



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES COLLEGE OF ENGINEERING COMPUTER ENGINEERING DEPARTMENT



REPUBLIC OF THE PHILIPPINES
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING
OFFICE OF THE CHAIRPERSON

Commission on Higher Education (CHED)	Department of Science and Technology (DOST)	National Economic Development Authority (NEDA)	Polytechnic University of the Philippines (PUP)	PUP College of Engineering	PUP Computer Engineering Department
<p>MISSION The Commission on Higher Education catalyzes a Philippine higher education system that is locally responsive and globally competitive and serves as a force for lifelong learning, innovation, and social and cultural transformation.</p> <p>MANDATE Given the national government's commitment to transformational leadership that puts education as the central strategy for investing in the Filipino people, reducing poverty, and building national competitiveness and pursuant to Republic Act 7722, CHED shall: A. Promote relevant and quality higher education (i.e. higher</p>	<p>MISSION To direct, lead, and coordinate the country's scientific and technological efforts geared towards maximum economic and social benefits for the people.</p> <p>The DOST is the "provider of world-class scientific, technological and innovative solutions that will lead to higher productivity and better quality of life."</p> <p>The DOST as a leading ASEAN Science, Technology and Innovation Hub by 2022.</p> <p>MANDATE Executive Order No. 128 mandates the Department to "provide central</p>	<p>MISSION Formulate continuing, coordinated and fully integrated socio-economic policies, plans and programs</p> <p>VISION Aspires to be the premier socio-economic planning body, highly regarded in macroeconomic forecasting, policy research and analysis; an acknowledged institution in providing high level policy advice, developing consensus and setting agenda for inclusive development</p>	<p>MISSION Clearing the paths while laying new foundations to transform the Polytechnic University of the Philippines into an epistemic community.</p> <p>MANDATE Reflective of the great emphasis being given by the country's leadership aimed at providing appropriate attention to the alleviation of the plight of the poor, the development of the citizens, and of the national economy to become globally competitive, the University shall commit its academic resources and manpower</p>	<p>GOALS</p> <ol style="list-style-type: none"> 1. Provide quality education through instruction, advance research and extension services. 2. Produce world-class professionals as potential industry leaders and job providers. 3. Develop and produce facilities through the use of adapted technology and indigenous materials. 4. Maintain, upgrade or improve facilities through the applications 	<p>OBJECTIVES</p> <ol style="list-style-type: none"> 1. Strengthen the Computer Engineering program consistent with global trends; 2. Develop critical thinking and communication skills of students, giving emphasis to research and extension services; 3. Enhance the competencies of students to evaluate, assess, design, and operate safe, effective, economically-efficient and environmental friendly computer-based systems; 4. Create a conducive teaching and learning atmosphere with emphasis to faculty and students' growth and academic freedom;

Second Floor, College of Engineering and Architecture Building,
PUP A. Mabini Campus, Anonas Street, Sta. Mesa, Manila 1016
Direct Line: 335-1752 | Trunk Line: 335-1787 or 335-1777 local 236 or 302
Website: www.pup.edu.ph | Email: ce@pup.edu.ph | Tel no: 716-6273

THE COUNTRY'S 1ST POLYTECHNICU



(02) 8713 5968 | dcoe_chair@gmail.com
RM322 CEA BLDG. NDC COMPOUND,
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES COLLEGE OF ENGINEERING COMPUTER ENGINEERING DEPARTMENT



REPUBLIC OF THE PHILIPPINES
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING
OFFICE OF THE CHAIRPERSON

<p>education institutions and programs are at par with international standards and graduates and professionals are highly competent and recognized in the international arena);</p> <p>B. Ensure that quality higher education is accessible to all who seek it particularly those who may not be able to afford it;</p> <p>C. Guarantee and protect academic freedom for continuing intellectual growth, advancement of learning and research, development of responsible and effective leadership, education of high level professionals, and enrichment of historical and cultural heritages; and</p>	<p>direction, leadership and coordination of scientific and technological efforts and ensure that the results therefrom are geared and utilized in areas of maximum economic and social benefits for the people”.</p>		<p>to achieve its goals through:</p> <p>A. Provision of undergraduate and graduate education which meet international standards of quality and excellence;</p> <p>B. Generation and transmission of knowledge in the broad range of disciplines relevant and responsive to the dynamically changing domestic and international environment;</p> <p>C. Provision of more equitable access to higher education opportunities to deserving and qualified Filipinos; and</p> <p>D. Optimization, through efficiency and</p>	<p>of engineering technology.</p>	<p>5. Establish network with educational institution industry, GO's and NGO's, local and international which could serve as:</p> <ul style="list-style-type: none"> a) funding sources and/or partners of researches; b) sources of new techniques c) centers for faculty and student exchange program and On the Job Training, and; d) grantees of scholarship/additional facilities, and; <p>6. Continuously conduct action researches on the needs of laboratory and other facilities that could be locally produce or innovated using local materials and adapted technology.</p> <p>7. Equip graduates with appropriate knowledge and technical skills, imbued</p>
--	---	--	---	-----------------------------------	---

Second Floor, College of Engineering and Architecture Building,
PUP A. Mabini Campus, Anonas Street, Sta. Mesa, Manila 1016
Direct Line: 335-1752 | Trunk Line: 335-1787 or 335-1777 local 236 or 302
Website: www.pup.edu.ph | Email: cpe@pup.edu.ph Tel no: 7135968

THE COUNTRY'S 1ST POLYTECHNIC



(02) 8713 5968 | dcoe_chair@gmail.com
RM322 CEA BLDG. NDC COMPOUND,
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES COLLEGE OF ENGINEERING COMPUTER ENGINEERING DEPARTMENT



REPUBLIC OF THE PHILIPPINES
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING
OFFICE OF THE CHAIRPERSON

<p>D. Commit to moral ascendancy that eradicates corrupt practices, institutionalizes transparency and accountability and encourages participatory governance in the Commission and the sub-sector.</p>			<p>effectiveness, of social, institutional, and individual returns and benefits derived from the utilization of higher education resources</p>		<p>with desirable work attitude and moral values through enhanced teaching/learning process by using multi-media facilities on top of traditional methods;</p> <p>8. Develop faculty as competent mentors and quality researchers, through advanced study and other facets of continuing professional education.</p>
---	--	--	--	--	--

Reflective of the mission, vision and mandate of national agencies such as Commission on Higher Education (CHED), Department of Science and Technology (DOST) and National Economic Development Authority (NEDA), PUP Civil Engineering Department is committed in fulfilling its objectives consistent with the PUP institution's mission and mandate and College of Engineering's goals. The objectives of the department are focused in producing and molding globally-competitive students with broad range of knowledge in the field of Computer Engineering and moral ascendancy and discipline to be able to be appropriately responsive to global trends and progresses through quality higher education program. The objectives also focused in infusing the quality higher education mantra of CHED, science and technology excellence mandate of DOST and national development awareness objective of NEDA by equipping the students of appropriate theoretical knowledge and technical skills as reflected in the faculty members' teaching methods and the department's mandated curriculum designs.

The department mandated the 2018 Revised Curriculum to be able to cope up with the rapid progress and recent developments in the Civil Engineering community and with its commitment to its objectives to ensure the professional and technical excellence of its students. On the Job training program is also strengthened by expanding it into two 300-hour work immersion course subjects which course objectives are designed to promulgate the values of desirable work attitude and positive moral values. The course objectives of the subjects in the new curriculum are also geared into creating a conducive learning experience and atmosphere for the students, giving emphasis and focus to academic growth and freedom of students.

Second Floor, College of Engineering and Architecture Building,
PUP A. Mabini Campus, Anonas Street, Sta. Mesa, Manila 1016
Direct Line: 335-1752 | Trunk Line: 335-1787 or 335-1777 local 236 or 302
Website: www.pup.edu.ph | Email: cpe@pup.edu.ph Tel no: 7135968

THE COUNTRY'S 1ST POLYTECHNIC



(02) 8713 5968 | dcoe_chair@gmail.com
RM322 CEA BLDG. NDC COMPOUND,
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES COLLEGE OF ENGINEERING COMPUTER ENGINEERING DEPARTMENT



REPUBLIC OF THE PHILIPPINES
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING
OFFICE OF THE CHAIRPERSON

Prepared by:


ENGR. JAMES S. CANSINO
Chairperson, Computer Engineering Dept.

Noted by:

DR. REMEDIOS G. ADO ✓
Dean, College of Engineering

Second Floor, College of Engineering and Architecture Building,
PUP A. Mabini Campus, Anonas Street, Sta. Mesa, Manila 1016
Direct Line: 335-1752 | Trunk Line: 335-1787 or 335-1777 local 236 or 302
Website: www.pup.edu.ph | Email: cpe@pup.edu.ph | Tel no: 7135968

THE COUNTRY'S 1ST POLYTECHNICU



(02) 8713 5968 | dcoe_chair@gmail.com
RM322 CEA BLDG. NDC COMPOUND,
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

INSTITUTIONAL DEVELOPMENT PLAN
The PUP 2020 Vision

[Temporary copy for printing]

INSTITUTIONAL DEVELOPMENT PLAN 2018-2020
PUP 2020 Vision: Towards an Epistemic Community

AGENDA 8
Assessment of the Institutional Processes and Critical-Rational Review of the Entire Organization

AGENDA 7
Fiscal Responsibility

AGENDA 6
Institutionalizing Civil Society Engagement and Involved Extension Service Program

AGENDA 5
Re-conceptualization of Academic Freedom

AGENDA 4
Modernizing and Upgrading of Information and Communication Technology Services, Physical Facilities, Equipment, Library and Campus Development

AGENDA 3
Assuring Transparent Participatory Governance

AGENDA 2
Embedding a Culture of Research

AGENDA 1
Pursuing Academic Excellence Through Disciplinary Integrity



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<ul style="list-style-type: none"> > 100% of the curricular programs are revised in compliance with CHED Policies, Standards and Guidelines and in accordance with national and international standards 	Revise all curricula based on international and national benchmarks, compliant with CHED Policies, Standards and Guidelines	All Colleges OVPAA OVPBSC	For implementation effective SY 2018-2019
<ul style="list-style-type: none"> > 100% of the syllabi are revised to conform with the Outcomes-Based Education (OBE) format 	Craft OBE-compliant syllabi for all courses based on the newly-approved curricula		2018
<ul style="list-style-type: none"> > 10% annual increase in the number of procured books, references, and other instructional materials by discipline 	<p>Procure textbooks, references, and other instructional materials by discipline based on syllabi specifications, book canvasses conducted by college representatives, and list of most-borrowed books forwarded by librarians in-charge of different library sections</p> <p>Proceed with the procurement of and subscription to national and international journals, both print and non-print</p> <p>Review the procurement law and procurement processes employed in the purchase of learning resources (both print and non-print) in the university, and list all sources/would-be causes of delays in each of the modes of procurement</p> <p>Conduct regular coordination meetings not only for pre-procurement purposes but to address above-mentioned, as well as other pressing problems in learning resource procurement</p>	OVPAA OVPBSC OVPA (PMO) OVPF	

OBJECTIVE:

To ensure globally-focused, research-oriented, and internationally competitive curricula in the undergraduate and graduate levels

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<ul style="list-style-type: none"> > Annual renewal of journal subscriptions (print/e-journals) 	Proceed with the renewal of journal subscriptions (print/e-journals)	OVPAA OVPRED OVPF OVPBSC OVPA (PMO)	
<ul style="list-style-type: none"> > 100% (4/4) of the qualified academic programs accredited for Level IV, Phase 1 scheduled for revisit 	<p>Continuously submit academic programs for Accrediting Agency of Chartered Colleges and Universities in the Philippine (AACCCUP) evaluation and accreditation</p> <p>Conduct orientation/coordination meetings with the colleges as well as offices involved/concerned in the accreditation process</p> <p>Regularly monitor the level of readiness and availability of required documents</p> <p>Conduct inventory of required facilities and equipment</p> <p>Invite internal accreditors to conduct mock accreditation</p>	OVPAA (QAC) OP OEVP OVPA OVPF OVPSAS OVPRED	2018 for Main Campus with academic programs that have taken advantage of the one-year grace period.
<ul style="list-style-type: none"> > 10% (8/8) of the qualified academic programs accredited for Level IV, Phase 1 scheduled for visit 	<p>Continuously submit academic programs for AACCCUP evaluation and accreditation</p> <p>Conduct orientation/coordination meetings with the colleges as well as offices involved/concerned in the accreditation process</p> <p>Regularly monitor the level of readiness and availability of required documents</p> <p>Conduct inventory of required facilities and equipment</p> <p>Invite internal accreditors to conduct mock accreditation</p>	OVPAA (QAC) OP OEVP OVPA OVPF OVPSAS OVPRED	2019 for Main Campus with academic programs that have taken advantage of the one-year grace period.



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame	
OBJECTIVE: To promote and maintain quality assurance	> 100% (12/12) of the qualified academic programs accredited for Level IV scheduled for visit	Continuously submit academic programs for AACUP evaluation and accreditation Conduct orientation/coordination meetings with the colleges as well as offices involved/concerned in the accreditation process Regularly monitor the level of readiness and availability of required documents Conduct inventory of required facilities and equipment Invite internal accreditors to conduct mock accreditation	OVPAA (QAC) OP OEVP OVPA OVPF OVPSAS OVPRED	2020 (programs for accreditation visit had taken advantage of their one-year grace period.
	> 100% of the qualified academic programs accredited for Level III in the next three years	Continuously submit academic programs for AACUP evaluation and accreditation Conduct orientation/coordination meetings with the colleges as well as offices involved/concerned in the accreditation process Regularly monitor the level of readiness and availability of required documents Conduct inventory of required facilities and equipment Invite internal accreditors to conduct mock accreditation	OVPAA (QAC) OP OEVP OVPA OVPF OVPSAS OVPRED	2018 for Main Campus Level 3, Phase 2 visit.

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame	
OBJECTIVE: To promote and maintain quality assurance	> 100% (8/8) of the qualified academic programs accredited for Level III, Phase 1 scheduled for revisit/visit	Continuously submit academic programs for AACUP evaluation and accreditation Conduct orientation/coordination meetings with the colleges as well as offices involved/concerned in the accreditation process Regularly monitor the level of readiness and availability of required documents Conduct inventory of required facilities and equipment Invite internal accreditors to conduct mock accreditation	OVPAA (QAC) OP OEVP OVPA OVPF OVPSAS OVPRED	2019 for Main Campus with academic programs that have taken advantage of the one-year grace period.
	> 100% of the qualified academic programs accredited for Level II	Continuously submit academic programs for AACUP evaluation and accreditation Conduct orientation/coordination meetings with the colleges as well as offices involved/concerned in the accreditation process Regularly monitor the level of readiness and availability of required documents Conduct inventory of required facilities and equipment Invite internal accreditors to conduct mock accreditation	OVPAA (QAC) OP OEVP OVPA OVPF OVPSAS OVPBSC OVPRED	2018 for Main Campus; to be identified for Branches and Satellite Campuses





**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame	
OBJECTIVE: To promote and maintain quality assurance	> 100% (3/3) of the qualified academic programs accredited for Level II scheduled for visit	Continuously submit academic programs for AACUP evaluation and accreditation Conduct orientation/coordination meetings with the colleges as well as offices involved/concerned in the accreditation process Regularly monitor the level of readiness and availability of required documents Conduct inventory of required facilities and equipment Invite internal accreditors to conduct mock accreditation	OVPAA (QAC) OP OEVP OVPA OVPF OVPSAS OVPBSC OVPRED	2020 (programs for accreditation visit had taken advantage of their one-year grace period.)
	> 100% of the qualified academic programs accredited for Level I	Continuously submit academic programs for AACUP evaluation and accreditation Conduct orientation/coordination meetings with the colleges as well as offices involved/concerned in the accreditation process Regularly monitor the level of readiness and availability of required documents Conduct inventory of required facilities and equipment Invite internal accreditors to conduct mock accreditation	OVPAA (QAC) OP OEVP OVPA OVPF OVPSAS OVPRED	2018 for Branches and Satellite Campuses

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame	
OBJECTIVE: To promote and maintain quality assurance	> 100% (8/8) of the qualified academic programs accredited for Level I scheduled for visit	Continuously submit academic programs for AACUP evaluation and accreditation Conduct orientation/coordination meetings with the colleges as well as offices involved/concerned in the accreditation process Regularly monitor the level of readiness and availability of required documents Conduct inventory of required facilities and equipment Invite internal accreditors to conduct mock accreditation	OVPAA (QAC) OP OEVP OVPA OVPF OVPSAS OVPBSC OVPRED	2019 for Main Campus with academic programs that have taken advantage of the one-year grace period.
	> Passed the CHED Institutional Sustainability Assessment (ISA)	Conduct orientation/coordination meetings with the colleges as well as offices concerned Monitor availability of requirements	OVPAA (QAC) OP OEVP OVPA OVPF OVPSAS OVPBSC OVPRED	2018-2020 (ISA visit depends on CHED schedule, i.e. once every three years)
	> At least three (3) academic programs recognized as COE/COD for the grant period beginning 2018	Conduct orientation/coordination meetings with the colleges as well as offices concerned Come up with schedule of activities to monitor the preparation done by the concerned colleges	OVPAA (QAC) OP OEVP OVPA OVPF OVPSAS OVPBSC OVPRED	2018-2020 (COE/COD visit depends on CHED schedule within the evaluation period)



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To promote and maintain quality assurance	<ul style="list-style-type: none"> > 100% of Academic Programs awarded Certificate of Program Compliance (COPC) 	OVPAA (QAC) OP OEVP OVPA OVPF OVPSAS OVPBSC	1 st /2 nd Quarter of 2018 for Main Campus
To enhance graduates' performance in professional licensure/Bar examinations	<ul style="list-style-type: none"> > 100% of the programs with board examination have integrative courses in the curriculum > 65% average passing rate in professional licensure examinations > 50% of average PUP passing percentage against average national passing percentage 	OVPAA (Colleges with board programs) and OVPSAS (ARO)	Effective AY 2018 Periodically Periodically Periodically Periodically
To provide support services for the holistic development of students	<ul style="list-style-type: none"> > Increased venues and forms of information dissemination among students > At least 10% increase in the number of students involved in cultural and art groups 	OVPSAS OVPAA OVBC OVVF	2018-2020

7

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To provide support services for the holistic development of students	<ul style="list-style-type: none"> > Expanded Psychological and Testing Services > 50% increase in the number of grants or sponsorships > Increase in the number of recipients of scholarships/grants/student assistantship > 50% increase in life-skills and coaching programs, and in workshops/trainings for scholars and grantees 	Publish Guidance and Psychological Services News Bulletin Increase licensed guidance counsellors, and acquire new and relevant testing instruments Sustain invitation of potential sponsors Mobilize peer trainer-facilitators among the ranks of scholars Implement special scholarship programs for prime sections especially in board courses	
To improve the quality and profile of the faculty	<ul style="list-style-type: none"> > 90% of the regular faculty are master's degree holders by 2020 > 30% of the regular faculty are doctorate degree holders by 2020 	OVPAA OVPA (HRMD)	2018-2020



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

OBJECTIVE:	Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
To improve the quality and profile of the faculty	<ul style="list-style-type: none"> > 40% Increase in the number of faculty practitioner/with industry exposure > Increase in the number of faculty with at least Very Satisfactory in the classroom performance rating 	Implement Summer Faculty Internship (Immersion) Program or Government/ Industry Immersion Strengthen the teaching and learning commons (sharing/transfer of knowledge and expertise of faculty) Conduct trainings/workshops/coaching and other remedial measures for faculty members who have incurred at least two Satisfactory ratings Invite government/Industry practitioners as special lecturers Invite visiting professors Implement faculty-exchange program		
To develop the competency profile of administrative employees	<ul style="list-style-type: none"> > Competency profile of non-teaching positions completed in 2018 	Conduct capability-building seminar-workshops on competency profiling Identify non-teaching positions Determine the competency requirement of the non-teaching positions in the area of core leadership and technical competencies Develop competency profile of non-teaching positions	OVPA (HRMD)	January to December 2018
To adapt academic programs that meet the demands of domestic and global markets	<ul style="list-style-type: none"> > 30% of faculty are involved in consultancy partnership with industries > 100% of the colleges have tie-ups with professional organizations and the industries > Revision of curricula 	Encourage and allow faculty members to engage in allowable and ethical practice of profession Expand and strengthen linkages with industries and professional organizations to get current and up-to-date trends and issues on domestic and global markets. Conduct periodic review and enhancement of curricula and syllabi	OVPAA and OVPBSC	Periodically

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

OBJECTIVE:	Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
To produce graduates who are productive contributors to the local and global societies	<ul style="list-style-type: none"> > 100% of the colleges/branches/satellite campuses conduct periodic tracer studies > Increase in the number of graduating student attendees in career-development and placement-related events 	Conduct periodic institutional tracer studies by discipline to determine employability of graduates Conduct exit surveys to get graduating students' feedback Conduct benchmarking activities Improve coordination and information dissemination of Alumni Relations and Career Development Office (ARCDO) activities and services among graduating students Intensify engagements with the alumni and industry partners through internship hosting and organization of job fairs, placement services, and similar events	OVPAA OVPBSC OVPRED OVPSAS	Periodically
To enhance PUP's image as an international academic institution	<ul style="list-style-type: none"> > Foreign/International students enrolled in any academic program > Presence of foreign faculty members/experts > PUP's international standing/ranking 	Develop the university's internationalization program <ul style="list-style-type: none"> • Student exchange • Faculty exchange • Job placement • Visiting professor • Partnerships/linkages Submit student mobility program proposals to funding agencies	OIEP OVPAA OVPBSC OVPRED OVPSAS	2018-2020



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To strengthen the status of the PUP Open University – Institute of Open and Distance Education (OU-IODE) as a strong Open and Distance Learning (ODL) institution	Institutional qualification > At least two (2) additional academic programs offered via Distance Education both in the Baccalaureate and Graduate programs > Sustained recognition of OU by the United Nations Educational, Scientific and Cultural Organization (UNESCO) and the Commission on Higher Education (CHED) as an accredited ODL institution in the Philippines > Signed at least two(2) Memorandum of Agreements with global partners and linkages until 2020 > Visited at least one (1) foreign ODL institution within the next three (3) years	Additional programs will be applied to the Commission on Higher Education Comply with the requirements of UNESCO and CHED for continued recognition Active participation in the existing global partnership and linkages (MOA/MOUs) Conduct visits to foreign ODL institutions for benchmarking purposes	OVPAA (OUS) OEVP 2018-2020
	> Institutional management and commitment > 100 % of administrators and faculty are certified ODL course specialists	Require all IODE faculty to take the Certificate Course in Distance Education Management under the Continuing Professional Development Continuous training in Blended Mode of Delivery through the Instructional Materials Development Office and Learning Management System (LMS) Office	OVPAA (OUS) 2018-2020

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To strengthen the status of the PUP Open University – Institute of Open and Distance Education (OU-IODE) as a strong Open and Distance Learning (ODL) institution	Institutional management and commitment > All Distance Education (DE) policies, processes, and procedures are documented > Established internal quality assurance	Documentation of all policies, processes, and procedures on managing distance education system Coordinate with the Quality Assurance Center (QAC) Continue self-evaluation Invite local and international ODL experts as lecturer/resource speakers Send distance learning course specialists for an exchange program Organize national/ international ODL conference Develop and present an Asian Association of Open Universities (AAOU) Fellowship Program Proposal to OU Hong Kong Build partnership with different government/non-government agencies	OVPAA (OUS) 2018-2019 2018-2020 2019 2019 2018-2020
	Curriculum development > All curricular offerings are approved by CHED > All OU curricular offerings and course guides are updated	Coordinate with the colleges and the Graduate School Update 100% of course guides in the eight (8) IODE programs	OVPAA (OUS) 2018-2019



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To strengthen the status of the PUP Open University – Institute of Open and Distance Education (OU-IODE) as a strong Open and Distance Learning (ODL) institution	Instructional materials Development > 100% completely-developed quality modules and other instructional materials in all platforms (printed/e-book/LMS)	OVPAA (OUS)	2018-2020
Delivery mode/strategies > 100% of the Course Specialists are engaged in both offline and online mode of delivery > 100% of the course specialists prepare and develop instructional materials in the OUS LMS > Conducted two e-learning lectures/webinars per school year > 75% of the course specialists and students are oriented on the new methodologies and technologies through the LMS Office (OER/MOOC/SPOCs) > 100% of the learners utilized the IODE EEP systems for information dissemination purposes	Coordinate Module Development Quality Circle with the University Textbook and Instructional Materials Evaluation Committee (UTIMEC) Organize seminars/workshops on instructional materials development Evaluate accomplishments of module writers by qualified course specialists in the different fields of specialization Monitor scheme for both offline and online delivery modes of IODE programs Prepare and develop course specialists' lectures in the OUS LMS Launch the e-Lecture/Seminar in the different IODE Programs through the LMS Office; installation of Wi-Fi hub in the OUS classrooms Track developments in: Open Educational Resource (OER) such as Small Private Online Classes (SPOCs) and Massive Open Online Courses (MOOCs), and radioversity Utilization of Social Media Sites for an engaged communication with learners	OVPAA (OUS)	2018-2020

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To strengthen the status of the PUP Open University – Institute of Open and Distance Education (OU-IODE) as a strong Open and Distance Learning (ODL) institution	Strengthened quality of the Open University Institute of Open and Distance Education as an Online Distance Learning (ODL) institution > 100% of the students are aware on OU assessment policy > 100% of the Course Specialists reviewed the assessment tools for each course	OVPAA (OUS)	2018-2020
	Student Assessment Use innovative approach in evaluating students' progress in all programs through online assessment Review assessment policies and wide dissemination of the process flow chart Review the assessment tools/rubrics for each course Utilize all platforms in assessing students' progress (online exam/presentation/thesis defense) Student Support Services Organize student orientations on Distance Education System through different Platforms Digitize at least 80% of students' records Monitor student records through the Student Information System <ul style="list-style-type: none"> • Face-to-face orientation • Online orientation • Printed fact sheet • Procurement of equipment for digitization • Regular posting and updating of grades 		





**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame	
	<ul style="list-style-type: none"> Process 100% of students' documents request online Register 100% of IODE programs online Review 100% of the student records processing system Update OUS Student Handbook Monitor student/alumni outcome Provide online reading materials through an e-library 	OVPAA (OUS) OEVP (ICTO)	2018-2020	
OBJECTIVE: To strengthen PUP as a CHED deputized higher educational institution (HEI) offering Expanded Tertiary Education Equivalency and Accredited Program (ETEEAP) and Non-Traditional Study Program	> Strengthened equivalency programs through ETEEAP and Non-Traditional Study Program			
	> 100% of the programs offered in the Through ETEEAP are recertified by CHED	Apply for CHED re-certification	OVPAA (OUS) OEVP (ICTO)	2018
	> Applied at least two (2) new baccalaureate programs Through ETEEAP	Apply Level 3 programs to be offered through equivalency		2018-2020
	> 100% of tutors utilized activity-based learning materials	Orient and train tutors in producing activity-based learning materials		
	> 10% increase in enrollment both in the ETEEAP and NTSP	Popularize equivalency programs through promotions	OVPAA (OUS)	2018-2020
	> 100% of the tutors utilized LMS	Organize training of tutors in utilizing LMS		
	> 100% of the assessors are retooled	Organize assessors' training		
> 10% increase in the number of tutors and assessors from industry partners	Invite practitioners as tutors and assessors in the ETEEAP and NTSP			

15

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame	
		OVPAA (OUS)		
OBJECTIVE: To strengthen PUP as a CHED deputized higher educational institution (HEI) offering Expanded Tertiary Education Equivalency and Accredited Program (ETEEAP) and Non-Traditional Study Program	> Strengthened Equivalency programs through ETEEAP and Non-Traditional Study Program			
	> 100% of the equivalency system procedures are reviewed		2018	
	> 100% of the competency rubrics per course are reviewed	Initiate Policy Review Consultation Meet with the assessors		2018
	> 10% increase in the number of alumni who will serve as tutor and or assessor	Conduct assessors meet Invite alumni as tutors and assessors		2018-2020
	> 10% increase in the number of industry linkages	Develop partnerships with government and non-government agencies		2018-2020
OBJECTIVE: To be a recognized national Continuing Professional Development (CPD) Provider	> Strengthened Equivalency programs through ETEEAP and Non-Traditional Study Program	Conduct benchmarking in at least two (2) institutions that are deputized by CHED	OVPAA (OUS)	
		<ul style="list-style-type: none"> Conduct benchmarking in Institutions offering equivalency programs Offer at least one (1) Executive Management Program in the Non-Traditional Study Program Offer executive programs through the NTSP 		2018-2020
	> Offering of at least three (3) PRC accredited programs	Sustain PRC accreditation of existing programs Apply for PRC accreditation for other programs Seek CHED/DepEd endorsement Invite pool of trainers	OVPAA (OUS)	2018-2020

16



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To provide Trainings that can be accredited as pre-masters courses and prior learning courses in the Non-Traditional Study Program and ETEEAP	> Training programs for Accreditation and Equivalency	Design and implement at least eight (8) training courses for accreditation and equivalency <ul style="list-style-type: none"> • Consolidate pre-masters' courses • Develop course modules • Prepare marketing collaterals • Schedule course sessions • Invite pool of trainers 	OVPAA (OUS) 2018-2020
	> Provide Online Professional Courses	Offer at least two (2) online training courses <ul style="list-style-type: none"> • Design online courses • Develop LMS course module • Prepare marketing collaterals • Design workforce skills training course 	OVPAA (OUS) 2018-2020
	> Provide Workforce Skills Trainings	Offer at least four (4) workforce skills training courses <ul style="list-style-type: none"> • Develop and produce training modules • Prepare marketing collaterals • Seek PASUC and CHED endorsement • Invite pool of trainers 	
To implement Diploma and Certificate Courses in coordination with the different Colleges	> Implemented at least four (4) Short Courses	Seek approval from the Executive Committee and Academic Council Coordinate with the colleges for the short courses Prepare modules Schedule sessions Prepare marketing collaterals	OVPAA 2018-2020

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To assess the competency gap level of faculty members and administrative employees against their occupied positions	> Competency gap assessment of teaching and non-teaching personnel completed in 2019	Competency profiling of the teaching and non-teaching personnel <ul style="list-style-type: none"> • Facilitate capability-building seminar-workshop on competency profiling • Identify the occupied positions of teaching and non-teaching personnel • Determine the competency level of teaching and non-teaching personnel in the area of core, leadership and technical competencies • Develop the competency profile of teaching and non-teaching personnel 	OVPA (HRMD) July 2018 - December 2018
		Competency Gap Assessment of the teaching and non-teaching personnel <ul style="list-style-type: none"> • Prepare the competency level matrix the of teaching and non-teaching personnel including their occupied positions; • Assess the competency level of teaching and non-teaching personnel against the competency requirement of their occupied positions; • Develop the competency gap assessment report. 	January 2019 - July 2019



