



CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS





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 IX. LABORATORIES



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 IX.
LABORATORIES

C. Maintenance



C.1.1 Maintenance of cleanliness and orderliness in the laboratories.

Memo on Designation of Work to Utility Staff

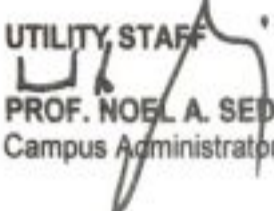


Republic of the Philippines
CAVITE STATE UNIVERSITY
Gen. Trias City Campus
| ☎ 437-0693

OFFICE OF THE CAMPUS DEAN

OFFICE MEMORANDUM
No. _____, s. 2018

To : UTILITY STAFF

From : 
PROF. NOEL A. SEDIGO, MSc
Campus Administrator

Subject : DESIGNATION OF WORK TO UTILITY STAFF

Date : January 15, 2018

Please be informed of the following assignment of utility staff for maintenance activities in the campus:

TGG Building
MSF Building
RPD Building

Mr. Ervin Dacles
Mr. Carmelito Valdez
Mrs. Emelita Banzon

For your information and guidance.

Cleaning and Maintenance of Computer Laboratory



Maintenance personnel while cleaning and fixing fixtures in the laboratory



C.1.2 Replenishment of perishable materials;

Laboratory Supplies and materials are regularly replenished/replaced whenever applicable and they are reflected in CvSU-General Trias Annual Procurement Plans.

Click to see the file

**2020 Programs of
Receipts and
Expenditures**

**2020 Consolidated
Programs of
Expenditures**

**2019 Project
Procurement
Management Plan**

Click to see the file

2019 Financial Plan

2018 Financial Plan

2017 Financial Plan

C.1.3 Coding and inventory ; and.



Republic of the Philippines
CAVITE STATE UNIVERSITY
 Tanza|Trece Martires City | Gen. Trias City Campus
 ☎ 235-7997 | ☎ 410-5247 | ☎ 437-0693
www.cvsu.edu.ph

GENERAL TRIAS CITY CAMPUS

UPDATED LIST OF HM LABORATORY EQUIPMENT AND MATERIALS As of 2019

ITEMS	Existing		ASSIGNED ROOM	REMARKS
	Quantity	Unit		
Refrigerator, LG, 12 cubic ft. HD Model: GR-M392.CSC	2	pcs.	Kitchen	Operational
Length Boards (Chopping Board)	6	pcs.	Kitchen	Operational
Preparation Table (Stainless working table with bottom shelf 3-layer (90cmX60cm) (LxW))	2	pcs.	Kitchen	Operational
4 Burner Range with Oven & Temperature Control (La Germania, Open Top Range with Oven, with gas tanks and regulator, Model FS531-30BR, 3 gas burner, 1 electric burner, Oven & Grill	2	pcs.	Kitchen	Operational
Baking Oven	1	pcs.	Kitchen	Operational
Rice Cooker	1	pcs.	Kitchen	Operational
Blender	1	pcs.	Kitchen	Operational
Weighing Scale	2	pcs.	Kitchen	Operational
Cabinets and Drawers	7	pcs.	Kitchen	Operational
Measuring Cups, smart cook, stainless	4	pcs.	Kitchen	Operational
Measuring Spoons, stainless	3	pcs.	Kitchen	Operational
Dietetic Scale Digital	2	pcs.	Kitchen	Operational
Chef's Knife, stainless	11	pcs.	Kitchen	Operational
Vegetable Peeler, stainless	2	pcs.	Kitchen	Operational
Cheese Grater, stainless	3	pcs.	Kitchen	Operational
Strainer, stainless	2	pcs.	Kitchen	Operational
Chopping Boards	5	pcs.	Kitchen	Operational
Wooden Spoons, long handle	6	pcs.	Kitchen	Operational
Rubber Scraper, heavy duty, smart cook, 12"	4	pcs.	Kitchen	Operational
Wire Whisk, stainless	3	pcs.	Kitchen	Operational
Turner silicone	5	pcs.	Kitchen	Operational
Ladles, stainless	4	pcs.	Kitchen	Operational
Frying Pan, non-stick frying pan, teflon, 26cm	7	pcs.	Kitchen	Operational
Frying Pan, thick bottom handle	5	pcs.	Kitchen	Operational

