



Gov. Alfonso D. Tan College
Maloro, Tanguib City

FACULTY

F – Performance Evaluation

- **Faculty Participation to
College and Institute
Activities**

Extra & Co - Curricular Activities Report

Extra & Co - Curricular Activities Report	AY 2017-2018 1 st Semester			AY 2018-2019 1 st Semester		
Title of Activities	Budget	Date of Accomplishment	Beneficiaries	Budget	Date of Accomplishment	Beneficiaries
Research & CAES Midyear Performance Review and Planning Workshop				30, 160.00	June 08 – 09, 2018	Selected GADTC Faculty
Implementation of RA 10931 For LCU				8, 050.00	June 2018	Selected GADTC Faculty
				20,000.00	March 08-09, 2018	GADTC Senior High School
Calibrating on Program Review and Planning Workshop				137,300.00	May 5-6, 2018	GADTC Faculty & Staff
GADT Earthquake Drill 2017	1,600.00	July 19, 2017	GADTC Faculty, Staff & Students			
	AY 2017-2018 2 nd Semester			AY 2018-2019 2 nd Semester		
Title of Activities	Budget	Date of Accomplishment	Beneficiaries	Budget	Date of Accomplishment	Beneficiaries
Seminar on Gender Sensitivity, Gender Concepts, and Magna Carta of Women				44, 969.00	January 31, 2018	GADT Faculty and Staff, Students
Calibrating Alfonso's 3.5: Program Review and Planning Workshop	171, 390.00	December 11-12, 2017	GADTC Faulty & Staff			

Day 1 – March 5, 2018

AM

8:00 – 8:30 Registration

8:30 – 9:00 Prelude

Opening Prayer
Philippine National Anthem
Opening Remarks

9:00 – 12:00 Presentation and Review of Programs
and Plans

Academic Affairs Office
Administration and Finance Office
Planning, Research and Extension Office

12:00 – 1:00 Lunch/Siesta

PM

1:00 – 3:00 Finalization of Plans (by unit)

3:00 – 5:00 Presentation of Final Outputs
Academic Affairs

Administration and Finance

Planning, Research & Extension

5:00 – 6:00 Review of Vision, Mission, Core Values
& Quality Policy

6:00 – 7:00 Dinner/Siesta

7:00 – 9:00 Review of Faculty and Staff
Development Plan

AVP

AVP

Mrs. Bellaflor E. Fernandez

VP for Administration & Finance

Dr. Maricelle M. Nueva

VP for Planning, Research & Extension

Ms. Love H. Falloran

VP of Academic Affairs

Mrs. Bellaflor E. Fernandez

VP for Administration & Finance

Dr. Maricelle M. Nueva

VP for Planning, Research & Extension

Dr. Maricelle M. Nueva

VP for Planning, Research & Extension

Ms. Love H. Falloran

VP for Academic Affairs

Day 2 – March 6, 2018

AM

6:30-7:00 Breakfast

7:00-8:00 Fix Yourself

8:00-8:15 Opening Prayer

8:15-8:30 Recap of Day 1

8:30-11:00 Review of Student Manual

11:00-12:00 Review of Faculty and Staff Manual

12:00-1:00 Lunch/Siesta

PM

1:00-3:00 Continue Review of Faculty and
Staff Manual

3:00-5:00 Review of Research and CES Manual

5:30-6:30 Comments & Consolidation of
Outputs

6:30-7:00 Messages

Closing Remarks

7:00-7:30 Early Dinner

AVP

Mr. Kee Jay Pondoc

Head, Resource Generation & Linkages

Mrs. Jenieffer T. Tia

Dean, Office of Student Affairs

Mr. Romar C. Megriño

Head, HRMO

Mrs. Elaine Y. Bandigan

Director, Research & Extension

Prof. Emelio P. Pascual

GADTC Consultant

Hon. Philip T. Tan

College President

Dr. Jennifer W. Tan

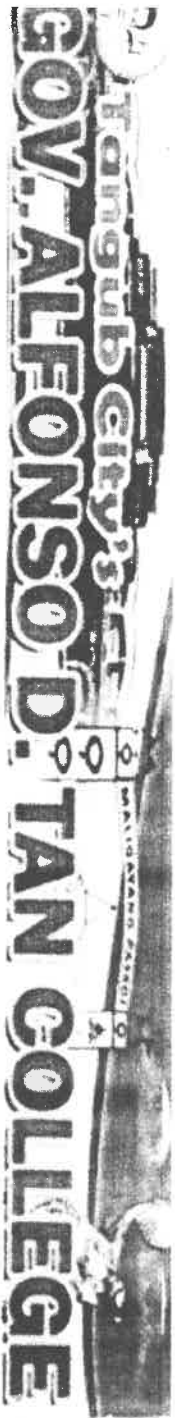
BOT Member

Ms. Love H. Falloran

VP for Academic Affairs



PROGRAM/MANUAL REVIEW AND PLANNING WORKSHOP



OFFICE OF THE VP FOR PLANNING, RESEARCH AND EXTENSION
Maloro, Tangub City

TRAINING DESIGN ON PROGRAM REVIEW AND PLANNING WORKSHOP

- I. **TITLE** : CALIBRATING ALFONSOS 3.5: Program Review and Planning Workshop
- II. **DATE** : March 5-6, 2018
- III. **VENUE** : Naomis Botanical Garden, Ozamis City
- IV. **PARTICIPANTS** : GADTC Employees
- V. **RATIONALE** :

Action planning is a vital step to achieve a specific goal so that the majority decisions taken and their implications understood prior to action. This is also to clarify what resources are required to reach the goal, formulate a timeline for when specific tasks need to be completed and determine what resources are required.

