

	RTMENT OF COMI	puter engineerii RPERSON	NG		
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
MISSION The Commission on Higher	MISSION		MISSION	GOALS	OBJECTIVES
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, invoxition, and social and cultural transformation.	To direct, lead, and coordinate the country's scientific and technological efforts geared towards maximum economic and social benefits for the people. The DOST is the "provider	MISSION Formulate continuing, coordinated and fully integrated socio-economic policies, plans and programs	Clearing the paths while laying new foundations to transform the Polytechnic University of the Philippines into an epistemic community.	Provide quality education through instruction, advance research and extension services. Produce world-class	Strengthen the Computer Engineering program consistent with global trends; Develop critical thinking and communication skills of students, givir emphasis to research and extension
MANDATE Given the national government's commitment to transformational	of world-class scientific, technological and innovative solutions that will lead to higher productivity and better	VISION Aspires to be the premier socio-economic planning body, highly regarded in macroeconomic	MANDATE Reflective of the great emphasis being given by	professionals as potential industry leaders and job providers.	services; 3.Enhance the competencies of students to evaluate, assess, design and operate safe, effective,
leadership that puts education as the central strategy for investing in the Filipino people, reducing poverty, and building	quality of life." The DOST as a leading ASEAN Science, Technology and Innovation	forecasting, policy research and analysis; an acknowledged institution in providing high level policy advice, developing	the country's leadership aimed at providing appropriate attention to the alleviation of the plight of the poor, the development	Develop and produce facilities through the use of adapted technology and indigenous materials.	economically-efficient and environmental friendly computer-base systems;
national competitiveness and pursuant to Republic Act 7722, CHED shall: A. Promote relevant and	Hub by 2022. MANDATE Executive Order No. 128	consensus and setting agenda for inclusive development	of the citizens, and of the national economy to become globally competitive, the University	Maintain, upgrade or improve	Create a conducive teaching and learning atmosphere with emphasis t faculty and students' growth and academic freedom:
quality higher	mandates the Department to "provide central		shall commit its academic resources and manpower	facilities through the applications	academic needoff,







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

direction, leadership and education institutions and programs are at coordination of scientific par with international and technological efforts and ensure that the results standards and graduates and therefrom are geared and utilized in areas of professionals are maximum economic and highly competent and recognized in the social benefits for the international arena): people". B. Ensure that quality higher education is accessible to all who seek it particularly those who may not be able to afford it; 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

of engineering technology to achieve its goals through: A. Provision of undergraduate and graduate education which meet international standards of quality and excellence; B. Generation and transmission of knowledge in the broad range of disciplines relevant and responsive to the dynamically changing domestic and international environment; C. Provision of more

equitable access to

higher education

opportunities to

deserving and

qualified Filipinos; and

efficiency and

D. Optimization, through

Establish network with educational institution industry, GO's and NGO's, local and international which could serve as:

 a) funding sources and/or partners of researches;
 b) sources of new techniques
 c) centers for faculty and

- c) centers for faculty and student exchange program and On the Job Training, and;
- d) grantees of scholarship/additional facilities, and:
- 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.
- 7. Equip graduates with appropriate knowledge and technical skills, imbued

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THE COUNTRY'S 1ST POLYTECHNICU





ISO 9001:2015 CEFEDE ED 4

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

historical and cultural

heritages; and







D. Commit to moral ascendancy that eradicates corrupt practices, institutionalizes transparency and accountability and encourages participatory governance in the Commission and the sub-sector.

effectiveness, of social, institutional, and individual returns and benefits derived from the utilization of higher education resources

with desirable work attitude and moral values through enhanced teaching/learning process by using multi-media facilities on top of traditional methods;

 Develop faculty as competent mentors and quality researchers, through advanced study and other facets of continuing professional education.

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.

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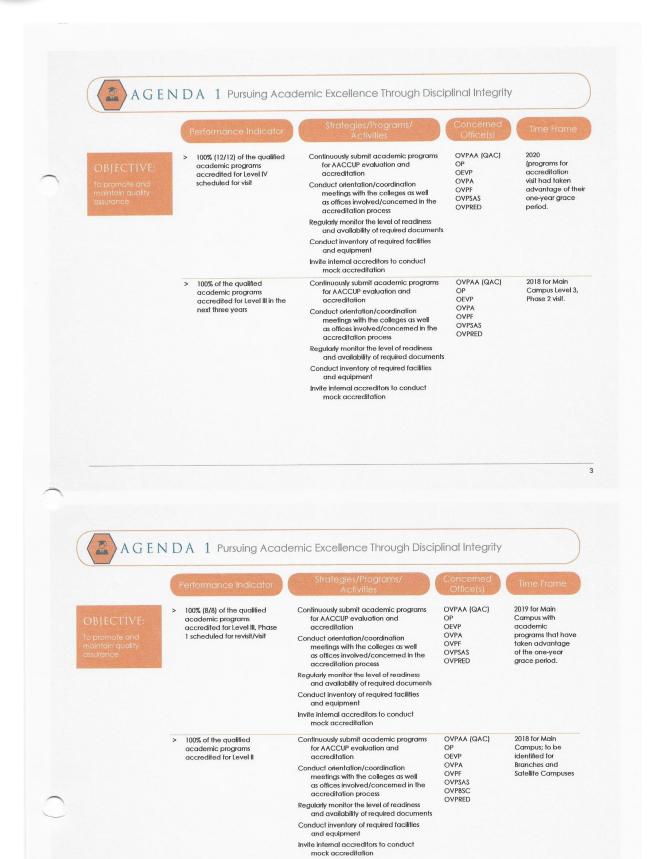








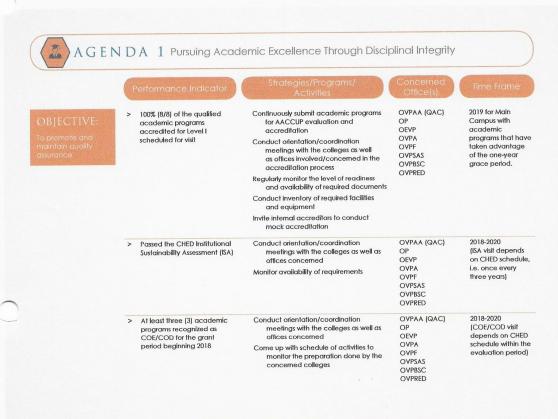








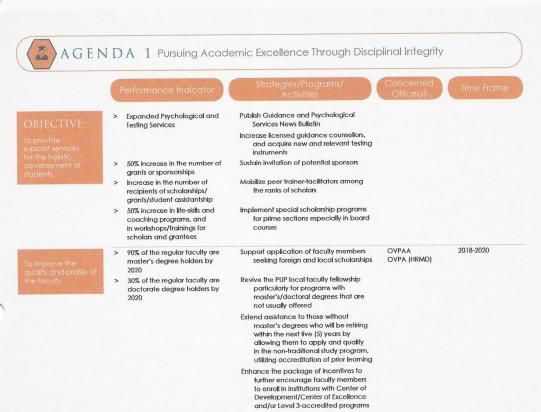
	Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Fram
OBJECTIVE:	> 100% (3/3) of the qualified academic programs accredited for Level II	Continuously submit academic programs for AACCUP evaluation and accreditation	OVPAA (QAC) OP OEVP	2020 (programs for accreditation
To promote and maintain quality assurance	scheduled for visit	Conduct orientation/coordination meetings with the colleges as well as offices involved/concerned in the accreditation process	OVPA OVPF OVPSAS OVPBSC OVPRED	visit had taken advantage of the one-year grace period.
		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		
	> 100% of the qualified academic programs accredited for Level I	Continuously submit academic programs for AACCUP evaluation and accreditation	OVPAA (QAC) OP OEVP	2018 for Branch and Satellite Campuses
		Conduct orientation/coordination meetings with the colleges as well as offices involved/concerned in the accreditation process	OVPA OVPF OVPSAS OVPRED	
		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		





