



IMPLEMENTATION PLAN FOR THE ADMISSION POLICY OF SOUTHERN LEYTE STATE UNIVERSITY INTEGRATING DIVERSITY AND INCLUSIVITY PRINCIPLES AND RISK MANAGEMENT

Key Activity / Objective	Timeline	Responsible Office/Personnel	Identified Risks	Risk Assessment (Likelihood/Impact)	Mitigation Measures	Diversity & Inclusion Considerations	Reporting Chain
1. Policy Review and Alignment Ensure admission policy aligns with national and institutional mandates	Year-round	Academic Council, VPAA/VPSAS	Outdated criteria; exclusionary policies	Possible / Moderate	Regular policy review, legal and policy benchmarking	Include equitable access provisions for marginalized and special groups	OVPAA and OVPSAS → University President → Board of Regents
2. Diversity & Inclusivity-Oriented Policy Dissemination Conduct inclusive awareness campaigns	2 weeks after approval of the policy	Admissions Office, GAD Focal Point System, PASCOM	Lack of awareness in remote/diverse groups	Likely / Moderate	Community-based orientation, multilingual posters, online and offline strategies	Translate materials to local dialects; consult with IPs and PWD reps	Admissions Office → VPSAS/SAS Director → GAD Focal Point System (Mancom)
3. Inclusive Entrance Testing	Phase 1 (Entrance Exam) – 6	Guidance Office, Psychometrician	Limited access for PWDs or IPs	Possible / High	Provide testing accommodations (e.g., extended	Prioritize universal design	Guidance → Psychometrician





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Facilitate accessible testing for all applicants	months before enrollment Phase 2 (Interview/Skills Test/Agility Test) – 1 week after Phase 1				time, accessible venues)	for learning and testing	→ VPSAS/SAS Director
4. Fair Evaluation and Screening Apply clear and equitable criteria	1 week after Phase 2	College Deans, Admissions Office	Bias/discrimination in evaluation	Possible / High	Blind review (if possible), D&I orientation for screeners	Ensure no one is screened out based on gender, ethnicity, disability, etc.	Admissions Committee → VPSAS/SAS Director
5. Release of Results Post in accessible formats and platforms	2 weeks after Phase 2	Admission Office	Exclusion of students with limited access	Possible / Moderate	Use multiple channels (online, bulletin, SMS)	Ensure results are posted in inclusive, respectful, and accessible ways	Admission Office → VPSAS/SAS Director
6. Accessible Enrollment Process Make enrollment smooth for all sectors	1 month after publication of results	Registrar, UISA/CAN	Long queues, inaccessible systems	Likely / Moderate	Online enrollment options, enrollment assistance desks	Assign focal persons to assist PWDs, solo parents, low-literacy enrollees	SAS Office → Registrar → UISA/CAN





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7. Monitoring and Evaluation Track admission data and policy impact	Year-round	Admission Office, Registrar, GAD Focal, OVPAA	Incomplete data on diverse students	Likely / Moderate	Maintain sex-disaggregated and D&I data; regular audits	Use data to improve equitable admission policies	VPSAS → GAD Focal Point System → BOR (if major revision)

Prepared by:

JESSA LAARNI B. ESPINAS
 Director, Student Affairs Services

