



MINUTES OF THE MEETING FOR THE MANAGEMENT REVIEW
SAMSUNG SMART CLASSROOM
November 7, 2019

Present:

- | | | | |
|-------------------------------|-------------------------------|--------------------------------|-------------------------------|
| 1. Dr. Rachel Luz V. Rica | 10. Dr. Nardgin D. Balili | 19. Arlo S. Chavez | 28. Diana Jane P. Zamora |
| 2. Joseph P. Hortezuela | 11. Julius O. Albina | 20. Benito A. Baje | 29. Ligaya B. Geslaga |
| 3. Kenneth C. Balili | 12. Ruby Cres J. Gayda | 21. Norma B. Abegonia | 30. Maria Vilma R. Buscato |
| 4. Dr. Leonila N. Oyangoren | 13. Jovanie O. Bajenting | 22. Lillian P. Rendon | 31. Paul Isaac O. Dizon |
| 5. Marco Lorenzo R. Camarillo | 14. Felixberto L. Sasaban Jr. | 23. Nilo Jeremias C. Kintanar | 32. Lynn L. Datanagan |
| 6. Arlene V. Cahoy-Agosto | 15. Engr. Jerl M. Oyangoren | 24. Mary Joy M. Villamora | 33. Janice Aurea S. Camarillo |
| 7. Sherry P. Ramayla | 16. Cyril B. Magallanes | 25. Maria Fengina S. Saquibal | 34. Maria Ana C. Awit |
| 8. Dr. Riza Reyna G. Calma | 17. Elsie Marie B. Batoctoy | 26. Dr. Richard C. Balais | 35. Jose Kim Orven P. Tan |
| 9. Fermin P. Inoferio | 18. Lionelle B. Uytico | 27. Jessica Athena S. Villaflo | |

Absent:

None

Part 1 – CALL TO ORDER

The Management Review was called to order by the campus director, Dr. Rachel Luz V. Rica, at 9:02 AM. The rationale and objectives of the meeting were stated.

Part 2 – MEETING PROPER

Legend: I – Information only; A# – Action Required, # indicates the number of times the target date was changed; C – Complied/Completed

FROM	ISSUES/CONCERNS	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS
A. Status of actions from previous management reviews					
Mr. Balili	This is the third regular management review of the organization. The first regular management review was held on Oct. 17, 2018. A special management review was held on Nov. 9, 2018. The second regular management review was	-	-	I	-

FROM	ISSUES/CONCERNS	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS
	held on April 11, 2019. The following were the action items from the previous management review.				
Mr. Balili	The procurement of four more customer feedback boxes was suggested to improve the turnout of filled out Client Satisfaction Survey. It was not yet accomplished because of budgetary issues. Currently, a request for supplemental budget was submitted. The procurement officer shall file a PR for it once the supplemental budget is approved.	Mr. Balili & Engr. Oyangoren	Dec. 30, 2019	A2	To deploy additional customer feedback boxes before the year ends
Dr. Oyangoren	The proposal for improvement of fire exit in the dormitories was already approved. It is already in the NEP. It is a prioritized project for FY 2020. Once completed, the permit of occupancy shall be processed.	Dr. Oyangoren	Dec. 11, 2020	A2	To monitor procurement and implementation of the project
Mr. Balili	The ICS committee and division chiefs were not able to accomplish the evacuation plan that should be provided for each building.	-	-	I	-
Dr. Oyangoren	The newly hired architect Ravago can competently take charge of producing the evacuation plan for each building, per floor. He is currently working on other tasks right now, but he will be able to accomplish that before the year ends.	Architect Ravago Dr. Oyangoren	Dec. 30, 2019	A2	To produce the evacuation plan
Ms. Ramayla	The status of the results of the previous IQAs shall be discussed later in the meeting during the discussion of the results of the most recent IQA.	Ms. Ramayla	Nov. 7, 2019	C	Ok
B. Changes in external and internal issues that are relevant to the quality management system					
Mr. Balili	Some QMS mandatory documents such as the SWOT Analysis were updated as of October 28, 2019. ISO 9001:2015 certification was changed from opportunity to strength. Issues (e.g. revocation of ISO certificate, client complaints, accidents/incidents) were more pronounced to properly address it. Risk treatment plans were updated to identify action plans in order to lessen or mitigate the likelihood or consequence of the said risks.	-	-	I	-
C. Information on the performance and effectiveness of the quality management system, including trends in:					
1. Customer Satisfaction and feedback from relevant interested parties					
Mr. Balili	Customer satisfaction survey was conducted on January to June 2019. <i>The individual results (ratings and comments) for each unit was presented.</i>	-	-	I	-

