



PLANNING CONTROL PROCEDURE

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Revision Number:	Ø
Number of Pages:	1 of 6

Execution Date	Rev. No.	Revision Type	Change Description	Page Affected	Originator
	Ø	New	Newly established in accordance with ISO 9001:2015 requirements.	-	

Prepared by:	Reviewed by:	Approved by:
Originator	ISO Facilitator	University President

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1.0 OBJECTIVE

This procedure was established to establish a standard process for the drafting, consolidation, approval and finalization of the annual work programs of ROMBLON STATE UNIVERSITY in accordance with the requirements ISO 9001:2015 Quality Management System.

2.0 SCOPE

This procedure covers the process of formulation and approval of the 5-year Strategic Plan and its annual Projects, Activities and Programs (PAPs) Report of the university.

3.0 DEFINITION OF TERMS

- 3.1 5-Year Strategic Plan – this is doable plan that shapes the university’s strategic direction – redefining the institutional goals and priorities in the next 3-5 years. This is development plan which is also covers specific campus/college-level strategic plans that are aligned to the vision and mission of the university.
- 3.2 Plans, Activities and Programs (PAPs) Report – this document contains the annual plan of various operating units with its corresponding budget estimate, brief description, target quarter of execution, and indicators.

4.0 REFERENCE DOCUMENTS

- 4.1 Corrective Action Procedure
- 4.2 Control of Documented Information Procedure
- 4.3 Management Review Procedure
- 4.4 Control of Nonconforming Services Procedure

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 Planning and Development Office (PDO) Director shall be responsible for the preparation, update or revision of the annual plan for the Institution.
- 5.2 Sectoral Areas Representatives composed of College Deans and Campus Directors and other Unit Directors/Heads of various delivery units shall be responsible to implement PAPs and accomplish reports to support the implementation.

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6.0 PROCEDURE

6.1 Planning Process

PROCESS FLOW	RESPONSIBLE	PROCESS DESCRIPTION	RECORDS
START			
Release a Memo	PDO	Release a memorandum/office order to submit the SWOT Analysis and STRAT PLAN	Memorandum/Office Order
Data Gathering	PDO	Shall gather data from various delivery units of the main and satellite campuses for the 5-year Strategic Plan (STRAT PLAN).	Data capture forms (SWOT and Proposed PAPs)
Data Consolidation	PDO	Shall consolidate and analyze SWOT submitted by the various delivery units. Shall consolidate the programs/activities/projects (PAPs) of the various delivery units of the main and satellite campuses	5-Year Strategic Plan Consolidated PAPs
Plan Preparation and Review	PDO	Shall facilitate strategic planning workshop to review PAPs and shall draft a STRAT PLAN based on the SWOT analysis and consolidated PAPs with the presence of the following delivery units: <ul style="list-style-type: none"> • College Deans • Campus Directors • Unit Directors 	5-Year Strategic Plan Consolidated PAPs
Finalize Draft Plan	PDO	Shall furnish a draft copy of the STRAT PLAN to the Office of the President and College Deans/Campus Directors/Unit Directors for review. Shall conduct a consultative meeting and with various stakeholders for endorsements and with simultaneous review of the National Economic Development Authority (NEDA)-Regional Office.	Draft 5-Year Strategic Plan and Consolidated PAPs

