


Visayas State University  
INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT  
Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, DR. HUMBERTO R. MONTES, JR., ITEEM Director, 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 – DECEMBER 2017.

  
HUMBERTO R. MONTES, JR.  
Director

  
DENNIS P. PEQUE  
Dean, CFES

| MFO No.            | MFO Description &<br>Success/Performance Indicator (PI)   | Persons Responsible | Target | Actual Accomplishment | Rating         |                |                |                | Remark  |
|--------------------|---|---------------------|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
|                    |   |                     |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| <b>UMFO 1</b>      | <b>ADVANCED EDUCATION SERVICES</b>  |                     |        |                       |                |                |                |                |         |
| <b>ITEEM MFO 1</b> | <b>Graduate Degree Program</b>  |                     |        |                       |                |                |                |                |         |
| PI 1               | Number of graduate degree specializations offered and monitored   | HRM                 | 1      | 1                     | 5              | 5              | 5              | 5              | MS TREC |
| PI 2               | Total FTE monitored   | HRM, MMB, JOP       | 2      | 3.83                  | 5              | 5              | 5              | 5              |         |
| PI 3               | Percentage increase in number of students who graduated within prescribed period                              | HRM, MMB, JOP       | 13%    | 0%                    | 4              | 4              | 4              | 4              |         |
| PI 4               | Percentage increase in number of graduate students enrolled   | HRM, MMB, JOP       | 14%    | 22%                   | 5              | 5              | 5              | 5              |         |
| <b>ITEEM MFO 2</b> | <b>Graduate Students</b>  |                     |        |                       |                |                |                |                |         |
| PI 1               | Number of graduate students awarded with scholarship/assistantship  | HRM                 | 1      | 1                     | 4              | 4              | 4              | 4              |         |
| PI 2               | Percentage of graduate students awarded with scholarship/assistantship who graduated within prescribed period | HRM                 | 13%    | 13%                   | 4              | 4              | 4              | 4              |         |
| PI 3               | Number of graduate students awarded with honors/distinction   | HRM                 | 1%     | 2%                    | 5              | 5              | 5              | 5              |         |
| PI 4               | Number of graduate students advised   | HRM, MMB, JOP       | 3      | 8                     | 5              | 5              | 5              | 5              |         |
| <b>UMFO 2</b>      | <b>HIGHER EDUCATION SERVICES</b>  |                     |        |                       |                |                |                |                |         |
| <b>ITEEM MFO 1</b> | <b>Curriculum Program</b>   |                     |        |                       |                |                |                |                | BSEM    |
| PI 1               | Total FTE monitored   | HRM                 | 20     | 20                    | 5              | 5              | 5              | 5              |         |
| PI 2               | Number of new undergraduate curricular program compliant to CMO, approved and offered                         | HRM                 | NA     | NA                    |                |                |                |                |         |
| PI 3               | Number of existing curriculum proposal subjected to evaluation and compliant to CMO                           | HRM                 | NA     | NA                    |                |                |                |                |         |
| PI 4               | Percentage increase in number of undergraduate students enrolled  | HRM                 | 1%     | 5%                    | 5              | 5              | 5              | 5              |         |
| PI 5               | Percentage increase in the number of undergraduate students who graduated within prescribed period            | HRM                 | 100%   | 100%                  | 5              | 5              | 5              | 5              |         |
| PI 6               | Number of academe/industry linkage established  | HRM, MMB, JOP       | 2      | 3                     | 5              | 5              | 5              | 5              |         |



