Office of the VP for Planning, Quality Management, OJT, Alumni, and External Affairs
Maloro, Tangub City

Minutes of the Program Review and Planning Workshop, Accreditation Evaluation, and Merit System Review

January 09, 2019	08:00 AM- 05:00 PM	GADTC Audio Visual Room

ATTENDEES:	GADTC Faculty and Staff		
PRESENT:	Staff	-	33
	Faculty	-	46
GUEST:	Prof. Emilio Pascual	-	College Consultant

INVOCATION

The meeting started with a musical prayer, singing of the national anthem, GADTC hymn and the mass recitation of the Vision, Mission and Core Values of GADTC.

Acknowledgment of Participants

The facilitator acknowledge the participants by institute/office.

PRELIMINARIES

1. Awarding of Certificates for the 16 programs approved for "Candidate Status"
2. CHED Recognition Updates
   - CMO No. 9
   - CMO No. 11
3. Presentation of the Consolidated Action Plans
   - Mrs. Bellaflor E. Fernandez, the VP for Administration and Finance presented their consolidated action plans for the year 2019-2022
   - Mr. Jay Stephen C. Mondong, the Acting Vice President for Academics as well as the dean of Midwifery presented the consolidated plans for Academics for the year 2019-2022
   - Ms. Jamaica R. Ferraren, the coordinator for Accreditation program presented the consolidated plans for Planning.

Suggestions were raised thereafter;

- The dean of Institute of Business and Financial Services suggested as to the targeting and rating period of faculty and staff to be the same.
- The college consultant, Prof. Emilio Pascual suggested that the plans for Academic should be more specific.

Having no matters to discuss, the said workshop ended at 4:00PM.

Minutes taken by

Jamaica R. Ferraren
Coordinator, Accreditation

Approved:

Dr. Maricelle M. Nueva
VP for Planning, Quality Management,
And External Affairs

Having no more matters to discuss, the meeting ended at 5:12 PM.

Minutes taken by

Jamaica R. Ferraren
Coordinator, Accreditation

Approved:

Dr. Maricelle M. Nueva
VP for Planning, Quality Management
and External Affairs

Office of the VP for Planning, Quality Management, OJT, Alumni, and External Affairs
Maloro, Tangub City

Minutes of the Program Review and Planning Workshop, Accreditation Evaluation, and Merit System Review

November 21, 2018 | 08:00 AM- 05:00 PM | GADTC Audio Visual Room

ATTENDEES: GADTC Faculty and Staff
PRESENT Faculty - 84
Staff - 37

INVOCATION
The meeting started with a musical prayer, singing of the national anthem, GADTC hymn and the mass recitation of the Vision, Mission and Core Values of GADTC.

Acknowledgment of Participants
The facilitator acknowledge the participants by institute/office.

WELCOME ADDRESS: Mrs. Bellaflor E. Fernandez,CGM - VP for Administration and Finance

Presentation and Acceptance of the Agenda
After Dr. Maricelle Nueva reviewed on accreditation matters, the agenda was presented as follows:

1. Updates (CHED and ALCUCOA)
2. Inventory of ALCUCOA Deliverables
3. Assessment/Evaluation of Accreditation Preparation and Visit
4. Consolidation of Upscale Points
5. Clarifying GADTC Vision and Mission
6. Consolidation of Accomplishment Report
7. Merit System Review

NEW BUSINESS

A. Elisea A. Lorenton, the head of QMDO presented the following:
   1. Inventory of ALCUCOA Deliverables per Area
   2. Assessments/Evaluation of Accreditation
   3. The lapses of areas per program except for Area 9
   4. AlCUCOA Consolidated Upscale Points
      - Management (concerns and suggestions)
      - Preparation of deliverables
      - Collection of deliverables
      - Other concerns

   - Ilyn Dag-uman, the dean of Institute of Business and Financial Services raised question if the program AOA will still be included in the curriculum, she also raised some recommendations for the next visit as to the preparation of deliverables.

B. Margarette Ugnit shares something on the Breast Cancer and HIV Awareness.

C. Merit System Review
   - Mr. Romar C. Megrino, the HRMO presented the revised Merit System. Questions were raised thereafter;

Some reminders were given thereafter;

- Schedule for the Unit Planning/Cluster Planning
- Schedule for the continuation of the said workshop

60. Loquias , Rosalina I.
61. Loquias, Ardeth Michaelene I.
62. Maca, Cristely C.
63. Magsayo, Herbert C.
64. Mangontra, Elvira S.
65. Manlegro, Dionesio Jr. B.
66. Maquiling, Elmie Joy S.
67. Mayordo, Alemar C.
68. Mina , Babylin A.
69. Mondong , Stephen Jay C.
70. Moñeza, Xyrin C.
71. Montargo, Jonry M.
72. Mulato, Jessica Jane E.
73. Nacion, Chergin
74. Omega, Rosmebie A
75. Pacillos, Junfe V.
76. Padillo, Jofe Marie
77. Pagente, Charming
78. Palad, Emiree
79. Pancho, Verna Z.
80. Petalio , Chona Bebina C
81. Petiluna, Krtistine T.
82. Pondoc , Luciano C.
83. Pondoc, Kee Jay N
84. Ponteras, Ma. Ainikka G.
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92. Reyes, Jr. , Rodolfo T.
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96. Rudinas, Harold
97. Rupinta , Lorna P.
98. Sabellano, Neljoy B
99. Saberon, Chona Jane C.
100. Santarita, Junrey M.
101. Sarno, Nova Joy S.
102. Sayson , Lilibeth T.
103. Seclot, Juris Rita M.
104. Selatona, Arnel
105. Senarillos, Kate Q.
106. Siarez , Reny N.
107. Siarez, Rhea Apple Mae E.
108. Tabunyag, Rhea Mae
109. Tanguamos, Jenefer
110. Tia, Jenieffer T.
111. Tigol, Zarlene M.
112. Ugnit, Margareth G.
113. Verzosa, Mark Jae M.
114. Villafuerte, Lorelei
115. Villanueva, Ofelia
116. Villejo, Michelle A.
117. Villejo, Lady June
118. Villejo, Mary Chris G.
119. Yonting, Cleophil Kaye G
120. Zabala , Grace C.
121. LABIS, JOSA MARIE
122- Samoayon, Lora Alona

PART TIME INSTRUCTOR:

1. BAYLON, CLIFFORD JOHN B.
2. HAMAC, STEWART E.
3. MONTUERTO, MICHAEL S.
4. GOMEZ, GRETHEL A
5. CAGAS , JINKY EMYLOU
6. ALO, JERSON P.
7. DR. PILONGGO, ALJUN C
8. MABUANG, BETHSER D.
9. NATIVIDAD, MACELINO D.

GADTC DETAILED STAFF & GUARD

1. ALAMAZAN, JOHN
2. AMORA, RODRIGO
3. BONSUBRE, LEODEGARIO
4. CARIAGA, ROEL
5. ELMEDULAN, NESTOR
6. GALARIANA, HONORATO
7. GECALE, ANTHONY
8. LAGAMON, ELENO
9. MAABA, RONNIE
10. MANTUHAC, GERONIMO
11. RETARDO, ROLANDO
12. RIOS, RENANTE
13. TENEBRO, JUNJIE
14. TIGOL, ALLAN

GADTC GUARD (CASUAL)

1. BANAWAN, HENRY
2. SUMALPONG, DANIEL

GADTC CONSULTANT:

1. PASCUAL, EMELIO
2. PEÑAS, GERUNDIA C
3. ARCEGA, RAYMUNDO

Update as of SECOND SEM. 2018-2019

GOV. ALFONSO D. TAN COLLEGE

Tangub City

Subject Matter: Accreditation Evaluation Date: Nov. 21, 2018

@ AVR - 8:30 - 12:00

STAFF

1. Agua, Jay Ar L.
2. Almario , Merlinda M.
3. Alota , Marites J.
4. Amparado, Etuenne Wayne N.
5. Atay , Julius B.
6. Bacus , Julieta A.
7. Bacus , Vicente Jr. P.
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31. Falloran, Love H.
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47. Mirabueno, Evangeline L.
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54. Paburada, Alma P
55. Paburada, Bebiano Jr
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57. Peñas , Marites N.
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60. Salutillo, Joan A.
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Update as of SECOND SEM. 2018-2019

GOV. ALFONSO D. TAN COLLEGE
Tangub City

Subject Matter: Program Review & Planning Workshop and Merit System Review

Date: Nov. 21, 2018 / 1:00-5:00
Venue: AVR

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55. Hilot, Genevieve B
56. Jomuad, Nerd Gemrel B.
57. Lacpao , Erwin E.
58. Limpao , Florife R.
59. Lopez, Karen Lou

ATTENDANCE SHEET

Activity: PRPW
Venue: AVR
Time: 8:30 AM
Date: JAN. 9, 2019
Total No.: Male = _____
Female = _____

NAME	GENDER M	GENDER F	DESIGNATION	SIGNATURE
1. Herbert C. Magsayo	/		CES Coordinator	
2. L. Cerlayao	✓		"	
3. Maria Fe Pacharyda		/	(G.S.O) Staff	
4. Ma. Dorina	/		STAFF	
5. Ferrater Jamaica R.		/	Staff	
6. Guazo, Flordeliza M.		/	ISHS Faculty	
7. Mulato, Jessica Jane E.		/	ISHS Faculty	
8. Besañes, Mark Paul M	/		QMDO Staff	
9. Carumba, Samuel J. S.	/		Research Staff	
10. Chavez, Jennifer G.		/	Research Coordinator	
11. Antas Val	/		ICUE	
12. Vinuezo, Lady June		/	ISHS Faculty	
13. Quiros, Redford	/		ISHS Faculty	
14. Villanueva, Ofelia V.		/	HR Staff	
15.				
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ATTENDANCE SHEET

Activity: PRPW

Venue: AVR

Time: 8:30 AM

Date: JAN. 9, 2019

Total No.: Male = _____

Female = _____

NAME	GENDER M	GENDER F	DESIGNATION	SIGNATURE
1. Minabuenc Evangeline L.		✓	Staff	
2. JUAZO, LORDER LEO	✓		STAFF	
3. AGUSTIN COLANGGO	✓		STAFF	
4. Bebiano Pabuada	✓		STAFF	
5. Apollo Oramen	✓		STAFF	
6. RAMON MEGINIO	✓		STAFF	
7. Virginia Fuentes		✓	Staff	
8. Hazel Mary Cumbaten		✓	Staff	
9. JULIETA A. BACUS		✓	Staff	
10. Charlice Sean Vargas		✓	Staff	
11. COPPUZ, FELIXS J.		✓	FACULTY IBFS	
12. DONGUE, CARYL JEAN E.		✓	FACULTY IBFS	
13. DAGUMAN, ILYN R.		✓	DEAN, IBFS	
14. Galvez, Glyzamie R.		✓	STAFF	
15. Sabellano, Nelsjoy C.		✓	FACULTY IBFS	
16. Felipe Kimpo			Instructor	
17. Elezterio, Ryan Jan G.	✓		IBFS, FACULTY	
18. Cortajarena, Diego D.	✓		IBFS Faculty	
19. SARNO, NOVA JOY S.		✓	IBFS Faculty	
20. BARODAMON, LANCELOT	✓		IAS FCL	
21. MAE, JONNE	✓		IAS FCL	
22. JOSEPH D. ONJET	✓		LIBRARY	
23. CHIZON, CHRISTIAN	✓		IBFS Faculty	
24. Egong Yvonne		✓	IAS Faculty	
25. Palad, Emiree Q.		✓	IBFS Faculty	
26. Dela Sierra, Venice Mae Y.		✓	IBFS Faculty	
27. MACION, CHERGIN V.		✓	ICS Faculty	
28. BELANO, JAN ZIEL		✓	ICS Faculty	
29. ROYO, BABY JANE P.		✓	ITE FACULTY	
30. DELA PEÑA, JABE MARVEN L.		✓	IAS FACULTY	
31. REAL, LINE CLAR F.		✓	IAS FACULTY	
32. LOPEZ, KAREN JOY G.		✓	IAS FACULTY	
33. Tiapi, Zarlene H.		✓	IAS FACULTY	
34. Omega, Romelou G.		✓	IAS FACULTY	
35. Apao, Ma. Allen		✓	IAS Faculty	

ATTENDANCE SHEET

Activity: PRPW
Venue: AVR
Time: 8:00 AM
Date: Jan. 9, 2017
Total No.: Male = _____
Female = _____

NAME	GENDER M	GENDER F	DESIGNATION	SIGNATURE
1. Herbert C. Magsayo	✓		CAFS Coordinator	
2. Helen P. Manalato		✓	Cashier	
3. Jeranie R. Caruana		✓	Accountant	
4. Frances Lorraine M. Langgadar		✓	STAFF	
5. Elisea A. Lorenton		✓	OMDO Head	
6. BANDIGAN, ELAINE		✓	Research & Extension Head	
7. NIEL C. ENERIO		✓	Registrar's Office	
8. ACIBEN CLAIRE D. TACUMBAGS		✓	Registrar's Office	
9. ANGENCAN T. ENRICAN		✓	Registrar's Office	
10. MARY ROWEN JELL D. GALABIN		✓	REGISTRAR'S OFFICE	
11. KRIZHA L. TELERON		✓	REGISTRAR'S OFFICE	
12. PREACHY MAE S ESIN		✓	IAS FACULTY	
13. BETONA C. PETALIO		✓	ISHS Principal	
14. MARK [illegible]	✓		ICJE DEAN	
15. Wendy Mae O Alvarez		✓	IAS Faculty	
16. ADONA, D.C.	✓		IAS FACULTY	
17. Tangcuamas, Jenefer		✓	IAS Faculty	
18. Dantes, Elena A.		✓	IAS Faculty	
19. Alonzo, Jocelynn		✓	Registrars Staff	
20. Peñas, Dantes		✓	Registrars Staff	
21. Ray, Julius	✓		Registrars Staff	
22. Villejo, Emelia A.		✓	Library Staff	
23. Nila B. Calawigan		✓	Library Staff	
24. ZABALA, GRACE C			ITE faculty	
25. FGNACIO, I		✓	IOM	
26. Mulato, Jessica Jane E.		✓	ISHS Faculty	
27. Ma. Alem Apao		✓	ISHS faculty - HAVE A CLASS	
28. Sombajon, Lorra Alona		✓	IAS Faculty	
29. BOTION, GRICHEN T.		✓	IAS FACULTY	
30. Alabastro, Nichele A.		✓	IAS Faculty	
31. SHARON S. BAZAR		✓	IAS FACULTY	
32. LABIS, JOSA MARIE M		✓	IAS FACULTY	
33. PONDOC, MICHAEL C.	✓		IBFS Faculty	
34. CONCEPCION, JORDINE	✓		IBFS Fac	
35. Pondoc, Kee Jay T.	✓		RGLO	

Tangub City's 3rd
GOV. ALFONSO D. TAN COLLEGE

MEMORANDUM

DATE: JANUARY 8, 2019

TO : ALL FACULTY AND STAFF

SUBJECT: AS STATED

You are hereby reminded to attend a meeting on January 9, 2019, 8:30 in the morning at Audio Visual Room for the following matters:

1. Presentation of consolidated plans
   a. Academic Affairs
   b. Administration and Finance
   c. Planning, QM and External Affairs
2. Presentation of reviewed Merit System
3. Consultant's Hour
4. Administration and Human Resource

Compliance is hereby enjoined.

STEPHEN JAY MONDONG, RN
Acting VP for Academic Affairs

BELLAFLOR E. FERNANDEZ, CGM
VP for Administration and Finance

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

Planning

IV -
GL -
PAO -
CO -

ADMIN c/o SECRETARY -

ACADEMIC

IAS - 01-08-2019
ITE - 9-8-2019
IBFS - 01-8-2019
IM - 01-8-2019
ICS - 1-8-19
ICJE -
ISHS -
ISA -
SOCHTC -

RESEARCH -
REGISTRAR -
ENFERMA -

ATTENDANCE SHEET

Activity: PRPW
Venue: AVR
Time: 8:30 AM
Date: Jan. 9, 2019
Total No.: Male = _____
Female = _____

NAME	GENDER M	GENDER F	DESIGNATION	SIGNATURE
1. ~~Dady~~ Flora Mae Relativo		✓	ICHS	
2. Pagente, Charming		✓	ICHS	
3. Pancho, Verna Z.		✓	ISHS	
4. MANUEGRO, DANTES Jr. L.	✓		ISHS	
5. Fajardo, Danilo Jr. A.	✓		ISHS	
6. CERE, HONEYVIE R.		✓	ICJE	
7. Cagod, Honeylyn		✓	ICJE	
8. Xyrn C. Moñeza		✓	ICJE	
9. POTOT, MARJIE S.		✓	ICJE	
10. SABERON, CHONA JANE C.		✓	ICJE	
11. Cabreros, Mark Joven A.	✓		ITE	
12. Petiluna, Krishipe T.		✓	ITE	
13. Embordo, Elton John B.	✓		ITE	
14. Acoe, Jackelyn L.		✓	ITE	
15. Ricafort, Mary Antonette B.		✓	ITE	
16. Jun Rey M. Santarita	✓		ICS	
17. ENGUIO, MAY ANNE E.		✓	ICS STAFF	
18. Limozia, Jamelyn B.		✓		
19. Linasa, Christine Joyce P.		✓	ITE	
20. Jerainiez, Kate Ta		✓		
21. Flordeliza Mchando		✓		
22. Anta, CHARITES J.		✓	Staff	
23. CABREDA, JAMES L.	✓		STAFF GSC	
24. Maria Fe Mechayda		✓	Staff	
25. Almar Pabunoy		✓	Staff	
26. RHEA MAE TABUNMAG		✓	ICJE	
27. Almar C. Mayordo	✓		ITE	
28. Relativo, Flora Mae L.		✓	ICHS	
29. ERWIN E. LACUNA	✓		OSA	
30. JENNIFER T. TIA		✓	OSA	
31. FRITZIE ANN FLORIDA		✓	OSD	
32. CINCO ERWIN	✓		ITE	
33. HILOT GENEVIEVE B.		✓	ICS	
34. MINA, BABYLIN A.			ISHS	
35. Sampson, Lilibeth T.		✓	Research	
36. Jaulina, Flordeliza A.		✓	ISHS	
37. ARNEL R. SEMATON JR.	✓		ISHS	

Tangub City's
GOV. ALFONSO D. TAN COLLEGE

MEMORANDUM

DATE: NOVEMBER 15, 2018

TO : ALL FACULTY AND STAFF
GADTC

SUBJECT: AS STATED

You are hereby directed to attend the following schedule at **Audio Visual Room:**

November 21, 2018

8:30 AM – 12:00 PM	-	All Faculty and Staff	Accreditation Evaluation
1:00 PM – 5:00 PM	-	All with Designation	PRPW *(please bring accomplishment report)*

December 5, 2018

WHOLEDAY	-	All with Designation	PRPW

Compliance is hereby enjoined.

STEPHEN [illegible] MONDONG, RN
Acting VP for Academic Affairs

BELLAFLOR E. FERNANDEZ, CGM
VP for Administration and Finance

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

SHS –
ICJE –
ICS – 11-16-18
IBFS –
ITE –
IM –
IAS – 11-16-18
IAS II –

BUDGET – for
OSA –
gadtc –
HR –
CASHIER –
ACCOUNTING – OB - NOV. 21, 2018 for
REGISTRAR –
CLINIC – for
RESEARCH – for
SUPPLY –
CISO – 11/16/2018
GUIDANCE – Nov. 16, 2018
LIBRARY –
QMDO –
PROMOTION –

GENERAL SERVICES –
RGLO –

Tangub City's
GOV. ALFONSO D. TAN COLLEGE

MEMORANDUM

DATE: JUNE 18, 2019

TO : ALL FACULTY AND STAFF
GADTC

SUBJECT: ATTENDANCE TO THE PROGRAM REVIEW AND PLANNING WORKSHOP AND IN-SERVICE TRAINING

You are hereby directed to attend the following scheduled activities:

DATE & TIME	PARTICIPANTS & ACTIVITY	VENUE
JUNE 19, 2019		
8:00 AM	New Faculty and Staff - In-Service Training *(including those who were hired last second semester)*	Audio Visual Room
11:30 AM	Fellowship Lunch with **Gov. Philip T. Tan, Dr. Jennifer W. Tan and All Alfonzos**	VIP Room and Speech Lab
1:00 PM	All Faculty and Staff - In-Service Training *(Old and New)*	2nd Floor Lobby
JUNE 20, 2019		
8:00 AM	All with Designation - PRPW	2nd Floor Lobby

Compliance is hereby enjoined.

LOVE H. FALLORAN,MSCRIM
VP for Academic Affairs

BELLAFLOR E. FERNANDEZ, CGM
VP for Administration and Finance

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

Tangub City's
GOV. ALFONSO D. TAN COLLEGE

MEMORANDUM

DATE: JUNE 18, 201

TO : ALL FACULTY AND STAFF
GADTC

SUBJECT: ATTENDANCE TO THE PROGRAM REVIEW AND PLANNING WORKSHOP AND IN-SERVICE TRAINING

You are hereby directed to attend the following scheduled activities:

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JUNE 20, 2019		
8:00 AM	All with Designation - PRPW	2nd Floor Lobby

Compliance is hereby enjoined.

LOVE H. FALLORAN, MSCRIM
VP for Academic Affairs

BELLAFLOR E. FERNANDEZ, CGM
VP for Administration and Finance

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

ISHS -
IOM - 6/18/19
IDES - 6/18/19
ITE - 6-18-19
IGJE - 6-18-19
IAS - 06-18-19
ICS - 6-18-19

GAD -
BUDGET -
DSA -
RESEARCH -
Gadtc -
HR -
LIBRARY -
CASH -
SUPPLY
CICO -

Registrar's office
Supply -

Tangub City's 3rd
GOV. ALFONSO D. TAN COLLEGE

TRAINING DESIGN ON IN-SERVICE TRAINING

I. **TITLE** : Faculty and Staff In-Service Training

II. **DATE** : June 19, 2019

III. **VENUE** : GADTC AVR

IV. **PARTICIPANTS** : GADTC Faculty and Staff, Employees with Designations,

V. **RATIONALE** :

In-Service Training will help employee or individual to challenge and stretch each of them to grow and develop their potential. Letting them craft a specific action steps to increase job performance, satisfaction and professional growth.

The activity promotes continuous improvement of the total professional staff of the school system and also enhance the capability of teachers and improve the teaching and learning techniques.

VI. **OBJECTIVE:**

a) To orient new faculty and staff on their duties and responsibilities;
b) To develop awareness on accreditation activities;
c) To equip faculty and staff with necessary information and skills; and
d) To help improve their performance.

VII. **SOURCE OF FUND** : GADTC Travelling Expense

VIII. **BUDGETARY REQUIREMENT**

Food for Participants and Resource Person:

Particular	Quantity	Unit Price	Amount
Lunch *(2 viands, drinks, 1 lechon)*	270	P 180.00	48,600.00
Total			**P 48,600.00**

Tangub City's
GOV. ALFONSO D. TAN COLLEGE

Prepared by:

JAMAICA R. FERRAREN
Accreditation Coordinator

Reviewed by:

ELISEA A. LORENTON
Head, Quality Management Development Office

Noted:

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

BELLAFLOR E. FERNANDEZ, CGM
VP for Administration

Recommending for Approval:

EDEMAR S. ALOTA, DPA
Executive Vice President

Approved by:

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

Tangub City's
GOV. ALFONSO D. TAN COLLEGE

TRAINING DESIGN ON PROGRAM REVIEW AND PLANNING WORKSHOP

I. **TITLE** : Program Review, Planning Workshop

II. **DATE** : June 20-21, 2019

III. **VENUE** : GADTC Lobby

IV. **PARTICIPANTS** : GADTC Employees with Designations

V. **RATIONALE** :

GADTC's Program Review and Planning Workshop provides an opportunity to assess the Medium-Term Plan of the college and the strategic plans of each unit and formulate a comprehensive plan of the institution for CY 2019-2022 aiming for the next level accreditation.

VI. **OBJECTIVE:**

a) To present the accomplishment report of each unit; and
b) To come up with a comprehensive plan of the college (CY 2019-2022) for next level accreditation.

VII. **SOURCE OF FUND** : Faculty Development/Office Supplies

VIII. **BUDGETARY REQUIREMENT**

Food for Participants and Resource Person:

Particular	Quantity	Unit Price	Amount
June 20, 2019			
Breakfast	10	P 150.00	1,500.00
Lunch	125	P 180.00	22,500.00
Dinner	115	P 180.00	20,700.00
June 21, 2019			
Breakfast	5	P 150.00	750.00
Sub-Total			**P 45,450.00**

Supplies and Equipment:

Particular	Quantity	Unit Price	Amount
Tarpaulin (size: 4x8)	1	P 900.00	P 900.00
Tarpaulin (size: 2x3)	2	200.00	400.00
Lei	1	200.00	200.00
Specialty Paper (Worx)	5 packs	P 60.00	300.00
Sub-Total			**P 1,800.00**

GRAND TOTAL **P 47,250.00**

Prepared by:

JAMAICA R. FERRAREN
Accreditation Coordinator

Reviewed by:

ELISEA A. LORENTON
Head, Quality Management Development Office

Noted:

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

BELLAFLOR E. FERNANDEZ, CGM
VP for Administration

Recommending for Approval:

EDEMAR S. ALOTA, DPA
Executive Vice President

Approved by:

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

DAY 1, June 19, Wednesday

Morning Session at GADTC AVR | **In- Service Training with New Faculty and Staff**

8:008:30a.m.	**Registration and Arrivalof Participants**	
8:30 - 8:45 a.m.	**FASTCLUB Matters**	
8:45 - 9:00 a.m.	**Health and Snack Break** (VIP room)	
9:00 –9:15a.m. Preliminaries		
	Invocation	
	National Anthem	
	GADTC Hymn & VMV	
	Presentation of the Participants	
	Welcome Remarks	**Bellaflor E. Fernandez, CGM** *VP for Admin & Finance*
9:15 – 11:30AM	**In-Service Training Proper**	
	Introduction of the Resource Person	**Maricelle M. Nueva, DM** *VP for Planning, QMD & External Affairs*
	Speaker/Facilitator	**Dr. Raymundo P. Arcega, CESE** *President and Executive Director, ALCUCOA* *Executive Director, ALCU*
11:30 am -1:00 p.m.	***Fellowship Lunch with all Alfonsos including the Board of Trustees,City Officials and Gov. Philip T. Tan***	

Afternoon Session: 2nd floor lobby | **In-Service Training with Old and New Faculty and Staff**

1:00-1:15 PM	**Unfreezing Activity and Afternoon Prayer**	
1:15 PM – 2:30 PM	***Messages***	**Dr. Jennifer Wee-Tan** *City Mayor Elect*
		Gov. Philip T. Tan *Governor Elect*
	Photo Ops	
2:30-3:30 PM	**In-Service Training**	**Dr. Raymundo P. Arcega, CESE** *President and Executive Director, ALCUCOA* *Executive Director, ALCU*
3:30-3:45 p.m.	**Health and Snack Break** (VIP room)**and Unfreezing Activity**	
3:45-5:00 p.m.	**In-Service Training Continued**	

DAY 2, June 20, 2019, Thursday

Morning Session, 2nd floor lobby | **Program Review and Planning Workshop (all with designations)**

8:00-8:30a.m.	**Arrival/Registration**	
	Preliminaries	
8:30-10:00am	**PRPW Proper**	
	Speaker/Facilitator	**Dr. Raymundo P. Arcega, CESE** *President and Executive Director, ALCUCOA*
10:00-10:15 a.m.	**Health, Snacksand Unfreezing Activities**	
10:15-12:00nn	**PRPW continued**	
12:00-1:00 pm	**Lunch will be served at the VIP room**	

Afternoon Session

1:00-1:30 pm	**Unfreezing Activity**	
1:30-3:00 pm	**PRPW Continued**	
3:00-3:15 pm	**Health and Snack Break** (VIP room) **and Unfreezing Activity**	
3:15-5:00 pm	**PRPW Continued**	
5:00-6:00 pm	**Giving of Token and Certificate of Appreciation**	
	Closing Remarks	**Love H. Falloran, MSCrim** *VP for Academic Affairs*

Tangub City's
GOV. ALFONSO D. TAN COLLEGE

Office of the VP for Planning Quality Management, OJT, Alumni, and External Affairs
Maloro, Tangub City

Minutes of the In-Service Training (New Faculty and Staff)

June 19, 2019 | 8:00 a.m. – 12:00 p.m. | GADTC Audio Visual Room

ATTENDEES: Sixty GADTC New Faculty and Staff
PRESENT:
Faculty – 45
Staff – 13

INVOCATION
The meeting started with a musical prayer, singing of the National Anthem, GADTC hymn and the mass recitation of the Vision, Mission and Core Values of GADTC.

FAST CLUB MEETING
Presiding Officer:
Mr. Jay Mar G. Requina – FAST Club President
- Introduction of FAST Club Officers
- FAST Club Matters

IN-SERVICE TRAINING (NEW FACULTY AND STAFF)

Acknowledgment of Participants
The Master of Ceremony acknowledge the participants by institutes and offices.

WELCOME ADDRESS: Mrs. Bellaflor E. Fernandez, CGM
VP for Administration and Finance

INTRODUCTION OF THE RESOURCE SPEAKER:
Dr. Maricelle M. Nueva
VP for Planning, Quality Management, Alumni and External Affairs.

IN-SERVICE TRAINING PROPER:
Dr. Raymundo P. Arcega
Resource Speaker
GADTC Consultant

"Defining the Role of Education in Building Social Capital"
"Gearing GADTC towards Nation Building"
- Values
- Vision
- Change
- Teamwork

- Education is not for grades, education is for life.
- You become what you level yourself.

Having no more matters to discuss, the training ended at 12:20 P.M.

Master of Ceremony: Mrs. Juris Rita M. Seclot - Head, CCO

Minutes taken by

Jennifer G. Chavez
Research, Coordinator

Approved by

Dr. Maricelle M. Nueva
VP for Planning, Quality Management,
Alumni and External Affairs

Tangub City's
GOV. ALFONSO D. TAN COLLEGE

Office of the VP for Planning Quality Management, OJT, Alumni, and External Affairs
Maloro, Tangub City

Minutes of the In-Service Training (Old and New Faculty and Staff)

June 19, 2019	1:00 – 05:00 P.M.	GADTC Second Floor Lobby

ATTENDEES: GADTC Old and New Faculty and Staff
PRESENT: Faculty – 111
Staff – 68

INVOCATION
The training started with a musical prayer, GADTC hymn and the mass recitation of the Vision, Mission and Core Values of GADTC.

