


"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **Othello B. Capuno**, Director of the **Office of the Vice President for Research and Extension** 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, 2017**.

Approved:


OTHELLO B. CAPUNO
VP for Research and Extension


EDGARDO E. TULIN
University President
Date: _____

Personnel Composition	Position Title/ Designation	Number
Permanent	University Professor/ Director	1
	Associate Professor III	1
	Broadcast Production Supervisor	1
	Admin Aide VI	1
	Admin Aide IV	2
	Admin Aide III	1
Casual	Admin Aide III	3
Contractual	SRA	2
JO	SRA	7
	Science Aide	1
	Utility	1
	Laborer	8
	Sub-TOTAL	29

Rating Equivalents:
5 – Outstanding
4 – Very Satisfactory
3 – Satisfactory
2 – Fair
1 – Poor

MFOs/PAPs	Success Indicators	Targets	Actual Accomplishment (as of September)	Unit/Persons Responsible	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 3: RESEARCH SERVICES									
	PI 1: Number of Outputs Published in CHED-accredited journals/internationally indexed journal/books or book chapter	25	32	Director/with RPO support staff and with assistance from research centers & colleges	5	5	5	5	
	PI 2: Number of Outputs Presented in Scientific <i>fora</i> (Regional/ National/ International/Conferences/ Conventions)	35	45	Research Director/ with RPO support staff and with assistance from research centers & colleges	5	5	4.9	4.97	
	International Fora/ Conferences	10	10						
	In National Fora/ Conferences	5	12						
	In Regional Fora/ Conferences								
	In Local Fora/Conferences	20	23						

	PI 3: Number of Research Projects Conducted and Completed on Schedule	10	17	Research Director/with RPO support staff (MVQSubere & CB Cruz) with assistance from research centers & colleges	5	4.9	4.9	4.93	
	PI 4: Number of research proposals submitted for external funding								
	PI 5: Number of Research Proposals reviewed for internal funding	15	59	Research Director/ RPO support staff (CB Cruz) and research centers & colleges	5	5	4.9	4.97	
	PI 6: Number of Research Proposals approved for internal funding	10	25	Research Director/ RPO and research centers & colleges	5	5	5	5	
	PI 7: Amount of research money generated from external funding	5M	21.6M	Research Director/ with RPO support staff (JB Posas) and research centers & colleges	5	5	5	5	
	PI 8: Amount of research money generated from institutional funding	10M	25.2M	Research Director/ with RPO support staff (CB Cruz) and research centers	5	5	5	5	In coordination with FMO and Budget Office

				& colleges					
	PI 9. Number of research collaboration/partnerships with LGUs, agencies, industry, private individuals, and local entrepreneurs established/maintained	10	23	Research Director/ with RPO support staff (MV Subere & JBPosas) and research centers & colleges	5	5	5	5	
UMFO 4. Extension Services	PI 1.No. of trainings / seminar-workshops conducted/coordinated	45	48	OVPRE, Centers, College, Department, VSU TVET	5.0	4.9	5.0	4.97	
	PI 2.No. of persons trained	1,250	1,300	OVPRE, Centers, College, Department, VSU TVET	4.8	4.9	5.0	4.9	
	PI 3.No. of other extension delivery services conducted/coordinated	3	5	OVPRE, Centers, College, Department, VSU TVET	4.8	5.0	5.0	4.93	
	PI 4. No. of technical advisory service beneficiaries	2000	2300	OVPRE, VSU TVET, Centers, Departments	4.9	5.0	4.8	4.9	
	PI 5. No. of IEC materials/R&E corporate publications	7	10	OVPRE, VSU TVET, Centers,	4.5	4.9	5.0	4.8	

