



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

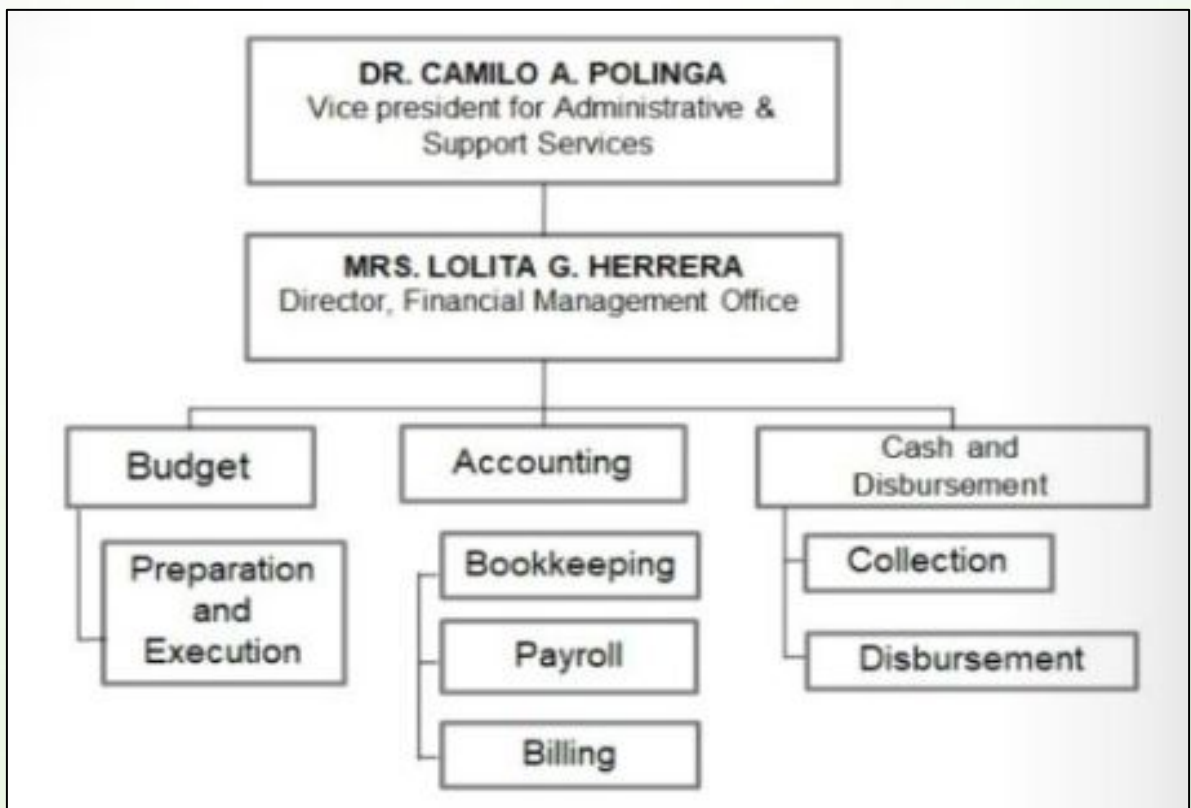
**BACHELOR OF SCIENCE IN
SECONDARY EDUCATION
MAJOR IN ENGLISH**

PRELIMINARY SURVEY VISIT

**AREA X.
ADMINISTRATION**

D. Financial Management

D.1 Qualification of the Head of the FMO, including his/her functions.



Financial Management Office
Organizational Chart



Republic of the Philippines
CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias, Cavite, 4107
 ☎ (046) 509-4148
 ccsu-generaltrias@csau.edu.ph



Ref. No.: A-220411-12
 Recd. by: LAURO B. PASQUA
 Received: Apr. 11, 2022

April 11, 2022

MA. AGNES P. NUESTRO, Ph.D
 OIC, Office of the University President
 This University

Dear Dr. Nuestro:

CAVITE STATE UNIVERSITY
 Indang, Cavite, Philippines
 Administrative Services

Reference No.: A-220411-12
 Received By: LAURO B. PASQUA
 Date: 04-11-22
 (Pls. use the Ref. No. for Recording / Follow-up)

I would like to respectfully recommend the designations of the following campus personnel of CvSU General Trias City Campus for April – December 2022:

NAME	EMPLOYMENT STATUS	DESIGNATION
SHAINÉ C. HAYAG	PERMANENT	Campus Secretary, Administrative, Finance & Support Services Coordinator, Human Resource Management Coordinator, Psychology Program Coordinator, NSTP Coordinator
RONCESVALLE J. CAIPANG	PERMANENT	Chairperson Arts & Science, Psychology, Education, & Information Technology Department, Extension Coordinator, Planning & Development Coordinator, Quality Assurance Coordinator
VICTORIANO P. BARLISO, JR.	PERMANENT	Education Program Coordinator, Instructional Material and Development Coordinator
DR. NOEL B. MANARPIIS	PERMANENT	Research Coordinator, Campus Publication Coordinator, Student Publication Coordinator/Adviser
APRIL G. GILE	PERMANENT	Chairperson Office Administration, Business Management, Hospitality Management, & Tourism Management
LAARNI MAYE P. PEREZ	JOB ORDER	Guidance Coordinator
MICHAEL E. PAREJA	JOB ORDER	Information Technology Program Coordinator
CHEYNE L. BANOOGON	JOB ORDER	Business Management Program Coordinator
ALBINO F. PANOTES	JOB ORDER	Office Administration Program Coordinator
JOHN DARREN H. LUBATON	JOB ORDER	Hospitality Management Program Coordinator
KATHERINE ANN M. MAGRACIA	JOB ORDER	Tourism Management Program Coordinator
ROMMEL H. SARREAL	JOB ORDER	Physical Plant and Security Services Coordinator, Campus Risk & Disaster Coordinator, Pollution Control Officer

THE ANN DINGLASA	JOB ORDER	Gender & Development Coordinator; Student Development Services Officer; Student Government/ Organization Coordinator
JONEL N. CAMALIG	JOB ORDER	Office of the Student Affairs & Services Coordinator; Sports Development and Socio-Cultural Affairs Officer
KAYCELYN MARJORIE O. GAMBON	JOB ORDER	Resource & Income Generation Coordinator
CLEAFERE N. NOCON	JOB ORDER	Student Welfare Services Officer, Career and Job Placement Coordinator
ROGELYN P. ALARCA	PERMANENT	Campus Registrar, Cashier, Collecting Officer
EDWIN Y. CAADAN	JOB ORDER	Liaison Officer, Canvasser
ARIEL T. ATIENZA	JOB ORDER	Public Assistance & Information Coordinator, Management Information System Officer
MYLA S. SABLAYAN	JOB ORDER	Campus Librarian
LMARL SARIA	JOB ORDER	Data Encoder
JING JING R. SUIING	JOB ORDER	Campus Nurse, Admission, Evaluation, and Testing Officer
ROLAND C. HELMO	JOB ORDER	Supply & Property Custodian, Budget Officer, Institutional Students Programs and Services Officer, Scholarship and Financial Assistance Officer
RUFFA MAE VERIL	JOB ORDER	Registrar Aide

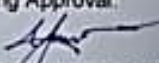
It is understood that these designations are in addition to their usual duties and responsibilities and do not entail additional compensation.

Thank you.

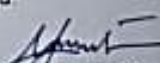
Respectfully,


LAURO B. PASCUA, Ed.D.
Campus Administrator

Recommending Approval:


MA. AGNES P. NUESTRO, Ph.D.
Vice President for Academic Affairs

Approved


MA. AGNES P. NUESTRO, Ph.D.
OIC, Office of the University President
For: **HERNANDO D. ROBLES, EdD**
University President





Roland Camacho Helmo

 rolandhelmo.jobs180.com

PERSONAL INFORMATION

Birthdate: December 04, 1997
Civil Status: Single
Nationality: Filipino
Address: B8 L7 Phase 2-B, Grand Riverside
Subdivision, Pasong Camachile I, City of
General Trias Cavite, CALABARZON
4107
Gender: Male

CONTACT INFORMATION

Mobile: 09055657911
Email: roland.helmo@cvsu.edu.ph

SKILLS

- Microsoft Office
- HTML

LANGUAGES

- English
- Filipino

ACHIEVEMENTS

Graduated With Distinction - 2017
Graduated As Magna Cum Laude - 2022
Full Academic Scholar - 2017-2019
Partial Academic Scholar - 2020-2021
Service Scholar - 2018-2021
Public Information Officer, Central Student Government -
2018-2019
Secretary, Central Student Government - 2019-2021
Outstanding NSTP Student - 2018

WORK EXPERIENCE

Cavite State University - General Trias City Campus

(2021 Sep to 2021 Nov)

Position: OJT Trainee
Trainee
Specialization: Clerical/Administrative Support
Industry: Education
Nature of Work: Filing and managing of student information
Answering inquiries through telephone calls
Encoding student information
Assist in the preparation of accreditation
Assist during general meetings
Release student documents
Ensure that all student documents are complete
according to the requirements given
Prepare summary report every afternoon and submit to
the registrar

EDUCATION

2022 Mar **Bachelor's/College Degree**
Cavite State University-Gen. Trias
Major: BS In Office Administration
Field of Study: Business Studies/Administration/Management
2019 Jun **Bachelor's/College Degree**
Cavite State University-Gen. Trias
Major: Associate In Computer Secretarial
Field of Study: Secretarial

SEMINARS

2020
A Global Perspective Of The Administrative Profession (Webinar)
2020
The Executive Assistant As A Force Multiplier (Webinar)

2020
Managing A Complex And Dynamic
Office Through Communication
(Webinar)
2017
Leadership And Team Development
For Managerial Success

REFERENCES

Mark Allen D Sabino
Friend
Research And Development Engineer
P.IMES Corporation
09957230122

Mary Jane R Mangubat
Friend
Virtual Assistant
Self-employed
09657432597

View more of my ResuméLink at <http://rolandhelmo.jobs180.com>



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
www.cvsu.edu.ph



OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM

No. PHDR-74-20

TO : VICE PRESIDENTS
COLLEGE DEANS/DIRECTORS
CAMPUS ADMINISTRATORS

SUBJECT : 2021 FINANCIAL PLANNING

DATE : 2 NOVEMBER 2020

1. Please be informed that the FY 2021 Financial Planning – Workshop will be conducted in your respective offices in observance of the health protocols as set by the national government.
2. Participants to the said activity are Budget Officers, College Deans/Directors and Campus Administrators and all other personnel involved in the Financial Plan/PRE Preparation.
3. The Budget Office will provide the forms and will be sent to your respective email address.
4. For Campuses and Colleges your projected income for 2021 based from your projected enrollment
5. For other units your 2021 indicative allocation is based on your 2020 allocation.
6. Kindly submit your final output on or before 5 November 2020 to the Budget Office.
7. For further assistance, please feel free to contact any personnel from Budget Office.
8. Please be guided accordingly.
9. Thank you.


DR. HERNANDO D. ROBLES, CEO VI
University President





Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
www.cvsu.edu.ph



OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM
No. PHDR-125-19

TO : VICE PRESIDENTS
COLLEGE DEANS/DIRECTORS
CAMPUS ADMINISTRATORS

SUBJECT : 2020 FINANCIAL PLANNING-WORKSHOP

DATE : 8 OCTOBER 2019

1. Please be informed that the 2020 Financial Planning-Workshop and Program of Expenditures(PRE) Preparation will be held on Wednesday, 16 October 2019 at Hostel Tropicana.
2. Participants to the said activity are the following:
 - a. All Vice Presidents
 - b. Budget Officers
 - c. College Deans/Directors and Campus Administrators
 - d. All other personnel involved in the Financial Plan/PRE Preparation
3. The Director of Finance Management Office (FMO) will provide financial planning forms in advance for you to draft your financial projection based on the current enrolment less estimated drop-out rate.
4. In the computation of project expenses, the provision of CMO 20 series of 2011 shall be used For fund allocation per specific object of expenditures.
5. All Units/Colleges/Campuses shall ensure that on APP for Non-CSE and CSE have been prepared and submitted on or before 20 October 2019 for the Supply Office to consolidate for submission to DBM on or before 31 October 2019.
6. The Director of FMO is hereby instructed to take charge of the program.
7. Please be guided accordingly.
8. Thank you.


DR. HERNANDO D. ROBLES, CEO VI
President



CAVITE STATE UNIVERSITY

Don Severino Delas Alas Campus
Indang, Cavite

**Financial Planning Workshop cum
Financial Consolidation Presentation**

Hostel Tropicana
CvSU, Indang, Cavite
October 29, 2019





PROGRAM OF ACTIVITIES

7:00 am - 8:00 am

Registration

8:00 am - 9:30 am

PART I—OPENING PROGRAM

Prayer

AVP

National Anthem

AVP

Welcome Remarks

DR. HENRY O. GARCIA

*VP for Administrative and Support
Services*

Inspirational Message

DR. HERNANDO D. ROBLES

University President

Rationale and Objective of
Financial Planning
Workshop

MS. LOLITA G. HERRERA

*Director, Financial Management
Services*

9:30 am - onwards

**PART II—PRESENTATION OF
FINANCIAL CONSOLIDATION**

MR. DENMARK S. ERMITANIO

Emcee



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
www.cvsu.edu.ph



OFFICE OF THE UNIVERSITY PRESIDENT


OFFICE MEMORANDUM
No. PHDR-84-19

TO : VICE PRESIDENTS
DEANS/ADMINISTRATORS/DIRECTORS/PROJECT LEADERS
UNIT HEADS/ BUDGET OFFICERS/ UNIT CLERKS
ALL OTHER CONCERNED

SUBJECT : ATTENDANCE TO THE 2020 PROJECT PROCUREMENT MANAGEMENT
PLAN (PPMP) PREPARATION WORKSHOP FOR GAA FUND

DATE : AUGUST 7, 2019

1. Please be informed that the 2020 Project Procurement Management Plan (PPMP) preparation workshop is scheduled on August 15, 2019, 8:00 a.m. to 5:00 p.m. at Hostel Tropicana.
2. College Deans/Campus Administrators, Directors, Unit Heads and designated Budget/Supply Officers are expected to be present during workshop.
3. All participants are requested to bring the copy of their respective unit's 2019 PPMP, laptop and extension cord.
4. The active participation of all concerned is a must in order for us to come up with an accurate PPMP.
5. Participants are expected to submit their respective PPMP at the end of the workshop.
6. Please confirm your attendance by submitting the duly accomplished confirmation slip to the Supply and Property Office not later than August 13, 2019
7. Please be guided accordingly.
8. Thank you.


DR. HERNANDO D. ROBLES, CEO VI
President





Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
www.cvsu.edu.ph



OFFICE OF THE UNIVERSITY PRESIDENT

**2019 Project Procurement Plan (PPMP)
Preparation Workshop**

August 16, 2018
Hostel Tropicana, Cavite State University

Attendance Confirmation Slip

Name : _____

Position / Designation : _____

College / Unit : _____

Signature : _____





CAVITE STATE UNIVERSITY



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

Preparation Workshop

Hostel Tropicana, CvSU, Indang, Cavite

August 15, 2019

PROGRAM OF ACTIVITIES

7:00 – 8:00 A.M.	Registration
8:00 – 9:00 A.M.	PART I - OPENING PROGRAM
Prayer National Anthem	
Welcome Remarks	Dr. Henry O. Garcia <i>Vice President for Administrative and Support Services</i>
Inspirational Message	Dr. Hernando D. Robles <i>University President</i>
Overview of the Workshop	Dr. Camilo A. Polinga <i>Vice President for Academic Affairs & Chair, BAC for Infrastructure Projects</i>
Mechanics of the Workshop	Ms. Edna L. Mojica <i>Director for Administration</i>
Closing Remarks	Dr. David L. Cero <i>Dean, CEIT & Chair, BAC for Goods and Consulting Services</i>
9:00A.M. – 5:00P.M.	PART II - WORKSHOP PROPER

EMCEES: ROSELYN M. MARANAN & MICHELLE A. SANTOS



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
☎(046) 415-0010 / 📠(046) 415-0011
www.cvsu.edu.ph
office_president@cvsu.edu.ph

OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM
No. PHDR-160-18

**To : DEANS/ADMINISTRATORS
DIRECTORS
UNIT HEADS**

From : HERNANDO D. ROBLES, CEO VI
President

Subject : ATTENDANCE TO FINANCIAL PLANNING WORKSHOP FOR FY 2019

Date : September 24, 2018

1. You are required to attend the two-day Financial Planning Workshop together with your respective Budget Officer and/or Accountant to be held at CvSU Hostel Tropicana on October 3, 2018 for the Main Campus and October 4, 2018 for the Satellite Campuses.
2. You are requested to prepare your respective proposed budget priorities and 2019 Financial Plan prior to the conduct of workshop to facilitate consolidation.
3. Consolidated Budget Priorities and Financial Plan for FY 2019 will be the expected output of the workshop.
4. Kindly bring your own laptops.
5. Attach is the program for your reference.
6. Please be guided accordingly.
7. Thank you.



BUDGET PARTNERSHIP AGREEMENT

This BUDGET PARTNERSHIP AGREEMENT (the "Agreement") made and entered into this (Execution Date).

BETWEEN/AMONG:

CAVITE STATE UNIVERSITY, represented by its President, **Dr. DIVINIA C. CHAVEZ** and the following stakeholders:

Mr. KARLO A. MARRIDA, representing the Students;
Dr. HERNANDO D. ROBLES, representing the Alumni;
Mr. GUILLEMO P. DEBENGANO, representing the Faculty;
Mrs. LOLITA G. HERRERA, representing the Non-teaching personnel;

Take full recognition of:

The vision of the Higher Education Reform Agenda (HERA) for publicly-funded higher education institutions, particularly state universities and colleges and the objectives Roadmap for Higher Education Reform to improving public higher education institutions' internal efficiency and optimizing resource utilization;

The Commission on Higher Education and Department of Budget and Management's (DBM) commitment to integrate citizen participation in the budget process as a means of enhancing transparency and accountability in the allocation and utilization of public funds;

The overwhelming response of state universities and colleges' stakeholders to help enhance efficiency, effectiveness, and greater accountability in and by the Government through its efforts in monitoring programs and projects;

IN CONSIDERATION OF and as a condition of the Partners entering into this Agreement and other valuable consideration, the receipt and sufficiency of which consideration is acknowledged, the parties to this Agreement agree as follows:

1. Work in close partnership with each other in pursuit of our common objectives. In general, to make the budget more responsive to the institution's vision and mission, in particular, to enhance the efficiency of the budget process through citizen participation, and more significantly to address the pressing concern to improve the quality of higher education;

[Signature]

FINANCIAL PLAN 2020

FINANCIAL PLAN 2021

PPMP 2022

D.2 Guidelines in budget preparation.

Click to view:

NATIONAL BUDGET CALL 2022

The Institution's financial management in term of:

- **budget preparation**
- **budgetary allocation and utilization (e.g. general administrative operations, student services/activities, etc.)**
- **Income generation**
- **Utilization of sourced-out funds**

can be viewed here:


[Budget Preparation](#)

- 
- **Budgetary Allocation and actual expenditures for the last 3-5 years.**

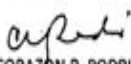
**BUDGETARY ALLOCATION AND
ACTUAL EXPENDITURES**
(In Thousand Pesos)

