



# 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**

**G. Institutional Planning and  
Development**

# **G.1 Composition of the Planning Unit, including their functions.**







Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**GENERAL TRIAS CITY CAMPUS**

Town Proper, City of General Trias, Cavite, 4107

☎ (046) 509-4148

csu.generaltrias@cvsu.edu.ph



741853810411

Ref. No.: A-22-48-1251

Rev: 1.000 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**  
Inang, Cavite, Philippines  
Administrative Services

Reference No.: A-22-48-1251  
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;
RONCESVALLE J. CAIPANG	PERMANENT	NSIP Coordinator 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. BANOON	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

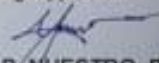
It is understood that these designations are in addition to their usual duties and responsibilities and do not entail additional compensation.

Thank you.

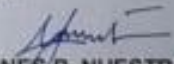
Respectfully,

  
**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



**Click to view:**

[Planning Coordinator CV](#)

## ➤ The composition, functions and responsibilities of the Planning Office/Unit.

### UNIVERSITY PLANNING TASK FORCE

#### Rationale:

1. The Planning and Development Office is tasked to prepare development plans vision for CVSU at macro-level in accordance with the mission and vision of the University within the general framework of its charter and in accordance with national and regional priorities.
2. The office is likewise tasked to develop, review and synthesize micro strategies of different Colleges and units toward the overall University master plan and to coordinate with all the colleges/units in connection with the preparation and implementation of the development plan. In connection with this, the planning office shall conduct periodic monitoring and evaluation of the institutional development plans.
3. There is a need for unified workforce to look for after the planning process and implementation in the University.

#### Purposes:

1. To create a unified Task Force to develop and systematize plans and put in place database system for effective monitoring and evaluation.
2. To assist heads of major units in the development and monitoring and evaluation of their respective plans
3. To prepare and collect up-to-date and complete University database for use in the smoother preparation, review and implementation of the development plans.

#### Composition

The task force will be composed of the following:

- a. Chairman – the director of Planning and Development Office shall act as the Chairman of the task force.
- b. Representatives – They shall be the designated representatives from the major units of the university namely: Academic Affairs, External and Business Affairs, Administrative and Support Services, Research, Extension, Continuing Education and Training Services.
- c. MIS Officers – they shall come from the specific units of the University and campuses.



## ➤ The composition, functions and responsibilities of the Planning Office/Unit.

### **Duties and Responsibilities**

The members of the University Task Force shall have the following duties and responsibilities:

1. Assist the heads of major units in the development and monitoring and evaluation of their respective plans management of their activities
2. Prepare and collect up-to-date and complete University data base for use in the smoother preparation, revision and implementation of then development plans.
3. Perform such other duties and responsibilities as may be assigned by higher authorities

### **Mechanics of Implementation**

1. The University Planning Task Force shall be under the supervision of the Planning Office in coordination with the different units of the University (see Operational Structure).
2. The task force shall be composed of the Director for Planning as head and the M&E in-charge and selected faculty/staff of the different units as members.
3. The task force shall be known as CvSU Planning Task Force. This shall take charge of planning, storing, retrieving, processing and submitting data/information/reports using the prescribed format.
4. All units/campuses of the University shall have a representative in the task force.
5. To ensure efficient data collection, the MISU shall prescribe the forms to be used and set the schedule for the submission of duly accomplished forms.
6. The following areas of concerns be developed/updated and managed:

#### **Academic Affairs**

enrolment profile, student profile, faculty profile, faculty workload, curricular programs and their accreditation, scholarships, student activities, library holdings, classroom utilization, board exam performance, linkages,

#### **Research, Extension, Continuing Education and Training Services**

research outputs, published researches, papers presented, extension programs, linkages



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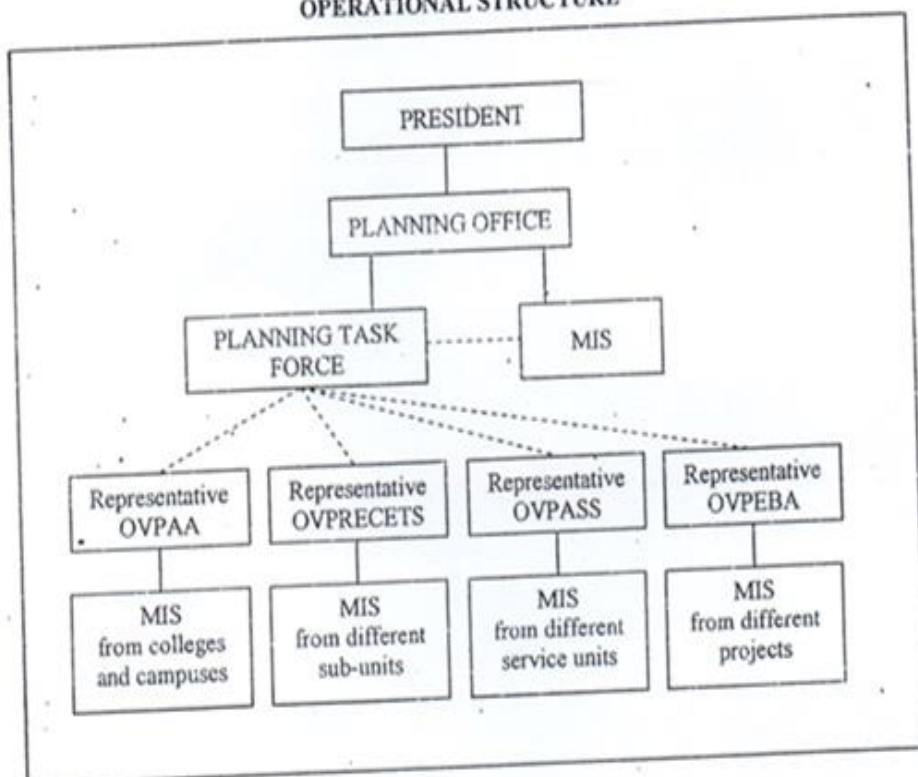
### Administrative and Support Services

budget, income and expenditures, property inventory, support facilities, personnel profile, faculty and staff development

### External and Business Affairs

business operations/ IGPs, alumni, linkages

### OPERATIONAL STRUCTURE



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#### **Research, Extension, Continuing Education and Training Services**

research outputs, published researches, papers presented, extension programs, linkages