VI. OBJECTIVES

- a) To come up with a comprehensive plan of action for the college (CY 2018-2022) and
b) To review the student and faculty and staff manuals as well as faculty development plan.

VII. SOURCE OF FUND : GADTC Training and Seminars

VIII. BUDGETARY REQUIREMENT

Particular	Quantity	Unit Price	Amount
Food and Accommodation	1 st day – 67 pax 2 nd day – 67 pax	P 1,100.00 P 1,000.00	P 73,700.00 67,000.00
Tarpaulin	1 x (4x8 size)	P800.00	800.00
TOTAL BUDGET			Php 141,500.00

Prepared by:

Noted:


ZENMAR S. CIAM
Accreditation Coordinator


ELISEN A. LORENTON
Lead, Quality Management Development Office

oro, Tangub City, Misamis Occidental
w.tangubcity.gov.ph/gadtc



Tel. No. 63-088-3541592
Email: gadtc@tangubcity.gov.ph



OFFICE OF THE VP FOR PLANNING, RESEARCH AND EXTENSION
Maloro, Tangub City

MEMORANDUM

DATE : March 1, 2018

TO : ALL EMPLOYEES WITH DESIGNATIONS
GADTC

SUBJECT : AS STATED

You are hereby directed to attend the Briefing with Prof. Emelio P. Pascual for Program Review and Planning Workshop on March 2, 2018, 10:00AM at GADTC VIP Room.

Your prompt attendance is hereby enjoined.

MARICELLI M. NUNEVA, DM
VP for Planning, Research
and Extension

BELLAFLOR E. FERNANDEZ, CGM
VP for Administration and Finance

LOVE H. FALLORAN, MSCRM
VP for Academic Affairs





Recommending for Approval:

MARCELLE M. NUEVA, DM
VP for Planning, Research & Extension

Approved by:

ATTY. PHILIP T. TAN, CPA
College President / City Mayor

BELLAFLOR E. FERNANDEZ, CGM
VP for Administration

loro, Tangub City, Misamis Occidental
w.tangubcity.gov.ph/gadtc



Tel. No. 63-088-3541592
Email: gadtc@tangubcity.gov.ph



OFFICE OF THE VP FOR PLANNING, RESEARCH AND EXTENSION
Maloro, Tangub City

MEMORANDUM

DATE : February 27, 2018




TO : ALL EMPLOYEES WITH DESIGNATIONS
GADTC

SUBJECT : AS STATED

You are hereby directed to attend the Program Review and Planning Workshop on March 5-6, 2018 at Naomis Botanical Garden, Ozamis City. Presentation and deliberation of manuals, policies and plans will be done during this activity.

Attached are copy of the Vision, Mission, Core Values and Quality Policy for your comment, list of participants and the program of activities.

For your compliance.


MARICHELL M. NIEVES, DM VP for Planning, Research and Extension

BELLAFIOR E. FLORNANDEZ, CGM VP for Administration and Finance

LOVETH FALLORAN, MSCRM VP for Academic Affairs

































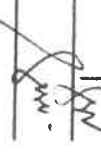




ATTENDANCE

City : Program/Manual Review and Planning Workshop Time: 8:00 AM - 7:00 PM Total No. Male: 31
 Name : Naomis Botanical Garden, Ozamis City Date: March 6, 2018 Female: 36

NAME	GENDER		DESIGNATION	SIGNATURE
	M	F		
Pascual, Emelio P.	✓		Consultant	1.
Peñas, Gerundia C.		✓	Consultant	2.
Nueva, Maricelle M.		✓	VP for Plan'g, Research & Extn	3.
Fernandez, Bellaflor E.		✓	VP for Admin. & Finance	4.
Falloran, Love H.		✓	VP for Academic Affairs	5.
Abapo, Jade Mark	✓		Coordinator, BSCS/ACT, ICS	6.
Agua, Jay Ar L.	✓		College Programmer	7.
Almazan, John	✓		Head, Safety & Security	8.
Alota, Marites J.		✓	Head, Supply & Property Mngt.	9.
Andales, Cordel R.		✓	Head, GAD & Disaster Risk Mngt.	10.
Arbilon, Jocelyn R.		✓	Head, Record and Monitoring	11.
Bacus, Vicente P., Jr.	✓		Head, Budget	12.
Bandigan, Elaine Y.		✓	Head, Res., Pub. & Com. Extn	13.
Borromeo, Emma P.		✓	Head, Admission, OSA	14.
Cabalit, Mildred		✓	Staff, PRE	15.
Camacho, Felicidad E.		✓	Head, Student Assistance	16.
Caruana, Jevanie R.		✓	Head, Accounting	17.
Casuyon, Reynwil John B.	✓		Head, Prefect for Stud Discipline	18.
Cinco, Erwin B.	✓		Coordinator, MAPEH, ITE	19.
Clam, Zenmar S.	✓		Coordinator, Accreditation	20.
Concepcion, Rhodel	✓		Coordinator, AB English, IAS	21.
Corpuz, Felvys		✓	Corodinator, Mar'tng Mngt, IBFS	22.
Cuizon, Christian Louie Z.	✓		Coordinator, Research, IBFS	23.
DagamaC, Jeomel	✓		Coordinator, OJT, OPA	24.
Daguman, Ilyn R.		✓	Dean, Inst. Of Bus. & Fin'l Services.	25.
Dela Sierra, Edna E.		✓	Principal, Senior High School	26.
Dyntar, Khenmart	✓		Coordinator, Research, ITE	27.
Edios, Erlinda C.		✓	Head, Compensation & Benefits	28.
Elcamel, Shielou Mie		✓	Coordinator, Ofce Ad., IBFS	29.
Elesterio, Ryan Ram	✓		Corodinator, HRDM, IBFS	30.
Enerio, Niel C.		✓	College Registrar	31.
Erap, Noriel B.	✓		Dean, Inst. Of Teacher Education	32.
Esin, Preachy Mae S.		✓	Coordinator, AB Pol Sci, IAS	33.
Esit, Shindie Mae		✓	Coordinator, BSED Soc.Stud., ITE	34.
Francisco, Francislee N.		✓	Head, Medical & Dental	35.

