

274 279  
9/8/20

"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 January-June 2020

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

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

Appointment/ Status	Position Title	Number
Head	Attorney IV	1
Job Order	Clerk	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 C. Anduyan 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 C. Anduyan	10	15	5	5	5	5	
		PI.3: No. of faculty and staff/students counseled/ advised	R.C. Guinocor C. Anduyan	100	52	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 C. Anduyan C. M. Martinez	5	6	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 C. Anduyan C. M. Martinez	3	3	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 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	1100	809	5	5	5	5	
		PI.10: No. of legal documents administered (SALN, CSC Form re: no pendency, etc.)	R.C. Guinocor C. Anduyan C. M. Martinez	1500	1,413	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	500	185	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 C. Anduyan	3	1	5	5	5	5	

<b>Legal Office MFO 4</b>	<b>Land Management and monitoring services</b>									
		PI.13: No. of university complaints against squatters settled within 30 days	R.C. Guinocor C. Anduyan	2	2	5	5	5	5	
		PI.14: No. of application for special patent prepared/filed	R.C. Guinocor C. Anduyan	1	on going	5	5	5	5	
<b>Legal Office MFO 5</b>	<b>Implementation of R.A 11032 (Ease of Doing Business)</b>									
		PI.15: No. of Citizen's Charter updated/revisited	R.C. Guinocor C. Martinez	10 offices	0	5	5	5	5	
<b>Legal Office MFO 6</b>	<b>ISO-Aligned Documents on:</b>									
	2	PI.16: Legal Services Operations Manual	R.C. Guinocor C. Martinez	1	0	5	5	5	5	
<b>Legal Office MFO 7</b>	<b>Submission of unit's PPMP on or before prescribed deadline</b>									
		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	
<b>Legal Office MFO 8</b>	<b>Coordination with VSU HRMIS for easy production of legal-related documents (i.e., Affidavit of Loss)</b>									
		PI. 18: Online Application for Affidavit of Loss	R.C. Guinocor	100%	100%	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	0	5	5	5	5		
	Total Over-all Rating				94	94	94	94		
	Average Rating				4.95	4.95	4.95	4.95		
	Adjectival Rating									

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

Received by:

  
**DILBERTO O. FERRAREN, PhD**  
 Vice President for Planning, Resource Generation and External Affairs

Planning Office

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

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

Calibrated by:

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT

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

Approved by:

  
**EDGARDO E. TULIN**  
 President

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

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