



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
SECONDARY EDUCATION
MAJOR IN ENGLISH**

PRELIMINARY SURVEY VISIT

**AREA X.
ADMINISTRATION**



**CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS**
Town Proper, City of General Trias , Cavite

**BACHELOR OF
SECONDARY EDUCATION
MAJOR IN ENGLISH**

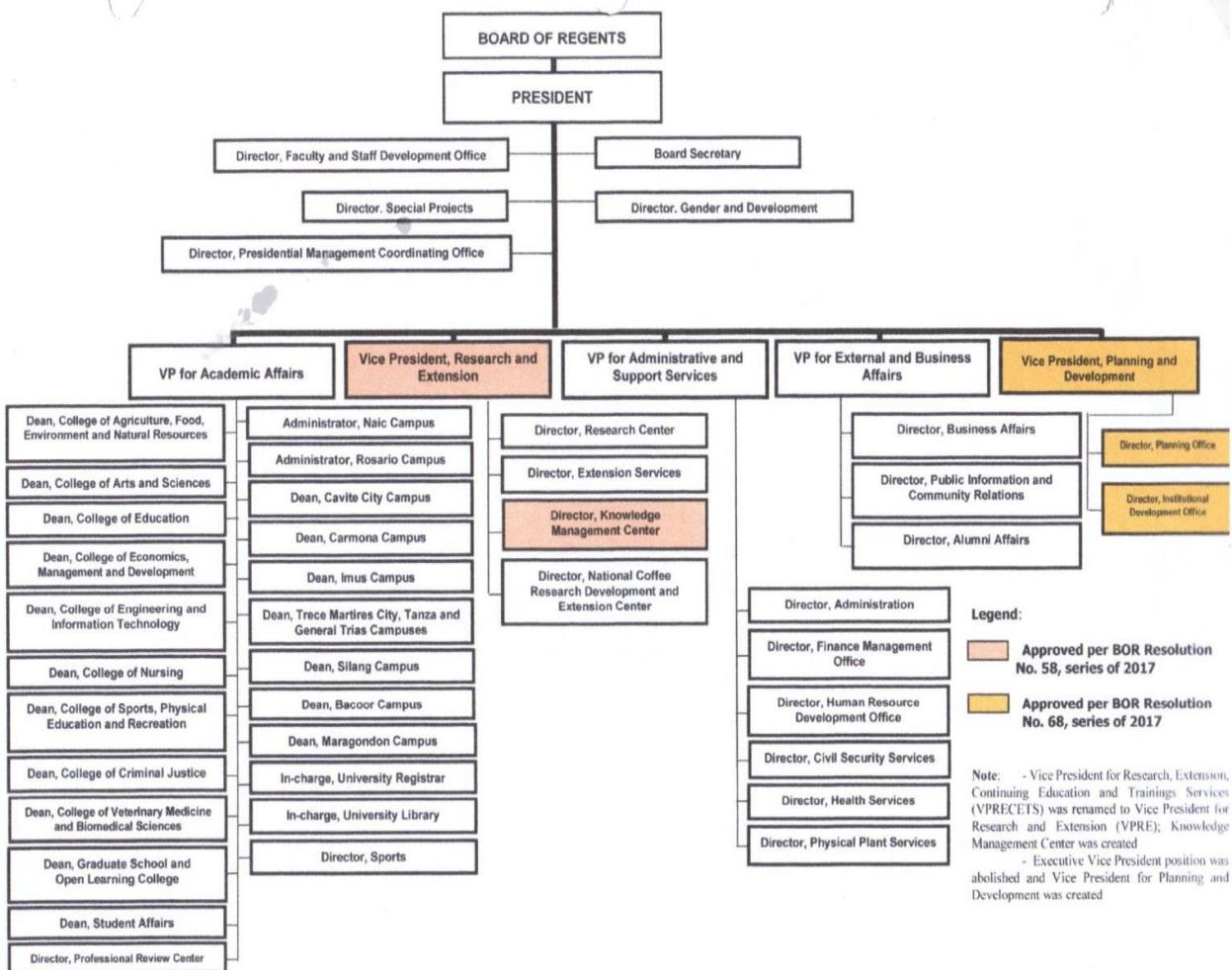
PRELIMINARY SURVEY VISIT

**AREA X.
ADMINISTRATION**

A. Organization

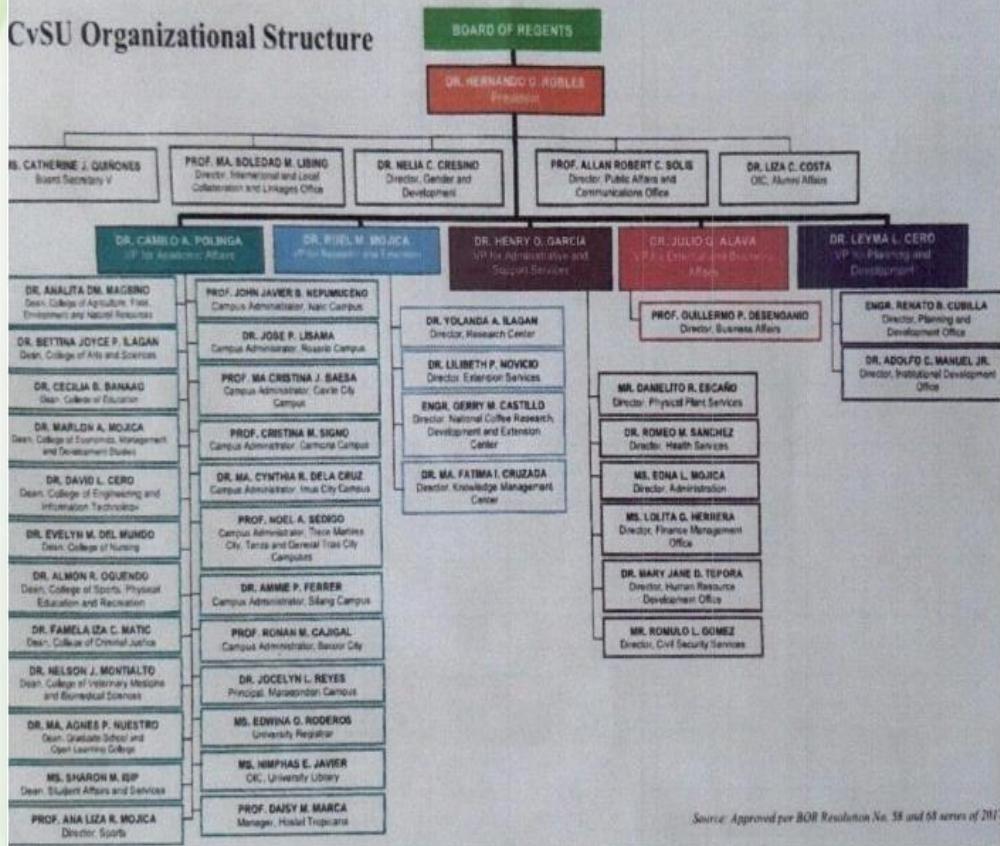
A.1 Organizational Chart of the institution displayed at the Administration Office





The organizational structure of the Cavite State University (CvSU), Indang Cavite Campus was approved through Board Resolution Nos. 58 and 68 series of 2017 wherein the Vice President for Research, Extension, Continuing Education and Training Services (VPRECETS) was renamed to Vice President for Research and Extension (VPRE); Knowledge Management Center was established; the Executive Vice President position was abolished; and the Vice President for Planning and Development was created.

CvSU Organizational Structure



The approved organizational structure of the CvSU shows the complete list of the designated university and campus officials from January 17, 2021 to January 16, 2023 as per the Office of the University President's Memorandum No. PHDR-15-21 2021.

Source: BOR Resolution Nos. 58 and 68 Series of 2017

BOARD OF REGENTS

NAME	POSITION/DESIGNATION
Hon. Lilian A. De Las Llagas	Chairperson, CvSU Board of Regents CHED Commissioner
Hon. Hernando D. Robles	Vice Chairperson President, Cavite State University
Hon. Amelia A. Biglete	Regional Director, CHED IV-A
Hon. Joel Villanueva <i>Represented by Hon. Gilbert Cesar C. Remulla</i>	Member, CvSU Board of Regents Chairman, Senate Committee on Higher, Technical and Vocational Education Senate Committee on Education and Culture
Hon. Mark O. Go <i>Represented by Hon. Jesus Crispin C. Remulla</i>	Member, CvSU Board of Regents Chairman, House Committee on Higher, and Technical Education
Hon. Luis G. Banua	Member, CvSU Board of Regents Director, NEDA Region IV-A
Hon. Alexander R. Madrigal	Member, CvSU Board of Regents Director, DOST Region IV-A
Hon. Arnel De Mesa	Member, CvSU Board of Regents Director, DA Region IV-A
Hon. Noelle T. Legaspi	Member, CvSU Board of Regents President (Ad interim), Alumni Associations
Hon. Gil D. Ramos	Member, CvSU Board of Regents President, Faculty Association
Hon. Edilberto R. Silan	Member, CvSU Board of Regents Private Sector Representative
Ms. Catherine J. Quiñones	Board Secretary V

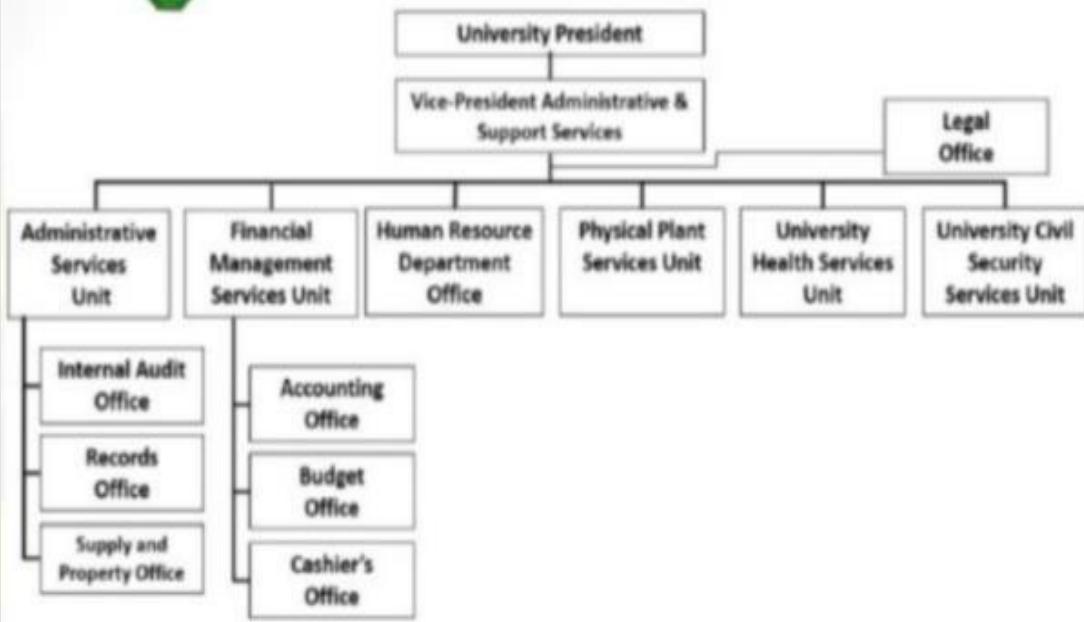
The members of the Board of Regents (BOR) and their respective administrative positions and/or designations in the governance of Cavite State University.



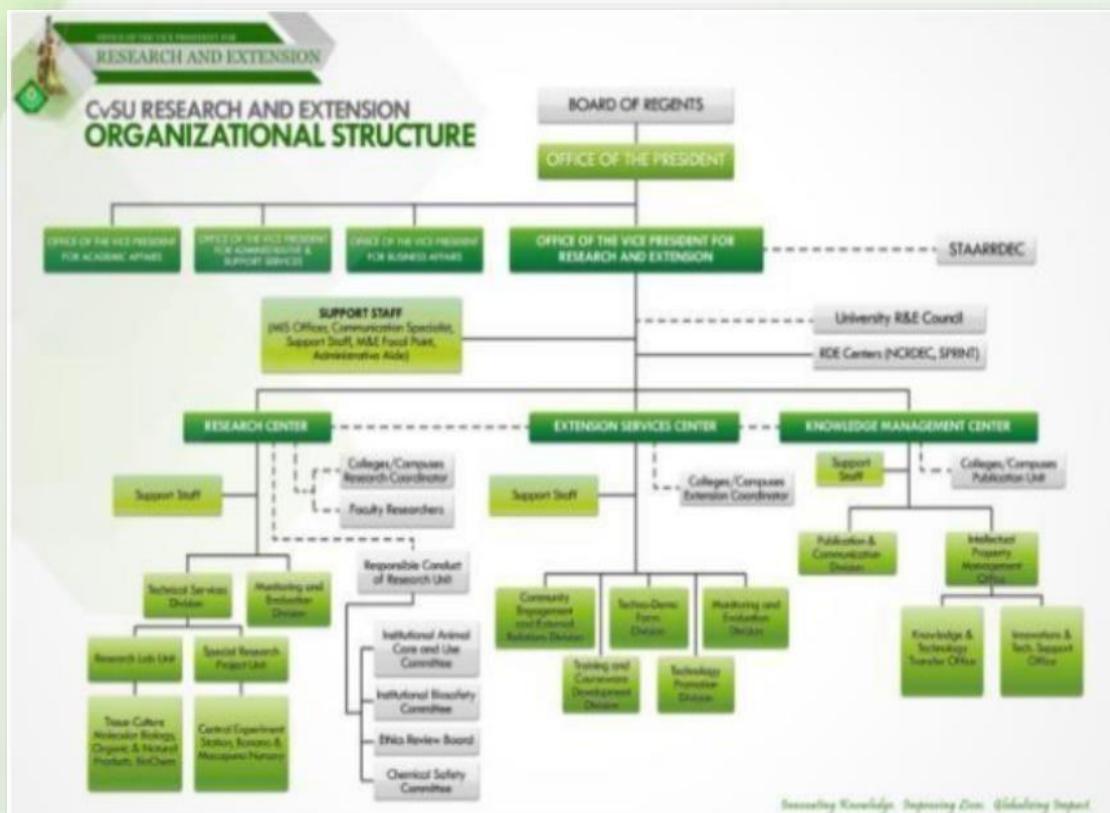
Organizational Structure of the Office of the Vice-President for Academic Affairs



OVPASS ORGANIZATIONAL STRUCTURE

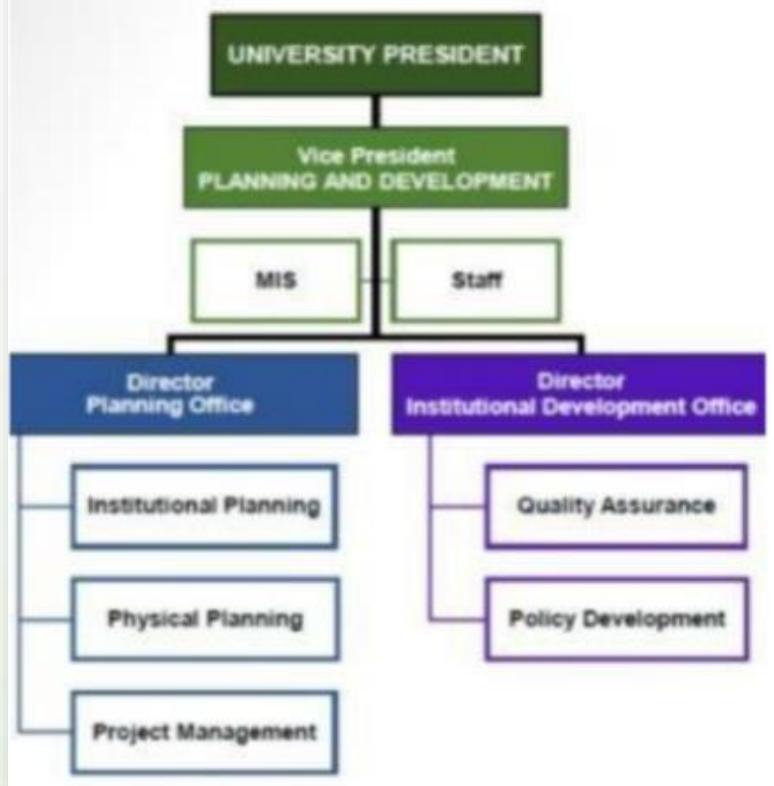


Organizational Structure of the Office of the Vice-President for
Administrative and Support Services



Organizational Structure of the Office of the Vice-President for Research and Extension, presents the various units under its office

ORGANIZATIONAL STRUCTURE OF OVPPD



Organizational Structure for Vice-President, Planning and Development

CAVITE STATE UNIVERSITY ORGANIZATIONAL STRUCTURE



2021 Organizational Structure of Cavite State University (CvSU), Indang Campus

Source: Office of the President



The Organizational Structure of the University is located at the ground floor of Administrative Building.

Click the link to view the document:

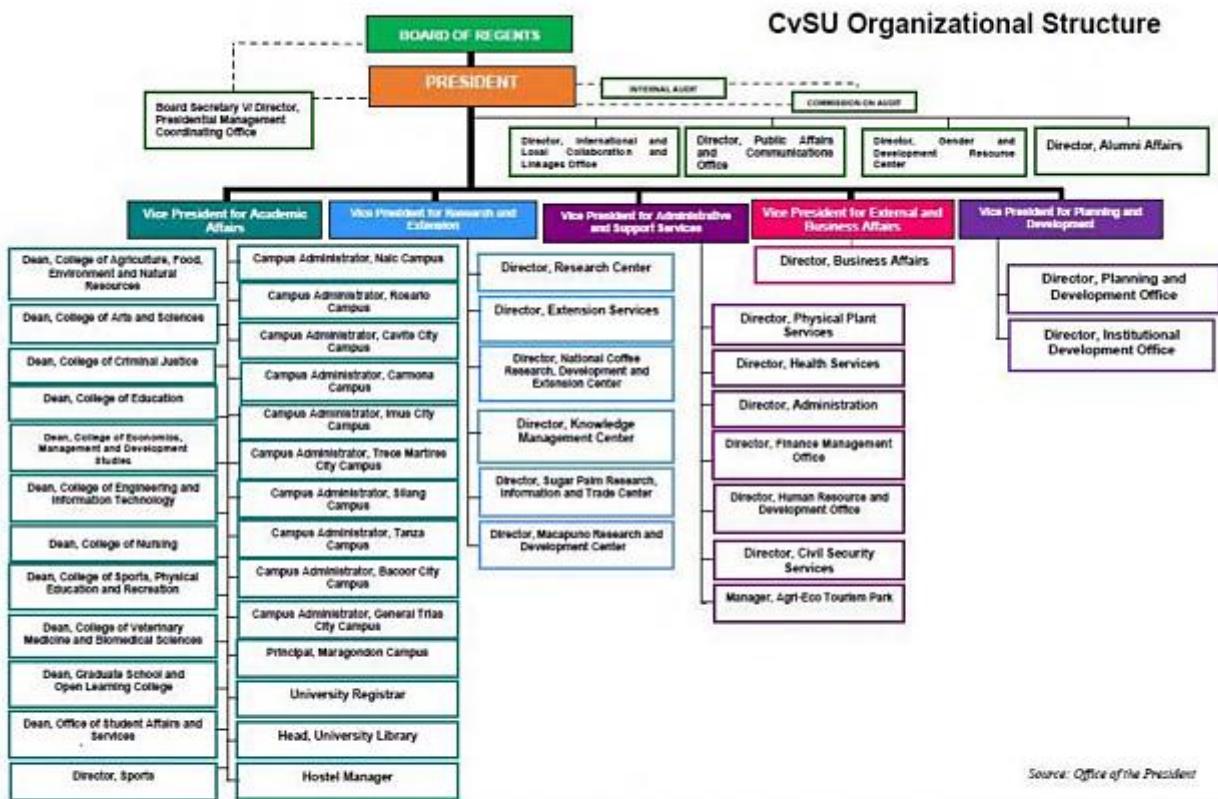
**Cavite State University – General Trias City Campus
Organizational Chart 2022**



A.2 Copy of the Board Resolution approving the organizational structure and other relevant resolutions.

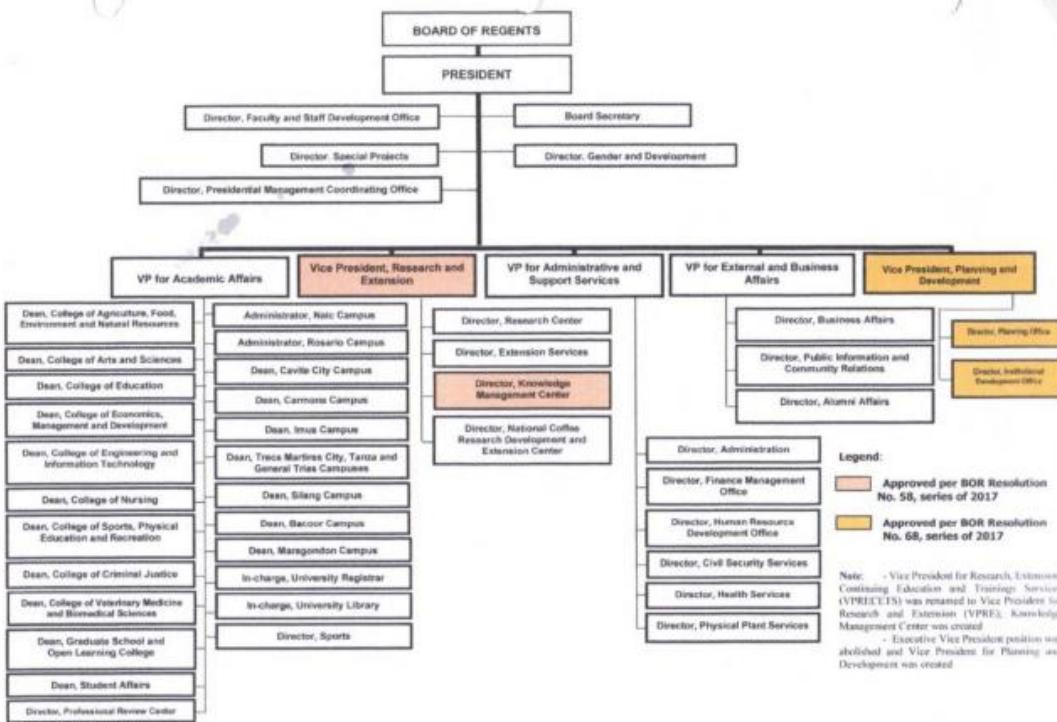
CvSU ORGANIZATIONAL STRUCTURE

CvSU Organizational Structure



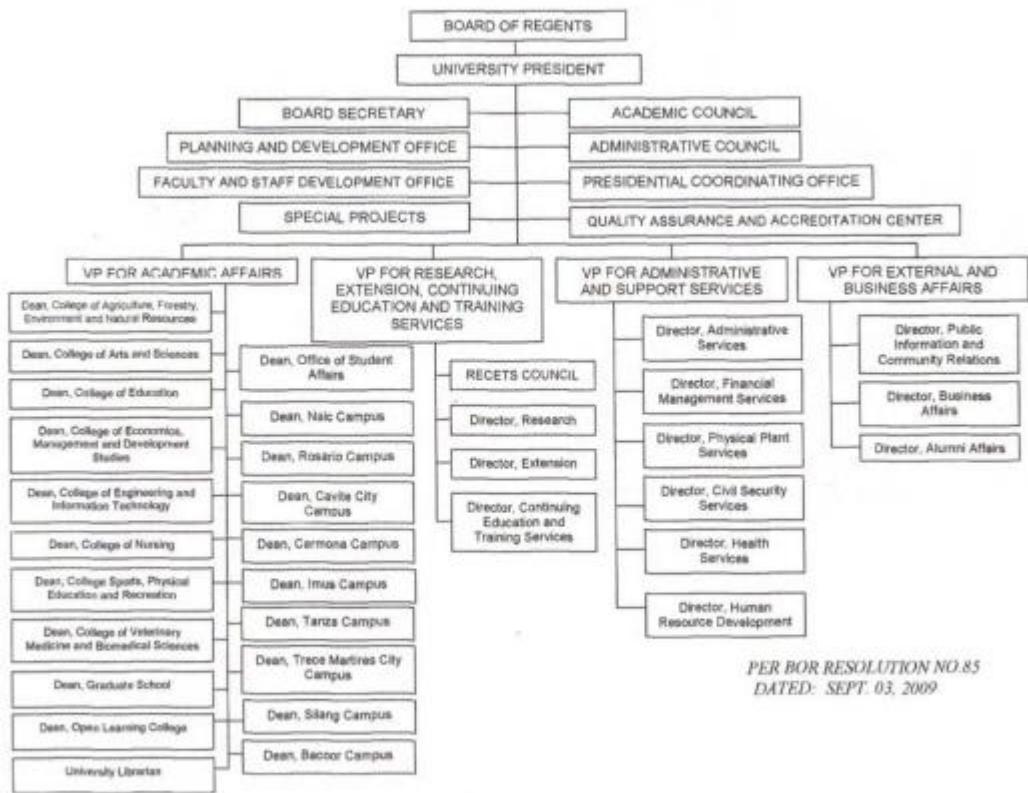
Source: Office of the President

2021 Organizational Structure



In this approved 2017 organizational structure Vice President for Research, Extension, Continuing Education and Trainings Services (VPRECETS) was renamed to Vice President for Research and Extension (VPRE); Knowledge Management Center was created and Executive Vice President position was abolished and Vice President for Planning and Development was created.