ATTENDANCE

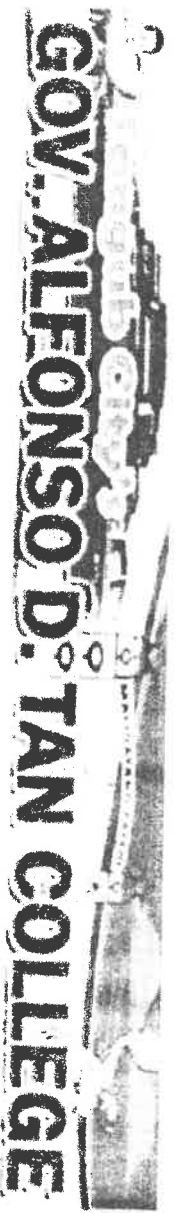
Activity : Program/Manual Review and Planning Workshop Time: 8:00 AM - 7:00 PM Total No. Male:
 Venue : Naomis Botanical Garden, Ozamis City Date: March 6, 2018 Female:

	NAME	GENDER		DESIGNATION	SIGNATURE
		M	F		
36.	Flores, Mark Lester M.	✓		Dean, Inst. Of Crim. Justice Educ	36. 
37.	Florida, Fritzie Ann D.		✓	Head, College Info. System	37. 
38.	Hilot, Genevieve B.		✓	Col. Sys. Designer & Docu'tn	38. 
39.	Lacpao, Erwin E.	✓		Dean, Inst. Of Computer Studies	39. 
40.	Loquias, Ardeth Michaelene		✓	Coordinator, BSSED English, ITE	40. 
41.	Lorenton, Elisea A.		✓	Head, Quality Mngt. Dev't	41. 
42.	Magsayo, Herbert C.	✓		Head, Com. Extension	42. 
43.	Maquiling, Elmie Ioy S.		✓	Coordinator, Research, IAS	43. 
44.	Manaloto, Helen P.		✓	Head, Cashier	44. 
45.	Mantuhac, Engr. Geronimo	✓		Asst. Head, Gen. Services Ofce.	45. 
46.	Mayordo, Alemar	✓		Coordinator, BSSED Math, ITE	46. 
	Megrino, Romar C.	✓		Head, Human Resource Mngt.	47. 
48.	Mina, Babylin N.		✓	Dean, Inst. Of Arts & Sciences	48. 
49.	Mondong, Jay Stephen C.	✓		Dean, Inst. Of Midwifery	49. 
50.	Moñeza, Xyrin		✓	Coordinator, Research, ICJE	50. 
51.	Nacion, Alexander	✓		Coordinator, ISO Certification	51. 
52.	Oniot, Joseph D.	✓		College Librarian	52. 
53.	Pabillaran, Esel Mae		✓	Head, Guidance Services, OSA	53. 
54.	Pacillos, Junfe	✓		Coordinator, BEED, ITE	54. 
55.	Pancho, Verna Z.		✓	Head, GADTC Devt. Trng. Center	55. 
	Petalio, Chona Beбина C.		✓	Coordinator, Com. Extn, ICJE	56. 
57.	Pondoc, Kee Jay T.	✓		Head, Resource Gen. & Linkages	57. 
58.	Pueblos, Hazel Mae		✓	Coordinator, BSSED Filipino, ITE	58. 
59.	Requina, Jay Mar Mar	✓		Head, Prefect of Stud. Act., OSA	59. 
60.	Reyes, Rodolfo	✓		Head, Culture, Arts & Sports	60. 
61.	Sayson, Lilibeth T.		✓	Asst. Principal, Senior HS	61. 
62.	Siarez, Apple Mae		✓	Coordinator, AB Com., IAS	62. 
63.	Siarez, Remy N.	✓		Officer, Building Management	63. 
64.	Tancogo, Jaken A.	✓		Head, OJT Placement & Alumni	64. 
65.	Tia, Jenieffer T.		✓	Head, Office of Student Affairs	65. 
66.	Ugnit, Margaret G.		✓	Head, Trng & Devt, Rect't & Plcm't	66. 
67.	Zacal, Anna Grace		✓	Coordinator, Research, IOM	67. 
68.					68. 
69.					69. 
70.					70. 

ATTENDANCE

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 Venue : _____ Date: _____ Female: _____

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4	Fernandez, Bellaflor E.		✓	VP for Admin. & Finance	4.
5	Falloran, Love H.		✓	VP for Academic Affairs	5.
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9	Alota, Marites J.		✓	Head, Supply & Property Mngt.	9.
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15	Cabalit, Mildred		✓	Staff, PRT	15.
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18	Casuyon, Keynwill John B.	✓		Head, Prefect for Stud Discipline	18.
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24	Dagarnac, Jeomel	✓		Coordinator, OJT, OPA	24.
25	Daguman, Ilyn R.		✓	Dean, Inst. Of Bus. & Fin'l Services.	25.
26	De la Sierra, Edna E.		✓	Principal, Senior High School	26.
27	Duntar, Khennart	✓		Coordinator, Research, ITE	27.
28	Edios, Erlinda C.		✓	Head, Compensation & Benefits	28.
29	Elcamel, Shielou Mie		✓	Coordinator, Ofce Ad., IBFS	29.
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35	Francacion, Francislee N.	✓		Head, Medical & Dental	35.



OFFICE OF THE VP FOR PLANNING, RESEARCH AND EXTENSION
Maloro, Tangub City

MEMORANDUM

DATE : March 1, 2018

TO : ALL EMPLOYEES WITH DESIGNATIONS
GADTC

SUBJECT : AS STATED

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Your prompt attendance is hereby enjoined

MARICEL M. NIEVA, DM VP for Planning, Research and Extension

BELLAFLORE FERNANDEZ, CGM VP for Administration and Finance

LOVE H. FALLORAN, VSCRIN VP for Academic Affairs












































GOV. ALFONSO D. TAN COLLEGE
OFFICE OF THE VP FOR PLANNING, RESEARCH AND EXTENSION

















ACKNOWLEDGMENT RECEIPT

Documents:

Memo for Attendance to the **Program/Manual Review and Planning Workshop** on March 5-6, 2018, Naomis Botanical Garden, Ozamis City

Memo for Attendance to the Briefing with Prof. Emelio P. Pascual for **Program/Manual Review and Planning Workshop** on March 2, 2018, 10:00AM at VIP Room

NAME OF EMPLOYEE	SIGNATURE RECIPIENT	DATE & TIME RECEIVED
Abapo, Jade Mark		7/1/18 3:04 PM
Agua, Jay Ar L.		7/1/18 4:40 PM
Almazan, John		3/1/18 5:00 PM
Alota, Marites J.		4:48
Andales, Cordel R.		3/1/18 7:44 PM
Arbilon, Jocelyn R		7/1/18 9:08
Bacus, Vicente P., Jr.		7/2/18 10:20
Bandigan, Elaine Y		3/1/18 3:04 PM
Coronico, Emma P.		7/7/18 8:20 AM
Labalit, Mildred		3/1/18 3:53 PM
Mariana, Jevanie R		2/1/18 2:04 PM
Mason, Reynwal John B.		3-1-18 2:30 PM
Mico, Erwin R		3-1-18 8:20 AM
Nam, Zenmar S.		3-1-18 3:40
Olango, Agustin		3-1-18 3:28 PM
Oncepcion, Rhodel		3-1-2018 02:58 PM
Orpuz, Felvys		3-1-18 3:30 PM
Pagamac, Jeomel		3-1-2018 3:30 PM
Paguman, Ilyn R.		3-1-2018 3:30 PM
Pela Sierra, Edna E.		3-1-18 3:30 PM
Principales, Princesto		03-01-18 3:30 PM
Ramos, Erlinda C.		03-01-18 3:30 PM
Samuel, Shielou Mle		03-01-18 3:30 PM
Sesterio, Ryan Ram		03-01-18 3:30 PM
Sentro, Niel C.		03-01-18 3:30 PM
Sap, Noriel B.		03-01-18 3:30 PM
Sin, Precachy Mae S.		03-01-18 3:30 PM
Sit, Shindie Mae		03-01-18 3:30 PM
Sumacion, Francislee N.		03-01-18 3:30 PM
Toros, Mark Lester M.		03-01-18 3:30 PM
Urrida, Fritzle Ann D.		03-01-18 3:30 PM
Ubol, Genevieve B.		03-01-18 3:30 PM
Ulpao, Erwin E.		03-01-18 3:30 PM
Uquias, Ardeth Michaelene		03-01-18 3:30 PM
Venturon, Elisca A.		03-01-2018 1:00 PM
Wagsay, Herbert C.		03-02-2018 8:30 AM
Yanaloto, Helen P.		03-01-18 4:45 PM
Yantubac, Engr. Geronimo		3/1/18 4:45 PM
Yavordo, Alemar		3/1/18 4:45 PM
Yegriño, Romar C.		3/1/18 4:45 PM
Yina, Babylin N.		3/1/18 4:45 PM
Yndong, Jay Stephen C.		3/1/18 4:45 PM
Ycion, Alexander		3/1/18 4:45 PM

NAME OF EMPLOYEE	SIGNATURE RECIPIENT	DATE & TIME RECEIVED
Oniot, Joseph D.		3-1-18 - 4:00 PM
Pabillaran, Esel Mae		03-01-2018, 3:11 PM
Pacillos, Junfe		03-01-2018 4 PM
Pancho, Verna Z.		03-01-2018 4 PM
Petalio, Chona Rebina C		03-01-2018 4:10 PM
Pondoc, Kee Jay T		03-01-2018 3:12 PM
Pueblos, Hazel Mae		3-01-2018 2:00 PM
Requina, Jay Mar G		3-1-18 4:00 PM
Reyes, Rodolfo		3-1-18 4:00 PM
Savson, Lilibeth T		3-1-18 4:00 PM
Siarez, Apple Mae		3-1-2018 3:30 PM
Siarez, Remy N.		03-01-18 2:42 PM
Lancogo, Jaken A		03-01-18 2:42 PM
Tia, Jeniffer T.		03-01-18 2:42 PM
Ugnit, Margaret G.		03-01-18 2:42 PM
Zacal, Anna Grace		03-01-18 2:42 PM



OFFICE OF THE VP FOR PLANNING, RESEARCH AND EXTENSION
Ateneo Lampang City

MEMORANDUM

DATE: February 27, 2018

TO:

Elisea Lonton
Elaine Banduan
Leoni Zapata
Leoni Dagamas
Leoni Pando
Leoni Lantao
Leoni Lantao
Leoni Lantao
Leoni Lantao
Leoni Lantao
Leoni Lantao
Leoni Lantao

SUBJECT: CO-COOPERATIVE ASSIGNMENT OF RESEARCH AND PLANNING WORKSHOP

The following are the participants for the Program Management and Planning Workshop March 5-7, 2018. You are asked to prepare your assignment on the following scenarios:

1. Scenario 1: and Accommodation
Elisea Lonton & Zenner Lantao

- Prepare the accommodation
- Follow-up food and snack with the caterer

2. Scenario 2: and Accommodation

- Prepare attendance sheets (snacks and meals)

3. Scenario 3: and Accommodation

- Prepare and distribute the program invitation
- Prepare VPP for Prayers and Philippine National Anthem
- Prepare the flow of the program
- Prepare the program

4. Scenario 4: and Accommodation

- Prepare the program
- Prepare the program
- Prepare the program
- Prepare the program

5. Scenario 5: and Accommodation

- Prepare the program
- Prepare the program
- Prepare the program
- Prepare the program

For your compliance,

Very truly yours,
VP for Planning, Research and Extension

Ateneo Lampang City, Misamis Occidental
www.tangibcity.gov.ph/gadic

Tel. No. 63-088-241592
Email: gadic@tangibcity.gov.ph


















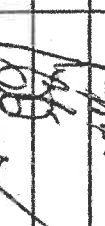










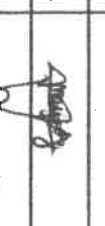
ATTENDANCE

Activity : Program/Manual Review and Planning Workshop Time: 8:00 AM - 9:00 PM Total No. Male:
 Venue : Naomis Botanical Garden, Ozamis City Date: March 5, 2018 Female:

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2.	Peñas, Gerundia C.		✓	Consultant	2.
3.	Nueva, Maricelle M.		✓	VP for Plan'g, Research & Extn	3.
4.	Fernandez, Bellaflor E.		✓	VP for Admin. & Finance	4.
5.	Falloran, Love H.		✓	VP for Academic Affairs	5.
6.	Abapo, Jade Mark	✓		Coordinator, BSCS/ACT, ICS	6.
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15.	Cabalit, Mildred		✓	Staff, PRE	15.
16.	Camacho, Felicidad E.		✓	Head, Student Assistance	16.
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18.	Casuyon, Reynwil John B.	✓		Head, Prefect for Stud Discipline	18.
19.	Cinco, Erwin B.	✓		Coordinator, MAPEH, ITE	19.
20.	Clam, Zenmar S.	✓		Coordinator, Accreditation	20.
	Concepcion, Rhodel	✓		Coordinator, AB English, IAS	21.
22.	Corpuz, Felvys		✓	Corodinator, Mar'tng Mngt, IBFS	22.
23.	Cuizon, Christian Louie Z.	✓		Coordinator, Research, IBFS	23.
24.	Dagama, Jeomel	✓		Coordinator, OJT, OPA	24.
25.	Daguman, Ilyn R.		✓	Dean, Inst. Of Bus. & Fin'l Services.	25.
26.	Dela Sierra, Edna E.		✓	Principal, Senior High School	26.
27.	Duntar, Khenmart	✓		Coordinator, Research, ITE	27.
28.	Edios, Erlinda C.		✓	Head, Compensation & Benefits	28.
29.	Elcamel, Shielou Mie		✓	Coordinator, Ofce Ad., IBFS	29.
30.	Elesterio, Ryan Ram	✓		Corodinator, HRDM, IBFS	30.
31.	Enerio, Niel C.		✓	College Registrar	31.
32.	Erap, Noriel B.	✓		Dean, Inst. Of Teacher Education	32.
33.	Esin, Preachy Mae S.		✓	Coordinator, AB Pol Sci, IAS	33.
34.	Esilit, Shindie Mae		✓	Coordinator, BSED Soc.Stud., ITE	34.
35.	Famacion, Francislee N.		✓	Head, Medical & Dental	35.

ATTENDANCE

Program/Manual Review and Planning Workshop Time: 8:00 AM - 9:00 PM Total No. Male: 31
 : Naomis Botanical Garden, Ozamis City Date: March 5, 2018 Female: 36

