

Visayas State University

RESEARCH AND EXTENSION

Visca, Baybay City Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW

I, LUCIA M. BORINES, Unit Head, Plant Disease Diagnostic Laboratory commits to deliver and agree to be rated on the attainment of the following targets and accomplishment in accordance with the indicated measures for the period July to December 2017.

Lucia M. Borines
LUCIA M. BORINES
Head, PDDL

Othello B. Capuno
OTHELLO B. CAPUNO
VP for Research and Extension
Date:

MFO No.	MFO Description	Success Performance Indicator (P)	Units/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
OVPRE MFO I	Research and Support Services	Number of researchers and students that used the laboratory facilities with close supervision	Head and SRS	12	50	4.5	4.5	4.5	4.5	
MFO:2	Extension Services	Number of walk-in clients like students, researchers, visitors that demands orientation of the activities of the laboratory and consultation services	Head and SRS PDDL	20	145	4.7	4.7	4.7	4.7	
		Number of Farm Field Visits	Head and SRS	1	12	4.5	4.5	4.5	4.5	

MFO:3	Trainings Conducted	Number of persons – days trained weighted by length (PCR Hands on Training)	Head and SRS	3	17	4.8	4.8	4.8	4.8	
MFO:4	Diagnostic Services	Number of clients served through molecular analysis, microbial analysis, isolation and purification of microorganisms	Head and SRS	15	56	4.5	4.5	4.5	4.5	
		Number of samples analyzed	Head and SRS	55	262	4.8	4.8	4.8	4.8	
		Number of clients served on time and with zero complaint	SRS	15	60	4.6	4.6	4.6	4.6	
		Number of printed laboratory results released	Head and SRS	5	10	4.5	4.5	4.5	4.5	
MFO:5	IEC Materials Distributed	Number of DVD and EEC Materials Distributed	Head and SRS	2	5	4.5	4.5	4.5	4.5	
MFO:6	Administrative Services	Number of prepared and signed Purchase Request, Reimbursement Vouchers, Travel Vouchers, Job Request, Telephone bill payments, vouchers, contract and other documents and make follow-up	Head and SRS	20	60	4.5	4.5	4.5	4.5	
		Number of equipment facilitated, acquired and repaired in the laboratory	Head and SRS	2	5	4.5	4.5	4.5	4.5	
		Number of Routine laboratory Activities	SRS	50%	100%	4.6	4.6	4.6	4.6	
		Number of Trainings Attended	Head and SRS	10	15	4.6	4.6	4.6	4.6	

	Income Generating Services: CASH In KIND (Laboratory supplies,, reagents etc.)	Head and SRS	P 1, 000. 00 P20,000. 00	14,325.90 147,000.00	4.5 4.5	4.5 4.5	4.5 4.5	4.5 4.5	
	Number of laboratory annual accomplishment reports (power point presentation, hard copy, OPCR, IPCR) Efficient and customer friendly frontline services	Head and SRS	4	15	4.7	4.7	4.7	4.7	
		SRS	10	65	4.5	4.5	4.5	4.5	
Total Over-all Rating								77.8	
Average Rating								4.57	
Adjectival Rating								Outstanding	

Received by:

Calibrated by:

Recommending Approval:

Approved by:

DANIEL M. TUDTUD JR.
Planning Officer
Date:

REMBERTO A. PATINDOL
Chairman, PMT
Date:

OTHELLO B. CAPUNO
Vice Pres. for Rand E
Date:

EDGARDO E. TULIN
President
Date: