

## **CHANGE MANAGEMENT POLICY**

### **Rationale**

The University of Mindanao is committed to providing a dynamic, relevant, and responsive environment for students, faculty, and staff. To support this goal, a change management policy has been created to define the methods for managing changes to processes, products/services, and other aspects of the quality management system in a controlled manner. The policy ensures that changes are properly evaluated, approved, communicated, and documented to protect and support the continuity of educational and operational activities.

### **Scope**

The policy covers activities involved in the planning and controlling of changes in the quality management system.

### **Guiding Principles**

**Minimize Academic Disruption:** Changes must be scheduled to avoid interference with key academic periods such as registration, examinations, and grading deadlines.

**Risk and Impact Assessment:** All changes must be evaluated for their potential impact on educational delivery, data integrity, accessibility, and compliance.

**Governance and Approval:** Changes must be reviewed and authorized by a relevant governance bodies, including academic leadership if necessary.

**Stakeholder Communication:** Affected faculty, students, and units must be notified in advance of any significant change and given sufficient time to prepare and implement.

**Testing and Validation:** Changes must be properly planned and tested in a controlled environment before implementation. Effective monitoring shall be done to ensure that the desired outcomes are achieved.

**Documentation and Audit Trail:** Every change must be recorded in a centralized system, including the rationale, approvals, test results, and implementation timeline.

### **Compliance**

Compliance with this policy is mandatory. Non-compliance may result in disciplinary action or issuance of corrective actions as per university regulations with reference to OPM 32.14.

### **Implementation and Review**

The implementation of the Change Management Policy is the responsibility of the concerned units. The policy will be reviewed and updated annually or as needed to adapt to changes to university direction, documentation, system, changes due to nonconformities, and changes due to identified opportunities for improvement.

The review will be spearheaded by the Quality Management Office following OPM 32.01. Any changes or revision will be formally communicated to concerned and interested parties and shall take effect as soon as approved.

Signed:

**(Sgd) GUILLERMO P. TORRES, JR.**  
University President

**Reference**

OPM 32.14-Change Management; Effective February 17, 2025; Rev. 0