



VISAYAS
STATE UNIVERSITY



OFFICE OF THE DEAN OF STUDENTS
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OPERATIONAL PLAN MONITORING FORM

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Quality Objective	Code (Indicators)	Indicators (OTP Quality Objective)	Code (Action Plan)	OTP Action Plan	Percent Completion of the Action Plan (Max 100%)	Percent attainment of the Quality Objective	Task/Action*
Guidance and Counseling	A.1.1						
To recruit additional Registered Guidance Counselors or Registered Psychologists to meet the required ratio of 1:1000	A.1.1.1	Number of policies approved for recruitment of Registered Guidance Counselors or Registered Psychologists to ODS	ODS-APR1-21-01 ODS-APR1-21-02	Crafting policies for affiliation of RGCs assigned to other units Crafting policies for offering RGC with academic rank	50 0	50 0	Continue requesting for posting for vacancy of RGCs. Draft/modify action plan based on ROSS update or Creation of Mental Health Office
		Number of personnel added/assigned to offices in ODS	ODS-APR5-21-01	Request for deployment or recruitment of one Administrative staff to assist the Head in OSDS	0	0	Official request shall be done this December
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 ODS at the Learning Resource Center	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	60	50	Initial Feasibility Study is drafted but to be completed on December, 2021

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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	Create a committee to draft the revision of the student handbook	0	0	Draft for committee membership shall be done this December
Student Scholarships, Grants and Awards	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
Student Development Services	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	ODS-APR4-21-01	Regular follow-up for submission of documents	100	100	
		Number of student organizations' community activities coordinated	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.)	83	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/lendored/monitored	ODS-APR6-21-01	Continue regular monitoring of student organization	108	100	
			ODS-APR6-21-02	Develop value restoration program and conduct seminars for student organization	113 (for the materials developed)	100	

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				incorporating VRP in the organization's activities	0 (for seminar conducted)	75	Arrange schedule for training for implementation of VRP starting 2 nd sem, 2021-22
Career and Job Placement	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					
Student Residence Services	A.1.5						
To improve the student residence services through improvement of physical make-up, facilities and amenities	A.1.5.1	Percentage of private boarding house and dormitories accredited	ODS-APR8-21-01	Propose for accreditation of private dormitories and boarding houses	0	0	This will be conducted this December
		Number of dormitories/cottages rewired	ODS-APR8-21-03	Conduct major repair of prioritized dorms			
		Number of dormitories/cottages repaired structurally	ODS-APR8-21-03	Conduct major repair of prioritized dorms			
To lobby for possible additional student housing units in the university	A.1.5.2				0	0	

Research on Student Affairs and Services	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 action implemented	ODS- IP1-21- 01	Institutionalize a mechanism to assess and cater to the mental health and psychosocial well-being of students	50	75		
			ODS- IP2-21- 02	Assessment of the Mental Health of Students (Survey/Research)				
Needs and Expectations of the Interested Parties	A.2							
To implement a much improve 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	Establish a Peer Support System (Junior DBGF's)	120	100		
			ODS- IP2-21- 03	Implement Interventions based on the Research on Mental Health Status of Students	0	0		To be done on the 2 nd sem, 2021-22
			ODS- IP2-21- 01	Support Mental Health Program for Employees	100	100		

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

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Prepared by:



MANOLO B. LORETO

Dean of Students

[Department/Institute/College/Center/Office]

Date: Dec. 7, 2021

Reviewed by:

ALELI A. VILLOCINO

Vice-President for Student Affairs and
Service

Date: _____

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