

MACRO VISION CONSULTANCY

B2 L1 Emerald St., Camella Homes South 1 Annex
San Pedro, Laguna

Email Address: macro_viz@pltdsl.net, macro_viz@yahoo.com, admin@mvconsultancy.info

Website: www.mvconsultancy.info; Virtual University: www.macrovisionconsultancy.360training.com



CLIENT : Romblon State University
ISO STANDARD : ISO 9001:2015
DATE : March 7~8, 2019
UPDATE :

DOCUMENTATION REPORT

Part 1: Result of Documentation Coaching

Process Owner / Department / Section	Procedure / Manual / Work Instruction	Comments / Proposed Changes	Remarks / Status
Admin, Accreditation and Faculty Evaluation (Dr. Marife Garcia)	Admission & Registration Procedure	Procedure (college): <ul style="list-style-type: none"> • Information campaign • Application • CAT • Evaluation • Pre-Reg. (exam results, endorsement) • Requirements <ul style="list-style-type: none"> ○ Documents ○ Medical & Dental ○ Guidance • Enrollment (college) • Registration (college org., the harrow, SSC and NSTP for clustering/reservation) • Approval and Validation (registrars office) 	
		Procedure (High School): <ul style="list-style-type: none"> • Application & Submission of Requirements <ul style="list-style-type: none"> ○ Documents ○ Medical & Dental ○ Guidance Clearance • HSAT • Evaluation • HS Enrollment • Payment (org. fee, developmental & miscellaneous fees) 	
	University Accreditation Procedure	Consider to insert process of compliance after each survey visit of accreditation to comply to audit findings and recommendations of the accreditation body.	

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		Define process for sustaining the accreditation and process for monitoring and evaluation.	
	Faculty Evaluation Procedure	For CCE - Need to define procedure based on the following process steps: <ul style="list-style-type: none"> • Notice for Evaluation - Prepare documents (NBC Zonal Center) • Committee creation • Evaluation <ul style="list-style-type: none"> ○ Committee ○ Director • Submission of Results (Zonal Center) 	
		For QCE - Need to define procedure based on the following process steps: <ul style="list-style-type: none"> • Distribution of Evaluation Tool • Evaluation (Self, Students, Peer and Supervisor) • Analysis of Evaluation Results • Communicate Results • Submission <p>Note: Check the need to provide intervention for faculty performance enhancement</p>	
Academic Affairs (Dr. Emelyn Villanueva & Team)	Determining the Need to Offer New Program/s	Change company name – Macro Vision Consultancy to Romblon State University	
		Forms must be part of Attachments (8.0) and not on the Reference Documents (4.0)	
	Development of New Programs	Include Determining the Need to Office New Programs Procedure	
		Consider to consolidate the processes of Determining the Need to Offer New Program/s and process of Development of New Programs into one procedure. 6.1 Determining the Need to Offer New Program/s	

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		6.2 Development of New & Existing Programs (last step is to seek RQAT (new) & accreditation (existing programs))	
	Promotion of Programs	Procedure already drafted.	
	Design and Development of Curriculum and Syllabus	The drafted procedure was already drafted. Need to include process of developing syllabus.	
	Retention of Students	Determine reference documents. Need to enhance Performance Indicators. (Percentage of transferred students from one program to another due to failure to satisfy Retention Policy)	
	Classroom Management	Need to use standard template of procedure. Identify the following: <ul style="list-style-type: none"> • 1.0 Objective • 2.0 Scope • 3.0 Definition of Terms • 4.0 Reference Documents • 5.0 Responsibility & Authority • 7.0 Performance Indicators • 8.0 Attachments 	Already drafted using the standard template.
	Assessment of Students	Need to use standard template of procedure. Identify the following: <ul style="list-style-type: none"> • 1.0 Objective • 2.0 Scope • 3.0 Definition of Terms • 4.0 Reference Documents • 5.0 Responsibility & Authority • 7.0 Performance Indicators • 8.0 Attachments 	Already drafted using the standard template.

