



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
SAN JUAN CITY CAMPUS



ACCREDITING AGENCY OF CHARTERED
COLLEGES AND UNIVERSITIES IN THE
PHILIPPINES (AACUP)
LEVEL I ACCREDITATION

BACHELOR OF SCIENCE IN PSYCHOLOGY



**AREA X:
ADMINISTRATION**

PARAMETER G:



**I.2 THE PLANNING PROCESS IS A COOPERATIVE AND
PARTICIPATIVE ENDEAVOR OF THE ADMINISTRATION, T
FACULTY STAFF AND STUDENTS.**



STRATEGIC PLANNING 2020-2024

CASCADING OF INSTITUTIONAL DEVELOPMENT PLAN
AND ACTION PLANNING WORKSHOP

8:00am	Online Registration
9:00am	Opening Ceremonies • Doxology, National Anthem and PUP Hymn • PUP Audio Visual Presentation • Strategic Planning Background • Presentation of the PUP Vision 2020-2024
10:00am	Presentation of the Institutional Development Plan and Setting Strategic Directions by the University President DR. MANUEL M. MUHI
11:30am	Sector and Unit Action Planning Workshop Briefing
12:00nn	Lunch Break

DAY 1 | MORNING
NOVEMBER 5



STRATEGIC PLANNING 2020-2024

CASCADING OF INSTITUTIONAL DEVELOPMENT PLAN
AND ACTION PLANNING WORKSHOP

1:00pm	Breakout Session to be facilitated by the Head Executive Assistant and Assistant to the Vice Presidents																
	<table><tr><td>Zoom Room 1</td><td>Office of the President</td></tr><tr><td>Zoom Room 2</td><td>Office of the Executive Vice President</td></tr><tr><td>Zoom Room 3</td><td>Office of the Vice President for Academic Affairs with Faculty Regent/UGPUP Representative</td></tr><tr><td>Zoom Room 4</td><td>Office of the Vice President for Branches and Campuses</td></tr><tr><td>Zoom Room 5</td><td>Office of the Vice President for Research, Extension and Development</td></tr><tr><td>Zoom Room 6</td><td>Office of the Vice President for Student Affairs and Services with the Student Regent and Alumni Regent</td></tr><tr><td>Zoom Room 7</td><td>Office of the Vice President for Administration with UNAKA Representative</td></tr><tr><td>Zoom Room 8</td><td>Office of the Vice President for Finance</td></tr></table>	Zoom Room 1	Office of the President	Zoom Room 2	Office of the Executive Vice President	Zoom Room 3	Office of the Vice President for Academic Affairs with Faculty Regent/UGPUP Representative	Zoom Room 4	Office of the Vice President for Branches and Campuses	Zoom Room 5	Office of the Vice President for Research, Extension and Development	Zoom Room 6	Office of the Vice President for Student Affairs and Services with the Student Regent and Alumni Regent	Zoom Room 7	Office of the Vice President for Administration with UNAKA Representative	Zoom Room 8	Office of the Vice President for Finance
Zoom Room 1	Office of the President																
Zoom Room 2	Office of the Executive Vice President																
Zoom Room 3	Office of the Vice President for Academic Affairs with Faculty Regent/UGPUP Representative																
Zoom Room 4	Office of the Vice President for Branches and Campuses																
Zoom Room 5	Office of the Vice President for Research, Extension and Development																
Zoom Room 6	Office of the Vice President for Student Affairs and Services with the Student Regent and Alumni Regent																
Zoom Room 7	Office of the Vice President for Administration with UNAKA Representative																
Zoom Room 8	Office of the Vice President for Finance																
4:00pm	Discussion on Issues and Concerns with the EXECUTIVE COMMITTEE HEA Ann Clarisse M. De Leon Master of Ceremonies																

DAY 1 | AFTERNOON
NOVEMBER 5





EXECUTIVE ORDER

No. 20, Series of 2020

TO : ALL CONCERNED

SUBJECT : PUP 2020-2024 INSTITUTIONAL DEVELOPMENT PLAN

DATE : November 9, 2020

All members of the PUP community are enjoined to adopt and disseminate the new PUP Institutional Development Plan (IDP) 2020-2024 and undertake efforts leading to its full implementation.

