## SPMS Form 1

## **OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)**

I, CESAR GILBERT Q. ADRIANO, of the Office of the Directors 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 to June 2022.

Approved By:

C!A,

DIRECTOR IV

POINTS: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor Date: July 6, 2022

ORGANIZATIONAL OUTCOME /	Success Indicator (Targets +	Allotted Budget	Division/ Individual	Actual		F	Ratin	Remarks	
РАР	Measures)		Accountable	Accomplishments	Q	E	Т	Α	-
ORGANIZATIONAL OUTCOME: Coll	ection, access and preservation of lib	prary resources incre	eased						
NATIONAL LIBRARY PROGRAM		68,955,000							
Strategic Objective 1, 4, 5									

Average number of daily library users	350 min., 450 max average number of daily library users served with 91% customer satisfaction rating	Filipiniana Division (FD), Reference Division (RD), Information Technology Division (ITD), Bibliographic Services Division (BSD), Catalog Division (CD), Collection Development Division (CDD), Research and Publications Division (RPD)	903 min/959 max of average of 118,225 daily library users served with 98.57% customer satisfaction rating	5	5		5	
	100% of numbering system applications processed with 91% customer satisfaction rating within prescribed time	 Bibliographic Services Division	100% of 5,139 received numbering system applications processed with 98.42% customer satisfaction rating within the prescribed time	5		5	5	
	100% of applications for copyright processed with 91% customer satisfaction rating within the prescribed time	Research and Publications Division	100% of 3,228 received applications for copyright processed with 99.15% customer satisfaction rating within the prescribed time	5		5	5	



Number of New Library Materials Acquired	288,300 volumes of new library materials acquired within the prescibed time	6,902,000	Collection Development Division	400,425 volumes (7,777 titles) of new foreign library materials acquired within the prescribed time		5	5	5	
	8000 volumes of Filipinana library materials acquired within the prescibed time		Collection Development Division	322,306 (4,966) volumes of Filipinana library materials acquired within the prescibed time		5	5	5	
	100% of acquired/received library materials processed (technical and mechanical) with no corrections and minimal revisions within the prescribed time		Collection Development Division	<b>100% of 397, 090</b> library materials processed with minimal supervision and minor correction within the pescribed time	4		5	4.5	

Catalog Division	100% of 3317 volumes of library materials received from Collection Development Division are classified and catalog (technical processed) with minimal supervision and minor correction within the prescribed time	4	5	4.5	
Bibliographic Services Division	100% of 6,384 articles (694 received librari collections) indexed with with no corrections and minimal supervision within the prescribed time	5	5	5	



	100% entries for PNB publication edited and other special bibliographies with no corrections and minimal supervision	Bibliographic Services Division	<b>100% of 638</b> entries for PNB publication edited and other special bibliographies with no corrections and minimal supervision	5			5	
	100% bibliographic entries registered to International Center (IC) with no corrections and minimal supervision	Bibliographic Services Division	100% 525 bibliographic entries registered to International Center (IC) with no corrections and minimal supervision	5			5	
Library Materials Managed	100% of targeted library materials managed within prescribed time	Filipiniana Division , Reference Division	<b>164,159</b> volumes of library materials managed within prescribed time		5	5	5	
Number of Filipiniana materials preserved	131,476,657 pages of Filipiniana materials preserved with no corrections and minimal supervision	Filipiniana Division	<b>128,629,849</b> pages of Filipiniana materials preserved with no corrections and minimal supervision	5			5	

	410,000 pages of Filipiniana Collections conserved and preserved within the year	Filipiniana Division	704,007 pages of Filipiniana materials preserved and conserved with no corrections and minimal supervision	5	5		5	
	300,000 pages of Filipiniana collections digitized with 91% customer satisfaction rating	Information Technology Division	<b>329,002</b> pages of Filipiniana Collections digitized with 99.68% customer satisfaction rating	5	3		4	
Number of research / publications produced	2 Publication of library and information researches, sources, services, methods and practices produce with approval on first draft within the prescribed time	Research and Publications Division	7 publications of Library and information researches, sources, services, methods and practices produced, approved on the second draft within the prescribed time	4		5	4.5	

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	1 information system developed and accepted by end users with 91% customer satisfaction rating within the prescribed time		Information Technology Division	Developed <b>HRMIS</b> in collaboration with My Creative Panda, approved and accepted by HRM Section and 80% task completed within the prescribed time	5	3	4	
	17 information systems maintained with 91% customer satisfaction rating within the prescribed time		Information Technology Division	17 information systems maintained with 99.68% customer satisfaction rating within the prescribed time	5	5	5	
LIBRARY EXTENSION PROGRAM		14,870,000						
Strategic Objective 2, 3, 5			 					

Percentage increase in users of extension / affiliated (public) libraries	2.5% or 1,768,286 increase on library users of extension/public libraries and reading centers for the 1st semester based on submitted reports within the prescribed time with 91% customer satisfaction rating	10,245,000	Public Libraries Division	<b>158.75% or 2,807,094</b> increase on library users of extension/ public libraries and reading centers for the 1st semester based on submitted reports with 100% customer satisfaction rating	5	5	5	
Operation of Bohol Congressional District Library (Balilihan, Bohol)	8,000 of library users served and accommodated with atleast 91% customer satisfaction rating	2,199,000		Provided support for the accomplishment of <b>11,065</b> of library users served and accommodated with atleast 99.44% customer satisfaction rating				
Operation of Batanes Provincial Library (Basco, Batanes)	8,000 of library users served and accommodated with atleast 91% customer satisfaction rating	585,000		Provided support for the accomplishment of <b>6,201</b> of library users served and accommodated with atleast 97.36% customer satisfaction rating				

Operation of Sentro ng Karunungan Library (Tondo, Manila)	90,000 of library users served and accommodated with atleast 91% customer satisfaction rating	1,041,000		Provided support for the accomplishment of <b>227,859</b> of library users served and accommodated with atleast 100% customer satisfaction rating				
Number of extension libraries supported	100% of targeted training conducted with 91% customer satisfaction rating		Public Libraries Division	<b>150.5% or 1,204</b> extension/affiliated public libraries and reading centers supported through training with 97.98% customer satisfaction rating	5	5	5	
			Information Technology Division	<b>60</b> public libraries / 88 participants supported through training with 99.11% customer satisfaction rating	5	5	5	

p s	00% or 20 extension/affiliated oublic libraries and reading centers upported through monitoring with 1% customer satisfaction rating	Public Libraries Division	380% or 76 extension/affiliated public libraries and reading supported through monitoring with 100% customer satisfaction rating	5	5		5	
I S	100% or 50 extension/affiliated public libraries and reading centers supported through resource allocation with 91% customer satisfaction rating	Public Libraries Division	<b>172% or 85</b> targeted extension/affiliated public libraries and reading centers supported through resource allocation with 100% customer satisfaction rating	5	5		5	
	Administration of 5 Locally Funded Programs with 91% customer satisfaction rating within the prescribed time	Public Libraries Division	<b>5</b> Locally Funded Programs administered with 100% customer satisfaction rating within the prescribed time	5		5	5	

Number of extension libraries established	100% or 5 public libraries and reading centers estblished in coordination with LGUs within 6 months with 91% customer satisfaction rating		Public Libraries Division	<b>340% or 17</b> public libraries and reading centers estblished in coordination with LGUs with 97.06% customer satisfaction rating within 6 months	5	5 5	
GENERAL ADMINISTRATIVE AND SUPPORT SERVICES		92,648,000					
Strategic Objective 5,7,8							
Improve resource management system	Required regulatory financial reports/documents submitted with approval within the prescribed time		Finance and Administrative Division : Budget, Accounting, Cash Sections	<b>1,307</b> regulatory documents for financial management submitted with approval in 2nd draft within the prescribed time	4	5 4.5	

