



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION

**CHED MEMORANDUM ORDER (CMO)**

NO. 31;

Series of 1998

SUBJECT: **WORKSHOP ON THE PREPARATION OF  
AN INSTITUTIONAL DEVELOPMENT  
PROGRAM FOR CHED-SUPERVISED  
INSTITUTIONS**

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994," and by virtue of Resolution No. 001, series of 1995 of the Commission en banc, a program development seminar-workshop for CHED-Supervised Institutions (CSIs) will be held on 23-24 June 1998 at San Pablo City National School of Arts and Trades (SPCNSAT), Barangay Del Remedios, San Pablo City.

This undertaking is part of the Commission's on going initiative to jump-start the institutional development of CSIs and public institutions of higher learning in country in keeping with its mandate of improving the quality and relevance of higher education programs through a systematic rationalization and development effort.

Participants are requested to input relevant program components where assigned. Enclosed is the list of participants and Tentative Program for reference.

Travel expenses relative hereto shall be charged against local funds while board and accommodation shall be borne of through CHED Funds subject to the usual accounting and auditing rules and regulations.

Pasig City, Philippines May 8, 1998

  
ANGEL C. ALCALA  
Chairman

**Workshop on the Preparation of a Development Program for  
CHED-Supervised Institutions**

**June 23-24, 1998  
Tentative Program**

**Day 1 - June 23, 1998**

8:30	-	Registration
9:00	-	Opening Program
		Invocation
		National Anthem
9:15	-	Statement of Expectations
9:20	-	Objectives and Mechanics of the Workshop
9:30 - 9:45	-	Coffee Break
9:45 - 12:00	-	Plenary Session - Identification and Definition of the Areas of Concerns Basis for the Preparation of the Development Program
12:00 - 1:00	-	Lunch Break
1:00 - 3:00	-	Workshop Proper (6 Simultaneous Groups)
3:00 - 3:30	-	Coffee Break
5:30 - 6:30	-	Continuation of the Workshop
5:30 - 6:30	-	Dinner

**Day 2 - June 24, 1998**

8:00 - 9:45	-	Continuation of the Workshop
9:45 - 10:00	-	Coffee Break
10:00 - 12:00	-	Presentation of Outputs by Program Component
12:00 - 1:00	-	Lunch Break
1:00 - 3:00	-	Continuation of the Presentation
3:00 - 3:30	-	Coffee Break
3:30 - 4:00	-	Recapitulation
4:00	-	Closing Remarks
5:00	-	Home Sweet Home

## LIST OF PARTICIPANTS

### A. *Members of the CSIs Task Force and Budget Technical Team*

- |    |                               |   |  |
|----|-------------------------------|---|--|
| 1. | Commissioner Kate C. Botengan |   |  |
| 2. | Atty. Julito D. Vitriolo      | - | Office of Deputy Executive Director                  |
| 3. | Dr. Charles C. Villanueva     | - | Office of Policy, Planning, Research and Information |
| 4. | Dr. Virginia Resurrecion      | - | Office of Student Services                           |
| 5. | Dir. Teresita Balerina        | - | Office of Administrative and Financial Services      |
| 6. | Dr. Amelita Biglete           | - | Office of Programs and Standards                     |
| 7. | Mr. Romeo Isaac               | - | Office of Policy, Planning, Research and Information |
| 8. | Ms. Ellen Buena Agua          | - | Office of Programs and Standards                     |

### B. *HERO Directors*

- |     |                    |   |            |
|-----|--------------------|---|------------|
| 9.  | Dr. Enrica Reyes   | - | Region III |
| 10. | Dr. Imelda Daraug  | - | Region IV  |
| 11. | Dr. Isabela Mahler | - | Region VII |
| 12. | Dr. Liduvina Reyes | - | Region II  |

### C. *Superintendents/Heads of Selected CSIs (Representing Specific Area/Type of CSI)*

- |     |                        |   |                                      |
|-----|------------------------|---|--------------------------------------|
| 13. | Dr. Hernando D. Robles | - | CCOF, Naic, Cavite                   |
| 14. | Dr. Ernesto A. Pamada  | - | BISAT, Sipocot, Camarines Sur        |
| 15. | Mr. Arturo Landiza     | - | Dingle Agri. & Tech. College, Iloilo |
| 16. | Mr. Wilfredo C. Tiu    | - | SDNCOAT, Mainit, Surigao del Norte   |
| 17. | Mr. Renato Zeply       | - | WAPC, Ibajay, Aklan                  |
| 18. | Dr. Arturo Parcon      | - | SPCNSAT, San Pablo City              |

### D. *Office of Policy, Planning, Research and Information/Budget Staff*

- |     |                     |  |  |
|-----|---------------------|--|--|
| 19. | Dr. Lydia Orolofo   |  |  |
| 20. | Ms. Libertad Garcia |  |  |
| 21. | Ms. Teresita Semana |  |  |
| 22. | Engr. Juan Puriran  |  |  |

### E. *CSIs Secretariat*

- |     |                         |  |  |
|-----|-------------------------|--|--|
| 23. | Ms. Thelma Del Castillo |  |  |
| 24. | Ms. Marlene Montecino   |  |  |
| 25. | Ms. Rowena Kamatoy      |  |  |
| 26. | Ms. Marilyn Agudelo     |  |  |

### F. *Other Support Staff - Driver*

- |     |                    |  |  |
|-----|--------------------|--|--|
| 27. | Mr. Delfin Paragas |  |  |
|-----|--------------------|--|--|

**Estimated Cost Requirements for the Workshop on the Preparation of an Institutional Development Program for CHED-Supervised Institutions**  
*San Pablo City National School of Arts and Trades (SPCNSAT)*  
*Barangay del Remedios, San Pablo City*  
**June 23-24, 1998**

**Number of Participants:**

° Members of the CSIs Task Force and Budget Technical Team	-	8
° HERO Directors	-	4
° Supt./Heads of Selected CSIs	-	6
° OPPRI/Budget Staff	-	4
° CSIs Secretariat	-	4
° Other Support Staff	-	1
<b>Total</b>	-	<b>27</b>

**Cost Requirements:**

Transportation (Two-way at 120/person x 27)	-	P 3,240.00
Food and Lodging (For 2 days at 800/person x 27)	-	<u>21,600.00</u>
		P 24,840.00
10% Contingency	-	<u>P 2,484.00</u>
<b>Total</b>	-	<b><u>P 27,324.00</u></b>

# WORKSHOP ON THE PREPARATION OF AN INSTITUTIONAL DEVELOPMENT PROGRAM FOR CSIs

## Proposed Workshop Groupings

DEVELOPMENT PROGRAM PACKAGE	PARTICIPANTS
<b>I. LEADERSHIP AND DEVELOPMENT MANAGEMENT</b>	
• Leadership Training	• Dr. Charles C. Villanueva
• Planning and Budgeting	• Ms. Teresita F. Baterina
• Institutional Networking	• Mr. Romeo A. Isaac
• Formulation of Policies and Guidelines	• Dr. Liduvina Reyes
	• Mr. Arturo Landiza
	• Ms. Teresita Semana
<b>II. FACULTY DEVELOPMENT (INSTRUCTION)</b>	
• Scholarship	• Dr. Amelia Biglete
• Values Development	• Dr. Ernesto Pamada
	• Dr. Lydia Orolfo
<b>III. CURRICULUM PLANNING</b>	
• Enrichment / Revision	• Dr. Hernando Robles
	• Ms. Ellen Buena Agua
	• Dr. Isabel Mahler
<b>IV. DEVELOPMENT OF RESEARCH CAPACITIES BUILD-UP</b>	
• Capability Building	• Dr. Arturo Parcon
• Research Priorities	• Ms. Libertad Garcia
	• Dr. Enrica Reyes
<b>V. PHYSICAL PLANT/INFRASTRUCTURE DEVELOPMENT</b>	
• Buildings / Classrooms	• Atty. Julito Vitriolo
• Facilities and Equipment	• Mr. Renato Gepty
	• Engr. Juan Puritan
<b>VI. IMPROVEMENT OF STUDENTS SERVICES AND COMMUNITY EXTENSION PROGRAM</b>	
	• Ms. Virginia Resurrecion
	• Mr. Wilfredo C. Tiu
	• Dr. Imelda Daraug

**WORKSHOP ON THE PREPARATION OF AN  
INSTITUTIONAL DEVELOPMENT PROGRAM FOR  
CHED-SUPERVISED INSTITUTIONS (CSIs)**

June 23-24, 1998

**OBJECTIVES**

**GENERAL:**

• Formulate a relevant and viable institutional development program for CHED-Supervised Institutions (CSIs) in order to strengthen their institutional capacities to adequately respond to the development imperatives of the next millennium.

**SPECIFIC:**

1. Identify and/or validate emerging issues and concerns as well as problems and constraints that the CSIs are confronted/faced with;
2. Prioritize areas and components of CSIs that would be the focus of the development as part of the institution building;
3. Discuss existing CHED policies and standards on higher education programs, student services programs, financial and administrative matters affecting CSIs as well as updates on legislative initiatives (i.e. Modernization Act of Agro-Fisheries - RA 8435), etc.;
4. Formulate the general framework and institutional development program for accelerating the institutional development of CSIs through the implementation of workable strategies and intervention measures; and
5. Identify immediate "doables" to jump-start the implementation of the development initiatives for CSIs.