



Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon
Tel. no. (042) 567-6234



15 February 2019

ARNULFO F. DE LUNA, PhD

President

This University

Thru: Mr. Lou V. Foja

Budget Officer

Subject: Proposal for the Conduct of a Three-day Strategic Planning Workshop, 11-13 March 2019

Dear President:

The Planning and Development Office (PDO) initially spearheaded the strategic planning activity in summer 2017 and a follow-up workshop was done in the last quarter of 2018. These activities were done to review the past Five-year Development Plan (2013-2017) in preparation to the drafting of the university's short and medium strategic plans which will chart the course of actions towards meeting its vision, mission and goals for the next five years (2019-2023).

As per recommendation of the Board of Regents, the conduct of the strategic planning workshop will be facilitated by the National Economic Development Authority (NEDA), Region 4B which is scheduled on 11-13 March, 2019. The potential venues of the said workshop are Harbour Chateau (Poctoy) and Sato Dizon Arcade/Hotel (Tabing Dagat). The final venue will be determined after the procurement process to be administered by BAC. Attachment "A" is the budgetary requirement and the list of participants is indicated in Attachment "B". Attachment "C" is the tentative program and methodology prepared by NEDA as our basis in the preparation of the planning workshop.

Aside from the key delivery units of the university, national/regional agencies as our key partners/stakeholders will be invited for the said workshop to provide invaluable inputs in shaping university's strategic direction – redefining our institutional goals and priorities in the next 3-5 years. Specifically, the proposed 3-day planning workshop is a kick-off activity in developing a doable strategic plan for the entire university, as well as specific campus/college-level strategic plans aligned with the overall university strategic plan.

In this regard, the Planning and Development Office (PDO) is very pleased to submit the proposal, including the budgetary requirements for the said activity for your review and approval. A maximum of 35 participants are expected to take part in the strategic planning journey of the university.

Thank you very much and looking forward to a favorable reply.

Very truly yours,

REYNALDO P. RAMOS, PhD

Director



A PROPOSED 3-DAY STRATEGIC PLANNING WORKSHOP
11-13 March 2019, Odiongan, Romblon

1. Background and Rationale

In recent years, new challenges emerged that the Philippine higher education institutions (HEIs) are facing which are complex and changing. These challenges include the need for a better access to quality formal education services and to meet the institutional vision, mission, and goals (VMG). At the same time, to provide access and affordable higher education through outcome-based teaching and learning process in key result areas of instruction, research, extension, and production.

In particular, the *Philippine Development Plan 2017-2022* highlighted the major issues in higher education such as follows: (a) quality of graduates, (b) lacklustre performance in producing innovators, researchers, job creators, etc., (c) lack of faculty with advanced degrees, (d) poor quality of graduate programs, (e) low number of accredited programs, (f) inadequate attention to research and technological innovations, (g) lack of interest among Filipinos engineering, scientific and technical studies, (h) mismatch between higher education and industry, and (i) bureaucracy and questionable practices among HEIs. In addition, with the present Duterte's administration, it is envisioned through *AmBisyon 2040* that formal education is a vital sector in the realization of creating opportunities for Filipinos to enjoy a "*matatag, maginhawa, at panatag na buhay*." Thus, the government should be proactive in setting the agenda for education towards moulding the future of every Filipino.

During the AACCUP Convention 2016, the former Chairperson of the Commission on Higher Education (CHED), Honourable Licuanan also reiterated that State Universities and Colleges (SUCs) should take the challenge of the ASEAN integration in forging partnerships and collaboration among other academic institutions from the neighbouring countries in the region as part of CHED's internationalization agenda. CHED also crafted its Strategic Plan 2019-2022 which highlighted four key result areas (KRAs), namely: access and equity; quality and competitiveness; relevance and responsiveness; and resilience and capability. These KRAs resonate CHED's goals in broadening access to higher quality education and strong linkages with industry, government and civil society, as well as to strengthen capabilities among SUCs. Moreover, sometime in September 2017, a regional roadshow was held at the university campus which also launched the MIMAROPA Regional Development Plan 2017-2022. The launching was graced by the presence of NEDA Undersecretary, Dr. Adoracion M. Navarro which she emphasized the role of the plan and the collective effort of various stakeholders in the pursuit of socioeconomic development in the region.

With the abovementioned challenges, it is imperative for SUCs to engage in a planning process based on strategic thinking. Likewise, the Romblon State University (RSU) must be developing a "strategy" or approach to proactively and successfully deal with these emerging challenges. The valuable inputs from the delivery units (colleges, satellite campuses, administration, and support services), including other government agencies as partners/stakeholders are also greatly important in shaping this university's strategic direction – redefining RSU institutional goals and priorities in the next 3-5 years. The proposed 3-day planning workshop is a kick-off activity in developing a doable strategic plan for the entire university, as well as specific campus/college-level strategic plans aligned with the overall university strategic plan.

2. Strategic Planning Workshop Objectives

The overall objectives of this 3-day planning workshop is to formulate and review short and medium terms strategic plans for the university, specifically to revisit its vision, mission, goals and value statements; strategies and activities; and also to review performance indicators and targets, including list of proposed programs and projects and budgetary requirements. It is also aimed to lay-out the execution and monitoring plans under the revised strategic goals and objectives. At the end of the workshop, it is expected that the participants will:



- a. have a better awareness of the significant targets and accomplishments by each delivery unit (colleges and campuses, administration and support services);
- b. learn and acquire basic knowledge and skills in strategic planning process; and
- c. use the acquired knowledge and skills in developing a strategic plan.

3. Training Workshop Methodology

To fully achieve the above objectives, the planning workshop will be facilitated by the NEDA R4B staff using the Technology of Participation (ToP) with inputs from different stakeholders from CHED, LGU, NEDA, DOST and DA. Other methodologies include oral presentations, break-out sessions and workshops, and open forums. All the activities will be documented for post evaluation and assessment. A post-workshop evaluation forms will be distributed among the participants to assess the effectiveness of the conduct of the training program towards future improvement.

In preparation for the planning workshop, the Planning and Development Office will serve as the Secretariat and initially prepare a preliminary assessment of the existing RSU Strategic Plan which will be an input to the strategic planning workshop. The preliminary evaluation matrix will be distributed the concerned delivery units and satellite campuses for consolidation and to be submitted to NEDA ahead of time or prior to the workshop. In addition, part of the workshop is the review of Vision, Mission and Goals and Value statements by the participants.

4. Logistics and Operational Requirements

a. Duration and Venue

The training program is three days – February 11-13, 2019 (Monday to Wednesday), from 8:00AM to 5:00PM. The venue is will be finalized after the procurement process conducted by Bids and Awards Committee (BAC). Two potential venues are: DOBS Events Place (Tabing Dagat), Sato Dizon Arcade (Tabing Dagat) and Harbor Chateau (Poctoy).

b. Program and Coverage

The tentative program of activities is presented in Attachment “A”. It is a combination of lectures and open forums. Break-out sessions will be carried out as part of the workshop.

c. Resource Persons and Facilitators

The overall facilitators of the workshop are representatives from NEDA-R4B. A Workshop Committee will compose of the following: (a) Board Secretary John Rufon, (b) Ms Maria Charmaine Gaa, GAD Director, (c) Mr Juniel Lucidos, Extension Director, and the Planning and Development Office will serve as the Secretariat. Invited representatives from other national agencies (CHED, NEDA, DOST, DA) and local government unit (LGU) will serve as resource persons in providing valuable inputs in the plan.

d. Target Participants

The participants include the directors of the satellite campuses, deans of the different colleges, and other designated ranking officials (as heads/chairs and directors) of the universities. A total number of 35 participants will be expected to be invited in the workshop as indicated in Attachment “C”.

e. Handouts and Reading Materials

The Planning and Development Office will also provide the handouts and other supplementary documents in guiding the participants prepare the Strategic Plan. These hand-out materials will be distributed to the participants during the workshop. Some of these materials will be provided by NEDA R4B.

f. Food, Accommodation and Transport Service

This will be covered by the venue which include breakfast, lunch, and snacks. Facilitators from NEDA R4B will be accommodated in the venue (Sato or Harbor) while participants from the satellite campuses will arrange their own accommodations. Vehicle will also be provided to the facilitators during their entire stay, including arrival and departure from airport/pier and hotel.



5. Budgetary Requirements

Attachment “A” indicates the itemized cost for the conduct of this 3-day strategic planning workshop. The estimated budget covers the handout materials; certificates; honorarium and accommodation of facilitators /invited guests, and food. The computation of the honorarium for the resource speakers is based on the Department of Budget and Management (DBM) Budget Circular 2007-1, Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators, issued on 23 April 2007. Refer to Attachment “

Prepared by:

REYNALDO P. RAMOS, PhD
Director, Planning and Development

Noted by:

LOU V. FOJA
Budget Officer

Approved by:

ARNULFO F. DE LUNA, PhD
President II



ATTACHMENT “A”
BUDGETARY REQUIREMENTS

Particular	Unit	Estimated Amount (Php)
Handout Materials (programs, invitations, letters, lecture/workshop)	6 reams Bond Paper x Php200.00	1,200.00
Handout Kit/Envelope with Ballpen	35 pieces x Php25.00	875.00
Tarpaulin, Welcome Billboard	2 pieces x Php700.00	1,400.00
Office Supplies (marker/white board pens, cartolina, manila papers, post it, scotch/matching tape)	Pens, 10 x Php38.00	380.00
	Tape, 4 x Php25.00	100.00
	Manila Paper, 10 xPhp5.00	50.00
	Cartolina, 10 x Php8.00	80.00
Certificates, participants	35 pieces x Php20.00	700.00
Certificates, resource persons/facilitators	7 pieces x Php150.00	1,050.00
Tokens/Gifts, Invited Guests	6 pieces x Php500.00	3,000.00
Food, 3 breakfasts, 3 lunches & 6 snacks, and 3 dinners	40 persons x Php550.00 x 3	66,000.00
Cebu Pacific Air Tickets, resource persons/invited guests, Manila to Odiongan, return	4 persons x Php6,000.00 x 2	48,000.00
Local Transport	3 days x Php3,500	10,500.00
Hotel Accommodation, resource persons	6 persons x Php1,500.00 x 4	36,000.00
Venue and Sound system, 3 days @ 3,500	3 days x Php3,500.00	10,500.00
Honorarium, resource persons/facilitators (Based on DBM Memo Circular) Honorarium = 0.023 x Salary Grade x hrs	Facilitators: 24 hours (a) 56,807.00 x 1 (b) 25,000 x 2 (c) 4,250.00 x 3	119,557.00
	Subtotal	299,392.00
Miscellaneous/Contingency	5% of Subtotal	14,969.60
	TOTAL	314,361.60



ATTACHMENT “B”
TENTATIVE LIST OF PARTICIPANTS

1. Dr. Elvin F. Gaac, Vice President for Academic Affairs
2. Dr. Arthur R. Ylagan, Vice President for Research, Extension and Training
3. Mr. John F. Rufon, Board Secretary
4. Mr. Lou V. Foja, Budget Officer
5. Prof. Edgardo F. Fadallan, Presidential Assistant for Production, IGPs and Special Projects
6. Dr. Erly M. Molo, Presidential Assistant for Tablas Campuses
7. Dr. Reynaldo P. Ramos, Director, Planning and Development Office
8. Dr. Borromeo B. Motin, Director, Research
9. Mr. Juniel G. Lucidos, Director, Extension
10. Dr. Eddie G. Fetalvero, Director, Applied Research
11. Dr. Ester L. Forlales, Director, Student Affairs
12. Dr. Marife M. Garcia, Director, Admission, Faculty Evaluation and Accreditation
13. Engr. Jason F. Rufon, Director, Physical Planning, Auxiliary and Plant Services
14. Dr. Alfredo J. Fronda, Jr., Director, Faculty and Staff Development
15. Ms. Maria Charmaine R. Gaa, Director, Gender and Development
16. Ms. Cynthia R. Laynesa, Head, Accounting Office
17. Dr. Zenaida T. Manzano, Campus Director, San Andres Campus
18. Dr. Samuel M. Frogosa, Campus Director, School of Agro- Forestry, Calatrava Campus
19. Dr. Beatriz M. Cabadonga, Campus Director, School of Fisheries and Technology, San Agustin Campus
20. Prof. Danilo M. Miñon, Campus Director, School of Fisheries and Technology, Sta. Maria Campus
21. Prof. Rey P. Rasgo, Campus Director, School of Inland Fisheries, Sta Fe and San Jose Campus
22. Mr. Jonathan P. Wong, OIC Director, School of Arts, Sciences and Technology, Romblon Campus
23. Dr. Carmelinda M. Juanzo, Campus Director, School of Agriculture and Environmental Sciences, Cajidiocan Campus
24. Dr. Emilia B. Ramos, Campus Director, School of Industrial Technology, San Fernando Campus
25. Dr. Mario A. Fetalver, Jr., Dean, Graduate Studies/ BAC
26. Dr. Emelyn R. Villanueva, Dean, College of Education
27. Dr. Mark G. Calimbo, Dean, College of Arts and Sciences
28. Dr. Bilshan F. Servañez, Dean, College of Engineering and Technology
29. Prof. Edgar Andalecio, Dean, College of Agriculture , Forestry and Fishery
30. Dr. Emelyn F. Montoya, College of Business and Accountancy
31. Ms. Liezel E. Baclig, OIC Director, Institute of Criminal Justice Education
32. Engr. Julie F. Fallaria, Director, Institute of Information and Technology
- 33-35. Support Staff-Secretariat



ATTACHMENT “C”
TENTATIVE PROGRAM AND METHODOLOGY

Date/Time	ACTIVITY	PERSON RESPONSIBLE
DAY 01		
8:00	ARRIVAL/REGISTRATION	Secretariat
8:30-9:00	Opening Program	
	<ul style="list-style-type: none">- Invocation- National Anthem- Welcome Remarks- Workshop Mechanics/ Expected Outputs	OMSC President NEDA Facilitator
9:00-10:30	PDP, 2017-2022, RDP, 2017-2022, Ambisyon Natin 2040, Agenda 2030	NEDA MIMAROPA
10:30-11:30	Trends and Issues in Higher Education System	CHED MIMAROPA Director
	Global Trends (Inclusive Innovation Industrial Strategy)	DOST MIMAROPA Director
11:30-12:00	RSU Strategic Plan, 2013-2017	Planning Director
12:00-1:00	LUNCH	
1:00 – 2:30	Situational Analysis: Assessment of Plan Implementation, 2013-2017 <ul style="list-style-type: none">- Qualitative assessment- Quantitative assessment	Planning Director
2:30-5:00	Vision, Mission Workshop <ul style="list-style-type: none">- Revisit current vision, mission- Formulation of vision, mission (if needed) (a small group shall be organized to finalize the vision, mission statements)	NEDA Facilitator
DAY 2		
8:00-9:00	Review of Goals, Core Values Statement	NEDA Facilitator
9:00-12:00	WS on Goals, Core values statements	NEDA Facilitator
12:00-1:00	Lunch	
1:00-2:00	Review of performance indicators and targets	NEDA Facilitator
2:00-5:00	Identification of performance targets and indicators	NEDA Facilitator
DAY 3		
8:00-11:00	Review and identification of strategies	NEDA Facilitator
11:00-12:00	Presentation and critiquing of outputs <ul style="list-style-type: none">- Instructions- Research- Extension- Production	One per group
12:00-1:00	LUNCH	



1:00-2:00	Continuation of presentation of outputs	
2:00-3:00	Identification of PPAs	NEDA Facilitator
3:00-4:00	Review of organizational structure	NEDA Facilitator
4:00-5:00	Next Steps/Closing	

RSU STRATEGIC PLAN
QUALITATIVE EVALUATION MATRIX

GOAL/ OBJECTIVE	ACTIVITY/STRATEGY	GAP/STATUS	ISSUES/CONCERNS
Strategic Goal 1:			
1.	1.		.
	2.		
	3.		
2.	1.		
	2.		
	3.		
	4.		