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 January 1 to June 30, 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 | Admin 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 |
| Sub-TOTAL | - | 28 |
| Job Order | Security guard | 4 |
| Job Order | Security Agent 1 | 1 |
| Job Order | Watchman | 1 |
| Job Order | Lady guard | 1 |
| GRAND TOTAL | | 35 |

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 | Accomp | lishment | Rating | | ating Remarks | | |
|------------|---|--|---|--------|-------------------------------|---|---------|------------|---------------|---------|--|
| | | | | | Actual Accom- plishment | Percenta ge of Accompli shment | Quality | Efficiency | Timeliness | Average | |
| UMFO 6 | General Administrati | on and Support Services | | | | | | | | | |
| VPAF MFO 7 | Security Management | t Office | | | | | | | | | |
| MFO 1 | Conduct Investigation on reported incidents | <u>Pl 1</u> . Number of all reported incidents had been investigated | CGumaod, AB Asilom, AP Bandalan, VS Caňada | 60 | 64 | 107 % | 5 | 5 | 4 | 4.67 | 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 Caňada | 60 | 64 | 107% | 5 | 5 | 5 | 5 | 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 Caňada | 24 | 24 | 100% | 5 | 5 | 5 | 5 | Records purposes |
| | | PI 2. Number of annual accomplishment reported on time | CGumaod, AB Asilom, AC Arradaza, JJMVillaruel | | | | | | | | Annual accomplishment |

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| MFO 3 | Public Safety Mangement | PI 1. Number of hours implementation of road/ traffic safety during rush hour | Shift supervisors, security guards | 2200 | 2592 | 169% | 4 | 5 | 5 | 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 maintained | Shift supervisors, Asilom AB | 15 | 15 | 100% | 4 | 4 | 5 | 4.33 | Road safety |
| | | PI 3. Number of students dormitories oriented/inspected for security and safety | C Gumaod, AB Asilom,AP Bandalan | 12 | 25 | 208% | 5 | 5 | 5 | 5 | Inspection of emergency exits, electrical, emergency lights, emergency alarms, etc. |
| | | <u>PI 4.</u> Number of emergency assistance calls responded | All security guard and Security Agent, Shift supervisor | 8 | 25 | 417% | 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 | 2 | 2 | 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 | 21,900 | 21,900 | 100% | 4 | 4 | 5 | 4.33 | Five (5) fixed post being manned 24 hrs a day |

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|-------|--|--|--|--|--|-------|-----|-----|-----|------|---|
| | | <u>PI 2.</u> Number of hours in the campus properly roved | Shift supervisors, All security guards | 8800 | 8,760 | 100 % | 4 | 4 | 5 | 4.33 | Two areas upper and lower campus 24 hrs a day |
| | | <u>PI 3.</u> Number of orders/ directives from higher office implemented | Shift supervisors, All security guards | 500 | 538 | 125% | 4 | 5 | 5 | 4.67 | Orders/directives implementation on different memo issued by OP |
| MFO 5 | Administrative and Support Services Management | P1 1. Efficient office management and maintenance | C Gumaod,AC Arradaza, AB Asilom | 100% No complaint | 100% No complaint | 100 | 5 | 4 | 4 | 4.33 | Office Management |
| | | PI 2. Number of VSU major events coordinated and secured | CGumaod,AC Arradaza, ABAsilom, SG | 2 | 2 | 100 | 5 | 5 | 5 | 5 | Graduation, sportsfest, etc. |
| | | <u>PI 3.</u> Number of university committees chaired/coordinated | C Gumaod, AC Arradaza, shift supervisors | 5 | 5 | 100 | 5 | 4 | 5 | 4.67 | Committee assignment |
| | | PI 4.Number of financial and personnel related documents prepared | C Gumaod,AC Arradaza | 50 | 60 | 120 | 5 | 5 | 4 | 4.67 | Office Management |
| | | <u>PI 5.</u> Number of gate/pass stickers issued | C Gumaod, AC Arradaza | 50 | 69 | 138 | 5.0 | 5.0 | 4.0 | 4.67 | Private and passenger vehicles control |

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| | PI 6. Number of equipment maintained | C Gumaod, Jaime Lasquites, JS Caintic | 11 | 14 | 127 | 5 | 5 | 4 | 4.67 | Hand held radios, Fire arms, computers, etc. maintenance |
|-----------------------|---|--|----|----|-----|---|---|---|-------|---|
| | PI 7. Number of fire arms, handheld radios licenses renewed | C Gumaod, JM Lasquites, JS Caintic | 9 | 9 | 100 | 5 | 5 | 4 | 4.67 | Renewal of fire arms & handheld radios |
| TOTAL OVER-ALL RATING | | | | | | | | | 84.35 | |
| AVERAGE RATING | | | | | | | | | 4.69 | |
| ADJECTIVAL RATING | | | | | | | | | 0 | |

| ADJECTIVAL RATING | | | | | | | |
|-------------------|--------------------------------------|--|---------------------------------|--|--|--|--|
| Received by: | Calibrated by: REMBERTO A. PATINDOL | Recommending Approval: REMBERTO A. PATINDOL | Approved: Colorul EDGARDO LUIAN | | | | |
| Planning Office | Chairman, PMT | Vice President for Admin & Finance | ₹ President | | | | |
| Date: | Date: | Date: | Date: | | | | |
| 1- Quality | | | | | | | |

2- Efficiency3- Timeliness4- Average