NAME	GENDER		DESIGNATION	SIGNATURE	
	M	F			
lores, Mark Lester M.	✓		Dean, Inst. Of Crim. Justice Educ.	36.	
lorida, Fritzie Ann D.		✓	Head, College Info. System	37.	
ilot, Genevieve B.		✓	Col. Sys. Designer & Docu'tn	38.	
acpao, Erwin E.	✓		Dean, Inst. Of Computer Studies	39.	
oquias, Ardeth Michaelene		✓	Coordinator, BSED English, ITE	40.	
orenton, Elisea A.		✓	Head, Quality Mngt. Dev't	41.	
agsayo, Herbert C.	✓		Head, Com. Extension	42.	
laquiling, Elmie Joy S.		✓	Coordinator, Research, IAS	43.	
analoto, Helen P.		✓	Head, Cashier	44.	
antuhac, Engr. Geronimo	✓		Asst. Head, Gen. Services Ofce.	45.	
ayordo, Alemar	✓		Coordinator, BSED Math, ITE	46.	
megriño, Romar C.	✓		Head, Human Resource Mngt.	47.	
lina, Babylin N.		✓	Dean, Inst. Of Arts & Sciences	48.	
ondong, Jay Stephen C.	✓		Dean, Inst. Of Midwifery	49.	
oñeza, Xyrin		✓	Coordinator, Research, ICJE	50.	
lacion, Alexander	✓		Coordinator, ISO Certification	51.	
lniot, Joseph D.	✓		College Librarian	52.	
abillaran, Esel Mae		✓	Head, Guidance Services, OSA	53.	
acillos, Junfe	✓		Coordinator, BEED, ITE	54.	
ancho, Verna Z.		✓	Head, GADTC Devt. Trng. Center	55.	
etalio, Chona Bebina C.		✓	Coordinator, Com. Extn, ICJE	56.	
ondoc, Kee Jay T.	✓		Head, Resource Gen. & Linkages	57.	
ueblos, Hazel Mae		✓	Coordinator, BSED Filipino, ITE	58.	
equina, Jay Mar M. G.	✓		Head, Prefect of Stud. Act., OSA	59.	
eyes, Rodolfo	✓		Head, Culture, Arts & Sports	60.	
ayson, Lilibeth T.		✓	Asst. Principal, Senior HS	61.	
arez, Apple Mae		✓	Coordinator, AB Com., IAS	62.	
arez, Renny N.	✓		Officer, Building Management	63.	
ancogo, Jaken A.	✓		Head, OJT Placement & Alumni	64.	
ia, Jenieffer T.		✓	Head, Office of Student Affairs	65.	
gnit, Margaret G.		✓	Head, Trng & Devt, Rec't & Plcm't	66.	
acal, Anna Grace		✓	Coordinator, Research, IOM	67.	
				68.	
				69.	
				70.	

PROGRAM/MANUAL REVIEW AND PLANNING WORKSHOP

March 5-6, 2018

Naomis Botanical Garden, Ozamis City

MINUTES

Day 1 – March 5, 2018

AM

8:00 – 8:30
8:30 - 9:00

Registration – attendance attached (97% of the expected participants attended the activity.)
Prelude

Opening Remarks

Mrs. Bellafior E. Fernandez
VP for Administration & Finance

“She encouraged everyone to share a little contribution that can make a difference, thus making IMPOSSIBLE things POSSIBLE.”

9:00 – 12:00

Presentation and Review of Programs and Plans

Dr. Nueva recalled all the planning activities and their corresponding outputs. She mentioned the needed requirements for CHED compliance and items needed for ALCUCOA aligned to Medium Term plan of Dr. Arcega. She quoted then, “You cannot escape the responsibility tomorrow by evading it today” by Abraham Lincoln. The need for everyone to move, share do our part in order to meet our goals.”

Revision of Vision, Mission, Core Values and Quality Policy was presided by Dr. Nueva. They were finalized and ready for the approval of the BOT.

The Operational Plans for 2017-2022 were presented by respective VPs. It was then followed the grouping of respective institutes and offices.

12:00 – 1:00

Lunch/Siesta

PM

1:00 – 3:00
3:00 – 5:00

Finalization of Plans (by unit) – each unit was given enough time to finalize their plans.
Presentation of Final Outputs

“Presentation of the final output in ACADEMICS, ADMINISTRATION and Planning, Research and Extension were done by the corresponding VPs and other coordinators. Outputs have been criticized and improved by Prof. Emilio Pascual.”

6:00 – 7:00
7:00 – 9:00

Dinner/Siesta
Review of Faculty and Staff Development Plan

Ms. Love H. Falloran
VP for Academic Affairs

“Presentation of the Faculty and Staff Development Plan was conducted by VP Acad. Output was produced after the healthy discussion of the group.

The activities of the day was concluded at 10:30 PM.

Day 2 – March 6, 2018

AM

6:30 - 7:00
8:00 - 8:15
8:15 - 8:30

Breakfast and Self-Preparation
Opening Prayer
Opening Remarks/Recap

AVP
Mr. Kee Jay Pondoc
Head, Resource Generation & Linkage

8:30 - 10:00

Review of Faculty and Staff Manual

Mr. Romar C. Megriño
Head, HRMO

“The draft of the faculty and staff manual was produced. The finalization will just be scheduled later before the presentation to the Board of Trustees.”

10:00 – 12:00

Review of Research and CES Manual

Elaine Y. Bandigan
Head, Research, Extension & Publication
“The body unanimously agreed the Research and CES Manual.”

12:00 - 1:00 Lunch/Siesta

PM

1:00 – 6:30 Review of Student Manual

Mrs. Jenieffer T. Tia

Dean, Office of Student Affairs

“All provisions in the student manual were discussed. The body came up with the final draft the manual where different inclusions and modifications were considered.”

6:30 – 7:00 Message

Hon. Alberto Peñas
BOT Member


“He commended the group for conducting such activity as it is the vital step in moving to improvements. He stressed out the importance of Planning in an organization. As planning started with reviewing the current operations, identifying what needs to be implemented operationally for the coming year and envisioned the results the organization wants to achieve. He hoped that all outputs be used in the day to day operation of the institution. He also looked forward that each one will take their share and challenge to do for more.”

7:00 - 7:30 Early Dinner and home sweet home.