Can Opener, heavy duty, stainless	2	pcs.	Kitchen	Operational
Utility/Mixing Bowls, small & large, thick	12	pcs.	Kitchen	Operational
Utility bowl, small, glass pyrex type	24	pcs.	Kitchen	Operational
Food Warmer , rectangular	9	pcs.	Kitchen	Operational
Spatula, metal offset	1	pcs.	Kitchen	Operational
Table Top Mixer, 5 quarts	1	pc.	Kitchen	Operational
Baking pan, aluminum, 8x12x2	3	pcs.	Kitchen	Operational
Baking pan, aluminum, 12x2	2	pcs.	Kitchen	Operational
Rolling pin, wooden	2	pcs.	Kitchen	Operational
Muffin pan, aluminum, #2	3	pcs.	Kitchen	Operational
Osterizer/blender	1	pc.	Kitchen	Operational
Fire extinguisher	2	pc.	Kitchen	Operational
Bottle & Can Opener	2	pcs.	Kitchen	Operational
Garbage Can	1	pcs.	Kitchen	Operational
Kitchen Scissors	2	pcs.	Kitchen	Operational
Kitchen tongs	6	pcs.	Kitchen	Operational
Condiments	12	pcs.	Kitchen	Operational
Bust Stand	1	pcs.	Kitchen	Operational
Fruit Squeezer	3	pcs.	Kitchen	Operational
Ice Scooper	2	pcs.	Kitchen	Operational
Flipper	8	pcs.	Kitchen	Operational
Pourer	10	pcs.	Kitchen	Operational
Dinner plate	113	pcs.	Kitchen	Operational
Salad plate	15	pcs.	Kitchen	Operational
Appetizer plate	25	pcs.	Kitchen	Operational
Soup plate	31	pcs.	Kitchen	Operational
Dessert plate/bowl	11	pcs.	Kitchen	Operational
Cup & Saucer	6	pcs.	Kitchen	Operational
Oval Plate	32	pcs.	Kitchen	Operational
Soup Spoons	23	pcs.	Kitchen	Operational
Dinner Forks	87	pcs.	Kitchen	Operational
Dinner Spoon	65	pcs.	Kitchen	Operational
Dinner Knives	46	pcs.	Kitchen	Operational
Salad Forks	8	pcs.	Kitchen	Operational
Butter Knives	16	pcs.	Kitchen	Operational
Dessert Spoons	56	pcs.	Kitchen	Operational
Oyster Fork	8	pcs.	Kitchen	Operational
Water goblets	37	pcs.	Kitchen	Operational
High ball glass	51	pcs.	Kitchen	Operational
Old fashioned glass	24	pcs.	Kitchen	Operational
Assorted Wine glasses	3	pcs.	Kitchen	Operational
Serving platters				

