OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, DHENBER C. LUSANTA, OIC/Head of the **Ecological Farm and Resource Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 2021 to December 2021**.

Approved:

DHENBER C. LUSANTA
OIC Head of Unit
Date:

MARIA JULIET C. CENIZA
VP for Research, Extension, & Innovation
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
	UMFO 1. ADVANCED EDUCATION SERVICES									
	OVPI MFO 2. Graduate Student Management Services									
		PI 4: Total FTE coordinated, implemented & monitored*	**A.1.** Actual Faculty's FTE assigned	Handles subject/s/courses assigned							
		PI 8: Number of graduate students advised *	**A.2.** Number of students advised	Acts as academic adviser to graduate students	1						
			A.3. Number of students advised on thesis/special problem/dissertation	As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1					
				As GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2					

PI 9: Number of instructional materials developed *	**A.4**. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3					
	A.5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems						
		Prepares Instructional module/laboratory guide/workbook or a combination thereof						
	On-line ready courseware	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught						
	Supplemental learning resources							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.						
	A.6. Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor						
	A.7. Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom						
	A.8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal						
PI 10. Additional outputs:								

UMFO 2. HIGHER EDUCATION SERVICES

OVPI UMFO 3. Higher Education Management Services

PI 5: Total FTE, coordinated, implemented and monitored *	**A.9**. Actual Faculty's FTE	Handles and teaches courses assigned	6	3	5	5	4	4.67
	A.10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	3	5	5	4	4.67

Code	Indicator	Description						
A.11	Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period						
A.12	Number of trainings attended related to instruction	Attend mandated trainings						
A.13	Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	4	5	4	5	4.67
A.14	Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	22	10	5	5	5	4.67
A.15	Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	34	20	5	4	5	4.67
PI 8: Number of students advised: *								
A.16	Number of students advised:	Acts as academic adviser to students	3	6	5	5	5	5.00
A.17	Number of students advised on thesis/ field practice/special problem:							
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2					
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	7					
A.18	Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	50	5	5	5	5.00
PI 9: Number of student organizations advised/ assisted *								
A.19	Number of Student organizations advised	Advises student organizations recognized by USOO						
A.20	Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities						
PI 10: Number of instructional materials developed *								
A.21	Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	3	1	4	5	5	4.67

Output	Activity						
On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	1	5	5	4	4.67
Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	3	5	5	4	4.67
Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	5	5	5	5.00
A 23. Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	2	1	5	5	5	5.00
A 24. Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	5	5	5	5.00
PI 11. Additional outputs							
A 25. Number of Additional outputs accomplished:							
Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.00
Agency/firm/industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5.00
A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	1	4	5	5	4.67

UMFO 3. RESEARCH SERVICES

Performance Indicator	Activity	Description						
PI 1. Number of research outputs in the last three (3) years utilized by the industry or other beneficiaries *	A 27. Number of research outputs in the last three (3) years utilized by the industry or by utilization by industry or other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	4	3	5	4	5	4.67
PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year						
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication						
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences	1	1	5	5	5	5.00
	In refereed int'l journals							
	In refereed nat'l/regional journals							
	In int'l fora/conferences							
	In nat'l/regional fora/conferences							
PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	2	5	5	5	5.00
	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)							
PI 6. Additional outputs*	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns the duly reviewed paper						

Performance Indicator	Activity	Task						
	A.34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output						
	A.35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal						
UMFO 4. EXTENSION SERVICES								
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A.36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	1	5	5	5	5.00
PI 2. Number of trainees weighted by the length of training	A.37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	80	99	5	5	5	5.00
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A.38. Number of extension programs/projects implemented	Implementes duly approved extension projects	2	1	5	5	5	5.00
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A.39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality services	Provides quality and relevant training courses and advisory services	60%					
PI 5. Number of technical/expert services as/in:	A.40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	3					
Research Mentoring	Research Mentor		2	1	4	5	5	4.67
Peer reviewers /Panelists	Peer reviewers/Panelists							

Resource Persons	Resource Persons		3	1	5	4	5	4.67
Convenor/Organizer	Convenor/Organizer							
Consultancy	Consultant							
Evaluator	Evaluator							
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation						
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *							
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal						
	No. of beneficiaries/communities served	Maintains technical assistance to extension communities		63	5	5	5	5.00
	No. of IEC materials/technoguides used	Improvement of technoguides used		11	5	5	5	5.00
	No. of video clips on the preparation of concoction developed							
	Production of vermicast (no. of bags)			100	5	5	5	5.00

UMFO 5. SUPPORT TO OPERATIONS

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*	A 44. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity

Indicator	Description			Q1	Q2	Q3	Average
A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant				0.00
On program accreditations		1					
On institutional accreditations		1					

UMFO 6. General Admin. & Support Services (GASS)

Indicator	Description			Q1	Q2	Q3	Average
PI 2. Zero percent compliant from clients served							
A 46. Customer-friendly frontline services	Provides customer-friendly frontline services to clients	zero complaints from clients	Zero % compliant				
PI 3: Additional Outputs							
A 47. Number of new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/Introduces improvements in performing functions resulting to best practice						
A 48. Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal						
No. of staff supervised and monitored (regular, casual, SRAs, job orders)	Exercises overall supervision of administrative and research project staff	20	20	5	5	5	5.00
No. of administrative meetings conducted	Presides over administrative and reseach project meetings	3	1	5	5	4	4.67
No. of documents (administrative/financial, projects', and incoming) effectively acted							
No. of IGP/STF projects supervised		1	1	5	5	5	5.00
No. of reports reviewed and submitted (e.g. IGP and annual reports)		6	5	5	5	5	5.00
No. of SPMS documents evaluated and signed							
No. of documents filed							
No. of trips monitored			10	5	5	5	5.00

No. of Eco-FARMI vehicle and farm equipment maintainance monitored	6	6	5	5	5	5.00
No. of additional assignments for field staff (grass cutting at the demo farm area)		12	5	5	5	
Total Over-all Rating						165.67
Average Rating						4.87
Adjectival Rating						O

Received by:

DILBERTO O. FERRAREN
Planning Office
Date:

Calibrated by:

DANIEL LESLIE S. TAN
Chairman, PMT
Date:

Recommending Approval:

MARIA JULIET C. CENIZA
Vice President, REI
Date:

Approved by:

EDGARDO E. TULIN
University President
Date: