



Document Code	QF-HRDO-23	Revision Number:	01
Effectivity Date:	January 5, 2023		

**Learning and Development (LEAD)  
 ACCOMPLISHMENT REPORT**

**Submit Accomplishment report 10 working days after LEAD implementation**

Received by  kama	Received on	R	5	2 or more days early
	10/17/23	A	3	1 day early
Date and Time	1:07 PM	T	2	On time
		I	1	1-2 days late
		N	1	3 or more days late
		G		

\*\*\*Attachments (following the order)  
 Attendance Sheet (Certified Photocopy)     Copy of receipts  
 Program     Memo/Letters related to the activity  
 Certificate to Participants and Speakers     Approved Training Design  
 Copy of Modules / Hand-outs  
 e. Acknowledgement of Tokens and Honorarium, if any

**Title of Activity:** Review of the Final draft of the BSU LUDIP 2023-2032 and University Policies (Housing Policy and Parking Policy)

**Date/s of Activity:** October 11-13, 2023

**Venue:** The First Islatel Hotel, Lucas-Magsaysay Road, Alaminos City, Pangasinan  
**Proponents (College /Office):** Planning Unit

**Number of Participants:** Male 0 Female: 10 Total: 10

**I. NARRATIVE REPORT (with photo documentations)**

**Day 1. October 11, 2023**

The Team departed from Benguet State University on October 11, 2023, at 4:48 AM, and arrived at the venue at 8:50 AM. After the breakfast, registration followed, and the program proper started at 9:30 AM.

The program proper started with an opening prayer led by Ms. E. Rosario; Atty. Allan Scapa, VP for Admin and Finance, gave the inspirational message and activity overview. An update on the proposed Land Use Development and Infrastructure Plan (LUDIP) after the onsite validation of the Regional Technical Working Group on September 18-19, 2023. The university transmitted the copies of the BSU LUDIP to the CHED-CAR on October 4, 2023. Based on the process, the RTWG will transmit the BSU LUDIP 2023-2032 to the BOR for endorsement and approval. Moreover, all proposed projects encoded in the NEDA PIPOL system are mapped out in the LUDIP, including the Audio-Visual Presentation of the proposed College of Medicine Building and the Elevated Walkway at Strawberry Farm.

Furthermore, Mr. Aromin informed the group that for a project proposal to be eligible for the NEDA PIPOL, it should have a gender perspective or the Hagadaga. Dr. Estrellita Daclan, GAD Director asked about the timeline of encoding in the NEDA PIPOL system, so an advisory will be issued and it will be reiterated for the inclusion of gender perspective in the proposal.

Mr. Aromin agreed that based on the orientation conducted by the NEDA, the PIPOL system will be opened by November of this year with an advisory for its guidelines. He emphasized the need to submit first to the GAD office any project proposal for review to ensure that gender perspective is incorporated.

Dr. Norma P. Banania asked for details and timeline of the proposed Elevated Walkway as she was asked during the strawberry festival. She also asked for any plans or development at backfilled area concerning the proposed repair of CR by the association which was not permitted by the Planning Unit. Mr. Aromin informed Dr. Banania that the university had presented the Elevated Walkway to the Provincial Board which is already encoded in the NEDA system hopefully the national government will prioritize it so it will approve. And, as to the CR in the backfield, the proposal is to put a portalet as an initial forecast on the financial requirements, and the timelines will be tackled in detail at the PLEASE committee meeting.

Lastly, Dr. Elizabeth Dom-ogen raised the concern of the Pollution Control Office about the laboratories/Colleges procuring chemicals. Units procuring chemicals should coordinate with the PCO concerning the preparation of the disposal plan and the amount required for the disposal as per EMB rules and regulations.

The last topic discussed during day 1 is the mapping of BSU Housing, and the project proposal submitted to the Planning Unit. Mr. Aromin reminded the representative of the Bokod campus to prepare the write-up of the listed project proposal and submit it to the GAD office for review. Day 1 concluded at exactly 7:15 PM.





Document Code	QF-HRDO-23	Revision Number:	01
Effectivity Date:	January 5, 2023		

## Learning and Development (LEAD) ACCOMPLISHMENT REPORT

### Day 2. October 12, 2023

A review of the Housing Policy and proposed Parking Policy are the topics discussed on the second day. According to VP Sacpa, the output of the review will be presented to the Admin Council for endorsement to the BOR for approval. Before the review proper, Atty. Sacpa gave a brief discussion on the crafting of policy guidelines.

Highlights of the review are as follows:

1. Mr. Melvin John Aromin suggested inclusion in the Policy Statement applicable to the external campuses.
2. Mr. Bryan Bangnan suggested including the provision of General guidelines and Operational Guidelines to simplify and make it user-friendly.
3. Dr. Johnny G. Dati, Sr. suggested including RA No. 11396 as the legal basis in the first paragraph of the Policy Statement.
4. Dr. Estrellita M. Daclan suggested stating the basis to support the approval of converting University Built to Employee Built.
5. Dr. Myra B. Sison also suggested defining the component of Basic parts of a housing unit to establish the original component/structure of a housing unit.
5. Engr. Sherrif La Madrid explains the definition of the components of the Basic Housing Unit.
6. Dr. Myrna Sison asked if the common law was considered part of the immediate family.
7. Mr. Wanawan Donato recommended increasing the allowable amount of repair due to inflation.

Details of the discussion on the housing policy are attached to the proposed revision of the housing policy. VP Sacpa briefly discussed the Parking Policy and requested the Planning Unit to set another schedule for an in-depth review of the policy. Day two activity concluded at 7:53 PM.

### Day 3. October 13, 2023

For the team building, the group agreed to finish the review on the second day, the last day will be allowed for team building activity. The planning unit with the First Islatel Staff facilitated the team-building activities. The group departed from the venue at exactly 2:00 PM

The group departed from the venue at exactly 2:00 PM.

## II. EVALUATION RESULTS

**Table 1: Initial Impact on Knowledge, Skills and Appreciation of the Participants**

TOPICS DISCUSSED	KNOWLEDGE			SKILLS			APPRECIATION		
	Pre- Activity	Post- activity	% of Change (Improvement/ Impact) ((Post Activity)- Pre- Activity)/ Pre- Activity) *100	Pre- Activity	Post- activity	% of Change (Improvement and Impact)	Pre- Activity	Post- activity	% of Change (Improvement/ Impact)
1. Presentation of the result of External Assessment/ validation of the BSU LUDIP	2.72	3.61	32.72	2.78	3.56	28.06	3.06	3.78	23.53
2. Mapping of the BSU Housing and proposed Infrastructure Projects	2.68	3.58	33.58	2.79	3.58	28.32	3.05	3.79	24.26
3. Crafting of University Policy	2.58	3.68	42.63	2.63	3.58	36.12	3.00	3.79	26.33
4. Review on Housing Policy	2.63	3.58	36.12	2.74	3.63	32.48	3.05	3.84	25.90
<b>General Average</b>	<b>2.65</b>	<b>3.61</b>	<b>36.23</b>	<b>2.73</b>	<b>3.59</b>	<b>31.50</b>	<b>3.04</b>	<b>3.80</b>	<b>25.00</b>
<b>Qualitative Interpretation</b>	Just enough	High		Just enough	High		Just enough	High	

Rating Legend: 1.75 & below- Very Low, 1.76-2.50- Fair, 2.51-3.25- Just Enough, 3.26- 4.00- High

**Table 2: Learning Services Providers**

NAMES OF LEARNING SERVICE PROVIDERS	CRITERIA			AVERAGE EVALUATION	QUALITATIVE INTERPRETATION (QI)
	Mastery of Topic	Presentation of Topic/ Strategy	Communication Skills		
1. Melvin John M. Aromin	3.89	3.89	4.00	3.89	Superior
2. Leon B. Tanguid	3.84	3.89	3.94	3.93	Superior
3. Allan C. Sacpa	3.95	4.00	4.00	3.98	Superior

Rating QI Legend: 1.75 & below- Beginner, 1.76-2.50- Developing, 2.51-3.25- Advanced, 3.26- 4.00- Superior



**Learning and Development (LEAD)  
 ACCOMPLISHMENT REPORT**

**Table 3: Program Organization**

CRITERIA	AVERAGE EVALUATION	QUALITATIVE INTERPRETATION
<b>Topic/ Content</b>		
Relevance/ Significance	4.84	<b>Outstanding</b>
Contribution to Knowledge	4.79	<b>Outstanding</b>
Contribution to Skills	4.79	<b>Outstanding</b>
Organization of Topics	4.79	<b>Outstanding</b>
<b>Activity Flow</b>		
Appropriateness of Activities/ Strategies	4.79	<b>Outstanding</b>
Time is well-managed	4.79	<b>Outstanding</b>
Time allotted is enough	4.79	<b>Outstanding</b>
<b>Facilities</b>		
Appropriateness of Venue	4.79	<b>Outstanding</b>
Sound System (if applicable)	4.79	<b>Outstanding</b>
Adequacy of lighting and ventilation	4.79	<b>Outstanding</b>
Use of multimedia materials	4.79	<b>Outstanding</b>
<b>Overall evaluation of the program</b>	<b>4.79</b>	<b>Outstanding</b>