| MFO No.       | MFO Description &<br>Success/Performance Indicator (PI)  | Persons Responsible      | Target | Actual Accomplishment | Rating         |                |                |                | Remark                            |
|---------------|--|--------------------------|--------|-----------------------|----------------|----------------|----------------|----------------|-----------------------------------|
|               |  |                          |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |                                   |
| PI 7          | Number of students advised   | HRM, MMB, JOP            | 10     | 16                    | ✓              | ✓              | ✓              | ✓              |                                   |
| PI 8          | Number of student organizations advised  | JRGA, ABO                | 1      | 2                     | ✓              | ✓              | ✓              | ✓              | TARSIER, HOMES                    |
| PI 9          | Number of instructional materials developed  | HRM, MMB, JOP, JRGA, ABO | 4      | 5                     | ✓              | ✓              | ✓              | ✓              |                                   |
| PI 10         | Additional outputs:  |                          |        |                       |                |                |                |                |                                   |
| PI 11         | Number of student honors/awards received   | JRGA                     | 1      | 0                     | ✓              | ✓              | ✓              | ✓              |                                   |
|               | Number of faculty honors/awards received   | HRM, MMB                 | 1      | 1                     | ✓              | ✓              | ✓              | ✓              |                                   |
| <b>UMFO 3</b> | <b>RESEARCH SERVICES</b>   |                          |        |                       |                |                |                |                |                                   |
| PI 1          | Number of published papers in internationally indexed journals                                   | MMB, JOP                 | 1      | 2                     | ✓              | ✓              | ✓              | ✓              |                                   |
| PI 2          | Number of research outputs presented in local/regional/national /international fora/ conferences | HRM, MMB, JOP, JRGA, ABO | 1      | 4                     | ✓              | ✓              | ✓              | ✓              |                                   |
| PI 3          | Number of research project/study conducted and or completed                                      | HRM, MMB, JOP, JRGA, ABO | 2      | 5                     | ✓              | ✓              | ✓              | ✓              |                                   |
| PI 4          | Number of research proposals submitted   | HRM, MMB                 | 2      | 5                     | ✓              | ✓              | ✓              | ✓              |                                   |
| PI 5          | Number of research proposals approved  | HRM, MMB                 | 2      | 2                     | ✓              | ✓              | ✓              | ✓              |                                   |
| PI 6          | Number of studies presented  | HRM, MMB                 | 2      | 4                     | ✓              | ✓              | ✓              | ✓              |                                   |
| PI 7          | Amount of money generated from external funding  | HRM, MMB                 | 1M     | 1.2M                  | ✓              | ✓              | ✓              | ✓              | ECOFISH, DARE TO, DENR, Yale Univ |
| PI 8          | Amount of money generated from institutional funding   | HRM, MMB                 | 0.15M  | 0.158M                | ✓              | ✓              | ✓              | ✓              | CRM, MRN, CVA                     |
| PI 9          | Additional outputs:  |                          |        |                       |                |                |                |                |                                   |
|               | Number of research related awards (research conducted by student or student with faculty)        | MMB, JOP                 | 1      | 1                     | ✓              | ✓              | ✓              | ✓              |                                   |
|               | Number of exchange scholars/researchers/visiting professors assisted                             | HRM, MMB                 | 1      | 3                     | ✓              | ✓              | ✓              | ✓              |                                   |
|               | Number of research articles submitted for publications   | HRM, MMB                 | 1      | 1                     | ✓              | ✓              | ✓              | ✓              |                                   |
|               | Number of MOAs prepared and signed as witness  | HRM, MMB                 | 1      | 3                     | ✓              | ✓              | ✓              | ✓              | ECOFISH, DARE TO, Yale U.         |
|               | Number of terminal reports submitted   | HRM, MMB, JOP            | 1      | 1                     | ✓              | ✓              | ✓              | ✓              |                                   |
| <b>UMFO 4</b> | <b>EXTENSION SERVICES</b>  |                          |        |                       |                |                |                |                |                                   |
| PI 1          | Number of person-days trained weighted by length of training                                     | HRM, MMB, JOP, ABO       | 75     | 119                   | ✓              | ✓              | ✓              | ✓              | NRM, CRM, PAME                    |
| PI 2          | Number of trainings conducted  | HRM, MMB, JOP, ABO       | 4      | 5                     | ✓              | ✓              | ✓              | ✓              | PCRA, RF                          |
| PI 3          | Number of IEC materials/technoguides developed/used  | HRM, MMB, JOP, ABO, JRGA | 2      | 38                    | ✓              | ✓              | ✓              | ✓              | NRM, PAME, RF                     |
| PI 4          | Number of beneficiaries served   | HRM, MMB, JOP, ABO, JRGA | 120    | 350                   | ✓              | ✓              | ✓              | ✓              | NRM, PAME, RF                     |
| PI 5          | Number of technical/expert services  | HRM, MMB, JOP, ABO, JRGA | 4      | 6                     | ✓              | ✓              | ✓              | ✓              | NRM, PAME, RF                     |
| PI 6          | Number of extension projects/components conducted  | HRM, MMB, JOP, ABO, JRGA | 5      | 10                    | ✓              | ✓              | ✓              | ✓              | NRM. CRM, RF                      |
| PI 7          | Number of extension proposals submitted  | HRM, MMB, JOP, ABO, JRGA | 1      | 2                     | ✓              | ✓              | ✓              | ✓              | NRM. CRM, RF                      |
| PI 8          | Number of extension proposals approved   | HRM, MMB, JOP, ABO, JRGA | 1      | 2                     | ✓              | ✓              | ✓              | ✓              | NRM. CRM, RF                      |
| PI 9          | Amount of money generated from external funding  | HRM, MMB, JOP, ABO, JRGA | 0.4M   | 0.4M                  | ✓              | ✓              | ✓              | ✓              | PAME                              |
| PI 10         | Amount of money generated from institutional funding   | HRM, MMB, JOP, ABO, JRGA | 0.15M  | 0.15M                 | ✓              | ✓              | ✓              | ✓              | NRM, CRM, PAME                    |



