



FORM 1
HOLY CROSS OF DAVAO COLLEGE
STA. ANA AVENUE, DAVAO CITY
 TEL # 221-90-71 TO 79 LOC 168



PRESIDENT
OFFICE

ANNUAL ACTION PLAN FOR SY 2011-2012

CATEGORIES AND OBJECTIVES	ACTIVITIES	PERFORMANCE INDICATORS	IMPLEMENTATION DATE	STAKEHOLDERS	PERSON/OFFICE RESPONSIBLE	REMARKS	BUDGET
CATEGORY 1 – Pastoral/Spiritual Programs							
1.1. Integral Evangelization							
<ul style="list-style-type: none"> To foster the value of discernment and engage key school groups in the process of discernment. 	<ul style="list-style-type: none"> Orientation on the creation of circles of discernment Creation of circles of discernment 	<ul style="list-style-type: none"> Proceedings of the activity 5 groups formed 30-minute discernment session integrated into the regular meetings 	<ul style="list-style-type: none"> July 1st semester 2nd semester 	<ul style="list-style-type: none"> P-ADCOM P-VPs PMS and Planning Coordinator 2 Triads (Instruction, Research, CES, and ReEd, CMO/Chaplain CES) 	<ul style="list-style-type: none"> Office of the President 		<ul style="list-style-type: none"> Included in the seminars and conferences
1.2. Stewardship – InSteP							
<ul style="list-style-type: none"> To imbibe and advocate a consistent ethic of life in one's practice of the InSteP and involvement in the CES programs. 	<ul style="list-style-type: none"> Preparation of an instructional material outlining the requirements for consistent ethic of life 	<ul style="list-style-type: none"> Booklet 	<ul style="list-style-type: none"> 1st semester 	<ul style="list-style-type: none"> HCDC Community 	<ul style="list-style-type: none"> Office of the President School Chaplain ReEd Program CMO 		
1.3. Diamond Jubilee Catechesis							
<ul style="list-style-type: none"> To cultivate a sense of objectivity and love for truth in the day-to-day 	<ul style="list-style-type: none"> Institutional retrospection leading to the 	<ul style="list-style-type: none"> Information dissemination through their office 	<ul style="list-style-type: none"> June 	<ul style="list-style-type: none"> HCDC Community 	<ul style="list-style-type: none"> President PMS 		

efforts to live the school's vision-mission and motto: <i>Ex Fide Ad Veritatem.</i>	writing of individual reflection on the school's motto (<i>Educated in faith, passionate for truth</i>)	heads in a form of a letter - Collected written individual reflection of all employees	- September				
CATEGORY 2 – Recommendation of DNV and from QMS Audit Findings (For Offices using QMS)							
2.1. Primary Programs as Higher Educational Institution (HEI)							
2.1a. Instruction							
<ul style="list-style-type: none"> To sustain a “zero-nonconformity” rating of the College of Maritime Education. 	<ul style="list-style-type: none"> Conduct of two (2) management review meetings > 1st semester > 2nd semester Scrutinize carefully the QMS and all QMS-related reports (internal and external audit results and AAP monitoring report) 	<ul style="list-style-type: none"> Meetings held Minutes of the meeting 20 reports scrutinized 	<ul style="list-style-type: none"> May 2011 November 2011 Quarterly 	<ul style="list-style-type: none"> College of Maritime Education 	<ul style="list-style-type: none"> Office of the President College of Maritime Education Office of the QMS QMS-Involved Offices 	<ul style="list-style-type: none"> Changed schedule of DNV visit to June 2011 instead of October 2011 	
CATEGORY 3 – Recommendations of Accrediting Agencies (e.g. PAASCU, PACUCOA, CHED, etc. focusing on):							
3.1. Support Programs							
3.1a. Institutional Support							
<ul style="list-style-type: none"> To formulate and to present to the BOT a proposal for a shorter version of the school's vision-mission statement. <p><i>Goal 2A: Purpose and Objective</i></p>	<ul style="list-style-type: none"> Formulation of a shorter version of the school's V-M Presentation of the working paper to the BOT School-wide 	<ul style="list-style-type: none"> Working paper formulated Minutes of the BOT Meeting Memo thru 	<ul style="list-style-type: none"> June August At the start of the 	<ul style="list-style-type: none"> HCDC Community 	<ul style="list-style-type: none"> Office of the President Department/Program/Office Heads 		