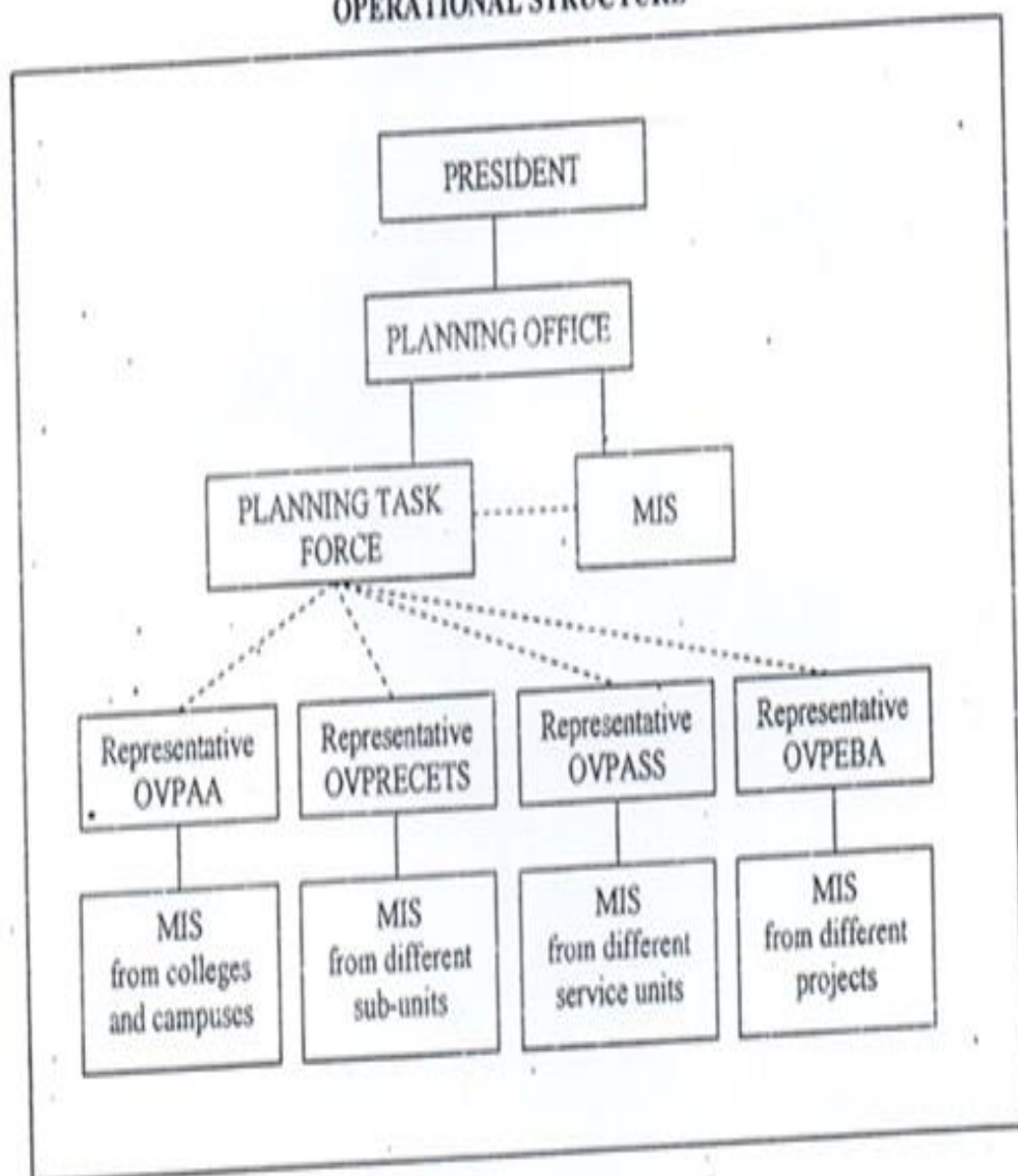
### Administrative and Support Services

budget, income and expenditures, property inventory, support facilities, personnel profile, faculty and staff development

### External and Business Affairs

business operations/ IGPs, alumni, linkages

### OPERATIONAL STRUCTURE





# **G.2 Copy of the Development Plan, long term and short term**





## STRATEGIC PLAN 2016-2022

"Moving forward in one direction"



### Moving Forward in One Direction

2016 – Transition

2017 – Transformation

2018 – Institutionalization

2019 – Recognition

2020 –Global University

2021 – Sustainability

2022 – Research University

#### ❖ 2016 – Transition

- From output-based to Outcomes-based Quality Assurance
- This stage is backed up by adherence to the ASEAN Qualifications Reference Framework AQRF
- Performance Based Budgeting and Incentive-based of the Major Final Outputs (MFOs) and Performance Indicators (PIs)
- Likewise, the issues of the K-12 issues and concerns shall be addressed.
- SPMS (Re-Calibrated)
- ASEAN 2015 (MRA and Borderless education)
- Traditional MS to ISO oriented QMS

#### ❖ 2017 – Transformation

- From Reactive to Pro-active
- This shall be characterized by seriously achieving the targets for research, development and innovation (with full funding support).

- Research Based extension and community services (Techno Demo Farm in the Community)
- Social responsibility (employment Center)
- Capacity/ Capability Building
- The merit and fitness-based recruitment
- Aggressive infrastructure development

#### ❖ 2018 – Institutionalization

- It is desired that the QMS/ISO Certification be formally awarded to the University.
- Quality Assurance Level-Up(ISA-AAACUP)
- The University shall work very hard to create Research and Innovation Centers including the patenting of innovations and technologies.(Including Campuses)
- Patent and IPR (Including Trademarks)
- Rewards System (PRAISE, UPA)
- ICT Based Operation (university Wide)
- PRIME HRM
- Health and Wellness Program

#### ❖ 2019 – Recognition

- After serious work, it is hoped that the University will be gaining international recognition. Quality shall be a way of life. Faculty members and staff shall be known and recognized through their scholarly works having published their researches in ISI and other accredited journals.
- The University is likewise expected to become part of internationally renowned Universities in the ASEAN Region. Its membership with the Washington International Accord and other international accrediting bodies for academic programs shall be done.

- Accredited/Recognized Research Journal
- Regular publication in ISI listed Journal
- Authors cited by SCOPUS
- Membership to AUN and other International Associations (Ex AAACCU)
- Level v (SUC Levelling)
- Foreign Donor/ Counterpart/ Linkages
- Compliance to Bologna Process (for Nursing)
- Membership to Washington Accord (for Engineering)
- Publication of Graduate Student Theses and Dissertation
- Increased Number of ASEAN Engineers

#### ❖ 2020 – Global University

- International collaborative researches in Science, Technology, Engineering, Agriculture and Mathematics (STEAM) with international universities shall be established. Visiting and affiliate professors from leading universities shall be regularly invited to become part of the University's active teaching force.
  - Acknowledge as Research University in the Philippines (CHED-PASUC)
  - International Collaborative Research Activities in Steam programs with AEAN universities/ Agencies
  - Increase Foreign Students Enrolment
  - In-place MRA in Selected Programs
  - Visiting Professors/Affiliate professors from Leading Universities
  - University Ranking (QS and AUR)
  - State of the Arts Facilities
  - Internationally Recognized Researchers/ Professors and Graduates

#### **2021 – Sustainability**

- Having established the good practices and achieved the accolades, this year is marked by sustaining all the initiatives in instruction, research, and extension and resource generation.
- The University shall be recognized as an active employment generator for graduates.
- Engage faculty researchers in design and innovation (biotechnology, nanotechnology, robotics)
- Book Authors (faculty)
- Awards and Recognition (institutional/ Individual)

#### **❖ 2022 – Research University**

- The university shall be hailed as one of the research universities in the country and in Asia. Obtaining advanced degrees through research shall be part of the instructional initiatives. Likewise, it is hoped that the University be included in the world rankings.

