

Quarterly Management Review — October 5, 2026

1. Meeting Information

Date: October 5, 2026

Convened by: Quality Assurance Office (QAO)

Meeting Type: Institutional Governance and Management Review

Coverage: University-wide academic and administrative units

2. Purpose of the Meeting

- Share practical learning on energy and environmental management.
- Review UI GreenMetric participation and opportunities for improvement.
- Review management directions and updates on institutional reporting systems.
- Discuss the operational-plan budget review and preparation for the next CHED autonomous status cycle.

3. Attendance and Governance Representation

The meeting included university leadership and representatives of academic and administrative offices. Individual attendance records and personnel details are omitted from this distribution copy.

4. Key Agenda Items

- Energy management development session
- UI GreenMetric post-evaluation
- Academic leadership and presidential directions
- UB ACCESS system updates
- Operational plan budget review
- CHED autonomous status readiness

5. Key Governance Decisions

- The management development session discussed conserving energy, tracking use by building, preparing an energy policy, and organizing an energy management team. The proposed measures require further technical and financial review before adoption.
- The UI GreenMetric post-evaluation highlighted the need for reliable sustainability information and improved coordination among offices collecting energy, waste, and other environmental evidence.
- Academic leadership emphasized clear school and office performance indicators, updated data, and alignment of operational plans with university goals and external assessment requirements.
- The President encouraged regular documentation so existing school and office records can serve multiple reviews instead of being recreated for every accreditation or ranking exercise.
- The UB ACCESS update discussed ongoing improvements to the university reporting and evidence-sharing workflow. Offices were reminded to maintain complete and approved information.
- The budget discussion introduced review of proposed operational-plan expenses and called for clearer justification and consistency between activities, goals, and available resources.
- The university reviewed early preparation for the next CHED autonomous status evaluation, including progress against its Institutional Development Plan.

6. Action Points and Accountability

Action Item	Responsible Units	Timeline	Expected Outcome
Prepare energy management policy and required reports	CPDO and concerned offices	By applicable reporting deadlines	Energy compliance and reliable baseline information
Review energy-saving	CPDO, management,	Following technical and	Feasible conservation

proposals and management team composition	Finance	budget review	measures
Document UI GreenMetric improvement priorities	Sustainability committee, CPDO, concerned units	Next sustainability review	More complete sustainability evidence
Update office performance records and reporting dashboards	All schools and offices; QAO coordinates	Regular reporting cycles	Reliable information available for assessment
Review operational-plan budgets against activities and priorities	Accounting/Finance, approving officials, concerned offices	Next budget review cycle	Better-supported budget proposals
Monitor indicators for CHED autonomous status readiness	QAO, academic and administrative offices	Before next evaluation	Early identification and correction of gaps

7. Monitoring and Evaluation Mechanism

Progress will be checked through quarterly management review, approved office reports, financial review, energy monitoring, and continuous improvement follow-ups.

8. Alignment with Audit Expectations

- Management oversight of sustainability and strategic performance
- Shared evidence for institutional reviews and assessments
- Documented actions and clear office responsibilities
- Early preparation for regulatory review

9. Conclusion

The review joined staff development, sustainability, reporting, budgeting, and quality assurance in one institutional improvement discussion.

Prepared by: Quality Assurance Office Team