Minutes taken by:


MILDRED S. CABALIT
PRE Secretary

Noted:

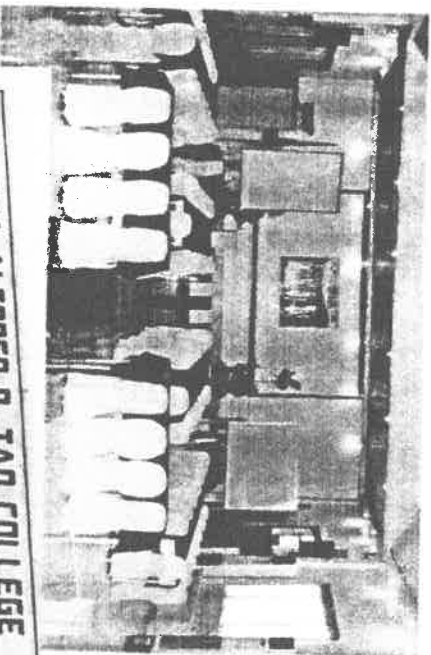

ELISEA A. LORENTON
Head, QMD

Approved:


MARICELLE M. NUEVA, DM
VP for Planning, Research and Extension

Program/Manual Review and Planning Workshop March 5-6, 2018 Naomis Botanical Garden

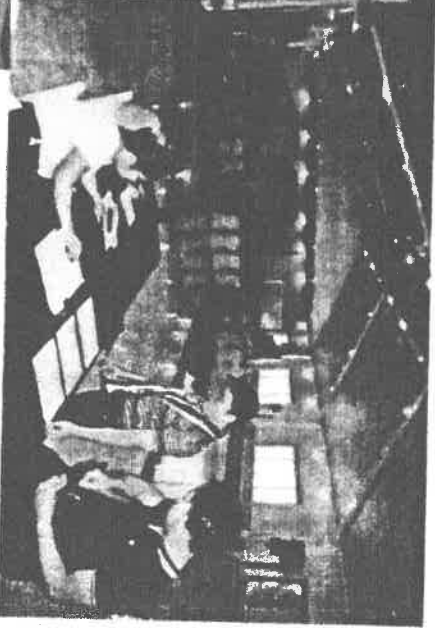
the venue..



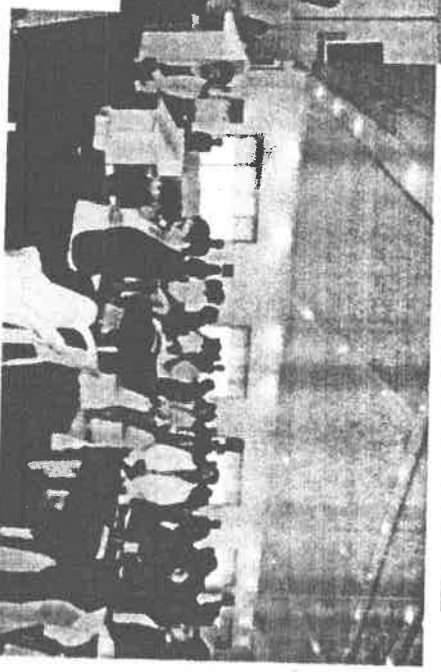
committee in action...



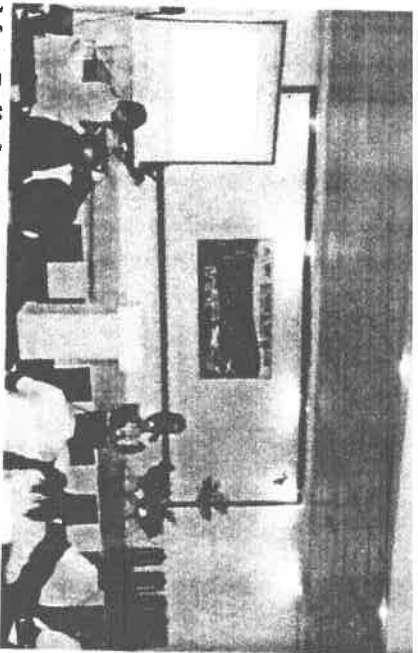
the registration of participatns:



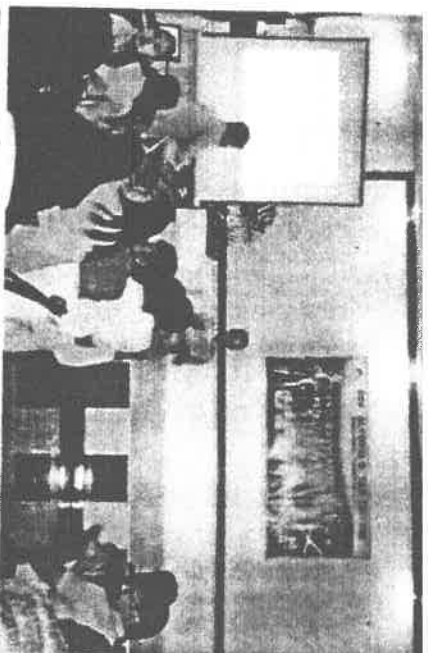
the opening prayer with Mrs. Elisea A. Lorenton...



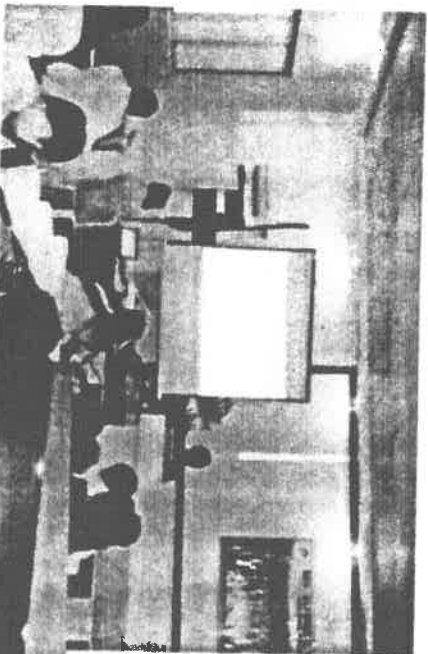
Mr. Jaken Tancogo, the master of ceremony...



