

OFFICE: DSA

AREA	Strengths	Weaknesses	Opportunities	Threats	Relevant Interested Parties	
					Internal	External
DSA office	creation of a new division dedicated to student affairs (SCALE, SIP, Student Government and Organizations, Homeroom and House Program, Exchange program) allowing student services division to handle and cater to an increased student population	Lack of working documents such as duties and responsibilities			ManCom, DSA Chief, Sub-division heads	BOT, ExeCom
On-Campus activities	Various activities/ programs available for holistic development of students	Limited facilities and number of venues	Partnership with outside organization, resource persons, alumni, PTA, PCORI	Parents will not allow the students to join	DSA, advisers, teacher sponsor, EPWM	Parents/students
	Many activities are student-led	Some programs do not have clear objectives	Competitions/ Tournaments	Student involvement in accidents		
	Flexibility of school calendar	Lack of club advisers/ Faculty Sponsor/ Adult Supervisor	Training of HRA & ASA	Suspensions/Disruptions		
	Many teachers are willing to be club advisers	partial implementation of waste management in every activity	Coordination with EPWM and involvement of other students from Gr 7-10			
		Limited funding available for activities	Training of club advisers			
Off-Campus activities	Many qualified students	Limited funding available	Expand existing roster of active partnerships (Led Ex, SCALE, SIP)	Parents not giving consent	DSA, teacher chaperone	organizers, partner institutions, parents, students
	existing partnership with institutions	Insufficient Teacher Chaperone/ Adult Supervisor	Funding from PSHS Foundation	agreement with partner organizations might change		
		Limited transportation for Off campus House, Batch, HR, such as educational trips/retreat	Partnership with outside organizations			
	linkages with outside institutions	limited to foreign institutions (Exchange program)	exchange program with other campuses			
Planning/ Approval of Activities	existing documents	gaps in guidelines in forming and approval of new clubs	use of technology (database for forms)	cancelled activities due to inclement weather	DSA, teacher sponsor	Parents, students
	organized matrix of usage of facilities	documents are not streamlined	existing templates from other institutions	Parents overstep their role as support group		
	existing organizational structure (SIP, SCALE, clubs)	dissemination of information to students (eg. School Calendar of Activities)		Lack of SIP slots from PSHSS		
	planned activities (SCALE)	timely submission of activity permits		Delay of decisions from PSHSS (e.g. SIP, SCALE)		
		guidelines for approval of club activities				
Selection Process	we have existing guidelines	documentation	Expand number of Partner/ Host Organizations	Parents question decisions	DSA, subdivision heads (i.e. SIP coordinator, LedEx coordinator)	Parents, students, host organization
		lack of centralization of student information for selection				
		timely communication and completion of selection process				
Evaluation	we have existing forms	forms are limited and may not be comprehensive	learn from existing best practices from other schools, organizations		DSA, subdivision heads	students
		no comprehensive/summative report for action.	trainings for HR Advisers			
		non-implementation of suggested actions				
Year-end/post activity Reports	existence of DSA office	non-compliance/ non-submission of organizers/ supervisors			DSA, subdivision heads, advisers, teacher chaperones	OED, ExeCom, BOT, students
	with dedicated manpower (secretary)	not organized filing of reports				
	smooth turnover of files from SSD	lack of electronic database	incorporation in e-based system			
	production of imprints magazine	irregularity of production	Creative students/clubs can share their skills in layouting and proofreading	Inability to mass-produce (Imprints) due to cost		
SCALE Program	existing documents	steep learning curve due to initial implementation	existence of System Wide SCALE Group	questionable SCALE activities proposed by students	DSA, SCALE Coordinator, ASA, club advisers, adult supervisors	OED, partner institutions
	training		possible partnerships with out-of-school adult supervisors			

Club Life Cycle	number of existitng clubs	guidelines in club formation	Well rounded students can form their clubs and submit proposal	Some clubs may not be sustainable because of changing student interests	DSA, Club Coordinator, Club Adviser	students, parents
	varied interest of the students					
Succession	increase in qualified teachers due to promotion	unclear succession plan/policy/guidelines			OCD, ManCom, faculty	