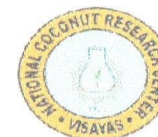Visayas State University
NATIONAL COCONUT RESEARCH CENTER - VISAYAS
Visca, Baybay City, Leyte

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 January to June 2017.

MARIA JULIET C. CENIZA
Director, NCRC-V
Date _____

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	350.45	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	3	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	14	5	5	5	5.00	

	Revised IM's within the last 3 years	NCRC-V Core Staff	5	16	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	23	5	5	5	5.00
	Student Advising and Consultation Services							
	Number of hours spent on student consultation	NCRC-V Core Staff	300	636	5	5	5	5.00
	Number of organization advised	NCRC-V Core Staff	4	8	5	5	5	5.00
	Number of student-related activities assisted	NCRC-V Core Staff	3	7	5	5	5	5.00

UMFO 3. Research Services

NCRC MFO 1. Research Activities

	PI 1: Number of published papers in CHED accredited journals, internationally indexed journals							
	In refereed int'l journals							
	In refereed nat'l journals							
	In institutional journals	NCRC-V Core Staff	-	1	5	5	5	5.00
	PI 1: Number of research outputs presented in regional/national/int'l fora/ conferences							
	In nat'l fora/conferences	NCRC-V Core Staff	2	6	5	5	5	5.00
	In institutional fora/conferences	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	35	5	5	5	5.00
	PI 4: Number of research proposals submitted	NCRC-V Core Staff, Admin. Aide	5	12	5	5	5	5.00
	PI 5: Percent of research proposals approved	NCRC-V Core Staff, Admin. Aide	100%	225%	5	5	5	5.00
	PI 6: Amount of research money generated from external funding (Thousand PHP)	NCRC-V Core Staff	5.4M	82.9M	5	5	5	5.00
	PI 7: Amount of money generated from institutional funding (Thousand PHP)	NCRC-V Core Staff	600,000	1,650,000	5	5	5	5.00

PI 8: Additional Outputs								
Number of linkages forged								
International								
National	NCRC-V Core Staff	1	2	5	5	5	5.00	
Regional	NCRC-V Core Staff	2	17	5	5	5	5.00	
Number of crop varieties conserved and utilized	NCRC-V Core Staff, SRA/Aide, Admin. Aide	15	44	5	5	5	5.00	
UMFO 4. Extension/Production Services								
NCRC MFO1. Extension Activities								
PI 1: Number of person-days trained weighted by length of training	NCRC-V Core Staff, SRA/Aide, Admin. Aide	290	1,980	5	5	5	5.00	
PI 2: Number of IEC materials/technologies developed/used	NCRC-V Core Staff, SRA/Aide, Admin. Aide	5	29	5	5	5	5.00	
PI 3: Number of beneficiaries served								
Groups	NCRC-V Core Staff, SRA/Aide, Admin. Aide	9	68	5	5	5	5.00	
Individuals	NCRC-V Core Staff, SRA/Aide, Admin. Aide	460	1,170	5	5	5	5.00	
PI 4. Number of beneficiaries serve 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	9	5	5	5	5.00	
PI 6. Number of extension proposal submitted	NCRC-V Core Staff, Admin Aide	1	5	5	5	5	5.00	
PI 7. Percent of extension proposals approved	NCRC-V Core Staff	1	3	5	5	5	5.00	
PI 8. Amount of extension money generated from external funding (Thousand PHP)	NCRC-V Core Staff	5M	26650000	5	5	5	5.00	
PI 9. Amount of extension money generated from institutional funding (Thousand PHP)	NCRC-V Core Staff	100,000	453,000	5	5	5	5.00	
PI 9. Additional Outputs								
Number of extension-related awards received	NCRC-V Core Staff, SRA/Aide, Admin Aide		3	5	5	5	5.00	
Number of copies of IEC materials distributed	NCRC-V Core Staff, SRA/Aide, Admin Aide	300	1,100	5	5	5	5.00	

	Number of linkages/partnership forged (Regional/Local)	NCRC-V Core Staff	1	1	4	5	5	4.67	
	Number of exhibits/agro-fairs participated (National/ Regional)	NCRC-V Core Staff, SRA/Aide, Admin Aide, Laborers	3	4	5	5	5	5.00	
	Production of Biological Control Agents (Parasitoids) for Coconut Leaf Beetle (Brontispa longissima)	NCRC-V Core Staff, SRA, Laborer	2,000	4,260	5	5	5	5.00	
NCRC MFO 2. Production Services									
	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	7	5	5	5	5.00	
UMFO 5. Support to Operation (STO)									
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	NCRC-V Core Staff	1	1	4	5	5	4.67	
UMFO 6. General Administration and Support Services (GASS)									
NCRC MFO 1. Administrative and Facilitative Services									
	PI 5: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	NCRC-V Core Staff	2	6	5	5	5	5.00	
	PI 8: Percentage implementation of SPMS & PBB	NCRC-V Core Staff, SRA/Aide, Admin Aide	14	14	4	5	5	4.67	
	PI 9: Additional Outputs								
	Efficient office management and maintenance								
	Number of NCRC-V personnel supervised and monitored	NCRC-V Core Staff, SRA/Aide, Admin Aide, Laborers	10	66	5	5	5	5.00	
	Number of NCRC-V meetings conducted	NCRC-V Core Staff, SRA/Aide, Admin Aide, Laborers	3	12	5	5	5	5.00	
	Number of documents reviewed/evaluated, signed and approved	NCRC-V Core Staff, SRA/Aide, Admin Aide	175	1,697	5	5	5	5.00	
	Number of university committees/council meetings	NCRC-V Core Staff, SRA/Aide, Admin Aide	7	13	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	15	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	500	5	5	5	5.00
	Number of Plane tickets book/arranges	NCRC-V Core Staff, SRA/Aide, Admin Aide	10	50	5	5	5	5.00
	Number of Faculty evaluation facilitates	NCRC-V Core Staff, SRA/Aide, Admin Aide	10	250	5	5	5	5.00
	Number of documents photocopy/scans	NCRC-V Core Staff, SRA/Aide, Admin Aide	25	1,000	5	5	5	5.00
	Number of office e-mail sent, attachment downloaded/print	NCRC-V Core Staff, SRA/Aide, Admin Aide	5	20	5	5	5	5.00
	Number of documents sorts	NCRC-V Core Staff, SRA/Aide, Admin Aide	200	1,000	5	5	5	5.00
	Number of documents bound	NCRC-V Core Staff, SRA/Aide, Admin Aide		20	5	5	5	5.00
Total Over-all Rating								264.00
Average Rating								4.98
Average Rating	Adjectival Rating							O

Received by:

Planning office

Date: _____

Calibrated by:

REMBERTO A. PATINDOL
Chairman, PMT
Date: _____

Recommending Approval:

OTHELLO B. CAPUNO
Vice Pres. For Research & Extension
Date: _____

Approved:

EDGARDO E. TULIN
President
Date: _____

	MFO/PI	%	NAP	TARGET	PERFORMANCE	PER CAPITA	POINTS
1	*UMFO1. Advanced Education Services*						
	UMFO 2. Higher Education Services	25%					
	NCRC MFO1. Curriculum Program Management Services						
	PI 1: Total FTE monitored						
	NCRC MFO 2. Student Management Services		6	15	350.45		
	PI 6: Additional Outputs						
	Number of graduates with prescribed period						
	Masters						
	Baccalaureate			1	3		
	Number of Instructional Materials Developed/Revised and Utilized			3	13		
	New IM's						
	Revised IM's within the last 3 years			3	5		
	Number of Student Research and Field Practice Advising:			5	16		
	Approved Manuscript submitted within the prescribed period						
	Student Advising and Consultation Services			3	20		
	Number of hours spent on student consultation						
	Number of organization advised			300	636		
	Number of student-related activities assisted			4	8		
2	*UMFO 3. Research Services*			3	7		
	NCRC MFO 1. Research Activities	40%	6				
	PI 1: Number of published papers in CHED accredited journals, internationally indexed						
	In refereed int'l journals						
	In refereed nat'l journals						
	In institutional journals			-	1		

