

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 July-December 2020

Number

3

RYSAN C. GUINOCOR

Position Title

TOTAL

Head, Legal Office

Attorney IV

Clerk

Encoder

Appointment/

Status

Head Job Order

Job Order

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

ALLEN GLENNIE P. LAMBERT
Executive Assistant

APPROVED

RECEIVED PARTE: FEB 0 5 2021 & AND ADDRESS LINES AND ADDRESS LINES

No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	-4.	Remarks			
						Q ¹	E ²	T ³	A ⁴	
UMFO 6. Gene	eral Administration Support S	Services							-	
OP MFOI M	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	4	4	4	4	
		PI.2: No. of legal opinions/rulings/ comments released within 5 days from receipt of request	R.C. Guinocor C. Anduyan	10	3	5	5	5	5	
		PI.3: No. of faculty and staff/students counseled/advised	R.C. Guinocor C. Anduyan	100	41	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	4	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	3	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	1100	1003	5	5	5	5	
		PI.10: No. of legal documents administered (SALN, CSC Form re: no pendency, etc.)	R.C. Guinocor C. Anduyan C. M. Martinez	1500	521	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	500	76	5	5	5	5	
Legal Office MFO 3:	Legal information/ dissemination services				2					
		PI.12: No. of lectures/ seminars conducted to Faculty, Staff and Students including VSU external campuses	R.C. Guinocor C. Anduyan	3	0	3	5	5	5	
Legal Office MFO 4	Land Management and monitoring services									
		Pl.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	on going	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	11 offices	5	5	5	5	
Legal Office MFO 6	ISO-Aligned Documents on:									

		PI.16: Legal Services Operations Manual	R.C. Guinocor C. Martinez	1	0	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	6	5	
Legal Office MFO 8	Coordination with VSU HRMIS for easy production of legal-related documents (i.e., Affidavit of									
		PI. 18: Online Application for Affidavit of Loss	R.C. Guinocor	100%	85%	Б	5	5	5	
Legal Office MFO 8	Innovations/changes for continued Improvement of Improved Services									
		PI.19: Number of best practices introduced and implemented	R.C. Guinocor	1	0	5	5	5	5	
	Total Over-all Rating					94	94	94	94	
	Average Rating					4.95	4.95	4.95	4.95	
	Adjectival Rating				The Committee of the Co					****************

* Land Acquisition and Titling Unit (LATU) under Legal Office Received by:	Calibrated by:	Approved by:
Planning Office	REMBERTO A. PATINDOL Chairman, PMT	EDGARGO E. TULIN President
Date: FEB 0 5 2021 Date:	Date: 2/2/21	Date:

2- Efficiency 3-Timeliness 4-Average