


FEB 18 2019 8

"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 2018.

  
**RYSAN C. GUINOCOR**  
 Head, Legal Office

APPROVED:

  
**FRANCISCO G. GABUNADA**  
 Executive Assistant

Appointment/ Status	Position Title	Number
Head	Attorney IV	1
Regular Staff	Admin Aide III	1
Job Order	Encoder	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>	
<b>UMFO 6. General Administration Support Services</b>										
<b>OP MFO 1 Management/ Executive Services</b>										
<b>Legal Office MFO 1:</b>	<b>Administrative and legal services</b>	PI.1: Efficient & customer friendly assistance	R.C. Guinocor J.B. Jayme C. M. Martinez	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 J. B. Jayme	5	5	5	5	4	4.67	
		PI.3: No. of faculty and staff/students counseled/ advised	R.C. Guinocor J. B. Jayme	20	23	5	5	5	5	

		P1.4: No. of cases/reports decided within 30 days from the day the case is submitted for resolution	R.C. Guinocor J. B. Jayme	1	2	5	5	4	4.67	
		PI.5: Percentage of anti-sexual harrassment prosecuted	R.C. Guinocor	100%	100%	5	5	5	5	
		P1.6: No. of violations of the provisions of MOA/contracts acted	R.C. Guinocor J.B. Jayme C. M. Martinez	3						
		P1.7: Percentage of BOR/UADCO meeting attended/assisted per request by the President	R.C. Guinocor	100% attendance	100% attendance	5	5	5	5	
		P1.8: No. of violations of the provision issued: OP Memorandum/Circulars	R.C. Guinocor J.B. Jayme C. M. Martinez	3	3	5	5	4	4.67	
<b>Legal Office MFO 2:</b>	<b>Legal documents preparation</b>									
		PI.9: Percentage of appeals/memoranda prepared and filed within the time frame whenever applicable	R.C. Guinocor J. B. Jayme	100%	100%	5	5	5	5	
		PI.10: No. of legal documents notarized /facilitated (contracts, agreements, affidavits, etc.) and certifications of no pending case issued/released within 2 days.	R.C. Guinocor J. B. Jayme C. M. Martinez	500 docs	575	5	5	5	5	
		PI. 11: No. of legal documents administered (SALN, CSC Form re: no pendency, etc.)	R.C. Guinocor J. B. Jayme C. M. Martinez	200 docs	462	5	5	5	5	





		Pl.16: No. of suggestions comments dropped at the suggestion boxes acted	R.C. Guinocor J. B. Jayme C. M. Martinez	5	9	5	5	4	4.67	
	Total Over-all Rating					80	80	74		
	Average Rating								4.88	
	Adjectival Rating								0	


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

Received by:

\_\_\_\_\_  
Planning Office

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

Calibrated by:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

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

Approved by:

  
**EDGARDO E. TULIN**  
President

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

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