

"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **DHENBER C. LUSANTA**, OIC/Head of the **Ecological Farm and Resource Management Institute (Eco-FARMI)**, commits to deliver and agrees to be rated of the attainment of the following accomplishment in accordance with the indicated measures for the period July 2022 to December 2022

DHENBER C. LUSANTA

Head of Unit

Date: 1/15/23

Approved:

MARIA JULIET C. GENIZA 1/12/23
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	Efficiency	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	1.5	0.88	5	5	5	5.00	PPG - (5hrsx1)/9 = 0.55; FMG - Taught 1 graduate course (ECON 214 with 1 student)
	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	1	1	5	5	5	5.00	
		As GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5.00	

		A 4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	2	5	5	5	5.00	PPG - 1 ; FMG - Entertained the ECON 214 Student who consulted several times
	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		1	5	5	5	5.00	FMG - Improved the instructional materials for ECON 214
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1						
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	3	5	5	5	5.00	PPG - 2 ; FMG - Prepared the powerpoint presentation per topic for ECON 214 (the indicated number corresponds to the number of courses taught during the semester)
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	1	9	5	4	5	4.67	
		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 Moodle or Google Classroom		1	4	5	5	4.67	FMG - Improved themoodle virtual classroom for ECON 214.
	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	14	10.03	5	5	5	5.00	FMG - Taught 1 undergraduate course (AgEc 197 - Methods of Agricultural Research) with only 2 students; JOA - Actual Accomplishment was based on actual teaching workload
		A 10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	FMG - 1; JOA - Actual accomplishment was based on 3 sections taught; DCL - 2
		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	5	1	4	5	5	4.67	JOA - actual accomplishment was a number of student
		A 12. Number of trainings attended related to instruction	Attend mandated trainings	2	1	5	5	4	4.67	JOA - 1
		A 13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	9	5	5	5	5.00	JOA - actual accomplishment was based on number of subject taught; DCL - 8
		A 14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	27	31	5	5	5	5.00	JOA - actual accomplishments was based on 3 sections in 1 subject taught; DCL - 16
		A 15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	35	28	4	5	5	4.67	JOA - actual accomplishment was based on the total number of exercise; DCL - 20
	PI 8: Number of students advised: *	A 16. Number of students advised:	Acts as academic adviser to students	1	5	5	5	5	5.00	
		A 17. Number of students advised on thesis/ field practice/special problem:			8	5	5	5	5.00	JOA - total number of student advised including the VSU Villaba Campus students
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript		5	5	5	5	5.00	JOA -1; DCL - 5

		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	7	6	4	5	5	4.67	
		A 18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	40	49	5	5	5	5.00	JOA - total number of students who were entertained for consultation; FMG - only 2 students enrolled in AgEc 197 ; DCL - 2
	PI 9: Number of student organizations advised/ assisted *	A 19. Number of Student organizations advised	Advises student organizations recognized by USOO		1	5	5	5	5.00	JOA - the same student organization as of Jan-June 2022
		A 20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	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>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	4	5	4.67	
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5	22	5	5	5	5.00	FMG - prepared powerpoint presentations for AgEc 197 ; JOA - number of powerpoint presentation shared/given to the students in 3 sections ; DCL - 2
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	3	15	5	5	5	5.00	FMG - prepared and checked long/term examinations, quizzes. Exercises, and reports for AgEc 197 ; JOA - number of subject taught with quizzes ; DCL - 4
		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	1						

		A 24. Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	3	4	5	4	5	4.67	FMG - improved the moodle virtual classroom for AgEc 197 ; JOA - number of subject created/operated with classroom; DCL - 2
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		<i>Program accreditation/evaluation</i>	<i>Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation</i>							
		<i>Agency/firm/Industry linkages</i>	<i>Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU</i>	1						
		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	3						
	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	3	3	5	5	5	5.00	FMG - served as technical expert and project staff of 2 research projects: (1) enhancing climate-resilient agriculture using information support tools in vegetable production in Leyte, Philippines (e-CRISP) and (2) Inter-consortia Convergence in Socio-economics R&D: Institutionalization of the socio-economics ; JOA - the project was extended

