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

APPROVED:

Julyri

President

ATTY. RYSAN C. GUINOCOR

Data Protection Officer

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

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No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment		Remarks			
						Q^1	E ²	T ³	\mathbf{A}^4	
UMFO 6. Gener	ral Administration Support	Services								
OP MFO 1 Ma	anagement/ Executive Servi	ices								
Office of the Data Protection Officer MFO 1:	Administrative and data protection services	PI.1: Efficient & customer friendly assistance	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	
	2	P1.4: Percentage of possible data breach acted upon	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 R.C. Guinocor 5 5 5 5 100% 100% Privacy Commission (NPC) and other authorities in all matters concerning data privacy or security issues or concerns and the PIC or PIP Office of the Data Protection | Protection on data processed Officer MFO 2: PI.7: Percentage of complaints or R.C. Guinocor data breach prepared and filed with C. M. Martinez 100% 100% 5 5 5 5 the National Privacy Commission C.B. Anduyan (NPC) on time 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 R.C. Guinocor 5 5 5 5 100% 100% may be assigned by the PIC or PIP that will further the interest of data privacy and security and uphold the righs of the data subjects PI.9: Percentage of advicing the PIC or PIP regarding complaints and/or R.C. Guinocor the exercise by data subjects of their C. M. Martinez rights (e.g. requests for information, 5 5 5 5 100% 100% C.B. Anduyan clarifications, rectification or deletion of personal data) Data Privacy Act of 2012 information/dissemination Office of the Data Protection | services including all relevant Officer MFO 3: laws, and the Implenting Rules & Regulations (IRR) of NPC PI.10: No. of virtual orientation/ R.C. Guinocor C. M. Martinez seminars conducted to Faculty, Staff 5 0 4 4 4 4 and Students including VSU external C.B. Anduyan campuses

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

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		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	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	
Data Protection	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	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 0 6 2023

1- Quality

2- Efficiency

3-Timeliness

4-Average

DANIEL LESLIE S. TAN
Chairman, PMT

Date: JAN 0 9 2023

EDGARDO E. TULIN
President

Date: 1 10 2023