



# CAVITE STATE UNIVERSITY

## GENERAL TRIAS CITY CAMPUS





**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 VII.**  
**LIBRARY**



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

Town Proper, City of General Trias , Cavite

**BACHELOR OF SCIENCE IN  
SECONDARY EDUCATION  
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**PRELIMINARY SURVEY VISIT**

**AREA VII.**  
**LIBRARY**

**A. Administration**



## **A.1 Organizational Structure of the Library**



# CAMPUS LIBRARY ORGANIZATIONAL STRUCTURE



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



## CAMPUS LIBRARY ORGANIZATIONAL CHART 2022



Prepared by:

**Myla E. Sablayan, RL**  
Campus Librarian

Approved by:

**Lauro B. Pascua, Ed.D.**  
Campus Administrator



## **A.2 Profile and Functions of the Head Librarian.**

**Ms. PRINCESS N. RODERNO, RL,  
MLIS  
University Librarian**



**Doctor of Philosophy, Major in  
Educational Management (2018-Present)  
De La Salle University- Dasmarias**

**Master in Library and Information Science, 2016 Polytechnic  
University of the Philippines**

**Bachelor in Library and Information Science, 2008 Polytechnic  
University of the Philippines**

**Registered Librarian  
License No. 0006212**

**UNIVERSITY LIBRARIAN CV**

*Click to view file*

Cavite State University

BS Psychology



Republic of the Philippines  
**PROFESSIONAL REGULATION COMMISSION**  
**PROFESSIONAL IDENTIFICATION CARD**



LAST NAME ▶ **RODERNO**  
FIRST NAME ▶ **PRINCESS**  
MIDDLE NAME ▶ **NABLO**  
REGISTRATION NO. ▶ **0006212**  
REGISTRATION DATE ▶ **12/05/2011**  
VALID UNTIL ▶ **07/21/2023**

**LIBRARIAN**



Master in **LIBRARY and Information Science**



Bachelor in **LIBRARY and Information Science**



**MS. PRINCESS N. RODERNO, RL, MLIS**





STATE U

Republic of the Philippines  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
OFFICE OF THE UNIVERSITY REGISTRAR  
Manila, Philippines



**OFFICIAL TRANSCRIPT OF RECORDS**

Page 1

Date : June 3, 2013

Student Number : 2004-019209-4  
Student Name : **NABLO, PRINCESS ALCANTARA**  
Address : BLOCK 17 LOT 1 APITONG AVENUE, FIESTA SOUTH HOMES, SALITRAN II, DASMARIÑAS, CAVITE  
Date of Admission : 2004 Entrance Credentials : F-138, PUPCET  
Elementary School : STELLA MARIS COLLEGE  
Year Graduated : 2000  
High School : STELLA MARIS COLLEGE  
Year Graduated : 2004  
Degree Earned : **BACHELOR IN LIBRARY AND INFORMATION SCIENCE**  
Date Graduated : MAY 9, 2008 Attended : Semester : 8 Summer : 0

S U B J E C T S			
CODE	DESCRIPTIVE TITLE	GRADES	CREDITS
<b>2004-2005, FIRST SEMESTER</b>			
CS 305	WORD PROCESSING WITH LABORATORY	2.00	3.0
EN 110	STUDY AND THINKING SKILLS IN ENGLISH	2.25	3.0
FO 101	SINING NG PAKIKIPAGTALASTASAN	3.00	3.0
HS 100	HEXGRAPIYA AT KASAYSAYAN NG PILIPINAS	2.25	3.0
LI 110	INTRODUCTION TO LIBRARIANSHIP AND INFORMATION SCIENCE	1.75	3.0
PS 105	POLITICS AND GOVERNANCE WITH PHILIPPINE CONSTITUTION	1.25	3.0
PY 100	GENERAL PSYCHOLOGY	2.00	3.0
PE-1	SOCIAL DANCE	1.75	2.0
NSTP	CIVIC WELFARE TRAINING SERVICE	P	3.0
<b>2004-2005, SECOND SEMESTER</b>			
EN 111	WRITING IN THE DISCIPLINE	2.25	3.0
FO 102	PAGBASA AT PAGSULAT SA IBA'T IBANG DISIPLINA	2.00	3.0
LI 120	COLLECTION MANAGEMENT	1.75	3.0
MT 123	COLLEGE ALGEBRA	2.25	3.0
PY 120	PERSONALITY DEVELOPMENT AND HUMAN RELATIONS	1.75	3.0
SO 100	SOSYOLOHIYA, KULTURA AT PAGPAPAMILYA	2.50	3.0
PE-2	VOLLEYBALL	1.50	2.0
NSTP	CIVIC WELFARE TRAINING SERVICE	P	3.0
<b>2005-2006, FIRST SEMESTER</b>			
EN 120	EFFECTIVE SPEECH	1.75	3.0
FO 103	RETORIKA	2.50	3.0
LI 230	INFORMATION SOURCES AND SERVICES	2.00	3.0
LI 250	INFORMATION TECHNOLOGY WITH LABORATORY I	2.00	3.0
LI 210	ORGANIZATION OF INFORMATION SOURCES I	1.50	3.0
PH 200	LOGIC	2.00	3.0
ST 123	GENERAL STATISTICS	2.75	3.0
PE-3	TABLE TENNIS	1.25	2.0
<b>2005-2006, SECOND SEMESTER</b>			
EC 110	BASIC ECONOMICS WITH TAXATION AND AGRARIAN REFORM	INC	None
**** MORE ON NEXT PAGE ****			
<b>GRADING SYSTEM :</b> 1.00 = 97-100%; 1.25 = 94-96%; 1.50 = 91-93; 1.75 = 88-90%; 2.00 = 85-87%; 2.25 = 82-84%; 2.50 = 79-81; 2.75 = 76-78%; 3.00 = 75%; 5.00 = Failed; P = Passed; NC = No Credit; INC = Incomplete; W = Withdrawn; UW = Unauthorized Withdrawal. <b>CREDITS :</b> One college unit is at least seventeen (17) full hours of instruction in academic or professional subject within a semester.			
<b>REMARKS :</b> TDRDSUTSBOTSDSHPBSHTUTPTVUCE - π\$*##			

(Not valid without the University seal)

No. 2-12565

Prepared By :

RAYAN C. SORIANO

Checked By :

ZENaida P. SALAZAR

ZENaida R. SARMIENTO, DEM  
Acting  
University Registrar

# MYLA E. SABLAYAN, RL

## Campus Librarian



**Bachelor in Library and Information Science,**  
**Saint Louis College San Fernando La Union– 2016**

**Registered Librarian**  
License No: 0007802

**[CAMPUS LIBRARIAN CV](#)**

*Click to view file*

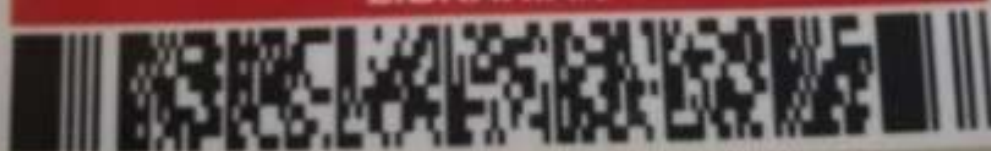


Republic of the Philippines  
**PROFESSIONAL REGULATION COMMISSION**  
PROFESSIONAL IDENTIFICATION CARD



LAST NAME ▶ **SABLAYAN**  
FIRST NAME ▶ **MYLA**  
MIDDLE NAME ▶ **ESTRADA**  
REGISTRATION NO. ▶ **0007802**  
REGISTRATION DATE ▶ **09/30/2016**  
VALID UNTIL ▶ **11/09/2022**

**LIBRARIAN**



Professional Regulation Commission  
[www.prc.gov.ph](http://www.prc.gov.ph)

CERTIFICATION

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked or withdrawn.

*fabyan*

Signature of Professional

*Teofil S. Pilando, Jr.*

TEOFILO S. PILANDO, JR.  
Chairman

19-2132265





Republika ng Pilipinas  
REPUBLIC OF THE PHILIPPINES  
Komisyon sa Regulasyon ng mga Propesional  
PROFESSIONAL REGULATION COMMISSION  
Lupon ng Larbrarpan  
BOARD FOR LIBRARIANS



Dapat malaman na si  
as it is known that

**MYLA ESTRADA SABLAYAN**

ay nakatupad sa mga talahan ng batas Republika Big. 9246 at sa mga kautusang legal at regulasyon ng  
has complied with all the requirements of Republic Act No. 9246 and the rules and regulations of the

Lupon at ng Komisyon at itinala sa talaan ng mga propesional bilang isang  
Registered and the Commission and has been entered in the registry book of professionals as a

**Larbrarpan**

LIBRARIAN

na may pribilehiyong gumamit ng titulo at manungkulan sa propesyon ito sa ilalim ng kapangyarihan ng Republika ng Pilipinas.  
with the privilege to utilize the title and to practice the profession under the authority of the Republic of the Philippines

sa Batunayan Nito. Itong Batihapan Big. 7802 na itilaghaan ng Tagapangulo at mga Kagawad ng Lupon at ng Tagapangulo ng  
IN EXISTENT BUREAU, the Commission, signed by the Chairman and Members of the Board and the Chairperson of the

Komisyon, na may tatak ng selro ng kapangyarihan ng Lupon at ng Komisyon atinangab sa mga probisyon ng  
Commission, with the official seal of the Board and the Commission, shall be considered with the provisions of

Batas Republika Big. 9246 at Batas Republika Big. 8951 bato sa Lungsod ng Maynila, Pilipinas  
Republic Act No. 9246 and Republic Act No. 8951 in the City of Manila, Philippines

ay ipinaghalamb ngayong ito- 12 ng September, sa taon ng Itong Panginoon, dalawang libo at labing anim.  
is hereby signed and attested on the 12th day of September, in the year of Our Lord, two thousand and sixteen.



September 2016

626

LOURDES T. DAVID  
Kagawad  
Member

YOLANDA C. GRANDA  
Tagapangulo  
Chairman

(VACANT)  
Kagawad  
Member

Pinagtibay:  
Approved

Tagapangulo  
Chairperson



# Saint Louis College

Univ. City of San Fernando, 2500 La Union, Philippines  
Tel. No. (072) 242-5535, Telefax (072) 006-3965  
Email Address: slc\_admin@slc-stu.edu.ph



## OFFICIAL TRANSCRIPT OF RECORDS

Name: **SARLAYAN, MYLA ESTRADA**

ID Number: **11101222**

Address: **CALLAY, BALACAN, LA UNION**

Sex: **FEMALE**

City/State: **BALACAN, LA UNION**

Date of Birth: **NOVEMBER 9, 1994**

Level/Class: **BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS)**

Grade: **FORM 137A - SINAPANGAN NATIONAL HIGH SCHOOL**

Date of Admission: **JUNE 15, 2011**

Admission Grade: **10**

Year Graduated (B.S.): **2011**

Admission Grade: **APRIL 1, 2016**

SUBJECT CODE	DESCRIPTIVE TITLE	GRADE	CG	UNITS	OFFICIAL MARKS
SNT LOUIS COLLEGE, SAN FERNANDO CITY, LA UNION					
1ST SEMESTER, 2011-2012:					FOR UNDERGRADUATE LEVEL
UGL 1	FUNDAMENTALS OF GRAMMAR	78		3	LETTER GRADE: A, AVERAGE: 1.00, PERCENTAGE: 88-100
L 1	KOMUNIKASYON SA AKADEMIKONG FILIPINO	81		3	A-, 1.25, 87-98
ATH 1	COLLEGE ALGEBRA	70		3	B+, 1.50, 80-86
AT SC 1	INTRODUCTION TO BIOLOGICAL SCIENCE	75		3	B, 1.75, 78-84
STP 1	NATIONAL SERVICE TRAINING PROGRAM 1	86		3	B-, 2.00, 75-80
11W	PHYSICAL FITNESS	90		2	C-, 2.25, 65-69
RE 1	FOUND OF RELIGIOUS & VALUES EDUCATION	79		3	C, 2.50, 60-64
2ND SEMESTER, 2011-2012:					C-, 2.75, 57-74
UGL 1	ENGLISH FOR ACAD & TECH PURPOSES	78		3	D, 3.00, 55-70
L 2	PAGASA AT PAGSULAT SA IBAT IBANG DISIPLINA	79		3	F, 3.50, 74 & below
S 1	INTRO TO LIB AND INFO SCIENCE	63		3	FOR GRADUATE LEVEL
AT SC 2	INTRODUCTION TO PHYSICAL SCIENCE	75		3	Passing Grade: 65%
STP 2	NATIONAL SERVICE TRAINING PROGRAM 2	55		3	Failing: below 65%
11W	FUN IN RHYTHMIC ACTIVITIES	90		2	(Supplementary Marks)
SC SC 2	GEN PSYCHO W/ DRUG ABUSE EDUCATION	78		3	NG - No Credit
JANUARY 2012:					WP - Withdrawal with Permission
ATH 2	PLANE & SPHERICAL TRIGONOMETRY	77		3	NG - No Credit
SC SC 1	PLANNING HISTORY	80		3	SC - No First Examination
3RD SEMESTER, 2012-2013:					DP - Dropped
L 3	MASINING NA PAGPAPAHAYAG	77		3	F - Failing
AM 1	INTRO TO ART EDUCATION	70		3	UD - Unofficially Dropped
T 1	WORD PROCESSING & SPREADSHEET	75		3	"ACCREDITED"
S 2	COLLECTION MANAGEMENT	77		3	(Exempted from Special Order)
S 3	ORG. OF INFORMATION SOURCES	76		3	REGISTRY OF GRADUATE
11W	INDIVIDUAL SPORTS/GAMES	76		3	(ROG) No. _____
RE 3	VALUES IN WORSHIP & SACRAMENTS	80		3	Series _____
4TH SEMESTER, 2012-2013:					Date _____
S 4	ORG. OF INFO. SERVICES 2	78		3	"NON-ACCREDITED"
S 5	INFO. SOURCES AND SERVICES 1	85		3	SO No. 10-043201-1
S 6	INFORMATION TECHNOLOGY 1	85		3	Series 2016
S 7	LIBRARY LIT FOR CHILDREN & YOUNG ADULTS	82		3	Date Feb. 19, 2016
11W	TEAM SPORTS/GAMES	88		3	<div>VERIFIED TRUE COPY OF THE ORIGINAL  TOMAS M. R. DE AUSTRIA, MT RECTOR</div>
RE 2	VALUES IN THE LIFE & TEACHINGS OF JESUS	79		3	
SC SC 4	LIFE & WORKS OF DR. JOSE RIZAL	82		3	
5TH SEMESTER, 2013-2014:					<div>NOT VALID WITHOUT THE COLLEGE SEAL</div>
RE 4	CHRISTIAN VALUES	82		3	
SC SC 3	SOCIETY, CULTURE & FAMILY PLANNING	82		3	
SC 1A	THEORY 1	80		3	
SC 5A	PRINCIPLES OF TEACHING 1	75		3	PLEASE TURN TO NEXT PAGE
11W	INFORMATION SOURCES AND SERVICES II	85		3	
11W	WEB TECHNOLOGIES IN LIBRARIES	84		3	
11W	INFORMATION LITERACY	80		3	
11W	LIBRARY AND INFORMATION MANAGEMENT	80		3	NOT VALID WITHOUT THE COLLEGE SEAL
11W	INDEXING AND ABSTRACTING	76		3	
REMARKS					

WILFRED F. CASAJATAN, Ph.D.  
Registrar

AURORA R. CARBONELL, Ed.D.  
Dean

ROWENA KATHLEEN H. ARAO, CPA  
Treasurer





# Saint Louis College

Lingsat, City of San Fernando, 2500 La Union, Philippines  
Tel. No. (072) 242-6535, Telefax (072) 888-2885  
Email Address: slc\_admin@slc-slu.edu.ph



## OFFICIAL TRANSCRIPT OF RECORDS

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ID Number: **11101222**

Home Address: **CALLIAT, BALACAN, LA UNION**

Sex: **FEMALE**

Place of Birth: **BALACAN, LA UNION**

Date of Birth: **NOVEMBER 9, 1994**

Degree/Course: **BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS)**

Entrance Date: **FORM 137A - SINAPANGAN NATIONAL HIGH SCHOOL**

Date of Admission: **JUNE 15, 2011**

Other Admission Credentials:

