



OTP MONITORING FORM
Year: 2021

(1)	Action Plan in OTP		Issue based on SWOT		Associated Risk (refer to ROAM)		Last year Monitoring			(11)	(12)	(13)	During Monitoring			(17)	(18)
Metrics (Based on Strat Plan)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	Target Date of Implementation	Actual Date of Implementation	Monitoring Date	(14)	(15)	(16)	Effectiveness of Action Plan	Recommendation
Code	Description	Code	Description	Code	Description	Target	Accomplishment	Percent Accomplishment					Target	Accomplishment	Percent Accomplishment		
Safe and peaceful environment (Under goal 5-Client-centered Governance)	OUR-APR-21-1	Coordinate with BFP LGU Baybay Unit to Ask provision of fire truck drivers	OUR-21-W5	No assigned Fire Truck Drivers and/or available on-call responders	OUR-19-R5	Less effective security and rescue services	Hire 3 Personnel	0	0	1 st quarter	January 2021	April 2021	4 fire truck personnel	Already Collaborated with BFP and they will assign 4 fire truck drivers and 6 back-up personnel for the firetruck (Turn-over /Signing of deed of donation will be on December 8, 2021)	100%	Very Effective	Validate for best practice or innovation adoption




OPERATIONAL PLAN MONITORING FORM

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Quality Objective	Code (Indicators)	Indicators (OTP Quality Objective)	Code (Action Plan)	OTP Action Plan	Percent Completion of the Action Plan (Max 100%)	Percent attainment of the Quality Objective	Task/Action*
Efficient performance of Security and Safety Measures	B.1.1	Number of Fire truck personnel provided (including back-up fire fighter)	OUDDRM-APR-21-1	Coordinate with BFP LGU Baybay Unit to Ask provision of fire truck drivers	100%	100%	Maintain existing controls
	B.2.1	Number of lectures, seminars or trainings attended	OUDDRM-APR-21-2	Attend Security and safety trainings	100%	100%	Maintain existing controls
	B.3.1	Number of seminars or trainings conducted	OUDDRM-APR-21-3	Conduct, attend or facilitate semi-annual emergency/ calamity responder trainings	100%	100%	Maintain existing controls

*refer GL-VPR-01 for the measure of effectiveness of the actions to minimize/eliminate risk

Prepared by:


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Date: _____

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
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RISK Monitoring form

Year: **2021**
Office/Unit: **OUDRRM**

A. KEY RESULT AREA/ACTIVITY/PROCESS

		(3)				(7)	(8)	(9)				(13)	(14)	(15)
ISSUES		RISK	RISK ASSESSMENT SCORE BEFORE MONITORING			RISK PRIORITY NUMBER BEFORE MONITORING	ACTION PLAN (Risks)	Current STATUS (Action Plan)	RISK ASSESSMENT SCORE DURING MONITORING			RISK PRIORITY NUMBER DURING MONITORING	LEVEL OF EFFECTIVENESS OF ACTION PLAN	Recommendation
(1) Internal (Weaknesses)	(2) External (Threats)		(4) SE V	(5) OC C	(6) DE T				(10) SE V	(11) OC C	(12) DE T			
OUDRM-19-W5 No assigned fire truck drivers and available responders during disaster/calamities	OUDRRM-21-T1 Emergency Fire Disaster	OUDRRM-19-R5 Less effective security and rescue services	3	2	4	24 (Medium Risk)	OUDRRM-APR-21-1 Coordinate with BFP-LGU Baybay to ask provision of fire truck personnel	On-going	2	2	2	8 (Low Risk)	Effective	Maintain/improve existing controls
OUDRRM-21-W1 Lacking security and safety trainings	OUDRRM-21-T2	OUDRRM-21-R1 Less effective security implementation	2	3	3	18 (Medium Risk)	OUDRRM-APR-21-2 Attend security and safety trainings	Completed	2	2	2	8 (Low Risk)	Effective	Maintain/improve existing controls
OUDRRM-21-W3 Insufficient manpower	OUDRRM-21-T4 Natural calamities	OUDRRM-21-R2 Ineffective emergency	3	4	3	36 (High Risk)	OUDRRM-APR-21-3 Conduct, attend, or	Completed	2	2	2	8 (Low Risk)	Effective	Maintain/improve existing controls

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VISAYAS
STATE UNIVERSITY

**OFFICE OF THE UNIVERSITY
DISASTER & RISK-REDUCTION
MANAGEMENT**

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OPCR MONITORING FORM

Accomplishment for the period of January – November 2021

OP/VP: for Administration and Finance				CENTERS/INSTITUTES/OFFICES/COLLEGES UNDER OVPAF						
				TOTAL Target OUDRRM	Average Accomplish- ment % OUDRRM	REMARKS				
UMFO No.	MFO Description	Success Indicator (SI)	Metrics in the Strat Plan? Yes/No							
UFMO 6: General Administration and Support Services										
OVPAF MFO 7 MFO 1	Security and Safety Management Services Conduct Investigation on reported incidents	PI 1: Zero percent complaint from clients served								
		Additional Outputs								
		PI 1: All reported incidents had been investigated		100% of the target to attain	100%	Conducted investigation to all incident reports within the campus				
		PI 2: All reported incidents forwarded to concerned offices		95% of the target to attain	90%	Endorsing incident reports to concerned offices and top management				
MFO 2	Accomplishment reporting	PI 1: Annual accomplishment reported on time		1 annual report	50%	Drafting annual report				
MFO 3	Public Safety Management	PI 1: Number of students dormitories oriented/inspected for security and safety		50% of VSU dormitories	0% No face to face classes					
		PI 2: All emergency calls that needs assistance was responded		100%	100%	Responded all emergency calls				

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STRATEGIC PLAN MONITORING FORM
Year 2021

Monitoring form of the Metrics						
STRATEGIC GOALS		No	Metrics Classification	Units/Office Concerned	TARGETS	ACCOMPLISHMENT
KEY AREAS	METRICS					% Accomplished
GOAL 5: CLIENT-CENTERED GOVERNANCE						
1. Quality Frontline Service	1. Number of orientations on VSU policies, CSC and DBM rules and regulations	1.	Quantitative – Number			
	2. Number of skills training conducted	2.	Quantitative – Number			
	3. Number of seminar workshops conducted/facilitated	3.	Quantitative – Number			
	4. Provident fund established and operational	4.	Quantitative – Number			
	5. Employees covered with group health insurance	5.	Quantitative – Number			
	6. High risk employees covered with hazard pay or group life accident insurance	6.	Quantitative – Number			
	7. Number of additional medical personnel of VSU hospital and external campuses	7.	Quantitative – Number			
	8. Number of university awardees given cash incentive	8.	Quantitative – Number			
	9. Number of monthly report on analysis of feedbacks received	9.	Quantitative – Number			
	10. New feedback mechanism introduced	10.	Actual Output			
2. Responsive management information system	1. New software designed and installed	11.	Actual Output			
	2. Competent IT personnel hired, retained and retrained	12.	Quantitative – Number			
	3. Number of users of the system trained	13.	Quantitative – Number			
	4. All users actively using/updating his/her	14.	Quantitative –			

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