Organizational Structure of the Cavite State University



*PER BOR RESOLUTION NO.85
DATED: SEPT. 03, 2009*

CvSU Key Officials Designations



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



Designation of University Officials (January 17, 2021 to January 16, 2023)

NAME	POSITION
VICE PRESIDENTS	
DR. MA. AGNES P. NUESTRO	VICE PRESIDENT FOR ACADEMIC AFFAIRS
DR. CAMILO A. POLINGA	VICE PRESIDENT FOR ADMINISTRATIVE AND SUPPORT SERVICES
DR. MELBOURNE R. TALACTAC	VICE PRESIDENT FOR RESEARCH AND EXTENSION
DR. LEYMA L. CERO	VICE PRESIDENT FOR PLANNING AND DEVELOPMENT
	VICE PRESIDENT FOR EXTERNAL AND BUSINESS AFFAIRS
ACADEMIC AFFAIRS	
DR. ANALITA DM. MAGSINO (January 17, 2021 - January 16, 2022)	DEAN, College of Agriculture, Food, Environment Natural Resources
DR. BETTINA JOYCE P. ILAGAN	DEAN, College of Arts and Sciences
DR. AMMIE P. FERRER	DEAN, College of Education
DR. TITA C. LOPEZ	DEAN, College of Economics, Management and Development Studies
DR. DAVID L. CERO	DEAN, College of Engineering and Information Technology
DR. EVELYN M. DEL MUNDO	DEAN, College of Nursing
PROF. JAZMIN P. CUBILLO	DEAN, College of Sports, Physical Education and Recreation
DR. MA. CYNTHIA N. RUNDINA-DELA CRUZ	DEAN, College of Veterinary Medicine and Biomedical Sciences
DR. REZIN C. BAHIA	DEAN, Graduate School and Open Learning College
DR. FAMELA IZA C. MATIC	DEAN, College of Criminal Justice
MS. MENNYLUZ S. MACALALAD	Campus Administrator, CvSU Bacoor City Campus
PROF. MA. CRISTINA J. BAESA	Campus Administrator, CvSU Cavite City Campus
DR. MARLON A. MOJICA	Campus Administrator, CvSU Imus Campus
DR. JOCELYN L. REYES	Campus Administrator, CvSU Silang Campus
PROF. CRISTINA M. SIGNO	Campus Administrator, CvSU Carmona Campus
DR. JOSE P. LISAMA	Campus Administrator, CvSU Rosario Campus
PROF. JOHN XAVIER B. NEPOMUCENO	Campus Administrator, CvSU Nasugbu Campus
PROF. NOEL A. SEDIGO	Campus Administrator, CvSU Trece Martires City Campus
DR. LAURO B. PASCUAL	Campus Administrator, CvSU General Trias Campus
PROF. GIL D. RAMOS	Campus Administrator, CvSU Tanza Campus
DR. GEMMA S. LEGASPI	Principal, CvSU Maragondon Campus
PROF. ANA LIZA R. MOJICA	Director, Sports
MS. EDWINA O. RODEROS	University Registrar
MS. SHARON M. ISIP	Dean, Office of the Student Affairs and Services
MS. PRINCESS N. RODERNO	Officer-In-Charge, University Library
DR. PATRICK GLENN C. ILANO	Hotel Manager
RESEARCH AND EXTENSION	
DR. MIRIAM D. BALTAZAR	Director, Research Center
DR. ALMIRA G. MAGCAWAS	Director, Extension Services
ENGR. GERRY M. CASTILLO	Director, National Coffee Research, Development and Extension Center
DR. AGNES C. FRANCISCO	Director, Knowledge Management Center
EXTERNAL AND BUSINESS AFFAIRS	
PROF. LINA C. ABOGADIE	Director, Business Affairs
ADMINISTRATIVE AND SUPPORT SERVICES	
MS. EDNA L. MOJICA	Director, Administration
DR. MARY JANE D. TEPORA	Director, Human Resource and Development Office
MS. LOLITA G. HERRERA	Director, Finance Management Office
DR. ROMEO M. SANCHEZ	Director, Health Services
MR. ROMULO L. GOMEZ	Director, Civil Security Services
PROF. DANIELITO R. ESCANO	Director, Physical Plant Services
PLANNING AND DEVELOPMENT	
ENGR. ORLANDO B. DELOS REYES	Director, Planning Office
DR. ADOLFO A. MANUEL JR.	Director, Institutional Development Office
OFFICE OF THE PRESIDENT	
MS. CATHERINE J. QUIÑONES	Director, Presidential Management Coordinating Office
DR. SUSAN G. TAN	Director, Gender and Development Center
PROF. MARIA SOLEDAD M. LISING	Director, International and Local Collaboration and Linkages Office
PROF. ADORA JOYT T. PLETE	Director, Public Affairs and Communications Office
PROF. RODERICK M. RUPIDO	Director, Alumni Affairs
DR. HOSEA DL. MATEL	Director, Macapuno R&D Center
MR. ARTURO C. ERAÑA	Director, SPRINT

Extracted from CvSU website



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



OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM
NO. PHDR-160-19

To **ALL CONCERNED**
Subject **DESIGNATION OF UNIVERSITY OFFICIALS**
Date **18 December 2019**

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1. Attached is the list of the new designated University officials effective 1 January 2020 to 6 October 2020.
 2. These designations are temporary in nature and can be withdrawn/revoked anytime at the pleasure of the University President.
 3. It is understood that these designations are in addition to your usual duties and responsibilities and do not entail additional compensation except those currently accruing to the position and are subjected to such other rules and regulations as may later be prescribed by this office and/or higher authorities.
 4. Thank you very much.

DR. HERNANDO D. ROBLES, CEO VI
University President



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



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
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OFFICE OF THE UNIVERSITY PRESIDENT

Name	Position
VICE PRESIDENTS	
DR. MA. AGNES P. NUESTRO	Vice President for Academic Affairs
DR. CAMILO A. POLINGA	Vice President for Administrative and Support Services
DR. RUEL M. MOJICA	Vice President for Research and Extension
DR. LEYMA L. CERO	Vice President for Planning and Development
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS	
DR. ANALITA DM. MAGSINO	Dean, College of Agriculture, Food , Environment Natural Resources
DR. BETTINA JOYCE P. ILAGAN	Dean, College of Arts and Sciences
DR. AMMIE P. FERRER	Dean, College of Education
DR. MARLON A. MOJICA	Dean, College of Economics , Management and Development Studies
DR. DAVID L. CERO	Dean, College of Engineering and Information Technology
OR. EVELYN M. DEL MUNDO	Dean, College of Nursing
DR. ALMON R. OQUENDO	Dean, College of Sports, Physical Education and Recreation
DR. MELBOURNE R. TALACTAC	Dean, College of Veterinary Medicine and Biomedical Sciences
DR. REZIN C. BAHIA	Dean, Graduate School and Open Learning College
DR. FAMELA IZA C. MATIC	Dean, College of Criminal Justice
MS. MENVYLZ S. MACALALAD	Campus Administrator , CvSU Bacoor City Campus
PROF. MA CRISTINA J. BAESA	Campus Administrator , CvSU Cavite City Campus
OR. MA. CYNTHIA R. DELA CRUZ	Campus Administrator , CvSU Imus Campus
DR. JOCELYN L. REYES	Campus Administrator , CvSU Silang Campus
PROF. CRISTINA M. SIGNO	Campus Administrator , CvSU Carmona Campus
DR. JOSE P. LISAMA	Campus Administrator, CvSU CCAT Campus
PROF. JOHN XAVIER B. NEPOMUCENO	Campus Administrator , CvSU Naic Campus
PROF. NOEL A. SEDIGO	Campus Administrator , CvSU General Trias, Tanza and Trece Martires City Campuses
DR. GEMMA S. LEGASPI	Principal, CvSU Maragondon Campus
PROF. ANA LIZA R. MOJICA	Director, Sports
MS. EDWINA O . RODEROS	University Registrar
MS. SHARON M. ISIP	Dean, Office of the Student Affairs and Services
MS. PRINCESS N. RODERNO	Officer-In-Charge, University Library
DR. PATRICK GLENN C. ILANO	Officer-in-Charge, Hostel Troop,cana



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OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION

DR. YOLANDA A. ILAGAN	Director, Research Center
DR. LILIBETH P. NOVICIO	Director, Extension Services
ENGR. GERRY M. CASTILLO	Director, National Coffee Research, Development and Extension Center
DR. MA. FATIMA I. CRUZADA	Director, Knowledge Management Center

OFFICE OF THE VICE PRESIDENT FOR EXTERNAL AND BUSINESS AFFAIRS

MR. GUILLERMO P. DESENGANIO	Director, Business Affairs
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OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATIVE AND SUPPORT SERVICES

MS. EDNA L. MOJICA	Director, Administration
DR. MARY JANE D. TEPORA	Director, Human Resource and Development Office
MS. LOLITA G. HERRERA	Director, Finance Management Office
DR. ROMEO M. SANCHEZ	Director, Health Services
MR. ROMULO L. GOMEZ	Director, Civil Security Services
MR. DANIELITO R. ESCANO	Director, Physical Plant Services

OFFICE OF THE VICE PRESIDENT FOR PLANNING AND DEVELOPMENT

ENGR. RENATO B. CUBILLA	Director, Planning Office
DR. ADOLFO A. MANUEL JR.	Director, Institutional Development Office

OFFICE OF THE UNIVERSITY PRESIDENT

MS. CATHERINE J. QUINONES	Director, Presidentia l Management Coordinating Office
MS. RAECEL ESTEBAT	Officer-in-Charge, Gender and Development
PROF. MARIA SOLEDAD M. USING	Director, International and Local Collaboration and Linkages Office
MS. LADY AILEEN A. ORSAL	Director, Public Affairs and Communications Office
DR. LIZA C. COSTA	Officer-In-Charge, Alumni Affairs



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email: f.e_pres,ctent@cvsu.edu.ph



UNIVERSITY ACADEMIC COUNCIL MEMBERS



Republic of the Philippines
CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Incióng, Cavite

415-0010 foe 270/200 862-0806

www.csvu.edu.ph

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

UNIVERSITY ACADEMIC COUNCIL MEMBERS

CAFENR

1	Autriz, Mariedel L.	Assistant Professor IV
2	Barcelon, Eufemio G.	Associate Professor II
3	Magsino, Analita dM.	Professor V
4	Manuel, Adolfo, Jr. C.	Professor V
5	Matel, Irvin D.	Assistant Professor I
6	Novicio, Lilibeth P.	Professor III
7	Olo, Cristina F.	Professor VI
8	Pareja, Gary A.	Assistant Professor II
9	Sangalang, Adelaida E.	Professor VI
10	Saz, Venus O.	Assistant Professor II
11	Sedigo, Noel A.	Associate Professor IV
12	Sierra, Sheryl N.	Assistant Professor I
13	Singson, Evelyn O.	Professor VI
14	Tepora, Teddy F.	Associate Professor V

CAS

1	Agdalpen, Renato T.	Assistant Professor II
2	Agustin, Raquel G.	Assistant Professor I
3	Alimboyoguen, Agnes B.	Associate Professor II
4	Baltazar, Miriam D.	Assistant Professor IV
5	Betonio, Rene B.	Assistant Professor III
6	Bono, Michelle T.	Assistant Professor III
7	Cinto, Antonio V.	Associate Professor V
8	Cruzada, Ma. Fatima I.	Assistant Professor II
9	Delos Reyes, Orlando B.	Assistant Professor IV
10	Dico, Analyn T.	Assistant Professor I
11	Dimero, Dickson N.	Associate Professor II
12	Feranil, Bernard S.	Assistant Professor I
13	Ferrer, Ammie P.	Assistant Professor IV
14	Francisco, Agnes C.	Associate Professor II
15	Herrera, Ma. Corazon V.	Associate Professor II
16	Hilario, Paulito V.	Assistant Professor I
17	Ilagan, Bettina Joyce P.	Associate Professor I

18	Ilagan, Yolanda A.	Professor VI
19	Legaspi, Gemma S.	Associate Professor 111
20	Matel, Hosea D.	Associate Professor 11
21	Matilla, Marilou S.	Assistant Professor I
22	Mojica, Analyn A.	Associate Professor 11
23	Mora, Evangelina B.	Assistant Professor 111
24	Pelorina, Renato N.	Associate Professor IV
25	Penales, Lynn G.	Assistant Professor IV
26	Ramos, Gil D.	Assistant Professor 11
27	Reyes, Jocelyn L.	Associate Professor V
28	Rodis, Lani S.	Assistant Professor IV
29	Romero, Manny A.	Assistant Professor 11
30	Signe, Cristina M.	Associate Professor 111
31	Solis, Allan Robert C.	Associate Professor I

CCJ

1	Lontoc, Marissa C.	Assistant Professor 11
2	Matic, Famela Iza C.	Associate Professor 11
3	Tan, Susan G.	Assistant Professor I

CEd

1	Abanes, Florencio R.	Assistant Professor I
2	Alaras, Nancy C.	Associate Professor I
3	Batiles, Carmen A.	Assistant Professor IV
4	Costa, Liza C.	Associate Professor 111
5	Crizaldo, Rhodora S.	Associate Professor V
6	Guevara, Julie S.	Associate Professor 11
7	Ilano, Patrick Glenn C.	Assistant Professor I
8	Legaspi, Mylene P.	Associate Professor V
9	Lucero, Pia Rhoda P.	Associate Professor I
10	Maniacop, Jason R.	Assistant Professor IV
11	Nuestro, Ma. Agnes P.	Associate Professor V
12	Tayag, Joana Marie M.	Assistant Professor I
13	Venzon, Alfredo A.	Assistant Professor 111

CEIT

1	Arboleda, Edwin R.	Assistant Professor 111
2	Bago, Cene M.	Assistant Professor 111
3	Banasihan, Florence M.	Associate Professor 11
4	Buclatin, Willie C.	Assistant Professor IV
5	Carandang, Charlotte B.	Assistant Professor IV
6	Cero, David L.	Professor I
7	Cero, Leyma L.	Professor IV
8	Coronado, Vanessa G.	Assistant Professor 11

9	Costa, Michael T.	Assistant Professor 111
10	Cubilla, Renato B.	Associate Professor V
11	Daez, Simeon E.	Assistant Professor 111
12	Dizon, Marivic G.	Associate Professor 11
13	Escan, Danielito R.	Assistant Professor 111
14	Escobar, Marilyn M.	Professor VI
15	Fencl, Sheryl D.	Assistant Professor 11
16	Guevarra, Emeline C.	Assistant Professor IV
17	Mojica, Ruel M.	Professor 111
18	Nuestro, Jo-Anne C.	Assistant Professor IV
19	Pena, Ronald P.	Associate Professor 11
20	Pena, Roslyn P.	Assistant Professor IV
21	Pereria, Marlon R.	Assistant Professor IV
22	Polinga, Camilo A.	Professor 111
23	Rocillo, Efren R.	Associate Professor 111
24	Sarmiento, Bienvenido Jr. C.	Associate Professor 11
25	Torres, Lilia O.	Assistant Professor I
26	Vida, Poinsettia A.	Associate Professor I

CEMDS

1	Abogadie, Lina C.	Associate Professor IV
2	Aguilar, Alberto M.	Assistant Professor I
3	Aguilar, Dolores L.	Assistant Professor III
4	Buena, Ma. Corazon A.	Assistant Professor 11
5	Cubillo, Gilcher P.	Professor I
6	Ebo, Jenny Beb F.	Assistant Professor 11
7	Ilagan, Florinda C.	Associate Professor V
8	Lising, Maria Soledad M.	Assistant Professor III
9	Magcawas, Almira G.	Assistant Professor I
10	Mojica, Marlon A.	Assistant Professor IV
11	Noceda, Rowena R.	Assistant Professor IV
12	Plete, Adora Joy T.	Assistant Professor 11
13	Polinga, Elizabeth E.	Associate Professor V
14	Rupido, Roderick M.	Associate Professor V
15	Sustrina, Ma. Isolde R.	Assistant Professor 111

CoN

1	Del Mundo, Evelyn M.	Associate Professor 11
2	Destura, Ederlyn P.	Associate Professor I
3	Panaligan, Nenita B.	Associate Professor 111
4	Rona, Jane A.	Assistant Professor I
5	Sapinozo, Bernadette A.	Assistant Professor I

CSPEAR

1	Cubillo, Jazmin P.	Assistant Professor 11
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2	Eustaquio, Erlinda C.	Assistant Professor 111
3	Mojica, Ana Liza R.	Assistant Professor 111
4	Oquendo, Almon R.	Associate Professor IV
5	Piores, Victor F.	Associate Professor I

CVMBS

1	Alvarez, Alvin-William A.	Assistant Professor 111
2	Alvarez, Cherry R.	Assistant Professor I
3	Bahia, Rezin C.	Associate Professor 111
4	Del Mundo, Desiree C.	Assistant Professor I
5	Dela Cruz, Ma. Cynthia R.	Associate Professor 111
6	Macalanda, Miki Adrian C.	Assistant Professor IV
7	Mago, Emmanuel D.	Assistant Professor I
8	Montialto, Nelzon J.	Assistant Professor 111
9	Sison, Mariano Jr. P.	Assistant Professor I
10	Talactac, Melbourne R.	Associate Professor I

Bacoor Campus

1	Cajigal, Ronan M.	Assistant Professor 111
2	Gamuyao, Zannie I.	Assistant Professor I

Carmona Campus

1	Consignado, Michael G.	Assistant Professor I
2	Domingo, Lea Marissa S.	Assistant Professor 111
3	Satiada, Yolanda L.	Assistant Professor I

Cavite City Campus

1	Baes, Maria Cristina J.	Assistant Professor IV
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Imus Campus

1	Apostol, Mildred A.	Assistant Professor 11
2	Marzan, Luisita A.	Assistant Professor 11
3	Ras, Sixto Jr. N.	Assistant Professor I
4	Solina, Alfe M.	Associate Professor I
5	Valdez, Luningning A.	Assistant Professor 11

Naic Campus

1	Bernal, Marte L.	Assistant Professor I
2	Clores, Lomalinda J.	Assistant Professor I
3	Correo, Ma. Pilar N.	Assistant Professor IV
4	De Guzman, Manuel A.	Assistant Professor I
5	Diones, Catherine S.	Assistant Professor II
6	Galang, Diosalyn T.	Assistant Professor III
7	Guerrero, Ma. Leonora D.	Assistant Professor I
8	Guerrero, Ma. Lourdes D.	Assistant Professor I
9	Gutierrez, Ernesto Jr. A.	Assistant Professor III
10	Lacson, Leah C.	Assistant Professor III
11	Mojica, Daniel G.	Assistant Professor I
12	Navarro, Leah C.	Assistant Professor IV
13	Nazareno, Adiliza G.	Master Teacher I
14	Nepomuceno, John Xavier B.	Assistant Professor
15	Nuestro, Mat M.	Assistant Professor
16	Nueva, Elsa D.	Assistant Professor
17	Pabalate, Ferry M.	Assistant Professor
18	Papa, Jeffrey F.	Assistant Professor II
19	Perea, Rossian V.	Assistant Professor
20	Pugay, Armina B.	Assistant Professor
21	Rasdas, Sherrlyn M.	Assistant Professor
22	Ridao, Jelita F.	Assistant Professor
23	Robles, Jocelyn H.	Assistant Professor
24	Tesorero, Marilyn L.	Assistant Professor

Rosario Campus

1	Alvarez, Nestor M.	Associate Professor IV
2	Ambas, Arman M.	Assistant Professor I
3	Bartolome, Gee Jay C.	Assistant Professor I
4	Bernal, Melissa M.	Assistant Professor II
5	Delos Reyes, Regie C.	Assistant Professor I
6	Dumla, Elizabeth R.	Assistant Professor III
7	Emelo, Marian Concepcion A.	Assistant Professor IV
8	Hernandez, Melita D.	Associate Professor I
9	Legaspi, Elizabeth H.	Assistant Professor II
10	Legaspi, Noelle D.	Assistant Professor III
11	Lim, Bernadette F.	Assistant Professor III
12	Lisama, Jose P.	Associate Professor V
13	Lorenzana, Cecilia F.	Assistant Professor II
14	Lubong, Redel B.	Associate Professor I
15	Luseco, Marilou P.	Assistant Professor IV
16	Luseco, William P.	Assistant Professor I
17	Parcon, Deanna C.	Assistant Professor I
18	Pascua, Lauro B.	Associate Professor III
19	Pegos, Efren E.	Assistant Professor II
20	Policar, Reynaldo G.	Assistant Professor I
21	Quilapio, Ladylyn L.	Assistant Professor I
22	Rodriguez, Janet L.	Associate Professor II

23	Santos, Ariel G.	Associate Professor IV
24	Santos, Ma. Daisy A.	Assistant Professor IV
25	Talactac, Ligaya B.	Assistant Professor I

Silang Campus

1	Alvarez, Hziel T.	Assistant Professor I
2	Malabag, Beverly A.	Assistant Professor I
3	Mendoza, Hermilina A.	Assistant Professor I
4	Patambang, Erny Grace B.	Assistant Professor I
5	Pragacha, Rosemarie N.	Assistant Professor II
6	Ymana, Roselyn A.	Assistant Professor IV

Tanza Campus

1	Manarpiis, Noel B.	Assistant Professor II
2	Sebastian, Mildred A.	Assistant Professor I

Trece Martires Campus

1	Estrada, Arlene L.	Assistant Professor I
2	Feranil, Vienna Mi A.	Assistant Professor III
3	Manlapig, Cristza O.	Assistant Professor II

Click the link to view the document:

[Cavite State University – General Trias City Campus
Organizational Chart 2022](#)





Republic of the Philippines
CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS

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



Ref. No.: R-220411-13
 Sent: Laura R. Pascua
 Received: Apr. 13, 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-220411-131
Received: By	PLW
Date:	04-11-22
(Please 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:

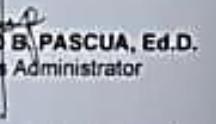
NAME	EMPLOYMENT STATUS	DESIGNATION
SHAINA C. HAYAG	PERMANENT	Campus Secretary, Administrative, Finance & Support Services Coordinator; Human Resource Management Coordinator; Psychology Program Coordinator; NSTP Coordinator
RONCESVALLE J. CAIPANG	PERMANENT	Chairperson Arts & Science, Psychology, Education, & 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. BANDOGON	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

RE 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
ROGELYNN 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.