	5	pcs.	Kitchen	Operational
Service trays	3	pcs.	Kitchen	Operational
Pitchers	2	pcs.	Kitchen	Operational
Glass racks	1	pc.	Kitchen	Operational
Plate racks	18	pcs.	Kitchen	Operational
Serving utensils	5	pcs.	Kitchen	Operational
Gravy bowls	4	pcs.	Kitchen	Operational
Salt & Pepper Shakers	4	pcs.	Kitchen	Operational
Coffee/Tea Set with Sugar & Creamer Container	25	pcs	Kitchen	Operational
Table napkins	4	pcs.	Kitchen	Operational
Table cloth (blue, green, white and red) 10 yards	2	pcs	Kitchen	Operational
Work Counter For Cocktail Mixing Drills	4	pcs	Kitchen	Operational
Sink	33	pcs	Kitchen	Operational
Assorted Cocktail Glasses	1	pcs	Kitchen	Operational
Brandy Snifters	49	pcs	Kitchen	Operational
Highball Glasses	1	pcs	Kitchen	Operational
Collins Glasses	48	pcs	Kitchen	Operational
Herbert Glass	1	pcs	Kitchen	Operational
Martini Glass	5	pcs	Kitchen	Operational
Shooter Glass	1	pcs	Kitchen	Operational
Beer Mugs	2	pcs	Kitchen	Operational
Muggers	4	pcs	Kitchen	Operational
Lar Spoon	6	pcs	Kitchen	Operational
Cutting Board	6	pcs	Kitchen	Operational
Chef Knife	3	pcs	Kitchen	Operational
Shakers	4	pcs	Kitchen	Operational
Measuring Cups	2	pcs	Kitchen	Operational
Ice Buckets	9	pcs	Kitchen	Operational
Trays	2	pcs	Kitchen	Operational
Red And White Wine	8	pcs	Kitchen	Operational
Commercial Oven	2	pcs	Kitchen	Operational
Mixing Bowls	7	pcs	Kitchen	Operational
Measuring cups	4	pcs	Kitchen	Operational
Patula	1	pc.	Kitchen	Operational
Cake and Baking Pans	5	pcs	Kitchen	Operational
Rolling Pins	2	pcs	Kitchen	Operational

C.1.4 Repairs and Calibration

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

FY 2019 CONSOLIDATED PROGRAM OF EXPENDITURES
GENERAL TRIAS CITY CAMPUS
 Per Program Project Activity

FUNDING SOURCE - F101 (TRUST MISC.)

Estimated Income
 Estimated Expenses

ALLOTMENT CLASS/ OBJECT OF EXPENDITURE	UACS	GASS	STO	MFO1	MFO2	MFO3	MFO4
PERSONAL SERVICES	50100000 00						
Salaries Contractual Employees	50101020 00			688,140.00			
Personnel Economic Allowance	50102010 01			60,000.00			
Clothing Allowance	50102040 01			18,000.00			
Subsistence Allowance	50102050 03						
Laundry Allowance	50102060 04						
Productivity Incentive Benefits	50102080 01			15,000.00			
Overload/Workload	50102100 01			60,000.00			
Honoraria	50102100 01			90,000.00			
Hazard Pay	50102110 05						
Longevity Pay	50102120 01						
Overtime/Night Pay	50102130 01						
Mid/Year Bonus	50102140 01			137,628.00			
Cash Gift	50102150 01			15,000.00			
Life and Retirement Insurance Contribution	50103010 00			82,576.80			
Pag-Ibig Contributions	50103020 01			3,000.00			
Philhealth Contributions	50103030 01			9,461.93			
ECIP Contributions	50103040 01			3,000.00			
Other Personal Benefits	50104990 01						
Terminal Leave Benefits	50104030 00						
Sub-total, PS		-	-	1,181,806.73	-	-	-
MAINTENANCE AND OTHER OPERATING EXPENSES	50200000 00						
Refund of Tuition Fees	40202010 01						
Refund of Other Fees	40202010 99						
Traveling Expenses							
Travelling Expense-Local	50201010 00						
Travelling Expense-Foreign	50201020 00						
Training and Scholarship Expenses							
Training Expenses	50202010 00						
Supplies and Materials Expenses							
Office Supplies Expense	50203010 00						
Accountable Forms Expenses	50203020 00						
Non Accountable Forms							

