



Objectives, Targets, and Programs (OTP)

Year: 2022

Office: OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES

Implementation of the Local Student Internship Program

Objectives¹:

1. To strengthen the implementation of the local internship program through alternative/flexible internship plan during the pandemic.
2. To strengthen the implementation of the local internship program through alternative/flexible internship plan during the pandemic.
3. To provide training and experiential learning opportunities for student interns to develop knowledge, skills and appropriate attitude necessary for job success.
4. To provide a supportive environment conducive to life-long learning.

¹ Refer to the MFO as indicated in the OPCR of the office and formulate a SMART Objective

Indicators and Targets ² :		Accomplishment
1. Number of SIP manual and internship plan adapting to the new normal approved by BOR.		1 manual
2. Number of faculty/staff designated as Student Internship Program (SIP) coordinator		1 SIP Coordinator
3. Number of HTEs partnered specific to industry-work experience for student interns.		15
4. Number of internship reports submitted to school authorities.		5
5. Number of collaborative discussions and activities to support the mental health and well-being of student interns.		5
6. Number of degree programs with internship program as mandated by CHED CMO Policies, Standards & Guidelines		25
7. Number of remote or online internship program approved by BOR.		5
9. Number of consultation meetings with HTEs conducted by HEI to review the internship plan, terms and conditions in the MOA.		5

² Refer to the targets in the OPCR of the office as aligned to the objectives

Programs/ Action Plans

(Action Plans should be appropriate in minimizing or eliminating the risks and maximizing the opportunities to achieve the targets and objectives)

Risk ID	Action Description	Target Implementation Date	Resources Needed	Are resources available?	Responsible Person/ Office
OVPSAS-APR-22-01	Submit the proposed SIP Manual to UAdCO for review and recommending	01/03/2022	None	<input type="checkbox"/> Yes <input type="checkbox"/> No	OVPSAS, OVPA, Deans, Department



	approval and BOR action.				Student Internship Program Incharge
OVPSAS-APR- 22-02	Recommend to the Office of the President a SIP coordinator who will be responsible in the implementation of internship program in coordination with the colleges, departments and HTEs.	01/03/2022	None	<input type="checkbox"/> Yes <input type="checkbox"/> No	OVPSAS, ODS
OVPSAS-APR-22-03	Review the existing MOA and conduct a consultation meeting with HEIs and HTEs.	01/06/2022	None	<input type="checkbox"/> Yes <input type="checkbox"/> No	OVPSAS, ODS, OCLO, SIP coordinators
OVPSAS-APR-22-10	Conduct a Student Internship Onboarding for student interns and department internship program in-charge	01/03/2022	None	<input type="checkbox"/> Yes <input type="checkbox"/> No	OVPSAS, OVPA, Deans, Department Heads, SIP Incharge
OVPSAS-APR-22-12	Review and propose a mechanism in monitoring and evaluating the students' progress and performance of HTEs.	01/04/2022	None	<input type="checkbox"/> Yes <input type="checkbox"/> No	OVPSAS, OVPA, Deans, Department Heads, SIP Incharge, HTE representative
Office of the Dean of Students					
<p>Guidance and Counselling</p> <p>OBJECTIVES</p> <ol style="list-style-type: none"> 1. To recruit additional Registered Guidance Counselors or Registered Psychologists to meet the required ratio of 1:1000 2. To renovate the current guidance office to comply with the new standard design for "therapeutic environment" 3. To revise the Student Handbook in consonance with the approved VSU Code <p>Student Scholarships, Grants and Awards</p> <ol style="list-style-type: none"> 1. To ensure timely awarding of scholarships and grants to qualified students <p>Student Development Services</p> <ol style="list-style-type: none"> 1. To strictly implement requirements for recognition of student organizations 2. To deliver appropriate development program and services for students <p>Career and Job Placement</p> <ol style="list-style-type: none"> 1. To recruit additional staff to assist in delivering career and job placement services 					



Student Residence Services

1. To improve the student residence services through improvement of physical make-up, facilities and amenities
2. To lobby for possible additional student housing units in the university

Research on Student Affairs and Services

1. To conduct research on effectiveness on student affairs and services

Needs and Expectations of the Interested Parties

1. To implement a much improve delivery of student support services on guidance and counseling, student development, scholarships and awards and student residence

Indicators and Targets ² :	Accomplishment
1. Number of policies approved for recruitment of Registered Guidance Counselors or Registered Psychologists to ODS	2
2. Number of personnel added/assigned to offices in ODS	3
3. Number of seminars/conference/trainings attended by ODS staff	1 each
4. Number of proposals for relocation of vital offices of ODS at the Learning Resource Center	3
5. Percentage of accomplishment of Student Handbook drafted and submitted to UADCO	100%
6. Percentage of scholarship and grants applicants and qualifiers awarded before the mid-term examination	100%
7. Percentage of students' organization applicants recognized two weeks after the deadline	100%
8. Number of student organizations' community activities coordinated	
9. Number of student development activities (eg. seminars/ conference/trainings/tutorials, etc.) conducted/endorsed/monitored	100%
10. Number of career development seminars/webinars, jobs fair and other recruitment activities conducted to students	10
11. Number of established informal linkages with industries/employers	50
12. Percentage of private boarding house and dormitories accredited	3
13. Number of dormitories/cottages rewired	4



14. Number of dormitories/cottages repaired structurally	25%
15. Number of researches on student affairs and services conducted	4
16. Number of student surveys conducted related to mental health of students and intervention action implemented	2
17. Number of peer support members recruited and trained	3
	2
	10

Programs/ Action Plans

(Action Plans should be appropriate in minimizing or eliminating the risks and maximizing the opportunities to achieve the targets and objectives)

Risk ID	Action Description	Target Implementation Date	Resources Needed	Are resources available?	Responsible Person/ Office
ODS-APR1-21-01	Crafting policies for affiliation of RGCs assigned to other units	February – March 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, CAB
ODS-APR1-21-02	Crafting policies for offering RGC with academic rank	February – March 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, CAB
ODS-APO1-21-01	Waiting for approval of DBM	Click here to enter a date.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
ODS-APR1-21-03	Request for deployment or recruitment of one Administration staff for OSWS to handle non-confidential tasks	February 2022	Budget Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, CAB
ODS-APO1-21-02	Attendance to series of webinars on various trends and update of Guidance Counseling amidst the pandemic offered by Professional Organizations	January – December 2022	Budget Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	All Guidance Counselors
ODS-APR1-21-04	Crafting of proposal for the inclusion of Student Welfare and Placement Center in the Learning Resource Center (LRC) to be established	March 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, CAB, All Guidance Counselors
ODS-APR2-21-01	Create a committee to draft the revision of the student handbook	April – August 2022	Budget Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, CAB, All Guidance Counselors
ODS-APO2-21-01	Request for copy of Student Handbook from other HEIs	April – June 2022	Budget Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, CAB
ODS-APR3-21-01	Coordinate with VPAA for the issuance of a reminder memo for submission of grades on time	A month before the end of the semester	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, JAP



ODS-APR4-21-01	Regular follow-up for submission of documents	Monthly	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCT
ODS-APR5-21-01	Request for deployment or recruitment of one Administrative staff to assist the Head in OSDS	February – March 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, CCT
ODS-APR5-21-02	Draft proposal for the incorporation of space for the student organizations in the LRC	March 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, CCT
ODS-APR5-21-03	Draft proposal for the incorporation of space for the Student Center in the LRC	March 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, CCT
ODS-APR5-21-04	The OSDS collaborates with the appropriate units in the university to facilitate of community service programs of student organizations (e.g. donations, seminars to be inside the campus, etc.)	January - December 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCT
ODS-APR6-21-01	Continue regular monitoring of student organization	January – December 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCT
ODS-APR6-21-02	Develop value restoration program and conduct seminars for student organization incorporating VRP in the organization's activities	May – December 2022	Budget Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCT
	Attend training/mentoring on establishing database system	Jan-May			CCTT
	Draft proposal for Additional awards/incentives for groups/individuals	Mar-July			CCTT
ODS-APR7-21-01	Request for deploy or recruitment of one Administrative staff to assist the Head of the Career and Job Placement Office	February – March 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, MAGC
ODS-APR8-21-01	Propose for accreditation of private dormitories and boarding houses	April – August 2022	Budget Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, JAP
ODS-APO8-21-1	Propose to the Administration for the scheme on construction/renovation of dormitories on "naming right" arrangement.	October – December 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, JAP
ODS-APR8-21-02	Rewiring of all dormitories and cottage	May – December 2022	Budget Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, JAP
ODS-APR8-21-03	Conduct major repair of prioritized dorms	March – December 2022	Budget Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, JAP



ODS-APR8-21-04	Request the Administration to consider the dormitories under fiduciary category	March 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, JAP
ODS-APR9-21-01	Request the Administration for budget of one Administrative staff and budget for the research	April – November 2022	Budget Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	All ODS staff
ODS-APO9-21-01	Communicate with professional organizations for possible collaboration of research	April – June 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
ODS-IP1-21-01	Institutionalize a mechanism to assess and cater to the mental health and psychosocial well-being of students	May – December 2022	Budget Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, CAB, JAP
ODS-IP2-21-02	Assessment of the Mental Health of Students (Survey/Research)	May – December 2022	Budget Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	JAP
ODS-IP2-21-03	Implement Interventions based on the Research on Mental Health Status of Students	August – December 2022	Budget Manpower	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	All RGCs
ODS-IP1-21-04	Fully establish the Peer Support System (Junior DBGF's)	August – December 2022	Budget Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	All RGCs
ODS-IP2-21-01	Support Mental Health Program for Employees	August – December 2022	Budget Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	All RGCs

OFFICE OF THE CHIEF LIBRARIAN

Objectives¹:

1. To ensure inclusiveness by improving Library services to cater remote and face-to-face learning;
2. To improve both the physical and digital Library to provide quality and relevant service.
3. To provide accessibility to a wide variety of appropriate information resources.

Indicators and Targets	Accomplishment
1. Number of librarians' vacant positions to be requested for job posting.	1 Registered Librarian
2. Number of letter request asking for possible additional budget for subscription of print and online journal databases.	1 letter request
3. Number of MOU or MOA with other HEIs and SUCs forged	1 MOU/MOA
4. Number of follow-up letter to NAPB on the request for an IT or Systems Analyst	1 letter



<p>5. Number of memoranda requiring librarians and clerks to allocate 1 hour a day to help in encoding the existing library collection</p> <p>6. Number of purchase request of laptops, desktop and licenses for librarians and students' use</p> <p>7. Number of follow-up letter on the budget proposal for the library facilities improvement program which include the purchase of new bindery equipment.</p> <p>8. Number of proposal or request drafted for the air-conditioning of some part of the library</p> <p>9. Number of letter request for the installation of handrails</p> <p>Needs and Expectations of Interested Parties</p> <p>1. Number of new library services created and introduced to cater the needs of library users to include precautionary measures for the Covid-19 pandemic.</p> <p>2. Number of drafts made for Library Manual/Handbook revision to fit the recent Library technological changes, services, trends and patron needs.</p> <p>3. Number of proposed Library 5-Year development Plan revised and consulted to the stakeholders.</p>	<p>1 memorandum</p> <p>1 request</p> <p>1 follow-up letter</p> <p>1 letter request</p> <p>1 letter request</p> <p>1 new service created</p> <p>1 manual</p> <p>1 library 5-year development plan</p>
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Programs/ Action Plans

(Action Plans should be appropriate in minimizing or eliminating the risks and maximizing the opportunities to achieve the targets and objectives)

Risk ID	Action Description	Target Implementation Date	Resources Needed	Are resources available?	Responsible Person/ Office
C.1.1. Request for reposting of vacant positions	1. Write a letter request to RSPPRO for reposting of vacant position.	August 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL RSPPRO
	2. If approved, do the posting in conspicuous places, VSU website, and in social media platforms.	September 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL RSPPRO
	3. Coordinate with Universities	September 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL



	offering BSLIS for possible posting the vacant positions in their bulletin boards and to do recruitment of applicants				
C.1.2. Request asking for possible additional budget for subscription of print and online journal database	1. letter request asking for possible additional budget for subscription of print and online journal database.	April 2022	manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL/Budget Office
	2. If budget available, make a PPMP/PR	May 2022	Manpower/ Budget	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL/Budget Office
	3. If there is no budget draft a proposal	May 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL/Budget
C.1.3. Forge MOU or MOA with other HEIs and SUCs	1. Look of possible prospect SUC collaboration partner and contact their librarian	May 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL/Serials Librarian
	2. Draft a MOA	June 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL/Serials Librarian
	3. Consult the drafted MOA with VSU Legal Officer for	July 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL/ VSU Legal Office
	4. Have the MOA signed by appropriate signatories	August 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL/ VSU Legal Office
C.1.4. Request to NAPB for an IT or Systems Analysts	1. Make a follow-up letter to NAPB on the request for an IT or Systems Analyst	February 2022	manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL/ VSU Legal Office
C.1.5 A memorandum requiring librarians and clerks to allocate 1 hour a day to help in encoding the existing	1. Make a memorandum requiring librarians and clerks to allocate 1 hour a day to help in encoding the existing library collection	March 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL



library collection					
C.1.6. Request for the purchase of laptops, desktop and licenses for librarians and students' use	1. Make a letter inquiring the available budget	May 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL /Technical Librarian
	2. If available, make a request for an assessment of the area and for the identification of equipment to be purchase and cost estimates	May 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL /Technical Librarian
	3. Make PPMP and PR	June 2022	Manpower/ Budget	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL /Technical Librarian
C.1.7. Follow-up letter on the budget proposal for the library facilities improvement program which include the purchase of new bindery equipment.	1. Write a follow-up letter for the budget proposal for the library facilities improvement program which include the purchase of new bindery equipment. 2.If approve, make a PPMP and PR	April 2022 June 2023	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL
C.1.8. Proposal or request drafted for the air-conditioning of some part of the library	1. Make a letter request for the installation of air-conditioning system in the third floor of the library.	June 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL
	2. If budget not available, make a budget proposal.	July 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL
	3. If available, make a request for an assessment of the area and for		Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL



	the identification of equipment to be purchase and cost estimates				
C.1.9. Request for the installation of handrails	1. Write a letter request for the installation of handrails. If approve, make a PPMP and PR	March 2022	Budget/ Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL OCL
C.2.1. Create a new library service to cater the needs of library users to include precautionary measures for the Covid-19 pandemic.	1. Identify the new service and make a procedure. 2. Conduct a meeting with librarians to discuss the procedure and work flow 3. Implement the new library service	March 2022 April 2022 September 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	Readers' Services Head
C.2.2. Revise the proposed Library 5-Year development plan and consult with the stakeholders	1. Make the Revision of the proposed Library 5-Year development Plan and consult with the stakeholders based on the new CMO 22, series of 2021 and VSU strategic plan 2. Write a letter to the stake holder to conduct consultation meeting 3. Conduct the consultation meeting 4. Have the Library 5-Year	March 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	OCL



	Development Plan signed by appropriate signatories				
Office of the Director of NSTP					
Objectives:					
<p>To develop and implement OBE-Program of Instruction for the Civic Welfare Training Service (CWTS) and Reserve Officers Training Corps (ROTC)</p> <ol style="list-style-type: none"> To produce quality NSTP-OBE Learning Materials ready for publications To draft NSTP Operation Manual to UAdCo. To implement worthwhile community projects of CWTS responsive to the need of time. 					
Indicators and targets					Accomplishment
1. Number of OBE-Program of Instructions developed					2 (CWTS & ROTC)
2. Percentage of NSTP-OBE Learning Materials produced/reviewed					90% for CWTS 100% for ROTC
3. Percentage of the NSTP Operation Manual drafted					100%
4. Number of CWTS (thematic) projects implemented					3
Programs/ Action Plans					
<i>(Action Plans should be appropriate in minimizing or eliminating the risks and maximizing the opportunities to achieve the targets and objectives)</i>					
Risk ID	Action Description	Target Implementation Date	Resources Needed	Are resources available?	Responsible Person/ Office
NSTP-APR1-21-01	Draft proposal to embed the NSTP CWTS program in Colleges' and Departments' program for implementation and coordination	February – May 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, JAB, MVD
NSTP-APO1-21-01	Tap experts as resource person in the lecture and demonstration of skills	Every semester	Budget Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, JAB, ROTC rep, MVD
NSTP-APR2-21-01	Request for plantilla for CWTS and ROTC Admin	February – April 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL



	Staff and recruit qualified personnel				
NSTP-APR5-21-01	Draft the NSTP Operation Manual	April – June 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, JAB, ROTC rep
NSTP-APR6-21-02	Tap interested partner community, such as SK's.	February – March 2022	Manpower	<input type="checkbox"/> Yes <input type="checkbox"/> No	MBL, JAB

Office of the Head of Admission

OBJECTIVES

1. To admit quality students
2. To increase College Admission Test (CAT) takers for under-subscribed undergraduate degree programs
3. To improve the admission guidelines and procedure manual for undergraduate admission
4. To implement online admission screening for undergraduate students
5. To implement action on the affirmative admission policy for children of under-privileged families and other sectors of society

Indicators and Targets	Accomplishment
1. Percentage of college admission applicants meeting the cutoff rating qualified in the degree programs	30%
2. Percentage of degree programs with CAT takers more than its quota for admission	75%
3. Number of online admission system operationalized	1
4. Percentage of students from low-income families and disadvantaged sectors admitted	10% of quota per degree program
5. Number of staff with ICT/CS skills hired	3

Programs/ Action Plans

(Action Plans should be appropriate in minimizing or eliminating the risks and maximizing the opportunities to achieve the targets and objectives)

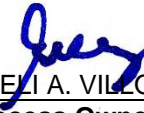
Risk ID	Action Description	Target Implementation Date	Resources Needed	Are resources available?	Responsible Person/ Office
OHA-22-APR-01	Proposed to start the admission application 1month prior to the conduct of the VSUCAT				



	Present to the UADCO the proposed schedule for 2022 VSUCAT for approval	February 2022		<input type="checkbox"/> Yes <input type="checkbox"/> No	OHA/OVPSAS
OHA-22-APR-02	Conduct face to face exam in some component colleges with poor internet connectivity				
	Reproduction of test questionnaires, Answer Sheets, Consent Form (FM-OHA-01), and College Admission Application Form (FM-OHA-02)	March 2022	Bond paper, ink for printer	<input type="checkbox"/> Yes <input type="checkbox"/> No	OHA staff
	Conduct face to face CAT	May 2022	Travel allowance, fuel, driver	<input type="checkbox"/> Yes <input type="checkbox"/> No	OHA staff
OHA-22-APR-03	Conduct career orientation caravan				
	Meeting with ODS staff	August 2022		<input type="checkbox"/> Yes <input type="checkbox"/> No	OHA and ODS
	Prepare proposal for the Orientation Caravan	August 2022		<input type="checkbox"/> Yes <input type="checkbox"/> No	OHA and ODS
OHA-22 APR-04	Request to hire Lay-Out artist				
	Prepare letter request for	January 2022	Salary	<input type="checkbox"/> Yes <input type="checkbox"/> No	OHA and UIMC



	NAPB's recommendation to the President				
OHA-22-APR-05	Develop attractive information and promotional online and offline materials specially for under-subscribed degree program to attract more good test takers in partnership with the UIMC/WebTeam				
	Coordinate/meet with UIMC	January 2022		<input type="checkbox"/> Yes <input type="checkbox"/> No	OHA and UIMC
	Request supplies/materials for Offline information & promotional campaign	January 2022		<input type="checkbox"/> Yes <input type="checkbox"/> No	OHA and UIMC
	Reproduction of information and promotional campaign materials	March 2022		<input type="checkbox"/> Yes <input type="checkbox"/> No	OHA and UIMC

Prepared by:	Reviewed by:	Approved by:
 ALELI A. VILLOCINO Process Owner/ Unit Head	DANIEL LESLIE S. TAN Risk Manager	ALELI A. VILLOCINO Quality Management Representative
EDGARDO E. TULIN President		
Date: 20/12/2022	Date:	Date:

MONITORING AND REVIEW (To be conducted and filled out by the process owner & deputy Risk Manager)			
Date of Monitoring/ Review	20/12/2022		
Monitored/ Reviewed by:	ALELI A. VILLOCINO		
Risk/ Opportunity ID	Method Used	Percent Compliance	Remarks
	OVPSAS-APR-22-01 Submit the proposed SIP Manual to UAdCO for review and recommending approval and BOR action	100%	CMO#104 s 2017, existing college/department internship manual, BOR Resolution # 101 s 2021 Implementation of Alternative/Flexible Internship Plan in the New Normal.
	OVPSAS-APR- 22-02 Recommend to the Office of the President a SIP coordinator who will be responsible in the implementation of internship program in coordination with the colleges, departments and HTEs.	100%	CMO#104 s. 2017, letter of recommendation, results of the screening and interview of nominees.
	OVPSAS-APR-22-03 Review the existing MOA and conduct a consultation meeting with HEIs and HTEs	100%	MOA, CMO#104 s 2017, SIP Manual, IATF Guidelines and BOR Resolution 101 s 2021
	OVPSAS-APR-22-10 Conduct a Student Internship Onboarding for student interns and department internship program in-charge	100%	University Learning Continuity Plan, Student Affairs and Services Continuity Plan, CMO#104 s 2017, SIP Manual and CMO Alternative Internship Plan.

	OVPSAS-APR-22-12 Review and propose a mechanism in monitoring and evaluating the students' progress and performance of HTEs.	100%	CMO#104 s 2017, SIP Manual, BOR Resolution #101 s 2021
ACTION VERIFICATION / FOLLOW-UP (To be conducted and filled out by the Risk Manager)			
Date of Verification	Click here to enter a date.		
Verified by:	Click here to enter text.		
Risk/ Opportunity ID	Remarks	Status	
		Closed	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
Final Status: <input type="checkbox"/> Closed <input type="checkbox"/> Open (for re analysis and re-filing of actions plans)	Remarks:	Approved by:	Date: