



"We Guarantee Quality and Excellence"

Palau Community College is an accessible public educational institution helping to meet the technical, academic, cultural, social, and economic needs of students and communities by promoting learning opportunities and developing personal excellence.

Non-Academic Program Three Year Review


Service Area

Facilities Design Unit, Office of the President


Period of Three Year Review

F.Y. 2012; 2013; 2014

NAME/TITLE/SIGNATURES:

Completed by: Arch. Sheryl. P Bedana,uap  Date March 25, 2015

Division/Department Head: Jay Olegeriil  Date March 25, 2015

Received by Institutional Research Office on:	date	Name and Initial of receiving personnel
	03-26-15	Ugaya Sam 

3/26/2013

Program Review Narrative Summary

Service Area Purpose- Facilities and Design Unit plan and provide safe and standard designs for any propose buildings and facilities to meet the increasing needs of the college. The office unit's purpose supports the overall institutional mission statement by designing, planning and overseeing the construction of the propose buildings. The unit ensures that the designs will be of the minimum standard for any type of school buildings through the existing Building Code of the Republic of Palau.

Trend Analysis- In 2012, Facilities and Design Unit accomplish 4 projects. The design of the 4 storey STEM and Medical Building to be located at the existing site of the Electronics and AC classroom building. The design of the Proposed 2 Storey Staff Housing near the PTHSE site. The Office design team also participated in the rehabilitation of the Typhoon Bopha Victim Housing, by providing economic housing designs,(1 bedroom, 2 bedrooms, and 3 bedroom designs) done with the Republic of Palau government. It was also the time when the PTHSE request the office to assist and provide design for a simple Hotel Training Rooms for the tourism students. On the 2013, the office completed the revision of the design of the Propose 2 Storey Science Building to be located near the new PCC Library, which is also now on the process of doing and collecting bids from different contractors in Koror State. This was the year when the design of the Propose PCC Dock Renovation was done. The Design and Renovation of the Existing Student Life Counselors Rooms. The office also assist the ROP government by providing Economic Housing Design for the Typhoon Haiyan Victims. In 2014, The PCC Chebokiil Conference room were designed and build. A propose Nursing Lab Renovation Design were drafted, the Renovation Design and Construction of the Learning Resource Center which was completed on the same year. Financial Aid Summerhouse for the students, and college staffs. The office were also task to design the PCC Endowment Fund Wall of Honor, The 1,000,000 gallon water tank to be located below the existing bleachers area of the Track and Field, Single Storey Housing Design near the tourism building, Crab Experiment Laboratory. 2014 was the final revision of the Propose 2 Storey Science Laboratory to suit on the college available fund and budget. A propose PCC New Signage Design were also drafted. The steady, decrease and increase project done each year depends on the existing need of the institution . The load of work is still manageable within the given number of personnel in this service area.

In 2012 to 2014, Facilities and Design continue with 1 classified personnel.

Outcomes- Goal will depend on the actual need of the institution. There is an on-going Design and Construction of the proposed 2 storey Science Building will provide more Lab units, and Classroom to accommodate the increasing need of the students, staff and the community.

Personnel Data- From 2011 to 2012, the unit had one fulltime classified license Architect/ Structural Designer hired by the college in April 2011. The service area has enough personnel to support the function and provide adequate services to clientele. Personnel have adequate skills required to perform the services needed by the college. In 2014, the Architect attended the United Architects of the Philippines National Convention trainings and seminars in the Philippines to continue to be updated with new trends and changes in Architectural practices. The variety of projects and responsibilities of the service area have given so much opportunities to its personnel to continue learning and gain more actual knowledge and experience.

To Upgrade the knowledge and skills of the staff in the service area, new design software such as the Autodesk Revit Architecture, and Improved 3d's Max presentation needed for the architect to enhance

the presentation approach, refresh ideas and provide more knowledge and skills in planning. The annual UAP convention trainings and seminars will upgrade the architect on trends and new standard practices in architecture. And gain more knowledge in providing the college a more greener and sustainable design in the future.

Facilities and Equipments- The Facilities and Design Unit existing equipment are adequate to support the service area objectives. The office will continue to monitor and examine the ability and strength of these equipments and will be making request for procurement if necessary. This service area does not generate revenue to the college. This is also the first program review of this office.

Service Area's and Improvement Needs- This service unit is capable of delivering acceptable standard design practices, and continue to provide service to all its clientele on a timely manner.

Service Area Action Plan- The service proposes more training on other design software to eliminate so much time of the design team in doing the bill of material, and training on Autodesk Revit Architecture is necessary. Improved 3d's max will help the design team provide more realistic presentation of the proposals done for its clientele. The trainings on the Annual National Convention of Architects (United Architects of the Philippines)provide an access to develop more knowledge in the new trends of architecture practice both local and international that can be adapted by this service unit.

Resource Request- The service area resource request its office supplies worth of \$1,500 for the production of blueprints for the design, An Autodesk license of \$4,000 will ensure that the college will continue to use licensed design software. \$5,980 for the trainings on Revit Architecture and Improved 3d's Max that will help the service area in producing realistic presentations, and the UAP national convention trainings and seminars up upgrade the architects knowledge in new trends and practice of architecture. An Estimated amount of \$11,480 is required to allow the service area into the trainings proposed in the Resource Request. This resource is solely based on the result of this program review, however, it is important to mention that for the next 3 year period and throughout each year, there may be the needs of new equipments and training that will require procurements to continue to provide services the institution.

MISSION OF SERVICE AREA

1. State the purpose (mission statement) of this service area.

The purpose of the Facilities and Design Unit is to provide designs for and build buildings and other facilities for the college.

2. How does the purpose (mission statement) of the service area support the overall institutional mission statement?

The unit's purpose support the overall institutional mission by providing safe and standard designs for classroom building, laboratories, recreation areas for the students, staff and the community.

SERVICE AREA FUNCTIONS

1. List the principal functions/services of this service area.

The office's function is to provide design of buildings and facilities for the college's students, staffs, and the community.

2. Provide goals and objectives of each function/service.

Facilities Design Unit goal and objective is to provides and maintain safe, sustainable and standard design to meet the need of the students, staffs and community.

TREND ANALYSIS

1. Use the data provided to indicate trends for each of the following measures:

Service Area	Service Provided	Service Clientele	2012	2013	2014
Facilities Design Unit	Design of School Buildings and its facilities	Palau Community College	1. Complete Design of the 4 storey STEM & Medical Building 2.Design for 2 Storey Staff Housing 3.Design for PTHSE Training Rooms 4. Design for ROP Typhoon Bopha	1.Comple t e Design the 2 Storey Science Building. 2. Revision of Staff Housing Design 3.Design of the PCC Dock Extension 4.Renovat ion of Student	1.PCC Chebokii Conf. Room 2.Nursing Lab Renovatio n Design 3. LRC Lab & OfficeRen ovation Design 4.Financia l Aid Summerh ouse Design
		Republic of Palau			

			Victims 5.	Life Office and extension 5. Typhoon Haiyan Victim Housing Designs	5.PCC Wall of Honor Design 6.PCC 1M gallon water tank design 7.Single storey Staff Housing Design 8.PCC Crab Experime nt Design Laborator y 9.Revision of the proposed 2 Storey Science Building 10.PPC New Signage Design
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2. Use data provided to indicate trends in staffing:

Staffing	Management Level	Classified Level	Student Workers
2012	1	Classified Staff	0
2013	1	Classified Staff	0
2014	1	Classified Staff	0

OUTCOMES

1. Provide the following information for each service/function within this area:

Area Service/Function	Outcome Developed	Have outcomes been assessed?	Has assessment data been analyzed?	Has the data been used for service area improvement?

Facilities Design Unit	Goal will depend on the actual need of the institution. The On-going Design and Construction of the proposed 2 storey Science Building will provide more Lab units, and Classroom to accommodate the increasing need of the students, staff and the community.
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Year	Goal/Objective	Date of assessment	Assessment results	Strategies to meet objectives
2012	Goals and objectives will depend on the actual need of the institution, therefore, the goals and objectives may vary according to the need.			
2013				
2014				

PERSONNEL

1. List the information requested below for all full-time and part-time personnel.

Position	Status (FT/PT)	Highest Degree	Initial Date of Hire	Description of duties
Architect/ Structural Designer	FT	BS- Architecture	2011	plans, designs, and oversees the construction of buildings. provide services in connection with the design and construction of buildings and the space within the site surrounding the buildings.

