SPMS Form 1

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, <u>CESAR GILBERT Q. ADRIANO</u>, of the <u>Office of the Directors</u> commits to deliver and agree to be rated on the attainment of the following targets/rating in accordance with the indicated measures for the period <u>January</u> to June <u>2021.</u>

Approved By:

DIRECTOR IV

Date: July 5, 2021

POINTS:

- 5 Outstanding
- 4 Very Satisfactory
- 3 Satisfactory
- 2 Unsatisfactory
- 1 Poor

ORGANIZATIONAL OUTCOME	Success Indicator (Targets +	Allotted	Division/	Actual Accomplishments		Rat	ing		Remarks
/ PAP	Measures)	Budget (in	Individual		Q1	E2	Т3	A4	
		'000)	Accountable						
ORGANIZATIONAL OUTCOME: O	Collection, access and preservation	n of library	resources increased			L			
NATIONAL LIBRARY		98,529					T	T	
PROGRAM			* *					1,7	
Strategic Objective 1, 4, 5									

ORGANIZATIONAL OUTCOME	The state of the s	Allotted	Division/	Actual Accomplishments	7/	Rat	ing		Remarks
/ PAP	Measures)	Budget (in '000)	Individual Accountable		Q1	E2	Т3	A4	
Average number of daily library users (350 min., 450 max)	125 min / 130 max average number of daily library users served with 91% customer satisfaction rating		Filipiniana Division	71 min. / 72 max. of average of daily library users served with 96.47% customer satisfaction rating	5			5	
	60 min / 65 max of average number of daily library users served with 91% customer satisfaction rating		Reference Division	265 min/266 max of average of daily library users served with 99% customer satisfaction rating	5			5	
	155 min / 200 max of average number of daily library users served with 91% customer	1	Information Technology Division	300 min/301 max of average of daily library users served with 99.11% customer satisfaction rating	5			5	
	7 min/ 9 max of average number of daily library users served with 91% customer satisfaction rating		Bibliographic Services Division	22 min/23 max of average of daily library users served with 98.88% customer satisfaction rating	5			5	
	100% numbering system applications processed within standard time with 91% customer satisfaction rating		20 10 1	100% (5,021) of numbering system applications processed with 98.88% customer satisfaction	5			5	
	15 min / 20 max of average number of daily library users served with 91% customer satisfaction rating	* *	Publications	33 min / 34 max average number of daily library users served with 96.75% customer satisfaction.	5			5	

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ORGANIZATIONAL OUTCOME	Success Indicator (Targets +	Allotted	Division/	Actual Accomplishments		Rat	ing		Remarks
/ PAP	Measures)	Budget (in '000)	Individual Accountable		Q1	E2	Т3	A4	
	100% copyright registrations processed within standard time with 91% customer satisfaction rating		Research and Publications Division	1,797 copyright applications processed within the standard time with 96.75% customer satisfaction rating	5			5	
	1 min / 2 max of average number of daily library users served with 91% customer satisfaction rating		Catalog Division	1 max average number of daily library users served with 99.22% customer satisfaction rating	5		T .	5	
	100% Cataloging in Publication (CIP) processed within standard time with 91% customer satisfaction rating		Catalog Division	92 CIP applications processed within standard time with 99.22% customer satisfaction rating	5			5	
	1 min / 2 max of average number of daily library users served with 91% customer satisfaction rating		Collection Development Division	1 min / 2 max (1.7 average) average number of daily library users served with 99.24% customer satisfaction.	5			5	
	25 legal deposit certificates processed within standard time with 91% customer satisfaction rating		Collection Development Division	82 legal deposit certificates processed within standard time with 100% customer satisfaction rating	5			5	

ORGANIZATIONAL OUTCOME	Success Indicator (Targets +	Allotted	Division/	Actual Accomplishments		Rat	ing		Remarks
/ PAP	Measures)	Budget (in '000)	Individual Accountable	•	Q1	E2	Т3	A4	
	4 information systems improved		Information Technology Division	2 information systems to be developed and accepted by end users within the prescribed time with approval	4			4	
				1. NLP E-resources Portal 2. Int'l. numbering system -Phil. Online Application System (INS-POAS)					
	16 information systems maintained			16 information systems maintained within the prescribed time with 99.11% customer satisfaction rating	5			5	
				Catalog Circulation OPAC NLP website/ transparency Nlpdl (digital collection) - Tekno aklatan / koha.nlp PNB					
				Copyright IPS Public library allocation - Learning portal for NEFLI Time management / HRMS ITD Service Digitization					
				Multi-sites Network management					

ORGANIZATIONAL OUTCOME	Success Indicator (Targets +	Allotted	Division/	Actual Accomplishments		Rat	ing		Remarks
/ PAP	Measures)	Budget (in '000)	Individual Accountable		Q1	E2	Т3	A4	
Number of New Library Materials Acquired	288,500 volumes of new library materials acquired through purchase within the year		Collection Development Division	1,251,601 volumes of new library materials acquired through purchase within the prescribed time with minimal supervision and minor corrections	4			4	
	900 volumes / 14,000 articles of selected library collections indexed within the prescribed time		Bibliographic Services Division	531 volumes / 6167 articles of selected library collections indexed within the prescribed time	4.5			4.5	
	75% of library materials received from Collection Development Division are classified, cataloged and delivered within the scheduled time with 91% customer satisfaction rating		Catalog Division	4,207 / 106% of volumes received from CDD are classified and cataloged (technical processed) within the scheduled time with minimal supervision and minor corrections	4		,	4	
Number of Filipiniana materials preserved	131,476,657 pages of Filipiniana materials preserved within the year		Filipiniana Division	123,781,704 pages of Filipiniana materials preserved within the semester with minimal supervision and minor corrections	4			4	

ORGANIZATIONAL OUTCOME	Success Indicator (Targets +	Allotted	Division/	Actual Accomplishments		Rat	ing		Remarks
/ PAP	Measures)	Budget (in '000)	Individual Accountable		Q1	E2	Т3	A4	
	144,474 pages of Filipiniana Collections conserved and preserved within the year		Filipiniana Division	216,081 pages of Filipiniana collections conserved and preserved and 196 enclosures prepared within the scheduled time with minimal supervision and minor corrections	. 4			4	
	600,000 pages of Filipiniana Collections digitized within the year		Information Technology Division	270,743 pages of Filipiniana collections digitized within the semester with minimal supervision and minor corrections	4			4	
Number of research / publications produced	4 publications produced within the year		Research and Publications Division	4 Publications published/produced within the standard time with a well- organized and clearly presented content but there are minor errors or mistakes as to grammar and form	4			4	
LIBRARY EXTENSION PROGRAM		12,995						2	
Strategic Objective 2, 3, 5									

ORGANIZATIONAL OUTCOME	Success Indicator (Targets +	Allotted	Division/	Actual Accomplishments	T	Rat	ting	************************	Remarks
/ PAP	Measures)	Budget (in '000)	Individual Accountable		Q1	E2	Т3	A4	· · · · · · · · · · · · · · · · · · ·
Percentage increase in users of extension / affiliated (public) libraries	5% increase in users of extension / affiliated public libraries	9,170	Public Libraries Division	155.67% or 6,332,002 target increase on library users of extension/affiliated public libraries based on submitted reports within the prescribed time with minimal supervision and minor corrections	4			4	
Operation of Bohol Congressional District Library (Balilihan, Bohol)	100% of library users served and accommodated with atleast 91% customer satisfaction rating	585		100% of 1616 library users served and accomodated with 91.76% customer satisfaction rating					
Operation of Batanes Provincial Library (Basco, Batanes)	100% of library users served and accommodated with atleast 91% customer satisfaction rating	1,041		100% of 5329 library users served and accomodated with 91.76% customer satisfaction rating					
Operation of Sentro ng Karunungan Library (Tondo, Manila)	100% of library users served and accommodated with atleast 91% customer satisfaction rating	2,199		100% of 1,084,724 library users served and accomodated with 91.76% customer satisfaction rating					

ORGANIZATIONAL OUTCOME / PAP	Tangets !	Allotted	Division/	Actual Accomplishments		Rat	ting		Remarks
	Measures)	Budget (in '000)	Individual Accountable		Q1	E2	Т3	A4	
Number of extension libraries upported	1815 target public libraries supported within the prescribed time	<i>x y</i>	Public Libraries Division, Information Technology Division and						
	1,600 target public libraries supported through training / capacity building	-	<u>Reference Division</u> Public Libraries Division	235% or 1,765 targeted extension libraries (with 2,770 participants) supported through training within the prescribed time with 98.79% customer satisfaction rating	5			5	
	50 target public libraries supported through training / capacity building		Information Technology Division	33 public libraries / 83 public librarians supported through training within the prescribed time with 92.97% customer satisfaction rating	5			5	
s	50 target public libraries supported through training / capacity building	I		85 public libraries / 228 public librarians supported through the conduct of eResources training in 3 months with 98.43% customer satisfaction rating	5			5	

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ORGANIZATIONAL OUTCOME / PAP	Measures)	Budget (in	a land an artificial control of		Q1	E2	Т3	A4	
	40 target public libraries supported through monitoring	1	Public Libraries Division	490% or 98 targeted extension libraries supported through monitoring within the prescribed time with 97.98% customer satisfaction rating	5			5	
	20 target public libraries supported through resource allocations		Public Libraries Division	100% or 7,875 of library materials for allocation processed within the prescribed time with 100% customer satisfaction rating	5			5	
	5 Locally Funded Programs supported		Public Libraries Division	100% of locally funded programs maintained and provided with targeted technical assistance (40 meetings and 2 training per LPF) within the prescribed time with 98.75% customer satisfaction rating	5			5	

