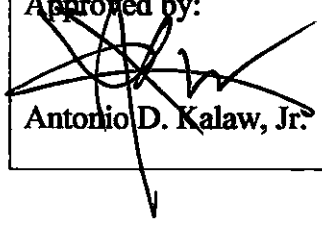




development academy of the philippines

ISO 9001:2015 Certified
CIP/4045/08/06/579

Learning Management System Manual

<p>Approved by:</p>  <p>Antonio D. Kalaw, Jr.</p>	<p>Position:</p> <p>President</p>
--------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------



PROGRAM CONCEPTUALIZATION AND DEVELOPMENT

Code: LMS-WI-01

Revision No. : 0

Effectivity: 18 August 2016

Page: 1 of 3

1.0 PURPOSE

To establish and to maintain a documented information on program conceptualization and development for prospective client/partner.

2.0 SCOPE

- 2.1 This document covers the sourcing activities on the Graduate School offerings and how it would be relevant and responsive to prospective client.
- 2.2 This work instruction entails securing binding agreement with client on what program best fits the institution through need assessment. Output would be a proposal of the most appropriate degree major, ladderized or customized program will be introduced.
- 2.3 This work instruction applies to both client and GSPDM-initiated programs. Prospective client that is herein referred to as an agency/institution/organization that signified interest in writing, walk-in inquiry, or have inquired through phone or email. Further, GSPDM client may include that which is referred by existing students, alumni and other partners, as well as, existing partners who requested for an expansion of the existing academic courses into short programs and initiatives.

3.0 DEFINITIONS

- 3.1 GSPDM - Graduate School of Public and Development Management is the group that fulfills the education mandate of the Academy.
- 3.2 GSDPM Records - The unit inside GSPDM that manage records of the programs such as student 201, Action Plan and Project (APP) copies, and other academic records. The unit serves as the central repository prior to endorsement to the Office of the Academy Registrar.
- 3.3 Office of the Academy Registrar - Manages the overall administrative and academic processes of the programs in the DAP. It is the final repository of records and handles the preparation and issuance of graduate credentials and academic-related documents.
- 3.4 MOU Memorandum of Understanding, a legal binding document describing a bilateral or multilateral agreement between two or more parties. It expresses a convergence of will between the parties, indicating an intended common line of action.
- 3.5 CAF - Certificate of Availability of Funds, a document issued by the client's accountant as proof that funds for a program are available.



PROGRAM CONCEPTUALIZATION AND DEVELOPMENT

Code: LMS-WI-01	Revision No. : 0	Effectivity: 18 August 2016	Page: 2 of 3
-----------------	------------------	-----------------------------	--------------

- 3.6 Program Brief - A descriptive literature of the program, its rationale, scope and methodology.
- 3.7 Curriculum - An outline of courses to be taken for a particular program including its academic credit and pre-requisite courses.
- 3.8 Syllabus - An outline or a summary of the main points of a text, lecture, or course of study.
- 3.9 Need Assessment - A systematic process for determining and addressing the organization's needs, or "gaps" to customize the GSPDM program for Client.
- 3.10 Academic Collaterals - Includes the series of documents to be attached together with the proposal such as program brief, curriculum, and syllabus.

4.0 DETAILS

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
4.1	<p>Program Sourcing with Client/Partner</p> <p>In response to client's inquiry, exploratory meeting will be set to clarify initial expectations and present the existing program offerings of the Graduate School. Upon clarification, the party would agree to send a program proposal and draft Memorandum of Understanding (MOU) to facilitate further activities.</p>	Dean, Director, Program Manager	Request/Inquiry Document Program Proposal Concept Note
4.2	<p>Need Assessment</p> <p>A client Need Assessment will be carried out by the team to ensure relevance of the program to be offered. A review and approval of the Need Assessment Report will be carried out prior to submission to the client.</p>	Dean Director Program Manager	Need Assessment Report
4.3	<p>Preparation of Program Proposal</p> <p>This stage integrates the result of the need assessment and appropriate GSPDM program. The learning team will prepare a customized <i>program</i></p>	Dean Director Program Manager	Proposal, Academic Collaterals Review and approval



