



## OPERATIONAL PLAN MONITORING FORM

| (1)   | (2)                  | (3)   | (4)                                      | (5)  | (6)  | (7)   | (8) |
|---|----------------------|---|--|--|--|---|-----|
| Quality Objective<br>Guidance and<br>Counseling   | Code<br>(Indicators) | Indicators<br>(OTP Quality Objective)   | Code<br>OTP Action Plan<br>(Action Plan) | Percent<br>Completion of<br>the Action<br>Plan<br>(Max 100%) | Percent<br>attainment of<br>the Quality<br>Objective | Task/Action*  |     |
| To recruit additional Registered Guidance Counselors or Registered Psychologists to meet the required ratio of 1:1000 | A.1.1                | Number of policies approved for recruitment of Registered Guidance Counselors or Registered Psychologists to OSDS | ODS-APR1-21-01<br>ODS-APR1-21-02         | 50   | 50   | Continue requesting for posting for vacancy of RGCs.                              |     |
| To renovate the current guidance office to comply with the new standard design for "therapeutic environment"          | A.1.1.2              | Number of proposals for relocation of vital offices of OSDS at the Learning Resource Center                       | ODS-APR1-21-04<br>ODS-APR5-21-01         | 0  | 0  | Draft/modify action plan based on ROSS update or Creation of Mental Health Office |     |

|   |         |  |                                  |   |  |                |   |
|---|---------|--|----------------------------------|---|--|----------------|---|
| To revise the Student Handbook in consonance with the approved VSU Code     | A.1.1.3 | Percentage of accomplishment of Student Handbook drafted and submitted to UADCO  | ODS-APR2-21-01<br>ODS-APO2-21-01 | Create a committee to draft the revision of the student handbook<br>Request for copy of Student Handbook from other HEIs  | 0  | 0              | Draft for committee membership shall be done this December                  |
| <b>Student Scholarships, Grants and Awards</b>                              | A.1.2   |  |                                  |   |  |                |   |
| To ensure timely awarding of scholarships and grants to qualified students  | A.1.2.1 | Percentage of scholarship and grants applicants and qualifiers awarded before the mid-term examination   | ODS-APR3-21-01                   | Coordinate with VPAA for the issuance of a reminder memo for submission of grades on time   | 25   | 50             | Request for additional manpower to encode and check scholarship application |
| <b>Student Development Services</b>   | A.1.3   |  |                                  |   |  |                |   |
| To strictly implement requirements for recognition of student organizations | A.1.3.1 | Percentage of students' organization applicants recognized two weeks after the deadline<br><br>Number of student organizations' community activities coordinated | ODS-APR4-21-01<br>ODS-APR5-21-04 | Regular follow-up for submission of documents<br><br>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.) | 100<br><br>83                                | 100<br><br>75  |   |
| To deliver appropriate development program and services for students        | A.1.3.2 | Number of student development activities (eg. seminars/ conference/trainings/tutorials, etc.) conducted/endorsed/monitored                                       | ODS-APR6-21-01<br>ODS-APR6-21-02 | Continue regular monitoring of student organization<br><br>Develop value restoration program and conduct seminars for student organization  | 108<br><br>113 (for the materials developed) | 100<br><br>100 |   |

|   |         |  |  |  |   |
|---|---------|--|--|--|---|
|   |         | incorporating VRP in the organization's activities   | 0 (for seminar conducted)                          | 75   | Arrange schedule for training for implementation of VRP starting 2 <sup>nd</sup> sem, 2021-22 |
| <b>Career and Job Placement</b>   | A.1.4   |  |  |  |   |
| To recruit additional staff to assist in delivering career and job placement services                       | A.1.4.1 | Number of career development seminars/webinars, jobs fair and other recruitment activities conducted to students   | ODS-APR7-21-01                                     | Request for deploy or recruitment of one Administrative staff to assist the Head of the Career and Job Placement Office  | 0 0 Letter shall be submitted within the month of December                                    |
|   |         | Number of established informal linkages with industries/employers  |  |  |   |
| <b>Student Residence Services</b>   | A.1.5   |  |  |  |   |
| To improve the student residence services through improvement of physical make-up, facilities and amenities | A.1.5.1 | <p>Percentage of private boarding house and dormitories accredited</p> <p>Number of dormitories/cottages rewired</p> <p>Number of dormitories/cottages repaired structurally</p> | ODS-APR8-21-01<br>ODS-APR8-21-03<br>ODS-APR8-21-03 | Propose for accreditation of private dormitories and boarding houses<br>Conduct major repair of prioritized dorms<br>Conduct major repair of prioritized dorms | 0 0 This will be conducted this December  |
| To lobby for possible additional student housing units in the university                                    | A.1.5.2 |  |  | 0 0  |   |

|  |                                |   |   |   |                 |  |
|--|--------------------------------|---|---|---|-----------------|--|
| <b>Research on Student Affairs and Services</b>  | A.1.6                          |   |   |   |                 |  |
| To conduct research on effectiveness on student affairs and services   | A.1.6.1                        | Number of researches on student affairs and services conducted  | ODS-APO9-21-01                                  | Communicate with professional organizations for possible collaboration of research  | 50              | 50   |
| Number of student surveys conducted related to mental health of students and intervention actions implemented  | ODS-IP1-21-01<br>ODS-IP2-21-02 | Institutionalize a mechanism to assess and cater to the mental health and psychosocial well-being of students | 50  | 75  |                 |  |
| <b>Needs and Expectations of the Interested Parties</b>  | A.2                            |   |   | Assessment of the Mental Health of Students (Survey/Research)   |                 |  |
| To implement a much improved delivery of student support services on guidance and counseling, student development, scholarships and awards and student residence | A.2.1                          | Number of peer support members recruited and trained  | ODS-IP1-21-04<br>ODS-IP2-21-03<br>ODS-IP2-21-01 | Establish a Peer Support System (Junior DBGF's)<br>Implement Interventions based on the Research on Mental Health Status of Students<br>Support Mental Health Program for Employees | 120<br>0<br>100 | 100<br>0<br>To be done on the 2 <sup>nd</sup> sem, 2021-22 |

\*refer GL-VPR-01 for the measure of effectiveness of the actions to minimize/eliminate risk

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Date: Dec. 7, 2021

Reviewed by:

  
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Vice-President for Student Affairs and  
Service

Date: \_\_\_\_\_

Vision:  
Mission:

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.