

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 2022.


JULIUS V. ABELA
 Head, OUDRRM


DANIEL LESLIE S. TAN
 Vice President for Admin & Finance

Personnel Composition	Position Title/Designation	Number
Head	Head, OUDRRM	1
Regular	Security Guard-III	3
Regular	Security Guard-II	7
Regular	Security Guard-I	6
Casual	Security guard I	1
Casual	Admin Aide III	1
Sub-TOTAL		19
Job Order	Security Guard / Watchman	23
Job Order	Lady guard	1
GRAND TOTAL		43

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	Percentage of 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%	100%	5.00	5.00	4.00	4.67	Recorded on the Security Guard blotter log book
		PI 2. All reported incidents forwarded to concerned offices	JV Abela	100%	90%	90%	5.00	4.00	4.00	4.33	Reported to the office incharge
MFO 3	Safety Mangement	PI 1. Number of students dormitories oriented/inspected for security and safety	JV Abela, Security Personnel	75%	75%	100%	5.0	5.0	5.0	5.00	Inspected emergency exits, fire extinguishers and etc of dorm with students.
		PI 2. All emergency calls that needs assitance was responded	All security personnel on duty	95%	95%	100%	5.0	5.0	5.0	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	50%	5.0	5.0	5.0	5.00	Facilitated CBDRRM Training and attended CPR training
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	100%	5.0	5.0	5.0	5.00	Six (6) fixed post being manned round the clock

					Actual Accomplishment	Percentage of Accomplishment	Quality	Efficiency	Timeliness	Average		
UMFO 6	General Administration and Support Services											
			PI 2. Number of hours in the campus properly roved	Shift supervisors and roving buddy	8760 hours	8760 hours	100%	5.0	5.0	4.0	4.67	Upper and lower campus properly roved
			PI 3. Coastal area properly roved	Shift supervisors and roving buddy	80%	80%	100%	4.0	5.0	4.0	4.33	Security and safety of VSU coastal area
			PI 4. Number of orders/directives from higher office implemented	All DRRM personnel	95%	90%	94.73%	5	5	4	4.67	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	100%	5	5	5	5.00	Collaboration with CTTMO to man the traffic highway
MFO 5	Administrative and Support Services Management	PI 1. Efficient office management and maintenance	JV, Abela	95%	95%	100%	4.0	5.0	4.0	4.33	Office Management	
			PI 2. Number of VSU major events / program coordinated and secured	JV Abela, all DRRM personnel	1	1	100%	5.0	5.0	5.0	5.0	VSU Anniversary
			PI.3. Health and safety protocol	DRRM personnel assigned	95%	95%	100%	5.0	5.0	4.0	4.7	Checking of Vaccine Card

					Actual Accomplishment	Percentage of 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	34	170%	4.0	5.0	4.0	4.3	Payrolls, Payment, Reimbursement, and etc.
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	100%	5.0	5.0	5.0	5.0	Earthquake and Fire Drill at Quadrant 3
TOTAL OVER-ALL RATING										70.67	
AVERAGE RATING										4.71	
ADJECTIVAL RATING										0	

Received by:

tmd
TONI MARC L. DARGANTES
 Planning Office

Date: 7/14/2022

Calibrated by:

[Signature]
DANIEL LESLIE S. TAN
 Chairman, PMT

Date: _____

Approved:

[Signature]
EDGARDO E. TULIN
 President

Date: _____

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