Year Graduated (H.S.): **2011**

Date of Graduation: **APRIL 1, 2016**

SUBJECT CODE	DESCRIPTIVE TITLE	GRADE	CG	UNITS	OFFICIAL MARKS
<b>SECOND SEMESTER, 2013 - 2014:</b>					<b>FOR UNDERGRADUATE LEVEL</b>
US 11	MANAGEMENT OF LIBRARIES AND INFORMATION CENTERS 2	79		3	LETTER GRADE
LIS 12	RESEARCH METHODS AND EVAL IN LIS	85		3	NUMERICAL GRADE
LIS 13	SPECIAL MATERIALS	82		3	PERCENTAGE
LIS 14	SCHOOL LIBRARIES	84		3	POUNDS
LIS 15	ACADEMIC LIBRARIES	82		3	
LIS 16	SPECIAL LIBRARIES	80		3	
LIS 18	ARCHIVES MANAGEMENT	80		3	
<b>SUMMER 2014:</b>					
LIS 17	PUBLIC LIBRARIES	84		3	
LIS 21	DATABASE DESIGN	89		3	
<b>FIRST SEMESTER, 2014 - 2015:</b>					
ENGL 2	EFFECTIVE WRITING	77		3	
ENGL 3	ORAL COMMUNICATION	81		3	
LIS 22	LIBRARY AUTOMATION AND SYSTEMS	86		3	
LIS 23	DIGITAL LIBRARIES AND RESOURCES	89		3	
MATH 1	COLLEGE ALGEBRA	76		3	
PHILO 1	LOGIC	75		3	
SOC SC 5	POLITICS, GOVERNANCE & NEW CONSTITUTION	87		3	
<b>SECOND SEMESTER, 2014 - 2015:</b>					
EDUC 1B	THEORY 2-FACILITATING LEARNING	79		3	
EDUC 5B	PRINCIPLES OF TEACHING 2	76		3	
LIS 24	SYSTEM ANALYSIS AND WEB DESIGN	94		3	
LIT 1	PHILIPPINE LITERATURE	75		3	
LIT 2	WORLD LITERATURE	81		3	
SOC SC 6	PRIN OF ECONOMICS, TAXATION & CARP	82		3	
<b>FIRST SEMESTER, 2015 - 2016:</b>					
LIS 25A	LIBRARY PRACTICE 1 (IN CAMPUS)	93		3	
<b>SECOND SEMESTER, 2015 - 2016:</b>					
LIS 25B	LIBRARY PRACTICE II (OFF CAMPUS)	87		3	
GRADUATED WITH THE DEGREE BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS) ON APRIL 1, 2016 WITH SPECIAL ORDER NO. 50-642201-1 S. 2016 ISSUED BY THE COMMISSION ON HIGHER EDUCATION (CHED), REGIONAL OFFICE NO. 1, SAN FERNANDO CITY, LA UNION DATED FEBRUARY 19, 2016.					
----- ENTRY BELOW THIS LINE NOT VALID -----					
REMARKS					



CONFIRMED TRUE COPY OF THE ORIGINAL  
 TUNAS R. DE AUSTRIA, MT  
 REGISTRAR

NOT VALID WITHOUT THE COLLEGE SEAL

LAST PAGE



Republic of the Philippines  
Professional Regulation Commission  
Lucena Regional Office



**CERTIFICATION  
OF PASSING**

This is to certify that according to the records of this Commission,

MYLA ESTRADA SABLAYAN  
(Name of Examinee)

PASSED the LIBRARIAN  
(Remarks) (Examination Taken)


licensure examination given by the Board of/for Librarians  
(Name of Board)

on September, 2016 with a general average of 77.45%  
(mm/yyyy) (Rating Obtained)

This certification is issued upon his/her request for whatever legal purpose it may serve.

