



# CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS



## Bachelor of Secondary Education



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

Town Proper, City of General Trias , Cavite

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

**PRELIMINARY SURVEY VISIT**

**AREA II.  
FACULTY**

**H. Professionalism**

# **H.1 Evidence/s on faculty attendance in class and other institutional activities.**



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**Module Writing Workshop 2022**  
**May 17, 2022**

**Bachelor of Secondary Education Major in English**





**Module Writing Workshop 2022**  
**May 17, 2022**

**Bachelor of Secondary Education Major in English**

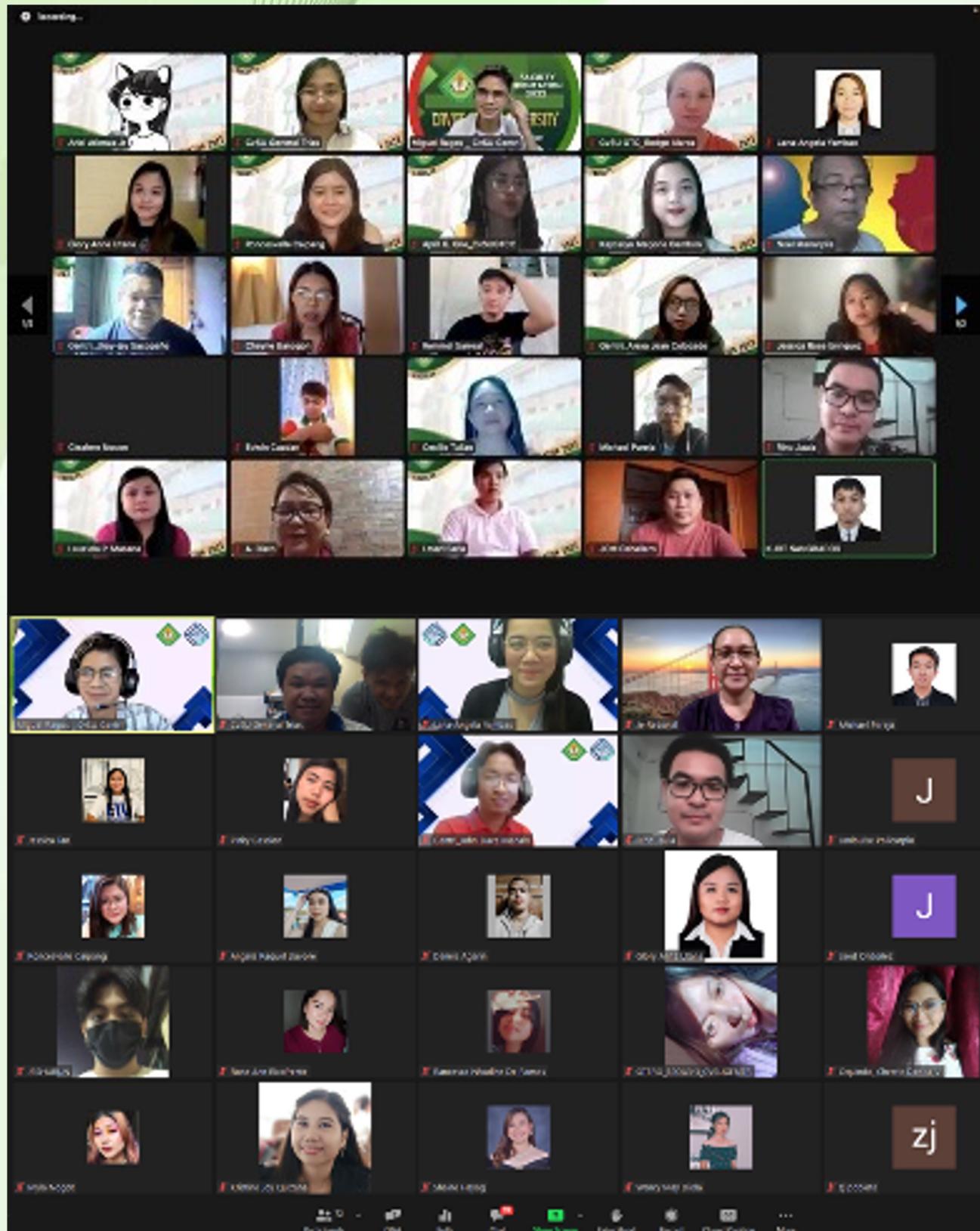




**Module Writing Workshop 2022**  
**May 17, 2022**

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## Data Preparation Techniques using Microsoft Excel April 29, 2022

