



SWOT ANALYSIS MATRIX

Year: 2022

Office/Unit: Office of the Head of Records and Archives (OHRA)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Key Area	PESTLE	ACTIVITY/ PROCESS	STRENGTHS (S)	WEAKNESSES (W)	OPPORTUNITIES (O)	THREATS (T)
Quality Frontline Services	POLITICAL	Records Management Services			ODAS/OHRA-21-01 Linkages and available trainings conducted by NAP, NPC, PMO-FOI and other agencies	
	TECHNOLOGICAL				ODAS/OHRA-21-02 Availability of virtual venues for conduct of meetings and conferences (eg. Google Meet, Zoom platforms)	
	LEGAL		ODAS/OHRA-22-S1 Availability of VSU FOI Manual pursuant to Executive Order No. 02, s. 2016	ODAS/OHRA-22-W1 Absence on the accessibility to disabled persons on the installation of ramps and other facilities pursuant to the objectives of the Accessibility Law (BP 344)	ODAS/OHRA-21-03 RA 10173, or the Data Privacy Act which protects individuals from unauthorized processing of personal information	
			ODAS/OHRA-22-S2 Provided express lanes for senior citizens, pregnant women and PWDs based on the provisions of Republic Act No. 10754		ODAS/OHRA-22-01 Occupational safety and health standards on workspace	



OBJECTIVES, TARGETS AND PROGRAMMES

Dept./Process: Office of the Head of Records and Archives (OHRA)		Year: 2022
A. OBJECTIVES		
A.1. To safeguard and protect permanent and current records.		
A.2 To preserve archival files and documents.		
A.3 To facilitate messengerial services for issuances.		
A.4 To dispose of disposable records as approved by the NAP.		
A.5. To cater requests on documents in compliance to Data Privacy Act and Freedom of Information.		
B. INDICATOR(S)		TARGET(S)
B.1. To safeguard and protect permanent and current records.		
B.1.1 Percentage of permanent and current records kept annually		100%
B.2. To preserve archival documents.		
B.2.1 Number of archival documents gathered, preserved and displayed		1
B.3 To facilitate messengerial services for issuances		
B.3.1 Percentage of documents delivered to different units and mails dispatched to Post Office		100%
B.4 To dispose of disposable records as approved by the NAP		
B.4.1. Number of request for disposal of records approved by NAP disposal		1
B.4.2. Number of actual disposal of records as approved by NAP		1
B.5. To cater requests on documents in compliance to Data Privacy Act and Freedom of Information		
B.4.1 Percentage of compliance of reporting requirements in accordance with FOI Manual		100%

C. PROGRAMME/ACTION PLANS

Action Plan No.	Activities	Responsible	Time Frame		Resources	References / Remarks
			Planned	Actual		
ODAS/ OHRA-21- APR1	Propose for PWD access for the ground floor of the administration building	OHRA Head PPO Director			Construction materials and labor cost	
	1) Prepare a letter address to the PPO Director requesting for the cost estimation for the construction of PWD access for Records Office		3 rd quarter of 2022	October, 2022		



RISK AND OPPORTUNITIES ASSESSMENT MATRIX

Year: 2022

Office/Unit: Office of the Head of Records and Archives (OHRA)

A. KEY RESULT AREA/ACTIVITY/PROCESS

#	ACTIVITIES	ISSUES		RISK	IMPACT	EXISTING CONTROL	RISK ASSESSMENT SCORE			RISK PRIORITY NUMBER	ACTION PLAN (Risks)	Current STATUS (Action Plan)	Contingency Plan	OPPORTUNITIES	ACTION PLAN (Opportunities)
		Internal (Weaknesses)	External (Threats)				SEV	OCC	DET						
	Records Management Services	ODAS/OHRA-21-W1 Absence on the accessibility to disabled persons on the installation of ramps and other facilities		ODAS/OHRA-21-W1-R1 Possible accident/injury to PWD clients	Maybe penalized by authorities	Assist PWD as the need arises	3	2	2	12 (Low Risk)	ODAS/OHRA-21-APR1 Propose for PWD access for the ground floor of the administration building	For implementation	ODAS/OHRA-21-CP1 Assist PWD as the need arises	None	None
		ODAS/OHRA-21-W2 Lacking storage area for disposable documents from other units for classification & possible		ODAS/OHRA-21-W2-R2 Loss of documents before it is being officially and legally disposed	Less effective records management system	Use of limited space for storage	2	3	3	18 (Medium Risk)	ODAS/OHRA-21-APR2 Request for a bigger storage area to accommodate records turn-over for	For implementation	ODAS/OHRA-21-CP2 Utilizing the existing storage area	None	None

