

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)



I, **VICENTE A. GILOS**, Chief Librarian of the **UNIVERSITY LEARNING COMMONS (LIBRARY)** commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **JANUARY- JUNE 2023**.


VICENTE A. GILOS
 Ratee 7/13/2023


ALELI A. VILLOCINO
 Vice President
 JUL 14 2023

MFO NO.	MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan-Dec 2023)	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 5 Support to Operations										
VSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS										
	LS STO 1 : ISO 9001:2015 aligned documents and compliant processes	P1 1. No. of quality procedures prepared, reviewed and/ or revised	All Librarians	2	-					Month of July to August
		PI 2. Percentage of 5S implementation at the workplace	All Library staff	95%	95%	5	5	5	5	
VSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
	LS STO 2 : ARTA aligned compliance	P1 2 Citizen's Charter Compliance:								
		a. Citizen/client	All Librarians	95% satisfied	95%	4.5	5	5	4.83	

	and Reporting requirements	satisfaction survey report								
VSAS STO4: INNOVATIONS & BEST PRACTICES										
		Number of new systems/innovations/proposals introduced and implemented	OCL and all unit librarians	2	2	4.5	5	4.5	4.67	
		Number of newsletter issues released		1	1	5	5	4.5	4.83	
VSAS MFO LS (for Library Services)										
LS 1	Technical Services	PI 1 No. of books and ebooks acquired and processed.	All Library Staff	200 titles/volumes of books acquired and processed	460	5	5	5	5	
		PI 2. No of Journal (Print and non-print Titles Subscribed		26 Journals	31	5	5	4.5	4.83	
		PI 3. Number of title of theses, dissertations, manuscripts, etc., acquired and processed	All Librarians	300 titles	-					July 2023
		PI 4. Number online databases subscribed	All Librarians	1	2	5	5	5	5	
		PI 5. No. of books, journals repaired and/or bound	Binders and Support staff	300 volumes	904	5	5	5	5	
		PI 6. No. of articles indexed and/or abstracted	All support staff	200 articles	1,926	5	5	5	5	

		PI 7. No. of inventory conducted	All support staff	1 inventory	-					August 2023
		PI 8. Number of Website/Interactive Social Media Page maintained	IT Staff, Librarians	2 Website/Social Media Page Maintained	4	5	4.5	5	4.83	
		PI 9. Number of Computers and/or printers maintained	IT Staff, Librarians	5 computers and/or printers	24	5	5	5	5	
		PI 10. Number of New Acquisitions lists prepared and disseminated	IT Staff, Librarians	15 Acquisitions Lists	20	5	4.5	5	4.83	
LS 2	Reader's Services	PI 1 No. of clients availed the library facilities, services & resources	All Library Staff							
		a. Printed materials users		300 users per rating period	7,673	5	5	5	5	
		b. On-line resources users		300 users per rating period	940					
		c. The use of other facilities and services		150 users per rating period	514					
		PI 2. No. of online reference queries responded	All Librarians	50 reference queries per rating period	130	5	5	5	5	
		PI 3 No. of orientation and instruction conducted	All Librarians	4 orientation and instruction conducted	5	5	5	5	5	

		PI 4. No. of hours spent in securing the control (entrance/exit) area								
LS 3	Repository Services	PI 1. No. of E-copies of theses/dissertations converted to e-books	All Library Staff	300 e-copies of theses/ dissertation converted to e-books	325	5	5	4.5	4.83	
		PI 2. Number of materials for VisCaiana (special collection) acquired	All Librarians	12 titles of materials for special collection	6	5	5	4.5	4.83	
LS 4	Programs/Training and Activities	PI 1. Number of activities, meetings, programs attended/ assisted/facilitated	All Library Staff	12 activities, meetings, etc.	14	5	5	5	5	
		PI 2. Number of trainings/ webinars attended/facilitated	All Library Staff	5 trainings	13	5	5	5	5	
LS 5	Support to Quality Assurance, Program and Institutional Accreditation Services	PI 1. Number of sets of Supporting Documents prepared for AACCUP, RQAT, COPC, etc. Survey visits	Librarians	5 Documents	35	5	5	5	5	
		PI 2. Number of bibliographies with list of journals prepared	Librarians	5 bibliographies	29	5	5	5	5	
		PI 3. Number of technical/expert services provided/rendered i.e. acting as evaluator, internal AACCUP accreditor.	Chief Librarian	Once every rating period	-					No accreditation during the period
LS 6	Linkages	PI. 1 No. of linkages with external agencies		58 linkages	58	4.5	5	4.5	4.67	

		maintained for the exchange of publications								
		PI. 2. No of MOU, MOA established		1 MOU/MOA	1	5	5	5	5	
UMFO 6- GENERAL ADMINISTRATION and SUPPORT SERVICES										
LS GAS S 1	Frontline Services	PI. 1 Efficient & customer friendly frontline service: Zero percent complaint from clients served	0% complaint	0% complaint	0%	5	5	5	5	
LS GAS S 2	Admin and Facilitative Services	PI 1. Number of Sections supervised, monitored and coordinated		3 sections	3	5	4.5	5	4.83	
		PI 2. Number of Official documents prepared, issued, acknowledged, signed, authenticated and inspected	All Library staff	1500 Official documents	2,167	5	5	5	5	
		PI 3. Number of committee meetings attended and/or facilitated		9 meetings	11	5	5	4.5	4.83	
		PI 4. Number of requests, evaluated, verified and approved as TWG		20 requests	10	4.5	4.5	4.5	4.5	
		PI 5. Number of PPMP/PR prepared, signed and submitted		20 PPMPs/PRs	14	5	4.5	4.5	4.67	
		PI 6. Area of Library Building maintained sq. meter. 4,665 sq. m.		4,665 sq.m.	4,665	5	4.5	5	4.83	
		PI 7. Percentage of Lawn area maintained (sq. meter. Approx.)		90 percent	95%	5	5	4.5	4.83	

Number of students
Number of student
ship at the library

Librarian

Number of theses

All Binde
Staff

Volume generated

All Libra
Staff

g divided by)

		maintained for the exchange of publications								
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		PI 7. Percentage of Lawn area maintained (sq. meter. Approx.)		90 percent	95%	5	5	4.5	4.83	

LS GAS S 3	Student Assistantship Management Services	PI. 1 Number of students who availed of student assistantship at the library	Librarians	10 student Assistants	11	4.5	5	5	4.83	
LS GAS S 4	Income Generating Services	PI 1. Number of theses bound	All Bindery Staff	700 volumes theses bound	1,174	5	4.5	4.5	4.67	
		P1 2. Income generated	All Library Staff	₱400,000.00	₱ 143,787.00	4.5	4.5	4.5	4.5	Submission scheduled on July 2023
Total Over-all Rating						165.64				
Average Rating						4.87				
Adjectival Rating						Outstanding				

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

Received by:



TONI MARC L. DARGANTES
Planning Office

Date: JUL 14 2023

Calibrated by:



DANIEL LESLIE S. TAN
Chairman, PMT

Date: JUL 14 2023

Approved by:



EDGARDO E. TULIN
President

Date: JUL 25, 2023

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