



# CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS



Bachelor of Secondary Education



# **CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS**

Town Proper, City of General Trias , Cavite

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

### **PRELIMINARY SURVEY VISIT**

#### **AREA I.**

#### **VISION MISION, GOALS AND OBJECTIVES**

#### **A.Statement of Vision , Mission , Goals and objectives**

# A.1 Vision Statement



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# UNIVERSITY VISION

**The premier university in  
historic Cavite recognized  
for excellence in the  
development of globally  
competitive and morally  
upright individuals.**



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# MITHIIN NG PAMANTASAN

Ang nangungunang pamantasan sa makasaysayang Kabite na kinikilala sa kahusayan sa paghubog ng mga indibidwal na may pandaigdigang kakayahan at kagandahang-asal.



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## A.2 Mission Statement



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# UNIVERSITY MISSION

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

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



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# HANGARIN NG PAMANTASAN

Ang Cavite State University ay makapagbigay ng mahusay, pantay, at makabuluhang edukasyon sa sining, agham, at teknolohiya sa pamamagitan ng may kalidad na pagtuturo at tumutugon sa pangangailangan pananaliksik at mga gawaing pangkaunlaran.

Makalikha ito ng mga indibidwal na dalubhasa, may kasanayan at kagandahang-asal para sa pandaigdigang kakayahan.



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**Chronological Events in the Formulation, Review and Revision of the  
Cavite State University Vision, Mission, Goals and Objectives (CvSU VMGO)**

**A series of meetings/workshops was conducted to formulate, review and revise the CvSU VMGO.**

The chronology of events supporting the **formulation/review** of the **CvSU Vision and Mission** is illustrated below.

DATE	EVENTS
January 22, 1998	By virtue of Republic Act No. 8468, Don Severino Agricultural College (DSAC) was elevated into a University now known as Cavite State University (CvSU). The university drafted a Development Agenda for 1998-2006.
February 27-28, 2001	An Institutional Planning and Development Workshop was conducted to harmonize the philosophies, thrusts and directions among campuses. Participants were administrators and middle management officers of the Cavite College of Fisheries (CACOF) and Cavite College of Arts and Trades (CCAT) and CvSU.
June 7-8, 2001	In this multi-campus planning workshop, the performance commitments of different units for AY 2001-2002 were made and an initial review of the Vision and Mission statements of the university were done. Student representatives from all campuses took part in the said meeting.
December 19, 2001	A Multi-Campus Strategic Planning Workshop was held for the Revision of the existing Agenda for Development (1998-2006). This was done after a thorough analysis of the internal and external environment and of the vision, mission and values for change. Participants included community leaders, alumni, faculty, staff, students and other stakeholders.
January 23, 2002	Approval of the University Vision as per Resolution No. 2 Series of 2002  Approval of the University Mission during the strategic planning workshop as per Resolution No. 3, series of 2002



April 5, 2005	Approval of the University Code by the Board of Regents (BOR) as per Resolution No. 12 Series of 2005
November 23, 2011	Filipino Translation of University Vision and Mission as per Resolution No. 89 Series of 2011
January 24-27, 2017	Revisited the University Vision and Mission during the Management Training and Strategic Planning Workshop participated in by deans, directors, alumni, students and other stakeholders. The timeliness of revision was considered.

Prepared by:

*Mora*  
**EVANGELINA B. MORA**  
 VMGO Chair

Approved:

*J. Ilagan*  
**BETTINA JOYCE ILAGAN, PhD**  
 CAS Dean



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# Crafting CvSU Vision and Mission

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## **A.3 Statement of Goals of the Academic Unit.**



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# CAVITE STATE UNIVERSITY

Cavite, Philippines  
[www.cvsu.edu.ph](http://www.cvsu.edu.ph)

## CAMPUS GOALS AND OBJECTIVES

1. Provide high quality instruction in order to produce skilled, morally upright and globally competitive graduates;
2. Develop and pursue advance research activities through arts, sciences, and technology to support instruction; and
3. Develop and conduct extension activities that will empower people and communities.



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# **A.4 Statement of the Program Objectives.**



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## **Program Educational Objectives of the Bachelor of Secondary Education (Based on CMO No. 75 s. 2017)**

Graduates of Bachelor of Secondary Education must be able to:

1. articulate the rootedness of education in philosophical, socio-cultural, historical, psychological, and political contexts;
2. demonstrate mastery of subject matter/discipline;
3. facilitate learning using a wide range of teaching methodologies and delivery modes appropriate to specific learners and their environments;
4. develop innovative curricula, instructional plans, teaching approaches, and resources for diverse learners;
5. apply skills in the development and utilization of ICT to promote quality, relevant, and sustainable educational practices;
6. demonstrate a variety of thinking skills in planning, monitoring, assessing, and reporting learning processes and outcomes;
7. practice professional and ethical teaching standards sensitive to the local, national, and global realities; and
8. pursue lifelong learning for personal and professional growth through varied experiential and field-based opportunities.



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# CAVITE STATE UNIVERSITY

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## Department Objectives

**The Department of Arts, Sciences, Education, and Technology (DASET) intends to accomplish the following objectives:**

1. Uphold the highest standards in delivering quality and gender-sensitive instruction through continuous development of its facilities, faculty members, and instructional materials.
2. Provide students with relevant knowledge and appropriate skills in the field of arts, sciences, education, and information technology.
3. Produce morally upright and competitive graduates who could be licensed psychometrists, educators, human resource managers, clinicians, and information technologists or any allied professions
4. Engage in various research and extension activities that address the global trends and societal demands, being aligned with the goals and objectives of the university.

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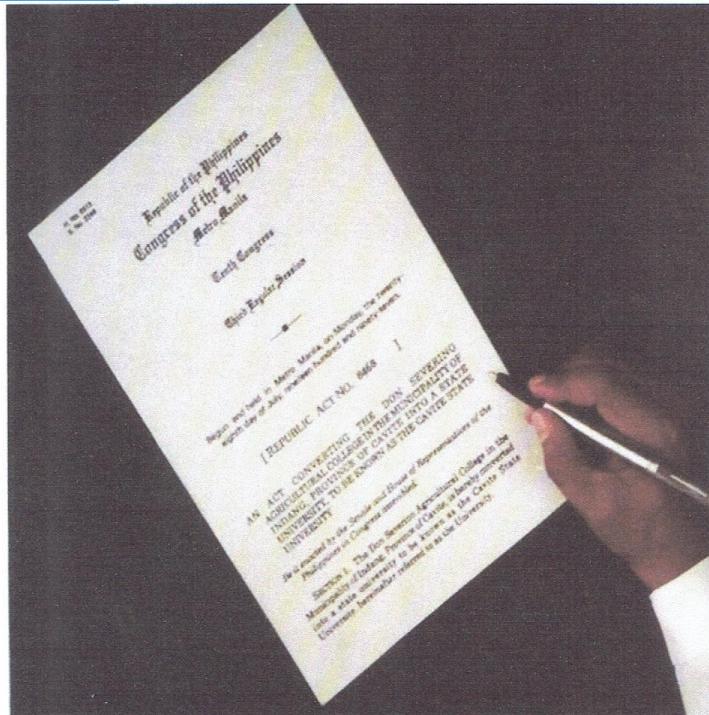


# **A.5 Copy of the Charter of the institutions.**



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RA 8468



Don Severino Agricultural College (DSAC) was converted to Cavite State University by virtue of Republic Act No. 8468. This photo was used in the 1998 DSAC Annual Report to give significance to the signing of the Act.

URL: <http://onlyincvsu.blogspot.com/2009/09/ra-8468.html>

## R.A. 8468 – CvSU's Legal & Educational Mandate



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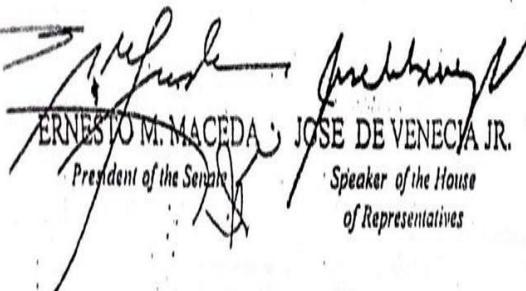
SEC. 27. All laws, presidential decrees, executive orders, rules and regulations contrary or inconsistent with the provisions of this Act are hereby repealed, amended or modified accordingly.

Republic of the Philippines

Congress of the Philippines

Metro Manila

Approved,

  
ERNESTO M. MACEDA JOSE DE VENECIA JR.  
President of the Senate Speaker of the House  
of Representatives

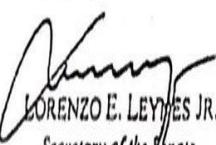
This Act which is a consolidation of House Bill No. 6513 and Senate Bill No. 2248 was finally passed by the House of Representatives and the Senate on December 8, 1997 and December 10, 1997, respectively.

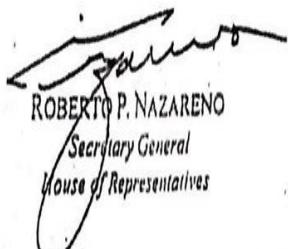
Tenth Congress

Third Regular Session

Begun and held in Metro Manila on Monday, the twenty-eighth day of July, nineteen hundred and ninety-seven.

[REPUBLIC ACT NO. 8468 ]

  
LORENZO E. LEYNES JR.  
Secretary of the Senate

  
ROBERTO P. NAZARENO  
Secretary General  
House of Representatives

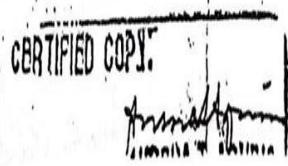
AN ACT CONVERTING THE DON SEVERINO AGRICULTURAL COLLEGE IN THE MUNICIPALITY OF INDANG, PROVINCE OF CAVITE INTO A STATE UNIVERSITY, TO BE KNOWN AS THE CAVITE STATE UNIVERSITY

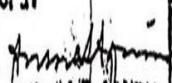
Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. The Don Severino Agricultural College in the Municipality of Indang, Province of Cavite, is hereby converted into a state university to be known as the Cavite State University, hereinafter referred to as the University.

JAN 22 1998

to law on .....  
to signature of the Presi-  
dence with Article VI, O

  
CERTIFIED COPY.





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# CvSU Charter

*Click to view the file*



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# **A.6 Minutes of the Meetings on formulation, review and revision of the VMGO.**



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# **Minutes of the Campus Academic Head Meeting**



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**VISION**

The premier university in historic Cavite recognized for excellence in the development of globally competitive and morally upright individuals.



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
 Tanza Campus  
 ☎ 414-3979  
[www.cvsu.edu.ph](http://www.cvsu.edu.ph)

**MISSION**

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

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

A series of meeting/workshops was conducted to formulate, review and revise the VMGO within T3 Campuses.

DATE	EVENTS
November 16, 2017	Meeting with the faculty and staff of CvSU - Tanza Campus were Dr. Lynn G. Penales asked to always remind the Vision and Mission
May 9, 2018	Meeting with the Academic Heads of T3 Campuses held at General Trias City Campus were Prof. Noel A. Sedigo requested the body to formulate the Campus Goals aligned to the Vision and Mission of the University.
July 30, 2019	T3 Teachers' Capability Enhancement Seminar Workshop held at International House 2, CvSU, Indang, Cavite. Prof. Vienna Mi A. Feranil briefly oriented the faculty on the University VMGO.

Prepared by:

**MILDRED A. SEBASTIAN**

Coordinator, QAAC

Approved:

**NOEL A. SEDIGO**  
 Campus Administrator



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T3 FIRST FACULTY AND STAFF GENERAL MEETING (1<sup>st</sup> Semester, SY 2019-2020)

## **MINUTES OF THE MEETING**

**International House II, CvSU Indang, Cavite**

July 30, 2019

**Present: (please see attached attendance sheets)**

The meeting started at 3:00 p.m.

Dr. Jessie Anne T. Demetillo presented the Agenda for the meeting as follows:

**T3 Designation/s**

T3 Designations  
T3 Campus Calendar

T3 Campus Co  
T3 Sportsfest

#### T3 Faculty Loading and School A

**Prof. Noel A. Sedigo warmly welcomed the T3 newly hired faculty members.**

**T3 Designation/s**

**Dr. Jessie Anne T. Demetillo presented the T3 Campus' faculty and staff with designation/s.**

T3 Campus Calendar

**Prof. Noel A Sedigo** on the other hand, presented the T3 Campus Calendar. He emphasized that activities presented must be accomplished during the period and everyone are encouraged to take part and cooperate.

T3 Sportsfest

Prof. Noel A. Sedigo suggested to the T3 Sports Coordinators that Sportfest shall be conducted per campus simultaneously.

The sports coordinators with the approval of Prof. Noel A. Sedigo also decided that only a number of games are to be included and conducted during the T3 Sportfest. He likewise stressed to be mindful of the policies on the conduct of the event for the safety and security of the coaches and players.

### **Faculty Loading and Schedule**

T3 Coordinators were requested by Prof. Noel A. Sedigo to present their respective campus' faculty loading and schedule. Only Trece Campus was able to present thru the Dept Chair of Arts and Sciences, Mr. Gideon Luke P. Ty.

No further matter were discussed.

The meeting adjourned at 5:15 p.m.

Proposed by

*Jessie Anne T. Demetillo*  
JESSIE ANNE T. DEMETILLO  
Campus Secretary

**Noted by:**   
**NOEL A. SEDIGO**  
Campus Administrator



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T3 SECOND FACULTY AND STAFF GENERAL MEETING (1<sup>st</sup> Semester, SY 2019-2020)

## **MINUTES OF THE MEETING**

**CvSU General Trias City Campus, General Trias City, Cavite**  
**September 9, 2019**

**Present:** (please see attached attendance sheets)

The meeting was called to order at 1:00 p.m. at the CvSU General Trias City Campus

It started with an opening prayer led by Mr. Mark Joel C. Sibulo, faculty member of CvSU Tanza Campus.

Dr. Jessie Anne T. Demetillo, T3 campus secretary, presented the Agenda of the meeting as follows:

1. Office Performance Commitment and Review (OPCR) First Semester AY 2019-2020
  2. Individual Performance Commitment and Review (IPCR) First Semester AY 2019-2020
  3. Room Utilization/Space Utilization, First Semester AY 2019-2020
  4. Midterm Examination Schedule
  5. Campus Sportsfest/University Games
  6. Araw ng Kalikasan
  7. Socio-Cultural Festival
  8. Other Matters

Office Performance Commitment and Review First Semester, AY 2019-2020

Prof. Noel A. Sedigo, T3 campus administrator emphasized the importance of OPCR and that all faculty and staff must jointly work hand and hand in accomplishing those targets included within the semester.

Ms. Arlene L. Estrada, former T3 Campus Secretary presented in detail the contents of the T3 OPCR targets for the First Semester, A.Y. 2019-2020 in terms of higher education program, advanced education program, research program, technical advisory extension program, KRA1: Quality and Relevance of Instruction, KRA2: Research Capability and Output, KRA3: Services to the Community; KRA4: Management of Resources, and strategic objectives. All the targets presented were approved and agreed by all the faculty and staff.

Individual Performance Commitment and Review (IPCR) First Semester, AY 2019-2020

Dr. Jessie Anne T. Demetillo, on the other hand, presented the IPCR format for part-time faculty; and for permanent and temporary faculty members with research, extension and designations. Prof. Noel A. Sedigo set the deadline for submission of the approved target IPCR to the Campus Secretary on September 16, 2019 and that the IPCR must be aligned with the Campus OPCR.



53      **Room Utilization/Space Utilization, First Semester, AY 2019-2020**

54  
55      Prof. Noel A. Sedigo reminded all the campus coordinators to submit the needed data and  
56      documents required by the Office of the Vice President for Academic Affairs concerning the room  
57      utilization and space utilization this First Semester, AY 2019-2020.  
58

59      **Midterm Examination Schedule**

60  
61      Prof. Noel A. Sedigo informed all faculty and staff the need to schedule in advance the  
62      Midterm Examination to give way for the athletes to have time for practice prior the University  
63      Games (U-Games) since the original schedule of the midterm exam is a week before the U-Games.  
64

65      Mr. Jonel N. Camalig on the other hand suggested to reschedule the Midterm Exam after  
66      the U-Games however, Prof. Sedigo did not agree and advised all faculty to move a week in advance  
67      the midterm exams on September 23-28, 2019 instead of September 30-October 5, 2019. He added  
68      that all Midterm Exam Test Papers with TOS must be submitted to the Department Chairs/Campus  
69      Coordinators on or before September 16, 2019 for reproduction.  
70

71      **Campus Sportsfest/University Games**

72  
73      Prof. Sedigo announced that T3 Sportsfest shall be conducted simultaneously. He further  
74      requested each Campus Sports Coordinator to spearhead the said event and the games to be  
75      included will only be limited.  
76

77      Mr. Marc Vherson C. Mojica and Mr. Joseph O. Sabaybay, sports coordinator of Trece and  
78      Tanza campuses respectively said that they will have their Sportsfest on September 12-13, 2019  
79      while Mr. Jonel N. Camalig, sports coordinator, General Trias City campus said that they will have  
80      their Sportfest on September 18-19, 2019.  
81

82      Mr. Jonel N. Camalig announced that during the university games, players will be wearing a  
83      set of new uniforms with the same design as last year.  
84

85      Prof. Noel Sedigo said that the PR for the said uniforms must be done the soonest possible  
86      time. He added that food allowance will be provided for the players and that the venue or  
87      accommodation will be in the University Chapel.  
88

89      **Araw ng Kalikasan**

90  
91      Prof. Noel A. Sedigo announced that the Araw ng Kalikasan was scheduled on September  
92      11-12, 2019. He encouraged the coaches and participants to prepare for the said event particularly  
93      for the Quiz Bee. He added that coaches need to accomplish ATG form to accompany the  
94      participating students.  
95

96      Ms. Roncesvalle J. Caipang assured Prof. Sedigo that they will prepare for the said event.  
97

98      **Socio-Cultural Festival**

99  
100     Prof. Noel A. Sedigo asked about the training status of the participants for different events  
101     and he added that at the moment there is still no schedule for the events and must wait for further  
102     announcements.  
103

104     Ms. Pamela Daphne Busog said that they already started preparing for the said events.  
105

106     **Other Matters**



107      **Official Working Hours**

108  
109      Prof. Noel A. Sedigo informed that effective September 9, 2019, all regular and temporary  
110      faculty member will have a flexible working hours between 6:00 a.m. to 9:00 p.m., from Monday to  
111      Saturday using biometrics. He further added that faculty can perform their duties and  
112      responsibilities within the time period in a day provided that they complete the required 40 working  
113      hours per week. He also requested campus coordinators to assign checker to ensure that faculty are  
114      attending their respective classes. Also, all faculty and staff are required to attend the flag  
115      ceremony every Monday at 6:45 in the morning.  
116

117      **CSG Election**

118  
119      Prof. Noel A. Sedigo advised all CSG Advisers to inform their respective CSG president to  
120      attend the FCSG Election which will be held on September 12, 2019, 2pm at Lasap Hall, 2<sup>nd</sup> Floor,  
121      Administrative Building, CvSU Main Campus.  
122

123      **Instructional Materials Development (IMD) Seminar – Worskhop**

124  
125      Dr. Noel B. Manarpiis discussed about the IMD Seminar-Workshop. He said that it will be  
126      held on September 20, 2019 at the International House I, Cavite State University – Main Campus  
127      and only selected permanent and temporary faculty members will be joining the event.  
128

129      **Entrepreneurship Day**

130  
131      Prof. Noel A. Sedigo suggested to Ms. Cristza D.O. Manlapig, Trece Martires City Capus  
132      Management Department Chair to conduct the Entrepreneurship Day 2. He also follow – up with  
133      Ms. Manlapig the proposals of the five selected promising product during the Entrepreneurship Day  
134      held last September 7, 2019 at the Rolle Hall, Cavite State University – Main Campus for possible  
135      funding.

136  
137      Ms. Manlapig responded that she already made a follow-up for the said proposals and  
138      agreed on having Entrepreneurial Day 2.

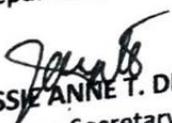
139      **PBB and NBC Cycle 7**

140  
141      Prof. Noel A. Sedigo also announced that there will be no PBB for this year due to  
142      underutilized budget and as regards to NBC Cycle 7, it is still under process.  
143

144      No further matter were discussed.  
145

146      The meeting adjourned at 5:15 p.m.  
147

148      Prepared by:  
149

150  
151        
152      JESSIE ANNE T. DEMETILLO  
153      Campus Secretary

Noted by:

  
NOEL A. SEDIGO  
Campus Administrator





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**MINUTES OF THE MEETING OF THE ACADEMIC HEADS HELD AT CvSU GENERAL  
TRIAS CITY CAMPUS ON 09 MAY 2018**

## I. CALL TO ORDER AND ATTENDANCE

The Campus Dean, Prof. Noel A. Sedigo, formally called to order the meeting of the Academic Heads at 11:00am. A quorum was declared with three (3) Campus Coordinators and eight (8) Academic Heads.

- 13  
14 Noel A. Sedigo Presiding Officer  
15 Vienna Mi A. Feranil  
16 Cris Albert P. Cajigas  
17 Alelie B. Diato  
18 Arlene L. Estrada  
19 Cristza de Ocampo-Manlapig  
20 Kristel Shane C. Paminter  
21 Gideon Luke P. Ty  
22 Joyce Erika S. Senaris  
23 Mildred A. Sebastian

## **II. AGENDA OF THE MEETING**

26 The Dean presented the agenda of the meeting as follows:

- ◆ Formulation of Campus Goals and Department Objectives
  - ◆ Announcements
  - ◆ Other Matters

#### A. Formulation of Campus Goals and Department Objectives

Prof. Sedigo requested the body to formulate the Campus Goals aligned with the Vision and Mission of the University. And also, to come up with the objectives of each department in line with the program outcomes of the programs under each department. The heads were asked to submit their output before the end of the day. The formulated goals and objectives must be reflected in the new format of OBE syllabus.

*Curriculum and Instruction Committee Resolution No. 1, series of 2018*

## **Approving the formulated T3 Campuses Goals and Department Objectives**



42      **B. Announcements**

43  
44      ♦ Prof. Sedigo announced the projected enrollment per campus as follows:

45      Trece Martires City Campus - 1,200  
46      General Trias City Campus - 1,200  
47      Tanza Campus - 1,000

48  
49      ♦ Prof. Sedigo informed the group that T3 Campuses has 271 candidates for June  
50      2018 graduation breakdown as follows:

51      Trece Martires City Campus - 137  
52      General Trias City Campus - 93  
53      Tanza Campus - 41

54  
55      Prof. Sedigo added that the working committee for the 2018 Commencement  
56      Exercises will be released any day within the week.

57      **C. Other Matters**

58      Prof. Sedigo reminded the academic heads to continuously remind their faculty  
59      members of the policy on cleanliness and orderliness of the classroom before leaving  
60      (board should be erased, chairs should be arranged, and electric fans are turned off) as  
61      courtesy for the next class. He also stressed the importance of being conscious on water  
62      and electricity usage.

63      **III. ADJOURNMENT OF MEETING**

64      There being no other matters to discuss, the meeting was adjourned at 3:30pm.

65  
66      Prepared by:

67      *Vienna M. A. Feranil*  
68      VIENNA M. A. FERANIL  
69      Curriculum and Instruction Head  
70      Trece Campus Coordinator

71      Attested by:

72      *Noel A. Sedigo*  
73      NOEL A. SEDIGO, MSc  
74      Campus Dean





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### ATTENDANCE SHEET

Academic Heads Meeting

09 May 2018

NAME	DESIGNATION	SEX		SIGNATURE
		Female	Male	
1. Noel A. Sedigo	Campus Dean		✓	
2. Vienna Mi A. Feranil	Trece Martires City Campus Coordinator	✓		
3. Cris Albert P. Cajigas	Tanza Campus Coordinator		✓	
4. Alelie B. Diato	Gen. Trias City Campus Coordinator	✓		
5. Arlene L. Estrada	Dept. Chair, Arts & Sciences	✓		
6. Cristza d.O. Manlapig	Dept. Chair, Management	✓		
7. Kristel Shane C. Paminter	Dept. Chair, Hospitality & Tourism Management	✓		
8. Gideon Luke P. Ty	Dept. Chair, Psychology		✓	
9. Joyce Erika S. Senaris	Dept. Chair, Information Tehcnology	✓		
10. Mildred A. Sebastian	Dept. Chair, Teacher Education	✓		



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Meeting of T3 Campuses Academic Heads held at CvSU General Trias City Campus on 09 May 2018 to formulate the T3 Goals and Department Objectives.



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Approving the University Vision to read  
"The Premier University in historic Cavite  
recognized for excellence in the development  
of globally competitive and morally upright  
individuals."

APPROVED

#### UNIVERSITY MISSION

The body approved the University Mission adopted during the Strategic Planning Workshop.

Approving the University Mission to read  
"Cavite State University shall provide excellent,  
equitable and relevant educational opportunities  
in the arts, sciences and technology through  
quality instruction and responsive research and  
development activities. It shall produce professional,  
skilled and morally upright individuals for global  
competitiveness."

APPROVED

RESOLUTION NO. 3, s. 2002

#### PROPOSED INCREASE IN TUITION AND OTHER FEES

Dr. Garcia presented the proposed increase of 20% on tuition and other fees using the figures of DVM fees for SY 2001-2002 as base.

Dr. Saugalang explained that the move was made in view of the reduction of support from the government and the following needs of the University: (a) to support personnel services; (b) to do something about the research needs of the College of Education, reason why the BSE and BEE were deferred by AACCUP for a year; (c) incentives for personnel; (d) improvement of laboratories for inclusive laboratory training of students; and (e) construction of VetMed classrooms.

Dr. Lasap said that looking at the minutes of meetings of the different colleges, they recommended that some funds be allocated for their researches. He added that it is easier to explain that the increase is made to conform with the inflation rate.

Dr. Garcia said that there would be no MOOE budget in 2001, no COP and FSDP funds in 2002. Dr. S. Crucido said that these could also justify the proposed increase.

#### Suggestions/Comments:

1. Use part of the tuition for personnel training instead of charging a separate fee for the purpose.
2. Increase the SRF to P1,500 to include the personnel training fee
3. The increase might affect the enrollment in courses which are not very popular.



1. The target number of students might be affected.
2. Funds for personnel training fee should not be charged to the students.
3. Advise the scholars to look for other sources of scholarship.
4. No extension for scholars who would not finish the degree within the contract period, provided, they would study on their own or look for other sponsor.
5. No new scholars to go out this June 2002.
6. Deans are encouraged to generate at least P100,000 worth of equipment per college.
7. Add P150 instead of P100 to the SRF for the personnel training fund.

The body agreed on the following:

**Resolution No. 4 s. 2002**

**Deferring the sending out of scholars effective June 2002 and no extension of study leaves unless their scholarship is sponsored by other agencies or on their own.**

**Resolution No. 4 s. 2002**

**Approving the adding of P150 to SRF as funds for personnel training.**

**APPROVED**

**LABORATORY SCHOOL FEES**

Dr. Sungalang informed the body that Batangas State University (BSU) charges P7,500 for their Laboratory School. Dr. Garcia said that the proposed fees for the CvSU Laboratory School is P2,240 which is 16% of the fees being charged to college students.

**Comments and Suggestions.**

- a) determine the operating expenses of the high school and use this as base of the proposed increase in fees so that the Laboratory School could operate on a self-liquidating scheme.
- b) reduce the registration fee from P100 to P50 and increase the laboratory development fee to P1,540.
- c) change the "laboratory development fee" to "instructional resources fee"
- d) high school fees to be paid on installment basis.

There having no more comments and suggestions, the body approved the proposed fees in the Laboratory High School.

**Resolution No. 6 s. 2002**

**Approving the payment of fees in the Laboratory School in the amount of P2,240.00 effective June 2002.**

**APPROVED**



## • OTHER MATTERS

1. Dr. Sangalang advised the students to report teachers who are always late, laggards, and do not have ready lectures. He suggested to let the students work longer in the laboratory with the teachers. Regarding the budget problem, Dr. Sangalang said the University could take the present budget but there might be less programs and less students.
2. Mr. Lopez reported that the student leaders met last Jan. 22 and had the following agreements and recommendations: (a) would be more vigilant in identifying the students doing violations; (b) students involve in riots for the first time be given another chance and expulsion for second offense; (c) security guards who allowed the entry of outsiders under the influence of liquor should be reprimanded also; (d) conduct a seminar on drugs and norm of conduct; (e) conduct drug test for suspected incoming freshmen; (f) renovate comfort rooms and provide ventilations before the organizations start the "adopt a toilet project".

Dr. Banaag said that the "adopt a toilet" is still a concept but the students would finalize this. She added that the plan was to improve the toilet near the CEFIT, make it a first class toilet with a vending machine inside; users to be charged fees which would be used to hire the cleaners.

Mr. Garcia asked about the actions done by the OSA on the reported student violations. Dr. Sangalang requested Dr. C. Banaag to report this next meeting.

The meeting was adjourned at 11:20 a.m.

PREPARED BY:

*Gloria L. Martonto*  
GLORIA L. MARTONTO  
Acting Secretary



# **A.7 File copies of Letters of Invitation to Participants.**



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**There are evidences of the participation of administrators, faculty, staff, students and stakeholders in the formulation and review of the VMGO.**

A Multi-Campus Strategic Planning Workshop was held in December 19, 2001. The workshop was conducted to revise the existing Agenda for Development (1998-2006). There was a thorough analysis of the internal and external environments of the vision, mission and values for change. Participants included community leaders, alumni, faculty, staff, students and other stakeholders.



# PROGRAM

## December 19

7:00 - 7:30	Registration	
7:30 - 8:30	Opening Program Invocation National Anthem Opening Remarks Overview and Mechanics of the Workshop Introduction of Workshop Participants	Mr. Ismael R. Ersando Ms. Cecilia Mendoza Dr. Ruperto S. Sangalang Dr. Lorenzo C. Lapitan, Jr. Mrs. Rumina A. Gil Prof. Noel A. Sedigo Mrs. Rumina A. Gil For. Beng P. Umali Dr. Josefina R. Rint
8:30 - 9:45	Workshop Input 1: Environmental Scan	
9:45 - 10:00		<b>S N A C K S</b>
10:00 - 10:30	Workshop Input 2: Vision, Mission, Goals and Objectives	Dr. Leonora A. Mojica Dr. Luzviminda A. Rodrin
10:30 - 11:20	Workshop Input 3: The Internal Organization	Dr. Lorenzo C. Lapitan, Jr. Mr. Ismael R. Ersando Dr. Raymond Martin F. Serrano Dr. Leyma L. Cero Prof. Noel A. Sedigo Mrs. Rumina A. Gil
11:20 - 11:30	Workshop 1 Mechanics	
11:30 - 12:00	Formation of Workshop Groups	
12:00 - 1:00	Workshop 1A - Visioning	
1:00 - 2:30		<b>L U N C H B R E A K</b>
2:30 - 3:30	Towards a Common Vision	Facilitators for Workshop I: Dr. Leonora A. Mojica
3:30 - 3:45	Workshop 1B - Mission Formulation	Dr. Lorenzo C. Lapitan, Jr.
3:45 - 4:15		Ms. Cecilia Mendoza
4:15 - 5:30	Towards a Common Mission Statement	
5:30 - 7:00	Workshop 1C - Goals/Objectives Setting	
7:00 - 7:15	Finalization of Set Goals and Objectives	
7:15 - 7:30	Workshop 2 Mechanics	Facilitators for Workshop II:
7:30 - 8:30	Formation of Workshop Groups	Prof. Noel A. Sedigo
7:30 - 10:00	DINNER & FELLOWSHIP	Dr. Josefina R. Rint
	Workshop 2 - Strategic Planning	Mr. Lamberto Sismae

## December 20

8:00 - 8:05	Morning Prayer	
8:05 - 8:15	Recap of the 1 <sup>st</sup> Day Activities	Student Representative Dr. Lorenzo C. Lapitan, Jr.
8:30 - 12:00	Continuation of Workshop 2	
12:00 - 1:00		<b>L U N C H B R E A K</b>
1:00 - 3:30	Presentation of & Critiquing of Strategic Plans	
3:30 - 3:45		
3:45 - 4:30	Closing Program	
	Message	Dr. Sotero L. Lasap, Jr.
	Owning Exercise	Leaders: Dr. Leyma L. Cero For. Beng P. Umali
		To be led by: Dr. L.L. Penales
	Singing of the CvSU Hymn	Dr. Ruperto S. Sangalang
	Distribution of Certificates	Eng'r. Jaime Q. Dilidili
	Closing Prayer	



**Bachelor of Secondary Education Major in English**

# PARTICIPANTS

## A. ADMINISTRATIVE COUNCIL

NO.	NAME	DESIGNATION
1.	Dr. Ruperto S. Sangalang	President
2.	Dr. Sotero L. Lasap, Jr.	Vice President for Academic Affairs
3.	Dr. Celso S. Crucido	Dean, CAFENR
4.	Dr. Divinia C. Chavez	Dean, CAS
5.	Dr. Luzviminda A. Rodrin	Dean, CEMDS
6.	Dr. Lorna L. Penales	Dean, CED
7.	Dr. Marilyn M. Escobar	Dean, CEng'g
8.	Dr. Marietta C. Mojica	Dean, OGS & OLC
9.	Dr. Cecilia B. Banaag	Dean, OSA
10.	Prof. Ruben M. Astudillo	Dean, CSPEAR
11.	Dr. Raymond Martin F. Serrano/ Dr. Jesus Rommel V. Herrera	Dean, CVM
12.	Dr. Isaias A. Banaag	Dean, Cavite City Campus
13.	Dr. Hernando D. Robles	Dean, Naic Campus
14.	Mrs. Alicia A. Pardo	Director, Instruction (representative)
15.	Mr. Lamberto J. Sismaet	Director, Planning & Information
16.	Mrs. Ligaya P. Antiojo	Director, Res. & Ext.
17.	Mrs. Soledad D. Gatdula	Director, EBA
18.	Ms. Lydia P. Antonio	Director, Adm. & Support Services
19.	Dr. Maria C. Yaba	Asst to the President for Rosario Campus Operations
20.	Mr. Romulo Ventura	Director, Instruction
21.	Mrs. Rosita Torno	Director, Research & Extension
22.	Mrs. Sally Sandoval	Director, Adm. & Support Services
23.	Mr. Nestor M. Alvarez	Director, External & Business Affairs
24.	Ms. Cecilia R. Mendoza	Director, Planning & Information
25.	Dr. Teodoro R. Garcia	Vice President for Adm. & Support Services
26.	Dr. Constancia G. Cueno	Director, Administration
27.	Engr. Jaime Q. Dilidili	Director, Physical Plant Services
28.	Dr. Reynaldo E. Samonte	Director, University Civil Security
29.	Dr. Simeon S. Crucido	Vice President for R & D
30.	Dr. Alejandro C. Mojica	Director, Research
31.	Dr. Antonio G. Papa	Director, Extension
32.	Dr. Lutgarda P. Ilagan	Vice President, EBA
33.	Prof. Alexander F. Ferre	Director, Alumni Affairs
34.	Dr. Ma. Cecilia L. Lapitan	Director, Public Information & Community Relations
35.	Dr. Lorenzo C. Lapitan, Jr.	Director, Planning & Devt.
36.	Dr. Alice T. Valerio	Director, FSDO
37.	Dr. Bernardo E. Marges	Coordinator, Special Projects
38.	Regent Reden C. Lopez	CSG Chairman



### B. STUDENT REPRESENTATIVES

NO.	NAME	COURSE/ CAMPUS
1.	Adrian C. Manahan	CvSU Main
2.	Dennis L. Zabala	BSE/ CvSU Naic
3.	Raymundo S. Barrera, Jr.	BSE / CvSU Naic
4.	Teddy F. Tepora	PhD Crop Science
5.	Ana Junessa J. Uy	BS CS / CvSU Cavite City
6.	Dann Ray C. Alvarez	BSBM / Cavite City
7.	Everlito R. Pakingan	BSIE / CvSU Rosario
8.	Susana M. Manalo	BSIE / CvSU Rosario

### C. ALUMNI REPRESENTATIVES

NO.	NAME	COURSE/ YEAR GRADUATED
1.	Elsa B. Omipon	BSF / 1979
2.	Melita D. Hernandez	BSIE / 1981
3.	Roberto R. Crucena	HS / 1950

### D. COMMUNITY LEADERS

NO.	NAME	POSITION/ OFFICE
1.	Engr. Proceso H. Curioso	MPDC / Indang
2.	Engr. Joel Antonio	MPDC / Naic
3.	Jose P. Lisama	Rosario



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# **THE PLANNING TASK FORCE**

NO.	NAME	Position
1.	Lorenzo C. Lapitan, Jr.	<i>Task Force Chairman</i>
2.	Raymond Martin F. Serrano	<i>PDO Staff &amp; TF Member</i>
3.	Leyma L. Cero	<i>PDO Staff &amp; TF Member</i>
4.	Beng P. Umali	<i>PDO Staff &amp; TF Member</i>
5.	Leonora A. Mojica	<i>Task Force Member</i>
6.	Josefina R. Rint	<i>Task Force Member</i>
7.	Ismael R. Ersando	<i>Task Force Member</i>
8.	Rumina A. Gil	<i>Task Force Member</i>
9.	Noel A. Sedigo	<i>Task Force Member</i>
10.	Cecilia A. Mendoza	<i>Task Force Member</i>
11.	Lamberto J. Sismaet	<i>Task Force Member</i>
12.	Elizabeth Polinga	<i>Member, Secretariat</i>
13.	Enrica Esmero	<i>Member, Secretariat</i>
14.	Candida Mojica	<i>Member, Secretariat</i>



