

FEB 11 2019



Visayas State University  
**NATIONAL COCONUT RESEARCH CENTER - VISAYAS**  
 Visca, Baybay City, Leyte



### OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, MARIA JULIET C. CENIZA, Director of the National Coconut Research Center - Visayas, 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.

*Maria Juliet C. Ceniza*  
 MARIA JULIET C. CENIZA  
 Director, NCRC-V

*Othello B. Capuno*  
 OTHELLO B. CAPUNO  
 Vice President for Research & Extension

| MFO No.   | MFO Description  | Success/Performance Indicator (PI) | Units/Persons Responsible | Target | Actual Accomplishment | Rating  |            |            |         | Remark |
|---|--|------------------------------------|---------------------------|--------|-----------------------|---------|------------|------------|---------|--------|
|   |  |                                    |                           |        |                       | Quality | Efficiency | Timeliness | Average |        |
| UMFO1. Advanced Education Services                |  |                                    |                           |        |                       |         |            |            |         |        |
| UMFO 2. Higher Education Services                 |  |                                    |                           |        |                       |         |            |            |         |        |
| NCRC MFO1. Curriculum Program Management Services |  |                                    |                           |        |                       |         |            |            |         |        |
|   | PI 1: Total FTE monitored  |                                    | NCRC-V Core Staff         | 15     | 88.10                 | 5       | 5          | 5          | 5.00    |        |
| NCRC MFO 2. Student Management Services           |  |                                    |                           |        |                       |         |            |            |         |        |
|   | PI 6: Additional Outputs   |                                    |                           |        |                       |         |            |            |         |        |
|   | Number of graduates with prescribed period                       |                                    |                           |        |                       |         |            |            |         |        |
|   | Masters  |                                    | NCRC-V Core Staff         | 1      | 4                     | 5       | 5          | 5          | 5.00    |        |
|   | Baccalaureate  |                                    | NCRC-V Core Staff         | 3      | 13                    | 5       | 5          | 5          | 5.00    |        |
|   | Number of Instructional Materials Developed/Revised and Utilized |                                    |                           |        |                       |         |            |            |         |        |
|   | New IM's   |                                    | NCRC-V Core Staff         | 3      | 10                    | 5       | 5          | 5          | 5.00    |        |

|  |  |   |         |             |   |   |   |      |  |
|--|--|---|---------|-------------|---|---|---|------|--|
|  | Revised IM's within the last 3 years   | NCRC-V Core Staff                                 | 5       | 18          | 5 | 5 | 5 | 5.00 |  |
|  | Number of Student Research and Field Practice Advising:  |   |         |             |   |   |   |      |  |
|  | Approved Manuscript submitted within the prescribed period                                     | NCRC-V Core Staff                                 | 3       | 6           | 5 | 5 | 5 | 5.00 |  |
|  | Student Advising and Consultation Services   |   |         |             |   |   |   |      |  |
|  | Number of hours spent on student consultation  | NCRC-V Core Staff                                 | 300     | 734         | 5 | 5 | 5 | 5.00 |  |
|  | Number of organization advised   | NCRC-V Core Staff                                 | 4       | 6           | 5 | 5 | 5 | 5.00 |  |
|  | Number of student-related activities assisted  | NCRC-V Core Staff                                 | 3       | 7           | 5 | 5 | 5 | 5.00 |  |
| <b>UMFO 3. Research Services</b>       |  |   |         |             |   |   |   |      |  |
| <b>NCRC MFO 1. Research Activities</b> |  |   |         |             |   |   |   |      |  |
|  | PI 1: Number of published papers in CHED accredited journals, internationally indexed journals |   |         |             |   |   |   |      |  |
|  | <i>In refereed int'l journals</i>  |   |         |             |   |   |   |      |  |
|  | <i>In refereed nat'l journals</i>  | NCRC-V Core Staff                                 | -       | 1           | 5 | 5 | 5 | 5.00 |  |
|  | <i>In institutional journals</i>   |   |         |             |   |   |   |      |  |
|  | PI 1: Number of research outputs presented in regional/national/int'l fora/ conferences        |   |         |             |   |   |   |      |  |
|  | <i>In nat'l fora/conferences</i>   | NCRC-V Core Staff                                 | 2       | 3           | 5 | 5 | 5 | 5.00 |  |
|  | <i>In institutional fora/conferences</i>   | NCRC-V Core Staff                                 | 16      | 26          | 5 | 5 | 5 | 5.00 |  |
|  | PI 3: Number of research projects conducted and/or completed on schedule                       | NCRC-V Core Staff, SRA/Aide, Admin Aide, Laborers | 14      | 21          | 5 | 5 | 5 | 5.00 |  |
|  | PI 4: Number of research proposals submitted   | NCRC-V Core Staff, Admin. Aide                    | 5       | 6           | 5 | 5 | 5 | 5.00 |  |
|  | PI 5: Percent of research proposals approved   | NCRC-V Core Staff, Admin. Aide                    | 100%    | 100%        | 5 | 5 | 5 | 5.00 |  |
|  | PI 6: Amount of research money generated from external funding (Thousand PHP)                  | NCRC-V Core Staff                                 | 5.4M    | 15.71M      | 5 | 5 | 5 | 5.00 |  |
|  | PI 7: Amount of money generated from institutional funding (Thousand PHP)                      | NCRC-V Core Staff                                 | 600,000 | 1,270,087.6 | 5 | 5 | 5 | 5.00 |  |