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		Consider to include process for grade computation	
	Student Evaluation for Graduation	Procedure already drafted. Need to correct the use of page connector	
	Graduation of Students and Conferment of Degrees	Procedure already drafted. Need to correct the use of page connector	
Auxiliary, Plant Services and Pollution Control Office (APSPCO)	Project Management and Implementation	Need to define procedure based on the following processes steps: <ul style="list-style-type: none"> • Kick-off Meeting (with contractor) • Project Implementation • Project Inspection <ul style="list-style-type: none"> ○ Concrete Pouring Request ○ Rebar Install ○ Finishing • Project Monitoring <ul style="list-style-type: none"> ○ S-Curve ○ Updating of Construction Schedule • Final Inspection (Punchlisting & submission of As Built Plan) • Project Turn-Over <ul style="list-style-type: none"> ○ COC ○ COA 	
	General Services Procedure	Need to define procedure based on the following processes steps: <ul style="list-style-type: none"> • Houskeeping <ul style="list-style-type: none"> ○ Scheduling ○ Implementing Housekeeping Program ○ Reporting • Waste Management <ul style="list-style-type: none"> ○ Segregation 	

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		<ul style="list-style-type: none"> ○ Collection ○ Recovery (MRF) ○ Disposal 	
	Maintenance	Covers <ul style="list-style-type: none"> ● Preventive Maintenance ● Corrective Maintenance (Repair) 	
Supply	Calibration	Need to define process	
	Competence, Training & Awareness Procedure	Need to cover the following processes: <ul style="list-style-type: none"> ● Determining HR Training & Scholarship Needs ● Implementation of HR Development Through Training - (Planned and As per Request) ● Implementation of HR Development Through Scholarships ● Monitoring and Evaluation of Training & Scholarship Effectiveness 	
HR	HR Management Procedure	Drafted procedure covers Recruit and Selection only. Need to cover also the following processes: <ul style="list-style-type: none"> ● On-boarding Orientation ● Performance Evaluation ● Promotion ● Transfer ● Resignation/Retirement ● Termination ● Leave Application ● Payroll Processing (including timekeeping) ● Disciplinary Action 	
		Need to identify Performance Indicator/s and Attachments (forms) necessary for the execution of the procedure.	

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		Presented the guideline of RSU for the suggestion and incentive awards system of the university.	
	PRAISE (Program on Awards and Incentives for Service Excellence)	Need to define the procedure covering the following process steps: <ul style="list-style-type: none"> • Notification • Nomination/Application • Initial Evaluation (PRAISE Committee – Shortlisting of candidates) • Final Evaluation • Awarding 	
	Control of Position Description and Table of Organization Procedure	Creation and communicating Position Descriptions Revision and communicating the Table of Organization	
IGS	Proposal Defense	Consider to consolidate the following processes into one procedure: <ul style="list-style-type: none"> • Title Defense • Proposal Defense • Final Defense <p>Suggested Title: Guideline and Standard for Master’s Thesis and Dissertation</p>	
Research, Extension & Training Office (Juniel G. Lucidos)	RSU Extension Control Procedure	Coached with the preparation of the procedure including the required performance indicator	
	RSU Research Control Procedure	Coached with the preparation of the procedure including the required performance indicator	
	RSU Training Control Procedure	Coached with the preparation of the procedure including the required performance indicator	

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	SWOT Analysis	Presented SWOT Analysis shall be transferred to the prescribed template and provide business driver (people, technology, performance, compliance obligation)	
	Risk Assessment	Shall finalize the Risk Assessment based on finalized SWOT Analysis	
Accounting (Ms. Cynthia R. Laynesa)	Accounting Control Procedure	Checked the presented procedure and shall transferred to the prescribed template and provide performance indicator	
	Bank Reconciliation Control Procedure	Checked the presented procedure and shall transferred to the prescribed template and provide performance indicator	
	Preparation of Financial Statement Control Procedure	Checked the presented procedure and shall transferred to the prescribed template and provide performance indicator	
STA FE CAMPUS	SWOT ANALYSIS	Checked the presented SWOT Analysis and include the compliance obligation for securing special permit for mariculture.	
	Risk Assessment	Coached in the preparation of risk assessment as per reference to SWOT Analysis	
STUDENT SERVICES	Accreditation of Student Organization Control Procedure	Shall transfer the procedure into the prescribed template.	
	Securing Permit for Student Activities	Shall consolidate the two processes (in campus and off campus) into one procedure	
COLLEGES OF ARTS AND SCIENCES	SWOT Analysis	Checked the presented SWOT Analysis and finalize as per identified issues	

