



## AACCP ACCREDITATION SURVEY VISIT

RIZAL TECHNOLOGICAL UNIVERSITY

COLLEGE OF ARTS AND SCIENCES



# LEVEL III PHASE II

## Area VII LIBRARY

COLLEGE OF ARTS AND SCIENCES

BACHELOR OF SCIENCE IN PSYCHOLOGY



RIZAL  
TECHNOLOGICAL  
UNIVERSITY



RECOMMENDATIONS/ REMARKS	ACTION TAKEN BY HOST	% OF COMPLIANCE	EVIDENCES OF COMPLIANCE
1. It is suggested that the library under survey visit be supervised by a competent, licensed, and educationally qualified librarian	Assigned newly hired licensed librarian to Pasig Campus Library	100%	Office Order of Newly Hired Licensed Librarians  Copy of License of the Newly hired



## Office Order No. 2143

### Hiring of Licensed Librarians



Office of the President  
RIZAL TECHNOLOGICAL UNIVERSITY  
Mandaluyong City

OFFICE ORDER NO. 2143  
Series of 2019

**T O** : MR. BOBBY D. CAULAN – Licensed Librarian, College Library  
(Pasig Campus)  
MS. HARCHIELYN E. FRESNIDO – Licensed Librarian, CAS Library  
(Mandaluyong Campus)  
MS. ANGELITA E. TROCINO – Licensed Librarian, CEIT Library  
(Mandaluyong Campus)

**F R O M** : The PRESIDENT

**S U B J E C T** : Hiring/Granting of Instructor 1 Appointment to Licensed Librarians

**D A T E** : December 4, 2019

You are hereby hired and granted the Instructor 1 appointment based on the attached Personnel Selection Board Resolution Acad No. 42, s. 2019.

You are directed to coordinate with the HRDC Director, PROF. RODOLFO L. DUCUT, for the necessary documents that you have to submit, and for HRDC's preparation and processing of your individual appointments.

The processing of your appointments shall be made in accordance with the rules and procedures of the Civil Service Commission.

For information and compliance.

A handwritten signature in black ink, appearing to read "Dr. Ma. Eugenia V. Yangco".

C/I: MPTA  
Directors: MScOFSCAHRDG/Pasig Campus  
RMOR/University Librarian

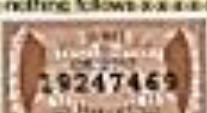


## License of the Librarian

Name	Licensed ID	Assigned Location
Cauilan, Bobby	 A professional regulation commission identification card for Bobby Cauilan De La Rosa. The card is blue and white, featuring a photo of the individual, the title "LIBRARIAN", and various registration details. The text on the card includes: <ul style="list-style-type: none"><li>FIRST NAME: CAULIAN</li><li>MIDDLE NAME: DE LA ROSA</li><li>REGISTRATION NO.: 0007822</li><li>REGISTRATION DATE: 09/20/2016</li><li>VALID UNTIL: 12/31/2022</li></ul>	College Library – Pasig Campus



## MLIS- Transcript of Records (TOR)

St. Paul University Philippines TUGUEGARAO CITY, CAGAYAN, PHILIPPINES					
St. Paul University System					
OFFICIAL TRANSCRIPT OF RECORDS					
Name:	CAULAN, BOBBY DE LA ROSA	Student No.:	2017-01-0075		
Birth Place:	Tuguegarao City, Cagayan	Birth Date:	December 29, 1994		
Address:	#322 R Linas East, Tuguegarao City, Cagayan	Sex:	Male		
Course:	MASTER IN LIBRARY AND INFORMATION SCIENCE				
Entrance Info:	TOR: University of Saint Louis- Tuguegarao City	Major:	A-BS-MLIS		
Entrance Date:	July 8, 2017	Date of Graduation:	January 26, 2019		
Primary School:	Annanun Elementary School	College:	University of Saint Louis- Tuguegarao City		
Intermediate:	Annanun Elementary School	Post Graduate:	St. Paul University Philippines		
High School:	Liazo National High School				
S U B J E C T S	GRADE	UNITS	GRADING SYSTEM		
<b>GRADUATED - BACHELOR OF LIBRARY AND INFORMATION SCIENCE at University of Saint Louis - Tuguegarao City as of April 16, 2019 as per Special Order (B) No. 30-842201-001-B s. 2015.</b>			Grade Point	Percentage	
<b>ST. PAUL UNIVERSITY PHILIPPINES - Tuguegarao City, Cagayan MASTER IN LIBRARY AND INFORMATION SCIENCE (MLIS) First Trimester, 2017-2018</b>			1.00	88 - 100	
MLS 204 Library and Information Resources Center Management	92	3.0	1.25	85 - 87	
MLS 205 Collection Management	91	3.0	1.50	82 - 84	
MLS 208 Information Technology	92	3.0	1.75	80 - 82	
<b>Third Trimester, 2017-2018</b>			2.00	78 - 80	
EDU 206 Global Trends in Education	93	3.0	2.25	75 - 77	
MLS 206 Academic Libraries	92	3.0	2.50	72 - 74	
MLS 209 Public Relations in Libraries and Information Centers	93	3.0	2.75	70 - 71	
<b>Summer, 2017-2018</b>			3.00	70 - 72	
MLS 201 Foundations of Library and Information Science	91	3.0	3.25	70 - 72	
MLS 202 Information Sources and Services	92	3.0			
MLS 203 Organization of Library and Information Resources	95	3.0			
<b>First Trimester, 2018 - 2019</b>					
INS 201 Pauline Ethics	91	3.0			
MOC 201 Methods of Research	93	3.0			
MOC 202 Statistics with Laboratory	93	3.0			
MLS 211 Graduate Seminar (Special Problems) w/ Major Paper Presentation	93	3.0			
<b>Second Trimester, 2018 - 2019</b>					
COMPRE Comprehensive Examination (December 28-29, 2018)	Passed				
<b>GRADUATED - MASTER IN LIBRARY AND INFORMATION SCIENCE (MLIS) at St. Paul University Philippines on January 26, 2019 as per Special Order (C) IHERO IL No. 30-842201-002A s. 2015.</b>					
<b>Granted AUTONOMOUS STATUS by the Commission on Higher Education effective April 1, 2016 to May 31, 2019 as per CMO 20 Series of 2016.</b>					
***** nothing follows *****					
 <b>19247469</b>					
<b>COPY FOR REFERENCE PURPOSES ONLY</b>					
<b>SPECIAL ORDER (C)</b> Number: 30-842201-002A Series: 2019 Date: January 26, 2019					
<b>NOT VALID WITHOUT THE UNIVERSITY SEAL</b>					
 <b>CAULAN, BOBBY DE LA ROSA</b>					
Prepared by:  RODELYNN M. TULIAO In-Charge: Graduate School	Verified by:  CHERIE P. BURGARIN, MST	Approved by:  ZENAGDA S. TESTA, MST University Registrar			



## AACCP ACCREDITATION SURVEY VISIT

RIZAL TECHNOLOGICAL UNIVERSITY

COLLEGE OF ARTS AND SCIENCES



## Registration Form for Doctorate Degree

STUDENT REGISTRATION FORM  
SUMMER SCHOOL YEAR 2020-2021

STUDENT ID : <b>90120800561</b>	LEVEL/COURSE : <b>1ST - DOCTOR OF EDUCATION MAJOR IN EDUCATIONAL LEADERSHIP</b>
NAME : <b>CAUILAN, BOBBY DE LA ROSA</b>	

SUBJECT	DESCRIPTION	SECTION	UNITS	SCHEDULE	BLDG	ROOM
EDL104	Quantitative Research in Educational Leadership	EDDFS-G	3.00	05:00 PM - 07:00 PM MTb	N/A	N/A
EDL107	History of Educational Thoughts	EDDFS-II	3.00	07:00 PM - 09:00 PM MTb	N/A	N/A
EDL105	Qualitative Inquiry in Educational Leadership	EDDFS-G1	3.00	05:00 PM - 07:00 PM MTb	N/A	N/A
EDL106	Advanced Statistical Data Analysis	EDDFS-H1	3.00	07:00 PM - 09:00 PM MTb	N/A	N/A
EDL111	Human Resource Management and Organizational Behavior in Education	EDD-RPL	3.00	03:00 PM - 05:00 PM Sat	N/A	N/A
EDL115	Social Contexts and Contemporary Issues	EDD-RPL	3.00	03:00 PM - 05:00 PM Sat	N/A	N/A
<b>Total Number of Subjects:</b>	<b>6</b>		<b>Total Units:</b>	<b>18.00</b>		

Date Registered: **Jun. 02, 2021**  
 Registered By: **GSAMSON / 06-02-2021 02:34:56 PM**

<b>Breakdown of Assessed Fees</b>		Amount	Due Date	<b>Adjustments</b>	
Description	Amount			Description	Amount
<b>Academic Tuition (18.00 @ 900.00)</b>	<b>16,200.00</b>				0.00
<b>Miscellaneous Fee</b>	<b>2,797.00</b>			<b>Total Adjustments:</b>	<b>0.00</b>
Guidance, Counseling & Testing	168.00				
ID Card	280.00				
Institutional Development Fee	1,050.00				
Instructional Materials	243.00				
Library Services	330.00				
Medical Dental	198.00				
Registration	330.00				
SMS	180.00				
<b>Total Assessment :</b>	<b>18,979.00</b>			<b>TOTAL TUITION &amp; FEES:</b>	<b>PHP 18,979.00</b>
				Mode of Payment:	
				Unpaid Accounts:	PHP 0.00
				Total Amount Due:	PHP 500.00
				Total Balance Due:	PHP 18,979.00

Note: Failure to pay within seven (7) days from the date of registration will cancel your enrollment and repetition of the registration process.

**Important Note:**

1. This registration form serves as your proof of enrollment and is presented to professors at the start of each semester/term. Students must attend only those classes/sections as printed on the registration form.
2. This is an official school document. Unauthorized alteration of this form is strictly prohibited.
3. A student who transfers or withdraws may seek a refund, after he/she has paid pertinent tuition fees, if he/she completely withdraws from NTC for valid reasons before the opening of classes, or within (2) weeks of the start of classes during the regular semester and five (5) days during a summer term. Full payment of the subjects is due if no official withdrawal is made within this period.

**Refund Schedule:**

Before the opening of classes	100% of total fees due, except reservation fee and registration fee
Within 1st Week of the start of regular class or the 1st and 2nd day of Summer Term	90% of total fees due, except reservation fee and registration fee
Within 2nd Week of the start of regular class or the 3rd and 4th day of Summer Term	80% of total fees due, except reservation fee and registration fee

Reference: NTC Student Handbook Revised 2018

Note: Failure to pay within seven (7) days from the date of registration will cancel your enrollment and repetition of the registration process.



RECOMMENDATIONS/ REMARKS	ACTION TAKEN BY HOST	% OF COMPLI ANCE	EVIDENCES OF COMPLIANCE
<b>2. It is suggested that clear copies of documents that bear the signatures of official/persons concerned be presented properly to the accreditors</b>	<ul style="list-style-type: none"> <li>Attached documents with signature</li> </ul>	100%	Sample documents presented



## Resolution No. 1054 Series 2021 Approving the Creation of Library Advisory Board

**EXCERPTS FROM THE MINUTES OF THE 87<sup>th</sup> RIZAL TECHNOLOGICAL UNIVERSITY REGULAR BOARD OF REGENTS (BOR) MEETING HELD ON JUNE 14, 2021 AT 10:00 A.M. VIA ZOOM VIDEO CONFERENCING APPLICATION**

**RESOLUTION NO. 1054**  
Series of 2021

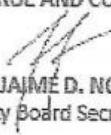
**RESOLUTION APPROVING THE CREATION OF LIBRARY ADVISORY BOARD**

Upon motion duly seconded, the members of the Board of Regents (BOR), approved the creation of the Library Advisory Board of the university, as presented in today's meeting. The approval is subject to the condition that the Director of the Review Center as well as the Director of the Research and Development Center are to be included as members of the board.

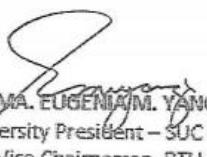
**APPROVED**

Issued this 14<sup>th</sup> day of June 2021, in Mandaluyong City.

**CERTIFIED TRUE AND CORRECT:**

  
**ATTY. JUAN JAIME D. NOLASCO\***  
University Board Secretary

Attested by:

  
**DR. MA. EUGENIO M. YANGCO\***  
University President – SUC II  
and Vice Chairperson, RTU Board of Regents

\*issued during GCQ under e-signatures



## Administrative Council Meeting creating Library Board Advisory

p. 2/Office Order No. 437, s. 2021

FROM : The PRESIDENT & ADCO Chair  
SUBJECT : **ADCO Meeting on May 25, 2021 at 1:00 p.m. via Zoom**  
DATE : May 19, 2021

You directed to participate in the **Administrative Council Meeting** which is scheduled on May 25, 2021 (Tuesday) at 1:00 p.m. via Zoom. The following shall comprise the agenda:

1. *Minimum Qualifications and Requirements for Admission of First Year and Transfer of Applicants in Board and non-board Degree Programs for SY-2021-2022*
2. *Revised Work Plan and Implementing Guidelines on the Conduct of Review Classes*
3. *Renaming of the Review Center*
4. *Creation of the Library Board Advisory*
5. *Approval of the Academic Calendar for SY 2021-2022*
6. *Revised Organizational Structure of Research and Development Center*
7. *Hiring of Quasi Research Faculty*
8. *Implementation of RA 8438*
9. *University Code Update/Status*
10. *Other Matters*

The Zoom link will be sent to you through email by the **Management Information Center**.

For information, guidance and compliance.

DR. MA. EUGENIA M. YANGCO

A handwritten signature in black ink, appearing to read "Eugenia M. Yangco".

Cc.: all offices



# Communication from Office of the Vice President for Student Services to University Learning Resource Center

## Re: 7<sup>th</sup> Memo (Cluster Meeting)

Rizal Technological University  
Cities of Mandaluyong and Pasig

### OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES

Office Memorandum No. 007

Series of 2021

**TU** : DR. EDNA P. CONWI, AuxSC Director  
PROF. JULIAN B. SANTOS, JR., CAC Director  
DR. ELMER C. PASCUAL, CNSTP Director  
DR. MA. LUISA M. VILLANUEVA, CSA Director  
PROF. MARY BETH MIRANDA, OIC, GCSC Director  
DIL. MILANY M. AVERILLA, IEO Head  
DR. ALFRED N. POTENCIANO, MDSC, Director  
DR. MARIFE E. GOMEZ, SGD Head  
DR. WENDELYN A. SAMARITA, University Registrar  
**MS. RUTH ANN VELASCO**, Acting University Librarian

**FROM** : The VICE PRESIDENT FOR STUDENT SERVICES

**SUBJECT** : CLUSTER MEETING

**DATE** : June 8, 2021

We will have our meeting on Thursday, June 10, 2021 at 1:30 PM to discuss CMO No. 8, S. 2021 and its requirements for submission. Google Meet. Link will be sent in the OVPSS group chat.

For your information and guidance.

DR. SALVACION J. PACHIO



# Library Development Plan

2021 – 2025

## College Library Pasig Campus



**RIZAL TECHNOLOGICAL UNIVERSITY**  
Legaspi St., Maybunga Pasig City

### UNIVERSITY LEARNING RESOURCE CENTER PASIG CAMPUS

#### LIBRARY DEVELOPMENT PLAN (S.Y. 2021-2025)

TASK	PROGRAMS	SUCCESS PERFORMANCE INDICATOR	TIME FRAME	PERSONS INVOLVED	2021 2022 2023 2024 2025				
					2021	2022	2023	2024	2025
PROVIDE SUPPORT FOR ADEQUATE AND MODERN INSTRUCTIONAL MATERIALS EQUIPMENT AND FACILITIES AND IMPROVE THE QUALITY AND ACCESSIBILITY OF LIBRARY AND OTHER LEARNING RESOURCES	1. ACQUISITION PROGRAM FOR PRINT COLLECTION	INCREASED IN THE NUMBER OF LIBRARY COLLECTION	2021-2025	LIBRARY ADVISORY BOARD, LIBRARIANS AND STAFF	60 TITLES	70 TITLES	80 TITLES	80 TITLES	80 TITLES
	2. SUBSCRIPTION TO NON-PRINT COLLECTION	SUBSCRIPTION TO JOURNALS, NEWSPAPERS	2021-2025	LIBRARY ADVISORY BOARD, LIBRARIANS AND STAFF	2 DATABASES	3 DATABASES	4 DATABASES	4 DATABASES	5 DATABASES



	3. DESELECTION AND WEEDING	WEEDING OF OBSOLETE COLLECTION	2021-2025	LIBRARIANS AND STAFF		50 BOOKS WEEDED			
	4. EXCHANGE OF PUBLICATION	RECEIVED PUBLICATIONS FROM OTHER INSTITUTIONS	2021-2025	LIBRARIANS AND STAFF	5 PUBLICATIONS RECEIVED				
STRENGTHEN SUPPORT SERVICES PROVIDED TO THE RTU COMMUNITY	1. AVAILABILITY OF LIBRARY SERVICES ONLINE AND OFFLINE	INCREASED IN STATISTICAL NUMBER OF SERVICES PROVIDED TO THE CLIENTS	2021-2025	LIBRARIANS AND STAFF	10,000 SERVICES PROVIDED TO THE CLIENTS WITH 90% SATISFACTION	11,000 SERVICES PROVIDED TO THE CLIENTS WITH 90% SATISFACTION	12,000 SERVICES PROVIDED TO THE CLIENTS WITH 90% SATISFACTION	13,000 SERVICES PROVIDED TO THE CLIENTS WITH 90% SATISFACTION	14,000 SERVICES PROVIDED TO THE CLIENTS WITH 90% SATISFACTION
	2.TECHNICAL SERVICE (INDEXING ABSTRACTING CATALOGING BIBLIOGRAPHY)	NEWLY ACQUIRED RESOURCES ARE TECHNICALLY PROCESSED WITHIN 6 MONTHS UPON DELIVERY	2021-2025	LIBRARIANS	100%	100%	100%	100%	100%
	3. PROVIDE CURRENT AWARENESS THROUGH WEBSITE, NEWSLETTERS, AND BROCHURES	DISSEMINATION OF CURRENT AWARENESS SERVICES		LIBRARIANS AND STAFF					
	4. ESTABLISH E-LIBRARY	SCANNING CERTAIN PAGES OF THESIS AND DISSERTATIONS	2021-2025	LIBRARIANS AND STAFF	P	500 SCANNED COLLECTION	500 SCANNED COLLECTION	500 SCANNED COLLECTION	500 SCANNED COLLECTION



PROVIDE LIBRARY SET UP CONDUCIVE TO LEARNING	1. CONSTRUCTION AND RENOVATION PROJECTS	NUMBER OF PROPOSED PROJECT	2021-2025	LIBRARIANS AND STAFF	1 PROJECT			2 PROJECTS	
PROVIDE QUALIFIED AND COMPETENT LIBRARIANS AND STAFF	1. STAFF DEVELOPMENT	ATTENDANCE AND PARTICIPATION OF LIBRARIANS AND STAFF TO TRAININGS, SEMINARS AND WORKSHOPS	2021-2025	LIBRARIANS AND STAFF	AT LEAST 1 TRAINING/ SEMINAR/ WORKSHOP PER STAFF	AT LEAST 2 TRAININGS/ SEMINARS/ WORKSHOPS PER STAFF	AT LEAST 3 TRAININGS/ SEMINARS/ WORKSHOPS PER STAFF	AT LEAST 4 TRAININGS/ SEMINARS/ WORKSHOPS PER STAFF	AT LEAST 4 TRAININGS/ SEMINARS/ WORKSHOPS PER STAFF
INCREASE LINKAGE WITH OTHER LIBRARIES AND ORGANIZATION	1. MEMBERSHIP WITH LIBRARY ORGANIZATIONS	APPLY MEMBERSHIP WITH LIBRARY ORGANIZATIONS	2021-2025	LIBRARIANS AND STAFF	AT LEAST 1 MEMBERSHIP	AT LEAST 2 MEMBERSHIPS	AT LEAST 3 MEMBERSHIP	AT LEAST 4 MEMBERSHIP	AT LEAST 5 MEMBERSHIP

Prepared by:

BOBBY D. CAULAN  
Librarian, Pasig Campus

Noted by:

RUTH ANN B. VELASCO  
University Librarian

Approved by:

DR. SALVACION PACHEJO  
Vice President for Students Services



RECOMMENDATIONS/ REMARKS	ACTION TAKEN BY HOST	% OF COMPLIA NCE	EVIDENCES OF COMPLIANCE
<b>3. To comply with the library standards, an additional licensed librarian is recommended to be hired, and, if possible, plantilla positions may be given to licensed librarians.</b>	Licensed librarian in academic plantilla position assigned at Pasig Campus Library	100%	Office Order of the Newly Hired Librarian at Pasig Campus License of the newly hired librarian Profile of the newly hired librarian



## Office Order No. 2143

### Hiring of Licensed Librarians



Office of the President  
RIZAL TECHNOLOGICAL UNIVERSITY  
Mandaluyong City

OFFICE ORDER NO. 2143  
Series of 2019

TO : MR. BOBBY D. CAULAN – Licensed Librarian, College Library  
(Pasig Campus)  
MS. HARCHELYN E. FRESNIDO – Licensed Librarian, CAS Library  
(Mandaluyong Campus)  
MS. ANGELITA E. TROCINO – Licensed Librarian, CEIT Library  
(Mandaluyong Campus)

FROM : The PRESIDENT

SUBJECT : Hiring/Granting of Instructor 1 Appointment to Licensed Librarians

DATE : December 4, 2019

You are hereby hired and granted the Instructor 1 appointment based on the attached Personnel Selection Board Resolution Acad No. 42, s. 2019.

You are directed to coordinate with the HRDC Director, PROF. RODOLFO L. DUCUT, for the necessary documents that you have to submit, and for HRDC's preparation and processing of your individual appointments.

The processing of your appointments shall be made in accordance with the rules and procedures of the Civil Service Commission.

For information and compliance:

A handwritten signature in black ink, appearing to read "Dr. Ma. Eugenia M. Yangco".

CC: VPEA  
Dredors: MSC/FSCANRDG/Pasig Campus  
RMOR/University Librarian



## Copy of Request Letter



RIZAL TECHNOLOGICAL UNIVERSITY  
Bonifacio Avenue, Mandaluyong City

August 25, 2022

**Dr. Ma. Eugenia M. Yangco**  
President  
*This University*

Thru: **Inst. Dynehgrev Casasola**  
Director, HRDC  
*This University*

Dear Ma'am:

Greetings!

I am writing this letter to your good office to request at least (3) **Librarians and (3) Library Support Staffs** at University Library, to comply with the ratio of at least one full time professional librarian for every 1000 students and one (1) staff/clerk. Consequently, it was part of the deficiency in the library during Accreditation the lack of staffing of library personnel. For the same reason, as newly appointed University Librarian there are a lot of things to be realigned and reorganized as to its structure and classifying the library materials based on the standards and set-up for academic library.

Attached herewith is the portion under Human Resources –CHED Memorandum Order (CMO) No. 22, Series of 2021.

Hoping for positive response regarding this matter.

Thank you & God bless.

Respectfully,  
  
**Instr. Bobby D. Cauilan**  
University Librarian

Noted by:  
  
**Dr. Salvacion J. Pachejo**  
Vice President for Student Services



Name	Licensed ID	Assigned Location												
Cauilan, Bobby	<p>REPUBLIC OF THE PHILIPPINES PROFESSIONAL REGULATION COMMISSION PROFESSIONAL IDENTIFICATION CARD</p> <table border="1"> <tr> <td>LAST NAME</td> <td>CAUILAN</td> </tr> <tr> <td>FIRST NAME</td> <td>Bobby</td> </tr> <tr> <td>MIDDLE NAME</td> <td>DE LA ROSA</td> </tr> <tr> <td>REGISTRATION NO.</td> <td>000789</td> </tr> <tr> <td>REGISTRATION DATE</td> <td>12/29/2015</td> </tr> <tr> <td>VALID UNTIL</td> <td>12/29/2022</td> </tr> </table> <p>LIBRARIAN</p> <p>Barcode</p>	LAST NAME	CAUILAN	FIRST NAME	Bobby	MIDDLE NAME	DE LA ROSA	REGISTRATION NO.	000789	REGISTRATION DATE	12/29/2015	VALID UNTIL	12/29/2022	College Library – Pasig Campus
LAST NAME	CAUILAN													
FIRST NAME	Bobby													
MIDDLE NAME	DE LA ROSA													
REGISTRATION NO.	000789													
REGISTRATION DATE	12/29/2015													
VALID UNTIL	12/29/2022													



RECOMMENDATIONS/ REMARKS	ACTION TAKEN BY HOST	% OF COMPLIA NCE	EVIDENCES OF COMPLIANCE
4. It is recommended that the library fund, in particular the library fee should be used solely for the intended purposes on the library	<ul style="list-style-type: none"> <li>• University Librarian prepared Project Procurement and Management Plan</li> </ul>	100%	<p>Project Procurement and Management Plan 2018-2021</p> <p>Certification from the Accountant</p>

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

FY 2021

END-USER/UNIT: ALL LIBRARY UNITS (CGS, CEIT, CAS, CBET, CED, IPERS, HS, College Lib.-Pasig Campus)

### PROJECTS, PROGRAMS AND ACTIVITIES (PAPS)

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
<b>MOOE</b>																								
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																								
<b>Pesticides or Pest Repellents</b>																								
INSECTICIDE, aerosol type, net content: 600ml/min	can	2	2	2	6	836.16	2	2	2	6	836.16	2	2	2	6	836.16	2	2	2	6	836.16	24.00	139.36	3,344.64
<b>Solvents</b>																								
ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	24	24	24	72	3,152.88	24	24	24	72	3,152.88	24	24	24	72	3,152.88	24	24	24	72	3,152.88	288.00	43.79	12,611.52
<b>Color Compounds and Dispersions</b>																								
STAMP PAD INK, purple or violet	bottle			10	10	308.00			10	10	308.00				0	0.00				0	0.00	20.00	30.80	616.00
<b>Paper Materials and Products</b>																								
CARTOLINA, assorted colors	pack			10	10	837.20			15	15	1,255.80				0	0.00				0	0.00	25.00	83.72	2,093.00
PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream			25	25	3,211.00			25	25	3,211.00			25	25	3,211.00			25	25	3,211.00	100.00	128.44	12,844.00
PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream			25	25	4,235.00			25	25	4,235.00			25	25	4,235.00			25	25	4,235.00	100.00	169.40	16,940.00
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book			25	25	2,548.00			25	25	2,548.00			25	25	2,548.00			25	25	2,548.00	100.00	101.92	10,192.00
<b>Batteries and Cells and Accessories</b>																								
BATTERY, dry cell, AA, 2 pieces per blister pack	pack				0	0.00			16	16	315.68				0	0.00				0	0.00	16.00	19.73	315.68
<b>Manufacturing Components and Supplies</b>																								
GLUE, all purpose, gross weight: 200 grams/min	jar			100	100	6,210.00		100		100	6,210.00				0	0.00				0	0.00	200.00	62.10	12,420.00
STAPLE WIRE, STANDARD, (26/6)	box			25	25	563.75			25	25	563.75				0	0.00				0	0.00	50.00	22.55	1,127.50
TAPE, TRANSPARENT, width: 24mm ( $\pm 1\text{mm}$ )	roll	16	16	16	48	484.32	16	16	16	48	484.32	16	16	16	48	484.32	16	16	16	48	484.32	192.00	10.09	1,937.28
TAPE, TRANSPARENT, width: 48mm ( $\pm 1\text{mm}$ )	roll			150	150	2,995.50			150	150	2,995.50			150	150	2,995.50	16	16	16	48	958.56	498.00	19.97	9,945.06
TAPE, MASKING, width: 48mm ( $\pm 1\text{mm}$ )	roll			100	100	10,660.00				0	0.00	100		100	10,660.00				0	0.00	200.00	106.60	21,320.00	
<b>Heating and Ventilation and Air Circulation</b>																								
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit			5	5	5,548.40			0	0.00	5			5	5,548.40	2			2	2,219.36	12.00	1,109.68	13,316.16	
<b>Measuring and Observing and Testing Equipment</b>																								
RULER, plastic, 450mm (18"), width: 38mm/min	piece				8	141.44				0	0.00				0	0.00				0	0.00	8.00	17.68	141.44
<b>Cleaning Equipment and Supplies</b>																								
AIR FRESHENER, aerosol, 280ml/150g min	can			50	50	4,303.00			50	50	4,303.00				0	0.00				0	0.00	100.00	86.06	8,606.00
FURNITURE CLEANER, aerosol type, 300ml min per can	can			50	50	5,776.50			50	50	5,776.50				0	0.00				0	0.00	100.00	115.53	11,553.00
<b>Office Equipment and Accessories and Supplies</b>																								
CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box			16	16	144.80			0	0.00				0	0.00				0	0.00	16.00	9.05	144.80	

CLIP, BACKFOLD, all metal, clamping: 25mm (~1mm)	box		16	16	244.32			0	0.00			0	0.00			0	0.00	16.00	15.27	244.32	
CLIP, BACKFOLD, all metal, clamping: 32mm (~1mm)	box		16	16	332.80			0	0.00			0	0.00			0	0.00	16.00	20.80	332.80	
CLIP, BACKFOLD, all metal, clamping: 50mm (~1mm)	box		16	16	765.44			0	0.00			0	0.00			0	0.00	16.00	47.84	765.44	
CORRECTION TAPE, film base type, UL 6m min	piece		8	8	112.16			0	0.00			0	0.00			0	0.00	8.00	14.02	112.16	
DATA FILE BOX, made of chipboard, with closed ends	piece		40	40	3,088.00			0	0.00			0	0.00			0	0.00	40.00	77.20	3,088.00	
DATA FOLDER, made of chipboard, taglia lock	piece		40	40	2,745.60			0	0.00			0	0.00			0	0.00	40.00	68.64	2,745.60	
ENVELOPE, DOCUMENTARY, for legal size document	box		0	0	0.00			1	1	927.16		1	1	927.16		1	1	927.16	3.00	927.16	2,781.48
FASTENER, METAL, 70mm between prongs	box		50	50	4,170.50			50	50	4,170.50		0	0.00			0	0.00	100.00	83.41	8,341.00	
FILE ORGANIZER, expanding, plastic, 12 pockets	piece		5	5	430.20			0	0.00			0	0.00			0	0.00	5.00	86.04	430.20	
FILE TAB DIVIDER, bristol board, for A4	set		5	5	55.65			0	0.00			0	0.00			0	0.00	5.00	11.13	55.65	
FILE TAB DIVIDER, bristol board, for legal	set		5	5	71.15			0	0.00			0	0.00			0	0.00	5.00	14.21	71.15	
FOLDER, FANCY, for legal size documents	bundle		25	25	7,797.00			25	25	7,797.00		25	25	7,797.00		25	25	7,797.00	100.00	311.88	31,188.00
INDEX TAB, self-adhesive, transparent	box		20	20	1,062.80			20	20	1,062.80		20	20	1,062.80		20	20	1,062.80	80.00	53.14	4,251.20
MAGAZINE FILE BOX, LARGE size, made of chipboard	piece		40	40	1,664.00			0	0.00			0	0.00			0	0.00	40.00	41.60	1,664.00	
MARKER, PERMANENT, bullet type, black	piece		25	25	1,065.00			25	25	1,065.00		25	25	1,065.00		25	25	1,065.00	100.00	42.60	4,260.00
MARKER, PERMANENT, bullet type, blue	piece		25	25	1,090.00			25	25	1,090.00		25	25	1,090.00		25	25	1,090.00	100.00	43.60	4,360.00
MARKER, PERMANENT, bullet type, red	piece		25	25	1,115.00			25	25	1,115.00		25	25	1,115.00		25	25	1,115.00	100.00	44.60	4,460.00
PAPER CLIP, vinyl/plastic coat, length: 32mm min	box		15	15	116.40			15	15	116.40		0	0.00			0	0.00	30.00	7.76	232.80	
PAPER CLIP, vinyl/plastic coat, length: 48mm min	box		15	15	210.60			15	15	210.60		0	0.00			0	0.00	30.00	14.04	421.20	
PENCIL, lead, w/ eraser, wood cased, hardness: HB	box		15	15	311.85			15	15	311.85		15	15	311.85		15	15	311.85	60.00	20.79	1,247.40
RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle		15	15	3,596.85			15	15	3,596.85		0	0.00			0	0.00	30.00	239.79	7,193.70	
RUBBER BAND, 70mm min lay flat length (#18)	box		15	15	1,642.50			0	0.00			15	15	1,642.50		0	0.00	30.00	109.50	3,285.00	
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece		8	8	273.04			0	0.00			0	0.00			0	0.00	8.00	34.13	273.04	
CUTTER KNIFE, for general purpose	piece		15	15	501.45			0	0.00			15	15	501.45		0	0.00	30.00	33.43	1,002.90	
PENCIL SHARPENER, manual, single cutter head	piece		5	5	1,014.00			5	5	1,014.00		0	0.00			0	0.00	10.00	202.80	2,028.00	
PUNCHER, paper, heavy duty, with two hole guide	piece		5	5	659.80			0	0.00			0	0.00			0	0.00	5.00	131.96	659.80	
SCISSORS, symmetrical, blade length: 65mm min	pair		15	15	608.40			0	0.00			15	15	608.40		0	0.00	30.00	40.56	1,216.80	
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece		5	5	279.15			0	0.00			0	0.00			0	0.00	5.00	55.83	279.15	
<b>Printer or Facsimile or Photocopier Supplies</b>																					
INK CART, CANON PIXMA 811, Colored	cart		50	50	51,480.00			0	0.00			50	50	51,480.00		0	0.00	100.00	1,029.60	102,960.00	
INK CART, CANON PIXMA 810, Black	cart		50	50	39,000.00			0	0.00			50	50	39,000.00		0	0.00	100.00	780.00	78,000.00	
INK CART, HP F6V26AA (HP680) Tri-color	cart		50	50	20,280.00			0	0.00			50	50	20,280.00		0	0.00	100.00	405.60	40,560.00	
INK CART, HP F6V27AA (HP680) Black	cart		50	50	20,280.00			0	0.00			50	50	20,280.00		0	0.00	100.00	405.60	40,560.00	
INK CART, HP CN692AA, (HP704), Black	cart		50	50	18,304.00			0	0.00			50	50	18,304.00		0	0.00	100.00	366.08	36,608.00	
INK CART, HP CN693AA, (HP704), Tri-color	cart		50	50	18,304.00			0	0.00			50	50	18,304.00		0	0.00	100.00	366.08	36,608.00	
TONER CART, SAMSUNG MLT-D108S, Black	cart		0	0	0.00			3	8,626.74			0	0	0.00		0	0.00	3.00	2,875.58	8,626.74	
<b>Fire Fighting Equipment</b>																					
FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit		0	0	0.00			8	8	9,152.00		0	0.00			10	10	11,440.00	18.00	1,144.00	20,592.00



<b>PRINTER</b>			<b>5</b>	<b>5</b>	<b>105,000.00</b>			<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>	<b>5.00</b>	<b>21,000.00</b>	<b>105,000.00</b>		
<b>UNINTERRUPTIBLE POWER SUPPLY (UPS)</b>	unit		<b>5</b>	<b>5</b>	<b>20,000.00</b>			<b>0</b>	<b>0.00</b>			<b>5</b>	<b>5</b>	<b>20,000.00</b>			<b>0</b>	<b>0.00</b>	<b>10.00</b>	<b>4,000.00</b>	<b>40,000.00</b>	
Photocopier with reducer and enlarger	unit		<b>2</b>	<b>2</b>	<b>100,000.00</b>			<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>	<b>2.00</b>	<b>50,000.00</b>	<b>100,000.00</b>		
HD LED TV Screen	unit			<b>0</b>	<b>0.00</b>			<b>3</b>	<b>3</b>	<b>45,000.00</b>			<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>	<b>3.00</b>	<b>15,000.00</b>	<b>45,000.00</b>	
Extension Cords	unit			<b>0</b>	<b>0.00</b>			<b>10</b>	<b>10</b>	<b>8,000.00</b>			<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>	<b>10.00</b>	<b>800.00</b>	<b>8,000.00</b>	
Equipment for High Definition Book Scanner	unit			<b>0</b>	<b>0.00</b>			<b>2</b>	<b>2</b>	<b>160,000.00</b>			<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>	<b>2.00</b>	<b>80,000.00</b>	<b>160,000.00</b>	
Bar code scanner/reader	unit			<b>0</b>	<b>0.00</b>	<b>16</b>			<b>16</b>	<b>4,800.00</b>			<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>	<b>16.00</b>	<b>300.00</b>	<b>4,800.00</b>	
Bar code label sticker	bundle			<b>0</b>	<b>0.00</b>	<b>12</b>			<b>12</b>	<b>6,000.00</b>			<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>	<b>12.00</b>	<b>500.00</b>	<b>6,000.00</b>	
Barcode printer	unit			<b>0</b>	<b>0.00</b>			<b>1</b>	<b>1</b>	<b>5,000.00</b>			<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>	<b>1.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	
<b>Other Categories</b>																						
Production of Library Manual	bundle			<b>0</b>	<b>0.00</b>			<b>1</b>	<b>1</b>	<b>5,000.00</b>			<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>	<b>1.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	
<b>TRAINING AND SEMINAR EXPENSES</b>																						
International and local seminar	staff			<b>0</b>	<b>0.00</b>				<b>0</b>	<b>0.00</b>			<b>1</b>	<b>1</b>	<b>209,545.45</b>			<b>0</b>	<b>0.00</b>	<b>1.00</b>	<b>209,545.45</b>	<b>209,545.45</b>
In- campus training for para-professionals	staff			<b>0</b>	<b>0.00</b>				<b>0</b>	<b>0.00</b>	<b>1</b>		<b>1</b>	<b>15,000.00</b>			<b>0</b>	<b>0.00</b>	<b>1.00</b>	<b>15,000.00</b>	<b>15,000.00</b>	
Honorarium for Resource Speakers	speaker			<b>0</b>	<b>0.00</b>				<b>0</b>	<b>0.00</b>	<b>3</b>		<b>3</b>	<b>30,000.00</b>			<b>0</b>	<b>0.00</b>	<b>3.00</b>	<b>10,000.00</b>	<b>30,000.00</b>	
<b>PROVISION FOR STUDENT LABOR</b>																						
Student assistants	assistant		<b>5</b>	<b>5</b>	<b>230,400.00</b>				<b>0</b>	<b>0.00</b>			<b>5</b>	<b>5</b>	<b>230,400.00</b>			<b>0</b>	<b>0.00</b>	<b>10.00</b>	<b>46,080.00</b>	<b>460,800.00</b>
<b>OTHERS</b>																						
Linkages(institutional membership, consortium, etc.)	all members hip		<b>1</b>	<b>1</b>	<b>200,000.00</b>				<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>	<b>1.00</b>	<b>200,000.00</b>	<b>200,000.00</b>	
PROPOSED POSITION, 5 Licensed Librarians (Grade 15)	staff		<b>3</b>	<b>3</b>	<b>1,198,050.00</b>			<b>2</b>	<b>2</b>	<b>798,700.00</b>			<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>	<b>5.00</b>	<b>399,350.00</b>	<b>1,996,750.00</b>	
ACADEMIC POSITION, IT Staff (Grade 12)	staff		<b>2</b>	<b>2</b>	<b>504,000.00</b>				<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>	<b>2.00</b>	<b>252,000.00</b>	<b>504,000.00</b>	
Contractual (licensed librarian)	staff	<b>2</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>160,524.00</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>160,524.00</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>160,524.00</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>160,524.00</b>	
					<b>0</b>	<b>0.00</b>				<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>			<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>600.00</b>	<b>0.00</b>
																					<b>TOTAL</b>	<b>8,730,653.86</b>

RIZAL TECHNOLOGICAL UNIVERSITY

Boni Avenue, Mandaluyong City

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**FOR CY 2020**

**END-USER/UNIT: ALL LIBRARY UNITS/READING CENTERS (CGS, CEIT, CAS, CBET, CED, IPERS, HS, College Lib.-Pasig Campus)**

**Charged to GAA**

Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	ESTIMATE	SIZE	BUDGET	MODE OF Procurement	SCHEDULE / MILESTONE OF ACTIVITIES											
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<b>I. Personal Services</b>																
	A. Proposed Position																
	5 Licensed Librarian (Grade 15)@33,279	5		2,000,000.00					3					2			
	33,279.00x12mos =@400,548.00x5																
	B. 5 Contractual Technical Staff @15,000.00	5		1,000,000.00					3					2			
	15,000x12mos.=180,000.00x5																
	C. Student Labor																
	10 Student Assistants	5		192,000.00					3					2			
	40.00/hr.x4=160/day																
	160.00 3,200.00 38,400.00																
	1day month year x12 SA																
	<b>II. Maintenance and Operating Expenses</b>																
	A.Travelling/Transportation Expenses (local)																
	5 library staff = 500.00/day	5		120,000.00				1		2			2				
	Transportation expenses/day trip																
	500.00x5=2,500/day																
	2,500/day x 4 week 120,000.00/yr.																

RECEIVED  
JW  
11/14/201

CODE	GENERAL DESCRIPTION	QUANTITY	ESTIMATE	MODE OF Procurement	SCHEDULE / MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<b>B. Training and Seminar Expenses</b>															
	In - campus Training															
	In-Service-Training for Para-profeslonals and student assistants															
	1,500.00 x 5 = 7,500.00	5	7,500.00						3					2		
	Honorarium for Resource Speakers															
	3 speakersx10,000.00= @30.000.00	3	30,000.00				1					1		1		
	Out Campus Training															
	7 staffx3,000.00 = 15,000.00	7	21,000.00				4				3					
	<b>C. Linkages</b>															
	<b>D. Supplies &amp; Materials Library Service</b>															
	300 pcs. Ballpen (black & blue)	300	4,500.00				75		75		75		75		75	
	300 pcs. Pencil	300	3,000.00				75		75		75		75		75	
	300 pcs. Folder (long)	300	4,500.00				75		75		75		75		75	
	300 pcs. Brown envelop	300	3,000.00				75		75		75		75		75	
	30 pcs Scissor	30	750				15		15							
	200 bottle of paste	200	15,000.00				100		100							
	100 pcs. Boxes fastener	100	5,000.00				50		50							
	100 pcs. Pentel pen (black,blue,red)	100	6,000.00				50		50							
	100 pcs. Bottle alcohol	100	6,000.00				50		50							
	50 boxes staple wire	50	5,000.00				25		25							
	30 boxes rubber bond	30	750				15		15							
	100 rolls of plastic cover	100	70,000.00				50		50							
	100 pcs. Air freshener	100	20,000.00				50		50							
	20 pcs. Insects spray	20	5,400.00				10		10							

	20 pcs. Stamp pad ink	20	1,500.00			10		10								
	30 boxes push pins	30	1,500.00			15		15								
	250 pcs. Cartolina (assorted colors)	250	1,875.00			125		125								
	20 pcs. Illustration boards	20	1,600.00			10		10								
CODE	GENERAL DESCRIPTION	QUANTITY	ESTIMATE	MODE OF Procurement	SCHEDULE / MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	20 pcs. Styrom form	20	1,600.00				10			10						
	30 pcs. Paper clips	30	750.00				15			15						
	20 pcs. Thumb tacks	20	700.00				10			10						
	100 pcs. Furniture polish (splenda)	100	12,000.00				50				50				50	
	5 pcs. Puncher	5	750.00				5									
	5 pcs. Tape dispensers	5	750.00				5									
	500 pcs Scotch tapes	500	23,500.00				150			150			150			
	200 pcs. Masking tape	200	15,000.00				100				100					
	200 pcs. Double adhesive tapes	200	15,000.00				100				100					
	100 pcs Signs pens	100	3,500.00				50				50					
	5 pcs. Pencil Sharpener	5	750.00				5									
	5 pcs. File tab divider	5	425.00				5									
	5 pcs File organizer	5	1,000.00				5									
	5 box index card box	5	425.00				5									
	100 reams bond paper	100	17,000.00				50			50						
	30 pcs. Fire distinguisher	30	75,000.00				30									
	20 pcs. Record books	20	4,000.00				10			10						
	5,000pcs. Book pocket w/RTU logo	5000	17,000.00				2,500			2,500						
	5,000pcs. Borrowers cards (for books)	5000	15,000.00				2,500			2,500						
	3,000pcs. Cataloged cards	3000	10,000.00				2,500									
	5,000pcs. 3x5 Catalog cards	5000	15,000.00				2,500			2,500						
	5,000pcs. 3x5 plastic cover	5000	20,000.00				2,500			2,500						
	100 boxes Toner Cartridge (Samsung MLT-D111S toner cartridge series M202x)	100	370,000.00				50			50						
	100 sets Colored/blank Ink Canon PIXMA810 / 811		200,000.00				50			50						
	100 sets Ink Hp Deskjet ink 680 (tri color,	100	200,000.00				50			50						

100 sets Ink Hp Deskjet Ink 680 (tri color, blank & white)	100	200,000.00			50			50								
100 sets ink Hp Deskjet ink 704 (tri color, blank & white)	100	200,000.00			50			50								
Printing other library forms		20,000.00														
Printing brochure		50,000.00														
Production of library handbook		100,000.00														
100 pcs. Ring binder		5,000.00														
Production of Library Manual		75,000.00														
CODE	GENERAL DESCRIPTION	QUANTITY	ESTIMATE	MODE OF Procurement	SCHEDULE / MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>E. Books (copyright 2018 above) / All Colleges</b>																
Local books (all libraries)																
Foreign books (all libraries)																
Non-print/electronic, multimedia																
Periodical (journals/magazines, printed & electronic)																
<b>F. Equipment and Furniture</b>																
Sofa set										2		3				
Bookcart										16						
Study carrels										5		5		5		5
Book ends										100						100
Aircon (split type, window type, floor mounted)										3		3		3		1
<b>G. Repair &amp; Maintenance of Office equipment / Infrastructure</b>																
10 pcs. Aircon units										5			5			
Furniture & fixtures (Sofa Bed, Tables, Chairs)																
30 computers with complete accessories										10		10		10		
<b>H. Library renovation</b>										1						

III. Capital Outlays								
IT Equipment								
25 unit computers (quadrocore) with LCD screen -complete accessories		1,000,000.00		5		5		5
5 unit printer		45,000.00			5			
10 units UPS and Power supply		200,000.00		5			5	
2 units photocopier w/reducer & enlarge		90,000.00			2			
10 units aircon		160,000.00		3		3		4
1 unit PUNCHING/BINDING MACHINE, two(2) hand lever systems,34cm or 13"(24 holes) punching, width adjustable to any format, blinds 425 sheets, or up to 2" thick, all metal construction		75,000.00		1				
3 pcs EXTERNAL DRIVE, ITB,2.5"		15,400.00			3			
2 PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30sheets cutting cap, automatic clamping, stationery blade guard,		4,000.00		2				
CCTV CAMERA	5	300,000.00		1		1	1	1
HD LED TV Screen 42"	8	160,000.00						
Extension Cords	10	8,000.00						
Equipment for High Definition Book Scanner	2							
Photocopying Machine	2	25,000.00						

CODE	GENERAL DESCRIPTION	QUANTITY	ESTIMATE	MODE OF Procurement	SCHEDULE / MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	10 pcs FLASH DRIVE, 16GB,USB2.0, plug & play	10	3,500.00				5			5						
	ELECTRONIC LIBRARY SOFTWARE															
	Bar code scanner/reader	16	3,500.00					16								
	Bar code label P2.00@10,000pcs	12	20,000.00						12							

CODE	GENERAL DESCRIPTION	QUANTITY	ESTIMATE	MODE OF Procurement	SCHEDULE / MILESTONE OF ACTIVITIES										
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
	10 pcs FLASH DRIVE, 16GB,USB2.0, plug & play	10	3,500.00				5			5					
	ELECTRONIC LIBRARY SOFTWARE														
	Bar code scanner/reader	16	3,500.00					16							
	Bar code label P2.00@10,000pcs	12	20,000.00					12							
	INTERNET SERVER (exclusive for libraries only)	2	2,000,000.00			1			1						
	Vacuum Cleaners	4	300,000.00												
	12 Stand Fan		18,000.00			5			5		2				
	Wall Clock	8	1,600.00												
	4-Step Ladder - 2,000.00	8	16,000.00												
	Book Ends - 150.00	200	30,000.00												
	Newspaper Stand	8	28,000.00												
	Book Stand	105	126,000.00												
	Rotating World Map	8	4,000.00												
	water dispenser	8	25,000.00												
	Bulletin Board - standard	8	24,000.00												
	World Map and Philippine Map Posters	8	1,200.00	..											

TOTAL BUDGET

33,654,225.00 (budget for 8 library units)

Note: Technical Specification for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

RUTH ANN VELASCO  
 GS Librarian

Noted by:

CARINA T. DE GUZMAN  
 University Librarian

Approved by:

DR. APHIL A. ALCALDE  
 Vice-President for Student Services

RIZAL TECHNOLOGICAL UNIVERSITY

Boni Avenue, Mandaluyong City

F. J. I

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
FOR CY 2019

END-USER/UNIT: ALL LIBRARY UNITS/READING CENTERS (CGS, CEIT, CAS, CBET, CED, IPERS, HS, College Lib.-Pasig Campus)

Charged to GAA

Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	QUANTITY	ESTIMATE	MODE OF Procurement	SCHEDULE / MILESTONE OF ACTIVITIES												
					SIZE	BUDGET	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
<b>I. Personal Services</b>																	
A. Proposed Position																	
5 Licensed Librarian (Grade 15)@29,900	5	1,794,000.00							3								
29,900.00x12mos =@358,800x5																	
B. 5 Contractual Technical Staff @13,000.00	5	780,000.00							3								
13,000x12mos.=156,000.00x5																	
C. Student Labor																	
5 Student Assistants	5	192,000.00							3								
40.00/hr.x4=160/day																	
160.00 3,200.00 38,400.00																	
1day month year x12 SA																	
<b>II. Maintenance and Operating Expenses</b>																	
A.Travelling/Transportation Expenses (local)																	
5 library staff = 1,000.00/day	5	240,000.00							1		2						
Transportation expenses/day trip																	
1,000.00x5=5,000.00/day																	
5,000.00/day x 4 week 240,000.00/yr.																	

VPOSS - 16/02/2018 5:30 p.m.  
OP - mpa 2/28/18  
IAS - 16/02/2018  
FINANCE - Quirino 03/01/18  
FILE -

ADM. OFFICES : AF 01/2018 - (4081722) 01/2018

Budget office - 2/28/18  
5:30pm  
SED library - 1/4A  
HS library - 1/4B  
CBET library - 1/4C  
2/28/18

Graduate School Library - Bonifacio  
CAS library - Fochane 2A  
IPCE library - Bonifacio 2/28/18  
COLLEGE LIB. PASIG CITY -

CODE	GENERAL DESCRIPTION	QUANTITY	ESTIMATE	MODE OF Procurement	SCHEDULE / MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<b>B. Training and Seminar Expenses</b>															
	In - campus Training															
	In-Service-Training for Para-profeslons and student assistants															
	$1,500.00 \times 5 = 7,500.00$	5	7,500.00						3			2				
	Honorarium for Resource Speakers $3 \text{ speakers} \times 10,000.00 = @ 30,000.00$	3	30,000.00					1			1		1			
	Out Campus Training $7 \text{ staff} \times 3,500.00 = 15,000.00$	7	24,500.00				4			3						
	<b>C. Supplies &amp; Materials Library Service</b>															
	300 pcs. Ballpen (black & blue)	300	6,000.00				75		75		75		75			
	300 pcs. Pencil	300	3,000.00				75		75		75		75			
	300 pcs. Folder (long)	300	6,000.00				75		75		75		75			
	300 pcs. Brown envelop	300	3,000.00				75		75		75		75			
	50 pcs Scissor	50	1,500.00				25		25							
	200 bottle of paste	200	20,000.00				100		100							
	100 pcs. Boxes fastener	100	7,500.00				50		50							
	100 pcs. Pentel pen (black,blue,red)	100	7,500.00				50		50							
	100 pcs. Bottle alcohol	100	6,000.00				50		50							
	50 boxes staple wire	50	7,500.00				25		25							
	30 boxes rubber bond	30	2,250.00				15		15							
	100 rolls of plastic cover	100	80,000.00				50		50							
	100 pcs. Air freshener	100	25,000.00				50		50							
	20 pcs. Insects spray	20	4,000.00				10		10							
	20 pcs. Boxes of sticker matte	20	50,000.00				10		10							
	20 pcs. Stamp pad ink	20	2,000.00				10		10							
	30 bOxes push pins	30	2,250.00				15		15							
	250 pcs. Cartolina (assorted colors)	250	5,000.00				125		125							

20 pcs. Illustration boards	20	2,000.00		10	10				
20 pcs. Styrom form	20	2,000.00		10	10				
30 pcs. Paper clips	30	1,500.00		15	15				
20 pcs. Thumb tacks	20	900.00		10	10				
100 pcs. Furniture polish (splenda)	100	10,000.00		50		50			
5 pcs. Puncher	5	1,000.00		5					
5 pcs. Tape dispensers	5	875.00		5					
500 pcs Scotch tapes	500	37,500.00		150	150		150		50
200 pcs. Masking tape	200	15,000.00		100		100			
200 pcs. Double adhesive tapes	200	15,000.00		100		100			
100 pcs Signs pens	100	5,000.00		50		50			
5 pcs. Pencil Sharpener	5	1,000.00		5					
5 pcs. File tab divider	5	425.00		5					
5 pcs File organizer	5	1,000.00		5					
5 box Index card box	5	425.00		5					
100 reams bond paper	100	30,000.00		50		50			
30 pcs. Fire distinguiser	30	75,000.00		30					
20 boxes Toner {Samsung MLT-D108S/MLT-D108S/SS}	20	76,000.00		10		10			
100 boxes hp Ink Adv.678/Black/Tricolor	100	80,000.00		50		50			
20 pcs. Record books	20	4,000.00		10		10			
5,000pcs. Book pocket w/RTU logo	5000	17,000.00		2,500		2,500			
5,000pcs. Borrowers cards (for books)	5000	15,000.00		2,500		2,500			
3,000pcs. Cataloged cards	3000	10,000.00		3,000					
5,000pcs. 3x5 Catalog cards	5000	15,000.00		2,500		2,500			
5,000pcs. 3x5 plastic cover	5000	20,000.00		2,500		2,500			
Printing other library forms		20,000.00							
Printing brochure 10,000 at 5@		50,000.00							
Printing library handbook 10,000 at 10@		100,000.00							
100 pcs. Ring binder		5,000.00							
100sets Col/Blk.ink canon PIXMA810/811	100	60,000.00		50		50			
100sets Ink Hp Deskjet ink 704/tri color	100	75,000.00		50		50			
E. Books (copyright 2016 above)									
Local books (all libraries)		1 million							
Foreign books (all libraries)		1 million							

CODE	GENERAL DESCRIPTION	QUANTITY	ESTIMATE	MODE OF Procurement	SCHEDULE / MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Periodical (journals/magazines, printed & electronic)		500,000.00													
	F. Repair & Maintenance of Office equipment/Infrastructure															
	10 pcs. Aircon units		500,000.00													
	Furniture & fixtures		500,000.00													
	G. Repair and Maintenance of IT equipment (Parcelled)															
	30 computers with complete accessories		500,000.00													
	H. Library renovation		700,000.00								1					
<b>III. Capital Outlays</b>																
	IT Equipment															
	15 unit computer (quadrocore) with LCD screen -complete accessories		75,000.00						2		2		1			
	5 unit printer		50,000.00					2		2		2		1		
	10 units aircon		75,000.00				3			3		3			4	
	3 pcs EXTERNAL DRIVE, 1TB,2.5"		4,000.00					3								
	2 PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30sheets cutting cap, automatic clamping, stationery blade guard,						2									
	A4-A6 format Indications		10,000.00													
	10 pcs FLASH DRIVE, 16GB,USB2.0, plug and play	10	1,500.00					10								
	ELECTRONIC LIBRARY SOFTWARE															
	Bar code scanner/reader															
	Bar code label P2.00@10,000pcs		20,000.00													
	INTERNET SERVER (exclusive for libraries only)		2,000,000.00													
	12 Stand Fan	12	20,000.00						12							

* Desktop Computers						
< Model: Acer Aspire 23	5	150,000.00		3	2	
-Operating System: Windows 10						
-Processor: Intel Core i5 2GHz, Quad-Core						
-Memory: DDR3L 8GB						
-Storage: 1 TB hard drive, DVD Writer						
- Connectivity: Wireless LAN, Bluetooth						
-Ports: USB 2.0, USB 3.0, Network, HDMI						
Output						
< Accessories: Keyboards, Monitors, Mouse						
* Printers: HP All-in-one functions (copy, print, scan)	5	25,000.00		3	2	
- Model: HP Deskjet Ink Advantage 3775						
- System Requirements: Windows 10, 7, 32bit/ 64bit, CD-ROM-DVD drive, USB port						
- Mobile Printing Capability: Yes						
- Paper Sizes: A4 B5 A6 DL envelop letter legal						
- Media Types: Plain paper, Matte, Glossary, Photo papers, Envelopes						
- Scanner Specification: Single page document feeder						
-Included: HP Printer Software, HP Update, HP Photo Creations						
HP Photo Creations						
- Warrenty: 1 year						

TOTAL BUDGET

11,456.000.00

Note: Technical Specification for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Mrs. Marizza M. Juano  
Library Assistant, CSET Library

Submitted By:

Mrs. Carina T. De Guzman  
College Librarian II

Noted By:

Dr. Elmer M. Martin  
Vice-President for Student Affairs

Boni Avenue, Mandaluyong City

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
FOR CY 2018**

**END-USER/UNIT: ALL LIBRARY UNITS/READING CENTERS (CGS, CEIT, CAS, CBET, CED, IPERS, HS, College Lib.-Pasig Campus)**

**Charged to GAA**

**Projects, Programs and Activities (PAPs)**

CODE	GENERAL DESCRIPTION	ESTIMATE	SIZE	BUDGET	MODE OF Procurement	SCHEDULE / MILESTONE OF ACTIVITIES											
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<b>I. Personal Services</b>																
	A. Proposed Position																
	5 Licensed Librarian (Grade 15)@28,344	5		1,700,640.00				3						2			
	28,344.00x12mos =@340,128.00x5																
	B. 5 Contractual Technical Staff @11,000.00	5		660,000.00				3						2			
	11,000x12mos.=132,000.00x5																
	C. Student Labor																
	5 Student Assistants	5		192,000.00				3						2			
	40.00/hr.x4=160/day																
	160.00    3,200.00    38,400.00																
	1day    month    year x12 SA																
	<b>II. Maintenance and Operating Expenses</b>																
	A.Travelling/Transportation Expenses (local)																
	5 library staff = 500.00/day	5		120,000.00				1			2			2			
	Transportation expenses/day trip																
	500.00x5=2,500/day																
	2,500/day x 4 week 120,000.00/yr.																

*Bo Attn 11.33 Adm 8/2/17*

CODE	GENERAL DESCRIPTION	QUANTITY	ESTIMATE	MODE OF Procurement	SCHEDULE / MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<b>B. Training and Seminar Expenses</b>															
	In - campus Training															
	In-Service-Training for Para-profesional and student assistants															
	1,500.00 x 5 = 7,500.00	5	7,500.00						3							2
	Honorarium for Resource Speakers															
	3 speakersx10,000.00 @ 30,000.00	3	30,000.00				1					1				1
	Out Campus Training															
	7 staffx3,000.00 = 15,000.00	7	21,000.00				4			3						
	<b>C. Supplies &amp; Materials Library Service</b>															
	300 pcs. Ballpen (black & blue)	300	4,500.00				75		75			75				75
	300 pcs. Pencil	300	3,000.00				75		75			75				75
	300 pcs. Folder (long)	300	4,500.00				75		75			75				75
	300 pcs. Brown envelop	300	3,000.00				75		75			75				75
	30 pcs Scissor	30	750				15		15							75
	200 bottle of paste	200	15,000.00				100			100						
	100 pcs. Boxes fastener	100	5,000.00				50			50						
	100 pcs. Pentel pen (black,blue,red)	100	6,000.00				50			50						
	100 pcs. Bottle alcohol	100	6,000.00				50			50						
	50 boxes staple wire	50	5,000.00				25			25						
	30 boxes rubber bond	30	750				15			15						
	100 rolls of plastic cover	100	70,000.00				50			50						
	100 pcs. Air freshener	100	20,000.00				50			50						
	20 pcs. Insects spray	20	5,400.00				10			10						
	20 pcs. Boxes of sticker matte	20	45,000.00				10			10						
	20 pcs. Stamp pad ink	20	1,500.00				10			10						
	30 boxes push pins	30	1,500.00				15			15						
	250 pcs. Cartolina (assorted colors)	250	1,875.00				125			125						
	20 pcs. Illustration boards	20	1,600.00				10			10						



CODE	GENERAL DESCRIPTION	QUANTITY	ESTIMATE	MODE OF Procurement	SCHEDULE / MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	D. Books (copyright 2015 above) / All Colleges															
	Local books (all libraries)		2 million													
	Foreign books (all libraries)		2 million													
	Non-print/electronic, multimedia		1 million													
	Periodical (journals/magazines, printed & electronic)		1 million													
	E. Repair & Maintenance of Office equipment / Infrastructure															
	10 pcs. Aircon units		500,000.00					5					5			
	Furniture & fixtures		500,000.00													
	F. Repair and Maintenance of IT equipment															
	30 computers with complete accessories		500,000.00					10				10			10	
	G. Library renovation		700,000.00							1						
	III. Capital Outlays															
	IT Equipment															
	15 unit computer (quadrocore) with LCD screen -complete accessories		420,000.00					5			5			5		
	5 unit printer		45,000.00								5					
	10 units UPS and Power supply		200,000.00					5						5		
	2 units photocopier w/reducer & enlarge		90,000.00							2						
	10 units aircon		160,000.00					3			3			4		
	1 unit PUNCHING/BINDING MACHINE, two(2) hand lever systems, 34cm or 13"(24 holes)		75,000.00						1							
	punching, width adjustable to any format,															
	blinds 425 sheets, or up to 2" thick, all metal construction															
	3 pcs EXTERNAL DRIVE, 1TB,2.5"		15,400.00								3					
	2 PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30sheets cutting cap, automatic clamping, stationery blade guard,		4,000.00								2					

A4-A6 format indications													
CCTV Camera		300,000.00		1	1	1	1	1	1				

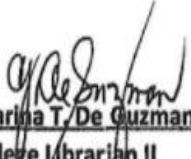
CODE	GENERAL DESCRIPTION	QUANTITY	ESTIMATE	MODE OF Procurement	SCHEDULE / MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	10 pcs FLASH DRIVE, 16GB,USB2.0, plug & play	10	3,500.00					5		5						
	ELECTRONIC LIBRARY SOFTWARE															
	Bar code scanner/reader	16	3,500.00					16								
	Bar code label P2.00@10,000pcs	12	20,000.00					12								
	INTERNET SERVER (exclusive for libraries only)	2	2,000,000.00				1		1							
	Vacuum Cleaners	4	300,000.00		1			1		1		1				
	12 Stand Fan		18,000.00				5		5		2					

TOTAL BUDGET

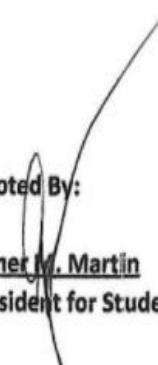
24,100,730.00 (budget for 8 library units)

Note: Technical Specification for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

  
Mrs. Carina T. De Guzman  
 College Librarian II

Noted By:

  
Dr. Elmer M. Martin  
 Vice-President for Student Affairs

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**FOR CY 2017**

**END-USER/UNIT: ALL LIBRARY UNITS/READING CENTERS (CGS, CEIT, CAS, CBET, CED, IPERS, HS, College Lib.-Pasig Campus)**

Charged to GAA

#### **jects, Programs and Activities (PAPs)**

S.O.E	GENERAL DESCRIPTION	QUANTITY	ESTIMATE	MODE OF Procurement	SCHEDULE / MILESTONE OF ACTIVITIES												
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	<b>B. Training and Seminar Expenses</b>																
	In - campus Training																
	In-Service-Training for Para-profesional and student assistants																
	1,500.00 x 5 = 7,500.00	5	7,500.00									3				2	
	Honorarium for Resource Speakers																
	3 speakersx10,000.00= @30,000.00	3	30,000.00									1			1		1
	Out Campus Training																
	7 staffx3,000.00 ≈ 15,000.00	7	21,000.00									4			3		
	<b>C. Supplies &amp; Materials Library Service</b>																
	300 pcs. Ballpen (black & blue)	300	4,500.00									75			75		75
	300 pcs. Pencil	300	3,000.00									75			75		75
	300 pcs. Folder (long)	300	4,500.00									75			75		75
	300 pcs. Brown envelop	300	3,000.00									75			75		75
	30 pcs Scissor	30	750									15			15		
	200 bottle of paste	200	15,000.00									100			100		
	100 pcs. Boxes fastener	100	5,000.00									50			50		
	100 pcs. Pentel pen (black,blue,red)	100	6,000.00									50			50		
	100 pcs. Bottle alcohol	100	6,000.00									50			50		
	50 boxes staple wire	50	5,000.00									25			25		
	30 boxes rubber bond	30	750									15			15		
	100 rolls of plastic cover	100	70,000.00									50			50		
	100 pcs. Air freshener	100	20,000.00									50			50		
	20 pcs. Insects spray	20	5,400.00									10			10		
	20 pcs. Boxes of sticker matte	20	45,000.00									10			10		
	20 pcs. Stamp pad ink	20	1,500.00									10			10		
	30 boxes push pins	30	1,500.00									15			15		
	250 pcs. Cartolina (assorted colors)	250	1,875.00									125			125		
	20 pcs. Illustration boards	20	1,600.00									10			10		



CODE	GENERAL DESCRIPTION	QUANTITY	ESTIMATE	MODE OF Procurement	SCHEDULE / MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	10 pcs FLASH DRIVE, 16GB,USB2.0, plug & play	10	3,500.00				5			5						
	ELECTRONIC LIBRARY SOFTWARE															
	Bar code scanner/reader	16	3,500.00					16								
	Bar code label P.2.00@10,000pcs	12	20,000.00						12							
	INTERNET SERVER (exclusive for libraries only)	2	2,000,000.00				1			1						
	12 Stand Fan		18,000.00					5			5			2		

TOTAL BUDGET

20,300,730.00 (budget for 8 library units)

Note: Technical Specification for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Mrs. Marizza M. Juaño  
Library Assistant, CEIT Library

Submitted By:

Mrs. Carina T. De Guzman  
College Librarian II

Noted By:

Dr. Elmer M. Martin  
Vice-President for Student Affairs

CC: CAS RC - *[initials]* 2-1-17  
 CED RC *[initials]* 2-2-17  
 CEIT RC *[initials]* 2-2-17  
 GSL *[initials]* 2-2-17



RECOMMENDATIONS/ REMARKS	ACTION TAKEN BY HOST	% OF COMPLIANCE	EVIDENCES OF COMPLIANCE
<b>5. Continuous acquisition of print and non-print resources is highly recommended to be given priority on specialized discipline in every subject offered under the program</b>	<ul style="list-style-type: none"><li><b>Purchase of books and e-resources</b></li></ul>	100%	Subscriber's Certificate from CE Logic  Purchase Order



## Subscriber's Certificate



## Subscriber's Certificate

This is to certify that

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has subscribed to

Online Library Resource	Subscription Period
Access Engineering	Aug. 1, 2021 – July 31, 2022
Philippine Ejournals Premium	Aug. 1, 2021 – July 31, 2022
PlagScan	Aug. 1, 2021 – July 31, 2022
Grammarly	Aug. 1, 2021 – July 31, 2022

issued this 19<sup>th</sup> of July, 2021

A handwritten signature in black ink, appearing to read "Meraña".  
Jeffrey Y. Meraña  
Product Manager  
Ce-Logic, Inc.



## Subscriber's Certificate

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Online Library Resource	Subscription Period
ScienceDirect eBooks	Content: Aug. 1, 2021 – perpetual Platform: Aug. 1, 2021 – July 31, 2022
Gale eBooks (previously Gale Virtual Reference Library)	Aug. 1, 2021 – perpetual

issued this 19<sup>th</sup> of July, 2021

A handwritten signature in black ink, appearing to read "Y. Meraña".  
Jeffrey Y. Meraña  
Product Manager  
Ce-Logic, Inc.



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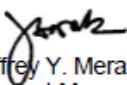
**Rizal Technological University**

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Online Library Resource	Subscription Period
Gale Reference Complete	Aug. 1, 2021 – July 31, 2022
Gale OneFile Highschool edition (previously Infotrac Student Edition)	Aug. 1, 2021 – July 31, 2022
JSTOR Archival Journals (Arts and Sciences VI, VII, VIII, IX and X)	Aug. 1, 2021 – July 31, 2022

issued this 19<sup>th</sup> of July, 2021

  
Jeffrey Y. Meraña  
Product Manager  
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# Purchase Order

RTU-ADM-SPD-016		CONTROL NO.: 2020-12-065			
<b>PURCHASE ORDER</b> RIZAL TECHNOLOGICAL UNIVERSITY (Agency)					
Supplier:	SERV ENTERPRISES	P.O. No.:	SPO-PO-2020-12-065		
Address:	53A L7 B20 Saint James St., Maries Village II, Ph2 Mayamot, Antipolo City	Date:	December 20, 2020		
TIN:	196-077-172-000 / Tel. No. 02-646-9166, 02-646-0335	Mode of Procurement:	Competitive Bidding		
Gentlemen:	Please furnish this office the following articles subject to the terms and conditions contained herein: <b>120 Calendar Days Upon</b>				
Place of Delivery:	Rizal Technological University	Delivery Term:	Acknowledgement of P.O.		
Date of Delivery:		Payment Term:	Check/30 Days Upon Approval of Inspection Report		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
<i>PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)</i>					
	copy	Dewar Algebra and Trigonometry by Dennis Zill, Jacqueline (latest ed)	4	6,905.00	27,620.00
	copy	Assessment of Authentic Performance in School Mathematics by Richard Lesh, Susan J. Lamon, c2016	4	7,600.00	30,400.00
	copy	Mathematical Modelling: Classroom Notes in Applied Mathematics by Klamkin, Murray S. (latest ed)	4	6,905.00	23,620.00
	copy	Digital Technologies in Designing Mathematics Education Tasks: Potential and Pitfalls, by Aileen Leung, Anna Baccaglini-Frank, c.2017	4	4,405.00	17,620.00
	copy	Tools and Mathematics by John Monaghan, Luc Trouche, Jonathan M. Borwein, c.2016	4	3,905.00	15,620.00
	copy	Principles to Actions Ensuring Mathematical Success for All by National Council of Teachers of Mathematics, c.2014	4	3,400.00	13,600.00
	copy	Handbook of Research on Mathematics Teaching and Learning by Douglas Grouws (latest ed)	4	2,905.00	11,620.00
	copy	A First Course in Mathematics Logic and Set Theory by Michael L. O' Leary, c.2016	4	3,720.00	14,880.00
	copy	Abstract Algebra by Paul Garrett (latest ed) ***** nothing follows *****	4	5,900.00	23,600.00
				<b>GRAND TOTAL</b>	<b>P 2,799,867.00</b>
<p>I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.</p>					
Conforme:		Very Truly Yours:			
<u>VICENTE F. UBANDO</u> Signature over Printed Name of Supplier <del>2-14-21</del> Date		<u>DR. MA. EUGENIA M. YANGCO</u> Authorized Official			
Funds Available:		OR / BUR No.: _____ Amount: P 2,799,867.00			
		Revision: 0 Effectivity: September 1, 2015			
Rizal Technological University					



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Online Library Resource	Subscription Period
ScienceDirect eBooks	Content: Aug. 1, 2021 – perpetual Platform: Aug. 1, 2021 – July 31, 2022
Gale eBooks (previously Gale Virtual Reference Library)	Aug. 1, 2021 – perpetual

issued this 19<sup>th</sup> of July, 2021

A handwritten signature in black ink, appearing to read "Y. Meraña".  
Jeffrey Y. Meraña  
Product Manager  
Ce-Logic, Inc.



## Subscriber's Certificate

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Online Library Resource	Subscription Period
Gale Reference Complete	Aug. 1, 2021 – July 31, 2022
Gale OneFile Highschool edition (previously Infotrac Student Edition)	Aug. 1, 2021 – July 31, 2022
JSTOR Archival Journals (Arts and Sciences VI, VII, VIII, IX and X)	Aug. 1, 2021 – July 31, 2022

issued this 19<sup>th</sup> of July, 2021

A handwritten signature in black ink, appearing to read "J. Meraña".  
Jeffrey Y. Meraña  
Product Manager  
Ce-Logic, Inc.



# Purchase Order

RTU-ADM-SPD-001		CONTROL NO.: 2020-12-065			
<b>PURCHASE ORDER</b> RIZAL TECHNOLOGICAL UNIVERSITY (Agency)					
Supplier:	SERV ENTERPRISES	P.O. No.:	SPO-PO-2020-12-065		
Address:	53A L7 B20 Saint James St., Maries Village II, Ph2 Mayamot, Antipolo City	Date:	December 28, 2020		
TIN:	196-077-172-000 / Tel. No. 02-646-9166, 02-646-0335	Mode of Procurement:	Competitive Bidding		
Gentlemen:	Please furnish this office the following articles subject to the terms and conditions contained herein: 120 Calendar Days Upon				
Place of Delivery:	Rizal Technological University	Delivery Term:	Acknowledgement of P.O.		
Date of Delivery:		Payment Term:	Check/30 Days Upon Approval of Inspection Report		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
<i>PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)</i>					
			<b>Total Forwarded</b>	P 2,621,287.00	
copy		Dewar Algebra and Trigonometry by Dennis Zill, Jacqueline (latest ed)	4	6,905.00	27,620.00
copy		Assessment of Authentic Performance in School Mathematics by Richard Lesh, Susan J. Lamon, c2016	4	7,600.00	30,400.00
copy		Mathematical Modelling: Classroom Notes in Applied Mathematics by Klamkin, Murray S. (latest ed)	4	5,905.00	23,620.00
copy		Digital Technologies in Designing Mathematics Education Tasks: Potential and Pitfalls, by Allen Leung, Anna Baccaglini-Frank, c.2017	4	4,405.00	17,620.00
copy		Tools and Mathematics by John Monaghan, Luc Trouche, Jonathan M. Borwein, c.2016	4	3,905.00	15,620.00
copy		Principles to Actions Ensuring Mathematical Success for All by National Council of Teachers of Mathematics, c.2014	4	3,400.00	13,600.00
copy		Handbook of Research on Mathematics Teaching and Learning by Douglas Grouws (latest ed)	4	2,905.00	11,620.00
copy		A First Course in Mathematics Logic and Set Theory by Michael L. O'Leary, c.2016	4	3,720.00	14,880.00
copy		Abstract Algebra by Paul Garrett (latest ed) ***** nothing follows *****	4	5,900.00	23,600.00
			<b>GRAND TOTAL</b>	P 2,799,867.00	
<p>I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.</p>					
Conforme:				Very Truly Yours:	
<u>VLCDR E. UBAMDO</u> Signature over Printed Name of Supplier <del>2-16-21</del> Date			<u>DR. MA. EUGENIA M. YANGCO</u> Authorized Official		
Funds Available:				OR / BUR No.:	
				Amount: P 2,799,867.00	
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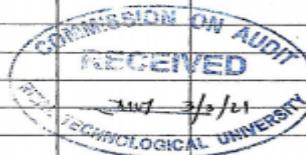
*SPO*

School: RIZAL TECHNOLOGICAL UNIVERSITY  
Address: Mandaluyong City  
Customer: P.O.# SPO-2020-12-065 BOX#1  
Tel. No.:

No. 10603

- Request for Evaluation Copy  
 Delivery Receipt

Qty./Unit	DESCRIPTION	Unit Price	AMOUNT
✓ 2 cps.	Circuit Analysis and Synthesis by Soni, c.2015	1,575.00	3,150.00
✓ 2 cps.	Power Systems Analysis by Grainger, c.2016	4,663.00	8,190.00
✓ 2 cps.	An Integrated Course in Electrical Engineering by Gupta, c.2018	3,780.00	7,560.00
✓ 2 cps.	Electrical Wiring Commercial: Based on the 2020 National Electrical Code 17th Ed., by Simmons, c.2015	7,268.00	14,536.00
✓ 2 cps.	A Textbook of Engineering Chemistry by Rattan, c.2017	2,632.00	5,264.00
✓ 2 cps.	Statics and Mechanics of Materials by Goodno, c.2019	8,896.00	17,792.00
✓ 2 cps.	Statics and Mechanics of Materials (SI) by Goodno c.2019	7,110.00	14,220.00
✓ 2 cps.	Comprehensive Engineering Chemistry by Rattan c.2017	2,632.00	5,264.00
✓ 2 cps.	Nanoengineering: Science and Technology by Gallo, c.2017	6,095.00	12,190.00
			(\\$8,154.00)



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*Accts.  
3/2/2021  
JF*



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Tel. No.:

Qty./Unit	DESCRIPTION	Unit Price	AMOUNT
✓ 20 cps.	Planning and Designers Handbook, 2nd ed. By Max B. Fajardo Jr.	450.00	9,000.00
✓ 40 cps.	Plumbing Design Estimate, 2nd ed. by Max B. Fajardo, Jr.	450.00	9,000.00
✓ 20 cps.	Electrical Layout and Estimate 2nd ed. by Max B. Fajardo, Jr.	450.00	9,000.00
✓ 20 cps.	Simplified Methods on Building Construction by Max B. Fajardo, Jr.	450.00	9,000.00
✓ 20 cps.	Specifications and Contract by Max B. Fajardo, Jr.	650.00	9,000.00
✓ 20 cps.	National Building Code of the Philippines	750.00	15,000.00
✓ 10 cps.	Estimating Bill of Materials by Vicente A. Tagayun	950.00	9,500.00
✓ 4 cps.	Electronic Measurement & Instrumentation by J.B. Gupta, c.2015	1,167.00	4,668.00
✓ 4 cps.	Electromechanical Energy Conversion by J.P. Gupta,	1,124.00	4,496.00
✓ 4 cps.	Advanced Control Systems by K.M. Soni, c.2018	1,035.00	4,140.00
✓ 4 cps.	Fundamentals of Electric Drives and Control by B.R. Gupta and V. Singhvi, c.2016	900.00	3,600.00
✓ 4 cps.	Industrial Electronics & Instrumentation by Sunil Kumar, c.2016	800.00	3,200.00
			(89,604.00)

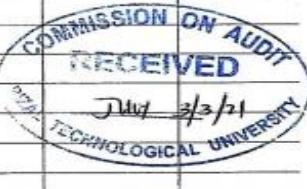
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RICHARD RARIGHTO 3-2-21  
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Customer: <u>P.O.# SPO-2020-12-065 BOX#5</u>			
Tel. No.: _____			
Qty./Unit	DESCRIPTION	Unit Price	AMOUNT
✓ 4 cps.	Wireless Communication by Ameri Kundra & Amerita Sandhu, c.2013	900.00	3,600.00
✓ 4 cps.	Electronics Instruments & Measurements by M.L.Anand c.2018	900.00	3,600.00
✓ 4 cps.	Transducers Sensors & Display Systems by Rakesh Kumar, c.2011	800.00	3,200.00
✓ 4 cps.	Optical instrumentation by Satyajit Das, c.2015	1,060.00	4,240.00
✓ 4 cps.	Industrial Electronics and Control of Drives by Shweta Goyal & Swati Gargusti, c.2012	800.00	3,200.00
✓ 4 cps.	Wireless Sensor Networks by Sunil Gupta & Dr. Harsh K. Verma, c.2016	800.00	3,200.00
✓ 4 cps.	Industrial Power Electronics by Partha K. Ganguly, c.2018	1,154.00	4,616.00
✓ 4 cps.	Switchgear Protection by J.B. Gupta, c.2018	1,686.00	6,744.00
✓ 4 cps.	Elements of Power Systems by J.B. Gupta, c.2014	1,100.00	4,400.00
✓ 4 cps.	SCADA and Energy Management System by Er. Tanuj Kumar Bisht, c.2016	750.00	3,000.00
✓ 4 cps.	A Textbook of Power System Operation and Control by K. Nisha, c.2018	1,013.00	4,052.00
✓ 4 cps.	ISO9000 to OHAS 18001 by DR.K.C. Arora c.2012	2,100.00	8,400.00
(51,452.00)			
<p>COMMISSION ON AUDIT RECEIVED JUN 3/3/21 RIZAL TECHNOLOGICAL UNIVERSITY</p>			
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School: RIZAL TECHNOLOGICAL UNIVERSITY

Address: Mandaluyong City

Customer: P.O.# SPO-2020-12-065 BOX#6

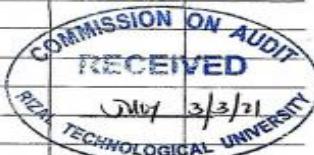
Tel. No.: \_\_\_\_\_

No. 10608

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Qty./Unit	DESCRIPTION	Unit Price	AMOUNT
✓ 4 cps	Materials Science & Engineering by P.S. Gill, c.2016	2,274.00	9,096.00
✓ 4 cps	Industrial Automation & Robotics by Khushdeep Goyal, c.2015	1,120.00	4,480.00
✓ 4 cps	A Textbook of Measurement & Metrology by R.K. Rajput, c.2017	1,000.00	4,000.00
✓ 4 cps	Textbook of Reliability and Maintenance Eng'g by Mohit S. Maheshwarkar, Pallavi Maheshwarkar c.2017	800.00	3,200.00
✓ 4 cps	Hydraulic & Pneumatic by A.K. Upadhyay c.2015	1,153.00	4,612.00
✓ 4 cps	Computer Networks (with LAN Networking Concepts) by Deepak Gupta, c.2013	845.00	3,380.00
✓ 4 cps	Data Communication and Networks by Naveen Kumar, c.2016	1,000.00	4,000.00
✓ 2 cps	Web Design: with HTML and CSS3: Comprehensive 2E., by Minnick, c.2017	8,820.00	17,640.00
✓ 2 cps	Web Design: Introductory, 6 ed., by Campbell, c.2018	6,935.00	17,990.00
✓ 2 cps	Digital Logic and Microprocessor Design with Interfacing, 2E by Hwang	10,676.00	21,352.00
			(88,150.00)



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Nº 10609

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Qty/Unit	DESCRIPTION	Unit Price	AMOUNT
2 cps.	Digital Signal Processing using MATLAB, 3E by Schilling c.2017	10,676.00	21,352.00
2 cps.	Microelectronic Circuits: Analysis and Design, 3rd ed., by Rashid, c.2017	10,297.00	20,594.00
2 cps.	Introduction to Wireless and Mobile Systems, 4th ed., by Agrawal, c.2016	11,566.00	23,132.00
2 cps.	Computer Organization and Architecture Themes and Variations by Clements, c.2016	10,502.00	21,004.00
2 cps.	Fundamentals of Logic Design, 7th ed. by Roth c.2021	11,347.00	22,694.00
2 cps.	Matlab Programming for Engineers, 6E/ by Chapman, c.2020	8,766.00	17,532.00
2 cps.	Microcomputer Architecture and Programming (HB) by Prudhomme, G.I. c.2017	8,882.00	17,764.00
			1184,072.00



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School: RIZAL TECHNOLOGICAL UNIVERSITY  
Address: Mandaluyong City

No. 10610

Customer: P.O.# SPO-2020-12-065      BOX#8  
Tel. No.: \_\_\_\_\_

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Qty./Unit	DESCRIPTION	Unit Price	AMOUNT
✓ 2 cps.	Java Technologies, by Prudhomme, G.L.-c.2017	8,645.00	17,290.00
✓ 2 cps.	CISSP (ISC) 2 Certified Information Systems Security Professional, Stewart, c.2018	7,095.00	14,190.00
✓ 2 cps.	Electrical Wiring Industrial Based on the 2014 National Electrical Code	7,125.00	14,250.00
✓ 2 cps.	Auditing, 11e by Taylor c.2018	5,487.00	10,964.00
✓ 2 cps.	Managerial Accounting, 15e by /Warren c.2020	8,997.00	17,994.00
✓ 2 cps.	Small Business Management: Launching and Growing Entrepreneurial Ventures 19e, by Longanecker, c.2020	8,997.00	17,994.00
✓ 2 cps.	Business Ethics: Ethical Decision Making and Cases 12e, by OC Ferrell/I., Fraederick/ L.Ferrel, c.2019	7,077.00	14,154.00
✓ 2 cps.	Business and Professional ETHICS: For Directors, Executives & Accountants, 8ed, By Brooks, Dunn, 2018	7,077.00	14,154.00
✓ 2 cps.	Effective Human Relation: Interpersonal and Organizational Application, 13ed. By Francis/ Reece, 2017	8,997.00	17,994.00
✓ 2 cps.	Essentials of Financial Management, 4e by Brigham, 2018	7,077.00	14,154.00
			(153,138.00)



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Jenny T. Dimal      3/2/21

By: Richard Barrientos  
SIGNATURE

RICHARD BARIENTOS 3-2-21  
PRINTED NAME / DATE



	<b>SERV ENTERPRISES</b> Dtoor-C Saint James St., Maries Village, Mayantoc, Antipolo City, 1870 Philippines Telfax: (+632) 646-9166; 646-0335 E-mail Address: serv_enterprises@yahoo.com		
School: <u>RIZAL TECHNOLOGICAL UNIVERSITY</u> Address: <u>Mandaluyong City</u> Customer: <u>P.O.N SPO-2020-12-065</u> <u>BOX#9</u> Tel. No.: _____		<u>Nº 10611</u> <input type="checkbox"/> Request for Evaluation Copy <input checked="" type="checkbox"/> Delivery Receipt	
Qty./Unit	DESCRIPTION	Unit Price	AMOUNT
✓ 2 cps.	Personal Stress Management: From Surviving to Thriving, Bierne Hales, c.2018	7,077.00	14,154.00
✓ 2 cps.	OM & Operations + Supply Chain Management by Collier + Evans, c.2017	6,214.00	12,428.00
✓ 2 cps.	Communicating for Results: A Guide for Business and the Professions, 11e by Hamilton, c.2018	7,077.00	14,154.00
✓ 2 cps.	Electronic Commerce 12th ed. By Gary P. Schneider, c.2017	7,077.00	14,154.00
✓ 2 cps.	Electronic Variable: Speed Drives, 4e by Brumbach, 2018	8,896.00	17,792.00
✓ 2 cps.	Trackability and Tracking of General Linear Systems by Grujitch, c.2019	11,385.00	22,790.00
✓ 2 cps.	Diesel Power Plant Maintenance with DVD by 3G eLearning, c.2016	6,199.00	12,398.00
✓ 2 cps.	System Engineering Management, 5e by Blanchard, c.2016	11,620.00	23,240.00
✓ 2 cps.	The Garbage Crisis: A Global Challenge for Engineers by Jayasinghe, c.2013	3,200.00	6,400.00
		(133,510.00)	

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E-mail Address: serv\_enterprises@yahoo.com

School: RIZAL TECHNOLOGICAL UNIVERSITY  
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Qty./Unit	DESCRIPTION	Unit Price	AMOUNT
✓ 1 copy	Artificial Intelligence: The 2015 WorldCamp International Conference Proceedings, Vol.1 by Arabinia, c.2015	4,723.50	4,723.50
✓ 2 cps	Advanced Computer Networks, by Singh, c.2017	1,685.00	3,290.00
✓ 2 cps	Elements of Photogrammetry with Applications in GIS 4e by Wolf, c.2014	7,130.00	14,260.00
✓ 2 cps	Design for Embedded Image Processing in FPGAs, 4e by Bailey, c.2011	8,295.00	16,590.00
✓ 2 cps	Advanced Database Management Systems by Sharma, c.2017	2,043.00	4,086.00
✓ 2 cps	Artificial Intelligence by Sharma, c.2016	3,468.00	6,936.00
✓ 2 cps	Abnormal Psychology: An Integrated Approach, 8e by Barlow, c.2018	9,350.00	18,700.00
✓ 2 cps	Essentials of Psychology Testing, 2a by Urbina, 2014	4,562.00	9,124.00
✓ 2 cps	Groups: Process and Practice, 10e by Corey Marianne, 2018	8,997.00	17,994.00
✓ 2 cps	Abnormal Psychology and Life: A Dimensional Approach, 3e by Kearney, c.2018	8,997.00	17,994.00
✓ 2 cps	Essentials of Abnormal Psychology, 8e by Durand, c.2019	8,997.00	17,994.00
			(120,694.50)



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Qty./Unit	DESCRIPTION	Unit Price	AMOUNT
✓ 1 pcp.	Research Design Counseling, 4e by Wong, c.2016	9,997.00	9,994.00
✓ 1 pcp.	Cognitive Psychology, 3rd ed. by Goldstein, c.2018	4,758.00	9,516.00
✓ 1 cpy.	Social Ethics: Morality and Social Policy, 8e by Mappes, c.2012	9,154.00	9,154.00
✓ 2 cps.	The Philosophy of religion by Wierenga, c.2016	2,669.00	5,338.00
✓ 2 cps.	Thinking Philosophically: An Introduction to the Great Debates by Roothnik, c.2011	2,785.00	5,570.00
✓ 2 cps.	Human Values and Professional Ethics by Srivastava, c.2021	1,274.00	2,548.00
✓ 4 cps.	Building 21st Century Entrepreneurship, Vol. 2 by D'Andria, c.2017	9,094.00	36,376.00
✓ 12 cps.	Generic Skills and Entrepreneurship Development by Gupta, c.2015	245.00	3,000.00
✓ 2 cps.	Make Your Own Waves: The Surfer's Rules for Innovators and Entrepreneurs by Pattler, c.2016	2,505.00	5,010.00
			(101,646.00)
✓ 1 pcp.	Psychological Testing: Principles, Application and Issues, 9th Ed. / Kaplan   2018	7,284.00	14,568.00



