

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **VICENTE A. GILOS**, Head of the **OFFICE OF THE CHIEF LIBRARIAN** 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 TO DECEMBER 2022**.

VICENTE A. GILOS
Ratee 01/04/23

ALELI A. VILLOCINO
Director/Dean/Vice President



MFO NO.	MFOs/PAPs	Success Indicators	Persons Responsible	2022 Target (July-December)	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UFMO 2: Higher Education Services										
OCL MFO 1	Student Assistantship Management Services	PI. 1 Number of students who availed of student assistantship at the library	Librarians	1 student Assistants	15	5	5	5	5	
UMFO 4 EXTENSION SERVICES										
OCL MFO 2		PI 1 Number of technical/expert services provided/rendered i.e.acting as evaluator, internal AACCUP accreditor.	Chief Librarian	Once every rating period	3	5	5	4	4.67	

Received: *[Signature]* 1/9/23

UMFO 5 Support to Operations

VSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS										
	OCL STO 1 : ISO 9001:2015 aligned documents and compliant processes	P1 1. No. of quality procedures prepared, reviewed and/ or revised	All Librarians	1	6	5	4	4	4.33	
		PI 2. Percentage of 5S implementation at the workplace	All Library staff	95%	98%	5	5	5	5	
VSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
	OCL STO 3 ARTA aligned compliance and Reporting requirements	P1 2 Citizen's Charter Compliance: a. Citizen/client satisfaction survey report	All Librarians	95% satisfied	98%	5	5	5	5	
VSAS STO4: INNOVATIONS & BEST PRACTICES										
		Number of new systems/innovations/proposal s introduced and implemented	OCL and all unit librarians	1	2	5	5	5	5	
		Number of newsletter issues released		1	1	5	5	3	4.33	
OC L MF O 3	Technical Services	PI 1 No. of books acquired and processed.	All Library Staff	100 volumes books acquired and processed	459 volumes	5	5	5	5	

		PI 2. No of Journal Titles Subscribed		13 Journals	10	3	4	5	4	
		PI 3. Number of title of theses, dissertations, manuscripts, etc., acquired	All Librarians	250 titles	293	5	4	4	4.33	
		PI 4 No. of books, journals repaired and/or bound	Binders and Support staff	250 volumes	555	5	5	5	5	
		PI 5. No. of articles indexed and/or abstracted	All support staff	100 articles	250	5	5	5	5	
		PI 6. No. of inventory conducted	All support staff	1 inventory	1 inventory	5	4	5	4.67	
		PI 7. Number of Website/Interactive Social Media Page maintained	IT Staff, Librarians	1 Website/Social Media Page Maintained	3	5	5	5	5	
		PI 8. Number of Computers and/or printers maintained	IT Staff, Librarians	2 computers and/or printers	8	5	4	5	4.67	
OC LMF O 4	Reader's Services	PI 1 No. of clients availed the library facilities, services & resources	All Library Staff							
		a. Printed materials users		150 users per rating period	833	5	5	5	5	
		b. On-line resources users		150 users per rating period	621					
		c. The use of other facilities and services		75 users per rating period	486					

		PI 2. No. of online reference queries responded	All Librarians	200 reference queries per rating period	630	5	5	5	5	
		PI 3 No. of orientation and instruction conducted	All Librarians	1 orientation and instruction conducted	4	5	5	5	5	
LIB 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	205	5	5	4	4.67	
		PI 2. Number of materials for VisCaiana (special collection) acquired	All Librarians	6 titles of materials for special collection	13	5	4	5	4.67	
		PI 3. No. of theses/dissertations, field practice reports, etc. manuscripts e-copies assessed and printed.	All Library Staff	150 e-copies	363	5	5	5	5	
LIB MF O 6	Programs/Trainings and Activities	PI 1. Number of activities, meetings, programs attended/ assisted/facilitated	All Library Staff	2 activities	9 activities/meetings	5	5	5	5	
		PI 2. Number of trainings/webinars attended/facilitated	All Library Staff	5 trainings	11 trainings	5	5	5	5	
OC LMF O 7	Support to Program and Institutional Accreditation Services	PI 1. Number of sets of Supporting Documents prepared for AACUP, RQAT, COPC, etc. Survey visits	Librarians	4 Documents	11 sets of documents	5	5	5	5	
		PI 2. Number of bibliographies with list of journals prepared	Librarians	8 bibliographies	11 bibliographies	5	4	4	4.33	
OCL MFO 8	Linkages	PI. 1 No. of linkages with external agencies maintained for exchange of publications		58 linkages	61 linkages	5	4	4	4.33	This is for whole year target

		PI. 2. No of MOU, MOA established		1 MOU/MOA	1 MOA	4	4	4	4	
UMFO 6- GENERAL ADMINISTRATION and SUPPORT SERVICES										
	Frontline Services	PI. 1 Efficient & customer friendly frontline service: Zero percent complaint from clients served	0% complaint	0% complaint	0% complaint	5	5	5	5	
	Admin and Facilitative Services	PI 1. Number of Sections supervised, monitored and coordinated		3 sections	3 sections	5	5	5	5	
		PI 2. Number of Official documents prepared, issued, acknowledged, authenticated and inspected	All Library staff	750 Official documents	1,958 Official documents	5	5	5	5	
OC L MF O 9	Income Generating Services	PI 1. Number of theses bound	All Bindery Staff	300 volumes theses bound	1,159	5	5	5	5	
		P1 2. Income generated	All Library Staff	₱200,000.00	710,048.00	5	5	5	5	
Total Over-all Rating						153				
Average Rating						4.78				
Adjectival Rating						"O"				

Average Rating (Total Over-all rating divided by 32)		4.78	Comments & Recommendations for Development Purpose:
Additional Points:			
Punctuality			
Approved Additional points			
FINAL RATING		4.78	
ADJECTIVE RATING		"O"	

Received by:



TONI MARC L. DARGANTES

Planning Office

Date: JAN 05 2023

Calibrated by:



DANIEL LESLIE S. TAN

Chairman, PMT

Date: JAN 06 2023

Approved by:



EDGARDO E. TULIN

President

Date: 1/6/2023

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