

OFF 99/3
10/2



OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **ANDRELI D. PARDALES**, Head of the University Library 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 2018

Andrel D. Pardales
ANDRELI D. PARDALES
Ratee

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Director/Dean/Vice President

Edgardo E. Tulin
Approved: **EDGARDO E. TULIN**
President

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	2018 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 2 Higher Education Services										
LIBMFO 2	Student Management Services	P13 Percentage of students who availed of student assistantship at the library	All Library staff	10 student assistants	18 student assistants	5	5	5	5	
UMFO 5 SUPPORT TO OPERATIONS (STO)										
LIBMFO 3	Faculty Evaluation Services	P11 Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subject evaluated	All Library staff	95% of assigned faculty to be evaluated	100% of assigned faculty evaluated	5	5	5	5	
LIBMFO 5	Library Services									
		P11 Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers	All Library Staff	95% of recommended resources	99 % of recommended resources	4.5	5	5	4.83	

		P12 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities, services & resources	All Library Staff	95% of VSU students, faculty, students, staff & researchers	100 % of VSU students , faculty, staff & researchers	5	5	5	5	
		P13 Number of best practices on students services implemented	Chief Librarian & College Librarian	6 best practice	8 best practices	4.5	5	5	4.83	
		P14 Number of hours in preparing documents for AACUP, CHED RQAT, ISO, Curricular <i>Management</i>								
UMFO 5		Number of times as volunteer TACNCO	Library Staff	Twice per rating period	Twice per rating period	4.5	4.5	4.5	4.5	
UMFO 6- GENERAL ADMINISTRATIVE SUPPORT SERVICES										
LIBMFO 1	Administrative and Facilitative Services									
		P15 Number of frontline academic services monitored and ensured to be costumer friendly & efficient ad citizens charter posted conspicuously	All Library staff	Four (4) service units	Eight(8) service units	5	5	5	5	
	Income Generating Services	PI1 10% increase of income generated to support University Projects	All Library Staff	P175,000.00	P 497,740.00	5	5	5	5	
		P1 17 Area of lawns maintained	Library Staff	2 areas maintained	3 areas-North ,west, south sides	5	5	5	5	
LIBMFO 2	Efficient and Customer-friendly Assistance	PI1 Efficient and customer-friendly frontline services	All Library Staff	0 complaint from client services	0 complaint	5	5	5	5	

OVPI 9- DEVELOPMENT BROADCASTING 7 COMMUNICATION SERVICES


		PI6 Number of student interns supervised	Chief librarian, Circulation, Serials and Technical Librarians	10 BLIS students	38 BLIS LNU students	5	5	5	5	
	Extension Services	PI7 Number of linkages/partnership forged	Chief Librarian, Serials Librarian and Reference Librarian	35 international institutions, 12 national institution	37 International 16-National	5	4.5	4.5	4.66	
	Repository Services	P19 No. of Theses/dissertation converted to e-books	All Library Staff	200 theses dissertation converted to e-book	167 theses, dissertation converted to e-book	5	4.5	4.5	4.66	
	TOTAL OVERALL		63.48							
	Average Rating									
	Adjectival Rating		4.88							"

Received by :

Calibrated by:

Recommending Approval:

Approved by:

PLANNING OFFICE

REMBERTO A. PATINDOL
PMT


BEATRIZ S. BELONIAS
Vice President


EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

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