



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

B. Academic Administration

B.1 Educational Profile and functions of the academic administrators.



B.1.1 Dean/ Director; and





LAURO BAYAS PASCUA, Ed.D
Campus Administrator

Educational Qualifications			Teaching Experience	Nature of Appointment	Professional Examination/ Eligibility	Professional Affiliation
Bachelor	Master	Doctorate				
Bachelor of Science in Industrial Technology Teacher Certificate Program	Master of Arts in Education major in Educational Management	Ph.D. in Educational Management	20 years	<ul style="list-style-type: none">▪ Campus Administrator▪ Associate Professor II	<ul style="list-style-type: none">• Licensure Exam for teachers (LET)• Presidential decree (P.D.) 907• <input type="checkbox"/> Career Service (Sub Professional)	<ul style="list-style-type: none">• National Organization of Professional Teachers Inc. (NOPTI)• Philippines' Organic Chemistry Teachers Association (OCTA)• Kapisanang Kimika Ng Pilipinas (KKP)• Philippine Association of Chemistry Teachers (PACT)• Natural Products Society of the Philippines (NATPROD)

To see more of the Campus Administrator's qualifications, please see his updated resume here:

[CV Dean](#)

B.1.2 Department Chair or his/her equivalent



RONCESVALLE J. CAIPANG

Department Chairperson

Ph.D. Biology

Dela Salle University-Dasmariñas
(on Dissertation Writing-On-going)

MS Biology

2007-2013
University of the Southeastern Philippines, Obrero, Davao City

Thesis Title: Antimicrobial Activity of Fungal Endophytic Isolates from Dragon Fruit (*Hylocereus* spp. Haw. Britton and Rose

BS Biology- General

2004-2007
Mindanao State University, Main Campus- Marawi City

- | | |
|--------------------------|-----------|
| • Nature of Appointment: | Permanent |
| • Status of Employment: | Full Time |
| • Years of Teaching: | 11 years |



DR. NOEL B. MANARPIIS

Program Coordinator

- PhD Linguistics (Applied Linguistics)**- Philippine Normal University – Manila
- Master of Arts in Secondary Education**- Cavite State University-Indang, Cavite
- Bachelor of Arts (English)** - CAP College – Makati City
- Certificate in Professional Education** - Cavite College of Fisheries

TEFL/TESOL Certificate holder as International ESL Teacher

License No: 592020

Appointment for Renewal **January 07, 2022**

- Nature of Appointment: Permanent
- Status of Employment: Full Time
- Years of Teaching: 23 years



TIME RECEIVED: _____	
TIME RELEASED: _____	
Professional Regulation Commission	
APPLICATION FOR PROFESSIONAL IDENTIFICATION CARD (PIC)	
NOT FOR SALE (FOR PROFESSION IS REQUIRED)	
APPOINTMENT DATE: January 07, 2022 (04:00 PM TO 05:00 PM) - PRC License	
REFERENCE NO: PERM/355/19183 (OR: 202101202121200010170002715005009) (Amount: PHP 3420.00)	
NAME: MANARPIIS, NOEL BASILIO	
CITIZENSHIP: FILIPINO	BIRTHDATE: September 08, 1963
PERMANENT MAILING ADDRESS: BLOCK 21 LOT 14 ACN WOODSTOCK SANJA MAYOR TANZA, CAVITE	
TEL NO. (CP NO.): 0909090909090909	EMAIL ADDRESS: noelmanarpiis@gmail.com
SCHOOL GRADUATED: CAP COLLEGE FOUNDATION, INC.	DATE GRADUATED: April 16, 1988
REGISTRATION DATE: October 21, 1990	EXPIRATION DATE: September 08, 2024
PROFESSION: PROFESSIONAL TEACHER	LICENSE NO.: 592020

Click the link to view the documents:

[Department Chairperson Curriculum Vitae](#)

[Program Coordinator Curriculum Vitae](#)



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DEPARTMENT OF ARTS, SCIENCES, EDUCATION AND TECHNOLOGY

OFFICE MEMORANDUM
No. 1 S. 2022

To : **PROGRAM COORDINATORS** (BSP, BSIT, BSE, GENERAL EDUCATION)

From : **RONCESVALLE J. CAIPANG**
Department Chairperson

Noted : **LAURO B. PASCUA, EdD**
Campus Administrator

Subject : **Department Meeting**

Date : **April 18, 2022**

Please attend the department meeting on April 19, 2022, Tuesday, at 9am via Zoom.