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To improve the competency level of faculty members and administrative employees	> 20% (___ / ___) of administrative employees and faculty members with improved competency-level upon implementation of competency-based learning program	Development of the competency-based learning and development program <ul style="list-style-type: none"> • Determine the required competency training of teaching and non-teaching personnel • Identify the target area of competency to be developed by the identified competency-based training (core, leadership, and technical competency) • Prepare proposal of the competency-based learning and development program for approval • Seek approval for the competency-based learning and development program. 	OVPA (HRMD) July 2019 - December 2019
	> 20% (___ / ___) of administrative employees and faculty members with improved competency level upon implementation of competency-based learning program	Implementation of the competency-based learning and development program <ul style="list-style-type: none"> • Organize capability-building seminar-workshop on training design and development • Develop training designs of the approved competency-based learning and development program for approval • Seek approval for training designs • Develop the learning modules of approved training designs 	OVPA (HRMD) January 2020 – onwards

AGENDA 1 Pursuing Academic Excellence Through Disciplinary Integrity

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To improve the competency level of faculty members and administrative employees	> 20% (___ / ___) of administrative employees and faculty members with improved competency level upon implementation of competency-based learning program	<ul style="list-style-type: none"> • Seek approval of the learning modules • Conduct pilot testing of the competency-based learning and development modules • Administer assessment of the pilot tested competency-based Learning and Development modules • Seek approval for the implementation of the developed learning and development modules; • Implement the approved competency-based learning and development modules; • Conduct evaluation of the implemented competency-based Learning and Development modules 	OVPA (HRMD) January 2020 – onwards
	> 20% (___ / ___) of administrative employees and faculty members with improved competency level upon implementation of competency-based Learning and Development program	Human Resource Management Development Learning and Development Center <ul style="list-style-type: none"> • Identify training room • Source funds from private sponsors • Design preparation • Oversee construction/rehabilitation of identified training room 	OVPA (HRMD) July 2019 – June 2020



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 2 Embedding a Culture of Research

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<ul style="list-style-type: none"> > Reviewed and aligned University Research Agenda to the Harmonized National Research Agenda 2018-2023 	Create a committee to oversee the review	OVPRED	Q1 2018
	Conduct sectoral consultation for the research agenda including deans, directors, representatives from the Department of Science and Technology, National Research Council of the Philippines, and CHED	OVPRED OVPA OVPBSC	Q1 2018
	Seek approval of the Executive Committee and the Board of Regents	OVPRED	Q1 2018
<ul style="list-style-type: none"> > Revised and published University Research Manual in 2019 	Convene committee for the consolidation of inputs to the University Research Manual	OVPRED	Q2 2018
	Conduct sectoral consultation for the university research manual including Deans, Directors	OVPRED OVPA OVPBSC	Q2 2018
	Seek approval of the Executive Committee and the Board of Regents	OVPRED	Q2 2018
	Publish University Research and Development Manual	PO	Q3 2018
	Dissemination of the University Research and Development Manual to all colleges, branches and satellite campuses and other concerned offices	RMO	Q3 2018
<ul style="list-style-type: none"> > Revised Intellectual Property (IP) policy 	Create a committee to review the IP policy	OVPRED	Q1 2018
	Conduct sectoral consultation for the review of the IP policy	OVPRED	Q1 2018
	Seek approval of the Executive Committee and the Board of Regents	OVPRED	Q1 2018

OBJECTIVE:
To contribute to the country's national development through focused-university research program

AGENDA 2 Embedding a Culture of Research

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<ul style="list-style-type: none"> > Formulated IP-related guidelines 	Create a committee to formulate the IP-related guidelines	OVPRED	Q1 2018
	Conduct sectoral consultation for the formulation of IP-related guidelines	OVPRED	Q1 2018
	Seek approval of the Executive Committee and the Board of Regents	OVPRED	Q1 2018
<ul style="list-style-type: none"> > Hire qualified Research and Development (R&D) personnel > Procurement of at least three (3) R&D software and databases within three (3) years > Procurement of publication software and hardware within 3 years > Procurement of laboratory equipment and supplies annually 	Invite and recommend qualified R&D personnel	Research Sector	2018 - 2020
	5% increase of the university research budget/funds annually		
<ul style="list-style-type: none"> > Co-organized at least four (4) professorial chair holder lectures every year > Co-organized at least four (4) national research conferences, seminars, trainings, workshops, lectures, fora, etc. with the concerned college/branch completed within three (3) years 	Recommend professorial chairholder	ISSD, ISTR, ICLS, ILIR	2018 - 2020
	Constitute working committee composed of research and academic representatives	ISSD ILIR ICLS IDSA ISTR	Q3 2018 - 2020 Q4 2018 - 2020 Q4 2018 - 2020 Q2 2018 - 2020 Q3 2018 - 2020
<ul style="list-style-type: none"> > Professorial chairholder lecture monograph series published annually 	Publish Trends and Insights annually	PO with co-organizing institute/s	2018 - 2020

OBJECTIVE:
To strengthen support to existing Research and Development Centers, research clusters and newly-established research centers in the university

To promote synergy and collaboration of the research and academic sectors of the university





**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 2 Embedding a Culture of Research

OBJECTIVE:

To pursue excellence in research production of faculty and researchers

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
> A minimum of five (5) research proposals submitted for external funding per year	Regularly submit research proposals to external-funding agency Conduct research witeshop	ISSD ISTR ILIR ICLS RMO	2018 - 2020
> A minimum of three (3) multi-disciplinary research projects completed during the four-year period funded by PUP	Regularly submit research proposals for internal funding	ISSD ISTR ILIR ICLS	2018-2020
> 100% of the research projects completed as scheduled	Regularly monitor research projects	RMO	2018 - 2020
> A minimum of two (2) consultants/experts to serve as mentors/referees in research undertakings every five (5) years	Invite consultants/experts to serve as mentors/referees in research undertakings	ISSD ISTR ILIR ICLS	2018 - 2020
> At least one (1) research center recognized by CHED as center of excellence/development	Review criteria Submit application	ISTR	2020
> At least two (2) research-based technologies applied for patent and at least five (5) utility model every year	Coordinate with the academic sector for potential and patentable research-based technologies Undergo prior art and patent drafting of all patentable research-based technologies File the patentable research-based technologies to the IPOPHIL	IPMO	2018-2020
> At least two (2) research projects applied for commercialization every year	Present IP asset to private and government organizations for possible funding towards commercialization	IPMO	2018 - 2020

AGENDA 2 Embedding a Culture of Research

OBJECTIVE:

To pursue excellence in research production of faculty and researchers

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
> At least two (2) research outputs commercialized within three (3) years	Implement business proposal with proper monitoring and control	IPMO	2018 - 2020
> Establish a center for innovation within two (2) years that showcases the viable demonstration projects	Conduct benchmarking in Higher Education Institutions (HEIs) Submit proposal in establishing PUP Innovation Center	IPMO	2018 - 2019
> 70% of the branches and satellite campuses produced and presented at least a minimum of two (2) researches per year	Encourage collaborative research particularly in the fields of science and technology, environment, engineering, food science, education, business and human resource Invite local and national research experts and scientists to serve as mentors, referees, and consultants in branch and satellite campuses research undertakings. Organize local and national research conferences.		
> Increased research productivity of OUS faculty members, staff, and researchers	50% increase in research production of OUS Completed at least eight (8) institutional researches on Open and Distance Education. 100% of the course specialists attended Research Capability Trainings to develop the competency profile of the teaching and non-teaching personnel		
> Win the CHED Best Research Program within the period covered	Promote exchange of faculty researchers, and experts with national and international linkages		



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 2 Embedding a Culture of Research

Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame	
OBJECTIVE: To pursue excellence in research production of faculty and researchers	> Win at least one (1) research entry to the CHED Republic Awards given annually in three years	Scout for industries that may need research works or commissioned researches Invest in the state-of-the art research equipment, facilities and technologies, acquire licensed, and up-to-date statistical software programs for data processing and analysis Invite professional chairholders to lead research endeavors by field of specialization Invite national and international research experts and scientists to serve as mentors, referees, and consultants in university research undertakings <ul style="list-style-type: none"> Organize national and international research conferences Conduct research festivals in the colleges/academic sector Initiate research mentoring sessions for both faculty and students to prepare for CHED and other recognized professional organizations providing research competitions/contests, and the like.		
	> At least one (1) international, and two (2) regional research conference/colloquia/fora organized within 2018-2020	Organize local/national, and international conferences/colloquia/fora to create opportunities for faculty research paper presentation		

25

AGENDA 2 Embedding a Culture of Research

Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To pursue excellence in research production of faculty and researchers	> A minimum of six (6) copyrighted research journal or other research publications	Assist faculty and students to request incentives for faculty presentations in national and international conferences and publications in refereed journals	
	> At least one (1) refereed or non-refereed journal published per related discipline	Publish a research journal by college, discipline, branch, and campus Provide technical and logistical assistance in the publication of research papers in in-house journals Apply for CHED journal accreditation in 2018-2020 Assist faculty members to submit their completed researches in Scopus/ISI-indexed journals Organize a Research Quality Circle (per college) that will assist faculty and students to produce quality research outputs (subject specialist/editors/statisticians/encoders/layout artists) Source funds for research and publications of students in national and international research and creative works competition Institutionalize Faculty and Student Best Thesis/Dissertation Award	
To pursue excellence in research presentation and publication	> At least one (1) international conference/colloquia/fora organized within 2018-2020	Forge partnerships with international organization to organize/co-organize conference/colloquia/fora	RMO 2018 - 2020

26



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 2 Embedding a Culture of Research

OBJECTIVE:

To pursue excellence in research presentation and publication

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
> At least three (3) university research journals recognized by CHED in 2018	Comply with the comments and suggestion of the technical panel Apply for CHED JIP	ISTR, ILIR, ICLS, PO, CoEd	2018
> 100% utilization of PUP Online Journal System (OJS) in 2018	Upload abstracts of back issues 2012-2017 Monitor the review and publication processes of the OJS Conduct orientation and hands-on activities on the use of OJS for faculty	ISSD, ISTR, ILIR, ICLS, PO, CoEd	2018
> At least one (1) university research journal indexed by Web of Science/Scopus	Comply with the indexing requirements of Web of Science/Scopus Submit proposal to Web of Science/Scopus for indexing of the journal	ISSD	2020
> 10% increase of faculty members presenting papers in international conferences	Conduct regular orientation on the international paper presentation financial assistance	RMO	2018 – 2020
> Increased number of research presentation by faculty and students in the OUS	OUS researchers present their papers in conferences aligned to their field of discipline/specialization		
> Increased number of researches published in refereed or non-refereed journals locally, nationally, and internationally	At least three (3) researches/papers are published in different refereed journals (CHED-accredited journals, ISI and Scopus indexed journal) and at least five (5) researches published in other journals/publications		
> Increased number of researches by OUS faculty cited as related studies in published refereed or non-refereed journals locally and internationally			

