

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)



I, MA. ROBELYN A. INSIK, OIC-Head of the CASL commits 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 2021.

[Signature]
MA. ROBELYN A. INSIK
 OIC- Head

[Signature]
MA. JULIET C. CENIZA
 VP for Research, Extension, and Innovation

MFO/PAPS	Success indicators	Target	Actual Accomplishment	Unit/Persons Responsible	Rating				Remarks
					Q1	E2	T3	A4	
MFO 2: Analytical Services	Number of Biological & Environmental Samples Analyzed								
	• Plant	600	519	JRG	5	5	5	5	
	• Organic /Food/Feed	250	220	JRG	5	4.5	4.5	4.67	
	• Soil	700	702	JRG	5	5	5	5	
	• Water	5	3	JRG/MAB	4	4	4	4	
	Number of chemical analyses conducted								
	• Soil Analysis	2000	3291	JRG	5	5	4.8	4.93	
	• Plant Analysis	995	983	JRG	5	5	4.7	4.90	
	• Non-soil Analysis	300	612	JRG	5	5	4.5	4.83	
	• Water analysis	10	9	JRG/MAB	5	5	4.5	4.83	
	Number of Clients served on time and with zero complaint through chemical analysis	50	76	JRG	5	5	5	5	
	Income Generated (Gross)	500,000.00	778,666.00	MRAI/JRG	5	5	5	5	
MFO:3 Extension Services	Number of Visitors (walk-in & arranged), and students oriented/briefed in the laboratory	30	0	MRAI/JRG					Pandemic

	Number of trainings conducted	1	0	MRAICDVG/JRG					Pandemic
MFO:4 Administrative Services	Efficient & customer friendly frontline services	No valid complaints	No valie complaints	JRG/MAB	5	5	5	5	
	Number of equipment/apparatus cleaned /maintained as functional	15	10	JRG/MAB	5	5	5	5	
	Number of equipment/apparatus calibrated	10	5	JRG/MAB	5	5	5	5	
	Number of financial reports prepared & submitted	12	6	JRG	4	4	4	4	
	Number of laboratory results released	50	72	MRAI/JRG	5	4.5	4.5	4.67	
	Number of charge invoice and OR issued	50	19	MRAI/JRG	3	4.5	4.5	4	
	Number of ISO docs prepared/maintained	15	20	JRG	5	4	4	4.33	
Total Over-all Rating								80.16	
Average Rating								4.715	
Adjectival Rating								VS	

Received by:

Calibrated by:

Recommending Approval:

Approved by:



DILBERTO O. FERRAREN
VP for Planning and Res. Gen

Date: NOV. 09 2021



DANIEL LESLIE S. TAN
VP for Administration and Finance

Date: _____



MA. JULIET C. CENIZA
VP for Res. and Ext. & Innov.

Date: _____



EDGARDO E. TULIN
President

Date: 11/9

1 – Quality/effectiveness 2 – Efficiency 3 – Timeliness 4 – Average