MESSAGE:
Dr. Jennifer W. Tan
City Mayor Elect

Backpack Tools:
1. Attitude tool
2. Perseverance
3. Commitment

Important points:
- Faculty and staff should dress appropriately
- GADTC and NMSC to set up bus etiquette for riding the Libot Tangub.

MESSAGE:
Atty. Philip T. Tan
Governor Elect

IN-SERVICE TRAINING PROPER
Dr. Raymundo P. Arcega
Resource Speaker

2019 GADTC ACADEMIC EXCELLENCE

IMPORTANT POINTS:
- Faculty should be 80% Masters and 20% Doctorate Holder.
- National athletes must be produced by GADTC both in swimming and athletics
- MOA with the Province about having classes in municipalities but students will enroll and will bring the name of GADTC.
- Students must be advised to shift to programs aligned to his previous program.
- Compliment your voice and gestures with what you wear.
- IPAD for GADTC Students
- Intelligent voice
- Power dressing

DEFINING NEW EDUCATION PARADIGM
- Outcomes-based Education
- Don't put textbooks that are not available in the library
- Industry-Academe Partnership
  1. OJT Program
  2. Inviting industry partners to teach
  3. Send teachers for immersion

For Research:

- Academic performance of male and female criminology students.
- College preparedness of Senior High School

ATCS: Assessment and teaching of 21st Century Skills

Ways of thinking:

- Creativity
- Problem solving
- Critical thinking
- Decision-making and learning

Ways of working:

- Communication
- Collaboration

Tools for Working:

- ICT
- Information Literacy

One spot to visit is the Surveillance Audit

Having no more matters and topics to discuss the training ended at 05:35 P.M.

Master of Ceremony: Mrs. Juris Rita M. Seclot
Head, CCO

Minutes taken by

Jennifer G. Chavez
Research, Coordinator

Approved by

Dr. Maricelle M. Nueva
VP for Planning, Quality Management, Alumni and External Affairs

Tangub City's
GOV. ALFONSO D. TAN COLLEGE

Office of the VP for Planning Quality Management, OJT, Alumni, and External Affairs
Maloro, Tangub City

Minutes of the Program Review and Planning Workshop

June 20, 2019 | 8:00 A.M. – 07:45 P.M. | GADTC Second Floor Lobby

ATTENDEES: GADTC all with designations, Program Heads and Institution Coordinators
PRESENT: Faculty – 86
Staff – 85

INVOCATION
The training started with a musical prayer, singing of National Anthem, GADTC hymn and the mass recitation of the Vision, Mission and Core Values of GAD.

PRPW Proper

Dr. Raymundo P. Arcega, CESE
Resource Speaker
GADTC Consultant

Present —Gap→ Future

- Deans, Heads and even Faculty are advised to have calling cards
- Produce national athletes (Athletics and swimming)
- All students should be required to take swimming subjects
- Set up Institute of Physical Wellness and Sports – (Curricular Program – Physical Wellness and Sports)
- Invest in Sports
- Security guards should wear uniforms at all times.
- Prepare fliers for visitors (c/o CCO)
- Utilize Criminology students. Deploy them at the entrance to welcome and assist the visitors. OSA must set up an organization for it. Credit and award must be given to them.
- Habang tumataas ang budget, dapat tumataas rin ang accomplishment ng school.
- Every program should have different Outcomes-Based Education.
- Prepare an Outcomes-Based Education assessment tool and mechanism.
- Deepen the Outcomes-Based Education delivery (invite Dr. Guzman, suggested Dr. Arcega)
- Research on what is the impact of Outcomes-Based Education to Muslims?
- Revise the promotional plan.
- Next seminar topics:
  - Conflict Management
  - Stress Management
  - Physical Management
- Huwag gawing tambakan ang AB-English and AB-Communication
- Conduct a seminar on English as Second Language Learning (invite outside participants)
- All graduates should be required to take Civil Service Examination
- Add IT course in all programs
- Tracking of graduates: all programs
- Help the nineteen (19) Masters graduates on their Research (Research Director).
- Admin Officers are required to graduate MA.
- In every ManCom meeting, updates of ALCU-COA findings must be checked and plans must be assessed.

- Before the submission of documents to CHED, the documents must be presented first to Academic Council then the Board of Trustees.
- Create GADTC Website before August.

Presenters:

1. Niel C. Enerio, Lib – College Registrar
2. Alemar C. Mayordo – OIC Dean, ITE
3. Ilyn R. Dag-uman, MBA – Dean, IBFS
4. Preachy Mae S. Esin, MPA – OIC Dean, IAS
5. Mark Lester M. Flores – Dean, ICJE
6. Geneivieve Hilot – Dean, ICS
7. Jay Stephen C. Mondong, MN – Dean, IOM
8. Florife Limpao – ISHS Representative
   Chona Bebina C. Petalio – OIC Principal, ISHS
9. Jonne Pearl Alas – Guidance
   Engr. Erwin Lacpao – Dean, OSA
10. Dionesio Manlegro Jr. – Head, Little GADTC
11. Romar C. Megriño – HRMO
12. Jevanie Caruana, CPA – College Consultant

GADTC EDUCATIONAL OBJECTIVES

1. To become active partner of the City in eliminating the number of out-of-school youth.
2. To introduce new courses responsive to the strategic directions of the City at least one academic program.
3. To become a center of Excellence and development across all academic programs in 2020
4. To increase employability rate to 80%
5. To reduce drop-out rate to 3% beginning S.Y. 2017
6. To improve passing rate in board exams higher than the NPR and preferably 100% beginning 2020.
7. To increase income derived from IGP's 100% higher from A.Y. 2017
8. To become 60% autonomous from the City in areas of financial and personnel administration from F.Y. 2020

SUGGESTIONS OF DR. RAYMUNDO P. ARCEGA:

Institute of Arts and Sciences

1. Institute of Education, Arts and Sciences
2. Institute of General Education

GADS – Institute of Midwifery (IOM)

1. Introduce Bachelor of Midwifery, Nursing and Pharmacy
2. Add another nurse

Institute of Computer Studies

1. Low enrollment for ACT
2. Strengthen ICS as service department for Computer Education
3. ICS as lead department for ICT capability of GADTC
4. Setting up of course quota based on KRI/KPI.
5. Institute of Computer Studies: Inventory of IT equipments and connectivity.
6. CCTV/Website management

Institute of Senior High School

1. Recommend courses in college based on Senior High graduates.
2. Transition plan in the future when DepEd assumes K to 12.

3. Participate in national and international competition.
4. Athlete's development program.
5. Best of the brightest program (c/o Admission)
6. Senior High as feeder to college; assign best faculty in High School
7. Tracer Study Input to GADTC

Office of Student Affairs

1. Strengthen the role of OSA/Guidance in developing personality of students; SMART program in collaboration with the College.
2. More engaging and interactive orientation program – EXCELLENT evaluation.
3. Needs Analysis as Input to students Training Development Program.

Research

1. Tracking System of Research Undertakings per College/Individual
2. Research Agenda with specific suggested topic.

Little GADTC

1. TESDA leading to ladderized courses.
2. Introduction of Adult Education.

Having no more matters to discuss, the workshop ended with a prayer at 7:45 P.M.

Minutes taken by

Jennifer G. Chavez
Research, Coordinator

Approved by

Dr. Maricelle M. Nueva
VP for Planning, Quality Management,
Alumni and External Affairs

ATTENDANCE

Activity : In-Service Training of New Faculty + Staff Time: 8:00 a.m.–12:00 p.m. Total No. Male: 20

Venue : AVR Date: 6/19/2019 Female: 38

	NAME	GENDER M	GENDER F	DESIGNATION		SIGNATURE
1.	ARNOLO CANILLAS	✓		STAFF	1.	
2.	Falluran, Love H.		✓	Faculty	2.	
3.	Villeio, Lady June A.		✓	Faculty	3.	
4.	RHEA JEAN ENTERVENCION		✓	TEACHER	4.	
5.	ALBERTO N. SALINAS JR.	✓		FACULTY	5.	
6.	CALBOTTERA, EMELITA T.		✓	FACULTY	6.	
7.	Pagente, Charming O		✓	Faculty	7.	
8.	MARIQUIT, FRITZIE MAE B.		✓	FACULTY	8.	
9.	ENTERO, JOLIE PEARL B.		✓	FACULTY	9.	
10.	Longos, Jimian Jordan G.	✓		FACULTY - Sociology	10.	
11.	DELA SIERRA, LOUIE JHON V.	✓		FACULTY - Psychology	11.	
12.	Aboc, Joshua	✓		Faculty - Sociology	12.	
13.	Pasague, Harland Ed	✓		Faculty - History	13.	
14.	Dumasapal Angelica		✓	Faculty - Filipino	14.	
15.	Cadornigo, Lorilie P.		✓	Faculty - Filipino	15.	
16.	Dela Cerna, Pretty Luya R		✓	Faculty - Filipino	16.	
17.	Deligero, Lailanie O.		✓	Faculty - English	17.	
18.	BANAAG, LIEZA YAZMIN O.		✓	FACULTY - Pol Sci	18.	
19.	DANO, GIXHEART C.	✓		FACULTY - Philosophy	19.	
20.	CABALAN, JULIE MAE L.		✓	FACULTY - Pol Sci	20.	
21.	Sencil, Michelle M.		✓	Faculty - English	21.	
22.	Acuzad, Pound Bryan L	✓		Faculty	22.	
23.	Acot, Jasmine R.		✓	Faculty	23.	
24.	VENTE, CLAIRE P.		✓	Faculty Office Ad.	24.	
25.	Magno, Rachel Jane P.		✓	Faculty Accounting	25.	
26.	Procianos, Ishmael	✓		Faculty - Socio	26.	
27.	Templanza, King Cyrus B.	✓		Faculty Psychology	27.	
28.	Tate, John Leonard O.	✓		Faculty Psychology	28.	
29.	Morales, Michael L.	✓		Faculty	29.	
30.	ASO EDEMIE A.		✓	Faculty	30.	
31.	TABUNYAG, RHEA MAE J.		✓	FACULTY	31.	
32.	GRACE ANN MARCIAL		✓	FACULTY	32.	
33.	JOELYN N. TAGALOG		✓	FACULTY	33.	

