



"Exhibit"

# OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, Atty. Rysan C. Guinocor, Head of the Office of the Data Protection Officer 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

Atty. Rysan C. Guinocor  
Data Protection Officer

APPROVED:

DR. ALLEN GLENNIE P. LAMBERT  
OP-Executive Assistant

| Appointment/<br>Status | Position Title | Number   |
|------------------------|----------------|----------|
| Head                   | Attorney IV    | 1        |
| Casual                 | Admin Aide III | 1        |
| JO                     | Clerk          | 1        |
| <b>TOTAL</b>           |                | <b>3</b> |

**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 <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
|   |   |  |   |              |                       |                |                |                |                |         |
| UMFO 6. General Administration Support Services |   |  |   |              |                       |                |                |                |                |         |
| OP MFO 1 Management/ Executive Services         |   |  |   |              |                       |                |                |                |                |         |
| Office of the Data Protection Officer MFO 1:    | Administrative and data protection services | PI.1: Efficient & customer friendly assistance   | R.C. Guinocor<br>C. M. Martinez<br>C.B. Anduyan | no complaint | no complaint          | 5              | 5              | 5              | 5              |         |
|   |   | PI.2: No. of opinions/rulings/ comments prepared, reviewed, corrected and released within 5 days from receipt of request | R.C. Guinocor<br>C. M. Martinez<br>C.B. Anduyan | 10           | 8                     | 5              | 5              | 4              | 4.67           |         |
|   |   | PI.3: No. of faculty and staff/students counsulted/ advised  | R.C. Guinocor                                   | 5            | 10                    | 5              | 5              | 5              | 5              |         |

|  |                              |  |   |                 |                 |   |   |   |   |  |
|--|------------------------------|--|---|-----------------|-----------------|---|---|---|---|--|
|  |                              | PI.4: Percentage of possible data breach acted upon  | R.C. Guinocor<br>C. M. Martinez<br>C.B. Anduyan | 100%            | 100%            | 5 | 5 | 5 | 5 |  |
|  |                              | PI.5: Percentage of BOR/UADCO meeting attended/assisted per request by the President   | R.C. Guinocor                                   | 100% attendance | 100% attendance | 5 | 5 | 5 | 5 |  |
|  |                              | PI.6: Percentage of serving 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 | R.C. Guinocor                                   | 100%            | 100%            | 5 | 5 | 5 | 5 |  |
| Office of the Data Protection Officer MFO 2: | Protection on data processed |  |   |                 |                 |   |   |   |   |  |
|  |                              | PI.7: Percentage of complaints or data breach prepared and filed with the National Privacy Commission (NPC) on time  | R.C. Guinocor<br>C. M. Martinez<br>C.B. Anduyan | 100%            | 100%            | 5 | 5 | 5 | 5 |  |
|  |                              | PI.8: Percentage of cooperating, coordinating and seeking 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   | R.C. Guinocor                                   | 100%            | 100%            | 5 | 5 | 5 | 5 |  |





|   |  |   |   |      |      |   |   |   |   |  |
|---|--|---|---|------|------|---|---|---|---|--|
|   |  | PI.13: Percentage of maintaining records on the information collected and to identify the processing operations, activities, measures, projects, programs, or systems of the PIC or PIP | R.C. Guinocor<br>C. M. Martinez<br>C.B. Anduyan | 100% | 100% | 5 | 5 | 5 | 5 |  |
|   |  | PI.14: Percentage of recommendations issued, informed, and advised to the PIC or PIP and executing a Data Sharing Agreement with third parties  | R.C. Guinocor<br>C. M. Martinez<br>C.B. Anduyan | 100% | 100% | 5 | 5 | 5 | 5 |  |
|   |  | PI.15: Percentage of issuance of security clearances to and in compliance by third-party service providers in analyzing and checking the compliance of processing activities            | R.C. Guinocor<br>C. M. Martinez<br>C.B. Anduyan | 100% | 100% | 5 | 5 | 5 | 5 |  |
|   |  | PI.16: Percentage of renewal of accreditations or certifications necessary to maintain the required standards in personal data processing   | R.C. Guinocor<br>C. M. Martinez<br>C.B. Anduyan | 100% | 100% | 5 | 5 | 5 | 5 |  |
| <b>Office of the Data Protection Officer MFO 5:</b> | <b>Ensure the conduct of Privacy Impact Assessments relative to activities, measures, projects, programs, or systems of the PIC or PIP</b> |   |   |      |      |   |   |   |   |  |
|   |  | PI.17: Percentage of Privacy Impact Assessment (PIA) conducted every year or as necessary   | R.C. Guinocor<br>C. M. Martinez<br>C.B. Anduyan | 100% | 100% | 5 | 5 | 5 | 5 |  |
|   |  | PI.18: Percentage of notifying the NPC of processing operations which may present specific risks  | R.C. Guinocor<br>C. M. Martinez<br>C.B. Anduyan | 100% | 100% | 5 | 5 | 5 | 5 |  |



Received by:



**DR. DANIEL LESLIE S. TAN**

Planning Office

Date: **AUG 05 2021**

Date: \_\_\_\_\_

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

Calibrated by:



**DR. REMBERTO A. PATINDOL**

Chairman, PMT

Date: \_\_\_\_\_

Approved by:



**DR. EDGARDO E. TULIN**

President

Date: \_\_\_\_\_