UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

# MINUTES OF MANAGEMENT REVIEW

| | | | |
|---|---|---|---|
| DEPARTMENT: | **All Departments** | MR YEAR: | **2024** |
| MEETING: | **Management Review** | TIME START: | **7:30 am** |
| FACILITATOR: | **Prof. Vilma M. Santos** | TIME FINISHED: | **6:32 pm** |
| TAKEN BY: | **Glyn B. Gabano-Magbanua, PhD** | VENUE: | **USM Commercial Building** |

**ATTENDEES:**

| | Names | Department | | Name | Department |
|---|---|---|---|---|---|
| 1 | FRANCISCO GIL N. GARCIA, PhD | OUP | 31 | EUGENE RANJO | UICTO |
| 2 | EIMER M. ESTILLOSO, EdD | VPAF | 32 | YVONNE V. SALILING | OSA |
| 3 | CONSUELO A. TAGARO, EdD | VPAA | 33 | LIZA D. MARIPOSQUE, MD | HOS |
| 4 | EDWARD A. BARLAAN, PhD | VPRDE | 34 | JESSA BUISAN | CAA |
| 5 | SAMSUDIN S. PANDAY, PhD | VPRGES | 35 | ELPEDIO ARIAS | SPO |
| 6 | JULIUS JEROME G. ELE, PhD | CA | 36 | SARAH C. GUERRERO | PUBLICATION |
| 7 | MARCOS F. MONDERIN, JD | CASS | 37 | BENJAMIN FORTINEZ | PPD |
| 8 | JEANNIE U. DUKA, PhD | CBDEM | 38 | ORLANDO B. FORRO | SEC |
| 9 | MA. LEZEL P. PATARAY, PhD | CED | 39 | KHRISTINE JOY B. GARCIA | CCD |
| 10 | MELECIO B. CORDERO, JR., MIM | CEIT | 40 | KAHARUDIN P. MANAMBA | BDC |
| 11 | IVY MAR B. CABORNIDA, PhD | CHEFS | 41 | PRECIOSA VALMORES | UCAS |
| 12 | JONALD L. PIMENTEL, PhD | CSM | 42 | MARGIE GALANG | BAC |
| 13 | ROLANDO GARDUQUE, DVM | CVM/IA | 43 | SHIRLY MONDIA | PSO |
| 14 | ELSA A. GONZAGA, PhD | DIO | 44 | CHARISSE ANGELA QUIAMBAO | BUDGET |
| 15 | MA. TEODORA N. CABASAN, PhD | RDO | 45 | HELEN B. EDAÑO | CASHIER |
| 16 | MARY JOY S. CAÑOLAS, PhD | ESO | 46 | QUENIELYN L. DURENDES | ACCOUNTING |
| 17 | LAWRENCE ANTHONY U. DOLLENTE, PhD | UQAO | 47 | MELINDA BUTARDO | RECORDS |
| 18 | WILLIE JONES B. SALILING, RPAE, EnP | HRMDO | 48 | ANITA SORNITO, EdD | DCMR |
| 19 | EDNA LUZ DE T. GUZMAN, PhD | ARO | 49 | SUSAN MARTINEZ | IA |
| 20 | SOFIA LOREN B. NEYRA | DCC | 50 | BRYAN LLOYD BRETAÑA | IA |
| 21 | RENEL M. ALUCILJA, RPAE | PDO | 51 | JENNIFER E. SINCO | OBS |
| 22 | BERNABE B. MONDIA | FMS | 52 | EMMALYN M. MAMALUBA | CHS |
| 23 | QUENIELYN L. DURENDES | FMS | 53 | ABUBAKAR A. MURRAY | IMEAS |
| 24 | RALPH BUTH S. GARIDAN | HRMD | 54 | SUSAN L. MARTINEZ | KEPLRC |
| 25 | NELSON G. BALNEG | DCIS | 55 | JUDY L. GARCIA | ISPEAR |
| 26 | LEORENCE C. TANDOG | GS | 56 | LAKSNI E. CATUBAY | PSO |
| 27 | MARLON T. SALVADOR | ULS | 57 | JEAN E. AUSTRIA | IAS |
| 28 | EMILY T. MONTERO | OP | 58 | VILMA M. SANTOS | UPRIO |
| 29 | RIZA MAE O. RIEL | PDO | 59 | CHERYL M. ITABLE | VPAF |
| 30 | CATHERINE MAMONDAS | PDO | 60 | DEBBIE MARIE B. VERZOSA | RPSO |

**AGENDA:**

| | | |
|---|---|---|
| 1 | Status of actions from previous management reviews | UPDATES ON THE IMPLEMENTATION OF PREVIOUSLY AGREED ACTIONS |
| 2 | Changes in internal and external issues that are relevant to the quality management system | CHANGES IN THE ORGANIZATION IMPACTING THE QMS |
| 3 | Information on the performance and the effectiveness of the Quality Management System | EVALUATION OF USM PERFORMANCE |
| 3.1 | Customer Satisfaction and Feedback from interested parties. | VARIOUS CUSTOMER FEEDBACK, SATISFACTION SURVEYS AND CLAIMS |
| 3.2 | Extent to which quality objectives have been met | QUALITY TARGETS AND OBJECTIVES, TARGET PROGRAMS AND CHALLENGES |
| 3.3 | Process Performance and Conformity of Products and Processes | MONITORING AND MEASUREMENT OF IMPROVEMENT POINTS; CHALLENGES IN IMPLEMENTATION |
| 3.4 | Non-conformities ad corrective actions | FINDINGS OF INTERNAL AUDITS, CERTIFYING BODY FINDINGS, CARS |
| 3.5 | Results of Monitoring and Measurements | OUTCOME OF RESULTS FROM PROCESSES, SERVICES AD PRODUCTS |
| 3.6 | Audit results (Internal Audit and External Audit Results) | (FIRST PARTY; SECOND PARTY; THIRD PARTY) AND EVALUATIONS OF COMPLIANCE WITH LEGAL AND OTHER REQUIREMENTS |
| 3.7 | Performance of External Providers | PERFORMANCE EVALUATION RESULTS OF VENDORS AND EXTERNAL PROVIDERS |
| 4 | Effectiveness of actions taken to address risks and opportunities | REPORTS OF EFFECTIVENESS OF ACTION TAKEN ON RISKS AND OPPORTUNITIES |
| 5 | Opportunities for improvement | CITED IMPROVEMENT OPPORTUNITIES OR THOSE INITIATED BY THE PROCESS OWNERS VARIOUS DEPARTMENTAL INPUTS, POTENTIAL FOLLOW-THROUGH AUDIT TO BE CONDUCTED BY MANAGEMENT |

**Preliminaries**

The Management Review was called to order at 7:32 am with Prof. Vilma M. Santos presiding. Dr. Jonald L. Pimentel led the Opening Prayer. Ms. Laksni Catubay led the singing of the National Anthem.

The reading of the Quality Policy Statement was led by Ms. Concepcion Magallon, the Corporate Deputy Management Representative, while the Opening Remarks was delivered by the University President, Dr. Francisco Gil N. Garcia.

