



## MSU- ILIGAN INSTITUTE OF TECHNOLOGY

**WORK AND FINANCIAL PLAN, 4th Quarter Accomplishment Report for FY 2023**


**OFFICE OF THE REGISTRAR**

[illegible]

Establishment of the Office of Scholarships and Grants

	Processing of online inquiries	a. On-line inquirees	Callao, Gennerra	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%					
	Responding to telephone calls	b. Telephone calls	Ampatin, Clod Lorries	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%					
f	Preparation and approval of enrolment flow chart	Days ahead of enrolment dissemination of the enrolment flow chart through a memorandum order	Registrar	Jan-June/July-Dec																
g	Registration of students in coordination with the Collegees	Smooth enrolment of students during the enrolment period allowing a typical student to finish enrolment in one day	College In-Charge	Jan-June/July-Dec																
h	Processing of academic related forms, to include shifters's form, returnee's form, load revision form, permit to cross-enroll form, advance credit form, and	Percentage prompt processing of requested academic-related forms in one day.	College In-Charge	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%					
i	Facilitate enrolment related processes to include addition and modification of courses, transfer of students from a dissolvect section to another section,	Percentage prompt processing of enrolment-related requests in one day.	College In-Charge	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%					
j	Checking of documents submitted by the transferee students and tagging of deficiencies in the student's eSMS	Percentage completion of checked documents submitted by first year students and tagged deficiencies within the first month after enrolment	College In-Charge	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%					
k	Archiving and safe upkeep of students files	Transfer of files to the Registrar's archive for safe upkeep immediately after the student has graduated and requested documents	Abdullah, Juhairah/Mangel en, Mariole	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%					
l	Deletion of courses with unpaid tuition fees and/or unpaid assessment for courses added	Deletion of courses of unpaid tuition fees two weeks after enrolment; Deletion of courses added with unpaid assessment 1 month after enrolment	Ampatin, Clod Lorries/ Mariquit, Josephine I.	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%					
m	Preparation of enrolment data	Submission of complete enrolment data to higher authorities within two (2) weeks after enrolment	Registrar / Ampatin, Clod Lorries	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%					
n	Preparation and approval of Departmental Exam for the 1st and 2nd Semester AY 2023-2024	Dissemination of Departmental Exam for 1st & 2nd semester AY 2023-2024	Registrar	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%					
o	Processing of application for graduation and evaluation of candidates for graduation	Evaluation of graduation credentials before the scheduled Campus University Council Meeting	College In-Charge	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%					
p	Preparation and conduct of Institute Council Meeting	Campus University Council conducted 1 event per semester	Registrar/ College In-Charge/ Mariquit, Josephine	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%					
q	Endorsement of Candidates for Graduation to the University Council and approval thereof	Prepare list of candidates for graduation and endorse the same to the University Council for deliberation and approval	Registrar/ Pandapatan, Chrisdale	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%					
r	Arrangements of the commencement rites to include preparation of souvenir program,medals, ribbons, certificates diplomas, and jackets	All graduation paraphernalia are in place before graduation	Registrar/ College In-Charge/ Mariquit, Josephine	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%		447,380.00			500,000.00
s	Submission of list of graduates to PRC and CHED	On-time preparation of the final list of graduates, duly notarized, and endorse the same to PRC and CHED	Registrar	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%					
t	Retrieval and safekeeping of student records	Safekeeping and retrieval of student records	Abdullah, Juhairah/Mangel en, Mariole	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%					

