

ACTIVITY TITLE	GOALS	OBJECTIVES	BRIEF DESCRIPTION	MEASURES	TARGET DATE	EB IN-CHARGE	PERSON-IN-CHARGE	ACTIVITY NATURE	ACTIVITY TYPE
<b>YEAR LONG ACTIVITIES</b>									
SME Yearlong Publicity	Broadcast all the departmental and organizational activities, including reminders to the MEM community through the SME-DLSU Facebook Page	To publicize the events we have in SME-DLSU through articles about the organization's activities. To publicize academic and administrative announcements made by the MEM Department. To publicize post activity photos after each activity with their corresponding key insights.	Pictures, short descriptions/insights of the events and other key academic announcements in SME during the term will be presented.	If publicity materials were shared on the members page, the event would be efficiently publicized.	Yearlong	Eian David Imperial	Marian Lubag	Academic	Awareness Campaign
SME Academic Database: General Engineering	Provide an online database of General Engineering Subjects to assist MEM students in their academic pursuits.	To provide supplementary materials or resources to students To provide personal academic assistance to student To provide an online database containing reviewers, books, etc.	Online database containing all GenEng-related documents that may help MEM students.	The activity is successful when the database is accessible to all members of the organization.	Yearlong	Mary Cotoco	Ken Camacho	Academic	Distribution
SME Academic Database: MEM Majors	In collaboration with the MEM Department, assist MEM students in their academic pursuits by providing an online directory of MEM majors.	To provide supplementary materials or resources to students To provide personal academic assistance to student To provide an online database containing reviewers, books, lab installers, guides, etc.	Online database containing all MEM-related documents including specific lab software installers and guides that may help MEM students.	The activity is successful when the database is accessible to all members of the organization.	Yearlong	Mary Cotoco	Ken Camacho	Academic	Distribution
SME Yearlong Solicitation	To form partnerships with a variety of sponsors in order to ensure the success of our operations.	To be able to solicit funds to support the activities of SME for the academic year 2020-2021 To further enhance the external connections of the organization To ensure the prompt implementation of the services promised in the contract	This will provide an opportunity to market the organization to the companies and vice versa through SME activities.	For the academic year 2021-2022, at least 5 officers must contact sponsors.	Yearlong	Cristina Pilapil	Adrienne Kosca Johann Go Adrian Agravante	Fundraising	Solicitations
SME Greets	Greet officers and faculty on their birthdays.	To publicize greetings for the officers during their birthdays. To publicize greetings for holidays such as Christmas and New Year. To publicize the hardworking teams behind each SME event.	Greetings for Holidays and Birthdays will be publicized in the SME Facebook Page along with various officer recognitions	If publicity materials were shared on the members page, the event would be efficiently publicized.	Yearlong	Eian David Imperial	Marian Lubag	Organizational Development	Awareness Campaign
<b>TERM LONG ACTIVITIES</b>									
MEM Academic Status Tracker									
SME Tutorials	Support MEM students in their academics through tutorial sessions and workshops	To support the students of MEM in their academics by teaching concepts and applications via tutorials and workshops To provide an avenue for students to gain new perspective by studying in a group To strengthen the students' knowledge and skills through in-depth lesson discussions.	Tutorial sessions and workshops for students who need academic assistance. Covered subjects are Gen. Eng., Majors, Coding, Circuitry, and 3D Design.	If at least 15 students apply for the tutorials with positive feedback from the activity	Termlong	Mary Cotoco	Ken Camacho	Academic	Assistance

SME Elections	The new members of the executive board and extended executive board would be established through voting among the members and officers of the organization.	To open application for candidacy to run for the next set of executive board positions.  To undergo candidates in activities that instills their dedication to the role.  To coordinate the elections to secure a free and fair elections.	Election for the new batch of board members of the organization	All open positions are filled through the appropriate processes with proper turnover.	Termlong	Jose Tinhay Mary Cotoco Jonathan Ong Cristina Pilapil Eian David Imperial Aimee Aguilar	Jose Tinhay Mary Cotoco Jonathan Ong Cristina Pilapil Eian David Imperial Aimee Aguilar	Organizational Development	Recruitment / Audition / Election
OJT DATABASE/SUPPORT	The 118 Batch are to be guided with the help of the MEM department to prepare for their OJT.	To provide support to the 118 Batch that will undergo their OJT next term.  To prepare members and officers in their OJT journey.  To coordinate with the MEM department in order to properly communicate the needs for the students' OJT.	This will include various meetings, creation of necessary databases and other deliverables to provide support for the 118 OJT.	If all the aspiring 118 students are able to become prepared for their OJT next term	Termlong	Jose Tinhay	Lance Lim Christian Mercado	Organizational Development	
Virtual Plant Visit	Provide participants a better understanding of the actual site in utilizing machines and executing processes.	To virtually exhibit manufacturing plants and other supply chain companies to the MEM students  To showcase the industrial processes and insights of leading manufacturers  To equip students with first-hand experiences and industry knowledge on manufacturing	Engage the participants to an interactive virtual plant visit related to MEM courses.	To create a program that will showcase the manufacturing processes and facilities of the different companies and allow MEM students to engage with the industry experts	Termlong	Mary Cotoco Cristina Pilapil	Lance Lim Christian Mercado Chobin Mendoza Adrian Aggravante Ivan Nueva	Academic	Seminar / Workshop
<b>MULTIPLE DAY ACTIVITIES</b>									
Junior Officer Recruitment Training	Engage and empower applicants for positions as officers in the organization. Giving the necessary activities to qualify, train, and recruit officers.	To provide applicants with information regarding committee roles and processes.  To administer activities that would help determine the applicants' committee  To recruit officers willing to devote service for the development of the organization.	Applicants for the position of the organization junior officers would attend an online interactive seminar and workshop. The activities would prepare them for the processes and skills that are needed to accomplish tasks necessary. Completion of the series of tasks would qualify the applicants to being an SME officer.	To accomplish all tasks with proper execution and results through individual and team efforts.	December Fridays/Saturdays	Gabriel Giray	Gabriel Giray Alexandra Oropesa	Organizational Development	
Frosh Welcoming	Welcome the new freshmen batch to the Manufacturing Engineering and Management & Biomedical Engineering community, SME and to college life in general	To introduce the freshmen to the different organizations in DLSU.  To give the freshmen a warm welcome to the MEM/BME community.  To expose them to the different Lasallian cultures.	The SME page will be used to introduce the 121 freshmen to the culture of DLSU and SME through various pub posts.	To publicize at least 3 publicity materials that promote the manufacturing engineering course and SME, as well as engage the upperclassmen and faculty on the event.	October 26, 2021	Jonathan Ong Eian Imperial	Jonathan Ong Eian Imperial	Organizational Development	Frosh Welcoming
SME Game	Empower students to explore career opportunities and to build a foundation which motivates them to work towards the attainment of their degrees.	To orient the newly enrolled manufacturing engineering and management students regarding their possible career paths in the future.  To enlighten current manufacturing engineering and management students regarding the importance of manufacturing in the industry.  To showcase the different career paths that manufacturing engineering and management students can pursue in the future.	A career talk on the opportunities available to the fresh undergraduate students.	To have at least 50 students to attend and participate in the event.	TBA	Gabriel Giray Mary Cotoco	Alexandra Oropoesa Johann Go Ken Camacho	Academic	Seminar/Workshop

MEMtrepreneur	Encourage an innovative and entrepreneurial mindset in Manufacturing and Engineering Management students.	<p>To introduce students to different MEM-related entrepreneurial or start-up opportunities.</p> <p>To provide a glimpse into the process of researching, planning and execution of ideas to create value.</p> <p>To be able to build a connection between MEM alumni and current MEM students.</p>	A talk on the different entrepreneurial opportunities undergraduate students can explore to be delivered by MEM alumni.	To have at least 30 students to attend and participate in the event and to invite MEM alumni as speakers.	TBA	Cristina Pilapil	Adrienne Kosca Chrischeil Lucas Stephen Teo	Academic	Seminar/Workshop
ECG: Pasikatan									
Spiritual Activity	Allow the SME community to take part in a thanksgiving mass in celebrating the beginning of the 31st year of the Society of Manufacturing Engineers.	<p>To celebrate the start of the organizational year</p> <p>To bless the newly elected and appointed officers</p> <p>To offer the wishes of the organization to the mass</p>	Thanksgiving mass with the entire organization to spiritually reflect and rejoice for the new year.	To have at 15 members from the SME community to join hands for a thanksgiving mass.	TBA	Jonathan Ong	Jonathan Ong	Lasallian Formation/Spiritual Growth	Spiritual Activity
General Assembly	Encourage active participation and increase membership involvement	<p>To provide an avenue for all members to get to meet people from different batches.</p> <p>To promote active participation in the activities of SME.</p> <p>To introduce and explain the activities accomplished in the previous term, and the activities which will be implemented for this term.</p>	This will provide a venue for informing the members of the organization's plans and encouraging their participation in the implementation.	To have a fun gathering and get-together with the members of SME through games and activities conducted online.	December 3, 2021	Mary Cotoco		Organizational Development	General Assembly
Annual Recruitment Week	Foster organizational growth through increasing member count	To recruit members to engage with SME events	The recruitment will strengthen the organization with the grow in members and will better disseminate information about MEM.		November 22, 2021	Jose Tinhay	Kathrina Padrique Marquiz Caliwag		