



# CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS



## Bachelor of Secondary Education



**CAVITE STATE UNIVERSITY**  
**GENERAL TRIAS CITY CAMPUS**

Town Proper, City of General Trias , Cavite

**BACHELOR OF SCIENCE IN  
SECONDARY EDUCATION  
MAJOR IN ENGLISH**

**PRELIMINARY SURVEY VISIT**

**AREA II.**  
**FACULTY**

**B. Recruitment, Selection  
and Orientation**

# B.1 Policies on hiring and selection .

*click the button below to view the file:*

**Excerpt from CvSU  
Manual of Operations**



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## B.2 Criteria used in the selection process.

*click the button below to view the file:*

**Excerpt from CvSU  
Manual of Operations**



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# B.3 Composition of the Screening Committee.

*click the button below to view the file:*

**Screening  
Committee**



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# **B.4. Evidence of the selection process showing the names of applicants.**

*click the button below to view the file:*

**Selection  
Process**



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## **B.5. Evidence/s of the orientation program for newly-hired faculty.**



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# **SAMPLE OFFICE MEMORANDUM**



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**OFFICE OF THE UNIVERSITY PRESIDENT**

**OFFICE MEMORANDUM**

No. PHOR-60-18

**To: ADMINISTRATIVE COUNCIL MEMBERS  
NEWLY HIRED FACULTY MEMBERS AND STAFF  
OTHERS CONCERNED**

**Subject: ATTENDANCE TO ORIENTATION PROGRAM CUM  
ISO 9001:2015 CASCADING COMMITMENT CAMPAIGN**

**Date: July 31, 2018**

1. Please be informed that the Human Resource Development Office in cooperation with the Gender and Development Resource Center and the Office of the Vice-President for Planning and Development will sponsor an Orientation Program cum ISO 9001:2015 Cascading Commitment Campaign on August 6, 2018, 8: a.m. at the S. M. Roldo Hall, Cavite State University.
2. The Orientation aims to familiarize all newly hired faculty members and staff about employment rules and regulations, gender and development best practices and to solicit their support and commitment to ISO initiatives.
3. In this regard, all administrative council members and newly hired faculty members and staff are enjoined to attend the said activity.
4. The tentative program of activities is attached for your reference.
5. For your compliance.
6. Thank you very much.

  
**DR. HERNANDO D. ROBLES, CSU VI**  
President



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
Trece Martires City Campus  
Brgy. San Agustin, Trece Martires City, Cavite  
☎ (048) 4751106-4751247  
www.csu.edu.ph

**OFFICE OF THE DEAN**

03 January 2017

OFFICE MEMO NO. 1, S.2017

TO: **CAMPUS COORDINATORS**

FROM:   
**LYNN G. PENALES, PhD**

SUBJECT: **FACILITATOR OF ORIENTATION PROGRAM**

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Kindly conduct the Orientation Program for teaching and non-teaching staff on January 3, 2017. Discussion of OBE syllabus shall be coordinated with the department chairs to facilitate monitoring of faculty under them.

More so, please coordinate with the respective GAD Coordinator for the discussion of GAD awareness and Campus Registrar for the discussion of grading system.

Thank you.



## OFFICE OF THE UNIVERSITY PRESIDENT

**OFFICE MEMORANDUM**  
No. PHDR-66-20

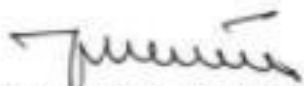
To : COLLEGE DEANS  
CAMPUS ADMINISTRATORS  
ALL FACULTY MEMBERS

Subject : ATTENDANCE TO 2020 ORIENTATION PROGRAM FOR  
FACULTY MEMBERS

Date : 27 August 2020

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1. The Office of the Vice-President for Academic Affairs and the Office of the Vice-President for Administrative and Support Services in cooperation with the Human Resource Development Office will conduct the **2020 Orientation Program for Faculty Members** on 2 September 2020 from 1:00pm onwards via Cisco Webex.
2. The purpose of the said activity is to familiarize all the faculty members on the Use of Flexible Learning in the New Normal, CvSU Strategic Plans and Directions, Health and Safety Protocols, Employment Rules and Regulations, Research and Extension Plan in the New Normal and CvSU ISO Journey.
3. In this regard, all permanent, temporary, contractual and part-time faculty members with approved recommendations are required to attend the said activity.
4. The Cisco Webex Meeting information will be announced by the HRDO.
5. Attached is the Program of Activities for your reference.
6. Please be guided accordingly.
7. Thank you.

  
**DR. HERNANDO D. ROBLES, CEO VI**  
University President





Republic of the Philippines

**CAVITE STATE UNIVERSITY**

**Tanza | Trece Martires City | Gen. Trias City Campus**

☎ 414-3979 | ☎ (0977)8033809 | ☎ 509-4148

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**OFFICE OF THE CAMPUS ADMINISTRATOR**

Office Memorandum

No. OCA-\_\_\_\_-20

To : **ALL T3 FACULTY MEMBERS**

From : **NOEL A. SEDIGO, MSc**  
Campus Administrator

Subject : **T3 Capacity Building on the Use of GSuite for Education**

Date : **30 August 2020**

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Please be informed that all faculty members (permanent, temporary and Contract of Service/Job Order) are required to attend the **T3 Capacity Building on the Use of GSuite for Education** on Monday, August 31, 2020 from 6:30PM onwards via Zoom.

For your compliance.

Thank you.




Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**GENERAL TRIAS CITY CAMPUS**  
Town Proper, City of General Trias, Cavite, 4107  
☎ (046) 509-4148  
[cvsugeneraltrias@cvsu.edu.ph](mailto:cvsugeneraltrias@cvsu.edu.ph)



**OFFICE OF THE CAMPUS ADMINISTRATOR**

**OFFICE MEMORANDUM**  
**No. 20, s. 2022**

**TO :** ALL FACULTY  
DEPARTMENT CHAIRS

**FROM :**  **LAURO B. PASCUA, Ed.D**  
Campus Administrator

**SUBJECT :** **MODULE WRITING WORKSHOP**

**DATE :** May 17, 2022

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This is to require all faculty to attend a face-to-face **Module Writing Workshop** on May 18, 2022, at 7 AM at Hostel of Cavite State University - CCAT.

The workshop aims to acquire knowledge and skill on how to write quality modules, to produce and present assigned module to IMDU for initial screening and evaluation, and to endorse at 50% of the module outputs to the University Textbook Board for approval on campus or university-wide utilization.

Those who failed to attend will submit a letter of explanation stating their reason of not attending the workshop.

For strict compliance. Thank you.



