

INSTITUTIONAL PLANS AND PROGRAMS

**Academic Year
2020-2021**



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RECTOR'S MESSAGE

I am grateful. I thank God in every member of our community. In the midst of the global health emergency, we found time to revisit the RFC-RST Institutional Plan and prepared ourselves for the Academic Year 2020-2021. Quarantined in solidarity with our people, we did fight against CORVID '19. Full of hope in the mercy of God, we took as weapons penitential activities, prayers, and helps, we could extend to those who were more in need.

And there is more to be thankful. The science and art of planning and strategizing taught us important lessons that can mitigate the pandemic fear caused by a virus: “

You need a strategy because it sets the direction and establishes priorities for your organization. It defines your organization's view of success and prioritizes the activities that will make this view your reality. The strategy will help your people know what they should be working on, and what they should be working on first.”¹

Planning and strategizing also have elements of formative value. They taught us, for example, how to *set direction and activities*.² They got every member on the same page, that is to say, we were moved toward the same direction. With common direction and with priorities set properly, *decision-making was simplified* and we learned to *align all our resources to maximize*

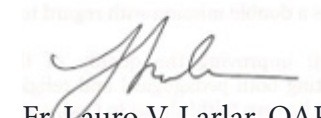
¹<https://managementhelp.org/blogs/strategic-planning/2011/10/18/why-you-need-a-plan-5-good-reasons/>

² Italicized statements are from the same source.

our strategic success. Knowing where we are going, *allowed us greater opportunities to help maximize success in getting there.*

Of course, we keep ourselves intentionally conscious to use all science and knowledge as, in the language of our Father Augustine, “scaffolding to build the edifice of love”. True indeed, this document: “The Institutional Program and Plans for Academic Year 2020-2021 and Performance Evaluation and Gap Analysis for 2019-2020” is a loving service to all the stakeholders of the Recoletos Formation Center and School of Theology!

At the service of formation,



Fr. Lauro V. Larlar, OAR
Rector

INTRODUCTORY NOTES

This school year's Annual Evaluation and Planning Activity was scheduled during the advanced community quarantine period of Metro Manila and lockdown on some other parts of the Philippines. Even these trying moments and circumstances brought about by the corona virus, commonly known as (COVIV 19), the community together with religious of the pious unions settled down for a two-day evaluation and planning session. Conscious of the demands for social distancing which eventually was raised to physical distancing, the members of the community were never divided but were one in the desire to pursue the goals and dreams for both institutions—the school and formation.

This is the third annual evaluation and planning activities. There have been significant leaps and developments both in the processes and procedures as well as in the raising of standards for both institutions (RST and RFC) as consequence of past evaluation and planning activities. May this exercise be sustained not only for purposes of fulfilling the requirements of affiliation and accreditation, but importantly, for its impact on formation and the continuous progress and development of both RFC and RST.

The document is generally divided into three parts, (1) The Five Year Development Programs of RFC and RST, (2) Annual Programs and Plans for Academic Year 2020-2021), and (3) The Evaluation and Gap Analysis for Academic Year 2019-2020).

**RECOLETOS SCHOOL OF THEOLOGY (RST)
and (RECOLETOS FORMATION CENTER (RFC)
FIVE-YEAR DEVELOPMENTAL PROGRAM (2017-2022)**

Recoletos School of Theology
A Theological Center for Communion, Research, and Faith Experience

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

- o Align to NHERA 2 if possible
- o Strengthen research capabilities of theology students
- o Promote theological Pastoral research agenda
- o Publication of Recollect Related Researches
- o 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
 - o 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:
 - o Student Information, Faculty Data, and RST Alumni
 - o Academic programs of RST
 - o Budget and Finance Data
 - o 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.
- To fulfill accreditation (CHED) and affiliation (UST) reportorial requirements; and
- To create and implement feedback mechanism to all other offices relative to accreditation and affiliation reports, requirements, deficiencies and results.

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 emergency ready facilities and conduct instruction seminars
- 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;
- To coordinate, implement, monitor and evaluate human resource development program (HRDP).
- To promote values formation/education.
- To conduct medical assistance activities.
- to provide basic social services.

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,
 - CO-curricular Support Facilities

Recoletos Formation Center

RFC: A Community of Evangelized and Evangelizing Religious

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 of the said function
- 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).

ANNUAL PROJECTS AND PLANS (AY 2020-2021)

Recoletos School of Theology A Theological Center for communion, Research and Faith Experience

Dean of Studies and Student Welfare

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.	Revision or review of syllabi is to be conducted yearly to improve educational system of RST	Dean and Staff		School fund/ tuition fee	2020-2021	
	A Response to the demands of and a contribution to the development of local church	Maintain a frequent and consistent updating of school activities on facebook account (thesis proposals, thesis defense, birthday celebrants, schedule of communion, intramurals)	Dean and Staff And speakers	Budget for snacks and for fliers and posters		Stipend for speakers	2020-2021
		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 <i>Lakbay Aral, Team Building, RST Day, Intramurals, Communio,</i>		Budget for transpo Accomodation and food			2020-2021
		RST's MATASS only in Asia promotion					2020-2021

Revisit the Theology Curriculum in view of the following concerns:	Demands of the affiliation with University of Sto. Tomas (Ecclesiastical Studies)	Digital filling system of records	Dean's office Registrar Research			2020-2021
		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.				
	Requirements of CHEd—Outcomes-Based Education; and the requisites of Asian Integration	Make fliers, and calendars for the promotion of MATASS	Dean's office	Budget for fliers and calendars	RST	2020-2021
		Organize OBE seminars every two years				
		Contact professors for MATASS				
		Secure contact information such as email addresses and contact numbers of candidates upon the inquisition.				
	Mission and Pastoral Orientation of the School of Theology	Exposure and immersion to communities for BEC gathering for the participants/ educators in the Center of Augustinian Recollect Studies	Coordinators in the area of BEC		Registration fee	2020-2021
	Revisit and implement the student academic and Student Welfare Handbook.	Revisit Student Welfare Handbook and Outreach Programs	staff			2020-2021
	Review the preparations, nature, contents and process and procedure for comprehensive Examinations,	Distribute reviewers to students a month before the scheduled comprehensive exam	Dean and staff			2020-2021
review theological synthesis syllabi courses as preparations for comprehensive examinations		Dean and Professors				
Identify topics for the comprehensive exam to narrow down the scope of comprehensive exams Create and develop new set questions for the		Dean and staff				

Revisit examination examinations and procedures.	Entrance exam yearly Provide a separate answer sheet (determine format)				
	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				
	Identify subjects/ topics for the entrance exam				
Create and implement Biblico-Catechetical Program for Recollect Parish Based Catechists for Religion Teachers and Theology Professors in Recollect run educational institutions.	For planning				2020-2021
To craft a Curriculum Development and Management Plan to address issues related to Pontifical Affiliation.	Gathering of data and information				2020-2021
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	Consider the weight of student's Evaluation of the Professors to establish better learning environment and effective pedagogy				2020-2021

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	MATASS RST's MATASS only in Asia promotion Coordinate with REAP	OAR Fathers/ Experts on Au- gustinology	RST	RST (Student Fees)	2020
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	Seminar on Augustinian Values and Pedagogy and seminar on Recollect "Augustinianess"	OAR Fathers/ Experts on Au- gustinology	RST	Seminar Fee (25, 000 per pax)	May 4-15, 2020
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.				Seminar Fee (25, 000 per pax)	June 2022

Research, Publication, Planning and Development
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	Design bookmark to promote rst.edu.ph website;	Research office			First semester
		Post in classroom and bulletin board to promote rst.edu.ph website and resources				
	Review and Implement Research programs and manuals	Revisit research curriculum, promote and implement research program aligned with RST research agenda; focus on student research capabilities				
	Align to NHERA 2 if possible	Promote RST research agenda articulated in RST research manual (giving emphasis on pastoral relevance of researches)	Research office			
	Publication of Reconnect Related Researches	Moved to CoHCH-R				
Promotion of Quaerens for journal exchange <i>in collaboration with St. Augustine Library</i>	Improve number of research contributors; number of journal exchange institution (ASIA)				Whole year	
To be the publication center for RST		Monitor and facilitate regular publication of restless heart;	Dean and research office			Whole year
		Continue publication of quaerens; special edition in honor of 150 th anniversary of St. Ezekiel's arrival (2020) and presbyteral ordination (2021)	Research office	140,000	Research fund	Whole year
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.	Regularly inform cluster heads on institutional programs and plans.	Research office			
		Determine a schedule to conduct a mid-year evaluation of cluster implementing programs (during office collaboration schedule)	Research office			

Records, Information Technology and Promotion
Efficient Center for 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.	Registrar and Student Assistants	N/A	N/A	August 2020 and January 2021
	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	N/A	N/A	August 2020 and January 2021
	Evaluation of grades prior to admission (AB/Certificate in Philosophy and SThB grades for Transferees)	Registrar	N/A	N/A	June to August 2020 and October 2020 to January 2021
Grades	Encoding of grades for the various semester per school year.	Registrar, Admin Staff and Student Assistants	N/A	N/A	January 2021 and May 2021
	Evaluation of grades prior to enrolment for T3 especially for returnees and transferees on the aspect of grades, residency policy, and retention.	Registrar	N/A	N/A	December 2020 to January 2021
	Issuance of report card every semester.	Registrar and Admin Staff	N/A	N/A	
	Evaluation of grades/academic ratings and records for the graduating students to indicate their eligibility for graduation	Registrar and Dean of Studies	N/A	N/A	December 2020 to January 2021
	Distribution of clearance to the graduating students during the second semester of their third year.	Registrar, Admin Staff and Student Assistants	N/A	N/A	January 2021
Faculty data,	Updating and compilation of Curriculum Vitae.	Registrar, Admin Staff and Student Assistants	N/A	N/A	August 2020 and January 2021
	Recording of the professor's performance, evaluation, and ranking.	Registrar, Admin Staff and Student Assistants	N/A	N/A	January 2021 and May 2021

Academic Programs of RST	Submission of Academic report to CHED and UST (enrolment lists, institutional data, tuition fees, student grades roster of professors).	Registrar and Admin Staff	N/A	N/A	August 2020 and January 2021
	Review of the academic curriculum offering programs for continuous CHED recognition and UST affiliation	Registrar, Dean of Studies, Professors and School Board	Php 10,000.00	School Budget	July to August 2020 and December 2020 to January 2021
	Application of new programs for MAT, PhD in Theo, SThL, SThD, for both religious and lay organizations.	Registrar, Dean of Studies, Professors and School Board	Php 10,000.00	School Budget	January 2021
	Invitations of foreign/exchange professors from abroad.	Registrar, Dean of Studies, Professors and School Board	\$ 3000.00	School Budget	June 2020 and January 2021
Budget and Finance data	Requesting copies for fees, dues and collections for Budget and Finance office for records purposes.	Registrar, Admin Staff and Student Assistants	N/A	N/A	August 2020 and January 2021
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.	Registrar, Admin Staff and Student Assistants	N/A	N/A	August 2020 and January 2021
Lay Registrar	Hiring a lay registrar for continuity of operations.	Rector and School Board	N/A	N/A	ASAP

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, Admin Staff and Student Assistants	N/A	N/A	August 2020 to January 2021
	Creating a social media account for alumni	Registrar, Admin Staff and Student Assistants	N/A	N/A	August 2020
	Profiling and tracking down of telephone/cellphone/email addresses of alumni	Registrar, Admin Staff and Student Assistants	N/A	N/A	August 2020 to January 2021

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, Dean of Studies, School Board, Admin Staff and Technical Team	Php 50,000.00	School Budget	May 2020 and October 2020
	Conducting personal invitations and manifestations to the Bishops and Religious Superiors for possible.	Registrar, Dean of Studies, School Board	Php 10,000.00	School Budget	May 2020 and October 2020
	Making an ad of the school promoting the programs	Registrar, Dean of Studies and Technical Team	Php 50,000.00	School Budget	May 2020 and October 2020

3. Accreditation and Affiliation Requirements

Key Results Areas (KRAs)	Activities/Strategies	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
Accreditation and Affiliation Compliance	Fulfilling accreditation (CHED) and affiliation (UST) reportorial requirements; and	Registrar, Admin Staff and Student Assistants	Php 20,000.00	School Budget	August 2020 to January 2021
Inter-Offices Feedbacking	Creating and implementing feedback mechanism to all other offices relative to accreditation and affiliation reports, requirements, deficiencies and results.	Registrar, Admin Staff and Student Assistants	N/A	N/A	August 2020 to January 2021

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

Key Results Areas (KRAs)	Activities / Strategies	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
To achieve a ninety percent familiarization of students regarding library services	Demonstration on how to use and explore OPAC system	Librarian and staff	Php 100.00	Library Fee	During orientation of neophytes Before the
	Categorization of Journal collections (Historical Journals, Biblical Journals, Morals, Dogmatic) if applicable				end of the academic year 1 day
Improve purchasing strategies and product categorization leading to increased competitiveness	International Books and Journals	Librarian and Staff	Php 2,500,000.00	Provincial Procurator and Library fee of students	As announced by the organizers of book fair
	Attending International Book fair		Php 5,000.00 / month		Before the start of the Academic Year
	Subscription on e-book library provider		Php 30,000.00	Provincial Procurator	Summer Break (Yearly)
To organize updating of personnel	Benchmarking and Training				
To Provide accurate and timely support for a proper management data systems	Update barcode of books and easily accessible	All Library Personnel Students			Daily
	Implementation of number of books limited per student in reading section (max 10/student) and application of index card locator				
To attain specific improvement on specific areas of the library.	Creating new sections conducive for leisurely reading purposes (beam bags, couches)	All Library Personnel	Php 20,000.00	Provincial Procurator	Summer Break (Yearly)
To provide faculty, students, and the public with access to collections, information resources and services.	OPAC services	All Library Personnel		Provincial Procurator	Before the start of the Academic Year
	Classification of Journals (Historical, Biblical, Theological, Moral, Dogmatic et al				

To provide fire and other emergency ready facilities and instructions	Map (location of fire-extinguisher) Fire extinguisher (check if expired and need replacement)	All Library Personnel		Provincial Procurator	Before the Start of the Academic Year
	Fire exit				
	Uniform for the library personnel				
To update Library binding services	Benchmark of other possible Binding Services	All Library Personnel	Php 10,000.00		Yearly
To innovate OPAC services	To install a computer unit dedicated for OPAC services only	Librarian and Fr. Librarian			Before the start of the Academic Year

Outreach Program
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	Invite speakers/ Trainers/ RST student volunteers and staffs / heads of Adopted Communities	150,000.00	1. School Budget 2. Grants/ Solicitation 3. Donations	First semester SY. 2020-2021
	Monitoring the on-going programs and activities.				
	First Aid and Disaster Preparedness Seminar in coordination with the authorized government and non-government agencies.				
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	indefinite		First semester SY. 2020-2021
	In connection with the present crisis, we are planning to offer assistance to the families from areas if necessary. (Relief goods and sanitary items.)				
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. 2020-2021
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.	In coordination with the Dean's Office and the Registrar.	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

Note: All the activities and programs are under Recoletos Formation Center and Recoletos School of Theology.

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

Key Results Areas (KRAs)	Activities / Strategies	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
To prepare and submit the Annual Budget based on the Operational Plans of RST for approval from proper authorities.	Complete the roster of RST personnel (dean's office, library, registrar's office, research office, and maintenance) with corresponding salary scale.	Student-collaborators, volunteer formators, professors, and consultant.		Income of RST and subsidy from the Province.	During the long break and before the start of the new SY.
	Ask the help of a professional/consultant on salary programing.				
	Prepare a comprehensive budget form to be given to the department heads (with a due date of submission).	Procurator assisted by the collaborators.		Integrated in the item for office supply.	This form will be submitted at the middle of the first semester.
	Monthly update on the fund performance and the pending needs of RFC.	Procurator			Every month.
	Revise the requisition and liquidation forms and reintroduce the use of said instruments.	Procurator, For- mand-collaborators		Integrated in the item for office supply.	During the long break and before the start of the new SY.
	Polish the manual for the financial administration of RST and align this to that of RFC.	Procurator For- mand-collaborators, formators			During the long break and before the start of the new SY.
To draft policies and procedures leading to conservation of energy and resources, and maximization of existing facilities.	Request the Master of the Professed to assign a group of seminarians to assist the Procurator in drafting policies and procedures leading to conservation of energy and resources, and maximization of existing facilities.	Formands, collaborators, and Procurator		Integrated in the item for transportation and gasoline.	During the long break and before the start of the new SY.
	Send a group of seminarians to undergo training in drafting policies and procedures, including inventory and related activities, for the conservation of energy and resources, and maximization of existing facilities.	Seminarians, formators, and trainers			During the long break and before the start of the new SY.
	A monthly evaluation of the implementation of policies and procedures shall be done by the different groups of collaborators involved in the conservation of energy and resources and the maximization of existing facilities.	Formands, collaborators, Procurator, and consultant		Integrated in the item for honorarium and transportation.	This has to be done this long break and before the opening of the school year.