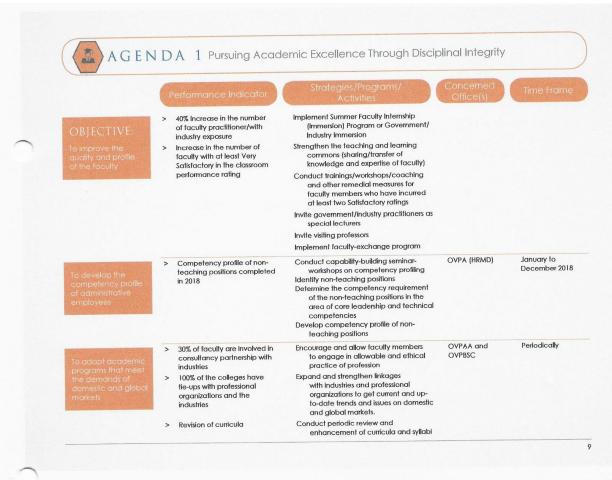


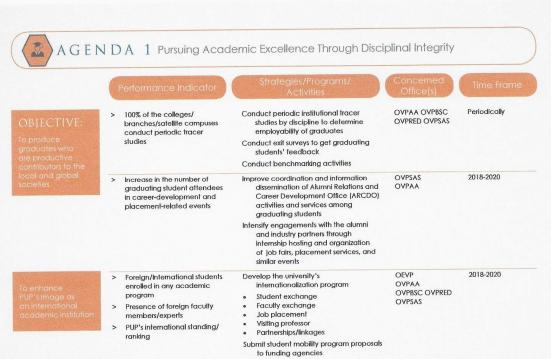
	Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Fram
OBJECTIVE: To promote and maintain quality assurance	> 100% of Academic Programs awarded Certificate of Program Compliance (COPC)	Submission of all the academic programs of the university for CHED Certification of Program Compliance (COPC) Pursue follow up of compliance measures through program chairs and college deans	OVPAA (QAC) OP OEVP OVPA OVPF OVPSAS OVPBSC	1 st /2 nd Quarter of 2018 for Main Campus
To enhance graduates' performance	> 100% of the programs with board examination have integrative courses in the curriculum	Include at least two (2) integrative courses in the revised curricula of all board programs.	OVPAA (Colleges with board programs) and OVPSAS	Effective AY 20
in professional licensure/Bar examinations	> 65% average passing rate in professional licensure examinations	Conduct departmental examination aligned with the Professional Regulation Commission (PRC) requirements	(ARO)	Periodically
	> 50% of average PUP passing percentage against average national passing percentage	Sustain awarding of incentive to the TOP TEN successful examinees in licensure/ BAR examinations		Periodically
		Establish an institutional in-house review center		Periodically
		Strict implementation of course outlines reflecting the competencies to be tested in board examinations		Periodically
		Strict implementation of admission and retention policies		Periodically
To provide support services	> Increased venues and forms of information dissemination among students	Conduct general and per college/branch student orientation	OVPSAS OVPAA OVPBC	2018-2020
for the holistic development of students	 At least 10% increase in the number of students involved in cultural and art groups 	Market and promote student participation in cultural and arts groups through cultural events, social media, and efforts of students themselves	OVPF	





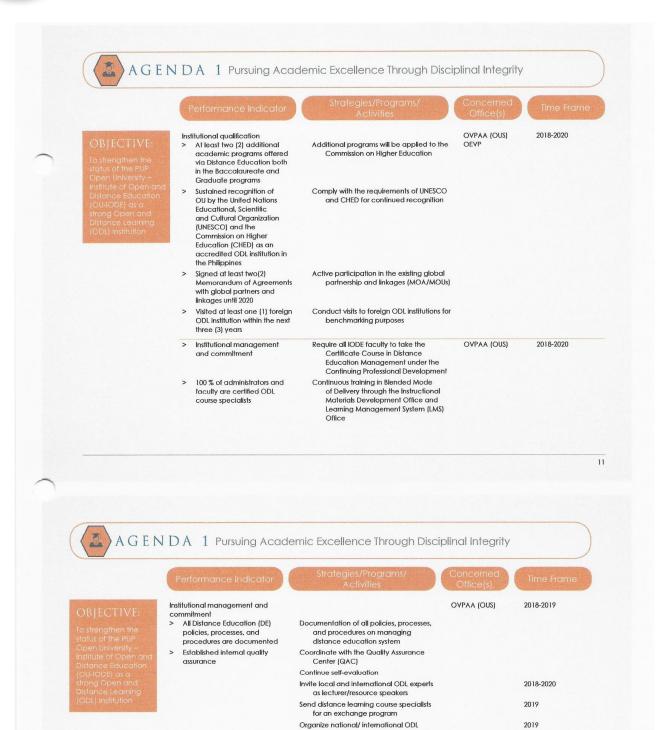












conference

Develop and present an Asian Association of Open Universities (AAOU) Fellowship Program Proposal to OU Hong Kong

OVPAA (OUS)

2018-2019

Build partnership with different government/non-government agencies

Graduate School

(8) IODE programs

Coordinate with the colleges and the

Update 100% of course guides in the eight



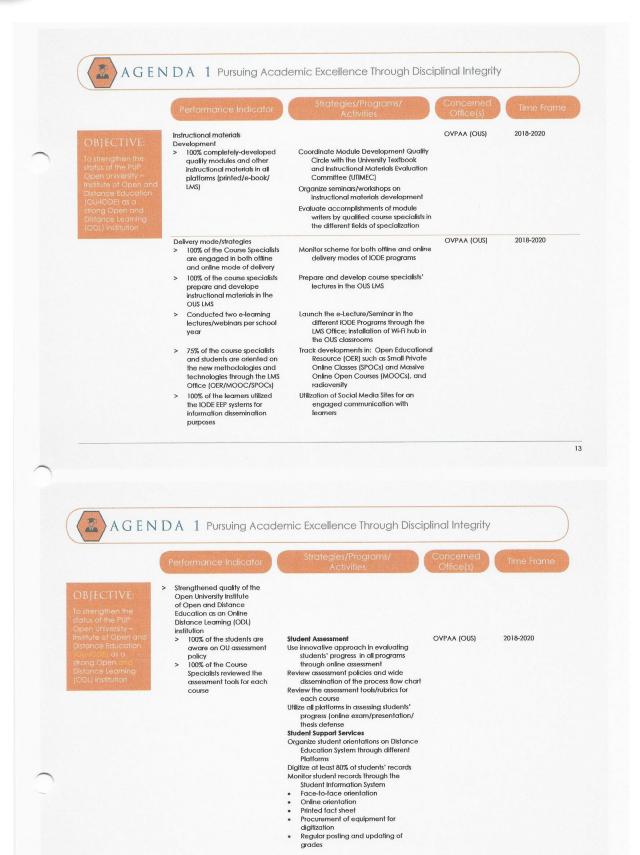
Curriculum development

All curricular offerings are approved by CHED

All OU curricular offerings and

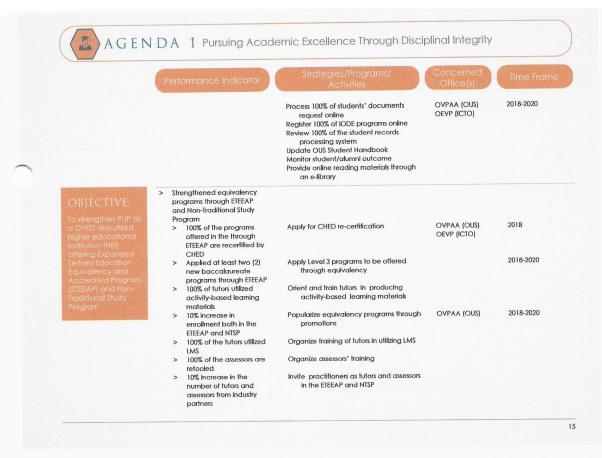
course guides are updated

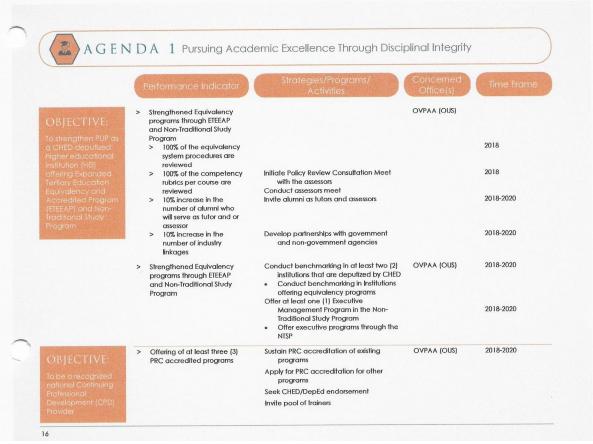






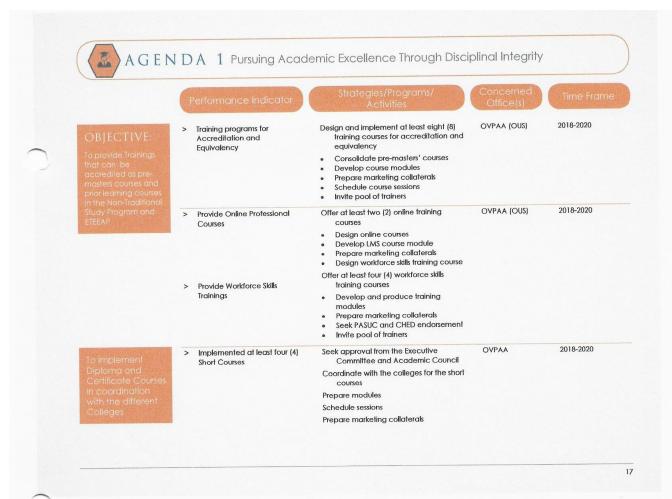


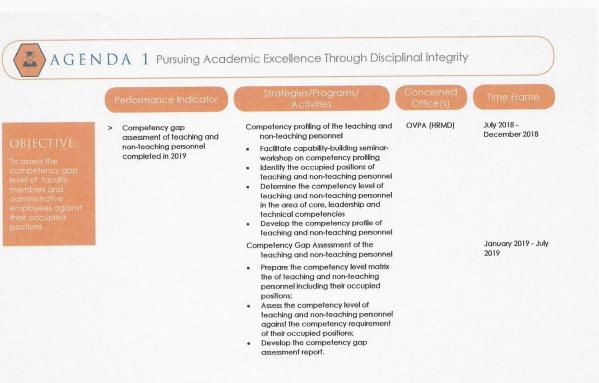






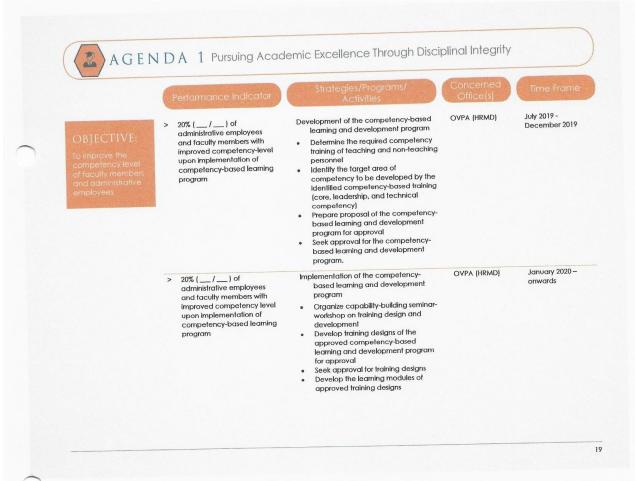


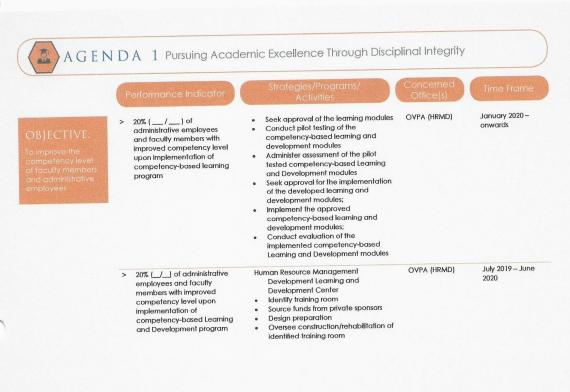
















	Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Fram
	> Reviewed and aligned	Create a committee to oversee the review	OVPRED	Q1 2018
	University Research Agenda to the Harmonized National Research Agenda 2018-2023	Conduct sectoral consultation for the research agenda including deans, directors, representatives from the Department of Science and Technology, National Research	OVPRED OVPAA OVPBSC	Q1 2018
OBJECTIVE:		Council of the Philippines, and CHED Seek approval of the Executive Committee and the Board of Regents	OVPRED	Q1 2018
To contribute to the country's national development through focused-university research program	> Revised and published University Research Manual	Convene committee for the consolidation of inputs to the University Research	OVPRED	Q2 2018
	in 2019	Manual Conduct sectoral consultation for the university research manual including Deans, Directors	OVPRED OVPAA 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
	> Revised Intellectual Property	Create a committee to review the IP policy	OVPRED	Q1 2018
	(IP) policy	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

		ALEXANDER DE L'ARTE DE L'A	Charles in a /Drograms /	Concerned	
		Performance Indicator	Strategies/Programs/ Activities	Office(s)	Time Frame
		> Formulated IP-related auidelines	Create a committee to formulate the IP- related guidelines	OVPRED	Q1 2018
		guidelines	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
	OBJECTIVE:	> Hire qualified Research and Development (R&D) personnel	Invite and recommend qualified R&D personnel	Research Sector	2018 - 2020
	To strengthen support to existing Research and Development Centers, research clusters and newly- established research centers in the university	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	5% increase of the university research budget/funds annually		
	equipment and supplies annually				
	To promote synergy and collaboration	 Co-organized at least four (4) professorial chair holder lectures every year 	Recommend professorial chairholder	ISSD, ISTR, ICLS, ILIR	2018 - 2020
	of the research and academic sectors of the university	> Co-organized at least four (4) rational research conferences, seminars, trainings, workshops, lectures, fora, etc. with the concerned college/branch completed within three (3) years	Constitute working committee composed of research and academic representatives	ISSD ILIR ICLS IDSA ISTR	Q3 2018 - 2020 Q4 2018 - 2020 Q4 2018 - 2020 Q4 2018 - 2020 Q2 2018 - 2020 Q3 2018 - 2020
		 Professorial chairholder lecture monograph series published annually 	Publish Trends and Insights annually	PO with co- organizing institute/s	2018 - 2020



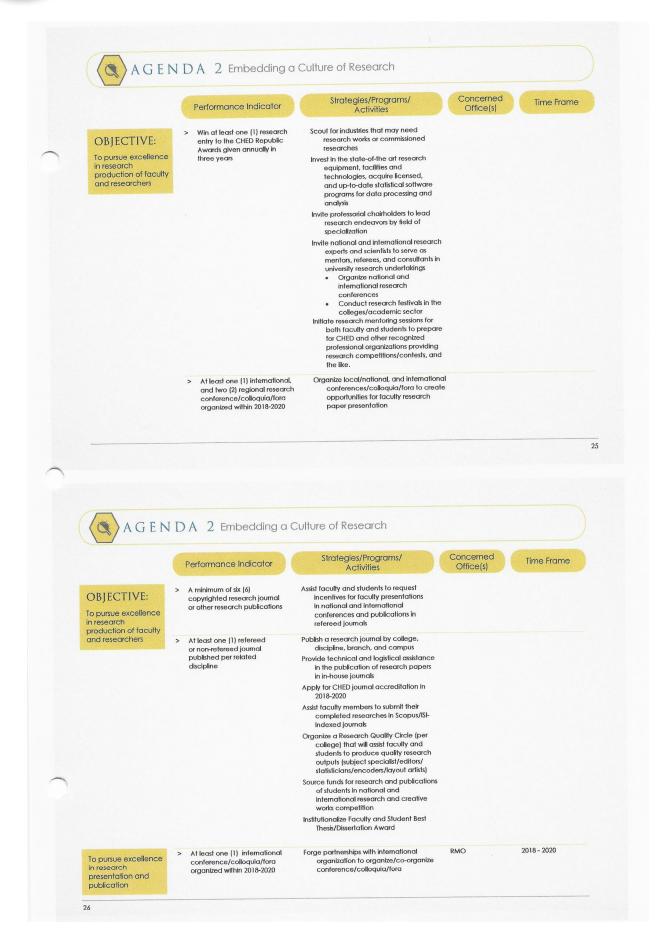


MOLI	4 D	A 2 Embedding a	Culture of Research		
		Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To pursue excellence in research	>	A minimum of five (5) research proposals submitted for external funding per year	Regularly submit research proposals to external-funding agency Conduct research writeshop	ISSD ISTR ILIR ICLS RMO	2018 - 2020
production of faculty and researchers	>	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

AGEN	1 C	A 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	>	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 parlicularly 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	50% increase in research production of OUS		
		members, staff, and researchers	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-leaching personnel		
	>	Win the CHED Best Research Program within the period covered	Promote exchange of faculty researchers, and experts with national and international linkages		









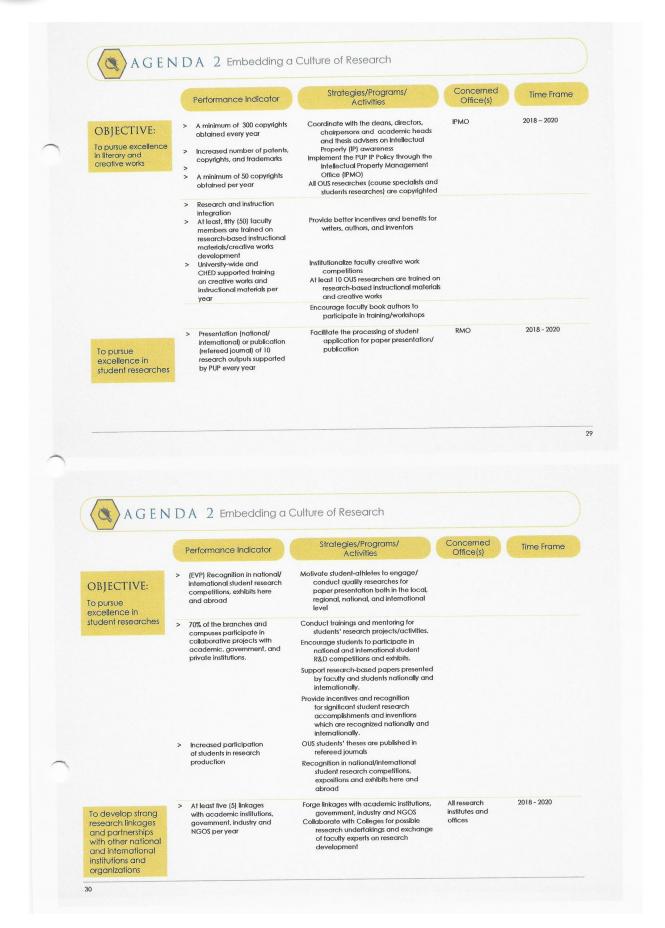


	VDIC 2 and 0	Culture of Research		
	Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Fram
OBJECTIVE:	At least three (3) university research journals recognized by CHED in 2018	Comply with the comments and suggestion of the technical panel Apply for CHED JIP	ISTR, ILIR, ICLS, PO, CoEd	2018
To pursue excellence in research presentation and publication	> 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	ISSD, ISTR, ILIR, ICLS, PO, CoEd	2018
	> At least one (1) university research journal indexed by Web of Science/Scopus	activities on the use of OJS for faculty 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, 	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		
	and internationally Increased number of researches by OUS faculty cited as related studies in published refereed or non- refereed journals locally and internationally	journals/publications		

