

Executive Committee

University System

MINUTES OF THE MANAGEMENT REVIEW MEETING

11:00 AM

December 4, 2018

Board Room, USTP CDO

Present:

- **Dr. Rosalito A. Quirino** : OIC-President, USTP System/Chancellor, USTP Claveria
- **Atty. Jonathan S. Oche** : Vice President for Administration and Legal Affairs
- **Ms. Vanessa V. Ascaño** : Vice President for Finance, Planning and Development
- **Dr. Maria Elena L. Paulma** : Vice President for Academic Affairs
- **Dr. Ruth G. Cabahug** : Chancellor, USTP CDO
- **Prof. Colbert G. Rabaya** : Executive Dean, Clustered Campuses
- **Dr. Ambrosio B. Cultura II** : Vice Chancellor for Research & Innovation, USTP CDO
- **Dr. Consorcio S. Namoco, Jr.** : Vice Chancellor for Academic and Student Affairs, USTP CDO
- **Prof. Vima Socorro J. Tandog** : Vice Chancellor for Finance and Administration, USTP CDO
- **Dr. Greg M. Cubio** : Vice Chancellor for Academic Affairs, USTP Claveria
- **Atty. Dionel A. Albina** : Vice Chancellor for Administration, USTP Claveria
- **Mr. Mark Dave J. Cerbito** : Head, Executive Committee Secretariat

Auditors

- **Dr. Nueva D. Salaan** : Audit Team Leader for USTP CDO
- **Mr. Laurence Marse B. Dagaraga** : Audit Team Leader for USTP Claveria

1 **I. PRELIMINARIES**

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3 **1. Call to Order**

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- 5 • The OIC-President, Dr. Rosalito A. Quirino, as the Presiding Officer, called the
6 meeting to order at 11:00 AM of December 4, 2018 in the Board Room of USTP CDO.

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8 **2. Approval of the Agenda of the Meeting**

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- 10 • Upon the directive of the OIC-President, Vice President Ascaño presented the flow
11 of discussion for the Management Review.

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- 13 • Review of Quality Policy for current adequacy and the need for changes

- 14 • Review of External and Internal Issues of Concerns

- 15 • Review of Risks

- 16 • Review of Opportunities

- 17 • Internal Audit Results

- 18 • Status of Non-conformities and Corrective Actions

- 19 • Review of the effectiveness of training and training programs in place

- 20 • Review of Suppliers

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APPROVED.

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24 **II. AGENDA**

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26 **A. Review of Quality Policy**

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28 Vice President Ascaño presented the USTP Quality Policy statement in English and
29 Cebuano versions. She expounded that the policy statement is in compliance with the ISO
30 statutory and regulatory requirements. Vice President Ascaño solicited comments from the
31 body prior its endorsement for adoption.

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Vice President Paulma suggested that the Cebuano version of the policy statement should be close to the original English version. Vice President Ascaño subscribed to the suggestion and affirmed that the translation to other language is more important as far as complying to the ISO requirement is concerned.

The body thereby suggested some inputs for the Cebuano version as basis for revision as indicated below:

- “Tiunay ug dekalidad nga serbisyo, mag-usa kita sa pag-asenso.”
- “Ihatag and tiunay ug dekalidad nga serbisyo para mag-usa kita sa makanunayong/malahutayong pag-asenso.
- “Kami nanumpa...kliyente labing maayo ug makanunayong pag-uswag...”

Vice President Ascaño ascertained that the comments and suggestion are well taken and that these will be considered in the revision of the quality policy statement.

The OIC-President added that the revised and approved quality policy statement should be placed in conspicuous places in the campus.

NOTED.

B. Review of External and Internal Issues of Concerns, Risks, and Opportunities

- **Lack of common/uniform template for communication of any personnel in the system**

One of the issues of concern tackled is the lack of common/uniform template for communication. The OIC-President commented that the concern should not only be on the template but also on the flow of communication with respect to the channels involved.

Vice President Paulma suggested that there should also be a form of official communication from the Office of the President conveying the implementation or effectivity of policies/procedures approved by the Board of Regents. The OIC-President affirmed that there are some actions of the BOR that may not require written communication as pronouncements may suffice. The OIC-President added that communication sent through electronic mail may be considered official but acknowledgement of receipt should be emphasized.

Vice Chancellor Cultura stressed that there should be a common process to be adopted by all offices/colleges. He also shared an observation that some practices are not observed or practiced.

With all the relevant concerns, Vice President Ascaño suggested to propose a template and process flow to be adopted. OIC-President thereby directed the Vice President for Academic Affairs to prepare a communication plan.

NOTED.

- **No specific documented management procedure**

Vice President Ascaño explained that the main concern is on the tracking of documents. It was suggested that a tracking slip which also indicates the order of flow of offices concerned for the communication or transaction. Document and Records Management System should also be in place.

The OIC-President assigned Vice President Oche to look into the process on Document and Records Management System to address the concern.

NOTED.

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- **Possibility of hiring inappropriate employees**

The OIC-President expressed disagreement with the priority opportunity identified for this concern which is to outsource. He stressed that the University should identify the expertise or services needed in the University instead of the outsourced service provider.

It was thereby agreed to crash out this specific issue of concern since it is being addressed with the current processes in hiring.

NOTED.

- **Low performance rating of teachers**

Vice President Ascaño explained that this issue pertains to the performance of some regular teaching personnel. The OIC-President commented that the identified priority opportunity—hire part-time faculty—places the University at a disadvantaged position. Executive Dean Rabaya added that it appears that only the compliance for the OPCR/IPCR is being addressed and not the real issue.

The OIC-President suggested that such issue should be backed up with data to properly address it.

Vice President Ascaño expounded that the identified actions to address the issue is the conduct of observation and post observation, mentoring, or coaching. Vice Chancellor Cultura responded that the department chairs or college deans may need additional deload in order to perform such actions. The OIC-President emphasized that what the chairs and deans need is to have a plan for implementation that should send a message to all faculty that class observation among other programs is in place. Chancellor Cabahug suggested to narrow down the class observation or mentoring to faculty who have poor performance.

It was thereby agreed to review the issue of concern and to formulate a clinical supervision program with all the necessary templates for the faculty. Vice President Ascaño also clarified that the priority opportunity shall be replaced with “high performing faculty.”

NOTED.

- **Lack of procurement management**

Since it was understood that the logged issues of concern were from an internal audit conducted two years ago, the OIC-President asked clarification if the same issue still persist. Vice President Oche explained that there have already been measures made to improve the procurement management. Vice President Ascaño further clarified that the issue meant is actually on some weaknesses in the procurement management.

Chancellor Cabahug shared that the issue may lie on the workload against the current manpower in the procurement office. Vice Chancellor Albina affirmed that the transactions of the procurement services has at least doubled in the past years. Vice Chancellor Cultura commented that the University may consider having more than one Bids and Awards Committee (BAC) based on practices of other agencies. After thorough discussion, the body realized that the issue is not rooted in the BAC only but within the procurement system itself.

The OIC-President suggested to identify liaison canvassers assigned per unit or college to handle relevant transactions especially those that are urgent in nature. He also subscribed to the suggestion to identify a committee to look into this concern and directed Vice Chancellor Albina to endorse its members.

NOTED.

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C. IQA for USTP Claveria

Upon the acknowledgement of the OIC-President as the presiding officer, the audit team leader for USTP Claveria, Mr. Laurence Marse B. Dagaraga, presented the results based on the conducted internal audit in the campus.

The OIC-President, commented that the process owners claimed that there was shortage in time to prepare for the evaluation. The OIC-President added that the findings as presented by the Audit Team Leader are just minor concerns that can be addressed will less difficulty.

Vice President Paulma shared that there were concerns brought about by the absence of documentary evidence for designation of Program Coordinators. The OIC-President justified that some designations may not require deload due to certain considerations (such as minimal number of students to be catered by the certain designation). In response to this concern, the OIC-President pronounced that the College Dean may issue a memorandum designating Program Coordinators.

Vice President Ascaño affirmed that the process owners will receive the result of the audit within December 2018.

NOTED.

D. IQA for USTP CDO

Dr. Nueva D. Salaan, the Audit Team Leader for USTP CDO, was requested to present the result of the internal audit. She discussed process that involved the admission, graduation, HR preventive maintenance, and top management.

One of the emphasized comments was that there was no control of documents and documentation based on the unnumbered documents found during the audit. There was therefore an issue on the traceability of the documents.

Vice President Ascaño justified that the coding of documents was supposed to be easy but was not properly communicated to concerned process owners. Vice President Ascaño further emphasized to strengthen the monitoring on facilitating the documented procedures.

The OIC-President expressed his commitment to pursue ISO certification within 2019 as he believes that this is long overdue. He suggested to consider timeline for 2019 to expedite the process for certification. Executive Dean Rabaya also expressed his commitment and affirmed that the Clustered Campuses will start preparation by January 2019.

Vice President Ascaño conversed that the next step would be to conduct re-orientation, review and rewriting of the documented procedures starting January 2019.

NOTED.


III. ADJOURNMENT

- Before concluding the Management Review Meeting, the body acknowledged and commended the efforts of the internal audit team. OIC-President adjourned the meeting at 3:30 PM of December 04, 2018.

I hereby certify to the correctness of the proceedings:


MARK DAVE J. CERBITO
Head, ExeCom Secretariat

Attesting to the veracity of the proceedings:


ROSALITO A. QUIRINO, Ph.D.
OIC-President, University System