**OSAS *ACTION* PLAN A.y.2020-2021** -

# Republic of the Philippines

**Jlaguna $late olptecbntc WniberS'itp**

# 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** | * 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) | * 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. | |

# llPagc



|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** |  | **PERSON{S)** / **UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
| **CONDUCT OF VIRTUAL TRAININGS AND SEMINARS RELATED TO STUDENT *SERVICES*** |  | Last week of January 2021 | Students | OSAS Units, Guidance Counselors, Supreme Student Council | | P150,ooo.oo | * 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** | To attend in conference,  symposia, | October 2020 to  October 2021 | OSAS Director and Chairpersons | OSAS Units, Guidance  Counselors, | | P150,ooo.oo | * Narrative report; * Re-echo of   trainings and seminars undertaken; and   * Adoption of training program into tangible output. |
| **SEMINARS RELATED TO** | trainings and |  |  | Supreme | |  |
| **STUDENT *SERVICES*** | seminars to |  |  | Student Council | |  |
|  | update on the |  |  |  | |  |
|  | student |  |  |  | |  |
|  | services such |  |  |  | |  |
|  | counseling, |  |  |  | |  |
|  | policy making |  |  |  | |  |
|  | and the like. |  |  |  | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)** / **UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
| ,.. | | **GUIDANCE AND COUNSELING SERVICES** | | | | | |
| **COUNSELING *SERVICE***   * ***Virtual Counseling and***   ***Psychosocial Support*** | 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 - | All Students | Guidance | f!t8o,ooo.oo | * Analysis of student |
| February 2021 |  | Counselors, | ( 20,000.00 | assessment needs; |
| (First semester) |  | Guidance staff, | per campus) | * Record of |
|  |  | peer facilitator, |  | students not able |
|  |  | students | **TELE/WEB** | to transitioned |
|  |  |  | Counseling | back to school; |
|  |  |  | Equipment | * 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; |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)** /  **UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
|  | * Attend seminar and conferences to update counseling approaches. |  |  |  |  | * Record of   modification of  behavior **(ex.** increase attendance in online class et al.); and   * Counseling based framework on   tele/web counseling. |
| ***PSYCHOEDUCATIONAL***  **WfBINAR**   * ***Webinaron Online Class***   ***Ethics*** | * Promote positive   emotions;   * Monitor students,   school staff and faculty for targeted assistance; and   * Re-engage students   disconnected in Instructional Activity. | One (1) session per | All students & | Guidance | P40,ooo.oo | * Analysis of student |
| semester | Faculty | Personnel, | (P10,ooo.oo | assessment needs; |
| A.Y. 2020 - 2021 |  | students, | per campus) | * Record of |
|  |  | personnel |  | students not able |
|  |  | Parent/s, faculty |  | to transitioned |
|  |  |  |  | back to school; |
|  |  |  |  | * Lesson for |
|  |  |  |  | positivity among |
|  |  |  |  | student, staff, and |
|  |  |  |  | faculty; |
|  |  |  |  | * Created class/ |
|  |  |  |  | populations with |
|  |  |  |  | special needs; and |
|  |  |  |  | * Filled up goggle |
|  |  |  |  | forms. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)** / **UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
| **TESTING SERVICE** | * 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 | * Standardized test material Computerizati   on of non- psychometric test | * 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** | * To train and deve lop guidance cou   nsellors and staff with the current t rends and issues on | Year Round | Guidance Counselors and Staff  (At least two National Convention attended) | Guidance Counselors and Staff | 30,000.00 | * Workshop Handouts; * Narrative Report; and * Certificate of Participation. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)** / **UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
|  | guidance and counseling even amidst the  Pandemic. |  |  |  |  |  |
| **GUIDANCE AND COUSELING RESEARCH *SERVICE*** | * 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 | * Make proposal for a research study on a specific guidance service. |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)** / | | | | **BUDGET ALLOCATION** | | **EXPECTED OUTPUT** |
| .. |  | **UNIT**  **RESPONSI**. | | **B**.**LE** | |
| k | ·.;:';i ·  **ALUMNI SERVICES** | | | | | |  | '" | |  | |
| ' | | | | |  |  | | | ,, |
| **TRACING *OF* GRADUATES** | | * To determine success rate of   employment of graduates within two years after  graduation | Year Round | Alumni (Two years after  graduation) | Chairperson, College Coordinators, staff, | | | | ***NIA*** | | * Records of Students * Narrative Report |
| **CONDUCT *OF* TRACER**  ***STUDY*** | | * To characterize/ document graduates' employability and mobility | December 2020 | Two years after graduation | Chairperson, college coordinators, staff, Student assistant | | | | P20,ooo.oo (P5,ooo.oo per campus) | | * Records * Output of the study * Narrative Report |
| **TAPPING *OF ALUMNI* AS RESOURCE PERSON *FOR VIRTUAL* UNIVERSITY *ACTIVITIES*** | | * To strengthen Alumni involvement in University activities | Year Round | Graduating Students | Chairperson, college coordinators, staff, student  assistant | | | | ***NIA*** | | * Narrative Report * Documentation * Certificates |
| **CONDUCT *OF VIRTUAL* JOB RECRUITMENT *AND* CAREER GUIDANCE *ACTIVITIES/LABOR* EDUCATION PROGRAM** | | * To help graduates find job opportunities and prepare them in the   field of work | June 2021 | Graduating Student | Chairperson, college coordinators, staff, student  assistant | | | | P20,ooo.oo (P5,ooo.oo per campus) | | * Narrative report * Documentation * Records of possible hired |

#### ACTIVITY

***COORDINATION WITH COMPANIES/ AGENCIES* FOR *POSSIBLE PARTNERSHIP***

#### OBJECTIVES

* To strengthen

University linkages and widen opportunities for student placement

#### TARGET DATE

Year Round

#### PHYSICAL TARGET

/ **TARGET GROUP**

Companies/ Agencies

#### PERSON{S)/ UNIT RESPONSIBLE

Chairperson, college coordinators, staff, student assistant

#### BUDGET ALLOCATION

P20,ooo.oo (P5,ooo.oo per campus)

#### EXPECTED OUTPUT

* Narrative report
* Documentation
* MOA

**CONDUCT OF *VIRTUAL CORRESPONDENCE/ VISIT* TO *PARTNER PLACEMENT COMPANIES* AND *AGENCIES***

* + To ensure coordination and updating of students' placement and

status

Year Round

Companies/Agenci es/OJT's

Chairperson, college coordinators, staff, student

assistant

P20,ooo.oo ( 5,000.00

per campus)

* Narrative report
* Documentation

,, -

#### \_STUDENT HANDBOQK DEVELOPMENT

- - -

"'

***CREATING* AN *£-FORMAT* OF THE SOR *APPROVED STUDENT* HANDBOOK FOR *DISTRIBUTION* TO NEW STUDENTS**

* 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

P201000.oo

(P5,ooo.oo per campus)

* + Narrative report
  + Documentation

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | | | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | | **PERSON(S)** / **UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
| ***ASSESSMENT* TO *THE NEEDS* OF ADDING *NEW PROCEDURES, RULES,* AND REGULATIONS FOR *NEW NORMAL SET* UP WITH *THE* STUDENTS** | | | * 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 | * 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** | | | * 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 | * Narrative report * Documentation |
| **STUDENT DEVE** | -**LOPMENT SERVICES** | | | | | | | | |
|  | - | *k*  **TUDENT ORGANIZATI** | | | | **.ON UNJT** | | | |
| **STUDENT ORGANIZATION** | | | * To identify and recognize student organizations that will pass the evaluation process | Submission of | LSPU Student | | LSPU Student | N/A | * Submission of   OSAS ISO Forms  (Application/Ren ewal of Recognition, Adviser(s) |
| **RECOGNITION AND** | | | Application for | Organizations | | Organization's |  |
| ***ACCREDITATION*** | | | Student |  | | Officers & |  |
|  | | | Organization |  | | Advisers, |  |
|  | | | Recognition |  | | Student |  |
|  | | |  |  | | Organization |  |
|  | | | November 2020 |  | | Unit |  |
|  | | |  |  | | Coordinators, |  |

-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)** / **UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
|  |  |  |  | OSAS Director and Chairpersons |  | * Commitment Form); * Student Organization By-   Laws;   * Accomplishment Report; and * Financial Report (if organization   has funds). |
| ***EVALUATION* OF *SUBMITTED* REQUIRED DOCUMENTS FOR STUDENT ORGANIZATION RECOGNITION** | * 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 | * Recognition of Student   Organization |
| **GRANTING OF CERTICA TE OF RECOGNITION OF STUDENT ORGANIZATION** | * To recognize the student organizations and be allowed   to | January 2021 | LSPU Student Organizations | LSPU Student Organization's officers & Advisers, | N/A | * Issuance of Certificate of   Recognition |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)/ UNIT**  **RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
|  | conduct their different activities |  |  | Student Organization Unit Coordinators, OSAS Director and  Chairpersons |  |  |
| ***ELECTION* OF *NEW SETS OFFICERS*** | * 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 | * New roster of Student   Organization Officers |
| ***MEETING* WITH *THE ADVISERS/ CO-ADVISERS, STUDENT* ORGANIZATION *UNITS, FEDERATED SUPREME STUDENT COUNCIL OFFICERS, OSAS DIRECTOR AND CHAIRPERSONS*** | * 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 |  |

#### ACTIVITY

***VOLUNTEER* WORKS/ OUTREACH PROGRAM**

#### OBJECTIVES

* To intensify the sense of volunteerism among the young leaders of the university

#### TARGET DATE

February-March 2021

#### PHYSICAL TARGET

/ **TARGET GROUP**

SOU, SSC, SBOs

and Society Officers

#### PERSON(S) / UNIT RESPONSIBLE

Leadership Training Unit, SSC,and Student Organization and Activities Unit

#### BUDGET ALLOCATION

P201000.oo (,.5,000.00

per campus)

#### EXPECTED OUTPUT

* Good moral values of all

involved

#### · LEADERSHi.PTRAINING PROGRAMS

,..

**LEADERSHIP AND *TRAINING UNIT VIRTUAL ORIENTATION***

* To introduce

the Key Officials and Student Leaders of the

Unit

January 2021

Student Organization Unit, Student Organization Officers, Supreme Student Council

Group Leaders, Advisers, Coordinators, Members, Supreme Student Council

N/A

* + Narrative report
    - Documentation
    - Recorded Virtual Orientation
      * Discuss the plan of

Activities related to Leadership and training of the Student organization

Officers

Officers

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CONDUCT OF** | * To enhance the | Year-round | All Officers | Group Leaders, | P40,ooo.oo | * Highly confident |
| **LEADERSHIP** | leadership and |  |  | Advisers, | (P10,ooo.oo | and Value |

***TRAINING* AND WORKSHOPS *(VIRTUAL)***

skills capability of students and to promote camaraderie

Coordinators,

Members

per campus)

oriented Leaders

12jPagc

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | | **OBJECTIVES** | | | **TARGET DATE** | | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)** /  **UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** | |
|  | . - ... | among members of the  organizations | | |  | |  |  |  | .. | |
|  |  | | " ., | ,. | " | **Sl,JPREME $TUDENT 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 | |

Bl Page

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL**  **TARGET/ TARGET GROUP** | **PERSON(S)** / **UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
|  | Council officers and will be uploaded to the  page. |  |  |  |  |  |
| ***VIRTUAL NEWYEAR 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 | 1'>60,000.00  (I'> 15,000.00  per campus) | * Documentation |
| ***VIRTUAL UNIVERSITY FEB FAIR*** | * There will be an online contest fora week in line with Arts month and   Valentine's Day. | February 2021 | Students, Faculty, and Staffs | SSC Officers OSAS Director Student Organizations and Societies | **f'>** 100,000.00 (P251000.oo  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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL**  **TARGET/ TARGET GROUP** | **PERSON(S}** / **UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
| **ELECTION OF NEW *STUDENT COUNCIL* OFFICERS** | * As the terms of the current officers, there will bean University wide election for the new set of Supreme Student Council   officers. | June 2021 | Students | SSC Officers OSAS Director | N/A | * Documentation |
| ***TURN-OVER* CEREMONY** | * 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 | * Documentation |
| **STUDENT *COUNCIL***  **MEETING** | * 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 | * Documentation |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)** / **UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
| **CALL FOR SSC COMMITTEE VOLUNTEERS** | * 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 | * Highly confident a nd Spirited Committee * Documentation |
| **CONDUCT OF DIGITAL LEADERSHIP WEBINAR** & **WORKSHOP** | * 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 | * Developed Student Leaders * Documentation * Certificates |
| **NOVEMBER FEST 2020 (ONLINE FOUNDATION DAY CELEBRATION: *TRIVIA* RAFFLE)** | * To celebrate the foundation of LSPU for the students to remember, and ac   knowledge  the history of the University. | November 2021 | Students | Supreme Student Council | ,..1,,000.00 | * Proceedings   + Documentation |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON{S)/ UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
|  | To give insights about the history of LSPU through  games. |  |  |  |  |  |
| ***ONLINE SEMINAR BIBLE MONTH CELEBRATION*** | * 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 | * Proceedings * Documentation |
| ***EVALUATION* OF SSC**  ***ACCOMPLISHMENT*** | * To assess the performance of each council officers and advisers. To attest the   eff ectivity of proposed activities and its impact to students and to the whole LSPU- Community | May 2021 |  | SSC Officers Clubs and Organizations Officers OSAS  Students |  | * Documentation |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ACTIVITY**  -- -· | | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)/ UNIT RESPONSIBLE**  ,., | **BUDGET ALLOCATION** | **EXPECTED OUTPUT**  ,II, . " |
|  |
| , | **"r.'.. STUDENT PUBLIO\TION** | | | | | | |
| ***WEEKLY RELEASE (ONLINE)***   * ***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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)/ UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
| ***TEAM* BUILDING AND JOURNALISTIC WORKSHOP** | * 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 | P100,ooo.oo | * Editorial board and staffs can lead and handle various journalistic works in publication and other organizations. |
| ***ANNUALS* IImagazine**  ***(70X1000)***  ***ANNUALS* II LITERARY**  **FOLIO**  ***(90X1000)***  ***ANNUALS* II BROADSHEET**  ***(60X1000)***  ***ANNUALS* II NEWSLETTER**  ***(35X3000)*** | * 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 | P70,ooo.oo (Magazine)  ,.90,000.00  (Literary)  ,.60,000.00  (Broadsheet)  ,.,05,000.00  (Newsletter) | * Published outputs such as magazine. Literary folio, newsletter, and Broadsheets. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)/ UNIT**  **RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
| ***UNIVERSITY-WIDE PRESS***  **CONGRESS** | * 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 | P75,ooo.oo | * Editorial Board, staffs and chosen participant can understand the importance of camaraderie and leadership through campus journalism training and   workshops. |
| **CAPABILITY BUILDING**  ***WEBINAR SERIES*** | * 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 | P50,ooo.oo | * 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*** | * 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 | P20,ooo.oo | * Editorial Board , staffs and LSPU students can distinguish fake news and write an article base on facts. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON{S)/ UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
| **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 | P75,ooo.oo | * 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 | P20,ooo.oo | * 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 | P5,ooo.oo | * 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 | P75,ooo.oo | * Editorial Board, Staff and qualifiers, are feasible to write and create an output base on what they have learned in the   competition. |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | | | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S}** /  **UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** | | |
| ***ALUMNI YEARBOOK*** | | | * To produce the annual | May 2021 | LSPU students | Executive Board/ Publication | N/A | * Published yearbook | | |
|  | | | yearbook for |  |  | Adviser |  |  | | |
|  | | | graduating  students |  |  |  |  |  | | |
| **OSSEI/SPAM *NATIONAL***  **PRESS CONFERENCE** | | | * To test the journalist's competitivenes s of the journalists in a National   Contest | June 2021 | Editorial Board, Staffs and Publication Adviser | Editorial Board and Staff/ Publication Adviser | 50,000.00 | * Editorial boards are competent when it comes to journalism | | |
| ***ELECTION OF* THE**  ***EDITORIAL* BOARD** | | | * 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 | * New Set of Editorial Board member and Publication adviser for each student publication in   LSPU | | |
| ,. ,., | | . |  |  |  |  |
| "' |  |  | **RESEARCH MONITORING AND EVALUATION OF STUDENT** | | | |  | H |  | |
| **MEET WITH** | | | To develop | October 26- | * OSAS * OSAS   Coordinator, Faculty Researchers | * OSAS | **fi>** 5,000.00 | * Docu | |  |
| mentation   * Narrative Report | | |
| ***PROSPECTIVE* RESEARCH** | | | survey | November 13, 2020 | * OSAS |  |
| **PROPONENTS TO** | | | instruments to |  | Coordinator, |  |
| **DISCUSS THE CONTENTS** | | | monitor, in |  | Faculty |  |
| ***OF* THE INSTRUMENTS.**   * Request from the R&D Office the list of | | | regard to the pandemic, the  following: |  | Researchers |  |
| research proposals related to student  experiences | | | * student activities |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL**  **TARGET/ TARGET GROUP** | **PERSON{S}** /  **UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
| especially during the time of pandemic. From | * responsiveness of LSPU |  |  |  |  |  |
| the list, take note of the | services |
| proposals whose data are relevant to OSAS.  Ensure that there is no | * effectiveness of the LSPU flexible learning |
| redundancy with the | plan, e.g. |
| OSAS' developed instruments. | 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. | * To validate the online version of instruments | November 16-27,  2020 | * OSAS   Coordinator   * Faculty | * OSAS   Coordinator Faculty Researchers | 5,000.00 | * Documentation * Narrative Report |
| deploy the online | * To validate the |  | Researchers |  |  |
| version, administer the | offline version |  | * Validation |  |  |
| offline version, distribute | of the |  | Experts |  |  |
| online versions of | instruments. |  | Students |  |  |
| Instrument Validation | * To make |  |  |  |  |
| Form and ask experts | modifications |  |  |  |  |
| (Language Critic, etc.) to | to the |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)/ UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
| 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.*** | * To administer the   instruments. | Nov. 30-Dec. 18,  2020 | * Students | OSAS  Coordinator Faculty  Researchers | **p>** 3,000.00 | * Documentation Narrative Report |
| ***IMPORT THE* GATHERED DATA *FROM ONLINE FORMS* AND CHECK FOR**  ***INVALID ENTRIES.*** | * To consolidate   the gathered data. | Dec. 21-31, 2020 | * OSAS Coordinator Faculty Researchers | OSAS Coordinator, Faculty Researchers | N/A | * Research Proposal Statistical Reports |
| ***ANALYZE* AND *EVALUATE THE* DATA**   * For each dataset, write a summary report, e.g. charts, findings | * To write the different reports based on the gathered data: * To make the reports available   to stakeholders. | January 2021 | * OSAS   Coordinator, Faculty Researchers | OSAS  Coordinator, Faculty Researchers | N/A | * Submit/present the reports to stake holders, e.g.   service units, faculty, students |
| ***EXAMINE* THE LIST OF FA*CULTY MEMBERS WITH RESEARCH PROPOSALS* THAT *NEED THE* DATA AND *WHETHER THEY HAVE REQUESTED ACCESS* TO *THE* DATA GATHERED *BY THE***  **OSAS.** | * To provide the data to   researchers | February 2021 | Faculty Researchers | OSAS  Coordinator | N/A | * Provide the data to faculty members with approved request for access. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)** /  **UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
| **CONDUCT OF *SEMESTRAL CLIENTELE SATISFACTION SURVEY***  **INSTITUTIONAL STUDENT**  "  ***SEMI-ANNUAL* WATER**  ***ANALYSIS***  ***MONTHLY INSPECTION* AND *MONITORING* OF *COMFORT ROOMS* AND SURROUNDINGS.**  ***FUMIGATION/MISTING/SP***  **RAYING OF *INSECTICIDES.*** | * To ensure reliable data for the evaluation of office performance in line with the satisfaction on services delivered to its clientele.   **PROGRAMS AND SE**   * To confirm the safety of water in the campus. * To ensure cleanliness and sanitation of the surroundings. * To prevent the spread of Dengue Fever and other | February, 2021  July, 2021  **RVICl;S** -  - **HEA**  November 2020  and May 2021  October 2020-  September 2021  October 2020 | LSPU Academic community  -  **LTH SERVICES**  Students, faculty and personnel  Students, faculty and personnel  Students, Faculty and Personnel | OSAS, R&D Unit  - --  -  -  Water analysis  materials  Health unit staff and PPSD staff Health unit staff and PPSD staff  RHU Sanidad office staff, Health unit staff and PPSD office  staff. | N/A  -·--·--'-..:i,-  -  School fund  School fund | * Consolidated data collected thru Google Form * Analysis of satisfa ction survey result   - ri- •• - ......   * + Documentation   + Documentation |

25 J pa g C

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 WIT!-1 SPECIAL NEEDS** & **PERSON WITH DISABILITIES** | | | | | | | - | - |
| **DETERMINE THE NUMBER OF STUDENTS WITH *SPECIAL* NEEDS AND *DISABILITIES* AND THEIR NMAES AMONG COLLEGES BASED ON**  **CATEGORIES** | | * To identify   and assess  the urgent needs of the subject respondents | October 2020 | LSPU Students with specials needs and disabilities | Guidance office | N/A | * Documentation * Narrative Report | | |
| ***VIRTUAL* CONSULTAT/ON WITH STUDENTS WITH SPECIAL NEEDS *AND DISABILITIES,* GETTING TO KNOW *THEM AND* NOTE WHAT ARE THEIR**  **CONCERNS** | | * 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 | * Documentation * Narrative Report | | |
| **DESIGNING PROGRAM *BASED* ON THE *APPROVED* OSAS OPERATIONAL *MANUAL* WITH REGARD TO** | | * 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** | * Documentation * Narrative Report | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | * To identify specific needs of student s 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 | * Documentation * Narrative Report |
| ***VIRTUAL* MEETING ON CATEGORIZATION AND**  **NEEDS ASSESSMENT *OF*** | * 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 | N/A | * Documentation * Narrative Report |
| **STUDENTS *WITH SPECIAL***  **NEEDS** |  |  | OSAS |  |  |
| **PROPOSE *A* RESEARCH** | * To evaluate and improve the process utilized in every activities or programs | June 2021 onwards | LSPU Students | OSAS /Services | ft7,ooo.oo | * Research proposal/Statisti   cal reports |
| ***WITH* REGARD TO THE** |  | with specials | for Students |  |
| **NEEDS *OF* STUDENTS** |  | needs and | with Special |  |
| ***WITH SPECIAL* NEEDS** |  | disabilities | Needs and PWDs |  |
| **ANDPWDS** |  |  | & Co- Faculty |  |

28 J pa g C

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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/CHAIRPERSON S *WITH* OTHER *OFFICIALS* WHO *MAY* HAVE THE SAME CONCERN.** | | * Increase the number of local and international partners. * Modify and consider applicable best practices of prestigious sues' 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* ANO THRU WEBSITE POST** | | * Increase no. of inbound/foreign students with good conduct and academic records. | January, 2021  onwards | Students and faculty of InternationaI 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 | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)/ UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
| **CONTINUOUS** | Assist foreign | January, 2021 | Enrolled students | Bureau of | P6,ooo.oo for | Assisted the foreign |
| **PROCESSING OF** | students in | onwards | with implemented | Immigration | Bl Accredited | students who opt to |
| ***STUDENT VISAS*** | securing/ |  | student visa | Accredited | ID | continue their |
|  | renewing visas |  |  | School |  | academic courses in |
|  | and other |  |  | Representative- |  | the university and |
|  | requirements as |  |  | ILA Chairpersons |  | kept an updated |
|  | well as in |  |  |  |  | status of their legal |
|  | processing |  |  |  |  | documents to stay in |
|  | education related |  |  |  |  | the country |
|  | documents. |  |  |  |  |  |
| ***PREPARATION* OF *IELP COURSES (INTERNATIONAL ENGLISH* FOR *EFL LEARNERS)* FOR *BEGINNER, INTERMEDIATE, AND ADVANCED LEVELS*** | * 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 | Students and Faculty from International Partners who need the IELP Program However, due to pandemic the program experienced an intercountry mobility constraints | 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 Bl utilizing the appropriate teaching and learning online platforms to the university's partner institution |
|  |  | The ILA unit plan to inquire to the Bureau of Immigration and CHED student support services  on the |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 HIGHSCHOOL 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  /lnternship/lmmer sion 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 CHEDmemo  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/appr oval January-  December 2021 | Designated International Relations Officers/ Representatives of  the partner | University President/Senior officials Concerned  Deans | Estimated of f"J10,ooo.oo | 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/MOAand contracts | As the need arises, and based on CHED requirement/appr ovalAny 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 P10,ooo.oo | 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 percampus  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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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*** | * Represent LSPU in relevant conferences and training programs/semi nars to update knowledge on research through different platforms or modalities. * Acquire new knowledge related to research writing, internationaliz ation 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 uponthe organizing committee | Attended seminars online at least once every semester |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | * 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 VAWCand human rights to students enrolled to Internationa I Internship |
| **JOINT RESEARCH ACTIVITIES/COLLAB ORATION** | * 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** |
|  | **MHLTI-FAITH SERVl<;:ES (SPIRITUAL DEBELOPMENi** | | | | | **.PROGRAM)** | | |
| **PROMOTION** | | * To promote the | october 2020 | All LSPU students | Online | | Multi-Faith | * Students join in their respective   religious sect |
|  | | religious |  |  | Announcement | |  |
|  | | freedom. |  |  |  | |  |
|  | | * To establish the |  |  |  | |  |
|  | | organization of |  |  |  | |  |
|  | | different |  |  |  | |  |
|  | | religious sect. |  |  |  | |  |
| **EUCHARISTIC** | | * To give gratitude | 1st Friday of the | LSPU Students | Online | | Stipend | * Students ignite their faith to   God |
| **CELEBRATION/** | | to almighty God. | month | Faculty | Announcement | | Pledge |
| **BIBLE SHARING**  ***DEVOTION*** | | * To ask continual   guidance of our Lord in our life. | (Oct.-July) | Staff | Priest  Pastor Minister | | College Sponsorship |
|  | |  |  |  | Iman | |  |
| **ECUMENICAL SERVICE** | | * 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 | * Students united even with   different religious sect |
| **REFLECTION TALK** | | * To reflect in the words of God. | Everyday Friday  2020 | LSPU Students willing to join | Bible Sharer Multi-Faith Coordinator | | N/A | * Students reflected on the   words of God |
| **THANKS GIVING *MASS*** | | * 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. |

1•

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | * To commemorate   the passion of | April 2021 | LSPU Students  Faculty Staff | Priest/Minister Campus Ministry | N/A | Students reflected on repentance |
|  | Christ. |  |  |  |  |  |
|  | * To internalized the value of |  |  |  |  |  |
|  | repentance. |  |  |  |  |  |
| ***ECUMENICAL* GATHERING** | * To give gratitude to God   from all the | May 22, 2021 | LSPU Graduating  Students Faculty | Poster Priest Pastor Minister  Iman | Stipend Refreshment  SSG Fund | Graduating students Glorified God for His  Unending loves. |
|  | graduating  students. |  | Staff |  |  |
| **VIRTUAL *ECUMENICAL SERVICE*** | * To inculcate religious belief among LSPU community. | Every 1st Friday of the Month (November 2020 to December, | At least 500 individuals reached thevirtual ecumenical service | Multi-faith Services Unit College representative | Ps,000.00 | Online posting of Mass hosted by LSPU |
|  | 2021) |  |  |  |  |
| ***MULTl FAITH SERVICES/ E-FELLOWSHIP* - *VIRTUAL SOCIAL* GATHERING AND**  **ONLINE *FELLOWSHIP*** | * 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 |  | Proceedings Documentation Ratings |
|  |  |  | OSASSBO |  |

#### ACTIVITY

-

#### OBJECTIVES

powerfully and compassionatel y

**TARGET DATE**

**PHYSICAL TARGET**

/ **TARGET GROUP**

**PERSON(S}/ UNIT RESPONSIBLE**

.,

#### BUDGET ALLOCATION

**EXPECTED OUTPUT**

- .. "' .,

#### HOUSING AND RESIDENTIAL SERVICES UNIT

•.•

***VISITATION* OF**

* To conduct

February 2021

At least 6 boarding

Student

N/A

Accomplished

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOARDING *HOUSES*** | monitoring of |  | houses visited and | Housing Unit |  | monitoring Form |
| **ALONG *LSPU* IN *COOPERATION* WITH *LOCAL GOVERNMENT***  **UNIT** | housing provider for LSPU students  for improved |  | monitored |  |  |  |
|  | housing services |  |  |  |  |  |
|  | in line with IATF |  |  |  |  |  |
|  | and LGUs |  |  |  |  |  |
|  | requirement for |  |  |  |  |  |
|  | housing facilities |  |  |  |  |  |
|  | along LSPU. |  |  |  |  |  |

---

,..

,,,

,,,. -

,,\_

#### SCHOLARSHIP,\_AND FINANCIAL ASSISTANCE

'

***SUBMISSION* OF*THE REQUIREMENTS ONE (1) BENEFICIARY* OF PUREGOLD**

#### SCHOLARSHIP

***PREPARED* BILLING *STATEMENT* TO *ALL* SCHOLARS**

* To communicate to1) scholar of Puregold
* To prepare billing statement of all student scholars

January 2020

January 2020

Student scholars

Student scholars

Students, staff, and chairperson of scholarship

Students, staff, and chairperson of scholarship

**N/A**

### N/A

* Documentation
* Narrative Report
* Documentation
* Narrative Report

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RELEASING *OF* THEIR *MONTHLY ALLOWANCE OF* 15r SEMESTER, A.*Y.*** | * To release certification to all scholars | January 2020 | Student scholars | Students, staff, and chairperson  of scholarship | **N/A** | * Documentation * Narrative Report |
| **2019-2020** |  |  |  |  |  |
| **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. | March 2020 |  | Students, staff, and chairperson of scholarship | **N/A** | * Documentation * Narrative Report |
|  | 2018 - 2019 |  |  |  |  |
| **RELEASED *CERTIFICATION OF* THREE HUNDRED *FIFTY-***  ***FOUR*** | * To release certification of three hundred   fifty- four CHED | August 2020 | Student scholars | Students, staff, and chairperson of scholarship | **N/A** | * Documentation * Narrative Report |
| **CHED TULONG DUNONG** | Tulong Dunong |  |  |  |  |  |
| **LAGUNA** | Laguna |  |  |  |  |  |
| **GROUP CHAT *COMMUNICATION OF* PLOT *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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |  | * List of less privilege students * Endorsement letter/   Certification |
|  |  |  |  | Application Form |
| **ENSURE *TIMELY SUBMISSION OF* REPORTS** |  | January 2020 |  | SCHOLARSHIP SERVICE UNIT |  | Scholarship Report |
| ***SUMMARY OF*** |  |  |  |  |  | •List of Scholars   * Monitoring and evaluation of ESGP-PA * Narrative |
| ***SCHOLARSHIP/*** |
| ***FINANCIAL ASSISTANCE*** |
| **REPORT** |
| ***INTERNAL*** |
| **EXTERNAL** |
| **ACCOMPLISHMENT** |
| ***OF ACTIVITIES*** |
| **ENSURE *MAINTAINED*** |  | January 2020 |  | SCHOLARSHIP |  | Monitoring and |
| ***SCHOLARSHIP* GRANTS** |  | SERVICE UNIT | evaluation form of |
|  |  |  | scholars/grantees |
|  |  |  | Scholarship Certified |
|  |  |  | List of Grantees |
|  |  |  | Summary report of |
|  |  |  | scholarship and |
|  |  |  | financial assistance |

#### ENSURE TAPPING OF LINKAGES THAT CAN *PROVIDE* GRANTS TO *OUR* STUDENTS

January 2020

SCHOLARSHIP SERVICE UNIT

* + Letter request
  + MOA/MOU
  + Narrative Report

#### ENSURE CLIENTELE SATISFACTION

- ,.,

January 2020

#### ,. SPORTS DEVELOPMENT

SCHOLARSHIP SERVICE UNIT

- ,,

* + Summary of clientele satisfaction survey result provided by MIS

C " -

#### TRAINING OF STUDENT ATHLETES FOR NATIONAL

***PASUC* CMPETITION 2020**

#### PARTICIPATION IN INVITATIONAL SPORTS COMPETITION LOCAL/NATIONAL

**WEBINAR FOR SPORTS**

***DEVELOPMENT***

* To discover and scout new student athletes to participate in local and national sports competition
* To show and enahance the student skills and talents in the different sports event. To enhance and update the faculty in the

January 2020

Year Round

Year round

Trainers Student- Athletes

Trainers Students Athletes

Faculty

Sports Director, Coaches,

Trainers Student-Athletes

Trainers Students Athletes

Sports Director, Coaches and PE Faculty

N/A

P100,ooo.oo

### N/A

* Deserving Student Athletes
* Documentation
* Narrative Report
* Documentation
* Narrative Report
* Certificate

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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*** | * 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 | * Documentation * Narrative Report * Certificate |
| **CULTURAL *SERVICES*** | | | | | | |
| ***STREET* DANCING *COMPETITION* (COCO *FESTIVAL)*** | * To give support to the Local Government in promoting Tourism and toshowcase   the skills and | January 2021 | Interested Students | Coordinator, Advisers, OSAS | P200,ooo.oo (Costume, Props, Choreographe r Fee | * Documentation * Narrative Report |
|  | talents of |  |  |  |  |  |
|  | students in  cultural and |  |  |  |  |  |
|  | arts |  |  |  |  |  |
| **PARTICIPATION *IN THE***  ***INVITATIONAL CULTURAL*** | * To show the student skills and talents in different categories | Year Round | Coordinator, Students  Officers and Members | Coordinator, Students  Officers and Members  I | P20,ooo.oo (Costume, Props, | * Documentation * Narrative Report |
| ***COMPETITION IN LOCAL/***  ***NATIONAL*** |  | Choreographe r Fee | * Certificates |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)** / **UNIT RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
| ***VIRTUAL* RECOGNITION**  ***FOR CULTURAL* 2020** | * 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 | N/A | * Documentation * Narrative Report |
|  |  |  | Members |  | * Certificates |
| **ONLINE TRAINING *OF***  **STUDENT- PERFORMERS** | * To showcase the talents of   LSPU - SPCC  students performers using On line  platforms | October to November 2020 | Officers and Members | Head  Coordinators, Coordinators, | **'92,000.00** | * Documentation * Narrative Report |
|  |  |  | Advisers,  Officers and |  | * Certificate |
|  |  |  | Members |  |  |
| **CHRISTMAS PROGRAM**  &  **PRESENTATION ON-AIR** | * To feel the camaraderie,   solidarity and spirit of Christmas amid pandemic  period | December  2020 | Students and Faculty | Head Coordinators,  Coordinators, | **p** 3,000.00 | * Documentation * Narrative Report |
| ***AND* ONLINE** |  | Advisers, |  |  |
|  |  | Officers and |  |  |
|  |  | Members |  |  |
| ***EVAWA*T/ON *OF CULTURAL***  ***ACTIVITIES* USING** | * To evaluate the   student's online training | December 2020 | Head Coordinator,  Coordinators, Advisers, Officers | Head Coordinator,  Coordinators, | N/A | * Documentation * Narrative Report |
| **GOOGLE *FORM*** |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | | | | | | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)** / **UNIT RESPONSIBLE** | | | **BUDGET ALLOCATION** | | **EXPECTED OUTPUT** | | | |
|  | | | | | | and cultural |  | and Members | Advisers, | | |  | |  | | | |
| development | students | Officers and | | |
| program of the |  | Members | | |
| university |  | students | | |
| •·  \_. | , .. |  |  | | **SECURITY MANAGEMENT SEijVl(ES** | | | | | **,** "' |  | |  | | | - | |
| - | | | |  |
| ***CONDUCT* TRAININGS**  ***AND SEMINARS* FOR *THE SECURITY*** | | | | | | * Ensure the quality of   services | Year Round | Security Guards | SMO  Chairperson and Security Guar | | | P15,ooo.oo | | * Documentation * Narrative Report | | | |
| ***PERSONNEL*** | | | | | | delivered by the Security |  |  |  | | |  | | * Certificates | | | |
|  | | | | | | * Management Office |  |  |  | | |  | |  | | | |
| **STRICT *COMPLIANCE* TO**  ***THE UNIVERSITY POLICY*** | | | | | | * Ensure the strict and continuous compliance of the university   policy | Year Round | Students | SMO  Chairperson and Security Guard (organic and job  Order) | | | **N/A** | | * Documentation * Narrative Report | | | |
|  | | | | | | * To ensure the orderliness inside the   university |  |  |  | | |  | |  | | | |
| ,,, | | | | . |  |  | **SOCIAL AND COMMUNITY INVOLVEMENT UNIT** | | | |  |  |  | ,. |  | | |
| **URBAN GARDENING** | | | | | | * To develop sustainable urban garden model farm in the university. | March, 2020 | LSPU | OSASSC | | | Collaborative | | At least one (1) mod | | | |
| **"SARILING *A*TIN"** | | | | | |  | Community | SBO | | | efforts | | el farm | | | |
|  | | | | | |  |  | Societies | | | utilizing | |  | | | |
|  | | | | | |  |  |  | | | recyclable | |  | | | |
|  | | | | | |  |  |  | | | materials | |  | | | |

" - -

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **OBJECTIVES** | **TARGET DATE** | **PHYSICAL TARGET**  / **TARGET GROUP** | **PERSON(S)/ UNIT**  **RESPONSIBLE** | **BUDGET ALLOCATION** | **EXPECTED OUTPUT** |
| ***VIRTUAL COMMUNITY LEADERSHIP EXTENSION ACTIVITIES*** | * 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 | * Proceedings * Documentation * Training plan |
| ***ANNUAL OUTREACH***  **PROGRAM** | * 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) | * Documentation * Narrative Report |

Prepared and Consolidated by:

**Ml E B. SARMIENTO, EdD **

, rector, OSAS-LSPU System



**A/PROF**

Chair erson, OSAS-San Pablo City Campus

**MR. JAYSON . OLAYTA**

Chairperson, OSAS-Si iloan Campus Chairperson, OSAS-Los Banos Campus

## 441Pagc

, *r,,i,,* ,,,

I *{*1*.*1/

I

Recommending Approval:

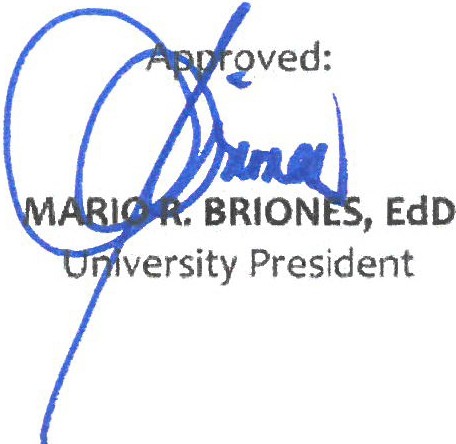
1'-¼Q.

President for Academic Affairs

*l':'"j*

**ATTY. RUSHID/JAYjS. SANCON**

Campus D['.tctor, SPCC Campu Director, SC



**JOE AWICA**

Camp ctor, LBC

45 I,' !