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



RECEIVED
08 AUG 2019

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (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 January to June, 2019.

MARIA JULIET C. CENIZA
Director
Date: _____

JOSE L. BACUSMO
Director for Research
Date: _____

Approved:
OTHELLO B. CAPRINO
Vice President for Research & Extension
Date: _____

MFO No.	MFOs/PAPs	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Rating					Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
Advanced Education Services											
Higher Education Services											
	NCRC MFO 1, Curriculum Program Management										
	Total FTE monitored	Required workload/FTE: units for instruction complied	NCRC Core Faculty Researchers	Teach Plant Protection, Entomology, Tropical Ecology	7	57.47	5	5	5	5.00	
	MFO 2. Student Management Services										
	Effective instruction delivery services to contribute to the development of human resources	A1. Number of graduates within the prescribed period	NCRC Core Faculty Researchers								
		Masters		Graduate Committee Member	1	5	5	5	5	5.00	
		Baccalaureate		Adviser and student research committee	1	17	5	5	5	5.00	
		A2. Number of instructional materials developed, revised and utilized	NCRC Core Faculty Researchers								
		New IM's		Prepares lecture modules for Entomology courses.	1	7	5	5	5	5.00	

	Revised IM's within the last 3 years		Prepares/revises powerpoint lectures on courses taught, lab. guides and manuals of subject taught	2	19	5	5	5	5	5.00	
	A3. Number of student research and field practice advised:	NCRC Core Faculty Researchers									
	Approved manuscript submitted within the prescribed period		Reviews and approve student theses manuscript	1	35	5	5	5	5	5.00	
	A4. Student advising and consultation services										
	Number of hours spent on student consultation		Consultation with students on subject matter and other course-related activities	100	570	5	5	5	5	5.00	
	Number of organization advised		Adviser of student organization	1	4	5	5	5	5	5.00	
	Number of student related activities assisted		Resource person in student related activities; lectures and seminars	1	8	5	5	5	5	5.00	
Research Services											
Productive, relevant research outputs and cutting-edge technologies generated	A5. Number of published papers in CHED accredited journals, internationally indexed journals	NCRC Core Faculty Researchers & SRAs									
	In referred Int'l Journals										
	A6. Number of research outputs presented in regional/national/int'l conferences	NCRC Core Faculty Researchers & SRAs									
	In reg'l fora /conferences		Prepares and presents paper and outputs	1	2	5	5	5	5	5.00	
	In nat'l fora /conferences		Prepares and presents paper and outputs								
	In institutional fora /conferences		Prepares and presents paper and outputs	5	23	5	5	5	5	5.00	
	A7. Number of research projects conducted and/or completed on schedule	NCRC Core Faculty Researchers & SRAs	Implements approved projects, prepares and submit terminal reports	1	20	5	5	5	5	5.00	
	A8. Number of research proposals submitted.	NCRC Core Faculty Researchers & SRAs	Prepares and submits research proposals to funding agency	3	6	5	5	5	5	5.00	
	A9. Percent of research proposals approved	NCRC Core Faculty Researchers & SRAs		60%	80%	5	5	4	4	4.67	
	A10. Amount of research money generated from external funding (Thousand Php)	NCRC Core Faculty Researchers & SRAs	Implements approved research project with DENR, CHED, and PCAARRD fundings.	1.5M	7.0M	5	5	5	5	5.00	

	A11. Amount of money generated from institutional funding (Thousand PhP)	NCRC Core Faculty Researchers & SRAs	Implements approved research projects with VSU funding	300,000	1,669,108	5	5	5	5	5.00	
	A12. Number of linkages forged										
	National		Forges MOUs and MOAs with partner agencies	1	4	5	5	5	5	5.00	
	Regional		Forges MOUs and MOAs with partner agencies	1	4	5	5	5	5	5.00	
	A13. Number of crop varieties conserved and utilized by clients and industries	NCRC Core Faculty Researchers & SRAs	Conserve and utilize coconut genetic resources for research production purposes	3	42	5	5	5	5	5.00	
	A14. Number of technologies generated and utilized by industries and farmers or other clients.	NCRC Core Faculty Researchers & SRAs	Generate technologies to be utilized by industries and farmers & other clients	2	6	4	5	5	5	4.67	
	Extension/Production Services										
	Efficient and effective community engagement for sustainable livelihood of clients and sound environment	A15. Number of person-days trained weighted by length of training	NCRC Core Staff, SRA/Aide, Admin. Aide	Train farmers/clients	175	489	5	5	5	5.00	
		A16. Number of IEC materials/technologies developed/used	NCRC Core Staff, SRA/Aide, Admin. Aide	Prepares IEC materials, Posters on Coconut Pests and their Control, and QP.	2	18	5	5	5	5.00	
		A17. Number of beneficiaries served with technical assistance	NCRC Core Faculty Researchers and SRAs	Provide technical assistance to beneficiaries							
		Groups		Provide technical assistance to group beneficiaries	7	20	5	5	5	5.00	
		Individuals		Provide technical assistance to individual beneficiaries	250	600	5	5	5	5.00	
		A18. Number of technical/expert services	NCRC Core Faculty Researchers	Provide technical/expert services							
		Research Mentoring			1	11	5	5	5	5.00	
		Peer Reviewers/Panelists			1	4	5	5	5	5.00	
		Resource Persons			1	5	5	4	5	4.67	
		Consultancy			1	21	5	5	4	4.67	

7 Faculty Evaluation Services										
Capability enhancement, development and evaluation services conducted	A31. Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	NCRC Core Staff								
	A32. Number of seminars/trainings/workshops coordinated for the entire University	NCRC Core Staff	Coordinate seminars/trainings/workshops for the entire University	1	3	4	5	5	4.67	
	A33. Number of seminars/trainings/workshops coordinated outside the University	NCRC Core Staff and Res. Staff	Coordinate seminars/trainings/workshops outside the University	1	5	4	5	5	4.67	
	A34. Number of in-house seminars/trainings/workshops/reviews conducted/attended	NCRC Core Staff and Res. Staff	Attend in-house seminars/trainings/workshops/reviews	2	10	5	5	5	5.00	
	General Administration and Support Services (GASS)									
8 Administrative and Facilitative Services										
Efficient and customer friendly frontline services	A35. Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	NCRC-V Core Staff	Provide efficient and customer friendly frontline services	1	15	5	5	5	5.00	
	A36. Percentage implementation of SPMS & PBB	NCRC-V Core Staff, SRA/Aide, Admin Aide	Implement the SPMS & PBB	80%	100%	5	5	5	5.00	
	A37. Number of NCRC-V personnel supervised and monitored	NCRC-V Core Staff, SRA/Aide, Admin Aide	Supervise and monitor NCRC-V personnels	30	52	5	5	5	5.00	
	A38. Number of NCRC-V meetings conducted	NCRC-V Core Staff, SRA/Aide, Admin Aide, Laborers	Presides and conducts center meetings, committee meetings, commodity team meetings and research project-related meetings	6	10	5	5	4	4.67	
	A39. Number of documents reviewed/evaluated, signed and approved	NCRC-V Core Staff, SRA/Aide, Admin Aide	Reviews, evaluate and signs administrative and financial documents, vouchers, appointments, trip tickets, travel orders, reimbursements documents, job requests, office	300	400	5	5	5	5.00	

		A40. Number of University committees/council meetings attended	NCRC-V Core Staff, SRA/Aide, Admin Aide	Attends meetings of UADCO, college-wide committees and meetings requiring the Center Director' attendance	6	24	5	5	5	5	5.00	
		A 41. Number of reports prepared/reviewed/submitted, data and other information requested by other offices	NCRC-V Core Staff SRA/Aides, Admin Aide	Prepares and/or review and submits reports, data and other information requested by other offices	2	24	5	5	5	5	5.00	
		A 42. Number of repairs/improvements of structures/facilities of the center supervised and monitored	NCRC-V Core Staff SRA/Aide, Admin Aide/Laborers	Supervises and monitors repairs and improvements of structures and facilities of the center	1	3	5	5	5	5	5.00	
		A 43. Number of visitors/clients/investors briefed and entertained	NCRC-V Core Staff, SRA/Aide, Admin Aide	Briefs/discusses/entertains visitors/investors on coconut production, RF and envi-topics	50	360	5	5	5	5	5.00	
		A 44. Number of Plane tickets book/arranged	NCRC-V Core Staff, SRA/Aide, Admin Aide	Book/arrange plane tickets	5	15	4	5	5	5	4.67	
		A 45. Number of Faculty evaluation facilitated	NCRC-V Core Staff, SRA/Aide, Admin Aide	Facilitate evaluation of teaching faculty	5	20	5	5	5	5	5.00	
		A 46. Number of documents photocopied/scanned	NCRC-V Core Staff, SRA/Aide, Admin Aide	Photocopy/scan office documents	125	1,110	5	5	5	5	5.00	
		A 47. Number of office e-mail sent, attachment downloaded/printed	NCRC-V Core Staff, SRA/Aide, Admin Aide	Send e-mail, download/print email/IP message attachment	10	350	5	5	5	5	5.00	
		A 48. Number of documents sorted	NCRC-V Core Staff, SRA/Aide, Admin Aide	Sort office documents (i.e. exams, research papers, etc)	150	1200	5	5	5	5	5.00	

	A 49. Number of documents bound	NCRC-V Core Staff, SRA/aide, Admin Aide	Bound official documents	2	85	5	5	5	5	5.00	
	A50. Number of trips completed for in-campus & out-campus trips to conduct/fetch NRC Personnel to their destinations	Admin Aide III (Driver)	Drive NCRC Vehicle for in-campus & out-campus trips	25	100	5	5	5	5	5.00	
	A 51. Number of documents prepared/processed (i.e. travel, payrolls, appointments, replenishments, PRs, RIS, fuel vouchers, trip tickets, PPM, etc).	Admin Aide VI	Prepares Certificate of appearance, log-in/out, trip ticket, ODI, TO, RIS, Payroll, Voucher, DTR, Itinerary of Travel, ORS/BURS, etc.	150	900	4	5	5	5	4.67	
			Prepares Workload, PASUC (QCE, NBC 461), Class Schedule of Center Core Staff	5	6	5	5	5	4	4.67	
			Prepares Project/Study Leaders appointment	6	24	5	5	5	5	5.00	
			Prepares/computerize communications, notice of meetings.	35	100	5	5	5	5	5.00	
			Print monthly DTRs of NCRC staff	13/month	13	5	5	5	5	5.00	
	Other Services:		Maintain/check the NCRC-V vehicles to ensure its availability, cleanliness and good running condition.	3x a week maintained /checked	4x a week	5	5	5	4	4.67	
		Filing Services	Receive, distribute, and file documents/communications	100	400	5	5	5	5	5.00	
										4.940	
Average Rating					4.940						
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING					4.940						
ADJECTIVAL RATING			Outstanding								

Comments and Recommendations for Development Purpose:

Received by:

Calibrated by:

Approved:

Planning Office

PMT

Vice President for Research & Extension

President

DILBERTO O. FERRAREN REMBERTO H. PATINDOL

OHHELLO B. BAYANO

EDGARDO E. TULIN