

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, DR. WARLITO M. GALITA, Dean of the COLLEGE OF INDUSTRIAL TECHNOLOGY, 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.

Ratee:

DATE

	Approved by:   CECILIA N. GASCON, Ph.D. UNIVERSITY PRESIDENT	Date
Dean		DATE

RATING 5 - Outstanding

SCALE 4 - Very Satisfactory

3 - Satisfactory

2 - Unsatisfactory/ Needs Monitoring or Coaching

1 - Poor/ Needs Improvement or Close Monitoring

MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Allotted Budget TARGETS	Division/Individuals Accountable	Actual Accomplishments	Rating*	Remarks
				Q E T A		

*Strategic Objectives/Core Functions*

MFO 1: HIGHER EDUCATION SERVICES 1. Delivery of Relevant, Quality and Accessible Education				(Specific Figures)				Proposed Rating System
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 the middle of the semester.		College Dean, College Secretary, Program Chair					Quantity: 5 - No corrections 4 - With 1 - 2 corrections 3 - With exactly 3 corrections 2 - With no more than 4 - 5 corrections 1 - With more than 5 corrections
	100% of the absorptive capacity of the college is being utilized in accepting enrollees.		Admission Office, Vice Chancellor for Student Affairs and Services office, College Dean, College Secretary, Program Chair					Efficiency: Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.

1.2 Implements and oversees admission, enrollment, financial assistance, and internship/immersion activities of students during the semester	Recommends 10% of student population for scholarships (other than RA10931) during the evaluation period.		Admission Office, Vice Chancellor for Student Affairs and Services office, College Dean, College Secretary, Program Chair					<b>Efficiency:</b> 5 - Exceeded the target by at least 30% 4 - Exceeded the target by at least 15-29% 3 - Meet the target of 100 - 114% 2 - Accomplished the target by 51 – 99% 1 - Accomplished the target by 50% and below
	Recommends 15% students for financial assistance grants during the evaluation period.							<b>Efficiency:</b> 5 - Exceeded the target by at least 30% 4 - Exceeded the target by at least 15-29% 3 - Meet the target of 100 - 114% 2 - Accomplished the target by 51 – 99% 1 - Accomplished the target by 50% and below
	3% student population involved in inter-country mobility (including virtual SIPs done with companies abroad).							<b>Efficiency:</b> 5 - Exceeded the target by at least 30% 4 - Exceeded the target by at least 15-29% 3 - Meet the target of 100 - 114% 2 - Accomplished the target by 51 – 99% 1 - Accomplished the target by 50% and below
1.3 Monitors retention program of the college and follow up status of the graduates for curriculum enhancements	100% of graduates finished the academic program within the prescribed period of the course .		College Dean, College Secretary, Program Chair					<b>Efficiency:</b> Percentage of employed graduates N years prior. 5 - 80 - 100% 4 - 60 - 79% 3 - 40 - 59% 2 - 20 - 39% 1 - 1 - 19%
	85% of graduates were employed within the first two years after graduation.							<b>Efficiency:</b> Percentage of employed graduates N years prior. 5 - 80 - 100% 4 - 60 - 79% 3 - 40 - 59% 2 - 20 - 39% 1 - 1 - 19%
1.4 Supervises the number of BulSU graduates employed outside Bulacan.	Increased number of BulSU graduates employed outside Bulacan (Regional, National, International Level) by 20% 2 years after grad.		College Dean, College Secretary Program Chair Faculty					<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.
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.		College Dean, College Secretary Program Chair Faculty					<b>Timeliness:</b> 5 - Program submitted one (1) week before the target date 4 - Program submitted three (3) days before the target date 3 - Program submitted on target date 2 - Program submitted one week after the target date 1 - Program submitted more than one week after the target date  <b>Quality:</b>

