

"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 2019

RYSAN C. GUINOCOR
Head, Legal Office

APPROVED:

FRANCISCO G. GABUNADA, JR.
Executive Assistant



Appointment/ Status	Position Title	Number
Head	Attorney IV	1
Regular Staff	Admin Aide VI	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 G. Duran 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 G. Duran	10	19	5	5	4	4.67 5 of	
		PI.3: No. of faculty and staff/students counseled/ advised	R.C. Guinocor G. Duran	40	55	5	5	5	5	
		PI.4: Percentage of anti-sexual harrassment prosecuted	R.C. Guinocor	100%	100%	5	5	5	5	

		P1.5: No. of violations of the provisions of MOA/contracts acted	R.C. Guinocor G. Duran C. M. Martinez	2	2	5	5	5	4.67	
		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	
		P1.7: No. of violations of the provision issued: OP Memorandum/Circulars	R.C. Guinocor G. Duran C. M. Martinez	2	4	5	5	4	4.67	
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 G. Duran	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 G. Duran C. M. Martinez	400 docs	477 docs	5	5	5	5	
		PI. 10: No. of legal documents administered (SALN, CSC Form re: no pendency, etc.)	R.C. Guinocor G. Duran C. M. Martinez	700 docs	918 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 G. Duran C. M. Martinez	400	451	5	5	4	4.67	

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 G. Duran C. M. Martinez	7	11	5	5	5	5	
	Total Over-all Rating								78.02	
	Average Rating								4.88	
	Adjectival Rating								Outstanding	

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

Received by:



Planning Office

Date: _____

Calibrated by:



REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Approved by:



EDGARDO E. TULIN
President

Date: _____

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