

Exhibit B

Approved:

ATTY. RYAN C. GUINOCOR
Head, Data Protection Officer

MFOs/PAFs	Success Indicator	Tasks Assigned	Target April 16- June 2021	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
OP MFO 2: Administrative services										
Legal Office MFO 1: Administrative and Support Services Management										
Pl 1: Efficient legal services management	A1. Efficient and customer friendly assistance	T1: Entertains clients needs promptly, efficiently and effectively	no complaint							
		T2: Monitors office request and facilitates reports preparations and submission one week before due dates	no complaint							
	Number of documents prepared:									
		T3: Prepares and encoded letters/ notices/ memoranda	1							
	Number of documents acted upon on time & monitored	T4: Prepares overtime requests for staffs	1							
		T5: Prepares DTR of the Chief Legal Officer	3							
P1 7. Number of office OPCR, IPCR, PPMp & PR prepared, reproduced and submitted	Approved OPCR, IPCR, PPMp & PR	T6: Prepared, encoded, reproduced and Submitted OPCR, IPCR, PPMp & PR	4							
On Communications	Communications given to other offices	T7: Drafted and Forwarded communication letters to other offices per instruction of the head of the Legal Office	10							