

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Julius V. Abela, Head, Office of the University Disaster and Risk-Reduction Management ,accomplished the following targets for the period July-December 2021.


JULIUS V. ABELA
 Head, OUDRRM


DANIEL LESLIE S. TAN
 Vice President for Admin & Finance

Personnel Composition	Position Title/Designation	Number
Head	Head, OUDRRM	1
Regular	Security Guard-III	3
Regular	Security Guard-II	8
Regular	Security Guard-I	4
Casual	Security guard I	4
Sub-TOTAL		20
Job Order	Office Clerk	1
Job Order	Security Guard / Watchman	24
Job Order	Lady guard	1
GRAND TOTAL		46

Rating Equivalents:

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Fair
- 1 - Poor



MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Accomplishment		Rating				Remarks
					Actual Accomplishment	Percentage of Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6	General Administration and Support Services										
VPAF MFO 7	Security Management Office										
MFO 1	Conduct Investigation on reported incidents	PI 1. All reported incidents had been investigated	JV Abela, All Security Personnel	95%	95%	100%	4.00	5.00	5.00	4.67	Recorded on the Security Guard blotter log book
		PI 2. All reported incidents forwarded to concerned offices	JV Abela	95%	90%	94.73%	4.00	5.00	4.00	4.33	Endorsed to concerned offices
MFO 2	Accomplishment reporting	PI 1. Annual accomplishment reported on time	JV Abela, JA Ocañada	1	1	100%	4.0	4.0	4.0	4.00	Annual Report
MFO 3	Safety Mangement	PI 1. Number of students dormitories oriented/inspected for security and safety	JV Abela, Security Personnel	25%	0	-	-	-	-		No students due to Covid-19 pandemic. (Inspection of emergency exits, electrical, emergency lights, emergency alarms, etc.)
		PI 2. All emergency calls that needs assitance was responded	All security personnel on duty	95%	95%	100%	4.0	5.0	5.0	4.67	Emergency assistance such as road accidents, fire alarms, sick students need medical attention, etc.

					Actual Accomplishment	Percentage of Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6	General Administration and Support Services										
		PI 3. Number of security and safety trainings/seminars attended and or facilitated	JV Abela, all DRRM personnel	2	2	100%	5.0	5.0	5.0	5.00	Gun handling & RLM Seminar
		PI 4. DRRM programs/ trainings attended and conducted in the campus	JV Abela, all DRRM personnel assigned	2	2	100%	5.0	5.0	5.0	5.00	Earthquake drill and fire drill at OVPREI and ADE Complex Building
		PI 5. Identify buildings, offices and departments involved each quadrant	JV Abela, DRRM personnel assigned	95%	95%	100%	5.0	4.0	5.0	4.67	Crisis Management Plan
		PI 6. Assign on call drivers for emergency response in each quadrant	DRRM personnel assigned	4	4	100%	5.0	5.0	5.0	5.00	Responder on each quadrant during calamity
		PI 7. Assign security personnel to support each quadrant during calamities	DRRM personnel assigned	50%	100%	100%	5.0	4.0	5.0	4.67	Responder on each quadrant during calamity
		PI 8. Assign each shift back-up drivers for fire truck drivers	DRRM personnel assigned	2	2	100%	5.0	4.0	5.0	4.67	For Security and safety
MFO 4	Maintain Peace and Order	PI 1. Number of hours each fixed post being manned	All security personnel on fixed post	10,440	10440	100%	5.0	4.0	5.0	4.67	Five (5) fixed post being manned 24 hrs a day

					Actual Accomplishment	Percentage of Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6	General Administration and Support Services										
	PI 2. Number of hours in the campus properly roved		Shift supervisors and roving buddy	4,176	4176	100%	5.0	5.0	5.0	5.00	Upper and lower campus
	PI 3. Coastal area properly roved		All security personnel assigned	90%	80%	88%	4.0	4.0	4.0	4.00	Security and safety of VSU coastal area
	PI 4. Number of orders/directives from higher office implemented		All DRRM personnel	95%	95%	100%	5	5	4	4.67	Orders/directives implementation on different memo issued by OP & other offices
	PI 5. Collaboration with BFP for manning the VSU with fire fighter personnel		JV, Abela	1	1	100%	5	5	5	5.00	Coordination with BFP to provide manpower stationed at VSU
	PI 5a. Collaboration with LGU's and other local organization		JV, Abela	1	1	100%	5	5	5	5.00	Collaboration with LGU's (BFP earthquake drill)
	PI 6. Request for Patrol Car		JV, Abela	1	1	100%	4	4	4	4.00	DRRM patrol car for roving around the campus (under maintenance)

					Actual Accomplishment	Percentage of Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6	General Administration and Support Services										
		PI 7. Additional Security Guard (JO)	JV Abela, JA Ocañada	4	4	100%	5	5	5	5.00	Additional manpower for security and safety of the campus
MFO 5	Administrative and Support Services Management	PI 1. Efficient office management and maintenance	JV, Abela	95%	95%	100%	5.0	5.0	5.0	5.00	Office Management
		PI 2. Number of VSU major events / program coordinated and secured	JV Abela, all DRRM personnel	1	4	400%	5.0	5.0	5.0	5.00	1. Ground breaking ceremony of BFP building, 2. Roll-out Vaccination, 3.1st National Higher Education Day, 4.PADYAK Eastern Visayas
		PI 3. Number of university committees coordinated	JV Abela, all DRRM personnel	1	1	100%	5.0	5.0	5.0	5.00	Crisis Management Communication Committee
		PI.4. Thermal Scanning of staff and personnel coming inside the campus	DRRM personnel assigned	90%	90%	100%	5.0	5.0	5.0	5.00	Prevention on spreading COVID-19 pandemic
		PI.5. Tire disinfection of all the vehicle who are from outside VSU that will enter the campus	DRRM personnel assigned	90%	90%	100%	5.0	5.0	5.0	5.00	Prevention on spreading COVID-19 pandemic

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UMFO 6	General Administration and Support Services										
		PI 6. Financial and personnel related documents drafted and reviewed	JV Abela, JA Ocañada	40	52	130%	5.0	5.0	5.0	5.00	Office Financial Documents submitted
MFO 6	Office Improvement and Maintenance / Office Management										
		PI 1. Reformatting all handheld radio to use the legal VSU frequency 137.200	JV Abela, EV Mendoza	95%	95%	100%	5.0	5.0	5.0	5.00	Office improvement
		PI 2. Placing of new antenna for the 137.200 frequency	JV Abela, EV Mendoza	95%	95%	100%	5.0	5.0	5.0	5.00	Office improvement
		PI 3. Renovation and Reconditioning of pumpboat for Sea patrolling	JV Abela	1	1	100%	5.0	5.0	5.0	5.00	For coastal patrolling
		PI 4. Reinventory of DRRM firearms	JV Abela, EV Mendoza	8	8	100%	5.0	5.0	5.0	5.00	Office Maintenance
TOTAL OVER-ALL RATING										134.00	
AVERAGE RATING										4.62 4.79	
ADJECTIVAL RATING										0	

Received by:



DILBERTO O. FERRAREN

Planning Office

Date: 25 Jan 2022

Calibrated by:



DANIEL LESLIE S. TAN

Chairman, PMT

Date: 11/2/22

Recommending Approval:



DANIEL LESLIE S. TAN

Vice President for Admin & Finance

Date: 11/2/22

Approved:



EDGARDO E. TULIN

University President

Date: _____

1- Quality

2- Efficiency