



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 II.
FACULTY**

E. Faculty Development

E.1 Copy of the Faculty Development Program

click the button below to view the file:

**Rule XII - Policies and
Guidelines on Faculty
and Staff
Development Program**



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FACULTY DEVELOPMENT PLAN 2021-2024

KEY RESULT AREA	ACTIVITY	TIME																BUDGET	FUNDING SOURCE	EXPECTED OUTCOMES	
		2021				2022				2023				2024							
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
PROFESSIONAL DEVELOPMENT	1. Participation to local/national/international trainings and seminars/webinars for 120 hours																	100,000/year	Fund 164/Fund 101	Empowered the knowledge and skills of the faculty	
	2. Membership to local and national professional organization																	50,000/year	Fund 164/Fund 101	Empowered human resource	
	3. Facilitate/participate to at least 1 training/seminar as resource speaker																	50,000/year	Fund 164/Fund 101	Professional Advancement	
	4. Educational Development																	200,000/year	Fund 164/CHED	Professional Advancement	
	a. Enrolment in doctorate programs/post graduate studies																				
	b. Completion of academic requirements																				
	c. Dissertation Writing																				
	d. Earned doctorate degree																				

KEY RESULT AREA	ACTIVITY	TIME																BUDGET	FUNDING SOURCE	EXPECTED OUTCOMES	
		2021				2022				2023				2024							
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
QUALITY INSTRUCTION	1. Develop at least 2 instructional materials in education-related subjects																	100,000/year	Fund 164	Quality and relevant classroom instruction	
	2. Submit instructional materials for patent																	100,00/year	Fund 164	Updated and relevant IMs	
	3. Develop review materials for LET Board Exam																	50,000/year	Fund 164	Improved, enhanced, and prepare students for Board Exam	



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KEY RESULT AREA	ACTIVITY	TIME																BUDGET	FUNDING SOURCE	EXPECTED OUTCOMES	
		2021				2022				2023				2024							
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
RESEARCH AND EXTENSION CAPABILITY OUTPUT	1. Conduct of write-shop for research proposals and submit them for possible funding																	100,000/year	Fund 164/ Fund 101	Capacitated and more competent faculty members in the field of research	
	2. Conduct at least 1 relevant and responsive researches																	200,000/year	Fund 164/ Fund 101	Increased numbers of research outputs	
	3. Presentation and publication of at least 1 completed research																	100,000/year	Fund 164/ Fund 101	Increased numbers of research outputs	
	4. Conduct faculty enhancement on research capabilities																	50,000/year	Fund 164/ Fund 101	Capacitated and more competent faculty members in the field of research	
	5. Actively participate in the implementation of extension program.																	100,000/year	Fund 164/ Fund 101	Improved extension program	
	6. Conduct periodic assessment of extension activities through monitoring and evaluation																	50,000/year	Fund 164/ Fund 101	Improved extension program	

Prepared by:


LAURO B. PASCUA, Ed.D
 Campus Administrator



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E.2 Summary of faculty who were granted scholarship, fellowship, etc.



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



SUMMARY OF FACULTY WHO WERE GRANTED SCHOLARSHIP/FELLOWSHIP

NAME	DEGREE	FIELD OF SPECIALIZATION	SCHOOL	TYPE OF SCHOLARSHIP
Victoriano P. Barliso Jr.	PhD	Curriculum and Instruction	PNU-Manila	CCHED
Alelie B. Dianto	PhD	Education Psychology	DLSU-Manila	CvSU-FSD

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E.3 File copies of scholarship/ fellowship/training contract.



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Letter of Acceptance and Scholarship Undertaking

Date 06/23/2017

Dear Mr./Ms./Mrs. Barliso, Victoriano Jr. Pemintel,

Congratulations! You have qualified as a GRANTEE under the **Graduate Education Scholarships (Local)** in the CHED K to 12 Transition Program for the first academic Term intake of Academic Year 2017-2018. Your Unique Nominee Identification Number (UNID) is 2017a-040275825.

As a Grantee, together with your SENDING HIGHER EDUCATION INSTITUTION (HEI), we would like to formalize the terms and conditions covering your scholarship as follows:

1. **Agreement.** This Conforme Letter (hereinafter referred to as "Agreement") constitutes the agreement among the Commission on Higher Education (CHED), the Grantee, and the SHEI (collectively, the "Parties").
2. **Construction.** This Agreement shall be read in accordance with the provisions of CHED Memorandum Order No. 3, series of 2016 as amended by CMO No. 4, s. 2017 and all policies in relation to Graduate Education Scholarships for Faculty and Staff in the K to 12 Transition Period which now exist or may be promulgated in the future (collectively, the "Policies").
3. **Attachments.** Grantee shall attach to this Agreement the following documents. These documents that are attached hereto are made integral parts of this Agreement as Annexes "A" to "E", respectively.
 - a. Provisional Notice of Award;
 - b. Enrollment Form (as validated by DHEI's Office of the Registrar);
 - c. Government issued ID of Grantee;
 - d. Government issued ID of representative of the SHEI President or Head of Institution;
 - e. If SHEI signatory is a Head of the Institution (e.g. Campus Director, Chancellor, etc.), attach a letter of authorization from the main HEI President, Board Resolution, or Secretary's Certificate, whichever is applicable; and
 - f. For Thesis/Dissertation Grantees. Certification of Approval for Thesis/dissertation proposal from HEI.
4. **Compliance with Terms and Conditions.** The Grantee and SHEI shall comply with all the Terms and Conditions of the Scholarship Grant as indicated in the Policies such as but not limited to the following:
 - a. Minimum Eligibility;
 - b. Maximum Term for Completion of the Degree;
 - c. Re-entry plan and return service obligation as agreed with his/her respective SHEI;
 - d. Leave of Absence, Deferred Enrollment, and Withdrawal;
 - e. Grounds for Termination of Scholarship;
 - f. Payment of Obligations; and
 - g. Waiver of Accountabilities.

In addition, the Parties shall comply with the following specific undertakings:

SHEI:

- a. The SHEI shall maintain up-to-date profiles and supply all other information required on the CHED Online Portal;
- b. The SHEI shall honor and faithfully comply with the provisions of the return service agreement, including but not limited to, implementation of GRANTEE's re-entry action plan;
- c. The SHEI shall extend full cooperation to CHED to ensure smooth implementation and coordination between both parties, including but not limited to, attending workshops/seminars organized by CHED; and
- d. The SHEI shall ensure that only a maximum of six (6) units of teaching load shall be assigned for teaching personnel, and ten (10) wok hours for non-teaching personnel;
- e. SUC and LUC SHEIs undertake that during the period of the GRANTEE's scholarship award, GRANTEE's tenureship/years of service will still be continuing and his/her availment of the grant shall not result to a break in service, in accordance with existing CSC rules and regulations on leave. Meanwhile, the counting of tenureship/years of service if the GRANTEE is employed in a private SHEI shall be based on the internal policies of the HEI and subject to existing labor laws, rules and regulations; and
- f. The SHEI shall monitor and support the timely completion of the GRANTEE's degree program.

GRANTEE

- a. GRANTEE shall avail of the tuition privilege of a particular subject only once. CHED shall not shoulder any subjects being retaken or re-enrolled;



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- b. GRANTEE agrees that if he/she defers or withdraws after enrollment, GRANTEE shall pay for all school costs (including tuition and other fees) incurred to the DHEI;
 - c. GRANTEE agrees that he/she may teach in the SHEI during the period of his/her scholarship with a maximum teaching load of six (6) units per academic term, or ten (10) hours per week for non-teaching personnel;
 - d. GRANTEE shall extend full cooperation to CHED to ensure smooth implementation of the Program, including but not limited to, providing information as requested by CHED;
 - e. GRANTEE shall conduct oneself in a manner becoming of personnel of higher education institutions and shall not in any way, act in a manner inimical to the interests of the Program and the CHED;
 - f. GRANTEE shall ensure that he/she is up to date with all inherent information in relation to the Scholarship Program;
 - g. GRANTEE shall ensure timely submission of reports and other required information to CHED. CHED shall not be liable for any delay brought about by late submission of documentary requirements and other information as required by CHED.
- 5. Administration of the Program.** CHED shall administer the scholarship program in accordance with CHED's rules and regulations, and such other related issuances/revisions/amendments of the same for proper and effective implementation of the scholarship program. The GRANTEE hereby understands that this agreement is subject to the rules and regulations, orders and memoranda issued and to be issued by the CHED for the proper and effective implementation of the scholarship grant, and that he/she shall abide by any or all rules of CHED.
- 6. Non-Waiver.** The failure of CHED to insist upon the strict performance of any terms, conditions and covenants hereof shall not be deemed a relinquishment of waiver of any subsequent breach or default of such terms and conditions and covenants.
- 7. Litigation and Venue.** In the event judicial relief against any party is filed by CHED before the regular courts, for the enforcement of the terms and conditions in the Agreement, the parties agree that the venue of court action shall be exclusively in the proper courts of Quezon City.
- 8. Effectivity.** This Agreement shall take effect upon its execution and shall be in full force and effect until the completion of GRANTEE'S degree program
PhD Curriculum & Instruction (Program Code: 147204) 1346142180
until sooner terminated for causes provided for in this Agreement and CHED Guidelines.

Please affix your signature to this letter at the appropriate place indicating your agreement with the points outlined.

Again, congratulations and we wish you success!

Very truly yours,

Commission on Higher Education

VICTORIANO B. BANIA, Ed.D.
CHED Regional Director / Date
Affix signature above printed name

Conforme:

Victoriano Pemintel/Baniso, Jr. / 06/23/2017
Grantee/Date
Affix signature above printed name

HERNANDO D. ROBLES, Ed.D. / 06/23/2017
SHEI/Date
Affix signature above printed name

Witnesses:

CAMILDA A. POLINGA, Ph.D.
Vice President for Academic Affairs

LYNN G. PEÑALES, Ph.D.
Campus Dean



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ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES
QUEZON CITY) s.s

BEFORE ME, a Notary Public for and in QUEZON CITY on AUG 14 2017, personally appeared the following, to wit:

Name	Valid ID/Passport Number	Date & Place Issued
PMM YOUNG P. YANGA, Ed.D.	CHED ID No. 04-001	September 2014, Quezon City
HERNANNO D. ROBLES, Ed.D.	Passport number EB7366343	February 12, 2013, DFA Manila
Bartiso . Victoriano Pemintel	0859177	May 31, 2016, Sampaloc, Manila

KNOWN TO ME to be the same persons who executed the foregoing Letter of Acceptance and Scholarship Undertaking and acknowledged to me that the same is their own free act and deed.

WITNESS MY HAND AND SEAL on this 23 day of June, 2017.

Doc No. 107
Page No. 21
Book No. X
Series of 2017.

Notary Public

ATTY. MICHELLE DIANA P. LAMWAND
NOTARY PUBLIC FOR AND IN QUEZON CITY
Stall B 75 Felix Manalo st., Brgy. Pigikshan, Cubao, Q.C.
ADM. MATTER NO. NP-183 (2016-2017)
Roll of Attorney No. 61035
IBP No. 1054866/01-03-17/Quezon City
PTR No. 3802761/01-03-2017/Quezon City
MCLE Compliance No. V-0012423/12-10-2015
My Commission Expires in December 31, 2017



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REENTRY ACTION PLAN AND RETURN SERVICE AGREEMENT
(Local Scholarship)

KNOW ALL MEN BY THESE PRESENTS:

This Return Service Agreement is made and entered into this June 29, 2017 in Quezon City, Philippines by and between:

The Cavite State University, a higher education institution with principal office at BRGY BANCOD INDANG INDANG CAVITE represented herein by its head, Dr. Hernando D. Robles and hereinafter referred to as "SHEI";

- and -

Barliso, Victoriano, P. Jr. of legal age, Filipino and residing at 429 Inocencio, Cavite, Trece Martires City hereinafter called the "NOMINEE".

WITNESSETH:

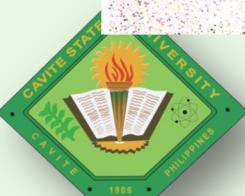
WHEREAS, the *Sending Higher Education Institution (SHEI)*, in need of improving the qualifications of its faculty, is ready, able and willing to send its faculty for full-time graduate degree study (local) in any of the delivering higher education institutions (DHEIs) identified by the Commission on Higher Education (CHED).

In line with CHED Memorandum Order No. 3, series of 2016, and for and in consideration of the actual financial support for the duration of the scholarship benefits which will be released to the NOMINEE contingent upon his/her acceptance to the GRADUATE SCHOLARSHIP FOR FACULTY AND STAFF UNDER THE CHED K TO 12 TRANSITION PROGRAM and the DHEI, the SHEI shall allow the NOMINEE to pursue studies on a full-time basis leading to PhD Curriculum & Instruction (Degree and Program) at the PHILIPPINE NORMAL UNIVERSITY(DHEI) for a duration of Semester(s)/Trimester(s)/Quarter(s) commencing on 1st Semester AY 2017-2018 subject to the following terms and conditions:

A. Obligations of the SHEI

The SHEI shall:

1. Allow the NOMINEE to pursue graduate studies in the said DHEI in support of its own institutional development plan, and in view of improving the quality of instruction and contributing to local, regional and national development;
2. Support the implementation of the NOMINEE's REENTRY ACTION PLAN, herein enclosed as Annex "A";
3. Ensure that the NOMINEE is properly compensated for his/her return service, according to the policies of the institution;



4. Be in charge of monitoring the return service and inform the Commission annually of the status of the same;
5. Send CHED a written notice affirming the completion of the obligation, so that CHED can issue a Certificate of Completion to the NOMINEE/ SCHOLAR and relieve him/her of all obligations under the grant; and
6. Be in charge of collecting payment obligation from the NOMINEE if he/she fails to fulfill the terms of the scholarship and this Agreement and is so ordered by CHED.

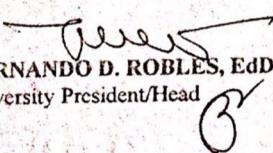
B. Obligations of the NOMINEE

The NOMINEE shall:

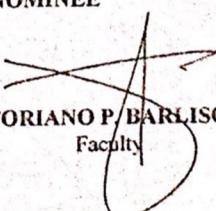
1. Return to the SHEI and render return service on the semester immediately following completion of the degree;
2. Render return service to the SHEI in the form of teaching, research or extension;
3. Ensure the proper implementation of his/her REENTRY ACTION PLAN, herein enclosed as Annex "A";
4. Render return service following at least a 1:1 ratio, as follows:
 - one year of service for every year of the scholarship for new degrees;
 - a duration proportional to the period of his/her graduate studies covered by the scholarship for ongoing studies; and
 - one year of service for Thesis/Dissertation Grant;
5. Seek written clearance from CHED prior to traveling abroad for personal or official reasons while the scholarship and this Agreement is still in force; and
6. Fulfill the payment obligation or other rules and regulations to be duly imposed by the Commission in case he/she fails to fulfill the return service obligation.

IN WITNESS WHEREOF, the parties hereto, through their respective representatives, have hereunto set their hands this JUL 27 2017 day of TRECE MARTIRES.

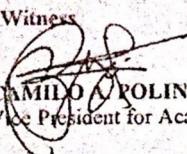
SHEI


HERNANDO D. ROBLES, Edd
University President/Head

NOMINEE


VICTORIANO P. BARLISO JR.
Faculty

Signed in the presence of:

Witness

CAMILO A. POLINGA, PhD
Vice President for Academic Affairs

Witness

LYNN G. PENALES, PhD
Campus Dean



Bachelor of Secondary Education Major in English

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES
CITY OF TRECE MARTIRES CITY, I.S.S.

