



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Rysan C. Guinocor

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.43
TOTAL NUMERICAL RATING			4.70

TOTAL NUMERICAL RATING:

4.70

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.70

FINAL NUMERICAL RATING

4.70

ADJECTIVAL RATING:

Outstanding

Prepared by:

Rysan C. Guinocor

Name of Staff

Reviewed by:

Prose Ivy G. Yepes

Immediate Supervisor


Approved:

Prose Ivy G. Yepes


President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Atty. Rysan C. Guinocor, OIC-Head of Legal Office and Data Protection Officer commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January-June, 2024


RYSAN C. GUINOCOR
 RATEE

Approved:


PROSE IVY G. YEPES
 PRESIDENT
 9/6/2024

MFOs/PAFs	Success Indicator	Tasks Assigned	Target January December	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
OP MFO 2: Administrative services										
Legal Office MFO 1: Administrative and Support Services Management										
PI 1: Efficient legal services management	A1. Efficient and customer friendly assistance	T1: Entertains clients needs promptly, efficiently and effectively	no complaint	no complaint		5	5	5	5	
	A2. Legal opinions/ comments preparation	T2: Prepares legal opinions/ rulings/comments referred by the Office of the President and other key officials	25	546		5	5	5	5	
	A3. Counselling/ consultancy services	T3: Extends legal counselling/ consultancy services to faculty, staff and students	100	250		5	5	5	5	
	A4. Prosecution/Resolution of cases	T4: Prepares reports/ resolution/ recommendation of cases within 30 days from the day the case is submitted for resolution	3	5		5	5	5	5	
		T5: Prosecutes anti-sexual harassment cases	100%	100%		5	5	5	5	

		T6: Acts on violations of the provisions of agreements/contracts	4	0		5	5	5	5	
	A5. Meetings/advices extended	T7: Attends BOR/UADCO meetings per request by the President	100% attendance	100%		5	5	5	5	
	A6. Membership in committees/boards	T8: Attends meetings of PMT, VSU Admin. Scholarship and VSU Housing Com. as member	15	5		5	5	5	5	
Legal Office MFO 2: Legal Documents Preparations										
PI 2: Efficient preparation of legal documents	A7. Review/Notarization of legal documents	T9: Files appeals/memorandum within the time frame whenever applicable	100%	100%		5	5	5	5	
		T10: Prepares/reviews/notarizes MOAs, contracts and other legal documents within 2 days from receipt	1,500	1,569		5	5	5	5	
Legal Office MFO 3: Legal information/dissemination services										
PI 3: Conduct of trainings/lectures/orientation seminars	A8. Lectures/seminars conducted/facilitated	T11: Conducts lectures/seminars to Faculty, Staff and Students including VSU external campuses	3	0		0	0	0	0	EODB schdule on 2nd Quarter
Legal Office MFO 4: Land management & monitoring services										
PI 4: Settlement of land problems	A9. Invites squatters/complainant for verification/settlement	T12: Settles complaints against VSU squatters within 30 days	2	5		5	5	5	5	
		T13: Verifies/follow up application for special patent	1	0		0	0	0	0	
Legal Office MFO 5: Implementation of R.A 11032 (Ease of Doing Business)										
	A10. Citizen's Charter Updating	T14: No. of Citizen's Charter updated/revisited	15	20		5	5	5	5	

UMFO 6. General Administration Support Services										
DPO MFO 1:Administrative and data protection services										
PI 1: Efficient legal services management	AI.1: Efficient & customer friendly assistance	T1: Entertains clients needs promptly, efficiently and effectively	no complaint	no complaint		5	5	5	5	
		T2: Prepares, reviews, corrects and release opinions/rulings/ comments within 5 days from receipt of request	10	455		5	5	4	4.67	Due to too much workload of the DPO
		T3: Extend consultation and advice faculty and staff/students	5	5		5	5	5	5	
		T4:Acts on possible data breach	100%	100%		5	5	5	5	
		T5: Attends OR /UADCO meeting attended/assisted per request by the President	100% attendance	100%		5	5	5	5	
		T6: Serves as the contact person of the Personal Information Controller (PIC) or Personal Information Processor (PIP) vis-à-vis data subjects, the National Privacy Commission (NPC) and other authorities in all matters concerning data privacy or security issues or concerns and the PIC or PIP	100%	100%		5	5	5	5	
DPO MFO 2: Protection on data processed										

