



“We Strive to 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.

T5 - Non-Academic Areas
(Administration & Finance, Development Office, Bookstore and
Institutional Research & Evaluation)

Three Year Program Review


Service Area

Facilities Design, Administration and Finance

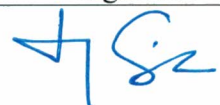
Period of Three Year Review

FY 2015-2017


Program Review Completed By:

Name	Title	Signature	Date
<u>Eric C. Manzano, uap</u>	Architect		March 25, 2018

Program Review Certified By:

Name	Title	Signature	Date
<u>Jay Olegeriil</u>	Vice President, Administration & Finance		March 25, 2018

Program Review Received By: (Institutional Research & Evaluation Office)

Name	Title	Signature	Date
<u>Ligaya Sam</u>	<u>IR</u>		<u>03-25-18</u>

Purpose:

Program review at Palau Community College is a process that provides an extensive evaluation of academic and non-academic programs on a three year basis. The results of yearly assessments (using the FAMED process) are compiled into the one three year review cycle.

The purpose of program review is to evaluate program sufficiency to allow definite strategies to be developed for major revisions, to provide information for consideration when decisions are made, and to develop recommendations to improve institutional effectiveness.

SERVICE AREA REVIEW

I. 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 this service area purpose support the overall institutional mission? Provide the relationship of service area to the college 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.

II. SERVICE AREA FUNCTIONS, SERVICE AREA OUTCOMES, GOALS & OBJECTIVES

1. List the principal functions of this service area below.

Function	Description
Pre-design	Initial meeting and production of schematics on the proposed facilities needed by the Palau Community College
Working Drawings	Production of blueprints containing the Architectural, Structural, Electrical, Plumbing and Mechanical drawings as required by the EQPB.
Post-construction	Drafting as-built plans and evaluating existing buildings that needs renovation or retrofitting.

2. Provide Service Area Outcomes below.

Function	Service Area Outcome (SAO)
Pre-design	To gather enough information as to the requirements needed by a proposed facility to be developed.
Working Drawings	To produce professionally done blueprints with adequate information and detail on how a certain building should be built.
Post-construction	To furnish as-built plans and evaluate existing buildings that needs renovation or retrofitting.

3. Provide goals and objectives of each of the functions in this service area below.

Service Area Outcome (SAO)	Goal	Objective
To gather information on the	To ascertain general description	All proposed projects will have

requirements needed for a proposed facility to be developed.	and prepare Probable Construction Cost of the project	the required information needed (100% of the proposed projects will have the information needed such as space requirements, building capacity, etc.)
To produce professionally done blueprints with adequate information and detail on how a certain building should be built.	To prepare and submit blueprints as well as specifications that are essential for the project	100% of the projects shall have the complete set of blueprints needed for building permits and construction
To furnish as-built plans and evaluate existing buildings that needs renovation or retrofitting.	To conduct site inspections in order to ascertain if an existing building is capable of renovation or retrofitting.	Existing buildings subject to renovation and/or retrofitting will be inspected and produce a complete set of as-built and revised plans. See Attached Form Evaluation of Existing Buildings.

4. Provide summary of the Service Area Functions, Outcomes, Goals and Objectives below.

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

III. TREND ANALYSIS

1. Provide data and use data to indicate trends in each service area measures.

Function	Service Provided	Service Clientele	2015	2016	2017
Facilities Design	Design of School Buildings and its facilities	Palau Community College Republic of Palau Government	1. Proposed Single Storey Dormitory 2. PCC Hatchery Nursery Tanks 3. Endowment Summer House 4. Watertanks 5. Renovation of Cafeteria	1. Proposed Melekeok Fire Station 2. Super Typhoon Bopha Bungalow 3. Construction Building Renovation 4. PCC Sea	1. Proposed Piggery Designs 2. Proposed Covered Court

			Rooms 6. Bidding documents of Proposed Science Building	Cucumber Hatchery Phase 2 5. PCC Staff Housing	
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2. Provide summary of trend analysis below.

The Facilities Design Department caters the needs Palau Community College in formulating blueprints for its facilities and also extends its hand in helping the government of Palau. The services of this department do not only focus on proposed facilities to be built but also on the maintenance and renovation needs of existing buildings.

