



**NATIONAL LIBRARY OF THE  
PHILIPPINES**

**QM ANNEXES-  
ANNEX 5**  
Quality Objectives

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 2019.

*caia*

DIRECTOR IV  
Position/Rank

Date: November 27, 2018


**POINTS:**  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Unsatisfactory  
1 - Poor

ORGANIZATIONAL OUTCOME / PAP	Success Indicator (Targets + Measures)	Allotted Budget	Division/ Individual Accountable	Actual Accomplishments	Rating				Remarks
					Q1	E2	T3	A4	
<b>ORGANIZATIONAL OUTCOME: Collection, access and preservation of library resources increased</b>									
<b>NATIONAL LIBRARY PROGRAM</b>	<b>Average number of daily library users</b>	35,388,000.00							
<b>Strategic Objective 1, 4, 5</b>									
Delivery of Library Services	100% of library users served and accommodated with at least 90% customer satisfaction rate		Filipiniana Division and Reference Division						
Client Services	100% of applications for copyright registrations are acted upon and decided within 10 working days.		Research and Publications Division						
	100% of numbering system applications acted upon within the prescribed time		Bibliographic Services Division						
	100% of Cataloging in Publication (CIP) applications acted upon within the prescribed time		Catalog Division						
Collection Development	100% of volumes of new library materials acquired through purchase within the year		Collection Development Division						


Organization of Library Collections	100% of selected library collections indexed within the prescribed time		Bibliographic Services Division						
	100% of library materials received from Collection Development Division are classified, cataloged and delivered within the prescribed time		Catalog Division						
Preservation and conservation of Filipiniana Collections	104,207,200 pages of Filipiniana Collections preserved within the year		Filipiniana Division and Information Technology Division						
Research and Publication of Library and Information Services	100% of publications produced within the year		Research and Publications Division						
<b>SUPPORT TO OPERATIONS</b>									
<b>Strategic Objective 5,6,8</b>									
Maintenance of Information Systems	100% of information systems maintained and improved		Information Technology Division						
<b>LIBRARY EXTENSION PROGRAM</b>	<b>10% increase in users of extension / affiliated public libraries</b>		Public Libraries Division						
<b>Strategic Objective 2, 3, 5</b>									
Development and Support to Affiliated Public Libraries	100% of target public libraries supported within the prescribed time	4,579,500.00	Public Libraries Division						
	100% of the targets affiliated within the year		Public Libraries Division						
Operation of Sentro ng Karunungan Library (Tayuman, Tondo, Manila)	100% of library users served and accommodated with at least 90% customer satisfaction rate	1,112,000.00	Public Libraries Division						
Operation of Bohol Congressional District Library (Balilihan, Bohol)	100% of library users served and accommodated with at least 90% customer satisfaction rate	296,000.00	Public Libraries Division						
Operation of Batanes Provincial Library (Basco, Batanes)	100% of library users served and accommodated with at least 90% customer satisfaction rate	526,500.00	Public Libraries Division						
<b>GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>		57,481,000.00							
<b>Strategic Objective 5,7,8</b>									
Actions on documents/ requests/ applications	100% of documents/ requests acted upon within the prescribed period upon receipt		Finance and Administrative Division						
Human Resource	100% of human resource systems developed that are competency-based		Finance and Administrative Division / Human Resource Section						

Attendance to meetings/ trainings/ conference, etc.	100% of reports/ feedbacks submitted within 7 days for local and within 30 days for foreign		Finance and Administrative Division / Records Section							
Compliance to Good Governance Conditions	100% compliance to procurement rules		Finance and Administrative Division / Supply Section							
	100% compliance to COA Rules		Finance and Administrative Division / Accounting, Cash, Supply and Budget Sections							
	100% SALN submitted within the prescribed time		Finance and Administrative Division / Human Resource Section							
	100% of cash advances liquidated within the prescribed time		Finance and Administrative Division / Accounting Section							
Submission of Reports	100% reports submitted within the prescribed time		Finance and Administrative Division							
Maintenance of Building Facilities and Structures	100% monitoring, repair and maintenance of building facilities and structures		Finance and Administrative Division / Maintenance Section							
		99,383,000.00								

Total Over-all Rating  
Average Rating  
Adjectival Rating


Assessed by:   
**ANNE ROSETTE G. CRELENCIA**  
Chairperson, PMT Secretariat

Date: November 27, 2018

  
**EDGARDO B. QUIROS**  
PMT Chairperson

Date: November 27, 2018

Final Rating by:

  
**CESAR GILBERT Q. ADRIANO**

Director IV

Date:

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)

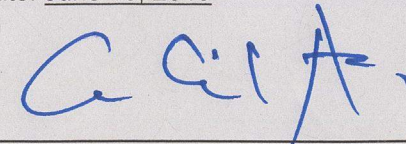
OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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 July to December 2019.

DIRECTOR IV  
Position/Rank

Date: June 10, 2019

Approved By:



**POINTS:**  
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4 - Very Satisfactory  
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Date:

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Budget Utilization	100% of the budget utilized within the year		Finance and Administrative Division / Budget Section							
Attendance to meetings/ trainings/ conference, etc.	100% of reports/ feedbacks submitted within 7 days for local and within 30 days for foreign		Finance and Administrative Division / Records Section							
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Average Rating

Adjectival Rating

Assessed by: 

**ANNE ROSETTE G. CRELENCIA**

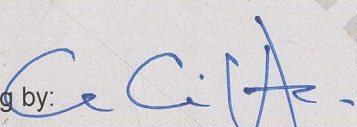
Chairperson, PMT Secretariat

Date: June 14, 2019

  
**EDGARDO B. QUIROS**

PMT Chairperson

Date: June 14, 2019

Final Rating by: 

**CESAR GILBERT Q. ADRIANO**

Director IV

Date:

Legend:

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