



Title: Inbound Benchmarking Process		
Document Code: LOG 005	Creator: Linkages Office	Creation Date: July 16, 2024
Version: 2	Location: Linkages Office	Approval Date: August 1, 2024
No. of Pages: 3	Approving Body: OVPGEER Council	Effectivity Date: 1 st Sem, SY 2024-2025



The University in order to sustain its academic excellence recognizes the importance of external engagements through benchmarking activities. Krishnamoorthy (2014) defines benchmarking as a tool that helps companies to position themselves in the market place. She further added that it is about obtaining understanding through a comparative study and applying it to upgrade of processes, products, or services. APQC (1993) on the other hand, posited that benchmarking is the practice of being humble enough to admit that someone else is better at something, and being wise enough to learn how to match him or her and even surpass them at it.

Guided by the pertinent CHed memoranda (CMO 06 S. 2023: Policies and Guidelines for the Grant of Autonomous and Deregulated Status for the Private Higher Education Institution and CMO 55 S. 2016: Policy Framework and Strategies on the Internationalization of Philippine Higher Education), the Linkages and Scholarship Office being the university's gateway to partnerships rationalizes the process as regards the conduct of both inbound and outbound benchmarking. Hence, below is the process to be employed in benchmarking activities.

BENCHMARKING PRELIMINARIES

Institution/Organization	
Address	
College/Department	
Proposed date & time of visit	1. 2. 3.
Visiting participants and designations	1. 2. 3.
Contact person/s and email address/es	
With existing MOU/MOA	() Yes () No



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DLSU-D offices and officials to be visited	1. 2. 3.
Benchmarking areas (The Linkages and Scholarship Office identifies resource persons among the administrative members of the university)	() Curriculum and Instruction () Research and Development Programs () Extension Programs () Linkages and Internationalization () Faculty Development () Student Development and Services () Resource Generation Program () Environmental Sustainability () Finance and Accounting () Lasallian Mission () Senior High School Programs () Others (please specify): _____
Mode of benchmarking	() virtual () onsite
Vehicle plate number	
Guided campus tour	() Yes () No
Guided Museo de La Salle tour (Php. 70 entrance fee/head)	() Yes () No
Approved	Dr. Nornelyn Cachuela Director, Linkages and Scholarship Office



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	<p>linkages@dlsud.edu.ph</p> <p>Dr. Christian George Francisco</p> <p>Vice President for Global Engagement and External Relations</p> <p>ccfrancisco@dlsud.edu.ph</p>
Venue (to be filled out by the Linkages and Scholarship Office)	

*For guests who wish to stay overnight, DLSU-D RCC offers rooms for accommodation. Kindly contact Ms. Marichu Tolentino at mttolentino@dlsud.edu.ph

Prepared:

Dr. Nornelyn Cachuela
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Approved:

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