		T7: Prepares and files complaints or data breach with the National Privacy Commission (NPC) on time	100%	100%		5	5	5	5	
		T8: Cooperates and seeks advice with NPC regarding matters concerning data privacy and security, and perform other duties and tasks that may be assigned by the PIC or PIP that will further the interest of data privacy and security and uphold the rights of the data subjects	100%	100%		5	5	5	5	
		T9: Advices PIC or PIP regarding complaints and/or the exercise by data subjects of their rights (e.g. requests for information, clarifications, rectification or deletion of personal data)	100%	100%		5	5	5	5	
DPO MFO 3:Data Privacy Act of 2012 information/dissemination services including all relevant laws, and the Implementing Rules & Regulations (IRR) of NPC										
		T10: Conducts orientation/seminars to Faculty, Staff and Students including VSU external campuses	5	2		4	4	4	4	DPA Seminars are scheduled on 2nd half of the year
		T11: Informs obligations of controllers and data subjects of their rights and obligations	100%	100%		5	5	5	5	
		T12: Percentage of ensuring in an independent manner the internal application of the Implementing Rules and Regulations.	100%	100%		5	5	5	5	

DPO MFO 4: Monitor the Personal Information Controller (PIC)'s or Personal Information Processor (PIP)'s compliance with the Data Privacy Act of 2012, its IRR, issuances by the NPC & other applicable laws & policies

		T13: Prepares records on the information collected and to identify the processing operations, activities, measures, projects, programs, or systems of the PIC or PIP	100%	100%		5	5	5	5	
		T14: Prepares, issues, informs, and advises the PIC or PIP and executes a Data Sharing Agreement with third parties	100%	100%		5	5	5	5	
		T15: Issuances security clearances to and in compliance by third-party service providers in analyzing and checking the compliance of processing activities	100%	100%		5	5	5	5	
		T16: Prepares renewal of accreditations or certifications necessary to maintain the required standards in personal data processing	100%	100%		5	5	5	5	

DPO MFO 5: Ensure the conduct of Privacy Impact Assessments relative to activities, measures, projects, programs, or systems of the PIC or PIP


		T17: Conducts Privacy Impact Assessment (PIA)	100%	100%		5	5	5	5	
		T18: Notifies the NPC of processing operations which may present specific risks	100%	100%		5	5	5	5	

DPO MFO 6: ISO-Aligned Documents on:

		T19: Prepares Data Privacy Services Operations Manual	1	1(on going)		4	4	4	4	
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		T20: Prepares advocacy for the development, review and/or revision of policies, guidelines, projects and/or programs of the PIC or PIP relating to privacy and data protection, by adopting a privacy by design approach	100%	100%		5	5	5	5	
		T21:Percentage of keeping a register of the processing operations carried out by the controller	100%	100%		5	5	5	5	
Office of the Data Protection Officer MFO 7:Compliant of HRMIS with the Data Privacy Act of 2012										
		T22: Attends meeting before the system is fully implemented	100%	100%		5	5	5	5	
Office of the Data Protection Officer MFO 8:Innovations/changes for continued Improvement of Improved Services										
		PI.23: Number of best practices introduced and implemented				5	5	5	5	
Total Over-all Rating									172.7	
Average Rating :									4.67	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING									4.67	
ADJECTIVAL RATING									O	

Evaluated & Rated by:


PROSE IVY G. YEPES
 Immediate Supervisor

Date: September 06, 2024

Approved by:


PROSE IVY G. YEPES
 President

Date: September 06, 2024

Comments & Recommendations for Development Purposes:

None

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: LEGAL OFFICE AND DPO

Head of Office: Atty. RYSAN C. GUINOCOR

Number of Personnel:

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	The personnel was called up to monitor previous cases particularly those that were raised to SolGen.				Updates on the status of cases were provided.
Coaching	The personnel was reminded to always review MOAs particularly those that are procurement related for the protection of all parties involved.				How to be sensitive, compassionate and firm at the same time as a legal officer, and meticulousness on MOAs were reiterated.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


PROSE IVY G. YEPES

Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RYSAN C. GUINOCOR

Performance Rating: Outstanding

Aim: Obtain post-graduate degree

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Continue enrolling in post-graduate studies (Master of Art in Public Management and Development)

Result:

Earned credits leading to Public Management and Development

Date: _____ Target Date: December

Next Step:


Continue pursuing Master of Arts in Public Management and Development

Outcome: Obtain post-graduate degree and knowledge which can be used to improve excise of function

Final Step/Recommendation:

Master of Arts in Public Management and Development.

Prepared by:


PROSE IVY G. YEPES
Immediate Supervisor

Conforme:


RYSAN C. GUINOCOR
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2024

Name of Staff: RYSAN C. GUINOCOR

Position: OIC-Chief Legal Officer

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1

LEGAL OFFICE

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12. Willing to be trained and developed	5	4	3	2	1
Total Score					
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score	81				
Average Score	4.76				
Overall recommendation :					


Dr. PROSE IVY G. YEPES
 Printed Name and Signature
 President