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



NEEDS AND EXPECTATIONS OF INTERESTED PARTIES

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Office/Unit: Office of the Head Records and Archives (OHRA)

Interested Party	Needs	Expectations	Requirements (i.e. legal, statutory, mandatory, etc.)	Action Plan	Responsible office/persons
A. Internal					
Employees (Faculty, Administrative and Support Staff)	IP-21-01 Equal opportunity in records management and archival services including protection of their personal information	Availment of their personal records when needed and at the same time, protection of their sensitive personal information or records from unauthorized persons	National Archives of the Philippines (NAP), Data Privacy Act (DPA), Freedom of Information (FOI), EODB Law	Proper and strict implementation of the quality procedures and implementing rules and regulations in the availment of the services	DLS Tan, RC Guinocor, MS Miraflor, EM Espinosa, and all OHRA staff
Management	IP-21-02 Efficient, effective and continually improved records management operations and support services	Quality records management and archival services to the entire VSU system	Approved QMS, Procedure Manuals, Guidelines and Implementing Policies of the University	Proper implementation of approved QMS, Procedure Manuals	DLS Tan, RC Guinocor, MS Miraflor, EM Espinosa, and all OHRA staff
B. External					
Other government agencies/regulatory bodies	IP-21-03 Compliance to the NAP, DAP, FOI, EODB Law and IATF under AO 25 rules and regulations and by different government agencies and regulatory bodies	Submission of required reports and other requirements within the prescribed period.	Approved policies and guidelines	Strictly follow all Implementing Rules and Regulations (IRRs)	DLS Tan, RC Guinocor, MS Miraflor, EM Espinosa, and all OHRA staff
Accrediting Agencies	IP-21-04 Compliance with standards of PRIME-HRM, ISO, AACUP and other accrediting bodies	Passing the assessments conducted by the concerned accrediting bodies	PRIME-HRM, ISO, AACUP and standards of other accreditation bodies	Ensure all systems, processes and practices are compliant with the standards of PRIME-HRM, ISO, AACUP and other accreditation bodies	DLS Tan, RC Guinocor, HSV Colis, JE Ando, MS Miraflor and the rest of ODHRM and ODAS staff



WORK AND FINANCIAL PLAN

OFFICE OF THE HEAD OF RECORDS AND ARCHIVES

INDICATORS (KEY AREAS)	STRATEGIES (OTP Action Plan)	METRICS (OTP Indicators)	KEY OUTPUTS	Indicative Budget by Year in thousand pesos						RESPONSIBLE OFFICE/UNIT (OTP Responsible)	Facilities/Equ ipment (OTP Resources)	TOTAL BUDGETARY REQUIREMENT	SOURC E OF FUNDS	REMAR KS
				2022	2023	2024	2025	2026	2027					
UMFO6: General Administration and Support Services														
Quality Frontline Services	ODAS/OHRA-21-APR1 Request for a bigger storage area to accommodate records turned over for disposition	Percentage construction of extension area as storage room for disposable records	Extension room constructed as storage area and centralized receiving area for disposable records	500	300	200				OP, OVPAF, OVPPRGAS, ODAS, ODPP, ODFM	Construction materials and cost for labor	1 Million	GF	
	ODAS/OHRA-21-APR3 Request for additional manpower who can assist in the classification of records for disposition	Number of JO/s renewed/hired	Needed JOs hired to assist in classifying records for disposition	120						OP, OVPAF, OVPPRGAS, ODAS, ODFM, BUD	Salaries of JO	120,000	GF/STF	
	ODAS/OHRA-21-APR10 Request for regular position of an IT personnel for continuous implementation of e- Records Management System	Number of regular IT positions requested	Regular IT personnel hired							OP, OVPAF, ODHRM, ODAS, OHRA	None since the amount will be taken from savings of abolished higher faculty position	None		