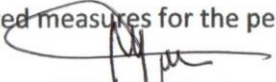


FEB 01 2019

Exhibit "A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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 July 1 to December 31 2018

  
**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	Adm Asst-II	1
Regular Admin staff	Adm Aide-III	1
Regular	Security guard III	2
Regular	Security guard-II	8
Regular	Security guard-I	7
Casual Staff	Adm Aide-III	1
Casual	Security guard I	7
<b>Sub-Total</b>		<b>28</b>
Job Order	Security Guard	2
Job Order	Lady Guard	1
Job Order	Security Agent 1	1
Job Order	Watchman	1
<b>GRAND TOTAL</b>		<b>33</b>

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, VS Cañada	60	63	105%	5	5	4	<b>4.67</b>	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, VS Cañada	60	63	105%	4	5	5	<b>4.67</b>	For information of higher offices and legal action and some ammicably settled by this office
<b>MFO 2</b>	Accomplishment reporting	<u>PI 1.</u> Number of weekly accomplishment reported	CGumaod, AB Asilom, VS Cañada	10	10	100%	5	5	5	<b>5</b>	Records purposes
		<u>PI 2.</u> Number of annual accomplishment reported on time	CGumaod, AB Asilom, AC Arradaza, JMVillaruel	1	1	100%	5	5	5	<b>5</b>	Annual accomplishment



MFO 3	Public Safety Mangement	PI 1. Number of hours implementation of road/traffic safety during rush hour	Shift supervisors, security guards	2222	2,592	116.65%	5	5	4.0	4.67	Rush hrs both main gates and market area pedestrians from 6:30-8:30 A.M., 11:30-1:30 P.M., 4:30-6:30 P.M. Mon to Fri and Sun 4:30-6:30
		PI 2. Number of road signage/barricades placed on appropriate places and during special events	Shift supervisors, Asilom AB	15	15	100%	4	5	5	4.67	Road safety
		PI 3. Number of students dormitories oriented/inspected on security and safety	C Gumaod, AB Asilom, JM Lasquites	12	24	200%	5	5	5	5	Inspection of emergency exits, electrical, emergency lights, emergency alarms, etc.
		PI 4. Number of emergency assistance calls responded	All security guard and Security Agent, Shift supervisor	12	20	166%	5	5	5	5	Emergency assistance such as road accidents, fire alarms, sick students need medical attention, etc.
		PI 5. Number of security and safety trainings/seminars conducted and or facilitated	C Gumaod, AC Arradaza, AB Asilom, JJMVillaruel	4	4	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	21900	22580	103%	4	4	5	4.33	Five (5) fixed post being manned 24 hrs a day

		<b>PI 2.</b> Number of hours in the campus properly roved	Shift supervisors, All security guards	8760	9340	106.6%	4	4	5	<b>4.33</b>	Two areas upper and lower campus 24 hrs a day
		<b>PI 3.</b> Number of orders/directives from higher office implemented	Shift supervisors, All security guards	432	535	123.84%	4	5	5	<b>4.67</b>	Orders/directives implementation on different memo issued by OP
<b>MFO 5</b>	<b>Administrative and Support Services Management</b>	<b>PI 1.</b> Efficient office management and maintenance	C Gumaod, AC Arradaza, AB Asilom	100% No complaint	100% compliance	100%	5.0	4	4	<b>4.33</b>	Office Management
		<b>PI 2.</b> Number of VSU major events coordinated and secured	CGumaod, AC Arradaza, JJM Villaruel, JM Lasquites	3	3	100%	5	5	5	<b>5</b>	Graduation, sportsfest, etc.
		<b>PI 3.</b> Number of university committees chaired/ coordinated	C Gumaod, AC Arradaza, shift supervisors	5	6	120%	5	4	5	<b>4.67</b>	Committee assignment
		<b>PI 4.</b> Financial and personnel related documents prepared	C Gumaod, AC Arradaza, JJM Villaruel	45	70	155.5%	5	5	4	<b>4.67</b>	Office Management
		<b>PI 5.</b> Number of gate/pass stickers issued	VSU Pres., AC Arradaza	10	15	150%	5	5	4	<b>4.67</b>	Private and passenger vehicles control
		<b>PI 6.</b> Number equipment maintained	C Gumaod, J M Lasquites, JSCaintic	10	15	150%	5	5	4	<b>4.67</b>	Hand held radios, Fire arms, computers, etc. maintenance

	PI 7. Number of fire arms, handheld radios licenses renewed	C Gumaod, JSCaintic	8	8	100%	5	5	4	4.67	Only handheld radios were renewed
TOTAL OVER-ALL RATING									89.36	
AVERAGE RATING									4.70	
ADJECTIVAL RATING									0	

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