



**MINDORO STATE
COLLEGE OF
AGRICULTURE
AND TECHNOLOGY**

**PROCEDURES
MANUAL**





**Procedures Manual
Mindoro State College
of Agriculture and
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PM-MINSCAT

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1.0

LEADERSHIP

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Subject: 1.1 Leadership

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	PLAN	Plan the activities to disseminate, appreciate, and inculcate Vision - Mission - Values.	Executive Council, Unified Administrative Council	Year Round	Plan of Activities
2	Do	Vision, Mission and Values; - Institutional Hour -Management Review - Executive Council, Unified Administrative Council, Unified Administrative Council, ISO office and Quality Assurance Council. - Induction and Orientations	Unified Administrative Council, Director for SWS, Faculty, Staff and Students	Year Round	Minutes of Meetings
3	Check-Act	CSM for the above mentioned activities, Leadership Performance Evaluation.	Unified Administrative Council	Year Round	Results of CSMs, Recommendations for improvements, monitoring and follow up
2	Plan	Plan the Knowledge Management Activities	Unified Administrative Council	Year Round	Plan of Activities for Knowledge Management

Prepared by: VPs

Approved by:  President



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Subject: 1.1 Leadership

	Do	Induction and Orientations, QMS Seminars, Development of Operations Manuals, Review/Revise and Affirmation of Institutional Processes, Administrative, Faculty and Student Handbooks	Unified Administrative Council, Planning, Monitoring and Evaluation Director and Quality Assurance Office, ISO Office, Office heads, QMR	Year Round	Office Operations Manuals, Institutional Quality Manuals, Administrative, Faculty and Student Handbooks
	Check-Act	Documentation Audits	Planning, Monitoring and Evaluation Director and, ISO Office Quality Assurance Office, Office heads	Semestral	Corrective and Preventive Actions
3	Plan	Plan activities to sustain and improve standards	Unified Administrative Council, Office heads	May	AACUP, ISO Sustainability/ Improvement Activities



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Subject: 1.2 Organization Meetings

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
	Do	Conduct Training and Learning Activities, Coaching and Mentoring Activities, Develop and Implement KPIs for individuals	Planning and Monitoring and Evaluation Office, Admin (HR) and Quality Assurance Office, Office heads	Year Round	Documentations for Trainings and Learning Activities, Reports of Mentoring and Coaching Activities
	Check-Act	CSMs for Training and Learning Activities, Reports of Coaching and Mentoring Activities	Admin (HR), Office heads	Year Round	Degree of Accomplishment of Individual Performance
4		Innovation and Agility			
5		Management by Performance			
6		Ethics and Social Responsibility			
7		Corporate Governance			



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Subject: 1.3 Communication Methods

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	Schedule appropriate communication platform and prepare respective agendas (Board of Trustees Meeting, Unified Administrative meeting, Academic Council Meeting faculty and staff meeting, General meeting, Internal audit meetings, faculty meetings, year-end planning workshops and staff meeting)	As determined by meeting type	As determined by meeting type	Appropriate schedules and invitations
2	Do	Execute the activity based on the identified platform	As determined by meeting type	As determined by meeting type	Documentation and evidence (minutes, photographs, attendance sheets)
3	Check	Document and note outstanding items and feedback	As determined by meeting type	After the selected relevant platform	Minutes of meetings
4	Act	Create recommendations and elevate to the appropriate body or channel	As determined by meeting type	As determined by the specific recommendation	Recommendation reports, creation of appropriate committees, specific action plans and/or tasks

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Subject: 1.4 Governance

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	Plan for various regulatory activities and visits. INPUTS: CHED CMOS, ISO 9001: 2008 standard, AACUP Philippine Labor Laws, Manual of Regulations for Teachers, External Audit, Internal Audit	Unified Academic Council	Annually	Schedules for various regulatory visits (CHED, AACUP, RQAT Visits, External audits)
2	Do	Implementation of various governance mechanism	Various external parties, concerned committees, Unified Academic Council	As determined by regulator	Findings, observations and recognition, continued recertification
2	Do	INPUTS: CHED, AACUP, RQAT Visits, ISO 9001 External Audits, External Audits for Finance			
3	Check	Monitor status of compliance with governance requirements	Unified Academic Council; concerned heads and Board of Trustees	As determined by change in legal requirement or meeting type Board of Trustees Meeting: Annually	Reports to the BOT
4	Act	React to endure continued compliance with governance standards	Unified Academic Council; concerned heads and Board of Trustees		Continued certification or renewal of compliance status

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Subject: 1.5 Performance Evaluation (Performance Management System)

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	Review PMS structure and procedure	Performance Management Team, Admin (HR)	Annually	Analysis of results
2	Do	Implementation of PMS; Performance Monitoring Calendar of Activities	Performance Management Team, Admin (HR) and Planning Officer	Annually	
3	Check	Review results and look for trends and patterns in performance	Performance Management Team, Admin (HR)	Annually	Suggested training or coaching based on performance evaluation
4	Act	Forward approved recommendations to concerned offices and schedule personnel for needed training as appropriate.	Performance Management Team, Admin (HR), concerned department heads and colleges	Annually	Revised training plans, scheduled training offerings

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Subject: 1.6 Institutional Social Responsibility (Community Extension Services)

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	Draft working plans for various activities	Director for Extension Office	Annually	Various extension Projects per college. Extension project calendar.
2	Do	Implement and execute various projects and initiatives	Faculty, staff, students, Administrators Stakeholders (parents, partners, alumni, other stakeholders, organizers and other institutions.	As determined by Extension Office calendar	Completed project. Other goals are determined based on project plan
3	Check	Monitor for continuous improvement	Extension Office, Project Leader, Faculty, staff, students, Administrators, Stakeholders (parents, partners, alumni, other stakeholders, organizers and other institutions.	After completion of Extension Office event or project.	CSM Results
4	Act	Revise as needed based on findings and recommendations	Extension Office	Annually	Revised program for Extension Office



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STRATEGIC PLANNING

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Subject: 2.1 Strategic Planning

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	Vision-Mission-Values	Unified Academic and Administration Council, Board of Trustees	First week of May	Affirmed/ revised Vision-Mission-Values
2	Do	Inputs (Results of previous Yearend Evaluation and Planning Workshops, Student Characteristics, Legal and Statutory Requirements, Accreditation criteria, Industry Inputs, Recommendations Unified Administrative Council, Faculty, Staff, Parents, Customer Satisfaction Measures(CSMs), Performance and Activity, ISO-Quality Management System), Strategic Challenges	Unified Academic Council, Office heads, partner companies, Stakeholders, Faculty, Staff, Parents, Students, External /Internal Auditors, Planning and Quality Assurance, ISO Office, Suppliers of products and services	All year Round	Documents of inputs
3	Plan	SWOT	Unified Academic Council, Faculty Representatives, staff, students and parents	Second week of April	SWOT documents
		Confrontation Matrix			
		Formulation Strategic Options			
3	Plan	Strategic Directions	President	Last week of April	Documentation of Strategic Directions

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Subject: 2.1 Strategic Planning

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
7	Do	Institutional Quality Objectives (IQO)	President, VPAA, VPAF, Unified Academic Council	Second Week of May	Documentation of IQOs and DQOs
8	Do	Departmental Quality Objectives (DQO)	Unified Academic Council	Third Week of May	
9	Do	Presentation of Annual, Medium, and Long-Term Plans (Yearend Institutional Evaluation and Planning Workshop)	Planning and Quality Assurance Office, Office heads (Operations Group)	Fourth Week of May	Annual and Long-Term Planning Documents
10	Check-Act	Monitoring of Plans (Quarterly and Midyear Evaluation and Planning Workshops)	Management, PME, ISO Office and Quality Assurance Office, Office Heads	First Quarter August, Second Quarter October (Midyear), Third Quarter February,	Documentation of Quarterly and Midyear Evaluations and Planning Workshops
11	Check-Act	Review/Revision of Plans and Action Items	Management, PME, ISO Office and Quality Assurance Office, Office Heads	Fourth Quarter May (Yearend) Year-round	
12	Check-Act	Performance Monitoring Activity	Management, PME, ISO Office and Quality Assurance Office, Office Heads	All Year Round	Scorecard



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3.0 CUSTOMER FOCUS

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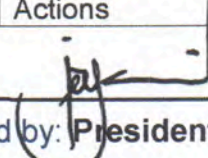
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Subject: 3.1 Listening Approaches – Customer Focus

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	Review/Revision affirmations of : -Midyear and Yearend CSMs for Work Units - Activities - Faculty Performance Evaluation	Unified Academic and Administration Council, All concerned office heads, Admin Office, PME	First week of September (for Midyear) and March (Yearend), May (for Activities and Faculty Performance Evaluation)	Midyear and Yearend CSMs, Activities, Faculty Performance Evaluation instruments
2	Do	Administer Yearend and Midyear CSMs for Work Units	Unified Academic and Administration Council, All concerned office heads, Admin Office, PME	Second week October (Midyear) and First week of April (Yearend)	Actual CSM Results
3	Do	Receive feedbacks from Suggestion boxes, Individual suggestions from parents, students	Unified Academic and Administration Council, All concerned office heads, Admin Office, PME	Year round	Corrective and Preventive Actions, Communication of results to all concerned
4	Do	Administer CSM per Activity (Academic and Administrative)	Concerned office heads	Year round	Actual CSM Results
5	Do	Administer CSM Faculty Performance Evaluation	Admin Office	Two weeks after Mid-Term	Results of Faculty Performance Evaluation, Corrective and Preventive Actions
6	Check-Act	Review and Analysis of CSM Results	Concerned office Heads, PME, ISO Office		

