



# ANNUAL REPORT

A.Y. 2023-2024

## Institutional Development and Quality Assurance Office

[idqao@smu.edu.ph](mailto:idqao@smu.edu.ph)



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 2 of 72

## Signature Page

Prepared by:

A handwritten signature in dark ink, appearing to read "pm Coballes".

Pearl Via S. Coballes  
Director, IDQAO

Dr. Harrison Villanueva  
Assistant Director, IDQAO

Pia Kristina L. Dizon  
Technical Staff

Enryfhel R. Beleno  
Graphic Designer

Decyrie Eve V. Vilorio  
Technical Assistant

Reviewed and Approved by:

Dr. John Octavious S. Palina  
University President





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 3 of 72

## Office Vision-Mission

**Vision:** The vision of the Institutional Development and Quality Assurance Office (IDQAO) is to be a leader in providing quality education within the country through robust quality assurance practices embedded in institutional development.

**Mission:** The IDQAO empowers the university to achieve excellence in education through innovative quality assurance practices.

## Office Objectives

The objectives of the IDQAO are to:

1. maintain the quality management system;
2. monitor timely implementation and development of strategic and action plan;
3. recommend activities to establish institutional standards; and
4. assist the university in program and institutional accreditations.

## Office History

In response to the escalating significance of Quality in Higher Education, the Board of Trustees officially approved the establishment of the SMU Quality Assurance and Placement Office (QuAPO) on September 1, 2005, appointing Mrs. Maura Salonga as its inaugural office head. After an in-depth examination of the institutional framework during the Advisory Board Meeting on June 20, 2007, QuAPO underwent a transformation, evolving into the Quality Assurance, Monitoring, and Evaluation Office (QuAMEO), with Dr. Emelita Cabatic assuming the role of its Director. Functioning directly under the auspices of the University President, QuAMEO assumed the role of an internal quality assessor, guaranteeing the provision of high-quality education by the university. In collaboration with academic and administrative entities, the office assumed responsibility for maintaining up-to-date information on the academic and administrative aspects of the university, accessible to external quality assessors. Close collaboration with the Vice President for Mission and Identity, the Vice-President for Academic Affairs, the Vice-President for Finance, and the Vice-President for Administration, and their respective units, was pivotal in attaining program and institutional standards mandated by accrediting and government agencies.

Effective April 1, 2013, QuAMEO underwent a nomenclature revision, transforming into the Institutional Development and Quality Assurance Office [IDQAO], broadening its mandate to encompass institutional development. This was also a response to the CHED Memorandum Order No. 46, series of 2012 on Policy-Standard to Enhance Quality Assurance (QA) in Philippine Higher Education through an Outcomes-Based and Typology-Based QA. Through the IDQAO, the University formulated, monitored, and achieved strategic and developmental action plans, aligned with the needs of students, employees, and stakeholders.

In April 2015, under the stewardship of Dr. Cesar Medula, Jr., as Director, the office played a pivotal role in securing the University's full autonomous status conferred by the Commission of Higher Education.



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 4 of 72

From August 2020 to the present, Mrs. Pearl Via S. Coballes has served as the IDQAO Director. Under her leadership, the University successfully implemented a quality management system that passed the ISO 9001:2015 audit in December 2022. The official Certificate of Registration from NQA, an accrediting body for ISO 9001:2015, was granted on February 8, 2023, with validity until February 8, 2026.

In June 2023, the IDQAO spearheaded the University's application to the Philippine Quality Award (PQA), coordinating self-assessment activities, orientation sessions, and workshops. In a historic achievement, the university attained Level 2 Recognition for Proficiency in Quality Management in the PQA on December 7, 2023, with the IDQAO playing an integral role in the PQA team.

On August 1, 2023, the IDQAO welcomed its inaugural Assistant Director, Dr. Harrison Villanueva. In this capacity, Dr. Villanueva assumed the role of the University's Lead Auditor, overseeing internal quality audits. His responsibilities extended to facilitating the university's application to the AppliedHE Private University Ranking, assisting in accreditation processes, and spearheading quality circle initiatives.

As of August 2023, the IDQAO is composed of the following personnel:

<b>Name</b>	<b>Designation</b>	<b>Highest educational attainment</b>
Pearl Via S. Coballes	Director	Master's
Harrison Villanueva	Assistant Director	Doctorate
Pia Kristina L. Dizon	Technical Staff	Bachelor's
Enryfhel R. Beleno	Digital Artist	Bachelor's
Decyrie Eve V. Vilorio	Technical Assistant	Bachelor's



Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 5 of 72

## PART 1: HIGHLIGHT ACCOMPLISHMENT

### I. Excellence

#### A. Accreditation

##### **SMU maintains ISO Certification after successful 1st Surveillance Audit**

SMU successfully underwent its first surveillance audit for its ISO 9001:2015 certification on April 23, 2024. This audit, conducted by NQA Philippines, a leading assessment and certification body, reaffirms that SMU has effectively implemented a quality management system (QMS) that aligns with the standards set by the ISO.

In anticipation of the surveillance audit, SMU, led by the IDQAO, conducted several preparatory activities. On September 29, 2023, the university's academic and administrative officers convened for a quality planning session to review and revise their Quality Objectives and Plans (QOPs). Additionally, the university conducted an internal audit from June 7 to July 6 and on September 21, 2023, to identify areas for improvement and ensure compliance with standards.

Below are the process owners of SMU who were audited during the visit. On the lower right are the auditors from NQA led by Engr. Rannie Bernardino (lead auditor), Mrs. Thesz Bernardino (auditor), and Ms. Rhoda Vi Demesa (auditor). The full narrative report is on Annex A.





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 6 of 72

## B. Marian Achievers

### a. Professional Leadership

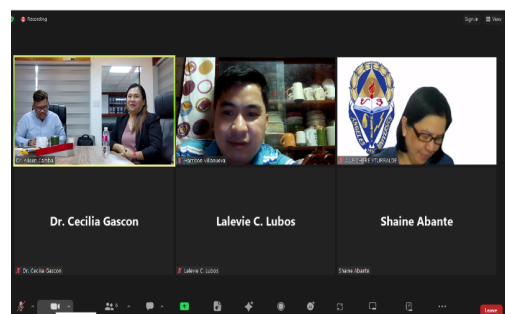
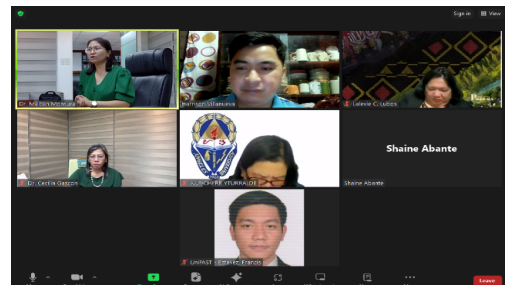
#### IDQAO DIRECTOR AS PAASCU ACCREDITOR FOR SAINT PAUL UNIVERSITY-MANILA

The IDQAO Director, Pearl Via S. Coballes, was invited to join the resurvey team of the Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU) for the Liberal Arts, Education, Business Administration and Entrepreneurship programs of Saint Paul University Manila (SPUM). The resurvey was conducted via blended modality on March 21-22, 2024. Mrs. Coballes was one of three on-site accreditors. She was assigned to evaluate the area of Quality Assurance. The on-site accreditors and the QA Officer of SPUM (center) are shown on the right. This visit will be Mrs. Coballes' 3<sup>rd</sup> run as PAASCU accreditor for the A.Y. 2023-2024.



#### IDQAO ASSISTANT DIRECTOR AS EVALUATION AND ACCREDITATION COMMITTEE MEMBER FOR THE RECLASSIFICATION OF SUC FACULTY

In reference to the implementation of the Department of Budget and Management and Commission on Higher Education Joint Circular No. 3, series of 2022 entitled "Guidelines on the Reclassification of Faculty Positions in State Universities and Colleges (SUCs), the SUC faculty position reclassification is an advancement of a faculty position from one sub-rank to another sub-rank based on the evaluation of the achievements and performance of the faculty during a particular period using a standard set of criteria. Dr. Harrison T. Villanueva, Asst. Director, IDQAO was invited as one of the evaluation and accreditation committee members for the reclassification of SUC Faculty in Polytechnic University of the Philippines (PUP) via Zoom on February 1, 2024. There were seven candidates evaluated. See invitation letter in Annex B.



Below are the other professional leadership roles held by the IDQAO this school year:

Name	Position	Organization
Pearl Via S. Coballes	Board Member	Philippine Guidance and Counseling Association-Nueva Vizcaya Chapter
Dr. Harrison Villanueva	Board Member	Philippine Council of Deans and Business and Educators in Business Region 02



Document Code	QA0-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 7 of 72

## II. Innovation

### A. Research Initiatives

#### a. Research Proposed

Proposed Research Title	Researcher	Involvement
Seeking Significance: A Comparative Study on Purpose and Meaning in Life Among Filipino Elderly	Pearl Via Coballes	Co-author/Adviser Promoter
Bridging the Gap: Student Accessibility, Willingness, and Preferences for Telemental Health Services in the School Setting	Pearl Via Coballes	Lead Researcher
Customer Satisfaction and Dissatisfaction: A SERVQUAL-based Study of Service Quality in Saint Mary's University	Pearl Via Coballes Dr. Harrison Villanueva	Lead Researcher Co-author
MSME's Contribution to Sustainable Development Goals Attainment and Challenges Encountered: Toward a Proposed Training Plan with DTI & PLGU	Dr. Harrison Villanueva	Co-author

#### b. Research Presentations

Title of Conference	Organizer	Date/Venue	Person Involved/ Involvement	Remarks
Philippine Population Association International Scientific Research Conference	Philippine Population Association	March 7-8, 2024, Tuguegarao	Dr. Harrison Villanueva (Participants)	Annex C
SMU Faculty Research Forum	SMU URC	April 24, 2024, SMU	Mrs. Pearl Via Coballes (Presenter)	Annex V

#### c. Employee External Research Engagements

Title of Activity	Organizer	Date/Venue	Person Involved/ Involvement	Remarks
Students' Research Congress	Ifugao State University (IFSU)	Jan. 24, 2024 Lamut, Ifugao	Pearl Via Coballes (Panel of Evaluator)	Annex D
Agency In-House Review for Student Research Proposals	Lamut Campus	May 28-29, 2024 Lamut, Ifugao	Pearl Via Coballes (Panel of Evaluator)	





Document Code	QA0-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 8 of 72

**B. Faculty, Staff, and Student Development**

**a. Faculty and Staff Activities**

**a.1 International Trainings/Seminars**

Title of Activity	Organizer	Date/Venue	Person Involved/ Involvement	Remarks
18 <sup>th</sup> AUN-QA Training Course for Accomplishing Programme Assessment (AUN-QA Tier 1 Training), Version 4.0	AUN QA	April 2-5, 2024 Bangkok, Thailand	Pearl Via Coballes Dr. Harrison Villanueva (Participants)	Annex E

**a.2 National Trainings/Seminars**

Title of Activity	Organizer	Date/Venue	Person Involved/ Involvement	Remarks
Good Research Practice	DOST-Philippine Health Research Ethics Board	Jan. 10-11, 2024 Zoom	Pearl Via Coballes Dr. Harrison Villanueva (Participants)	Annex F
Learning Session on Personal Financial Management	Bangko Sentral ng Pilipinas	Jan. 17, 2024, Zoom	Decyrie Eve Vilorio Pia Kristina Dizon Enryfhel Beleno	Annex Y
Synergy Pilipinas Planning Workshop	Synergy Pilipinas,	Jan. 17-18, 2024, SMU	Dr. Harrison Villanueva (Participant)	Annex G
Annual Plenary Meeting	Synergy Pilipinas	Feb. 28 to Mar. 1, 2024, Quezon City	Dr. Harrison Villanueva (Participant)	Annex H
Webinar on ISO 21001:2018/ EOMS	AGF Consulting Inc.	May 17, 2024 Zoom	Pearl Via Coballes Dr. Harrison Villanueva (Participants)	Annex I
QA Conclave	CHED and USAID	May 13, 2024, Sofitel Philippine Plaza, Manila	Pearl Via Coballes (Participant)	Annex J
Synergy Phase 3 Results Framework Refinement Workshop	Synergy Pilipinas	May 21, 2024, Quezon City	Dr. Harrison Villanueva (Participant)	Annex K



Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 9 of 72

**a.4 Provincial Trainings/Seminars**

Title of Activity	Organizer	Date/Venue	Person Involved/ Involvement	Remarks
Philippine Guidance and Counseling (PGCA) Nueva Vizcaya 1 <sup>st</sup> Annual Chapter Conference	PGCA Nueva Vizcaya Chapter	May 9-10, 2024, SMU	Pearl Via Coballes (Plenary Speaker and Workshop Facilitator)	Annex L

**a.5 Institutional Training/Seminars/Forum**

Title of Activity	Organizer	Date/Venue	Person Involved/ Involvement	Remarks
Reorientation of SMU's QA System for SHS Faculty	SHS & IDQAO	Jan. 22, 2024 SMU	Dr. Harrison Villanueva (Speaker)	Annex M
Personality Development Seminar	STEH – Psychology, Human Services, and Social Work	Jan. 29, 2024 SMU	Pearl Via Coballes (Speaker)	Annex N
Mindset Start-Up Challenge	TTBDO, SAB-Dep't of Business, Office Administration, & Entrepreneurship	Feb. 5-8, 2024 SMU	Dr. Harrison Villanueva (Speaker)	Annex O
Writing for Publication	URC	Feb. 27, 2024 SMU	Pearl Via Coballes Dr. Harrison Villanueva (Participants)	Annex P
Orientation on PAASCU for SOGS	SOGS	April 12-13, 2024, SMU	Dr. Harrison Villanueva (Speaker)	Annex Q
Echo Seminar On Good Research Practice	UREO	April 24, 2024 SMU	Pearl Via Coballes Dr. Harrison Villanueva (Speakers)	Annex R
Cooperative Dynamics Seminar	SOGS – Business and Accountancy Cluster	May 18, 2024 SMU	Dr. Harrison Villanueva (Organizer)	Annex S
Gender and Development Seminar	HRDO ADSAS	March 13, 2024	Pearl Via Coballes Dr. Harrison Villanueva Pia Kristina Dizon Decyrie Eve Vilorio Enryfhel Beleno (Participants)	Annex T

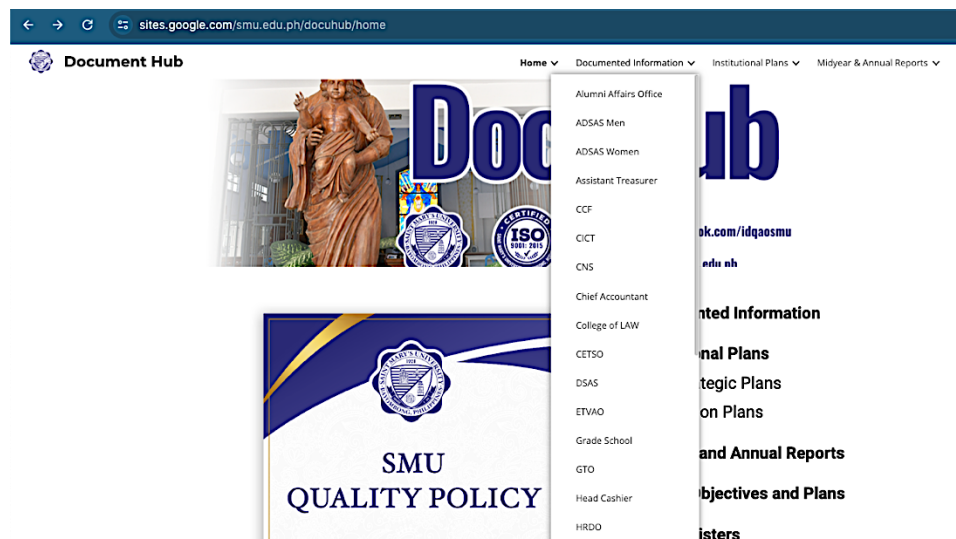
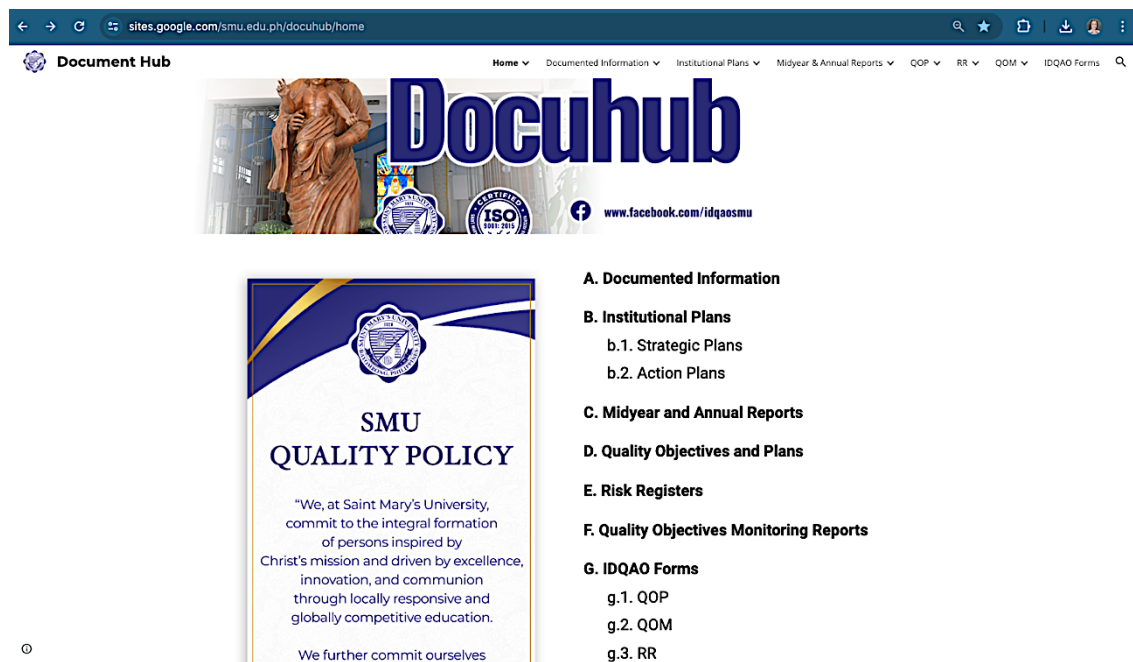


Document Code	QA0-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 10 of 72

## C. Infrastructure

### a. ICT in management

In May 2023, the IDQAO implemented a document management system (DMS) called DocuHub, which is integrated into a Google site. This centralized repository stores and organizes all documented information for all university offices for the quality management system. DocuHub facilitates easy document access and collaboration for employees. The DocuHub is accessible at: <https://sites.google.com/smu.edu.ph/docuhub/home>









Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 12 of 72

### III. Communion

#### A. Linkages

##### a. Operationalization of International Linkage Programs

##### IDQAO DIRECTOR SERVES AS INTERNATIONAL GUEST LECTURER IN BELGIUM

The IDQAO Director, Mrs. Pearl Via Coballes, was a guest lecturer at VIVES University of Applied Sciences, Belgium, during their International Week (February 5-9, 2024) on "Innovative Approaches to Teaching – Global Perspectives." Mrs. Coballes was the sole representative from the Philippines among lecturers from Denmark, Poland, Ukraine, Sweden, Taiwan, Uganda, Kenya, Romania, South Africa, and Lithuania. This mobility program fostered through an ongoing partnership with VIVES University, aimed to create a collaborative environment. Mrs. Coballes had the opportunity to network with visiting lecturers, local educators, and researchers. The goal was cultivating long-lasting connections and exploring potential collaborations in teaching innovation and global education. The full narrative report is on Annex U.



Mrs. Coballes (4<sup>th</sup> from right), with some of the other international lecturers, and Ms. Elly Verstraete (rightmost), Policy Secretary and anchor figure for internationalization of the Bruges campus of Vives University.



Mrs. Coballes, with the QA Officer for the Education Department of Vives University, Vanessa Meersdom (2<sup>nd</sup> from right), and guest lecturers from Uganda during a brief session sharing QA practices among countries or universities.



Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 13 of 72

## **b. Operationalization of National Linkage Programs**

### **IDQAO DIRECTOR PARTICIPATES IN THE IDQA CLUSTER MEETINGS OF THE CICM PSN**

Mrs. Pearl Via Coballes, IDQAO Director, participates in cluster meetings for the Institutional Development and Quality Assurance Office directors of the CICM Philippines Schools Network (PSN) on March 14, 2024 and April 26, 2024. The agenda for the meetings included the May 2024 CICM PSN Governance Assembly and the operationalization of the IDQA Cluster action plan. The CICM PSN includes the following member schools: Saint Mary's University (Bayombong), Saint Louis University (Baguio City), University of Saint Louis (Tuguegarao), Saint Louis College (San Fernando City), Saint Louis College (Cebu), and Maryhill School of Theology (Quezon City).



### **IDQAO DIRECTOR SERVES AS INTERNAL QUALITY AUDITOR FOR SAINT LOUIS UNIVERSITY**

The IDQAO Director, Mrs. Pearl Via Coballes, served as an internal quality auditor during the quality audit cycle of Saint Louis University, Baguio City, for AY 2023-2024. The audit was held via Zoom on March 18, 2024. Mrs. Coballes joined the audit team led by Dr. Helen Tugade, Vice President for Administration of Saint Louis College, La Union. Together they audited the internal quality audit process of SLU. This is the second time Mrs. Coballes has served as an external quality auditor for the CICM PSN, the first being at the University of Saint Louis (Tuguegarao City) in October 2023. This activity is part of the action plan of the IDQA cluster Action Plan and the ongoing collaboration among the CICM PSN member schools.







# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 14 of 72

## IDQAO DIRECTOR JOINS THE CICM PSN GOVERNANCE ASSEMBLY 2024

The IDQAO Director, Mrs. Pearl Via Coballes, joins other SMU office heads in the Annual CICM PSN Governance Assembly (PSNGA), which aims to ensure effective governance and strategic direction for all member schools. Like last year's assembly, discussions focused on the Strategic Plan 2023-2028 and the cluster action plans. A new activity introduced in the assembly was the plenary talks by invited speakers, notably Ms. Dorris Ferrer of the Private Educational Assistance Committee and Mr. Josiah Cyrus Boque of the Research and Development Techfactors, Inc. The PSNGA was held on May 2-4, 2024, at the University of Saint Louis with the theme, "Frontiers of Education: Navigating Change through Innovation and Adaptability. Below are the participants of the PSNGA 2024 from all member schools.



Above: SMU Participants to the PSNGA 2024

Left: The IDQAO cluster of the CICM PSN



Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 15 of 72

### c. Operationalization of Regional Linkages

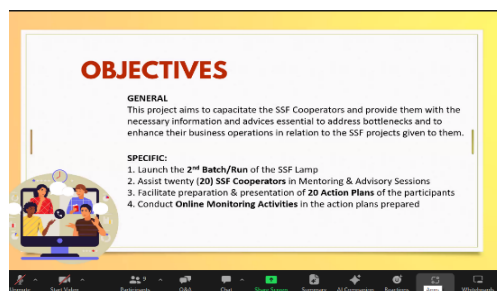
#### **IDQAO ASSISTANT DIRECTOR PARTICIPATES IN THE LOCAL ADVISORY AND MENTORING PROGRAM (LAMP)**

The DTI Shared Service Facility - Local Advisory and Mentoring Program (SSF-LAMP) Orientation was held via Zoom on May 22, 2024. The SSF-LAMP aims to be an avenue to make the MSMEs more competitive through a series of mentoring sessions and one-on-one advisory/consultations. One of its key goals is to provide an opportunity for the MSMEs to learn and be enlightened by business owners, practitioners, and experts on how they would address their current challenges in maintaining the project given to them.

The program includes a 1-day on-site visit and coaching sessions, which shall last not more than ten (10) days, in support of the select SSF cooperators in their preparation of Project Assessment, Improvement, and Operational Action Plans. Business Model Canvass, Assessment per pillar of Development, SWOT Analysis, and action plan per business area are the expected outputs of the advisor.

During the DTI-SSF Orientation, Ms. Apple Boac of DTI Region 02 discussed the MSME Development Plan 2017-2022 Framework, DTI 7Ms, Project Background, Objectives, components of LAMP, mentoring sessions, and cooperating mentees.

Dr. Harrison T. Villanueva, Asst. Director, IDQAO, was assigned as one of the advisors for the SSF-LAMP. He is assigned to mentor NV Cacao Growers Association, Nueva Vizcaya Rabbit Breeders Agriculture Cooperative and LGU Aritao.





# SAINT MARY'S UNIVERSITY

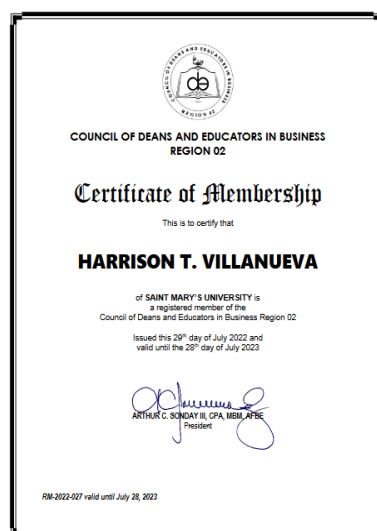
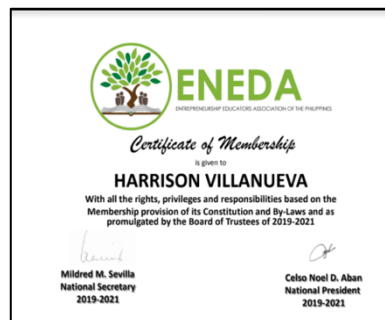
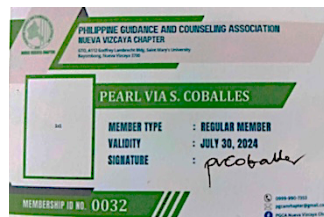
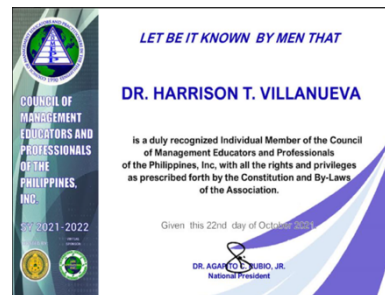
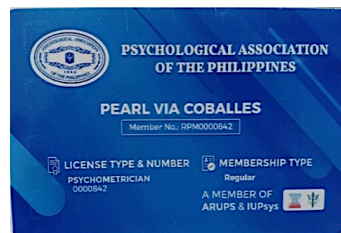
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 16 of 72

## d. Membership to National/International Associations and Organizations

Name	Organization
Pearl Via Coballes	PGCA Nueva Vizcaya
	PGCA
	Psychological Association of the Philippines
Dr. Harrison Villanueva	Council of Management Educators and Professionals of the Philippines, Inc. (COMEPP), Inc.
	Entrepreneurship Educators Association of the Philippines (ENEDA)
	Council of Deans and Educators in Business Region 02
	Council of Marketing Educators







Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 17 of 72

## **B. Institutional Updates**

### **IDQAO FACILITATES PAASCU REPORT PRESENTATIONS TO THE ADVISORY BOARD**

The IDQAO organized a PAASCU report presentation to the Advisory Board for Graduate Programs on January 23, 2024, and Accountancy, Management Accounting, and Nursing programs on January 31, 2024 at the University Boardroom. The area chairs presented the follow-up actions to previous PAASCU recommendations, self-survey report as well as best features and recommendations. Notable changes to the report were noted and revised before the final submissions to PAASCU.



### **IDQAO FACILITATES LOCK-IN SESSIONS FOR PAASCU REPORT FINALIZATION**

The IDQAO facilitated the PAASCU Lock-in Session for all PAASCU Committee members for Nursing and Graduate Programs on February 2, 2024, at the University Boardroom and Accountancy and Management Programs on February 6, 2024, at the Min-boardroom. The area chairs finalized the self-survey reports and completed the appendices in their GDrive folders.





Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 18 of 72

**IDQAO FACILITATES THE PAASCU ACCREDITATION OF GRADUATE PROGRAMS,  
ACCOUNTANCY AND MANAGEMENT ACCOUNTING, AND NURSING PROGRAMS**

The IDQAO facilitated the program accreditation of Graduate Programs, Accountancy and Management Accounting, and Nursing Programs by the Philippine Accrediting Association of Schools, Colleges and Universities. The Graduate Programs and Nursing programs had their onsite visit on April 12 to 13, 2024, and April 15 to 16, 2024, respectively, while the Accountancy and Management program accreditation was online on April 15 to 16, 2024.



The PAASCU team together with the administrators and area chairs of SOGS accreditation.



The PAASCU team together with the administrators and area chairs of Nursing program accreditation.



The PAASCU team together with the administrators and area chairs of Accountancy and Management Accounting program accreditation.





# SAINT MARY'S UNIVERSITY

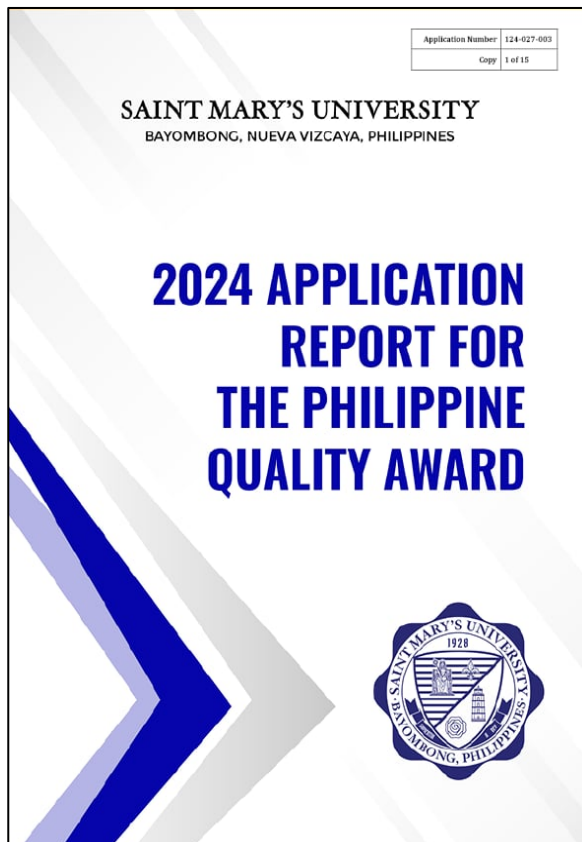
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 19 of 72

## IDQAO FACILITATES THE 2024 PHILIPPINE QUALITY AWARD REPORT APPLICATION

To complete the application report for the 2024 Philippine Quality Award, the IDQAO organized several meetings with the PQA core group. These meetings aimed to accomplish, critique, and improve the self-assessment responses before submission to the DTI-Bureau of Industry Planning and Innovation on May 24, 2024.



SAINT MARY'S UNIVERSITY  
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

### Application to the 2024 Philippine Quality Award – National Level COMMITTEE MEMBERS

Area	Members
1: Leadership	Chair: Dr. John Octavious S. Palina Members: 1. Rev. Fr. Philip Yu, Jr. CICM 2. Dr. Edwin Edilberto Mania 3. Mr. Vince Errol Lucas
2: Strategy	Chair: Mrs. Pearl Via Coballes Co-Chair: Dr. Harrison Villanueva Member: 1. Dr. Christopher Allen Marquez
3: Customers	Chair: Mr. Samuel Damayon Members: 1. Dr. Zayda Asuncion 2. Ms. Leslie Doris Divina 3. Engr. Teofilo Sagabaen
4: Measurement, Analysis, & Knowledge Management	Chair: Mr. Jason Arnold Maslang Members: 1. Dr. Ma. Cristeta Aduca 2. Dr. Mayvelyn Covita 3. Mrs. Essel Calfaberal 4. Engr. Carina Mallillin
5: Workforce	Chair: Mrs. Ruby Lyn Nuestro Members: 1. Mr. Melencio Bernardino Jr. 2. Mrs. Alona Costales 3. Mr. Sherwin Marciano
6: Operations	Chair: Dr. John Tayaban Members: 1. Dr. Felipe Nantes Jr. 2. Dr. Haydee James 3. Dr. Darwin Don Dades
7: Results	Chair: Mrs. Venica Acosta Members: 1. Dr. Moises Alexander Asuncion 2. Mrs. Pearl Via Coballes 3. Dr. Harrison Villanueva 4. Mr. Samuel Damayon 5. Mr. Jason Arnold Maslang 6. Mrs. Ruby Lyn Nuestro 7. Dr. John Tayaban
Overall Chair:	Dr. John Octavious S. Palina

Approved by:

DR. JOHN OCTAVIOUS S. PALINA  
President  
(March 6, 2024)



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 20 of 72

Date	Activity
March 6, 2024, Boardroom	Presentation of the Organizational Performance Diagnostic Report (OPDR) DTI, Gap Analysis and Action Planning
April 29, 2024, Boardroom	PQA 2024 Orientation and Writeshop Session
May 7, 2024, Boardroom	Finalization of tables, charts, illustrations in the Application Report
May 8, 2024, Wilwin Hotel	Cross-checking of responses
May 13, 2024, Mini-boardroom	Review of Category 7 responses and figures
May 17, 2024, Boardroom	Final review by language editor



Mrs. Pearl Via S. Coballes facilitated the PQA Orientation and Writeshop Session.



Mrs. Pearl Via S. Coballes facilitated the presentation per PQA category.



Review of Category 7 responses and figures.



Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 21 of 72

### **SMU STRENGTHENS INTERNAL QUALITY ASSURANCE WITH THIRD BATCH OF IQA AUDITORS' TRAINING**

SMU has taken a significant step towards strengthening its internal quality assurance system by training a third batch of internal quality auditors (IQAs). These auditors are SMU's administrative and departmental officers, faculty, and staff. The auditors participated in a comprehensive training held from February 14 to 16, 2024. The program, titled "QMS 105: Comprehensive Internal Quality Audit Training with Mock Audit Based on ISO 19011:2028 Guidelines," was co-organized by IDQAO, headed by Mrs. Pearl Via S. Coballes, and BCJA Training and Travel Consultancy, with Dr. Benito "Benjun" Castillo, Jr. as the lead trainor, and Mr. Ronald Rey A. Matias as co-facilitator.

The 3-day training equipped the participants with the necessary skills and knowledge to conduct a thorough internal quality audit of SMU's Quality Management System (QMS). This initiative highlights SMU's commitment to upholding high-quality standards across all its operations and services. See Annex X for the full narrative report.







Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 22 of 72

### **IDQAO CONDUCTS MIDYEAR PERFORMANCE AND MANAGEMENT REVIEW FOR AY 2023-2024**

On February 8, 2024, the IDQAO convened academic and administrative officers at Debuscherre Hall for the Midyear Performance Review.

The objective of the review was to evaluate performance per cluster (President's Cluster, VPA Cluster, VPAA Cluster, VPF Cluster, and VPMI Cluster) from August to December 2023, aligning with Action Plans for AY 2023-2024. Discussions aimed to develop cluster resolutions, identify areas for improvement, and address strategic challenges.

This review underscores the institution's commitment to academic excellence and strategic growth, setting the course for continued success in the evolving educational landscape.





Document Code	QA0-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 23 of 72

**IDQAO FACILITATED THE QUALITY CIRCLE ON ENROLLMENT MANAGEMENT**

The IDQAO Assistant Director facilitated the quality circle on enrolment management to ensure quality, efficiency, and effectiveness of the admission and enrolment processes. The first meeting was held on May 9, 2024, to discuss the issues and concerns of freshmen students. On May 30, 2024, the issues and concerns for higher years were also discussed. The issues and recommendations based on the enrolment management satisfaction survey were presented, which serve as a basis for reviewing and refining the enrolment and admission process.



Sub-process	Quality Circle Composition
College Entrance Examination	QCL: Dr. Edwin Mania Members: GTO Staff
Admission	QCL: Dr. Gertrude Danao Members: OUR staff
Evaluation and Approval	QCL: Dr. Regina D. Ramel Members: Academic Deans and Secretaries
Payment	QCL: Mrs. Irma Madelleine Lopez Members: TAO staff
Printing of Enrollment Forms	QCL: Dr. Gertrude Danao Members: OUR staff
ID Processing	QCL: Mrs. Essel Canaberal Members: CICT staff
Consolidation of Admission and Enrollment sub-processes	QCL: Dr. Gertrude Danao Members: OUR staff

**Enrolment Management Quality Circle Schedule**

Sub-process	Date of Completion
Preparation of the Quality Circle Report per Sub-process (Part 1 to 4)	June 3, 2024
Implementation of Proposed Solutions	June 24, 2024
Completion of Part 5 and 6	June 30, 2024
Revision of the Admission and Enrollment Procedures	July 3, 2024
Presentation of the Quality Circle Report per sub-process and consolidated admission and enrollment process to the Top Administration	July 11, 2024

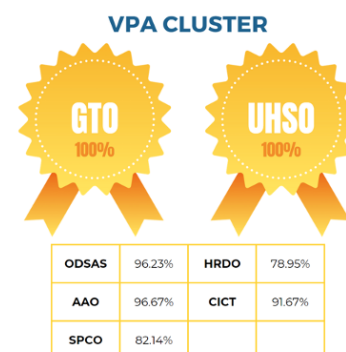
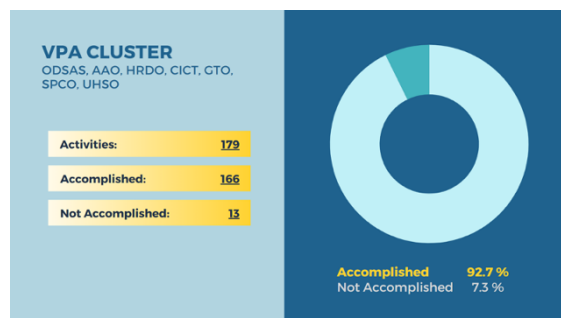
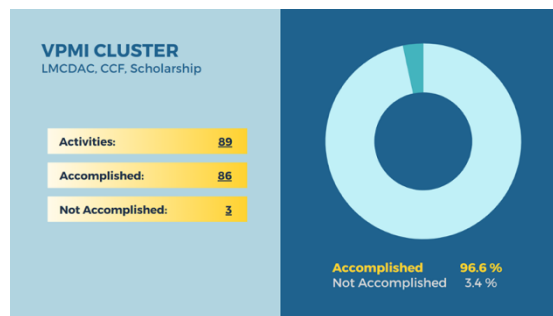
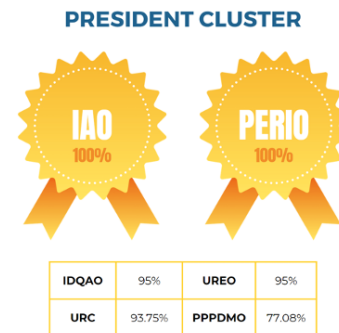
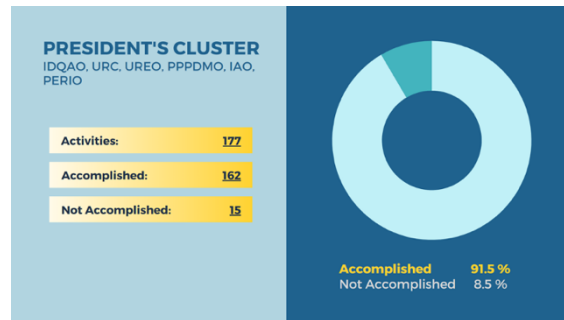
The other photo documentation is in Annex Z.



Document Code	QA0-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 24 of 72

## C. Institutional Facts and Figures

### a. Year 3 Strategic Plan and AY 2023-2024 Action Plan Implementation Status and Performance Rating



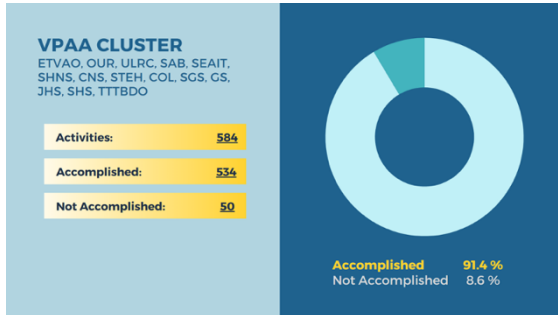


# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

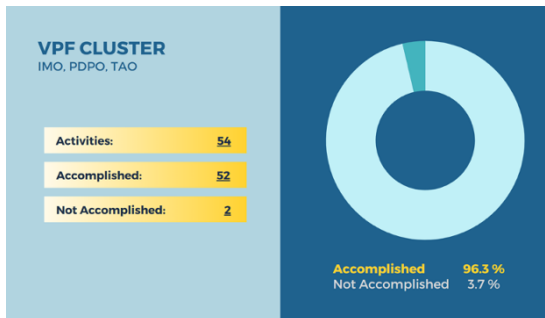
Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 25 of 72



## VPAA CLUSTER



ETVAO	92.86%	STEH	93.94%
OUR	94.74%	COL	76%
ULRC	100%	SGS	95.92%
SAB	90.63%	GS	84.31%
SEAIT	91.67%	JHS	87.50%
SHNS	98%	SHS	90.48%
CNS	97.44%	TTBDO	75%

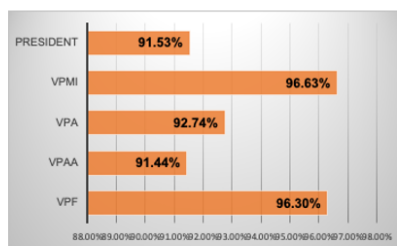


## VPF CLUSTER



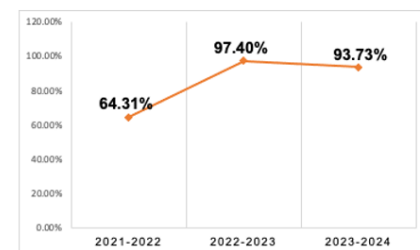
PDPO	86.67%
------	--------

## Overall Performance in A.Y. 2023-2024

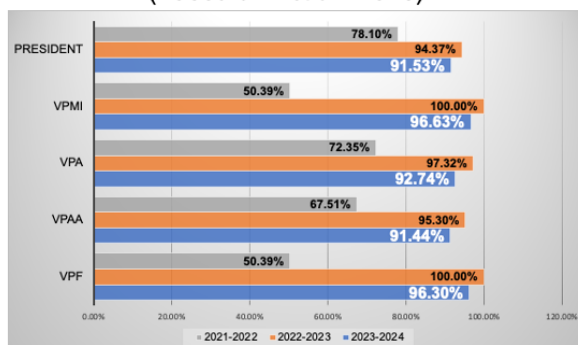


**93.73%**  
Mean Average  
of Plans  
Accomplished

## 3-year Implementation Rate (of Annual Action Plans)



## 3-year Cluster Performance (Based on Action Plans)



## 3-Year Performance Rate (Based on the Strategic Plan)

	Year 1	Year 2	Year 3
	A.Y. 2021-2022	A.Y. 2022-2023	A.Y. 2023-2024
Mean Performance Rating on the Strategic Plan	3.66	3.86	3.99



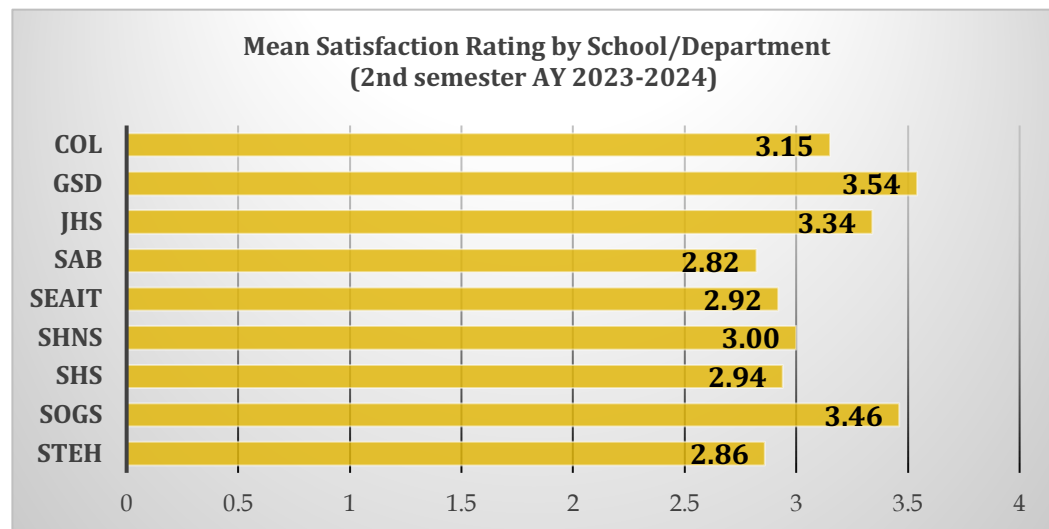
Document Code	QA0-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 26 of 72

**b. Student Satisfaction Survey Results**

Mean Satisfaction Rating: 3.11 (High)

Response Rate: 15%

Total Respondents: 118



*\*Legend for Satisfaction Level:*

*1.00-1.50 – Very Low, 1.51-2.50 – Low, 2.51-3.50–High, 3.51-4.00 – Very High*

*\*\*Please see Annex W for other details (response rate, frequency, mean score per university process/service)*

**b. Faculty Satisfaction Survey Results**

Mean Satisfaction Rating: 3.12 (High)

Response Rate: 14.63%; Total Respondents: 60

**c. Satisfaction with Specific Processes**

Process	Mean	QD
Enrolment Management	3.13	High
Performance Evaluation	3.14	High

**d. Quality Circles Initiated**

No.	Work Quality Problem	Status	Offices Involved
1	Enrolment Management	2 meetings conducted	IDQAO, OUR, CICT, DSAS, OUR, academic deans offices, VPA, VPAA
2	Performance Evaluation	Feedback Surveys conducted	To be decided





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 27 of 72

## IV. Christ's Mission

### A. Christian Formation

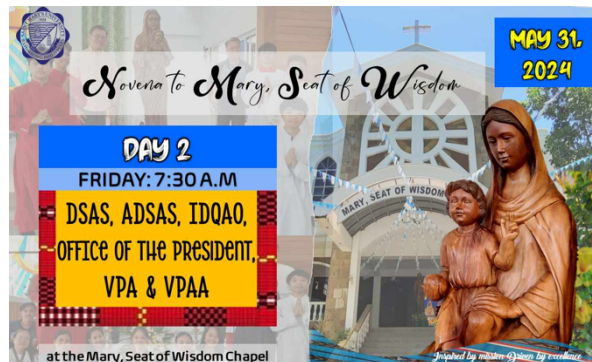
#### a. Mass Celebration and Sponsorship

The IDQAO team attended various mass celebrations throughout the second semester, including the baccalaureate mass for graduating students on January 26, 2024, and a sponsored novena mass to Mother Mary on May 31, 2024, at the Mary, Seat of Wisdom Chapel together with the Office of the DSAS, ADSAS, President's Office, VPA, and VPAA.

#### *Baccalaureate Mass – January 26, 2024 (Tonus Gym)*



#### *Mass Sponsorship – May 31, 2024 (Mary, Seat of Wisdom Chapel)*





Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 28 of 72

**b. Liturgical activity and involvement**

**IDQAO TEAM PARTICIPATES IN THE STATIONS OF THE CROSS**

The IDQAO team participated as readers in the devotional practice of the Way of the Cross as part of university Lenten activities. The Stations the Cross celebration started at 3:00 pm on February 23, 2024, going from one station located strategically around the university oval, then ending in the stations located at the Mary, Seat of Wisdom, chapel.





Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 29 of 72

**c. Recollection**

**IDQAO TEAM JOINS THE LENTEN RECOLLECTION**

The IDQAO Team participated in the SMU Employees Lenten Recollection with the theme: “Fast, Abstain, Give, Pray” on March 18-19, 2024 at Sacred Heart Center and Tonus Gymnasium. The recollection facilitator was Rev. Fr. Benedict Villapa.



(Above, right) The IDQAO team with the top administrators and recollection facilitator.

**B. Community Extension Services**

Name	Involvement	Activity	Date/Venue
Pearl Via Coballes	Volunteer Counselor	Free Psychological Services/Consultation for Psychstart Psych'l, Art, and Academic Services (Baguio City)	Feb. 25, 2024 Via Zoom
Dr. Harrison Villaneuva	Organizer	Seminar-Workshop on Navigating Cooperative Dynamics: Empowering Cooperatives	May 18, 2024, Pedro Calungsod Hall
Pia Kristina Dizon	Donor	<i>Taray Ken Kinni-Kinni Ammungan</i> 2024	May 11, 2024

**D. Engagements with the Diocese of Bayombong**

Name	Involvement
Pearl Via Coballes	Donor - POPSAD
Harrison T. Villanueva	Donor - POPSAD





Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 30 of 72

## **PART 2: OFFICE ROUTINE WORK**

### **ORIENTATION OF NEW EMPLOYEES**

Jan. 20, 2024, JVD Building

The IDQAO Director, Mrs. Pearl Via Coballes, was one of the administrative officers who provided an orientation session to new employees. She discussed the role of the IDQAO in the university and gave an overview of the 2021-2026 Strategic Plan, SMU's Quality Management System, and the Internal Quality Audit process. The orientation for new employees is conducted every semester as part of the onboarding process led by the Human Resource Development Office (HRDO).



### **REORIENTATION OF THE QUALITY MANAGEMENT SYSTEM TO SENIOR HIGH SCHOOL FACULTY MEMBERS**

Jan. 22, 2024, JVD Building

The SMU Senior High School Principal, Mr. Melencio G. Bernardino, Jr. invited the IDQA Office to reorient the faculty members and staff on the School's Quality Assurance System during the Midyear INSET on January 22, 2024. The reorientation covered ISO and SMU's QMS and SMU's Strategic Plan.





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 31 of 72

## Convergence

Issue No. 26.

The IDQAO released issue number 26 of The Convergence, which is the official news bulletin of SMU. This issue highlighted achievements from August to October 2023. The Convergence aims to increase visibility and improve engagement with stakeholders through this feedback mechanism.

**CONVERGENCE**  
The Official News Bulletin of Saint Mary's University, Bayombong, Nueva Vizcaya  
Issue No. 26 | August-October 2023



### Breaking Indifference with a Bridge Built by Differences

The universalist Henri Poincaré once said, "It is the harmony of the diverse parts, their symmetry, their happy balance; in a word, it is all that introduces order, all that gives unity; that permits us to see clearly and to comprehend at once both the ensemble and the details."

In seemingly growing world conflicts, even the most minute acts of unity create an avenue for peace, friendship, and camaraderie.

On the 13<sup>th</sup> of September 2023, a commemoration of fellowship and harmony was celebrated at the Sacred Heart Center during International Students' Day. Learners from all over the globe who are being fostered by the nurturing educational institution of Saint Mary's University gathered with their host families, and the institution's stakeholders to acknowledge and share each other's parallels and differences. Thirteen international students from different parts of the

world, namely Asia, Europe, and Africa, were the guests of honor during the occasion as they met each other with gleeful excitement. They were introduced by Mr. Oliver Reinos Ilaroga, SHANS Promotions Linkage Coordinator.

Present were students from various countries in Asia, namely Ooranzuch Jaatrapreechakul, Nathaniel Phummarin, and Peerasat Yutichart from Thailand, Muhammad Hadistman and Idris from Indonesia were also there, along with Taichi Hayashi from Japan, and Cho Eun from Korea.

Students from Europe and Africa also attended the occasion. There were Lukas Dupont, Jonas Memmes, Lucas David from Belgium, Carolina Guasco from Italy, Adriana Iacot Ramirez from Germany, and Dickson Owusu from Africa.

The exchange students expressed their appreciation for the institution through words and talent. At the same time, the University extended its welcoming arms through the persons of Saint Mary's president, Dr. John Octavious Palma, with his hearty welcome speech.

The learners gracefully exhibited creative performances, sharing fragments of their cultures from their home countries with the audience. Furthermore, they shared pieces of their struggles, their overcome challenges, inspirations, and sentiments of their

**CONVERGENCE 1**



## The President's Report

One of the mandates of the IDQAO is to create the President's Report. This report contains all institutional activities implemented throughout the year. In the A.Y. 2023-2024, the IDQAO created the President's Interim Report 2023-2024. This was presented during the Board of Trustees meeting held on May 23, 2024 at the Boardroom.



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 32 of 72

## PART 3: MONITORING REPORT

\_\_\_ Midyear    ✓ Annual    Academic Year 2023 - 2024

**Goal 1:** Fortified SMU Catholic Identity and Mission.

**Specific Objective 1.1:** The University manifests holistic development of employees and students.

**Strategic Outcome 1.1.1:** Meaningful Christian formation celebrations are ensured

Strategic Program/ Project	Year 3 Target	Tactical Activity	Culmination Date	Accomplishment Status (Accomplished, Ongoing, Not accomplished)	Major Contributing Factors	Major Hindering Factors	Area/s of Improvement/s (If not accomplished)	Evidence (If accomplished)
<b>Christian Formation Program</b> <b>Faith Celebration</b> (Meaningful Liturgical Celebrations) a. Marian feasts and solemnities	At the end of A.Y. 2023-2024, IDQAO personnel shall have attended Marian feasts and solemnities	Attending scheduled Marian Feasts and Solemnities.	May 2024	<b>Accomplished</b>	Good coordination of the CCF			See page 29
b. Novena mass	At the end of A.Y. 2023-2024, IDQAO personnel shall have attended at least 4 novena masses	Attending scheduled novena masses	May 2024	<b>Accomplished</b>	Good coordination of the CCF			See page 29



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 33 of 72

Strategic Program/ Project	Year 3 Target	Tactical Activity	Culmination Date	Accomplishment Status (Accomplished, Ongoing, Not accomplished)	Major Contributing Factors	Major Hindering Factors	Area/s of Improvement/s (If not accomplished)	Evidence (If accomplished)
c. <u>Misa de gallo</u>	At the end of A.Y. 2023-2024, IDQAO personnel shall have attended at least 1 misa de gallo	Attending scheduled misa de gallo	May 2024	<b>Accomplished</b>	Good coordination of the CCF			See Midyear Report 2023-2024
d. <u>Stations of the Cross</u>	At the end of A.Y. 2023-2024, IDQAO personnel shall have attended at least 1 Stations of the Cross	Attending scheduled Stations of the Cross	May 2024	<b>Accomplished</b>	Good coordination of the CCF			See page 27
e. <u>Mass of the Holy Spirit</u>	At the end of A.Y. 2023-2024, IDQAO personnel shall have attended at least 1 Mass of the Holy Spirit	Attending Mass of the Holy Spirit	May 2024	<b>Accomplished</b>	Good coordination of the CCF			See Midyear Report 2023-2024
f. <u>Bisita ni Inang Maria</u>	At the end of A.Y. 2023-2024, IDQAO personnel shall have participated at least 1 <i>Bisita Ni Inang Maria</i> (Rosary).	Participating in <i>Bisita Ni Inang Maria</i> (Rosary).	May 2024	<b>Accomplished</b>	Good coordination of the CCF			See Midyear Report 2023-2024



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QA0-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 34 of 72

g. Recollections	At the end of A.Y. 2023-2024, IDQAO personnel shall have participated in at least one recollection	Participating in the annual recollection for employees	May 2024	Accomplished	Good coordination of the CCF			See page 28
Faith Community (Animating Community)	At the end of A.Y. 2023-2024, IDQAO personnel shall have participated in at least one Ethnicity Week Celebration	Attending Ethnicity Week activities	May 2024	Accomplished	Good coordination of the CCF			See Midyear Report 2023-2024

**Strategic Objective 1.1.3.** Fair treatment of different genders is practiced by employees.

Strategic Program/ Project	Year 3 Target	Tactical Activity	Culmination Date	Accomplishment Status (Accomplished, Ongoing, Not accomplished)	Major Contributing Factors	Major Hindering Factors	Area/s of Improvement/s (If not accomplished)	Evidence
<b>SMU Integral Growth &amp; Lifestyle Advocacy (SIGLA) Program</b> a. Gender and Development Program	At the end of A.Y. 2023-2024, IDQAO personnel shall have participated in at least one GAD training.	Attending GAD-related training	May 2024	Accomplished	A unit was in-charge of organizing the session			Annex T (p. 65)





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 35 of 72

## Goal 2: Intensified SMU's culture of academic excellence

**Specific Objective 2.1:** The University manifests academic excellence and prestige

**Strategic Outcome 2.1.1:** Excellent instruction is ensured.

Strategic Program/Project	Year 3 Target	Tactical Activity	Culmination Date	Accomplishment Status	Major Contributing Factors	Major Hindering Factors	Area/s of Improvement/s	Evidence
<b>Quality Assurance Programs</b> a. Institutional Accreditations	At the end of A.Y. 2023-2024, the IDQAO should have made preparations for the CHED's Institutional Sustainability Assessment (ISA) visit.	a. Preparing evidences for ISA	July-September 2023	<b>Ongoing</b>	Existing evidence are available			
		b. Facilitating smooth conduct of ISA accreditation by CHED	December 2023	<b>N/A</b> Awaiting feedback from CHED				
	At the end of A.Y. 2023-2024, the IDQAO should have made preparations for ISO surveillance audit	a. Conducting full Internal Quality Audits	June-July 2023  Feb 2024.- June 2024	<b>Accomplished</b>  To be accomplished in July-Sept. 2024	Previously scheduled			See Midyear Report
		b. Facilitating the conduct of corrective and preventive action (CPAR)	July 31, 2023 and July 2024	<b>Accomplished</b>	There is an existing process			
		c. Facilitating the conduct of	Sept. 2023	<b>Accomplished</b>				See Page 21



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QA0-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 36 of 72

		Management Reviews						
		d. Revising the Quality Manual	Dec. 2023	<b>Ongoing</b>	Changes will be aligned with the planned trainings for EOMS			
		e. Conducting Batch 3 of the IQA Training	Jan. 2024	<b>Accomplished</b>	Existing consultant for ISO			See page 21
		f. Facilitating measurement, analysis, and evaluation of institutional customer satisfaction	May 2024	<b>Accomplished</b>	Presence of tools			See page 26
		g. Facilitating the smooth conduct of surveillance audit by NQA	December 2023	<b>Accomplished.</b>	Support from process owners			See page 5 & 45
		h. Facilitating post-ISO audit activities h.1. Quality Planning h.2. Enhancing documented information	May 2024	<b>Accomplished.</b>	Support from process owners			See Midyear Report
		i. Conducting retooling sessions for ISO document/ records control	May 2024	<b>Accomplished.</b>	Support from document controllers			See Midyear Report



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QA0-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 37 of 72

		j. Creating a functional online Data Management System in coordination with CICT	May 2024	<b>Accomplished</b>	Not with CICT, but the hiring of a project employee			See page 10
	At the end of A.Y. 2023-2024, the IDQAO should have made facilitated preparations for PQA	a. Finalizing PQA Self-Assessment	Sept. 2023	<b>Accomplished.</b>	Support from PQA committee			See page 19
		b. Facilitating smooth conduct of PQA visit	December 2023	<b>N/A</b> Scheduled for Nov. 2024				See page 5
	At the end of A.Y. 2023-2024, the IDQAO should have made facilitated preparations for the granting of autonomous / deregulated status	a. Finalizing CHED Self-Assessment Survey for application to autonomous/ deregulated	Sept. 15, 2023	<b>Accomplished.</b>	There is a committee who worked on this			See Midyear Report
		b. Facilitating the smooth conduct of the CHED visit for grant of autonomous/ deregulated status	December 2023	<b>N/A</b> Awaiting schedule provided by CHED				
	At the end of A.Y. 2023-2024, the IDQAO should have	Engaging in at least one benchmarking activity on QA (quality circles, rankings, etc.)	May 2024	<b>Accomplished</b>				See Midyear Report



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QA0-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 38 of 72

	conducted at least one benchmarking activity on QA programs							
	At the end of A.Y. 2023-2024, the IDQAO should have participated in at least six CICM PSN IDQA Cluster Meetings.	a. Participate in CICM PSN IDQA Cluster Meetings on the following: a.1. CICM-PSN Quality Assurance Team a.2. Quality Assurance (QA) Summit a.3. CICM PSN documentation and reports a.4. application for an international quality assurance network a.5. application for international awards and recognition	May 2024	<b>Accomplished</b>				See Midyear Report



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QA0-F0-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 39 of 72

		b. a benchmarking activity on institutional awards and recognitions	May 2024	<b>Accomplished</b>				See Midyear Report
	At the end of A.Y. 2023-2024, the IDQAO should have applied for university rankings	a. Exploring/ applying for university rankings: a.1.AppliedHE a.2. WURI	May 2024	<b>Accomplished</b>				See Midyear Report
b. Program Accreditations	At the end of A.Y. 2023-2024, all accredited programs that are scheduled for re-accreditation should have undergone accreditation visit and at least one accreditable curricular program have been applied to PAASCU.	a. Facilitating the timely submission of Self-Survey Reports to PAASCU:  Archi, ECE  Accty, Mngt Accounting  MAED, MAT, MLIS, MBA, EdM	Sept 2023  Feb. 2024  Feb. 2024	<b>N/A</b>  To be rescheduled once minimum requirements are met  <b>Accomplished.</b>  <b>Accomplished.</b>				See pages 17-18  See pages 17-18





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QA0-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 40 of 72

		b. Assisting academic units with the preparations before and during PAASCU visits						
		Archi, ECE	Nov. 2023	N/A Postponed				
		Accty, Mngt Acctg,	April 2023	Accomplished.				See pages 17-18
		MAED, MAT, MLIS, MBA, EdM	March 31- Apr. 1, 2023	Accomplished.				See pages 17-18
		c. Facilitating the accreditation application of identified accreditable curricular programs to PAASCU	May 2024	Not Accomplished		Topic not discussed in Acad. Council meetings		
Centers of Development/ Excellence	At the end of A.Y. 2023- 2024, 100% of existing COE and CODs have been renewed and new	a. Facilitating the COE/COD application renewal to CHED	May 2024	N/A		No call of applications from CHED		
		b. Facilitating the application of identified programs	May 2024	N/A		No call of applications from CHED		



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QA0-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 41 of 72

	applications for COD & COE have been submitted to CHED	qualified to apply for COE/COD						
<b>Staff Development Program</b> 1) ICT trainings for staff 2) Public relations/Personality enhancement trainings for staff 3) Occupational Health and Safety (OHS) Trainings 4) Job-related Trainings	At the end of A.Y. 2023-2024, IDQAO personnel should have attended at least 2 staff development activities	Attending ICT, public relations/ personality enhancement, OHS, or any job-related trainings and seminars	May 2024	<b>Accomplished</b>				See pages 8-9
<b>Annual and Midyear Performance Review</b>	At the end of A.Y. 2023-2024, at least two performance reviews have been conducted	Conducting performance reviews at the end of each semester	July 5, 2023  Feb. 2024	<b>Accomplished</b>  <b>Accomplished</b>				See Midyear Report  See page 22



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QA0-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 42 of 72

<b>Annual Action Planning</b>	At the end of A.Y. 2023-2024, at least one action planning session has been conducted	Conducting action planning session	July 2023	<b>Accomplished</b>				See Midyear Report
<b>Consolidation &amp; Preparation of Interim and Annual President's Report for BOT &amp; Corporation Meetings</b>	At the end of A.Y. 2023-2024, the President's Reports has been prepared	Consolidating and preparing the President's Report	Oct. 2023	<b>Accomplished</b>				
<b>SMU Integral Growth &amp; Lifestyle Advocacy (SIGLA) Program</b> 1) Sports & Cultural Activities (joint activity with the students)	At the end of A.Y. 2023-2024, IDQA0 personnel should have participated in at least 1 sport and 1 cultural activity	Participating in SIGLA activities	May 2024	<b>Accomplished</b>				See page 9
2) Personal Development Trainings	At the end of A.Y. 2023-2024,	Participating in personal	May 2024	<b>Accomplished</b>				See page 9



Document Code	QA0-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 43 of 72

	IDQAO personnel should have attended at least one personal development training	development trainings						
--	---	-----------------------	--	--	--	--	--	--

**Strategic Objective 2.2:** The university provides upgraded, adequate, accessible, and structurally sound physical facilities and teaching-learning areas.

**Strategic Outcome 2.2.1:** Conducive learning environment is ensured.

Strategic Program/Project	Year 3 Target	Tactical Activity	Culmination Date	Accomplishment Status	Major Contributing Factors	Major Hindering Factors	Area/s of Improvement/s	Evidence
CHSF Program Green Campus Project	At the end of A.Y. 2023-2024, the IDQAO personnel should have participated in at least one CHSF activity	Participating in CHSF activity on campus	May 2024	Accomplished				See page 9



Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 44 of 72

**Goal 3:**

**Strategic Objective 3.3**      The university enhances social benefits derived through the mobilization of research knowledge, creative endeavors, and inventions for community development.

**Strategic Outcome 3.3.2:**      CICM advocacies and flagship projects of extension councils are revitalized

Strategic Program / Project	Year 3 Target	Tactical Activity	Culmination Date	Accomplishment Status (Accomplished, Ongoing, Not accomplished)	Major Contributing Factors	Major Hindering Factors	Area/s of Improvement/s (If not accomplished)	Evidence (If accomplished)
Community Development and Advocacy Programs (CDAP)	At the end of A.Y. 2023-2024, the IDQAO personnel have participated in at least one CDAP activity	Participating in outreach and/or extension activities	May 2024	<b>Accomplished</b>				See page 29

Prepared by:

PEARL VIA S. COBALLES  
Director, IDQAO

DR. HARRISON VILLANUEVA  
Assistant Director, IDQAO

Reviewed and Approved by:

DR. JOHN OCTAVIOUS S. PALINA  
Presiden





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE


Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 45 of 72


## Annex A: ISO Surveillance Audit

On April 23, 2024, the university underwent a routine check by ISO 9001:2015 auditors from NQA Philippines. Three auditors, Mr. Rannie Bernardino (lead), Ms. Thesz Bernardino, and Ms. Rhoda Vi Demesa, visited the university. Their goal was to assess the university's management system and ensure it meets ISO standards for quality.

The auditors started with an opening meeting where university leaders welcomed them. Selected departments/offices were then reviewed by the auditors. Mr. Bernardino focused on top management, internal audit, education departments, and documentation. Ms. Bernardino reviewed human resources, admissions, budget, procurement, and disbursement offices.

Ms. Demesa audited student support services like guidance, library, scholarship, and facilities. Department representatives were interviewed and presented with relevant documents. The auditors identified areas for continued improvement as quality management systems constantly evolve. The university successfully passed the surveillance audit. NQA recommended continued certification, which means the university's management system meets ISO standards. The closing meeting was held at the St. Pedro Calungsod Hall on the same day, where representatives from different departments were informed of the results. The Audit Plan is shown below:

		NQA Audit Plan	
This programme relates to the next: <b>Surveillance 1 Audit</b>		Vision No.: N/A	
Client: <b>Saint Mary's University, Inc</b>			
Relevant Standard/Supporting Documentation: <b>ISO 9001:2015</b>			
<b>Member/Role</b>	<b>Mr. Rannie Bernardino (Lead Auditor)</b>	<b>Member/Role</b>	<b>Ms. Thesz Bernardino (Auditor)</b>
<b>Date</b>	<b>23 April 2024</b>	<b>Date</b>	<b>23 April 2024</b>
<b>Time</b>	<b>Location/Department/Process</b>	<b>Time</b>	<b>Location/Department/Process</b>
8:30am – 9:00am	Opening Meeting	8:30am – 9:00am	Opening Meeting
9:00am – 12:00pm	Top Management Audit/QMIR Context of the Organization Leadership (customer focus/policy/roles and responsibilities) Planning (risk/objectives) Performance Evaluation (customer satisfaction / management review) Internal Audit/NCA Documents & Records Control Improvement	9:00am – 12:00pm	Human Resources/Training Lunch break Admission & Registrar Purchasing/External Providers Audit Report Preparation Closing Meeting
12:00pm – 1:00pm	Lunch break		
1:00pm – 2:30pm	Operation Control Audit Basic Education (Grade School, Junior & Senior)		
2:30pm – 4:30pm	Operation Control Audit Tertiary Education (Sampling of Programs)		
4:30pm – 5:00pm	Audit Report Preparation Closing Meeting		
Completed by: <b>Mr. Rannie Bernardino</b>		Timings and content may be subject to change	
<p>The objectives of the audit will be:</p> <ul style="list-style-type: none"><li>To confirm that the management system had been established implemented and maintained in accordance with the requirements of the audit standard.</li><li>To evaluate the ability of the management system to ensure the client organisation meets applicable statutory, regulatory and contractual requirements. Note: A management system certification audit is not a legal compliance audit.</li><li>To evaluate the effectiveness of the management system to ensure it is continually meeting its specified objectives</li><li>To identify as applicable, areas of the management system for potential improvement.</li></ul> <p>The audit scope describes the extent and boundaries of the audit, such as physical locations, organisational units, activities and processes to be audited. Where the initial or re-certification process consists of more than one audit (e.g. covering different locations), the scope of an individual audit may not cover the full certification scope, but the totality of audits shall be consistent with the scope in the certification document.</p>			
Form No. 67c		Page 1 of 2 November 2011	

		NQA Audit Plan	
This programme relates to the next: <b>Surveillance 1 Audit</b>		Vision No.: N/A	
Client: <b>Saint Mary's University, Inc</b>			
Relevant Standard/Supporting Documentation: <b>ISO 9001:2015</b>			
<b>Member/Role</b>	<b>Ms Rhoda Vi Demesa (Auditor)</b>	<b>Member/Role</b>	
<b>Date</b>	<b>23 April 2024</b>	<b>Date</b>	
<b>Time</b>	<b>Location/Department/Process</b>	<b>Time</b>	<b>Location/Department/Process</b>
8:30am – 9:00am	Opening Meeting		
9:00am – 10:00am	Guidance & Testing Office		
10:00am – 11:00am	Student Affairs Office		
11:00am – 12:00pm	Center for Christian Formation		
12:00pm – 1:00pm	Lunch break		
1:00pm – 2:30pm	University Library		
2:30pm – 4:30pm	Engineering, Facilities & Maintenance		
4:30pm – 5:00pm	Audit Report Preparation Closing Meeting		
Completed by: <b>Mr. Rannie Bernardino</b>		Timings and content may be subject to change	
<p>The objectives of the audit will be:</p> <ul style="list-style-type: none"><li>To confirm that the management system had been established implemented and maintained in accordance with the requirements of the audit standard.</li><li>To evaluate the ability of the management system to ensure the client organisation meets applicable statutory, regulatory and contractual requirements. Note: A management system certification audit is not a legal compliance audit.</li><li>To evaluate the effectiveness of the management system to ensure it is continually meeting its specified objectives</li><li>To identify as applicable, areas of the management system for potential improvement.</li></ul> <p>The audit scope describes the extent and boundaries of the audit, such as physical locations, organisational units, activities and processes to be audited. Where the initial or re-certification process consists of more than one audit (e.g. covering different locations), the scope of an individual audit may not cover the full certification scope, but the totality of audits shall be consistent with the scope in the certification document.</p>			
Form No. 67c		Page 2 of 2 November 2011	





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 47 of 72

## Attendance - Closing Meeting

**SAINT MARY'S UNIVERSITY**  
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES  
INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

**ATTENDANCE**  
Internal Quality Audit - Closing Meeting  
July 6, 2023  
Sacred Heart Center, SMU

No.	Name	Signature
1.	John T. Mendoza	
2.	Harrison T. Ugarruna	
3.	Alex Marquez	
4.	Baldemar Toranzo	
5.	Tamara, Ann B.	
6.	S. SPILLING	
7.	DAVID CABRERO	
8.	JOSEPH R. MENDOZA	
9.	Clayton Moya	
10.	Carina S. Mallon	
11.	Angela B. Buanan	
12.	ROSELYN A. RIVERA	
13.	ALVIN D. LAPLANE	
14.	REGINA D. RAMOS	
15.	Geck R. Narada	
16.	REBEKAH A. X. JR. CICA	
17.	DANIEL C. DEL SOPO	
18.	ANTHONY S. OLIVERA	
19.	Melencio G. Bernardino Jr.	
20.	Bela, Rosalyn	
21.	Arlene L. Tabaguen	

*Inspired by Vision, Driven by Excellence*

A2026, Second Floor, H. A. Camacho Building  
SMU Main Campus, Ponce Street  
Bayombong, 7702 Nueva Vizcaya, Philippines  
smu.edu.ph / info@smu.edu.ph  
0970 521 5221, 5040 153

**SAINT MARY'S UNIVERSITY**  
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES  
INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

22.	Mary Grace A. Bulatan	
23.	MARY C. CAMPAS	
24.	MARIA F. AMOROSO	
25.	Chene Luning	
26.	Mr. Miron	
27.	John Cruz	
28.	Barry Comaral	
29.	Garcia, Queen	
30.	Nicole, Hilde P.	
31.	Leopoldo, Raymundo M.	
32.	Armando P. Orlano	
33.	Samuel Domingo	
34.	Mr. William E. Lopez	
35.	Armando, Jr. Orlano	
36.	Norona, Leila D.	
37.	Arina Arina	
38.	Allen A. Bernal	
39.	Guillermo, Arina A.	
40.	Hyson Sam	
41.	JOHN TABORA	
42.	MARVIN S. GONZA	
43.	Felix Banta J.	
44.	BARON V. APURON	
45.	GERALD A. MARCOS	
46.	MARK VA. CORALES	
47.	Donna Mae M. Hizon	
48.	Rellynn D. Natividad	

*Inspired by Vision, Driven by Excellence*

2

smu.edu.ph / info@smu.edu.ph  
0970 521 5221, 5040 153

**SAINT MARY'S UNIVERSITY**  
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES  
INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

49.	Michelle Joy T. Lora	
50.	Kira B. Orlano	
51.	Bernadette, Arina	
52.	Arina, Arina	
53.	Escobar, Brandon	
54.	Stacyl Brand	
55.	Gary Cella	
56.	Arina, Arina	
57.	David, Arina	
58.	Arina, Arina	
59.	Arina, Arina	
60.	Arina, Arina	
61.	Arina, Arina	
62.	Arina, Arina	
63.	Arina, Arina	
64.	Arina, Arina	
65.	Arina, Arina	
66.	Arina, Arina	
67.	Arina, Arina	
68.	Arina, Arina	
69.	Arina, Arina	
70.	Arina, Arina	
71.	Arina, Arina	
72.	Arina, Arina	
73.	Arina, Arina	
74.	Arina, Arina	
75.	Arina, Arina	

*Inspired by Vision, Driven by Excellence*

3

smu.edu.ph / info@smu.edu.ph  
0970 521 5221, 5040 153

## D. Photo Documentation

Opening Meeting (9:00 am, Sacred Heart Center)







# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 48 of 72

## Audit Proper



## Closing Meeting – Pedro Calungsod Hall (6:00pm)







# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 49 of 72

## Annex B: Evaluation and Accreditation Committee Members for the Reclassification of SUC Faculty



Republic of the Philippines  
OFFICE OF THE PRESIDENT

COMMISSION ON HIGHER EDUCATION

29 January 2024

**DR. HARRISON T. VILLANUEVA**  
St. Mary's University

Dear **Dr. Villanueva**:

This has reference to the implementation of the Department of Budget and Management and Commission on Higher Education Joint Circular No. 3, series of 2022 entitled "Guidelines on the Reclassification of Faculty Positions in State Universities and Colleges (SUCs)." The SUC faculty position reclassification is an advancement of a faculty position from one sub-rank to another sub-rank based on the evaluation of the achievements and performance of the faculty during a particular period using a standard set of criteria.

In this regard, The EAC Chairperson respectfully invites you as one of the Evaluation and Accreditation Committee (EAC) Members for the Phase III: Interview on the professed field for the reclassification of faculty members on February 1, 2024, 1:30 PM via Zoom video conferencing. The zoom credentials are as follows:

Join Zoom Meeting:


<https://us02web.zoom.us/j/89544593276?pwd=cHdnS3lGTUFuVU9UbEYyWU9ab0RqQT09>

Meeting ID: 895 4459 3276

Passcode: 690518

We look forward to your favorable response to our request on or before January 31, 2024 for us to send the necessary documents of the faculty members for review. If you have questions and/or clarifications regarding this matter, you may email at [eac\\_regions4andncr@ched.gov.ph](mailto:eac_regions4andncr@ched.gov.ph).

Thank you for your unwavering support.

Very truly yours, 

**ATTY. RYAN U. ESQUIVEL, DFA**  
EAC Chairperson, Zone 2



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

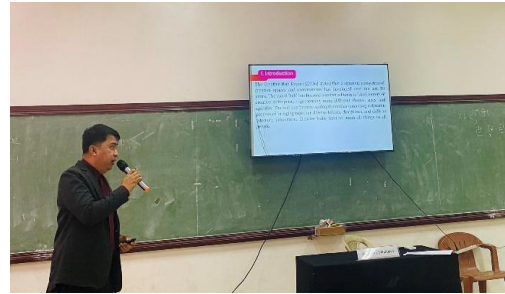
INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 50 of 72

## Annex C: 2024 Philippine Population Association International Scientific Research Conference

### VILLANUEVA PRESENTED THE CMCI RESEARCH DURING THE 2024 PHILIPPINE POPULATION ASSOCIATION INTERNATIONAL SCIENTIFIC RESEARCH CONFERENCE

The Philippine Population Association (PPA) organized the 2024 Philippine Population Association International Scientific Conference at Claude Andrews Convention Center, Cagayan State University - Andrews Campus, Tuguegarao City, Cagayan on March 7-8, 2024. The top 3 entries during the Cagayan Valley CMCI Research Conference were invited to present under the Session on Cities and Municipalities Competitiveness Index: Region 2 focus. Dr. Harrison T. Villanueva in behalf his team with Dr. John Octavious S. Palina and Engr. Angelino A. Pimentel presented the research paper entitled: Reconnoitering LGU's Potential as a Creative Innovation Center of Nueva Vizcaya using CMCI).



## Annex D: IFSU's Students' Research Congress Agency In-House Review for Student Research Proposals

The IDQAO Director, Mrs. Pearl Via Coballes, was invited by Ifugao State University-Lamut Campus to be part of the technical panel of evaluators during the IFSU's 3<sup>rd</sup> Research Congress (January 24, 2024) and the Agency In-House Review (May 28-29, 2024). The College of Arts and Sciences organized the congress and included presentations from various disciplines, including Psychology, Political Science, and Tourism Management. Mrs. Coballes' evaluations focused on psychological researches.





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 51 of 72

## Annex E: AUN QA Tier 1 Training

### A. Narrative Report

The 18<sup>th</sup> AUN-QA Training Course for Accomplishing Programme Assessment (AUN-QA Tier 1 Training), Version 4.0 was held in Bangkok, Thailand from April 2 to 5, 2024 with participants of various backgrounds from Cambodia, Philippines, Thailand, and Vietnam. The training aimed to orient the participants on the program assessment process, criteria, requirements, and assessment application process. Mrs. Pearl Via Coballes, IDQAO Director and Dr. Harrison Villanueva, Assistant IDQAO Director attended the training.

The training coaches were Assoc. Prof. Dr. Tan Kay Chuan (Lead Coach), Mr. Prem Anand M Arjunan (Coach), and Dr. Yu un Oppusunggu (Coach)

### B. Training Certificates



### C. Photo Documentation





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

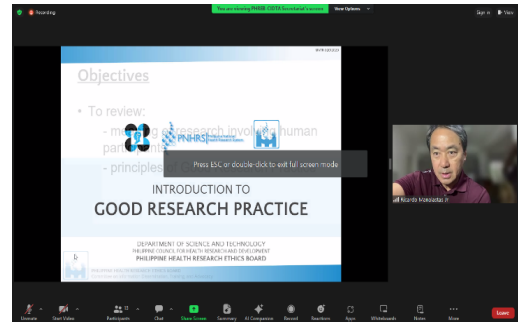
INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 52 of 72

## Annex F: Training on Good Research Practice

### COBALLES AND VILLANUEVA ATTENDED THE GOOD RESEARCH PRACTICE TRAINING

The University Research Ethics Board conducted a two-day training on Good Research Practice held via Zoom on January 10-11, 2024 via Zoom. The activity aims to enhance the members' awareness of the Research Ethics Board on the importance of ethics in research and improve the capacity for participation in the research ethics review system. Dr. Ricardo M. Manalastas, Jr. and Dr. Rosario Angeles T. Alora served as the resource speakers during the training.



The training covered the following main topics: Introduction to Good Research Practice, Applying the Principles of Good Research Practice, Recognizing and Resolving Ethical Issues, and Appreciation for Specific Roles and Responsibilities towards research participants, other researchers, and the public. Mrs. Pearl Via S. Coballes and Dr. Harrison T. Villanueva also attended the training.

Dr. Ricardo M. Manalastas, Jr. and Dr. Rosario Angeles T. Alora shared their expertise during the training with interactive sessions after every topic.

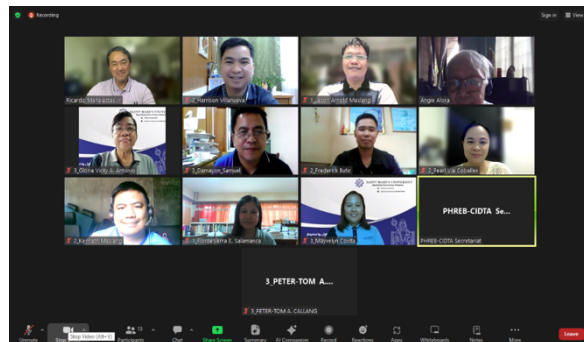
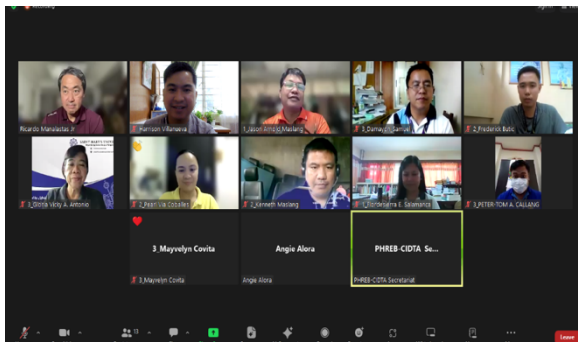


Photo documentation with the speakers and participants during the Day 2 of the training.





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 53 of 72

## Annex G: Synergy Pilipinas Planning Workshop

### SMU-SYNERGY TEAM PARTICIPATED THE SYNERGY NL 2024 PLANNING WORKSHOP

Synergy Pilipinas conducted a Planning Workshop at Debusscherre Hall, Saint Mary's University on January 17-18, 2024. The activity focused on the (1) presentation of 2023 Progress Report, (2) evaluation of processes and results, (3) assessment of Synergizing capacities, (4) local Scanning of opportunities and threats related to promoting SusAg, climate/disaster resilience, policy advocacy and participatory governance, and co learning during Day 1 and (5) review of Theory of Change (Phase 3), (6) initial Phase 3 planning, and (7) plotting of plans in existing log frame. The activity was attended by both North Luzon partners. The North Luzon partners included Saint Mary's University, Nueva Vizcaya State University, Isabela State University, PAYOGA, and Agrizkaya Cooperative Federation. The following activities were identified by the SMU Synergy Team as part of their accomplishments:

<ul style="list-style-type: none"><li>■ Business Plan of ERI-CEFE</li><li>■ Mentoring of Digital Marketing</li><li>■ Internal LCCAP Workshop</li><li>■ Scoping of new MBO</li><li>■ Product Development of Littuko</li></ul>	<ul style="list-style-type: none"><li>■ Completion of the Chopsuey Chips product development</li><li>■ SOE Research Completion</li><li>■ SOE Research Sharing and Participatory Action Planning</li></ul>
--	---



The Synergy NL Team during after the planning workshop.



The SMU Synergy Team with our University President, Dr. John Octavious S. Palina.



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 54 of 72

## Annex H: Synergy Plenary Meeting

### SMU PARTICIPATED THE SYNERGY ANNUAL PLENARY MEETING

Synergy Pilipinas conducted an Annual Plenary Meeting at Hive Hotel, Quezon City on February 28 to March 1, 2024. The three-day meeting will allow participants to (1) reflect on the current situation in strategic themes and how this impacts on their local and national work; (2) share knowledge through a Synergy Research on Slow Onset Events; (3) synthesize Provincial Cluster plans to feed into Thematic Clusters learning and work plans; and (4) finalize Phase 3 Results Framework. The activity was attended by both North Luzon, South Luzon, Metro Manila partners. The North Luzon partners included Saint Mary's University, Nueva Vizcaya State University, Isabela State University and PAYOGA.



HEIs, MBOs, and other partners of Synergy Pilipinas gathered to plan 2024's initiatives with an emphasis on sustainable agriculture and entrepreneurship, climate change, and youth and gender.



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

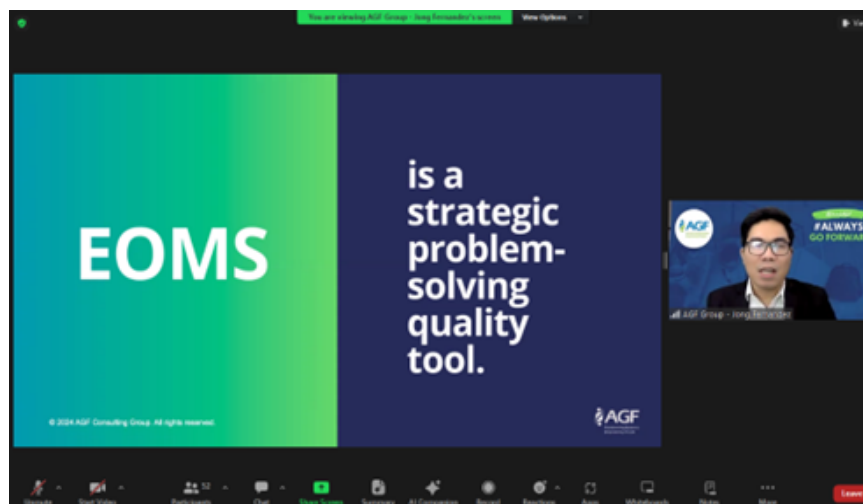
Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 55 of 72

## Annex I: Webinar on ISO 21001:2018

### IDQAO DIRECTOR AND ASST. DIRECTOR ATTENDED THE ISO 21001: 2018 EOMS WEBINAR

AGF Consulting Group conducted a Free Webinar on ISO 21001: 2018 EOMS with the theme: "Understanding EOMS Metrics". The webinar aimed to present the ISO 21001: 2018 Educational Organization Management System (EOMS) and how to effectively measure the performance. The webinar was held on May 17, 2024 via Zoom and was attended by Mrs. Pearl Via S. Coballes and Dr. Harrison T. Villanueva.

The key topics include overview of ISO 21001:2018 EOMS, Importance of Metrics in Educational Management, and Understanding Key Performance Indicators (KPIs).







# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 56 of 72

## Annex J: QA Conclave

### CHED Quality Assurance Conclave for Higher Education Leaders 13 May 2024, Sofitel Philippine Plaza, Manila

On May 13, 2024, SMU joined the Quality Assurance Conclave for Higher Education, held at the Sofitel Philippine Plaza Manila. This prestigious event marked the culmination of a week-long celebration of the Commission on Higher Education's (CHED) 30th anniversary.

The conclave brought together leaders from various universities across the country. Discussions focused on critical themes including quality assurance in education, emerging trends in the field, and how to meet future industry demands. Recognizing the evolving landscape of higher education, CHED aimed to foster collaboration among leaders, facilitating a comprehensive discussion on the current state of education from diverse perspectives.

Plenary sessions explored topics like "Global Perspectives on Quality Tertiary Higher Education," "Reinventing Higher Education and Emerging Global Trends," and a panel discussion on "Government-Academe Industry Upskilling: Partnership for Sustainability in Higher Education."



Mrs. Pearl Via Coballes, IDQAO Director, attended the event on behalf of the university president.



Mrs. Coballes, with the rest of the QA Conclave participants, from Region 2



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 57 of 72

## Annex K: Synergy Phase 3

### SMU PARTICIPATED IN THE SYNERGY PHASE 3 RESULTS FRAMEWORK REFINEMENT WORKSHOP

Synergy Pilipinas organized the Phase 3 Results Framework Refinement Workshop at the University Hotel, UP Diliman, Quezon City on May 21, 2024. The workshop's objectives are to gather the inputs of the working groups on the draft copies and finalize the framework indicators. The workshop was attended by Provincial Lead and co-lead Dr. Dolores B. Galvez (NVSU) and Dr. Harrison T. Villanueva (SMU).







# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 58 of 72

## Annex L: PGCA Nueva Vizcaya First Annual Conference

Mrs. Pearl Via Coballes, IDQAO Director, was invited to be a plenary speaker and workshop facilitator of the First Annual Conference of the Philippine Guidance and Counseling Association-Nueva Vizcaya Chapter. Mrs. Coballes dwelled on the topic - Hopelessness to Hope: Tools and Strategies for Suicide Prevention, Intervention, and Recovery. Sharing of experiences and expertise was also made evident by the participants as they willingly and actively participated in giving their self-made programs delving into ways that a mental health professional can help and guide people with suicidal tendencies.

The conference was held on May 9-10, 2024, at the Sacred Heart Center of SMU. It was attended by guidance counselors, social workers, guidance designates, and Psychology students. The event was endorsed by the Professional Regulatory Commission with CPD points assigned for licensed counsellors, psychologists, and social workers.





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 59 of 72

## Annex M: Reorientation on ISO 9001:2015 to Senior High School Employees

### IDQAO ASSISTANT DIRECTOR CONDUCTED REORIENTATION OF THE SCHOOL'S QUALITY ASSURANCE SYSTEM TO SENIOR HIGH SCHOOL FACULTY MEMBERS

The SMU Senior High School Principal, Mr. Melencio G. Bernardino, Jr. invited the IDQA Office to re-orient the faculty members and staff on the School's Quality Assurance System during the Midyear INSET on January 22, 2024. The reorientation covered ISO and SMU's QMS and SMU's Strategic Plan.



## Annex N: Personality Development Seminar

Mrs. Pearl Via Coballes, IDQAO Director, and faculty of the Psychology, Human Services, and Social Work department, provided a personality development seminar to 4<sup>th</sup> year Psychology majors getting ready for their internship outside the university. In her talk entitled, Polishing Potential: Personality Development for Psychology students, Mrs. Coballes discussed time and stress management techniques which students can adopt during their internships. She also highlighted the importance of self-care and checking in on the self and others. Students participated actively in the sessions with questions regarding workplace etiquette and protocols.



The seminar was held on January 29, 2024 at the RT401. It was organized by the Department Chair, and the OJT instructor of the Psychology department, Ms. Kristine Ann Israel.







# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 60 of 72

## Annex O: Mindset Start-Up Challenge

### VILLANUEVA INVITED AS RESOURCE SPEAKER-MENTOR FOR THE MINDSET START-UP CHALLENGE

The Technology Transfer and Business Development Office and School of Accountancy and Business Department of Business and Office Administration and Entrepreneurship organized the Mindset Start-up Challenge on February 5 to 8, 2024. The activity aimed to conduct a business pitch competition that aims to foster a culture of innovation and entrepreneurship among Marian students and employees. The challenge aims to encourage participants to come up with creative and feasible solutions to real-world problems. Dr. Harrison T. Villanueva, Assistant Director, Institutional Development and Quality Assurance Office was invited as a resource speaker-mentor and discussed the topic "Ideation" during the Day 1 of the event.



## Annex P: Seminar on Writing for Publication

### COBALLES AND VILLANUEVA ATTENDED THE TRAINING-WORKSHOP ON WRITING FOR PUBLICATION

The University Research Center conducted a Training-Workshop on Writing for Publication on February 27, 2024 at the Sacred Heart Center. The resource speaker was Dr. Jeff Clyde Corpuz of DLSU Manila and alumnus of Saint Mary's University. The activity was attended by Faculty researchers in the university including Mrs. Pearl Via S. Coballes and Dr. Harrison T. Villanueva.

The activity aimed to (1) understand the fundamentals of research writing (research articles); (2) identify the key components of a research paper's structure; (3) demonstrate proficiency in composing each section of a research paper for publication; and (4) apply techniques and strategies for improving the quality of writing in research papers.



A photo with Dr. Jeff Clyde Corpuz after the training-workshop.



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

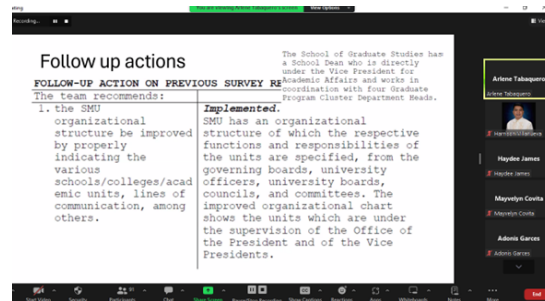
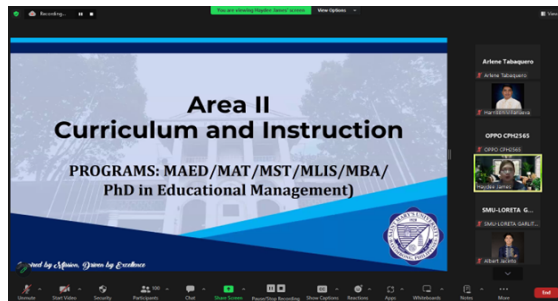
Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 61 of 72

## Annex Q: Orientation on PAASCU for SOGS

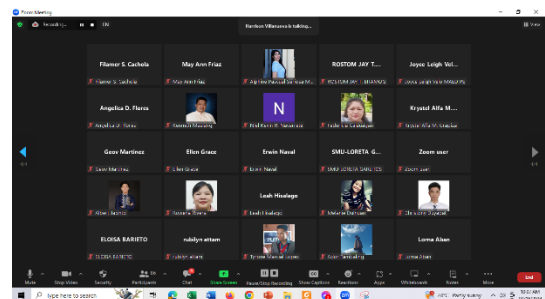
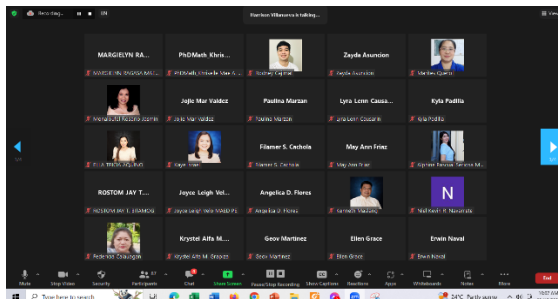
### IDQAO PARTICIPATES IN THE PAASCU ORIENTATION FOR GRADUATE PROGRAMS FOR FACULTY MEMBERS AND STUDENTS

The School of Graduate Studies organized an orientation about PAASCU for its upcoming resurvey visit on April 12 to 13, 2024. The orientation was held on March 16, 2024 via Zoom. The respective area chairs presented the follow-up actions on the previous team's recommendations, best features, and recommendations, which was followed by an announcement on the Gokongwei Scholarship. Dr. Harrison Villanueva, the IDQAO Assistant Director, presented the area on faculty. The graduate program cluster heads presented the rest of the PAASCU areas:

Faculty	Dr. Harrison T. Villanueva
Curriculum and Instruction	Dr. Haydee James and Dr. Mayvelyn S. Covita
Research	Dr. Mayvelyn S. Covita
Students	Dr. Haydee James
Library	Dr. Adonis Garces
Other Resources	Dr. Analyn Guevara
Administration & other highlight accomplishments	Dr. Arlene L. Tabaquero



Dr. Haydee D. James and Dr. Arlene L. Tabaquero presented their respective areas on Curriculum and Instruction and Administration.





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 62 of 72

## Annex R: Echo seminar on Good Research Practice

### COBALLES AND VILLANUEVA SERVED AS RESOURCE SPEAKERS DURING THE ECHO SEMINAR ON GOOD RESEARCH PRACTICE TO FACULTY MEMBERS

The University Research Ethics Board conducted a half-day echo session on Good Research Practice held at Pedro Calungsod Hall on April 24, 2024 as part of the *Linggo ng Likha at Lingkod* (LLL) celebration. Mrs. Pearl Via S. Coballes discussed Transparency and Conflict of Interest while Dr. Harrison T. Villanueva presented Social Value in Research and Research Dissemination and Authorship. The activity was attended by faculty members from the different schools.







# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 63 of 72

## Annex S: Coop Dynamics Seminar

The Business and Accountancy Cluster of the School of Graduate Studies, particularly the Advanced Entrepreneurship Management, Current Issues and Trends in Cooperative Management, and Strategic Management classes, organized a one-day seminar-workshop entitled: "Navigating Cooperative Dynamics: Empowering Cooperatives through Entrepreneurship, Strategy, and Governance" on Saturday, May 18, 2024 as part of the GIFTED (Graduate Initiatives For Trainings, Empowerment and Development) Program. This event aimed to equip participants with the knowledge, skills, and strategies necessary to effectively navigate the complexities of cooperative organizations. By leveraging principles of entrepreneurship, strategic management, and governance, the seminar sought to empower cooperatives for sustainable growth and social impact.

Mr. Arturo A. Palafox, Supervising Cooperative Development Specialist of the Provincial Cooperative and Enterprise Development Office, delivered an inspirational message to the attendees. The seminar was attended by representatives from various cooperatives in the province, including 10 cooperative officers and members from San Luis OFW Family Circle Agricultural Cooperative, 3 from Lower Addawan Agricultural Cooperative, 4 from Timpuyog ti Babbalasang idi Kalman, 2 from Immaculate Conception parish Multi-purpose Cooperative and 5 from Highland Agro-forestry Agriculture Cooperative, and 1 from Magapuy Farmers Multi-purpose Cooperative. The following topics were discussed:

- Cultivating Essential Competencies for Collective Success (Mr. Neil Jansen O. Reginalde, MBA student)
- Designing Cooperative Futures: Applying Design Thinking for Collective Innovation (Mr. Jesus P. Cacho, MBA student)
- Strategic Planning for Cooperative Growth and Resilience (Ms. Grace Marianne R. Mania, MSA student)
- Strategic Harmony: Aligning Internal Capacities with External Realities for Optimal Business Strategies (Ms. Rhodilet B. Valdez, MSA student)
- Cooperative Governance: Fostering Member Participation and Effective Models (Ms. Sheryl A. Baria, PhD Commerce student)
- Sustainability Strategies: Enhancing Cooperative Management Practices (Mrs. Angela C. Garra, PhD Commerce student)

Dr. Mayvelyn S. Covita (leftmost), Graduate Programs Cluster Department Head, Business and Accountancy presented the GIFTED program of the School of Graduate Studies and facilitated the planning for possible extension collaboration.





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 64 of 72

Documentation during the awarding of certificates to the participants





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

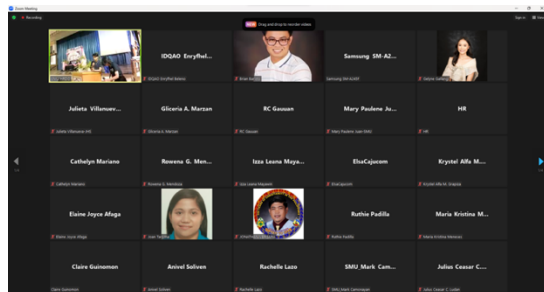
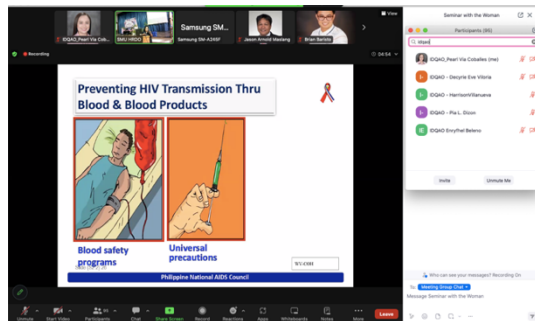
Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 65 of 72

## Annex T: GAD Seminar

### Gender and Development Seminar

March 13, 2024, Sacred Heart Center and Zoom

The IDQAO team participates in a Gender and Development training organized by the Dean of Student Affairs and Services in coordination with the Human Resources and Development Office and the University Health Services Office. The training was conducted as part of the Women's Month celebration. The topics included sexually transmitted infections and teenage pregnancy, with speakers from the provincial Commission on Population and Development Office. An empowerment seminar was also provided by an SMU Psychology alumna, Ms. Chantal Therese Tayaban, a registered psychologist connected with the Ateneo Bulatao Center for Psychological Services.





**SAINT MARY'S UNIVERSITY**  
Celebrates National Women's Month  
06 and 13 March 24  
*Theme: Lipunang Patas sa Bagong Pilipinas: Kakayahang ng Kababaihan, Patutunayan!*

**EVENT 1: 06 March 2024 6:00 AM** "RUN FOR THE WOMAN"  
Assembly at SMU FOUR PILLARS

**EVENT 2: 13 March 2024** "SEMINAR WITH THE WOMAN"  
Sacred Heart Center

7:30 - 8:00: Registration	
8:01 - 8:15: Preliminaries	
Opening Prayer	Mr. Allan Guib Secretary, DSAS
Welcome Remarks	Dr. John G. Tayaban Vice President for Administration
8:16 - 8:21: Introduction of Resource Speakers 1 and 2	Mrs. Grace Marabut OIC, UHSO
8:22 - 9:02: Sexually Transmitted Infection (HIV/AIDS)	Ms. Clavel A. Subayao STI/HIV AIDS Provincial Coordinator
9:03 - 9:43: Teenage Pregnancy	Ms. Evangelina Hernaez Adolescent and Safe Motherhood Program Provincial Coordinator
9:44 - 9:59: Open Forum	Felipe V. Nantes, Jr. ADSAS for Men
Awarding of Certificates to the Resource Speakers	
10:00 - 10:05: Intermission Number	
10:06 - 10:10: Introduction of Resource Speaker 3	Mrs. Arlene C. Costales ADSAS for Women, GAD Focal Person
10:11 - 10:51: Ake, Sila, Taya: Di Pala Ako Nag-iisa	Ms. Chantal Therese B. Tayaban Entry Level Counselor, Ateneo Bulatao Center for Psychological Services
10:52 - 11:07: Open Forum	Felipe V. Nantes, Jr. ADSAS for Men
Awarding of Certificate	
11:08 - 11:13: Closing Remarks	Mr. Samuel B. Damayan DSAS
11:14 - 11:19: Closing Prayer	Mrs. Maria Luisa I. Dio Staff, ADSAS
11:20 - 11:25: Photo Ops	

**EMCEES**  
Gervin Troy V. Garcia  
Guia Monique T. Sumegang  
AB Psychology-3 Students



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 66 of 72

## Annex U: International Faculty Mobility at Vives University

### I. International Mobility Details

Activity Title: International Week of VIVES  
University of Applied Sciences  
Dates: February 6-8, 2024  
Training Location: VIVES University of Applied Sciences,  
Brugge, Belgium  
Participant: Mrs. Pearl Via S. Coballes, IDQAO  
Director  
Purpose of Mobility: Enrich educational experience of  
students through international  
lecturers who will provide global  
perspectives on innovative  
approaches to teaching



### II. Narrative Report

As part of an ongoing partnership with VIVES University of Applied Sciences, Mrs. Pearl Via Coballes, Director of the Internal Quality Assurance Office (IDQAO) and faculty member of the Department of Psychology, Human Services, and Social Work, was invited as a guest lecturer during the International Week of VIVES' Department of Education (February 5-9, 2024).

The week's theme, "Innovative Approaches to Teaching – Global Perspectives," brought together Mrs. Coballes with lecturers from Denmark, Poland, Ukraine, Sweden, Taiwan, Uganda, Kenya, Romania, South Africa, and Lithuania. Mrs. Coballes was the only lecturer from the Philippines. This mobility program fostered a collaborative environment by facilitating networking between visiting lecturers, local educators, and researchers. The goal was cultivating long-lasting connections and exploring potential collaborations in teaching innovation and global





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 67 of 72

education. On the right are some of the lecturers Mrs. Coballes met during the week-long activity.



The International Week started with registration and a warm welcome from the organizers. Mrs. Coballes had the opportunity to meet Lien Van Eecke (photo on the left - 3<sup>rd</sup> from left), the



International Coordinator for Education, and Elly Verstraete (photo on the left - leftmost), the Policy Secretary and Ombudsman for the Education Group at VIVES, and other international lecturers. The day concluded with a campus tour.







# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 68 of 72

On the second day, Ms. Elly welcomed everyone and invited them to attend the presentations of other guest lecturers. Mrs. Coballes was also able to benchmark with the QA practices of VIVES University and Rwanda through a round table discussion with Vanessa Meersdom (photo above-center), QA Coordinator for Education (VIVES) and Wenceslas Nzabairwa (guest lecturer from Rwanda (above-left most)).

Four sessions were scheduled, followed by a walking tour of the charming town of Bruges.

Day 3 was dedicated to Mrs. Coballes' lecture on innovative language strategies for inclusive teaching. Education students from Belgium, Spain, and Cyprus, VIVES faculty, and other guest lecturers attended her session.

The remainder of the day was spent participating in other lectures and exploring VIVES' innovative Gaming Lab (see below).





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 69 of 72

Day 4 found Mrs. Coballes participating in a workshop on "Active Self-Discovery Methods: Psychodrama and the Feedback Game," facilitated by psychology professors from Lithuania.



The afternoon offered diverse experiences - a session on Vikings in Danish and European History, and an interactive exploration of "The Self in Body and Space" by a Polish facilitator.

The final day included a trip to the VIVES Kortrijk Campus, where the group visited and interacted with the FLAX – House of AI. The remainder of the week was dedicated to further exploration of the city and social gatherings with fellow guest lecturers.





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 70 of 72

## Annex V: Certificate - Faculty Research Forum



## Annex W: Student Satisfaction Results

Second Semester A.Y. 2023-2024				
School/Department	Response Rate	Frequency (N=___)	Mean	QD
SAB	2.76%	27/978	2.82	High Level
SEAIT	2.41%	31/1,284	2.92	High Level
SHNS	10.58%	186/1,758	3.00	High Level
STEH	6.48%	57/879	2.86	High Level
SOGS	8.71%	31/356	3.46	High Level
COL	19.25%	31/161	3.15	High Level
GSD	28.59%	177/619	3.54	Very High
JHS	62.33%	450/722	3.34	High Level
SHS	18.74%	193/1,030	2.94	High Level
Total	17.75%		3.11	High

Legend: 1.00-1.50 – Very Low Level of Satisfaction, 1.51-2.50 – Low Level of Satisfaction, 2.51-3.50 – High Level of Satisfaction, 3.51-4.00 – Very High Level of Satisfaction



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 71 of 72

## Annex Y: Learning Session on Personal Financial Management





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 72 of 72

## Annex Z: Enrolment Management





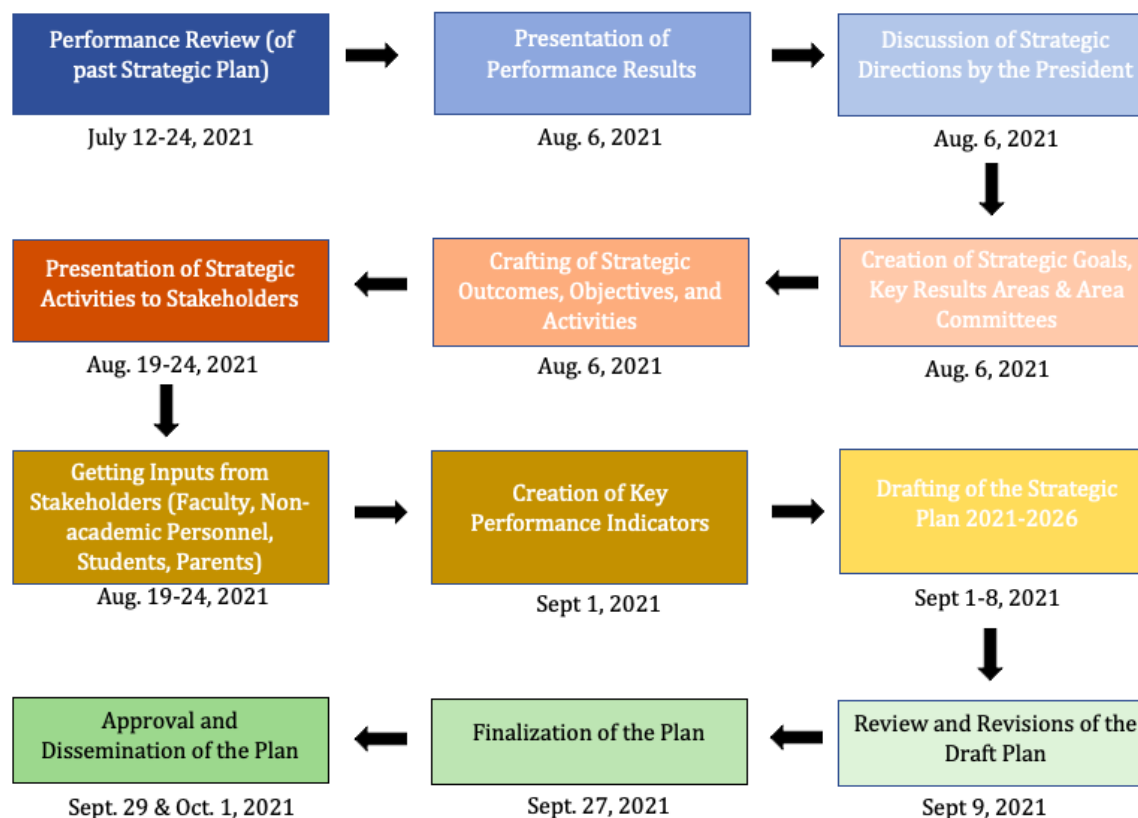


INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

FORMULATION OF THE STRATEGIC PLAN 2021-2026

The formulation of the Strategic Plan 2021-2026 involved several processes and stakeholders of the University. It began with performance review sessions that started in July 2021 and ended with the dissemination of the plan through the Administrative Session in October 2021. Below are the processes that occurred in relation to the formulation of the 5-year plan.

Process Description of SMU's Strategic Planning





INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

## Presentation of Performance Results

The presentation of performance results was conducted on Aug. 6, 2021 (previously scheduled Aug. 5, 2021). In this session, results of Workshops 1-3 were presented to the body comprised of office heads, department heads, and coordinators. These results were then used as basis in the formulation of strategic activities for the new 5-year Strategic Plan (2021-2026).

**What:** Strategic Plan 2018-2021 Evaluation and Formulation of Strategic Activities for 2021-2026

**Who:** Office heads and Coordinators – Grade School, Junior High School, Senior High School and Higher Education

**When:** August 6, 2021, 8am-12pm; 1:00-5:00pm

**Where:** Fr. Tonus Gymnasium, SMU

### I. Attendees (see photo on the right)

### II. Proceedings

This first session for the formulation of the Strategic Plan was designed to present the summary of the evaluation of the 2018-2021 and provide administrative and academic officers of the university directions as part of the Strategic Planning process. The session was facilitated by the Institutional Development and Quality Assurance Office (IDQAO) and supervised by the University President. The participants were academic and administrative officers, as well as departmental officers from the basic to the higher education levels.

#### List of Participants

1. Dr. John Octavious S. Polina	SAB Departmental Officers
2. Dr. John G. Tayaban	40. Mrs. Maria Concepcion T. Jailjail
3. Dr. Moises Alexander T. Asundon	41. Dr. Harrison T. Villanueva
4. Mrs. Veronica S. Acosta, CPA	42. Dr. Mayvelyn S. Covita
5. Rev. Fr. Philip A. Yu Jr., CICH	SEAIT Departmental Officers
6. Atty. Epifanio Delbert G. Galima III	43. Engr. Jeffre T. Alindayu
7. Dr. Gertrude G. Danao	44. Mr. Rogle B. Taborda
8. Rev. Fr. Alberto I. Tamisen, CICH	45. Engr. Jojo C. Mariano
9. Mrs. Elhora V. Adalem	46. Engr. Joel T. Mendoza
10. Dr. Henry F. Gamboa	SHNS Departmental Officers
11. Miss Carina S. Mallillin	47. Mrs. Melchora M. Bautista
12. Dr. Arlene L. Tabaquero	48. Mrs. Elory Michelle C. Quiben
13. Dr. Regina D. Ramel	49. Mrs. Maria Shiela M. Ramos
14. Mr. Melendo G. Bernardino Jr.	STEh Departmental Officers
15. Mrs. Aileen O. Santos	50. Dr. Zayda S. Asundon
16. Dr. Ma. Cristeta M. Aduca	51. Mr. Gerome H. Bautista
17. Mr. Samuel B. Damayan	52. Dr. Mary Grace M. Bulatao
18. Dr. Lorvin M. Adducul	53. Mrs. Alona C. Costales
19. Mr. Jason Arnold L. Maslang	54. Mr. Ernest L. Esmeralda
20. Mr. David A. Cabonero	55. Mrs. Analyn A. Guevara
21. Mrs. Essel T. Calaberal	56. Mrs. Jeanette D. Manuel
22. Dr. Christopher Allen S. Marquez	57. Dr. Felipe V. Naries
23. Dr. Darwin Don M. Dacles	Senior High School
24. Mrs. Ruby Lyn R. Nuestro	58. Mr. Mark D. Balonguita
25. Mrs. Pearl Via S. Coballes	59. Mrs. Marites Vilma F. Sanchez
26. Dr. Cesar T. Medula Jr.	60. Mr. Harold J. Padilla
27. Mrs. Leila A. Navarro	61. Miss Lea A. Galvan
28. Mrs. Arlene P. Daran	Junior High School
29. Mrs. Irma Modelleine F. Lopez	62. Dr. Elsa L. Calucom
30. Mr. Kerwin N. Bayot	63. Miss Genelita B. Escaros
31. Dr. Clara M. Gonzales	64. Mrs. Marijuli C. Gacusan
32. Dr. Edwin Edilberto N. Mania	65. Mrs. Armely A. Morales
33. Mrs. Iris E. Reginalde	Grade School
34. Mrs. Marie Grace C. Sadangsal	66. Mrs. Ma. Socorro M. Calpito
35. Mr. Sherween Jerry Paul V. Saquing	67. Mrs. Myla R. Dueñas
36. Mrs. Joan B. Taroma	68. Mrs. Nida A. Galan
37. Mr. Mildos Meeds Orisco V. Blando	69. Mrs. Lilibeth V. Cajimat
38. Mr. Sherwin A. Marciano	
39. Engr. Angelino Pimentel	



**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

The objectives of the session are shown on the photo below. After presenting the evaluations of the past plan, the group was then oriented on the Strategic Thrusts of the University President, as follows:


**Strategic Directions from the University President**

**1. MISSION AND IDENTITY AS DEFINING ATTRIBUTES OF MARIANS**

- a) Christian formation programs, pastoral ministry (classroom, work areas and beyond);
- b) Research-based extension projects in adopted communities (plan-implement-monitor- terminate-evaluate; 5-year project);
- c) Cultivate a spirit of volunteerism (unit-based flagship programs);
- d) Support for CICM advocacies (JPIC, indigenous peoples, environmental protection and management, and disaster risk reduction and management);
- e) Scholarship grants; and
- f) Stronger and sustained alumni support and involvement.

**2. ACADEMIC EXCELLENCE AND PRESTIGE**

- a) achieve high passing rates across board & bar programs
- b) produce topnotchers
- c) add PAASCU-accredited programs
- d) regain and maintain autonomous status
- e) maintain COE in Teacher Education
- f) transform CODs in Civil Engineering and IT Education into COEs
- g) add Centers of Development
- h) offer new course programs
- i) offer full online course packages
- j) offer continuing education programs.



**SAINT MARY'S UNIVERSITY**  
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES  
**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

To: **OFFICE HEADS, DEPARTMENT HEADS, AND COORDINATORS**  
Re: **PART 2 - STRATEGIC PLAN 2018-2021 EVALUATION**  
Date: **July 30, 2021**

---

Dear Sirs/Mesdames:


Please be informed that Part 2 of our Evaluations of the 2018-2021 Strategic Plan will be held face-to-face on **August 5, 2021 (Thursday)** at the **Fr. Tonus Gymnasium** from 8:00 AM to 5:00 PM. The objectives of Part 2 evaluations are the following:

- 1) Determine what can be improved with our programs and projects;
- 2) Have a common understanding of our SWOT;
- 3) Be oriented on Strategic Planning and Directions by our University President;
- 4) Create our Key Result Areas; and
- 5) Construct our strategic activities.


Kindly see the Program of Activities and the list of participants attached in this notice.

May Mary, our Patroness, guide us as we move forward toward our strategic goals.

Respectfully,

  
PEARL VIA S. COBALLES  
Director, IDQAO

Approved by:

  
DR. JOHN OCTAVIOUS S. PALINA  
University President

1



---

**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

**3. INFRASTRUCTURE, ORGANIZATION, STUDENT AND STAFF DEVELOPMENT**

- a) upgrade facilities & teaching and learning areas, including practicum labs & incubation facility
- b) ensure safe workspaces; revitalize the Materials Recovery Facility; Green campus
- c) infra projects (Marian park; car & motorcycle park slots; paved, cemented roads; school grounds improvement/overall physical plant)
- d) University shop/store
- e) museum that contains historical and cultural exhibits (about the CICM, SMU and the province of NV)
- f) establish Centers, units (Language Center, Instructional Resources Dev't Center, Teaching & Learning Styles, Students' Center)
- g) effective and efficient Management Information System (HRIS, Financial, etc), LMS
- h) TQM as a result of ISA and ISO certifications (*quality as a way of life through Quality Circles*)
- i) holistic development program for students/Holistic education.
- j) faculty development program (faculty profile)
- k) staff development and training
- l) management development program
- m) SMU Integral Growth and Lifestyle Advocacy program (psycho-spiritual, professional and physical wellness); work-life balance programs
- n) management succession program

**4. NATIONAL AND INTERNATIONAL PRESENCE**

- a) increased public presence through a strategic communication plan (publication exchanges, special events, online/social media presence, electronic billboard, clear & bigger signage installed in strategic places, tap alumni with national & international prominence for publicity, advertising, and so on)
- b) national & international academic linkages implementation (faculty & student exchanges, target inbound international students, presence of adjunct professors from partner institutions, joint conduct of projects, collaborative researches, joint offering of courses, international OJT)
- c) marketing materials for local/national and international students/student recruitment
- d) national and international accreditation (ISA, PQA, AACSB, ABET)
- e) ISO Certification

**5. BUILD AND STRENGTHEN THE UNIVERSITY'S RESEARCH CULTURE**

- a) Research production; tap research grants (local and foreign)/externally-funded research projects
- b) Scholarly works publication in peer-reviewed journals with good academic or scientific reputation
- c) Research utilization
- d) New product development and commercialization (university spinoffs, licensing, technology transfer agreements, and patenting)



**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

With the President's thrusts, the group proceeded in finalizing the Strategic Goals. For this year, the same goals as that of the 2018-2021 was adopted as these were deemed to still be suited to the current context of the organization

**Strategic Goals**

**Goal 1:** Fortified Catholic Identity

**Goal 2:** Intensified SMU's Culture of Excellence through Innovation

**Goal 3:** Bolstered SMU's Transformative Engagement with the Local & Global Communities

To achieve these goals, they are translated into Key Result Areas (KRA) which serve as guideposts to track progress and success. In finalizing the KRAs, the group considered which areas are also evaluated by accrediting agencies. Below is an overview of how the finalized KRAs are reflected in accrediting agencies:

## KRAs aligned to ISA & PAASCU standards

SMU KRAs	PAASCU	ISA
1) Administration	Area 1: Leadership & Governance	KRA 1: Governance & Management
	Area 2: Quality Assurance	
	Area 3: Resource Mngt	
2) Curriculum Development & Instruction	Area 4: Teaching-Learning	KRA 2: Quality of Teaching & Learning
3) Educational Support Services	Area 5: Student Services	KRA 4: Support for Students
4) Research & Community Development	Area 7: Research	KRA 3: Quality of Professional Exposure, Research & Creative Work
		KRA 5: Relations with the Community
5) Christian and Marian Formation		KRA 5: Relations with the Community
6) Physical and Financial Management	Area 3: Resource Mngt	KRA 1: Governance & Management
7) Linkages	Area 6: External Relations	KRA 1: Governance & Management
	Area 8: Results	

**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

After finalizing the KRAs, the group then identified the corresponding committee chairs and members per KRA.

Key Result Areas	
KRA	KRA Composition
Administration	<b>Chair:</b> Vice President (VP) for Administration <b>Co-chair:</b> Director, HRDO <b>Members:</b> Director, Center for Information and Communications Technology (CICT); Director, Institutional Development and Quality Assurance Office; and Head, Safety and Pollution Control Office (SPCO)
Curriculum Development & Instruction	<b>Chair:</b> VP for Academic Affairs <b>Members:</b> Academic Deans, Principals, Department Heads / Coordinators, Coordinator of the Equivalency and Technical-Vocational Assessment Office, Director of the Center for Natural Sciences (CNS), Coordinator of NSTP
Educational Support Services	<b>Chair:</b> Dean of Student Affairs and Services (DSAS) <b>Co-chair:</b> Head, Guidance and Testing Office <b>Members:</b> Associate DSAS for Men and Women, Director of the University Learning Resources Center, University Registrar, Director of the CICT, Head of the Computer and Electronics Technical Services Office, Head of the SPCO, nurses and doctors of the University Health Services Office
Research & Community Development	<b>Chair:</b> Director, University Research Center <b>Co-chair:</b> Director, <i>Lingkod Maria</i> Community Development and Advocacy Center <b>Members:</b> Head of the University Research Ethics Board; Head of the Technology Transfer and Business Development Office; Director of the Center of Natural Sciences
Christian and Marian Formation	<b>Chair:</b> VP for Mission and Identity <b>Co-chair:</b> Department Head, Christian Faith Education <b>Members:</b> Campus Ministry; Director, <i>Lingkod Maria</i> Community Development and Advocacy Center



**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

<b>KRA</b>	<b>KRA Composition</b>
Physical and Financial Resources Management	<b>Chair:</b> VP for Finance <b>Co-Chair:</b> President <b>Members:</b> All offices under the VP for Finance, Internal Auditor; Coordinator – Maintenance and General Services; Head of Safety & Pollution Control Office (SPCO); Director of the Center for Information and Communications Technology; and Director of the University Learning Resources Center
Linkages	<b>Chair:</b> Head, Admissions and External Relations Office <b>Members:</b> Head, Alumni Affairs Office; Director, <i>Lingkod Maria</i> Community Development and Advocacy Center; Director of the University Research Center; per school representative

**Crafting of the Strategic Outcomes, Objectives, and Activities**

As an output of the August 6, 2021 session, each KRA convened to craft their initial outcomes, objectives, and activities. Below is a sample output of the groups:

STRATEGIC PLAN 2021-2026

Strategic Goals	Strategic Directions	KRA	Strategic Objectives	Strategic Activity	Persons Responsible	KPI
Goal 1: Fortified SMU Catholic Identity and Mission	Mission & Identity as defining attributes of Marians	<ul style="list-style-type: none"> <li>KRA 5: Christian and Marian Formation</li> <li>KRA 4: Research and Community Development</li> <li>KRA 1: Administration</li> </ul>	<ul style="list-style-type: none"> <li>To facilitate holistic development of employees and students</li> <li>To manifest Catholic communion and CICM identity</li> <li>To support CICM advocacies</li> <li>To expand and intensify community wellness</li> </ul>	<ul style="list-style-type: none"> <li>Christian Formation Programs</li> <li>Community Development and Advocacy Programs</li> <li>Scholarship Program</li> <li>Executive Development Program</li> <li>Faculty Development Program</li> <li>Staff Development Program</li> <li>Management Succession Program</li> <li>SMU Integral Growth &amp; Lifestyle Advocacy (SIGLA) Program</li> </ul>		

- 1.1. The University strongly manifests the Catholic Standards and CICM Identity (Catholic Standards and CICM Identity).
- 1.2. The University engages in a vibrant Christian Formation (Christian Formation).
- 1.3. The University possesses a vibrant culture of Christian stewardship and professionalism (Corporate Culture).
- 1.4. The University blazes with the seal of mission and excellence (Branding).



## Presentation of Strategic Activities and Getting Inputs from Stakeholders

Now that each KRA has initial activities, the plan was then disseminated to the stakeholders of the university – academic and non-academic personnel and students. The IDQAO facilitated the sessions via Zoom, with each session being a consultation meeting to gather stakeholder perspectives on the programs, projects, and activities they would like to be included in the plan.

The consultation session with the non-academic personnel occurred on August 19, 2021 from 8:30-10am. The session formally started with an opening message from the University President, Dr. John Octavious S. Palina who discussed how important the inputs are of the non-academic personnel. He highlighted that ownership of programs and plans as well as participation to activities is higher when employees are actively involved in the planning sessions.

**What:** Non Academic Cluster – Strategic Planning: Inputs from Stakeholders  
**Who:** Staff – Grade School, Junior High School, Senior High School and Higher Education  
**When:** August 19, 2021, 8:30-10:00am  
**Where:** Zoom

NON-ACADEMIC PERSONNEL CLUSTER

# STRATEGIC PLANNING

Inputs from Stakeholders

August 19, 2021  
8:30 AM to 10:00 AM  
via Zoom

ORGANIZED BY IDQAO





## Program

Time	Activity	In-charge
8:30 AM	Prayer	Sr. Aileen Faith A. Dacyon, SIHM Staff, Campus Ministry
	Opening Message	Dr. John Octavious S. Palina University President
	Statement of Objectives Overview of the Strategic Planning	Mrs. Pearl Via S. Coballes Director, IDQAO
9:30 AM	<b>Open Forum:</b> Inputs from Participants	IDQAO
10:00 AM	Closing Prayer	Mrs. Liza Domingo Staff, LMCDAC







## INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

The screenshot shows a Zoom meeting interface. The main window displays a presentation slide with the following content:

- PREMIER UNIVERSITY WISDOM OF GOD INTEGRAL FORMATION** (in a yellow sun-like shape)
- Provide Quality Catholic Education** (in a blue house-like shape)
- CORE VALUES** (in a green box):
  - Christ's Mission
  - Innovation
  - Communion
  - Excellence
- Witness to Christ's mission**
- Community-building; strengthen community**
- Manifest excellence**
- Nurture creativity**
- "Inspired by Mission, Driven by Excellence"** (in a blue box)

The right side of the screen shows a grid of participants:

- President-John Palina
- IDQAO-Pearl
- VPF-Treasury and Ac...
- IDQAO-Mac
- VPAA-SEAIT Staff
- VPMI-Sr. Marilyn Tayaban
- VPMI - Fr. Phillip, CICM
- VPA-CETSO

The bottom of the screen shows the Zoom toolbar with options like Unmute, Stop Video, Security, Participants, Chat, Share Screen, Pause/Stop Recording, Breakout Rooms, Reactions, and More.

The university president providing context for the day's consultation session with non-academic personnel.

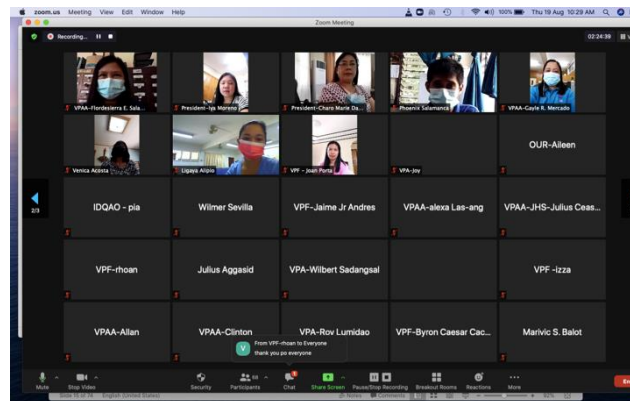
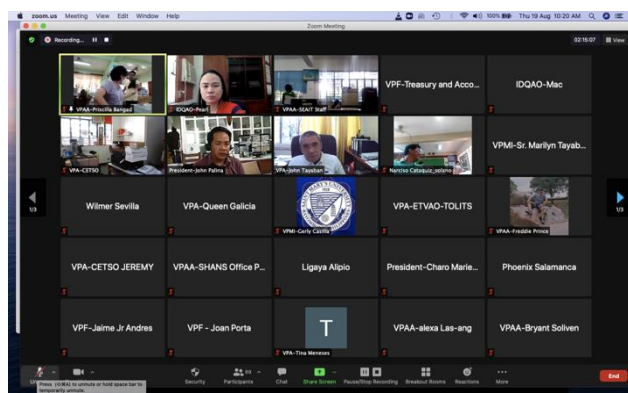
The meeting then continued with the Statement of Objectives and an Overview of the Strategic Planning process provided by the Director of the Institutional Development and Quality Assurance (IDQAO), Mrs. Pearl Via S. Coballes. The existing programs, projects, and activities were presented to the group. An open forum commenced where non-academic personnel presented the activities they would like to be included in the strategic plan.



## INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Strategic Activity	Inputs from Office Personnel
On the Staff Development Program	<ul style="list-style-type: none"><li>• Provide more ICT training for staff</li><li>• Organize Public Relations Training for office personnel</li></ul>
On Administration	<ul style="list-style-type: none"><li>• Reignite the Clean, Healthy, Safe, and Friendly (CHSF) Program</li><li>• Add activities in relation to Gender and Development</li></ul>

### Photo Documentation during the consultations with non-academic personnel

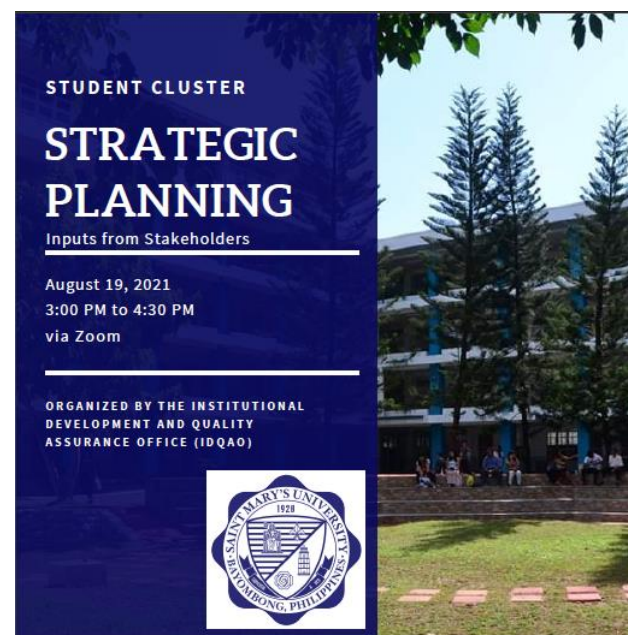




**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

**What:** Student Cluster – Strategic Planning: Inputs from Stakeholders  
**Who:** Students - Higher Education  
**When:** August 19, 2021, 3:00-4:30pm  
**Where:** Zoom

The student cluster was consulted in the afternoon of August 19, 2021. Similar to the non-academic personnel cluster, the President provided context to the students and the need for their inputs to the strategic plan. The IDQAO director presented the initial plan then facilitated the presentation of inputs from each student academic council. For the student cluster, the IDQAO coordinated with the Dean of Student Affairs and Services, who in turn also requested student organizations to consult their student body on plans they have for their schools.



Student council	Inputs/suggested activities from students	
Student Central Council	<ul style="list-style-type: none"><li>• “Mula sa Marian, Tungo sa Marian” Fundraising through Online Selling (emergency fund for students during disasters)</li><li>• Marian <i>Kandili</i> (support group for students)</li><li>• Leaders’ Summit</li><li>• Webinar series to increase social consciousness</li><li>• Enhancement of online bulletin board</li></ul>	<ul style="list-style-type: none"><li>• CHSF relaunching</li><li>• Outreach programs for university’s outsourced service providers</li><li>• Supplemental Load Assistance Program</li><li>• Regular meetings with university administration</li></ul>
School of Engineering, Architecture, and	<ul style="list-style-type: none"><li>• Improve/Update the Laboratory Facilities</li><li>• Maximizing the Student’s Participation</li></ul>	<ul style="list-style-type: none"><li>• More Beneficiaries of Students Load Assistance Program (Continue the SLAP in F2F)</li></ul>



**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

<b>Student council</b>	<b>Inputs/suggested activities from students</b>	
Information Technology	<ul style="list-style-type: none"> <li>Enhancing the skills of the Students (Create Programs/Subjects for developing skills, e.g. Calligraphy, Drawing, Cooking)</li> <li>More Scholarship Opportunities</li> <li>Creation of the Students' University Emails with Access Benefits</li> <li>More rest rooms and benches. Also, a Swimming Pool (SHS and College Swimming Activities)</li> </ul>	<ul style="list-style-type: none"> <li>Reviving the Student Study Group Program</li> <li>Improve the Learning Management System (LMS)</li> <li>SMU Online Library</li> <li>SMU Alumni Lectures</li> </ul>
School of Accountancy and Business	<ul style="list-style-type: none"> <li>Student well-being programs</li> <li>Management of online learning</li> </ul>	
School of Health and Natural Sciences	<ul style="list-style-type: none"> <li>Free WiFi</li> <li>Additional laboratories, equipment and reagents for medical-related courses</li> <li>Streetlights, more lights in the mini forest and oval</li> <li>Additional fans in classrooms, e-trike in campus,</li> </ul>	<ul style="list-style-type: none"> <li>More student involvement in outreach activities</li> <li>Renovation of the main gate and entrance, to accommodate more students upon entering the campus</li> <li>Improve the oval track</li> <li>LMS library</li> </ul>
School of Teacher Education and Humanities	<ul style="list-style-type: none"> <li>Continuous implementation of extra-curricular activities that promote student development</li> <li>Increased scholarship grants</li> <li>Avail premium applications (e.g. Canva)</li> <li>Regular inspection or evaluation of the professors and instructors</li> </ul>	<ul style="list-style-type: none"> <li>Alignment of the content and assessment</li> <li>Unified portal where students can access the different offices/services</li> <li>School psychologist</li> <li>Policy review on non-Catholic applications</li> </ul>

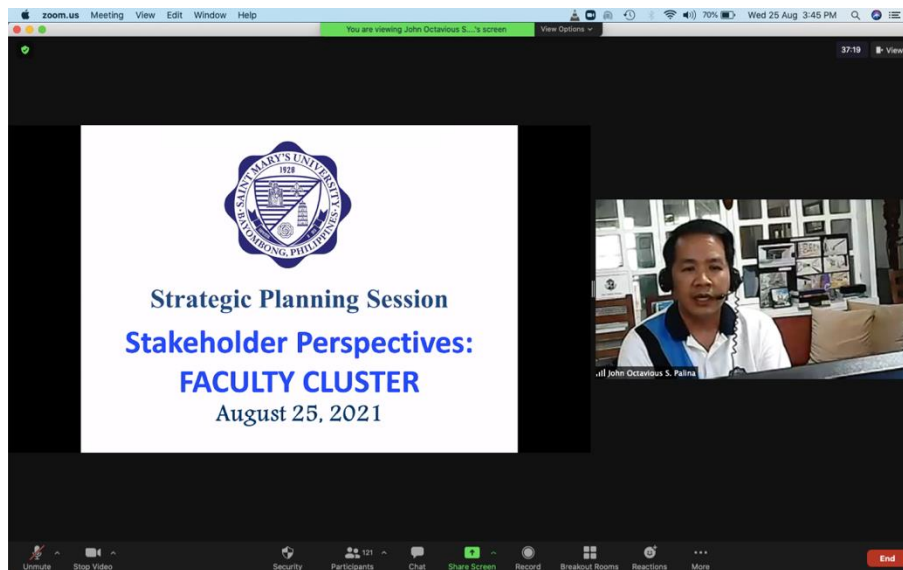
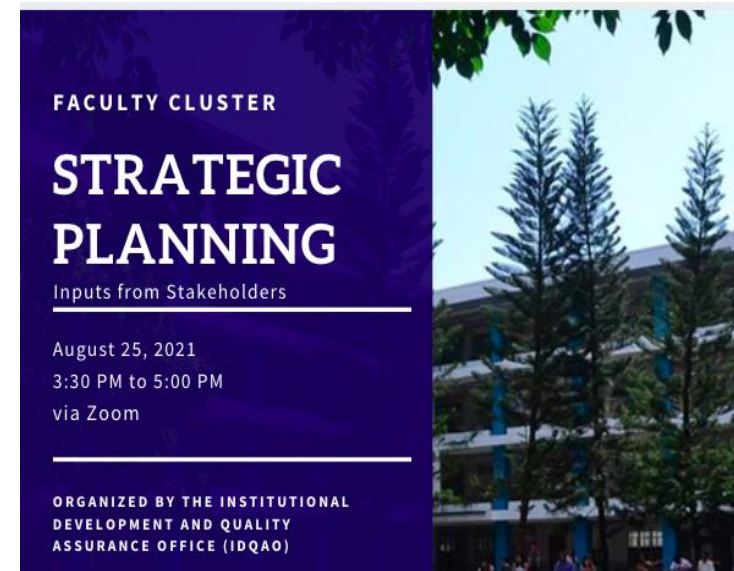




**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

**What:** Faculty Cluster – Strategic Planning: Inputs from Stakeholders  
**Who:** Faculty Members – Grade School, Junior High School, Senior High School and Higher Education  
**When:** August 25, 2021, 3:30-5:00PM  
**Where:** Zoom

On August 25, 2021, faculty members participated in a Strategic Planning Session to provide their inputs for the 2021-2026 Strategic Plan. The session was organized by the Institutional Development and Quality Assurance Office (IDQAO). The meeting began with an Opening Message provided by the University President, Dr. John Octavious S. Palina. Mrs. Pearl Via Coballes, the Director of IDQAO, the proceeded in discussing the objectives of the session and gave an overview of the Strategic Planning Process.



The University President, Dr. John Octavious S. Palina (below), providing his Opening Message during the Faculty Cluster Strategic Planning Session.

**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

The meeting then proceeded with inputs from faculty members on specific activities they would like to be included in the suggested/Strategic Activities that have been initially indicated on the Plan. These Suggested Activities were outputs from the Performance Review Session of the 2018-2021 Institutional Development Plan which were participated in by selected personnel of the University including faculty members, coordinators, and principal of the Grade School.

Below are the highlights of the inputs from faculty attendees during the planning session:

<b>KRA 1: ADMINISTRATION</b>	<b>Inputs from Faculty</b>
<ul style="list-style-type: none"><li>• Executive Development Program</li><li>• Faculty Development Program</li><li>• Staff Development Program</li><li>• Management Succession Program</li><li>• Performance Management Program</li><li>• SIGLA Program</li><li>• Quality Assurance Programs</li><li>• Management Information System Programs</li></ul>	On Staff Development Program: <ul style="list-style-type: none"><li>• Provide a record of employees who were sent for training &amp; those who have not been sent yet</li></ul>
<ul style="list-style-type: none"><li>• Executive Development Program</li><li>• Faculty Development Program</li><li>• Staff Development Program</li><li>• Management Succession Program</li><li>• Performance Management Program</li><li>• SIGLA Program</li><li>• Quality Assurance Programs</li><li>• Management Information System Programs</li></ul>	On Performance Management Program <ul style="list-style-type: none"><li>• Maintain positive attitudes of teachers</li><li>• Regularly 'inspect' / teachers' performance</li></ul> On Management Information System Programs <ul style="list-style-type: none"><li>• Improve the Learning Management System (LMS)</li></ul> Enhance the Gender and Development Program
<b>KRA 2: CURRICULUM DEVELOPMENT &amp; INSTRUCTION</b>	<b>Inputs from Faculty</b>



**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

<ul style="list-style-type: none"> <li>• Program Accreditations</li> <li>• Adding of Centers of Development/Excellence</li> <li>• Offering new course programs</li> <li>• Offering continuing professional development programs (CPD)</li> <li>• Offering full online course packages</li> <li>• Curricular re-engineering for Learning Integral Development Program</li> </ul>	<ul style="list-style-type: none"> <li>• Integrate special topics on IP education &amp; all related courses</li> <li>• Enhance the RHGP Program</li> </ul>
<b>KRA 3: EDUCATIONAL SUPPORT SERVICES</b>	<b>Inputs from Faculty</b>
<ul style="list-style-type: none"> <li>• Enhancement of teaching-learning facilities</li> <li>• Students' Integral Development Program</li> <li>• Subprojects: Student Leadership &amp; Development Programs (health services, housing, discipline, guidance, student publication, leadership, etc)-</li> <li>• Skills Enhancement for Athletes and Performers Project</li> <li>• Enhanced Marian Citizenship Program</li> <li>• GAD Program</li> <li>• Guidance Program</li> <li>• CHSF Program</li> <li>• Enhancement of teaching-learning facilities</li> <li>• Students' Integral Development Program</li> <li>• Subprojects: Student Leadership &amp; Development Programs (health</li> </ul>	<p>On Enhancement of teaching-learning facilities</p> <ul style="list-style-type: none"> <li>• Plant ornamental trees in campus</li> <li>• Adopt the One Student-One Tree Project</li> </ul>



**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

<p>services, housing, discipline, guidance, student publication, leadership, etc)-</p> <ul style="list-style-type: none"> <li>• Skills Enhancement for Athletes and Performers Project</li> <li>• Enhanced Marian Citizenship Program</li> <li>• GAD Program</li> <li>• Guidance Program</li> </ul>	
<b>KRA 4: RESEARCH &amp; COMMUNITY DEVELOPMENT</b>	<b>Inputs from Faculty</b>
<ul style="list-style-type: none"> <li>• Research-based extension projects <ul style="list-style-type: none"> <li>• Community profiling; needs assessments;; outcome/impact assessments/social audit,</li> <li>• Research production projects</li> <li>• Project WEALTH 2</li> </ul> </li> <li>• Research utilization projects <ul style="list-style-type: none"> <li>• Capacitation training for research utilization</li> </ul> </li> <li>• New product development projects <ul style="list-style-type: none"> <li>• R &amp; D alignment to government agencies for funding</li> <li>• Upscaling of capstone projects</li> </ul> </li> </ul>	
<b>KRA 5: CHRISTIAN &amp; MARIAN FORMATION</b>	<b>Inputs from Faculty</b>
<p>Christian formation program</p> <ul style="list-style-type: none"> <li>• Extension Flagship programs</li> <li>• Religious Education Project</li> <li>• Recollections</li> <li>• Liturgical celebrations</li> <li>• Adopt-a-chapel program</li> <li>• Vocation-animation</li> </ul>	<ul style="list-style-type: none"> <li>• More involvement of students in outreach activities</li> </ul>





**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

Support for CICM advocacies <ul style="list-style-type: none"> <li>• Scholarship Program</li> <li>• IP Advocacy &amp; Development Program</li> <li>• Environmental Protection Program</li> </ul>	
<b>KRA 6: PHYSICAL &amp; FINANCIAL RESOURCES MANAGEMENT</b>	<b>Inputs from Faculty</b>
<ul style="list-style-type: none"> <li>• Compensation Package Upgrade Program</li> <li>• Basic Salary Increase Project</li> <li>• Financial Management Step-up Program</li> <li>• Green campus</li> <li>• Upgrade of facilities &amp; teaching-learning areas</li> <li>• Establish SPED center for grade school</li> <li>• Computer Laboratories Upgrade Project</li> <li>• ICT Management Program</li> <li>• Physical Plant Development Program</li> <li>• Enhanced Records Management Program</li> </ul>	
<b>KRA 7: LINKAGES</b>	<b>Inputs from Faculty</b>
<ul style="list-style-type: none"> <li>• Forging &amp; operationalization of external linkages</li> <li>• Strategic Communication &amp; branding</li> <li>• Increase public presence through a strategic communication plan</li> </ul>	On strengthen alumni support <ul style="list-style-type: none"> <li>• Invite alumni to provide lectures in class</li> </ul>



## INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

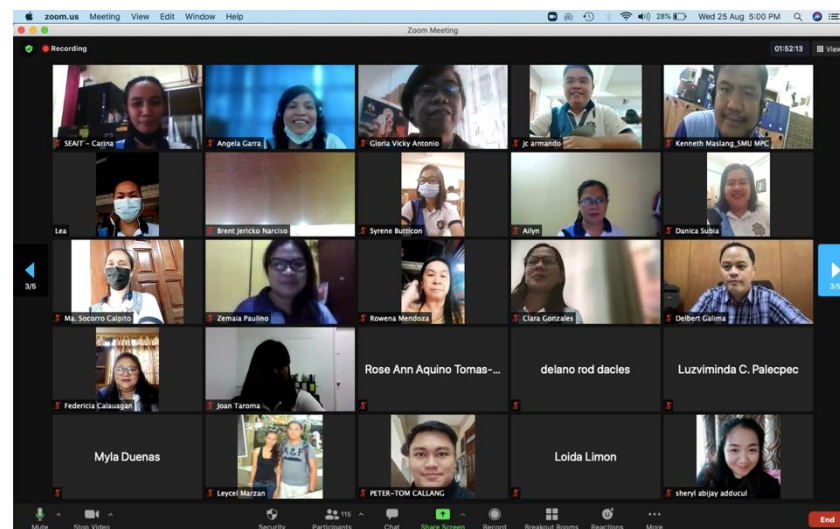
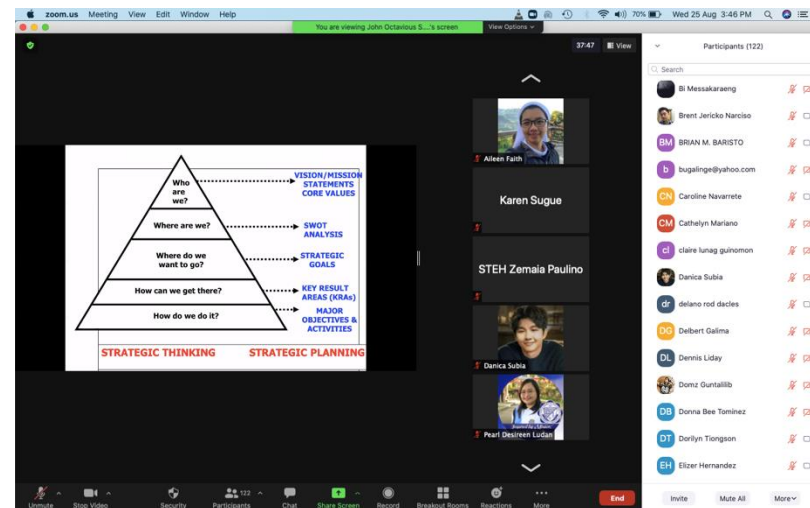
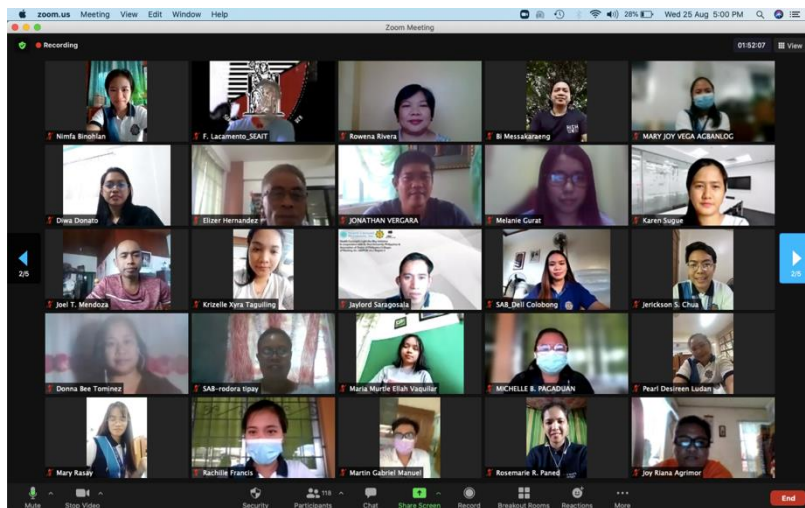
- Implement national & international academic linkages
- Create marketing materials
- Strengthen alumni support

### Photo Documentation





## INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE





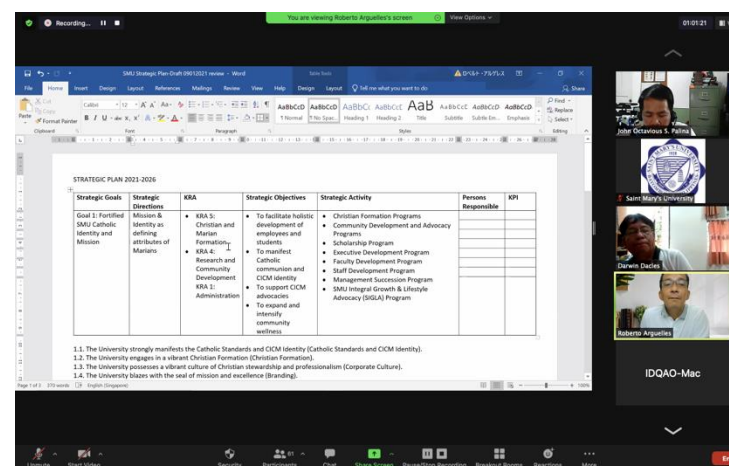
## INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Now that several activities have been solicited from stakeholders, the plan was presented to the Extended Advisory Board (EAB). The EAB comprises of top administration, the academic deans, and office heads.

After this, the first draft of the plan was created with each KRA indicating their key performance indicators (KPI). This occurred from September 1-8, 2021 in both online and face-to-face sessions per KRA.



## Drafting of the Strategic Plan



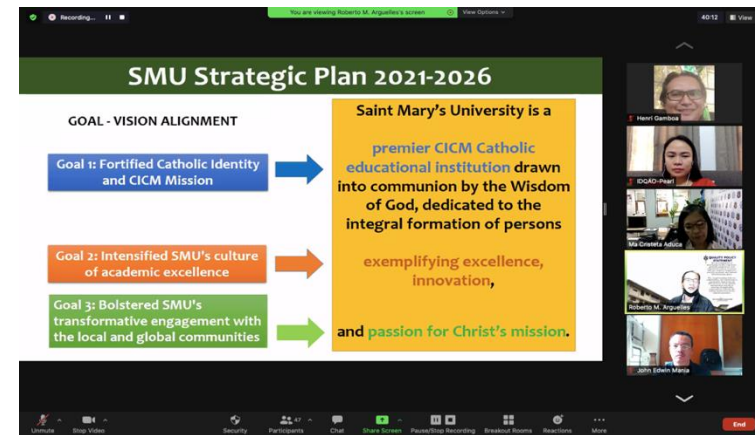




## INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

### Review of the Draft of the Strategic Plan 2021-2026

Now that there are complete parts to the Strategic Plan, the KRA committee members convened to get feedback about the plans. Dr. Roberto Arguelles was welcomed back to SMU as he provided some insights on what to improve in the plan. The Strategic Plan Review occurred on September 1, 2021 via Zoom.









## INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

Further refinements to the plan were conducted between September 1-28, until it was approved for dissemination to the Administration Session on September 29 and October 1, 2021.

The screenshot displays a Zoom meeting interface. The top bar shows the Zoom logo, menu options (Meeting, View, Edit, Window, Help), and system status (39% battery, Fri 1 Oct 5:15 PM). The main area is a grid of 25 video thumbnails. Most show individual participants, while some show a blue screen with the text "wala pong webcam" or "IDQAO smu". The bottom toolbar includes icons for Unmute, Stop Video, Security, Participants (238), Chat, Share Screen, Record, Breakout Rooms, Reactions, Apps, and a red "Leave" button. The date "Oct. 15, 2021" is visible at the bottom left. On the right side, there is a "Participants (238)" list with a search bar and a "Chat" window showing messages from participants like "Ibarra, John Michael C., SAB to Everyone" and "De guzman et al for example is almost 2 months na po on process".



**PRE-PLANNING SESSIONS: INPUTS FROM STAKEHOLDERS**  
(Excerpt from the Strategic Planning Workshop Proceedings 2021-2026)

**Presentation of Strategic Activities and Getting Inputs from Stakeholders**

Now that each KRA has initial activities, the plan was then disseminated to the stakeholders of the university – academic and non-academic personnel and students. The IDQAO facilitated the sessions via Zoom, with each session being a consultation meeting to gather stakeholder perspectives on the programs, projects, and activities they would like to be included in the plan.

The consultation session with the non-academic personnel occurred on August 19, 2021 from 8:30-10am. The session formally started with an opening message from the University President, Dr. John Octavious S. Palina who discussed how important the inputs are of the non-academic personnel. He highlighted that ownership of programs and plans as well as participation to activities is higher when employees are actively involved in the planning sessions.

- What:** Non Academic Cluster – Strategic Planning: Inputs from Stakeholders
- Who:** Staff – Grade School, Junior High School, Senior High School and Higher Education
- When:** August 19, 2021, 8:30-10:00am
- Where:** Zoom

NON-ACADEMIC PERSONNEL CLUSTER

**STRATEGIC PLANNING**

Inputs from Stakeholders

August 19, 2021  
8:30 AM to 10:00 AM  
via Zoom

ORGANIZED BY IDQAO





**Program**

Time	Activity	In-charge
8:30 AM	Prayer	Sr. Aileen Faith A. Dacyon, SIHM Staff, Campus Ministry
	Opening Message	Dr. John Octavious S. Palina University President
	Statement of Objectives Overview of the Strategic Planning	Mrs. Pearl Via S. Coballes Director, IDQAO
9:30 AM	<b>Open Forum:</b> Inputs from Participants	IDQAO
10:00 AM	Closing Prayer	Mrs. Liza Domingo Staff, LMCDAC







The screenshot shows a Zoom meeting interface. The main window displays a presentation slide with the following content:

- PREMIER UNIVERSITY WISDOM OF GOD INTEGRAL FORMATION** (in a yellow circle at the top)
- Provide Quality Catholic Education** (in a blue box in the center)
- CORE VALUES** (in a green box at the bottom left):
  - Christ's Mission
  - Communion
  - Innovation
  - Excellence
- "Inspired by Mission, Driven by Excellence"** (in a blue box at the bottom right)

On the right side of the screen, there is a grid of video feeds for participants:

- President-John Palina
- IDQAO-Pearl
- VPF-Treasury and Ac...
- IDQAO-Mac
- VPAA-SEAIT Staff
- VPMI-Sr. Marilyn Tayaban
- VPMI - Fr. Philip, CICM
- VPA-CETSO

The Zoom toolbar at the bottom includes icons for Unmute, Stop Video, Security, Participants (70), Chat, Share Screen, Pause/Stop Recording, Breakout Rooms, Reactions, and More. An 'End' button is visible in the bottom right corner.

The university president providing context for the day's consultation session with non-academic personnel.

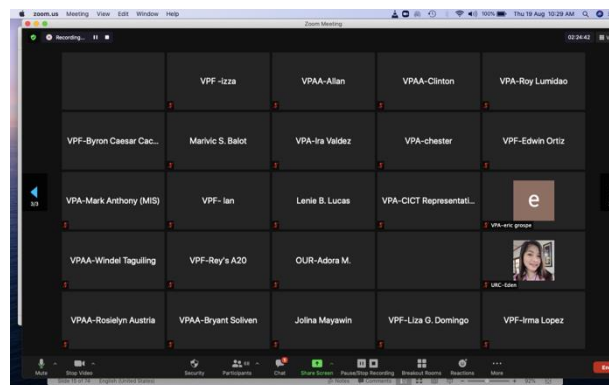
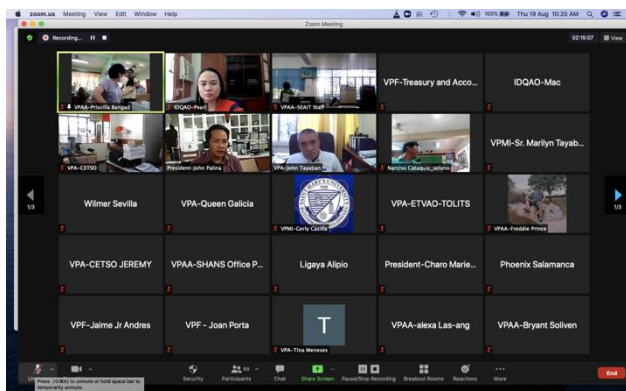
The meeting then continued with the Statement of Objectives and an Overview of the Strategic Planning process provided by the Director of the Institutional Development and Quality Assurance (IDQAO), Mrs. Pearl Via S. Coballes. The existing programs, projects, and activities were presented to the group. An open forum commenced where non-academic personnel presented the activities they would like to be included in the strategic plan.



## INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

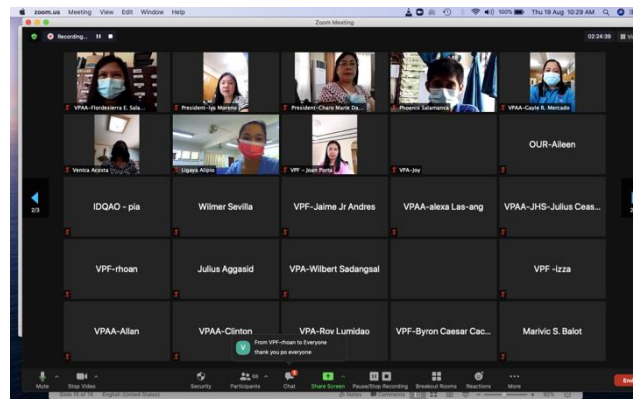
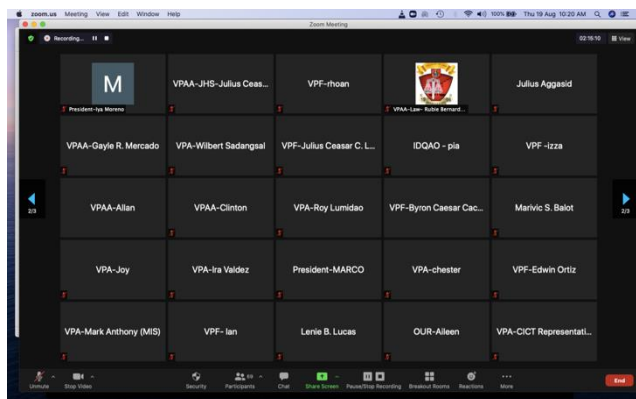
Strategic Activity	Inputs from Office Personnel
On the Staff Development Program	<ul style="list-style-type: none"> <li>• Provide more ICT training for staff</li> <li>• Organize Public Relations Training for office personnel</li> </ul>
On Administration	<ul style="list-style-type: none"> <li>• Reignite the Clean, Healthy, Safe, and Friendly (CHSF) Program</li> <li>• Add activities in relation to Gender and Development</li> </ul>

### Photo Documentation during the consultations with non-academic personnel





## INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE



**What:** Student Cluster – Strategic Planning: Inputs from Stakeholders  
**Who:** Students - Higher Education  
**When:** August 19, 2021, 3:00-4:30pm  
**Where:** Zoom

The student cluster was consulted in the afternoon of August 19, 2021. Similar to the non-academic personnel cluster, the President provided context to the students and the need for their inputs to the strategic plan. The IDQAO director presented the initial plan then facilitated the presentation of inputs from each student academic council. For the student cluster, the IDQAO coordinated with the Dean of Student Affairs and Services, who in turn also requested student organizations to consult their student body on plans they have for their schools.