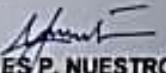
Respectfully,


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

CAVITE STATE UNIVERSITY
RECEIPT NUMBER

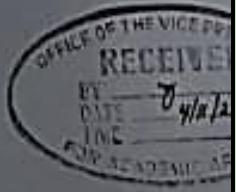
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REF. NO. 0-1264
BY: 
DATE: 13 APR 2022

CAVITE STATE UNIVERSITY
RECEIPT NUMBER

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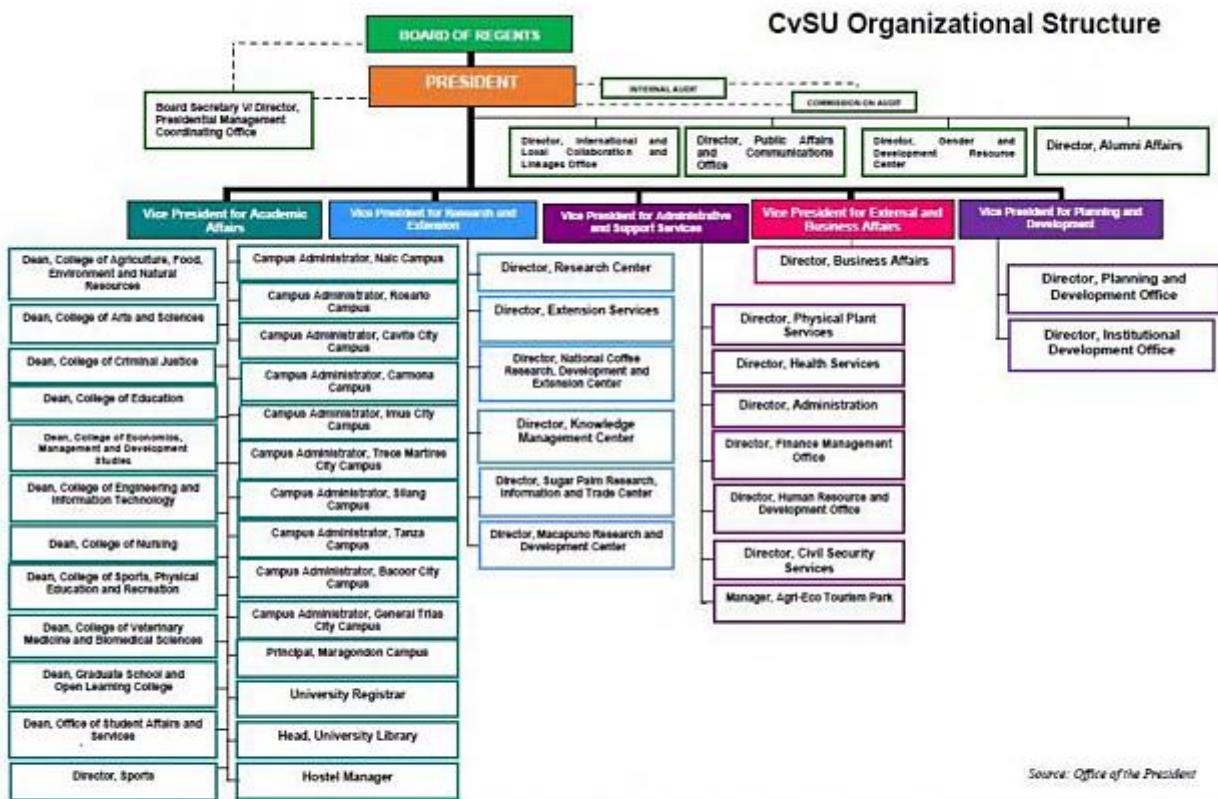
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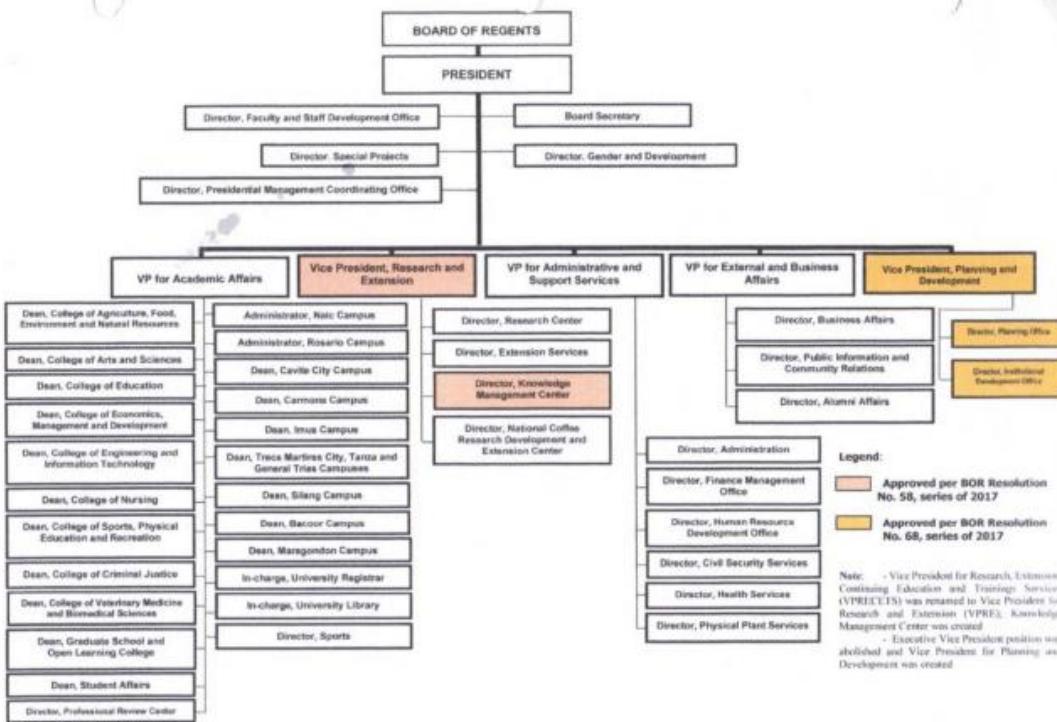
A.3 Functional Chart.

CvSU ORGANIZATIONAL STRUCTURE

CvSU Organizational Structure



2021 Organizational Structure



In this approved 2017 organizational structure Vice President for Research, Extension, Continuing Education and Trainings Services (VPRECETS) was renamed to Vice President for Research and Extension (VPRE); Knowledge Management Center was created and Executive Vice President position was abolished and Vice President for Planning and Development was created.

Functions of the different offices included in the organizational structure

**FUNCTIONS, DUTIES AND RESPONSIBILITIES of ADMINISTRATIVE AND
ACADEMIC COUNCILS LIFTED FROM THE CvSU MANUAL OF OPERATIONS
VOLUME I ARTICLE 7 - 13 ISBN NO.978-971-9032-65-6**

Article 7. Organization of the University

Section 1. Organization. The Officers of the Administration of the University shall consist of the University President, designated Vice presidents, Administrative Officer, The University Secretary, the Deans, the Registrar, and other current members of the Administrative Council, including other officers who may be designated by the Board of Regents.

Article 8. Officers of the University

Section 1. The University President. The overall administration and supervision of the University is vested on the President who must render full-time service.

- a) **Search Committee.** The University President shall be selected and appointed by the Board of Regents upon the recommendation of the Search Committee for the Presidency duly constituted by the Commission on Higher Education (CHED).

The composition, functions and the procedures in the selection to be conducted by the Search Committee unless otherwise specified by the Board of Regents shall conform to the provision of CHED MC. No.04, s. 1997 or any other latest legal documents on this matter.

- b) **Qualification of the University President.** The minimum qualification of the University President shall be as follows:

1. Must be at least forty (40) years old on the date of his application for the position;

2. Must be a natural-born citizen of the Philippines;
3. Must be academically qualified, preferably holder of an earned doctorate degree;
4. Must have relevant administrative experience of at least five years; and
5. Must possess leadership and managerial skills within the purview of the needs, thrusts, goals and objectives of the University.

The Board of Regents may prescribe additional qualifications as it deems fit.

- c) **Term of Office.** The University President shall have a term of four (4) years, the beginning and end of which must be clearly specified in the appointment issued by the Board of Regents. The University President shall be eligible for reappointment for another term only.

No search needs to be conducted if the incumbent is eligible and qualified for reappointment as deemed by the Board of Regents.

- d) **Vacancy.** In case of vacancy by reason of death, resignation, removal for cause or incapacity of the incumbent President to perform the functions of his office, the Board of Regents, through the Board Chairman shall, within fifteen (15) days from the occurrence of such vacancy, designate an Officer-in-Charge (OIC) in the Office of the President.

In case a new President is appointed by the Board after a permanent vacancy occurs in the Office of the President but during the term of office of the original appointee, the new President as his

successor shall hold office for the unexpired portion of the term. This service for the unexpired term shall not, however, count one (1) full-term for purpose of appointment/ reappointment.

- e) **Powers of the University President.** The President shall carry out the general policies laid down by the Board of Regents and shall have the power to act within the limits of said general policies and in accordance with his specific duties and responsibilities.
- f) **Specific Duties and Responsibilities.** The specific duties and responsibilities of the University President shall be as follows:
 - Direct or assign the details of executive action;
 - Act as ex-officio head of the University faculty;
 - Exercise general supervision of all business and financial operations of the University;
 - Determine the agenda of all meetings of the Board of Regents, of the Executive Council, and of the Administrative and Academic Councils; provided, however, that any member of among hereinafter Councils shall be entitled to have any matter included in the agenda;
 - Preside all commencement and other public exercises of the University and confer such degrees and honors as are granted by the Board of Regents. All diplomas and certificates issued by the University shall be signed by the President and attested by the Registrar;
 - Act as the official medium of communication between the faculty, staff, and students of the University on one hand, and the Board of Regents on the other;
 - Appoint qualified and competent persons to fill all vacancies and new positions as per approved criteria of recruitment upon recommendation of the appropriate recruitment/ selection board, to make such appointments necessary to meet emergencies occurring between meetings of the Board so that the work of the University will not suffer, and to make special appointments as are permitted by the Board of Regents;
 - Grant or deny leaves of absence with pay or without pay and/or extension of such leaves or delegate the same to duly authorized officer of the University;

- Grant or deny extension of fellowships for a period not beyond one academic year if the budget permits and for reasons he may deem appropriate;
- Approve/defer retirement of members of the faculty and employees confirmed by the Board of Regents;
- Authorize renewal of appointments for not more than one year if the budget permits and the services are deemed necessary to make ad interim appointments when the need of the service so requires;
- Authorize the transfer/detail of faculty members and employees from one department or unit of the University to another or to another educational institution in accordance with their specializations with the consent of the transferee and with proper compensation;
- Appoint qualified members of the faculty as fellows of the University (full or partial) in order to enable them to pursue graduate studies locally or overseas and to fix the financial assistance to any such fellow in accordance with the rules promulgated by the Board of Regents and within the lump sum appropriated for fellowships;
- Grant or deny permission for members of the faculty to accept training grants, fellowships, scholarships, assistantships, or invitations to conferences sponsored by outside agencies or organizations without any financial obligation on the part of the University outside of the regular salary of the person concerned;
- Supervise and control through the Dean of the Student Affairs, extracurricular activities of the students; and to issue adequate rules for their organizations and qualifications of officers;
- In consultation with the head of the units concerned, initiate the necessary disciplinary action against the erring personnel before an appropriate investigating body;
- Prepare and endorse annual report to the Board of Regents on the work of the past year and the needs for the current year. He shall also present to the Board the annual budget of the University with estimates of income and expenditure;
- Execute and sign, in behalf of the University, contracts, deeds and other instruments necessary for the proper conduct of business of

the University. However, in regularly recurring undertakings and transactions where his actions is virtually ministerial, conditions and terms thereof having been fixed in the existing University regulations, and general laws, direct through appropriate written instruction that approval in specified cases be made in his behalf by officers of administration or head of offices or units, subject to such safeguards he may impose. All existing regulations inconsistent herewith are abrogated.

- Enforce discipline in the University for the maintenance of satisfactory academic standards in all units; and
- Designate a ranking officer of the administration to act as Officer in-Charge of the Office of the President, who shall carry out the management of the affairs of the University in the name of the President, subject to his instruction and the policies of the board. In this regard, the President shall initiate a policy on designation of command-succession for the University and for each of the individual major units.

Section 2. The Vice President for Academic Affairs

- a) General Functions.** There shall be a Vice President for Academic Affairs to be designated by the University President whose general functions shall be as follows:
 - Provide leadership and direction in all academic and related programs of the University in curriculum and instruction as well as student affairs;
 - Coordinate the academic programs, sports and recreation activities; and
 - Represent the University on matters of academic nature with appropriate agency, body or office whether in country or overseas when so designated by the University President.
- b) Specific Duties and Responsibilities.** The specific duties and responsibilities of the Vice President for Academic Affairs shall be as follows:

- Serve as Chairman of the Academic Council as well as any other council or academic advisory body when so designated by the President;
- Coordinate the sports and recreation program of the University through the College of Sports, Physical Education and Recreation (CSPEAR) with Academic Council;
- Resolve organizational conflicts on Academic Affairs;
- Recommend policies and/ or revisions thereof on matters affecting curriculum and instruction and related academic matters;
- Coordinate curriculum development in all levels through the University Academic Council of Colleges;
- Review all proposed programs/projects for internal development particularly those affecting instruction and student welfare;
- Review/ analyze reports on status of faculty workload;
- Act as the Chairman of the University Promotion and Selection Board pertinent to the selection and promotion of members of the University faculty regardless of the employment status;
- Provide leadership in planning and in budgetary estimates and allocations for all academic units;
- Assess all evaluations made by the deans of Graduate School and Student Affairs as well as those of the different College Deans;
- Sign vouchers and RIVs, purchase orders from within subordinate offices within levels of amounts approved by the BOR;
- Approve travel papers and leaves of academic staff of not more than 30 days; and
- Perform other duties related to his position and/or delegated by the President from time to time.

Section 3. The Vice President for Administrative and Support Services (VPASS).

- a) **Function.** The Administrative and Support Services Unit is directly under the office of the University President and is primarily tasked of providing assistance to the President in the general supervision and administration of administrative operations, financial matters, general maintenance and support services, medical care and security services.
- b) **Offices.** The following offices shall comprise the administrative and support services unit of the University:
 - Office of the Vice President for Administrative and Support Services.
 - Administrative Services
 - Financial Services
 - Medical and Dental Services
 - Physical Plant Services
 - Civil Security

c) **Responsibility and Functions of the Different Offices**

Office of the Vice President for Administrative and Support Services (OVPASS) - The office shall be headed by a Vice President who is appointed or designated by the University President and confirmed by the Board shall have the following functions:

General Functions: Assist the University President in general supervision and administration of administrative, support, fiscal, health care and security services.

Specific Duties and Responsibilities: The specific duties and responsibilities of the Vice President for Administrative and Support Services shall be as follows:

- Develop, formulate and implement programs, projects and activities that are of administrative and auxiliary in nature including fiscal, health care and security matters;
- Manage and / or supervise preparation, allocation and disbursement of budgetary resources in accordance with existing laws, rules and regulations;
- Sign Obligation Request (OR) for transactions involving payroll and personal services, remittances for GSIS insurance premiums, PAG IBIG, PHILHEALTH and other financial transactions and request under the OVPASS;
- Approve Disbursement Vouchers (DVs) including Work Orders (WOs)/Purchased Orders (POs) in the amount not exceeding One Hundred Thousand Pesos (P100,000.00) for and in behalf of the President;
- Approve payroll for and in behalf of the President regardless of the amount;
- Approve for and in behalf of the President, Disbursement Vouchers for remittance to GSIS, PHILHEALTH, PAG-IBI, BIR, other government offices and personnel remittances to other offices/claimants regardless of amount.
- Approve/ countersign checks for payment of other expenditures that may be authorized for specific purpose in an amount of not more than P100,000.00 per transaction;
- In the absence of HRMO, sign certification issued by the office.
- Issue policy memorandum on Administrative matters as decided upon on Administrative Council level and/or those inherent to his general functions;
- Issue memorandum related to matters and concerns of the OVPASS.
- Supervise the affairs of the administrative, human resources, physical plant, financial, health as well as security services such that their inherent goals and objectives of the University are satisfactorily attained;

- Act as Chairman of the Promotion and Selection Board for non - academic positions within the umbrella of the administrative, support, financial, health and security services;
- Recommend appointments of non-academic personnel within administrative and support services to the University President regardless of employment status;
- Establish a continuing program for career and personnel development for non-academic personnel;
- Initiate job rotation program for non -academic personnel within the OVPASS as a means of developing and enhancing their potential by exposing them to their work climate within the University and more importantly to increase/ enlarge their repertoire of knowledge and skills;
- Act on the daily time records of the heads of major offices under the VPASS;
- Act on application for leave of absence of personnel under VPASS for the period covering 30 days or less;
- Sign PHILHEALTH hospitalization form, application agreement for GSIS policy and salary loan and PAG-IBIG multi-purpose loan;
- Perform the functions of the Director for Administration in case the latter is absent or on official travel;
- Sign all requests for official travel of personnel under the OVPASS;
- Prepare proposals for Board approval on matters related to the operation of the unit; and
- Perform other duties that may be assigned by the University President from time to time.

Section 3.1. Director for Administrative Services

The Director for Administrative Services shall perform the following:

a) Supervise and direct the daily activities of the following offices:

- Supply and Procurement
- Internal Audit
- Records
- Clerical and support services assigned at the OVPASS

b) Supervise the planning of activities of the above-mentioned offices and implement improvement in their operations;

c) Recommend, implement and evaluate policies, plans and programs that are related to administrative service functions;

d) Sign the following for and on behalf of the President:

- Purchase Request(PR) - P100,000.00 and below
- Purchase Order (PO) and Work Order (WO) - PS0,000.00 and below
- Disbursement Vouchers (DV) except for personnel services - PS0,000.00 below;
- Payroll and DV for personal services - without limit
- PO, WO, DV and other documents that are within the discretion of the VPASS in case the latter is on official leave or official travel
- Itinerary of travel, DTR and application for vacation/ sick leave of not more than 5 days of personnel under his/her direct supervision

e) Countersign check in the amount not more than P25,000.00 per transaction during the time VPASS is on official leave or absence or on official travel;

- f) Sign documents related to GSIS and PAGIBIG loan and claims for PHILHEALTH services;
- g) Act as member of Personnel Selection Board and Scholarship Committee of the University;
- h) Act as chair of the University Grievance Committee;
- i) Supervise and coordinate the preparation of periodic, annual and other required reports on administrative service function;
- j) Conduct in-service training for personnel under the OVPASS in coordination with the Director of CETS and FSDO; and
- k) Perform other functions as may be assigned by higher authorities.

Section 3.2. Director for Human Resource Development.

The HRD Director shall head Human Resource Development Office.

The Director shall:

- a) Supervise and direct the operation of the HRD Office;
- b) Assist the VPASS and the University President in the development, formulation and execution of policies, rules and regulation in the areas of human resource management in accordance with CSC rules and regulation;
- c) Implement human resource development program of the University;
- d) Establish a sound recruitment and selection program in the University;
- e) Administer the position classification and compensation system prescribed by the DBM and other employees welfare programs such as medical and hospitalization benefits, health and safety standards, disability, retirement and other benefits;

- f) Implement performance standard evaluation system and employees recognition programs;
- g) Establish and administer a continuing employee suggestions and incentives and awards system for the improvement of employees performance and productivity;
- h) Facilitate the needed human resource training and development programs;
- i) Maintain a complete and up to date personnel information system;
- j) Act as the BILIS AKSYON PERSON in the University following CSC Memo No.3, s 1994;
- k) Act as member of the Council of Personnel Manager (CPO), actively participate in all programs and activities of the Council;
- l) Sign documents for submission to CSG;
- m) Liaise with CSC and other government agencies on matters related to human resources;
- n) Issue memorandum and guidelines within the scope of his duty;
- o) Sit as member of Personnel Selection Board in the University;
- p) Perform other functions as assigned by higher authorities.

Section 3.3. Director for Financial Management Services. The Director shall perform the following:

- a.) Exercise direct supervision on the following offices:
 - Cashier
 - Budget
 - Accounting
- a) Prepare, consolidate and review annual budget, supplemental and special budgets;

- b) Take action on request for funding on various requisitions of different units;
- c) Coordinate with concerned offices in connection with budget operations and guidelines;
- d) Assist the VPASS and the University President during budget hearings and review and during BOR meeting whenever necessary;
- e) Monitor disbursement of approved agency budget;
- f) Prepare financial plan for Fund 164 for BOR approval;
- g) Prepare and submit financial report to DBM and other concerned offices;
- h) Follow-up request for budget like NOSCA, NCA, SARO, etc.;
- i) Initiate and follow-up request for funding from other government agencies;
- j) Prepare periodic, annual and other required report related to the financial management function; and
- k) Perform other functions that may be assigned by higher authorities.

Section 3.4. Director for Medical Services - The University Director for Medical Services shall be designated by the University President and whose designation is approved by the Board of Regents.

The director for Medical Services shall:

- a) Supervise and direct the operation of the University infirmary, medical clinic and other related facilities;
- b) Plan and implement health care program of the University personnel;
- c) Attend to the health needs of the students and other members of the academic community;

- d) Prepare periodic, annual and other required report related to the health care function;
- e) Perform other functions that may be assigned by higher authorities.

Section 3.5. Director for Civil Security.

The Director for Civil Security shall:

- a) Spearhead the planning, maintenance and up-keep of peace and order in the University;
- b) Coordinate strict enforcement of University policies, rules and regulations with all the members of the academic community;
- c) Prepare periodic, annual and other required report related to civil security function;
- d) Represent VPASS in the evaluation of bids for security services;
- e) Coordinate strict enforcement of University policies, rules and regulations with all the members of the academic community; and
- f) Perform other functions that may be assigned by higher authorities.

Section 3.6. Director for General Services/Physical Plant Services.

The Director shall:

- a) Exercise direct supervision on all personnel assigned to the general maintenance and services in the University;

- b) Assist the VPASS and the University President in the development, formulation and execution of policies related to the general maintenance and services in the University;
- c) Implement program for the development and improvement of physical facilities of the University;
- d) Prepare periodic, annual and other required report related to the general services function;
- e) Evaluate request for repair and maintenance projects; and
- f) Perform other functions that may be assigned by higher authorities.

Section 3.7. Accountant

The Accountant shall:

- a) Prepare financial statements and other financial records;
- b) Record all official financial transactions, journal entries and accounts classification;
- c) Keep and maintain complete, accurate and update subsidiary ledgers for all accounts;
- d) Prepare payroll of regular personnel and coordinate the preparation of payroll of non-regular personnel; and
- e) Perform other functions that may be assigned from time to time.

Section 3.8. Cash and Disbursement Officer

The Cash and Disbursement Officer shall:

- a) Handle collection of fees and other funds due to the University;

- b) Deposit all collections due to the University within the reglamentary period allowed by law;
- c) Prepare and submit regularly reports of collections;
- d) Prepare and supervise remittance of taxes due the government through the Bureau of Internal Revenue (BIR); insurance premiums, Medicare, loans and other mandatory contributions of personnel;
- e) Handle immediate salaries, disbursement of wages and other obligations of the University;
- f) Render periodic report of checks issued and cancelled;
- g) Record of cash advances; and
- h) Perform other functions that may be assigned from time to time.

Section 3.9. Property and Supply Officer

The Property and Supply Officer shall:

- a) Supervise acquisition, storage and disposal of supplies and materials and other properties of the University;
- b) Spearhead the conduct of physical inventories of the University properties;
- c) Keep complete, accurate and updated records of all University properties;
- d) Perform other functions that may be assigned from time to time.

Section 3.10. Records Officer

The Records Office shall:

- a) Keep and maintain official record and documents of the University;
- b) Authenticate documents on file;
- c) Maintain a continuing program for the preservation and disposition of permanent records; and
- d) Perform other functions that may be assigned from time to time.

Section 4. The Vice President for Research, Extension, Continuing Education and Training Services (RECETS).

There shall be a Vice President for Research, Extension, Continuing Education and Training Services to be designated by the University President.

- a) **General Functions.** The General functions of the Vice President for Research, Extension, Continuing Education and Training Services (VPRECETS) shall be as follows:
 - Provide leadership and direction in planning of research, extension and training programs of the University;
 - Coordinate with other units of the University and with other governmental and non-governmental research, extension and training institutions/ organizations for effective program implementation; and
 - Represent the University on matters relevant to its research, extension and training functions when so designated by the University President.
- b) Specific Duties and Responsibilities.
 - Act as Chairman of the RECETS Council;
 - Recommend to the University President policies and programs concurred in by the RECETS Council;

- Review and recommend to the President programs, proposal and projects on research and extension submitted by the directors for research, extension, continuing education and training services;
- Provide leadership in formulating budgetary allocations for research, extension, continuing education and training and recommend realignment, if necessary;
- Countersign PR and purchase orders from RECETS units;
- Approve travel papers and leaves of absence of RECETS personnel not more than 30 days;
- Act as Chairman of the Selection and Promotion Board for RECETS personnel; and
- Perform other duties that may be assigned by the President from time to time.

Section 5. The Vice President for External and Business Affairs (VPEBA).

There shall be a Vice President for External and Business Affairs to be designated by the University President.

a) Functions. The Vice President for External and Business Affairs to be designated by the University President, shall be as follows:

- Recommend policies and/ or revision of existing policies pertaining to business operations, income generation, alumni affairs, public information and external linkages;
- Coordinate and promote the activities of the University Alumni Association;
- Provide adequate and relevant data and/or information to the University populace and the general public;
- Establish and maintain linkages with non-governmental and other government organizations along various concerns that are beneficial to the University.
- Head the Selection and Promotion Board for personnel of external and business affairs personnel; and
- Recommend to the University President, personnel to fill up various contractual or permanent positions to compose the main office and its three major subordinate offices upon the recommendation of a duly constituted search committee.

Section 6. College Deans. There shall be Deans of the main campus colleges, branch campuses and other major academic offices to be designated by the University President. The designation of Heads of

Integrated non-chartered institutions shall be Campus Administrator. Only the heads of integrated non-chartered institutions who enjoyed plantilla position before the integration shall be accorded this designation. Provided, further that the Integrated non-chartered campus is on fully autonomous operation particularly on financial management and fund sourcing. Designated College and Campus Deans and Campus Administrators, should be holders of earned Ph.D. degrees or with the academic rank of at least Associate Professor I.

a) Functions. The Deans and Campus Administrators shall perform the following duties and responsibilities:

- Take charge of the planning, development and supervision of the college;
- Prepare budgetary estimates for the college in coordination with unit heads;
- Propose a new and/ or revision of policies, rules, and regulations affecting the college;
- Coordinate all the instruction, research and extension programs of the college;
- Establish linkage with government and non-government agencies in the effective implementation of the programs of the college;
- Sign vouchers and RIVs up to P10,000.00; and
- Perform such other duties and responsibilities as may be assigned by the higher authorities.

Campus Administrators may perform such other functions that have been particularly and traditionally authorized for their positions prior to the integration.

