



CAMPUS PLANNING AND DEVELOPMENT OFFICE

Ref. No. **PLAN-25082-MOM-2023-03-001**

Time Started: 9:00 AM

Time End: 5:30 PM

2023 STRATEGIC PLANNING AND TARGET SETTING

Date: March 7, 2023

Present: Appendix A (Attendance Sheet)

AGENDA:

1. Information on the performance and effectiveness of the quality management system, including trends in:
 - a. The extent to which quality objectives are met;
 - b. Customer Satisfaction;
2. The adequacy of resources;
3. Cascading of 2023 Targets;
4. Documents to be accomplished by colleges and units with regards planning;
5. Opportunities for improvement.

I. Preliminaries

The meeting started with a short prayer. It was followed by the singing of the National Anthem and the CSU Hymn.

II. Call to Order

The meeting was called to order at 9:00 AM by the Campus Executive Officer presiding. Ms. Rio Averil Pamittan, the Campus Planning, and Quality Assurance Officer called the roll as instructed by the Presiding Officer and confirmed the presence of a majority.

Then, Engr. Arthur G. Ibanez, the Campus Executive Officer, delivered his welcome remarks. He stressed that the University is faithful to its vision and mission translated to the breakthrough goals and the performance commitment of the University President which are further cascaded to the campuses. To attain these, engagement of all stakeholders – administration, faculty, administrative personnel, students, partners and linkages – is required. The hard work is shared among all, and the achievement of objectives is also shared.



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III. Adoption of the Agenda

The agenda for the Strategic Planning were presented by Ms. Pamittan Dean Audy Quebral of the College of Engineering and Architecture moved for the adoption of the same; the body seconded.

Before the discussion of agenda commenced, Dr. Floretina Dumlao, University Technical Consultant, delivered words of inspiration for the Executive Committee members. She emphasized the importance of working hard as a team, and that attaining the University Vision and Mission requires a collaborative effort and commitment. She then proceeded discussing the University Vision and Mission, and the breakthrough goals.

IV. Discussion of the Agenda

1. Information on the performance and effectiveness of the quality management system

a. The extent to which quality objectives are met;

The report was presented by CEO Arthur G. Ibañez. He commended the achievements of the administration, faculty, and staff. The report is appended as Annex B. CEO Ibañez also presented the 2022 audio-visual accomplishment presentation.

b. Customer Satisfaction

Ms. Pamittan reported to the committee the result of the 2022 Customer/Client Satisfaction Survey conducted by the University, in compliance with the requirements of ARTA and PBB. The reports is accessible at <https://csu.edu.ph/satisfaction-survey/campus-report?campus=CARIG>.

Office	Average	Description
Registrar	4.2	Satisfactory
Cashier's Office	4.27	Very Satisfactory
Guidance and Counselling Office	4.3	Very Satisfactory
Office of Student Development and Welfare	4.17	Satisfactory
Library	4.24	Very Satisfactory



2. The adequacy of resources

Engr. Roger Rumpon, Campus Director for Administration and Finance, distributed the signed copy of the budget allocation of the colleges (*see Annex C*), and presented



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The tenured faculty count was also presented.

College	Male	Female	Total
Humanities and Social Sciences	10	18	28
Natural Sciences and Mathematics	7	18	25
Human Kinetics	11	8	19
Information and Computing Sciences	20	22	42
Industrial Technology	13	19	32
Medicine	5	7	12
Engineering and Architecture	35	27	62
Public Administration	6	10	16
Veterinary Medicine	5	3	8

3. Cascading of 2023 Targets

The Campus Planning Officer, Ms. Pamittan, first presented again to the committee the different State University and Colleges Levelling requirements as well as PBB requirements. She strongly suggested that the requirements must be further discussed with their faculty and personnel.

The CEO, together with the Campus Planning Officer and the University Technical Consultant, facilitated the cascading of targets. Dr. Dumlao stressed that the Campus objectives/targets are result of the cascaded targets from the University President. The cascaded targets are appended as *Annex E*.

Colleges and Units agreed to their respective deliverables for 2023.

4. Documents to be accomplished by colleges and units with regards planning;

The Campus Planning Officer, Ms. Pamittan, discussed the work and financial planning process as an offshoot of the revised Strategic Performance Management System, an approach to make planning systematic and deliverables measurable.

To ensure that all plans, targets and accomplishments are specific, measurable and documented, all College Deans and Campus Directors were required to accomplish the following:

- 4.1. Office Performance Management Review form indicating the targets for 2023
- 4.2. Work and Financial Plan (*Appendix F*) – an improved version of action plan;
- 4.3. F-QMR-1833 (*Appendix G*) and F-QMR-1834 (*Appendix H*) – used to determine external and internal issues risks and opportunities.



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All Units and Colleges are directed to submit the finalized Office Performance Management Review form indicating the targets for the year on or before March 17 for the review and approval of the Office of the Campus Executive Officer.

5. Opportunities for improvement.

The Committee is informed of the upcoming conduct of IPCR/OPCR review by the University Planning and Development Office on March 9, 2023 at the Administrative Building Conference Hall. The activity aims to enhance dissemination of the SPMS and ensure that it is understood, cascaded and practiced.

In his closing message, the CEO instructed all College Deans to submit a comprehensive Work and Financial Plan that determines opportunities for improvement in the delivery of academic programs and services. Dr. Ibañez further reiterated the maintenance of cleanliness and orderliness in the Colleges and Units, and the strict adherence to regulatory and statutory requirements. Lastly, he thanked the Executive Committee for the untiring commitment in realizing the goals of the University, and in putting excellence and quality to life.

The strategic planning ended at 5:30 PM.

Prepared by:


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Reviewed and Attested by:


ARTHUR G. IBÁÑEZ, PhD, ASEAN Engr.
Campus Executive Officer