AGEN	D	A 2 Embedding a	Culture of Research		
Landerson		Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
OBJECTIVE: To pursue excellence in research	>	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		
presentation and publication	>	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	Implement the PUP Intellectual Property Policy through the Intellectual Property Management Office		
		research-based instructional materials/creative works	Encourage racony book demonstra		
		development.	Provide incentives for faculty presentations in national and international conferences		
To pursue excellence in literary and creative works	>	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	Conduct seminar-writeshop on literary and creative works	ICLS, UPP	2018 - 2020
		annually	Propose policy on grant/incentive for creative work		
	>	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

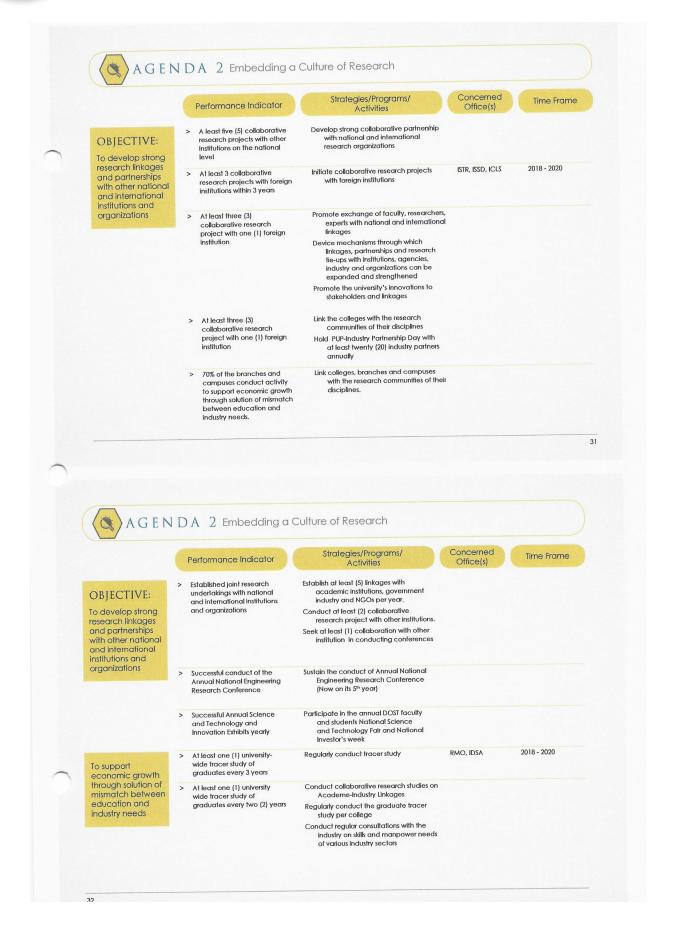






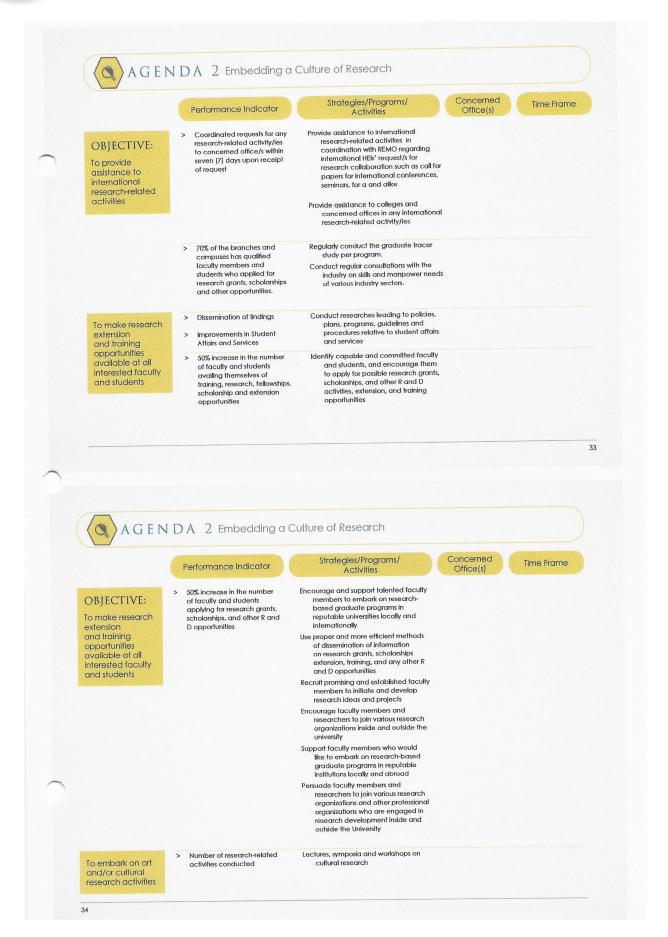






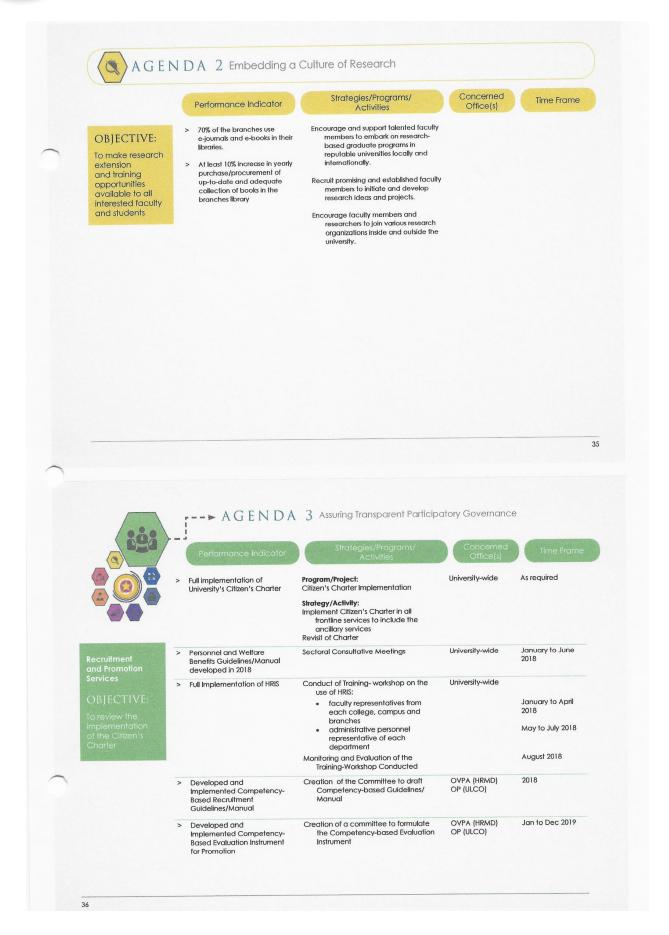






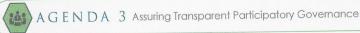












Performance Indicator

> 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

Strategies/Programs/

Review of the OPCR/IPCR Success Indicators from 2015-2016 and study its effect on individual performance

Pro-active monitoring of the submission of offices and departments of their OPCR and IPCR Implementation of an efficient and effective feedback mechanism

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

Concerned

University-wide

Yearly conduct of assessment (basis AO25 Inter Agency Task Force - Guidelines for PRR)

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---> AGENDA 4

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

> OEVP (SDPO) OVPA (PPDO)

Performance Indicator

Gradual increase in the number of facilities/ equipment procured

Strategies/Programs/

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)

Conduct benchmarking/educational tour/ocular inspection to various fitness industries within National Capital Region

Collaborate with PPDO as to the preparation of Proposed Fitness Room/ Weights Room floor plan design

Recommend construction of SDPO Property/ storage room to maintain up keep the sports supplies and equipment

Recommend construction of Beach Volleyball court and Archery Range. Renovation of Grandstand. Siphoning/waste drainage excavation.