**Bachelor of Secondary Education Major in English**

**THE GROUP THAT SYNTHESIZED THE  
UNIVERSITY MISSION**

**DECEMBER 19, 2001**

**MAIN CAMPUS**

*Dali*  
**ALICE T. VALERIO      ADRIAN C. MANAHAN**

*R. Crucena*  
**ROBERTO R. CRUCENA**

**CAVITE CITY CAMPUS**

*Laby*  
**ISAIAS A. BANAAG      DAN RAY C. ALVAREZ**

**ROSARIO-CAT CAMPUS**

*RR. Torino*  
**ROSITA R. TORNO      EVERLITO R. PAKINGAN**

**NAIC CAMPUS**

*A. Sismaet*  
**LAMBERTO J. SISMAET**



**Bachelor of Secondary Education Major in English**

# Faculty Orientation

*Bachelor of Secondary Education Major in English*





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

Academic Year 2021 - 2022

# FACULTY *Orientation*



September 3, 2021  
Friday



8:00 AM to 12:00 NN



Cisco  
Webex



**2021 Faculty Orientation**



*Bachelor of Secondary Education Major in English*



# FACULTY Orientation

GENERAL TRIAS CITY CAMPUS

## PROGRAMME



September 3, 2021  
Friday

8:00 AM to 12:00 NN



### I. Prayer

National Anthem

CvSU at a Glance

AVP

### II. Introduction of Key Officials and Support Personnel

**Ms. Keithlyn M. Bay**

Admission and Testing Services Coordinator

### III. Welcome Remarks

**Dr. Lauro B. Pascua**

Campus Administrator

### IV. Presentation of Faculty Members by Department

Psychology

Teacher Education

Hospitality and Tourism Studies

Arts and Sciences

Management

Information Technology

#### Department Chairpersons

**Dr. Louziela P. Masana**

**Mr. Victoriano P. Barliso Jr.**

**Mr. Aljevin A. Comiso**

**Mr. Jonel N. Camalig**

**Ms. April Gollosso-Gile**

**Mr. Rommel H. Sarreal**

### V. Presentation of Academic Calendar

Academic Policies and Grading System

**Ms. Rogelyn P. Alarca**

Office of the Campus Registrar

### VI. HR Policies (R.A. 6713 Code of Conduct and Ethical Standards for Public Officials and Employees)

**Ms. Debbie Rose B. Fabian**

HRDO Coordinator, Tanza Campus

### VII. Orientation to CvSU e-Library System, Open Education Resources and Creative Commons

**Ms. Myla E. Sablayan**

Campus Librarian

### VIII. Netiquettes in Handling Online Classes

**Mr. Victoriano P. Barliso Jr.**

Chairperson, Department of Teacher Education

### IX. Discussion on Gender and Development

**Ms. April Gollosso-Gile**

Chairperson, Department of Management Gender and Development Coordinator

### X. Mental Health Awareness

**Dr. Louziela P. Masana**

Chairperson, Department of Psychology Guidance Services Coordinator

### XI. Closing Remarks

**Ms. Christalene Jewel M. Mercado**

OIC Campus Secretary

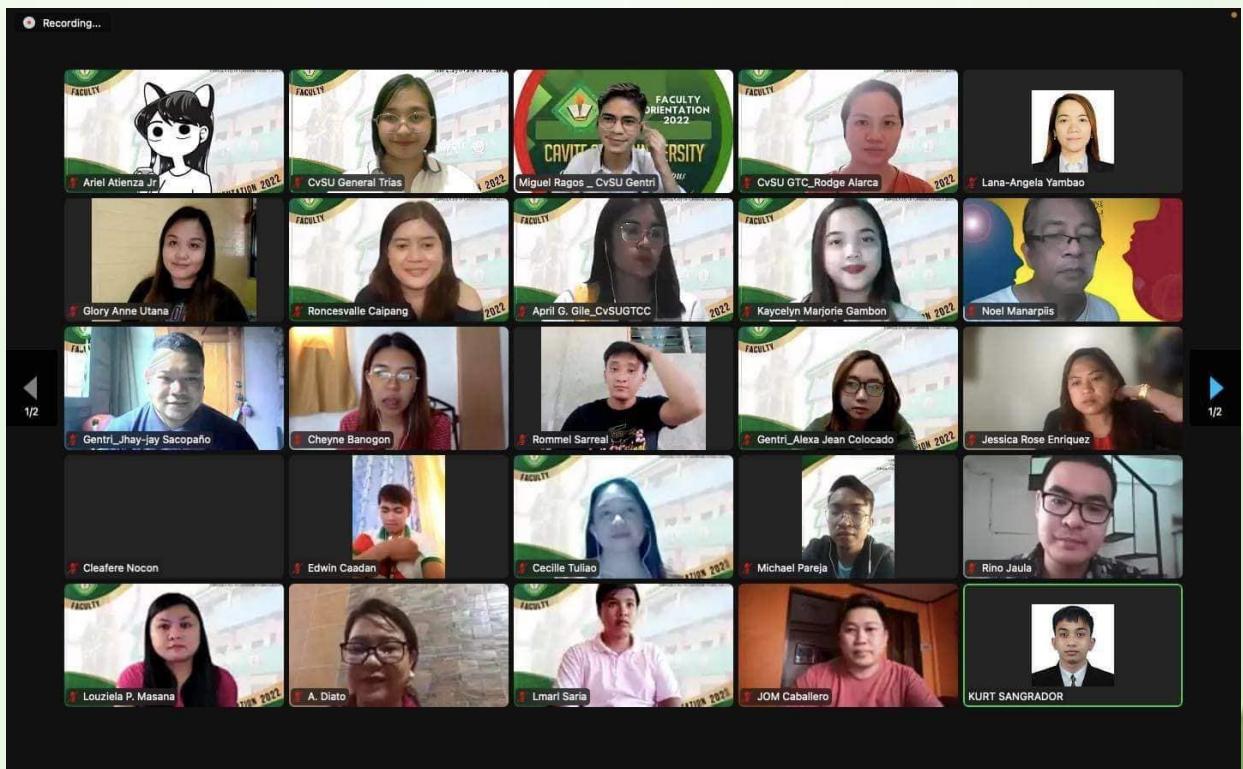
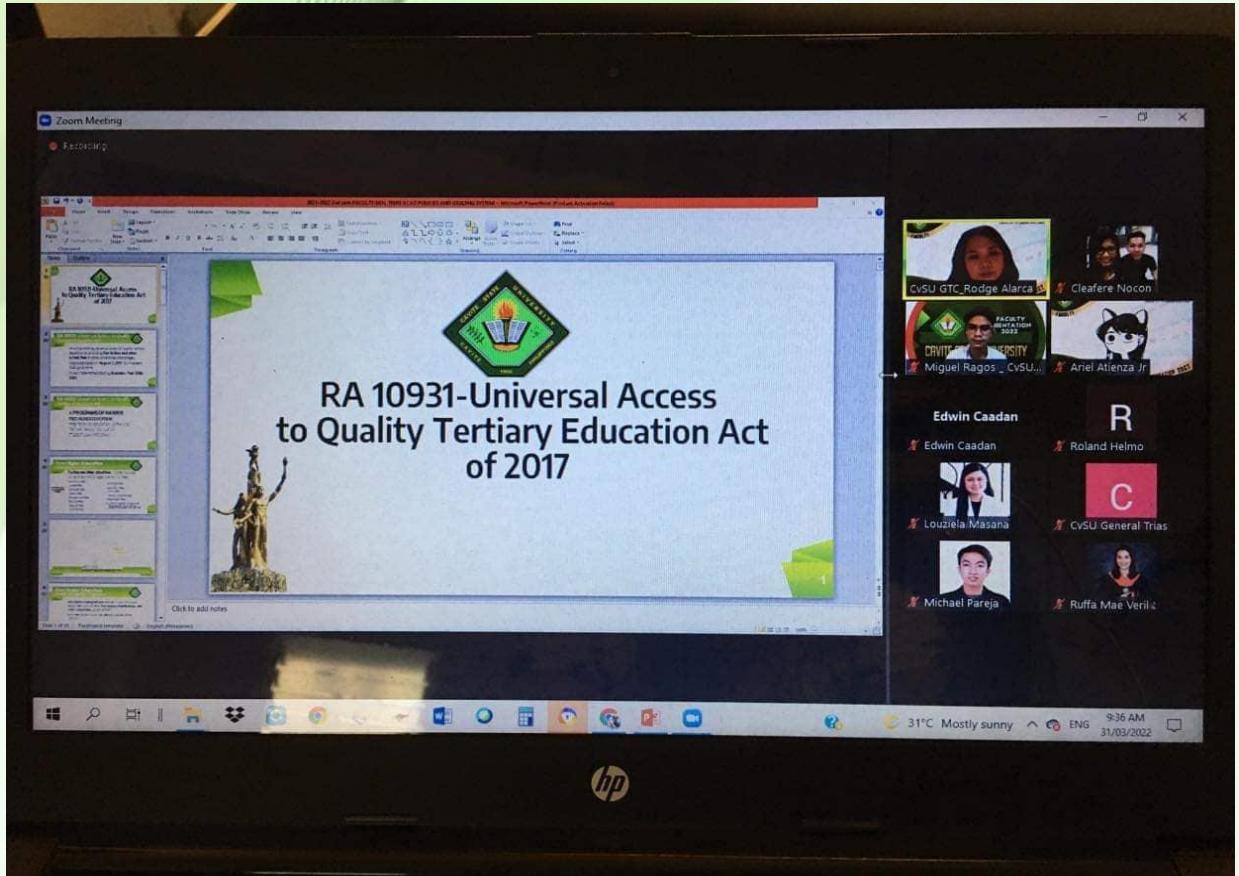
**JOHN RIEL B. LABIANG**

Alumni Affairs Coordinator

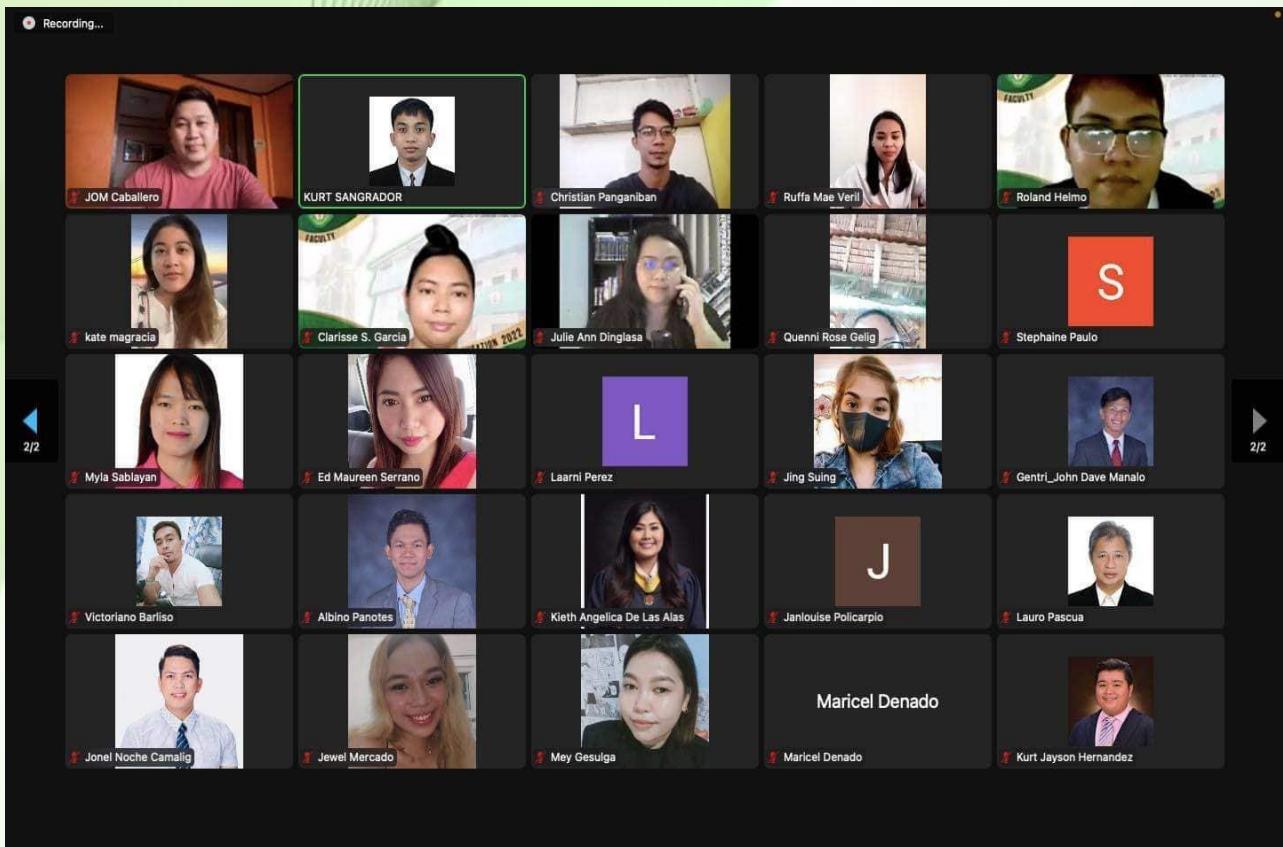
MODERATOR



**Bachelor of Secondary Education Major in English**



**Bachelor of Secondary Education Major in English**



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Speaking: Masana, Louziela P.

