



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

MEMORANDUM No. 28 - 2012

FOR : ALL CONCERNED OFFICIALS/EMPLOYEES CONCERNED

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

SUBJECT: 2012 Plan Assessment and Re-Planning Workshop

DATE: April 30, 2012

1. The general objectives of the Plan Assessment and Re-Planning Workshop which will be held on May 8-10, 2012 at Punta Amelita Resort, Cordon, Isabela is for the participants to come up with a fair assessment of how far IFSU is progressing as far as the implementation of the 5-Year Development Plan is concerned. Thus, the participants will have to make an objective assessment of the University's accomplishments in the last two (2) years – CY 2010 and 2011 vis-à-vis the several planned targets and the yearly target set to be achieved in CY 2010 and 2011.
2. Thereafter, actual targets in the next three years 2012, 2013, and 2014 will be set. In addition, targets that may not have been specified in the plan but are necessary to be carried out for the attainment of the university's vision, mission and goals can be included/added.
3. In living up with the university's guiding principles especially participatory decision-making, full and active participation of participants is enjoined and expected. Towards this end, all activities shall be done by focused group/breakaway group discussion supervised by the Vice Presidents. All outputs must be presented and critiqued.
4. In order to ensure the smooth flow of activities and success of the workshop, there is a need to clearly identify the **functions and responsibilities** of the key participants, to wit;
 - a. **Vice Presidents**
 - Conduct a focused group discussion to assess the accomplishment of respective division in achieving the targets toward goal No. 1 (for Academic & Related Affairs), Goal No. 2 & 3 (for RDET), Goal No. 4 (for Planning & Resource Generation) and goal No. 5 (for Administration and finance).
 - Present the result of assessment highlighting what has been achieved in the last two years vis-à-vis the targets in the last two years and the entire five years as a whole. Such assessment will be rated as:
 - Poor (P) = Targets were not achieved
 - Satisfactory (S) = Targets were achieved
 - Very Satisfactory (VS) = Targets were surpassed
 - Recommendations shall then be given on what to do with areas where we performed poorly and areas we need to add in the targets to achieve the goals.

b. Campus Directors

- Cause the preparation of SWOT analysis and action plans of units under their areas of jurisdiction in coordination with respective Vice Presidents. Outputs shall be integrated into the respective Vice President's collated output.
- Maintain a collated action plan of units under their jurisdiction to serve as the campus action plan.
- Considering their broad functions, they can join and assist in any of the four groups during the activities. However, they generally belong to the administrative group.

c. Secretariat

- Ensure the preparation of venue and lodging assignment.
- Ensure the preparation of programs of activities.
- Assist all groups in the presentation and finalization of outputs. Secure the soft copies of presentations ahead of time so as not to cause delays.
- Secure, provide and make available all the needed supplies for all activities.
- Prepare for ice breakers.
- Prepare a chronological account of the activities conducted for the whole duration of the workshop inclusive of attendance.

d. Finance Committee – Chairperson: Dr. Juliet Daniels

- Ensure the availability of funds and its liquidation.

e. Food and Snacks Committee: Chairperson- Mrs. Teresita Culhi

- Ensure the timely preparation of food and snacks.
- Guarantee an overflowing coffee/tea in the training area.

f. Transportation and Mobilization Committee: Chairperson- Engr. Jose Binwag

- Ensure the availability of vehicles and assignment of passengers.
- Determine the participants who will be ferried.
- Set the time of departure from IFSU.

g. Socialization Committee: Chairperson- Dir. Sandra Irish Marquez

- Prepare and undertake activities that will enhance team spirit and deepen commitment.
- Prepare and give ice breakers during daytime sessions.

5. It is assumed and expected that (a) assessment of plans were already undertaken, (b) SWOT analysis has been conducted, and (c) action plans were already set in the respective units/department/divisions before the Plan Assessment and Re-planning Workshop.

6. For commitment of all concerned.

cc: all concerned officials/employees, records, file