

No	Functional Objectives	KPIs	Target	Functional Unit	Time Frame	Monitoring Method/	Frequency of Monitoring	Actual Accomplishment	January	February	March
1	Review, Research, Render Legal Opinion	IPCR	1 document per month	Legal Head, Legal Researchers, Admin Assistant II, Admin Aide II	within one week from receipt of complete documents	Legal Opinion	monthly				
2	Prepare Demand Letters , corrspondence to PSC stakeholders	IPCR	1 document per month	Legal Head, Legal Researchers, Admin Assistant II, Admin Aide II, Accounting Office, Cashier Office	within 3 days from receipt of complete documents	Demand Letter	monthly				
3	Prepare and Review of Venue Rental Agreement within one day from receipt of complete documents	IPCR	5 documents per month	Legal Head, Legal Researchers, Admin Assistant II, Admin Aide II, RMSC Operations Office and PhilSports Administrator			monthly				

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4	Prepare Affidavit of Underaking	IPCR									
	Financial Assistance		13 documents per month	Legal Head, Legal Researchers, Admin Aide II, NSA Office, Accounting Office	within one day from receipt of complete documents	Affidavits of Undertaking	monthly				
	Bureau of Customs		1 document per month	Legal Head, Admin Assistant II, Admin Aide II, BAC Office			monthly				
5	Preparation of MOAts	IPCR	1 document per month	Legal Head, Legal Researchers, Admin Assistant II, Admin Aide II	within three days from receipt of complete documen	Memorandum of Agreements					
6	Preparation of Deed of Donation	IPCR	1 per month	Legal Head, Legal Researchers, Admin Assistant II, Admin Aide II, Property Office	within one day from receipt of complete documents	Deed of Donation	monthly				

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7	Preparation of Contracts for J.O and Consultants	IPCR	10 per month	Legal Head, Legal Researchers, Admin Assistant II, Admin Aide II, Personnel Office, Board Secretariat	within one day from receipt of complete documents	Contracts for J.O and Consultants	monthly				
8	Preparation of Contracts for Supplier/Contractor	IPCR	3 per month	Legal Head, Legal Researchers, Admin Assistant II, Admin Aide II, BAC Office, Procurement Office	within one day from receipt of complete documents	Contracts of Service	monthly				