CONDUCT OF SCHOOLS
GUIDELINES
Overview of the Documentation Procedure

1. Step 1: Identification of processes
2. Step 2: Process (Sub) Owner
4. Process Documentation Outline
5. Step 4: Flowchart
   - Conduct of Schools
   - Process Flow Documentation (PFD)
   - Finalization

Items in green-to be accomplished per unit/department
Items in white-to be accomplished by RMCA Office
Step 1: Identification of Processes

• List down all the processes handled by your unit or office
  — Process- a series of activities or steps bringing about a result
  — Step or activity- an action that is required in a process

• Example:
  — Risk Management, Compliance, and Audit (RMCA) Office Processes:
    1. Feedback Monitoring
    2. Compliance Hour
    3. Compliance Review
    4. Job Review
Step 2: Process (Sub)Owner

- All processes of the unit or department are owned by the Unit Head or Department Chair

- Identify sub-owner(s) for each of the processes
  - Sub-owner(s) are officers, faculty, or staff who perform the steps within the process

- Example:
  - RMCA Office Process Sub-owners:
    1. Feedback Monitoring: Communications & Information Officer
    2. Compliance Hour: Communications & Information Officer
    3. Compliance Review: Institutional Compliance Officer AND Compliance Officer for Contracts and Grants
    4. Job Review: Institutional Risk Officer
Step 3: Process Documentation Outline

• Accomplish a process documentation outline for each of the processes

• The outline is divided into 3 parts
  – 1\textsuperscript{st} part: basic information
  – 2\textsuperscript{nd} part: process activities/steps
  – 3\textsuperscript{rd} part: approval and submission
Step 3: Process Documentation Outline (cont’d)

• Part 1: Basic Information
  – Process Description/Objective: brief description and the goal of the process
  – Date updated: latest date that the process was formally revised or changed
  – Effectivity date: date the updated process is effective and implemented
Step 3: Process Documentation Outline (cont’d)

- **Part 2: Activities/Steps**
  - Activities/Steps: actions required to complete the process
  - Input: data or document needed before starting a step or activity
  - Output: data or document resulting from a step or activity
  - Responsible position: position responsible for executing the activity/step
  - Time: average processing time to complete the activity or step

<table>
<thead>
<tr>
<th>Activities/Steps</th>
<th>Narrative Description</th>
<th>Input</th>
<th>Output</th>
<th>Responsible Position</th>
<th>Time</th>
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</thead>
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Step 3: Process Documentation Outline (cont’d)

- Part 3: Approval and Submission
  - To finalize the outline, the preparer and approver shall affix their signatures before submission to the Risk Management, Compliance, and Audit Office.
  - The date of signing must be affixed next to the signature.
Step 4 & 5: Flowchart and Process Flow Documentation

• These steps will be performed by a professional contracted under the supervision of the Risk Management, Compliance, and Audit Office (RMCA)

• The main responsibility of the RMCA Office is to translate the accomplished outline into the standard process flow documentation
Step 6: Finalization

- The standard process flow documentation prepared from the outline will be returned to the process owners and sub-owner for their signature.

- Compilation of all standard process flow documentations of the University will be called “Conduct of Schools”
• You may download the editable form here:

• For additional inquiries and clarifications, please look for Ms. Michelle Ang at local 411 or email her at
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