



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



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**Memorandum Circular No. 128**  
Series of 2024

**TO: All Concerned Participants**

**RE: Conduct of the Scenario-based and Strategic Planning Workshop on July 15-26, 2024**

  
**FROM: DR. PROSE IVY G. YEPES**  
University President

**DATE: June 20, 2024**

This is to inform you that a Scenario-based and Strategic Planning Workshop will be held from July 15-26, 2024 at the RDE Hall. Attendance at this workshop is mandatory for all concerned officials, faculty members, administrative staff, alumni, and student representatives.

Hence, effective immediately, any travel or other activities that would interfere with your attendance at the workshop are hereby discouraged during the specified dates. You are also directed not to schedule any trips or engagements that would be in conflict with this event.

Please see below the workshop design and the list of participants for your reference.

For your information and usual support.

Topic or Activity	Expected Output	Responsible Person/ Consultant	Estimated No. of Hours
Survey of Stakeholders, e.g., Board Members, Faculty, Administration, Students, Parents, LGUs	Inputs from Stakeholders	c/o VSU; Dr. ASCajes to draft the survey questionnaire	Not applicable; to be completed before the first session

	Strategic Plan review and Gap Analysis Findings	c/o VSU; Consultants to provide comments	4 hours
Strategic Challenge & Framing Question and Driving Forces	Final Strategic Challenge & Framing Question List of Driving Forces	Dr. Allan Cajés  VSU participants	4 hours
Building Blocks	Selected Critical Uncertainties	Dr. Allan Cajés	4 hours
Scenarios and Scenario Stories	4 Scenarios and 4 Scenario Stories	Dr. Allan Cajés	8 hours
Implications & Options	Priority Implications & Options	Dr. Allan Cajés	8 hours
Indicators & Signposts	Agreed upon Indicators & Signpost	Dr. Allan Cajés	4 hours
Risk Management	Finalized Strategic Objectives, Measures & Targets	Dr. Allan Cajés	4 hours
<b>TOTAL # OF HOURS OF DR. CAJÉS:</b>			<b>40 hours</b>
Processing of the Survey Findings Revisit the Strategy Map (Vision, Mission, Core Values, Goals, Objectives, Accomplishments, Gaps)	Data analytics of the findings (survey of stakeholders) Assessed Accomplishments and Areas for Improvement	Prof. Ed Nuque	8 hours
Update the Strategy Map (Vision, Mission, Core Values, Strategic Objectives)	Updated Strategy Map	Prof. Ed Nuque	8 hours
Strategic Objectives, Measures and Targets	Finalized Strategic Objectives, Measures & Targets	Prof. Ed Nuque	8 hours

Strategic Initiatives Profiling	Finalized Strategic Objectives, Measures & Targets	Prof. Ed Nuque	8 hours
Orientation of SPMS	Revision of the University's OPCR's, DPCR's, UPCR's and IPCR's		4 hours
Presentation of Outputs	Comments and Suggestions	Prof. Ed Nuque	4 hours
<i>TOTAL # OF HOURS FOR PROF. NUQUE</i>			<i>40 hours</i>
<b>TOTAL # OF HOURS FOR DR. CAJES AND PROF. NUQUE</b>			<b>80 hours</b>

### **Expected Participants (across all campuses)**

#### From the Office of the University President

University President  
 Vice President for Academic Affairs  
 Vice President for Administration and Finance  
 Vice President for Student Affairs and Services  
 Vice President for Research, Extension, and Innovation  
 Vice President for Planning, Resource Generation, and Auxiliary Services  
 Chancellors  
 Executive Assistants  
 BOR & University Secretary  
 Head, Gender Resource Center  
 Chief, Legal Office  
 Head, Internal Audit Service Office  
 Head, University Integrated Media Center  
 Head, International Affairs Office  
 Head, Culture and the Arts Center  
 Director, Quality Assurance Center  
 Heads, Quality Assurance

#### From the Office of the Vice President for Administration and Finance

Directors, Administration and Finance  
 Chief, University Services for Health, Emergency, and Rescue  
 Head, Information and Communication Technology Management Center



Team Leader, HRMIS  
Heads, University Disaster Risk Reduction and Management  
Heads, Security  
Director, Financial Management Office  
Budget Officers  
Accounting Officers  
Director, Administrative Services Office  
Procurement Officers  
Supply and Property Officers  
Cash Officers  
Records and Archive Officers  
Head, General Services Office  
Director/Heads, HRMO  
Director, Physical Plant Office

From the Office of the Vice President for Academic Affairs

Directors, Academic Affairs  
Registrars  
Director, Instruction and Evaluation Office  
Dean, Graduate School  
College Deans  
Department Heads  
Principal, VSUIHS  
Director, IHK  
Director, ITEEM  
Director, ISRDS

From the Office of Vice President for Planning, Resource Generation, and Auxiliary Services

Director, Planning and Infrastructure Project Development and Monitoring Office  
Director, Resource Generation and Auxiliary Services Office  
Heads, Planning Office  
Heads, IGP Office  
Project Manager, VSU Accommodation Units  
Project Manager, Guest House/Pavilion  
Director, CCE  
Supervisor, Food and Beverage Service of the Guesthouse, Pavilion and VSU Beach Resort  
Head, University Review Services Office  
Head, Continuing Professional Development Office  
Head, Alumni and Community Relations Office (ACRO)

From the Office of Vice President for Research, Extension, and Innovation

Directors, Research, Extension, Innovation, and Commercialization

Head, Central Analytical Service Laboratory  
Head, Geographic Information System Laboratory  
Head, Plant Disease Diagnostic Laboratory  
EIC, Annals of Tropical Research  
Director, Research Office  
Director, Innovation Office  
Director, Extension Office  
Director, Eco-FARMI  
Director, NARC  
Director, NCRC-V  
Director, PhilRootCrops  
Assistant Director, PhilRootCrops  
Director, RCCRDC  
Director, RERC  
Director, ARIC  
Director, Eastern Visayas Center for Health Biotech  
Director, Zonal Center for Biodiversity Conservation and Habitat Restoration  
Director, ViCARP

From the Office of Vice President for Students and Auxiliary Services

Directors, Student Affairs and Services  
Dean of Students  
Head, Student Scholarships Grants and Awards Office  
Head, Student Development Services Offices  
Head, Student Internship and Volunteer Programs Office  
Head, Student Welfare Services Office  
Head, Career and Job Placement Services Office  
NSTP Director/Heads  
Librarians

Sectoral Representatives

Faculty Presidents (2 per campus)  
College SSC Presidents/Representatives (2 per college)  
Alumni Representatives (5)