| MFO No.            | MFO Description &<br>Success/Performance Indicator (PI)   | Persons Responsible      | Target | Actual Accomplishment | Rating         |                |                |                | Remark           |
|--------------------|---|--------------------------|--------|-----------------------|----------------|----------------|----------------|----------------|------------------|
|                    |   |                          |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |                  |
| PI 11              | Additional outputs:   |                          |        |                       |                |                |                |                |                  |
|                    | Number of extension-related awards (conducted by faculty or student with faculty)   | MMB, JOP                 | 1      | 5                     | ✓              | ✓              | ✓              | ✓              | NRM              |
|                    | Number of scientific fora attended as speaker/resource persons  | HRM, MMB, JOP, ABO, JRGA | 1      | 7                     | ✓              | ✓              | ✓              | ✓              | RF, CRM, FIMFS   |
|                    | Number of in-house seminars/ trainings/workshops/reviews conducted/attended   | HRM, MMB, JOP, ABO, JRGA | 2      | 7                     | ✓              | ✓              | ✓              | ✓              |                  |
| <b>UMFO 5</b>      | <b>SUPPORT TO OPERATIONS (STO)</b>  |                          |        |                       |                |                |                |                |                  |
| <b>ITEEM MFO 1</b> | <b>Faculty Development Services</b>   |                          |        |                       |                |                |                |                |                  |
| PI 1               | Number of faculty/staff pursuing advanced research degree programs (PhD) facilitated, monitored and assisted                | EDE, JC                  | 1      | 2                     | ✓              | ✓              | ✓              | ✓              | CHED Scholarship |
| PI 2               | Number of seminars/trainings/ conventions/workshops coordinated for entire university                                       | HRM, MMB                 | 1      | 3                     | ✓              | ✓              | ✓              | ✓              | NRM, CRM, RF     |
| PI 3               | Number of seminars/trainings/ conventions/workshops coordinated outside the university                                      | HRM, MMB                 | 2      | 5                     | ✓              | ✓              | ✓              | ✓              | NRM, CRM, RF     |
| PI 4               | Additional outputs:   |                          |        |                       |                |                |                |                |                  |
|                    | Number of faculty/staff/awards/honors received related to operational support   | EDE, JC                  | 1      | 2                     | ✓              | ✓              | ✓              | ✓              |                  |
|                    | Number of activities organized/attended/assisted/participated/facilitated   | ITEEM faculty/staff      | 1      | 5                     | ✓              | ✓              | ✓              | ✓              |                  |
| <b>ITEEM MFO 2</b> | <b>Faculty Recruitment/Hiring Services</b>  |                          |        |                       |                |                |                |                |                  |
| PI 1               | Number of faculty recruited/hired aligned with ISO standards  | HRM                      | 1      | 1                     | 4              | 4              | 4              | 4              | JRGAsio          |
| <b>ITEEM MFO 3</b> | <b>Faculty Evaluation Services</b>  |                          |        |                       |                |                |                |                |                  |
| PI 1               | Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated             | HRM, MMB, JOP, ABO, JRGA | 100%   | 100%                  | ✓              | ✓              | ✓              | ✓              |                  |
| <b>ITEEM MFO 4</b> | <b>Admission &amp; Registration Services</b>  |                          |        |                       |                |                |                |                |                  |
| PI 1               | Number of undergraduate students enrolled and validated within scheduled regular registration period                        | HRM                      | 60     | 64                    | ✓              | ✓              | ✓              | ✓              |                  |
| PI 2               | Number of graduate students enrolled and validated within scheduled regular registration period                             | HRM                      | 10     | 27                    | ✓              | ✓              | ✓              | ✓              |                  |
| <b>ITEEM MFO 5</b> | <b>Guidance and Counselling &amp; Support to Students Services</b>  |                          |        |                       |                |                |                |                |                  |
| PI 1               | Number of guidance activities conducted   | MMB, JOP, ABO, JRGA      | 2      | 2                     | ✓              | ✓              | ✓              | ✓              |                  |
| PI 2               | Number of students who have availed of guidance and counselling services  | MMB, JOP                 | 10     | 30                    | ✓              | ✓              | ✓              | ✓              |                  |
| PI 3               | Percentage of students awarded scholarship and grants   | USSO                     | 1      | 1                     | 4              | 4              | 4              | 4              |                  |
| PI 4               | Number of best practices on students services implemented   | MMB, JOP                 | 1      | 1                     | 4              | 4              | 4              | 4              |                  |
| <b>ITEEM MFO 6</b> | <b>Library Services</b>   |                          |        |                       |                |                |                |                |                  |
| PI 1               | Percentage increase in the number of students, faculty and staff availing the Library services                              | JOP, EBG, NMA, ABO, JRGA | 75%    | 80%                   | ✓              | ✓              | ✓              | ✓              |                  |
| PI 2               | Percentage increase in the number of students, faculty, researchers and staff availing the Library resources and facilities |                          | 75%    | 80%                   | ✓              | ✓              | ✓              | ✓              |                  |
| PI 3               | Number of best Library practices introduced which increase demand to avail of Library services                              |                          | 1      | 1                     | 4              | 4              | 4              | 4              |                  |
| <b>ITEEM MFO 7</b> | <b>Program and Institutional Accreditation Services</b>   |                          |        |                       |                |                |                |                |                  |
| PI 1               | Number of degree programs which passed accreditation/evaluation at least Level 1  | HRM, MMB, JOP            | N/A    | N/A                   |                |                |                |                |                  |