Item	CY 2012		CY 2013		CY 2014		CY 2015		CY 2016	
	Allocation	Actual Expenditures	Allocation	Actual Expenditures	Allocation	Actual Expenditures	Allocation	Actual Expenditures	Allocation	Actual Expenditures
Purchase of instructional equipment, supplies, materials, facilities, etc.	5,000		12,245	12,914	46,339	45,712	48,386	48,441	145,257	135,341
Conduct of Research	4,000	4,497	7,000	11,660	8,500	11,110	10,955	9,101	15,995	15,460
Conduct of Extension Projects	410	392	450	563	1,150	815	1,150	1,149	4,258	3,666
Improvement of library holdings/services/facilities	4,000	6,561	4,000	3,234	6,800	6,770	7,821	6,826	6,800	10,727
Repair of physical facilities and laboratories	1,000	2,046	1,700	2,117	1,700	1,502	1,700	1,543	18,645	16,945
Faculty and Staff Development	3,000	1,000	3,215	3,592	3,600	2,909	4,592	4,556	6,519	7,225
Faculty and Staff Incentives and benefits	33,000	30,252	26,200	24,471	47,200	45,769	56,000	45,188	66,972	59,636
Auxilliary Services	2,255	1,081	1,870	1,631	1,870	1,869	1,870	1,869	1,870	1,870
Others	-	-	-	-	-	-	-	-	-	-
TOTAL	52,665	50,629	56,680	60,182	117,159	116,456	132,474	118,673	266,316.00	250,870

Prepared by:


BIENVENIDO P. AYOS
Administrative Aide III

Noted by:


CORAZON R. RODRIN
Administrative Officer V

**Use of Fiduciary Funds for
the different student
services/
activities in the last 3-5
years.**

Trust Fund Allocation for and expenditures of the different student services and activities

Item	CY 2012		CY 2013		2014		2015		2016	
	Allocation	Actual Expenditures	Allocation	Actual Expenditures	Allocation	Actual Expenditures	Allocation	Actual Expenditures	Allocation	Actual Expenditures
Cultural Development										
Sport Development	1,856,995.00	857,295.02	2,192,040.00	2,961,307.20	2,728,265.00	3,463,000.50	2,544,125.00	5,470,932.52	2,993,435.00	4,675,436.70 *
Medical/Dental	4,800,394.50	2,903,150.54	4,242,425.00	2,694,412.14	1,400,215.00	4,793,262.85	2,473,170.00	5,250,220.19	1,554,515.00	4,317,076.86 **
Library	4,000,000.00	4,000,000.00	4,000,000.00	4,000,000.00	6,800,000.00	6,800,000.00	7,820,648.00	7,820,648.00	6,800,000.00	6,800,000.00
Student Body Organization										
Guidance and Counseling										
Others, Please Specify										

Note: Other trust fund items are maintained at OSA

***** Actual expenditures in excess of allocation were paid from other income of the University.

12/4/17
KOLITA G. HERRERA
CHIEF ADMINISTRATIVE OFFICER

IV. BUDGETARY REQUIREMENTS

Our proposal requests 84 pesos per student for First and Third Year Tourism students and 269 pesos per Fourth Year proponents in funding the event to obtain the budget of 10,671 pesos.

79 students (BSTM 1 & 3) x 84 pesos per student= 6,636

15 students (BSTM 4) x 269 pesos per student= 4,035

Expenses	Budgetary requirement
Decorating Materials	3471
Booth for 11 Regions	300 x 11 = 3300
Costumes for 11 Region	300 x 11 = 3300
Prizes	600
Total	10,671 pesos

V. STRATEGIES & TACTICS

1. The purpose of the event is to showcase the cultural attributes of the selected regions in the Philippines. The regions that will be presented are:
 - Region I - (*Pangasinan*) Bangus Festival
 - Region III - (*Bulacan*) Obando Festival
 - NCR- (*Manila*) Santacruzian Festival
 - Region IV-A - (*Quezon*) Pahiyas Festival
 - Region IV-B - (*Marinduque*) Moriones Festival
 - Region VI - (*Ilo-ilo*) Maskara Festival
 - Region VII - (*Cebu*) Sinulog
 - Region VII - (*Tacloban*) Pintados-Kasadyaan Festival
 - Region IX - (*Zamboanga*) Hermoza Festival
 - Region XI- (*Davao*) Kadayawan Festival
 - CAR - (*Baguio*) Panagbenga Festival
2. Each region will be presented through stand booths where its products and delicacies will also be showcased.
3. First year students will conduct an authentic cultural performance or festival representing their assigned region.
4. Third year students will be tour guiding in their assigned region focusing on cultural attributes of their assigned festival and province.
5. Fourth year students will be the over all in-charge of the event.
6. Each region will have 1 fourth year student as event manager, 1 third year acting as tour guide and 6 first year students in charge for the booth and performance.
7. Each region will be competing for the best booth, best performance and best tour guide.
8. Students are required to submit a narrative report three days after the activity.

Prepared by:

GLYCEL B. AFORTUNADO
BSTM Representative

KATHERINE ANN M. MAGRACIA
Instructor

Noted:

AELIE B. DIATO, MEM, LPT
Campus Coordinator

Recommending Approval:

KRISTEL SHANE C. PAMINTER
Department Chair, DHTM

Approved:

NOEL A. SEDIGO, MSc
Campus Administrator

D.3 Evidence of participation of the academic unit in budget allocation.





Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
www.cvsu.edu.ph



OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM

No. PHDR-74-20

TO : VICE PRESIDENTS
COLLEGE DEANS/DIRECTORS
CAMPUS ADMINISTRATORS

SUBJECT : 2021 FINANCIAL PLANNING

DATE : 2 NOVEMBER 2020

1. Please be informed that the FY 2021 Financial Planning – Workshop will be conducted in your respective offices in observance of the health protocols as set by the national government.
2. Participants to the said activity are Budget Officers, College Deans/Directors and Campus Administrators and all other personnel involved in the Financial Plan/PRE Preparation.
3. The Budget Office will provide the forms and will be sent to your respective email address.
4. For Campuses and Colleges your projected income for 2021 based from your projected enrollment
5. For other units your 2021 indicative allocation is based on your 2020 allocation.
6. Kindly submit your final output on or before 5 November 2020 to the Budget Office.
7. For further assistance, please feel free to contact any personnel from Budget Office.
8. Please be guided accordingly.
9. Thank you.


DR. HERNANDO D. ROBLES, CEO VI
University President



(046) 4150-010 / (046) 4150-011
email: office.president@cvsu.edu.ph



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
www.cvsu.edu.ph



OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM
No. PHDR-125-19

TO : VICE PRESIDENTS
COLLEGE DEANS/DIRECTORS
CAMPUS ADMINISTRATORS

SUBJECT : 2020 FINANCIAL PLANNING-WORKSHOP

DATE : 8 OCTOBER 2019

1. Please be informed that the 2020 Financial Planning-Workshop and Program of Expenditures(PRE) Preparation will be held on Wednesday, 16 October 2019 at Hostel Tropicana.
2. Participants to the said activity are the following:
 - a. All Vice Presidents
 - b. Budget Officers
 - c. College Deans/Directors and Campus Administrators
 - d. All other personnel involved in the Financial Plan/PRE Preparation
3. The Director of Finance Management Office (FMO) will provide financial planning forms in advance for you to draft your financial projection based on the current enrolment less estimated drop-out rate.
4. In the computation of project expenses, the provision of CMO 20 series of 2011 shall be used For fund allocation per specific object of expenditures.
5. All Units/Colleges/Campuses shall ensure that on APP for Non-CSE and CSE have been prepared and submitted on or before 20 October 2019 for the Supply Office to consolidate for submission to DBM on or before 31 October 2019.
6. The Director of FMO is hereby instructed to take charge of the program.
7. Please be guided accordingly.
8. Thank you.


