


VERSION NO. 1	MANUAL TITLE CURRICULUM AND INSTRUCTION MANUAL	DOCUMENT NO. CIM 3.2
	DOCUMENT NAME IDENTIFICATION AND PREPARATION OF RESOURCES NEEDED FOR TEACHING	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
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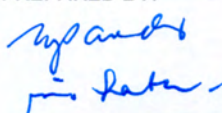
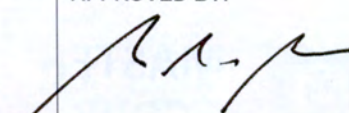

4.0 PROCEDURES


Responsibility	Activity
Campus Director/Planning Officer	1. Facilitates planning of resources needed for the school year.
Management Committee	2. Identifies faculty members, instructional materials, supplies and facilities needed.
	3. Discusses external and internal issues and concerns that might affect the provision of necessary resources needed.
	4. Identifies course of action, as applicable.
	5. Agrees on course of action, as applicable.
Campus Director	6. Approves resources needed and gives instructions to offices concerned for the succeeding activities or actions needed.
Planning Assistant	7. Documents proceedings of the planning meeting.

5.0 LIST OF FORMS AND REPORTS

5.1 Forms
None

5.2 Reports
5.2.1 Minutes of the Meeting

PREPARED BY: 	APPROVED BY: 	 MASTER COPY	

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1.0 OBJECTIVE

To identify and itemize the learning resources needed for instructions.

2.0 SCOPE

This procedure covers the resources needed for teaching, which include faculty members, BOT approved textbooks, reference books, laboratory equipment and supplies, office application software, audio-visual materials, facilities and others for instruction.

3.0 POLICIES

- 3.1 Planning for resources needed for instruction shall be done annually to make projections of faculty members, instructional materials, supplies and facilities needed.
- 3.2 Issues and concerns experienced in the previous school year shall be taken into consideration during planning to improve on products and services being provided to the students.
- 3.3 Planning shall be conducted by the Campus Director together with the Heads of the various offices.
- 3.4 Resources identified during the planning meeting shall be coordinated with the following:
 - 3.4.1 Human Resource Management Unit – for availability of faculty members and non-teaching personnel;
 - 3.4.2 Budget Management Unit – for inclusion in the budget of the campus for the school year;
 - 3.4.3 Procurement Unit and Supply and Property Management Unit – for the availability and procurement of instructional materials and supplies needed;
 - 3.4.4 General Services Management Unit – for the repair and maintenance of the campus facilities.

