



CREATIVE ACTION PLANS, SY 2020-2021

AQM has the following manpower:

Rowena C. Laigo	- Director
Nancy D. De Los Santos	- Chair, Policies and Standards
Janice T. Ilano	- Chair, Review and Enhancement
Michael Adrian D. Dupaya	- Academic Personnel Evaluator
Jean N. Francisico	- Academic Personnel Evaluator
Rejean S. Tagnipez	- Academic Personnel Evaluator

Listed below are the Activities of AQM:

- 360 Degree Performance Evaluation
 - Academic Teaching/Service Faculty Semestral Evaluation
 - Administrators Evaluation (Annual)
- Monthly Customer Feedback Form
 - Conduct of the activity to 17 Academic Departments
- AQM Visit Document Review Checklist
 - Conduct of the activity to 17 Academic Departments Annually (2nd Semester)
- Sustenance of CHED Autonomous Status
 - Identification of Documents Needed
 - Collection of Important Documents
 - Review of Documents Submitted
- PAASCU Visit
 - Compilation and Review of the Reports for the Common Areas
 - Preparation of Exhibits and Actual Visit
- AUN-QA Framework Implementation
 - Submission of Program Specification (for all programs)
 - Submission of Course Specification (for all programs)
- AUN-QA Program Assessment
 - Preparation of the Self-Assessment Reports of Pharmacy, Nursing, Radiologic Technology, & Medical Laboratory Science
 - Continuous coordination or updates from Asean University Network (AUN)

Activities On Hold:

- Plantilla Review
- Syllabi Review





AQM Creative Action Plans for SY 2020-2021

Activity	Description	In-Charge	CREATIVE ACTION PLAN
360 Degree Performance Evaluation <ul style="list-style-type: none"> ATF/ASF Evaluation 	Semestral evaluation of probationary, fixed-term, and part time ATF/ASF. Permanent ATF/ASAF are evaluated once.	AQM Team	<ul style="list-style-type: none"> Implement total online evaluation and give result directly to ATF/ASF concerned through email Review and revise evaluation tools based on the strategies taken by each program in lecture and clinical/laboratory areas Update PSG in the Conduct of Performance Evaluation of ATF/ASF Identify alternative for classroom observation of heads based from the ideas/suggestions of different programs
360 Degree Performance Evaluation <ul style="list-style-type: none"> Administrators' Evaluation 	Annual evaluation of Administrators Evaluation	AQM Team	<ul style="list-style-type: none"> Review and revise GOSM based on SY 2020-2021 Strategies Develop a standard evaluation tool for administrators if possible Implement total online evaluation and give result directly to concerned administrator through email Update PSG in the Conduct of Performance Evaluation of Administrators





Monthly Customer Feedback Form	Preparation of monthly reports on the services offered by each department through feedback of customers	Ms. Janice T. Ilano Ms. Nancy De Los Santos Ms. Rowena C. Laigo	Coordinate with CIETI/ICT the inclusion of online customer feedback form to be answered by client after each visit/inquiry done in the website of the different departments in Academics
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AQM Creative Action Plans for SY 2020-2021			
Activity	Description	In-Charge	CREATIVE ACTION PLAN
AQM Visit through Document Review Checklist	Preparation of each department in Academics in different certification, assessment, and accreditation through proper documentation. Report of findings and recommendations are given after the visit.	Ms. Janice T. Ilano Ms. Nancy De Los Santos Ms. Rowena C. Laigo	<ul style="list-style-type: none"> Submit documents through electronic copies Compile strategically and systematically electronic copies needed for accreditation, certification and assessment activities Create guidelines in the submission of documents and release of findings and recommendations through online
Maintaining CHED Autonomous Status	Readiness of the Institute once CHED opens the application for renewal of current status. This is done through collection of needed documents and coordination to	Ms. Rowena C. Laigo Ms. Nancy D. De Los Santos Ms. Janice T. Ilano	<ul style="list-style-type: none"> Submit online the OVCA Forms needed for renewal Submit Online review of documents Compile strategically and systematically electronic copies needed





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ACADEMICS ACADEMIC QUALITY MANAGEMENT

	other units outside Academics.		
PAASCU Visit	Coordination with the programs to be visited by PAASCU for re-accreditation. Assistance in the preparation of reports and documents for exhibit.	Ms. Rowena C. Laigo Ms. Nancy D. De Los Santos Ms. Janice T. Ilano	<ul style="list-style-type: none"> Prepare electronic copies of reports and documents Initiate creation of virtual tour of programs to be visited by PAASCU (if possible) Prepare video presentations of different areas included in the visit. This is in coordination with the program and common area heads (advance preparation)

AQM Creative Action Plans for SY 2020-2021

Activity	Description	In-Charge	CREATIVE ACTION PLAN
AUN QA Framework Implementation	Compliance to maintain the Associate Membership of DLSMHSI to AUN.	Ms. Rowena C. Laigo Ms. Nancy D. De Los Santos Ms. Janice T. Ilano	<ul style="list-style-type: none"> Prepare and check the requirements needed to meet the standards of AUN QA. Submission will be done electronically. Receive continuous updates from AUN (Manual Revision from Version 3 to Version 4 that might require online training). Echo webinar to different programs and departments for updating Check updated Academics website (per department)





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AUN QA Program Assessment	<p>Preparation for the programs (Pharmacy, Nursing, Radiologic Technology, Medical Laboratory Science) readiness to undergo AUN QA Program Assessment scheduled on 2021.</p>	<p>Ms. Rowena C. Laig Ms. Nancy D. De Los Santos Ms. Janice T. Ilano</p>	<ul style="list-style-type: none"> Prepare SAR reports and documents in the appendix of AUN QA Version 3 Manual for Program Assessment Receive continuous update from AUN Create virtual tour of programs to be visited by AUN (if possible) Prepare video presentations of programs accepted in program assessment. This is in coordination with the SAR heads (advance preparation for possible online assessment)
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