Section 7. Dean of Student Affairs. There shall be a Dean of Students Affairs designated by the University President and confirmed by the Board of Regents, who shall coordinate the operations of the following units of the Office of the Student Affairs (OSA): financial assistance, student housing, student organization, guidance and testing, career and placement, social and cultural affairs, student publication, and student discipline. In addition, the OSA Dean shall also exercise overall management of the student admission.

Appropriate rules, regulations and guidelines on the operation of the different units of the OSA shall be prepared and implemented by the Dean of Student Affairs as approved by the Board of Regents.

Section 8. Directors of Centers and Non-academic Units and Divisions.

There shall be directors of centers and other major non-academic units designated by the University President. In addition to those specified in their terms of reference and as demanded by the nature of their respective units, the major duties and responsibilities of directors are the same as those of the Deans of Colleges or major academic offices.

Section 9. Director for Planning. There shall be a Director for Planning designated by the University President and confirmed by the Board of Regents who shall be charged with the following functions:

- a) Prepare a development plan for the University at macro-level in accordance with the mission of the University within the general provision of its charter and in accordance with national and regional priorities;
- b) Develop, review, and synthesize micro strategies of the different Colleges/units toward the overall University master plan;
- c) Coordinate with all the colleges/units in connection with the preparation and implementation of the development plan;
- d) Establish and manage a Management Information System (MIS) that shall continuously monitor the needed data and information to top level management and other appropriate offices, from within and without, when needed, as the case may be;
- e) Conduct periodic monitoring and evaluation of the institutional and development plans; and
- f) Perform such other duties and responsibilities as may assigned by higher authorities.

Section 10. Department Chairpersons and Heads of Units. It shall be the responsibility of Department Chairpersons and Heads of Units to:

- a) Take charge of planning, development and supervision of their respective units;

- b) Prepare budgetary estimates of their respective units in coordination with the College deans/Division Directors; and
- c) Propose new and appropriate rules and regulations affecting their respective units.

Section 11. Secretary of the University Board of Regents. The Secretary of the University Board shall be appointed by the President. He shall take charge of the communications in the University/Board including those that relate to endorsements to the Board, requests for meetings and schedules, referenda, and other University endorsements to the Board. In addition, he shall also serve as Secretary of the University Administrative Council.

Section 12. University Registrar. The University Registrar is charged with the responsibility of keeping up-to-date and accurate records of student enrollment, grades, delinquency lists, drop-outs and causes, graduation, and the like. More specially, the following are the functions of the University Registrar:

- a) Prepare yearly academic calendar and scholastic activities in line with the academic calendar issued by the Commission on Higher Education;
- b) Plan out effective registration routing procedures and guidelines;
- c) Record advance credits of transfer students;
- d) Establish procedures for dropping of courses, leaves of absence and change of classes. Keeping and issuing forms for these purposes;
- e) Record approved leaves of absence, change of courses, change of classes, and the like;
- f) Notify students to drop a course;
- g) Automatically convert all grades of "Inc." and "4" if not completed or removed after one year preceding registration of subject(s) with these grades per academic rules and regulations.

- h) Officially inform registration advisers of students who repeated subjects for the second time and failed;
 - i) Prepare student delinquency list after each semester;
 - j) Prepare list of graduating students; and
 - k) Publish the general catalogues as often as changing academic and other programs of the University, which requires a more permanent publicity.
- 1) Inform parents/guardians of students of the academic performance of the latter two weeks after the end of the semester/ term.

To assist the University Registrar in the above functions, each College Dean shall designate a College registrar who shall serve office at the discretion of the College Dean.

Section 13. Director for Special Projects. The University President shall designate a Director for Special Projects. The Special Projects Office shall be directly under the Office of the President. This office shall be concerned with all the external linkages of the University particularly those covered by the Memorandum of Agreement (MOA).

The duties and responsibilities of the Director for Special Projects shall be as follows:

Review existing special projects of the University;

- a) If necessary, recommend revisions to MOA covering these projects;
- b) Keep updated records of the activities;
- c) Take charge of the review and revision of proposed special projects;
- d) Prepare and submit regular and required reports to the President;
- e) Establish linkages with other agencies; and

- f) Perform other related functions as may be assigned by higher authorities

Section 14. Director, Presidential Management Coordinating Office

- a) Assist the President in the General Supervision and Administration of Academic, Research and Development, Administrative and Business Affairs;
- b) Serve as Presidential Assistant on the day to day operation of the University;
- c) Facilitate the flow of information among the various units of the University in aid of Presidential decision;
- d) Liaise between the University and external linkage institutions;
- e) Monitor, evaluate and submit the performance reports of all units in the University in coordination with the Planning Office;
- f) Provide technical advice to the President on matters related to institutional and policy development; and
- g) Perform other duties the President may assign from time to time.

Section 15. Director, Quality Assurance and Accreditation Center

- a) Plan, monitor and evaluate the internal assessment system of the University
- b) Plan accreditation visits in coordination with the respective Deans/ Administrators of Colleges, and also with the Internal Assessment Body (IAB);
- c) Initiate the conduct of self-surveys of the different academic programs of the University in coordination with the IAB of the University, using prescribed accreditation instruments;

- d) liaise with the various campuses/ colleges within the University on all accreditation matters ranging from finalizing arrangements of external visits to monitoring of compliance of the campus/ college to the recommendations of AACCUP; and
- e) Monitor the compliance of the colleges concerned to the recommendations of the AACCUP; and
- f) Monitor the implementation and operation of the University-wide quality management system.

Section 16. The University Librarian

The librarian shall:

- a) Provide efficient and effective library services to the University personnel, students and other authorized clientele;
- b) Initiate continuous enrichment of library resources; and
- c) Perform other functions that may be assigned from time to time.

Article 9. Other Officers. Advisers of the University may be designated or appointed by the President and approved by the Board of Regents as deemed necessary in the effective administration and management of University functions. Provided that their designations are covered by specific terms of reference or regulated by the nature of their designations.

Article 10. Induction Training for Designated Officers - No officer of the University, with the exception of the President and/or Campus Administrator, shall be designated to any middle level management position without having successfully undergone induction training specific to the terms of reference required by the office concerned. The

University President, in his discretion, may forego this requirement as he/she deems fit.

Article 11. Tenure of Designated Officers. Except for the University President and the Administrator of the integrated campus, designated officers shall hold office for a period of two years renewable for another two years.

In case of vacancy, the next designated officers shall hold office only for the remaining term. The President may recommend to the Board of Regents the termination of services of any time designated officer any he deems necessary.

Article 12. Councils of the University.

Section 1. Executive Council. There shall be a University Executive Council composed of the President as Chairman and Vice Presidents as members. It shall be the duty and responsibility of the Executive Council to review policy recommendations emanating from the middle level units before endorsement to the Board of Regents. The Council shall ensure the proper and effective implementation of programs and projects approved by the Board of Regents.

Section 2. The Administrative Council. There shall be an Administrative Council composed of the University President as Chairman, Vice Presidents, Deans of Colleges, and Directors. The heads of various technical and academic units and departments may be requested to join the meeting of the administrative Council to be held at least once a month.

The Administrative Council shall propose, review and recommend appropriate policies governing curriculum and instruction, administration, management, and development planning of the University.

The tenure of office of the members of the Administrative Council shall be two years renewal for another two years only.

Section 3. The Academic Council. There shall be a University Academic Council with the University President as Chairman and all the members of the instructional staff with the rank not lower than Assistant Professors as members. The University Librarian, the Registrar and the other officials of equal rank whose duties and responsibilities relate to the Academic Affairs of the University shall be non-voting members of the Academic Council.

The duties and responsibilities of the Academic Council shall be as follows:

- a) Determine, review and recommend for approval of the Board of Regents, the academic programs including academic rules and regulations of the University;
- b) Devise/draft, review and recommend for the approval of the Board of Regents the rules of discipline for students and faculty and employees; and
- c) Fix the requirements for the admission of students as well as their graduation and the conferment of degrees and submit the same for the approval of the Board of Regents.

The University Academic Council shall be presided by the University President and shall meet at least twice a semester on the date and venue to be agreed by the members of the Council.

Section 4. College Academic Councils. The colleges and/or branch campuses of the University may continue their own respective academic council with the College Deans as Chairman and faculty members with the rank of at least Assistant Professor as members. The College Registrar and the Chairperson of the department whose academic rank is lower than Assistant Professor shall be non-voting members of the College Academic Council.

The duties and responsibilities of the College Academic Council shall conform to the duties and responsibilities of the University Academic Council. All academic policies, programs, and projects including curriculum, instruction, change, revision, and other policies on academic affairs for

consideration of the University Academic Council shall have the endorsement of the College Academic Council concerned.

Section 5. Graduate Academic Council. There shall be a Graduate Council to be constituted by the faculty with the rank not lower than Assistant Professor with the Dean of Graduate School as Chairman. The Graduate School Registrar and the Chairperson of the department offering graduate programs whose academic rank is lower than Assistant Professor shall be non-voting members of the Graduate Academic Council.

The Graduate Academic Council shall formulate and review policies governing graduate programs. All new policies/ departmental requests for permission to offer advanced degrees are referred to the GS Council, OVPAA, and the Board of Regents. The Council shall also screen/recommend to the University President appointments of new graduate faculty; conduct regular/ special meetings on approval of candidates for graduation; curricular innovations, introduction of new policies and the like; and create standing and ad hoc committee/work groups as the need arises.

Section 6. The Vice President for Academic Affairs may create core group faculty members with the rank of at least Associate Professor who are members of the University Administrative Council to formulate, review and revise academic policies, rules and procedures for approval of the Board of Regents.

Section 7. Research, Extension, Continuing Education and Training Services Council. There shall be a Research, Extension and Continuing Education and Training Services Council to be constituted by the Vice President for Research, Extension and Continuing Education and Training Services as Chairman. The members of the Council shall consist of specialists representing the different research commodity emphases of the University, extension and continuing education and training specialists. The members of the Council shall serve for two years renewable up to the second term. In case of vacancy in membership, a substitute may be designated by the University President and shall serve only for the remaining period of service.

The duties and responsibilities of the Research, Extension and Continuing Education and Training Services Council shall be as follows:

- a) Determine, review and recommend to the executive Council, policies, rules, and regulations, and the directions for the University research, extension, continuing education and training programs;
- b) Review and recommend research and extension proposals; and
- c) Review the findings and recommendations of faculty and Institutional Research.

The Research, Extension and Continuing Education and Training Services Council shall hold at least one meeting every quarter at the date and venue to be determined by the Council members.

Section 8. University Textbook and Publication Board. The University shall create a Textbook Board composed of six (6) senior faculty members representing major disciplines with the academic rank of at least Associate Professor to be designated by the University Presidents. The Editor-in Chief of the University Gazettes shall represent the student body in this Board.

The members of the Board shall select a Chairman of the Textbook Board who shall preside over meetings of the Board and an Executive Secretary who shall serve office for two years subject to reappointment for a second term. No member of the Board shall serve office for three consecutive terms.

The functions of the University Textbook and Publications Board shall be as follows:

- a) Prepare and implement policies, regulations and guidelines on book writing, book writing process flow and remunerations to writers subject to

the approval of the Board of Regents. It shall also formulate guidelines on the preparation, testing, publication, adaptation and sale of textbooks, laboratory manuals, modules, and other instructional materials prepared by the members of the University academic community;

- b) Screen and review reference materials required by the teachers particularly those that are to be purchased by the students such as manuals, textbooks, and recommend final adoption or rejection of such instructional materials;
- c) Establish linkage with the University Printing Office and outside publishers and printers for possible publication of instructional materials; and
- d) Perform other related functions as may be assigned by higher authorities.

Section 9. Sports Council. There shall be a Sports Council with Dean of the College of Sports, Physical Education and Recreation as Chairman. The members of the Council shall consist of the Chairpersons of Sports and Recreation Department, all Deans and selected Directors, Professors of the University.

The duties and responsibilities of the Sports Council shall be as follows:

- a) Formulate, recommend and implement policies and regulation of athletic sports;
- b) Determine the privileges and benefits of varsity athletes, coaches and trainers following the approved guidelines set by the Council;
- c) Investigate and recommend penalties for varsity athletes, coaches and officials which can adversely affect the name of the University.

The Sports Council shall hold at least one meeting every quarter at the date and venue to be determined by the council members.

Section 10. Other Councils. The Board of Regents upon recommendation of the University President may create other councils, as it deems necessary, for the effective and efficient management of the affairs of the University.

Article 13. Command Succession. The University shall adopt command succession to be agreed upon by the members of the Administrative Council. This shall be implemented immediately upon the designation of the middle level Managers and shall be co-terminus with the end of their designations.

Command succession is the designation of next in line in the command succession of taking over the responsibilities of an office once the head is absent. Once the head is absent, the next in command shall automatically and immediately take charge of all responsibilities and make all decisions except on financial matters.

In case of next in command to the University President, the taking over of responsibilities is valid for a period of ten days only beyond which, an authorization to act, as University Officer-in-Charge (OIC) shall be issued by the President.

The Vice President for Planning and Development (VPPD)

Vice President for Planning and Development (VPPD)

There shall be a Vice President for Planning and Development designated by the University President and confirmed by the Board of Regents who shall be charged with the following functions:

- a. **General Functions:** Assist the University President in the planning and development programs of the University.
- b. **Specific Duties and Responsibilities:** The specific duties and responsibilities of the VPPD shall be as follows:
 - i. Supervise the preparation of a development plan for the University at macro-level in accordance with the mission of the University

- within the general provision of its charter and in accordance with national and regional priorities;
- ii. Supervise the conduct of periodic monitoring and evaluation of the institutional and development plans and projects;
 - iii. Supervise the establishment and management of a Management Information System (MIS) that shall continuously monitor the needed data and information to top-level management and other appropriate offices;
 - iv. Spearhead the implementation of the University's quality management system and other quality assurance programs; and
 - v. Perform such other duties and responsibilities as may be assigned by the President of the University.

c. Offices under Vice-President for Planning and Development

- i. Planning Office
- ii. Institutional Development Office

Director for Planning

The Director for Planning shall perform the following:

- a. Supervise and direct the daily activities of the following offices:
 - i. Institutional Planning Unit
 - ii. Physical Planning Unit
 - iii. Project Management Unit
- b. Spearhead the preparation of the various plans of the University (development, strategic, operational, physical, and investment plans);
- c. Supervise the planning of activities of the above-mentioned units and implement improvement in their operations;
- d. Monitor and evaluate the development plans and projects of the University;
- e. Conduct the initial performance assessment of the various offices of the University based on the submitted Office Performance Commitment and Review Form;

- f. Conduct university performance planning and review conference annually; and
- g. Perform other functions as may be assigned by higher authorities.

Director for Institutional Development

The Director for Institutional Development shall perform the following:

- a. Supervise and direct the daily activities of the following units:
 - i. Quality Assurance Unit
 - ii. Policy Development Unit
- b. Recommend, implement and evaluate policies, plans and programs that are related to institutional development;
- c. Plan, monitor and evaluate the internal assessment system of the University;
- d. Monitor the implementation of the University's quality management system and conduct of quality assurance programs; and
- e. Perform other functions as may be assigned by higher authorities.

- The institution has a BOR/BOT approved Institution's Code and/or Manual of Operations and the pages where the functions of each office in the organizational chart are written is described here.



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

OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE OF THE BOARD SECRETARY

EXCERPT FROM THE MINUTES OF THE 42ND REGULAR MEETING
OF THE CAVITE STATE UNIVERSITY BOARD OF REGENTS
HELD ON SEPTEMBER 3, 2009 AT CvSU, INDANG, CAVITE

RESOLUTION NO. 85 s. 2009

A RESOLUTION APPROVING THE MANUAL OF
OPERATIONS OF CAVITE STATE UNIVERSITY.

CERTIFIED TRUE AND CORRECT:

G L A r m m o - ...
t r e c r e t a r y V

- The Manual of Operations of Cavite State University has two volumes. The functions of each office in the institution's organizational chart are included in Volume I, pages 18-42.

- **Institution Code**

OFFICE	Pages in the Manual of Operations
Board of Regents	13-18
University President	18-23
Vice President for Academic Affairs	22-24
Vice President for Administrative and Support Services	24-26
Director for Human Resources Development	27-28
Director for Financial Management Services	28-29
Director for Medical Services	29-30
Director for Civil Security	30
Director for Physical Plant Services	31
Accountant	31
Cash and Disbursement Officer	32
Vice President for Research, Extension, Continuing Education and Training Services (RECETS)	32
Vice President for External and Business Affairs	33
Dean of Student Affairs	35
Director for Planning	36
Board Secretary	37
Director for Special Projects	38
Director for Presidential Management and Coordinating Office	39
The Administrative Council	41
The Academic Council	42

Click the link to view the document:

**Cavite State University – General Trias City Campus
Organizational Chart 2022**





Republic of the Philippines
CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias, Cavite, 4107
Tel. (046) 509-4148
E-mail: cvsugeneraltrias@cavu.edu.ph



Ref. No.: R-220411-13
Sent: Laura R. Pascua
Received: Apr. 13, 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-220411-131
Received: By	PLW
Date:	04-11-22
(Please 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:

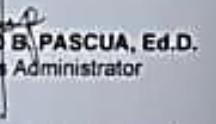
NAME	EMPLOYMENT STATUS	DESIGNATION
SHAINNE C. HAYAG	PERMANENT	Campus Secretary, Administrative, Finance & Support Services Coordinator, Human Resource Management Coordinator, Psychology Program Coordinator, NSTP Coordinator
RONCESVALLE J. CAIPANG	PERMANENT	Chairperson Arts & Science, Psychology, Education, & 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. BANDOGON	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

RE 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
ROGELYNN 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.

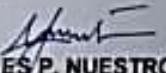
Respectfully,


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

CAVITE STATE UNIVERSITY
RECEIPT NUMBER

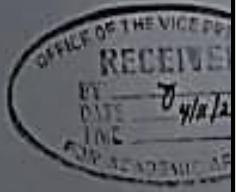
RELEASED

REF. NO. 0-1264
BY: 
DATE: 13 APR 2022

CAVITE STATE UNIVERSITY
RECEIPT NUMBER

RELEASED

REF. NO. A-320411-131
BY: 
DATE: 11 APR 2022



A.4 Composition of the Administrative Council including its power and functions.



- List the functions, duties and responsibilities of the program Officials (line and staff) as indicated in the Institution's organizational structure.

Click the link to view the document:

Functions, Duties and Responsibilities of Program Officials



- The Manual of Operations identifying the functions, duties and responsibilities of administrative personnel in each office/unit can be viewed on the link below:

[Manual of Operations Volume 1](#)
[Manual of Operations Volume 2](#)



- **Board Resolutions showing that the BOR/BOT is supportive with the growth and development of the Institution.**

Board of Regents

HON. LILIAN A. DE LAS LLAGAS
CHED Commissioner
Chairperson

HON. HERNANDO D. ROBLES
University President
Vice Chairperson

HON. AMELIA A. BIGLETE
Regional Director, CHED IV-A

HON. LUIS G. BANUA
Director, NEDA IV-A

HON. ALEXANDER R. MADRIGAL
Director, DOST IV-A

HON. ARNEL V. DE MESA
Director, DA IV-A

HON. JESUS CRISPIN C. REMULLA
representative of **HON. MARK O. GO**
House Committee on Technical and Higher Education

HON. GILBERT CESAR C. REMULLA
representative of **HON. JOEL J. VILLANUEVA**
Senate Committee on Higher and Technical and Vocational Education

HON. NOELLE T. LEGASPI
Alumni Regent

HON. GIL RAMOS
Faculty Regent

HON. EDILBERTO R. SILAN
Private Sector Representative

HON. JUSTINE JANE M. DARANTINAO
Student Regent

MS. CATHERINE J. QUIÑONES
Board Secretary

RESOLUTION PASSED DURING THE 73RD REGULAR MEETING OF THE CAVITE STATE UNIVERSITY BOARD OF REGENTS HELD ON SEPTEMBER 15, 2017 AT BATANGAS STATE UNIVERSITY, RIZAL AVENUE EXTENSION, BATANGAS CITY, BATANGAS

Present:

- | | |
|---|-------------------|
| 1. HON. LILIAN A. DELAS LLAGAS
CHED Commissioner | Chair Designate |
| 2. HON. HERNANDO D. ROBLES
CvSU President | Vice Chairman |
| 3. HON. GILBERT CESAR C. REMULLA
Senate Committee on Education and Culture | Member |
| 4. HON. STRIKE B. REVILLA
House Committee on Higher and
Technical Education
Represented by Ms. Angela Cheryl P. Villalon | Member |
| 5. HON. LUIS G. BANUA
Director, NED A IV-A | Member |
| 6. HON. ALEXANDER R. MADRIGAL
Director, DOST IV-A | Member |
| 7. HON. NOELLE T. LEGASPI
Alumni Representative
President (Ad Interim), Alumni Associations | Member |
| 8. HON. NOEL A. SEDIGO
Faculty Regent | Member |
| 9. HON. LUCKY CEDRICK D. GUYAMIN
Student Regent | Member |
| 10. HON. EDILBERTO SILAN
Private Sector Representative | Member |
| 11. MS. CATHERINE J. QUIÑONES | Board Secretary V |
| 12. MS. AILEEN A. ARDINA | Board Secretary I |

RESOLUTION NO.	PARTICULARS	ACTION OF THE BOARD
50	Oath taking of Mr. Lucky Cedrick dela Cruz Guyamin as the New Student Regent	Approval

51	Awarding of Plaque of Recognition to Mr. Rodel Vincent T. Bae for serving as the CvSU Student Regent from 2014-2017	Approval
52	Agenda of the 73 nd Regular Meeting of the CvSU Board of Regents held on September 15, 2017 at Batangas State University, Rizal Avenue Extension, Batangas City, Batangas	Approved
53	Minutes of the 72 nd Regular Meeting of the CvSU Board of Regents held on March 24, 2017 at CHED Executive Lounge, 4 th Floor, HEDC Building, C.P. Garcia Avenue, UP Diliman Complex, Quezon City	Approval
54	President's Report (July to September 2017)	Notation
55	Committee on Decorum and Investigation (CODI) Pre-hearing Conference Report on the Sexual Harassment complaint filed against Mr. Carlos N. Rodil, professor of the College of Agriculture, Food, Environment and Natural Resources	Adopted
56	Letter of Senior State Solicitor Danilo D. Leyva, the designated Prosecutor, recommending for the dismissal of the Formal Charge with Preventive Suspension filed against Mr. Rodil for lack of interest to prosecute on the part of the Complainant which resulted from the execution and submission of an Affidavit of Desistance	Approval of the recommendation of Senior State Solicitor Danilo Leyva to dismiss the Formal Charge against Mr. Carlos N. Rodil
57	Proposed Logo of the University Health Services Unit	Approval
58	REFORM: The Proposed CvSU Research and Extension Framework, Operational Structure, Road Map and Agenda	Approval
59	a. Project Procurement Management Plan for the Construction of Academic Building at Bacoor Campus amounting to PhP19,286,000.00 (GAA Fund) b. Project Procurement Management Plan for the Construction of SPRINT Building (part of the Agri-Eco Tourism Park) amounting to PhP3,247,998.38 (GAA Fund) c. Project Procurement Management Plan for the Construction of Lagoon at the Agri-Eco Tourism Park amounting to PhP1,236,330.20 (GAA Fund) d. Project Procurement Management Plan for the Repair and Improvement of Agricultural Science Building (CAFENR)	Approval

	<p>amounting to PhP2,680,631.48 (Fund 164)</p> <p>e. Project Procurement Management Plan for the Construction of the College of Criminology Building amounting to PhP41,100,000.00 (Fund 164)</p> <p>f. Project Procurement Management Plan for the Supply and Delivery of Laboratory Supplies, Materials and Equipment (CAS-Bio-Science) amounting to PhP4,991,400.00 (Fund 164)</p> <p>g. Project Procurement Management Plan for One (1) Multipurpose Vehicle for the Naic Campus amounting to PhP1,200,000.00</p> <p>h. Project Procurement Management Plan for One (1) Light Delivery Vehicle for the External and Business Affairs amounting to PhP870,000.00 (Fund 163)</p> <p>i. Authority to Award the Establishment of Technology Ideation, Innovation and Incubation and Training Center amounting to Php54,505,630.32 to D.V. Salud Construction as recommended by the Bids and Awards Committee</p> <p>j. Authority to Award the Construction of Main Building for Agri-Eco Tourism amounting to PhP5,897,844.28 to 480 Builders as recommended by the Bids and Awards Committee</p>	
60	Pledge of Agreement on UMAP Multilateral Student Exchange Program Between CvSU and UMAP International Secretariat	Approval
61	Appointment of Dr. Gilchor P. Cubillo as Professor I	Approval
62	CvSU Investment Plan (2019 – 2022) amounting to PhP 816,000,000.00	Approval
63	Candidates for Graduation (Summer 2017)	Confirmation
64	<p>a. Full-Time Study Leave of the following:</p> <ol style="list-style-type: none"> 1. <u>Glenda S. Peña</u>, PhD in Community Development at UP-Los Baños (CHED K12) 2. <u>Karen Krista M. Escobar</u>, Doctor of Public Health in Parasitology at UP-Manila (CHED K12) 3. <u>Karen Louela R. Rint</u>, PhD in Nursing at UP Manila (CHED K12) 4. <u>Louziela P. Masana</u>, PhD in Psychology at University of Sto. Tomas (CHED K12) 	Confirmation

