

"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 on the attainment of the following accomplishments in accordance with the indicated measures for the period **January 2022 to June 2022**

**DHENBER C. LUSANTA**

Head of Unit

Date: *July 12, 2022*

Approved:

**MARIA JULIET C. CENIZA**

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										
	PI4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1.5	0.33	5	4	5	4.67	FMGabunada - taught 1 (AGEC 248 - Research in Agricultural Economics) with one student

	<b>PI 8:</b> Number of graduate students advised *	<b>A 2.</b> Number of students advised	Acts as academic adviser to graduate students	1						
		<b>A 3.</b> Number of students advised on thesis/special problem/dissertation								
		<i>As GAC Chairman</i>	<i>Advises and corrects research outline and thesis/SP/dissertation manuscript</i>	1						
		<i>As GAC Member</i>	<i>Advises and corrects research outline and thesis/SP/dissertation manuscript</i>	1	2	5	5	5	5.00	PPGarcia - 1 FMGAbunada - 1 corrected the thesis proposal and manuscript of 1 graduate student (Mr. Ian Dave Custodio)
		<b>A 4.</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty purposes	10	4	5	4	5	4.67	PPGarcia - 2 FMGAbunada - 2 Entertained the AGECE 248 student and thesis advisee
	<b>PI 9:</b> Number of instructional materials developed *	<b>A 5.</b> 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	FMGAbunada - improved the instruction materials for AGECE 248
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1						

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	FMGabunada - Prepared powerpoint presentation for AGECE 248
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	8	5	5	5	5.00	
		A 6. Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were 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	5	5	5	5.00	FMGabunada - improved the learning materials of AGECE 248 virtual classroom including the creation of submission of outputs for the learning tasks, and grading of outputs.
	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										



	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A 9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	14	8.5	4	5	5	4.67	DCLusanta - 2, JOArribado - 2, FMGabunada - 4.5 taught 1 undergraduate course (Econ 102 - Macroeconomics) with 30 students
		<b>A 10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	5	5	4	5	4.67	DCLusanta - 2, JOArribado - 2, FMGabunada - 1
		<b>A 11.</b> 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	2	5	5	4	4.67	JOArribado - 2
		<b>A 12.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	1	5	5	5	5.00	JOArribado - 1
		<b>A 13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	5	5	5	5.00	DCLusanta - 4, JOArribado - 2
		<b>A 14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	27	24	5	5	4	4.67	DCLusanta - 16, JOArribado - 8
		<b>A 15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	35	28	5	4	5	4.67	DCLusanta - 10, JOArribado - 8
	<b>PI 8:</b> Number of students advised: *	<b>A 16.</b> Number of students advised:	Acts as academic adviser to students	1	5	5	5	5	5.00	DCLusanta 5
		<b>A 17.</b> Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript		5	5	5	5	5.00	JOArribado - 5

		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	7	6	5	5	5	5.00	DCLusanta - 5, FMGabunada - 1 corrected the thesis proposal and manuscript of 1 undergraduate student (Mr. Clef Lennard Piedraverde)
		<b>A 18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	40	32	4	5	5	4.67	JOArribado - 22, FMGabunada - 10
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A 19.</b> Number of Student organizations advised	Advises student organizations recognized by USSO		1	5	5	5	5.00	JOArribado - 1
		<b>A 20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21.</b> 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	2	5	5	5	5.00	DCLUsanta - 2
		<i>Supplemental learning reso</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5	30	5	5	5	5.00	DCLusanta - 2 JOArribado - 8, FMGabunada - 20 prepared powerpoint presentations for Econ 102- Macroeconomics



		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	13	5	5	5	5.00	DCLusanta - 4 JOArribado - 1 FMGabunada - 8
		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	1	5	4	5	4.67	DCLusanta - 1
		A 24. Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	4	5	5	5	5.00	DCLusanta - 2 JOArribado - 1 FMGabunada - 1 posted learning materials, created assessment tools (quizzes, exercises, long/term examinations), and graded student's outputs at the Econ 102 virtual classroom
	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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1						

		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3. RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A 27.</b> 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	2	5	5	5	5.00	FMGabunada - 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 research and data analytics centers in consortia operations (to be completed within the year).
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	3	1	5	4	5	4.67	JOArribado - 1



