



LEGAL SERVICES OFFICE

Pillar / Strategic Objective	SUCCESS INDICATORS	Responsible Office/s	TAGS (OVCPD use only)	PERFORMANCE												FUND 01 (GAA)		FUND 05	
				1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Tier 1 On-going/ Operational PAPs	Tier 2 New PAPs	Regular Income	Fiduciary
				Target	Actual	Remarks	Target	Actual	Remarks	Target	Actual	Remarks	Target	Actual	Remarks				
Program	Project / Activity (PPAs)																		
I 5-YEAR DEVELOPMENT PLAN																			
6-PILLARS →	Pillar 1: RESEARCH AND INNOVATION. Interdisciplinary and solutions-driven research for sustainable development																		
	A. MOA/MOU's/Contracts																		
	1 Gather MOA/MOU for review and finalization	LSO		100	72		100	73		100	73		100	114					
	2 Collaboration agreement (MOUs) with other International Universities/Companies	LSO		50	18		50	5		50	10		50	21					
6-PILLARS →	3 Gather documents for review/action/notarized	LSO		100	66		100	73		100	73		100	82					
	Pillar 3: STUDENT SUPPORT. A nurturing learning environment that supports the students in their academic and personal development																		
	A. Student Assistant Program																		
	1 Recommend hiring of Student Assistant to assist in office works	LSO		2	1		2	1		2	1		2	1					
6-PILLARS →	Pillar 4: PUBLIC SERVICE. Transformative public service and social engagement																		
	a. Enhance collaboration with local government units, government agencies, NGOs, and other stakeholders																		
	1 Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	LSO			38			0			6			13					
6-PILLARS →	Pillar 2: GOVERNANCE. Mission-driven and technology-enabled governance			50			50			50			50						
	b. Streamline and digitalize the University's processes and systems for operational excellence																		
	1 Number of valid complaints																		
	a 8888	LSO		20	6		20	1		20	1		20	0					
	b University guidelines on dispute resolution / conflict transformation	LSO		5	0		5	2		5	0		5	0					
	c Provides Legal Assistance to any employees and students	LSO		5	2		5	2		5	3		5	6					
	d Evaluation of filed complaint	LSO		5	2		5	0		5	2		5	0					
	e Preparation of Notice Hearing	LSO		5	0		5	0		5	0		5	0					
	f Facilitates Hearing	LSO		2	0		2	0		2	0		2	0					
	g Hiring of Legal Retainer	LSO		1	0		1	0		1	0		1	0					
	2 Fulfillment of core mandates of office ...																		
	a Issuance of Legal Forms	LSO		50	29		50	36		50	28		50	15					
	b Certification of No Pending Case	LSO		50	29		50	36		50	28		50	15					
	c Fellowship/Suretyship to Faculties and Staff	LSO		5	3		5	2		5	6		5	1					
6-PILLARS →	d Evaluate and asses the different mandates of member units of the innovation ecosystem																		
	Pillar 3: INFRASTRUCTURE. Smart, green and resilient campus																		
	a. Modernize physical facilities and technological infrastructure																		
	9 Transportation																		
	11 Safety and Security																		
	a Integrated security & fire alarms inside the campus w/ automatic notifier to outside rescue responders	LSO		1	0		1	0		1	0		1	0					
	b Aquisition of advanced quality cameras	LSO																	
	1 Aquisition of 360° and high resolution CCTV's for campus security	LSO		1	0		1	0		1	0		1	0					
	2 Aquisition of 360° and high reslution cameras and drones for event use and advertisements	LSO		1	0		1	0		1	0		1	0					
MANDATE →	II CORE FUNCTION																		
	A. OFFICE PERFORMANCE COMMITMENT																		
	1 WFP Formulation																		
	1.1 Preparation of (next year's) WFP																		
	1.1.1 Proposal for Work and Financial Plan and PPMP submitted not later than deadline (OVCPD) specified	LSO		1	1		1	0		1	1		1	1					
	1.1.2 Revised Work and Financial Plan submitted not later than deadline (OVCPD) specified	LSO		1	1		1	0		1	1		1	1					
	1.1.3 Revised PPMP submitted not later than deadline (PSD-BAC) specified	LSO		1	1		1	0		1	1		1	1					
	1.2 Conduct of action planning and trainings	LSO		1	1		1	4		1	1		1	2		0.00			
	2 Performance Review																		
	2.1 Previous Year WFP accomplishment report submitted not later than deadline (OVCPD) specified	LSO		1	1		1	0		1	0		1	0					
	2.2 Current year WFP Quarterly Report submitted not later than OVCPD deadline	LSO		1	1		1	0		1	0		1	1					
	2.3 Financial Plan																		
	2.3.1 % utilization of Fund 01-GAA	LSO		25%	10%		25%	20%		25%	10%		25%	25%		0.00			

