



# 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 January 1, 2017 to June 30, 2017.

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

APPROVED:

  
**EDGARDO E. TULIN**  
University President

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>	
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 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	35	111	5	5	5	5	
		PI.3: No. of faculty and staff/students counseled/ advised	R.C. Guinocor J. B. Jayme	30	40	5	5	5	5	

		PI.4: No. of cases/reports decided within 30 days from the day the case is submitted for resolution	R.C. Guinocor J. B. Jayme	10	15	5	5	4	5	
		PI.5: Percentage of anti-sexual harrassment prosecuted	R.C. Guinocor	100%	100%	5	5	5	5	
		PI.6: No. of violations of the provisions of MOA/contracts acted	R.C. Guinocor J.B. Jayme C. M. Martinez	20	27	5	5	4	5	
		PI.7: Percentage of BOR/UADCO meeting attended/assisted per request by the President	R.C. Guinocor	100% attendance	100% attendance	5	5	5	5	
		PI.8: No. of violations of the provision issued OP Memorandum/Circulars	R.C. Guinocor J.B. Jayme C. M. Martinez	5	5	5	5	5	5	
<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	745	5	5	5	5	



		No. of legal documents administered (SALN, CSC Form re: no pendency, etc.)	R.C. Guinocor J. B. Jayme C. M. Martinez	400 docs.	535 docs.	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 J. B. Jayme C. M. Martinez	70	120	5	5	4	5	
<b>Legal Office MFO 3:</b>	<b>Legal information/ dissemination services</b>									
		PI.12: No. of lectures/ seminars conducted to Faculty, Staff and Students including VSU external campuses	R.C. Guinocor J.B. Jayme	1	2	5	5	5	5	
		PI.13: No. of hours acted as resource person over Radio Station DYDC, Visca, Baybay City, Leyte	R. C. Guinocor	10 hours	10 hours	5	4	5	5	
<b>Legal Office MFO 4</b>	<b>Land Management and monitoring services</b>									
		PI.14: No. of university complaints against squatters settled within 30 days	R.C. Guinocor J. B. Jayme	2	5	5	5	5	5	
		PI.15: No. of application for special patent prepared/filed	R.C. Guinocor J. B. Jayme	1	on going	5	5	5	5	

Legal Office MFO 5	Implementation of Anti- Red Tape Law									
		PI.16: No. of suggestions comments dropped at the suggestion boxes acted	R.C. Guinocor J. B. Jayme C. M. Martinez	4	5	5	5	4	5	
	Total Over-all Rating					85	84	81	85	
	Average Rating					5	4.94	4.76	5	4.92
	Adjectival Rating					0	0	0	0	0

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

Received by:


Calibrated by:


Recommending Approval:

Approved by:

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

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

  
**CONNEL D. ANTIPASO**  
Executive Assistant

  
**EDGARDO E. TULIN**  
President

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

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

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

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

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