


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-Dec 2021


RYSAN C. GUINOCOR
Head, Legal Office

APPROVED:


ALLEN GLENNIE P. LAMBERT
Executive Assistant



| Appointment/ Status | Position Title | Number |
|------------------------|------------------------|----------|
| Head | Attorney IV | 1 |
| Clerk | Admin. Aide III Casual | 1 |
| | TOTAL | 2 |

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 | | | | | | | | | | |
| Legal Office MFO 1: | Administrative and legal services | PI.1: Efficient & customer friendly assistance | R.C. Guinocor C. Anduyan 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 C. Anduyan | 10 | | 5 | 5 | 4 | 4.67 | |
| | | PI.3: No. of faculty and staff/students counseled/ advised | R.C. Guinocor C. Anduyan | 50 | | 5 | 5 | 5 | 5 | |
| | | PI.4: Percentage of anti-sexual harrasment prosecuted | R.C. Guinocor | 100% | | 5 | 5 | 5 | 5 | |
| | | P1.5: No. of violations of the provisions of MOA/contracts acted | R.C. Guinocor C. Anduyan C. M. Martinez | 5 | | 5 | 5 | 5 | 5 | |
| | | P1.6: 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 C. Anduyan C. M. Martinez | 3 | | 5 | 5 | 5 | 5 | |
| Legal Office MFO 2: | Legal documents preparation | | | | | | | | | |
| | | PI.8: Percentage of appeals/ memoranda prepared and filed within the time frame whenever applicable | R.C. Guinocor C. Anduyan | 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 C. Anduyan C. M. Martinez | 1500 | | 5 | 5 | 4 | 4.67 | |
| | | PI.10: No. of legal documents administered (SALN, CSC Form re: no pendency, etc.) | R.C. Guinocor C. Anduyan C. M. Martinez | 1700 | 925 | 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 C. Anduyan C. M. Martinez | 200 | 162 | 5 | 5 | 5 | 5 | |
| Legal Office MFO 3: | Legal information/ dissemination services | | | | | | | | | |
| | | PI.12: No. of lectures/ seminars conducted to Faculty, Staff and Students including VSU external campuses | R.C. Guinocor C. Anduyan | 2 | 3 | 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 C. Anduyan | 2 | 1 | 5 | 5 | 5 | 5 | |
| | | PI.14: No. of application for special patent prepared/filed | R.C. Guinocor C. Anduyan | 1 | 1 | 5 | 5 | 5 | 5 | |
| Legal Office MFO 5 | Implementation of R.A 11032 (Ease of Doing Business) | | | | | | | | | |
| | | PI.15: No. of Citizen's Charter updated/revisited | R.C. Guinocor C. Martinez | 10 offices | 4 offices | 5 | 5 | 5 | 5 | |

| | | | | | | | | | | |
|-------------------------------|---|--|---------------------------------|----------------------------|----------------------------|----|----|------|-------|--|
| Legal Office MFO 6 | ISO-Aligned Documents on: | | | | | | | | | |
| | | PI.16: Legal Services Operations Manual | R.C. Guinocor C. Martinez | 1 | | 5 | 5 | 5 | 5 | |
| Legal Office MFO 7 | Submission of unit's PPMP on or before prescribed deadline | | | | | | | | | |
| | | PI. 17: PPMP, Purchase Request and Purchase Order submitted on or before prescribed deadline | R.C. Guinocor C. M. Martinez | 100% on or before deadline | 100% on or before deadline | 5 | 5 | 5 | 5 | |
| Legal Office MFO 8 | Coordination with VSU HRMIS for easy production of legal-related documents (i.e., Affidavit of Loss) | | | | | | | | | |
| | | PI. 18: Online Application for Affidavit of Loss | R.C. Guinocor | 100% | 95% | 5 | 5 | 5 | 5 | |
| Legal Office MFO 8 | Innovations/changes for continued Improvement of Improved Services | | | | | | | | | |
| | | PI.19: Number of best practices introduced and implemented | R.C. Guinocor | 1 | 1 | 5 | 5 | 5 | 5 | |
| | Total Over-all Rating | | | | | 95 | 95 | 93 | 94.34 | |
| | Average Rating | | | | | 5 | 5 | 4.89 | 4.96 | |
| | Adjectival Rating | | | | | | | | O | |

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

Received by:


DILBERTO C. FERRAREN, PhD

Planning Office

Date: Feb 07, 22

Calibrated by:


DANIEL LESLIE S. TAN
Chairman, PMT

Date: 2/16/22

Approved by:


EDGARDO E. TULIN
President

Date: 2/16/22

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