Republic of the Philippines

**TARLAC STATE UNIVERSITY**

Tarlac City

**DEPARTMENT PERFORMANCE COMMITMENT AND REVIEW (DPCR)**

(COLLEGE DEAN)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, commits to deliver and agrees to be

 (*Name / Position) (College/Office/Unit)*

rated on the attainment of the following targets in accordance with the indicated measures for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 *(Rating Period)*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Ratee Date

|  |  |  |
| --- | --- | --- |
| **ADJECTIVAL RATING** | **INDICATOR** | **PERCENTAGE** |
| 5 – Outstanding | Performance exceeded expectations by 30% and above of the planned targets. Performance demonstrated was exceptional in terms of quality, technical skills, creativity, and initiative, showing mastery of the task. Accomplishments were made in more than expected but related aspects of the target. | 130% and above |
| 4 – Very Satisfactory | Performance exceeded expectations by 15% to 29% of the planned targets. | 115% to 129% |
| 3 - Satisfactory | Performance met 90% to 114% of the planned targets.However, if it involves deadlines required by law, it should be 100% of the planned targets. | 90% to 114%100% to 114% |
| 2 – Unsatisfactory | Performance only met 51% to 89% of the planned targets and failed or more critical aspects of the target.However, if it involves deadlines required by law, the range of performance should be 51% to 99% of the planned targets. | 51% to 89%51% to 99% |
| 1 - Poor | Performance failed to deliver most of the targets by 50% and below | 50% and below |