PROGRAM CONCEPTUALIZATION AND DEVELOPMENT

Code: LMS-WI-01

Revision No. : 0

Effectivity: 18 August 2016

Page: 3 of 3

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
4.4	<p><i>brief, curriculum, course syllabus and program estimated cost.</i></p> <p>Submission of the Proposal</p> <p>All proposals follow the Academy's standards in terms of content, format, lay out and presentation. Completed proposal will be submitted to client for comment prior to the preparation of the Memorandum of Agreement (MOA). Presentation is upon request.</p>	Dean Director Program Manager	Final program proposal, Transmittal letter
4.5	<p>Authority to Offer the Program</p> <p>The GSPDM is authorized to offer graduate degree programs and courses through a ladderized system as recognized by the Commission on Higher Education (CHED).</p>	Dean Associate Dean Program Manager GSPDM Records	

5.0 REFERENCES

- 5.1 All Program and Learning Management System-related Policies
- 5.2 All Activity-related Forms



PROGRAM NEGOTIATION AND CONTRACTING

Code: LMS-WI-02

Revision No. : 0

Effectivity: 18 August 2016

Page: 1 of 3

1.0 PURPOSE

- 1.1 To establish and maintain a documented information for program negotiation and contracting;
and;
- 1.2 To ensure that appropriate Terms of Reference are understood and duly incorporated in the contract.

2.0 SCOPE

- 2.1 This section details the negotiation activities that would take immediately upon acceptance of the Program Proposal or through a MOU, as may be necessary. This includes the simultaneous review of the contract until its acceptance and approval manifested in the signed copies of the contract.

3.0 DEFINITIONS

- 3.1 MOA - Memorandum of Agreement, is the official contracting instrument used by the Academy to document the agreement on a Program engagement between DAP and the client.
- 3.2 MOU - Memorandum of Understanding, is an official document used to capture mutual understanding between DAP and the client for an undertaking
- 3.3 Logframe - An official document containing the gist of the program rationale and the activities to be carried out.
- 3.4 Curriculum - An outline of courses to be taken for a particular program including its academic credit and pre-requisite courses.
- 3.5 Syllabus - An outline or a summary of the main points of a text, lecture, or course of study.
- 3.6 Need Assessment - A systematic process for determining and addressing the organization's needs, or "gaps" to customize the GSPDM program for client.



PROGRAM NEGOTIATION AND CONTRACTING

Code: LMS-WI-02

Revision No. : 0

Effectivity: 18 August 2016

Page: 2 of 3

4.0 DETAILS

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
4.1	<p>Program Negotiation</p> <p>Negotiation takes place immediately after the presentation of the proposal at which the client would accept or request acceptable adjustment to content, methodology, and cost which will eventually result to the concurrence of both parties.</p>	<p>Dean Director Program Manager</p>	<p>Project Proposal</p>
4.2	<p>Contract Preparation and Review</p> <p>Contracting starts once the client gives a formal notice to proceed with the Program. It is in this state that agreements are captured in a MOA or other acceptable contracting instrument</p> <p>A parallel contract review by the Finance and Legal Offices of the DAP and the client follows</p> <p>Proposed amendments, if any, are then incorporated to the final contract.</p>	<p>Dean Director Program Manager Learning Manager</p>	<p>Draft MOA, Proposal Project brief, Curriculum, Syllabus, CAF and Work plan, MOA/MOU Review Routing Form Transmittal Letter to client</p>
4.3	<p>Mobilization Fee</p> <p>Whenever possible, contract must include collection of mobilization fee to ensure that there will be funds to cover expenses that will be incurred in the mobilization of the team. The amount shall be 15% of the total project price.</p>	<p>Dean Director Program Manager Learning Manager</p>	<p>Draft MOA, Proposal</p>
4.4	<p>Contract Perfection</p> <p>The final contract is reproduced/ printed in seven (7) original copies and</p>	<p>Program Manager Learning Manager</p>	<p>Final MOA/contract, Transmittal Letter to</p>



PROGRAM NEGOTIATION AND CONTRACTING

Code: LMS-WI-02	Revision No. : 0	Effectivity: 18 August 2016	Page: 3 of 3
------------------------	-------------------------	------------------------------------	---------------------

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
	endorsed for signing of authorized representatives of both parties and their respective witnesses. The signed contracts are then notarized and distributed to the concerned parties. Distribution of final contract is as follows: Client, Institute, CRU, FAO, Legal, and Notary Public (2 copies).	Project Assistant	client

5.0 REFERENCES

- 5.1 All Program and Learning Management System-related Policies
- 5.2 All Activity-related Forms



PROGRAM MOBILIZATION

Code: LMS-WI-03

Revision No. : 0

Effectivity: 18 August 2016

Page: 1 of 5

1.0 PURPOSE

- 1.1 To establish and to maintain a documented information for program mobilization; and
- 1.2 To ensure a smooth jumpstart of the project after the program contract has been perfected.

2.0 SCOPE

- 2.1 This document covers the activities involved in program mobilization starting from the formation and internal authorization of the learning management team until the collection of mobilization fee.
- 2.2 This section also covers the role of the GSPDM Record Section and the Academy Registrar in the acceptance and registration of students.
- 2.3 This also includes the preparation of program schedule and faculty assignment.
- 2.4 This work instruction likewise includes the preliminary administrative and logistical preparation the designated team administers prior to actual implementation date.

3.0 DEFINITIONS

- 3.1 Faculty - Experienced and expert individual assigned to the overall management and delivery of the module or course, preferably with a Master's Degree or higher.
- 3.2 Faculty Council - The Academic body responsible for the review and management of academic direction, instruction and related activities.
- 3.3 LMT - Learning Management Team, the officially designated team to handle a program.
- 3.4 LM - Learning Manager is assigned to manage a particular program batch or class. As such, the LM is responsible in the administrative and academic activities of the assigned program.
- 3.5 LOI - Letter of Invitation, a formal communication sent to identified faculty to handle a module course or topic that includes Terms of Reference of the engagement.
- 3.6 PMIS - Project Management Information System, is a facility that allows the project information to be enrolled in to aid and facilitate the generation of reports for various requirements of the Academy.
- 3.7 PM - Program Manager manages cluster of programs. The PM is in-charge of the technical aspects of the program and oversees on the administrative and academic activities of the programs.
- 3.8 SAF - Student Application Form, an official document given to and to be accomplished by an individual interested to enroll to a program.



PROGRAM MOBILIZATION

Code: LMS-WI-03	Revision No. : 0	Effectivity: 18 August 2016	Page: 2 of 5
------------------------	-------------------------	------------------------------------	---------------------

- 3.9 SIS - Student Information System, an online facility utilized by the GSPDM Records to generate unique student number and academic-related documents.
- 3.10 SO - Special Order, states the composition of the learning management team specifying the roles and functions of each member of the team.
- 3.11 TOR - Terms of Reference, an official document that details the output and deliverables to contracted faculty/teaching assistant.

4.0 DETAILS

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
4.1	<p>In service</p> <p>As a culminating event of every academic calendar, the GSPDM academic personnel convenes to assess performances and accomplishment of all the programs plans, activities and projects vis-à-vis students, faculty and learning management team performances.</p> <p>This also serves as a venue to evaluate effectiveness of teaching methodology, relevance of instructional materials, as well as, challenges in program implementation. As such, appropriate modifications and updates are recommended.</p> <p>Further, assessment on the operational efficiency of the previous implementation is also conducted. This includes report on staff utilization, project disbursement and accruals, and other logistical and administrative concerns.</p> <p>The session will serve as input to the succeeding academic calendar from the schedule, faculty loading, learning materials and instructional delivery.</p>	<p>Dean Associate Dean Directors Faculty Council Program Managers Learning Managers</p>	<p>Program Accomplishment Reports, Minutes of the Meeting Project Operational Report</p>



PROGRAM MOBILIZATION

Code: LMS-WI-03	Revision No. : 0	Effectivity: 18 August 2016	Page: 3 of 5
-----------------	------------------	-----------------------------	--------------

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
4.2	<p>Formation of Learning Management Team</p> <p>LMT members are selected within the group/institute. Number of LMT varies on the duration, class size and frequency.</p>	<p>Dean Director Program Manager</p>	<p>Draft Special Order LMT Duties and Responsibilities</p>
4.3	<p>Finalization of Program Academic Calendar</p> <p>The LM will plot the schedule of the classes and identify faculty for each of the program modules in consultation with the Director and PM.</p> <p>Draft program calendar will be endorsed to the Dean for final approval before copies will be given to the GSPDM Records.</p> <p>The LM will send final program calendar to the client and students for information.</p>	<p>Learning Manger Director Program Manager Learning Manager GSPDM Records</p>	<p>Program Calendar Faculty Loading Letter of Invitation</p>
4.4	<p>Internal Authorization</p> <p>The designation of the LMT is formalized through a Special Order stating the roles of the team. A detailed financial plan is then prepared/ encoded in the e-finplan template and enrolled in the PMIS.</p>	<p>Dean Director Learning Manager</p>	<p>SO Logframe Finplan Tasking Sheets Minutes of Meeting Contract Report</p>
4.5	<p>Application and Screening</p> <p>All interested applicants must submit an accomplished SAF to the LMT, who will then endorse the accomplished forms to GSPDM Records.</p> <p>Depending on the agreement, prospective students will be subjected to profile assessment facilitated by the GSPDM Records or an endorsement by</p>	<p>Learning Manager Project Assistant GSPDM Records</p>	<p>Admission Requirements</p>



PROGRAM MOBILIZATION

Code: LMS-WI-03

Revision No. : 0

Effectivity: 18 August 2016

Page: 4 of 5

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
	<p>the Agency for acceptance to the program.</p> <p>An accomplished SAF shall serve as basis for migration from prospective to official student to the SIS. Whichever is applicable, the LM or the GSPDM Records may distribute the form to the students.</p> <p>Policies, rules and procedures are stipulated at the <i>Student Handbook</i>.</p>		
4.6	<p>Student Authorization</p> <p>Qualified applicants will be migrated from <i>prospective student</i> to an <i>official student</i> to the SIS. Official list of program students will be generated by the GSPDM Records</p> <p>Original copies of Official list of program students will then be recommended by the Dean and noted by the Academy Registrar. Copies shall be given to the client, LMT and Finance Office</p>	GSPDM Records LM	Official List of Students Transmittal Letter Document tracking sheet
4.7	<p>Generation of Module Grade Sheets</p> <p>GSPDM Records shall generate and issue the module grade sheets based on the official list of students.</p>	GSPDM Records LMT	Module Grade Sheets
4.8	<p>Engagement of Faculty</p> <p>Engagement of faculty shall be in consideration of previous performance evaluation. From the <i>in-service</i> meeting, the Director and the Dean will decide on the faculty loading for the program schedule. The LOI will be given together with the Terms of Reference – detailing the deliverables and payment schedule.</p>	Dean Associate Dean Director	LOI Faculty Evaluation Results CV Highlight CV Categorization



PROGRAM MOBILIZATION

Code: **LMS-WI-03**

Revision No. : 0

Effectivity: 18 August 2016

Page: 5 of 5

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
4.9	<p>Identification and engagement of new faculty shall be the responsibility of the Director upon approval of the Dean. The categorization of Faculty/Resource Person shall undergo the usual DAP engagement process.</p> <p>Engagement of the faculty such as tax, payment schedule and scheme are subject by the policies, rules and procedures of the DAP Finance Office.</p> <p>Logistical Preparation</p> <p>LMT in coordination with responsible support offices within the Academy, will prepare for the logistical and administrative requirements prior to program implementation. These may include any of the following depending on the contract:</p> <ul style="list-style-type: none"> ▪ Venue, transportation & Food ▪ Transportation ▪ Supplies ▪ Equipment 	<p>Academy Registrar Dean/Associate Dean LMT FAO Admin Office Motorpool Office of the DAP President</p>	<p>Purchase Request Stock Withdrawal Form, Abstract of Canvass/Quotation, Reservation Sheet, Gate pass etc. Approved Contract, Statement of Account/Billing Statement Minutes of the Meeting</p>

5.0 REFERENCES

- 5.1 All Program and Learning Management System-related Policies
- 5.2 Student Handbook
- 5.3 Faculty Manual
- 5.4 All Activity-related Forms



PROGRAM IMPLEMENTATION

Code: LMS-WI-04

Revision No. : 0

Effectivity: 18 August 2016

Page: 1 of 8

1.0 PURPOSE

- 1.1 To establish and maintain a documented information for the implementation of program activities; and
- 1.2 To serve as guide in the execution of key activities during program implementation.

2.0 SCOPE

- 2.1 This document information covers the activities involved in program implementation beginning with the student orientation to graduation.
- 2.2 This section also involves learning management activities during the delivery of learning modules and courses.
- 2.3 This work instruction includes the monitoring and documentation of students' performance in accordance to the program design and relevant policies of the Graduate School

3.0 DEFINITIONS

- 3.1 Faculty in Charge - Experience and expert individual assigned to the overall management and delivery of the module or course, preferably with a Master's Degree or higher.
- 3.2 Faculty Council - The Academic body responsible in the review and management of academic direction, instruction and related.
- 3.3 SCE - Speaker Course Evaluation, an internal assessment tool given to the students to assess faculty performance and course relevance.
- 3.4 TA/RP - Teaching Assistant/Resource Person, are individuals engaged by the FIC to deliver specific topic within a course or module.
- 3.4 Curriculum - An official document of listing of academic modules and credit units.
- 3.5 Syllabus - A detailed description of program module containing information on the subject coverage, methodology, output, grading system, and references



PROGRAM IMPLEMENTATION

Code: LMS-WI-04	Revision No. : 0	Effectivity: 18 August 2016	Page: 2 of 8
-----------------	------------------	-----------------------------	--------------

4.0 DETAILS

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
4.1	<p>Program Opening</p> <p>A ceremonial welcome of the Program detailing program operations, school officials and faculty, school calendar, and other-related details.</p>	<p>LMT Academy Registrar GSPDM Officials DAP President</p>	<p>Program/Invitation, School Calendar, Directory, etc.</p>
4.2	<p>Student Orientation</p> <p>This activity is given to students before the official start of the class. Details on school and academic policies are discussed. Student's ID picture taking will likewise be set-up.</p>	<p>Dean, Assoc. Dean, Director, Faculty LMT</p>	<p>Program/Invitation, GSPDM Resolution, Masterlist</p>
4.3	<p>Curriculum Management</p> <p>The Director, together with the Program Manager, takes lead in ensuring that the program modules, its contents, and activities are responsive and relevant to the students.</p> <p>Assigned Faculty and/or Resource Person shall be responsible in the instructional delivery and monitoring of the module. The Faculty/TA will facilitate lecture, discussion and other activities designed for the module.</p> <p>To ensure consistent delivery of the substantive part of the program, the Director shall have a scheduled and impromptu audit/visit during program module implementation. Significant findings from the audit/visit should be documented and communicated to the respective faculty and Dean.</p>	<p>Dean Director Faculty Program Manager Learning Manager</p>	<p>Curriculum Syllabus Course Evaluation Faculty Evaluation Program Audit/Visit Report</p>



PROGRAM IMPLEMENTATION

Code: **LMS-WI-04**

Revision No. : 0

Effectivity: 18 August 2016

Page: 3 of 8

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
<p>4.4</p>	<p>Faculty Management</p> <p>The Learning Manager prepares the Faculty LOC for review of the Director and approval of the Dean/President.</p> <p>The LOI, curriculum, module syllabus and instructional materials are given and discussed to the assigned faculty by the Director. Faculty concurrence to the schedule, rate and module will be through the signing of the LOI.</p> <p>Processing of payment shall be in accordance to the signed LOI and must be guided by the existing policies and guidelines of the Support Services.</p> <p>To ensure consistent delivery of the substantive part of the program, the Director shall have scheduled and impromptu faculty audit/visits any time while during program module implementation. Significant findings from the audit/visit should be documented and communicated to the respective faculty and Dean.</p>	<p>LM Program Manager Director Faculty/Teaching Assistant Finance</p>	<p>Signed LOC Faculty Loading Module materials Attachment</p>
<p>4.5</p>	<p>Class Management</p> <p>The Faculty leads in the overall management of the class. As such, the faculty must ensure that objectives are achieved through the delivery of lectures, discussion and other activities designed for the module/course.</p> <p>Designated Teaching Assistant shall deliver the module/course as designed and facilitate activities as maybe required from the session. Invited Resource Person shall deliver topic accordingly.</p>	<p>Director, Teaching Assistant LMLT GSPDM Records</p>	<p>LOC Faculty Loading Evaluation Grade sheet Module</p>



PROGRAM IMPLEMENTATION

Code: **LMS-WI-04**

Revision No. : 0

Effectivity: 18 August 2016

Page: 4 of 8

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
4.6	<p>The LM shall assist the Faculty/TA/RP in the delivery of the module/subject. Specifically, the LM shall ensure that the schedule is strictly followed, topics are covered, and activities are done accordingly. Also, LM is expected to facilitate student submission of module requirements and assist in the monitoring and documenting of student's participation as may be required.</p> <p>Documentation of the module session may be done either through the presence of a documenter or audio-visual documentation. Critical issues and concerns must be included in the report.</p> <p>To ensure consistent delivery of the substantive part of the program, the Director shall have scheduled and impromptu faculty audit/visits any time while during program module implementation. Significant findings from the audit/visit should be documented and communicated to the respective faculty and Dean.</p> <p>At the end of each module/course, administration of course and faculty evaluation must be made. Consolidated results shall be forwarded to the GSPDM Records for recording and monitoring.</p> <p>Submission of Academic Requirements</p> <p>The LM consolidates documentation of student participation and forward to the Faculty for final assessment and grading. Final student grades shall be written and/or encoded to the official module grade sheets.</p>	<p>LM Faculty Director Dean GSPDM Records</p>	<p>Masterlist Module Grade sheet Students Profile, Signed LOIs Various documents required on the processing of honoraria</p>



PROGRAM IMPLEMENTATION

Code: **LMS-WI-04**

Revision No. : 0

Effectivity: 18 August 2016

Page: 5 of 8

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
4.7	<p>The Faculty will endorse the final grades to the Director and will be noted by the Dean before forwarding to the Office of the Academy Registrar, in not more than four (4) weeks after each module run, copies of the following:</p> <ul style="list-style-type: none"> a. Duly signed grade sheets (3) b. Consolidated Faculty Evaluation (2) c. Consolidated Course Evaluation (2) <p>Access to the Learning Resources Center</p> <p>The GSPDM, as the academic development arm of the Academy, maintains a collection of learning resources deposited at the Learning Resources Center.</p> <p>Access to various learning resources is free to all bona fide employees, students, and alumni of the Academy upon presentation of appropriate DAP ID.</p> <p>Policies, rules and procedures are stipulated at the <i>Learning Resource Manual</i></p>	Academy Librarian	Learning Resource Forms, Student ID
4.8	<p>Monitoring of Program Finances</p> <p>Contracted programs must have an approved e-FinPlan as required by the Academy's Finance Office. Only identified program-related expenditures must be charged to the program.</p> <p>To ensure that program funds are utilized as planned and in accordance to current policies and procedures of the Academy, all program-related financial transactions must pass through the GSPDM designated Finance Officer and/or Administrative Coordinator.</p>	Director Program Manager Learning Manager Finance Officer	Approved Fin-Plan, BDR, other forms that will be generated on various payment transactions



PROGRAM IMPLEMENTATION

Code: **LMS-WI-04**

Revision No. : 0

Effectivity: 18 August 2016

Page: 7 of 8

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
<p>4.10</p>	<p>by the Academy Registrar and the LMT.</p> <p>Action Plan and Project</p> <p>Every degree program graduate of the GSPDM must undergo, complete and pass its culminating academic coursework, the Action Plan and Project (APP).</p> <p>As the Academy's version of a graduate school's thesis/dissertation, APP has an equivalent course credit unit of six (6). The APP as a course of study passes through a series of evaluation – title, proposal, and final presentation.</p> <p>The LM endorses a list of qualified advisers to the Director and for approval of the Dean. LM informs the identified adviser and endorses the list of advisees. Further, well-screened panel members evaluate and grade the student paper.</p> <p>The LMT facilitates final binding of 4 copies of APP for. One copy must be given to the Office of the Registrar, one copy for the client agency, one copy for the student, and one copy for the student's LGU.</p> <p>Policies, rules and procedures are stipulated at the <i>APP Guidebook</i></p>	<p>Faculty Council LMT GSPDM Records</p>	<p>APP Guidebook LOI Draft and Final APP copies Soft copy of Final APP in CD</p>
<p>4.11</p>	<p>Commencement Ceremonies</p> <p>The GSPDM Records in coordination with the LMT, Academy Support Offices and Client Counter Part Team shall meet and prepare the administrative and logistical requirements for the graduation, in consultation with the Dean. Specifically,</p>	<p>GSPDM Records Academy Registrar LMT Support Services Offices Client Counterpart Team</p>	<p>FAO Forms Tasking List Minutes of Meeting Program Invitation, Script, PR Invitation Colors</p>



PROGRAM IMPLEMENTATION

Code: **LMS-WI-04**

Revision No. : 0

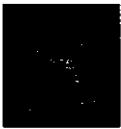
Effectivity: 18 August 2016

Page: **8 of 8**

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
	<ul style="list-style-type: none">▪ Preparation of commencement program▪ Communication and confirmation of commencement speaker, VIPs, and guests invitations▪ Repro/production and distribution of commencement programs and invitations▪ Preparation of graduation Fixings - Sablay, Alumni Pins, Medals etc <p>There shall be at least one graduation rehearsal prior to the actual date of graduation.</p>		At least one

5.0 REFERENCES

- 5.1 All QMS and Learning Management System-related Policies
- 5.2 Student Handbook
- 5.3 Faculty Manual
- 5.4 APP Guidebook
- 5.5 Learning Resource Manual
- 5.3 All Activity-related Forms



PROGRAM CLOSURE AND EVALUATION

Code: **LMS-WI-05**

Revision No. : 0

Effectivity: 16 August 2016

Page: 1 of 3

1.0 PURPOSE

1.1 To establish, document, implement and maintain a documented information for program evaluation and closure.

2.0 SCOPE

2.1 This document starts from student clearance until the issuance of graduate credentials.

2.2 This section also covers the preparation of terminal or activity report, whichever is applicable, and program folio.

3.0 DEFINITIONS

- 3.1 Graduate Credential - Comprises all document that would attest student's completion of a graduate studies. This shall include Transcript of Grades, Certificate of Graduation, and Diploma.
- 3.2 Terminal/ Activity Report - A written output prepared by the LM documenting the essential activities done in the program. Copies of which are submitted to the client as program deliverables, if applicable, and to the program folio.
- 3.3 Student Clearance - A written document certifying that student has been discharged of financial and academic accountabilities to the Academy.

4.0 DETAILS

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
4.1	<p>Student Clearance and issuance of Graduate Credential</p> <p>The GSPDM Record together with the LM shall facilitate routing of clearance from accountabilities of all their respective program graduates.</p> <p>Upon submission of accomplished student clearance, GSPDM Records prepares and endorses graduate credentials - Transcript of Records (TOR), Diploma and Certificate of</p>	LMT GSPDM Records	Student Clearance Graduate Credentials Payment Receipt

PROGRAM CLOSURE AND EVALUATION

Code: LMS-WI-05

Revision No. : 0

Effectivity: 16 August 2016

Page: 2 of 3

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
	<p>Graduation to the Academy Registrar.</p> <p>Issuance of graduate credentials shall be a month after graduation while <i>subsequent</i> request will be maximum of three days upon presentation of <i>payment receipt</i> from DAP Cashier.</p>		
<p>4.2</p>	<p>Preparation of Final Report</p> <p>This involves the preparation of the terminal/activity report for submission to the client or as maybe stipulated in the MOA's TOR. The LM prepares the report, endorse to the Program Manager or the Director for review prior to the approval of the Dean.</p>	<p>Dean Director Program LM</p>	<p>Terminal/Activity Report</p>
<p>4.3</p>	<p>Closing the Book of Accounts</p> <p>This activity involves the final accrual of the total program revenue, in the Revenue Confirmation Sheet and upon settlement of all account payables and other program accountabilities. These are done so that the client may be issued the final program billing</p>	<p>LM FAO</p>	<p>BDR, FinPlan RCS Monthly Accruals</p>
<p>4.4</p>	<p>Client Disengagement</p> <p>This activity may involve either of these activities: closure meeting with the client; submission of final report, soliciting client feedback (SCE); turn-over of responsibilities and program resources (if necessary); and seeking the client's concurrence to close the program.</p>	<p>LMT</p>	<p>Client Disengagement Guidelines, SCE, Certificate of Client Acceptance, Program Closure</p>
<p>4.5</p>	<p>Program Evaluation</p> <p>This activity constitutes the final program debriefing among the LMT. It</p>	<p>Dean Director</p>	<p>Debriefing Minutes, Program Lessons</p>



PROGRAM CLOSURE AND EVALUATION

Code: LMS-WI-05

Revision No. : 0

Effectivity: 16 August 2016

Page: 3 of 3

ITEM No.	ACTIVITY	RESPONSIBILITY	INTERFACE
4.6	<p>involves the review of events, which transpired during the implementation of the program</p> <p>Submission of Final Report</p>	LMT	Learned
4.7	<p>This pertains to the final submission and acceptance of program report to client.</p> <p>Turn-over of Program Records and Equipment</p> <p>This involves the turn-over of the Program Folio to COO-Records. The Program Folio is based on the standards and requirements prescribed by the Records Management Manual. This stage also involves the turn-over of program-related acquired equipment to the Property Office.</p> <p>Details on policies and procedures are referred and in accordance to the Academy's Property Office</p>	LMT	Transmittal
4.8	<p>Transaction after graduation</p> <p>Subsequent request for graduate credential will be issued three days after request upon presentation of the following:</p> <ol style="list-style-type: none"> 1. Graduate Credential Request Form 2. Payment receipt 	<p>LMT COO Property</p> <p>GSPDM Records LMT Cashier</p>	<p>Program Folio, Program Deliverable Accepted, Certificate of Satisfactory Service Rendered/Output Delivered</p> <p>Memo-request Graduate credentials Payment receipt</p>

5.0 REFERENCES

- 5.1 Records Management System
- 5.2 All QMS and Learning Management System-related Policies
- 5.3 All Activity-related Forms