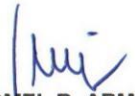


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171


"Exhibit A"

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, ROMEL B. ARMECIN, 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 targets in accordance with the indicated measures for the period January 2021 to June 2021.

  
**ROMEL B. ARMECIN**  
Unit Head  
Date: 12/14/21

Approved:

  
**MARIA JULIET C. CENIZA**  
VP for Research, Extension, & Innovation  
Date: 12/14/21



| 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 |   |  |   |        |                       |         |            |            |         |   |
|  | PI 4: Total FTE coordinated, implemented & monitored* | A 1. Actual Faculty's FTE  | Handles subjects/courses assigned   |        |                       |         |            |            |         |   |
|  | PI 8: Number of graduate students advised *           | A 2. Number of students advised  | Acts as academic adviser to graduate students                               | 1      | 3                     | 5       | 5          | 5          | 5.00    |   |
|  |   |  |   |        |                       |         |            |            |         |   |
|  |   | A 3. Number of students advised on thesis/special problem/dissertation |   |        |                       |         |            |            |         |   |
|  |   | As GAC Chairman  | Advises and corrects research outline and thesis/SP/dissertation manuscript | 1      | 3                     | 5       | 5          | 5          | 5.00    |   |
|  |   | As GAC Member  | Advises and corrects research outline and thesis/SP/dissertation manuscript | 2      | 5                     | 5       | 5          | 5          | 5.00    |   |

|  |  |  |  |   |       |   |   |   |      |  |
|--|--|--|--|---|-------|---|---|---|------|--|
|  |  | <b>A 4.</b> Number of students entertained for consultation purposes               | Entertains students seeking consultation with faculty  | 3 | 4     | 5 | 5 | 5 | 5.00 |  |
|  | <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                                       |   |       |   |   |   |      |  |
|  |  | <i>On-line ready courseware</i>  | <i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>                            |   |       |   |   |   |      |  |
|  |  | <i>Supplemental learning resources</i>   | <i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i> |   |       |   |   |   |      |  |
|  |  | <i>Assessment tools</i>  | <i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>                                   |   |       |   |   |   |      |  |
|  |  | <b>A 6.</b> Number of on-line course were reviewed by TRP & edited by MMDC editor  | Submits the course ware duly reviewed by TRP for editing by MMDC editor  |   |       |   |   |   |      |  |
|  |  | <b>A 7.</b> Number of virtual classroom created and operational                    | Creates virtual classroom using either Moodle or Google Classroom  |   |       |   |   |   |      |  |
|  | <b>PI 10.</b> Additional outputs:                                | <b>A 8.</b> Other outputs implementing the new normal due to covid 19              | Designs experiential learning activities and other outputs to implement new normal                                 |   |       |   |   |   |      |  |
| <b>UMFO 2. HIGHER EDUCATION SERVICES</b>                 |  |  |  |   |       |   |   |   |      |  |
| <b>OVPI UMFO 3. Higher Education Management Services</b> |  |  |  |   |       |   |   |   |      |  |
|  | <b>PI 5:</b> Total FTE, coordinated, implemented and monitored * | <b>A 9.</b> Actual Faculty's FTE   | Handles and teaches courses assigned   | 6 | 11.25 | 5 | 5 | 5 | 5.00 |  |
|  |  | <b>A 10.</b> Number of grade sheets submitted within prescribed period             | Prepares gradesheet and submits on or before deadline  | 6 | 7     | 5 | 5 | 5 | 5.00 |  |