Prepared by



**Engr. Renato B. Cubilla**  
**Director- Planning Office**



**Click the link to access the full  
file version:**

**[Cavite State University  
Development Plan 2017-2022](#)**

**[Academic Affairs Strategic  
Development Plan 2017-2022](#)**

**[External and Business Affairs  
Strategic Development Plan  
2017-2022](#)**

**Click the link to access the full file version:**

**[RECETS strategic Development Plan 2017-2022](#)**

**[Administrative & Support Services Strategic Development Plan 2017-2022](#)**

**[Strategic Development Plans of Major Units](#)**

**Click the link to access the full file version:**

**[5 Year Strategic Plan T3 Campus  
2017-2022](#)**

**[General Trias Campus Strategic  
Plan 2021-2024](#)**

**[Strategic Development Plan for  
Faculty Development](#)**

## **G.3 Evidence of particular financial management.**





#### **4.0 Procedure Details**

1. The management review shall be held twice a year (typically every 6 months). This is chaired by the President as the Presiding Officer and shall be participated in by the members of the QMS Core Team and Administrative Council. In response to changing or special conditions and events, the President may call for unscheduled review(s).
2. The inputs into the management review shall include information on:
  - the status of actions from previous management reviews
  - changes in external and internal issues that are relevant to the quality management system
  - information on the performance and effectiveness of the quality management system including trends in customer satisfaction and feedback from relevant interested parties; extent to which quality objectives have been met; process performance and conformity of products and services; nonconformities and corrective actions; monitoring and measurement results; audit results; and the performance of external providers.
  - the adequacy of resources
  - the effectiveness of actions taken to address risks and opportunities
  - opportunities for improvement.
3. The outputs of the management review shall include decisions and actions related to opportunities for improvement, any need for changes to the quality management system, and resource needs.
4. The University shall retain documented information as evidence of the results of management reviews.

#### **5.0 Forms Used**

Attendance Sheet  
Minutes of the Management Review Form

#### **6.0 References**

CvSU Quality Manual  
PNS ISO 9001:2015 Standard Requirements  
CvSU Manual of Operations

#### **7.0 Review and Amendment**

1. This procedure shall be reviewed by the QMS Core Team every three (3) years or as deemed necessary.
2. The review process shall consider the inputs from Internal Quality Audit Team and other concerned units.

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3. The QMS Core Team shall present proposed amendments to the procedure for approval by the University President.
4. In case of policy amendments, the Administrative Council shall endorse proposed amendments for approval by the Board of Regents.

#### 8.0 Distribution List

COPYHOLDER NO.	COPYHOLDER
1	University President
2	Vice President for Academic Affairs
3	Vice President for Research and Extension
4	Vice President for Administrative and Support Services
5	Vice President for External and Business Affairs
6	Vice President for Planning and Development
7	Board Secretary
8	Faculty and Staff Development Office
9	Special Projects
10	Presidential Management Coordinating Office
11	Gender and Development Office
12	College of Agriculture, Food, Environment and Natural Resources
13	College of Arts and Sciences
14	College of Education
15	College of Economics, Management and Development Studies
16	College of Engineering and Information Technology
17	College of Nursing
18	College of Sports, Physical Education and Recreation
19	College of Criminal Justice
20	College of Veterinary Medicine and Biomedical Sciences
21	Graduate School and Open Learning College
22	Student Affairs
23	Professional Review Center
24	Naic Campus
25	Rosario Campus
26	Cavite City Campus
27	Carmona Campus
28	Imus Campus
29	Trece Martires City, Tanza and General Trias Campus
30	Silang Campus
31	Bacoor Campus
32	Maragondon Campus
33	University Registrar
34	University Library
35	Sports
36	Research Center

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37	Extension Services
38	Knowledge Management Center
39	National Coffee Research, Development and Extension Center
40	Administration
41	Finance Management Office
42	Human Resource Development Office
43	Civil Security Services
44	Health Services
45	Physical Plant Services
46	Business Affairs
47	Public Information and Community Relations
48	Alumni Affairs
49	Planning Office
50	Institutional Development Office

## 9.0 Approval

Approved by:   <b>HERNANDO D. ROBLES, EdD</b> University President	   <hr/> Date
--	------------------------

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## OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM  
No. PHDR-15-2021

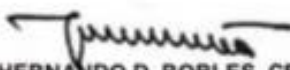
**To :** ADMINISTRATIVE COUNCIL MEMBERS (SMALL)  
**Subject:** Administrative Council Meeting  
**Date :** 21 January 2021

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1. Please be informed that Administrative Council meeting will be held on 25 January 2021, 9:00 a.m., via Zoom.

Meeting ID: 867 5287 7898  
Passcode: 249749

2. The following are the provisional agenda:
  - a. Performance Review
  - b. Performance Commitment for Admin Council
  - c. Students /Faculty Concerns
  - d. Pajah official presentation
  - e. Presentation of Paja for MS/MA, Ph.D./Ed.D., Council members and BOR
  - f. Position paper of NAEA
  - g. Programs and Projects
  - h. Other Matters.
3. Your attendance is highly enjoined.
4. Thank you.

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

cc: Records Office



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





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## OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM  
No. PHDR-75-19

To : **ADMINISTRATIVE COUNCIL (SMALL)  
QMS CORE TEAM MEMBERS AND SECRETARIAT**

Subject : **MID-YEAR MANAGEMENT REVIEW AND TEAM BUILDING**

Date : July 8, 2019

1. You are enjoined to participate in the Mid-Year Management Review and Team Building on July 24-26, 2019. The activity aims to review the performance of the University; determine catch up plans to meet the FY 2019 targets; assess opportunities for the continual improvement of QMS; and foster stronger camaraderie and teamwork among the officials of the University.
2. The Management Review will be held on July 24 starting at 8 a.m. at the Lasap Hall. The agenda are as follows:

a. Status of actions from previous management review	QMS Secretariat
b. Changes in external and internal issues that are relevant to the QMS	QMS Core Team
c. Performance and effectiveness of the QMS	
• Extent to which the quality objectives have been met, process performance and conformity of products and services, monitoring and measurement results	Deans, Directors and Campus Administrators
• Internal Quality Audit Report	IQA Head
• Performance of external providers	VPs
• Stakeholder satisfaction through feedback	HRDO
• Adequacy of resources required in the implementation of QMS (people, infrastructure, environment for the operation of processes, monitoring and measuring resources, and organizational knowledge)	VPs
d. Effectiveness of actions taken to address risks and opportunities	



(+6348) 4150-010 / (+6348) 4150-011  
email: [office.president@cvtsu.edu.ph](mailto:office.president@cvtsu.edu.ph)



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#### OFFICE OF THE UNIVERSITY PRESIDENT

3. Team building sessions will be held at the Caliraya Resort Club in Laguna on July 25 to 26 for the Administrative Council. The travel advisory will be issued by the OVPPD.
4. Thank you.