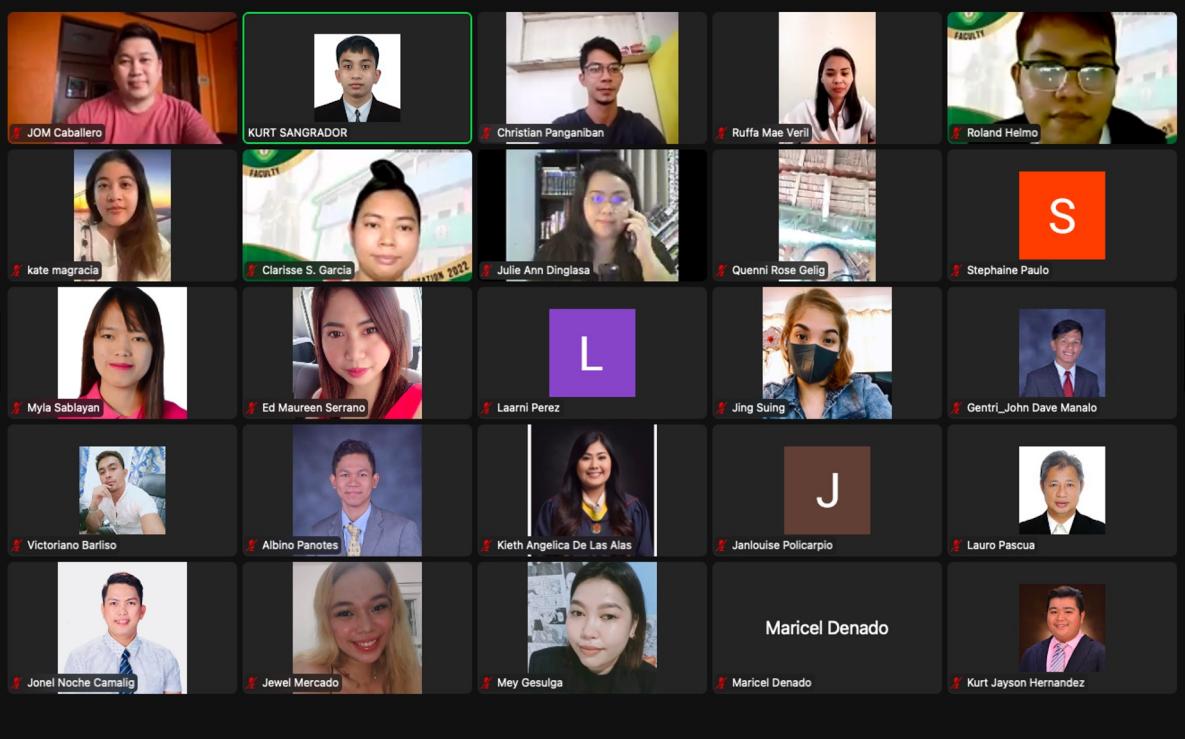
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Recording...



Recording...



## Faculty Orientation March 31, 2022

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**Blessing, Ribbon Cutting and Inauguration of the  
newly renovated CvSU - General Trias Campus  
October 29, 2021**



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**Faculty Enhancement Capability Seminar Workshop**  
**March 12, 2020**  
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**CvSU - General Trias Campus Sportsfest 2019**  
**September 19, 2019**

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Faculty and students participated on Sociocultural 2019



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**Campus Friendship Game**  
**Year 2014**



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**Faculty and students participated on PASUC 2014**



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CvSU Gen.Trias City Campus Participating Marakol during the City Fiesta Year 2019



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# H.2 Minutes of meeting conducted.



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**Minutes of the Meeting**  
**January 27, 2021**

**I. Call to order**

Dr. Lauro B. Pascua, Campus Administrator, called to order the meeting with Department Chairs and Registrar at 8:39 in the morning on January 27, 2021 at Cavite State University – General Trias City Campus.

**II. Roll call**

Ms. Shaine C. Hayag conducted a roll call. The following person were present:  
Ms. Rogelyn P. Alarca - Registrar  
Ms. Roncesvalle J. Caipang – Chair, Department of Arts and Sciences  
Mr. Mikael Florenz P. Nuestro – Chair, Department of Information Technology  
Ms. April G. Gile – Chair Department of Management

Absent:

Dr. Noel B. Manariis – Chair, Teachers Education Department

**III. Open issues**

- a) It started with an opening prayer led by Mr. Mikael Florenz P. Nuestro.
- b) Dr. Lauro B. Pascua, Campus Administrator, echoed the meeting with the Academic Council last January 25, 2021:
  - 1) maintenance of the campuses;
  - 2) status of employment of non-academic staff;
  - 3) housing proposal;
  - 4) performance of the University;
  - 5) Student Regent's concern such as qualifying exam, updates on academic scholar, progress of OJT for different program and CSG funding; and
  - 6) faculty concerns about No Failing Grade Policy proposed by the students.
- c) Dr. Pascua mentioned that for the meantime, all designations are status quo. He also presented his plans to establish campus canteen that will generate income for the campus and to construct wash areas.
- d) The meeting with DPWH and their plan with LGU to rehabilitate the campus with the budget of 10M and ocular visit of Mayor Antonio Ferrer of City of General Trias at the campus on January 26, 2021, was shared by Dr. Pascua to the attendees.
- e) Dr. Pascua asked the final exam status.  
Department Chairs reported that all faculty submitted and administered both written exams and rubrics.  
Dr. Pascua also asked the deadline of submission of Report of Rating (Grading Sheets) and the uploading of grades.  
Ms. Rogelyn Alarca, registrar, answered that the registrar uploaded the grades manually.  
Furthermore, Ms. Shaine Hayag, Campus Secretary, also mentioned that all faculty are required to submit their portfolio for clearance.
- f) Additionally, Dr. Pascua discussed the faculty requirements for the 2<sup>nd</sup> semester AY 2020-2021. He asked the department chairs about the faculty loading and status of their faculty.  
Mr. Mikael Florenz P. Nuestro, Chair (DIT), disclosed that the faculty load in their department is twelve (12) units only. He openly discussed that only one IT faculty would remain in their department.



Afterward, Ms. April G. Gile, Chair (Dept. of Mngt.), shared that Hospitality Management faculty has zero (0) faculty load next semester and that there is high possibility that we will let them go. Similarly, other Office Administration faculty members will be unrenewed because the faculty loading in their department is not enough.

Dr. Pascua asked if it is possible to share the faculty load to Hospitality Management faculty from Tourism Management.

Ms. Gile answered that it would be unfair to Tourism Management faculty if their teaching load will be shared to Hospitality Management faculty.

Then, Ms. Roncesvalle J. Caipang, Chair (DAS), reported the possibility of not renewing one (1) faculty member in her department with the same situation from other department of lack of teaching load for next semester.

Ms. Hayag mentioned that only nineteen (19) faculty would rehire and hired, and fourteen (14) faculty members will not continue and/or renew for the next semester.

Dr. Pascua suggested to the department chairs to meet their subordinates to discuss and inform them about the current status of faculty requirements for the 2<sup>nd</sup> semester.

- g) On the other hand, Dr. Pascua asked if there are any HR concerns.  
Ms. Hayag answered that currently the JO faculty has not received their salary from January 1-15 cut-off. It was already followed up to the HR main campus, and they said that there was no advice from accounting. She also suggested that JO faculty members with designations must submit report (inventory/financial) as part of their clearance.
- h) Following that, Ms. Caipang reported that three offering programs will be subjected to RQAT (BS Psychology, BS Tourism Management and BS Office Administration). She proposed a committee that will be responsible in document preparation. She also mentioned that BS Office Administration program would undergo Level 1 accreditation on May 2021.  
Dr. Pascua stated to PR the budget for the supplies needed and application for RQAT.
- i) Then, Ms. Alarca requested to have enrolment system since the campus enrolment process is traditional.  
Dr. Pascua said that he would request IT specialist for that and additional non-academic staff to assist the registrar.  
Ms. Alarca also mentioned that she will visit the main campus to ask for the requirements for cash bond.
- j) Lastly, Ms. Gile asked Dr. Pascua if the campus will accept transferees.  
Dr. Pascua indicated to accept transferees from other CvSU satellite campuses but not from other colleges/universities.
- k) No other matter was discussed.

#### IV. Adjournment

Dr. Pascua adjourned the meeting at 10:58am.

Prepared by:

  
**SHAINE C. HAYAG**  
Campus Secretary

Noted:

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





**T3 3rd FACULTY AND STAFF GENERAL MEETING**

**MINUTES OF THE MEETING**  
KA ROGERS RESTAURANT, Trece Martires City  
October 27, 2018

Present: (please see attached attendance sheet)

The meeting started at 2:10 p.m.

Opening payer Mr. Mark Sibulo

Ms. Arlene L. Estrada read the 2<sup>nd</sup> T3 General meeting minutes of the meeting.

She also presented the Agenda for the meeting. (pls. see attach)

Prof. Noel A. Sedigo, had his impression and feedback of the recently concluded University Games.

He also announced the standing of the campus in the last U-Games.

Sir Arvin Flores read the results per game.

The body decided the games what games to be kept and will not continue.

We will discontinue softball, basketball girls and beach volleyball (men and women)

A one year program per event will be made by the designated coaches and will be presented to the campus dean for approval.

Christmas Party

Sir Noel suggested for a barn party on the Christmas party.  
It was decided that there will be a separate Christmas Party for the faculty and staff and the students.

The personnel assigned for the party are Ms. Desiree Anne Dedase and Ms. Ms. Pamela Daphne Busog for Trece, then for Tanza Ms. Melona Igmasine and Ritch Banate, for Gentrí Mr. Aljevin Comiso and Ms. May Gesulga.

Dean asked for the comments and feedback of the CSG officers of the 3 campuses.

Mr. Reymark Bautista asked for the permission to hold a separate party

Mam Vienna Mi presented the subjects offering for the 2<sup>nd</sup> semester

Deadline of letter of intent for part time faculty members is on November 15, 2018.

Criteria for re hiring of part time faculty members – 30% SET, 20% percent class observation and 50% Accomplishment Report.

Mam Mildred suggested that the department chair per campus will be individual per campus.

Ms. Arlene Estrada suggested that a new HR Coordinator will be appointed, as she can no longer effectively do the duties and responsibilities of the position. She suggested for Ms. Melona Igmasine but Ms. Igmasine politely declined.

Ms. Alelie Diato nominated Ms. Shane Hayag who willingly accepted the position.

The meeting adjourned at 6:15 p.m.

Approved:

PROF. NOEL A. SEDIGO  
Officer-in-Charge





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### T3 2nd FACULTY AND STAFF GENERAL MEETING

MINUTES OF THE MEETING  
TRECE Gregorio Building  
March 8, 2018

Present: (please see attached attendance sheet)

The meeting started at 1:00 p.m.

Sir Noel discussed the transfer of Trece campus. Definitely the campus will be transferred operation after May 31. He reiterated lilipat ang mga Gen Tri faculty sa Trece.

He also announced that all contractual and casual employees will be until December 31 only.

Sir Noel also discussed that there are still 60 available permanent items for faculty.

Trece will be the main campus of T3, Tanza annex and Gen Tri will be closed.

Ms. Vienna Mi Feranil, presented the course offerings and the target section per course

All courses BSBM, IT, OA, BSE, BS Psych, BSHRM will be offered again after the construction of

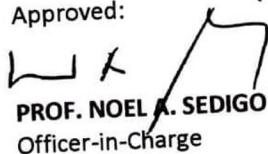
the 5storey bldg.

Dean Noel also reiterated that the Outsourcing of utility will be pushed through. So all utility will be only until December of this year.

Sir Noel Sedigo asked the feedback of the part time faculty members on the subjects assigned to them and whether they are interested to renew contract. He encouraged them to submit as early as possible their LOI (letter of intent)

The meeting adjourned at 3:20 p.m.

Approved:

  
PROF. NOEL A. SEDIGO  
Officer-in-Charge



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OFAD was the only course that might be offered in GenTri for the next school year. Ms. Rodgelyn Alarca was designated as the Collecting Officer because her permanent status made her qualify to be bonded.

Matthew Camotan was designated as OSAS Coordinator.

Registrar Aide –

Mary Ann Anonas ( Trece)

Anabel Guanlao (Gen Tri)

Noemi Perida (Tanza)

Ms. Arlene Estrada was designated as Local HR and will be the one to prepare the DTRs and conduct SET.

Ms. Midlred Arellano was designated as Budget Officer.

GAD Coordinator – Arlene Estrada

Property Custodian Head/Supply Officer – Noel Escalante

Campus Inspector – Rogelyn Alarca

MIS – Arlene L. Estrada

Sir Noel Sedigo said that he will be in the Main Campus every morning because he still had 6 hours teaching in CAFENR, Tuesday – Trece Campus, Wednesday – Gen. Trias and Thursday – Tanza.

Mr. Sedigo asked Ms. Estrada to create Facebook Account Group for T3.

