



VISAYAS
STATE UNIVERSITY



COLLEGE OF NURSING
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DEPARTMENT HEAD'S SUPERVISORY PLAN
1st Semester AY 2021-2022

Month	Activity/ Tasks	Target Date	Supervisory Action	Persons/ Office Supervised	Implementation Status	Implemented Date/ Remarks
July	Submission of IPCR accomplishment	05-09	Remind faculty members to submit the document	Dean	Checked and forwarded to appropriate office	as indicated
	IPCR submission for July-December target	12-16	Remind faculty members to submit the needed documents	College Dean	Received, noted and forwarded to higher appropriate office	As indicated
	Final term examination	12-16	Ensure faculty members to facilitate the examination as scheduled	Dean / Academic and RLE Coordinators	Faculty members reminded, duly executed	As reflected
	Typesetting of IMs	19-30	Ensure all regular faculty members to review the instructional materials for the forthcoming semester	College Secretary/ RLE and Academic Coordinators	IMs reviewed, enhanced and prepared	As reflected
	Faculty meeting	23	Remind faculty and staff members to attend the meeting	College Secretary	Performed	As indicated
	College's preparation for 1 st Semester's classes	19-30 July, 02-13 Aug	Conduct periodic monitoring and update for the class preparation	College Secretary/ Faculty/ Academic and RLE Coordinators RLE coordinator/Staff	Monitoring conducted	As indicated

			Check functionality of equipment for skills laboratory Make necessary reports and requests for repair and /or preventive maintenance of equipment		proposed limited face-to-face classes Inventory report generated by the lab aide Office staff requested for physical repairs/renovation for classrooms.	As indicated As indicated
	Enrolment of all BSN students	01- 24	Assist in the enrolment-related concerns of new and continuing students	College Secretary/ RLE Coordinator/ Level Coordinators and Advisers	Enrolment exercise facilitated by the concerned	As indicated
	Preparation of faculty loading and class schedule	29	Present the faculty workload for review and revisions whenever necessary Remind the Academic and RLE Coordinators to propose class schedules in the new normal. Conduct consultative faculty meeting on the proposed class schedule.	College Secretary/ RLE Coordinator/ Level Coordinators and Advisers	Presented during the monthly faculty meeting	23 July 2021

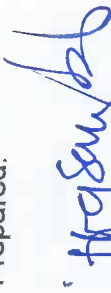
August	Re-framing information of nursing courses	04	Conduct of consultative meeting on the reframing of nursing courses offered in the upcoming semester Remind academic and RLE coordinator to ensure alignment of requirements in every course offering Assist the IM committee in the submission of the developed learning materials for similarity /plagiarism check	Faculty members	Meeting conducted among faculty members and College's Personnel Committee	05 August 2021
	Faculty orientation	10-12	Remind the faculty members on the University-wide orientation Ensure 100% faculty attendance	Faculty members	Faculty members participated the virtual orientation program	17 August 2021
	Orientation material	17	Remind the Academic and RLE coordinator to accomplish the orientation material Ensure that orientation material will be sent to the University Web team	Academic and RLE coordinators/ College Secretary	Materials needed for college orientation program was made available	26 August 2021
	Student orientation	19-20	Conduct orientation on College's policies and rules to new and continuing students	RLE/ Academic Coordinator	Student orientation for new and continuing students facilitated	02 September 2021

September	Student Handbook Review	26	Assist and conduct the periodic review of student handbook	Review committee	Review committee had the initial review of student handbook	19 August 2021
	Extension activities	07	Ensure faculty attendance and participation in the virtual celebration of CSC's 120 th Celebration Inform and remind the newly hired faculty members to prepare for the online oath taking	College Secretary /Faculty members	Concerned newly hired affiliating teachers virtually attended the CSC program	06, 29 September 2021
	Monthly meeting	14	Preside in the conduct of monthly faculty meeting	Faculty members	Spearheaded the faculty meeting	02 October 2021
	INSET	15	Spearhead the conduct of in-service training for faculty members especially online assessment strategies Invite resource person in the said in-service training activity	Faculty members	Not able to implement, hence the faculty members attended the scheduled university-wide on boarding program	17 August 2021
	ISO preparation	16	Review the documents needed for physical survey by the Lead Auditor	DRC and dDRC	Generated documents reviewed based on the applied process	16-17 September 2021
	Extension Meeting	23	Represented the College on the Extension program meeting		Attended the meeting for extension project leaders	12 August 2021

October	2 nd National Nursing Webinar	25	As convenor, to ensure faculty and student's participation in the said event. Establish links and collaboration to other nursing schools locally and abroad.	Faculty members/ students and stakeholders	Attended as convenor of the national nursing webinar	25 September 2021
	Faculty meeting	28	Preside the monthly meeting especially on the identified concerns: - final preparation/updates of classes on October 5 - post ISO audit results and findings	Faculty members	Spearheaded the faculty monthly meeting	02 October 2021
	College RDE meeting	30	Assist the College RDE coordinator in planning of extension activities for the last quarter 2020	RDE coordinator	Conducted and assisted the concerned faculty in-charge	19 August 2021
	Faculty preparation	01	Remind faculty members on the final class preparation (virtual)	Faculty members	Faculty reminded during the monthly meeting	02 October 2021
	Start of Class	05	Assist faculty members and student inquiry	Faculty members/ level coordinators	Communication lines kept open for student's inquiry and clarification	At the course of class opening
	Parent's orientation	12	Conduct parents and benefactor's orientation (virtual)	Level coordinators/ faculty members/ parents	Parent's orientation done per year level	Incorporated during the level orientation

	CoPC compliance	13-16	Update and conduct initial gathering of evidences for compliance	College Secretary/ Admin aide	Sent documents to CHEDRO8	05 November 2021
	Faculty meeting	19	Preside faculty and staff meeting	Faculty members	Presided the meeting	02 October 2021
	Extension training	17, 24, 31	As resource person, conduct requested trainings from community partners	Requesting partner communities and stakeholders	Not able to facilitate	
November	Teacher observation	9-12	Conduct faculty consultation and observation of classes (online)	Faculty members/ Admin aide	Conducted	As indicated
	Midterm examination	16-21	Remind faculty members to practice leniency in the conduct of major examinations	Faculty members/students	Reminded	As part of the monthly meeting
	College Execom Meeting	20	Preside the meeting for strategic planning for the college	Execom members		
December	Faculty meeting	07	Preside faculty meeting and discuss matters beneficial to the college	Faculty members	Conducted	04 December 2021
	Faculty loading	08	Conduct faculty session to draft proposed faculty loading for 2 nd Semester AY 2021	College Sec/ Faculty/ Admin aide	Faculty loading presented and deliberated	22, 24 November, 04 December 2021
	Year-end report	14	Remind level coordinators, advisers and extension program leaders to submit report for AY 2020	Level coordinators/ advisers	Reports generated and forwarded	As indicated
	IPCR accomplishment submission	18	Remind faculty members to accomplish IPCR accomplishments (July-December)	Faculty members	Faculty member submitted the IPCR July-December 2021 accomplishments	06-10 December 2021

Prepared:


JOEL REY U. ACOB
Dean
Dec 08, 2019

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs



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