|  |   |   |         |         |   |   |   |      |  |
|--|---|---|---------|---------|---|---|---|------|--|
|  | PI 8: Additional Outputs  |   |         |         |   |   |   |      |  |
|  | Number of linkages forged   |   |         |         |   |   |   |      |  |
|  | International   |   |         |         |   |   |   |      |  |
|  | National  | NCRC-V Core Staff                                 | 1       | 3       | 5 | 5 | 5 | 5.00 |  |
|  | Regional  | NCRC-V Core Staff                                 | 2       | 6       | 5 | 5 | 5 | 5.00 |  |
|  | Number of crop varieties conserved and utilized                                     | NCRC-V Core Staff, SRA/Aide, Admin. Aide          | 15      | 49      | 5 | 5 | 5 | 5.00 |  |
| <b>UMFO 4. Extension/Production Services</b> |   |   |         |         |   |   |   |      |  |
| <b>NCRC MFO1. Extension Activities</b>       |   |   |         |         |   |   |   |      |  |
|  | PI 1: Number of person-days trained weighted by length of training                  | NCRC-V Core Staff, SRA/Aide, Admin. Aide          | 290     | 1,885   | 5 | 5 | 5 | 5.00 |  |
|  | PI 2: Number of IEC materials/technologies developed/used                           | NCRC-V Core Staff, SRA/Aide, Admin. Aide          | 5       | 10      | 5 | 5 | 5 | 5.00 |  |
|  | PI 3: Number of beneficiaries served  |   |         |         |   |   |   |      |  |
|  | Groups  | NCRC-V Core Staff, SRA/Aide, Admin. Aide          | 9       | 78      | 5 | 5 | 5 | 5.00 |  |
|  | Individuals   | NCRC-V Core Staff, SRA/Aide, Admin. Aide          | 460     | 2,270   | 5 | 5 | 5 | 5.00 |  |
|  | PI 4. Number of beneficiaries served technical assistance                           | NCRC-V Core Staff, SRA/Aide, Admin. Aide          | 5       | 20      | 5 | 5 | 5 | 5.00 |  |
|  | PI 5. Number of extension projects conducted and/or completed on schedule           | NCRC-V Core Staff, SRA/Aide, Admin Aide, Laborers | 6       | 13      | 5 | 5 | 5 | 5.00 |  |
|  | PI 6. Number of extension proposal submitted  | NCRC-V Core Staff, Admin Aide                     | 1       | 2       | 5 | 5 | 5 | 5.00 |  |
|  | PI 7. Percent of extension proposals approved                                       | NCRC-V Core Staff                                 | 100%    | 100%    | 5 | 5 | 5 | 5.00 |  |
|  | PI 8. Amount of extension money generated from external funding (Thousand PHP)      | NCRC-V Core Staff                                 | 5M      | 15M     | 5 | 5 | 5 | 5.00 |  |
|  | PI 9. Amount of extension money generated from institutional funding (Thousand PHP) | NCRC-V Core Staff                                 | 100,000 | 676,000 | 5 | 5 | 5 | 5.00 |  |
|  | PI 9. Additional Outputs  |   |         |         |   |   |   |      |  |
|  | Number of copies of IEC materials distributed                                       | NCRC-V Core Staff, SRA/Aide, Admin Aide           | 300     | 1,929   | 5 | 5 | 5 | 5.00 |  |

