

**Operational Plans and Projects
(SY 2018-2019)
&
Program Evaluation and Gap Analysis
(SY 2017-2018)**



**Recoletos School of Theology, Inc.
Recoletos Formation Center**
81 Alondras St. Miranila Homes, Congressional Ave.Ext.
U.P.P.O. BOX 206, UP Diliman
1101 Quezon City Philippines



Rector's Message

The Province of St. Ezekiel Moreno has restructured her organization. The Recoletos, to revitalize our life and mission, now focus and put more emphasis on our formation in the Augustinian Recollect spirituality and charismatic identity. This we do in view of the apostolate and the direction of the Order and the Province during this quadrennium 2018-2022.

The Recollect community at Mira Nila Homes, on its part, revisited RFC and RST's institutional plan and re-aligned objectives and activities to the vision and mission set by the 55th General Chapter and the 7th Provincial Chapter. We make our own the prayer and desire of all the brothers, sisters, affiliates and collaborators of the Province:

Placing all our trust in God's mercy, we, the Augustinian Recollects of the Province of St. Ezekiel Moreno, desire to be creators of communion and witnesses to Gospel values through our consecrated life and servie to humanity.

Fr. Lauro V. Larlar, OAR
Rector: RST
Prior: RFC

Table of Contents

Rector's Message	2
Recoletos School of Theology, Inc. Five-Year Development Program (2017-2022)	3
Annual Departmental Operational Plans and Programs (2018-2019)	6
Department: Office of the Dean of Studies and Student Welfare	7
Department: Research, Publication, Planning and Development	10
Department: Records, Information Technology and Promotion	11
Department: Outreach Program and community Extension Program	16
Recoletos Formation Center Five-Year Development Program (2017-2022)	17
RFC: A Community of Evangelized and Evangelizing Augustinian Recollects	18
Annual Operational Plans and Programs (2018-2019)	20
A Community of Evangelized and Evangelizing Augustinian Recollects	21
Spirituality:	26
A Center for Augustinian Studies and Recollect Spirituality and Heritage	26
Performance Evaluation and Gap Analysis (SY 2017-2018)	28
Research, Publication, Planning and Development	29
Department: Records, Information Technology and Promotion	31
Department: St. Augustine Library	35
Outreach and Community Extension Sevices:	37
Budget and Finance Management and Property Administration	39
Planning Activities Schedule for Sy: 2018-2019	42
Cluster Head and Members List	43
Minutes of the Suggestions and Concerns	44

Recoletos School of Theology, Inc.

Five-Year Development Program (2017-2022)

Recoletos School of Theology

1. **Recoletos School of Theology: Center for Theological and Pastoral Studies**

- Review the Vision, Mission Goals and Objectives of RST aligning these to the following:
 - ☐ The primary missionary identity of the Church, Order, and Province.
 - ☐ A Response to the demands of and a contribution to the development of local church
 - ☐ Recoletos Educational Identification Program
- Revisit the Theology Curriculum in view of the following concerns:
 - ☐ Demands of the affiliation with University of Sto. Tomas (Pontifical and Royal University)
 - ☐ Requirements of CHEd—Outcomes-Based Education; and the requisites of Asian Integration
 - ☐ Mission and Pastoral Orientation of the School of Theology
- Revisit and implement the student academic and Student Welfare Handbook
- Review the preparations, nature, contents and process and procedure for comprehensive Examinations,
- Create and implement Biblico-Catechetical and theological Program for Recollect Parish Based Catechists, Religion Teachers and Theology Professors in Recollect run educational institutions.
- Craft a Curriculum Development and Management Plan to addresses issues related to Pontifical Affiliation.
- Extend the theological program offering to Dioceses of the peripheries and pious groups within and beyond the diocese of Novaliches
- Implement the sustainable development program for resident professors

2. **A Center for the Study of St. Augustine and His Spirituality**

- To Create a program for the Study of St. Augustine and His contribution to Theology and Spirituality
- To collaborate with the Secretariat of Formation and Spirituality for the

promotion of programs related to continuous formation in the aspects of the following:

- ☐ Theology formation Update for Religious in the active apostolates
- ☐ Renewal Programs and Exercises
- ☐ Sabbatical Programs
- ☐ Crisis Intervention Programs
- To collaborate with the Secretariat on Ministerial Apostolate in the promotion of program related to the formation of lay Augustinian Recollect collaborators: Administrators, faculty, Catechists.

3. **Developed Research Culture, Publication, Planning and Development**

- To align all research endeavors into the publication of Quaerens and have Quaerens become a refereed journal recognized by CHEd and other accrediting institution.
- Consolidate research endeavors of RST
- Review and Implement Research programs and manuals
- Align to NHERA 2 if possible
- Strengthen research capabilities of theology students
- Promote theological Pastoral research agenda
- Publication of Recollect Related Researches
- Promotion of Quaerens for journal exchange in collaboration with St. Augustine Library
- To be the publication center for RST
- To help in the conduct of planning and evaluation of programs for RST
 - ☐ Be the data bank for all planning, implementation, and evaluation of the institution,

4. Efficient Center for Records, Information Technology, and Promotion

- To create and maintain an integrated and centralized information data services for the institution relative to:
 - Student Information, Faculty Data, and RST Alumni
 - Academic programs of RST
 - Budget and Finance Data
 - Research, Publication and Development data
- To prepare for an alumni home-coming based on UST affiliation.
- To promote the theological program offerings to other dioceses, religious congregations and pious groups and lay to improve class density.
- To hire a qualified and professional registrar to sustain programs, record keeping and affiliation and accreditation demands.

5. Systematized, easy access, and research efficient St. Augustine Library

- To achieve a ninety percent familiarization of students regarding library services
 - Improve purchasing strategies and product categorization leading to increased competitiveness
- To organize updating of personnel
- To Provide accurate and timely support for a proper management data systems
- To attain specific improvement on specific areas of the library.
- To provide faculty, students, and the public with access to collections, information resources and services.
- To provide fire and other emergency ready facilities and instructions
- To update Library binding services
- To innovate OPAC services

6. Organized, sustainable, and inclusive Outreach Program

- Administer and direct all extension and training programs of the Institution;
- Develop linkages with other agencies to avail expertise, facilities and funds in achieving the objectives of the extension programs of RST;
- Coordinate and/or collaborate extension activities with other agencies in the province, region or in the country to have relevant outcomes;
- Source out funds and grants from governmental, non-governmental and international funding institutions;

- Create committees, when need arises, to discuss specific problems concerning Extension services;
- Prepare an overall estimate of the budgetary requirements for submission to proper authorities;
- Keep records of extension activities of individual faculty members, departments and colleges;
- Consolidate and prepare annual and periodic extension reports which include progress reports of on-going activities and relevant findings as a feedback mechanism for future research activities and as basis for policy formulation;
- Prepare the human resource development (HRD) plan in support to the capability building of the Extension System;
- Shall coordinate, implement, monitor and evaluate human resource development program (HRDP).

7. Organized Process and Procedure for Budget and Finance Management, and the administration of the institutional Properties

- To prepare and submit the Annual Budget based on the Operational Plans of RST for approval from proper authorities.
- To draft policies and procedures leading to conservation of energy and resources, and maximization of existing facilities.
- To craft a comprehensive maintenance and property administration manual so as to maximize human resources.
 - To check regularly property inventories of the institution
 - To realign and develop religious development and technical programs for maintenance personnel
- To create an integrated planning for the proper infrastructure for RST to include among others:
 - Offices for RST administrators and other functions related to student, faculty and personnel needs, To improve classroom and instructional facilities and equipments,
 - Student lounge and canteen,
 - Professors' lounge
 - Printing and publication office,
 - Curricular Support Facilities

Recoletos School of Theology, Inc.

