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 2017.

Date: _____

MARIA JULIET C. CENIZA
Director, NCRC-V

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomp-lishment	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	

Indicator	Responsible Staff						
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						
PI 1: Number of research outputs presented in regional/national/int'l fora/ conferences	NCRC-V Core Staff	-	1	5	5	5	5.00
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

Indicator	Responsible						
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

Indicator	Responsible						
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							
Individuals	NCRC-V Core Staff, SRA/Aide, Admin. Aide	460	1,170	5	5	5	5.00
Groups	NCRC-V Core Staff, SRA/Aide, Admin. Aide	9	68	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

Performance Indicator	Personnel Involved	Target	Accomplishment	Q	E	T	A	Average
Number of linkages/partnership forged (Regional/Local)	NCRC-V Core Staff	1	1	4	5	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	5.00
NCRC MFO 2. Production Services								
PI 1. 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	5.00
UMFO 5. Support to Operation (STO)								
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	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	5.00
UMFO 6. General Administration and Support Services (GASS)								
PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	NCRC-V Core Staff	1	1	4	5	5	5	4.67
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	5.00
PI 8: Percentage implementation of SPMS & PBB	NCRC-V Core Staff, SRA/Aide, Admin Aide	14	14	4	5	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	5.00
Number of NCRC-V meetings conducted	NCRC-V Core Staff, SRA/Aide, Admin Aide, Laborers	3	12	5	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	5.00
Number of university committees/council meetings	NCRC-V Core Staff, SRA/Aide, Admin Aide	7	13	5	5	5	5	5.00

Activity	Responsible	Target	Accomplishment					Average Rating
Number of NCRC-V meetings conducted	NCRC-V Core Staff, SRA/Aide, Admin Aide, Laborers	3	12	5	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	5.00
Number of university committees/council meetings	NCRC-V Core Staff, SRA/Aide, Admin Aide	7	13	5	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	45	5	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	5.00
Number of visitors/clients/investors briefed and entertained	NCRC-V Core Staff, SRA/Aide, Admin Aide	5	500	5	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	5.00
Number of Faculty evaluation facilitates	NCRC-V Core Staff, SRA/Aide, Admin Aide	10	250	5	5	5	5	5.00
Number of documents photocopy/scans	NCRC-V Core Staff, SRA/Aide, Admin Aide	25	11,000	5	5	5	5	5.00
Number of office e-mail sent, attachment download/print	NCRC-V Core Staff, SRA/Aide, Admin Aide	5	20	5	5	5	5	5.00
Number of documents sorts	NCRC-V Core Staff, SRA/Aide, Admin Aide	200	1,000	5	5	5	5	5.00
Number of documents bound	NCRC-V Core Staff, SRA/Aide, Admin Aide	5	20	5	5	5	5	5.00
Total Over-all Rating								264.00
Average Rating								4.98
Average Rating Adjectival Rating								0

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: _____

Received by:

Planning Office
Date: _____

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

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

Indicator			
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 crop varieties conserved and utilized	15%	15	44
Number of linkages forged			
International		1	2
National		2	17
Regional			
3 UMFO 4. Extension/Production Services			
NCRC MFO1. Extension Activities			
PI 1: Number of person-days trained weighted by length of training	12	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

No.	MFO / Performance Indicator or Output	NAP		3	4
	Number of exhibits/agro-fairs participated (National/ Regional)			3	4
	NCRC MFO 2. Production Services				
	PI 1. 10% increase of income generate to support university projects	10%	12	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				
	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