	<p>5. <u>Ma. Veronica P. Peñaflorida</u>, PhD in Biology at De La Salle University-Taft (CHED-FDP II)</p> <p>6. <u>Lemellu Nida L. Sarmiento</u>, PhD in Educational Management at University of Perpetual Help System – Laguna (CHED K12)</p> <p>7. <u>Beverly A. Malabag</u>, Doctor of Engineering with Specialization in Computer Engineering at Technological Institute of the Philippines-Quezon City (CHED K12)</p> <p>8. <u>Abigail D. Pegollo</u>, PhD in Extension Education at UP-Los Baños (CHED K12)</p> <p>9. <u>Nenita B. Panaligan</u>, PhD in Nursing at UP-Manila (CHED K12)</p>	
65	<p>Appointment of the following personnel:</p> <p>1. Roselyn A. Ymana, Assistant Professor IV (NBC Local Evaluation)</p> <p>2. Christine Marie P. Bayhon, Instructor I (Temporary)</p> <p>3. Christel M. Belaro, Instructor I (Temporary)</p> <p>4. John Leo-Vy P. Villa, Instructor I (Temporary)</p> <p>5. Allen Paul K. Aclan, Instructor I (Temporary)</p> <p>6. Diane P. Arayata, Instructor I (Temporary)</p> <p>7. Ella Mae A. Honrada, Instructor I (Temporary)</p> <p>8. Shiela D. Rosales, Instructor I (Temporary)</p> <p>9. Marcela Lean M. Espiritu, Librarian I (Permanent)</p>	Confirmation
66	<p>a. Contract for the Improvement of University Library (Construction of Deck Roofing) under Negotiated Procurement amounting to PhP3,972,198.42 with 480 Builders</p> <p>b. Contract for the Repainting of Two Storey Building at Cavite City amounting to PhP1,024,069.22 with 480 Builders</p> <p>c. Contract for the Construction of Road Network for Agri-Eco Tourism amounting to PhP2,840,347.66 with 480 Builders</p>	Confirmation

	<p>d. Contract for the Repair and Improvement of Four (4) Units Greenhouse for Agri-Eco Tourism amounting to PhP2, 076,582.00 with Iritech International Co., Ltd.</p> <p>e. Contract for the Repair and Improvement of Greenhouse, Net House and Cages for Feathered Animals at SAKA (Agri-Eco Tourism) amounting to PhP1,475,940.00 with Iritech International Co., Ltd.</p> <p>f. Contract for the Supply and Installation of Three (3) Units Transformer, Generator Set and Automatic Transfer Switch (CVMBS) amounting to PhP876,950.00 with BMJE Marketing and Electrical Services, Inc.</p> <p>g. Contract for the Supply and Installation of Three (3) Units Transformer for the Research Building and CEMDS Building amounting to PhP1,361,279.00 with BMJE Marketing and Electrical Services, Inc.</p> <p>h. Contract for the Supply and Installation of Three (3) Units Transformer and Electrical System at SAKA (Agri-Eco Tourism) amounting to PhP3,000,000.00 with Danitech Power System, Inc.</p>	
67	<p>Memoranda of Agreement entered into by the University:</p> <ol style="list-style-type: none"> MOA with DILG IV-A (CALABARZON) for the Implementation of the Citizen Satisfaction Index System (CSIS) at Gen. Trias City, Cavite MOA with the Commission on Population Region IV-A (CALABARZON) for extension services to the community of the Province of Cavite 	Confirmation
68	Request authority to convert the Executive Vice President position (Designation) to Vice President for Planning and Development (VPPD)	Approval
69	Proposal on the Establishment of Graduate School and Open Learning College Learning Centers in CvSU Satellite Campuses	Approval

70	<p>1. Request of Dr. Virginia C. Lontoc that she be allowed to engage in limited practice of profession as Physician in a private clinic during her day off (Fridays) and weekends</p> <p>2. Request permission to engage in limited practice of profession as Professors in other Universities of the following faculty members:</p> <ul style="list-style-type: none"> a. Dr. Isaias A. Banaag - De La Salle University – Dasmariñas during Saturdays b. Dr. Cecilia B. Banaag - De La Salle University - Dasmariñas during Saturdays c. Mr. Nelson M. Nico - Polytechnic University of the Philippines – Sta. Mesa during Fridays d. Mr. Marlon Mojica – University of Sto. Tomas during Fridays and Saturdays 	<p>Approval Subject to the execution of Memorandum of Agreement</p>
71	Authority to co-host the 7 th IIMS International Conference on "Technology Management and Employment in Changing Economy" at Shih Chien University, Taipei, Taiwan on November 24-27, 2017	Approval on the hosting
72	Authority to conduct the National Coffee Education Congress on November 13-17, 2017	Approval on the hosting
73	Awarding of Plaque of Recognition to DOST IV-A Regional Director, Dr. Alexander R. Madrigal for being the recipient of the following award: a) CALABARZON Champion Award – First Quarter 2016 CES VIP awardee; and b) Gawad Kalasag Award)	Approval

Challenges, comments, suggestions and recommendations of the Board:

- a. Develop a Site Development Plan in 3D showing the appearance of the existing structures and proposed structures.
- b. Insurance mechanism to protect the University from illegal settlers.
- c. Possibility of entering into a Public-Private Partnership Contract for the development of various income generating projects of the University.
- d. Provisions for Waste Treatment Facilities / Sewage Plants
- e. Monitoring scheme (i.e. electronic board) indicating/showing the electric/water consumption of each building to measure which consumes less or not.
- f. Maintain a Database on utilization of energy and water.

- g. Use of LED lights/automatic on-off lights and inverter air conditioning units in all buildings/facilities.
- h. Think about the use of water harvesting system (rain water storage system); incorporate in the building plans.
- i. List of projects funded externally
- j. Official CvSU AVPresentation
- k. Modernization of laboratory equipment
- l. Curricular designs should be responsive to the needs of the community.
- m. All curriculum should be converted in OBE
- n. Transform BS Fisheries program into a more attractive program to increase enrollees and to produce a clear career path for fisheries students.
- o. Implementation of mandatory drug testing to employees and students.
- p. Data on the reasons why foreign students preferred to enroll in CvSU.
- q. Uploading of research papers in the EXPLORE of the DOST.

A.5 Composition of Academic Council including its powers and functions.

Bachelor of Secondary Education Major in English





Republic of the Philippines
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Indang, Cavite
www.cvsu.edu.ph



OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM
NO. PHDR-160-19

To **ALL CONCERNED**
Subject **DESIGNATION OF UNIVERSITY OFFICIALS**
Date **18 December 2019**

1. Attached is the list of the new designated University officials effective 1 January 2020 to 6 October 2020.
2. These designations are temporary in nature and can be withdrawn/revoked anytime at the pleasure of the University President.
3. It is understood that these designations are in addition to your usual duties and responsibilities and do not entail additional compensation except those currently accruing to the position and are subjected to such other rules and regulations as may later be prescribed by this office and/or higher authorities.
4. Thank you very much.

DR. HERNANDO D. ROBLES, CEO VI
University President



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



Republic of the Philippines
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OFFICE OF THE UNIVERSITY PRESIDENT

Name	Position
VICE PRESIDENTS	
DR. MA. AGNES P. NUESTRO	Vice President for Academic Affairs
DR. CAMILO A. POLINGA	Vice President for Administrative and Support Services
DR. RUEL M. MOJICA	Vice President for Research and Extension
DR. LEYMA L. CERO	Vice President for Planning and Development
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS	
DR. ANALITA DM. MAGSINO	Dean, College of Agriculture, Food , Environment Natural Resources
DR. BETTINA JOYCE P. ILAGAN	Dean, College of Arts and Sciences
DR. AMMIE P. FERRER	Dean, College of Education
DR. MARLON A. MOJICA	Dean, College of Economics , Management and Development Studies
DR. DAVID L. CERO	Dean, College of Engineering and Information Technology
OR. EVELYN M. DEL MUNDO	Dean, College of Nursing
DR. ALMON R. OQUENDO	Dean, College of Sports, Physical Education and Recreation
DR. MELBOURNE R. TALACTAC	Dean, College of Veterinary Medicine and Biomedical Sciences
DR. REZIN C. BAHIA	Dean, Graduate School and Open Learning College
DR. FAMELA IZA C. MATIC	Dean, College of Criminal Justice
MS. MENVYLZ S. MACALALAD	Campus Administrator , CvSU Bacoor City Campus
PROF. MA CRISTINA J. BAESA	Campus Administrator , CvSU Cavite City Campus
OR. MA. CYNTHIA R. DELA CRUZ	Campus Administrator , CvSU Imus Campus
DR. JOCELYN L. REYES	Campus Administrator , CvSU Silang Campus
PROF. CRISTINA M. SIGNO	Campus Administrator , CvSU Carmona Campus
DR. JOSE P. LISAMA	Campus Administrator, CvSU CCAT Campus
PROF. JOHN XAVIER B. NEPOMUCENO	Campus Administrator , CvSU Naic Campus
PROF. NOEL A. SEDIGO	Campus Administrator , CvSU General Trias, Tanza and Trece Martires City Campuses
DR. GEMMA S. LEGASPI	Principal, CvSU Maragondon Campus
PROF. ANA LIZA R. MOJICA	Director, Sports
MS. EDWINA O . RODEROS	University Registrar
MS. SHARON M. ISIP	Dean, Office of the Student Affairs and Services
MS. PRINCESS N. RODERNO	Officer-In-Charge, University Library
DR. PATRICK GLENN C. ILANO	Officer-in-Charge, Hostel Troop,cana



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OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION

DR. YOLANDA A. ILAGAN	Director, Research Center
DR. LILIBETH P. NOVICIO	Director, Extension Services
ENGR. GERRY M. CASTILLO	Director, National Coffee Research, Development and Extension Center
DR. MA. FATIMA I. CRUZADA	Director, Knowledge Management Center

OFFICE OF THE VICE PRESIDENT FOR EXTERNAL AND BUSINESS AFFAIRS

MR. GUILLERMO P. DESENGANIO	Director, Business Affairs
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OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATIVE AND SUPPORT SERVICES

MS. EDNA L. MOJICA	Director, Administration
DR. MARY JANE D. TEPORA	Director, Human Resource and Development Office
MS. LOLITA G. HERRERA	Director, Finance Management Office
DR. ROMEO M. SANCHEZ	Director, Health Services
MR. ROMULO L. GOMEZ	Director, Civil Security Services
MR. DANIELITO R. ESCANO	Director, Physical Plant Services

OFFICE OF THE VICE PRESIDENT FOR PLANNING AND DEVELOPMENT

ENGR. RENATO B. CUBILLA	Director, Planning Office
DR. ADOLFO A. MANUEL JR.	Director, Institutional Development Office

OFFICE OF THE UNIVERSITY PRESIDENT

MS. CATHERINE J. QUINONES	Director, Presidentia l Management Coordinating Office
MS. RAECEL ESTEBAT	Officer-in-Charge, Gender and Development
PROF. MARIA SOLEDAD M. USING	Director, International and Local Collaboration and Linkages Office
MS. LADY AILEEN A. ORSAL	Director, Public Affairs and Communications Office
DR. LIZA C. COSTA	Officer-In-Charge, Alumni Affairs



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UNIVERSITY ACADEMIC COUNCIL MEMBERS



Republic of the Philippines

CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Incióng, Cavite

415-0010 foe 270/200 862-0806

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OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

UNIVERSITY ACADEMIC COUNCIL MEMBERS

CAFENR

1	Autriz, Mariedel L.	Assistant Professor IV
2	Barcelon, Eufemio G.	Associate Professor II
3	Magsino, Analita dM.	Professor V
4	Manuel, Adolfo, Jr. C.	Professor V
5	Matel, Irvin D.	Assistant Professor I
6	Novicio, Lilibeth P.	Professor III
7	Olo, Cristina F.	Professor VI
8	Pareja, Gary A.	Assistant Professor II
9	Sangalang, Adelaida E.	Professor VI
10	Saz, Venus O.	Assistant Professor II
11	Sedigo, Noel A.	Associate Professor IV
12	Sierra, Sheryl N.	Assistant Professor I
13	Singson, Evelyn O.	Professor VI
14	Tepora, Teddy F.	Associate Professor V

CAS

1	Agdalpen, Renato T.	Assistant Professor II
2	Agustín, Raquel G.	Assistant Professor I
3	Alimboyoguen, Agnes B.	Associate Professor II
4	Baltazar, Miriam D.	Assistant Professor IV
5	Betonio, Rene B.	Assistant Professor III
6	Bono, Michelle T.	Assistant Professor III
7	Cinto, Antonio V.	Associate Professor V
8	Cruzada, Ma. Fatima I.	Assistant Professor II
9	Delos Reyes, Orlando B.	Assistant Professor IV
10	Dico, Analyn T.	Assistant Professor I
11	Dimero, Dickson N.	Associate Professor II
12	Feranil, Bernard S.	Assistant Professor I
13	Ferrer, Ammie P.	Assistant Professor IV
14	Francisco, Agnes C.	Associate Professor II
15	Herrera, Ma. Corazon V.	Associate Professor II
16	Hilario, Paulito V.	Assistant Professor I
17	Ilagan, Bettina Joyce P.	Associate Professor I

18	Ilagan, Yolanda A.	Professor VI
19	Legaspi, Gemma S.	Associate Professor 111
20	Matel, Hosea D.	Associate Professor 11
21	Matilla, Marilou S.	Assistant Professor I
22	Mojica, Analyn A.	Associate Professor 11
23	Mora, Evangelina B.	Assistant Professor 111
24	Pelorina, Renato N.	Associate Professor IV
25	Penales, Lynn G.	Assistant Professor IV
26	Ramos, Gil D.	Assistant Professor 11
27	Reyes, Jocelyn L.	Associate Professor V
28	Rodis, Lani S.	Assistant Professor IV
29	Romero, Manny A.	Assistant Professor 11
30	Signe, Cristina M.	Associate Professor 111
31	Solis, Allan Robert C.	Associate Professor I

CCJ

1	Lontoc, Marissa C.	Assistant Professor 11
2	Matic, Famela Iza C.	Associate Professor 11
3	Tan, Susan G.	Assistant Professor I

CEd

1	Abanes, Florencio R.	Assistant Professor I
2	Alaras, Nancy C.	Associate Professor I
3	Batiles, Carmen A.	Assistant Professor IV
4	Costa, Liza C.	Associate Professor 111
5	Crizaldo, Rhodora S.	Associate Professor V
6	Guevara, Julie S.	Associate Professor 11
7	Ilano, Patrick Glenn C.	Assistant Professor I
8	Legaspi, Mylene P.	Associate Professor V
9	Lucero, Pia Rhoda P.	Associate Professor I
10	Maniacop, Jason R.	Assistant Professor IV
11	Nuestro, Ma. Agnes P.	Associate Professor V
12	Tayag, Joana Marie M.	Assistant Professor I
13	Venzon, Alfredo A.	Assistant Professor 111

CEIT

1	Arboleda, Edwin R.	Assistant Professor 111
2	Bago, Cene M.	Assistant Professor 111
3	Banasihan, Florence M.	Associate Professor 11
4	Buclatin, Willie C.	Assistant Professor IV
5	Carandang, Charlotte B.	Assistant Professor IV
6	Cero, David L.	Professor I
7	Cero, Leyma L.	Professor IV
8	Coronado, Vanessa G.	Assistant Professor 11

9	Costa, Michael T.	Assistant Professor 111
10	Cubilla, Renato B.	Associate Professor V
11	Daez, Simeon E.	Assistant Professor 111
12	Dizon, Marivic G.	Associate Professor 11
13	Escan, Danielito R.	Assistant Professor 111
14	Escobar, Marilyn M.	Professor VI
15	Fencl, Sheryl D.	Assistant Professor 11
16	Guevarra, Emeline C.	Assistant Professor IV
17	Mojica, Ruel M.	Professor 111
18	Nuestro, Jo-Anne C.	Assistant Professor IV
19	Pena, Ronald P.	Associate Professor 11
20	Pena, Roslyn P.	Assistant Professor IV
21	Pereria, Marlon R.	Assistant Professor IV
22	Polinga, Camilo A.	Professor 111
23	Rocillo, Efren R.	Associate Professor 111
24	Sarmiento, Bienvenido Jr. C.	Associate Professor 11
25	Torres, Lilia O.	Assistant Professor I
26	Vida, Poinsettia A.	Associate Professor I

CEMDS

1	Abogadie, Lina C.	Associate Professor IV
2	Aguilar, Alberto M.	Assistant Professor I
3	Aguilar, Dolores L.	Assistant Professor III
4	Buena, Ma. Corazon A.	Assistant Professor 11
5	Cubillo, Gilcher P.	Professor I
6	Ebo, Jenny Beb F.	Assistant Professor 11
7	Ilagan, Florinda C.	Associate Professor V
8	Lising, Maria Soledad M.	Assistant Professor III
9	Magcawas, Almira G.	Assistant Professor I
10	Mojica, Marlon A.	Assistant Professor IV
11	Noceda, Rowena R.	Assistant Professor IV
12	Plete, Adora Joy T.	Assistant Professor 11
13	Polinga, Elizabeth E.	Associate Professor V
14	Rupido, Roderick M.	Associate Professor V
15	Sustrina, Ma. Isolde R.	Assistant Professor 111

CoN

1	Del Mundo, Evelyn M.	Associate Professor 11
2	Destura, Ederlyn P.	Associate Professor I
3	Panaligan, Nenita B.	Associate Professor 111
4	Rona, Jane A.	Assistant Professor I
5	Sapinozo, Bernadette A.	Assistant Professor I

CSPEAR

1	Cubillo, Jazmin P.	Assistant Professor 11
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2	Eustaquio, Erlinda C.	Assistant Professor 111
3	Mojica, Ana Liza R.	Assistant Professor 111
4	Oquendo, Almon R.	Associate Professor IV
5	Piores, Victor F.	Associate Professor I

CVMBS

1	Alvarez, Alvin-William A.	Assistant Professor 111
2	Alvarez, Cherry R.	Assistant Professor I
3	Bahia, Rezin C.	Associate Professor 111
4	Del Mundo, Desiree C.	Assistant Professor I
5	Dela Cruz, Ma. Cynthia R.	Associate Professor 111
6	Macalanda, Miki Adrian C.	Assistant Professor IV
7	Mago, Emmanuel D.	Assistant Professor I
8	Montialto, Nelzon J.	Assistant Professor 111
9	Sison, Mariano Jr. P.	Assistant Professor I
10	Talactac, Melbourne R.	Associate Professor I

Bacoor Campus

1	Cajigal, Ronan M.	Assistant Professor 111
2	Gamuyao, Zannie I.	Assistant Professor I

Carmona Campus

1	Consignado, Michael G.	Assistant Professor I
2	Domingo, Lea Marissa S.	Assistant Professor 111
3	Satiada, Yolanda L.	Assistant Professor I

Cavite City Campus

1	Baes, Maria Cristina J.	Assistant Professor IV
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Imus Campus

1	Apostol, Mildred A.	Assistant Professor 11
2	Marzan, Luisita A.	Assistant Professor 11
3	Ras, Sixto Jr. N.	Assistant Professor I
4	Solina, Alfe M.	Associate Professor I
5	Valdez, Luningning A.	Assistant Professor 11

Naic Campus

1	Bernal, Marte L.	Assistant Professor I
2	Clores, Lomalinda J.	Assistant Professor I
3	Correo, Ma. Pilar N.	Assistant Professor IV
4	De Guzman, Manuel A.	Assistant Professor I
5	Diones, Catherine S.	Assistant Professor II
6	Galang, Diosalyn T.	Assistant Professor III
7	Guerrero, Ma. Leonora D.	Assistant Professor I
8	Guerrero, Ma. Lourdes D.	Assistant Professor I
9	Gutierrez, Ernesto Jr. A.	Assistant Professor III
10	Lacson, Leah C.	Assistant Professor III
11	Mojica, Daniel G.	Assistant Professor I
12	Navarro, Leah C.	Assistant Professor IV
13	Nazareno, Adiliza G.	Master Teacher I
14	Nepomuceno, John Xavier B.	Assistant Professor
15	Nuestro, Mat M.	Assistant Professor
16	Nueva, Elsa D.	Assistant Professor
17	Pabalate, Ferry M.	Assistant Professor
18	Papa, Jeffrey F.	Assistant Professor II
19	Perea, Rossian V.	Assistant Professor
20	Pugay, Armina B.	Assistant Professor
21	Rasdas, Sherrlyn M.	Assistant Professor
22	Ridao, Jelita F.	Assistant Professor
23	Robles, Jocelyn H.	Assistant Professor
24	Tesorero, Marilyn L.	Assistant Professor

Rosario Campus

1	Alvarez, Nestor M.	Associate Professor IV
2	Ambas, Arman M.	Assistant Professor I
3	Bartolome, Gee Jay C.	Assistant Professor I
4	Bernal, Melissa M.	Assistant Professor II
5	Delos Reyes, Regie C.	Assistant Professor I
6	Dumla, Elizabeth R.	Assistant Professor III
7	Emelo, Marian Concepcion A.	Assistant Professor IV
8	Hernandez, Melita D.	Associate Professor I
9	Legaspi, Elizabeth H.	Assistant Professor II
10	Legaspi, Noelle D.	Assistant Professor III
11	Lim, Bernadette F.	Assistant Professor III
12	Lisama, Jose P.	Associate Professor V
13	Lorenzana, Cecilia F.	Assistant Professor II
14	Lubong, Redel B.	Associate Professor I
15	Luseco, Marilou P.	Assistant Professor IV
16	Luseco, William P.	Assistant Professor I
17	Parcon, Deanna C.	Assistant Professor I
18	Pascua, Lauro B.	Associate Professor III
19	Pegos, Efren E.	Assistant Professor II
20	Policar, Reynaldo G.	Assistant Professor I
21	Quilapio, Ladylyn L.	Assistant Professor I
22	Rodriguez, Janet L.	Associate Professor II

23	Santos, Ariel G.	Associate Professor IV
24	Santos, Ma. Daisy A.	Assistant Professor IV
25	Talactac, Ligaya B.	Assistant Professor I

Silang Campus

1	Alvarez, Hziel T.	Assistant Professor I
2	Malabag, Beverly A.	Assistant Professor I
3	Mendoza, Hermilina A.	Assistant Professor I
4	Patambang, Erny Grace B.	Assistant Professor I
5	Pragacha, Rosemarie N.	Assistant Professor II
6	Ymana, Roselyn A.	Assistant Professor IV

Tanza Campus

1	Manarpiis, Noel B.	Assistant Professor II
2	Sebastian, Mildred A.	Assistant Professor I

Trece Martires Campus

1	Estrada, Arlene L.	Assistant Professor I
2	Feranil, Vienna Mi A.	Assistant Professor III
3	Manlapig, Cristza O.	Assistant Professor II

2. Must be a natural-born citizen of the Philippines;
3. Must be academically qualified, preferably holder of an earned doctorate degree;
4. Must have relevant administrative experience of at least five years; and
5. Must possess leadership and managerial skills within the purview of the needs, thrusts, goals and objectives of the University.

The Board of Regents may prescribe additional qualifications as it deems fit.

- c) **Term of Office.** The University President shall have a term of four (4) years, the beginning and end of which must be clearly specified in the appointment issued by the Board of Regents. The University President shall be eligible for reappointment for another term only.

No search needs to be conducted if the incumbent is eligible and qualified for reappointment as deemed by the Board of Regents.

- d) **Vacancy.** In case of vacancy by reason of death, resignation, removal for cause or incapacity of the incumbent President to perform the functions of his office, the Board of Regents, through the Board Chairman shall, within fifteen (15) days from the occurrence of such vacancy, designate an Officer-in-Charge (OIC) in the Office of the President.

In case a new President is appointed by the Board after a permanent vacancy occurs in the Office of the President but during the term of office of the original appointee, the new President as his

successor shall hold office for the unexpired portion of the term. This service for the unexpired term shall not, however, count one (1) full-term for purpose of appointment/ reappointment.

