



ACTIVITY DESIGN

- Title** : **BISU BENCHMARKING TO VSU**
- Participants** : **Administrative Personnel under the Administrative Division of BISU and the Directors/Unit Heads under the Office of the Vice President for Administration in the Visayas State University**
- Date and Time** : **Sept. 23, 2024**
- Venue** : **Visayas State University**

Rationale:

The Visayas State University is renowned for its research, teaching, and administrative capabilities. Benchmarking VSU's administrative processes can serve as a model for enhancing the efficiency and effectiveness of BISU's operations, including management practices and decision-making.

Analyzing how VSU allocates and utilizes resources can help BISU optimize its administrative functions, encompassing budgeting, staffing, and infrastructure management. Furthermore, scrutinizing VSU's policies and procedures can aid BISU in adopting best practices pertaining to compliance, internal controls, and strategic planning. Recognizing VSU's successful administrative strategies can empower BISU to implement similar approaches and elevate overall administrative performance. Understanding VSU's approach to professional development and administrative training can help BISU enhance its own staff training and career development programs. Ultimately, benchmarking can guide BISU in refining its administrative practices, resulting in more effective and efficient university management.

Objectives:

1. To enhance the quality of services provided by BISU, we endeavor to facilitate the exchange of best practices in administrative support services at Visayas State University.
2. Sharing VSU's operational efficiency and effectiveness strategies as we pursue administrative excellence.
3. Communicating the exemplary practices of VSU may yield fresh perspectives and contribute to the innovation and enhancement of operations at BISU.

Methodologies/Strategies:

- I. Welcome and Introduction
 - A. Courtesy call with the VSU officials
 - B. (GTKY) Getting to Know You
 - C. Brief overview of the objectives and agenda
- II. Focus Group Discussions (FGD) with concerned Administrative Services
- III. Site Visit to the different Administrative Offices of VSU

Resources Needed

- A. Manpower Requirements
Overall Supervision: Jeffrey Lloyd Cagande

Activity Coordinators: Directors/Unit Heads
ACRO staff

Technical Staff: OVPAF staff
1 staff from each office

- B. Facilities and Equipment

Facilities

OP Boardroom
Conference Room of the Concerned Offices
Vehicle for the tour

Equipment

SMART TV/Projector for the 10-minute video Presentation
Laptop
DPL Projector with screen

Expected Outcome

1. Pinpointed areas where performance can be enhanced, leading to increased efficiency or effectiveness.
2. Gained insights that can lead to an improved implementation of best practices, ultimately benefiting the entire organization.

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Estimated Budget

Particulars	Cost in peso (Php)
MEALS & REFRESHMENTS	
Meals (Php 200 per meal * 45 pax * 1 meal)	9,000.00
Snacks (Php 80 per snack * 45 pax * 2 snacks for 1 day)	7,200.00
SUPPLIES & MATERIALS	
ID sling and ID jacket	2,000.00
TOTAL	18,200.00

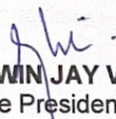
Prepared by:


ROSELA T. BATISTIL
Admin. Assistant V

Availability of funds:


ALICIA M. FLORES *py - STF*
Budget Officer

Noted by:


ELWIN JAY V. YU
Vice President, OVPAF

Approved:

PROSE IVY G. YEPES
President

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PROGRAM OF ACTIVITIES

DAY/TIME	ACTIVITY	RESPONSIBLE PERSON
Sept 23, 2024		
8:00 to 8:30 am	Opening Program <ul style="list-style-type: none"> • Invocation • Pambansang Awit • Opening Message 	- Sound system - Sound system President Prose Ivy G. Yepes
8:30 AM -9:00 AM	Introduction of Participants from BISU	Ms. Maria Roberta S. Miraflor
9:00 AM – 9:30 AM	Overview of the objectives and Agenda	BISU Representative/s
9:31 AM – 11:59 AM	FGD with Concerned Administrative Services	Concerned Directors/Office Heads
12:00 NN	Lunch Break	
1:00 PM – 5:00 PM	Site Visit to the different Administrative Offices of VSU	Concerned Director/Office Head

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