27

AGENDA 2 Embedding a Culture of Research

OBJECTIVE:

To pursue excellence in research presentation and publication

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
> Regular publication of scholarly research outputs in in-house refereed or non-refereed journals	Annual publication of PUP OUS Compendium of Research Abstract and PUP IODE Journal		
> 70% of the branches and campuses have at least one (1) research-based paper published in the past three years.	Publish a research journal by college, discipline, branches, and campuses every year.		
> 70% of the faculty members in the branches and campuses attended trainings on research-based instructional materials/creative works development.	Implement the PUP Intellectual Property Policy through the Intellectual Property Management Office Encourage faculty book authors to participate in trainings/workshops Provide incentives for faculty presentations in national and international conferences		
> At least, fifty (50) faculty members are trained on research-based instructional materials/creative works development every year	Conduct university-wide and NCCA-supported research-based instructional materials/creative works development	ICLS	2018 - 2020
> Published ten (10) titles of literary and creative works annually	Conduct seminar-workshop on literary and creative works Propose policy on grant/incentive for creative work	ICLS, UPP	2018 - 2020
> Submitted three (3) literary or creative works to national/international competitions every year	Produce literary or creative works for submission to national/international competitions	ICLS	2018 - 2020

To pursue excellence in literary and creative works



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 2 Embedding a Culture of Research

OBJECTIVE:	Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
To pursue excellence in literary and creative works	<ul style="list-style-type: none"> > A minimum of 300 copyrights obtained every year > Increased number of patents, copyrights, and trademarks > A minimum of 50 copyrights obtained per year 	Coordinate with the deans, directors, chairpersons and academic heads and thesis advisers on Intellectual Property (IP) awareness Implement the PUP IP Policy through the Intellectual Property Management Office (IPMO) All OUS researches (course specialists and students researches) are copyrighted	IPMO	2018 – 2020
	<ul style="list-style-type: none"> > Research and instruction integration > At least, fifty (50) faculty members are trained on research-based instructional materials/creative works development > University-wide and CHED supported training on creative works and instructional materials per year 	Provide better incentives and benefits for writers, authors, and inventors Institutionalize faculty creative work competitions At least 10 OUS researchers are trained on research-based instructional materials and creative works Encourage faculty book authors to participate in training/workshops		
To pursue excellence in student researches	<ul style="list-style-type: none"> > Presentation (national/international) or publication (refereed journal) of 10 research outputs supported by PUP every year 	Facilitate the processing of student application for paper presentation/publication	RMO	2018 - 2020

AGENDA 2 Embedding a Culture of Research

OBJECTIVE:	Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
To pursue excellence in student researches	<ul style="list-style-type: none"> > (EVP) Recognition in national/international student research competitions, exhibits here and abroad 	Motivate student-athletes to engage/conduct quality researches for paper presentation both in the local, regional, national, and international level		
	<ul style="list-style-type: none"> > 70% of the branches and campuses participate in collaborative projects with academic, government, and private institutions. > Increased participation of students in research production 	Conduct trainings and mentoring for students' research projects/activities. Encourage students to participate in national and international student R&D competitions and exhibits. Support research-based papers presented by faculty and students nationally and internationally. Provide incentives and recognition for significant student research accomplishments and inventions which are recognized nationally and internationally. OUS students' theses are published in refereed journals Recognition in national/international student research competitions, expositions and exhibits here and abroad		
To develop strong research linkages and partnerships with other national and international institutions and organizations	<ul style="list-style-type: none"> > At least five (5) linkages with academic institutions, government, industry and NGOS per year 	Forge linkages with academic institutions, government, industry and NGOS Collaborate with Colleges for possible research undertakings and exchange of faculty experts on research development	All research institutes and offices	2018 - 2020



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 2 Embedding a Culture of Research

Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To develop strong research linkages and partnerships with other national and international institutions and organizations	> A least five (5) collaborative research projects with other institutions on the national level	Develop strong collaborative partnership with national and international research organizations	
	> At least 3 collaborative research projects with foreign institutions within 3 years	Initiate collaborative research projects with foreign institutions	ISTR, ISSD, ICLS 2018 - 2020
	> At least three (3) collaborative research project with one (1) foreign institution	Promote exchange of faculty, researchers, experts with national and international linkages Device mechanisms through which linkages, partnerships and research tie-ups with institutions, agencies, industry and organizations can be expanded and strengthened Promote the university's innovations to stakeholders and linkages	
	> At least three (3) collaborative research project with one (1) foreign institution	Link the colleges with the research communities of their disciplines Hold PUP-Industry Partnership Day with at least twenty (20) industry partners annually	
	> 70% of the branches and campuses conduct activity to support economic growth through solution of mismatch between education and industry needs.	Link colleges, branches and campuses with the research communities of their disciplines.	

AGENDA 2 Embedding a Culture of Research

Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To develop strong research linkages and partnerships with other national and international institutions and organizations	> Established joint research undertakings with national and international institutions and organizations	Establish at least (5) linkages with academic institutions, government industry and NGOs per year. Conduct at least (2) collaborative research project with other institutions. Seek at least (1) collaboration with other institution in conducting conferences	
	> Successful conduct of the Annual National Engineering Research Conference	Sustain the conduct of Annual National Engineering Research Conference (Now on its 5 th year)	
	> Successful Annual Science and Technology and Innovation Exhibits yearly	Participate in the annual DOST faculty and students National Science and Technology Fair and National Investor's week	
To support economic growth through solution of mismatch between education and industry needs	> At least one (1) university-wide tracer study of graduates every 3 years	Regularly conduct tracer study	RMO, IDSA 2018 - 2020
	> At least one (1) university wide tracer study of graduates every two (2) years	Conduct collaborative research studies on Academe-Industry Linkages Regularly conduct the graduate tracer study per college Conduct regular consultations with the industry on skills and manpower needs of various industry sectors	



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 2 Embedding a Culture of Research

Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE: To provide assistance to international research-related activities</p>	<ul style="list-style-type: none"> > Coordinated requests for any research-related activity/ies to concerned office/s within seven (7) days upon receipt of request 		
	<p>Provide assistance to international research-related activities in coordination with REMO regarding international HEIs' request/s for research collaboration such as call for papers for international conferences, seminars, for a and alike</p> <p>Provide assistance to colleges and concerned offices in any international research-related activity/ies</p>		
	<ul style="list-style-type: none"> > 70% of the branches and campuses has qualified faculty members and students who applied for research grants, scholarships and other opportunities. 		
	<p>Regularly conduct the graduate tracer study per program.</p> <p>Conduct regular consultations with the industry on skills and manpower needs of various industry sectors.</p>		
<p>To make research extension and training opportunities available at all interested faculty and students</p>	<ul style="list-style-type: none"> > Dissemination of findings > Improvements in Student Affairs and Services > 50% increase in the number of faculty and students availing themselves of training, research, fellowships, scholarship and extension opportunities 		
	<p>Conduct researches leading to policies, plans, programs, guidelines and procedures relative to student affairs and services</p> <p>Identify capable and committed faculty and students, and encourage them to apply for possible research grants, scholarships, and other R and D activities, extension, and training opportunities</p>		

33

AGENDA 2 Embedding a Culture of Research

Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE: To make research extension and training opportunities available at all interested faculty and students</p>	<ul style="list-style-type: none"> > 50% increase in the number of faculty and students applying for research grants, scholarships, and other R and D opportunities 		
	<p>Encourage and support talented faculty members to embark on research-based graduate programs in reputable universities locally and internationally</p> <p>Use proper and more efficient methods of dissemination of information on research grants, scholarships extension, training, and any other R and D opportunities</p> <p>Recruit promising and established faculty members to initiate and develop research ideas and projects</p> <p>Encourage faculty members and researchers to join various research organizations inside and outside the university</p> <p>Support faculty members who would like to embark on research-based graduate programs in reputable institutions locally and abroad</p> <p>Persuade faculty members and researchers to join various research organizations and other professional organizations who are engaged in research development inside and outside the University</p>		
<p>To embark on art and/or cultural research activities</p>	<ul style="list-style-type: none"> > Number of research-related activities conducted 		
	<p>Lectures, symposia and workshops on cultural research</p>		

34



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

AGENDA 2 Embedding a Culture of Research

OBJECTIVE:

To make research extension and training opportunities available to all interested faculty and students

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<ul style="list-style-type: none"> > 70% of the branches use e-journals and e-books in their libraries. > At least 10% increase in yearly purchase/procurement of up-to-date and adequate collection of books in the branches library 	<p>Encourage and support talented faculty members to embark on research-based graduate programs in reputable universities locally and internationally.</p> <p>Recruit promising and established faculty members to initiate and develop research ideas and projects.</p> <p>Encourage faculty members and researchers to join various research organizations inside and outside the university.</p>		

AGENDA 3 Assuring Transparent Participatory Governance



Recruitment and Promotion Services

OBJECTIVE:

To review the implementation of the Citizen's Charter

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<ul style="list-style-type: none"> > Full implementation of University's Citizen's Charter 	<p>Program/Project: Citizen's Charter Implementation</p> <p>Strategy/Activity: Implement Citizen's Charter in all frontline services to include the ancillary services Revisit of Charter</p>	University-wide	As required
<ul style="list-style-type: none"> > Personnel and Welfare Benefits Guidelines/Manual developed in 2018 	Sectoral Consultative Meetings	University-wide	January to June 2018
<ul style="list-style-type: none"> > Full Implementation of HRIS 	<p>Conduct of Training- workshop on the use of HRIS:</p> <ul style="list-style-type: none"> • faculty representatives from each college, campus and branches • administrative personnel representative of each department <p>Monitoring and Evaluation of the Training-Workshop Conducted</p>	University-wide	<p>January to April 2018</p> <p>May to July 2018</p> <p>August 2018</p>
<ul style="list-style-type: none"> > Developed and Implemented Competency-Based Recruitment Guidelines/Manual 	Creation of the Committee to draft Competency-based Guidelines/ Manual	OVPA (HRMD) OP (ULCO)	2018
<ul style="list-style-type: none"> > Developed and Implemented Competency-Based Evaluation Instrument for Promotion 	Creation of a committee to formulate the Competency-based Evaluation Instrument	OVPA (HRMD) OP (ULCO)	Jan to Dec 2019



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 3 Assuring Transparent Participatory Governance

	Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
<p>Performance Management Services</p> <p>OBJECTIVE: To review and implement the reward system set by appropriate government bodies to reflect unit and individual contributions to the university's overall mission of teaching, research, service and production.</p>	<ul style="list-style-type: none"> > 100% of the delivery units have submitted realistic and attainable performance targets > 100% of the individuals/personnel in the delivery units are fairly classified as best, better, and good performers 	<p>Review of the OPCR/IPCR Success Indicators from 2015-2016 and study its effect on individual performance</p> <p>Pro-active monitoring of the submission of offices and departments of their OPCR and IPCR</p> <p>Implementation of an efficient and effective feedback mechanism to Sector and Office heads on compliance of the different offices/ departments and individuals with the submission of OPCR/IPCR within the set deadline</p>	University-wide	Yearly conduct of assessment (basis: AO25 Inter Agency Task Force - Guidelines for PBB)

AGENDA 4 Modernizing and Upgrading of Information and Communication Technology Services, Physical Facilities, Equipment, Library and Campus Development

	Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE: To expand state-of-the-art campus development programs</p>	<ul style="list-style-type: none"> > Gradual increase in the number of facilities/ equipment procured 	<p>Recommend construction of Fitness Room/Weights Room and purchase of state-of-the-art weights equipment to further enhance the fitness status of the clientele (student-athletes, coaches, administrative employees, faculty members, and officials)</p> <p>Conduct benchmarking/educational tour/ocular inspection to various fitness industries within National Capital Region</p> <p>Collaborate with PPDO as to the preparation of Proposed Fitness Room/ Weights Room floor plan design</p> <p>Recommend construction of SDPO Property/ storage room to maintain up keep the sports supplies and equipment</p> <p>Recommend construction of Beach Volleyball court and Archery Range. Renovation of Grandstand. Siphoning/waste drainage excavation.</p>	OEVP (SDPO) OVPA (PPDO)	January - December
<p>OBJECTIVE: To utilize ICT facilities/ equipment to enhance the overall operations of the University</p>	<ul style="list-style-type: none"> > Improved ICT network infrastructure capability by 2020 	<p>Improvement of the University network infrastructure capability and System of Operations:</p> <p>Procurement of new SIS system</p> <p>Development of Financial Management Information System</p> <p>Development of Faculty, students, and employees portal</p>		



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

AGENDA 4 Modernizing and Upgrading of Information and Communication Technology Services, Physical Facilities, Equipment, Library and Campus Development

Objective	Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
To utilize ICT facilities/equipment to enhance the overall operations of the University	> Improved ICT network infrastructure capability by 2020	<ul style="list-style-type: none"> Development of Research Management Information System Procurement of RFID gate pass Improvement of structured cabling Procurement of Redundant/additional/Backup internet connection 50Mbps Procurement of Redundant/Backup ISDN (additional 30lines) Procurement of additional IP phones Procurement of Spare wireless equipment for remote offsite campus connectivity Installation of Mabini Campus-wide Wi-fi connectivity and bandwidth requirements Renovation/rehabilitation of the ICTO physical facilities Proposed updated ICTO Disaster Recovery Plan (DRP) Upgrade servers, computers, network interbuilding connectivity and data storage Procurement of the Off-the-shelf software (Adobe Cloud, CAD, and Antivirus) 		
To modernize, upgrade existing facilities and purchase new ones	100% of the facilities/equipment acquired results to high satisfaction levels in the next three (3) years	Quality facilities and equipment for records, training and performances through records/documents digitization	OEVP OVPSAS OVPA OVPF	

AGENDA 4 Modernizing and Upgrading of Information and Communication Technology Services, Physical Facilities, Equipment, Library and Campus Development

Objective	Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
To modernize, upgrade existing facilities and purchase new ones	> 100% of the facilities/equipment acquired results to high satisfaction levels in the next three (3) years	<ul style="list-style-type: none"> Process automation design of request and effective queuing device from application to releasing Improvement of Tanghalang PUP and rehabilitation of PUP Antique House Construction of Testing and Counselling Rooms 	<ul style="list-style-type: none"> OVPSAS, OEVP UCCA Appropriate PUP Offices OVPSAS OVPA 	<ul style="list-style-type: none"> 2018 2018-2020 2018
To strengthen use of technology to improve administrative efficiency and effectiveness Information Systems for the effective and efficient operations of the offices under OVPA developed within the next three (3) years	> An Integrated Computerized Records Management System	<p>DIGITIZATION PROJECT</p> <p>Program: Improvement of the Software and Hardware equipment and furniture of the CRS</p> <p>Activities: Coordination with the ICTO and IT experts Acquisition of new Equipment Acquisition of Digitization Request for the design of the Physical layout of the receiving and releasing area and for the computers for easy access of digitized records Re-tooling/training of existing Personnel to serve as</p> <ul style="list-style-type: none"> Groomer - Classification and sorting Scanner - operator Indexer - encoder of the data Filer - files the output <p>Hire additional Manpower (on job order basis)</p>	OVPA, OEVP	2018-2020





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

AGENDA 4 Modernizing and Upgrading of Information and Communication Technology Services, Physical Facilities, Equipment, Library and Campus Development

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE:</p> <p>To strengthen use of technology to improve administrative efficiency and effectiveness</p> <p>Information Systems for the effective and efficient operations of the offices under OVPA developed within the next three (3) years</p>	<p>Computerization of records</p> <ul style="list-style-type: none"> Set meeting with ICTO for the drafting of Technical specifications / TOR Seek approval of the Technical specifications / TOR Development of the System Procurement of needed office and IT equipment Deployment and Implementation of the System 	OVPA, OEVP	2018 – 2019
<ul style="list-style-type: none"> > A visitor-friendly campus location finder system developed within 2018 > Hasmin Hostel Room Reservation and Accommodations System for MHDPC > Job Order and Client feedback form, materials and Reporting for MHDPC > Supplies Inventory Management System (SIMS) > Property Inventory Management System (PIMS) > Procurement Management System (PMS) > UCS Ordering and Cashiering Reporting System > Computerized Transportation Requests and Scheduling System > Job Order Implementation Monitoring and Construction Supplies Inventory – System > Records Storage and Retrieval System for Medical Services Department developed within 2018 			

AGENDA 4 Modernizing and Upgrading of Information and Communication Technology Services, Physical Facilities, Equipment, Library and Campus Development

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE:</p> <p>To implement with vigor the University's zero Waste Management Program</p>	<p>Awareness and support mobilization campaign</p> <p>Community extension for livelihood projects</p> <p>Generate materials which are recyclable</p> <p>Installation of Material recovery facility (MRF) for the recycling of campus solid waste</p>	OVPA, OVPF	<p>Re-composition of Committee by Jan-March 2018</p> <p>Revisit / Review of guidelines by January-March 2018</p> <p>Partial Implementation by 2019</p> <p>Full Implementation by 2020</p>
<p>To consider and respond to the needs of the employees</p>	<p>Organize Financial Literacy Seminar/s for university employees in cooperation with the Land Bank of the Philippines with regard to the services they offer</p>	OVPF/ FMO	May 2018
<p>To have a clean, safe and well-maintained office environment</p>	<p>Minor repairs in the offices</p> <p>Acquire shelves for the storage rooms</p> <p>Convert portion of the Student Services Section into a storage area</p>	University-wide	May 2018





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

AGENDA 4 Modernizing and Upgrading of Information and Communication Technology Services, Physical Facilities, Equipment, Library and Campus Development

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE: To start up an open library system to complement an upgraded e-library</p> <p>> 25% increase yearly purchase/procurement of up-to-date and adequate collection of books</p>	<p>Procure up-to-date bookholdings</p> <p>Review the procurement law/process employed in the purchase of learning resources (print and non print) in the university and list down all sources / would-be causes of delays in each of the modes of procurement</p> <p>Conduct regular coordination meetings to address pre-procurement/ procurement problems</p> <p>Clearly identify duties and responsibilities of each of the offices / units involved in the procurement process</p>	Colleges, NALRC, BAC, Procurement Office	2018-2020
> Active annual subscription of e-journals	Identify and procure subscription to national and international journals both print and non print.		
> 1 Laboratory room comply with standards as an assessment center	Forge MOA/MOU with TESDA and DICT to be an assessment center Identify the requirements to be an assessment center		
> A minimum of 50 programs utilizing ICT infrastructure	Set up Wi-fi network infrastructure within the Campus Disseminate available ICT resources to faculty, students and staff.		
> 100% of faculty and staff are involved in training activities in the use of ICT technologies (computer, software, video, etc.)	Train faculty, students and staff in the use of ICT technologies. Require faculty and staff to attend ICT training activities Publish policies and guidelines on the use of ICT		

AGENDA 4 Modernizing and Upgrading of Information and Communication Technology Services, Physical Facilities, Equipment, Library and Campus Development

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE: To start up an open library system to complement an upgraded e-library</p> <p>> 100% of faculty and students are using e-journals and e-books</p>	<p>Furnish each college with list of existing and newly-acquired book holdings and journals.</p> <p>Require faculty and students to use e-journals and e-books</p> <p>Tap free e-book providers to enrich materials for instruction.</p> <p>Encourage faculty to develop learning modules as supplement in instruction.</p>		
> A minimum of 10 learning technology hubs	Provision of learning technology hubs in the library Building of digital learning rooms (e-classroom) equipped, among others, with video-conferencing facilities Upgrading present library information system		
> 50% of courses using current and emerging technology	Encourage faculty to use current and emerging technologies in delivering instruction. Conduct orientation program, hands-on training to develop interest and skills for using new ICT tools		





**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 4 Modernizing and Upgrading of Information and Communication Technology Services, Physical Facilities, Equipment, Library and Campus Development

	Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To maximize delivery of programs through the use of ICT To integrate appropriate ICT with instruction, research, production and community service To improve library spaces, function areas and e-resource center	> 25% increase in the number of ICT-enabled laboratory classrooms	Purchase of audio-visual equipment such as LED TV, sound systems, and projectors Install of audio-visual equipment in classrooms and laboratories. Install electrical outlets in classrooms to accommodate students who bring their own devices for academic purposes. Acquire software for instructions and research activities Form academe-industry alliance to update and utilize current and emerging technologies Solicit industry support for free use of licensed software for academic purposes Utilize open source technologies to augment high cost of proprietary software Increase in computer : student ratio per laboratory room Request additional classrooms and laboratory rooms		
	> 80% improvement on the physical make up of audio-visual rooms and e-resource centers	Request additional resources to improve physical make-up of audio-visual rooms and e-resource centers.		

