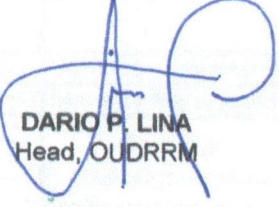



OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Dario P. Lina, Head, Office of the University Disaster & Risk-Reduction Management, accomplished the following targets for the period July-December 2020


DARIO P. LINA
Head, OUDRRM


REMBERTO A. PATINDOL
Vice President for Admin & Finance



Personnel Composition	Position Title/Designation	Number
Head	OIC-Head, SSMO	1
Regular	Security Guard-III	2
Regular	Security Guard-II	5
Regular	Security Guard-I	8
Casual	Security guard I	4
Sub-TOTAL		20
Job Order	Office Clerk	1
Job Order	Security Guard	18
Job Order	Lady guard	1
Job Order	Watchman/Intel	2
GRAND TOTAL		42

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	Security Management Office										
MFO 1	Conduct Investigation on reported incidents	PI 1. All reported incidents had been investigated	DP Lina, JV Jumamoy, VS Cañada	90%	90%	100%	5.00	4.00	4.00	4.33	Recorded on the Security Guard blotter and some at PNP
		PI 2. All reported incidents submitted to higher office for legal action	DP Lina, JV Jumamoy, VS Cañada	90%	89.00%	98.88%	5.00	4.00	4.00	4.33	For information of higher offices and legal action and some amicably settled by this office
MFO 2	Accomplishment reporting	PI 1. Annual accomplishment reported on time	DP Lina, JA Ocañada, JV Jumamoy	1	1	100%	4.0	5.0	5.0	4.67	Annual accomplishment
		PI 2. Catching of stray dogs inside the campus	SSMO Personnel	90%	-	-	-	-	-	-	No Catching of stray dogs during 2nd half
		PI 3. All emergency assistance calls responded	All security guards, watchman, lady guards and Shift supervisor	90%	90%	100%	5.0	5.0	5.0	5.0	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	DP Lina, JA Ocañada	1	-	-	-	-	-	-	Accomplished during Jan-June, 2020
MFO 4	Maintain Peace and Order	PI 1. Number of hours fixed post being manned	All security guards	4,320	5,160	119%	5.0	5.0	5.0	5.00	Five (6) fixed post being manned 24 hrs a day
		PI 2. Number of hours in the campus properly roved	Shift supervisors / assigned guards	4,320	4,320	100%	5.0	5.0	5.0	5.00	Upper and lower campus

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. Hourly station checking of SG on duty	All security guards, watchman and lady guards	85%	85%	100%	5.0	5.0	5.0	5.00	Hourly Monitoring of all guards on duty for security of VSU
		PI 4. Relocate CCTV monitoring PC to have somebody monitor the campus area	SG / Shift Supervisors assigned	1	-	-	-	-	-	-	Done during first half of year 2020
		PI 5. Number of orders/directives from higher office implemented	Shift supervisors, All security guards	90%	90%	100%	4	4	4	4.00	Orders/directives implementation on different memo issued by OP
		PI 6. Coordinate meeting with near Barangay Officials for safety and security of the campus	DP Lina, JA Ocañada	3	3	100%	4	4	5	4.33	Peace and order and control the safety of VSU against COVID-19
		PI 7. Request for Patrol Car	DP Lina	1	-	-	-	-	-	-	Done during first half of year 2020
		PI 8. Survey on VSU perimeter fences	DP Lina, JV Jumamoy, VS Cañada	90%	-	-	-	-	-	-	Done during first half of year 2020
		PI 9. Additional Security Guard (JO)	DP Lina, JA Ocañada	2	4	200%	4	5	4	4.33	Additional Manpower
MFO 5	Administrative and Support Services Management	PI 1. Efficient office management and maintenance	DP Lina, JA Ocañada	90%	90%	100%	5.0	5.0	4.0	4.67	Office Management
		PI 2. Number of VSU major events / program coordinated and secured	DP Lina, JA Ocañada, All security guards	1	1	100%	4.0	5.0	5.0	4.7	VSU Laboratory High School Entrance Exam
		PI 3. Number of university committees coordinated	DP Lina, JA Ocañada, Shift supervisors	1							Committee assignment (parade s & 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 4. Financial and personnel related documents prepared	DP Lina, JA Ocañada	40	34	105%	4.0	4.0	4.0	4.0	Office Management
		PI 6. Conduct census of housing unit inside the campus	All SSMO Personnel	155	144	92.90%	5.0	5.0	4.0	4.7	Office Management
		PI 7. Collect contact numbers of all department utility workers	VS Cañada / JV Jumamoy	85%	-	-	-	-	-	-	Done during first half of year 2020
		PI 8. Collect names of students staying in dormitories during lockdown	JV Jumamoy, VS Cañada	90%	-	-	-	-	-	-	Done during first half of year 2020
		PI.9. Thermal Scanning of staff and personnel coming inside the campus	All SSMO Personnel	90%	90%	100%	5.0	5.0	5.0	5.0	Prevention on spreading COVID-19 pandemic
		PI.10. Providing Tire Bath for all the vehicle who will enter the campus	All SSMO Personnel	90%	-	-	-	-	-	-	1st half of year 2020
		PI.11. Tire disinfection of all the vehicle who are from outside VSU that will enter the campus	All SSMO Personnel	90%	90%	100%	5.0	5.0	4.0	4.7	Prevention on spreading COVID-19 pandemic
MFO 6	Office Improvement and Maintenance / Office Management	PI 1. Designation of S1-S4 officers	DP Lina, All Staff Officers	4	-	-	-	-	-	-	Done during first half of year 2020
		PI 2. Replacement of dilapidated Office Head instructional table	DP Lina, JA Ocañada	1	-	-	-	-	-	-	Done during first half of year 2020

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. Office furnitures manufactured (staff officers table, plant box, hanging cabinet, sofa, etc..)	DP Lina	7	9	128%	5.0	5.0	4.0	4.7	Office Improvement
		PI 4. Renovation and Reconditioning of pumpboat for Sea patrolling	DP Lina, JV, Jumamoy	1	1	90%	4.0	4.0	4.0	4.0	Office service for patrolling the beach area
		PI 5. Signage ang reprinting of Citizens Charter	DP Lina, JA Ocañada	2	-	-	-	-	-	-	Done during first half of year 2020
		PI 6. Placement of Flagpole in front of Security Services Management Office	DP Lina, JV Jumamoy	1	-	-	-	-	-	-	Done during first half of year 2020
		PI 7. Reinventory of firearm equipments	DP Lina, EV Mendoza	8	-	-	-	-	-	-	Done during first half of year 2020
		PI 8. Office communication improvement (Wifi and Telephone)	DP Lina, JA Ocañada	2	-	-	-	-	-	-	Done during first half of year 2020
TOTAL OVER-ALL RATING										86.33	
AVERAGE RATING										4.80	
ADJECTIVAL RATING										0	

Received by: *[Signature]*
DILBERTO O. FERRAREN
 VP for Planning, Research
 Generation &
 Date: _____

Calibrated by: *[Signature]*
REMBERTO A. PATINDOL
 Chairman, PMT
 Date: _____

Recommending Approval: *[Signature]*
REMBERTO A. PATINDOL
 Vice President for Admin & Finance
 Date: _____

Approved: *[Signature]*
EDGARDO E. TULIN
 President
 Date: _____

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