DR. HERNANDO D. ROBLES, CEO VI
President



CAVITE STATE UNIVERSITY

Don Severino Delas Alas Campus
Indang, Cavite

Financial Planning Workshop cum Financial Consolidation Presentation

Hostel Tropicana
CvSU, Indang, Cavite
October 29, 2019





PROGRAM OF ACTIVITIES

7:00 am - 8:00 am

Registration

8:00 am - 9:30 am

PART I—OPENING PROGRAM

Prayer

AVP

National Anthem

AVP

Welcome Remarks

DR. HENRY O. GARCIA

*VP for Administrative and Support
Services*

Inspirational Message

DR. HERNANDO D. ROBLES

University President

Rationale and Objective of
Financial Planning
Workshop

MS. LOLITA G. HERRERA

*Director, Financial Management
Services*

9:30 am - onwards

**PART II—PRESENTATION OF
FINANCIAL CONSOLIDATION**

MR. DENMARK S. ERMITANIO

Emcee



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
www.cvsu.edu.ph



OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM
No. PHDR-84-19

TO : VICE PRESIDENTS
DEANS/ADMINISTRATORS/DIRECTORS/PROJECT LEADERS
UNIT HEADS/ BUDGET OFFICERS/ UNIT CLERKS
ALL OTHER CONCERNED

SUBJECT : ATTENDANCE TO THE 2020 PROJECT PROCUREMENT MANAGEMENT
PLAN (PPMP) PREPARATION WORKSHOP FOR GAA FUND

DATE : AUGUST 7, 2019

1. Please be informed that the 2020 Project Procurement Management Plan (PPMP) preparation workshop is scheduled on August 15, 2019, 8:00 a.m. to 5:00 p.m. at Hostel Tropicana.
2. College Deans/Campus Administrators, Directors, Unit Heads and designated Budget/Supply Officers are expected to be present during workshop.
3. All participants are requested to bring the copy of their respective unit's 2019 PPMP, laptop and extension cord.
4. The active participation of all concerned is a must in order for us to come up with an accurate PPMP.
5. Participants are expected to submit their respective PPMP at the end of the workshop.
6. Please confirm your attendance by submitting the duly accomplished confirmation slip to the Supply and Property Office not later than August 13, 2019
7. Please be guided accordingly.
8. Thank you.


DR. HERNANDO D. ROBLES, CEO VI
President





Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
www.cvsu.edu.ph



OFFICE OF THE UNIVERSITY PRESIDENT

**2019 Project Procurement Plan (PPMP)
Preparation Workshop**

August 16, 2018
Hostel Tropicana, Cavite State University

Attendance Confirmation Slip

Name : _____

Position / Designation : _____

College / Unit : _____

Signature : _____





CAVITE STATE UNIVERSITY



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

Preparation Workshop

**Hostel Tropicana, CvSU, Indang, Cavite
August 15, 2019**

PROGRAM OF ACTIVITIES

7:00 – 8:00 A.M.

Registration

8:00 – 9:00 A.M.

PART I - OPENING PROGRAM

Prayer

National Anthem

Welcome Remarks

Dr. Henry O. Garcia

*Vice President for Administrative and
Support Services*

Inspirational Message

Dr. Hernando D. Robles

University President

Overview of the
Workshop

Dr. Camilo A. Polinga

*Vice President for Academic Affairs &
Chair, BAC for Infrastructure Projects*

Mechanics of the
Workshop

Ms. Edna L. Mojica

Director for Administration

Closing Remarks

Dr. David L. Cero

Dean, CEIT &

*Chair, BAC for Goods and Consulting
Services*

9:00A.M. – 5:00P.M.

PART II - WORKSHOP PROPER

EMCEES: ROSELYN M. MARANAN & MICHELLE A. SANTOS



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
☎(046) 415-0010 / 📠(046) 415-0011
www.cvsu.edu.ph
office_president@cvsu.edu.ph

OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM

No. PHDR-160-18

To : **DEANS/ADMINISTRATORS
DIRECTORS
UNIT HEADS**

From :  **HERNANDO D. ROBLES, CEO VI**
President

Subject : **ATTENDANCE TO FINANCIAL PLANNING WORKSHOP FOR FY 2019**

Date : September 24, 2018

1. You are required to attend the two-day Financial Planning Workshop together with your respective Budget Officer and/or Accountant to be held at CvSU Hostel Tropicana on October 3, 2018 for the Main Campus and October 4, 2018 for the Satellite Campuses.
2. You are requested to prepare your respective proposed budget priorities and 2019 Financial Plan prior to the conduct of workshop to facilitate consolidation.
3. Consolidated Budget Priorities and Financial Plan for FY 2019 will be the expected output of the workshop.
4. Kindly bring your own laptops.
5. Attach is the program for your reference.
6. Please be guided accordingly.
7. Thank you.



BUDGET PARTNERSHIP AGREEMENT

This BUDGET PARTNERSHIP AGREEMENT (the "Agreement") made and entered into this (Execution Date).

BETWEEN/AMONG:

CAVITE STATE UNIVERSITY, represented by its President, Dr. DIVINIA C. CHAVEZ and the following stakeholders:

Mr. KARLO A. MABIDA, representing the Students;
Dr. HERNANDO D. ROBLES, representing the Alumni;
Mr. GILBERTO P. DEBENGANO, representing the Faculty;
Mrs. LOLITA G. HERRERA, representing the Non-teaching personnel;

Take full recognition of:

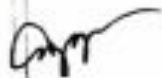
The vision of the Higher Education Reform Agenda (HERA) for publicly-funded higher education institutions, particularly state universities and colleges and the objectives Roadmap for Higher Education Reform to improving public higher education institutions' internal efficiency and optimizing resource utilization;

The Commission on Higher Education and Department of Budget and Management's (DBM) commitment to integrate citizen participation in the budget process as a means of enhancing transparency and accountability in the allocation and utilization of public funds;

The overwhelming response of state universities and colleges' stakeholders to help enhance efficiency, effectiveness, and greater accountability in and by the Government through its efforts in monitoring programs and projects;

IN CONSIDERATION OF and as a condition of the Partners entering into this Agreement and other valuable consideration, the receipt and sufficiency of which consideration is acknowledged, the parties to this Agreement agree as follows:

1. Work in close partnership with each other in pursuit of our common objectives. In general, to make the budget more responsive to the institution's vision and mission, in particular, to enhance the efficiency of the budget process through citizen participation, and more significantly to address the pressing concern to improve the quality of higher education;



D.4 Statement of budget priorities.