- e) **Powers of the University President.** The President shall carry out the general policies laid down by the Board of Regents and shall have the power to act within the limits of said general policies and in accordance with his specific duties and responsibilities.
- f) **Specific Duties and Responsibilities.** The specific duties and responsibilities of the University President shall be as follows:
 - Direct or assign the details of executive action;
 - Act as ex-officio head of the University faculty;
 - Exercise general supervision of all business and financial operations of the University;
 - Determine the agenda of all meetings of the Board of Regents, of the Executive Council, and of the Administrative and Academic Councils; provided, however, that any member of among hereinafter Councils shall be entitled to have any matter included in the agenda;
 - Preside all commencement and other public exercises of the University and confer such degrees and honors as are granted by the Board of Regents. All diplomas and certificates issued by the University shall be signed by the President and attested by the Registrar;
 - Act as the official medium of communication between the faculty, staff, and students of the University on one hand, and the Board of Regents on the other;
 - Appoint qualified and competent persons to fill all vacancies and new positions as per approved criteria of recruitment upon recommendation of the appropriate recruitment/ selection board, to make such appointments necessary to meet emergencies occurring between meetings of the Board so that the work of the University will not suffer, and to make special appointments as are permitted by the Board of Regents;
 - Grant or deny leaves of absence with pay or without pay and/or extension of such leaves or delegate the same to duly authorized officer of the University;

- Grant or deny extension of fellowships for a period not beyond one academic year if the budget permits and for reasons he may deem appropriate;
- Approve/defer retirement of members of the faculty and employees confirmed by the Board of Regents;
- Authorize renewal of appointments for not more than one year if the budget permits and the services are deemed necessary to make ad interim appointments when the need of the service so requires;
- Authorize the transfer/detail of faculty members and employees from one department or unit of the University to another or to another educational institution in accordance with their specializations with the consent of the transferee and with proper compensation;
- Appoint qualified members of the faculty as fellows of the University (full or partial) in order to enable them to pursue graduate studies locally or overseas and to fix the financial assistance to any such fellow in accordance with the rules promulgated by the Board of Regents and within the lump sum appropriated for fellowships;
- Grant or deny permission for members of the faculty to accept training grants, fellowships, scholarships, assistantships, or invitations to conferences sponsored by outside agencies or organizations without any financial obligation on the part of the University outside of the regular salary of the person concerned;
- Supervise and control through the Dean of the Student Affairs, extracurricular activities of the students; and to issue adequate rules for their organizations and qualifications of officers;
- In consultation with the head of the units concerned, initiate the necessary disciplinary action against the erring personnel before an appropriate investigating body;
- Prepare and endorse annual report to the Board of Regents on the work of the past year and the needs for the current year. He shall also present to the Board the annual budget of the University with estimates of income and expenditure;
- Execute and sign, in behalf of the University, contracts, deeds and other instruments necessary for the proper conduct of business of

the University. However, in regularly recurring undertakings and transactions where his actions is virtually ministerial, conditions and terms thereof having been fixed in the existing University regulations, and general laws, direct through appropriate written instruction that approval in specified cases be made in his behalf by officers of administration or head of offices or units, subject to such safeguards he may impose. All existing regulations inconsistent herewith are abrogated.

- Enforce discipline in the University for the maintenance of satisfactory academic standards in all units; and
- Designate a ranking officer of the administration to act as Officer in-Charge of the Office of the President, who shall carry out the management of the affairs of the University in the name of the President, subject to his instruction and the policies of the board. In this regard, the President shall initiate a policy on designation of command-succession for the University and for each of the individual major units.

Section 2. The Vice President for Academic Affairs

- a) General Functions.** There shall be a Vice President for Academic Affairs to be designated by the University President whose general functions shall be as follows:
 - Provide leadership and direction in all academic and related programs of the University in curriculum and instruction as well as student affairs;
 - Coordinate the academic programs, sports and recreation activities; and
 - Represent the University on matters of academic nature with appropriate agency, body or office whether in country or overseas when so designated by the University President.
- b) Specific Duties and Responsibilities.** The specific duties and responsibilities of the Vice President for Academic Affairs shall be as follows:

- Serve as Chairman of the Academic Council as well as any other council or academic advisory body when so designated by the President;
- Coordinate the sports and recreation program of the University through the College of Sports, Physical Education and Recreation (CSPEAR) with Academic Council;
- Resolve organizational conflicts on Academic Affairs;
- Recommend policies and/ or revisions thereof on matters affecting curriculum and instruction and related academic matters;
- Coordinate curriculum development in all levels through the University Academic Council of Colleges;
- Review all proposed programs/projects for internal development particularly those affecting instruction and student welfare;
- Review/ analyze reports on status of faculty workload;
- Act as the Chairman of the University Promotion and Selection Board pertinent to the selection and promotion of members of the University faculty regardless of the employment status;
- Provide leadership in planning and in budgetary estimates and allocations for all academic units;
- Assess all evaluations made by the deans of Graduate School and Student Affairs as well as those of the different College Deans;
- Sign vouchers and RIVs, purchase orders from within subordinate offices within levels of amounts approved by the BOR;
- Approve travel papers and leaves of academic staff of not more than 30 days; and
- Perform other duties related to his position and/or delegated by the President from time to time.

Section 3. The Vice President for Administrative and Support Services (VPASS).

- a) **Function.** The Administrative and Support Services Unit is directly under the office of the University President and is primarily tasked of providing assistance to the President in the general supervision and administration of administrative operations, financial matters, general maintenance and support services, medical care and security services.
- b) **Offices.** The following offices shall comprise the administrative and support services unit of the University:
 - Office of the Vice President for Administrative and Support Services.
 - Administrative Services
 - Financial Services
 - Medical and Dental Services
 - Physical Plant Services
 - Civil Security

c) **Responsibility and Functions of the Different Offices**

Office of the Vice President for Administrative and Support Services (OVPASS) - The office shall be headed by a Vice President who is appointed or designated by the University President and confirmed by the Board shall have the following functions:

General Functions: Assist the University President in general supervision and administration of administrative, support, fiscal, health care and security services.

Specific Duties and Responsibilities: The specific duties and responsibilities of the Vice President for Administrative and Support Services shall be as follows:

- Develop, formulate and implement programs, projects and activities that are of administrative and auxiliary in nature including fiscal, health care and security matters;
- Manage and / or supervise preparation, allocation and disbursement of budgetary resources in accordance with existing laws, rules and regulations;
- Sign Obligation Request (OR) for transactions involving payroll and personal services, remittances for GSIS insurance premiums, PAG IBIG, PHILHEALTH and other financial transactions and request under the OVPASS;
- Approve Disbursement Vouchers (DVs) including Work Orders (WOs)/Purchased Orders (POs) in the amount not exceeding One Hundred Thousand Pesos (P100,000.00) for and in behalf of the President;
- Approve payroll for and in behalf of the President regardless of the amount;
- Approve for and in behalf of the President, Disbursement Vouchers for remittance to GSIS, PHILHEALTH, PAG-IBI, BIR, other government offices and personnel remittances to other offices/claimants regardless of amount.
- Approve/ countersign checks for payment of other expenditures that may be authorized for specific purpose in an amount of not more than P100,000.00 per transaction;
- In the absence of HRMO, sign certification issued by the office.
- Issue policy memorandum on Administrative matters as decided upon on Administrative Council level and/or those inherent to his general functions;
- Issue memorandum related to matters and concerns of the OVPASS.
- Supervise the affairs of the administrative, human resources, physical plant, financial, health as well as security services such that their inherent goals and objectives of the University are satisfactorily attained;

- Act as Chairman of the Promotion and Selection Board for non - academic positions within the umbrella of the administrative, support, financial, health and security services;
- Recommend appointments of non-academic personnel within administrative and support services to the University President regardless of employment status;
- Establish a continuing program for career and personnel development for non-academic personnel;
- Initiate job rotation program for non -academic personnel within the OVPASS as a means of developing and enhancing their potential by exposing them to their work climate within the University and more importantly to increase/ enlarge their repertoire of knowledge and skills;
- Act on the daily time records of the heads of major offices under the VPASS;
- Act on application for leave of absence of personnel under VPASS for the period covering 30 days or less;
- Sign PHILHEALTH hospitalization form, application agreement for GSIS policy and salary loan and PAG-IBIG multi-purpose loan;
- Perform the functions of the Director for Administration in case the latter is absent or on official travel;
- Sign all requests for official travel of personnel under the OVPASS;
- Prepare proposals for Board approval on matters related to the operation of the unit; and
- Perform other duties that may be assigned by the University President from time to time.

Section 3.1. Director for Administrative Services

The Director for Administrative Services shall perform the following:

a) Supervise and direct the daily activities of the following offices:

- Supply and Procurement
- Internal Audit
- Records
- Clerical and support services assigned at the OVPASS

b) Supervise the planning of activities of the above-mentioned offices and implement improvement in their operations;

c) Recommend, implement and evaluate policies, plans and programs that are related to administrative service functions;

d) Sign the following for and on behalf of the President:

- Purchase Request(PR) - P100,000.00 and below
- Purchase Order (PO) and Work Order (WO) - PS0,000.00 and below
- Disbursement Vouchers (DV) except for personnel services - PS0,000.00 below;
- Payroll and DV for personal services - without limit
- PO, WO, DV and other documents that are within the discretion of the VPASS in case the latter is on official leave or official travel
- Itinerary of travel, DTR and application for vacation/ sick leave of not more than 5 days of personnel under his/her direct supervision

e) Countersign check in the amount not more than P25,000.00 per transaction during the time VPASS is on official leave or absence or on official travel;

- f) Sign documents related to GSIS and PAGIBIG loan and claims for PHILHEALTH services;
- g) Act as member of Personnel Selection Board and Scholarship Committee of the University;
- h) Act as chair of the University Grievance Committee;
- i) Supervise and coordinate the preparation of periodic, annual and other required reports on administrative service function;
- j) Conduct in-service training for personnel under the OVPASS in coordination with the Director of CETS and FSDO; and
- k) Perform other functions as may be assigned by higher authorities.

Section 3.2. Director for Human Resource Development.

The HRD Director shall head Human Resource Development Office.

The Director shall:

- a) Supervise and direct the operation of the HRD Office;
- b) Assist the VPASS and the University President in the development, formulation and execution of policies, rules and regulation in the areas of human resource management in accordance with CSC rules and regulation;
- c) Implement human resource development program of the University;
- d) Establish a sound recruitment and selection program in the University;
- e) Administer the position classification and compensation system prescribed by the DBM and other employees welfare programs such as medical and hospitalization benefits, health and safety standards, disability, retirement and other benefits;

- f) Implement performance standard evaluation system and employees recognition programs;
- g) Establish and administer a continuing employee suggestions and incentives and awards system for the improvement of employees performance and productivity;
- h) Facilitate the needed human resource training and development programs;
- i) Maintain a complete and up to date personnel information system;
- j) Act as the BILIS AKSYON PERSON in the University following CSC Memo No.3, s 1994;
- k) Act as member of the Council of Personnel Manager (CPO), actively participate in all programs and activities of the Council;
- l) Sign documents for submission to CSG;
- m) Liaise with CSC and other government agencies on matters related to human resources;
- n) Issue memorandum and guidelines within the scope of his duty;
- o) Sit as member of Personnel Selection Board in the University;
- p) Perform other functions as assigned by higher authorities.

Section 3.3. Director for Financial Management Services. The Director shall perform the following:

- a.) Exercise direct supervision on the following offices:
 - Cashier
 - Budget
 - Accounting
- a) Prepare, consolidate and review annual budget, supplemental and special budgets;

- b) Take action on request for funding on various requisitions of different units;
- c) Coordinate with concerned offices in connection with budget operations and guidelines;
- d) Assist the VPASS and the University President during budget hearings and review and during BOR meeting whenever necessary;
- e) Monitor disbursement of approved agency budget;
- f) Prepare financial plan for Fund 164 for BOR approval;
- g) Prepare and submit financial report to DBM and other concerned offices;
- h) Follow-up request for budget like NOSCA, NCA, SARO, etc.;
- i) Initiate and follow-up request for funding from other government agencies;
- j) Prepare periodic, annual and other required report related to the financial management function; and
- k) Perform other functions that may be assigned by higher authorities.

Section 3.4. Director for Medical Services - The University Director for Medical Services shall be designated by the University President and whose designation is approved by the Board of Regents.

The director for Medical Services shall:

- a) Supervise and direct the operation of the University infirmary, medical clinic and other related facilities;
- b) Plan and implement health care program of the University personnel;
- c) Attend to the health needs of the students and other members of the academic community;

- d) Prepare periodic, annual and other required report related to the health care function;
- e) Perform other functions that may be assigned by higher authorities.

Section 3.5. Director for Civil Security.

The Director for Civil Security shall:

- a) Spearhead the planning, maintenance and up-keep of peace and order in the University;
- b) Coordinate strict enforcement of University policies, rules and regulations with all the members of the academic community;
- c) Prepare periodic, annual and other required report related to civil security function;
- d) Represent VPASS in the evaluation of bids for security services;
- e) Coordinate strict enforcement of University policies, rules and regulations with all the members of the academic community; and
- f) Perform other functions that may be assigned by higher authorities.

Section 3.6. Director for General Services/Physical Plant Services.

The Director shall:

- a) Exercise direct supervision on all personnel assigned to the general maintenance and services in the University;

- b) Assist the VPASS and the University President in the development, formulation and execution of policies related to the general maintenance and services in the University;
- c) Implement program for the development and improvement of physical facilities of the University;
- d) Prepare periodic, annual and other required report related to the general services function;
- e) Evaluate request for repair and maintenance projects; and
- f) Perform other functions that may be assigned by higher authorities.

Section 3.7. Accountant

The Accountant shall:

- a) Prepare financial statements and other financial records;
- b) Record all official financial transactions, journal entries and accounts classification;
- c) Keep and maintain complete, accurate and update subsidiary ledgers for all accounts;
- d) Prepare payroll of regular personnel and coordinate the preparation of payroll of non-regular personnel; and
- e) Perform other functions that may be assigned from time to time.

Section 3.8. Cash and Disbursement Officer

The Cash and Disbursement Officer shall:

- a) Handle collection of fees and other funds due to the University;

- b) Deposit all collections due to the University within the reglamentary period allowed by law;
- c) Prepare and submit regularly reports of collections;
- d) Prepare and supervise remittance of taxes due the government through the Bureau of Internal Revenue (BIR); insurance premiums, Medicare, loans and other mandatory contributions of personnel;
- e) Handle immediate salaries, disbursement of wages and other obligations of the University;
- f) Render periodic report of checks issued and cancelled;
- g) Record of cash advances; and
- h) Perform other functions that may be assigned from time to time.

Section 3.9. Property and Supply Officer

The Property and Supply Officer shall:

- a) Supervise acquisition, storage and disposal of supplies and materials and other properties of the University;
- b) Spearhead the conduct of physical inventories of the University properties;
- c) Keep complete, accurate and updated records of all University properties;
- d) Perform other functions that may be assigned from time to time.

Section 3.10. Records Officer

The Records Office shall:

- a) Keep and maintain official record and documents of the University;
- b) Authenticate documents on file;
- c) Maintain a continuing program for the preservation and disposition of permanent records; and
- d) Perform other functions that may be assigned from time to time.

Section 4. The Vice President for Research, Extension, Continuing Education and Training Services (RECETS).

There shall be a Vice President for Research, Extension, Continuing Education and Training Services to be designated by the University President.

- a) **General Functions.** The General functions of the Vice President for Research, Extension, Continuing Education and Training Services (VPRECETS) shall be as follows:
 - Provide leadership and direction in planning of research, extension and training programs of the University;
 - Coordinate with other units of the University and with other governmental and non-governmental research, extension and training institutions/ organizations for effective program implementation; and
 - Represent the University on matters relevant to its research, extension and training functions when so designated by the University President.
- b) Specific Duties and Responsibilities.
 - Act as Chairman of the RECETS Council;
 - Recommend to the University President policies and programs concurred in by the RECETS Council;

- Review and recommend to the President programs, proposal and projects on research and extension submitted by the directors for research, extension, continuing education and training services;
- Provide leadership in formulating budgetary allocations for research, extension, continuing education and training and recommend realignment, if necessary;
- Countersign PR and purchase orders from RECETS units;
- Approve travel papers and leaves of absence of RECETS personnel not more than 30 days;
- Act as Chairman of the Selection and Promotion Board for RECETS personnel; and
- Perform other duties that may be assigned by the President from time to time.

Section 5. The Vice President for External and Business Affairs (VPEBA).

There shall be a Vice President for External and Business Affairs to be designated by the University President.

a) Functions. The Vice President for External and Business Affairs to be designated by the University President, shall be as follows:

- Recommend policies and/ or revision of existing policies pertaining to business operations, income generation, alumni affairs, public information and external linkages;
- Coordinate and promote the activities of the University Alumni Association;
- Provide adequate and relevant data and/or information to the University populace and the general public;
- Establish and maintain linkages with non-governmental and other government organizations along various concerns that are beneficial to the University.
- Head the Selection and Promotion Board for personnel of external and business affairs personnel; and
- Recommend to the University President, personnel to fill up various contractual or permanent positions to compose the main office and its three major subordinate offices upon the recommendation of a duly constituted search committee.

Section 6. College Deans. There shall be Deans of the main campus colleges, branch campuses and other major academic offices to be designated by the University President. The designation of Heads of

Integrated non-chartered institutions shall be Campus Administrator. Only the heads of integrated non-chartered institutions who enjoyed plantilla position before the integration shall be accorded this designation. Provided, further that the Integrated non-chartered campus is on fully autonomous operation particularly on financial management and fund sourcing. Designated College and Campus Deans and Campus Administrators, should be holders of earned Ph.D. degrees or with the academic rank of at least Associate Professor I.

a) Functions. The Deans and Campus Administrators shall perform the following duties and responsibilities:

- Take charge of the planning, development and supervision of the college;
- Prepare budgetary estimates for the college in coordination with unit heads;
- Propose a new and/ or revision of policies, rules, and regulations affecting the college;
- Coordinate all the instruction, research and extension programs of the college;
- Establish linkage with government and non-government agencies in the effective implementation of the programs of the college;
- Sign vouchers and RIVs up to P10,000.00; and
- Perform such other duties and responsibilities as may be assigned by the higher authorities.

Campus Administrators may perform such other functions that have been particularly and traditionally authorized for their positions prior to the integration.

Section 7. Dean of Student Affairs. There shall be a Dean of Students Affairs designated by the University President and confirmed by the Board of Regents, who shall coordinate the operations of the following units of the Office of the Student Affairs (OSA): financial assistance, student housing, student organization, guidance and testing, career and placement, social and cultural affairs, student publication, and student discipline. In addition, the OSA Dean shall also exercise overall management of the student admission.

Appropriate rules, regulations and guidelines on the operation of the different units of the OSA shall be prepared and implemented by the Dean of Student Affairs as approved by the Board of Regents.

Section 8. Directors of Centers and Non-academic Units and Divisions.

There shall be directors of centers and other major non-academic units designated by the University President. In addition to those specified in their terms of reference and as demanded by the nature of their respective units, the major duties and responsibilities of directors are the same as those of the Deans of Colleges or major academic offices.

Section 9. Director for Planning. There shall be a Director for Planning designated by the University President and confirmed by the Board of Regents who shall be charged with the following functions:

- a) Prepare a development plan for the University at macro-level in accordance with the mission of the University within the general provision of its charter and in accordance with national and regional priorities;
- b) Develop, review, and synthesize micro strategies of the different Colleges/units toward the overall University master plan;
- c) Coordinate with all the colleges/units in connection with the preparation and implementation of the development plan;
- d) Establish and manage a Management Information System (MIS) that shall continuously monitor the needed data and information to top level management and other appropriate offices, from within and without, when needed, as the case may be;
- e) Conduct periodic monitoring and evaluation of the institutional and development plans; and
- f) Perform such other duties and responsibilities as may assigned by higher authorities.

Section 10. Department Chairpersons and Heads of Units. It shall be the responsibility of Department Chairpersons and Heads of Units to:

- a) Take charge of planning, development and supervision of their respective units;

- b) Prepare budgetary estimates of their respective units in coordination with the College deans/Division Directors; and
- c) Propose new and appropriate rules and regulations affecting their respective units.

Section 11. Secretary of the University Board of Regents. The Secretary of the University Board shall be appointed by the President. He shall take charge of the communications in the University/Board including those that relate to endorsements to the Board, requests for meetings and schedules, referenda, and other University endorsements to the Board. In addition, he shall also serve as Secretary of the University Administrative Council.

Section 12. University Registrar. The University Registrar is charged with the responsibility of keeping up-to-date and accurate records of student enrollment, grades, delinquency lists, drop-outs and causes, graduation, and the like. More specially, the following are the functions of the University Registrar:

- a) Prepare yearly academic calendar and scholastic activities in line with the academic calendar issued by the Commission on Higher Education;
- b) Plan out effective registration routing procedures and guidelines;
- c) Record advance credits of transfer students;
- d) Establish procedures for dropping of courses, leaves of absence and change of classes. Keeping and issuing forms for these purposes;
- e) Record approved leaves of absence, change of courses, change of classes, and the like;
- f) Notify students to drop a course;
- g) Automatically convert all grades of "Inc." and "4" if not completed or removed after one year preceding registration of subject(s) with these grades per academic rules and regulations.

- h) Officially inform registration advisers of students who repeated subjects for the second time and failed;
 - i) Prepare student delinquency list after each semester;
 - j) Prepare list of graduating students; and
 - k) Publish the general catalogues as often as changing academic and other programs of the University, which requires a more permanent publicity.
- 1) Inform parents/guardians of students of the academic performance of the latter two weeks after the end of the semester/ term.

To assist the University Registrar in the above functions, each College Dean shall designate a College registrar who shall serve office at the discretion of the College Dean.

Section 13. Director for Special Projects. The University President shall designate a Director for Special Projects. The Special Projects Office shall be directly under the Office of the President. This office shall be concerned with all the external linkages of the University particularly those covered by the Memorandum of Agreement (MOA).

The duties and responsibilities of the Director for Special Projects shall be as follows:

Review existing special projects of the University;

- a) If necessary, recommend revisions to MOA covering these projects;
- b) Keep updated records of the activities;
- c) Take charge of the review and revision of proposed special projects;
- d) Prepare and submit regular and required reports to the President;
- e) Establish linkages with other agencies; and

- f) Perform other related functions as may be assigned by higher authorities

Section 14. Director, Presidential Management Coordinating Office

- a) Assist the President in the General Supervision and Administration of Academic, Research and Development, Administrative and Business Affairs;
- b) Serve as Presidential Assistant on the day to day operation of the University;
- c) Facilitate the flow of information among the various units of the University in aid of Presidential decision;
- d) Liaise between the University and external linkage institutions;
- e) Monitor, evaluate and submit the performance reports of all units in the University in coordination with the Planning Office;
- f) Provide technical advice to the President on matters related to institutional and policy development; and
- g) Perform other duties the President may assign from time to time.

Section 15. Director, Quality Assurance and Accreditation Center

- a) Plan, monitor and evaluate the internal assessment system of the University
- b) Plan accreditation visits in coordination with the respective Deans/ Administrators of Colleges, and also with the Internal Assessment Body (IAB);
- c) Initiate the conduct of self-surveys of the different academic programs of the University in coordination with the IAB of the University, using prescribed accreditation instruments;

- d) liaise with the various campuses/ colleges within the University on all accreditation matters ranging from finalizing arrangements of external visits to monitoring of compliance of the campus/ college to the recommendations of AACCUP; and
- e) Monitor the compliance of the colleges concerned to the recommendations of the AACCUP; and
- f) Monitor the implementation and operation of the University-wide quality management system.

Section 16. The University Librarian

The librarian shall:

- a) Provide efficient and effective library services to the University personnel, students and other authorized clientele;
- b) Initiate continuous enrichment of library resources; and
- c) Perform other functions that may be assigned from time to time.

Article 9. Other Officers. Advisers of the University may be designated or appointed by the President and approved by the Board of Regents as deemed necessary in the effective administration and management of University functions. Provided that their designations are covered by specific terms of reference or regulated by the nature of their designations.

Article 10. Induction Training for Designated Officers - No officer of the University, with the exception of the President and/or Campus Administrator, shall be designated to any middle level management position without having successfully undergone induction training specific to the terms of reference required by the office concerned. The

University President, in his discretion, may forego this requirement as he/she deems fit.

Article 11. Tenure of Designated Officers. Except for the University President and the Administrator of the integrated campus, designated officers shall hold office for a period of two years renewable for another two years.

In case of vacancy, the next designated officers shall hold office only for the remaining term. The President may recommend to the Board of Regents the termination of services of any time designated officer any he deems necessary.

Article 12. Councils of the University.

Section 1. Executive Council. There shall be a University Executive Council composed of the President as Chairman and Vice Presidents as members. It shall be the duty and responsibility of the Executive Council to review policy recommendations emanating from the middle level units before endorsement to the Board of Regents. The Council shall ensure the proper and effective implementation of programs and projects approved by the Board of Regents.

Section 2. The Administrative Council. There shall be an Administrative Council composed of the University President as Chairman, Vice Presidents, Deans of Colleges, and Directors. The heads of various technical and academic units and departments may be requested to join the meeting of the administrative Council to be held at least once a month.

The Administrative Council shall propose, review and recommend appropriate policies governing curriculum and instruction, administration, management, and development planning of the University.

The tenure of office of the members of the Administrative Council shall be two years renewal for another two years only.

Section 3. The Academic Council. There shall be a University Academic Council with the University President as Chairman and all the members of the instructional staff with the rank not lower than Assistant Professors as members. The University Librarian, the Registrar and the other officials of equal rank whose duties and responsibilities relate to the Academic Affairs of the University shall be non-voting members of the Academic Council.