3. Provide data and use data to indicate trends in staffing.

Staffing	Management Level (position)	Professional Level (credential)	Classified Level	Student Worker / Volunteer
2015		Bachelor's Degree Professional License	1	N/A
2016		Bachelor's Degree Professional Licensed	1	N/A
2017		Bachelor's Degree Professional License	1	N/A

4. Provide summary of trend analysis below.

In handling the works needed by the Palau Community College, the latter only needs one(1) professional staff in preparing blueprints as well as evaluating the present condition of the built environment within the campus.

IV. SERVICE AREA OUTCOMES, GOALS & OBJECTIVES ASSESSMENTS

1. Provide Service Area Outcomes assessment results below.

Year: 2015

Function and SAO	Goal and Objective	Assessment Tool	Actual Result	Analysis and Action Plans
<p>Design of School Buildings and its facilities</p> <p>SAO 1. To gather information on the requirements needed for a proposed facility to be developed.</p>	<p>Goal 1. To ascertain general description and prepare Probable Construction Cost of the project</p>	<p>Preliminary Sketches and Documents</p>	<p>1. Proposed Single Storey Dormitory</p> <p>2. PCC Hatchery Nursery Tanks</p> <p>3. Endowment Summer House</p> <p>4. Watertanks</p> <p>5. Renovation of Cafeteria Rooms</p> <p>6. Bidding documents of Proposed Science Building</p>	<p>The Facilities Design Unit caters the needs Palau Community College in formulating blueprints for its facilities and also extends its hand in helping the government of Palau.</p> <p>The process in design services of the in-house architect is from gathering information from preliminary sketches and other necessary documents. These data shall be inculcated in producing complete sets of blueprints – Architectural, Structural, Plumbing and Electrical; may it be a proposed project or existing building for renovation.</p> <p>All objectives were met by the unit as to providing Architectural services.</p>
<p>SAO 2. To produce professionally done blueprints with adequate information and detail on how a certain building should be built.</p>	<p>Goal 2. To prepare and submit blueprints as well as specifications that are essential for the project</p>	<p>Proposed Project Documents such as blueprints and documents</p>		
<p>SAO 3. To furnish as-built plans and evaluate existing buildings that needs renovation or retrofitting</p>	<p>Goal 3. To conduct site inspections in order to ascertain if an existing building is capable of renovation or retrofitting.</p>	<p>As-Built Plans and Proposed Renovation or Retrofitting Drawings</p>		

Year: 2016

Function and SAO	Goal and Objective	Assessment Tool	Actual Result	Analysis and Action Plans
<p>Design of School Buildings and its facilities</p> <p>SAO 1. To gather information on the requirements needed for a proposed facility to be developed.</p>	<p>Goal 1. To ascertain general description and prepare Probable Construction Cost of the project</p>	<p>Preliminary Sketches and Documents</p>	<p>1. Proposed Melekeok Fire Station</p> <p>2. Super Typhoon Bopha Bungalow</p> <p>3. Construction Building Renovation</p> <p>4. PCC Sea Cucumber Hatchery Phase 2</p> <p>5. PCC Staff Housing</p>	<p>The Facilities Design Unit caters the needs Palau Community College in formulating blueprints for its facilities and also extends its hand in helping the government of Palau.</p> <p>The process in design services of the in-house architect is from gathering information from preliminary sketches and other necessary documents. These data shall be inculcated in producing complete sets of blueprints – Architectural, Structural, Plumbing and Electrical; may it be a proposed project or existing building for renovation.</p> <p>All objectives were met by the unit as to providing Architectural services.</p>
<p>SAO 2. To produce professionally done blueprints with adequate information and detail on how a certain building should be built.</p>	<p>Goal 2. To prepare and submit blueprints as well as specifications that are essential for the project</p>	<p>Proposed Project Documents such as blueprints and documents</p>		
<p>SAO 3. To furnish as-built plans and evaluate existing buildings that needs renovation or retrofitting</p>	<p>Goal 3. To conduct site inspections in order to ascertain if an existing building is capable of renovation or retrofitting.</p>	<p>As-Built Plans and Proposed Renovation or Retrofitting Drawings</p>		

