

Action Plan

Administration and Finance
January 2019 – May 2020

GOV. ALFONSO D. TAN COLLEGE
HUMAN RESOURCE MANAGEMENT OFFICE

AREA	GOALS/OBJECTIVES	PROGRAMS/ACTIVITIES	TARGET GROUP	TIME FRAME	RESOURCE PERSON / OFFICE RESPONSIBLE	BUDGET
STAFF DEVELOPMENT & PRODUCTIVITY	To upgrade computer operation/application skills to improve office productivity, office management and troubleshooting	Office Management & Computer Security	Representative Staff from Offices & Institutes	February	HR Institute of Computer Studies	20,000.00
	To enhance Spiritual Aspects of the Faculty and Staff	Recollection	Faculty & Staff	May	Reynwil Jan Casuyon	100,000
	To enhance staff on technical writing and communication	Communication & Technical Writing	Secretaries/Staff	June	HR English Department	10,000.00
	To strengthen teamwork in the workplace	Conflict Management & Team Building Workshop	All Staff	October	HR	20,000.00
	To help faculty & staff effectively manage time	Time Management	All Staff	November	HR	20,000.00
HUMAN RELATIONS / SOCIAL RELATIONS	To establish good relationship among employees and administrators	Employees Fellowship	Faculty & Staff	December	HR	100,000.00
	To provide opportunity to interact with one another in social gathering					

**GOV. ALFONSO D. TAN COLLEGE
GENERAL SERVICE OFFICE**

AREA	GOALS/OBJECTIVES	PROGRAMS/ACTIVITIES	TARGET GROUP	TIME FRAME	RESOURCE PERSON/ OFFICE RESPONSIBLE	BUDGET
Physical plant / Air Conditioning Units	To have a comprehensive repair and maintenance	Cleaning of AC filters every 2 weeks	All air conditioning units	Once every two weeks	Electrical maintenance personnel	General Fund
Physical plant / Air Conditioning Units	To have a comprehensive repair and maintenance	Maintenance check-up and cleaning of AC indoor and outdoor units	All air conditioning units	Once every three months	Electrical maintenance personnel	General Fund
Physical plant / Fire extinguisher	To have a comprehensive repair and maintenance	Maintenance check-up of all fire extinguisher	All fire extinguishers	Conduct monthly inspection	Safety officer	General Fund
Physical plant / main and annex building	To perform and maintain cleanliness of all offices, classrooms, comfort rooms and surroundings	Assign personnel to every areas	All offices, classrooms, comfort rooms and surroundings	Daily routine activity	Building Manager	General Fund
Physical plant / water supply system	To have a comprehensive repair and maintenance	Maintenance check-up of water lines and water pumps	Water lines and water pumps	Daily routine activity	Plumber and electrical personnel	General Fund
Physical plant / plumbing works	To have a comprehensive repair and maintenance	Repair and maintenance of all plumbing works	All water faucets, toilet water tanks, etc.	Daily routine activity	Plumber personnel	General Fund
Security and safety	To protect and secure life and property	Maintain security and safety	Secure all property and individuals	Daily routine activity	Guards on duty	General Fund

**GOV. ALFONSO D. TAN COLLEGE
LEARNING RESOURCE CENTER**

OBJECTIVES	ACTIVITIES	PERSON / STAFF INVOLVED	TIME FRAME	BUDGET	REMARKS
Uplift the competencies and skills of library personnel	Encourage and support library personnel to attain seminars, conferences, trainings and to pursue further studies consistent with their line of work	President, VPAF, HRMO, Library Personnel	2019	Php 60,000.00	Continuous monitoring and evaluation and improve as necessary
Ascertain the need for additional library personnel base on the following standards 1 Librarian : 500 students 1 Librarian : 1000 students	Hiring of professional trained librarian with a library science or library information science degree	President, VPAF, HRMO, Library Personnel	2019	Php 300,000.00	For evaluation
To ensure not only adequacy but also quality of services	Promote the importance and use of library and its resources to new students and faculty through library orientation	Library Personnel	June 2019		Library orientation before the start of classes to all freshmen students through powerpoint presentation
Strengthen the functions of library committee members on collection development	Involved the Library Committee / faculty on evaluation, selection and acquisition of library materials invited the library committee during bookfair / exhibits to choose and recommend titles for possible purchase	Library Personnel, Library Committee, Faculty	Continuing activity	No budget needed	Call the attention of the committee to sit down and discuss about library
Provide the clientele with carefully selected materials that would help the school attain its institutional objectives	Acquisition of relevant and updated books for each course to support the curriculum, institutional research and recreational needs of library customers	Library Personnel, Library Committee, Faculty	2019	Php 5,000,000.00	Continuous monitoring and evaluation of additional materials for the library

Purchase / acquire e-journals, e-books and e-resources	Tie up with suppliers to conduct demos on electronic database	President, VPAF, Library Personnel	2019-2020	Php 200,000.00	
Increase subscription of relevant titles of periodicals base on the following standards Less than 1000 students : (50) 1000 – 3000 students : (75) Over 3000 students : (100)	Recommended the subscription of at least 100 titles of periodicals per course per colleges	President, VPAF, Library Personnel	Yearly	Php 200,000.00	For Renewal
Provide intellectual access of information through library automation	Enhance the Integrated Library System (KOHA) and Online Public Access Catalog (OPAC) Request for the installation, Migration, Customization, design and training support Provide an orientation demo and hands-on trials for faculty, students and other library users	President, VPAF, Library Personnel	2019-2020	Approved Budget	Automated systems resulting more efficient and effective outputs
To ensure that the library size and seating capacity are adequate and functional for the school population and growing resources	1. Air Conditioning unit for the library 2. Additional space to accommodate the 10% of the total population of the school 3. Provide section / circulation counter for the Reserve Books and Archive Section 4. Provide section / office for the Head Librarian 5. Provide section / space for the Technical Section and Conference Room	President, VPAF, Library Personnel	January 2019 2019-2020 April 2019 June 2019 June 2019	Approved Budget	

To organize the library collection according to Library of Congress Classification System	Reclassified library materials from DDC to LC	Library Personnel	January 2019	Php 50,000	Organized Library Collection resulting to more efficient and effective services
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**GOV. ALFONSO D. TAN COLLEGE
CASHIER OFFICE**

STRATEGIC OBJECTIVE	PROGRAM	ACTIVITY	TARGET OUTPUT	TIMELINE	PERSON/RESPONSIBLE	BUDGET
To safeguard the funds until deposited to the city treasury office	Fund Safekeeping	Acquisition of Vault	100% of funds are secured and remitted to the City Treasurer's Office	2019	Cashier	Php 80,000.00
To improve skills , knowledge and capabilities	Seminar/Training	Seminar/Training Workshop		2019	Cashier	Php 50,000.00

GOV. ALFONSO D. TAN COLLEGE
SUPPLY AND PROPERTY MANAGEMENT OFFICE

OBJECTIVE	PROGRAM	ACTIVITY	TARGET OUTPUT	TIMELINE	PERSON/RESPONSIBLE	BUDGET
To consolidate all the supplies and equipment of the col. through program	Request our own programmer in the college Fast and Systematic Service	Lists of necessary Supplies and equipt needed in the col.	Full implementation	Jan. 2019	Marites J. Alota Jay-Ar Agua	
To monitor Requisition Issue Slips	Periodic Inventory of supplies	Compliance of the said form	Full implementation	Jan. 2019	Marites J. Alota / Lilia C. Gongob Faculty & Staff	
To file Acknowledgement Receipt for Equipment	Periodic Inventory of Equipment	Compliance of the said form	Full implementation	Jan. 2019	Marites J. Alota / Lilia C. Gongob Faculty & Staff	
To monitor all Transaction Slips Issued	Inventory of every transaction	Compliance of the said form	Full implementation	Jan. 2019	Marites J. Alota / Lilia C. Gongob Lordelle Leo C. Suazo Faculty & Staff	

OBJECTIVE	PROGRAM	ACTIVITY	TARGET OUTPUT	TIMELINE	PERSON/RESPONSIBLE	BUDGET
To upgrade office activities	Attend seminars/trainings	Seminars/Training Workshops	Full implementation	2019	Marites J. Alota Lilia C. Gongob Lordelle Leo C. Suazo	50,000.00
To have a better way of giving service	Hire additional staff probably a male staff	Additional Staff	Full implementation	2019	HR	

OBJECTIVE	PROGRAM	ACTIVITY	TARGET OUTPUT	TIMELINE	PERSON/RESPONSIBLE	BUDGET
To safeguard various properties inside the premises.	Periodic inventory of Supplies and Equipment and system of disposal	Inventory Program Implementation & Preparation of inventory schedule of disposal	Compliance of the New Inventory Program Implementation	Jan-Dec 2019	Marites J. Alota Lilia C. Gongob Lordelle Lou C. Suazo	
Separate room for supplies and equipment	Proper place for Supplies and Equipment					
To monitor the needs of all departments and offices annually	Project Procurement Management Plan (PPMP)	Submission on time of the said PPMP Consolidated PPMP submitted to the City Budget Officer	Full implementation	Oct. 2019	Supply Officer	Based on the PPMP
To have our own toga for rental during our graduation	Canvass for a cheaper clothes, cheaper dressmaker	Proposed plan for submission to the administration	Compliance of the New Plan implemented	Dec. 2018	Supply Officer FAST CLUB officers GADTC Personnel	
To dispose the supplies according to their request	Based on PPMP	Physical Inventory Implementation & Preparation of remaining supplies	Full implementation	Jan. 2019	Marites J. Alota / Lilia C. Gongob Lordelle Leo C. Suazo Office Secretary	

**GOV. ALFONSO D. TAN COLLEGE
ACCOUNTING OFFICE**

STRATEGIC OBJECTIVES	PROGRAMS	ACTIVITIES	TARGET OUTPUTS	TIMELINE	PERSON(s) INVOLVED	BUDGE-TARY REQ.
To adhere to the New Government Accounting System for Local Government Units in accounting for GADTC's financial transactions.	Orientation on the Manual of the New Government Accounting System for Local Government Units.	<ul style="list-style-type: none"> ▪ Finance Department Team meeting ▪ Issuance of Copies of Manual for reference. 	Full Compliance with the New Government Accounting System for Local Government Units.	January / 1 st Quarter	Arnold Canillas Jevanie Caruana	P -0-
To maintain all records regarding GADTC's income and expenses	Bookkeeping system of income and expenses	<ul style="list-style-type: none"> ▪ Finance Department Team meeting ▪ Implementation and Monitoring 	<ul style="list-style-type: none"> • Monthly Quality Review • Monthly Income and Expenses Report 	January-December 2018 (every end of the month)	Jevanie R. Caruana	P -0-
To maintain GADTC's Financial Statements	Financial Statements Preparation	Implementation and Monitoring	Year-end Financial Statements	December 2018	Jevanie Caruana	P -0-

To maintain GADTC's Financial Reports	Financial Reports Preparation	Implementation and Monitoring	Year-end Financial Reports	December 2018	Jevanie R. Caruana	P -0-
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CASH OFFICE

ACTION PLAN (2018-2019)

STRATEGIC OBJECTIVE	PROGRAM	ACTIVITY	TARGET OUTPUT	TIMELINE	PERSON RESPONSIBLE	BUDGETARY REQUIREMENT
To provide convenient services to students.	Revenue Generation	Queuing system	100% Orderly and Proper System of accepting students' payments.	2019	Helen P. Manaloto	None

CONSOLIDATED ACTION PLAN

ACADEMIC UNIT

January 2019 - May 2020

Area	Office	Strategic Objectives	Programs	Activities	Target Outputs	Person Involved	Timeline (month)	Budgetary Requirements
I GOVERNANCE AND ADMINISTRATION		to hire new faculty (2) needed for incoming 1st yr students	Hiring of New Personnel for incoming 1st Yr students	1. Coordinate with HR 2. Teaching Demonstration	New Faculty that will facilitate the new Programs of the Institute	Dean	March-May	P334,752.00 (2 faculty at P634/diem)
		to be acquainted with formulation of Comprehensive Annual Procurement Plan	Formulation of Comprehensive Annual Procurement Plan	1. Dean to attend seminar regarding APP and PPMP formulation 2. Formulate APP and PPMP of the Institute	Comprehensive Annual Procurement Plan	Dean	September-October	P5,000.00
		to inquire for subsidy/scholarship grants from different government programs	Applying for subsidy/scholarship grant from DOH for the Midwifery Program	1. Inquire for DOH's Midwifery Scholarship Program of the Philippines 2. Coordinate with the Scholarship & Students Assistance Office	Scholarship Grants/Subsidy for Midwifery Program from Department of Health	Dean	January	P3,000.00
		to provide support in the strengthening of Corporate Communications and	Support for Marketing of Institute's Program	1. Collaborate with the office of Corporate Communications regarding advertisement and marketing of Institute's programs and activities	Increased Number of 1st Year Enrolees through Enhanced Marketing	Dean, Faculty	January-May	P5,000.00

