

Metric 16.2

AY 2024- 2025



Saint Louis University

University Governance Measures



16 PEACE, JUSTICE
AND STRONG
INSTITUTIONS



Indicator 16.2.4

AY 2024- 2025



Saint Louis University

Participatory Bodies for Stakeholder Engagement



16 PEACE, JUSTICE
AND STRONG
INSTITUTIONS



Suppliers Summit 2025: SLU Strengthens Partnerships for Sustainability

Published in the Saint Louis University Website:
<https://www.slu.edu.ph/tag/suppliers-summit/>



In line with its Sustainable Advocacies through Vendor-Supplier Engagement (SAVE) Program, Saint Louis University (SLU), through the SLU Finance Office, conducted the second Suppliers Summit held at the Fr. Francis Gevers Hall, Diego Silang Building, SLU Main Campus, on 6 August 2025.

With the theme, “Strengthening CSR through Sustainable Development Goals,” the summit aimed to fortify partnerships, promote sustainability, and provide a platform for SLU to enhance its collaboration with its partner organizations while practicing and promoting the United Nations Sustainable Development Goals (UN SDGs).

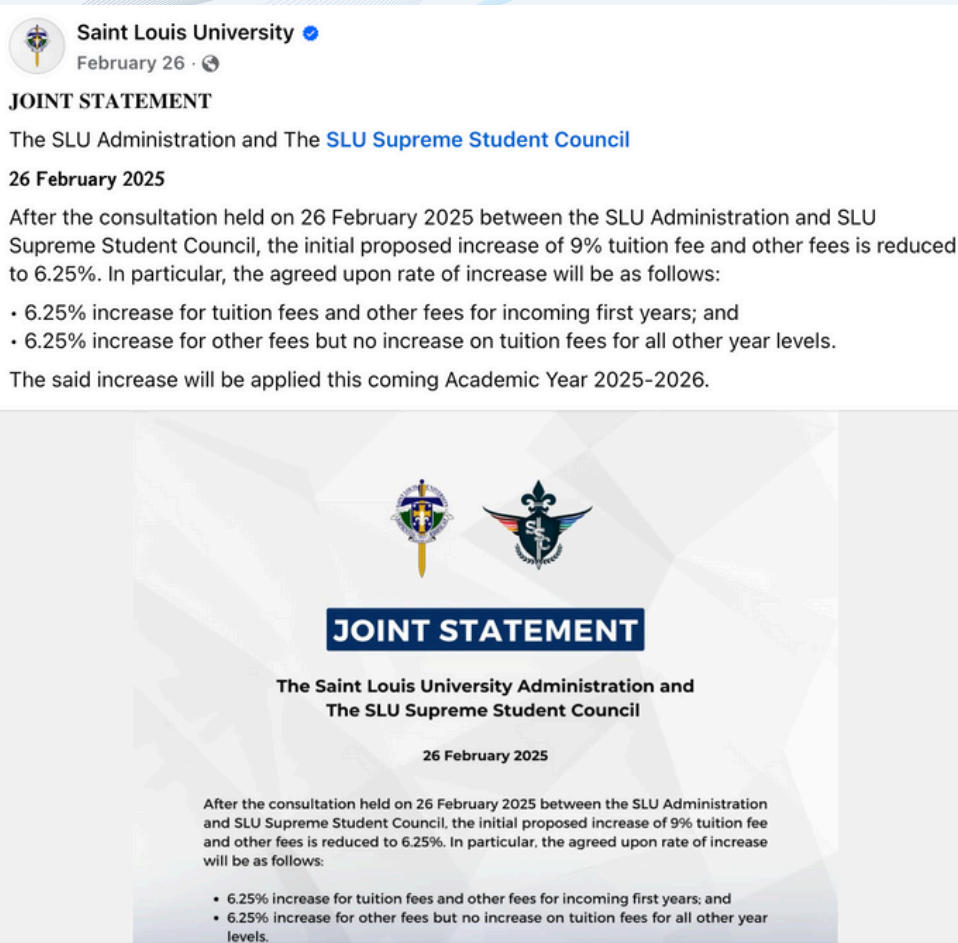
This activity reaffirms the University’s dedication to inclusive partnership aligned with one of the core principles of Peace, Justice, and Strong Institutions (SDG 16) and Partnerships for the Goals (SDG 17).



