

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 targets in accordance with the indicated measures for the period January-December 2022


RYSAN C. GUINOCOR
Head, Legal Office

APPROVED:


ALLEN GLENNIE P. LAMBERT
Executive Assistant



Appointment/ Status	Position Title	Number
Head	Attorney IV	1
Job Order	Clerk	1
	TOTAL	2

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 C. Anduyan 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 C. Anduyan	10	192	5	5	5	5	
		PI.3: No. of faculty and staff/students counseled/ advised	R.C. Guinocor C. Anduyan	50	20	5	5	5	5	
		PI.4: Percentage of anti-sexual harrasment prosecuted	R.C. Guinocor	100%	100%	5	5	5	5	
		PI.5: No. of violations of the provisions of MOA/contracts acted	R.C. Guinocor C. Anduyan C. M. Martinez	5	30	5	5	5	5	

		PI.6: Percentage of BOR/UADCO meeting attended/assisted per request by the President	R.C. Guinocor	100% attendance	100% attendance	5	5	5	5	
		PI.7: No. of violations of the provision issued: OP Memorandum/Circulars	R.C. Guinocor C. Anduyan C. M. Martinez	3	1	5	5	5	5	
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 C. Anduyan	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 C. Anduyan C. M. Martinez	1500	1186	5	5	5	5	
		PI.10: No. of legal documents administered (SALN, CSC Form re: no pendency, etc.)	R.C. Guinocor C. Anduyan C. M. Martinez	1700	1,432	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 C. Anduyan C. M. Martinez	200	192	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 C. Anduyan	2	1	5	5	5	5	
Legal Office MFO 4	Land Management and monitoring services									
		PI.13: No. of university complaints against squatters settled within 30 days	R.C. Guinocor C. Anduyan	2	0	4	5	4	4.33	
		PI.14: No. of application for special patent prepared/filed	R.C. Guinocor C. Anduyan	1	1	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 C. Martinez	10 offices	7	5	5	5	5	
Legal Office MFO 6	ISO-Aligned Documents on:									
		PI.16: Legal Services Operations Manual	R.C. Guinocor C. Martinez	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 C. M. Martinez	100% on or before deadline	100% on or before deadline	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%	95%	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	2	5	5	5	5	
	Total Over-all Rating					94	95	94	94.33	
	Average Rating					4.95	5	4.95	4.96	
	Adjectival Rating									

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


Received by:


TONI MARC DARGANTES

Calibrated by:


DANIEL LESLIE S. TAN
JUL 22 2022

Approved by:


EDGARDO E. TULIN
OIC Finance

Planning Office

Date: 7/13/2022

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

Chairman, PMT

Date: JUL 22 2022

President

Date: _____