



San Beda College

Manila Campus: 638 E. Mendiola St., San Miguel, Manila
Tel. No. 735-6011 to 15 loc. 4022/5112

DEPARTMENT: INSTITUTIONAL COMMUNITY INVOLVEMENT CENTER

That in all things God may be glorified!

FIVE YEAR DEVELOPMENT AND ACTION PLAN MATRIX AY 2013-2014 to AY 2017-2018

Prepared and Crafted by: Dr. James Loreto C. Piscos, ICIC Head

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
<p>1. Benedictine identity, mission and culture</p> <p>anchor community involvement, service learning, school apostolate and corporate social responsibility to the Benedictine identity, mission and culture for all stakeholders of the institution (students, faculty, non-teaching personnel, administrators, monks and alumni)</p>	<p>Members of the community imbibing the Benedictine <i>Ora et Labora</i> (Prayer and Work) in engaging community involvement</p>	<p>100% of those actively joining the community involvement activities realized the meaning of Benedictine identity, mission and culture, and incorporated these values to their way of life</p>	<p><i>Progressive Activities per project</i> For student based community involvement program, faculty, non-teaching personnel, administrators, monks and alumni</p> <p>1. Orientation seminar before a project implementation highlighting Benedictine character as an important component of community engagement</p> <p>2. Processing of experiences through focus-group discussions and continuous monitoring</p> <p>3. Evaluation and impact assessments to the implementors of the projects to what extent they have integrated the Benedictine identity, mission and culture, and how it has impacted their lives</p> <p>Awareness Campaign through brochures and posting in websites the anchoring of community involvement projects to Benedictine <i>Ora et Labora</i></p>	<p>Starting June 2013 onwards</p> <p>Before starting any community project.</p> <p>During the actual project implementation.</p> <p>After the project had been implemented.</p> <p>On-going</p>	<p>ICIC head and staff in coordination with the Identity and Mission Office and San Beda College-Benedictine Educational Foundation Inc. (SBC-BEFI)</p>

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
<p>2. Leadership Administration and Governance.</p> <p>2.1 create a community involvement (CI) council to provide a venue to discuss and work together for common concerns among all stakeholders</p> <p>2.2 conduct annual strategic planning among ICIC coordinators from all departments</p>	<p>ICIC organizational chart that will include Community Involvement Council</p> <p>train, plan, strategize, work and evaluate together in the implementation of the school's apostolate, CSR, volunteerism and service learning</p> <p>concerted action in following common paradigms in all project initiatives</p>	<p>100% representation from all departments and units.</p> <p>100% representation from all departments and units which will collaborate, plan strategize, evaluate and support common concerns and initiatives</p>	<p>Proposal to create Community Involvement Council to be endorsed by the Rector-President and be approved by the Board of Trustees</p> <p>Annual Coordinators' Workshop which will train, plan, strategize and work on the theme agreed per year:</p> <p>2013: Integrating Benedictine Spirituality in Community Involvement</p> <p>2014: Integrating Community Involvement to Instruction and Research</p> <p>2015: Engaging Beyond the Borders through Strengthening Linkages Locally and Internationally</p> <p>2016: Intensifying Community Based research</p> <p>2017: Sustaining Initiatives and Measuring the Impact</p>	<p>September 2013</p> <p>Before the start of each academic year.</p>	<p>ICIC Head and staff</p> <p>ICIC Head and staff</p>

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
2.3 Conduct meetings with each department/unit to discuss, monitor and evaluate work plans, issues and concerns affecting their department	Regular collaborations with various departments/units that ensure proper alignments of their community initiatives to the institutional vision, mission and thrust and the maximization of their field of expertise	<p>100% of community involvement projects are aligned to the institution's Corporate Social Responsibility (CSR), apostolate, mission and thrust</p> <p>100% of those projects implemented by each departments are in close collaboration and synergy with ICIC</p> <p>100% of those involved in the projects are oriented with the institution's Corporate Social Responsibility (CSR), apostolate, mission and thrust</p> <p>100% of those engaged in community projects maximized their expertise</p>	<p>Orientation and Updating Seminars for the entire CAS Faculty</p> <p>In-Service Seminars and Focus Group Discussions highlighting the theme of the year:</p> <p>2013: Integrating Benedictine Spirituality in Community Involvement 2014: Integrating Community Involvement to Instruction and Research 2015: Engaging Beyond the Borders through Strengthening Linkages Locally and Internationally 2016: Intensifying Community Based research 2017: Sustaining Initiatives and Measuring the Impact</p> <p>Review together with the concerned department the project implementation if to what extent it has incorporated the vision-mission of the school</p> <p>Mentor, strategize and work with the concerned department how to maximize expertise and resources</p> <p>Impact assessments to the project implementors how it has affected them, and to what extent they have maximize their skills and expertise</p> <p>Annual Strategic Planning and Skills Training for Court Procedures and Legal Counseling Techniques for College of Law Legal Aid Bureau new members and officers</p>	<p>Every start of the academic year</p> <p>As the need arises For each department</p> <p>As the need arises For each department</p> <p>As the need arises For each department</p> <p>Every June before the regular start of the academic year</p>	<p>ICIC Head with CAS Dean, Vice Dean Asst. Vice Deans and CAS CI representative</p> <p>ICIC Head with Academic Heads, VP for Services, President San Beda College Alumni Association together with their CI representatives/coordinators</p> <p>ICIC Head with Academic Heads, VP for Services, together with their CI representatives/coordinators</p> <p>ICIC Head with Academic Heads, VP for Services, together with their CI representatives/coordinators, RPRDC</p> <p>COL-LAB lawyer director, Dean, ICIC Head</p>

