



PRELIMINARY SURVEY VISIT

AREA X ADMINISTRATION

G. INSTITUTIONAL PLANNING AND DEVELOPMENT

**G.1. Composition of the
Planning Unit, including
their Functions.**

Proposed Structure of Planning and Development Office

1. Plans and Programs Formulation and Research Division (Planning Officer III)

- Supervises the plan formulation and packaging, monitoring, evaluation and design of Annual report
- Conducts comprehensive researches and studies on Institutional Development Policies
- Coordinates with concerned entities in the formulation and updating of plans
- Comprehensive Planning/Framework Planning
- Capital Projects Planning /Projects Development
- Public investments identification/promotions
- Provides technical assistance to the functional units in identifying and developing programs and projects

2. Technical and Statistics Division (Planning Officer II)

- Generate/collect and synthesize primary and secondary data needed in plan formulation, project development and program/project evaluation.
- Integrates spatial data with socio-economic statistics for more effective planning and decision-making.
- Identify document development problems, issues and concerns and recommend priorities and/or alternative solutions.
- Establish and maintain an information center and information system of research and development.
- Coordinate with regional and provincial institutions/agencies, public and private, engaged in information generation and data management to keep abreast of socio-economic developments.

3. Monitoring and Evaluation Division (Planning Officer I)

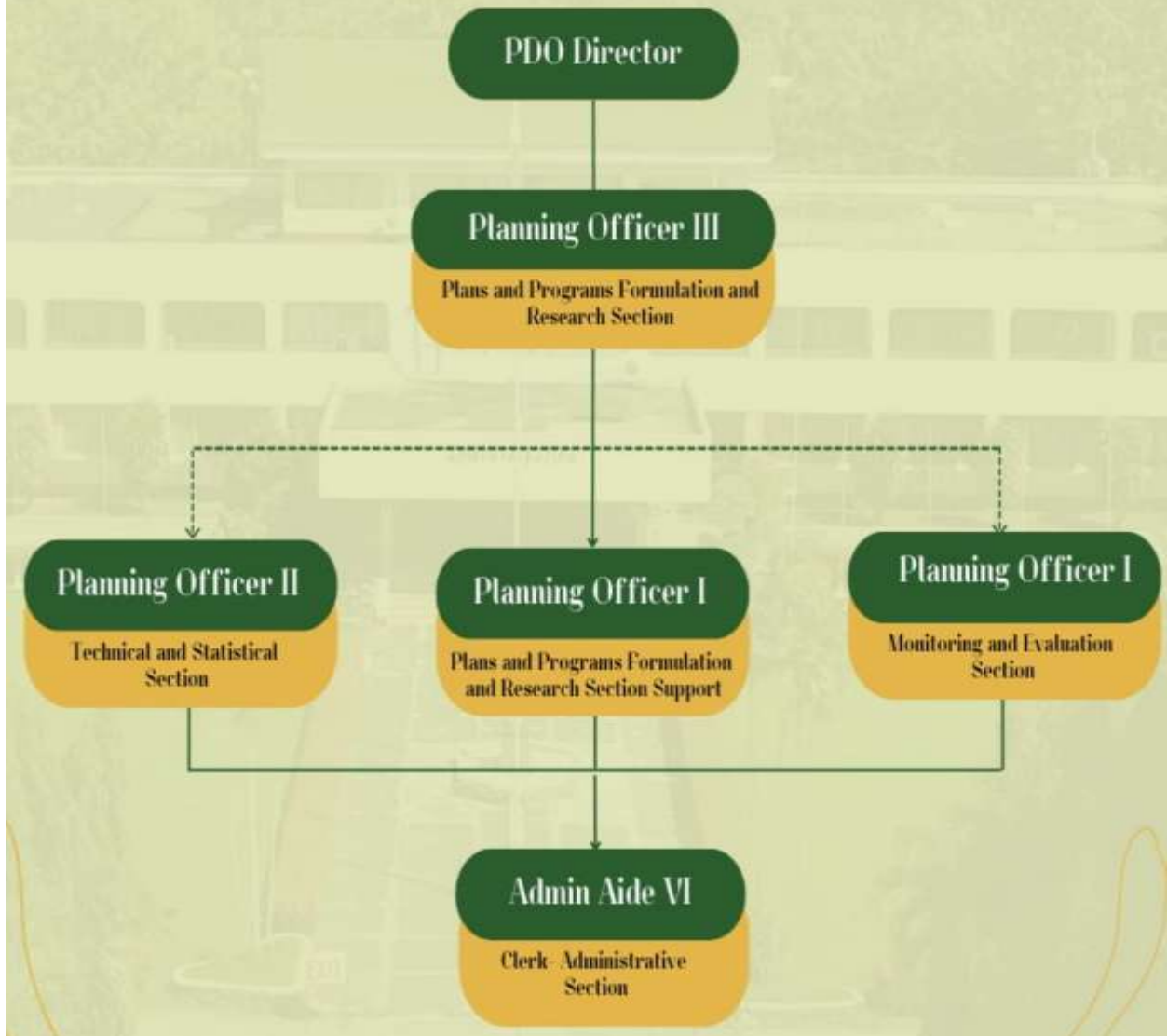
- Monitor and evaluate the implementation of the different development programs, projects and activities in accordance with the approved plan.
- Updates the Land Use Plan and projects related to the development of the university;
- Monitor performance and evaluate/determine periodically the effects of program and projects on the university's organizational outcomes.
- Serves as the back-up arm of other units/offices in generating hazard and risk maps for ecological profile, zoning, and land-use planning.

