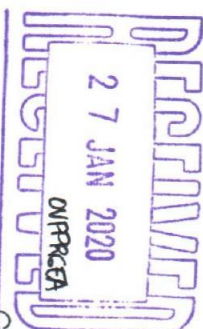




Visayas State University  
NATIONAL COCONUT RESEARCH CENTER - VISAYAS  
Visca, Baybay City, Leyte



OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, MARIA JULET C. CENIZA, Director of the National Coconut Research Center - Visayas, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2019.

*Maria Juliet C. Ceniza*  
MARIA JULET C. CENIZA  
Director

Date: \_\_\_\_\_

*Jose L. Bacusmo*  
JOSE L. BACUSMO  
Director for Research

Date: \_\_\_\_\_

Approved:

*Othello B. Dapuno*  
OTHELLO B. DAPUNO

Vice President for Research & Extension

Date: \_\_\_\_\_

MFO No.	MFOs/PAPs	Success Indicator (SI)	Persons Responsible	Target	Rating						Remark
Advanced Education Services					Actual Accomplishment	Quality	Efficiency	Timeliness	Average		
Higher Education Services											
	NCRC MFO 1. Curriculum Program Management										
	Total FTE monitored	Required workload/FTE: units for instruction complied	NCRC Core/ Faculty Researchers	8	79.05	5	5	5	5.00		
	MFO 2. Student Management Services										
	Effective instruction delivery services to contribute to the development of human resources	A1. Number of graduates within the prescribed period	NCRC Core Faculty Researchers								
		Masters		1	10	5	5	5	5.00		
		Baccalaureate		2	8	5	5	5	5.00		



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		National		1	4	5	5	5	5	5.00	
		Regional		1	3	5	5	5	5	5.00	
		A13. Number of crop varieties conserved and utilized by clients and industries	NCRC Core Faculty Researchers & SRAs	4	46	5	5	5	5	5.00	
		A14. Number of technologies generated and utilized by industries and farmers or other clients.	NCRC Core Faculty Researchers & SRAs	2	3	5	5	5	5	5.00	
		Extension/Production Services									
		Efficient and effective community engagement for sustainable livelihood of clients and sound environment	A15. Number of person-days trained weighted by length of training	175	435	5	5	5	5	5.00	
			NCRC Core Staff, SRA/Aide, Admin. Aide								
		A16. Number of IEC materials/technologies developed/used	NCRC Core Staff, SRA/Aide, Admin. Aide	5	15	5	5	5	5	5.00	
		A17. Number of beneficiaries served with technical assistance	NCRC Core Faculty Researchers and SRAs								
		Groups		8	10	5	5	5	5	5.00	
		Individuals		250	260	4	5	5	5	4.67	
		A18. Number of technical/expert services	NCRC Core Faculty Researchers								
		Research Mentoring		1	9	5	5	5	5	5.00	
		Peer Reviewers/Panelists		1	2	5	5	5	5	5.00	
		Resource Persons		2	3	5	5	5	5	5.00	
		Consultancy		1	1	4	5	5	5	4.67	
		Convenor/Organizer									
		Evaluator		1	2	5	5	5	5	5.00	
		A19. Number of extension projects conducted and/or completed on schedule	NCRC Core Staff, SRA/Aide, Admin Aide, Laborers	1	14	5	5	5	5	5.00	
		A20. Number of extension proposal submitted	NCRC Core Staff, Admin Aide	1	4	5	5	5	5	5.00	
		A21. Percent of extension proposals approved	NCRC Core Staff	50%	100%	5	5	5	5	5.00	
		A22. Amount of extension money generated from external funding (Thousand Php)	NCRC Core Staff	50,000	15M	5	5	5	5	5.00	
		A23. Amount of extension money generated from institutional funding (Thousand Php)	NCRC Core Staff	150,000	0.8M	5	5	5	5	5.00	



	A24. Number of copies of IEC materials distributed	NCRC Core Staff, SRA/Aide, Admin Aide	150	780	5	5	5	5	5.00
	A25. Number of linkages/partnership forged (Regional/Local)	NCRC Core Staff	1	2	5	4	5	4.67	
	A 26: Number of exhibits/agro-fairs participated (National Regional)	NCRC Core Staff, SRA/ Aide/Admin aide, Laborers	2	8	5	5	5	5.00	
	A 27. Production of biological control agents (Parasitoids) and entomopathogens	NCRC Core Staff, SRA, Laborer	250	3385	5	5	5	5.00	
	Support to Operation (STO)								
	MFO 6. Income Generating and Production Services								
	Sustainable income generation activities to support University activities	NCRC Core Staff, SRA/Aide, Admin Aide, Laborers	10%	14%	5	5	5	5.00	
	A29. Number of STF/IGP's monitored, supervised and managed	NCRC Core Staff, SRA/Aide, Admin Aide, Laborers	2	11	5	5	5	5.00	
	A30. Number of technologies commercialized used by the industry	NCRC Core Staff, SRA/Aide, Laborers	1	5	5	5	5	5.00	
7	Faculty Evaluation Services								
	Capability enhancement, development and evaluation services conducted	NCRC Core Staff							
	A31. Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted								
	A32. Number of seminars/trainings/workshops coordinated for the entire University	NCRC Core Staff	1	2	5	5	4	4.67	
	A33. Number of seminars/trainings workshops coordinated outside the University	NCRC Core Staff and Res. Staff	1	2	4	5	5	4.67	
	A34. Number of in-house seminars/trainings/workshops/reviews conducted/attended	NCRC Core Staff and Res. Staff	3	10	5	5	5	5.00	
	General Administration and Support Services (GAAS)								
8	Administrative and Facilitative Services								

