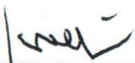# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, ROMEL B. ARMECIN, OIC/Head of the **Ecological Farm and Resource Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January 2020 to June 2020**.

Approved:

ROMEL B. ARMECIN
Head of Unit
Date:

OTHELLO B. CAPUNO
Vice President, RDE
Date:

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OVPPRGAS

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	1.495	3.78	5	5	5	5	
	PI 8: Number of graduate students advised *	A 2. Number of students advised	Acts as academic adviser to graduate students	1	3	5	5	5	5	
		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	2	5	5	5	5	
		As GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	5	5	5	5	
		A 4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	7	37	4	4	5	4.3	

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	3	6	4	5	5	4.67	
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	1	4	5	5	4.67	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	3	5	5	5	5	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	10	5	5	5	5	
	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	3	1	4	5	5	4.67	
	A 7. Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	4	4	5	4.3	
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	1						
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	3	6	5	5	5	5	
	A 10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	8	5	5	5	5	
	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							
	A 12. Number of trainings attended related to instruction	Attend mandated trainings	1						

		A 13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	11	5	5	5	5	
		A 14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	33	5	5	5	5	
		A 15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	12	65	5	5	5	5	
PI 8: Number of students advised: *	A 16. Number of students advised:	Acts as academic adviser to students	2	4	5	4	5	4.47		
	A 17. Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	5	4	5	5	4.47		
	A 18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	35	5	5	5	5		
PI 9: Number of student organizations advised/ assisted	A 19. Number of Student organizations advised	Advises student organizations recognized by USOO								
	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	1	2	4	5	5	4.47		
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1	4	5	5	4.47		
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6	14	5	5	5	5		
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	7	5	5	5	5		
	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	3	4	5	5	4.47		

		A 24. Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	4	5	5	4.07	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	4	5	5	4.07	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	3	4	5	5	4.07	
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	4	5	5	4.07	
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	5	5	5	5	5	
	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	2	1	4	5	5	4.07	
	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							
		In refereed int'l journals								
		In refereed nat'l/regional journals		1	1	4	5	5	4.07	
	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 scienfic for a/conferences							

			In int'l fora/conferences							
			In nat'l/regional fora/conferences		1	1	4	5	5	4.67
	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		1	1	5	5	5	5
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			1	2	5	5	5	5
		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		2	3	5	5	5	5
		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		1	1	5	5	4	4.67
	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		30	41.25	5	5	5	5
	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	Implementes duly approved extension projects		1	2	5	5	5	5

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	0.30	0.96	4	5	5	4.07	
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	
Research Mentoring	Research Mentor		1	2	4	5	5	4.07	
Peer reviewers /Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons		4	6	5	5	5	5	
Convenor/Organizer	Convenor/Organizer		3	5	4	4	5	4.3	
Consultancy	Consultant								
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							
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	2	2	5	5	5	5	
	No. of IEC materials/technoguides used	Improvement of technoguides used	4	5	5	5	5	5	
	No. of video clips on the preparation of concoction developed		1						
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 theQMS 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	zero non-conformity	5	5	5	5	
		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	
		On program accreditations								
		On institutional accreditations								
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	33 clients w/ zero complaints	5	5	5	5	
	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 performfing 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	22	22	5	5	5	5	
		No. of administrative meetings conducted	Presides over administrative and reseach project meetings	2						
		No. of documents (administrative/financial, projects', and incoming) effectively acted		40	48	5	5	5	5	
		No. of IGP/STF projects supervised		1	1	5	5	5	5	
		No. of reports reviewed and submitted (e.g. IGP and annual reports)		6	6	5	5	5	5	

		No. of SPMS documents evaluated and signed		21	21	4	5	4	4. 3	
		No. of documents filed		40	44	5	5	5	5	
		No. of trips monitored		20	18	5	5	5	5	
		No. of Eco-FARMI vehicle and farm equipment maintainance monitored		10	10	5	5	5	5	
	Total Over-all Rating									271.26 /56
	Average Rating									4.84
	Adjectival Rating									Outstanding
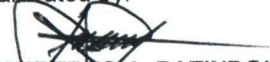
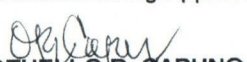Received by:

DILBERTO O. FERRAREN
Planning Office
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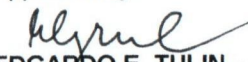
REMBERTO A. PATINDOL
Chairman, PMT
Date:

Recommending Approval:

OTHELLO B. CAPUNO
Vice President, RDE
Date:

Approved by:

EDGARDO E. TULIN
University President
Date: