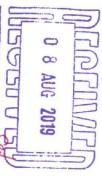


## Visayas State University

## NATIONAL COCONUT RESEARCH CENTER - VISAYAS Visca, Baybay City, Leyte





## OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

period January to June, 2019. 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

ET C. CENIZA

OSE L. BACUSMO

Approved:

Advanced Education Services MFO. development of human contribute to the delivery services to Effective instruction Management Services MFO 2. Student Total FTE monitored Curriculum Program NCRC MFO 1. Higher Education Services MFOs/PAPs prescribed period A1. Number of graduates within the NCRC Core Faculty Required workload/FTE: units for materials developed, revised and A2. Number of instructional Date: instruction complied New IM's Baccalureate Masters Success Indicator (SI) Researchers NCRC Core Faculty Researchers Researchers NCRC Core/ Faculty Pensons Responsible Prepares lecture modules for Entomology courses. Graduate Committee Member Adviser and student research committee Teach Plant Protection, Entomology, Tropical Ecology Director for Research Task Assigned Target Vice President for Research & Extension Actual Accomplishment 57.47 17 Ch O O S Quality Ch Ch On Ch Efficiency Rating Ch cn Ch O Timeliness 5.00 5.00 5,00 5.00 Average Remark

	NCRC Core Faculty Researchers & SRAs	NCRC Core Faculty Researchers & SRAs		rences		presented in regional/national/int'l Researchers & SRAs conferences		CHED accredited journals, internationnaly indexed journals	Productive, relevant A5 Number of nublished papers in NCRC Core Faculty	Research Services	Number of student related	Number of organization advised	student consultation	consultation services	submitted within the prescribed period		years  A3 Number of student research NCDC Core Excuster
Researchers & SRAs  NCRC Core Faculty  NCRC Core Faculty  Researchers & SRAs  CHED, and PCAARRD	NCRC Core Faculty Researchers & SRAs	NCRC Core Faculty Researchers & SRAs				or research outputs regional/national/int'i		urnals		activities assisted	Number of student related	Number of organization advised	student consultation	consultation services	submitted within the prescribed  period		
Implements approved S CHED, and PCAARRD	S	S		Prepare	Prep.	NCRC Core Faculty Researchers & SRAs		Researchers & SRA	NCRC Core Escult							Researchers	NODO OSTA E
	Prepares and submagency	Implements ap terminal repor	Prepares a	Prepare	Prep		1	0,								Journey	
ect with DENR,	Prepares and submits research proposals to funding agency	Implements approved projects, prepares and submit terminal reports	Prepares and presents paper and outputs	Prepares and presents paper and outputs	Prepares and presents paper and outputs					and seminars	Resource person in student related activities; lectures	Adviser of student organization	Consultation with students on subject matter and other course-related activities		Reviews and approve student theses manuscript		taught, lab. guides and manuals of subject taught
60% 1.5M	ယ	-1	5		1				Walne des grantes and a second and a second		1	1	100		1		
7.0M	6	20	23		2				Variable Constitution and advantage and adva		00	4	570		35		10
<b>с</b> л сл	CI	(J)	51		Cī				T	T	Ch	Cr	Ċī		ري د		0
<b>У</b> У	C)1	თ	5		5						5	Ch	O1		C)		0
4 73	Çī.	(J)	თ		5						51	CJI	رى د		Ŋ		U
4.67 5.00	5.00	5.00	5.00		5.00						5.00	5.00	5.00		5.00		0.00

onganes en	ACCRETIONAL MENTAL STATEMENT OF THE PROPERTY O									Efficient and effective community engagement for sustainable livelihood of clients and sound environment	Extension/Production Services	Extension/Duration D						
Consultancy	Resource Persons	Peer Reviewers/Panelists	Research Mentoring	A18. Number of technical/expert services	Individuals	Groups	A17. Number of beneficiaries served with technical assistance	materials/technoloiges developed/used		A15. Number of person-days trained weighted by length of training	PIVICES		generated and utilized by industries and farmers or other clients.	conserved and utilized by clients and industries	A13 Number of crop varieties	Regional	A12. Number of linkages forged	from Institutional funding (Thousand PhP)
				NCRC Core Faculty Researchers			NCRC Core Faculty Researchers and SRAs	NCRC Core Staff, SRA/Aide, Admin. Aide		NCRC Core Staff, SRA/Aide, Admin. Aide			NCRC Core Faculty Researchers & SRAs	Researchers & SRAs	AIC DO CO			Researchers & SRAs
				Provide technical/expert services	Provide technical assistance to individual beneficiaries	Provide technical assistance to group beneficiariies	Provide technical assistance to beneficiariles	Prepares IEC materials, Posters on Coconut Pests and their Control, and QP.		Train farmers/clients			Generate technologies to be utilized by industries and farmers & other clients	research production purposes	Forges MOUs and MOAs with partner agencies	Forges MOUs and MOAs with partner agencies		Implements approved research projects with VSU funding
-	4	4	1		250	7		2		175	Newson Commence and Street Street Street		2	ω	1	1		300,000
24	7	4	11		600	20		18		489			6	42	4	4		1,669,108
n	7	57 (	л		C)	Ch		c <sub>2</sub>		ن. ن			4	ڻ.	5	Ch	+	ο <sub>0</sub>
1	1	57 0	7		Ch	C)		Ch		Ch Ch			r)	Cr	5	5	+	5
	+	א כ	+	+	Ch	On	-	C/J	1	ري. در	I	-	O1	Ch.	5	Oi		Ch Ch
4.0/	2 5	3 8	3	- Company	5.00	5.00		5.00		5.00	or new particular services	NAMES OF PERSONS ASSESSED.	4.67	5.00	5.00	5.00	-	5.00

7 O A	n m	generation activities to g support University p activities	eratir	Support to Operation (STO)	@ Q )										
A30. Number of technologies commercialized used by the industry		Azo. 10% increase of income generated to support university projects		)	A 27. Production of biological control agents (Parasitoids) and entomopathogens	A 26: Number of exhibits/agro-fairs participated (National Regional)	A25. Number of linkages/partnership forged [Regional/Local]	A24. Number of copies of IEC materials distributed	A23. Amount of extension money generated from institutional funding (Thousand PhP)	A22. Amount of extension money generated from external funding (Thousand PhP)	proposals approved	submitted	conducted and/or completed on schedule	A19 Number of extension projects	Evaluator
NCRC Core Staff, SRA/Aide, Laborers	NCRC Core Staff, SRA/Alde, Admin Alde, Laborers	NCRC Core Staff, SRA/Aide, Admin Aide, Laborers			NCRC Core Staff, SRA, Laborer		NCRC Core Staff	NCRC Core Staff, SRA/Aide, Admin Aide	NCRC Core Staff	NCRC Core Staff	NCRC Core Staff	Admin Aide	SRA/Aide, Admin Aide, Laborers	AICOC COLOR	
Commercized technonologies used by the Industry	Manage and monitors STF and income Generating Projects of the Center	Generate income to support university projects			Produce biological control agents (Parasitoids) and entomopathogens	Participate in exhibits/agrofairs in Regional & National Leavel	Forge regional/local linkages/partnership	Edits and reviews IEC materials, distribute information materials on coconut production, and Envi topics	Implements approved extension projects with VSU funding	Implements approved extension projects with PCAARRD funding		Prepares extension proposals and submit to funding agencies	and submit reports		
1	~	10%			250	-1	1	150	150,000	50,000	50%	1	1	1	
Ċr.	4	19%			9400	14	4	1,324	450,000	15M	100%	ယ	4	6	
(J1	51	C)			O1	ري د	(J1	Ch	O	Ċī.	ĊΊ	CI	C71	4	
51	5	C)		1	51	Ch	5	55	S	55	ر ت	C)	5	ζī,	
ch:	Ch .	Ç)	-	+	Ch	On On	Ch	O1	C)	5	Ch	ა	ა	5	
5.00	5.00	5.00		_	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	4.67	

re Staff  Coordinate seminars/trainings/workshops for the entire  1 3 4 5 5  University  Coordinate seminars/trainings/workshops outside the University  re Staff and Attend in-house seminars/trainings/workshops outside the University  re Staff and Attend in-house seminars/trainings/workshops/reviews  2 10 5 5 5  ore Staff, Admin Aide Admin Aide  Provide efficient and customer friendly frontline services  1 15 5 5 5  ore Staff, Admin Aide Admin Aide Admin Reviews, commodity team meetings committee  ore Staff, Reviews, evaluate and signs administrative and financial documents; rouchers, appointments, job requests, office  The Staff, Reviews, evaluate and signs administrative and financial orders, reimbursements documents, job requests, office	A 39. Number of documents NCRC-V reviewed/evaluated, signed and SRAJAid approved Aide	A 38. Number of NCRC-V meetings   NCRC-V Core S SRA/Aide, Adm Aide, Laborers	Efficient office A37. Number of NCRC-V personnel NCRC-V management and supervised and monitored SRA/Aid maintenance	e implementation of	Efficient and customer A35: Number of frontline services NCRC-V monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	8 Administrative and Facilitative Services	General Administration and Support Services (GASS)	A34. Number of in-house NCRC Conservings/workshops/revi Res. Staff  ews conducted/aftended	er of seminars/trainings s coordinated outside the	A32. Number of seminars/trainings/workshops coordinated for the entire University	evelopment and programs (FID) racilitated, evaluation services monitored and assisted conducted	advanced research degree	
ntire 1 3 4 5 5 he 1 5 4 5 5 he 1 5 5 5 5 he 30% 100% 5 5 5 5 solution and the sector of the sector	NCRC-V Core Staff, Re SRAJAide, Admin dou Alde ord	in	NCRC-V C ore Staff, Su SRA/Aide, Admin Aide	NCRC-V Core Staff, Im SRA/Aide, Admin Aide	NCRC-V Core Staff Pr			e Staff and	re Staff and	NCRC Core Staff Co		ore Staff	
3       400       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       5       6       7       8       8       9       9       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10 <t< td=""><td>views, evaluate and signs administrative and financial cuments; vouchers, appointments, trip tickets, travel ders, reimbursements documents, job requests, office</td><td>nduct</td><td>pervise and monitor NCRC-V perrsonnels</td><td>plement the SPMS &amp; PBB</td><td>rovide efficient and customer friendly frontline services</td><td></td><td></td><td>ttend in-house seminars/trainings/workshops/reviews</td><td>oordinate seminars/trainings/workshops outside the niversity</td><td>oordinate seminars/trainings/workshops for the entire niversity</td><td></td><td></td><td></td></t<>	views, evaluate and signs administrative and financial cuments; vouchers, appointments, trip tickets, travel ders, reimbursements documents, job requests, office	nduct	pervise and monitor NCRC-V perrsonnels	plement the SPMS & PBB	rovide efficient and customer friendly frontline services			ttend in-house seminars/trainings/workshops/reviews	oordinate seminars/trainings/workshops outside the niversity	oordinate seminars/trainings/workshops for the entire niversity			
5     5     5     5     5     5     5     4     4       5     5     5     5     5     5     5     5	300	6	30	80%	4			2	1	1			
5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5     5 <td>400</td> <td>10</td> <td>52</td> <td>100%</td> <td>15</td> <td></td> <td></td> <td>10</td> <td>S</td> <td>ω</td> <td></td> <td></td> <td></td>	400	10	52	100%	15			10	S	ω			
Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ	Οı	Oi	- Oi	(J)	ა			5	4	4			
	(J)	υı	5	51	ა			Cri	Cr	5			
4.67 4.67 5.00 5.00	5 5.00	4 4.67	5 5.00	5 5.00	5 5.00		4	_					

	1	1		1				_
A 48. Number of documents sorted	A 47. Number of office e-mail sent, attachment downloaded/printed	A 46. Number of documents photocopied/scanned	A 45. Number of fFaculty evaluation   NCRC-V Core Staff, facilitated   SRA/Aide, Admin A	A 44. Number of Plane tickets book/arranged	A 43. Number of visitors/cliernts/investors briefed and entertained	A 42. Number of repairs/improvements of structures/facilities of the center supervised and monitored	A 41. Number of reports prepared/reviewed/submitted, data and other information requested by other offices	A40. Number of University committes/council meetings attended
NCRC-V Core Staff, SRA/Aide, Admin Aide	NCRC-V Core Staff, SRA/Aide, Admin Aide	NCRC-V Core Staff, SRA/aide, Admin Aide	NCRC-V Core Staff, SRA/Aide, Admin Aide	NCRC-V Core Staff, SRA/Aide, Admin Aide	NCRC-V Core Staff, SRA/Aide, Admin Aide	NCRC-V Core Staff SRA/Aide, Admin Aide/Laborers	NCRC-V Core Staff SRA/Aides, Admin Aide	NCRC-V Core Staff, SRA/Aide, Admin Aide
Sort office documents (i.e. exams, research papers, etc)	Send e-mail, download/print email/IP message attachment	Photocopy/scan office documents	Facilitate evaluation of teaching faculty	Book/arrange plane tickets	Briefs/discusses/entertains visitors/investors on coconut production, RF and envi-topics	Supervises and monitors repairs and improvements of structures and facilities of the center	Prepares and/or review and submits reports, data and other information requested by other offices	Attends meetings of UADCO, college-wide committees and meetings requiring the Center Director' attendance
150	10	125	Cr	S.	50	~	2	0
1200	350	1,110	20	15	360	cs.	24	24
Ċī	CT	Ch	თ	4	Ćī	51	Ċ1	Ch Ch
Ch	ري د	Cr	Ch	On	5	ა	5	5
O1	Oi	01	On .	5	51	CT CT	ڻ.	C)
5.00	5.00	5.00	5.00	4.67	5.00	5.00	5.00	5.00

Mental Control	Received by:	ADJECTIVAL RATING	FINAL RATING	Approved Additional Points (w/ copy of Approval)	Punctuality	Average Kating											
1		G	and the state of t	nal Points (w/ co	energy Agreement and Company a	Martin con contract of the state of the stat					nessentere reconstruction of the second seco	MOTO CONTRACTOR CONTRA					
Campi accord by	Calibrated by:			opy of Approval)					Filin	Oner Services:					A 51. Number of documents preapred/processed (i.e. travel, payrolls, appointments, replenishments, PRs, RIS, fuel vouchers, trip tickets, PPMP, etc).	A50. Number of trips completed for in-campus & out-campus trips to conduct/fetch NRC Personnel to their destinations	A 49. Number of documents bound
									Filing Services						Admin Aide VI	Admin Aide III (Driver)	NCRC-V Core Staff, SRA/aide, Admin Aide
Coordinate Opproved	Recommending Approval	Outstanding	4.940			4.940			Receive, distribute, and file documents/communications	Maintain/check the NCRC-V vehicles to ensure its availability, cleanliness and good running condition.	Print monthly DTRs of NCRC staff	Prepares/computerize communications, notice of meetings,	Prepares Project/Study Leaders appointment	Prepares Workload, PASUC (QCE, NBC 461), Class Schedule of Center Core Staff	Prepares Certificate of appearance, log-in/out, trip ticket, ODI, TO, RIS, Payroll, Voucher, DTR, Itinerary of Travel, ORS/BURS, etc.	Drive NCRC Vehicle for in-campus & out-campus trips	Bound official documents
Approved:	Approved.					Comments an			100	3x a week maintained /checked	13/month	35	0	S.	150	25	2
100	Management of the state of the					Comments and Recommendations for Development Purpose:			400	4x a week	13	100	24	6	900	100	85
5	metanomentalis historia	1				ations			5	Ch	5	Ch	Cī	C)	4	O1	ري د
						for Dev		1	5	5	5	Sī	රා	Cr	(J)	ζ <sub>1</sub>	თ
4 %	-	į			-	relopm	7	+	On	4	Cī	CT	Ch	4	5	(J)	Ch
4					3	ent Purpose	4.940		5.00	4.67	5,00	5.00	5.00	4.67	4.67	5.00	5.00

Planning Office

DILBERTO O. FERRAREN REMBERTO K. PATINDOL

OTHERLO BREAMONO
Vice President for Research & Extension

EDGARDO E. TULIN
President