ATTENDANCE

Activity : In-Service Training of New Faculty + Staff Time: 8:00 am - 12:00 pm Total No. Male: 20

Venue : AVR Date: 06-19-2019 Female: 38

	NAME	GENDER M	GENDER F	DESIGNATION		SIGNATURE
1.	Maryjoy S. Maglanaya	✓		Faculty	1.	
2.	JANZIEL G. OGLANO		✓	FACULTY	2.	
3.	Regine L. Maghanoy		✓	FACULTY	3.	
4.	Dennis X. Galis-ay	✓		Faculty	4.	
5.	Jophil Q. Avarae	✓		Academic Staff	5.	
6.	Joseph S. Seclot	✓		Academic Staff	6.	
7.	Rechelle May C. Encallado		✓	QMD Staff	7.	
8.	Samboayon, Lorra Mona		✓	IAS Faculty	8.	
9.	MINA. CHERYL S.		✓	COORDINATOR, QMD	9.	
10.	YAPOR, MICHAEL JAMES S.	✓		FACULTY	10.	
11.	EWICAN, ANGELICA T.		✓	STAFF	11.	
12.	Esin, Peach Mae S.		✓	Asst. Dean - IAS	12.	
13.	BAZAR, SHARON S		✓	FACULTY	13.	
14.	Alvarez, Wendy Mae O.		✓	Faculty	14.	
15.	ADONA, D. C.	✓		FACULTY	15.	
16.	[illegible]		✓		16.	
17.	[illegible]		✓		17.	
18.	Cabalu		✓		18.	
19.	Bardelas		✓		19.	
20.	[illegible]		✓		20.	
21.	Manlawong, [illegible]	✓			21.	
22.	Sedol, Juris		✓		22.	
23.	Tamyo, Jess	✓			23.	
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ATTENDANCE

Activity : FACULTY & STAFF IN-SERVICE TRAINING (GADTC: Freezing the challenges of the 4th Industrial Revolution) Time: 1:00 - 5:00 PM Total No. Male: 66

Venue : GADTC Lobby Date: June 19, 2019 Female: 114

	NAME	GENDER M	GENDER F	DESIGNATION		SIGNATURE
1.	Rochelle May C. Encallado		✓	QMD Staff	1.	
2.	Longcob, Timar Joshua E.	✓		IAS FACULTY	2.	
3.	ALITA, MARITES J.		✓	STAFF	3.	
4.	CARREON, MARK SOREN A	✓		ITE FACULTY	4.	
5.	REQUINA, JAY MAR G	✓		IAS FACULTY	5.	
6.	Aboc, Joshua G.	✓		IAS Faculty	6.	
7.	Proviano, Ishmael	✓		IAS Faculty	7.	
8.	BANAAG, LIEZA YAZMIN O		✓	IAS FACULTY	8.	
9.	CABALAN, JULIE MAE L.		✓	IAS FACULTY	9.	
10.	Sencil, Michelle M.		✓	IAS Faculty	10.	
11.	Pestluna, Christine T		✓	ITE STAFF	11.	
12.	UGNIT, MARGARETH		✓	GAD / IAS	12.	
13.	Dumasapal Angelica		✓	Faculty	13.	
14.	MANUGAO, DIONESIO JR. L	✓		DTC, HEMD	14.	
15.	CAMPO, MICHELE E.		✓	STAFF	15.	
16.	Macua, Sherica		✓	STAFF	16.	
17.	Canacho, Felicidad		✓	Staff	17.	
18.	Tia, Jenicsser		✓	ICS Faculty	18.	
19.	Navalos, Michael L	✓		Faculty	19.	
20.	CERE, HONEYLYN R.		✓	Faculty	20.	
21.	FELVYS J. OBAIZ		✓	FACULTY	21.	
22.	Pollad, Emiree Q.		✓	Faculty	22.	
23.	Ferraren Jamaica R.		✓	Faculty	23.	
24.	SELATONA, ARNEL	✓		FACULTY	24.	
25.	Nilma G. Baguhin		✓	Staff	25.	
26.	Salutillo, Joan X		✓	Staff	26.	
27.	TAMMAYO, ALLAN CLAIRO		✓	Staff	27.	
28.	Apollo Opamen	✓		STAFF	28.	
29.	Cabahit, Mildred		✓	Staff	29.	
30.	BESARES, MARK PAUL M.	✓		STAFF	30.	
31.	PALLO, Chony		✓	FACULTY	31.	
32.	[illegible]	✓		STAFF	32.	
33.	[illegible]	✓		STAFF	33.	

ATTENDANCE

Activity : FACULTY & STAFF IN-SERVICE TRAINING (GADTC: Freezing the Challenges of the 4th Industrial Revolution) Time: 1:00 - 5:00 PM Total No. Male: 66

Venue : GADTC Lobby Date: June 19, 2019 Female: 114

	NAME	GENDER M	GENDER F	DESIGNATION		SIGNATURE
1.	VENTO, CLAIRE P.		/	Faculty	1.	
2.	Amora, Christine Joyce		/	ITE Faculty	2.	
3.	Logmas, Rosalina		/	ITE Faculty	3.	
4.	Abacion, Redie	/		ISHS	4.	
5.	Ouega, Rosmelie A.		/	ISHS Faculty	5.	
6.	Alvarez, Wendy Mae O		/	IAS Faculty	6.	
7.	Erwin Lacpao	/		OSA	7.	
8.	Berlindom, Alvin		/	Staff	8.	
9.	Ma. Allen Apao		/	Senior High	9.	
10.	Amodia, Jenelyn B.		/	ITE	10.	
11.	Jigol, Zarlene		/	SHS	11.	
12.	Nawa, Ardeth Michaelene L.		/	ITE	12.	
13.	Diaz, Jonne Pearl A.		/	IAS Faculty	13.	
14.	Arce, Christian		/	ITE Faculty	14.	
15.	Tagaloy, Glaiza N.		/	ICTE FACULTY	15.	
16.	Mary Anne E. Enquio		/	STAFF	16.	
17.	Jophil Q. Avarias	/		Academic Staff	17.	
18.	CHENNYL S. MINA		/	COORDINATOR, OST	18.	
19.	Maria Fe C. Pedrayda		/	Staff	19.	Pedrayda
20.	Charice Joan L. Vargas		/	"	20.	Vargas
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ATTENDANCE

Activity : FACULTY & STAFF IN-SERVICE TRAINING (*GAUTC: Freezing the challenges of the 4th Industrial Revolution) Time: 1:00 - 3:00 PM Total No. Male: 66

Venue : GAUTC Lobby Date: June 19, 2019 Female: 114

	NAME	GENDER M	GENDER F	DESIGNATION		SIGNATURE
1.	John Kevin C. Inre	/		FACULTY	1.	
2.	Kristal May S. Vivares		/	FACULTY	2.	
3.	Tare, John Leonard	/		Faculty	3.	
4.	Mecomi Ronald	/		STAFF	4.	
5.	Dela Sioria, Edna E.		✓	Faculty	5.	
6.	Acunad Romel Bayan L.	/		Faculty	6.	
7.	PACILAN JUNIFE V.	/		FACULTY	7.	
8.	JULIO, MABEL Q.		✓	STAFF	8.	
9.	Guazo, Flordeliza M.		✓	Faculty	9.	
10.	Flora Mae L. Relatuo,		/	FACULTY	10.	
[illegible]	ALBATERA, EMELITA T.		/	FACULTY	11.	
12.	TABUNYAG, RHEA MAE		✓	FACULTY	12.	
13.	MARCIAL, GRACE ANN		✓	FACULTY	13.	
14.	Chavez Jennifer G.		✓	STAFF	14.	
15.	Hilot Genevieve B.		/	Faculty	15.	
16.	Rueda Cortes		/	Staff	16.	
17.	Virginia Fuentes		/	Staff	17.	
18.	Ramos, Tamara		/	Faculty	18.	
19.	Fuentes, Edryl D.	/		Faculty	19.	
[illegible]					20.	
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ATTENDANCE

Activity : FACULTY & STAFF IN-SERVICE TRAINING - "GADTC: Freezing the Challenges of the 4th Industrial Revolution" Time: 1:00 pm. - 5:00 p.m Total No. Male: 66

Venue : GADTC 2nd floor Lobby Date: June 19, 2019 Female: 114

	NAME		GENDER M	GENDER F	DESIGNATION		SIGNATURE
1.	Amparado, Etienne Lizague	S	✓		CISO Staff	1.	
2.	Cenas, Vincent Dan C.	S	✓		CISO STAFF	2.	
3.	Alsta, MARITES V.	S		✓	STAFF	3.	
4.	VAPOR, MICHAEL JAMES S	F	✓		FACULTY	4.	
5.	Templonuevo, King Cyrus B.	F	✓		Faculty / Staff	5.	
6.	Dano, Girheart C.	F	✓		Faculty	6.	
7.	Pasague, Haulard Ed M.	F	✓		Faculty	7.	
8.	Nacion, Chergin V.	F		✓	ICS Faculty	8.	
9.	Villejo, Michelle A.	F		✓	IAS Faculty	9.	
10.	Aso, EDEMIE A.	F		✓	IAS Faculty	10.	
11.	Cambayan, Lowa Alona	F		✓	IAS Faculty	11.	
12.	Dela Cruz, Pretty Ann	F		✓	IAS Faculty	12.	
13.	Cadorniga, Lorilie P.	F		✓	IAS Faculty	13.	
14.	Gimbolo, Ellen Joy	F	✓		Faculty IAS	14.	
15.	Pancho, Venice Z.	F		✓	ISHS	15.	
16.	FERNANDEZ, DAVE P.	S	✓		HRMO STAFF	16.	
17.	GALABIN, MARY ROWEN JEL D.	S		✓	Registrar's Office Staff	17.	
18.	ENRICAN, ANGENSAN T.	S		✓	REGISTRAR STAFF	18.	
19.	Telerin, Krisha L	S		✓	Registrar Staff	19.	
20.	Dennis A. Calibog	F	✓		ICJE Faculty	20.	
21.	Galvez, Glyzanie R.	S		✓	Staff	21.	
22.	Villejo, Lady June A	F		✓	ISHS Faculty / VPAA Sec	22.	
23.	CHIZON, CHRISTIAN LOUIE	F	✓		IBKS	23.	
24.	ROMANO A. PABURADA JR.	S			STAFF	24.	
25.	Wilo B. Oalawigan	S		✓	STAFF	25.	
26.	Elisea A. Lorenzo	S		✓	STAFF	26.	
27.	MIRANDUENO, LOUIER	S	✓		STAFF	27.	
28.	BARIMBAO, MARVIN JON	S	✓		STAFF	28.	
29.	ALBERTO M. SALINAS JR.	F	✓		STAFF	29.	
30.	LYN R. DAGMAN	F		✓	ADM. IBKS	30.	
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ATTENDANCE

Activity: In-Service Training of Old + New Faculty + Staff Time: 1:00pm - 5:00pm Total No. Male: 66

Venue: GADTC LOBBY Date: June 19, 2019 Female: 114

	NAME	GENDER M	GENDER F	DESIGNATION		SIGNATURE
1.	Magno, Rachel Jane		/	Faculty	1.	
2.	Acat, Jasmine R.		/	Faculty	2.	
3.	ENTERVENCION, RHEA JEAN C.		/	FACULTY	3.	
4.	ERAP, NORHEL	/		"	4.	
5.	GUIJE, Clint Jay H.	/		Faculty	5.	
6.	ONIOT, JOSEPH D.	/		Col. Librarian	6.	
7.	Andam, Kyrielle P.		/	Faculty	7.	
8.	Alemar C Maporto	/		"	8.	
9.	Sayson, Lizbeth T.		/	"	9.	
10.	Tomoguamas, Jennifer		/	IAS Faculty	10.	
11.	MARCELIT, FELTLIE MAE		/	FACULTY	11.	
12.	Mulato, Jessica Jane E.		/	FACULTY	12.	
13.	Fajardo, Danilo Jr. A.	/		FACULTY	13.	
14.	Mooyanoy, Regine L.		/	FACULTY	14.	
15.	Garcia, Edwin	/		IM Faculty	15.	
16.	Agua, J.	/		Staff	16.	
17.	NUMBONG, JAY STEPHEN	/		IM Dean	17.	
18.	ALEXANDER E. NACION	/		QMDO	18.	
19.	Fallorin, Lue H.		/	Faculty	19.	
20.	ATAY, JULIUS B.	/		STAFF	20.	
21.	Gonzales, Joelyn A.		/	Staff	21.	
22.	Helen P. Manalo		/	Staff	22.	
23.	Redford M. Quiros	/		Faculty	23.	
24.	Almira P. Pabuwaya		/	Staff	24.	
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ATTENDANCE

Activity : In-Service Training of Old + New Faculty + Staff Time: 1:00 p.m. – 5:00 p.m. Total No. Male: 166

Venue : GADTC 2nd floor Lobby Date: June 19, 2019 Female: 114

	NAME	GENDER M	GENDER F	DESIGNATION		SIGNATURE
1.	Dantes, Elena		✓	DAS Faculty	1.	
2.	Real, Linc Clar		✓	IAS Faculty	2.	
3.	BATION, GRICHEN T.		✓	IAS FACULTY	3.	
4.	Entero, Joyce Pearl B.		✓	IAS FACULTY	4.	
5.	Maryjoy E. Maglangit	✓		ICS faculty	5.	
6.	Jade Ann E. Plotton		✓	ICS Faculty	6.	
7.	Jun Ray Santamia	✓		ICS Faculty	7.	
8.	Fesin, Preachy Mae V.		✓	IAS Faculty	8.	
9.	Bonbuenon, Gemmi		✓	Head Research	9.	
10.	ADONA, Dorothea C.	✓		FACULTY	10.	
11.	LABAS, JOSA MARIE M.		✓	IAS FACULTY	11.	
12.	Peñas, Marites N.		✓	Registrar	12.	
13.	EDIOS, Erlinda C.		✓	IAS STAFF	13.	
14.	Villafuerte, Lovelli P.		✓	IOM Staff	14.	
15.	KHARATIO, JONATH N.	✓		HR STAFF	15.	
16.	Florielizza L. Mahunolo		✓	STAFF	16.	
17.	Muyabweno, Evangeline L.		✓	staff	17.	
18.	DELA CRUZ, LOVIE JOY Y.	✓		IAS FACULTY	18.	
19.	DOMINGO, CARL JOHN E.		✓	IAS FACULTY	19.	
20.	Reyes, Rodolfo T. Jr.	✓		IAPS Faculty	20.	
21.	Suarez, RANY	✓		IAS Faculty	21.	
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ATTENDANCE

Activity : In- Service Training of Old + New Faculty + Staff Time: 1:00 p.m. - 5:00 p.m. Total No. Male: 64

Venue : GADTC 1st floor Lobby Date: June 19, 2019 Female: 114

	NAME	GENDER M	GENDER F	DESIGNATION		SIGNATURE
1.	PANTERAS, MA. ALNIKKA G.		/	IAS FACULTY	1.	
2.	BOLANO, JANZIGL G.		/	ICS FACULTY	2.	
3.	Kreafok, Mary Antonette		/	ITE Faculty	3.	
4.	Deligero, Lailanie G.			IAS Faculty	4.	
5.	Xoqud, Judith D.		/	ICJE Faculty	5.	
6.	Monteza, Xyra C.		/	ICJE Faculty	6.	
7.	Sector, Joseph S	/		Academic Staff	7.	
8.	FLORES, MARK	/		ICJE Dean	8.	
9.	Pagente, Charming		✓	IGHS Faculty	9.	
10.	Hal-may Lubatan	/	/	Staff	10.	
11.	VILLEJO, EMELIA A.		/	Staff	11.	
12.	Tampor, Jess	/		Staff	12.	
13.	Plania		/	ICM Faculty	13.	
14.	SARNO NOVA JOY S.		/	IPS Faculty	14.	
15.	SABELLANO, NELYSAY C.		/	IBE "	15.	
16.	NIEL C. ENTINO		/	College Registrar	16.	
17.	VICENTE P. PACUL JR.	/		Staff	17.	
18.	Elsabetto, Fran Ran G.	/		Instructor	18.	
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ATTENDANCE

Activity : In-Service Training of Old + New Faculty + Staff Time: 1:00 pm - 5:00 pm Total No. Male: 66

Venue : GADTC 2nd floor Lobby Date: 6/19/19 Female: 114

	NAME	GENDER M	GENDER F	DESIGNATION		SIGNATURE
1.	FRITZIE ANN FLORIDA		✓	HRD, CISO	1.	
2.	JURIS RITA M. SECLOT		✓	Head - CCO	2.	
3.	CANILLAS, ARNOLD C.	✓		STAFF	3.	
4.	MAGSAYO, HERBERT C.	✓		FACULTY	4.	
5.	DOMPALES, PRINCESITO Q.	✓		STAFF	5.	
6.	COLANGGED, AGUSTIN	✓		STAFF	6.	
7.	POYOT, STERLITO L.	✓		STAFF	7.	
8.	BELLAFLOR E. FERNANDEL		✓	VP ADMIN & FINANCE	8.	
9.	MARICELLE M. NUEVA		✓	VP PLANNING, QUALITYMANAGE & EXTO	9.	
10.	ROGER P. PANDAY	✓		STAFF	10.	
11.	LORDEL LEO C. SUAYO	✓		STAFF	11.	
12.	LIPOY B. JALANDONI		✓	STAFF	12.	
13.	PONTERAS, MA. ALNIKKA G.		✓	FACULTY STAFF	13.	
14.	Villajo, Michelle A.		✓	IK FACULTY	14.	
15.	Seclot, Juris Rita		✓	CCO	15.	
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ATTENDANCE

Activity: Program Review and Planning Workshop Time: 8:00a.m - 12:00p.m Total No. Male: 29

Venue: GADTC 2nd floor Lobby Date: 06-20-2019 Female: 45

	NAME	GENDER M	GENDER F	DESIGNATION		SIGNATURE
1.	LYN R. BAGUMAN		✓	IBES DEAN	✓	1.
2.	ALONDONG JAY SEPHER	✓		IM Dean	✓	2.
3.	MAGSAYO, HERBERT C.	✓		CAES COORDINATOR	✓	3.
4.	Sayson, Khloeth T.		✓	Research	✓	4.
5.	Pranoleam, EVANNE		✓	Head, R ITE	✓	5.
6.	Seclot, JURIS RITA M.		✓	COO	✓	6.
7.	Genevieve B. Hilot		✓	ICS Dean	✓	7.
8.	Jonne Pearl Q. Alar		✓	CAS	✓	8.
9.	Jess T. Tampar	✓		staff	✓	9.
10.	Jone Pearl B. Entero		✓	ITE FACULTY	✓	10.
11.	Mulato, Jessica Jane E.		✓	ITE - FACULTY	✓	11.
12.	Ferrarin Jamaica R.		✓	IAS Faculty	✓	12.
13.	Seclot, Joseph S.	✓		Research	✓	13.
14.	Ananoe, Jophil Q.	✓		Research	✓	14.
15.	Sondoc, John Rayman P.	✓		DSA Head, Profed...	✓	15.
16.	GUIJE, Clint Jay M.	✓		Statistician	✓	16.
17.	Tangquamo, Jenefer		✓	IAS faculty	✓	17.
18.	Esin Preachy Mae S.		✓	IAS Faculty	✓	18.
19.	ACOSTA, MARITES G.		✓	Supply officer	✓	19.
20.	PETALIO, Chona		✓	Faculty	✓	20.
21.	Nacion, Cherogin V.		✓	ICS, Alumni Coordinator	✓	21.
22.	Floriza, Jade Ann E.		✓	IGS - CAES Coordinator	✓	22.
23.	Chavez, Jennifer G.		✓	Research Coor.	✓	23.
24.	Amora Christine Jane		✓	ITE Faculty	✓	24.
25.	Ricafort, Mary Antoinette B.		✓	ITE Faculty	✓	25.
26.	ERWIN E. LACRAN	✓		OSA personnel	✓	26.
27.	Imore, Jackelyn		✓	ITE	✓	27.
28.	NAG, REYNALD		✓	Col. Registrar	✓	28.
29.	ALEXANDER E. NACION	✓		QMDO Staff	✓	29.
30.	[illegible]	✓		QMDO STAFF	✓	30.
31.	Romer Moyo	✓		STAFF	✓	31.
32.	Rochelle May C. Encallado		✓	QMDO Staff	✓	32.
33.	Villano, Lady June A		✓	VPAA staff	✓	33.

ATTENDANCE

Activity: Program Review and Planning Workshop Time: 8:00 a.m – 12:00 p.m Total No. Male: 29

Venue: GADTC 2nd floor Lobby Date: 06-20-2019 Female: 43

	NAME	GENDER M	GENDER F	DESIGNATION		SIGNATURE
1.	REQUINA JAY MAR G.	✓		IAS FACULTY ✓	1.	
2.	Alvarez, Wendy Mae O.		✓	IAS Faculty ✓	2.	
3.	ADONA, D.C.	✓		FACULTY / CHAIRS ✓	3.	
4.	Fallorin, Luc		✓	Academics ✓	4.	
5.	Cabuos, Mark Joron A.	✓		ITE Faculty ✓	5.	
6.	Embalo, Ethn John B.	✓		ITE Faculty ✓	6.	
7.	ERAP NORIEL B	✓		ITE Dean ✓	7.	
8.	[illegible]		✓	ISHS ✓	8.	
9.	MINA. CHERRYL S.		✓	COORDINATOR. OJT ✓	9.	
10.	Honeylie R. Cere		✓	ICSE Faculty ✓	10.	
11.	TABUNAG, RHEA MAE J.		✓	ICSE FACULTY ✓	11.	
12.	Tajanda, Camila Jr. A.	✓		NAC Faculty ✓	12.	
13.	Zipol, Jaclene R.		✓	NAC Faculty ✓	13.	
14.	Suaza, Glendelizza M.		✓	ISHS Faculty ✓	14.	
15.	Templanza, King Cyrus B.	✓		IAS Faculty ✓	15.	
16.	Tate, John Lemard	✓		IAS Faculty ✓	16.	
17.	UGNIT, MARGARETH		✓	GAD / IAS ✓	17.	
18.	Dante, Elena		✓	IAS / HR ✓	18.	
19.	Carmona, Geranie R		✓	Accountant ✓	19.	
20.	MELLAFUR E. FERNANDEZ		✓	VP FOR ADMIN/FINANCE	20.	
21.	MARICELLE M. NUEVA		✓	VP PLANNING BMD & EA ✓	21.	
22.	SABELLANO, NELDY C		✓	IBFS FACULTY ✓	22.	
23.	Elzsterio, Ryan Pam G	✓		IBFS FACULTY ✓	23.	
24.	CORPUZ, FELIX J.		✓	IBFS FACULTY ✓	24.	
25.	Tuma, Ethyl D.	✓		IBFS Faculty ✓	25.	
26.	Moñoza, Xyrin C.		✓	ICSE Faculty ✓	26.	
27.	Daine F. B		✓	REP. ABTO ✓	27.	
28.	VICENTE P. BACUS, JR	✓		AO-II ✓	28.	
29.	Helen P. Mendoza		✓	Staff ✓	29.	
30.	Lilibeth T. Sayson		✓	Faculty ✓	30.	
31.	Alemar C Maparato	✓		Faculty ✓	31.	
32.					32.	
33.					33.	

ATTENDANCE

Activity: Program Review and Planning Workshop Time: 1:00 p.m. – 7:00 p.m. Total No. Male: 44

Venue: GADTC 2nd floor Lobby Date: 06-20-2019 Female: 61

	NAME	GENDER M	GENDER F	DESIGNATION		SIGNATURE
1.	Redford M. Quiroz	/		ISHS Faculty	1.	
2.	Angelo Tajardo Jr.	/		MTH Faculty	2.	
3.	Flanfu Lirio		/	ICTM "	3.	
4.	Ma. Allen B. Apas		/	ISHS "	4.	
5.	Guazo, Flordeliza M.		/	ISHS "	5.	
6.	Rochelle May C. Encallado		/	QMO Staff	6.	
7.	Jonne Pearl Q. Alas		/	GAD	7.	
8.	CHERRIL S. MINA		/	COORDINATOR, OJT	8.	
9.	MILDRED S. CARAUT		/	STAFF	9.	
10.	ADONA, Douglas C.	/		CAES / Faculty	10.	
11.	BELANO, JANZIEL G.		/	ICS LABORATORY COORDINATOR	11.	
12.	Floriza, Jade Ann E.		/	ICS - CAES Coordinator	12.	
13.	Nacion, Chergin V.		/	ICS - Alumni Coordinator	13.	
14.	Hilot, Genevieve B.		/	ICS Dean	14.	
15.	QUIJE, Clint Jay M	/		Statistician	15.	
16.	MAGSAYO, HERBERT C.	/		CAES COORDINATOR	16.	
17.	Tongamas, Jenifer		/	IAS Faculty	17.	
18.	Alerar C Maypado	/		ITE Faculty	18.	
19.	Tomlanza, King Cyrus B.	/		IAS Faculty	19.	
20.	Ofic, John Leonard O.	/		IAS "	20.	
21.	Elesterio, Ryan Pam G.	/		IBFS Faculty	21.	
22.	Emong, Ebryl D.	/		-do-	22.	
23.	SABELLANO, NEHJEH C		/	"	23.	
24.	REYES, RADOLFO T. JR.	/		IAFS FACULTY	24.	
25.	FLORES, MARK [illegible]	/		ITE DEAN	25.	
26.	ERAP, NARIEL B.	/		ITE Dean	26.	
27.	Dasles, Elena	F	/	IAS Faculty	27.	
28.	ERWIN E. CACPAO	/		OSA Faculty	28.	
29.	Jeniffer Tia	F	/	CES Faculty	29.	
30.	LYN R. DAGUMAN	F	/	IBFS Dean	30.	
31.	MANUELES DUATEN	/		DTC, Head	31.	
32.	Moneza, Xyrin C.	F	/	ICTE, PROGRAM TEAM	32.	
33.	Sayson, Lilibeth D.	F	/	Research	33.	
34.	[illegible]			[illegible]	34.	

ATTENDANCE

Activity: Program Review and Planning Workshop Time: 1:00 p.m - 7:00 p.m Total No. Male: 44

Venue: GADTC 2nd floor Lobby Date: 06-20-2019 Female: 81

	NAME	GENDER M	GENDER F	DESIGNATION		SIGNATURE
1.	MARGARETH G. VON T (✓) F		✓	GAD OFFICER	1.	
2.	Bebiano A Paburada JR.	✓		STAFF	2.	
3.	Apollo H. Opamen	✓		STAFF	3.	Apollo
4.	Villejo, Lady June A.		✓	STAFF	4.	
5.	Tugot, Zarlene M.		✓	STAFF	5.	
6.	Baguhin, Vilma		✓	STAFF - LIBRARY	6.	
7.	Bacus, Julieta		✓	STAFF	7.	
8.	Villejo, Emelia		✓	STAFF - LIBRARY	8.	
9.	Vargas, Charlice Jean L.		✓	"	9.	
10.	Almar Paburada		✓	Staff	10.	
11.	Hail Mary Dumfatan		✓	Staff	11.	
12.	Bebiano Paburada Jr.	✓		Staff	12.	
13.	Maria Fe Bechayda		✓	Staff	13.	Bechayda
14.	Virginia Jeunen		✓	Staff	14.	
15.	Mirabueno, Geraline Lopez		✓	Staff	15.	
16.	Barimbao, Mehren Jhon	✓		Staff	16.	
17.	CENAS, VINCENT DAN C	✓		STAFF	17.	
18.	AGUA, JAY AR	✓		STAFF	18.	
19.	AMPARADO, ETIENNE WAYNE	✓		STAFF	19.	
20.	SAMUEL CARUMBA	✓		STAFF	20.	
21.	Agacial, Medie	✓		ISHS	21.	
22.	Verna Pancho		✓	ISHS	22.	
23.	Fernandez, Dove P.	✓		HRMO staff	23.	
24.	DELA CRUZ, JUDY G.	✓		STAFF	24.	
25.	SELATONA, ARNEL	✓		Faculty	25.	
26.	TALUBANE, ANGEL CLAIRE		✓	Staff	26.	
27.	EWICAN, ANGELICA T		✓	STAFF	27.	
28.	ATAY, JULIUS B.	✓		STAFF	28.	
29.	Telemn, Krizia L.		✓	Staff	29.	
30.	Galabin, Mary Rowen Jell D.		✓	Staff	30.	
31.	Alamin, Melinda M.		✓	Staff	31.	
32.	Ferraren Jamaica R. (✓)		✓	Faculty	32.	
33.	Tamor, Jesr T. (✓)	✓		Staff	33.	

ATTENDANCE

Activity: Program Review and Planning Workshop Time: 1:00 pm - 7:00 pm Total No. Male: 44

Venue: GADTC 2nd floor Lobby Date: 06-20-2019 Female: 61

	NAME		GENDER M	GENDER F	DESIGNATION		SIGNATURE
1.	Fallorna, Love H.	F		/	Academics	1.	
2.	Chavez, Jennifer G.	F		✓	Resear Coordinator	2.	
3.	Damolean, Elaine Y	F		/	Head, RPE	3.	
4.	Kuota, Marites J.	F		✓	Survey officer	4.	
5.	Oniot, Joseph D.	S	/		Col. Librarian	5.	
6.	Seclot, Juris Rita M.	F		/	RCO	6.	
7.	Lorenton, Elisea A.	S		/	Staff	7.	
8.	JOHN SHADRAN	S	/		SSU	8.	
9.	MARYBELLE M. NUEVA	S		✓	UPON PLANNING, QMDEA	9.	
10.	Pangs, SHEMITO	S	/		Head - PSO	10.	
11.	Farnacio Francisch	F		/	Head. Medical	11.	
12.	Dagamac, Jeomel L	S	/		GSO STAFF	12.	
13.	Amora, Christine Jane	F		—	ITE OFFICE	13.	
14.	Gnbolu Eltw Jm	F	/		"	14.	
15.	Ricafort, Mary Antoinette B.	F		✓	ITE English Program Head	15.	
16.	Mulato, Jessica Jane	F		✓	ITE - FACULTY	16.	
17.	Entero, Joje Pearl B.	F		/	ITE - FACULTY	17.	
18.	Araña, Joelle B.	F	/		Research Staff	18.	
19.	Seclot, Joseph S.	F	/		Research Staff	19.	
20.	Chave, Jackelyn P.	F		/	Program Head	20.	
21.	ALEXANDER E. NACION	S	—		QMDO Staff	21.	
22.	REQUINA JAY MAR G.	F	—		IAS FACULTY	22.	
23.	Alvarez, Wendy Mae O.	F		/	IAS Faculty	23.	
24.	Esin, Preachy Mae S.	F		/	IAS Faculty	24.	
25.	Caberor, Mark Joven A.	F	/		STE Faculty	25.	
26.	Bernales, Marie Paul M.	S	/		QMDO Staff	26.	
27.	NOEL ENEMO	S	/		College Registrar	27.	
28.	GERUNDIO C. PEÑAS	S		/	Consultant	28.	
29.	Helen P. Menalvo	S		✓	Staff	29.	
30.	JOCELYN A. GONZALES	S		/	Staff	30.	
31.	REAL. LINE CLAR +	F		/	IAS FACULTY	31.	
32.	MONDOMO, JAY STEPHEN C.	F	/		IM Dean	32.	
33.	Carpana, Jeranie A.	S		/	Accountant	33.	

