

bp# 22-26  
1-14-26

02/15/19  
1-16-26

"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 2019

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

APPROVED:

  
**SANTIAGO T. PEÑA, Jr.**  
Executive Assistant



Appointment/ Status	Position Title	Number
Head	Attorney IV	1
Regular Staff	Admin Aide VI	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 G. Duran C. M. Martinez	no complaint	no complaint	4	4	4	4	
		PI.2: No. of legal opinions/rulings/ comments released within 5 days from receipt of request	R.C. Guinocor G. Duran	10	15	5	5	5	5	
		PI.3: No. of faculty and staff/students counseled/ advised	R.C. Guinocor G. Duran	60	75	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 G. Duran C. M. Martinez	5	7	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 G. Duran C. M. Martinez	3	4	5	5	5	5	
<b>Legal Office MFO 2:</b>	<b>Legal documents preparation</b>									
		PI.8: Percentage of appeals/ memoranda prepared and filed within the time frame whenever applicable	R.C. Guinocor G. Duran	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 J. B. Jayme C. M. Martinez	1100	1221	5	5	5	5	
		PI. 10: No. of legal documents administered (SALN, CSC Form re: no pendency, etc.)	R.C. Guinocor G. Duran C. M. Martinez	500	550	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. Duran C. M. Martinez	100	145	5	5	5	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	7	8	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 G. Duran	1	3	5	5	5	5	
		PI.14: No. of application for special patent prepared/filed	R.C. Guinocor G. Duran	ongoing	ongoing	5	5	5	5	
	Total Over-all Rating					69	69	69	69	
	Average Rating					4.93	4.93	4.93	4.93	
	Adjectival Rating								Outstanding	

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

Received by:



Planning Office

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

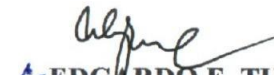
Calibrated by:



**REMBERTO A. PATINDOL**  
Chairman, PMT

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

Approved by:



**EDGARDO E. TULIN**  
President

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

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