

10: 6188R646


OP# 367
10/6/21

"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

APPROVED:

ALLEN GLENNIE P. LAMBERT
Executive Assistant



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

No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 6. General Administration Support Services										
OP MFO 1 Management/ Executive Services										
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 C. Anduyan C. M. Martinez	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	

		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 Acquisition and Titling Unit (LATU) under Legal Office

Received by:


DILBERTO O. FERRAREN, PhD
 Vice President for Planning, Resource Generation and External Affairs
 Planning Office

Date: NOV 17 2021

Date: _____

Calibrated by:


REMBERTO A. PATINDOL
 Chairman, PMT

Date: _____

Approved by:


EDGARDO E. TULIN
 President

Date: _____

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