

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

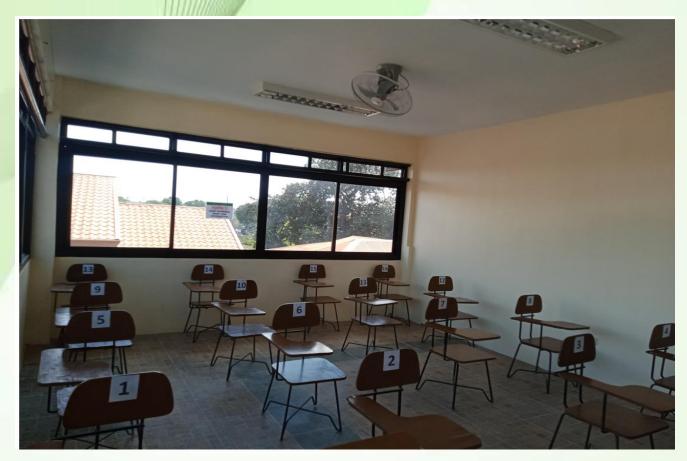
AREA VIII. PHYSICAL PLANT AND FACILITIES

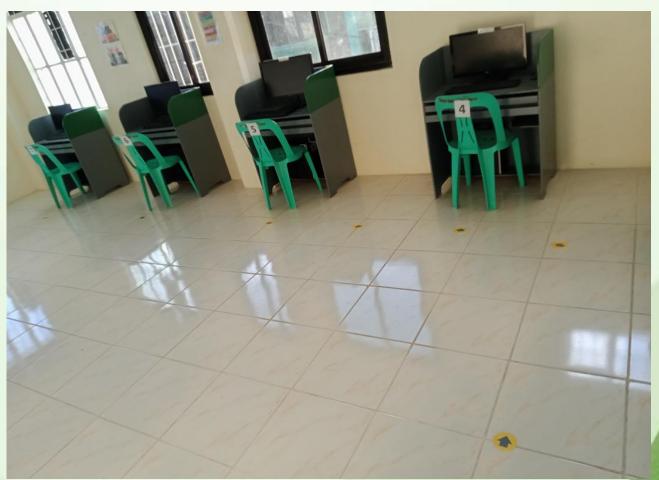
E. Offices , function Rooms and Staff rooms (fot ocular inspection)

E.1 Photograph of offices and function rooms.





















E.2 Inventory of equipment amenities and supplies in function rooms and offices.

Item	Location	Quantity
Television	Supply (MSF)	2
Documentary Envelope	Supply (MSF)	500 pcs (1 box)
Documentary Envelope	Supply (TGG)	400 pcs (50 per bundle
Documentary Envelope	Supply (TGG)	370 PCS (50 per
		bundle)
Folder Divider	Supply (TGG)	4 packs
Documentary Envelope	Supply (TGG)	500 pcs (50 per bundle)
Expanding		
Green Plastic Envelope	Supply (TGG)	15 pcs
Legal Expanding	Supply (TGG)	34 pcs
Envelope		2 3 3
Classic White Envelope	Supply (TGG)	1000 pcs (2 box)
Yellow Folder	Supply (TGG)	200 pcs (50 per pad)
Ribbon Cartridge	Supply (TGG)	3 pcs
Baseball Bat	Supply (TGG)	5 pcs
Body Armor	Supply (TGG)	2 pcs
Bond Paper Legal	Supply (TGG)	5 rims
Bond Paper Extra Legal	Supply (TGG)	3 rims
Documentary Envelope	Supply (TGG)	1000 pcs (2 box)
254mm x 381 mm		1000 pas (2 box)
Documentary Envelope 241 mm x 318 mm	Supply (TGG)	500 pcs (1 box)
Documentary Envelope 210 mm x 297 mm	Supply (TGG)	1500 pcs (3 box)
Documentary Envelope 9 x 12	Supply (TGG)	500 pcs (1 box)
Wall Clock	Supply (TGG)	4 pcs
Shredder	Supply (TGG)	1 pc
Time Card Frame	Supply (TGG)	1 pc
Helmet	Supply (TGG)	6 pcs
Boxing Gloves	Supply (TGG)	5 pcs
Baseball	Supply (TGG)	6 pcs
Softball	Supply (TGG)	8 pcs
Shuttle Cock	Supply (TGG)	14 pcs
Jumbling Throw	Supply (TGG)	2 pcs
Net	Supply (TGG)	1 pc
Basketball	Supply (TGG)	3 pcs
Volleyball	Supply (TGG)	6 pcs
Baseball Gloves	Supply (TGG)	10 pcs
Chess	Supply (TGG)	4 bags
Chess Clock	Supply (TGG)	4 pcs
Lon Tennis Rocket	Supply (TGG)	2 pcs
Baseball Bat	Supply (TGG)	1 pc
Badminton Rocket	Supply (TGG)	14 pcs
Hula hoop	Supply (TGG)	1 pc

E.3 Availability of toilets and storerooms, where needed.









E.4 List and description of function rooms (administrative room, conference hall, multimedia room etc.

E.4 List of description of function rooms

Function Rooms	Description
1.Office of the Campus Dean	-The Office of the Campus Dean is located at the MSF Building inside of the Faculty Room. The office is being utilized by Dr. Lauro B. Pascua (Campus Administrator).
Research and Extension Office	-The Research and Extension Office is located at the MSF building. Dr. Noel Manarpiis (Research)
3. Registrar's Office	 Registrars office is being utilized by Ms. Rodge Alarca who is in charge in student records and enrollment.
Cashier's Office	 The Cashier's office is being utilized by Ms. Rodge Alarca to accommodate school payments.
5. Secretary's Office	 Secretary's office where the campus secretary encodes the campus memorandum and prepares other documents.
6.Faculty Room	Faculty room is air conditioned and being occupied by 38 faculty members with specializations in Information Technology, General Education, Professional Education English, Hotel Restaurant and Tourism Management and Business Management.
7. Quality Assurance and Accreditation Office	The Quality Assurance and Accredidation Office is located at the MSF Building. The office is being utilized by Roncesvalle Caipang.
Offfice of Student Affairs and Services	-The Office of the Student Affairs and Services(OSAS) is located at the MSF Building. The office is being utilized by Mr. Jonel Camalig to accomodate student concerns.
9. Function Hall	 The function hall serves as a venue for special events and other campus activities.

Prepared by:

Property Custodian

ROLAND HELMO

E.5 File copies of approved request for the use of function rooms.



Republic of the Philippines

CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107 (046) 509-4148 cvsugeneraltrias@cvsu.edu.ph



DEPARTMENT OF ARTS AND SCIENCES DEPARTMENT OF INFORMATION TECHNOLOGY

Title: CAPABILITY ENHANCEMENT TRAINING ON GENERAL EDUCATION

AND INFORMATION TECHNOLOGY CURRICULUM

Proponent: Department of Arts and Sciences

Department of Information Technology

Proposed Date and 10 February 2022 (8:00 A.M - 6:00 P.M

Venue: CvSU General Trias City Campus Library

Target Participants: DAS Faculty Members

DIT Faculty Members

Rationale

Innovation and technological advances are constantly changing the ways we communicate, work, and live together and education systems which reflect this dynamic will be most capable of responding effectively to the current and changing needs of young people, society, and indeed the labor market.

The 21st Century Education drifts and coming perspectives for teaching and learning are equally affected by the rapid changes we are facing today. These trends are significant to meet the future needs and challenges in education through the pervasive application of Information and Communication Technology (ICT). It is a purposeful approach to learning that lines up with the fourth industrial revolution and about transforming the future of education using advanced technology and automation.

To keep up with the change, one has to revisit the traditional educational paradigms with a futuristic approach. Teachers should inculcate students to be adept with skills set by the fastchanging technology; they should be led, but not instructed; information should be made accessible, but not fed to them. Discussion and dissemination of 21st Century Education could enhance teachers' capability since most of the faculty members from two departments are not education graduates and/or do not belong to any professional education organization that could aid in the discussion.