ORGANIZATIONAL OUTCOME	Success Indicator (Targets +	Allotted	Division/	Actual Accomplishments		Rat	ing		Remarks
/ PAP	Measures)	Budget (in '000)	Individual Accountable	_	Q1	E2	Т3	A4	
Number of extension libraries established	60 targets affiliated within the year		Public Libraries Division	40% or 12 targeted public libraries and reading centers established in coordination with LGUs within the prescribed time with 93.33% customer satisfaction rating	5			5	
GENERAL ADMINISTRATIVE AND SUPPORT SERVICES Strategic Objective 5,7,8 Improve resource management system	100% of regulatory documents for financial management submitted with approval within the prescribed time	71,506	Finance and Administrative Division/Budget, Accounting, Cash Sections	100% of 738 regulatory documents for financial management prepared, approved by the Director and submitted to related agencies for compliance within the prescribed time	4			4	
	100% of requested financial management transactions processed within the standard time with 91% customer satisfaction rating		Finance and Administrative Division/Budget, Accounting, Cash Sections	100% of 1,540 financial management transactions processed/prepared/acted upon within the standard time with 98.86% customer satisfaction	5			5	

ORGANIZATIONAL OUTCOME	Success Indicator (Targets +	Allotted	Division/	Actual Accomplishments		Rat	ing	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Remarks
/ PAP	Measures)	Budget (in '000)	Individual Accountable		Q1	E2	Т3	A4	
	100% of required regulatory and legal administrative documents submitted with approval within prescribed time		Finance and Administrative Division / HRMO	100% of 2314 required regulatory and legal documents prepared and approved by the Director and submitted to related agencies for compliance within the prescribed time with minimal supervision and minor corrections	4			4	
	100% of administrative documents transactions acted upon within the standard time		Finance and Administrative Division	100% of 7945 administrative document transactions acted upon and approved within the standard time	4			4	
	100% of HRM planned activities undertaken within the standard time		Finance and Administrative Division / HRMO	100 % of 527 various HRMS planned activities undertaken/facilitated within the standard time	4			4	
	100% of procurement activities conducted within the standard time with 91% customer satisfaction rating		Finance and Administrative Division / Supply Section	100% of 164 procurement activities conducted within the standard time with 99.23% customer satisfaction	4			4	

ORGANIZATIONAL OUTCOME	Success Indicator (Targets +	Allotted	Division/	Actual Accomplishments		Rat	ing		Remarks
/ PAP	Measures)	Budget (in	Individual		Q1	E2	Т3	A4	, , , , , , , , , , , , , , , , , , ,
, i		'000)	Accountable						
	100% of records management activities undertaken within standard time with 91% customer satisfaction rating		Finance and Administrative Division/ Records Section	100% of 2,410 records management activities within the standard time with 99.23% customer satisfaction	5			5	
	100% of NLP property plant equipment and maintenance activities undertaken with 91% customer satisfaction rating		FAD/ Maintenance	100% of 108 activities checked and monitored facilitated and acted upon with 99.23 % customer satisfaction	5			5	
TOTAL, Alloted Budget		183,030					-		
Total Over-all Rating	166.5/36	1 100,000	L						
Average Rating	4.625	market de la market de la composition della comp							
Adjectival Rating	Very Satisfactory	1			,		-		the control of the co

Prepared by PMT Secretariat

- mureina MARICEL M. URENA

Chairperson

Date: July 1, 2021 moranguadi

MARVIN S. VANGUARDIA

Vice-Chairperson, PMEC

Date: July 1, 2021

CHERRY V. MELQUIADES

Member

Date: July 1, 2021

JEAN S. ICO Member

Date: July 1, 2021

ORGANIZATIONAL OUTCOME	Success Indicator (Targets +	Allotted	Division/	Actual Accomplishments	Rating			Remarks	
/ PAP	Measures)	Budget (in	Individual	5	Q1	E2	Т3	A4	× * *
		'000)	Accountable		2				×

JOSE TOMA\$ITO N. FERNANDO

Member

Date: July 1, 2021

Reviewed by PMT

DOLORES D. CARUNGUI

PMT Vice-Chairperson

Date: July 2, 2021

DANILO B. FERNANDEZ

Member

Date: July 2, 2021

Recommending Approval

EDGARDO B. QUIROS

PMT Chairperson Date: July 5, 2021 JENNIFER C. ECHITAN

Member

Date: July 1, 2021

MAUREEN C. TERRENAL

Member

Date: July 2, 2021

JENNIFER B. DIMASACA

Member

Date: July 2, 2021

Approved by SPMS Champion

CESAR GILBERT Q. ADRIANO

Director IV

Date: July 5, 2021