



CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS





CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias , Cavite

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

PRELIMINARY SURVEY VISIT

AREA VII.
LIBRARY



CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS

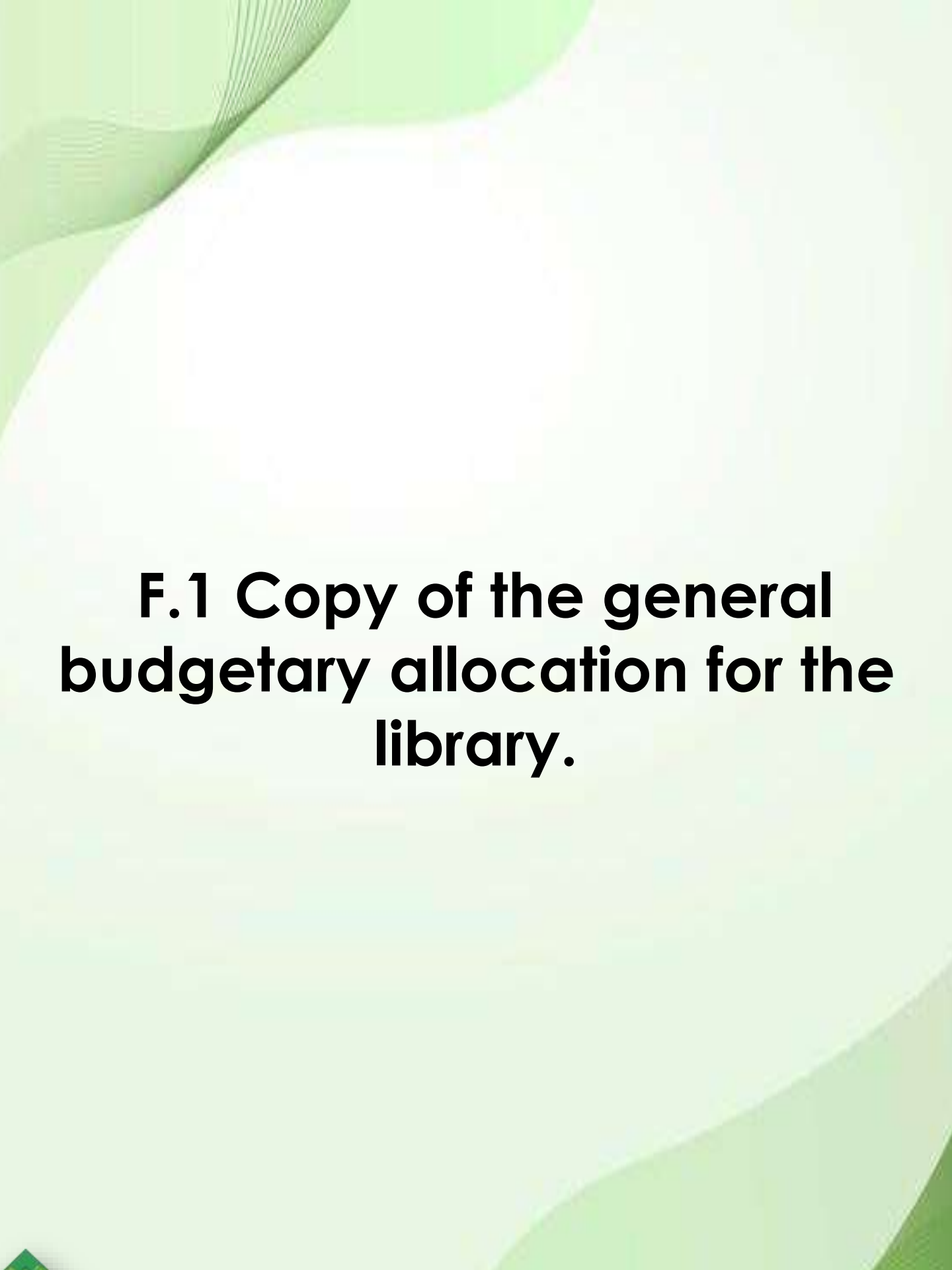
Town Proper, City of General Trias , Cavite

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

PRELIMINARY SURVEY VISIT

AREA VII.
LIBRARY

F. Financial Support



F.1 Copy of the general budgetary allocation for the library.

FY 2021 PROGRAM OF RECEIPTS AND EXPENDITURES
GENERAL TRIAS CITY CAMPUS

FUNDING SOURCE				
I. Estimated Income				
less 30% SUC WIDE COMMON FUND				
II. Total Estimated Income				
III. Estimated Expenses				
Program Project Activity (PPA)	Personnel Services	Maintenance and Other Operating Expenses	Capital Outlay	
			Equipment Outlay	Infrastructure
GASS	470,250.00	623,782.06	4,999,350.00	100,000.00
STO	-	3,930,440.34	-	-
MFO1	-	7,372,800.00	-	-
MFO2	-	-	-	-
MFO3	-	794,877.10	-	-
MFO4	-	794,877.10	-	-
Mandatory Reserve				
Total Estimated Expenses	470,250.00	13,516,776.60	4,999,350.00	100,000.00

GASS General Administration Support Services
 STO Support to Operation
 MFO1 Higher Education
 MFO2 Advanced Education
 MFO3 Research Services
 MFO4 Technical Advisory Extension Services

Prepared by:


ESTELITA A. VILLA
 Campus Budget Officer

Certified Correct:


NOEL A. SEDIGO, MSc
 Administrator, General Trias Campus

Recommended:


MA. AGNES
 Vice President

Budget for Acquisition of new books
 is included in the equipment
 outlay

APPROVED PER BDR RESOLUTION
 NO 52 SERIES OF 2020 DATED
18 DECEMBER 2020


 CATHERINE J. QUINONES
 BOARD SECRETARY V

UNIVERSITY

ampus

AD EXPENDITURES

IPUS

		Fund 164	Fund 101 (Trust Misc)	Total
		22,236,635.00	29,250.00	22,265,885.00
		2,384,631.30		
		19,852,003.70	29,250.00	19,881,253.70
ure	Total			
00.00	6,193,382.06			
-	3,930,440.34			
-	7,372,800.00			
-	-			
-	794,877.10			
-	794,877.10			
-				
0.00	19,086,376.60	19,852,003.70	29,250.00	19,881,253.70

ng Approval:



P. NUESTRO, PhD
 at for Academic Affairs

Approved by:


 DR. HERNANDO D. ROBLES, CEO VI
 President

ALLOTMENT CLASS/ OBJECT OF EXPENDITURE	UACS	GASS	STO	M
Hostels and Dormitories	10604080 00			
Other Structures	10604990 00	100,000.00		
EQUIPMENT OUTLAY				
Machinery and Equipment				
Machinery Equipment	10605010 00			
Office Equipment	10605020 00	674,950.00		
ICT Equipment & Software	10605030 00	44,100.00		
Agricultural and Forestry Equipment	10605040 00			
Communication Equipment	10605070 00			
Firefighting Equipment and Accessories	10605090 00			
Medical, Dental and Laboratory Equipment	10605110 00			
Printing Equipment	10605120 00			
Sports Equipment	10605130 00			
Technical and Scientific Equipment	10605140 00	270,000.00		
Other Machinery and Equipment	10605990 00	1,461,500.00		
Transportation Equipment				
Motor Vehicle	10606010 00			
Furniture, Fixtures and Books				
Furniture & Fixtures	10607010 00	548,800.00		
Books	10607020 02	2,000,000.00		
Sub-total, Capital Outlay		5,099,350.00	-	
GRAND TOTAL		6,164,132.06	3,930,440.34	7,3

Prepared by:


ESTELITA A. VILLA
 Campus Budget Officer

General Administration Support Services
 Support to Operation
 Higher Education
 Advanced Education
 Research Services
 Technical Advisory Extension Services

Certified Correct:


NOEL A. SEDIGO, MSc
 Administrator, General Trias Campus

Re

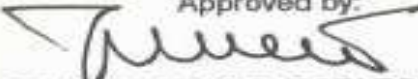
MA. A
 Vice Pr

D1	MFO2	MFO3	MFO4	TOTAL
				-
				100,000.00
				-
				674,950.00
				44,100.00
				-
				-
				-
				-
				-
				270,000.00
				1,461,500.00
				-
				548,600.00
				2,000,000.00
-	-	-	-	5,099,350.00
1,800.00	-	794,877.10	794,877.10	19,057,126.60

mmending Approval:


JES P. NUESTRO, PhD
 ident for Academic Affairs

Approved by:


DR. HERNANDO D. ROBLES, CEO VI
 President

NO.	ITEM	QUANTITY	DESCRIPTION
41	Furnitures and Fixtures	1	Double Bed (54 x 75 inches)
42	Furnitures and Fixtures	1	Long Front/Reception Desk
43	Furnitures and Fixtures	10	Preparation Table, stainless
44	Furnitures and Fixtures	1	Gueridon Trolley
45	Furnitures, Fixtures and Books	1	Lazy Susan Table
46	Furnitures, Fixtures and Books	1	Steam Table
47	Furnitures, Fixtures and Books	1	Supply Cart Trolley/Room Bo
48	Books	1	Books

sub total, Equipment Outlay

CAPITAL OUTLAY (Infrastructure)

NO.	ITEM	DESCRIPTION
1	Other Structures	Installation of HM laboratory

sub total, Capital Outlay (Infrastructure)

GRAND TOTAL

Prepared by:


ESTENTA A. VILLA
 Campus Budget Officer

DESCRIPTION	COST	TOTAL COST
	30,000.00	30,000.00
ble	15,000.00	15,000.00
	15,000.00	150,000.00
	15,000.00	15,000.00
	20,000.00	20,000.00
	20,000.00	20,000.00
s Trolley	16,000.00	16,000.00
	2,000,000.00	2,000,000.00


₱ 4,999,350.00

	COST	TOTAL COST
	100,000.00	100,000.00

₱ 100,000.00

₱ 5,099,350.00

Certified Correct:


NOEL A. SEDIGO, MSc
 Campus Administrator

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[FINANCIAL PLAN FY 2021](#)

[FINANCIAL PLAN FY 2020](#)

[FINANCIAL PLAN FY 2019](#)

[LIBRARY
DEVELOPMENT PLAN](#)



F.2 Evidence of the Head Librarian's participation in budget preparation.

Republic of the Philippines
CAVITE STATE UNIVERSITY
 Don Severino de las Alas Campus

FY 2021 SOURCES OF PROJECTED INCOME
GENERAL TRIAS CITY CAMPUS

Actual Number of Students (net of drop-out)

3,621

Basis: 2nd Sem 2020-2021

1,462

Summer 2021


144

1st Sem 2021-2022


2,015

PARTICULARS	INCOME		TOTAL
	F101 (TRUST MISC.)	F164	
Tuition Fees		7,948,771.00	7,948,771.00
less: 30% SUC Wide Common Fund			2,384,631.30
10% Mandatory Reserve			794,877.10
Tuition Fees (Graduate Program)			-
Tuition Fees (SUMMER Program)		96,768.00	96,768.00
SFDF			
Athletic		347,700.00	347,700.00
Science Laboratory Fees			-
HRM Laboratory Fees		198,500.00	198,500.00
English Laboratory Fees			-
Computer Laboratory Fees		468,400.00	468,400.00
Library Fees		1,738,080.00	1,738,080.00
Medical/Dental Fees		293,301.00	293,301.00
College Publication		405,552.00	405,552.00
Registration Fees		224,502.00	224,502.00
Guidance Fees		101,388.00	101,388.00
ID Fee		64,000.00	64,000.00
SRF		9,905,973.00	9,905,973.00
SCUAA		347,700.00	347,700.00
Internet Fees			-
Testing Fee		96,000.00	96,000.00
Total, Fund 164		22,236,635.00	22,236,635.00
Tuition Fees (Graduate Program)			-
RLE			-
IRDF (High School)			-
TOR	22,500.00		22,500.00
CERTIFICATION	4,500.00		4,500.00
CAV	2,250.00		2,250.00
Total, Fund 101 (Trust Misc.)	29,250.00		29,250.00
TOTAL	29,250.00	22,236,635.00	22,265,885.00

Prepared by:


ESTELITA A. VILLA
 Campus Budget Officer

Noted by:


NOEL A. SEDIGO, MSC
 Campus Administrator

Note: Campuses/Colleges and Units must be case specific only on income accruing to their specific unit.

CODE						GENERAL DESCRIPTION		
	1	06	02	010	00	Land Improvement		Q1
	1	06	03	030	0	Sewer System		Q2
R						Infrastructure Assets		R
R1	1	06	03	040	00	Water Supply Systems		R1
R2	1	06	03	050	00	Power Supply Systems		R2
S						Buildings and Other Structures		S
S1	1	06	04	010	00	Buildings		S1
S2	1	06	04	020	00	School Buildings		S2
S3	1	06	04	050	00	Slaughterhouses		S3
S4	1	06	04	060	00	Hostels and Dormitories		S4
S5	1	06	04	090	00	Other Structures		S5
T						Machinery and Equipment		T
T	1	06	05	010	00	Machinery Equipment		T
T1	1	06	05	020	00	Office Equipment		T1
T2	1	06	05	030	00	ICT Equipment & Software		T2
T3	1	06	05	040	00	Agricultural and Forestry Equipment		T3
T4-1	1	06	05	070	00	Communication Equipment		T4-1
T4-2	1	06	05	070	00	Firefighting Equipment and Accessories		T4-2
T5	1	06	05	110	00	Medical, Dental and Laboratory Equipment		T5
T6	1	06	05	120	00	Printing Equipment		T6
T7	1	06	05	130	00	Sports Equipment		T7
T8	1	06	05	140	00	Technical and Scientific Equipment		T8
T9	1	06	05	990	00	Other Machinery and Equipment		T9
U						Transportation Equipment		U
	1	06	06	010	00	Motor Vehicle		
V						Furniture, Fixtures and Books		V
V1	1	06	07	010	00	Furniture & Fixtures		V1
V2	1	06	07	020	02	Books		V2
						Sub-total, Capital Outlay		
						GRAND TOTAL		

Prepared and Submitted by:

Review

NOEL A. SEDIGO

Dean/Director/Unit Head/Project Leader

COR

Budg

PPMP 2020 FOR T3 LIBRARIES:

	TANZA	GENTRI	TRECE
PPMP 2020 BUDGET	2,000,000.00	2,000,000.00	2,500,000.00
EBOOKS (SPENT)	784,000.00	784,000.00	904,000.00
PRINT BOOKS (SPENT)	319,433.00	403,050.00	517,415.415
TOTAL BUDGET LEFT	896,567.00	812,950.00	1,078,584.5

❖ LIBRARY FINANCIAL PLAN



Republic of the Philippines
CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS
City of General Trias, Cavite, 4107
☎ (046) 509-4148
cvsugeneraltrias@cvsu.edu.ph

August 2, 2021

LAURO B. PASCUA, Ed.D.
Campus Administrator

Sir:

Respectfully submitting to your good office our request for the library books, supplies and equipment to be included in the budget preparation for this school year.

No.	Item	Total Cost
1	Books	500,000
2	Periodicals Subscription	24, 000
3	Repair, binding & maintenance	5, 000
4	Professional Development	100, 000
5	Office Supplies	10, 000
6.	Other Supplies & Expenses	10, 000
7.	Equipment	300, 000
8.	Furniture	120, 000
9.	Wages of Non-professional personnel Student Assistant	9, 000
	Total	1, 079, 000

I am looking forward for your kind
approval. Thank you very much.

Respectfully yours,


MYLA ESTRADA SABLAYAN, RL
Campus Librarian

Approved by:


LAURO B. PASCUA, Ed.D.

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[PURCHASE REQUEST 2021](#)

[PURCHASE REQUEST 2020](#)



F.3 Evidence that library fees are utilized for library purposes

Republic of the Philippines
CAVITE STATE UNIVERSITY
 Don Severino de las Alas Campus

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RLE			-
IRDF (High School)			-
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CERTIFICATION	4,500.00		4,500.00
CAV	2,250.00		2,250.00
Total, Fund 101 (Trust Misc.)	29,250.00		29,250.00
TOTAL	29,250.00	22,236,635.00	22,265,885.00

Prepared by:

Estelita A. Villa
ESTELITA A. VILLA
 Campus Budget Officer

Noted by:

Noel A. Sedigo
NOEL A. SEDIGO, MSc
 Campus Administrator

Note: Campuses/Colleges and Units must be case specific only on income accruing to their specific unit.

Republic of the Philippines
CAVITE STATE UNIVERSITY
 Don Severino de las Alas Campus

FY 2021 DETAILS OF CAPITAL OUTLAY
GENERAL TRIAS CITY CAMPUS

FUNDING SOURCE - F164

EQUIPMENT OUTLAY (cost of item is 15K up)

