Number of technical/expert services* *	Dept. Head & Faculty							
Research Mentoring		5	7.00	5.0	5.0	5.0	5.0	Abamo and Bongat
Peer reviewers/Panelists		2	7.00	5.0	5.0	5.0	5.0	Abamo, Lao, Gapasin, Ratilla, Ongy
Resource Persons		14	14.00	5.0	5.0	5.0	5.0	Gamotin, Aguinaldo, Abamo, Lao, Bongat, Ratilla, Ongy
Convenor/Organizer		1	0.00					
Consultancy		3	3.00	5.0	5.0	5.0	5.0	Abamo,Ongy
Evaluator		3	5.00	5.0	5.0	5.0	5.0	Abamo and Ongy
PI 8. Percent of extension proposals approved *	Dept. Head & Faculty	17%	100.00%	5.0	5.0	5.0	5.0	Empowering Rural Youth thru Entrepreneurship-1; BDC- 1; AECA- 1
PI 11. Additional outputs *								
No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
Other outputs implementing the new normal due to covid 19								
MFO5.Support Operations								
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	5.0	5.0	5.0	5.0	Montañez, Peñalosa
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 & Faculty	1	1	5.0	5.0	5.0	5.0	Aragon
OVPI MFO 3. Faculty Evaluation Services								
PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *	Dept. Head & Faculty	3	3	5.0	5.0	5.0	5.0	UGMAD- Search for outstanding young agri-entrpreneur, og search for outstanding farmer entrepreneur, outstanding GAP Certified farm, best coop

Indicator	Responsible							Remarks
PI 4: Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty	3	1	3.0	3.0	3.0	3.0	JDF roadshow
PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	80%	100%	5.0	5.0	5.0	5.0	all faculty members
PI6 : Number of in-house seminars/trainings/ workshops/reviews conducted/ attended*	Dept. Head & Faculty	2	5	5.0	5.0	5.0	5.0	Gamotin, Bongat, Lao, Tan, Ratilla
PI 7 : Additional outputs *	Dept. Head & Faculty							
Number of faculty/staff awards/honors received related to operations support								
OVPI MFO 4. Program and Institutional Accreditation Services								
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	5.0	5.0	5.0	5.0	
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	2	2	5.0	5.0	5.0	5.0	
PI 2. Zero percent complaint from clients served	Dept. Head & all faculty & staff	Zero non-conformity	Zero non-conformity	5.0	5.0	5.0	5.0	
PI 3. Number of coaching sessions among faculty & staff**	Dept. Head	8	14	5.0	5.0	5.0	5.0	
PI 4. Number of planning sessions, tracking and monitoring of	Dept. Head	4	2	4.0	4.0	4.0	4.0	
PI 5. Number of monthly/special faculty & staff meetings	Dept. Head	12	9	5.0	5.0	5.0	5.0	
PI 3: Additional Outputs	Dept. Head & all faculty							
Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *			1	5.0	5.0	5.0	5.0	department's extracurricular activitie such as jogging
Percentage of NCs received and acted		0%	0%	5.0	5.0	5.0	5.0	
Percentage of CARs received and acted		0%	0%	5.0	5.0	5.0	5.0	
Admin Support Services								
Membership in University committees	Member		2	5.0	5.0	5.0	5.0	
Membership in College committees	Member	1	1	5.0	5.0	5.0	5.0	
Membership in the Department committees	Member	5	5	5.0	5.0	5.0	5.0	
Dept.Head								
Number of department meetings presided		12	6	5.0	5.0	5.0	5.0	
Number of execom meetings attended		5	3	5.0	5.0	5.0	5.0	
Number of UAC mtgs attended			1	5.0	5.0	5.0	5.0	
Prompt submission of required documents								
Annual Report		1	0					
Procurement Plan		1	0					
Staff Development Plan		1	1	5.0	5.0	5.0	5.0	
OPCR/ IPCR		34	18	4.0	4.0	4.0	4.0	

Number of FacultyMentored		8	20	5.0	5.0	5.0	5.0	
Number of admin staff supervised		3	2	4.0	4.0	4.0	4.0	
Number of department activities supervised		3	5	5.0	5.0	5.0	5.0	
Number of faculty members for study leave		2	2	5.0	5.0	5.0	5.0	
Number of supervisory plans prepared and submitted		1	1	5.0	5.0	5.0	5.0	
Number of coaching and mentoring reports		2	1	5.0	5.0	5.0	5.0	
Number of class observation conducted		10	20	5.0	5.0	5.0	5.0	
	Total Over-all Rating						371.0	
	Average Rating						4.86	
	Adjectival Rating						O	

Received by:

TONI MARC L. DARGANTES
Planning Office
Date: JUL 1 5 2024

Calibrated by:

ELWIN JAY V. YU
Chairman PMT
Date: 7-15-24

Recommending approval:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 7/25/24

Approved by:

PROSE IVY G. YEPES
University President
Date: 9/6/24