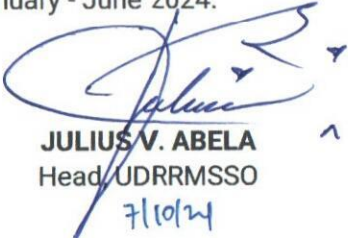


# 210634

Exhibit "A"

**OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)**

I, Julius V. Abela, Head of the University Disaster and Risk-Reduction and Management, Safety and Security Office, accomplished the following targets for the period January - June 2024.

  
**JULIUS V. ABELA**  
Head, UDRRMSSO  
7/10/24

  
**ELWIN JAY V. YU**  
VP for Administration and Finance  
7/12/24

  
JOYCE DAGON  
09-12-24

Personnel Composition	Position Title/Designation	Number
Head	Head, OUDRRM	1
Regular	Security Guard-III	3
Regular	Security Guard-II	8
Regular	Security Guard-I	8
Casual	Admin Aide III	1
<b>Sub-TOTAL</b>		<b>21</b>
Job Order	Security Guard / Watchman	40
<b>GRAND TOTAL</b>		<b>61</b>

## 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
						Quality	Efficiency	Timeliness	Average	
UMFO5: Support to Operations (STO)										
	VPAF ST03: ARTA aligned compliance and reporting requirements	PI 5. Percentage of external clients served and rated the service at least very satisfactory or higher	JV Abela, GM Rivera, UDRRM office staff	100%	100%	5	5	5	5	Served all transactions of public clients that exceeds the CC standards
UMFO 6	General Administration and Support Services									
VPAF MFO 7	Security Management Office									
MFO 1	Conduct Investigation on reported incidents	PI 1. Investigate all reported incidents	JV Abela, All Security Personnel	100%	100%	5	5	5	5	Recorded on the Security Guard blotter log book
		PI 2. Forward reported incidents to the top management	JV Abela	100%	100%	5	5	5	5	Endorsement to the legal office for proper action
MFO 2	Accomplishment reporting	PI 1. Annual accomplishment reported on time	JV Abela, JA Ocañada	1	1	5	5	4	4.7	For Drafting
MFO 3	Safety Mangement	PI 2. Respond to all emergency calls that needs assitance	All security personnel on duty	95%	95%	5	5	4	4.7	Emergency assistance such as road accidents, fire alarms, sick students need medical attention, etc.
		PI 3. Number of University events provided with security assistance	JV Abela, GM Rivera, all DRRM personnel	3	3	5	5	5	5	Student Activities, Centennial Anniversary, VSUIHS Graduation, Selection of candidates for the VSU's 7th President
		PI 4. Traffic flow management inside the campus	JV Abela, GM Rivera, all DRRM personnel	90%	90%	5	5	5	5	Trainings/seminars such as gun handling, gun dismantle
		PI 5. Campus Security and Safety management plan	JV Abela	100%	100%	5	5	5	5	Implemented security policies and safeguarding strategic locations round the clock

						Quality	Efficiency	Timeliness	Average	
<b>UMFO5: Support to Operations (STO)</b>										
		<b>PI 6.</b> Attend DRRM-related trainings	JV Abela, GM Rivera	1	1	5	5	4	4.7	Attended Basic Life Support Training-workshop
		<b>PI 1.</b> Manning strategical fixed posts	All security personnel on fixed post	95%	95%	4	5	5	4.7	Nine (9) fixed post being man accordingly
<b>MFO 4</b>	<b>Maintain Peace and Order</b>	<b>PI 2.</b> Conduct patrolling/roving within the campus and in the coastal area/ VSU sanctuary	Shift supervisors and roving buddy	95%	95%	4	5	5	4.7	Security Guards patrol the upper and lower campus round the clock.
		<b>PI 3.</b> Implement orders/directives from the top management	All DRRM personnel	95%	95%	4	5	5	4.7	Orders/directives implementation on different memo issued by <b>OP &amp; other offices</b>
		<b>PI 4.</b> Collaboration with LGU's and other local organization	JV, Abela, GM Rivera	1	1	5	5	5	5	Coordinated with local government units such as AFP, PNP, BFP and EOD during centennial Anniversary for the security and safety
<b>MFO 5</b>	<b>Administrative and Support Services Management</b>	<b>PI 1.</b> Efficient office management and maintenance	JV, Abela, GM Rivera	95%	90%	5	5	5	5	Office Management
		<b>PI 2.</b> Creation and implementation of DRRM Plan	JV Abela, GM Rivera	1	1	5	5	4	4.7	The DRRM Plan is crafted by the Crisis Management Committee to be presented to the UADCO and BOR approval
		<b>PI.3.</b> Financial and personnel related documents submitted	JV Abela, JA Ocañada	25	28	5	5	5	5	Processed office financial transaction
		<b>PI.4.</b> Numbers of incident reports	JV Abela, JA Ocañada	10	15	5	5	5	5	Incident Reports made for record and information
<b>MFO 6</b>	<b>Office Improvement and Maintenance / Office Management</b>	<b>PI 1.</b> Request purchase of back-up handheld and land base radio	JV Abela, GM Rivera, EV Mendoza	10	15	5	5	4	4.7	Submitted a request to purchase handheld radio

						Quality	Efficiency	Timeliness	Average	
<b>UMFO5: Support to Operations (STO)</b>										
		<b>PI .2</b> Hire additional office staff	JV Abela, Ocanada, JA	1	1	5	5	4	4.7	For office work. Submitted a request to the HR
<b>MFO 7</b>	<b>Proactive Risk and Disaster Management</b>	<b>PI 1.</b> DRRM programs/ trainings conducted in the campus in preparation to calamities/disaster	JV Abela, GM Rivera, and other office participants	1	3	5	5	5	5	Facilitated a 3 session BLS training-workshop
<b>TOTAL OVER-ALL RATING</b>									<b>4.85</b>	
<b>AVERAGE RATING</b>										
<b>ADJECTIVAL RATING</b>									<b>0</b>	

Received by:

**TONI MARC L. DARGANTES**

Planning Office

Date: 7/15/24

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

Calibrated by:

**ELWIN JAY V. YU**

Chairman, PMT

Date: 7/22/24

Approved:

**PROSE IVY G. YEPES**

University President

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