1.6 Supervises facility and equipment maintenance and improvements	100% Implementation of a Facility and Equipment Maintenance Program.		College Dean Department Heads, Program Chairs, Faculty				<b>Efficiency:</b> Percentage of implementation of Facility and Equipment Maintenance Program. 5 - 80 - 100% 4 - 60 - 79% 3 - 40 - 59% 2 - 20 - 39% 1 - 1 - 19%
1.7 Prepares the faculty workload, schedule of classes, classroom utilization of the college. Recommends changes if necessary.	100% Preparation for the approval of the class programs, load assignments, workload assignments, estimates of honoraria 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)		College Dean Department Head Program Chair				<b>Quality:</b> 5 - No revisions 4 - With 1 - 2 revisions 3 - With exactly 3 revisions 2 - With no more than 4 - 5 revisions 1 - With more than 5 revisions <b>Timeliness:</b> 5 - 5 or more working days before the deadline 4 - 1 to 4 working days before the deadline 3 - Within the deadline 2 - 1 to 4 working days after the deadline 1 - 5 or more working days after the deadline
1.8 Reviews course syllabus and other teaching materials of faculty	100% of the syllabi and/or (instructional) teaching materials were reviewed and approved for implementation a week before the start of the semester.		College Dean Department Head Program Chair, Faculty				<b>Efficiency:</b> Percentage of the syllabi and teaching materials were reviewed and approved for use. 5 - 80 - 100% 4 - 60 - 79% 3 - 40 - 59% 2 - 20 - 39% 1 - 1 - 19% <b>Timeliness:</b> 5 - Learning materials submitted 5 or more working days before the deadline 4 - Learning materials submitted 1 to 4 working days before the deadline 3 - Learning materials submitted within the deadline 2 - Learning materials submitted 1 to 4 working days after
1.9 Conducts observation of classes	100% of the faculty members were subjected to classroom/laboratory observations (including the online classes) within the semester.		College Dean Department Head Program Chair, Faculty				<b>Efficiency:</b> Percentage of faculty members who were subjected to classroom/ laboratory observations within the semester. 5 - 80 - 100% 4 - 60 - 79% 3 - 40 - 59% 2 - 20 - 39% 1 - 1 - 19%

1.10 Monitors submission of assessment materials in particular the comprehensive term examination papers with table of specification	100% Submission of the comprehensive term examinations and TOS before the end of the semester.		College Dean Department Head Program Chair, Faculty			<b>Efficiency:</b> Percentage of the term examination and TOS submission. 5 - 80 - 100% 4 - 60 - 79% 3 - 40 - 59% 2 - 20 - 39% 1 - 1 - 19%
1.11 Supervises with the SIP coordinators/ teachers the performance of students taking SIP/student teaching.	100% of the student interns were visited (physically or virtually).		College Dean College Secretary OJT Coordinator			<b>Efficiency:</b> Percentage of the monitored/visited students doing SIP/Teaching Program. 5 - 80 - 100% 4 - 60 - 79% 3 - 40 - 59% 2 - 20 - 39% 1 - 1 - 19%
1.12 Evaluates on the performance of the College Secretary, Department Head, Program Chair and the faculty.	100% Monitoring of the the performance College Secretary, Department Head, Program Chair, and the faculty twice every academic year.		College Dean			<b>Efficiency:</b> Percentage of the College Secretary, Department Head, Program Chair and faculty are monitored. 5 - 80 - 100% 4 - 60 - 79% 3 - 40 - 59% 2 - 20 - 39% 1 - 1 - 19%
1.13 Reports to the University President and the Chancellor faculty needs of the College.	Timely submission of requests for faculty hiring before the opening of the semester		College Dean Department Head			<b>Timeliness:</b> 5 - Request on faculty needs submitted 5 or more working days before the deadline 4 - Request on faculty needs submitted 1-4 working days before the deadline 3 - Request on faculty needs submitted within the deadline 2 -Request on faculty needs submitted 1 to 4 working days after the deadline 1 - Request on faculty needs submitted 5 or more working day s after the deadline

