

"Exhibit B"

I, JEMUEL A. OCAÑADA of the University Disaster Risk-Reduction & Management, Safety & Security Office accomplished the following targets for the period January-June 2023.

JEMUEL A. OCAÑADA
Ratee

JULIUS V. ABELA
Head, UDRRMSSO

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
UMFO 6 General Administration and Support Services (GASS)									
VPAF MFO 7: Security Services and Management Office									
MFO 4. Maintain Peace and Order									
PI 3. Implement orders/directives from the top management	University Memorandums	Posting of memorandum/directives from the top management at the guard post	95%	100%	5	5	4	4.7	Implemented and cascaded to the field guards the updated memorandums from the top management
MFO 5. Administrative and Support Services Management									
PI 1. Efficient office management and maintenance	Efficient and customer friendly frontline services	Entertain clients and serve them properly, efficiently, and effectively	95%	100%	5	4	5	4.7	Zero % no complaints
PI.3. Financial and personnel related documents submitted	Office clerical works	Prepares, received incoming/outgoing documents	25	27	5	5	4	4.7	For reimbursement and payments
PI 4. Number of incident reports	Office clerical works	Encoded incident reports at the blotter logbook	10	10	5	5	4	4.7	Submitted weekly reports to the top management and prepared other incident reports
PI 5. Number of Security Guard Detail filed	Office clerical works	Preparation of duty detail	24	24	5	5	4	4.7	Cascaded security DDO

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 6. Number of RIS PPMP and PR requested	Office clerical works	Prepares PR's,RIS,PPMP	10	10	5	5	4	4.7	For office management
MFO 6. Office improvement and maintenance/ office management									
PI 2. Hire additional office staff	Office staff	Request additional staff	1	1	5	5	4	4.7	One (1) organic security assigned to assist in the office
MFO 7. Proactive Risk and Disaster Management									
PI 1. DRRM programs/ trainings conducted in the campus in preparation to calamities/ disaster	For disaster preparedness	Facilitator	1.00	1	5	5	5	5.0	Facilitated the fire and earthquake drill conducted at quadrant 2 and 4
PI 3. Proposal for DRRM Building and Equipment	For disaster preparedness	Submission of proposal	1	1	5	5	4	4.7	Submitted request for building design at the ODPIPDM
Total over-all Rating								42.3	

Average Rating(Total Overall rating divided by 9)		4.70
Additional Points:		
Approved additional points(with copy of approval)	xx	
FINAL RATING		4.70
ADJECTIVAL RATING		O

Comments & Recommendations for Development Purpose:

Improve clerical skills. Recommended to attend administrative and clerical related trainings

Evaluated & Rated by:

JULIUS V. ABELA
Dept/Office Head
Date:

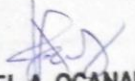
Approved by:

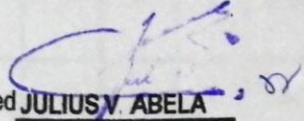
DANIEL LESLIE S. TAN
Vice Pres. For Admin & Finance
Date:

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness

"Exhibit B"

I, **JEMUEL A. OCAÑADA**, of the Office of University Disasted and Risk-Reduction Management accomplished the following targets for the period July-December 2022.


JEMUEL A. OCAÑADA
Ratee


Approved **JULIUS V. ABELA**
Head, OUDRRM

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
UMFO 6 General Administration and Support Services (GASS)									
VPAF MFO 7: Security Services and Management Office									
Security Services Management MFOs:									
MFO 5. Administrative and Support Services Management									
PI 1. Efficient office management and maintenance	Efficient and customer friendly frontline services	Entertain clients and serve them properly, efficiently, and effectively	100% No complaint	100%	5	5	5	5.00	Maintain zero complaint
PI 2. Number of VSU major events coordinated and facilitated	Office coordination	Preparation of pertinent documents	2	2	5	5	5	5.00	Coordinated with offices for the conduct of the seminar

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
P1.5. Financial and personnel related documents drafted and submitted	Office clerical works	Prepares, received incoming/outgoing documents	40	50	5	5	4	4.67	Prepares voucher, payrolls, reimbursement, and communication letter request
P1.6. Number of Guard Detail printed and filed	Office coordination	Preparation of duty detail	23	23	5	5	4	4.67	Printed DDO for signature and office file for submission of MDR
P1.7. Number of RIS PPMP and PR requested	Office clerical works	Prepares PR's, RIS, PPMP	14	15	5	5	4	4.67	Prepares and submitted RIS, PPMP and PR for office supplies and equipment
P1.9. COVID-19 Pandemic	1. Observe social distancing, 2. washing of hands/sanitizing 3. wearing of face masks all the time		2	3	5	5	4	4.67	Implementation of IATF protocols for security measures against COVID
P1.10. Number of Incident reports filed	Office clerical works	Encoded incident reports at at the blotter logbook	30	39	5	4	4	4.33	Encoded Incident reported by Security and written in the blotted logbook
Best practices/new initiatives									
1. Other UDRRM services rendered	Providing Assistance	Photocopying and printing services for students and making of VSU househelpers ID	10	17	5	5	4	4.67	Entertain and assist students and make ID's of househelper for security purposes
Total over-all Rating								4.71	

Average Rating (Total Overall rating divided by 8)	4.71
Additional Points:	

Comments & Recommendations for Development Purpose:

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
Approved additional points(with copy of approval)	XX								Attend administrative trainings/workshops
FINAL RATING		4.71							
ADJECTIVAL RATING		0							

Evaluated & Rated by:

JULIUS V. ABELA

Dep/Office Head

Date:

Approved by:

DANIEL LESLIE S. TAN

Vice Pres. For Admin & Finance

Date:

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average