To craft a comprehensive maintenance and property administration manual to maximize human resources.	To check regularly property inventories of the institution.	Assign students to help the Procurator reintroduce the use of the inventory form.	Formand-collaborators and procurator		Integrated in the item for office supplies	This has to be done during the reorganization of the committees at the beginning of every semester.
	To realign and develop religious development and technical programs for maintenance personnel	The Procurator will ask a professional to help him draft a comprehensive maintenance and property administration manual.	Consultant, procurator, and collaborators		Integrated in the items for honorarium and transportation.	During summer break and before the start of the new school year.
		In collaboration with the ARSE and the Outreach Department, the office of the Procurator shall realign and develop the religious development and technical programs for maintenance personnel.				
		Integrate elements of the <i>Laudato Si</i> and the "Ecological Sustainability: Guide for Educational Centers of the OAR" that are applicable to RFC and RST.				
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 equipment,					

	Student lounge and canteen,					
	Professors' lounge	(NB.: Integrated plan for the proper infrastructure for RST has been approved by the board of trustees of RST.)	Director of Research and team of consultants. With collaborators from RFC-RST and Provincial communities.	Php. 150 million	Subsidy.	SY 2020--2021
		(A progress report on the construction shall be done accordingly.)				
	Printing and publication office,					
	Curricular Support Facilities					

Recoletos Formation Center

RFC a Community of Evangelized and Evangelizing Augustinian Recollects

RFC a Community of Evangelized and Evangelizing Augustinian Recollects

A Comprehensive Augustinian Recollect Formation Program

1. 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

2. 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.	<p>To continue with the evaluation of formation programs especially with the motivations and openness of the formands regarding their vocation.</p> <p>to re-evaluate and re-visit the evaluation tools, e.g. peer evaluation, self evaluation and formator evaluation.</p> <p>(implemented)</p>				
	<p>To give formand’s an avenue for dialogue to settle issues that they have found out during their evaluations.</p> <p>To intensify the ACCOMPANIMENT PROGRAM</p>				
	<p>To give talks on Mission (implemented)</p> <p>continue inviting missionaries who are on vacation to give sessions</p>	-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. (well implemented	formators and formands			

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

Key Result Areas (KRA)	Activities/strategies	Resource 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 so as to address critically various aspects and factors of the seminary life.	Continue the evaluation of student's grades, behavior, study habits and attitudes. <i>Grades: to be evaluated every semester</i>				
	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) Suggestion: <i>Invite resource speaker on the pedagogy of learning [emphasis on techniques and methods of effective studying] study habits</i>				
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 <i>(implemented)</i>	- 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. <i>(Every Sunday lunch the formators and formands will eat together –same table)</i>	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 <i>(implemented)</i>	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. <i>(implemented)</i>	-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 <i>(implemented except the digitalization)</i>	-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. <i>*Spanish class every Saturday Morning</i>	formator in-charge	P100,000.00	-common funds	-end of the school year before vacation
	-to intensify ELEP classes (<i>implemented</i>)	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			

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.	<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 a manual for the use of Common Fund)</i> 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>c/o Treasurer-Seminarian</i>			
To develop agricultural, husbandry, poultry and fishery programs to increase food production for RFC and her activity consumption (<i>not implemented</i>)					

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	<i>Monthly Recollection and Rosary every Thursday</i>	c/o Fray Feliciano			

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

ANNUAL PERFORMANCE EVALUATION AND GAP ANALYSIS

SCHOOL YEAR 2019-2020

Recoletos School of Theology

A Theological Center for Communion, Research, and Faith Experience

Dean of Studies and Student Welfare

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 (2020-2021)
Key Results Areas (KRAs)	Activities / Strategies (2020 -2021)	Output or Accomplishments	Performance Category:			
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 inputs to be done yearly to improve educational system of RST.	Established updating of course descriptive.	Partially Implemented	Some professors failed to forward or submit their class syllabus and course objectives to the Dean.	Continuity of the syllabi updating and actualize strategies to for the 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 relevant announcements, pictures and reports on the bulletin board, RST facebook page, etc.	Implemented but not on a regular basis		Establish consistency of posting announcements and transmitting communications to students and formators alike.

		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.		Not yet Implemented	Cancelled due to COVID-19 pandemic	
		Conduct annual theological seminars at least for two days. Invite competent speakers who will talk about relevant issues on faith, religion etc.		Implemented		
	Recoletos Educational Identification Program	Maintain a communitarian and fraternal ambiance outside the classroom such as <i>Lakbay Aral</i> , <i>Team Building</i> , <i>RST Day</i> , <i>Intramurals</i> , <i>Communio</i> ,	Conversations, counseling and advises with the professors	Implemented not on regular basis		
			[The budget for this school year's <i>lakbay-aral</i> will be coursed through social action, particularly to provide help and support to victims of COVID 19 crisis.]	Not yet implemented		
		RST Day and <i>Communio</i> will be a unified activity to be held annually.	Implemented			

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 and Academic Guide policy.	Course objectives were added	Implemented		
		Digital filling system of records	The University Credit System required by UST was applied to the system	Implemented		
		Proper designation of files and tasks in respect to the different offices (Registrar, Research, Dean)	The <i>Veritatis Gaudium</i> requirement was applied	Implemented		
		Provide optional course program for MAT writing for four years.		Implemented		
		Review of the SThB Syllabi Contents		Partially Implemented		
		Conduct the opening of New SThL Programs		Not yet Implemented		
	Requirements of CHEd—Outcomes-Based Education; and the requisites of Asian Integration	OBE updating through seminars for the lay and religious	MAT program applied but needs revision.	Implemented		
		Revise Present MAT Course Design and Course Description and Contents)	Novaliches and Cubao and some mother houses of Religious Congregations.	Implemented		Contact professors for MATASS
		Offer 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.	Implemented		

