



VISAYAS
STATE UNIVERSITY



**INSTITUTE FOR STRATEGIC RESEARCH
AND DEVELOPMENT STUDIES**
Visayas State University
Visca, Baybay City, Leyte PHILIPPINES
Phone/Fax: +63 563 7695
Email: isrds@vsu.edu.ph
Website: www.vsu.edu.ph

INSTITUTE DIRECTOR'S SUPERVISORY PLAN

January – June 2023

Month	Activity/Task	Target Date	Supervisory Action	Persons Supervised	Status of Implementation	Data Implemented
January	Monthly staff meeting	Jan. 24, 2023	<ul style="list-style-type: none"> ✓ Address concerns and discuss plans and updates of activities. ✓ Discuss CME ExeCom agreements. 	All staff		
	Faculty meeting	Jan. 24, 2023	<ul style="list-style-type: none"> ✓ Discuss academic concerns and plans. ✓ Review status of targets 	3 faculty members		
	Preparation for ISO external audit	Jan. 15-31, 2023	<ul style="list-style-type: none"> ✓ Follow up compliance of NCs and OFIs and submission of compliance reports ✓ Check submission and uploading of files to QMS site ✓ Guide faculty members on preparation of documents (TOS, course syllabus, forms, etc.) 	All staff; dDRC & AdDRC Faculty members		
	Submission of Annual Report 2022	Jan. 15, 2023	<ul style="list-style-type: none"> ✓ Finalize draft report shared to all staff earlier for their inputs. ✓ Submit final report to CME dean. 	All staff		
	Appointment of 2023 Working Committees	Jan. 6, 2023	<ul style="list-style-type: none"> ✓ Prepare recommendation for the appointment of working committees for 2023. ✓ Orient committees on their functions 	Administrative Aide		
	Appointment of R&E Project Leaders	Jan. 6, 2023	<ul style="list-style-type: none"> ✓ Prepare recommendation letters for the appointment of R&E project leaders. 	Administrative Aide		