Syllabus will be reviewed by Ms. Vienna Mi A. Feranil

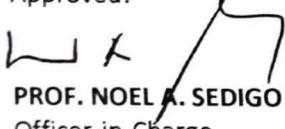
Deadline of Syllabus. January 18, 2018

University Foundation day – February 15, 2018, There will be Folk dance contest, first price – 15,000.00

Meeting was adjourned at 12:00 nn

/January 09, 2018

Approved:

  
PROF. NOEL A. SEDIGO  
Officer-in-Charge



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# **H.3 Evidence on Submission of Required Reports by the faculty.**

*click the button below to view the file:*

**Evidence of  
Submission of the  
Faculty**



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# **H.4 Personnel records on Administrative/ Disciplinary Cases, if any.**



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**No Faculty has been  
subjected to  
administrative/disciplinary  
cases**

# **H.5 Records of termination, if any.**



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# **No Faculty has been subjected to termination**



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# **H.6 Evidence/s of professionalism growth (advanced studies and attendance to seminars and other in-service training).**

*click the button below to view the file:*

**Certificates**



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# H.7 Code of Professional Ethics/ RA 6713 and other pertinent CSC issuance.

*click the button below to view the file:*

[\*\*Code of Professional  
Ethics / RA 6713\*\*](#)



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# **H.8 Evidence/s of dissemination and observance of RA 7613, the citizen's Charter and other pertinent legal issuances.**



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**ADMINISTRATIVE, FINANCE & SUPPORT SERVICES OFFICE**

**OFFICE MEMORANDUM**

**No. 4, s. 2021**

TO : ALL CONCERNED  
*[Signature]*  
FROM : SHAINNE C. HAYAG  
Head, AFSS  
*[Signature]*  
NOTED : LAURO B. PASCUA, Ed.D  
Campus Administrator  
SUBJECT : PROPER DRESS CODE AND SOCIAL MEDIA ETIQUETTE  
DATE : December 1, 2021

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Please be reminded of the proper dress code following CSC No. 14 and 25 s. 1991 when reporting to the CvSU General Trias City Campus.

CSC MC No.14, s. 1991:

"They must be dressed appropriately; preferably business clothes but no party attire, picnic clothes, sandos nor t-shirts should be worn at work. The use of tight fitting, seductive micro-mini and gauzy/transparent dresses by female employees shall be prohibited. Walking shorts, pedal pushers, leggings, tights, jogging and maong pants shall likewise be prohibited. The use of too much costume jewelry, flashy bangles and similar accessories shall likewise be prohibited. Conversely, ostentatious display of expensive jewelry is strongly discouraged and prohibited except for special occasions and official celebrations... The wearing of slippers, sandals, bakya, etc., in office premises is banned. Only appropriate footwear shall be allowed."

CSC MC No. 25, s. 1991:

"The wearing of "maong" pants among male employees is allowed provided that the same is worn with collared T-shirts."

In addition, we remind our faculty and non-teaching personnel to consistently subject our words and actions, including our social media activities, to the highest degree of ethical and professional standards.

For strict compliance.

Thank you.



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**OFFICE OF THE CAMPUS DEAN**

**OFFICE MEMORANDUM**

\_\_\_\_\_, s. 2017

: Faculty Members  
to : LYNN G. FENALES, PhD  
Campus Dean  
cc : RA 6713 (Code of Conduct and Ethical Standards for Public Official  
and Employees)  
: January 9, 2017

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Please be informed that everyone should comply to RA 6713 or the Code of Conduct and Standards for Public Official and Employees.

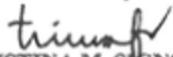
For strict compliance.



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I3 Office Memorandum § s 2016

To: **ALL FACULTY CONCERNED  
SECURITY PERSONNEL**

From:   
**CRISTINA M. SIGNO**  
Campus Dean

Subject: **PROPER DRESS CODE/ATTIRE**

Date: August 22, 2016

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This is to reiterate the earlier pronouncement on the wearing of proper dress code/attire of teaching personnel as per RA 6713 (Code of Conduct and Ethical Standards for Public Official and Employees).

Faculty members are advised not to wear the following during weekdays:

1. "maong" pants and shirts;
2. Gauzy, transparent or net-like shirt or blouse;
3. Sando, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank-tops' blouse with over-plunging necklines;
4. Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants; and
5. Rubber sandals, rubber slippers, "bakya".

In addition, overly fitted pants and blouses are not recommended.

Thank you.



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