		PI 1: Number of research outputs presented in regional/national/int'l fora/ conferences						
		In nat'l fora/conferences				2	6	
		In institutional fora/conferences				16	26	
		PI 3: Number of research projects conducted and/or completed on schedule				14	35	
		PI 4: Number of research proposals submitted				5	12	
		PI 5: Percent of research proposals approved				100%	225%	
		PI 6: Amount of research money generated from external funding (Thousand PHP)				5.4M	82.9M	
		PI 7: Amount of money generated from institutional funding (Thousand PHP)				600,000	1,650,000	
		PI 8: Additional Outputs						
		Number of linkages forged						
		International						
		National				1	2	
		Regional				2	17	
		Number of crop varieties conserved and utilized				15	44	
3	*UMFO 4. Extension/Production Services*		15%					
	NCRC MFO1. Extension Activities			12				
		PI 1: Number of person-days trained weighted by length of training				290	1980	
		PI 2: Number of IEC materials/technologies developed/used			12	5	29	
		PI 3: Number of beneficiaries served						
		Groups				9	68	
		Individuals				460	1,170	
		PI 4. Number of beneficiaries serve technical assistance				5	20	
		PI 4. Number of extension projects conducted and/or completed on schedule				6	9	
		PI 5. Number of extension proposal submitted				1	5	
		PI 6. Percent of extension proposals approved				1	3	
		PI 7. Amount of extension money generated from external funding (Thousand PHP)				5M	26.6M	
		PI 8. Amount of extension money generated from institutional funding (Thousand PHP)				100,000	453,000	
		PI 9. Additional Outputs						
		Number of extension related awards received					3	
		Number of copies of IEC materials distributed				300	1100	
		Number of linkages/partnership forged (Regional/Local)				1	1	

		Number of exhibits/agro-fairs participated (National/ Regional)			3	4	
		NCRC MFO 2. Production Services	10%	12			
		PI 1. 10% increase of income generate to support university projects			10%	25%	
		PI 2. Number of STF/IGPs monitored, supervised and managed			5	7	
4	*UMFO 5. Support to Operation (STO)*						
		PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted			1	1	
5	**UMFO 6. General Administration and Support Services (GASS)**						
		NCRC MFO 1. Administrative and Facilitative Services	10%				
		PI 5: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously			2	6	
		PI 8: Percentage implementation of SPMS & PBB			14	14	
		PI 9: Additional Outputs					
		Efficient office management and maintenance					
		Number of NCRC-V personnel supervised and monitored			10	66	
		Number of NCRC-V meetings conducted			3	12	
		Number of documents reviewed/evaluated, signed and approved			175	1,697	
		Number of university committees/council meetings attended			7	13	
		Number of reports prepared/reviewed/submitted, data and other information			2	15	
		Number of repairs/improvements of structures/facilities of the center supervised			1	3	
		Number of visitors/clients/investors briefed and entertained			5	500	
		Number of Plane tickets booked/arranged			10	50	
		Number of Faculty Evaluation facilitates			10	250	
		Number of documents photocopys/scans			25	1,000	
		Number of office e-mail sent, attachment downloaded/printed			5	20	
		Number of documents sorts			200	1,000	
		Number of documents bound				20	
			100%				

NOTE: Please fill up the first three (3) cells (NAP, TARGET & PERFORMANCE)

LEGEND:

NAP   (Number of Academic Personnel)

*Number of personnel with Academic Rank - **NCRC-V Core Staff = 6***
       1. Maria Juliet C. Ceniza
       2. Eutiquio E. Sudaria
       3. Tessie C. Nunez
       4. Alfredo G. Dingal
       5. Mario E. Baliad
       6. Marisel A. Leorna

*Number of **Science Research Assistants/Aide (PS)   = 3***
       1. Edralin M. Malasaga
       2. Edwin T. Ocoy
       3. Jeremias S. Vestra

*Number of **Administrative Staff (Admin) = 4***
       1. Paulina P. Abing
       2. Pamela H. Urdaneta
       3. Chito L. Leonor
       4. Rosito A. Diaz

Number of Laborers (contractual & permanent; JO excluded)
       1. SRA (JO)   = 18
       2. Laborers (JO) = 33