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
2.4 institutionalize key operational processes, college/ department action plan matrix, college/ department/ organization performance reports, evaluation and impact assessments and effectively communicate them to all stakeholders	ICIC Manual of Operations, ICIC templates for action plan matrix, project plan, monitoring form, evaluation and impact assessments for both organizers of the project and its beneficiaries	100% compliance of activities based on the manual of operations and designed templates.	Workshop Meetings on the templates and manual of operations for CI representatives, student leaders, faculty, administrators and non-teaching personnel	As the need a rises/per invitation	ICIC Head in coordination with department/college coordinators and academic heads
			Publish key operational procedures guidelines and updates in the San Beda College official website	As the need a rises	ICIC and PR office
			Distribute Approved Five Year Development Plan, templates for action plan matrix, project plan, monitoring and evaluation forms to faculty, administrators, student leaders, alumni officers, monks and administrators	As the need a rises	ICIC Head and staff in coordination with CI council
		100% submission of Quarterly Performance Reports, (QPR), Annual Performance Reports (APR) and Accomplishment Reports (AR) from all units/departments.	Submission of QPR by CI representatives Submission of APR by all departments and organizations Summary of the reports to be given to the Office of the Rector and the Board of Trustees	QPR Every quarter (August, November, February, May) APR every April	ICIC Head and staff with the PR office and RPRDC

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
2.5 institutionalize common activities for all colleges, departments, units	Synergized activities and concerted efforts that will create higher impact	<p>At least 20% increase in participation if it is a collective initiative versus do it as a department alone</p> <p>at least 20% of the members per organization/department participated, collaborated and supported common activities that drumbeat the CSR, apostolate and mission of the institution</p> <p>At least 70% of the Bedan community contributed their share in any institutional relief operations and Christmas Gift Giving</p>	<p>Institutional Blood Donation</p> <p>Annual San Beda Volunteerism, Advocacy and Community Involvement Week</p> <p>Institutional Relief Operations, "Bedanihan"</p> <p>Institutional Christmas Gift Giving</p>	<p>Every February, August, November</p> <p>Every 2nd week of September</p> <p>As the need arises</p> <p>Every November-December</p>	<p>College of Medicine, NSTP ICIC in partnership with Department of Health and Philippine Blood Center</p> <p>All departments/colleges with SBCAA and SBC-BEFI</p> <p>All departments/colleges with SBCAA and SBC-BEFI</p>
2.6 provide a venue to recognize outstanding extension service programs and "championing" donors and partners by award citations	Annual Recognition Rites for Community Engagements	<p>100% of those active organizations, colleges and individuals be it faculty, administrators or students be acknowledged and given due merit</p> <p>100% of the donors and partners shall be cited and honored in championing "Ora et Labora"</p>	<p>Office of the Rector through ICIC Annual Recognition Rites for Community Engagements including distribution of certificates of appreciation, certificates of membership to Legal Aid Bureau, plaques to high impact community based researches</p> <p>Plaques of Recognition Distributed to student leaders during the <i>Gabi ng Parangal</i> for CAS and Baccalaureate Mass for graduating students in all departments/colleges Donors and Partners shall be given citations and awards during the Annual Recognition Rites</p>	<p>Towards the end of the Academic Year preferably February</p> <p>March or April</p>	ICIC with Office of the Rector, SBC-BEFI, CI council and academic heads

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
<p>3. Relevant Curriculum and Programs</p> <p>collaborate with the academic department in the integration of service learning to the curriculum.</p>	Service learning integrated in the curriculum.	<p>2013-2014 : at least 50% of all departments integrate service learning in the curriculum</p> <p>2014-2015: at least 75% of all departments integrate service learning in the curriculum</p> <p>2015-2016: 100% of all departments integrate service learning in the curriculum</p> <p>2016-2017: 5% of all departments integrating service learning in the curriculum have international exchange and immersion program abroad</p> <p>2017-2018: 10% of all departments integrating service learning in the curriculum have international exchange and immersion program abroad</p>	<p>Collaboration Meeting with instruction and research to design the service learning paradigms of the school (preference by field of expertise)</p> <p>Identification of Existing Service Learning Models of the School</p> <p>Basic Education Department: curriculum based community involvement</p> <p>Grade 6: caring for the abandoned (currently at Missionaries of Charity)</p> <p>Grade 7: caring for the elderly (currently at Bahay Kanlungan ni Maria Domenica)</p> <p>Grade 8: Caring for the Differently Abled (currently at Tahanang Walang Hagdan)</p> <p>3rd Year: Tutorial Services in the Community (currently at Hapay na Mangga, Taytay, Rizal)</p> <p>4th Year: Experiencing life in the farming community (currently implemented at Pulilan, Bulacan)</p> <p>College of Arts and Sciences General Subjects Thed 5 Lay Apostolate National Service Training Program</p> <p>College of Nursing Community Health Nursing (currently implemented in Brgy. Penabatan, Pulilan, Bulacan)</p>	<p>July 2013 And onwards</p> <p>July 2013 and onwards</p> <p>July 2013 and onwards</p> <p>On-going</p> <p>Every 2nd semester</p>	<p>ICIC, RPRDC, Academic Heads</p> <p>ICIC and Academic Heads</p> <p>ICIC, BED Principal and SAP coordinator</p> <p>ICIC, Dean, Vice Dean, Asst. Vice Deans, Theology Chair, NSTP coordinator</p> <p>Community Health Nursing Coordinator</p>

