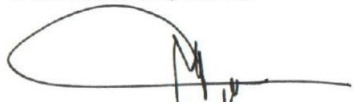


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **CELSO GUMAOD**, Head - Security Services, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 01 - December 31, 2019.


CELSO GUMAOD
Head, Security Services Office


REMBERTO A. PATINDOL
Vice President for Admin & Finance

 2.1
14 JAN 2020
OVPPRGEA


Personnel Composition	Position Title/Designation	Number
Head	Head, SSMO	1
Regular	Security Guard-III	2
Regular	Security Guard-II	7
Regular	Security Guard-I	8
Casual Staff	Admin. Aide-III	2
Casual	Security guard I	6
Sub-TOTAL		26
Job Order	Watchman	19
Job Order	Lady guard	2
GRAND TOTAL		47

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	
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	CGumaod, AB Asilom, VS Cañada	100%	25	100%	5	5	4	4.67	Recorded on the SSO blotter and some at PNP
		PI 2. All reported incidents submitted to higher office for legal action	C Gumaod,AB Asilom, VS Cañada	100%	12	100%	5	5	5	5.00	For information of higher offices and legal action and some ammicably settled by this office
MFO 2	Accomplishment reporting	PI 1. Annual accomplishment reported on time	CGumaod, AB Asilom, TC Gofredo, JJM Villaruel	1	1	100%	5	4	4	4.33	Annual accomplishment
MFO 3	Public Safety Mangement	PI 1. Number of students dormitories oriented/inspected for security and safety	C Gumaod, AB Asilom	15	15	100%	4	4	5	4.33	Inspection of emergency exits, electrical, emergency lights, emergency alarms, etc.
		PI 2. All emergency assistance calls responded	All security guards, watchman and Shift supervisor	100 %	36	100%	5	5	5	5.00	Emergency assistance such as road accidents, fire alarms, sick students need medical attention, etc.

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Accomplishment		Rating				Remarks
					Actual Accomplishment	Percentage of Accomplishment	Quality	Efficiency	Timeliness	Average	
		PI 3. Number of security and safety trainings/seminars conducted and or facilitated	C Gumaod, TC Gofredo, AB Asilom, JJM Villaruel	100%	5	100%	5	5	5	5.00	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	2,160	2208	102.2%	4	5	5	4.67	Five (5) fixed post being manned 24 hrs a day
		PI 2. Number of hours in the campus properly roved	Shift supervisors/assigned guards	2,160	2208	102.2%	4	4	5	4.33	Upper and lower campus
		PI 3. Number of orders/directives from higher office implemented	Shift supervisors, All security guards	100 percent	19	100%	4	4	5	4.33	Orders/directives implementation on different memo issued
MFO 5	Administrative and Support Services Management	PI 1. Efficient office management and maintenance	C Gumaod, TC Gofredo, AB Asilom	100%		100%	4	5	5	4.67	Office Management
		PI 2. Number of VSU major events coordinated and secured	CGumaod, TC Gofredo, AB Asilom	100% No complaint	100% No complaint	100	5	4	4	4.33	Graduation, sportsfest, etc.
		PI 3. Number of university committees chaired/coordinated	C Gumaod, TC Gofredo, Shift supervisors	2	2	100	5	5	5	5.00	Committee assignment
		PI 4. Financial and personnel related documents prepared	C Gumaod, TC Gofredo	50	60	120	5	5	4	4.67	Office Management

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Accomplishment		Rating				Remarks
					Actual Accomplishment	Percentage of Accomplishment	Quality	Efficiency	Timeliness	Average	
		PI 5. Number of gate/pass stickers issued	C Gumaod, TC Gofredo	100%	35	100%	5.0	5.0	4.0	4.67	Private and passenger vehicles control
TOTAL OVER-ALL RATING										65.00	
AVERAGE RATING							4.64		4.64	4.33	
ADJECTIVAL RATING										VS	

Received by:

Calibrated by:

Recommending Approval:

Approved:



Planning Office

Date: _____



REMBERTO A. PATINDOL

Chairman, PMT

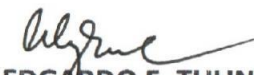
Date: _____



REMBERTO A. PATINDOL

Vice President for Admin & Finance

Date: _____



EDGARDO E. TULIN

President

Date: _____

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