

RECOLETOS SCHOOL OF THEOLOGY & FORMATION CENTER



FIVE YEAR DEVELOPMENT GOALS AND OBJECTIVES (2021-2025)

AND

ANNUAL PROGRAMS AND PLANS (2021-2022)

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Message

We have just concluded the first five-year development goals and objectives (2016-2020). It is not that the institution had no plans and programs in the previous years, rather, it is the articulated, written and followed-up program with a yearly evaluation and gap analysis method set in place.

This second five-year development goals (2021-2025) has the advantage, not only with the experience of the past, particularly with the advent of the pandemic, but also the institutional vision to be have its own niche among the ecclesiastical institutions with in the local church as well as with in the Order of Augustinian Recollects. All these are articulated and referenced to in the five-year developmental objectives and will yearly be progressively re-articulated until these goals and objectives are achieved on or before 2025.

May the God of history shower blessings on these institutional efforts.

Fr. Leander V. Barrot, OAR
Rector: Recoletos School of Theology (RST)

Message

It is interesting to note, our vision of RFC as a School of Fraternity, an Educating Community (OAR Const. 164; New Ratio 3) and the Goals and Objectives of the New 5-Year Plan 2021-2025, seem to have anticipated the call of the Fr. Prior General for the members of the Order to look more seriously into the state of our formation today:

In general terms, formation is not a priority in the organization of our provinces. Some formators keep on resorting to old-fashion methods that do not seem to be working any more, considering the diversity of our current social environment. The Magisterium of the Church is very clear about it.¹ “We must question ourselves seriously about our formative system... In spite of all the efforts...we have failed to transform people’s hearts completely. Some of us still perceive formation as an ‘informative’ rather than as a ‘formative’ process and, as a result, formands have an internal fragility that can affect either their inner convictions or even their faith in God”². Thus, in terms of formation, we could say there is still much to be done ahead (Pre-capitular Document, No. 2-July 2021).

Yes, “We must question ourselves seriously about our formative system... to be able to transform people’s heart completely”. And we did question ourselves; we evaluated and revised the old Plan...and the fruit is this New 5-Year Plan. Yet, we are aware, “there

is still much to be done”. Here are some concerns which call for immediate attention:

1. Develop a dynamic of dialogue, accompaniment and discernment of Augustinian and Recollect flavor, to enrich the human-spiritual formation that is based on contemporary psychology.
2. Continue the preparation of future formators and professors with the appropriate ecclesiastical degrees and formation sciences as required by the Church.
3. Foster the development of Recoletos School of Theology as the Center for Theological and Augustinian Studies, Culture and Spirituality in the Province (LAMP 15), by completing the transfer of powers and authority (cf. RST Administrative and Personnel Manual) from the former Rector (the prior of the community in the old administration) to the new Rector (cf. Manual). Provision of ample resources (human, financial, etc.) is urgent in order to facilitate the repairs of various “structural defects” in the past administration and hasten the development of the seminary as a school of theology with an Augustinian Recollect flavor.³

Fr. Lauro V. Lalar, OAR

Rector: Recoletos Formation Centr (RFC)

¹ Congregation for the Clergy, *Ratio Fundamentalis Institutionis sacerdotalis. El don de la vocación presbiteral* (2016); CIVCSVA, *Para vino nuevo odres nuevos. La vida consagrada desde el Concilio Vaticano II. Retos abiertos. Orientaciones* (2017).

² CIVCSVA, *Para vino nuevo odres nuevos. La vida consagrada desde el Concilio Vaticano II. Retos abiertos. Orientaciones* (2017), 12.

³ The Prior and the members of the Team of Formators, while fully collaborating with the authorities of RST in running the school, shall focus on “formation as a formative process” with clear Augustinian Recollect marks.

RECOLETOS SCHOOL OF THEOLOGY

FIVE-YEAR DEVELOPMENT GOALS AND OBJECTIVES (2021-2025)

Rectors

- Determined theological identity, institutional direction and specialization of RST,
- Progressive ecclesiastical recognition of RST: From affiliate to Incorporation to Faculty *sui iuris*.
- RST as a theological center for the training, enrichment and deepening of the Augustinian Recollect Charism, spirituality, values, culture and legacy.
- Reviewed institutional processes and procedures
- Promotion of Recoletos School of Theology to the dioceses in the peripheries and the new pious associations as theological training and formation
- Remodeled and improved RST building and facilities.

Dean of Studies and Student Welfare

- Alignment of Academic Program of RST to its Vision-Mission, Goals and Objectives as well as with the mandates set forth by the Congregation for Catholic Education
- Enhancement and development of the RST Curricular Programs for the Bachelor in Sacred Theology and Master of Arts in Theology as its compliance with the Church and CHED guidelines.
- Review and Implementation of the Academic and Student Welfare Handbooks for Curricular and Non-Curricular Activities (eg. Outreach and extension program, etc.)
- Review of the processes and procedures for the admission of students and for the conduct of major examinations like the oral comprehensive exams
- Creation and implementation of programs that cater to the needs of the different apostolates of the Church and the Order (Parish, schools, seminaries, mission stations and ecclesiastical centers)
- Crafting of Curriculum Development and Management Plan to address issues related to Pontifical Affiliation.
- Extensions of the theological offerings of the RST Program to Dioceses of the peripheries and pious groups within and beyond the diocese of Novaliches

- Implementation of the sustainability plan for professional development of resident professors
- Standardization, professionalization and sustainability of the academic support offices (registrar, administrative secretary, etc.)

Office of the Registrar

- Student information
- Grades
- Faculty data
- Academic Programs of RST
- Budget and Finance data
- Registrar Personnel

Research and Publication Office

- Standardized one-research format
- Maximized web presence of RST research activities and endeavors
- Continuous publication and improved circulation of Quaerens
- Quaerens as a refereed journal
- Institutional-based researches and surveys as basis for administrative decisions.
- Updated research adviser and panelist list (Academic Council) and Language Editors
- Timely publication of Restless Heart
- Guaranteed Original and Authentic research outputs

St. Augustine Library

- Improved Data Management System
- Subscription of Electronic Journals and Books
- Update Book Collection
- Direct Journal Subscription
- Personnel Updating
- Library facilities

Finance and budget

- 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 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:
 - * 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 provide formation for the personnel for their spiritual growth such as: prayer meeting, rosaries and other activities.

Information Technology Office

Common for RFC and RST

- * Designate official server room with cooling system, uninterrupted power supply
- * Update aging network cables router and switches with Unifi Ubiquity Access Points
- * Secure Public IP address from connectivity Provider (PLDT etc)
- * Set up an Audio Visual Studio
- * Set up Photography room

Proper for RST

- * Web-based Student Information System (SIS)
- * Enhanced wifi connectivity for classroom and academic activities
- * Enhanced the existing audio classroom
- * Upgrade to COHA for St. Augustine Library OPAC
- * Upgrade old computers with at least Corei5 and bigger RAM (SSD 500)
- * Automate classroom instruction evaluation of professors

- * Enhanced the RST Facebook page

Proper of RFC

- * Automatic Evaluation System for community exposure and diaconal programs
- * Enhanced the RFC Facebook page

Social Services

- Increase awareness of the outreach programs and responsibilities of RST and enhance RST community extension program and services.
 - * Develop a solid understanding of community wants and expectations.
- Work with collaborating agency partners to coordinate efforts and resources of all agencies to meet needs.
 - * Set up quarterly meetings with partner agencies. / Meetings with area chairmen on monthly basis.
 - * Gain membership in key local business and health service organizations.
- Skills Training
 - * To conduct in – house and in location short term skills training through the different NGOs
 - * To enhance the capabilities of our partner communities and non-government organization specifically the out-of-school youth development.
- Values Formation and Education
 - * To address community needs specifically on education, values formation and basic social needs.
- To promote and/or enhance the spirit of volunteerism between and among community members by conducting volunteer formation training programs.
- To enhance concern for Mother Earth and Care of the Environment
- Enhance the implementation of BEC program.
- Food Assistance to the Poor
- Assistance to Victims of Calamities
- Health Concerns and Disease Prevention
- Medial and Dental Missions

RECOLETOS SCHOOL OF THEOLOGY

ANNUAL OPERATIONAL PROGRAMS AND PLANS (2021-2022)

RECTOR

Goals and Objectives (2021-2025)		Plans and programs (2021-2022)	Resources Needed		Sources of Funds	Time Frame
			Human	Financial		
Determine the Theological Identity, institutional direction and specialization of RST	Convoke an assembly of Recollect Professors to determine the Institutional identity, direction and theological specialization of the institution (1. Augustinian Studies and Recollect Spirituality, 2. Augustinian Studies and Augustinian Recollect Spirituality, 3. Augustinian and Recollect Studies and Spirituality, 4. Augustinian Recollect Studies and Spirituality.	Seek the initial approval of the Community relative to RST focus of orientation	Rector with Committee assign with the Admin Office	10,000.00 Snacks and Meals	RST fund	October to November
		Seek the imprimatur of the Augustinian Recollect Professors of RST				
	Revisit: Vision, Mission, and Core Values of RST. Align these with the approved institutional identity and direction.	Incorporate with all manuals	Rector with Administrators assigned at RST	NA	NA	December
Work on the progressive ecclesiastical recognition of RST: From affiliate to Incorporation to Faculty sui iuris.	Draw up and implement a faculty sustainability program compliant with the desired ecclesiastical recognition for RST. Incorporate in the administrative and Faculty Manual.	Revisit and Implement the faculty development program and talk to prospective candidates for doctoral program	Rector as HR in collaboration with the Secretariat on Spirituality and Formation	NA	NA	Beginning November
	Craft a progressive and developmental theological academic program offerings: SThB, SThL, SThD.	Craft and SThL program align with SThB	Director of Studies & Academic Com	NA	NA	2 nd Semester Beginning January
		Engage with other dioceses of the peripheries to have them enroll at RST and print promotional materials	Collaboration with Promotion and Registrar	10:00		
	Craft a financial program for Recollect faculty development and sustainability. Incorporate in the Administrative and Faculty Manual	Revisit RST budget beginning 2028 and onwards to figure out where to find source for faculty development fund.	Collaboration with the finance department	NA		March

Draw up programs and implementing guidelines to make RST as a theological center for the training, enrichment and deepening of the Augustinian Recollect Charism, spirituality, values, culture and legacy.	Promote the CHED approved MAT programs; as well as certificate and diploma programs	Revisit the Certificate and Diploma Program offerings and implement them	Collaboration with Director of Studies	10,00.00	RST Fund	Beginning January
		Print promotional materials of the CHED approved program offerings				
	Link with the Secretariat for the Apostolates particularly with the ministerial section to create programs for the professional theological training of catechists and other collaborators in the parish ministry.	Promote the professionalism of catechetical program of parishes and mission stations by offering the MAT, Certificate and Diploma Programs or other modular programming of instructions	Rector in collaboration with the ministerial section	NA	NA	January
	Link with the section for educational apostolate for theological formation of lay administrators, religion teachers and create and implement programs relative to theological education and immersion in the Recollect charism, traditions, values and cultures.	Promote the MAT, Certificate and Diploma Programs or create modular theological trainings and seminars for Religious Education teachers and Professors	Rector in collaboration with Director of Studies (RST) and section for educational apostolate	5,000.00	RST FUND	February
	Link with the Secretariat for Spirituality and Formation particularly with the Section for Spirituality and Liturgy to initiate reflections, enrichment and deepening of the Augustinian Recollect charism, spirituality, values, culture and legacy with a view to conduct a fora on Augustinian Recollect Spirituality and Charism.	Plan for 2021 for a on Augustinian Recollect Charism and Spirituality	Rector in collaboration with Secretariat on Spirituality and Formation	NA	NA	Beginning January (2021)
Promote the Recoletos School of Theology to the dioceses in the peripheries and the new pious unions a theological training and formation.	Print promotional materials, disseminate, and campaign	In collaboration with Promotions Office	5,000.00	RST fund	Beginning February	
Remodel and improve the RST building and facilities.	To be done after the construction of the Recoletos Formation Center.	In collaboration with Archi. Reyes			2023	

Review Institutional processes and procedures	Align and rationalize the administrative structure responsive to the requirements of ecclesiastical and civil recognition.	Revisit RST administrative structure and incorporate revisions into the manuals	Rector as HR	NA	NA	November
	Review the Administrative, Faculty and Personnel Manual with special emphasis on the ranking of faculty and personnel aligned with the requirements of <i>Veritatis Gaudium</i> and <i>Reform of Higher Institutes of Religious Science</i> .	Produce second edition of the said manuals	Rector as HR	NA	NA	Beginning January
	Revisit the Student Academic Manual	Produce second edition of the said manual	In collaboration with Director for Studies	NA	NA	Beginning November
	Revisit the Academic Prospectus	Produce second edition of the said manual	In collaboration with Director for Studies	NA	NA	Beginning November

DEAN OF STUDIES AND STUDENT AFFAIRS

Goals and Objectives (2021-2025)	Programs and Plans (2021-2022)	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
Alignment of Academic Program of RST to its Vision-Mission, Goals and Objectives as well as with the mandates set forth by the Congregation for Catholic Education	Review the course offerings, the syllabi of each subject, the formators and students' responses and the mode of instruction and evaluation by Professors and school administrators	Dean, Professors and Admin Staff	Php 10, 000	School Budget	Every end of the semester
Enhancement and development of the RST Curricular Programs for the Bachelor in Sacred Theology and Master of Arts in Theology as its compliance with the Church and CHED guidelines.	Modify hours of classroom contacts for Professors' delivery of lessons and the allotment of hours for the compliance of students' academic output for every 3-unit course/subject. For asynchronous learning the outline of activities and requirements/ assignments for the whole semester including schedule for asynchronous learning should be distributed at the beginning of the semester. Update the Academic Prospectus and Syllabus for both SThB and MAT Programs Submit on time the necessary reportorial and compliance documents both to UST and CHED	Dean, Rector, Professors, Academic Council and Admin Staff	Php 50, 000	School Budget	Start and end of every semester
Review and Implementation of the Academic and Student Welfare Handbooks for Curricular and Non-Curricular Activities (eg. Outreach and extension program, etc.)	Create an addendum in relation to the blended learning in the New Normal.	Dean, Rector, Outreach Director and Technical Staff	Php 50, 000	School Budget	Start of every semester
Review of the processes and procedures for the admission of students and for the conduct of major examinations like the oral comprehensive exams	Distribute guidelines and scope of the comprehensive examination at the beginning of the School Year.	Dean and Professors	Php 10, 000	School Budget	Start of the 2 nd semester

Creation and implementation of programs that cater to the needs of the different apostolates of the Church and the Order (Parish, schools, seminaries, mission stations and ecclesiastical centers)	Update reports before, during, and after each academic year	Dean and Admin Staff	Php 10, 000	School Budget	Year-long
Crafting of Curriculum Development and Management Plan to address issues related to Pontifical Affiliation.	Update reports before, during, and after each academic year	Dean and Admin Staff	Php 10, 000	School Budget	Year-long
Extensions of the theological offerings of the RST Program to Dioceses of the peripheries and pious groups within and beyond the diocese of Novaliches	Send invitation letters to Bishops, religious superiors, and seminary formators to promote RST's Academic Programs for Theological Studies	Dean and Admin Staff	Php 10, 000	School Budget	Start of the school year
Implementation of the sustainability plan for professional development of resident professors	Conduct in-service and virtual trainings and conferences for updating/ongoing development of professors; Implement the Religious Development Program as stated in the RST's Administrative and Personnel Manual (Part I, Art VI, Sec. 3) to address Professorial demands of UST Affiliation and CHED Accreditation.	Dean, Rector and Admin Staff	Php 20, 000	School Budget	Start of the school year
Standardization, professionalization and sustainability of the academic support offices (registrar, administrative secretary, etc.)	Scout eligible personnel to staff permanently the academic support offices	Dean and Rector	Php 20,000 per month = 240,000 per year	School Budget	Start of the school year

OFFICE OF THE REGISTRAR

Goals and Objectives (2021-2025)	Programs and Plans (2021-2022)	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
1. Student information	a. File individual profile and submitted 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).	RST Registrar	none		August – September
	b Evaluate of grades prior to admission (AB/Certificate in Philosophy and SThB grades for Transferees and graduates of certificate programs in Philosophy.	RST Registrar	none		July – August
	c. Gather RST email addresses prior to the beginning of classes to be distributed to the beadles of each batch	RST Registrar	none		September
	d. Encode of grades for the various semester per school year.	RST Secretary	none		December-January/ June-July
2 Grades	a. Evaluation of grades prior to enrolment for T3 especially for returnees and transferees on the aspect of grades, residency policy, and retention.	RST Dean/ Registrar Personnel	none		June-August
	b. Issuance of report card every semester.	RST Dean	none		January and July
	c. Evaluation of grades/academic ratings and records for the graduating students to indicate their eligibility for graduation Update list of honor undergraduate students before the end of every academic year	RST Dean and Registrar	10,000.00	RST	May
	d. Distribution of clearance to the graduating students during the second semester for third year students.	RST Dean	none		May
	e. Updating and compilation of Curriculum Vitae. Collect Curriculum Vitae of new professors including those conducting online classes from other locations.	RST Dean/ Registrar	none		September - October

3 Faculty data	a. Online Survey among students every semester to evaluate the professors. Questionnaire covers knowledge of subject matter, teaching style, giving of grades, etc.	RST Dean's Office Personnel	none		January and May
	b. Submit of Academic report to CHED and UST (enrolment lists, institutional data, tuition fees, student grades roster of professors).	RST Registrar	10,000.00	RST	August - Sep- tember
4 Academic Programs of RST	Review of the academic curriculum offering programs for continuous CHED recognition and UST affiliation	RST Dean	none		July – December
	Review Application for new programs for MAT, PhD in Theo, SThL, SThD, for both religious and lay organizations.	RST Dean	15,000.00	RST	July – December
	Invite professors local and abroad in conducting online classes/ seminars to theology students.	RST Dean	20,000.00	RST	July – August
	Update record of students' theses and research outputs with CHED Special Orders as required for recognition of students as Master of Arts in Theology graduates.	RST Registrar	15,000.00	RST	August - Sep- tember
5 Budget and Finance data	Request copies for fees, dues and collections for Budget and Finance office for records purposes.	RST Finance	None		July
6 Registrar Personnel	Hire Lay registrar personnel for continuity and stability of operations.	RST HR	15,000.00/ Month	RST	ASAP

RESEARCH AND PUBLICATION OFFICE

Goals and Objectives (2021-2025)	Programs and Plans (2021-2022)	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
1. Standardize one re- search format	Align research processes and procedures from term papers to TPW and Quaerens research publication	Research Director and the RST students		RST Research Funds	September 2021 – March 2022
	Continuously update the research manuals	RST research director and all the members of the Office of Research and Publication		RST Research Funds	Annually
	Give all the TPW courses to the RST research director	Dean of Studies		RST Research Funds	Starting next semester and onwards
	Communicate one research standard to all professors, thesis advisers and panelists, and the RST students.	RST Research director and the Beadles of each year level		RST Research Funds	Next Semester
2. Maximize web presence of RST research activities and endeavors	Establish a unified research communication line, rst.research@rst.edu.ph as the official site and to systematize RST research data bank	Kuya Nats		RST Research Funds	Next Semester
	Publish in the web yearly student on-going researchers' studies	Kuya Nats and the members of the Office of Research and Publication		RST Research Funds	

