

"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 July-December 2020

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 I 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	4	4	4	4	
		PI.2: No. of legal opmions/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	
		PI.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	
		PI.6: Percentage of BOR/UADCO meeting attended/assisted per request by the President	R.C. Guinocor	100% attendance	100% attendance	5	5	5	5	
		PI.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	

		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	5	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%	5	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									

* Land Acquisition and Titling Unit (LATU) under Legal Office

Received by:



Planning Office

Date: FEB 05 2021

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

Date: _____

Calibrated by:



REMBERTO A. PATINDOL

Chairman, PMT

Date: 2/2/21

Approved by:



EDGARDO E. TULIN

President

Date: _____