|  |  |  |  |
| --- | --- | --- | --- |
| Recommending Approval:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Vice President for Academic Affairs | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date | Approved:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Representing Head of Office | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MFO** | **PAP** | **Success Indicators** | **Actual Accomplishments** | Q | E | T | A | **Remarks** |
| **I. INSTRUCTION** |
| 1. **Syllabus**
 | Distribution/dissemination and discussion of syllabus with the students by the end of the first week of classes | 100% of faculty members distributed/ disseminated and discussed all syllabi with students by the end of the first week of classes within the college. | *This indicator is Mandatory to all* |   | \* | \* |  |  |
| 100% faculty members submitted the reviewed/ revised syllabus of all their assigned subjects within first week following the end of the semester. | *This indicator is Mandatory to all* | \* | \* | \* |  |  |
| 1. **Teaching Methods/Style**
 | Application of various teaching methods/style relevant in teaching the assigned subject based on the OBTL Plan. | 50% application of teaching methods/style relevant in teaching the assigned subject based on the OBTL Plan by the faculty | *This indicator is Mandatory to all* |   | \* |   |  |  |
| 1. **Teaching Aide/Devices**
 | Utilization of various teaching aids/devices prepared for the utilization in teaching the assigned subject based on the OBTL Plan | 50% utilization of various teaching aids/ devices in teaching all assigned subjects based on the OBTL Plan by the faculty | *This indicator is Mandatory to all* |   | \* |   |  |  |
| 1. **Class Records**
 | Preparation and submission of TOS and assessment tool/s for midterm and final examinations for all assigned subjects during the semester | 100% of faculty prepared and submitted TOS for 2 major/term exams for all assigned subjects during the semester by the college | *This indicator is Mandatory to all* | \* | \* | \* |  |  |
| Posting of Grade sheet/s | 100% of faculty saved and/or posted grades within two (2) weeks after the conduct of the mid-term and final examination in all assigned subjects | *This indicator is Mandatory to all* | \* | \* | \* |  |  |
| Conduct of remedial class/es to failing students *(If applicable/necessary)* | \_\_\_\_\_% of faculty with failing students conducted remedial classes/ exams | *This indicator is Mandatory to all* |   |  \* |  \* |  |  |
| 1. **Licensure Examination Performance**
 | Percentage of first-time licensure exam-takers that pass the licensure exams | \_\_\_\_% of first-time licensure exam-takers pass the licensure exams  | *This indicator is Mandatory to programs with Board Licensure* |   |  \* |   |  |  |
| Performance in the licensure/ board examination relative to national passing percentage | Conduct \_\_\_\_\_ in-house review or other affirmative actions of the college. | *This indicator is Mandatory to programs with Board Licensure* |   | \* |   |  |  |
| 1. **Student Development**
 | Percentage of undergraduate student enrolled in CHED - identified and RDC - identified priority programs | Achieve\_\_\_\_% of undergraduate students enrolled in CHED or RDC priority programs in the college  | *This indicator is Mandatory to all colleges with CHED/RDC priority programs* |   |  \* |   |  |  |
| Number of fulltime students | Achieve \_\_\_\_ of fulltime students enrolled in the college | *This indicator is Mandatory to all* |   | \*  |   |  |  |
| Undergraduate thesis/ research /feasibility studies advisory | \_\_\_\_\_ number of advised undergraduate thesis/research/ project/ feasibility study within the semester | *This indicator is Mandatory to all* |   | \* | \* |  |  |
| Percentage of Employed Graduates | Participate in the conduct of tracer study of the college/program  | *This indicator is Mandatory to all* |   | \* | \* |  |  |
| Percentage of Graduates (2 years prior) that are employed | \_\_\_\_% of graduates of the college in the past two (2) years that are currently employed | *This indicator is Mandatory to all* |   |  \* |   |  |  |
| 1. **Program Quality Assurance**
 | Percentage of Undergraduate programs with accreditation | Achieve\_\_\_\_% of undergraduate programs with accreditation | *This indicator is Mandatory to all* |   | \* |   |  |  |
| 1. **Student Evaluation**
 | Student Evaluation of Teaching Effectiveness | Obtain a Very Satisfactory Student Evaluation Rating  | *This indicator is Mandatory to all* | \* |   |   |  |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **II. Research** | Q | E | T | A | **Remarks** |
| 1. **Research Publication and Presentation**
 | The faculty members are actively engaged in research | \_\_\_ approved research proposals by the end of the year | *This indicator is Mandatory to all* |  | \* | \* |   |  |
| \_\_\_ plantilla faculty member/s over \_\_\_\_ (total plantilla faculty members) have an approved research proposal | *This indicator is Mandatory to all* |  | \* |  |   |  |
| Faculty members are publishing their scholarly works | \_\_\_\_ faculty members with at least 2 publications in the last 3 years | *This indicator is Mandatory to all* |  | \* |  |  |  |
| Research papers with funding from external agencies | Initiate/participate in \_\_\_\_ externally funded research paper | *This indicator is Mandatory to all* |  | \* | \* |  |  |
| Completed research-based paper published in TSU recognized journals | \_\_\_ completed research-based paper/s is/are published in International Recognized Journal | *This indicator is Mandatory to all* |  | \* |  |  |  |
| \_\_\_ completed research-based paper/s is/are published in CHED Accredited Journal | *This indicator is Mandatory to all* |  | \* |  |  |  |
| Finished research papers are presented in Research Conference/Fora | \_\_\_\_ finished research-based papers are presented in International Research Conference/Fora | *This indicator is Mandatory to all and will base on University targets.* |  | \* |  |  |  |
| \_\_\_\_ finished research-based papers are presented in National Research Conference/Fora | *This indicator is Mandatory to all and will base on University targets* |  | \* |  |  |  |
| \_\_\_\_ finished research-based papers are presented in Regional Research Conference/Fora | *This indicator is Mandatory to all and will base on University targets* |  | \* |  |  |  |