Departmental Operational Plans and Programs (2018-2019)

Department: Office of the Dean of Studies and Student Welfare

1. Recoletos School of Theology: Center for Theological and Pastoral Studies

Key Results Areas (KRAs)		Activities / Strategies	Resources Needed		Sources of Funds	Time Frame
			Human	Financial		
Review the Vision, Mission Goals and Objectives of RST aligning these to the following:	The primary missionary identity of the Church, Order, and Province.	Updating and publication of the prospectus. Orientation at the start of the school year to all the theology students of new programs, syllabi, etc.	Dean of Studies	50,000	RST	2018
	A Response to the demands of and a contribution to the development of local church	Publish information on social media (RST Website and Facebook page).	Dean of Studies, Registrar	2,000	RST	2018-2019
		Conduct activities to stimulate concrete actions among the students in response to the demands of the local Church.	Resource Speakers	20,000	RST	2019
		Craft a plan or program to have RST Theology Week for updating.	School Chapter BOT		RST	2018-2019
	Recoletos Educational Identification Program	Provide sufficient seating facilities in the students' lounge. Dialogue with REAP.	RST Dean & SFF		RST	2018
			Dean of Studies Registrar		RST	2018
Revisit the Theology Curriculum in view of the following concerns:	Demands of the affiliation with University of Sto. Tomas (Ecclesiastical Studies)	Study and propose the possibility of choosing and sending outstanding RST students to take up Licentiate in UST instead of studying MAT in RST and campaign among students to acquire Doctorate degree.	RST Students		RST	2018-2019
	Requirements of CHed— Outcomes-Based Education; and the requisites of Asian Integration	Maintain OBE seminars and updating.	Resource persons from CHed	40,000	RST	2018
	Mission and Pastoral Orientation of the School of Theology	Integrate more Augustinian Recollect Spirituality on BEC seminar class.	Resource persons OAR Professors	5,000	RST	2019

Revisit and implement the student academic and Student Welfare Handbook.	Maintain the Orientation Seminars every start of the school year.	Registrar and Research Department	5,000	RST	2018
Review the preparations, nature, contents and process and procedure for comprehensive Examinations,	Maintain the Theological Synthesis classes.	RST Professors	50,000	RST	2019
	Disseminate the pointers/reviewers for comprehensive exams ahead of time.	Dean of Studies and student assistants	2,000	RST	2019
Create and implement Biblico-Catechetical Program for Recollect Parish Based Catechists,for Religion Teachers and Theology Professors in Recollect run educational institutions.	Begin crafting catechetical programs for the lay.	Dean of Studies, Registrar, Out Reach Program, Research Department	20,000	RST	2018 2019
	Encourage and support students who are interested to conduct research on any catechetical programs for the lay which could be utilized in RST.	RST Students		RST	2018 2019
To craft a Curriculum Development and Management Plan to address issues related to Pontifical Affiliation.	Constant updating.	Registrar and Dean's Office	50,000	RST	2018 2019
Extend the theological program offering to Dioceses of the peripheries and pious groups within and beyond the diocese of Novaliches	Maintain the studies; continue sending invitations to and coordinating with different dioceses.	Registrar and Dean of Studies		RST	2018 2019
To implement the sustainable development program for resident professors	Encourage and support professors more often to attend seminars that will enrich them in their field of specialization.	RST Professors	50,000	RST	2018 2019
	Continue sending Recollects to take up Doctorate degrees.	RST Students			2018 2019

2. A Center for the Study of St. Augustine and His Spirituality

Key Results Areas (KRAs)	Activities / Strategies	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
To Create a program for the Study of St. Augustine and His contribution to Theology and Spirituality	<p>Offer elective courses on the Spirituality and Theology of St. Augustine. (Open for all.)</p> <p>Offer special courses on Augustinian Spirituality and Theology to the Lay especially those working as educators in Recollect schools.</p> <p>Organize Augustinian Spirituality and Theology Week</p>	Dean of Studies, OAR Priests, Experts on St. Augustine (Augustinologists)	200,000	RST	2019
To collaborate with the Secretariat of Formation and Spirituality for the promotion of programs related to continuous formation in the aspects of the following: Theology formation Update for Religious in the active apostolates, Renewal Programs and Exercises, Sabbatical Programs, Crisis Intervention Programs	<p>Conduct seminars</p> <p>Constant updating</p> <p>Dissemination of information</p> <p>Publish outputs</p>	Resource persons, Dean of Studies, Registrar, Research Department, and RST BOT	200,000	RST	2018-2019
To collaborate with the Secretariat on Ministerial Apostolate in the promotion of program related to the formation of lay Augustinian Recollect collaborators: Administrators, faculty, Catechists.	<p>Design/craft brochures containing the list of programs related to the formation of lay Augustinian Recollect collaborators.</p> <p>Submit and Present to the Secretariat on Ministerial Apostolate the programs for the study of St. Augustine's theology and Spirituality.</p>	Dean of Studies, Research Department, Secretariat on Ministerial Apostolate	10,000	RST	2020

Department: Research, Publication, Planning and Development

1. Developed culture of Research, Publication, Planning and Development

Key Results Areas (KRAs)		Activities / Strategies	Resources Needed		Sources of Funds	Time Frame
			Human	Financial		
To align all research endeavors into the publication of Quaerens and have Quaerens become a refereed journal recognized by CHED and other accrediting institution.	Consolidate research endeavors of RST	Review the implementation of the consolidated research activities.	RPPD	NA	NA	1ST SEM
	Review and Implement Research programs and manuals	Revisit the manual aligning it to new developments after initial implementation	RPPD	NA	NA	1ST SEM
	Align to NHERA 2 if possible	Publish RST research with other theology journals	(2) Research Contributors	11,000.00	Research Fund	December
	Strengthen research capabilities of theology students	Review the contents on research related seminars; align them with RST research agenda; Conduct follow-up research orientation seminars;	Research Professor and RPPD	NA	NA	August
	Promote theological Pastoral research agenda	Publish Quaerens 2018	RPPD	80,000.00	Research Fund	September & December
		Implement research refereeing and submit Quaerens for CHED accreditation	RST and non-RST Professors	40,000.00	Research Fund	December
	Publication of Recollect Related Researches	Publish Return to the Heart (Collection of Recollect Prayers and Devotions)	RPPD	100,000.00	RFC Fund	November
	Promotion of Quaerens for journal exchange in collaboration with St. Augustine Library	Implement subscriptions of Recollect local Communities and Higher Educational Institutions 15 theological and non theological insitutions journal exchange program (local and international)	St. Augustine Library Personnel	NA	NA	August (2018) & January (2019)
To be the publication center for RST	Publish 1st issue of RST research abstracts: ebook format	RPPD	NA	NA	September	
To help in the conduct of planning and evaluation of programs for RST	Be the data bank for all planning, implementation, and evaluation of the institution.	Schedule cluster follow-up meetings; provide ebook copies for all seminarians; and a printed for each cluster.	Clusters	500.00	RPPDD fund	Semestral
		Finalize server set up for RST-RFC digital documentation	Out-source	80,000.00	RST & RFC fund	September

