

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **VICENTE A. GILOS**, 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 **January-June 2022**.

**VICENTE A. GILOS**  
Ratee

**ALELI A. VILLOCINO**  
Director/Dean/Vice President

Approved: **EDGARDO E. TULIN**  
President



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

|  |  |   |                                |               |     |   |   |   |   |   |
|--|--|---|--------------------------------|---------------|-----|---|---|---|---|---|
|  |  | AACCUP accreditor.  |                                |               |     |   |   |   |   |   |
| <b>UMFO 5 Support to Operations</b>                                  |  |   |                                |               |     |   |   |   |   |   |
| <b>VSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS</b>                   |  |   |                                |               |     |   |   |   |   |   |
|  | <b>OCL STO 1 :<br/>ISO 9001:2015<br/>aligned<br/>documents<br/>and compliant<br/>processes</b> | P1 1. No. of quality<br>procedures prepared,<br>reviewed and/ or revised                        | All Librarians                 | 1             |     |   |   |   |   | <b>Month of<br/>July to<br/>August</b>                        |
|  |  | PI 2. Percentage of 5S<br>implementation at the<br>workplace                                    | All Library<br>staff           | 95%           | 98% | 5 | 5 | 5 | 5 |   |
| <b>VSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS</b> |  |   |                                |               |     |   |   |   |   |   |
|  | <b>OCL STO 3<br/>ARTA<br/>aligned<br/>compliance<br/>and Reporting<br/>requirements</b>        | P1 2 Citizen's Charter<br>Compliance:<br><br>a. Citizen/client<br>satisfaction survey<br>report | All Librarians                 | 95% satisfied | 98% | 5 | 5 | 5 | 5 |   |
| <b>VSAS STO4: INNOVATIONS &amp; BEST PRACTICES</b>                   |  |   |                                |               |     |   |   |   |   |   |
|  |  | Number of new<br>systems/innovations/proposal<br>s introduced and<br>implemented                | OCL and all<br>unit librarians | 1             | 2   | 5 | 5 | 5 | 5 |   |
|  |  | Number of newsletter issues<br>released   |                                | 1             |     |   |   |   |   | <b>Delayed<br/>Release<br/>due to<br/>typhoon<br/>Odette.</b> |

|                      |                       |   |                              |  |                         |   |   |   |      |  |
|----------------------|-----------------------|---|------------------------------|--|-------------------------|---|---|---|------|--|
| OC<br>L<br>MF<br>O 3 | Technical<br>Services | PI 1 No. of books acquired<br>and processed.                                      | All Library<br>Staff         | 100 volumes<br>books acquired<br>and processed | 280                     | 5 | 5 | 5 | 5    |  |
|                      |                       | PI 2. No of Journal Titles<br>Subscribed  |                              | 13 Journals                                    | 12                      | 5 | 5 | 5 | 5    |  |
|                      |                       | PI 3. Number of title of<br>theses, dissertations,<br>manuscripts, etc., acquired | All Librarians               | 250 titles                                     | 125                     | 5 | 3 | 3 | 3.66 |  |
|                      |                       | PI 4 No. of books, journals<br>repaired and/or bound                              | Binders and<br>Support staff | 250 volumes                                    | 345                     | 5 | 5 | 5 | 5    |  |
|                      |                       | PI 5. No. of articles indexed<br>and/or abstracted                                | All support<br>staff         | 100 articles                                   | 277                     | 5 | 5 | 4 | 4.67 |  |
|                      |                       | PI 6. No. of inventory<br>conducted   | All support<br>staff         | 1 inventory                                    |                         |   |   |   |      | To be<br>conducted<br>in July-<br>August |
|                      |                       | PI 7. Number of<br>Website/Interactive Social<br>Media Page maintained            | IT Staff,<br>Librarians      | 1 Website/Social<br>Media Page<br>Maintained   | 1                       | 5 | 5 | 5 | 5    |  |
|                      |                       | PI 8. Number of Computers<br>and/or printers maintained                           | IT Staff,<br>Librarians      | 3 computers<br>and/or printers                 | 9 Computer<br>9 Printer | 5 | 5 | 4 | 4.67 |  |



|                  |                        |  |                   |   |     |   |   |   |   |  |  |     |   |   |   |      |
|------------------|------------------------|--|-------------------|---|-----|---|---|---|---|--|--|-----|---|---|---|------|
| OC<br>LMF<br>O 4 | Reader's<br>Services   | PI 1 No. of clients availed the library facilities, services & resources                                   | All Library Staff | 150 users per rating period                               | 182 | 5 | 5 | 5 | 5 |  |  |     |   |   |   |      |
|                  |                        | a. Printed materials users   |                   |   |     |   |   |   |   |  |  |     |   |   |   |      |
|                  |                        | b. On-line resources users   |                   | 150 users per rating period                               |     |   |   |   |   |  | 165  |     |   |   |   |      |
|                  |                        | c. The use of other facilities and services  |                   | 75 users per rating period                                |     |   |   |   |   |  | 167  |     |   |   |   |      |
|                  |                        | PI 2. No. of online reference queries responded  | All Librarians    | 200 reference queries per rating period                   | 258 | 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<br>MF<br>O 5 | Repository<br>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 | 151 | 3 | 3 | 3 | 3 |  |  |     |   |   |   |      |
|                  |                        |  |                   |   |     |   |   |   |   |  |  |     |   |   |   |      |
|                  |                        | PI 2. Number of materials for VisCaiana (special collection) acquired                                      |                   | All Librarians  |     |   |   |   |   |  | 6 titles of materials for special collection | 13  | 5 | 4 | 4 | 4.33 |
|                  |                        | PI 3. No. of theses/dissertations, field practice reports, etc. manuscripts e-copies assessed and printed. |                   | All Library Staff   |     |   |   |   |   |  | 150 e-copies                                 | 673 | 5 | 5 | 5 | 5    |