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
			<p>College of Medicine Family Health Medicine (currently implemented in Silang, Cavite with the Canossa Sisters)</p> <p>College of Law Court Practice 1 and Court Practice 2 through the operations of Legal Aid Bureau which is duly recognized by the Supreme Court</p> <p>(currently serving in three offices: in the San Beda College, Manila main campus LAB office daily except Sunday, in the Minor Basilica of Black Nazarene Church in Quiapo from Tuesday to Friday, in St. Jude Parish every Thursday) soon to open in September 2013 in Sinag Sais Center (District 6 of Manila) once a week</p> <p>Submission of service learning program proposals (per department/college) to the ad hoc committee composed of instruction, RPRDC and ICIC for endorsement to the office of the Rector President for approval</p> <p>Introduction of the ALNC SEED or ASEAN Learning Network Council Social Enterprise for Economic Development to College of Arts and Sciences and Graduate School of Business as one of the paradigms of service Learning in the ASEAN region through workshop meetings</p>	<p>On-going</p> <p>On-going</p> <p>November – December 2013</p> <p>September 2013 and onwards</p>	<p>Dean and Faculty In-charge</p> <p>Academic Deans, CAS Program Department Chairs RPRDC, ICIC</p> <p>Service Learning Ad hoc Committee composed of academic heads, RPRDC and ICIC</p>

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
			<p>Pilot Test of ALNC SEED as based on curriculum to identified partner communities</p> <p>Inviting ALNC participants from abroad to join the San Beda ALNC SEED Program</p> <p>San Beda students taking their service learning curriculum based program in other countries (through ALNC)</p> <p>Impact Assessments on ALNC SEED</p>	<p>July 2014</p> <p>July 2015</p> <p>2016</p> <p>2017-2018</p>	<p>Service Learning Ad hoc Committee composed of academic heads, RPRDC and ICIC</p> <p>Through RPRDC</p> <p>Through RPRDC</p>
<p>4. Teaching excellence</p> <p>collaborate with academic departments in re-orienting faculty to utilize experience and community based researches in classroom discussions and activities</p>	Integrated classroom experience	<p>2013-2014: 20% increase in the number of faculty integrating community involvement experience, social realities and community based researches to classroom discussions and activities as reflected in their syllabus</p> <p>2014-2015: 40% increase to appropriate subjects that need community based experiences</p> <p>2015-2016: at least 50% of the faculty are utilizing community based researches and experiences as appropriate in their subjects</p>	<p>Collaboration Meeting with Academic heads and RPRDC to review and recommend the utilization of field experiences and community based researches in classroom discussions and activities</p> <p>Joint random classroom observations with the department chairs to monitor how integrated classroom experiences and community based researches are being applied in classroom activities</p>	November 2013 and onwards	ICIC with academic heads and department chairs of CAS

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
		<p>2016-2017: at least 70% of the faculty are utilizing community based researches and experiences as appropriate in their subjects</p> <p>2017-2018: at least 80% of the faculty are utilizing community based researches and experiences as appropriate in their subjects</p>	Submit the results of random classroom observations and recommendations to academic heads to improve the processes of integrated classroom experiences if any	After each classroom observation	ICIC head and Department Chairs
<p>5. Qualified, Productive and Engaged Faculty and Academic Support Personnel</p> <p>5.1 Involve faculty to community initiatives aligned to their field of expertise.</p>	Faculty using their field of expertise in empowering people in communities.	<p>2013-2014: at least 50% of the full time faculty are involved in the volunteerism and service learning programs of the school</p> <p>2014-2015: at least 60% of the full time faculty are involved in the volunteerism and service learning programs of the school</p>	<p>BED teachers to continue their community engagement with Social Action Programs (SAP) which include financial support for scholars from the community, tutorial services together with the Bedan high school students in teaching children and adolescents in partner communities during week-ends, relief and Christmas gift giving drives, blood donation</p> <p>BED Faculty Monitoring, Evaluation and Impact Assessments on Community Engagements</p>	<p>On-going and onwards Based on BED SAP plan</p> <p>2013 and onwards</p>	<p>ICIC head and staff, BED Academic heads, Principal, SAP coordinator and BED faculty in-charge</p> <p>ICIC, RPRDC, Principal, SAP coordinator and BED faculty in-charge</p>

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
		<p>2015-2016: at least 70% of the full time faculty are involved in the volunteerism and service learning programs of the school</p> <p>2016-2017: at least 75% of the full time faculty are involved in the volunteerism and service learning programs of the school</p> <p>2017-2018: at least 80% of the full time faculty are involved in the volunteerism and service learning programs of the school</p>	<p>Continue the CAS Faculty Business Clinic Program (BCP)in Pactil, Monamon Sur, Bauko, Mountain Province which was started in 2011</p> <p>Implement BCP in other partner communities</p> <p>consultations and focus group discussions per department/college if necessary on how to maximize faculty expertise</p> <p>mentoring department/college in drawing up their action plan matrix, monitoring and evaluation, impact assessments</p> <p>Invite and involve more professors-lawyers to render their mentoring and legal services in the San Beda College of Law-Legal Aid Bureau (LAB) both in the College of Law and Department of Legal Management, College of Arts and Sciences</p> <p>Open a Psychology Clinic where professors in the Department of Psychology can render free services to indigent clients. They will closely collaborate with the LAB</p>	<p>Every August, October, and April up until minimal supervision to the community is needed (approximately in 2015)</p> <p>April 2014 onwards</p> <p>As the need arises</p> <p>As the need arises</p> <p>2013 onwards</p> <p>September 2013</p>	<p>ICIC head and staff, CAS Dean. Department Chairs, Vice Deans and Asst. vice Deans</p> <p>ICIC, Department chairs</p> <p>ICIC, Department Chairs</p> <p>ICIC, COL, COL-LAB, Legal Management</p> <p>ICIC, Department of Psychology</p>

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
			<p>Professors in the Department of Accountancy and Business Courses to take charge of the book keeping and financial literacy trainings of the ICIC livelihood programs;</p> <p>Professors in Accountancy will also audit existing ICIC livelihood initiatives</p> <p>Professors in Department of Economics to spearhead the updating of data and impact assessments</p> <p>General Education, Computer and Human Biology Professors and in environmental, capacity building, spiritual and values formation, literacy, computer trainings</p> <p>Medical Mission and Health Care Initiatives for the College of Nursing (CON) and College of Medicine (COM)</p> <p>Graduate School of Liturgy (GSL) to continue render their services to local church through training of priests, nuns, pastors and lay leaders</p> <p>Graduate School of Business (GSB) to continue their HERD Programs (or Helping everyone Reach their Dreams) which include business training workshops and alternative livelihood options</p>	<p>September 2013 onwards</p> <p>April 2014 onwards</p> <p>As the need arises</p> <p>As the needs arises</p> <p>As the need arises</p> <p>As the need arises</p>	<p>ICIC, Asst Vice Dean for Business and Accountancy, Department Chairs for Business courses</p> <p>ICIC, Department of Economics</p> <p>ICIC, Asst. Vice Dean for Humanities and GenEd, Vice Dean, Academic Head, Department Chairs</p> <p>ICIC, COL, COM</p> <p>ICIC, GSL</p> <p>GSB</p>

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
5.2 faculty to advance scholarship in one's field by community based research engagements	Production of researches and resource materials that can aid in community development and instruction, and at the same time might develop new paradigms within the field	<p>2013-2014: 100% of departments are being provided research avenues in communities At least 5% of the faculty are starting their community based researches At least 50% of departments are being mentored</p> <p>2014-2015: increased 5% of faculty participation in community researches</p> <p>2015-2016: 10% increase of community researches by faculty</p> <p>2016-2017: 15% increase of community researches by faculty</p> <p>2017-2018: 20% increase in community based researches</p>	<p>Call for Faculty Community Based Researches in Specified Areas and Field of Expertise</p> <p>Mentoring Faculty interested in the community based research projects</p> <p>Presentation of Proposals for Funding if any</p> <p>Presentation of Community Based Research Outputs in an organized colloquia, conference</p> <p>Production of pamphlets and output materials which is called "Bedan Extension Series"</p> <p>Launching the Publications both on-line and hard print of the Bedan Extension Series</p>	<p>November 2013</p> <p>As the need arises</p> <p>As the need arises</p> <p>As the need arises</p> <p>As the need arises</p> <p>September 2014</p>	<p>ICIC in close collaboration with RPRDC</p> <p>ICIC head and staff</p> <p>ICIC, SBC-BEFI, SBAA</p> <p>ICIC, SBC-BEFI, RPRDC if needed</p> <p>ICIC head and staff</p> <p>ICIC head and staff</p>

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
5.3 Academic Support Personnel To involve in community engagements based on their fields and interests	Engaged academic support personnel (non-teaching personnel (NTP) to the school's CSR, apostolate and community engagements	2013-2014: at least 40% of NTP to engage in community involvement 2014-2018: increase participation by 10% annually	Re-orientation to NTP and mentoring their heads to design and craft their community involvement plan; implement projects based on plans with subsequent evaluations Involving NTP to institutional community engagement initiatives including tree planting, blood donation, relief operations Donation of used computers, books, tables and other used school items to identified beneficiaries in partner communities and institutions	As the need arises As the need arises As the need arises	ICIC head and staff, VP for Services and Security, Unit Heads
5.4 ICIC personnel, social workers and staff development	Updated ICIC personnel and staff to current trends in community engagements, corporate social responsibility and service learning	At least 2 Attendance in local/regional/national conferences a year	Attendance as participant, organizer or resource speaker to any of the following: Catholic Educational Association of the Philippines (CEAP) Philippine Association of Social Workers Inc. Community Development Workshops conducted by the University of the Philippines-Diliman Philippine Association of Extension Program Implementers Community Development Society of the Philippines Commission on Higher Education mandated or invitational conferences	As the need arises	ICIC staff and Personnel, SBC-BEFI

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
		At least 1 attendance in international meeting/conference a year	Attendance as participant, organizer or presenter to: ASEAN Learning Network Council ALNC Cross Cultural Leadership Programs Social Enterprise for Economic Development Other International Invitations Abroad	As the need arises	ICIC head and staff if needed
<p>6. Assurance of Learning</p> <p>6.1 conduct colloquia, seminars, and exhibits as enhancing and enriching learning experiences while advancing social advocacies and Benedictine mission.</p>	Enriched student learning activities rooted in social and community involvement experiences and realities	At least 30% of academic units participated and /or organized seminars, exhibits and workshops to integrate social and community involvement experiences and realities	<p>Colloquia and Student Paper Presentations based on their community engagements to be done during the Annual Volunteerism Week</p> <p>Business Feasibility Studies Student Presentations on the Livelihood Programs of ICIC partner communities</p> <p>Student Product Innovations for Partner Communities</p> <p>Student Exhibits on Current Social Issues and Community Realities Experienced in the Field</p>	<p>As the need arises</p> <p>As the need arises</p> <p>As the need arises</p> <p>As the need arises</p>	<p>ICIC head and staff, Prefect of Student Activities, Department chairs, Academic Head, Vice Deans and Asst. Vice-Deans</p> <p>ICIC head and staff with Program chairs and Prefect of Student Activities</p> <p>ICIC head and staff with Business Cluster department chairs, Vice Dean, Asst. Vice Dean for Business</p> <p>ICIC head and staff, Social Sciences, Socio-cultural Organizations, Prefect of Student Activities</p>

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
6.2 Conduct impact assessments to assure the quantitative and qualitative success indicators in students' learning	Impact assessment results to students undergoing service-learning and volunteerism programs	Impact assessment to at least 70% of those students involved in community engagements and projects as to what extent they have enriched their learnings in these initiatives	Impact Assessments to student participants or organizers on groups randomly selected	As the need arises	ICIC head and staff with RPRDC, academic heads, department chairs, Prefect of Student Activities and Discipline, and faculty organization moderators
7. Instructional Resources create databank on community based research as aid in instruction and further integration with extension and research	Databank Community based research and results of impact assessments	2013-2014 and onwards: 100% documentations (both soft copies and hard prints) of all projects from planning, implementation, evaluation and impact assessments, Memorandum of Agreements, accomplishment and annual performance reports of ICIC and all departments and units 2014-2015: 5% Increase of community based researches, materials, resources produced by various stakeholders	Filing of Documents at ICIC office Preparation of documents based on accreditation standards (book binded as anytime ready for any scrutiny) Index all documents and proper categorization by programs and departments Inviting and Mentoring departments to produce pamphlets and modules aligned with their field of specialization Production of modules and resource materials by department initiatives	On-going On-going October 2013 and onwards November 2013 onwards June 2014 onwards	ICIC head and staff ICIC head and staff ICIC head and staff ICIC head and Academic heads

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
		<p>2015-2016: 10% increase community based researches, materials, resources produced by various stakeholders</p> <p>2016-2017: 15% increase community based researches, materials, resources produced by various stakeholders</p> <p>2017-2018: 20% increase community based researches, materials, resources produced by various stakeholders</p>	<p>Launching of produced pamphlets for the use of the partner communities called "Bedan Extension Series"</p> <p>Promotion and availability of resource modules materials in the library and in the ICIC office</p> <p>Pamphlets to be placed in strategic areas for people to have easy access of the materials</p>	<p>September 2014 and onwards</p> <p>September 2014 and onwards</p> <p>September 2014</p>	<p>ICIC head and staff, Academic Heads, Department chairs</p> <p>ICIC head and staff and Librarians</p> <p>ICIC head and staff</p>
<p>8. Research and Intellectual Contributions</p> <p>8.1 Advance community based research that will facilitate integration of instruction, extension and research.</p>	Journal Publications termed as " <i>Virtus</i> "	At least 40% of the total faculty are undergoing community based research and at least 50%		<p>Every June</p> <p>Every August, October and February</p> <p>As the need arises</p>	

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
8.2 intensify impact assessments to implementers, organizers and beneficiaries	Community projects and research initiatives supported by funding agencies and grant	of them publish or present their outputs to the academic community	Cycles	As the need arises	ICIC and Prefect of Activities (CAS) with SBC-BEFI
	Impact Assessments to Projects in Communities		Call for Community Based Research and Providing Fields/ Communities to interested parties	Volunteerism week and as the need arises	ICIC and Prefect of Activities (CAS) with SBC-BEFI and RPRDC
		Publish <i>Virtus</i> at least once a year with participation from various higher educational institutions both local and abroad	Funding support if any Proposals to be submitted to RPRDC		ICIC, Prefect of Activities (CAS) and RPRDC
	Community Development Plan in all partner communities in the Baseco Livelihood Ladies in Baseco, Tondo, Brgy. Tinejero, Pulilan, Bulacan, Brgy. Dolores, Taytay, Rizal and Pactil, Monamon Sur, Bauko, Mountain Province	At least one project supported by a funding agency in 3 years		As scheduled by the COM As scheduled by CON	ICIC, Prefect of Activities, academic heads, SBC-BEFI
		At least 60% of community projects and programs will have impact assessments		Every summer starting 2014	
				Every August, November and	

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
<p>9. Extension Services</p> <p>9.1 Craft community development plan to ensure sustainability in the projects of the partner communities</p> <p>9.2 sustainable implementation of projects based on the community development plan</p>	<p>Projects aligned to community development plan and allow the integration of research, instruction and extension</p> <p>Constitution and By-laws in all partner communities</p>	<p>100% compliance to the community development plan in the implementation of projects in the partner communities to assure sustainability</p> <p>100% implementation of projects along the ambit of community development as well as maximizing the expertise of the students and faculty based on their field of expertise</p>	<p>Colloquia on the output of the community based research during the volunteerism week</p> <p>ICIC journal to publish the community based research outputs</p> <p>Incentives and rewards for those researches that created the most impact</p> <p>Call for Papers in various academic</p>	<p>February</p> <p>Every volunteerism week</p> <p>As the need arises</p> <p>Volunteerism week</p> <p>June 2013 onwards</p> <p>Once a year every summer</p> <p>As the need arises</p> <p>Every year and as the need arises</p>	<p>ICIC, Prefect of Activities, academic/department heads, SBC-BEFI</p> <p>ICIC with academic heads and sponsoring groups</p>

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
	Formation of a Cooperative for Pactil	100% of the implementors follow the standard format prescribed by ICIC before the activity, during and after the project including monitoring, evaluation and impact assessment	units, ALNC, CEAP, MC, PAEPI and other reputable institutions Application to become a referred journal Publications	Every Frolics	ICIC with SBC-BEFI for funding and support
		100% of the Service learning and volunteer based participants cooperated in the impact assessment study and submitted their personal learning reflections	Research funding agencies aligned to the programs of ICIC Solidify linkages Application to a funding agency	2011- ongoing and onwards	
	SEC registration for Sikap Angat of Brgy. Tinejero, Pulilan, Bulacan and Baseco Livelihood Ladies	100% of the partner communities have existing organization constitution and by-laws with set of officers and plan of activities and projects	Recruiting researchers to conduct impact assessments Actual conduct of impact assessments Presentation of Results	On-going and as the need arises	
	Memorandum of Agreements (MOA)	Sustainable livelihood project particularly mushroom growing initiated by San Beda and		As the need arises	

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
9.3 Implement relevant programs responsive to the needs of the beneficiaries and goes along the agenda of service learning and resources of the institution	Disaster Response Management and Christmas Gift Giving	SBC-BEFI	Orientation to all academic departments and units on trajectory of the community development plan	Towards the end of each academic year	ICIC, PR, SBCAA, SBC-BEFI
		75% increase in the number of members benefiting the cooperative as alternative income 100% capacity to enter bank loans as independent entity	Monitoring and evaluation on the implementation of the plan		
	Legal and Paralegal Services	100% capacity to enter business transactions as independent entity	Regular visit of the social workers in the partner community	As the need arises September 2013	ICIC in coordination with RPRDC and academic heads with SBC-BEFI
		100% clarity on the terms and conditions among stakeholders: San Beda College, members of the partner communities, local government units, SBC-BEFI, partner institutions for resources support At least 75% of the Bedan community responsive to the call for relief operation drive and Christmas gift giving	Projects conducted by student organizations, faculty and all stakeholders are disciplinal in approach be it in volunteer based or service learning Processing of Experiences by: Journal Reflection and Evaluating the impact of the project		
				Every celebration of Frolics during the last week of January	ICIC with academic heads and RPRDC

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
	Social Justice and Human Rights	50% of the College of Law graduating class shall be a member of the Legal Aid Bureau (LAB)	Community organizing following the steps of needs assessments, tapping leaders, developing leaders, strengthening the organization through capacity buildings and continuous monitoring and folloi-up on relevant projects that will empower members economically, socially, culturally and spiritually	July-August 2014, then as the need arises	ICIC with various academic and department heads
	Health	Increased number of volunteer lawyers to 15 persons	Seminar on cooperativism		
		3 rd year Practice Law I and 2 shall be in assistance to the LAB	Identification of what type of cooperative		
			Additional members recruitment Guidelines set Financial Literacy and capacity building	August 29-September 1, 2013	ICIC with various academic and department heads and non-teaching units
			Registration of Pactil cooperative to Cooperative Development Authority Continuous monitoring, evaluation and assessment		
		At least 75% of the Bedan community are aware of the need in promoting social justice and human rights	Planning Workshop Capacity Building Financial Literacy		

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
	Environment	At least 80% of the members of the College of Law Social Justice and Human Rights	Guidelines set and continuous monitoring and evaluation Singing of the MOA Implementation Monitoring and assessment	July –August 2014 and as the need arises As per invitation	
	Educational and Scholarship	100% Service learning implementation for College of Medicine and Nursing College of Medicine: Family Health Nursing College of Nursing: Community Health Nursing Increased number of blood donors from 230 average per blood donation to 300 20% of total members of partner communities joining the fitness program of the non-teaching personnel	Meeting of CI council and department coordinators Convening student leaders Promotion of the volunteer program Call for collection, packing, distribution of the relief items or Christmas gifts LAB Annual Strategic Planning and Evaluation Street Law Education	2013 onwards Since 2010 and onwards As the need arises	

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
	Livelihood Initiatives	<p>100% Increased awareness on environmental issues</p> <p>At least 3 researches/activities relating to environment</p> <p>Maintain at least 1 college scholarship in the partner communities per year</p> <p>Sponsor at least 3 TESDA scholarship per year</p> <p>Conduct at least 1 TESDA skill training in the partner communities per year</p>	<p>Legal Counseling and Advice in three offices: main Campus in Mendiola, St. Jude Parish and Minor Basilica of the Black Nazarene in Quiapo</p> <p>Court representation</p> <p>Colloquia and Symposia on social justice and human rights along with the teachings of the church</p> <p>Advocacy activities that will promote social justice agenda</p>	As the need arises	
	Moral, Values and Spiritual Life	<p>Sponsor at least 5 track and field athletes per year for their personal and school allowances</p> <p>Sustainable livelihood initiatives in the partner</p>	<p>Family Health Medicine</p> <p>Community Health Nursing</p>	2014 2018	

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
9.4	Annual Recognition Rites	<p>communities that can be an additional income to at least 50% of the members</p> <p>Pactil: Mushroom growing Business Clinic Program for other vegetables</p>	<p>Operation Tule</p> <p>Blood Donation Activity</p> <p>Bedafit</p>	June 2013 onwards	
	Expansion of resources for new programs	<p>Pulilan: soap making and eco bag</p> <p>Baseco: fashion accessories, rags, soap making</p> <p>Brgy. Dolores: rags</p> <p>At least 80% of the members of the partner communities undergo spiritual formation and value-character formation</p> <p>100% of all those who are actively contributing to the community involvement of the school shall be given certificates of appreciation</p> <p>100% of the Legal Aid Bureau members shall be given certificate of membership</p>	<p>Operation of Psychology Clinic open to indigent clients especially from our communities around San Beda College, Mendiola</p> <p>Conference</p> <p>Water analysis in Pactil</p> <p>Tree Planting in Taytay and Mendiola</p> <p>Participation in Ilog Pasig Run</p> <p>Identification, monitoring and evaluation of the scholarship program</p>	<p>July 2013 onwards and as the need arises</p> <p>As the need arises</p>	

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
<p>9.5 initiate income generating activities</p> <p>10 . Student Services</p> <p>10.1 develop service-learning to solidify the integration of instruction, research and extension</p>	<p>Service Learning through: ALNC-SEED</p> <p>Cross Cultural Leadership Program</p> <p>International SEED and Volunteer Program in ALNC</p>	<p>100% of those having high impact shall be given plaque awards For students it will be given during the baccalaureate mass</p> <p>100% of those doing community based research shall be given citation during the recognition rites</p> <p>At least two income generating projects per year to add resources for the community projects</p> <p>At least 20 student leaders experiencing the Social Enterprise for Economic Development per year</p>	<p>Return of investment by asking scholars to be part of the community organizing to the communities where they belong</p> <p>Sustainability measures by helping scholars who finished their studies to find a job</p> <p>Impact Assessments on the project</p> <p>Fun Run</p> <p>Mushroom Growing Program from factory building, advance seminar on mushroom growing, financial literacy and basic accounting, capacity building to formation of cooperatives, monitoring and assessments</p> <p>Identification of members to do the products, production and operations, Financial literacy, monitoring and</p>	<p>As the need arises</p> <p>2015</p> <p>As the need arises</p> <p>2015 2017</p> <p>June 2013 and onwards</p> <p>As the need arises</p>	

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
10.2 review the recognition provided to students, student organizations and activities to make them more rigorous and prestigious	<p>Bedan as one of the Recipients for Ten Outstanding Students in the Philippines, Ayala Young Leaders, National Youth Commission Delegates, Social Enterprise International Competitions</p> <p>Leadership Awardees on Community Engagements</p> <p>MOA established to the following linkages:</p> <p>Partner Office: San Beda College-Benedictine Educational Foundation Inc.</p>	<p>At least 25 student leaders can have cross-cultural interaction with the culture of Cordillera, and have encounter with delegates from abroad through the ALNC networking</p> <p>At least 3 students joining the international SEED program abroad</p> <p>At least 3 students to be prepared for Ten</p>	<p>assessments (this could be the laboratories of learning for students in their service-learning)</p> <p>Team-Building Recollections, Retreats Eucharistic Mass Catechism Formation of Chapel Choir (Pactil)</p> <p>Office of the Rector Recognition Rites for Community Engagements</p> <p>Bazaars and Trade fairs</p> <p>Volunteerism Week to mount</p>	<p>June 2013 and onwards</p> <p>As the need arises</p>	

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
<p>11. Linkages</p> <p>11.1 identify the nature and type of linkages that ICIC may consider for the school</p>	<p>San Beda College Alumni Association</p> <p>Government Agencies: National Youth Commission Cultural Center of the Philippines Philippine Blood Center Department of Health Municipality of Pulilan Brgy. Dolores, Taytay, Rizal Bureau of Jail Management and Penology Manila City Jail (Male and Female Dormitory) Provincial Government of Laguna TESDA Rizal TESDA Mountain Province</p> <p>Non-Government Organizations Coalition of Services for the Elderly Childhope Asia Philippines Visayan Forum Tahanan Walang Hagdan Inc. Bahay Kanlunga ni Maria Domenica Rags2Riches</p> <p>Church Entities St. Jude Thaddeus Parish Minor Basilica of the Black Nazarene of Quiapo</p> <p>Active membership in:</p> <p>Philippine Association of Extension Program Implementers</p> <p>Catholic Educational Association of the Philippines (Advocacy committee, currently Dr.</p>	<p>Outstanding Students of the Philippines, Ayala Young Leaders, National Youth Commission Delegates, Social Enterprise International Competitions</p> <p>At least one student per college to receive the leadership award from the Office of the Rector through the recommendation of the ICIC</p> <p>At least 80% of the agreed terms and conditions are implemented</p>	<p>Benefit Dance Concert</p> <p>Bedan Fun Run</p> <p>Social Enterprise for Economic Development in Pactil to be participated by international delegates</p> <p>International Conference on CSR and Best Practices on Service Learning Shall open the SEED program</p> <p>Cross Cultural Leadership Program local version</p>		

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
Alumni lawyers and business	James Piscos, ICIC head representing San Beda College is a board member and PRO)				
11.2 networking with national associations related to community engagements	Mendiola Consortium Outreach Committee (Dr. Piscos representing San Beda College served as the Chairman last 2012-2013)		Cross Cultural Leadership Program – International Version integrated with the SEED program		
	PASWI or Philippine Association of Social Workers Inc.		SEED Program abroad		
	Also to coordinate with the recommendations of the PAASCU and the CHED requirements	100% be updated to current trends and practices of the field	Identification of potential Bedans to be mentored by the school		
	Partnership with Private corporations and funding agencies	At least thrice a year participation in national conferences	Providing opportunities of the identified students in community work, research, leadership management and other areas for total development		
	Active member of the ASEAN Learning Council		Identification of potential awardee Selection and deliberation process Recommendation Citation of the Award at the		

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
<p>11.3 linking with corporations and funding agencies</p> <p>11.4 linkages with international academic institutions, associations and societies</p>	<p>Social Enterprise for Economic Development</p> <p>Benedictine Schools Network</p> <p>Participation in international conferences that open doors for more linkages</p> <p>International Conference convened by San Beda College</p> <p>Well-prepared documents and exhibits in relation to the recommendations given by PAASCU on community involvement</p>	<p>100% compliance to the recommendations of the PAASCU and CHED</p> <p>entered a partnership with private corporations and funding agencies at least 1 entity per year</p> <p>100% participation in all ALNC and SEED initiatives be it local or abroad</p> <p>Attended as a participant or speaker at least twice a</p>	<p>Baccalaureate Mass</p> <p>Implementation of projects based on the MOA</p> <p>Enhancing service learnings and volunteerism to students and faculty activities provided by the partner institutions</p>		

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
<p>12. Accreditation</p> <p>12.1 assess the current status of ICIC in relation to current accreditation standards particularly the Philippine Accrediting Association of the Philippines, Colleges and Universities (PAASCU)</p> <p>12.2 getting ready in pursuing the IQAME accreditation in the aspect of the relations of the school to the community</p>	<p>Well-prepared documents and exhibits in relation to the requirements of IQAME</p>	<p>year</p> <p>Organized an international conference on CSR, service learning and best practices in community involvement at least twice in a period of five years</p> <p>100% compliance to PAASCU standards</p> <p>100% compliance to IQAME standards</p>	<p>Attendance in national conferences and symposia as participant or as resource speaker</p> <p>Organizing national conferences in: Best practices in community involvements and corporate social responsibility</p> <p>Designing of Marketing tools for sponsors, patrons, donors</p>		

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
			<p>Exploratory meetings for partnerships: Chevron San Miguel Corporation Philippine Air Lines</p> <p>Implementation of Agreed Projects and Community Based research with Funding</p> <p>Attendance in ALNC and SEED meetings</p> <p>Serving as host in the ALNC meeting</p> <p>Attendance in international conferences as speaker and as participant</p> <p>International Conference on CSR, Service Learnings and Best Practices in Community Engagements</p> <p>Strategic planning and</p>		

OBJECTIVES	KEY RESULT AREAS (KRAs)	PERFORMANCE INDICATORS (PIs)	ACTIVITIES AND TASKS	TIME FRAME	RESOURCE (OFFICE) REQUIREMENTS (Budgetary Requirements please refer to Program Budget Plan for Each Academic year)
			<p>implementation of projects that are sustainable and higher impact to beneficiaries and to students' service learning and volunteerism programs</p> <p>Continuous monitoring and evaluation of projects</p> <p>Solid documentations</p> <p>Impact assessments</p> <p>Project initiatives that promote the integration of research, community involvement and instruction through seminars, group processing and focus group discussions</p> <p>Strategic Meetings with the heads of various departments on the systems and processes as stipulated in the ICIC Manual of Operations</p> <p>Continuous Monitoring, Evaluation and Impact Assessments</p>		