Objectives

The activity aims to provide the faculty members with the latest trend in 21st Century Education to provide high-quality instruction, develop capability in implementation of course content among students, and capacitate instructors to improve higher education pedagogical procedures.

Implementation

- The Capability Enhancement Training on General Education and Information Technology Curriculum will be attended by permanent and contract of service faculty members from the Department of Arts and Sciences and Department of Information Technology. Resources Speakers will be invited to share the latest trends in 21st Century Education especially the course syllabus with GAD integration, and class records preparation for the faculty members.
- The abovementioned activity will be held at the Campus Library, 4th Floor of Cavite State University – General Trias City Campus on February 10, 2022, from 8:00 A.M. to 6:00 P.M.
- Participants in this training are advised to bring a laptop, and extension wire. All participants are expected to be at the venue on the morning of February 9, 2022.
- At the end of the training, participants should submit their course syllabus and accomplished evaluation form in exchange for a Certificate of Participation.

Program of Activities

Part 1: Registration

Part 2: Opening Ceremonies

Invocation Opening Remarks Inspirational Talk

Topic 1: The 21st Century Education

Topic 2: Revisiting your Purpose: Goal Settings in Course Syllabus

Topic 2: Grading System and Class Record Preparation

1:00-4:00 Workshop on Course Syllabus, Examination and Class Record Preparation

4:00 – 5:00 Faculty Presentation of Syllabus

6:00 - Closing Remarks and Awarding of Certificate of Participation

Budgetary Estimate

Food (participants and speakers)	7, 500
----------------------------------	--------

Supplies and materials 500

1,000 Tarpaulin

Honorarium of Speakers 1,000

> 10,000.000 Total

epared b

JONEL NOCHE CAMALIG

Ohair, Arts and Sciences Dept.

Approved:

Recommending Approval:

ASCUA, EdD Officer-In-Charge Curriculum & Instruction

PASCUA, EdD CampusAdministrator

Chair, Dept. of Information Technology



· Republic of the Philippines

CAVITE STATE UNIVERSITY

Tanza I Trece Martires City I GENERAL TRIAS CITY CAMPUS 图 235-7997 1 图 410-5247 1 图 437-0693

www.cvsu.edu.ph

DEPARTMENT OF HOSPITALITY & TOURISM MANAGEMENT

CONTRIBUTION AGREEMENT

Ladies and Gentlemen:

的日 GUZN

This letter confirms that the undersigned Bachelor of Science in Hospitality Management 1-1 students of this university AGREED AND APPROVED the amount of Php 1, 500.00 as contribution for the sustainability of the 2019 Culminating Activity on 07 May 2019.

Whereas, the P1, 500 contributions of each student should be allocated into the following concerns:

BUDGET ALLOCATION TABLE		
AMOUNT	EXPENSES	
P21, 000	Food & Refreshment	
P20, 000	Physical Set-up & Decoration	
P5, 000	Garments & Accessories	
P5, 000	Transportation, Miscellaneous & Contingency Fund	
P51, 000	TOTAL BUDGET	

Whereas, the contribution can be in an installment basis and must be fully completed on or before 22 April 2019, 6:00PM.

Whereas, Mr. Daniel P. Ballore, head of Finance Committee is responsible in disbursement and record keeping of this fund.

This conformity contains the entire agreement of the class and there are no representations, inducements or other provisions other than those expressed herein. All changes, additions or deletions to this Agreement shall be in writing and executed by the authorized representatives of

the class. R. AGUILAR BOOK OFFICE

J. ATIENZA L. BANAGUAS R. BAROTIL

D. BOBADI

M. DELOS SANTOS M/ESCONDIDA

goupe FIRMACION R. GOROSPE

ANDINOLA

D. GUTIERREZ LACABA G. MEDINA

J. MORTO M. PALACIO K. SINAYO