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Masana, Louziela P.

Participants Chat ...

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**Bachelor of Secondary Education Major in English**



**CAVITE STATE UNIVERSITY  
GENERAL TRIAS CITY CAMPUS**

Town Proper, City of General Trias, Cavite

# FACULTY ORIENTATION

Wednesday, September 02, 2020, 7:00PM



**2020 Faculty Orientation**

*Bachelor of Secondary Education Major in English*





## CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias, Cavite

# FACULTY ORIENTATION

Wednesday, September 02, 2020, 7:00PM



## PROGRAM

### I. Prayer/CvSU at a Glance

Mr. Keno A. Villavicencio  
Mr. Mikael Florenz P. Nuestro  
Chairpersons,  
Department of Information Technology

### II. Introduction of Key Officials and Support Personnel

Dr. Jessie Anne T. Demetillo  
Secretary, T3 Campuses

### III. Welcome Remarks

Prof. Noel A. Sedigo  
Campus Administrator

### IV. Presentation of Academic Calendar

Ms. Roncesvalle J. Caipang  
Chairperson, Arts and Sciences Department

### V. Academic Policies and Grading System

Ms. Rogelyn P. Alarca  
Campus Registrar

### VI. HR Policies (RA 6713 Code of Conduct and Ethical Standards for Public Officials and Employees)

Ms. Shaine C. Hayag  
Local HR Coordinator

### VII. Orientation to CvSU e-Library System, Open Education Resources and Creative Commons

Ms. Loran Camilia Villarante  
Campus Librarian

### VIII. Netiquettes in Handling Online Classes

Mr. Gideon Luke P. Ty  
Admission Officer, Trace Martinez City Campus

### IX. Discussion on Gender and Development

Eng'r. Estellita A. Villa  
Coordinator, Gender and Development

### X. Closing Remarks

Ms. Shaine C. Hayag  
Campus Coordinator

Moderator

Mr. Aljevin A. Comiso



*Bachelor of Secondary Education Major in English*



**Bachelor of Secondary Education Major in English**

# **Faculty Capability Enhancement Seminar/Webinar**



*Bachelor of Secondary Education Major in English*



Republic of the Philippines

## CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite

# Faculty Capability Enhancement Webinar 2021

Friday, February 26, 2021, 7:30am-4:00pm



Meeting ID

856 3993 7973

zoom

Passcode

Heneral



*Bachelor of Secondary Education Major in English*

# PROGRAMME

7:30- 8:00 Participants' Online Attendance/Registration

8:00- 9:00 Opening Prayer

**MR. DANIEL C. ABUTON**  
Faculty Member, TED

National Anthem (AVP)

Welcome Remarks

**DR. LAURO B. PASCUA**  
Campus Administrator

**CvSU VMGO and Gen. Trias City Campus**  
Department Objectives

**DR. NOEL B. MANARPIIS**  
Head, Curriculum and Instructions

Introduction of Key Officials  
and Support Personnel

**MS. SHAINA C. HAYAG**  
Head, Administrative and Support Services

Presentation of Faculty Members and  
new Department Chairs

**DR. NOEL B. MANARPIIS**  
Head, Curriculum and Instructions

Members of the Departments  
Psychology

**DR. LOUZIELA P. MASANA**  
Head, Research and Extension Unit  
**ENGR. ESTELITA A. VILLA**  
**MR. ALJEVIN A. COMISO**  
**MR. XENON LEE LAYNES**  
**MS. APRIL M. GOLLOSO-GILE**  
**MR. ROMMEL H. SARREAL**

Teacher Education  
Hospitality and Tourism Studies  
Arts and Sciences  
Management  
Information Technology

9:00- 12:00  
Academic Policies and Grading System

**MS. ROGELYN P. ALARCA**  
Campus Registrar

HR Policies

**MS. SHAINA C. HAYAG**  
HR Coordinator

Discussion on Gender and Development

**MS. APRIL M. GOLLOSO-GILE**  
Coordinator, Gender and Development

12:00-1:00            **LUNCH BREAK**

1:00  
Module/Learning Guide Preparation

**DR. NOEL B. MANARPIIS**  
Head, Curriculum and Instructions

2:30  
Fostering Self-Care & Mental Health among Faculty

**DR. LOUZIELA P. MASANA**  
Coordinator, Guidance Services

3:30-4:00  
Question & Answer

Presentation of Certificates

4:00  
Closing Remarks

**MS. SHAINA C. HAYAG**  
Head, Administrative and Support Services

**Ms. CHRISTALENE JEWEL M. MERCADO**  
Program In-charge/Moderator



*Bachelor of Secondary Education Major in English*

**T3 Teachers' Capability Enhancement Seminar Workshop**  
**February 11-13, 2020**



*Bachelor of Secondary Education Major in English*

We commit to the highest standards of education, value our stakeholders, strive for continual improvement of our products and services, and uphold the University's tenets of Truth, Excellence, and Service to produce globally competitive and morally upright individuals.

Truth      Excellence      Service

### Quality Policy

The premier university in historic Cavite recognized for excellence in the development of globally competitive and morally upright individuals

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

### Vision

### Mission

**CAVITE STATE UNIVERSITY**  
TANZA | TRECE MARTIRES CITY | GENERAL TRIAS CITY CAMPUSES

# T3 TEACHERS' CAPABILITY ENHANCEMENT SEMINAR WORKSHOP

July 30, 2019

7:00 AM – 5:00 PM

International House II

Cavite State University, Indang, Cavite

**Dr. Camilo A. Polinga**

Vice President for Academic Affairs

*This serves as an invitation*



**Bachelor of Secondary Education Major in English**



## T3 TEACHERS' CAPABILITY ENHANCEMENT SEMINAR WORKSHOP

JULY 30, 2019 | INTERNATIONAL HOUSE 2, CvSU, INDANG, CAVITE

### PROGRAM

7:00 – 7:30	Registration	
7:31 – 8:00	Prayer National Anthem Introduction	
8:01 – 8:15	Welcome Remarks	Prof. Noel A. Sedigo Campus Administrator
8:16 – 8:40	Inspirational Message	Dr. Camilo A. Polinga Vice President for Academic Affairs
8:41 – 9:05	Deep Breathing Exercise	Ms. Amida Chiara Rosario N. Wolski Chief Executive Officer Radha Kunda Wellness
9:46 – 10:35	Topic No. 1: Understanding Mental Health in the Workplace	Ms. Yolanda T. Padilla Assistant Manager for HR BBT Online Global, Inc.
9:46 – 10:35	Topic No. 2: Mindfulness for Mental Wellness	Ms. Amida Chiara Rosario N. Wolski Chief Executive Officer Radha Kunda Wellness
10:36 – 11:16	Topic No. 3: Meditation for Happiness and Fulfillment in Life	Mr. Thomas F. Wolski Co-Founder and CEO Nature's Power Nutraceuticals Corporation
11:17 – 12:00	Giving of Certificate to Participants	Prof. Noel A. Sedigo Campus Administrator Campus Coordinators
12:01- 1:00	Lunch Break	
1:01-1:30	Topic No. 4: Discussion on RA6713 Code of Conduct and Ethical Standards for Public Officials and Employees	Ms. Shaine C. Hayag Human Resource Development Office Coordinator Gen. Trias City Campus
1:31 – 4:30	Topic No. 5: Workshop on Course Syllabus Preparation	Prof. Mildred A. Sebastian T3 Quality Assurance Coordinator
Topic No. 6: Discussion of CvSU Mission and Vision		Prof. Vienna Mi A. Feranil Coordinator Trece Martires City Campus
4:31 – 5: 00	Closing Remarks	Ms. Alelie B. Diato Coordinator General Trias City Campus

MR. GIDEON LUKE P. TY  
In-charge of Ceremonies



**Bachelor of Secondary Education Major in English**



### T3 Teachers' Capability Enhancement Seminar-Workshop

July 30, 2019

Venue: International House II, CvSU-Main Campus

The T3 Teachers' Capability Enhancement Seminar-Workshop is an academic capability training enhancement usually conducted on a yearly basis in the campus which primary goal is to enhance T3 faculty members' teaching capabilities. This is usually held prior to the opening of classes. The highlights of the activity this year were on mental health and orientation on academic and administrative policies which was held last July 30, 2019 at the Cavite State University-Main Campus, International House 1.

#### I. Morning Session

The morning program officially started at 9am with an opening prayer and the singing of the national anthem. **Prof. Noel A. Sedigo** welcomed all participants and guest lecturers. He also gave brief overview of the topics to be covered for the rest of the day. After the Dean's talk, the lecture proper commenced. It began with a one-hour Deep Breathing exercise facilitated by **Ms. Amida Chara Rosario N. Wolski, CEO of Radha Kunda Wellness**. This particular exercise promotes mental relaxation through context of proper breathing. This was followed by the first lecture on "Understanding Mental Health in the workplace" presented by **Ms. Yolanda T. Padilla**, Assistant Manager for HR from BBT Online Global, Inc. Then, Ms. Wolski took charge in explaining and demonstrating through another set of exercise on how to be able to develop "Mindfulness for Mental Wellness". The participants were also subjected to personality check test on mindfulness. The last activity in the morning finished off with a yoga/meditation session for Happiness and Fulfillment in Life led by **Mr. Thomas F. Wolski**, co-founder and CEO of Nature's Power Nutraceuticals Corporation.

The guest lecturers were then awarded with certificate of recognition and token of gratitude then followed by a photo-opt with the participants. It was a fruitful morning session indeed having such mind-body relaxing activity. A different and new experience for all faculty members of T3 campuses. The morning program ended exactly 12:00 noon.

#### II. Lunch Break- 12:01-1:00

#### III. Afternoon Session

After a sumptuous meal during lunch break, the afternoon activity immediately proceeded starting off with the introduction of the key officials of the T3 campuses. Faculty members per department were also introduced by their respective department chairperson.

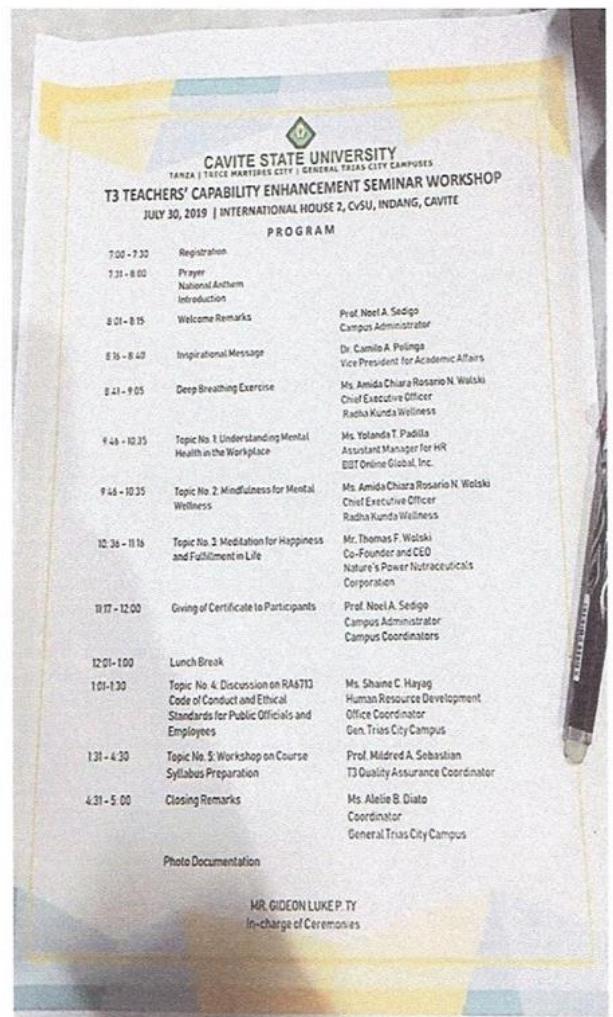
The next part of the program was intended for lectures on the administrative and academic policies. **Ms Shaine C. Hayag, HR Coordinator of General Trias City Campus** discussed RA 6713/ Code of Conduct and Ethical Standards for Public Officials and Employees, **Prof. Mildred A. Sebastian, T3 Quality**



Assurance Coordinator gave emphasis and reorientation on the Course Syllabi Preparation and Prof. Vienna Mi A. Feranil briefly oriented the faculty on the University VMGO. After these series of lectures, faculty members were instructed to gather along with other faculty members of their respective department to finalize the faculty load with a little workshop on the course syllabi.

