

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, VICENTE A. GILOS, of the Visayas State University commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period January to June 2021.

VICENTE A. GILOS

Ratee

ALELI A. VILLOCINO

VP – Students Affairs & Services

Approved:

**EDGARDO E. TULIN**

President

MFO & PAP's	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
VSAS MFO 1 : ISO 9001:2015 aligned documents	PI 1 No. of quality procedures prepared or reviewed for revision	Technical work	2 quality procedures						For Month of July only
	PI 2 2 libraries operations managed efficiently	Managerial	0 complaint	0 complaint					
<b>OCLMFO 2 Expert Service</b>									
	PI 1. Number of programs provided/rendered i.e. acting as internal AACUP accreditor or ISO Auditor.	Expert Services	1 program	2 programs					
<b>OCLMFO 3 Technical Services</b>									
Technical Services	PI 1. A. Number of materials Catalogued and Classified or re-classified	Technical Services	60 library materials	65 library materials					
	B. Number of Library materials accessioned	Technical Services	25 books	30 books					
	PI 3. A. No. of library materials encoded to the database	Technical Services	60 library materials	65 library materials					
	B. No. of library materials provided with barcode	Technical Services	60 library materials	65 library materials					
	C. No of entries in DLM reviewed, edited and updated	Technical Services	25 entries	32 entries					
	PI 4. A. No. of documents prepared for	Technical	3 documents	15					

	AACCUP, CHED RQUAT, ISO, etc. accreditation/requirements	Services		documents					
	B. No. of bibliographies prepared for accreditations and other purposes	Technical Services	1 bibliography	2 bibliographies					
	PI 8. B. No. of hours spent in doing shelf reading and shelving	Technical Services	20 hours						
OCLMFO 4 Reference and Reader's Services									
Reference and Reader's Services	PI 1 A. No. of students, faculty, staff & researchers with reference queries assisted and or responded	Reader's Services	12 clients-students, faculty, staff and researchers	22 clients-students, faculty, staff and researchers					
	PI 2 A. No. of students, faculty, staff and researchers online reference queries responded	Reader's Services	13 patrons	18 patrons					
	PI 3 A. No. of hours spent in the preparation and the conduct of orientations		6 hours						Month of August Only
OCLMFO 5 Repository Services									
Repository Services	PI 3. A. Number of materials for Viscaiana materials received		6 materials	11 materials					
OCLMFO 6 – GENERAL ADMINISTRATIVE SUPPORT SERVICES MANAGEMENT									
Administrative and Facilitative Services	PI 1 A. Number of Official documents reviewed and signed (PPMPs, PRs, JO Payrolls, IPCRs, Delivery receipts, Acknowledgement, etc.)	Frontline Services	150 documents	444 documents					
	B. Number of official notices and communications signed (Overdue notices, Correspondence, Memos	Frontline Services	25 notices or communications	90 notices or communications					
	C. Number of Clearances Signed	Frontline Services	50 clearances	562 clearances					
	PI 5. A. No. of Library/ies managed efficiently	Managerial	2 libraries	2 libraries					
	B. Number of reports prepared and submitted	Managerial	3 reports	3 reports					



	C. No. hours spent in meetings attended	Managerial	8 hours	32 hours					
OCLMFO 7 - Efficient and Customer-friendly Assistance									
	PI 1 Percentage of efficiency and customer-friendly frontline services	Frontline Services	95 percent	98 percent					
OCLMFO 8 - Income Generating Services									
	PI 2 Number of IGP reports reviewed and signed	Income Generating Project	1 report	6 reports					
<b>Total Over-all Rating</b>									

Average Rating (Total Over-all rating divided by 19)		
Additional Points:		
Punctuality		
Approved Additional points		
FINAL RATING		
ADJECTIVE RATING		

Comments & Recommendations for Development Purpose:

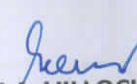
Evaluated by:

  
**ALELI A. VILLOCINO**

Immediate Supervisor

Date: \_\_\_\_\_

Approved by:

  
**ALELI A. VILLOCINO**

VP – Students Affairs & Services

Date: \_\_\_\_\_

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