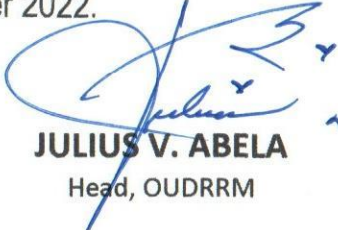


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Julius V. Abela, Head, Office of the University Disaster and Risk-Reduction Management ,accomplished the following targets for the period July-December 2022.


JULIUS V. ABELA
 Head, OUDRRM



Personnel Composition	Position Title/Designation	Number
Head	Head, OUDRRM	1
Regular	Security Guard-III	3
Regular	Security Guard-II	9
Regular	Security Guard-I	4
Casual	Security guard I	1
Casual	Admin Aide III	1
Sub-TOTAL		19
Job Order	Security Guard	22
Job Order	Watchman	8
GRAND TOTAL		49

Rating Equivalents:


- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Fair

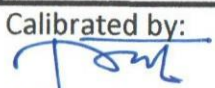
MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Accomplishment	Rating				Remarks
					Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6	General Administration and Support Services									
VPAF MFO 7	Security Management Office									
MFO 1	Conduct Investigation on reported incidents	PI 1. All reported incidents had been investigated	JV Abela, All Security Personnel	100%	100% investigated all reported incidents	5	5	4	4.67	Recorded on the Security Guard blotter log book
		PI 2. All reported incidents forwarded to concerned offices	JV Abela	100%	90% forwarded to the legal office for proper action	5	4	4	4.33	Reported to the top management
MFO 2	Accomplishment reporting	PI 1. Annual accomplishment reported on time	JV Abela, All	1	1 drafted for submission	5	5	5	5.00	Drafted for submission
MFO 3	Safety Mangement	PI 1. Number of students dormitories oriented/inspected for security and safety	JV Abela, Security Personnel	75%	75% was inspected during first half and conduct fire drill on the 2nd half	5	5	5	5.00	Inspected emergency exits, fire extinguishers and etc of dorm with students and conducted a fire drill.

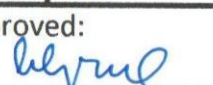
					Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6	General Administration and Support Services									
		PI 2. All emergency calls that needs assistance was responded	All security personnel on duty	95%	95% of emergency calls has been responded	5	5	5	5.0	Emergency assistance such as road accidents, fire alarms, sick, and etc.
		PI 3. Number of security and safety trainings/seminars attended and or facilitated	JV Abela, all DRRM personnel	2	2 seminars	5	5	5	5.00	Orientation of security duties and responsibilities & DRRM Planning
UMFO 6	General Administration and Support Services									
MFO 4	Maintain Peace and Order	PI 1. Number of hours each fixed post being manned	All security personnel on fixed post	26280 hours	26280 hours	5	5	5	5.00	Six (6) fixed post being manned round the clock
		PI 2. Number of hours in the campus properly roved	Shift supervisors and roving buddy	8760 hours	8760 hours	5	5	4	4.67	Upper and lower campus properly roved
		PI 3. Coastal area properly roved	Shift supervisors and roving buddy	80%	80%	4	5	4	4.33	Security and safety of VSU coastal area

					Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6	General Administration and Support Services									
		PI 4. Number of orders/directives from higher office implemented	All DRRM personnel	95%	95%	5	5	5	5.00	Orders/directives implementation on different memo issued by OP & other offices
		PI 5. Collaboration with LGU's and other local organization	JV, Abela	1	1	5	5	5	5.00	Collaboration with CTTMO to man the traffic highway
		PI 6. Request Patrol Car for roving and emergency response	JV, Abela	1	0	-	-	-	-	Patrol car for roving around the campus and emergency response
		PI.7 Additional Security Guard (JO)	JV, Abela	6	8 watchman hired	5	5	5	5.00	Security and Safety of the campus
MFO 5	Administrative and Support Services Management	PI 1. Efficient office management and maintenance	JV, Abela	95%	95%	4	5	4	4.33	Office Management
		PI 2. Number of VSU major events / program coordinated and secured	JV Abela, all DRRM personnel	1	1	5	5	5	5.0	VSU Graduation
		PI.3. Health and safety protocol	DRRM personnel assigned	95%	95%	5	5	4	4.7	Checking of Vaccine Card

					Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6	General Administration and Support Services									
		PI.5. Financial and personnel related documents drafted and reviewed	JV Abela, JA Ocañada	20	23 financial docs submitted	4	5	4	4.3	Payrolls, Payment, Reimbursement, and etc.
MFO 6	Office Improvement and Maintenance / Office Management	PI 1. Purchase new handheld radio using 137.200 frequency	JV Abela, EV Mendoza	50	50 handheld radio was purchased	5	5	5	5.0	For communication
		PI 2. Hiring of office electrician	JV Abela	1	0	-	-	-	-	
MFO 7	Proactive Risk and Disaster Management	PI 1. DRRM programs/ trainings conducted in the campus in preparation to calamities/disaster	JV Abela, other office participants	1	1 training conducted	5	5	5	5.0	Earthquake and Fire Drill conducted
TOTAL OVER-ALL RATING									86.33	
AVERAGE RATING									4.80	
ADJECTIVAL RATING									0	

Received by: 
TONI MARC L. DARGANTES
 Planning Office

Calibrated by: 
DANIEL LESLIE S. TAN
 Chairman, PMT

Approved: 
EDGARDO E. TULIN
 President

Date: 12/23/2022

Date: JAN 04 2023

Date: 1/5/2023

- 1- Quality
- 2- Efficiency
- 3- Timeliness