OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, JEROME O. ARRIBADO, Director of the **Ecological Farm Resources and Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **January to June 2023**

Approved:

JEROME O. ARRIBADO
Director, Eco-FARMI
Date: 07/04/2023

MARIA JULIET C. CENIZA OIC 7/4/2023
VP for Research, Extension and Innovation

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
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	Handles subjects/courses assigned							Remove Indicators without targets
	PI 8: Number of graduate students advised *	**A 2.** Number of students advised	Acts as academic adviser to graduate students							
		A 3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		As GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A 4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

	PI 9: Number of instructional materials developed *	A 5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		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							
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	11	15.5	5	5	5	5.00	
		A 10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	4	5	5	5	5.00	
		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	2	4	5	5	5	5.00	
		A 13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught		2	5	5	5	5.00	

		A 14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	25	20	5	5	4	4.67
		A 14. Number of term exam administered and checked	Administers and checks midterm and final examination for subjects taught	4	2	5	5	4	4.67
		A 15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	25	29	5	5	4	4.67
PI 8: Number of students advised: *	A 16. Number of students advised:	Acts as academic adviser to students		7	5	5	4	4.67
	A 17. Number of students advised on thesis/ field practice/special problem:							
	As Thesis Adviser	Advises, and corrects research outline and thesis/SP manuscript	8	8	5	5	4	4.67
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	2	5	5	4	4.67
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	4	5	5	4	4.67
	A 18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	34	24	5	5	4	4.67
PI 9: Number of student organizations advised/ assisted *	A 19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00
	A 20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00
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						
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof						
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	25	28	5	5	5	5.00
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.						

		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							
		A 24. Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	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*							
		Agency/firm/Industry linkages	*Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU*							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3. RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	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	2	3	5	5	4	4.67	
	PI 3. Number of research outputs completed within the year*	A 28. Number of research proposal created and approved within the year	Create and conduct approved research	2	2	5	5	5	5.00	
	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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals								
		In refereed nat'l/regional journals								

PI	Activity	Task							
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							
	In institutional for a/conferences (In-house review)	Prepares/ reproduces paper for presentation	1						
		Preapres/ consolidates project/study report for RDE in-house Review and Evaluation	1						
		Serves as facilitator during In-house Review, encode research outputs and evaluation	1						
		Assists/prepares powerpoint presentations	1						
	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							
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
	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 duly reviewed paper							
	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	5	5	5	5	5	5.00	

			Target	Actual					
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	52	5	5	5	5.00	
		Facilitates training/lecture; hands-on	50	56	5	5	5	5.00	
		Prepares power point presentation	1	1	5	5	5	5.00	
		Prepares logbook of attendance	1	1	5	5	5	5.00	
PI 2. Number of training conducted under extension project	A 38. Number of training conducted under extension project	Conducts trainings under the extension program	2	5	5	5	5	5.00	
PI 2. Number of trainees participated the training	A 38. Number of trainees participated the training	Conducts trainings under the extension program	150	79	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	Implements duly approved extension projects	2	1	5	5	5	5.00	
PI 2. Number of OJT/Intern students accepted within the year	A 38. Number of OJT/Intern students accepted within the year	Accepts and assists OJTs/Intern students	6	20	5	5	5	5.00	
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	257	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 and relevance	Provides quality and relevant training courses and advisory services	85%	92.5%	5	5	5	5.00	
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							
Research Mentoring	*Research Mentor*								
Peer reviewers /Panelists	*Peer reviewers/Panelists*								

	Resource Persons	*Resource Persons*							
	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						
		No. of IEC materials/technoguides used	Prepares/ reproduces brochures and leaflets	2					
			Distributes IEC materials to trainees, clients, etc.		4	5	5	5	5.00
		No. of video clips on the preparation of concoction developed		4	4	4	5	5	4.67
		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	350	194	5	5	5	5.00
		Production of vermicast (no, of bags)	Monitors production and selling of vermicast	400	186	5	5	5	5.00
		Production of IMO 2	Produces IMO2 for rapid decomposition of substrates	4	6	5	5	5	5.00
		Preparetion of monthly financial report	Prepare and submit monthly report	12	6	5	5	4	4.67

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	100% compliant	5	5	5	5.00	
	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							
	On program accreditations		100 % compliant	100% compliant	5	5	5	5.00	
	On institutional accreditations		100 % compliant	100% compliant	5	5	5	5.00	
PI 9. Additional Outputs:	Monthly production of vermitea	Produces and monitors production of vermitea	15	10	5	5	5	5.00	
	Utilization of organic inputs in vegetable production	Production of vegetables using organic inputs	8	5	5	5	5	5.00	

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

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	100% compliant	5	5	5	5.00	
		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	100% compliant	5	5	5	5.00	
	Number of research and/or extension activities assigned to provide support	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	2	9	5	5	5	5.00	
		Manage the Eco-FARMI Demonstration Farm	1	1	5	5	5	5.00	
		No. of training conducted as resource speaker		3	5	5	5	5.00	

	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 performfing 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							
		No. of administrative meetings conducted	Presides over administrative and reseach project meetings	3	6	5	5	4	4.67	
		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)		2	6	5	5	4	4.67	
		No. of SPMS documents evaluated and signed								
		No. of documents filed								
		No. of trips monitored		25	43	5	5	5	5.00	
		No. of Eco-FARMI vehicle and farm equipment maintained		6	5	5	4	4	4.33	1st & 2nd quarter Accomplishment
		Number of group of visitors entertained			1	5	5	5	5.00	
	Total Over-all Rating								250.01	
	Average Rating								4.90	
	Adjectival Rating								O	

Received by:

TONI MARC L. DARGANTES
Planning Office
Date: JUL 0 6 2023

Calibrated by:

DANIEL LESLIE S. TAN
Chairman, PMT
Date: JUL 0 6 2023

Approved by:

EDGARDO E. TULIN
University President
Date: July 7, 2023