


MEMORANDUM NO. 282

Series of 2025

TO: **All Vice Presidents**
All Support to Operations Directors/Heads

RE: **Operational Planning and Submission of Required Documents for 2025-2028 Strategic Planning Continuum**

FROM: 
PROSE IVY G. YEPES, EdD
University President

DATE: **January 31, 2025**

In line with the approval of the 2025-2028 Strategic Planning Continuum and the updated Planning Procedures and Forms, all Vice Presidents and the STO Head are directed to conduct operational planning for their respective offices. This includes the preparation of the Needs and Expectation of the Interested Parties (NEIP), Strengths, Opportunities, Aspirations, and Results (SOAR), Risk and Opportunities Assessment Matrix (ROAM), and Work and Financial Plan (WFP) using the approved templates and Quality Procedures.

During the July 2024 Scenario-Foresight and Strategic Planning Training Workshop, the NEIP and SOAR were already identified. To complete the process, the following updated documents must be accomplished and submitted **on or before February 7, 2025**:

Required Documents and Submission Details.

Who should Prepare	Documents		Where to submit
STO and OVPA, OVPAF, OVPSAS, OVPREI and OVPDD	Consolidated (SOAR, NEIP, ROAM, WFP, and Strategic Plan Monitoring Form)	Hard Copy	Office of the Director for Planning and Development
		Editable Softcopy	Risk Management Office
	Supporting documents (Notice of Meeting/Memorandum, Minutes of Meeting, Activity Report, Attendance Sheet)	Hard Copy	Office of the Director for Planning and Development

To assist in this process, the Office of the Vice President for Planning and Development will provide pre-filled NEIP and SOAR templates for your reference.

Should you have any questions or require further clarification, please coordinate with the Office of the Vice President for Planning and Development.

For your information and usual support.

cc: VPPD

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