|  |   |  |                      |                           |              |   |   |   |      |  |
|--|---|--|----------------------|---------------------------|--------------|---|---|---|------|--|
| LIB<br>MF<br>O 6   | Programs/Tra<br>nings and<br>Activities                                 | PI 1. Number of activities,<br>meetings, programs<br>attended/ assisted/facilitated                          | All Library<br>Staff | 3 activities              | 9            | 5 | 5 | 5 | 5    |  |
|  |   | PI 2. Number of trainings/<br>webinars attended/facilitated  | All Library<br>Staff | 5 trainings               | 8            | 5 | 5 | 4 | 4.67 |  |
| OC<br>LMF<br>O 7   | Support to<br>Program and<br>Institutional<br>Accreditation<br>Services | PI 1. Number of sets of<br>Supporting Documents<br>prepared for AACCUP,<br>RQAT, COPC, etc. Survey<br>visits | Librarians           | 4 Documents               | 10           | 5 | 5 | 5 | 5    |  |
|  |   | PI 2. Number of<br>bibliographies with list of<br>journals prepared  | Librarians           | 8 bibliographies          | 46           | 5 | 5 | 5 | 5    |  |
| OC<br>L<br>MF<br>O 8                                       | Linkages  | PI. 1 No. of linkages with<br>external agencies maintained<br>for exchange of publications                   |                      | 58 linkages               | 61           | 5 | 4 | 5 | 4.67 |  |
|  |   | PI. 2. No of MOU, MOA<br>established   |                      | 1 MOU/MOA                 | 3            | 5 | 4 | 5 | 4.67 |  |
| <b>UMFO 6- GENERAL ADMINISTRATION and SUPPORT SERVICES</b> |   |  |                      |                           |              |   |   |   |      |  |
|  | Frontline<br>Services   | PI. 1 Efficient & customer<br>friendly frontline service:<br>Zero percent complaint from<br>clients served   | 0% complaint         | 0% complaint              | 0% Complaint | 5 | 5 | 5 | 5    |  |
|  | Admin and<br>Facilitative<br>Services                                   | PI 1. Number of Sections<br>supervised, monitored and<br>coordinated   |                      | 3 sections                | 3 Sections   | 5 | 5 | 4 | 4.67 |  |
|  |   | PI 2. Number of Official<br>documents prepared, issued,<br>acknowledged, authenticated<br>and inspected      | All Library<br>staff | 750 Official<br>documents | 413          | 5 | 5 | 5 | 5    |  |

|  |                                  |                                 |                      |                             |  |   |   |   |   |  |
|--|----------------------------------|---------------------------------|----------------------|-----------------------------|--|---|---|---|---|--|
| OC<br>L<br>MF<br>O 9                               | Income<br>Generating<br>Services | PI 1. Number of theses<br>bound | All Bindery<br>Staff | 300 volumes<br>theses bound | 846  | 5 | 5 | 5 | 5 |  |
|  |                                  | P1 2. Income generated          | All Library<br>Staff | ₱200,000.00                 | ₱180,633.00  | 4 | 4 | 4 | 4 |  |
|  | <b>Total Over-all<br/>Rating</b> |                                 |                      |                             |  |   |   |   |   |  |
| Average Rating (Total Over-all rating divided by ) |                                  |                                 |                      | 137.35                      | <b>Comments &amp; Recommendations for Development<br/>Purpose:</b> |   |   |   |   |  |
| Additional Points:                                 |                                  |                                 |                      |                             |  |   |   |   |   |  |
| Punctuality  |                                  |                                 |                      |                             |  |   |   |   |   |  |
| Approved Additional points                         |                                  |                                 |                      |                             |  |   |   |   |   |  |
| FINAL RATING                                       |                                  |                                 |                      | 4.74                        |  |   |   |   |   |  |
| ADJECTIVE RATING                                   |                                  |                                 |                      | "O"                         |  |   |   |   |   |  |
|  |                                  |                                 |                      |                             |  |   |   |   |   |  |

Received by:

  
**TONI MARC L. DARGANTES**  
 Planning Office

Date: 7/15/2022

Calibrated by:

  
**DANIEL LESLIE S. TAN**  
 Chairman, PMT

JUL 22 2022  
 Date: \_\_\_\_\_

Approved by:

  
**EDGARDO E. TULIN**  
 President

Date: 7/22/22

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