The goals identified within the IDP reflect the University's plans and projects which will direct us in our operations and collaborative efforts towards ensuring inclusive and equitable quality education and promoting lifelong learning opportunities through a re-engineered polytechnic university.

I look forward to working with all of you over the next years to make this plan a reality.

Thank you for your usual support and cooperation.



Institutional Planning 2020-2024
Cascading of Institutional Development Plan and Action Planning Workshop

STRATEGIC PLANNING 2020-2024
CASCADING OF INSTITUTIONAL DEVELOPMENT PLAN AND ACTION PLANNING WORKSHOP

DAY 1 | NOVEMBER 5

ACTIVITY	RESPONSIBLE PERSON/UNIT	DELIVERABLES
Cascading of 2020-2024	Executive Committee	Identified Pillars with associated KRAs and KPIs per Sector
Sectoral Workshop <i>(Discussion on Sector's Commitments and Targets)</i>	Middle Managers	

From alet fabregas to Everyone
Thanks Pres. Muhi for very inspiring speech. God bless po

Participants: 250

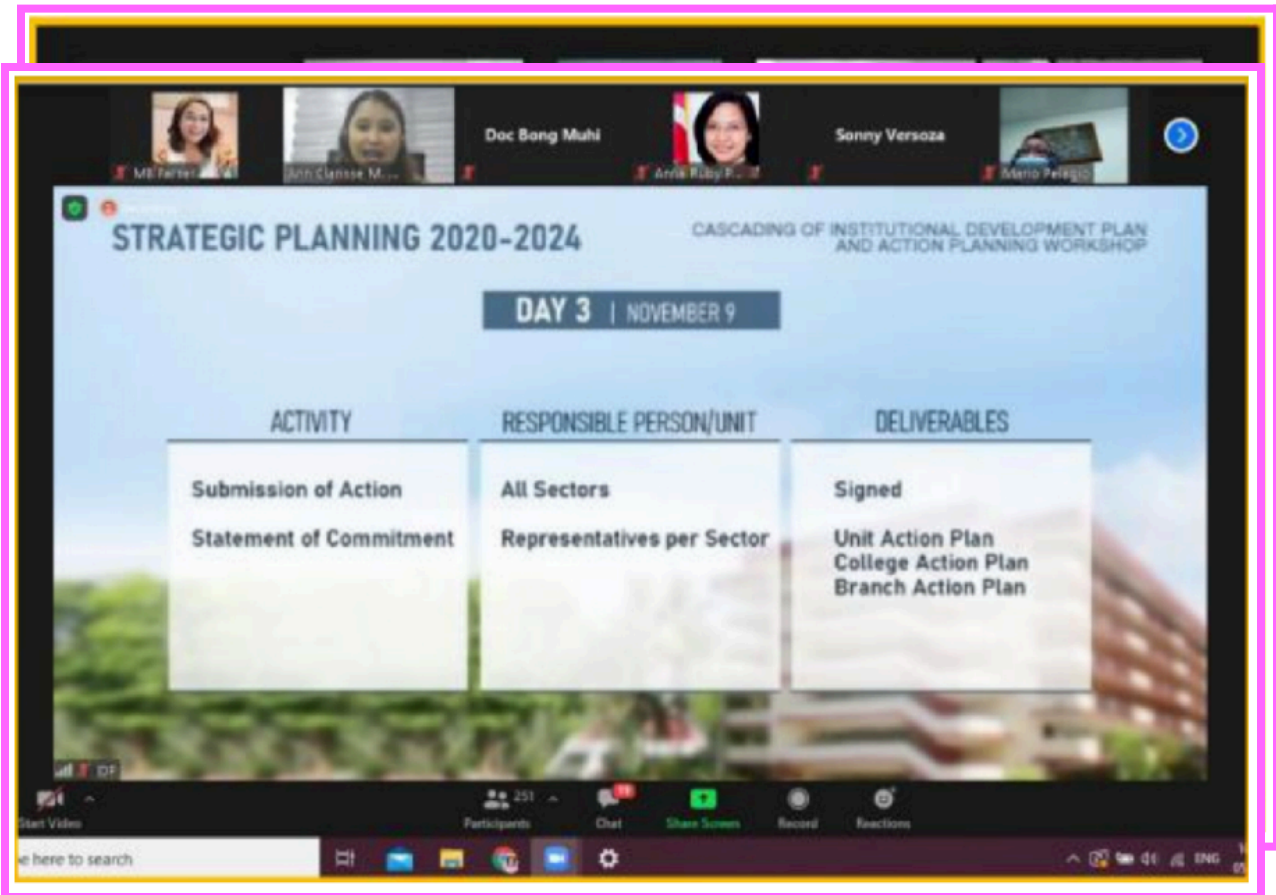
STRATEGIC PLANNING 2020-2024
CASCADING OF INSTITUTIONAL DEVELOPMENT PLAN AND ACTION PLANNING WORKSHOP

