



Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
PHILIPPINE SCIENCE HIGH SCHOOL - BICOL REGION CAMPUS
Tagongtong, Goa, Camarines Sur

PSHS-BRC MANAGEMENT REVIEW MEETING

Minutes of the Meeting

October 21, 2020

Room 111 (Board Room), PSHS-BRC

I. ATTENDANCE

Present:

Lorvi B. Pagorogon, Campus Director
Fely B. Buera, CID Chief
Joy Melga B. Olazo, SSD Chief
Maria Cecilia A. Gonzaga, FAD Chief/Planning Officer
Sevedeo J. Malate, Asst. CID-FAYP
Jay P. Bassig, Asst. CID-SYP
Mark Anthony M. Del Rosario, QMR
John Rhayel S. Del Los Santos, Lead IQA

II. AGENDA

III. HIGHLIGHTS OF THE MEETING

A. Call to Order

The meeting commenced at 9:30 a.m. and was presided by Mark Anthony M. Del Rosario, QMR

B. Discussions, Updates and Agreements

FROM	HIGHLIGHTS OF THE DISCUSSION	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS
1. Status of Action from the Previous Management Review <i>1. The 2019 OPCR final rating is 4.292 (Very Satisfactory) submitted by Campus Director, Engr. Lorvi B. Pagorogon and was approved May 3, 2019, and finally rated by PSHSS Executive Director Lilia T. Habacon dated 15 August 2020</i> <i>2. Average Rating for Teacher Evaluation for 2019 was 4.605 which has a descriptive equivalent of "Outstanding".</i> <i>3. The SSD Chief reported that there were 6 additional Dormitory Managers, The FAD-GSU reported that there we 3 additional Security Guards provided, the GSU Offices are registered Psychometrician so an on-call service of a licensed Clinical Psychologist was availed instead, additional infrastructures such as counseling room was put on hold due to the quarantine implementation, stock room - a property building is on process of procurement, and records room will be included in the proposed and procured property building, upgrading of Dormitory facilities (receiving area)- the improvement of the receiving area is ongoing.</i>					
2. Business for the Day					
2.1. <u>Changes In External and Internal Issues that are relevant to the QMS</u> <i>There is a significant change on external and internal issues brought in by the pandemic which is the assurance of delivery of the main product and services despite of the community quarantine and travel restrictions</i>					
2.2. <u>Customer Satisfaction and Feedback from Interested Relevant Parties</u> <i>The customer satisfaction survey is discussed in Part 2.6 of this Minutes. Feedback from the clients starting March 2020 was collected and adapted to the distance learning scheme to address their specific needs. The data was collected mostly through chat, SMS, email and phone calls, since the main clients (students) are in their homes due to community quarantine restrictions. Majority of the instruments used were open-ended questions that require qualitative responses. The responses were collected and collated by the Planning Officer-designate and acted upon by the Management Committee.</i>					

	<p><u>Competitions in STEM won and participated in.</u></p> <p>23 of 24 competitions participated were won.</p>			
	<p>4. <u>Percentile of Students in Math in the US-Based SAT.</u> No SAT exam for PSHS-BRC from 2020 because there are no exam/testing centers within the region.</p>		I	
	<p>5. <u>Rank of the PSHS-BRC in UPCAT.</u> Based on the 2019 UPCAT result released last April 2020, the PSHS-BRC was ranked 4th among the entire Philippines. No UPCAT yet scheduled for 2020.</p>		A0	No update yet from UP on whether UPCAT will be pushed through this year.

	<p>6. <u>Number of Municipalities and Recipients of Promotional Activities.</u></p> <p><i>The 2020 National Competitive Examination was rescheduled on February 2021 and the NCE Campaign is still ongoing until December 2020. Final data on the number of the recipient municipalities will be determined in January 2021</i></p>		A0	To be updated on January 2021.
	<p>7. <u>Human Resource Management and Development.</u></p> <p><i>79% of the employees attended at least one training and professional development activity from January 2020 onwards.</i></p>		I	

	<p>8. <u>Budget Utilization.</u> <i>As of September 30, 2020, the budget utilization rate is 62.87 %; NCA utilization is 80%.</i></p>		I	
<p>2.4. <u>Process Performance and Conformity of Products and Services</u></p>	<p><i>The Curriculum and Instruction Division (CID) signified that all performance indicators in the DPCR have been attained except for the following:</i></p> <p><i>1.) Percentage of Freshmen able to get a GWA of 2.5 or better in the 2nd quarter (2nd Quarter ends on January 2021); 2.) Competitions; 3.) UPCAT; 4.) SAT; 5.) All student activities which require them to travel and have face to face contacts.</i></p> <p><i>The Student Services Division (SSD) reported the following:</i> <i>There are currently five hundred thirty three (533)</i></p>		<p>I</p> <p>I</p>	

	<p><i>scholars enrolled and supported.</i></p> <p><i>As of October 2020, there are no dormers availing the services of the Residence Hall Unit (RHU) due to suspension of face to face classes; There are five hundred thirty three (533) scholars monitored and accounted for by the Health Services Unit (HSU).</i></p> <p><i>The Finance and Administration Division reported the following: The Human Resource Management Unit accounted 79% of employees has attended training, programs, seminars.</i></p> <p><i>Scholars' stipends were released on time.</i></p> <p><i>Accomplishment of other targets is ongoing such as budget utilization. As of October 31, 2019, 62.87% of the funds is utilized and 80% of NCA is utilized.</i></p>		I	
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2.5. <u>Nonconformities and Corrective Action</u>	<i>The 1st Surveillance Audit yielded 0 nonconformities.</i>		<i>I</i>	
2.6. <u>Monitoring and Measurements Results</u>	<p><i>The client satisfaction on services offered by all offices derived from data in the Client Feedback Forms were treated and analyzed.</i></p> <p>Findings: <i>As of October 2020, offices in the PSHS-BRC had a rating of 4.87 (Excellent) which is higher than 4.81 from 2019 Client Satisfaction Rating.</i></p> <p><i>Offices with low points have been informed and supervisors were asked to craft strategies to enhance their rating. A comparative graph from 2018 to 2020 was prepared and presented during Campus Management Review.</i></p>		<i>I</i>	<p><i>In response to the qualitative feedback collected from the weekly Student-Class Adviser feedback session, Parent feedback, and System LG meetings, PSHS-BRC made significant adjustments to address the issues brought in by the Distance Online and Modular Learning Scheme. Some of which are as follows :</i></p> <ol style="list-style-type: none"> <i>1.) Monitoring of LG quantity upload for the week via Teacher Monitoring Sheet.</i> <i>2.) Implementation of Assessment Listing per subject</i> <i>3.) Implementation of no output requirement 1 week before periodic exam week</i> <i>4.) Parenting Seminar</i> <i>5.) Wellness Seminar for students</i> <i>6.) Implementation of Quarter Break the week after periodic exam week</i>

2.7. Internal Quality Audit Results

The Internal Quality Audit conducted October 12-23 yielded 0 CAR and 0 OFI. Minor observations were noted and was immediately addressed by the concerned offices.

HIGHLIGHTS OF THE DISCUSSION	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS
2.8. <u>Performance of External Providers</u>				
<i>The performance of external providers were clustered and rated as follows:</i>				
<i>GOODS</i>				
<i>Regular</i>	<i>3 out of 20 or 15%</i>		<i>I</i>	
	<i>16 out of 20 or 80%</i>			
	<i>1 out of 20 or 5%</i>			
<i>New</i>	<i>9 out of 9 or 100%</i>			
<i>SERVICES</i>				
<i>Regular</i>	<i>7 out of 16 or 43.75%</i>			
	<i>9 out of 16 or 56.25%</i>			
<i>New</i>	<i>6 out of 6 or 100%</i>			
<i>INFRASTRUCTURE</i>				
<i>Regular</i>	<i>2 out of 2 or 100%</i>			
<i>New</i>	<i>2 out of 2 or 100%</i>			

<p><i>SECURITY</i></p> <p><i>Regular 1 out of 1 or 100% Retain supplier, point out weaknesses</i></p> <p><i>JANITORIAL</i></p> <p><i>Regular 1 out of 1 or 100% Retain supplier, point out weaknesses</i></p> <p><i>FOOD SERVICE-3.56 (Very Satisfactory) rated using PSHS-00-SSD-02-Ver2-Rev0-020120-Food Service Evaluation Form</i></p> <p><i>The ratings manifest good relationship between the school and the external providers.</i></p> <p><i>The low points in the specific areas of evaluation was discussed with the external providers and/or immediate supervisors for their planning and appropriate action.</i></p>			
<p><u>2.9.Adequacy of Resources</u></p> <p><i>As reported by the FAD/ Budget Unit, the utilization of funds and NCA as of September 30, 2020 is 62.87% and 80%, respectively. Processing of procurement and payments is still ongoing.</i></p> <p><i>The HRMU reported that there are 76 Regular PSHS-BRC Employees and 9 Contract of Service. 51 of which are faculty and we have 25 non-teaching personnel</i></p> <p><i>As reported by the Supply and Property Management Officer, supplies and equipment are still adequate based on recent inventories.</i></p>		<p><i>I</i></p> <p><i>I</i></p> <p><i>I</i></p>	

<p>2.10. <u>Effectiveness of Actions Taken to Address Risks and Opportunities</u></p> <p><i>From the result of the Risk Assessment, the PSHS-BRC identified the significant risk, which is the loss of life due to failure of providing immediate intervention to students needing psychological help and compromise of safety, security and well-being of clients and stakeholders (due to outdated policies). This was addressed in the Risk Treatment Plan.</i></p> <p><i>The campus implements the controls available and its Action Plan effectively, therefore, no successful attempts thereafter its implementation and there is no formal complaint arising from an outdated policy.</i></p> <p><i>From the result of the Opportunity Assessment, the PSHS-BRC has pursued most the opportunities identified.</i></p> <p><i>However, the school management declined 2 opportunities due to health and safety risks brought by the COViD- 19 pandemic. As of October 2020, these opportunities are either done, ongoing or preparations are being done.</i></p> <p><i>Latest SWOT Analysis from the OPCR was prepared last July 20, 2020 and was cascaded to the respective units. Results were already discussed during the Management Review conducted last October 21, 2020.</i></p>		I	
<p>2.11. Opportunities for Improvement</p> <p><i>The following are the accomplished improvements for 2020:</i></p> <ol style="list-style-type: none"> <i>1.) Automation of processes (KHub, HRMIS, E-NGAS, E-Based System, Online Evaluation System (Teachers and Food Services))</i> <i>2.) Completion of ACA Building III (Phase 2 awarded last October 9, 2020)</i> 		I	

<p>3.) <i>Completion of Science and Technology Building (Phase 2 awarded last August 24, 2020)</i></p> <p>4.) <i>Construction of Science Research Facility (awarded last August 10, 2020)</i></p> <p><i>Planned Improvements:</i></p> <ol style="list-style-type: none"> 1. <i>Use of Enhanced NFAPS for NCE (online application)</i> 2. <i>Student Information System institutionalization</i> 3. <i>INFRASTRUCTURE: Repair of ACA 1, ACA 2, Dormitory 1 and 2, Construction of Property Office, Materials Recovery Facility, Site Development (Cistern), Motorpool and Parking, Upgrading of Network Infrastructure and Communication System, Implementation of K-12 Program (MITHI-ICT Infrastructure)</i> 		I	
<p>2.12. Any need for changes to the QMS</p> <p><i>Systemwide and local memorandum were issued in order to adapt to the immediate response needs within the pandemic. Planning of long term changes to the QMS shall be determined by the PSHS System QMS Council.</i></p> <p><u><i>Changes on the Manuals</i></u> <i>Version 2 of the manuals were issued last February 1, 2020. There were also changes on some forms over the previous months. Such have been noted and copies of the controlled copy are with the Document Controller.</i></p>		I	
<p>2.13. <u>Resources Needed</u> <i>The school needs additional personnel such as:</i></p> <ol style="list-style-type: none"> 1. <i>Dormitory Managers</i> 2. <i>Security Guards</i> 			

3. Janitor
4. Clinical Psychologist or Psychiatrist
5. Assistant Librarian
6. Clerk/Office Assistants

These needed resources will be dealt with on the Campus Planning for CY 2021.

2.14. **Other Matters**

Status of License/Permit Application

On going applications for DENR-EMB permits.

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C. Adjournment

There being no other matters to discuss, the meeting was adjourned at 2:20 p.m.

Prepared by:


MARIA CECILIA A. GONZAGA
FAD Chief/Planning Officer

Noted by:


MARK ANTHONY M. DEL ROSARIO
Quality Management Representative

Approved by:


LORVI B. PAGOROGON, RPAE, MHWQ
Campus Director