

# 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 July- December 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 (July-December 2019)	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	12 student assistants	5	5	5	5	
UMFO 4 EXTENSION SERVICES										
LIBMFO 2	Expert Services	PI 1 Number of trainees weighted by the length of training	Chief Librarian and unit head librarians		-					Months of April and May

	<b>Extension Services</b>	PI 2 Number of hours spent in conducting information literacy to new transferee students, faculty and researchers during National Book Week Celebration	All librarians	16 hours	16 hours	5	5	5	5	
		PI 2 Number of hours spent in activities conducted during the National Book Week celebration	All Library staff	24 hours	48 hours	4.5	5	5	5	
<b>LIBMFO 5</b>	<b>Library Services</b>	P 11 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities, services & resources	All Library staff	97% of VSU students, faculty, staff & researchers availed	100% of VSU students, faculty, staff & researchers availed 0%	5	5	5	5	
		PI 2 Number of linkages/partnership forged	All Librarians	35 international and 10 national institutions	37 international and 17 national institutions and agencies	4.83	4.83	4.83	4.83	
		PI 3 Number of expert services provided/rendered	All Librarians	Once every rating period	Twice during the rating period	4.83	4.83	4.83	4.83	

UMFO 5 Support to Operations(STO)										
LIB MFO 3	Technical Services	PI 1 No. of materials acquired, processed, conducted inventory and maintained.	All Library Staff	500 library materials acquired and processed	500 library materials acquired, processed and inventoried	4.83	5	5	4.94	
		PI 2 No. of documents prepared for AACCUP, CHED, ISA ,ISO, etc. accreditations/requirements	All Library Staff	3 programs	5 programs for AACCUP, 4 CHED, 13 ISO documents	5	5	5	5	
		PI 3 No. of Hours spent for inventory and maintenance of resources.	All Librarians and support staff	80 Hours	128 hours	5	4.5	4.5	4.66	Due to intervening activities : ISO audit, AACCUP accreditation, Christmas break and suspension of work due to

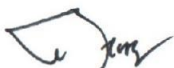


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<b>LIB MFO 6</b>	<b>Administrative and Support Services Management</b>	PI 1 Number of Official documents prepared, issued, acknowledged, authenticated and inspected	All Library staff	350 documents	1,695 official documents	4.5	5	5	4.83	
		P2 Number of risks identified	All Library staff	3 risks	5 risks	4.5	5	5	4.83	
		P3 Number of risks addressed/minimized	All Library staff	3 risks	5 risks	4.5	5	5	4.83	
<b>LIB MFO 7</b>	<b>Efficient and Customer-friendly Assistance</b>	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	
<b>LIB MFO 8</b>	<b>Income Generating Services</b>	PI 1 Number of theses bound	All Bindery Staff	300 theses bound	1,729 theses/dissertations bound	4.83	5	5	4.94	
		P1 2 Income generated	All Library Staff	P 50,000.00	106,479.00	5	5	5	5	
	<b>Best Practices / New initiatives/Innovations</b>	PI 1 No. of best practices on students services implemented	Chief Librarian & College Librarians	6 best practices	8 best practices	5	5	5	5	

			<b>Comments &amp; Recommendations for Development Purpose:</b>
Average Rating (Total Over-all rating divided by 21 )	102.95		
Additional Points:			
Punctuality			
Approved Additional points			
FINAL RATING	4.90		
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

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