NO.	ITEM	QUANTITY	DESCRIPTION	COST	TOTAL COST
1	Office Equipment	6	Aircon, 1 HP, window type, inverter	63,000.00	978,000.00
2	Office Equipment	1	Photocopying Machine, colored	188,000.00	188,000.00
3	Office Equipment	1	Paper Shredder	19,850.00	19,850.00
4	Office Equipment	1	High Speed Scanner	30,000.00	30,000.00
5	Office Equipment	1	Receipt Imprinter	15,000.00	15,000.00
6	Office Equipment	1	Point of Scale	25,000.00	25,000.00
7	Office Equipment	1	Terminal Model Credit Card Machine	18,000.00	18,000.00
8	ICT Equipment	1	Printer Multifunction	21,000.00	21,000.00
9	ICT Equipment	1	Projector DLP	23,100.00	23,100.00
10	Technical and Scientific Equipment	6	Binocular Microscope	45,000.00	270,000.00
11	Other Machinery and Equipment	1	Floor Polisher	28,350.00	28,350.00
12	Other Machinery and Equipment	1	Vacuum Cleaner	22,050.00	22,050.00
13	Other Machinery and Equipment	3	Automatic Washing Machine	30,000.00	90,000.00
14	Other Machinery and Equipment	3	Range	18,000.00	54,000.00
15	Other Machinery and Equipment	1	Freezer	45,000.00	45,000.00
16	Other Machinery and Equipment	1	Beverage Dispenser	16,000.00	16,000.00
17	Other Machinery and Equipment	1	Food Warmer	18,000.00	18,000.00
18	Other Machinery and Equipment	1	Griddle	20,000.00	20,000.00
19	Other Machinery and Equipment	1	Charbroiler	20,000.00	20,000.00
20	Other Machinery and Equipment	1	Deep Fryer	16,000.00	16,000.00
21	Other Machinery and Equipment	3	Gas Oven	20,000.00	60,000.00
22	Other Machinery and Equipment	1	Deli/Bakery Cases	15,000.00	15,000.00
23	Other Machinery and Equipment	1	Convection Oven	25,000.00	25,000.00
24	Other Machinery and Equipment	1	Meat Grinder	20,000.00	20,000.00
25	Other Machinery and Equipment	2	Compartment Sink	18,000.00	36,000.00
26	Other Machinery and Equipment	1	Hard Sink	18,000.00	18,000.00
27	Other Machinery and Equipment	1	Industrial Cake Mixer	15,000.00	15,000.00
28	Other Machinery and Equipment	10	Stenomachine	20,000.00	200,000.00
29	Other Machinery and Equipment	5	Testing materials (Psychology)	100,000.00	500,000.00
30	Other Machinery and Equipment	1	Individually Administered Test-WAIS	200,000.00	200,000.00
31	Other Machinery and Equipment	1	Personality Inventory Test, Neo-PP-3	43,100.00	43,100.00
32	Furnitures and Fixtures	1	Sofa Set with Center Table	15,000.00	15,000.00
33	Furnitures and Fixtures	2	Storage Cabinet, steel	25,000.00	50,000.00
34	Furnitures and Fixtures	2	Storage Cabinet, sliding door	18,000.00	36,000.00
35	Furnitures and Fixtures	2	Working Table, stainless	18,900.00	37,800.00
36	Furnitures and Fixtures	1	Dining Table, 10-seaters	25,000.00	25,000.00
37	Furnitures and Fixtures	1	Round Dining Table, 10-seaters	25,000.00	25,000.00

ITEM	QUANTITY	DESCRIPTION	COST	TOTAL COST
Furnitures and Fixtures	1	Double Bed (54 x 75 inches)	30,000.00	30,000.00
Furnitures and Fixtures	1	Long Front/Reception Desk Table	15,000.00	15,000.00
Furnitures and Fixtures	10	Preparation Table, stainless	15,000.00	150,000.00
Furnitures and Fixtures	1	Guendon Trolley	15,000.00	15,000.00
Furnitures, Fixtures and Books	1	Lazy Susan Table	20,000.00	20,000.00
Furnitures, Fixtures and Books	1	Steam Table	20,000.00	20,000.00
Furnitures, Fixtures and Books	1	Supply Cart Trolley/Room Boys Trolley	16,000.00	16,000.00
Books	1	Books	2,000,000.00	2,000,000.00

Total, Equipment Outlay

P 4,999,350.00

TOTAL OUTLAY (Infrastructure)

ITEM	DESCRIPTION	COST	TOTAL COST
Other Structures	Installation of HM laboratory	100,000.00	100,000.00

Total, Capital Outlay (Infrastructure)

P 100,000.00

AND TOTAL

P 5,099,350.00

Prepared by:

Rita A. Villa
RITA A. VILLA
Chief Budget Officer

Certified Correct:

Noel A. Sedigo
NOEL A. SEDIGO, MSc
Campus Administrator