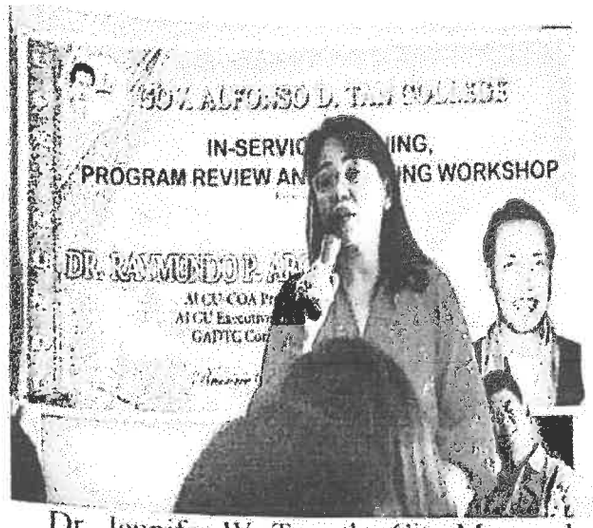
The arrival of Dr. Raymundo P. Arcega at GADTC.

Dr. Maricelle M. Nueva introduced the Resource Speaker.

Dr. Arcega together with the VPs, Heads and Consultant at the entrance door.

Dr. Arcega having his talk during the In-Service training with the new faculty and staff at Audio Visual Room.

Mrs. Juris Rita M. Seclot, the Master of Ceremony acknowledging the arrival of Dr. Arcega



Dr. Jennifer W. Tan, the City Mayor elect giving her message to all Faculty and Staff.

Program Review and Planning Workshop

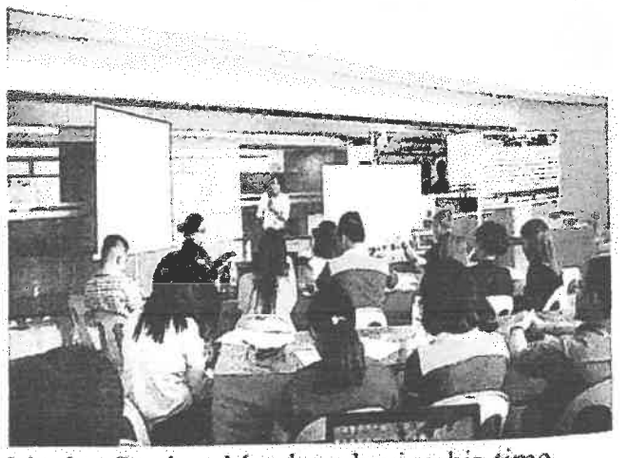
Mrs. Niel Enerio discussing the Registrar's 10-minute accomplishment report presentation.

The incoming Governor, Atty. Philip T. Tan giving his message during the In-Service Training.

The Dean of Institute of Business, Ilyn Dag-uman reporting their accomplishment report presentation.

In-Service Training of GADTC's faculty and staff photo opportunity with the Governor, City-mayor elect and the College Consultants.

Ms. Preachy Mae Esin, the OIC Dean of Institute of Arts and Sciences reporting the 10-minute presentation compliance report of the Institute of Arts and Sciences.



Mr. Jay Stephen Mondong having his time discussing their 10-minute accomplishment report presentation.

The Dean of Institute of Criminal Justice Education, Mr. Mark Lester Flores giving the 10-minute compliance report.

The Institute of Senior High School clarifying their 10-minute presentation compliance report through Mrs. Florife Limpao.

Dr. Arcega giving his comments regarding to the 10-minute accomplishment report presentation of the Deans and Heads.

The representative from the Guidance office tasked to explain their 10-minute accomplishment report presentation.

Ms. Ellaine Bandigan, the Director of Research presenting their 10-minute accomplishment report presentation.

The Giving of Certificate of the Participants for the two-day visit of Dr. Raymundo Arcega

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					

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	2nd semester of the academic year	TBD

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**	**Creation of Student's Individual File**	New and transferee students	June2019 (for 1st sem A.Y. 2019-2020)	Guidance Personnel	
					October 2019 (for 2nd sem A.Y. 2019-2020)		
			File Update	Old Students	June 2019 (for 1st sem A.Y. 2019-2020)		
					October 2019 (for 2nd sem A.Y. 2019-2020)		
			Initial Interview	New and transferee students	June 2019 (for 1st sem A.Y. 2019-2020)		
					October 2019 (for 2nd sem A.Y. 2019-2020)		
			Exit Interview	Graduating students	March 2019 (for 1st sem A.Y. 2019-2020)		

GOV. ALFONSO D. TAN COLLEGE
GENERAL SERVICE OFFFICE

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 of 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 trails 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

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. **Separate room for supplies and equipment**	Periodic inventory of Supplies and Equipment and system of disposal Proper place for Supplies and Equipment	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	
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.	▪ Finance Department Team meeting ▪ Issuance of Copies of Manual for reference.	Full Compliance with the New Government Accounting System for Local Government Units.	January / 1st Quarter	Arnold Canillas Jevanie Caruana	P -0-
To maintain all records regarding GADTC's income and expenses	Bookkeeping system of income and expenses	▪ Finance Department Team meeting ▪ Implementation and Monitoring	• 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-

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	nuary-Decemb	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 appproval 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	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	Oct-19	-
	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	Enhanced Marketing Campaign for Institute's Program	Program Heads, Promotion Coordinator	Jan-19	P5,000.00
			2. Submit proposals to the said Office for marketing/advertisement purposes				
	to implement resources-and-energy saving program	5S Housekeeping System	1. Introduce and implement the 5S Housekeeping System in the Institute	Enhanced Productivity, Quality, Safety and Reduced Resource-and-Energy Consumption in the Office thru 5S Housekeeping System in the Institute	All	January -May 2020	-
			2. Evaluate the effect of implementing the 5S Housekeeping system				
		One-Stop-Shop	Conduct survey			Jan-19	
		Encoding	Conduct a thorough				
		Sourvenir Items					

	to increase the revenues of the GADTC through IGPs	Encoding/Printing	planning regarding the identified programs in order to increase earnings.	Increased institute and GADTC revenues	Dean & Program Head	Jan-19	P500,000.00
		Answer Booklet					
		Photocopying					
		Linkage to different industries	Source out possible funds as capital			Apr-19	
	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	New Faculty that will facilitate the new and existing programs of the Institute	Dean, Program Head/s of the existing programs, & HR	pril - June 201	---
			2. Teaching Demonstration				
			3. Interview with the applicants				
	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	Annual Investment Plan	Dean & Program Head	March - December 2019	---
			2. Survey of existing status of Programs/Activities				
			3. Submit proposals for AIP inclusion				

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 Institute	All Institute's Personnel	January - December 2019	---

	To engage the Institute in professional organization	Affiliation / membership of Professional Organization	1. Fill up membership form 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 &	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			

Sciences	to implement resources-and-energy saving program	5S Housekeeping System	1. Introduce and implement the 5S Housekeeping System in the Institute	Enhanced Productivity, Quality, Safety and Reduced Resource-and-Energy Consumption in the Office thru 5S Housekeeping System in the Institute			
			2. Evaluate the effect of implementing the 5S Housekeeping system				
	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	Action Research-Increasing the Quality, Efficiency and Timeliness of Faculty's Performance of the Institute of Midwifery using Outcomes-based Monitoring System			
			2. seeking appproval for the monitoring tool				
			3. preliminary testing of the tool				
			4. official use of the monitoring tool				
			5. Writing of result of Action Resarch				
	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	Hired faculty	Dean & program head	April – June 2019	
			3. Conduct Interview to applicants				
			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	sss	
			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	Annual Investment Plan		20,000.00	School Head, All Faculty
			3. Prepare Responsive Annual Investment Plan		Feb-19		
			4. Submit proposals for AIP inclusion				
		Preparation of Comprehensive Annual Procurement Plan	1. Train in the preparation of APP	Annual Procurement Plan		500	School Head, All Faculty
			2. Inventory supplies and requirements				
			3. Prepare Comprehensive Annual Procurement Plan				
			4. Submit APP				
	To upgrade facilities	Access to technology	1. Inventory equipment, facilities and materials	Upgraded learning facilities and Internet Connection for online transaction	Jan-19	250,000.00	School Head, LIS, Assistant
			2. Conducts Repair and maitenance				
			3. Submit procurement plan				
			4. Acquisition of equipment and materials		Mar-19		
		Installation of Internet Connection	1. Propose a project design with budget	Internet Connections	Jan-19	20,000.00	Assistant, LIS
			2. Installation of Internet connection		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 Housekkeping 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				

		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	2. seeking appproval 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 Teacher Education using Outcomes-based Monitoring System	Dean, Program Head, All ITE Faculty	January-December	None

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				
		to send addtional faculty for traning in	Faculty Clinical Training in MHARS-MC for Clinical	1. Secure permission and slot from MHARS-MC administration for the sai training	Faculty Clinical Training in MHARS-MC for	selected	March-April	P40,00.00
				2. Schedule the training on sembreak/ summer				

	MHARS	Supervision of Students	3. Create budgetary design for the training	Clinical Supervision of Students	faculty		
			4. Send faculty for scheduled training				
	to require faculty to undergo continuing professional education	Graduate Degree	1. attend seminars/trainings and workshops	Faculty with graduate degree	All	January - May 2020	P200,000.00
			2. enroll/finish master's degree	Relevant Certificates/ Papers of Faculty's Continuing Professional Education			
			3. enroll/finish master of arts degree in nursing				
			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 - May 2020	P300,000.00
	to enroll in DPA (new faculty)			Faculty earned education units	Selected Faculty	anuary - May 202	-

Institute of Business and Financial Services	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 organziation	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				
		In-house formation	Hold formation on a monthly basis.				