	SOUTHERN LEYTE STATE UNIVERSITY Sogod, Southern Leyte		DOCUMENT CODE	P-AD01
	QUALITY PROCEDURES MANUAL		REVISION	00
			EFFECTIVITY DATE	20 October 2015
	QUALITY PLANNING PROCEDURE			

1. Purpose

To lay down the procedures of quality planning that is known to be a systematic process that identifies measurable quality objectives, a sequence of steps, resources required, ways and means in realizing them within a specified timeframe with schemes for monitoring and evaluation.

2. Scope

This covers the procedure following the “Strategic Management Model” or “Strategic Planning Model” which refers to the pattern or mode of strategic management in determining a number of steps to be taken to achieve the objectives of the University. It is selected for the purpose of formulating and implementing the strategic management plan of SLSU from Pre-Planning, Strategic Planning, Strategy Deployment, Planning Implementation, Measurement, Evaluation and Control.

3. Reference


The Strategic Plan will be anchored on the Philippine Development, Regional Thrusts and Development Strategies, RA 8272, IRR, Higher Education Modernization Act’, Budget Priorities Framework (Rapid Growth and Inclusive Development, National, Regional, Local Development Plans, DBM /COA/CHED Circulars/Directives, CSC Code and Policies, SUC Practices, CHED Strategic Plan, Comprehensive and Integrated Infrastructure Program (CIIP), Results-Based Strategic Management System, Organizational Performance Institutional Framework, CMO 46, series of 2012 (Typology), The University Charter, SLSU –FYDP 2009-2014, SWOT Analysis, SLSU Annual Reports and Campus Development Plans.

4. Definition of Terms

Quality Planning - a systematic process that identifies measurable quality objectives, a sequence of steps, resources required, ways and means in realizing them within a specified timeframe with schemes for monitoring and evaluation.

Strategic Management Model” or Strategic Planning Model- refers to the pattern or mode of strategic management in determining a number of steps to be taken to achieve the objectives of the University.

Pre-Planning- an activity spearheaded by top management towards developing the strategic plan by identifying expectations of the process, to include selection, roles, and responsibilities of committee members, logistics and timetable, and extent of their participation. This also includes organizational assessment by identifying the internal and external factors that influence the development of the strategic plan.

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Strategic Planning- A systematic process of envisioning a desired future, and translating this vision into broadly defined goals or objectives and a sequence of steps or actions to achieve them.

Strategy Deployment- is a great tool to help create change by strategically aligning the Continuous Process Improvement (CPI) with the university's goals and objectives. In doing this, a clear message is disseminated, purpose and create leverage for everyone to fully engage in the change process.

Implementation Planning- involves the development of a process to execute the strategic plan. The success of the strategic plan is often gauged by its execution and the degree to which Operational Plans or Action Plans are consistent with strategic priorities defined through the strategic planning process.

Measurement, Evaluation and Control- a process where actual performance are being compared to the standards or expected outcome or results, reviewing internal and external factors that affects performance and taking corrective actions.


Action Plan- A supervisory, control and evaluating tool in accomplishing defined objectives of the organization.

Target-setting- is the process of identifying outcomes or results to accomplish and establishing measurable goals and timeframes.


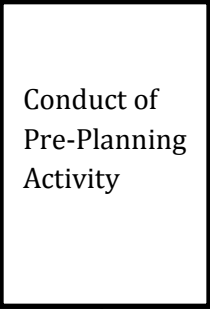
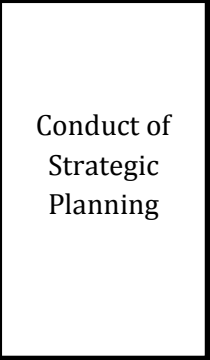
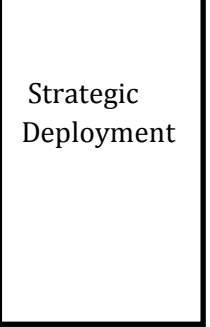
SWOT Analysis- is designed to ensure that a fit exists between the external environment (Threats and Opportunities) and the internal qualities of the organization (Strengths and Weaknesses).


Activity Proposal – a document being drafted that defines the rationale behind such activity, the participants of such undertaking, the program of activities and the financial requirement.

Board of Regents - the highest governing body in the University where all proposed policies are subject for approval.

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V. Process Flow

Step No.	Process Flow	Details	Forms	Criteria	Responsible Person
					
1		<ul style="list-style-type: none"> Environmental Scanning and Organizational Assessment The top management which includes the University President, VPs and University Officials agree on the approach to developing the strategic plan, the process, the logistics, timetable and extent of their participation. 	SWOT Analysis Matrix Activity Proposal	One month before the scheduled conduct of the Pre-Planning Activity	Management Committee, Planning Officers
2		<ul style="list-style-type: none"> Formulation of the Vision, Mission, Goals and Objectives, Strategic Actions, Targets and Performance Benchmarks Preparation of the activity proposal for the Strategic Planning Session for the approval of the University President 	Strategic Plan and Investment Plan Templates	One month before the scheduled conduct of the Strategic Planning session	Planning Officers
3		<ul style="list-style-type: none"> Strategic Plan Completion and Dissemination Facilitate the endorsement and validation by the Administrative Council and Academic Council, stakeholders (Faculty, Staff, Students, Business and Local Government Leaders, Sector representatives and other stakeholders for Confirmation and Approval by the Board of Regents Dissemination of the Approved Strategic Plan to all stakeholders 	Strategic Plan Format Memorandum Template	One week after the completion of the proposed strategic plan One week after the approval of the Board of Regents	Planning Officers/ Management Committee

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4	<div style="border: 2px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> Implementa- tion Planning </div>	<ul style="list-style-type: none"> Plan Implementation and Monitoring Formulation of Operational Plans or Action Plans by the VPs, Campus Deans, College Deans, Division, Department, Unit Heads and Institute Directors for implementation based on the approved strategic plan Submission of Quarterly Accomplishment Reports Conduct of Mid-Year Performance Review and Evaluation 	<p>Action Plan template</p> <p>The President's Report Template</p> <p>Performance vs Targets Matrix</p>	<p>Second Week of September</p> <p>One week before BOR Meeting</p> <p>Last week of June</p>	<p>Management Committee, Planning Officers</p> <p>Planning Officers</p> <p>Planning Officers</p>
5	<div style="border: 2px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> Performance Evaluation and Target-setting </div>	<ul style="list-style-type: none"> Measurement, Evaluation and Control Conduct of the Performance Evaluation and Target Setting 	<p>Performance vs Target Matrix</p>	<p>One week after year-end</p>	<p>Planning Officers</p>
	<div style="border: 2px solid orange; border-radius: 15px; padding: 10px; width: fit-content; margin: 0 auto;"> End </div>				