


VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 3.0
	DOCUMENT NAME POLICY DEVELOPMENT AND ENHANCEMENT : APPROVAL PROCESS	REVISION NO. 0
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1. OBJECTIVES

- 1.1. To ensure that the policies are aligned with the vision, mission, goals of the organization.
- 1.2. To ensure that the different campuses operate under one system of governance and adhere to common policies and procedures in its operation.

2. SCOPE


This procedure covers the relevant processes in policy development, review and enhancement as well as matters for approval, notation and information by the Executive Committee (Execom) or the Board of Trustees (BOT).

3. POLICIES

- 3.1. Policies shall reflect the PSHS Systems core values of truth, passion for excellence and commitment to serve.
- 3.2. Policies shall comply with existing statutory or regulatory requirements.
- 3.3. Policies shall be clear, easy to understand, fair, realistic and goal-oriented.
- 3.4. Whenever practicable, the PSHS System shall publish or circulate notices of approved new rules, or policies or procedures including a copy of the BOT Resolution or Memorandum from the Office of the Executive Director which approved such rules, or policy or procedure, for at least fifteen (15 days) in at least three (3) conspicuous places in the office, prior to its adoption.
- 3.5. Pursuant to the Implementing Rules and Regulations of R.A. 8496 as amended by R.A. 9036:
 - 3.5.1. The Board of Trustees shall be the governing board of all the PSHS Campuses wherever situated, and shall have powers in formulating policies and guidelines for the administration and operation of the PSHS System.
 - 3.5.2. The Executive Committee (Execom) in the PSHS System which is composed of the Executive Director as ex-officio chairperson and the



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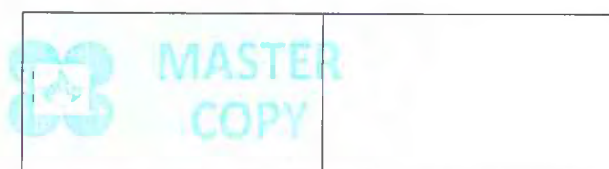
Campus Directors as members, shall perform functions as may be delegated by the BOT, and shall act as recommendatory body to the board.


- 3.5.3. The Executive Director (ED) shall exercise administrative supervision over all Campus Directors and shall be the primary implementor of policies and guidelines set by the BOT. As a member of the BOT, the ED shall articulate to the Board the mutual concerns of all the campuses.

4. PROCEDURES

4.1. Policy Development and Enhancement – Approval Process

Responsibility	Activity
Proponent (Campus Director, Deputy Executive Director, RPAD Chief, OED FAD Chief)	1. Submits policy for approval of the Board of Trustees to the Executive Director.
Executive Director	2. Conducts preliminary review of the proposal.
Executive Director	3. Determines if the proposal needs endorsement from the Execom. Otherwise, the proposal shall be presented to the BOT for action. 4. Requests the Execom Secretariat or BOT Secretariat to include in the agenda the proposed policy.
Secretariat	5. Includes the proposal in the agenda of the next Execom or BOT meeting.
Execom	6. Endorses the proposal to the BOT.

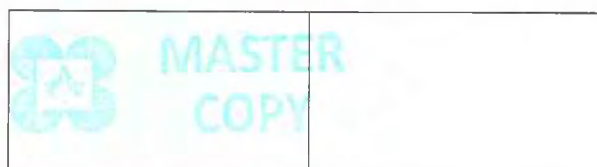



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Responsibility	Activity
Execom Secretariat	7. Endorses to the BOT Secretariat the proposal.
BOT Secretariat	8. Includes the proposal in the BOT meeting agenda.
BOT	9. Acts on the proposal.
BOT Secretariat	10. Facilitates the action of the BOT. If approved, the Secretariat prepares resolution. If not approved, returns the proposal for revision.
	11. Facilitates publication of the approved policy, if needed.
Head Secretariat	12. Circulates the copy of approved policies to PSHS Campus Directors and OED.

4.2. CONDUCT OF EXECUTIVE COMMITTEE MEETING

Responsibility	Activity
Execom Secretariat	1. Collects soft and hard copies of agenda with supporting documents from the Campus Directors on a preset deadline.
	2. Provides the Campus Directors consolidated soft copy of all agenda with supporting documents.
Subcom Members	3. Conduct Subcommittee Meeting, if needed.
	4. Review and evaluate agenda items.
	5. Prepare and submit Subcom Report to Execom Secretariat for inclusion in the meeting.



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Responsibility

Activity

Execom
Secretariat

6. Receives the Subcom report, if any and attaches it to the appropriate matter for approval or discussion.

Execom Chair/
Members

7. Conduct Execom Meeting:
7.1. Preliminaries (introduction, announcement., etc)
7.2. Review and Approval of Proposed Agenda
7.3. Review and Approval of Previous Minutes of Meeting
7.4. Business Matters Arising
7.5. Matters for Discussion
7.6. Matters for Approval
7.7. Matters for Information
7.8. Other Matters
7.9. Schedule of next Execom Meeting

8. Adjournment

4.3. EXECUTIVE COMMITTEE MEETING POST ACTIVITIES

Responsibility

Activity

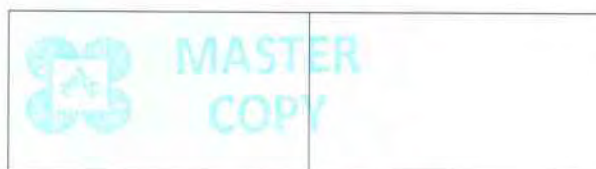
Execom
Secretariat


1. Prepares/ Drafts the following Execom Documents:
a. Execom Resolution based on the approved remanded agenda and for information/ notation agenda
b. Minutes of Meeting
c. Summary of Action Items

2. Submits the documents to the Head Secretariat for initial review.

Head Secretariat

3. Conducts initial review of the Execom Documents.




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Responsibility	Activity
Execom Secretariat	4. Circulates Draft Execom Resolution to all Execom Members for correction.
Execom Members	5. Confirms Execom Resolution.
Head Secretariat	6. Certifies correct.
Executive Director	7. Attests Execom Resolution.
Execom Secretariat	8. Circulates the Signed Execom Resolution to the Execom.
	9. Submits the Signed Execom Resolution and relevant Subcom Reports to the BOT Secretary for inclusion in the next BOT meeting.

4.4. EXECOM APPROVAL VIA REFERENDUM

Responsibility	Activity
Campus Director/s	1. Submit/s request for referendum together with the required supporting documents to the Execom Secretariat.
Execom Secretariat	2. Receives the request and required supporting documents and seeks clearance for referendum from the Executive Director.



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Responsibility

Activity

Executive Director

3. Approves or remands the request.
4. Gives instruction to Execom Secretariat to send the documents to the proper Subcom if applicable for review and evaluation, otherwise instructs the Execom Secretariat to prepare the referendum sheet.

Execom Secretariat

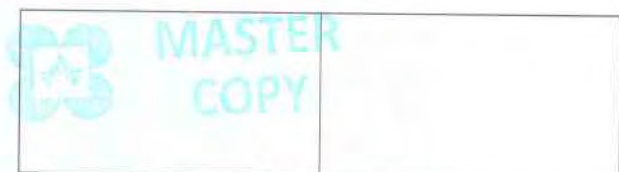
5. Sends the documents to Subcom if applicable for evaluation otherwise proceed to step 9.


Subcom members

6. Evaluate the matter.
7. Prepare and endorse Subcom report to Execom Secretariat.

Execom Secretariat

8. Receives Subcom report if applicable for attachment to the referendum sheet.
9. Prepares and circulates the referendum sheet with attachments to Execom and solicit votes.
10. Determines the result of the referendum.
11. Circulates the Signed Execom Resolution to the Execom.
12. Submits the Signed Execom Resolution and relevant Subcom Reports to the BOT Secretary for inclusion in the next BOT meeting.




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4.5. PLANNING OF BOT MEETING

Responsibility	Activity
BOT Chair	1. Approves the schedule, date and venue of the BOT meeting.
BOT Secretariat	2. Prepares the Notice of BOT Meeting and have it signed by the Head of BOT Secretariat or Executive Director. a. Prepares SO when applicable.
BOT Secretariat	3. Sends out the Notice of BOT Meeting to the BOT members via email. 4. Follow-up the confirmation of attendance of the BOT members one (1) week after Notice of BOT meeting has been issued.
BOT Secretariat	5. Receives and secures the following documents: a. Previous BOT Minutes of Meeting/ Actionable Items b. Execom Documents (relevant Subcom Reports) from Execom Secretariat c. RPAD Documents (Academic Policies, Curriculum Docs, Research and Training related) from RPAD, if applicable d. FAD Documents (Budget Related Docs) from FAD, if applicable e. Other relevant documents
Head Secretariat	6. Prepares the Attestation/ Agenda (Summary of items for approval, notation or information based on submitted Execom Resolution, RPAD/ FAD documents). 7. Reviews and endorses the Attestation/ Proposed Agenda to the Executive Director.

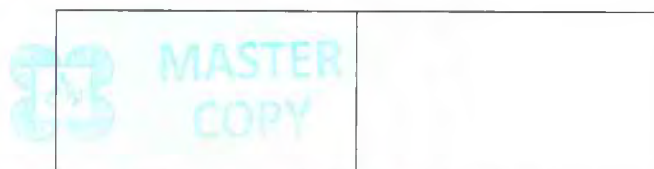



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Responsibility	Activity
Executive Director	8. Signs the attestation and submits the same to the BOT Secretariat.
	9. Briefs the DOST-OSEC and seeks clearance of the agenda.
BOT Secretariat	10.Scans the above-mentioned BOT materials/ Attestation.
	11.Sends advanced copy of BOT materials to BOT members through email at least two (2) weeks before the meeting.
	12.Reproduces copies of BOT materials/ Attestation and prepares the BOT meeting kits/ folder for each BOT member.
Information System Analyst	13.Transfers the soft copy of the scanned BOT materials to the respective BOT laptops.
BOT Secretariat	14.Prepare all the necessary logistics/ equipment required for the conduct of BOT Meeting.

4.6. CONDUCT OF BOT MEETING

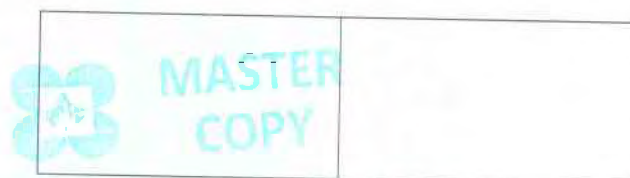
Responsibility	Activity
BOT Chair/ BOT Members	<ol style="list-style-type: none"> 1. Conduct BOT Meeting: <ol style="list-style-type: none"> a. Preliminaries (introduction, announcement., etc) b. Review and Approval of Proposed Agenda c. Business Matters Arising d. Matters for Discussion e. Matters for Approval f. Matters for Information g. Other Matters h. Schedule of next BOT Meeting 2. Adjournment




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4.7. BOT POST-MEETING ACTIVITIES

Responsibility	Activity
BOT Secretariat	<ol style="list-style-type: none"> 1. Prepares draft copies of BOT Resolution and Annexes (as applicable). 2. Prepares Summary of Action Items and Decisions. 3. Submits the draft and summary of action items and decisions to the Head Secretariat for initial review.
Head Secretariat	<ol style="list-style-type: none"> 4. Conducts initial review of the draft BOT resolution.
BOT Secretariat	<ol style="list-style-type: none"> 5. Circulates BOT Resolutions and Annexes (as applicable) to all BOT Members for confirmation.
BOT Members	<ol style="list-style-type: none"> 6. Review/ confirm BOT Resolutions and Annexes (as applicable) and email back to BOT Secretariat for necessary correction, if any.
BOT Secretariat	<ol style="list-style-type: none"> 7. Submits the final copy of BOT resolution to the Head Secretariat and Executive Director for signature.
BOT Secretariat	<ol style="list-style-type: none"> 8. Sends out the signed copy of the BOT Resolution and Annexes (as applicable) to all concerned Offices/ Campuses within seven (7) days from the date of its confirmation. 9. Drafts the minutes of meeting/ action items based on audio recording transcription, notes of meeting and one (1) BOT folder with complete docs for reference. 10. Submits the draft to Head Secretariat for review



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Responsibility

Activity

Head Secretariat

11. Edits/ proofreads the minutes of meeting/ action items and endorses to Executive Director for clearance.

4.8. REFERENDUM OF ISSUE FOR BOT-APPROVAL

Responsibility

Activity

BOT Secretariat

1. Receives Referendum Execom Documents and informs the Executive Director/ Head Secretariat regarding the matter.

2. Seeks clearance from the Chair through the Executive Director to submit the matter for referendum.

Executive Director/ Head Secretariat

3. Gives instruction to the BOT Secretariat to send the documents and solicit the decision of the BOT members through email.

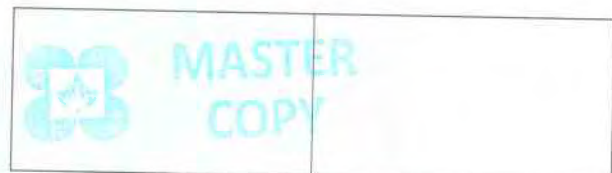
BOT Secretariat


4. Prepares Referendum Sheet.

5. Emails the matter and its supporting documents to BOT Members for their votes.

BOT Members

6. Vote for approval/ disapproval/ abstain of elevated matters/ issues.



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Responsibility

Activity

BOT Secretariat

7. Prepares and submits the draft resolution together with the result of referendum to the Head Secretariat and Executive Director for their signature.
8. Sends out the signed copy of the BOT Resolution and Annexes (as applicable) to all concerned Offices/ Campuses.

5. LIST OF FORMS AND REPORTS

5.1. Forms

5.1.1. Travel Order Form


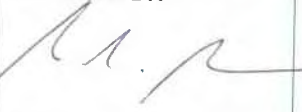

5.2. Reports

5.2.1. Subcom Report

5.2.2. Referendum Sheet

5.2.3. Execom Resolution

5.2.4. BOT Resolution

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