|  |  |   |  |    |    |   |   |   |      |  |
|--|--|---|--|----|----|---|---|---|------|--|
|  |  | <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 |    |    |   |   |   |      |  |
|  |  | <b>A 12.</b> Number of trainings attended related to instruction                    | Attend mandated trainings  |    |    |   |   |   |      |  |
|  |  | <b>A 13.</b> Number of long examinations administered and checked                   | Administers and checks long examination for subjects taught  | 10 | 8  | 5 | 5 | 5 | 5.00 |  |
|  |  | <b>A 14.</b> Number of quizzes administered and checked                             | Prepares and checks quizzes for lec and lab  | 22 | 21 | 4 | 5 | 5 | 4.67 |  |
|  |  | <b>A 15.</b> Number of lab reports and term papers checked and graded               | Checks lab reports and term papers submitted as required   | 34 | 46 | 5 | 5 | 5 | 5.00 |  |
|  | <b>PI 8:</b> Number of students advised: *                       | <b>A 16.</b> Number of students advised:  | Acts as academic adviser to students   | 3  | 2  | 5 | 5 | 5 | 5.00 |  |
|  |  | <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  | 2  | 1  | 5 | 5 | 5 | 5.00 |  |
|  |  | <i>As SRC Member</i>  | Advises and corrects research outline and thesis/SP manuscript   | 7  | 3  | 5 | 5 | 5 | 5.00 |  |
|  |  | <b>A 18.</b> Number of students entertained for consultation purposes               | Entertains students consulting on subject taught, thesis and grades  | 5  | 5  | 5 | 5 | 5 | 5.00 |  |
|  | <b>PI 9:</b> Number of student organizations advised/ assisted * | <b>A 19.</b> Number of Student organizations advised                                | Advises student organizations recognized by USOO   |    |    |   |   |   |      |  |
|  |  | <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  | 3  | 3  | 4 | 5 | 5 | 4.67 |  |



|                                  |                           |   |  |   |   |   |   |   |      |  |
|----------------------------------|---------------------------|---|--|---|---|---|---|---|------|--|
|                                  |                           | On-line ready courseware  | Prepares Instructional module/laboratory guide/workbook or a combination thereof   | 3 | 3 | 4 | 5 | 5 | 4.67 |  |
|                                  |                           | Supplemental learning resources   | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught                          | 5 | 4 | 5 | 5 | 5 | 5.00 |  |
|                                  |                           | Assessment tools  | Prepares assessment tools such as long exam, quizzes, problems sets, etc.  | 3 | 3 | 5 | 5 | 4 | 4.67 |  |
|                                  |                           | 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  | 2 | 3 | 5 | 4 | 5 | 4.67 |  |
|                                  |                           | A 24. Number of virtual classroom created and operational                   | Creates virtual classroom using either Moodle or Google Classroom  | 2 | 3 | 5 | 5 | 4 | 4.67 |  |
|                                  | 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 | 1 | 1 | 5 | 4 | 5 | 4.67 |  |
|                                  |                           | Agency/firm/Industry linkages   | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU                           | 1 | 1 | 5 | 5 | 5 | 5.00 |  |
|                                  |                           | A 26. Other outputs implementing the new normal due to covid 19             | Designs experiential learning activities and other outputs to implement new normal   | 2 | 2 | 4 | 5 | 5 | 4.67 |  |
| <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   | 4 | 6 | 5 | 5 | 5 | 5.00 |  |
| <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   |   | 1 | 5 | 4 | 5 | 4.67 |  |
| <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-refereed 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>  |   |   |   |   |   |   |      |  |
|   | <i>In refereed nat'l/regional journals</i>   |   | 1 | 1 | 5 | 4 | 5 | 4.67 |  |
| <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 fora/conferences  |   |   |   |   |   |      |  |
|   | <i>In int'l fora/conferences</i>   |   |   |   |   |   |   |      |  |
|   | <i>In nat'l/regional fora/conferences</i>  |   |   |   |   |   |   |      |  |
| <b>PI 5.</b> Percent of research proposals approved *   | <b>A 31.</b> Percentage of research proposals prepared, submitted and approved   | Prepares research proposals, submits and follows up its approval for immediate implementation                           | 1 | 1 | 5 | 5 | 5 | 5.00 |  |
| <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                              |     |    |   |   |   |      |  |
| <b>UMFO 4. EXTENSION SERVICES</b> |  |  |  |     |    |   |   |   |      |  |
|                                   | <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 | 1   | 1  | 5 | 5 | 5 | 5.00 |  |
|                                   | <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  | 80  | 83 | 5 | 5 | 5 | 5.00 |  |
|                                   | <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   | Implements duly approved extension projects  | 2   | 1  | 5 | 5 | 5 | 5.00 |  |
|                                   | <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                                       | 60% |    |   |   |   |      |  |
|                                   | <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                                      | 3   | 7  | 5 | 4 | 5 | 4.67 |  |
|                                   | <i>Research Mentoring</i>  | <i>Research Mentor</i>   |  | 2   | 2  | 5 | 4 | 5 | 4.67 |  |
|                                   | <i>Peer reviewers /Panelists</i>   | <i>Peer reviewers/Panelists</i>  |  |     |    |   |   |   |      |  |



