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:

APPROVED:

APPROVED:

APPROVED:

ATTY. RYSAN C. GUINOCOR

Data Protection Officer

DR. ALLEN GLENNIE P. LAMBERT

OP-Executive Assistant

Appointment/ Status Head	Position Title Attorney IV	Number 1
Casual	Admin Aide III	1
JO	Clerk	1
	TOTAL	3

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

No.	MFOs/PAPs	Success Indicators	Persons Responsible	larget	Actual Accomplishment		Remarks			
			Responsible			Q^1	E ²	T ³	A ⁴	
UMFO 6. Gene	ral Administration Support Se	ervices								
OP MFOI M	anagement/ Executive Services	3								
Office of the Data Protection Officer MFO 1:	Administrative and data protection services	PI.1: Efficient & customer friendly assistance	R.C. Guinocor C. M. Martinez 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 C. M. Martinez 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	

		P1.4: Percentage of possible data breach acted upon	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
		P1.5: 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 1 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 C. M. Martinez 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 righs of the data subjects	R.C. Guinocor	100%	100%	5	5	5	5	

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		PI.9: Percentage of advicing the PIC or PIP regarding complaints and/or the exercise by data subjects of their rights (e.g. requests for information, clarifications, rectification or deletion of personal data)	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
Office of the Data Protection	Data Privacy Act of 2012 information/dissemination services including all relevant laws, and the Implenting Rules & Regulations (IRR) of NPC									
		PI.10: No. of virtual orientation/ seminars conducted to Faculty, Staff and Students including VSU external campuses	R.C. Guinocor C. M. Martinez C.B. Anduyan	5	5	5	5	5	5	
		PI.11: Percentage of ensuring that controllers and data subjects are informed of their rights and obligations	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
		PI.12: Percentage of ensuring in an independent manner the internal application of the Implementing Rules and Regulations.	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
Office of the Data Protection Officer MFO 4:	Monitor the Personal Information Controller (PIC)'s or Personal Inforamtion Processor (PIP)'s compliance with the Data Privacy Act of 2012, its IRR, issuances by the NPC & other applicable laws & policies									

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	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 C. M. Martinez 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 C. M. Martinez 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 C. M. Martinez 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 C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
Ensure the conduct of Privacy Impact Assessments relative to activities, measures, projects, programs, or systems of the PIC or PIP									
	PI.17: Percentage of Privacy Impact Assessment (PIA) conducted every year or as necessary	R.C. Guinocor C. M. Martinez 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 C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	

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Office of the Data Protection Officer MFO 6:	ISO-Aligned Documents on:									
		PI.19: Preparation of Data Privacy Services Operations Manual	R.C. Guinocor C. M. Martinez C.B. Anduyan	1	0	4	4	4	4	
		PI.20: Percentage of advocating for the development, review and/or revision of policies, guidelines, projects and/or programs of the PIC or PIP relating to privacy and data protection, by adopting a privacy by design approach	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
		PI.21:Percentage of keeping a register of the processing operations carried out by the controller	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
Office of the Data Protection Officer MFO 7:	Compliant of HRMIS with the Data Privacy Act of 2012									
		PI.22: Percentage of meetings attended before the system is fully implemented	R.C. Guinocor	100%	100%	5	5	5	5	
Data Protection	Innovations/changes for continued Improvement of Improved Services									
		PI.23: Number of best practices introduced and implemented	R.C. Guinocor	1	0	4	4	4	4	
	Total Over-all Rating					113	113	112	112.67	
	Average Rating					4.91	4.91	4.87	4.90	
	Adjectival Rating									

4 - m %

3-Timeliness 4-Average