Institute of Midwifery	Marketing Programs		2. Submit proposals to the said Office for marketing/advertisement purposes	Campaign for Institute's Program			
	to implement resources-and-energy saving program	5S Housekeeping System	1. Introduce and implement the 5S Housekeeping System in the Institute 2. Evaluate the effect of implementing the 5S Housekeeping system	Enhanced Productivity, Quality, Safety and Reduced Resource-and-Energy Consumption in the Office thru 5S Housekeeping System in the Institute	all faculty	January-December	P40,720.00 from Office Supplies and Furnitures and Fixtures budget
	to increase the rate of quality, efficiency, and timeliness of the institute's output in terms of products and services through standardized monitoring systems	Enhanced Outcomes-based Monitoring system for Faculty Output	1. designing of the monitoring tool 2. seeking approval for the monitoring tool 3. preliminary testing of the tool 4. official use of the monitoring tool 5. Writing of result of Action Resarch	Action Research-Increasing the Quality, Efficiency and Timeliness of Faculty's Performance of the Institute of Midwifery using Outcomes-based Monitoring System	all faculty	January-April	P5,000.00

	to hire New Personnel needed for the Opening of New Programs	Hiring of New Personnel for incoming 1st Yr students	1. Coordinate with HR 2. Sit down during Teaching Demonstration 3. Conduct Interview to applicants	New Faculty that will facilitate the new Programs of the Institute	Dean & Program Head	April - June 2019	-
	to be acquainted with formulation of Responsive Annual Investment Plan	Annual Investment Plan	1. Attend Budget hearing 2. Survey of existing status of Programs/Activities 3. Submit proposals for AIP inclusion	Annual Investment Plan	Dean & Program Head	March, June, September and December 2019	-
	to be acquainted with formulation of Comprehensive Annual Procurement Plan		1. Dean to attend seminar regarding APP and PPMP formulation 2. Formulate APP and PPMP of the Institute				
	to inquire TESDA for subsidy/ scholarship grants	Applying for subsidy/scholarship grant from TESDA and other agencies	1.Inquire for TESDA for bookkeeping scholarship	Scholarship Grants/Subsidy	TESDA coordinator & Program Head	Jan-19	P1,500.00

Institute of Business and Financial Services			2. Coordinate with the Scholarship & Students Assistance Office				
	to provide support in the strengthening of Corporate Communications and Marketing Programs	Support for Marketing of Institute's Program	1. Collaborate with the office of Corporate Communications regarding advertisement and marketing of Institute's programs and activities 2. Submit proposals to the said Office for marketing/advertisement purposes	Enhanced Marketing Campaign for Institute's Program	Program Heads, Promotion Coordinator	Jan-19	P5,000.00
	to implement resources-and-energy saving program	5S Housekeeping System	1. Introduce and implement the 5S Housekeeping System in the Institute 2. Evaluate the effect of implementing the 5S Housekeeping system	Enhanced Productivity, Quality, Safety and Reduced Resource-and-Energy Consumption in the Office thru 5S Housekeeping System in the Institute	All	January -May 2020	-
		One-Stop-Shop	Conduct survey			Jan-19	
		Encoding	Conduct a thorough				
		Sourvenir Items					

	to increase the revenues of the GADTC through IGPs	<table border="1"> <tr><td>Encoding/Printing</td><td>Conduct a thorough planning regarding the identified programs in order to increase earnings.</td></tr> <tr><td>Answer Booklet</td><td></td></tr> <tr><td>Photocopying</td><td></td></tr> <tr><td>Linkage to different industries</td><td>Source out possible funds as capital</td></tr> <tr><td></td><td></td></tr> </table>	Encoding/Printing	Conduct a thorough planning regarding the identified programs in order to increase earnings.	Answer Booklet		Photocopying		Linkage to different industries	Source out possible funds as capital				Increased institute and GADTC revenues	Dean & Program Head	Jan-19 Apr-19	P500,000.00
Encoding/Printing	Conduct a thorough planning regarding the identified programs in order to increase earnings.																
Answer Booklet																	
Photocopying																	
Linkage to different industries	Source out possible funds as capital																
	To hire New Personnel needed for the existing programs(BSCS and ACT) and for the opening of the new program(BSIS) including qualified program heads	Hiring of New Personnel for incoming 1st Yr students	1. Coordinate with HR 2. Teaching Demonstration 3. Interview with the applicants	New Faculty that will facilitate the new and existing programs of the Institute	Dean, Program Head/s of the existing programs, & HR	April - June 2019	---										
	to be acquainted with formulation of Responsive Annual Investment Plan	Formulation of Responsive Annual Investment Plan	1. Seminar re: AIP formulation for all offices involved 2. Survey of existing status of Programs/Activities 3. Submit proposals for AIP inclusion	Annual Investment Plan	Dean & Program Head	March - December 2019	---										

Institute of Computer Studies	to be acquainted with formulation of Comprehensive Annual Procurement Plan	Formulation of Comprehensive Annual Procurement Plan	1. Dean to attend seminar regarding APP and PPMP formulation 2. Formulate APP and PPMP of the Institute	Comprehensive Annual Procurement Plan	Dean & Program Head	October 2019	--
	to provide support in the strengthening of Corporate Communications and Marketing Programs	Support for Marketing of Institute's Program	1. Collaborate with the office of Corporate Communications regarding advertisement and marketing of Institute's programs and activities 2. Submit proposals to the said Office for marketing/advertisement purposes	Enhanced Marketing Campaign for Institute's Program	Program Head & Promotion Coordinator	January - May 2019	P 10,000.00
	to implement resources-and-energy saving program	5S Housekeeping System	1. Introduce and implement the 5S Housekeeping System in the Institute 2. Evaluate the effect of implementing the 5S Housekeeping system	Enhanced Productivity, Quality, Safety and Reduced Resource-and-Energy Consumption in the Office thru 5S Housekeeping System in the	All Institute's Personnel	January - December 2019	--
			1. Fill up membership form				

	To engage the Institute in professional organization	Affiliation / membership of Professional Organization	2. Attend to seminars/trainings conducted by the organization	Membership in the Professional Organization	Dean & Program Head	June - December 2019	P10,000.00
Institute of Arts & Sciences	to hire New Personnel needed for the Opening of New Programs	Hiring of New Personnel for incoming 1st Yr students	1. Coordinate with HR 2. Teaching Demonstration 3. Interview	more competent Faculty who will facilitate the Programs of the Institute			
	to be acquainted with formulation of Comprehensive Annual Procurement Plan	Formulation of Comprehensive Annual Procurement Plan	1. Dean to attend seminar regarding APP and PPMP formulation 2. Formulate APP and PPMP of the Institute	Comprehensive Annual Procurement Plan			
	to provide support in the strengthening of Corporate Communications and Marketing Programs	Support for Marketing of Institute's Program	1. Collaborate with the office of Corporate Communications regarding advertisement and marketing of Institute's programs and activities 2. Submit proposals to the said Office for marketing/advertisement purposes	Enhanced Marketing Campaign for Institute's Program			
			1. Introduce and implement the 5S Housekeeping System in the Institute	Enhanced Productivity, Quality, Safety and Reduced Resource-			

	to implement resources-and-energy saving program	5S Housekeeping System	2. Evaluate the effect of implementing the 5S Housekeeping system	and-Energy Consumption in the Office thru 5S Housekeeping System in the Institute			
	to increase the rate of quality, efficiency, and timeliness of the institute's output in terms of products and services through standardized monitoring systems	Enhanced Outcomes-based Monitoring system for Faculty Output	1. designing of the monitoring tool 2. seeking approval for the monitoring tool 3. preliminary testing of the tool 4. official use of the monitoring tool 5. Writing of result of Action Research	Action Research-Increasing the Quality, Efficiency and Timeliness of Faculty's Performance of the Institute of Midwifery using Outcomes-based Monitoring System			
	To employ new faculty needed for the Opening of New Programs	Hiring of New Personnel for incoming 1st Yr students	1. Coordinate with HR 2. Sit down during Teaching Demonstration 3. Conduct Interview to applicants	Hired faculty	Dean & program head	April – June 2019	
			1. Attend Budget hearing				

Institute of Criminal Justice education	To be updated in the formulation of Responsive Annual Investment Plan	Annual Investment Plan	2. Survey of existing status of Programs/Activities	Annual Investment Plan	Dean & Program Head	March, June, September and December 2019	
			3. Submit proposals for AIP inclusion				
	To increase the revenues of the GADTC through IGPs	TESDA Scholarship (Security Services NC II)	Coordinate the training program of Security Services NC II to the Office of GADTC Development Training Center	TESDA Scholarship Budget	Hannelyn Cagod	Aug-19	
	To continue offering SHS	Application to DepEd in the offering of Senior High School	1. Review requirements for the application	Approved application to DepEd for continued SHS Operation	Jan-April 2019	20, 000.00	School Head, All Faculty
			2. Comply the requirements		April- October 2019		
			3. Submit for approval		Nov-19		
			4. Follow up application		Jan-20		
			5. Implementation				
			1. Train in the preparation of AIP		Jan-19		

Institute of Senior High School	To provide budget plan that will support the school development plan	Preparation of responsive annual investment plan	2. Survey status of proposed projects 3. Prepare Responsive Annual Investment Plan 4. Submit proposals for AIP inclusion	Annual Investment Plan	Feb-19	20,000.00	School Head, All Faculty
		Preparation of Comprehensive Annual Procurement Plan	1. Train in the preparation of APP 2. Inventory supplies and requirements 3. Prepare Comprehensive Annual Procurement Plan 4. Submit APP				
To upgrade facilities	To upgrade facilities	Access to technology	1. Inventory equipment, facilities and materials 2. Conducts Repair and maintenance 3. Submit procurement plan 4. Acquisition of equipment and materials	Upgraded learning facilities and Internet Connection for online transaction	Jan-19	250,000.00	School Head, LIS, Assistant
		Installation of Internet Connection	1. Propose a project design with budget 2. Installation of Internet connection		Mar-19		
				Internet Connections	Jan-19	20,000.00	Assistant, LIS
					Feb-19		

Institute of Teacher Education	to hire New Faculty for S.Y. 2019-2020	Hiring of New Faculty for incoming 1st Yr students	1. Coordinate with HR 2. Teaching Demonstration	New faculty in the institute to teach professional and major courses.	Dean, HR, VP for Academics	April-May	None
	to be acquainted with formulation of Comprehensive Annual Procurement Plan	Formulation of Comprehensive Annual Procurement Plan	1. Dean to attend seminar regarding APP and PPMP formulation 2. Formulate APP and PPMP of the Institute	Comprehensive Annual Procurement Plan	Dean		None
	to provide support in the strengthening of Corporate Communications and Marketing Programs	Support for Marketing of Institute's Program	1. Collaborate with the office of Corporate Communications regarding advertisement and marketing of Institute's programs and activities 2. Submit proposals to the said Office for marketing/advertisement purposes	Enhanced Marketing Campaign for Institute's Program	Dean, Program Head, Promotion Office	January-May	P 10,000.00
	to implement resources-and-energy saving program	5S Housekeeping System	1. Attend seminar on 5s Housekeeping System 1. Introduce and implement the 5S Housekeeping System in the Institute 2. Evaluate the effect of implementing the 5S Housekeeping system	Enhanced Productivity, Quality, Safety and Reduced Resource-and-Energy Consumption in the Office thru 5S Housekeeping System in the Institute	All ITE Faculty	January-December	10,000.00
			1. designing of the monitoring tool				

<p>to increase the rate of quality, efficiency, and timeliness of the institute's output in terms of products and services through standardized monitoring systems</p>	<p>Enhanced Outcomes-based Monitoring system for Faculty Output</p>	<p>2. seeking approval for the monitoring tool 3. preliminary testing of the tool 4. official use of the <u>monitoring tool</u> 5. Writing of result of Action Research</p>	<p>Action Research-Increasing the Quality, Efficiency and Timeliness of Faculty's Performance of the Institute of Teacher Education using Outcomes-based Monitoring System</p>	<p>Dean, Program Head, All ITE Faculty</p>	<p>January-December</p>	<p>None</p>
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Area	Strategic Objectives		Programs	Activities	Target Outputs	Person Involved	Timeline (month)	Budgetary Requirements
	Office							
II FACULTY	Institute of Midwifery	to require faculty to undergo continuing professional education	Continuing Professional Education for Faculty	1. attend seminars/trainings and workshops	Relevant Certificates/Papers of Faculty's Continuing Professional Education	all faculty	January-December	P 60,000.00
				2. enroll/finish master's degree				
				3. enroll/finish master of arts degree in nursing				
				4. enroll in doctorate program				
		to send additional faculty for the R.A 7392 training	R.A 7392 training for Faculty: a Requirement for Signing of Pertinent Documents of Graduates for Board Exam to PRC	1. Contact APSOM for securing slot for the said training	R.A. 7392-Skills trained Faculty	selected faculty	May-August	P60,000.00
				2. secure travel order				
				3. send faculty for the scheduled training				
				1. Secure permission and slot from MHARS-MC administration for the sai training				

	to send additional faculty for training in MHARS	Faculty Clinical Training in MHARS-MC for Clinical Supervision of Students	2. Schedule the training on sembreak/ summer 3. Create budgetary design for the training 4. Send faculty for scheduled training	Faculty Clinical Training in MHARS-MC for Clinical Supervision of Students	selected faculty	March-April	P40,00.00
	to require faculty to undergo continuing professional education	Graduate Degree	1. attend seminars/trainings and workshops 2. enroll/finish master's degree 3. enroll/finish master of arts degree in nursing 4. enroll in doctorate program	Faculty with graduate degree Relevant Certificates/ Papers of Faculty's Continuing Professional Education	All	January - May 2020	P200,000.00
	to send faculty for relevant trainings and seminar-workshops	Professional Advancement/ Enhancement	1. attend in service training/ seminar workshop	Competent Faculty	All	January - May 2020	P300,000.00