DAY 2 | NOVEMBER 6

ACTIVITY	RESPONSIBLE PERSON/UNIT	DELIVERABLES
Budget Preparation Orientation	Office of the Vice President for Finance- Budget Services Office	Discussed Unit Plans with the Sector Head
Sector Unit Workshop	Sector Head with Middle Managers	Unit Action Plan College Action Plan Branch Action Plan

Participants: 250





The cascading of the PUP 2020-2024 Institutional Development Planning was participated by administrators, faculty members, and administrative staff of PUP San Juan Branch

PUPSJ INSTITUTIONAL DEVELOPMENT PLANNING
NOV. 19, 2020

- Opening Ceremonies**
 - Prayer
 - National Anthem
 - San Juan Hymn
- AVP – PUP Vision, Mission and 10 Pillars Reform Agenda**
- Opening Remarks** – Sir Jaime P. Gutierrez, Jr.
- Presentation of PUP San Juan Action Plan 2021**
 - Academics – Alfred M. Pagalilawan
 - Student Services – Anna Madonna M. Arellano
 - Research – Roan Jessa Dino
 - Administration and Extension – Jaime P. Gutierrez, Jr.
- Open Forum**





Republic of the Philippines

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Anonas St., Sta. Mesa, Manila

**CASCADING OF INSTITUTIONAL DEVELOPMENT PLAN
and ACTION PLANNING WORKSHOP**

November 5, 6, 9 and 10 2020 via Zoom Teleconferencing

PROCEEDINGS OF THE PLENARY SESSIONS

DAY 1. November 5, 2020

Opening ceremonies started at 9:00 o'clock in the morning with a doxology and singing of the National Anthem and PUP Hymn. To situate and provide context for the four-day activity, an audio-visual presentation of the Strategic Planning Background and the PUP Vision 2020-2024 was shared by the event emcee Head Executive Assistant Clarisse Ann M. De Leon.

The highlight of the morning session was the presentation of the Institutional Development Plan (IDP) and setting of the University's strategic directions by the University President, Dr. Manuel M. Muhi. Envisioning PUP as the National Polytechnic University, Dr. Muhi acknowledged the accomplishments of the administration of Dr. Emanuel C. De Guzman and the leadership of previous presidents of the University in laying the foundations for said goal.

In setting the strategic directions, President Muhi presented and outlined each of the 10 Pillars of his administration: Pillar 1: Dynamic, Transformational, and Responsible Leadership; Pillar 2: Responsive and Innovative Curricula and Instruction; Pillar 3: Enabling and Productive Learning Environment; Pillar 4: Holistic Student Development and Engagement; Pillar 5: Empowered Faculty Members and Employees; Pillar 6: Vigorous Research Production and Utilization; Pillar 7: Global Academics Standards and Excellence; Pillar 8: Synergistic, Productive, Strategic Networks and Partnerships; Pillar 9: Active and Sustained Stakeholders' Engagement; and Pillar 10: Sustainable Social Development Programs and Projects.