3. Have a continuous publication and improved circulation of Quaerens	Collaborate with St. Augustine Library for journal exchange program	Maam Debbie		RST Research Funds	
	Increase subscription lists and Journal Exchange for Quaerens			RST Research Funds	
4. Submit Quaerens to be enlisted as a refereed journal	Present at least 3 recognized research experts with 2 or more major research papers published in a refereed journal in the last 5 years	Dean of Studies and RST Research Director		RST Research Funds	
	Provide editors/research experts in the disciplines and an editor who has published an original research article in an internationally indexed journal.	Dean of Studies and RST Research Director		RST Research Funds	
	Promptly print at regular intervals and widely circulate Quaerens	Dean of Studies and RST Research Director		RST Research Funds	
	Adopt a type of refereeing system	RST Research Director		RST Research Funds	
5. Conduct institutional-based researches and surveys as basis for administrative decisions.	Formulate and implement exit interviews	Dean of Studies		RST Research Funds	
	conduct research or interviews and studies relative to formation	Dean of Studies and RST Research Director		RST Research Funds	
6. Update research adviser and panelist list (Academic Council) and Language Editors	Rationalize the distribution of research adviser and panelist's works among RST professors	Dean of Studies		RST Research Funds	
	Hire a secretary to assist the Research Director in the Office	RST Rector and Dean of Studies		RST Research Funds	
7. Set a timely publication of Restless Heart	Organize the work	Recollect Friar In-charge		RST Research Funds	
	Set time table for completion	Rst Research Director		RST Research Funds	
	c. Use restlessheart@rst.edu.ph official email address	Recollect Friar In-Charge		RST Research Funds	

8. Guarantee Original and Authentic research outputs	Install Grammarly App in St. Augustine Lib. Computers	Professional for Installing the app	P 1, 000/month for each computer in St. Augustine Lib. (10 Comp. x P 1, 000 = P 10, 000)	RST Research Funds	Next Semester
	Update policies and procedures against plagiarism and to impose severe sanctions	Dean of Studies, Research Director and the RST faculty		RST Research Funds	
	Set up an editorial office/board/committee in charge of RST research papers or journals particularly to supervise and investigate possible plagiarisms	Dean of Studies and the Research Director		RST Research Funds	
	Craft procedures regarding investigation to balance out judgment on plagiarism between technological assessment and the editorial board. If possible, to include as well a cross examination on the author himself.			RST Research Funds	

ST. AUGUSTINE LIBRARY

Goals and Objectives (2021-2025)	Programs and Plans (2021-2022)	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
Improve Data Management System	Improve OPAC System	IT Consultant/ Librarian	10,000	Province	AY: 2021-2022: first semester
	Use analytics strategy for the entire organization	Librarian	None	None	AY :2021-2022: first semester
	Prioritize data protection and security	Librarian	None	None	AY: 2021-2022: first semester
	Create data recovery strategy	IT Consultant/ Librarian	10, 000	Province	AY: 2021-2022: first semester
Subscription of Electronic Journals and Books	Develop a clear policies and processes for the selection and management of such resources	Rst Admin/ Research Office	40,000	Province	AY: 2021-2022: first semester
	Provide clarity to staff and ensure that electronic resources within the library are developed with due consideration of cost, access and preservation requirements	Rst Admin/ Research Office	None	None	AY: 2021-2022: first semester
	Inform users about new content and services as well as potential temporary problems accessing electronic resources	Rst Admin/ Research Office	None	None	AY: 2021-2022: first semester
	Outlines current collection principles and describes the current state of the library's holdings	Librarian	None	None	AY: 2021-2022: first semester
Update Book Collection	Provide a wide range of materials at various levels of sophistication and different points of view	Rst Admin/ Librarian	40,000	Province	AY: 2021-2022: first semester
Direct Journal Subscription	Exchange Journal with other institutions through Quearens	Rst Admin/ Research Office	40,000	Province	AY: 2021-2022: first semester

Personnel Updating	Attend Seminars and Conferences	Librarian	2,000	Rst fund	AY: 2022-2023: first semester
	Improve customer service by developing a technology skills list for your staff.	Librarian/ IT Consultant	10,000	Rst Fund	AY: 2021-2022: first Semester
Library facilities	Procure new student locker where laptops can be place inside	Carpenter	25,000	Rst Fund	AY: 2022-2023: first semester
	Attach electrical outlet for each table same as classroom professors table	Electrician	5,000	Rst Fund	AY 2021-2022: first semester
	Upgrade computers at least every after 4 or 5 years and additional internet MBPS for faster connection	IT Consultant	40,000	Rst Fund	AY 2025-2026: first semester

ARCORES: OUT-REACH PROGRAM

Goals and Objective (2021-2025)	Programs and Plans (2021-2022)	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. Ask the help of a professional/consultant on salary programming.	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.
	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, Formand-collaborators		Integrated in the item for office supply.	During the long break and before the start of the new SY.
	To have a guidelines and policies on how to deal with Covid-19 infection in our community in coordination of the government guidelines	Procurator		Community	Applicable only in this time of pandemic.
	To ask professional help who are competent to polish the manual for the financial administration of RST and align this to that of RFC.	Procurator Formand-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.
		Assign seminarians to the office at least for the whole year for consistency purposes and for the good and stable conservation and preservation of energy and resources.	Seminarians, Personnel, and formators,			During the long break and before the start of the new SY.
		A semestral 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	<p>The Procurator will ask a professional to help him draft a comprehensive maintenance and property administration manual.</p> <p>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 by assigning personnel (Mother Earth and Jason) that would supervise the specific area.</p> <p>Ask the master of the professed to include an office (can be minor or major) for the integration of elements of the Laudato Sí and the “Ecological Sustainability: Guide for Educational Centers of the OAR” that are applicable to RFC and RST.</p>	Consultant, procurator, and collaborators.		Integrated in the items for honorarium and transportation.	During summer break and before the start of the new school year.

INFORMATION AND TECHNOLOGY

Goals and Objectives (2021-2025)	Programs and Plans	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
Designate official server room with cooling system, uninterrupted power supply	Institutional Server for a centralized data bank system,	Kuya Nats, Fr. Barrot, Fr. Boyax, Fray Jhyryx, Fray Neil, Fray Judd, and Fray Cris	Php 200, 00?	Procurator's Office	2021-2025
	Replace server with new and better specification one to secure data (Student Information System, Automated Evaluation System and OPAC				
	Centralize internet provider services in the server room				
	Propose to convert the room beside the office of Master of the Professed as the official server room				
Update aging network cables router and switches with Unifi Ubiquity Access Points	Collaborate with the professionals especially Kuya Nats	Kuya Nats, Fr. Barrot, Fr. Boyax, Fray Jhyryx, Fray Neil, Fray Judd, and Fray Cris	Php 100, 00?	Procurator's Office	2021-2025
Secure Public IP address from connectivity Provider (PLDT etc)	Collaborate with the professionals especially Kuya Nats	Kuya Nats, Fr. Barrot, Fray Jhyryx, Fray Neil, Fray Judd, and Fray Cris		Procurator's Office	2021-2022
Set up an Audio Visual Studio	To propose a project to convert either the former RFC Procurator's office or the formators gym in front of Fray Barrot's room.	Kuya Nats, Fr. Barrot, Fray Jhyryx, Fray Neil, Fray Judd, and Fray Cris	Php 200, 00?	Procurator's Office	2021-2022
Set up Photography room	To canvass and propose a budget for both rooms.				

Web-based Student Information System (SIS)	Separate interface for different course offerings (MAT, SThB)	Kuya Nats, Fr. Barrot, Fray Jhyryx, Fray Neil, Fray Judd, and			2021-2022
	Create a directory of RST email addresses of students and professors to be distributed to students	Fray Cris			
Enhanced wifi connectivity for classroom and academic activities	To check and improve the existing router/provider	Kuya Nats, Fr. Barrot, Fray Jhyryx, Fray Neil, Fray Judd, and Fray Cris	Php 10, 000	Procurator's Office	2021-2022
	To upgrade the wifi if needed				
Enhanced the existing audio classroom	To assign students in each year level or personnel to maintain its cleanliness and maintenance	Kuya Nats, Fr. Barrot, Fray Jhyryx, Fray Neil, Fray Judd, and Fray Cris			2021-2022
Upgrade to COHA for St. Augustine Library OPAC	Follow up COHA journal encoding				2021-2022
Upgrade old computers with at least Corei5 and bigger RAM (SSD 500)	To canvass and propose a budget	Kuya Nats, Fr. Barrot, Fray Jhyryx, Fray Neil, Fray Judd, and Fray Cris	Php 50, 000	Procurator's Office	2021-2022
Automate classroom instruction evaluation of professors	Collaborate with Kuya Nats and make a similar numerical evaluation for assessing the performance of the professors.	Kuya Nats, Fr. Barrot, Fray Jhyryx, Fray Neil, Fray Judd, and Fray Cris			2021-2022
Enhanced the RST Facebook page	To assign an official seminarians, 1 or 2 seminarians to utilize every day the facebook page.	Kuya Nats, Fr. Barrot, Fray Jhyryx, Fray Neil, Fray Judd, and Fray Cris			
Automatic Evaluation System for community exposure and diaconal programs	Use excel file to be brought the formands to the community of to be administered by the Master of the Professed or	Kuya Nats, Fr. Barrot, Fray Jhyryx, Fray Neil, Fray Judd, and Fray Cris			2021-2022
	Install AES to access directly AES system via VPN secure Remote Access using internet				
Enhanced the RFC Facebook page	To assign an official, 1 or 2 seminarians to utilize every day the facebook page.	Kuya Nats, Fr. Barrot, Fray Jhyryx, Fray Neil, Fray Judd, and Fray Cris			2021-2022

RECOLETOS FORMATION CENTER

FIVE-YEAR DEVELOPMENTAL GOALS AND OBJECTIVES (2021-2025)

RECTOR

- Provide formation for Augustinian recollect way of life with emphasis on the desire for profound interior life, love for common life with strongly marked asceticism, and apostolic life.
- Create and sustain community climate and surroundings where formands, formators and collaborators grow in their personal and communitarian relationship to Christ and His Body – the Church.
- Intensify in their study of theology, inspired by St. Augustine and St. Thomas of Villanova, the desire to know and love Christ in the Scriptures as taught by the Church; and develop their communication skills (oral and written) so as to let the Truth and the message of the Gospel shine forth in their teachings and pastoral ministries
- Provide means for formands, formators and professors alike to distend the desire for holiness, as they continue to develop a “Culture of Research, Publication, Planning and Development”
- Form witnesses of Christ, who, assiduous and humble in prayer, self-disciplined and frugally living in solidarity with the poor, are open to dialogue and encounter with different cultures

MASTER OF THE PROFESSED

- To focus on the Charismatic identity of the OAR: Interiority (Contemplative), Communitarian and Apostolic
- 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 formation program with the non- OAR brothers, same to the apostolates of the Province (Education, Ministerial, Mission, and Formation) the Order, and the Mother Church.
- To shift into an 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 critically address various aspects and factors of seminary life.
- * 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. (Every Sunday lunch the formators and formands will eat together –same table
- * 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.

Finance and budget Committee in the Seminary

- * To assist the Seminary finance office in securing books and records with appropriate systems.
- * To assist in the management of the seminary properties, including the operations, repairs and maintenance.
- * To develop agricultural, husbandry, poultry and fishery programs to increase food production for RFC and her activity consumption

Records and Information Technology Committee for RFC

- * To create an information Technology Committee to keep and update records, information and documents of theologians

AUGUSTINIAN REOLLECT SPIRITUALITY AND PIOUS ASSOCIATION'S CHARISMATIC IDENTITY

- * Reflective Praying of the Liturgy of the Hours
- * Personal Devotion and Consecration Program
- * Preservation and Promotion of the Respective Charismatic Gifts and Identity
- * Sustainability of the Spirituality Updating Program
- * Celebration of the Holy Eucharist
- * Creation of Basic Ecclesial Community (BEC): RFC Context
- * Programming of the Monthly Recollection
- * Revival of the Catholic Hymns and Chants in the Liturgy

APOSTOLATE

- * Integrated catechetical program for the youth and lay faithful and a theological immersion program for the RFC theologians.

RECOLETOS FORMATION CENTER

ANNUAL OPERATIONAL PROGRAMS AND PLANS (2021-2022)

RECTOR

Goals and Objectives (2021-2025)	Programs and Plans (2021-2022)	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
Provide formation for Augustinian recollect way of life with emphasis on the desire for profound interior life, love for common life with strongly marked asceticism, and apostolic life.	Echo seminar on formation of formators on matters related to the Augustinian style of personal and communal accompaniment, an activity with active student participation.	The Master in collaboration with the Team of Formators			Within the first-semester of SY 2021-2022
	Lecture or seminar on how to evaluate the students' deepening of and progress in the practice of personal and communal dialogue and discernment.	The Master aided by a consultant on evaluation processing			Within the first-semester of SY 2021-2022
	Series of talks or conferences (spiritual exercises, recollections, retreats) on interiorization of prayer, fasting, and almsgiving in relation to the students' formation in pastoral ministry.	Master with Spiritual Director and collaborators			Within the long break of summer of 2022
	Integration, in the accompaniment process, of formation in awareness that life, studies and practices in the seminary prepare them not only for configuration to Christ but also for the apostolate and pastoral ministries (cf. The Objectives of Formation, no. 130ff., OAR Const.).	Master with collaborators (Rector/Prior, Spiritual Director, and In-charge of Pastoral)			Within the first-semester of SY 2021-2022

<p>Create and sustain community climate and surroundings where formands, formators and collaborators grow in their personal and communitarian relationship to Christ and His Body – the Church.</p>	<p>Review of the LAMP of RFC in the area of fraternal life in common to ensure that the community ... the privileged place for the presence of God, and appropriate means for bringing the vocation to maturity... is school of fraternity, where students learn dialogue, sharing of material goods, talents, experiences of God and apostolic tasks (Const. 164).</p>	<p>Prior with the team of Formators and collaborators</p>			<p>During summer break of 2022</p>
	<p>Evaluation and reformation, if needed, of the seminary practices related to “continuous purification, interior and exterior asceticism and the climate of silence, both personal and in our surroundings” (Additional Code 147).</p>	<p>Master with the Spiritual directors and collaborators</p>			<p>Within the first semester of 2021</p>
	<p>Upgrading of the digital platform of information, or other forms, to keep seminary community aware of and be sensitive to the needs and developments in the Church, both universal and local, in the Order and the Province as well as in the local parish.</p>	<p>Professional with collaborators from among the members of the community</p>			<p>Within the first semester of 2021</p>
<p>Intensify in their study of theology, inspired by St. Augustine and St. Thomas of Villanova, the desire to know and love Christ in the Scriptures as taught by the Church; and develop their communication skills (oral and written) so as to let the Truth and the message of the Gospel shine forth in their teachings and pastoral ministries</p>	<p>Realignment of the Formation Manual of RFC to the new Ratio Fundamentalis Sacerdotalis (The Gift of Priestly Vocation), particularly in those areas with direct reference to the study of and formation in theology at present.</p>	<p>Rector of RST with the collaborators from Seminary</p>			<p>During the summer break of 2022</p>
	<p>Definition of Filipino and Asian values, especially of interiority and community, to be incorporated into the formation program.</p>	<p>Rector of RST with the collaborators from Seminary</p>			<p>During the summer break of 2022</p>

<p>Provide means for formands, formators and professors alike to distend the desire for holiness, as they continue to develop a “Culture of Research, Publication, Planning and Development”</p>	<p>Definition and promotion of practices that fuel the desire for holiness and their integration in the spiritual formation of the formands, aligned and oriented to the apostolates.</p> <p>Establishment of a dynamic that can be used by formators and professors to ensure that formands, while keeping the desire for holiness burning, also progressively assimilate the mindset of a researcher and evaluator, a seeker and lover, desirous to excel in the ministry and the apostolate.</p>	<p>Spiritual director with the Master and collaborators from the areas of apostolate</p>			<p>Within the first semester of 2021</p>
<p>Form witnesses of Christ, who, assiduous and humble in prayer, self-disciplined and frugally living in solidarity with the poor, are open to dialogue and encounter with different cultures</p>	<p>A focus study on the standard of living of the community in connection to the social realities of the country, the Order’s directives on poverty, solidarity, on dialogue and culture, and the care for the earth; and to gauge the formands’ and formators’ depth of assimilation of Christ’s poverty that enriches the peoples served by the religious and priests.</p>	<p>Prior with the team of Formators and collaborators from among the formands and lay personnel</p>			<p>Within the first semester of 2021</p>

MASTER OF THE PROFESSED

Goals and Objectives (2021-2025)	Programs and Plans (2021-2022)	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
To focus on the Charismatic identity of the OAR: Interiority (Contemplative), Communitarian and Apostolic	To create a new committee to assist the elderly brothers of the community.	Master of the Professed and Steering Committee			August (2021)
	To have meditation outside in natural surroundings every morning/evening (twice a week: Tuesdays and Thursdays).	RFC Community			August (2021)
	Emphasis on a rich and more deeply personal sharing during the Lectio Divina, To use it as means of reaching out to the people by publishing it in social platform/s namely the facebook page of the Formation House.	Simple Professed Religious			August (2021)
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).	OLCP - Parish Priest and Simple Professed Religious			
	Multi Media Communication Seminar	Resource Speaker Fr. Boyax Jaranilla, OAR	5,000	Community	September (2021)
	Orientation or seminar regarding the parish apostolate specifically on BEC	Fr. Gideon Lagrimas, OAR (Parish Priest)			October 2021

To enhance the formation program and to align the formation program with the non- OAR brothers, 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.	Master of the Professed and Seminary Officers			January 2022
	To re-evaluate and re-visit the evaluation tools, e.g. peer evaluation, self-evaluation and formators' evaluation.	Master of the Professed and Seminary Officers			January 2022
	To intensify and modify the program of accompaniment.	Master of the Professed			August 2021
	To give talks on Mission; continue inviting missionaries who are on vacation to give sessions related to mission and missionary life	Missionaries on vacation	10, 000		
To shift into an 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.	RFC & RST			February 2022
	Posting of the whole semester's calendar of activities c/o beadle et steering committee	Steering Committee			Monthly
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 critically address various aspects and factors of seminary life.	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 8:30 pm)	Office of the Dean and Seminararians			Weekly
To address important factors and devise successful steps to implement the seminary programs To ensure the effective implementation of existing seminary programs	Monthly community meeting (The Results are to be discussed in the chapter so that the brothers will also know the feedback/results of the meeting.)	RFC Steering Committee			Monthly

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	Values formation Program	RFC Formators And Seminarians			Monday Evening
	To conduct a group or individual counseling programs among the formands	Master of the Professed			Second Friday of the Month
	To intensify community recreation especially in the evening every after dinner (not by batch).	RFC Community			Every evening
	To have a common buffet.	RFC Community			Every meal-time
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)	Master of the Professed			Tuesday (collaboration program)
To develop new areas of focus as opportunities for seminarian’s development	Driving skills, music, and short term courses, relevant to our apostolate.	Master of the Professed (candidates for diaconal and presbyteral ordinations)	30,000	Community	
To devise ways to help the formators improve the evaluation instrument and procedure of implementation of the formation programming.	To publish standardized reviewers for inquiry (Lectorate, Acolyte, Diaconate and presbyterate).	Steering Committee			October 2021
	To train friars how to manage book-keeping, accounting and checking records that are to be handed over to the next members	Ms. Lorna (Provincialte)	2,000		October 2021
	To have seminars on Information Technology (To teach the friars how to install, fix and do things related to I.T matters).	Fray “Boyax” Jara-nilla, OAR	3,000		November 2021

Finance and budget Committee in the Seminary					
To assist the Seminary finance office in securing books and records with appropriate systems. To assist in the management of the seminary properties, including the operations, repairs and maintenance.	Collaboration Program: Assigning of graduate brothers to the finance office	Fray Feliciano Campomanes			Collaboration Program (Every Tuesday)
	Bimonthly inventory of Seminary properties.	Fray Feliciano Campomanes and seminarians			Bimonthly
	Renovation of the comfort rooms	Fray Feliciano Campomanes		Community	August
	Repainting of the covered gym.	Fray Feliciano Campomanes with the assistance of Fray Leander Barrot		Community	August
	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.	RFC Steering Committee			September 2021
To develop agricultural, husbandry, poultry and fishery programs to increase food production for RFC and her activity consumption	To create a new committee dedicated to agricultural concerns (monitor, vegetables).	RFC Steering Committee			August 2021
Records and Information Technology Committee for RFC					
To create an information Technology Committee to keep and update records, information and documents of theologians	Implemented but not yet in the soft copy (not info tech. based) assigned this to the IT. To fulfill this assignment	I.T Office			September 2021
	All seminarians must have or get a government I.D.. In case, If our school I'd or OAR I'd are not acceptable.	Master of the Professed	10,000	Community	First semester of the School Year 2021-2022

**AUGUSTINIAN RECOLLECT SPIRITUALITY AND
PIOUS ASSOCIATIONS’ CHARISMATIC IDENTITY**

Goals and Objectives (2021-2025)	Programs and Plans (2021-2022)	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
Reflective Praying of the Liturgy of the Hours	Lecture on the Psalms of the Liturgy of the Hours. Scheduled on the 4 th Monday of each month.	Biblical Theologians/ Biblical Exegetes	Php 10, 000	RFC Procuration	Within the Formation Year 2021-2022
	Campaign for slow paced and meditative reading of the Psalms. After the “Glory Be”, a short pause should be observed before the Psalm Prayer.	House Liturgist			
	Program the praying of the Complines as the final act of consecration, preferably after dinner.	House Liturgist			
	Reorganization of the praying of devotions recommended by the church and/or the Order.	House Liturgist			
	Reorganization of the schedule of praying the devotions. If possible, all common devotions should be observed in the afternoon or the evening.	House Liturgist/ Master of the Professed/Prefect of Discipline of Non-OAR			
Personal Devotion and Consecration Program	Integration in the spiritual and values formation program the development of personal and devotional prayers.	RFC Commission on Liturgy and House Liturgist	Php 10, 000	RFC Procuration	Academic Year 2021-2022
	Provision of personal time for the practice of personal devotional prayers and integration in the Ordo Domesticus the time for common devotions.				
Preservation and Promotion of the Respective Charismatic Gifts and Identity	Lecture on OAR and other charismatic gifts of the interns on the 1st Monday of each month	Office of the Master of the Professed and the Prefect of Discipline of the Non-OAR seminarians	Php 50, 000	RFC Procuration	Academic Year 2021-2022
	Development of the collaborative spirit among different institutes, pious associations, and diocesan seminarians in view of service to the church.				
	Programming of spiritual direction, and/or accompaniment to ensure that students learn to discern the path to spiritual and pastoral maturity.				

Sustainability of the Spirituality Updating Program	Regular updates on recent theological developments, news, and issues, concerning the Order of Augustinian Recollects and the Mother Church.	RFC Local Prior or RST Dean of Studies	Php 5, 000	RFC Procuration	Formation Year 2021-2022
	Deepening, in the light of new church documents of the understanding of the spirituality and mission of the OAR and other institutes or pious associations, and adapting them to respond to the needs of the church and society.				
Celebration of the Holy Eucharist	Integration in values formation program the proper care of the chapel or oratory: cleanliness, care of the vestments and sacred vessels, arrangement of decors and sacred statues, etc.	Commission on Liturgy and House Liturgist	Php 20, 000	RFC Procuration	Academic Year 2021-2022
	Promotion of the celebration of the Holy Eucharist in local languages that are connected to their future pastoral ministry: Every 1 st and 3 rd Monday, Tagalog. Every 2 nd and 4 th Monday, Cebuano.				
	(Consider the possibility of the Eucharistic celebration in the Extraordinary Form once a month. This is to be prepared well. There should a timeframe for the celebration of the Extraordinary Form of the Mass. When ready, the Extraordinary Form of the Mass will be celebrated every morning of the fourth Saturday of the month in a designated chapel. Seminarians can attend to such traditional celebration of the Mass using the 1962 Roman Missal.)				
Creation of Basic Ecclesial Community (BEC): RFC Context	Application of the BEC Manual to RFC seminarians to form local clusters. These clusters should be composed of different batches with the minimum membership of five in a cluster.	House Liturgist, Master of the Professed, and Prefect of Discipline of the Non-OAR	Php 10, 000	RFC Procuration	Academic Year 2021-2022
	This BEC Program should guide seminarians in opening up, sharing his experience on how the Word of God affect his life.				
	Orientations should be given to the seminarians in conducting this BEC form of sharing and expressing himself to the group.				
	Sharing could be done once a week preferably Wednesday evening				
	This BEC Program should be coordinated with the Master of the Professed.				

Programming of the Monthly Recollection	Recollection theme is based on the material provided by the OAR General Secretariat of Spirituality.	Commission on Liturgy and House Liturgist	Php 5, 000	Php 5, 000	Formation Year 2021-2022
	Recollect religious are invited to facilitate the monthly recollection of the seminarians.				
	The theme of the monthly recollection is provided to the seminarians and the Recollection facilitator ahead of time.				
Revival of the Catholic Hymns and Chants in the Liturgy	Original Recoleta Music needs to be revived during music practices.	Fr. Leander Barrot, OAR	Php 20, 000	RFC Procuration	Formation Year 2021-2022
	Hymns and the Chants need to be examined and new chanting be introduced.				
	Invite Recollect and Non- Recollect musicians to conduct music practice.				

APOSTOLATE (OUR LADY OF CONSOLATION)

FIVE-YEAR GOAL & OBJECTIVES (2021-25)	PROGRAMS AND PLANS (2021-2022)	Resources Needed		Sources of Funds	Time Frame
		Human	Financial		
Integrated catechetical program for youth and lay faithful and an immersion program for theology students	To create/draft the syllabi for the lay faithful. Basic Catechism for the Youth (c/o 1st year OAR friars)	All the OAR student-friars of RFC (c/o beadle in each batch)		N/A	1st Semester of the S.Y. 2021-2022 (August-November)
	Introduction to Sacred Scriptures and its relevance to the BEC (c/o 2nd year OAR friars)				
	Catechism about the 7 Sacraments and its Impact to the Filipino People (c/o 3rd year OAR friars)				
	To proofread/finalize the created/drafted syllabi for the lay faithful.	OLCP parish priest and assistant parish priest together with the beadles in each batch.		Parish Finance Council	1st Semester of the S.Y. 2021-2022 (December-January)
	To print the final copy of the following syllabi.	c/o seminarian in-charge in the parish office		Parish Finance Council	1st Semester of the S.Y. 2021-2022 (January)
	To implement the finalized/printed syllabi for the lay faithful.	All the OAR student-friars of RFC (c/o beadle in each batch)		Parish Finance Council	2nd Semester of the S.Y. 2021-2022
	To evaluate/update the printed syllabi.	OLCP parish priest and assistant parish priest together with the beadles in each batch.		N/A	Towards the end of the S.Y. 2021-2022

APPENDICES

EVALAUTION AND GAP ANALYSIS (2020-2021) and CRAFTING OF THE NEW DEVELOPMENT GOALS AND OBJECTIVES [DGaO] (2021-2025)

Venue:

RST: Aula Magna

June 8-9, 2021

June 8, 2021

8:30 Opening Prayer

Introduction of the Planning Activities

- Evaluation and Gap Analysis of 2020-2021 Annual Programs and Plans
- Crafting of 2021-2025 Five-Year Developmental Goals and Objective (DGaO)
- Approval of the 2021-2025 Developmental Goals (RFC and RST)
- Drafting the 2021-2022 Annual Programs and Plans (APP 2021)
- Guidelines: DGaO and APP drafting

9:00 Evaluation and Gap Analysis by Cluster

11:00 Crafting of a New Five-Year Developmental Goal and Objective (AY 2021-25)

11:45 Day Time Prayer (Chapel)

12:00 Lunch/Siesta

2:30 Resumption of the Crafting of the Five-Year Developmental Goals and Objective

(Submit all documents to: quaerens@ssccrmnl.edu.ph and rst.lector@rst.edu.ph)

June 21, 2021

9:00 House Chapter Meeting

Presentation and Approval of the 2021-2025 Developmental DGaO

2:30 Crafting of the 2021-2022 Annual Programs and Plans

RST/RFC OFFICES AND COLLABORATORS

Recoletos School of Theology (RST)

Offices:

Rector (HR and Planning and Development)

Fr. Barrot (Fray James Esplanada, OAR)

Dean of Studies and Student Welfare

Fr. Espartero (Fray Chrislean Rey Pamilaga, OAR)

Registrar (Alumni)

Fr. Espartero (Fray Jose Enrico Gallego, OAR)

Research and Publication

Fr. Barrot (Fray Neil Robert Alilain, OAR)

Library

Fr. Barrot (Fray Hilfrid Palmis, OAR)

Information Technology

Fr. Barrot (Fray Jhyryx Gamulo, OAR)

Social Services

Fr. Antonio (Fray Joseph Neil Baygan, OAR)

Finance and Property

Fray Campomanes (Fray Ivan Quison, OAR)

Recoletos Formation Center (RFC)**Offices:****Rector**

Fr. Larlar (Fray Mc Airiel Capinpin, OAR)

Prefect

Fr. Onda (Fray Renz Calex Soriano, OAR; Fray Judd Galinato, OAR)

Recollect Spirituality and Pious Associations' Charismatic Identity

Fr. Emil or Fr. Decena (Fray Jay Quevedo, OAR; Fray Virgilio Calalang, OAR)

Finance and Property

Fray Campomanes (Fray Mark Joseph Quirante, OAR)

Apostolate

Fr. Gideon and Fr. Hector (Fray. Jhoben Rodriguez, OAR and Fray Cristito Tepage, OAR)

GUIDELINES FOR THE CREATION OF THE DEVELOPMENT GOALS AND OBJECTIVES (DGaO) AND ANNUAL PROGRAM PLAN (APP)

Goals and Objectives: (2021-2025)

- Refer to as desired outcomes to be achieved within a specific time frame i.e. within five years (2021-2025)
- Aligned with the mission of the institution (RFC and RST)
- Short Statements of a desired outcome yet broad and encompassing focusing on the desired result.
- Does not describe the method or activities to be used to achieve the desired result

Sample: Business Goals and Objectives

- Maximum profit
- Growing Revenues,
- Increasing Efficiency (Increased Efficiency)
- Providing excellent customer service (Excellent Customer Service)
- Creating a Brand
- Becoming Carbon Neutral (Carbon Neutral)

ANNUAL PROGRAM PLAN (2021-2022)

- Specific actionable targets that are to be achieved within a smaller time frame (AY: August 2021 to July 2022)
- Actions or activities to be performed to achieve the goals that have been set
- Describes the actions or activities involved to achieve the goal

Characteristics of Program Plans (Activities)

- Set to accomplish the goals and objectives of the institution
- Describes the terms of specific task
- Specific actions to be achieved within One AY
- Creative language of activity

