



ACCOMPLISHMENT REPORT

July-December 2021

Name: RYSAN C. GUINOCOR

Designation: Legal Officer

Tasks Accomplished:

1. Prepares legal opinion's comments referred by the Office of the President and other key officials.
2. Attend hearings/court appearances in all Administrative/criminal/civil cases whether the university is the complaint or respondent.
3. Prepares/reviews/notarizes MOA, contracts and other legal documents affecting the implementation of special projects
4. Attends meetings per request by the president
5. Performed other functions needed for effective and efficient implement of special project.

Certified Correct:

Atty. RYSAN C. GUINOCOR

Chief Legal Officer

Noted:

ALLEN GLENNIE P. LAMBERT

Executive Assistant



ACCOMPLISHMENT REPORT

January-June 2021

Name: RYSAN C. GUINOCOR

Designation: Legal Officer

Tasks Accomplished:

6. Prepares legal opinion's comments referred by the Office of the President and other key officials.
7. Attend hearings/court appearances in all Administrative/criminal/civil cases whether the university is the complaint or respondent.
8. Prepares/reviews/notarizes MOA, contracts and other legal documents affecting the implementation of special projects
9. Attends meetings per request by the president
10. Performed other functions needed for effective and efficient implement of special project.

Certified Correct:

Atty. RYSAN C. GUINOCOR

Chief Legal Officer

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Executive Assistant