

**Recoletos School of Theology  
Recoletos Formation Center  
Five-Year Development Program (2017-2023)**

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**Annual Operational Plans and Project  
(2019-2020)**

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**Annual Performance Evaluation and Gap Analysis  
(2018-2019)**

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# Rector’s Message

Before the start of the new Seminary and Academic Year 2019-2020, we reviewed the Life and Mission Project of the Recoletos - Formation Center and School of Theology (LAMP: RFC-RST). We saw the need to realign some of the projects to the desires of the Church in the Philippines and redirect others to the goals of the Province. This we did in view of the celebration of the “500<sup>th</sup> Anniversary of the Arrival of the Gospel in the Philippines” (1521-2021) and the time the Order of Augustinian Recollects celebrates 400 years of continuing presence in Cebu (1621-2021) and 417 in the archipelago (1606-2021). By that time the Province of St. Ezekiel Moreno would have also evaluated her plans for the quadrenium that ends by the fifth month of 2022.

By then the Recoletos Family would have asked: “Have we walked... and worked with ... alongside the Church all these years... or we have been absorbed in the concerns of the Order and the Province, or perhaps,...focused on the affairs of our individual community?” “Are we in solidarity with the people and sensitive to their need, especially the poor and the most disadvantaged, in our areas of ministry and apostolate”?

These and similar questions made us reflect upon some concurrent concerns, hoping to integrate them, where possible, in the revised institutional plan. (The concerns we tried to consider are summarized in the table below)

CBCP Themes	SE Province Goals	RFC-RST Concerns	Attention to:
The Youth	Creators of Communion	Formation-Pastorals (Start from the A.R. Spirituality & Charism)	More Doctors / Formators / Professors
Ecumenism & Inter-Rel Dialogues	Witnesses of Gospel Values	Accent on Social Apostolate (with A. R. Spirituality & Charism)	Concretize Sustainability of Affiliation
<i>Missio ad gentes</i>	Men of Hope	Values Formation - ARFI ( <u>Team: ARSE to Team: New Ministry</u> )	RFC-RST as <i>Institutional</i> “Center of A.R. Studies & Spirituality”

In addition we discussed the following:

Support to friars taking up doctoral degrees; campaign...for more confreres to take up further studies in ecclesiastical sciences; ongoing formation in Augustinian Recollect life and service

Affiliation Sustainability (Professors, academic programs, students, support group, facilities, structures, programs for health of mind and body, etc.; with documentation for the future generation – plans, manuals, implementing rules)

Master Plan – restructuring: physical-mental (RFC-RST as Institutional Center; ARFI -finalized, adapted and implemented: composition of Team of Formators; formation of formators in accompaniment-discernment, evaluation-promotion, etc.); extension of academic and formation services (RFC-RST) to other dioceses, new foundations and established congregations \*

Personnel (including those in OLCP): Formation and development (including health of mind and body and care of creation); extension of RFC-RST theological and spiritual formation programs and services to the SARE, personnel and collaborators of other Recollect communities

Social apostolate – Intensification and collaboration with the Province’s other apostolates and ministries

Communications System and “Research Culture” Development

Budget Development and Management of Resources for formation and the mission

The members of the Formation Community are generous and hardworking. With the revised Institutional Plan we hope to find ways to grow and become more Augustinian Recollects in thought, word and deed ...the way our heroic Recollects, who, living fraternally in community, desirous to assimilate the Lord’s poverty, obedience and chastity, ...sought the Truth serving the Church in solidarity with the peoples they served generously.

Is all this a vision or a dream? What I believe is that much of what we talked about can be achieved by being one in mind and heart in trusting prayer, fasting, and diligent working. RFC community is blessed with religious who are generous with their talents and lovingly sacrificing in their service to formation. I bow before my confreres as I give thanks to God in them. And before we start the revision, may I ask you to say with our Father Saint Augustine?

*Our hope is in the great mercy of God. Give what you command and command what you will!*

**RECOLETOS SCHOOL OF THEOLOGY**  
**Five-Year Development Program**

# Five-Year Development Program (2017-2022)

## 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.
  - To 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
    - ☐ To 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.
- ❑ 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

#### 5. **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).

#### 6. **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
- 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).
- 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

**ANNUAL OPERATIONAL PLANS  
AND PROGRAMS  
(AY 2019-2020)**



## 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.	Formalize an official scheduling of meeting to review syllabi and strengthen mission entries, discussions, and in-puts.	Dean of Studies Registrar Collaborators School Faculty	5,000	RST	Before Academic Year Ends
	A Response to the demands of and a contribution to the development of local church	Update important Church Communications on School's social media and Bulletin Board, such as the message of the Holy Father, CBCP and Vatican Documents, etc.	Dean of Studies Collaborators RST Student Forum	10, 000	RST	Requires Constant Implementation
	Recoletos Educational Identification Program	Maintain constant dialogue and counseling with professors. Hold monthly faculty meeting to reassesses educational programs and curriculum	Dean of Studies Research Director Registrar Board of Trustees School Faculty	5,000	RST	Before every semester ends
		Collaborate with REAP for assistance and develop programs	Dean of Studies REAP Facilitators	5,000	RST	Before Academic Year Ends

Revisit the Theology Curriculum in view of the following concerns:	Demands of the affiliation with University of Sto. Tomas (Ecclesiastical Studies)	<p>Implement strict admission academic policies according to UST standards.</p> <p>Review SThB Syllabi Contents and newly added course objectives.</p> <p>Install University Credit System as required by UST.</p>	<p>Dean of Studies</p> <p>Research Director</p> <p>Registrar</p> <p>Board of Trustees</p> <p>School Faculty</p>	10, 000	RST	Before Academic Year Ends
	Requirements of CHED—Outcomes-Based Education; and the requisites of Asian Integration	<p>Update OBE status through seminars and conferences</p> <p>Revise present MAT Course Design and Course Description and Contents.</p> <p>Open other MAT programs for the Lay and Religious</p> <p>Send MAT Fliers for Promotion to Female Religious Congregations, Pious Unions in the Diocese of Novaliches and Cubao and some mother houses of Religious Congregations.</p>	<p>Dean of Studies</p> <p>Research Director</p> <p>Registrar</p> <p>Board of Trustees</p> <p>School Faculty</p>	15, 000	RST	1 <sup>st</sup> Semester
	Mission and Pastoral Orientation of the School of Theology	<p>Promotion BEC with Recollect Spirituality</p> <p>Enhance knowledge on BEC through seminars, conferences and talks</p>	<p>Dean of Studies</p> <p>Pastoral Outreach</p>	10, 000	RST	2 <sup>nd</sup> Semester
Revisit and implement the student academic and Student Welfare Handbook.	<p>Print, distribute and Conduct Orientation seminars related to the Theology Student Academic Guide (first years only)</p> <p>Correct technical errors found in the Student Welfare Handbook.</p>	<p>Dean of Studies</p> <p>Research Director</p> <p>Registrar</p> <p>Collaborators</p>	10,000	RST	1 <sup>st</sup> Semester	
Review the preparations, nature, contents and process and procedure for comprehensive Examinations,	<p>Annual revision of the nature and content of the Comprehensive Exams. New sets of questions should be added yearly.</p>	<p>Dean of Studies</p> <p>Collaborators</p>	3,000	RST	Before school year starts	

Create and implement Biblico-Catechetical Program for Recollect Parish Based Catechists,for Religion Teachers and Theology Professors in Recollect run educational institutions.	Review MAT programs for ministries of the lay and for the OAR parishes and schools. This is pending of its approval by the School Chapter.	Dean of Studies Registrar	20,000	RST	2 <sup>nd</sup> Semester
To craft a Curriculum Development and Management Plan to address issues related to Pontifical Affiliation.	Update the approval of the curriculum management and development Manual Affiliation to UST.	Dean of Studies Research Director Registrar	5,000	RST	Before 1 <sup>st</sup> semester ends
Extend the theological program offering to Dioceses of the peripheries and pious groups within and beyond the diocese of Novaliches	Formulate proposals for the School Chapter.-	Dean of Studies Registrar Collaborators RST Student Forum	5,000	RST	Before school year ends
To implement the sustainable development program for resident professors	Mandate professors to attend seminars that are related to their specialization. Implement the Religious Development Program of the RST's Administrative and Personnel Manual (Part I, Art VI, Sec. 3) to address Professorial demands of UST's Affiliation and CHED's Accreditation.	School of Faculty Dean of Studies Registrar	10, 000	RST	Before school year ends

## Department: Center for Augustinian Studies and 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	Offer MA in Augustinian Studies and Spirituality (MATASS)	Dean of Studies Research Director Registrar	10, 000	RST	Before school year ends
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	Update the approval of the MA in Augustinian Studies and Spirituality submitted to CHED Hold symposiums for RST Students	Dean of Studies Research Director Registrar Collaborators	10, 000	RST	Before school year ends
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.	Hold evangelization-related seminars for Lay and Recollect Religious Education Teacher of Recollect schools Conduct 5 day-seminar for OAR Teachers	Dean of Studies Research Director Registrar REAP Facilitators	10, 000	RST	Before school year ends

## 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	Revisit the manual aligning it to new developments in the field researches in theology	Research Office			One year
	Review and Implement Research programs and manuals					
	Align to NHERA 2 if possible	Publish RST research with other theology journals	Research office			One year
	Strengthen research capabilities of theology students	Review manual on style align with chicago	Research Office			Whole year
		Subject all research output to originality testing (turnitin)		1,700.00		
	Promote theological Pastoral research agenda	Publish Quaerens regularly	Research Office			June & Dec 2019
		Implement research refereeing and submit Quaerens for CHED accreditation	Research Office			September
	Publication of Recollect Related Researches	Publish Heart in Prayer (Collection of Recollect Prayers and Devotions)	Research Office	60,000.00	Research Fund	
		Publish semestral edition of restlessheart (2019-2020)				
	Promotion of Quaerens for journal exchange <i>in collaboration with St. Augustine Library</i>	Implement subscriptions of Recollect local Communities and Heigher Educational Institutions  15 theological and non theological insitutions journal exchange program (local and international)	Librarian		Library funds	

To be the publication center for RST	Publish vol 2 issue of RST research abstracts: ebook format	Research Office				March
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.				
		Finalize server set up for RST-RFC digital documentation				

## Department: ARCORES - Recoletos Theology

### 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 professors, students/theologians and RST in general.
- 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).