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<p>SAO 3. To furnish as-built plans and evaluate existing buildings that needs renovation or retrofitting</p>	<p>Goal 3. To conduct site inspections in order to ascertain if an existing building is capable of renovation or retrofitting.</p>	<p>As-Built Plans and Proposed Renovation or Retrofitting Drawings</p>		

2. Provide summary of the Service Area Outcomes assessment including the trend analysis of the last three years below.

Goals and objectives are case to case basis therefore depends on the needs of the institution in terms of building requirements for a given year. The department not only fulfills the needs of Palau Community College but also caters the needs (some) of the local government in the form of community service. The personnel involved in this department should have a Continuing Professional Development by attending annual seminars and know-how with new available softwares.

Transmittal documents that show the project details should be furnished for every project for documentation purposes. See attached document.

For existing buildings that needs renovation and/or retrofitting should be evaluated with the attached evaluation form.

V. PERSONNEL

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

Position/Title (no name)	Status (FT/PT)	Highest Degree	Initial Date of Hire	Description of Duties (Use HR information)
Architect/ Structural Designer	FT	BS- Architecture Degree Holder	2011 (Sheryl Bedaña) 2017 (Eric Manzano)	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 and/or other college plan(s).

YES

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

YES

4. Provide summary of Personnel in the space below.

One full-time professional personnel is adequate enough to support the service area which is the Facilities Design and has skills required to execute the works needed of Palau Community College.

VI. PROFESSIONAL DEVELOPMENT ACTIVITIES

1. In what professional organizations (related to work position, duties and responsibilities) do personnel in this service area participates in?

Organization	No. of Personnel Participating	Office Held (if any)
United Architects of the Philippines - Davao Chapter	1	2 nd Floor Trust Hardware, Quimpo Boulevard, Davao City Philippines
United Architects of the Philippines	1	UAP Headquarters, Quezon City, Philippines

2. List professional development activities that personnel in this service area have participated in during this review period? (Such activities include trainings, workshops, courses, and degrees both on and off island.)

Professional Development Activity	No. of Personnel Participating	Date of Activity
43 rd United Architects of the Philippines National Convention	1	April 27-29, 2017

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

The Continuing Professional Development is required and a law in the Philippines that the professionals involved should attend annually in order to renew his/her license. This paves the way to improve the services for PCC as well as the professional to continue practicing architectural services.

4. Provide summary of Professional Development Activities below.

The professional involved in Facilities Design is a current member of the United Architects of the Philippines – Davao Chapter located in Davao City. Annual convention which consists of seminars is required not only to improve the skills of the architect but also fulfill the requirement in renewing his/her professional license.

VII. 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 and/or other college plan(s).

YES

2. Is available equipment adequate to support service area functions? If no, provide response based on assessment results and/or other college plan(s).

YES

3. Does the service area generate revenue? If yes, explain how it is generating revenue.

NO

4. Provide summary of Facilities and Equipment below.

The work space as well as the equipment needed by the personnel is adequate to perform her duties. Equipment may lose its effective in line with time and usage therefore the department may need replacements as needed (i.e. Laptops and printers).

VIII. EVALUATION OF PREVIOUS PROGRAM REVIEW ACTION PLANS

1. Indicate the period of the last program review cycle of this service area.

Cycle:

Years: 2015-2017

2. Indicate the status of the previous program review action plans below.

Action Plan Activity/Objective	Status Complete/Ongoing/Incomplete	Remarks
Autodesk Revit Training	Incomplete	The requirements for this training is not only limited on the training itself but also a computer that could handle the software and the cost of the software itself is high and very expensive. Taking this course or seminar may be impossible and not a priority at this time.
UAP Annual National Convention	Ongoing	This is an annual activity of Architects in the Philippines held during the second or third week of April for the Continuing Professional Development Law in the Philippines and also to improve the skills of the professional involved.

