OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, Atty. Rysan C. Guinocor, OIC-Chief Legal Officer commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January-June 2024

RYSAN CI GUINOCOR
OIC-Chief Legal Officer
July 81224

Appointment/ Status	Position Title	Number
Legal Officer	Chief Administrative Officer	1
Job Order	Clerk	2
	TOTAL	3

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

APPROVED:

PROSE IVY G. YEPES PRESIDENT

GREALDH & MODOWEZ

No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment		Remarks			
						Q^1	E ²	T ³	A ⁴	
UMFO 6. Gener	 ral Administration Support	Services								
OP MFO 1 Ma	anagement/ Executive Servi	ces								
Legal Office MFO 1:	Administrative and legal services	PI.1: Efficient & customer friendly assistance	R.C. Guinocor G. Pabroquez W. Bongot	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 G. Pabroquez	15	546	5	5	5	5	
4		PI.3: No. of faculty and staff/students counseled/ advised	R.C. Guinocor G. Pabroquez	100	250	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 G. Pabroquez W. Bongot	5	0	5	5	5	5	no violation
		P1.6: Percentage of BOR/UADCO meeting attended/assisted per request by the President	R.C. Guinocor	100% attendance	100%	5	5	5	5	
		P1.7: No. of violations of the provision issued: OP Memorandum/Circulars	R.C. Guinocor G. Pabroquez W. Bongot	1	0	5	5	5	5	no violation
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 G. Pabroquez	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 G. Pabroquez W. Bongot	1500	1023	5	5	5	5	
		PI.10: No. of legal documents administered (SALN, CSC Form re: no pendency, etc.)	R.C. Guinocor W. Bongot	1800	1,100	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 G. Pabroquez	300	653	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 G. Pabroquez W. Bongot	4	0	0	0	0	0	EODB schdule on 2nd Quarter
Legal Office MFO 4	Land Management and monitoring services									

		DV 10 NV C 1 1				T				
		PI.13: No. of university complaints against squatters settled within 30 days	R.C. Guinocor G. Pabrouqez	2	5	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 G. Pabrouqez	15 offices	20	5	5	5	5	
Legal Office MFO 6	ISO-Aligned Documents on:									
		PI.16: Legal Services Operations Manual	R.C. Guinocor G. Pabroquez	1	1	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 G. Pabroquez	100% on or before deadline	100%	5	5	5	5	14
Legal Office MFO 8	Coordination with VSU HRMIS for easy production of legal-related documents (i.e., Affidavit of Loss)									
		PI. 18: Online Application for Affidavit of Loss	R.C. Guinocor	100%	100%	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	1	5	5	5	5	
	Total Over-all Rating									
1	Average Rating									
	Adjectival Rating									

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

TONI MARC L. DARGANTES
Planning Office

Date: JUL 0 9 2024 Date:

Date: Date:

4-Average

Approved by:

PROSE IVY G. YEPES

President

Date: a/b/w