



10 December 2020

MEMORANDUM CIRCULAR NO. 110
Series of 2020

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

R E: Monitoring of Accomplishments, Operational Planning Workshop and Reframing of the Strategic Plan

Please be informed that the university will be conducting the Monitoring of Accomplishments on **December 16-18, 2020** and Operational Planning Workshop and Reframing of the Strategic Plan on **January 4-8, 2021** via Video Conference.

For the Monitoring of Accomplishments (December 16-18, 2020), all units are requested to prepare the following:

1. Operational Plan Monitoring Form 2020
2. ROAM 2020
3. OTP Monitoring Form 2020
4. OPCR with January – June 2020 Accomplishments

For the Operational Planning Workshop and Reframing of Strategic Plan (January 4-8, 2020), all units are requested 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 Programs 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 Programs 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.

Attached is the Program of Activities for this purpose.

For your guidance and compliance.



EDGARDO E. TULIN
President

Monitoring of Accomplishments, Operational Planning Workshop and Reframing of Strategic Plan

P R O G R A M M E

December 16-18, 2020, Via Video Conference

DAY 1

8:30 – 9:30

Opening Program (via Zoom)

Prayer
Dr. Milagros Bales
Assistant Director, Office of the Director for Quality Assurance

Welcome Remarks
Dr. Edgardo E. Tulin
University President

Overview of the activity
Dr. Dilberto O. Ferraren
Vice President for Planning, Resource Generation and Auxiliary Services

9:30 – 10:00

Assessment of Operational Plan Monitoring Form 2020 (via Zoom)

Dr. Daniel Leslie S. Tan
Vice President for Planning, Resource Generation and Auxiliary Services

Mr. Toni Marc L. Dargantes
OIC – Head, Planning Office

10:00 – 12:00

Workshop on Operational Plan Monitoring Form 2020
(Break-up session via Google Meet per OVP's and OP)

12:00 – 1:00

Lunch Break

1:00 – 1:30

Overview of the Amendment of ROAM Form 2020 (via Zoom)

Dr. Daniel Leslie S. Tan
Mr. Toni Marc L. Dargantes

1:30 – 5:00

Workshop on Amendment ROAM Form 2020
(Break-up session via Google Meet per OVP's and OP)

DAY 2

8:30 – 12:00

Continuation of Workshop on Amendment ROAM Form 2020
(Break-up session via Google Meet per OVP's and OP)

12:00 – 1:00

Lunch Break

1:00 – 2:00

Presentation of Amended ROAM 2020 per VP
(Break-up session via Google Meet per OVP's and OP, with planning office)

2:00 – 2:30 **Overview of OTP Monitoring Form 2020** (via zoom)
Dr. Daniel Leslie S. Tan
Mr. Toni Marc L. Dargantes

2:30 – 5:00 **Workshop on OTP Monitoring Form**
(Break-up session via Google Meet per OVP's and OP)

DAY 3

8:30 – 9:30 **Overview of OPCR Monitoring January – June 2020 Accomplishment** (via zoom)
Dr. Daniel Leslie S. Tan
Mr. Toni Marc L. Dargantes

9:30 – 12:00 **Workshop on Consolidation of OPCR January – June 2020 Accomplishment**
(Break-up session via Google Meet per OVP's and OP)

12:00 – 1:00 Lunch Break

1:00 – 4:00 **Continuation of Workshop on Consolidation of OPCR January – June 2020 Accomplishment**
(Break-up session via Google Meet per OVP's and OP)

4:00 – 5:00 **Submission of All Workshop (Day 1 – Day 3) Outputs to OVPPRGAS**

January 4 - 8, 2021, via Video Conference

DAY 1

- 8:30 – 9:00 **Opening Program** (via Zoom)
- Prayer
Dr. Daniel Leslie S. Tan
*Director for Planning and Infrastructure Project
Development and Monitoring*
- Overview of the activity
Dr. Dilberto O. Ferraren
*Vice President for Planning, Resource Generation and
Auxiliary Services*
- 9:30 – 10:00 **Overview of OPCR Monitoring July – December 2020 Accomplishment**
(via zoom)
Dr. Daniel Leslie S. Tan
Mr. Toni Marc L. Dargantes
OIC – Head, Planning Office
- 10:00 – 12:00 **Workshop on OPCR Monitoring July – December 2020 Accomplishment**
(Break-up session via Google Meet per OVP's and OP)
- 12:00 – 1:00 Lunch Break
- 1:00 – 1:30 **Overview of Strategic Plan Monitoring Form 2020** (via zoom)
Dr. Daniel Leslie S. Tan
Mr. Toni Marc L. Dargantes
- 1:30 – 4:00 **Workshop on Strategic Plan Monitoring Form 2020**
(Break-up session via Google Meet per OVP's and OP)
- 4:00 – 5:00 **Submission of All Workshop (Day 1) Outputs to OVPPRGAS**

DAY 2 (Break for consolidation of outputs)

DAY 3

- 8:30 – 9:30 **Welcome Remarks and Cascading of Strategic Direction** (via zoom)
Dr. Edgardo E. Tulin
University President
- 9:30 – 10:00 **Overview of SWOT Matrix** (via zoom)
Dr. Daniel Leslie S. Tan
Mr. Toni Marc L. Dargantes
- 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 – 3:00 **Continuation Workshop on SWOT Matrix**
(Break-up session via Google Meet per OVP's and OP)
- 3:00 – 5:00 **Presentation of Workshop Outputs**

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

DAY 4

- 8:30 – 10:00 **Review and Updating of Needs and Expectation of Interested Parties** (via zoom)
Dr. Daniel Leslie S. Tan
Mr. Toni Marc L. Dargantes
- 10:00 – 10:30 **Overview of ROAM** (via zoom)
Dr. Daniel Leslie S. Tan
Mr. Toni Marc L. Dargantes
- 10:30 – 12:00 **Workshop on ROAM**
(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 ROAM**
(Break-up session via Google Meet per OVP's and OP)
- 2:00 – 5:00 **Presentation of Workshop Outputs**
(Break-up session via Google Meet per OVP's and OP, with the planning office)

DAY 5

- 8:30 – 9:30 **Overview of OTP, WFP and OPCR** (via zoom)
Dr. Daniel Leslie S. Tan
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 – 4:00 **Presentation of Workshop Outputs**
(Break-up session via Google Meet per OVP's and OP, with the planning office)
- 4:00 – 5:00 **Closing Program**
Impressions from Selected Participants
Closing Remarks

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