t I I	Requested financial management ransactions/requests processed/acted upon within the prescribed time with 91% customer satisfaction rating	FAD/Budget, Accounting, Cash Sections/ HRMS	<b>9,711</b> of various requested financial management transactions processed with 99.43% customer satisfaction rating within the prescribed time	5	5	5 5	
	Required regulatory and legal administrative documents submitted with approval within the prescribed time	FAD / HRMS	990 of required regulatory and legal administrative documents submitted /completed 3 days before the deadline			4 4	

tr. pı pı	equired administrative cansactions/requests rocessed/acted upon within the rescribed time with 91% customer atisfaction rating	FAD	4,243 of various administrative document transactions acted upon with 99.43% customer satisfaction rating within the prescribed time	5	5	5	
P D M R	HRM Recruitment Selection and Placement, Learning and Development, Performance Management and Rewards and Recognition Activities undertaken with the prescribed time	FAD / HRMS	<b>19</b> of Human Resource Management Activities undertaken within the prescribed time		5	5	
	Procurement activities undertaken vithin the prescribed time	FAD / Supply Section Procurement Unit	<b>1,145</b> procurement activities conducted based on APP and other related documents processed with the prescribed time		5	5	

	Supply and property management activities undertaken within the prescribed time	FAD/ Supply and Property Section	354 of supply and property management activities undertaken / completed 3 days before the deadline		4	4	
	Records management activities undertaken within the target date	FAD/ Records Section	2,585 of records management activities accomplished/ completed 3 days before the deadline		4	4	
	NLP properties managed and maintained with 91% customer satisfaction rating	FAD/ Maintenance	<b>156</b> of NLP properties managed and maintained with 100% customer satisfaction rating	5		5	
TOTAL, Alloted Budget		76,473,000					
Total Over-all Rating	4.78	/0,4/3,000					

Prepared by:

CHONA S. GALO

PMT Secretariat Chairperson Date: July 4, 2022

 $\sim$ OSE TOMASITO N. FERNANDO PMT Secretariat Member

Date: July 4, 2022

## Recommending Approval:

DOLORES D. CARUNGUI PMT Chairperson Date: July 5, 2022

Call

MICHELLE A. FLOR PMT Member

Date: July 5, 2022

JEAN S. ICO PMT Secretariat Member Date: July 4, 2022

70.10 JÉNNIFER C. ECHITAN

PMT Secretariat Member Date: July 4, 2022

JENNIFER B. DIMASACA PMT Member Date: July 5, 2022

FEB. BASAGRE

PMT Member Date: July 5, 2022

ION ERIKA. PANGILINAN

PMT Secretariat Member

Date: July 4, 2022

Maniady <u>CHERRY W. MELQUIADES</u>

PMT Member Date: July 5, 2022 Approved by:

EDGARDO/B. OUIROS

Director H SPMS Vice Champion Date: July 6, 2022

<u>CESAR GILBERT O. ADRIANO</u> Director IV SPMS Champion Date: July 6, 2022

Legend: 1-Quality

2-Efficiency

**3-Timeliness** 

4-Average

Key Strategy: Protection of history and culture

Strategic Objective 1: Ensure collection, preservation and conservation of Filipiniana resources

Key Strategy: Mainstream library as a knowledge resource provider

Strategic Objective 2: Increase the number of established public libraries and reading centers in the country

Strategic Objective 3: Build capacity of library personnel in the public sector

Strategic Objective 4: Ensure acquisition of relevant library resources, optimize, access and utilization of NLP and public libraries' products and services

Key Strategy: Institutional development of capabilities and processes

Strategic Objective 5: Improve internal process (Strengthen monitoring and Evaluation Systems; Strengthen cooperation and collaborations with stakeholders) Strategic Objective 6: Provide reliable and relevant information system

Strategic Objective 7: Improve key competencies of NLP personnel

Key Strategy: Automation

Strategic Objective 8: Improve resource management system (Procurement, Human Resource, Financial, Physical Resource, Documentation and ICT)