

"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, JEROME O. ARRIBADO, Head of the **Ecological Farm Resources and 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 **January 2024 to December 2024**

Approved:

JEROME O. ARRIBADO

Head of Unit

Date:

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplish ment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	PI 5: Total FTE, coordinated, implemented and	A 9. Actual Faculty's FTE		Handles and teaches courses assigned	10						
		A 10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	3						

		A 12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1						
		A 14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	10						
		A 14. Number of term exam administered and checked		Administers and checks midterm and final	3						
		A 15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required (per section)	2						
	PI 8: Number of students advised: *	A 16. Number of students advised:		Acts as academic adviser to students							
		A 17. Number of students advised on thesis/ field practice/special problem:									
		<i>As Thesis Adviser</i>		Advises, and corrects research outline	2						
		<i>As SRC Member</i>	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	2						

		A 18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	50						
	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							
		<i>Supplemental learning resources</i>		<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	10						
		A 24. Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1						
UMFO 3. RESEARCH SERVICES											
	PI 3. Number of research outputs completed within the year*	A 28. Number of research proposal created and submitted within the year		Create and submit research proposal	2						
	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 scientific fora/conferences							

		<i>In institutional for a/conferences (In-house review)</i>		Prepares/ reproduces paper for presentation	1						
				Prepares/ consolidates project/study report for RDE in-house Review and Evaluation	1						
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	3						
	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	50						
				Facilitates training/lecture; hands-on	20						
	PI 2. Number of training conducted under extension project	A 38. Number of training conducted under extension project		Conducts trainings under the extension program	4						

	PI 2. Number of trainees participated the training	A 38. Number of trainees participated the training		Conducts trainings under the extension program	75						
	PI 2. Number of visitors/farmers visited and entertained in the Demonstration farm for extension services	A 38. Number of visitors/farmers visited and entertained in the Demonstration farm for extension services		Entertains and assists Demofarm visitors	100						
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance		Provides quality and relevant training courses and advisory services	85%						
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:		Provides the technical and expert services requested by beneficiaries	2						
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		Number of leaflets distributed to the farmers and interested individuals within the year		Design, print, and distribute leaflets to the farmers and interested individuals within the year	150						

		Production of vermicast (no, of bags)		Monitors production and selling of vermicast	350						
		Production of IMO 2		Produces IMO2 (in liter) for rapid decomposition of substrates, farm use, and selling	14						
		Preparation of monthly financial report for IGP		Prepare and submit monthly report	24						
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	A 44. Compliance to all requirements of the QMS 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						
UMFO 6. General Admin. & Support Services											

	PI 2. Zero percent complaint from clients served	A 46. Customer-friendly frontline services		Entertains clients and stakeholders and ensure that their concerns are acted to faculty concerned and helps facilitate the implementation and RDE programs of Eco-FARMI	100 compliant						
				Provides support services and assistance in the operation of the administrative function of Eco-FARMI, and performs other related tasks as maybe assigned from time to time	100 compliant						
				Manage the Eco-FARMI Demonstration Farm and Vermicomposting Project	2						

		No. of documents (administrative/financial, projects', and incoming) effectively acted		Prepares/process administrative documents (OIC Recommendation, Recommendation & Appointment of Project/Study Leader and Project Staff, Leaves, Contract of Service, etc.)	30						
				and financial documents (Cash Advance, Replenishments , CA Liquidation, Payroll, Travel, Travel Request, RIS, Purchase Request, etc.).	30						
				Prepares the Institute's Minutes of Meeting	10						
				Encodes/prepares OPCR/IPCR of the Institute and its administrative staff	12						

	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							
		No. of staff supervised and monitored (regular, casual, SRAs, job orders)		Exercises overall supervision of administrative and research project staff	21						
		No. of administrative meetings conducted		Presides over administrative and reseach project meetings	10						
		No. of IGP/STF projects supervised			2						
		No. of reports reviewed and submitted (e.g. IGP and annual reports)			24						
		No. of SPMS documents evaluated and signed (IPCR and OPCR)			12						
		No. of trips monitored		Conducts research staff to their travel destination and ferries visitors/trainees within VSU main campus and nearby barangays	30						

		No. of Eco-FARMI vehicle and farm equipment maintained		Maintains vehicle and farm equipment to keep them functional	2						
	PI 4: Response to NCs and CARS issuances	Percentage of NCs received and acted			0%						
		Percentage of CARs received and acted			0%						
	Total Over-all Rating										
	Average Rating										
	Adjectival Rating										

Received by:

Calibrated by:

Approved by:

TONI MARC L. DARGANTES

Planning Office

Date:

EDGARDO E. TULIN

Chairman, PMT

Date:

DANIEL LESLIE S. TAN

OIC, President

Date: