



## Polytechnic University of the Philippines

College of Social Sciences and Development

Department of Psychology

### PLANNING PROCESS

#### 1. Introduction

The Polytechnic University of the Philippines (PUP) is guided by its Four-Year Institutional Development Plan in executing its systems and programs. The Institutional Development plan for the University is a well-crafted and organized system where the University aligns its programs and processes with its Mission, Vision, and Goals. A stringent process of consultation and collaboration is employed for all stakeholders in crafting the plan.

This is carried out by the following sectors: Office of the Executive President, Office of the Vice President for Academic Affairs, Office of the Vice President for Administration, Office of the Vice President for Student Affairs and Services, Office of the Vice President for Research, Extension, and Development, Office of the Vice President for Finance, and Office of the Vice President for Branches and Campuses.

#### PUP Executive Officials



**University President**  
Manuel M. Muhi  
D.Tech., ASEAN Engr.



**Executive Vice President**  
Alberto C. Guillo  
MS Stat, MA Econ



**Vice President for Academic Affairs**  
Emmanuel C. De Guzman, PhD



**Vice President for Student Affairs**  
Zenaida R. Sarmiento, DEM



**Vice President for Research,  
Extension, and Development**  
Anna Ruby P. Gapasin, DEM



**Vice President for Branches  
and Campuses**  
Pascualito B. Gatan, MBA



**Vice President for Administration**  
Adam V. Ramilo, MIR



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**2. PUP Institutional Development Plans**







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Guided by his vision for the largest state university in the country “*Clearing the Paths While Laying New Foundations to Transform the Polytechnic University of the Philippines into an Epistemic Community*,” the second youngest president started working on the first day of his appointment as President. This visionary leader was guided by his *Eight-Point Agenda*, to wit, (1) pursue academic excellence through disciplinal integrity, (2) embed a culture of research, (3) assure transparency and participation in giving rewards and sanctions, (4) modernize and upgrade physical facilities, (5) re-conceptualize academic freedom, (6) institutionalize civil society, (7) fiscal responsibility and (8) assess the institutional process and critical-review of the entire organization.

Consultations with the PUP community were conducted to formulate these Eight-Point Agenda.



2018-2020 Institutional Development Plan

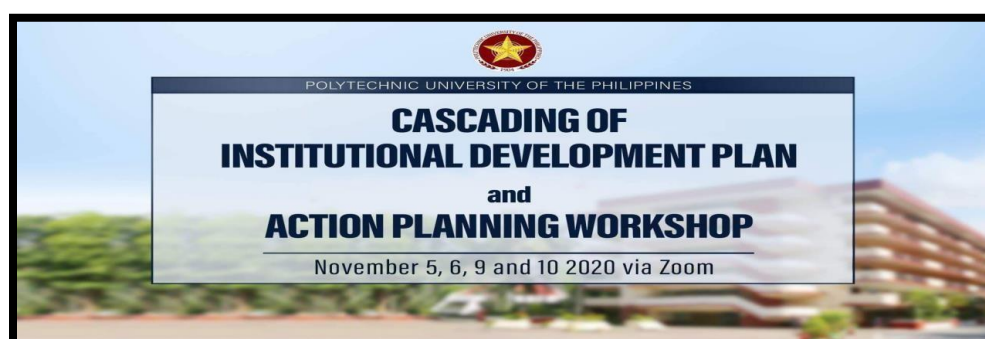
PUP 2020 VISION: TOWARDS AN EPISTEMIC COMMUNITY						
Agenda 1	Objective	Performance Indicator	Strategies/Programs /Activities	Concerned Offices(s)	Time Frame	Budget
Pursuing Academic Excellence Through Disciplinal Integrity	To ensure globally-focused, research-oriented, and internationally competitive curricula in the undergraduate and graduate levels	<ul style="list-style-type: none"><li>✓ 100% of the curricular programs are revised in compliance with the CHED Policies, Standards and Guidelines and in accordance with national and international standards</li><li>✓ 100% of the syllabi are revised to conform with the OBE format</li><li>✓ 10% annual increase in the number of procured books, references and other instructional materials by discipline (basis for the above should be provided)</li></ul>	<p>Revision of all curricula based on international and national benchmarks, compliant with CHED Policies, Standards and Guidelines</p> <p>Crafting of OBE-compliant syllabi for all courses based on the newly approved curricula</p> <p>Procure textbooks, references and other instructional materials by discipline based on syllabi specifications, book courses conducted by college representatives and list of most borrowed books forwarded by librarians in-charge of different library sections</p> <p>Proceed with the procurement of and subscription to national and international journals both print and</p>	<p>All Colleges OVPAA OVPBSC</p> <p>OVPAA OVPBSC OVPA (PMO) OVFF</p>	<p>For implementation effective SY 2018-2019</p> <p>2018</p>	



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**2.1. 2020- 2024 Institutional Development Plan**

On October 20, 2020, current PUP President, Dr. Manuel M. Muhi, issued an office memorandum in support of the PUP’s objective of becoming a National Polytechnic University, on the cascading of the PUP 2020- 2024 Institutional Development Plan. All heads of offices/delivery units were instructed to adopt and disseminate the PUP Institutional Plan 2020-2024 as well as the operationalization of the PUP’s plans and projects to ensure an inclusive and equitable, quality education and to promote lifelong learning opportunities through a re-engineered polytechnic university.



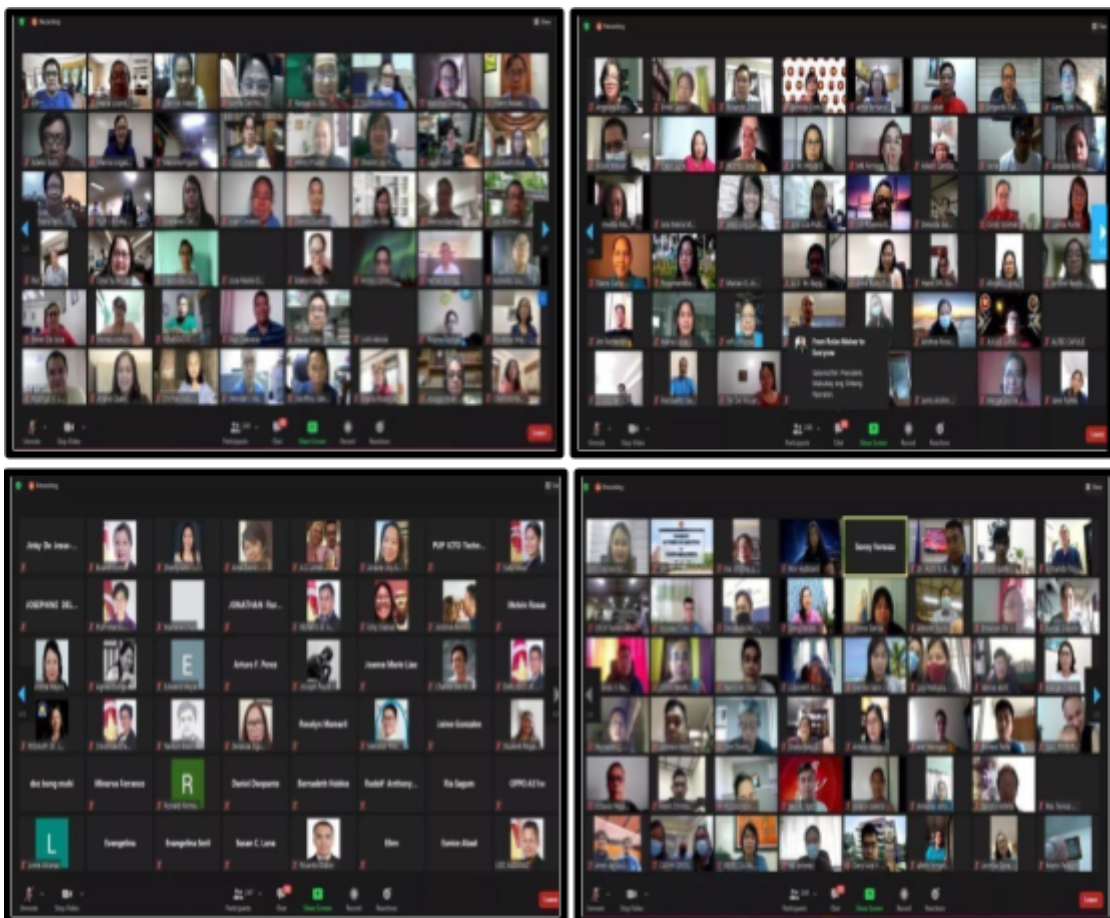




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The PUP then held its first virtual Institutional Development Planning (IDP) from November 5- 10, 2020 via Zoom.





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President Dr. Manuel M. Muhi directed the activity together with the executive officials, with each sector and office coming up with action plans to help spur the President's vision of a National Polytechnic University. The planning began with the President reiterating his Ten Pillars Reform Agenda during the first day. These Ten Pillars are the following:

The Ten Pillars Polytechnic University of the Philippines	
Pillar 1:	Dynamic, Transformational, and Responsible Leadership;
Pillar 2:	Responsive and Innovative Curricula and Instruction;
Pillar 3:	Enabling and Productive Learning Environment;
Pillar 4:	Holistic Student Development and Engagement;
Pillar 5:	Empowered Faculty Members and Employees;
Pillar 6:	Vigorous Research Production and Utilization;
Pillar 7:	Global Academic Standards and Excellence;
Pillar 8:	Synergistic, Productive, Strategic Networks and Partnerships;
Pillar 9:	Active and Sustained Stakeholders' Engagement; and
Pillar 10:	Sustainable Social Development Programs and Projects.





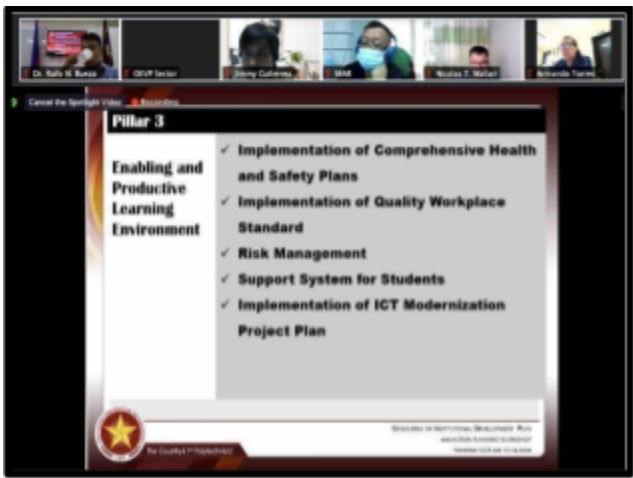
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<div><div>Republic of the Philippines POLYTECHNIC UNIVERSITY OF THE PHILIPPINES INSTITUTIONAL DEVELOPMENT PLAN 2020-2024</div></div> <div>PUP: THE NATIONAL POLYTECHNIC UNIVERSITY</div>					
Pillar 1: Dynamic, Transformational, and Responsible Leadership					
OBJECTIVE	KEY RESULT AREA	KEY PERFORMANCE INDICATOR with TARGETS	STRATEGY	RESPONSIBLE OFFICE	TIME FRAME
<b>OBJECTIVE 1</b> To steer the PUP community to critically review, evaluate, and re-engineer the human resources, processes, structures, and systems of the university	<b>KRA 1:</b> Efficient and effective systems and processes	<b>KPI 1:</b> Reviewed, revised and formulated university policies within prescribed timeframe <ul style="list-style-type: none"><li>Organizational Structure</li><li>Citizens Charter</li><li>Strategic Performance Management System (SPMS)</li><li>Quality Management System</li></ul>	Conduct of Consultative Meeting within sectors	Executive Committee All Sectors	<b>2020</b> <ul style="list-style-type: none"><li>Revised QMS documents</li><li>Revised Quality Policy Statement</li><li>Formulated Modified SPMS</li><li>Reviewed Organizational Structure associated with human resource compliments</li></ul> <b>2021</b> <ul style="list-style-type: none"><li>Implemented Corrective and Corrective Actions on NCs and OFIs (based on the 2020 Surveillance Audit)</li><li>Mitigation of identified risks are effectively adopted</li><li>Reviewed and Revised University Citizens Charter</li><li>Completed QMS documents of unenrolled processes (including the branches and satellite campuses) for ISO recertification</li><li>Implemented Change Risk Assessments vis-a-vis change initiatives</li><li>Formulated University policies for effective change management</li></ul> <b>2022</b> <ul style="list-style-type: none"><li>ISO 9001:2015 recertification with expanded system-wide enrolled processes (Main Campus and selected processes in selected Branches)/application to ISO 21001:2018 (Educational Organizations Management System) of all processes in the Main Campus and selected processes in selected Branches</li></ul> <b>2023</b> <ul style="list-style-type: none"><li>Sustained ISO Certification</li></ul> <b>2024</b> <ul style="list-style-type: none"><li>Revised Policies and Processes for improvement</li></ul>

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2020-2024 Institutional Development Plan

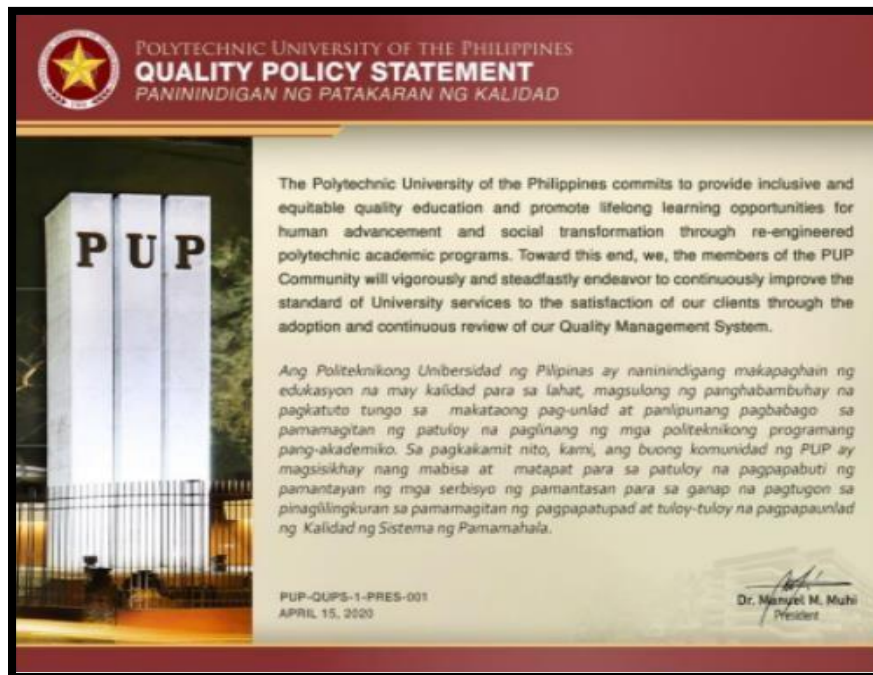
The different sectors of the University organized the action planning in their respective areas through a breakout session. There was a joint presentation of the University’s Budget Plan & Utilization by Ms. Rene Imperial, Director of the Budget Services Office and Mr. Tomas Testor, Assistant to the Vice President for Research, Extension, and Development (AVPRED). A robust open forum ensued after the presentation, with questions ranging from ensuring more efficient budget utilization among offices, improved communications among offices, branches and campuses with regards to approved budgets, and other administrative concerns relative to the budget. The third and fourth days of the IDP were provided for office action planning.





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**3. PUP Quality Management System**

With its goal to be the best University and follow international standards to give the best quality serve, the PUP sought the certification of International Organization Standardization (ISO) 9001:2015.

**3.1. ISO Certification**

Activities relevant to identifying risk management and to ensure the implementation of the Quality Management System (QMS) standard. The ISO 9001 is a process of plan-do-check-act methodology and a process-oriented approach in documenting and reviewing the structure, responsibilities, and procedures required to achieve effective quality management in PUP.

The objectives of the ISO 9001:2015 – Quality Management System certification of the PUP are: (a) Assess the general aspects of QMS implementation of the University; (b) Improve the provision of services of PUP to its clientele; (c) Enhance customer satisfaction; and (d) Certification of PUP to the ISO 9001:2015 QMS Standards.