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(Reinberg A. Gicole)			
	RISK Assessment	Shall prepare the Risk Assessment based on the finalized SWOT Analysis	
	Needs and Expectation	Shall finalize the Needs and Expectation with the actual needs and their respective expectations	
RSU STA. MARIA (Danilo M. Miñon)	SWOT Analysis	Shall finalize the presented SWOT Analysis	
	Risk Assessment	Shall prepare the Risk Assessment based on the identified issues (weaknesses and threats) including interested party (CHED)	
	Needs and Expectation	Shall finalize the presented Needs and Expectations	
Supply OFFICE (Analyn Pearl N. Lopez, Cheryl Maulion)	Procurement Control Procedure	Checked the presented procedure and transferred to the prescribed template and align the procedure with the actual process	
	Supply Management Control Procedure	Checked the presented procedure and shall include the following process: <ul style="list-style-type: none"> • Receiving • Releasing • Inventory • Report of unserviceable property Report of waste material	

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	External Provider Accreditation and Performance Evaluation Procedure	Shall prepare the procedure for the evaluation of performance of external provider	
	SWOT Analysis	Checked the presented SWOT Analysis	
	Risk Assessment	Shall prepare the risk assessment based on the finalized SWOT Analysis (WEAKNESSES AND THREATS)	
	Needs and Expectations	Checked the presented Needs and Expectations	
CASHIER (Joan Kristine F. De Castro, Alma G.Montojo)	Cashiering Control Procedure	Checked the presented procedure and shall include the following process: <ul style="list-style-type: none"> • Disbursement of Salaries and Wages Checks/ Cash Payment to various accounts	
	SWOT Analysis	Shall finalize the presented SWOT Analysis to provide the business driver (focus area)	
REGISTRAR	Handling of Student Record	Checked the presented procedure and shall complete the process	
STUDENT SEWRVICES (ICJE)	Development of Instruction (Implementation of OJT/ Internship) Control procedure	Checked the presented and shall finalize as per actual process implemented	
	SWOT Analysis	Checked the presented SWOT Analysis and shall transfer to the prescribed template	

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	Risk Assessment	Coached in the preparation of Risk Assessment based on the issues identified in SWOT Analysis	
LIBRARY (Nadie Fabila)	Library Control Procedure	Checked the presented procedure and shall include the following process: 1. Issuance of library cards 2. Requesting of Books 3. Organization of Materials 4. Inventory of library materials	
	SWOT Analysis	Checked the presented SWOT Analysis and finalized the identified weaknesses	
	Risk Assessment	Shall address the identified weaknesses and threats separately	
	Needs and Expectations	Needs and Expectation already available	
PRODUCTION (Jeniel A. Santos)	RSU Income Generating Project Implementation Procedure	Checked the presented procedure ready for finalization and attachments of specified forms	
MEDICAL (Abegail Madali)	Medical Control Procedure	Check the presented procedure and shall include the process for issuance of medical certificate, referral process. Shall prepare Work Instruction for triaging.	
	Dental Control Procedure	Shall prepare the procedure for dental process. Shall prepare also Work Instruction for dental tooth extraction, permanent filling, phrophylaxis	
BAC	BAC Control Procedure	Checked the presented procedure and shall finalize the procedure	

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Part 2: Reminders / Assignments

Concerned Department / Section	Reminder / Assignment
All Departments/ Units	Start the review process of drafted procedures
	Prepare a List of Records (Identify Maintenance and Preservation Period)
	The organization should start conducting Risk Management by using the following forms: <ul style="list-style-type: none">• Risk Assessment Registry• Opportunities Action Plan• SWOT• Needs and Expectations of Interested Parties

Part 3 (If necessary):

Client's Concerns/Questions	Consultants' Advice	Remarks

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Attachment: Documentation & Forms Monitoring

Other Concerns:

Suggested agenda for next visit	
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Rev No.	Revision Date	Revision History	Conducted / Updated by
Ø	March 7~8, 2019	Initial Documentation Coaching/Gap Analysis	Eric Vinluan/Enrico Pendon

Client Confirmation:

Signature over printed name