4. Administrative Division

- Provides support services relating to personnel and staff development, records management, supplies and equipment, budgeting and accounting, security and general utility of PDO.



Planning and Development Office





Special Order No. 1104C

Series of 2025

TO: **ENGR. RENEL M. ALUCILJA**

SUBJECT: **Designation as DIRECTOR FOR PLANNING AND DEVELOPMENT OFFICE**

DATE: **Friday, 28 February 2025**

Taking cognizance of your educational preparation and most of all your interest to lead the unit that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, you are hereby designated as **DIRECTOR FOR PLANNING AND DEVELOPMENT OFFICE** in addition to your plantilla position subject to the confirmation of the Board of Regents.

As Director, you are hereby directed and expected to perform the following functions:

1. Prepare and submit the Operational Plan to the Office of the President;
2. Lead the conduct of review of the University development plan;
3. Initiate the conduct of the University Strategic planning Workshop for the preparation of project/program plans and proposals;
4. Submit the various reports to concerned government offices and agencies for matters relevant to the operation of the university in accordance with the University principles, policies, rules and regulations and existing laws of the government.
5. Provide assistance in packaging program plans and proposals;
6. Monitor the submission of the development plan of all units of the University that will comprise the University Development Plan;
7. Monitor and evaluate the implementation of University Development plan;
8. Monitor all units of the university in the submission of OPCR/IPCR;
9. Supervise the compilation of submitted OPCR/IPCR for evaluation by the various units of the University;
10. Monitor the status of the University Development plan Data Bank;
11. Cascade information to all Units of the University
12. Serve as PDO Director in acting capacity, until confirmed and duly acted upon by the USM BOR; and,
13. Perform such other functions as may be assigned by the University President.

Furthermore, by virtue of this designation, you shall be entitled to a **load displacement of twelve (12) units and additional pecuniary benefits and privileges** thereto appertaining subject to existing laws and policies on the matter.



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OFFICE OF THE PRESIDENT



This designation as Director for Planning and Development Office shall take effect on **March 04, 2025 until March 03, 2026**, unless otherwise revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superseded.


JONALD L. PIMENTEL, PhD
SUC President IV

Conforme:

- _____
- Copy Furnished
- ___ records
- ___ HRMDO/201 file
- ___ File
- ___ COA file
- ___ Board Secretary

