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10-4-19

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

Exhibit "A"



I, CELSO GUMAOD, Head, Security Management Office, commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January 1 to June 30, 2019

CELSO GUMAOD

Head, SSMO

**REMBERTO A. PATINDOL**

Vice President for Admin & Finance

Personnel Composition	Position Title/Designation	Number
Head	Head, SSMO	1
Regular Admin staff	Admin Asst-II	1
Regular Admin Staff	Adm Aide-III	1
Regular	Security Guard-III	3
Regular	Security Guard-II	9
Regular	Security Guard-I	8
Casual Staff	Admin. Aide-III	1
Casual	Security guard I	4
Sub-TOTAL		28
Job Order	Watchman	19
Job Order	Lady guard	2
GRAND TOTAL		49

Rating Equivalents:

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

Approved:

**EDGARDO E. TULIN**  
President

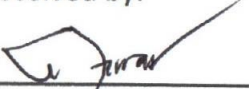
MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Accomplishment		Rating				Remarks
					Actual Accomplishment	Percentage of Accomplishment	Quality	Efficiency	Timeliness	Average	
<b>UMFO 6</b>	General Administration and Support Services										
<b>VPAF MFO 7</b>	Security Management Office										
<b>MFO 1</b>	Conduct Investigation on reported incidents	<u>PI 1.</u> Number of all reported incidents had been investigated	CGumaod, AB Asilom, AP Bandalan, VS Cañada	100%	25	100%	5	5	4	4.67	Recorded on the SSO blotter and some at PNP
		<u>PI 2.</u> Number of reported incidents submitted to higher office for legal action	CGumaod, AB Asilom, AP Bandalan, VS Cañada	100%	12	100%	5	5	5	5.00	For information of higher offices and legal action and some amicably settled by this office
<b>MFO 2</b>	Accomplishment reporting	<u>PI 1.</u> Number of annual accomplishment reported on time	CGumaod, AB Asilom, AC Arradaza, JJMVillaruel	1	1	100%	5 ✓	4 ✓	4 ✓	4.33 ✓	Annual accomplishment
<b>MFO 3</b>	Public Safety Mangement	<u>PI 1.</u> Number of road signage/barricades placed on appropriate places and maintained	Shift supervisors, Asilom AB	15	15	100%	4	4	5	4.33	Road safety



		PI 2. Number of students dormitories oriented/inspected for security and safety	C Gumaod, AB Asilom, AP Bandalan	12	25	208%	5	5	5	5.00	Inspection of emergency exits, electrical, emergency lights, emergency alarms, etc.
		PI 3. Number of emergency assistance calls responded	All security guard and Security Agent, Shift supervisor	100%	25	417%	5	5	5	5.00	Emergency assistance such as road accidents, fire alarms, sick students need medical attention, etc.
		PI 4. Number of security and safety trainings/seminars conducted and or facilitated	C Gumaod, AC Arradaza, AB Asilom, JJMVillaruel	2	2	100%	4	5	5	4.67	Trainings/seminars such as fire safety and earthquake drill, emergency response and road safety
MFO 4	Maintain Peace and Order	PI 1. Number of hours fixed post being manned	All security guards	4,320	4,320	100%	4	4	5	4.33	Five (5) fixed post being manned 24 hrs a day
		PI 2. Number of hours in the campus properly roved	Shift supervisors, All security guards	4,320	4,320	100%	4	4	5	4.33	Two areas upper and lower campus 24 hrs a day
		PI 3. Number of orders/directives from higher office implemented	Shift supervisors, All security guards	100%	222	100%	4	5	5	4.67	Orders/directives implementation on different memo issued by OP
MFO 5	Administrative and Support Services Management	PI 1. Efficient office management and maintenance	C Gumaod, AC Arradaza, AB Asilom	100% No complaint	100% No complaint	100	5	4	4	4.33	Office Management

	<b>PI 2.</b> Number of VSU major events coordinated and secured	CGumaod, AC Arradaza, ABasilom, SG	2	2	100	5	5	5	5.00	Graduation, sportsfest, etc.
	<b>PI 3.</b> Number of financial and personnel related documents prepared	C Gumaod, AC Arradaza	50	60	120	5	5	4	4.67	Office Management
	<b>PI 4.</b> Number of gate/pass stickers issued	C Gumaod, AC Arradaza	100%	20	100%	5.0	5.0	4.0	4.67	Private and passenger vehicles control
	<b>PI 5.</b> Number of equipment maintained	C Gumaod, Jaime Lasquites, JS Caintic	11	14	127	5	5	4	4.67	Hand held radios, Fire arms, computers, etc. maintenance
TOTAL OVER-ALL RATING									64.67	Y
AVERAGE RATING						4.67		4.6	4.64	4.67
ADJECTIVAL RATING									0	


Received by:



Planning Office

Date: \_\_\_\_\_


Calibrated by:

  
**REMBERTO A. PATINDOL**

Chairman, PMT

Date: \_\_\_\_\_


Recommending Approval:

  
**REMBERTO A. PATINDOL**

Vice President for Admin & Finance

Date: \_\_\_\_\_

Approved:

  
**EDGARDO E. TULIN**

President

Date: \_\_\_\_\_

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





## RISK ASSESSMENT MATRIX

Office/Unit: **SECURITY SERVICES OFFICE**

### B. INCIDENT REPORTING

ACTIVITIES	RISK	OPPORTUNITIES	IMPACT	EXISTING CONTROL	RISK ASSESSMENT SCORE			RISK PRIORITY	CORRECTIVE ACTIONS	STATUS
					S	O	D			
1. Conduct incident initial investigation	Cannot respond immediately to the incident scene	Evidence would no longer available and the person of interest that includes witnesses	Validity of the information need further investigation.	Review and gather more information.	2	3	3	Low Risk	Additional manpower installation of CCTV to strategic area of concern	Installation of CCTV is ongoing

**VISION:** A globally competitive university for science, technology and environmental conservation.

**MISSION:** Development of a highly competitive human resource, cutting -edge scientific knowledge and innovative technologies for sustainable communities and environment.