STUDENT CLUSTER

STRATEGIC PLANNING

Inputs from Stakeholders

August 19, 2021  
3:00 PM to 4:30 PM  
via Zoom

ORGANIZED BY THE INSTITUTIONAL  
DEVELOPMENT AND QUALITY  
ASSURANCE OFFICE (IDQAO)



**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

<b>Student council</b>	<b>Inputs/suggested activities from students</b>	
Student Central Council	<ul style="list-style-type: none"> <li>• “Mula sa Marian, Tungo sa Marian” Fundraising through Online Selling (emergency fund for students during disasters)</li> <li>• Marian <i>Kandili</i> (support group for students)</li> <li>• Leaders’ Summit</li> <li>• Webinar series to increase social consciousness</li> <li>• Enhancement of online bulletin board</li> </ul>	<ul style="list-style-type: none"> <li>• CHSF relaunching</li> <li>• Outreach programs for university’s outsourced service providers</li> <li>• Supplemental Load Assistance Program</li> <li>• Regular meetings with university administration</li> </ul>
School of Engineering, Architecture, and Information Technology	<ul style="list-style-type: none"> <li>• Improve/Update the Laboratory Facilities</li> <li>• Maximizing the Student’s Participation</li> <li>• Enhancing the skills of the Students (Create Programs/Subjects for developing skills, e.g. Calligraphy, Drawing, Cooking)</li> <li>• More Scholarship Opportunities</li> <li>• Creation of the Students’ University Emails with Access Benefits</li> <li>• More rest rooms and benches. Also, a Swimming Pool (SHS and College Swimming Activities)</li> </ul>	<ul style="list-style-type: none"> <li>• More Beneficiaries of Students Load Assistance Program (Continue the SLAP in F2F)</li> <li>• Reviving the Student Study Group Program</li> <li>• Improve the Learning Management System (LMS)</li> <li>• SMU Online Library</li> <li>• SMU Alumni Lectures</li> </ul>
School of Accountancy and Business	<ul style="list-style-type: none"> <li>• Student well-being programs</li> <li>• Management of online learning</li> </ul>	
School of Health and Natural Sciences	<ul style="list-style-type: none"> <li>• Free WiFi</li> <li>• Additional laboratories, equipment and reagents for medical-related courses</li> <li>• Streetlights, more lights in the mini forest and oval</li> </ul>	<ul style="list-style-type: none"> <li>• More student involvement in outreach activities</li> <li>• Renovation of the main gate and entrance, to accommodate more students upon entering the campus</li> </ul>





**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

<b>Student council</b>	<b>Inputs/suggested activities from students</b>	
	<ul style="list-style-type: none"><li>• Additional fans in classrooms, e-trike in campus,</li></ul>	<ul style="list-style-type: none"><li>• Improve the oval track</li><li>• LMS library</li></ul>
School of Teacher Education and Humanities	<ul style="list-style-type: none"><li>• Continuous implementation of extra-curricular activities that promote student development</li><li>• Increased scholarship grants</li><li>• Avail premium applications (e.g. Canva)</li><li>• Regular inspection or evaluation of the professors and instructors</li></ul>	<ul style="list-style-type: none"><li>• Alignment of the content and assessment</li><li>• Unified portal where students can access the different offices/services</li><li>• School psychologist</li><li>• Policy review on non-Catholic applications</li></ul>

**What:** Faculty Cluster – Strategic Planning: Inputs from Stakeholders

**Who:** Faculty Members – Grade School, Junior High School, Senior High School and Higher Education

**When:** August 25, 2021, 3:30-5:00PM

**Where:** Zoom

On August 25, 2021, faculty members participated in a Strategic Planning Session to provide their inputs for the 2021-2026 Strategic Plan. The session was organized by the Institutional Development and Quality Assurance Office (IDQAO). The meeting began with an Opening Message provided by the University President, Dr. John Octavious S. Palina. Mrs. Pearl Via Coballes, the Director of IDQAO, the proceeded in discussing the objectives of the session and gave an overview of the Strategic Planning Process.

**FACULTY CLUSTER**

# **STRATEGIC PLANNING**

Inputs from Stakeholders

August 25, 2021  
3:30 PM to 5:00 PM  
via Zoom

ORGANIZED BY THE INSTITUTIONAL  
DEVELOPMENT AND QUALITY  
ASSURANCE OFFICE (IDQAO)



INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE



The University President, Dr. John Octavious S. Palina (below), providing his Opening Message during the Faculty Cluster Strategic Planning Session.

The meeting then proceeded with inputs from faculty members on specific activities they would like to be included in the suggested/Strategic Activities that have been initially indicated on the Plan. These Suggested Activities were outputs from the Performance Review Session of the 2018-2021 Institutional Development Plan which were participated in by selected personnel of the University including faculty members, coordinators, and principal of the Grade School.

Below are the highlights of the inputs from faculty attendees during the planning session:

KRA 1: ADMINISTRATION	Inputs from Faculty
<ul style="list-style-type: none"><li>Executive Development Program</li><li>Faculty Development Program</li><li>Staff Development Program</li><li>Management Succession Program</li><li>Performance Management Program</li></ul>	<p>On Staff Development Program:</p> <ul style="list-style-type: none"><li>Provide a record of employees who were sent for training &amp; those who have not been sent yet</li></ul>



**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

<ul style="list-style-type: none"> <li>• SIGLA Program</li> <li>• Quality Assurance Programs</li> <li>• Management Information System Programs</li> </ul>	
<ul style="list-style-type: none"> <li>• Executive Development Program</li> <li>• Faculty Development Program</li> <li>• Staff Development Program</li> <li>• Management Succession Program</li> <li>• Performance Management Program</li> <li>• SIGLA Program</li> <li>• Quality Assurance Programs</li> <li>• Management Information System Programs</li> </ul>	<p>On Performance Management Program</p> <ul style="list-style-type: none"> <li>• Maintain positive attitudes of teachers</li> <li>• Regularly 'inspect' / teachers' performance</li> </ul> <p>On Management Information System Programs</p> <ul style="list-style-type: none"> <li>• Improve the Learning Management System (LMS)</li> </ul> <p>Enhance the Gender and Development Program</p>
<b>KRA 2: CURRICULUM DEVELOPMENT &amp; INSTRUCTION</b>	<b>Inputs from Faculty</b>
<ul style="list-style-type: none"> <li>• Program Accreditations</li> <li>• Adding of Centers of Development/Excellence</li> <li>• Offering new course programs</li> <li>• Offering continuing professional development programs (CPD)</li> <li>• Offering full online course packages</li> <li>• Curricular re-engineering for Learning Integral Development Program</li> </ul>	<ul style="list-style-type: none"> <li>• Integrate special topics on IP education &amp; all related courses</li> <li>• Enhance the RHGP Program</li> </ul>
<b>KRA 3: EDUCATIONAL SUPPORT SERVICES</b>	<b>Inputs from Faculty</b>
<ul style="list-style-type: none"> <li>• Enhancement of teaching-learning facilities</li> <li>• Students' Integral Development Program</li> </ul>	<p>On Enhancement of teaching-learning facilities</p> <ul style="list-style-type: none"> <li>• Plant ornamental trees in campus</li> <li>• Adopt the One Student-One Tree Project</li> </ul>



**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

<ul style="list-style-type: none"><li>• Subprojects: Student Leadership &amp; Development Programs (health services, housing, discipline, guidance, student publication, leadership, etc)-</li><li>• Skills Enhancement for Athletes and Performers Project</li><li>• Enhanced Marian Citizenship Program</li><li>• GAD Program</li><li>• Guidance Program</li><li>• CHSF Program</li><li>• Enhancement of teaching-learning facilities</li><li>• Students' Integral Development Program</li><li>• Subprojects: Student Leadership &amp; Development Programs (health services, housing, discipline, guidance, student publication, leadership, etc)-</li><li>• Skills Enhancement for Athletes and Performers Project</li><li>• Enhanced Marian Citizenship Program</li><li>• GAD Program</li><li>• Guidance Program</li></ul>	
<b>KRA 4: RESEARCH &amp; COMMUNITY DEVELOPMENT</b>	<b>Inputs from Faculty</b>
<ul style="list-style-type: none"><li>• Research-based extension projects<ul style="list-style-type: none"><li>• Community profiling; needs assessments;; outcome/impact assessments/social audit,</li></ul></li><li>• Research production projects</li></ul>	





**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

<ul style="list-style-type: none"><li>• Project WEALTH 2</li><li>• Research utilization projects<ul style="list-style-type: none"><li>• Capacitation training for research utilization</li></ul></li><li>• New product development projects<ul style="list-style-type: none"><li>• R &amp; D alignment to government agencies for funding</li></ul></li><li>• Upscaling of capstone projects</li></ul>	
<b>KRA 5: CHRISTIAN &amp; MARIAN FORMATION</b>	<b>Inputs from Faculty</b>
Christian formation program <ul style="list-style-type: none"><li>• Extension Flagship programs</li><li>• Religious Education Project</li><li>• Recollections</li><li>• Liturgical celebrations</li><li>• Adopt-a-chapel program</li><li>• Vocation-animation</li></ul> Support for CICM advocacies <ul style="list-style-type: none"><li>• Scholarship Program</li><li>• IP Advocacy &amp; Development Program</li><li>• Environmental Protection Program</li></ul>	<ul style="list-style-type: none"><li>• More involvement of students in outreach activities</li></ul>
<b>KRA 6: PHYSICAL &amp; FINANCIAL RESOURCES MANAGEMENT</b>	<b>Inputs from Faculty</b>
<ul style="list-style-type: none"><li>• Compensation Package Upgrade Program</li><li>• Basic Salary Increase Project</li><li>• Financial Management Step-up Program</li><li>• Green campus</li></ul>	



---

**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

<ul style="list-style-type: none"><li>• Upgrade of facilities &amp; teaching-learning areas</li><li>• Establish SPED center for grade school</li><li>• Computer Laboratories Upgrade Project</li><li>• ICT Management Program</li><li>• Physical Plant Development Program</li><li>• Enhanced Records Management Program</li></ul>	
<b>KRA 7: LINKAGES</b>	<b>Inputs from Faculty</b>
<ul style="list-style-type: none"><li>• Forging &amp; operationalization of external linkages</li><li>• Strategic Communication &amp; branding</li><li>• Increase public presence through a strategic communication plan</li><li>• Implement national &amp; international academic linkages</li><li>• Create marketing materials</li><li>• Strengthen alumni support</li></ul>	<p>On strengthen alumni support</p> <ul style="list-style-type: none"><li>• Invite alumni to provide lectures in class</li></ul>

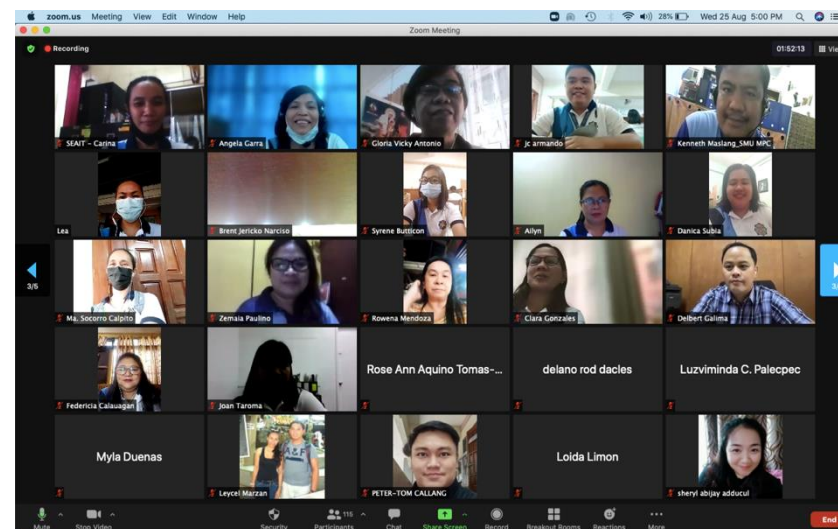
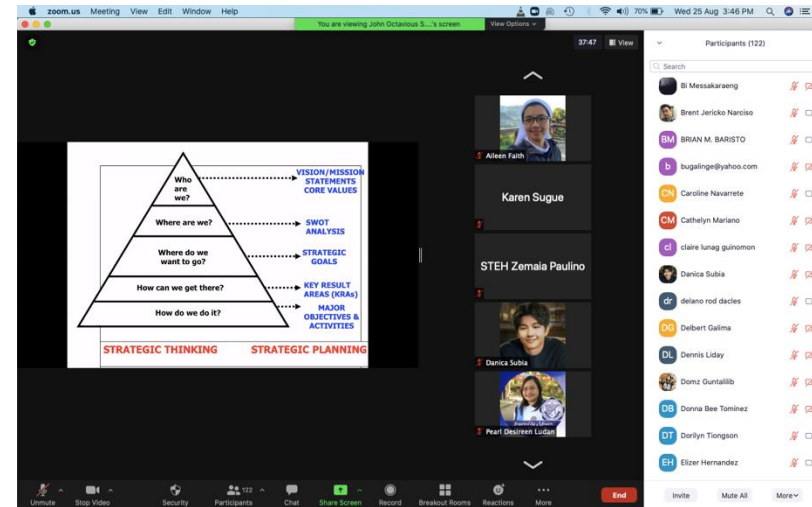
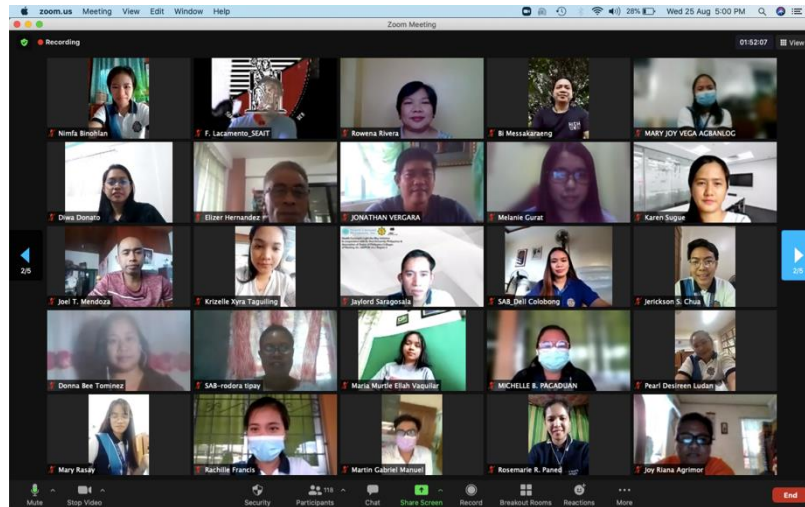


## Photo Documentation





## INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE







**INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE**

Now that several activities have been solicited from stakeholders, the plan was presented to the Extended Advisory Board (EAB). The EAB comprises of top administration, the academic deans, and office heads.

After this, the first draft of the plan was created with each KRA indicating their key performance indicators (KPI). This occurred from September 1-8, 2021 in both online and face-to-face sessions per KRA.



Prepared by:

PEARL VIA S. COBALLES

Director

Institutional Development and Quality Assurance Office

Reviewed and Approved by:

DR. JOHN OCTAVIOUS S. PALINA

University President



Document Code	QAO-FO-025
Revision	02
Effectivity Date	2023/11/16
Page/s	Page 52 of 85

## ANNUAL INVESTMENT PROGRAM AIP CONSULTATION MEETING PDRRMO

The Provincial Disaster Risk Reduction and Management Office (PDRRMO) conducted the Annual Investment Program (AIP) Consultation Meeting to enhance measures to reduce disaster risks in all the different municipalities of Nueva Vizcaya held at the PDRRMO Building, Capitol Compound, Bayombong, Nueva Vizcaya on April 29, 2024. Mr. King Webster B. Balaw-ing, CAO III/Acting PDRRM Officer presented the 2025 Annual Investment Program this includes the Details of the Program, Project, Activity Description, and Expected Result/Outcome. Mr. Balaw-ing stressed that the PDRRMO including government agencies has always been on the top of the line in the implementation of intervention to reduce disaster risks in localities and this involves a combination of preparedness, mitigation, and response strategies. The key steps include Inventory, Risk assessment, Mapping, Infrastructure, and Early Warning Systems, He added. One of the highlights of the topics is to create or develop emergency planning and preparedness including conducting drills and simulations to test the effectiveness of the response mechanisms and ensure coordination among different agencies.

As Mr. Balaw-ing concluded the meeting, He highlighted that the disaster response and preparedness program aims to educate the community on how to respond effectively to different potential hazards/disasters through workshops, seminars, and trainings. To sum it all up, the PDRRM Office encourages the different government agencies and partners in the private sector to develop project proposal research on Strengthening Disaster Risk Reduction (focusing on prevention and mitigation strategies) in the Province of Nueva Vizcaya on potential hazards or calamities. This is funded by the Office of the Provincial Governor of Nueva Vizcaya.





**SAINT MARY'S UNIVERSITY**  
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE of the DEAN OF STUDENT AFFAIRS AND SERVICES

	IND-FO-014
Document Code	SAS-FO-008
Revision	000
Effectivity Date	2022/07/01
Page/s	156 of 250



**b. Organization of Marian Boarders**

The meeting was called to order at 10.05am when members of the Marian Boarders arrived. Gerly Casilla, led a prayer. Immediately after, the purpose of the meeting was explained, and the agenda were presented.

The chair explained the importance of Marian Boarders Organization with the following key points.

- The benefits among members will be legitimized because the organization will be recognized by the Office of the Dean of the Student Affairs and Services.
- The concerns among the members will be addressed properly because the Marian Boarders Officers, will be the key persons in communicating the issues that will arise among the Boarding House Owners and Boarders.
- The MBO Officers will be joining in visiting the Boarding Houses, to make sure that Marian Boarders addressed their needs especially the security and comfort.





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

LINGKOD MARIA COMMUNITY DEVELOPMENT AND ADVOCACY  
CENTER

Document Code	LMC-FO-014
Revision	01
Effectivity Date	2022/11/17
Page/s	Page 1 of 5

## MINUTES OF THE MEETING STAKEHOLDERS' MEETING Thursday, June 20, 2024, 9:00 A.M., AVR1

### I. ATTENDANCE

#### Present:

- |   |                              |
|---|------------------------------|
| 1. Dr. Christopher Allen S. Marquez     | Director, LMCDAC             |
| 2. Mrs. Rodora P. Tipay                 | CDA Coordinator, SAB         |
| 3. Engr. Candido Joseph T. Rosario, Jr. | CDA Coordinator, SEAIT       |
| 4. Mr. Robert S. Aceret                 | CDA Coordinator, SHANS       |
| 5. Miss Laurice Kaye Laguinday          | CDA Coordinator, STEH        |
| 6. Miss Joy D. Balawa                   | CDA Coordinator, GS          |
| 7. Mrs. Jojilyn L. Anoché               | CDA Coordinator, JHS         |
| 8. Mrs. Pedelina D. Bulligan            | CDA Coordinator, SHS         |
| 9. Mr. Michael S. Catacutan             | Laboratory Assistant, CNS    |
| 10. Mrs. Heidee L. Lamoste              | Staff, LMCDAC                |
| 11. Mr. Samuel Damayon                  | Dean, ODSAS/Doctoral Student |
| 12. Mr. Luther F. Castillo              | Doctoral Student             |
| 13. Mrs. Fatima Nadia H. Abdurahman     | Resident, Sitio Masina       |
| 14. Ms. Laayan Faith A. Sarawad         | Resident, Sitio Masina       |
| 15. Ms. Hailie Manuel                   | Resident, Sitio Masina       |
| 16. Ms. Lilibeth F. Jose                | Resident, Ipil-Cuneg         |
| 17. Mrs. Esmelinda S. Banduhan          | Resident, Ipil-Cuneg         |
| 18. Mr. Hazan C. Daniel                 | TIC, Ipil-Cuneg ES           |
| 19. Mrs. Janet C. Ampat                 | Resident, Pawak              |
| 20. Mrs. Rosita T. Dalmacia             | Resident, Pawak              |
| 21. Marcelino B. Tayaban                | Resident, Gonggongob         |
| 22. Novelyn I. Tan-um                   | Resident, Gonggongob         |

-----  
**OPENING PRAYER:** Prayer before a Meeting

### II. PROCEEDINGS

	TOPIC	DISCUSSION/AGREEMENTS	REMARKS
1	<b>2023-2024 Accomplishments and Challenges</b>	<ul style="list-style-type: none"><li>Dr. Marquez presented to the body the significant achievement of the center, detailing its activities, projects, and advocacy programs initiated by the</li></ul>	





# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

LINGKOD MARIA COMMUNITY DEVELOPMENT AND ADVOCACY  
CENTER

Document Code	LMC-FO-014
Revision	01
Effectivity Date	2022/11/17
Page/s	Page 2 of 5

		<p>University. He highlighted the alignment of these initiatives with the sustainable development goals, showcasing the collaborative efforts of various units and schools within SMU to support their partner communities. He also shared some of the challenges encountered by the SMU team in implementing these activities. Through these community-focused efforts, he emphasized SMU's commitment to creating a lasting impact in their five-year partnership.</p>	
2 .	<b>Presentation of Research Outputs:</b>	<ul style="list-style-type: none"><li>• Dr. Marquez presented the results and discussions of the needs assessment conducted at Sitio Pawak, Pawak Elementary School, and Baguingey Elementary School by the SMU Junior High School and Grade School. He outlined the identified challenges and immediate needs of these communities, enabling SMU to propose projects and initiatives to address them comprehensively.</li><li>• Regarding the Sitio Masina Water Quality Assessment, Mr. Catacutan presented the research findings from the assessment conducted on</li></ul>	



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

LINGKOD MARIA COMMUNITY DEVELOPMENT AND ADVOCACY  
CENTER

Document Code	LMC-FO-014
Revision	01
Effectivity Date	2022/11/17
Page/s	Page 3 of 5

		<p>January 27, 2024. He emphasized the need for improvements to the two primary water sources in the area to enhance water quality. Additionally, he suggested constructing a small water reservoir, similar to the installed water tanks in Prk. Gonggongob, to further support the community's safe water needs.</p>	
3	<b>Action Plan</b>	<ul style="list-style-type: none"><li>• Dr. Marquez requested the CDA Coordinators to convene and engage in the discussions with representatives from their partner communities to develop a comprehensive action plan.</li><li>• For inclusion in the 2024 Action Plan:<ul style="list-style-type: none"><li>☐ Livelihood:<ul style="list-style-type: none"><li>• Pawak: Turmeric/salted egg/bugnay wine.</li><li>• Ipil-Cuneg: soap making</li><li>• Masina: Wine making (ongoing)</li><li>• Gonggongob: Chayote pickles (ongoing)</li></ul></li><li>☐ Water quality-related projects with partner communities;</li><li>☐ Library for the partner schools</li></ul></li></ul>	



# SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

LINGKOD MARIA COMMUNITY DEVELOPMENT AND ADVOCACY  
CENTER

Document Code	LMC-FO-014
Revision	01
Effectivity Date	2022/11/17
Page/s	Page 4 of 5

## IV. ADJOURNMENT

The meeting adjourned at 12:00 P.M. with a closing prayer

## V. PHOTO DOCUMENTATION



Prepared by/

HEIDEE L. LAMOSTE  
Staff, LMCDAC



# **SAINT MARY'S UNIVERSITY**

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

LINGKOD MARIA COMMUNITY DEVELOPMENT AND ADVOCACY  
CENTER

Document Code	LMC-FO-014
Revision	01
Effectivity Date	2022/11/17
Page/s	Page 5 of 5

Checked and Reviewed by:

DR. CHRISTOPHER ALLEN S. MARQUEZ  
Director, LMCDAC