*Rating Of Legend: 1.00-1.80- Needs Improvement, 1.81-2.60- Slightly Below Expectations, 2.61-3.40- Satisfactory, 3.41- 4.20- Very Satisfactory, 4.21-5.00- Outstanding*

**VERBATIM COMMENTS/FEEDBACK**

**B.1 What significant learnings or insights did you gain from the activity?**

- Land Use and Housing
- Realization that there is really a process to apply for a housing unit and there are criteria which are fair for everyone.

**B.2 How do you plan to apply it?**

- Follow the process for housing unit application.

**B.3 What other follow-up activities or training topics do you suggest?**

- Follow-up activity

**III. BUDGETARY EXPENDITURES**

ITEMS	APPROVED BUDGET	ACTUAL EXPENDITURES (as per OR/ cash-in-voice)
Meals and Snacks (AM/PM)	90,000.00	
Accommodation	60,000.00	
Function Room/Venue	30,000.00	Live-in Seminar package for 31 pax (meals, accommodation and seminar venue) Oct. 11-13, 2023
Equipment Rental		
Professional Fee/Honoraria		
Token/s		
Materials and Supplies		
Transportation		
<b>TOTAL</b>	<b>180,000.00</b>	<b>146,250.00</b>

Prepared by:

**EVELYN D. ROSARIO**  
 Administrative Assistant II

**THEA MAE G. DE LOS SANTOS**  
 Administrative Aide IV

Reviewed by:

**MELVIN JOHN W. ASOMIN**  
 Director, Planning Unit





Republic of the Philippines  
**Benguet State University**  
HUMAN RESOURCE DEVELOPMENT OFFICE  
La Trinidad, Benguet

Document Code	QF-HRDO-23	Revision Number:	01
Effectivity Date:	January 5, 2023		

## Learning and Development (LEAD) ACCOMPLISHMENT REPORT







Republic of the Philippines  
**Benguet State University**  
HUMAN RESOURCE DEVELOPMENT OFFICE  
La Trinidad, Benguet

Document Code	QF-HRDO-23	Revision Number:	01
Effectivity Date:	January 5, 2023		

## Learning and Development (LEAD) ACCOMPLISHMENT REPORT

**DAY 2**





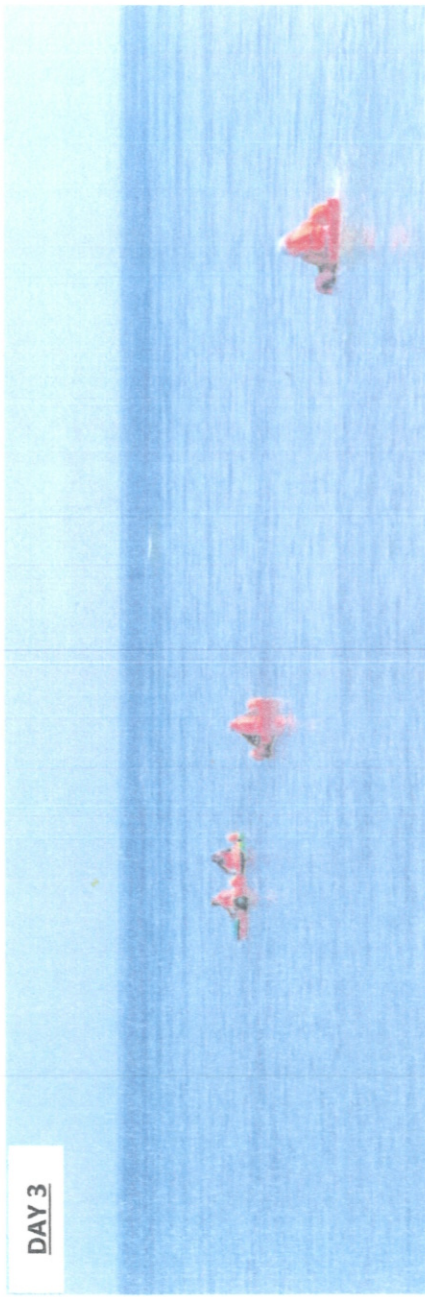


Republic of the Philippines  
**Benguet State University**  
HUMAN RESOURCE DEVELOPMENT OFFICE  
La Trinidad, Benguet

Document Code	QF-HRDO-23	Revision Number:	01
Effectivity Date:	January 5, 2023		

## Learning and Development (LEAD) ACCOMPLISHMENT REPORT

**DAY 3**







Republic of the Philippines  
Benguet State University  
2601 La Trinidad, Benguet  
[www.bsu.edu.ph](http://www.bsu.edu.ph)



BAGONG PILIPINAS

*Office of the University President*

October 2, 2023

OFFICE MEMORANDUM

No. 128  
Series of 2022

**TO : SECTOR VPs, LUDIP TWG, HOUSING COMMITTEE MEMBERS, AND  
HOUSING COMMITTEE-ASSESSMENT**

**SUBJECT : ATTENDANCE TO THE HOUSING REVIEW AND FINAL REVIEW OF  
THE BSU LUDIP**

Please be informed that the Housing Policy Review and the Final Review of the BSU LUDIP will be on October 11-13, 2023 at First Islatel, Lucap-Magsaysay, Alaminos City Pangasinan.

Attached is the list of participants, kindly confirm your attendance on the said activity on or before October 9, 2023 at 1:00 p.m. at the Planning Unit.

Departure time is set at 5:00 a.m. on October 11, 2023, in front of the BSU Administration Building.

The support and cooperation of all concerned are hereby enjoyed.

  
**FELICE SALANG COMILA**  
University President

Telephone No. +63-74-422-2281  
Trunk line: +63-74-422-2402

Website: [www.bsu.edu.ph](http://www.bsu.edu.ph)  
E-mail Address: [president@bsu.edu.ph](mailto:president@bsu.edu.ph)





**IN-SERVICE TRAINING (INSET) DESIGN & REQUEST**

Document Code:	QF-HRDO-03	Revision Number:	4
Effectivity Date:	May 26, 2023	P.F. 2023 -070	

For HRDO Personnel	
Received by: <i>Kawa</i>	<b>ACCOMPLISHMENT REPORT</b> <i>DUE ON (to be submitted to HRDO)</i>
Date & Time: <i>9/22/23 11:42am</i>	<i>September 29, 2023</i>

**I. ACTIVITY PROFILE**

<b>Title</b>	<b>FINALIZATION OF THE BSU LAND USE DEVELOPMENT AND INFRASTRUCTURE PLAN (LUDIP)</b>
<b>Purpose</b>	Review and mapped-out utilization of the agricultural open spaces and update the projection for land allocation to meet the expanding population of the University. Conceptualize development plans contributing to Local and Regional Development as a prime agricultural educational institution in the Cordillera.
<b>Legal Bases</b> <i>(Regulatory / Statutory)</i>	RA 11396, BSU Code, CHED Memo No. 11 s. 2020, Magna Carta for Women
<b>Date of LEAD Activity</b>	September 13-15, 2023
<b>Venue</b>	Region 1
<b>Participants</b>	Sector VP's, BSU LUDIP-TWG and Secretariat
<b>Learning Service Provider/s</b>	None
<b>Expected Outputs</b>	Packaged LUDIP for final review of the LUDIP-RTWG
<b>Fund Source</b>	GAA

**II. LEARNING METHODOLOGY:** Tick the method (based on the 70-20-10 learning principle) to be applied

70	20	10
<input type="checkbox"/> Workshop	<input type="checkbox"/> Peer assist	<input type="checkbox"/> Lecture
<input checked="" type="checkbox"/> Problem-Solving	<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Discussion
<input type="checkbox"/> Case Analysis	<input type="checkbox"/> Gallery-walking	<input type="checkbox"/> One-on-One
<input type="checkbox"/> Group Dynamics	<input checked="" type="checkbox"/> Small Group Discussion	
<input type="checkbox"/> Experiential Learning	<input type="checkbox"/> Demonstration	
<input type="checkbox"/> Others:		

**IMPORTANT: Other Requirements:**  
 \_\_\_ Travel order (QF-HRMO-01, if necessary)  
 \_\_\_ Engaging Learning Service Provider (QF-HRDO-17)  
 \_\_\_ Evaluation Form (QF-HRDO-18)  
 \_\_\_ Accomplishment Report (QF-HRDO-23)  
 \*\*\* Follow Procurement Protocols

**III. TARGET COMPETENCIES**

CORE	ORGANIZATIONAL	LEADERSHIP	FUNCTIONAL/TECHNICAL
'STEP'	'STRIVE'	'SERVE'	KSA to Do the Job
<b>Self-management skills</b> <input type="checkbox"/> Stress management <input checked="" type="checkbox"/> Appreciative inquiry <input type="checkbox"/> Achievement orientation	<input type="checkbox"/> Social responsiveness <input type="checkbox"/> Team player <input type="checkbox"/> Research-orientedness	<input checked="" type="checkbox"/> Systems thinking/ Strategic and creative <input type="checkbox"/> Engaging stakeholder's in leading change <input type="checkbox"/> Robust building of network/Partnerships <input type="checkbox"/> Valuing performance and coaching <input type="checkbox"/> Enabling a high performing organization	<b>Knowledge:</b> Space Utilization, climate change resilience and adaptation, and Land Use Policies  <b>Skills:</b> <ul style="list-style-type: none"> <li>Land Use Planning and Investment Programming</li> <li>Infrastructure and Utilities Development</li> </ul> <b>Attitude:</b> Team works, Interpersonal relations and participative decision-making
<b>Technical</b> <input type="checkbox"/> Records Mgt., <input checked="" type="checkbox"/> Computer Skills <input type="checkbox"/> Communication Skills	<input checked="" type="checkbox"/> Inclusiveness <input type="checkbox"/> Values-driven (CARING TEAM)		
<b>People Skills</b> <input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Service Delivery <input checked="" type="checkbox"/> Knowledge Sharing	<input type="checkbox"/> Excellent workmanship		



### IN-SERVICE TRAINING (INSET) DESIGN & REQUEST

#### IV. RATIONALE (with GAD perspective/integration)

The RA 11396 "SUCs Land Use Development and Infrastructure Plan and the CHED Memorandum Order No. 11, s.2020 require SUCs to prepare and implement LUDIP that shall include the construction of dormitories for students and housing sites for employees. The campus land use plan, therefore, provides the forecasted allocations of land for the campus' academic requirements. It shall also determine the campus demand for infrastructure and services such as housing for its constituents (students, faculty, and staff), as well as economic and social facilities in support of its academic activities.

The Commission on Higher Education (CHED) assisted SUCs in crafting /enhancing of Land Use Development & Infrastructure (LUDIP) Plan through the SAFER-U project wherein the UP-Resilience Institute (UPRI) was the project leader, and BSU is one of the selected beneficiaries. Results of the evaluation of the existing BSU Land Use Plan are communicated to BSU Management by the SAFER-U team. With the evaluation results and series of workshops, the Technical Working Group of the University completed the required data to comply with RA 11396. The University transmitted the packaged LUDIP to the CHER-CAR for review on April 26, 2023.

The evaluation report by the CHED LUDIP-TWG requires elaboration of the content of the LUDIP to align with the requirements of the RA 11396 and the mandate of the University and inclusion of the role of BSU in local or regional development as a prime agriculture educational institution and agro-tourism destination.

#### V. GENERAL OBJECTIVE/S

To review, prepare data/ information recommended by the LUDIP-RTWG for inclusion in the final Plan for on-site review and assessment on September 26-29,2023.

#### VI. PROGRAM OF ACTIVITIES

Day & Time	Specific Objectives	Activities / Strategies	Expected Output / Outcome	Learning Service Provider / Facilitator
<b>Day 1, September 13,2023</b>				
5:00 AM – 8:00 AM		Travel time to the venue		
8:15- 9:00AM		Billeting / Breakfast		
9:10 AM– 9:30 AM		Activity Overview		Allan C. Sacpa VP for Admin & Finance
9:31 to 12:00 Noon	To address the result of the evaluation by identifying the source of data and the responsible office/committee	Presentation of the external evaluation report of the BSU LUDIP	Specified Source of data and the responsible office	Melvin John M. Aromin PDO Director
12:00 – 1:00 PM	Lunch break			
1:00 PM – 5:00 PM	To identify development plans for the open spaces to capture the role of the University in the Local and regional development as a prime agricultural educational institution	Revisit the proposed development plans for academic and research purposes.	Summary of Academic and research lot utilization	BSU LUDIP TWG with the sector representatives
<b>Day 2, September 14,2023</b>				





### IN-SERVICE TRAINING (INSET) DESIGN & REQUEST

Time	Activity	Recap of Day 1	Recap of Day 2 Activities	Site Development	Source
8:15 AM – 8:30 AM	Recap of Day 1				PDO Staff
8:31 AM – 12:00 NN	Continuation of the Review				BSU LUDIP TWG with the sector representatives
12:00 NN – 1:00 PM	Lunch break				
1:00 PM – 5:00 PM	To identify development plans for the open spaces to capture the role of the University in the Local and regional development as a prime agricultural educational institution	Review and assess the existing and proposed development plans for academic and research purposes.	Identify, assess development sites, discuss landscape features, and road system, and timelines for the submission of proposals	Summary of Academic and research lot utilization	BSU LUDIP TWG with the sector representatives
Day 3, September 15, 2023					
8:15 AM – 8:30 AM	Recap of Day 2 Activities				TWG Member
8:31 AM – 12:00 NN	To identify site developments plans for housing, dormitories and other facilities supporting the internationalization of the University				PDO, PMU
12:00 – 1:00 PM	Lunch Break				
1:01 PM – 3:00 PM	To strengthen working relations among the LUDIP TWG	Teambuilding			HRMO/HRDO
3:00PM	Departure				

### VII. COMMUNICATION PLAN

Issuance of Office Memorandum on the schedule of the activity.

### VIII. EQUIPMENT AND MATERIALS

Equipment/Materials	Items	Source
Sound System	1	Venue
Projector	1	Venue
White Screen	1	Venue
Laptop/ Desktop	1	BSU
Printer	1	BSU

### IX. BUDGETARY REQUIREMENTS

Budget Item	Per Head/Per Day	Total
Meals and Snacks (AM/PM)	Php 750/pax *40 pax* 3 days	90,000.00
Accommodation	Php 750* 40 pax * 2 nights (Air-conditioned 3-5/room)	60,000.00
Function Room/Venue	10,000/day x 3 days	
Equipment Rental	(Banquet set-up hall, sound system, 3 microphones, 1 registration table for secretariat, LCD projector, wide screen and Wi-Fi)	30,000.00





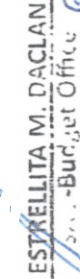
**IN-SERVICE TRAINING (INSET) DESIGN & REQUEST**

Document Code:	QF-HRDO-03	Revision Number:	4
Effectivity Date:	May 26, 2023	RF-2023-070	

Budget Item	Per Head/Per Day	Total
Professional Fee/Honoraria		
Token/s		
Materials and Supplies		
Transportation		
<b>TOTAL</b>		<b>Php 180,000.00</b>

Prepared/Requested by:

  
**MELVIN JOHN M. AROMIN**  
 PDO Director

Funds Appropriated  
  
**ESTRELLITA M. DACLAN**  
 Sr. Budget Officer *CAA ADMIN 1004*

Reviewed by:

  
**MARICRIS P. LAD-EY-NEYNEY**  
 AO V, HRDO / Member, GAD-TWG

Reviewed and Endorsed by:  
*(Funds Appropriation & Availability)*

**ANDRES ARNOLD W. LAMPACAN**  
 CAO, Finance Services Division

Approved:

  
**ALLAN C. SAGPA**  
 VP for Administration & Finance





## IN-SERVICE TRAINING (INSET) DESIGN & REQUEST

For HRDO Personnel  
 Received by: *K. Ornel*  
 Date & Time: *8/22/23 11:52am*  
**ACCOMPLISHMENT REPORT**  
 DUE ON (to be submitted to HRDO):  
*September 29, 2023*

### I. ACTIVITY PROFILE

<b>Title</b>	<b>FINALIZATION OF THE BSU LAND USE DEVELOPMENT AND INFRASTRUCTURE PLAN (LUDIP)</b>
<b>Purpose</b>	Review and mapped-out utilization of the agricultural open spaces and update the projection for land allocation to meet the expanding population of the University. Conceptualize development plans contributing to Local and Regional Development as a prime agricultural educational institution in the Cordillera.
<b>Legal Bases</b> <i>(Regulatory / Statutory)</i>	RA 11396, BSU Code, CHED Memo No. 11 s. 2020, Magna Carta for Women
<b>Date of LEAD Activity</b>	September 13-15, 2023
<b>Venue</b>	Region 1
<b>Participants</b>	Sector VP's, BSU LUDIP-TWG and Secretariat
<b>Learning Service Provider/s</b>	None
<b>Expected Outputs</b>	Packaged LUDIP for final review of the LUDIP-RTWG
<b>Fund Source</b>	GAA

### II. LEARNING METHODOLOGY: Tick the method (based on the 70-20-10 learning principle) to be applied

70	20	10
<input type="checkbox"/> Workshop	<input type="checkbox"/> Peer assist	<input type="checkbox"/> Lecture
<input checked="" type="checkbox"/> Problem-Solving	<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Discussion
<input type="checkbox"/> Case Analysis	<input type="checkbox"/> Gallery-walking	<input type="checkbox"/> One-on-One
<input checked="" type="checkbox"/> Group Dynamics	<input checked="" type="checkbox"/> Small Group Discussion	
<input type="checkbox"/> Experiential Learning	<input type="checkbox"/> Demonstration	
<input type="checkbox"/> Others:		

**IMPORTANT: Other Requirements:**  
 \_\_\_ Travel order (QF-HRMO-01, if necessary)  
 \_\_\_ Engaging Learning Service Provider (QF-HRDO-17)  
 \_\_\_ Evaluation Form (QF-HRDO-18)  
 \_\_\_ Accomplishment Report (QF-HRDO-23)  
 \*\*\* Follow Procurement Protocols

### III. TARGET COMPETENCIES

CORE	ORGANIZATIONAL	LEADERSHIP	FUNCTIONAL/TECHNICAL
'STEP'	'STRIVE'	'SERVE'	KSA to Do the Job
<b>Self-management skills</b> <input type="checkbox"/> Stress management <input checked="" type="checkbox"/> Appreciative inquiry <input type="checkbox"/> Achievement orientation	<input type="checkbox"/> Social responsiveness <input type="checkbox"/> Team player <input type="checkbox"/> Research-orientedness	<input checked="" type="checkbox"/> Systems thinking/ Strategic and creative <input type="checkbox"/> Engaging stakeholder's in leading change <input type="checkbox"/> Robust building of network/Partnerships <input type="checkbox"/> Valuing performance and coaching <input type="checkbox"/> Enabling a high performing organization	<b>Knowledge:</b> Space Utilization, climate change resilience and adaptation, and Land Use Policies  <b>Skills:</b> <ul style="list-style-type: none"> <li>Land Use Planning and Investment Programming</li> <li>Infrastructure and Utilities Development</li> </ul> <b>Attitude:</b> Team works, interpersonal relations and participative decision-making
<b>Technical</b> <input type="checkbox"/> Records Mgt., <input checked="" type="checkbox"/> Computer Skills <input type="checkbox"/> Communication Skills	<input type="checkbox"/> Inclusiveness <input type="checkbox"/> Values-driven (CARING TEAM)		
<b>People Skills</b> <input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Service Delivery <input checked="" type="checkbox"/> Knowledge Sharing	<input type="checkbox"/> Excellent workmanship		





Document Code:	QF-HRDO-03	Revision Number:	4
Effectivity Date:	May 26, 2023	PF-2023-070	

### IN-SERVICE TRAINING (INSET) DESIGN & REQUEST

#### IV. RATIONALE *(with GAD perspective/integration)*

The RA 11396 “SUCs Land Use Development and Infrastructure Plan and the CHED Memorandum Order No. 11, s.2020 require SUCs to prepare and implement LUDIP that shall include the construction of dormitories for students and housing sites for employees. The campus land use plan, therefore, provides the forecasted allocations of land for the campus' academic requirements. It shall also determine the campus demand for infrastructure and services such as housing for its constituents (students, faculty, and staff), as well as economic and social facilities in support of its academic activities.

The Commission on Higher Education (CHED) assisted SUCs in crafting /enhancing of Land Use Development & Infrastructure (LUDIP) Plan through the SAFER-U project wherein the UP-Resilience Institute (UPRI) was the project leader, and BSU is one of the selected beneficiaries. Results of the evaluation of the existing BSU Land Use Plan are communicated to BSU Management by the SAFER-U team. With the evaluation results and series of workshops, the Technical Working Group of the University completed the required data to comply with RA 11396. The University transmitted the packaged LUDIP to the CHER-CAR for review on April 26, 2023.

The evaluation report by the CHED LUDIP-TWIG requires elaboration of the content of the LUDIP to align with the requirements of the RA 11396 and the mandate of the University and inclusion of the role of BSU in local or regional development as a prime agriculture educational institution and agro-tourism destination.

#### V. GENERAL OBJECTIVE/S

To review, prepare data/ information recommended by the LUDIP-RTWIG for inclusion in the final Plan for on-site review and assessment on September 26-29,2023.

#### VI. PROGRAM OF ACTIVITIES

Day & Time	Specific Objectives	Activities / Strategies	Expected Output / Outcome	Learning Service Provider / Facilitator
<b>Day 1, September 13,2023</b>				
5:00 AM – 8:00 AM		Travel time to the venue		
8:15- 9:00AM		Billieting / Breakfast		
9:10 AM– 9:30 AM		Activity Overview		Allan C. Sacpa VP for Admin & Finance
9:31 to 12:00 Noon	To address the result of the evaluation by identifying the source of data and the responsible office/committee	Presentation of the external evaluation report of the BSU LUDIP	Specified Source of data and the responsible office	Melvin John M. Aromin PDO Director
12:00 – 1:00 PM	Lunch break			
1:00 PM – 5:00 PM	To identify development plans for the open spaces to capture the role of the University in the Local and regional development as a prime agricultural educational institution	Revisit the proposed development plans for academic and research purposes.	Summary of Academic and research lot utilization	BSU LUDIP TWIG with the sector representatives
<b>Day 2, September 14,2023</b>				





### IN-SERVICE TRAINING (INSET) DESIGN & REQUEST

8:15 AM – 8:30 AM		Recap of Day 1		PDO Staff
8:31 AM – 12:00 NN		Continuation of the Review		BSU LUDIP TWG with the sector representatives
12:00 NN – 1:00 PM		Lunch break		
1:00 PM – 5:00 PM	To identify development plans for the open spaces to capture the role of the University in the Local and regional development as a prime agricultural educational institution	Review and assess the existing and proposed development plans for academic and research purposes.	Summary of Academic and research lot utilization	BSU LUDIP TWG with the sector representatives
Day 3, September 15, 2023				
8:15 AM – 8:30 AM		Recap of Day 2 Activities		TWG Member
8:31 AM – 12:00 NN	To identify site developments plans for housing, dormitories and other facilities supporting the internationalization of the University	Identify, assess development sites, discuss landscape features, and road system, and timelines for the submission of proposals	Site Development Plans with detailed geographical description maps and campus transportation system	PDO, PMU
12:00 – 1:00 PM		Lunch Break		
1:01 PM – 3:00 PM	To strengthen working relations among the LUDIP TWG	Teambuilding		HRMO/HRDO
3:00PM		Departure		

### VII. COMMUNICATION PLAN

Issuance of Office Memorandum on the schedule of the activity.

### VIII. EQUIPMENT AND MATERIALS

Equipment/Materials	Items	Source
Sound System	1	Venue
Projector	1	Venue
White Screen	1	Venue
Laptop/ Desktop	1	BSU
Printer	1	BSU

### IX. BUDGETARY REQUIREMENTS

Budget Item	Per Head/Per Day	Total
Meals and Snacks (AM/PM)	Php 750/pax *40 pax* 3 days	90,000.00
Accommodation	Php 750* 40 pax * 2 nights (Air-conditioned 3-5/room)	60,000.00
Function Room/Venue	10,000/day x 3 days	
Equipment Rental	(Banquet set-up hall, sound system, 3 microphones, 1 registration table for secretariat, LCD projector, wide screen and Wi-Fi)	30,000.00






Document Code:	QF-HRDO-03	Revision Number:	4
Effectivity Date:	May 26, 2023		RF-2023-070


**IN-SERVICE TRAINING (INSET) DESIGN & REQUEST**

Budget Item	Per Head/Per Day	Total
Professional Fee/Honoraria		
Token/s		
Materials and Supplies		
Transportation		
<b>TOTAL</b>		<b>Php 180,000.00</b>


Prepared/Requested by:

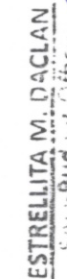
  
**MELVIN JOHN M. AROMIN**  
 PDO Director

Reviewed by:

  
**MARICRIS P. LADREY-NEYNEY**  
 AO V, HRDO / Member, GAD-TWG

Approved:

  
**ALLAN C. SACPA**  
 VP for Administration & Finance

Funds Appropriated  
  
**ESTRELLITA M. DACLAN**  
 SAC-Budget Office GAA ADMIN (uy)

Reviewed and Endorsed by:  
*(Funds Appropriation & Availability)*

**ANDRES ARNOLD W. LAMPACAN**  
 CAO, Finance Services Division