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Subject: 3.2 Marketing

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	All year round Gather Customer Requirements	Guidance, Admission, Registrar	Scorecard Annually	Customer feedbacks input to marketing
		Gather inputs from Industry, Analyze Industry Trends	VPAA, Guidance Office	April May	List of Inputs from Industry
		Consult with Unified Academic/Administrative Council	Unified Academic and Admin Council	Whole year	Minutes of the Meeting
		Plan career and Guidance Schedules and Marketing Activities	Guidance Office	Whole year	Career and Guidance Schedules
2	Do	Prepare Marketing Plan	Guidance Office	Whole year	Marketing Plan
		Prepare Resources and/or Manpower Needs	Guidance Office	Whole year	Resources and Manpower Needs
		Verification and Approve Requests for Resources Provision	VPAA, President, Admin	Whole year	Approved Budget
		Purchase Request	Supply Officer	Whole year	Purchased References
		Implement Career and Guidance Schedule	Guidance Office, Faculty	Whole year	Schedule of Career / Guidance
		Implement Marketing Activities	Guidance Office, Faculty	Whole year	Marketing Activities
3	Check	Monitor and evaluate Marketing plan	VPAA, Guidance	Whole year	Monitoring Sheet
4	Act	Review for continual improvement	Unified Academic and Admin Council	Whole year	Minutes of the meeting

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Subject: 3.3 Accreditation and Re – Accreditation of Student

PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
Plan	Accreditation and Re- accreditation	DSWS, SOC, Student Organization	Based on Last year 1 st Sem/whole day	Document of Inputs
Do	1. Distribute form application from DSWS office 2. Inform students, student organization regarding the details and mechanics of the accreditation	DSWS, SOC, CSC	1st Sem	Complete required documents
Check	Required Documents for approval	DSWS, VPAA, CA, College Dean	1st Sem/ a day before submission	Accomplishment Report of the Organization
Act	Evaluate and release the decision for the Accredited Organization	DSWS, SOC, Student Organization	1st Sem/ a day after the evaluation.	



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Subject: 3.4 Recognition and Dedication Night

PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
Plan	Review existing criteria and procedures for Annual Award	DSWS, SOC, Student Organizations Dean	At least one month before the Recognition	Document of Inputs
Do	1. Inform student organization/ activities regarding details and mechanics of the recognition.	DSWS, SOC, CSC	2 weeks before the event	
Do	Receive letter of recommendation from the organization advisers	DSWS	2 weeks before the event	Recommendation Letters
Do	Deliberation of the List of Awardees	DSWS, Academic Council Members	a week before the event	List of awardees and tabulation
Do	Awarding Ceremony	DSWS, All offices concerned student organizations, invited Speaker	April	Program
Check	Narrative reports/documentation	DSWS, SOC, CSC	Year round	
Act	Review for continual improvement	DSWS, CSC Student Organizations officers		



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Subject: 3.5 College Student Council Week

PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
Plan	College Student Council Celebration	DSWS, SOC, Student Organization College Dean,	2nd Sem	Document of Inputs
Do	Coordination with the College. Inform students about the activity.	DSWS, SOC, VPAA, CA,	2nd Sem / 3 weeks before the event	Complete required document
Check	Documents for approval 1. Letter of Request 2. Minutes of the meeting 3. Program of activities 4. Budgetary Estimates 5. Resolution	DSWS, CA, DI, VPAA	2ndSem / 2 weeks before the event	Narrative Report
Act	Coordinate with College re: CSC for event	DSWS, SOC, CSC, Student Organization,	2 nd Sem / 1 week before the event	Accomplishment report



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Subject: 3.6 OSSEI National Conference

PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
Plan	Press Conference	College tumbler of Publication	October	Document of Inputs
Do	<ol style="list-style-type: none"> 1. Inform the group around the program 2. Prepare the require document. <ol style="list-style-type: none"> a. Letter of Request b. Resolution c. Budgetary estimates d. Student waivers e. Parents' Consent 	CT Adviser and Staff	3 weeks before the event	Complete required documents
Check	Required Documents	DSWS, VPAA, CT Adviser, CA, DI, Accounting	2 weeks before the event	Endorsement Letter
Act	Awards	DSWS, CT Adviser,		Accomplishment Report



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Subject: 3.7 Luzonwide Higher Education Press Conference

PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
Plan	Press Conference	College tumbler of Publication	December	Document of Inputs
Do	Inform the group around the program Prepare the require document. <ul style="list-style-type: none"> • Letter of Request • Resolution • Budgetary estimates • Student waivers • Parents' Consent 	CT Adviser and Staff	3 weeks before the event	Complete required documents
Check	Required Documents	DSWS, VPAA, CT Adviser, CA , DI, Accounting	2 weeks before the event	Endorsement Letter
Act	Awards	DSWS, CT Adviser,		Accomplishment Report



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Subject: 3.8 College Tumbler Local Seminar Workshop

PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
Plan	Training	College Tumbler Adviser and Staff, Publication Staff, DSWS	whole day	Document of Inputs
Do	1. Submit letter of request form College Tumbler Staff to DSWS, VPPA, CA, DI 2. Proposal 3. Budgetary estimate 4. Student waiver 5. Parents' Consent	College Tumbler Adviser and Staff, Publication Staff, DSWS	3 weeks before the event	Complete required documents
Check	Documents (Invitation Letter Budget request letter for Proofreading of the head)	College Tumbler, Publication Staff, DSWS	1 week before event	Accomplishment Report
Act	Review for continual improvement	College Tumbler Adviser and Staff, Publication Staff, DSWS	After the event	



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Subject: 3.9 Leadership Training Program

PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
Plan	1. Preparation of Action Plan and Calendar of activities	DSWS, SOC, SA, Student Organization	Start of the semester	Documents of inputs; minutes of meeting; Plan of Annual Leadership Training Program
Do	1. Submission of Action Plan and Calendar of Activities for approval. 2. Submission of the following: a. Letter of Request b. Minutes of the meeting c. Budgetary Estimates d. Resolution e. Waivers f. Parent Consent g. Medical Certificate	DSWS, VPAA, CA, ACCTG.	2 weeks before the event	Complete required documents
Check	Review of the required documents to be approved by	DSWS, SOC, SWO	A day before submission	
Check	SO for training	Student Organization	September	Accomplishment Report
Act	Review for continual improvement	DSWS, CSC, Student Organization	Year Round	



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Subject: 3.10 Selection and Acquisition of IT Equipment and Software

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	1. Refer to Information System Strategic Plan	MIS Team VPAF	All-Year Round	Minutes of meeting Information System Strategic Plan
		2.Refer to approved budget for Fiscal Year	MIS Officer Budget Officer	All-Year Round	Approved Budget
2	Do	2.1.Acquire from evaluated items:			
		2.1.1.Ask/Contact distributors or suppliers to send list of IT equipment and software for evaluation	MIS Personnel Supply Officer	All-Year Round	Delivery of IT equipment and software listing
		2.1.2.Notify the Department Heads and concerned offices of the available equipment and IT solution based from the ISSP for evaluation	MIS Personnel	All-Year Round	Notification letter for evaluation
		2.1.3.After evaluation, fill-out the purchase request form.	Employee Faculty	All-Year Round	Accomplished purchase request form
		2.1.4.Upon receipt of the accomplished purchase request form, MIS staff will check if the requested items are based from the approved ISSP and the available budget of the department.	MIS Staff	All-Year Round	Accomplished purchase request form
		2.1.5.Forward the purchase request form to the immediate head for approval	MIS Staff Immediate Head/ Supervisor	All-Year Round	Accomplished purchase request form with Immediate Head's signature
		2.1.6.Prepare purchase request together with the hardware/software specifications	MIS Staff	All-Year Round	Purchase Request
		2.1.7.Forward purchase request to supply office for processing	MIS Staff Supply Officer	All-Year Round	Purchase Request
3	Check	Monitor the status of purchase request Monitor actual purchased	MIS Staff	All-Year Round	Availability of IT equipment/ IT solution
4	Act	Review for continual improvement	MIS Officer	All-Year Round	Updated Information System Strategic Plan

Prepared by: MIS Officer

Approved by: VPAF



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Subject: 3.11 Receiving of IT Equipment for Inspection and Testing