DR. HERNANDO D. ROBLES, CEO VI  
President



(+6346) 4150-010 / (+6346) 4150-011  
email: [office.president@cvsu.edu.ph](mailto:office.president@cvsu.edu.ph)

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file version:**

**Cavite State University  
Development Plan  
Workshop Proceedings**

**CvSU SDP Process**



## **PLANNING AND DEVELOPMENT MANUAL CAVITE STATE UNIVERSITY**

### **PLANNING AND DEVELOPMENT OFFICE**

**Article 1. Title.** This **MANUAL** shall be known as the **Cavite State University (CvSU) Planning and Development Manual**. This incorporates most of the rules and provisions in the existing CvSU manual and with special reference to the manual of operations of the major units of the University.

**Article 2. Aims.** The manual shall aim to:

- a. provide comprehensive guide that will assist each individual unit in the University, to:
  - o formulate their plans and programs in accordance with the macro-plan of the University
  - o enhance their activities aimed at achieving their goals and objectives
  - o evaluate and monitor their activities
- b. serve as basis for reviewing and revisiting the formulated programs, projects and activities
- c. develop a unified approach for carrying out the vision, mission goals and objectives of the University
- d. respond effectively to the changing needs and conditions of the nation through a system of educational planning and evaluation

The academic community including University visitors and other clientele shall abide by this policy.

### **Article 3. Planning and Development Office**

- a) **Function.** The Planning and Development Office (PDO) is directly under the office of the University





President and is primarily tasked of providing assistance to the President in the general direction of the University.

b) **University Planning Task Force.** The Planning and Development Office is tasked to prepare development plans vision for CVSU at macro-level in accordance with the mission and vision of the University within the general framework of its charter and in accordance with national and regional priorities.

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# Strategic Planning Workshop 2021

February 13, 2021, 7:30am-5:00pm  
via Zoom  
Meeting ID: 859 4333 0130  
Passcode: planning

### Program of Activities

7:30- 8:00	Participants' Online Attendance/Registration	
8:00- 9:00	Opening Prayer	Ms. Christalene Jewel Mercado Faculty Member
	Welcome Remarks	<b>Dr. Lauro B. Pascua</b> Campus Administrator
	Presentation of Objectives and Flow of the activity	<b>Ms. Roncesvalle J. Caipang</b> Planning and Development Coordinator
9:00-10:00	Introduction of Keynote Speaker	<b>Ms. Shaine C. Hayag</b> Administrative and Support Services Coordinator
	• "Key Inputs in Strategic Planning"	<b>Mr. Erik Estrada, MA, HNDip, CLSSYB</b> Administrative Services Officer V, DBP
10:00- 12:00	Presentation and Review of Campus VMGO, Department Objectives	<b>Dr. Noel B. Manarpiis</b> Curriculum and Instruction Coordinator
	Presentation of New Organizational Structure and Introduction of Key Persons	<b>Ms. Shaine C. Hayag</b> Campus Secretary
	High level overview of previous strategic plan, including items accomplished and not accomplished	<b>Ms. Roncesvalle J. Caipang</b> Planning and Development Coordinator
12:00-1:00	Lunch Break	
1:00-4:00	Workshop Proper	All participants
	• <i>Establish four year-campus priority goals as basis for proper allocation of campus resources, in conceptualizing relevant campus development plans and activities.</i>	
4:00-5:30	Presentation of the Four-Year Campus Strategic Plan (2021-2024) by Unit	
4:00-4:15	Campus Development Plan	- Office of the Campus Administrator, Physical Plant Services
4:15-4:30	Curriculum and Instruction Plan	- Curriculum and Instruction
4:30-4:45	Research and Extension Plan	- Research and Extension Services
4:45-5:00	Administration and Support Plan	- Administration and Support Services
5:00-5:15	Student Support Plan	- Office of the Student Affairs and Services
5:15-5:30	Campus Resource Generation Plan	- External and Business Affairs
5:30	Closing Remarks	<b>Ms. Shaine C. Hayag</b>

**Ms. CHRISTALENE JEWEL M. MERCADO**

*Program In-charge*

**Vision**

The Premier University in historic Cavite recognized for excellence in the development of globally and morally upright individuals.

**Mission**

Cavite State University shall provide excellent, equitable, and relevant educational opportunities in the arts, sciences and technology through quality instruction and responsive research and development activities.

It shall produce professional, skilled and morally upright individuals for global competitiveness.

**Core Values**

**TRUTH** is demonstrated by the student's objectivity and honesty during examinations, class activities and in the development of projects.

**EXCELLENCE** is exhibited by the students' self-confidence, punctuality, diligence and commitment in the assigned tasks, class performance and other course requirements.

**SERVICE** is manifested by the students' respect, rapport, fairness and cooperation in dealing with their peers and members of the community.

In addition, they should exhibit love and respect for nature and support for the cause of humanity.

**Quality Policy**

We

Commit to the highest standards of education,

value our stakeholders,

Strive for continual improvement of our products and services, and

Uphold the University's tenets of Truth, Excellence, and Service to produce globally competitive and morally upright individuals



**Click the link to access the full file version:**

**Planning and Development  
Manual**

**Office of the University  
President Memorandum**

**Cavite State University  
Development Plan Workshop  
Proceedings**

## **G.4 Description of inter-office sharing of resources (facilities and equipment).**



## **T3 5-YEAR STRATEGIC PLAN**

<https://drive.google.com/drive/folders/1OfdLeiLTKouYe2ddJV2l-7TfbcJjlm-9?usp=sharing>

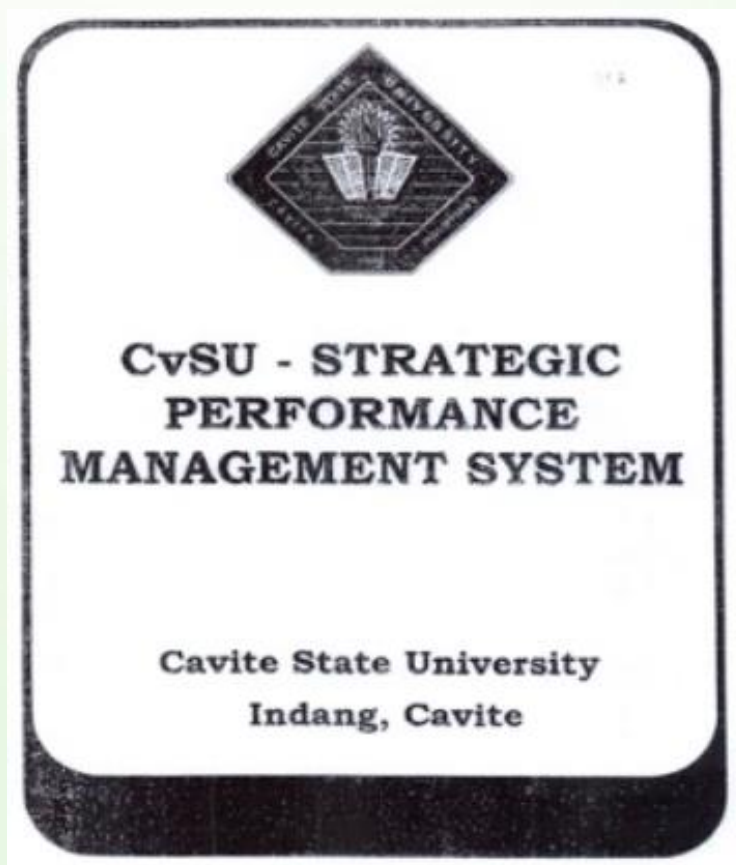
# **G.5 Copy of the Personnel Performance Evaluation instrument.**





**Click the link to access the full file version:**

**[CvSU Strategic Performance Management System](#)**





Republic of the Philippines  
CIVIL SERVICE COMMISSION – Region IV  
Cavite Field Office  
4008 LTO Compound, Palileo IV, Imus, Cavite

---

July 30, 2015

Dr. DIVINA C. CHAVEZ  
President  
Cavite State University  
Don Severino Delas Alas Campus  
Indang, Cavite

Attention: Dr. Mary Jane D. Teyora  
Chief Administrative Officer

Dear Dr. Chavez:

We are pleased to inform you that your Agency's Strategic Performance Management System (SPMS) has been considered functional by the Civil Service Commission (CSC).

Attached is the letter dated July 15, 2015 of Director Judith A. Dengalis-Chicano, CSC Regional Office No. IV, received by this Field Office on July 28, 2015, for your reference.

We appreciate your continued support to the programs of the CSC.

Very truly yours,

  
CHARITY R. AREVALO  
Director II



July 15, 2015

**MS. DIVINIA C. CHAVEZ, Ph.D.**  
University President  
Cavite State University  
Don Severino De las Alas Campus

Dear President Chavez:

This refers to the Office Performance Commitment and Review and Individual Performance Commitment Review (OPCR/IPCR) Form submitted to this Office relative to the pilot testing of the Strategic Performance Management System (SPMS) in your agency.

We are glad to inform you that your Agency SPMS is now considered **functional**. Please be reminded to make use of the other useful features of the SPMS such as Performance Monitoring forms. Further, please make available a copy of these documents to our PRIME HRM Assessment Team during the assessment activity.

Thank you for your continued support and cooperation to the programs and projects of the Commission.

Very truly yours,

  
**ATTY. JUDITH A. DONSALLO-CHICANO**  
Director IV

TRC2-HOU/MT/LLN/MSA/HR




Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
Don Severino de las Alas Campus  
Indang, Cavite  
WYO 415-0033 / SuYO 415-0031  
[www.csu.edu.ph](http://www.csu.edu.ph)  
[csu.op206@gmail.com](mailto:csu.op206@gmail.com)


**HUMAN RESOURCE DEVELOPMENT OFFICE**

**OFFICE MEMORANDUM**

No. 19, series 2018

To : ALL CONCERNED

From :  **MARY JANE D. TEPORA**  
Director

Moted :  **HENRY D. GARCIA, OPA**  
Vice-President for Administrative  
and support Services

Subject : SUBMISSION OF ACCOMPLISHED IPCR

Date : April 17, 2018

---

Please submit to this Office a compiled copy of accomplished Individual Performance Commitment and Review (IPCR) Form of your staff covering two (2) rating periods, January to June 2017 and July to December 2017 on or before April 30, 2018.

The consolidated ratings will be submitted to the CSC Field Office as part of our Strategic Performance Management System (SPMS) implementation requirement.

For strict compliance.

Thank you.

1. **Historical data.** The data shall consider past performance.
2. **Benchmarking.** This involves identifying and comparing the best agencies or institutions or units within the agency with similar functions or processes. It may also involve recognizing existing standards based on provisions or requirements of the law.
3. **Client demand.** This involves a bottom-up approach where the Office sets targets based on the needs of its clients. The Office may consult with stakeholders and review the feedback on its services.
4. **OPES Reference Table.** List of major final outputs with definition and corresponding OPES points.
5. **Top Management Instruction.** The University President may set targets and give special assignments.
6. **Future trend.** Targets may be based from the results of the comparative analysis of the actual performance of the Office with its potential performance.

In setting work targets, the Office/ College/ Campus shall likewise indicate the detailed budget requirements per expense account to help the University President in ensuring a strategy-driven budget allocation and in measuring cost efficiency. The College/ Campus/ Office shall also identify specific division/unit/group/individuals as primarily accountable for producing a particular target output per program/project/activity. These targets, performance measures, budget and responsibility centers are summarized in the Office Performance Commitment and Review Form (OPCRF).

### Stage 2 . Performance Monitoring and Coaching

The performances of every offices and individual employees shall be monitored at various levels on a regular basis.

Monitoring and evaluation mechanism shall be in place to ensure that timely and appropriate steps can be taken to keep a program on track and to ensure that the objectives or goals are met in the most effective manner.

Supervisors will play the critical role of being coaches and mentors in order to provide an enabling environment / interventions to improve performance and manage and develop individual potentials.

### Stage 3. Performance Review and Evaluation



3. Monitors closely the status of the performance of their subordinates and provide support and assistance through the conduct of coaching for the attainment of targets set by the College/Campus/ Unit and individual employee.
4. Assesses individual employees' performance.
5. Recommends developmental intervention.

**G. INDIVIDUAL EMPLOYEE.** Each employee shall:

1. Act as partners of management and their co-employees in meeting organizational performance goals.

## **VI. CvSU- SPMS PROCESS**

The CvSU Strategic Performance Management System are subdivided into four stages, namely: Stage 1. Performance Planning and Commitment; Stage 2. Performance Monitoring and Coaching; Stage 3. Performance Review and Evaluation; and Stage 4. Performance Rewarding and Development Planning.

### **Stage 1. Performance Planning and Commitment**

The Vice-Presidents, Deans and Directors will meet the department heads and employees. They shall agree on the outputs that should be accomplished based on the set goals and objectives of the University.

For Office Performance Commitment Target for MFO No.1 – Higher Education Services; MFO No. 2 – Advanced Education Services; MFO No. 3 – Research Services; and MFO No. 4 – Technical Advisory Extension Services, the performance measures and success indicators per MFO category (Appendix E) will be utilized.

For Individual Performance commitment of faculty members, the predetermined performance measures and indicators per faculty category (Appendix F) will be used in target setting to measure quality of outputs. QCE forms of NBC 461 (Appendix G) will also be utilized to gauge the instruction, research and extension to measure effectiveness of faculty members.

For Office Performance Commitment Target for General Administration and Services (GAS) and Support to Operation (STO), performance measures and success indicators (Appendix H) will be based on the approved University PMS –OPES. The said performance indicators will be used also as basis for individual target setting of non- academic employees.

