



Republic of the Philippines
Laguna State Polytechnic University
 Province of Laguna

OFFICE OF STUDENT AFFAIRS AND SERVICES
ACTION PLAN
Academic Year 2020-2021

ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
STUDENT WELFARE SERVICES						
INFORMATION AND ORIENTATION SERVICES						
VIRTUAL ORIENTATION PROGRAM	<ul style="list-style-type: none"> • Inform students of the academic policies of the university; • Familiarize the students with college life; and • Make students feel that they are welcome even in time of pandemic. 	First week of the opening of classes, A. Y. 2020 – 2021 (First Semester)	Senior High School, Freshmen, Transferee, Returning Students, Continuer (Shifters), Graduate Program	OSAS Units, College Deans/ Associate Deans, Registrar, Guidance Counselors, Student Leaders	₱ 90,006.00 (campus share)	<ul style="list-style-type: none"> • Uploaded virtual orientation in social media page & youtube • Attendance via google form/ screenshots in the comment section of the virtual orientation in facebook and youtube live.

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CONDUCT OF VIRTUAL TRAININGS AND SEMINARS RELATED TO STUDENT SERVICES		Last week of January 2021	Students	OSAS Units, Guidance Counselors, Supreme Student Council	₱150,000.00	<ul style="list-style-type: none"> • Narrative report; • Attendance of participants; • Evaluation of the participants; and • Sample Certificates of Participation and Certificate of Recognition for speakers.
ATTENDANCE TO VARIOUS VIRTUAL TRAININGS AND SEMINARS RELATED TO STUDENT SERVICES	<ul style="list-style-type: none"> • To attend in conference, symposia, trainings and seminars to update on the student services such counseling, policy making and the like. 	October 2020 to October 2021	OSAS Director and Chairpersons	OSAS Units, Guidance Counselors, Supreme Student Council	₱150,000.00	<ul style="list-style-type: none"> • Narrative report; • Re-echo of trainings and seminars undertaken; and • Adoption of training program into tangible output.

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GUIDANCE AND COUNSELING SERVICES						
COUNSELING SERVICE • <i>Virtual Counseling and Psychosocial Support</i>	Innovatively provide the students Service in the new normal. • Assists students to make a self-direction related to the choice, plans and goals in life; • Assist and guide students with special needs; Promote mindfulness and positivity (psychological safety) among student, staff and faculty in time of pandemic; and	October 2020 – February 2021 (First semester)	All Students	Guidance Counselors, Guidance staff, peer facilitator, students	₱ 80,000.00 (₱20,000.00 per campus) TELE/WEB Counseling Equipment	<ul style="list-style-type: none"> Analysis of student assessment needs; Record of students not able to transitioned back to school; Lesson for positivity among student, staff, and faculty; Created class/populations with special needs; Filled up google forms; Evaluation of psychoeducation session; Record of students who availed counseling service;

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	<ul style="list-style-type: none"> Attend seminar and conferences to update counseling approaches. 					<ul style="list-style-type: none"> Record of modification of behavior (ex. increase attendance in online class et al.); and Counseling based framework on tele/web counseling.
PSYCHOEDUCATIONAL WEBINAR <ul style="list-style-type: none"> • Webinar on Online Class Ethics 	<ul style="list-style-type: none"> Promote positive emotions; Monitor students, school staff and faculty for targeted assistance; and Re-engage students disconnected in Instructional Activity. 	One (1) session per semester A.Y. 2020 – 2021	All students & Faculty	Guidance Personnel, students, personnel Parent/s, faculty	₱40,000.00 (₱10,000.00 per campus)	<ul style="list-style-type: none"> Analysis of student assessment needs; Record of students not able to transitioned back to school; Lesson for positivity among student, staff, and faculty; Created class/populations with special needs; and Filled up google forms.

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TESTING SERVICE	<ul style="list-style-type: none"> • Screen students through college admission test for incoming freshmen, transferees, continuer, and shifters; • Identify needs of students through testing; • Assess applicants through the use of test; and • Enhance the effectiveness of counseling 	A. Y. 2020 - 2021	All Students	Guidance Staff, BAC, Human Resource Office, Peer Facilitator	<ul style="list-style-type: none"> • Standardized test material • Computerization of non-psychometric test 	<ul style="list-style-type: none"> • Administered, scored and interpreted test; • Purchased testing material; and • Compliance with CS requirements in selection and placement
ATTENDANCE TO VIRTUAL NATIONAL CONVENTION/ MID YEAR CONFERENCE	<ul style="list-style-type: none"> • To train and develop guidance counselors and staff with the current trends and issues on 	Year Round	Guidance Counselors and Staff (At least two National Convention attended)	Guidance Counselors and Staff	₱30,000.00	<ul style="list-style-type: none"> • Workshop Handouts; • Narrative Report; and • Certificate of Participation.

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	guidance and counseling even amidst the Pandemic.					
GUIDANCE AND COUNSELING RESEARCH SERVICE	<ul style="list-style-type: none"> • Evaluate and make an assessment of the different activities conducted by the guidance office; • Be a basic tool in making such counseling framework to cater different needs of the students; and • Identify techniques relevant during this time. 	First Semester A.Y. 2020 – 2021	All Students	Guidance Personnel, Student Assistant, OSAS, Students	N/A	<ul style="list-style-type: none"> • Make proposal for a research study on a specific guidance service.

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ALUMNI SERVICES						
TRACING OF GRADUATES	<ul style="list-style-type: none"> To determine success rate of employment of graduates within two years after graduation 	Year Round	Alumni (Two years after graduation)	Chairperson, College Coordinators, staff,	N/A	<ul style="list-style-type: none"> Records of Students Narrative Report
CONDUCT OF TRACER STUDY	<ul style="list-style-type: none"> To characterize/ document graduates' employability and mobility 	December 2020	Two years after graduation	Chairperson, college coordinators, staff, Student assistant	₱20,000.00 (₱5,000.00 per campus)	<ul style="list-style-type: none"> Records Output of the study Narrative Report
TAPPING OF ALUMNI AS RESOURCE PERSON FOR VIRTUAL UNIVERSITY ACTIVITIES	<ul style="list-style-type: none"> To strengthen Alumni involvement in University activities 	Year Round	Graduating Students	Chairperson, college coordinators, staff, student assistant	N/A	<ul style="list-style-type: none"> Narrative Report Documentation Certificates
CONDUCT OF VIRTUAL JOB RECRUITMENT AND CAREER GUIDANCE ACTIVITIES/LABOR EDUCATION PROGRAM	<ul style="list-style-type: none"> To help graduates find job opportunities and prepare them in the field of work 	June 2021	Graduating Student	Chairperson, college coordinators, staff, student assistant	₱20,000.00 (₱5,000.00 per campus)	<ul style="list-style-type: none"> Narrative report Documentation Records of possible hired

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COORDINATION WITH COMPANIES/ AGENCIES FOR POSSIBLE PARTNERSHIP	<ul style="list-style-type: none"> To strengthen University linkages and widen opportunities for student placement 	Year Round	Companies/ Agencies	Chairperson, college coordinators, staff, student assistant	₱20,000.00 (₱5,000.00 per campus)	<ul style="list-style-type: none"> Narrative report Documentation MOA
CONDUCT OF VIRTUAL CORRESPONDENCE/ VISIT TO PARTNER PLACEMENT COMPANIES AND AGENCIES	<ul style="list-style-type: none"> To ensure coordination and updating of students' placement and status 	Year Round	Companies/Agencies/OJT's	Chairperson, college coordinators, staff, student assistant	₱20,000.00 (₱5,000.00 per campus)	<ul style="list-style-type: none"> Narrative report Documentation
STUDENT HANDBOOK DEVELOPMENT						
CREATING AN E-FORMAT OF THE BOR APPROVED STUDENT HANDBOOK FOR DISTRIBUTION TO NEW STUDENTS	<ul style="list-style-type: none"> To be able to deliver the handbook to new students during this new normal set up 	All Year Round	All First year and Transfer students	Coordinator, Class advisers, College Dean, Student Council, Guidance Counsellor, OSAS	₱20,000.00 (₱5,000.00 per campus)	<ul style="list-style-type: none"> Narrative report Documentation

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ASSESSMENT TO THE NEEDS OF ADDING NEW PROCEDURES, RULES, AND REGULATIONS FOR NEW NORMAL SET UP WITH THE STUDENTS	<ul style="list-style-type: none"> To identify the needs to improve the student handbook as it will be fitted to the new normal. 	All Year Round	All Students	Coordinator, Class advisers, College Dean, Student Council, Guidance Counsellor, OSAS,	N/A	<ul style="list-style-type: none"> Narrative report Documentation Assessment result
INCLUDING NEW HEALTH PROTOCOL AS TO THE DEMAND OF THE NEW NORMAL IN THE HEALTH SERVICES SECTION OF THE STUDENTS HANDBOOK	<ul style="list-style-type: none"> To add details on safety protocols in health services section of the student handbook for better dissemination of guidelines prescribed by DOH. 	Before end of the year	All Students	Coordinator, University Nurse, OSAS,	N/A	<ul style="list-style-type: none"> Narrative report Documentation
STUDENT DEVELOPMENT SERVICES						
STUDENT ORGANIZATION UNIT						
STUDENT ORGANIZATION RECOGNITION AND ACCREDITATION	<ul style="list-style-type: none"> To identify and recognize student organizations that will pass the evaluation process 	Submission of Application for Student Organization Recognition November 2020	LSPU Student Organizations	LSPU Student Organization's Officers & Advisers, Student Organization Unit Coordinators,	N/A	<ul style="list-style-type: none"> Submission of OSAS ISO Forms (Application/Review of Recognition, Adviser(s))

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				OSAS Director and Chairpersons		<ul style="list-style-type: none"> • Commitment Form); • Student Organization By-Laws; • Accomplishment Report; and • Financial Report (if organization has funds).
EVALUATION OF SUBMITTED REQUIRED DOCUMENTS FOR STUDENT ORGANIZATION RECOGNITION	<ul style="list-style-type: none"> • To assess the performance of different student organization for the period of A.Y. 2019-2020 and determine their qualification for the election of new sets of officers 	December 2020	LSPU Student Organizations	LSPU Student Organization's officers & Advisers, Student Organization Unit Coordinators, OSAS Director and Chairpersons	N/A	<ul style="list-style-type: none"> • Recognition of Student Organization
GRANTING OF CERTIFICATE OF RECOGNITION OF STUDENT ORGANIZATION	<ul style="list-style-type: none"> • To recognize the student organizations and be allowed to 	January 2021	LSPU Student Organizations	LSPU Student Organization's officers & Advisers,	N/A	<ul style="list-style-type: none"> • Issuance of Certificate of Recognition

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	conduct their different activities			Student Organization Unit Coordinators, OSAS Director and Chairpersons		
ELECTION OF NEW SETS OFFICERS	<ul style="list-style-type: none"> To elect new sets of officers for each Academic and Non-Academic Organizations 	January 2021	LSPU-SCC Students	LSPU Student Organization's officers & Advisers, Student Organization Unit Coordinators, OSAS Director and Chairpersons	N/A	<ul style="list-style-type: none"> New roster of Student Organization Officers
MEETING WITH THE ADVISERS / CO-ADVISERS, STUDENT ORGANIZATION UNITS, FEDERATED SUPREME STUDENT COUNCIL OFFICERS, OSAS DIRECTOR AND CHAIRPERSONS	<ul style="list-style-type: none"> To discuss the possible revisions via zoom/face to face the Guidelines and Policies for Student Organization Unit 	January 2021	Student Organization Officers, Advisers / Co-Advisers, Federated Supreme Student Council	LSPU Student Organization's officers & Advisers, Student Organization Unit Coordinators, OSAS Director and Chairpersons	N/A	

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VOLUNTEER WORKS/ OUTREACH PROGRAM	<ul style="list-style-type: none"> To intensify the sense of volunteerism among the young leaders of the university 	February-March 2021	SOU, SSC, SBOs and Society Officers	Leadership Training Unit, SSC, and Student Organization and Activities Unit	₱20,000.00 (₱5,000.00 per campus)	<ul style="list-style-type: none"> Good moral values of all involved
LEADERSHIP TRAINING PROGRAMS						
LEADERSHIP AND TRAINING UNIT VIRTUAL ORIENTATION	<ul style="list-style-type: none"> To introduce the Key Officials and Student Leaders of the Unit Discuss the plan of Activities related to Leadership and training of the Student organization 	January 2021	Student Organization Unit, Student Organization Officers, Supreme Student Council Officers	Group Leaders, Advisers, Coordinators, Members, Supreme Student Council Officers	N/A	<ul style="list-style-type: none"> Narrative report Documentation Recorded Virtual Orientation
CONDUCT OF LEADERSHIP TRAINING AND WORKSHOPS (VIRTUAL)	<ul style="list-style-type: none"> To enhance the leadership and skills capability of students and to promote camaraderie 	Year-round	All Officers	Group Leaders, Advisers, Coordinators, Members	₱40,000.00 (₱10,000.00 per campus)	<ul style="list-style-type: none"> Highly confident and Value oriented Leaders

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	among members of the organizations					
SUPREME STUDENT COUNCIL						
VIRTUAL WEEK OF WELCOME	To welcome the students and present the officers of the Supreme Student Council and the Organization and Societies together with the events conducted by SSC.	October 2020	Students Faculty	SSC Officers OSAS Director	N/A	• Documentation
VIRTUAL TEACHERS' DAY	• To give appreciation to the faculty of the University through video presentation.	October 2020	Faculty Students	SSC Officers OSAS Director	N/A	• Documentation
ONLINE ZUMBA	• Every month, there will be an online Zumba headed by the Supreme Student	Year Round	Students Faculty Staffs	SSC Officers OSAS Director	N/A	• Documentation

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	Council officers and will be uploaded to the page.					
VIRTUAL NEW YEAR SURPRISE FOR LSPU STUDENTS	• To share the essence of Christmas and New Year to every student by online contests, games and raffle.	January 2021	LSPU Community	SSC Officers OSAS Director	₱60,000.00 (₱ 15,000.00 per campus)	• Documentation
VIRTUAL UNIVERSITY FEB FAIR	• There will be an online contest for a week in line with Arts month and Valentine's Day.	February 2021	Students, Faculty, and Staffs	SSC Officers OSAS Director Student Organizations and Societies	₱ 100,000.00 (₱25,000.00 per campus)	• Documentation
WOMEN EMPOWERMENT CAMPAIGN	• An online campaign participated by the Supreme Student Council about empowering women's rights.	March 2021	Students, Faculty, and Staffs	SSC Officers OSAS Director Speaker	N/A	• Documentation
FOLLOW THE CROSS	• There will be inspirational videos	April 2021	Students, Faculty, and Staffs	SSC Officers OSAS Director	N/A	• Documentation

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ELECTION OF NEW STUDENT COUNCIL OFFICERS	<ul style="list-style-type: none"> As the terms of the current officers, there will be an University wide election for the new set of Supreme Student Council officers. 	June 2021	Students	SSC Officers OSAS Director	N/A	<ul style="list-style-type: none"> Documentation
TURN-OVER CEREMONY	<ul style="list-style-type: none"> The outgoing Supreme Student Council officers together with the newly elected ones will be joining in an event to pass their position and give advices to their successors. 	June 2021	Outgoing and Newly elected SSC Officers	SSC Officers OSAS Director	N/A	<ul style="list-style-type: none"> Documentation
STUDENT COUNCIL MEETING	<ul style="list-style-type: none"> There will be a meeting once a month discussing about the upcoming events and activities. 	Year Round	SSC Officers	SSC Officers OSAS Director	N/A	<ul style="list-style-type: none"> Documentation

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CALL FOR SSC COMMITTEE VOLUNTEERS	<ul style="list-style-type: none"> To help boost school spirit, create awareness, serve the community, and extend their reach through projects, fundraising, and events. 	November 2020	Students	Supreme Student Council, Club and organization officers	₱ 7,000.00	<ul style="list-style-type: none"> Highly confident and Spirited Committee Documentation
CONDUCT OF DIGITAL LEADERSHIP WEBINAR & WORKSHOP	<ul style="list-style-type: none"> To promote leadership and the development of students as future nation builders 	May 2021	Students	Supreme Student Council, Club and organization officers	₱25,000.00	<ul style="list-style-type: none"> Developed Student Leaders Documentation Certificates
NOVEMBER FEST 2020 (ONLINE FOUNDATION DAY CELEBRATION: TRIVIA RAFFLE)	<ul style="list-style-type: none"> To celebrate the foundation of LSPU for the students to remember, and acknowledge the history of the University. 	November 2021	Students	Supreme Student Council	₱11,000.00	<ul style="list-style-type: none"> Proceedings Documentation

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	To give insights about the history of LSPU through games.					
ONLINE SEMINAR BIBLE MONTH CELEBRATION	<ul style="list-style-type: none"> • To inculcate and to acquaint the students in the diversity of religion in the university. Recognize, respect and develop strong relationship in relation to religious beliefs. 	January, 2021	Students	Supreme Student Council/ Multi-Faith Organization	N/A	<ul style="list-style-type: none"> • Proceedings • Documentation
EVALUATION OF SSC ACCOMPLISHMENT	<ul style="list-style-type: none"> • To assess the performance of each council officers and advisers. To attest the effectiveness of proposed activities and its impact to students and to the whole LSPU-Community 	May 2021		SSC Officers Clubs and Organizations Officers OSAS Students		<ul style="list-style-type: none"> • Documentation

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STUDENT PUBLICATION						
WEEKLY RELEASE (ONLINE) <ul style="list-style-type: none">• NEWS, DEVCOM• COLUMNS, FEATURES• GRAPHIC ART, ED CARTOON• PHOTO• LITERARY WORKS	• Release Online Publication	All Year-round	LSPU Students	Editorial Board	N/A	• Published outputs in online platform such as facebook page.
EDITORIAL BOARD EXAMINATION, OATH-TAKING AND TURN-OVER, STAFF ORIENTATION	• Organize the editorial staff and identify their functions	September/October 2020	Editorial Board, Staff, and Publication Adviser	Editorial Board and Staff Publication Adviser	N/A	• New sets of Editorial Board
LSPU ALLIANCE OF CAMPUS JOURNALIST (LACJ ELECTION)	• To organize the connection between the 4 publications and to craft events for enhancing the skills of Campus Journalist.	November 2020	Editorial board, Staff, and Publication adviser from the four publications of LSPU	Editorial Board/ Publication Adviser/ Publication Consultant		• New set of Editorial Board from the four publications

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TEAM BUILDING AND JOURNALISTIC WORKSHOP	<ul style="list-style-type: none"> To develop harmonious relationship among the members of the publication and to strengthen the spirit of camaraderie and leadership among the Campus Publication Staff 	November 2020	Editorial Board, Staff and new members,	Editorial Board/ Staff	₱100,000.00	<ul style="list-style-type: none"> Editorial board and staffs can lead and handle various journalistic works in publication and other organizations.
ANNUALS MAGAZINE (70X1000) ANNUALS LITERARY FOLIO (90X1000) ANNUALS BROADSHEET (60X1000) ANNUALS NEWSLETTER (35X3000)	<ul style="list-style-type: none"> Publish Student Publications 	November-December 2020	Editorial Board, staffs, and LSPU students	Devcom Editor/ Layout Artist/ Chief Photojournalist Literary Editor/Chief Artist/ Feature Editor Editor-in-chief/Associate editor/ Managing Editor News Editor/ Sports Editor/ Opinion Editor	₱70,000.00 (Magazine) ₱90,000.00 (Literary) ₱60,000.00 (Broadsheet) ₱105,000.00 (Newsletter)	<ul style="list-style-type: none"> Published outputs such as magazine. Literary folio, newsletter, and Broadsheets.

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UNIVERSITY-WIDE PRESS CONGRESS	<ul style="list-style-type: none"> To strengthen the spirit of camaraderie and leadership among the campus publication. 	December 2020	Editorial Board and staff from The Gears, Technology Advocate, Bay Breeze Group of publication, and Technology Advocate	Editorial Board	₱75,000.00	<ul style="list-style-type: none"> Editorial Board, staffs and chosen participant can understand the importance of camaraderie and leadership through campus journalism training and workshops.
CAPABILITY BUILDING WEBINAR SERIES	<ul style="list-style-type: none"> Enhance student journalists' capability and journalistic skills 	December 2020 – January 2021	Editorial Board, Staffs, and LSPU students	Staff/ Editorial Board/ Publication Adviser/ Resource Speakers/ Alumni	₱50,000.00	<ul style="list-style-type: none"> Editorial Board, Staff, and Students are able to apply their skills and capability into an effective journalism.
CAMPUS JOURNALISM IN THE AGE OF SOCIAL MEDIA: FAKE NEWS	<ul style="list-style-type: none"> To develop strong sense of journalism that will enable everyone to distinguish news to fake reports 	January 2021	Editorial Board, Staffs, and LSPU students	Editorial Board	₱20,000.00	<ul style="list-style-type: none"> Editorial Board , staffs and LSPU students can distinguish fake news and write an article base on facts.

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REGIONAL HIGHER EDUCATION PROCESS CONFERENCE	• To instigate an even broader and richer experience and knowledge relevant to journalism	January 2021	Editorial Board and Qualifiers for RHEPC	Editorial Board and Staff/ Publication Adviser	₱75,000.00	• Editorial Board, Staff and qualifiers, are feasible to write and create an output base on what they have learned in the competition.
PENCIL LEAD: LEADERSHIP AND RESPONSIBLE JOURNALISM	• Enhance student journalists' capability and journalistic skills	March 2021	Editorial Board, staffs, LSPU students, and Members from SSC	Editorial Board/ SSC	₱20,000.00	• Editorial board, staffs , LSPU students , and members of SCC are effective leaders and capable to work productively.
ONLINE CHALLENGES (LITERARY CHALLENGE, PHOTO CHALLENGE, ETC.)	• To solicit active participation among the students.	March 2021	Publication Staffs and LSPU students	Literary Editor/ Technology Advocate Staff	₱5,000.00	• Published outputs in online platforms
Luzon-Wide Higher Education Press Conference	• To participate in the Luzon wide press conference for further journalistic competitiveness	April 2021	Editorial Board and Qualifiers for LHEPC	Editorial Board and Staff/ Publication Adviser	₱75,000.00	• Editorial Board, Staff and qualifiers, are feasible to write and create an output base on what they have learned in the competition.

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ALUMNI YEARBOOK	<ul style="list-style-type: none"> To produce the annual yearbook for graduating students 	May 2021	LSPU students	Executive Board/ Publication Adviser	N/A	<ul style="list-style-type: none"> Published yearbook
OSSEI/SPAM NATIONAL PRESS CONFERENCE	<ul style="list-style-type: none"> To test the journalist's competitiveness of the journalists in a National Contest 	June 2021	Editorial Board, Staffs and Publication Adviser	Editorial Board and Staff/ Publication Adviser	₱50,000.00	<ul style="list-style-type: none"> Editorial boards are competent when it comes to journalism
ELECTION OF THE EDITORIAL BOARD	<ul style="list-style-type: none"> To select the new line up of the members of the Publication 	July 2021	Editorial Board, Staffs and Publication adviser	Editorial Board/ Staff/ Publication Adviser	N/A	<ul style="list-style-type: none"> New Set of Editorial Board member and Publication adviser for each student publication in LSPU
RESEARCH MONITORING AND EVALUATION OF STUDENT						
MEET WITH PROSPECTIVE RESEARCH PROPONENTS TO DISCUSS THE CONTENTS OF THE INSTRUMENTS. <ul style="list-style-type: none"> Request from the R&D Office the list of research proposals related to student experiences 	To develop survey instruments to monitor, in regard to the pandemic, the following: <ul style="list-style-type: none"> student activities 	October 26- November 13, 2020	<ul style="list-style-type: none"> OSAS OSAS Coordinator, Faculty Researchers 	<ul style="list-style-type: none"> OSAS OSAS Coordinator, Faculty Researchers 	₱ 5,000.00	<ul style="list-style-type: none"> Documentation Narrative Report

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especially during the time of pandemic. From the list, take note of the proposals whose data are relevant to OSAS. Ensure that there is no redundancy with the OSAS' developed instruments.	<ul style="list-style-type: none"> • responsiveness of LSPU services • effectiveness of the LSPU flexible learning plan, e.g. acceptability of the 4 learning modalities, effectiveness of the use of technology of instructors/professors in terms of both computer software and hardware 					
CREATE, TEST, AND VALIDATE THE INSTRUMENTS , i.e. deploy the online version, administer the offline version, distribute online versions of Instrument Validation Form and ask experts (Language Critic, etc.) to	<ul style="list-style-type: none"> • To validate the online version of instruments • To validate the offline version of the instruments. • To make modifications to the 	November 16-27, 2020	<ul style="list-style-type: none"> • OSAS Coordinator • Faculty Researchers • Validation Experts • Students 	<ul style="list-style-type: none"> • OSAS Coordinator • Faculty Researchers 	₱ 5,000.00	<ul style="list-style-type: none"> • Documentation • Narrative Report

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evaluate the instrument. Signatures of the experts are required in order to go ahead with the actual administration of the instruments.	instruments depending on the suggestions of the validators.					
ADMINISTER THE REVISED AND FINAL VERSION OF INSTRUMENTS.	<ul style="list-style-type: none"> To administer the instruments. 	Nov. 30-Dec. 18, 2020	<ul style="list-style-type: none"> Students 	OSAS Coordinator Faculty Researchers	₱ 3,000.00	<ul style="list-style-type: none"> Documentation Narrative Report
IMPORT THE GATHERED DATA FROM ONLINE FORMS AND CHECK FOR INVALID ENTRIES.	<ul style="list-style-type: none"> To consolidate the gathered data. 	Dec. 21-31, 2020	<ul style="list-style-type: none"> OSAS Coordinator Faculty Researchers 	OSAS Coordinator, Faculty Researchers	N/A	<ul style="list-style-type: none"> Research Proposal Statistical Reports
ANALYZE AND EVALUATE THE DATA <ul style="list-style-type: none"> For each dataset, write a summary report, e.g. charts, findings 	<ul style="list-style-type: none"> To write the different reports based on the gathered data: To make the reports available to stakeholders. 	January 2021	<ul style="list-style-type: none"> OSAS Coordinator, Faculty Researchers 	OSAS Coordinator, Faculty Researchers	N/A	<ul style="list-style-type: none"> Submit/present the reports to stakeholders, e.g. service units, faculty, students
EXAMINE THE LIST OF FACULTY MEMBERS WITH RESEARCH PROPOSALS THAT NEED THE DATA AND WHETHER THEY HAVE REQUESTED ACCESS TO THE DATA GATHERED BY THE OSAS.	<ul style="list-style-type: none"> To provide the data to researchers 	February 2021	Faculty Researchers	OSAS Coordinator	N/A	<ul style="list-style-type: none"> Provide the data to faculty members with approved request for access.

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ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
CONDUCT OF SEMESTRAL CLIENTELE SATISFACTION SURVEY	<ul style="list-style-type: none"> To ensure reliable data for the evaluation of office performance in line with the satisfaction on services delivered to its clientele. 	February, 2021 July, 2021	LSPU Academic community	OSAS, R&D Unit	N/A	<ul style="list-style-type: none"> Consolidated data collected thru Google Form Analysis of satisfaction survey result
INSTITUTIONAL STUDENT PROGRAMS AND SERVICES						
HEALTH SERVICES						
SEMI-ANNUAL WATER ANALYSIS	<ul style="list-style-type: none"> To confirm the safety of water in the campus. 	November 2020 and May 2021	Students, faculty and personnel	Water analysis materials Health unit staff and PPSD staff	School fund	<ul style="list-style-type: none"> Documentation
MONTHLY INSPECTION AND MONITORING OF COMFORT ROOMS AND SURROUNDINGS.	<ul style="list-style-type: none"> To ensure cleanliness and sanitation of the surroundings. 	October 2020-September 2021	Students, faculty and personnel	Health unit staff and PPSD staff		<ul style="list-style-type: none"> Documentation
FUMIGATION/MISTING/SPRAYING OF INSECTICIDES.	<ul style="list-style-type: none"> To prevent the spread of Dengue Fever and other 	October 2020	Students, Faculty and Personnel	RHU Sanidad office staff, Health unit staff and PPSD office staff.	School fund	

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ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
	diseases caused by mosquitoes.					
PHYSICAL HEALTH EXAMINATION AND CHEST X-RAY RESULT.	• To identify the health status of employees.	December 2020-February 2021	Faculty, personnel, job-order and casual employee.	Health unit staff		• Documentation
ANNUAL CALIBRATION OF MEDICAL EQUIPMENT.	• To maintain accuracy of results when using medical equipment.	October 2020-May 2021	Students, faculty and personnel.	Health unit staff, calibration agency staff and PPSD staff.	School fund	
SEMI-ANNUAL ATTENDANCE TO SEMINAR/TRAINING	• To be able to deliver quality medical services.	November 2020 and March 2021	Students, faculty and personnel.	Health unit staff	School fund	• Documentation • Narrative Report
STERILIZATION OF MEDICAL EQUIPMENT, IMPLEMENTATION OF INFECTIOUS WASTE MANAGEMENT GUIDELINES	• To avoid cross contamination of infection.	June 2020- May 2021	Students, faculty and personnel.	Health unit staff and PPSD staff.	School fund	
STRICT IMPLEMENTATION OF MINIMUM HEALTH STANDARD (TEMPERATURE CHECK, WEARING OF MASK, WEARING OF FACE SHIELD, DISINFECTION, PHYSICAL DISTANCING), STRICT ASSESSMENT FOR SIGNS AND SYMPTOMS, PROVISION OF ALCOHOL AND SANITATION TENT AT	• To prevent the spread of COVID-19 virus.	June 2020- May 2021	Students, faculty and personnel.	Medical supplies and equipment, Health unit staff, PPSD staff and Security staff.	School fund	

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ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
THE SCHOOL ENTRANCE, STRICT IMPLEMENTATION OF IATF, DOH AND OTHER HEALTH RELATED AGENCIES' GUIDELINES AND PROTOCOLS, INVITE TRAINERS AND ATTEND TO INFECTION CONTROL RELATED TRAININGS AND LECTURES.						
SERVICES FOR STUDENTS WITH SPECIAL NEEDS & PERSON WITH DISABILITIES						
DETERMINE THE NUMBER OF STUDENTS WITH SPECIAL NEEDS AND DISABILITIES AND THEIR NMAES AMONG COLLEGES BASED ON CATEGORIES	<ul style="list-style-type: none"> To identify and assess the urgent needs of the subject respondents 	October 2020	LSPU Students with specials needs and disabilities	Guidance office	N/A	<ul style="list-style-type: none"> Documentation Narrative Report
VIRTUAL CONSULTATION WITH STUDENTS WITH SPECIAL NEEDS AND DISABILITIES, GETTING TO KNOW THEM AND NOTE WHAT ARE THEIR CONCERNS	<ul style="list-style-type: none"> To identify their specific needs, feedbacks and concern 	November 2020- January 2021	LSPU Students with specials needs and disabilities	Faculty, Guidance office and OSAS	N/A	<ul style="list-style-type: none"> Documentation Narrative Report
DESIGNING PROGRAM BASED ON THE APPROVED OSAS OPERATIONAL MANUAL WITH REGARD TO	<ul style="list-style-type: none"> To address and deal the identified special needs in line with 	February-May 2021	LSPU Students with specials needs and disabilities	OSAS /Services for Students with Special Needs and PWDs	N/A	<ul style="list-style-type: none"> Documentation Narrative Report

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ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
STUDENTS WITH SPECIAL NEEDS AND WITH DISABILITIES	the designed program					
NEEDS ASSESSMENT FOR STUDENTS WITH SPECIAL NEEDS	<ul style="list-style-type: none"> • To identify specific needs of students with special needs and see how the University can help them 	All-Year round	students with special needs	Unit Heads Guidance office OSAS	N/A	<ul style="list-style-type: none"> • Documentation • Narrative Report
VIRTUAL MEETING ON CATEGORIZATION AND NEEDS ASSESSMENT OF STUDENTS WITH SPECIAL NEEDS	<ul style="list-style-type: none"> • To come up with a specific program targeting specific needs of students with special needs 	Jan 2021	students with special needs	Unit Heads Guidance office OSAS	N/A	<ul style="list-style-type: none"> • Documentation • Narrative Report
PROPOSE A RESEARCH WITH REGARD TO THE NEEDS OF STUDENTS WITH SPECIAL NEEDS AND PWDS	<ul style="list-style-type: none"> • To evaluate and improve the process utilized in every activities or programs 	June 2021 onwards	LSPU Students with specials needs and disabilities	OSAS /Services for Students with Special Needs and PWDs & Co- Faculty	₱7,000.00	<ul style="list-style-type: none"> • Research proposal/Statistical reports

ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
INTERNATIONAL AND LOCAL AFFAIRS SERVICES						
BENCHMARKING OF INTERNATIONAL AFFAIRS DIRECTOR/CHAIRPERSONS WITH OTHER OFFICIALS WHO MAY HAVE THE SAME CONCERN.	<ul style="list-style-type: none"> • Increase the number of local and international partners. • Modify and consider applicable best practices of prestigious SUCs' and foreign international Affairs Offices 	October, 2021	Public and Private State Universities and Colleges in the Philippines offering programs to foreign students	ILA Director and Chairpersons Program Coordinators of Different Colleges	Estimated amount of ₱100,000.00	Conducted benchmarking and modified existing program implementation based on the needs of the local and International communities in terms of educational programs
PROMOTING LSPU CURRICULAR PROGRAMS TO PARTNER UNIVERSITIES / THRU SENDING INVITATION AND THRU WEBSITE POST	<ul style="list-style-type: none"> • Increase no. of inbound/foreign students with good conduct and academic records. 	January, 2021 onwards	Students and faculty of International Higher Educational institutions	ILA Director and Chairpersons In coordination with ICTS personnel	School Fund	Increased the number of foreign students enrolled in different academic programs of LSPU but as of this time the University experienced difficulty in intercountry mobility of students due to pandemic

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ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
CONTINUOUS PROCESSING OF STUDENT VISAS	Assist foreign students in securing/ renewing visas and other requirements as well as in processing education related documents.	January, 2021 onwards	Enrolled students with implemented student visa	Bureau of Immigration Accredited School Representative-ILA Chairpersons	₱6,000.00 for BI Accredited ID	Assisted the foreign students who opt to continue their academic courses in the university and kept an updated status of their legal documents to stay in the country
PREPARATION OF IELP COURSES (INTERNATIONAL ENGLISH FOR EFL LEARNERS) FOR BEGINNER, INTERMEDIATE, AND ADVANCED LEVELS	<ul style="list-style-type: none"> Offer the right functional English course to specific groups of speakers of other languages. Address the course content request of partner universities 	August- December 2021	<p>Students and Faculty from International Partners who need the IELP Program</p> <p>However, due to pandemic the program experienced an intercountry mobility constraints</p> <p>The ILA unit plan to inquire to the Bureau of Immigration and CHED student support services on the</p>	College of Arts and sciences ILA Director and Chairpersons English Professors		Provided the IELP program to foreign students once allowed by the authorizing agency CHED and BI utilizing the appropriate teaching and learning online platforms to the university's partner institution

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ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
			implementing rules and guidelines for accepting students for online learning of IELP and other related courses			
PREPARATION OF STUDENT EXCHANGE PROGRAM FOR COLLEGE INTERNSHIP AND SENIOR HIGH SCHOOL SPECIFICALLY FOR STUDENT IMMERSION ACTIVITY AND CULTURAL EXPOSURE	• Address the needs of College Internship and senior high school students for immersion and cultural exposure in international setting	January 2021 onwards	Students taking OJT /Internship/Immersion course	OJT/Program Coordinator Dean of the College ILA Director and Chairperson OSAS Director and Chairpersons	Depends upon the requirement of the Program	As of this time the International Internship, Immersion is suspended due to global pandemic as per advised by CHED memo order
CONTINUOUS COMMUNICATION WITH INTERNATIONAL AFFAIRS FOCAL PERSONS OF PARTNER FOREIGN UNIVERSITIES	• Begin, sustain, and/or monitor the implementation of the programs stipulated in the MOU/MOA	All year round	Designated International Relations Officer of the partner Universities and Colleges	ILA Director and Chairpersons		Conducted continuous communication with partner foreign institution regarding the continuity of partnership.
WORKING VISIT WITH PRESIDENT/MOA/MOU SIGNING WITH NEW PARTNER INSTITUTIONS	• Internationalize LSPU culture, services, instruction and research.	As the need arises, and based on CHED requirements/approval January – December 2021	Designated International Relations Officers/ Representatives of the partner	University President/Senior officials Concerned Deans	Estimated of ₱10,000.00	Conducted MOA with target partners within theyear intended for

ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
			Universities and Colleges	ILA Director and Chairpersons		Academic undertakings
SIGNING OF EXTENDED AGREEMENTS /CONTRACT WITH PARTNER UNIVERSITIES WITH WHOM AGREEMENTS WILL EXPIRE	• Maintain and improve existing MOU/MOA and contracts	As the need arises, and based on CHED requirement/approvalAny time of the year	Designated International Relations Officers/ Representatives of the partner Universities and Colleges	University President/Senior officials Concerned Deans ILA Director and Chairpersons	Estimated of ₱10,000.00	Kept the MOA updated between partner institutions to continue the partnership for instruction internship and related activities
CONTINUOUS TEXTS EDITING, WEBSITE POSTING OF ARTICLES FROM DIFFERENT UNITS	• Promote and disseminate LSPU accomplishment s	Twice a year Any time the needs arise	Different Units or Offices with articles for website posting	ILA Director and Chairpersons		Edited articles about activities of different units of the University at least 2 articles per campus per semester
REGULAR MEETING WITH THE INTERNATIONAL AFFAIRS CHAIRPERSONS OF THE UNIVERSITY SYSTEM	• Keep the Office focal persons updated of the goingson that require their contribution and participation.	Once/twice every three months or every month depending on the need or situation (e.g., unexpected arrival of a VIP etc.	ILA Director and Chairpersons of the University System and if need arises with program coordinators concerns with international undertaking	ILA Director and Chairpersons Program Coordinators		Conducted a meeting with the chairpersons and concerned persons regarding international

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ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
PARTICIPATION IN NATIONAL INTERNATIONAL RESEARCH CONFERENCES, SEMINAR TRAININGS ON INTERNATIONALIZATION AND LATEST UPDATES ON RESEARCHABLE TOPICS FOR INTERNATIONAL PROGRAMS AS MEMBER OF THE ORGANIZING COMMITTEE, SESSION CHAIR, PAPER PRESENTER AND PARTICIPANTS	<ul style="list-style-type: none"> • Represent LSPU in relevant conferences and training programs/seminars to update knowledge on research through different platforms or modalities. • Acquire new knowledge related to research writing, internationalization and curricular programs that suit to global instructions and placement 	Once every semester	Students and faculty ILA Director and Chairpersons of the University System	ILA Director and Chairpersons	Registration fee –depends upon the organizing committee	Attended seminars online at least once every semester

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ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
HOLDING OF CLASSROOM- BASED SEMINAR WORKSHOP FOR STUDENT INTERNS ABOUT VAWC AND HUMAN RIGHTS	<ul style="list-style-type: none"> Assist students and faculty (ONLY THOSE interested) in enhancing the capabilities in 	The period when faculty and students are not very busy in year 2021.	Students and Parents Interns	GAD Unit Chairperson ILA unit College Program Coordinators		Conducted seminars on VAWC and human rights to students enrolled to International Internship
JOINT RESEARCH ACTIVITIES/COLLABORATION	<ul style="list-style-type: none"> Collaborate with LSPU and non-LSPU researchers in conducting research to become updated with the requirement of international education/place ment and university's accreditation requirements. 	Depends upon the availability of partner researcher[s], budget, and urgency of the subject	Student and faculty Researchers	ILA Unit LSPU and non- LSPU researchers		Collaborated with student, faculty and non LSPU personnel. on research undertakings related to international academic program implementation, sociocultural aspects or international heritage.

ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
MULTI-FAITH SERVICES (SPIRITUAL DEVELOPMENT PROGRAM)						
PROMOTION	<ul style="list-style-type: none"> • To promote the religious freedom. • To establish the organization of different religious sect. 	October 2020	All LSPU students	Online Announcement	Multi-Faith	<ul style="list-style-type: none"> • Students join in their respective religious sect
EUCARISTIC CELEBRATION/ BIBLE SHARING DEVOTION	<ul style="list-style-type: none"> • To give gratitude to almighty God. • To ask continual guidance of our Lord in our life. 	1 st Friday of the month (Oct.-July)	LSPU Students Faculty Staff	Online Announcement Priest Pastor Minister Iman	Stipend Pledge College Sponsorship	<ul style="list-style-type: none"> • Students ignite their faith to God
ECUMENICAL SERVICE	<ul style="list-style-type: none"> • To establish good camaraderie of different religious sect. • To build spiritual unity of the students. 	November 27, 2020	LSPU Students Faculty Staff	Poster Priest Pastor Minister Iman	Stipend Refreshment SSG Fund	<ul style="list-style-type: none"> • Students united even with different religious sect
REFLECTION TALK	<ul style="list-style-type: none"> • To reflect in the words of God. 	Everyday Friday 2020	LSPU Students willing to join	Bible Sharer Multi-Faith Coordinator	N/A	<ul style="list-style-type: none"> • Students reflected on the words of God
THANKS GIVING MASS	<ul style="list-style-type: none"> • To give gratitude to the lord on His abundant 	As Requested	LSPU Students who requested	Priest Campus Ministry	Stipend College sponsor	Students valued the unconditional love of God.

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ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
	blessings and guidance.					
ONLINE LENTEN SEASON ASH WEDNESDAY, WAY OF THE CROSS	<ul style="list-style-type: none"> • To commemorate the passion of Christ. • To internalized the value of repentance. 	April 2021	LSPU Students Faculty Staff	Priest/Minister Campus Ministry	N/A	Students reflected on repentance
ECUMENICAL GATHERING	<ul style="list-style-type: none"> • To give gratitude to God from all the graduating students. 	May 22, 2021	LSPU Graduating Students Faculty Staff	Poster Priest Pastor Minister Iman	Stipend Refreshment SSG Fund	Graduating students Glorified God for His Unending loves.
VIRTUAL ECUMENICAL SERVICE	<ul style="list-style-type: none"> • To inculcate religious belief among LSPU community. 	Every 1 st Friday of the Month (November 2020 to December, 2021)	At least 500 individuals reached the virtual ecumenical service	Multi-faith Services Unit College representative	₱5,000.00	Online posting of Mass hosted by LSPU
MULTI FAITH SERVICES/ E-FELLOWSHIP - VIRTUAL SOCIAL GATHERING AND ONLINE FELLOWSHIP	<ul style="list-style-type: none"> • Cultivate students' higher awareness and spiritual understanding to handle life authentically, 	October 2020 to October 2021	At least 50 students coming from different colleges	Multi -Faith Services Coordinator Guidance OSAS SBO		Proceedings Documentation Ratings

ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
	powerfully and compassionately					
HOUSING AND RESIDENTIAL SERVICES UNIT						
VISITATION OF BOARDING HOUSES ALONG LSPU IN COOPERATION WITH LOCAL GOVERNMENT UNIT	<ul style="list-style-type: none"> To conduct monitoring of housing provider for LSPU students for improved housing services in line with IATF and LGUs requirement for housing facilities along LSPU. 	February 2021	At least 6 boarding houses visited and monitored	Student Housing Unit	N/A	Accomplished monitoring Form
SCHOLARSHIP AND FINANCIAL ASSISTANCE						
SUBMISSION OF THE REQUIREMENTS ONE (1) BENEFICIARY OF PUREGOLD SCHOLARSHIP	<ul style="list-style-type: none"> To communicate to 1 scholar of Puregold 	January 2020	Student scholars	Students, staff, and chairperson of scholarship	N/A	<ul style="list-style-type: none"> Documentation Narrative Report
PREPARED BILLING STATEMENT TO ALL SCHOLARS	<ul style="list-style-type: none"> To prepare billing statement of all student scholars 	January 2020	Student scholars	Students, staff, and chairperson of scholarship	N/A	<ul style="list-style-type: none"> Documentation Narrative Report

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RELEASING OF THEIR MONTHLY ALLOWANCE OF 1ST SEMESTER, A.Y. 2019– 2020	• To release certification to all scholars	January 2020	Student scholars	Students, staff, and chairperson of scholarship	N/A	• Documentation • Narrative Report
RELEASED AND RECEIVED THE MONITORING AND EVALUATION FORM OF SCHOLARS	• To have Monitoring and Evaluation • Form of scholars	February 2020	Student scholars	Students, staff, and chairperson of scholarship	N/A	• Documentation • Narrative Report
PREPARED ATTACHMENTS OF LIQUIDATION REPORT OF TERTIARY EDUCATION SUBSIDY A.Y. 2018 – 2019	• To have Liquidation Report of Tertiary Education Subsidy A.Y. 2018 - 2019	March 2020		Students, staff, and chairperson of scholarship	N/A	• Documentation • Narrative Report
RELEASED CERTIFICATION OF THREE HUNDRED FIFTY-FOUR CHED TULONG DUNONG LAGUNA	• To release certification of three hundred fifty- four CHED Tulong Dunong Laguna	August 2020	Student scholars	Students, staff, and chairperson of scholarship	N/A	• Documentation • Narrative Report
GROUP CHAT COMMUNICATION OF PLDT SMART SCHOLAR, CHED TULONG DUNONG LAGUNA AND QUEZON AND OTHER BENEFICIARIES	• To continue on line communication as a means of monitoring and evaluating the office of scholarship	October-December 2020	Student scholars	Students, staff, and chairperson of scholarship	N/A	• Documentation • Narrative Report

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ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
ASSIST LESS PRIVILEGE STUDENTS FOR FINANCIAL ASSISTANCE		January 2020	10 less privilege students for financial assistance	SCHOLARSHIP SERVICE UNIT		<ul style="list-style-type: none"> • List of less privilege students • Endorsement letter/ Certification Application Form
ENSURE TIMELY SUBMISSION OF REPORTS		January 2020		SCHOLARSHIP SERVICE UNIT		Scholarship Report
SUMMARY OF SCHOLARSHIP / FINANCIAL ASSISTANCE REPORT INTERNAL EXTERNAL ACCOMPLISHMENT OF ACTIVITIES						<ul style="list-style-type: none"> • List of Scholars • Monitoring and evaluation of ESGP-PA • Narrative
ENSURE MAINTAINED SCHOLARSHIP GRANTS		January 2020		SCHOLARSHIP SERVICE UNIT		Monitoring and evaluation form of scholars/grantees Scholarship Certified List of Grantees Summary report of scholarship and financial assistance

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ENSURE TAPPING OF LINKAGES THAT CAN PROVIDE GRANTS TO OUR STUDENTS		January 2020		SCHOLARSHIP SERVICE UNIT		<ul style="list-style-type: none"> • Letter request • MOA/MOU • Narrative Report
ENSURE CLIENTELE SATISFACTION		January 2020		SCHOLARSHIP SERVICE UNIT		<ul style="list-style-type: none"> • Summary of clientele satisfaction survey result provided by MIS
SPORTS DEVELOPMENT						
TRAINING OF STUDENT ATHLETES FOR NATIONAL PASUC CMPETITION 2020	<ul style="list-style-type: none"> • To discover and scout new student athletes to participate in local and national sports competition 	January 2020	Trainers Student-Athletes	Sports Director, Coaches, Trainers Student-Athletes	N/A	<ul style="list-style-type: none"> • Deserving Student Athletes
PARTICIPATION IN INVITATIONAL SPORTS COMPETITION LOCAL/NATIONAL	<ul style="list-style-type: none"> • To show and enhanace the student skills and talents in the different sports event. 	Year Round	Trainers Students Athletes	Trainers Students Athletes	₱100,000.00	<ul style="list-style-type: none"> • Documentation • Narrative Report
WEBINAR FOR SPORTS DEVELOPMENT	To enhance and update the faculty in the	Year round	Faculty	Sports Director, Coaches and PE Faculty	N/A	<ul style="list-style-type: none"> • Documentation • Narrative Report • Certificate

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ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
	current trends for Sports					
ON-AIR & ONLINE HEALTH AND WELLNESS PROGRAM FOR FACULTY AND STUDENTS	<ul style="list-style-type: none"> To become physically and mentally fit through sports competition, zumba and aerodance 	Year Round	Faculty and Students	Sports Director, Coaches and PE Faculty	N/A	<ul style="list-style-type: none"> Documentation Narrative Report Certificate
CULTURAL SERVICES						
STREET DANCING COMPETITION (COCO FESTIVAL)	<ul style="list-style-type: none"> To give support to the Local Government in promoting Tourism and to showcase the skills and talents of students in cultural and arts 	January 2021	Interested Students	Coordinator, Advisers, OSAS	₱200,000.00 (Costume, Props, Choreographer Fee)	<ul style="list-style-type: none"> Documentation Narrative Report
PARTICIPATION IN THE INVITATIONAL CULTURAL COMPETITION IN LOCAL/ NATIONAL	<ul style="list-style-type: none"> To show the student skills and talents in different categories 	Year Round	Coordinator, Students Officers and Members	Coordinator, Students Officers and Members	₱ 20,000.00 (Costume, Props, Choreographer Fee)	<ul style="list-style-type: none"> Documentation Narrative Report Certificates

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ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
VIRTUAL RECOGNITION FOR CULTURAL 2020	<ul style="list-style-type: none"> To give recognition for those performers who exemplary contributed in the Socio-Cultural program of the university 	September 2020	Coordinator, Students Officers and Members	Coordinator, Advisers, Officers and Members	N/A	<ul style="list-style-type: none"> Documentation Narrative Report Certificates
ONLINE TRAINING OF STUDENT- PERFORMERS	<ul style="list-style-type: none"> To showcase the talents of LSPU – SPCC students performers using On line platforms 	October to November 2020	Officers and Members	Head Coordinators, Coordinators, Advisers, Officers and Members	₱2,000.00	<ul style="list-style-type: none"> Documentation Narrative Report Certificate
CHRISTMAS PROGRAM & PRESENTATION ON-AIR AND ONLINE	<ul style="list-style-type: none"> To feel the camaraderie, solidarity and spirit of Christmas amid pandemic period 	December 2020	Students and Faculty	Head Coordinators, Coordinators, Advisers, Officers and Members	₱ 3,000.00	<ul style="list-style-type: none"> Documentation Narrative Report
EVALUATION OF CULTURAL ACTIVITIES USING GOOGLE FORM	<ul style="list-style-type: none"> To evaluate the student's online training 	December 2020	Head Coordinator, Coordinators, Advisers, Officers	Head Coordinator, Coordinators,	N/A	<ul style="list-style-type: none"> Documentation Narrative Report

ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
	and cultural development program of the university		and Members students	Advisers, Officers and Members students		
SECURITY MANAGEMENT SERVICES						
CONDUCT TRAININGS AND SEMINARS FOR THE SECURITY PERSONNEL	<ul style="list-style-type: none"> • Ensure the quality of services delivered by the Security • Management Office 	Year Round	Security Guards	SMO Chairperson and Security Guar	₱ 15,000.00	<ul style="list-style-type: none"> • Documentation • Narrative Report • Certificates
STRICT COMPLIANCE TO THE UNIVERSITY POLICY	<ul style="list-style-type: none"> • Ensure the strict and continuous compliance of the university policy • To ensure the orderliness inside the university 	Year Round	Students	SMO Chairperson and Security Guard (organic and job Order)	N/A	<ul style="list-style-type: none"> • Documentation • Narrative Report
SOCIAL AND COMMUNITY INVOLVEMENT UNIT						
URBAN GARDENING "SARILING ATIN"	<ul style="list-style-type: none"> • To develop sustainable urban garden model farm in the university. 	March, 2020	LSPU Community	OSASSC SBO Societies	Collaborative efforts utilizing recyclable materials	At least one (1) model farm

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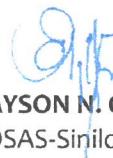
ACTIVITY	OBJECTIVES	TARGET DATE	PHYSICAL TARGET / TARGET GROUP	PERSON(S) / UNIT RESPONSIBLE	BUDGET ALLOCATION	EXPECTED OUTPUT
VIRTUAL COMMUNITY LEADERSHIP EXTENSION ACTIVITIES	<ul style="list-style-type: none"> To extend the best practices in leadership to the youth leaders in the service areas of LSPU through virtual manner. 	May, 2020	At least 200 youth leaders trained, adopted and partnered in leadership programs	OSAS Leadership and Training Unit	₱10,000.00 Collaboration with partner agencies	<ul style="list-style-type: none"> Proceedings Documentation Training plan
ANNUAL OUTREACH PROGRAM	<ul style="list-style-type: none"> To share the gift of love to the indigenous families along Baybay District. 	December, 2020	Distribute "gift of love" to at least 30 indigent families in selected community in the Baybay District	OSAS & Unit Heads SSC officers SBO Officers, SSC & SBO Advisers	N/A (collaboration and linkages) the proposal of various plan)	<ul style="list-style-type: none"> Documentation Narrative Report

Prepared and Consolidated by:


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OSAS ACTION PLAN A.Y.2020-2021

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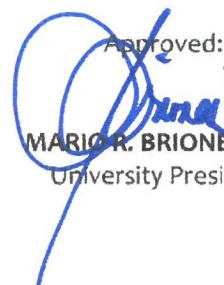


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