APPROVED:

Executive Assistant

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, Aty. 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 2023

RYSAN C GUINOCOR
OIC-Chief Legal Officer

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

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

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No. MFOs/PAPs		APs Success Indicators Persons	Target	Target Actual		Remarks				
			Responsible		Accomplishment	\mathbf{Q}^{1}	\mathbf{E}^2	T ³	A ⁴	
UMFO 6. Gene	ral Administration Support	Services								
OP MFO 1 Ma	anagement/ Executive Service	ces								
Legal Office MFO 1:	Administrative and legal services	PI.1: Efficient & customer friendly assistance	R.C. Guinocor G. Pabroquez	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	50	267	:5	5	5	5	
()		PI.3: No. of faculty and staff/students counseled/ advised	R.C. Guinocor G. Pabroquez	100	150	: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	5	0	:5	5	5	5	
		P1.6: Percentage of BOR/UADCO meeting attended/assisted per request by the President	R.C. Guinocor	100% attendance	1	:5	5	5	5	

		P1.7: No. of violations of the provision issued: OP Memorandum/Circulars	R.C. Guinocor G. Pabroquez	3	0	:5	5	5	5	
Legal Office MFO 2:	Legal documents preparation		9							
		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	
	2	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	1500	1511	:5	5	5	5	
		PI.10: No. of legal documents administered (SALN, CSC Form re: no pendency, etc.)	R.C. Guinocor G. Pabroquez	1700	1,290	: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	200	267	: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	4	0	.3	3	3	3	(schdule on the month of august)
Legal Office MFO 4	Land Management and monitoring services									
		PI.13: No. of university complaints against squatters settled within 30 days	R.C. Guinocor G. Pabrouqez	2	4	: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	10 offices	0	.3	3	3	3	charter schdule on
Legal Office MFO 6	ISO-Aligned Documents on:									

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		PI.16: Legal Services Operations Manual	R.C. Guinocor G. Pabroquez	1	0	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	
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:

TONI MARC L. DARGANTES

Planning Office

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Approved by:

EDGARDO E. TULIN President

JUL 19, 2023

Date: Date: Date:	Date: 11 1 4 2023	Date:	Date:	Date:
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- 1- Quality2- Efficiency
- 3-Timeliness
- 4-Average