



12 December 2019

MEMORANDUM NO. 423

Series of 2019

T O: All VPs, College Deans, Center/Division Directors, Department and Office Heads Concerned

R E: Submission of Required Outputs during the Year End Assessment and Operational Planning Workshop

To make said activity more useful and relevant especially in compliance with ISO 9001:2015 requirements, all College Deans and Center/Division Directors are hereby directed to submit the following outputs on or before December 23, 2019 to wit:

1. Consolidated SWOT analysis (Annex A for the template) per college supported with SWOT analysis per department.
2. 2020 Operational Plan (using the template distributed during the workshop) per College duly supported with 2020 Operational Plan per department.
3. OPCR (January-December 2020) per college and division, duly supported with OPCR (January-December 2020) per department and office/unit, respectively. For academic units, it is suggested to adopt as model the OPCR targets of the College of Engineering and the departments under it.

As agreed during the workshop, the deadline for the submission of all documents shall be on **December 23, 2019** to ensure that before the year ends, all these documents are already intact. Should there be a need, you are allowed to revise it by replacing the submitted copy with your revised copies. To emphasize, administrative units are required only to submit their 2020 OPCR targets but should include the innovations and improvement of existing processes as required during the workshop.

The cooperation of all colleges, divisions, department heads and office/unit concerned is earnestly requested.


EDGARDO E. TULIN
President 01C 12/16/19

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.

Visayas State University
 Baybay City, Leyte
 SWOT Analysis
 (In support of Operational Plan)

NAME OF COLLEGE : _____ NAME OF COLLEGE DEAN : _____

DEPARTMENT UNDER THE COLLEGE

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____

NUMBER OF FACULTY IN ACTIVE SERVICE FOR THE YEAR

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____

STRENGTHS	WEAKNESSES	OPPORTUNITY	THREATS

Submitted by:

 College Dean