1.14 Conducts regular meeting and special meeting if necessary to ensure effective delivery of quality instruction, and monitor performance of the college.	Minutes of the regular and special meetings conducted by the college are compiled and readily available as needed.		College Dean College Secretary				Efficiency:  Number of regular meetings conducted during the semester 5 - More than 4 meetings including special/emergency meetings 4 - Exactly four (4) meetings 3 - Exactly three (3) meetings 2 - Exactly two (2) meetings 1 - Exactly one (1) meeting  Timeliness: 5 - Minutes submitted 1-2 working days after the meeting 4 - Minutes submitted 3 - 4 working days after the meeting. 3 - Minutes submitted within the deadline 2 - Minutes submitted 1 to 4 working days after 1 - Minutes submitted 5 or more working days after the deadline	
<b>2.0. Faculty Development Program</b>								
2.1 Prepares and submits a comprehensive 5-year Faculty & (Staff) Development Plan (FDP). The college shall also submit an annual recalibrated FDP.	100% Prepared and submitted a comprehensive 5- year Faculty and Staff Development Plan based on faculty needs assessment. A recalibrated FSDP is also due for submission before the start of the calendar year.		College Dean College Secretary Program Chair				Quality:  5 - No revisions 4 - With 1 - 2 revisions 3 - With exactly 3 revisions 2 - With no more than 4 - 5 revisions 1 - With more than 5 revisions  Timeliness: 5 - 5 or more working days before the deadline to 4 working days before the deadline 3 - Within the deadline 2 - 1 to 4 working days after the deadline 1 - 5 working days after the deadline	4 - 1
2.2 Recommends faculty for attendance to seminars/workshop/training/conferences relevant to their field of specialization or retooling activities.	Recommended 100% faculty for upgrading / enrichment/retooling activities.		College Dean College Secretary Program Chair				Efficiency:  Percentage of faculty recommended for upgrading/retool activities. 5 - 80 - 100% 4 - 60 - 79% 3 - 40 - 59% 2 - 20 - 39% 1 - 1 - 19%	
2.3 Conducts echo seminar for faculty sharing and assessment of the training attended by the faculty	Require 100% of faculty attendees of professional activities like seminars, workshops, training, etc. that are funded by the University to hold echo seminars.		College Dean College Secretary Program Chair				Efficiency:  Percentage of faculty attendees of professional activities funded by the University holds echo seminar 5 - 80 - 100% 4 - 60 - 79% 3 - 40 - 59% 2 - 20 - 39% 1 - 1 - 19%	

2.4 Encourages faculty members to finish graduate studies in line with their field of specialization	20% of Plantilla faculty members with a doctorate degree in line with their field specialization from top 1000 universities based on world ranking or at least level 3 accreditation for the past 3 years to total faculty members in the plantilla (including COE and COD).		College Dean College Secretary Program Chair, Faculty				<b>Efficiency:</b> 5 - Exceeded the target by at least 30% 4 - Exceeded the target by at least 15-29% 3 - Meet the target of 100 - 114% 2 - Accomplished the target by 51 – 99% 1 - Accomplished the target by 50% and below
2.5 Increased number of faculty members and students with relevant national/international certification	85% of Plantilla faculty members with relevant national/international certification.		College Dean College Secretary Program Chair, Faculty				<b>Efficiency:</b> 5 - Exceeded the target by at least 30% 4 - Exceeded the target by at least 15-29% 3 - Meet the target of 100 - 114% 2 - Accomplished the target by 51 – 99% 1 - Accomplished the target by 50% and below
2.6 Increased number of partnerships with regional, national and international institutions for student mobility and internships, faculty-immersion, and system development.	35% of Plantilla faculty members involved in faculty industry immersion.		College Dean College Secretary Program Chair, Faculty				<b>Efficiency:</b> 5 - Exceeded the target by at least 30% 4 - Exceeded the target by at least 15-29% 3 - Meet the target of 100 - 114% 2 - Accomplished the target by 51 – 99% 1 - Accomplished the target by 50% and below
<b>3.0 Quality Assurance Plans</b>							
3.1 Supervises/Monitors the preparation of documents/reports in preparation for accreditation	100% of the necessary documents/reports / proofs of outcomes needed for accreditation are in placed a week before accreditation		College Dean College Secretary Program Chair				<b>Efficiency:</b> Percentage of the necessary documents/reports / proofs of outcomes needed for accreditation . 5 - 80 - 100% 4 - 60 - 79% 3 - 40 - 59% 2 - 20 - 39% 1 - 1 - 19%  <b>Timeliness:</b> 5 - Submit the documents in a week (7 days) before before the accreditation. 4 - Submit the documents 3 to 4 working days before the accreditation. 3 - Submit the documents 2 to 3 working days before the accreditation. 2 - Submit the documents 1 working day before the accreditation. 1 - Submit the documents the day of the accreditation.
3.2 Submits college programs for AACCUU accreditation ( as Centers of Development / Centers of Excellence)	100% of (accreditable) Programs are accredited with candidate status, Levels 1 - 4		College Dean College Secretary Program Chair				<b>Efficiency:</b> Percentage of Programs are accredited with candidate status. 5 - 80 - 100% 4 - 60 - 79% 3 - 40 - 59% 2 - 20 - 39% 1 - 1 - 19%
3.3 Oversee the implementation of the Quality Management System (QMS).	100 % Extent (Proof) of implementation of the policies, procedures/processes and forms as specified in the QMS		College Dean College Secretary Program Chair				<b>Efficiency:</b> Percentage of extent of implementation. 5 - 80 - 100% 4 - 60 - 79% 3 - 40 - 59% 2 - 20 - 39% 1 - 1 - 19%