SLU Conducts Tuition and Other Fees Consultation

Published in the Saint Louis University Facebook Page:

<https://tinyurl.com/2xdjs8mv>



The University conducts consultation with student representatives to discuss concerns affecting them, such as tuition fee increase. An example of this is the consultation on the proposed increase of tuition and other fees On 26 February 2025.

This activity highlights the University's commitment to promoting participative governance and a student-centered academic community. By discussing fee adjustments together and implementing them responsibly, SLU bolsters its culture of dialogue, civic engagement, and institutional integrity. These are key pillars of SDG 16 and essential parts of a stable and just academic community.

SLU involves IAB in Curriculum Development and Enhancement

Published in the Saint Louis University Website:

<https://sites.google.com/slu.edu.ph/stl-qms/quality-record/8-gl-guidelines>

| Saint Louis University School of Teacher Education and Liberal Arts PROCEDURE MANUAL | |
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| TITLE | Curriculum Review and Enhancement |
| SCOPE | This covers the process from the time the school schedules the curriculum program review until the curriculum is enhanced. This is followed by monitoring and continual improvement. |
| OBJECTIVE | To ensure timely and complete curriculum review and enhancement |

| Activity | Persons Responsible/Activity Details/Interface |
|---|--|
| Schedule for Curriculum Review and Enhancement | The Department Head, Associate Dean, and the Dean schedule and plan for the conduct of the curriculum program review and enhancement and communicate with the members of Curriculum Review and Development Committee (CRDC) and as needed, the Industry Advisory Board (IAB). Refer to: <ul style="list-style-type: none">FM-STL-015 (Exit Survey for Graduates)FM-VAA-010 (Department Head's Class Observation Lecture Class)FM-VAA-011 (Department Head's Class Observation Laboratory Class)FM-VAA-016 (Curriculum Review and Enhancement Monitoring Form)FM-VAA-032 (Student Satisfaction Survey Form)FM-VAA-033 (Faculty Curriculum Implementation Survey Form)QR-STL-027 (Documentations on Curriculum Review and Enhancement)QR-STL-029 (Curriculum Checklists)GL-VAA-006 (Guidelines for the Curriculum Review and Enhancement) |
| Conduct Curriculum Review and Enhancement | The Curriculum Review and Development Committee (CRDC) conducts the curriculum review and enhancement. Refer to: <ul style="list-style-type: none">QR-STL-027 (Documentations on Curriculum Review and Enhancement)QR-STL-029 (Curriculum Checklists)GL-VAA-006 (Guidelines for the Curriculum Review and Enhancement)RF-VAA-001 (Outcomes-Based Education Manual)RF-VAA-002 (Manual for Distance Learning Education)QR-STL-038 (OBE Curriculum Documentations per program) |
| Approve Enhanced Curriculum | The Dean approves the enhanced curriculum endorsed by the CRDC and submits a copy to the University Instructional Development Committee (UIDC) and the University Libraries (UL). In case of changes in the Curriculum, the Dean endorses the enhanced curriculum for approval by the Vice President for Academic Affairs (VPAA), Academic Council and the University President. Once approved, the University Registrar's Office (URO) submits the revised curriculum to the Commission on Higher Education-Regional Office (CHED-RO). Refer to: <ul style="list-style-type: none">QR-STL-027 (Documentations on Curriculum Review and Enhancement)QR-STL-064 (Enhanced Curriculum)QR-STL-039 (Course Syllabi) |

| Saint Louis University School of Engineering and Architecture GUIDELINES | |
|--|--------------|
| Document Code | GL-SEA-005 |
| Revision No. | 00 |
| Effectivity | July 1, 2022 |
| Page | 1 of 4 |

- The department heads shall discuss the feedback mechanism and the objectives of the feedback process with the participants and the stakeholders. Stakeholders shall be given enough time to provide feedback; however, the department heads shall set deadlines to ensure timely and accurate input and reactions from the stakeholders. Feedback shall be acknowledged either verbally, electronically or in writing within three working days of receipt.
- Feedback for curriculum enhancement shall be taken from the following stakeholders:
 - Industry Advisory Board (IAB)
 - Alumni
 - Employer
 - Faculty Members
 - Students
- Inputs from the Industry Advisory Board shall be gathered during scheduled consultation meetings.
- Feedback from alumni is collected via the online Alumni Tracer Study of SLU-SEA. An alumni survey questionnaire can be accessed through the SEA website. The department heads shall be responsible for sharing the links and sending invitations to the alumni to participate in the survey.
- The inputs and feedback from industry managers in relation to the attainment of the Program Educational Objectives (PEO) and their level of satisfaction with the performance of their SLU-SEA Alumni employees shall be derived from the Employer Survey. The Employer Survey Questionnaires are distributed to the companies through the OJT participants.
- The department heads shall conduct course coordination meetings with the faculty at least once per semester to gather feedback from them. These meetings shall be focused on qualitative improvement in content, pedagogy, learning material, student performance, research, and extension activities. The department heads shall record each faculty member's expressed feedback/suggestions during these meetings.

The different schools of Saint Louis University involves Industry Advisory Board (IAB) in the development and enhancement of curriculum. The IAB is composed of industry partners/ employers, alumni, administration, students, and faculty.

The involvement of the IAB in the development and enhancement of curriculum ensures that the curriculum is relevant, inclusive, collaborative curriculum. Further, it exemplifies University's commitment to Partnerships for the Goals (SDG 17) and to inclusivity in institutions as advocated by Peace, Justice, and Strong Institutions (SDG 16).

SLU Gathers Stakeholder Feedback for CQI

Published in the Saint Louis University Website:

<https://sites.google.com/slu.edu.ph/sea/qms-manuals/gl-guidelines>

<https://sites.google.com/slu.edu.ph/uri/home>

| Saint Louis University School of Engineering and Architecture GUIDELINES | | | | | | | | | |
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| <table border="1"><tr><td>Document Code</td><td>GL-SEA-005</td></tr><tr><td>Revision No.</td><td>00</td></tr><tr><td>Effectivity</td><td>July 1, 2022</td></tr><tr><td>Page</td><td>1 of 4</td></tr></table> | | Document Code | GL-SEA-005 | Revision No. | 00 | Effectivity | July 1, 2022 | Page | 1 of 4 |
| Document Code | GL-SEA-005 | | | | | | | | |
| Revision No. | 00 | | | | | | | | |
| Effectivity | July 1, 2022 | | | | | | | | |
| Page | 1 of 4 | | | | | | | | |
| TITLE | STAKEHOLDER FEEDBACK COLLECTION AND CONTROL | | | | | | | | |
| I. Objective: To provide guidelines on the collection and management of the feedback from the different program stakeholders to: <ul style="list-style-type: none">a) Understand the needs and the expectations of the stakeholders;b) Solicit valuable insights to improve all aspects of teaching, learning, assessment, and capacity;c) Enhance stakeholder satisfaction;d) Strengthen stakeholder engagement and maintain effective communications with them;e) Review, analyze and evaluate stakeholder feedback for continuous quality improvement; andf) Maintain updated records of stakeholder engagement and feedback. | | | | | | | | | |
| II. Scope: These guidelines shall apply to all academic programs under the School of Engineering and Architecture. | | | | | | | | | |
| III. Responsibility: The school dean, associate dean, and the department heads shall be responsible for the implementation, review and continual improvement of these guidelines. | | | | | | | | | |
| IV. Guidelines: A. Planning <ul style="list-style-type: none">1. The Dean, Associate Dean, and the Department Heads shall formulate a stakeholder engagement and consultation activity plan at least three weeks before the scheduled curriculum and/or OBE framework review and enhancement.2. The department heads shall inform the participants and stakeholders of the engagement and consultation activities. An effective means of communicating with the stakeholders shall be devised, taking into account their unique communication | | | | | | | | | |

| Saint Louis University University Research and Innovation Center GUIDELINES | | | | | | | | | |
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| <table border="1"><tr><td>Document Code</td><td>GL-URI-014</td></tr><tr><td>Revision No.</td><td>00</td></tr><tr><td>Effectivity</td><td>SEPT 15, 2022</td></tr><tr><td>Page</td><td>1 of 2</td></tr></table> | | Document Code | GL-URI-014 | Revision No. | 00 | Effectivity | SEPT 15, 2022 | Page | 1 of 2 |
| Document Code | GL-URI-014 | | | | | | | | |
| Revision No. | 00 | | | | | | | | |
| Effectivity | SEPT 15, 2022 | | | | | | | | |
| Page | 1 of 2 | | | | | | | | |
| TITLE | Customer Feedback | | | | | | | | |
| 1. Objective To provide guidelines on the collection, consolidation, submission and reporting of Institutional and Unit-Specific feedback/survey results for the University to: <ul style="list-style-type: none">a. monitor perception of the degree to which stakeholders needs and expectations have been fulfilled;b. maintain focus on enhancing stakeholders' satisfaction;c. maintain communication with internal and external stakeholders particularly on feedback, including complaints;d. obtain, monitor, measure, analyze, and evaluate the degree of customer satisfaction; ande. review customer satisfaction as part of the overall QMS review. | | | | | | | | | |
| 2. Scope These guidelines shall apply to all units of Saint Louis University, Baguio City except the SLU Hospital of the Sacred Heart. | | | | | | | | | |
| 3. Responsibility The Vice-Presidents, Quality Management Head (QMH), Quality Management Representative(QMR), Process Owners (POs), Internal Quality Audit (IQA) Team, and University Research and Innovation Center (URI) shall be responsible for the implementation, review, and continual improvement of these guidelines. | | | | | | | | | |
| 4. Guidelines 4.0 Definition of Terms <ul style="list-style-type: none">• Customer includes internal and external stakeholders of the University with given requirements (needs and expectations) that the University needs to fulfill.• Customer Requirements may relate to the service design, delivery, and additional support rendered by the University or the Units in order to meet the needs and expectations of the identified interested parties of the QMS.• Customer Satisfaction Feedback is a tool emanating from the University Research and Innovation Center or the Units of the University to gauge the health of the Quality Management System (QMS) by measuring the degree of satisfaction customers have with the University and its services from the customer's point of view. It is intended to gauge the performance of the University and its units with regard to customer requirements. | | | | | | | | | |

As part of its Continuing Quality Improvement, Saint Louis University gathers feedback from stakeholders. Mechanisms are in place to ensure consistency and reliability of feedback collection. These feedback are utilized as part of informed-policy and decision-making and to support strategic planning and innovation.

Gathering and utilizing data from stakeholders illustrates the University's commitment to Partnerships for the Goals (SDG 17) and Peace, Justice, and Strong Institutions (SDG 16).

SLU Engages Stakeholder in Administrative Committees



OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
 A Bonifacio Street
 2000 Dagupan City



Administrative Memo No. 19, s. 2024

Memo

To : THE LOUISIAN COMMUNITY

Re : ADMINISTRATION COMMITTEES AY 2024 - 2025

Date : 15 August 2024

Greetings!

I am pleased to inform you of the **ADMINISTRATION COMMITTEES** for Academic Year 2024 - 2025.

Designed to perform specific functions, the Administration Committees are tasked to ensure efficient University processes and activities. The designated Chairpersons are assigned to convene their members accordingly.

Please extend to them your usual cooperation and support.

For your information and guidance.


