

Visayas State University  
**RESEARCH AND EXTENSION**  
 Visca, Baybay City Leyte

OP# 11736  
 11/21



**OFFICE PERFORMANCE COMMITMENT & REVIEW**

I, LUCIA M. BORINES, Unit Head, Plant Disease Diagnostic Laboratory commits to deliver and agree to be rated on the attainment of the following targets and accomplishment in accordance with the indicated measures for the period Jan to June 2019.

*L. Borines*  
 LUCIA M. BORINES  
 Head, PDDL

*O. Capuno*  
**OTHELLO B. CAPUNO**  
 VP for Research and Extension  
 Date:

MFO No.	MFO Description	Success Performance Indicator (P)	Units/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
OVPRE MFO I	Research and Support Services	Number of researchers and students that used the laboratory facilities with close supervision	Head and SRS	12	127	4.8	4.8	4.8	4.8	
MFO:2	Extension Services	Number of walk-in clients like students, researchers, visitors that demands orientation of the activities of the laboratory and consultation services	Head and SRS PDDL	20	76	4.7	4.7	4.7	4.7	
		Number of Farm Field Visits	Head and SRS	2	2	5.0	5.0	5.0	5.0	

MFO:3	Trainings Conducted	Number of persons – days trained weighted by length (PCR Hands on Training)	Head and SRS	3	4	4.5	4.5	4.5	4.5	
MFO:4	Diagnostic Services	Number of clients served through molecular analysis, microbial analysis, isolation and purification of microorganisms	Head and SRS	15	100	4.5	4.5	4.5	4.5	
		Number of samples analyzed	Head and SRS	55	90	4.8	4.8	4.8	4.8	
		Number of clients served on time and with zero complaint	SRS	15	127	4.8	4.8	4.8	4.8	
		Number of printed laboratory results released	Head and SRS	5	7	4.5	4.5	4.5	4.5	
MFO:5	IEC Materials Distributed	Number of DVD and EEC Materials Distributed	Head and SRS	2	4	4.5	4.5	4.5	4.5	
MFO:6	Administrative Services	Number of prepared and signed Purchase Request, Reimbursement Vouchers, Travel Vouchers, Job Request, Telephone bill payments, vouchers, contract and other documents and make follow-up	Head and SRS	20	45	4.8	4.8	4.8	4.8	
		Number of equipment facilitated, acquired and repaired in the laboratory	Head and SRS	2	Purchase: 1 set computer PC parts and repair of Telephone wirings	4.6	4.6	4.6	4.6	
		Number of Routine laboratory Activities	SRS	50%	100%	4.8	4.8	4.86	4.8	
		Number of Trainings Attended	SRS	2	2	4.6	4.6	4.6	4.6	

		Income Generating Services:	Head and SRS	P 1, 000. 00	10,000					
		CASH In KIND ( Laboratory supplies,, reagents etc. )		P10,000. 00	20,000.00	4.5	4.5	4.5	4.5	
		Number of laboratory annual accomplishment reports (power point presentation, hard copy, OPCR, IPCR)	Head and SRS	4	8 copies	4.7	4.7	4.7	4.7	
		Efficient and customer friendly frontline services	SRS	10	127	4.8	4.8	4.8	4.8	
Total Over-all Rating										74.9
Average Rating										4.70
Adjectival Rating										Outstanding

Received by:

Calibrated by:

Recommending Approval:

Approved by:

  
**DILBERTO O. FERRAREN**  
 Planning Officer  
 Date:

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT  
 Date:

  
**OTHELLO B. CAPUNO**  
 Vice Pres. for Rand E  
 Date:

  
**EDGARDO E. TULIN**  
 President  
 Date: