

1/27
3/17


"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 1, 2017 to December 31, 2017.


RYSAN C. GUINOCOR
Head, Legal Office

APPROVED:


EDGARDO E. TULIN
University President

Appointment/ Status	Position Title	Number
Head	Attorney IV	1
Regular Staff	Admin Aide III	1
Job Order	Encoder	1
TOTAL		3

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 J.B. Jayme 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 J. B. Jayme	60	140	5	5	4	5	
		PI.3: No. of faculty and staff/students counseled/ advised	R.C. Guinocor J. B. Jayme	30	45	5	5	5	5	

		P1.4: No. of cases/reports decided within 30 days from the day the case is submitted for resolution	R.C. Guinocor J. B. Jayme	2	3	5	4	5	5	
		P1.5: Percentage of anti-sexual harrassment prosecuted	R.C. Guinocor	100%	100%	5	5	5	5	
		P1.6: No. of violations of the provisions of MOA/contracts acted	R.C. Guinocor J.B. Jayme C. M. Martinez	5	5	5	5	4	5	
		P1.7: Percentage of BOR/UADCO meeting attended/assisted per request by the President	R.C. Guinocor	100% attendance	100% attendance	5	5	5	5	
		P1.8: No. of violations of the provision issued: OP Memorandum/Circulars	R.C. Guinocor J.B. Jayme C. M. Martinez	5	5	5	5	5	5	
Legal Office MFO 2:	Legal documents preparation									
		P1.9: Percentage of appeals/ memoranda prepared and filed within the time frame whenever applicable	R.C. Guinocor J. B. Jayme	100%	100%	5	5	5	5	
		P1.10: 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	500	955	5	5	5	5	
		No. of legal documents administered (SALN, CSC Form re: no pendency, etc.)	R.C. Guinocor J. B. Jayme C. M. Martinez	50 docs	76 docs	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 J. B. Jayme C. M. Martinez	100	214	5	5	4	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 J.B. Jayme	2	4	5	5	5	5	
		PI.13: No. of hours acted as resource person over Radio Station DYDC, Visca, Baybay City, Leyte	R. C. Guinocor	1 hour	2 hours	5	4	5	4	
Legal Office MFO 4	Land Management and monitoring services									
		PI.14: No. of university complaints against squatters settled within 30 days	R.C. Guinocor J. B. Jayme	2	7	5	5	5	5	
		PI.15: No. of application for special patent prepared/filed	R.C. Guinocor J. B. Jayme	1	on going	5	5	4	5	

Legal Office MFO 5	Implementation of Anti- Red Tape Law									
		PI.16: No. of suggestions comments dropped at the suggestion boxes acted	R.C. Guinocor J. B. Jayme C. M. Martinez	3	3	5	5	5	5	
	Total Over-all Rating					85	83	81	84	
	Average Rating					5	4.88	4.96	4.94	4.89
	Adjectival Rating					0	0	0	0	0

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

Received by:

Planning Office

Date: _____

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

Calibrated by:


REMBERTO A. PATINDOL
 Chairman, PMT

Date: _____

Approved by:


EDGARDO E. TULIN
 President

Date: _____