To utilize ICT facilities/ equipment to enhance the overall operations of the University

 Improved ICT network infrastructure capability by 2020 Improvement of the University network infrastructure capability and System of Operations:

Procurement of new SIS system

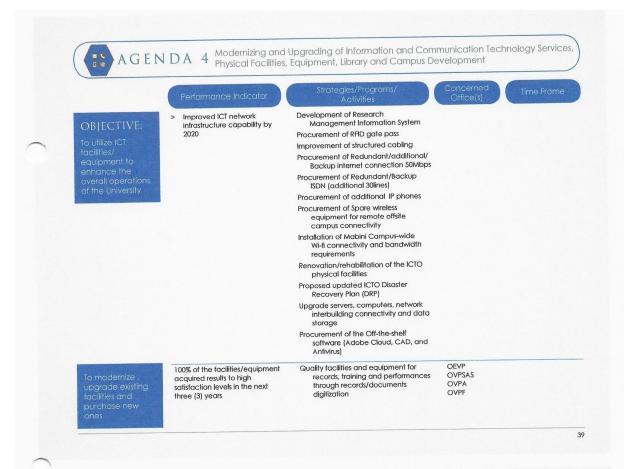
Development of Financial Management
Information System

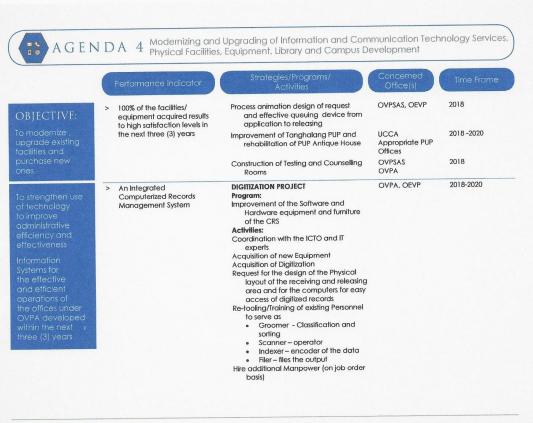
Development of Faculty, students, and employees portal

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AGENDA 4

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

- 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

- Computerization of records

 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

AGENDA 4

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

Policy and Guidelines

- revised in 2018
- 50% implementation of the Zero waste management Program by 2019
- Full implementation of the zero waste management Program by 2020

- Awareness and support mobilization campaign
- Community extension for livelihood projects Generate materials which are
- recyclable Installation of Material recovery facility (MRF) for the recycling of campus solid waste

OVPA, OVPF

Re-composition

Revisit / Review of guidelines by January-March 2018

Partial Impleme by 2019 Full . mentation Implementation by 2020

- Maximize the services offered by the Land Bank of the Philippines
- Organize Financial Literacy Seminar/s for university employees in cooperation with the Land Bank of the Philippines with regard to the services they offer
- OVPF/ FMO

May 2018

- Improvement of office
- Minor repairs in the offices Acquire shelves for the storage rooms Convert portion of the Student Services Section into a storage area

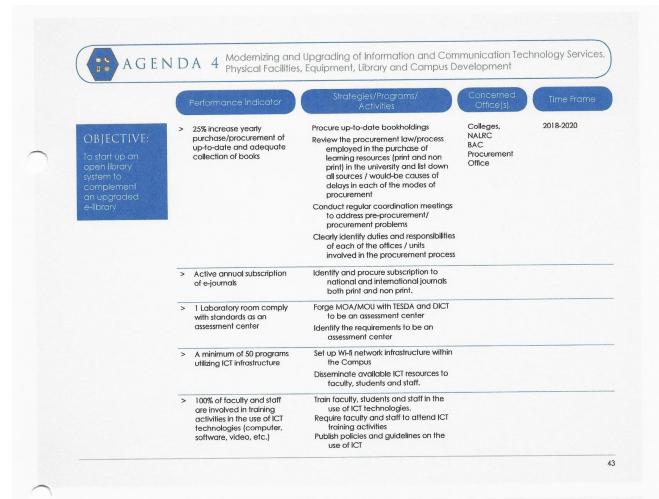
University-wide

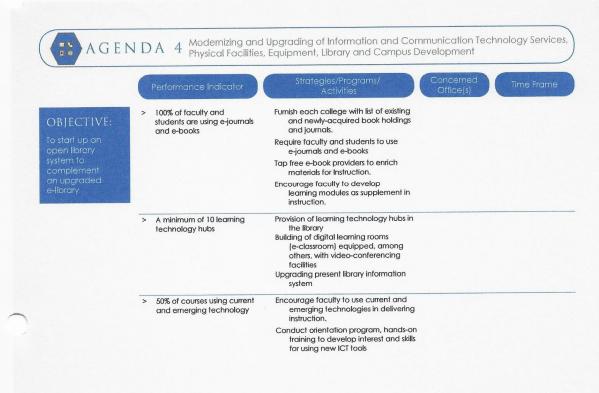
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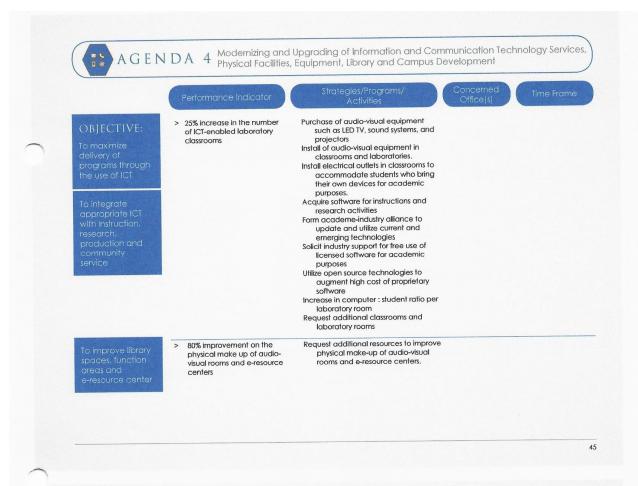