		2.3.2 % utilization of Fund 05-Income																	
		3 Mandatory Programs/Projects																	
		3.1 Telephone-Mobile																	
		4 Reportorial Compliance																	
		4.1 Statutory reportorial																	
		4.1.1 Submission of Articles for the Annual Report																	
		4.1.2 Submission of OPCR																	
		4.1.3 Submission of IPCR																	
		4.1.4 Submission to other Agencies																	
		a. CSC																	
		5 Office Development Planning																	
		5.1 Repair & Maintenance																	
		5.1.1 Office/Academic Building Repair & Maintenance																	
		5.1.2 Equipment Repair & Maintenance																	
		5.1.3 Furniture Repair & Maintenance																	
		5.1.4 Office/Building/Equip/furniture for repair/maintenance for following year																	
		5.2 Equipment and furniture upgrading																	
		5.2.1 Purchase of Equipment																	
		5.2.2 Purchase of Furniture & Fixture																	
		5.2.3 Inventory and prioritization of equipment to be purchased/replaced for the following year																	
		5.2.4 Inventory and prioritization of furniture & fixtures to be purchased/replaced for the following year																	
		5.3 Supplies & Materials																	
		5.3.1 Purchase of Office Supplies																	
		5.3.2 Purchase of Other Supplies & Materials																	

Prepared by:


JAMIGOR T. GALINATO (SGD)
Head of Office/ College/ Center

Date : January 8, 2025

Recommending Approval:

PAMELA F. RESURRECCION, Ph.D.
Vice Chancellor for Planning and Development

Date

Noted by:

AKIMA M. BANGCOLA, CPA
Budget Officer V, OBM

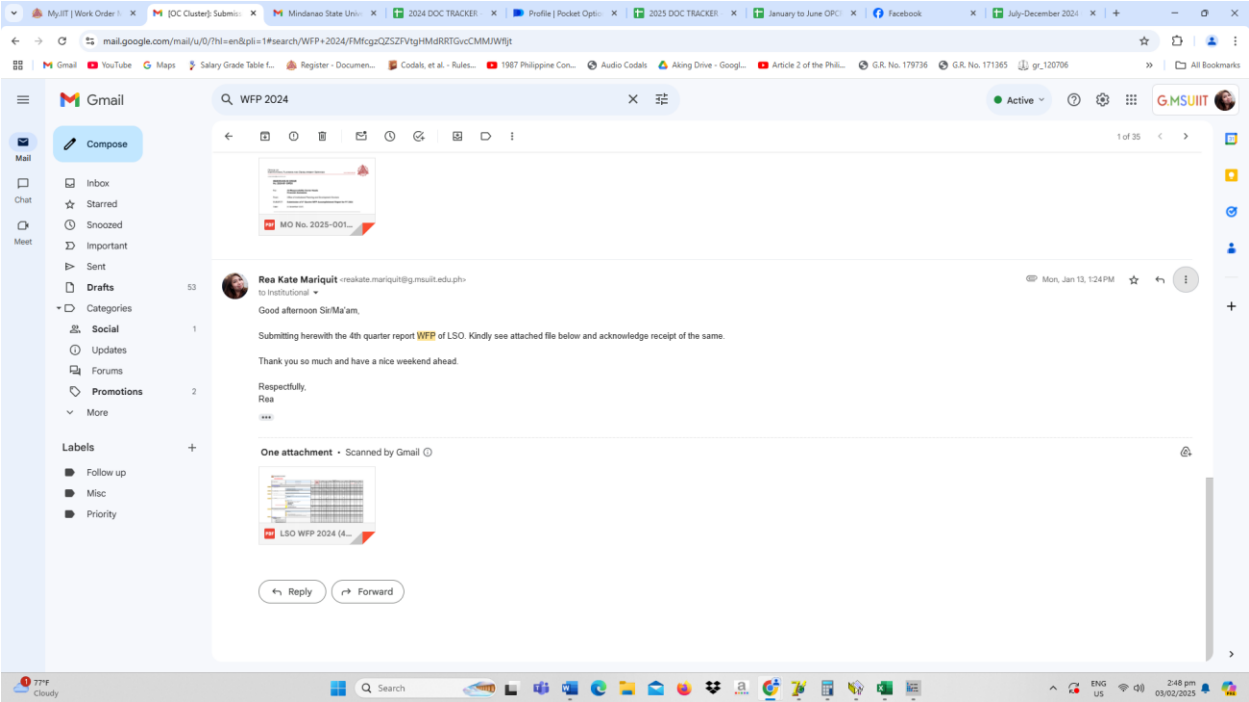
Date :

Approved by:

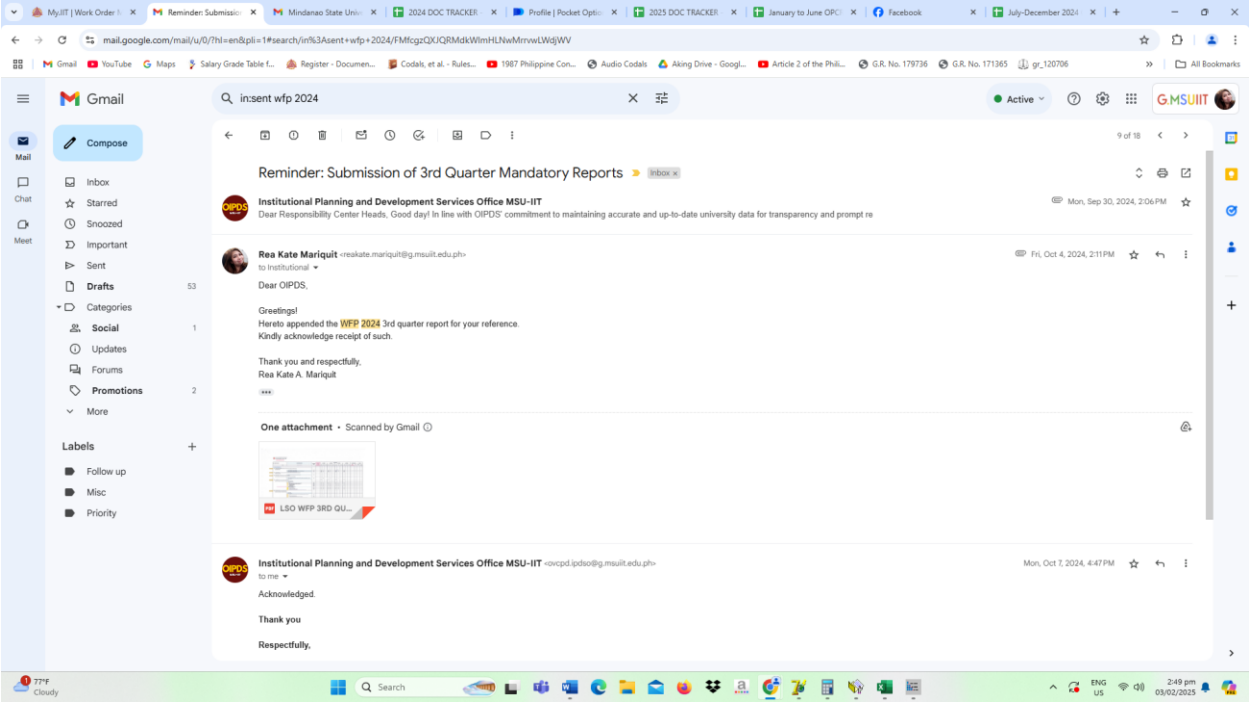
PROF. ALIZEDNEY M. DITUCALAN, J.D., LL.M.
Chancellor

Date :