After the workshop, this whole day activity ended with a closing remarks shared by Ms. Alelie B. Dianto, Campus Coordinator of General Trias City, Campus.

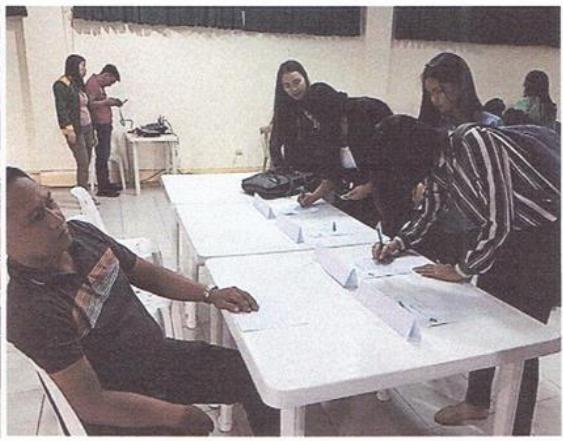
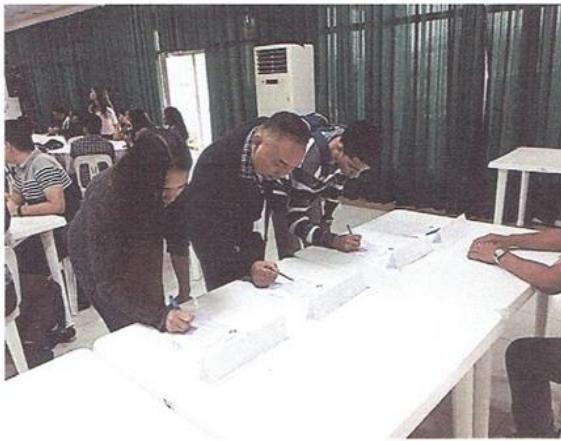
#### IV. Photo documentation



The Venue, the program, the certificates and tokens for the speaker



**Bachelor of Secondary Education Major in English**



**The Registration Area**  
Registration of participants started at 7:00am to 9:00 am



**The guest speakers in the morning session during a photo opt with the T3 Campus Administrator (Prof. Noel A. Sedigo) and the Emcee (Mr. Luke Ty)**  
In the above photo (L-R): Ms. Yolanda T. Padilla, Ms. Amida Chara Rosario N. Wolski, Mr. Thomas F. Wolski, Prof. Noel Sedigo, Mr. Luke Gideon Ty



**Bachelor of Secondary Education Major in English**



The Participants of the T3 Teachers' Capability Enhancement Seminar-Workshop composed of the old and newly hired faculty members of Tanza, Trece Martires City and General Trias City Campuses



**The lecturers in the afternoon session**

Prof. Vienna Mi A. Feranil (left photo-above),  
Ms. Shaine C. Hayag ( right photo-above)  
and Prof. Mildred A. Sebastian (right photo-down)



**Bachelor of Secondary Education Major in English**

# A.8 Attendance Record of Stakeholder-Participants



*Bachelor of Secondary Education Major in English*



## OFFICE OF THE UNIVERSITY PRESIDENT

### OFFICE MEMORANDUM No. PHDR-89-2021

**TO :** VICE-PRESIDENTS  
COLLEGE DEANS AND CAMPUS ADMINISTRATORS  
ALL FACULTY MEMBERS

**SUBJECT :** ATTENDANCE TO 2021 EMPLOYEES' ORIENTATION CUM  
CAPABILITY ENHANCEMENT FOR TEACHERS

**DATE :** 26 AUGUST 2021

1. Please be informed that the Human Resource Development Office in partnership with the College of Education will sponsor a webinar series entitled: **2021 Employees' Orientation Cum Capability Enhancement For Teachers** on August 31, 2021 and September 1, 2021 via Cisco Webex.
2. This learning and development activity aims to orient / reorient our faculty members with the University's vision, mission, governance and employment rules and regulations that will help them integrate smoothly into the University system, understand their roles and become productive members of the institution. Further, the capability building sessions are expected to enhance the competencies of the participants in the University's management of learning academic standards.
3. In this regard, all faculty members for First Semester, AY 2021-2022 are required to attend the webinar series.
4. All participants are advised to use the Webinar Registration Link to automatically secure event link and password for the said dates:

[https://docs.google.com/forms/d/e/1FAIpQLSdtvg5XVstZQOyfK97aBDZCrd9WFqlj0sBY8eXcxU5owzKrPA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdtvg5XVstZQOyfK97aBDZCrd9WFqlj0sBY8eXcxU5owzKrPA/viewform?usp=sf_link)

5. Attached is the program of activities for your reference.
6. Please be guided accordingly.
7. Thank you.

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



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



**Bachelor of Secondary Education Major in English**



## OFFICE OF THE UNIVERSITY PRESIDENT

### PROGRAM OF ACTIVITIES

**Day1: August 31, 2021**

**AM**

8:01-8:30

#### OPENING PROGRAM

Invocation	AVP
National Anthem	AVP
Welcome Remarks	<b>DR. CAMILO A. POLINGA</b> Vice President for Admin & Support Services
Opening Message	<b>DR. MA. AGNES P. NUESTRO</b> Vice President for Academic Affairs
Inspirational Message	<b>DR. HERNANDO D. ROBLES</b> University President

8:30-9:30

#### ORIENTATION PROPER

##### SESSION 1:

CvSU at a Glance  
Introduction of Key Officials

**ASST. PROF. ADORA JOY T. PLETE**  
Director, Public Affairs & Communications  
Office

##### SESSION 2:

Employment Rules and  
Regulations

**DR. FLORINDO C. ILAGAN**  
Head, Recruitment, Selection and  
Placement Unit, HRDO

9:30-11:30

#### CAPABILITY ENHANCEMENT FOR TEACHERS

##### SESSION 1: University Flexible Learning Arrangement (FLA)

**DR. AMMIE P. FERRER**  
Dean, College of Education

11:31-12:00

Open Forum

12:01 – 1: 00

Lunch Break

---

(046) 4150-010 / (046) 4150-0111  
email: [office\\_president@cvsu.edu.ph](mailto:office_president@cvsu.edu.ph)



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## OFFICE OF THE UNIVERSITY PRESIDENT

### PM

1:01-2:30	<b>SESSION 2</b> Outcomes-based Assessment in Flexible Learning	<b>ASSO. PROF. RONAN M. CAJIGAL</b> Coordinator, Instruction CvSU- Bacoor Campus
2:31-4:00	<b>SESSION 3</b> Keeping the Learners Engaged and Motivated in a Remote Learning	<b>DR. JAKE RAYMUND F. FABREGAR</b> Faculty, Teacher Education Department College of Education
4:01-4:30	Open Forum	

**Day 2: September 1, 2021**

### AM

8:30 - 10:00	<b>SESSION 4</b> Classroom Management in The New Normal	<b>DR. RHODORA S. CRIZALDO</b> Faculty, Teacher Education Department College of Education
10:01-11:30	<b>SESSION 5</b> Data Privacy Act (RA 10173)	<b>MS. EDWINA O. RODEROS</b> CvSU Data Protection Officer/ University Registrar
11:31- 12:00	Open Forum	
12:01 -1:00	Lunch Break	

### PM

1:00- 3:00	<b>SESSION 6</b> CvSU e-Learning Management System and other Learning Platforms	<b>MS. JULIE ANN C. LONTOC</b> Faculty, College of Engineering and Information Technology
3:01-3:30	Open Forum	
3:31-4:00	Closing Remarks	
CvSU HYMN	<b>AVP</b>	

**MR. QUINTIN L. SUBONG, RGCIIn-Charge, Program of Activities**

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



**Bachelor of Secondary Education Major in English**

**ATTENDANCE 2021 EMPLOYEES ORIENTATION CUM CAPABILITY ENHANCEMENT WEBINAR**  
**AUGUST 31, 2021-SEPTEMBER 1, 2021 via CISCO WEBEX**

Timestamp	Email Address	Last Name	First Name	Middle Name	Department	Did you attend the webinar? If NO state why
8 31 2021 9:52:06	rommel.sarreal@cvsu.edu.ph	Sarreal	Rommel	Herrera	Information Technology	Yes
8 31 2021 9:53:05	plaarnimaye@gmail.com	Perez	Laarni Maye	Paminter	Arts and Sciences	Yes
8 31 2021 9:55:12	louzielapmasana@cvsu.edu.ph	Masana	Louziela	Panganiban	Psychology	Yes
8 31 2021 9:55:20	john.labiang@cvsu.edu.ph	LABIANG	JOHN RIEL	BANZON	Arts and Sciences	Yes
8 31 2021 9:55:53	aljevin.comiso@cvsu.edu.ph	Comiso	Aljevin	Alvarez	Hospitality and Tourism	Yes
8 31 2021 10:00:16	keithlyn.bay@cvsu.edu.ph	Bay	Keithlyn	Moreno	Psychology	Yes
8 31 2021 10:00:41	juldinglasa@gmail.com	Dinglasa	Julie Ann	Dugaduga	Arts and Sciences	Yes
8 31 2021 10:00:43	roncesjcaipang@cvsu.edu.ph	CAIPANG	RONCESVALLE	JAECTIN	Arts and Sciences	Yes
8 31 2021 10:00:50	jonei.camalig@cvsu.edu.ph	Camalig	Jonel	Noche	Arts and Sciences	Yes
8 31 2021 10:01:19	victorianopbarlisojr@cvsu.edu.ph	Barliso, Jr	Victoriano	Pemintel	Education	Yes
8 31 2021 10:02:34	mauserrano3007@gmail.com	SERRANO	ED MAUREEN	BALAOING	Hospitality and Tourism	Yes
8 31 2021 10:05:19	aprilggle@cvsu.edu.ph	Gile	April	Golloso	Management	Yes
8 31 2021 10:06:00	jhaysonkhurthernandez@gmail.com	Hernandez	Kurt Jayson	Blanco	Arts and Sciences	Yes
8 31 2021 10:06:22	quennie.gelig@cvsu.edu.ph	GELIG	QUENNIE ROSE	TUTOR	Arts and Sciences	Yes
8 31 2021 10:06:22	kaycelyn.gambon@cvsu.edu.ph	GAMBON	KAYCELYN MARJORIE	OTICO	Management	Yes
8 31 2021 10:08:46	christinejoyballano@gmail.com	Ballano	Christine Joy	Berenio	Hospitality and Tourism	Yes
8 31 2021 10:30:25	imjomcaballero@gmail.com	Caballero	Jomer	Ricasa	Psychology	Yes
8 31 2021 10:31:24	leonardo.araga@cvsu.edu.ph	Araga	Leonardo	Miguel	Information Technology	Yes
8 31 2021 10:32:11	benedictosmena@gmail.com	Osmeña	Benedict	Llamas	Information Technology	Yes
8 31 2021 10:32:19	alexa.colocado@cvsu.edu.ph	Colocado	Alexa Jean	Quion	Arts and Sciences	Yes
8 31 2021 10:32:39	lanayamboo@gmail.com	Yamboo	Lana-Angela	Tan	Information Technology	Yes
8 31 2021 10:33:03	jereen.rebanal@gmail.com	Rebanal	Jereen	Dela Pena	Information Technology	Yes
8 31 2021 10:37:38	jdmanalozxc@gmail.com	Manalo	John dave		Information Technology	Yes
8 31 2021 10:42:34	katherine.magracia@cvsu.edu.ph	Magracia	Katherine Ann		Hospitality and Tourism	Yes
8 31 2021 10:43:58	calvindoce.09@gmail.com	Dodc	Glenn Calvin	Daliva	Information Technology	Yes
8 31 2021 11:02:36	marlon.sacapanojojr@cvsu.edu.ph	Sacopāo	Marlon	Liveta	Arts and Sciences	Yes
8 31 2021 11:08:47	edjocusol@up.edu.ph	Jocusol	Edneil	Docot	Information Technology	Yes
8 31 2021 11:26:20	john.lubaton@cvsu.edu.ph	Lubaton	John Darren	Hamsiraji	Hospitality and Tourism	Yes
8 31 2021 11:50:57	stephaine.paulo@yahoo.com	Paulo	Stephaine	Moreno	Arts and Sciences	Yes
8 31 2021 12:00:33	engrmichael.pareja30@gmail.com	Pareja	Michael	Estillero	Information Technology	Yes
8 31 2021 14:45:33	benedictosmena@gmail.com	osmeña	benedict	Llamas	Information Technology	Yes
8 31 2021 14:46:18	noconcleafere1988@gmail.com	Nocon	Cleafere	Legaspi	Management	Yes
8 31 2021 14:47:21	quennie.gelig@cvsu.edu.ph	Gelig	Quennie Rose	Tutor	Arts and Sciences	Yes
8 31 2021 14:50:08	jhaysonkhurthernandez@gmail.com	Hernandez	Kurt Jayson	Blanco	Arts and Sciences	Yes
8 31 2021 14:50:27	cheyne.banogon@cvsu.edu.ph	Banogon	Cheyne	Larazan	Management	Yes
8 31 2021 14:51:33	lanayamboo@gmail.com	Yamboo	Lana-Angela	Tan	Information Technology	Yes
8 31 2021 14:51:57	khennel.erolin@cvsu.edu.ph	EROLIN	KHENNEL	SEDA	Management	Yes
8 31 2021 15:08:03	gfei11@yahoo.com	Utana	Glory Anne	Rio	Education	Yes