3.4 Identifies nonconforming outputs and services of the college during the QMS audit and then recommends the appropriate corrective/preventive action to these nonconformities.	Submitted report on the college's nonconforming outputs and services with their corresponding effective corrective/preventive measures 2 weeks after the receipt of QMS audit		College Dean College Secretary Program Chair							<b>Quality:</b> 5 - No revisions 4 - With 1 - 2 revisions 3 - With exactly 3 revisions 2 - With no more than 4 - 5 revisions 1- With more than 5 revisions	
3.5 Acts on the corrective/preventive measures identified to resolve aforementioned nonconforming outputs and services.	_____ % of the corrective/preventive measures were implemented		College Dean College Secretary Program Chair							<b>Timeliness:</b> 5 - Submit a report on the college's nonconforming outputs and services with their corresponding effective corrective/preventive measures 5 or more working days before the deadline 4 - Submit a report on the college's nonconforming outputs and services with their corresponding effective corrective/preventive measures 1 to 4 working days before the deadline 3 - Submit a report on the college's nonconforming outputs and services with their corresponding effective corrective/preventive measures within the deadline 2 - Submit a report on the college's nonconforming outputs and services with their corresponding effective corrective/preventive measures 1 to 4 working days after the deadline 1 - Submit a report on the college's nonconforming outputs and services with their corresponding effective corrective/preventive measures 5 or more working days after the deadline	
3.6 Acceptable satisfaction rating of employees based on the Employees Satisfaction Survey (ESS)	_____ % customers /clients who rate services rendered as satisfactory or better.		College Dean College Secretary Program Chair							<b>Efficiency:</b> Percentage of the corrective/preventive measures implemented. 5 - 80 - 100% 4 - 60 - 79% 3 - 40 - 59% 2 - 20 - 39% 1 - 1 - 19%	
<b>4.0 Curriculum Development /Enhancement</b>										<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target. N/A- Colleges are only evaluated through the Faculty Satisfaction Survey.	
4.1 Conducts assessment on the programs offered by the college against applicable CMO.	100% of the college programs are granted COPC.		College Dean Area Chairmen							<b>Efficiency:</b> Percentage of curricular programs granted COPC 5 - 100% of the programs are granted COPC 4 - 75% of the programs are granted COPC 3 - 50 % of the programs are granted COPC 2 - Exactly 25% of the programs are granted COPC 1 - Below 25%	

