



6 December 2020

MEMORANDUM CIRCULAR NO. 129
Series of 2021

T O: All VPs, Directors, Deans, Department/Unit Heads, dDRCs, ISO Core Team

R E: Operational Planning Workshop and Reframing Strategic Plan

Please be informed that the university will be conducting the Operational Planning Workshop and Reframing of the Strategic Plan on **December 15–17, 2021** via Video Conference.

For the Operational Planning Workshop and Reframing of Strategic Plan (**December 15–17, 2021**), all units are requested to prepare the following:

1. **SWOT Analysis Matrix**
(FM-VPR-05, v6 11/16/2020)
2. **Needs and Expectation of Interested Parties (NEIP)**
(FM-VPR-07, v5 11/16/2020)
*Must include data gathered from the interested parties.
Please gather data before the workshop.*
3. **Risk Opportunities Assessment Matrix (ROAM)**
(FM-VPR-06, v5 11/16/2020)
4. **Objectives, Targets and Programs (OTP)**
(FM-VPR-08, v4 10/02/2020)
5. **Work and Financial Plan (WFP)**
(FM-VPR-04, v1 11/16/2020)
6. **OPCR**
7. **Strategic Plan Metric Registry**
(FM-VPR-11, v1 11/08/2021)
8. **Strategic Plan Strategies Registry**
(FM-VPR-12, v1 11/08/2021)


Each vice president is required to have their own Google Meet link for the break up sessions for the activity of their respective unit offices. The dDRC of each VP are requested to facilitate the creation and operation of the link. The dDRC also is required to facilitate the submission of the supporting documents (Memorandum, Attendance Sheet and Minutes of the Meeting/ Activity Report).

The output is expected to be completed and submitted to OVPPRGAS on January 7, 2022.

Zoom Meeting
Meeting ID: 581 899 9700
Passcode: planning21

Attached is the Programme of Activities for this purpose.

For your guidance and compliance.


EDGARDO E. TULIN,
President



VISAYAS
STATE UNIVERSITY

OPERATIONAL PLANNING WORKSHOP AND REFRAMING OF STRATEGIC PLAN

Zoom Meeting ID: 581 899 9700
Passcode: planning21

December 15 - 17, 2021
8:00 AM to 5:00 PM

PROGRAM OF ACTIVITIES

DAY 1

December 15, 2021

8:00 – 8:30	Registration	- Google Form
8:30 – 9:00	Prayer Philippine National Anthem	- Audio Visual Presentation - Audio Visual Presentation
	Overview of the activity	- Dr. Dilberto O. Ferraren <i>Vice President for Planning, Resource Generation and Auxiliary Services</i>
9:00 – 9:30	Welcome Remarks and Cascading of Strategic Direction (via zoom)	- Dr. Edgardo E. Tulin <i>University President</i>
9:45 – 10:00	Overview of SWOT Matrix (via zoom)	- Mr. Toni Marc L. Dargantes OIC, Head for Planning
10:00 – 12:00	Workshop on SWOT Matrix (Break-up session via Google Meet per OVP's and OP)	
12:00 – 1:00	Lunch Break	
1:00 – 1:30	Review and Updating of Needs and Expectation of Interested Parties (via zoom)	- Mr. Toni Marc L. Dargantes
1:30 – 4:00	Workshop on Needs and Expectation of Interested Parties (Break-up session via Google Meet per OVP's and OP)	
4:00– 5:00	Presentation of Workshop Outputs	

DAY 2

December 16, 2021

8:30 – 10:00	Overview of ROAM (via zoom)	- Mr. Toni Marc L. Dargantes
10:00 – 12:00	Workshop on ROAM (Break-up session via Google Meet per OVP's and OP)	

PROGRAM OF ACTIVITIES

12:00 – 1:00 Lunch Break

1:00 – 3:00 **Continuation of Workshop on ROAM**
(Break-up session via Google Meet per
OVP's and OP)

3:00 – 5:00 **Presentation of Workshop Outputs**

DAY 3 *December 17, 2021*

8:30 – 9:30 **Overview of OTP, WFP, OPCR and
Registries** (via zoom) - Mr. Toni Marc L. Dargantes

9:30 – 12:00 **Workshop on OTP, WFP and OPCR
Setting and Preparation**
(Break-up session via Google Meet per
OVP's and OP)

12:00 – 1:00 Lunch Break

1:00 – 2:00 **Continuation of Workshop on OTP,
WFP and OPCR Setting and
Preparation**
(Break-up session via Google Meet per
OVP's and OP)

2:00 – 3:00 **Presentation of Workshop Outputs**

3:00 – 4:00 **Open Forum**

4:00 – 5:00 **Closing Program**
Impressions from Selected Participants
Closing Remarks

- Dr. Aleli A. Villocino
QMR and VP for Student Affairs &
Services

Emcee :

Ms. Frances Ann Arbiol-Santos