

Tab 1



PARAMETER A. ADMINISTRATION

S.3 There is an institution's Library Board/Committee which:

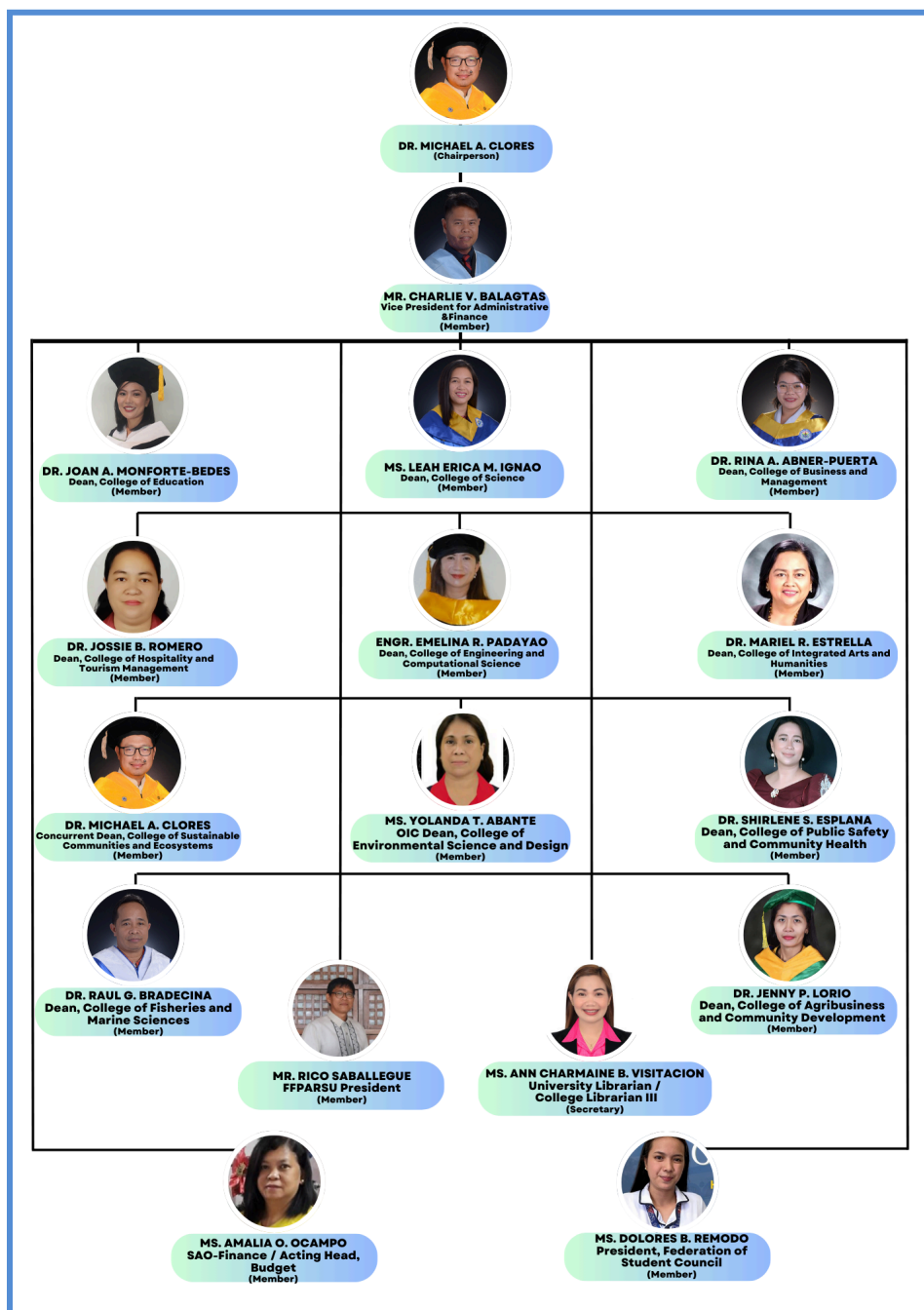


The Library Advisory Board is composed of the Vice President for Academic Affairs as the Chairperson; Vice president for Administrative and Finance, Deans, Budget Officer, Faculty President, Student Council President, and the College Librarians as members. The University Librarian Designate acts as the secretary.

This Library Advisory Board is vested with the following functions:

- 1. Acts as policymaking body;**
- 2. Serves as liaison between users and management; and**
- 3. Proposes innovations and advocates implementation of new technologies.**


The Library Advisory Board convenes once a year to discuss matters, issues and concerns pertaining to the library and to review, assess and update its policies.





**S.3.1 sets library policies, rules and procedures; and
S.3.2 reviews the same annually.**

LIBRARY MEETINGS



Republic of the Philippines
PARTIDO STATE UNIVERSITY
Camarines Sur

PARTIDO STATE UNIVERSITY
ISSUED
DATE: MAR 25 2025
SIGNATURE: [Signature]

PSU-F-VPA-03

Office of the Vice President for Academic Affairs

NOTICE OF MEETING
No. 019 s. 2025

TO : **CAMPUS DEANS**
Attention: College Librarians
Librarian - Designate

FROM : **VICE PRESIDENT FOR ACADEMIC AFFAIRS**

DATE : **March 25, 2025**

SUBJECT : **LIBRARIANS' MEETING**


Please be informed that there will be a meeting for all College Librarians and Librarian – Designate on **March 26, 2025, Wednesday, 8:30 AM** at **PSU Main Library**.

Agenda:

1. Potential Failure Mode and Effects Analysis Revision
2. Work Instruction Revision
3. Library Manual Revision
4. CHED RQAT Updates
5. Technical Library Concern
6. Library Risk and Disaster Management Plan
7. Other important matters

Your attendance is a must.

For your information and compliance.


MICHAEL A. CLORES, PhD
 Vice President for Academic Affairs

Effectvty Date: October 25, 2021
Rev. No. 00
Page 1 of 1



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52

**MINUTES OF THE MEETING
 LIBRARIANS' MEETING**

Wednesday, March 26, 2025 / 8:30 AM / Library Services

I. CALL TO ORDER

The Librarians' Meeting was called to order at 8:35 AM of March 26, 2025.

II. DETERMINATION OF THE QUORUM

All regular members were in attendance, with the exception of Ms. Iris De Mateo. Ms. Ann Charmaine B. Visitacion, the University Librarian presided over the meeting.

Regular Members Present: Dr. Michael A. Clores, VPAA
 Ann Charmaine B. Visitacion
 Gladys P. Britanico
 Kristine Bernadette C. Camara
 Rowen John R. Depositario
 Ma. Fe A. Jaena
 Geraldine A. Pielago
 Marc Arnel C. Anonuevo

III. SHORT PRAYER

A brief invocation/prayer was played thru AVP, followed by the recitation of the Vision, Mission, Core Values, Quality Policy, setting the tone for the meeting.

IV. READING AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Ms Kristine Bernadette C. Camara, a regular member moved to dispense with the Reading of the Minutes of the previous meeting provided the corrections if any be submitted. It was duly seconded.

V. APPROVAL OF THE PROPOSED AGENDA

Ms. Visitacion presented the following agenda.
 Agenda:

1. Potential Failure Mode and Effects Analysis Revision
2. Work Instruction Revision
3. Library Manual Revision
4. CHED RQAT Updates
5. Technical Library Concern
6. Library Risk and Disaster Management Plan
7. Other important matters

VI. PRESENTATION OF THE PROPOSAL

Dr. Michael A. Clores, the Vice President for Academic Affairs, graced the meeting as he informed the librarians of the new library organizational structure, which will be implemented the soonest possible time. And also to answer the recommendations of CHED-RQAT evaluation during the last visit. Key among the changes is the appointment of Ms. Visitacion as the Head Librarian overseeing all Campus Libraries. This changes will be reflected on the library manual revision. Dr. Clores also asked the librarians whether there is still a need to address all the current problems or issues, noting that the VPAA's office is available to support them if necessary.



PSU-F-OUP-012

Office of the University President

NOTICE OF MEETING

No. 0591 s. 2024

TO : CAMPUS DEANS
OIC-DEAN, OSAS

*Attention: Librarians
Librarian Designates*

FROM: UNIVERSITY PRESIDENT

DATE: MARCH 14, 2024

SUBJECT: LIBRARIANS MEETING

Please be informed that there will be a meeting of all Librarians and Librarian Designates on March 26, 2024, Tuesday at 8:30 AM, PSU Main Library.

AGENDA:

1. Quality Objectives 2024 Finalization
2. Finalization of Library Potential Failure Mode and Effects Analysis
3. Library Manual Revision
4. Other important matters

Attendance is a MUST. For your information, guidance and strict compliance.

ARNEL B. ZARCEDO, EDEL
SUC President III



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

**MINUTES OF THE MEETING
 LIBRARIANS' MEETING**

Tuesday, March 26, 2024 / 8:30 AM / University Library

I. CALL TO ORDER

The Librarians' Meeting was called to order at 8:45 AM of March 26, 2024.

II. DETERMINATION OF THE QUORUM

All regular members were present. Mrs. Ann Charmaine B. Visitacion, the University Librarian of ParSU University Library, presided the meeting.

Regular Members Present: Ann Charmaine B. Visitacion
 Gladys P. Britanico
 Kristine Bernadette C. Camara
 Iris P. De Mateo
 Manuela R. Encinas
 Ma. Fe A. Jaena
 Geraldine A. Pielago
 Marc Armel C. Añonuevo

III. SHORT PRAYER

A short prayer was led by Mrs. Geraldine A. Pielago, a College Librarian from University Library.

IV. READING AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Mrs. Manuela R. Encinas, a regular member moved to dispense with the Reading of the Minutes of the previous meeting provided the corrections if any be submitted. It was duly seconded.

V. APPROVAL OF THE PROPOSED AGENDA

Mrs. Visitacion presented the following agenda. Other matters were provided by Mrs. Britanico and Mrs. Camara.

Agenda: Quality Objectives 2024 Finalization
 Finalization of Library Potential Failure Mode and Effects Analysis (PFMEA)
 Library Manual Revision
 Other Matters: Work Instruction
 Ebooks and other Online resources

VI. PRESENTATION OF THE PROPOSAL

1. Quality Objectives 2024 Finalization:
 Mrs. Visitacion mentioned that the Quality Objectives (QOs) were not yet final due to some changes and inclusion of some common QOs. She also discussed on QO No. 8, the percentage of major subjects that it should have a higher target, as suggested by Ms. Monet Espia, the QMR staff. And she will send the University Library QO to other librarians once approved by Ms. Espia.