1. **Status of Actions from Previous Management Reviews**

Dr. Lawrence Anthony Dollente, the Corporate Management Representative (CMR), reported the status of actions from the previous management review as follows:

| Item | Issues/Directions | Responsible Management Team | Action Taken |
|---|---|---|---|
| 1 | Enroll the revised Risk Management Sheet to the Corporate Document Control Office as official form for utilization | PDO | Revised RMS has been enrolled |
| 2 | Maintenance of 7S in all offices | All Units | 7S teams conduct regular visits to various units |
| 3 | Risk statement identified shall include action taken | KEPLRC | Risk Management Sheet has been revised |
| 4 | Evaluation on infrastructure supplier satisfaction survey report shall be included in the report in the University Management Review | PPDS | Result was reported during the Yearend Performance Management Review |
| 5 | Consider developing an online feedback mechanism | UICTO & UQAC | UICTO has started working on the online customer feedback |
| 6 | Document Control Officers shall be issued special orders | UQAC | Special Orders have been issued and distributed to respective Document Control Officers of the various units |
| 7 | Consider issuance of Special Order of the Inspector of Fire extinguisher and other fire facilities | HRMDO/SSM | The SO is being processed as of reporting time |
| 8 | Ensure the facilitation of Firearms licenses | SSM | Licenses are being processed |
| 9 | Revise the Security Manual to include safety provisions | SSM | Revision has been scheduled for first quarter of 2025 |
| 10 | Consider inventory of medical supplies | Health Services | The Medical Director has assigned personnel to conduct inventory of medical equipment and supplies |

**2. Changes in internal and external issues that are relevant to the quality management system**

The following changes relevant to the Quality Management System (QMS) were reported during the Management Review.

*2.1. Internal Issues*

2.1.1. <u>Changes in the number of personnel</u>

The following changes in the number of personnel were reported by Engr. Willie Jones Saliling, Director of the HRMDO.

| January- June, 2024 | Permanent | Non-Permanent |
|---|---|---|
| Teaching | 451 | 97 |
| Non - Teaching | 221 | 323 |

| July – November 2024 | Permanent | Non-Permanent |
|---|---|---|
| Teaching | 451 | 147 |
| Non - Teaching | 217 | 350 |

2.1.2. Allocation and reallocation of responsibilities

Dr. Elizabeth Molina was appointed as the new dean of the College of Veterinary Medicine, replacing Dr. Rolando Garduque who was appointed as the University Veterinarian and in-charge of the University Veterinary Hospital.

2.1.3. Revision of procedures

Dr. Lawrence Anthony Dollente, the director of the University Quality Assurance Center (UQAC) presented the following revisions to the enrolled procedures.

| UNIT | nUMBER OF REVISED PROCEDURES |
|---|---|
| qms | 2 |
| EDR | 1 |
| BUD | 1 |
| FMC | 2 |
| CCD | 1 |
| REG | 1 |
| HRD | 1 |
| OSA | 2 |
| UCS | 1 |
| WRI | 4 |

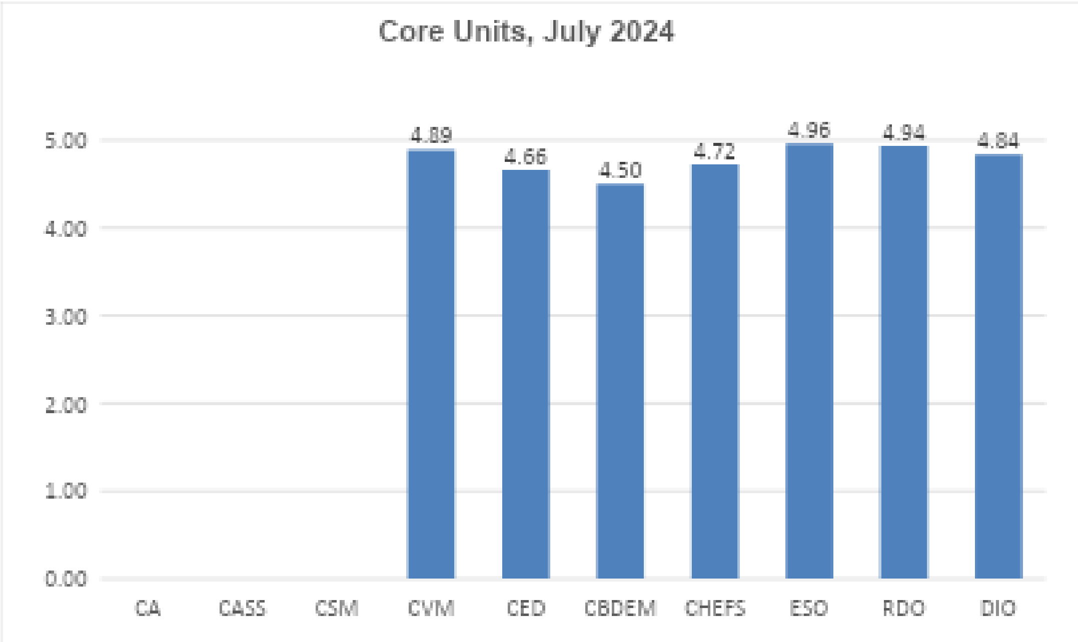
**3. Information on the performance and the effectiveness of the Quality Management System**

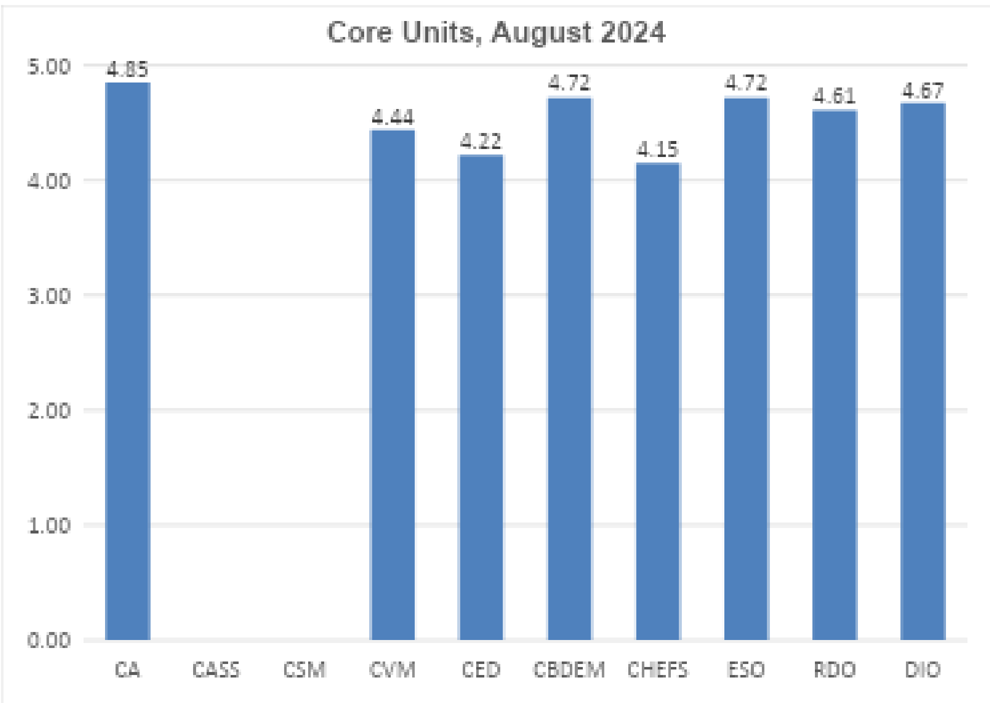
*3.1. Customer satisfaction and feedback from interested parties*

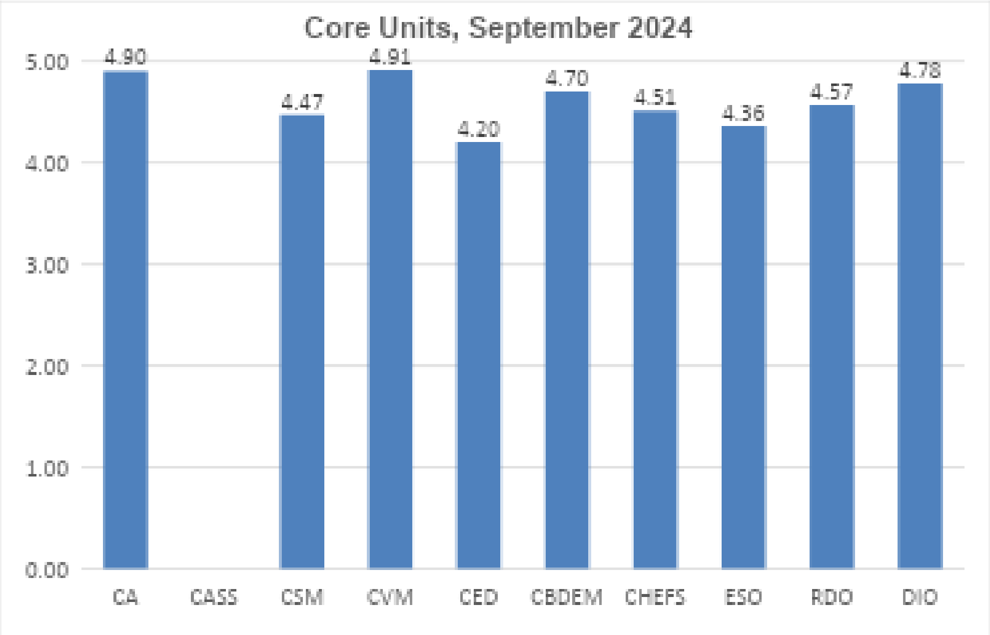
Dr. Dollente presented the result of the Customer Feedback conducted among the different units in the first and second quarters of 2021. Performance indicators were evaluated based on the following scale:

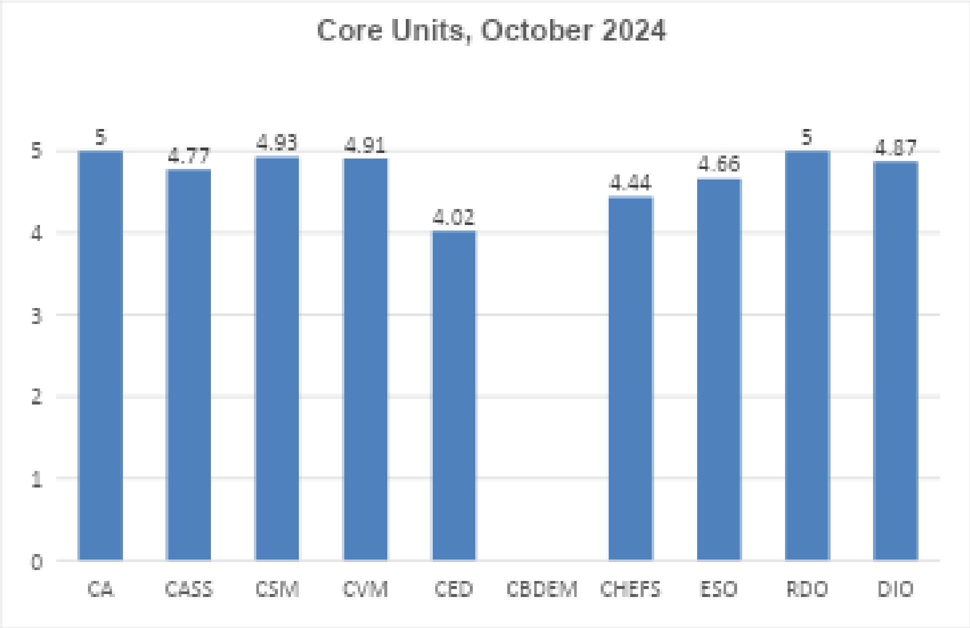
| | | | |
|---|---|---|---|
| 1.0 | – | 1.74 | Unsatisfactory |
| 1.75 | – | 2.49 | Less Satisfactory |
| 2.50 | – | 3.24 | Satisfactory |
| 3.25 | – | 4.0 | Very Satisfactory |

3.1.1. Core Units



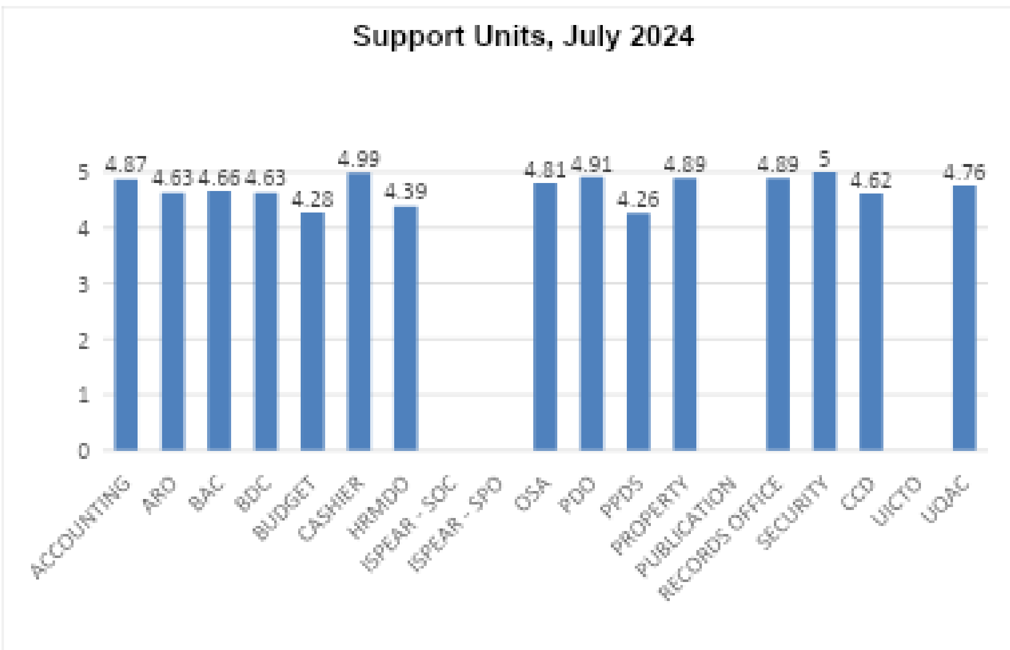

Core Units, September 2024
5.00
4.00
3.00
2.00
1.00
0.00
4.90
4.47
4.91
4.20
4.70
4.51
4.36
4.57
4.78
CA
CASS
CSM
CVM
CED
CBDEM
CHEFS
ESO
RDO
DIO

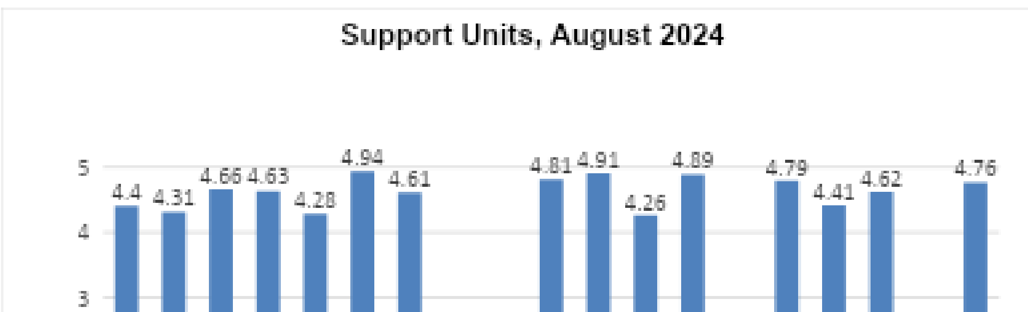

Core Units, October 2024
5
4
3
2
1
0
5
4.77
4.93
4.91
4.02
4.44
4.66
5
4.87
CA
CASS
CSM
CVM
CED
CBDEM
CHEFS
ESO
RDO
DIO