|   |  |   |   |                     |                     |   |   |   |      |  |
|---|--|---|---|---------------------|---------------------|---|---|---|------|--|
|   | Resource Persons   | Resource Persons  |   | 3                   | 5                   | 5 | 5 | 5 | 5.00 |  |
|   | Convenor/Organizer   | Convenor/Organizer  |   |                     |                     |   |   |   |      |  |
|   | Consultancy  | Consultant  |   |                     |                     |   |   |   |      |  |
|   | Evaluator  | Evaluator   |   |                     |                     |   |   |   |      |  |
|   | PI 8. Percent of extension proposals approved *  | A 41. Percent of extension proposals approved *   | Prepares extension project proposals, submits and follow up its approval for immediate implementation                                 |                     |                     |   |   |   |      |  |
|   | PI 11. Additional outputs *  | A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *            |   |                     |                     |   |   |   |      |  |
|   |  | A 43. 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   |                     |                     |   |   |   |      |  |
|   |  | No. of IEC materials/technoguides used  | Improvement of technoguides used  |                     |                     |   |   |   |      |  |
|   |  | No. of video clips on the preparation of concoction developed   |   |                     |                     |   |   |   |      |  |
| <b>UMFO 5. SUPPORT TO OPERATIONS</b>                                |  |   |   |                     |                     |   |   |   |      |  |
| <b>OVPI MFO 4. Program and Institutional Accreditation Services</b> |  |   |   |                     |                     |   |   |   |      |  |
|   | PI 8. 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* | A 44. 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 |   |   |   |      |  |

|   |   |   |  |                              |                              |   |   |   |      |  |
|---|---|---|--|------------------------------|------------------------------|---|---|---|------|--|
|   |   | <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               |   |   |   |      |  |
|   |   | <i>On program accreditations</i>  |  | 1                            | 1                            | 5 | 4 | 5 | 4.67 |  |
|   |   | <i>On institutional accreditations</i>  |  | 1                            |                              |   |   |   |      |  |
| <b>UMFO 6. General Admin. &amp; Support Services (GASS)</b> |   |   |  |                              |                              |   |   |   |      |  |
|   | <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 complaints from clients | zero complaints from clients |   |   |   |      |  |
|   | <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                           | 20                           | 5 | 5 | 5 | 5.00 |  |
|   |   | No. of administrative meetings conducted  | Presides over administrative and research project meetings   | 3                            | 3                            | 5 | 5 | 4 | 4.67 |  |
|   |   | No. of documents (administrative/financial, projects', and incoming) effectively acted  |  |                              |                              |   |   |   |      |  |
|   |   | No. of IGP/STF projects supervised  |  | 1                            | 1                            | 5 | 5 | 5 | 5.00 |  |
|   |   | No. of reports reviewed and submitted (e.g. IGP and annual reports)   |  | 6                            | 6                            | 5 | 5 | 5 | 5.00 |  |
|   |   | No. of SPMS documents evaluated and signed  |  |                              |                              |   |   |   |      |  |
|   |   | No. of documents filed  |  |                              |                              |   |   |   |      |  |
|   |   | No. of trips monitored  |  |                              | 10                           | 5 | 5 | 5 | 5.00 |  |



|  |                              |   |  |   |   |   |   |   |        |  |
|--|------------------------------|---|--|---|---|---|---|---|--------|--|
|  |                              | No. of Eco-FARMI vehicle and farm equipment maintenance monitored |  | 6 | 6 | 5 | 5 | 5 | 5.00   |  |
|  |                              |   |  |   |   |   |   |   |        |  |
|  | <b>Total Over-all Rating</b> |   |  |   |   |   |   |   | 190.33 |  |
|  | <b>Average Rating</b>        |   |  |   |   |   |   |   | 4.88   |  |
|  | <b>Adjectival Rating</b>     |   |  |   |   |   |   |   | O      |  |

Received by:



**DILBERTO O. FERRAREN**

Planning Office

Date: **22 Dec. 2021**

Calibrated by:



**REMBERTO A. PATINDO**

Chairman, PMT

Date: **12/3/21**

Recommending Approval:



**MARIA JULIET C. CENIZA**

Vice President, REI

Date: **12/14/21**

Approved by:



**EDGARDO E. TULIN**

University President

Date: **12/20/21**