## 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, faculty data, and academic program of RST.	Filling-up of updated profile during registration.	Applicants		RST Treasurer	Registration Time
	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 and Staff		RST Treasurer	Registration Time
	Evaluation of grades prior to admission (AB/Certificate in Philosophy and SThB grades for Transferees)	Registrar		RST Treasurer	Registration Time
	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)	Registrar and Staff		RST Treasurer	Enrolment Time
	Preparing the necessary forms before the enrolment date	Registrar and Staff		RST Treasurer	Before Enrolment Time
	Requiring the students to submit their documents before their admission	Registrar and Staff		RST Treasurer	Registration Time

Grades	Encoding of grades for the various semester per school year.	Registrar and Staff		RST Treasurer	End of Semester
	Evaluation of grades prior to enrolment for T3 especially for returnees and transferees on the aspect of grades, residency policy, and retention.	Registrar		RST Treasurer	Before Enrolment Time
	Issuance of report card every semester.	Registrar and Staff		RST Treasurer	End of Semester
	Completion of all the grades submitted by the Dean's office per semester for filing purposes.	Registrar and Staff		RST Treasurer	End of Semester
	Filling up the grades assessment in view of graduation during the enrolment for the first and the second semester.	Registrar		RST Treasurer	Enrolment Time
	Following-up the Dean's office to require the professors to submit their grade sheets on time.	Registrar and Staff		RST Treasurer	End of Semester
Faculty data	Updating and compilation of Curriculum Vitae	Registrar and Staff		RST Treasurer	During the Semester
	Recording of the professor's performance, evaluation, and ranking.	Registrar and Staff		RST Treasurer	After the Semester
	Reminding the Dean's Office to require the newly hired professor to submit their Curriculum Vitae prior to their assumption of their teaching load.	Registrar and Staff		RST Treasurer	End of Semester
	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.	Registrar		RST Treasurer	End of School year



Academic Programs of RST	Submissions of Academic report to CHED and UST (enrolment lists, institutional data, tuition fees, student grades roster of professor).	Registrar and Staff		RST Treasurer	Before the Semester
	Submission of the reviewed academic curriculum offering programs for continuous CHED recognition and UST affiliation.	Registrar and Staff		RST Treasurer	Beginning and End of School Year
	Application of new programs for MAT, PhD in Theo, SThL, SThD, for both religious and lay organizations.	Registrar, Dean of Studies, Research Dept.		RST Treasurer	Beginning and End of School Year
	Keeping track of the records on Theological symposia, conferences and workshops open for all. (cf. office of the Dean of Studies).	Registrar and Dean of Studies		RST Treasurer	Throughout the School year
	Keeping the records on invitations of foreign/exchange professors from abroad. (cf. Office of the Dean of Studies).	Registrar and Dean of Studies		RST Treasurer	Throughout the School year
	Keeping a close monitoring of the requirements to be complied for the continuing recognition of the civil and ecclesiastical degree offered by RST.	Registrar and Dean of Studies		RST Treasurer	Throughout the School year
	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		RST Treasurer	Throughout the School year
	Keeping a record on the Attendance and participation in the activities organized by other centers of theology.	Registrar		RST Treasurer	Throughout the School year
	Establishing linkages with foreign centers of theology or institutes of specialized learning institutions.	Registrar and Dean of Studies		RST Treasurer	Throughout the School year
Budget and Finance Data	Requesting copies for fees, dues and collections for Budget and Finance office for records purposes.	Registrar and Dean of Studies		RST Treasurer	Throughout the School year
	Obliging the staff of the Office of the Treasurer to submit the needed data on time.	Registrar and Dean of Studies		RST Treasurer	Throughout the School year
Research, Publications & development data	Record-keeping for research outputs and CHED special Orders per MAT graduates	Registrar and Dean of Studies		RST Treasurer	Throughout the School year
	Continuation of the updating of the file and record-keeping.	Registrar and Dean of Studies		RST Treasurer	Throughout the School year

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 Alumn Homecoming based on UST affiliation	Listing down of SThB graduates since 1995	Registrar and Staff			
	Creating a social media account for alumni	Registrar and Staff			
	Profiling and tracking down of telephone/cellphone/email address of alumni	Registrar and Staff			
	Creating an account and electronic media for communications purpose.	Registrar and Staff			
	Organizing an initial meeting with the alumni	Registrar and Staff			
	Releasing of information campaign for mass awareness	Registrar and Staff			
	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 and Dean of Studies		
Conducting personal invitations and manifestations to the Bishops and Religious Superiors for possible.		Registrar			
Making an ad of the school promoting the programs		Promotion Staff			
To ensure the creation and maintenance of the school website	Creating and updating the data and information to be posted in the school website.	Research Department			
To establish linkage with other Dioceses and Religious Congregations	Contacting the mentioned institutions	Registrar and Dean of Studies			

## Department: St. Augustine Library

Key Results Areas (KRAs)	Activities/Strategies	Resources Needed		Time Frame
		Human	Financial	
To achieve ninety percent familiarization of students regarding library services provided.	Library Orientation	Librarian, Students	Php. 100	1 day
To improve purchasing strategies and product categorization that leads to increase competitiveness	International/Local (Books, Journals)	Librarian, Fr. Librarian and Professors	Php. 2.5 M	Yearly
	E-Books Purchasing	Librarian, Fr. Librarian and Professors	Php. 420,000 (foreign and Local)	Yearly
To organize updating personnel	Trainings and Seminars of Library Personnel	All Library Personnel	Php. 40,000h	1 week/2-3 days December (2 <sup>nd</sup> or 3 <sup>rd</sup> week)
Provide an accurate and timely support of data requirement for proper management systems	Barcoding of Books (for Borrowing)	All Library Personnel		Daily
Attain specific improvement on specific areas of the library.	Benchmarking	All library Personnel	Php. 15,000	Yearly (during break)
To identify a developing fire emergency a timely manner, and to alert the building's occupants and fire emergency.	Fire extinguishers seminar	All Library Personnel	Php. 10,000	As needed
Improve library binding services	Benchmark of other possible binding Services	Two Library Staffs	Php. 10,000	Yearly
Improve OPAC services	Incorporate Catalogue of the archives	Librarian, Fr. Librarian, Archivist		ASAP
Maintenance for better internet connection and computer system	Check the system and upgrade the internet connection	Computer Technician (IT)	Php. 8,000	Monthly and yearly

Saint Augustine Library has been known to other researchers	Promoting the library to the other researchers.	Librarian and staff	Undecided	ASAP
Have an area where can drink or eat in the library.	Locate a place and arrange it.	Librarian/staff	Php. 10,000	ASAP
Having a bulletin or announcement board	To make of purchase a bulletin board or announcement board	Librarian and staff	Php. 5,000	ASAP
There is a librarian brother who is the bridge to communicate between the library matters and the students.	To assign a librarian brother	Librarian brother		ASAP

**Annual Performance Evaluation  
and Gap Analysis  
SY 2017-2018**

# Office of the Dean of Studies and Student Welfare

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

Planned		Actual	Performance Category: Implemented, not Implemented, partially implemented	Performance Analysis (Reasons for Discrepancy: Planned and Actual	Proposed Activities for Up-coming School Year (2019-2020)
Key Results Areas (KRAs)	Activities / Strategies	Output or Accomplishments			
Review the Vision, Mission Goals and Objectives of RST aligning these to the following:	The primary missionary identity of the Church, Order, and Province.	Review syllabi and strengthen mission entries, discussions, and in-puts	No concrete output made. Needs a formal scheduling of meeting to review and modify syllabi and mission entries.	Not Implemented	Revision or review of syllabi is to be conducted yearly to improve educational system of RST
	A Response to the demands of and a contribution to the development of local church	Post on the RST Communications Bulletin Board OAR Communications Recent message of the Holy Father CBCP and Vatican Documents All invitations from the local church (ex. Symposium, etc.)	Posted announcements, pictures and reports on the bulletin board	Implemented but not on a regular basis	Maintain a frequent and consistent updating of school activities on facebook account (thesis proposals, thesis defense, birthday celebrants, schedule of communion, intramurals) Organize a two-week seminar on updating (OAR) Augustinian Studies. Conduct annual theological seminars at least for two days. Invite competent speakers who will talk about relevant issues on faith, religion etc.
	Recoletos Educational Identification Program	Maintain a communitarian and fraternal ambiance outside the classroom	Conversations, counseling and advises with the professors	Implemented not on regular basis	Maintain <i>Lakbay Aral, Team Building, RST Day, Intramurals, Communio,</i>
			There is no need for any association	RST not yet part of the REAP	RST's MATASS only in Asia promotion

Revisit the Theology Curriculum in view of the following concerns:	Demands of the affiliation with University of Sto. Tomas (Ecclesiastical Studies)	Review of strict admission policies according to UST standards.	Academic Guide policy implemented			Digital filling system of records Proper designation of files and tasks in respect to the different offices (Registrar, Research, Dean) Provide optional course program for MAT writing for four years.
		Review of the SThB Syllabi Contents	Reviewed and course objectives were added The University Credit System required by UST accomplished The <i>Veritatis Gaudium</i> requirement applied			
	Requirements of CHed— Outcomes-Based Education; and the requisites of Asian Integration	OBE updating through seminars. Revise Present MAT Course Design and Course Description and Contents) Open other MAT programs	MAT program applied but needs revision. MAT program for Lay and Religious started MAT Fliers and Promotion MA in Augustinian Studies and Spirituality (MATASS) submitted to CHED for approval	MAT program for Lay and Religious Fliers mailed and emailed to Bishop Tobias and all Female Religious Congregations, Pious Unions in the Diocese of Novaliches and Cubao and some mother houses of Religious Congregations. Waiting for the approval of MATASS	One lay enrolled Saturday classes moved to weekdays	Make fliers, and calendars for the promotion of MATASS Organize OBE seminars every two years Contact professors for MATASS Secure contact information such email addresses and contact numbers of candidates upon the inquisition. Start MATASS 2020 Craft the MATASS program
Mission and Pastoral Orientation of the School of Theology	Promotion of BEC with Recollect Spirituality		Not implemented		Exposure and immersion to communities for BEC gathering	