6- PILLA		u	Processing and issuance of documents to include Transcript of Records, transfer	Issuance of requested student documents	College In-Charge	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%						
		v	Organizing the student files in the Registrar's Archive, including the replacement of damaged and improperly labeled envelopes, and the merging of	Archive staff did some relabeling and reorganization of duplicate student files	Abdullah, Juhairah/Mangel en, Mariole	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%						
		w	Preparation of brochures and dissemination thereof	Registrar's brochures duly posted and disseminated	Registrar	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%						
		x	Preparation of plans for the next year with reference to the current year's accomplishments	Accomplishment reports collated and evaluated. Trends and forecasting determined.	Registrar	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%						
		y	Processing of disbursement voucher, Payroll, Fund Transfer, Job Order Request, Purchase Request, PPMP, Review forms and initiate	Financial documents prepared as may be required from time to time	Mariquit, Josephine/ Abdullah.	Jan-June/July-Dec	100%	100%		100%	100%		100%	100%		100%	100%						
		z	revisions/updates, if necessary.	All forms reviewed and updated	Registrar	Jan-June/July-Dec	100%	100%		100%	100%		1001%	100%		100%	100%		10'000		70,000.00		240,000.00
6- PILLA	Plan 3: GOVERNANCE: mission-driven and technology-enabled governance for operational excellence																						
	a. Strengthen and develop human capital																						
PPAs →		1	No. of plantilla items for administrative staff																				
		a		Request to DBM 7 additional Item plantilla for administrative staff	Registrar	Jan-June/ July-Dec.	100%	100%		100%	100%		100%	100%		100%	100%						
		b	Creation of policies for adjunct and emeritus professor																				
		2	Percentage of administrative staff completing trainings		Strategic Planning and Team	Registrar/Registrar's Staff												45,000.00		12,000.00		30,000.00	
		a	Register/renew as an institutional member of different associations of HEI Registrars and participate in meetings.		Active membership in NOMSRA/FOSRA/NARS UC	Registrar/Ampatin/Mangubat/Mariquit	Jan-June/ July-Dec.	100%	100%		100%	100%		100%	100%		100%	100%		60,000.00			50,000.00
c. Streamline and digitalize the University's processes and systems for operational excellence																							
		3	Overall Client Satisfaction Index																				
		a			At least Very Satisfactory																		
		4	Number of valid complaints																				
		a			Percentage of complaints resolved	Registrar/Rachel Mangubat	Jan-June/ July-Dec.	100%	100%		100%	100%		100%	100%		100%	100%					
		b			Data streamline and University's processes digitalize, systems and procedures enhanced	Registrar/ Ampatin, Clod Lorries	Jan-June/ July-Dec.	100%	100%		100%	100%		100%	100%		100%	100%				82,000.00	
f. Optimize use of University resources																							
		5	Annual budget utilization rate																				
		1) Preparation of plans for the next year with reference to the current year's accomplishments		80% Utilization rate																			
		a	2) Preparation of disbursement voucher, Payroll, Fund Transfer, Job Order, Purchase Request, PPMP, Supplemental PPMP, OBR, BUR, Travel Order, Line Item Budget, Work and Financial Plan		1) Accomplishment reports collated and evaluated. Trends and forecasting determined.  2) Financial documents prepared as may be required from time to time.	Registrar/ Mariquit, Josephine I./Abdullah, Juhairah D.	Jan-June/July-Dec.	100%	100%		100%	100%		100%	100%		100%	100%					
g. Utilities		6	Telephone Mobile		1)Percentage of obligated payments for telephone-mobile expenses	Registrar/ Mariquit, Josephine I./Abdullah, Juhairah D.	Jan-June/July-Dec.														18,000.00	18,000.00	
		a	Telephone Mobile																				
TOTAL																		643,000.00	0.00		100,000.00	1,100,000.00	

Prepared by:   
**RICARDO C. ENGUITO**  
 Head of Office/ College/ Center  
 Date : April 11, 2023

Recommending Approval:  
**PAMELA F. RESURRECCION, Ph.D.**  
 Vice Chancellor for Planning and Development  
 Date

Noted by:  
**AKIMA M. BANGCOLA**  
 Budget Officer V, OBM  
 Date :

Approved by:  
**PROF. ALIZEDNEY M. DITUCALAN, J.D., LL.M.**  
 Chancellor  
 Date :