Institute of Business and Financial Services	to enroll in DPA (new faculty)			Faculty earned education units	Selected Faculty	January - May 202	-
	to have more competent faculty	Educational Trip	Plan for an educational trip intended for faculty for them to be exposed to different tourist spots vital to instruction.	Exposed faculty	All	April - May 2019	P100,000.00
	to expose/ immerse faculty in an industry to have actual experience that would enhance and strengthen their teaching competencies	Work-Immersion Program		Competent Faculty in their field of specialization	Selected Faculty	April - May 2019	P60,000.00
	to have more faculty who are active member of professional organization	Affiliation/ Membership to Professional Organization	1. Scout for possible business professional organizations	Certificate of Membership	All	Jun-19	P10,000.00
			2. Fill-up membership form	Faculty who are active members of professional organization			
			3. Send faculty to attend trainings and seminars				

to deepen faith, understanding and embodiment of being an Alfonso and closer relationship among faculty	In-house formation Faculty & Staff Recollection/ Retreat Social Activities in the Institution	Hold formation on a monthly basis.	Closer relationship among faculty	All	Monthly	-
		Attend & participate faculty and staff recollection/ retreat and other activities.				
		Participate in all social activities of the institution				
		Join Physical fitness program of the institution				
to engage faculty in continuing professional education	Continuing Professional Education for Faculty	1. attend seminars/trainings and workshops 2. enroll/finish master's degree 3. enroll in doctorate program	Relevant Certificates/ Documents of Faculty's Continuing Professional Education	All Faculty Members	January - December 2019	P 400,000.00
Institute of Computer Studies		1. Fill up membership form				

	to engage all faculty members in professional organization	Affiliation / membership of Professional Organization	2. Attend to seminars/trainings conducted by the organization	Membership in the Professional Organization	All Faculty Members	June - December 2019	P 10,000.00
Institute of Arts & Sciences	to require faculty to undergo continuing professional education	Continuing Professional Education for Faculty	2. enroll/finish master's degree	* Stronger Faculty Line Up * Accredited Curricular programs * Improved quality of Instruction Relevant Certificates/Paper s of Faculty's Continuing Professional Education			
			3. enroll/finish master of arts degree in English, Political Science and Communication				
			4. enroll in doctorate program				
	to require faculty to undergo trainings in the General Education electives	NGEC ELECTIVES TRAINING	1. be updated with the CHED provided trainings for GE	R.A. 7392-Skills trained Faculty			
			2. secure travel order				
			3. send faculty for the scheduled training				
			1. search for certified national / international professional organizations				

	to require faculty membership to respective (aligned/allied) professional organization	Professional Organization Affiliation/Membership	2. Secure slot for membership from the respective professional organization 3. Create budgetary design for the membership of the faculty 4. submit application for membership	Active and Informed faculty members; who have access to career advancement and guided by ethical standards		
Institute of Criminal Justice Education	To require faculty to undergo continuing professional education	Graduate Degree	1. attend seminars/trainings and workshops	Faculty with graduate degree		
			2. enroll/finish master's degree			
			3. enroll/finish master of arts degree in nursing	Relevant Certificates/ Papers of Faculty's Continuing Professional Education	All	January to May 2019
			4. enroll in doctorate program			
	To send faculty for relevant trainings and seminar-workshops	Professional Advancement/ Enhancement	1. attend in service training/ seminar workshop	Competent Faculty	All	January to May 2019
	To have more competent faculty.	Benchmarking	Plan for an benchmarking program intended for faculty.	Exposed faculty	All	April – May 2019
						300,000.00
						100,000.00

Institute of Teacher Education	to require faculty to undergo continuing professional education	Continuing Professional Education for Faculty	2. enroll/finish master's degree 3. enroll in doctorate program	Relevant Certificates/Papers of Faculty's Continuing Professional Education	All ITE Faculty	January-December	None
	to send faculty to seminars and trainings for the new professional courses	Faculty Training in Professional Courses	1. identify local and national trainings for the new professional courses 2. secure travel order 3. send faculty for the scheduled training 4. re-echo the training	Trained Faculty on the Professional Courses	All ITE Faculty	January - December	910,000.00
	to engage all faculty members in professional organization	Affiliation/membership of Professional Organization	1. Fill up membership form 2. Attend local, national and international conferences/forum/seminars.	Membership of Professional Organization	All ITE Faculty		

Area	Strategic Objectives		Programs	Activities	Target Outputs	Timeline (month)	Budgetary Requirements
	Office						
III CURRICULUM AND INSTRUCTION		to prepare the requirements stipulated in the CHED's reply with regards to the opening of new programs namely the BSM and BSN	Preparation of Requirements stipulated in CHED's reply for BSN and BSM Program	1. Review CHED's reply 2. Comply the needed requirements stipulated in the said reply. 3. Formulate necessary documents and recommendations for BOT approval	Complied the necessary requirements stipulated in CHED's reply	January-December	
		to affiliate with new institutions for the Related Clinical Experience of BSN and BSM Programs		1. Scout for prospected clinical institutions like hospitals and lying-in clinics 2. Collaborate with the Planning, Research, Extension Office for linkage with the prospected health institutions 3. Create MOA with the said health institutions through PRE Office		March-May	P10,000
				1. formulate syllabus	Memorandum of Agreement with the prospected health institutions for the BSM and BSN Programs		

Institute of Midwifery	to create an outcomes-based syllabus for each board subject for the review program	Outcomes-based Syllabus for Board Subjects	2. submit the formulated syllabus to the Institute's Dean for approval.	Outcomes-based Syllabus for Board Subjects	January-May	
	to create table of specifications based on OBE-formatted syllabus of each board subject as basis for test questions to be used in preboard exams	Table of Specifications for the OBE formatted Preboard Exams	1. formulate the TOS 2. Submit the formulated TOS to the Institute's Dean for approval.	Table of Specifications for the OBE formatted Preboard Exams	January-May	
	to formulate test questions for preboard exams based on TOS created	TOS-based Test Questions for Preboard Exam	1. Formulate the TOS-based TQs 2. Submit the formulated TOS-based TQ to the Institute's Dean for approval.	TOS-based Test Questions for Preboard Exam	January-May	P20,000
			1. Create schedule of the CAEP for MLE based on the following phases of the program: a. Undegrad phase- CAEP for graduating 2nd years (2nd Semester)			

	<p>to strengthen the conduct of review classes by increasing the phases of the review</p>	<p>Competency Appraisal and Enhancement for MLE</p>	<p>b. In-house Phase (June, 1st Sem)</p> <p>c. Local Lecturers' Phase</p> <p>d. National Lecturers' Phase</p> <p>e. Intensive Exams Phase (6 Weeks)</p> <p>f. Final Coaching Phase</p>	<p>Competency Appraisal and Enhancement for MLE</p>	<p>January-May</p>	
	<p>to propose for a subsidized review program</p>	<p>Subsidized Review Program</p>	<p>a. 1. Submit proposal to the BOT that the review program be subsidized as a form of investment to increase the rate of school performance in the licensure exam</p>	<p>Subsized Review Program as School's Investment</p>	<p>January-March</p>	P190,000.00
	<p>to prepare the requirements stipulated in the CHED's reply with regards to the opening of new program namely the BS in Accountancy</p>	<p>Preparation of Requirements stipulated in CHED's reply for the BSA Program</p>	<p>1. Review CHED's reply</p> <p>2. Comply the needed requirements stipulated in the said reply.</p> <p>3. Formulate necessary documents and recommendations for BOT approval</p>	<p>Complied the necessary requirements stipulated in CHED's reply (Curriculum, Curriculum Mapping, Faculty Profile and others)</p>	<p>Jan-19</p>	P2,500.00
	<p>to have updated OBTLPI with updated references</p>	<p>Outcomes-based Teaching Learning Plan (OBTLPI)</p>	<p>Update/Revise OBTLPI</p>	<p>Updated OBTLPI</p>	<p>March, May & October 2019</p>	-

Institute of Business and Financial Services	to synchronize curricula and OBTLIP with CHED		Synchronize the curriculum and OBTLIP with those prescribed by CHED	Curriculum and OBTLIP	Jan-19	-
	to revisit fully the relevance of the curriculum of GADTC with the demands of students, faculty and industry	Multi-Sectoral Forum	Connect with the Linkages Office for the list of partner industries	Approved letter and training design, attendance sheet, minutes and documentation	Apr-20	P30,000.00
			Send letter to the industry			
			Prepare/Make Training Design			
			Conduct the Multi-Sectoral Forum			
	to improve teaching efficiency of faculty	Class Observation	Observe classes to business instructors.	Class Observation Tool	February 2019; August 2019, February 2020	-
	to be more informed and competent faculty & staff	Institute regular meeting	Hold institute regular faculty and staff meeting	Minutes of the Meeting	-	-
			1. Review CHED's reply			

Institute of Computer Studies	to prepare CHED's requirements for the recognition of the existing programs (BSCS & ACT) and for the opening of a new program (BSIS)	Preparation of Requirements stipulated in CHED's reply for BSIS	<p>2. Comply the needed requirements stipulated in the said reply.</p> <p>3. Formulate necessary documents and recommendations for BOT approval</p>	Complied necessary requirements stipulated in CHED's reply	January - December 2019	P 5,000.00
	to create/update all OBTLPs	OBTLP	1. Create/Update OBTLP	Updated OBTLPs		----
	To comply with the requirements for the CHED recognition of revised curricular programs	<p>CHED Recognition of IAS PROGRAMS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> AB POLITICAL SCIENCE <input type="checkbox"/> AB ENGLISH-language <input type="checkbox"/> AB BROADCASTING 	Submit to CHED revised curricular programs and other requirements based on CMO's relative to the programs	CHED Recognized IAS curricular programs		
			1. Review CHED's reply			

Institute of Arts & Sciences	to prepare the requirements stipulated in the CHED's reply with regards to the opening of new program namely AB History	Preparation of Requirements stipulated in CHED's reply for AB History Program	<p>2. Comply the needed requirements stipulated in the said reply</p> <p>3. Formulate necessary documents and recommendations for BOT approval</p>	Complied the necessary requirements stipulated in CHED's reply	
	to make initial moves for the opening of BS Mathematics in the institute	BOT approval of the the opening for BS Mathematics	<p>1. Prepare the proposed curriculum of BS Math in accordance to the programs CMO, and the budgetary requirements</p> <p>2. present the proposed program to the BOT for approval</p>	BOT Approval for the opening of BS Math in the institute of Arts and Sciences	
	to create an outcomes-based syllabus for each board subject for the review program	Outcomes-based Syllabus for GE and major courses	2. submit the formulated syllabus to the Institute's Dean for approval.	Outcomes-based Syllabus for GE and major courses	
	to formulate GE Courses Workbooks	GE Courses Workbooks	<p>1. Formulate project design for GE Courses Workbooks</p> <p>2. Propose project design for BOT approval</p>	GE Courses Workbooks	

Institute of Criminal Justice Education	To prepare the requirements in opening the BS in Industrial Security Management in connection to the CHED's reply of the application.	Preparation of Requirements in opening the BS in Industrial Security Management.	Comply the needed requirements as required by the CHED.	Prepared Documents		
	To have updated OBTLPI with updated references	Outcomes-based Teaching Learning Plan (OBTLPI)	Update/Revise OBTLPI	Updated/Revised OBTLPI	March, May & October 2019	
	To improve teaching efficiency of faculty	Class Observation	Observe classes to criminology instructors.	Class Observation Tool	February 2019; August 2019	
	To be more informed and competent faculty & staff	Institute regular meeting	Hold institute regular faculty and staff meeting	Minutes of the Meeting		
	To strengthen the Criminology Road Map Strategy	Criminology Road Map Strategy	Prepare the TQs, and schedule of the examination.	Accomplished report	Jan – March 2019.	
	To strengthen the Criminology Review Program.	2019 Criminology Review Program	Prepare training designs.	Above National Percentage passing rate.	Jan – June 2019	

Area	Strategic Objectives		Programs	Activities	Target Outputs	Person Involved	Timeline (month)	Budgetary Requirement
	Office							
IV STUDENT SERVICES & DEVELOPMENT	Institute of Midwifery	to equip students with skills in First Aid and Basic Life Support as members of the College Red Cross Youth	Basic Life Support and First Aid Training for Students	1. Collaborate with office of College Health Services/Clinic, Caregiving Instructor 2. Create a training design for the training 3. Submit the training design for approval. 4. Conduct the said training	College Red Cross Youth First Aid Responders	SBO Adviser	January	P20,000
		to endorse students for NCII Caregiving and Health Care Services Assessment		1. endorsl list of students to gadtc				
		to have more qualified business students who can tackle and pass the Bookkeeping assessment	Bookkeeping NC III Review	1. Conduct orientation to trainees regarding the bookkeeping review. 2. Prepare action plan. 3. Conduct the bookkeeping review to trainees.	Competent Trainees	Dean, Program heads and Assigned Faculty	February & September 2019	-

Institute of Business and Financial Services	to endorse students for Bookkeeping NCIII Assessment	Bookkeeping NCIII Assessment	1. endorse list of students to gadtc 2. Assist trainers during bookkeeping assessment.	Bookkeeping NCII Holder Students/Trainees	Dean, Program heads and Assigned Faculty	Jan-19	P70,000.00
	to have motivated better students	Academic Consultation	Schedule academic consultations.	Motivated students	Dean, Program heads and all Faculty	January & August 20	-
		Midterm Achievers' recognition	Recognize midterm achievers by posting in the bulletin board.				
	to develop the students about good study habits and acquire greater self-confidence	Growth and Development	Give growth and development sessions through the Guidance Center.		Dean & Program Heads	February 2019 & August 2019	-
	to exposed students to the real world of business and other government agencies	Apprenticeship/ Practicum	1. Send students to business establishments & offices in an apprenticeship or practicum. 2. Bring students to industry and business establishments on a plant/ establishment tour.				
			Exposed students	Practicum Coordinator	Faculty	Sep-19	-

	to promote leadership skills, cooperation & development of talents, building of self-confidence, acquisition of social graces and teamwork	Business Days/ Week	Celebrate Business Days/ Week	Developed students by holding symposia, quiz bowl, film viewing, trade fair, alternative classes (bigger crowd) and other activities.	All Faculty	Feb-19	-
		Acquaintance Party	Hold acquaintance party.	More acquainted students		Jul-19	-
	to enhance student organizations	Student Leaders Development	<ol style="list-style-type: none"> 1. Follow-up programs undertaken by the organizations. 2. Conduct specialized training & seminar-worshop. 3. Participate in the different activities/ celebrations for the the duly recognized accredited student organizations. 	Competent and confident student leaders	JAMEX, JEHRO, SBO AND AYOA Advisers	Jun-19	-
			<ol style="list-style-type: none"> 1. Collaborate with the partner industries who will train the students 				

Institute of Computer Studies	to expose students to the IT industries and other agencies (private & government)	Practicum / OJT	2. MOA signing 3. Send the students to the partner industries/agencies for practicum/OJT 4. Conduct the said training	OJT Coordinator	June - July 2019	---
Institute of Arts & Sciences	to intensify internship program for IAS Comm students	Enhanced IAS internship program	1. strengthen partnership between IAS and the partner industry 2. close monitoring of the interns and partner industry 3. conduct pre and post conference	Enhanced IAS' AB-Comm internship program	Dean, Internship Coordinator, Internship Instructor, Partner Industry	January-Decemb None
Institute of Criminal Justice Education	To conduct 3 rd Year Students Criminology Acceptance Training.	Criminology Acceptance Training	Prepare the plans and programs of the Criminology Acceptance Training.	Trained 3 rd Criminology Students.	Program Head & CITU Adviser	Within Jan – Feb 2019
	To conduct 1 st Year students Criminology Preparatory Training.	Criminology Preparatory Training	Prepare the plans and programs of Criminology Preparatory Training	Trained 1 st Criminology Students.	Program Head & CITU Adviser	Within Jan – Feb 2019

Institute of Teacher Education	To conduct Criminology Turn-over Ceremony.	Criminology Turn-over Ceremony	Prepare the plans and programs of Criminology Turn-over Ceremony	Actual Criminology Turn –over Ceremony.	Program Head & CITU Adviser	Mar-19	50, 000.00
	To conduct Criminology Day	Criminology Day	Prepare the plans and programs of Criminology Day	Actual criminology day	Program Head & SBO Adviser	Within Jan – Feb 2019	
	to equip students with skills in teaching and learning processs	Enhanced Teaching Learning Process	1. identify programs and acivities for the improvement of the skills in teaching and learning process 2. Create a training design for the training 3. Submit the training design for approval. 4. Conduct the said training	Enhanced Teaching Learning	All ITE Faculty and Students	January-March	20,000.00
	to increase passing rate in BLET	Enhanced ITE Review program	1. develop evaluation and monitoring tools for the review program 2. alignment of test question to TOS set by PRC 3. close monitoring and evaluation of the review program	Increased BLET ITE passing rate	Dean, Review Coordinator	January-December	None

	to intensify Internship Program of ITE	Enhanced ITE Internship Program	<ol style="list-style-type: none"> 1. strengthen partnership between ITE and the cooperating school 2. close monitoring of the interns and cooperating school. 3. conduct pre and post conference 	Enhanced ITE Internship Program	Dean, Internship Coordinator, Internship Instructor, Cooperating Schools	January-December	None
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Area	Strategic Objectives		Programs	Activities	Target Outputs	Person Involved	Timeline (month)	Budgetary Requirement
	Office							
V ENTREPRENEURSHIP AND EMPLOYABILITY	Institute of Midwifery	to assess for the hiring preferences of LGU's of Misamis Occidental for Rural Health Midwives	Hiring Preferences for Rural Health Midwives among LGU's of Misamis	1. prepare proposal	Hiring Preferences for Rural Health Midwives among LGU's of Misamis Occidental: Basis for Deployment of GADTC's Graduation of Midwifery Program	Research Coordinator, Research Area Coordinator	January-March	P20,000
				2. coordinate with Research Office and Linkage Office 3. Prepare budgetary design and schedule 4. Conduct of study				
		to trace the status of graduates of midwifery program	Tracer Study	1. prepare proposal	Profile Of Graduate Respondents Of Midwifery Program Across School Year 1992 To 2018: A Tracer Study	Research Coordinator, Alumni coordinator	January-March	P20,000
				2. coordinate with Research Office and Linkage Office 3. Prepare budgetary design and schedule 4. Conduct of study				

Institute of Business and Financial Services	to trace the status of graduates of MM, HRM & OA programs	Tracer Study	1. prepare proposal 2. coordinate with Research Office and Linkage Office 3. Prepare budgetary design and schedule 4. Conduct of study	Profile Of Graduate Respondents of Business Programs Across School Year 1992 To 2018: A Tracer Study	Alumni Coordinator	January - May 2019	-
Institute of Computer Studies	to trace the status of graduates of BSCS & ACT program	Tracer Study	1. prepare proposal 2. coordinate with Research Office and Linkage Office 3. Prepare budgetary design and schedule 4. Conduct the study		Alumni Coordinator	January - October 2019	-
Institute of Arts &	to assess for the hiring preferences of BPO, broadcasting media and Justice Court employees	Hiring Preferences for BPO, broadcasting media and court employees among LGU's of Misamis Occidental	1. prepare proposal 2. coordinate with Research Office and Linkage Office 3. Prepare budgetary design and schedule 4. Conduct of study	Hiring Preferences for BPO, broadcasting media and court employees among LGU's of Misamis Occidental: Basis for Deployment of GADTC's Graduates of Arts and Sciences' Programs			

Sciences	to trace the status of graduates of AB-English, AB-Polsci and AB-Comm Programs	Tracer Study	1. prepare proposal 2. coordinate with Research Office and Linkage Office 3. Prepare budgetary design and schedule 4. Conduct of study	Profile Of Graduate Respondents Of Arts and Sciences Programs Across School Year 1992 To 2018: A Tracer Study				
Institute of Criminal Justice Education	To trace the status of graduates of MM, HRM & OA programs		1. prepare proposal 2. coordinate with Research Office and Linkage Office 3. Prepare budgetary design and schedule 4. Conduct of study					
			1. prepare proposal 2. coordinate with Research Office and Linkage Office 3. Prepare budgetary design and schedule 4. Conduct of study					
			1. prepare proposal 2. coordinate with Research Office and Linkage Office 3. Prepare budgetary design and schedule 4. Conduct of study					
			1. prepare proposal 2. coordinate with Research Office and Linkage Office 3. Prepare budgetary design and schedule 4. Conduct of study					
Institute of Teacher Education	to trace the status of graduates of BSED and BEED graduates	Tracer Study	1. craft research proposal 2. coordinate with Research Office and Linkage Office 3. Prepare budgetary design and schedule 4. Conduct of study	Traced graduates of BSED and BEED	Alumni Coordinator	January - May 2019		

Area	Strategic Objectives		Programs	Activities	Target Outputs	Person Involved	Timeline (month)	Budgetary
	Office							
VI RESEARCH	Institute of Midwifery	to conduct research activities in the area of public health	Research Arm: Public Health Area	1. Collaborate with Planning, Research and Extension Office 2. Collaborate with the GADTC Clinic 3. Draft and finalize assessment tool for the implementation of the research 4. Meet with the respondents of the research	Assessment on GADTC Employees' Health Practices: Health Threat , Health Deficit, or Foreseeable Crisis	Research Coordinator, Faculty with Medical and Dental Clinic Load	January-March	P20,000
				1. collaborate with CHO regarding brgys with significant health-related issues 2. Collaborate with Brgy Chairman of the participating brgy 3. Draft and finalize assessment tool for the implementation of the research 4. Meet with the respondents of the research	Community Organizing Participatory Action Research of a Brgy in Tangub City	Research Coordinator, Extension Coordinator, CP PHC 2 instructor	January-March	P20,000

Institute of Business and Financial Services	to conduct research activities with impact to curriculum development, instruction, industry, institution, program development and LGU	Research	1. Identify research agenda 3. Come up the proposal manuscript 6. Distribute questionnaire to the respondents 8. Prepare for final defense 10. Final Paper	Full-blown research paper	All	Jan-19	P5,000.00	
Institute of Computer Studies	to conduct research activities with impact to curriculum, instruction, industry, and LGU		1. Collaborate with the Research & Extension Office for the Software Development 2. Analysis & Design 3. Software Development 4. Software Testing 5. Implementation & Deployment			Feb-19		
			1. Identify Research Agenda 6. Software Development 7. Software Testing 8. Final Paper			Mar-19		
			1. Collaborate with Planning, Research and Extension Office 2. Collaborate with the GADTC Clinic			January - December 2019		
			Assessment on GADTC Employees' Health Practices: Health Threat ,			January - December 2019		

Institute of Arts & Sciences	to conduct research activities in the area of public health	Research Arm: Public Health Area	3. Draft and finalize assessment tool for the implementation of the research	Health Deficit, or Foreseeable Crisis		
			4. Meet with the respondents of the research			
Institute of Criminal Justice Education	To conduct research activities with impact to curriculum development, instruction, industry, institution, program development and LGU	Research	1. collaborate with CHO regarding brgys with significant health-related issues	Community Organizing Participatory Action Research of a Brgy in Tangub City		Feb-19
			2. Collaborate with Brgy Chairman of the participating brgy			
Institute of Teacher Education	to conduct research activities in the area of education	Milestone in ITE Research	3. Draft and finalize assessment	Full-blown research paper	All	Mar-19
			4. Meet with the respondents of the research			
			1. Identify research agenda	Daycare Center of Tangub City: An Assessment	Dean, ITE Research Coordinator, All Faculty and Students	January-December
			2. Prepare for the concept paper			
			7. Tally, analyze and interpret the data			
			8. Prepare for final defense			
			9. Revise and Integrate the suggestions of the Panelists.			
			10. Final Paper			
			1. craft research proposal	Assessment of ITE Review		50,000.00
			4. meet with the respondents of			

	ITE Research Fora	1. create a training design for the program 3. conduct the said program	ITE Research Fora		
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Area	Strategic Objectives		Programs	Target Outputs	Person Involved	Timeline (month)	Budgetary Requirements
	Office						
VII COMMUNITY EXTENSION SERVICES	Institute of Midwifery	to conduct community extension programs in the area of public health	Community Extension Arm: Public Health Area	Improving the Health Status of a Barangay in Northern Mindanao through Community Organizing and Participatory Action Research	Research Coordinator, Extension Coordinator, CP PHC 2 instructor	January-March	P20,000
	Institute of Business and Financial Services	to conduct research based community extension programs to public market vendors and possible adopted barangay	Community extension	Needs Assessment to Public Market Vendors	Research Coordinator	Jan-19	P3,000.00
	Institute of Computer Studies	to conduct research-based community extension programs in the field of IT applicable to the selected adopted barangay	Community Extension	research-based community extention program	Community Extension Coordinator & All Faculty Members	March - December 2019	P 5,000.00

Institute of Arts & Sciences	to conduct community extension programs in the area of language, communication and politics	Community Extension Arm: Social, Economic and Political Area	Sicot as a Cradle of Subanen Culture				
Institute of Criminal Justice Education	To conduct research based community extension programs to possible adopted barangay	Community extension	Actual community extenstion	CAES Coordinator & Research Coordinator	Jan-19		
Institute of Teacher Education	to conduct community and academic extension programs in the area of education	ITE Community and Academic Extension Program	ITE Community and Academic ExtensionProgram	Dean, ITE Community Extension Cordinator, All Faculty and Students	January-December	30,000.00	

Area	Strategic Objectives		Programs	Target Outputs	Person Involved	Timeline (month)	Budgetary Requirements
	Office						
VIII LIBRARY	Institute of Midwifery	to acquire additional library holdings	Library Holdings Acquisition	Increased Library Holdings Acquisition	Dean, Library Area coordinator	January-May	P150,000
		to increase library usage by faculty and students	Increased Usage of book references by the students in the faculty and students in the Library	Increased Utilization Rate of book references by the students in the Library through Embedded Library Work in the OBTL	Library area coordinator, Research coordinator, all faculty	May-November	P10,000
		to acquire additional library holdings	Library Holdings Acquisition	Increased Library Holdings Acquisition	Library Coordinator	Jan-19	P1,800,000.00

Institute of Business and Financial Services	to increase library usage by faculty and students	Increased Usage of book references by the faculty and students in the Library	Increasing the Utilization Rate of book references by the students in the Library through Embedded Library Work in the OBTL	All	Jan-19	-
	to acquire additional library holdings	Library Holdings Acquisition	Increased Library Holdings Acquisition	Library Coordinator	January - December 2019	P 2,000,000.00
Institute of Computer Studies	to increase library usage by faculty and students	Increased Usage of book references by the faculty and students in the Library	Increasing the Utilization Rate of book references by the students in the Library through Embedded Library Work in the OBTL	All Faculty Members	April - October 2019	----
	to acquire additional library holdings	Library Holdings Acquisition	Increased Library Holdings Acquisition			

Institute of Arts & Sciences	to increase library usage by faculty and students	Increased Usage of book references by the faculty and students in the Library	Increasing the Utilization Rate of book references by the students in the Library through Embedded Library Work in the OBTLP			
Institute of Criminal Justice Education	To acquire additional library holdings	Library Holdings Acquisition	Increased Library Holdings Acquisition	Dean, & Program Heads	Feb-19	
	to acquire additional library holdings	Library Holdings Acquisition	Increased Library Holdings Acquisition			
Institute of Teacher Education	to increase library usage by faculty and students	Increased Usage of book references by the faculty and students in the Library	Increased Utilization Rate of book references by the students in the Library through Embedded Library Work in the OBTLP	Dean, All Faculty	January-December	c/o library

Area	Strategic Objectives		Programs	Activities	Target Outputs	Person Involved	Timeline (month)	Budgetary Requirements	
	Office								
IX LABORATORY		to provide an environment		<p>1. Completion of the physical set-up of the Nursing/Midwifery/Caregiving Arts Room</p>	<p>1. Designing of the physical set-up of the Nursing/Midwifery/Caregiving Arts Room based on CHED's Policies and Guidelines for Nursing/Midwifery Programs and TESDA's Policies and Training Regulations for Caregiving</p> <p>2. Designing of the Budget Proposal of the said Arts Room with regards to the Purchase of Equipments and Materials</p> <p>3. Presentation of the design and budget to the Board of Trustees</p>	Nursing/Midwifery/Caregiving Arts Room	Dean, Laboratory Coordinator	January-December	P200,000.00

Institute of Midwifery	conducive to students' learning experience prior to deployment in the clinical area	<p>1. Designing of the physical set-up of the Theater-type Demonstration/Classroom</p> <p>2. Construction of Theater-type Demonstration/Classroom</p> <p>3. Presentation of the design and budget to the Board of Trustees</p> <p>3. Procurement of Midwifery Laboratory Supplies, Equipments, and Materials</p> <p>4. Procurement</p>	1. Designing of the physical set-up of the Theater-type Demonstration/Classroom	<p>Theater-type Demonstration Classroom</p> <p>Procured Midwifery Laboratory Supplies, Equipments and Materials</p>	<p>Dean, Laboratory Coordinator</p> <p>Dean, Laboratory Coordinator</p>	January-December	108,811.00
			2. Designing of the Budget Proposal of the said Arts Room with regards to the Purchase of Equipments and Materials				
			3. Presentation of the design and budget to the Board of Trustees				

Institute of Business and Financial Services	to provide an environment conducive to students' learning and promote effective instruction	<p>Simulation Room/ Business Center</p> <p>2. Prepare budget proposal with regards to the purchase of equipment, furniture and fixtures, TV, projector and screen and others.</p> <p>3. Present the design and budget to the Board of Trustees.</p>	<p>Fully furnished simulation room/ business center</p>	Physical Plant Coordinator, Program heads, Dean and Faculty		
	To upgrade the	<p>Classroom for Accounting courses</p> <p>1. Design the physical set-up of the accounting classroom.</p> <p>2. Prepare budget proposal with regards to the purchase of accounting glass boards, chairs, TV and others.</p> <p>3. Present the design and budget to the Board of Trustees.</p>	<p>Accounting classrooms</p>	Program Head and Dean	Jan-19	P372,000.00
		<p>1. Prepare budget proposal with regards to the purchase of hardware, software and other facilities/equipments.</p>				

Institute of Computer Studies	existing facilities/equipments of the existing computer laboratories	Upgraded computer laboratory facilities/equipments	1. Prepare budgetary design and schedule of installation 2. Presentation of the and budget to the Board of Trustees 3. Purchasing of the needed facilities	Upgraded computer laboratory facilities	Dean & Program Head	January - December 2019	P 848, 668.00
Institute of Arts & Sciences	to provide an environment conducive to students' learning experience that will demonstrate skills able to produce and present analytical reports	1. Installation of the Multi-media laboratory 2. Installation of Moot Court	For Speech Lab 1. Installation of the first fifteen computer set for speech laboratory 2. Installation of another fifteen computer set for speech laboratory 3. Installation of the audio-production room equipment 1. Designing of the physical set-up of the AB-Polsci Moot Court 2. Designing of the Budget Proposal of the said moot court with regards to the Purchase of Equipments and Materials	Multi-media laboratory	Moot Court		

			3. Presentation of the design and budget to the Board of Trustees for approval				
Institute of Criminal Justice Education	To strengthen the Laboratory facilities.	Laboratory Improvements.	To prepare plans for the laboratory improvements.	Improved Crim-Lab.	Dean, Program Heads & Laboratory Coordinator	Jun-19	
Institute of Teacher Education	to enhance ITE demonstration and simulation room.	Demonstration and Simulation Room	<p>1. Designing of the physical set-up of ITE demonstration and simulation room.</p> <p>2. Preparing of the Budget Proposal of the said Room with regards to the Purchase of Equipments and Materials</p> <p>3. Presentation of the design and budget to the Board of Trustees</p>	Enhanced ITE Demonstration and Simulation Room	Dean, VP for Admin.	January-December	500,000.00
	to propose TLE room for BEED program in completion to ched requirements.	TLE Room	<p>1. to craft TLE room design</p> <p>2. Preparing of the Budget Proposal of the said Room with regards to the Purchase of Equipments and Materials</p>	TLE Room	Dean, VP for Admin.	January-December	1M

3. Presentation of the
design and budget to
the Board of Trustees

Area	Strategic Objectives		Programs	Activities	Target Outputs	Timeline (month)	Budgetary Requirements
	Office						
X PHYSICAL PLANT	Institute of Midwifery	to provide an environment conducive to students' learning experience prior to deployment in the clinical area	Procurement of furnitures, fixtures, and equipments	1. Formulate training design for procurement of said equipments and materials	Procured furnitures, fixtures, and equipments	January-December	P122,500.00
	Institute of Business and Financial Services			2. Endorsement to Administration and Finance			
	Institute of Computer Studies			3. Presentation to BOT			
	Institute of Arts & Sciences			4. Procurement			
	Institute of Criminal Justice Education						
	Institute of Teacher Education	to propose students lounge for ITE students'	ITE Students' Lounge	1. to craft students lounge design	ITE Students' Lounge	January- December	10,000.00
				2. Preparing of the Budget Proposal of the said students' lounge with regards to the Purchase of Equipments and Materials			
				3. Presentation of the design and budget to the Board of Trustees			

Office of the Student Affairs

OFFICE/UNIT	OBJECTIVES	PROGRAMS/PROJECTS	ACTIVITIES	TARGET OUTPUTS	TIMELINE	PERSON RESPONSIBLE	BUDGETARY REQUIREMENT
	To collect, record, and utilize information of the students to identify the personalities and capacities of every client for future references.	Individual Inventory Service	<p>Creation of Student's Individual File</p> <p>File Update</p> <p>Initial Interview</p> <p>Exit Interview</p>	<p>New and transferee students</p> <p>Old Students</p> <p>New and transferee students</p> <p>Graduating students</p>	<p>June 2019 (for 1st sem A.Y. 2019-2020)</p> <p>October 2019 (for 2nd sem A.Y. 2019-2020)</p> <p>June 2019 (for 1st sem A.Y. 2019-2020)</p> <p>October 2019 (for 2nd sem A.Y. 2019-2020)</p> <p>June 2019 (for 1st sem A.Y. 2019-2020)</p> <p>October 2019 (for 2nd sem A.Y. 2019-2020)</p> <p>March 2019 (for 1st sem A.Y. 2019-2020)</p>	Guidance Personnel	

				October 2019 (for 2 nd sem A.Y. 2019- 2020)		
To gather information of clients using psychological tests and non-psychometric devices.	Testing Service	Admission Test	Incoming freshmen	January 2019 (for 1 st sem A.Y. 2019- 2020)	Testing Officer	
				October 2019 (for 2 nd sem A.Y. 2019- 2020)		
		Psychological Assessment	GADTC faculty and staff applicants	May 2019; September 2019	Testing Officer	
		Orientation	Freshmen	Jun-19	Guidance Personnel	
			Faculty and Staff			
		Bulletin Board	All students	Jun-19	Guidance personnel	
			Adjustment to College Life (First Year)	Jun-19		
			Improving Time-Management (All year levels)	Aug-19		
			Financial Management (All year levels)	Sep-19		

Guidance and Admission Office	Information Service	Enhancement Programs for Students	<i>Boosting Self-Esteem</i> (All year levels)	Jul-19	Guidance personnel; resource speakers
			<i>Job Specification</i> (Graduating Students)	Mar-19	
			<i>Mock Interview</i> (Graduating Students)	Mar-19	
To help the Individual	Information Service	Guidance Seminar /Prevention and Wellness Program	<i>Job Fair</i> (Graduating Students)	Mar-19	Guidance personnel; resource speakers
			<i>Suicide Awareness Seminar</i> (All year level)	Oct-19	
			<i>Love Concert Symposium</i> (All year level)	Feb-19	
To help the Individual	Information Service	Guidance Seminar /Prevention and Wellness Program	<i>Career Guidance Activities</i> (SHS, First and Second year)	Mar-19	Guidance personnel; resource speakers

<p>students develop his/her ability to explore the problem, consider possible solutions, and make significant decisions.</p>	<p>Counseling</p>	<p>Group</p>	<p>Referred and walk-in clients</p>	<p>Within the semester</p>	<p>Guidance counselor</p>	
		<p>Multiple</p>				
<p>To improve and enhancement of the learning environment for students.</p>	<p>Referral</p>		<p>Referred and walk-in clients</p>	<p>Within the semester</p>	<p>Guidance personnel</p>	
<p>To determine the status of the person who received assistance and what other assistance must be rendered so that the service is complete and holistic.</p>	<p>Follow-up</p>		<p>Referred and walk-in clients</p>	<p>Within the semester</p>	<p>Guidance personnel</p>	

To be able to respond to the needs and behaviors sought by parents, teachers, administrators, or spouses, for guidelines on how to deal with a person or situation	Consultation		Referred and walk-in clients	Within the semester	Guidance personnel	
To serve as the arm of the Guidance Center in promoting its services	Peer Outreach Program		Peer facilitators assists the Guidance Office through its tutorial program and community services	Within the semester	Guidance personnel	
To be able to provide baseline data for the improvement of future programs and services of the Guidance and Admission Office.	Research and Evaluation		Students of group interest	Within the semester	Guidance personnel	

	To support the strategic plan of the College	Accreditation/Recognition	Prepare Training Design for Grammar Checking and Training Design for Synchronization of the manuals of the College	Endorsed Training Design to appropriate signatories with notified availability of funds	2019	Student Handbook Development Committee/Head, Scholarship and Welfare Office one of the Committee Member; Management	P37,000 for Legal Oversight P20,400 for Grammar Checking UniFAST Charged Student Handbook
			Prepare documents for accreditation exhibit on student financial assistance-A.Y. 2018-2019 only	Compiled documents	1st Semester 2019-2020	(Area IV-F only) Jenieffer Tia	Materials and Supplies and Communication Fee
To develop the student body (Alfonso) of GADTC thru Comprehensive Student Development Program	ALFONSO CAMPUS LIFE PROGRAM- Scholars Ug Ginikanan Assembly (SUGA): Advisory for Leadership and Mobilization		Integrate the program/services of the Office	CHED and Academic Scholars/Grantees General Assembly with parents/guardians	2nd Semester 2018-2019	Institute Deans/Academics/Admin and Finance with OSA, Guidance and Admission and Scholarship and Welfare Office Head	

		Conduct Orientation on both parents and scholars on the scholarships and grants they are enjoying			
		Provide avenue for general assembly of both Scholars and Parents			
		Enhance awareness on the process of application, renewal, deferment and termination of the scholarships and grants			
		Engage parents in consultative process of engaging scholars to campus and community activities			

Training
Design
charged to
student
development
fund

SCHOLARSHIP AND WELFARE	After School Program: AKo, IKAW	This is a tutorial program intended for those Alfonsos who have low academic performances Alfonsos and were recipients of scholarships and grants offered by GADTC and other sponsoring entities.	Tutorial program extended by CHED and Academic Scholars/Grantees to Alfonsos endorsed to avail the program			
	To address/realized student needs	Evaluation and Monitoring	Semestral Evaluation for CHED Scholars	Semestral coordination with CHED Region 10 and Semestral evaluation and monitoring of the CHED Scholars	After the end of the semester	Scholarship and Welfare Office
			Conduct priority intervention based on the need assessment report for NCIP (Concepcion)	Intervention Activity	May-19	OSA:Scholarship and Welfare Office with Guidance and Admission Office
	To have effective student development program	Policies and Guidelines for the scholarship and grants	Establish coordination and endorsed copy of the resolution to the coordinators/advisers/coaches	Approved Resolution/copy of the billing/masterlist template endorsed to coordinators	A.Y. 2018-2019	Scholarship and Welfare Office and Accounting/Budget Office/Coordinators/Coaches/Advisers

	TES Implementation	Coordinate with the Region for the TES Implementation	Post Posters/Flyers/Tar paulins/Announcements	A.Y. 2018-2019	OSA/Scholarship and Welfare Office	
			Management of Online Portal for TES Implementation	A.Y. 2018-2019	Scholarship and Welfare Office/Accounting /Cashier/Processor/Pavroll Maker	
	Academic Scholarship Program	Endorsement for payroll processing for the qualified and approved applicants for A.Y. 2018-2019	Endorsement received by the Accounting/Processor for Claims of the recipients			
		Implement the devised Insurance Form				Budget for the program stipulated on the approved budget
	Institutional Scholarship Program	Endorsement for payroll processing for the qualified and approved applicants for A.Y. 2018-2019				
	Other scholarship Program	Endorsement for payroll processing for the qualified and approved applicants for A.Y. 2018-2019				

	To recognize the student officers in every institute and give the full authority of being a student officers abiding the student manual of the school	Induction of SSB and SBO Officers	Conduct the induction of SSB and SBO officers	Student officers will be recognized and serve the students of GADTC abiding the student manual	Jun-19	Jade Mark C. Abapo (Prefect of Student Development & Activities)	P10, 000.00
	To equip the students and student officers with the necessary skills needed in the effective and efficient dispense of their duties and responsibilities.	SSB, SBO and SRO Leadership Training and Seminar-Workshop	Facilitate and conduct the SSB, SBO and SRO Leadership Training and Seminar-Workshop	Student Officers will enhance the potential leadership skills and competence of the student officers	Jul-19	Jade Mark C. Abapo (Prefect of Student Development & Activities)	P100,000.00
				Organization's Faculty Adviser will have the knowledge and		Jade Mark C. Abapo	

To give the knowledge and expertise on what are their duties and responsibilities	Faculty Adviser's Training and Seminar Workshop	Conduct the Adviser's Training and Seminar Workshop	expertise on what are their duties and responsibilities and how to deal with problems of the organization	July – August 2019	(Prefect of Student Development & Activities)	P30,000.00
To develop the socialization, discovery, talents and skills of every students	GADTC Games 2018 and Acquaintance Party 2018	Facilitate the GADTC Games 2018 and Acquaintance Party 2018	Students will develop the sense of sportsmanship and socialization	Aug-19	Jade Mark C. Abapo (Prefect of Student Development & Activities), OSA Dean,	
To enhance the socialization, discovery, talents and skills of every students in the institute	Institute's Day/s-Week ü ICS ü IAS ü IBFS ü ISHS ü IOM ü ICJE ü ITE	Assess, monitor, approve and evaluate their activities during the day of celebration	Students will enhance their mental and physical abilities through socialization and discovery of talents and skills	June 2019-April 2020	Jade Mark C. Abapo (Prefect of Student Development & Activities), Advisers and Deans per institute	

Prefect of Student Development and Activities	To hasten the knowledge and expertise in crafting the organization's Constitution and By-Laws	SSB, SBO & SRO Seminar-Workshop on Crafting the Organization's Constitution & By-Laws	Conduct the seminar-workshop	Students will hasten their knowledge and expertise in crafting the CBL and impart to others	Oct-19	Jade Mark C. Abapo (Prefect of Student Development & Activities)	P50,000.00
	To hasten the knowledge and expertise in their respective duties and responsibilities	SSB, SBO, SRO Treasurer, Secretary and Auditor Seminar-Workshop	Conduct the seminar-workshop	Students will hasten the knowledge, expertise and apply their respective duties and responsibilities		Jade Mark C. Abapo (Prefect of Student Development & Activities)	
	To establish collaboration and cooperation between and among campus advisers and student leaders in the ASEAN region in line with the PACSAs main objective and goal	Attendance to Philippine Association of Campus Student Advisers Convention, Training and Seminar-Workshop	Participate the Philippine Association of Campus Student Advisers Convention, Training and Seminar-Workshop	Advisers will be one of the beneficiaries of PACSAs shared best practices in campus advising and student leadership among universities and colleges in the ASEAN Region that promotes inter-cultural understanding.	Sep-19	Jade Mark C. Abapo (Prefect of Student Development & Activities)	P50,000.00
					Nov-19		P180,000.00

To develop the creativity and originality of the student officers/members of the organization	Christmas Symbol's Miniature in GADTC	Design and implement the Christmas Symbol's Miniature in GADTC	Students will develop their creativity and originality	November – December 2019	Jade Mark C. Abapo (Prefect of Student Development & Activities)	P80,000.00
To enhance the socialization, discovery, talents and skills of every faculty advisers/student officers and award the outstanding faculty adviser/student officers	Faculty Adviser's Day	Conduct the Faculty Adviser's Day	Faculty Adviser/Student officers will enhance their socialization, discovery, talents and skills of every faculty advisers and awarding of the outstanding faculty adviser/student officer with cash incentives	Feb-19	Jade Mark C. Abapo (Prefect of Student Development & Activities)	P80,000.00
	SSB, SBO, SRO Officer's Day					
To establish good peer relationship	Love Month	Conduct the Love Month	Students, Faculty and Staff will establish good relationship	Feb-19	Jade Mark C. Abapo (Prefect of Student Development & Activities)	P10,000.00
To develop the			Students will		Jade Mark C. Abapo	

socialization, discovery, talents and skills of every students	ARSO Festival 2019	Conduct the ARSO Festival 2019	develop the sense of sportsmanship and socialization	Mar-19	(Prefect of Student Development & Activities)	P100,000.00
To evaluate and collaborate for the improvement of the student activities	Year-End Evaluation	Conduct the Year-End Evaluation	Students and Advisers will evaluate and collaborate for the improvement of the student activities	Apr-19	Jade Mark C. Abapo (Prefect of Student Development & Activities)	P80,000.00
<ul style="list-style-type: none"> To assist aids in the promotion of culture and arts not only within the College but also to the community. To support the activities of 	Coordinate with the city (CAYAO Office)	Posting ads and giving flyers	Cultural show or Cultural Ads/posters	2018-2019	OSA	
Cultural awareness Program	Conduct screening on the aspiring applicants		Cultural Presentatio		With coordination of the city or through CAYAO Office	
	Coordinate with the city (CAYAO Office)				Socio-Cultural Committee	
					OSA	

Socio-cultural	various offices, departments and organizations inside and outside the College	Performance Request	Facilitate Performance Request	on Request	With coordination of the city or through CAYAO Office	
			Conduct performance as per approved request		Socio-Cultural Committe	
			Posting ads and giving flyers	Heighten cultural awareness with coordination of CAYAO Office	OSA	
			Conduct daily practices	Perform on attended competition	With the coordination of the city or through CAYAO Office	
			Monitor attendance both practices and on show performances		Socio-Cultural Committe	

			<ul style="list-style-type: none"> Join local/ National/ International Competitions Attend Cultural Presentation Perform Cultural Presentations 			
		Cultural Presentation			2018-2019	
	<ul style="list-style-type: none"> To conduct comprehensive health assessment and monitoring of faculty and staff 	<ul style="list-style-type: none"> Conduct health risk assessment to faculty for the first semester 	<ul style="list-style-type: none"> Physical assessment 	<ul style="list-style-type: none"> Create and implement appropriate health plan based on assessment conducted 	<ul style="list-style-type: none"> August – September 2019 	<ul style="list-style-type: none"> Famacion, Francisicle
			<ul style="list-style-type: none"> Coordinate the laboratory test results of faculty and staff 			<ul style="list-style-type: none"> Institute of Midwifery-Faculty
Medical-Dental	<ul style="list-style-type: none"> To foster a camaraderie among employees and promote health consciousness through 	<ul style="list-style-type: none"> Mini sportfest 	<ul style="list-style-type: none"> Hataw and Zumba 	<ul style="list-style-type: none"> All faculty and staff 	<ul style="list-style-type: none"> June - December 2019 	<ul style="list-style-type: none"> Sports Devt. office
		<ul style="list-style-type: none"> zumba 	<ul style="list-style-type: none"> Giving of Health fliers 			
			<ul style="list-style-type: none"> Faculty and staff sportfest 			

To conduct dental check-up and tooth extraction to students, faculty and staff	MEDICAL MISSION for Dental check-up and tooth extraction for the alfonso	Information dissemination to clients regarding the duty schedule of the Dental Doctor	Record of the number of students, faculty and staff that availed the dental services	JULY 2019	Dental Doctor of CHO	
		Facilitating schedule of dental check-up			School Nurse	
To be aware of the duties and responsibilities of the Student Discipline and Formation Office	Mission-Vision and Objectives	Ø Regular OSA meeting and Planning	Ø Office Function	Ø June-September 2018	Reynwil Jan Casuyon and the	
		Ø Consultation regarding for the concerns of duties and responsibilities of the office	Ø Manual Operation		OSA Officers	

Student Discipline and Formation	To conduct a human formation program of the Students through the Process of Introspection, Values Orientation and spiritual growth	Consciousness Examine <ul style="list-style-type: none"> Ø Recollection program during the Institute of Midwifery day Celebration Ø Recollection program during the Institute of Arts and Sciences Day Celebration Ø Recollection program during the Institute of Criminal Justice day celebration Ø Recollection program during the Institute of Computer Science day Celebration Ø Recollection program for the Institute of Senior High day Celebration 	Ø Renewed the students orientation about the importance of values and spiritual aspect in life	Ø July 2018 Ø August 2018 Ø September 2018 Ø December 2018 Ø January 2018	Reynwil Jan Casuyon	
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			Ø Recollection program during the Institute of Business and Finance Services day Celebration		Ø February 2018	
	To allow students to have time for a deep self Reflection that will be used in order to improve their choice and decisions in life.	Finding Harmony	Ø Retreat Program for the Graduating Senior High School Students and College Students	Ø Students will acquire the knowledge of its own self concept and the growth of his/her spiritual life	Ø Within the month of February 2018	Ø Reynwil Jan Casuyon and the Retreat Master Ø P200,000.00
	To scout student writers that will compose the new set of the student publication editorial board and section writers.	Scout for new set of student writers that will composed the Torch new editorial board and staff.	Ø Conduct screening for the new set of editorial board and staff.	Ø Create new set of The Torch Editorial Board and Section Writers.	June, 2019	Student Publication Coordinator
	To practice the student writers develop their journalistic skills by participating in the schools press	Participate in the Division and Regional School Press Conference.	Join in conducting seminar-workshops and enhancement training for student journalists together with the DEPed.	Ø Students writers will be able to enhance their writing skills and somehow be able to represent	July-November, 2019	Student Publication Coordinator

	conferences.			the division of Tangub to the National level.		(Adviser, Coach)	
Student Publication	To upgrade oneself in school paper managing and advising.	Participate in enhancement training and seminars in school paper advising.	Join in any enhancement training and seminars in school paper advising in and outside the college.	Ø Enhance oneself through participating in any enhancement training and seminars in school paper advising in and outside the college.	August, 2019	Student Publication Coordinator	
	To upgrade the publishing of selected articles of The Torch	Implement web page for publishing selected articles of The Torch	Facilitate in the implementation of web page for publishing selected articles of The Torch	Ø Upgrade the publishing of selected articles of The Torch through a web page to be designed by the college.	August, 2019	Student Publication with the coordination of CISO	
	To be able to link to other colleges or universities' student publications.	Establish linkages to other colleges or universities' student publications.	Conduct visit to nearby colleges or universities student publication offices.	Ø Improve student publications system and processes through establishing	August, 2019	Student Publication with the coordination of chosen nearby college or university	

			linkages to other colleges or universities' student publications.			
To enhance the student publication editorial board and staff through participating in the seminar-workshop and enhancement training.	Conduct seminar workshop in making and managing a school paper.	Ø Facilitate in the conduct of the seminar-workshop in making and managing a school paper.	Ø Student writers will be able to enhance their writing skills through the said workshop.	September, 2019	Student Publication Coordinator	
To publish semestral issues of THE TORCH, the official student publication which serves as a forum for expression of ideas as well as	Conduct technical editing of the school paper for publishing.	Ø Facilitate the editing and lay outing of the school paper ready for publishing.	Ø Student Publication will be able to publish their semestral issues magazine.	November-	Student Publication Coordinator	

training ground
where students
can develop their
writing skills and
practice
responsible
journalism.

December, 2019.

Community and Academic Extension Services

OBJECTIVES	PROGRAMS/ PROJECTS	ACTIVITIES	TARGET OUTPUTS	TIMELINE	STATUS & GAPS	PERSON RESPONSIBLE	BUDGETARY REQUIREMENTS
To guide the CAES scope and priorities of programs or projects	Reproduction of CAES Manual	Reproduce the CAES Manual	CAES Manual	January – May, 2019		Supply Officer; CAES Coordinator; VP for Administration and Finance	
To identify and recognize the barangay or community to be adopted	Consolidation of Institute Community Needs Assessment (CNA)	<ul style="list-style-type: none"> • Collect Data from CSWD or other gov't agency • Make Letter of Approval to Conduct CNA from the LGU • Conduct Institute Meeting to discuss the CNA Result 	Consolidated CNA	January – April, 2019		Institute CAES Coordinator; Institute Dean; CAES Coordinator	

		<ul style="list-style-type: none"> • Conduct Meeting with the respective Barangay for the result of CNA 			
To categorize specific programs or projects to the adopted barangay	Consolidation of Institute 5-Year CAES Development Plan	<ul style="list-style-type: none"> • Conduct Meeting with the Barangay Officials regarding to adopt the barangay or community and present the development program • Negotiate the Linkages Office for the MOA/MOU signing of the linkages partners 	Consolidated 5-Year CAES Development Plan	January – April, 2019	Institute CAES Coordinator; Institute Dean; CAES Coordinator

Registrar's Office

STRATEGIC OBJECTIVES	PROGRAMS/	ACTIVITIES	TIMELINE	TARGET OUTPUTS	PERSON INVOLVED	BUDGETARY REQUIREMENTS
To provide a framework to ensure optimum operations and efficient delivery of services	Codification and Publication of GADTC Registrar's Office Manual	<p>Registrar's Office personnel meeting</p> <p>Review on the Manual of Operation</p> <p>Deliberation</p> <p>Implementation and Monitoring</p> <p>Publication of the Registrar's Office Manual of Operations</p>	<p>Feb-18</p> <p>Feb-18</p> <p>Mar-18</p> <p>Jun-18</p> <p>Jun-19</p>	<p>Function/Processes identification</p> <p>Manual of Operations</p> <p>Manual of Operations</p> <p>processes implemented in all offices</p> <p>Hard copy of the Registrar's Office Manual</p>	Registrar's Office Personnel	
	Digitalization of Student's Academic Records from 1985-2004	<p>Meeting with the VP for Academics and VP for Administration and Finance</p> <p>Request for needed facilitates and supplies</p>	<p>Jan-19</p> <p>Jan-Feb 2019</p>	<p>Allocation of room/area for records section, Designation of Records Officer</p> <p>Availability of needed supplies and equipment</p>	<p>College Registrar, VP for Admin, VP for Academics</p> <p>College Registrar, VP for Admin,</p>	70,000 (filing cabinets, scanner, 1 set computer)

		Conduct thorough filing/re-filing of student records	March 2019-beyond	Digitalized Student Records(1985-2004)	Records Officer	
To expedite the release of Students' Transcript of Records/ Transfer Credentials	Students' grades thru the GADTC Information System into an OTR format	Meeting with the CISO	Jan-19	Identification of process	CISO Personnel, College Registrar	0
		Implementation	June-Dec 2019	100 % implementation	CISO Personnel, Registrar's Office Personnel	0
To reduce paper consumption, provide convenience and increase data security	On Line Enrolment and Release of Grades	Meeting with the MIS department/ IT department regarding the development of on-line programs for electronic enrolment and release of grades.	2018	Identification of Processes/Brainstorming	CISO Personnel, College Registrar	
		Development of the program	2019	On Line Enrolment and Release of Grades	CISO Personnel	
		Trial implementation of the on-line programs	2019	On Line Enrolment and Release of Grades	CISO Personnel	2,000,000.00
		Feedback from the MIS and the students concerned	2019	On Line Enrolment and Release of Grades	CISO Personnel	

		Full implementation	2020-2022	100 % implementation	CISO Personnel, Registrar's Office Personnel, Enrolment Committee

Development Training Center

Area of Concern:

AREAS	STRATEGIC OBJECTIVES	PROGRAMS/PROJECTS	ACTION(S) TO BE TAKEN/ACTIVITIES	TARGET OUTPUTS	TIMELINE		PERSONS RESPONSIBLE	BUDGETARY REQUIREMENT
					2018-2019	2019-2020		
	<i>To apply for Assessment Center in Security Services NCII</i>	Registered Assessment Center in Security Services NCII	<ul style="list-style-type: none"> ➤ comply the needed requirements in the registration of Assessment center prescribed by TESDA ➤ complete all the equipment and materials 	<ul style="list-style-type: none"> ➤ GADTC, Security Services NCII the leading Assessment Center in Misamis Occidental 	May-19		<ul style="list-style-type: none"> • VP for Academics • VP for Administration and finance 	Php 200,000.00

<i>To apply more TESDA courses;</i>	To prepare all documents available needed for the registration	<ul style="list-style-type: none"> ➤ to have separate simulation room for Security Services 			<ul style="list-style-type: none"> • Security Services Coordinator
<i>Bookkeeping NCII.</i> <i>Caregiving NCII, Computer Servicing NCII and others.</i>		<ul style="list-style-type: none"> ➤ Prepare all necessary documents needed based on the prescribed TESDA requirements ➤ GADTC students have easy access in acquiring skills in line with their respective courses. ➤ Purchase necessary materials and equipment needed in the TESDA courses ➤ Scholars comes immediately from Tangub City and other neighbouring places 	Jun-19	Jul-20	<ul style="list-style-type: none"> • Head, Development Training Center • VP for Academics
					Php1,000,000.00

	<ul style="list-style-type: none"> ➤ Provide separate simulation room each of the TESDA courses. ➤ Hire trainers qualified in the course offer preferably TM holder and expert in the field. 	<ul style="list-style-type: none"> ➤ Increase the revenues of the GADTC through more programs registered. 	<ul style="list-style-type: none"> • VP for Administration and finance • Coordinators in charge • Head, Development Training Center
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**PLANNING,
QUALITY
MANAGEMENT
AND EXTERNAL
AFFAIRS**

**Quality Management
Development Office**

PLAN OF ACTION

2019

Elisea A. Lorenton

Alexander E. Nacion

Lorna P. Rupinta

Jamaica R. Ferraren

Mark Paul M. Besañes

ACTION PLAN 2019

STRATEGIC OBJECTIVES	PROGRAMS	ACTIVITIES	TARGET OUTPUTS	TIME-LINE	PERSON INVOLVED	BUDGETARY REQUIREMENT
To monitor all communications (in and out) of the college	Document Monitoring	Collection of all Institutional Communications (Jan. 18-present)	Record of all institutional communications	Feb 2019	Besañes	-0-
To help formulate plans for development	Cluster & unit Program Review and Planning	Program Review and Planning Workshop	Cluster & unit Offices' Programs	Mar & Aug 2019	QMD Personnel	-0-
To ensure the implementation of the Performance Evaluation and Review	Performance monitoring	Involvement in the Organization of PERC	PERC	May 2019	Lorenton	-0-
To standardize the use of forms in the college	Standardization of Office Forms	Finalization of forms used in different offices	Uniform format of forms	Dec. 2019	Ferraren	-0-
		Formulate a book of standards	Book of Standards	Dec. 2019	Ferraren	

ACTION PLAN 2019

STRATEGIC OBJECTIVES	PROG-RAMS	ACTIVITIES	TARGET OUTPUTS	TIME-LINE	PERSON INVOLVED	BUDGETARY REQUIREMENT
To promote the standardize process of accreditation with ALCUOCA	ALCU Accreditation	Compliance of Lacking Documents for Accreditation (specific activities, waiting for the evaluation result)	Compliance Report (50% of the programs applied were accredited)	Jan. 2019 – June 2019	Accred. Team, Inst.	-0-
			Compliance Report (100% of the programs applied were accredited)	July 2019 – May 2020	Accred. Team, Inst.	-0-
		Awarding of ALCUOCA Recognition (for approved programs)	Certificate of Recognition	2019	PQME Office	300,000.00

ACTION PLAN 2019

STRATEGIC OBJECTIVES	PROGRAMS	ACTIVITIES	TARGET OUTPUTS	TIMELINE	PERSON INVOLVED	BUDGETARY REQUIREMENT
To sustain the Accreditation initiatives	Sustaining Accreditation	Membership to ALCU	Certificate of Membership	2019	QMD	12,000.00
		Participation in any required activities of ALCU, ALCUAA & ALCUCOA	Attendance to the activities of ALCU, ALCUCOA & ALCU-AA	2019	All concerned	300,000.00
		Monitoring and Evaluation	Monitoring Report	2019	QMD Personnel	-0-
		Membership to ALCU-AA	Certificate of Membership	2019	QMD	10,000.00
		Capability Training Participation	Attendance to the Capability Training	Feb. 2019 – Dec. 2019	Concerned Office	500,000.00

ACTION PLAN 2019

STRATEGIC OBJECTIVES	PROGRAMS	ACTIVITIES	TARGET OUTPUTS	TIME-LINE	PERSON INVOLVED	BUDGETARY REQUIREMENT
To help the College's to be recognized by CHED	CHED Recognition	Follow-up CHED Application preparation	Complete application documents	2019	Nacion	
		Help facilitate CHED Visit	CHED Findings	2019	Nacion	
		Follow-up the Compliance to the CHED Findings	Certificate of Recognition	2019	Nacion	
		Monitoring and Evaluation	Monitoring Report	2019	QMD Personnel	

Submitted by:

ELISEA A. LORENTON
Head, QMD

JAMAICA R. FERRAREN
Coordinator, Accreditation

ALEXANDER E. NACION
Coordinator, Certification & Recognition

Recommending Approval:

MARICELLE M. NUEVA, DM
VP for Planning, Quality Management & External Affairs

**OJT, Placement and
Alumni Office**

PLAN OF ACTION

2019-2022

Eric N. Abing

OJT & PLACEMENT

Strategic Objective

- 1. To regularly update the status of OJT, interns, practicum students**

Name/Title of the Project/Program	Actions/Activities	Target Outputs	Timeline	Budgetary Requirements
OJT Kit	<ol style="list-style-type: none">1. OJT Manual review2. Monitor the OJT students ; evaluation tool for individual performance and for the program3. Visit companies where OJT students are connected	100% updated	2019	TBD

Strategic Objective

2. To widen the linkage network connection in government and private agencies/companies for job opportunities

Name/Title of the Project/Program	Actions/Activities	Target Outputs	Timeline	Budgetary Requirements
	contact companies thru emails, calls, social media Visit companies	* At least 5 new agencies/companies	2018-2019	TBD

Strategic Objective

3.To increase the graduates employability

Name/Title of the Project/Program	Actions/Activities	Target Outputs	Timeline	Budgetary Requirements
	1. Seek affiliations such as companies who needs or hire employees	At least 60% of graduates will be employed	Within first semester 2019	TBD

Strategic Objective

4. To conduct annual Job Fair

Name/Title of the Project/Program	Actions/Activities	Target Outputs	Timeline	Budgetary Requirements
GADTC Job Fair	1. Visit companies and invite them for possible employments they can offer	*at least 10 local companies *at least 5 national companies	2 nd semester of the academic year	TBD

ALUMNI

Strategic Objective

1. To implement new alumni database system

Name/Title of the Project/Program	Actions/Activities	Target Outputs	Timeline	Budgetary Requirements
	1. Recreation of alumni database system	Alumni database system	Within the first semester	TBD

Strategic Objective

2.To increase alumni membership

Name/Title of the Project/Program	Actions/Activities	Target Outputs	Timeline	Budgetary Requirements
	<ol style="list-style-type: none">1. Set membership quota/ chapter coordinator2. Visit neighbouring places for campaign	*10% increase in membership	July-Sept 2019	TBD

Strategic Objective

3. To collaborate with the alumni school chapter coordinators, chapter officers and BOD in the planning of activities

Name/Title of the Project/Program	Actions/Activities	Target Outputs	Timeline	Budgetary Requirements
	1. Strategic seminar for the BOD and chapter coordinator	Alumni manual, to do activities	August 2019	TBD

Strategic Objective

4.To render services/transactions involving alumni matters

Name/Title of the Project/Program	Actions/Activities	Target Outputs	Timeline	Budgetary Requirements
Alumni Privilege Card	<ol style="list-style-type: none">1. Issue alumni I.D. for the members2. Link establishments through MOA	<p>Produces 5 alumni ID per day</p> <p>Link atleast 5 establish-ments within the area</p>	<p>whole 1st semester</p> <p>July-Sept. 2019</p>	TBD

Strategic Objective

5.To strengthen the existing scholarship program

Name/Title of the Project/Program	Actions/Activities	Target Outputs	Timeline	Budgetary Requirements
AAA Monthly Allowance Program	1. Networking to alumni members/non-members for team sponsors	2 team sponsors	July-August 2019	TBD

Strategic Objective

6. To conduct tracer/employability study

Name/Title of the Project/Program	Actions/Activities	Target Outputs	Timeline	Budgetary Requirements
AAA Tracer Study	1. Gather data, base on the alumni tracer study	Employability study for GADTC	October 2019	TBD

**Resource Generation
and Linkages Office**

PLAN OF ACTION

2019

Kee Jay T. Pondoc

OBJECTIVES	PROGRAMS/ PROJECTS	ACTIVITIES	TARGET OUTPUTS	TIMELINE	PERSON RESPONSIBLE	BUDGETARY REQUIREMENT
To seek partnership with the private sectors/Entrepreneurs, NGO's and International agencies for funding arrangements and collaborative undertakings.	Grants and Sponsors hips Search	<ul style="list-style-type: none"> ➤ Coordinate with government agencies, NGOs and private companies for grants and sponsorships ➤ Submit request letter to government agencies, NGOs and private companies ➤ Monitor request Once approved, MOA/MOU shall be initiated 	<ul style="list-style-type: none"> ➤ Sponsorships in cash or kind ➤ Endowments (equipment etc) ➤ Scholarships ➤ Research funding ➤ Student & Faculty Exchange 	2018-2022	Kee Jay T. Pondoc	Php 5,000 for food and travel allowance by year

To encourage entrepreneurial programs and projects of every institutes	GADTC Income Generating Programs	<p>Conduct seminars/ Trainings and invite speakers that will tackle Entrepreneurship and different Entrepreneurial activity.</p> <p>Identification and approval of entrepreneurial project/program.</p> <p>Implementation</p> <p>Monitoring</p>	IGPs marketing, Implementation, and Monitoring	MARCH - MAY 2019	Kee Jay Pondoc Deans Department Heads	Php 50,000
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<p>To indorse and monitor departmental income-generating programs.</p>	<p>GADTC Income-Generating Programs</p>	<ul style="list-style-type: none"> ➤ Discuss with all department heads and deans the IGPs for revision. ➤ Marketing of IGPs to students and nearby localities. ➤ Implementation ➤ Monitoring of IGPs 	<p>IGPs marketing, Implementation, and Monitoring.</p>	<p>2018-2022</p>	<p>Kee Jay Pondoc Deans Department heads</p>	<p>Php 2,000.00 for Food allowance</p>
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<p>To acquire 10+ partners in the local, regional, national, and international organizations every year.</p>	<p>GADTC Partners Fellowship</p>	<ul style="list-style-type: none"> ➤ Invite active gov't agencies, companies, and NGO's partners ➤ Prepare venue for fellowship ➤ Conduct ceremonial MOA signing ➤ Recognition of existing Partners ➤ Showcase of Alfonso's Talents 	<ul style="list-style-type: none"> ➤ Signed MOAs ➤ New upcoming partnership proposal s 	<p>FEBRUARY 2019- 2022</p>	<p>Kee Jay T. Pondoc</p>	<p>Php 50,000.00</p>
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<p>To provide employment opportunities for the students and graduates of the College with the potentials.</p>	<p>On the Job Training Job Fair GADTC Linkages Bulletin</p>	<ul style="list-style-type: none"> ➤ Searching for a possible lifetime partners that will hire graduates with potentials. ➤ Posting of Job Opening. ➤ Posting of updates about current linkages event. 	<ul style="list-style-type: none"> ➤ Employed graduates ➤ Updated GADTC Linkages Bulletin 	<p>2018- 2022</p>	<p>Kee Jay T. Pondoc Eric N. Abing</p>	<p>Php 5,000</p>
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<p>Encourage community to use school facilities for rent/lease.</p>	<p>GADTC Income Generating Project</p>	<ul style="list-style-type: none"> ➤ Ask Approval for the administration for the list of amenities for rent/lease. ➤ Coordinate all responsible personnel for the renting/leasing of equipment's. ➤ Make a Rent/Lease Slip. ➤ Disseminate/Post an information to the different amenities for rent/lease in the city. 	<p>IGPs marketing, Implementation, and Monitoring.</p>	<p>APRIL 2019- 2022</p>	<p>KEE JAY T. PONDOC GADTC Administration Responsible personnel</p>	<p>Php 5,000</p>
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College Statistician Office

PLAN OF ACTION

2019

Clint Joy M. Quije

Objectives	Program / Projects	Action/ Activities	Target Output	Timeline	Person Responsible	Budgetary Requirement
Provide relevant, reliable and timely statistics to facilitate planning, research and discussion within the College.	Enrolment Data	Update the Cohort Survival rate, Projections, trend, etc.	Projected Enrolment Updated Enrolment Trend	November 2019-2022 (Every first month of the Semester)	College Statistician	NONE
	Data Analysis	Help the Heads of the offices on the analysis of data (e.g. projections, trend, rate, etc.)	Summarized data and corresponding interpretations	November 2018 -2022	College Statistician	NONE

Objectives	Program / Projects	Action/ Activities	Target Output	Timeline	Person Responsible	Budgetary Requirement
Assist faculty and staff on their researches in the analysis of data with appropriate statistical tool.	Statistics Services	Assist faculty and staff on statistics part of their research	Appropriate statistical tool for the analysis of data on the research of faculty and staff	Nov 2018 - 2022	College Statistician	NONE

Objectives	Program / Projects	Action/ Activities	Target Output	Timeline	Person Responsible	Budgetary Requirement
Assist students on their researches in the analysis of data with appropriate statistical tool.	Students Services	Assist students on statistics part of their research	Appropriate statistical tool for the analysis of data of students' research	Nov 2018 - 2022	College Statistician	NONE

CORPORATE COMMUNICATION AND PROMOTIONS OFFICE



ALFONSOS v.3.5
Bigger, Wider, Higher

OPERATIONAL PLAN

2018-2022



ALFONSOS v.3.5
Bigger, Wider, Higher

OBJECTIVES	Program/Projects	ACTIVITIES/ACTIONS	TARGET (output)	TIMELINE	PERSON RESPONSIBLE	BUDGETARY REQUIREMENT
Develops and delivers a wide range of information, educational and promotional material concerning the activities of the College	ALFONSOS HOUR EXTENDED	TV News Production in coordination with Dalit TV	Monthly Episodes of Alfonsos Hour	January 2018-2022 (Every last week of the month)	Head, CCO	NA
	ALFONSOS MINUTE	English version of the news update in the College	Additional program for Alfonsos Hour	June 2019-2022 (Once every month)	Head, CCO	NA
	A-CHALLENGE	An educational interview program	Additional program for Alfonsos Hour	June 2019-2022 (Once every month)	Head, CCO	NA
	ALFONSOS INSIDE STORIES (Bida ang Alfonsos)	Features a story of an alumna/alumni of the College	Additional program for Alfonsos Hour	June 2020-2022 April 2019-2022 (One episode every end of the semester)	Head, CCO	2,000php (Token for the featured alumna/alumni)

OBJECTIVES	Program/Projects	ACTIVITIES/ACTION S	TARGET (output)	TIMELINE	PERSON RESPONSIBLE	BUDGETARY REQUIREMENT
Develops and delivers a wide range of information, educational and promotional material concerning the activities of the College	A DAY WITH AN ALFONSOS	Features the life of an Alfonso in her/his everyday routine.	Additional Program for Alfonso Hour	June 2021-2022 April 2020-2022 (One episode every end of the semester)	Head, CCO	2,000php (Token for the featured Alfonso)
	BUHAY ALFONSOS (Alfonso Ambassadors)	A recorded campus tour and school tips of the Alfonso Ambassadors	Additional Program for Alfonso Hour	June 2022 April 2022 (One episode every end of the semester)	Head, CCO	NA
	ALFONSOS HOUR (radio)	A radio program that talks about updates and events of the college	Radio Program	June 2019-2022 (Once every month)	Head, CCO	NA
	ADVOCACY VIDEO	A documentary video that features a certain pressing topic	Additional Program for Alfonso Hour	June 2019-2022 (Once every Academic Year)	Head, CCO	NA

OBJECTIVES	Program/Projects	ACTIVITIES/ACTION S	TARGET (output)	TIMELINE	PERSON RESPONSIBLE	BUDGETARY REQUIREMENT
Develops and delivers a wide range of information, educational and promotional material concerning the activities of the College	YEAR-END SEMESTER PROMOTIONAL VIDEO	Produce video material for school promotion	Promotional Video	April 2018-2022 October 2018-2022 (Every end of the semester)	Head, CCO	30,000php
	SCHOOL PROMOTION PRINT MEDIA	Formulate design for Tarp and Posters Communicate with the lay-out artist Posting of Print Ads	Print Advertisements	April 2018-2022 (Every end of the Academic Year)	Head, CCO	20,000php
	SCHOOL-TO-SCHOOL CAMPAIGN	Prepare training design with budgetary requirements Identify and Communicate Different Schools Prepare promotional materials Travel and food expenses	Massive School Campaign	March 2018-2022 (Every end of the Academic Year)	Head, CCO	50,000php
	ALFONSOS YOUTUBE ACCOUNT	An account that stores all the media promotions of the institution	Social Media Promotion	June 2019-2022	Head, CCO	NA

OBJECTIVES	Program/Projects	ACTIVITIES/ACTION S	TARGET (output)	TIMELINE	PERSON RESPONSIBLE	BUDGETARY REQUIREMENT
Maximizes audience awareness of the services of the institution through developing and maintaining positive relationships with all media partners	GIFT SHOP	Communicate with the product supplier Sales and purchase inventory	Souvenir Items	April 2018-2022 (Every end of the Academic Year)	Head, CCO	100,000php
	ACADEMIC YEAR THEME VIDEO	Formulate Training Design Prepare Video Script Organize schedule for video shoot	School Promotional Video	June-July 2018-2022 (Every start of the Academic Year)	Head, CCO	50,000PHP
	STURYA SA MGA ALFONSOS	Collection of photos with interesting caption from the Alfonso that talks about anything under the sun Create an account in Facebook where photos will be posted Everyday Monitoring	Social Media Accounts	June 2019-2022	Head, CCO	NA
	TORCH PUBLICATION	Provides information to the school publication	Print Ads	June 2019-2022	Head, CCO	NA

OBJECTIVES	Program/Projects	ACTIVITIES/ACTION	TARGET (output)	TIMELINE	PERSON RESPONSIBLE	BUDGETARY REQUIREMENT
Maximizes audience awareness of the services of the institution through developing and maintaining positive relationships with all media partners	ALFONSOS PROUD (FACEBOOK PAGE)	Respond to message Post picture or videos about the events and developments of the College	School updates through social media	Everyday	Head, CCO	NA
	GADTC GAMES PHOTO CONTEST	Prepare training design for the prizes	Social Awareness about the events during GADTC GAMES	AUGUST 2019-2022 FEBRUARY 2019-2022 (GADTC GAMES AND ARSO FESTIVAL)	HEAD, CCO	20,000php
	ARSO PHOTO CONTEST					
	GADTC WEBSITE	Feed information to the website of GADTC	School promotion and updates	Once the GADTC will be established	HEAD, CCO	NA
	ALFONSOS HOUR FACEBOOK PAGE	Post videos and updates about the Alfonso Hour	School promotion and updates	June 2019-2022	Head, CCO	NA

OBJECTIVES	Program/Projects	ACTIVITIES/ACTION S	TARGET (output)	TIMELINE	PERSON RESPONSIBLE	BUDGETARY REQUIREMENT
Maintains the good reputation of the institution and provide student assistance	SEARCH FOR ALFONOS AMBASSADORS	Screen and select for its members Alfonos Ambassadors Orientation	Members of Alfonos Ambassadors	June 2018-2022 October 2018-2022 (Every start of semester)	Head, CCO	NA
	ALFONOS AMBASSADORS TRAINING WORKSHOP	Invite Speaker for the Seminar Prepare the flow of the program	Alfonos Ambassadors Professional and Ethical Development	April 2019-2022 (Before the start of the Academic Year)	Head, CCO	50,000php
	E-BULLETIN	Create a training design requesting for two (2) electronic bulletins	Information Dissemination	January 2019	Head, CCO	80,000php

OBJECTIVES	Program/Projects	ACTIVITIES/AC TIONS	TARGET (output)	TIMELINE	PERSON RESPONSIBLE	BUDGETARY REQUIREMENT
Formulate and execute effective procedures in order to facilitate decision making about matters concerning communication	BOOK OF STANDARDS	Standard Protocol	Standardization of communication letters related to promotion	June 2019-2022	Head, CCO	NA