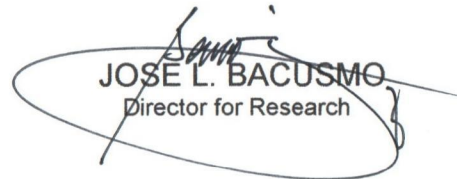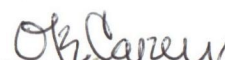"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **Jose L. Bacusmo**, Director of the **Research Office** 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, 2017**.

Recommending Approval:　　　　　　　　　　　　　　　Approved:

JOSE L. BACUSMO
Director for Research

OTHELLO B. CAPUNO
VP for Research and Extension
Date: _____

EDGARDO E. TULIN
University President
Date: _____

Personnel Composition	Position Title/ Designation	Number
Permanent	University Professor/ Director	1
	Admin Aide VI	1
	Admin Aide IV	1
	Admin Aide III	1
Casual	Admin Aide III	1
Contractual	SRA	1
JO	SRA	4
	Science Aide	1
	Sub-TOTAL	**11**

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	27	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)	60		Research Director/ with RPO support staff and with assistance from research centers & colleges	5	4.98	4.98	4.99	
	International Fora/ Conferences	0	12						
	In National Fora/ Conferences	10	17						
	In Regional Fora/ Conferences	15	19						
	In Local Fora/Conferences	30	100						
	PI 3: Number of Research Projects Conducted and Completed on Schedule	50	87	Research Director/with RPO support staff (MVQSubere:CB Cruz) with assistance	5	4.9	4.9	4.93	

				from research centers & colleges					
	PI 4: Number of research proposals submitted for external funding	5	19	Research Director/ RPO Support Staff (AMBibera) with assistance from research centers & colleges	5	4.9	4.9	4.93	
	PI 5: Number of Research Proposals reviewed for internal funding								
	PI 6: Number of Research Proposals approved for internal funding								
	PI 7: Amount of research money generated from external funding	5M	28.94M	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	0	7	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)	3	13	Research Director/ with RPO support staff, research centers & colleges	5	4.9	4.9	4.93	
UMFO 4. Admin. Sewrvices	PI 1: Transportation requests served	60	98	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	2	6	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	5	15	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 the Annual In-house Review)	140	155	Director/with RPO support staff	5	5	5	5	
	PI 3: Number of R&D programs/ projects monitored	60	189	Director/with support staff (MVQ Subere)	5	5	5	5	
C. Research Administration Services	PI 1: Number of documents/papers recorded and delivered	1,530	3,010	Admin. Aide III (JBPosas)	5	4.4	5	4.8	
	PI 2: Number of vouchers, PRs, payrolls, trip tickets, job orders, appointments followed up	820	1525	Admin. Aide III (JBPosas)	5	5	5	5	
	PI 3: Number of copies reproduced	2,200	3,525	Admin. Aide III (JBPosas)	5	5	5	5	
	PI 4: Number of notices of meetings distributed to research centers/ colleges/ departments	1,030	2,025	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 Orders, Trip Tickets, PO, Application for Leave, Payrolls, etc., for VP approval	277	431	Admin Aide III MSIglesia)	5	5	4.9	4.97	
	PI 7: No. of Incoming documents/ papers for VP approval	230	230	Admin Aide VI (FRLDiaz)	4.9	4.9	4.9	4.9	
	PI 7: No. of Incoming documents/ papers for VP approval	1,165	1,461	Admin Aide III (MS Iglesia)	5	4.9	4.9	4.93	
	PI 8: No. of visitors entertained	240	340	Admin Aide III (MSIglesia) & VI (FRLDiaz)	5	5	5	5	
	PI 9: No. of meetings scheduled and facilitated	100	130	Admin Aide III (MSIglesia) & VI (FRLDiaz), RPO support staff	5	5	5	5	
	PI 10: Number class evaluation facilitated	22	22	Admin Aide VI (FRLDiaz)	5	5	5	5	
PI 12 : ADDITIONAL OUTPUTS	A1 : Number of research output publication produced/ related technical	1	2	Director/with OVPRE support staff and authors	4.9	4.9	4.9	4.9	

					1	2	3	4	
	publication / Research Manual produced and distributed			from other units					
	A 2 : Number of clientele served/registered during farmers field day	1800	2,191	RPO support staff and volunteer student organizations	5	5	5	5	
	A 3: Number of consolidated, validated and compiled data/ records	5	11	Director/with RPO support staff concerned	4.9	4.9	4.9	4.9	
Total Over-all Rating								139.12	
Average Rating								4.97	
Adjectival Rating								O	**Outstanding**

Received by:

_____
Planning Office

Date:_____

Calibrated by:
_____
REMBERTO A. PAPINDOL
PMT

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*