45



AGENDA 5 Re-conceptualization of Academic Freedom

	Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To establish and foster a climate of academic integrity in the exercise of academic freedom	> A minimum of (1) each of orientation program , forum and discussion meeting on academic freedom and responsibilities every year	Conduct orientations, fora, and conferences and other information dissemination relative to the exercise of academic freedom and other social and political issues Encourage the free pursuit of learning among students	OVPSAS OPVAA	2018-2020
	> Production of college-based publications	Call for college-based/university publications' editorial board examinations Regularly conduct in-house seminar-workshops, trainings, for a, symposia for organizations and student writers	OVPSAS OVPA OVBCS	2018-2020
	> Accreditation of all student organizations	Accredit all qualified student organizations	OVPSAS OVPA OVBCS	2018-2020



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 6 Institutionalizing Civil Society Engagement and Involved Extension Service Program

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<p>> Aligned extension agenda with national thrusts and priorities for 2018-2023 in 2018</p>	Create a committee to oversee the review	OVPRED	2018-2019
	Conduct sectoral consultation for the research agenda including Deans, Directors, representatives from DOST, NRCP & CHED	OVPRED OVPA OVPBSC	
	Approval of the EXECOM and BOR	OVPRED	
<p>> Revisited and published University Extension Manual (UEM) in 2018</p>	Convene committee for the consolidation of inputs to the University Extension Manual	OVPRED	2018-2019
	Conduct sectoral consultation for the UEM manual including Deans, Directors	OVPRED OVPA OVPBSC	
	Seek approval of the EXECOM and BOR	OVPRED	
	Publish the UEM	PO	
<p>> 1 needs assessment survey for multidisciplinary extension project conducted every year</p>	Conduct needs assessment survey for multidisciplinary extension project	EMO	2018-2020
	Implement comprehensive multidisciplinary extension project	EMO	2018-2020

OBJECTIVE:
To contribute to the country's national development through focused-university extension program

To pursue excellence in extension programs
(Salin Kaalaman)

AGENDA 6 Institutionalizing Civil Society Engagement and Involved Extension Service Program

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<p>> At least 20 extension project proposals evaluated and endorsed</p>	Conduct workshop on extension proposal preparation	EMO	2018-2020
	Encourage deans and directors to submit extension proposal through regular orientation		
<p>> Recognized as Best Extension Program by a reputable organization within 3 years</p>	Join/submit application for the Best Extension Program competition	EMO	2020
<p>> At least 1 externally funded extension project every year</p>	Submit proposal to funding agencies	EMO	2018-2020
<p>> (VPBSC) 70% of faculty members in the and administrative staff in the branches and campuses are involved in extension and community services.</p>	Conduct skills development programs in adopted barangay.		
	Conduct capability enhancement seminars on educational technology (literacy, computer, packaged software).		
<p>> At least 10% increase in the number of beneficiaries per year for extension programs in the branches and campuses.</p>	Conduct series of livelihood programs for the barangay constituents.		
	Conduct trainings seminars on entrepreneurship.		

OBJECTIVE:
To pursue excellence in extension programs
(Salin Kaalaman)





**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 6 Institutionalizing Civil Society Engagement and Involved Extension Service Program

OBJECTIVE:

To sustain and strengthen the university partnerships with the LGUs, industries, NGOs, NGA's, SMEs, and/or other stakeholders

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<ul style="list-style-type: none"> > At least three (3) continuing partnerships with LGUs, industries, NGOs, NGA's, SMEs, and/or other stakeholders every year through multidisciplinary extension projects with MOU/MOA > 10% increase in the number of beneficiaries served by completed livelihood projects > Replicate Salin Kaalaman to at least 1 branch/campus every year > At least 3 skills training per barangay per year > A minimum of 50 seminars/trainings and packaged extension projects per year 	Review existing partnership with LGUs, industries, NGOs, NGA's, SMEs, and/or other stakeholders	EMO	2018-2020
	Submit proposals for possible partnership project	EMO	2018-2020
	Intensify the promotion of the livelihood project through the partner barangays	EMO	2018-2020
	Conduct orientation with branch/campus directors on Salin Kaalaman program	EMO	2018-2020
	Implement Salin Kaalaman program to the interested branch/campus	EMO	2018-2020
	Monitor the implementation of the Salin Kaalaman program	EMO	2018-2020
	Develop tie-up with government/non-government institutions, organizations, or industries for community services.		
	Encourage all colleges to conduct skills training every year. Conduct assessment and provide continuous commitment to adopted community.		

AGENDA 6 Institutionalizing Civil Society Engagement and Involved Extension Service Program

OBJECTIVE:

To address societal needs related to improvement of the quality of life through extension and community service and technology transfer

To take the lead in building partnerships, linkages, and other twinning arrangements with industries, the government, and other higher education institutions

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<ul style="list-style-type: none"> > A minimum of two (2) researches and technological innovations produced by the University are transferred and utilized by the LGUs, NGOs, NGA's, SMEs, and/or other stakeholders > At least 2 project collaboration with CSOs for Economic improvement and social participation of marginalized sectors for community and national development > At least 10 livelihood projects successfully completed per year > 50% increase in the number of tie-ups with the government and private sectors > Strengthened tie-up with PASUC for collaborative extension project > At least 10 livelihood projects successfully completed per year 	Present the researches and technological innovations produced to the LGUs, NGOs, NGA's, SMEs, and/or other stakeholders for possible utilization	EMO	2018 - 2020
	Partner with CSOs for project collaboration and advocacy for Economic upliftment and social participation of marginalized sectors	ISSD, ILIR	2018 - 2020
	Recognize outstanding extension activities.		
	Coordinate with Extension Management Office for tie-ups with government, non-government, or private institutions.		
	Submit extension proposals for funding.		
	Arrange for tie-up programs with agencies in the government and private sectors to enhance and enrich extension programs.		





**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 6 Institutionalizing Civil Society Engagement and Involved Extension Service Program

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE: To take the lead in building partnerships, linkages, and other twinning arrangements with industries, the government, and other higher education institutions</p> <p>To establish alumni contacts throughout the country and the world to ensure that the alumni are well-informed of and regularly consulted about the roles they need to perform in building and enhancing the PUP public image</p>	<ul style="list-style-type: none"> > 50% increase in the number of tie-ups with the government and private sectors > Strong tie-up with PASUC for collaborative extension project 	<p>Maintain the existing tie-up by regular coordination.</p> <p>Strengthen collaborative activities with existing tie-ups.</p> <p>Implement tie-ups with SUCs for consortium on mutual help and support.</p> <p>Encourage partnerships on expertise and professional services like consultancy, advising, resource persons, and coaching.</p> <p>Engage in collaborative technology-based partnerships with industries, the government, and other higher education institutions.</p>	
<p>The student sector is primarily in-charge of carrying out this objective</p>			

AGENDA 6 Institutionalizing Civil Society Engagement and Involved Extension Service Program

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE: To disseminate and promote extension programs</p> <p>To provide students greater opportunities to strengthen their social awareness and involvement, volunteerism, and advocacies</p>	<ul style="list-style-type: none"> > Organized 1 national and 1 international extension conference every 2 years > Developed 2 IEC materials for extension programs > 70% of students involved themselves in social concerns and issues > 20% of students are involved in volunteerisms spearheaded by concerned government and non-government organizations 	<p>EMO</p> <p>EMO</p> <p>Program/Project: Enhanced Engagement in Civil Society Organization Framework</p> <p>Strategies/Activities: Coordinate closely with government and non-government organizations as well as private entities and agencies for possible tie-ups and opportunities to enhance and strengthen students' awareness and involvement in social issues and different advocacies.</p> <p>Encourage organizations to submit their documents from accreditation</p> <p>Coordinate with organizations that invite volunteers to participate in community projects.</p>	<p>2018-2020</p> <p>2018-2020</p>





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

AGENDA 6 Institutionalizing Civil Society Engagement and Involved Extension Service Program

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE: To establish linkages with NGOs, GOs and other civil societies</p>	<p>> 20% increase in the number of tie-ups with alumni, government and private sectors</p>	<p>Program: Academe-Industry/Alumni Linkage Program Job and Internship Placement Assistance</p> <p>Activities/Strategies: Recognize companies with outstanding support to ARCD0 services Forge MOA with industry partners Develop a study on career choices of graduating students Establish linkages with alumni Conduct periodic tracer study in coordination with OVPREPD</p>	
	<p>> 20% increase in the number of tie-ups with alumni, government and private sectors</p>	<p>Program: Academe-Industry/Alumni Linkage Program Job and Internship Placement Assistance</p> <p>Activities/Strategies: Recognize companies with outstanding support to ARCD0 services Forge MOA with industry partners Develop a survey on career choices of graduating students Establish linkages with alumni Conduct tracer studies periodically in coordination with OVPREPD</p>	

AGENDA 6 Institutionalizing Civil Society Engagement and Involved Extension Service Program

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE: To establish linkages with NGOs, GOs and other civil societies</p>	<p>> Number of successful engagements/partnerships</p>	<p>Program/Project: Partnership with NGOs, GOs and other civil society</p> <p>Strategy/Activity: Increase and strengthen partnership with NGOs, GOs and other civil society Utilization of available resources and social media</p>	
<p>To address societal needs related to improvement of the quality of life through extension and community service and technology transfer</p>	<p>> At least 10% increase in the number of tie ups with government and private institutions for collaborative extension projects of the branches and campuses.</p>	<p>Create and implement outreach plans that include assessment of feasibility studies, funding sources, faculty/facilitator expertise, unit capabilities, opportunities for collaboration and long-term implications</p> <p>Set priorities that address issues in partnerships with urban and rural distressed communities pertaining to economic development, primary health care, livelihood projects, literacy programs and sustainable development</p> <p>Conduct needs assessment of adopted communities</p>	





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

AGENDA 6 Institutionalizing Civil Society Engagement and Involved Extension Service Program

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE:</p> <p>To take the lead in building partnerships, linkages, and other twinning arrangements with industries, the government, and other higher education institutions</p>	<p>70% of the branches and campuses establishes constant communication with the alumni.</p> <p>At least one (1) tracer study conducted per year</p>		
<p>To establish alumni contacts throughout the country and the world to ensure that the alumni are well-informed of and regularly consulted about the roles they need to perform in building and enhancing the PUP public image</p>	<p>70% of the branches and campuses submits of annual accomplishment report.</p> <p>70% of the branches and campuses has updated branch/campus website for communication purposes.</p>		