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Qty./Unit	DESCRIPTION	Unit Price	AMOUNT
✓ 2 cps.	Marketing Above The Noise by Popky, c. 2015	1,249.00	2,498.00
✓ 4 cps.	Sale Management: Simplified by Weinberg, c. 2016	1,575.00	6,300.00
✓ 2 cps.	Business Analytics Concepts and Theories by Sharma, c. 2018	4,365.00	8,730.00
✓ 3 cps.	Creating Customer Delight: Customer Service and Relationship Management by Prakash, c. 2016	3,512.00	10,536.00
✓ 2 cps.	Demand Driven Performance using Smart Metrics by Smith, c.2014	4,508.00	9,016.00
✓ 5 cps.	Electronic Commerce, 12e by Schneider, c.2017	4,895.00	24,475.00
✓ 6 cps.	Power Brands: Measuring, Making, Managing Brand Success, 3rd Ed. Rev. by Perrey, c.2015	2,927.00	11,788.00
✓ 2 cps.	Sales Management: The Brain Tracy Success Library by Tracy, c.2015	985.00	1,970.00
			(75,233.00)

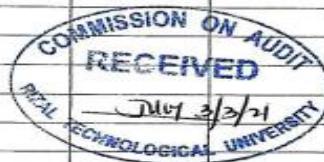
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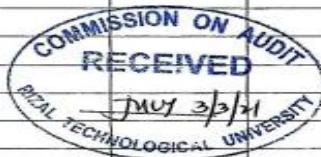
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Qty./Unit	DESCRIPTION	Unit Price	AMOUNT
✓ 2 cps.	Advertising and Integrated Brand Promotion, 8e by O'Guinn, c. 2019	9,118.00	18,236.00
✓ 1 cpy.	Basic Fundamental of Marketing by Sharma, c. 2014	2,912.00	2,912.00
✓ 4 cps.	Beyond Advertising: Creating Value Through All Customer Touchpoints, by Wind, c. 2016	3,115.00	12,460.00
✓ 2 cps.	Contemporary Marketing, 18e by Boone, c. 2019	8,545.00	8,545.00
✓ 2 cps.	Consumer Behavior 7e, by Hoyer, c. 2018	8,722.00	17,444.00
✓ 2 cps.	Electronic Commerce, 12e by Schneider c. 2017	7,338.00	14,676.00
✓ 4 cps.	Hacking Marketing by Brinker, c. 2016	2,485.00	9,940.00
✓ 2 cps.	Insurance Marketing by Sharma, c. 2015	1,805.00	3,610.00
✓ 4 cps.	Motivate Yourself: Get the Life You Want, Find Purpose and Achieve Fulfillment by Benevan, c. 2016	2,100.00	8,400.00
✓ 4 cpy.	No-B.S. Grassroots Marketing by Kennedy, c. 2012	1,685.00	1,685.00
✓ 4 cps.	Off-Centered Leadership by Calagione, c. 2016	2,625.00	10,500.00
✓ 6 cps.	Product-and-Systems Development: A Value-Approach by Weiss, c. 2013	7,742.00	45,452.00
			(123,884.00)



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Tel. No.: \_\_\_\_\_

Qty./Unit	DESCRIPTION	Unit Price	AMOUNT
✓ 8 cps.	Cases in Finance, 3e by Jim De Mello, c. 2018	1,555.00	12,440.00
✓ 8 cps.	Essentials of Modern Business Statistics with Microsoft Office, Office Excel, 7e by Anderson, c. 2018	10,293.00	41,172.00
✓ 4 cps.	Technical Analysis and Chart Interpretation by Ed Ponsi, c. 2016	6,882.00	27,528.00
✓ 1 cpy.	Creating the Kaizen Culture: Align the Organization Achieve Breakthrough Result, and Sustain the Gains, by Miller, c. 2014	3,395.00	3,395.00
✓ 8 cps.	Demand-Driven Inventory Optimization and Replacement: Creating A More Efficient Supply Chain, 2nd ed. By Davis, c. 2016	4,599.00	18,396.00
✓ 4 cps.	Principles of Supply Chain Management: A Balances Approach, 5e, Wisner, c. 2019	8,891.00	35,564.00
✓ 1 cpy.	Production Management by William, c. 2013	3,540.00	3,540.00
✓ 8 cps.	Production and Operations Management by Garg, c. 2015	1,610.00	8,080.00
			(150,115.00)



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Qty./Unit	12 cpls.	DESCRIPTION	Unit Price	AMOUNT
		Auditing Theory, CPA Review by G. Roque c.2018	225.00	2,700.00
		Practical Financial Accounting- Vol.1 by C. Valix, c.2019	375.00	4,500.00
		Corporate Financial Accounting, 1Se by Warren c.2019	8,896.00	35,584.00
		Cost and Management Accounting, 5e by Drury c.2018	4,462.00	17,848.00
		Managerial Forensics by Munoz, c.2016	3,255.00	6,510.00
		Value Creation in Management Accounting and Strategic Management: An Integrated Approach, Vol.2 by Sugahara c.2017	9,091.00	36,364.00
		Body Structures and Functions, 13e by Scott, c.2017	6,966.00	15,372.00
		Sociology in Our Times: The Essentials, 11e by Kendal, c.2018	6,897.00	6,897.00
		A Concise Introduction to Logic, 13e by Hurley c.2018	8,896.00	17,792.00
				(145,167.00)
		12 cpls. Practical financial Accounting, Vol. 2 / Valix / 02019	375.00	4,500.00
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Qty./Unit	DESCRIPTION	Unit Price	AMOUNT
✓ 2 cps.	Ethics and Global Climate Change, Vol. No. XL by French, c.2016	3,705.00	7,410.00
✓ 2 cps.	A Brief Orientation to COUNSELLING- Professional Identity, History, and Standards, 2e by Neukrug, c.2017	6,829.00	13,758.00
✓ 2 cps.	The Law on Obligations and Contracts by De Leon, H.S., c.2014	676.00	1,352.00
✓ 12 cps.	The Law on Negotiable Instruments (with documents of title) De Leon, H.S., c.2016	488.00	5,856.00
✓ 2 cps.	Abnormal Psychology and Life: A Dimensional Approach, 3e by Kearney c.2018	8,896.00	17,792.00
✓ 2 cps.	Life-Span: Human Development, 9e by Sigelman c.2018	10,324.00	20,648.00
✓ 2 cps.	A Textbook of Applied Mathematics-1 by Aurora c.2019	1,917.00	3,834.00
✓ 2 cps.	Basic College Mathematics, 3e by Miller ,c.2015	12,875.00	25,750.00
✓ 2 cps.	Beginning Algebra: Connecting Concepts Through Application, 2e, Clark, c.2019	10,235.00	20,470.00
			(121,206.00)



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Qty./Unit	DESCRIPTION	Unit Price	AMOUNT
1 cps.	Mathematics Education: A Critical Introduction by Wolfmeyer c.2017	2,845.00	5,690.00
2 cps.	Quality Management in Higher Educ. By Mukhopadhyay c.2016	4,987.10	9,974.00
1/2 cps.	The Complete Guide to the Theory and Practice of Materials Development for Language by Tomlinson, c.2018	4,417.00	8,834.00
1/2 cps.	The Handbook of Cognition and Assessment Frameworks, Methodologies, and Application by Rupp, c.2017	12,978.00	25,956.00
1/2 cps.	Quantitative Narrative Analysis by Franzosi c.2010	2,280.00	4,560.00
			(55,014.00)

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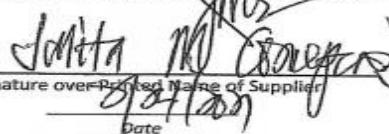
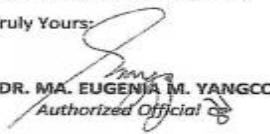
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Nº 10622																																	
School: <u>RIZAL TECHNOLOGICAL UNIVERSITY</u> Address: <u>Mandaluyong City</u> Customer: <u>P.O.# SPO-2020-12-065</u> <u>BOX#20</u> Tel. No.:	<input type="checkbox"/> Request for Evaluation Copy <input checked="" type="checkbox"/> Delivery Receipt																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Qty/Unit</th> <th style="text-align: left; padding: 5px;">DESCRIPTION</th> <th style="text-align: left; padding: 5px;">Unit Price</th> <th style="text-align: left; padding: 5px;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">✓ 6 cpc.</td> <td style="padding: 5px;">Assessment of Authentic Performance in School Mathematics by Richard Lesh, Susan J. Lamon, c.2016</td> <td style="text-align: center; padding: 5px;">7,600.00</td> <td style="text-align: center; padding: 5px;">30,400.00</td> </tr> <tr> <td style="text-align: center; padding: 5px;">✓ 6 cpc.</td> <td style="padding: 5px;">A First Course in Mathematics: Logic and Set Theory, Michael L. O'Leary, c.2016</td> <td style="text-align: center; padding: 5px;">3,720.00</td> <td style="text-align: center; padding: 5px;">18,690.00</td> </tr> <tr> <td style="text-align: center; padding: 5px;">✓ 6 cpc.</td> <td style="padding: 5px;">Abstract Algebra by Paul Garrett, c.2008</td> <td style="text-align: center; padding: 5px;">5,800.00</td> <td style="text-align: center; padding: 5px;">33,800.00</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center; padding: 5px;">(60,880.00)</td> <td></td> </tr> <tr> <td style="text-align: center; padding: 5px;">✓ 4 cpc.</td> <td style="padding: 5px;">Mathematical Modelling in Economics, Ecology and the Environment, 2E   Hartanto   © 2013</td> <td style="text-align: center; padding: 5px;">5,705.00</td> <td style="text-align: center; padding: 5px;">23,420.00</td> </tr> <tr> <td style="text-align: center; padding: 5px;">✓ 4 cpc.</td> <td style="padding: 5px;">Digital Technologies in Designing Mathematics Education Tasks: Potential and Pitfalls   Allen Bezug   © 2019</td> <td style="text-align: center; padding: 5px;">4,405.00</td> <td style="text-align: center; padding: 5px;">17,620.00</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center; padding: 5px;">4</td> <td></td> </tr> </tbody> </table>		Qty/Unit	DESCRIPTION	Unit Price	AMOUNT	✓ 6 cpc.	Assessment of Authentic Performance in School Mathematics by Richard Lesh, Susan J. Lamon, c.2016	7,600.00	30,400.00	✓ 6 cpc.	A First Course in Mathematics: Logic and Set Theory, Michael L. O'Leary, c.2016	3,720.00	18,690.00	✓ 6 cpc.	Abstract Algebra by Paul Garrett, c.2008	5,800.00	33,800.00			(60,880.00)		✓ 4 cpc.	Mathematical Modelling in Economics, Ecology and the Environment, 2E   Hartanto   © 2013	5,705.00	23,420.00	✓ 4 cpc.	Digital Technologies in Designing Mathematics Education Tasks: Potential and Pitfalls   Allen Bezug   © 2019	4,405.00	17,620.00			4	
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Address :	1239 Instrucion St., Brgy. 514, Zone 51 Sampaloc, Manila		Date:	December 28, 2020	
TIN:	237-890-517-000 / Tel. no. 02-7431547 : 09178993034		Mode of Procurement:	Competitive Bidding	
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein: 120 Calendar Days Upon Acknowledgement of P.O.					
Place of Delivery: Rizal Technological University			Delivery Term:	Acknowledgement of P.O.	
Date of Delivery:			Payment Term:	Check/30 Days Upon Approval of Inspection Report	
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
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	copy	College of Engineering & Architectural Technology			
	copy	A Course in Electrical Installation Estimating and Cosing by Gupta, c2017	2 ✓	1,680.00	P 3,360.00
	copy	A Course in Electrical Power, by Gupta, c 2017	2 ✓	4,400.00	8,800.00
	copy	A Course in Electrical Technology (Basic Electrical Engineering) Vol. 2 by Gupta, c2017	2 ✓	2,700.00	5,400.00
	copy	A Course in Electrical Technology ( Electrical Machine vol.2 by Gupta, c2017	2 ✓	2,400.00	4,800.00
	copy	A Course in Power Systems by Gupta, c2017	2 ✓	3,300.00	6,600.00
	copy	Basic Motor Electrical and Engineering w/ DVD by 3G Elearning c2017	2 ✓	3,500.00	7,000.00
	copy	Circuits and Systems by Soni, c2017	2 ✓	1,700.00	3,400.00
	copy	Commercial and Industrial Wiring w/ DVD by 3G elearning, c2017	2 ✓	4,700.00	9,400.00
	copy	Electrical Circuits w/ DVD, by 3G elearning,c2017	2 ✓	3,800.00	7,600.00
	copy	Electric Motors by 3Gelearning, c2017	2 ✓	4,700.00	9,400.00
	copy	Electrical Control for Machine 7th ed. By Lobsiger, c2016	2 ✓	9,300.00	18,600.00
	copy	Electrical Engineering Design, Drawing and Estimation by Gupta, c2017	2 ✓	1,300.00	2,600.00
	copy	Electrical Engineering Drawing w/ DVD by 3Gelearning, c2017	2 ✓	3,600.00	7,200.00
			Total This Page	P	96,160.00
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Rizal Technological University			Revision: 0		
			Effectivity: September 1, 2015		



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TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034	Mode of Procurement:	Competitive Bidding

Gentlemen:

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Date of Delivery:		Payment Term:	Check/30 Days Upon Approval of Inspection Report

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	copy	Electrical Machines-I by Singh, c.2017	2	1,030.00	2,060.00
	copy	Electrical Transformers and Rotating Machines, 4e by Herman, c.2017	2	8,500.00	17,000.00
	copy	Energy Management by Singh, c.2017	2	1,490.00	2,980.00
	copy	Engineering Communication: A Practical Guide to Workplace Communication for Engineering, 2e, by Ingle, c.2017	2	7,900.00	15,800.00
	copy	Installation Maintenance and Repair of Electrical Machines and Equipments, by Gupta, c.2017	2	1,600.00	3,200.00
	copy	Introduction to Electrical Circuits Analysis by Ergul, c.2017	2	9,070.00	18,140.00
	copy	Practical Lighting Design with LEDs, 2e by Lenk, c.2017	2	9,000.00	18,000.00
	copy	Question Bank in Electrical Engineering, by Gupta, c.2017	2	2,390.00	4,780.00
	copy	Question Bank in Electrical Engineering, by Gupta, c.2017	2	2,400.00	4,800.00
	copy	Residential Wiring w/ DVD, by 3G elearning, c. 2017	2	5,000.00	10,000.00
	copy	Transmission and Distribution of Electrical Power by, Gupta, c.2017	2	1,800.00	3,600.00
				Total This Page	P 194,520.00

I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

Signature over Printed Name of Supplier  
  
Date

Very Truly Yours:

DR. MA. EUGENIA M. YANGCO  
Authorized Official

Funds Available:

ROWELL C. MARASIGAN  
OIC, Accounting Office

OR / BUR No.:

Amount :

Rizal Technological University

Revision: 0

Effectivity: September 1, 2015



RTU-ADM-SPO-F-016

CONTROL NO.: 2020-12-066

**PURCHASE ORDER**  
RIZAL TECHNOLOGICAL UNIVERSITY

(Agency)

Supplier:	FASTBOOKS EDUCATIONAL SUPPLY, INC.	P.O. No.:	SPO-PO-2020-12-066
Address:	1239 Instrucion St., Brgy. 514, Zone 51 Sampaloc, Manila	Date:	December 28, 2020
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034	Mode of Procurement:	Competitive Bidding

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

120 Calendar Days Upon

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
			Total Forwarded	P	252,720.00
<i>PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)</i>					
copy		A Course Electrical Installation Estimating and Costing by Gupta, c 2017	2 ✓	1,700.00	3,400.00
copy		A Course in Electrical Power by Gupta, c2017	2 ✓	4,500.00	9,000.00
copy		A Course in Electrical Technology (Basic Electrical Engineering) Vol.1, by Gupta, c2017	2 ✓	2,800.00	5,600.00
copy		A Course in Electrical Technology (Electrical Machines) vol.2 by Gupta c.2017	2 ✓	2,500.00	5,000.00
copy		A Course in Power Systems by Gupta, c.2017	2 ✓	3,800.00	7,600.00
copy		Electrical Engineering Design Drawing and Estimation by Gupta, c.2017	2 ✓	1,300.00	2,600.00
copy		Electrical Wiring Residential Based on the 2017 Applied Numerical Methods with MATLAB for Engineers and Science, 4e by Chapra, c.2018	2 ✓	8,900.00	17,800.00
copy		Fundamentals of Thermal-Fluid Sciences (5th Ed. In Si Units) by Cengel,c.2017	2 ✓	3,700.00	7,400.00
copy		Statics and Mechanics of Materials, 2e by Beer c.2017	2 ✓	4,100.00	8,200.00
copy		A Course in Civil Engineering Drawing by Sikka, c.2017	2 ✓	6,000.00	12,000.00
copy		A Textbook of Materials Science and Engineering, 5e by Rajput, c.2017	2 ✓	2,200.00	4,400.00
			2 ✓	2,700.00	5,400.00
			Total This Page	P	341,120.00

I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

Very Truly Yours:

Funds Available:

**ROWELL C. MARASIGAN**  
OIC, Accounting Office

OR / BUR No.:

Amount :

Rizal Technological University

Revision: 0

Effectivity: September 1, 2015



RTU-ADM-SPO-F-015

CONTROL NO.: 2020-12-066

**PURCHASE ORDER**  
RIZAL TECHNOLOGICAL UNIVERSITY  
(Agency)

Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.	P.O. No.:	SPO-PO-2020-12-066
Address :	1239 Instrucción St., Brgy. 514, Zone 51 Sampaloc, Manila	Date:	December 28, 2020
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034	Mode of Procurement:	Competitive Bidding

Gentlemen:

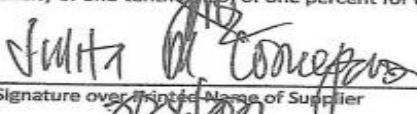
Please furnish this office the following articles subject to the terms and conditions contained herein:

120 Calendar Days Upon

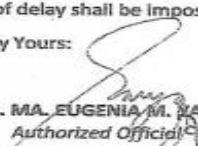
Stock No.	Unit	Description	Delivery Term:	Acknowledgement of P.O.	
			Payment Term:	Check/30 Days Upon Approval of Inspection Report	
		PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)	Quantity	Unit Cost	Amount
			Total Forwarded	P	
copy		Advance Concrete Technology with DVD, by 3G eLearning, c.2018	2 ✓	5,000.00	10,000.00
copy		Applied Mechanics by Upadyay, c.2017	2 ✓	1,500.00	3,000.00
copy		Basic Surveying with DVD, by 3G eLearning, c.2018	2 ✓	5,000.00	10,000.00
copy		Bridge Structural Systems, by Rucheng, c.2016	2 ✓	3,300.00	6,600.00
copy		Building Materials and Construction by Soni c.2017	2 ✓	1,700.00	3,400.00
copy		Care and Design: Bodies, Buildings, Cities, by Bades, c.2017	2 ✓	8,000.00	16,000.00
copy		Civil Engineering Construction Design and Management by Sharma, c.2017	2 ✓	3,500.00	7,000.00
copy		Civil Engineering Drawing and Design with DVD by 3G eLearning, c.2017	2 ✓	5,000.00	10,000.00
copy		Civil Engineering Materials, by Singh	2 ✓	1,400.00	2,800.00
copy		Civil Engineering and Costing (Including Quantity Surveying, Tendering and Valuation) by Upadyay, c.2017	2 ✓	1,400.00	2,800.00
copy		Computer Vision and Imaging in Intelligent Transportation Systems, by Loce, c.2017	2 ✓	10,700.00	21,400.00
copy		Conceptual Design of Bridges by Hafan, c.2017	2 ✓	3,400.00	6,800.00
			Total This Page	P	440,920.00

I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

  
 Signature over Printed Name of Supplier  
 Date: 02/01/2021

Very Truly Yours:

  
 DR. MA. EUGENIA M. NANGCO  
 Authorized Official

Funds Available:

  
 ROWELL C. MARASIGAN  
 OIC, Accounting Office

OR / BUR No.:

Amount :

Rizal Technological University

Revision: 0

Effectivity: September 1, 2015

Page 5 of 25



RTU-ADM-SPO-F-016

CONTROL NO.: 2020-12-066

**PURCHASE ORDER**  
RIZAL TECHNOLOGICAL UNIVERSITY  
(Agency)

Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.	P.O. No.:	SPO-PO-2020-12-066
Address :	1239 Instrukcion St., Brgy. 514, Zone 51 Sampaloc, Manila	Date:	December 20, 2020
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034	Mode of Procurement:	Competitive Bidding

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

120 Calendar Days Upon

Place of Delivery:	Rizal Technological University	Delivery Term:	Acknowledgement of P.O.
Date of Delivery:		Payment Term:	Check/30 Days Upon Approval of Inspection Report

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)					
	copy	Construction Management and Equipment by Soni, c.2017		Total Forwarded	P 440,820.00
	copy	Concrete Technology by Rohilla, 2016	2 ✓	1,600.00	3,200.00
	copy	Design of Concrete Structure, 5e by Darwin, c.2017	2 ✓	900.00	1,800.00
	copy	Design of Steel Structure, by Chandak, c.2017	2 ✓	3,300.00	6,600.00
	copy	Earthquake Engineering by Sharma, c.2017	2 ✓	1,600.00	3,200.00
	copy	Earthquake Resistant Building Construction by Sharma, c.2017	2 ✓	3,400.00	6,800.00
	copy	Engineering and General Geology for B.E. ( Civil, Mining, Metallurgy) B. Sc (Pass) and A.M.I.E. by Singh, c.2017	2 ✓	900.00	1,800.00
	copy	Engineering Communication: A Practical Guide to Workplace Communication for Engineers, 2e by Ingle, c.2017	②	2,000.00	4,000.00
	copy	Engineering Drawing (Geometrical Drawing) by Gill, c.2016		8,200.00	16,400.00
	copy	Engineering Economy, 8e, by Blark, c.2018	2 ✓	2,100.00	4,200.00
	copy	Engineering Formulas w/ DVD, by 3G eLearning, c.2017	2 ✓	4,000.00	8,000.00
	copy	Engineering Fundamentals and Problem Solving 7e, by Elde, c.2018	2 ✓	5,000.00	10,000.00
				Total This Page	P 514,720.00

I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (10%) of one percent for every day of delay shall be imposed.

Conforme:

*Julita M. Yangco*  
Signature over Printed Name of Supplier  
*Rowell C. Marasigan*  
Date

Very Truly Yours:

*Julita M. Yangco*  
DR. MA. EUGENIA M. YANGCO  
Authorized Official

Funds Available:

*Marasigan*  
ROWELL C. MARASIGAN  
OIC, Accounting Office

OR / BUR No.:

Amount :

Rizal Technological University

Revision: 0

Effectivity: September 1, 2015



RTU-ADM-SPO-F-016

CONTROL NO.: 2020-12-066

**PURCHASE ORDER**  
RIZAL TECHNOLOGICAL UNIVERSITY  
(Agency)

Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.	P.O. No.:	SPO-PO-2020-12-066
Address :	1239 Instrucion St., Brgy. 514, Zone 51 Sampaloc, Manila	Date:	December 28, 2020
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034	Mode of Procurement:	Competitive Bidding

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

120 Calender Days Upon

Place of Delivery:	Rizal Technological University	Delivery Term:	Acknowledgement of P.O.
Date of Delivery:		Payment Term:	Check/30 Days Upon Approval of Inspection Report

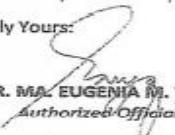
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)			
	copy	College of Engineering & Architectural Technology		Total Forwarded	P 514,720.00
	copy	Engineering Mechanics (Statics & Dynamic) by Kumar, c.2017	2 ✓	2,300.00	4,600.00
	copy	Engineering Mechanics: Statics, 4e., by Pytek, c.2017	2 ✓	11,000.00	22,000.00
	copy	Environmental Engineering 11, by Sonil, c.2017	2 ✓	1,000.00	2,000.00
	copy	Fire Performance Analysis for Building, 2e. by Fitzgerald, c.2017	2 ✓	11,000.00	23,000.00
	copy	Fundamental of Structural Analysis, 5e, by Leet, c.2018	2 ✓	4,300.00	8,600.00
	copy	Fundamental of Traffic Engineering Design by Gupta,c.2017	2 ✓	3,800.00	7,600.00
	copy	Geotechnical Engineering (Soil Mechanics) by Soni, c2017	2 ✓	1,500.00	3,000.00
	copy	Highway Engineering by Gupta, c.2017	2 ✓	3,800.00	7,600.00
	copy	Highway Landscape Planning and Construction by Hangzhuo, c.2017	2 ✓	1,400.00	2,800.00
	copy	Highway Maintenance and Management by Zongshen, c.2016	2 ✓	2,200.00	4,400.00
	copy	Illustrated Handbook of Civil Engineering by 3GeLearning, c.2017	2 ✓	4,200.00	8,400.00
				Total This Page	P 609,320.00

I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

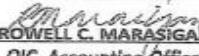
Conforme:

  
Signature over Printed Name of supplier  
Rowell C. Marasigan  
Date:

Very Truly Yours:

  
DR. MA. EUGENIA M. YANGCO  
Authorized Official

Funds Available:

  
ROWELL C. MARASIGAN  
OIC, Accounting Office

OR / BUR No.:

Amount :

Rizal Technological University

Revision: 0

Effectivity: September 1, 2015



RTU-ADM-SPO-F-016

CONTROL NO.: 2020-12-066

PURCHASE ORDER RIZAL TECHNOLOGICAL UNIVERSITY (Agency)					
Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.	P.O. No.:	SPO-PO-2020-12-066		
Address :	1239 Instrucción St., Brgy. 514, Zone 51	Date:	December 28, 2020		
	Sampaloc, Manila		Mode of Procurement: Competitive Bidding		
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034				
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein: 120 Calendar Days Upon					
Place of Delivery:	Rizal Technological University	Delivery Term:	Acknowledgement of P.O.		
Date of Delivery:		Payment Term:	Check/30 Days		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)					
		College of Engineering & Architectural Technology		Total Forwarded	P 709,120.00
copy		Theory of Differential Equations in Engineering & Mechanics by Chau, c.2018	2 ✓	7,700.00	15,400.00
copy		Traffic Design by Bai Yu, c.2017	2 ✓	3,300.00	6,600.00
copy		Vibration with control, 2e by Inman, c.2017 10. <del>10.00</del>	2 ✓	11,000.00	22,000.00
copy		Advance Engineering Mathematics, 8e by O'Neill c.2018	3 ✓	8,800.00	17,600.00
copy		Mechanics of Materials, 9e (SI) by Goodno, c.2018	2 ✓	7,100.00	14,200.00
copy		Plumbing 301, 2e by PHOC c. 2018	2 ✓	6,800.00	13,600.00
copy		Construction Painting Intermediate with DVD by 3G eLearning, c.2017	2 ✓	7,200.00	14,400.00
copy		Design Drawing by Francis D.K. Ching	4 ✓	2,800.00	11,200.00
copy		Interior Design Illustrated by Francis D.K. Ching	4 ✓	2,900.00	11,600.00
copy		How to Design and Evaluate Research in Education by John P. Fraenkel/ Norman E. Wallen	5 ✓	2,800.00	18,800.00
copy		A Textbook of Data Communication and Networks by Dr. Sanjay Sharma, c.2017	4 ✓	1,100.00	4,400.00
copy		Power Electronics by B.R. Gupta and V. Singhal, c.2012	4 ✓	1,000.00	4,000.00
copy		Sensors and Instrumentation by O.N. Pandey, c.2013	4 ✓	1,400.00	5,600.00
copy		Electrical Measurement & Measuring Instruments by J.B. Gupta, c.2018	4 ✓	1,700.00	6,800.00
				Total This Page	P 873,320.98
I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one percent (1%) of one percent for every day of delay shall be imposed.					
Conforme:				Very Truly Yours:	
Signature over Printed Name of Supplier			DR. MA. EUGENIA M. YANGCO Authorized Official		
Date					
Funds Available:				OR / BUR No.:	
				Amount :	
Rowell C. Marasigan OIC, Accounting Office					
Rizal Technological University			Revision: 0		
			Effectivity: September 1, 2015		



RTU-ADM-SPO-F-016

CONTROL NO.: 2020-12-066

**PURCHASE ORDER**  
RIZAL TECHNOLOGICAL UNIVERSITY

(Agency)

Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.	P.O. No.:	SPO-PO-2020-12-066
Address :	1239 Instrucion St., Brgy. 514, Zone 51 Sampaloc, Manila	Date:	December 28, 2020
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034	Mode of Procurement:	Competitive Bidding

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

120 Calendar Days Upon

Place of Delivery:	Rizal Technological University	Delivery Term:	Acknowledgement of P.O.
Date of Delivery:		Payment Term:	Check/30 Days Upon Approval of Inspection Report

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
<i>PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)</i>					
	copy	Electrical Measurement & Measuring Instruments by M.L.Anand, c.2017	4 ✓	800.00	3,200.00
	copy	Industrial Instrumentation by Umesh Rathore c.2018	4 ✓	900.00	3,600.00
	copy	Programmable Logic Controller and Microcontrollers by Umesh Rathore, c.2017	4 ✓	900.00	3,600.00
	copy	Electrical Engineering Design Drawing & Estimation by Madhvi / Gupta, AnkiAgarwal,c2017	4 ✓	1,000.00	4,000.00
	copy	Automation and Robotics by Khushdeep Goyal, c.201	4 ✓	1,000.00	4,000.00
	copy	Workshop Technology-1, by R.K. Singal, c.2018	4 ✓	1,000.00	4,000.00
	copy	Workshop Technology-11, by R.K. Singal, c.2018	4 ✓	900.00	3,600.00
	copy	Workshop Technology-111 by R.K. Singal, c.2018	4 ✓	600.00	2,400.00
	copy	Mechanical Measurement & Instrumentation by R.K. Rajput c.2018	4 ✓	2,000.00	8,000.00
	copy	Basic of Non-Destructive Testing by Lari & Kumar c.2018	4 ✓	900.00	3,600.00
	copy	Hydraulic by Chaudhary Prakash, c.2019	4 ✓	1,100.00	4,400.00
	copy	Discovering Computers, Essentials by Data and Devices/Vermat, c.2018	2 ✓	8,800.00	17,600.00
	copy	Understanding Computers, Today and Tomorrow, Comprehensive 16 ed. By Morley, c.2017	2 ✓	8,800.00	17,200.00
	copy	New Perspectives on Computer Concepts, 2018: Comprehensive 20ed, by Parsons	2 ✓	7,800.00	15,600.00
				Total This Page	P 968,120.00

I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one tenth (1/10) of one percent for every day of delay shall be imposed.

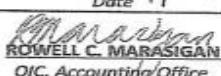
Conforme:

  
Signature over Printed Name of Supplier

Very Truly Yours:

  
DR. MA. EUGENIA M. YANGCO  
Authorized Official

Funds Available:

  
ROWELL C. MARASIGAN  
OIC, Accounting Office

OR / BUR No.:

Amount :

Rizal Technological University

Revision: 0

Effectivity: September 1, 2015



RTU-ADM-SPO-F-016

CONTROL NO.: 2020-12-066

**PURCHASE ORDER**  
RIZAL TECHNOLOGICAL UNIVERSITY

(Agency)

Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.	P.O. No.:	SPO-PO-2020-12-066
Address :	1239 Instrucion St., Brgy. 514, Zone 51 Sampaloc, Manila	Date:	December 28, 2020
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034	Mode of Procurement:	Competitive Bidding

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

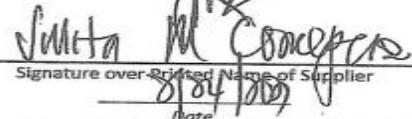
120 Calendar Days Upon

Place of Delivery:	Rizal Technological University	Delivery Term:	Acknowledgement of P.O.
Date of Delivery:		Payment Term:	Check/30 Days

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
<i>PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)</i>					
	copy	Written Communication: Soft Skills for a Digital Workplace by Butterfield, c.2017		Total Forwarded	P 968,120.00
	copy	Web Design: Introductory, 6 ed., by Campbell, c.2018	2 ✓	4,400.00	8,800.00
	copy	Building Cross-Platform Mobile and Web Apps for Engineers and Scientists: An Active Learning Approach by Pawan, c.2017	1C 2 copy ✓	8,900.00	17,800.00
	copy	Digital Signal Processing MATLAB: A Problem Solving Companion, 4th ed. By Ingle c.2017	②	4,900.00	9,800.00
	copy	Cloud Computing by Revere, S., c.2018			
	copy	A Classical Approach to Artificial Intelligence by Upinder S/Singh, c.2018	2 ✓	4,400.00	8,800.00
	copy	A Handbook of Information Technology by Tarun, A. c.2018	2 ✓	3,900.00	7,800.00
	copy	Advanced Programming Language by 3G E-Learning, c.2017	2 ✓	8,100.00	16,200.00
	copy	Advanced Wireless Communication and Internet future of Evolving Technologies (HB) by Verma, R. c.2018	2 ✓	3,900.00	7,800.00
	copy	Artificial Intelligence and Application (HB) by Onyango, I., c.2018	2 ✓	2,900.00	5,800.00
	copy	Computer Organization and Assembly Language Programming by 3G E-Learning, c.2017	2 ✓	8,800.00	17,600.00
				Total This Page	P 1,086,920.00

I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

  
Signature over Printed Name of Supplier  
Date: 8/04/2019

Very Truly Yours:

  
DR. MA. EUGENIA M. YANGCO  
Authorized Official

Funds Available:

  
Rowell C. Marasigan  
OIC, Accounting Office

OR / BUR No.:

Amount :

Rizal Technological University

Revision: 0

Effectivity: September 1, 2015



RTU-ADM-SPO-F-016

CONTROL NO.: 2020-12-066

**PURCHASE ORDER**  
RIZAL TECHNOLOGICAL UNIVERSITY  
(Agency)

Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.	P.O. No.:	SPO-PO-2020-12-066		
Address :	1239 Instrucción St., Brgy. 514, Zone 51 Sampaloc, Manila	Date:	December 28, 2020		
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09176993034	Mode of Procurement:	Competitive Bidding		
<b>Gentlemen:</b> Please furnish this office the following articles subject to the terms and conditions contained herein: 120 Calendar Days Upon Acknowledgement of P.O.					
Place of Delivery: Rizal Technological University Date of Delivery:		Delivery Term:	Acknowledgement of P.O.		
		Payment Term:	Check/30 Days Upon Approval of Inspection Report		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)					
	copy	Computer Systems Architecture by 3G E-Learning, c.2017	Total Forwarded	P	1,086,920.00
	copy	Computing and Programming with Java by Jordon, R. c.2019	2✓	3,100.00	6,200.00
	copy	Information Systems: An Introduction by Jalaludin F.W., c.2018	2✓	4,800.00	9,600.00
	copy	Information Technology Infrastructure and its Management by Tarun, A., c.2018	②	3,800.00	7,200.00
	copy	Internet and Web Technology, by Vishnu, P. c.2018	2✓	3,900.00	7,800.00
	copy	Interior Application by Upinder, S/Singh, c.2018	2✓	3,900.00	7,800.00
	copy	Introduction to Computer Networking, by Davies, G. c.2018	2✓	4,400.00	8,800.00
	copy	Introduction to Software Engineering by 3G E-Learning, c.2017	2✓	3,100.00	6,200.00
	copy	Java and Web Design by 3G E-Learning, c.2017	2✓	3,100.00	6,200.00
	copy	Mobile Computing by Jain, A. c.2019	2✓	4,400.00	8,800.00
	copy	Modern Concepts of Communications Systems by Mishra, U., c.2019	2✓	4,400.00	8,800.00
	copy	Modern Operating Systems by Summers, K., c.2018	2✓	4,400.00	8,800.00
	copy	Multimedia Systems and Digital Processing by Gibbs, S., c.2018	2✓	4,400.00	8,800.00
			Total This Page	P	1,189,720.00

I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

Signature over Printed Name of Supplier  
Date

Very Truly Yours:

DR. MA. EUGENIA M. YANGCO  
Authorized Official

Funds Available:

ROWELL C. MARASIGAN  
OIC, Accounting Office

OR / BUR No.:

Amount :

Rizal Technological University

Revision: 0

Effectivity: September 1, 2015



RTU-ADM-SPO-F-016

CONTROL NO.: 2020-12-066

PURCHASE ORDER RIZAL TECHNOLOGICAL UNIVERSITY (Agency)					
Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.		P.O. No.:	SPO-PO-2020-12-066	
Address :	1239 Instrucion St., Brgy. 514, Zone 51 Sampaloc, Manila		Date:	December 28, 2020	
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034		Mode of Procurement:	Competitive Bidding	
Gentlemen:	Please furnish this office the following articles subject to the terms and conditions contained herein: 120 Calendar Days Upon Acknowledgement of P.O.				
Place of Delivery:	Rizal Technological University		Delivery Term:	Acknowledgement of P.O.	
Date of Delivery:			Payment Term:	Check/30 Days	
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)					
	copy	College of Engineering & Architectural Technology	Total Forwarded	P 1,189,720.00	
	copy	Network Management by 3G E-Learning, c.2017	2✓	2,900.00	5,800.00
	copy	Network Operating Systems by Mishra, U.	2✓	4,400.00	8,800.00
	copy	Arduino: The Complete Guide for Arduino for Beginners, including project, tips, tricks and programming by Arthur, c.2018	2✓	1,300.00	2,600.00
	copy	Professional Visual Studio 1st ed. By Johnson, c.2017	1C 2 delayed	6,000.00	12,000.00
	copy	Cognitive Robotics: Intelligent Robotic System by Kroff, c.2016	2✓	14,200.00	28,400.00
	copy	Accounting for Dummies, 6e, by John A. Tracy, CPA, 2016	②	3,500.00	7,000.00
	copy	Business Coaching & Monitoring for Dummies by Crabb, c.2016	2✓	3,400.00	6,800.00
	copy	10 Steps to Successful Business Writing, 2ed. By Jack E. Appleman, c.2018	⑥	1,800.00	3,600.00
	copy	Macroeconomics, 4th ed. By Mankiw, c.2017	2✓	4,000.00	8,000.00
	copy	AC Motor Control and Electrical Vehicle Application, 2e by Nam, c.2019	2✓	11,000.00	22,000.00
	copy	Structural Analysis and Design of Process Equipment, 3e by Jawad, c.2019	2✓	13,400.00	26,800.00
	copy	Gas Tungsten Arc Welding: Expert w/ DVD by 3G E Learning, c.2016	2✓	6,000.00	12,000.00
			Total This Page	P 1,333,520.00	
<p>I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.</p>					
Conforme:	Very Truly Yours:				
<u>J. M. Eugenio, M. Yangco</u> Signature over Printed Name of Supplier <u>01/04/2020</u> Date			<u>DR. MARIA EUGENIA M. YANGCO</u> Authorized Official		
Funds Available:			OR / BUR No.:		
			Amount :		
Rizal Technological University			Revision: 0		
			Effectivity: September 1, 2015		



RTU-ADM-SPO-F-016

CONTROL NO.: 2020-12-066

**PURCHASE ORDER**  
RIZAL TECHNOLOGICAL UNIVERSITY  
(Agency)

Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.	P.O. No.:	SPO-PO-2020-12-066
Address :	1239 Instrucion St., Brgy. 514, Zone 51 Sampaloc, Manila	Date:	December 28, 2020
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034	Mode of Procurement:	Competitive Bidding

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

120 Calendar Days Upon

Place of Delivery:	Rizal Technological University	Delivery Term:	Acknowledgement of P.O.
Date of Delivery:		Payment Term:	Check/30 Days Upon Approval of Inspection Report

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
PhIGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)					
		Public Administration		Total Forwarded	P 1,443,520.00
	copy	Neo-Confucianism: A Philosophical Introduction, by Angle, c.2017	2	2,600.00	5,200.00
	copy	Philosophy: The Power of Ideas, 10e by Moore, c.2019	2	5,000.00	10,000.00
	copy	Philosophy's Future: The Problem of Philosophical Progress, by Blackford, c.2017	2	7,500.00	15,000.00
	copy	3GE Collection on Education: Higher Education Administration by 3G eLearning, c.2018	2	6,000.00	12,000.00
	copy	Branded: Tell your Story, Build Relationships, and Empower Learning by Sheninger, c.2017	2	2,900.00	5,800.00
	copy	EDUCATION	2	5,300.00	10,600.00
	copy	Enhancing Adult Motivation to Learn: A Comprehensive Guide for Teaching All Adults, 4e by Wlodkowski, c.2017	2	5,000.00	10,000.00
	copy	Higher Education Strategy and Planning: A Professional Guide by Strike, c.2018	2	4,700.00	9,400.00
	copy	Issues and Challenges of development: An Introduction by Pettanaik, c.2018	2	5,800.00	11,600.00
	copy	Research Methods in Education: Integrating Diversity with Quantitative & Qualitative Approaches by fiscal, c.2018	2		
				Total This Page	P 1,533,120.00

I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (10%) of one percent for every day of delay shall be imposed.

Conforme:

Signature over Printed Name of Supplier

Very Truly Yours:

DR. MA. EUGENIA M. VANGCO  
Authorized Official

Funds Available:

  
ROWELL C. MARASIGAN  
OIC, Accounting Office

OR / BUR No.:

Amount :

Rizal Technological University

Revision: 0

Effectivity: September 1, 2015



RTU-ADM-SPO-F-016

CONTROL NO.: 2020-12-066

**PURCHASE ORDER**  
RIZAL TECHNOLOGICAL UNIVERSITY  
(Agency)

Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.	P.O. No.:	SPO-PO-2020-12-066
Address :	1239 Instrucion St., Brgy. 514, Zone 51 Sampaloc, Manila	Date:	December 28, 2020
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034	Mode of Procurement:	Competitive Bidding

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

120 Calendar Days Upon

Stock No.	Unit	Description	Delivery Term:	Acknowledgement of P.O.	
			Quantity	Unit Cost	Amount
<i>PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)</i>					
			Total Forwarded	P	1,533,120.00
copy		Entrepreneurship Cooperation, Competition and Innovation, Vol.3 by Daidj, c.2017	12 (14-4) partial	3,900.00	35,600.00
copy		Entrepreneur Revolution: How to Develop Your Entrepreneurial Mindset and Start a Business that Works by Priestly, c.2018	12	2,700.00	32,400.00
copy		Entrepreneurial Journalism by Rafter, c.2018	4	7,100.00	28,400.00
copy		Entrepreneurship by Society Pub, c.2017	8	5,800.00	46,400.00
copy		Entrepreneurship w/ DVD by 3G eLearning, c.2017	20	3,200.00	64,000.00
copy		Entrepreneurship, 10E by Hisrich, c.2017	8	6,000.00	48,000.00
copy		Entrepreneurship: Development and Planning w/ DVD by 3G eLearning, c.2017	8	3,800.00	30,400.00
copy		Entrepreneurship: Ideas in Action, 8e, by Greene, c. 2019	8	6,900.00	55,200.00
copy		Hire Smart from the Start: The Entrepreneur's Guide to Finding, Catching and Keeping the Best Talent for Your Company by Carvajal, c.2018	20 (5) partial	2,800.00	56,000.00
copy		Innovation and Entrepreneurship with DVD by 3G eLearning, c.2017	12	3,900.00	46,800.00
copy		Small Business Management: An Entrepreneurship Guidebook, 8e by Byrd, c.2018	12	4,000.00	48,000.00
			Total This Page	P	2,040,320.00

I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (10%) of one percent for every day of delay shall be imposed.

Conforme:

*Maria M. Golez*  
 Signature over Printed Name of Supplier  
*Rowell C. Marasigan*  
 Date: *12/28/2020*

Very Truly Yours:

*Eugenio M. Yangco*  
 DR. MA. EUGENIA M. YANGCO  
 Authorized Official

Funds Available:

*Marasigan*  
**Rowell C. MARASIGAN**  
 OIC, Accounting Office

OR / BUR No.:

Amount :

Rizal Technological University

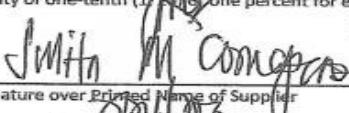
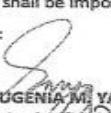
Revision: 0

Effectivity: September 1, 2015



RTU-ADM-SPO-F-016

CONTROL NO.: 2020-12-066

PURCHASE ORDER RIZAL TECHNOLOGICAL UNIVERSITY (Agency)					
Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.		P.O. No.:	SPO-PO-2020-12-066	
Address :	1239 Instrucion St., Brgy. 514, Zone 51 Sampaloc, Manila		Date:	December 28, 2020	
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034		Mode of Procurement:	Competitive Bidding	
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein: 120 Calendar Days Upon					
Place of Delivery:	Rizal Technological University		Delivery Term:	Acknowledgement of P.O.	
Date of Delivery:			Payment Term:	Check/30 Days Upon Approval of Inspection Report	
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
<i>PhiGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)</i>					
			<b>Total Forwarded</b>	<b>P 2,040,320.00</b>	
copy		Theory, Practice and Techniques in Entrepreneurship by 3G eLearning, c.2017	12 ✓	3,800.00	45,600.00
copy		Women Empowerment: Entrepreneurship by 3G eLearning, c.2017 Management	12 ✓	3,800.00	45,600.00
copy		An Introduction to Management Science, Quantitative Approach to Decision Making, 15e by Anderson, c.2019	②	8,200.00	16,400.00
copy		Business Driven Technology, 7e by Baltazar, c.2017	① 1/2 paid	4,300.00	8,600.00
copy		Designing brand identity, 5e by Wheeler, c.2018	④ 1/2 paid	4,700.00	18,800.00
copy		INSPIRED: How to Create Tech Products Customer Love, 2e by Cagan, c.2018	③	5,800.00	23,200.00
copy		Product Management for Dummies by Lawley, c.2017	④	5,300.00	21,200.00
copy		Retail Management by Choudhary, c.2017	④	4,500.00	18,000.00
copy		Retailing Management, 10e by Levy, c.2019 Marketing	④	4,400.00	17,600.00
copy		Taste, Consumption and Markets: An Interdisciplinary Volume (Routledge Interpretive Marketing Research) 1st ed. By Arsel/Bean, c.2018	2 ✓	6,500.00	13,000.00
copy		A Preface to Marketing Management, 5e by Peter, c.2019	4 ✓	3,500.00	14,000.00
			<b>Total This Page</b>	<b>P 2,282,320.00</b>	
I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.					
Conforme:	 Signature over Printed Name of Supplier <b>Rowell C. Marasigan</b> Date: <b>01/01/2021</b>			Very Truly Yours:  <b>DR. MA. EUGENIA M. VANGCO</b> Authorized Official	
Funds Available:				OR / BUR No.:	
				Amount:	
Rizal Technological University			Revision: 0	Effectivity: September 1, 2015	



RTU-ADM-SPO-F-016		CONTROL NO.: 2020-12-066	
<b>PURCHASE ORDER</b> RIZAL TECHNOLOGICAL UNIVERSITY (Agency)			
Supplier : Address : TIN:	FASTBOOKS EDUCATIONAL SUPPLY, INC. 1239 Instrucción St., Brgy. 514, Zone 51 Sampaloc, Manila 237-890-517-000 / Tel. no. 02-7431547 ; 09178993034	P.O. No.: Date:	SPO-PO-2020-12-066 December 28, 2020
Gentlemen:	Please furnish this office the following articles subject to the terms and conditions contained herein: <b>120 Calendar Days Upon</b>		
Place of Delivery: Date of Delivery:	Rizal Technological University	Delivery Term: Payment Term:	Acknowledgement of P.O. Check/30 Days
Stock No.	Unit	Description	Quantity      Unit Cost      Amount
PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)			
		Marketing	Total Forwarded
copy	Creative Arts Marketing, 3e by Hill, c.2018	4✓	P 2,282,320.00
copy	Critical Thinking for Marketers: Learn How to Think, Now What to Think vol. 1 by Dwight, c.2017	2✓	3,400.00
copy	Customer Service Training 101: Quick and Easy Techniques That Get Great Result, 3e by Evenson c. 2018	6✓	2,700.00
copy	Destination Marketing and Management with DVD, 3e by 3G eLearning, c.2018	2✓	5,300.00
copy	Enterprise Agility for Dummies by Rose, c.2018	1 (1) partial	3,400.00
copy	Essentials of Marketing: A Strategy Planning Approach, 18e by Perreault, c.2019	2✓	5,000.00
copy	Green Supply Chain Management: A Concise Introduction by Sarkis, c.2017	2✓	4,800.00
copy	M: Marketing, 6e by Grewal, c.2019	2✓	5,600.00
copy	Marketing for Dummies, 5e by Maw, c.2017	2✓	2,200.00
copy	Marketing Management, 3e by Marshall, c.2019	4✓	4,400.00
copy	Marketing Organization Development Consulting: A How to Guide for OD Consultants by Rothwell, c.2017	4✓	3,400.00
copy	Marketing, 14e, by Kerin, c.2019	2✓	5,400.00
copy	Principles of Marketing w/DVD 2e by eLearning, c.2018	2✓	5,800.00
copy	Retailing Management, 10e by Levy, c.2019	4✓	4,700.00
Total This Page			P 2,446,920.00
I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.			
Conforme:	Very Truly Yours:		
 Signature over Printed Name of Supplier Date: 01/09/2019		 DR. MA. EUGENIA M. YANGCO Authorized Official	
Funds Available:	OR / BUR No.: _____		
	Amount : _____		
Rizal Technological University	Revision: 0	Effectivity: September 1, 2015	



RTU-ADM-SPO-F-016

CONTROL NO.: 2020-12-066

**PURCHASE ORDER**  
RIZAL TECHNOLOGICAL UNIVERSITY

(Agency)

Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.	P.O. No.:	SPO-PO-2020-12-066
Address :	1239 Instruction St., Brgy. 514, Zone 51 Sampaloc, Manila	Date:	December 28, 2020
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034	Mode of Procurement:	Competitive Bidding

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

120 Calendar Days Upon

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
			Total Forwarded	P	
PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)					
		Accounting			
	copy	Corporate Finance: The Basics by Terence CM Tse (latest ed.)	4	2,200.00	8,800.00
	copy	M: Finance 4e, by Millon, Comett (latest ed.)	4	4,800.00	19,200.00
	copy	The Financial Advisor's Success Manual: How Structure and Grow your Financial Service Practice by David Leo and Craig, Cmiel (latest ed.)	2	3,700.00	14,800.00
	copy	Management			
	copy	Green Supply Chain Management: A Concise Introduction by Sarkis (latest ed.)	4	4,600.00	18,400.00
	copy	Inventory Management by Choudhary (latest ed.)	12	4,400.00	52,800.00
	copy	Logistics Management by Miller (latest ed.)	12	3,400.00	40,800.00
	copy	Mastering Import & Export Management w/ DVD 2e by 3G eLearning (latest ed.)	2	5,300.00	21,200.00
	copy	Project Management Professional Practice Exam (PMP) by Haner (latest ed.)	4	3,500.00	14,000.00
	copy	Purchasing & Supply Chain Management with DVD by 3G eLearning (latest ed.)	✓	3,800.00	15,200.00
	copy	Organizational Risk Management and Sustainability A Practical Step-by-step by Projasek (latest ed.)	✓	6,200.00	24,800.00
			Total This Page	P	2,676,920.00

I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

Very Truly Yours,

DR. MA. EUGENIA M. YANGCO  
Authorized Official

Signature over Printed Name of Supplier

Date

Funds Available:

ROWELL C. MARASIGAN  
OIC, Accounting Office

OR / BUR No.:

Amount :

Rizal Technological University

Revision: 0

Effectivity: September 1, 2015



RTU-ADM-SPO-F-016

CONTROL NO.: 2020-12-066

**PURCHASE ORDER**  
RIZAL TECHNOLOGICAL UNIVERSITY  
(Agency)

Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.	P.O. No.:	SPO-PO-2020-12-066
Address :	1239 Instrucion St., Brgy. 514, Zone 51 Sampaloc, Manila	Date:	December 28, 2020
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034	Mode of Procurement:	Competitive Bidding

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

120 Calendar Days Upon

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)					
		Accounting	Total Forwarded	P	2,676,920.00
	copy	Theory Financial Accounting by C. Valix, c.2018	12✓	449.00	5,388.00
	copy	Accounting for Decision Making and Control, 9e by Zimmerman, c.2017	4✓	4,400.00	17,600.00
	copy	Accounting Information Systems, 2e by Richardson c.2018	4✓	3,600.00	14,400.00
	copy	Advanced Financial Accounting, 12e by Christensen, c.2019	4✓	5,100.00	20,400.00
	copy	Auditing & Assurance Services, 7e by Louwers,c.2018	4✓	6,100.00	24,400.00
	copy	Corporate Fraud Handbook: Prevention and 'Se, by Wells, c.2017	3✓	7,200.00	28,800.00
	copy	Derivatives by Pirie, c.2017	4✓	8,400.00	33,600.00
	copy	Fundamental Financial Accounting: Concepts, 10e by Edmonds, c.2019	4✓	4,600.00	18,400.00
	copy	Fundamentals of Advanced Accounting , 7e by Hoyle, c.2018	4✓	4,400.00	17,600.00
	copy	Principles of Auditing & Other Assurance Services, 21e by Whittington, c.2019	4✓	5,300.00	21,200.00
	copy	The Financial Advisor's Success Manual: How Structure and Grow your Financial Services Practice by Leo, c.2018	4✓	3,800.00	15,200.00
			Total This Page	P	2,893,908.00

I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

Very Truly Yours:

DR. MA. EUGENIA M. YANGCO  
Authorized Official

Signature over Printed Name of Supplier	OR / BUR No.:
 ROWELL C. MARASIGAN OIC, Accounting Office	Amount :

Funds Available:

Rizal Technological University

Revision: 0

Effectivity: September 1, 2015



RTU-ADM-SPO-F-016		CONTROL NO.: 2020-12-066			
<b>PURCHASE ORDER</b> RIZAL TECHNOLOGICAL UNIVERSITY (Agency)					
Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.	P.O. No.:	SPO-PO-2020-12-066		
Address :	1239 Instrucion St., Brgy. 514, Zone 51	Date:	December 28, 2020		
TIN:	Sampaloc, Manila	Mode of Procurement:	Competitive Bidding		
Gentlemen:	Please furnish this office the following articles subject to the terms and conditions contained herein: <b>120 Calendar Days Upon Acknowledgement of P.O.</b>				
Place of Delivery:	Rizal Technological University	Delivery Term:	Acknowledgement of P.O.		
Date of Delivery:		Payment Term:	Check/30 Days Upon Approval of Inspection Report		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
<i>PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)</i>					
		Accounting		Total Forwarded	P 2,893,908.00
	copy	Theory, Practice and Technique in Bookkeeping, Accounting and Auditing by 3G eLearning, c.2017	4	3,800.00	15,200.00
	copy	Wiley Gaap 2018: Interpretation and Application of Generally Accepted Accounting Principles by Filiod, c.2018	4	9,400.00	37,600.00
	copy	Wiley Not-For-Profit GAAP 2016: Interpretation and Application of Generally Accepted Accounting Principles for Not-For-Profit Organizations, by Larkin, c.2016	4	7,700.00	30,800.00
	copy	Political Science	2	4,700.00	9,400.00
	copy	Sociology, 42e, c.2014 by Finsterbusch	2	4,900.00	9,800.00
	copy	Essential Concepts in Sociology, 2e by Giddens, c.2017	2	4,300.00	8,600.00
	copy	Experience Sociology, 3e by Croteau, c.2018	2	8,000.00	16,000.00
	copy	Handbook of the Sociology of Death, Grief, and Bereavement: A Guide to Theory and Practice by Thompson, c.2017	2	7,300.00	14,600.00
	copy	Sociology, 7e by Farley, c.2018	2	1,800.00	3,600.00
	copy	Ethics the Basics, 2e by Mizzoni, c.2017	2	4,100.00	8,200.00
				Total This Page	P 3,047,708.00
I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.					
Conforme:	<i>Julita M. Condeza</i>		Very Truly Yours:		
	Signature over Printed Name of Supplier		<i>DR. MA. EUGENIA M. YANGCO</i>		
	Date		Authorized Official		
Funds Available:			OR / BUR No.:		
			Amount :		
Rizal Technological University			Revision: 0	Effectivity: September 1, 2015	



<b>PURCHASE ORDER</b>					
RIZAL TECHNOLOGICAL UNIVERSITY					
(Agency)					
Supplier:	FASTBOOKS EDUCATIONAL SUPPLY, INC.		P.O. No.:	SPO-PO-2020-12-066	
Address:	1239 Instrucion St., Brgy. 514, Zone 51 Sampaloc, Manila		Date:	December 26, 2020	
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034		Mode of Procurement:	Competitive Bidding	
Gentlemen:	Please furnish this office the following articles subject to the terms and conditions contained herein: <b>120 Calendar Days Upon</b>				
Place of Delivery:	Rizal Technological University		Delivery Term:	Acknowledgement of P.O.	
Date of Delivery:			Payment Term:	Check/30 Days Upon Approval of Inspection Report	
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
<i>PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)</i>					
		<b>Psychology</b>		<b>Total Forwarded</b>	P 3,047,708.00
	copy	Abnormal Psychology , 7e by Hoeksema c.2017	2 ✓	5,800.00	11,600.00
	copy	Abnormal Psychology: Clinical Perspective on Psychological Disorders, 8e by Krauss c.2017	2	4,400.00	8,800.00
	copy	Child Psychology with DVD by 3G eLearning,2017	2	3,800.00	7,600.00
	copy	Economic Psychology by Ranyard, c.2018	2	4,700.00	9,400.00
	copy	Guidance and Counselling with DVD by 3G eLearning, c.2017	2	3,800.00	7,600.00
		<b>Statistics</b>			
	copy	A Brief Version Elementary Statistics: A Step by Step Approach, 7e by Bluman c.2016	2 ✓	4,400.00	8,800.00
	copy	Basic Calculus with DVD by 3G eLearning, c.2018	2 ✓	3,800.00	7,600.00
	copy	College Algebra by Miller c.2014	2 ✓	12,600.00	25,200.00
	copy	Elementary Statistics: A Step by Step Approach, 10e by Bluman c.2018	2 ✓	4,700.00	9,400.00
	copy	General Physics 2 with DVD by 3G eLearning c.2017	2 ✓	3,900.00	7,800.00
	copy	General Mathematics by 3G eLearning, c.2018	2 ✓	3,800.00	7,600.00
		<b>Social Science</b>			
	copy	Collection on Education: Higher Education Administration by 3G eLearning, c.2017	2 ✓	5,800.00	11,600.00
	copy	Collection on Education: Research in Education by 3G eLearning	2 ✓	5,800.00	11,600.00
				<b>Total This Page</b>	P 3,182,308.00
I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (10%) of one percent for every day of delay shall be imposed.					
Conforme:	<i>Jalita M. Arellano</i>			Very Truly Yours,	
	Signature over Printed Name of Supplier			<i>DR. MA. EUGENIA M. YANGCO</i>	
	Date			Authorized Official	
Funds Available:				OR / BUR No.:	
				Amount :	
Rizal Technological University					
Revision: 0					
Effectivity: September 1, 2015					



RTU-ADM-SPO-F-016

CONTROL NO.: 2020-12-066

**PURCHASE ORDER**  
RIZAL TECHNOLOGICAL UNIVERSITY

(Agency)

Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.	P.O. No.:	SPO-PO-2020-12-066
Address :	1239 Instrucción St., Brgy. 514, Zone 51 Sampaloc, Manila	Date:	December 28, 2020
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034	Mode of Procurement:	Competitive Bidding

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

120 Calendar Days Upon

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
			Total Forwarded	P	3,182,308.00
<i>PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)</i>					
	copy	Social Science Education & Philosophy: An Introduction by Allen, c.2017	2✓	2,700.00	5,400.00
	copy	Learning Assessment Techniques w/ DVD by 3G eLearning, c.2017	2✓	3,800.00	7,600.00
	copy	Research Methods in Education: Integrating Diversity with Quantitative Approaches by 3G eLearning	2✓	5,800.00	11,600.00
	copy	Research Methods: The Basics by Wallman, c.2018	2✓	2,000.00	4,000.00
	copy	The Courage to Teach: Exploring the Inner Landscape of a Teacher's Life, 20th aniv. Ed. by Palmer, c.2017	2✓	2,500.00	5,000.00
	copy	Doing Research Applied Linguistics: Realities, Delmmas and Solutions, by McKinley, c.2017	2✓	3,500.00	7,000.00
	copy	Faces of English Education: Students, Teachers and Pedagogy by Wong, c.2017	2✓	3,300.00	6,600.00
	copy	An Applied Guide to Research Designs: Quantitative, Qualitative, and Mixed Methods, 2e by Edmonds, c.2017	2✓	6,400.00	12,800.00
	copy	Applied Multivariate Research: Design and Interpretation by Meyers, c.2017	2✓	13,300.00	26,600.00
	copy	Designing Research in Education: Concepts and Methodologies by Swain, c.2017	2✓	3,100.00	6,200.00
<i>Total This Page</i>				P	3,275,108.00

I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

Rowell C. Marasigan  
OIC, Accounting Office

Very Truly Yours:

DR. MA. EUGENIA M. VANGCO  
Authorized Official

Funds Available:

Rowell C. Marasigan  
OIC, Accounting Office

OR / BUR No.:

Amount :

Rizal Technological University

Revision: 0

Effectivity: September 1, 2015



RTU-ADM-SPO-F-016

CONTROL NO.: 2020-12-066

**PURCHASE ORDER**  
RIZAL TECHNOLOGICAL UNIVERSITY  
(Agency)

Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.	P.O. No.:	SPO-PO-2020-12-066
Address :	1239 Instrucion St., Brgy. 514, Zone 51 Sampaloc, Manila	Date:	December 28, 2020
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034	Mode of Procurement:	Competitive Bidding

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

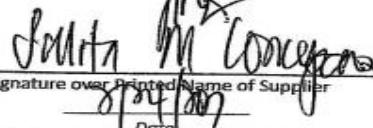
120 Calendar Days Upon

Place of Delivery:	Rizal Technological University	Delivery Term:	Acknowledgement of P.O.
Date of Delivery:		Payment Term:	Check/30 Days Upon Approval of Inspection Report

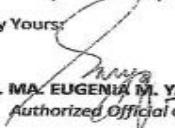
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)					
		Mathematics	Total Forwarded	P	3,275,108.00
	copy	SPSS Statistics for Data Analysis and Visualization by Mccormic c.2017	2 ✓	4,300.00	8,600.00
	copy	Statistics and Probability (Book with DVD) by 3G eLearning, c.2018	2 ✓	3,800.00	7,600.00
	copy	The Handbook of Bilingual and Multilingual Education by Wright, c.2017	2 ✓	5,100.00	10,200.00
	copy	Theory, Practice and Techniques in Environmental Science by 3G eLearning, c.2018	2 ✓	3,800.00	7,600.00
	copy	Theory, Practice and Techniques in Graphics and Multimedia by 3G eLearning, c.2018	2 ✓	3,800.00	7,600.00
	copy	Theory, Practice and Techniques in HTML and CSS by 3G eLearning, c.2018	2 ✓	3,800.00	7,600.00
		Filipino			
	copy	Florante at Laura Kritikal at interaktibong edisyon by Paolo Paculan, c.2017	2 ✓	489.00	978.00
	copy	Magandang Gabi Bayan Nation, Journalism Discourse and Television News in the Philippines by Estelle Marie Ladrido , c.2017	2 ✓	634.00	1,268.00
	copy	Pag mabilis na umalis baka di naman talaga at iba pang kuwento by Rolando Tolentino c.2017	2 ✓	299.00	598.00
			Total This Page	P	3,327,152.00

I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

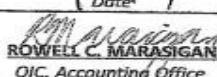
Conforme:

  
Signature over Printed Name of Supplier  
Date

Very Truly Yours:

  
DR. MA. EUGENIA M. YANGCO  
Authorized Official

Funds Available:

  
ROWELL C. MARASIGAN  
OIC, Accounting Office

OR / BUR No.:

Amount:

Rizal Technological University

Revision: 0

Effectivity: September 1, 2015



RTU-ADM-SPO-F-016

CONTROL NO.: 2020-iZ-066

**PURCHASE ORDER**  
RIZAL TECHNOLOGICAL UNIVERSITY  
(Agency)

Supplier :	FASTBOOKS EDUCATIONAL SUPPLY, INC.	P.O. No.:	SPO-PO-2020-12-066
Address :	1239 Instrucion St., Brgy. 514, Zone 51 Sampaloc, Manila	Date:	December 28, 2020
TIN:	237-890-517-000 / Tel. no. 02-7431547 ; 09178993034	Mode of Procurement:	Competitive Bidding

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

120 Calendar Days Upon

Stock No.	Unit	Description	Quantity	Unit Cost	Amount	Total Forwarded
						P
		PhilGEPS RFQ No. 7258380; P.R. # 2020-01-010 / University Library / CAF # 2020-01-007 (F164)				3,327,152.00
		Filipino				
copy		3 Baybayin Studies by Ramon Guillermo et al. c.2017	2✓	299.00	598.00	
copy		Philippine Modernities Music, Performing Arts and Language 1880 to 1941 by Jose S. Buenconsejo c.2017	2✓	1,199.00	2,398.00	
copy		Sapantaha Kalipunan ng mga Maitidng Kuwentong Spekulatibo at Imahinatibo, by Luna Sicat Cleto and Rolando Tolentino, c.2017	2✓	549.00	1,098.00	
copy		Balanakon Suguidanon (Epics) of Panay Book by Alicia Magos and Anna Razel Ramirez c.2017	2✓	599.00	1,198.00	
copy		Suri Peg-arok sa Likhang Panitik: Probing the Literary Text by Bienvenido Lumbera, c.2017	2✓	649.00	1,298.00	
copy		KOLAB Koleksyon ng mga Dulay by UZ Elserio, Maynard Manansala and Chuckberry Pascual, c.2018	2✓	549.00	1,098.00	
copy		Na Kung Saan: Kapisasong Kritika Mahigit Isang Dekada by Teo Marasigan, c.2018	2✓	599.00	1,198.00	
		Mathematics				
copy		Abstract Algebra: An Introduction to Groups, Rings and Fields by Clive Reis (latest ed)	4	6,500.00	26,000.00	
copy		Anthropology: Appreciating Human Diversity by Conrad Lottak	4✓	4,000.00	16,000.00	
copy		Human Geography by Mark Bjelland, Daniel Montello, Jerome Fellmann, Arthur Getis and Judith Getis	4✓	6,100.00	24,400.00	
						GRAND TOTAL
						P 3,402,438.00

(Total Amount in Words) Three Million Four Hundred Two Thousand Four Hundred Thirty Eight Pesos &amp; 00/100 Only

I hereby agree with the terms and conditions stated in this Purchase Order. Delivered goods shall be subject for inspection and acceptance as a requirement for payment. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) or one percent for every day of delay shall be imposed.

Conforme:

*Mith M. Confero*  
Signature over Printed Name of Supplier

Very Truly Yours:

*J. Yangco*  
DR. MA. EUGENIA M. YANGCO  
Authorized Official

Funds Available:

*R. Marasigan*  
ROWELL C. MARASIGAN  
OIC, Accounting Office

OR / BUR No.:  
Amount : P 3,402,438.00

Rizal Technological University

Revision: 0

Effectivity: September 1, 2015



RECOMMENDATIONS/ REMARKS	ACTION TAKEN BY HOST	% OF COMPLIA NCE	EVIDENCES OF COMPLIANCE
6. Statistics of frequently borrowed library materials, library users, and other statistical data of library services have to be prepared, posted and presented in graph.	<ul style="list-style-type: none"> <li>• University Librarian required submission of monthly accomplishment report</li> </ul>	100%	Accomplishment Reports



# 2020 Annual Report

RIZAL TECHNOLOGICAL UNIVERSITY  
Boni Ave., Mandaluyong City

## ANNUAL REPORT 2020

UNIVERSITY LEARNING RESOURCE CENTER

Received by [Signature]  
18 JAN 2021  
8:41



## OVERVIEW

DESPITE THE PANDEMIC, THE UNIVERSITY LEARNING RESOURCE CENTER HAS NEVER STOPPED ITS SERVICES AND CONTINUED TO SUPPORT THE INFORMATION NEEDS OF THE RTU COMMUNITY THROUGH ONLINE SERVICES.

- 01 READERS SERVICES**
- 02 TECHNICAL SERVICES**
- 03 OTHER LIBRARY TASKS**
- 04 LIBRARY ACTIVITIES**
- 05 ULRC WEBPAGE**
- 06 ULRC FACEBOOK PAGES**
- 07 ULRC EMAIL**
- 08 INFORMATION LITERACY AND NEWSLETTER**
- 09 FREE E-RESOURCES**
- 10 STAFF DEVELOPMENT**
- 11 LIBRARY ORIENTATION**
- 12 LIBRARY MEETING**
- 13 PHILIPPINE eLIB**



## 01 READERS SERVICES

**Table 1 Readers Services**

ACTIVITIES	JAN-MAR 2020
Readers Services	
1. Readers Use of Facilities	
a. College/Graduate Students	16, 067
b. Faculty members/Administrative Staff	86
2. Readers book loaned/circulated	
a. College/Graduate Students	2263
b. Faculty members/Admin. Staff	12
3. Information Searched	
a. Reference book	2274
b. Internet sources	820
c. Newspaper	319
d. Clippings	29
e. Magazines	157
4. Readers Advisory	
a. Issued referral letter to RTU researchers	37
b. Received researchers from other libraries	19

Table 1 shows that there are 16, 067 college/graduate students and 86 faculty members who used the facilities. There are 2,263 books loaned/circulated by college/graduate students and 12 books loaned/circulated to faculty members and administrative staff. The 2,274 information searched by clients are from reference book, 820 from internet sources, 319 from newspaper, 29 from clippings, and 157 from magazines. The readers advisory consists of 37 issued referral letter to RTU researchers and 19 received visitors/researchers from other libraries.

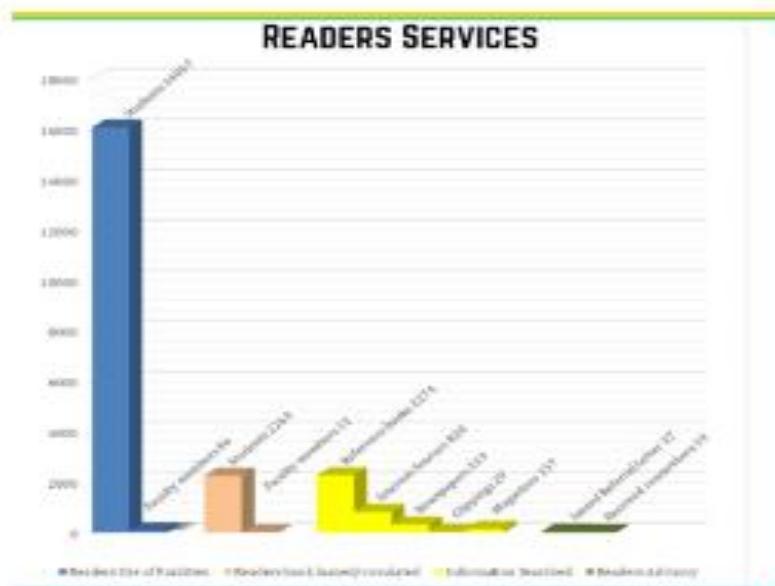
**FIGURE 1 READERS SERVICES**

Figure 1 shows that number of students who used the facilities is higher than the faculty members who used the facilities. The number of books loaned and circulated to students is higher than the number of books loaned and circulated to faculty members. The Information searched were mostly from reference books, followed by Internet sources, then newspapers, next is clippings and the least is from magazines. The number of Issued referral letter to RTU researchers is higher than the received researchers.



## 02 TECHNICAL SERVICES

**Table 2 Technical Services**

ACTIVITIES	JAN-MAR 2020
II. Technical Services	
1. Acquisition Section	
1.1 Book acquired	
a. Purchased	0
b. Donation	65
1.2 Journal acquired	0
1.3 Thesis acquired	0
1.4 Books accessioned/recorded	13
1.5 Subscribed newspaper	80
2. Cataloguing section	
2.1 Book catalogued	0
2.2 Provided book cards/borrowers card	142
2.3 Labelled books	131
2.4 Covered books with plastic	93
2.5 Pasted book pockets	91
2.6 Mended worn out books	10
2.7 Stamped ownership of books	117
2.8 Sorted cards	0
2.9 Filed catalog cards	0
2.10 Typed list of books	76
2.11 Cut-out clippings by subjects	5

Table 2 shows that on acquisition section there are no books purchased and 65 books acquired through donation. There are no journals and theses acquired. There are 13 books accessioned or recorded and 80 subscribed newspapers. On the cataloguing section, there are no books catalogued, 142 provided book cards/borrowers card, 131 labelled books, 93 books covered with plastic, 91 pasted book pockets, 10 mended worn out books, 117 books stamped with ownership, no sorted cards, no filed card catalogs, and 5 cut out clippings by subjects.



## 03 OTHER LIBRARY TASKS

**Table 3 Other Library Tasks**

ACTIVITIES	JAN-MAR 2020
1. Signed clearance	
a. Students	3501
b. Faculty members/Adm.Staff	142
2. Validated library cards/registration form	7309
3. Cut-out clippings	5
4. Filed records in the vertical file	189
5. Recorded borrowed books by Faculty members & Adm. Staff	12
6. Returned books by faculty members & Adm. Staff	24

Table 3 shows that there are 3501 signed clearances of students and 142 signed clearances of faculty members. There are 7309 validated library cards/registration forms, 5 cut-out clippings, 189 filed records in the vertical file, 12 recorded borrowed books by faculty members and administrative staff, and 24 returned books by faculty members and administrative staff.



## 04 ULRC ACTIVITIES

### POST EVALUATION AACUP LEVEL IV PHASE I MEETING

The meeting was conducted at the Conference Room 10th Floor TED SNAGAH, January 8, 2020, Wednesday, 2:00pm

### SEEKING FINANCIAL SUPPORT FOR ULRC

Submitted a request letter addressed to the VP PRES thru Dr. Emmele T. Ribaya, Head GAD, seeking financial support for ULRC dated January 7, 2020 at the office of GAD.

### PROPOSED E-BOOKS/E-JOURNALS DATABASES (CE-LOGIC)

Submitted a letter for the proposed E-books/E-journals database of C.E Logic Inc. dated January 10, 2020 at the QVPSS.

### SPECIAL TASKS MEMBERS FOR IT TECHNO HUB SMART UNIVERSITY PROJECT

Special Tasks members of the Core Committee and Technical Working Committee for the IT Techno Hub Smart University Project, January 12, 2020.

Technical Working Teams

Carina T. De Guzman –

Team A :Project Component No. 1 Campus Management System

Ruth Ann Velasco – Team D :

Team D :Project Component 13 to 17 E-Lab, Laptop, Interactive Boards, ICT Hubs, Collaboration Tools (Software)



## MEETING AND ORIENTATION FORUM ON THE SOP FOR REQUISITION OF GOOD AND SERVICES

Attended the meeting orientation forum on the SOP for requisition of good and services held at the Blue Room, January 16, 2019, 1:30pm.

## PROCUREMENT OF BOOKS FOR 2020

Submitted Procurement of Books for 2020 with an amount of P 5,000,000.00 for both of the Boni and Pasig campus dated January 16, 2020.

## PROCUREMENT OF E-BOOKS/E-JOURNALS DATABASES

Submitted Procurement of E-books/E-journals databases dated January 21, 2020.

## PROFESSIONAL BOOKS AND JOURNALS RECOMMENDATION OF COLLEGE DEANS

Distributed letter addressed to the Deans of the Colleges to submit the needed specific professional books and journals based on the recommendations for accreditation by the CHED-ROUAT NCR Monitoring and Evaluation Team dated January 28, 2020.

## USAGE REPORT ON DISABILITY CORNER

Submitted Usage Report on the Disability Corner in the LHS Library for October, November and December 2019 thru email dated February 5, 2020.



## 05 ULRC WEBPAGE

The library staff are managing the ULRC webpage to connect with library clients remotely. The webpage contains information about the library and the staff, services, contact information and resources.

**WEBPAGE LINK:**

[sites.google.com/rtu.edu.ph/rtu-ulrc/](https://sites.google.com/rtu.edu.ph/rtu-ulrc/)





## 06 ULRC FACEBOOK PAGES

The ULRC has 3 Facebook pages managed by the library staff: RTU Learning Resource Center 2020, RTU Library on the Go and RTU ULRC Young Adult Literature.

These facebook pages enables library staff to connect to the RTU community easily and provide their several information needs.





## 07 ULRC EMAIL

The RTU community can connect with the library staff and send their queries through the ULRC email [ulrc@mail.rtu.edu.ph](mailto:ulrc@mail.rtu.edu.ph)





## 08 INFORMATION LITERACY

The library staff posts information literacy topics to webpage and Facebook pages relevant to library clients need in this new normal.

The library staff posted newsletter issue for January to June 2020 at the ULRC webpage.

The screenshot shows the ULRC website with the following content:

- REZAL TECHNOLOGICAL UNIVERSITY**  
University Library Resource Center  
(+63 2) 851 4444 ext. 2111/2222
- REZAL TECHNOLOGICAL UNIVERSITY ALMOST COVID-19**
  - Information on the new normal operation mode of ULRC due to COVID-19. It includes a video titled "REZAL LIBRARY ALMOST COVID-19" and a link to "View more details".
  - REZAL LIBRARY PLACE PREPARATION GUIDE**
    - Planning the Plan**
      - 1. Set clear learning priorities and outcomes
      - 2. Determine target audience and user needs
      - 3. Develop a plan for resource selection, allocation, and procurement
      - 4. Define roles and responsibilities
      - 5. Set a timeline for completion and review
      - 6. Establish communication channels and reporting mechanisms
    - What to Plan**
      - 1. Identify the institution's mission and vision statement
      - 2. Identify user needs and user profile
      - 3. Define learning priorities and outcomes
      - 4. Determine target audience and user needs
      - 5. Identify available resources and budget constraints
      - 6. Establish communication channels and reporting mechanisms
    - Writing the Work Plan**
      - 1. Set clear learning priorities and outcomes
      - 2. Identify target audience and user needs
      - 3. Develop a plan for resource selection, allocation, and procurement
      - 4. Define roles and responsibilities
      - 5. Set a timeline for completion and review
      - 6. Establish communication channels and reporting mechanisms
    - Activity Learning Plan**
      - 1. Set clear learning priorities and outcomes
  - NEWLY HIRRED LIBRARIANS**
    - Mr. Alfonso M. Almario, ML Librarian
    - Ms. Angelica P. Tiongson, ML Librarian
    - Mr. Mariano E. Gavino, ML Librarian
    - Mr. Romeo C. Gavino, ML Librarian
  - Mr. Alfonso M. Almario, ML Librarian**
  - Ms. Angelica P. Tiongson, ML Librarian**
  - Mr. Mariano E. Gavino, ML Librarian**
  - Mr. Romeo C. Gavino, ML Librarian**



## 09 FREE E-RESOURCES

The library staff posts to library facebook pages and webpages list of free downloadable e-resources suited to the curricular needs of the clients.

A screenshot of a website for the Library Resource Center (LRC) of Rizal Technological University. The page has a dark blue header with the university's logo and navigation links for Home, About, Services, Contact, Resources, and a search bar. Below the header is a large teal button labeled "Download Resources". Underneath is a section titled "Please choose your Designated Course Program" with several buttons for different resource types:

- RTU-LRC -CSAT Resources
- RTU-LRC -CSD-BD Resources
- RTU-LRC -CBT Resources
- RTU-LRC -CSD-UG Resources
- RTU-LRC -CA Resources
- RTU-LRC -IPE Resources
- RTU-LRC -CDI Resources
- RTU-LRC -Graduated Resources

At the bottom of the page, there is a copyright notice: "Copyright 2018 All rights reserved RTU Library Resource Center".



## 10 STAFF DEVELOPMENT

The library staff attended webinars to gain new knowledge and expertise necessary in the transition to the new normal.

### DECEMBER 2020

Library Staff	Webinar Program	Sponsored	Date of Completion
De Guzman, Carina	Transforming Communities: Training Library Staff for Community Engagement	PAARL	December 16, 2020
De Guzman, Carina Caulan, Bobby	Library Personnel's Knowledge on the Phases of Disaster Management Plan	NOLA, PLAI, NILR, and CE Logic	December 1, 2020
De Guzman, Carina Alemaria, Marivic Caulan, Bobby	Faculty and Librarian Partnership: New Directions for Teaching and Learning	Wiley, Networked Learning PH, Inc., and PLAI Inc.	December 1, 2020

### NOVEMBER 2020

Library Staff	Webinar Program	Sponsored	Date of Completion
Velasco, Ruth Ann	The Science Behind Preservation and Conservation of Archival Records	UPHS – MUS	November 28, 2020
De Guzman, Carina	Outside the Box: School Library Services for ODL Webinars	DLSULRC ODL	November 26, 2020
De Guzman, Carina	Fostering Wellness and Positive Relationship in the Digital Environment	De La Salle University	November 25, 2020
De Guzman, Carina	Librarian as Catalyst in the New Normal Environment: Changes, Reforms and Transformation	National Library of the Philippines	November 24, 2020
De Guzman, Carina Caulan, Bobby Fresnido, Hatchelyn	Revive! 2020: The UPHSI-MIIS Webinar on LIS Practice	UPHSI -MIIS	November 21, 2020
De Guzman, Carina Velasco, Ruth Ann	Philippine Libraries and their roles in the United Nations Sustainable Development Goals	National Library of the Philippines and ALA	November 20, 2020
Avila, Anne Geraldine Nihot, Michelle	R.I.S.E Up in the New Normal: Redefining Inclusive School Environment	University of Assumption (UAFIPP)	November 20, 2020



<b>Cauilan, Bobby</b>			
<b>Avila, Anne Geraldine</b>	Straight from our Stakeholders: Sketching the Ideal Academic Law Library for this Pandemic and Beyond	Network of Academic Law Librarians, Inc. (NALL)	November 19, 2020
<b>Bibat, Michelle</b>			
<b>De Guzman, Carina</b>			
<b>Fresnido, Harchelyn</b>	Retooling: Engagement for Advancement in Library Services (REALS)	PGL and CE Logic	November 18, 2020
<b>Velasco, Ruth Ann</b>			
<b>Fresnido, Harchelyn</b>	Improving Library Services Using Google Collaboration Tools	DOST-STII	November 11, 2020
<b>Fresnido, Harchelyn</b>	Gender Sensitivity and Awareness for Librarians	DOST-STII	November 11, 2020
<b>Fresnido, Harchelyn</b>	Do You Want to Build an Archives? An Introduction to Core Archival Functions	DOST-STII	November 11, 2020
<b>De Guzman, Carina</b>			
<b>Avila, Anne Geraldine</b>	Innovative Insights and Humanizing Library Services in the New Normal	Nueva Ecija Librarians Association, Inc. (NELAI)	November 6, 2020
<b>Bibat, Michelle</b>			
<b>Cauilan, Bobby</b>			
<b>Fresnido, Harchelyn</b>			
<b>Velasco, Ruth Ann</b>			
<b>Alemania, Marivic</b>			
<b>Avila, Anne Geraldine</b>	Libraries Relevance: Will Librarians Survive Digital Transformation?	University of Assumption (UAFLIPP)	November 6, 2020
<b>Bibat, Michelle</b>			
<b>Fresnido, Harchelyn</b>			
<b>Hernandez, Arcely</b>			
<b>Velasco, Ruth Ann</b>			
<b>Avila, Anne Geraldine</b>			
<b>Bibat, Michelle</b>	Protocols: Libraries of the New Normal	National Library of the Philippines (NLP) and National Commission for Culture and the Arts (NCCA)	November 4, 2020
<b>Fresnido, Harchelyn</b>			
<b>Velasco, Ruth Ann</b>			

## OCTOBER 2020

Library Staff	Webinar Program	Sponsored	Date of Completion
<b>De Guzman, Carina</b>	Paghilom at Pag-asa sa Panahon ng Pandemya: A Webinar Workshop on Bibliotherapy	PLAI-Zampen and REGALO	October 30, 2020
<b>Velasco, Ruth Ann</b>			
<b>De Guzman, Carina</b>			
<b>Avila, Anne Geraldine</b>			
<b>Bibat, Michelle</b>			
<b>Cauilan, Bobby</b>			
<b>Fresnido, Harchelyn</b>			
<b>Treino, Angelita</b>			
<b>Velasco, Ruth Ann</b>			



Library Staff	Webinar Program	Sponsored	Date of Completion
<b>De Guzman, Carina Alementa, Marivic Avila, Anne Geraldine Bibat, Michelle Velasco, Ruth Ann</b>	The Rise of Cybercrime: Tips for Library Staff and Library Users	Quezon City Public Library (QCPL) Readers Services Division	October 26, 2020
<b>Alementa, Marivic Avila, Anne Geraldine Velasco, Ruth Ann</b>	Free e-Resources for Online Learning	National Library of the Philippines and DOST-STII	October 23, 2020
<b>Avila, Anne Geraldine Bibat, Michelle Velasco, Ruth Ann</b>	Legal Research for Law Librarians	Network of Academic Law Librarians, Inc. (NALL)	October 22, 2020
<b>Velasco, Ruth Ann</b>	2020 Freedom of Information (FOI) Webinar for Librarians	Presidential Communications Operations Office Freedom of Information Project Management Office	October 18, 2020
<b>De Guzman, Carina Avila, Anne Geraldine Bibat, Michelle Velasco, Ruth Ann</b>	Tama Usap Tayo: Mental Health Matters Talk	Rizal Technological University	October 14, 2020
<b>De Guzman, Carina Alementa, Marivic Avila, Anne Geraldine Bibat, Michelle Velasco, Ruth Ann</b>	Distress or De-stress? A Talk on How to Take Care of Oneself During Tough Times	Quezon City Public Library (QCPL) Readers Services Division	October 10, 2020
<b>Velasco, Ruth Ann</b>	Libraries Transitioning from New Normal to Normal – Cloud, Library Assist, checkout and content	Biblioteca	October 8, 2020
<b>Velasco, Ruth Ann</b>	Getting (Through) this Together: A Community-Based Archival Collaboration	American Library Association	October 7, 2020
<b>De Guzman, Carina Avila, Anne Geraldine</b>	Librarians Tips and Tricks on How to Survive on this Pandemic	PLAI-IRLC and CE-Logic, Inc.	October 1, 2020
<b>Velasco, Ruth Ann</b>	Keeping Memories: Handling, Care, and Preservation of photographs	PLAI and NCRLC	October 1, 2020



## SEPTEMBER 2020

Library Staff	Webinar Program	Sponsored	Date of Completion
<b>Velasco, Ruth Ann</b>	The Shift to Online -Based Education: How Libraries can Support Faculty and Students Adapt to Online Learning	PAARI and Ed. Ibris	September 30, 2020
<b>De Guzman, Carina</b> <b>Alemania, Marivic</b> <b>Avila, Anne Geraldine</b> <b>Nibat, Michelle</b> <b>Coulian, Bobby</b> <b>Fresnido, Harchelyn</b> <b>Trocino, Angelita</b> <b>Velasco, Ruth Ann</b>	Design Thinking for Librarian Approaches to Problem Solving in Time of Pandemic and Beyond	ASLP and Regalo Touching Lives	September 26, 2020
<b>Velasco, Ruth Ann</b>	Maximizing the Capabilities of Koha In Communicating with Clients	ABCL and EBSCO	September 26, 2020
<b>Velasco, Ruth Ann</b>	Librarian's ToolBox: A Training – Workshop on Online Tools for Librarians	OPNU-LISAA, Inc.	September 24-25, 2020
<b>Velasco, Ruth Ann</b>	Transformation: Information Professional as Instructional Leaders	UP Library Science Alumni Association, Inc. and Regalo Touching Lives	September 19, 2020
<b>De Guzman, Carina</b> <b>Alemania, Marivic</b> <b>Avila, Anne Geraldine</b> <b>Coulian, Bobby</b> <b>Trocino, Angelita</b> <b>Velasco, Ruth Ann</b>	Online Library Help: Best Practices In Digital Reference Services	NOCLA with PLAI-NIRLC and REGALO	September 18, 2020
<b>Trocino, Angelita</b> <b>Velasco, Ruth Ann</b>	Library Service Amidst Pandemic: An International Benchmarking Pandemic Webinar for LRC Practitioners	San Pedro College- Learning Resource Center Internationalization and Linkages Office	September 18, 2020
<b>De Guzman, Carina</b> <b>Alemania, Marivic</b>	PAARI NFT Digital Library Exploring Possibilities in the New Normal	PAARI and QDII O	September 16, 2020
<b>De Guzman, Carina</b> <b>Alemania, Marivic</b> <b>Avila, Anne Geraldine</b> <b>Nibat, Michelle</b> <b>Coulian, Bobby</b>	Remote Learning Resources & Guidelines of Libraries in the New Normal	PLAI-EVRLC and REGALO	September 14, 2020
<b>Fresnido, Harchelyn</b>	Paradigm Shift Towards Online Libraries during Pandemic	New Age Int'l Publisher and Elb 4U	September 12, 2020



<b>De Guzman, Carina</b> <b>Avila, Anne Geraldine</b> <b>Sibat, Michelle</b> <b>Caulan, Bobby</b> <b>Velasco, Ruth Ann</b>	Online Library: Curating Resources for Access	PLAI-CarRLC and REGALO	September 11, 2020
<b>Fresnido, Hatchelyn</b>	Quizon Librarians: Embracing the New Normal: Raising Mental Health Awareness and Delivering Library Services Amidst the Pandemic	PLAI and CE Logic	September 11, 2020
<b>Martinez, Odette Marie</b>	Introduction to Programmable Logic Controllers	Matrix Industry Research and Development Center (DOST)	September 9, 2020
<b>De Guzman, Carina</b> <b>Alemanyia, Marivic</b> <b>Avila, Anne Geraldine</b> <b>Caulan, Bobby</b> <b>Tascino, Angelita</b> <b>Velasco, Ruth Ann</b>	Faculty and Librarians Collaboration: Why It Matters?	REGALO Touching Lives	September 4, 2020

## AUGUST 2020

Library Staff	Webinar Program	Sponsored	Date of Completion
<b>De Guzman, Carina</b> <b>Alemanyia, Marivic</b> <b>Avila, Anne Geraldine</b> <b>Caulan, Bobby</b> <b>Fresnido, Hatchelyn</b> <b>Velasco, Ruth Ann</b>	Librarian In Action	PLAI-Zamper and REGALO	August 28, 2020
<b>Velasco, Ruth Ann</b>	Work from Home: Successful Ways to Work Remotely	PAARL, OCILo, and FI SEMIFR	August 26, 2020
<b>De Guzman, Carina</b> <b>Velasco, Ruth Ann</b>	The Library at your Fingertips: Planning and Developing School Library Programs in the New Normal	PLAI and REGALO Touching Lives	August 15, 2020
<b>Velasco, Ruth Ann</b>	Library Leadership: Challenges and Opportunities in the Time of COVID-19 and Beyond	REGALO Touching Lives	August 13, 2020
<b>De Guzman, Carina</b> <b>Alemanyia, Marivic</b>	Library Leadership	REGALO Touching Lives	August 13, 2020
<b>Velasco, Ruth Ann</b>	Ins and Outs: The Future of Public Libraries in the New Normal	NLP and ALPS	August 7, 2020



## JULY 2020

Library Staff	Webinar Program	Sponsored	Date of Completion
<b>Martinez, Odette Marie</b>	Quality Assurance In Blended and Distance Learning	Rizal Technological University	July 31, 2020
<b>Jasmin, Mariza</b> <b>Harikamani, Arcely</b> <b>Martinez, Odette Marie</b>	Challenges and Issues in Flexible and Distance Learning	Rizal Technological University	July 31, 2020
<b>Harikamani, Arcely</b> <b>Martinez, Odette Marie</b>	Legal Issues in Flexible and Distance Learning on Cybersecurity	Rizal Technological University	July 30, 2020
<b>Harikamani, Arcely</b> <b>Martinez, Odette Marie</b>	Legal Issues in Flexible and Distance Learning on Copyright	Rizal Technological University	July 30, 2020
<b>Harikamani, Arcely</b> <b>Martinez, Odette Marie</b>	Creating and Managing Virtual Classroom using Moodle	Rizal Technological University	July 28, 2020
<b>Givera, Daniel</b> <b>Harikamani, Arcely</b> <b>Martinez, Odette Marie</b>	Re-designing Instructional and Learning Delivery through LMS & QER	Rizal Technological University	July 27, 2020
<b>Harikamani, Arcely</b> <b>Martinez, Odette Marie</b>	Developing Curriculum-Mapped Instructional Materials: Module for Flexible Learning	Rizal Technological University	July 24, 2020
<b>Harikamani, Arcely</b> <b>Martinez, Odette Marie</b>	Developing Curriculum-Mapped Instructional Materials: Module for Flexible Learning	Rizal Technological University	July 23, 2020
<b>Givera, Daniel</b> <b>Harikamani, Arcely</b>	Measuring and Assessing Learning Outcomes in Blended and Distance Learning	Rizal Technological University	July 22, 2020
<b>Harikamani, Arcely</b> <b>Martinez, Odette Marie</b>	Flexible Curriculum Design: OBE-Based Syllabus and Flexible Learning Packet Development	Rizal Technological University	July 21, 2020
<b>Harikamani, Arcely</b> <b>Martinez, Odette Marie</b>	Principles of Blended and Distance Learning	Rizal Technological University	July 20, 2020
<b>Fresnido, Hardelyn</b>	Use of e-Sources & Digital Learning: The Need of Time	Sant Tulsidas PG College Kadipur, Sultanpur (U.P.)	July 12, 2020
<b>Velasco, Ruth Ann</b>	Staying Connected: Communicating with Library Users Amid the Pandemic	PUPLSAA	July 4, 2020
<b>Fresnido, Hardelyn</b>	Library Services in the Post Covid-19 Period	Medical Library Association of India (MLAI)	July 4, 2020



## JUNE 2020

Library Staff	Webinar Program	Sponsored	Date of Completion
Fresnido, Harchelyn	Role of the Libraries in Encouraging Reading Habits	Readers Club International with Children's Literature Research Centre	June 30, 2020
Velasco, Ruth Ann	UbLife: Transform and Thrive During Pandemic	CE-Logic and MAHLAP	June 29, 2020
Fresnido, Harchelyn	Dealing Library Policy Guidelines Under the New Normal	PLAI-CILRC and REGALO	June 29, 2020
Cauilan, Bobby	Responding to New Normal Environment or Pandemic: Keeping your Staff, Patrons, & Facilities Safe	PLAI – NIRLC and CE-Logic	June 28, 2020
Fresnido, Harchelyn	Citation Management by Using Mendeley	Central Library, Bharathi Women's College (Autonomous)	June 27, 2020
Velasco, Ruth Ann	Responding to New Normal Environment or Pandemic: Keeping your Staff, Patrons, & Facilities Safe	PLAI and CE Logic	June 26, 2020
Fresnido, Harchelyn	National Digital Library of India: Transforming Education	Panjab University and National Digital Library of India, IIT Kharagpur	June 26, 2020
Velasco, Ruth Ann	Education in New Normal	C&E Publishing, Inc.	June 25, 2020
Velasco, Ruth Ann	Leading Libraries In Times of Crisis: Transforming Challenges to Opportunities	PAARL and EBSCO	June 24, 2020
Cauilan, Bobby	Competency Based e-Learning Material	C&E Publishing, Inc.	June 24, 2020
Alemania, Marivic Cauilan, Bobby	Transition to Blended Learning	C&E Publishing, Inc.	June 19, 2020
Fresnido, Harchelyn	Novel Strategies for a Novel Virus: Resilient Librarians During and Post Covid-19	Academic Libraries Information Network in Mindanao, Inc. (ALINET)	June 19, 2020
Fresnido, Harchelyn	Instructional Design Basics	C&E Publishing, Inc.	June 17, 2020
Fresnido, Harchelyn	A Modern, Open Source Library Services Platform Built to Support Emerging Workflows	EBSCO and FOLIO	June 16, 2020



<b>De Guzman, Carina</b> <b>Alemania, Marivic</b> <b>Fernando, Hanchelyn</b> <b>Trejo, Angelita</b> <b>Velasco, Ruth Ann</b>	Library Resiliency	NLP w/ ALPS and REGALO	June 11, 2020
<b>Alemania, Marivic</b>	Response to Covid-19: Perspective from Libraries	Jawatankuasa Ketua Pustakawan Universiti Awam Malaysia and Librarian IDPAS	June 9, 2020

**MAY 2020**

Library Staff	Webinar Program	Sponsored	Date of Completion
<b>Velasco, Ruth Ann</b>	Staying Agile, Staying Well: Work-Life Balance in the time of COVID-19	May 13, 2020	C&E Publishing, Inc.
<b>Velasco, Ruth Ann</b>	Digital Learning Primer: Preparations	May 1, 2020	C&E Publishing, Inc.
<b>Velasco, Ruth Ann</b>	Flattening the Curve is Not Enough: Preparing for the Pandemic's Impact	May 1, 2020	C&E Publishing, Inc.



## 11 LIBRARY ORIENTATION

The ULRC was represented by Ms. Arnelly Hartmann on the student orientation of different colleges. She discussed the library services which clients can avail in this new normal. She also promoted the library webpage and facebook page.





## 12 LIBRARY STAFF MEETING

MINUTES OF THE MEETING			
DATE/TIME/LOCATION: October 9, 2020/2:30PM-4:00PM/Via Google Meet			
ATTENDANCE			
<b>Present:</b> Mrs. Ruth Ann B. Velasco, Mrs. Gerardo R. Villaseca, Mrs. Edna G. Aleman, Mrs. Marivic B. Trocino, Mrs. Argalita E. Hartman, Mrs. Aracely L. Freccia, Mrs. Marchelyn E. Casiano, Mrs. Bobby D. Atilio, Mrs. Gerardo T. De Guzman, Mrs. Carina T.			
Atilio, Anna Geraldine S. Casiano, Bobby D. De Guzman, Carina T. Freccia, Anna Geraldine S. Hartman, Aracely L. Trocino, Argalita E.	Freccia, Anna Geraldine S. Hartman, Aracely L. Trocino, Argalita E.	Villaseca, Edna G. Velasco, Ruth Ann B. Aleman, Marivic B.	
Absent were: Kilay, Mrs. A.			
TOPIC/AGENDA	DISCUSSION	ACTION	PERSO/NAL RESPONSIBLE
1. Opening Prayer	❖ The prayer was lead by Bobby Casiano	❖ Prayer	❖ Bobby Casiano
2. Call to order	❖ The meeting was called to order at 2:30pm.	❖ Start of discussion	❖ Ms. Gerardo R. Villaseca
3. Agenda			
3.1 Accomplishment Reports	❖ The chair reminded all library staff to submit their monthly accomplishment reports whereas Ms. Ruth were assigned to compile all Accomplishment Reports and submit to the office of VPSL.	❖ The library staff are required to submit their monthly Accomplishment reports on the first week of the succeeding month. Subsequently, Quarterly Accomplishment Reports were already submitted to the office of VPSL.	❖ All library staff Ms. Ruth Ann B. Velasco/Gerardo R. Villaseca
3.2 PR Library Webpage	❖ The chair requested to continue monitor and promote the following Library Webpage As of October 9, 2020 the RTU Learning Resource Center 2020 has 253 likes, 230 followers, RTU Library On the Go 208 likes and 193 followers. Consequently, we are all reminded that when there's a student's inquiry, respond as soon as possible since we are all assign to the Library Webpage and under a Work from Home Arrangement.	❖ The chair asked the library staff to continue monitor and promote Library PR Webpage and keep an Active Online from Monday to Friday to cater the needs and demands of students.	❖ All Library staff



3.3 Staff Development Program	<ul style="list-style-type: none"> <li>❖ Mr. Carino encouraged everyone to attend free online trainings/seminars/workshops through online platforms.</li> </ul>	<ul style="list-style-type: none"> <li>❖ The chair advised all Library staff to submit a copy of Certificate Attended to Ms. Anne Artila for Accreditation purposes.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Ms. Anne Artila/ AL Library staff</li> </ul>
3.4 Project Proposal for Library Integrated System / LIS	<ul style="list-style-type: none"> <li>❖ Mr. Carino discussed the open web based library management systems the following are listed below and available online:           <ul style="list-style-type: none"> <li>✓ Koha</li> <li>✓ DSpace</li> <li>✓ DLAC</li> <li>✓ OpenSource</li> <li>✓ Invenio</li> <li>✓ PMIS</li> <li>✓ NewGenLib</li> <li>✓ GedSoft</li> <li>✓ BibliQ</li> </ul> </li> </ul> <p>Contents of the project proposal are as follows:</p> <ol style="list-style-type: none"> <li>I. Name of the Organization</li> <li>II. Project Title</li> <li>III. Project Description</li> <li>IV. Objectives of the Project</li> <li>V. Background</li> <li>VI. Time frame</li> <li>VII. Project work Plan</li> <li>VIII. Budget</li> <li>IX. Conclusion</li> </ol> <ul style="list-style-type: none"> <li>❖ The Chair requested all Library Staff to submit at least two different Library Integrated Systems which are applicable to the Library and assigned Mr. Bobby Cañan to compile the proposal of each staff regarding the Library Integrated System and submit to the Office of VPSL for recommendation and approval.</li> </ul>	<ul style="list-style-type: none"> <li>❖ The Library Staff suggested and mentioned other web based and open source systems and other Agency/publishers where it is available other Library Management systems like Biblioteca, Deering Collection, and RBC Smart Library for proposal and recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>❖ All Library Staff/ Bobby Cañan</li> </ul>
4. Advertisement	<ul style="list-style-type: none"> <li>❖ There are no matters to be discussed.</li> </ul>	<ul style="list-style-type: none"> <li>❖ The meeting was adjourned at 4:30pm in the afternoon.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Mrs. Carmela De Guzman</li> </ul>



## 13 PHILIPPINE e-LIB

THESIS	
Library Unit	Number of Titles
College of Engineering, Architecture and Technology Library	65
College of Business and Entrepreneurial Technology	57
College of Arts and Sciences Library	50
Graduate School Library	54
<b>TOTAL</b>	<b>226</b>

DISSERTATION	
Library Unit	Number of Titles
Graduate School Library	57
<b>TOTAL</b>	<b>57</b>

FEASIBILITY STUDY	
Library Unit	Number of Titles
College of Business and Entrepreneurial Technology	171
<b>TOTAL</b>	<b>171</b>

Table shows that there are 226 titles of theses, 57 titles of Dissertations, and 171 titles of Feasibility Studies converted into MARC Format and Uploaded to Philippine E-Lib.



## ULRC STAFF

### UNIVERSITY LIBRARIAN

Carina T. De Guzman

### COLLEGE OF BUSINESS AND ENTREPRENEURIAL TECHNOLOGY

Arcely Hariramani  
Daniel Givera  
Odette Marie Martinez

### COLLEGE OF EDUCATION

Anne Geraldine Avila  
Marlene Tapales

### COLLEGE OF ENGINEERING, ARCHITECTURE AND TECHNOLOGY

Angelita Trocino  
Marissa Juallo  
Eduardo Villanueva

### GRADUATE SCHOOL

Ruth Ann Velasco  
Eunice Bernadette Sison

### INSTITUTE OF PHYSICAL EDUCATION

Michelle Bilbat

### LABORATORY HIGH SCHOOL

Marivic Alemania

### PASIG CAMPUS

Bobby Cauileri  
Ma. Valentina Bulatao



## 1<sup>st</sup> Quarterly Report 2019 of ULRC

 DEPARTMENT OF LIBRARIES

April 11, 2019

**Dr. APHRIL A. ALCALDE**  
Vice President for Student Services

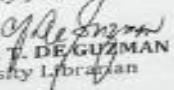
Dear Madame:

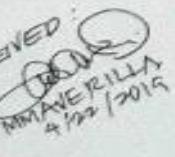
I hereby submit the First Quarter Accomplishment Report of the Library Department 2019.

Attached is the report made regarding the linkages between RTU Library, Kaban ng Hiyas Library and National Library of the Philippines.

Thank you.

Very truly yours,

  
**CARINA T. DE GUZMAN**  
University Librarian

RECEIVED :   
MAYAVERILLA  
4/12/2019



DEPARTMENT OF LIBRARIES

**First Quarter Accomplishment Reports  
January- March 2019**

- A. Accomplishment reports for January, February, and March, 2018 submitted to the OVP 88.
- B. Submitted the Library Department Annual Report for 2018 on March 1, 2018.
- C. Highlights of the Library Activities (First Quarter)

Activities I. Readers Services	Library Units								
	CEIT	GRAD.	CBET	CED	CA 8	IPE	LH 8	PCL	TOTAL
<b>1. Readers Use of Facilities</b>									
a. College Students	7973	460	13214	330	4800	236	270	1043	28326
b. Faculty members/Admin. Staff	5	10	58	128	9	3	6	45	264
<b>2. Readers book loaned/circulated</b>									
a. College Students		7	3	300	1,800	194	221	2605	5130
b. Faculty members/Admin. Staff				8		11	1	12	30
<b>3. Information Searched</b>									
a. Reference book				15	550	85	7	24	681
b. Internet sources			935	10	2550			710	4205
c. Newspaper	10				18	84		21	133
d. Clippings	50				5	80	3		138
e. Magazines				25	6			1	32
f. Journals				25	3	85		9	122
<b>4. Readers Advisory</b>									
a. Issued referral letter to RTU researchers		12		33	20	19			84
b. Received visitors-researchers fr. Other libraries		33	6		22	1			62



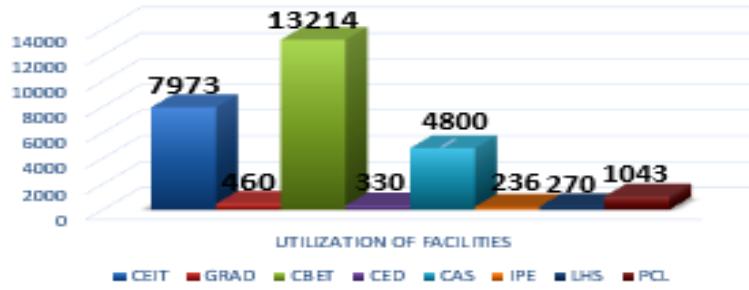
Activities II. Technical Services	Library Units								
	CEIT	GRAD.	CBET	CED	CA 8	IPE	LH 8	PCL	TOTAL
<b>1. Acquisition Section</b>									
1.1 Book acquired									
a. Purchased									
b. Donation			9	3	10			1	23
1.2 Journal acquired								3	3
1.3 Book accessioned/Recorded			9				72		81
1.4 Subscribed newspaper	45			20	9	83	2	6	165
<b>2. Cataloging section</b>									
2.1 Book cataloged		67					41		108
2.2 Provided book card/borrowers card		9			60	90	39	15	213
2.3 Labelled books		9			49	18	11		87
2.4 Covered books with plastic		9	15	50	15	30	11	11	141
2.5 Pasted book pockets		9				90		1	100
2.6 Mended worn out books									
2.7 Stamped ownership of books		9				90	11		110
2.8 Sorted cards					350		11		361
2.9 Filled catalog cards					350		11		361
2.10 Typed list of books									
2.11 Cut-out clippings by subjects	38				60		45		143

Activities III. Other Related Activities	Library Units								
	CEIT	GRAD.	CBET	CED	CA 8	IPE	LH 8	PCL	TOTAL
<b>1. Signed clearance</b>									
a. Students									
Students	579	40	1,031	76	189	52	498		2,465
b. Faculty members/Admin. Staff	16			1	2		2	18	39
2. Validated library cards									
3. Cut-out clippings	63			1	30		45		139
4. Filled records in the vertical file	50	10							60
5. Recorded borrowed books by									



<b>Faculty members &amp; Adm. Staff</b>	4	7	5	3	19
<b>8. Returned books by faculty members &amp; Adm. Staff</b>	4	5	2	1	12
<b>7. Shelf-read books</b>	58	5	750		899
<b>6. Shelved books</b>	58	5	550		613
<b>9. Condemned books/theses</b>	604				604

### Utilization of Facilities



- Ranked first is the CBET Library was the most utilized with 13,214 patron attendance, followed by CEIT library with 7,973 patron attendance, CAS with 4,800 patron attendance, Pasig College Library with 1,043 patron attendance, Graduate School Library with 460 patron attendance, CED Library with 330 patron attendance, LHS Library with 270 patron attendance, and the IPE with 236 patron attendance.



### Books Loaned/Circulated



- Ranked first is the Pasig College Library has the highest number of circulated books with 2,605, followed by CAS library with 1,800 circulated books, CED Library with 300 circulated books, LHS Library with 221 circulated books, IPE Library with 194 circulated books, Graduate School Library with 7 circulated books, CBET Library with 3 circulated books, and the CEIT Library with no circulated books due to library collection was transferred to the new library building.

### Internet Sources



- Ranked first using the Internet Usage were the College of Arts and Sciences Library with 2550 followed by College of Business and Entrepreneurial Technology Library with 935, and lastly the College Library of Pasig Campus with 710.



- Other Library Units has no internet usage report due to transfer to other building and electrical problem.

#### D. Library Staff Meeting

D.1 1st Regular Meeting dated January 15, 2019 held at CED Library at 1:30 pm.. chaired by the University Librarian and Minutes of the meeting was recorded by Ms. Ruth Ann B. Velasco

Topics discussed:

D.1.1 Annual Budget Planning held December 19-20, 2018. VPPSS Dr. ~~Edoardo~~ A. Alcalde presented the Library Action Plan 2019

D.1.2 Special Order 127-Designated Mrs. Carina de Guzman as University Librarian.

D.1.3 Library unit in-charge submitted Monthly Accomplishment Reports

D.1.4 Submitted of OPCR 2019 under OVPSS on or before January 16, 2019

- a. Target
- b. Unified Strategic Priority

D.1.5. Project Procurement Management Plan (PPMP) 2020-ongoing

D.1.6 Prepared 2019 Program Performance Profile (OBE)

D.1.7 Library Linkages – Proposed library linkages assigned to concerned staff-

D.1.8 Library Unit – Reminded the library-in-charge to Use Client Satisfactory Forms and other related forms. These served as supporting documents for the accomplishment reports.

D.1.9 Other matters:

1. Unified Organizational and Functional Chart of the Library
2. Prepared Library Staff Development Program 2019 by Anne Geraldine S. Avila
3. The Library Staff suggested having a quarterly meeting
4. IPE Library requested for Student Assistant



Photos Taken During the 1<sup>st</sup> Regular Meeting of the Library Department held at CED Library dated January 16, 2019 at 1:30pm



D.2 2nd Regular Meeting dated March 12, 2019 held in the CED Library at 1:30pm

Topic discussed:

- D.2.1. Pathfinder - referred to as subject guides, topic guides, research guide, information portal, resource list or study guides.
- D.2.2. Library staff submitted latest photo to be used for the Organizational Chart.
- D.2.3. Revised Library Webpage prepared by Ms. Eunice Bernadette C. ~~Sapera~~.
- D.2.4. Revised Library Handbook prepared by Ms. Anne Geraldine S. Avila.
- D.2.5. Provided Motto and Logo for the Department of Libraries.
- D.2.6 Library staff agreed to have a first team building this coming May 2019



Photos Taken During the 2<sup>nd</sup> Regular Meeting of the Library Department held at the CED Library dated March 12, 2019 at 1:30pm.



**E. Revised Library Organizational and Functional Chart under the OVPSS**

**F. Acquisition of Library Resources**

- The College Deans submitted list of professional books and journals per course programs to the Library.
- The 1st batch of request of professional books and journals were forwarded to the supply office. The **BUDGETS**, posted the Bid Notice Abstract (Request for Quotation) for books, maps and other publications dated April 8, 2019.

**G. Logo**

Approved Official Logo of the Department of Libraries.

**H. Library Staff Development****Relevant Seminar/Training Attended by the Library Staff January-March 2018**

NAME	SEMINAR TITLE	VENUE	SPONSOR/S	Fee	DATE/S	HRS.
Avila, Anne Geraldine	Vintage Courage: Upping the Depth of Librarianship	CEU - Manila	MLIS - CEU	Php. 150.00	January 30, 2019	8 hrs.
Velasco, Ruth Ann	Vintage Courage: Upping the Depth of Librarianship	CEU - Manila	MLIS - CEU	Php. 150.00	January 30, 2019	8 hrs.
De Guzman, Carina	Seminar-Workshop on Distinctive Library Services as Signifiers of Excellence	UST Manila	CE Logic Inc.	Php. 3,500.00	February 21 - 22, 2019	16 hrs.
Avila, Anne Geraldine	eLIB Portal Workshop	UP Diliman	The Philippine eLIB	None	February 21, 2019	8 hrs.
Bisco, Eunice Bernadette	eLIB Portal Workshop	UP Diliman	The Philippine eLIB	None	February 21, 2019	8 hrs.
Avila, Anne Geraldine	E-Resources Forum: Click & Get Connected	Ramada Hotel, <del>BINAN</del> Manila	NLP-CDD, CE Logic, <del>UNIBOOK</del> Source Phil. Inc., <del>SMARTTEXT</del> Phil. Inc.	None	March 11, 2019	5 hrs.



<b>Velasco, Ruth Ann B.</b>	E-Resources Forum: Click & Get Connected	Ramada Hotel, <del>BIRARAR</del> Manila	NLP-CDD, CE Logic, <del>Ubook</del> Source Phil. Inc., <del>Multibext</del> Phil. Inc.	None	March 11, 2019	5 hrs.
<b>Velasco, Ruth Ann B.</b>	Social Media and the 21st Century: Impact to Librarianship	PUP Main Campus	PUP-MILIS Society	Php 250.00	March 16, 2019	4 hrs.
<b>Velasco, Ruth Ann B.</b>	Seminar- Workshop on Data Privacy : Implementation In Knowledge Resource Centers	Central Colleges of the Philippines	Aurora Boulevard Consortium Libraries Inc.	Php 600.00	March 23, 2019	8 hrs.

**I. Procurement**

Submitted request for 25 computers to be distributed to Library Units at the Supply Office.

Submitted request for an additional titles of daily newspapers for the library units.

**J. Administrative Staff**

Submitted the request of HRDC with regards to the additional workforce needed by the library department dated February 12, 2019.

Submitted to the HRDC the training needs assessment of the library department dated March 15, 2019.

**K. Hiring of Library Personnel**

Requested hiring of one (1) License Librarian and one (1) contractual to be assigned at the College Library, Pasig Campus and to the IPE Library.

**L. Accreditation**

Submitted the needed data to the OVPSS regarding the conduct of monitoring and evaluation activities to Higher Education Institutions (HEIs) in NCR to determine mandated compliance with minimum requirements of CHED



Submitted the updated directory that comprises the structure of Student Affairs and Services for the Regional Quality Assessment Team (RQUAT) dated March 22, 2019.

Participated in the CHED-RQAT by providing Library documents for six (6) programs of the College of Graduate School dated March 28, 2019.

#### M. Linkages

##### M.1 Library Consortium

Submitted a written request for RTU Library to join the Aurora Boulevard Consortium Libraries Inc. (ABCLI) to the President, Dr. Avelina ~~Uyos~~, dated March 14, 2019.

##### M.2 Exchange of Publications

Library Staff went to several colleges and universities in Cavite and Bulacan for the exchange of Publications dated February 6, 2019.

#### M.3 Outreach/Extension Program

##### M.3.1 ~~Kababag ng Bulas~~

Meeting with the Head Librarian, Ms. Lorna B. ~~Bulag~~, of ~~Kababag ng Bulas~~ Library regarding the sharing of resources and library outreach programs to barangays in Mandaluyong City dated March 29, 2019. However, Ms. Lorna B. ~~Bulag~~, directed us to the National Library of the Philippines.

Photos Taken During the Meeting of the RTU Library Staff with the Head Librarian of ~~Kababag ng Bulas~~ Library, Ms. Lorna B. ~~Bulag~~, dated March 29, 2019.





#### M.3.2 National Library of the Philippines

During the meeting with the Chief Librarian of Public Libraries Division, Ms. ~~Berilia~~ P. Velasco, a Memorandum of Agreement (MOA) between RTU Library and ~~Kahabang~~ ~~Una~~ Library will be prepared. The ~~Kahabang~~ ~~Una~~ Library, in return, will assign barangays in Mandaluyong for the RTU Library to conduct outreach/extension program.

Photos Taken during the Meeting of the RTU Library Staff with the Chief Librarian of Public Libraries Division, Ms. ~~Berilia~~ P. Velasco, dated April 4, 2019.





Prepared and submitted by:

The signature of Carina T. de Guzman, which appears to be handwritten in black ink.  
CARINA T. DE GUZMAN  
University Librarian



## 2<sup>nd</sup> Quarterly Report 2019 of ULRC

 DEPARTMENT OF LIBRARIES

Second Quarter Accomplishment Reports  
April-June 2019

**A. Readers Services**

I. Activities	Library Units									TOTAL
	CEIT	GRAD.	CBET	CED	CAS	IPE	LHS	PCL		
<b>1. Readers Use of Facilities</b>										
a. College Students	2,532	237	4,531	62		143		771		8,276
b. Faculty members/Admin. Staff	15		96	8		1		32		152
<b>2. Readers book loaned/circulated</b>										
a. College Students	6	1	62		143		170		382	
b. Faculty members/Admin. Staff	6	1	8		1		6		22	
<b>3. Information Searched</b>										
a. Reference book			35		143		280		458	
b. Internet sources			5		2		150		157	
c. Newspaper	25			23			11		59	
d. Clippings				12					12	
e. Magazines				8			14		22	
f. Journals										
<b>4. Readers Advisory</b>										
a. Issued referral letter to RTU researchers			2						16	
b. Received visitors-researchers fr. Other libraries									12	

*[Signature]*  
 Signed by: *[Signature]*  
 Ethel G. Garcia  
 07/16/2019 2:38 PM



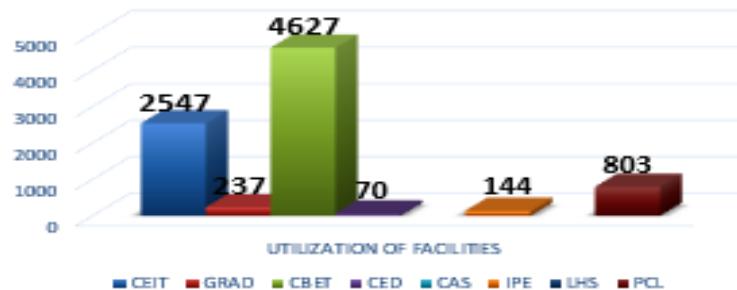
Activities	Library Units								
	CEIT	GRAD.	CBET	CED	CA8	IPE	LH8	PCL	TOTAL
<b>II. Technical Services</b>									
<b>1. Acquisition Section</b>									
1.1 Book acquired									
a. Purchased	0	0	0	0	0	0	0	0	0
b. Donation	0	6	0	0	0	23	0	143	172
1.2 Journal acquired	0	0	0	10	0	0	0	0	10
1.3 Thesis acquired	0	0	0	43	0	0	0	0	43
1.4 Book accessioned/Recorded	0	6	0	3	0	23	0	0	32
1.6 Subscribed newspaper	63	0	63	0	0	0	0	62	188
<b>2. Cataloging section</b>									
2.1 Book cataloged	0	6					28		34
2.2 Provided book cards/borrowers card	0	6						28	34
2.3 Labelled books	0	6	14	40		40	28	12	140
2.4 Covered books with plastic	0	6	14			48	28	37	133
2.6 Pasted book pockets	0	6	6			48		25	85
2.8 Mended worn out books	0	0	41					365	406
2.7 Stamped ownership of books	0	6				23	28		57
2.8 Sorted cards	0	0					28		28
2.9 Filled catalog cards	0	0					28		28
2.10 Typed list of books	0	0				23		597	620
2.11 Cut-out clippings by subjects	0	0				40			40

Activities	Library Units								
	CEIT	GRAD.	CBET	CED	CA8	IPE	LH8	PCL	TOTAL
<b>III. Other Related Activities</b>									
<b>1. Signed clearance</b>									
a. Students	2,619	176	2,558	601		100	463	5,272	11,789
b. Faculty members/Admin. Staff	65		88	86		58	30	184	511
<b>2. Validated library cards</b>								2,149	2,149
<b>3. Cut-out clippings</b>						40			40
<b>4. Filled records in the vertical file</b>	256			120				30	406
<b>5. Recorded borrowed books</b>									



by Faculty members & Adm. Staff			1	2		11	14
6. Returned books by faculty members & Adm. Staff	3	1	18	1		26	49
7. Shelf-read books				940	500	21	1461
8. Shelved books				130	10	6	146

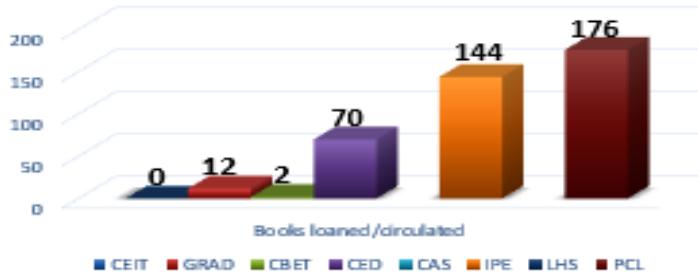
### Utilization of Facilities



- Ranked first is the CBET Library was the most utilized with 4,627 patron attendance, followed by CEIT library with 2,547 patron attendance, Pasig College Library with 803 patron attendance, Graduate School Library with 237 patron attendance, IPE Library with 144 patron attendance, and the CED Library with 70 patron attendance.

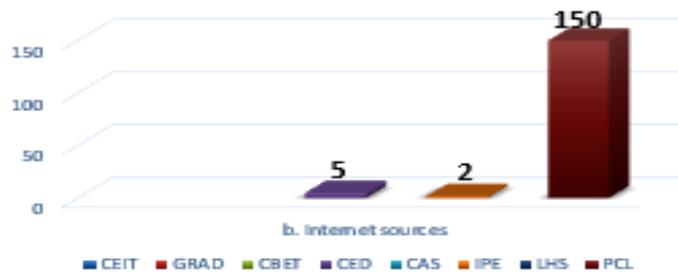


### Books Loaned/Circulated



- Ranked first is the Pasig College Library has the highest number of circulated books with 176 circulated books, followed by IPE library with 144 circulated books, CED Library with 70 circulated books, Graduate School Library with 12 circulated books, CBET Library with 2 circulated books, and the CEIT Library with no circulated books due to library collection was transferred to the new library building.

### Internet Sources



- Ranked first using the Internet Usage were the College Library of Pasig Campus with 150 followed by College of Education Library with 5 and lastly the Institute of Physical Education Library with 2.
- Other Library Units has no internet usage report due to transfer to other building and electrical problem.



**B. Other tasks accomplished**

- B.1. Submitted Risk Assessment and SOP Revised and to OVPSS dated April 24, 2019.
- B.2. Submitted request of additional subscription of daily newspaper for eight (8) library units with budgetary requirement at Office of the President dated March 28, 2019.
- B.3 Participated in CHED-RQUAT Accreditation for CAS, IPE, CEIT dated May 9, 2019.
- B.4 Submitted request for the revision of library webpage.
- B.5 Revised Library Handbook 2019
- B.6 Revised Brochures
- B.7 Submitted the Summary of Deficiency and Recommendations of the Monitoring and Evaluation Team from CHED-NCR (May 9, 2019) dated June 21, 2019
- B.8 Book Donation by Heavenly Culture World Peace Restoration of Light dated June 26, 2019.

Prepared and submitted by:

CARINA T. DE GUZMAN  
University Librarian



## 3rd Quarterly Report 2019 of ULRC

3rd Quarter Accomplishment Reports July - September 2019									
A. Readers Services Activities	Library Units								
	CEIT	GRAD.	CBET	CED	CAS	IPE	LHS	PCL	TOTAL
<b>1. Readers Use of Facilities</b>									
a. College Students	3532	167	5897	147	1650	60	3437	4011	18901
b. Faculty members/Admin. Staff	18	15	56	19	24		11	7	150
<b>2. Readers book loaned/circulated</b>									
a. College Students		1	3086	147	1300	60	2737	458	4718
b. Faculty members/Admin. Staff			7	20			56	5	88
<b>3. Information Searched</b>									
a. Reference book			2547	33		60	3475	1257	5505
b. Internet sources			789	10	1500		3000	1094	6318
c. Newspaper	100		364	27	5		10	29	256
d. Clippings				8					8
e. Magazines			29		5		10	79	97
f. Journals			45	10	5			87	102
<b>4. Readers Advisory</b>									
a. Issued referral letter to RTU researchers			9	6				6	12
b. Received visitors-researchers from Other libraries			45	8				3	13

*Received by:  
J 10/25/19*



<b>B. Technical Services</b>		Library Units									
Activities		CEIT	GRAD.	CBET	CED	CAS	IPE	LH8	PCL	TOTAL	
<b>1. Acquisition Section</b>											
1.1 Book acquired											
a. Purchased											
b. Donation											
1.2 Journal/Thesis acquired						494				494	
1.3 Book accessioned/Recorded				33							
1.4 Subscribed newspaper		63		71					16	150	
<b>2. Cataloging section</b>											
2.1 Book cataloged									12	12	
2.2 Provided book cards/borrowers card				110	133				47	190	
2.3 Labelled books				110	44				60	170	
2.4 Covered books with plastic					73		25	25	50	203	
2.6 Pasted book pockets					44		25	25	50	134	
2.8 Mended worn out books					30					27	
2.7 Stamped ownership of books					90		20		40	150	
2.8 Sorted cards											
2.8 Filled catalog cards		63								63	
2.10 Typed list of books			110						3500	3610	
2.11 Cut-out clippings by subjects		40		217				30		93	
<b>C Other Related Activities</b>		Library Units									
Activities		CEIT	GRAD.	CBET	CED	CAS	IPE	LH8	PCL	TOTAL	
<b>1. Signed clearance</b>											
a. Students		1493	160	314	318	500	40	1020	223	4066	
b. Faculty members/Admin. Staff		23			20	213	23	1	46	2	328
<b>2. Validated library cards</b>										466	466
<b>3. Cut-out clippings</b>		40		217				30		129	
<b>4. Filled records in the vertical file</b>		240		217	50				20	389	
5. Recorded borrowed book by Faculty members & Admin. Staff				8	25					8	
<b>6. Returned books by faculty members &amp; Admin. Staff</b>					4	2			20	26	
<b>7. Shelf-read books</b>					883	1125		daily	106	2085	
<b>8. Shelved books</b>					657	375		daily	258	567	
<b>9. Condemned books/thesis</b>											



### Utilization of Facilities



- Ranked first is the CBET College Library with the most utilized 5,897 patron attendance, followed by Basic College Library with 4,011 patron attendance, CEIT library with 3,532 patron attendance, LHS Library with 3,437 patron attendance, CAS Library with 1,650 patron attendance, Graduate Library with 167 patron attendance, CED Library with 147 patron attendance, and the IPE with 60 patron attendance.

### Books Loaned/Circulated



- Ranked first is the CBET Library with 3086 circulated books, followed by LHS Library with 2,737 circulated books, CAS library with 1,300 circulated books, College Library - Pasig Campus with 458 circulated books, CED Library with 147 circulated books, Graduate School Library with 1 circulated books, and the CEIT Library has no report on borrowed books for the reason that CEIT Library is not yet totally operational.



- Ranked first using the Internet Usage were the Laboratory High School Library with 3,000 users followed by CAS LIBRARY with 1,500, College Library - Pasig Campus with 1,094 users, CBET Library with 789 users and lastly the College of education Library with 10 users.
- Other Library Units has no internet usage report due to transfer to other building and electrical problem.

#### D. Library Staff Meeting

D.1 Emergency meeting held last August 15, 2019 held at CED Library at 1:30 pm. chaired by the University Librarian and Minutes of the meeting was recorded by Ms. Ruth Ann B. Velasco

Topics discussed:

- D.1.1 Accreditation held last August 13-15 2019
- D.1.2 Accomplishment Report of July 2019.
- D.1.3 Approved Office Schedule
- D.1.4 Rizal Campus AACCU Accreditation last September 2019



#### E. Library Staff Development

Relevant Seminar/Training Attended by the Library Staff July-September 2019

NAME	SEMINAR TITLE	VENUE	SPONSOR/S	Fee	DATE/S	HRS.
Avila, Anne Geraldine	When Money Matters: Budget Preparation and Allocation for Libraries	Meeting Room 3, SMX Convention Center, Bay Area Pasay City	QCLCI	Php500	Sept 13, 2019	hrs.
Velasco, Ruth Ann B.	When Money Matters: Budget Preparation and Allocation for Libraries	Meeting Room 3, SMX Convention Center, Bay Area Pasay City	QCLCI	Php500	Sept 13, 2019	hrs.
Velasco, Ruth Ann B.	Preparation for Accreditation and promoting Online Databases	NALLRC	PUP-MLIS	None	October 12, 2019	3hrs.
Daniel O. Guevarra	2019 APCORE Convention and International Conference	Hotel Jen Manila by Shangri-La	APCORE	None	September 18-20, 2019	24 hrs.

#### F. Presentation of Program Performance Profile

Presented the Program Performance Profile for AACCU accreditation at the 10<sup>th</sup> AACCU SNAGAH Bldg. last July 5, 2019.





**J. Strategic Planning**

Attended the Strategic Planning at the View Park Hotel Tagaytay last July 24-26, 2019.

**K. ABAP Bookfair**

The library staff attended the 23<sup>rd</sup> Philippine Academic Book Fair organized by Academic Booksellers Association of the Philippines (ABAP) last July 24, 2019 at the Megatrade Hall 1, 5th Level, Building B, SM Megamall.

**L. Manila International Book Fair**

The library staff together with the AACCU Accreditor for Area VII-Library, Ms. Maria Pretty Lay T. Abdala, attended the 40<sup>th</sup> Manila International Book Fair last September 11, 2019 at the SMX Convention Center, Mall of Asia.



**M. AACCU Accreditation**

A. The library staff prepared and participated in the AACCU Accreditation held last August 13-15, 2019.





**N. New Passer of Librarian's Licensure Examination**

Library staff celebrated the passing of the Librarian's Licensure Examination of Ms. Arcely Harramani and Ms. Michelle M. Bibat last September 16, 2019.



**O. Ribbon-Cutting and Signing of Memorandum of Agreement between RTU and National Council for Disability Affairs**

Library staff attended the ribbon-cutting and MOA Signing of RTU and National Council for Disability Affairs held last September 23, 2019 at the CED and LHS Library.





**P. Fun Run**

The library staff participated the RTU Singkwentakbo|Color Fun Run that happened last October 6, 2019 at the RTU Quadrangle.



**Q. University Week Opening Parade**

The library staff participated in the University Week Opening Parade last October 7, 2019 at the RTU Quadrangle.



**R. ADFA Afternoon**

The library staff attended the ADFA Afternoon last October 8, 2019 at the 7<sup>th</sup> floor of Wellness Bldg.





### 3. Staff Development Program

The library staff participated in the staff development program held last October 10, 2019 at the Las Casas Filipinas de Acuzar.