4.2 Recommends changes/revision to the curriculum when necessary	Conducted curriculum review in _____ % of the program.		Dean of Instruction College Dean Program / Department Chairs				<p><b>Quality:</b></p> <p>5 - No corrections 4 - With 1 - 2 corrections 3 - With exactly 3 corrections 2 - With no more than 4 - 5 corrections 1 - With more than 5 corrections</p> <p><b>Timeliness:</b></p> <p>5 - Submitted Revised Curricula for 5 or more working days before the deadline 4 - Submitted Revised Curricula 1 to 4 working days before the deadline 3 - Submitted Revised Curricula Within the deadline 2 - Submitted Revised Curricula a day after the deadline 1 - Submitted Revised Curricula 2 or more days after the deadline.</p>
<b>5.0 Licensure Examination</b>							
	100% of programs that exceed the national average passing rate.		College Dean, Department Head Program Chair Faculty				<p><b>Efficiency:</b></p> <p>Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target. N/A- No licensure exams</p>
	Crafted action plans for ensuring progress of licensure performance. The same is submitted before the target year.		College Dean, Department Head Program Chair Faculty				<p><b>Quality:</b></p> <p>5 - No corrections 4 - With 1 - 2 corrections 3 - With exactly 3 corrections 2 - With no more than 4 - 5 corrections 1 - With more than 5 corrections</p> <p><b>Timeliness:</b></p> <p>5 - Submitted action plan for 5 or more working days before the deadline 4 - Submitted action plan 1 to 4 working days before 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.</p>

<p>5.1 Increases the passing percentage of licensure exam by the graduates over the national average percentage.</p> <p>Conducts root-cause analysis (RCA) for programs with licensure performance lower than national passing average before the start of the semester.</p>		<p>College Dean, Department Head Program Chair Faculty</p>					<p><b>Quality:</b></p> <p>5 - No corrections 4 - With 1 - 2 corrections 3 - With exactly 3 corrections 2 - With no more than 4 - 5 corrections 1 - With more than 5 corrections</p> <p><b>Timeliness:</b></p> <p>5 - Submitted action plan for 5 or more working days before the deadline 4 - Submitted action plan 1 to 4 working days before 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.</p>
<p>_____ % of action plans for ensuring progress of licensure performance were implemented</p>		<p>College Dean, Department Head Program Chair Faculty</p>					<p><b>Efficiency:</b></p> <p>Percentage increase based on the target.</p> <p>5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.</p>
<p>90% of first-time licensure, exam takers passed the licensure exam.</p>		<p>College Dean, Department Head Program Chair Faculty</p>					<p><b>Efficiency:</b></p> <p>Percentage increase based on the target.</p> <p>5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.</p>
<b>6.0 RESEARCH SERVICES</b>							
							<p><b>Quality:</b></p> <p>5 - No revisions 4 - With 1 - 2 revisions 3 - With exactly 3 revisions 2 - With no more than 4 - 5 revisions 1 - With more than 5 revisions</p> <p><b>Timeliness:</b></p> <p>5 - Prepared and submitted a comprehensive 5- year College Research Agenda (CRA) aligned with the University Research Agenda. The college shall also submit an annual recalibrated CRA.</p> <p>Prepared and submitted a comprehensive 5- year College Research Agenda based on needs assessment. A recalibrated CRA is also due for submission before the start of the next calendar year.</p> <p>College Dean, Department Head Program Chair Research Coordinator Faculty</p>

	6.2 Send faculty to capability building in research activities	100% plantilla faculty attended research capability building		College Dean, Department Head Program Chair Research Coordinator Faculty					<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.
6.3 Involve faculty in research activities	20% of faculty engaged in research (based on the total number of plantilla faculty)		College Dean, Department Head Program Chair Research Coordinator Faculty						<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.
	2 Number of research paper completed								<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.
	1 of research paper presented in international/national/regional for a/conferences to the total number of research								<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.
	40% percentage of full-time plantilla faculty with research presentations on national and/or international level								<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.
	1 full time plantilla faculty with awards received for research/creative work								<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.
	1 research collaborations with active MOA								<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.

