

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, CELSONO GUMABAO, Head, Security Management Office, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January 1 to June 30, 2017**.

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	Adm Asst-II	1
Regular Admin Staff	Adm. Aide-III	1
Regular	Security guard III	3
Regular	Security guard-II	9
Regular	Security guard-I	6
Casual Staff	Admin. Aide-III	1
Casual	Security guard I	7
Sub-TOTAL		29
Job Order	Security guard	4
Job Order	Security Agent 1	1
Job Order	Watchman	3
Job Order	Lady guard	1
GRAND TOTAL		38

Rating Equivalents:

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

Approved:


EDGARDO E. TULIN
✚ President

[illegible]

MFO 1	Conduct Investigation on reported incidents	PI 1. Number of all reported incidents had been investigated	CGumaod, AB Asilom, AP Bandalan, VS	60	62	103.33	5	4	5	4.67	Recorded on the SSO blotter and some at PNP
		PI 2. Number of reported incidents submitted to higher office for legal action	- do -	60	62	103.33	4	4	4	4	For information of higher offices and legal action and some amicably settled by this office
MFO 2	Accomplishment reporting	PI 1. Number of weekly accomplishment reported	CGumaod, AB Asilom, AP Bandalan, VS Cañada	24	24	100%	5	5	4	4.67	Records purposes
		PI 2. Number of annual accomplishment reported on time	CGumaod, AB Asilom, AC Arradaza, JPS Caintic								Annual accomplishment
MFO 3	Public Safety Mangement	PI 1. Number of hours implementation of road/ traffic safety during rush hour	Shift supervisors, security guards	2,200	2,590	117.73	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	16	106.66	5	4	5	4.67	Road safety
		PI 3. Number of students dormitories oriented/inspected for security and safety	C Gumaod, AB Asilom, AP Bandalan	12	15	125%	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	10	125%	5	4	5	4.67	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, JPS Caintic	1	1	100%	5	5	5	5	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	21900	21900	100%	4	5	4	4.33	Five (5) fixed post being manned 24 hrs a day
		PI 2. Number of hours in the campus properly roved	Shift supervisors, All security guards	8800	8900	101.14%	5	4	4	4.33	Two areas upper and lower campus 24 hrs a day
		PI 3. Number of orders/ directives from higher office implemented	Shift supervisors, All security guards	500	530	106%	5	4	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, JPS Caintic, AB Asilom	100% No complaint	100%	100%	4	4	4	4	Office Management
		PI 2. Number of VSU major events coordinated and secured	CGumaod, AC Arradaza, JPS Caintic, SGs	2	3	150%	5	5	5	5	Graduation, sportsfest, etc.
		PI 3. 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, AB Asilom	50	55	110%	5	4	5	4.67	Office Management
	PI 5. Number of gate/pass stickers issued	C Gumaod, AC Arradaza	50	52	104%	5	4	5	4.67	Private and passenger vehicles control
	PI 6. Number of equipment maintained	C Gumaod, J Lasquites, JS Caintic	11	14	127.27	5	5	4	4.67	Hand held radios, Fire arms, computers, etc. maintenance
	PI 7. Number of handheld radios licenses renewed	C Gumaod, JS Caintic	9	9	100%	4	5	5	4.67	Renewal of handheld radios
TOTAL OVER-ALL RATING									83.30	
AVERAGE RATING									4.627	
ADJECTIVAL RATING									0	

Received by:

Planning



Calibrated by:


REMBERTO A. PATINDOL
PMT Chairman

Recommending Approval:


REMBERTO A. PATINDOL
Vice President for Admin & Finance

Approved:


EDGARDO E. TULIN
 President

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