ALLOTMENT CLASS/ OBJECT OF EXPENDITURE	UACS	GASS	STO	MFO1	MFO2	MFO3
Food Supplies Expenses	50203050 00					
Drugs & Medicine Expense	50203070 00					
Medical, Dental and Laboratory Supplies Expense	50203080 00					
Fuel, Oil and Lubricants Expense	50203090 00					
Agricultural Supplies Expenses	50203100 00					
Textbooks and Instructional Materials Expenses	50203110 00					
Other Supplies & Materials Expenses	50203990 00					
mi Expendable Machinery and Equipment Expenses						
Machinery	50203210 01					
Office Equipment	50203210 02					
ICT Equipment	50203210 03					
Agricultural and Forestry Equipment	50203210 04					
Marine and Fishery Equipment	50203210 05					
Communication Equipment	50203210 07					
Disaster Response and Rescue Equipment	50203210 08					
Military, Police and Security Equipment	50203210 09					
Medical Equipment	50203210 10					
Printing Equipment	50203210 11					
Sports Equipment	50203210 12					
Technical and Scientific Equipment	50203210 13					
Other Machinery and Equipment	50203210 99					
mi Expendable Furniture and Fixtures and Books						
Furniture and Fixtures	50203220 01					
Books	50203220 02					
ility Expenses						
Water Expenses	50204010 00					
Electricity Expenses	50204020 00					
mmunication Expenses						
Postage & Deliveries	50205010 00					
Telephone Expenses- Mobile	50205020 01					
Telephone Expenses - Landline	50205020 02					
Internet Expenses	50205030 00					
Cable, Satellite, telegraph and Radio Expenses	50205040 00					
wards, Rewards, Prizes and Indemnities						
Awards/ Rewards Expenses	50206010 01					
Rewards and Incentives	50206010 02					
Prizes	50206020 00					
Indemnities	50206030 00					
rvey, Research, Exploration and Development Expenses						
Survey Expenses	50207010 00					
Research, Exploration and Development	50207020 00					
Demolition and Relocation Expenses	50208010 00					
nfidential, Intelligence and Extraordinary Expenses						
Extraordinary and Miscellaneous Expenses	50210030 00					
ofessional Expenses						
Legal Services	50211010 00					
Auditing Services	50211020 00					
Consultancy Services						



C.2 Composition of the Maintenance and Repair Unit.

Memo on Designation of Work to Utility Staff



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Gen. Trias City Campus
| ☎ 437-0693

OFFICE OF THE CAMPUS DEAN

OFFICE MEMORANDUM
No. _____, s. 2018

To : UTILITY STAFF

From : PROF. NOEL A. SEDIGO, MSc
Campus Administrator

Subject : DESIGNATION OF WORK TO UTILITY STAFF

Date : January 15, 2018

Please be informed of the following assignment of utility staff for maintenance activities in the campus:

TGG Building
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RPD Building

Mr. Ervin Dacles
Mr. Carmelito Valdez
Mrs. Emelita Banzon

For your information and guidance.

Utility Staff while cleaning the campus



C.3 PDF of the maintenance personnel.

Click to see the file

Resume of Computer Laboratory Technician

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1
 (Revised Version No. 1, s. 2017)

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

INSTRUCTOR 1

2. ITEM NUMBER

N/A

3. SALARY GRADE

N/A

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

- ☐ Province
☒ City
☐ Municipality

- ☒ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

- ☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

STATE COLLEGES AND UNIVERSITIES

6. BUREAU OR OFFICE

CAVITE STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

GENERAL TRIAS CITY CAMPUS

8. WORKSTATION / PLACE OF WORK

GENERAL TRIAS CITY CAVITE

9. PRESENT APPROP ACT

N/A

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

N/A

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

CAMPUS ADMINISTRATOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VICE PRESIDENT FOR ACADEMIC AFFAIRS

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE

ITEM NUMBER

INSTRUCTOR 1

N/A

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

LAPTOP

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>		CSC, DBM, PASUC, CHED	

18. WORKING CONDITION

Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

9. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

The office is ensure for the facilities standards and deliver the lessons to the student.

10. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Ensure for the facilities standards and safety of our building and checking checklist of monthly preventive maintenance
Prepare plans and layout of the campus planning directory.

1. QUALIFICATION		21d. Eligibility	
21a. Education	21b. Experience	21c. Training	
Completion of five years in college, course of BS ELECTRICAL ENGINEERING	N/A	N/A	PRC ID #52885 (REGISTERED MASTER ELECTRICIAN)
21e. Core Competencies			Competency Level
N/A			N/A
21f. Leadership Competencies			Competency Level
N/A			N/A
2. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
100%	Perform office / clerical duties To ensure the facilities obey the standards and safety.		N/A

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

[Signature]