AREA VIII

PHYSICAL PLANT AND FACILITIES

O.1. THE AC IS WELL-EQUIPPED AND MANAGED.

O.1. The AC is well-equipped and managed.

Preliminaries

As the province remains under Modified Community Quarantine and social gatherings are still prohibited, the ISO Core Team decided to forgo the Institutional Management Review. In its place, the auditees were required to submit the minutes of the Cellular Management Review

MINUTES OF THE MANAGEMENT REVIEW

DEPARTMENT:	ALL DEPARTMENTS:	DATE:	November 13, 2020
MEETING:	INSTITUTIONAL MANAGEMENT REVIEW	TIME STARTED:	
FACILITATOR:	PROF. JENNIFER E. SINCO	TIME FINIESHED:	
TAKEN BY:	GLYN B. GABANO-MAGBANUA, PhD	VENUE:	UQAC

ATTENDEES:

	Names	Department		Name	Department
1	DR. FRANCISCO GIL N. GARCIA	OUP	20	ENGR. RENEL M. ALUCILJA	PDO
2	DR. EIMER M. ESTILLOSO	VDAF	21	ENGR. EUGENE RANJO	UICTO

3	DR. CONSUELO A. TAGARO	VPAA	22	DR. DEODATU GARCIA	HEALTH SERVICES
4	DR. EDWARD BARLAAN	VPRDE	23	PROF. YVONNE V. SALILING	OSA
5	DR. ABUBAKAR MURRAY	VPRGES	24	PROF. JESSA BUISAN	SOCIO CULTURAL
6	DR. JOSEPHINE R. MIGALBIN	CA	25	PROF. LLOYD ABNTON VON COLITA	PUBLICATION
7	PROF. MARCOS F. MONDERIN	CASS	26	ENGR. BENJAMIN FORTINEZ	PPDS
8	PROF. JEANNIE U. DUKA	CBDEM	27	PROF. ORLANDO B. FORRO	SSMO
9	DR. MA. LEZEL P. PATARAY	CED	28	MS. IMELDA SILAO	UGC
10	ENGR. MELECIO CORDERO	CEIT	29	ENGR. KAHARUDIN MANAMBA	BDC
11	DR. URDUJA G. NACAR	CHEFS	30	MS. SOFIA LOREN B. NEYRA	DCO
12	DR. JONALD L. PIMENTEL	CSM	31	MS. SHIRLY MONDIA	PURCHASING

13	DR. EMERLIE OKIT	CVM	32	DR. LAWRENCE ANTHONY U. DOLLENTE	OBS
14	DR. ELSA GONZAGA	DIO	33	DR. ROLANDO GARDUQUE	IA
15	DR. MA. TEODORA C. NADONG	RDO	34	PROF. BRYAN LLOYD BRETANA	IA
16	DR. ARDNIEL BALADJAY	UESO	35	DR. GLYN GABANO MAGBANUA	IA
17	DR. MAY EVA Z. GARCIA	IA	36	DR. EDNA LUZ T. DE GUZMAN	ARO
18	PROF. JENNIFER E. GARCIA	UQAO			
19	ENGR. WILLIE JONES SALILING	HRMDO			

AGENDA:

1.	Status of actions from previous management reviews	UPDATES ON THE IMPLEMENTATION OF PREVIOUSLY AGREED ON ACTIONS
2.	Changes in internal and external issues that are relevant to the quality management system	CHANGES IN THE ORGANIZATION IMPACTING THE QMS

3	Information on the performance and the effectiveness of the Quality Management System	EVALUATION OF USM PERFORMANCE
3.1	Customer satisfaction and feedback from interested parties	VARIOUS CUSTOMER FEEDBACK, SATISFACTION SURVEYS AND CLAIMS
3.2	Extent to which quality objectives have been met	QUALITY TARGETS AND OBJECTIVES, TARGET PROGRAMS AND CHALLENGES
3.3	Process performance and conformity of products and services	MONITORING AND MEASUREMENT OF IMPROVEMENT POINTS, TARGETS AND CHALLENGES
3.4	Non-conformities and corrective actions	FINDINGS OF INTERNAL AUDITS, CERTIFYING BODY FINDINGS, CARS
3.5	Results of monitoring and measurements	OUTCOME OF RESULTS FROM PROCESSES, SERVICES AND PRODUCTS
3.6	Audit Results (Internal Audit and External Audit Results)	(FIRST PARTY; SECOND PARTY; THIRD PARTY) AND EVALUATIONS OF COMPLIANCE WITH LEGAL AND OTHER REQUIREMENTS
3.7	Performance of external providers	PERFORMANCE EVALUATION RESULTS OF VENDORS AND EXTERNAL PROVIDERS
4	Effectiveness of actions taken to address risks and	REPORT OF EFFECTIVENESS OF ACTION TAKEN ON

	opportunities	RISKS AND OPPORTUNITIES
5	Opportunities for improvement	CITED IMPROVEMENT OPPORTUNITIES OR THOSE INITIATED BY THE PROCESS OWNERS, VARIOUS DEPARTMENTAL INPUTS, POTENTIAL FOLLOW THROUGH AUDIT TO BE CONDUCTED BY MANAGEMENT
6	Issues and directions	ISSUES RAISED BY THE COLLEGE, RECOMMENDED ACTION TO BE TAKEN

The University President issued a memorandum to this effect on November 5, 2020. The memorandum directed the unit heads to submit relevant documents until November 12, 2020. Consolidation of the documents started on November 12, 2020.