	consultation - Presentation to the Corporation for information and acceptance - Presentation to the BOT for approval	Department/ Program/Office Heads - Minutes of Consultation Meeting - Minutes of the Corporation Meeting - Minutes of the BOT Meeting	2nd semester - May 2012 - May 2012				
<ul style="list-style-type: none"> To create and make operational the Office of the Student Life and Services during the SY 2011-2012. <i>Goal 5: Organizational and Management Restructuring</i>	- Identification of office location - Appointment of Director	- Office space provided - Appointment paper - Office made operational	- June - 1st quarter - At the start of the 2nd semester	- Students	- Office of the President - Vice Presidents - Human Resource Manager		
<ul style="list-style-type: none"> To implement a fully computerized accounting system. <i>Goal 3: Business Plans and Strategies</i>	- Engage the services of Oracle, Inc. and IOM	- Memorandum of Agreement - Computerized accounting system fully made operational	- At the start of the school year - At the start of the 2nd semester	- HCDC Community	- Office of the President - Office of the VPF - Office of the ICT		- Institutional

CATEGORY 4 – Current Internal and External Issues and Concerns Focusing on:

4.1. Attainment of University Status

N.B. The school has applied for university status last 25 January 2011. However, on 11 February 2011, the school received a memo from the Office of the CHED Chairperson dated 12 January 2011 re deferment of the implementation of several programs of the Commission to include the grant of university status.

4.2. Customer Satisfaction

<ul style="list-style-type: none"> To come up and use a validated and approved institutional (standard) instrument to evaluate institutional activities and measure 	- Collation of existing evaluation instruments from different offices/ programs	- Number of gathered evaluation instruments - Letter to the Office Heads from the President	- 1st quarter	- HCDC Community	- Office of the President - Office of the QMS - IRO - Department/ Program/Office Heads		
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<p>institutional performance.</p>	<ul style="list-style-type: none"> - Formulation of evaluation instrument - Validation of evaluation instrument - Utilization of the instrument 	<ul style="list-style-type: none"> - Constructed and approved evaluation instrument - Instrument validated - Activities evaluated 	<ul style="list-style-type: none"> - Not later than the end of 1st semester - 3rd quarter - Before the end of the school year 				
<ul style="list-style-type: none"> • To utilize the video wall and electronic board for the enhancement of internal dissemination of policies, memoranda, and other pertinent documents. 	<ul style="list-style-type: none"> - Meeting with concerned personnel - Installation of the needed equipment 	<ul style="list-style-type: none"> - Minutes of the meeting - Budget approved - Installed video wall and electronic board 	<ul style="list-style-type: none"> - 1st semester - 1st semester 	<ul style="list-style-type: none"> - HCDC Community 	<ul style="list-style-type: none"> - Office of the President - Office of the ICT - Office of the General Services - Security and Safety Office 		<ul style="list-style-type: none"> - Institutional
<ul style="list-style-type: none"> • To facilitate information exchanges with other educational-related institutions and external partners through the medium of video-conferencing. 	<ul style="list-style-type: none"> - Installation of video-conference technology in the President's conference room 	<ul style="list-style-type: none"> - Budget approved - Mounted equipment for video conference 	<ul style="list-style-type: none"> - Not later than the end of the first semester of SY 2011-2012. 	<ul style="list-style-type: none"> - Office of the President - External Relations Office - External Partners 	<ul style="list-style-type: none"> - Office of the President - Office of the ICT - Office of the External Relations 		<ul style="list-style-type: none"> - CAPEX – Office of the President

Prepared by:

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 Date: _____

Approved by:

REV. MSGR. JULIUS C. RODULFA
President
 Date: _____