

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 ² targets in accordance with the indicated measures for the period July-December 2021.

VICENTE A. GILOS
Ratee

ALELI A. VILLOCINO
Director/Dean/Vice President

Approved: **EDGARDO E. TULIN**
President *2/7/22*



MFO NO.	MFOs/PA Ps	Success Indicators	Persons Responsible	2021 Target (July- 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 AACUP accreditor.	Chief Librarian	Once every rating period	5 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	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	All Librarians	0% complaint from client served	0% Complaint	5	5	4	4.6	

	and compliant processes	P1 2 No. of quality procedures prepared, reviewed and/ or revised	All Librarians	2	10	5	5	5	5	
		PI 3 Percentage of 5S implementation at the workplace	All Library staff	95%	98%	5	5	4	4.6	
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	O Complaint	O Complaint	5	5	5	5	
		P1 2 Citizen's Charter Compliance: a. Citizen/client satisfaction survey report	All Librarians	95% satisfied	98% Satisfied	5	5	4	4.6	
VSAS STO4: INNOVATIONS & BEST PRACTICES										
		PI. 10. Number of new systems/innovations/proposals introduced and implemented	OCL and all unit librarians	1	1	5	5	4	4.6	
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	655 Volumes	5	5	5	5	
		PI2. Number of title of theses, dissertations, manuscripts, etc., received		200 titles	398 Titles	5	5	5	5	

		PI 3 No. of resources encoded to the database, barcoded and./or RFID provided	All Librarians	250 volumes	569 Volumes	5	5	5	5	
		PI 4. No. of documents prepared for AACUP, CHED, ISA ,ISO, etc. accreditations/requirements	All Library Staff	2 documents	76 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	398 e-copies	5	5	5	5	
		PI 6 No. of books, journals repaired and/or bound	Binders and Support staff	150 volumes	394 Volumes	5	5	5	5	
OC LMF O 4	Reader's Services	a. Students, faculty, staff & researchers availed the library facilities, services & resources	All Library Staff	100 users per rating period	224	5	5	5	5	
				150 users per rating period	172	4	5	4	4.3	
		b. Students, faculty, staff & researchers reference queries responded	All Librarians	100 users per rating period	384	5	5	5	5	

OC L 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	149	3	4	2	3	The staff's hour assigned to this task is just 10 hours /month only.
		PI 2 Number of materials for special collection received	All Librarians	6 titles of materials for special collection	10	5	5	4	4.6	
UMFO 6- GENERAL ADMINISTRATION and SUPPORT SERVICES										
OC L MF O 6	Administrative and Support Services Management	PI 1 Number of Official documents prepared, issued, acknowledged, authenticated and inspected	All Library staff	750 Official documents	1331	5	5	5	5	
		PI. 2 No. of linkages with external agencies maintained ie. Exchange partners		58 linkages	58	5	4	4	4.33	
OC L MF O 8	Income Generating Services	PI 1 Number of theses bound	All Bindery Staff	600 volumes theses bound	944 Volumes	5	5	4	4.6	
		P1 2 Income generated	All Library Staff	₱200,000.00	₱340,922.00	5	5	4	4.6	
	Total Over-all Rating									
Average Rating (Total Over-all rating divided by)				103.83	Comments & Recommendations for Development Purpose: <u>The VSU Administration may consider to fast track the hiring of vacant two (2) College Librarian I and one (1) Admin. Aide to improve the output of the Office of the Chief Librarian.</u>					
Additional Points:										
Approved Additional points										
FINAL RATING				4.71						
ADJECTIVE RATING				"O"						

Received by:



DILBERTO O. FERRAREN

VP-Planning

Date:

8 Feb 22

Calibrated by:




DANIEL LESLIE S. TAN

Chairman, PMT

Date:

2/3/22

Recommending Approval:



AILEEN A. VILLOCINO

VP- Students Affairs & Services

Date:

JAN 31, 2022

Approved by:



EDGARDO E. TULIN

President

Date:

2/7/22

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