1. Status of Actions from Previous Management Reviews

Issues and directions identified in the previous Management Review was evaluated by Prof. Jennifer Sinco, the Corporate Management Representative.

ISSUES	ACTIONS TAKEN
1. Issue a CAR for Unit Heads who are absent during ISO-related activities	After the IMR on October 11, 2019, ISO related activities have been limited by the occurrence series of earthquakes that beset the Province from October 16 to early January of 2020. After USM was recertified on March, the pandemic began and there was no more ISO activities that required gathering of Unit Heads, there were no more instances of absences. Hence, there was no longer need to issue CARs on absences.

2. CEd and CEIT Deans to request the UICTO to facilitate the installation of the licensed software to their laboratory computers.	The purchase of Microsoft 360 by the UICTO will ensure that computers at the CEd and CEIT will have licensed software.
3. UICTO Director to coordinate with the Finance Department for the subscription of licensed Microsoft Office Suite to be installed in laboratories.	The purchase of Microsoft 360 is due for delivery by the supplier on January 2021. It will be installed on university- owned computer units and laboratory computers.
4. Director for Instruction to submit a report to the President's Office as regards the progress of their OBE efforts.	A progress report has been submitted to the Office of the President on the extent of compliance of colleges to
5. The Executive Assistant, Ms. Emily T. Montero, and Ms. Yvonne Saliling to issue a Special Order to	The responsibility of implementing and monitoring compliance to OBE is already part of the duties of the Director for Instruction. Additionally, an Education

the Director for Instruction as responsible for the implementation and monitoring of OBE.	Program Specialist was made part of the Team who monitors implementation of OBE.

6. CBDEM Dean to craft a proposal on the realignment of some CBDEM courses to relevant departments and colleges for the inclusion of the same in the agenda of the upcoming Academic Council Meeting.	No proposal was made yet.
7. OSA to coordinate with Health Services to facilitate and monitor the conduct of medical check-up of students and make sure that students are provided services they paid for	Since enrollment was done online, some first year students underwent medical and dental check-up on off-campus sites such as Arakan, Antipas, Roxas, Makilala, Alamada, PIkit, Midsayap, Carmen, and Banisilan. During the distribution of modules to students from nearby towns, a medical team from the University Health services was also present to provide health services to students who needed minor medical attention.
8. Ensure rotation of subject load among faculty members	Since assignment of loads is largely dependent on specialization, rotation of subject load was only done on General Education subjects. Major subjects were still distributed based on specialization.
9. Hire licensed faculty members to teach especially those courses with licensure examinations, to improve our credibility rating. Additionally, ensure that all Department Chairpersons are licensed professionals.	Majority of faculty members teaching subjects in courses with licensure examinations are licensed professionals. As of the present, some departments that do not offer board courses are headed by chairpersons who may not be licensed but whose specializations are aligned with the courses offered in their departments.

10. Check statutory and regulatory requirements on teachers teaching CEd major subjects as teachers from CAS may not possess required licenses.	Professional education subjects are already taught by licensed teachers. However, major subjects are taught by teachers specializing in their field.
11. 7S Champion to coordinate with UQAC to schedule 7S orientation to all colleges. Subsequently, college deans should accommodate UQAC request to conduct 7S orientation to faculty members.	No 7S orientation among colleges was done. However, five (5) USM personnel, including the University 7S Champion, attended a 5-day trainers' training on 5S.
12. Bins for plastic bottles be placed at the side of the buildings to improve the buildings' aesthetic value	The bins at the KEP-LRC and CHEFS was moved to the sides of the respective buildings.
13. Department and College	All research endeavors of the University,

Research Coordinators to ensure that all student research fall within the thematic areas.	including student research, all fall within the 8 thematic areas. (The online indexing system also has provisions on the identification of thematic areas.)
14. Issue an SO to Dr. Estilloso as the evaluator of Risks and Opportunities of core and support units.	A Special Order was issued to Dr. Estilloso as Evaluator of Risks and Opportunities. This task was later transferred to the current Planning and Development Office Director, Engr. Renel Alucilja.

15. PPDS and OSA Directors to inspect the OSA building for possible installation of grills and repair of the leaking roof.	The PPDS has inspected the OSA building and has made initial repairs. The inspection revealed the need for a major rewiring of the building.
16. To revise the student manual before the retirement of Dr. Turnos.	No revisions were made yet on the Student Manual.
17. Explore dances of other IP groups and train UPAG scholars on such dances.	No trainings were conducted by UPAG trainers.
18. BDC Director to cut water and electricity connection of canteens delinquent in their payment of bills.	Canteens have been closed since March so there was no more electricity and water consumption.

2. Changes in external and internal issues that are relevant to the Quality Management System

2.1 Internal Issues

Due to quarantine restrictions and in compliance to IATF and DOH protocols, the conduct of the midyear Institutional Review was cancelled. The ISO Core Team, with the approval of the University president instead decided to conduct only the yearend Institutional Management Review, online. Relevant guidelines on the conduct of the online Management Review were crafted by the Corporate Management Representative.

2.2 External Issues

3.Information on the performance and the effectiveness of the

Quality Management System

3.1. Customer satisfaction and feedback from interested parties

The Director of the University Quality Assurance Center submitted the results of the Client Satisfaction Survey for AY 2020.





PHYSICAL PLANT AND FACILITIES









