"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 **July to December, 2018**.

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	28	Director/with RPO support staff and with assistance from research centers & colleges	5	5	5	5	
	PI 2: Number of Outputs Presented in Scientific *fora* (Regional/ National/ International/Conferences/ Conventions)	50	60	Research Director/ with RPO support staff and with assistance from research centers & colleges	5	5	5	5	
	International Fora/ Conferences	11	13		5	5	5	5	
	In National Fora/ Conferences	12	20		5	5	5	5	
	In Regional Fora/ Conferences	16	21		5	5	5	5	
	In Local Fora/Conferences	32	105		5	5	5	5	
	PI 3: Number of Research Projects Conducted and Completed on Schedule	52	70	Research Director/with RPO support staff (MVQSubere:CB	5	4.9	4.9	4.93	

				Cruz) with assistance from research centers & colleges					
	PI 4: Number of research proposals submitted for external funding	7	25	Research Director/ RPO Support Staff (AMBibera) with assistance from research centers & colleges	5	5	5	5		
	PI 5: Number of Research Proposals reviewed for internal funding	7	10		5	5	5	5		
	PI 6: Number of Research Proposals approved for internal funding	5	8		5	5	5	5		
	PI 7: Amount of research money generated from external funding	6M	16M	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									
	PI 9. Number of research collaboration/partnerships with LGUs, agencies, industry, private individuals, and local entrepreneurs established/ maintained	5	20	Research Director/ with RPO support staff and research centers & colleges	5	5	5	5		

	PI 10. Number of research-related awards/ recognitions (faculty, staff & students)	5	15	Research Director/ with RPO support staff, research centers & colleges	5	4.9	4.9	4.93
UMFO 4. Extension Services	PI 1.No. of trainings / seminar-workshops conducted/coordinated	43	50	OVPRE, Centers, College, Department, VSU TVET	4.8	5.0	5.0	4.93
	PI 2.No. of persons trained	2,618	2,835	OVPRE, Centers, College, Department, VSU TVET	5.0	4.9	5.0	4.97
	PI 3.No. of other extension delivery services conducted/coordinated	4	8	OVPRE, Centers, College, Department, VSU TVET	4.8	4.9	4.9	4.87
	PI 4. No. of technical advisory service beneficiaries	3,900	4,205	OVPRE, VSU TVET, Centers, Departments	5.0	5.0	4..9	4.97
	PI 5. No. of IEC materials/R&E corporate publications produced on time	10	15	OVPRE, VSU TVET, Centers, Departments	4.8	5.0	5.0	4.93
	PI 6. No. of publications	6	9	OVPRE	5.0	4.9	5.0	4.97

	circulated on time								
UMFO 4. Admin. Sewrvices	PI 1: Transportation requests served	65	107	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 (PhD) facilitated, monitored and assisted	4	11	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	6	19	RPO / 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 projects monitored/ facilitated for review (during	145	163	Director/with RPO support staff	5	5	5	5	

	the Annual In-house Review)							
	PI 3: **Number of R&D programs/ projects monitored**	65	192	Director/with support staff (MVQ Subere)	5	5	5	5
C. **Research Administration Services**	PI 1: **Number of documents/papers recorded and delivered**	1,600	3,212	Admin. Aide III (JBPosas)	5	4.4	5	4.8
	PI 2: **Number of vouchers, PRs, payrolls, trip tickets, job orders, appointments followed up**	850	1,907	Admin. Aide III (JBPosas)	5	5	5	5
	PI 3: **Number of copies reproduced**	2,300	3,604	Admin. Aide III (JBPosas)	5	5	5	5
	PI 4: **Number of notices of meetings distributed to research centers/ colleges/ departments**	1,060	2,070	Admin. Aide III (JBPosas)	5	5	5	5
	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 staff and unit staff concerned	5	5	5	5
	PI 6: **No. of documents prepared and facilitated (PR, RS, Job Contact, Travel**	284	468	Admin Aide III MSIglesia)	5	5	4.9	4.97

	Orders, Trip Tickets, PO, Application for Leave, Payrolls, etc., for VP approval							
	PI 7: No. of Incoming documents/ papers for VP approval	235	250	Admin Aide VI (FRLDiaz)	5	5	5	5
	PI 7: No. of Incoming documents/ papers for VP approval	1,200	1,800	Admin Aide III (MS Iglesia)	5	4.9	4.9	4.93
	PI 8: No. of visitors entertained	250	415	Admin Aide III (MSIglesia) & VI (FRLDiaz)	5	5	5	5
	PI 9: No. of meetings scheduled and facilitated	110	150	Admin Aide III (MSIglesia) & VI (FRLDiaz), RPO support staff	5	5	5	5
	PI 10: Number class evaluation facilitated	23	24	Admin Aide VI (FRLDiaz)	5	5	5	5
PI 12 : ADDITIONAL OUTPUTS	A1 : Number of research output publication produced/ related technical publication / Research Manual produced and distributed	2	5	Director/with OVPRE support staff and authors from other units	5	5	5	5

	A 2 : Number of clientele served/registered during farmers field day	1,900	2,300	RPO support staff and volunteer student organizations	5	5	5	5	
	A 3: Number of consolidated, validated and compiled data/ records	6	12	Director/with RPO support staff concerned	4.9	4.9	4.9	4.9	
Total Over-all Rating								199.04	
Average Rating								4.98	
Adjectival Rating								O	**Outstanding**

Received by:

_____
Planning Office

Date:_____

Calibrated by:

REMBERTO A. BATINDOL, Phd
PMT
Administration and Finance

Date:_____

Recommending Approval:

OTHELLO B. CAPUNO
Vice President

Date:_____

Approved by:

EDGARDO E. TULIN
President

Date:_____

*Rating Code: *1 – quality*   *2 – Efficiency*   *3 – Timeliness*   *4 – Average*