The duties and responsibilities of the Academic Council shall be as follows:

- a) Determine, review and recommend for approval of the Board of Regents, the academic programs including academic rules and regulations of the University;
- b) Devise/draft, review and recommend for the approval of the Board of Regents the rules of discipline for students and faculty and employees; and
- c) Fix the requirements for the admission of students as well as their graduation and the conferment of degrees and submit the same for the approval of the Board of Regents.

The University Academic Council shall be presided by the University President and shall meet at least twice a semester on the date and venue to be agreed by the members of the Council.

Section 4. College Academic Councils. The colleges and/or branch campuses of the University may continue their own respective academic council with the College Deans as Chairman and faculty members with the rank of at least Assistant Professor as members. The College Registrar and the Chairperson of the department whose academic rank is lower than Assistant Professor shall be non-voting members of the College Academic Council.

The duties and responsibilities of the College Academic Council shall conform to the duties and responsibilities of the University Academic Council. All academic policies, programs, and projects including curriculum, instruction, change, revision, and other policies on academic affairs for

consideration of the University Academic Council shall have the endorsement of the College Academic Council concerned.

Section 5. Graduate Academic Council. There shall be a Graduate Council to be constituted by the faculty with the rank not lower than Assistant Professor with the Dean of Graduate School as Chairman. The Graduate School Registrar and the Chairperson of the department offering graduate programs whose academic rank is lower than Assistant Professor shall be non-voting members of the Graduate Academic Council.

The Graduate Academic Council shall formulate and review policies governing graduate programs. All new policies/ departmental requests for permission to offer advanced degrees are referred to the GS Council, OVPAA, and the Board of Regents. The Council shall also screen/recommend to the University President appointments of new graduate faculty; conduct regular/ special meetings on approval of candidates for graduation; curricular innovations, introduction of new policies and the like; and create standing and ad hoc committee/work groups as the need arises.

Section 6. The Vice President for Academic Affairs may create core group faculty members with the rank of at least Associate Professor who are members of the University Administrative Council to formulate, review and revise academic policies, rules and procedures for approval of the Board of Regents.

Section 7. Research, Extension, Continuing Education and Training Services Council. There shall be a Research, Extension and Continuing Education and Training Services Council to be constituted by the Vice President for Research, Extension and Continuing Education and Training Services as Chairman. The members of the Council shall consist of specialists representing the different research commodity emphases of the University, extension and continuing education and training specialists. The members of the Council shall serve for two years renewable up to the second term. In case of vacancy in membership, a substitute may be designated by the University President and shall serve only for the remaining period of service.

The duties and responsibilities of the Research, Extension and Continuing Education and Training Services Council shall be as follows:

- a) Determine, review and recommend to the executive Council, policies, rules, and regulations, and the directions for the University research, extension, continuing education and training programs;
- b) Review and recommend research and extension proposals; and
- c) Review the findings and recommendations of faculty and Institutional Research.

The Research, Extension and Continuing Education and Training Services Council shall hold at least one meeting every quarter at the date and venue to be determined by the Council members.

Section 8. University Textbook and Publication Board. The University shall create a Textbook Board composed of six (6) senior faculty members representing major disciplines with the academic rank of at least Associate Professor to be designated by the University Presidents. The Editor-in Chief of the University Gazettes shall represent the student body in this Board.

The members of the Board shall select a Chairman of the Textbook Board who shall preside over meetings of the Board and an Executive Secretary who shall serve office for two years subject to reappointment for a second term. No member of the Board shall serve office for three consecutive terms.

The functions of the University Textbook and Publications Board shall be as follows:

- a) Prepare and implement policies, regulations and guidelines on book writing, book writing process flow and remunerations to writers subject to

the approval of the Board of Regents. It shall also formulate guidelines on the preparation, testing, publication, adaptation and sale of textbooks, laboratory manuals, modules, and other instructional materials prepared by the members of the University academic community;

- b) Screen and review reference materials required by the teachers particularly those that are to be purchased by the students such as manuals, textbooks, and recommend final adoption or rejection of such instructional materials;
- c) Establish linkage with the University Printing Office and outside publishers and printers for possible publication of instructional materials; and
- d) Perform other related functions as may be assigned by higher authorities.

Section 9. Sports Council. There shall be a Sports Council with Dean of the College of Sports, Physical Education and Recreation as Chairman. The members of the Council shall consist of the Chairpersons of Sports and Recreation Department, all Deans and selected Directors, Professors of the University.

The duties and responsibilities of the Sports Council shall be as follows:

- a) Formulate, recommend and implement policies and regulation of athletic sports;
- b) Determine the privileges and benefits of varsity athletes, coaches and trainers following the approved guidelines set by the Council;
- c) Investigate and recommend penalties for varsity athletes, coaches and officials which can adversely affect the name of the University.

The Sports Council shall hold at least one meeting every quarter at the date and venue to be determined by the council members.

Section 10. Other Councils. The Board of Regents upon recommendation of the University President may create other councils, as it deems necessary, for the effective and efficient management of the affairs of the University.

Article 13. Command Succession. The University shall adopt command succession to be agreed upon by the members of the Administrative Council. This shall be implemented immediately upon the designation of the middle level Managers and shall be co-terminus with the end of their designations.

Command succession is the designation of next in line in the command succession of taking over the responsibilities of an office once the head is absent. Once the head is absent, the next in command shall automatically and immediately take charge of all responsibilities and make all decisions except on financial matters.

In case of next in command to the University President, the taking over of responsibilities is valid for a period of ten days only beyond which, an authorization to act, as University Officer-in-Charge (OIC) shall be issued by the President.

The Vice President for Planning and Development (VPPD)

Vice President for Planning and Development (VPPD)

There shall be a Vice President for Planning and Development designated by the University President and confirmed by the Board of Regents who shall be charged with the following functions:

- a. **General Functions:** Assist the University President in the planning and development programs of the University.
- b. **Specific Duties and Responsibilities:** The specific duties and responsibilities of the VPPD shall be as follows:
 - i. Supervise the preparation of a development plan for the University at macro-level in accordance with the mission of the University

- within the general provision of its charter and in accordance with national and regional priorities;
- ii. Supervise the conduct of periodic monitoring and evaluation of the institutional and development plans and projects;
 - iii. Supervise the establishment and management of a Management Information System (MIS) that shall continuously monitor the needed data and information to top-level management and other appropriate offices;
 - iv. Spearhead the implementation of the University's quality management system and other quality assurance programs; and
 - v. Perform such other duties and responsibilities as may be assigned by the President of the University.

c. Offices under Vice-President for Planning and Development

- i. Planning Office
- ii. Institutional Development Office

Director for Planning

The Director for Planning shall perform the following:

- a. Supervise and direct the daily activities of the following offices:
 - i. Institutional Planning Unit
 - ii. Physical Planning Unit
 - iii. Project Management Unit
- b. Spearhead the preparation of the various plans of the University (development, strategic, operational, physical, and investment plans);
- c. Supervise the planning of activities of the above-mentioned units and implement improvement in their operations;
- d. Monitor and evaluate the development plans and projects of the University;
- e. Conduct the initial performance assessment of the various offices of the University based on the submitted Office Performance Commitment and Review Form;

- f. Conduct university performance planning and review conference annually; and
- g. Perform other functions as may be assigned by higher authorities.

Director for Institutional Development

The Director for Institutional Development shall perform the following:

- a. Supervise and direct the daily activities of the following units:
 - i. Quality Assurance Unit
 - ii. Policy Development Unit
- b. Recommend, implement and evaluate policies, plans and programs that are related to institutional development;
- c. Plan, monitor and evaluate the internal assessment system of the University;
- d. Monitor the implementation of the University's quality management system and conduct of quality assurance programs; and
- e. Perform other functions as may be assigned by higher authorities.

- The institution has a BOR/BOT approved Institution's Code and/or Manual of Operations and the pages where the functions of each office in the organizational chart are written is described here.



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

OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE OF THE BOARD SECRETARY

EXCERPT FROM THE MINUTES OF THE 42ND REGULAR MEETING
OF THE CAVITE STATE UNIVERSITY BOARD OF REGENTS
HELD ON SEPTEMBER 3, 2009 AT CvSU, INDANG, CAVITE

RESOLUTION NO. 85 s. 2009

A RESOLUTION APPROVING THE MANUAL OF
OPERATIONS OF CAVITE STATE UNIVERSITY.

CERTIFIED TRUE AND CORRECT:

G L A r m m o - ...
t r e c r e t a r y V

- The Manual of Operations of Cavite State University has two volumes. The functions of each office in the institution's organizational chart are included in Volume I, pages 18-42.

- **Institution Code**

OFFICE	Pages in the Manual of Operations
Board of Regents	13-18
University President	18-23
Vice President for Academic Affairs	22-24
Vice President for Administrative and Support Services	24-26
Director for Human Resources Development	27-28
Director for Financial Management Services	28-29
Director for Medical Services	29-30
Director for Civil Security	30
Director for Physical Plant Services	31
Accountant	31
Cash and Disbursement Officer	32
Vice President for Research, Extension, Continuing Education and Training Services (RECETS)	32
Vice President for External and Business Affairs	33
Dean of Student Affairs	35
Director for Planning	36
Board Secretary	37
Director for Special Projects	38
Director for Presidential Management and Coordinating Office	39
The Administrative Council	41
The Academic Council	42

**MINUTES OF THE MEETING OF THE UNIT HEADS UNDER THE ACADEMIC AFFAIRS
HELD ON FEBRUARY 26, 2019 AT S.L. LASAP HALL**

1	Camilo A. Polinga	Presiding Officer
2	Bettina Joyce P. Ilagan	
3	Cecilia B. Banaag	
4	Marlon A. Mojica	
5	David L. Cero	
6	Nelson J. Montialto	
7	Ronan M. Cajigal	
8	Cristina M. Signo	
9	John Xavier B. Nepomuceno	
10	Maria Cristina J. Baesa	
11	Ma. Cynthia R. de la Cruz	
12	Nimphas E. Javier	
13	Ammie F. Ferrer	
14	Jose P. Lisama	
15	Evelyn M. del Mundo	
16	Noel A. Sedigo	
17	Ma. Agnes P. Nuestro	
18	Sharon M. Isip	
19	Diana Jean M. Espina	Represented Edna O. Roderos
20	Daisy M. Marca	
21	Jocelyn L. Reyes	
22	Almon R. Oquendo	
23	Analita dM. Magsino	
24	Elizabeth E. Polinga	
25	Roderick M. Rupido	
26	Tisha Lyn Viray	

27 I. **Preliminaries**

28 After declaring a quorum, the meeting was started at 8:45 AM with a prayer led by
29 Dr. Cecilia C. Banaag.

30 Dr. Elizabeth E. Polinga made the following announcements and reminders:

- 31 a. Submission of OPCR, enrolment data, schedule of classes shall be done or
32 before the set deadline.
33 b. Observe submission deadlines. Templates for workload and checklist of
34 attachments shall be followed.
35 c. Acknowledge receipt of communication from OVPA.
36 d. Activity Hosts:

- 37 • Commencement Exercises
38 o 2016 - CEMDS
39 o 2017 - CED
40 o 2018 - CCJ and CSPEAR
41 o 2019 - CEIT

- 1 • University games
 2 ○ 2016 - Naic
 3 ○ 2017 - CEIT and CSPEAR
 4 ○ 2018 - Silang and CSPEAR
 5 ○ 2019 – CEMDS and CSPEAR
- 6 e. The following agenda were included:
 7 1. Status of Second Semester 2018-2019
 8 2. Memorandum of Understanding and Implementing Rules and Regulations
 9 – CvSU- Marinduque State College Consortium
 10 3. Participation of the University to the 8th Batch SEAMEO SEA Teach
 11 Program
 12 4. Memorandum of Agreement – Teaching CSPEAR and Lyceum of the
 13 Philippines Cavite
- 14 f. Introduction of Deans

15 Dr. Polinga introduced and welcomed the new members of the Council of
 16 Deans.

17 II. Status of Enrolment
 18

	Total Number of Enrollees	Number of Faculty Members
Main	15,087	
CAFENR	821	43
CAS	2,135	201
CCJ	631	16
CEMDS	2,775	81
CED	2,635	83
CEIT	4,253	133
CON	919	51
CSPEAR	549	33
CVMBS	369	17
OGS	1,291	
Bacoor	2,498	90
Carmona	2,230	73
Cavite City	2,245	66
Imus	4,934	170
Naic	1,170	60
CCAT-Rosario	3,522	144
Silang	3,420	88
General Trias	723	73
Tanza	304	
Trece	1,977	
Total	36,616	

1 **On classroom utilization**

2 Dr. Polinga asked for the preparation on classroom utilization in colleges and
3 campuses. Dr. Mojica said that clean-up activities have already been done
4

College	Reported by	Efforts Made
CEMDS	Dr. Marlon Mojica	Clean -up activities have already been done
CCJ	Dr. Famela Izza Matic	Bayanihan in clean-up drive was done
CEIT	Dr. David Cero	Have coordinated with PPS on the building maintenance program
CAFENR	Dr. Analita Magsino	Piggery houses are being repaired
CAS	Dr. Bettina Joyce Ilagan	Available rooms were requested to be returned to the Center for International Studies (old Physical Science Building)

5 Dr. Polinga advised the body to:

- 6 a. Prepare the requests and papers for submission to the Office of the
7 President.
8 b. Include labor component in the financial plan. The units may seek the
9 assistance of the Physical Plant Services for minor repairs. However,
10 major repairs may be addressed to the Physical Plant Unit.

11 The following concerns were discussed:

12 a. **On cash advances**

13 Dr. Ferrer brought concerns on cash advances. Dr. Oquendo suggested to
14 seek dialog or special meeting with the administration to clarify things.

15 b. **On administrative works**

16 Should there be delays in delivery of requested materials, the end user may
17 initially provide, which can be reimbursed later.
18 Labor requirement may be addressed through pakyaw or work order. The
19 expenses may likewise be reimbursed. The unit canvasser shall be mobilized
20 to facilitate the work

21 Dr. Cero asked if the body can request the administration to observe five-
22 working days to avoid delays in the processing of papers. Dr. Polinga said that
23 the council of deans will prepare a resolution that will be endorsed to the
24 Administration for consideration. Some concerns may likewise be discussed
25 in the meeting. Dr. Polinga said that these will be addressed in the available
26 meetings and/or seminars to be conducted by the administration.

1 Dr. de la Cruz asked if it is possible to provide an orientation with the newly
2 appointed deans on areas like procurement, terms of reference among other.
3 Dr. Cero suggested to include handling of administrative matters on top of
4 functions as dean.

5 Dr. Polinga said the office will request the administration for an orientation and
6 consultation to clarify administrative matters.

7 **c. On parking of government vehicle**

8 Dr. de la Cruz asked where will vehicle be parked. Dr. Cero said use of
9 government vehicle shall be governed by the policies on utilization of
10 government properties including the vehicle.

11 **d. On janitorial services**

12 Dr. Polinga announced that janitorial services may proceed once the award is
13 approved. Dr. Cero informed the body the Notice to Proceed has already been
14 submitted to the Office of the President.

15 **e. On plantilla position**

16 Dr. de la Cruz asked if it is possible to hire a full-time Human Resource Officer.
17 Dr. Polinga said that a faculty member may be assigned to supervise the faculty
18 members. Likewise, an administrative officer may be tapped to do the functions
19 of HR.

20 Dr. Polinga said that a copy of the plantilla will be secured from HRMO to be
21 shared with the colleges and campuses

22 **f. On strengthening of program offering**

23 Dr. Polinga suggested to strengthen the academic offering. Dr. Reyes
24 commented that the University adopts the new curriculum for general
25 education courses like the Mathematics in the Modern World. In offering
26 courses for a large class size, large lecture rooms may be constructed. Dr.
27 Cero said that existing buildings may increase the number of floors.

28 **g. On student evaluation**

29 Dean Sedigo suggested to OVPAA to come up with faculty feedback form so
30 that reliable remarks from the students will be solicited. Dr. Mojica likewise
31 suggested to increase the number of sample size. Dr. Banaag suggested to
32 use cluster sampling in determining the group where to get feedback from.

33 **h. On granting of overload**

34 Dr. Magsino asked if the chair can automatically be given overload pay. Dr.
35 Polinga replied that some SUCs provide overload pay, such as in Region 8.
36 Accordingly, this is based on the services rendered by the faculty. Dean
37 Sedigo said that strategic functions are based on the academic rank of the
38 faculty. Dr. Polinga advised to review the existing guidelines on the Unified
39 Workload System, for which an addendum to the implementation may be
40 issued.

1 **III. Memorandum of Understanding and Implementing Rules and Regulations –**
2 **CvSU- Marinduque State College Consortium**

3 Dr. Nuestro presented the draft MOU and IRR of the CvSU-MSC Consortium. Dr.
4 Magsino suggested to include the profile of the students and faculty members who
5 can teach in the MBA, PhD management and MS Agriculture Programs. Dr. de la
6 Cruz suggested to specify outbound faculty mobility.

7 After the deliberation, Dr. Reyes moved for the approval of the MOU and its
8 implementing guidelines. This was seconded by Dr. Ferrer. This was finally
9 approved by the body.

10 **IV. Participation of the University to the 8th Batch SEAMEO SEA Teach Program**

11 Dr. Banaag briefed the body on SEAMEO SEA Teach Program, which will
12 commence in June 2019 and contained in the Letter of Agreement. She said that
13 there was no problem in accepting and sending students and that evaluation will
14 be underway for the 7th batch.

15 Dean Signo said that the guidelines was prepared on how to participate in the 8th
16 batch of implementation. Dean Sedigo commented that this provides a good
17 opportunity for the students to be exposed outside the country.

18 The body agreed that the number of units for practice teaching may be split, where
19 immersion in teaching will be given two (2) credit units. Dean Sedigo moved for
20 the approval of the participation in the program, which the body seconded and
21 approved.

22 **V. Memorandum of Agreement – Teaching of CSPEAR Faculty at Lyceum of**
23 **the Philippines Cavite and De la Salle – Dasmarinas**

25 Dr. Oquendo and Prof. Signo presented the proposed partnership through teaching
26 of CSPEAR faculty at LPU-Cavite and DLSU-D. Dean Sedigo noted that this may
27 be allowed if teaching will be done outside of the government time and not within
28 the official time of those involved. Dr. Cero commented that the request to teach
29 may be done every semester.

31 After deliberation, Dean Nepomuceno moved for the approval of the proposal.
32 Dean Signo seconded. The motion was approved.

33 **VI. Announcements and reminders**

- a. Check if the faculty members have valid contracts.
- b. Requests for supplies and materials shall be guided by the Annual Procurement Plan and PPMP. Supplemental budgets may be prepared if needed. Purchase requests shall be prepared with at least 4-6 months allowance. The canvassers and property custodian shall be utilized to prepare the required documents.

- c. Bulletins of information and brochures shall be prepared by the MIS officers.
- d. Accomplishment Reports shall be submitted to the office for March 2019 BOR meeting.
- e. Student teaching fee is temporarily suspended.

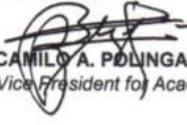
1 **VII. Adjournment**

2 The meeting was adjourned at 2:15 pm.

3 Prepared by:

4 
5 **RODERICK M. RUPIDO**
Acting Secretary

Approved by:


CAMILO A. POLINGA, PhD, ASEAN Eng
Vice President for Academic Affairs



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OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

September 10, 2018

OFFICE MEMORANDUM
No. 42, s. 2018

TO : All Campus Administrators
All College Deans
Dean, OSAS
University Registrar
University Librarian
Director, University Review Center
Director, Sports Development
Manager, Hostel Tropicana

FROM : CRIMILO A. POLINGA, PhD ASEAN Eng
Vice President for Academic Affairs

SUBJECT : Notice of Meeting

Please come for a meeting on September 25, 2018 at 8:30AM, SLLasap Hall, 2nd Floor, Administration Building, Don Severino delas Alas Campus, Indang, Cavite. The following agenda will be discussed:

1. Reminders
2. Socio-Cultural Competition
3. University Games
4. Designation and performance evaluation
5. Cash-based financial management
6. Updating of bulletin boards
7. Production of promotional materials, by Department, by program
8. MIS operation, for management decision
9. Other matters

Kindly prepare an update on the following: Curricular Programs offered, Status of accreditation and government recognition (COPC), enrollment by program, and faculty profile. Submit a hardcopy and softcopy of your update to OVPAA on or before Sept. 25, 2018.

Your attendance is highly enjoined.

Thank you.



Republic of the Philippines
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Indang, Cavite, Philippines
☎ (046) 4150-010 loc 270

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Minutes of the Heads of Academic Affairs Units Meeting
SLLasap Hall
September 25, 2018

Attendance:

Camilo A. Polinga -	Presiding officer
Analita dM. Magsino	
Bettina Joyce P. Ilagan	
Famela Iza C. Matic -	represented by S. Tan
Cecilia B. Banaag -	represeneted by A. Vinzon
Florindo C. Ilagan	
Marilyn M. Escobar	
Evelyn M. del Mundo -	represented by J. Rona
Almon R. Oquendo	
Alvin William A. Alvarez	
Ma. Agnes P. Nuestro	
Ronan M. Cajigal	
Cristina M. Signo	
Maria Cristina J. Baesa	
Noel A. Sedigo	
Liza C. Costa	
Jocelyn L. Reyes	
John Xavier B. Nepomuceno	
Jose P. Lisama	
Ammie P. Ferrer	
Sharon M. Isip	
Nimphas E. Javier -	represented by P. Rodorno
Edwina O. Roderos	
Ana Liza R. Mojica	
Daisy M. Marca	

The meeting started at 8:45 am with Dr. C. Polinga as the presiding officer.

Dr. Polinga started the meeting by asking the group about their observation during the PRIME Orientation held on September 24, 2018. Dr. Polinga also relayed to the group that HR is always charging the Deans for not submitting documents re: request to hire, etc. Dr. Polinga added that he is not comfortable when he heared HR's sweeping statement blaming the Deans. He suggested that HR's function (as in recruitment) should be cascaded to the academic units.

Dr. Escobar mentioned that HR never called applicants for teaching. It is the concerned Deans who do this function.

Prof. Sedigo also pointed out that our support services' role should be cleared out. We are willing to give administrative cost but they should be the one to do the admin functions.

Dr. Polinga pointed out that some of the data in the University are not consistent. Examples of these are the faculty profile, enrolment, etc. There are always discrepancies depending on the source of the data. Dr. Polinga requested the College Deans/Unit heads to update the data of each college and post it in the bulletin board. He added that specific functions and roles of each designated faculty members be defined.

As regards to the HR memo regarding absenteeism and tardiness, Dr. Polinga reminded the Deans to talk with the concerned faculty personally or give memo warning them of what will happen if they will do it repeatedly. In terms of productivity, we are at a loss, Dr. Polinga added. It is on this premise that he suggested to have a REORIENTATION OF SPMS (Strategic Performance Management System). Our OPCR is already quite clear. But we have to connect our IPCR to our OPCR? Let us just take a look and consider the extent of contribution of the college or unit to the University, he emphasized. In terms of the University Awards/Rewards Systems; Dr. Polinga suggested to revive the system like; Administrator of the Year, Researcher of the Year... etc. The mechanics should be reviewed and updated.

Dr. Polinga asked the deans and unit heads if they are documenting the best practices in their respective units. Best practices according to him is not ordinary, it should have meritorious impact. Another thing emphasized by Dr. Polinga is the attendance to seminars/trainings/conferences. He said that it should have a Return on Investment to the University. Upon returning to the University, what is his/her Reentry Plan? In annual conferences, if the university is a member institution, we could send one official participant plus presentors, if there are any. Prof. Baesa suggested that if somebody attends a conference on his/her personal capacity, official time may be requested.

On submission of requirements/documents, Dr. Polinga reiterated that some of the deans and unit heads are not submitting them on time.

On activities conducted/hosted by CSPEAR, Prof. Sedigo commented that there were some lapses observed. Example is the schedule of activities, preparation of the venue, etc. He however, recognized Dr. Oquendo's lack of manpower in his office. He therefore suggested that hosting can be delegated to other units or colleges in partnership with CSPEAR. Dr. Polinga reiterated that the Intrams and socio-cultural activities be conducted in the second semester.

On Gender and Development (GAD), Dr. Polinga reminded the deans and other unit heads to avoid changing their designated GAD coordinators because everytime there is a new designee, he/she will again be subjected to undergo training re: GAD awareness and sensitivity. GAD activities may be conducted by the designated GAD coordinators.

On faculty and staff development plan, Dr. Polinga reminded the deans to remind their department chairpersons to calendar the upgrading of their faculty members on the basis of priority program and prioritize those needed for COPC, Level IV and for Center of Excellence.

Regarding procurement of supplies and materials, the Deans were encouraged to prepare their PRs with complete specifications and let their college canvassers do the canvassing of quotations. In this case, procurement will be facilitated. For the property custodian, they should conduct inventory regularly so that they will be updated of what supplies are still available and the supplies that need to be procured.

