1334 nl

"Exhibit A"

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, Atty. Rysan C. Guinocor, Head of Legal 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-June 2021

RYSAN C. GUINOCOR

Head, Legal Office

Appointment/ Status	Position Title	Number
Head	Attorney IV	1
Job Order	Clerk	1
Job Order	Encoder	1
	TOTAL	3

Rating Equivalents:
5-Outstanding
4-Very Satisfactory
3-Satisfactory
2-Fair
1-Poor

APPROVED

ALLEN CLENNE P. LAMBERT

Executive Assistant

SAVICES OFFICE OF THE

No.	MFOs/PAPs	Success Indicators	Persons	Target	Actual Accomplishment		Remarks			
			Responsible			Q^1	E ²	T ³	A ⁴	
JMFO 6. Gene	 ral Administration Support S	Services								
OP MFO 1 Ma	anagement/ Executive Service	es								
Legal Office MFO 1:	Administrative and legal services	PI.1: Efficient & customer friendly assistance	R.C. Guinocor C. Anduyan C. M. Martinez	no complaint	no complaint	5	5	5	5	
		PI.2: No. of legal opinions/rulings/ comments released within 5 days from receipt of request	R.C. Guinocor C. Anduyan	10	8	5	5	4	4.67	
		PI.3: No. of faculty and staff/students counseled/ advised	R.C. Guinocor C. Anduyan	50	45	5	5	5	5	
		PI.4: Percentage of anti-sexual harrasment prosecuted	R.C. Guinocor	100%	100%	5	5	5	5	

		P1.5: No. of violations of the provisions of MOA/contracts acted	R.C. Guinocor C. Anduyan C. M. Martinez	5	3	5	5	5	5	
		P1.6: Percentage of BOR/UADCO meeting attended/assisted per request by the President	R.C. Guinocor	100% attendance	100% attendance	5	5	5	5	
		P1.7: No. of violations of the provision issued: OP Memorandum/Circulars	R.C. Guinocor C. Anduyan C. M. Martinez	3	2	5	5	5	5	
Legal Office MFO 2:	Legal documents preparation									
		PI.8: Percentage of appeals/ memoranda prepared and filed within the time frame whenever applicable	R.C. Guinocor C. Anduyan	100%	100%	5	5	5	5	
		PI.9: No. of legal documents notarized /facilitated (contracts, agreements, affidavits, etc.) and certifications of no pending case issued/released within 2 days.	R.C. Guinocor	1500	1185	5	5	4	4.67	
		PI.10: No. of legal documents administered (SALN, CSC Form re: no pendency, etc.)	R.C. Guinocor C. Anduyan C. M. Martinez	1700	1,526	5	5	5	5	
		PI.11: No. of MOA/MOU and other legal documents prepared/reviewed corrected and released within three (3) days	R.C. Guinocor C. Anduyan C. M. Martinez	200	156	5	5	5	5	
Legal Office MFO 3:	Legal information/ dissemination services									
		PI.12: No. of lectures/ seminars conducted to Faculty, Staff and Students including VSU external campuses	R.C. Guinocor C. Anduyan	2	6	5	5	5	5	

6.4

Legal Office MFO 4	Land Management and monitoring services									
		PI.13: No. of university complaints against squatters settled within 30 days	R.C. Guinocor C. Anduyan	2	1	5	5	5	5	
		PI.14: No. of application for special patent prepared/filed	R.C. Guinocor C. Anduyan	1	1	5	5	5	5	
Legal Office MFO 5	Implementation of R.A 11032 (Ease of Doing Business)									
		PI.15: No. of Citizen's Charter updated/revisited	R.C. Guinocor C. Martinez	10 offices	9 offices	5	5	5	5	
Legal Office MFO 6	ISO-Aligned Documents on:			20						
		PI.16: Legal Services Operations Manual	R.C. Guinocor C. Martinez	1	1	5	5	5	5	
Legal Office MFO 7	Submission of unit's PPMP on or before prescribed deadline									
		PI. 17: PPMP, Purchase Request and Purchase Order submitted on or before prescribed deadline	R.C. Guinocor C. M. Martinez	100% on or before deadline	100% on or before deadline	5	5	5	5	
Legal Office MFO 8	Coordination with VSU HRMIS for easy production of legal-related documents (i.e., Affidavit of Loss)			3						
		PI. 18: Online Application for Affidavit of Loss	R.C. Guinocor	100%	95%	5	5	5	5	
Legal Office MFO 8	Innovations/changes for continued Improvement of Improved Services									

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	PI.19: Number of best practices introduced and implemented	R.C. Guinocor	1	1	5	5	5	5	
Total Over-all Rating					5	5	4.89	4.96	
Average Rating									
 Adjectival Rating									

^{*} Land Acc

quisition and Titling Unit (LATU) under Legal Office		
DILBERTO O. FERRAREN, PhD Vice President for Planning. Resource Generation and External Affairs Planning Office	REMBERTO A. PATINDOL Chairman, PMT	Approved by: EDGARDO E. TULIN President
Date: NOV 1 7 2021 Date:	Date:	Date:

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