For strict compliance.

Agenda of the Meeting

1. Department and Program targets for Second Semester, AY 2021-2022
2. Research and Extension targets
3. Schedule of Activities
4. Department designation
5. Department Income Generating Project
6. Other matters



**Departmental Virtual Meeting
headed by the Department
Chairperson of DASET, Ms.
Roncesvalle J. Caipang**

The list of functions, duties and responsibilities of the program officials (line and staff) can be viewed here:

https://drive.google.com/drive/folders/1u4eFo4_OEduJd9zjtawWRGN7bKe7bq_r?usp=sharing

B.2 Evidence of particular administration in college/institute





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GENERAL TRIAS CITY CAMPUS

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



Ref. No.: H-220411-13
 Ref: S. Ayo B. Pascua
 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-220411-1351
 Received By: PLJ
 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. SUING	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

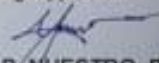
It is understood that these designations are in addition to their usual duties and responsibilities and do not entail additional compensation.

Thank you.

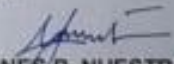
Respectfully,


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



- **Evidences/manifestations that the Dean, the faculty and the administration work together for the improvement of the College.**

The administration, the Dean and the faculty and the administration work together for the improvement of the college. This is supported by the minutes of the (Campus) Council meeting. The college's Strategic Development Plan (SDP) and Memorandum of Agreement (MOA) with linkages show how standard and targets were being set. In addition, the Dean and the administration support its faculty by sending them to professional conferences, workshops, and the like. Accomplishment and Annual Reports then show how these plans and targets were implemented and were met successfully.

(See attached evidences here.)

https://drive.google.com/drive/u/3/folders/1u4eFo4_OEduJd9ztawWRGN7bKe7bq_r

- **Evidences/manifestations that the Dean, the faculty and the administration work together for the improvement of the College.**

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 Trece Martines City | Gen. Trias City Campus
 414-3979 | (0977)8033809 | 509-4148
 www.csu.edu.ph

OFFICE OF THE CAMPUS ADMINISTRATOR

Office Memorandum
 No. OCA-____-20

To : **ALL T3 FACULTY MEMBERS**

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

Subject : **G Suite for Education Training Series**

Date : **07 September 2020**


Please be informed that all faculty members (permanent, temporary and Contract of Service/Job Order) are required to attend the **G Suite for Education Training Series** via Zoom as scheduled below:

Date	Time	Topic	Speaker
Day 1: Wednesday 09 September 2020	1:00-3:00 PM	Google Productivity Tools	Ms. Jennylyn P. Riel
Day 2: Thursday 10 September 2020	1:00-3:00 PM	Google Communication Tools	Mr. Mikael Florenz P. Nuestro
Day 3: Friday 11 September 2020	1:00-3:00 PM	Google Classroom Part II	Ms. Jennylyn P. Riel

For your compliance.

Thank you.

CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS
 Trece Martines City, 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, Trece Martines 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

City of General Trias, Cavite

➤ **Present evidences that the Dean implements policies and procedures on internal operations of the College.**

Implementation of policies and procedures by the (College Dean) on internal operations of the College is based on policies ordered by higher authorities. Examples of such include the implementation of the following:

- A four-day work week of the University;
- Attendance to flag ceremony of the University employees every Monday of the week;
- Wearing of prescribed uniform for all regular and contractual University personnel; and
- Other college based policies

Memos/communications from the Dean regarding implementation of policies and procedures on internal operations of the College can be viewed here: (Memos)



CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite

➤ **Evidences/manifestations that the College is efficiently and effectively managed.**

General Trias City Campus is effectively managed as to instruction, student development, research and resources.

Instruction

The Campus has accepted new and old students and has administered written comprehensive examinations to its students.

Student Development

The Campus has facilitated through the Psychology Society various seminars and workshops in education principles to upgrade the knowledge of would-be teachers.



CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite

➤ **Evidences/manifestations that the College is efficiently and effectively managed.**

General Trias City Campus is effectively managed as to instruction, student development, research and resources.

Research

The Campus has produced several educational, medical and industrial researches whose authors are students and instructors.

Resources

The Campus has facilitated enrolment of increasing number of BSP students which has generated income out of the tuition fees of the enrollees.

Accomplishment reports can be viewed here:

https://drive.google.com/drive/u/3/folders/1u4eFo4_OEduJd9zjtawWRGN7bKe7bq_r

Click this link to view the document:

[OFFICE MEMORANDUM FROM THE CAMPUS ADMINISTRATOR](#)

Click the link to access the full file version:

CvSU General Trias Campus

[ANNUAL REPORT 2021](#)

[ANNUAL REPORT 2020](#)

[ANNUAL REPORT 2019](#)

[ANNUAL REPORT 2018](#)

Office of the President

[ANNUAL REPORT](#)

B.3 Dean supervisory program.



Click this link to view the document:

[OFFICE MEMORANDUM FROM THE CAMPUS ADMINISTRATOR](#)

[VARIOUS ACTIVITIES WITH THE CAMPUS ADMINISTRATOR](#)



Prof. Larry B. Pascua with Gen. Trias City Mayor, Atty. Antonio A. Ferrer and some CvSU Gentrifaculty members during the building inspection of CvSU Gentrifaculty campus' buildings, for the renovation and development of new projects for the campus.

BS Office Administration

B. ACADEMIC ADMINISTRATION



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OFFICE OF THE CAMPUS ADMINISTRATOR

OFFICE MEMORANDUM

No. 20, s. 2021

TO : **ALL CONCERNED**

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

SUBJECT : **SURVEY OF ASSESSMENT FOR DEGREE PROGRAM
OFFERINGS OF CVSU GENERAL TRIAS**

DATE : June 11, 2021

The following faculty will be responsible in the survey of Assessment for Degree Program Offerings of CvSU General Trias City Campus:

1. Jonel N. Camalig
2. Alievin A. Comiso
3. Rommel H. Sarreal
4. Katherine Ann Magracia
5. Efrelhet N. Siarez

The survey will be conducted to assess if there is a need to re-offer the degree programs with BOR Resolution in our campus. In addition, they will gather data from public and private schools in City of General Trias, Cavite. After conducting the survey, they are expected to submit a report regarding the results of the assessment to the Office of the Campus Administrator.

The period of the said survey will be from June 28 – July 16, 2021.

Thank you.

BS Office Administration

B. ACADEMIC ADMINISTRATION



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OFFICE MEMORANDUM
No. 17, s. 2021

TO : DEPARTMENT CHAIRS AND REGISTRAR

FROM : LAURO B. PASCUA, Ed.D

SUBJECT : MEETING

DATE : June 07, 2021

Please attend the meeting on June 07, 2021, 7:00 in the evening via Cisco Webex to discuss:

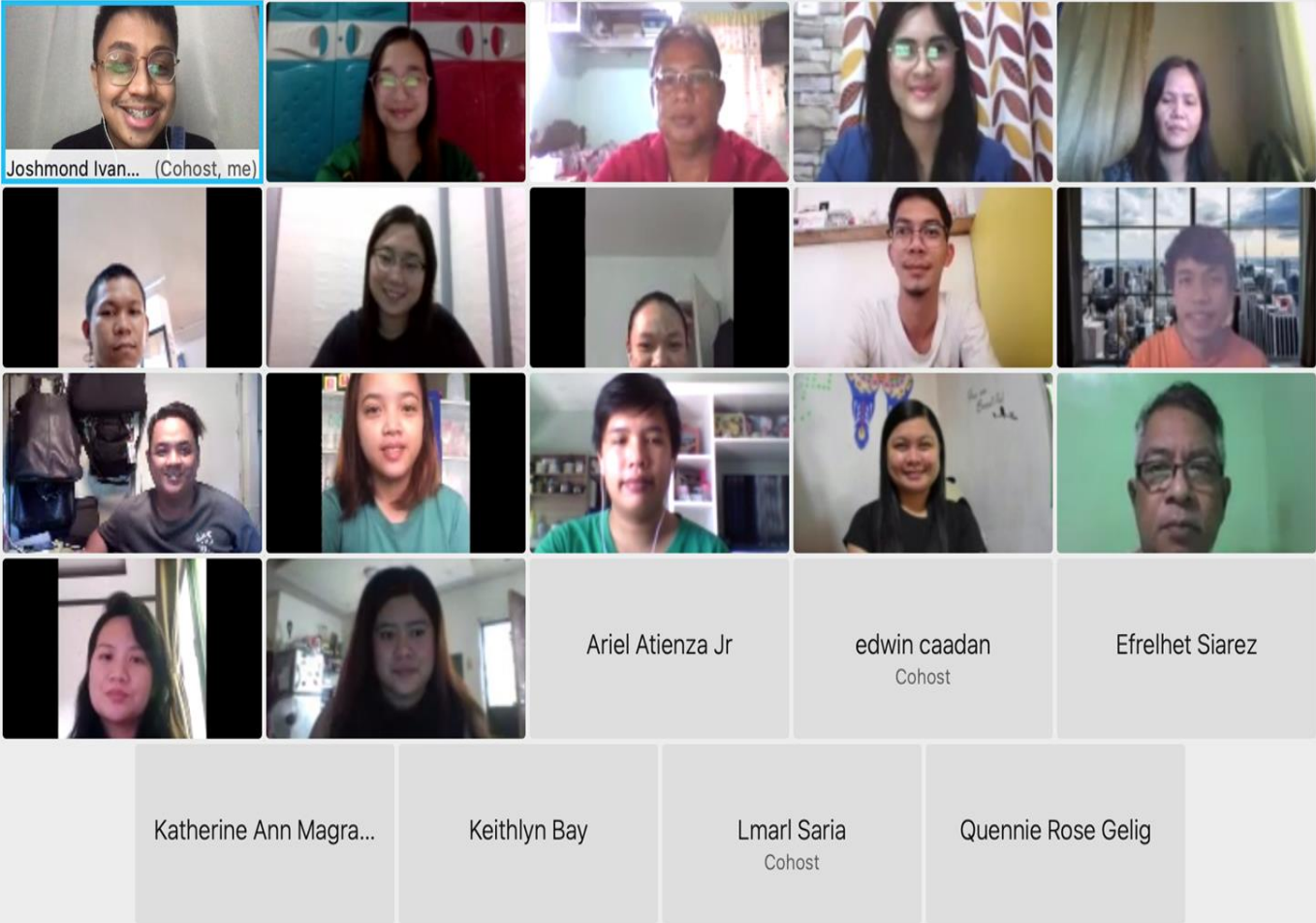
Agenda:

- Preparation for Mid Year Classes
 - Faculty Assignment
 - Preparation of Classroom per Department
 - Faculty Room assigned per Department
- Department Chairperson report
- Status of enrollment
- Proposed community assessment.

Meeting code/link and password will be shared once available.

For strict compliance.

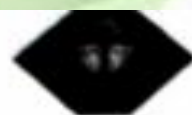
Thank you.



