


OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR) - ACCOMPLISHMENTS



I, MARISEL A. LEORNA, Director of the NATIONAL COCONUT RESEARCH CENTER-Visayas commit to deliver and agree to be rated on the attainment of the following targets in accordance with indicated measures for the period January 1 to June 30, 2023.


MARISEL A. LEORNA
 Center Director
 Date: July 14, 2023


MARIA JULIET C. CENIZA
 Vice President, O/PREI
 Date: JUL 14 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Units / Persons Responsible	Center Target	% of Accomplishment	Details of 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											
MFO 1. Graduate Degree Program Management Services											
		PI 1: Number of graduate degree specialization	NCRC Core Staff								
		PI 2: Total FTE monitored	NCRC Core Staff	3	272.20%	8.166	5	5	5	5	
MFO 2. Graduate Student Management Services			NCRC Core Staff								
		PI 4: Number of graduate students advised	NCRC Core Staff	2	100.00%	2	5	5	4	4.667	
UFMO 2: Higher Education Services											
MFO 1. Curriculum Program Management System											
		PI 1: Total FTE monitored	NCRC Core Staff	20	220.25%	44.05	5	5	5	5	
		PI 8: Number of students advised	NCRC Core Staff	7	457.14%	32	5	5	5	5	

		PI 12: Number of research collaboration/ partnership with LGUs	NCRC Core Staff / Researchers	3	100.00%	3	4	5	5	4.667	
		PI 13: Number of work and financial plan (WFP) submitted and approved	NCRC Core Staff / Researchers	1	100.00%	1	4	5	5	4.667	
		PI 15: Number of website updated and maintained	NCRC Core Staff / Researchers	1	100.00%	1	4	5	5	4.667	
		PI 16: Number of research proposals reviewed for internal funding	NCRC Core Staff / Researchers	4	100.00%	4	5	4	5	4.667	
UFMO 4: Extension Services											
		PI 1: Number of person-days trained weighted by length of training	NCRC Core Staff / Researchers	50	328.00%	164	5	5	5	5	
		PI 2: Number of trainings conducted	NCRC Core Staff / Researchers	3	100.00%	3	4	5	5	4.667	
		PI 3: Number of IEC materials/technoguides developed/used	NCRC Core Staff / Researchers	5	100.00%	5	4	5	5	4.667	
		PI 4: Number of beneficiaries served	NCRC Core Staff / Researchers								
		Groups	/ Researchers	3	100.00%	3	4	5	5	4.667	
		Individuals	/ Researchers	150	109.33%	164	4	5	5	4.667	
		PI 5: Number of technical/expert services	NCRC Core Staff / Researchers								
		Research Mentoring	NCRC Core Staff / Researchers	5	200.00%	10	5	5	5	5	
		Peer reviewers/Panelists	NCRC Core Staff / Researchers								
		Resource Persons	/ Researchers	5	200.00%	10	5	5	5	5	
		Convenor/Organizer	/ Researchers	2	100.00%	2	4	5	5	4.667	
		Consultancy	/ Researchers								
		Evaluator	/ Researchers								
		PI 6: Number of extension projects conducted and/or completed on schedule	NCRC Core Staff / Researchers	3	100.00%	3	4	5	5	4.667	
		PI 7: Number of extension proposals submitted	NCRC Core Staff / Researchers	3	100.00%	3	4	5	5	4.667	
		PI 8: Percent of extension proposals approved	NCRC Core Staff / Researchers	30%	333.33%	100%	5	5	5	5	

		PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	NCRC Core Staff								
MFO 2. Faculty Recruitment/Hiring Services											
		PI 2: Number of faculty recruited/hired aligned with ISO standards	NCRC Core Staff								
MFO 3. Faculty Evaluation Services											
		PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	NCRC Core Staff	75%	106.67%	80%	4	5	5	4.667	
		PI 6: Number of in-house seminars/trainings/workshops/reviews conducted/attended	NCRC Core Staff	5	100.00%	5	4	5	5	4.667	
		PI 7: Number of faculty/staff awards/honors received related to operations support	NCRC Core Staff								
UFMO 6: General Administration and Support Services											
		PI 1: Zero percent complaint from clients served		Zero complaint	100.00%	Zero complaint	5	5	5	5	
		Percentage of NCs received and acted	Department head	Zero	100.00%	Zero	5	5	5	5	
		Percentage fo CARs received and acted	Department head	Zero		1	4	4	5	4.333	
		<u>Additional Outputs</u>									
		Efficient office management and maintenance	Department head								
		Submission of Center's PPMP for the following year within deadline as prescribed by BAC	Department head / Admin Aides	6	200.00%	12	5	5	5	5	
		Number of NCRC-V meetings conducted/ attended	NCRC Core Staff, SRA/Aide, Admin Aides	6	166.67%	10	5	5	5	5	
		Number of documents reviewed/evaluated, signed and approved	NCRC Core Staff, SRA/Aide, Admin Aides	200	175.00%	350	5	5	5	5	
		Number of University committees/council meetings attended	NCRC Core Staff, SRA/Aide, Admin Aides	5	160.00%	8	5	5	5	5	
		Number of reports prepared/reviewed/submitted, data and other information requested by other offices	NCRC Core Staff, SRA/Aide, Admin Aides	10	150.00%	15	5	5	5	5	

		Number of visitors/clients/investor briefed and entertained	NCRC Core Staff, SRA/Aide, Admin Aides	150	140.00%	210	5	5	5	5	
		Number of documents photocopied/scanned	NCRC Core Staff, SRA/Aide, Admin Aides	150	173.33%	260	5	5	5	5	
		Number of office email sent, attachment downloaded/printed	NCRC Core Staff, SRA/Aide, Admin Aides	100	150.00%	150	5	5	4	4.667	
		Number of documents sorted	NCRC Core Staff, SRA/Aide, Admin Aides	150	186.67%	280	5	5	4	4.667	
		Percentage of trips completed for in campus & outcampus trips to conduct/fetch NCRC Personnel to their destinations	NCRC Core Staff, SRA/Aide, Admin Aides	100%	100.00%	100%	5	5	4	4.667	
		Number of documents prepared/processed (i.e. travel, payrolls, appointments, replenishments, PRs, RIS, fuel vouchers, trip tickets, PPMP, etc).	NCRC Core Staff, SRA/Aide, Admin Aides	150	266.67%	400	5	5	5	5	
		Number of research / extension reports and budget prepared / encoded and printed	NCRC Core Staff, SRA/Aide, Admin Aides	10	200.00%	20	5	5	4	4.667	
		Number of research proposals encoded & printed	NCRC Core Staff, SRA/Aide, Admin Aides	3	133.33%	4	5	5	5	5	
		Number of power point presentation, layout backdrops and welcome tarp prepared	NCRC Core Staff, SRA/Aide, Admin Aides	10	120.00%	12	5	5	4	4.667	
		Number of OPCRC/IPCR helped prepared/encoded	NCRC Core Staff, SRA/Aide, Admin Aides	10	120.00%	12	5	4	5	4.667	
		Number of workloads and class schedules prepared	NCRC Core Staff, SRA/Aide, Admin Aides	5	200.00%	10	5	5	5	5	
		Number of communication and notice of meetings prepared	NCRC Core Staff, SRA/Aide, Admin Aides	25	240.00%	60	5	5	5	5	
		Number of project/study leaders appointment prepared	NCRC Core Staff, SRA/Aide, Admin Aides	10	150.00%	15	5	5	5	5	
		Maintains/check the NCRC Vehicle to ensure its availability, cleanliness and in good running condition	NCRC Core Staff, SRA/Aide, Admin Aides	1x a week maintained /checked	200%	2x a week maintained /checked	5	5	5	5	

		Number of documents sorted / consolidated for filing	NCRC Core Staff, SRA/Aide, Admin Aides	150	210.00%	315	5	5	5	5	
	Total Over-all Rating					AVERAGE				4.83	
	Average Rating			4.83	Comments and Recommendations for Development Purposes:						
	Approved Additional Points (w/ copy of A[proval])										
	FINAL RATING			4.83							
	ADJECTIVAL RATING			OUTSTANDING							

Received by:

Calibrated by:

Approved by:


TONI MARC I. DARGANTES

Planning Office

Date:

JUL 14 2023


DANIEL LESLIE S. TAN

Chairman, PMT

Date:

JUL 14 2023


EDGARDO E. TULIN

President

Date:

JUL 19, 2023