Prepared and submitted by:

The signature of Carina T. de Guzman, University Librarian.  
CARINA T. DE GUZMAN  
University Librarian



## 4<sup>th</sup> Quarterly Report 2019 of ULRC



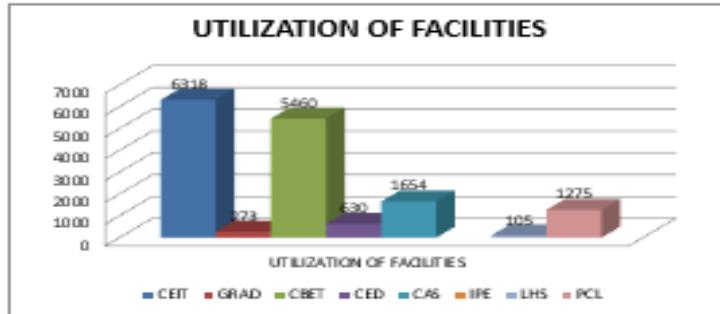
RIZAL TECHNOLOGICAL UNIVERSITY  
Bonifacio Ave., Mandaluyong City

UNIVERSITY LEARNING RESOURCE CENTER

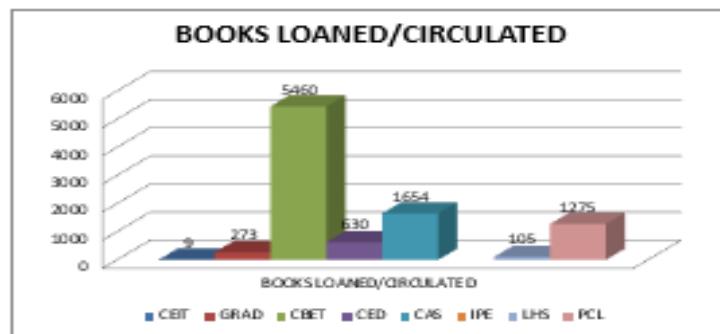
4<sup>th</sup> Quarter Accomplishment Reports  
October-December 2019

### A. Highlights of Library Activities

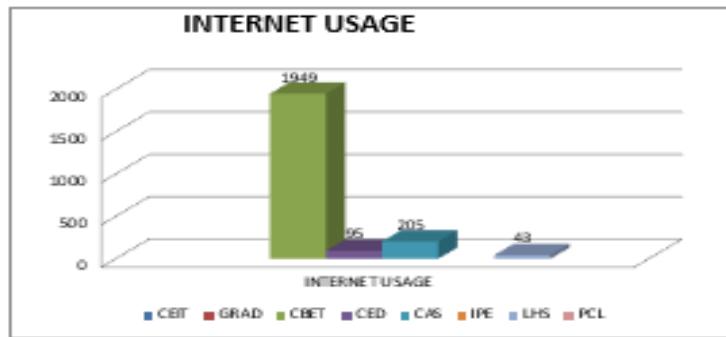
Activity	CNT	GRAD.	CRAFT	CRO	CAS	IPW	LSE	PCL	TOTAL
<b>I. Readership Services</b>									
1. Patronage User of Print Works	8,338	237	35,421	8,299	1,666	162	1,270	1,381	
a. Circulation Statistics	8	38	100	217	0		11	0	138
b. Reference Search Requests from Students									0
c. Research Article Requests from Students									0
d. Catalogue Searches	43	100	6,692	1,100	212				28,863
e. Patronage from Faculty Members	8	13	0	0					30
f. Interlibrary Loan Requests									0
g. Reference Requests									0
h. Information Search	0	0	0	0	0	0	0	0	0
i. Reference Requests	0	0	0	0	0	0	0	0	0
j. Interlibrary Loans									0
k. Reference Requests									0
l. Reference Requests from Faculty Members									0
m. Reference Requests from Students	13	13	7	8					43
<b>II. Technical Services</b>									
1. Acquisition Department									138
a. Purchasing Requests					120	26			26
b. Purchase Requests					0				0
c. Purchase Requests from Students					0				0
d. Purchase Requests from Faculty Members					0				0
e. Purchase Requests from Staff					0				0
f. Purchase Requests from Librarians					0				0
g. Purchase Requests from Administrators					0				0
h. Purchase Requests from Other Departments					0				0
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hh. Purchase Requests from Other Individuals					0				0
ii. Purchase Requests from Other Institutions					0				0
jj. Purchase Requests from Other Organizations					0				0
kk. Purchase Requests from Other Agencies					0				0
ll. Purchase Requests from Other Individuals					0				0
mm. Purchase Requests from Other Institutions					0				0
nn. Purchase Requests from Other Organizations					0				0
oo. Purchase Requests from Other Agencies					0				0
pp. Purchase Requests from Other Individuals					0				0
qq. Purchase Requests from Other Institutions					0				0
rr. Purchase Requests from Other Organizations					0				0
uu. Purchase Requests from Other Agencies					0				0
vv. Purchase Requests from Other Individuals					0				0
ww. Purchase Requests from Other Institutions					0				0
xx. Purchase Requests from Other Organizations					0				0
yy. Purchase Requests from Other Agencies					0				0
zz. Purchase Requests from Other Individuals					0				0
aa. Purchase Requests from Other Institutions					0				0
bb. Purchase Requests from Other Organizations					0				0
cc. Purchase Requests from Other Agencies					0				0
dd. Purchase Requests from Other Individuals					0				0
ee. Purchase Requests from Other Institutions					0				0
ff. Purchase Requests from Other Organizations					0				0
gg. Purchase Requests from Other Agencies					0				0
hh. Purchase Requests from Other Individuals					0				0
ii. Purchase Requests from Other Institutions					0				0
jj. Purchase Requests from Other Organizations					0				0
kk. Purchase Requests from Other Agencies					0				0
ll. Purchase Requests from Other Individuals					0				0
mm. Purchase Requests from Other Institutions					0				0
nn. Purchase Requests from Other Organizations					0				0
oo. Purchase Requests from Other Agencies					0				0
pp. Purchase Requests from Other Individuals					0				0
qq. Purchase Requests from Other Institutions					0				0
rr. Purchase Requests from Other Organizations					0				0
uu. Purchase Requests from Other Agencies					0				0
vv. Purchase Requests from Other Individuals					0				0
ww. Purchase Requests from Other Institutions					0				0
xx. Purchase Requests from Other Organizations					0				0
yy. Purchase Requests from Other Agencies					0				0
zz. Purchase Requests from Other Individuals					0				0
aa. Purchase Requests from Other Institutions					0				0
bb. Purchase Requests from Other Organizations					0				0
cc. Purchase Requests from Other Agencies					0				0
dd. Purchase Requests from Other Individuals					0				0
ee. Purchase Requests from Other Institutions					0				0
ff. Purchase Requests from Other Organizations					0				0
gg. Purchase Requests from Other Agencies					0				0
hh. Purchase Requests from Other Individuals					0				0
ii. Purchase Requests from Other Institutions					0				0
jj. Purchase Requests from Other Organizations					0				0
kk. Purchase Requests from Other Agencies					0				0
ll. Purchase Requests from Other Individuals		</td							



Ranked first is the CEIT Library with 6318 patron attendances, followed by CBET Library with 5460 patron attendance, CAS Library with 1654 patron attendance, Pasig Campus Library with 1275 patron attendance, CED Library with 630 patron attendance, GS Library with 273 patron attendance and LHS Library with 105 patron attendances. IPE Library has no report submitted no library-in-charge was assigned.



CBET library has the highest number of circulated books with 5460 circulated books, followed by CAS library 1654 circulated books, Pasig Campus Library with 1275 circulated books, CED Library with 630 circulated books, GS Library with 273 circulated books, LHS library with 105 circulated books and CEIT Library with 0 circulated books. IPE Library has no report submitted no library-in-charge was assigned.



CBET has the highest number of Internet Usage with 1949, followed by CAS Library with 205 Internet usage, CED Library with 95 internet usage, and LHS with 43 Internet usage. Other library units have no Internet usage report due to transfer to other building, and no Internet connection.

**B. Other tasks accomplished**

1. Participated in the ISO Recertification
2. Attended the Pre-Budget Planning
3. Attended the PLAI Convention
4. Participated at the AACCU Level IV Phase 1 Accreditation

Prepared and submitted by:

Ms. Carina T. De Guzman  
University Librarian



RECOMMENDATIONS/ REMARKS	ACTION TAKEN BY HOST	% OF COMPLIANCE	EVIDENCES OF COMPLIANCE
<p>7. The library is encouraged to prepare the following lists:</p> <ul style="list-style-type: none"> <li>a. Professional books by subject for every major field of specialization</li> <li>b. List of Filipiniana with computation (15% of the total collection)</li> <li>c. List of collection analysis per program under survey visit.</li> </ul>	<p>Prepared list of the following</p> <ul style="list-style-type: none"> <li>• List of Professional books</li> <li>• Filipiniana Collection</li> <li>• Collection Analysis</li> </ul>	100%	<ul style="list-style-type: none"> <li>• List Professional books</li> <li>• List of Core Collection</li> </ul>



<b>Rizal Technological University</b> Legaspi St. Maybunga, Pasig City							
<b>PASIG LIBRARY</b>							
<b>LIST OF BOOKS AS OF JULY 2021</b>							
<b>000-099 GENERALITIES</b>							
	Barcode	Call No.	Title	Author	Copyright	Publisher	Copy
1	PCLIB00000 0049	001.42 D323 2006	A practical guide to research methods: a user-friendly manual for mastering research techniques and project	Dawson, Catherine	2006	How To Books	1
2	PCLIB00000 0054	SP 001.434 F447 2003	How to design and report experiments	Filed, Andy [and] Hole, Graham	2003	Sage Publications	1
3	PCLIB00000 0258	SP 003.54 T143 2007	The black swan: the impact of the highly improbable	Taleb, Nassim Nicholas	2007	Random House	1
4	PCLIB00000 0287	SP 030 F217 2007	5000 fantastic facts		2007	Alligator Books	1
5	PCLIB00000 0289	SP 030 N468 2001	10, 000 answers trivia encyclopedia	Newman, Stanley [and] Fittipaldi, Hal	2001	Random House	1
6	PCLIB00000 0244	R 030 AR64 2004	The Hutchinson encyclopedia	Arnold, Hodder	2004	Research Machines	1
7	PCLIB07288	F 004.07 A113 2003	Introduction to information technology	Albano, Giselamay A.	2003	Trinitas Publishing Inc	1
8	PCLIB07386	F 001.4 R311 2003	Research and technical writing	Portillo, Reynaldo R.	2003	Trinitas Publishing Inc	1



9	PCLIB02266	F 001.4 C28 2000	Conducting research	Catane, Juliet A.	2000	JMC Press Inc	1
10	PCLIB02426	004.028 P979 2001	Basic Computer Concepts	Pusins, Dolores., Ambrose, Anne Peele	2001	South-Western Computer Education	1
11	PCLIB02257	004.22 H17 2002	Computer Organization	Hamacher, Carl., Vranesic, Zvonko., Zaky, Safwat	2002	McGraw Hill, Inc.	1
12	PCLIB02175	005.12 K334 2002	Systems Analysis and Design Fifth Edition	Kendall, Kenneth E., Kendall, Julie E.	2002	Prentice-Hall, Inc.	1
13	PCLIB02152	005.1332 1 D368 2000	Java	Deitel, H.M., Deitel P.J.	2000	Prentice-Hall, Inc.	1
14	PCLIB000000 232	025.06 B638 2005	Job-hunting on the internet	Bolles, Richard Nelson	2005	Speed Press	1
15	PCLIB02422	060.68 B965 2000	The Business and Management of Conventions	Mccabe, Viviene., Podle, Barry., Weeks, Paul	2000	John Wiley & Sons Australia, LTD	1
16	PCLIB000000 244	R 030 AR64 2004	The Hutchinson encyclopedia	Arnold, Hodder	2004	Research Machines	1
17	PCLIB000000 054	SP 001.434 F447 2003	How to design and report experiments	Filed, Andy [and] Hole, Graham	2003	Sage Publications	1
18	PCLIB000000 258	SP 003.54 T143 2007	The black swan: the impact of the highly improbable	Taleb, Nassim Nicholas	2007	Random House	1
19	PCLIB000000 287	SP 030 F217 2007	5000 fantastic facts		2007	Alligator Books	1
20	PCLIB000000 054	SP 001.434 F447 2003	How to design and report experiments	Filed, Andy [and] Hole, Graham	2003	Sage Publications	1
21	PCLIB000000 258	SP 003.54 T143 2007	The black swan: the impact of the highly improbable	Taleb, Nassim Nicholas	2007	Random House	1
22	PCLIB000000 287	SP 030 F217 2007	5000 fantastic facts		2007	Alligator Books	1
23	PCLIB000069	F 001.4 AL42 1995	Data organization and analysis	Alicias, Eduardo R., Jr.		Author Publisher	1

## AACUP ACCREDITATION SURVEY VISIT

RIZAL TECHNOLOGICAL UNIVERSITY

COLLEGE OF ARTS AND SCIENCES



			computer environment				
24	PCLIB02266	F 001.4 C28 2000	Conducting research	Catane, Juliet A.	2000	JMC Press Inc	1
25	PCLIB02348	F 001.4 M521 1997	Writing a research paper	Menasche, Lionel		The Univ. of Michigan Press	1
26	PCLIB07386	F 001.4 R311 2003	Research and technical writing	Portillo, Reynaldo R.	2003	Trinitas Publishing Inc	1
27	PCLIB0000055	F 001.424 R811 1996	Research anthology				1
28	PCLIB07288	F 004.07 A113 2003	Introduction to information technology	Albano, Giselamay A.	2003	Trinitas Publishing Inc	1
29	PCLIB050	F 070.1 G165 1981	Broadcast news for Filipinos	Garcia, Mario C.		National Bookstore	1
30	PCLIB0009	F 070.4599 R145P 2004	Philippine journalism handbook	Ramirez, Jaime	2004	National Bookstore	1

**NO. OF TITLES = 30**

**NO. OF FILIPINIANA BOOKS  
=14**

**100-199  
PHILOSOPHY AND  
PSYCHOLOGY**

	BARCODE	CALL NO.	TITLE	AUTHOR	COPYRIGHT	PUBLISHER	COPY
1	PCLIB000000281	SP 153.9 D368 2007	Psychological assessment	De Jesus, Evangeline M. [and] Caparas, Maria Vida	2007	Educational Publishing House	1
2	PCLIB000525	F 174.4 M363 2000	Business ethics	Miranda - Gow, Carmelita	2000	National Bookstore	1
3	PCLIB0129	F 174.4 M45 2001	Global business ethics for Filipinos	Maximiano, Jose Mario B.	2001	Anvil Publishing Inc	1
4	PCLIB0132	F 174.7 M45B 2007	Business ethics and corporate social responsibility	Maximiano, Jose Mario B.	2007	Anvil Publishing Inc	1



5	PCLIB0724	F 174 AR76 2003	Values and work ethics	Articulo, Archimedes C.	2003	Trinitas Publishing Inc	1
6	PCLIB07332	F 174 R145 2004	Man, Values, and work ethics	Ramirez, Luzviminda F.	2004	Trinitas Publishing Inc	1
7	PCLIB0032	F 160 C889 2004	Introduction to logic	Cruz, Corazon L.	2004	National Bookstore	1
8	PCLIB090002	F 160 C889 2007	Introduction to Logic	Cruz, Corazon L.	2007	National Book Store	1
9	PCLIB07304	F 160 M74 2004	Basic logic	Meer, Thelma Q.	2004	Trinitas Publishing Inc	1
10	PCLIB02206	F 160 B118 2001	Logic	Babor, Eddie R.	2001	C & E Publishing Inc	1
11	PCLIB000000 764	F 160 B352 2013	Logic for Filipinos	Bauzon, Prisciliano T.	2013		1
12	PCLIB000000 272	F 150 M672 2008	Psychology: essentials to understanding behavior	Miranda, Norma C.	2008	National Book Store	1
13	PCLIB080163	F 150 M672 2008	Psychology	Miranda, Norma C.	2008	National Bookstore	1
14	PCLIB000000 428	F 150 Z84 2004	General psychology	Zulueta, Francisco M. [and] Paraso, Maricel S.	2004	National Book Store	1
15	PCLIB110036	F 150 K12P 2005	Psychology towards a new millennium	Kahayon, Alicia H.	2005	National Bookstore	1
16	PCLIB000000 115	F 150 K12P 2007	Psychology	Kahayon, Alicia H.	2007	National Book Store	1
17	PCLIB000000 271	F 150 AQ56 2003	Introduction to psychology	Aquino, Gaudencio V. [and] Miranda, Norma C.	2003	National Book Store	1
18	PCLIB08162	F 150 AQ56 2003	Introduction to psychology	Miranda, Gaudencio V.	2003	National Bookstore	1
19	PCLIB000000 277	150 ST45 2006	Cognitive psychology	Sternberg, Robert J.	2006	Thomson	1
20	PCLIB000000 283	150 T682 2007	Psychology in perspective	Trajeco, ma. Shirley C.	2007	AMMs Publications	1
21	PCLIB17273	136.7 C953	Child Psychology	Crow, Lester D.		National Bookstore Inc.	1
22	PCLIB000000 285	158 C823 2004	Psychology applied to law	Costanzo, Mark	2004	Thomson	1

## AACCP ACCREDITATION SURVEY VISIT

RIZAL TECHNOLOGICAL UNIVERSITY

COLLEGE OF ARTS AND SCIENCES



23	PCLIB000000 280	SP 150 M724 2005	Great ideas in psychology	Moghaddam, Fathali M.	2005	One World	1
24	PCLIB000000 278	SP 150 OL4 2004	Psychology and everyday life	Oliver, Karon [and] Jones, Louise Ellerby	2004	Hodder & Stoughton	1
25	PCLIB000000 268	SP 150 R188PB 2004	Psychology: concepts and connections	Rathus, Spencer A.	2004	Thomson	1
26	PCLIB000000 294	SP 150 R188PC 2005	Psychology: concepts and connections	Rathus, Spencer A.	2005	Thomson	1
27	PCLIB000000 295	SP 150 R188PC 2005	Psychology: concepts and connections	Rathus, Spencer A.	2005	Thomson	1
28	PCLIB000000 270	SP 152.1 G578 2002	Sensation and perception	Goldstein, E. Bruce	2002	Wadsworth	1
29	PCLIB000000 281	SP 153.9 D368 2007	Psychological assessment	De Jesus, Evangeline M. [and] Caparas, Maria Vida	2007	Educational Publishing House	1
30	PCLIB000000 291	SP 154.632 H728 2006	Erotic dreams: the secret to understanding women's hidden passions	Holloway, Gillian	2006	A Perigee Book	1
31	PCLIB000000 344	SP 155.633 R435 2005	Our voices: psychology of women	Rider, Elizabeth A.	2005	John Wiley and Sons	1
32	PCLIB000000 288	SP 158 SI64 2005	Motivation	Singh, Nirmal	2005	Deep and Deep Publications	1
33	PCLIB000000 292	SP 158.4 L469 2007	Leadership power plays		2007	McGraw - Hill	1
34	PCLIB000000 276	150 AT54 2003	Atkinson and Hilgard's	Smith, Edward E., Hoeksema, Susan, Fredrickson, Barbara, Loftus, Geoffrey, Bem, Daryl J. [and] Maren, Stephen	2003	Wadsworth	1
35	PCLIB000000 269	302 T218 2000	Social psychology	Taylor, Shelley E. [and] Peplau, Letitia Anne	2000	Prentice Hall	1

## AACCP ACCREDITATION SURVEY VISIT

RIZAL TECHNOLOGICAL UNIVERSITY

COLLEGE OF ARTS AND SCIENCES



				[and] Sears, David O.			
36	PCLIB080159	302 T218 2000	Social psychology	Taylor, Shelley E.	2000	Prentice Hall	1
37	PCLIB000000 280	SP 150 M724 2005	Great ideas in psychology	Moghaddam, Fathali M.	2005	One World	1
38	PCLIB000000 278	SP 150 OL4 2004	Psychology and everyday life	Oliver, Karon [and] Jones, Louise Ellerby	2004	Hodder & Stoughton	1
39	PCLIB000000 268	SP 150 R188PB 2004	Psychology: concepts and connections	Rathus, Spencer A.	2004	Thomson	1
40	PCLIB000000 294	SP 150 R188PC 2005	Psychology: concepts and connections	Rathus, Spencer A.	2005	Thomson	1
41	PCLIB000000 295	SP 150 R188PC 2005	Psychology: concepts and connections	Rathus, Spencer A.	2005	Thomson	1
42	PCLIB000000 270	SP 152.1 G578 2002	Sensation and perception	Goldstein, E. Bruce	2002	Wadsworth	1
43	PCLIB000000 281	SP 153.9 D368 2007	Psychological assessment	De Jesus, Evangeline M. [and] Caparas, Maria Vida	2007	Educational Publishing House	1
44	PCLIB000000 291	SP 154.632 H728 2006	Erotic dreams: the secret to understanding women's hidden passions	Holloway, Gillian	2006	A Perigee Book	1
45	PCLIB000000 344	SP 155.633 R435 2005	Our voices: psychology of women	Rider, Elizabeth A.	2005	John Wiley and Sons	1
46	PCLIB000000 288	SP 158 SI64 2005	Motivation	Singh, Nirmal	2005	Deep and Deep Publications	1
47	PCLIB000000 292	SP 158.4 L469 2007	Leadership power plays		2007	McGraw - Hill	1
<b>NO. OF TITLES = 47</b>							
<b>NO. OF FILIPINIANA BOOKS = 17</b>							
<b>200-299 RELIGION</b>							



	BARCODE	CALL NO.	TITLE	AUTHOR	COPYRIGHT	PUBLISHER	COPY Y
1	PCLIB000000 174	248 G356 2005	The eye of the Prophet	Gibron, Kahlil	2005	Souvenir Press	1
2	PCLIB000000 074	282.0922 G136 2007	The big book of women saints	Gallick, Sarah	2007	Harper- Collins	1
3	PCLIB32	F 211 R972 1985	True life in God	Ryden, Vassula		Cacho Hermanos , Inc	1
4	PCLIB050048	F 211 R972 1985	True life in God	Ryden, Vassula		Cacho Hermanos , Inc	1
5	PCLIB12695	F 230 AN25 1995	New Dimensions in Philippine Christianity	Andres, Tomas Quintin D.		The Daughters of St. Paul	1
6	PCLIB000080	F 255 153 1993	Ikalawang konsilyo plenaryo ng Pilipinas	Titco, Roberto Racca		Salensian a Publishing Co. Inc	1
7	PCLIB00080	F 255 T53 1999	Mga yugto at mga derekto ng ikalawang konsilyo plenaryo ng Pilipinas	Titco, Roberto Racca		Salesiana Publishers Inc.	1
8	PCLIB000000 243	R 220.9 B397 2006	Biblica the bible atlas: a social and historical journey through eh lands of the bible	Chief Consultant Beitzel, Barry J.	2006	Global Book	1
9	PCLIB000000 245	R 220.9 L438 2006	The lion atlas of bible history	Lawrence, Paul	2006	A Lion Book	1

**NO. OF TITLES = 9**

**NO. OF FILIPINIANA  
BOOKS = 5**

### 300-399 SOCIAL SCIENCE

	BARCODE	CALL NO.	TITLE	AUTHOR	COPYRIGHT	PUBLISHER	COP Y
1	PCLIB000000 800	332.6 B815 2012	Understandin g investment analysis and portfolio management	Brown, Keith C.	2012		1
2	PCLIB120005	306 L547 2009 C.2	Introducing Cultural Anthropology	Leinkeit, Roberta E	2009		1
3	PCLIB000000 217	320 R17 2003	Governing: an	Ranney, Austin	2003	Pearson Education	1

### AACCP ACCREDITATION SURVEY VISIT

RIZAL TECHNOLOGICAL UNIVERSITY

COLLEGE OF ARTS AND SCIENCES



			introduction to political science				
4	PCLIB000000 073	320 SH16 2003	Which side are you on?: an introduction to politics	Shalom, Stephen R.	2003	Addison Wesley Longman, Inc.	1
5	PCLIB000000 212	322.3 H659 2004	Trade politics	Hocking, Brian [and] McGuire, Steven	2004	Routledge	1
6	PCLIB000000 213	323 D371 2006	The global struggle for human right: universal principles in World politics	Delaet, Debra	2006	Thomson	1
7	PCLIB000000 329	327.73 K643 2001	Does America need a foreign policy?: toward a diplomacy for the 21st century	Kissinger, Henry	2001	Simon & Schuster	1
8	PCLIB080AF	330 AN24 1983	Economics	Locke, WH Anderson., Putallaz, Anne., Shepard, William G.	2000	Prentice-Hall, Inc.	1
9	PCLIB070023	330 M123 2002	Economics principles, problems, and policies	McConnel, Campbell R.	2002	McGraw-Hill Publishing	1
10	PCLIB02062	332.0973 M484 2000	Finance	Melicher, Ronald W.	2000	South-Western College Publishing	1
11	PCLIB000000 800	332.6 B815 2012	Understanding investment analysis and portfolio management	Brown, Keith C.	2012		1
12	PCLIB000000 208	333.72 M15 2008	Big green purse	MacEachern, Diane	2008	Penguin group	1
13	PCLIB000000 185	349.744 B728 2005	Harvard rules	Bradley, Richard	2005	Harper-Collins	1
14	PCLIB000000 327	351.7 B557 2005	Reading the rocks: the autobiography of the earth	Bjornerud, Marcia	2005	Persues Books Group	1
15	PCLIB000000 072	362.2042 51 F497 2008	When enough is enough	Finnigan, Candy [and] finnigan, Sean	2008	Penguin group	1



16	PCLIB000000 062	363.35 P96 2006	Public health response to biological and chemical weapons		2006	A.I.T.B.S. Publisher	1
17	PCLIB000000 070	363.7387 4 F614 2005	The weather makers	Flannery, Tim	2005	Grove Press	1
18	PCLIB0003	364.1 ALL5 2004	Fraud examination & prevention	Albercht, W. Steven	2004	Thomson / South Western Inc	1
19	PCLIB000000 233	SP 306.7 SCH95 2007	Prime: adventures and advice on sex, love and the sensual years	Schwartz, Pepper	2007	Harper- Collins	1
20	PCLIB000000 058	SP 327 R909 2006	World politics: the menu for choice	Russett, Bruce , Starr, Harvey [and] Kinsella, David	2006	Thomson Wadsworth	1
21	PCLIB000000 052	SP 327.1 K259 2005	The global future: a brief introduction to World politics	Kegley, Charles W. [and] Raymond, Gregory A.	2005	Wadsworth	1
22	PCLIB000000 057	SP 327.101 R761 2007	International politics on the World stage	Rourke, John T.	2007	McGraw - Hill	1
23	PCLIB000000 098	SP 330 B35 2001	Foundations of economics	Begg, David	2001		1
24	PCLIB000000 087	SP 330.9173 2 OS1 2000	Urban economics	Sullivan Arthur O.	2000		1
25	PCLIB000000 086	SP 332 M68 2001	The economics of money, banking, and financial markets	Mishkin, Frederic S.	2001		1
26	PCLIB000000 230	SP 346.016 L881 2001	The law of annulment of marriage: rules of disengagement	Lopez, Jim V.	2001	Anvil	1
27	PCLIB000000 235	SP 372.64 E295 2005	Literature for lively lessons: the month-by-month, week-by-week, day-by-day guide to great picture books that will help	Edwards, Sheila	2005	McGraw - Hill	1

## AACCP ACCREDITATION SURVEY VISIT

RIZAL TECHNOLOGICAL UNIVERSITY

COLLEGE OF ARTS AND SCIENCES



			you plan your lessons!				
28	PCLIB000000 254	SP 300.072 R311 2006	Research in the social sciences: its fundamental methods and objectives	Park, Robert Ezra...[et.al]	2006	Cosmo Publications	1
29	PCLIB000000 188	SP 302 R187 2006	The people you can't afford to live without vital friends	Rath, Tom	2006	Gallup Press	1
30	PCLIB000000 671	301 M996 2013	Social psychology	Myers, David G.	2013		1
31	PCLIB496	301 R72 1984	Sociology understanding society	Rose, Peter I.	2000	Prentice Hall	1
32	PCLIB000340	301.1 L643	An introduction to social psychology	Clay, Henry		JMC Press	1
33	PCLIB000000 269	302 T218 2000	Social psychology	Taylor, Shelley E. [and] Peplau, Letitia Anne [and] Sears, David O.	2000	Prentice Hall	1
34	PCLIB080159	302 T218 2000	Social psychology	Taylor, Shelley E.	2000	Prentice Hall	1
35	PCLIB000000 345	R 340.03 G366	Law dictionary	Gifis, Steven H.	2003	Barron's	1
36	PCLIB000084 1	F 378.03 V726 2013	Human person gearing towards social development (NSTP-CWTS)	Villasoto, Herminigildo S.	2013	C&E Publishing Inc.	1
37	PCLIB000000 586	F 371.26 OR4 2001	Evaluating educational outcomes	Oriondo, Leonora Loyola	2001	Rex Book Store	1
38	PCLIB000000 669	F 371.26 R426 2011	Assessment of students' learning	Rico, Alberto A.	2011		1
39	PCLIB0104	F 371.3 R 836 2001	Paghahanda ng mga kagamitang pampagtuturo	Ruedas, Priscilla	2001	National Book Store	1
40	PCLIB000000 364	F 344.5990 1 T34 2008	The Philippine labor code		2008		1
41	PCLIB000000 125	F 364.1320 9599 B72 2002	Betrayal of the Public Trust		2002	PCIJ	1

## AACCP ACCREDITATION SURVEY VISIT

RIZAL TECHNOLOGICAL UNIVERSITY

COLLEGE OF ARTS AND SCIENCES



42	PCLIB000000 215	F 320 AY88 2000	Fundamentals of political science	Ayson, Florentino G. [and] Reyes, Dolores A.	2000	National Book Store	1
43	PCLIB000000 216	F 320 N279 2007	Political science: made simple	Nebres, Abriel M.	2007	National Book Store	1
44	PCLIB000000 262	F 320 Z84 2003	Foundations and dynamics of political science	Zulueta, Francisco M.	2003	Academic Publishing Corporation	1
45	PCLIB000000 370	F 301.0959 9 P194 2004 C1	Sociology	Panopio, Isabel	2004		1
46	PCLIB03003	F 301 G286 2001	General sociology	Salcedo, Lucila L.	2001	JMC Press Inc	1
47	PCLIB07172	F 301 G286 2003	General sociology	Omas-as, Roberta L.	2003	Trinitas Publishing Inc	1
48	PCLIB0003	364.1 ALL5 2004	Fraud examination & prevention	Albercht, W. Steven	2004	Thomson / South Western Inc	1
49	PCLIB000000 062	363.35 P96 2006	Public health response to biological and chemical weapons		2006	A.I.T.B.S. Publisher	1
50	PCLIB000000 070	363.7387 4 F614 2005	The weather makers	Flannery, Tim	2005	Grove Press	1
51	PCLIB000000 072	362.2042 51 F497 2008	When enough is enough	Finnigan, Candy [and] finnigan, Sean	2008	Penguin group	1
52	PCLIB000000 185	349.744 B728 2005	Harvard rules	Bradley, Richard	2005	Harper-Collins	1
53	PCLIB000000 208	333.72 M15 2008	Big green purse	MacEachern , Diane	2008	Penguin group	1
54	PCLIB000000 188	SP 302 R187 2006	The people you can't afford to live without vital friends	Rath, Tom	2006	Gallup Press	1
55	PCLIB000000 233	SP 306.7 SCH95 2007	Prime: adventures and advice on sex, love and the sensual years	Schwartz, Pepper	2007	Harper-Collins	1
56	PCLIB000000 058	SP 327 R909 2006	World politics: the menu for choice	Russett, Bruce , Starr, Harvey [and]	2006	Thomson Wadsworth	1

## AACCP ACCREDITATION SURVEY VISIT

RIZAL TECHNOLOGICAL UNIVERSITY

COLLEGE OF ARTS AND SCIENCES



				Kinsella, David			
57	PCLIB000000 052	SP 327.1 K259 2005	The global future: a brief introduction to World politics	Kegley, Charles W. [and] Raymond, Gregory A.	2005	Wadsworth	1
58	PCLIB000000 057	SP 327.101 R761 2007	International politics on the World stage	Rourke, John T.	2007	McGraw - Hill	1
59	PCLIB000000 098	SP 330 B35 2001	Foundations of economics	Begg, David	2001		1
60	PCLIB000000 087	SP 330.9173 2 OS1 2000	Urban economics	Sullivan Arthur O.	2000		1
61	PCLIB000000 086	SP 332 M68 2001	The economics of money, banking, and financial markets	Mishkin, Frederic S.	2001		1
62	PCLIB000000 230	SP 346.016 L881 2001	The law of annulment of marriage: rules of disengagement	Lopez, Jim V.	2001	Anvil	1
63	PCLIB000000 235	SP 372.64 E295 2005	Literature for lively lessons: the month-by- month, week- by-week, day- by-day guide to great picture books that will help you plan your lessons!	Edwards, Sheila	2005	McGraw - Hill	1
64	PCLIB000000 254	SP 300.072 R311 2006	Research in the social sciences: its fundamental methods and objectives	Park, Robert Ezra...[et.al]	2006	Cosmo Publicatio ns	1
65	PCLIB000000 188	SP 302 R187 2006	The people you can't afford to live without vital friends	Rath, Tom	2006	Gallup Press	1
<b>NO. OF TITLES = 65</b>							
<b>NO. OF FILIPINIANA BOOKS =14</b>							



400-499 LANGUAGE							
	Barcode	Call No.	Title	Author	Copyright	Publisher	Copy
1	PCLIB000000 413	428.0076 L929 2004	Barron's how to prepare for the Toefl essay: test of English as a foreign language	Lougheed, Lin	2004	Barron's Educational Series	1
2		R 413.028 A1 2007	A dictionary of astronomy	Edited by Ian Ridpath	2007	Oxford University Press	1
3	PCLIB000000 211	R 423.1 B249 1996	Barlett's Roget's thesaurus		2001	Little, Brown and Company	1
4	PCLIB000000 221	R 423.1 F548 2005	The dictionary of disagreeable english	Fiske, Robert Hartwell	2005	Writer's Digest Books	1
5	PCLIB000000 293	R 499.211 EN36 2005	Tagalog - English dictionary	English, Leo James	2005		1
6	PCLIB000000 038	F 499.2110 7 R315 2003	Retorika	Tanawan	2003	Trinitas Publishing Inc.	1
7	PCLIB07077	F 449.2110 7 AR69 2003	Retorika sa mabisang pagpapahayag		2003	National Book Store	1
8	PCLIB0023	F 499.211 J328 2005	Sining ng kasanayan sa pakikipagtalastasan	Javier, Clarita G.	2005	Books Atbp. Publishing Corp.	1
9	PCLIB0150	F 499.211 P14 2003	Pagbasa at pagsulat sa iba't ibang disciplina	Recorba, Felisa M.	2003	Trinitas Publishing Inc.	1
10	PCLIB07069	F 415 B292 2004	Basic grammar for communicative English	Allam, Arsenia S.	2004	Rizmaarc Publications	1
11	PCLIB0089	428 AL51 2005	All-star	Lee, Linda	2005		1
<b>NO. OF TITLES = 11</b>							
<b>NO. OF FILIPINIANA BOOKS = 6</b>							

**500-599 PURE SCIENCE**

	Barcode	Call No.	Title	Author	Copyright	Publisher	Copy
1	PCLIB000000808	515 L693 2014	Calculus with applications	Lial, Margaret	2014		1
2		500 L648 2002	Science smart junior: discovering the secrets of science	Linker, David	2002	Random House	1
3	PCLIB000000328	510 B365 1989	Essential of College Mathematics	Poppy, Willard J.		DELLEN PUBLISHING COMPANY	1
4	PCLIB431AF	510 B368 1987	Solution Manual To Accompany Finite Mathematics For Management Life And Social Science Fourth Edition	Barnett, Raymond A.		DALLEN PUBLISHING COMPANY	1
5	PCLIB275AF	SP 512.8 M289 2002	Making the most of your brain		2002	The Readers Digest Associations Limited	1
6	PCLIB000000255	SP 515.15 R299 1994	Calculus with analytic geometry	Repka, Joe	2000		1
7	PCLIB000000023	SP 520 G358 2005	The astronomy handbook	Gibson, Claire	2005	D & S Books	1
8	PCLIB000000205	SP 520.9 B73 2003	The adventure of English: the biography of a language	Bragg, Melvyn	2003	Arcade Publishing	1
9	PCLIB000000266	SP 523.1 C296 2005	The Universe	Cuttermole, Peter [and] Stuart Clark	2005	Angus Books	1
10	PCLIB000000203	SP 523.1 J613 2007	Astronomy	John, Duncan	2007	Parragon	1
11	PCLIB000000196	SP 523.1 R259 2008	Universe	Rees, Martin	2008	DK Publishing	1
12	PCLIB000000199	SP 523.8 ST75 2007	Starfinder	Stott, Carole	2007	DK Publishing	1



13	PCLIB000000 195	SP 523.88 K468 2005	The stargazer's guide to the Universe	Kerrod, Robin	2005	A Quarto Book	1
14	PCLIB000000 200	SP 530 C368 2003	Schaum's A-Z: physics	Chapple, Michael	2003	McGraw - Hill	1
15	PCLIB000000 240	SP 540 G564 2001	Fundamental s of chemistry	Goldberg, David E.	2001		1
16	PCLIB000000 103	SP 540 H911 2003	Schaum's A-Z: chemistry	Hunt, Andrew	2003	McGraw - Hill	1
17	PCLIB000000 224	SP 550 C415 2006	Earth	Cheetham, Nicolas	2006	Quecus	1
18	PCLIB000000 194	SP 550 F842 2008	Fragile earth	Foreword by Sir Ranulph Fiennes	2008	Harper-Collins	1
19	PCLIB000000 207	SP 550 L968 2004	Earth	Luhr, James F.	2004	DK Publishing	1
20	PCLIB000000 197	SP 551.2 V881 2001	Volcanoes power and magic			Mateu Crono Artes Graficas	1
21	PCLIB000000 202	SP 551.432 M319 2001	Everest: history of the Himalayan giant	Mantovani, Roberto	2001	White Star	1
22	PCLIB000000 242	SP 551.6 R337 2004	Philip's guide to weather	Reynolds, Ross	2004	Octupos Publishing	1
23	PCLIB000000 171	SP 574 IN2 2003	Schaum's A-Z: biology	Indge, Bill	2003	McGraw - Hill	1
24	PCLIB000000 241	R 520 P538 2002	Philips astronomy encyclopedia	Foreword by Leif s. Robinsons	2002	Octupos Publishing	1
25	PCLIB000000 198	R 540.3 H121 1969 C3	Chemical dictionary	Grant, Julius			1
26	PCLIB5872	F 591.078 T636 2004	Zoology	Torres, Mario S.	2004	National Book Store	1
27	PCLIB000000 573	F 510 P263 1983	Business Mathematics	Pasion, Dante T.	2000	National Book Store	1
28	PCLIB3026	F 512 M58 1989	College Algebra		2005	National Book Store	1
29	PCLIB0080	F 516.24 H259 1943	Plane and spherical trigonometry with applications	Hart, William L.	2000	D.C. Heath and Company	1



30	PCLIB0110	F 530 C686 1987 C2	College Physics	Rebollos, Felizardo		National Book Store	1
31	PCLIB1059	F 574 B281 2003	Basic concepts in biology	Penecilla, Gerard L.	2003	Trinitas Publishing Inc.	1
32	PCLIB07253	550 V882 2005	Earth science success in 20 minutes a day	Volk, Tyler	2005	Learning Express	1
33	PCLIB000000 246	551.7 W216 2002	the life and death of planet Earth	Ward, Peter [and] Drownlee, Donal	2002	Piat Kus	1
34	PCLIB000000 210	530 Y85 2000	Sears and Zemansky's University Physics with Modern Physics	Young, Hugh., Freedman, Roger A.	2000		1
35	PCLIB02293C 3	516.24 D759 2001	Trigonometry: the easy way	Downing, Douglas	2001	Barron's Educational Series	1
36	PCLIB000000 251	516.24 L329 2012	Trigonometry	Larson, Roy	2012		1
37	PCLIB000000 923	515.35 Z 65 2000	A First Course in Differential Education with Modeling Application	Zill, Dennis G.	2000	BROOK/C OLE THOMPS ON LEARNIN G	1
38	PCLIB02443	515 H675 2000	Calculus	Hoofman, Laurence D., Bradley, Gerald L	2000		1
39	PCL02173	515 H675 2000	Calculus for Business Economics and The Social and Life Science	Huffman. Lawrence E.	2000	PCLIB021 73	1
40	PCLIB02173	515 L334 2013	Calculus	Larson, Ron	2013		1
41	PCLIB000000 808	515 L693 2014	Calculus with applications	Lial. Margaret	2014		1
42	PCLIB000000 851	515 SM64 2007	Calculus	Smith, Robert T., Minton, Roland B.	2007		1
43	PCLIB120002 D	512.9 D879 2000	Algebra For College Student	Dugupolski, Mark	2000	MCGRAW -HILL, INC	1
44	PCLIB02176	512 M369 2007	Shortcut algebra II	Marx, Andrew	2007	Kaplan	1
45	PCLIB000000 236	510.2462 B575 2014	Textbook of engineering mathematics	Bhui, Bikas Chandra	2014		1

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46	PCLIB000000 713	510 B365 1989	Essential of College Mathematics	Poppy, Willard J.		DELLEN PUBLISHI NG COMPAN Y	1
47	PCLIB431AF	510 B368 1987	Solution Manual To Accompany Finite Mathematics For Management Life And Social Science Fourth Edition	Barnett, Raymond A.		DALLEN PUBLISHI NG COMPAN Y	1
			Motivate Yourself: Get the Life you want, find purpose and achieve fulfillment	Andro Donovan	2016		1
			A Textbook of Measuremen ts and Metrology	Er.R.K. Rajput	2017		1
			Hydraulics and Pneumatics	A.K. Upadhyay			1
			Body Structures and Functions 13th edition	Ann Semisi Scott, Elizabeth Fong	2017		1
			Marketing Above the Noise: Achieve Strategic Advantage with	Linda J. Popky	2015		1
			Marketing that Matters				
			Product and Systems Development A Value Approach	Stanley I. Weiss	2013		1
			Industrial Automation and Robotics	Deepak Bhandari Khushdeep Goyal			2



			Production and Operations Management	Dr. Pratibha Gang	2015		2
			Elements of Photogrammetry with applications in GIS 4th Edition	Paul R. Wolf, Bon A. Dewitt and Benjamin E. Wilkinson	2014		1
			A Textbook of Engineering Chemistry	Dr. Srimita Rattan	2017		1
			A Textbook of Power System Operation and Control	K. Nisha	2018		1
			Time Management Time Allocation and Time Discipline	Kalpana Taing			1
			Pricing Strategies A Marketing Approach	Robert M. Schindler			1
			CPA Examination Reviewer: Auditing Problems 2018-2019 Edition	Gerardo S. Roque	2018		9
			Tools for Project Management, Workshops and Consulting	Nicolai Andler			2
			Estimating Bill of Materials	Vicente A. Tagayun	2002		5
			Digital Signal Processing Using MATLAB 3rd Edition	Robert J. Schilling, Sandra L. Harris			1
			Power Brands: Measuring	Wiley			1

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			Marketing Managing Brand Success 3rd Edition				
			Tools and Mathematics Instruments for Learning	Monaghan, John, Trouche, Luc, Borwein, Jonathan	2016		2
			Principles to Actions; Engineering Mathematical Success for all		2014		2
			Algebra and Trigonometry 3rd Edition	Dennis G. Zill, Jacqueline M. Dewar			1
			Computer Fundamentals and Information Technology 2nd Edition	Ramesh Bangia	2016		1
			Basic Fundamentals of Marketing	Anshuman Sharma			2
			Insurance Marketing	Dr. Sandeep Sharma			1
			Fundamental of Project Management 5th Edition	Joseph Heagney	2016		1
			Production Management	Rosa J. Williams			1
			Information Technology; Theory and Practice	Pradeep K. Sinha, Priti Sinha	2016		1
			Railway Engineering and Security	Marshall Ray	2015		1
			Advance Foundation Engineering; geotechnical	Dr. Sunil Garg			1



			engineering series				
			Handbook of Heat Transfer	Nathan Rice	2015		1
			Basic Discrete Mathematics: Logic, Set Theory and Probability	Richard Kohan	2016		1
			Fundamental of Logic Design: 7th Edition	Charles H. Roth Jr., Larry L. Kinney			1
			Contemporary Marketing 18 Edition	Boone and Kurtz			1
			Digital Logic and Microprocessor Design with Interfacing 2nd Edition	Enoch O. Hwang	2016		1
			Microelectronic Circuits: Analysis and Design	Muhammad H. Rashid	2015		1
			Electrical Layout and estimate	Max B. Fajardo Jr., Leo R. Fajardo	2000		7
			Essential of World Regional Geography 3rd Edition	White Raymond			1
			Circuits and Networks Analysis Design and Synthesis	Venkator Krishna Reddy			1
			Creating Customer Delight: Customer Service and Relationship Management	Dr. Anand Prakash			1



			CPaA Examination Reviewer: Manual Advanced Financial	Antonio J. Dayag				2
			Accounting and Reporting (Theories and Problems)					
			Electronic Variable Speed Drives	Brumbach & Clade	2018			1
			Fundamentals of Electric Drives and Control	Gupta & Singhal	2016			2
			Electronic Measurement & Instrumentati on	Gupta, J. B.	2015			2
			Electronic Commerce	Schneider, Gary P.	2017			4
			Electromecha nical Energy Conversion	Gupta, J. B.	2013			2
			The Law on Obligations and Contracts	De Leon & De Leon	2014			6
			A First Course in Mathematical Logic and Set theory	Wiley	2016			3
			Visual Six Sigma	Cox, Ian et. al.	2016			1
			Abnormal Psychology and Life	Kearney & Trull	2018			2
			Design for Embedded Image Processing on FPGAs	Bailey, Donald G.	2011			1
			Advanced Control Systems	Soni, et. al.	2018			1



			Introduction to Operations Research	Hillier and Leiberman	2021		1
			Industrial Electronics and Instrumentation	Kumar, Sunil			2
			Specifications and contract	Fajardo, Max	1999		10
			Mathematical modeling in economics, ecology and the environment 2nd ed.	Hritonenko and Yatsenko			1
			The law on negotiable instruments (with documents of title)	De Leon & De Leon	2016		4
			Management Advisory Services	Cabrera & Cabrera	2017		2
			Advanced Financial Accounting and Reporting (theories and problems)	Dayag, Antonio	2019		3
			Export, import procedures documentation and logistics	Mukherjee, Abir Lal	2014		4
			Diesel Powerplant maintenance: Advanced	3G Learning	2016		1
			Power Systems Analysis	Grainger, et. al.	2016		1
			Geotechnical engineering Design	Xiao, Ming	2015		1
			College Algebra with applications	Larson & Hodgkins	2013		1

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			for business and life sciences				
			Scriptures of the worlds religions 6th ed	Fiezer & Powers	2015		2
			Designing Research in the Social Sciences	Maggetti , et. al.	2013		2
			Make your own waves	Patler, Louis	2016		3
			Crafting and Executing Strategy	Thompson, et. al.	2020		1
			Advertising	Arens & Weigold	2018		1
			The philosophy of religion	Wierenga, Edward	2016		1
			Building 21st Century entrepreneurship	d'Andria & Gabarret	2017		2
			RFID for the supply chain and operations professional	Zelbst & Sower	2016		3
			Fundamentals of Project Management 5th ed.	Heagney, Joseph	2016		2
			Grassroots Marketing	Kennedy & Slutsky	2012		1
			Computer Fundamentals and Programming	Goswami, Amitesh	2018		1
			Artificial Intelligence	Sharma, Pankaj	2016		1
			Essentials of Financial Management	Brigham, et. al.	2018		1
			Sales management	Tracy, Brian	2015		1