| MFO No.               | MFO Description &<br>Success/Performance Indicator (PI)   | Persons Responsible    | Target | Actual Accomplishment | Rating         |                |                |                | Remark |
|-----------------------|---|------------------------|--------|-----------------------|----------------|----------------|----------------|----------------|--------|
|                       |   |                        |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |        |
| <b>UMFO 5</b>         | <b>GENERAL ADMINISTRATION AND SUPPORT</b>   |                        |        |                       |                |                |                |                |        |
| PI 1                  | Number of faculty/staff supervised and monitored  | HRM                    | 10     | 16                    | ✓              | ✓              | ✓              | ✓              |        |
| PI 2                  | Number of management meetings conducted   | HRM                    | 12     | 8                     | ✓              | ✓              | ✓              | ✓              |        |
| PI 3                  | Number of documents evaluated and approved  | HRM                    | 100    | 209                   | ✓              | ✓              | ✓              | ✓              |        |
| PI 4                  | Number of academic lecture/ laboratory rooms maintained   | ASB, NMA, VDB, FMA     | 2      | 3                     | ✓              | ✓              | ✓              | ✓              |        |
| PI 5                  | Number of equipment and vehicle maintained  | COA, ASB, NMA, JOP, OC | 10     | 30                    | ✓              | ✓              | ✓              | ✓              |        |
| PI 6                  | Area of lawn maintained   | ITEEM faculty/staff    | 20     | 40                    | ✓              | ✓              | ✓              | ✓              |        |
| PI 7                  | Number of office and laboratory equipment purchased   | HRM, MMB, JOP          | 2      | 10                    | ✓              | ✓              | ✓              | ✓              |        |
| PI 8                  | Number of office/training facilities/equipment maintained per week  | ITEEM faculty/staff    | 20     | 75                    | ✓              | ✓              | ✓              | ✓              |        |
| PI 9                  | Number of university committees/boards/council chaired & coordinated  | ITEEM faculty/staff    | 5      | 10                    | ✓              | ✓              | ✓              | ✓              |        |
| PI 10                 | Percentage of apparatus/equipment maintained  | ITEEM faculty/staff    | 100%   | 100%                  | ✓              | ✓              | ✓              | ✓              |        |
| PI 11                 | Number of College policies, protocols, guidelines/procedures made, approved and implemented   | ITEEM faculty/staff    | 4      | 4                     | ✓              | ✓              | ✓              | ✓              |        |
| PI 12                 | Number of frontline academic services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously | HRM, CMB, NMA, EBG     | 2      | 2                     | ✓              | ✓              | ✓              | ✓              |        |
| PI 13                 | Zero percent complaint from clients served  | ITEEM faculty/staff    | 100%   | 100%                  | ✓              | ✓              | ✓              | ✓              |        |
| PI 14                 | Best practices/new initiatives implemented  | ITEEM faculty/staff    | 1      | 2                     | ✓              | ✓              | ✓              | ✓              |        |
| Total Over-all Rating |   |                        |        |                       |                |                |                | 350            |        |
| Average Rating        |   |                        |        |                       |                |                |                | 4.8            |        |
| Adjectival Rating     |   |                        |        |                       |                |                |                | Outstanding    |        |

Received by:

Planning Office

Date: \_\_\_\_\_

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT

Date: \_\_\_\_\_

Recommending Approval:

BEATRIZ S. BELONIAS

Vice Pres. for Instruction

Date: \_\_\_\_\_

Approved:

EDGARDO E. TULIN

President

Date: \_\_\_\_\_

$$\begin{array}{r}
 58(5) = 290 \\
 15(4) = 60 \\
 \hline
 73 \overline{) 350} \quad 4.8
 \end{array}$$