All performances of the faculty members and staff will be measured based on three categories, namely: quality/ effectiveness, efficiency , and timeliness as shown in Table 1.

**Table 1 Performance measure categories and their definition**

CATEGORY	DEFINITION
Quality / Effectiveness	<ul style="list-style-type: none"><li>• The extent to which actual performance compares with targeted performance.</li><li>• The degree to which objectives are achieved and the extent to which targeted problems are solved.</li><li>• In management, effectiveness relates to getting the right things done.</li></ul>
Efficiency	<ul style="list-style-type: none"><li>• The extent to which time or resources is used for the intended task or purpose.</li><li>• Measures whether targets are accomplished with a minimum amount or quantity of waste, expense, or unnecessary effort</li></ul>
Timeliness	<ul style="list-style-type: none"><li>• Measures whether the deliverables were done on time based on the requirements of the law and/or clients.</li><li>• Time-related performance indicators evaluate such things as project completion deadlines, time management skills and other time-sensitive expectations.</li></ul>

The University President shall effect the determination of the College/Campus and Units target setting period, a period within which the office and employees' targets are set and discussed by the raters and the ratées, reviewed and concurred by the head of the department or office and submitted to the PMT.

The University Road Map, University Strategic Plan, Annual Investment Plan, etc. shall be the basis of the targets of Offices. Aside from the Office commitments explicitly identified under each Strategic Priority in the Road Map, major final outputs that contribute to the attainment of organizational mission/vision which form part of the core functions of the Office shall be indicated as performance targets.

The targets shall take into account any combination of, or all of the following:

1. **Historical data.** The data shall consider past performance.
2. **Benchmarking.** This involves identifying and comparing the best agencies or institutions or units within the agency with similar functions or processes. It may also involve recognizing existing standards based on provisions or requirements of the law.



Republic of the Philippines  
CIVIL SERVICE COMMISSION – Region IV  
Cavite Field Office  
#108 LTO Compound, Palico IV, Imus Cavite

---

July 30, 2015

Dr. DIVINIA C. CHAVEZ  
President  
Cavite State University  
Don Severino Delas Alas Campus  
Indang, Cavite

Attention: Dr. Mary Jane D. Tepora  
Chief Administrative Officer

Dear Dr. Chavez:

We are pleased to inform you that your Agency's Strategic Performance Management System (SPMS) has been considered **functional** by the Civil Service Commission (CSC).

Attached is the letter dated July 15, 2015 of Director Judith A. Dongallo-Chicano, CSC Regional Office No. IV, received by this Field Office on July 29, 2015 for your reference.

We appreciate your continued support to the programs of the CSC.

Very truly yours,

  
CHARITY B. AREVALO  
Director II

**Click the link to access the full  
file version:**

**Office Performance  
Commitment and Review  
(OPCR)**

**Individual Performance  
Commitment and Review  
(IPCR)**

**G.6 Evidence on the use of  
the Personnel Evaluation  
results to improve  
performance and delivery of  
services.**





- 
- **The administrative personnel have commendable performance.**

**CAVITE STATE UNIVERSITY**

Don Severino de las Alas Campus

Indang, Cavite, Philippines

**OPCR RATINGS, JANUARY TO JUNE 2020**

COLLEGE/UNIT		DATE SUBMITTED/ RECEIVED	FINAL AVERAGE RATING	
<b>ACADEMIC AFFAIRS</b>				
1	o CAFENR	Aug 26, 2020	4.76	VS
2	o CAS	Aug 26, 2020	4.63	VS
3	o CCJ	Aug 26, 2020	4.74	VS
4	o CED	Aug 26, 2020	4.60	VS
5	o CEIT	Aug 26, 2020	4.67	VS
6	o CEMDS	Aug 26, 2020	4.68	VS
7	o CON	Aug 26, 2020	4.50	VS
8	o CSPEAR	Aug 26, 2020	4.40	VS
9	o CVMBS	Aug 26, 2020	4.83	VS
10	o GS AND OLC	Aug 26, 2020	4.75	VS
11	o Bacoor Campus	Aug 26, 2020	4.63	VS
12	o Carmona Campus	Aug 26, 2020	4.74	VS
13	o Cavite City Campus	Aug 26, 2020	4.54	VS
14	o Imus Campus	Aug 26, 2020	4.56	VS
15	o Maragondon Campus	Aug 26, 2020	4.65	VS
16	o Naic Campus	Aug 26, 2020	4.53	VS
17	o Rosario Campus	Aug 26, 2020	4.63	VS
18	o Silang Campus	Aug 26, 2020	4.67	VS
19	o Trece/Tanza/Gen Trias	Aug 26, 2020	4.67	VS
20	o Hostel Tropicana	Aug 26, 2020	4.64	VS
21	o OSAS	Aug 26, 2020	4.66	VS
22	o Sports	Aug 26, 2020	4.61	VS
23	o University Library	Aug 26, 2020	4.62	VS
24	o University Registrar	Aug 26, 2020	4.63	VS
<b>RESEARCH and EXTENSION</b>				
1	o Research	July 8,2020, Rcvd Sept 9,2020	4.11	VS
2	o Extension	July 8,2020, Rcvd Sept 9,2020	4.25	VS
3	o NCRDEC	July 8,2020, Rcvd Sept 9,2020	4.26	VS
4	o KMC	July 8,2020, Rcvd Sept 9,2020	4.13	VS
<b>ADMIN AND SUPPORT SERVICES</b>				
1	o Administrative Services	July 27, 2020	4.303	VS

2	o Civil Security Services	July 27, 2020	4.022	VS
3	o Finance Management Services	July 27, 2020	4.428	VS
4	o Health Services	July 27, 2020	4.251	VS
5	o HRDO	July 27, 2020	4.589	VS
6	o Physical Plant Services	July 27, 2020	4.500	VS
7	o Pollution Control Office	July 27, 2020	4.140	VS
<b>PLANNING AND DEVELOPMENT</b>				
1	o Planning	July 29, 2020	4.00	VS
2	o Institutional Development	July 29, 2020	4.340	VS
<b>OFFICE OF THE PRESIDENT</b>				
1	o Internal Audit	Sept. 20, 2020	4.60	VS
2	o ICLO	Sept. 21, 2020	4.05	VS
3	o Gender and Development	Sept 15, 2020	4.71	VS
4	o PACO	Sept 20, 2020	4.46	VS
5	o Alumni Affairs	Sept 15, 2020	4.33	VS
6	o Bussiness Affairs	Sept 24, 2020	4.14	VS
7	o Presidential Management Coordinating Office	Sept 20, 2020	4.148	VS

Consolidated by:



**ENGR. RENATO B. CUBILLA**

Director, Planning Office

**PMT Resolution No. 4, series of 2020**

*Endorsing the OPCR and summary of ratings for January to June 2020 to the Office of the University President for approval.*



