

following targets

2

RECEIVED

DATE: OCT 11 2021

BY: [Signature]

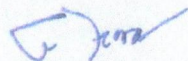
OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION AND AUXILIARY SERVICES

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 MFO 2		PI 1 Number of expert services provided/rendered i.e. acting as internal AACCUP accreditor.	Chief Librarian	Once every rating period	2 services	5	5	5	5	
UMFO 5 Support to Operations										
VSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS										

	OCL STO 1 : ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	All Librarians	0% complaint from client served	No complaint			5	5	
		P1 2 No. of quality procedures prepared, reviewed and/ or revised	All Librarians	2		NA	NA	NA	NA	Month of July to August
		PI 3 Percentage of 5S implementation at the workplace	All Library staff	95%	98%	4	5	5	4.67	
VSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
	OCL STO 3 ARTA aligned compliance and Reporting requirements	PI. 1 Efficient & customer friendly frontline service	All Staff							
		P1 2 Citizen's Charter Compliance: a. Citizen/client satisfaction survey report	All Librarians	95% satisfied	98% satisfied	5	5	5	5	
VSAS STO4: INNOVATIONS & BEST PRACTICES										
		PI. 10. Number of new systems/innovations/proposals introduced and implemented	OCL and all unit librarians	1	1	4	4	3	3.67	
OCL MF O 3	Technical Services	PI 1 No. of materials acquired and processed.	All Library Staff	125 volumes library materials acquired and processed	215 volumes	5	5	5	5	

		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 AACUP, 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	

Received by:



DILBERTO O. FERRAREN
VP-Planning

Date: OCT 11 2021

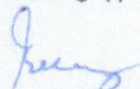
Calibrated by:



REMBERTO A. PATINDOL
Chairman, PMT

Date: 10/7/2021

Recommending Approval:



ALELI A. VILLOCINO
VP- Students Affairs & Services

Date: 9/28/2021

Approved by:



EDGARDO E. TULIN
President

Date: 10/7/21

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