



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