| Percentage of graduate school faculty engaged in research work applied in whose research work resulted in an extension program | **Finish** \_\_\_\_\_\_\_ research output/s to be used in extension program within the year | *This indicator is Mandatory to all* |  | \* | \* |      |  |
| 1. **Adoption and Commercialization Initiatives and Production Development**
 | Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries | \_\_\_\_ research outputs in the last three (3) years were utilized by the industry or by other beneficiaries. | *This indicator is Mandatory to all* |  | \* |  |  |  |
| Number of Research Centers | Establish\_\_\_\_ research center(s) in the college  | *This indicator is not Mandatory to all* |  | \* |  |   |  |
| No. of patented invention | \_\_\_\_ research output/s is/are submitted for patenting | *This indicator is Mandatory to those with finished R&D* |  | \* | \* |   |  |
| No. of commercialized invention | \_\_\_\_ research output/s is/are submitted for commercialization | *This indicator is Mandatory to those with finished R&D* |  | \* | \* |   |  |
| **AVERAGE RATING** |   |   |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **II. Community Extension Services and Linkages** | Q | E | T | A | **Remarks** |
| 1. **Community Extension**
 | Deliver extension services to the community | Organized \_\_\_\_ extension programs consistent with the SUC’s mandated and priority programs | *This indicator is Mandatory to all* | \* | \*  | \* |    |  |
| Trained \_\_\_\_ individuals weighted by the length of training | *This indicator is Mandatory to all* | \* | \*  |   |   |  |
| Assisted \_\_\_\_ adopters engaged in profitable enterprises | *This indicator is Not Mandatory to all* | \* | \*  |  |  |  |
| 1. **Industry-Academe Linkages**
 | Establish active linkages and partnerships with other organizations/ educational institutions | Established \_\_\_\_ unique linkages or partnerships with International/ National/ Regional organizations  | *This indicator is Mandatory to all* |   | \* | \* |   |  |
| 1. **Viable Demonstration**
 | No. of Viable Demonstration Projects based on the positive return on investment (ROI) analysis | The college achieved\_\_\_\_\_\_\_\_ viable demonstration project based on positive return of investment (ROI) analysis | *This indicator is not Mandatory to all* |  | \* |  |  |  |
| **AVERAGE RATING** |   |   |   |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **IV. Support to Administration** | Q | E | T | A | **Remarks** |
| 1. **Continuing Professional Development**
 | No. of faculty members and staff who attended Regional/ National Training | 100% of faculty members attended at least 4 hours Regional/ National Training | *This indicator is Mandatory to all* |   | \* |  |   |  |
| No. of faculty members and staff who attended International Training | 100% of faculty members attended at least 4 hours International Training | *This indicator is Mandatory to all* |   | \* |  |   |  |
| 1. **Advanced Education**
 | No. of Doctorate degree holders from the national university, the top 1,000 universities based on world ranking," or in programs with at least Level III accreditation or COE/COD status | \_\_\_\_ Doctorate degree holders in the college | *This indicator is Mandatory to all* |   | \*  |   |   |  |
| No. of Master’s degree holders from the national university, the top 1,000 universities based on world ranking," or in programs with at least Level III accreditation or COE/COD status | \_\_\_\_ Master’s degree holders in the college | *This indicator is Mandatory to all* |   | \*  |   |   |  |
| 1. **Services** **to the College**
 | Support to Student Development Activities | Monitor \_\_\_\_ faculty who Assist/ Serve coaches/ trainers to sports/ athletics, academics, literary or cultural activity. | *This indicator is Mandatory to all* |   | \* | \* |   |  |
| Laboratory | Monitor \_\_\_\_ faculty who assisted/ Served/ In-charge as/to Laboratory Coordinator | *This indicator is not Mandatory to all* |   | \* | \* |   |  |
| 1. **ISO 9001:2015 Compliance**
 | Maintaining the cleanliness and orderliness of all the assigned rooms for each semester as per schedule. | Receive zero (0) non-compliance report (CAR) with respect to classroom maintenance and cleanliness within the semester. | *This indicator is Mandatory to all* |   | \* | \* |   |  |
| Streamlining efforts | Streamline \_\_\_ services in the College | *This indicator is Mandatory to all* |   | \*  | \*  |   |  |
| 1. **SUC Levelling Compliance**
 | Accreditation Status of Program | Oversee and lead preparation for all program accreditation activities | *This indicator is Mandatory to all* |   | \* | \* |   |  |
| Institutional Accreditation | Participate in the preparation of the institutional accreditation | *This indicator is Mandatory to all* |   | \* | \* |   |  |
| COD Programs | Oversee and lead preparation for COD accreditation | *This indicator is not Mandatory to all* |   | \* | \* |   |  |
| COE Programs | Oversee and lead preparation for COE accreditation | *This indicator is not Mandatory to all* |   | \* | \* |   |  |
| 1. **Attendance to College/ University Activities**
 | 100% of participation in all mandatory activities of the College & the University | 100% attendance to all mandatory activities of the College & the University | *This indicator is Mandatory to all* |   | \* | \* |   |  |
| **AVERAGE RATING** |   |   |   |   |   |

|  |  |
| --- | --- |
| **PERFORMANCE FEEDBACK** | **RECOMMENDATION** |
|  |  |

**Note**: If performance evaluation result is Unsatisfactory or Poor, Performance Improvement Plan shall be facilitated by the immediate supervisor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Discussed with:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dean | Assessed/Reviewed by:I certify that I discussed my assessment of the performance to the employee.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Vice President | Recommending Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PMT | Approved by:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Representing Head of Office | **Weight Distribution** |
| **Area** | **Ave. Rating** | **%** | **Weighted Ave.** |
| I. Instruction |  |  |  |
| II. Research |  |  |  |
| III. Community Extension Services & Linkages |  |  |  |
| IV. Support to Administration |  |  |  |
| **FINAL RATING:** |
| Date: | Date: | Date: | Date: | **ADJECTIVAL RATING:** |