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	1. Inspection and Testing of Equipment	Computer Technician	All-Year Round	Inspection and Testing Report
2	Do	2.1. Concerned office/ unit fill-out the Receiving Inspection and Testing Form	Concerned office/unit	All-Year Round	Accomplished Inspection and Testing Report (FM-MIS-01)
		2.2 Prepare and secure the Equipment File to Equipment File folder	Computer Technician	All-Year Round	Accomplished FM-MIS-01 Form Updated Equipment File Folder
		2.3 Check and test the specifications and required features. 2.3.1 Perform visual inspection	Computer Technician	All-Year Round	Accomplished FM-MIS-01 Form Accomplished Equipment Status Form (FM-MIS-02) Updated Equipment File Folder
		2.4 Indicate that the equipment is for final inspection and testing.	Computer Technician MIS Officer	All-Year Round	Accomplished Inspection and Testing Report (FM-MIS-01)
		2.4.1 Place a tag on the equipment 2.4.1.1 Affix the date and signature of technician who conducted the initial inspection and testing of equipment.	Computer Technician	All-Year Round	Accomplished Equipment Status Form (FM-MIS-02) Equipment with orange tag.
		2.4.2 Submit Receiving Inspection and Testing Report to MIS Officer for notation.	Computer Technician MIS Officer	All-Year Round	Accomplished Inspection and Testing Report (FM-MIS-01)
3	Check	3.1 Monitor the function/ performance of the equipment	Computer Technician	All-Year Round	Updated Equipment Status Form
4	Act	4.1 Review for continual improvement	Computer Technician	All-Year Round	Updated Equipment File Folder

Prepared by: **MIS Officer**

Approved by: **VPAF**



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Subject: 3.12 Final Inspection and Testing of IT Equipment

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	1.1 Final Inspection and Testing of the Equipment	Computer Technician	All-Year Round	Comprehensive Inspection and Testing Report
2	Do	2.1 Check and test the functionality and features of the equipment. 2.1.1 Ensure that several trial runs are performed (if necessary) 2.1.2 Write down the findings for every run and indicate necessary recommendation	Computer Technician	All-Year Round	Accomplished Final Inspection and Testing Report Form (FM-MIS-04)
		2.2 Check the availability of requirements. 2.2.1 – Make sure that the following are ready and available 2.2.1.1 – Guidelines for operations, safety and use policy 2.2.1.2 – Physical setup accessories, proper configuration, requirements and standards.	Computer Technician	All-Year Round	Accomplished Final Inspection and Testing Report Form (FM-MIS-04)
		2.3 Indicate that the equipment is ready for use	Computer Technician	All-Year Round	Equipment with green tag
		2.4 Accomplish and file the Equipment File	Computer Technician MIS Officer	All-Year Round	Accomplished Final Inspection and Testing Report Form (FM-MIS-04)
3	Check	3.1 Monitor the function/ performance of the equipment	Computer Technician	All-Year Round	Updated Equipment Status Form
4	Act	4.1 Review for continual improvement	Computer Technician	All-Year Round	Updated Equipment File Folder



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Subject: 3.13 Marking Status Procedure

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	1.1 Prepare for marking status identification of the item/ equipment 1.1.1 Be sure to verify the status of the equipment/item using the Final Inspection and Testing Report	MIS Officer	All-Year Round	Properly marked equipment.
	Do	2.1 Prepare the sticker by affixing date and signature	MIS Officer Supply Officer	All-Year Round	Tag Equipment
		2.2 Replace the color-coded sticker and comply with this coding for every equipment/item change of status or condition.	MIS Officer Supply Officer	All-Year Round	Tag Equipment with the ff. color coding scheme: <u>GREEN</u> = OK or ready for use <u>RED</u> = Defective or not ready for use <u>ORANGE</u> = Hold for: 2.2.2. Calibration 2.2.3. Minor repair 2.2.4. Failure Analysis 2.2.5. For Display
3	Check	3.1 Monitor proper tagging	MIS Officer Supply Officer	All-Year Round	Updated IT Equipment Inventory
4	Act	4.1 Review for continual improvement	MIS Officer Supply Officer	All-Year Round	Updated Equipment File Folder



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Subject: 3.14 Corrective Maintenance of IT Equipment

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	1. Determine and apply Corrective Maintenance Procedure	MIS Team, concerned department	As needed	Accomplished Job Order Form (FM-MIS-05) Accomplished Job Order Summary (REC-MIS-01)
2	Do	2.1. Concern Dept./Office Fill-up Job Order Form for Service Request	MIS Personnel Client/Dept/Office	As needed	Accomplished Job Order Form (FM-MIS-05)
	Do	2.2 MIS Personnel will perform corrective maintenance of the equipment based from the service asked by the client	MIS Personnel requesting department	As needed	Accomplished Job Order Form (FM-MIS-05)
	Do	2.3 MIS Personnel will write the Problems found during the Corrective maintenance and apply solution to the problem.	MIS personnel	As needed	Accomplished Job Order Form (FM-MIS-05)
		2.4 MIS Personnel will apply solution to the problem and suggest some recommendations if applicable.	MIS personnel	As needed	Accomplished Job Order Form (FM-MIS-05)
3.	Check	Service verification are performed and finalized with end-user	MIS personnel, requesting department	As needed	Signed Job Order Form by clientele and MIS Personnel
4.	Act	4.1 Sign-off and turnover of equipment to end user	MIS personnel, requesting department	As stated in the Job Order form	Signed Job Order Form by clientele and MIS Personnel
	Act	4.2 MIS Personnel updates Job Order Summary	MIS Personnel	As needed	Updated REC-MIS-01



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Subject: 3.15 System Development (Internal)

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	1. Concerned department sends a request for systems development, MIS receives request and reviews specification.	MIS Team, concerned department	As needed	E-mail or letter request; Project Plan
2	Do	2.1. Development commences, prototypes produced	MIS	Per Project	Project Plan
	Do	2.2 Prototypes are presented to stakeholders and end-users	MIS Team, requesting department	As specified in the project plan	Presented prototype, user feedback ; User acceptance form (FM-MIS-06)
3.	Check	Revisions are performed and finalized with end-user	MIS, requesting department	As specified in the project plan	Feedback on UAT
4.	Act	Sign-off and turnover to end user	MIS, requesting department	End phase of project	Signed UAT



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4.0

MEASUREMENT ANALYSIS AND KNOWLEDGE MANAGEMENT

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**Item: Measurement Analysis and
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Subject: 4.1 Performance Management System

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	1. Call for a faculty meeting re: IPCR/OPCR	DI, Dept. Head/ Coordinator, Faculty	A month after the opening of classes	Letter/Memo
2	Do	2.1. The Director for Instruction and the concerned faculty will agree with the set target 2.2. The Director for Instruction will rate the concerned faculty based on his/her performance	DI, Faculty	A month after the opening of classes At the end of the semester	Approved schedule of Faculty Evaluation Accomplished Evaluation Forms
3	Check	3. The Director for Instruction and the concerned faculty will agree with the rated accomplishment rating	DI, Faculty	At the end of the semester	Approved IPCR/OPCR
4	Act	4. Encourage faculty to increase his/her target	DI, Faculty	A month before the opening of classes	IPCR/OPCR Target



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5.0 WORK FORCE FOCUS

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Subject: 5.1 Recruitment, Selection and Placement

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Prepare Recruitment, Selection and Placement (RSP) Plan for: a) Faculty b) Staff	Chief Administrative Officers, Administrative Officers/HRMOs	Within three months	Recruitment, Selection & Placement Plan
2	Do	Implement hiring/Recruitment. a. Interview b. Exams c. Background Investigation d. Validation of documents e. Final Interview	CAO, AOs//HRMOs	Whole year	Recruitment Forms
3	Check	Monitor status of hiring targets	CAO, AOs/HRMOs	Whole year	Performance reports and updates (as requested)
4	Act	Review for continual improvement. a) Enforce strict implementation of the deadline of the submission of documents b) Widen the scope of referrals, extensive announcements and posting of hiring c) Establish tie-ups with school to recruit their graduates d) Accommodate slots for practice teaching e) Improve interview questions to assess competencies	CAO/AOs/HRMOs	Whole year	



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Subject: 5.2 Employee Welfare Engagement and Satisfaction

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Plan for Employee Welfare and Engagement INPUTS: CSM, Workforce CSM, Activities CSM	Chief AO, AOs/HRMOs	April	Calendar of Activities
2	Do	Implement Plan of Employee Welfare for the Year Rewards and Recognition, Foundation Day Celebration, Teachers' Day, CSC Day	CAO, AOs/HRMO, Department Heads	Once a year	Activities
3	Check	Feedback survey from Employees through CSM of activities comments, individual feedback. If the training learned is applied	CAO, AOs/HRMOs, Department Heads	Whole Year	CSM of activities
4	Act	Adjust / make changes on Welfare and Activities of Employees per feedback	CAO, AOs/HRMOs, Department Heads	Whole Year	Review CSM



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Subject: 5.3 Application for Five days Forced/Mandatory Leave

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Prepare leave calendar/plan for the whole year of the personnel's five days forced/mandatory leave	All employees on Vacation and Sick leave basis and the Admin clerks	2 days	Five (5) days Forced/mandatory leave Calendar/ Plan
2	Do	Route Calendar for the schedule of each personnel	All employees on Vacation and Sick leave basis and the Admin clerks	5 days	Approved 5 days Forced/Mandatory Leave Calendar
3	Check	Monitor status of the leave calendar	All employees on Vacation and Sick leave basis and the Admin clerks	30 minutes every week	Approved leave forms filed every month
4	Act	Review for recommendations and suggestions a. Enforce strict observance on the date of filing (3-5 days before) of leave b. monitor and check for any change of dates and other entries	All employees on Vacation and Sick leave basis and the Admin clerks	1 hour every week	Approved leave forms filed every month



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Subject: 5.4 Training and Development

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Training Plan on -Survey the Department heads, Program Coordinators on its competency needs/assessment thru Competencies Checklist. -Summarize and prepare for competencies report -Create and present a training plan - List of seminars to be attended - Secure a development plan for faculty - Propose an external training plan - Institutional Training Plan - Faculty Development Training Plan	Admin (HR), PME	Within the Year	Compilation of Plans
2	Do	Institutional Training Plan Faculty Development Training Plan	Admin (HR), PME	Whole Year As Requested	Compilation of Plans
3	Check/Act	Evaluation Forms (after the training/seminar is conducted)	Admin (HR), PME	Whole year	Training Assessment Form



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Subject: 5.5 Performance Management System

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Review Strategic Performance Management System (SPMS)	Performance Management Team (PMT), Chief Admin. Officer(CAO), Administrative Officers(AOs)/HRMOs, Planning Officers	Annually	Analysis of results
2	Do	Implementation of SPMS; Performance Monitoring Calendar of Activities	PMT, CAO, AOs/HRMOs, Planning Officers	Annually	SPMS Forms
3	Check	Review results and look for trends and pattern in performance	PMT, CAO, AOs/HRMOs, Planning Officers	Annually	Suggested training or coaching based on performance evaluation
4	Act	Forward approved recommendations to concerned offices and schedule personnel for needed training as appropriate	CAO, AOs/HRMOs	Annually	Revised training plans, scheduled training offerings



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Subject: 5.6 Retirement, Separation and Resignation

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Preparation of pre-retirement program	Chief AO, AOs/HRMOs	Annually	Pre-retirement Program Worksheet
2	Do	Conduct of : 1. Pre-retirement Innovations & Program for Results Seminar 2. "Salamat-Paalam Program or its equivalent	CAO, AOs/HRMOs, qualified retirees	Once a year	Summary of outcomes and Attendance
3	Check/Act	<ul style="list-style-type: none"> Evaluation Forms (after the training/ seminar is conducted)- 3 levels 1 – Physical Environment 2. If acquired knowledge from the training/ seminar 3. If the training learned is applied 	CAO, AOs/HRMOs	Within one week	Training Assessment Form Evaluation result Plan for improvement



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6.0

**OPERATION
FOCUS**

**A. CORE
PROCESSES**

PROCESS MANUAL



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Subject: 6.a.1 Program Identification and Development

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan				
2	Do	2.1. Prepare and assemble other documentary requirements of CHED	DIs, Dept. Heads, Program Coordinators, Registrar, Admissions Office, Auxiliary Office and Librarian	At least one year and a half prior to implementation	Financial Statement, proposed tuition fees, proposed curriculum, faculty matrix, faculty portfolio, library collections, list of Academic Officials, laboratory equipment and supplies, testing materials, picture of classrooms, campus location and site development plan, building permit, business permit, etc. Minutes of the Meetings
		2.2. Discussion of feasibility study and other CHED requirements in Unified Academic Council	Members of Unified Academic Council	At least one year and a half prior to implementation	Minutes of the Meetings
		2.3. Approval of President and Board of Trustees	President and Board of Trustees	At least one year and a half prior to implementation	Minutes of the Meetings
		2.4. Submission of Application for offering of new programs and payment of applicable fees to CHED	Registrar	On or before June 30 prior to implementation of new Program	Acknowledge and official receipts from CHED
		2.5. Visit of RQAT Compliance/implementation of recommendations from RQAT (For new Programs)	RQAT Assessors, Registrar, DI and Office Heads	Approximately six (6) months after submission to CHED	Recommendation from CHED
		2.6. Implement approved Program	Concerned College	June/New School Year	CHED Approved Curriculum, Permit to Operate



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Subject: 6.a.1 Program Identification and Development

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
3	Check	3.1. Monitor implementation of the Program	VPAA, DI, Registrar, Dept. Head, Program Coordinator and Faculty	Year round	Minutes of the Consultation, Exit Interviews, Minutes of the Academic Council Meeting
4	Act	4.1. Review for continual improvement 4.2. Secure approval of the revisions in the Program	VPAA, DI, Registrar, Dept. Head, Program Coordinator, Faculty, Parents, Students, Alumni, Industry Partners, Professional Organizations Academic Council, Management Committee and CHED	At least one year implementation	Approved revisions in the curriculum



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Subject: 6.a.2 Curriculum Design

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Refer to: a. CHED Approved Curriculum b. New CHED/TESDA Directives c. Management Update d. Industry Needs e. Recommendations from Accrediting Bodies f. Other Stakeholder's Inputs	VPAA, DI, Dept. Head/ Coordinator, Faculty, Registrar, Students, Parents, Alumni, Industry Partners, Professional Organizations	For New Programs: At least one year prior to implementation For Revision of Existing Programs: At least 6 months prior to implementation	Minutes of the Meetings, Draft Curriculum
2	Do	2.1. Submission to CHED of proposed new curriculum revisions (for old curricula) 2.2. Visit of RQAT Compliance/ implementation of recommendations from Regional Quality Assessment Team (RQAT) (For New Curricula) 2.3. Implement approved curricula	Registrar RQAT Assessors, Registrar, DIs, Office Heads Concerned College	On or before April of the preceding year of implementation Approximately six (6) months after submission to CHED June/New School Year	Letter of Endorsement to CHED Recommendations from CHED CHED Approved Curriculum, Permit to Operate



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Subject: 6.a.2 Curriculum Design

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
3	Check	3. Monitor implementation of curricula	VPAA, DIs, Faculty, Registrar	Year round	Minutes of the Consultation, Exit interviews, Minutes of the Academic Council Meetings
4	Act	a. Review of continual improvement	VPAA, DI, Dept. Head/ Coordinator, Faculty, Registrar, Students, Parents, Alumni, Industry Partners, Professional Organizations, BOA	At least one year implementation	Approved revisions in the curriculum
		b. Secure approval of the revisions in the curricula	Academic Council, Management Committee, CHED	At least one year implementation	Approved revisions in the curriculum



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Subject: 6.a.3 Syllabi Preparation

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	1. Conduct Orientation/Briefing on syllabus making/preparation	VPAA, Director for Instruction, Department Head, Coordinators, Faculty	Two Weeks before Opening of Classes	Minutes of the Meeting
2	Do	2.1. Review the Submitted Syllabi by the Department Head 2.2. Submit the Received/Checked Syllabi	Department Head, Coordinators, Director for Instruction	One Week before Opening of the Classes	Documentation, Minutes of the Meeting, Approved Syllabus
3	Check	3. Implement the Approved Syllabi	Department Head, Coordinators, Director for Instruction	Whole Semester	Quality Education
4	Act	4.1 Review for Continued Implementation 4.2 Secure Approval for Revision	Instruction, Department Heads, Coordinators, Faculty	One Week before Opening of the Next Semester	Approved Revision. Updated Syllabus

Prepared by: **Director for Instruction**

Approved by: **VPAA**



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Subject: 6.a 4 Delivery and Evaluation of Learning

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	1. Refer to approved course syllabi and teaching paraphernalia (Seat Plan, Class List, Teaching Aids, Textbooks, Laboratory Equipment and Supplies and other references)	DI, Dept. Head, Program Coordinator and Faculty	Before start of classes	Minutes of the Meeting
2	Do	2.1. Actual delivery of instruction (classroom and laboratory instruction, field activities, online instruction, special projects)	DI, Dept. Head, Program Coordinator, Faculty and Students	Semestral	Classroom observation, field trip reports, attendance records
		2.2. Evaluation of learning (quizzes, major examinations, projects, assignments, reports, case studies, recitation, case presentations, thesis defense, etc.)	Faculty, Resource Person and Students		GWA, report of grades, student portfolio, Certificates of Completion
		2.3. Consult grades with students	DI, Dept. Heads and Faculty		Faculty Report of Grades
		2.4. Submission of grades	VPAA, DI, Registrar and Faculty		Approved Grading Sheets



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Subject: 6.a 4 Delivery and Evaluation of Learning

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
3	Check	3.1. Verify and check Class List and Grades	VPAA, DI, Registrar, Dept. Head, Program Coordinator	Semestral	Approved Grading Sheet
		3.2. Monitoring of Faculty Performance (Use: Individual Performance Commitment and Review – IPCR Form)	VPAA, DI, Dept. Head, Program Coordinator		Faculty Performance Evaluation, Testing Materials
4	Act	4.1. Commend/Recognize outstanding faculty and student performance	DI, Dept. Head, Program Coordinator and Faculty	End of Semester/ School Year	List of outstanding faculty and students, awards, certificates or plaques, renewal of resident scholarships
		4.2. Review for continual improvement and of delivery of instruction and evaluation of learning	DI, Dept. Head, Program Coordinator and Faculty	Within and after the Semester	List of faculty and students who may have intervention in specific areas of improvement
		4.3. Implement intervention programs for faculty and students	DI, Dept. Head, Program Coordinator, Faculty and Admin HR	Within and after the Semester	Remedial lessons/classes, mentoring, advisory classes, records of student consultations



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Subject: 6.a 5 Recruitment and Admission

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Refer to: 1. Minutes of meetings 2. Previous Recruitment and Admissions Program 3. List of high schools to be visited for marketing and recruitment 4. List of college freshmen students from feeder high schools 5. list of transferees from other colleges and universities	Guidance Office, High School Principal	Year round	Suggested revised Recruitment and Admissions Program, freshmen brochures, marketing paraphernalia, enrolment projections
2	Do	Implement Recruitment and Admissions Program	Guidance Office, High School Principal, Registrar and Admissions Office, DI, Heads, Faculty, student representatives		Actual high school career orientation visits, tarpaulins, audio-visual presentations. Pictures, attendance, actual freshmen and transferee enrolment
3	Check	Monitor and evaluate Recruitment and Admissions Program	Guidance Office, Registrar and Admissions Office, DI, Heads, Faculty, Unified Academic Council		Progress reports on enrolment. Minutes of meetings
4	Act	Review for continual improvement	Guidance Office, Registrar and Admissions Office, DI, Heads, Faculty, Unified Academic Council		Revisions on policies and procedures for recruitment and admissions



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Subject: 6.a 6 Internship/On-the-Job Training

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Refer to: 1. Minutes of the Meeting of Stakeholders, Unified Academic Council 2. Existing plans of DI. 3. Projected number of Interns. 4. Results of CSM (exit interviews, internship evaluation) 5. Evaluation of Partner Companies.	OJT Coordinator, Unified Academic Council, VPAA	Year Round	Minutes of the Meetings, OJT Plans
2	Do	2. Implement Programs and Activities for OJT/Internship	OJT Coordinator, Partner Companies, Faculty	Year Round	Grades for OJT/Internship, Portfolio
3	Check	3. Monitor and Evaluate OJT/Internship Programs	OJT Coordinator, Partner Companies, Faculty	Year Round	Minutes of the Meetings, CSM
4	Act		OJT Coordinator, Partner Companies, Faculty	Year Round	Minutes of the Meetings, CSM



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Subject: 6.a 7 Graduation

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	1.1. Refer to existing criteria for graduation	VPAA, DI, Program Coordinator and Registrar	End of Semester/School Year	Minutes of the Meetings
		1.2. Plan for activities for graduating students	Unified Council Meeting	Start of Second Semester	Graduation Plans
2	Do	2.1. Deliberation of candidates for graduation by College	VPAA, DI, Program Coordinator, Registrar and Unified Admin Council	After submission of Final Grades	Minutes of the Deliberation
		2.2. Present overall list of candidates for graduation	Registrar	Semestral/Annual	Initial List of Candidates for Graduation including students with deficiency
		2.3. Deliberation of overall candidates for graduation	VPAA, DI, Program Coordinator, Registrar and Unified Admin Council	Towards the end of the Semester	Minutes of the Deliberation, pre-final List of Candidates for Graduation
		2.4. Implement pre-graduation activities	Registrar, DI, Concerned Office Heads	January to April	Schedule of Activities for Graduating Students
		2.5. Actual Commencement Exercises	Board of Trustees, Dept. Heads, Faculty, Staff, Students, Parents and Guests	March or April	Graduation Program, Diploma, Awards



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Subject: 6.a 7 Graduation

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
3	Check	3. Evaluation of Graduation activities	Board of Trustees, Dept. Heads, Faculty, Staff, Students, Parents and Guests	After Commencement Exercises	Recommendations , suggestions and evaluation forms
4	Act	4.1. Review for continual improvement of graduation activities and Commencement Exercises 4.2. Implement recommendations and suggestions for next cycle of graduation	Board of Trustees, Dept. Heads, Faculty, Staff, Students, Parents and Guests	After Commencement Exercises January-April of the succeeding School Year	Recommendations , suggestions and evaluation forms Minutes of the Meeting, Graduation Program, Diploma and Awards



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Subject: 6.a.8 Alumni Tracking

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	1.1 Gather list of new Alumni from Registrar	Guidance, SWS Office, Registrar	May	List of new Alumni
2	Do	2.1 Contact alumni through letter or FB	Alumni Association, SWS Office	First Semester	List of Contacted Alumni
		2.2 Send membership form	Alumni Association, SWS Office	First Semester	Membership forms
		2.3 Hold activities and homecoming	Alumni Association, SWS Office	Foundation Day	Activities' CSM
3	Check	3.1 CSM on Activities	Alumni Association, SWS Office, Guidance		CSM
4	Act	4.1 Review for Continual Improvement	Alumni Association, SWS Office, Guidance	April	Review of process



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Subject: 6.a.9 Development of Research

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Gather pertinent inputs: Research Agenda, Competitive Environment, Industry Trends	Research Extension and Development	April - May	Research Agenda. Competitive Environment, industry Trends
		Gather inputs from Top Management, Middle Management, Unified Academic Council	Research Extension and Development	Whole Year	Minutes of the Meeting
		Gather results	Research Extension and Development	April - May	Gathered results
		Prepare Research Plan	Research Extension and Development	July, November	Research Plan
2	Do	Give research capability workshops/write shops for faculty members and other stakeholders Faculty/Stakeholders present proposals for research	Research, DI, Program Coordinators, Department Head	Whole Year	Research Training
		Faculty members/stakeholders prepare GANTT chart of research activities Faculty members/stakeholders write research activities	Faculty/ Stakeholders		Research Proposal
		Disseminate results and findings of research to the entire MinSCAT.	Researchers		Research Proposal Plan of Actions
				As Necessary	Research Colloquium
3	Check	Evaluate and approve proposals based on guidelines and policy	Research Extension and Development	Whole year	Research proposals' approval



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Subject: 6.a.9 Development of Research

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
3	Check	Review researches written for finalization / publication	Research / Peer Reviewers	Whole year	Researches
		Review process for continual improvement	Research Extension and Development	April-May	Process Review
4	Act	Make revisions as necessary	Research Extension and Development	April-May	Process Review



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Subject: 6.a.10 Unified Curriculum Review

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	1.1. Review existing procedures and schedules for unified curriculum review committee 1.2. Review/Collate corresponding recommendations/ observations from previous year's curriculum review 1.3. Review input from Industry Board Advisers, CHED Memos, suggestions from parents, students (e.g. Graduate Exit interviews, Graduate Teacher Studies, etc.), alumni, industry, other stakeholders' input	VPAA/ Academic Council	Summer	Summarized results of review, recommendations and observations
2	Do	2.1. Schedule dates for unified curriculum review for the current school year, present, discuss, revised and get approval of schedules from Academic Councils	VPAA/ Academic Council	June-August	Final schedule of unified curriculum review
		2.2. Require Directors for Instruction to submit to VPAA respective proposals for any changes in the curriculum of any given academic program, whether in the courses/curriculum	VPAA/DI	September	Compilation of proposals
		2.3. Convene special or regular Academic Council for curriculum review	VPAA/ Academic Council	September	Minutes of the Meeting
		2.4. Summarize results of discussion	VPAA	October	Minutes of the Meeting



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Subject: 6.a.10 Unified Curriculum Review

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
3	Check	3. Monitor utilization of the Instructional Materials	VPAA/DI	June-May of the succeeding year	Revised provisions
4	Act	Review for continual improvement	VPAA/DI	June-May of the succeeding year	Minutes of the Meeting



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Subject: 6.a.11 Unified Instructional Materials Review

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	<p>1.1. Review existing procedures and scheduled for unified instructional materials review</p> <p>1.2. Review/Collate corresponding recommendations/ observations from the local curriculum review</p> <p>1.3. Review inputs members of the IM committee and current practices in instructional materials development</p>	<p>VPAA</p> <p>VPAA, IM Committee</p> <p>VPAA, IM Committee</p>	Summer	Summarized results of review, recommendations and observations

Prepared by: Director for Instruction

Approved by: VPAA



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Subject: 6.a.11 Unified Instructional Materials Review

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
2	Do	2.1. Schedule dates for unified instructional materials review for the current school year, present, discuss, revise and get approval of schedules from Academic Council	VPAA/Academic Council	June-July	Final schedule of unified curriculum review
		2.2. Require Directors for Instruction to submit to VPAA respective instructional materials for review	VPAA/DI	September	Compilation of Instructional Materials
		2.3. Convene special or regular Instructional Materials Review Committee	VPAA/IM Committee	October-December	Minutes of the Meeting
		2.4. Summarize results of discussions	VPAA/IM Committee	December	Minutes of the Meeting
		2.5. Present to the Academic Council for approval	VPAA/Academic and Administrative Council	January	Minutes of the Meeting
		2.6. Endorse to the College President for Approval	VPAA/IM Committee	January	Approved IM
		2.7. Inform the Director for Instruction, Librarian and Concerned Faculty on the approved IM	VPAA/DI, Librarian	February	Approved IM



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Subject: 6.a.11 Unified Instructional Materials Review

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
3	Check	3. Monitor utilization of the Instructional Materials	VPAA/DI/Librarian	June-May of the succeeding year	Approved for Distribution
4	Act	4. Review for continual improvement	VPAA/DI/Librarian/ Concerned Faculty	June-May of the succeeding year	Minutes of the Meeting



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6.0

**OPERATION
FOCUS**

**B. QMS
PROCESS**

PROCESS MANUAL



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Item: QMS Processes

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Subject: 6.b.1 Monitoring Measurement and Improvement

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	Review of CSM, Management mandate, Improve Plan, Strategic Plan	Unified Administrative Council, Admin (HR)	Year Round	Plan of Activities
2	Do	Receive written complaints, negative customer feedback, suggestions for improvement	Unified Administrative Council, Academic Council	All year Round	Quality report (written complaints, negative customer feedback)
	Do	Determine significant internal improvement or corrective action	Unified Administrative Council, Academic Council	All year Round	Updated Quality Report and Satisfaction trends reviewed in QMR
3	Check	Review of Corrective Action/Preventive Action	Unified Administrative Council, Academic Council	All year Round	Updated Quality Report
	Check	Survey Result analyzed and Satisfaction trends	Unified Administrative Council, Academic Council	All year Round	Data analysis report
4	Act	Review for continual improvement	Unified Administrative Council, Academic Council	All year Round	Quality Report



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Subject: 6.b.2 Productivity and Improvement Process

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	Review existing practices and identify potential areas for improvement and innovation	Unified Administrative Office	Annually	Project proposals
2	Do	2.1 Implement innovation	Unified Administrative Office, relevant committees	As needed and determined by department	implemented innovations
		2.2 Celebrate success through recognition	Unified Administrative Office, relevant committees; community	Annually	Proper citation and recognition
3	Check	Monitor results and practices	Unified Administrative Office, relevant committees;	Annually	Minutes of meetings, feedback
4	Act	Revise as needed	Unified Administrative Office, relevant committees;	As needed and determined by department	Project proposals



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Subject: 6.b.3 Management Review

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	Plan for Management Review	QMR, DQMR, Audit Teams	Third week of March (year-end), approximately fourth week of September (mid-year)	Dates for management Review
2	Do	Conduct management Review	QMR, DQMR, VPs Directors, Department Heads, Audit Teams	Approximately fourth week of March (year-end), Approximately first week of October (mid-year)	Management Review Minutes
3	Check	Resolve to monitor recommendations and items resolved during MR	QMR, DQMR, VPs Directors, Department Heads, Audit Teams	Approximately fourth week of March (year-end), Approximately first week of October (midyear)	Management Review Minutes
4	Act	Drive for continual improvement	QMR, DQMR, Deans Office Heads, Audit Teams	Approximately fourth week of March (year-end), Approximately first week of October (midyear)	Recommendations, Opportunities for Improvements, Items to retain



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Subject: 6.b.4 Process to Improve Process

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	PLAN	Select a process and establish the improvement objective	ISO office	1-2 days	Improvement Plan List of PIP members
		Organize the "right" team	PIP Participants		
		Flowchart the current progress			
2	Do	Simplify the process and make changes	ISO office	1-15 days	Implementation Plan
		Develop a data collection plan and collect baseline data	PIP Participants		
2	Check	Remove special cause(s) Check if the process is capable	ISO Office, Quality Assurance Office, Heads	1-20 days	Process review document
		Identify root cause for lack of capability	PIP Participants		
		Plan to implement the process change			
		Modify the data collection plan (if necessary)			
		Test the change and collect data			
		Remove the change			
Check if you will keep the change					
4	Act	Standardize the process and reduce the frequency of data collection	ISO office	1-5 days	Process standardization
			PIP Participants		Process documentation



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Subject: 6.b.5 Control of Nonconforming Products

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	Determine any regulatory as well as customer requirements and secure management mandate	Management, regulatory bodies, stakeholders	Year-round	Quality Policy, statutory and regulatory requirements
2	Do	2.1 Identify potentially nonconforming processes and services	Management, regulatory bodies, stakeholders	Year-round	NCCAR (None Conformance Corrective Action Reports
	Do	2.2 Should a nonconformance be detected and if it can be removed, take steps for its removal	Management, PME, ISO Office and Quality Assurance Office	Year-round	NCCAR Reports and removal of nonconformity
	Do	2.3 If a nonconformity cannot be removed, take action to address its effects	Management, PME, ISO and Quality Assurance Office	Year-round	NCCAR Reports and action plans
3	Check	Monitor for continual improvement	Management, PME, ISO Office and Quality Assurance Office	Annually	
4	Act	Revise as needed	Management, PME, ISO Office and Quality Assurance Office	As needed	Revised procedure



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Subject: 6.b.6 Control of Documents

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	PLAN	Determine record for Documentation	DCC	Whole year	Document
2	Do	Prepare New Documents and Assign Code Prepare write-up and New Document and revisions needed	DCC	Whole year	Document
			DCC, Process Owner	Whole year	Document
3	Check	Review revisions needed	Process Owner	Whole year	Document
4	Act	Update Documents and Discard Obsolete Copies	DCC	Whole year	Document



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Subject: 6.b.7 Control of Records

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	Identify and Collect all Records	DCC, Process Owner	Whole year	Records
2	Do	Create New File	DCC, Process Owner	Whole year	Records
		Create Files for Records	DCC, Process Owner	Whole year	Records
		Dispose Obsolete Records	DCC, Process Owner	Whole year	Records
		Update Master list	DCC, Process Owner	Whole year	Records
		File Document	DCC, Process Owner	Whole year	Records
3	Check	Check for Obsolete Records	DCC, Process Owner	Whole year	Records
		Check for completeness and accuracy of records		Whole year	Records
4	Act	Review for continual improvement	DCC, Process Owner	Whole year	Records



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Subject: 6.b.8 Internal Quality Audit Process

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	PLAN	Plan for the approval of the Annual Audit Program, plot annual audit activities	QMR, DQMR, Internal Auditor	On or before the first week of May	Proposed Annual Audit Program
1.2	Plan	Secure approval of Annual Audit Program	QMR, DQMR, Internal Auditor	Third Week of May	Approved Audit Program
2	Do	Implement Audit Program	Audit teams, auditee	Year round	Audit findings and observations
2.1	Do	Issue NCs as appropriate	Audit teams, Auditee	As determined by findings	NCCAR reports
3	Check	Monitor the results of the Audit Program	Audit teams, Auditee	Two weeks (minor NCs), during the second audit (major NCs)	NC's CAPAs, NCCARs
4	Act	Close NCs, revise and change the Audit program as needed	QMR, DQMR, Internal Auditor, Audit Teams	at the close of the Annual Audit Program	Closed NCs, Revised Audit Program

Prepared by: **DCC**

Approved by: **QMR**



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Subject: 6.b.9 Corrective and Preventive Actions

STEP	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULT
1	Plan	Refer to approved Annual Audit Program for schedule of audit.	PME, ISO Office and Quality Assurance Office, QMR, DQMR, Lead Auditor	Beginning of each semester	Approved Annual Audit Program
	2	Do	2.1 Implement audits as scheduled, and report observations, opportunities for improvement and non-conformities	The Internal Quality Audit Team	As determined by schedule
Do		2.2 Issue Notices of Corrective Action to audited office for their comments and the formulation of Corrective Actions and Preventive Actions	The Internal Quality Audit Team; Lead Auditor, QMR	As determined by schedule	NCCAR Reports and findings
3	Check	Monitor this status of NCCARS and CAPAS through tracking	Planning and Quality Assurance Office	As determined by schedule	Monitoring sheets for CAPA and NCCAR
4	Act	Follow-up respective NCCAR's and CAPAS; determine effectiveness and close or leave open as appropriate	The Internal Quality Audit Team; Lead Auditor, QMR	As determined by verification date	NCCAR status reports (closed, open: for reverification)



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6.0 OPERATION FOCUS

C. ADMIN SUPPORT PROCESS

PROCESS MANUAL



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Subject: 6.c.1 Finance, Budget and Cost Management

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Plan for annual and departmental budgets and relevant financial activities	Dept. Heads, Directors, Budget Officers, Accountants, CAs, President, VPs	Annually	Refer to Work Instruction Manual
2	Do	Implement budget plans and activities	Dept. Heads, Directors, Budget Officers, Accountants, Cashiers, CAs, VPs, President	Annually	Refer to Work Instruction Manual
3	Check	Monitor performance and process	DFASS, DPME, CAs, VPAF	Annually	CSM Results
4	Act	Review and revise for continual improvement	DFASS, DPME, CAs, VPAF, Internal Audit	As needed	Revised Procedures as needed



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Subject: 6.c.2 Purchasing and Inventory Management

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Annual Procurement Plan	Bids and Awards Committee VPAF, Property Custodian Supply Officer, Campus Admin, Director of Planning and Supply Officer, Director of Finance	Annually	Refer to work Instruction Manual
2	Do	Implement Annual Procurement Plan	BAC, BAC Secretariat, TWG, Budget Officers, Accountants, Dir. For Finance, CAs, VPAF, President	Annually	Refer to work Instruction Manual
3	Check	Monitor and evaluate the procurement process based on the APP	Dir. For Finance, DPME, CAs, VPAF	Annually	CSM Results
4	Act	Review and Revise for continual Improvement	Dir. For Finance, DPME, VPAF, Internal Audit	As needed	Revised Procedures as needed



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Subject: 6.c.3 Management of Outsourced Processes

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Determine services to be outsourced (Job Order), identify and hire suppliers	Admin Officer/HR, DFASS	As needed	Service Level Agreements with Sourcing Agencies
2	Do	Process individual hiring requests and initiate the recruitment process	Admin Officer/HR, Committee on Hiring	Per recruitment process	Personnel Request Forms, interview and tests results
3	Check	Evaluate performance of outsourced personnel, and consult evaluation from outsourcing vendor.	Admin Officer/HR, Committee on Hiring	Annually	Performance evaluation reports
4	Act	Renew or terminate the contracts of outsourced personnel as appropriate	Admin Officer/HR, Committee on Hiring	Annually	Performance evaluation reports



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Subject: 6.c.4 Enrollment Process for New Students

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Execute enrolment of new students including payments, schedule of classes, ID system, physical exam	Registrar/ Staff, Guidance Counselor, Accountant/Staff, Cashier, Nurse, Dentist, Director for Instruction, Student	One month before enrolment	Accepted first year and transfer students following the enrolment procedures
2	Do	<p>2.1 See the Guidance Counselor for the result of entrance examination.</p> <p>2.2 Secure tracer slip from the Registrar's office.</p> <p>2.3 See the Guidance Counselor for interview.</p> <p>2.4 Proceed to the clinic for physical exam.</p> <p>2.5 Report to the office of the Director for Student Welfare Services and fill up personal data sheet for scholarship and dormitory occupancy.</p>	<p>Guidance Counselor, Student</p> <p>Registrar/Staff, Student</p> <p>Guidance Counselor, Student</p> <p>Nurse, Dentist, Student</p> <p>Director for Student Welfare Services/Staff, Student</p>	<p>Before enrolment</p> <p>During enrolment</p> <p>During enrolment</p> <p>During enrolment</p> <p>During enrolment</p>	<p>Issued entrance exam result</p> <p>Issued tracer slip</p> <p>Passed the interview</p> <p>Passed the physical exam.</p> <p>Filled up personal data sheet and dormitory occupancy.</p>



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Subject: 6.c.4 Enrollment Process for New Students

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
		2.6 Proceed to the designated window at the Registrar's Office for filling up of PDS and encoding of subjects and submit all admission requirements	Registrar/staff, student	During enrolment	Filled up PDS and encoded subjects on the certificate of registration and submitted all requirements for admission
		2.7 Present the encoded form for final checking and approval of enrolment to the Registrar and to the Director for Instruction for signature.	Registrar/staff, Director for Instruction, Student	During enrolment	Approved enrolment
		2.8 Proceed to the accounting office for assessment of fees	Accountant/Staff, Student	During enrolment	Assessed school fees.
		2.9 Pay to the cashier	Cashier, student	During enrolment	Paid school fees, OR
		2.10 Go back to the accounting for posting of payments	Accountant/Staff, Student	During enrolment	Posted payments



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Subject: 6.c.4 Enrollment Process for New Students

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
		2.11 Go back to the Registrar's Office and submit the accomplished certificate of registration for issuance of classcards	Registrar/Staff, Student	During enrolment	Officially enrolled, issued classcards
3	Check	Obtain customer satisfaction slip	Registrar/Staff	During enrolment	Customer Satisfaction measurement slip
4	Act	Review for continual improvement	Registrar/Staff	A week after enrolment	Result of Customer Satisfaction measurement slip



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Subject: 6.c.5 Graduation

Refer to : PM MinSCAT 6.a.7– Graduation



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Subject: 6.c.6 Facilities, Property and Maintenance (MIS and Auxiliary Office)

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Schedule IT Equipment/Facilities for maintenance	MIS, Facilities	facilities -- as determined by item; MIS -- once per month	Maintenance schedule
2	Do	2.1 Notify Department head of schedule and conduct Preventive Maintenance (PM) if available	MIS, Facilities, relevant department	As determined by schedule	PMP conducted or moved
		2.2 Perform final test run and endorse equipment to owner as appropriate	MIS, Facilities, relevant department	As determined by schedule	Acceptance form
3	Check	Monitor status of equipment	MIS, Facilities	Facilities - as determined by item; MIS -- once per month	Equipment history
4	Act	Schedule IT Equipment/Facilities for maintenance	MIS, Facilities	Facilities - as determined by item; MIS -- once per month	Maintenance schedule



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Subject: 6.c.7 Accreditation – Selection and Evaluation of Supplier

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Gather list of suppliers	Purchasing head and staff, VPAF	Year round	Identify and analyzed the completeness of suppliers documents
2	Do	Review list of compilation of current and new supplier	Purchasing Officer, VPAF, BAC	Year round	Review submitted documents
3	Check	Evaluate submitted documents for new supplier	VPAF, Purchasing Officer MIS, Facilities, BAC	Year round Facilities - as determined by item; MIS -- once per month	Review submitted documents Equipment history
		Request for updated documents for old suppliers			
4	Do	Inform supplier for the visit	Purchasing Officer, BAC	Year Round	Schedule of Visit
		Conduct site visit	Purchasing Officer, staff and auditor, BAC	Year round	Validation of documents, presented and check warehouse and office
5	Check	Consultation and Review	Purchasing Officer, Staff and Auditor, BAC, VPAF	Year Round	Final Approval Records
6	Do	Selection of Suppliers visited	Purchasing Officer, BAC, VPAF	Year Round	Passed or Failed
		Inform supplier about the Result	Purchasing Officer, BAC	Year Round	Include in the List of accredited supplier



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Subject: 6.c.7 Accreditation – Selection and Evaluation of Supplier

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
7	Check	Monitor and Evaluate Performance of the supplier	Purchasing Officer, Property and Requesting Party, BAC	Year round	Passed or failed
8	Do	Retain in the list of Accredited Suppliers	Purchasing Officer, BAC	Year round	End of Process



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Subject: 6.d.1 Administration of Major Exams

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	1. Remind the faculty about the schedule exam	DI, Dept. Head/ Coordinator, Faculty	2 weeks before exam	Memo Letter
2	Do	2.1. Prepare the Schedule of Examination 2.2. Require the faculty to prepare test items with Table of Specifications 2.3. Administer Examination to the students	DI, Dept. Head/ Coordinator, Faculty	A week before exam	Approved test questionnaire
3	Check	3. Monitor the faculty during the test administration	DI, Dept. Head/ Coordinator, Faculty, Students	During Exams	Checklist of faculty
4	Act	4. Find out whether all examinations were administered	DI, Dept. Head/ Coordinator, Faculty	Day after Exams	Checklist of faculty



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Subject: 6.d.2 Preparation, Review and Approval of Major Examinations

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	1. Refer to the course syllabi and other applicable documents	Department Head, Coordinators, Faculty	Two weeks prior to the schedule of major examinations	Minutes of the Meeting, Approved Plan
2	Do	2.1 Draft Table of Specifications (TOS) 2.2. Refer to the TOS, draft examination questionnaires. 2.3. Submit to the DI, Department Head/Program Coordinator for verification and review. 2.4. Incorporate revisions, if any. 2.5. Submit to the DI/Department Head for approval. 2.6. Print and reproduce examination copies.	DI, Department Head, Coordinators, Faculty	Within two weeks prior to the schedule of major examinations	Approved and Printed Exam Questionnaires with TOS and Answer Keys



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Subject: 6.d.2 Preparation, Review and Approval of Major Examinations

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
3	Check	3. Monitor and ensure safekeeping and security of printed examination questionnaires and answer keys.	Faculty, Each Department	Within two weeks prior to the schedule of major examinations	Secured and Safe Test Papers and Answer Keys
4	Act	4.1. Review for continual improvement. 4.2. Identify certain major exams for item analysis and validation.	DI, Department Head, Program Coordinators, Faculty	After the Scheduled Major Examination	Minutes of the Meeting, Revisions in the Original Major Exams



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Subject: 6.d.3 Class Programs/ Schedule of Teaching

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	1. Review the field of specialization of the faculty (refer PDS/Faculty Profile)	Director for Instruction, Faculty	A month before the opening of classes	Workload
2	Do	2.1. Assign teaching load 2.2. Provide the Registrar with the list of Instructors' Teaching Load 2.3. Distribute the Teaching Load to Faculty	Director for Instruction, Faculty, Registrar	A week before the opening of classes	Faculty Class Program
3	Check	3. Monitor the Classes	Director for Instruction, Faculty	Whole Semester	Monitoring Checklist
4	Act	4. Recommend for the effectiveness/ efficiency in conducting classes	Director for Instruction, Faculty	At the end of the Semester	Plan of Activities



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Subject: 6.d.4 Substitution of Faculty Members

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Refer to: 1. Filed leave form 2. Faculty loading 3. Class Schedule	VPAA, DI, Program Coordinator, Faculty	Year Round	Minutes of Meeting Plan
2	Do	For scheduled leave of absence: 2.1. Identify faculty who is available to substitute. 2.2. If there is no available faculty from the roster to substitute, outsource from the faculty pool in coordination with DI/Dept. Head. 2.3. The faculty who will go on leave endorse teaching paraphernalia to the DI/Program Coordinator. 2.4. The substitute faculty performs instructional services as required.	VPAA, DI, Dept. Head, Coordinator, Faculty	Year Round	Faculty Record, Loads, Accomplished Substitution Forms, Attendance of the Substitute Teacher, Request for Makeup Class (if any)



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STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
2	Do	<p>For unscheduled leave of absence:</p> <p>2.1. Identify faculty who is available to substitute.</p> <p>2.2. The DI briefs the substitute faculty.</p> <p>2.3. The substitute faculty performs services as required.</p> <p>2.4. In the event that there is no available faculty to substitute, college representative, upon instruction of the DI or Program Coordinator, informs the class of alternative learning activities.</p> <p>In both cases, the substitute faculty member accomplishes Substitution Form before the conduct of the class.</p> <p>In case no faculty substitution is made, the faculty schedules make up class subject to the approval of the DI and VPAA.</p>	VPAA, DI, Dept. Head, Coordinator, Faculty	Year Round	Faculty Record, Loads, Accomplished Substitution Forms, Attendance of the Substitute Teacher, Request for Makeup Class (if any)



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STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
3	Check	3.1. Monitor the compliance with the syllabi. 3.2. Monitor the conduct of the makeup class.	VPAA, DI, Dept. Head, Coordinator, Faculty	Year Round	Attendance Report, Examination Questionnaire
4	Act	4. Review for Continual Improvement	VPAA, DI, Dept. Head, Coordinator, Faculty	Year Round	Minutes of the Meeting



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Subject: 6.d.5 Submission of Final Grades

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	1. Set date of submission	DI, Dept. Head, Program Coordinator, Faculty	Within 10 Working Days	Attendance of Faculty Orientation Approved Schedule of submission
2	Do	2.1. Secure Grading Sheets from the Registrar's Office 2.2. Submit the Grading Sheets to the Office of the Director for Instruction 2.3. Submit Grading Sheets by the DI to the Registrar's Office	DI, Dept. Head, Program Coordinator, Faculty and Registrar Program Coordinator, Faculty DI, Registrar	Within 10 Working Days	Approved Grading Sheets
3	Check	3. Check whether all Faculty Submitted the Grading Sheets	DI, Registrar	A week after the deadline	Checklist of Submitted Grading Sheets
4	Act	4. Follow up faculty who failed to submit on the due date	DI, Dept. Head, Program Coordinator, Faculty	After the deadline	Checklist of Submitted Grading Sheets



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Subject: 6.d.6 Change of Grade

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	Refer: 1. Class Records 2. Grading Sheets 3. Prior requests to change grade 4. Copy of final examination	VPAA, DI, Dept. Head, Program Coordinator, Faculty and Registrar	Year round	Minutes of Meeting Plans
2	Do	2.1. Submit request for change of grade. Attach a letter of explanation addressed to the President through the DI, PC and VPAA with photocopy of the class record 2.2. Dept. Head/Program Coordinator/VPAA reviews the request and supporting documents, and if the request is meritorious, endorses request to Internal Audit for validation. 2.3. The President or his designate takes action (approves or disapproves request) 2.4. If approved, submit the corrected grade to the Registrar for update 2.5. Registrar updates the student's academic record and reflect the corrected grade	President, VPAA, DI, Dept. Head, Program Coordinator, Faculty and Registrar	Year round	Approved or Disapproved Request; Corrected Grade



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Subject: 6.d.6 Change of Grade

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
3	Check	3. Monitor and evaluate the grading process to prevent similar occurrence	VPAA, DI, Dept. Head, Program Coordinator, Faculty and Registrar	Year round	Minutes of the Meeting
4	Act	4. Review for continual improvement	VPAA, DI, Dept. Head, Program Coordinator, Faculty and Registrar	Year round	Minutes of the Meeting



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Subject: 6.d.7 Program Accreditation

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	<ul style="list-style-type: none"> Refer to: Results of AACCUP last survey visit (recommendations), and recent program performance profile. Coordinate with the Office of the President to secure approval on the plans for next survey visit or program accreditation. Secure approval of the composition of Local AACCUP Task Force and the Committees (if revision is necessary). Secure schedule of accreditation from the AACCUP. 	Office of the President, Overall Head of Accreditation and Internal Assessment, Campus Accreditation Coordinator, AACCUP	At least six months before the actual survey visit	Minutes of the meetings, Approved proposal, schedule of accreditation from the AACCUP



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2	Do	<ul style="list-style-type: none"> Schedule meetings with the members of the Local AACCUPTask Force for briefing and orientation per area. Provide a list of requirements and targets for dissemination to the members of the Local AACCUPTask Force as agreed upon during the initial meeting held for the said purpose Submit Purchase Requests to ensure the availability of all the materials and supplies needed for the accreditation Conduct internal assessment on the documents/reports submitted for revision or improvement of the assigned Area Coordinator and faculty or personnel in-charge 	<p>Overall Head of Accreditation & Internal Assessment, Accreditation Coordinator, Local AACCUPTask Force</p> <p>Accreditation Coordinator, Local AACCUPTask Force</p> <p>Overall Head of Accreditation & Internal Assessment, Accreditation Coordinator</p> <p>Overall Head of Accreditation & Internal Assessment, Director for Internal Quality Assurance Accreditation Coordinator</p>	<p>At least a week after the submission of the request for schedule of accreditation from the AACCUPTask Force</p> <p>At least a week after the initial meeting</p> <p>At least 5 months prior to the actual survey visit</p> <p>Throughout the preparation period</p>	<p>Highly informed Local AACCUPTask Force</p> <p>A well-thought-out list properly disseminated to the concerned members to be observed throughout the preparation period</p> <p>Purchased Materials and supplies</p> <p>Quality, standard and acceptable output (reports and documents)</p>
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2	Do	<ul style="list-style-type: none"> Present the required layout or design for uniform packaging of all the documents and reports. 	Accreditation Coordinator Secretariat	At least one month prior to the actual survey visit	Highly acceptable layout
		<ul style="list-style-type: none"> Coordinate with the Committee heads regarding the logistics, accommodation of the accreditors, programs, and other areas to be prepared. 	VP for Admin & Finance, VP for Academic Affairs, Director for Instruction, Department Heads, Accreditation Coordinator, Area Coordinator	At least one month prior to the actual survey visit	Well-coordinated activities and concerns regarding logistics, program preparation, accommodation, etc.
		<ul style="list-style-type: none"> Prepare for opening and closing program (optional) 	Overall Head of Accreditation & Internal Assessment, Director for Internal Quality Assurance Accreditation Coordinator, Secretariat	At least one month prior to the actual survey visit	Well-organized opening and closing programs



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3	Check	<ul style="list-style-type: none"> Monitor and evaluate the accomplishment of each area by program. Ensure the quality of all the submitted documents and reports Conduct ocular inspection or field visit to check the readiness of the physical plants and facilities including the laboratories, offices and equipment Ensure the safety and convenience of the accreditors, the smooth flow of the programs, and accomplishment of the daily activities 	<p>VP for Admin & Finance, VP for Academic Affairs, Director for Instruction, Director for Internal Quality Assurance, Department Heads, Accreditation Coordinator</p> <p>Director for Internal Quality Assurance, Overall Head of Accreditation & Internal Assessment, Department Heads</p> <p>Director for Internal Quality Assurance, Overall Head of Accreditation & Internal Assessment, Local AACUP Task Force</p>	<p>The whole period of preparation before the actual survey visit or accreditation</p> <p>Weekly</p> <p>During the actual survey visit</p>	<p>Results of monitoring (whether the criteria for the document and report preparation)</p> <p>Properly prepared physical plants and facilities</p> <p>Highly satisfied accreditors, smooth flow of the program and well-accomplished activities</p>
4	Act	<ul style="list-style-type: none"> Review for continual improvement 	<p>Director for Internal Quality Assurance, Accreditation Coordinator, Department</p>	<p>After every accreditation or survey visit</p>	<p>List of suggestions/ recommendations for the next revision process</p>



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Subject: 6.d.8 Outcomes-Based Education (OBE) Process

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	1.1. IILO Formulation 1.2. PEO Formulation 1.3. SO Formulation 1.4. PI Formulation 1.5. CILO Formulation	VPAA, DI, Dept. Head, Program Coordinator, Faculty and Registrar	1 Time only Every 3 years 1 Time only 1 Time only Yearly Review	IILO Document PEO Document SO Document Performance Indicator CILO Document
2	Do	2. Implementation: Syllabi Preparation	VPAA, DI, Dept. Head, Program Coordinator, Faculty and Registrar	Annual Review	Syllabi
3	Check	3. Evaluation of Programs	VPAA, DI, Dept. Head, Program Coordinator, Faculty and Registrar	After 5 years, if Engineering; 4 years for 4 years Program	OBE Review
4	Act	4. Review of Corrective Action/Preventive Action for Continual Improvement	VPAA, DI, Dept. Head, Program Coordinator, Faculty and Registrar		OBE Review outputs



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Subject: 6.d.9 Class Observations

STEPS	PHASE	ACTIVITIES	PARTICIPANTS	TIMELINE	RESULTS
1	Plan	1. Conduct Meeting with the Department Head	Director for Instruction, Department Head, Coordinator, Faculty	2 Days Prior to Observation	Minutes of the Meeting
2	Do	2. Formal/Informal Observation	DI, Department Head, Coordinator, Faculty	Within 22 Working Days	Documentation, Pictures, Observation Forms
3	Check	3. Monitor the Utilization of Teaching Strategies	DI, Department Head, Coordinator, Faculty	Within 22 Working Days	Documentation, Pictures, Observation Forms
4	Act	4. Conduct Post Conference for Improvement	DI with Concerned Faculty	A day after observation	Improved Instruction