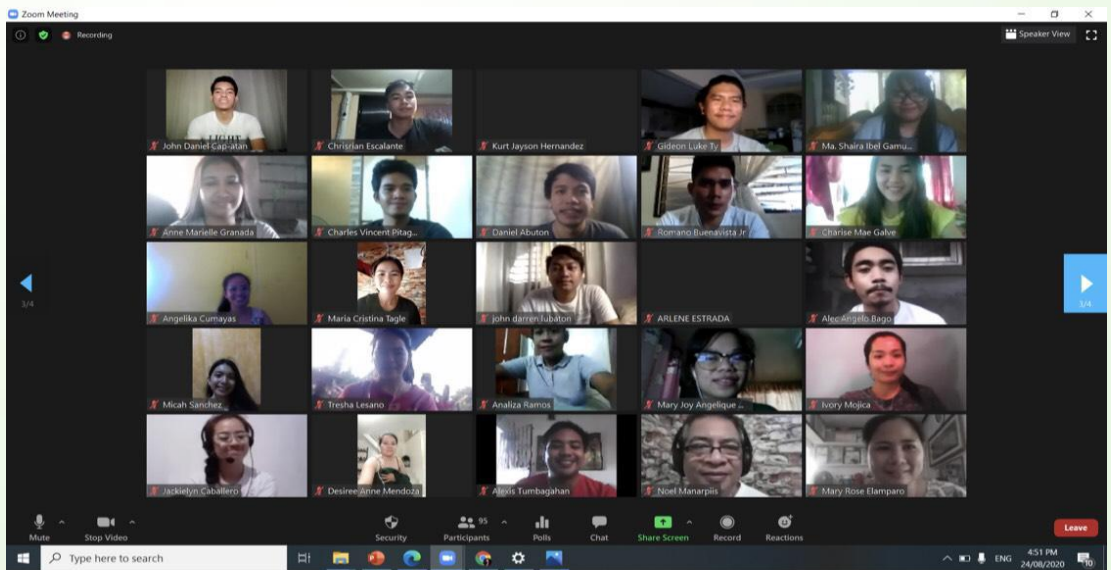
# **SAMPLE SEMINAR ATTENDANCE**



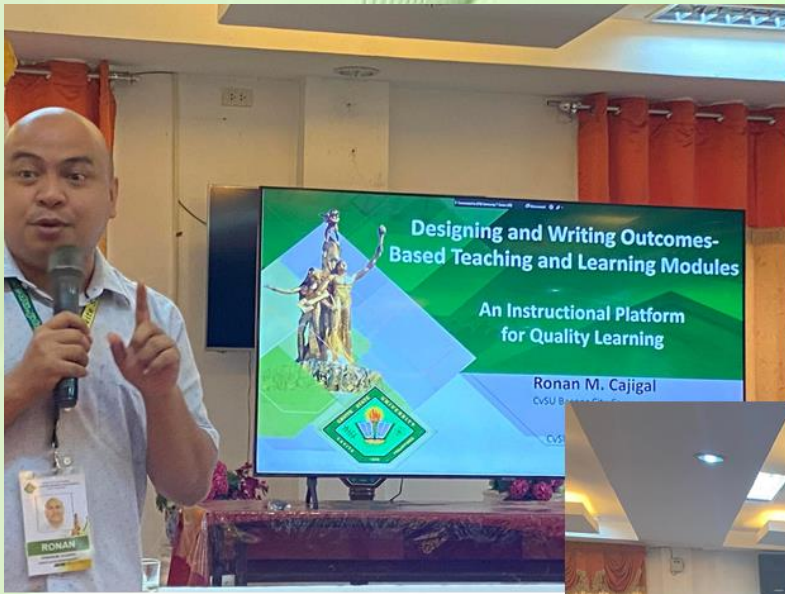
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# **SAMPLE SEMINAR INVITATIONS**



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TA | Excellence | Service

Our Commitment to the highest standards of education make our distinctive State for continued improvement of our products and services and uphold the University's goals of Total Excellence and Service to produce globally competitive and morally upright individuals.

Quality Policy

The University is committed to the development of globally competitive and morally upright individuals.

Mission

Our State University and provide quality education and training to the students and faculty through quality education and research to develop and improve the quality of education and training.