<p>Finalize the student academic and Student Welfare Handbook and Out-reach Programs</p>	<p>Print, distribute and Conduct Orientation seminars related to the Theology Student Academic Guide</p>	<p>Orientation of all students about the Academic guide Orientation (first years only)</p>	<p>August 2018 August 2019</p>		<p>Make revisions and corrections on errors identified in the current Student Welfare Handbook and Out-reach Programs</p>
<p>Review the preparations, nature, contents and process and procedure for comprehensive and entrance Examinations</p>		<p>The nature and content of the Comprehensive Exams be reviewed and revised.</p>	<p>Comprehensive Exams 5 days duration</p>	<p>Implemented not yet perfected</p>	<p>Distribute reviewers to students a month before the scheduled comprehensive exam Create and develop new set questions for the Entrance exam yearly Provide a separate answer sheet Review and revise entrance examination result forms for easy assessment of examinees Implement entrance examination fee of 500 pesos per student Require examinees to fill in contact information upon their scheduled entrance examination Distribute reviewers to students a month before the scheduled entrance exam</p>
<p>Create and implement Biblico-Catechetical Program for Recollect Parish Based Catechists and an Augustinian-Recollect based Religious formation for Religion Teachers and Theology Professors in Recollect run educational institutions.</p>	<p>MAT in Ministries for the lay and for the OAR parishes and schools to be reviewed and approved by the School Chapter. Open appropriate MAT programs for lay Conduct Evangelization related Seminars for Lay and Recollect Religious Education Teacher of Recollect ran schools</p>	<p>MAT program for Lay and Religious started MA in Augustinian Studies and Spirituality submitted to CHED for approval 5 day seminar for OAR Teachers Symposium for RST Students</p>	<p>Implemented since May 2019 Implemented since April 2019</p>		



<p>To craft a Curriculum Development and Management Plan to address issues related to Pontifical Affiliation.</p>	<p>Write the curriculum management and development Manual</p>	<p>Affiliation to UST submitted to UST for approval Still waiting for the <i>Ratio Nationalis</i></p>	<p>June 2019 The Ratio Fundamentalis 2017 reviewed and considered for the possible revision of the curriculum.</p>		
<p>Extend the theological program offering to Dioceses of the peripheries and pious groups within and beyond the diocese of Novaliches</p>	<p>Formulate proposals for the School Chapter:- Study the possibility of opening our spirituality, through the SARF, to the diocesan seminarians.</p>	<p>Admit pious groups in RST and RFC</p>	<p>August 2018 Pious groups: MMMP, DS, OATH, and ESHT</p>	<p>Added pious groups, FLP and MCR. ECAR still on the process of asking letter from the Bishop</p>	
<p>To implement the sustainable development program for resident professors</p>	<p>Let professors attend seminars that are related to their specialization. Implement the Religious Development Program of the RST's Administrative and Personnel Manual (Part I, Art VI, Sec. 3) to address Professorial demands of UST's Affiliation and CHED's Accreditation.</p>				<p>Consider the weight of student's Evaluation of the Professors to establish better learning environment and effective pedagogy</p>

To improve library services	Improve regularly theological book and journal collections	Review and implement manual for library use				
		Improve Process of book purchasing to enhance sources of course offering				
	Engage in more theological exchange journal through <i>Quaerens</i> , the official journal of the institution.	Improve theological journal exchange through <i>Quaerens</i>				Distribute all pending copies of <i>Quaerens</i>
<b>Others</b>	<p>Organize the scheduling of Pest control, Fire and Earthquake Drills, Calendar of permits; renewal of Business Permit</p> <p>To familiarize the RST hymn, flag raising ceremony is to be held for at least once a month and during special school activities</p> <p>Finalize detailed programs during RST Day and the feast of St. Thomas Villanova</p> <p>RST Communications. An in charge is to focus</p> <p>Purchase new Laptop, projectors. Strictly Reserve one laptop and projector for each batch and another one for collaborators (DFA)</p> <p>Repair dysfunctional laptops and damaged school equipment</p> <p>Seal every school equipment with the official school logo to indicate school ownership</p> <p>Sell School T-shirts, Jerseys, Pol-Shirts, Jackets</p>					

# Research, Publication, Planning and Development

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

Planned		Actual	Performance Category (Implemented, partially Implemented, Not Implemented)	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	Posted in rst website	implemented	<p>Revise and fine tune research manual i.e. rrl, descriptions of every part of the thesis, submission of thesis works etc</p> <p>Determining of topics for research</p> <p>Determine process of submission of thesis works.</p>
	Review and Implement Research programs and manuals				

	Align to NHERA 2 if possible	Publish student and Professors' researches in Quaerens and other theology refereed journal	Some researches are published at quaerens	Partially implemented	No research is submitted to other refereed research journal RST journal to be submitted for referring to ChED	Submit Quaerens to qualify as Refereed Journal
	Strengthen research capabilities of theology students	Review the contents on research related seminars; align them with RST research agenda; Conduct research orientation seminars; Implement the refereeing manual for Quaerens publication	Improved and consolidated research program and implementation	Partially implemented	Need fine tuning	Conduct research forum
	Promote theological Pastoral research agenda	Conduct research orientation seminars; Implement the refereeing manual for Quaerens publication	Part of the course and seminars	implemented		Conduct inter theological research forum
	Publication of Recollect Related Researches	Collaborate with the Center of Augustinian Recollect Spirituality and Identity for research publications	Some articles are published at rst website (Spirituality Page)	On going		
	Promotion of Quaerens for journal exchange <i>in collaboration with St. Augustine Library</i>	Conduct journal exchange with other theology institution both local and international	Journal exchange is on going	Implemented and on-going		

To be the publication center for RST		Publish book on Abstracts: RST Students' Theses and Researches published in Quarens ( 1 in 5 years)	No abstract was published although collection of data is ongoing	Partially implemented	Lack of time in formatting – needing a hand and organization of the office helps	Publish new edition of research abstract in the rst web. Assigned a collaborator for the said work
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;	Data are in quarens google drive	implemented	Needed to be transferred to RFC-RST elibrary data bank (library)	
		Study the possibility of RST Google Drive for data administration	All offices are furnished official email add (e.g. <a href="mailto:dean@rst.edu.ph">dean@rst.edu.ph</a> ) separate from personnel email add.	implemented		

## Department: Records, Information Technology and Promotion

1. 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)	Activities	Output or Accomplishment			
Student information,	Filling-up of updated profile during registration.	Students were asked to supply personal information for their profile.	implemented		
	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).	Students submitted their academic papers upon enrolment. However, some of them were incomplete.	Partially Implemented	Incomplete academic records in the applicants' possession.	Require the applicants to submit all the necessary academic requirements <u>PRIOR</u> to enrolment.
	Evaluation of grades prior to admission (AB/ Certificate in Philosophy and SThB grades for Transferees	Grades were evaluated prior to enrolment.	Implemented		

Grades	Encoding of grades for the various semester per school year.	Grades were generated via the existing school electronic system.	Implemented	Sometimes, grades were issued to students very late due to late submission of grades by the Professors.	Recommend to the Dean to advise the professors to strictly implement the submission of grades on the deadline.
	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 and appropriate advisement were given to students.	Implemented		
	Issuance of report card every semester.	Card issuances were delayed due to late submission of grades by professors.	Partially Implemented	Grades submission was dependent upon the convenience of professors.	Recommend to the Dean to advise the professors to strictly implement the submission of grades on the deadline.
Faculty data,	Updating and compilation of Curriculum Vitae.	Forms for the Curriculum Vitae of Professors were distributed. However, Professors seemed not to bother to complete or update them.	Partially implemented	Most professors did not return the CV form nor comply in the filling-up of their CV.	Assign a representative from each class to interview the professors as a mechanism to update or complete their CV.
	Recording of the professor's performance, evaluation, and ranking.	No records were done since no ranking result was forwarded by the HR to the Records Department.	Not Implemented	No records were forwarded by the HR to the Records Department.	Coordinate with the HR to fast-track the ranking of professors and employees of the school.

Academic Programs of RST	Submission of Academic report to CHed and UST (enrolment lists, institutional data, tuition fees, student grades roster of professors).	School and Student records were regularly submitted to both CHED and UST.	Implemented		
	Review of the academic curriculum offering programs for continuous CHed recognition and UST affiliation	These items are the concerns of the Dean. The Records Department facilitated only the submission of the reports to the corresponding agencies and institutions.			
	Application of new programs for MAT, PhD in Theo, SThL, SThD, for both religious and lay organizations.				
	Invitations of foreign/exchange professors from abroad.				
Budget and Finance data	Requesting copies for fees, dues and collections for Budget and Finance office for records purposes.	Budget was requested from the Finance Office. However, their records were not systematically organized yet.	Implemented on the part of the Records Department, but not organized due some limitations in the Originating Department	Copy of the Updated Budget of the recent school year was not provided by the Originating Department due to hitches in organization and systematization.	Encourage the Finance Department to organize their Financial Records Management so that they be transmitted in full and on time to the Records Department.
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.	Special Orders of the Graduates as well as the hardbound copy with S.O. Numbers from CHED were systematically kept in the Records Department.	Implemented		



## 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.	Only the list of graduates since 2012 were retrieved in the existing files.	Partially implemented	Lack of sufficient data for the previous alumni	Update directory of graduates at RST as per ecclesiastical recognition years.
	Creating a social media account for alumni	No account were created.	Not implemented	Not undertaken since it was not the primary priority during the previous academic year.	Assign a moderator to undertake the creation of social media for the alumni.
	Profiling and tracking down of telephone/cellphone/email addresses of alumni	Not yet undertaken.	Not implemented	Not undertaken since the attention was shifted to other priorities during the previous academic year.	Collect necessary information to come up with the alumni directory

