

Visayas State University
RESEARCH AND EXTENSION
Visca, Baybay City Leyte



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 accomplishments in accordance with the indicated measures for the period July to December 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 | 55 | 4.7 | 4.7 | 4.7 | 4.7 | |
| | | Number of awards received (Publication Award) | Head | 1 | 3 | 5.0 | 5.0 | 5.0 | 5.0 | |

| | | | | | | | | | | |
|-------|---------------------|---|-------------------|----|----|-----|-----|-----|-----|--|
| 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 | 60 | 4.7 | 4.7 | 4.7 | 4.7 | |
| | | Number of Farm Field Visits | Head and SRS | 2 | 5 | 4.6 | 4.6 | 4.6 | 4.6 | |
| | | Number of fora attended to act as resource person | Head and SRS | 2 | 5 | 5.0 | 5.5 | 5.0 | 5.0 | |
| MFO:3 | Trainings Conducted | Number of persons – days trained weighted by length (PCR Hands on Training) | Head and SRS | 3 | 7 | 4.6 | 4.6 | 4.6 | 4.6 | |
| MFO:4 | Diagnostic Services | Number of clients used laboratory equipment through molecular analysis, | Head and SRS | 15 | 41 | 4.7 | 4.7 | 4.7 | 4.7 | |
| | | Number of times clients used laboratory equipment through microbial analysis, isolation and purification of microorganisms | Head and SRS | 55 | 60 | 4.7 | 4.7 | 4.7 | 4.7 | |

| | | | | | | | | | | |
|-------|---------------------------|--|--------------|--------------|-------------|-----|-----|-----|-----|--|
| | | Number of printed laboratory results released | Head and SRS | 5 | 5 | 4.6 | 4.6 | 4.6 | 4.6 | |
| MFO:5 | IEC Materials Distributed | Number of DVD and EEC Materials Distributed | Head and SRS | 2 | 2 | 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 | 64 | 4.8 | 4.8 | 4.8 | 4.8 | |
| | | Number of Routine laboratory Activities | SRS | 50% | 100% | 4.6 | 4.6 | 4.6 | 4.6 | |
| | | Number of Trainings Attended | Head and SRS | 2 | 6 | 4.7 | 4.7 | 4.7 | 4.7 | |
| | | Income Generating Services: | Head and SRS | | | | | | | |
| | | CASH In KIND (Laboratory supplies,, reagents etc.) | | P 1, 000. 00 | P21,050 .00 | 4.5 | 4.5 | 4.5 | 4.5 | |
| | | | | P10,000. 00 | P5,000.00 | | | | | |

| | | | | | | | | | | |
|-----------------------|--|---|--------------|------------|-----------|-----|-----|-----|-----|-------------|
| | | Laboratory supplies,, reagents etc.) | | P10,000.00 | P5,000.00 | | | | | |
| | | Number of laboratory annual accomplishment reports (power point presentation (Poster), hard copy, OPCR, IPCR) | Head and SRS | 4 | 8 copies | 4.7 | 4.7 | 4.7 | 4.7 | |
| | | Efficient and customer friendly frontline services | Head and SRS | 10 | 110 | 4.8 | 4.8 | 4.8 | 4.8 | |
| Total Over-all Rating | | | | | | | | | | 79.9 |
| Average Rating | | | | | | | | | | 4.7 |
| Adjectival Rating | | | | | | | | | | Outstanding |

Received by:

Calibrated by:

Recommending Approval:

Approved by:


DILBERTO O. FERRAREN
 Planning Officer

Date:
 Date:


REMBERTO A. PATINDOL
 Chairman, PMT

Date:


OTHELLO B. CAPUNO
 Vice Pres. for Rand E

Date:


EDGARDO E. TULIN
 President