Mission



CAVITE STATE UNIVERSITY

TANZA | TRECE MARTIRES CITY | GENERAL TRIAS CITY CAMPUSES

# T3 TEACHERS' CAPABILITY ENHANCEMENT SEMINAR WORKSHOP

July 30, 2019

7:00 AM – 5:00 PM

International House II

Cavite State University, Indang, Cavite

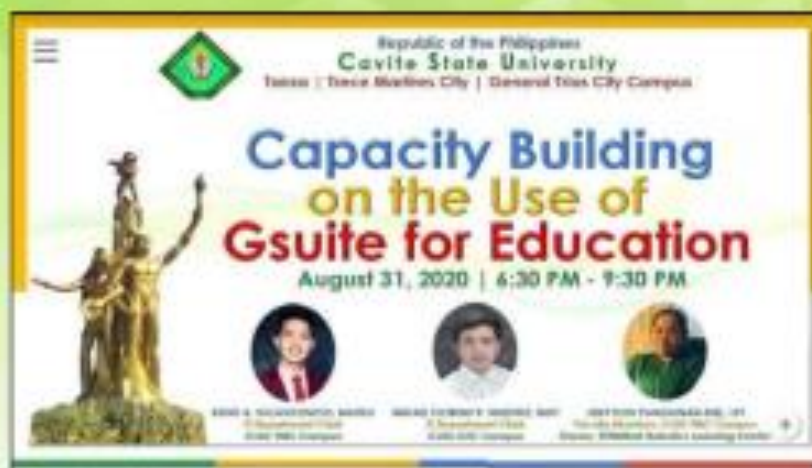
Dr. Camilo A. Polinga

Vice President for Academic Affairs

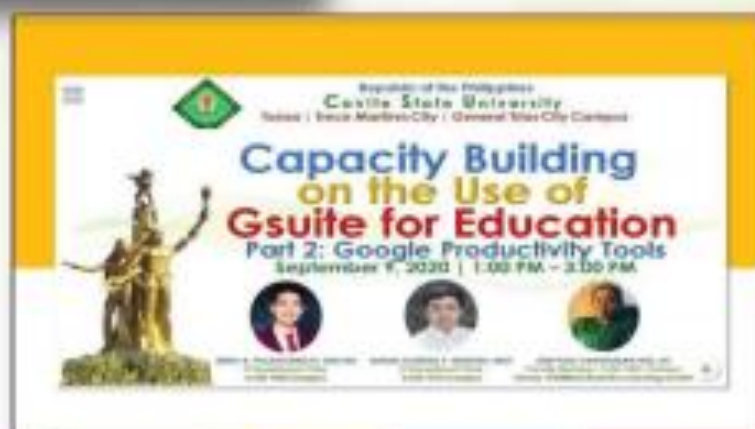
*This serves as an invitation*







## Part 1 of the seminar /Workshop



## Part 2 of the seminar /Workshop



## Part 3 of the seminar /Workshop



## Part 4 of the seminar /Workshop





**CAVITE STATE UNIVERSITY**  
**GENERAL TRIAS CITY CAMPUS**

Town Proper, City of General Trias, Cavite

# **FACULTY ORIENTATION**

Wednesday, September 02, 2020, 7:00PM





**CAVITE STATE UNIVERSITY**  
Tanza | Trece Martires City | General Trias City Campuses

## e-MENTORING ON THE USE OF CvSU e-Learning System

via CISCO Webex  
August 24, 2020 | 8:00 AM - 5:00 PM

**JAY-ARR C. BUHAIN, MIT**

Faculty Member  
College of Engineering and  
Information Technology  
Cavite State University



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**CAVITE STATE UNIVERSITY**  
**GENERAL TRIAS CITY CAMPUS**  
CITY GENERAL TRIAS, CAVITE

# MODULE WRITING WORKSHOP 2022



RESOURCE SPEAKER

**PROF. RONAN M. CAJIGAL**

**CVSU ROSARIO CAMPUS HOSTEL**  
**MAY 18, 2022**



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# **SAMPLE SEMINAR PROGRAMS**



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## OFFICE OF THE UNIVERSITY PRESIDENT

### PROGRAM OF ACTIVITIES

- I. Prayer
- II. Welcome Remarks..... DR. MA. AGNES P. NUESTRO  
Vice President for Academic Affairs
- III. Message ..... DR. HERNANDO D. ROBLES  
University President
- IV. CvSU at a Glance and  
Introduction of CvSU Officials..... MS. LADY AMBION ORSAL  
Director, PACO
- V. Orientation Proper
- Session 1 : Use of Flexible Learning  
in the New Normal..... DR. MA. AGNES P. NUESTRO  
Vice President for Academic Affairs
- Session 2: CvSU Health and Safety  
Protocol ..... DR. CAMILO A. POLINGA  
Vice President for Administrative and  
Support Services
- Session 3 : CvSU Strategic Plans  
and Directions ..... DR. HERNANDO D. ROBLES  
University President
- Session 4: Employment Rules and  
Regulations..... DR. MARY JANE D. TEPORA  
Director, HRDO
- Session 5. CvSU's Research and  
Extension Plans in the  
New Normal ..... DR. RUEL MOJICA  
Vice President for Research and  
Extension
- Session 6. Updates on the CvSU  
ISO Journey..... DR. LEYMA CERO  
Vice President for Planning and  
Development
- VI. Closing Remarks..... PROF. GIL RAMOS  
CvSU Faculty Regent

**BERNARD FERANIL**  
Master of Ceremonies



(046) 4150-010 / (046) 4150-011  
email: [office\\_president@cvsu.edu.ph](mailto:office_president@cvsu.edu.ph)

# **Capability Enhancement Training for Teachers**

## **CAVITE STATE UNIVERSITY**

*General Trias and Targa Campuses*

*Audio Visual Room  
Municipality of General Trias*

*June 10, 2015  
7AM – 6PM*

*This serves as your invitation.*

1. Opening Remarks

2. Welcome to the Training

3. Objectives of the Training

4. The Role of the Teacher

5. The Role of the School

6. The Role of the Community

7. The Role of the Student

8. The Role of the Parent

9. The Role of the Society

10. The Role of the Government

11. The Role of the Church

12. The Role of the Family

13. The Role of the Individual

14. The Role of the Nation

15. The Role of the World

16. The Role of the Universe

17. The Role of the Cosmos

18. The Role of the Earth

**MR. MELVIN G. KUSURANG**  
Principal

**MR. JOSEFA T. MALANA**  
Assistant Principal

**MR. CHRISTINA M. SIGMO**  
Teacher

**MR. JESSE T. DELA ROSA**  
Teacher

**MR. JESSE T. DIAS**  
Teacher

**MR. BONCEVALLE J. CARPANO**  
Teacher

**MR. JESSE T. MARIACOF**  
Teacher

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Teacher

**MR. JESSE T. MARIACOF**  
Teacher

**MR. JESSE T. MARIACOF**  
Teacher

**MR. JESSE T. MARIACOF**





# CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias, Cavite

## FACULTY ORIENTATION

Wednesday, September 02, 2020, 7:00PM



## PROGRAM

I. Prayer/CvSU at a Glance

Mr. Keno A. Villavicencio  
Mr. Mikael Florenz P. Nuestro  
Chairpersons,  
Department of Information Technology

II. Introduction of Key Officials and  
Support Personnel

Dr. Jessie Anne T. Demetillo  
Secretary, T3 Campuses

III. Welcome Remarks

Prof. Noel A. Sedigo  
Campus Administrator

IV. Presentation of Academic Calendar

Ms. Roncesvalle J. Caipang  
Chairperson, Arts and Sciences Department

V. Academic Policies and Grading System

Ms. Rogelyn P. Alarca  
Campus Registrar

VI. HR Policies (RA 6713 Code of Conduct and  
Ethical Standards for Public Officials  
and Employees)

Ms. Shaine C. Hayag  
Local HR Coordinator

VII. Orientation to CvSU e-Library System,  
Open Education Resources and  
Creative Commons

Ms. Loran Camille Villarante  
Campus Librarian

VIII. Netiquettes in Handling Online Classes

Mr. Gideon Luke P. Ty  
Admission Officer, Trade Marine City Campus

IX. Discussion on Gender and Development

Eng'r. Estelita A. Villa  
Coordinator, Gender and Development

X. Closing Remarks

Ms. Shaine C. Hayag  
Campus Coordinator

Moderator

Mr. Aljevin A. Comiso



# CAVITE STATE UNIVERSITY

## GENERAL TRIAS CITY CAMPUS

### MODULE WRITING WORKSHOP 2022

Moderator: Glory Anne Utana, Faculty, DASET

#### PROGRAM OF ACTIVITIES

<b>REGISTRATION</b> R. Helmo, J. Suing	7:00 - 8:00 AM
<b>INVOCATION AND NATIONAL ANTHEM</b> AVP	8:00 - 8:05 AM
<b>OPENING REMARKS</b> Dr. Lauro B. Pascua, Campus Administrator	8:05 - 8:15 AM
<b>PRESENTATION OF TRAINING ATTENDEES AND MECHANICS OF THE WORKSHOP</b> Roncesvalle J. Caipang, Dept. Chairperson, DASET	8:15 - 8:30 AM
<b>PRESENTATION OF RESOURCE PERSON</b> Victoriano P. Barliso, Coordinator, IMDU	8:30 - 8:45 AM
<b>LECTURE- DISCUSSION</b> Dr. Ronan M. Cajigal, Faculty, Bacoor Campus	8:45 - 12:00NN
<b>LUNCHBREAK</b>	12:00 - 1:00PM
<b>WORKSHOP PROPER</b> Facilitators	1:00 - 3:00PM
<b>PRESENTATION OF OUTPUTS</b> IMDU Evaluators	3:00 - 4:30PM
<b>AWARDING AND CLOSING REMARKS</b> April G. Gile, Dept. Chairperson, DMS	4:30 - 5:00PM

# **B.6 Policies on inbreeding**



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Indang, Cavite  
☎ (046) 4150-010 / (046) 4150-13 loc 253  
[www.cvsu.edu.ph](http://www.cvsu.edu.ph)

**OFFICE OF THE UNIVERSITY PRESIDENT**

**Faculty and Staff Development Office**

**GUIDELINES IN ACADEMIC INBREEDING\***

**RATIONALE**

In line with the mission of the current administration and the Commission on Higher Education's (CHED) goal of upgrading the quality of public higher education, Cavite State University takes its share of contribution for the attainment of the country's development program.

The University President realized as discussed in the administrative council meeting in November 2012 noted that, to improve and further develop the knowledge and skills of the University faculty, academic inbreeding must be discouraged. This is because academic inbreeding is a practice that perpetuates the parochialism of ideas since the academic experience is limited to the same established knowledge and long held ideas and beliefs. This means being irresponsive to the demands of the new breeds of academically strong and highly competent faculty who are aware and ready to meet the challenges of today's knowledge-based societies.

Since 2012, the University adheres to this norm as stipulated in this draft policies

\*Draft



and guidelines. However, there was no written policy regarding this matter.

According to Horta (2010) inbred faculty generate less peer reviewed publications than their non-inbred counterparts, are more centered in their own institution and less open to the rest of the scientific world. He also stressed that academic inbreeding appears to be detrimental to scientific output. This implies that administrators and policy makers aiming to develop a thriving research environment in universities should seriously consider mechanisms to this practice. Moreover, based from the result of another study conducted by Horta (2012) which aims to determine the impact of academic inbreeding in relation to academic research, he strongly emphasizes the need for mobility throughout scientific and academic careers and calls for policies to curtail academic inbreeding.

#### **STATUS OF FACULTY**

At present, the University has a total of 116 faculty members who are holders of Masters degree and hence are capable to pursue graduate studies in the doctoral level. Thus if this proposal will be realized, in the years to come, the University will be able to develop its faculty and hence would be stronger, hence will be able to compete with other top universities in the country here and abroad.

#### **OBJECTIVES**

This proposal aims to:

1. increase the percentage of faculty members and staff who finished their doctoral programs in their field of specialization with at least level III accreditation outside the university;

2. increase the percentage of plantilla faculty members who finished advanced degrees in at least the top 1000 universities in ASIA based on QS world university ranking;
3. produce faculty comparable to many in the country and in ASIA to be abreast of the present international standards that reflect the direction in education adopted by other ASEAN countries in view of the ASEAN 2015 integration;
4. be abreast of the present international standards that reflect the direction in education adopted by other ASEAN countries in view of the ASEA 2015 integration; and
5. to ensure an adequate number of faculty with the appropriate expertise and competence to teach the courses offered.

## **POLICIES AND GUIDELINES**

1. Faculty members who obtained their PhD degrees in the university (CvSU) are encouraged to apply for a post-doctoral grant in a foreign university through the Faculty Development program.
2. Faculty members who obtained their PhD degrees locally (outside CvSU) in the last five (5) years are encouraged to apply for a post-doctoral grant in foreign university through the Faculty Development program.
3. Faculty members who obtained their Master's degrees in CvSU are encouraged to apply for graduate studies from any local university provided that the program they are applying for is Level 3 accredited.



4. Faculty members who obtained their Bachelor's degrees in the university are encouraged to apply for graduate studies from other local university provided that the program is good and Level 3 accredited.

5. The department and the College shall primarily be responsible for scrutinizing the record of other Philippine universities where their faculty plan to study.

A good graduate program is one (a) that meets the standards of the discipline, (b) applies a selective admission policy, (c) whose faculty have an acceptable PhD and publication profile in the discipline, and (d) whose research facilities enable graduate level research.

Prepared by:

  
**ANALYN A. MOJICA**  
Director, FSDO

Date: November 18, 2015