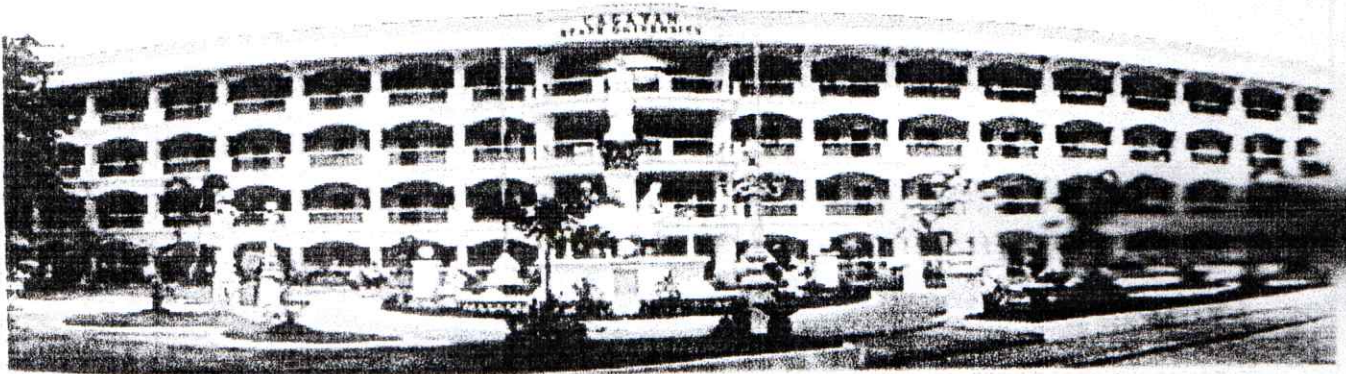


ED OPTIMUM EDUCANS



UNIVERSITY PLANNING AND DEVELOPMENT MANUAL



**CAGAYAN STATE
UNIVERSITY**
Educating for the Best

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PLANNING AND DEVELOPMENT

ORGANIZATIONAL STRUCTURE

University Planning and Development Office (UPDO) is headed by the University President but the Planning and Development Office is headed by the Planning Director who is under the direct supervision of the Office of the University President. The groups involved in Planning and Development are listed below with a brief description of their roles and responsibilities.

BOARD OF REGENTS

1. Approves the Planning Process;
2. Approves the Medium Term Development; Campus Plan and College Operational Plan of the University;
3. Receives the different Plans of the University.

UNIVERSITY PRESIDENT

1. Provides leadership for planning;
2. Appoints membership of the University Planning and Development Council and appoints the University Planning Director;
3. Presents all plans of the University to the Board of Regents;
4. Presents Annual Report to the Board of Regents.

UNIVERSITY PLANING AND DEVELOPMENT COUNCIL (UPDC)

1. Prepares the framework, thrust and directions of all university plans, programs and projects;
2. Formulates policies for the realization of the university plans, programs and projects;
3. Implements policies on the development strategies, approaches and mechanisms of the university.

I. UNIVERSITY PLANNING DIRECTOR

1. Facilitates the various elements of the University's planning process;
2. Formulates, develops, designs the form and content of plans, programs and standards for all types of plans of the University consistent with the agenda of the National Government as prescribed by DBM, CHED, NEDA and other relevant stakeholders;
3. Designs and prepares the Medium Term Development Plan (MTDP), Annual Report, Campus Development Plan and College Operational Plan of the University;
4. Conducts Performance Review, Monitoring, Evaluation and Reporting of programs and projects related to the four (4) mandated functions of the University, i.e., Instruction, Research, Extension and Production in collaboration with the Campus Executive Officers, Program Directors, Deans and Chief of Divisions for quality, consistency and conformance with policies and procedures;

II. UNIVERSITY PLANNING TECHNICAL WORKING GROUP (UPTWG)

1. Formulates, reviews and updates the Strategic Development Plans and CSU Statistical Year Book in response to the regional, national and international development thrusts.
2. Develops a set of criteria as basis in the prioritization of programs and projects in instruction, research, extension, administration and production for budget.



3. Formulates or designs framework for monitoring and evaluation;
4. Prepares instruments for monitoring and evaluation;
5. Conducts monitoring and evaluation to all campuses and colleges;
6. Recommends actions for effective and efficient implementation of the university plans, programs and projects;
7. Prepares reports regarding the results of monitoring and evaluation.

CAMPUS TECHNICAL WORKING GROUP (CTWG)

1. Formulates, reviews and updates the plans of the campus consistent with the over-all university direction;
2. Formulates campus reports which are very critical in campus planning and development as well as decision making;
3. Prepares the campus annual, semestral and monthly reports;
4. Prepares the annual priorities of the campus that shall be embodied in the campus operational plan and procurement plan;
5. Prepares the conduct of performance review at the campus level.

MANUAL

COMPOSITION OF THE UNIVERSITY PLANNING AND DEVELOPMENT COUNCIL (UPDC)

The University Planning and Development Council (UPDC) is an Adhoc body composed of the Academic Council and Administrative Council which is constituted to act as a policy formulating body in the conduct of planning, implementation, monitoring and evaluation of programs, projects and activities in the University. Appointment to membership of the UPDC is a function of the University President. Membership to the UPDC is permanent.

UPDC Composition:

Chair	-	University President
Vice Chair	-	University Planning Director
Members	-	Vice President for Academic Affairs
		Vice President for Administrative Affairs
		Vice President for Research & Development, Extension & Training
		Program Directors
		Division Chiefs
		Campus Executive Officers
		College Deans
Secretariat	-	UPDO Staff



COMPOSITION OF UNIVERSITY PLANNING TECHNICAL WORKING GROUPS (UPTWG)

Chair	-	Director of Planning & Development
Members	-	Campus Planning Officers
Secretariat	-	UPDO Staff

COMPOSITION OF THE CAMPUS TECHNICAL WORKING GROUPS (CTWG)

Chair	-	Campus Executive Officer
Members	-	Campus Planning Officer
		Campus Management Information Officer
		College Deans
		Unit Heads
Secretariat	-	Campus Planning Staff