Mrs. Bellator Fernandez, VP for Administration and Finance gave her Opening Remarks



Zenmar Clam, Coordinator of Accreditation did the acknowledgment of participants.



Dr. Maricelle Nueva presided the discussion on finalizing the Mission, Vision, Core Values and Quality Policy



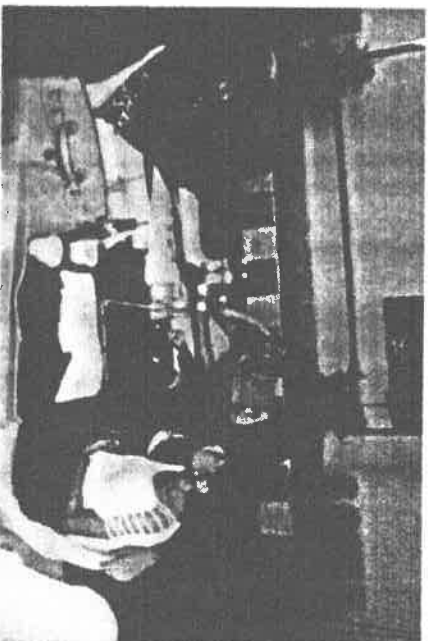
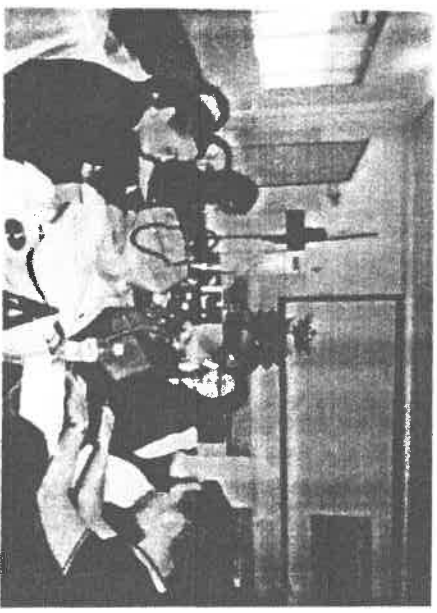
Shared their thoughts, Mr. Alemar Mayordo (above) and Mark Abapo (left)



Academic Group discussed their operational plans for 2018-2022 led by Ms. Love H. Falloran



The discussion of operational plans for Administration and Finance group was led by their VP, M Bellafor Fernandez.



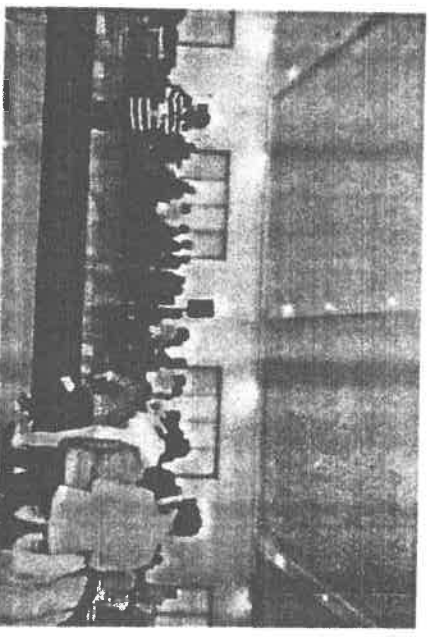
The research group finalized their Research and Community Extension Manual.



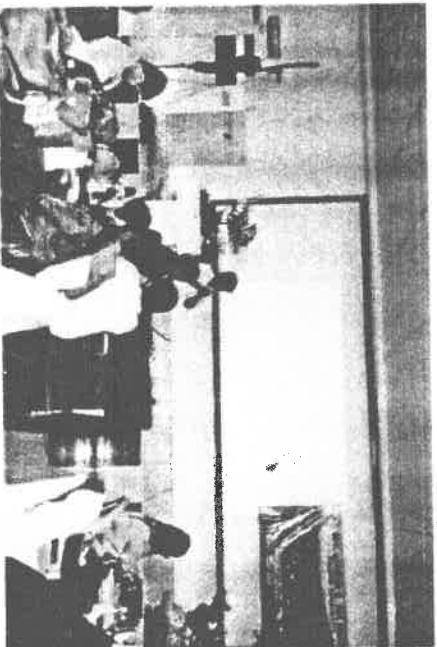
Dr. Nueva led the group of the PRE (Planning, Research and Extension).



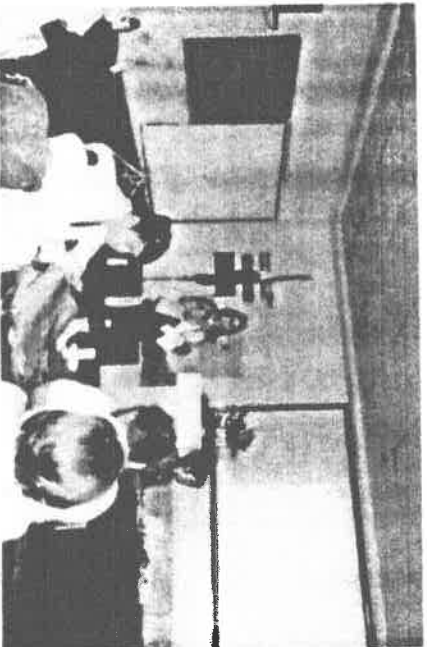
...to energized the participants..



well-behaved participants during meals..



Ms. Falloran presented the Faculty and Staff Manual and the Faculty and Staff Development Plan



Mrs. Elaine Bandigan led the Research and Extension discussion.



Student Manual was reviewed which was led Mrs. Jenieffer Tia, Dean of Student Affairs