



Republic of the Philippines  
City of Manila



# UNIVERSIDAD DE MANILA

## ADMINISTRATIVE ORDER No. 7 Series of 2022

Date: April 15, 2022

### Establishment of Stakeholder Engagement Mechanisms for Local Residents, Government, and Civil Society

#### Purpose

In keeping with Universidad De Manila's commitment to fostering strong, mutually beneficial relationships with our local community, this memorandum establishes a mechanism for meaningful participation of local stakeholders—including residents, local government representatives, and civil society organizations—in university decision-making processes. The university values the insights, needs, and contributions of the surrounding community and is dedicated to ensuring that their voices are heard and considered in decisions that affect them.

#### Policy Statement

Universidad De Manila is dedicated to fostering transparency, inclusivity, and responsiveness in university operations and planning. We recognize that local stakeholders play an essential role in shaping a university environment that is both relevant and beneficial to the broader Manila community. This policy provides for formalized, structured opportunities for local stakeholders to participate actively in university decision-making on matters that impact them.

#### Scope

This policy applies to all departments, centers, and administrative units within Universidad De Manila that make decisions impacting the local community, including but not limited to areas such as community development, campus expansion, environmental sustainability, and public health initiatives.

#### Mechanisms for Stakeholder Participation

- University-Community Advisory Council (UCAC).** Universidad De Manila will establish a University-Community Advisory Council (UCAC), which will serve as the primary platform for stakeholder engagement. The UCAC will include representatives from local government units, community organizations, civil society groups, local residents, and university leadership. The council will meet regularly to discuss key decisions and projects, ensuring community voices are integrated into the planning and decision-making process.
- Public Consultation and Feedback Sessions.** For projects or policies with significant community impact, the university will hold public consultation sessions open to all interested local stakeholders. These sessions will provide an overview of proposed plans and allow stakeholders to ask questions, share feedback, and make recommendations.





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Public feedback will be reviewed and documented, with significant concerns and suggestions communicated to relevant university decision-makers.

3. **Stakeholder Forums and Workshops.** To encourage ongoing dialogue, the university will host periodic forums and workshops on specific topics, such as campus development, environmental sustainability, and public safety. These events will be organized by relevant university departments and will invite stakeholders to participate in discussions, brainstorm solutions, and co-create initiatives that benefit both the university and the surrounding community.
4. **Digital Engagement and Feedback Portal.** Universidad De Manila will establish an online portal for local stakeholders to submit comments, suggestions, and concerns regarding university decisions and initiatives. The portal will be accessible through the university's website, with a dedicated team responsible for monitoring submissions, responding to inquiries, and providing updates on actions taken in response to feedback.
5. **Regular Surveys and Needs Assessments.** To ensure the university is responsive to the evolving needs of local stakeholders, Universidad De Manila will conduct regular surveys and needs assessments within the local community. These surveys will gather input on issues related to campus-community relations, environmental impacts, economic partnerships, and other relevant topics. Survey results will be shared with university leadership and will inform decision-making and priority-setting processes.

## Roles and Responsibilities




1. **Office of Community Relations.** The Office of Community Relations will serve as the primary liaison between the university and local stakeholders. This office is responsible for coordinating the University-Community Advisory Council, organizing public consultations, managing the online feedback portal, and ensuring that stakeholder input is communicated effectively to relevant university departments.
2. **University Departments and Project Leads.** Departments involved in initiatives affecting the local community are required to coordinate with the Office of Community Relations to ensure meaningful stakeholder engagement. Project leads will collaborate with the UCAC, participate in public consultations, and integrate stakeholder feedback into project planning and execution.
3. **Office of the Vice President for Academic Affairs.** The Office of the Vice President for Academic Affairs will oversee the implementation of this policy, ensuring that university decisions consider local stakeholder input and adhere to transparency and inclusivity standards. This office will also be responsible for reviewing reports on stakeholder engagement activities and assessing the effectiveness of participation mechanisms.

## Evaluation and Reporting

The university will conduct annual evaluations of stakeholder engagement efforts to assess their effectiveness in fostering meaningful participation. Reports summarizing engagement activities, stakeholder feedback, and subsequent actions will be prepared and made available to the public. Feedback from stakeholders regarding the engagement mechanisms themselves will also be gathered to ensure continuous improvement.

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## Compliance and Continuous Improvement




All university departments and personnel are expected to comply with this policy, prioritizing open communication and collaborative decision-making. Universidad De Manila is committed to maintaining and improving these mechanisms to ensure they meet community needs and support an inclusive university culture.

Universidad De Manila recognizes the importance of involving local stakeholders in decisions that affect our shared environment and community. By establishing structured engagement mechanisms, we strengthen the relationship between the university and the City of Manila, ensuring that university actions align with community interests and contribute positively to local development.

**Ma. Felma Carlos-Tria, ED. D.**  
President

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