FROM	ISSUES/CONCERNS	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS																																																								
Mr. Balili	<p>There are 3 rating scales to determine the adjectival rating that corresponds to the numerical rating.</p> <table border="1"> <thead> <tr> <th>Adjectival Rating</th> <th colspan="2">Equal Difference</th> <th colspan="2">SPMS</th> <th colspan="2">UP & MSU</th> </tr> </thead> <tbody> <tr> <td>Outstanding/ Excellent</td> <td>4.21</td> <td>5.00</td> <td>5.00</td> <td></td> <td>4.51</td> <td>5.00</td> </tr> <tr> <td>Very Satisfactory</td> <td>3.41</td> <td>4.20</td> <td>4.00</td> <td>4.99</td> <td>3.51</td> <td>4.50</td> </tr> <tr> <td>Satisfactory</td> <td>2.61</td> <td>3.40</td> <td>3.00</td> <td>3.99</td> <td>2.51</td> <td>3.50</td> </tr> <tr> <td>Unsatisfactory</td> <td>1.81</td> <td>2.60</td> <td>2.00</td> <td>2.99</td> <td>1.51</td> <td>2.50</td> </tr> <tr> <td>Poor</td> <td>1.00</td> <td>1.80</td> <td>1.00</td> <td>1.99</td> <td><1.50</td> <td>1.50</td> </tr> </tbody> </table> <p>Which 1 of the 3 scales shall be adopted?</p>	Adjectival Rating	Equal Difference		SPMS		UP & MSU		Outstanding/ Excellent	4.21	5.00	5.00		4.51	5.00	Very Satisfactory	3.41	4.20	4.00	4.99	3.51	4.50	Satisfactory	2.61	3.40	3.00	3.99	2.51	3.50	Unsatisfactory	1.81	2.60	2.00	2.99	1.51	2.50	Poor	1.00	1.80	1.00	1.99	<1.50	1.50	-	-	I	To determine scale for adjectival rating														
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Dr. Rica	The first one is fair enough because there is an equal numerical spacing in the rating.	-	-	I	To use the second column in determining the adjectival rating																																																								
Mr. Balili	<p>The overall result of the customer satisfaction survey are as follows.</p> <table border="1"> <thead> <tr> <th>Unit/ Area</th> <th>Number of Respondents</th> <th>Average Rating</th> <th>Adjectival Rating</th> </tr> </thead> <tbody> <tr> <td>Student Discipline Office</td> <td>18</td> <td>4.24</td> <td>Excellent</td> </tr> <tr> <td>CID Office</td> <td>19</td> <td>4.53</td> <td>Excellent</td> </tr> <tr> <td>Laboratories</td> <td>22</td> <td>4.09</td> <td>Very Satisfactory</td> </tr> <tr> <td>Registrar Unit</td> <td>32</td> <td>4.99</td> <td>Excellent</td> </tr> <tr> <td>Library Unit</td> <td>27</td> <td>4.56</td> <td>Excellent</td> </tr> <tr> <td>Health Services Unit</td> <td>19</td> <td>4.51</td> <td>Excellent</td> </tr> <tr> <td>Guidance Unit</td> <td>17</td> <td>4.75</td> <td>Excellent</td> </tr> <tr> <td>Residence Hall for Boys</td> <td>6</td> <td>3.61</td> <td>Very Satisfactory</td> </tr> <tr> <td>Residence Hall for Girls</td> <td>8</td> <td>4.33</td> <td>Excellent</td> </tr> <tr> <td>General Services Mgt. Unit</td> <td>21</td> <td>4.63</td> <td>Excellent</td> </tr> <tr> <td>Cash Mgt. Unit (Cashier)</td> <td>17</td> <td>4.50</td> <td>Excellent</td> </tr> <tr> <td>Supply and Property Unit</td> <td>17</td> <td>4.41</td> <td>Excellent</td> </tr> <tr> <td><i>Average</i></td> <td></td> <td>4.43</td> <td>Excellent</td> </tr> </tbody> </table>	Unit/ Area	Number of Respondents	Average Rating	Adjectival Rating	Student Discipline Office	18	4.24	Excellent	CID Office	19	4.53	Excellent	Laboratories	22	4.09	Very Satisfactory	Registrar Unit	32	4.99	Excellent	Library Unit	27	4.56	Excellent	Health Services Unit	19	4.51	Excellent	Guidance Unit	17	4.75	Excellent	Residence Hall for Boys	6	3.61	Very Satisfactory	Residence Hall for Girls	8	4.33	Excellent	General Services Mgt. Unit	21	4.63	Excellent	Cash Mgt. Unit (Cashier)	17	4.50	Excellent	Supply and Property Unit	17	4.41	Excellent	<i>Average</i>		4.43	Excellent	-	-	I	-
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Mr. Balili	Generally, the performance of the delivery units is excellent. There were no ratings or feedback from clients that can speak of an alarming concern. Most comments were even praising the personnel for their service.	-	-	I	-																																																								
Mr. Balili	There are some offices with few respondents in the survey. Concerned personnel are reminded to regularly hand out the client feedback form to their clients after every transaction. Client feedback boxes shall be provided in strategic locations to improve the turnout of filled out forms.	-	-	I	-																																																								

FROM	ISSUES/CONCERNS	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS
2. Extent to which quality objectives have been met and process performance and conformity of products and services					
Ms. Abegonia	<p>The IPCR accomplishments from all units, for the period January to September 2019, were accounted to determine the overall status of the accomplishments of the campus. Data were collected from the units and divisions to regularly monitor and measure results that are also presented in systemwide assessment and planning workshops such as the midyear performance assessment and catch up planning. The following are the actual accomplishments for the period January to September 2019:</p> <p>A.1.1 Percentage of PSHS graduates pursuing STEM Target= 90%, Accomplishment= 100%</p> <p>A.1.2 Cohort survival rate Target= 90%, Accomplishment= 93.80%</p> <p>A.2.1 No. of scholars supported for SY 2019-2020 Target= 536, Accomplishment= 534</p> <p>A.3.1 Percentage of winnings in international competitions Target= 80%, Accomplishment= 250%</p> <p>A.3.2 Percentage of winnings in local or national competitions Target= 90%, Accomplishment= 141%</p> <p>A.4.1 Percentile of PSHS students in the US-based SAT Target= 80th, Accomplishment= 95th percentile</p> <p>A.4.2 Rank of the campus in UPCAT scores Target= Top 20, Accomplishment= Top 9 national</p> <p>B.1.1 Number of municipalities/cities that are recipients of promotional activities Target= 126, Accomplishment= 132</p> <p>B.1.2 Percentage of municipalities with applicants to the NCE Target= 50%, Accomplishment= 79.55%</p> <p>B.1.3 Percentage of freshmen who were able to get a GWA of 2.5 or better in the 2nd quarter of SY Target= 85%, Accomplishment= 100%</p> <p>C.1 Budget Utilization Rate Target= 85%, Accomplishment= 50%</p> <p>C.2 Status of e-NGAS in the accounting unit Target= Fully functional, Accomplishment= 90% functional</p> <p>C.3 No. of ISO processes certified as compliant to ISO 9001:2015 Target= 2, Accomplishment= (waiting for surv. audit)</p>	-	-	I	-

FROM	ISSUES/CONCERNS	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS
	D.1 No. of policies and actions resolved by the MANCOM Target= 5, Accomplishment= 4 D.2 No. of academic activities conducted Target= 4, Accomplishment= 10 D.3 No. of administrative activities conducted Target= 4, Accomplishment= 7				
Dr. Rica	Under A.2.1, we are short of 2 scholars to reach the target because of termination of scholarship and voluntary withdrawal. There were 529 scholars enrolled during the opening of classes for SY 2018-2019. T = 529 - 1 (withdraw on August 2018) - 3 (withdraw on May 2019) - 83 (graduated on May 2019) -1 (dismissed) + 90 (grade 7 for SY 2019-2020) + 3 (lateral entrants for SY 2019-2020) = 534. There is nothing much that we can do about it.	-	-	I	-
Mrs. Camarillo	Under C.1, the budget utilization rate as of Sep. 2019 is below the target. However, the budget utilization rate is currently increasing due to award of contracts. We are hoping to complete the procurement activities until the end of the fiscal year to reach or surpass the target.	Mrs. Camarillo, FAD, and BAC	Dec. 30, 2019	A0	To complete procurement activities for 2019
Mrs. Datanagan	The implementation of e-NGAS is expected to be fully functional by the end of this fiscal year.	Mrs. Datanagan	Dec. 30, 2019	A0	To fully implement e-NGAS
Ms. Abegonia	We cannot declare our accomplishment yet for C.3 because we still have to wait for the result of the surveillance audit.	Mr. Balili, All units	Nov. 19, 2019	A0	To pass the surveillance audit
3. Nonconformities and corrective actions					
Mr. Balili	No complaint was noted in the customer satisfaction survey. No nonconformity was noted outside the IQA period.	-	-	I	-
Dr. Rica	In line with customer complaints, every personnel should be mindful about the data privacy act. Documents and verbal discussions (e.g. scholarship meeting) should be properly handled to avoid the spread of rumors or wrong/sensitive information. This should also be made understood to the parents and Pisay community as well.	-	-	I	-
Mr. Inoferio	The PTA officers are organizing a PTA assembly on Nov. 9, during the card giving day. One of the things that they will discuss to the parents is the proper channeling of issues and concerns to avoid mishandling of concerns that may unnecessarily result to complaints.	-	-	I	-

FROM	ISSUES/CONCERNS	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS																
4. Monitoring and measurement results																					
Ms. Abegonia	Presented comparative analysis of targets and accomplishments from 2017-2019																				
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	PERFORMANCE INDICATORS		Targets (Physical)				Actual (Physical)														
		2017	2018	2019	2017		2018	2019													
	1. Percentage and number of PSHS graduates pursuing STEM courses	N/A	90%	90%	N/A		93.42%	93.80%													
	2. Cohort survival rate - percentage of scholars who advance to the succeeding grade level until they complete the 6-year scholarship program	516	N/A	536	516		N/A	534													
	1. No. of scholars supported for SY 2019-2020	2	80%	80%	7		200%	250%													
	1. Percentage of winnings/awards/recognition from the total number of STEM international competitions participated in by PSHS scholars	30	80%	90%	66		233%	141%													
	2. Percentage of winnings/awards / recognitions in regional and national competitions	1010	80th percentile	80th percentile	1,170.71		96th percentile	95th percentile													
	1. Percentile of PSHS students in math in the US-based SAT or PSAT	N/A	Top 20	Top 20	Top 20		Top 10	Top 9													
	2. Rank of the campuses based on the overall UPCAT scores	7	132	126	5		132	132													
	1. Number of municipality/city and recipients of promotional activities	1,250	50%	50%	1,773		78.03%	79.55%													
	2. Percentage of municipalities with applicants to the NCE	85%	90%	85%	98.89%		100%	100%													
	3. Percentage of freshmen who were able to get a GWA of 2.5 or better in the 2nd quarter of the schoolyear	85%	85%	85%	96.43%		90%	50%													
	1. Budget Utilization Rate	N/A	N/A	Fully functional e-NGAS operation for the whole year	N/A		N/A	90%													
	2. Use of E-NGAS																				

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5. Audit results																																														
Ms. Ramayla	The third internal quality audit of the campus was held on September 17-19, 2019 covering all areas of PSHS-CVisC. The result showed 0 new nonconformities (CAR) and 0 new observations (OFI).	-	-	I	-																																									
	Many of the IQA findings in the first and second audit were already closed. However, there are some IQA findings that are still open, primarily due to lack of permanent offices or facilities. The concerned auditees look forward to the completion of ongoing infrastructure projects or provision of their fully furnished offices/ facilities to address their minor nonconformities or observations.	Internal Auditors and Auditees	Dec. 30, 2020	A2	To close CARs and OFIs																																									
6. Performance of external providers																																														
Engr. Oyangoren	The evaluation of external providers is regularly conducted using the external provider performance evaluation form. The evaluation results show that the overall performance is satisfactory for January to September 2019. There was no external provider with a rating that falls below the satisfactory level. All evaluation summary actions are "retain supplier."	-	-	I	-																																									

FROM	ISSUES/CONCERNS	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS
D. Adequacy of Resources					
Mrs. Camarillo	Utilization of budget as of Sep. 30, 2019 PS: 75% MOOE: 78% CO – Equipment Outlay: 49% CO – LFP: 3% Overall Utilization: 50%	-	-	I	-
Mrs. Camarillo	The unutilized budget is primarily due to unobligated projects amounting to Php49,708,904.33	FAD, BAC, and End Users	Dec. 30, 2019	A0	To expedite procurement activities
Ms. Abegonia	Number of filled positions for plantilla items: CID = 48/63, SSD = 6/7, FAD = 15/16, Total = 69/86	-	-	I	-
	There are 15 vacant teaching positions under CID which shall be filled in by those who qualify for promotion or hiring.	-	-	I	-
	Number of existing manpower (JO employees): CID = 3, SSD = 16, FAD = 12, Total = 31	-	-	I	-
	Identified lacking manpower: 17 unfilled plantilla item positions, 1 CID clerk	-	-	I	Promotion and hiring activities are ongoing
Division Chiefs	Supplies, consumables, and equipment are adequate as of date. Other items are processed for procurement.	-	-	I	-
E. Effectiveness of actions taken to address risks and opportunities					
Mr. Balili	The risk assessment and opportunity assessment of some units were updated as of October 28, 2019. Critical risks were pronounced, and risk treatment plans were made to identify actions that shall reduce the likelihood or consequence of the risks. It is good to know that the OED had sent selected personnel (e.g. dorm managers, discipline officer, discipline committee chair, guidance counselors, SSD chief, homeroom coordinator) to customer service trainings or capacity building seminars to improve the delivery of their services and eventually address the high risk of client complaints.	-	-	I	-
Mr. Balili	The opportunities previously identified are being pursued and still ongoing. Most identified opportunities include the completion and furnishing of facilities and permanent offices.	-	-	I	-

FROM	ISSUES/CONCERNS	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS
F. Opportunities for improvement					
Dr. Rica	Accomplished improvements from January to September 2019: 1. Provision of 3 classrooms for grade 12 scholars through the support of the PTA 2. Hiring of additional teaching and nonteaching personnel 3. Regular financial and operational planning 4. Vigorous BAC interventions in procurement	-	-	I	-
Dr. Rica	Planned improvements: 1. Completion of academic building IV 2. Furnitures and fixtures of academic building III 3. Completion of extension and annex dormitory buildings 4. Expansion and renovation of administration building 5. Completion of retaining wall and ripraps 6. Completion of motor pool and parking area 7. Electrical upgrading 8. Improvement of water system	-	-	I	For monitoring
G. Any need for changes to the quality management system					
Dr. Calma	The following are the changes in the manuals and forms since April 2019: 1. Guidance Admission Slip – rev.01 2. Request for Services – rev.01 3. Request for Reproduction of Document Services	-	-	I	-
Dr. Calma	Updated controlled copies of the manuals and specimen of forms are provided to the Division Chiefs. Anyone may propose a form. It should be registered by the Document Controller before it can be implemented.	-	-	I	-
Division Chiefs	There are no known major changes to national or international statutory and regulatory requirements.	-	-	I	-
Ms. Abegonia	OPCR, DPCRs, and IPCRs were reviewed and found suitable.	-	-	I	-
H. Resources					
Division Chiefs	Resources needed for the effective implementation of the QMS are already processed in the procurement office. The personnel are looking forward to the completion and furnishing of the facilities and permanent offices.	-	-	I	-

FROM	ISSUES/CONCERNS	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS
I. Other Matters					
Dr. Rica	The 2018 annual report is good enough; although, the quality of the paper is not so good.	-	-	I	-
Dr. Rica	The campus has many accomplishments but are not well advertised. Apparently, we lack press release activities to promote and advertise the accomplishments of our scholars.	-	-	I	-
Dr. Balais	There should be a Multimedia Communications Officer or Team who shall take charge of the official press release.	-	-	I	-
Mr. Magallanes	As IT officer, I would like to be part of the team. Mr. Omboy, who handles the Pisay Media Team of the scholars, is also nominated.	-	-	I	-
Dr. Rica	The OCD shall issue a SO for that purpose. Dr. Balais is expected to help enumerate the duties and responsibilities of the team. The English and Filipino unit is expected to nominate other members to the Multimedia Communications Team of the campus.	OCD, Dr. Balais, English and Filipino Units	Nov. 29, 2019	A0	To help in forming the Multimedia Communications Team of the campus
Dr. Rica	Former congressman Simeon Kintanar has filed a protest in a parcel of the lot of PSHS-CVisC. The lawyer of the system has been coordinated already for the series of hearings and consultations.	-	-	A0	-

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Part 3 – ADJOURNMENT

29

There having no more issues to be discussed, the meeting was adjourned at 12:10 PM.

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Prepared by:



KENNETH C. BALILI

Quality Management Representative

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Noted by:



RACHEL LUZ V. RICA, PhD

Campus Director

37

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