	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-referred 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						
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		2						
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	3						
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> 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										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	7	5	5	5	5.00	<a href="#">DCLusanta</a> - 1 <a href="#">JOArribado</a> - 6 Merida Farmers Association * Canaya Farmers Association, Tubod Lamanoc Farmers Association, San Jose Merida Farmers Association, Ma-Alamap Farmers Association, LP Farm
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	65	95	5	5	5	5.00	<a href="#">DCLusanta</a> - 50 <a href="#">JOArribado</a> - 45 Conduct training on biofertilizer and natural farming concoctions at Merida, Leyte

	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	3	3	5	5	5	5.00	DCLusanta - 1 JOArribado - 1 FMGabunada - 1 served as technical expert of the project Enhancing Capacity in Socio-economic Analytic through the Visayas Socio-Economic Research and Data Analytic Center (VISERDAC)
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	0.65						
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	1	3	5	5	5	5.00	DCLusanta - 2 PPGarcia - 1
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers /Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>		3	1	5	4	5	4.67	JOArribado - 1
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>		1	1	5	5	5	5.00	PPGarcia - 1
	<i>Evaluator</i>	<i>Evaluator</i>								



	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extr. conducted by faculty or student & faculty) *								
		<b>A 43.</b> 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	2	5	4	5	4.67	LP Farm, Merida, Leyte and CASA Cornelio Farm, Baybay City
		No. of IEC materials/technoguides used	Improvement of technoguides used	10	5	5	5	5	5.00	IEC materials - Fish Amino Acid (FAA), Fermented Fruit Juice (FFJ), Fermented Plant Juice (FPJ), Indigenous Microorganism (IMO2), Natural Insect Repellant (NIR)
		No. of video clips on the preparation of concoction developed								
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										

OVPI MFO 4. Program and Institutional Accreditation Services										
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	zero non-conformity	5	5	5	5.00	
		<b>A 45.</b> 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)										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customer-friendly frontline services	Provides customer-friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> 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	4 regular core staff, 3 regular admin staff, 1 casual staff, 14 JOs



		No. of administrative meetings conducted	Presides over administrative and reseach project meetings	4 meetings	2	4	4	5	4.33	Faculty and staff Meeting and Research Staff meeting
		No. of documents (administrative/financial, projects', and incoming) effectively acted		24						
		No. of IGP/STF projects supervised		1	2	5	5	5	5.00	JOArribado - handles and manages Seedbank C RGMacapanas - vermiculture project
		No. of reports reviewed and submitted (e.g. IGP and annual reports)		5	8	5	5	5	5.00	JOArribado - Monthly financial report of Seedbank C IGP Project RGMacapanas - Monthly Financial Report of Vermiculture Project
		No. of SPMS documents evaluated and signed		12						
		No. of documents filed		60						
		No. of trips monitored		6	27	5	5	5	5.00	GPValdevieso - 27
		No. of Eco-FARMI vehicle and farm equipment maintainance monitored		8	6	4	5	4	4.33	GPValdevieso - 6
		Fabricate Chicken brooder			1	5	5	5	5.00	GPValdevieso

		Provides support services and assistance in the operation of the research and extension function of Eco-FARMI			9	5	5	5	5.00	OBBaldos - 4 farmers associations trained on biofertilizer Production, 3 OJT students supervised, 2 barangays in 2 LGUs regularly visited
		Facilitates hands-on training/lecture			19	5	5	5	5.00	RGMacapanas
		Production of Vermicast (no. of bags)			272.5	5	5	5	5.00	RGMacapanas
		Monthly Production of Vermitea			4	5	5	5	5.00	RGMacapanas
		Production of IMO2			2	5	5	5	5.00	RGMacapanas
	PI4: Percentage of NCs received and acted			Zero %	Zero %	5	5	5	5.00	
	PI5: Percentage of CARs received and acted			Zero %	Zero %	5	5	5	5.00	
	<b>Total Over-all Rating</b>								259.33	
	<b>Average Rating</b>								4.89	
	<b>Adjectival Rating</b>								O	

Received by:

*toni*

**TONI MARC L. DARGANTES**

Planning Office

Date: 7/15/2022

Calibrated by:

*Daniel Leslie S. Tan*

**DANIEL LESLIE S. TAN**

Chairman, PMT

Date: JUL 22 2022

Approved by:

*Edgardo E. Tulin*

**EDGARDO E. TULIN**

University President

Date: 7/15/2022