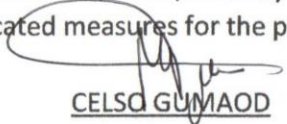


2/7/18

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
<b>Sub-TOTAL</b>		<b>28</b>
Job Order	Security guard	4
Job Order	Security Agent 1	1
Job Order	Watchman	1
Job Order	Lady guard	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

[illegible]

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.
		PI 4. 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



		<b>PI 2.</b> 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
		<b>PI 3.</b> 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
<b>MFO 5</b>	<b>Administrative and Support Services Management</b>	<b>P1 1.</b> 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
		<b>PI 2.</b> Number of VSU major events coordinated and secured	CGumaod, AC Arradaza, ABasilom, SG	2	2	100	5	5	5	5	Graduation, sportsfest, etc.
		<b>PI 3.</b> Number of university committees chaired/coordinated	C Gumaod, AC Arradaza, 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	50	60	120	5	5	4	4.67	Office Management
		<b>PI 5.</b> 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

	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	

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 B. LUNIN**

President

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

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