## Faculty Attendance Sheet

**Bachelor of Secondary Education Major in English**



8 31 2021 15:32:52	elarosahoneylynrotano1988@gmail.co	Dela Rosa	Honeylyn	Rotano	Management	Yes
9 1 2021 9:29:57	jereen.rebanal@gmail.com	Rebanal	Jereen	Dela Pena	Information Technology	Yes
9 1 2021 9:30:23	benedictosmema@gmail.com	Osmeña	Benedict	Llamas	Information Technology	Yes
9 1 2021 9:30:30	lanayambao@gmail.com	Yambao	Lana-Angela	Tan	Information Technology	Yes
9 1 2021 9:31:44	john.labiang@cvsu.edu.ph	LABIANG	JOHN RIEL	BANZON	Arts and Sciences	Yes
9 1 2021 9:31:49	efrelhet.siarez@cvsu.edu.ph	SIAREZ	EFRELHET	NADADO	Psychology	Yes
9 1 2021 9:32:13	jhaysonkhurthernandez@gmail.com	Hemandez	Kurt Jayson	Blanco	Arts and Sciences	Yes
9 1 2021 9:32:16	jonel.camalig@cvsu.edu.ph	Camalig	Jonel	Noche	Arts and Sciences	Yes
9 1 2021 9:33:01	quennie.gelig@cvsu.edu.ph	Gelig	Quennie Rose	Tutor	Arts and Sciences	Yes
9 1 2021 9:34:21	stephaine.paulo@yahoo.com	Paulo	Stephaine	Moreno	Arts and Sciences	Yes
9 1 2021 9:34:31	ariel.atienzajr@cvsu.edu.ph	Atienza	Ariel Jr	Talic	Information Technology	Yes
9 1 2021 9:34:57	rontepme1@gmail.com	De Paz	Ronnie	Beazon	Arts and Sciences	Yes
9 1 2021 9:35:49	alexa.colocado@cvsu.edu.ph	Colocado	Alexa Jean	Quion	Arts and Sciences	Yes
9 1 2021 9:35:49	christine.ballano@cvsu.edu.ph	Ballano	Christine Joy	Berenio	Hospitality and Tourism	Yes
9 1 2021 9:36:37	rontepme1@gmail.com	De Paz	Ronnie	Beazon	Arts and Sciences	Yes
9 1 2021 9:37:45	leonardo.araga@cvsu.edu.ph	ARAGA	LEONARDO	MIGUEL	Information Technology	Yes
9 1 2021 9:39:32	roncesjcaipang@cvsu.edu.ph	CAIPANG	RONCESVALLE	JAECTIN	Arts and Sciences	Yes
9 1 2021 9:39:36	c_tuliao@yahoo.com	Tuliao	Cecille	Salenga	Hospitality and Tourism	Yes
9 1 2021 9:40:47	cheyne.banogon@cvsu.edu.ph	Banogon	Cheyne	Larazan	Management	Yes
9 1 2021 9:41:51	katherine.magracia@cvsu.edu.ph	Magracia	Katherine Ann		Hospitality and Tourism	Yes
9 1 2021 9:44:55	noelbmanarpis@cvsu.edu.ph	MANARPIIS	NOEL	BASISTER	Education	Yes
9 1 2021 9:48:28	kaycelyn.gambon@cvsu.edu.ph	Gambon	Kaycelyn Marjorie	Otico	Management	Yes
9 1 2021 9:48:32	noconcleaferie1988@gmail.com	Nocon	Cleafere	Legaspi	Management	Yes
9 1 2021 9:50:12	engrmichael.pareja30@gmail.com	Pareja	Michael	Estillero	Information Technology	Yes
9 1 2021 10:08:01	imjomcaballero@gail.com	Caballero	Jomer	Ricasa	Psychology	Yes
9 1 2021 10:11:08	aprilggile@cvsu.edu.ph	GILE	APRIL	GOLLOSO	Management	Yes
9 1 2021 10:11:12	aljevin.comiso@cvsu.edu.ph	Comiso	Aljevin	Alvarez	Hospitality and Tourism	Yes
9 1 2021 10:13:11	xenon.laynes@cvsu.edu.ph	Laynes	Xenonlee	Enciso	Arts and Sciences	No-Grieving
9 1 2021 10:18:43	plaarnimaye@gmail.com	Perez	Laarni Maye	Paminter	Arts and Sciences	Yes
9 1 2021 10:37:41	mauserrano3007@gmail.com	Serrano	Ed Maureen	BALAOING	Hospitality and Tourism	Yes
9 1 2021 11:27:48	christian.panganiban@cvsu.edu.ph	Panganiban	Christian	Bago	Management	Yes
9 1 2021 11:40:01	Msnikkapots13@gmail.com	Deñado	Maricel	Ronsairo	Arts and Sciences	Yes
9 1 2021 11:45:11	louzielapmasana@cvsu.edu.ph	Masana	Louziela	Panganiban	Psychology	Yes



**Bachelor of Secondary Education Major in English**



## ORIENTATION PROGRAM CUM ISO 9001:2015 CASCADING AND COMMITMENT CAMPAIGN

UNIVERSITY GYMNASIUM  
AUGUST 1, 2018  
7:00 AM



This serves as invitation

### UNIVERSITY VISION

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

### UNIVERSITY MISSION

Cavite State University shall provide excellent, equitable, and relevant educational opportunities in the arts, sciences and technology through quality instruction and responsive research and development activities. It shall produce professional, skilled and morally upright individuals for global competitiveness.



**Bachelor of Secondary Education Major in English**

## PROGRAMME

<p>7:00am - 7:30am</p> <p>7:30am - 8:00am</p> <p>8:00am - 12:00nn</p> <p>12:00nn - 1:00pm</p> <p>1:00pm - 5:00pm</p>	<p><i>Registration</i></p> <p><i>Opening Program</i></p> <p>Invocation National Anthem Opening Remarks</p> <p>Inspirational Message and CvSU Strategic Plan</p> <p><i>Orientation Program</i></p> <p>CvSU at a Glance and Introduction of Key Officials</p> <p>Gender and Development Best Practices</p> <p>CvSU Environment Management Policy</p> <p>Employment Rules and Regulations</p> <p>Faculty and Staff Development Program</p> <p>Open Forum</p> <p><i>Lunch Break</i></p> <p><i>ISO 9001:2015 Cascading and Commitment Campaign</i></p> <p>ISO Journey Management of Learning</p> <p>Research and Extension Support Services Pledge of Commitment</p> <p>Closing Remarks</p> <p>CvSU Hymn</p>	<p><b>Dr. Camilo A. Polinga</b> Vice President for Academic Affairs</p> <p><b>Dr. Hernando D. Robles</b> University President</p> <p><b>Prof. Allan Robert C. Solis</b> Director, PICRO</p> <p><b>Dr. Nelia E. Cresino</b> Director, GAD</p> <p><b>Prof. Momeda A. Callao</b> Head, PCO</p> <p><b>Dr. Mary Jane D. Tepora</b> Director, HRDO</p> <p><b>Prof. Analyn A. Mojica</b> Director, FSDO</p> <p><b>Dr. Leyma L. Cero</b> Vice-President for Planning and Development</p> <p><b>Dr. Henry O. Garcia</b> Vice-President for Admin. and Support Services</p> <p><b>Ms. Sharon M. Isip</b> Dean, OSAS</p>
----------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Dr. Bettina Joyce P. Ilagan and Prof. Noel A. Sedigo**  
*In-charge of Ceremonies*



**Bachelor of Secondary Education Major in English**



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

ADMIN. COUNCIL

### ATTENDANCE SHEET

ORIENTATION PROGRAM CUM ISO 9001:2015

CASCADING COMMITMENT CAMPAIGN

S.M. Rolle Hall

August 6, 2019 (7:00 a.m. to 5:00 p.m.)

Certified True Copy:

EILEEN I. CUBILLO  
Administrative Officer V  
Records Office, CvSU  
8-20-19

No.	Name	College/Campus/Unit	Position	Male	Female	Signature	
						AM	PM
1	Dr. Hernando D. Robles	Office of the Presidenednt	University President				
2	Dr. Henry O. Garcia	OVPASS	Vice-President	✓			
3	Dr. Camilo A. Polinga	OVPAA	Vice-President	✓			
4	Dr. Ruel M. Mojica	OPRE	Vice-President	✓			
5	Dr. Leyma L. Cerò	OPPD	Vice-President				
6	Dr. Julio G. Alava	OPPEBA	Vice-President				
7	Dr. Analita DM. Magsino	CAFENR	Dean		✓		
8	Dr. Bettina Joyce P. Ilagan	CAS	Dean	✓			
9	Dr. Cecilia V. Banaag	CED	Dean		✓		
10	Dr. Marlon A. Mojica	CEMDS	Dean				
11	Dr. David L. Cero	CEIT	Dean	✓			
12	Dr. Evelyn M. Del Mundo	CON	Dean		✓		
13	Dr. Almon R. Oquendo	CSPEAR	Dean				
14	Dr. Melbourne R. Talactac	CVMBS	Dean	✓			
15	Dr. Ma. Agnes P. Nuestro	OGS	Dean				
16	Dr. Famela Iza C. Matic	CCJ	Dean		✓		
17	Prof. Ronan M. Cajigal	Bacoor	Campus Administrator	✓			
18	Prof. Ma. Cristina J. Baesa	Cavite City	Campus Administrator				
19	Dr. Ma. Cynthia N. Dela Cruz	Imus	Campus Administrator		✓		
20	Dr. Ammie P. Ferrer	Silang	Campus Administrator	✓			

## Administrators Attendance Sheet



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

ADMIN. COUNCIL

### ATTENDANCE SHEET

ORIENTATION PROGRAM CUM ISO 9001:2015

CASCADING COMMITMENT CAMPAIGN

S.M. Rolle Hall

August 6, 2019 (7:00 a.m. to 5:00 p.m.)

No.	Name	College/Campus/Unit	Position	Male	Female	Signature	
						AM	PM
21	Prof. Cristina M. Signo	Carmona	Campus Administrator		✓	<i>[Signature]</i>	
22	Dr. Jose P. Lisama	Rosario	Campus Administrator	✓			
23	Prof. John Xavier B. Nepomuceno	Naic	Campus Administrator	✓		<i>[Signature]</i>	
24	Prof. Noel A. Sedigo	Trece/Gen.Tri./Tanza	Campus Administrator	✓		<i>[Signature]</i>	
25	Dr. Jocelyn L. Reyes	Maragondon	Principal			<i>[Signature]</i>	
26	Prof. Ana Liza R. Mojica	Sports	Director			<i>[Signature]</i>	
27	Ms. Edwina O. Roderos	Registrar's Office	University Registrar	✓		<i>[Signature]</i>	
28	Ms. Sharon M. Isip	OSAS	Dean	✓		<i>[Signature]</i>	
29	Ms. Nimpahas E. Javier	University Library	Officer-In-Charge	✓		<i>[Signature]</i>	
30	Prof. Daisy M. Marca	Hostel Tropicana	Manager	✓		<i>[Signature]</i>	
31	Dr. Yolanda A. Ilagan	Research Center	Director	✓		<i>[Signature]</i>	
32	Dr. Lilibeth P. Novicio	Extension Services	Director	✓		<i>[Signature]</i>	
33	Engr. Gerry M. Castillo	NCRDEC	Director			<i>[Signature]</i>	
34	Dr. Ma. Fatima I. Cruzada	KMC	Director	✓		<i>[Signature]</i>	
35	Mr. Guillermo P. Desengano	EBA	Director			<i>[Signature]</i>	
36	Ms. Edna L. Mojica	Administration Office	Director	✓		<i>[Signature]</i>	
37	Dr. Mary Jane D. Tepora	HRDO	Director	✓		<i>[Signature]</i>	
38	Ms. Lolita G. Herrera	FMO	Director			<i>[Signature]</i>	
39	Dr. Romeo M. Sanchez	Health Services	Director	✓		<i>[Signature]</i>	
40	Mr. Romulo L. Gomez	CSS	Director	✓		<i>[Signature]</i>	



Bachelor of Secondary Education Major in English



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

ADMIN. COUNCIL

### ATTENDANCE SHEET

ORIENTATION PROGRAM CUM ISO 9001:2015

CASCADING COMMITMENT CAMPAIGN

S.M. Rolle Hall

August 6, 2019 (7:00 a.m. to 5:00 p.m.)

