



### NEEDS AND EXPECTATIONS OF INTERESTED PARTIES CY 2023

Interested Party	Needs	Expectations	Requirements (i.e. legal, statutory, mandatory, etc.)	Action Plan	Responsible office/persons
<b>A. Internal</b>					
<b>Students</b>	Research mentoring			<b>OVPREI-23-APR-1</b> Provide seminar on research ideation through related prior art search	OVPAA, VUIHS, OVPREI,
<b>Employees (Faculty, Staff, and Administrative and Support Staff)</b>	Good and safe working environment in research through adequate facilities and resources			<b>OVPREI-23-APR-2</b> Update research centers on call for proposals in upgrading research laboratories	OVPREI /OVPAF/Eco-FARMI
	Training and personnel development			<b>OVPREI-23-APR-3</b> Recommend RDEI personnel for formal and non-formal trainings; attendance to conferences and fora	OVPREI/Eco- FARMI
	Adequate budget allocation for research and extension projects			<b>EFARMI-23-AP-1</b> Collaborate with LGUs and target	OVPREI, OVPAF, Eco-FARMI

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				beneficiaries for a shared-expenses	
	Additional core staff			<b>EFARMI-23-AP-2</b> Request additional core staff to perform relevant tasks in the center	OVPA
<b>A. External</b>					
<b>Community</b>		Quick and relevant actions to the needs or request of target clients		<b>OVPREI-23-APR-5</b> Implement the revisited quality process manual (PM-REI-05) rev Feb 2022	OVPREI
		Relevant trainings and capacity-building activities conducted			OVPREI
<b>Government agencies, Non-government agencies and regulatory bodies/accrediting</b>		Timely submission of audited financial program/project reports		<b>OVPREI-23-APR-6</b> Request meeting with the Head of the Accounting Office on fast tracking of financial reports	OVPREI, OVPAF
		Proper and efficient utilization of funds as indicated in the terms of reference		<b>OVPREI-23-APR-7</b> Request Head of the Accounting Office and representative to attend during inception meeting	OVPAF, SPMO
		Standards and requirements are followed		<b>OVPREI-23-APR-8</b> Compliance with the quality procedures	OVPREI/OVPAF

Prepared by:	Reviewed by:		Approved by:
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