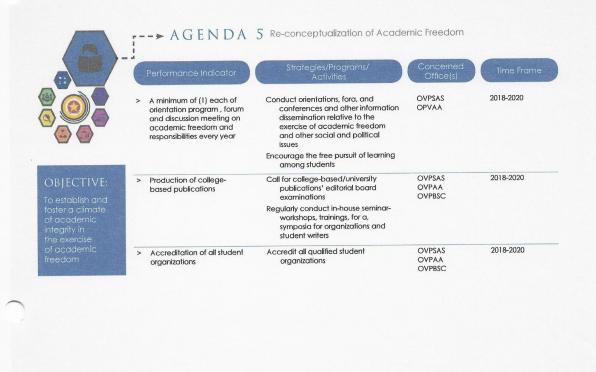






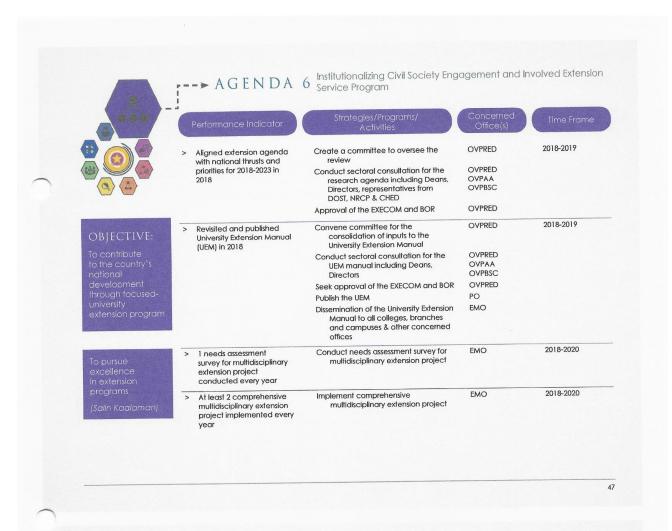


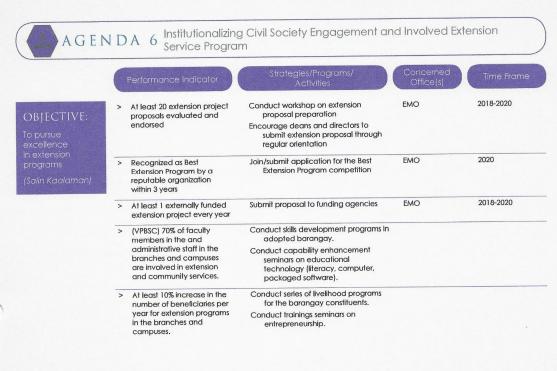






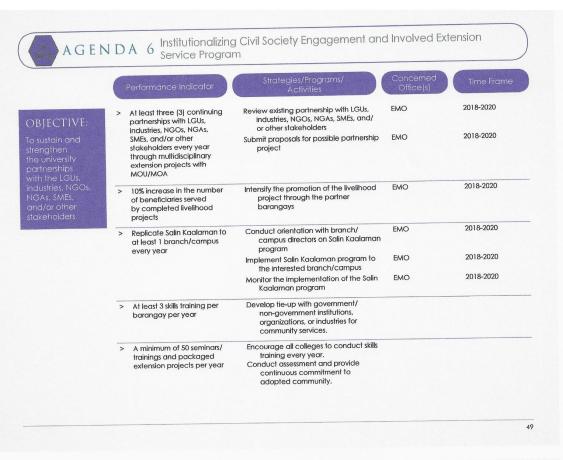


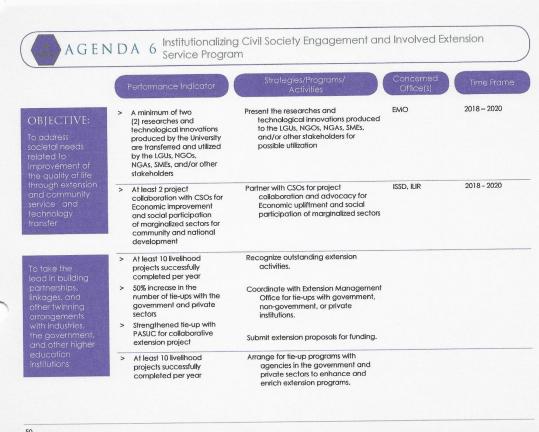






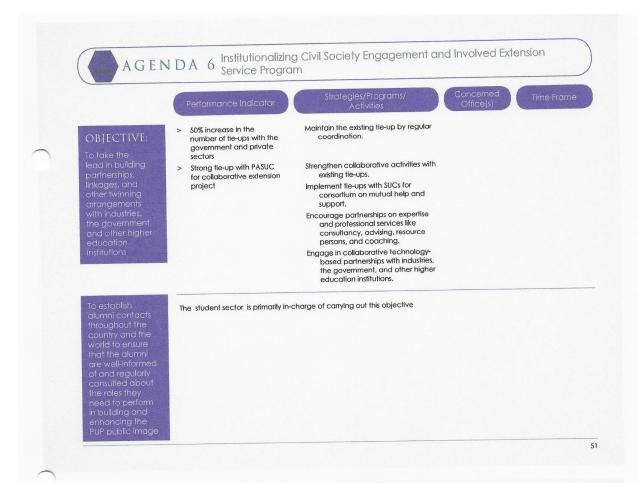


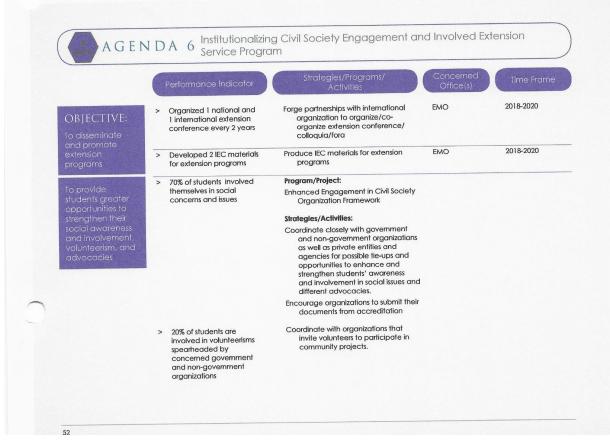






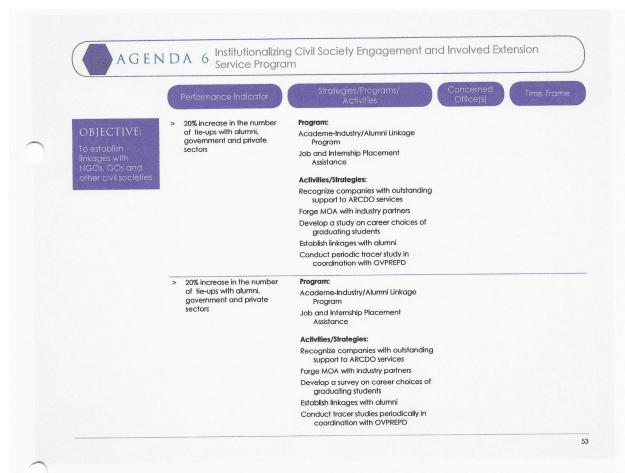


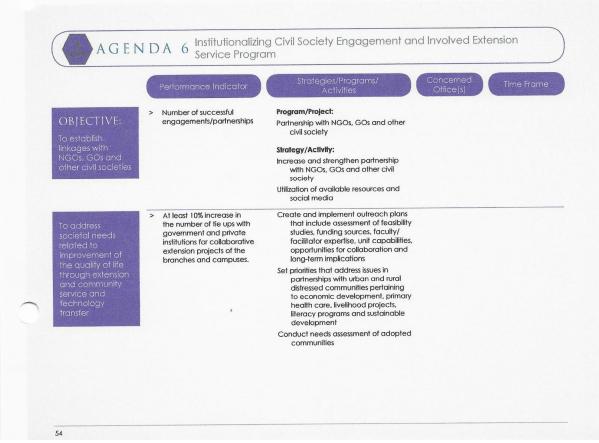
















AGENDA 6 Institutionalizing Civil Society Engagement and Involved Extension Service Program