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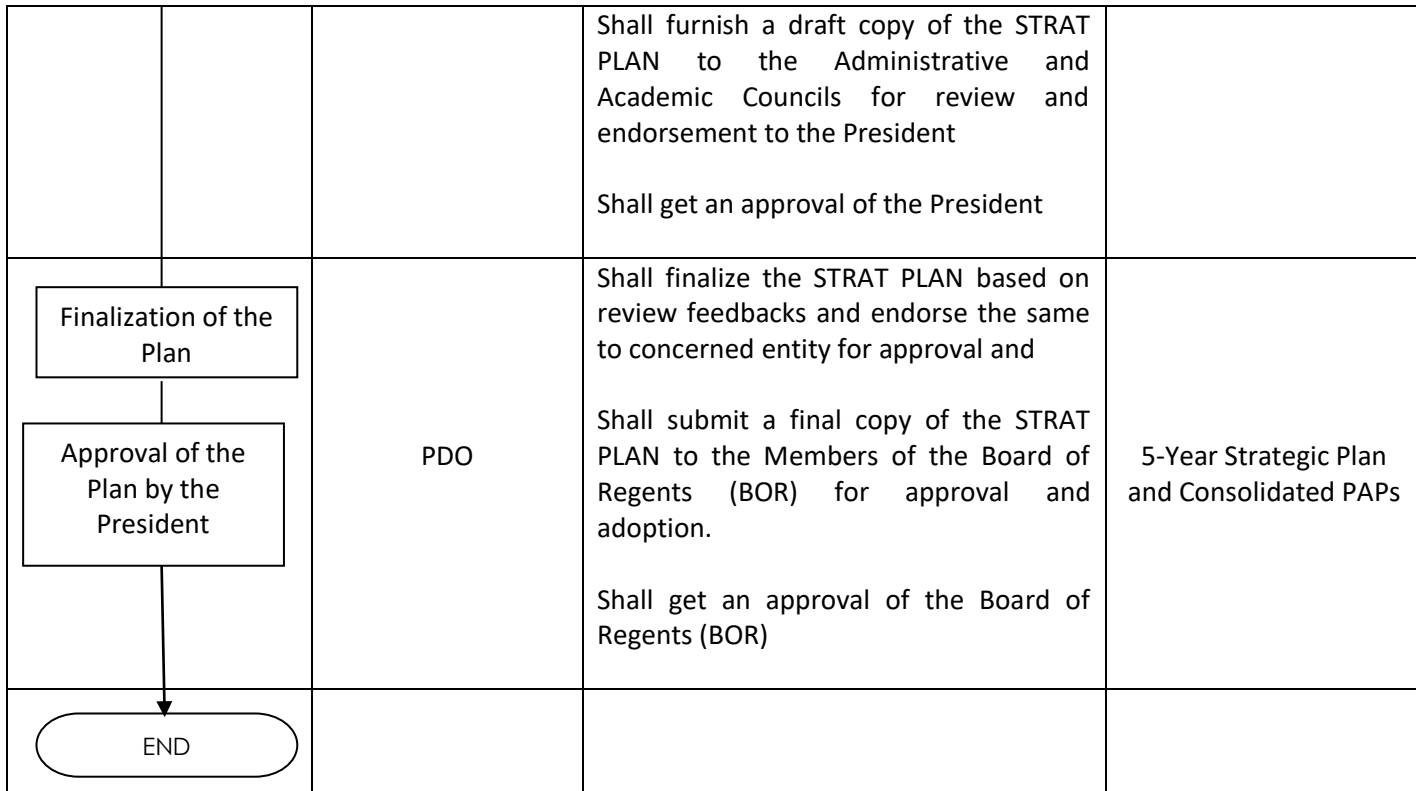
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6.2 Monitoring and evaluation process

Process Flow	In-charge	Process Description	Records
START			
Data Gathering	PDO	Shall disseminate Program Evaluation Form to concerned units at specific time indicating deadline of submission/ accomplishment of data capture form.	PAPs Evaluation Form
Data Consolidation	PDO	Shall consolidate the PAPs Evaluation Form.	Consolidated PAPs Evaluation Form
Encoding of Consolidated Data	PDO	Shall encode the consolidated data	PAPs Evaluation Form
Printing of Draft PAPs Reports	PDO	Shall print the draft reports.	PAPs Evaluation Form
Consultative Conference	PDO/Sectoral Representatives	Shall call for a Consultative Conference for the sectoral representatives from Instruction, Research, Extension and Production to review or modify and finalize the data.	PAPs Evaluation Form
Finalization of PAPs Report	PDO/ Sectoral Representatives	Shall formulate whatever required Report based on the accomplished data capture form.	
END			

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6.3 Reports

Reports	Frequency	Responsible Person
Annual Report/Physical Accomplishment Report	Annual	All concerned sectoral representatives from Instruction, Research, Extension and Production as represented by colleges and satellite campuses

7.0 PERFORMANCE INDICATOR

7.1 The PDO Director shall ensure effective implementation of all approved work programs.

7.2 The PDO shall ensure availability of updated status of all programs.

8.0 ATTACHMENTS

8.1 Form 1 – Data Capture Form

8.2 Form 2 – Annual Progress Report Form

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