	1 research published in refereed journals to the total number of research outputs							<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.
6.4 Patenting / Utilization/ Commercialization of Faculty Invention	1 intellectual properties utilized for commercial and industrial purposes. (IP includes Patent, UM, ID, <i>Trademark and Copyrights</i> )		College Dean, Department Head Program Chair Research Coordinator Faculty					<b>Efficiency:</b> Percentage increase based on the target. 5 - Patent Approved 4 - On-going Patent Review 3 - Application filed to IpoPhile 2 - Application filed to University ITSO 1 - Completed Research
	1 intellectual properties not utilized for commercial and industrial purposes. (IP includes Patent, UM, ID, <i>Trademark and Copyrights</i> )							<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - Patent Approved 4 - 60 - On-going Patent Review 3 - 40 - Application filed to IpoPhile 2 - 20 - Application filed to University ITSO 1 - 1 - Completed Research
<b>7.0 SERVICES TO THE COMMUNITY</b>								
7.1 Prepares and submits a comprehensive 5-year College Extension Agenda (CEA) aligned with the University Extension Agenda. The college shall also submit an annual recalibrated CEA.	Prepared and submitted a comprehensive 5- year College Extension Agenda based on needs assessment. A recalibrated CEA is also due for submission before the start of the next calendar year.		College Dean, College Secretary Extension Coordinator Faculty					<b>Quality:</b> 5 - No revisions 4 - With 1 - 2 revisions 3 - With exactly 3 revisions 2 - With no more than 4 - 5 revisions 1 - With more than 5 revisions  <b>Timeliness:</b> 5 - Prepared and submitted a comprehensive 5- year College Research Agenda based on needs assessment 5 or more working days before the deadline 4 - Prepared and submitted a comprehensive 5- year College Research Agenda based on needs assessment to 4 working days before the deadline 3 - Prepared and submitted a comprehensive 5- year College Research Agenda based on needs assessment within the deadline 2 - Prepared and submitted a comprehensive 5- year College Research Agenda based on needs assessment 1 to 4 working days after the deadline
7.2 Sends faculty to capability building involving extension projects/programs implementation	75% of plantilla faculty sent to capability building in extension program/project implementation		College Dean, College Secretary Extension Coordinator Faculty					<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.

7.3 Forges active linkages / partnerships with other organizations /educational institutions	2 active linkages / partnerships with other organizations /educational institutions		College Dean, College Secretary Extension Coordinator Faculty				<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.
7.4 Provides training/ technical advise or services/technology transfer to identified clientele.	800 persons trained weighted by length of training		College Dean, College Secretary Extension Coordinator Faculty				<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.
7.5 Monitors and evaluates implemented extension training program.	100% trainees /clients who rate services rendered as satisfactory or better.		College Dean, College Secretary Extension Coordinator Faculty				<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.
7.6 Engages adopters in profitable enterprise	1 adopter engage in profitable enterprises		College Dean, College Secretary Extension Coordinator Faculty				<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.
7.7. Provides for the utilization of the technologies viable for demonstration project.	1 technology outputs viable for demonstration projects		College Dean, College Secretary Extension Coordinator Faculty				<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.

SUPPORT FUNCTIONS							
8.1 Coordinates and implements educational programs and policies to support the operation of the University. a. Attendance to flag ceremonies and other university-sponsored programs/ activities b. Holding of convocations as prescribed c. Attendance to official duty (Meetings such as Council of Deans, Academic Council, Administrative Council) d. Committee Chairmanships (during Commencement Exercises, Founding Anniversary Celebration, etc.)	Coordinated and implemented educational programs, activities, and policies of the university _____ %	College Dean College Secretary Department Head Program Chair Faculty					<b>Efficiency:</b> Percentage increase based on the target. 5 - 80 - 100% of the target. 4 - 60 - 79% of the target. 3 - 40 - 59% of the target. 2 - 20 - 39% of the target. 1 - 1 - 19% of the target.
SUMMARY OF RATING		TOTAL	Final Numerical Rating		Final Adjectival Rating		
Comments and Recommendation for Development Purposes:							
Assessed by:  I certify that I discussed assessment of the performance employee  Planning Office	Date:	Reviewed by:	Date:	Final Rating by:	Date:  CECILIA N. GASCON, Ph. D. President		
	DATE	(all PMT members will sign/initial)	PMT				
*Legend: Q-Quality E-Efficiency(quantity) T-Timeliness A-Average							