




Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

MEMORANDUM NO. 60, s. 2014

To : **Dr. Nancy Ann P. Gonzales**
Vice President for Academic and Related Affairs
Dr. Napoleon K. Taguiling
Vice President for Research, Development, Extension and Training
Mr. Telesforo T. Pugong Jr.
Vice President for Planning and Resource Generation
Atty. Candice G. Buyucan
Chief Administrative Officer
Dr. Juliet C. Daniels
Director for Finance
Dr. Ricardo L. Ildefonso
Campus Director, Potia Campus
Dr. Mary P. Caclini
Campus Director, Lagawe Campus
Dr. Jose G. Daniels
Campus Director, Tinoc Campus
This University

From : 
SERAFIN L. NGOHAYON, Ph.D.
University President

Subject : **Preparation and Submission of Individual Unit Operational Plan**

Date : **September 22, 2014**

1. The final approval of our 4-Year (2014-2017) Development Plan was held in abeyance pending our compliance to the Board recommendation of preparing our individual unit operational plan to be included in the Development Plan. The requirement was intended for the Board to know our plans and how our plans are carried out.
2. Anent to this, you are required to cause the preparation of operational plans of all units under your respective administrative and operational jurisdiction. You will take the responsibility of having the operational plan be collated and submitted to the Planning Director, Dr. Joyce A. Bodah, **on or before November 15, 2014 for further action.**
3. The operational plan should be prepared by year/semester as the case may be for two (2) years covering the rating period for 2014 and 2015. In the preparation, you are advised to take into consideration the data on targets and performance indicators that were already identified and that of your OPCR and the IPCRs of units under your areas of responsibilities when applicable.
4. As a brief information on the distinctions between a development plan to that of an operational plan, the operational plan is likened to the IPCR where details are presented and where duties and

functions are identified and included in addition to the identified targets and indicators for the whole institution. It may also be called as an action plan which is used as a guide for the implementation of the day-to-day or monthly programmed activities. On the other hand, the development plan is generally broad. For other distinctions, please refer to the table presented below for your guide.

Development Plan	Operational Plan/Action Plan
The duration is longer, it ranges from 2 to 8 years	Duration is short from 1 to 12 months
It uses broader objectives	It uses more definite objectives
The outcomes should be realized after the plan period	The outcomes should be realized after the duration of the period identified
Targets are presented at least for a year/rating period	Targets are presented at least for a month and at most for one year
Performance indicators are to be accomplished in one year	Performance indicators are to be accomplished with a duration lower than one year
Makes use of broader strategies	Makes use of more detailed strategies
The projected output is the sum of the outputs from the different units	The projected output is the output of the individual member in the unit
Responsible officials/employees are broadly identified	Responsible officials/employees are clearly identified
There are no narrative presentations on the processes, procedures and strategies utilized in the accomplishments of targets	Brief narratives on the processes, procedures and strategies utilized towards the accomplishment of targets are necessary

5. Your outputs are required to be presented on or before the last quarter meeting of the Board of Regents of this university. Thus, your preferential attention on this matter is therefore very much enjoined.
6. As to the format, you can just follow or modify the action plan format that we have previously used.
7. For your compliance and commitment.