BEFORE ME, a Notary Public for and in **TRECE MARTIRES CITY**, **JUL 27 2017** personally appeared the following, to wit:

Name	Valid ID/Passport Number	Date & Place Issued
HERNANDO D. ROBLES, EdD.	Passport number EB7366343	February 12, 2013, DFA Manila
VICTORIANO PEMINTEL BARLISO JR.	0859177	May 31, 2016, Sampaloc, Manila

KNOWN TO ME to be the same persons who executed the foregoing Scholarship Contract consisting of **5** pages including this page and acknowledged to me that the same is their own free act and deed.

WITNESS MY HAND AND SEAL on this **JUL 27 2017** day of **2017**

Notary Public

Doc. No. 159
Page No. 32
Book No. V
Series of 2017



Annex "A"
 CHED K to 12 Transition Program
 Scholarships for Graduate Studies for Faculty and Staff Development
 Reentry Plan Template

NAME OF APPLICANT	Barliso , Victoriano, P. Jr.
Degree Program	PhD Curriculum & Instruction
Name and Address of SHEI	Cavite State University BRGY BANCOD INDANG INDANG CAVITE
Type of Grant Applied For	On going Doctorate
Name and Address of Prospective DHEI	PHILIPPINE NORMAL UNIVERSITY Taft Ave., corner Ayala Blvd., Manila

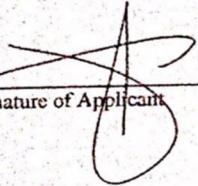
Timeframe	1. The nominee is expected to have reentry into the sending HEI after the completion of the PhD program. That would probably take a maximum of 3 years. 2. The nominee will serve the HEI for three years which is equivalent to the number of years in service set by the CHED scholarship grants.
Designation/Status	The nominee is expected to have a permanent employee status under the sending HEI following the completion of the degree.
Context	The Cavite State University-General Trias City Campus is starting to expand, the need for faculty with doctorate degree is important in order to provide quality education. The Campus also envisions to strengthen the competencies of faculty members in order to produce morally upright and globally competitive individuals. The nominee's desire for continuous education will address the growing number of students enrolled in Education program which is evident in the campus.
Objectives	The following are the nominee's three objectives: 1. The nominee visions himself to be professionally equipped with skills learned from the chosen field of discipline in order to be competent in his teaching profession; 2. The nominee wants to be skillful in his field of discipline by engaging into various researches; and 3. The nominee wishes to help the University mission in conducting extension activities and services by maximizing his expertise and





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<p style="text-align: center;">Outcomes</p>	<p>potentials.</p> <p>1. The nominee is expected to abide all the University policies and regulations. 2. The nominee envisions himself to be a great help in achieving the University mission. 3. The nominee is expected to make quality teaching modules in his teaching profession. 4. The nominee is expected to make research proposals in line with the chosen field of discipline in his respective campus. 5. The nominee is expected to conduct researches in line with the chosen field of discipline in his respective campus. 6. The nominee is expected to participate in conducting extension services in the campus</p>
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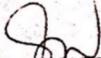


Signature of Applicant

Cavite State University

Date

I hereby certify that the above information is true and correct, and that
Cavite State University has committed to the above reentry plan for
Barliso, Victoriano, P. Jr.



LYNN G. PENALES, PhD

Name and Signature of Dean

Cavite State University

Name of School/College in SHEI



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SCHOLARSHIP CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

This SCHOLARSHIP CONTRACT made and executed by and between:

CAVITE STATE UNIVERSITY, a Government educational institution created and existing pursuant to the provisions of R.A. No.8468, with principal office at its campus located at the Municipality of Indang, Province of Cavite, duly represented herein by its President, DR. HERNANDO D. ROBLES, herein referred to as the UNIVERSITY.

and

MS. ALELIE B. DIATO of legal age, married and residing at 40 Hugo Arca St., Biwas, Tanza, Cavite, hereafter referred to as the SCHOLAR, and MS. SHAINA C. HAYAG, of legal age, married and residing at Poblacion IV, Indang, Cavite, hereafter referred to as the GUARANTOR, and PROF. NOEL A. SEDIGO, legal age, single and residing at Indang, Cavite, hereafter referred to as the CO-GUARANTOR.

WITNESSETH

WHEREAS, the SCHOLAR is currently employed as **Instructor I** in the CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS and has applied for and found to be qualified under the **Faculty and Staff Development Program** to pursue **Doctor in Educational Psychology** at the De La Salle University, Manila commencing on January 2020 and terminating on December 2022;

WHEREAS, the GUARANTOR and the CO-GUARANTOR represent that they possess the integrity, capacity to bind himself/herself and sufficient property to answer for the obligation which he/she guarantees;

NOW, THEREFORE, for and in consideration of the foregoing premises, the PARTIES hereby agree as follows:

1. In consideration for the scholarship granted to Ms. Diato by the UNIVERSITY, and after a thorough reading of provisions of the approved **POLICY GUIDELINES GOVERNING THE CvSU FACULTY AND STAFF DEVELOPMENT PROGRAM**, as amended, a copy of which is incorporated herein by reference and made an integral part hereof as Annex "A", the SCHOLAR hereby binds herself to comply strictly with the terms and conditions with particular emphasis on the "Obligations of Scholars" enumerated in Section 12 thereof.
2. The GUARANTOR/CO-GUARANTOR, after a thorough reading of the provisions of Annex "A" hereof, undertake that in the event the SCHOLAR fails to perform any one of the undertakings under the preceding paragraph 1, either or both of them shall comply, on behalf of the SCHOLAR in the faithful compliance with the decision that will be rendered by the UNIVERSITY within the period of time stipulated therein.
3. The UNIVERSITY reserves the right to require the SCHOLAR to substitute the GUARANTOR or CO-GUARANTOR signatories herein in the event that any one of them is convicted of a crime involving dishonesty or should become insolvent.
4. The PARTIES agree that the obligations of the SCHOLAR to substitute the GUARANTOR OR CO-GUARANTOR under this contract are joint and solidary and that in the event of any violation by the SCHOLAR of the terms and conditions of the scholarship, the UNIVERSITY may require performance by any one or all three of them, at the UNIVERSITY's discretion.



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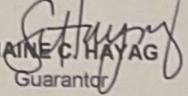
5. The PARTIES, likewise, agree that any and all actions to enforce the provisions of this Contract will be filed with the court of competent jurisdiction within the Province of Cavite.

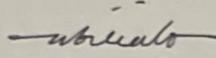
IN WITNESS WHEREOF, the PARTIES have signed this Contract at the Municipality of Indang, Province of Cavite, this _____ day of _____ 2019.

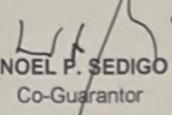
CAVITE STATE UNIVERSITY

By:

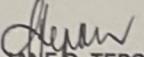

CAMILO A. POLINGA
OIC, Office of the University President

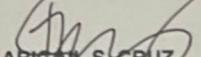

SHAINE C. HAYAG
Guarantor


ALELIE B. DIATO
Scholar


NOEL P. SEDIGO
Co-Guarantor

Signed in the presence of:


MARY JANE D. TEPORA
Director, HRDO


ABIGAIL S. CRUZ
Administrative Officer, HRDO

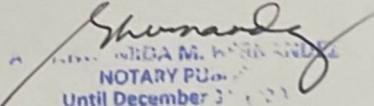
ACKNOWLEDGEMENT

Republic of the Philippines
Province of TRECE MARTIRES
Municipality of TRECE MARTIRES

BEFORE ME, a Notary Public for the Province of TRECE MARTIRES, Philippines at Cavite this 27th day of January 2020 personally appeared before me and exhibiting to me their names, both known to me to be the same persons who executed the foregoing instrument and who acknowledge before me that the same is their own voluntary act and deed.

WITNESS BY HAND the SEAL OF MY NOTARIAL OFFICE on the date and at the place first above-written.

