


OFFICE OF THE VICE-CHANCELLOR  
FOR ACADEMIC AFFAIRS

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MEMORANDUM NO. OVCAA-BMP 16-179

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS  
EXCEPT COLLEGES/ UNITS WITH AUTONOMOUS LIBRARY



FROM : BENITO M. PACHECO, Ph.D. †  
Vice-Chancellor for Academic Affairs

SUBJECT : Joint Performance Evaluation of Head Librarians and  
Joint Signing of Official Documents/ Forms by Deans/ Directors/ Heads  
of Academic Units and the University Librarian

DATE : 30 June 2016

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Upon the recommendation of the University Librarian and concurrence by the Heads of the College/ Unit Libraries, this is to request and instruct the Deans/ Directors/ Heads of Academic Units to undertake joint performance evaluation of the Head Librarians who are assigned in their respective Colleges/ Units, using the UP Research, Extension and Professional Staff (REPS) Performance Evaluation System (PES) Form. Together with the parallel evaluation by the University Librarian, the total PES scores will be averaged by the Administrative Services Section of the Main Library to get the final numerical rating for each period.

This is in compliance with Article V, Section 8b, of the "University Library Organic Act" which states that "*the Dean shall assist in the evaluation of performance of the College Librarian*". This shall take effect immediately to cover the rating period January to June 2016.

The joint performance evaluation and signing of official documents/ forms as described herein shall be applicable only to Head Librarians under the University Library Plantilla who are currently detailed in the different College/Unit Libraries.

In addition to the PES, the Deans/ Directors/ Heads of Academic Units and the University Librarian shall jointly sign/ approve the following documents/ forms submitted by or prepared for the Head Librarians:

- Basic paper for appointment of REPS to Administrative Position in Additional Assignment;
- Report for Duty;
- Daily Time Record;
- Leave form;
- Application for Privilege to Study at Reduced Fees;
- Appointment of OIC form;
- Certificate of Service; and
- Request for attendance to seminars, trainings, meetings, etc. on official time.

In case the Dean/ Director/ Head of Academic Unit may not be able to undertake the performance evaluation or sign the abovementioned documents/ forms due to current

workload, s/he may designate her/ his Associate Dean/ Deputy Director to perform the task on her/ his behalf.

For our compliance, please.

Thank you for helping ensure a well-rounded evaluation and appreciation of the services of our Head Librarians.

cc: Mr. Chito N. Angeles, University Librarian  
Dr. Angela D. Escoto, HRDO Director  
Head Librarians assigned in College/ Unit Libraries