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO ST., SAN MIGUEL, MANILA



NATIONAL BUDGET MEMORANDUM

No. 131

F O R : All Heads of Departments, Agencies, Bureaus, Offices, Commissions, State Universities and Colleges, Other Instrumentalities of the National Government and all Others Concerned

SUBJECT : NATIONAL BUDGET CALL FOR FY 2020

DATE : February 26, 2019

1.0 CONTINUED IMPLEMENTATION OF BUDGET REFORMS

- 1.1 The government is modernizing the national budgeting process to improve the efficiency of underlying processes like planning, procurement, cash management, and payment systems. These improvements in our public financial management systems are aimed towards enhancing the volume and the quality of public services. The continuing transition, towards the annual cash-based budgeting (ACBB) system, as well as the consolidation of national government funds to the Treasury Single Account (TSA), are key pillars of this reform.
- 1.2 In the second year of the transition towards ACBB, there will be greater focus on ensuring the implementation-readiness of proposals through better procurement planning, programming of projects and activities, and coordination among agencies. With budgeting as the last phase of the planning process, agencies are expected to anchor their budget proposals on more concrete plans and designs that outline key procurement and implementation milestones, specific beneficiaries, and improvement in monitoring priority outputs and results.
- 1.3 To ensure that the national budgeting process works for the people across the different regions and provinces, the vertical linkage between the regional and national plans is being strengthened. Agencies should undertake consultations and coordination with the Local Government Units (LGUs) within the Regional Development Councils (RDCs) to ensure that the national priorities are responsive to regional and local needs in a manner that LGU development capacities are strengthened in the process.

NBM-No-131



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER

No. 20
Series of 2011

**SUBJECT : POLICIES AND GUIDELINES FOR THE USE OF INCOME,
SPECIAL TRUST FUND AND PROGRAMS OF RECEIPTS
AND EXPENDITURES OF THE STATE UNIVERSITIES
AND COLLEGES (SUCS)**

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722, otherwise known as the "Higher Education Act of 1994," and by virtue of the Commission *en banc* Resolution No. 102-2010 dated May 12, 2010, the following guidelines are hereby issued for the guidance of all SUCs:

**ARTICLE I
INTRODUCTION**

Section 1. Purpose – This manual seeks to establish and institutionalize uniform fiscal policies that will serve as guidelines in the use and disposition of all internally generated funds accruing to the SUC, as well as to integrate a system of accountability for all fund administrators.

Section 2. Scope of Application – The policy and guidelines shall be observed by the SUC for all receipts and collections accruing to the general income for use in operations, fiduciary funds, income generating or self liquidating operations or activities (i.e. dorm rental, spaces for rent, service fees and charges, and the like), and regular trust funds (i.e. NSTP, Publication, PTA, SSG fund, and the like). SUC constitutes the main campus, satellite or branches and external campus and any other extension which is directly under the supervision of the President or his duly authorized representative or designee.

Section 3. Definition of Terms – The following terms are hereby defined in accordance with its operational meaning, as follows:

- a) **Accumulated savings** – refer to funds available for appropriation – computed as follows:
Fund balance at the end of the year, then deduct the following:
- 1) Projects still to be implemented and paid out of the general fund;
 - 2) Funds being accumulated for an Approved Project to be financed out of Student Trust Fund;
 - 3) Accounts payable properly booked or obligated in the books of accounts;
 - 4) Purchase Requests obligated in the current year but not yet liquidated within the year or delivery was made in the next calendar year; and
 - 5) Fund balances of self-liquidating entities (e.g. graduate school in some SUCs, and the like) auxiliary services or IGPs.

Page 1 of 14

[CHED-No.20-s-2011](#)



EXECUTIVE BRIEF

- A. The total receipts of Cavite State University for FY2019 covering 2nd Semester of SY 2018-2019 and 1st Semester of SY 2019-2020 is estimated at P808,028,038.35. the basis of estimates is the expected enrollees for the school year. The sources are from Income from students which constitute the Fund 164 and from Fiduciary Fees which constitute the Total Special Trust Fund (STF) of the university.

Fund 164 P559,353,514.25

Fiduciary Fees P248,674,524.00

Total Receipts P808,028,038.25

CAMPUSES	EXPECTED ENROLLEES			TOTAL	SPECIAL TRUST FUND (STF)		TOTAL
	2nd Semester SY 2018-2019	1st Semester SY 2019-2020	SUMMER SY 2019-2020		Fund 164	Fiduciary	
Main Campus	16,866	19,111	3,814	39,791	282,653,033.00	103,220,381.75	385,873,414.75
Naic Campus	719	900		1,619	15,517,560.00	5,807,000.00	21,324,560.00
Rosario Campus	3,849	4,868	727	9,244	43,688,367.25	15,847,717.25	59,536,084.50
Bacoor Campus	2,441	2,852	582	5,855	34,747,505.00	11,798,075.00	46,545,580.00
Carmona Campus	1,844	2,394	238	4,476	21,980,915.00	12,988,857.00	34,949,772.00
Cavite City Campus	2,300	2,700		5,000	13,897,000.00	24,875,000.00	38,772,000.00
Gen Trias Campus	860	1,852		2,512	11,716,820.00	7,571,348.00	19,288,168.00
Imus Campus	4,800	5,000	1,300	11,100	69,295,400.00	27,203,600.00	96,499,000.00
Silang Campus	3,816	3,988	1,060	8,864	52,408,752.00	19,978,310.00	72,387,062.00
Tanza Campus	352	594	21	967	3,221,581.00	4,791,980.00	8,013,561.00
Trece Campus	1,106	1,755	148	3,009	10,246,581.00	14,592,455.00	24,839,036.00

- B. Out of the estimated total receipts of P808,028,038.25, the P319,181,822.00 represents estimated collection from Tuition Fees.

CAMPUSES	TUITION FEES
Main Campus	166,171,872.00
Naic Campus	7,708,360.00
Rosario Campus	23,457,115.00
Bacoor Campus	20,846,000.00
Carmona Campus	12,622,396.00
Cavite City Campus	7,500,000.00
Gen Trias Campus	6,932,729.00
Imus Campus	33,957,000.00
Silang Campus	33,494,800.00
Tanza Campus	1,584,150.00
Trece Campus	4,907,400.00
TOTAL	P319,181,822.00



Republic of the Philippines
CAVITE STATE UNIVERSITY
 Don Severino de las Alas Campus
 Indang, Cavite
 www.cvsu.edu.ph

- D. Since the total PRE is based on estimated Total Receipts, the university managed to allocate the amount to different PPAs, MFOs and Mandatory Reserve Savings more than the indicative requirement of CMO No. 20.