	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							
		<i>In refereed int'l journals</i>		1						
		<i>In refereed nat'l/regional journals</i>		3	1	5	5	5	5.00	FMG - submitted the revised draft of the chapter on value chain and profitability (more details provided) for PCAARRD's book titled the Philippines Recommends for Shrimps.
	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 int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		2						
	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	3	1	5	4	5	4.67	
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			1	4	5	5	4.67	
		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		1	5	4	5	4.67	
		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	3	4	5	5	5	5.00	JOA - 2 ; DCL - 2
	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	65	133	5	5	5	5.00	FMG - two-thirds of the pre-registered participants did not attend the Online Training-workshop ; JOA - total number of individual/farmers participated the training ; DCL - 50
			Facilitates training/ lecture; hands-on		30	5	5	5	5.00	RGM - facilitate training/ lecture on Vermiculture
	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	3	1	5	5	5	5.00	FMG - Served as Technical Expert of the project Enhancing Capacity in Socio-Economic Analytic through the Visayas Socio-Economic Research and Data Analytic Center (ViSERDAC) ; JOA - the extension project is still the project reflected in Jan-June 2022
	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	65.00	96.00	5	5	5	5.00	FMG - All the participants of the Online Training-Workshop on Financial Analysis and Investment Appraisal of Technology while 92.86% of the participants in the production and marketing management training rated the training courses as satisfactory or higher.

	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	1	2	5	5	5	5.00	
	Research Mentoring	Research Mentor								
	Peer reviewers /Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		3	3	5	5	5	5.00	FMG - served as resource person in the Production and Marketing Management Training and Online Training-Workshop on Financial Analysis and Investment Appraisal of Technology ; JOA - 1
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant		1						
	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		1	5	5	4	4.67	
	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	3						
		No. of IEC materials/technoguides used	Improvement of technoguides used	10						
		No. of video clips on the preparation of concoction developed		1						
	Production Activities:	Production of vermicast (no. of bags)	Monitors production and selling of vermicast		115	5	5	5	5.00	RGM - incharge in vermiculture project

		Production of IMO 2	Produces IMO2 for rapid decomposition of substrates		4	5	5	5	5.00	RGM - incharge in vermiculture project
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 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	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	100% compliant	100% compliant	5	5	5	5.00	
		<i>On program accreditations</i>		100% compliant	100% compliant	5	5	5	5.00	
		<i>On institutional accreditations</i>		100% compliant	100% compliant	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	Provides customer-friendly frontline services to clients	Zero % complaint	Zero complaints	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	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 research and extension function of Eco-FARMI, and performs other related tasks as maybe assigned from time to time		11	5	5	5	5.00	2 farmes associations trained on Biofertilizer Production in Bato and Merida, 6 OJT studnets supervised, 1 barangays in 1 LGUs regularly visited, participated in Agri-Fisherfolks Fair 2022, receipt and installation of 50-m tunnel issued by DA

			Manage the Eco-FARMI Demonstration Farm		1	4	5	5	4.67	OBB - As agricultural Technician II
	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							
		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	20	22	4	5	5	4.67	3 regular core staff, 3 regular admin staff, 1 casual SRA, 15 Jos
		No. of administrative meetings conducted	Presides over administrative and research project meetings	4 meetings	2	5	5	5	5.00	Faculty and Staff meeting
		No. of documents (administrative/financial, projects, and incoming) effectively acted		24						
		No. of IGP/STF projects supervised		1	1	4	5	5	4.67	JOA - the IGP project is still the project reelected last Jan-June 2022
		No. of reports reviewed and submitted (e.g. IGP and annual reports)		5	8	5	5	5	5.00	JOA - number of financial, Research and extension reports reviewed and submitted from Jan. - June 2022
		No. of preparation of monthly financial report			6	5	5	4	4.67	RGM - as an incharge of the vermiculture project; prepares financial report every month.

		No. of SPMS documents evaluated and signed	Encodes/prepares OPCR/IPCR of the Institute and its administrative staff	12	2	5	5	4	4.67	
		No. of documents filed		60						
		No. of trips monitored	Conducts research staff to their travel destination and ferries visitors/trainees within VSU main campus and nearby barangays	6	25	5	5	4	4.67	GPV - as an Admin Aide III (driver)
		No. of trips requested driving/ service from other department	Accepted request for driving/services from other department		10	5	5	5	5.00	GPV - as an Admin Aide III (driver)
		No. of Eco-FARMI vehicle and farm equipment maintainance monitored	Maintains vehicle and farm equipment to keep them functional	8	6	5	4	5	4.67	GPV - as an Admin Aide III (driver)
		Monthly production of vermitea	Produces and monitors production of vermitea		10	5	5	5	5.00	RGM - as incharge in vermiculture project
		Utilization of organic inputs in vegetable production	Production of vegetables using organic inputs		5	5	5	5	5.00	RGM - as incharge in vermiculture project
	Total Over-all Rating								288.67	
	Average Rating								4.89	
	Adjectival Rating								O	

Received by:



TONI MARC L. DARGANTES

Planning Office

Date: **JAN 18 2023**

Calibrated by:



DANIEL LESLIE S. TAN

Chairman, PMT

Date:

Approved by:



EDGARDO E. TULIN

University President

Date: **1/20/2023**