Department: Records, Information Technology and Promotion

1. To create and maintain an integrated and centralized information data services for the institution relative to:

Key Results Areas (KRAs)	Activities / Strategies	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
Student information,	Filling-up of updated profile during registration.	Dean's Office and Registrar.	As budgeted by the Treasurer's office. (ABTO)	School budget (SB)	Per semester (August and January)
	Submission of requirements upon enrolment (previous TOR, Honorable Dismissal, Recommendation letter, certified true copy of passport and Visa Copy for Foreign students, copy of entrance exam result).	Registrar's Office (RO)	(ABTO)	(SB)	Per semester (August and January)
	Evaluation of grades prior to admission (AB/Certificate in Pilosophy and SThB grades for Transferees	(RO)	(ABTO)	(SB)	Per semester (June-July and November – December)
	Following-up the request of records from the students and from their former school. Inquire from the Bureau of Immigration the possible step to address this VISA discrepancy (Students's VISA vs Missionary VISA)	(RO)	(ABTO)	(SB)	Per semester (September and February)
	Preparing the necessary forms before the enrolment date	(RO)	(ABTO)	(SB)	Per semester (July and December)
	Requiring the students to submit their documents before their admission	Registrar's & Dean's Office	(ABTO)	(SB)	Per semester (July and December)

Grades	Encoding of grades for the various semester per school year.	(RO)	(ABTO)	(SB)	Per semester (September and February)
	Evaluation of grades prior to enrolment for T3 especially for returnees and transferees on the aspect of grades, residency policy, and retention.	(RO)	(ABTO)	(SB)	Per semester (July and December)
	Issuance of report card every semester.	(RO)	(ABTO)	(SB)	Per semester (September and February)
	Completion of all the grades submitted by the Dean's office per semester for filing purposes.	Registrar's office & Dean's Office	(ABTO)	(SB)	Per semester (May and December)
	Filling-in the grades assessment in view of graduation during the enrolment for the first and the second semester.	(RO)	(ABTO)	(SB)	Per semester (May and December)
	Following-up the Dean's Office to require the professors to submit their grade sheets on time.	(RO)	(ABTO)	(SB)	Per semester (May and December)
Faculty data,	Updating and compilation of Curriculum Vitae.	Coordinate with the Dean's Office	(ABTO)	(SB)	Per semester (September and February) During weekly LAMP
	Recording of the professor's performance, evaluation, and ranking.	Coordinate with the Dean's Office	(ABTO)	(SB)	Per semester (January and June)
	Reminding the Dean's Office to require the newly hired professor to submit their curriculum vitae prior to their assumption of their teaching load.	(RO)	(ABTO)	(SB)	Per semester (August and January)
	Coordinating with the Human Resource Office and the Dean's Office to submit the result of the ranking and evaluation of professors for record keeping.	(RO)			Per semester (July and December)

Academic Programs of RST	Submission of Academic report to CHed and UST (enrolment lists, institutional data, tuition fees, student grades roster of professors).	Registrar's office, Dean's Office, Research Department, & Treasurer's Office	(ABTO)		Per semester (June and December)
	Submission of the reviewed academic curriculum offering programs for continuous CHed recognition and UST affiliation.	Registrar's office, Dean's Office, Research Department, & Treasurer's Office	(ABTO)		June 2019
	Application of new programs for MAT, PhD in Theo, SThL, SThD, for both religious and lay organizations.	(RO)	(ABTO)	(SB)	June 2019
	Keeping track of the records on Theological symposia, conferences and workshops open for all. (cf. office of the Dean of Studies.)	Registrar's office, Dean's Office, Research Department, & Treasurer's Office	(ABTO)	(SB)	Yearlong
	Keeping the records on invitations of foreign/exchange professors from abroad. (Cf. office of the Dean of Studies.)	Registrar's office, Dean's Office, Research Department, & Treasurer's Office	(ABTO)	(SB)	Yearlong
	Keeping a close monitoring of the requirements to be complied for the continuing recognition of the civil and ecclesiastical degree offered by RST.	Registrar's office, Dean's Office, Research Department, & Treasurer's Office	(ABTO)	(SB)	Yearlong
	Coordinating with the Dean's office for the compliance of the requirements, and do the necessary compilation of the curriculum since the start of RST's operation.	Registrar's office, Dean's Office, Research Department, & Treasurer's Office	(ABTO)	(SB)	Yearlong
	Keeping a record on the Attendance and participation in the activities organized by other centers of theology	Registrar's office, Dean's Office, Research Department, & Treasurer's Office	(ABTO)	(SB)	Yearlong
	Establishing linkages with foreign centers of theology or institutes of specialized learning institutions.	Registrar's office, Dean's Office, Research Department, & Treasurer's Office	(ABTO)	(SB)	Yearlong
Budget and Finance data	Requesting copies for fees, dues and collections for Budget and Finance office for records purposes.	Registrar's office, Dean's Office, Research Department, & Treasurer's Office	(ABTO)	(SB)	Per semester (July and December)
	Obliging the staff of the Office of the Treasurer to submit the needed data on time.	Registrar's office, Dean's Office, Research Department, & Treasurer's Office	(ABTO)	(SB)	Per semester (July and December)

Research, Publication & development data	Record-keeping for research outputs and CHED special Orders per MAT graduates.	Registrar's & Research Office	(ABTO)	(SB)	Per semester (June and July)
	Continuation of the updating of the file and record-keeping.	Registrar's & Research Office			Yearlong

2. To Promote RST Alumni and Institutional Programs

Key Results Areas (KRAs)	Activities / Strategies	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
To prepare for an Alumni Home Coming based on UST affiliation.	Listing down of SThB graduates since 1995.	Registrar's Office, Research Department & Dean's Office	(ABTO)	(SB)	Year long (during LAMP)
	Creating a social media account for alumni	(RO)	(ABTO)	(SB)	Year long (during LAMP)
	Profiling and tracking down of telephone/celphone/email addresses of alumni	(RO)	(ABTO)	(SB)	Year long (during LAMP)
	Creating an account in social and electronic media for communications purpose.	(RO)	(ABTO)	(SB)	Year long (during LAMP)
	Organizing an initial meeting with the alumni.	Registrar's Office in coordination with the School Chapter	(ABTO)	School budget and Alumni personal contribution.	December
	Releasing of information campaign for mass awareness.	(RO)	(ABTO)	(SB)	Year long (during LAMP)

To promote the theological program offerings to other dioceses, religious congregations, and pious groups and lay to improve class density (Saturdays/Summer classes/Regular class days).	Producing pamphlets for the promotion of the school.	Registrar's Office in coordination with the Dean's Office and the Research Department.	(ABTO)	(SB)	January and July
	Conducting personal invitations and manifestations to the Bishops and Religious Superiors for possible.	Registrar's Office			Yearlong
	Making an ad of the school promoting the programs	Registrar's Office in coordination with the Dean's Office and the Research Department.	(ABTO)	(SB)	January and July
To ensure the creation and maintenance of the school website	Creating and updating the data and information to be posted in the school website.	Registrar's Office in coordination with the Dean's Office and the Research Department.	As budgeted by the Treasurer's office.	School budget	January and Jul
To establish linkage with other Dioceses and Religious Congregations	Contacting the mentioned institutions	Registrar's Office in coordination with the School Chapter	As budgeted by the Treasurer's office.	School budget	Yearlong starting December 2018