REV. FR. GILBERT B. SALES, CICM
 President

| COMMITTEE ON DECORUM AND INVESTIGATION (CODI) | |
|--|--------|
| Tasked to conduct meetings with officers and employees, teachers, faculty, coaches, trainer and students or trainees to increase understanding and prevent incidents of sexual harassment; conducts investigation of sexual harassment cases | |
| Atty Johanne Margarette R Macob | Chair |
| Ms Jean Karen G Jaime | Member |
| One (1) Employee Representative from sector concerned OR One (1) Student Representative | Member |

| COMMITTEE ON STUDENT HANDBOOK | |
|---|--------------------------------|
| Tasked to study, evaluate, and propose amendments to the SLU Student Handbook | |
| Ms Triceayn Marie D Prestousa | Chair |
| Atty Johanne Margarette R Macob | Member (Legal Concerns) |
| Dr Andrew S Macalma | Member (Academic Concerns) |
| Dr Cecilia A Mercado | Member (Data Privacy Concerns) |
| School Deans or Representatives | Member |
| SSC/KASAMA President | Member |
| Ms Lianne Pauline G Carreon | Member (Layout & Design) |

| GRIEVANCE COMMITTEE (STUDENT GRIEVANCE) | |
|---|--------|
| Tasked to investigate grievances from students against the SLU Administration and recommends the best possible way on how to resolve such concerns and issues | |
| Atty Johanne Margarette R Macob | Chair |
| Dr Felina P Espique | Member |
| KASAMA/SSC Representative | Member |

| COMMITTEE ON ACADEMIC RANKING & PROMOTIONS | |
|--|----------------------------------|
| Reviews entry level academic ranks of academic personnel and makes appropriate recommendations of initial ranks; deliberates on the results of annual performance evaluation of faculty/classroom teachers; makes appropriate recommendations for promotion, acceleration, or retention; and recommends policies and guidelines relative to academic staff performance evaluations | |
| Dr Felina P Espique | Chair |
| HRD Representative | Member (for academic ranking) |
| Mr Arturo C Calwag / Ms Jill C Alidao | Member |
| Dr Richel L Lamadrid | Member |
| Mr Jeremy Lee L Dela Cruz | Member (for academic promotions) |
| UFESLU Representatives | Observers |

| GAWAD SAN LUIS AWARDS COMMITTEE (STUDENT CATEGORY) | |
|--|----------|
| Tasked to undertake the planning, preparation, and the implementation of the GAWAD San Luis program for Students | |
| Ms Triceayn Marie D Prestousa | Chair |
| Dr Andrew S Macalma | Co-Chair |
| Mr Jeffrey James V Gamit | Member |
| Ms Charmaine P Mendoza | Member |
| UPELC Representative (Logistical Support) | Member |
| SSC/KASAMA President | Member |

| STUDENT INTERNSHIP GRIEVANCE COMMITTEE | |
|--|--------|
| Tasked to handle and review any complaints or grievances from student-interns, partner HTE, and other stakeholders; shall have the initial responsibility to explore possibility of amicable settlement and recommends the best possible way to resolve such concerns and issues in any cases of violation of the training agreement or upon filing of a complaint by an aggrieved party | |
| Dr Felina P Espique | Chair |
| Ms Triceayn Marie G Prestousa | Member |
| Atty Johanne Margarette R Macob | Member |
| School Dean Concerned | Member |
| Student Internship Program (SIP) Coordinator | Member |
| Student Representative | Member |
| Partner Host Training Establishment (HTE) Supervisor/Representative per Program Note: School to identify at least one per Program | Member |

To promote participatory decision-making and shared ownership and accountability, Saint Louis University involves faculty, students, non-teaching personnel, and Host Training Establishment (HTE) in the different administrative committees. The Union of Faculty and Employees (UFESLU) Representatives, for instance, are part of the Committee on Academic Ranking and Promotions. On the other hand, the Supreme Student Council (SSC) / KASAMA President is part of the Student Handbook, Grievance, and Gawad San Luis Committees. Meanwhile, the Student Internship Coordinator and HTE Supervisor or Representative are part of the Student Internship Grievance Committee. Also, an employee representative from the sector concerned or a student representative is part of the Committee on Decorum and Investigation.