2nd Floor South Wing PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila
Phone: (Direct Line) 87312646, Telefax: 87361154 (Trunk Line) 53151-777/787 local 201/202/653/654/702/654
Website: www.pup.edu.ph • e-mail: postmaster@pup.edu.ph

"THE COUNTRY'S 1st POLYTECHNICU"



ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP000413Q





Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Anonas St., Sta. Mesa, Manila

In his talk, he emphasized the need for the following:

- Review and improvement of the quality and efficiency of offices in rendering service to the University clientele.
- Sustaining institutional effort for continuing improvement by uprooting the factors or reasons for delay in the delivery of services.
- Formulation and implementation of the integrity management plan to exercise leadership and service with the right attitude and values.
- Review of the University's organizational structure. In line with this, important programs will be rolled out such as the career executive training program which shall form part of the succession plan of the University, and the continuous professional development program for officials and the rank-and-file. President Muhi stressed that the slow processing of documents, requests and other services proves that our system needs to have some adjustments and modifications and our employees' skills and capabilities need to be upgraded. He also mentioned that if the processes or delivery of services are still slow after implementing the necessary corrective actions, the University may resort to a more drastic measure such as replacing concerned officers or staff in accordance with the rules of the civil service and other pertinent government laws and regulations.
- Continuing to work for the institutional and academic programs accreditation in collaboration with local and international accrediting bodies.
- Internationalization of academic programs by entering into twinning programs with universities abroad and inviting foreign professors as special lecturers.
- Effective usage of the current instruments to register the commitments of the different delivery units and individual performers through objective and just measures of accomplishments.
- Instilling further the research culture in the University while providing incentives to researchers. President Muhi underscored the need to increase research production, paper presentation and publication of the academic units both in PUP Manila and in the branches and campuses, and to follow the guidelines on setting research commitments according to faculty rank.
- Implementation of the University policy on the shepherding of students in graduate studies. This means upon admission, the students should be aided by an assigned research adviser who will provide guidance in their graduate research journey.

2nd floor South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila
Phone: (Direct Line) 87162644; Telefax: 87161143 (Trunk Line) 53351 777/787 local 201/202/658/659/702/654
Website: www.pup.edu.ph e-mail: president@pup.edu.ph





Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Anonas St., Sta. Mesa, Manila

After the preliminaries and opening message of the University President, HEA De Leon gave a briefing on how the University Action Planning Workshop per sector and unit will proceed. Planning participants were then sent to their respective breakout sessions which started after lunch break. The breakout sessions were facilitated by the Head Executive Assistant and Assistants to the Vice Presidents (AVPs).

In the afternoon, each sector proceeded with their respective action planning. The first day of the Strategic Planning culminated with an open discussion with the Executive Committee regarding issues and concerns of the different sectors.

From the Office of the Executive Vice President (OEVF), AEVP Malaya Ygot raised the following:

- the suggestion of Information and Communications Technology Office (ICTO) in initiating the effective mechanism by the units or offices requesting ICTO to develop the needed applications/systems for their offices.
- The recommendation to move the implementation of the creation of Knowledge Management Center (KMC) which was approved by the University President.
- The clarification that the admission and enrolment of foreign students is a process of the University Registrar while the Office of the International Affairs (OIA) is in-charge with the promotion of the academic programs to prospective foreign students.