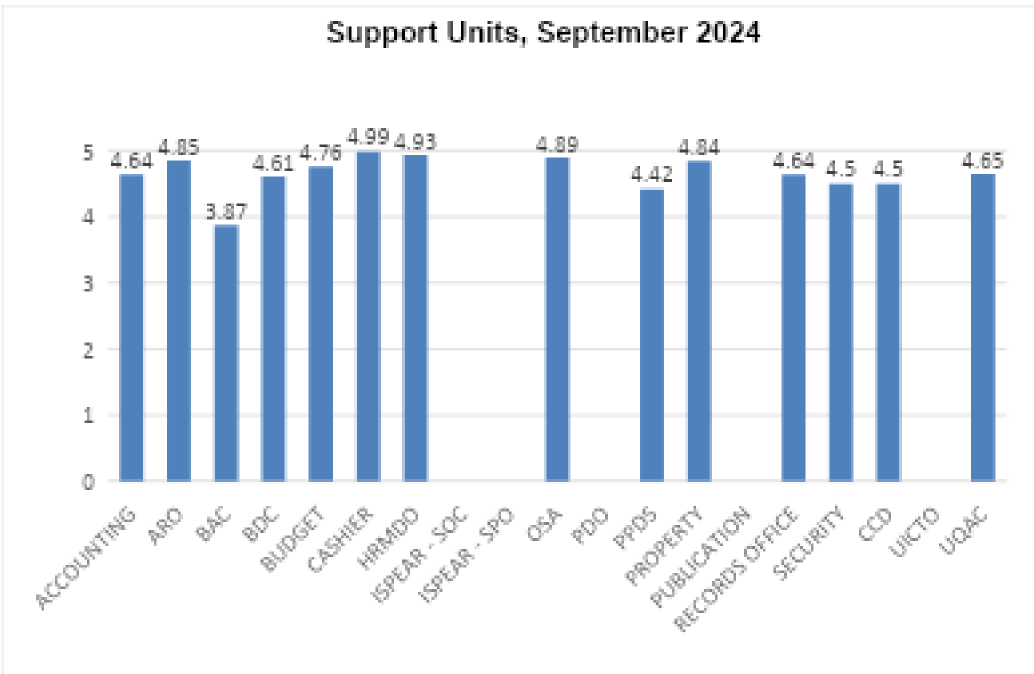
3.1.2. Support Units

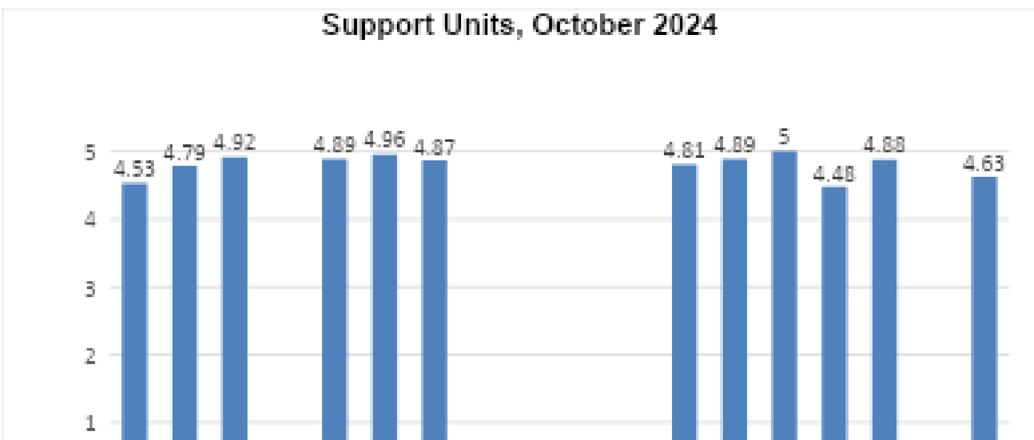
Dr. Dollente also reported the result of the analysis of the Customer Feedback from the Support Units. The following abbreviations are used for the support units:

| | | |
|---|---|---|
| ARO | - | Admission and Records Office |
| BAC | - | Bids and Awards Committee |
| BDC | - | Business Development Center |
| DIO | - | Office of the Director for Instruction |
| HRMDO | - | Human Resource Management and Development Office |
| OSA | - | Office of Students' Affairs |
| PDO | - | Planning and Development Office |
| PPDS | - | Physical Plant Development Services |
| CCD | - | Counseling and Career Department |
| UQAC | - | University Quality Assurance Center |
| UICTO | - | University Information and Communications Technology Office |




Support Units, September 2024
4.64
4.85
3.87
4.61
4.76
4.99
4.93
4.89
4.42
4.84
4.64
4.5
4.5
4.65
0
1
2
3
4
5
ACCOUNTING
ARO
BAC
BDC
BUDGET
CASHIER
HRMDO
ISPEAR - SOC
ISPEAR - SPO
OSA
PDO
PPDS
PROPERTY
PUBLICATION
RECORDS OFFICE
SECURITY
CCD
UICTO
UQAC


Support Units, October 2024
4.53
4.79
4.92
4.89
4.96
4.87
4.81
4.89
5
4.48
4.88
4.63
1
2
3
4
5

*3.2. Extent to which quality objectives have been met*

3.2.1. Organizational Outcomes

Engr. Alucilja, Director of the Planning and Development Office discussed the physical accomplishment of the University of Southern Mindanao relevant to Instruction, Research and Extension, reflected in the table below. The physical accomplishment presented covers the first three quarters of 2024.

| Organizational Outcome | Performance Indicator | Physical Target | Physical Accomplishment |
|---|---|---|---|
| Higher Education | Percentage of first time licensure exam takers that pass the licensure exams | 30% | **44%** |
| | Percentage of graduates (2 years prior) that are employed | 80% | **82%** |
| | Percentage of undergraduate students that are enrolled in CHED-identified and RDC identified priority programs | 50% | **100%** |
| | Percentage of undergraduate programs with accreditation | 70% | **89%** |
| Research Program | Number of research outputs in the last three years utilized by the industry or by other beneficiaries | 20% | **20%** |
| | Number of research outputs completed within the year. | 5 | **2** |
| | Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year | 10% | **40%** |
| Technical Advisory Extension Program | Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities | 5 | **11** |
| | Number of trainees weighted by the length of training | 2,200 | **4494** |
| | Number of extension programs organized and supported consistent with the SUCs mandated priority programs | 10 | **18** |
| | Percentage of beneficiaries who rate the training course/s and advisory services as satisfactory or higher in terms of quality and relevance. | 80% | **96%** |

3.2.2. Office Performance Commitment and Review (OPCR)

The college deans and unit heads presented the indicative accomplishment of their respective offices as reflected in their Office Performance Commitment and Review (OPCR).