Dean Lauro Pascua with campus' faculties and staffs during the webinar series on efficient record keeping on a continuous basis held last May 21, 2021.



Dean Noel (leftmost), campus coordinator Ms. Alelie B. Diato, Campus Secretary Ms. Jessebien Demetillo, faculty and staffs together with (seated from left to right) Gen. Trias City Mayor, Atty. Antonio A. Ferrer, Congressman Luis A. Ferrer IV and CvSU President, Dr. Hernando Robles, having their meeting for the improvement of the campus at Bayleaf Hotel last December 5, 2019.



T3 SECOND FACULTY AND STAFF GENERAL MEETING (1st Semester, SY 2019-2020)

MINUTES OF THE MEETING

CvSU General Trias City Campus, General Trias City, Cavite
September 9, 2019

Present: (please see attached attendance sheets)

The meeting was called to order at 1:00 p.m. at the CvSU General Trias City Campus

It started with an opening prayer led by Mr. Mark Joel C. Sibulo, faculty member of CvSU Tanza Campus.

Dr. Jessie Anne T. Dernetillo, T3 campus secretary, presented the Agenda of the meeting as follows:

1. Office Performance Commitment and Review (OPCR) First Semester AY 2019-2020
2. Individual Performance Commitment and Review (IPCR) First Semester AY 2019-2020
3. Room Utilization/Space Utilization, First Semester AY 2019-2020
4. Midterm Examination Schedule
5. Campus Sportsfest/University Games
6. Araw ng Kalikasan
7. Socio-Cultural Festival
8. Other Matters

Office Performance Commitment and Review First Semester, AY 2019-2020

Prof. Noel A. Sedigo, T3 campus administrator emphasized the importance of OPCR and that all faculty and staff must jointly work hand and hand in accomplishing those targets included within the semester.

Ms. Ariene L. Estrada, former T3 Campus Secretary presented in detail the contents of the T3 OPCR targets for the First Semester, A.Y. 2019-2020 in terms of higher education program, advanced education program; research program, technical advisory extension program, KRA1: Quality and Relevance of Instruction, KRA2: Research Capability and Output, KRA3: Services to the Community; KRA4: Management of Resources, and strategic objectives. All the targets presented were approved and agreed by all the faculty and staff.

Individual Performance Commitment and Review (IPCR) First Semester, AY 2019-2020

Dr. Jessie Anne T. Dernetillo, on the other hand, presented the IPCR format for part-time faculty; and for permanent and temporary faculty members with research, extension and designations. Prof. Noel A. Sedigo set the deadline for submission of the approved target IPCR to the Campus Secretary on September 16, 2019 and that the IPCR must be aligned with the Campus OPCR.

Room Utilization/Space Utilization, First Semester, AY 2019-2020

Prof. Noel A. Sedigo reminded all the campus coordinators to submit the needed data and documents required by the Office of the Vice President for Academic Affairs concerning the room utilization and space utilization this First Semester, AY 2019-2020.

Midterm Examination Schedule

Prof. Noel A. Sedigo informed all faculty and staff the need to schedule in advance the Midterm Examination to give way for the athletes to have time for practice prior the University Games (U-Games) since the original schedule of the midterm exam is a week before the U-Games.

Mr. Jonel N. Camalig on the other hand suggested to reschedule the Midterm Exam after the U-Games however, Prof. Sedigo did not agree and advised all faculty to move a week in advance the midterm exams on September 23-28, 2019 instead of September 30-October 5, 2019. He added that all Midterm Exam Test Papers with TOS must be submitted to the Department Chairs/Campus Coordinators on or before September 16, 2019 for reproduction.

Campus Sportsfest/University Games

Prof. Sedigo announced that T3 Sportsfest shall be conducted simultaneously. He further requested each Campus Sports Coordinator to spearhead the said event and the games to be included will only be limited.