PROGRAM/PROJECT/ACTIVITY	INDICATIVE AMOUNT OF ALLOCATION BASED ON (%) OF TUITION FEE	TOTAL ACTUAL ALLOCATION BASED ON TOTAL RECEIPTS (Income)
GASS	31,918,182.20	187,900,533.94
STO	31,918,182.20	58,868,575.17
MFO1		
1 Faculty and Staff Development	39,897,727.75	108,449,538.26
2 Curriculum Development	39,897,727.75	108,449,538.26
3 Student Development	39,897,727.75	108,449,538.26
4 Facilities Development	39,897,727.75	108,449,538.26
subtotal, MFO1	159,690,911.00	433,798,153.02
MFO2		2,918,344.32
MFO3	31,918,182.20	56,916,399.30
MFO4	31,918,182.20	35,709,850.30
Mandatory Reserve	31,918,182.20	31,918,182.20
TOTAL	319,181,822.00	808,028,038.25

- E. The total receipts after deducting the Mandatory Reserve of 10% amounting to P31,918,182.20 will be programmed for expenditures which constitutes Personnel Services, MOOE, and Capital Outlay.

Total	P808,028,038.25
Less Mandatory	P31,918,182.20
Available for Expenditure	P776,109,856.05

EXPENSE CLASS	AMOUNT
Personnel Services	137,917,048.02
Maintenance and Other Operating Expenses	460,578,567.88
Capital Outlay	177,614,240.15
TOTAL	776,109,856.05



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
www.cvsu.edu.ph

- F. The Total Expenditures are shared by different campuses in a manner that an indicative 30% SUC wide common fund (based on Tuition Fee) will be deducted from each campus and will be managed and lodged to the Main Campus as to selection and disbursement of common and big time projects. As such, detailed distribution of receipts after deducting the Mandatory Reserve will be as follows:

CAMPUSES	TOTAL RECEIPTS	MANDATORY RESERVE	30% SUC WIDE COMMON FUND	NET RECEIPTS	ADD ON TO MAIN CAMPUS	TOTAL REDISTRIBUTED RECEIPTS
Main Campus	385,873,414.75	16,617,187.20	49,851,561.60	336,021,853.15	95,754,546.60	431,776,399.75
Naic Campus	21,324,560.00	770,836.00	2,312,508.00	19,012,052.00		19,012,052.00
Rosario Campus	59,536,084.50	2,345,711.50	7,037,134.50	52,498,950.00		52,498,950.00
Bacoor Campus	46,545,580.00	2,084,600.00	6,253,800.00	40,291,780.00		40,291,780.00
Carmona Campus	34,949,572.00	1,262,239.60	3,786,718.80	31,162,853.20		31,162,853.20
Cavite City Campus	36,772,000.00	750,000.00	2,250,000.00	36,522,000.00		36,522,000.00
Gen Trias Campus	19,288,168.00	693,272.90	2,079,818.70	17,208,349.30		17,208,349.30
Imus Campus	96,499,000.00	3,395,700.00	10,187,100.00	86,311,900.00		86,311,900.00
Silang Campus	72,387,062.00	3,349,480.00	10,048,440.00	62,338,622.00		62,338,622.00
Tanza Campus	8,013,561.00	158,415.00	475,245.00	7,538,316.00		7,538,316.00
Trece Campus	24,839,036.00	490,740.00	1,472,220.00	23,366,816.00		23,366,816.00
TOTAL	1,000,000,000.00	30,000,000.00	9,000,000.00	970,000,000.00	95,754,546.60	1,065,754,546.60

e. The total receipts after deducting the Mandatory Reserve of 10% amounting to P31,918,182.20 will be programmed for expenditures which constitutes Personnel Services, MOOE and Capital Outlay.

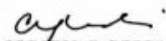
Total	P808,028,038.25
Less Mandatory	P31,918,182.20
Available for Expenditure	P776,109,856.05

EXPENSE CLASS	AMOUNT
Personnel Services	138,455,378.02
Maintenance and Other Operating Expenses	459,914,389.08
Capital Outlay	177,740,088.95
TOTAL	776,109,856.05

f. The Total Expenditures are shared by different campuses in a manner that an indicative 30% SUC wide common fund (based on Tuition Fee) will be deducted from each campus and will be managed and lodged to the Main Campus as to selection and disbursement of common and big time projects. As such, detailed distribution of receipts after deducting the Mandatory Reserve will be as follows:

CAMPUSES	TOTAL RECEIPTS	MANDATORY RESERVE	30% SUC WIDE COMMON FUND	NET RECEIPTS	ADD ON TO MAIN CAMPUS	TOTAL REDISTRIBUTED RECEIPTS
Main Campus	385,873,414.75	16,617,187.20	49,851,561.60	336,021,853.15	95,754,546.60	431,776,399.75
Naic Campus	21,324,560.00	770,836.00	2,312,508.00	19,012,052.00		19,012,052.00
Rosario Campus	59,536,084.50	2,345,711.50	7,037,134.50	52,498,950.00		52,498,950.00
Bacoar Campus	46,545,580.00	2,084,600.00	6,253,800.00	40,291,780.00		40,291,780.00
Carmona Campus	34,949,572.00	1,262,239.60	3,786,718.80	31,162,853.20		31,162,853.20
Cavite City Campus	38,772,000.00	750,000.00	2,250,000.00	36,522,000.00		36,522,000.00
Gen Trias Campus	19,288,168.00	693,272.90	2,079,818.70	17,208,349.30		17,208,349.30
Imus Campus	96,499,000.00	3,395,700.00	10,187,100.00	86,311,900.00		86,311,900.00
Silang Campus	72,387,062.00	3,349,480.00	10,048,440.00	62,338,622.00		62,338,622.00
Tanza Campus	8,013,561.00	158,415.00	475,245.00	7,538,316.00		7,538,316.00
Trece Campus	24,839,036.00	490,740.00	1,472,220.00	23,366,816.00		23,366,816.00
TOTAL	808,028,038.25	31,918,182.20	95,754,546.60	319,181,822.00	95,754,546.60	808,028,038.25


Prepared by:


CORAZON R. RODRIN
Administrative Officer V - Budget

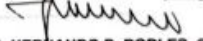
Certified Correct:


LOLITA G. HERRERA, CPA
Director Financial Management Services

Recommending Approval:


DR. HENRY O. GARCIA
VP for Administrative and Support Services

Approved by:


DR. HERNANDO D. ROBLES, CEO VI
President

The entire document can be
accessed here:

[Executive Brief Budget FY2019](#)



Republic of the Philippines
CAVITE STATE UNIVERSITY
 Don Severino de las Alas Campus
 Indang, Cavite, Philippines
 (046) 415-0010
 www.cvsu.edu.ph

2020 PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) - SUMMARY

Unit: **CySU GENERAL TRIAS CITY CAMPUS**

Source of Fund: **164**

CODE	GENERAL DESCRIPTION	TOTAL AMOUNT	SCHEDULE / MILESTONE OF ACTIVITIES			
			Q1	Q2	Q3	Q4
5 02 00 000 00	MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)					
A	Travelling Expenses	A				
5 02 01 010 00	Travelling Expense-Local	A1 100,000.00				
5 02 01 020 00	Travelling Expense-Foreign	A2 -				
B	Training and Scholarship Expenses	B				
5 02 02 010 00	Training Expenses	-				
C	Supplies and Materials Expenses	C				
C1 5 02 03 010 00	Office Supplies Expenses	C1 405,614.04				
C2 5 02 03 020 00	Accountable Forms Expenses	C2 9,400.00				
C3 5 02 03 030 00	Non Accountable Forms	C3 60,300.00				
C4 5 02 03 040 00	Animal/Zoological Supplies Expenses	C4 -				
C5 5 02 03 050 00	Food Supplies Expenses	C5 2,871.28				
C6 5 02 03 070 00	Drugs & Medicine Expenses	C6 8,142.25				
C7 5 02 03 080 00	Medical, Dental and Laboratory Supplies Expenses	C7 4,920.00				
C8 5 02 03 090 00	Fuel, Oil and Lubricants Expenses	C8 100,000.00				
C9 5 02 03 100 00	Agricultural Supplies Expenses	C9 -				
C10 5 02 03 110 00	Textbooks and Instructional Materials Expenses	C10 -				
C11 5 02 03 120 00	Military, Police and Traffic Supplies Expenses	C11 -				
C12 5 02 03 990 00	Other Supplies & Materials Expenses	C12 193,232.34				
D	Semi Expendable Machinery and Equipment	D				
D1 5 02 03 210 01	Semi Expendable Machinery	D1 -				
D2 5 02 03 210 02	Semi Expendable Office Equipment	D2 48,300.00				
D3 5 02 03 210 03	Semi Expendable ICT Equipment	D3 75,000.00				

**GTC PPMP can be accessed
here:**

[GTC PPMP 2020](#)

**General Trias City Campus'
budget can be thoroughly
accessed here:**

[GTC Budgets](#)

D.5 Plantilla of administrative personnel.



**Plantilla of Personnel/201
File of other personnel
assigned in the Financial
Services of the Institution is
confidential but available
upon request at the
Human Resource
Management Office
(HRMO) of the University.**



CAVITE STATE UNIVERSITY

DON SEVERINO DELAS ALAS CAMPUS

Indang, Cavite

(046) 4150-010

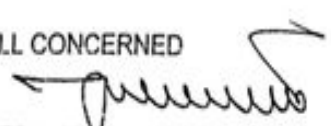
www.cvsu.edu.ph

OFFICE OF THE UNIVERSITY PRESIDENT

January 11, 2017

OFFICE MEMORANDUM
NO. PHDR-08-17

TO : ALL CONCERNED

FROM :  HERNANDO D. ROBLES Ed. D.
President

SUBJECT : RECONSTITUTION OF BIDS AND AWARDS COMMITTEE

The following are hereby designated as members of the BAC effective January 16, 2017 up to December 31, 2017:

Goods and Consulting Services:

- | | |
|------------------------------|----------------------|
| 1. Dr. David L. Cero | - Chairman |
| 2. Dr. Marilyn M. Escobar | - Vice Chair |
| 3. Engr. Rosalie A. Pelle | - Member |
| 4. Dr. Gilchor P. Cubillo | - Member |
| 5. Dr. Adolfo C. Manuel, Jr. | - Member |
| 6. Mrs. Edwina O. Roderos | - Member |
| 7. End User | - Provisional Member |

Infrastructure Projects:

- | | |
|--------------------------------|----------------------|
| 1. Dr. Camilo A. Polinga | - Chairman |
| 2. Dr. Ruel M. Mojica | - Vice Chairman |
| 3. Engr. Marcelino A. Dagasdas | - Member |
| 4. Dr. Ma. Agnes P. Nuestro | - Member |
| 5. Engr. Roslyn Peña | - Member |
| 6. Engr. Cesar C. Carriaga | - Member |
| 7. End User | - Provisional Member |

BAC Secretariat:

- | | |
|-------------------------------|--|
| 1. Ms. Preciosa G. Eraña | - Chair |
| 2. Ms. Camille Joy V. Capupus | - Member (Goods and Consulting Services) |
| 3. Ms. Johanna M. Baes | - Member (Goods and Consulting Services) |
| 4. Ms. Kristine de Leon | - Member (Goods and Consulting Services) |
| 5. Mr. Edgar Dello, Jr. | - Member (Infrastructure Projects) |

7. Ms. Michelle A. Santos

- Member (Infrastructure Projects)
- Member (Infrastructure Projects)

Technical Working Group (TWG)

A. Goods and Consulting Services:

1. For Computer and Office Equipment:

- a) Ms. Emeline C. Guevarra - Chair
- b) Mr. Edwin R. Arboleda - Member

2. For Office and Other Supplies and Laboratory Equipment:

- a) Engr. Orlando B. Delos Reyes - Chairman
- b) Mr. Rene B. Betonio - Member

3. For Security, Janitorial and Consulting Services:

- a) Engr. Renato B. Cubilla - Chairman
- b) Ms. Ruby Espineli - Member
- c) Prof. Roderick M. Rupido - Member

4. For Machineries, Vehicles and Other Transportation Equipment:

- a) Engr. Michael Costa - Chairman
- b) Mr. Danielito R. Escano - Member

B. For Infrastructure Projects, Construction Supplies, Air-conditioning, Electrical Supplies and Accessories:

- a) Engr. Cene M. Bago - Chair
- c) Engr. Efren R. Rocillo - Member
- d) Engr. Rico C. Asuncion - Member

The functions and other terms of reference (TOR) of the BAC shall be those that are stipulated in Section 12, 13 and 14 of IRR-A of RA 9184 embodied in Memorandum Order No. 119 of the President of the Philippines.

All other special committees involved in the procurement of goods services and infrastructure projects and created prior to the issuance of this memorandum shall be considered dissolved and their functions terminated.

Please be guided accordingly.