| COLLEGE/UNIT | OPCR RATING |
|---|---|
| College of Agriculture (CA) | 4.43 |
| College of Arts and Social Sciences (CASS) | 4.54 |
| College of Science and Mathematics (CSM) | 4.01 |
| College of Human Ecology and Food Sciences (CHEFS) | 4.31 |
| College of Veterinary Medicine (CVM) | 4.55 |
| College of Engineering and Information Technology (CEIT) | 4.07 |
| College of Education (CED) | 4.68 |
| Office of the Director for Instruction (ODI) | 4.25 |
| Vice President for Academic Affairs (VPAA) | 4.89 |
| Researh and Development Office | 4.30 |
| Extension and Services Office (eSO) | 4.36 |
| Vice President for Research Development and Extension (VPRDE) | 4.37 |
| Admission and Records Office (ARO) | 4.79 |
| Office of Student Affairs (OSA) | 4.40 |
| Kundo E. Pahm Learning Resource Center (KEPLRC) | 4.22 |
| PUBLICATION | 4.43 |
| Business Development Center (BDC) | 4.54 |
| USM HOSPital | 4.37 |
| Vice President for Resource Generation and Entrepreneurial Services (VPRGES) | 4.50 |
| Financial Management Services | 4.51 |
| Physical Plant Development Services (PPDS) | 4.23 |
| University Information and communication Technology Office (UICTO) | 4.25 |
| Vice President for Administration and Finance (VPAF) | 4.48 |
| Human Resource Management and Development Office (HRMDO) | 4.16 |
| University Quality Assurance Center (UQAC) | 4.5 |
| Planning and Development Office (PDO) | |
| Security Services Management Office (SSMO) | 4.13 |
| Bids And awards Committee (BAC) | 4.55 |
| Gender And Development (GAD) Office | 4.7 |
| Office of the President (OP) | 4.88 |
| | |

*3.3. Process performance and conformity of products and processes*

Ms. Concepcion Magallon, Deputy Corporate Management Representative, presented the Status of OFIs (Opportunities for Improvement) issued to the various units during the first cycle of the Internal Audit.

| UNIT | No. of OFIs | Status |
|---|---|---|
| College of Agriculture | 4 | Closed |
| College of Veterinary Medicine | None | |
| College of Engineering and Information Technology | 8 | Closed |
| College of Arts and Social Sciences | 4 | Closed |
| College of Mathematics and Sciences | 1 | Open |
| College of Business Development Economics Management | 2 | Closed |
| College of Home Economics and Food Sciences | 2 | Closed |
| College of Education | 4 | Open |
| Instruction | No submission | |
| Research | 3 | Closed |
| Extension | 8 | Closed |
| Admission and Records Office | None | |
| Planning | 1 | Closed |
| Human Resource Management and Development Office | 4 | Open |
| Library Services | 2 | Closed |
| | 3 | Open |
| Facility Services (including Preventive and Maintenance Processes) | No submission | |
| University Information and Communication Technology Services | 5 | Open |
| Food Services | No submission | |
| University Catering and Accommodation Services | No submission | |
| Guidance Counselling Services | 6 | Closed |
| Student Affairs Services | 8 | Verification status |
| Health Services | 5 | Verification status |
| Sports and Socio-Cultural | No submission | Closed |
| Publication Services | No submission | |
| Security Services | No submission | |
| Procurement | No submission | |
| Univ. Document Control | 1 | Open |
| Univ. Quality Assurance Office | None | |

3.4. *Non-conformities and corrective actions*

The number of non-conformities awarded to the various units of the University during the second cycle of the Internal Audit was reported by Prof. Bryan Lloyd Bretana, as follows:

| Unit | Non-conformity |
|---|---|
| College of Agriculture | 1 |
| College of Arts and Social Sciences | 2 |
| College of Education | 2 |
| College of Engineering and Information Technology | 2 |
| College of Science and Mathematics | 1 |
| Extension Services Office | 2 |

*3.5. Results of monitoring and measurements*

The deans of the various colleges reported the accomplishment of their respective units in terms of the number of instructional materials developed and percentage of classes monitored.

3.5.1. Number of Instructional Materials Developed

| Unit | Number of Instructional materials developed (Semester 1, 2023-2024) |
|---|---|
| College of Agriculture (CA) | 598 |
| College of Arts and Social Sciences (CASS) | 95 |
| College of Business Development, Economics and Management (CBDEM) | 10 |
| College of Education (CED) | 31 |
| College of Engineering and Information Technology (CEIT) | 98 |
| College of Human Ecology and Food Sciences (CHEFS) | 54 |
| College of Science and Mathematics (CSM) | 56 |
| College of Veterinary Medicine (CVM) | 37 |
| TOTAL | **981** |

3.5.2. Percentage of Classes Monitored

| Unit | Classes Monitored (Sem 1, 2023-2024) |
|---|---|
| College of Agriculture (CA) | 100% |
| College of Arts and Social Sciences (CASS) | 100% |
| College of Business Development, Economics and Management (CBDEM) | 100% |
| College of Education (CED) | 100% |
| College of Engineering and Information Technology (CEIT) | 100% |
| College of Human Ecology and Food Sciences (CHEFS) | 100% |
| College of Science and Mathematics (CSM) | 100% |
| College of Veterinary Medicine (CVM) | 100% |
| TOTAL | 100% |

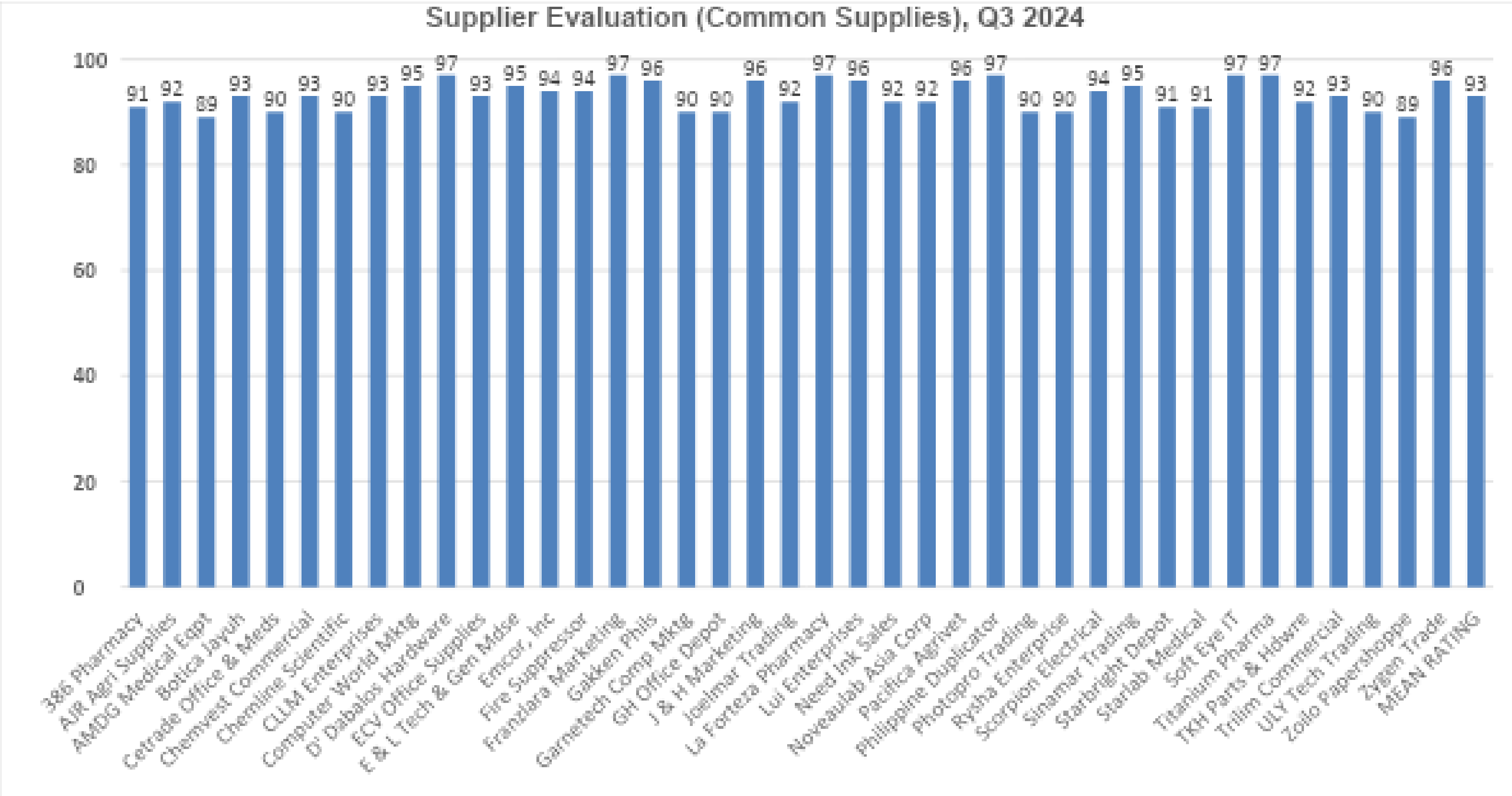
*3.6. Audit results*

ANALYSIS OF NON-CONFORMITIES
CYCLE 2 AUDIT

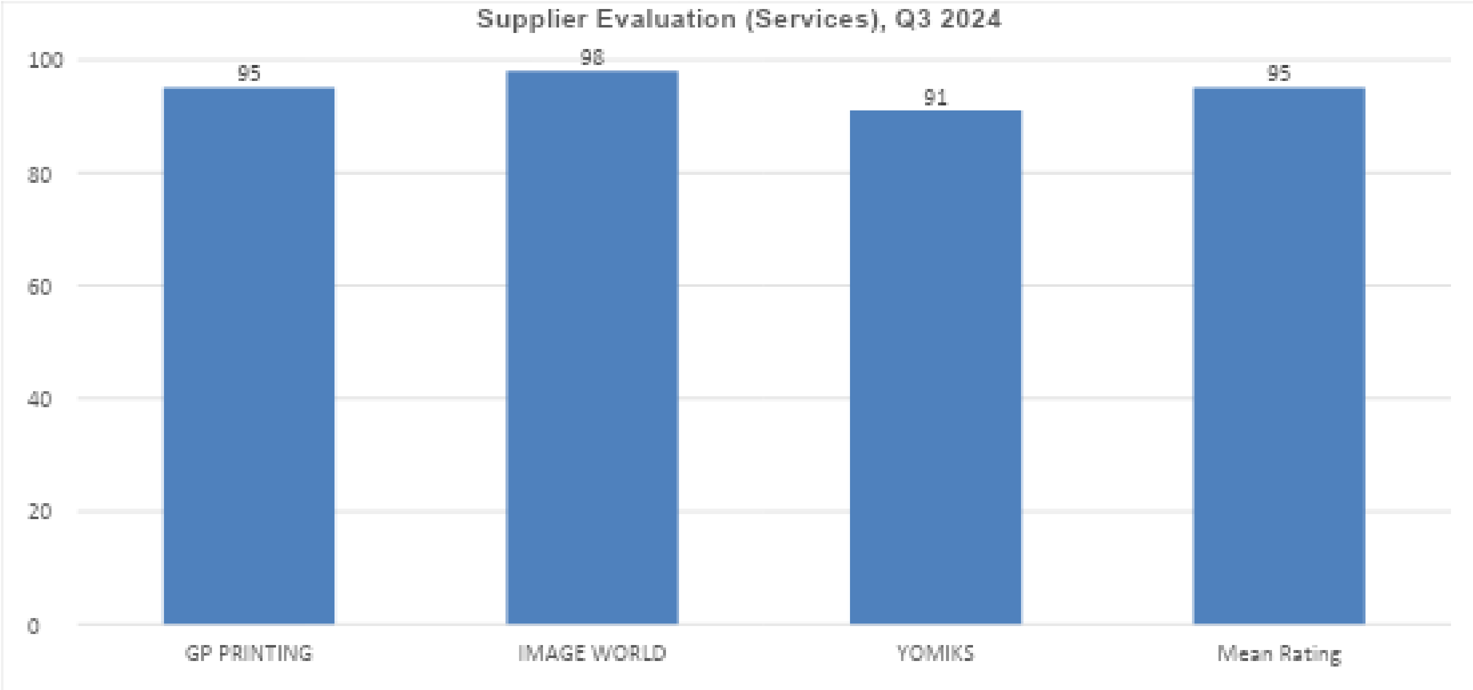
*3.7. Performance of External Providers*

Ms. Mondia, head of the Purchasing unit presented the analysis of the result of the Supplier Evaluation conducted in the last two quarters of 2021.