Mr. Marc Vherson C. Mojica and Mr. Joseph O. Sabaybay, sports coordinator of Trece and Tanza campuses respectively said that they will have their Sportsfest on September 12-13, 2019 while Mr. Jonel N. Camalig, sports coordinator, General Trias City campus said that they will have their Sportsfest on September 18-19, 2019.

Mr. Jonel N. Camalig announced that during the university games, players will be wearing a set of new uniforms with the same design as last year.

Prof. Noel Sedigo said that the PR for the said uniforms must be done the soonest possible time. He added that food allowance will be provided for the players and that the venue or accommodation will be in the University Chapel.

Araw ng Kalikasan

Prof. Noel A. Sedigo announced that the Araw ng Kalikasan was scheduled on September 11-12, 2019. He encouraged the coaches and participants to prepare for the said event particularly for the Quiz Bee. He added that coaches need to accomplish ATG form to accompany the participating students.

Ms. Ronesvalle J. Caipang assured Prof. Sedigo that they will prepare for the said event.

Socio-Cultural Festival

Prof. Noel A. Sedigo asked about the training status of the participants for different events and he added that at the moment there is still no schedule for the events and must wait for further announcements.

Ms. Pamela Daphne Busog said that they already started preparing for the said events.

Other Matters

107 **Official Working Hours**

108 Prof. Noel A. Sedigo informed that effective September 8, 2019, all regular and temporary
109 faculty member will have a flexible working hours between 8:00 a.m. to 5:00 p.m., from Monday to
110 Saturday using biometrics. He further added that faculty can perform their duties and
111 responsibilities within the time period in a day provided that they complete the required 40 working
112 hours per week. He also requested campus coordinators to assign checker to ensure that faculty are
113 attending their respective classes. Also, all faculty and staff are required to attend the flag
114 ceremony every Monday at 8:45 in the morning.

115
116
117 **CSO Election**

118 Prof. Noel A. Sedigo advised all CSO Advisors to inform their respective CSO president to
119 attend the FCSO Election which will be held on September 12, 2019, 2pm at Lasep Hall, 2nd Floor,
120 Administrative Building, CavSU Main Campus.

121
122 **Instructional Materials Development (IMD) Seminar – Workshop**

123 Dr. Noel B. Manayila discussed about the IMD Seminar-Workshop. He said that it will be
124 held on September 20, 2019 at the International House I, Cavite State University – Main Campus
125 and only selected permanent and temporary faculty members will be joining the event.

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129 **Entrepreneurship Day**

130 Prof. Noel A. Sedigo suggested to Ms. Critza D.O. Manlapig, Trade Martires City Capital
131 Management Department Chair to conduct the Entrepreneurship Day 2. He also follow – up with
132 Ms. Manlapig the proposals of the five selected promising product during the Entrepreneurship Day
133 held last September 7, 2019 at the Rolfe Hall, Cavite State University – Main Campus for possible
134 funding.

135 Ms. Manlapig responded that she already made a follow-up for the said proposals and
136 agreed on having Entrepreneurial Day 2.

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140 **PBB and NBC Cycle 7**

141 Prof. Noel A. Sedigo also announced that there will be no PBB for this year due to
142 underutilized budget and as regards to NBC Cycle 7, it is still under process.

143 No further matter were discussed.

144 The meeting adjourned at 5:15 p.m.

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147 Prepared by:

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152 JESSA ANNE T. DEMETRIO
153 Campus Secretary

Noted by:

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Courtesy Call at the Office of the City Mayor of General Trias City, Cavite



Courtesy Visit of Dr. Lauro B. Pascua – Campus Administrator and Dr. Ma. Agnes P. Nuestro, Vice President for Academic Affairs and OIC to the Office of the University President to 6th District Congressman/General Trias City Mayor-Elect Luis “Jon-jon” Ferrer IV

Scanned documents and related pictures can be accessed here:

[Dean_Administration](#)