



"Exhibit A"

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 C. GUINOCOR
 OIC-Chief Legal Officer
 July 8, 2024

APPROVED:

PROSE IVY G. YEPES
 PRESIDENT
 9/6/24

RECEIVED
 08 JUL 2024

 GERALDINE P. PABROQUEZ

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

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 1 Management/ Executive Services									
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	
		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	

		PI.13: No. of university complaints against squatters settled within 30 days	R.C. Guinocor G. Pabrouquez	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. Pabrouquez	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. Pabrouquez	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. Pabrouquez	100% on or before deadline	100%	5	5	5	5	
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									
	Average Rating									
	Adjectival Rating									

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

Received by:

trnd
TONI MARC L. DARGANTES

Planning Office

Date: JUL 09 2024 Date: _____

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

Calibrated by:

Lehman-ayud
f ELWIN JAY V. YU *OK-VP*
Chairman, PMT *7/11/24*

Date: _____

Approved by:

Prose
PROSE IVY G. YEPES

President

Date: 7/6/24