AGENDA 6 Institutionalizing Civil Society Engagement and Involved Extension Service Program

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE:</p> <p>To develop and implement an excellent communication system for dissemination and promotion of extension and community involvement program</p>	<p>> A minimum of three (3) functional communication materials for dissemination of extension programs</p> <p>> 50% increase in the number of beneficiaries served</p> <p>> Annual extension report included in the accomplishment report submitted on time by colleges.</p> <p>> 70% of the faculty members and staff in the branches and campuses is informed of the new organizational structure, level of authority, roles, and responsibilities.</p> <p>> 70% of the branches and campuses has enhanced services aligned to the current vision, strategic goals, and priorities of the university.</p>		





**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 6 Institutionalizing Civil Society Engagement and Involved Extension Service Program

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE:</p> <p>To create a venue for sectoral involvement in decision making</p>	<p>> 100% members of the sector well-informed</p>	<p>Effective and efficient communication dissemination system</p> <ul style="list-style-type: none"> Regular conduct of Administrative Consultative Assembly / Administrative Council Coordination with UNAKA-PUP Conduct of Regular Sectoral Meetings of Heads of Offices to disseminate information on top Management's plans and programs and gather feedback and suggestions relative to these plans and programs 	
<p>To provide students greater opportunities to strengthen their social awareness and involvement, volunteerism, and advocacies</p> <p>Encourage students, faculty members and administrative staff to get involve/ volunteer in community programs</p>	<p>> Adaptive Community partners received information on specific activity (Coastal Clean-up, Outreach Program, Earthquake Drill, and the like)</p> <p>> 70% Of the programs and activities implemented within the allotted time frame</p>	<p>Programs</p> <p>Environment Consciousness Month University Earthquake Drill Month of November Coastal Clean-up with the theme Climate Change Consciousness PUP as host Academe Lingap Komunidad Environmental related activities</p> <p>Strategy</p> <p>Coordinate with different Colleges and Administrative Offices to encourage participation in outreach activity, coastal clean-up, medical mission.</p>	

57

AGENDA 6 Institutionalizing Civil Society Engagement and Involved Extension Service Program

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE:</p> <p>To address societal needs related to improvement of the quality of life through extension and community service and technology transfer.</p> <p>Specifically:</p> <p>Enhance awareness on the roles and responsibilities of Parents through parent's effectiveness seminar.</p> <p>Provide child's involvement and Development through learning program.</p>	<p>> 70% of the students, teachers and parents participated in the programs and activities of the PUP Day Care Center and rated the quality of services as Very Satisfactory or Better</p> <p>> 70 % of respondents evaluated satisfactory or even better on a quarterly basis starting second quarter of 2018</p>	<p>Coordinate and Collaborate plan of Activities with appropriate Offices and Agencies</p> <p>Enhance awareness on the roles and responsibilities of Parents and Child's Behavior and Development.</p>	



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

AGENDA 6 Institutionalizing Civil Society Engagement and Involved Extension Service Program

	Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE:</p> <p>To develop and implement an excellent communication system for dissemination and promotion of extension and community involvement program.</p> <p>Disseminate information (i.e. advisories, memorandum, notices) and coordinate to concern offices</p>	<ul style="list-style-type: none"> > 70%(15/21) of Adaptive Community partners received information on specific activity such as Coastal Clean-up, Medical Mission, Feeding program, Earthquake Drill (i.e. advisories, memorandum, notices) and other outreach program 	<p>Coordinate with Communication Management Office the dissemination of informational leaflets / brochure for the promotion of the events</p>		

AGENDA 6 Institutionalizing Civil Society Engagement and Involved Extension Service Program

	Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
<p>OBJECTIVE:</p> <p>To take the lead in building partnerships, linkages, and other twinning arrangements with industries, the government, and other higher education institutions???</p>	<ul style="list-style-type: none"> > At least 10 livelihood projects successfully completed per year > 50% increase in the number of tie-ups with the government and private sectors > Strong tie-up with PASUC for collaborative extension project 	<p>Conduct tie-up programs with agencies in the government and private sectors to enhance and enrich extension programs.</p> <p>Maintain the existing tie-up by regular coordination.</p> <p>Strengthen collaborative activities with existing tie-ups.</p> <p>Implement tie-ups with SUCs for consortium on mutual help and support.</p> <p>Encourage partnerships on expertise and professional services like consultancy, advising, resource persons, and coaching.</p> <p>Engage in collaborative technology-based partnerships with industries, the government, and other higher education institutions.</p>		
<p>To develop and implement an excellent communication system for dissemination and promotion of extension and community involvement program.</p>	<ul style="list-style-type: none"> > A minimum of three (3) functional communication materials for dissemination of extension programs > 50% increase in the number of beneficiaries served > Annual accomplishment report submitted on time by colleges. 	<p>Conduct thesis/ capstone centralized defense/presentation in the identification of researches with extension potentials</p> <p>Identify qualified and willing faculty members and volunteer students for extension programs and services</p> <p>Set-up control systems to ensure quality of community service</p> <p>Regularly remind colleges of the submission of quarterly accomplishment reports</p> <p>Expand reach of extensions beyond the barangay level.</p>		



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

AGENDA 6 Institutionalizing Civil Society Engagement and Involved Extension Service Program

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To establish University Wellness Program <ul style="list-style-type: none"> > Full implementation of University wellness program > 100% enhanced services across levels of the organization 	Design holistic sports, wellness, recreational, and leisure development program intended for faculty members, administrative employees and university officials	OEVP (SDPO)	January to December
	Employ fitness instructor/coach so as to attain sustainability of the program	OEVP (SDPO)	January to December
	Intensify community awareness on wellness and fitness through training, seminars and other similar activities	OEVP (SDPO)	January to December

61



AGENDA 7 Fiscal Responsibility

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To ensure effective and efficient fiscal management	Quality implementation of procedural guidelines and policies to institutionalize best practices in financial operations	Revisit policies and guidelines to update the sector's Manual of Operations	OVPF, Accounting, SO, FMO, RGO
		Prepare guidelines that will require suppliers transacting business with the university to have LBP account to fully implement the checkless payment per Treasury Circular No. 01-2014.	FMO
		Conduct round-table discussion with Collecting and Disbursing Officers every semester	Accounting, FMO
OBJECTIVE: To ensure the timely release of funds for projects and activities	Compliance to Government Financial Policies & Procedures	Conduct Annual Budget Forum & Workshop	BSO
		Roll-out the use of Accountable Form 51-C customized Official Receipt with a PUP logo	FMO
		Conduct staff orientation on the latest Budget Circular issuance	BSO, Accounting, FMO, RGO
OBJECTIVE: To ensure the timely release of funds for projects and activities	70% of personnel attended at least 32 hrs. of seminars/conferences and 8 hrs. of job related trainings	Empower finance officers and staff by sending them to job-related trainings/ seminars/ conferences, and BIR/DBM/COA sponsored activities	OVPF, Accounting, BSO, FMO, RGO
	25% reduction of processing time	Enhancement of the existing local stand-alone system (Accounting, BSO, and FMO) through the acquisition of higher specs IT equipment and facilities improvement	Accounting, BSO, FMO
	Develop an inter-office system to improve document-response-and-processing time	Accounting, BSO, FMO, RGO, Payroll	2 nd quarter of 2018

62



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

AGENDA 7 Fiscal Responsibility

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
> 50% of the providers/suppliers are paid on time	Prepare cash flow schedules in accordance with the time frame provided by project implementers.	Accounting	January 2018
OBJECTIVE: To implement an efficient and effective procurements system by ensuring the timely and expeditious procurement of all items and projects indicated in the APP To implement a responsive and efficient Financial Management Information System (FMIS) To explore additional funding sources for PUP projects	> 100% of all procurement projects indicated in the APP shall be implemented as scheduled	Continuing capacity building of the focal person of all colleges/ offices/ branches of the university.	OVPF, OVPA 2018-2020
	> At least 75% implementation of FMIS in 2020	Seek assistance from the College of Computer and Information Science (CCIS) to develop the system	OVPF Operation in 3 years
> Implementation of approved PUP Projects	At least one (1) recommended-for approval Institutional IGP per semester	RGO	May 2018 November 2018
> 100% of colleges, branches, and campuses are engaged in IGP's	Encourage colleges/ branches/ offices to submit at least one (1) IGP proposal annually	RGO, Colleges, Branches, Sectors	2018 onwards

AGENDA 7 Fiscal Responsibility

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To strengthen other existing projects that augment the IGP capabilities of the University To promote and establish a strong campaign for the generation of additional resources and funding To rationalize structure and program of fees	> At least 3% increase in income annually from the existing projects of the university	Strict monitoring of rental, energy , and water fees Placement of idle funds to High Yield Investments	RGO, Accounting FMO 2018 onwards 2018 onwards
	> Increase in the number of funding support from external sources	Continue sourcing of funds from private and public agencies, individuals or organizations	University-wide 2 nd Quarter of 2018 onwards 2018-2020
> Increase in the income generating projects of the University	Conduct feasibility studies, benchmarking activities	University-wide	2018





**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**



AGENDA 8 Assessment of the Institutional Processes and Critical-Rational Review of the Entire Organization

OBJECTIVE:

To refocus and realign institutional capabilities and structures to the university's current vision, strategic goals and priorities

To engender a campus environment that is safe and secure to members of PUP Community

Performance Indicator	Strategies/Programs/Activities	Concerned Office(s)	Time Frame
> A revised functional organizational structure	Re-structure organizational set-up Review of Job Description / Duties and Responsibilities of offices and staff	University-wide	2018 - 2020
> Enhanced services across levels of the organization	Adopt/Implement Process Improvement Systems Attendance in quality-improvement training and seminars like Lean Six Sigma, Knowledge Management and 5S Implementation of quality-improvement projects in the areas of procurement management and asset management Adopt/Implement ISO9001:2015 certification Application of training Lessons Learned Session BOSH Training	University-wide	2018 - 2020
> Comprehensive University health and safety plan and programs > Formulation of health and safety plan for the University as prescribed by occupational safety and health > Corrective actions by 2018-2019 > Partial implementation of health and safety plan by 2019 > Full implementation of health and safety plan by 2020	Constitution of University health and safety committee Creation of health and safety committee for the University	OEVP with Office of the Vice Presidents and Other Concerned Offices	