Robinsons Sta. Rosa  
October 27, 2020

By Authority of the Commission:

  
**CRIZZA MARISOL S. QUINTO**  
Professional Regulation Officer I  
Sta. Rosa Service Center

O.R. No. : 92430085  
DATE : 10/26/2020

Verified and typed by:  **M. M. DACER**

**ANY ERASURE OR ALTERATION HEREON NULLIFIES THIS CERTIFICATION.**  
NOT VALID WITHOUT DRY SEAL AND DOCUMENTARY STAMP.

RMO - 02  
Rev. 02  
February 23, 2010  
Page 1 of 1



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**

**GENERAL TRIAS CITY CAMPUS**  
City of General Trias, Cavite, 4107  
☎ (046) 509-4148  
[cvsugeneraltrias@cvsu.edu.ph](mailto:cvsugeneraltrias@cvsu.edu.ph)

**CvSU General Trias City Campus  
Library**

**Duties and Responsibilities of  
Library Staff 2021-2022**

**Campus Librarian**

The Campus Librarian reports to the Campus Administrator, coordinates with the Department Chairperson, and Campus Budget Officer, acts as the secretary of the Library Advisory Committee and supervises the operation of the Campus Library.

The Campus Librarian has the following duties and responsibilities:

- a. Supervises all library services and activities;
- b. Plans and implements library programs and projects, including staff and development in consultation with the Library Advisory Committee;
- c. Prepares the budget of the library in consultation with the Campus Administrator;
- d. Prepares the annual report for submission to the Campus Administrator;
- e. Ensures the order and safety of the library, including all collections and equipment therein;
- f. Facilitates application and renewal of subscriptions and issuance of referrals;
- g. Represents the library in both academic and administrative programs and events of the Campus;
- h. Acts as secretary of the Library Advisory Committee;
- i. Establishes linkages with other libraries and agencies;
- j. Evaluates job performance of the library staff; and
- k. Performs other functions and tasks as may be assigned from time to time.



## **Library Assistant**

The Library Assistant reports directly to the Campus Librarian and monitors the activities day-to-day of the Campus Library. The Library Assistant has the following duties and responsibilities.

- a. Renders circulation service to users and implement the circulation policy of the library;
- b. Manages the day-to-day activities of the Campus Library;
- c. Prepares the library's statistical report on circulation and submit the same to the office for consolidation;
- d. Prepares referral letters;
- e. Registers and validates library cards to students and faculty members;
- f. Signs clearances of students and faculty;
- g. Prepares and sends recall notices to library users with overdue books; and
- h. Performs other related duties which may be assigned by higher authorities.

Prepared by:



**MYLA ESTRADA SABLAYAN, RL**  
Campus Librarian

Approved by:



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



## **A.3 Composition of the Library Advisory Committee, including their function.**





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



**COMPOSITION AND FUNCTIONS OF  
LIBRARY ADVISORY COMMITTEE 2022**

• **Library Advisory Committee: COMPOSITION**

The library Advisory Committee is composed of the Campus Administrator as chair and the Office-In-Charge of the University Library as Secretary. The members of the Library Advisory Committee are the chairs of the 2 departments in the campus, the Arts and Sciences, Psychology, Education and Information Technology Department and the Office Administration, Business Management and Tourism Management Department, Budget Officer and CSG President.

Position	Name
<b>CHAIR:</b> Campus Administrator	<u>Lauro B. Pascua, Ed.D.</u>
<b>SECRETARY:</b> Campus Librarian	<u>Myla E. Sablayan, RL</u>
<b>MEMBERS:</b> Chairpersons	
Arts and Sciences, Psychology, Education and Information Technology Department	<u>Roncesvalle J. Caipang</u>
Office Administration, Business Management and Tourism Management Department	<u>April G. Gile</u>
Budget Officer	<u>Roland C. Helmo</u>
CSG President	<u>Jovelle Ann T. Real</u>

• **Library Board Committee: FUNCTIONS**


1. Review library policies, rules and regulations and prepare recommendations for revisions.
2. Act as consultative body and clearinghouse for establishment of reading facilities acquisition of library furniture and equipment.
3. Participate in selection and acquisition of library books and periodicals.
4. Assist in the solicitation of book donation from various sources.

\*Lifted from the CVSU Library Manual of Operations, Rule III Library Advisory Committee.

Prepared by:

  
Myla E. Sablayan, RL  
Campus Librarian

Approved by:

  
Lauro B. Pascua, EdD  
Campus Administrator



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
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☎ (046) 509-4148  
cvsugeneraltrias@cvsu.edu.ph



April 15, 2022

Lauro B. Pascua, Ed.D.  
Campus Administrator

May I request the approval of the Library Advisory Committee in preparation for the upcoming accreditation for the first Semester of AY 2022-2023.


