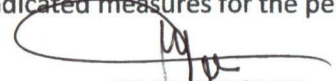


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, CELSO GUMAOD, Head, Security Management Office, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 to December 31 2017.

  
**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	3
Regular	Security guard-II	9
Regular	Security guard-I	8
Casual Staff	Admin. Aide-III	1
Casual	Security Guard I	4
<b>Sub-Total</b>		<b>28</b>
Job Order	Security Guard	3
Job Order	Security Agent 1	1
Job Order	Watchman	2
Job Order	Ladyguard	1
<b>GRAND TOTAL</b>		<b>35</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	
UMFO 6	General Administration and Support Services										
VPAF MFO 7	Security Management Office										
MFO 1	Conduct Investigation on reported incidents	PI 1. Number of all reported incidents had been investigated	CGumaod, AB Asilom, AP Bandalan, VS Cañada	60	60	100%	5	5	5	5	Recorded on the SSO blotter and some at PNP.
		PI 2. Number of reported incidents submitted to higher office for legal action	CGumaod, AB Asilom, AP Bandalan, VS Cañada	60	60	100%	4	4	4	4	For information of higher offices and legal action and some ammicably settled by this office
MFO 2	Accomplishment reporting	PI 1. Number of weekly accomplishment reported	CGumaod, AB Asilom, AP Bandalan, VS Cañada	24	24	100%	5	5	4	4.67	Records purposes
		PI 2. Number of annual accomplishment reported on time	CGumaod, AB Asilom, AC Arrradaza	1	1	100%	5	5	5	5	Annual Accomplishment



MFO 3	Public Safety Mangement	PI 1. Number of hours implementation of road/ traffic safety during rush hour	Shift supervisors, security guards	2200	2600	118%	4	5	5	4.67	Rush hrs both main gates and market area pedestrians from 6:30-8:30 AM,11:30-1:30PM,4:30-6:30 PM.Mon to Fri and Sun 4:30-6:30
		PI 2. Number of road signage/barricades placed on appropriate places during special events and maintained.	Shift supervisors, Asilom AB	15	18	120%	5.0	4.0	5.0	4.67	Road Safety
		PI 3. Number of students dormitories oriented/inspected on security and safety	C Gumaod, AB Asilom, AP Bandalan	12	15	125%	5	5	5	5	Inspection of emergency exits, electrical, emergency lights, emergency alarms, etc.
		PI 4. Number of emergency assistance calls responded	All security guards, Security Agent, Shift supervisors	8	12	150%	5	4	4	4.67	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	CGumaod, AB Asilom	2	4	200%	5	5	5	5	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	21,900	21,900	100%	4	5	4	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	8800	8900	101%	5	4	4	4.33	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	500	535	107%	5	4	5	4.67	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%	100%	4	4	4	4	Office Management
		<b>PI 2.</b> Number of VSU major events coordinated and secured	C Gumaod, AC Arradaza, AB Asilom, Security Guards	2	3	150%	5	5	5	5	Graduation, Sportsfest, SCUAA and etc.
		<b>PI 3.</b> Number of university committees chaired/ coordinated	C Gumaod, AC Arradaza, AB Asilom, Shift Supervisors	5	5	100%	5	4	5	4.67	Committee assignment
		<b>PI 4.</b> Number of Financial and personnel related documents prepared	C Gumaod, AC Arradaza, AB Asilom	50	55	110%	5	4	5	4.67	Office Management
		<b>PI 5.</b> Number of gate/pass stickers issued	C Gumaod, AC Arradaza,	50	53	106%	5	4	5	4.67	Private and passenger vehicles control
		<b>PI 6.</b> Number equipment maintained	C Gumaod, J Lasquites, JS Caintic	11	14	127%	5	5	4	4.67	Handheld radios, Fire arms, computers, etc. maintenance

	PI 7. Number of fire arms, handheld radios licenses renewed	C Gumaod, JS Caintic	9	9	100%	4	5	5	4.67	Renewal of firearms and handheld radios.
TOTAL OVER-ALL RATING									88.36	
AVERAGE RATING									4.65	
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