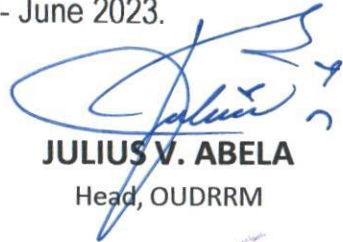


07/12/23  
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Exhibit "A"

## OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

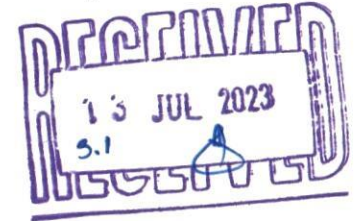
I, Julius V. Abela, Head, Office of the University Disaster and Risk-Reduction Management ,accomplished the following targets for the period January - June 2023.



**JULIUS V. ABELA**  
Head, OUDRRM



**DANIEL LESLIE S. TAN**  
VP for Admin and Finance



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	38
<b>GRAND TOTAL</b>		<b>59</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	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
<b>UMFO 6</b>	General Administration and Support Services									
<b>VPAF MFO 7</b>	Security Management Office									
<b>MFO 1</b>	Conduct Investigation on reported incidents									
		PI 1. Investigate all reported incidents	JV Abela, All Security Personnel	100%	100%	5	5	5	5.0	All incidents have been recorded to the blotted logbook and investigated
		PI 2. Forward reported incidents to the top management	JV Abela	100%	100%	5	5	5	5.0	Endorsed to the legal office for proper action
<b>MFO 2</b>	Accomplishment reporting									
		PI 1. Annual accomplishment reported on time	JV Abela, JA Ocañada	1	1	4	5	4	4.3	Drafting
<b>MFO 3</b>	Safety Mangement									
		PI 1. Number of students dormitories oriented/inspected	JV Abela, Security Personnel	25	25	5	5	5	4.0	Inspected emergency exits, fire extinguishers, electrical, emergency alarms, etc
		PI 2. Respond to all emergency calls that needs assistance	All security personnel on duty	95%	100%	5	5	5	5.0	Responded all calls and emergency that needs assistance inside the campus
		PI 3. Number of University events provided with security assistance	JV Abela, all DRRM personnel	3	3	5	5	5	5.0	CVM and CoEd Pinning Ceremony, VSU Anniversarry, VSUIHS camping and etc

					Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
<b>UMFO 6</b>	<b>General Administration and Support Services</b>									
		PI 4. Traffic flow management inside the campus	JV Abela, all DRRM personnel	90%	100%	5	5	5	5.0	Implemented protocols for traffic flow inside the campus specially during big events
		PI 5. Campus Security and Safety management plan	JV Abela	100%	100%	5	5	5	5.0	Fully implemented campus protocols for security and safety
<b>MFO 4</b>	<b>Maintain Peace and Order</b>									
		PI 1. Manning strategical fixed posts	All security personnel on fixed post	100%	100%	5	5	5	5.0	Full implementation of campus protocols and manning strategic fixed post inside the campus
		PI 2. Conduct patrolling/roving within the campus and in the coastal area/ VSU sanctuary	Shift supervisors and roving buddy	100%	100%	5	5	5	5.0	Patrolling the are of responsibility in the Upper and Lower campus
		PI 3. Implement orders/directives from the top management	All DRRM personnel	95%	95%	5	5	5	5.0	Implemented directives and memorandums from the top management
		PI 4. Collaboration with LGU's and other local organization	JV, Abela	1	1	5	5	5	5.0	Strengthen linkages with BFP, CTMTO, PNP and other LGU's



					Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
<b>UMFO 6</b>	<b>General Administration and Support Services</b>									
		PI 7. Hire DRRM personnel	JV Abela	2	2	4	4	5	4.3	Collaboration with Local Civic Organization and endorsed student volunteers for the meantime
		PI 8. Submit a proposal for construction of additional security fence	JV Abela	1	1	5	5	5	5.0	Submitted to top management for implementation
<b>MFO 5</b>	<b>Administrative and Support Services Management</b>									
		PI 1. Efficient office management and maintenance	JV, Abela	95%	100%	5	5	5	5.0	Zero % customer complaints
		PI 2. Creation and implementation of DRRM Plan	JV Abela, all DRRM personnel	1	1	5	5	4	4.7	Drafting and as of the meantime the Crisis Mgmt Plan was being implemented
		PI.3. Financial and personnel related documents submitted	JV Abela, JA Ocañada	25	27	5	5	4	4.7	For reimbursement and payments
		PI.4. Numbers of incident reports	JV Abela, JA Ocañada	10	10	5	5	4	4.7	Submitted weekly reports to the top management and prepared other incident reports
<b>MFO 6</b>	<b>Office Improvement and Maintenance / Office Management</b>									
		PI .2 Hire additional office staff	JV Abela JA Ocañada	1	1	5	5	4	4.7	One (1) organic security assigned to assist in the office

					Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
<b>UMFO 6</b>	<b>General Administration and Support Services</b>									
		PI.3 Percentage of CAR's received and acted	JV Abela JA Ocaña	4	4	5	5	5	5.0	Complied
<b>MFO 7</b>	<b>Proactive Risk and Disaster Management</b>									
		PI 1. DRRM programs/ trainings conducted in the campus in preparation to calamities/disaster	JV Abela, other office participants	1	1	5	5	5	5.0	Facilatated the fire and earthquake drill conducted at quadrant 2 and 4
		PI .3 Proposal for DRRM Building and Equipment	JV Abela JA Ocaña	1	1	5	5	5	5.0	Submit request for building desing to the ODPIPDm
<b>TOTAL OVER-ALL RATING</b>									<b>106.3</b>	
<b>AVERAGE RATING</b>									<b>4.83</b>	
<b>ADJECTIVAL RATING</b>									<b>0</b>	

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: JUL 13 2023

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: JUL 14 2023

Approved:

EDGARDO E. TULIN

University President

Date: JUL 19, 2023

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