From the Office of the Vice President for Academic Affairs (OVPA), AVP Edelyn Mariano raised the following:

- Clarification on the meaning and scope of the term "governance" as part of the name of the office, Center for Quality Assurance and Governance. There was an agreement that the office will be given an additional mandate to lead the efforts in ensuring quality services of the different units, both academic and non-academic. It was resolved that the Executive Committee will tackle and fleshout the details of said proposal. Initially, the Committee tasked to review the organizational structure of the University will conduct preliminary study on the matter.
- Issue on accurate and updated report on property inventory. Some officials expressed their concerns about the non-transfer of accountability of machineries, equipment, furnitures and fixtures even if they have been transferred already to other offices. This was addressed to the Property and Supplies Management Office (PSMO). Vice President

2nd floor South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila
Phone: (Direct Line) 87102044, Telefax: 87101145 (Trunk Line) 55551-777/787 land 201/202/658/659/702/654





Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Anonas St., Sta. Mesa, Manila

for Administration Adam Ramilo stated that a system is being developed by the ICTO regarding property management.

- Discussion on the setting up of review centers for all board programs. The issue stems from the limited assistance extended to the reviewers who have graduated. The consensus was to prioritize graduating students who will take the Board Examinations or Bar Examinations. However, PUP graduates or alumni will also be given opportunity to be part of the review center.
- Clarification on the possible overlapping of the training department of the Human Resource Center and the Center for Teaching and Learning (CTL) and overlapping in the curriculum planning and development between Quality Assurance Center (QAC) and CTL. It was clarified by VPAA Emanuel C. De Guzman that the CTL is focused on the identification and conduct of faculty training regarding Flexible Teaching and Learning (FLEXTEL) such as teaching methodologies and strategies and the application of technology in teaching; while the HRD training department is focused on capacity building. On the other hand, he also clarified that the QAC is a stand-alone office when it comes to curriculum development.

Due to limited time, HEA De Leon requested the participants to submit their questions to the AVP of concerned sector. She announced that a Budget Forum shall be conducted on Day 2.

Day 2, November 6, 2020

After the online registration of the participants, the Day 2 session started with a recapitulation of the activities of Day 1. Executive Vice President Alberto C. Guillo provided a brief summary of what transpired the previous day.

The orientation on budget preparation was the highlight of the morning session of Day 2. Presenters were AVPRED Tomas Testor and Budget Director, Florenita Imperial. AVP Testor presented the template for the 2021-2024 Line Item Budget (LIB) for Priority Programs, Activities and Projects based on the template of the national government. He said that since PUP has already crafted the new IDP under President Muhi's administration, it is high time to craft a Public Investment Program (PIP) anchored on the entire IDP to realize the University's





Republic of the Philippines

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Anonas St., Sta. Mesa, Manila

commitments and targets. He added that the PUP's PIP is modelled from the PIP of the national government. He instructed the participants to prepare the 2021 budget of their respective office.

Director Imperial, on the other hand, presented the budget preparation to realize the programs and projects. With this, she clarified the following:

- The budget components to be considered in budgeting such as the Personnel Services, Maintenance and Other Operating Expenses (MOOE), and Capital Outlays
- Comparative Statement FY 2021 Budget Proposal versus the NEP by allotment class
- ICT Programs/Activities/Projects (PAPS) per the National Expenditure Program (NEP) for Fiscal Year 2021
- Approved Programs/Activities/Projects (PAPS) 2020

Moreover, she informed the participants that the budget from the National Government is augmented by the budget generated from the income of the University which is the Special Trust Fund (STF). An expenditure program on the use of the STF is approved by the Board of Regents.

During the open forum, the VP for Branches and Satellite Campuses requested that every PUP branch be given a copy of their budget so that they can prepare an expenditure program that corresponds with their budget allocation. He also pointed out that the hazard pay of medical frontliners be given a priority as per Magna Carta for Medical Services. Moreover, he suggested that PUP Branches, especially those which were severely affected by the typhoons and other calamities, be given ample budget.



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Anonas St., Sta. Mesa, Manila

Institute for Gender and Development (GAD) Director, Atty. Kristina Gimenez called on office directors and chiefs to include GAD concerns in their office training fund and to allocate at least 5% of training fund for gender-related activity. She informed that GAD agenda cut across the Ten Pillars of the current administration.

