



MABALACAT CITY  
COLLEGE

2008  
PAMPANGA

# OPERATIONAL PLAN 2021

MABALACAT CITY  
COLLEGE

## Table of Contents

- INTRODUCTION ..... 1**
- OFFICE OF THE PRESIDENT ..... 3**
  - I. Planning & Legal Unit.....3
  - II. Quality Assurance & Archives Unit .....7
  - III. Management Information Systems (MIS) Unit .....9
  - IV. Communications and Events Unit .....11
- OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS ..... 14**
  - I. Institute of Hospitality and Tourism Management.....21
  - III. Institute of Arts, Sciences, and Teacher Education .....30
  - IV. Center for Applied Associate Degrees.....34
  - V. Office of the College Registrar .....36
  - VI. Library Services Unit .....37
  - VII. Health Services Unit.....40
  - VIII. Guidance Services Unit.....41
  - IX. Sports and Athletics Unit .....44
  - X. Office of the Student and Cultural Affairs .....46
  - XI. Center for Character Development .....48
- OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION ..... 51**
  - I. Finance Unit ..... 51
  - II. Administrative Unit ..... 54
  - III. People Experience Unit..... 55
  - IV. People Management Unit..... 57
  - V. Grounds and Building Maintenance Unit..... 58
  - VI. Safety and Security Management Unit..... 59
- OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION SERVICES ..... 60**
  - I. MCC Kayantabe ..... 60
  - II. Research Unit..... 63
- OFFICE OF THE VICE PRESIDENT FOR EXTERNAL AFFAIRS ..... 68**
  - I. Admissions Unit..... 69
  - II. Alumni Relations Unit ..... 71
  - III. Career and Placement Unit ..... 72

IV.	Internationalization Unit.....	73
V.	Partnerships and Linkages Unit .....	75
VI.	Scholarships and Grants Unit.....	77

## **INTRODUCTION**

In the efforts to achieve the tactical plans set for 2021, the Offices and Units of Mabalacat City College developed action plans, programs, project and initiatives that shall slowly, but surely attain the Institution's long-term goals.

The units under the Office of the President (OP) formulated initiatives that aim to implement technology-assisted process and ensure smooth operations process. As it is in the function of OP to oversee policy implementation, the Office shall provide support in creating pro-people policies.

The Office of the Vice President for Finance and Administration (OVPFA) and its units have created plans and projects that are linked in all four areas of MCC's strategic plan. In the financial perspective, the Office and its Finance Unit created plans in exploring income-generating projects (IGPs) for MCC. As a student-facing office, it also developed plans ensuring the satisfaction of students. As for internal process, the OVPFA shall implement technology-assisted processes, as well as ensure smooth operations processes. Moreover, the OVPFA, People Management Unit and People Experience Unit shall implement plans that aims to retain qualified faculty and staff, support faculty professional practice and research, and enhance faculty and staff development and resources. The OVPFA shall also create pro-people policies and develop extension service awareness and training.

Similarly, the Office of the Vice President for External Affairs (OVPEA) and its units also developed plans that are anchored in all areas of the strategic plan. In the financial perspective, the OVPEA created plans aiming to expand CHEd grants and exploring IGPs. As for the student and community perspective, External Affairs shall ensure student satisfaction in student-facing transactions, as well as advance student success in terms of employability and graduation. In improving its internal processes, the OVPEA shall implement technology-assisted processes, strengthen linkages and networks, enhance research opportunities and ensure smooth operations. Further, it shall contribute greatly in enhancing faculty and staff development and resources.

The Office of the Vice President for Research and Extension Services developed plans, programs and initiative in operationalizing MCC's strategic plan. Linked to the financial perspective of the plan, the OVPEA shall contribute in increasing the number of grants and donations. Moreover, the Unit shall ensure student satisfaction, develop community leaders and provide impactful extension services. In terms of internal process, the OVPRES shall deploy technology-assisted processes, enhance research opportunities, create extension service opportunities and ensure smooth operations processes. Finally, it created initiative in supporting faculty professional practice and research, enhancing faculty and staff development and resources, and developing extension service awareness and training.

The Offices of the Vice President for Academic Affairs also formulated initiatives, plans and programs anchored in all perspectives. In the financial perspective, the OVPAA shall contribute in expanding CHEd grants, exploring IGPs, strengthening adult learning, and in increasing the number of grants and donations. The OVPAA also created initiatives to offer graduate programs and Continuing Professional Development (CPD) program(s) in MCC.

As for the students and community perspective, the OVPAA shall ensure student satisfaction, offer excellent student academic services, optimize student support services and advance student success. Moreover, it shall implement the use of technology-assisted processes, ensure industry-relatedness of all curricula, adapt flexible learning in all courses, and ensure smooth operations processes. It shall also enhance research opportunities, as well as create extension opportunities to all faculty members. Lastly, the OVPAA developed plans focusing on retaining qualified faculty and staff and enhancing faculty and staff development and resources.

With these targets, the offices of MCC and their units have developed short-terms action plans operationalizing MCC's five-year strategic plan.

## **OFFICE OF THE PRESIDENT**

In the five-year strategic plan of MCC, the plans of the Office of the President (OP) are anchored in three perspectives: student and community, internal processes and human resources perspectives. In the student and community perspective, OP shall contribute in ensuring student satisfaction and in optimizing student support services. It also aims to fully implement the use of technology-assisted processes and in ensuring smooth operations in all its units. Finally, in the human resources perspective, it shall support creating pro-people policies for its stakeholders.

The units of OP – Planning and Legal, Quality Assurance and Archives, Management Information Systems, Communications and Events – developed short-term action plans operationalizing the 2021 tactical plan of the office.

### **I. Planning & Legal Unit**

The Planning and Legal Unit created action plans that shall ensure that both section have smooth operations.

#### **Planning**

##### **A. Smooth Operations Processes**

The Planning Section, which was recently established in 2021, has formulated objectives and action plans that ultimately aims to ensure the smooth operations of the unit.

The Planning Section aims to achieve effectiveness and uniformity in the planning process. With this, the unit shall streamline planning in all offices and units by creating a Manual of Operations of the Planning & Building Management Section. The Manual shall serve as a guide in standardizing the planning process of the offices and units, and eventually the Institution. Moreover, Planning shall conduct an orientation on February 2022, coordinating with an expert on strategic planning to educate and guide all employees on the basics and best practices in strategic

planning. The orientation shall establish a rationalized perspective of employees in terms of developing their plans.

In relation to this, it aims to address the needs of the Institution in terms of planning and policymaking. Planning shall provide a suggestion/feedback drop box, open to all employees, where they may provide insights and suggestions in improving the Institution's projects and plans, as well as provide feedback in the planning process.

As part of the operations of the Planning Section, it aims to ensure that the plans of the offices and units are in line with the Institution's strategic plans, and that such plans are timely implemented. It shall conduct its quarterly monitoring and evaluation of the plans of units and offices in September and December 2021. The Unit shall also facilitate the annual operational planning of units in 2022, as well as propose team-building activities for that year.

Finally, the Planning Section aims to support the Institution in taking critical actions in addressing the impact of climate change. The annual climate change action planning is set to take place in April 2022. This shall increase literacy in matters regarding climate change and actions taken in response to climate change.

### ***Building Management***

Building Management, under Planning, is tasked to develop physical facilities of MCC, which shall maximize building space and ensure that all facilities in the campuses are safe, accessible and/or conducive to work/study.

It shall provide a relaxing environment by propagating landscape plants and developing green spaces in MCC Dapdap and maintaining the greenery in the Main Campus.

Further, Building Management is currently constructing the Canopy in the Main Campus. The Canopy was developed with the purposes of providing employees and students of MCC a shaded area where they can unwind and relax in the campus.

In addition, Building Management started building the coffee shop in the Main Campus. The coffee shop shall help in promoting local products, such as *balacat* tree products. Both projects are tentatively scheduled to be accomplished by November 2021.

Building Management also aims to provide its support in promoting inclusivity in the MCC community. With this, it shall assign a gender-neutral comfort room in the Main Campus and another in the Dapdap Campus.

Building Management shall also provide persons-with-disabilities (PWDs) safe and accessible facilities. Recently, it has renovated the PWD comfort room at the Main Campus, which is located at the Student Center. It also plans to assign and renovate a PWD CR in the Dapdap Campus on the ground floor level. In addition to this, it plans to provide safe passage from the ground floor level to the second floor of the Main Campus by installing a second-floor level access ramp. The installation of the ramp shall start depending on the arrival of the necessary materials.

One of the many objectives of Building Management is to provide the MCC community with accessible and potable drinking water in both campuses. With this, the Unit shall purchase 30 drinking fountains. Twelve drinking fountains shall be installed in each campus, while the rest shall be reserved and kept for storage.

Building Management shall provide students with facilities that they may use in conducting outdoor physical activities. It shall construct an aquatic facility in the Dapdap Campus. The aquatic facility shall house the campus' swimming pool, court and stage. Aside from this, it has an ongoing renovation of the sports gym in MCC Main. The gym shall also have shower rooms for students.

Furthermore, it proposes a provision of bicycle racks in both campuses. This aims to encourage the use of an eco-friendly medium of transportation and maximize parking space in the campuses.

Building Management aims to provide plans that will ensure the safety and security of stakeholders and facilities in case of emergencies. It shall develop an emergency evacuation plan, which shall be made available to all offices, rooms and common areas. It also plans to purchase additional fire extinguishers in both



campuses and maintain existing extinguishers. Moreover, it proposes to install fire hose cabinets in the campuses, as well as fire hydrants. Finally, it shall purchase materials for the manual sprinkler system to be installed in the Hot Kitchen at the Main Campus.

Moreover, it aims to provide accessibility of employees and students in and out of the campuses. It shall renovate the side gate at MCC Main to serve as service door for MCC employees, parents and suppliers. It also proposes to establish the entrance and exit gates at MCC Dapdap. This includes also the construction of the guard house in MCC Dapdap.

In contributing to provide a safe and clean environment for the MCC community, it shall establish a location of the garbage pick-up site beside the new building at MCC Main. It shall also improve the septic tank at the Main Campus.

With the anticipation of conducting limited face-to-face classes, it shall prepare MCC's facilities in accordance to the safety and health protocol provided by the Commission of Higher Education (CHED). It shall establish and prepare an isolation room in each campus. It shall also layout rooms, laboratories and common areas to comply with the 1.5 m. social distancing protocol. With this, it shall provide visible floor markings to direct a one-way foot traffic. Moreover, it shall post signages of health protocol reminders, social distancing directional markers, and maximum capacity of rooms, among others. It shall also install clear partitions in classrooms and laboratories between the teacher and students. Finally, it shall install safety barriers in hallways where a one-way foot traffic may not be applied.

## **Legal**

### **A. Smooth Operations Processes**

One of the roles of the Legal Section is to see to it that the MCC Board of Trustees convene quarterly or as deemed necessary. With this, it aims to ensure that the meetings of the Board of Trustees are conducted timely and efficiently, thus allowing also a more efficient routing of documents for signature of the Trustees. It

proposes to retain the use of Microsoft Teams in conducting these meetings—conducting at least 80% of the meetings through said platform.

It is also the duty of the Section to draft, review or revise legal documents of the College. Observing the Paper-Use Reduction Policy of MCC, it aims to lessen the volume of paper documents that are submitted to its office. Thus, it shall implement online submission of documents for review such as, but not limited to, contracts, memoranda of agreement and memoranda of understanding.

**B. Create Pro-People Policies**

Legal ensures that institutional policies that require Board approval are properly and timely communicated with the Board of Trustees for their approval. With this, it shall continue to provide support to the Management with regards to policies and other institutional programs/projects mandating the approval of the Board.

**II. Quality Assurance & Archives Unit**

**Quality Assurance**

**A. Smooth Operations Processes**

The Quality Assurance Section (QA) is tasked to ensure that all business operations of units and offices are quality and efficient. It also handles accreditation matters of MCC.

It aims to achieve ALCUCOA Level 1 and Level 2 status for programs subject for accreditation in 2021. With this, the section shall conduct a mock accreditation, which shall be coordinated with the Internal Accreditors, Academic Accreditation Teams and with the Planning & Legal Office. This shall ensure that accreditation items are correctly supported by linked documentation and to determine best practices and areas for improvement. Moreover, it shall also conduct trainings/talks/seminars on accreditations. This is to ensure that recommendations are complied,

supporting documents are identified for compliance, and narratives are easy to understand, valid and error-free.

In relation to this, it shall ensure the readiness of MCC in terms of accreditation and the continuous improvement of MCC in terms of quality.

QA shall continue to use its Observation Notes so that everyone may be aware of requirements and standards in terms of quality. It may also be used to improve facility upkeep, comply with safety standards and ensure up-to-date processes. Ultimately, it aims to have a reduced number of issuances of Observation Notes.

In addition, QA shall conduct a periodic checking of facilities, records and documentation, and procedures of the different units. It aims to improve operations, eventually reducing the number of observation notes, and to easily access requested records and documents.

It shall also conduct faculty observation and improve feedback mechanisms with the Vice President of Academic Affairs (VPAA). This aims to result to improved faculty performance and ratings, which consequently leads to positive student faculty evaluation.

Additionally, this Section, together with the VPAA and MIS, aims to have all faculty members be evaluated by students, which shall provide accurate evaluation results.

Finally, to ensure that MCC operations is at par with industry standards, it shall conduct benchmarking against other institutions in August 2021 with the Vice President for External Affairs. This aims to gain awareness and adoption of best practices applied in other institutions, as well as to identify areas for improvement in MCC.

## **Records & Archives**

### **A. Smooth Operations Processes**

The Records and Archives Section aims to have smooth business processes by conforming with R.A. 9470 (National Archives of the Philippines (NAP) Act of 2007), and to conduct records and archives upkeep.

It aims to have MCC conform to the National Archives of the Philippines (NAP) Act of 2007. With this, it shall establish an Archives Room, which shall serve as a storage area for all physical documents of the Unit.

Further, it plans to implement the use of a College-wide standard filing system, allowing for fast and efficient retrieval of files and records. It shall also establish a record classification system and a Record Retention Timeframe following NAP Guidelines. This shall allow for proper identification and classification of documents. The system shall also free up storage space by reducing office files, thus minimizing also the number of documents being sent to the Archives Office for archival.

Another objective of the Section is to implement records and archives upkeep. Scanning, boxing and archiving of documents shall be placed in the storage area, thus allowing it to restart receiving documents for archiving from other units. This also intends to reduce the number of documents and files stored in various offices of MCC.

## **III. Management Information Systems (MIS) Unit**

### **A. Technology-Assisted Processes**

The MIS Unit develops, manages and monitors the school management systems of MCC. Thus, the Unit's objective is to develop a secure, user-friendly and reliable Information System and to maintain the College's ICT infrastructure, therefore paving a way to create efficient business processes.

With this, MIS shall continue to develop MCC's Student Access System, which shall be operationalized in July 2022. The Unit shall also continually improve

the College Information System, which is projected to provide an increase of 50% in the efficiency of the processes of various offices and units.

Moreover, MIS shall develop the Inventory Management System of MCC, which is targeted to be deployed in March 2022, and the Library System, which shall be implemented by July 2022. Lastly, the Unit shall re-develop the HR System, which shall be deployed by September 2021.

The Unit shall also provide students with Microsoft Office accounts and improve MCC's log-in system.

#### B. Smooth Operations Processes

The MIS Unit also formulated short-term plans in ensuring the smooth operations of MIS, as well as the general business processes of the Institution.

The MIS Unit proposes to install a high-speed wi-fi connectivity in public areas of the campuses, as well as in the offices. Apart from the goal of having a high-speed internet connectivity, this also aims to make MCC the number one local college providing a free high-quality wi-fi that is accessible in all areas of the campuses.

MIS shall also request for the purchase of 220 licensed software for offices, which are targeted to be installed by March 2022.

Additionally, the Unit plans to request a point-to-point wireless internet connection from the MIS-LGU to the Main Campus by July 2022. It also proposes to install a long-range point-to-point internet connection from the Main Campus to MCC Dapdap.

Another plan of the Unit is to implement the installation of Voice over Internet Protocol (VoIP) in the campus, which uses telephones, increasing communication lines within the campus.

In relation to this, the Unit proposes the upgrade of the network infrastructure into fiber connection for a faster and more reliable internet connection in the campus. MIS proposes also to upgrade existing IT equipment of MCC. In particular, 80 computers are proposed to be upgraded to SSD by March 2022.

Moreover, the MIS Unit shall purchase and install a solar-powered generator for MIS servers and network devices by March 2022. This is aimed to reduce or eliminate campus network and internet downtime.

In the efforts to help employees adapt to digital technology and cybersecurity, the MIS Unit shall conduct Cybersecurity and Data Privacy Awareness Activities in October 2021. Moreover, the Unit plans also to conduct a training for all personnel on using Microsoft products and basic IT essentials in September 2021.

#### **IV. Communications and Events Unit**

##### **Strategic Communications**

###### **A. Smooth Operations Processes**

With the anticipation of opening limited face-to-face classes, the Strategic Communications Section shall prepare campaigns and informative collaterals welcoming students to the beginning of classes in the New Normal.

It plans to produce a “Welcome Back Students” social media campaign that aims to promote the New Normal set-up of MCC. It shall produce a #back2mcc campaign, with the goal of gaining at least 1,500 student engagements. This campaign shall be released to announce the date of the start of the academic year.

The Section also plans to produce the “Are you ready?” campaign on MCC’s social media accounts, aiming to gain a total engagement of 3,000 for the duration of the campaign. This campaign promotes the preparedness of MCC in conducting limited face-to-face classes. The target start date of the campaign is a month prior to the start of classes and shall end by the time classes begin.

Moreover, the Section shall produce and release an informative audio-visual presentation on the New Normal set-up on for face-to-face classes two months prior to the beginning of the limited face-to-face classes. The campaign shall end a month before classes start. Another plan is to produce a timeline campaign, “face-to-face starts...”, where nostalgic moments will be the theme. This campaign, on the other

hand, shall begin three months prior to the start of the academic year and shall end on the first day of face-to-face classes. Both campaigns aim to generate 3,000 total engagements for the duration of the campaigns.

Another objective of the Section is to create informative collaterals around the campuses aiming to educate students on adapting to the New Normal, in terms of academic and non-academic activities.

One of the plans of the Section is to design and produce 2 signages per classroom for collaterals on classroom dos and don'ts in the New Normal. These signages shall be posted three months prior to the start of face-to-face classes. Another plan is to produce an informative audio-visual presentation that will be shown in all televisions inside MCC Main and Dapdap two months before the beginning of classes. This shall provide a more comprehensive reminder on the College's health and safety protocol in the New Normal.

The Section also plans to design and produce the official MCC social media profile photo border with the tagline, "I am ready for face-to-face classes" one month before the start of classes. The Section aims to have at least 1,000 MCC students join the campaign.

Strategic Communications shall produce and re-design the 11 "talipapa" to incorporate the New Normal in the face-to-face classes. All 11 tarpaulins shall be redesigned with information on the New Normal set up in MCC.

One of the roles of the Section is to ensure that there is oneness in establishing and promoting the MCC brand. With this, it plans to produce and develop Branding 101 for all employees. This aims to educate employees on the proper use of templates, letterheads, logos, etc., minimizing misuse of the MCC brand to 20%.

In light of current circumstances, Strategic Communications shall post labels and signages all around the MCC Main and Dapdap campuses. It shall design, produce and install directional markers in common areas of the buildings (e.g., hallways). Further, it shall design and produce proper foot traffic markings to guide the one-way foot traffic flow in both campuses. Finally, it shall design and produce a

master map showing all necessary information (i.e., names of rooms and offices, traffic flow) based on the as-built plans of MCC Main and Dapdap.

## **Events and Production**

### **A. Smooth Operations Processes**

The Events & Production Unit handles and manages all creative events and production of MCC. The Unit aims to enhance and develop all internal and external events of MCC, create high-quality programs and production, promote creative awareness and ensure that the Unit meets high standards and expectations of their clients.

With this, the Unit shall continue to collaborate with their clients to form long-term relationships. The Unit shall also lead in organizing events of the Management, Academic Production, Community Production and Student Affairs. Moreover, the Unit shall ensure that connection and rapport be established between the MCC community and the Unit forms an effective dynamic, ensuring the satisfaction of the client.

In relation, the Unit shall engage clients in learning while collaborating with them in planning and managing events, showing the MCC community the Unit's passion for what they do, which also allows them to also appreciate the importance of creativity.

Moreover, the Unit shall continue to provide the highest level of service, advice, support and experience throughout the whole event process. In terms of prioritizing and organizing events, the Unit shall implement a value-driven Coding System.

Finally, to ensure that the Unit is providing clients with a high-quality event and/or production output, the Unit shall implement an evaluation feedback tool. The Unit targets to have at least 75% of their clients, event participants and guests provide feedback.



## **OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

In the five-year strategic plan of MCC, the plans of the Office of the Vice President for Academic Affairs and its units shall be tied in all four perspectives.

### **Financial Perspective**

#### **A. Explore IGP**

The OVPAA shall assist in exploring income-generating projects of MCC. With this, it shall submit applications for new programs to the CHED and TESDA, as well as the application of the Center for Applied Associate Degrees (CAAD) as a Training Center.

The OVPAA shall gather all required documents for the application of new programs for the College. These new programs applied to CHED are BS Management Accounting, BS Entrepreneurship, BS Office Administration, BS Legal Management, Bachelor of Public Administration and AB Psychology. As for MCC's CAAD, the OVPAA shall direct the CAAD Director to propose a diploma program to be applied to TESDA on November 26, 2021. In addition, the Office shall also direct the CAAD Director to accomplish a proposal of establishing a Training Center on December 28, 2021.

#### **B. Open Continuing Professional Development**

Another financial strategy that shall be executed by the OVPAA is to open Continuing Professional Development programs in MCC. Given that MCC has secured certification to be a CPD training provider, the OVPAA shall process the application of 1 CPD program offering to the Professional Regulation Commission. Moreover, the OVPAA shall accomplish a proposal on the offering and conducting CPD training for teachers.

C. Strengthen Adult Learning

The OVPAA shall strengthen adult learning in MCC, allowing professionals to further their education to becoming a qualified educator. With this, the OVPAA shall continue offering Methods of Teaching in the first semester of A.Y. 2021-2022 and facilitate the enrolment of at least 70 students. Further, the Office shall pool esteemed professors/instructors to be hired for the Adult Learning Program for the 1st semester of AY 2021-2022.

Student & Community Perspective

A. Student Satisfaction

The academic year shall mostly consist of online activities. Though this is the case, the OVPAA shall continue to ensure that it delivers services, meeting the expectations of MCC students and stakeholders.

The OVPAA shall ensure that, prior to the beginning of the academic year, there is an efficient system for the enrolment process wherein each enrollee finished enrolling in not more than 45 minutes. Moreover, the OVPAA shall direct the conduct of at least 4 activities relevant to students' programs. In relation, the OVPAA shall the review proposal of units for at least 2 consequence-based activities of students in December 2021. The OVPAA shall also ensure proper coordination on the conduct of 1 Career Orientation Activity for Students. Finally, it shall direct and monitor HSU's administration of Student Health Survey.

B. Offer Excellent Academic Services

The OVPAA shall continually provide MCC students with excellent academic services. With this, it shall direct the Institute Deans to monitor students' performance and provide interventions to students with poor academic performance. Moreover, the OVPAA shall monitor the conduct of a coaching/In-House review for board examinees to ensure that at least 65% of board takers in 2021 will pass the exam.

C. Optimize Student Support Service

In the efforts to optimize student support services virtually, the OVPAA shall ensure that all its units providing support services to students shall regularly conduct Online Consultation and/or when the need arises. Moreover, the OVPAA shall ensure that mobile phones and subscriptions issued to faculty and personnel are properly utilizing in providing services and communication with students.

D. Develop Community Leaders

On top of providing high quality academic services, the OVPAA shall ensure that MCC also produces graduates and professionals equipped with necessary leadership skills. With this, the OVPAA shall mandate the OSCA to facilitate the conduct or participation of Student Leaders to at least 2 leadership conferences and/or student congresses. Moreover, the OVPAA shall ensure the participation/attendance of Student Journalists to at least 1 activity on Responsible Campus Journalism.

Internal Processes Perspective

A. Industry-related curricula

The OVPAA shall always ensure that MCC's programs continually evolve along with the changing needs of industries and the society. With this, the OVPAA shall continue to transform curricular programs and ensure that OBTLs are revised and updated along with such changes. Consequently, the OVPAA shall also ensure that modules needed for the semester are timely submitted by the faculty.

B. Strengthen linkages and networks

The OVPAA shall ensure that the Office, faculty and students are involved in external partnerships in 2021. The Office shall ensure that it has formed at least 5 partnerships with any industry, academic institution, government agency and/or local community. Moreover, it shall supervise the collaboration of at least 5 faculty

members with external partners aligned to their field of expertise. The Office shall also facilitate the involvement of at least 50 students to academic/relevant pursuits with external partners or linkages.

C. Adoption of flexible learning

With the shift to a paperless academic year, MCC institutionalized a policy on MCC DigiHubs Plus. The DigiHubs of MCC in several barangays, previously a pick-up/drop-off point of modules, have transformed into a student center that is fully equipped with computers, tablets, reading materials, and internet connectivity. This means that students can now attend their online classes in the DigiHubs, instead of accomplishing academic requirements on paper. In relation to this, the OVPAA shall also fully embrace flexible learning in all courses offered by MCC.

The OVPAA shall also propose reconfiguration of classes that need actual simulations and demonstrations. The OVPAA plans to transition some courses from virtual to face-to-face classes as they require skills/competence demonstration (e.g., PE and Laboratory Classes for IT and BS Biology). Moreover, the OVPAA proposes for the implementation of deploying practicumers and interns in the workplace.

D. Smooth operations processes

Linked to several other strategies set in MCC's five-year plan, the OVPAA shall ensure that it provides the optimal delivery of services that it can provide. The OVPAA created plans and initiatives to achieve such objective.

One of the most prioritized activities in 2021 is the upcoming Accreditation of several degree programs offered by MCC. With this, the OVPAA shall ensure the readiness and compliance of all Institutes applying for program accreditation before the actual date of Accreditation in November. In addition, it shall ensure and monitor compliance of all Institutes and Academic Units on the filing and uploading/dumping of accreditation documents before Mock Accreditation. The OVPAA shall also ensure the designated Accreditation Room of Institutes has been set-up for their use.

Prior to the opening of the academic year 2021-2022, the OVPAA aims to ensure that all faculty members are well-equipped with all equipment and knowledge necessary in conducting online classes. The OVPAA organized an In-Service Training for all faculty, assessing their digital capability and training them to better adapt to the New Normal set-up. The training covered all aspects of Online Learning—from conducting online classes to uploading of materials, grades and evaluations, among others. Moreover, it shall ensure that General Assemblies (faculty and student orientations) are conducted by all Institutes.

In addition to this, the OVPAA spearheaded the revision of the Existing Faculty Evaluation Tool (Student, Superior, Peer and Self) that shall be applicable for Flexible Learning on October 15, 2021. The Office also directed and supervised the finalization of faculty loading of all full-time and part-time faculty members. Moreover, it shall ensure that the Enrolment data have been accomplished and submitted to CHED and ensure also MCC's compliance on the required submission of CHECKS Annual Report/Data Collection to CHED.

Furthermore, the OVPAA set measures to regularly monitor the operations of its units. This means that the Office shall regularly hold its monthly Academic Council Meetings concerning performance management and operations of the different academic units. Moreover, it shall conduct class observations towards the end of the first semester and direct the floating/administration of Faculty Evaluation survey before the end of cycle 1.

In light of the current circumstances, communication among peers can be challenging. To combat such difficulty, the OVPAA shall direct Institute Deans to require faculty to implement at least 2 hours academic counselling/consultation per week. The OVPAA shall also issue Academic Council Resolutions to all concerned units digitally, so as to ensure that all faculty and personnel under its office is well-informed. Moreover, the OVPAA shall ensure the submission of accomplishment reports every end of the month and narrative reports after 8 days from the date of the conduct of the activity.

Furthermore, the OVPAA shall draft the Faculty Manual, OVPAA Manual of Operations, as well as the Research Manual for Undergraduate Students. The

OVPAA shall also ensure that it complies to MCC's Data Privacy Policy and Ease of Doing Business. Finally, it shall direct the accomplishment of Self-Assessment on Program Compliance by all Institutes.

Finally, the OVPAA proposes to establish the Internship and Professional Practice Office, the draft of which shall be submitted in December 2021. The purposes of the creation of the CIPP are to provide practicumers assistance, engage in partnerships with the industry, academe and other sectors relating to work deployment. The CIPP shall also facilitate coaching and mentoring for students taking board exams and offer CPD courses for practitioners. The CIPP shall also manage the Academic Studio of MCC.

E. Enhance research opportunities

A portion of the strategic plan of MCC focuses on providing faculty and staff with research opportunities. With this, the OVPAA shall ensure that 70% of faculty members are engaged in research. Additionally, it shall require all its units to produce at least 1 research proposal that shall be submitted to the Center for Research and Development. It shall also ensure that at least 2 research papers under the OVPAA be accepted for Paper/Poster Presentation, and targets to have 2 papers to be accepted for publication in Refereed Journals.

Finally, the OVPAA shall encourage also students to engage in research. The Office shall ensure that at least 3 promising research proposals from students are recommended for publication, with the adviser and/or consultant as co-author. These research proposals shall be relevant to the students' field of specialization and can be used by the Institutes and/or relevant stakeholders.

F. Offer graduate programs

In the five-year strategic plan of MCC, the OVPAA shall generate a total of ₱50,000 income from fees from MCC's graduate programs. With this objective, the OVPAA shall draft a proposal or a Memorandum of Agreement for Graduate School Consortium on November 2021.

G. Create extension service opportunities

Providing extension services to local communities in Mabalacat City is one of the core values, which is also ingrained in MCC's operations. With this, the OVPAA shall ensure that its units create and submit to MCC Kayantabe at least 10 project proposals on extension service activities. It shall ensure the engagement of faculty members in extension activities, thus requiring at least 75% of the faculty members to participate in extension activities. In addition, it shall also instill in students the value of community extension, encouraging also their participation in such activities. The OVPAA shall direct faculty members and advisers of student organizations to ensure that students participate in community extension activities.

Human Resources Perspective

A. Retain qualified faculty and staff

Delivering quality education to students is a must because the Institution thrives to become the top choice. Thus, the OVPAA shall ensure that it retains qualified faculty and staff.

For 2021, its goal is to have 40% of faculty members from IASTE and 50% of faculty members from IHTM, IBE and IT hold an MA degree. Moreover, the OVPA aims to have 80% of its non-teaching personnel to have an evaluation rating of 4 (very satisfied) or higher.

B. Enhance Faculty and Staff Development and Resources

To further the professional development of its faculty and staff, the OVPAA shall contribute in providing them opportunities for development as well as resources.

The OVPAA shall ensure that the faculty members have attended at least 3 relevant seminars, webinars, for a or concerns. This may include faculty members attending seminars and activities in CPD programs. The OVPAA also aims to acquire literature and other published materials for the library, as well as new book titles.

Furthermore, the OVPAA shall direct and facilitate the processing of subscriptions of e-learning resources on September 2021. The OVPAA shall also have served as speaker or visiting lecturer to other academic and non-academic institutions. Finally, the OVPAA shall ensure that all its faculty and staff participate in at least 2 wellness activities each month.

On top of the plans and initiatives of the OVPAA discussed above, the units under Academic Affairs and Student Support Services also developed short-term plans operationalizing MCC's strategic plans and supplementing the plans of the OVPAA as well.

## **I. Institute of Hospitality and Tourism Management**

### **A. Student Satisfaction**

Apart from academic activities, the Institute shall conduct Institute student organization activities. The student organizations of IHTM, Student Council, LTSP and UHRE shall propose an activity for the academic year subject to the approval of the Dean and Field of Study Head. Once approval is obtained, the proposal of the activity/activities shall be submitted to the Office of Student Cultural Affairs.

### **B. Advance Student Success**

In the efforts to advance student success, the IHTM created plans to introduce and familiarize students in their chosen industry. It aims to ensure that all BSHM and BSTM be deployed for their practicum.

The Institute shall evaluate and orient the graduating students regarding the deployment for practicum. It shall ensure the compliance of students in securing the documents required to take up their on-the-job trainings. To ensure that there is smooth transaction with industry partners, the Practicum Coordinator shall assist students for their practicum deployment.

In addition, IHTM shall monitor the students and their performance in their practicum courses. The Practicum Coordinator shall regularly visit industry partners



to monitor student performance. To measure the success of the deployment, the Institute shall conduct evaluation of the industry partner from students and vice versa. It shall also require students to submit a practicum report to the Coordinator.

C. Industry-Related Curriculum

The Institution mandates the annual revision of the curricula of the MCC's programs to ensure that the activities for the academic year are directed towards attaining industry-relatedness. Thus, the IHTM plans to conduct a field visit/ educational exposure to give students a first-hand experience of field situations and relate theoretical concepts with practice. The Institute plans to conduct such activities with travel agencies.

D. Strengthen Linkages and Networks

Though strengthening linkages and networks is mainly an initiative of the OVPEA, the Institute created plans anchored in the same strategy with External Affairs.

For the academic year 2021-2022, the IHTM shall seek partnership with various hotels and restaurants locally and internationally. It targets to partner with at least 10 local and 3 international hotel and restaurant businesses. Moreover, the Institute shall partnership with different airlines, travel agencies and government agencies locally and internationally, aiming to have at least 5 partnership agreements with any of the mentioned industries.

E. Adaption of Flexible Learning

To support institutional efforts to adapt flexible learning, the Institute shall create a summary of course delivery of IHTM for the academic year. The Institute shall evaluate and formulate course delivery with different teaching techniques, including virtual, blended and face-to-face learning.

F. Smooth Operations Processes

With the anticipation of conducting limited face-to-face classes, the Institute created plans ensuring the health and safety of students, as well as the maintenance of laboratories and created projections on the faculty loading of faculty members for the academic year.

The Institute provided plans in conducting laboratory classes for BSHM and BSTM students to ensure that all students, faculty in-charge and laboratory custodian follow the policies of the laboratories for safekeeping and maintenance of the facilities. It shall ensure that the maximum capacity of the laboratory, observing social distancing, is observed. Thus, it requires that only a specified number of students be catered to at a given amount of time. The students and faculty in-charge must request a schedule at-least 3 days prior for the usage of the laboratory facilities to the custodian. Moreover, the Institute shall require the faculty-in-charge and laboratory custodian to monitor and maintain the good condition of the facilities.

To elaborate further on facilities maintenance, the Laboratory Custodian shall be required to provide a monthly report base on the maintenance and usage of the facilities to the Dean and FOSH of the institute. The Custodian shall monitor the facilities daily, which should be included in the report, as well as accidents or incidents that occurred in the laboratory. Moreover, an inventory report must be submitted also by the Custodian before and after each semester.

In addition, the Institute shall require reservation of the IHTM laboratory, should other offices or units need to conduct activities there. The Institute shall require the concerned office/unit to request a schedule a week prior the date of activity to the Laboratory Custodian. This shall be accomplished through filling out the reservation form, which includes also several details such as materials, and equipment needed and man power for service. The resources and equipment that needed to the activity or event shall be prepared by the Custodian. After the event, the Laboratory Custodian and Service Crew (students) shall clean after the event for maintenance.

IHTM also created projections on the faculty loading of full-time and part-time faculty members for A.Y. 2021-2022.

For courses with laboratory requirements, the Institute shall seek to the OVPAA and the administration the approval of 1 unit of laboratory, which is equivalent to 3 hours. Further, the Institute plans to conduct laboratory classes with a limited number of students only (15-20 students).

Furthermore, the IHTM created projections of faculty line-up and loadings in all its programs for the academic year.

The Institute estimated a total of 161 units for the first semester and 200 units for the second semester for its BSHM program. With this, the Institute have projected that 6 full-time and 2 part-time faculty will be needed for the first semester, while 6 full-time and 5 part-time faculty members shall be needed for the second semester. This projection was made given that the program currently has 6 full-time and 4 part-time faculty members.

As for the BSTM program, the Institute have estimated a total of 88 units for the first semester and 104 units for the second semester. This means that the Institute shall need 4 full-time and a part-time faculty member for the first semester, and 4 full-time and 4 part-time faculty for the second semester, with the assumption of having 4 full-time and 3 part-time faculty members.

## **II. Institute of Business and Computing Educations**

### **Business Education**

#### **A. Explore IGP**

With the guidance of the OVPAA, the Institute of Business and Computing Education (IBCE) shall help the Institution increase income from IGP by applying new programs to the CHED. In addition to this, the plan to expand program offerings shall also provide students with more career opportunities and to provide a ladderized program of study for students enrolled in associate degrees under the CAAD.

B. Offer Excellent Academic Services

The Institute shall continue to offer students excellent academic services. One way to measure this is to assess the academic performance of students. Thus, the Institute shall conduct a qualifying examination for 3<sup>rd</sup> year and 4<sup>th</sup> year students taking up BSA or BSCA.

The Institute shall identify courses/topics already taken by the students from 1<sup>st</sup> year to 2<sup>nd</sup> year for all board related courses. Then, it shall prepare questionnaires for each courses/subjects taken based on the format of the actual board examination questionnaires with a three (3) hours allotment to complete the qualifying examination questionnaires and evaluate students qualified to take the examination based on MCC's Retention Policy. The qualifying examination shall determine qualified 3<sup>rd</sup> and 4<sup>th</sup> year students

C. Advance Student Success

Advancing student success means providing students with various opportunities to explore possible career paths in their field of specialization. Thus, the IBCE proposes that the BSCA shall conduct an on-the-job training for its graduating students and educational tour as well. Should it be allowed to conduct such activities, the Institute shall make necessary actions. If not, the Institute shall propose for alternatives (i.e., offer other courses in exchange of OJT) and postpone the educational tour.

D. Smooth Operations Processes

To ensure efficient delivery of services, IBCE created plans for the academic year.

To ensure that the programs in Business Education have sufficient manpower, the Institute shall hire a fully-time faculty member that shall handle major courses of BSA and BSCA.

The Institute shall also conduct a general student orientation so that all students be aware of the activities for the semester, as well as the support services available to them.

Moreover, the Institute shall conduct class observations to monitor the performance of its faculty members. It shall conduct an online class observation and, should limited face-to-face classes be allowed, physical class observation as well.

E. Strengthen Linkages and Networks

In support of OVPEA's initiatives to further strengthen the network and linkages of MCC, the IBCEs shall require its faculty members to join organization related to their profession and have institutional membership in professional organizations.

The Institute shall reach out to professional organizations appropriate for its faculty members. It shall also require that its faculty be a member of at least two (2) professional organization related to the area of their specialization.

Furthermore, the Institute shall look for appropriate institutional memberships that will help the institute improve its capability of delivering services to its stakeholders and to the community. Then, it shall prepare request or recommendation to the Office of The External Affairs to process the requirements for institutional membership and register to the organization.

F. Adaption of Flexible Learning

In support of the institutional effort to implement flexible learning in all courses, the IBCE shall plan the delivery of instructions for major courses, core courses and general education courses. The Institute shall also plan for the bridging programs for board courses.

To ensure that there is effective delivery of instructions Business Education courses, the Institute shall identify courses requiring limited face-to-face classes and/ or online classes. Should it be allowed to conduct limited face-to-face classes, IBCE

shall prepare a split session schedules during the face-to-face classes instituting capacity limits that allows social distancing in the classrooms. Schedules shall also have a one-week buffer to ensure at least a week of home quarantine before attending another week of classes. As for online classes, the Institute shall prepare the schedules for online classes/hub in such a way that the students can still get the required contact hours of their courses enrolled.

The Institute also aims for students to have an improved and better understanding of courses taken during pandemic necessary in the preparation for future board examination. Thus, it shall identify board courses that needs bridging classes for both BSA and BSCA students and prepare schedules of bridging classes for these courses.

Furthermore, the Institute shall provide recorded videos of class discussions. These videos shall be uploaded in Youtube and shall also be provided to the Library for the purposes of consolidating lectures for the e-library.

G. Enhance Research Opportunities

In the efforts to enhance research opportunities of the Institution, IBCE shall require the faculty to conduct at least one (1) action research related to their area of specialization for Academic Year 2021 - 2022 in coordination with the Research Office.

H. Enhance Faculty and Staff Development and Resources

The IBCE shall support faculty professional development, and be up-to-date with the current trends in business, customs administration and accounting education. Thus, it shall require the faculty members to attend webinars/seminar/training for Business, Customs and Accounting Education.

I. Create Community Extension Opportunities

The Institute shall create opportunities to faculty members to extend service to the community. With this, the Institute shall require all full-time faculty members to participate in all of the MCC Kayantabe community outreach program as provided and allowed for their participations.

Moreover, the Institute shall also conduct their community outreach and extension activities, which shall be consulted to the MCC Kayantabe.

J. Optimize Student Support Services

To maximize support services provided to students, the Institute shall continue monitor the emotional and mental wellbeing of students by closely monitoring their academic performance and participation in the class. It shall also provide an open communication with the students' leaders for students concerns that needs for immediate attention. Moreover, the Institute shall refer the students to the Guidance Services Unit if found to be emotionally and mentally stress for proper counseling.

**Computing Studies**

A. Advance Student Success

The IBCE shall strengthen the employability and competitiveness of BS IT students. Thus, the Institute shall implement project-based practicum of students to existing industry partners and industry prospects. It shall request assistance from the office of the mayor through a recommendation letter or MOA proposal to industries at Clark Eco Zone. Then, it shall request to deploy students to the City Hall and other government agencies to do practicum -based and automate/computerized some processes.

Moreover, the Institute shall conduct a student orientation aiming to motivate and inspire their pursuit of their chosen career path. The Institute shall conduct film viewing of three fields of specialization of IT and invite successful IT professional to share their tips and stories.

The Institute shall also provide students a glimpse of the IT industry through conducting its Annual Hackathon. The event is a week of collaborative skills implementation to industry requirements and innovation needs. The champions of the events shall then participate in Region/National I.T. hackathons.

In addition, the Institute shall also conduct a grammar review and speech power workshops to its students. The workshop will be a five-day activity using speech software tools in the speech laboratory.

**B. Industry-Related Curriculum**

To ensure that the curriculum of Computing Studies programs is in line with industry trends, it shall choose electives and major subjects based on the current trends and needs of the industry. The Institute shall also identify top specific programming skills being used by I.T industries, top trends and technology and align skills of faculty members through trainings and certifications. Finally, it shall conduct workshops for students as an alternative for laboratory courses that were not taken due to the restrictions of the pandemic.

**C. Smooth Operations Processes**

The Institute have created action plans ensuring that it has a top-notch service delivery, thus ensuring that all Computing Studies students are provided with high quality education.

The Institute shall create a Computerized Laboratory System, which shall consist of standardized IT laboratory policies, inventory and procedures. Moreover, the systems shall include a reservation form must be accomplished by the booking person (inclusive dates, materials, and equipment needed and man power for service), policies and materials/equipment requisition forms, inventory of equipment and materials, and attendance monitoring. In addition, the Institute shall assign faculty members to create their respective laboratory manuals that are specific to their specialization.



In preparation for the incoming academic year, the Dean of Computing Studies shall assign faculty loadings for the first semester.

Moreover, the Institute shall develop the IT Capstone Management System. It shall be a collaborative project, including faculty and students. The System shall consist of a capstone repository, title and adviser forms, poster repository and policies and procedures.

D. Create Community Extension Opportunities

The Institute plans to conduct at least 2 community extension activities during the academic year. The community extension services shall be provided in the form of a computer literacy workshop.

E. Enhance Research Opportunities

The Institute shall require faculty members to join local and international researches. Further, the Institute shall search for funded research programs.

**III. Institute of Arts, Sciences, and Teacher Education**

A. Student Satisfaction

IASTE aims to establish collaboration and camaraderie among students through the celebration of Institute of Arts, Sciences and Teacher Education Days. Thus, the Institute shall organize and conduct academic-related activities like quiz bee, oral and written competitions. It shall also conduct extracurricular activities such as Opening Salvo, Mr. and Ms. IASTE (Pageant), IASTE Night / IASTE Ball.

B. Offer Excellent Academic Services

Part of the five-year plan of MCC is to offer excellent academic services to students, which shall be evident and quantified in terms of passers of board courses in degree programs under the IASTE.

With this, the Institute shall review and realign the admission criteria of IASTE. Moreover, it shall develop socially and culturally responsive curricular offerings, and innovate program course descriptions and content Institute collaboration per area of specialization. This ensures socially and culturally responsive curricula and syllabi.

In addition, the Institute shall conduct coaching and review sessions in preparation for the Licensure Examination for Teachers (LET). The Institute shall also incentivize LET Review Committee, Coaches and Topnotchers. These plans were crafted with the objective of obtaining a passing rate that is above the national passing rate, with possibility of topnotcher/s/

C. Advance Student Success

The Institute aims to guarantee the deployment of Field Study Students (FSS) for the academic year. With this, the Dean and Field of Study Head of IASTE shall conduct a courtesy visit to the Division Schools of Mabalacat City Superintendent for acquisition of request for deployment. Then, they shall conduct ocular visitation to prospective schools in Mabalacat City and secure a Memorandum of Agreement (MOA).

The Institute shall then provide deployment correspondence (schedule and list) to prospective schools in Mabalacat City and eventually endorse Field Study Students (FSS) to their assigned schools.

To monitor the performance of deployed FSS, the Institute shall request evaluation and feedback from School Heads/Principals and Cooperating Teachers.

D. Industry-Related Curriculum

IASTE aims to build a solid foundation on literacy, numeracy, integrity and digital competence.

With this, the Institute shall propose a new OBTL Plan format and content. The proposed OBTL Plan shall include Intended Learning Outcomes (ILOs), Topic, Teaching and Learning Activities (TLAs), Values Formation, and Assessment Task.

The Institute shall also deliver blended learning modalities and utilize flipped Classrooms, which aims to create an effective delivery of instructions that are learner-centered. Moreover, IASTE shall integrate seminars, webinars and workshops to related courses.

E. Smooth Operations Processes

The Institute shall create a long-term strategy and vision for IASTE. The Institute shall review its current vision and strategic goals. It shall also develop principles that are coherent to change and determine IASTE graduate attributes.

Moreover, it shall set policies and guidelines that will ensure academic continuity in IASTE. With this, the Institute shall create a Learning Continuity Plan. It shall also review and update existing manuals, including the IASTE Manual, Incorporation of Field Study Manual, Teaching Internship Manual, BSBio and ABH Practicum Manual. Finally, the Institute shall create a Citizen Charter that features systems and processes that will cater various stakeholders amid adversity affected situation.

F. Enhance Research Opportunities

The Institute have created actions plans that focuses on enhancing research opportunities to its faculty members.

One of these plans is to undertake an updated tracer study of the Institute's graduates with the OVPEA. The study shall include ready-to-present data on employability, mismatches of employment and promoted graduates. The completed research shall be used as basis for policy enactment for IASTE.

Furthermore, the Institute aims to establish a strong research culture in IASTE by encouraging the personnel to engage in research and present outputs in the institutional/regional/national/international level. It also aims to publish research outputs in reputable journals to gain citations.

With this, the Institute shall deload number of teaching units from 24 to 18 units for faculty with approved researchers/research coordinators. Further, the Institute shall provide incentives for faculty members who were able to accomplish research of institutional/regional/national/international in scope.

G. Create Community Extension Service Opportunities

The Institute aims to increase civic engagement and social connections of the teaching personnel and student. In so doing, the Institute shall design projects that require collaboration and partnerships with various stakeholders. The Institute plans also to involve student council and student organizations to assist and participate in extension services by organizing programs and activities that are aligned to their field of specialization.

H. Retain Qualified Faculty and Staff

The Institute shall continue to intensify its faculty line-up. With this, it shall encourage faculty to finish their graduate studies and obtain their Master's and Doctor's degree, creating various opportunities for professional advancement, ranking and promotion. In relation, the Institute plans to avail and secure scholarship grants and financial assistance, thus providing support to obtaining faculty members' graduate degree.

Finally, the Institute shall designate Field of Study Heads in accordance to their program of specialization.

I. Enhance Faculty and Staff Resources and Development

In the first semester, the Institute aims to invest in acquisition of resources and facility improvement to provide equitable access to students and for professors to effectively and efficiently deliver instruction.

With this, the Institute proposes to acquire digital library resources and updated references/books. Moreover, it shall maintain and sustain the soon-to-be finished modern academic facilities and procured equipment of the Institute. Moreover, it shall establish policies and guidelines in the utilization of the speech and science laboratories and employ a full-time laboratory custodian. The Institute shall produce a Biology Laboratory Manual, Chemistry Laboratory Manual and a Physics Laboratory Manual.

In addition to tangible resources, the Institute shall also ensure the continuing professional development of the faculty members. With this, it shall encourage faculty to join professional membership to various organization aligned to their respective areas of specialization. It shall also organize and participate to relevant seminars, workshops, conferences, forums, webinar series, colloquia and trainings. These programs and activities shall allow faculty members to have acquired additional competencies and are ready to share new educational approaches, trends/issues/challenges, methodologies, strategies and techniques in teaching and learning process

**IV. Center for Applied Associate Degrees**

A. Explore Income-Generating Projects

The Center for Applied Associate Degrees shall apply for new associate programs for the incoming academic year. Thus, CAAD shall have an orientation with the TESDA PO/DO UTPRAS Focal Person on the 2-Years Office Management Services Course Program (with 3 bundled TESDA National Certificates; Bookkeeping NCII, Front Office Services NCII, and Events Management Services NCIII).

B. Advance Student Success

To support the Institution's efforts to advance student success, CAAD shall conduct a TESDA Program Orientation for incoming freshmen students. It shall invite successful TESDA program graduates in the industry to provide tips and coaching on skill-related jobs. The orientation shall also include a film viewing on the importance of 2 Years TESDA courses and the advantage of having TESDA National Certificates. Moreover, CAAD shall provide students list on the highly skilled jobs in the industry today per specialization and give an overview on the latest salary range of skilled professionals locally and internationally.

In addition, CAAD aims to ensure that students taking TESDA programs are issued with a TESDA National Certificate and are ready to join the workforce. With this, CAAD shall require students to take a TESDA assessment based on the learned competencies, which shall help them easily find a job. Further, CAAD shall provide different opportunities to students given the various bundled competencies evident in their certificates.

C. Smooth Operations Processes

CAAD shall require faculty members to create laboratory procedures on TESDA programs offered by the Institution. Moreover, it shall also obtain a grant of recognition/permit to operate. Thus, it shall prepare faculty loadings and conduct faculty orientation and faculty demo prior to the academic year.

D. Enhance Research Opportunities

In enhancing research opportunities, CAAD shall coordinate with the OVPEA in conducting an updated tracer study of all Institutes. The completed research shall be used as basis for policy enactment for CAAD. This includes ready-to-present data on employability, mismatch of employment and promoted graduates of MCC.

E. Create Community Extension Service Opportunities

In coordination with MCC Kayantabe, CAAD shall conduct at least two training for Work Scholarship Program within the adopted community of MCC Kayantabe. All faculty members shall participate in said program.

F. Retain Qualified Faculty and Staff

To further professional development of faculty members, CAAD shall provide them with faculty development training – Training Methodology 1.

**V. Office of the College Registrar**

A. Smooth Operations Processes

The Office of the College Registrar created plans and initiatives that shall ensure efficient and timely delivery of its services, as well as to ensure effective workflow.

The Unit aims to provide a continuous access of Registrar services online and physically, allowing timely and safe transactions. With this, the Unit requires that requests for records to be done online, while printed documents shall be released and picked up on a scheduled date.

Further, the Unit aims to ensure satisfaction by providing improved services to clients with SMILE. The Unit shall also provide feedback forms at the Registrar's Counter and monitor such feedback to note areas for improvement.

The Unit shall strictly implement the Leave of Absence (LOA) Policy. It shall disseminate information to all students on proper filing of LOAD for those who would not enroll in the following semester or academic year. This shall allow the Unit to evaluate and monitor the projected number of students in every semester.

The Unit proposes to purchase a spacious records room and cabinet which shall be used in preparation for the Accreditation.

B. Create Community Extension Opportunities

The Unit shall provide support in the initiatives of MCC Kayantabe in their community services activities. Thus, the Unit shall coordinate with MCC Kayantabe for any contribution they may provide.

C. Enhance Faculty and Staff Resources and Development

The Unit shall require its staff to update their membership in the Association of Registrars, including the ARHEI and the NARSUC. Moreover, the Unit shall encourage its staff to attend trainings and seminars related to the conduct of their duty. This shall allow the Registrar Unit to adopt best practices and address concerns on registrarship. Finally, the Unit shall encourage its staff to pursue graduate studies.

**VI. Library Services Unit**

A. Optimize Student Support Services

The Library Services Unit (LSU) aims to ensure the accessibility and availability of services they offer promoting student development and welfare. The Unit created plans and initiatives in support of said objective.

LSU shall conduct a Library Collection Review to ensure the library collections/resources are relevant and aligned to programs offered by the institution. In fact, its goal is to have 200 book titles acquired through either procurement or donation.

In addition, LSU shall provide student services with the shift to flexible learning. With this, materials shall not only be available in hardcopies, but also online. Thus, LSU shall focus on comprehensive online resources such as e-books and e-journals. The Unit aims to have a subscription to online library resources.

LSU shall also develop library promotional activities by making them appealing, therefor increasing clientele engagement. The Unit shall promote and advertise library services to clientele via TikTok and Facebook.



Moreover, the Unit shall launch and evaluate online library programs and activities, including the Library Orientation, Online Storytelling and Reading Challenge. The Unit aims to conduct at least two educational and recreational online library programs/activities to library clientele. The Unit shall continue also to provide the Tablet Loan Service to students.

B. Technology-Assisted Processes

The Unit aims to efficiently maximize their business operations. Thus, the Unit proposes to request a Library Management System to ensure contactless circulation transactions.

With the expertise and assistance of the MIS Unit, LSU shall provide an easy-to-use and user-friendly LMS that will assist library staff in circulation transactions. These transactions and the system shall regularly be reviewed and developed to ensure that circulation transactions made, as well as the clientele and staff, are safe and secured. The Units shall implement log-in and log-out using the QR code reader and monitor contactless borrowing/returning transactions.

C. Smooth Operations Processes

In ensuring smooth operations processes of the LSU, the Unit shall conduct a library clientele satisfaction survey. Further, the Unit shall establish service to the faculty that will assist them in accessing available resources in the library.

Moreover, it shall create the Manual of Operations of the Library Services Unit. LSU shall review and develop Library Policies/Rules & Regulations and Procedures that include transitional library services during the pandemic. This shall also include policies and guidelines on disinfection of books, as well as the safety and health protocols implemented in the library. The Unit shall also review and update the Library Citizen's Charter and Structure that include transitional library services during the pandemic.

In observing health and safety protocols, the LSU implemented the phased opening approach. This means that the Unit makes use of a ticketing system, implemented limited library house and physical distancing protocol. The Unit also offers special library hours for faculty members.

The Unit shall also undertake planning and organizing of the physical space for the provision of a library learning commons in MCC Main. It shall also conduct the same for the Library and Learning Commons in MCC Dapdap. Moreover, the Unit shall search for innovative designs for providing accessible library spaces.

In terms of records management, the Unit shall systematize and update of student profile and records as base line for reference and information. It shall record daily statistics, ensure that student clearances are signed and cleared, library files are scanned, and an inventory report of library materials is submitted.

D. Enhance Research Opportunities

The Unit aims to monitor and evaluate the implementation and outcomes of library support services. Thus, the Unit shall conduct a research paper on the services that it provides.

E. Create Extension Services Opportunities

LSU aims to develop a responsive community-based leadership, upholding volunteerism through community engagement. Thus, the Unit shall establish a Mini library for the adopted community of the MCC Kayantabe in collaboration with the Libros Intellectual.

The Unit shall also conduct fun and exciting educational activities that will promote the love for reading, such as online story telling.

F. Retain Qualified Faculty and Staff

The Unit aims to encourage its personnel to participate in seminars, both local/national level for enhancement in order to contribute in attaining institutional vision and mission. In doing so, the Unit shall devise a Library Staff Development Plan. Moreover, it shall also request additional library staff for MCC Main and MCC Dapdap.

**VII. Health Services Unit**

A. Optimize Student Support Services

The Health Services Unit (HSU) aims to ensure the accessibility and availability of the services that promote student development and welfare.

In coordination with the Admissions Unit, HSU shall conduct an interview and screening of incoming first-year students. Moreover, the Unit shall conduct a medical and dental orientation to inform students of the services that the HSU provides. The Unit shall also conduct medical and dental examinations of first-year students to assess their health condition.

The Unit shall also ensure that all walk-in patients are assessed by HSU personnel and are provided with appropriate medication or referral, if needed. In relation to this, the Unit shall also provide health counselling and health advice to students. This may be availed in-campus or online through HSU's Facebook Page, where they post health-related collaterals daily.

Moreover, the Unit shall provide assistance during Educational Trips or Institute events.

B. Smooth Operations Processes

In order to ensure smooth operations, the Unit shall systematize and update student profile and records as base line reference and information. The Unit shall ensure initial medical records that serve as baseline data. Moreover, the Unit shall conduct daily encoding of statistics of walk-in clientele and scan new records. The

Unit shall also conduct regular filing, extraction and archiving of medical and dental records to keep it up-to-date and well-organized.

The Unit shall regularly update health cards of employees, as well as produce monthly reports of medical and dental clientele statistics.

Moreover, the Unit shall regularly conduct inventory of medical and dental supplies. The Unit shall regularly request for purchase of said supplies as well.

## **VIII. Guidance Services Unit**

### **A. Optimize Student Support Services**

The Guidance Services Unit shall ensure accessibility and availability of the services it provides to promote student development and welfare. With this, the Unit created plans, considering the challenges that arose due to the pandemic.

Prior to the start of the academic year, the Unit shall provide an orientation to students wherein school counselors visit and inform students of the different services they can avail at the GSU. Promotional materials shall also be posted on GSU FB Page and will be flashed on the LED TV mounted in front of the Guidance Office.

In addition, the Unit regularly posts on the GSO Facebook Page infographics, articles cover topics ranging from mental health concerns, coping strategies, self-care, etc. The Unit shall also distribute brochures and leaflets (content ranging from Guidance Services, Mental Health Awareness, Coping Strategies, and the like) will be designed by the GSO staff in coordination with Strategic Communications Unit.

Screening Interviews shall be conducted to all incoming first-year students as part of the admissions process. Consequently, psychological Tests such as DASS-21, personality test and mental ability test shall be given right after they passed the screening interview as part of the admissions process.

As for 2<sup>nd</sup> to 4<sup>th</sup> year students, the Unit shall conduct a 10–15-minute Routine Interview/ Mental Health Check-In in coordination with department concerned. Also, an interview shall be given to every student that decides shift to other course and drop out for assessment and evaluation as part of the shifting and dropping out

process. Similarly, an exit interview shall be conducted to all outgoing students who will transfer to another school and graduating students as part of the exit protocol of the Institution.

The Unit shall also continue to provide individual and group counselling to students. The Unit forecasts potential walk-in and telecounselor clients through the needs inventory, conducting routine interview and academic concerns. As for referral services, referral forms shall be given to every Institute's office.

Moreover, Counselors shall develop modules on topics such as Returning to Normal after COVID-19 Mental Health Concerns, Establishing Interpersonal Relationships for first year students and conduct class guidance in coordination with department concerned. The Unit shall also conduct a Teen Sexuality Seminar to all first-year students, as well as a Sexual Harassment and Abuse Seminar to student leaders during Women's Month, which shall be echoed to their peers. Further, the Unit shall conduct a Mental Health Awareness Seminar for all students during Mental Health Awareness Month, in coordination with Peer Support Society and department concerned.

In addition, the Unit shall also create group dynamics to cater to a particular group of students. The Unit shall conduct group dynamics will be conducted for children of OFWs, LGBTQ+ Community, Non-Regular Students and Working Students. It shall also be conducted for students who have social, emotional, familial, and relational concerns identified through needs assessment inventory. The group dynamics shall consist of activities and modules based on the students' needs assessment.

Finally, the Unit shall regularly check in on students' mental health by providing a "Kamusta Ka?" Drop Box. Check-in slip notes shall be provided where students may write what they are feeling that day.

#### B. Smooth Operations Processes

The GSU shall systematize and update student profile and records as base line for reference and information.

To keep an updated student record, the Unti shall require potential freshmen and transferees to bring an assigned colored folder of their chosen Institute, as well as an accomplished Student Information Sheet, which shall be submitted to the Guidance Office during their scheduled screening interview. Moreover, clearance form of the students who have accomplished all needed documents (i.e., student information sheet, various psychological test) in the Guidance office will be signed, however, those who have deficiencies will be put on hold until they accomplish and submitted the document.

C. Enhance Research Opportunities

The Unit shall conduct research to monitor and evaluate the implementation and outcomes of student services. One intervention program for social support and mental health concerns shall be developed based on the research findings of the current research of the GSO.

D. Create Extension Service Opportunities

In support of institutional efforts for community extension, the Unti aims to develop a responsive community-based leadership, upholding volunteerism through community engagement. The Guidance Services office will coordinate to the Community Extension Office for the planning of the activity that will be given to the community. Thus, a community-based program will be developed, piloted, and implemented every semester of the academic year.

E. Retain Qualified Faculty and Staff

The Unit aims to further professional development of its personnel. Thus, it shall encourage participation in seminars, both local and national level for enhancement to contribute in attaining institutional vision and mission.

The Guidance Associates shall participate in the seminars and workshops spearheaded by the Philippine Guidance and Counseling Association and anything related to the field of Guidance and Counseling.

## **IX. Sports and Athletics Unit**

### **A. Optimize Student Support Services**

Prior to the start of each semester, the Sports and Athletics Unit shall conduct an orientation for coaches and athletes. The Unit shall also conduct try-outs for potential student athletes, where they may demonstrate active involvement in their sport and acquire the basic athletic skills and essentials of teamwork necessary for competition. The Unit shall require the Head Coach to submit a training program per event as well.

The Unit shall also conduct trainings for athletes. The Unit shall require participation in all trainings and practices, thus improving skills, strategies and tactics in any sports competitions. Trainings shall also increase athletes' endurance and strength, develop speed, improve flexibility, and refine coordination, thus achieving a harmoniously developed body.

In relation, the Unit shall assist the MCC Varsity Teams in participating and competing in local, regional and national level. The Unit shall promote cooperation, respect and good attitude towards coaches, assistant coaches and co-players. Further, SAO shall conduct monthly meetings for the whole academic year.

Additionally, the Unit shall assist the Varsity Team in participating in ALCU-GAMES and Philippine National Games, which shall be conducted in March 2022.

### **B. Smooth Operations Processes**

The Unit created plans that ensures the efficient delivery of services, workflow and transactions. Thus, the Unit shall ensure that all records and files are encoded, filed and organized. It shall regularly update the Athletes Roaster and Profiles, as well as documentation of trainings, competitions, certificates and awards.

Moreover, the Unit shall organize and conduct the MCC Sports Competition. The Unit shall encourage all employees to participate in competitions, which helps in strengthening camaraderie among employees.

C. Enhance Research Opportunities

The Unit shall monitor and evaluate activities and services delivered, including try-outs, Head Coach evaluations and Athlete's evaluation. The results and feedback from these activities shall form part of the monitoring and evaluation of the implementation and outcomes of student support services.

D. Create Extension Service Opportunities

The Unit aims to develop a responsive community-based leadership, upholding volunteerism through community engagement.

With this, the Unit shall organize and conduct at least one barangay-based sports clinic for high school and elementary students in the first semester. The Unit shall also officiate in a Barangay Sports Fest in the second semester.

E. Retain Qualified Faculty and Staff

Part of the plans of the Unit is to encourage the Sports Coordinator, Head Coach and athletes to participate in seminars, both local/national level for enhancement in order to contribute in attaining institutional vision and mission.

In the first semester, he/she shall participate in three (3) seminars/trainings/workshops in the local, regional, national, and international platforms during the rating period. This shall include seminars that discuss mental health, child protection and sports talk, and sports strategies and techniques in the New Normal.



**X. Office of the Student and Cultural Affairs**

**A. Optimize Student Support Services**

The Office of the Student and Cultural Affairs oversees and handles student organizations, as well as support them in conducting their activities. With this, the Unit aims to ensure accessibility & availability of the services that promote student development and welfare.

Prior to the beginning of the academic year, the Unit shall conduct the Annual Student Council and Organization Election. The Unit shall also conduct Student Leadership trainings and seminars, allowing student leaders to acquire the necessary leadership skills and essentials in service of MCCians.

The Unit shall also participate in organizing the formal opening of the academic year 2021-2022. The Unit shall initiate conducting the Student Organization's Fair, Student's Matriculation, Freshmen Walk, Freshmen Night and the Mass of the Holy Spirit.

Moreover, the Unit shall conduct a special recognition and thanksgiving program for MCC faculty members by celebrating the World Teachers Day in October 2021, in collaboration with the Student Leaders.

In December, the Unit shall commemorate the spirit of Christmas by making Christmas tributes and showcasing of students' talents and skills. The Unit shall coordinate with student leaders, and Events and Production Unit for the making of Christmas special tribute. The Unit shall also conduct various activities to celebrate Christmas season (SUNIS at PAROL).

In the second semester, the Unit shall facilitate and oversee the Annual Celebration of Mabalacat City College Days. The event shall consist of Entertainment festivities and various inter-institute curricular and extra-curricular competitions. The Unit shall coordinate with several units/offices to ensure the success of the event, including the Events and Production Unit, VPAA, and the Sports and Athletics Unit.

Furthermore, the Unit shall facilitate and oversee the Celebration of the 2022 National Arts Month, in coordination with Mr. Dogie Aguinaldo for a possible tie-up for an Art Exhibit and with the Events and Production Unit for the set-up and presentation of the program.

In May 2022, the Unit shall conduct the Annual Student Council Election. The Unit shall coordinate with the CSEB for the preparation and execution of the activity. The Unit shall also send at least one student leader in the Search of the Ten Outstanding Students of the Philippines Region III.

**B. Smooth Operations Processes**

In ensuring smooth operations, the Unit shall systematize and update student profile and records as base line for reference and information.

The Unit shall ensure compliance of requirements for the first and second semesters. The Unit shall conduct approval of all clearances and verified Student Leaders and Organization documents for the whole academic year. Moreover, the Unit shall collect the Accomplishment Reports of the Student Council and all Student Organizations for the first and second semesters. The Unit shall also evaluate the Program Designs and SAS forms for the whole academic year.

**C. Create Extension Service Opportunities**

The Unit shall provide support in the community extension activities that shall be executed by student organizations. The Unit shall provide guidance and technical assistance to Student Organizations and the Student Council.

Moreover, the Unit shall evaluate and review the community extension programs and projects conducted in the academic year.

D. Retain Qualified Faculty and Staff

In the efforts to further professional development, the OSCA Coordinator and the Office Clerk shall participate in seminars, both local/national level for enhancement. The Unit shall participate in three activities per semester.

**XI. Center for Character Development**

A. Optimize Student Support Services

MCC's Center for Character Development is tasked to ensure that students comply to the Code of Conduct, as well as other policies of MCC. Thus, the Unit shall ensure that order is maintained during the academic year.

Before the start of the academic year, the Unit shall conduct an orientation on the Code of Conduct to incoming students. The Unit shall present and inform the students on the school's rules and regulations through a PowerPoint presentation per institute/Section. The Unit shall also issue an Affidavit of Understanding on different school policies for the incoming students at the beginning of the school year and have them notarized.

Given its function, the Unit shall mediate in conflicts and other issues between and among students before they become official cases. The Unit shall initially communicate with both parties separately to identify the conflict and to come up with suggestions that will likely lead to a quick settlement or invite both parties to attend a positive intervention activity that requires teamwork to accomplish the task.

Apart from enforcing student discipline, the Unit also has plans to create fun and exciting programs and activities that shall help relieve academic stress.

The Unit shall provide positive intervention programs and activities such as providing fun and educational skills training sessions that promote positive vibes among students, to lessen their stress, gain new companions and allow them to learn new skills. The Unit shall also provide a reflection and recreational area where students can reflect and be motivated.

With the intent to inspire students and recognize good deeds, the Unit shall provide platforms that will recognize good deeds of students. This may include posting their act of kindness in bulletin boards and television inside the campus or posting these positive and uplifting stories on the Unit's Facebook page.

The Unit shall also implement a rectification program that give chances to students with existing cases and to clear their names in the office. Note that this shall be applicable only for minor and less grave offenses.

Moreover, should limited face-to-face classes be allowed, the Unit shall post printed tarpaulin posters as reminder on basic school regulations, such as proper wearing of ID, school uniform and personal attire, as well as the Use of School Facilities in front of the school gate and common areas.

**B. Smooth Operations Processes**

To ensure smooth operations, the Unit shall comply with Institutional standards on procedures and regulations. Thus, it shall ensure that all student clearances are approved every end of each semester. The Unit shall also verify discipline records of students applying for scholarships, grants, academic honors, as well as students running for seats in the Student Council, returning students and those applying for TOR, transfer credentials, copy of grades and diploma from every end of semester. This includes checking the records of all students to identify pending cases, if any.

**C. Enhance Research Opportunities**

The Unit aims to monitor and evaluate the implementation of the services that it provides. Thus, the Unit shall produce a study on the effectiveness of positive intervention activities and programs for the students of MCC.

D. Retain Qualified Faculty and Staff

The Unit shall participate in seminars that shall further professional development, which shall also be essential in attaining the Institution's long-term plans. The CCD Coordinator shall attend at least 10 webinars/seminars within the academic year, in both local and international level.

## **OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION**

The Office of the Vice President for Finance and Administration has recently restructured their units so as to have a more defined organizational structure. Thus, the Office now oversees the Finance Unit, Administrative Unit, People Management Unit, People Experience Unit, Grounds and Building Maintenance Unit, and Safety and Security Management Unit.

These units have created plans operationalizing the strategic and tactical plans involving the OVPFA across all perspectives.

In the financial perspective, the Finance Unit created plans in exploring income-generating projects. The same unit also provided plans impacting student satisfaction in the student and community perspective.

In internal processes, all OVPFA units created plans in ensuring their respective smooth operations processes. Further, the Finance Unit shall operationalize the use of technology-assisted process systems developed by MIS.

In terms of human resources perspective, the People Management Unit and People Experience Unit created plans in retaining qualified faculty and staff. The Finance Unit produced plans enhancing faculty and staff development and resources. Finally, the People Experience Unit, People Management Unit and Finance Unit formulated and shall implement pro-people policies.

All units of the OVPFA created short-term plans that are tied to MCC's five-year strategic plans, all of which shall be regularly monitored and evaluated by said Office.

### **I. Finance Unit**

#### **A. Explore IGP**

The Finance Unit, being one of the units that help in generating revenue from IGPs, shall contribute in MCC's target in collecting at least ₱500,000 worth of gross income from IGPs in 2021.

The Finance Unit have formulated a policy that shall cover all income-generating projects of MCC. The Unit shall implement the IGP policy to contribute in the achievement of becoming a local economic enterprise. The policy shall also augment the limited funding allocation from the local government to support the activities, projects and programs of MCC, thus allowing also flexibility in financial management.

Moreover, the Unit shall continue selling BIR Document Stamps to employees. Further, the Unit shall collect income also from selling PE uniforms to freshmen students and from collecting fees from graduating students of Senior High School and College. The Unit shall also invest collection from guaranty deposit. Finally, the Unit shall also collective income from fees of Teaching Methods and Special Class.

**B. Student Satisfaction**

The Finance Unit aims to ensure that at least 85% of the students are “very satisfied” with the services that the Unit provides. With this, the Unit shall create and utilize the Student Survey Form as their feedback tool. Another plan of the Unit is to continue to address student queries and issue payment slips online.

**C. Smooth Operations Processes**

The Finance Unit aims to continually improve their business process to increase work productivity and efficiency. In 2021, the Unit aims to gather at least 75% “very satisfied” feedback from end-users. With this, the Unit has developed plans and strategies improving their processes.

The Finance Unit shall create a Manual of Operations of the Unit that shall form part of the Manual of Operations of the OVPFA, which shall be implemented once approved by the Board of Trustees. The Unit shall also create the Preventive Maintenance Policy.

In line with this, the Unit shall create, enhance and implement new forms, policies and more efficient workflow and processes. It shall also create and utilize its client satisfactory survey, which shall be given to its end-users.

Moreover, to comply with health and safety protocols, the Unit shall implement the online self-service concept. Instead of going to the Finance Unit to request for forms, employees may download and print forms online, minimizing face-to-face contact with co-workers. The Unit shall also strictly adhere and implement memoranda and policies.

The Unit shall also create and implement a strategic budget system, allowing for a more efficient planning and budgeting for the Institution. Finally, the Unit shall partake in activating the Administrative Council of MCC, a council developing, reviewing and recommending institutional policies on administration and management to the Board of Trustees of MCC.

D. Technology-Assisted Processes

With the ever-evolving industry landscape, MCC shall continue to adapt and innovate especially with its business processes, thus explaining the need to develop its school management system.

Some of these are the point-of-sale system and the queuing system. To continually provide efficient services to students and other stakeholders, the Finance Unit shall implement the use of said systems. Further, the units shall conduct regular monitoring of the systems to provide the MIS unit the feedback that they need to improve and develop MCC's school management systems.

E. Enhance Faculty and Staff Development and Resources

Due to the pandemic, the Institution was pushed to quickly shift from doing business physically to virtually. One of the challenges that arose to such changes is the means of communication with students. Moreover, the Institution also has initiatives in adapting flexible learning in conducting classes, which gives the Finance



Unit even more reason to provide MCC employees, particularly faculty members, with mobile phones and postpaid plans. The Finance Unit shall equip all faculty members with mobile phone subscription.

## **II. Administrative Unit**

### **A. Smooth Operations Processes**

The Administrative Unit plans to continually improve their business process to increase work productivity and efficiency. The Unit aims to gather at least 75% “very satisfied” feedback from end-users.

With this, the Unit shall create a Manual of Operations of the Unit that shall form part of the Manual of Operations of the OVPFA, which shall be implemented once approved by the Board of Trustees.

Along with the restructuring of the OVPFA, the Unit shall create, enhance and implement new forms, policies as well as a more efficient workflow and processes. It shall also create and utilize its client satisfactory survey, which shall be used to assess its performance based on end-user feedback.

Moreover, to comply with health and safety protocols, the Unit shall implement the online self-service concept. Instead of going to the office to request for forms, employees may download and print forms online, minimizing face-to-face contact with co-workers. The Unit shall also strictly adhere and implement memoranda and policies. Finally, the Unit shall partake in activating the Administrative Council of MCC, a council developing, reviewing and recommending institutional policies on administration and management to the Board of Trustees of MCC.

### **III. People Experience Unit**

#### **A. Smooth Operations Processes**

The People Experience Unit aims to continually improve their business process to increase work productivity and efficiency. In 2021, the Unit aims to gather at least 75% “very satisfied” feedback from end-users.

With this objective, the Unit shall create a Manual of Operations of the Unit that shall form part of the Manual of Operations of the OVPFA, which shall be implemented once approved by the Board of Trustees.

Along with the restructuring of the OVPFA, the Unit shall create, enhance and implement new forms, policies as well as a more efficient workflow and processes. It shall also create and utilize its client satisfactory survey, which shall be used to assess its performance based on end-user feedback.

Moreover, to comply with health and safety protocols, the Unit shall implement the online self-service concept. Instead of going to the People Experience Unit to request for forms, employees may download and print forms online, minimizing face-to-face contact with co-workers. The Unit shall also strictly adhere and implement memoranda and policies. Finally, the Unit shall partake in activating the Administrative Council of MCC, a council developing, reviewing and recommending institutional policies on administration and management to the Board of Trustees of MCC.

#### **B. Create Pro-People Policies**

As it is in the core function of the People Experience Unit to create initiatives that are linked to the welfare, career development and learning of MCC employees, it developed the MCC STARS Policy, MCC SPACE Policy, MCC CAPPED Policy, and the MCC LADDER Policy.

The MCC STARS Policy, which stands for “Significant and Top-Notch Achievements Reward System,” is a counterpart of CSC’ Program on Awards and

Incentives for Service Excellence (PRAISE). The policy was created to establish an incentive award system to motivate and rewards employees and offices for their dedication to the organization. It has various types of awards and incentives ranging from national awards to individual awards. Awards and incentives also come in the form of cash, compensatory time-off, travel packages, certificates and others.

The People Experience Unit shall also implement the recently approved MCC SPACE Policy. The MCC Scholarship for Professional Advancement through Continuing Education (SPACE) Policy was developed to fulfill MCC's commitment to provide its employees with opportunities for professional growth and development. The provisions of the policy include providing employees educational assistance through scholarship grants, institutionalizing a system with such opportunities, thus enhancing the competency and capacity of employees.

In addition, the Unit shall implement the MCC Career Advancement and Pathing Program for Employee Development (CAPPED) Policy. MCC CAPPED shall provide employees with resources enhancing their professional skills and capacity that, in turn, shall translate in addressing the organization's needs. The Unit shall assist in building a culture of coaching and mentoring to employees, thus improving their performance and effectiveness.

On top of this, the Unit shall implement the MCC LADDER Policy. The MCC Learning and Development Deals for Employment Readiness (LADDER) Policy shall be operationalized by the Unit's Learning and Development Section. The policy aims to elevate employees' professional qualifications, equip them with proficiencies and skills required on their positions, and to improve also their human relations skills.

C. Retain Qualified Faculty and Staff

The People Experience Unit shall contribute in ensuring that MCC has qualified faculty and staff. Thus, the Unit shall ensure that at least 80% of non-teaching personnel have a rating of "very satisfied" or higher. The Unit, with the People Management Unit, shall timely and efficiently monitor and evaluate the IPCR ratings of MCC personnel.

#### **IV. People Management Unit**

##### **A. Smooth Operations Processes**

The People Management Unit plans to continually improve their business process to increase work productivity and efficiency. The Unit aims to gather at least 75% “very satisfied” feedback from end-users.

With this, the Unit shall create a Manual of Operations of the Unit that shall form part of the Manual of Operations of the OVPFA, which shall be implemented once approved by the Board of Trustees.

Along with the restructuring of the OVPFA, the Unit shall create, enhance and implement new forms, policies as well as a more efficient workflow and processes. It shall also create and utilize its client satisfactory survey, which shall be used to assess its performance based on end-user feedback.

Moreover, to comply with health and safety protocols, the Unit shall implement the online self-service concept. Instead of going to the office to request for forms, employees may download and print forms online, minimizing face-to-face contact with co-workers. The Unit shall also strictly adhere and implement memoranda and policies. Finally, the Unit shall partake in activating the Administrative Council of MCC, a council developing, reviewing and recommending institutional policies on administration and management to the Board of Trustees of MCC.

##### **B. Retain Qualified Faculty and Staff**

The People Management Unit shall contribute in ensuring that MCC has qualified faculty and staff. Thus, the Unit shall ensure that at least 80% of non-teaching personnel have a rating of “very satisfied” or higher. The Unit, with the People Experience Unit, shall timely and efficiently monitor and evaluate the IPCR ratings of MCC personnel.

C. Create Pro-People Policies

MCC, being a public higher education institution, shall ensure that all its employees observe and comply with the Civil Service Rules.

With this, the Unit created the Practice of Profession Policy, Dress Code Policy and Flag Raising Policy. The Practice of Profession Policy, which covers all employees, provides that MCC employees shall obtain a permit in the practice of their profession. This shall be allowed so long as it does not compromise the quality of their services to the Institution. Further, the Unit shall ensure the implementation of the Dress Code Policy, which states that all employees shall wear the appropriate attire in the conduct of their duty. Finally, the Unit have implemented the Flag Raising Policy, ensuring that all employees attend the flag raising ceremony every Monday morning and the flag lowering ceremony every Friday afternoon.

**V. Grounds and Building Maintenance Unit**

A. Smooth Operations Processes

The Grounds and Building Maintenance Unit plans to continually improve their business process to increase work productivity and efficiency. The Unit aims to gather at least 75% “very satisfied” feedback from end-users.

With this, the Unit shall create a Manual of Operations of the Unit that shall form part of the Manual of Operations of the OVPFA, which shall be implemented once approved by the Board of Trustees.

Along with the restructuring of the OVPFA, the Unit shall create, enhance and implement new forms, policies as well as a more efficient workflow and processes. It shall also create and utilize its client satisfactory survey, which shall be used to assess its performance based on end-user feedback.

Moreover, to comply with health and safety protocols, the Unit shall implement the online self-service concept. Instead of going to the office to request for forms, employees may download and print forms online, minimizing face-to-face contact

with co-workers. The Unit shall also strictly adhere and implement memoranda and policies. Finally, the Unit shall partake in activating the Administrative Council of MCC, a council developing, reviewing and recommending institutional policies on administration and management to the Board of Trustees of MCC.

## **VI. Safety and Security Management Unit**

### **A. Smooth Operations Processes**

The Safety and Security Management Unit plans to continually improve their business process to increase work productivity and efficiency. The Unit aims to gather at least 75% “very satisfied” feedback from end-users.

With this, the Unit shall create a Manual of Operations of the Unit that shall form part of the Manual of Operations of the OVPFA, which shall be implemented once approved by the Board of Trustees.

Along with the restructuring of the OVPFA, the Unit shall create, enhance and implement new forms, policies as well as a more efficient workflow and processes. It shall also create and utilize its client satisfactory survey, which shall be used to assess its performance based on end-user feedback.

Moreover, to comply with health and safety protocols, the Unit shall implement the online self-service concept. Instead of going to the office to request for forms, employees may download and print forms online, minimizing face-to-face contact with co-workers. The Unit shall also strictly adhere and implement memoranda and policies. Finally, the Unit shall partake in activating the Administrative Council of MCC, a council developing, reviewing and recommending institutional policies on administration and management to the Board of Trustees of MCC.

## **OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION SERVICES**

The Office of the Vice President for Research and Extension Services oversees the Center for Research and Development and MCC Kayantabe. These units have created short-term plans and proposals that are in support of the five-year strategic plan of MCC.

In the student and community perspective, OVPRES created plans and programs that provide and impactful extension services and develop community leaders. In terms of internal processes, OVPRES formulated strategies to develop smooth operations processes, enhance research opportunities and create extension services opportunities. Moreover, OVPRES shall continue to support faculty professional practice and research, enhance faculty and staff development and resources and develop extension service awareness and training.

### **I. MCC Kayantabe**

#### **A. Provide impactful extension services**

In providing impactful extension services, MCC Kayantabe shall initially conduct a needs assessment of the adopted community in the first two years.

The Unit shall initiate the neighborhood community service concept. In this case, the Unit will adopt the community surrounding MCC, Barangay Dolores. It shall secure a signed Memorandum of Agreement with the Barangay Captain of Barangay Dolores, which shall eventually allow the Unit to implement sustainable extension service and projects for the community.

#### **B. Develop Community Leaders**

To develop community leaders, MCC Kayantabe shall conduct three community leadership programs. In the efforts to achieve this target, the Unit shall revisit and reconfigure the NSTP Curriculum, and develop the students' leadership abilities aligned to community service.

MCC Kayantabe shall revisit the NSTP Curriculum to assess its suitability for a continued pandemic academic year and involvement of young leaders. In coordination with the NSTP Program Head, the Unit shall reconfigure NSTP's community involvement course requirements to implement at least three alternative course requirements for the NSTP program.

Moreover, with the collaboration of the SAS Director and Student Leaders, the Unit shall develop the students' leadership abilities aligned to community service. The Unit shall conduct student congress and conferences focusing on community leadership and service. In implementing such programs, the Unit aims to develop students so that they may be able to hone the skills and knowledge to lead community service activities.

C. Create extension service opportunities

MCC Kayantabe shall continue to expand in creating extension service opportunities. The target of the Unit is to have at least 20% of the faculty members engage in such activities. With this, the Unit shall increase faculty participation rate in Community Extension, engage in partnership with external stakeholders in conducting extension service activities, and establish international linkages and collaborations.

The Unit has created plans with the objective of increasing the rate of faculty participation in Community Extension. It shall conduct an Orientation Awareness and issue a call for project proposals to the faculty staff. The Unit have projected that 89% of full-time faculty in each Institute shall have participated at least twice in any Community Extension Activity within the academic year. Moreover, the Unit shall monitor the implementation of the project proposals of the faculty participants and ensure the sustainability of the projects. Guiding faculty staff shall improve implementation and sustain such projects.

In addition, MCC Kayantabe shall form a partnership with external agencies or stakeholders in the conduct of Community Extension activities. The Unit aims to include external partners in conducting 2 of the 4 (50%) College-wide activities, 10



(25%) in the Institute-level, and 3 (10%) in the student-level Community Extension activities that will be conducted in the academic year.

On top of this, MCC Kayantabe shall also assist in establishing international linkages and collaboration with the Office of the Vice President for External Affairs, OVPRES and Center for Research and Development. In implementing this plan, the Unit shall be able to showcase its best practices in community extension internationally.

D. Smooth operations processes

In the efforts to deliver exemplary community extension projects in adopted communities, MCC Kayantabe shall establish its manual of operations. The Manual provides systematic guidelines in the conceptualization, implementation, monitoring and evaluation of community extension projects. It shall also undergo annual review and revision to keep it up-to-date.

E. Develop Extension Service Awareness and Training

In the academic year 2021 to 2022, MCC Kayantabe aims to increase the number of community extension activities in the College level, Institute level and Student Organization level.

In the College level, the Unit shall conduct four community extension activities for the whole academic year. This means that the Unit shall conduct extension activities twice every semester.

On top of that, MCC Kayantabe shall collaborate with Deans, Field of Study Heads and focal persons in all Institutes to conduct community extension services per program across all four Institutes. All programs shall conduct a community extension activity per semester. This means that, by the end of the academic year, the Institutes shall have conducted a total of 34 community extension activities.

Finally, all student organizations shall also conduct their respective community extension activities. It is expected that all 27 recognized organizations shall have conducted at least one activity during the academic year.

## **II. Research Unit**

### **A. Smooth operations processes**

With the purpose of improving the efficiency of the operations and services of the Unit, it shall develop a functional research program, and formulate policies on monitoring scheme and research evaluation.

The Unit aims to develop and implement a functional research program relevant to the thrust of the College. With this, the Unit shall evaluate the current research system and create a manual of operations that provides institutional processes as well as support, rewards and incentives for MCC personnel who will engage in research. Additionally, the Unit shall conduct an annual review of the manual of operations of the Research & Development Unit to keep it updated.

The Unit shall also disseminate research policies, support, awards and incentives to the MCC Community. The Unit shall conduct research write shops and orientations informing faculty and staff of the research policies, support, awards and incentives provided by the College, which shall increase faculty and staff engagement.

Another objective of the Unit is to formulate policies on monitoring scheme and evaluation of research activities and data/report generation. The Unit shall design and implement effective monitoring and evaluation systems and conduct annual reviews, which ensures timely implementation of research and development projects. Moreover, the Unit shall monitor and evaluate research and development projects, allowing quality research management and supervision.

B. Enhance Research Opportunities

The CRD Unit has created research-centered strategies that shall help in enhancing research opportunities. The Unit shall profile faculty researchers, conduct International Research Conferences, develop effective research services and collaborate with partners in developing researches geared towards community improvement.

To enhance the development and resources in terms of research, the Unit shall first profile the qualifications and skills of faculty researchers. This creates research outputs that are aligned to the field of specialization and/or field of interest of the researcher. The Unit shall also provide them assistance in research-related activities to attract research grants. These plans shall attract grants that will be made available to researchers, both faculty and non-teaching personnel.

The Unit shall also conduct International Research Conferences that shall increase the participation of all MCC employees in research and development, locally and internationally.

In addition, the Unit shall come up with effective research services by ensuring the availability of resources and facility that would support research activities.

Thus, the Unit proposes to procure licensed software relevant to research, such as IBM SPSS Statistics, Plagiarism Detection, GraphPad Prism and MAXQDA. The Unit plans also to subscribe to Canva, Grammarly and E-journals. The Unit shall also request for purchase of necessary office equipment, including scanner, photocopying machine. These equipment, programs and software shall be used for Research & Development activities and programs, effectively and efficiently catering to the needs of employee and student researchers.

The Unit also proposes the creation and establishment of Research Case Room(s), Research Lounge with e-Library Space and research-related printed resources. The availability of such resources, facilities and space targets to increase the participation of faculty and staff in research and development.

In addition to these plans, the Unit shall collaborate with community and industry partners for the conduct of researches that are geared towards the improvement of the conditions in the community. To operationalize this, the Unit shall coordinate, implement, monitor and evaluate the proposed project developed by MCC, the City Government of Mabalacat and DOST under the CEST program. This project entitled, “Community Empowerment Through Science and Technology in Sitio Haduan: Equipping Local Residence with Necessary Skills and Competence” is aimed to develop the eco-tourism of Sitio Haduan through science and technology, which shall reflect in the initial manifestation of an improved quality of life of the residents in Haduan.

C. Support Faculty Professional Practice and Research

The Center for Research and Development Unit aims to create a culture of excellence in research that includes supportive research activities for faculty researchers, personnel and students in collaboration with institutions and other organizations.

The Unit shall screen and hire additional manpower who are qualified, research oriented, intelligent, skilled and motivated. The CRD Unit proposes to hire an Assistant CRD Director, Statistical Analyst, Research Associate(s) for collaborative research projects and IT-skilled personnel with specialization in layout, graphic design and multimedia communication. The increase in manpower shall cater to the implementation of partnerships and support mechanisms for researchers.

Furthermore, the Unit shall provide consultative services on technical research skills such as statistical data analysis, questionnaire validation, plagiarism check and English critique assistance and any other related forms of research services. This strategy shall operationalize in August 2021 to December 2022 and shall require manpower, software subscriptions, office equipment and external expert. As a result, the Unit shall be able to enhance research culture in MCC and shall increase participation of faculty and non-teaching personnel in research and development.

The Unit shall also facilitate endorsement to research presentations, and local and international publication in reputable peer-reviewed journals. This aims to increase paper presentations and publications, both nationally and internationally.

The Unit plans also to contribute to the completion of the institutional research outputs as basis for the policy making of the College, providing research/evidence-based policies in MCC.

Moreover, the Unit shall take part in extending services to the Mabalacat community and shall also develop mechanisms and guidelines on research and development income-generating programs (IGP). In close coordination with the OVPEA, the Unit shall assist in increasing partnerships, linkages and community participation.

The CRD Unit plans also to create a Research Club for students, which shall be guided and sustained by the Unit. The Research Club shall become a student organization, allowing for the active engagement of students in Research.

In addition, the Unit shall conduct a Research Week annually for students and employees of MCC. The Research Week is a celebration and promotion of research, consisting of online exhibits, forums, conference and presentations through webinars.

Finally, the Unit shall conduct International Research Conferences from December 2021 to 2022, which targets to increase the participation of faculty and non-teaching personnel in research and development, locally and globally. This plan shall be put in motion with the help of the CRC, OVPFA, OVPAA and OVPEA.

D. Enhance Faculty and Staff Development and Resources

The CRD Unit have developed objectives and plans in enhancing the resources and development of faculty and staff researchers. The Unit shall intensify MCC's research capability, develop measures protecting MCC's research outputs and intellectual property rights, improve effectivity of research dissemination and expand resource generation and sharing.

One of the many objectives of the CRD Unit is to strengthen the research capability of MCC. In order to do so, the Unit shall conduct a writeshop, in-house review and research colloquia that are targeted to capacitate MCC personnel in creating their research proposals and for scientific publication. These activities shall allow effective mentoring, assistance and research capability enhancement of faculty and staff researchers. Additionally, the Unit shall engage external reviewers and panel of experts that shall encourage researchers to produce quality research outputs. These plans are also aimed to have at least 50% of faculty members to produce research.

Moreover, the Unit aims to guarantee that there are necessary measures in place to ensure the integrity of research outputs, as well as protection on intellectual property rights. The Unit shall ensure the functionality of formed committees such as the Ethics and Review Committee (ERC), Technical Review Committee (TRC) and Editorial and Publication Committee (EPC). The Unit shall also ensure the formulation of the committees' guidelines, operations on ethical review, intellectual property rights, patents, and publication of research outputs. These committees shall ensure that research outputs have passed copyright and ethical standards, therefore also producing quality research outputs.

The CRD Unit intends also to improve the effectiveness of research dissemination in the New Normal. With this, the Unit shall conduct the re-launching of Research Journal Back Issues, 2017-2018 and 2018-2019. The Unit shall also launch and publish 3 institutional journals, namely, *The MCC Research Journal*, *The Local Education College Review* and a *Cultural Research Journal*. Also, the unit shall launch research journals for academic and non-academic departments. These journals are the *Online broadcast and TV/Radio* and *Increased participation of the college in research, development and knowledge dissemination*. The publication of these Research Journals shall be available in print and online.

Finally, the Unit shall expand resources generation and sharing post-pandemic. The Unit shall establish national and international collaboration with funding agencies. In addition to this, the Unit shall expand academe-industry and LGU collaboration.

## **OFFICE OF THE VICE PRESIDENT FOR EXTERNAL AFFAIRS**

The Office of the Vice President for External Affairs and its units have created plans that are anchored in all four perspectives MCC's five-year strategic plan.

The OVPEA created initiatives that are linked to the financial perspective, internal processes perspective and human resources perspective.

### **A. Financial Perspective**

In the financial perspective, the OVPEA shall obtain grants by establishing partnerships with one Online Courses Provider (e.g., coursera, University of the People, edx), which shall help in reaching the target of obtaining ₱2,000,000 gross worth of grants and donations in 2021.

### **B. Internal Processes Perspective**

To ensure that the OVPEA and its units deliver high quality services, the OVPEA created initiatives to ensure that the Office have smooth operations processes. The OVPEA shall publish two newsletters in the academic year, one for each semester. It shall also conduct a seminar and workshop on 5s to ensure that the workplace is clean, uncluttered and well-organized. In addition, it shall create a manual of operations discussing all procedures, policies and forms of the OVPEA and its units. The OVPEA shall also conduct planning for 2022 and year-end evaluation for 2021, with an action plan as the final output, and audit all documents of OVPEA as well. Moreover, the OVPEA shall require its units and employees to submit their monthly, semestral and annual reports for 2021. It shall also conduct at least 11 monthly meetings.

### **C. Human Resources Perspective**

To take part in enhancing the development and resources of faculty and staff, the OVPEA shall ensure that all employees under the OVPEA have subscribed on available e-learning resources. It shall ensure that all OVPEA staff or at least a representative per unit shall participate in a Professional Development Training. Furthermore, the OVPEA aims to ensure that all its staff participate in at least two employee wellness programs per month. Finally, the OVPEA shall establish partnership with 1 Online Courses Provider (e.g., coursera, University of the People, edx) that shall be made available to the MCC employees.

Aside from OVPEA's plans and initiatives that have been discussed, the units of the OVPEA – Admissions, Alumni Relations, Career and Placement, Internationalization, Partnerships and Linkages, and Scholarships and Grants – developed short-term plans that shall support the initiatives of the OVPEA, as well as operationalize the strategic plan of MCC.

## **I. Admissions Unit**

### **A. Expand CHED Grant**

The Admissions Unit, which manages the number of students enrolling in every academic year, have created plans in expanding the number of grants being offered to MCC by the CHED.

To achieve such goal, the Admissions Unit shall engage in marketing strategies that shall greatly help the promotion of the College in senior high schools. The Unit shall establish a group of student ambassadors that will become the face of MCC. The Unit shall also conduct at least three photoshoots and video shoots that shall be used in marketing collaterals.

The Admissions Unit shall publish a brochure for the Admissions offices and a brochure for each of the program offered by MCC.

Moreover, the Unit shall conceptualize at least three new content and style for the Bulletin of Information. It shall also post public service announcements (PSAs) in MCC's social media accounts (e.g. Facebook) at least once every month.



The Unit shall also extend the reach of MCC to senior high schools by promoting the College in school fairs. The Admissions Unit aims to promote MCC to at least three senior high schools. It shall also participate in at least one School Fair and attend at least one International School Fair.

B. Explore Income-Generating Projects

The Admissions Unit shall also take part in exploring IGPs for MCC. For 2021, the unit's plan is to cater to at least 40 students that do not reside in Mabalacat City. The income coming from admissions fee of these students shall form part of the goal of generating ₱500,000 worth of gross income from IGPs.

C. Student Satisfaction

The Admissions Unit created a plan to ensure that 85% of the students are "very satisfied" with the services of the Unit. It shall conduct a survey targeting MCC freshmen, sophomores and transferees regarding their experience in the Institution.

D. Smooth Operations Processes

Aside from participating in the OVPEA's initiatives in ensuring smooth operations of its units, the Admissions Unit also created its plan for 2021. The Unit shall conduct at least three review sessions to evaluate the Admission portal and identify areas for improvement. The Unit shall also help in developing the Admission portal of MCC.

E. Enhance Research Opportunities

Taking part of OVPEA's objective of ensuring the publication of 2 research outputs from the OVPEA, the Admissions Unit shall publish a research study in relation to Admissions. The proposed study shall be used to guide the Academic Affairs Office to make evidence-based decision on program offerings of MCC.

## **II. Alumni Relations Unit**

### **A. Increase Number of Grants and Donations**

The Alumni Relations Unit, along with several other units of OVPEA, shall engage in partnerships with 20 benefactors and 10 industries and/or organization for possible grants and funding. This plan shall be executed with the Scholarships and Grants Unit, Internationalization Unit and Partnership and Linkages Unit.

### **B. Advance Student Success (Employability and Graduation Rates)**

The Alumni Relations Unit shall ensure that MCC provides its graduates with job opportunities helping MCC graduates and alumni jumpstart their careers. The Unit have created preparatory plans aiming for 80% employability rate and 50% aligned employment of MCC graduates by 2022.

Together with the Career and Placement Unit, the Alumni Relations Unit shall post at least 5 job opportunities for MCC graduates. Another plan of the Unit is to feature 5 MCC alumni, inspiring graduates to also create their own career paths. Moreover, the Alumni Relations Unit shall register at least 20 MCC graduates in the Alumni Association.

### **C. Strengthen Linkages and Networks**

The Alumni Relations, with the Partnership and Linkages Unit, shall contribute in OVPEA's objective of ensuring partnerships with 30 local organizations and a partnership with at least 1 organization in the Asia-Pacific and/or Americas.

With this objective, the Alumni Relations Unit shall engage activities and/or agreements with 10 industries for MCC's alumni, 10 for MCC employees and 10 for MCC students.

### **III. Career and Placement Unit**

#### **A. Student Satisfaction**

In support of institutional efforts to ensure student satisfaction, the Career and Placement Unit shall conduct a student satisfaction survey in all activities and transactions to ensure quality service.

#### **B. Advance Student Success (Employability and Graduation Rates)**

In advancing student success, the Career and Placement Unit have developed plans and initiatives that aiming for 80% employability rate and 50% aligned employment rate of MCC graduates by 2022.

Together with the Alumni Relations Unit, the Career and Placement Unit shall post at least 5 job opportunities for MCC graduates. The Unit shall also reach at least 30 industries or companies via email to increase visibility of MCC to potential employers/partners.

Part of the Unit's plans to prepare MCC's graduates in the workplace is by boosting their morale and confidence. The Unit aims to post at least one career quote per week and at least one career-related article per month. Furthermore, the Unit shall conduct webinars on resume writing, on how to ace a job interview and labor education, as well as infographics. It shall also conduct a mock and exit interview for graduating students.

#### **C. Strengthen Linkages and Networks**

As part of Career and Placement's role to create partnerships with companies and potential employers, the Unit shall also strengthen its linkages and networks with these partners. With this objective, the Unit shall organize a Stakeholder's Summit, promoting and recognizing MCC's industry partners and partner organizations. On top of that, the Unit also plans to feature two industry leaders.

D. Enhance Research Opportunities

Aside from the previously mentioned efforts of the Admissions Unit to produce a research study relating to its processes, the Career and Placement Unit shall also publish their own research specific to their function. The Unit shall produce and publish a Graduate Tracer Study and research. This study shall be used to track and measure the employability of MCC graduates, as well as the trend of graduation rates of MCC over the years.

**IV. Internationalization Unit**

A. Expand CHED Grant

The Internationalization Unit creates network and establish MCC's partnerships with international organization. With this specialization, the Unit shall provide the Admissions Unit support in promoting MCC internationally by attending in at least one international school fair.

B. Increase Number of Grants and Donations

The Internationalization Unit, along with several other units of OVPEA, shall engage in partnerships with 20 benefactors and 10 industries and/or organization for possible grants and funding. This plan shall be executed with the Scholarships and Grants Unit, Alumni Relations Unit and Partnership and Linkages Unit.

Moreover, the Unit shall also participate in three virtual fairs/engagements that shall create opportunities in scholarships, grants and donations.

C. Student Satisfaction

In support of institutional efforts to ensure student satisfaction, the Internationalization Unit shall conduct a student satisfaction survey in all activities and transactions to ensure quality service. This plan aims to ensure that 85% of students are "very satisfied" with the overall services of the Unit.

D. Strengthen Linkages and Networks

The Internationalization Unit created plans gearing towards strengthening linkages and networks of MCC. This aims to ensure that there are established partnerships with 30 local organizations and at least 1 organization in the Asia-Pacific and/or Americas.

One of the plans of the Unit is to ensure that all international partners are kept up to date with goings-on in MCC. This means that all partners shall be provided with news, updates and email greetings. In addition, the Unit shall develop public service announcements that will foster diplomatic relations with other countries and institutions.

On top of these plans, the Unit have also formulated strategies that shall be executed with the Partnerships & Linkages Unit.

These units shall organize three virtual engagements with Education USA, Australia Education, Japan Education and Korean Education. They shall also join three international organizations. These organizations are SEAMEO (Southeast Asian Ministry of Education Organization), Association of Universities in the Asia and the Pacific, and the UN Academic Impact.

Furthermore, the units shall conduct webinars or produce infomercials that will feature the history, culture and heritage of three countries. Some of their options are Belgium, Canada, Australia, New Zealand, Poland, Israel, or any ASEAN country (Singapore, Malaysia, Thailand, Indonesia, Vietnam, Brunei).

The units shall also conduct as set of lecture series, the Japan 101 Course – Peace Club from Kapan. Moreover, they also plan to attend a virtual training on Global Citizenship and Peace as initial step in creating the course, Asia Pacific Center of Education for International Understanding (APCEIU).

E. Smooth Operations Processes

The Internationalization Unit aims to ensure smooth operations of the Unit. To measure such objective, the Unit shall ensure that 75% of the end-users are “very satisfied” with their services.

In order to do so, the Unit shall visit at least one national or international university to benchmark on best practices and identify areas of improvement in MCC.

F. Enhance Faculty and Staff Development and Resources

The Internationalization Unit created a plan with the Partnership and Linkages Unit to take part in the Institution’s initiatives in furthering the development of its employees, as well as providing necessary resources to do so.

The units shall conduct webinars featuring 10 international speakers. This includes speaker for the IHTM Department, the Worldwide Manager of Marriot Hotel. For IASTE, the units shall conduct a webinar with speakers for the quincennial. The units shall also conduct the UN Youth Ambassador for the Student Council. Moreover, the units shall feature speakers on the webinar on Internationalizing Educational System.

**V. Partnerships and Linkages Unit**

A. Increase Number of Grants and Donations

The Partnership and Linkages Unit, along with several other units of OVPEA, shall engage in partnerships with 20 benefactors and 10 industries and/or organization for possible grants and funding. This plan shall be executed with the Scholarships and Grants Unit, Internationalization Unit and Alumni Relations Unit.

Moreover, the Unit shall also participate in three virtual fairs/engagements that shall create opportunities in scholarships, grants and donations.

B. Strengthen Linkages and Networks

The Partnerships and Linkages Unit shall contribute in OVPEA's objective of ensuring partnerships with 30 local organizations and a partnership with at least 1 organization in the Asia-Pacific and/or Americas.

With this objective, Partnerships and Linkages, along with the Alumni Relations Unit, shall engage activities and/or agreements with 10 industries for MCC's alumni, 10 for MCC employees and 10 for MCC students.

Moreover, the Unit shall conduct 2 activities and/or programs in partnership with local or national higher education institution(s). In addition, it shall conduct an activity or establish an agreement with 4 national or local organizations or associations.

As for existing partners, the Unit aims to ensure that the Institutions' membership in at least 5 national or local academic association is maintained or renewed. The Unit shall also ensure that all industry partners of MCC are acknowledged in the official website, as well as in MCC's social media accounts. In addition, all industry partners' logos shall be placed in the College portfolio and brochure, and all partners are acknowledged in special events of the College. Finally, the Unit shall conduct and engage in at least two network meetings every month.

On top of these plans, the Partnerships & Linkages Unit have also formulated strategies that shall be executed with the Internationalization Unit.

These units shall organize three virtual engagements with Education USA, Australia Education, Japan Education and Korean Education. They shall also join three international organizations. These organizations are SEAMEO (Southeast Asian Ministry of Education Organization), Association of Universities in the Asia and the Pacific, and the UN Academic Impact.

Furthermore, the units shall conduct webinars or produce infomercials that will feature the history, culture and heritage of three countries. Some of their options are Belgium, Canada, Australia, New Zealand, Poland, Israel, or any ASEAN country (Singapore, Malaysia, Thailand, Indonesia, Vietnam, Brunei).

The units shall also conduct as set of lecture series, the Japan 101 Course – Peace Club from Kapan. Moreover, they also plan to attend a virtual training on Global Citizenship and Peace as initial step in creating the course, Asia Pacific Center of Education for International Understanding (APCEIU).

C. Smooth Operations Processes

The Partnerships and Linkages Unit have created plans with the objective of ensuring that 75% of end-users are “very satisfied” with their services

In order to do so, the Unit shall visit at least one national or international university to benchmark on best practices and identify areas of improvement in MCC. Moreover, the Unit shall conduct monthly meetings with focal persons/ coordinators of all Institutes.

D. Enhance Faculty and Staff Development and Resources

The Partnership and Linkages Unit created a plan with the Internationalization Unit to take part in the Institution’s initiatives in furthering the development of its employees, as well as providing necessary resources to do so.

The units shall conduct webinars featuring 10 international speakers. This includes speaker for the IHTM Department, the Worldwide Manager of Marriot Hotel. For IASTE, the units shall conduct a webinar with speakers for the quincennial. The units shall also conduct the UN Youth Ambassador for the Student Council. Moreover, the units shall feature speakers on the webinar on Internationalizing Educational System.

**VI. Scholarships and Grants Unit**

A. Increase Number of Grants and Donations

The Scholarships and Grants Unit, along with several other units of OVPEA, shall engage in partnerships with 20 benefactors and 10 industries and/or organization for possible grants and funding. This plan shall be executed with the Alumni Relations Unit, Internationalization Unit and Partnership and Linkages Unit.



Moreover, the Unit shall also participate in three virtual fairs/engagements that shall create opportunities in scholarships, grants and donations. It shall also publish a brochure and produce a commercial for scholarships and grants. Further, the Unit shall post on social media at least one announcement, event and activity that are related to scholarships and grants.

With the objective of sustaining relationships with benefactors, the Unit shall conduct at least one meeting every month with these sponsors online or via phone call. Moreover, the Unit shall conduct semestral reporting of the status of the scholars to their respective sponsors. Finally, the Unit shall conduct a Recognition Day for Benefactors, and provide certificates and tokens to them showing the Institution's appreciation for their acts of goodwill.

**B. Student Satisfaction**

In support of institutional efforts to ensure student satisfaction, the Scholarships and Grants Unit shall conduct a student satisfaction survey in all activities and transactions to ensure quality service.