

Linkages Office	Institutional Benchmarking Process
LOG	004
Division	Office of the Vice President for Internationalization and External Affairs
Approved	August, 2023

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 Office being the university’s gateway to partnerships rationalizes the process as regards the conduct of outbound benchmarking.

PHASE 1: PRELIMINARY ASSESSMENT

Department/College	
Schedule of benchmarking	
DLSU-D Participants	
Institution & department to benchmark	
<ul style="list-style-type: none"> Institution's address 	
<ul style="list-style-type: none"> Contact person/s and email address/es 	
<ul style="list-style-type: none"> With existing MOU/MOA 	() Yes () No
<ul style="list-style-type: none"> Profile of the institution/department 	
<ul style="list-style-type: none"> Approved by: (host institution) 	
Justification in selecting the institution including objectives	<i>(The justification may be in the form of accreditation level, national and international performance, innovative curricular offerings, impeccable research and development programs, roster of well-published faculty, strong in United Nations SDGs, other demonstrative capacity, etc.)</i>
Mode of benchmarking	() virtual () onsite
Tokens	() Yes () No
Endorsed:	<p>Dr. Cristina Salibay VCAR</p> <p>Dr. Sonia Gementiza VPLEA</p>

**OVCAR's approval shall be based on the merit whether the institution to benchmark with is capable of providing guidance and quality programs to DLSU-D's academic unit. While OVPLEA shall assess the partnership details specifically on logistical aspects (i.e. MOU/MOA, meeting set-up, minimal funding subsidy (see: LOG 002), tokens, and other essential protocols).*

PHASE 2: ACTUAL BENCHMARKING

Areas:	Discussion Proceedings:
• Curriculum and Instruction	
• Research and Development Programs	
• Extension	
• Linkages and Internationalization	
• Faculty Development	
• Student Development	
• Alumni Engagements	
• Resource Generation Programs	
Report: (to be accomplished by the the Linkages and Scholarship Office)	

PHASE 3: Implementation

Areas	How do you want to implement the results of your benchmarking activities?	Target Date of Implementation
• Curriculum and Instruction		
• Research and Development Programs		
• Extension		
• Linkages and Internationalization		
• Faculty Development		
• Student Development		
• Alumni Engagements		
• Resource Generation Programs		

PHASE 4: Evaluation

Areas	General Observations	Remarks
• Curriculum and Instruction		
• Research and Development Programs		
• Extension		

• Linkages and Internationalization		
• Faculty Development		
• Student Development		
• Alumni Engagements		
• Resource Generation Programs		

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