Department: Outreach Program and community Extension Program

1. Organized, sustainable, and inclusive Outreach Program

Key Results Areas (KRAs)	Activities / Strategies	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
Administer and direct all extension and training programs of the Institution;	Teach-in/ Meetings/ Seminars/Practical Training Monitoring the on-going programs and activities.	Invite speakers/ Trainers/ RST student volunteers and staffs / heads of Adopted Communities	150,000.00	School Budget Grants Solicitation Donations	First semester SY. 2018-2019
Develop linkages with other agencies to avail expertise, facilities and funds in achieving the objectives of the extension programs of RST;	Contact NGO's and Government Agencies/ ARCORES/Civil and religious org's.	NGO's/ Volunteers	5,000.00		First semester SY. 2018-2019
Coordinate and/or collaborate extension activities with other agencies in the province, region or in the country to have relevant outcomes;	ARCORES-linkage / NGOs/Government Agencies/ Greenheart/Religious Organizations		5,000.00		First Semester SY. 2018-2019
Source out funds and grants from governmental, non-governmental and international funding institutions;	Link, appeal, and solicit from Gov't and NGOs/ Religious Organizations.	Staff/ Volunteers	5,000.00		First semester SY. 2018-2019
Create committees, when need arises, to discuss specific problems concerning Extension services;	Call meeting when needed as issues arise.	Staff/ Volunteers/ RST Heads/ Heads of adopted communities	5,000.00		As needs arise
Prepare an overall estimate of the budgetary requirements for submission to proper authorities;					Next school year
Keep records of extension activities of individual faculty member and, students.		Staff	10,000.00		Regular
Consolidate and prepare annual and periodic extension reports which include progress reports of on-going activities and relevant findings as a feedback mechanism for future activities and as basis for further development of the programs and policy formulation;		Staff	5,000.00		Semestral Report

Recoletos Formation Center

**Five-Year Development Program
(2017-2022)**

RFC: A Community of Evangelized and Evangelizing Augustinian Recollects

1. A comprehensive Augustinian Recollect Formation Program

- To implement and review the recently approved Augustinian Recollect Formation program on the following aspects:
 - ☐ Augustinian Recollect Spirituality, Identity, Values and Tradition,
 - ☐ Missionary character by Birth and by Tradition
 - ☐ Proclamation of the Word (Oral and Written) Formation
 - ☐ Incorporation of Filipino, and Asian Values Formation
 - ☐ Aligned and Oriented to the various apostolates of the province of St. Ezekiel Moreno and of the Order
- To enhance the formation program and to align the same to the apostolates of the Province (Education, Ministerial, Mission, and Formation) the Order, and the Mother Church
- To shift into active participation paradigm of formation program where theology students are involved in the planning, implementation and evaluation of programs, plans and activities of both RFC and RST.
- Developing a Culture of Research, Publication, Planning and Development
 - ☐ To initiate and maintain the practice of research and evaluation integrating them as a way of life so as to address critically various aspects and factors of the seminary life.
 - * Seminarians academic performance
 - * Formation implementing programs
 - * Formation activities and schedules
 - ☐ To address important factors and devise successful steps to implement the seminary programs.
 - ☐ To ensure the effective implementation of existing seminary programs.
 - ☐ To find answers to certain problems arising from the plurality of values expected from the seminarians.
 - ☐ To produce and update Canonical reviewer booklets for exams and inquiries.

- ☐ To standardize the process and procedure related to the collection and completion of personal data and documents of the seminarians.
- ☐ To develop new areas of focus as opportunities for seminarian's development.
- ☐ To devise ways to help the formators improve the evaluation instrument and procedure of implementation of the formation programming.

2. Augustinian Recollect Spirituality and Identity

- To promote ARSE among theology students so they become propagators of Augustinian Recollect.
- To identify an office or the said
- To engage in deeper reflection of the Charismatic Identity and Spirituality of the Recollect Movement and their implications on and adaptation to the various apostolates and challenges of the Province this 21st century specifically on areas such as:
 - ☐ Education Ministry
 - ☐ Ministerial and Mission Apostolates
 - ☐ Formation for Missionaries
 - ☐ Family and Youth Apostolates formation
- To continuously promote the Augustinian Recollect legacy to Philippine culture, religiosity and spirituality, and history.

3. Finance and Budget Committee in the Seminary

- To assist the Seminary finance office in securing books and records with appropriate system.
- To assist in the management of the seminary properties, including the operations, repairs and maintenance.
- To oversee seminarian's common fund operations.
- To draft policies and procedures for the proper cash disbursement of

seminarian's common fund to ensure that the cash is disbursed only upon proper authorization and make sure that it is within the guidelines established by the steering committee.

- To develop agricultural, husbandry, poultry and fishery programs to increase food production for RFC and her activity consumption.
- To draft policies and procedures leading to conservation of energy and resources, and maximization of existing facilities.
- To craft a comprehensive maintenance and property administration manual so as to maximize human resources.
- To regularly update property inventory of RFC.
- To realign and develop religious development and technical programs for maintenance personnel.

4. Records and Information Technology Committee for RFC

- To create an information Technology Committee to keep and update records, informations and documents of theologians.
- To define the functions, responsibilities and scope of activities and responsibilities.
- To provide information services for the RFC related to Incoming Activities/Programs and Budget and Finance Data (Common fund)

Recoletos Formation Center

Annual Operational Plans and Programs (2018-2019)

Formation: A Community of Evangelized and Evangelizing Augustinian Recollects

1. A Comprehensive Augustinian Recollect Formation Program

- To implement and review the recently approved Augustinian Recollect Formation program on the following aspects:

Key Results Areas (KRAs)	Activities/Strategies	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
Augustinian Recollect Spirituality, Identity, Values and Tradition,	to hand over the responsibility to the committee on Spirituality				
Missionary character by Birth and by Tradition	visit OAR missionary landmarks within Luzon and Visayas to those who will be assigned in these areas	Formator in-charge	P10,000.00	RFC	Community exposures and outings
Proclamation of the Word (Oral and Written) Formation	to continue the weekly Homily of the friars every Saturday evening. -Place emphasis on the importance of sharing during the lectio divina on a more personal way	-formands	P5,000.00 (photocopying)	RFC	-every Saturday evening -every Tuesday evening
Incorporation of Filipino, and Asian Values Formation	organize symposium on Filipino and Asian Culture and Values (to better understand the culture)	-Resource speaker/ professor/formator	P10,000.00	RFC	August and January
Aligned and Oriented to the various apostolates of the province of St. Ezekiel Moreno and of the Order	active participation aligned in the activities of the Order and vocation campaigns -vocation campaign in areas of apostolate and schools	-formator/local vocation in-charge	P10,000.00	RFC	-throughout the school year and when invited

- Enhancing Formation Programs

Key Results Areas (KRAs)	Activities/Strategies	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
To enhance the formation program and to align the same to the apostolates of the Province (Education, Ministerial, Mission, and Formation) the Order, and the Mother Church.	continue with the evaluation of formation programs especially with the motivations and openness of the formands regarding their vocation.	formator in-charge			before giving the evaluations
	to re-evaluate and re-visit the evaluation tools, e.g. peer evaluation, self evaluation and formator evaluation.	formator in-charge			-after every evaluation
	to give formand's an avenue for dialogue to settle issues that they have found out during their evaluations. -seminar on "Balik-handog" program (to be proposed as part of the program of the outreach committee)	formator in-charge			
	-to give talks on Mission	-Missionaries on vacation	-P2,000.00 per missionary	-RFC	-throughout the school year
To shift into active participation paradigm of formation program where theology students are involved in the planning, implementation and evaluation of programs, plans and activities of both RFC and RST.	-continue the participation of the formators and the formands in planning, implementation, and evaluation of programs, plans and activities of both RFC and RST.	-formators and formands			

2. Developing a Culture of Research, Publication, Planning and Development

Key Results Areas (KRAs)	Activities/Strategies	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
To initiate and maintain the practice of research and evaluation integrating them as a way of life: seminarian's academic performance, Formation implementation programs, Formation activities and schedules	continue the evaluation of student's grades, behavior, study habits and attitudes.	formators in-charge			Every after end of the semester
	to assist the friars who are having difficulties in their grades, behaviors, study habits, and attitudes.	formators in-charge			Every after end of the semester

To address important factors and devise successful steps to implement the seminary programs	-continue monthly community meeting	-formands			-every first Friday of the month
To ensure the effective implementation of existing seminary programs	-regular evaluation among the formators and formands depending on the immediate needs in the formation aspects of the formands.	-formator in-charge (Master of the Professed and the Assistant Master of the Professed)			-whole formation year
To find answers to certain problems arising from the plurality of values expected from the seminarians.	continue the values formation Program during batch prayer meetings	formators assigned to a particular batch	P40,000.00 (officere novation)	RFC	every Tuesday evening
	to conduct a group or individual counseling programs among the formands by the in-house Guidance Counselor	-in-house Guidance Counselor			every Wednesday evening and if needed
	-to have a counseling room for the in-house guidance counselor	-in-house Guidance Counselor			-beginning of the 1st semester
	-continue the meetings with Fr. Decena and Fr. Larlar.	-Fr. Decena and Fr. Larlar.			every Thursday and Friday evening
To produce and update Canonical reviewer booklets for exams and inquiries.	-to have modular classes or symposium on Lectorate, Acolytate, Diaconate, and Presbyterate before the reception of the ministries.	-formator in-charge and liturgist	P5,000.00	RFC	A month before the installation
To standardize the process and procedure related to the collection and completion of personal data and documents of the seminarians.	- continue the digital scanning and double checking of personal data from 1st-4th years: Baptism, confirmation, marriage certificate	-formator in-charge			-whole year
To develop new areas of focus as opportunities for seminarian's development	to continue the developments of the formands, e.g. driving skills, music, and short term courses, relevant to our apostolate.	formator in-charge	P100,000.00	-common funds	-end of the school year before vacation
	-to intensify ELEP classes	Lay faculties	P50,000.00	-RFC	before the beginning of every semester

To devise ways to help the formators improve the evaluation instrument and procedure of implementation of the formation programming.	-to have an open and sincere dialogue of each formand to the formators on their holistic development in relation to their vocation.	-formators and formand			-whole school year
--	---	------------------------	--	--	--------------------

3. Finance and Budget Committee in the Seminary.

Key Results Areas (KRAs)	Activities/Strategies	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
To assist the Seminary finance office in securing books and records with appropriate system.					
To assist in the management of the seminary properties, including the operations, repairs and maintenance. To oversee seminarian's common fund					
To oversee seminarian's common fund operations.					
To draft policies and procedures for the proper cash disbursement of seminarian's common fund to ensure that the cash is disbursed only upon proper authorization and make sure that it is within the guidelines established by the steering committee.					
To develop agricultural, husbandry, poultry and fishery programs to increase food production for RFC and her activity consumption					
To draft policies and procedures leading to conservation of energy and resources, and maximization of existing facilities.					
To craft a comprehensive maintenance and property administration manual so as to maximize human resources.					
To regularly update property inventory of RFC.					
To realign and develop religious development and technical programs for maintenance personnel					

4. Records and Information Technology committee for RFC

Key Results Areas (KRAs)	Activities/Strategies	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
To create an information Technology Committee to keep and update records, informations and documents of theologians.					
To define the functions, responsibilities and scope of activities and responsibilities.					
To provide information services for the RFC related to Incoming Activities/Programs and Budget and Finance Data (Common fund)					

Spirituality: A Center for Augustinian Studies and Recollect Spirituality and Heritage

1. Create a Group Specialized in ARSE and a Manual or handbook for ARSE

Key Results Areas (KRAs)	Activities / Strategies	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
<p>To promote ARSE among theology students so they become propagators of AUGUSTINIAN RECOLLECT SPIRITUALITY.</p> <p>To apply the ARSE to the RAY and other parish organizations</p> <p>To foment the Augustinian Spirituality and to deepen our knowledge about Augustine and his writings</p>	Seminar on ARSE	The spiritual director or invited OAR ARSE experts	Php. 20, 000. 00	House budget	Every start of the Semester
	Lectio Divina (Augustinian Recollect Way)	The spiritual director will give the seminars to freshmen and elder brothers	Php. 10, 000.00	House budget	Every semester (2018 – 2019)
	Adoration of the Cross (Augustinian recollect Way)	Mechanics (House Liturgist) Invite other confessors	Php. 15, 000.00	House Budget	Monthly
	Lectio Divina' by groups (Batch Prayer Meeting)	OAR Friars under Spiritual Director			Every week
	Application of ARSE to RAY and Parish Organizations in Advent Season	RAY's in-charge Parish priest			August 2018
	Selecting of materials for the publication.	Spiritual Director and Spirituality Committee			
	Identify possible sources for Sunday reflections	Spiritual Director and Spirituality Committee and other Friars			
	Contact contributors for the CARSI book project	Spiritual Director and Spirituality Committee			
	Craft the letter or the format for Lectio Divina to be sent to contributors	Spirituality Committee	Php. 10, 000.00	House Budget	August 2018

2. Establish an office as Center for CARSI's Activities

Key Results Areas (KRAs)	Activities / Strategies	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
To identify the library as the heart of CARSI	Gathering of sources (collection of Augustinian Spirituality, Books about St. Augustine and Recollects Spirituality)	care/of Augustine Library			
	Look for possible office of the library (Father's Library or former Research office)				
Come up with a book: Lectio Divina with St Augustine Cycle B	Compilation of monthly Lectio Divina made by the formands	Spiritual Director and Spirituality Committee	Php. 60,000.00	House Budget	Cycle B. November 2017 to 2018

Performance Evaluation and Gap Analysis (SY 2017-2018)

Research, Publication, Planning and Development

1. Develop a culture for Research, Publication, and Planning and Development

Planned		Actual		Performance Category	Performance Analysis (Reasons for Discrepancy: Planned and Actual)	Activities for 2018
Key Results Areas (KRAs)	Activities / Strategies	Output or Accomplishments				
To align all research endeavors into the publication of Quaerens and have Quaerens become a refereed journal recognized by CHED and other accrediting institution.	Consolidate research endeavors of RST	Communicate to RST faculty members regarding the implementation of research manual and manual on style as official research procedure for RST	Research manual consolidates all research activities	implemented	----	Review the implementation of the consolidated research activities.
	Review and Implement Research programs and manuals		Student Researches use the RST approved manual	implemented	To be distributed to advisers, professors, and panelists	Revisit the manual aligning it to new developments after initial implementation
	Align to NHERA 2 if possible	Publish student and Professors' researches in Quaerens and other theology refereed journal	some student researches and some researches of RST Professors are published in Quaerens	implemented	Improve research collections from professors;	publish with other theology journals
	Strengthen research capabilities of theology students	Review the contents on research related seminars; align them with RST research agenda; Conduct research orientation seminars;	RST research agenda used in seminar classes;	implemented		Review research related seminars; align with RST research agenda; Conduct research seminars;
	Promote theological Pastoral research agenda	Implement the refereeing manual for Quaerens publication	Refereeing manual created already	Not implemented	Quaerens 2018 for refereeing	Implement research refereeing and submit Quaerens for accreditation
	Publication of Recollect Related Researches	Collaborate with the Center of Augustinian Recollect Spirituality and Identity for research publications	No action taken	Not implemented	No publication output	Publish Return to the Heart (Collection of Recollect Prayers and Devotions)
	Quaerens for journal exchange in collaboration with St. Augustine Library	Conduct journal exchange with other theology institution both local and international	Library in charge of journal exchange; Subscription of Quaerens with OAR communities and Educational Institutions	implemented		Continue promoting exchange journal with other theological institutions (local and international)

To be the publication center for RST	Publish book on Abstracts: RST Students' Theses and Researches published in Quaerens (1 in 5 years)	Lay-out-ready (1st publication)	Partially implemented	Lay-outing to be readied for printing	Publish 1st issue of RST research abstracts: ebook format	
To help in the conduct of planning and evaluation of programs for RST	Be the data bank for all planning, implementation, and evaluation of the institution.	Consolidate and publish results of the annual planning activities;		implemented		Schedule cluster follow-up meetings; provide ebook copies all seminarians
		Study the possibility of RST Google Drive for data administration	Only quaerens has google drive; Library server to host—RST digital records and files	partially	Library server needs to be set up for records and filings	Finalize server set up for RST-RFC digital documentation

Department: Records, Information Technology and Promotion

To create and maintain an integrated and centralized information data services for the institution relative to:

Planned		Actual	Performance Category (Implemented, partially implemented, not implemented)	Performance Analysis (Reasons for Discrepancy: Planned and Actual)	Proposed Activities /Strategies for S.Y. 2018-219
Key Results Areas (KRAs)	Output or Accomplishments	Output or Accomplishment			
Student information,	Filling-up of updated profile during registration.	The students are required to update their profiles upon registration.	Partially Implemented	The office has to formalize its forms as well as its data saving and retrieving mechanism for easy access and updating of student records.	Prepare the necessary forms before the enrolment date.
	Submission of requirements upon enrolment (previous TOR, Honorable Dismissal, Recommendation letter, certified true copy of passport and Visa Copy for Foreign students, copy of entrance exam result).	The students have submitted their requirements to the Office of Registrar but some haven't completed submitting their requirements yet.	Partially Implemented	The office has requested the documents from the students as well as from their religious communities and their school of origin. For Foreign students, problems arise because the VISA that they are submitting to the office is Missionary VISA, and not student's VISA.	Follow-up the request of records from the students and from their former school. Inquire from the Bureau of Immigration the possible step to address this VISA discrepancy (Students's VISA vs Missionary VISA)
	Evaluation of grades prior to admission (AB/Certificate in Pilosophy and SThB grades for Transferees	Grades were evaluated prior to admission.	Implemented	The office is not strict in requiring students to submit the needed documents prior to admission.	Require the students to submit their documents before their admission

Grades Faculty data,	Encoding of grades for the various semester per school year.	There is an existing academic record for the grades of students per semester	Implemented	Report cards are given to the students and to their religious superior.	Compile all the grades submitted by the Dean's office per semester for filing purposes.
	Evaluation of grades prior to enrolment for T3 especially for returnees and transferees on the aspect of grades, residency policy, and retention.	Grades were evaluated accordingly prior to the enrolment of student.	Implemented	Report cards are given to the students and to their religious superior.	Compile all the grades submitted by the Dean's office per semester for filing purposes.
	Issuance of report card every semester.	Report cards are issued every semester.	Implemented but usually not as scheduled	The professors failed to comply of passing their grade sheets on time.	The Office of the Registrar should follow-up the Dean's Office to require the professors to submit their grade sheets on time.
	Updating and compilation of Curriculum Vitae.	Not all professors have completed the information required in the Curriculum Vitae	Partially Implemented	The Office of the Registrar is waiting for the professors to submit their updated CV.	The Office of the Registrar would remind the Dean's Office to require the newly hired professor to submit their curriculum vitae prior to their assumption of their teaching load.
	Recording of the professor's performance, evaluation, and ranking.	and haven't submitted their CV. The evaluation and ranking of professors is still pending.	Partially Implemented	Due to the late and non-submission of updated Curriculum Vitae of professors, the ranking and evaluation of professors are put to abeyance.	Coordinate with the Human Resource Office and the Dean's Office to submit the result of the ranking and evaluation of professors for record keeping.

Academic Programs of RST	Submission of Academic report to CHED and UST (enrolment lists, institutional data, tuition fees, student grades roster of professors).	Documents were submitted to CHED and UST. Some are yet to be complied especially the re-affiliation requirements which will be due next year.	Implemented and ongoing	Documents are continuously updated and prepared for the submission of the requirements to CHED and UST.	Keep a close monitoring of the requirements to be complied for the continuing recognition of the civil and ecclesiastical degree offered by RST.
	Review of the academic curriculum offering programs for continuous CHED recognition and UST affiliation	There is an ongoing review of academic curriculum offering programs	Implemented and ongoing	The Office takes charge of the submission of documents to CHED and UST.	Coordinate with the Dean's office for the compliance of the requirements, and do the necessary compilation of the curriculum since the start of RST's operation.
	Application of new programs for MAT, PhD in Theo, SThL, SThD, for both religious and lay organizations.	New programs have just been implemented last after the SY 2013-2014.	Implemented and ongoing	The Office takes charge of the submission of documents to CHED and UST.	Coordinate with the Dean's office for the compliance of the requirements, and do the necessary compilation of the curriculum since the start of RST's operation.
	Invitations of foreign/exchange professors from abroad.	No invitations are given but whenever there are available resource persons, they are requested to share.	Not implemented and must be transferred to the Dean's Office.	Lack of resources.	Establish linkages with foreign centers of theology or institutes of specialized learning institutions.
Budget and Finance data	Requesting copies for fees, dues and collections for Budget and Finance office for records purposes.	The office keeps record of the copies of fees and dues of students.	Implemented	Delayed release of updated records from the Office of the Treasurer.	Oblige the staff of the Office of the Treasurer to submit the needed data on time.
	Keep a record of students' theses and research outputs with CHED Special Orders as required for recognition of students as Master of Arts in Theology graduates.	There is an existing record of CHED Special Orders and other documents of students' theses and research outputs.	Implemented	Delayed release of S.O. Numbers from CHED.	Continue the updating of the file and record-keeping.
Research and development data	Keep a record of students' theses and research outputs with CHED Special Orders as required for recognition of students as Master of Arts in Theology graduates.	There is an existing record of CHED Special Orders and other documents of students' theses and research outputs.	Implemented	Delayed release of S.O. Numbers from CHED.	Continue the updating of the file and record-keeping.

2. To Promote RST Alumni and Institutional Programs

Planned		Actual	Performance Category (Implemented, partially implemented, not implemented)	Performance Analysis (Reasons for Discrepancy: Planned and Actual)	Proposed Activities /Strategies for S.Y. 2018-219
KEY RESULT AREAS (KRAs)	ACTIVITIES/ STRATEGIES	Output or Accomplishment			
To prepare for an Alumni Home Coming based on UST affiliation.	Listing down of SThB graduates since 1995.	There is an existing updated list of graduates since 1995. However, their present contacts are yet to be retrieved.	Partially Implemented but ongoing	Some of the alumni are at-large.	Complete the Complete List of alumni.
	Creating a social media account for alumni	There is an existing list of graduates but only a few have their present contact details.	Not Implemented	Difficulty to tap and reach out some of the alumni.	Create an account in social and electronic media for communications purpose.
	Profiling and tracking down of telephone/celphone/ email addresses of alumni	Only a few have their contacts logged and secured by the Office.	Partially implemented	Tracking and profiling constraints	Release an information campaign for mass awareness.

Department: St. Augustine Library

1. Systematized. Easy access, and research efficient St. Augustine Library

Planned		Actual	Performance Category (Implemented, partially Implemented, Not Implemented)	Performance Analysis (Reasons for Discrepancy: Planned and Actual)	Proposed Activities/Strategies for S.Y. 2018-2019
Key Results Areas (KRAs)	Activities / Strategies	Output/ Accomplishment			
To achieve ninety percent familiarization of students regarding library services provided.	Library orientation				
To improve purchasing strategies and product categorization that leads to increased competitiveness	International/Local (Books, Journals,	Slowed down in book purchasing	Partly implemented	3rd party provider provide books that were not the ones actually identified by the present curriculum;	Request for the use of credit card to use for the book purchasing (international and local) as determined by the professors and the curriculum)
	e-books purchasing	Existing ebook section in the OPAC but needing much improvement in book entries	Partially implemented	Needs technical assistance as to how ebooks can be entered into the OPAC system, Needs to have a budget entry regarding ebook purchasing	Use of credit card to purchase ebooks.
Zero complaint or zero unresolved complaint.					
To organize updating of Personnel	Trainings and Seminars of library personnel	Had benchmark in USJR and attended seminary for the library and staff	implemented	More seminars in other aspects of library services	Increase library seminar services

Provide an accurate and timely support of the data requirement for a proper management systems	Barcoding of Books (for borrowing)	Books are barcoded; Book borrowing is implemented	implemented	Improve the inventory systems i.e., process and procedure	Find ways to improve library inventory materials (books, journals etc) and other properties
Attain specific improvement on specific areas of the library.	Benchmarking	Only one benchmarking was done in the year	Partially implemented	low budget entry	Improve budget line entry Schedule benchmarking with other non-recollect Academic institutions
To provide faculty, students, and the public with access to collections, information resources and services.					Revise library manual to include information of library entries
To identify a developing fire emergency in a timely manner, and to alert the building's occupants and fire emergency organizations.	Using Fire Extinguisher	No fire extinguisher purchased	Not implemented	No budget entry	Include budget entry related to fire and emergency equipments
Improve Library binding services	Benchmark of other possible Binding Services	Still using the old but reliable means of binding	Not implemented	Still working	Find more improved binding services, Attend seminars on new binding services methods
Improve OPAC services	Incorporate Catalogue of the archives	No improvement	Not implemented	Archivist not cooperative	Needs higher authority for the approval of the cataloguing of the archives

Outreach and Community Extension Services:

1. Organized, Sustainable, and Inclusive Outreach Program

PLANNED		ACTUAL	Performance Category (Implemented, partially Implemented, Not Implemented)	Performance Analysis (Reasons for the Discrepancy between planned and actual, if any)	Proposed Activities/ Strategies for S.Y. 2018- 2019
Key Result Areas/ Objectives	Activities/Strategies	Output/ Accomplishment			
Values formation/ Education	House visit to Local Areas to determine their needs	On-going	Implemented	Cannot expect result due to time constraint	Continue the implementation of activities of the last SY, (2017- 2018)
	Promote the spirit of volunteerism	On-going	Partially Implemented	Budget limitation	
	To increase the awareness of the adopted communities with the current social issues/ problems by conducting social issues awareness seminars/ symposia/conference.	On-going	Partially Implemented	Conflict of schedules with the NGO partners	
	Seminars/Activities on the care of Mother Earth.		Not implemented		
	Conduct informal classes on values formation; and spiritual development through conferences; recollections; counselling;		Religious (Theologians and Priests).		
Medical Assistance	Dental mission	Accomplished (in coordination with OLCP Outreach Office)	Implemented		
	Medical mission		Not implemented		
	Rabies Vaccination	Accomplished (in coordination with OLCP Outreach Office)	Implemented		
	Provide basic medicine		Partially Implemented		
Basic Social Services	Cooking	Not accomplished	Not Implemented		
	Tailoring		Not Implemented		
	Sports Development		Implemented		
	BEC: community		Partially implemented		
	Skills Training		Partially implemented		

<p>To promote the theological program offerings to other dioceses, religious congregations, and pious groups and lay to improve class density (Saturdays/ Summer classes/ Regular class days).</p>	<p>Producing pamphlets for the promotion of the school.</p>	<p>Promotional pamphlets were given out by the Office to the dioceses in the Philippines and religious communities around Metro Manila.</p>	<p>Partially implemented but ongoing</p>	<p>Calendar discrepancies of RST's curricular year with the dioceses' summer pastoral and catechetical program every May.</p>	<p>Conduct personal invitations and manifestations to the Bishops and Religious Superiors for possible.</p>
				<p>Monetary and formation-relation considerations. Sending their seminarians to RST entails great costing and necessity for formal formation needs.</p>	
	<p>Conducting personal invitations and manifestations to the Bishops and Religious Superiors for possible.</p>				
	<p>Making an ad of the school promoting the programs</p>	<p>NONE</p>	<p>Not implemented</p>	<p>Overlooked.</p>	<p>Identify resources for promotion via ads and their locations for postings and distribution.</p>

Budget and Finance Management and Property Administration

Organized Process and Procedure for Budget and Finance Management and Administration of the institutional Properties

Planned		Actual	Performance Category (Implemented, partially Implemented, Not Implemented)	Performance Analysis (Reasons for Discrepancy: Planned and Actual)	Proposed Activities/ Strategies for S.Y. 2018-2019
Key Results Areas (KRAs)	Activities / Strategies	Output or Achievements			
To prepare and submit the Annual Budget based on the Operational Plans and Projects both for RFC and RST for approval from proper authorities.	Collect and coordinate with other corresponding offices for their budget proposals	Being done	- Ongoing implementation		Continue with the practice and monitor (and follow-up) the performance
	Coordinate with the procurement office and consolidate budget.	Coordinating	Ongoing implementation		Assign a person to collect and coordinate with other offices their corresponding budget proposals
To draft policies and procedures leading to conservation of energy and resources, and maximization of existing facilities.	conversion of present lighting fixtures to LED's,	* Not Fully done	Partially implemented	Failure to follow- up	Set a deadline; make a follow-up; secure the budget
	personal discipline in the use of water(use of pail and dipper), electricity (switching off of electrical devices and appliances when not in use), gasoline (car) Evaluation of monthly	* Not Achieved	Not implemented	Poor conscientization and Lack of follow-up	Hold the chairman of the maintenance committee responsible
	water and electrical consumption	* Monthly meeting held	Implenented		Integrate the need for this discipline in the dialogues with the students
	Appliance repair	Done but only upon report	Partially implemented		

To craft a comprehensive maintenance and property administration manual so as to maximize human resources.		To check regularly property inventories of both institutions				
	To realign and develop religious development and technical programs for maintenance personnel	Seminar on religious administration, building administration	Personnel had one seminar only	Implemented	Failure to follow-up	Consult an expert on building administration... to help in the preparation of a Manual for maintenance of seminary and school facilities;
		Have checklist of maintenance activities Schedule for checking facilities Then create manual	No Checklist of maintenance activities done only upon request No manual as of yet	Not Implemented Partially Implemented Not Implemented	No follow-up	Provide schedule for checking and a checklist of maintenance areas

To create an integrated planning for the proper infrastructure for RST to include among others:	Offices for RST administrators and other functions related to student, faculty and personnel needs,	Profile the needs of students/ faculty/ personnel	Done	Implemented		
	To improve classroom and instructional facilities and equipments,	To follow based on the evaluation of the students	RST student and offices did the inventory but failed to submit it	*Partially Implemented	No follow-up	Continue with the plan and have it implemented by RST and followed through. At the end of every semester an inventory shall be submitted by RST and RFC
		Classroom inventory	Recorded but not reported to the in-charge	*Partially Implemented		
	Student lounge and canteen,	Procuration of Vendo machine	Coffee Maker provided	Implemented		
	Professors' lounge	Provide new room for Professors lounge : Fr.'s gym (suggested)	Room provided	Implemented		
	Printing and publication office,	To be determined upon the consultation/assessment of building professionals	Being Done	Partially Implemented		

Recoletos Formation Center & Recoletos School Of Theology Annual Evaluation And Planning Activities Scheule for Sy: 2018-2019 (June 11-12, 2018)

FIRST DAY:

June 11, 2016 (Monday)

- 8:00 Opening Prayer
 Opening Song *c/o* Theologians (ORM)
- 8:30 Rationale of the Institutional Evaluation Planning and the Spirt of
 the RFC’s Life and Mission Project (LAMP)
 Fr. Lauro V. Larlar, OAR: RFC-RST Rector
- 9:00 Secretariat of Formation and Vocation: Vision, Mission and Core
 Values,
 Fr. Ian Espartero, OAR: President SVFP
- 9:30 Presentation of Five-Year Development Plan
 Fr. Radni Caparas, OAR: Dean of Studies
- 10:00 Snacks
- 10:30 Process and Procedure on Institutional Planning Activities:
 Orientation
 Fr. Leander V. Barrot, OAR
 Research Planning and Development Head

- 11:00 Performance Evaluation and Gap Analysis SY: 2017-2018
 (By Clusters and lead by the Head)
- 11:45 Midday Prayers, Lunch: (Seminary Refectory), Siesta Office of the Readings
- Clusters and Cluster Heads
- RFC Formation
 Fray Rey Tripulca, OAR, (Vice Prefect)
 Fr. Hubert Decena, OAR, (Spiritual Director)
- RST
 Dean of Studies and Student Welfare
 Fr. Radni Caparas, OAR (Dean of Studies and Student Welfare)
- Research planning and Development & St. Augustine Library
 Fr. Barrot, OAR (Director: RPD, Library)
- Registrar
 Fr. Ian Anthony Expartero, OAR
- Outreach Program
 Fr. Francisco Antonio, OAR: (Director)
- RFC and RST Budget and Finance and Administration
 Fr. Lauro V. Larlar, OAR (Rector)
 Fray Feliciano Campomanes, OAR (RFC-RST Procurator)

2:30 Continuation Evaluation and Planning

SECOND DAY

June 12, 2018 (Tuesday)

- 8:00 Continuation of Planning or Presentation of the Annual Plans and Projects for SY:
 2018-2019 (by Cluster Heads)
- RFC Formators
- RST Dean, Research,
 Publication, Planning and Development

10:00 Snacks
Question and Answer

11:45 Midday Prayers
Lunch, Siesta, Office of the Readings

2:45 Continuation of the Presentation of Annual Plans
and Projects
Registrar
Outreach Program
St. Augustine Library
Budget and Finance for RFC and RST

Question and Answer

5:30 Closing Remarks
Fr. Lauro V. Larlar, OAR

N.B.: Email all outputs to quaerens@sscrmn.edu.ph

Emcees: Fray Julius James Tinapao, OAR
Fray Ramon Bitancor III, OAR

Cluster Head and Members

Formation

Head: Fray Rey Tripulca, OAR (Vice Prefect)
Fray Jhyryx Vincent Gamulo, OAR
Fray Charlemagne Marin, OAR
Fray Benjamine, OAR

Spirituality

Head: Fr. Hubert Decena, OAR (Spiritual Director)
Fr. Emilio A. Quilatan, OAR
Fray Stephen Pejano, OAR
Fray James Eroid Gatinao, OAR
Fray Ivan Cuison, OAR

Dean of Studies and Student Welfare

Head: Fr. Radni Caparas, OAR (Dean of Studies and Student Welfare)
Fray Julius James Tinapao, OAR
Fray Ramon Bitancor III, OAR
Fray Ralp Cepe, OAR

Outreach Program

Head: Fr. Francisco Antonio, OAR (Director)
Fray Virgilio Calalang, OAR
Fray Joshua Olaivar, OAR

Research Planning and Development & St. Augustine Library

Head: Fr. Leander Barrot, OAR
(Director: RPD, Library)
Fray Jazzy Jeff V. Montañez, OAR
Fray Jovanie Siesmundo, OAR
Fray Maximilian, OAR

Registrar

Head: Fr. Ian Anthony Espartero, OAR
Fray Ricky John Austria, OAR
Fray Leonardo Queaño II, OAR
Fray Jay Jasper Jamelo, OAR

RFC and RST Administration

Budget and Finance and Administration
Head: Fr. Lauro V. Larlar, OAR (Rector)
Fray Feliciano Campomanes, OAR
(RFC-RST Procurator)
Fray Cristito Rey Tepace, OAR
Fray Ivan Rhey Misláng, OAR

Minutes of the Suggestions and Concerns

RFC FORMATION

- Conduct symposia for candidates to diaconate and presbyterate in preparation for their ministry
- Find competent authorities to teach, orient and instruct the candidates on matters concerning liturgy, canon law, moral theology, etc, prior to their ordination.

RFC SPIRITUALITY

- Integrate the proposed program to articulate the charismatic identity and spirituality of the Order in the language of today.
- Consolidate the four spiritual exercises namely: workshop on prayer, workshop on interiority, experience of God, and community in moulding the institution to become a center of spirituality.

RST DEAN

- Give emphasis on the acquisition of ecclesiastical doctorate degree
- Organize a committee which will determine the nature of comprehensive examination
- Organize activities for alumni including the non-recollect ones.
- Intensify communication skills in the English language

RESEARCH

- Book purchasing
- Book lectures

REGISTRAR

- Organize a committee that will address and manage special cases of foreign students

OUTREACH PROGRAM

- Housing project for personnel
- Engage in friendly dialogue with people and awaken their desire to improve their life and
- Clarify the needs of local communities
- Cooperate with TESDA

BUDGET and FINANCE for RFC and RST

- Foster students to have a sense of responsibility in taking good care of classroom facilities and proper maintenance of school property
- Conduct monthly meeting with the House Procurator