		Make fliers, and calendars for the promotion of MATASS		Implemented		Secure contact information such as email addresses and contact numbers of candidates upon the inquisition.
						Start crafting and design MATASS program for 2020
	Mission and Pastoral Orientation of the School of Theology	Promote BEC with Recollect Spirituality		Not yet Implemented		Organize exposure and immersion program to communities for BEC gathering
Finalize the student academic and Student Welfare Handbook and Out-reach Programs		Print, distribute and Conduct Orientation seminars related to the Theology Student Academic Guide	Orientation of first year students only about the Academic guide	Implemented		Make revisions and corrections on errors identified in the current Student Welfare Handbook and Out-reach Programs
Review the preparations, nature, contents, process and procedure for comprehensive and entrance Examinations		Revision and reassessment of the nature and content of the Comprehensive Exams.	Comprehensive Exams 5 days duration	Implemented	Make adjustments and exceptions due to the COVID 19 crisis.	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 to be given upon their scheduled entrance examination
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.		MAT in Ministries for the lay and for the OAR parishes and schools to be reviewed and approved by the School Chapter.	MAT program for Lay and Religious started	Implemented		
		5-day seminar for OAR Teachers		Implemented		
		Symposium for RST Students		Implemented		
		Conduct evangelization-related seminars for the lay and Recollect religious education teachers from Recollect schools		Implemented		
To craft a Curriculum Development and Management Plan to address issues related to Pontifical Affiliation.	Write the curriculum management and development Manual	Review on the Ratio Fundamentalis 2017 and consideration for the possible revision of the curriculum.		Not yet implemented		
		Still waiting for the adaptation of <i>Ratio Nationalis</i>				
Extend the theological program offering to Dioceses of the peripheries and pious groups within and beyond the diocese of Novaliches		Study the possibility of opening our spirituality program, to the SARF and diocesan seminarians.	Admitted pious groups in RST and RFC	Implemented		

To implement the sustainable development program for resident professors	Invite professors to attend seminars that are related to their specialization.		Not implemented		Consider the weight of student's Evaluation of the Professors to establish better learning environment and effective pedagogy
	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.		Not implemented		
Others	Organize the scheduling of Pest control, Fire and Earthquake Drills, Calendar of permits; renewal of Business Permit		Implemented		
	To familiarize the RST hymn, flag raising ceremony is to be held for at least once a month and during special school activities.		Implemented		
	Purchase new Laptop, projectors. Strictly Reserve one laptop and projector for each batch and another one for collaborators (DFA)		Implemented		
	Repair dysfunctional laptops and damaged school equipment.		Implemented		
	Seal every school equipment with the official school logo to indicate school ownership		Implemented		
	Sell School T-shirts, Jerseys, Pol-Shirts, Jackets.		Implemented		

Research, Publication, Planning and Development

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 2020-21	
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	Manuals are posted in the rst website (downloadable)	Implemented	Information drive of the use of rst website (a resource website)	Promotion of rst website
	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	Published 2019 (vol. 1); vol. 2 lay-outed	Partially implemented		
	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	Research agenda is incorporated in the research manual	partially implemented	Not properly disseminated	Promotion of the RST research agenda
	Promote theological Pastoral research agenda		Only the manual is done	Refereeing not implemented	Lacking of funds;	
	Publication of Recollect Related Researches	Collaborate with the Center of Augustinian Recollect Spirituality and Identity for research publications	magna cum laude and summa cum laude student researches are candidates for quaerens publication.	implemented	To be sustained	

	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	Quaerens engages in journal exchange program with theological school in Philippines and Asia	implemented	To be sustained	
To be the publication center for RST		Publish book on Abstracts: RST Students' Theses and Researches published in Quaerens (1 in 5 years)	Vol 2 is ready for publishing	implemented	To be sustained	
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;	Annual evaluation and planning documents are published at rst.edu.ph	implemented	To be sustained	Information drive uploaded institutional plans @rst.edu.ph for implementation
		Study the possibility of RST Google Drive for data administration	All offices are given RST google drive for data and communication preservation	implemented	To be sustained	

Records, Information Technology and Promotion
Efficient Center for 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. 2020-21
Key Results Areas (KRAs)	Activities	Output or Accomplishment			
Student Information	Filling-up of updated profile during registration.	Forms for the updating of the students' biodata were distributed during enrolment and before the start of the school year.	Partially implemented	The distributed forms are difficult to retrieve since students/professors do not have sufficient and exact data at hand. They need to bring them home until they were lost, if not totally forgotten.	Digitalize the inputting of personal data or have them remotely accessed/inputted.
	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).	Only a few students submitted some of their documents.	Not implemented	Students are accepted even if they do not have the credentials. Student acceptance is directly handled by the Dean of Studies. The Registrar involves himself only after the classes have already started and he has to run after students who do not have the complete records/credentials.	Formulation of an Institutional Policy regarding admissions and acceptance of students to ensure that documentation requirements are put into place.
	Evaluation of grades prior to admission (AB/Certificate in Philosophy and SThB grades for Transfer-ees	The academic records of transferees and students who are degree holders other than philosophy were evaluated by the registrar and corresponding interventions were recommended to them.	Implemented	No schedules are posted for evaluation. Transferees are sometimes waiting for the availability of the Registrar or the Dean of Studies.	Set up online advising and enlistment in the RST website.