2. Is the number of personnel adequate to support the service area? If no, explain based on assessment results or in any other related college plan(s).

YES

3. Do available personnel possess adequate skills required to support the service area? If no, explain based on assessment results or in any other related college plan(s).

YES

PROFESSIONAL DEVELOPMENT AND ACTIVITIES

1. List professional development activities that personnel in this service area have participated in during this review period? (List such things as conferences, courses, workshops, degrees, etc.

Accreditation trainings, and The United Architects of the Philippines National Convention, seminars and trainings in Manila Philippines.

2. In what professional organizations (related to work position) do personnel in this service area participate?

Organization	No. of Personnel Participating	Office Held (if any)
United Architects of the Philippines Mt Apo Chapter	200	Member
United Architects of the Philippines	30,000	Member

3. Do any personnel need professional development in order to improve services in this service area? If so, list those areas of need. Base this response on assessment results or in any other related college plan(s).

Principal Architect needs to train on to the new software like Revit Architecture, use for details and estimation and Improve Autodesk's 3d presentation. Attend the annual United Architects of the Philippines National Convention, trainings and seminars.

FACILITIES AND EQUIPMENT

1. Are available general use facilities, such as office and work spaces, adequate to support the service area? If no, provide response based on assessment results or in any other related college plan(s).

YES

2. Is available equipment adequate to support service area objectives? If no, provide response based on assessment results or in any other related college plan(s).

YES

3. Does the service area generate revenue? If yes, how?

NO

EVALUATION OF PREVIOUS PROGRAM REVIEW ACTION PLANS

Indicate the status of the previous program review action plans:

Action Plan Activity/Objectives	Status Complete/Ongoing/Incomplete	Remarks
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This is the 1st program review of this office.

SERVICE AREA STRENGTHS AND IMPROVEMENT NEEDS

1. List and explain service area strengths

The office is capable for designing acceptable and standard design for institutional building like School buildings and its facilities, Community Recreation Buildings and other types of building and use.

2. List and explain service area improvement needs

1. Training on Revit Architecture software, is a design tool that could generate types and numbers of materials use in the design and will eliminate time consumed in estimating the bill of materials.
2. Training on Improved 3d's Max Studio is a presentation tool that shows realistic perspective drawings.

SERVICE AREA ACTION PLANS

Based on this program review results, describe the program action plan for the next three (3) academic years. Include necessary resources.

Action Plan Activity/Objectives	How will this action plan improve services?	Needed Resources (if any)	Timeline
Autodesk Revit Training	This training will improve the time of completion of each design made by the office.	Course- \$800 Airfare-\$540 Hotel- \$1,500 Ground Transpo - \$500	2015-2016
The UAP Annual National Convention trainings and seminars	This trainings and seminars will help the design team to be more aware on the standard practices on different building types, and help innovate designs into more greener and sustainable buildings.	Registration- \$200 Airfare- \$840 Hotel - \$ 1,200 Ground Transpo- \$400	2015,2016,2017

RESOURCE REQUEST

Type of Resource	Description	Estimated Amount Requested	Justification
Personnel			There is enough personnel needed for the design team to for a full function.
Facilities			There is enough office space and facilities for the current design team.

Equipment			The college had furnish a new design tool and other equipment for the blueprint production
Supplies	Office supplies	\$ 1,500	This supplies will be for the production of blueprints and bid documents for the college's ongoing and future projects.
Software	Lic. Autodesk software	\$4,000	This is to ensure that the institution will continue to use licensed design software.
Training	Revit Architecture software training, Improved 3d's Max	\$ 3,340	This will improve the office services thru elimination of time consumed in making the bill of materials. 3d's max training will enhance the designer to provide a more realistic view of the proposed buildings and facilities.
	UAP seminars and trainings	\$2,640	
Total		\$ 11,480	