			Textbook of reliability and maintenance engineering	Maheshwarkar & Maheshwarkar	2016		1
			Robotics and mechatronics	Yang, et. al.	2019		1
			Creating a Kaizen Culture	Miller, et. al.	2014		1
			#EdJourney A roadmap tot eh future of education	Lichtman, Grant	2014		1
			Introduction to data mining and soft computing techniques	Murthy, M Ramakrishna	2015		1
			Thinking Philosophically	Roochnik, David	2016		1
			Digital technologies in designing mathematics education tasks	Leung, Allen	2017		1
			Cases in Finance 3rd ed.	DeMello, Jim	2018		3
			Essentials of modern business statistics with microsoft excel	Anderson, et. al.	2018		1
			Data communication and networks	Kumari, Naveen	2020		1
			Web design with HTML5 & CSS3	Minnick	2017		1
			Web Design 6th ed.	Campbell	2018		1
			Microcoputer Architecture and programming	Prudhomme	2017		1

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			Sales management Simplified	Weinberg, Mike	2016		1
			Cost and Management Accounting 9th ed.		2018		1
			Materials development for language learning	Tomlinson & Masuhara	2018		1
			Matlab programming for engineer 6th ed.	Chapman	2020		1
			Materials science and engineering	Gill, Pritam Singh	2016		1
			2018 Edition CPA Examination Reviewer Auditing Problems	G.A. Cabrera	2018		5
			Generic Skills and Entrepreneurship Development	A. K. Gupta	2015		5
			Value Creation in Management Accounting and Strategic	Satoshi Sugahara, Nabyla Daid and Sumitaka Ushio	2017		2
			Management; An integrated Approach				
			Basic College Mathematics 3rd Edition	Miller, Oneil, Hyde	2105		1
			CPA Examination Reviewer Auditing Theory 2018-2019 Edition	G. S. Roque	2018		6
			Planning and Designers handbook 2nd Edition	Max B. Fajardo Jr	2002		9

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			Practical Financial Accounting Vol 1	Conrado T. Valix, Christian Aris M.Valix	2019		6
			Simplified Methods on Building Construction	Max B. Fajarado Jr	2001		6
			Mathematics Education : A Critical Introduction	Mark Wolfmeyer	2017		1
			Practical Financial Accounting Vol 2	Conrado T. Valix, Christian Aris M.Valix	2019		5
			Human Values and Professional Ethics	Smitri Snivastava	2021		1
			Assessment of Authentic Performance in School Mathematics	Richard Lesh, Susan J Lamon	1992		1
			Off centered Leadership	Sam Calagione	2016		1
			Beyond Advertising: Creating Value Through all Customer	Jerry Wind, Catherine Findiesen			1
			Touchpoints				
			Advertising and Integrated Brand Promotion	O Guinn, Use Schenbaum, Allen	2018		1
			Consumer Behavior 7th Edition				
			Quality Management in Higher Education	Mukhopadhyay	2016		1
			A textbook of Applied	Dr Hari Aroza	2019		1

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			Mathematics 1				
			Management Advisory Services CPA Reviewer: 2017 Edition	Ma. Elenita Baltbat Cabrera, Gilbert Anthony B. Cabrera	2017		5
			Beginning Algebra: Connecting Concepts Through Applications	Clark Anfonson	2019		1
			The National Building Code of the Philippines	Phil Law Gazette	2016		10
			Electronic Instruments and Measurements	M L Anand	2019		2
			Masonry Skills 7th Edition	Richard Kreh Sr	2015		1
			Optical Instrumentation	SetYajit Das	2015		2
			Industrial Power Electronics	Partha Ganguly	2018		2
		Wireless Sensory Networks	Abstract Algebra	Sunil Gupta, Dr Harsh K Verma	2016		1
				Paul b Garrett			2
			Principles and Application of Electrical Engineering 6th Edition	Girgio Rizzoni, James Keans	2016		1
			Demand driven Performance: Using Smart Metrics	Debra Smith, Chad Smith	2014		1
			Dam Failure Mechanisms	Limin Zhang, Ming Peng, Dongsheng	2016		1

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			and Risk Management	Chang, Yao Xu			
			Handbook Of Research on Mathematics Teaching and Learning	Douglas A. Gouus	1992		2
			Electrical Layout and Estimate	Max Fajardo , Leo Fajardo			5
			Technical Analysis and Chart Interpretation	Ed Ponsi	2016		2
			Business Analytics Concepts and Theories	SH Gharma	2018		1
			Demand driven Inventory Optimization and Replenishment 2nd Edition	Robert A Davis	2016		1
			Introduction to Wireless and Mobile Systems 4th Edition	Dharma Prakash Agrawal, Qing an Zeng	2014		1
		140	Switchgear and Protection	T B Gupta	2018		1
					<b>NO.OF TITLES = 187</b>		
					<b>NO.OF VOLUMES= 259</b>		
					<b>NO. OF FILIPINIANA BOOKS =9</b>		
<b>600-699 APPLIED SCIENCE</b>							
	BARCODE	CALL NO.	TITLE	AUTHOR	COPYRIGHT	PUBLISHER	COPY
1	PCLIB000000 882	658.049 H55 2011	International business	Hill, Charles W. L.	2011		1
2	PCLIB275AF	SP 657.03 SI15 2005	Dictionary of accounting terms	Siegel, Joel G. [and] Shim, Jae K.	2005	Barron's Educational Series	1



3	PCLIB000000 227	SP 657.03 SI15 2005	Dictionary of accounting terms	Siegel, Joel G. [and] Shim, Jae K.	2005		1
4	PCLIB000000 228	SP 657.03 SI15 2005	Dictionary of accounting terms	Siegel, Joel G. [and] Shim, Jae K.	2005	Viva Books	1
5	PCLIB000000 229	SP 658.3 F68 2002	Introducing human resource management	Foot, Margaret	2002	Career Press	1
6	PCLIB000000 106	SP 658.3 K458 2006	Gurus on managing people management	Kermally, Sultan	2006	Jaico Publishing House	1
7	PCLIB000000 239	SP 658.3 K827 2005	6 habits of effective bosses	Kohn, Stephen E. [and] O'Connell, Vincent D.	2005	Profile Books	1
8	PCLIB000000 184	SP 658.301 R746 2005	Strategic planning for human resources	Rothwell, William J. [and] Kaznas, H.C.	2005	Warner Business books	1
9	PCLIB000000 056	SP 658.403 K849 2003	Business strategy: a guide to effective decision - making	Kourdi, Jeremy	2003	Batterworth-heinemann	1
10	PCLIB000000 226	SP 658.409 F327 2004	The Feiner points of leadership: the fifty basic laws that will make people want to perform better for you	Feiner, Michael	2004		1
11	PCLIB000000 177	SP 685 D84 2205	Managing for results: economic tasks and risk-taking decisions	Drucker, Peter F.	2005	Hyperion	1
12	PCLIB000000 175	SP 612.04 AD84 1995	Biomechanics of human movement	Adrian, Marlene J.		Quadrille Publishing	1
13	PCLIB000000 337	SP 613.2 SM18 2006	The longevity bible and essential strategies for keeping your mind sharp and your body young	Small, Gary	2006		1
14	PCLIB000000 186	SP 613.907	The real sex kitten's handbook	Sampson, Val	2005		1

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		SA48 2005					
15	PCLIB000000 219	SP 621.382 B636 2008	Electronic communication systems	Blake, Roy	2008	Entrepreneur Press	1
16	PCLIB000000 653	SP 621.402 K96 2012	Heat and mass transfer	Kumar, D.S.	2012	Harlow Pearson Prentice Hall	1
17	PCLIB000000 726	SP 647.95 D631 2006	Start your restaurant career	Dismore, Heather H.	2006	National Book Store	1
18	PCLIB000000 172	SP 650 P238 2006	How to be an entrepreneur	Parks, Steve	2006	Allen Adrian Books Inc.	1
19	PCLIB000000 331	F 658.3 M366 2008	Human resources management	Martirez, Concepcion R.	2008	National Book Store	1
20	PCLIB000000 467	F 658.8 SA31 2010	Global marketing	Salvador, Samuel M	2010	National Book Store	1
21	PCLIB0128	F 641.5959 9 R147 2004	Philippine recipes and other international recipes	Ramos, Celia	2004	National Book Store	1
22	PCLIB050051	F 651.3 M672 1999	Office management	Miranda, Gregorio S. [and] Gow, Carmelita M.		Baguio Research and Publishing Center	1
23	PCLIB000000 298	F 651.3 M672 1999	Office management	Miranda, Gregorio S. [and] Gow, Carmelita M.			1
24	PCLIB000000 297	F 651.84 L319 1984	Introduction to computer concepts	La Putt, Juny Pilapil			1
25	PCLIB000530	F 657 AC27 1990	Accounting Principles Revised Edition	Arganda, Amelia., Atis Teresa., Del Rosario Bernardo., Ong Manuel		JMC Press Inc	1
26	PCLIB1066	F 657.42 M 438 1990	Cost Accounting	Matz Usry Macuja		Harper & Raw	1
27	PCLIB1013	F 657.45 F91 1992	Textbook in auditing theory	Frias, Solita A.			1
28	PCLIB1644	658.403 D84 2006	Managing for results: economic tasks and risk- taking decisions	Drucker, Peter F.	2006	Pentagon Press	1

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29	PCLIB000000 180	658.5 ST48 2007	Operation management	Stevenson, William J.	2007		1
30	PCLIB000000 320	658.8 C66 2005	Marketing your small business made E-Z	Cohen, William A. [and] Reddick, Marshall E.	2005	Career Press	1
31	PCLIB000000 065	658.802 C855 2000	Strategic marketing	Cravens, David W.	2000	Penguin Books	1
32	PCLIB000000 097	658.812 W694 2006	151 quick ideas to get new customers	Wilson, Jerry R.	2006	John Wiley and Sons	1
33	PCLIB000000 075	689.4540 973 C348 2007	A man on the moon	Chaikin, Andrew	2007		1
34	PCLIB000000 077	658.3045 SH47 2006	How to manage problem employees	Shepard, glenn	2006		1
35	PCLIB000000 046	658.049 H55 2011	International business	Hill, Charles W. L.	2011	Pearson Educational Limited	1
36	PCLIB000000 882	658 L864 1966	Evaluating Executive Decision Making	Lopez, Felix Jr. M.		World Publications Group	1
37	PCLIB712	658 T247 2005	The rules of management	Templar, Richard	2005	Prentice Hall	1
38	PCLIB000000 071	658 T999 2004	The art of war	Tzu, Sun	2004		1
39	PCLIB000000 290	658 W416 2005	Sun Zi Bingfa: selected insights and applications	Wee, Chow Hou	2005		1
40	PCLIB000000 183	657.044 SK 58 2000 VOL. 1	Intermediate Accounting Volume 1	Skousen Stice Stice	2000	Anvil Publishing	1
41	PCLIB02025	657 R359 2001	Auditing and Assurance Services	Ricchiute, David N.	2001	Adams Media	1
42	PCLIB02036	650.1 C266 2007	Case studies on leadership, strategy and ethics	Blue Way	2007		1
43	PCLIB000000 325	650.142 Y27 2006	Resumes that knock 'em dead	Yate, Martin	2006		1
44	PCLIB000000 187	621.31 C435 2014	Analysis of electrical circuits and networks	Chakravorty, Jaydeep	2014		1



45	PCLIB000000 728	620.11 C134 2000	Materials science and engineering	Callister, William D. Jr.	2000	Prentice- Hall, Inc.	1
46	PCLIB000000 00446	620.0068 8 M726 2001 C.3	Marketing of High- Technology Products and Innovations	Mohr, Jakki	2001	Simon & Schuster	1
47	PCLIB02440C 3	620.0688 M726 2001	Marketing of High- Technology Products and Innovations	Mohr, Jakki	2001	Marlowe & Company	1
48	PCLIB02433	616.8914 EM67 2006	The chemistry of joy: a three- step program for overcoming depression through western science and eastern wisdom	Emmons, Henry	2006		1
49	PCLIB000000 053	616.5914 2 ED27 2007	Change your thinking overcome stress, combat anxiety and depression and improve your life with CBT	Edelman, Sarah	2007		1
50	PCLIB000000 180	658.403 D84 2006	Managing for results: economic tasks and risk- taking decisions	Drucker, Peter F.	2006	Harper & Raw	1
51	PCLIB000000 320	658.5 ST48 2007	Operation management	Stevenson, William J.	2007		1
52	PCLIB000000 065	658.8 C66 2005	Marketing your small business made E-Z	Cohen, William A. [and] Reddick, Marshall E.	2005	Pentagon Press	1
53	PCLIB000000 097	658.802 C855 2000	Strategic marketing	Cravens, David W.	2000		1
54	PCLIB000000 075	658.812 W694 2006	151 quick ideas to get new customers	Wilson, Jerry R.	2006	Career Press	1
55	PCLIB000000 077	689.4540 973 C348 2007	A man on the moon 1	Chaikin, Andrew	2007	Penguin Books	1

## AACCP ACCREDITATION SURVEY VISIT

RIZAL TECHNOLOGICAL UNIVERSITY

COLLEGE OF ARTS AND SCIENCES



56	PCLIB000000 882	658.049 H55 2011	International business	Hill, Charles W. L.	2011		1
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**TOTAL NO. OF TITLES = 56**

NO. O FILIPINIANA  
BOOKS=9

**700-799 ARTS**

	BARCODE	CALL NO.	TITLE	AUTHOR	COPYRI GHT	PUBLIS HER	COP Y
1		SP 796.077 K674 2006	How to succeed in the game of life: 34 interview's with the world's greatest coaches	Klemash, Christian	2006		1
2	PCLIB000000 220	792.7095 2 IW9 2002	Geisha: a life	Iwasaki, Mineko [with] Brown, Rande	2002	Golden Books Centre	1
3	PCLIB1559	700 W583 1993	Careers and creativity:soci al forces in the arts	White, Harrison C.		Westview Press	1
4	PCLIB13274	701.13 V225	Introduction to humanities painting, sculpture, architecture, music and literature	Van De Bogart, doris		National Bookstore	1
5	PCLIB7397	709 F596 1974	Arts and ideas	Fleming, Wlliam		Holt Reinhart and Winston, Inc.	1
6	PCLIB6376	726 SI61 1962	The Gothic Cathedral origins of Gothic Architecture and the Medieval Concept of order	Simson, Otto Von		Bollingen Foundatio n	1
7	PCLIB1115	739.7 L884	Legacies	Lord, Bette Bad		Alfred A. Knoff	1
8	PCLIB8637	743.9 SE86 1961	A history of Western Art	Sewall, John Ives		Holt Reinhart and Winston, Inc.	1
9	PCLIB8909	745.5 L64	Basic craft	Lindbeck, John R.		Chas A. Bennett Co. Inc.	1



10	PCLIB1596	745.5068 SC85 1993	Craft business	Scott, Michael		Harcourt Brace and Co.	1
11	PCLIB8353	746.1 G588	Weaving techniques and projects			Lane Publishing Co.	1
12	PCLIB8595	746.46 Q41	Quilting and patchwork	Clark, David E.		Laane Magazine and Book Company	1
13	PCLIB14824	770.11 SU94P	Photos with captions Murray and Roberta Suid	Mdfett, James		Houghton Mifflin Co.	1
14	PCLIB376	780.07 R211 1978	A social history of music from the middle ages to Beethoven	Raynr, Henry		Taplinger Publishing Co., Inc.	1
15	PCLIB6368	780.15 R833	Music through the centuries	Rafferty, Nick Rossi Sadie		Boston Bruce Humphries Publishers	1
16	PCLIB4133	780.9 M648 1960	History of Music	Miller, Hugh M.		National Bookstore	1
17	PCLIB000312	781.24 H91 1997	Malolos	Agoncillo, Teodoro A.			1
18	PCLIB17167	790.2 H232	Readers theater	Harper, Floren		Houghton Mifflin Co.	1
19	PCLIB17166	790.2 H232	Readers theater Flren Harper	Moffett, James		Houghton Mifflin Co.	1
20	PCLIB3076	791.4301 B645 1990	Film art	Bordwell, David		McGraw-Hill	1
21	PCLIB8880	792.025 P228 1974	Science design and stage lighting	Parker, W. Oren		Holt Reinhart and Winston, Inc.	1
22	PCLIB000000051	792.7095 2 IW9 2002	Geisha: a life	Iwasaki, Mineko [with] Brown, Rande		Washington Square Press	1
23	PCLIB15960	796.069 SM64 1962	Physical education	Smith, Hope M.		Harcourt Brace and Co.	1
24	PCLIB1575	796.2092 AS35 1992	Notes from a battered grand	Asher, Don		Harcourt Brace and Co.	1
25	PCLIB2799	796.324 EV93	Beginning Tennis	Everett, Peter		Wadsworth Publishing Co.	1
26	PCLIB474	796.345 348	Badminton everyone	Chafin, M. B.		Hunter Text	1

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27	PCLIB2805	796.345 F911	Beginning badminton	Fredrich, John		Wadsworth Publishing Co.	1
28	PCLIB00058	796.3523 L585 1993	How to break 90	Lewis, Beverly		Tigerbooks International	1
29	PCLIB000059	796.3523 5 L585 1993	Play better golf perfecting your short game cure your putting problems	Lewis, Beverly			1
30	PCLIB1593	796.3570 9 L649 1993	Hittered Linn	Williams, Ted		Harcourt Brace and Co.	1
31	PCLIB000061	796.3578 F751 1990	An introduction to softball pitching mechanics	Ford, Dennis		WMC Brown Publishers	1
32	PCLIB5374	796.42 B842 1964	Track and field athletics	Bresnahan, George T.		The C.V. Mosby Co.	1
33	PCLIB090	796.812 UM1	Successful wrestling it's bases and problems	Umbach, Arnold B.		William C. Brown Co.	1
34	PCLIB413	796.86 B676	Foil fencing	Bower, Muriel		William C. Brown Co.	1

**TOTAL NO. OF TITLES = 34**

**TOTAL NO. OF FILIPINIANA BOOKS = 0**

<b>800-899 LITERATURE</b>		<b>Barcode</b>	<b>Call No.</b>	<b>Title</b>	<b>Author</b>	<b>Copyright</b>	<b>Publisher</b>	<b>Copy</b>
1			SP 803 H279 2002	Dictionary of literary terms	Hastings, John	2002	Little, Brown and Comapany	1
2		PCLIB000000 051	SP 813.54 P277 2006	Cross	Patterson, James	2006	National Book Store	1
3		PCLIB000000 238	SP 843.7 D891 2006	The three musketeers	Dumas,Alex andre	2006	Mutya Publishing House	1

### AACCP ACCREDITATION SURVEY VISIT

RIZAL TECHNOLOGICAL UNIVERSITY

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4	PCLIB000000 260	F 899.2110 9 K12P 2005	Philippine Literature	Kahayon, Alicia H.	2005	Harcourt	1
5	PCLIB000000 257	F 808.0499 B457 2002	Mabisang retorika sa wikang Filipino	Bernales, Rolando A.	2002	Anvil Publishing	1
6	PCLIB005001 0	892.436 OZ1 2003	A tale of love and darkness	Oz, Amos	2003	Barnes and Nobles Classics	1
7	PCLIB0021	899.2103 AN86 2000	Anthology of the spirit: essays on living the moment	Editor Jeannie E. Javelosa	2000	3 Crows Corporatio n	1
8	PCLIB000000 637	809.3 J84 2004	A portrait of the artist as a young man and dubliners	Joyce, James	2004	Tom Doherty Associates	1
9	PCLIB000000 252	813 F869 2006	Thirteen moons: a novel	Frazier, Charles	2006	Scribner	1
10	PCLIB000000 181	813.54 G812 2006	The senator and the priest	Greely, Andrew M.	2006	Simon & Schuster	1
11	PCLIB000000 059	813.54 H376 2006	The collected stories of Amy Hempel	Hempel, Amy	2006	Harper- Collins Publishers	1
12	PCLIB000000 261	813.54 H911 2007	The 417th samurai: a Bob Lee novel	Hunter, Stephen	2007	Random House	1
13	PCLIB000000 256	823.914 D373 2005	Ireland: a novel	Delaney, Frank	2005	Rex Bookstore	1
14	PCLIB000000 263	823.914 F273 2005	Human traces: a novel	Faluks, Sebastian	2005	Thinker's Library	1
15	PCLIB000000 156	808.8 B29 2000	World literature	Bascara, Linda R.	2000	McGraw- Hill	1
16	PCLIB000000 078	808.4 T153 2003	100 Inspirational essays for students	Tan, Stephen W.K.	2003		1
17	PCLIN02080	808.5 L962 2007	The art of publishing speaking	Lucas, Stephen A.	2007	Oxford University Press	1
18	PCLIB000000 173	SP 909.052 D561 2006	A dictionary of World history		2006	Oxford University Press	1
19	PCLIB005001 0	F 899.2110 9 K12P 2005	Philippine Literature	Kahayon, Alicia H.	2005	National Book Store	1



20	PCLIB0021	F 808.0499 B457 2002	Mabisang retorika sa wikang Filipino	Bernales, Rolando A.	2002	Mutya Publishing House	1
21	PCLIB02088	F 808.0499 1 SE44 1956	Ang retorila	Sebastian, Federico B.			1
22	PCLIB355	F 808.0499 1 SE44 1956	Ang retorika	Sebastia, Federico			1
23	PCLIB000000 590	F 808.5 AQ56 1996	Fundamental s of public speaking and debate	Aquino, Conrado P.		Phoenix Publishing House	1
24	PCLIB000000 526	F 808.5 M11 1995	Sining ng pakikipagtalas tasan	Manacsa, Felicitas R.			1
25	PCLIB000000 522	F 808.5 M11 1995	Sining ng pakikipagtalas tasan	Manacsa, Felicitas R.			1
26	PCLIB249	F 808.51 AL25	Pagtatalumpa ti at pagmamatuwid	Alejandro, Rufino		Bede Publishing House, inc.	1
27	PCLIB000000 509	F 808.51 R664 1997	Principles of speech and oral communicatio	Romero. Perlita P.		Katha Publishing Co. Inc.	1
28	PCLIB000000 510	F 808.51 R664 1997	Principles of speech and oral communicatio	Romero. Perlita P.		Katha Publishing Co. Inc.	1
29	PCL953	F 813.243 ON3 1967	Gabay sa Pag-aaral sa El Filibusterismo	Ongoco, Tomas C.			1
30	PCLIB02124	F 899.21 P538 1999 C2	Philippine Literature	Bascara, Linda R.		Rex Book Store	1
31	PCLIB000436	F 899.211 P193 1994	Panitikang kayumanggi			National Book Store	1
32	PCLIB000000 637	892.436 OZ1 2003	A tale of love and darkness	Oz, Amos	2003	Harcourt	1
33	PCLIB000000 252	899.2103 AN86 2000	Anthology of the spirit: essays on living the moment	Editor Jeannie E. Javelosa	2000	Anvil Publishing	1
34	PCLIN02080	808.8 B29 2000	World literature	Bascara, Linda R.	2000	Rex Bookstore	1



35	PCLIB110014	808.5 L962 2007	The art of publishing speaking	Lucas, Stephen A.	2007	McGraw- Hill	1
36	PCLIB000000 176	808.4 T153 2003	100 Inspirational essays for students	Tan, Stephen W.K.	2003	Thinker's Library	1

**NO. OF TITLES: 36**

**NO. OF  
FILIPINIANA  
BOOKS = 16**

**900-999  
GEOGRAPHY**

	BARCODE	CALL NO.	TITLE	AUTHOR	COPYRI GHT	PUBLIS HER	COP Y
1		SP 909.09 N213 2007	National geographic		2007	Eagle Editions	1
2		SP 909.09 SP53 2001	Splendors of the lost civilizations: journey in the world of archaeology	Edited by Bourbon, Fabio		Citadel Press Books	1
3	PCLIB000000 332	SP 910.3 G518 2005	Natural wonders of the world	Glover, Adrian	2005	W.W. Norton and Company	1
4	PCLIB000000 248	SP 920 B64 2005	Gods, Heroes and Philosophers: a celebration of all things Greek	Bonanos, Christopher	2005	White Star	1
5	PCLIB000000 201	SP 920.008 H522 2002	Napoleon: his wives and women	Hibbert, Christopher	2002	White Star	1
6	PCLIB000000 330	SP 932 SI34 2000	Egypt: temples, men and gods	Siliotti, Alberto	2000	Random House	1
7	PCLIB000000 234	SP 932.008 T34 2004	The great pharaohs	Text by T.G.H James	2004	Nan A. Talese	1
8	PCLIB000000 250	SP 940.5309 2	In command of history	Reynolds, David	2005	W.W. Norton and Company	1
9	PCLIB000000 249	SP 940.54 H368 2005	A life in secrets: Vera Atkins and the missing agents of WWII	Helm, Savah	2005	Lotus Press	1

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10	PCLIB000000 189	SP 973.9220 92 L474 2006	Jack Kennedy: the education of a statesman	Leaming, Barbara	2006	National Geographic	1
11	PCLIB000000 259	R 910.3 ST43 2008	Illustrated dictionary of geography	Stephen, Jermie R.	2008	Harper- Collins Publishers	1
12	PCLIB000000 253	R 973 M615 2006	Almanac of American History	Miller, James [and] Thompson, John	2006	Anvil	1
13	PCLIB000000 206	920.013 H973 2003	Leading ladies: American trailblazers	Hutchison, Kay Bailey	2007	Free Press	1
14	PCLIB000000 218	920.72 Y9 2000	Sarilaysay: tinig ng 20 babae sa sariling dans bilang manunulat	Yu, Rosario T.	2000	John Wiley and Sons	1
15	PCLIB000000 265	956.9405 4 H183 2003	A season in Bethlehem: unholy war in sacred place	Hammer, Joshua, 1937	2003		1
16	PCLIB000000 296	973.924 H911 2007	American spy: my secret history in the CIA, watergate and beyond	Hunt, E. Howard	2007		1
17	PCLIB000000 237	SP 909.052 D561 2006	A dictionary of World history		2006	White Star	1
18	PCLIB000000 265	920.013 H973 2003	Leading ladies: American trailblazers	Hutchison, Kay Bailey	2007	Harper- Collins Publishers	1
19	PCLIB000000 296	920.72 Y9 2000	Sarilaysay: tinig ng 20 babae sa sariling dans bilang manunulat	Yu, Rosario T.	2000	Anvil	1
20	PCLIB000000 237	956.9405 4 H183 2003	A season in Bethlehem: unholy war in sacred place	Hammer, Joshua, 1937	2003	Free Press	1
21	PCLIB000000 264	973.924 H911 2007	American spy: my secret history in the CIA, watergate and beyond	Hunt, E. Howard	2007	John Wiley and Sons	1
<b>NO.OF TITLES 21</b>							
<b>NO. OF FILIPINIANA BOOKS=0</b>							



				<b>TOTAL NO. OF BOOK TITLES = 496</b>		
				<b>TOTAL NO. OF VOLUME S= 259</b>		
				<b>TOTAL NO. OF FILIPINIA NA BOOKS = 90</b>		

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#### LIST OF PROFESSIONAL BOOKS AS OF JULY 2021

BSBA- HUMAN RESOURCE  
DEVELOPMENT MANAGEMENT

BARCODE	CALL NO.	TITLE	AUTHOR	COPYRIGHT	PUBLISHER	CO PY



1		658.15 11 W286 2020	Managerial Accounting	Warren, Carl S.	2020	Cengage Learning, Inc.	2
2			Crafting and Executing Strategy	Thompson, et. al.	2020		1
3			Cost and Management Accounting 9th ed.		2018		1
4		658.83 42 C758 2018	Consumer Behavior 7th Edition	Hoyer, Macinnis Pieters	2018		2
5		658.40 33 Sh531 2018	Business Analytics Concepts and Theories	SH Gharma	2018		2
6		519.5 An546 2018	Essentials of modern business statistics with microsoft excel	Anderson, et. al.	2018		1
7			Management Advisory Services	Cabrera & Cabrera	2017		2



8		650.13 R322 2017	Effective human relations interpersonal and organizational applications	Reece, Barry L.	2017	Cengage Learning, Inc.	2
9			Management Advisory Services CPA Reviewer: 2017 Edition	Ma. Elenita Baltbat Cabrera, Gilbert Anthony B. Cabrera	2017		5
10		658.8/ 1 W423 2016	Sales management Simplified	Weinberg, Mike	2016		5
11			Quality Management in Higher Education	Mukhopadhyay	2016		1
12			Technical Analysis and Chart Interpretation	Ed Ponsi	2016		2
13			The law on negotiable instruments (with	De Leon & De Leon	2016		4



			documents of title)				
1 4		658.8/ 1 P898 2016	<b>Creating Customer Delight: Customer Service and Relations hip Managem ent</b>	Dr. Anand Prakash	2016		1
1 5		658.8/ 1 T423 2015	Sales manageme nt	Tracy, Brian	2015		1
1 6		658.5 G778 2015	Production Manageme nt	Rosa J. Williams	2015		1
1 7			The Law on Obligations and Contracts	De Leon & De Leon	2014		6
1 8	PCLIB00000 0229	SP 658.3 F68 2002	Introducin g human resource manageme nt	Foot, Margaret	2002	Career Press	1
1 9	PCLIB00000 0331	F 658.3 M366 2008	Human resources manageme nt	Martirez, Concepcion R.	2008	National Book Store	1



20	PCLIB00000 0106	SP 658.3 K458 2006	Gurus on managing people management	Kermally, Sultan	2006	Jaico Publishing House	
						<b>NO. OF TITLES= 20</b>	
						<b>NO. OF VOLUMES=41</b>	



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**LIST OF PROFESSIONAL BOOKS AS OF JULY 2021**

**BSBA- OPERATION  
MANAGEMENT**

BARCODE	CALL NO.	TITLE	AUTHOR	COPYRIGHT	PUBLISHER	CO PY
1		Crafting and Executing Strategy	Thompson, et. al.	2020		1
2	658.15 11 W286 2020	Managerial Accounting	Warren, Carl S.	2020	Cengage Learning, Inc.	2
3	658.40 33 Sh531 2018	Business Analytics Concepts and Theories	SH Gharma	2018		2
4	519.5 An546 2018	Essentials of modern business statistics with microsoft excel	Anderson, et. al.	2018		1



5			Management Advisory Services	Cabrera & Cabrera	2017		2
6		650.13 R322 2017	Effective human relations interpersonal and organizational applications	Reece, Barry L.	2017	Cengage Learning, Inc.	2
7			Management Advisory Services CPA Reviewer: 2017 Edition	Ma. Elenita Baltbat Cabrera, Gilbert Anthony B. Cabrera	2017		5
8		658.8/ 1 W423 2016	Sales management Simplified	Weinberg, Mike	2016		5
9			Quality Management in Higher Education	Mukhopadhyay	2016		1
10			Technical Analysis and Chart Interpretation	Ed Ponsi	2016		2



1 1			The law on negotiable instruments (with documents of title)	De Leon & De Leon	2016		4
1 2		658.8/ 1 P898 2016	Creating Customer Delight: Customer Service and Relations hip Management	Dr. Anand Prakash	2016		1
1 3		658.5Z 49 2016	RFID for the supply chain and operations professional	Zelbst & Sower	2016		3
1 4		658.5 G778 2015	Production and Operations Management	Dr. Pratibha Gang	2015		2
1 5		658.8/ 1 T423 2015	Sales management	Tracy, Brian	2015		1
1 6		658.5 G778 2015	Production Management	Rosa J. Williams	2015		1



1 7			The Law on Obligations and Contracts	De Leon & De Leon	2014		6
1 8	PCLIB00000 0882	658.0 49 H55 2011	Internation al business	Hill, Charles W. L.	2011		2
1 9	PCLIB00000 0320	658.5 ST48 2007	Operation manageme nt	Stevenson, William J.	2007		2
						NO. OF TITLES =19	
						NO. OF VOLUMES = 43	



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**LIST OF PROFESSIONAL BOOKS AS OF JULY 2021**

**BSBA- MARKETING MANAGEMENT**

	<b>Barcode</b>	<b>Call No.</b>	<b>Title</b>	<b>Author</b>	<b>Copyright</b>	<b>Publisher</b>	<b>Copy</b>
1	#VALUE!	658.15 11 W286 2020	Managerial Accounting	Warren, Carl S.	2020	Cengage Learning, Inc.	2
2			Crafting and Executing Strategy	Thompson, et. al.	2020		1
3			Advanced Financial Accounting and Reporting (theories and problems)	Dayag, Antonio	2019		3
4			Practical Financial Accounting Vol 1	Conrado T. Valix, Christian	2019		6



				Aris M.Valix			
5			Practical Financial Accounting Vol 2	Conrado T. Valix, Christian Aris M.Valix	2019		5
6			Advertising	Arens & Weigold	2018		1
7			Advertising and Integrated Brand Promotion	O Guinn, Use Schenbaum,	2018		1
8			2018 Edition CPA Examination Reviewer Auditing Problems	G.A. Cabrera	2018		2
9			Cost and Management Accounting 9th ed.		2018		1
10	658.83 42 C758 2018		Consumer Behavior 7th Edition	Hoyer, Macinnis Pieters	2018		2



1 1		658.40 33 Sh531 2018	Business Analytics Concepts and Theories	SH Gharma	2018		2
1 2		519.5 An546 2018	Essential s of modern business statistics with microsoft excel	Anderson, et. al.	2018		1
1 3			Managam ent Advisory Services	Cabrera & Cabrera	2017		2
1 4		650.13 R322 2017	Effective human relations interpers onal and organizati onal applicatio ns	Reece, Barry L.	2017	Cengage Learning , Inc.	2
1 5			Value Creation in Managem ent Accounti ng and Strategic	Satoshi Sugahara, Nabyla Daid and Sumitaka Ushio	2017		2



1 6			<b>Management Advisory Services CPA Reviewer: 2017 Edition</b>	Ma. Elenita Baltbat Cabrera, Gilbert Anthony B. Cabrera	2017		5
1 7		658.8/1 W423 2016	<b>Sales management Simplified</b>	Weinberg, Mike	2016		5
1 8			<b>Quality Management in Higher Education</b>	Mukhopadhyay	2016		1
1 9			<b>Technical Analysis and Chart Interpretation</b>	Ed Ponsi	2016		2
2 0			<b>The law on negotiable instruments (with documents of title)</b>	De Leon & De Leon	2016		4
2 1		658.8/1 P898 2016	<b>Creating Customer Delight: Customer Service</b>	Dr. Anand Prakash	2016		1



			<b>and Relations hip Managem ent</b>					
2 2		658.8/1 T423 2015	Sales managem ent	Tracy, Brian	2015		1	
2 3		658.5 G778 2015	Production Managem ent	Rosa J. Williams	2015		1	
2 4			The Law on Obligation s and Contracts	De Leon & De Leon	2014		6	
2 5		658.5Z 49 2016	RFID for the supply chain and operations profession al	Zelbst & Sower	2016		3	
2 6		658.5 G778 2015	Production and Operation s Managem ent	Dr. Pratibha Gang	2015		2	
2 7	PCLIB000000 882	658.04 9 H55 2011	Internatio nal business	Hill, Charles W. L.	2011		2	



2 8	PCLIB000000 320	658.5 ST48 2007	Operation management	Stevenson, William J.	2007		2
2 9	PCLIB000000 467	F 658.8 SA31 2010	Global marketing	Salvador, Samuel M	2010	National Book Store	1
3 0	PCLIB000000 320	658.8 C66 2005	Marketing your small business made E-Z	Cohen, William A. [and] Reddick, Marshall E.	2005	Career Press	2
3 1	PCLIB000000 065	658.80 2 C855 2000	Strategic marketing	Cravens, David W.	2000	Penguin Books	1
3 2	PCLIB000000 00446	620.00 688 M726 2001 C.3	Marketing of High-Technology Products and Innovations	Mohr, Jakki	2001	Simon & Schuster	2
3 3	PCLIB712	658 T247 2005	The rules of management	Templar, Richard	2005	Prentice Hall	1
3 4	PCLIB1644	658.40 3 D84 2006	Managing for results: economic tasks and risk-taking decisions	Drucker, Peter F.	2006	Pentagon Press	1



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RIZAL TECHNOLOGICAL UNIVERSITY

COLLEGE OF ARTS AND SCIENCES



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**LIST OF PROFESSIONAL BOOKS AS OF JULY 2021**

BSBA- OFFICE ADMINISTRATION			COPYRIG HT	PUBLISH ER	COP Y		
BARCO DE	CALL NO.	TITLE					
1		658.15 11 W286 2020	Managerial Accountin g	Warren, Carl S.	2020	Cengage Learning, Inc.	2
2			Crafting and Executing Strategy	Thompson, et. al.	2020		1
3			Cost and Manageme nt Accountin g 9th ed.		2018		1
4		658.83 42 C758 2018	Consumer Behavior 7th Edition	Hoyer, Macinnis Pieters	2018		2
5		658.40 33	Business Analytics Concepts	SH Gharma	2018		2



		Sh531 2018	and Theories				
6		519.5 An546 2018	Essentials of modern business statistics with microsoft excel	Anderson, et. al.	2018		1
7			Management Advisory Services	Cabrera & Cabrera	2017		2
8		650.13 R322 2017	Effective human relations interpersonal and organizational applications	Reece, Barry L.	2017	Cengage Learning, Inc.	2
9			Management Advisory Services CPA Reviewer: 2017 Edition	Ma. Elenita Baltbat Cabrera, Gilbert Anthony B. Cabrera	2017		5
10		658.8/1 W423 2016	Sales management Simplified	Weinberg, Mike	2016		5



1 1			<b>Quality Management in Higher Education</b>	<b>Mukhopadhyay</b>	<b>2016</b>		<b>1</b>
1 2			<b>Technical Analysis and Chart Interpretation</b>	<b>Ed Ponsi</b>	<b>2016</b>		<b>2</b>
1 3			The law on negotiable instruments (with documents of title)	<b>De Leon &amp; De Leon</b>	<b>2016</b>		<b>4</b>
1 4		658.8/1 P898 2016	<b>Creating Customer Delight: Customer Service and Relationship Management</b>	<b>Dr. Anand Prakash</b>	<b>2016</b>		<b>1</b>
1 5		658.8/1 T423 2015	Sales management	Tracy, Brian	2015		1
1 6		658.5 G778 2015	Production Management	Rosa J. Williams	2015		1
1 7			The Law on Obligations	De Leon & De Leon	2014		6



			and Contracts				
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RIZAL  
TECHNOLO  
GICAL  
UNIVERSIT  
Y

Legazpi St. Maybunga, Pasig  
City

### **COLLEGE LIBRARY PASIG CAMPUS**

**LIST OF  
UPDATED  
REFERENCE  
S IN  
COLLEGE OF  
BUSINESS  
AND  
ENTREPEN  
EURIAL  
TECHNOLOG  
Y (CBET)**

**BSBA- MAJOR INOFFICE ADMINISTRATION**

CODE	SUBJECT CODE	TITLE	AUTH OR	COPYRIGHT	PUBLISHER	CO PY
OA101	FOUNDATIO NS OF SHORTHAND	1				
		2				
		3				
		4				



		5					
OA102	BASIC KEYBOARDING	1. Electronic Commerce	Schneider, Gary P.	2017		4	
		2. Information Technology; Theory and Practice	Pradeep K. Sinha, Priti Sinha	2016		1	
		3. Introduction to information technology	Alban o, Gisela may A.	2003	Trinitas Publishing Inc	1	
		4. Basic Computer Concepts	Pusins, Dolores., Ambrose, Anne Peele	2001	South-Western Computer Education	1	
		5					
OA103	ADMINISTRATIVE OFFICE PROCEDURE AND MNGT.	1					
		2					
		3					
		4					
		5					
OA104		1					



	INTERMEDIA TE SHORTHAND	2					
		3					
		4					
		5					
OA105	MIS CONCEPT & PRESENTATI ON SOFTWARE	1. <b>Electronic Commerce</b>	Schnei der, Gary P.	2017		4	
		2. <b>Informatio n Technolog y; Theory and Practice</b>	Prade ep K. Sinha, Priti Sinha	2016		1	
		3. <b>Digital technologi es in designing mathemati cs education tasks</b>	Leung, Allen	2017		1	
		4. <b>RFID for the supply chain and operations professio nal</b>	Zelbst & Sower	2016		3	
		5. <b>Visual Six Sigma</b>	Cox, Ian et. al.	2016		1	



OA106	WORD PROCESSING & DESKTOP PUBLISHING	1. Electronic Commerce	Schneider, Gary P.	2017		4
		2. Export, import procedures documentation and logistics	Mukherjee, Abir Lal	2014		4
		3. Information Technology; Theory and Practice	Pradeep K. Sinha, Priti Sinha	2016		1
		4. Introduction to information technology	Alban o, Gisela may A.	2003	Trinitas Publishing Inc	1
		5. Basic Computer Concepts	Pusins, Dolores., Ambrose, Anne Peele	2001	South-Western Computer Education	1
OA107	CUSTOMER RELATIONS	1				
		2				
		3				
		4				



		5					
OA108	SPREADSHEET CONCEPTS & PRACTICES	1. Electronic Commerce	Schneider, Gary P.	2017		4	
		2. Export, import procedures documentation and logistics	Mukherjee, Abir Lal	2014		4	
		3. Information Technology; Theory and Practice	Pradeep K. Sinha, Priti Sinha	2016		1	
		4. Basic Computer Concepts	Pusins, Dolores., Ambrose, Anne Peele	2001	South-Western Computer Education	1	
OA109	BUSINESS RESEARCH	1. Business Analytics Concepts and Theories	SH Gharama	2018		1	



		2. Research and technical writing	Portillo, Reynaldo R.	2003	Trinitas Publishing Inc	1
		3. Conducting research	Catane, Juliet A.	2000	JMC Press Inc	1
		4. A practical guide to research methods: a user-friendly manual for mastering research techniques and project	Dawson, Catherine	2006	How To Books	1
OA110	BUSINESS REPORT WRITING	1. Business Analytics Concepts and Theories	SH Gharama	2018		1
		2. Research and technical writing	Portillo, Reynaldo R.	2003	Trinitas Publishing Inc	1
		3				
		4				



		5						
OA111	ENTREPRENEURIAL BEHAVIOR AND COMPETENCIES	1						
		2						
		3						
		4						
		5						
		<b>TOTAL NO. OF TITLES =15</b>						
		<b>TOTAL NO. OF VOLUMES= 22</b>						



**RIZAL  
TECHNOLO  
GICAL  
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Legazpi St. Maybunga,  
Pasig City

**COLLEGE LIBRARY PASIG  
CAMPUS**

**LIST OF  
UPDATED  
REFERENCES  
IN COLLEGE  
OF BUSINESS  
AND  
ENTREPRENE  
URIAL  
TECHNOLOG  
Y (CBET)**

BSBA- MAJOR IN MARKETING MANAGEMENT

CODE	SUBJECT CODE	TITLE	AUTHOR	COPYRIGHT	PUBLISH ER	CO PY
MM101	CONSUMER BEHAVIOR	1. Consumer Behavior 7th Edition	Hoyer, Macinnis Pieters	2017		1
		2				
		3				
		4				
		5				
MM102	MARKETING RESEARCH THEORIES AND CONCEPTS	1. Marketing Above the Noise: Achieve Strategic Advantage with Marketing that Matters	Linda J. Popky	2015		1



		2. Grassroots Marketing	Kennedy & Slutsky	2012		1
		3. Power Brands: Measuring Marketing Managing Brand Success 3rd Edition	Wiley			1
		4. Basic Fundamentals of Marketing	Anshuman Sharma			2
		5. Crafting and Executing Strategy	Thompson, et. al.	2020		1
MM103	PROFESSIONAL SALESMANSHIP	1. Sales management Simplified	Weinberg, Mike	2016		1
		2. Sales management	Tracy, Brian	2015		1
		3				
		4				
		5				
MM104	PRODUCT MANAGEMENT	1. Management Advisory Services	Cabrera & Cabrera	2017		2
		2. Production Management	Rosa J. Williams			1
		3				
		4				
		5				
MM105	PRICING STRATEGY	1. Pricing Strategies A Marketing Approach	Robert M. Schindler			1
		2. Marketing Above the Noise: Achieve Strategic Advantage with Marketing that Matters	Linda J. Popky	2015		1
		3. Crafting and Executing Strategy	Thompson, et. al.	2020		1



