



NEEDS AND EXPECTATIONS OF INTERESTED PARTIES

Year: 2022

Office/Unit: OFFICE OF THE DEAN OF GRADUATE SCHOOL

Interested Party	Needs	Expectations	Requirements (i.e. legal, statutory, mandatory, etc.)	Action Plan	Responsible office/persons
STUDENT					
A. Internal IP-19-W1 Delayed enrolment processing	IP-19-01 Timely enrollment processing	Timely completion of enrolment implemented	N/A	Subscribe to an alternative internet service provider that offers better service, when available	OUR/Faculty
B. External Unstable supply of electricity Unstable internet connectivity					
A. Internal IP-19-W3 Late submission of grades by some faculty Late submission of course requirements by students	IP-19-03 Timely posting of grades in students' portal	Grades posted in student's portal two-weeks after the final examination	CHED CMO	None	OUR/Faculty
B. External The students cannot graduate.					
A. Internal IP-19-W6 Insufficient instructional facilities and equipment in some degree programs	IP-19-05 Adequate facilities and resources	Additional facilities provided	DBM and MGB requirements	Continue to augment instructional facilities by requesting to allocate more funds for the purpose Fast-track procurement process	OVPPRGAS OVPA
B. External The students cannot graduate					

A. Internal Some students cannot comply with course requirements and assessments on time due to various reasons such as poor internet connectivity	IP-21-01 No Fail Policy during the pandemic	Policy approval and implemented	CHED CMO	Retain the giving of a “deferred” status of grade	OVPASAS OVPA OUR
B. External					
FACULTY					
A. Internal Some students cannot comply with course requirements and assessments on time due to various reasons such as poor internet connectivity	IP-21-02 Faculty should be considerate and not too strict in deadlines of student outputs during the pandemic	Deadlines extended. No deduction for late submission.	CHED CMO	RE-issue a memo advising the faculty to be more compassionate and be flexible in imposing deadlines .	OVPAA OUR
B. External					
A. Internal Too many learning tasks and course requirements to comply in every subject	IP-21-03 Require only a reasonable number of learning tasks to be accomplished per learning guide	Learning tasks reduced	CHED CMO	Faculty are advised to refrain from giving too many learning tasks and to put restrictions in submissions (Memo will be sent)	OVPAA College Department
B. External					
A. Internal Some learning modules are difficult to understand especially that the teachers are not around to explain the lesson	IP-21-04 Make learning guides simple and easily understandable for self-study	Learning guides revised and user-friendly	CHED CMO	Academic departments are advised to review the learning guides, revise and simplify if necessary	OVPAA College Department
B. External					
A. Internal Some students are unable to conduct their thesis/dissertation/in-campus internship/engineering projects inside the campus due to health restrictions brought by the pandemic	IP-21-05 Allow students to enter the campus to conduct their thesis/dissertation/in-campus internship/engineering projects	Entry to campus allowed with restrictions	CHED CMO	Allow students to conduct their thesis in the campus under a “Bubble Lock-in” scheme wherein they shall be allowed entry to the campus subject to a negative RT-PCR Test. They shall be housed in one dorm and shall not be allowed to go out of the campus for the whole duration of the lockdown.	OVPAA College Department
B. External					
A. Internal Summer classes are cancelled	IP-21-06 Extend the prescribed period to complete the degree during the pandemic due to cancellation of summer classes	Prescribed period extended	Legal	Add one semester to the prescribed number of academic terms for each degree program	OVPAA OUR
B. External					

A. Internal The university budget for research can only provide funds for a small number of research projects so many faculty are not involved in research	IP-21-07 Increase university budget for research in order to encourage faculty to make research proposals	Research budget increased	DBM circulars	Allocate each department with a research budget subject to submission of research proposals	OVPAA OVPREI
B. External					
A. Internal Some faculty-scholars who finished their master's degree do not get promoted to a higher position upon return to the university	IP-21-08 Adjust re-entry positions of returning faculty-scholars (faculty)	Returning faculty-scholars given higher re-entry positions	DBM-CHED circulars PASUC issuances	Resubmit the approved policy to the DBM and appeal for reconsideration	OVPAA ODAHRM
B. External					
A. Internal Some computer softwares used by teachers are not licensed	IP-21-09 Purchase licenses for various computer softwares needed in instruction	License purchased	DICT issuances	Purchase the computer software licenses	OVPAA College Department
B. External					
ALUMNI/INDUSTRY					
A. Internal Some graduates lack good written and oral communication skills	IP-21-10 Improve written and oral communication skills of graduates	Graduates with good communication skills	CHED CMO	Propose for inclusion of additional relevant language courses to the curriculum	OVPAA College Department
B. External					
A. Internal Some graduates lack good written and oral communication skills	IP-21-11 Produce competent job-ready graduates	Competent job-ready graduates	CHED CMO	Implement relevant learning activities that will develop competencies	OVPAA College Department
B. External					

Prepared by:	Reviewed by:	Approved by:
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