

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

July 20, 1996

Memorandum No. 123
Series of 1996

T O : Heads of Units Under OP and OVPA

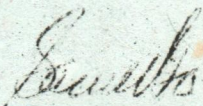
SUBJECT : First Annual Review and Planning Workshop for ViSCA
Administrative and Support Services

In our desire to understand and appreciate the work/activities of the various units of the College and to make sure that their activities are contributory to the attainment of the overall mission, vision, and goals of the institution, the heads of units under OP and OVPA are hereby directed to participate in the above mentioned "Annual Review and Planning Workshop" this coming August 22-23, 1996 at FARMI Conference Room.

Every office head/presenter is also required to prepare at least 12 written copies of his/her report (2 copies to the secretariat and 1 copy each to the members of the review committee). Expenses related to these 2-day activities are chargeable against appropriate college fund.

Attached herewith are the rationale, objectives, proposed participants, program schedule, and working committees of the review and planning workshop.

For your information and guidance.


SAMUEL S. GO
President

Attached: As stated

NOTED:


SAMUEL S. GO
PRESIDENT

First Annual Review and Planning Workshop For
ViSCA's Administrative and Support Services
(August 22-23, 1996)

Rationale

The success of any endeavor or activity will depend, to a large extent, on the performance of its actors. To assure better performance, it is essential that the activities of the actors are periodically monitored and evaluated.

VISCA has major responsibilities which include instruction, research, and extension. Activities related to research and development are reviewed yearly while the instruction group has opted to start their college-wide yearly review starting in 1996. The Administrative group, which provides the needed support and facilitative services to the whole programs of the institution, also feels the urgency to submit their accomplishments and plans to a college-wide periodic review.

Strategic planning and envisioning are expected to be a major component of this 2-day exercise. By strategic planning, it means "the process by which the members of a unit/office/institution envision its future and develop the necessary procedures and operations to achieve that future". The planning starts with self-examination of its mission, vision, goals and values and proceeds to the confrontation of difficult choices, and then to the establishment of priorities. Envisioning, on the other hand, shares the belief that the future can be influenced and changed by what is done now.

It is also helpful to the administrative group to understand that the major directions and programs of VISCA at present include (1) Conversion of the College into a University, (2) Institutionalization of some centers and programs, (3) Regularization of casual employees, (4) Expansion of forest reserve, and (5) Development of campus communication system. Hence, it is also expected that the present and future activities of the different units under the administrative and support services will have some relevance to the above-mentioned directions and programs of the college.

Objectives:

1. To clarify the major functions/responsibilities of the office/unit;
2. To compare accomplishments and targets during the year under review;
3. To identify problems and recommend solutions;
4. To determine the plans and future activities of the office/unit in consonance with the overall VISCA's mission, vision, values, and goals.
5. To re-examine the proposal strategies in the implementation of plans and future activities.

Participants:

1. Members of the President's Advisory Council (PAC)
2. The Head and senior staff of the following offices under OP and OVPA:
 - a. Planning & Development
 - b. FMO & Budget
 - c. ICU
 - d. PICRO & College Secretary
 - e. VISCA Manila Office
 - f. VISCA Guest House
 - g. Administrative Affairs
 - h. Records Office
 - i. Security Office
 - j. Cebu Office
 - k. Accounting Division
 - l. Cash Division
 - m. SPMD
 - n. Infirmary
 - o. PPO
 - p. HRMDO
 - q. LUAPU
 - r. OP
 - s. OVPA

PROGRAMME

Day 1 - August 22, 1996 (Thursday)

Preliminary Session

8:00 a.m.	- Registration	
8:30 a.m.	- Opening Program	M.C.- Ms. Zenaida Gerona
	Invocation	Dr. Carmiano Miranda, Jr.
	Pambansang Awit	Ms. Bonita T. Montes
	Opening Remarks	Prof. Paciano Quirol
	Message	Dr. Samuel S. Go, President
	Intermission	
	Closing Remarks	Dr. Nerelito P. Pascual

REVIEW AND REPORT PRESENTATION

Morning Session:	Moderator	- Ms. Lourdes B. Cano
9:00 a.m.	Planning & Dev. Office	- Ms. Bernardita P. Bibera
9:20 a.m.	Open Forum	
9:30 a.m.	FMO & Budget	- Ms. Norma V. Cala
9:50 a.m.	Open Forum	
10:00 a.m.	ICU	- Ms. Milagrosa L. Gamotin
10:20 a.m.	Open Forum	
10:30 a.m.	PICRO & Coll. Secretary-	Prof. Paciano Quirol
10:50 a.m.	Open Forum	
11:00 a.m.	VISCA Guest House	- Dr. Nelen P. Lambert
11:20 a.m.	Open Forum	
11:30 a.m.	VISCA Manila Office	- Dr. Leonardo Manalo
11:50 a.m.	Open Forum	
12:00 Noon	Lunch Break	

Afternoon Session:	Moderator	- Prof. Prudencio Marquez
2:00 p.m.	Executive/OP	- Prof. Sixto Sandoval
2:20 p.m.	Open Forum	
2:30 p.m.	OVPA	- Dr. Nerelito P. Pascual
2:50 p.m.	Open Forum	
3:00 p.m.	OAA	- Ms. Lourdes B. Cano
3:20 p.m.	Open Forum	
3:30 p.m.	Records Office	- Ms. Milagros Yu
3:50 p.m.	Open Forum	
4:00 p.m.	HRMDO	- Prof. Roque C. de Pedro, Jr.
4:20 p.m.	Open Forum	
4:30 p.m.	Security	- Dr. Zosimo M. dela Rosa
4:50 p.m.	Open Forum	

Day 2 - August 23, 1996 (Friday)

REVIEW AND REPORT PRESENTATION (Continued)

Morning Session:	Moderator	- Dr. Zosimo M. dela Rosa
8:30 a.m.	Accounting Division	- Ms. Roberta C. Lemos
8:50 a.m.	Open Forum	
9:00 a.m.	Cash Division	- Ms. Anecia C. Fernandez
9:20 a.m.	Open Forum	
9:30 a.m.	SPMD	- Mr. Alfredo C. Arradaza, Jr.
9:50 a.m.	Open Forum	
10:00 a.m.	PPO	- Engr. Nestor M. Israel
10:20 a.m.	Open Forum	
10:30 a.m.	Infirmery	- Dr. Isabel P. Bertuflo
10:50 a.m.	Open Forum	
11:00 a.m.	LUAPU	- Prof. Prudencio Marquez
11:20 a.m.	Open Forum	
11:30 a.m.	Cebu Office	- Mr. Edgardo Dequito
11:50 a.m.	Open Forum	
12:00 Noon	Lunch Break	

Afternoon Session:	Moderator/MC	- Mr. Freddy Baldos
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CLOSING PROGRAM

Opening Prayer	- Engr. Nestor Israel
Pambansang Awit	- Ms. Corazon Nuevo
Remarks	- Dr. Nerelito P. Pascual
Recapitulation/Synthesis	- Prof. Roque C. de Pedro, Jr.
Intermission Number	
Impressions:	
a. Representative from OP group	
b. Representative from OVPA group	
Message/Distribution of	
Certificates	- Dr. Samuel S. Go
Closing Remarks	- Prof. Sixto P. Sandoval

REVIEW COMMITTEE:

Chairman	- Dr. Samuel S. Go
Vice Chairman	- Dr. Nerelito P. Pascual
Members:	- Dr. Vicente A. Quiton
	Dr. Justiniano L. Seroy
	Prof. Aurora S. Alkuino
	Dr. Lelita R. Gonzal
	Dr. Salvador C. Dagoy
	Ms. Lourdes B. Cano
	Prof. Paciano Quirol
	Other PAC members