Bulacan State University

Malolos, Bulacan

Office Performance Commitment and Review (OPCR)

I, Edgardo M. Santos, Dean of the College of Science, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2023.

Edgardo M. Santos

Ratee:

Date

	Approved By	Date
Edgardo M. Santos Dean	Teody C. San Andres President	[Date]

Rating Scale:
5 - OUTSTANDING
4 - Very Satisfactory
3 - Satisfactory
2 - Unsatisfactory/Needs Monitoring Or Coaching
1 - Poor/Needs Improvement Or Close Monitoring

MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Alloted Budget Target	Division/Individual Accountable	Actual Accomplishment	Rating*				Remarks
					Q	E	T	A	
Strategic Objectives/Core Functions									
MFO Number: 1, Title: HIGHER EDUCATION SERVICES									
PAP Number: 1 Delivery of Relevant, Quality and Accessible Instruction				(SPECIFIC FIGURES)	Q	E	T	A	PROPOSED RATING SYSTEM
									Quality: 5 - No Correction 4 - With 1-2 corrections 3 - With exactly 3 corrections 2 - With no more than 4-5

List of Supporting Documents

1.1 Strengthen the Retention Policy as per the University Student Manual	Developed an Intervention programs for the improvement of the student's academic performance are conducted during middle of the semester	7767	College Dean, College Secretary, Program Chair	Developed an Intervention programs for the improvement of the student's academic performance are conducted during middle of the semester	4		1	2.5	"	corrections 1 - With more than 5 corrections Timeliness: 5 - Submitted action plan for 5 or more working days before the deadline 4 - Submitted action plan 1 to 4 days vefore the deadline 3 - Submitted action plan within the deadline 2 - Submitted action plan a day after the deadline 1 - Submitted action plan 2 or more days after the deadline	form.pdf
1.2 Implements and oversees admission, enrollment, financial assistance	100% of the absorption capacity of the college is being utilized in accepting enrollees	0	Admission Office, Vice Chancelor for Student Affairs and Services office, College Dean, College Secretary, Program Chair	100% of the absorption capacity of the college is being utilized in accepting enrollees			0	0	, Efficiency: ,	
1.3 Monitors rentention programs of the college and follow up status of the graduates for curriculum enchancements	100% of graduates finished the academic program within the prescribed period of the course.	0	College Dean, College Secretary, Program Chair	of the 455(79%) graduates from the College of Science finished their academic program within the prescribed period of the Course.			0	0	, Efficiency: ,	
1.4 Supervises the number of BulSU gradiates employed outside Bulacan	Increase number of BulSU graduates employed outside Bulacan (Regional,National,International Level) by 20% 2 years after grad.	0	College Dean, College Secretary, Program Chair,Secretary	87% of the 2022 graduates are employed outside Bulacan			3	3	, Efficiency: ,	
									Quality: 5 - No Correction 4 - With 1-2 corrections	

1.5 Recommends state of the art instructional facilities(i.e classrooms, audio-visual rooms,conference rooms,laboratory/shops)and equipment by regularly and efficiently updating PAPs in the BulSU PIPS.	Update the submitted/encoded PAPs in the BulSU PIPs one week before the deadline.	0	College Dean, College Secretary, Program Chair, Faculty	Updated the submitted PAPs in the BulSU PIPs 1 week before the deadline with one revision.	0		0	0	3 - With exactly 3 corrections 2 - With no more than 4-5 corrections 1 - With more than 5 corrections " Timeliness: 5 - Submitted action plan for 5 or more working days before the deadline 4 - Submitted action plan 1 to 4 days vefore the deadline 3 - Submitted action plan within the deadline 2 - Submitted action plan a day after the deadline 1 - Submitted action plan 2 or more days after the deadline
1.6 Supervises facility and equipment maintenance and Improvements	100% Implementation of a Facility and Equipment Maintenance Program.	0	College Dean, Department Heads, Program Chair, Faculty	100% Implemnetation of Faculty and Equipment Maintenance Program		0		0	, Efficiency: ,
1.7 Prepares the faculty workload, schedule of classes, classroom utilization of the college, Recommends chages if nesessary	100% Preparation for the approval of the class programs, load assignments, workload assignments, estiamtes of honararia of the faculty, and classroom utilization in accordance with the university's policy and submitted before the opening of classes to the office of Vice Chancellor for Instruction, Research and Extension (Main and External)	0	College Dean, Department Head, Program Chair	Prepared and submitted 100% of the class program, faculty loads, faculty workloads, estlamtes of honorraria and classroom utilization 3 days before the opening of the classes without revlision	0		0	0	Quality: 5 - No Correction 4 - With 1-2 corrections 3 - With exactly 3 corrections 2 - With no more than 4-5 corrections 1 - With more than 5 corrections " Timeliness: 5 - Submitted action plan for 5 or more working days before the deadline 4 - Submitted action plan 1 to 4 days vefore the deadline 3 - Submitted action plan within

