OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, VICENTE A GILOS, Head of the <u>University Library</u> commits to deliver and agree to be rated on the attainment of the following the gets in accordance with the indicated measures for the period January-June 2021.

VICENTE A. GILOS Ratee

ALELIA. VILLOCINO Director/Dean/Vice President

Approved: EDGARDO E. TULIN

President

MFO NO.	MFOs/PA Ps	Success Indicators	Persons Responsible	2021 Target (January- December 2021)	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO	4 EXTENSION	SERVICES								
OCL		PI 1 Number of	Chief	Once every rating	2 services				Т	
MFO		expert services	Libra	period		5	5	4.		
2	l	provided/rendered i.e. acting as internal AACCUP accreditor.	rian			5	5	5	5	

OCL STO 1 PI 1. Percentage of clients All Librarians 0% complaint No complaint served rated the services : ISO from client served received at least very 9001:2015 satisfactory or higher 5 5 5 aligned documents and P1 2 No. of quality All Librarians 2 Month of July compliant procedures prepared, M NA NA NA to August reviewed and/ or revised processes PI 3 Percentage of 5S All Library 95% 4.67 4 implementation at the staff 98% workplace VSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS OCL STO 3 Pl. 1 Efficient & customer All Staff ARTA friendly frontline service P1 2 Citizen's Charter aligned complianc Compliance: e and 98% satisfied 5 5 5 Reporting a. Citizen/client All Librarians 95% satisfied requiremen satisfaction survey report VSAS STO4: INNOVATIONS & BEST PRACTICES Pl. 10. Number of new OCL and all 1 systems/innovations/proposal unit librarians s introduced and 3.6 4 implemented PI 1 No. of materials acquired OC **Technical** All Library 125 volumes Services and processed. Staff library materials MF acquired and 5 5 215 volumes 5 5 processed 03

		PI2. Number of title of theses, dissertations, manuscripts, etc., received		200 titles	357 titles	5	5	4	4.67	
		PI 3 No. of resources encoded to the database, barcoded and./or RFID provided	All Librarians	250 volumes	711	5	5	5	5	
		PI 4. No. of documents prepared for AACCUP, CHED, ISA ,ISO, etc. accreditations/requirements	All Library Staff	3 documents	42 documents	5	5	5	5	
		PI 5 No. of e-copies of theses/dissertations, field practice reports, etc. manuscripts assessed and printed.	All Library Staff	200 e-copies	322	4	5	5	4.67	
		PI 6 No. of books, journals repaired and/or bound	Binders and Support staff	150 volumes	233	5	5	4	4.67	
OC LMF O 4	Reader's Services	PI 1 No. of students, faculty, staff & researchers availed the Library facilities, services & resources	All Library Staff							
		a. Printed materials users		100 users per rating period	236	5	5	5	5	
		b. On-line resources users		150 users per rating period	166	4	4	4	4	
		PI 2 No. of students, faculty, staff and researchers online reference queries responded	All Librarians	100 users per rating period	352	5	5	5	5	

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Repository Services	PI 1 No. of E-copies of theses/dissertation converted	All Library	150 e-copies of		T				
	to e-books	Staff	dissertation converted to e- books	232	5	4	5	4.67	
	PI 2 Number of materials for special collection received	All Librarians	6 titles of materials for special collection	11	5	5		4.67	
	UMFO 6- (GENERAL ADM	INISTRATION and	SUPPORT SERVICE	S		4.	Section 1	
Administrative and Support Services Management	PI 1 Number of Official documents prepared, issued, acknowledged, authenticated and inspected	All Library staff	750 Official documents	1,101	5	5	5	. 5	
	PI. 2 No. of linkages with external agencies maintained ie. Exchange partners		58 linkages	58 linkages	5	4	3	4	Whole year
Income Generating Services	PI 1 Number of theses bound	All Bindery Staff	600 volumes theses bound	1,004 volumes	5	5	5	5	
	P1 2 Income generated	All Library Staff	₱200,000.00	₱277,962.00	5	5	4	14.6	7
all Rating									74.88
age Rating (Tot	al Over-all rating divided by)	04.36		Comments & Recor	nmen	dation	s for	Develo	pment
Additional Points:		94.30		Purpose:					
nctuality									
proved Addition	al points								
RATING		4-71							
CTIVE RATING	3	non							
	Administrative and Support Services Management Income Generating Services Total Overall Rating age Rating (Total Overall Rating age Rating Constitution age (Total Overall Rating age	Services theses/dissertation converted to e-books PI 2 Number of materials for special collection received UMFO 6-0 Administrative and Support Services Management PI 1 Number of Official documents prepared, issued, acknowledged, authenticated and inspected PI. 2 No. of linkages with external agencies maintained ie. Exchange partners PI 1 Number of theses bound PI 2 Income generated Total Overall Rating age Rating (Total Over-all rating divided by) conal Points: Inctuality Proved Additional points	Services theses/dissertation converted to e-books PI 2 Number of materials for special collection received UMFO 6- GENERAL ADM Administrative and Support Services Managemen t PI 1 Number of Official documents prepared, issued, acknowledged, authenticated and inspected PI. 2 No. of linkages with external agencies maintained ie. Exchange partners Income Generating Services PI 1 Number of theses bound All Bindery Staff P1 2 Income generated All Library staff P1 2 Income generated All Library staff All Cibrary staff	theses/dissertation converted to e-books Staff St	Services theses/dissertation converted to e-books Staff Staff Converted to e-books Staff Converted to e-books	Services theses/dissertation converted to e-books Staff Staff	Services theses/dissertation converted to e-books to e-books PI 2 Number of materials for special collection received to e-books PI 2 Number of materials for special collection received to e-books All Librarians of titles of materials for special collection received to e-books All Librarians of titles of materials for special collection to specia	Services theses/dissertation converted to e-books to e-books PI 2 Number of materials for special collection received PI 2 Number of materials for special collection received All Librarians of titles of materials for special collection received Support Services All Librarians of titles of materials for special collection received Support Services PI 1 Number of Official documents prepared, issued, and inspected and inspected PI 2 No. of linkages with external agencies maintained ie. Exchange partners Income Generating Services PI 1 Number of theses bound All Bindery Staff All Library staff S8 linkages Comments staff Total Overall Rating Reg Rating (Total Over-all rating divided by) S4 36 Comments & Recommendations for Purpose: Comments & Recommendations for Purpose:	Services theses/dissertation converted to e-books theses/dissertation converted to e-books to e-books to e-books to e-books dissertation converted to e-books dissertation converted to e-books these of special collection received to e-books the special collection special collection received to e-books the special collection special collection received to e-books the special collection special collection special collection received to e-books the special collection special collection special collection special collection and support services the special collection and support services the special collection and support services the special collection and support special collect

Received by:

DILBERTO O. FERRAREN

VP-Planning

OCT 1 1 202

1 - Quality

2 – Efficiency

3 – Timeliness

4 - Average

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT

late: 10 7 20

Recommending Approval:

ALEKI A. VILLOCINO

VP- Students Affairs & Services

Date: 9/28/2021

Approved by:

EDGARDO E. TULIN

President

Date: 10 7 21