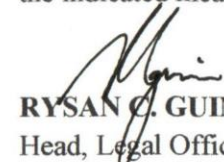


OPR 9786
9/27

"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 2018.


RYSAN C. GUINOCOR
Head, Legal Office

APPROVED:


FRANCISCO G. GABUNADA
Executive Assistant

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	5	5	5	5	4	4.67	
		PI.3: No. of faculty and staff/students counseled/ advised	R.C. Guinocor J. B. Jayme	30	48	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	1	2	5	5	4	4.67	
		PI.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	5	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	2	5	5	5	4	4.67	
Legal Office MFO 2:	Legal documents preparation									
		PI.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	
		PI.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 docs	871	5	5	5	5	
		PI. 11: No. of legal documents administered (SALN, CSC Form re: no pendency, etc.)	R.C. Guinocor J. B. Jayme C. M. Martinez	200 docs	825 docs	5	5	5	5	

		PI.16: No. of suggestions comments dropped at the suggestion boxes acted	R.C. Guinocor J. B. Jayme C. M. Martinez	2	0	5	5	4	4.67	
	Total Over-all Rating					80	80	74		
	Average Rating								4.88	
	Adjectival Rating								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: _____