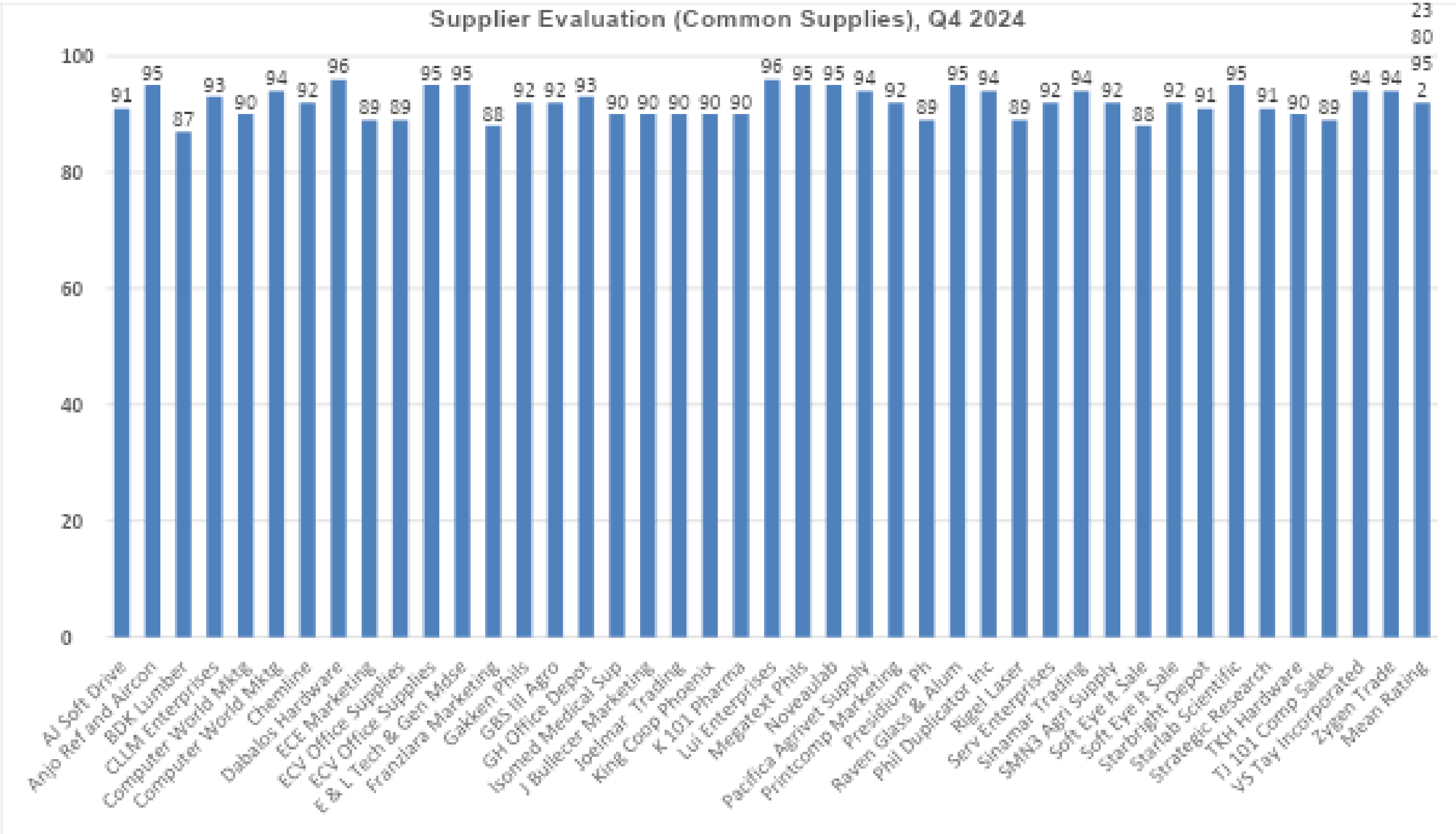
<u>3.7.1. Common Supplies, Q3 2024</u>



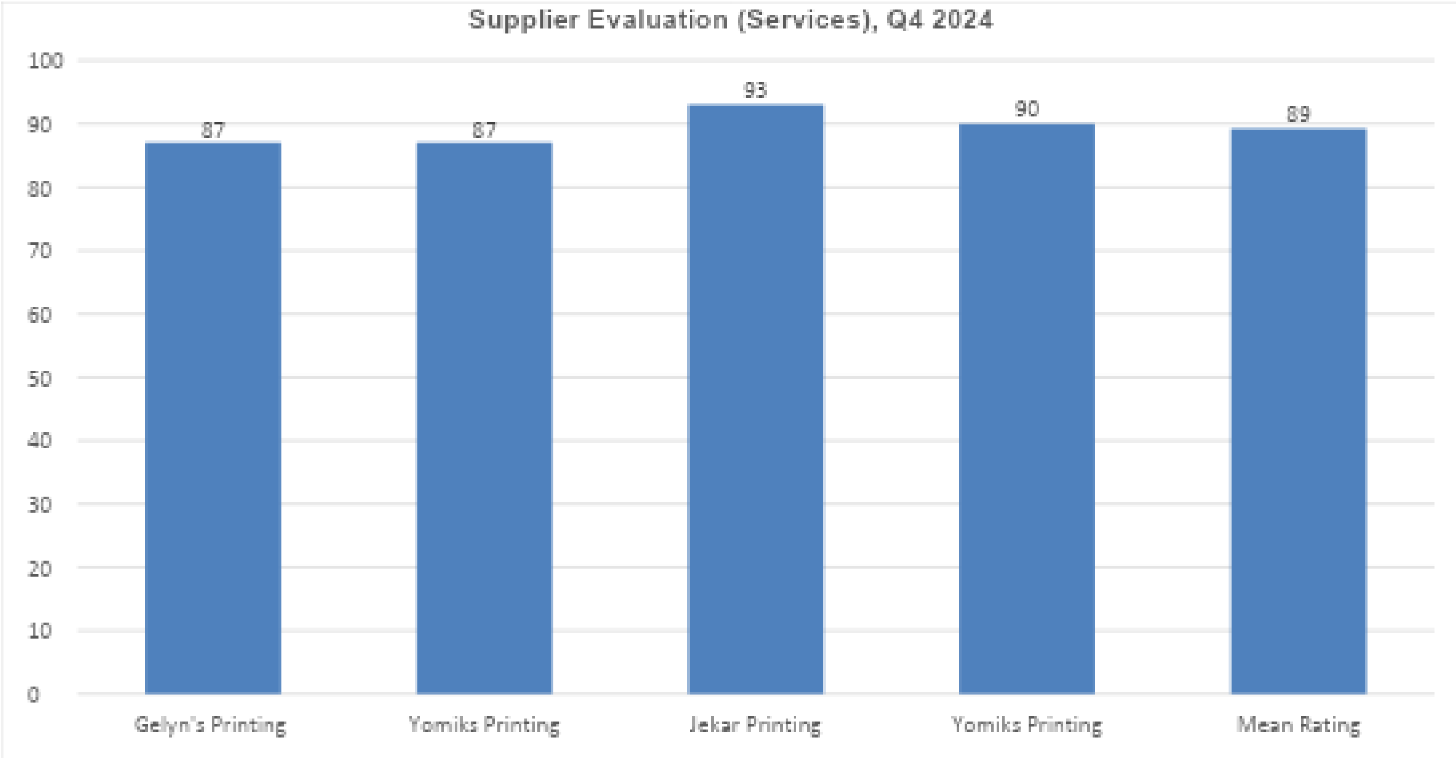
3.7.2. Services, Q3 2024



3. 7.3. <u>Common Supplies, Q4 2024</u>



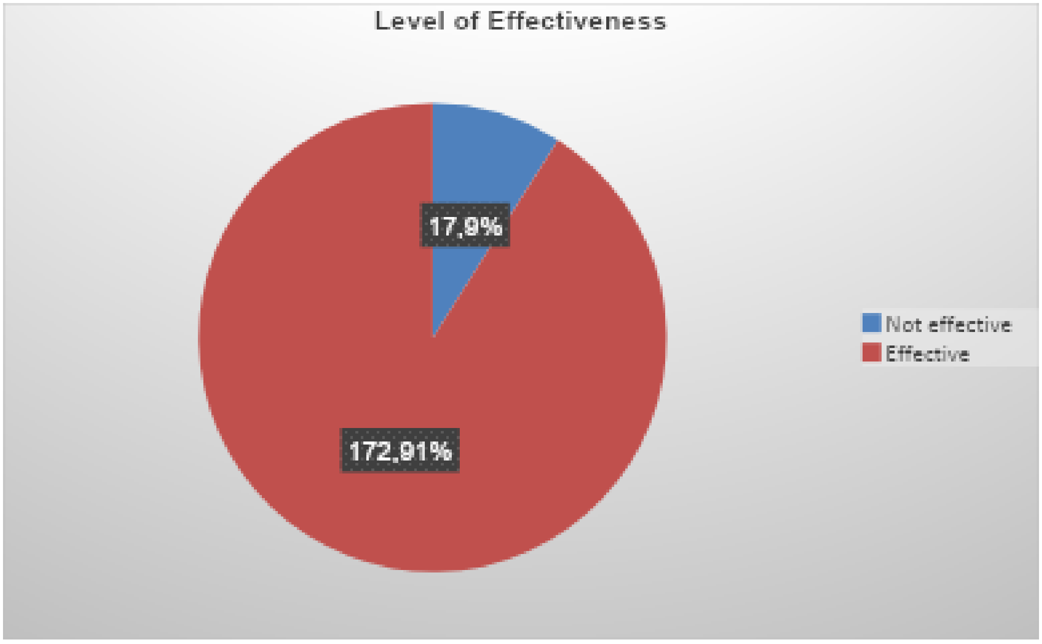
3. 7.4. Services, Q3 2024



4. Effectiveness of Actions Taken to Address Risks and Opportunities

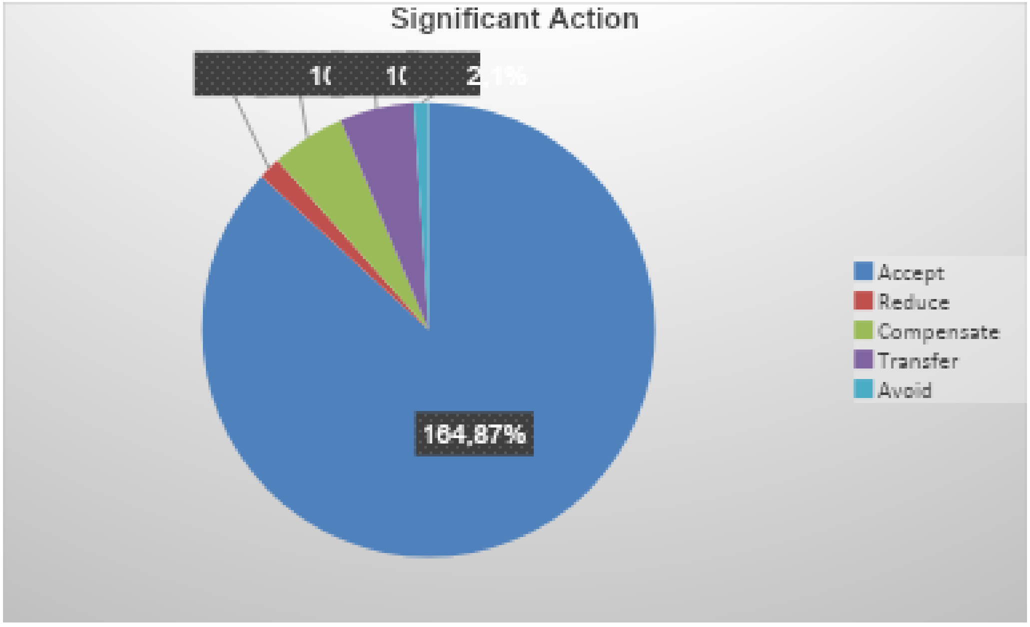
Dr. Dollente discussed the result of the analysis of effectiveness of actions taken to address risks and opportunities. He informed the body that the result was consolidated from the evaluated Risk Management Sheets submitted by the different units. Actions taken to address risks were evaluated as either:

*Effective* if there is no occurrence/recurrence within two semesters (1 academic year)
*Not effective* if there is an occurrence/recurrence within a semester.




Dr. Dollente likewise presented the analysis of significant actions indicated in the Risk Management Sheet succeeding the assessment of effectiveness of the actions taken to address the identified risks. Significant actions are determined as:

*Accept (Worth it)* means absence of occurrence/recurrence within two semesters; shall continue the current action/s
*Reduce (Mitigate)* means there is an occurrence/recurrence on the second semester; would require additional interventions to be acted upon
*Compensate (Insure)* means to continue the action; however, there is a need to procure an assurance coverage for protection
*Transfer (Partner)* means consider dialogue with other agency/ies for possible action on the matter
*Avoid (Stop)* means there is an occurrence/recurrence within the semester; stop the current actions




5. Opportunities for Improvement

Possible improvement points presented include:

5.1. *Hospital Services for Students and Employees*

Dr. Lasaga reported inclusion of the fund for the implementation of the following services in 2022:

5.1.1. Free oral prophylaxis for both students and employees
5.1.2. Free temporary filling for students
5.1.3. For employees, free annual physical examination for selected procedures
5.1.4. As required by the course or of a related activity, free laboratory examination for freshmen and transferees, athletes, medical and paramedical students

5.2. *Infrastructure*

Engr. Fortinez presented the on-going infrastructure projects monitored by the PPDS:

5.2.1. Construction of the 24-classroom three-storey CBDEM Academic Building
5.2.2. Completion of unfinished Auditorium
5.2.3. Construction of Women's Dormitory Building
5.2.4. Construction of IMEAS Building Phase-II
5.2.4. Construction of the remaining portion of the new ICT Building
5.2.5. Construction of the remaining portion of Technical-Vocational Building
5.2.6. Continuation of the remaining portion of the CIT Building

5.2.7. Construction of Criminology Building
5.2.8. Upgrading of CASS Building through the establishment of COVID-Related Psychosocial Research and Psychological Testing Center
5.2.9. Construction of DRRMC & Security Service Office Building
5.2.10. Construction of Multipurpose Building and Assessment Center
5.2.11. Repair of Building for The Development of Emulsified Chicken for Halal Market Facility
5.2.12. Installation of Engineering Structure for Sanitation and Control of Emerging Diseases
5.2.13. Refurbishment of Administration Offices (Electrical System)
5.2.14. Refurbishment of Administration Offices (Architectural Finishes)
5.2.15. Refurbishment of Administration Offices (Furniture: Workstations, Reception Counter, Executive Tables, Executive Chairs, Visitors Chairs, Clerical Chairs)
5.2.16. Refurbishment of Administration Offices (Design, Supply, and Installation of Fire Sprinkler and Fire Alarm System of Administration Building).
5.2.17. Design and Build of Water Treatment/Filtration System
