



5 January 2021

**MEMORANDUM CIRCULAR NO. 03**  
Series of 2021

**T O: All VPs, Chancellors, Directors, Deans, Department/Units Heads, dDRCs, ISO Core Team**

**R E: Rescheduling of the Operational Planning Workshop and Reframing Strategic Plan**

Please be informed that there are minor changes in the program and schedule in conducting the Operational Planning Workshop and Reframing of the Strategic Plan. The workshop will start in the afternoon of **January 6, 2021** instead of the original morning schedule, via Video Conference. Please see attached programme for details.

For the Operational Planning Workshop and Reframing of Strategic Plan (January 6-8, 2021), all units are reminded to prepare the following:

1. OPCR with July – December 2020 Accomplishments
2. Strategic Plan Monitoring Form 2020
3. SWOT 2020
4. Needs and Expectations of Interested Parties 2020
5. ROAM 2020
6. Objectives, Targets and Programmes 2020
7. Work and Financial Plan 2020
8. VSU Strategic Plan 2017-2027
9. PM-VPR-01 Institutional Planning Quality Procedure and Forms
10. PM-VPR-02 Risk Assessment Quality Procedure, Guidelines and Forms
11. PM-VPR-03 Objectives, Targets and Programmes Quality Procedures and Forms

Each vice president are required to have their own Google Meet link for the break up sessions and provide snacks/food for the activity for their respective unit offices. The dDRC of each VP are requested to facilitate the creation and operation of the link.

With the limitation in accommodating a large set of participants in the Zoom meeting, only the VPs, Unit Heads, Directors, Deans, Component College Chancellors and ISO Core Team are given direct access. The dDRC and other interested faculty and staff can view through the VSU Workplace live stream.

The link will be given to you soon.

For your guidance and compliance.

  
**EDGARDO E. TULIN**  
President

## Operational Planning Workshop and Reframing of Strategic Plan

### P R O G R A M M E

January 6-8, 2021, via Video Conference

#### DAY 1 PM

1:30 – 2:00

**Opening Program** (via Zoom)

Prayer

Dr. Daniel Leslie S. Tan

*Director for Planning and Infrastructure Project  
Development and Monitoring*

Welcome Remarks and Overview of the Activity (Procedures)

Dr. Dilberto O. Ferraren

*Vice President for Planning, Resource Generation and  
Auxiliary Services*

2:00 – 2:30

**Cascading of the Strategic Direction** (via zoom)

Dr. Edgardo E. Tulin

*University President*

2:30 – 3:30

**Overview of SWOT Analysis and Needs and Expectation of IPs** (via zoom)

Prof. Elvira E. Ongy

Dr. Daniel Leslie S. Tan

Mr. Toni Marc L. Dargantes

*OIC – Head, Planning Office*

3:30 – 5:00

**Workshop on SWOT Analysis and Needs and Expectation of IPs**

(Break-up session via Google Meet per OVP's and OP, with the Planning Office)

#### DAY 2

8:00 – 4:00

**Continuation: Workshop on SWOT Analysis and Needs and Expectation of IPs**

(Break-up session via Google Meet per OVP's and OP, with the Planning Office)

4:00 – 5:00

**Presentation of Workshop Outputs**

(Break-up session via Google Meet per OVP's and OP, with the Planning Office)

#### DAY 3

8:30 – 9:30

**Overview of ROAM, OTP, WFP, OPCR** (via zoom)

Prof. Elvira E. Ongy

Dr. Daniel Leslie S. Tan

Mr. Toni Marc L. Dargantes

9:30 – 12:00

**Workshop on ROAM, OTP, WFP, OPCR**

(Break-up session via Google Meet per OVP's and OP, with the Planning Office)

12:00 – 1:00	Lunch Break
1:00 – 2:00	<b>Continuation of Workshop on ROAM, OTP, WFP, OPCR</b> (Break-up session via Google Meet per OVP's and OP, with the Planning Office)
2:00 – 4:00	<b>Presentation of Workshop Outputs</b> (Break-up session via Google Meet per OVP's and OP, with the planning office)
4:00 – 5:00	<b>Closing Program</b> Impressions from Selected Participants Closing Remarks

Masters of Ceremonies: **Ms. Jennifer E. Ando**