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 targets in accordance with the indicated measures for the period July-December 2021.

VICENTE A. GILOS Ratee

ALELYA. VILLOCINO

Director/Dean/Vice President

Approved: EDGARDO E. TULINA President

			2021 Target		Rating				Remarks	
MFO NO.	MFOs/PA Ps	Success Indicators	Persons Responsible	(July- December 2021)	Actual Accomplishment	Q¹	E ²	T ³	A ⁴	
UMFC	4 EXTENSIO	N SERVICES					1			
OCL MFO 2		PI 1 Number of expert services provided/rendered i.e. acting as internal AACCUP accreditor.	Chief Libra rian	Once every rating period	5 Services	5	5	5	5	
UMFC	5 Support to	Operations								
VSAS	STO 1: ISO 9	001:2015 ALIGNED DOCUME	ENTS							
	OCL STO 1 : ISO 9001:2015 aligned documents	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	All Librarians	0% complaint from client served	0% Complaint	5	5	4	4.6	

	and compliant processes	P1 2 No. of quality procedures prepared, reviewed and/ or revised	All Librarians	2	10	5	5	5	5	
		PI 3 Percentage of 5S implementation at the workplace	All Library staff	95%	98%	5	5	4	4.6	
/SAS	S STO3: ARTA	ALIGNED COMPLIANCE AND	REPORTING RI	EQUIREMENTS						
	OCL STO 3 ARTA	PI. 1 Efficient & customer friendly frontline service	All Staff	O Complaint	O Complaint	5	5	5	5	
	aligned complianc e and Reporting requiremen ts	P1 2 Citizen's Charter Compliance: a. Citizen/client satisfaction survey report	All Librarians	95% satisfied	98% Satisfied	5	5	4	4.6	
/SAS	STO4: INNO\	ATIONS & BEST PRACTICES								
		PI. 10. Number of new systems/innovations/proposal s introduced and implemented	OCL and all unit librarians	1	1	5	5	4	4.6	
OC L MF O 3	Technical Services	PI 1 No. of materials acquired and processed.	All Library Staff	125 volumes library materials acquired and processed	655 Volumes	5	5	5	5	
		PI2. Number of title of theses, dissertations, manuscripts, etc., received		200 titles	398 Titles	5	5	5	5	

		PI 3 No. of resources encoded to the database, barcoded and./or RFID provided	All Librarians	250 volumes	569 Volumes	5	5	5	5	
		PI 4. No. of documents prepared for AACCUP, CHED, ISA, ISO, etc. accreditations/requirements	All Library Staff	2 documents	76 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	398 e-copies	5	5	5	5	
		PI 6 No. of books, journals repaired and/or bound	Binders and Support staff	150 volumes	394 Volumes	5	5	5	5	
OC LMF O 4	Reader's Services	a. Students, faculty, staff & researchers availed the library facilities, services & resources	All Library Staff							
		1 1		100 users per rating period	224	5	5	5	5	
				150 users per rating period	172	4	5	4	4.3	
		b. Students, faculty, staff & researchers reference queries responded	All Librarians	100 users per rating period	384	5	5	5	5	

OC L MF O 5	Repository Services	PI 1 No. of E-copies of theses/dissertation converted to e-books	All Library Staff	150 e-copies of theses/ dissertation converted to e- books	149	3	4	2	3	The staff's hour assigned to this task is just 10 hours /month only.
		PI 2 Number of materials for special collection received	All Librarians	6 titles of materials for special collection	10	5	5	4	4.6	
UMF	O 6- GENERAI	ADMINISTRATION and SUF	PORT SERVIC	ES						
OC L MF O 6	Administrati ve and Support Services Managemen t	PI 1 Number of Official documents prepared, issued, acknowledged, authenticated and inspected	All Library staff	750 Official documents	1331	5	5	5	5	
		Pl. 2 No. of linkages with external agencies maintained ie. Exchange partners		58 linkages	58	5	4	4	4.33	
OC L MF O 8	Income Generating Services	PI 1 Number of theses bound	All Bindery Staff	600 volumes theses bound	944 Volumes	5	5	4	4.6	
		P1 2 Income generated	All Library Staff	P 200,000.00	₱340,922.00	5	5	4	4.6	
	Total Over- all Rating									
-	ge Rating (Tota onal Points:	al Over-all rating divided by)		103.83	Comments & Recon					
Appi	roved Additiona	al points			The VSU Administrat	ion may	cons	ider to	fast tra	ck the hiring of
FINAL	RATING			4.71	vacant two (2) Colleg	e Librar	ian I a	and or	ne (1) Ac	dmin. Aide to
ADJE	CTIVE RATING			4.71 "O"	improve the output of	the Off	ice of	the C	nief Libr	anan.

Received by:

DILBERTO O. FERRAREN VP-Planning

Date: FEB 0 8 2022

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

ate: 49/22

Recommending Approval:

ALELIA. VILLOCINO

VP- Students Affairs & Services

Date: JAN 3 1, 2022

Approved by:

EDGARDO E. TULINA

President

Date: 27/22