5.2.18. Perimeter Fencing of Buluan Campus
5.2.19. Construction of Buluan Covered Court (Remaining Portion)
5.2.20. Repair and Re-Painting of IMEAS Building

*5.3. Information and Communication Technology*

Engr. Ranjo, highlighted the projects approved for implementation.

5.3.1. Adoption of SINUPAN: USM Document Management System – a proposal for the university-wide adoption of the document management system which at the present is being utilized only by the Admission and Records Office (ARO)

5.3.2. CHED SMART Campus Project (Sustaining USM's Initiatives in Delivering Flexible Instruction in the New Normal), focusing on the provision of internet connectivity, enhancement of the existing Learning Management System, transformation of the library system to electronic-based repository of learning materials and the development of electronic instructional materials

5.3.3. RFID Access and Attendance System

6. Summary of Agreements

| Item | Issues/Directions | Responsible Management Team |
|---|---|---|
| 1 | Include parameters relevant to ISO and other indicators relevant to quality assurance in the performance evaluation | UQAO, HRMDO |
| 2 | Strengthen the internationalization program of the university to improve the university's ranking in the QS | UQAO, Internationalization Heads |
| 3 | Consider offering dual-degree programs to improve student credentials | College Deans |

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|---|---|---|
| 4 | Review relevant requirements and prepare for the resumption of face-to-face classes | Deans and Heads of other campuses, HRMDO |
| 5 | Consider establishing a support program for students scheduled to take Board Examinations | College Deans |
| 6 | Revise the syllabi to incorporate a preparation week (Week 1), a mental health break (Week after the Midterm Exam) and a week for computation of grades (Last week of the semester) | DI, College Deans, Faculty members |
| 7 | Review the formulation of risk statements in order to appropriately capture risks before they occur, and evaluation of actions taken to address risks and opportunities | College deans and unit heads |
| 8 | Ensure the regular collection of feedback using the Client Feedback Form from office clients | College deans and unit heads |
| 9 | Encourage faculty members to submit required HRMDO documents e.g. ILDP and Training Effectiveness | College deans |
| 10 | Identify specific roles and responsibilities of faculty and students engaging in Research and Extension activities | RDO/ESO, College deans |
| 11 | Ensure that revised curriculum be applied shouldn't be applied retroactively, only to incoming freshmen students | DI, VPAA |
| 12 | Digitize records management | ARO |
| 13 | GAD, PWD assistance extended to students as well as GAD-related accomplishments be documented | GAD, OSA |
| 14 | Faculty monitoring as accomplishment should be reflected in the DTR | College deans, Unit Heads |
| 15 | Ensure the documentation and resolution of sensitive issues e.g. sexual harassment, suicide | ULS |
| 16 | Promote professionalism and responsibility among employees as a measure to lessen physical monitoring | Faculty Association |
| 17 | Conduct information drive on anti-hazing law | OSA |
| 18 | Establish MOA with the Department of National Defense | NSTP |
| 19 | Implement activities to make ROTC attractive to students | NSTP |
| 20 | Ensure that all Criminology students take ROTC, not CWTS | NSTP |
| 21 | Extension programs should be need-based and in collaboration with other agencies | ESO |

**Closing Remarks and USM Hymn**

The University President Francisco Gil N. Garcia, PhD, delivered the closing remarks. Ms. Laksni Catubay led the singing of the USM Hymn.

With now new matters to discuss, the management review adjourned at 6:32 pm.