



# PRELIMINARY SURVEY VISIT

## **AREA X ADMINISTRATION**

### **G. INSTITUTIONAL PLANNING AND DEVELOPMENT**

#### **G.4. Description of Inter-Office Sharing of Resources (Facilities and Equipment)**



UNIVERSITY OF SOUTHERN MINDANAO

OPERATIONAL PLANNING AND CONTROL PROCEDURE

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### 1.0 PURPOSE

The Operational Planning and Control Procedure aims to establish and maintain a documented procedure for Quality Management System of University of Southern Mindanao. The Operational Planning and Control Procedure also aims to define the controls needed to ensure that quality plan must be consistent with the quality policy, documented, measurable, based on applicable requirements, implemented in accordance with the criteria, monitored, evaluated, communicated to stakeholders and updated as appropriate.

### 2.0 SCOPE

This procedure applies to all functional units under the four-fold functions of Instruction, Research, Extension and Resource Generation of the University of Southern Mindanao.

### 3.0 DEFINITION OF TERMS

- 3.1 Operational Plan - is an annual plan of the four functions of the university which lays down the plan targets for different Key Result Areas (KRAs) under Instruction, Research and Extension Services, Resource Generation, and General Administration and Support Services.
- 3.2 Control is an act regulating the use of generated records; where retrieval and access shall be defined.

### 4.0 REFERENCES

- 4.1 Quality Management System Manual (USM-QMS-002-Rev.3.2020.02.18)
- 4.2 Corrective Action Procedure (USM-QMS-017-Rev.3.2020.02.18)
- 4.3 Continual Improvement Procedure (USM-QMS-020-Rev.2.2020.02.18)

### 5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The Unit Heads shall take the responsibility in their respective units/colleges and ensure that their quality plan is measured, monitored, evaluated and documented.
- 5.2 The Vice President for each function shall be responsible in consolidating the plans of the colleges/units under him/her and submit the same to the Planning and Development Office for final consolidation.
- 5.3 The Planning and Development Office shall take the overall responsibility in the consolidation and packaging of the Operational Plan or the institutional development plan, implementation and control of the processes needed to meet the requirements outlined in the established criteria or program/projects/activities (PPA).

### 6.0 PROCEDURE DETAILS

- 6.1. Data Gathering and Analysis
  - 6.1.1 The Unit Head/Director/Dean shall be responsible for their respective unit's quality plan design, its PPAs and corresponding targets. These data/ information shall be gathered and analyzed by the Planning and Development Office.
- 6.2. Plan Coordination, Preparation and Consolidation
  - 6.2.1. The preparation of plans shall be coordinated with the concerned Unit Head/Director/Dean for consolidation and preparation of the institution's operational plan.
  - 6.2.2. The Vice President for each function shall consolidate the plans of the colleges/units under him/her and submit the same to the Planning and Development Office for final consolidation.
  - 6.2.3. The consolidated plan of every Mandated Function shall be submitted on the specified deadline. Failure to submit means issuance of Corrective Action Request (CAR) from the Planning and Development Office.
- 6.3. Plan Design
  - 6.3.1. The consolidated quality plans of the different units under the four functions shall become the institution's operational plan to be approved by the Administrative Council, BOR Committee on Administration and Finance and finally by the Board of Regents.
- 6.4. Plan Implementation
  - 6.4.1. The quality plan shall be implemented in accordance with the criteria set or targets. The schedule of implementation shall depend on budget appropriations. Programs, projects and activities (PPAs) which will not require large appropriations shall be accomplished simultaneously with other PPAs. The Unit Heads/Directors/Deans shall be responsible for the implementation of their units' PPAs and shall be coordinated and acted upon by the appropriate responsibility centers. *e.g.* All purchases of materials for the implementation



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- of PPAs, be it for monthly operations or capital outlay shall be coordinated with the Bids and Awards Committee and Office of the President for review and approval. Once approved, the program of work and implementation of unit's PPAs shall be coordinated closely with Physical Plant and Development Office and Financial Management Services.
- 6.4.2. The initial activities will be followed by those which require more but not inordinately large amounts. For Capital-intensive Activities, the university shall appropriate budget or forge partnerships with other funding agencies and follow program of work for implementation.
- 6.4.3. The implementation of the four-fold functions of the University such as Instruction, Research, Extension and Resource Generation shall be done simultaneously in accordance with the budget appropriated per office and in the timeline set during the plan design.
- 6.5 Plan Monitoring and Evaluation
- 6.5.1 The quality plan of the Unit/College shall be monitored and evaluated by the Unit Heads/Directors/Deans and the Planning and Development Office preferably on a quarterly basis and as applicable. This is to ensure that plans are achieved accurately and timely. Mitigation measures shall be set and enforced once the ongoing implementation deviates from the original plan or if not achieved on time.
- 6.5.2 The Planning and Development Office (PDO) shall be the primary unit charged with monitoring compliance of the plan. It will be obtaining its data from all responsibility centers of the university which will be submitting such data on a quarterly basis and as applicable. For instance, the colleges shall submit data on enrolment, board examination performance, program accreditation status, revenues if any, human resource development activities, number of graduates, linkages, employment if such data is available, research and extension activities and number of beneficiaries thereof, and others. Such data-gathering activity will be facilitated by linking the units through an Internet. The responsibility centers may submit the data directly to the PDO or send those through the internet. Data gathered shall be presented in appropriate forms for easy access and utilization by all authorized entities. Annually, the responsibility centers shall submit their targets to the PDO. Such targets shall be set jointly with the Vice-President concerned and presented to the Administrative Council and if necessary to the Board of Regents for approval.
- 6.5.3 The evaluation process shall be undertaken by all responsibility centers. Units with university-wide coverage shall also conduct evaluation, such as: the Offices of the Vice-Presidents, the Human Resource Management and Development, the Financial Management Services, and others as may be necessary. The evaluation process shall be made with reference to the targets of the centers and shall be tied up to the promotion system and performance-based benefits that may be given to employees.
- 6.6 Plan Output Review and Projection
- 6.6.1 The Planning and Development Office shall facilitate the conduct of a Semi-Annual and Annual Review Planning Seminar-Workshop in which the Unit Heads/Directors/Deans shall present their accomplishments for documentation, critiquing and assessment. A strategic planning/ operational planning for the succeeding year shall also be discussed/planned and documented.
- 6.7. Output/Accomplishment Packaging and Reporting
- 6.7.1. Reports that have been monitored and reviewed by the Planning and Development Office shall be submitted to external agencies attached to the Institution for appropriate updating of the operations after consolidation and packaging.

## 7.0 RECORDS RETENTION AND DISPOSAL

- 7.1 Plans are kept in file as reference for future planning that can be the basis for targeting. Master Plans are kept in file indefinitely while quarterly plans are kept in file for five to ten years. Beyond that, plans are stored and/or archived.
- 7.2 Quarterly accomplishment reports submitted by functional units are disposed once the Annual Report is already produced.
- 7.3 Other reports are kept in file and stored.

## 8.0 FORMS AND RECORDS

- 7.1. Operational Plan (USM- PDO- Fo3-Rev.1.2020.06.01)
- 7.2. Quarterly Physical Monitoring (USM- PDO- Fo4-Rev.0.2020.06.01)