To take the lead in building partnerships, linkages, and other twinning arrangements with industries, the appearance of the sovernment of the appearance of the sovernment of the appearance of

70% of the branches and

At least one (1) tracer study conducted per year

Conduct tie-up programs with agencies in the government and private sectors to enhance and enrich our extension programs

Forge MOAs with agencies for collaborative extension activities

Expand student on-the-job trainings, experiential projects, and community-based activities focused on bringing information, science and technology expertise to the

70% of the branches and campuses submits of annual accomplishment report.

70% of the branches and campuses has updated branch/campus website for communication purposes. Encourage alumni fundraising programs by hosting receptions for the local alumni to reacquaint then with the university

Implement a responsive civic engagement that addresses professional development, continuing education, and lifelong learning needs of PUP stakeholders,

the nation, and the world Increase alumni participation in various activities of the University to add vitality to the academic community

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AGENDA 6 Service Program Institutionalizing Civil Society Engagement and Involved Extension

A minimum of three (3) functional communication materials for dissemination of extension programs

50% increase in the number of beneficiaries served

Annual extension report included in the accomplishment report submitted on time by colleges.

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.

70% of the branches and campuses has enhanced services aligned to the current vision, strategic goals, and priorities of the university.

Conduct thesis/capstone centralized defense/presentation in the identification of researches with extension potentials ldentify qualified and willing faculty members and volunteer students for

extension programs and services Set-up control systems to ensure quality of community service

Expand reach of extensions beyond the barangay level.

Regularly notify colleges to include extension accomplishments in the submission of quarterly accomplishment reports

Produce communication materials such as brochures, information pamphlets, video presentation and media releases. Distribute brochures and pamphlets on

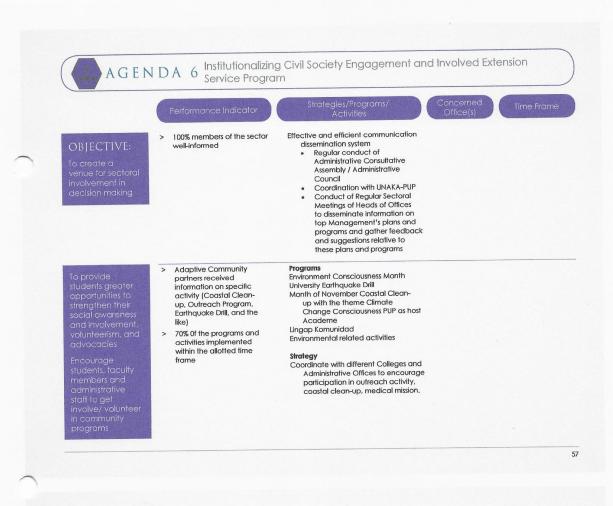
extension and community projects.

extension and community projects.
Prepare documentation (hard and
soft copy) of completed extension
projects.
Publish extension services completed in

newspaper or newsletter.









70% of the students,

70 % of respondents

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

evaluated satisfactory or even better on a quarterly basis starting second quarter of 2018

OBJECTIVE:

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

Specifically:

Enhance awareness on the roles and responsibilities of Parents through parent's effectiveness seminar.

Provide child's involvement and Development through learning

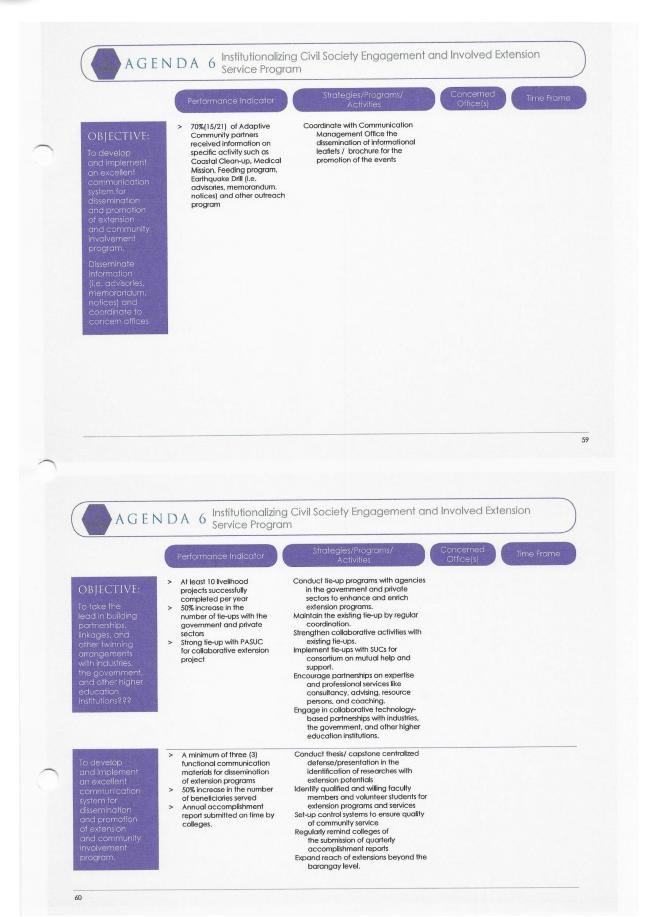
Activities

Coordinate and Collaborate plan of Activities with appropriate Offices and Agencies

Enhance awareness on the roles and responsibilities of Parents and Child's Behavior and Development.













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 Employ fitness instructor/coach so as to attain sustainability of the program Intensity community awareness on wellness and fitness through training, seminars and other similar activities

OEVP (SDPO) January to December

January to December January to December OEVP (SDPO) OEVP (SDPO)

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	1 1 	7 Fiscal Responsibility		
	Performance Indicator	Strategies/Programs/ Activities	Concerned Office(s)	Time Frame
	 Quality implementation of procedural guidelines and policies to institutionalize 	Revisit policies and guidelines to update the sector's Manual of Operations	OVPF, Accounting, SO, FMO, RGO	March 2018
OBJECTIVE: To ensure effective and efficient fiscal management	best practices in financial operations	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	March 2018
		Conduct round-table discussion with Collecting and Disbursing Officers every semester	Accounting, FMO	February 2018 July 2018
	> Compliance to Government Financial Policies &	Conduct Annual Budget Forum & Workshop	BSO	February 2018
, managaman	Procedures	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	April 2018
	> 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	2018
To ensure the timely release of funds for projects and activities	> 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	2018 onwards
		Develop an inter-office system to improve document-response- and processing time	Accounting, BSO, FMO, RGO, Payroll	2 nd quarter of 2013