3. Provide evaluation summary of the previous Program Review Action Plans below.

Training on Autodesk Revit was not fulfilled due to its unavailability in Palau therefore not accomplished. Also, the problem with the said software is its cost and should be upgraded every year. The rig used for the said software should also be with a high end computer specification. The schedule

of the training is usually determined if there is a group to request the said course and the fee depends on the number of attendees. Autodesk Revit is not a priority at this time.

United Architects of the Philippines annually gathers architects from the regions to conduct a series of seminars, updates as well as showcase on latest trends in the building industry.

IX. SERVICE AREA STRENGTHS AND IMPROVEMENT NEEDS

1. List and explain service area strengths.

The Architect makes certain that any construction built in Palau Community College complies with the plans, specification and assures workmanship that is in accordance with sound and accepted construction practices.

The Facilities and Design Unit caters the architectural/structural service needs of Palau Community College in producing blueprints for its facilities and extends its hands in helping the government of Palau.

2. List and explain service area improvement needs based on assessment results and/or other college plan(s).

Continuing Professional Development Trainings during the United Architects of the Philippines annual convention for professional growth and requirement for renewing the professional license of the architect.

43rd Annual UAP ConEx (April 2016)

CPD SEMINAR 1: On the CPD Law and Continuing Education

CPD SEMINAR 2: The New Architect: Healer of the Environment

CPD SEMINAR 3: Professional Practice of Architecture in the Islands

CPD SEMINAR 4: Airports Then, Airports Now, Airports Beyond

CPD SEMINAR 5: Parametricism + Architecture

CPD SEMINAR 6: Smart and Green: The Future of Architecture

CPD SEMINAR 7: Digital Revolution in Architecture

CPD SEMINAR 8: Muhon: Traces of Adolescent City

*Topics of the seminars change per convention per year.

CPD points are now required by the Professional Regulatory Commission in the Philippines before a professional could renew his/her license. Attending the annual convention is enough to supplement the required points per year.

The area in which the unit still needs improvement is the documentation part wherein the proposed projects should have a transmittal form and existing buildings that needs renovation and/or retrofitting should be evaluated using an evaluation form of existing buildings. (See attached documents)

3. Provide summary of Strengths and Improvement Needs below.

The Architect makes certain that any construction built in Palau Community College complies with the plans, specification and assures workmanship that is in accordance with sound and accepted construction practices.

As time progresses, there is a need for the professional involved to further his/her knowledge with the latest trends in the building industry by attending CPD seminars and trainings.

The Facility and Design Unit should have proper documentation of the projects: 1. Transmittal forms for new proposed building plans 2. Evaluation of Existing Building forms for existing buildings that needs renovation and/or retrofitting.

X. SERVICE AREA ACTION PLANS

1. Based on this program review results, describe the service area action plan(s) for the next cycle. Include necessary resources.

Action Plan Activity/Objectives	How will this action plan improve the service area?	Needed Resources (if any)	Timeline
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	April 2 nd or 3 rd week 2019 (Schedules for Natcon are usually announced 2 months before the exact date of the seminar)
Proper documentation of the projects may it be new proposed project of Palau Community College or buildings that needs renovation and/or retrofit.	The Facility and Design Unit should furnish documents such as transmittal form for new proposed projects and evaluation of existing building form for existing buildings that needs renovation and/or retrofitting.	N/A	Incoming projects for the 2017-2019 cycle.

2. Provide summary of Action Plan(s) for the next cycle below.

UAP Annual National Convention trainings and seminars to help the design team be aware on the latest trends in the building industry.

XI. RESOURCE REQUEST

1. Based on Service Area Action Plans, provide detailed information for any resources that will be requested below.

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			There is enough equipment present for the current design team.
Supplies	Office Supplies	\$2,000	These supplies will be for the production of blueprints and bid documents for the college's ongoing and future projects.
Software			None as of the moment
Training	UAP seminars and trainings	\$2,640	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.
Other			
Total		\$4,640	

2. Provide summary of Resource Request that may require institutional support to ensure the implementation of service area action plans.

Trainings and seminars are needed by the personnel involved as it is a requirement to renew his/her license as a professional and for the department to be aware on the latest global trends in building industry. The estimated value of office supplies that are used for producing blueprints and documents are near \$1,000 every year (i.e. ink refills, papers, measuring tools, etc.)