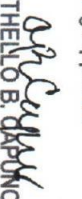
	Efficient and customer friendly frontline services	A35. Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	NCRC-V Core Staff	1	16	5	5	5	5.00	
		A36. Percentage implementation of SPMS & PBB	NCRC-V Core Staff, SRA/Aide, Admin Aide	80%	100%	5	5	5	5.00	
	Efficient office management and maintenance	A37. Number of NCRC-V personnel supervised and monitored	NCRC-V Core Staff, SRA/Aide, Admin Aide	30	52	5	5	5	5.00	
		A38. Number of NCRC-V meetings conducted	NCRC-V Core Staff, SRA/Aide, Admin Aide, Laborers	6	20	5	5	5	5.00	
		A39. Number of documents reviewed/evaluated, signed and approved	NCRC-V Core Staff, SRA/Aide, Admin Aide	300	800	5	5	5	5.00	
		A40. Number of University committees/council meetings attended	NCRC-V Core Staff, SRA/Aide, Admin Aide	6	18	5	5	5	5.00	
		A41. Number of reports prepared/reviewed/submitted, data and other information requested by other offices	NCRC-V Core Staff SRA/Aides, Admin Aide	3	30	5	5	5	5.00	
		A42. Number of repairs/improvements of structures/facilities of the center supervised and monitored	NCRC-V Core Staff SRA/Aide, Admin Aide/Laborers	1	3	5	5	5	5.00	
		A43. Number of visitors/clients/investors briefed and entertained	NCRC-V Core Staff, SRA/Aide, Admin Aide	50	600	5	5	5	5.00	
		A44. Number of Plane tickets booked/arranged	NCRC-V Core Staff, SRA/Aide, Admin Aide	5	15	5	5	5	5.00	
		A45. Number of faculty evaluation facilitated	NCRC-V Core Staff, SRA/Aide, Admin Aide	5	20	5	5	5	5.00	
		A46. Number of documents photocopied/scanned	NCRC-V Core Staff, SRA/Aide, Admin Aide	125	1065	5	5	5	5.00	
		A47. Number of office e-mail sent, attachment downloaded/printed	NCRC-V Core Staff, SRA/Aide, Admin Aide	10	350	5	5	5	5.00	
		A48. Number of documents sorted	NCRC-V Core Staff, SRA/Aide, Admin Aide	150	975	5	5	5	5.00	
		A49. Number of documents bound	NCRC-V Core Staff, SRA/Aide, Admin Aide	3	55	5	5	5	5.00	



	A50. Number of trips completed for in-campus & out-campus trips to conduct/fetch NRC Personnel to their destinations	Admin Aide III (Driver)	25	100	5	5	5	5	5.00	
	A 51. Number of documents prepared/processed (i.e. travel, payrolls, appointments, replenishments, PRs, RIs, fuel vouchers, trip tickets, PMP, etc).	Admin Aide VI	150	749	5	5	5	5	5.00	
	Other Services:	Prepares Workload, PASUC (QCE, NBC 461), Class Schedule of Center Core Staff	5	6	5	5	5	5	5.00	
		Prepares Project/Study Leaders appointment	6	15	5	5	5	5	5.00	
		Prepares/computerize communications, notice of meetings, etc.	35	80	5	5	5	5	5.00	
		Print monthly DTRs of NCRC staff	11/month	11	5	5	5	5	5.00	
		Maintain/check the NCRC-V vehicles to ensure its availability, cleanliness and good running condition.	3x a week maintained /checked	4x a week	5	5	5	5	5.00	
	Filing Services	Receive, distribute, and file documents/communications	100	350	5	5	5	5	5.00	
Average Rating			4.970	Comments and Recommendations for Development Purpose:						
Punctuality										
Approved Additional Points (w/ copy of Approval)										
FINAL RATING			4.970							
ADJECTIVAL RATING			OUTSTANDING							

Received by:  **DILBERTO FERRAREN, PhD**  
Vice President for Planning, Resource Generation and External Affairs

Calibrated by:  **REMBERTO K. PATINDOL**  
PMT

Recommending Approval  **OTHELLO B. DAPUNO**  
Vice President for Research & Extension

Approved:  **EDGARDO E. TULIN**  
President