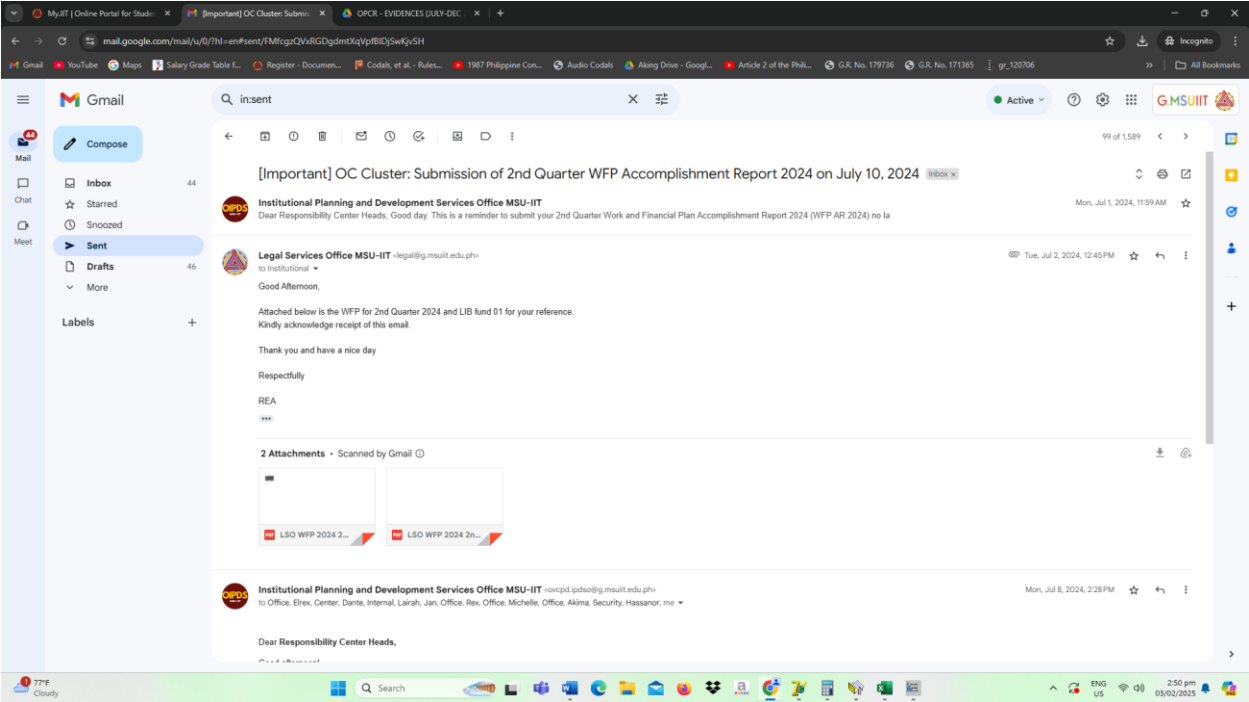
WFP 2024 4TH QUARTER



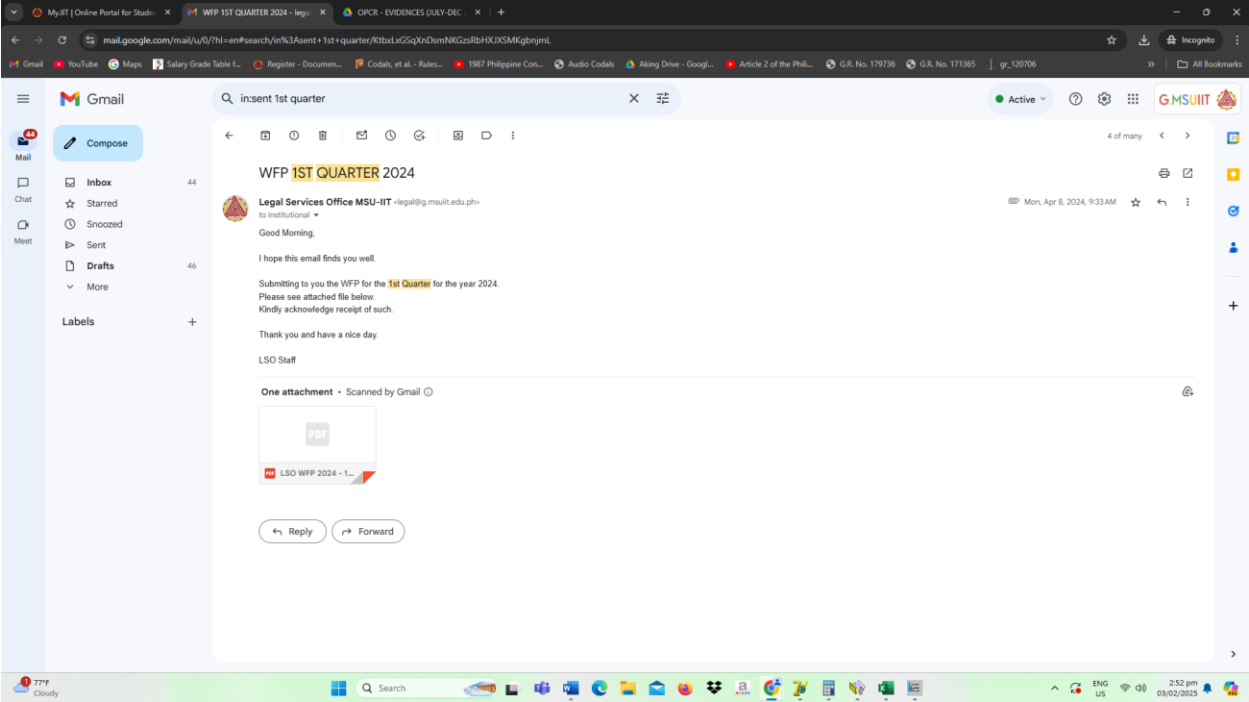
WFP 2024 3RD QUARTER



WFP 2024 2ND QAUARTER



WFP 2024 1ST QUARTER



Prepared by:


Rea Kate A. Mariquit
Legal Assistant I