OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, __Atty. Rysan C. Guinocor__, Data Protection 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-June 2022__

APPROVED:

__ATTY. RYSAN C. GUINOCOR__
Data Protection Officer

__DR. ALLEN GLENNIE P. LAMBERT__
OP-Executive Assistant

RECEIVED
3.2
DATE JUL 1 3 2022
BY:

Appointment/ Status	Position Title	Number
Head	Attorney IV	1
Casual	Admin Aide III	1
JO	Clerk	1
	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										
Office of the Data Protection Officer MFO 1:	**Administrative and data protection services**	PI.1: Efficient & customer friendly assistance	R.C. Guinocor C. M. Martinez C.B. Anduyan	no complaint	no complaint	5	5	5	5	
		PI.2: No. of opinions/rulings/ comments prepared, reviewed, corrected and released within 5 days from receipt of request	R.C. Guinocor C. M. Martinez C.B. Anduyan	12	22	5	5	5	5	
		PI.3: No. of faculty and staff/students counsulted/ advised	R.C. Guinocor	6	8	5	5	5	5	
		P1.4: Percentage of possible data breach acted upon	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
		P1.5: Percentage of BOR/UADCO meeting attended/assisted per request by the President	R.C. Guinocor	100% attendance	100% attendance	5	5	5	5	

		PI.6: Percentage of serving as the contact person of the Personal Information Controller (PIC) or Personal Information Processor (PIP) vis-à-vis data subjects, the National Privacy Commission (NPC) and other authorities in all matters concerning data privacy or security issues or concerns and the PIC or PIP	R.C. Guinocor	100%	100%	5	5	5	5	
Office of the Data Protection Officer MFO 2:	**Protection on data processed**									
		PI.7: Percentage of complaints or data breach prepared and filed with the National Privacy Commission (NPC) on time	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
		PI.8: Percentage of cooperating, coordinating and seeking advice with NPC regarding matters concerning data privacy and security, and perform other duties and tasks that may be assigned by the PIC or PIP that will furhter the interest of data privacy and security and uphold the righs of the data subjects	R.C. Guinocor	100%	100%	5	5	5	5	
		PI.9: Percentage of advicing the PIC or PIP regarding complaints and/or the exercise by data subjects of their rights (e.g. requests for information, clarifications, rectification or deletion of personal data)	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
Office of the Data Protection Officer MFO 3:	**Data Privacy Act of 2012 information/dissemination services including all relevant laws, and the Implenting Rules & Regulations (IRR) of NPC**									
		PI.10: No. of virtual orientation/ seminars conducted to Faculty, Staff and Students including VSU external campuses	R.C. Guinocor C. M. Martinez C.B. Anduyan	5	1	4	5	4	4.33	

		PI.11: Percentage of ensuring that controllers and data subjects are informed of their rights and obligations	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
		PI.12: Percentage of ensuring in an independent manner the internal application of the Implementing Rules and Regulations.	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
Office of the Data Protection Officer MFO 4:	**Monitor the Personal Information Controller (PIC)'s or Personal Inforamtion Processor (PIP)'s compliance with the Data Privacy Act of 2012, its IRR, issuaances by the NPC & other applicable laws & policies**									
		PI.13: Percentage of maintaining records on the information collected and to identify the processing ooperations, activities, measures, projects, programs, or systems of the PIC or PIP	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
		PI.14: Percentage of recommendations issued, informed, and advised to the PIC or PIP and executing a Data Sharing Agreement with third parties	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
		PI.15: Percentage of issuance of security clearances to and in compliance by third-party service providers in analyzing and checking the compliance of processing activities	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
		PI.16: Percentage of renewal of accreditations or certifications necessary to maintain the required standards in personal data processing	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
Office of the Data Protection Officer MFO 5:	**Ensure the conduct of Privacy Impact Assessments relative to activities, measures, projects, programs, or systems of the PIC or PIP**									

		PI.17: Percentage of Privacy Impact Assessment (PIA) conducted every year or as necessary	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	4	4	4.33	
		PI.18: Percentage of notifying the NPC of processing operations which may present specific risks	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
Office of the Data Protection Officer MFO 6:	**ISO-Aligned Documents on:**									
		PI.19: Preparation of Data Privacy Services Operations Manual	R.C. Guinocor C. M. Martinez C.B. Anduyan	1	1	5	5	5	5	
		PI.20: Percentage of advocating for the development, review and/or revision of policies, guidelines, projects and/or programs of the PIC or PIP relating to privacy and data protection, by adopting a privacy by design approach	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
		PI.21:Percentage of keeping a register of the processing operations carried out by the controller	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
Office of the Data Protection Officer MFO 7:	**Compliant of HRMIS with the Data Privacy Act of 2012**									
		PI.22: Percentage of meetings attended before the system is fully implemented	R.C. Guinocor	100%	100%	5	5	5	5	
Office of the Data Protection Officer MFO 8:	**Innovations/changes for continued Improvement of Improved Services**									
		PI.23: Number of best practices introduced and implemented	R.C. Guinocor	1	1	5	5	5	5	
	Total Over-all Rating					114	114	113	113.66	
	Average Rating					4.96	4.96	4.91	4.94	
	Adjectival Rating									

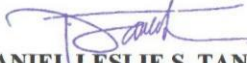Received by: Calibrated by: Approved by:

TONI MARC DARGANTES
Planning Office

Date: 7/13/2022

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

DANIEL LESLIE S. TAN
Chairman, PMT

Date: JUL 22 2022

EDGARDO E. TULIN
OIC President

Date: 7/25/22