<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>Fliers were distributed last year to different dioceses and congregations but there were no takers. Attention was shifted to the mandate coming from the diocesan bishop of Novaliches for the formal seminary formation of the pious organizations.</p>	<p>Partially Implemented</p>	<p>No takers of the program from the lay group. Only seminarians were able to benefit from the program. Likewise, the school was not yet prepared to offer classes for the said programs for the lay and religious sisters during Saturdays.</p>	<p>Intensify campaigns for the promotion of the MAT program of RST to the lay and religious sisters as well as the SThB-MAT programs for seminarians including those from the diocesan seminaries.</p>
	<p>Conducting personal invitations and manifestations to the Bishops and Religious Superiors for possible.</p>	<p>Letters were sent to the bishops but there were no responses received from them.</p>	<p>Partially Implemented</p>	<p>No responses from the Bishops.</p>	<p>Refer to the Dean for possible guidelines that can be presented to the Bishop to make the offerings attractive and responsive to the needs of their diocese and local clergy.</p>
	<p>Making an ad of the school promoting the programs</p>	<p>Lay-outs of the advertising materials were made but they were stopped due to some updates of the curriculum that the Congregation for Christian Education had mandated. Announcements of the course offerings were printed in the graduation programs and the school publication.</p>	<p>Partially Implemented</p>	<p>Interrupted due to recent updatings of the curriculum for both SThB and MAT.</p>	

## Department: 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	Attempted but not realized	Not implemented	Some departments do not respond.	The procurator writes to the Heads of the offices to prepare their budget, he gives deadlines and he makes a follow-up.
	Coordinate with the procurement office and consolidate budget.	Attempted but not realized	Not implemented	Heads of the offices do not coordinate.	
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,	Realized			
	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)	Attempted but not realized	Not implemented	Poor dissemination of information and "conscientization" campaign; lack of follow-up.	Schedule seminars and workshops. (Persons responsible: Fathers Prior, Master, or Procurator)
	Evaluation of monthly water and electrical consumption.	Not realized	Not implemented	Poor dissemination of information and "conscientization" campaign; lack of follow-up.	Schedule seminars and workshops...with regular follow-up. (Persons responsible: Fathers Prior, Master, or Procurator). Integrate in monthly activity /meeting with the students.
	Appliance repair	Realized	Fully implemented		Continue as practiced.

To craft a comprehensive maintenance and property administration manual so as to maximize human resources.	To check regularly property inventories of both institution	Seminar on religious administration, building administration		Partially implemented	Failure to follow-up	The head of the Human Resource Development will assume responsibility to do the following: Consult experts and prepare a program. Consult the Administrative and Personnel Manual
	To realign and develop religious development and technical programs for maintenance personnel	Have checklist of maintenance activity Schedule for checking facilities Then create manual	Not realized	Not implemented	No persons assigned and no program.	Assign a person and have him trained to do the inventory (according to institution – RST/RFC.) Entrust responsibility to the of the Human Resources Development
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			Integrated in the plan: new building.	The team of formators and the RST School Board should make a follow-up on the new proposed building to make sure that the master plan is implemented.  Disseminate information on Administrative and Personnel Manual.  Study and apply provisions in said Manual.
	To improve classroom and instructional facilities and equipments,	To follow based on the evaluation of the students Classroom inventory			Integrated in the plan: new building.	
	Student lounge and canteen,	Procuration of Vendo machine			Integrated in the plan: new building.	
	Professors' lounge	Provide new room for Professors lounge : Fr's gym (suggested)			Integrated in the plan: new building.	

	Printing and publication office,	To be determined upon the consultation/assessment of building professionals			Integrated in the plan: new building.	<ol style="list-style-type: none"><li>1. Create a "Project: Laudato Sí at RFC-RST" (or any other name) to serve as umbrella...embracing all the concerns mentioned above.</li><li>2. Detail the project into specific actions</li></ol>
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## Department: ARCORES Recoletos Theology

### 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		Implemented		
	Promote the spirit of volunteerism		Implemented/on-going		
	To increase the awareness of the adopted communities with the current social issues/problems by conducting social issues awareness seminars/ symposia/conference.		Partially implemented	Difficulty in looking for resource persons and participants	
	Seminars/Activities on the care of Mother Earth.		Implemented (Conference on Waste Management)		
	Conduct informal classes on values formation; and spiritual development through conferences; recollections; counselling;		On-going through BEC and Catechesis, and Talks		
Medical Assistance	Dental mission		Implemented in coordination with the Parish Outreach		
	Medical mission		Implemented in coordination with Parish Outreach		
	Rabies Vaccination		Implemented with Parish Outreach		
	Provide basic medicine		Occasional as Indigents come and ask for help		

Basic Social Services	Cooking		Not Implemented	Difficulty in Looking for persons who can conduct training	
	Tailoring		Not implemented	Difficulty in looking for persons who can conduct training	
	Sports Development		Implemented/On-going		
	BEC: community		On-going		
	Skills Training		Not implemented	Difficulty in looking for persons who can conduct training	

N.B. Since our targeted recipients of the Medical and Dental Missions are the same with that of the parish, the Medical/Dental Missions cannot be duplicated in the same area and with the same recipients. So, we can only tie up with the Medical/Dental Missions of the parish.

# **RECOLETOS FORMATION CENTER**



# Five-Year Development Program (ay: 2017-2023)

## 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 21<sup>st</sup> 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)

# Annual Operational Plans and Programs (2019-2020)

## 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:

Key Results Areas (KRAs)		Activities/Strategies	Resources Needed		Sources of Funds	Time Frame
			Human	Financial		
To focus on the Charismatic identity of the OAR: Interiority (Contemplative), Communitarian and Apostolic	Augustinian Recollect Spirituality, Identity, Values and Tradition,	- to hand over the responsibility to the committee on Spirituality				
	Missionary character by Birth and by Tradition (part of the Apostolic Character)	visit OAR missionary landmarks within Luzon and Visayas to those who will be assigned in these areas (only possible for brothers in exposure areas)	Formator in-charge	P10,000.00	RFC	Community exposures and outings
	Proclamation of the Word (Oral and Written) Formation	- Emphasis on a rich and more deeply personal sharing during the <i>lectio divina</i>	-formands		RFC	-every Tuesday evening
	Incorporation of Filipino, and Asian Values Formation	The topic will be discussed/ given during Values Formation every Monday				August and January

	Aligned and Oriented to the various apostolates of the province of St. Ezekiel Moreno and of the Order	To participate in Parish-related activities. (occasion for vocation campaign in the areas of apostolate)	-formator/local vocation in-charge	P10,000.00	RFC	-throughout the school year and when invited
		Orientation or seminar regarding the parish apostolate specifically on BEC	c/o Parish Priest		c/o Parish Office	September
Enhancing Formation Programs						
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. to re-evaluate and re-visit the evaluation tools, e.g. peer evaluation, self evaluation and formator evaluation.				
		to give formand's an avenue for dialogue to settle issues that they have found out during their evaluations. through an ACCOMPANIMENT PROGRAM				
		to give talks on Mission continue inviting missionaries who are on vacation to give sessions	-Missionaries on vacation	-P2,000.00 per missionar	-RFC	-throughout the school year

<p>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.</p>	<p>continue the participation of the formators and the formands in planning, implementation, and evaluation of programs, plans and activities of both RFC and RST.</p> <p>Suggestion: to have evaluation every two months by office (collaboration prog.) for monitoring Posting of the whole semester's calendar of activities c/o beadle et stirring committee</p>	<p>formators and formands</p>			
<p>2. Developing a Culture of Research, Publication, Planning and Development</p>					
<p>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.</p>		<p>Continue the evaluation of student's grades, behavior, study habits and attitudes.</p> <p>Grades: to be evaluated every semester</p>			
		<p>to assist the friars who are having difficulties in their grades, behaviors, study habits, and attitudes. (recreation time in the evening will be cut short to 9:00PM)</p> <p>Suggestion: Invite resource speaker on the pedagogy of learning [emphasis on techniques and methods of effective studying] study habits</p>			

To address important factors and devise successful steps to implement the seminary programs To ensure the effective implementation of existing seminary programs	- continue monthly community meeting (implemented)	- formands			
	regular evaluation among the formators and formands depending on the immediate needs in the formation aspects of the formands.				
To find answers to certain problems arising from the plurality of values expected from the seminarians. (Every Sunday lunch the formators and formands will eat together –same table	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 (implemented)	c/o Beadle			Every last Friday of the month
	Continue the meetings with Fr. Decena and Fr. Larlar.	c/o Beadle			Every Thurs. 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. (implemented)	-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 (implemented except the digitalization)	-formator in-charge			
To develop new areas of focus as opportunities for seminarian’s development	driving skills, music, and short term courses, relevant to our apostolate. *Spanish class every Saturday Morning	formator in-charge	P100,000.00	-common funds	-end of the school year before vacation
	-to intensify ELEP classes (implemented)	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. <i>*we are already using the automated evaluation</i>	-formators and formand				
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**2. 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.	<i>Collaboration Program: Assigning of graduate brothers to the finance office</i>				
To assist in the management of the seminary properties, including the operations, repairs and maintenance.	<i>Monthly inventory of Seminary properties</i>	<i>c/o Manualia Committee</i>			
To oversee seminarian’s common fund operations.	<i>(to make manual for the use of Common Fund) 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.</i>	<i>c/o Tresurer-Seminarian</i>			
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. <i>Conduct Seminar on ecology and energy conservation</i>					October

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	Monthly Recollection and Rosary every Thursday	c/o Fray Feliciano			

**3. 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.	Implemented but not yet in the soft copy (not info tech. based)				
To define the functions, responsibilities and scope of activities and responsibilities.	Stated in the RFC manual but needs to be evaluated and re-echoed				
To provide information services for the RFC related to Incoming Activities/Programs and Budget and Finance Data (Common fund)	to create semestral calendar				