		<b>4. Business Analytics Concepts and Theories</b>	SH Gharma	2018		1
		<b>Business strategy: a guide to effective decision - making</b>	Kourdi, Jeremy	2003	Profile Books	1
MM106	DISTRIBUTION MANAGEMENT	1				
		2				
		3				
		4				
		5				
MM107	ADVERTISING AND SALES PROMOTION	<b>1. Advertising</b>	Arens & Weigold	2018		1
		<b>2. Advertising and Integrated Brand Promotion</b>	O Guinn, Use Schenbaum, Allen	2018		1
		<b>3. Sales management Simplified</b>	Weinberg, Mike	2016		1
		<b>4. Beyond Advertising: Creating Value Through all Customer Touchpoints</b>	Jerry Wind, Catherine Findiesen			1
		<b>5. Business Analytics Concepts and Theories</b>	SH Gharma	2018		1
MM108	MARKETING MANAGEMENT	<b>1. Power Brands: Measuring Marketing Managing Brand Success 3rd Edition</b>	Wiley			1
		<b>2. Grassroots Marketing</b>	Kennedy & Slutsky	2012		1



		3. Contemporary Marketing 18 Edition	Boone and Kurtz			1
		4. Insurance Marketing	Dr. Sandeep Sharma			1
		5. Basic Fundamentals of Marketing	Anshuman Sharma			2
MM109	RETAIL AND SERVICES MARKETING	1. Marketing Above the Noise: Achieve Strategic Advantage with Marketing that Matters	Linda J. Popky	2015		1
		2. Grassroots Marketing	Kennedy & Slutsky	2012		1
		3. Contemporary Marketing 18 Edition	Boone and Kurtz			1
		4. Insurance Marketing	Dr. Sandeep Sharma			1
		5. Business Analytics Concepts and Theories	SH Gharma	2018		1
MM110	ADMINISTRATIVE AND OFFICE MANAGEMENT	1. Management Advisory Services	Cabrera & Cabrera	2017		2
		2. Gurus on managing people management	Kermally, Sultan	2006	Viva Books	1
		3				
		4				
		5				
MM111	E-COMMERCE AND INTERNET	1. Power Brands: Measuring Marketing Managing Brand	Wiley			1



	MARKETING	Success 3rd Edition				
		2. Grassroots Marketing	Kennedy & Slutsky	2012	1	
		3. Contemporary Marketing 18 Edition	Boone and Kurtz		1	
		4. Insurance Marketing	Dr. Sandeep Sharma		1	
		5. Marketing Above the Noise: Achieve Strategic Advantage with Marketing that Matters	Linda J. Popky	2015	1	
		Global marketing	Salvador, Samuel M	2010	Allen Adrian Books Inc.	1
					<b>TOTAL NO. OF TITLES= 24</b>	
					<b>TOTAL NO. OF VOLUME S=26</b>	



		RIZAL TECHNOLO GICAL UNIVERSIT Y				
		Legazpi St. Maybunga, Pasig City				
<b>COLLEGE LIBRARY PASIG CAMPUS</b>						
<b>LIST OF UPDATED REFERENCE S IN COLLEGE OF BUSINESS AND ENTREPREN EURIAL TECHNOLOG Y (CBET)</b>						
<b>BSBA- MAJOR IN OPERATION MANAGEMENT</b>						
CODE	SUBJECT CODE	TITLE	AUTH OR	COPYRI GHT	PUBLIS HER	CO PY
OM101	ENVIRONM ENTAL MANAGEM ENT SYSTEM	1				
		2				
		3				
		4				



		5					
OM102	INVENTORY MANAGEMENT AND CONTROL	1. <b>Management Advisory Services</b>	Cabrera & Cabrera	2017			2
		2. Demand driven Inventory Optimization and Replenishment 2nd Edition	Robert A Davis	2016			1
		3					
		4					
		5					
OM103	COSTING AND PRICING	1. Business Analytics Concepts and Theories	SH Gharama	2018			1
		2					
		3					
		4					
		5					
OM104	PROJECT MANAGEMENT	1. <b>Management Advisory Services</b>	Cabrera & Cabrera	2017			2



		<b>2. Fundamental of Project Management 5th Edition</b>	Joseph Heagn ey	2016			3
		3					
		4					
		5					
OM105	LOGISTICS MANAGEMENT	1. Export, import procedures documentation and logistics	Mukherjee, Abir Lal	2014			4
		2					
		3					
		4					
		5					
OM106	PRODUCTIVITY AND QUALITY TOOLS	<b>1. Business Analytics Concepts and Theories</b>	SH Gharm a	2018			1
		2					
		3					
		4					
		5					



OM107	FACILITIES MANAGEMENT	1 2 3 4 5						
OM108	MANAGEMENT INFORMATION SYSTEM	1. Management Information Systems	OZ, EFFY	1998			2	
		2						
		3						
		4						
		5						
OM109	OPERATIONS RESEARCH	1. Introduction to Operations Research	Hillier and Leiberman	2021			1	
		2. RFID for the supply chain and operations professional	Zelbst & Sower	2016			3	
		3. Business Analytics Concepts and Theories	SH Gharm a	2018			1	



			4. Research and technical writing	Portillo, Reynaldo R.	2003	Trinitas Publishing Inc	1
			Conducting research	Catane, Juliet A.	2000	JMC Press Inc	1
OM110	OPERATIONS STRATEGY	1. Introduction to Operations Research	Hillier and Leiberman		2021		1
		2. RFID for the supply chain and operations professional	Zelbst & Sower		2016		3
		3. Business Analytics Concepts and Theories	SH Gharm a		2018		1
		4. Crafting and Executing Strategy	Thompson, et al.		2020		1
		5. Operation management	Steven son, William J.		2007		1
						<b>TOTAL NO. OF</b>	



						<b>TITLES=</b> <b>10</b>		
						<b>TOTAL NO. OF VOLUM ES= 16</b>		



	RIZAL TECHNOLOGICAL UNIVERSITY		
	Legazpi St. Maybunga, Pasig City		
<b>COLLEGE LIBRARY PASIG CAMPUS</b>			
<b>LIST OF UPDATED REFERENCE S IN COLLEGE OF BUSINESS AND ENTREPRENEURIAL TECHNOLOGY (CBET)</b>			
<b>BSBA- MAJOR IN HUMAN RESOURCE DEV'T MANAGEMENT</b>			
CODE	SUBJECT CODE	TITLE	AUTH OR
HR101	HUMAN RESOURCE MANAGEMENT	1.Creating Customer Delight: Customer Service and Relationships	Dr. Anand Prakash



		Management				
		2. Human resources management	Martirez, Concepcion R.	2008	National Book Store	1
		3. Gurus on managing people management	Kermally, Sultan	2006	Jaico Publishing House	1
		4. Introducing human resource management	Foot, Margaret	2002	Career Press	1
		5. Time Management Time Allocation and Time Discipline	Kalpana Taing			1
HR102	ADMINISTRATIVE AND OFFICE MANAGEMENT	1				
		2. Management Advisory Services	Cabrera & Cabrera	2017		2
		3. Off centered Leadership	Sam Calagione	2016		1
		4				
		5				



HR103	JOB ANALYSIS AND DESIGN	1					
		2					
		3					
		4					
		5					
HR104	RECRUITMENT AND SELECTION	1					
		2					
		3					
		4					
		5					
HR105	TRAINING AND DEVELOPMENT	1					
		2					
		3					
		4					
		5					
HR106	LABOR LAW AND LEGISLATION	1					
		2					
		3					
		4					
		5					
HR107	PERFORMANCE MANAGEMENT	1. Management Advisory Services	Cabrera & Cabrera	2017			2



		2					
		3					
		4					
		5					
HR108	COMPENSATION AND BENEFITS ADMINISTRATION	1					
HR108	COMPENSATION AND BENEFITS ADMINISTRATION	2					
HR108	COMPENSATION AND BENEFITS ADMINISTRATION	3					
HR108	COMPENSATION AND BENEFITS ADMINISTRATION	4					
HR108	COMPENSATION AND BENEFITS ADMINISTRATION	5					
HR109	HUMAN RESOURCE INFORMATION SYSTEM	1					
HR109	HUMAN RESOURCE INFORMATION SYSTEM	2. Management Advisory Services	Cabrera & Cabrera	2017		2	
HR109	HUMAN RESOURCE INFORMATION SYSTEM	3					
HR109	HUMAN RESOURCE INFORMATION SYSTEM	4					
HR109	HUMAN RESOURCE INFORMATION SYSTEM	5					
HR110	LABOR RELATIONS AND NEGOTIATIONS	1					
HR110	LABOR RELATIONS AND NEGOTIATIONS	2					
HR110	LABOR RELATIONS AND NEGOTIATIONS	3					
HR110	LABOR RELATIONS AND NEGOTIATIONS	4					
HR110	LABOR RELATIONS AND NEGOTIATIONS	5					
HR111	ORGANIZATIONAL	1. Off-centered Leadership	Sam Calagione	2016		1	



	DEVELOPMENT	2. How to manage problem employees	Shepard, glenn	2006	John Wiley and Sons	
	3					
	4					
	5					
						<b>TOTAL NO. OF TITLES= 8</b>
						<b>TOTAL NO. OF VOLUMES= 8</b>



RECOMMENDATIONS/ REMARKS	ACTION TAKEN BY HOST	% OF COMPLIA NCE	EVIDENCES OF COMPLIANCE
8. Hiring a licensed librarian to attend the growing needs of users and to avoid backlogs in the technical and mechanical preparation of materials for circulation is encouraged.	Licensed librarian in academic plantilla position assigned at Pasig Campus Library	100%	Newly Hired Librarian at Pasig Campus  License of the newly hired librarian  Profile of the newly hired librarian



## Office Order No. 2143

### Hiring of Licensed Librarians



Office of the President  
RIZAL TECHNOLOGICAL UNIVERSITY  
Mandaluyong City

OFFICE ORDER NO. 2143  
Series of 2019

**T O** : MR. BOBBY D. CAUILAN – Licensed Librarian, College Library  
(Pasig Campus)  
MS. HARCHELYN E. FRESNIDO – Licensed Librarian, CAS Library  
(Mandaluyong Campus)  
MS. ANGELITA E. TROCINO – Licensed Librarian, CEIT Library  
(Mandaluyong Campus)

**F R O M** : The PRESIDENT

**S U B J E C T** : Hiring/Granting of Instructor 1 Appointment to Licensed Librarians

**D A T E** : December 4, 2019

You are hereby hired and granted the Instructor 1 appointment based on the attached Personnel Selection Board Resolution Acad No. 42, s. 2019.

You are directed to coordinate with the HRDC Director, PROF. RODOLFO L. DUCUT, for the necessary documents that you have to submit, and for HRDC's preparation and processing of your individual appointments.

The processing of your appointments shall be made in accordance with the rules and procedures of the Civil Service Commission.

For information and compliance.

DR. MA. EUGENILDA Y. YUNGCO

Cc: VPTA  
Directors, IASO-FSCN-RDC/Pasig Campus  
RMOT/University Librarian



## Profile of the Newly Hired Librarian at Pasig Campus

Librarian	Designation/ Plantilla Item	Status of Appointment	Length of Service	Educational Attainment	Eligibility	Licensed N / Expiratic Date
 <b>Cauilan, Bobby D.</b>	Instructor I	Temporary	11 Months	<ul style="list-style-type: none"> <li>Masters in Library and Information Science (2019)</li> <li>Bachelor of Library and Information Science (2016)</li> </ul>	<ul style="list-style-type: none"> <li>Board for Librarians (2016)</li> </ul>	License No 0007862 / Sep. 26, 2022

Name	Licensed ID	Assigned Location												
<b>Cauilan, Bobby</b>	 <p>PROFESSIONAL REGULATION COMMISSION PROFESSIONAL IDENTIFICATION CARD</p> <table border="1"> <tr> <td>LAST NAME</td> <td>CAUILAN</td> </tr> <tr> <td>FIRST NAME</td> <td>BONIFACIO</td> </tr> <tr> <td>MIDDLE NAME</td> <td>LA ROSA</td> </tr> <tr> <td>REGISTRATION NO.</td> <td>0007862</td> </tr> <tr> <td>REGISTRATION DATE</td> <td>09/02/2016</td> </tr> <tr> <td>VALID UNTIL</td> <td>12/29/2022</td> </tr> </table> <p>LIBRARIAN</p>	LAST NAME	CAUILAN	FIRST NAME	BONIFACIO	MIDDLE NAME	LA ROSA	REGISTRATION NO.	0007862	REGISTRATION DATE	09/02/2016	VALID UNTIL	12/29/2022	<b>College Library – Pasig Campus</b>
LAST NAME	CAUILAN													
FIRST NAME	BONIFACIO													
MIDDLE NAME	LA ROSA													
REGISTRATION NO.	0007862													
REGISTRATION DATE	09/02/2016													
VALID UNTIL	12/29/2022													



RECOMMENDATIONS/ REMARKS	ACTION TAKEN BY HOST	% OF COMPLIA NCE	EVIDENCES OF COMPLIANCE
9. Establish and strengthen linkages with national and international foundations/agencies/institutions for funding assistance to enhance facilities and resources is recommended.	Tap possible agencies and institution for establishment of MOA	100%	Memorandum of Agreement with NCDA  Other Establishment of Memorandum of Agreement



**Philippine Association of Academic / Research Librarians, Inc.**

Rm. 301, National Library of the Philippines Building, T.M. Kalaw St., Ermita, Manila

**Certificate of Institutional Membership**

to

**Rizal Technological University**

as an institutional/PAARLNET member of Philippine Association of Academic/Research Librarians, Inc. for 2022, in recognition of its adherence to the purposes and objectives of the Association and its continued support for the realization of the needs and goals of PAARLNet as a library consortium.

Given this 19th day of October 2022 at the PAARL Office, The National Library of the Philippines, T.M. Kalaw, Ermita, Manila

Sharon M. Samaniego  
President, PAARL

Michael Anthony Mojica  
Chair, PAARLNet



2. Provide on a regular basis information materials and other literatures to the **Second Party** with subjects concerning disability. These materials will consist of, among others, pamphlets, books, brochures, digital video discs and similar materials; and
3. Provide resource speakers for lectures, seminars, conferences and other similar activities should the **Second Party** intends to do so.

**B. Undertakings of the Second Party**

1. Allocate a space in its Library which shall be designated as the Disability Section thereof;
2. Maintain coordination and linkage with the **First Party** for continuous provision of reference and information materials dealing with disability matters. Information materials supplied and donated by the **First Party**
3. Conduct information dissemination campaign among its faculty members and students including researchers through lectures, seminars, conferences and related undertakings in cooperation with the **First Party**; and
4. Prepare and submit to the First Party a year-end report on the usage of the materials in the Disability Section.

**C. Other Terms and Conditions**

1. Both Parties shall retain all rights, titles and interests and copyrights it provided at its expense under this Agreement;
2. The **First Party** shall protect and hold the **Second Party** for any or all claims of third parties involving directly or indirectly, and Intellectual Property Rights of the information materials, or any other program used in this Agreement; and
3. This Agreement will not be modified except upon mutual consent executed by both parties.

This Agreement shall take effect upon execution hereof and shall remain effective unless otherwise terminated for reasonable grounds and upon prior notice by either party of at least thirty (30) days before the intended effectiveness thereof immediately upon signing of herein parties.



IN WITNESS WHEREOF, the Parties herein have hereunto affixed their signatures this 23<sup>rd</sup> of September, 2019 in Metro Manila.

NATIONAL COUNCIL ON  
DISABILITY AFFAIRS

By:

**MATEO A. LEE, JR.**  
OIC/Executive Director  
First Party

RIZALIO R. SANCHEZ  
Witness

RIZAL TECHNOLOGICAL UNIVERSITY

By:

**DR. MA. EUGENIA M. YANGCO**  
President  
Second Party

**CARINA T. DE GUZMAN**  
Witness

#### ACKNOWLEDGMENT

Republic of the Philippines)  
Quezon City, Metro Manila) S.S.

BEFORE ME, a Notary Public for and in Quezon City, Metro Manila, personally came and appeared the following persons with their respective Competent Proofs of Identity(s), to wit:

Name	Competent Proofs of Identity	Date/Place of Issue
<b>MATEO A. LEE, JR.</b>	CTC # 006 - 0078 - <i>9886 - 6</i>	
<b>MA. EUGENIA M. YANGCO</b>	CTC # 006 - 0011 - <i>9654 - 8</i>	

all known to me and to be known that they are the same persons who executed the foregoing instrument which they acknowledged before me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL this 27 day of September, 2019 in Quezon City, Philippines.

Doc. No. 67  
Page No. XXIX  
Book No. 14  
Series of 2019

**ATTY. YOLANDA O. ALFONSO**

Notary Public

Until February 7, 2020

PTR No 7723374 / 02 / 07 / 2019

IBP No 067442/01 / 14 / 2019 Quezon City

ADM MATTER No NP-203 (2010-2020)

Roll No 17738

MCLE EXEMPTED

ADDRESS No. 34 Assets St. GSIS VILL, Poblacion, Quezon City



# Memorandum of Agreement of Science and Technology Information Institute (STII)

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (the "Agreement") is made and entered into this \_\_\_\_\_, between:

**SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (STII)**, a government agency of the Department of Science and Technology and a center for science & technology information dedicated to the empowerment of the nation's key sectors, that contributes to the improvement of Philippine society, with office address at STII Building, DOST Complex, General Santos Avenue, Bicutan, Taguig City, Philippines and represented herein by its Director, **RICHARD P. BURGOS**, herein referred to as the "DOST-STII";

**RIZAL TECHNOLOGICAL UNIVERSITY (RTU)**, a university known to provide highly professional, scientific, technological and special instructions in the fields of engineering and technology, education, business and entrepreneurial technology with principal business address at 704 Boni Avenue Corner Sacrepante, Mandaluyong City and represented herein by its President, **DR. JESUS RODRIGO F. TORRES** herein referred to as the "RTU";

## WITNESSETH:

WHEREAS, DOST-STII, is mandated to establish and develop science and technology databank and library, disseminates science and technology information, takes the lead in science and technology information training, in charge of the Digitization and Content Development Component of the Integrated Philippine eLibrary (IPeL) project and promotes the widespread use and appreciation of science and technology information.

WHEREAS, the RTU is mandated to nurture the creative potentials of Filipinos to excel in the dynamic world, advocates commitment to global peace and sustainable development along with sense of moral responsibility and cultural patronage.

WHEREAS, the parties to this AGREEMENT, considering their respective mandates, resources and expertise, networks and programs and, desirous of accomplishing a better coordinated, shared, more impact-producing project have agreed to work together to accomplish this objective;

NOW, THEREFORE, for and in consideration of the foregoing premises, and in pursuance of their desire to cooperate in a defined area and in recognition of shared interest in strengthening cooperation on science and technology information and activities on the basis of mutual benefits, the PARTIES have reached the following agreement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Page 1 of 7



### UNDERTAKINGS

Subject to their respective rights and obligations as set out in this Agreement, the Parties shall cooperate and endeavor to achieve the following:

#### OBLIGATIONS OF THE DOST-STII

1. DOST-STII shall, for its exclusive account, timely, properly and adequately perform the following:
  - a) Responsible in the procurement of digitization equipment requirements as well as hiring of required personnel within the duration of the project;
  - b) Provide training to personnel hired by the SUCs;
  - c) Ensure quality of the digitized materials;
  - d) Ensure that the digitized materials are properly catalogued and indexed;
  - e) Provide temporary storage/server for processed materials ready for uploading to the Philippine e-Lib portal
  - f) Monitor the progress of the project.

#### OBLIGATIONS OF RTU

2. RTU shall, for its exclusive account, timely, properly and adequately perform the following:
  - a) Hire two personnel to scan the materials and administer quality assurance;
  - b) Provide workstation for digitization activities;
  - c) Take charges of the indirect cost of the digitization;
  - d) Ensure the safety of the hired personnel;
  - e) Determine the quantity and coverage of resources for digitization based on a given criteria;
  - f) Ensure the quality of the digitized materials before uploading to the temporary server;
  - g) Properly manages the digitized materials;
  - h) Coordinate with DOST-STII of all matters regarding the implementation of the project.



**OBLIGATIONS OF PROJECT IMPLEMENTING AGENCIES, DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST), UNIVERSITY OF THE PHILIPPINES (UP), COMMISSION ON HIGHER EDUCATION (CHED) , AND DEPARTMENT OF AGRICULTURE (DA)**

3. Project Implementing Agencies shall, for its exclusive account, timely, properly and adequately perform the following:

- a) Provide content through their existing network of information resources;
- b) Provide access to their online subscriptions
- c) Provide finance management services when needs arise;
- d) Assist in the coordination with the pilot SUCs;
- e) Assist and contribute in content development;

**OBLIGATIONS OF PROJECT MANAGEMENT OFFICE (PMO), NATIONAL LIBRARY OF THE PHILIPPINES**

4. PMO shall, for its exclusive account, timely, properly and adequately perform the following:

- a) Handle the fund management requirements of the project following accounting and auditing procedures prescribed by the Philippine government;
- b) Provide from the allotted funds, all logistical requirements of the project;
- c) Handle the technical coordination and monitoring of the project;
- d) Designate professional staff as may be required by the project and allot reasonable honoraria and/or compensation as may be deemed appropriate;

**MISCELLANEOUS CONDITIONS**

5. Safety Measures. The DOST-STII shall ensure that all proper safety and security measures are followed during the preparations and actual implementation of the Project.

6. Intellectual Property. The Parties hereto agree not to violate each other's intellectual property rights consisting of, but not limited to, their respective trademarks, copyrights, patents and design, and utility model rights. The Parties also recognize the validity and enforceability of these rights and shall not dispute nor challenge the same at any time. As such, Each Party shall indemnify, defend, settle and hold harmless the other Party from and against any and all losses, liabilities, claims, actions costs and expenses arising from



any claim, suit, or proceeding brought against a Party by a third party alleging that the use of the Intellectual Property constitutes an infringement of any intellectual property rights (whether registered or unregistered) of the third party.

7. Relationship of the Parties. There shall be no employer-employee relationship between the DOST-STII and RTU and the latter's officers, employees, agents or representatives who may be assigned to perform the services under this Agreement. It is agreed that DOST-STII shall be solely responsible for the respective compensation of said officers, employees, agents or representatives who may be assigned to perform the services under this Agreement. As such, the DOST-STII shall hold the RTU free from any liability, cause/s of action, claim/s which may be filed against the RTU by any, some or all of the DOST-STII's officers, employees, agents or representatives in connection with the services they are assigned to perform under this Agreement or under the provisions of the Labor Code of the Philippines and such other applicable laws, rules, and regulations.
8. Authority of Signatories. The signatories hereunder represent and warrant that all necessary corporate and other approvals for the execution of this Agreement have been duly obtained.
9. Non-Assignability. This Agreement shall not be assigned by either Party, in whole or in part, without the other Party's prior written consent. Any assignment in contravention of this provision shall be null and void.
10. Notices. All notices and communications which may be given to either of the Parties hereunder, shall be in writing, addressed and deemed properly given if sent by registered mail with return receipt, postage prepaid to the signatories and addresses specified in the first page of this Agreement, or to such other address/es as maybe designated by the Party/ies in subsequent written notice/s.
11. Non-waiver. The failure of one Party to insist upon the strict performance of any term, condition and/or covenant hereof shall not be deemed a relinquishment or waiver of any subsequent breach of or non-compliance with the same or any other term, condition and/or covenant hereof. No waiver by any one Party of its rights under this Agreement shall be deemed to have been made unless expressed clearly and in writing and signed by said Party.
12. Governing Law. This Agreement shall be interpreted, governed and enforced in accordance with the laws of the Republic of the Philippines.
13. Amicable Settlement. The Parties agree that in the event any dispute of difference arising out of this Agreement or in the interpretation of any of the provisions hereof, the respective signatories hereof or their authorized representatives shall promptly meet to resolve such dispute or difference and their joint decision shall be binding upon the Parties hereto.
14. Entire Agreement and Amendments. This Agreement and any other provisions or terms specifically incorporated herein constitute the entire agreement of the Parties. This

Page 4 of 6





Agreement may be amended only by an instrument in writing signed by all the Parties. The terms, provisions and covenants of any such amendment shall be to the benefit of and be binding upon the Parties herein, their successors and assigns.

15. Each party hereby covenants and agrees that it shall execute and deliver such deeds and other documents and perform such necessary acts as may be required to implement any of the provisions of this Agreement.
16. Headings are inserted for the convenience of the Parties to the Agreement and are not to be considered when interpreting this agreement.
17. Severability. In the event that any one or more of the provisions contained in this Agreement, or the application thereof in any circumstances, is held invalid, illegal or unenforceable in any respect for any reason, the Parties shall negotiate in good faith with a view to the substitution thereof of a suitable and equitable solution in order to carry out, so far as may be valid and enforceable, the intent and purpose of such invalid provision, provided, however, that the validity, legality and enforceability of any such provision in every other respect and of the remaining provisions contained herein shall not be in any way impaired thereby, it being intended that all of the rights and privileges of the parties hereto shall be enforceable to the fullest extent permitted by law.
18. Effectivity. This Agreement shall be effective commencing on 01 March-June 15, 2017. RTU may terminate this Agreement at any time with or without cause upon sixty (60) days prior written notice to the other Parties.

IN WITNESS WHEREOF, the Parties, through their respective representatives, have signed this Memorandum of Agreement at the place and on the date stated at the acknowledgment portions hereof.

SCIENCE AND TECHNOLOGY  
INFORMATION INSTITUTE

By:

RICHARD P. BURGOS  
President

RIZAL TECHNOLOGICAL UNIVERSITY

By:

DR. JOSPHROMINGO F. TORRES  
President

Signed in the presence of:

ALAN C. TAULE  
Chief, IRAD-STII

Position \_\_\_\_\_

Page 6 of 6



# Eastern Manila Library Consortium

## MEMORANDUM OF AGREEMENT EASTERN MANILA LIBRARY CONSORTIUM, INC.

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement, made and entered into this 25<sup>th</sup> day of April 2021, in Jose Rizal University by and among-

**JOSE RIZAL UNIVERSITY**, situated at 80 Shaw Boulevard, ~~Brgy. Daang Bakal~~, Mandaluyong City, represented in this Agreement by its *University Librarian* or is duly authorized representative;

**XAVIER SCHOOL – GRADE SCHOOL LIBRARY** situated at [State the address], represented in this Agreement by its *University Library* or is duly authorized representative;

**XAVIER SCHOOL – HIGH SCHOOL LIBRARY**, situated at [State the address], represented in this Agreement by its *Head Librarian* or is duly authorized representative;

**RIZAL TECHNOLOGICAL UNIVERSITY-BONI and PASIG CAMPUS**, situated at ~~Boni~~ Ave., Mandaluyong City, represented in this Agreement by its *Acting University Librarian* or is duly authorized representative

**DON BOSCO TECHNICAL COLLEGE**, situated at [State the address], represented in this Agreement by its *Chief Librarian* or is duly authorized representative;

**IMMACULATE CONCEPTION ACADEMY – GRADE SCHOOL LIBRARY**, situated at [State the address], represented in this Agreement by its *Chief Librarian* or is duly authorized representative;

**IMMACULATE CONCEPTION ACADEMY – HIGH SCHOOL LIBRARY**, situated at [State the address], represented in this Agreement by its *Chief Librarian* or is duly authorized representative;

**PAMANTA SAN NG LUNG SOD NG PASIG**, situated at [State the address], represented in this Agreement by its *Chief Librarian* or is duly authorized representative;

**STI COLLEGE – CAINTA**, situated at [State the address], represented in this Agreement by its *Chief Librarian* or is duly authorized representative;

**DE LA SALLE COLLEGE OF SAINT BENILDE – ANTIPOLO**, situated at [State the address], represented in this Agreement by its *Chief Librarian* or is duly authorized representative;

**DEPARTMENT OF EDUCATION CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO**, situated at [State the address], represented in this Agreement by its *Chief Librarian* or is duly authorized representative;

**LA SALLE GREENHILLS**, situated at [State the address], represented in this Agreement by its *Chief Librarian* or is duly authorized representative;

**ST. PAUL COLLEGE PASIG – GRADE SCHOOL LIBRARY**, situated at [State the address], represented in this Agreement by its *Chief Librarian* or is duly authorized representative;

**ST. PAUL COLLEGE PASIG – HIGH SCHOOL LIBRARY**, situated at [State the address], represented in this Agreement by its *Chief Librarian* or is duly authorized representative;

**UNIVERSITY OF ASIA AND THE PACIFIC**, situated at [State the address], represented in this Agreement by its *Chief Librarian* or is duly authorized representative;



NUESTRA SEÑORA DE ARA SANZU, situated at [State the address], represented in this Agreement by its Chief Librarian or is duly authorized representative;

ARELLANO UNIVERSITY - PLARIDEL, situated at 53 New ~~Canales~~, Ext. Mandaluyong, 1550 Metro Manila, represented in this Agreement by its Head Librarian or is duly authorized representative;

ARELLANO UNIVERSITY - PASIG, situated at Pag-aso St. ~~Caniogan~~, Pasig City, represented in this Agreement by its Head Librarian or is duly authorized representative;

HARRIS MEMORIAL COLLEGE, situated at [State the address], represented in this Agreement by its Chief Librarian or is duly authorized representative;

ONE CAINTA COLLEGE, situated at [State the address], represented in this Agreement by its Chief Librarian or is duly authorized representative;

SAN BEDA UNIVERSITY - RIZAL CAMPUS, situated at [State the address], represented in this Agreement by its Chief Librarian or is duly authorized representative;

#### **WITNESSETH:**

WHEREAS, the aforementioned academic libraries recognize the importance of resource sharing and networking;

WHEREAS, the aforementioned academic libraries, seek to promote and encourage sharing of resources through interlibrary lending and concur to a system of networking that benefits our library users, to be known as EASTERN MANILA LIBRARY CONSORTIUM, INC.;

WHEREAS, it is clear to the aforementioned academic libraries that the system to be implemented has to be standardized or regulated by certain policies and guidelines based on each library policy of the aforementioned academic libraries;

NOW, for and in consideration of the above premises, terms and conditions contained herein, the parties hereto have agreed as follows:

1. To share resources through an interlibrary lending system shall be concurred and agreed upon;
2. To limit borrowed books to room use only by the borrowing library; however interlibrary loan shall be agreed upon by the member school library and the borrowing library.
3. Students, faculty and staff from any member school, upon proper identification and endorsement from their librarian, shall be allowed to use the other member school's library subject to the rules and regulation of the member library. Likewise, an advance communication to the visiting library is encouraged;
4. No library fees shall be charged to the students from any member school;
5. To share facilities conditioned by the availability and only for library consortium activities upon proper coordination with the member school;
6. To undertake cooperative projects by mutual agreement;
7. To arrange staff development projects by mutual agreement;
8. To provide outreach activities by mutual agreement;
9. To provide different activities to promote the membership of the consortium

This agreement shall be in effect for a period of Three years (3) from its execution. It shall be renewable for like periods upon mutual agreement of the parties.



IN WITNESS WHEREOF, the parties have hereunto affixed their signatures this 25<sup>th</sup> APRIL 2021  
in \_\_\_\_\_.

**JOSE RIZAL UNIVERSITY**

ROSELA DEL MUNDO  
University Librarian

**XAVIER SCHOOL – HIGH SCHOOL**

JUAN CARLO M. PREZA  
Head Librarian

**DON BOSCO TECHNICAL COLLEGE.**

CRISTINA D. AVILA  
Chief Librarian

**IMMACULATE CONCEPTION ACADEMY**

MA. LARA PATRICIA A. DAVID  
High School Library Head Librarian

**STI COLLEGE CAINTA**

LENIE G. PARALES  
Head Librarian

**DEPARTMENT OF EDUCATION  
CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO**

BERNADETTE B. PATAG  
*Librarian II*

**ST. PAUL COLLEGE PASIG**

RUBY T. ATENCIO  
Grade School - Head Librarian

**NUESTRA SEÑORA DE ARAZANZU**

FRANCIS T. LICUP  
Grade School - Head Librarian

**XAVIER SCHOOL – GRADE SCHOOL**

NASTASHJA BIANCA I. MELAVO  
Head Librarian

**RIZAL TECHNOLOGICAL UNIVERSITY**

RUTH ANN B. VELASCO  
Acting University Librarian

**IMMACULATE CONCEPTION ACADEMY**

ELLEN V. DUCUSIN  
Grade school Library Head Librarian

**PAMANTASAN NG LUNGSOD NG PASIG**

ROWENA D. VILLANUEVA  
Head Librarian

**DE LA SALLE COLLEGE OF SAINT BENILDE-ANTIPOLLO**

VENIR SJ. VICTORIO  
Chief Librarian

**LA SALLE - GREENHILLS**

CHARITO P. BASAGRE  
Library Director

**ST. PAUL COLLEGE PASIG**

JULIA ELLINE A. BUENAVISTA  
High School - Head Librarian

**ARELLANO UNIVERSITY - PASIG**

JULIE D. DOGILLO  
Head Librarian



# Establishing Memorandum of Understanding with Kaban Ng Hiyas





# Minutes of the Meeting

## Kaban ng Hiyas



DEPARTMENT OF LIBRARIES

### MINUTES OF THE MEETING Kaban ng Hiyas, Congressional Library Mandaluyong City

Date: March 29, 2019

Time: 2:30PM

Prepared by: Dr. Rowena A. Pila

#### RTU Library Staff attendance:

1. Cacina De Guzman
2. Rowena A. Pila
3. Anne Geraldine S. Arilla
4. Maricris Juarez
5. Ruth Ann B. Velasco
6. Francis Bernadette Stoys

#### Agenda

Ms. Cacina De Guzman discussed the following topics with Ms. Lorna Bulos Hood, Librarian of Kaban ng Hiyas Congressional Library, Mandaluyong City:

- \* Memorandum of agreement utilizing the resources and facilities of Kaban ng Hiyas Congressional Library for RTU Library users.
- \* Donations and sharing of resources.
- \* Conducting seminars among the Kaban ng Hiyas and RTU Library staff.
- \* Library outreach/Extension within the vicinity of Mandaluyong City to sustain and foster goodwill relations with the community.

Ms. Lorna Bulos, head librarian of Kaban ng Hiyas Congressional Library, informed the RTU Library staff to discuss the outreach activity with the Chair of Public Libraries Division of the National Library of the Philippines (NLP).



# Minutes of the Meeting

## National Library of the Philippines



DEPARTMENT OF LIBRARIES

**MINUTES OF THE MEETING**  
**National Library of the Philippines,**  
**Kalaw Manila**

Date: April 4, 2019

Time: 2:00 pm,

Prepared by: Dr. Rowena A. Pila

RTU Library Staff attendance:

1. Carina De Guzman
2. Rowena A. Pila
3. Anne Geraldine S. Avila
4. Marizza Juaño
5. Ruth Ann B. Velasco

National Library of the Philippines

1. Blesilda Velasco
2. Xenia Romero

The RTU librarians met Ms. Xenia Romero and Ms. Blesilda of the National Library of the Philippines (NLP), the meeting come- up with the following suggestions:

- Community extension within the vicinity of Mandaluyong City for 27 barangays based on the Republic Act 7743 with the support of National Library of the Philippines (NLP), Kaban ng Hiyas and local government of Mandaluyong City. This research extension spearheaded by Ms. Carina De. Guzman and Dr. Rowena A. Pila and other library staff.
- Course offering – Bachelor of Information Library Science (BLIS Program) in RTU to augment the shortage of librarians not only in RTU but also across the nation. This is essential to provide the demand of accreditation process in Rizal Technological University (RTU) towards academic excellence. The NLP librarian voluntary to serve as consultant in offering the program. The BLIS Program spearheaded by Ms. Carina De Guzman and Dr. Rowena A. Pila wherein the curriculum to be offer realigned based on the CMO 24 Series 2015 and submitted to Dr. Magno Quendangan VPAA for further review. In offering ETEEAP for BLIS Program will be submitted also to Dr. Magno Quendagan for further review led by Ms. Carina DE Guzman and Dr. Rowena A. Pila



- In offering BLIS there were many clients to be endorsed by National Library of the Philippines (NLP).
- The NLP could also give extend their services in any projects of the RTU library.
- The NLP librarians could be a speaker with free of charge in conducting a seminar.
- The NLP will revise the Memorandum of Understanding which is suitable based on the needs of RTU library.
- The RTU librarian also decided to come up with a research paper entitled, "A Feasibility Study in Offering BLIS Program in Rizal Technological University" this coming first semester.
- It also suggested that the RTU should offer Expanded Tertiary Education Equivalency and Accreditation(ETEEAP) program of Commission of Higher Education (CHED) so that the librarian in RTU could be credited their library services in taking up the BLIS program. It is also suggested to benchmark with Manuel S. Enverga University Foundation since they are the pioneer in offering BLIS ETEEAP. (Attached below the photos during meeting with the NLP).



# Establishing Memorandum of Understanding with National Library of the Philippines





RECOMMENDATIONS/ REMARKS	ACTION TAKEN BY HOST	% OF COMPLIANCE	EVIDENCES OF COMPLIANCE
<b>10. The library may consider coming up with a newsletter to be published every semester to keep library users informed and updated regarding the activities of the library</b>	Publishing newsletters	100%	Newsletters



RECOMMENDATIONS/ REMARKS	ACTION TAKEN BY HOST	% OF COMPLIA NCE	EVIDENCES OF COMPLIANCE
<b>11. It is suggested to provide at the library with a bigger space for seating capacity to accommodate the growing population of the college under survey visit</b>	Including the extension on the development plan	90%	Library Development Plan of Pasig Campus



# Library Development Plan

2021 – 2025

## College Library Pasig Campus



RIZAL TECHNOLOGICAL UNIVERSITY  
Legaspi St., Maybunga Pasig City

### UNIVERSITY LEARNING RESOURCE CENTER PASIG CAMPUS

#### LIBRARY DEVELOPMENT PLAN (S.Y. 2021-2025)

TASK	PROGRAMS	SUCCESS PERFORMANCE INDICATOR	TIME FRAME	PERSONS INVOLVED	2021	2022	2023	2024	2025
PROVIDE SUPPORT FOR ADEQUATE AND MODERN INSTRUCTIONAL MATERIALS EQUIPMENT AND FACILITIES AND IMPROVE THE QUALITY AND ACCESSIBILITY OF LIBRARY AND OTHER LEARNING RESOURCES	1. ACQUISITION PROGRAM FOR PRINT COLLECTION	INCREASED IN THE NUMBER OF LIBRARY COLLECTION	2021-2025	LIBRARY ADVISORY BOARD, LIBRARIANS AND STAFF	60 TITLES	70 TITLES	80 TITLES	80 TITLES	80 TITLES
	2. SUBSCRIPTION TO NON-PRINT COLLECTION	SUBSCRIPTION TO JOURNALS, NEWSPAPERS	2021-2025	LIBRARY ADVISORY BOARD, LIBRARIANS AND STAFF	2 DATABASES	3 DATABASES	4 DATABASES	4 DATABASES	5 DATABASES



	3. DESELECTION AND WEEDING	WEEDING OF OBSOLETE COLLECTION	2021-2025	LIBRARIANS AND STAFF	50 BOOKS WEEDED			
	4. EXCHANGE OF PUBLICATION	RECEIVED PUBLICATIONS FROM OTHER INSTITUTIONS	2021-2025	LIBRARIANS AND STAFF	5 PUBLICATIONS RECEIVED	5 PUBLICATIONS RECEIVED	5 PUBLICATIONS RECEIVED	5 PUBLICATIONS RECEIVED
STRENGTHEN SUPPORT SERVICES PROVIDED TO THE RTU COMMUNITY	1. AVAILABILITY OF LIBRARY SERVICES ONLINE AND OFFLINE	INCREASED IN STATISTICAL NUMBER OF SERVICES PROVIDED TO THE CLIENTS	2021-2025	LIBRARIANS AND STAFF	10,000 SERVICES PROVIDED TO THE CLIENTS WITH 90% SATISFACTION	11,000 SERVICES PROVIDED TO THE CLIENTS WITH 90% SATISFACTION	12,000 SERVICES PROVIDED TO THE CLIENTS WITH 90% SATISFACTION	13,000 SERVICES PROVIDED TO THE CLIENTS WITH 90% SATISFACTION
	2. TECHNICAL SERVICE (INDEXING ABSTRACTING CATALOGING BIBLIOGRAPHY)	NEWLY ACQUIRED RESOURCES ARE TECHNICALLY PROCESSED WITHIN 6 MONTHS UPON DELIVERY	2021-2025	LIBRARIANS	100%	100%	100%	100%
	3. PROVIDE CURRENT AWARENESS THROUGH WEBSITE, NEWSLETTERS, AND BROCHURES	DISSEMINATION OF CURRENT AWARENESS SERVICES		LIBRARIANS AND STAFF				
	4. ESTABLISH E-LIBRARY	SCANNING CERTAIN PAGES OF THESIS AND DISSERTATIONS	2021-2025	LIBRARIANS AND STAFF	P	500 SCANNED COLLECTION	500 SCANNED COLLECTION	500 SCANNED COLLECTION



PROVIDE LIBRARY SET UP CONDUCIVE TO LEARNING	1. CONSTRUCTION AND RENOVATION PROJECTS	NUMBER OF PROPOSED PROJECT	2021-2025	LIBRARIANS AND STAFF	1 PROJECT			2 PROJECTS	
PROVIDE QUALIFIED AND COMPETENT LIBRARIANS AND STAFF	1. STAFF DEVELOPMENT	ATTENDANCE AND PARTICIPATION OF LIBRARIANS AND STAFF TO TRAININGS, SEMINARS AND WORKSHOPS	2021-2025	LIBRARIANS AND STAFF	AT LEAST 1 TRAINING/ SEMINAR/ WORKSHOP PER STAFF	AT LEAST 2 TRAININGS/ SEMINARS/ WORKSHOPS PER STAFF	AT LEAST 3 TRAININGS/ SEMINARS/ WORKSHOPS PER STAFF	AT LEAST 4 TRAININGS/ SEMINARS/ WORKSHOPS PER STAFF	AT LEAST 4 TRAININGS/ SEMINARS/ WORKSHOPS PER STAFF
INCREASE LINKAGE WITH OTHER LIBRARIES AND ORGANIZATION	1. MEMBERSHIP WITH LIBRARY ORGANIZATIONS	APPLY MEMBERSHIP WITH LIBRARY ORGANIZATIONS	2021-2025	LIBRARIANS AND STAFF	AT LEAST 1 MEMBERSHIP	AT LEAST 2 MEMBERSHIPS	AT LEAST 3 MEMBERSHIP	AT LEAST 4 MEMBERSHIP	AT LEAST 5 MEMBERSHIP

Prepared by:

BOBBY D. CAULAN  
Librarian, Pasig Campus

Noted by:

RUTH ANN B. VELASCO  
University Librarian

Approved by:

DR. SALVACION PACHEJO  
Vice President for Students Services



RECOMMENDATIONS / REMARKS	ACTION TAKEN BY HOST	% OF COMPLIANCE	EVIDENCES OF COMPLIANCE
<b>12. Maximum utilization of CD ROMs, internet and other electronic resources is highly encouraged</b>	<b>Subscription to e-resources</b>	<b>100%</b>	<b>List of Subscribed E-resources</b>



## Subscriber's Certificate



## Subscriber's Certificate

This is to certify that

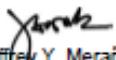
**Rizal Technological University**

with address at Sacrapante, Boni Ave., Mandaluyong City

has subscribed to

Online Library Resource	Subscription Period
Access Engineering	Aug. 1, 2021 – July 31, 2022
Philippine Ejournal Premium	Aug. 1, 2021 – July 31, 2022
PlagScan	Aug. 1, 2021 – July 31, 2022
Grammarly	Aug. 1, 2021 – July 31, 2022

issued this 19<sup>th</sup> of July, 2021

  
Jeffrey Y. Meraña  
Product Manager  
Ce-Logic, Inc.



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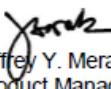
### Rizal Technological University

with address at Sacrapante, Boni Ave., Mandaluyong City

has subscribed to

Online Library Resource	Subscription Period
ScienceDirect eBooks	Content: Aug. 1, 2021 – perpetual Platform: Aug. 1, 2021 – July 31, 2022
Gale eBooks (previously Gale Virtual Reference Library)	Aug. 1, 2021 – perpetual

issued this 19<sup>th</sup> of July, 2021

  
Jeffrey Y. Meraña  
Product Manager  
Ce-Logic, Inc.



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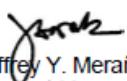
### Rizal Technological University

with address at Sacrapante, Boni Ave., Mandaluyong City

has subscribed to

Online Library Resource	Subscription Period
Gale Reference Complete	Aug. 1, 2021 – July 31, 2022
Gale OneFile Highschool edition (previously Infotrac Student Edition)	Aug. 1, 2021 – July 31, 2022
JSTOR Archival Journals (Arts and Sciences VI, VII, VIII, IX and X)	Aug. 1, 2021 – July 31, 2022

issued this 19<sup>th</sup> of July, 2021

  
Jeffrey Y. Meraña  
Product Manager  
Ce-Logic, Inc.