**GIL D. RAMOS**  
President, FA  
PMT Member



**ARTURO C. ERAÑA**  
Vice President, NAEA  
PMT Member



**MARY JANE D. TEPORA, PhD.**  
Director, HRDO  
PMT Member



**LOLITA G. HERRERA**  
Director, FMO  
PMT Member



**RENATO B. CUBILLA**  
Director, Planning Office  
PMT Member



**MA. AGNES P. NUESTRO, PhD.**  
VP, Academic Affairs  
PMT Vice Chairperson



**CAMILO A. POLINGA, PhD.**  
VP, Admin and Support Services  
PMT Vice Chairperson



**RUEL M. MOJICA, PhD.**  
VP, Research and Extension  
PMT Vice Chairperson



**LETMA L. CERO, PhD.**  
VP, Planning and Development  
PMT Chairperson

APPROVED:



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



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
Don Severino de las Alas Campus  
Indang, Cavite  
☎ 415-0010 loc 270/200 ☎ 862-0806  
[www.cvsu.edu.ph](http://www.cvsu.edu.ph)

**OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

July 29, 2019


**COLLEGE DEANS  
CAMPUS ADMINISTRATORS  
DEAN, OSAS  
UNIVERSITY REGISTRAR  
OIC, UNIVERSITY LIBRARY  
DIRECTOR, UNIVERSITY SPORTS DEVELOPMENT OFFICE  
MANAGER, HOSTEL TROPICANA  
This University**

Dear Sir/Madam;


Attached is the summary of ratings for the OPCR Accomplishment (January to June 2019). Dr. Polinga will schedule and discuss with you this rating and your catch-up plan for the rest of 2019. Those who have no ratings means you have not submitted your OPCR Accomplishment (January to June 2019).

Thank you very much.

Respectfully yours,

  
**JEFFERSON G. RODRIGUEZ**  
Technical Staff, OVPAA

Noted:

  
**CAMILO A. POLINGA, PhD ASEAN Engr.**  
VP, Academic Affairs



**SUMMARY OF OPCR RATING (Accomplishment, Jan. to June, 2019)**

<b>COLLEGE/ CAMPUS/ OFFICE</b>	<b>NUMERICAL RATING</b>	<b>DESCRIPTION</b>
CAFENR	4.18	Very Satisfactory
CAS	4.45	Very Satisfactory
CCJ		
CED	3.89	Very Satisfactory
CEMDS		
CEIT	4.19	Very Satisfactory
CON	4.30	Very Satisfactory
CSPEAR	3.32	Very Satisfactory
CVMBS	4.35	Very Satisfactory
GS and OLC		
Bacoor Campus	4.67	Very Satisfactory
Carmona Campus	4.13	Very Satisfactory
Cavite City Campus	4.45	Very Satisfactory
Imus Campus		
Maragondon Campus		
Naic Campus	3.68	Very Satisfactory
Rosario Campus	3.97	Very Satisfactory
Silang Campus		
T3 Campuses		
OSAS	4.12	Very Satisfactory
Registrar's Office	4.03	Very Satisfactory
University Library	3.31	Very Satisfactory
Sports Office	3.95	Very Satisfactory
Hostel Tropicana	4.77	Very Satisfactory




Republic of the Philippines  
**CAVITE STATE UNIVERSITY (CvSU)**  
**DON SEVERINO DE LAS ALAS CAMPUS**  
Indang, Cavite  
(046) 4150-0010

**SUMMARY OF July to December 2018 OPCR RATINGS**


	COLLEGE/UNIT	DATE SUBMITTED	FINAL AVERAGE RATING	Remarks
	ACADEMIC AFFAIRS			
1	o CAFENR	17-Dec-18	4.52	
2	o CAS	18-Dec-18	3.95	
3	o CED	1-Dec-18	4.14	
4	o CEMDS	17-Dec-18	4.07	
5	o CEIT	1-Dec-18	3.91	
6	o CON	17-Dec-18	3.58	
7	o CSPEAR	1-Dec-18	3.15	
8	o CVMBBS	1-Dec-18	3.91	
9	o Imus Campus	17-Dec-18	4.28	
10	o CCI	17-Dec-18	4.06	
11	o Naic Campus	1-Dec-18	3.50	
12	o Rosario Campus	1-Dec-18	3.44	
13	o Carmona Campus	1-Dec-18	4.30	
14	o Trece Campus	1-Dec-18	3.76	
15	o Tanza Campus	1-Dec-18	3.76	
16	o GenTri Campus	1-Dec-18	3.76	
17	o Silang Campus	1-Dec-18	3.95	
18	o Cavite City Campus	13-Dec-18	3.64	
19	o Bacoor Campus	19-Dec-18	4.33	
20	o Maragondon Campus	1-Jan-19	3.76	
21	o GS and OLC	12-Dec-18	4.30	
22	o Hostel Tropicana	12-Dec-18	4.67	
23	o OSAS	12-Nov-18	3.93	
24	o PRC	12-Dec-18	3.08	
25	o Sports			No Submission
26	o University Library	21-Jan-19	3.16	
27	o University Registrar	12-Dec-18	3.92	
	RESEARCH and EXTENSION			
28	o Research	12-Dec-18	3.84	
29	o Extension		4.55	
30	o NCRDEC			No Submission
31	o KMC		3.43	
	EXTERNAL AND BUSINESS AFFAIRS			
32	o Business Affairs	12-Dec-18	4.42	
33	o PICRO	17-Jan-19	3.90	
34	o Alumni Affairs	17-Dec-18	4.08	

	ADMIN AND SUPPORT SERVICES		
35	o Administrative Services	26-Feb-18	4.46
36	o Civil Security Services	26-Feb-18	3.99
37	o Finance Management Servi	26-Feb-18	4.55
38	o Health Services	26-Feb-18	4.11
39	o HRDO	26-Feb-18	4.39
40	o Physical Plant Services	26-Feb-18	4.20
	PLANNING AND DEVELOPMENT		
41	o Planning	15-Mar-18	4.58
42	o Institutional Development		4.24
	OFFICE OF THE PRESIDENT		
43	o Special Projects	Sept. 6, 2018	4.40
44	o FSDD	13 Aug. 2018	4.26
45	o Gender and Development	Aug 30, 2018	4.62

Prepared by:

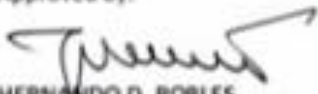
  
**RENATO B. CUBILLA**  
 Director Planning Office  
 9-17-2018

Recommending Approval:

  
**CAMILO A. POLINGA**  
 PMT Chair for Academic Affai

  
**HENRY O. GARCIA**  
 PMT Chair for Non-Academic Affairs

Approved by:

  
**HERNANDO D. ROBLES**  
 University President



Republic of the Philippines  
CAVITE STATE UNIVERSITY (CvSU)  
DON SEVERINO DE LAS ALAS CAMPUS  
Indang, Cavite  
(046) 4150-0010