|   |  |   |       |       |   |   |   |      |  |
|---|--|---|-------|-------|---|---|---|------|--|
|   | Number of linkages/partnership forged (Regional/Local)   | NCRC-V Core Staff                                 | 1     | 4     | 5 | 5 | 5 | 5.00 |  |
|   | Number of exhibits/agro-fairs participated (National/Regional)   | NCRC-V Core Staff, SRA/Aide, Admin Aide, Laborers | 3     | 7     | 5 | 5 | 5 | 5.00 |  |
|   | Production of Biological Control Agents (Parasitoids) for Coconut Leaf Beetle ( <i>Brontispa longissima</i> )                          | NCRC-V Core Staff, SRA, Laborer                   | 2,000 | 7,000 | 5 | 5 | 5 | 5.00 |  |
| <b>NCRC MFO 2. Production Services</b>                            |  |   |       |       |   |   |   |      |  |
|   | PI 1. 10% increase of income generate to support university projects   | NCRC-V Core Staff, SRA/Aide, Admin Aide, Laborers | 10%   | 25%   | 5 | 5 | 5 | 5.00 |  |
|   | PI 2. Number of STF/IGPs monitored, supervised and managed   | NCRC-V Core Staff, SRA/Aide, Admin Aide, Laborers | 5     | 14    | 5 | 5 | 5 | 5.00 |  |
| <b>UMFO 5. Support to Operation (STO)</b>                         |  |   |       |       |   |   |   |      |  |
|   | PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted                           | NCRC-V Core Staff                                 | 1     | 1     | 5 | 5 | 5 | 5.00 |  |
| <b>UMFO 6. General Administration and Support Services (GASS)</b> |  |   |       |       |   |   |   |      |  |
| <b>NCRC MFO 1. Administrative and Facilitative Services</b>       |  |   |       |       |   |   |   |      |  |
|   | PI 5: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously | NCRC-V Core Staff                                 | 2     | 9     | 5 | 5 | 5 | 5.00 |  |
|   | PI 8: Percentage implementation of SPMS & PBB  | NCRC-V Core Staff, SRA/Aide, Admin Aide           | 100%  | 100%  | 5 | 5 | 5 | 5.00 |  |
|   | PI 9: Additional Outputs   |   |       |       |   |   |   |      |  |
| <i>Efficient office management and maintenance</i>                |  |   |       |       |   |   |   |      |  |
|   | Number of NCRC-V personnel supervised and monitored  | NCRC-V Core Staff, SRA/Aide, Admin Aide, Laborers | 10    | 60    | 5 | 5 | 5 | 5.00 |  |
|   | Number of NCRC-V meetings conducted  | NCRC-V Core Staff, SRA/Aide, Admin Aide, Laborers | 3     | 25    | 5 | 5 | 5 | 5.00 |  |
|   | Number of documents reviewed/evaluated, signed and approved  | NCRC-V Core Staff, SRA/Aide, Admin Aide           | 175   | 3,500 | 5 | 5 | 5 | 5.00 |  |



|                   |   |   |             |      |   |   |   |      |  |
|-------------------|---|---|-------------|------|---|---|---|------|--|
|                   | Number of university committees/council meetings  | NCRC-V Core Staff, SRA/Aide, Admin Aide         | 7           | 23   | 5 | 5 | 5 | 5.00 |  |
|                   | Number of reports prepared/reviewed/submitted, data and other information requested by other offices  | NCRC-V Core Staff SRA/Aide, Admin Aide          | 2           | 50   | 5 | 5 | 5 | 5.00 |  |
|                   | Number of repairs/improvements of structures/facilities of the center supervised and monitored  | NCRC-V Core Staff SRA/Aide, Admin Aide/Laborers | 1           | 3    | 5 | 5 | 5 | 5.00 |  |
|                   | Number of visitors/clients/investors briefed and entertained  | NCRC-V Core Staff, SRA/Aide, Admin Aide         | 5           | 800  | 5 | 5 | 5 | 5.00 |  |
|                   | Number of Plane tickets book/arranged   | NCRC-V Core Staff, SRA/Aide, Admin Aide         | 10          | 15   | 5 | 5 | 5 | 5.00 |  |
|                   | Number of Faculty evaluation facilitated  | NCRC-V Core Staff, SRA/Aide, Admin Aide         | 10          | 35   | 5 | 5 | 5 | 5.00 |  |
|                   | Number of documents photocopy/scanned   | NCRC-V Core Staff, SRA/Aide, Admin Aide         | 25          | 280  | 5 | 5 | 5 | 5.00 |  |
|                   | Number of office e-mail sent, attachment downloaded/printed   | NCRC-V Core Staff, SRA/Aide, Admin Aide         | 5           | 25   | 5 | 5 | 5 | 5.00 |  |
|                   | Number of documents sorted  | NCRC-V Core Staff, SRA/Aide, Admin Aide         | 200         | 500  | 5 | 5 | 5 | 5.00 |  |
|                   | Number of documents bound   | NCRC-V Core Staff, SRA/Aide, Admin Aide         | 5           | 325  | 5 | 5 | 5 | 5.00 |  |
|                   | Number of trips completed for in-campus & out-campus trps to conduct/fetch NCRC personnel to their destinations.                                | Admin Aide III (Driver)                         | 50%         | 100% | 5 | 4 | 5 | 4.67 |  |
|                   | Number of documents prepared/processed (i.e. travel, payrolls, appointments, replenishments, PRs, RIS, fuel vouchers, trip tickets, PPMP, etc). | Admin Aide VI                                   | 135         | 636  | 5 | 5 | 4 | 4.67 |  |
| Average Rating    |   |   | 4.9877      |      |   |   |   |      |  |
| FINAL RATING      |   |   | 4.987       |      |   |   |   |      |  |
| Adjectival Rating |   |   | Outstanding |      |   |   |   |      |  |

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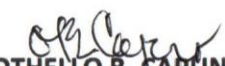
Calibrated by:

Recommending Approval:

Approved:

Planning Office

  
REMBERTO A. PATINDOL  
Chair, PMT

  
OTHELLO B. CAPUNO  
Vice President for Research & Extension  
Date: \_\_\_\_\_

  
EDGARDO E. TULIN  
President  
Date: \_\_\_\_\_