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10/17/19

# 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 2019

**ANDRELI D. PARDALES**
Ratee

**BEATRIZ S. BELONIAS**
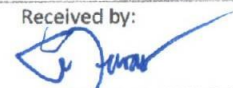Director/Dean/Vice President

Approved: **EDGARDO E. TULIN**
President

| MFO NO. | MFOs/PAPs | Success Indicators | Persons Responsible | 2019 Target (January- June ) | Actual Accomplish-ment | Rating | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | $Q^1$ | $E^2$ | $T^3$ | $A^4$ | |
| **UMFO 2** | **Higher Education Services** | | | | | | | | | |
| LIBMFO 1 | Student Management Services | PI 1 Number of students who availed of student assistantship at the library | All Library staff | 10 student assistants | 23 student assistants | 4.83 | 5 | 5 | 4.94 | |
| **UMFO 4 EXTENSION SERVICES** | | | | | | | | | | |
| LIBMFO 2 | Expert Services | PI 1 Number of trainees weighted by the length of training | Chief Librarian and unit heads librarians | 10 Bachelor of Science Information Services (BLIS) on the job trainees | 27 Bachelor of Science Information Services (BLIS) on the job | 4.83 | 5 | 5 | 4.94 | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | the job trainees | | | | | | |
| LIB MFO 3 | Technical Services | PI 1 No. of material acquired, processed, conducted inventory and maintained | All Library Staff | | | | | | | ONLY ON DECEMBE R |
| | | PI 2 No. of documents prepared for AACCUP, CHED, ISA, ISO, etc. accreditations / requirements | All Librarians and support staff | 5 programs | 10 programs | 4.83 | 5 | 5 | 4.94 | |
| | | PI 3 No. of hours spent for inventory and maintenance of resources | All Librarians and support staff | 80 Hours | | | | | | DURING DECEMBE R ONLY |
| | | PI 4 No. of resources encoded to the database, barcoded and RFID provided | All Librarians | 200 library materials encoded to the database, barcoded and RFID provided | 961 library materials encoded to the database, barcoded and RFID provided | 4.5 | 5 | 5 | 4.83 | |
| LIB MFO 4 | Reader's Services | PI 1 No. of students, faculty, staff & researchers availed the Library facilities, services & resources<br>a. Print materials users<br><br>b. Non-print resources users | All Library Staff | 300 users per rating period<br><br>500 users per rating period | 1072 users per rating period<br><br>6268 users per rating period | 4.5 | 5 | 5 | 4.83 | |

| LIB MFO 5 | Repository Services | PI 1 No. of E-copy of theses/dissertation received and converted to e-books | All Library Staff | 200 theses/dissertation converted to e-book | 384 theses/dissertation converted to e-book | 5 | 5 | 5 | 5 | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | PI 2 No. of linkages/partnership forged | All Librarians | 30 international and 10 national institutions | 34 international and 25 national institutions | 5 | 5 | 5 | 5 | |
| | | PI 3 Number of expert services provided/rendered | All Librarians | Once a every rating period | Once every rating period | 5 | 5 | 5 | 5 | |
| **UMFO 5 Support to Operations** | | | | | | | | | | |
| | **MFO 1 : ISO 9001:2015 aligned documents** | P1 1 No. of quality procedures prepared, reviewed and revised | All Librarians | 1 | 11 Procedural manuals | 4.5 | 5 | 5 | 4.83 | |
| | | P1 2 No. of required mandatory operating manuals prepared and submitted | All Librarians | 1 | 1 library manual | 5 | 5 | 5 | 5 | |
| | | PI 3 ISO-aligned documents for at least 1 core process | All Librarians | 2 | 11 Core processes | 4.5 | 5 | 5 | 4.83 | |
| | | PI 4 Percentage of 5S implementation at the workplace | All Library staff | All Sections, units and all areas | 8 units and areas | 5 | 5 | 5 | 5 | |
| | | | | | | | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | **ARTA aligned compliance and Reporting requirements** | P1 3 Citizen's Charter Compliance:<br>a. Streamlining and process improvement of the Agency's critical services<br><br>b. Citizen/client satisfaction survey report | All Librarians | a.95% Complied<br><br><br><br><br>b.95% satisfied | a. 100%<br><br><br><br><br>b. 100% | 5 | 5 | 5 | 5 | |
| | | | | | | | | | | |
| | | PI 2 Number of special materials received | All Librarians | 6 titles of specials materials | 25 titles of special materials | 4.5 | 5 | 5 | 4.83 | |

**UMFO 6 – GENERAL ADMINISTRATION and SUPPORT SERVICES**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **LilB MFO 6** | **Administrative and Support Services Management** | PI 1 Number of Official documents prepared, issued, acknowledged, authenticated and inspected | All Library Staff | 800 documents | 1742 documents | 5 | 5 | 5 | 5 | |
| | | P2 Number of risk identified | All Library Staff | 3 risks | 3 risks | 5 | 5 | 5 | 5 | |
| | | P 3 Number of risks addressed/minimized | All Library Staff | 3 risks | 3 risks | 5 | 5 | 5 | 5 | |
| **LIB MFO 7** | **Efficient and Customer-friendly Assistance** | PI 1 Percentage of efficiency and customer-friendly frontline services | All Library Staff | 0% complaint from client served | 0% complaint from client served | 5 | 5 | 5 | 5 | |
| **LIB MFO 8** | **Income Generating Services** | PI 1 Number of theses bound | All Bindery Staff | 500 theses bound | 1,115 theses bound | 5 | 5 | 5 | 5 | |

| | | PI 2 Income generated | All Library Staff | P175,000.00 | P708,973.00 | 5 | 5 | 5 | 5 | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Best practices/Ne w Initiatives/In novations | PI 1 No. of best practices on students services implemented | Chief Librarian & College Librarians | 6 best practices | 8 best practices | 5 | 5 | 5 | 5 | |
| | | | | | | | | | | |
| | Total Over- all Rating | | 103.97 | | | | | | | |
| | | | | | | | | | | |

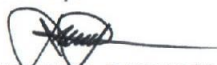| | | Comments & Recommendations for Development Purpose: |
|---|---|---|
| Average Rating (Total Over-all rating divided by 21 ) | | |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points | | |
| FINAL RATING | 4.95 | |
| ADJECTIVE RATING | "O" | |

Received by:

**DILBERTO O. FERRAREN**
VP-PRGEA

Date:_____

Calibrated by:

**REMBERTO A. PATINDOL**
PMT

Date:_____

Recommending Approval:

**BEATRIZ S. BELONIAS**
Vice President-Instruction

Date:_____

Approved by:

**EDGARDO E. TULIN**
President

Date:_____

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

BEST PRACTICES

1. Reader's advisory
2. Book in a bag program
3. Bindery services
4. Computer literature services
5. DLM, STARBOOKS, TEEAL
6. IP messenger/ Workplace @FB
7. Depository of NCCA, FAO
8. Books for the barrio

LIBRARY MANAGEMENT

1. Housing for staff
2. Educational Tour abroad for 5 days
3. One-Twice seminars trainings for all staff
4. ADPA
5. Team building for two days (local)
6. CNA