Attached is the list of the members of the Library Advisory Committee and the terms of reference.

Thank you very much.


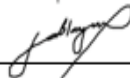

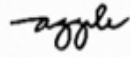


Very truly yours,

  
Myla E. Sablayan, RL  
Campus Librarian

Approved by:

  
Lauro B. Pascua, Ed.D.  
Campus Administrator

Conforme:

Position	Name	Signature
<b>CHAIR:</b> Campus Administrator	<u>Lauro B. Pascua</u> , Ed.D.	
<b>SECRETARY:</b> Campus Librarian	Myla E. <u>Sablavan</u> , RL	
<b>MEMBERS:</b> Chairpersons		
Arts and Sciences, Psychology, Education and Information Technology Department	<u>Roncesvalle J. Caipang</u>	
Office Administration, Business Management and Tourism Management Department	April G. <u>Gile</u>	
Budget Officer	Roland C. <u>Helmo</u>	
CSG President	<u>Jovelle Ann T. Real</u>	



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**COMPOSITION AND FUNCTIONS OF  
LIBRARY ADVISORY COMMITTEE 2021**

• **Library Advisory Committee: COMPOSITION**

The Library Advisory Committee is composed of the Campus Administrator as chair and the Officer-in-Charge of the University Library as secretary. The members of the Library Advisory Committee are the chairs of the four departments in the campus, the Department of Arts and Sciences (DAS), Department of Management (OM), Teacher Education Department (TED), Department of Information Technology (DIT), Budget Officer and CSG President.


Position	Name
<b>CHAIR:</b> Campus Administrator	Lauro B. Pascua, EdD
<b>SECRETARY:</b> Campus Librarian	Myla E. Sablayan, RL
<b>MEMBERS:</b> Chairpersons	
Department of Arts and Sciences	Jonel N. Camalig
Department of Management	April G. Gile
Teacher Education Department	Victoriano P. Barliso, Jr.
Department of Psychology	Dr. Louziela P. Masana
Department of Hospitality Management	Aljevin Comiso
Department of Information Technology	
Budget Officer	Rommel H. Sarreal
CSG President	Bernard N. Castillo

• **Library Board Committee: FUNCTIONS**

1. Review library policies, rules and regulations and prepare recommendations for revisions.
2. Act as consultative body and clearing house for establishment of reading facilities and acquisition of library furniture and equipment.
3. Participate in selection and acquisition of library books and periodicals.
4. Assist in the solicitation of book donation from various sources.

\*Lifted from the CvSU Library Manual of Operations, Rule III Library Advisory Committee.

Prepared by:

  
**MYLA ESTRADA SABLAYAN, RL**  
Campus Librarian

Approved by:

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



## **The Campus Library Advisory Committee**



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**

GENERAL TRIAS CITY CAMPUS  
City of General Trias, Cavite, 4107  
☎ (046) 509-4148  
[csugeneraltrias@csuv.edu.ph](mailto:csugeneraltrias@csuv.edu.ph)

August 20, 2021

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

May I request the approval of the library Advisory Committee in preparation for the coming accreditation for the first semester of AY 2021-2022.

Attached is the list of the members of the Library Advisory Committee and the terms of reference

Thank you very much

Very truly yours,


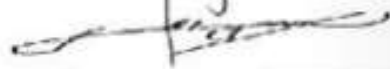
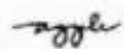
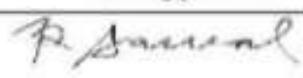


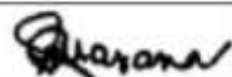
**MYLA ESTRADA SABLAYAN, RL**  
Campus Librarian

Approved by:

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



Conforme:

The Library Advisory Committee	
Name	Signature
DR. LAURO B. PASCUA (Campus Administrator)	
MYLA ESTRADA SABLAYAN, RL (Campus Librarian)	
APRIL G. GILE (Chairperson, DM)	
ROMMEL H. SARREAL (Chairperson, DIT)	
JONEL N. CAMALIG (Chairperson, DAS)	
ALJEVIN COMISO (Chairperson, HM)	
VICTORIANO P. BARLISO, JR. (Chairperson, TED)	
DR. LOUZIELA P. MASANA (Chairperson, DOP)	
BERNARD N. CASTILLO (CSG President)	