Dean Mallari of the College of Social Sciences and Development (CSSD) inquired on possible funding for the repair of a donated photocopier. Director Imperial answered that it could only be shouldered by the University if it is a PUP property.

PUP Laboratory High School Principal, Assoc. Prof. Cristalina Piers inquired if the budget for chairs, whiteboards, computers, printers and others are already included in the budget for building repair/rehabilitation. Dir. Imperial answered that a budget request can be done for such equipment and furniture after the completion of the building.

Assoc. Prof. Lualhati Dela Cruz of the College of Human Kinetics inquired if proposing a budget for the graduate program is allowed. Dir. Imperial stated that they can submit a proposal.

In the afternoon, the participants proceeded to another breakout session to conduct their respective Unit Action Planning Workshop. The output of each unit was presented to the Sector Head.

Day 3, November 9, 2020

The third day featured the presentation of Action Plan per sector. The Action Plan of the Office of the President was presented by HEA De Leon; for the Office of the Executive Vice President by AEVP Ygot; for the Office of the VP for Research, Planning and Development by

2nd floor South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila
Phone: (Direct Line) 87162644; Telefax: 87161143 (Trunk Line) 53351 777/787 local 201/202/658/659/702/654
Website: www.pup.edu.ph e-mail: president@pup.edu.ph

"THE COUNTRY'S 1st POLYTECHNICU"



ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0064130





"THE COUNTRY'S 1st POLYTECHNIC U"

ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCF0004130



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Anonas St., Sta. Mesa, Manila

AVP Testor; for the Office of the VP for Student Affairs and Services by AVP Florinda Oquindo; for the Office of the VP for Academic Affairs by AVP Mariano; for the Office of the VP for Administration by AVP Rosita Canlas; and for the Office of the VP for Branches and Satellite Campuses by Dr. Marissa Ferrer, Director of PUP Taguig. The presentations were capped by the signing of the IDP by the University President. This was immediately followed by the expression of commitment delivered by the Vice Presidents, Faculty Regent Engr. Ramir Cruz, Alumni Regent Jerrilynn Pilar, Student Regent Ellenor Joyce Bartolome, UNAKA (administrative employees union) President Mario Pelagio, and Central Student Council President Jonero Dacula.

The morning session ended with a closing message of the University President.

Day 4, November 10, 2020

The last day of the event was devoted to the cascading of the Unit Action Plan to all Office/College/Branches personnel of the University.



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

OFFICE MEMORANDUM
No. 04, Series of 2020

TO : EXECUTIVE VICE PRESIDENT
ALL VICE PRESIDENTS
HEAD EXECUTIVE ASSISTANT
UGPUP REPRESENTATIVE
UNAKA REPRESENTATIVE
ALUMNI REPRESENTATIVE
STUDENT REPRESENTATIVE

FROM : (Sgd.) MANUEL M. MUHI, DTech
President

SUBJECT : CASCADING OF PUP 2020-2024
INSTITUTIONAL DEVELOPMENT PLAN

DATE : October 20, 2020

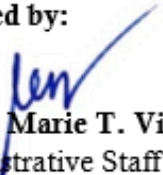
All heads of offices/delivery units under your direct supervision are enjoined to adopt and disseminate the PUP Institutional Development Plan 2020-2024 and undertake efforts leading to its full implementation.

There shall be a University-wide Middle Management cascading of the IDP in November 2020, and the active participation of all sectors through their respective representatives is vital in ensuring the operationalization the University's plans and projects towards ensuring inclusive and equitable quality education and promoting lifelong learning opportunities through a re-engineered polytechnic university.

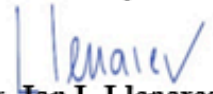
Thank you for your usual support and cooperation.



Prepared by:


Dianne Marie T. Villas
Administrative Staff

Reviewed by:


Dr. Ian I. Llenares
Program Coordinator, Bachelor of Science in Psychology

Noted by:


Dr. Cecilia Reyes - Alagon
Campus Director