



## TRAINING/WORKSHOP/ORIENTATION PROPOSAL

**Title** : "VSU Faculty Onboarding"  
**Participants** : VSU Faculty  
**Date and Time** : August 16-18, 2021 (Monday-Wednesday) 8:45 AM – 5:00 PM  
**Venue** : Live via VSU Workplace – Academic Staff

### **Rationale**

VSU Faculty Onboarding is a process of preparing the teachers for the new academic year. It is paving the way to a fresh start and create the best possible environment in the university. Last academic year 2020-2021, we have successfully conducted a general faculty onboarding for all our VSU academicians. A series of topics were delivered by different resource speakers and experts to prepare everyone in the implementation of flexible learning.

In preparation for academic year 2021-2022, another set of faculty onboarding is scheduled on August 16-18, 2021, with a theme "Welcome Academic Year 2021-2022". The 3-days virtual onboarding provides various topics that are vital in the continued implementation of flexible learning and university policies. The webinar series will present wide experiential learning opportunities and give insights on the revised guidelines of the University's Flexible Learning Modalities.

### **Objectives**

At the end of the webinar series, participants will be able to:

1. Acquire perspective of the University's Approved Policies and Guidelines.
2. Gain insights of the University's revised Guidelines and Policies in the continued implementation of flexible learning modalities.
3. Provide support in their psychosocial and moral challenges of faculty.

### **Methodology/Strategy**

The webinar will be delivered live via VSU Workplace – Academic Staff for the synchronous webinar series.

Each synchronous webinar will include a presentation, a question-and-answer session, and a discussion forum. Upon successful participation in the webinar, participants will receive a Certificate of Completion.

The topics to be covered in three days are the following:

1. Rules on Hiring and Renewal of Faculty VSU Strategic Performance Management System,
2. Faculty Development Program,
3. Rights, Duties, Obligations of Teachers CSC Rules on Leave and NBC 461,
4. Ease of Doing Business and Efficient Government Delivery Service Act of 2018 Data Privacy Act of 2012,

5. ISO Awareness,
6. Accreditation Awareness,
7. University Library Services,
8. USHER
9. Research, Extension, and Innovation as Functions of Faculty Research Publication and the Publication Incentive System
10. Submission of Grades and Other Registrar-Related Matters,
11. Individual Faculty Workload Teaching Overload Policy,
12. Teaching Performance Evaluation by Students
13. Policy on Change of Grades
14. OBE Course Syllabus, Table of Specifications, Instructional Materials, and PenTablets
15. VSUEE, Turnitin, and Plugins
16. First Aid in the Workplace
17. Workplace Physical Fitness Program
18. Dealing with Psychosocial and Moral Challenges as a Faculty

**Expected participants:**

VSU Faculty

**Resource Persons:**

Dr. Edgardo E. Tulin  
 Ms. Honey Sofia V. Colis  
 Dr. Beatriz S. Belonias  
 Prof. Maria Aurora Tteresita W. Tabada  
 Atty. Rysan C. Guinocor  
 Prof. Jerry D. Imbong  
 Dr. Aleli A Villocino  
 Dr. Editha G. Cagasan  
 Mr. Vicente A. Gilos  
 Dr. Elwin Jay Yu  
 Mrs. Marwen A. Castañeda  
 Dr. Ma. Rachel Kim L. Aure  
 Dr. Santiago T. Peña Jr.  
 Dr. Nancy D. Abunda  
 Prof. Magdalene C. Unajan  
 Dr. Maria Juliet C. Ceniza  
 Dr. Victor B. Asio  
 Dr. Dennis P. Peque  
 Dr. Joel Rey U. Acob  
 Dr. Moises Neil V. Serioño  
 Dr. Maria Theresa P. Loreto  
 College of Nursing  
 Institute of Human Kinetics  
 USSO

**Technical Team:** University Integrated Media Center (UIMC), WebTeam, ODIE, OHIMD

**Resources Needed:**

The resources needed in this webinar are the following:

- 1) internet connectivity
- 2) snacks

- 3) lunch
- 4) laptop/computer
- 5) Resource Speakers

**Expected Outcome:**

Participants are equipped with sufficient knowledge to prepare them in the new academic year 2021-2022.

**Estimated Budget:**


Particulars	Cost in peso (Php)
Snacks (30 pax x 6 (3 days) x P60.00)	P 10,800.00
(10 RPs, 10 Technical team, 10 office staff)	
Lunch (30 pax x 3 (day 1-3) x P150.00)	13,500.00
<b>TOTAL</b>	<b>P 24,300.00</b>

Prepared by:

  
**NANCY D. ABUNDA**  
 Head, Instructional Materials Development

  
**MA. RACHEL KIM L. AURE**  
 Director, Instruction and Evaluation

Availability of funds:

  
**LOUELLA C. AMPAC**  
 Director of Finance

Noted:

  
**BEATRIZ S. BELONIAS**  
 VP for Academic Affairs

Approved:

  
**EDGARDO E. TULIN**  
 University President





# VSU Faculty OnBoarding

**" WELCOME Academic Year 2021 – 2022!"**

**August 16 – 18, 2021 (Monday – Wednesday)**

**Live: VSU Workplace – Academic Staff**

## **Day 1: August 16, 2021 (Monday)**

Time	Topic	Resource Speaker
Master of Ceremonies: Prof. Rhodora Bande 8:45 – 8:59 AM	House Rules and Other Introductory Videos Attendance	UIMC
9:00 – 9:10	Prayer National Anthem	UIMC
9:11 – 9:20 9:21 – 9:40	Welcome Message VSU Vision, Mission, Goals, and Objectives	Dr. Edgardo E. Tulin <i>VSU President</i>
9:41 – 10:30	Rules on Hiring and Renewal of Faculty VSU Strategic Performance Management System	Ms. Honey Sofia V. Colis <i>OIC-Director, ODHRM</i>
10:31 – 11:20	Faculty Development Program	Dr. Beatriz S. Belonias <i>VP for Academic Affairs</i>
11:21 – 11:59	Open Forum	Dr. Victor B. Asio <i>Dean, CAFS /Moderator</i>
<b>12:00 – 1:00 PM</b>	<b>Lunch Break</b>	
1:01 – 1:45	Rights, Duties, Obligations of Teachers CSC Rules on Leave and NBC 461	Ms. Honey Sofia V. Colis <i>OIC-Director, ODHRM</i>
1:46 – 2:45	Gender Awareness and Anti-Sexual Harassment Policy	Prof. Maria Aurora Teresita W. Tabada <i>Head, Gender Resource Center</i>
2:46 – 3:45	Ease of Doing Business and Efficient Government Delivery Service Act of 2018 Data Privacy Act of 2012	Atty. Rysan C. Guinocor <i>Legal Officer</i>
3:46 – 4:15	VSU Faculty Association	Prof. Jerry D. Imbong <i>President, VSUFA - Main</i>
4:16 – 4:45	Open Forum	Dr. Dennis P. Peque <i>Dean, CFES /Moderator</i>
4:46 – 5:00	Day 1 – Evaluation	UIMC

## **Day 2: August 17, 2021 (Tuesday)**

Master of Ceremonies: Ms. Mariane Ubay

8:45 – 8:59 AM	Training House Rules and Other Introductory Videos Attendance Prayer	UIMC
9:00 – 9:45	ISO Awareness	Dr. Aleli A. Villocino <i>Quality Management Representative &amp; VP for Student Affairs and Services</i>
9:46 – 10:30	Accreditation Awareness	Dr. Editha G. Cagasan <i>Director, Quality Assurance</i>
10:31 – 11:00	University Library Services	Mr. Vicente A. Gilos <i>University Librarian</i>



11:01 – 11:30	USHER	Dr. Elwin Jay Yu <i>Chief, USHER</i>
11:31 – 11:59	Open Forum	Dr. Joel Rey U. Acob <i>Dean, CON /Moderator</i>
<b>12:01 – 1:00 PM</b>	<b>Lunch Break</b>	
1:01 – 2:00	VSU Policies on Submission of Grades and Other Registrar-Related Matters	Mrs. Marwen A. Castaneda <i>University Registrar</i>
2:01 – 3:00	Individual Faculty Workload Teaching Overload Policy	Dr. Beatriz S. Belonias <i>VP for Academic Affairs</i>
3:01 – 3:30	Teaching Performance Evaluation By Students	Dr. Ma. Rachel Kim L. Aure <i>Director, Instruction and Evaluation</i>
3:31 – 4:15	Policy on Change of Grades	Dr. Santiago T. Pena Jr. <i>Chairperson, Committee on Change of Grades</i>
4:16 – 4:45	Open Forum	Dr. Moises Neil V. Serioño <i>Dean, CME /Moderator</i>
4:46 – 4:59	Day 2 – Evaluation	UIMC

### **DAY 3: August 18, 2021 (Wednesday)**

*Master of Ceremonies: Prof. Corazon A. Padilla*

8:45 – 8:59 AM	Training House Rules and Other Introductory Videos Attendance Prayer	UIMC
9:00 – 9:40	OBE Course Syllabus, Table of Specifications, Instructional Materials, Pentabets	Dr. Nancy D. Abunda <i>Head, Instructional Materials Development</i>
9:41 – 10:30	VSUEE, Turnitin, Plugins	Prof. Magdalene C. Unajan <i>Head, DCST</i>
10:31 – 11:30	Research, Extension, and Innovation as Functions of Faculty Research Publication and the Publication Incentive System	Dr. Maria Juliet C. Ceniza <i>VP for Research, Extension and Innovation</i>
11:31 – 11:59	Open Forum	Dr. Maria Theresa P. Loreto <i>Dean, CAS /Moderator</i>
<b>12:00 – 1:00 PM</b>	<b>Lunch Break</b>	
1:01 – 2:00	First Aid in the Workplace	College of Nursing
2:01 – 3:00	Workplace Physical Fitness Program	Institute of Human Kinetics
3:00 – 4:00	Dealing with Psychosocial and Moral Challenges as a Faculty	Office of the Dean of Students
4:01 – 4:10	Day 3 - Evaluation	UIMC
4:11 – 4:30	Closing Message	Dr. Beatriz S. Belonias <i>VP for Academic Affairs</i>
5:00	VSU Hymn	UIMC