Dr. B. J. Ilagan informed the group that there was a failure in the bidding for the radio station. Dr. Escobar pointed out that there were differences in pricing because there were different bidders who submitted their quotations. Dr. Polinga suggested to Dr. Ilagan to coordinate with PPU to re-estimate the whole project and inquire Mrs. Ochie Eraña of PhilGEPS and review the pricing.

Dr. A. Magsino raised the issue that their college has a foreign student (Moslem) taking Animal Science but does not like to study about swine. Dr. Polinga suggested to advise him to shift program.

There having no more matters to discuss, the meeting ended at 4:00 pm.

Prepared by:

elizpolinga
ELIZABETH E. POLINGA
Acting Secretary

Approved:

camilo
CAMILO A. POLINGA
VP for Academic Affairs

**MINUTES OF THE MEETING OF THE UNIT HEADS UNDER THE ACADEMIC AFFAIRS
HELD ON JANUARY 25, 2018 AT HOSTEL TROPICANA**

- 1 Camilo A. Polinga Presiding Officer
2 Analita dM. Magsino
3 Bettina Joyce P. Ilagan
4 Famela Iza C. Matic
5 Cecilia C. Banaag
6 Florindo C. Ilagan
7 Marilyn M. Escobar
8 Alvin William A. Alvarez
9 Ronan M. Cajigal
10 Cristina M. Signo
11 John Xavier B. Nepomuceno
12 Ma. Cristina J. Baesa
13 Liza C. Costa
14 Nimphas E. Javier
15 Ammie F. Ferrer
16 Jose P. Lisama
17 Almon R. Oquendo
18 Joinito Ofracio - Represented Dr. Evelyn del Mundo
19 Noel A. Sedigo
20 Ma. Agnes P. Nuestro
21 Ana Liza R. Mojica
22 Sharon M. Isip
23 Nimphas E. Javier
24 Edna O. Roderos
25 Daisy M. Marca
26 Analyn A. Mojica
27

28 **I. Preliminaries**

29 The meeting started at 8:50 AM with a prayer led by Prof. Ma. Cristina Baesa.

30 **II. Vice President's Time**

Dr. Polinga introduced and welcomed the new deans. They were Prof. Noel A. Sedigo of Trece, Tanza and General Trias campuses, Dr. Cecilia B. Banaag of the College of Education, Dr. Ammie F. Ferrer of Silang campus and Dr. Jocelyn L. Reyes of Maragondon campus.

- **Submissions of reports** - Dr. Polinga reminded the unit heads of their submissions and compliances to the documents requested by the OVPAAs. He

suggested to use the official e-mail address. He also suggested to mobilize the designated officials and orient them on their terms of reference.

- **Communication flow** – Dr. Polinga advised the body to improve the communication flow to avoid delays and inefficiency. Communication from the top level management shall be carefully cascaded to the constituents. Once observed, this will lead to informed decisions.
- **Office protocol** – He advised to practice smooth office procedure in preparation for ISO. Likewise, he advised to follow schedules and deadlines of activities like enrolment. Dr. Magsino suggested to observe strictly the deadline of evaluation and application for admission in the Graduate School.

Dr. Polinga advised the unit heads to become firm with their decisions to establish a “good culture”.

- **OPCR and IPCR** – Designations in units must be carefully assigned and must be understood by the concerned. Strategic functions and targets must be clearly identified and spelled out in the IPCR and OPCR.
- **ISO** - Dr. Banaag suggested to cascade ISO principles up to the level of the students for them to become knowledgeable about the principles and process.
- **Signing of MOA and MOU** – The President will be the one to sign to MOAs/MOU if the other party is at the level of the Governor and/or Regional Director. For OJT's where no investments on the part on the university is involved, the deans can sign the document(s).
- **Overload** – All claims in the overload shall be within the evaluation period and supported by appropriate documents. These shall likewise be reflected clearly in the IPCR and OPCR, which must be harmonized carefully.

For faculty researchers, they must have Special Order from the President and their activities and required outputs are governed by the Research Center.

1 **III. Enrolment**

2 Ms. Roderos reported status of enrolment. As of January 25, 2018, a total of 11,679
3 students were officially enrolled in the main campus, which is broken down as follows:

4	CAFENR	657
5	CAS	1,119
6	CCJ	436
7	CEMDS	2,128
8	CED	2,200 including TCP -47

1	CEIT	3,560
2	CON	371
3	CSPEAR	346
4	CVMBS	246
5	OGS	460

6 Ms. Roderos requested the heads to carefully observe class size and deadlines and to
 7 check the added subjects of the students.

8 **IV. Plans and Targets**

A. College of Agriculture, Food, Environment and Natural Resources

Dr. Magsino reported the plans and programs of CAFENR. Highlights of the report were as follows:

- Conduct of Level 3 Accreditation of programs in April 2018
- Strengthen researches
- Publication of research outputs
- Maintenance of CAFENR as Center of Excellence in Agriculture
- Improvement of programs to become delivering higher education institution in Agriculture and allied fields

B. College of Arts and Sciences

Dr. Ilagan presented the plans and strategies of CAS for 2018:

- Operationalization of the Community Radio Station
- Graduation of 12 PhDs in time for the next round of SUC Levelling 2019
- Implementation of CAS HELPS, an extension Program

C. College of Criminal Justice

Dr. Matic presented the plan of activities of CCJ for 2018:

- Maintain CvSU standing as the Number 1 Criminology school in the region, and Number 3 nationwide, in terms of licensure examination rating
- Construction of the CCJ Building
- Offering to the Law Enforcement and BS Forensic Science
- Hosting of the Second International Conference on Criminology

D. College of Education

Dr. Banaag presented the plans of CEd as follows:

- Curriculum revision of its program offerings
- Continuing accreditation of programs towards higher level
- Subjecting of programs to RQAT visit and securing of Certificates of Program Compliance
- Conduct of review classes for BSE and BEE programs
- Strengthening of exchange program with Kangmoon College in Korea
- Strengthening of the internationalization program
- Research redirection
- Continuing Professional Degree Provider

E. College of Engineering and Information Technology

Dr. Escobar presented the plans as follows:

- CPD
- Improving quality programs
- Improvement in the licensure examinations
- Securing of RQAT and COPC
- Publication of researches in Scopus and ISI journals
- Recognition of more ASEAN Engineers
- Updating of CEIT curricula according to K-12 and OBE standards
- Improvement of information systems
 - Enrollment system
 - Queuing management system
 - Online advising
 - ID system
 - Library Management Information systems
 - Library usage monitoring system
 - Academic Affairs Management System
 - Record Tracking System

F. College of Economics, Management and Development Studies

Dr. Ilagan presented the plans of CEMDS as follows:

- Updating, review and revision of all curricular offerings of the College according to OBE standards
- Application and securing of Certificate of Program Compliance for the MBA, MM and MPS
- Conduct of more rigid and intensive review classes for the BS Accountancy Program

- Conduct of tracer studies and employability research for the College's graduates
- Completion of the new CEMDS building
- Repainting of the old CEMDS building
- Landscaping of the CEMDS surroundings
- Conduct of more policy and financial analyses researches

G. Graduate School

Dr. Nuestro presented the plans and programs of GS-OLC:

- Enrolment status of GS-OLC
- Continuous accreditation activities for graduate programs – MBA, MA Engineering, PhD Education and MA Education
- Securing of COPC for all graduate programs
- Curricular revisions of graduate programs
- Formulation, review and approval of the policies on the implementation of ETEEAP, Distance Education and Learning Centers
- Benchmarking with top universities in the country and foreign universities
- Partnership and exchange programs / strengthening of linkages and collaborative initiatives
- Approval of the GS Student Handbook and Catalog

H. Tanza, Trece and General Trias

The plans and programs of the Trece, Tanza and General Trias campuses were presented by Prof. Noel Sedigo.

- Unification of the three campuses
- Creation of department
- Phasing out of undersubscribed programs
- Negotiations for donations
- Election of Faculty Association in the three campuses

I. College of Nursing

Mrs. Jane Rona presented the plans of CON for 2018, as follows:

- Subjecting the BS Nursing to Level 3 accreditation
- Review and approval of the BS Medical Technology curriculum
- Offering of BS Nutrition and Dietetics , BS Physical Therapy and Doctor of Medicine
- Offering of BS Midwifery
- International recognition of graduates

- Strengthening of linkages through MOA with clinics and hospitals
- Application and securing of bio-safety compliance for the BS Medical Technology laboratory
- Licensing of CvSU Well Family and Maternity Clinic
- Construction of nutrition room for BSMT
- Research publication and patents

J. College of Sports, Physical Education and Recreation

Dr. Oquendo presented CSEAR's plans for 2018

- Offering of Fitness and Sports Science and Fitness and Sports Coaching
- Development of research culture in the college
- Promotion of Sports Tourism
- Improvement of sports facilities and creation of simulation room

K. College of Veterinary Medicine and Biomedical Sciences

Dr. Alvarez presented the plans of CVMBS, to wit:

- Curriculum revision of the College's program offerings
- Hiring of more faculty members to complete the faculty requirement
- Establishment of large animal laboratory
- Implementation of 2B@2K *Boluntaryong Beterinaryo para sa Kabuhayan at Kalusugan*, a BOR-approved extension program
- Strengthening of inert-agency services
- Subjecting of programs to AACCUP evaluation
- Implementation of faculty mobility and consultancy
- Membership in national and international veterinary organization

L. Bacoor Campus

Prof. Cajigal presented the plans of Bacoor campus as follows:

- Accreditation of curricular offerings and securing of COPC for all academic programs offered
- Conduct of tracer studies
- Attendance to academic conference and for a
- Re-engineering of academic curricula through adoption of OBE
- Intensification of review classes to improve performance in licensure exams
- Active implementation of extension activities
- Construction of academic building
- Construction of speech laboratory

M. Carmona Campus

Prof. Signo presented the plans of Carmona campus:

- Upgrading of facility
- Conduct of career orientation
- Promotion of BS Industrial Technology as flagship program
- Delivery of ICT-based instruction
- Establishment of e-library
- Intensification of review classes for better licensure exam ratings
- Promotion of international linkages
- Establishment of research culture
- Conduct of extension program ARM- Accessing Communities through Rendering Services and Maintaining Relationships
- Infrastructure development – administration, HRM hostel, STAR Center, covered court, CR repairs and guard house

N. Cavite City

Prof. Baesa presented the plans of the campus. Highlights were:

- Enrolment of 1,783 students during the Second Semester 2017-2018
- Intensification of review for better performance in the licensure examinations
- Subjecting the academic programs to higher level accreditation
- Training of more faculty members on accreditation using OBE instruments
- Offering of the BS Tourism Management
- Establishment of foreign linkages
- Employment of graduates in partnership with PESO and DOLE
- Conduct of annual colloquium for students and faculty members

O. Imus Campus

Dr. Costa reported the plans of the campus. The highlights were:

- Accreditation of academic programs towards higher level
- Strict implementation of comprehensive examination for the programs with licensure examinations
- Conduct of mock board
- Faculty exchange program and fellowship
- Installation of CCTV
- Creation of the CvSU Imus website
- Development of E-portal system
- Development of computerized inventory system

P. Naic Campus

Prof. Nepomuceno presented the plans of Naic campus, to wit:

- Enrolment of 968 students for Second Semester 2017-2018
- A total budget of the campus PhP 14,506,469 broken down as follows: PhP 9,516,000 , Fund 164 – PhP 4,372,269 and Fund 101 – PhP 618,200
- Subjecting the BS Fisheries, BEE, BSE and BS Computer Science to RQAT visit and accreditation
- Conduct of in-service training and seminar
- Client assistance for fishing community
- Application for Center of Development for the BS Fishery program
- Maintain the BS Fishery as CHED-NUCAF in region !V
- Improvement of laboratory facilities for the DOST-assisted mussel Project
- Improvement of Coastal resources Management
- Completion of AquaBEST Center
- Construction of the Science, Technology and Applied Research Center

Q. Rosario Campus

Dr. Lisama presented the plans of the campus.

- Enrolment of 2,830 for Second Semester 2017-2018
- Updating, review and revision of course syllabi according to GAD and OBE standards
- Subjecting the academic programs to higher accreditation levels
- Improvement of performance in the licensure examination through intensive review classes
- Development off an E-library
- Conduct of and attendance to relevant trainings and seminars
- Revision of the Bachelor of Technical Teacher Education
- Conduct of outreach programs
- Conduct of Health and wellness program for employees
- Skills upgrading of drivers
- Linkages with ASEAN universities
- Development of functional website

R. Silang Campus

Dr. Ferrer presented the plans of Silang campus. The highlights were:

- Subjecting the academic programs to higher level accreditation
- Improvement of the performance in the licensure examination
- Conduct of relevant and responsive extension program, the *Pinyabuhay*

- Strengthening the Public-Private Partnership
- Infrastructure development program – hostel, gymnasium, guard house, perimeter fence
- Acquisition of Grandia

1 **V. Status of Graduation Preparation**
2

Dr. Banaag reported the status of the preparation for Midyear graduation

- Program and invitation – The program invitations were already submitted to the press for printing.
- Baccalaureate Thanksgiving – Invitations were already sent to the preachers.
- Ribbons, plaques, medals and awards – Orders were already placed.
- Caps and gowns – These will be distributed after the baccalaureate service.
- Rehearsal and floor management- This will be conducted after the baccalaureate service.
- Stage preparation and decoration – Committee would be requesting for the assistance of PPS staff.
- Lights and sounds – PEERS Studio will provide the sounds.
- Transportation – All requests for transportation shall be submitted to PPS.
- Food and refreshments – Snacks shall be provided after the Baccalaureate service
- Reception – Fifteen students and seven faculty members shall take charge of the reception
- Documentation – Photo and video coverage were already arranged.
- Chair arrangement – There would be separate chair arrangement for the baccalaureate and graduation rites.
- Medical –HEVTED room would be used as medical team's station.
- Security – Designated parking spaces were identified.
 - South of high school building
 - North of University quadrangle
 - Right wing of road area
 - Vacant lot in the men's and ladies' dorm
- Assembly and processional
 - Assembly 6:00 am
 - Processional – 7:00 am
 - Start of program – 8:00 am

1 **VL Other Matters**

2 **a. Offering of General Education Courses**

3 Dr. Joyce Ilagan reminded the body of the proposed curriculum revisions for approval
4 during the second quarter BPOR meeting. She shared the 36 units of general education
5 courses to be included in the curriculum. These were:

- 6 • 24 units - 8 core courses
7 • 3 units – Life and Works of Rizal
8 • 3 units - Filipino
9 • 3 units - *Panitikan*

10 Dr. Polinga said that program coordinators were already informed and advised to
11 present the curricula to their respective deans.

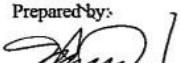
12 **b. Enrolment**

13 A total of 708 new freshmen were scheduled to take the entrance examination. Prof.
14 Sedigo announced that there would be no bridging program to be offered according to
15 BOR. Dr. Escobar suggested that the examination to be administered should be
16 evaluated by the College first. Dr. Oquendo suggested to standardize the entrance
17 examination. Prof. Sedigo suggested to assess the capacity to admit which may
18 consider quota program in preparation for ISO.

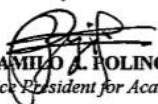
19 **VII Adjournment**

20 The meeting was adjourned at 7:18 pm.

21 Prepared by:

22 
23 RODERICK M. RUPIDO
24 Acting Secretary

25 Attested by:

26 
27 CAMILO A. POLINGA, PhD ASEAN Eng
28 Vice President for Academic Affairs

A.6 College/University Code



- The institution has a BOR/BOT approved Institution's Code and/or Manual of Operations and the pages where the functions of each office in the organizational chart are written is described here.



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
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OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE OF THE BOARD SECRETARY

EXCERPT FROM THE MINUTES OF THE 42ND REGULAR MEETING
OF THE CAVITE STATE UNIVERSITY BOARD OF REGENTS
HELD ON SEPTEMBER 3, 2009 AT CvSU, INDANG, CAVITE

RESOLUTION NO. 85 s. 2009

A RESOLUTION APPROVING THE MANUAL OF
OPERATIONS OF CAVITE STATE UNIVERSITY.

CERTIFIED TRUE AND CORRECT:

G L A r m m o - ...
t r e c r e t a r y V

- The Manual of Operations of Cavite State University has two volumes. The functions of each office in the institution's organizational chart are included in Volume I, pages 18-42.

- **Institution Code**

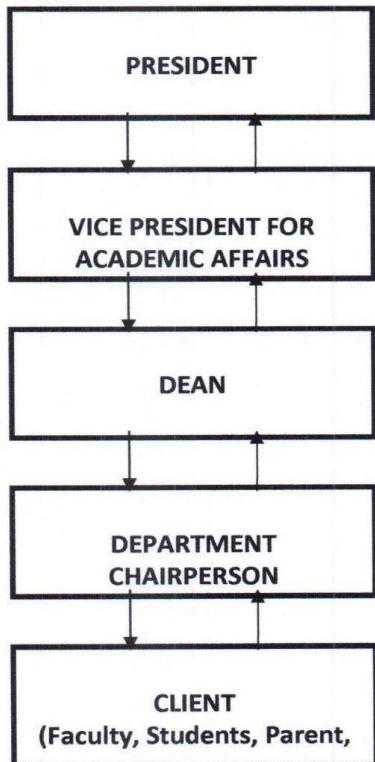
OFFICE	Pages in the Manual of Operations
Board of Regents	13-18
University President	18-23
Vice President for Academic Affairs	22-24
Vice President for Administrative and Support Services	24-26
Director for Human Resources Development	27-28
Director for Financial Management Services	28-29
Director for Medical Services	29-30
Director for Civil Security	30
Director for Physical Plant Services	31
Accountant	31
Cash and Disbursement Officer	32
Vice President for Research, Extension, Continuing Education and Training Services (RECETS)	32
Vice President for External and Business Affairs	33
Dean of Student Affairs	35
Director for Planning	36
Board Secretary	37
Director for Special Projects	38
Director for Presidential Management and Coordinating Office	39
The Administrative Council	41
The Academic Council	42

A.7 System of Communication flow.



The channels and flow of organizational/administrative communication (from top to bottom) is in form of memorandum from the President to concerned Vice Presidents, then in form of memorandum from the Vice Presidents to respective Deans/Directors; memorandum from the dean/director to respective unit Heads; and lastly memorandum from the Unit Head to faculty/staff members.

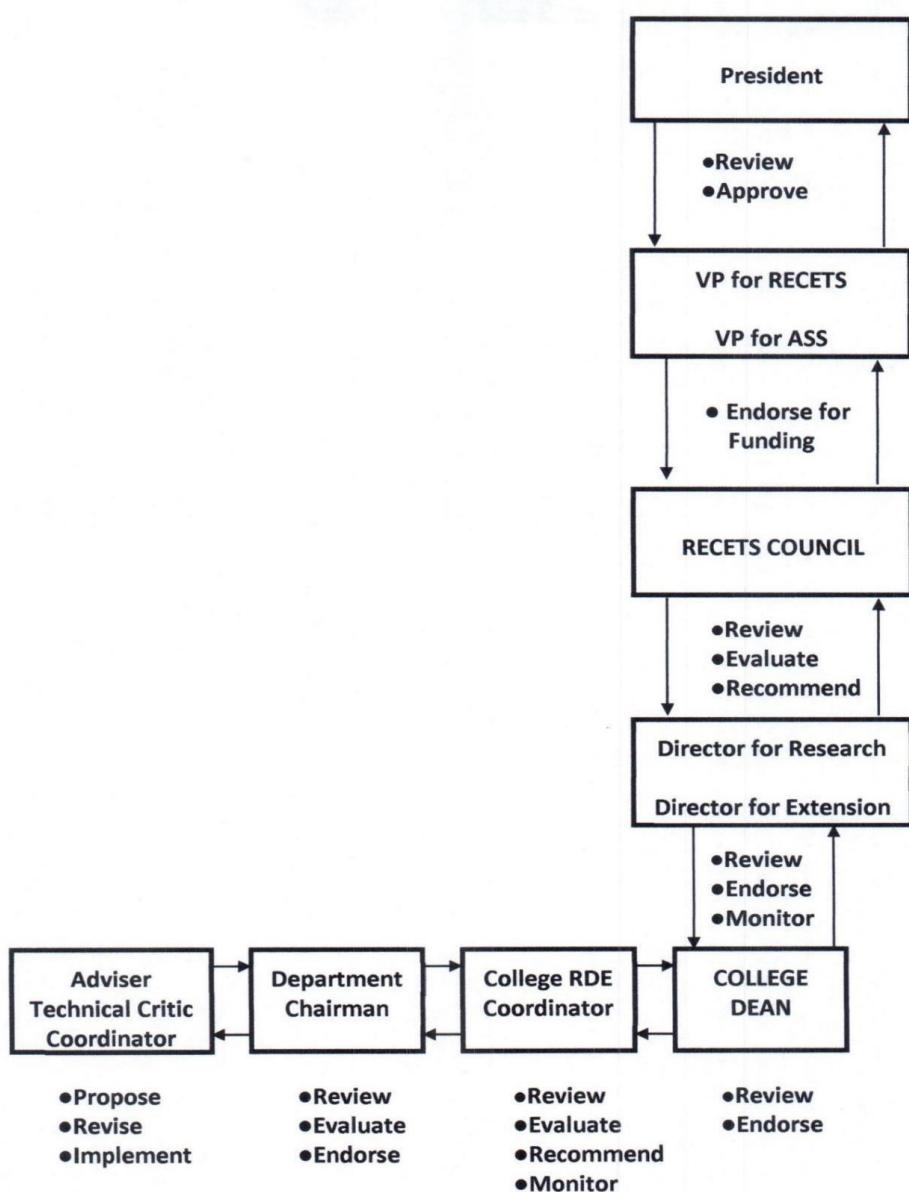
The channels and flow organizational/administrative communication (from bottom to top) is in form of memorandum/letter from any particular faculty staff/member addressed to the President of the University. It passes through channels from the Unit Head to the Dean/Director to the respective Vice President, for recommendation of Approval. It then ends with the President for final approval.



BASIC COMMUNICATION FLOW CHART



PROCESS FLOW OF OPERATIONAL PLANNING



PROCESS FLOW FOR THE CONDUCT OF RESEARCH/EXTENSION PROGRAM



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
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HUMAN RESOURCE DEVELOPMENT OFFICE

ADVISORY No. 21

Re: LEAVE RECOMMENDATION OF FACULTY MEMBERS
July 14, 2021

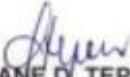
Please be informed that the faculty members with the following designations are authorized to work this Mid-year Break starting July 1 to August 30, 2021 and will be eligible for Vacation Leave/Sick Leave credits.

- a. Department Chairperson
- b. Office of the Student Affairs and Services Coordinator
- c. College/Campus Registrar
- d. College Secretary
- e. Campus HR Coordinator
- f. In-charge of University Projects

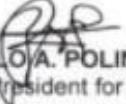
All permanent and temporary faculty members will be on teacher's leave during the said period. However, faculty members may be required to report for work when the need arises and can be recommended for service credit.

Please be guided accordingly.

Thank you.


MARY JANE D. TEPORA, Ph.D.
Director

Noted:


CAMILO A. POLINGA, Ph.D., ASEAN Engr.
Vice-President for Admin. and Support Services



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino delas Alas Campus
Indang, Cavite

HUMAN RESOURCE DEVELOPMENT OFFICE

July 14, 2020

ADVISORY No. 16, s. 2020
RE: CONVERSION AND USAGE OF EARNED SERVICE CREDITS

Pursuant to section 45 of the Omnibus Rules on Leave, all service credits earned by our faculty members will be converted first to vacation leave/ sick leave using the formula below prior to the usage.

Vacation Leave and Sick Leave* = 30 (Y) / 69

Where: 30 = Number of days in a month
Y = Total number of teacher's service credit
69 = 58 days of summer vacation plus
11 days Christmas Vacation

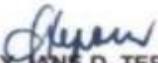
* no. of days derived shall be divided equally into vacation and sick leave

Thus, the conversion of the 15 days earned service credits of our faculty members is equivalent only to 6 days, 5 hours and 2 minutes as computed below.

Example: VL/SL = 30 (15)/69
= 6.52

Please be guided accordingly.

Thank you.


MARY JANE D. TEPORA
Director

Noted:


CAMILO A. POLINGA, Ph.D. ASEAN Engr.
Vice President for Administrative and Support Services



(046) 419-4527 / 09497721045
email: cavstate@caatu.edu.ph

A.8 Administrative/Operation Manual



➤ **List of Institution's
Manual of Operations**

Manual of Operation 1
Manual of Operation 2

➤ List of Institution's Manual of Operations

Title of Manual	Year Approved by the BOR/BOT	Brief description
Manual of Operations Vol. I	2009	This document shall be known as the Cavite State University (CvSU) Manual of Operations (CvSU MOP). This incorporates most of the rules and provisions in the existing CvSU University Code and with special reference to the manual of operations of the major units of the University, CvSU shall be referred to in this document as "University". It includes a brief history of CvSU and Rules I to IX.
Manual of Operations Vol. II		It includes Rules X to XIII

A.9 Qualification Standards for Administrative Personnel



Click the document here:

Qualifications Standards
for Administrative
Personnel