	produced on time			Departments					
	PI 6. No. of publications circulated on time	4	4	OVPRE	4.8	5.0	4.9	4.9	
UMFO 4. ADMIN. SERVICES	PI 1: Transportation requests served	60	101	Admin Aide IV (AN Banayag)	5	5	5	5	
	PI 2: Vehicle maintenance	100%	100%	Admin Aide IV (AN Banayag)	5	4.9	5	4.97	
	PI 3: On call service when requested	100%	100%	Admin Aide IV (AN Banayag)	5	4.9	5	4.97	
UMFO 5: RESEARCH SERVICES									
A. Research Faculty Development Services	PI 1: Number of faculty pursuing advanced research degree programs (MS, PhD) facilitated, monitored and assisted	2	9	Director/ RPO/ research centers & colleges	5	5	5	5	
B. Research Faculty Evaluation Services	PI 1: Number of in house reviews/ seminars/ trainings/ conventions/ workshops coordinated/ conducted/ attended	1	1	Director/with RPO support staff / Center Directors with support staff and technical experts from other units	5	5	5	5	
	PI 2: Number of research	140	155	Director/with RPO support staff/	5	5	5	5	

	projects monitored/ facilitated for review (during the Annual In-house Review)			research centers & colleges					
	PI 3: Number of R&D programs/ projects monitored	60	220	RPO / Director/with support staff (MVQSubere)	5	5	5	5	
C. Research Administratio n Services	PI 1: Number of documents/papers recorded and delivered	1,530	3,010	Admin. Aide III (JB Posas)	5	4.9	5	4.97	
	PI 2: Number of vouchers, PRs, payrolls, trip tickets, job orders, appointments followed up	820	1525	Admin. Aide III (JB Posas)	5	5	5	5	
	PI 3: Number of copies reproduced	2,200	3,525	Admin. Aide III (JB Posas)	5	5	5	5	
	PI 4: Number of notices of meetings distributed to research centers/ colleges/ departments	1,030	2,025	Admin. Aide III (JB Posas)	5	4.9	5	4.97	
	PI 5: Percentage of facilitative services against time Office operations and facilitation/transaction of related matters and documents	100%	100%	Director and VP- OVPRE with RPO support and unit staff concerned	5	5	4.9	4.97	

	PI 6: No. of documents prepared and facilitated (PR, RS, Job Contact, Travel Orders, Trip Tickets, PO, Application for Leave, Payrolls, etc., for VP approval	258	416	Admin Aide III (MSta. Iglesia)	5	5	4.9	4.97	
	PI 7: No. of Incoming documents/ papers for VP approval	225	230	Admin Aide VI (FRL Diaz)	4.9	4.9	4.9	4.9	
	PI 7: No. of Incoming documents/ papers for VP approval	1,290	1,694	Admin Aide III (MSta. Iglesia)	5	4.9	4.9	4.93	
	PI 8: No. of visitors entertained	230	235	Admin Aide III (MSta. Iglesia) & VI (FRL Diaz)	5	5	5	5	
	PI 9: No. of meetings scheduled and facilitated	300	350	Admin Aide III (MSta. Iglesia) & VI (FRL Diaz), RPO Support Staff concerned	5	5	5	5	
	PI 10: Number class evaluation facilitated	18	20	Admin Aide VI (FRL Diaz)	5	5	5	5	
PI 12 : ADDITIONAL OUTPUTS	A1 : Number of research output publication produced/ related technical	1	2	Director/ with OVPRE support staff (MVSubere,	4.9	4.9	4.9	4.9	Research Manual, RDE Highlights

	publication/ Research Manual produced and distributed			EGCaña, EBTapayan) and authors from other units					
	A 2: Number of consolidated, validated and compiled data/ records	5	11	Director/with RPO support staff	4.9	4.9	4.9	4.9	
Total Overall Rating								168.72	
Average Rating								4.96	
Adjectival Rating								O	Outstanding

Received by:

Planning Office

Date: _____

Calibrated by:

REMBERTO A. PATINDOL
PMT

Date: _____

Recommending Approval:

Othello B. Capuno
OTHELLO B. CAPUNO
Vice President

Date: _____

Approved by:

Edgardo E. Tulin
EDGARDO E. TULIN
President

Date: _____

*Rating Code: 1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average