				(SPECIFIC FIGURES)	Q	E	T	A	PROPOSED RATING SYSTEM	List of Supporting Documents
									the deadline 2 - Submitted action plan a day after the deadline 1 - Submitted action plan 2 or more days after the deadline	
PAP Number: 2 Faculty Development Program				(SPECIFIC FIGURES)	Q	E	T	A	PROPOSED RATING SYSTEM	List of Supporting Documents
2.1 Prepares and submits a comprehensive 5-year Faculty & (Staff) Development Plan (FDP). The college shall also submit an annual recallibrated FDP.	100% Prepared and submitted a comprehensive 5-year Faculty and Staff Development Plan based on faculty needs assesment. A recalibrated FSDP is also due for submission before the start of the calendar year	0	College Dean, College Secretary, Program Chair	Submitted the faculty development plan at least 3 days before the deadline, with no revisions	0		0	0	Quality: 5 - No Correction 4 - With 1-2 corrections 3 - With exactly 3 corrections 2 - With no more than 4-5 corrections 1 - With more than 5 corrections ,, Timeliness: 5 - 5 or more working days before the deadline 4 - 1 to 4 days vefore the deadline 3 - Within the deadline 2 - 1-4 days after the deadline	
2.2 Recommends faculty for attendance to seminars/workshops/trainings/conferences relevant to their field of specialization or retooling activities	Recommended 100% faculty for upgrading/enrichment/retooling activities	0	College Dean, College Secretary, Program Chair	Recommended all faculty members who requested for training / seminars during the rating period		0		0	, Efficiency: ,	
PAP Number: 3 Quality Assurance Plans				(SPECIFIC FIGURES)	Q	E	T	A	PROPOSED RATING SYSTEM	List of Supporting Documents
3.1 Supervises/Monitors the preparation of documents/reports in preparation for accreditation	100% of the necessary documents/reports/proof of outcomes needed for accreditation are in place a week	72000000	College Dean, College Secretary, Program Chair	NA - there is no scheduled accreditation during the evaluation		5	5	5	, Efficiency: , Timeliness: 5 - 5 or more working days	

					Q	E	T	A	
before accreditation				period.					before the deadline 4 - 1 to 4 days vefore the deadline 3 - Within the deadline 2 - 1-4 days after the deadline
3.2 Submits college programs for AACCUP accreditation (as Centers of Development / Centers of Excellence)	100% of (accreditable) Programs are accredited with candidate status, Levels 1-4	43000000	College Dean, College Secretary, Program Chair	100% of the accreditable programs (BS Biology, BS Mathematics, BS Food Technology, BS Environmental Science) area at with at least level 1 accredited status		5		5	, Efficiency: ,

Summary of Rating		Total		Final Numerical Rating	Final Adjectival Rating	
		undefined		undefined		

Comments and Recommendation For Development Purposes: undefined

Assessed By:	Date:	Reviewed By:	Date:	Final Rating By:	Date:
I certify that I discussed Assessment of the performance employee	Date	(all PMT members will sign/Initial) pmt		Teody C. San Andres	
Planning Office				President	

*Legend: Q-Quality E-Efficiency(Quantity) T-Timeliness A-Average