

**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 July-December 2022

  
**ATTY. RYSAN C. GUINOCOR**  
 Data Protection Officer

APPROVED:

  
**EDGARDO E. TULIN**  
 President



Appointment/ Status	Position Title	Number
Head	Attorney IV	1
Casual	Admin Aide III	1
JO	Clerk	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 I 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	27	5	5	5	5	
		PI.3: No. of faculty and staff/students counsulted/ advised	R.C. Guinocor	6	8	5	5	5	5	
		PI.4: Percentage of possible data breach acted upon	R.C. Guinocor C. M. Martinez C.B. Anduyan	100%	100%	5	5	5	5	
		PI.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	
<b>Office of the Data Protection Officer MFO 2:</b>	<b>Protection on data processed</b>									
		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 further the interest of data privacy and security and uphold the rights of the data subjects	R.C. Guinocor	100%	100%	5	5	5	5	
		PI.9: Percentage of advising 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	
<b>Office of the Data Protection Officer MFO 3:</b>	<b>Data Privacy Act of 2012 information/dissemination services including all relevant laws, and the Implementing Rules &amp; Regulations (IRR) of NPC</b>									
		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	0	4	4	4	4	





		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	
<b>Office of the Data Protection Officer MFO 6:</b>	<b>ISO-Aligned Documents on:</b>									
		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	
<b>Office of the Data Protection Officer MFO 7:</b>	<b>Compliant of HRMIS with the Data Privacy Act of 2012</b>									
		PI.22: Percentage of meetings attended before the system is fully implemented	R.C. Guinocor	100%	100%	5	5	5	5	
<b>Office of the Data Protection Officer MFO 8:</b>	<b>Innovations/changes for continued Improvement of Improved Services</b>									
		PI.23: Number of best practices introduced and implemented	R.C. Guinocor	1	1	5	5	5	5	
	Total Over-all Rating					114	113	113	113.33	
	Average Rating					4.96	4.96	4.91	4.94	
	Adjectival Rating									

Received by:

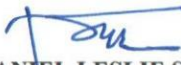
Calibrated by:

Approved by:

  
TONI MARC DARGANTES  
Planning Office

Date: JAN 06 2023

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

  
DANIEL LESLIE S. TAN  
Chairman, PMT

Date: JAN 09 2023

  
EDGARDO E. TULIN  
President

Date: 1/10/2023