No.	Name	College/Campus/Unit	Position	Male	Female	Signature	
						AM	PM
41	Mr. Danielito R. Escaño	PPS	Director	/		<i>[Signature]</i>	
42	Engr. Renato B. Cubilla	PDO	Director	/		<i>[Signature]</i>	
43	Dr. Adolfo A. Manuel Jr.	IDO	Director	/		<i>[Signature]</i>	
44	Ms. Catherine J. Quiñones	PMCO	Director			<i>[Signature]</i>	
45	Ms. Raecel A. Estebat	GAD	Director		/	<i>[Signature]</i>	<i>[Signature]</i>
46	Prof. Maria Soledad M. Lising	ICLO	Director				
47	Prof. Allan Robert C. Solis	PACO	Director	/		<i>[Signature]</i>	<i>[Signature]</i>
48	Dr. Liza C. Costa	Alumni Affairs	Officer-In-Charge				



**Bachelor of Secondary Education Major in English**



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

NON-ACADEMIC

### ATTENDANCE SHEET

ORIENTATION PROGRAM CUM ISO 9001:2015

CASCADING COMMITMENT CAMPAIGN

S.M. Rolle Hall

August 6, 2019 (7:00 a.m. to 5:00 p.m.)

No.	Name	Unit	Position	Male	Female	Signature	
						AM	PM
1	Arbat, Melanie L.	ACTB OFC	ACCOUNTANT I	/	-	<i>[Signature]</i>	<i>[Signature]</i>
2	Aspas, Giaira A. Ciplo	ICLIO	AA III	-	-	<i>[Signature]</i>	<i>[Signature]</i>
3	Carpio, Cherie C.	OBS	Admin F1/F2/F3/F4	/	-	<i>[Signature]</i>	<i>[Signature]</i>
4	Crizaldo, Ariane Joy V.	COP	Admin Aide II	-	-	<i>[Signature]</i>	<i>[Signature]</i>
5	Diloy, Thea Mary Joyce M.	UCSS	SECURITY	M	-	<i>[Signature]</i>	<i>[Signature]</i>
6	Feterra, Jonelle F.	Supply	AA III	-	-	<i>[Signature]</i>	<i>[Signature]</i>
7	Namuco, Desiree A.	CAS PBS	VAB. TECH.	-	-	<i>[Signature]</i>	<i>[Signature]</i>
8	Sarmiento, Arnold D.	UCSS	Admin Aide III	M	-	<i>[Signature]</i>	<i>[Signature]</i>
9	Tabujara, Konji A.	OWBO	Admin Aide III	M	-	<i>[Signature]</i>	<i>[Signature]</i>
10	Ylanaan, Kevin A.	CETT	Admin Aide III	M	-	<i>[Signature]</i>	<i>[Signature]</i>
11	Rodeno, Leigh Ann	GAD-RC	AA III	-	-	<i>[Signature]</i>	<i>[Signature]</i>
12	EMOLE, JOHN RENZO	GAD-RU	AA II	✓	-	<i>[Signature]</i>	<i>[Signature]</i>
13	Chrylyn M. Rom - Letidum		PA II	-	✓	<i>[Signature]</i>	<i>[Signature]</i>
14							
15							
16							
17							
18							
19							
20							

## Staff Attendance Sheet



Bachelor of Secondary Education Major in English



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

GENERAL TRIAS

### ATTENDANCE SHEET

ORIENTATION PROGRAM CUM ISO 9001:2015  
CASCADING COMMITMENT CAMPAIGN  
S.M. Rolle Hall  
August 6, 2019 (7:00 a.m. to 5:00 p.m.)

No.	Name	Department	Position	Male	Female	Signature	
						AM	PM
1	Abuton, Daniel C.	CAS - TEO	Instructor I	/			
2	Alamo, John Albert F.	IT Dept.	Instructor I	/			
3	Antonio, Ma. Genissa V.	ADM	Instructor I				
4	Ballano, Christine Joy B.	HM	College Instructor	/			
5	Colocado, Alexa Jean Q.	CAS	Instructor	/			
6	Colocado, Queenzy Joy S.	CAR	Instructor I	/			
7	Diolito, Gregorio Jr. C.						
8	Edera, Rojini	Dept. Arts and Science	Instructor	/			
9	Enriquez, Jessica Rose P.	HM	College Instructor		/		
10	Estrada, Lennard Joshua L.	ADMIN CENTER	ADM Aide III	/			
11	Gambon, Kaycelyn Marjorie O.	MANAGEMENT	Instructor				
12	Garcia, Mika Shaynette D.	Dept of Arts & Sciences	Instructor I				
13	Laynes, Xenonlee E.						
14	Mercado, Christalene Jewel M.	Management	Instructor		/		
15	Nocon, Cleafere L.	BSDA	Instructor	/			
16	Panotes, Albino F.	BSCA	Instructor				
17	Pellano, Antonio Frederick V.	BSBM	Instructor	/			
18	Ramos, Analiza B.						
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## Faculty Attendance Sheet



**Bachelor of Secondary Education Major in English**



Re. Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
 Don Severino Delas Alas Campus  
 Indang, Cavite

### ATTENDANCE SHEET

ORIENTATION PROGRAM CUM ISO 9001:2015  
 CASCADING COMMITMENT CAMPAIGN  
 S.M. Rolle Hall  
 August 6, 2019 (7:00 a.m. to 5:00 p.m.)

No.	Name	Department	Position	Male	Female	Signature	
						AM	PM
1	Conder, Jasmine E.	Gen. Trias	Student	/	/	<i>Jasmine Conder</i>	<i>Jasmine Conder</i>
2	Epcionel, Jessica N.	General Trias	Student	/	/	<i>Jessica Epcionel</i>	<i>Jessica Epcionel</i>
3	Vitolina Jane Frame A.	General Trias	Student	/	/	<i>Jane Vitolina</i>	<i>Jane Vitolina</i>
4	Sosa, Jessica M.	General Trias	Student	/	/	<i>Jessica Sosa</i>	<i>Jessica Sosa</i>
5	Tehomil, Arvin T.	Gen. tri	Student	/	/	<i>Arvin Tehomil</i>	<i>Arvin Tehomil</i>
6	Maque, Mary Joy B.	Gen. trias	Student	/	/	<i>Mary Joy Macque</i>	<i>Mary Joy Macque</i>
7	Appello, Zara Mae A.	Gen. trias	Student	/	/	<i>Zara Mae Appello</i>	<i>Zara Mae Appello</i>
8	Diazville, Mary Jane	GEN TRIAS	President	/	/	<i>Mary Jane Diazville</i>	<i>Mary Jane Diazville</i>
9	Roberto, Princess Nikka	General Trias	Student	/	/	<i>Princess Roberto</i>	<i>Princess Roberto</i>
10	Enchayong, Mang Rose Ann	General tria	Student	/	/	<i>Rose Enchayong</i>	<i>Rose Enchayong</i>
11	Lubis, Maria Vista	Gen. tria	Student	/	/	<i>Maria Vista Lubis</i>	<i>Maria Vista Lubis</i>
12	Boca, Geena	General Trias	Student	/	/	<i>Geena Boca</i>	<i>Geena Boca</i>
13	Vesper Gutierrez & Rardon	Gen. trias	Student	/	/	<i>Vesper Gutierrez</i>	<i>Vesper Gutierrez</i>
14	Bosca, Mary Jay B.	Gen. trias	Student	/	/	<i>Mary Jay Bosca</i>	<i>Mary Jay Bosca</i>
15	Pilleres, Arman B.	General Trias	Student	/	/	<i>Arman Pilleres</i>	<i>Arman Pilleres</i>
16	Bosca, Diana Anna Q.	General Trias	Student	/	/	<i>Diana Bosca</i>	<i>Diana Bosca</i>
17	Roxas, Marbel G.	Gen. tria	Student	/	/	<i>Marbel Roxas</i>	<i>Marbel Roxas</i>
18	Caramal, Mary Anne O.	General Trias	Student	/	/	<i>Mary Anne Caramal</i>	<i>Mary Anne Caramal</i>
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## Students Attendance Sheet



**Bachelor of Secondary Education Major in English**



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

### ATTENDANCE SHEET

ORIENTATION PROGRAM CUM ISO 9001:2015  
CASCADING COMMITMENT CAMPAIGN  
S.M. Rolle Hall  
August 6, 2019 (7:00 a.m. to 5:00 p.m.)

No.	Name	Department	Position	Male	Female	Signature	
						AM	PM
1	EDWARDSON C. SISRACON JR.	General Trias	PARENT	✓		<i>Edwardson</i>	<i>Clyde</i>
2	Juvie Theresa Reformado	General Trias	Parent	✓		<i>Juvie</i>	<i>Six</i>
3	Eunice Cayap Z	San Juan	Parent	✓		<i>Eunice</i>	<i>Zay</i>
4	Lydia Evelyn	General Trias City	Parent	✓		<i>Lydia</i>	<i>Evelyn</i>
5	Cristina Lubot	General Trias	Parent	✓		<i>Cristina</i>	<i>Lubot</i>
6	Zenia E. Pandan	GEN. TRIAS	parent	✓		<i>Zenia</i>	<i>E. Pandan</i>
7	Julian A. Dingvila	Gen. Tri	Parent	✓		<i>Julian</i>	<i>A. Dingvila</i>
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## Other Stakeholders Attendance Sheet



*Bachelor of Secondary Education Major in English*

# **A.9 Copies of CMOs relevant to VMGO formulation, if any.**



*Bachelor of Secondary Education Major in English*



# RULE I

# GENERAL PROVISIONS

*Bachelor of Secondary Education Major in English*





## RULE I GENERAL PROVISIONS

**Article 1. Title.** 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."

**Article 2. Nature of the University.** CvSu is a public non-sectarian institution of higher learning principally supported by state funds. It includes pre-school, elementary and secondary levels as laboratory schools for its teacher education program.

**Article 3. Vision and Mission.** The University envisages itself as "*The premier university in historic Cavite recognized for excellence in the development of globally competitive and morally upright individuals,*" In consonance with this Vision, it is the Mission of the University "*to provide excellent, equitable and relevant educational opportunities in the arts, sciences, and technology through quality instruction and responsive research and development activities*".

The University "*shall produce professional, skilled and morally upright individuals for global competitiveness.*"

CvSU shall be a comprehensive University offering courses that the University Board of Regents (BOR) may deem appropriate and necessary in consonance with the above vision and mission.

**Article 4. Tenets of the University.** The University shall abide by and adhere to its commitment to the tenets of TRUTH, EXCELLENCE and SERVICE.

**Article 5. Academic Freedom an Institutional Autonomy.** The University shall enjoy Academic Freedom and Institutional Autonomy.

**Article 6. Powers and Responsibilities.** The powers and responsibilities of the University shall be those set forth in its charter (R.A. 8468, s. 1998). It shall have the general powers granted to it under the **Corporation Code** and such other powers as may be further provided by law.





**Article 7. University Colors.** The University shall adopt Green and Gold as its official colors.

**Article 8. University Seal.** The **Official Seal** of the University shall be as follows:



The shape of the seal shall be a square with one-third of one its angles cut to form its base. It shall assume the shape of a space capsule. The dominant colors of the University Seal are **Green** and **Gold**. The words "**Cavite State University**", **Cavite Philippines**, **1906**" are written in gold against a dark green background around the periphery of the seal.

The CvSU seal is composed of four important interactive elements that represent the vision, thrusts, and programs of the University.

The **book with torch** at the center of the seal symbolizes knowledge and wisdom. It also represents education, the humanities and other social science programs of the University.

The **coffee twig with ripe berries** at the right hand side of the book with torch symbolizes the major agricultural thrusts of the Province of Cavite. It also represents the agriculture and related programs of the University.

The **gear** at the bottom of the book with torch symbolizes engineering and technology programs of the University while the **atomic structure** at the left hand side of the book with torch represents the science programs, and more importantly, the scientific research undertakings of the University.

The **flame** of the torch is designed as "**CvSU**" which is the adopted acronym of the Cavite State University. The flame symbolizes the enduring and everlasting flame that will guide the University in its **search for truth**.





The figure **1906** written in gold against a dark green background placed below was the year CvSU had its humble beginnings as an intermediate school established in Indang, Cavite.

The background for all the elements is light green.

The trilogy of functions of the University, which are instruction, research, and extension, are symbolized by the over-all triangular shape of the seal.

**Article 9. Seals and colors of colleges and branch campuses.** Colleges in the main campus and branch campuses may adopt their respective seals and colors recommended by the Administrative Council and approved by the Board. The seal configuration however, shall not deviate from the overall configuration of the University Seal which is a square with one third of one of its angles cut to form the base.



# **CHED Memorandum No. 25 s. 2017**

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