



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE FOR  
**STRATEGIC RESEARCH AND  
DEVELOPMENT STUDIES**

## INSTITUTE DIRECTOR'S SUPERVISORY PLAN

July–December 2024

Month	Activity/Task	Target Date	Supervisory Action	Persons Supervised	Status of Implementation	Data Implemented
July	Monthly staff meeting	1 <sup>st</sup> week of July	<ul style="list-style-type: none"> <li>✓ Discuss updates and plan of activities.</li> <li>✓ Monitor preparation of OPCR &amp; IPCR accomplishments for Jan-June 2024.</li> <li>✓ Disseminate and discuss agreements made at CME ExeCom meeting.</li> <li>✓ Address concerns and issues.</li> </ul>	All staff		
	AACCUP Online Accreditation of M/MSLAM Programs	July 8-12	<ul style="list-style-type: none"> <li>✓ Attend the AACCUP accreditation and lead the task forces in responding to queries and document needs of the accreditors.</li> </ul>	Task Forces		
	OPCR and IPCR January-June 2024 Accomplishments	July 25	<ul style="list-style-type: none"> <li>✓ Supervise the finalization of OPCR's &amp; IPCR's for submission.</li> </ul>	dDRCs		
	Graduate Admissions, 1 <sup>st</sup> Semester 2024-2025	July 1-31	<ul style="list-style-type: none"> <li>✓ Monitor the admission of graduate students.</li> <li>✓ Attend to admission concerns of students.</li> </ul>	Program coordinators		
	University Committee Meetings	As the need arises	<ul style="list-style-type: none"> <li>✓ Attend university committee meetings</li> <li>✓ Disseminate and discuss agreements with staff.</li> </ul>	All staff		
	Personnel Matters	Whole month	<ul style="list-style-type: none"> <li>✓ Attend to personnel matters.</li> <li>✓ Write letters as necessary and do followups.</li> </ul>	All staff		



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