Grades	Encoding of grades for the various semester per school year.	Grades were automatically encoded once they were received from professors.	Partially Implemented	Professors are late in their submission of grades.	Establish an online policy for professors to submit the grades as scheduled.
	Evaluation of grades prior to enrolment for T3 especially for returnees and transferees on the aspect of grades, residency policy, and retention.	Grades of the returnees and transferees who were already accepted as regular students of RST were usually rechecked by the Registrar during enrolment periods in every semester.	Implemented	The Registrar is always in a dilemma concerning the limit of the subjects to be credited for the returnees and transferees since no rule is indicated in the policy.	Assign a staff to go over the academic records of the students prior to their enrolment for the first semester of their third year.
	Evaluation of grades/academic ratings and records for the graduating students to indicate their eligibility for graduation	To be added for next year's implementation.			
	Distribution of clearance to the graduating students during the second semester of their third year.	To be added for next year's implementation.			
	Issuance of report card every semester.	Grades were printed out for distribution to students every semester once they were completed.	Implemented	Professors submit their grades late.	Have the Report Cards remotely accessed via the school's website.
Faculty Data	Updating and compilation of Curriculum Vitae.	Majority of the professors had already completed their data.	Partially Implemented	Professors do not seriously comply with the updating of their personal data.	Assign a staff to painstakingly update the CV of the professors.
	Recording of the professor's performance, evaluation, and ranking.	Only the summary of the sample ranking output was compiled. No output was submitted to the Registrar's Office concerning the performance, evaluation and ranking of the professors.	Not implemented	The results of the professors' performance, ranking and evaluation were not forwarded to the Registrar's Office.	Coordinate closely with the offices which conduct the said instruments and ask for their results in view of 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).	Reports for CHED and UST were regularly submitted by the Registrar before and after the school year.	Implemented	Sometimes, data are not fully available. The registrar is left to his own initiative to exhaust all means to come up/retrieve the necessary data.	Require offices to submit and produce the needed data for the purpose of record keeping and prepare the regularly for submission to UST and CHED.
	Review of the academic curriculum offering programs for continuous CHED recognition and UST affiliation	RST's curriculum for the Master of Arts in Theology program was already updated and duly approved by CHED. RST's application for re-affiliation with RST for the next five years was also submitted and duly accepted by the UST affiliation committee.	Implemented	Some of the courses in the curriculum are not offered exhaustively especially the Theological Synthesis for the Third Year students. The courses of the Second Year students are beyond the required overload offerings of courses.	RST's curriculum in view of the 2024 ecclesiastical affiliation is yet to be complied. Consider reorganizing the offering of subjects to de-load the second year students.
	Application of new programs for MAT, PhD in Theo, SThL, SThD, for both religious and lay organizations.	Applications for additional majors were already submitted to CHED and the corresponding approval of these programs were already received. For the PhD program, it was put to abeyance pending the implementation of the newly approved Majors for MAT.	Partially Implemented	New Majors are already approved but they are no takers yet due to the demands for additional course offerings aside from the existing SThB corollary courses.	Promote the new programs and campaign for students to take the new program offerings.
	Invitations of foreign/exchange professors from abroad.	No available actions taken.	Not implemented	No attempts on the part of the administration to undertake the initiative.	Encourage professors and administrators to enroll themselves to international theological organizations and join international theological for a to establish links with professors from other foreign theological institutes.

Budget and Finance Data	Requesting copies for fees, dues and collections for Budget and Finance office for records purposes.	The Finance Office submits their budget and Financial Report to the Registrar Office.	Implemented	Sometimes, additional fees are charged to students after their statement of accounts is already released. The refund policy for those courses or activities that are not pushed through is not put into place yet.	Review the charging of fees and apply the necessary adjustment/refund system to hasten services of updating students' dues/obligations.
Research and Development Data	Keeping 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.	The Thesis copies with CHED Special Orders and recognition were kept in the Registrar's Office.	Implemented	It takes CHED to release the Special Order for months which delays the issuance of students' official transcript of records for MA in Theology.	Create mechanism to require students to complete their academic requirements (particular their bound thesis) at least three months before the scheduled graduation.
Accreditation and Affiliation Requirements	Fulfilling accreditation (CHED) and affiliation (UST) reportorial requirements; and	To be added for next year's implementation.			
	Creating and implementing feedback mechanism to all other offices relative to accreditation and affiliation reports, requirements, deficiencies and results.	To be added for next year's implementation.			
Lay Registrar	Hiring a lay registrar for continuity of operations.	To be added for next year's implementation.			

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.	Listings of Students from 2012 onwards were done and are now readily available for retrieval.	Partially implemented	Tracking those who graduated since 1995 is difficult to do because the Registrar does not have complete data of graduates before 2012.	Establish trace back mechanism and review their academic papers especially the grades submitted by professors to minimally aid the identification of graduates since 1995.
	Creating a social media account for alumni	No action was undertaken.	Not implemented	The Facebook page is not regularly updated and nobody is assigned to regularly monitor and officially administer the account.	Assign a staff to become the page administrator for the RST alumni account.
	Profiling and tracking down of telephone/cell-phone/email addresses of alumni	Some alumni were already contacted and listed down.	Partially implemented	Since there is an incomplete list of alumni since 1995, their tracking down is also difficult to do.	Establish network system to contact all the alumni of RST and assign a coordinator for every batch of graduates.
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.	The initiative was undertaken by the Dean of Studies.	Partially implemented	The pamphlets are only distributed to limited recipients.	Devise a strategy to link with feeder schools, communities or private clientele for RST's program offerings.

	<p>Conducting personal invitations and manifestations to the Bishops and Religious Superiors for possible.</p>	<p>Initial attempt was done but Bishops were unresponsive. Some Major Superiors sent their students to RST.</p>	<p>Partially implemented</p>	<p>Invitation are only sent through mails.</p>	<p>Conduct a personal linkages with bishops and superiors to invite them to send their students to RST.</p>
	<p>Making an ad of the school promoting the programs</p>	<p>No activities were undertaken.</p>	<p>Not implemented</p>	<p>Nobody is handpicked to comply the task.</p>	<p>Form a technical working group to dedicate in the task of making relevant advertising schemes to promote the school.</p>

St. Augustine Library

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. 2020-2021
Key Results Areas (KRAs)	Activities / Strategies	Output/ Accomplishment			
To achieve ninety percent familiarization of students regarding library services provided.	Library orientation	Done at the very beginning of the classes	implemented	For implementation: use of cards to indicate where books are parked in the reading section	
To improve purchasing strategies and product categorization that leads to increased competitiveness	International/Local (Books, Journals,	Provincialate gave a credit card to be used for books purchasing purposes	implemented		
	e-books purchasing	Not yet done	Not implemented	Finding ways to host the ebook section in the library setting	
To organize updating of Personnel	Trainings and Seminars of library personnel	Attended a seminar in Cebu and made a benchmarking activity in USJR	implemented		
To provide an accurate and timely support of the data requirement for a proper management systems	Barcoding of Books (for borrowing)	Books are barcoded however, inventory module needs to be improved	implemented		Focus in inventory module
To attain specific improvement on specific areas of the library.	Benchmarking	Done with USJ-R	implemented	Needs other benchmarking activities	
To provide faculty, students, and the public with access to collections, information resources and services.					Purchase books identified by professors
To provide emergency-ready facilities and conduct instruction seminar	Using Fire Extinguisher				
To update library binding services	Benchmark of other possible Binding Services				
Improve OPAC services	Incorporate Catalogue of the archives				

OutReach Program
Organized, sustainable, and inclusive Outreach program

PLANNED		ACTUAL		Performance Analysis	
Key Result Areas/Objectives	Activities/Strategies	Output/Accomplishment	Performance Category (Implemented, partially Implemented, Not Implemented)	(Reasons for the Discrepancy between planned and actual, if any)	Proposed Activities/Strategies for S.Y. 2020-2021
Values formation/ Education	House visit to Local Areas to determine their needs	On-going	Implemented	Cannot expect immediate results due to time constraint	Continue the implementation of activities of the last SY, (2019-2020) ... this will be followed in some other items below
	Promote the spirit of volunteerism	On-going	Partially Implemented		In connection with the present crisis, we are planning to offer assistance to the families from areas if needed. (Relief goods and sanitary items.)
	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	Limited participants Conflict of schedules with the NGO partners	
	Seminars/Activities on the care of Mother Earth.	Partially implemented	Postponed	Not implemented due to community quarantine implemented by the government to prevent the spread of COVID 19. This will be pursued after the lifting of enhanced community quarantine. This includes the project proposal of the participants and those who are involve.	

	Conduct informal classes on values formation; and spiritual development through conferences; recollections; counselling; house visits		Religious (Theologians and Priests). Implemented/ On going		
Medical Assistance	Dental mission	Accomplished (in coordination with Dentists from Masbate)	Implemented		First Aid and Disaster Preparedness Seminar in coordination with the authorized government and non-government agencies/Red Cross
	Medical mission	Implemented (in coordination with National Children's Medical Center). This includes seminars about health awareness, nutrition and hygiene.	Implemented		Trauma care management seminars and Mental Awareness and Hygiene Seminar.
	Rabies Vaccination	Not implemented	not Implemented	Not implemented due to availability of the medical team.	SMILE Project. A cleft palate operation.
	Provide basic medicine	Implemented and On-going	Implemented (medicines distributed during the Medical Mission; to Tondo Parishioners; Victims of Taal Volcano Eruption; Medicines forwarded to OLCP Medical Clinic		For this school year, medical mission will be focused on dental. There is also the possibility of optical mission.

Basic Social Services	Cooking	Not accomplished	Not Implemented	Lack of resources and facilities and the availability of the beneficiaries.	Educational assistance to the community of Cassian, Palawan—school supplies in particular.
	Tailoring	Not accomplished	Not Implemented		Sports Clinic (Volleyball both for men and women)
	Sports Development	Accomplished (with the participation of SSCR, MLA.)	Not Implemented		
	BEC: community development	On-Going	implemented / on-going		
	Skills Training	Not implemented	Not Implemented	.	

Note: All the activities and programs are under Recoletos Formation Center and Recoletos School of Theology.

Budget and Finance Management and Property Administration
Organized Process and Procedure for Budget and Finance Management
and Administration of 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. 2020-2021
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.	Actually done. The procurator asked within the second semester the departments to submit their needs for the next SY.	Partially implemented	There are delays in the submission of the departmental budget.	Prepare a comprehensive budget form to be given to the department heads (with due date of submission).
	Coordinate with the procurement office and consolidate budget.		Implemented		
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,	Conversion of present lighting fixtures to LED	Implemented		
	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)	Through conferences and reminders, personal discipline in the use and conservation of water, electricity and proper use of appliances was initially practiced, but the old habit, i.e., the lack of discipline in the use and conservation of water, electricity, and even the proper use of appliances return.	Partially implemented.	Absence of written policies and procedures, as well as inconsistency in reminders led to abandonment of discipline.	Request the Master of the Professed to assign a group of seminarians to assist the Procurator in drafting policies and procedures leading to conservation of energy and resources, and maximization of existing facilities.

		Evaluation of monthly water and electrical consumption.		Not implemented	Absence of written policies and procedures. In addition to the absence of written policies and procedures, there is no schedule of evaluation and no persons specifically assigned.	A monthly evaluation of the implementation of policies and procedures shall be done by the different groups of collaborators involved in the conservation of energy and resources, and maximization of existing facilities.
		Appliance repair		Implemented		
To craft a comprehensive maintenance and property administration manual so as to maximize human resources.	To check regularly property inventories of both institutions			Not implemented		The Procurator will ask a professional to help him draft a comprehensive maintenance and property administration manual.
	To realign and develop religious development and technical programs for maintenance personnel	Seminar on religious administration, building administration		Talked about but not implemented	Item was not considered a priority concern. Poor information campaign and reminder.	The Procurator will ask a professional to help him draft a comprehensive maintenance and property administration manual within the first semester. In collaboration with the ARSE and the Outreach department, the office of the Procurator shall realign and develop within the first semester religious development and technical programs for maintenance personnel.

		Have checklist of maintenance activities Schedule for checking facilities Then create manual		Talked about but not implemented	Item was not considered a priority concern. Poor information campaign and reminder.	Proposed activities shall be integrated for the plans for SY 2020–2021.
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		Implemented		
	To improve classroom and instructional facilities and equipment	To follow based on the evaluation of the students		Implemented		
		Classroom inventory		Implemented		
	Student lounge and canteen,	Procuration of Vendo machine		Not implemented	Vendo machine not procured.	
	Professors' lounge	Provide new room for Professors lounge: Fr's gym (suggested)		Implemented		(NB.: Integrated plan for the proper infrastructure for RST has been approved by the board of trustees of RST.)
	Printing and publication office,	To be determined upon the consultation/assessment of building professionals				A proposed report in the construction shall be done accordingly.

Recoletos Formation Center
Comprehensive Augustinian Recollect Formation Program

Effective Comprehensive Augustinian Recollect Formation Program

Planned			Actual	Performance Category	Performance Analysis	Proposed Activities/Strategies for S.Y. 2020-2021
Key Results Areas (KRAs)		Activities / Strategies	Output/ Accomplishment	(Implemented, partially Implemented, Not Implemented)	(Reasons for Discrepancy: Planned and Actual)	
To implement and review the recently approved Augustinian Recollect Formation program on the following aspects:	Augustinian Recollect Spirituality, Identity, Values and Tradition,	Categorized symposium or talks on: OAR Historical Background, Hagiography of Augustinian Saints, and Liturgical updates		partially implemented but more liturgical update	lack of time not well organized the in-charge is busy in other things	propose activity, one saint a week (reading and talk);- Monday, the saint is to be introduced.
	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.	Evaluation of formation programs		Partially implemented only the formators (during wednesday of the week).	The community has but among the seminarians only.	Community evaluation together with the brothers and formators. (every semester)
	Symposium on BEC program		partially implemented		parish-based symposium, to be organized by the parish priest
	Seminars on the Spirituality of Stewardship		-not implemented		
	Seminar on “Balik-Handog” program				
	Give liturgical updates to lectors, sacristans in order to deepen their sense of religiosity		implemented		to find more time in the liturgical updating and schedule
	<i>On Mission: Give talks on mission</i>		not implemented		based on missionary experience; policies of the local ordinary and of the provincial to be considered; the challenges of learning the language and culture of the people; update and progress
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.	Evaluation and planning of activities/ programs		partially implemented	There is a plan. However, without the evaluation process	to create a guidelines on how to evaluate apostolate; seminarians should be involved
	Evaluation of Apostolate				

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	Evaluation of student's grades, behavior, study habits and attitude		implemented		to evaluate the performance of the students
		Formation implementing programs					include the evaluation from the professors/ organize an evaluation with the professors c/o office of the dean
		Formation activities and schedules	Bench- marking: Visit other seminaries and assess their academic programs (such as library research). This is for the purpose of improving the schools' own academic program		not implemented		to be implemented by the dean's office and registrar
			Invite formators from other seminaries to talk about or discuss different aspects in the seminary formation		not implemented	no time the community failed to organize	to set a date: once per semester, during values formation program, formator from other community will be invited
			For the academic student welfare and Our reach program: Conduct educational tour/ visitation of museums to foster social awareness		not implemented		% outreach

	To address important factors and devise successful steps to implement the seminary programs	Conduct evaluation during community meeting		implemented but among the seminarians only		
	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.	Conduct Value Formation Program during batch prayer meetings		implemented		
	To produce and update Canonical reviewer booklets for exams and inquiries.	Annual evaluation of seminary programs		implemented		
		Assign candidates in the lectorate and acolytate to produce and compile their own reviewer		not implemented		updating of the existing reviewer
		Distribute and consolidate an updated canonical booklets				
	To standardize the process and procedure related to the collection and completion of personal data and documents of the seminarians.	Digital scanning and double checking of personal data from 1st- 4th years		not implemented	No digital copies yet	assign a person
		(Baptism, confirmation, marriage certificate)				
	To develop new areas of focus as opportunities for seminarian's development	Give talks or seminars on the development of personal skills (mission, preaching, automotive , electrical etc.)		partially implemented to the candidates for diaconate and presbyterate		apply some depending on the need, electrical for example

	To devise ways to help the formators improve the evaluation instrument and procedure of implementation of the formation programming.	Orientation of the new programs regarding the evaluation of instruments		implemented		check the evaluation instruments(to be developed or to be revised)
	To standardize the process and procedure related to the collection and completion of personal data and documents of the seminar-ians.	Annual evaluation of seminary programs				
		Assign candidates in the lectorate and acolytate to produce and compile their own reviewer				
		Distribute and consolidate an updated canonical booklets				

ANNUAL INSTITUTIONAL EVALUATION AND PLANNING ACTIVITY PARTICIPANTS

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Academic and Student Welfare

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Fray Jhyryx Vincent Gamulo, OAR
Fray Jose Enrico Gallego, OAR
Fray Ramon Bitancor III, OAR

Research, Development

Members: Fray Leander Barrot, OAR
Fray Hector Gonzales, OAR
Fray Jay Jasper Jamelo, OAR
Fray Helfrid Palmis, OAR
Br. Renante Jarito, OATH
Br. Joselito Dumogho, MMMP
Br. Constantino Salas, MMMP

St. Augustine Library

Members: Fr. Hector Gonzales, OAR
Fray Jasper Jamelo, OAR

Records, Promotion (Alumni) and Information Technology

Members: Fray Ian Anthony Espartero, OAR
Fray Ralp Andrew Cepe Jr., OAR
Fray Nero Bautista, OAR
Br. Marco Peter Dasco, DS
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Fray Feliciano Campomanes, Jr., OAR
Fray Ivan Cuison, OAR
Fray Julius James Tinapao, OAR

Outreach

Members: Fray Francisco Antonio, OAR
Fray Ricky John Austria, OAR
Fray Neil Robert Alilain, OAR
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RECOLETOS FORMATION CENTER

Formation

Members: Fray Kenneth Joseph Onda, OAR
Fray Jovanie Siesmundo, OAR
Fray Renz Calex Soriano, OAR
Br. Christian George Aguila, ECAR

Spirituality

Members: Fray Emil Quilatan, OAR
Fray Joshua Olaivar, OAR
Fray Rey Jay Quevedo, OAR

Parish / Pastoral

Members: Fray Gideon Lagrimas, OAR
Fray James Eroid Gatinao, OAR
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