

## 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 thingets 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

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			Q1	Actual Accomplishment	(January- December 2021)	Persons Responsible	Success Indicators	MFOs/PA Ps	MFO NO.
							N SERVICES	4 EXTENSIO	UMFO
	5 5	5 5	5	2 services	Once every rating period	Chief Libra rian	PI 1 Number of expert services provided/rendered i.e. acting as internal AACCUP accreditor.		OCL MFO 2
		<del>                                     </del>			,		Operations	5 Support to	UMFO
		5 5	5	garage and the second s	,	rian	i.e. acting as internal AACCUP accreditor.	5 Support to	UMFO

	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	No complaint		2	5	5	
	and compliant processes	P1 2 No. of quality procedures prepared, reviewed and/ or revised	All Librarians	2		NA	NA	NA	14.	Month of July to August
		PI 3 Percentage of 5S implementation at the workplace	All Library staff	95%	98%	4	5	3	4.67	
VSA	S STO3: ARTA	ALIGNED COMPLIANCE AND	REPORTING R	EQUIREMENTS						
	OCL STO 3	PI. 1 Efficient & customer friendly frontline service	All Staff							
	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	5	5	
VSAS	S STO4: INNO	ATIONS & BEST PRACTICES								
		PI. 10. Number of new systems/innovations/proposal s introduced and implemented	OCL and all unit librarians	1	1	4	4	3	3.67	
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	215 volumes	5	5	5	5	
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		PI2. Number of title of theses, dissertations, manuscripts, etc., received		200 titles	357 titles	5	5	4	4.07	
		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	

Repository	PI 1 No. of E-copies of theses/dissertation converted	All Library	150 e-copies of theses/						
	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	1	4.67	
	UMFO 6- (	GENERAL ADM	INISTRATION and	SUPPORT SERVICE	S				
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	4.6	7
Total Over- all Rating									
ige Rating (Tot	al Over-all rating divided by )	04.26		Comments & Recor	nmen	dation	s for	Develo	pment
onal Points:		94.50		Purpose:					
ctuality									
roved Addition	al points								
RATING		4.71							
CTIVE RATING									
	Administrative and Support Services Management t  Income Generating Services  Total Overall Rating age Rating (Total Overall Rating age Rating Income Income Generating Services)	Services  theses/dissertation converted to e-books  PI 2 Number of materials for special collection received  UMFO 6-0  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  Total Overall Rating age Rating (Total Overall rating divided by ) in onal 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  UMFO 6- GENERAL ADM  UMFO 6- GENERAL ADM  OUNT OF GENERAL ADM  OUNT OF GENERAL ADM  OUNT OF GENERAL ADM  All Library staff  Output  Description:  All Library staff  All Library staff  All Library staff  All Library staff  All Cibrary staff  All Cibrary staff  All Cibrary staff  All Cibrary staff  Output  Description:  All Cibrary staff  All Cibrary staff  All Cibrary staff  All Cibrary staff  Output  Description:  All Cibrary staff  Output  Description:  All Cibrary staff  Output  Description:  Description:  Output  Description:  All Cibrary staff  All Cibrary staff  All Cibrary staff	theses/dissertation converted to e-books  The services of theses/dissertation converted to e-books  PI 2 Number of materials for special collection received  The services of titles of materials for special collection received  The services of support services of titles of materials for special collection of special collection of special collection  The services of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of materials for special collection  The services of titles of	Services   theses/dissertation converted to e-books   Staff   Staff	Services   theses/dissertation converted to e-books   Staff   Staff	Services   theses/dissertation converted to e-books   Staff   Staff	Services theses/dissertation converted to e-books  PI 2 Number of materials for special collection received  PI 2 Number of materials for special collection received  PI 2 Number of materials for special collection received  UMFO 6- GENERAL ADMINISTRATION and SUPPORT SERVICES  Administrative and Support services Managemen to services  PI 1 Number of Official documents prepared, issued, 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  PI 2 Income generated  All Library staff  All Bindery Staff  PI 2 Income generated  All Library Staff  Comments these bound  All Bindery Staff  PI 2 Income generated  All Library Staff  Comments these bound  All Bindery Staff  Comments & Recommendations for Purpose:	Services theses/dissertation converted to e-books  PI 2 Number of materials for special collection received  PI 2 Number of Materials for special collection received  MILibrarians 6 titles of materials for special collection received  UMFO 6- GENERAL ADMINISTRATION and SUPPORT SERVICES  Administrati ve and Support services Managemen the extenal agencies maintained ie. Exchange partners  Income Generating Services  PI 1 Number of theses bound  All Library staff  S8 linkages  58 linkages  58 linkages  58 linkages  59 4 3 4 50 4.60  4.60  All Library staff  58 linkages  59 4 3 4 50 4.60  All Library staff  Comments staff  All Library staff  All Bindery Staff  Total Overall Rating ge Rating (Total Over-all rating divided by )  94.26  Comments & Recommendations for Develor Purpose:

Received by:

DILBERTO O. FERRAREN

VP-Planning

Date: OCT 1 1 2021

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT

Recommending Approval:

ALELI A. VILLOCINO

VP- Students Affairs & Services

Date: 9/28/2021

Approved by:

EDGARDO E. TULIN President

Date: 10 7 21