SUMMARY OF January to June 2018 OPCR RATINGS


	COLLEGE/UNIT	DATE SUBMITTED	FINAL AVERAGE RATING	Remarks
ACADEMIC AFFAIRS				
1	o CAFENR	16-Aug-18	4.19	
2	o CAS	16-Aug-18	4.31	
3	o CCI	26-Apr-18	4.50	
4	o CED	26-Apr-18	4.21	
5	o CEIT	26-Apr-18	3.97	
6	o CEMDS	1-Aug-18	3.86	
7	o CON	26-Apr-18	3.69	
8	o CSPEAR	1-Aug-18	2.78	
9	o CVMBS	Mar 26 and April 26, 2018	4.12	
10	o Bacoor Campus	26-Apr-18	4.00	
11	o Carmona Campus	26-Apr-18	4.67	
12	o Cavite City Campus	May 14 and 26 April, 2018	3.83	
13	o Gen Tri Campus	26-Apr-18	4.17	
14	o Imus Campus	26-Apr-18	4.31	
15	o Maragondon Campus	sept 6 2018	4.05	
16	o Naic Campus	sept 6 2018	3.75	
17	o Rosario Campus	Mar 13 and 26 April, 2018	3.83	
18	o Silang Campus	26-Apr-18	4.33	
19	o Tanza Campus	26-Apr-18	4.17	
20	o Trece Campus	26-Apr-18	4.17	
21	o GS AND OLC	Feb 14, and April 26, 2018	4.72	
22	o Hostel Tropicana	26-Apr-18	4.16	
23	o OSAS	26-Apr-18	3.97	
24	o PRC	Aug 13, 2018	4.26	
25	o Sports	26-Apr-18		No Submission
26	o University Library	26-Apr-18	4.13	
27	o University Registrar	26-Apr-18	4.44	
RESEARCH and EXTENSION				
28	o Research	1-Aug-18	3.42	
29	o Extension	Sept. 3, 2018	4.69	
30	o NCRDEC	Sept. 3, 2018	4.26	
31	o KMC	22-Aug-18	4.24	
EXTERNAL AND BUSINESS AFFAIRS				
32	o Business Affairs	19-Mar-18	4.33	
33	o PICRO	5-Mar-18	4.81	
34	o Alumni Affairs	Sept. 6, 2018	4.33	

ADMIN AND SUPPORT SERVICES			
35	o Administrative Services	26-Feb-18	4.46
36	o Civil Security Services	26-Feb-18	3.99
37	o Finance Management Servi	26-Feb-18	4.55
38	o Health Services	26-Feb-18	4.11
39	o HRDO	26-Feb-18	4.39
40	o Physical Plant Services	26-Feb-18	4.20
PLANNING AND DEVELOPMENT			
41	o Planning	15-Mar-18	4.58
42	o Institutional Development		4.24
OFFICE OF THE PRESIDENT			
43	o Special Projects	Sept. 6, 2018	4.40
44	o FSDO	13 Aug. 2018	4.26
45	o Gender and Development	Aug 30, 2018	4.62

Prepared by:

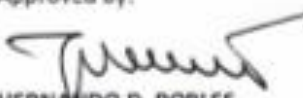
  
**RENATO B. CUBILLA**  
 Director Planning Office  
 9-17-2018

Recommending Approval:

  
**CAMILLO A. POLINGA**  
 PMT Chair for Academic Affai

  
**HENRY O. GARCIA**  
 PMT Chair for Non-Academic Affairs

Approved by:

  
**HERNANDO D. ROBLES**  
 University President





Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
 Don Severino de las Alas Campus  
 Indang, Cavite, Philippines  
 (046) 4150010 / (046) 4150011  
 www.cvsu.edu.ph

#### SUMMARY OF JULY TO DECEMBER 2017 OPCR RATINGS

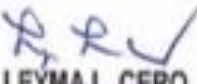
COLLEGE/UNIT	DATE SUBMITTED	FINAL AVERAGE RATING	REMARKS
<b>ACADEMIC AFFAIRS</b>			
o CAFENR	05 Feb 2018	4.14	
o CAS	22 Jan 2018	2.96	
o CED	19 Apr 2018	2.87	
o CEMDS	11 Jan 2018	2.41	
o CEIT	05 Feb 2018	3.74	
o CON	09 Jan 2018	1.97	
o CSPEAR	15 Jan 2018	3.66	
o CVMBS	05 Feb 2018	3.27	
o GS and OLC	11 Jan 2018	4.50	
o CCJ	08 Jan 2018	4.10	
o Nalc Campus	23 May 2018	4.22	
o Rosario Campus	01 Feb 2018	3.94	
o Carmona Campus	05 Feb 2018	3.64	
o Trece Campus	05 Feb 2018	2.70	
o Tanza Campus	15 Aug 2018	3.71	
o GenTri Campus	05 Feb 2018	2.69	
o Silang Campus	29 Oct 2018	3.74	
o Cavite City Campus	11 Jan 2018	2.89	
o Bacoor Campus	25 Jan 2018	4.35	
o Maragondon Campus	06 Nov 2018	4.39	
o Imus Campus	22 Jan 2018	3.73	
o OSAS	19 Apr 2018	3.62	
o PRC	19 Jul 2018	3.17	
o Sports	19 Apr 2018	3.30	
o University Library	16 Aug 2018	4.44	
o University Registrar	19 Apr 2018	3.35	
o Hostel Tropicana	09 May 2018	4.33	
<b>RESEARCH and EXTENSION</b>			
o Research	15 Jan 2018	3.50	
o Extension	09 Aug 2018	3.77	
o NCRDEC	15 Jan 2018	3.70	
<b>EXTERNAL AND BUSINESS AFFAIRS</b>			
o Business Affairs	22 Jan 2018	3.74	
o PICRO	09 Jan 2018	2.95	
o Alumni Affairs			No submission
<b>ADMIN AND SUPPORT SERVICES</b>			

o Administrative Services	16 Jan 2018	3.86	
o Physical Plant Services	09 Jan 2018	4.17	
o Civil Security Services	19 Apr 2018	3.42	
o HRDO	19 Apr 2018	3.16	
o Health Services	19 Apr 2018	3.11	
o Finance Management Services	19 Apr 2018	3.94	
<b>OFFICE OF THE PRESIDENT</b>			
o PDO	08 Jan 2018	3.33	
o QAAC	28 Feb 2018	3.89	
o Special Projects	04 Jan 2018	3.29	
o FSDO	02 Aug 2018	4.50	
o Gender and Development	16 Jan 2018	3.95	

Prepared by:

  
**MARY JOYCE R. ALCAZAR**  
 Technical Staff, OVPPD  
 11/13/2018

Certified Correct:

  
**LEYMA L. CERO**  
 PMT Secretariat

Recommending Approval:

  
**CAMILO A. POLINGA**  
 PMT Chair for Academic Affairs

  
**HENRY O. GARCIA**  
 PMT Chair for Non-Academic

Approved by:

  
**HERNANDO D. ROBLES**  
 University President

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 University President

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Review  
(OPCR)**

**Individual Performance Commitment  
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# **G.7 Annual Reports.**





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