Doc. No.: 0031
Page No.: 008
Book No.: 001
Series of 20 70


Nilda M. Hernandez
NOTARY PUBLIC
Until December 31, 2019
Commission No. TMC-19-000000000000000000
Block 34 Lot 2 Nevada St. S.
Trece Martires City
PTR No. TMC 7169536 Issued: 10/19
2019 IBP No. 053730 November 2018
Roll of Attorneys No. 2019
Bar Reference No. VI-00296 Date 1/2019



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ANNEX A. OBLIGATIONS OF SCHOLAR

- a) To conduct himself/herself in a manner so as not to bring disgrace or dishonor to the University and to the country.

Any misconduct such as immorality, assault or authority, excessive drunkenness, inciting rebellion or sedition or a combination of the same, and acts not in conformity with the Code of Conduct for Government employee (RA 6713) are grounds for immediate termination of scholarship, pending investigation and subsequent legal proceedings against the scholar in accordance with the Civil Service rules and other government rules and regulations.

- b) Maintain a Grade Point Average (GPA) of 2.00 or its equivalent every semester/trimester. A GPA below 2.0 shall be ground to lose the scholarship slot subject to the recommendation of the Scholarship Committee. Fees paid for subject with INC. which are not completed/graded within the allowed period of completion, should be refunded and the pro-rated amount of stipend for the said period shall be deducted from the succeeding stipends.
- c) To submit to the Office of the President thru the FSDO; approved list of guidance/advisory committee before the start of the first term; approved plan of course work/checklist of course on or before the start of the second term and qualifying exam for the PhD/related degree; progress report indicating the subjects taken and grades received on or before the start of the next term immediately after the term being reported; and completion report one month after the completion.
- d) To attend the regular meetings called by the chairman of the Scholarship Committee scheduled every first Thursday of December and second Thursday of May.
- e) Should not engage in any work with pay or accept outside scholarship while enjoying FSDP scholarship. The scholar could choose the scholarship with more privileges than the FSDP.
- f) To request for reinstatement fifteen (15) days before the termination of the scholarship contract. The request for reinstatement shall be endorsed by the Dean/Director concerned, the Scholarship Committee and the concerned Vice-President to the Office of the President for approval.

The Office of the President shall furnish the following with the approved request for reinstatement: HRDO, Records, the concerned Dean/Director and Vice President and scholar. A faculty scholar shall only be given teaching loads and other assignments upon approval of his request for reinstatement by the Office of the President.

- g) To submit a narrative report to the Office of the President through the FSDO within thirty (30) days upon completion of the degree. The report should include, among others, scope of the degree program, important experiences and recommendations for the improvement of the scholarship program.

If a scholar cannot submit his report within the required period even after due notice by the FSDO Director, he would be asked to explain his negligence in writing and financial incentives for the year, i.e., incentive or productivity pay would be withheld until such requirement has been complied with.



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- h) To serve to the University for a period of two (2) years for every year of study privilege in case of graduate programs and two (2) month for every (1) month of training or pro-rata for a fraction thereof if funded under the FSDP.
 - i) To refund in full to the University such sum of stipend, book allowances,/dissertation support, tuition and other fees, salaries and other expenses related to the scholarship for failure to comply with the terms and conditions of the grant through any or a combination of the following causes:
 1. Willful neglect – includes any or combination of the following: poor scholarship, habitual non-submission of required reports, involvement in conducts of misdemeanor, non-attendance to required meetings of scholars, immorality, or such other grave misconduct as defined by the Civil Service Law and RA 6713.
 2. Resignation;
 3. Voluntary retirement; and
 4. Inability to finish the degree within the scholarship period including the approved extension of study leave except for causes beyond the scholar's control.

Scholars who failed to comply due to Causes Nos.1 and 4 are required to report back but must seek clearance first from the Office of the President before returning to the mother unit. The concerned Dean/Director and Vice President should require the returning scholar to present a clearance of authorization from the Office of the President before giving him any assignment.

j) Mode of Payment

1. For those who are currently serving the University:
 - a. 25% of the basic salary shall be deducted every month until the full financial obligation is paid.
 - b. If the scholar decides to leave the University before full payment of his/her financial obligation, he/she shall be required to pay the remaining balance in full.
 - c. In case of retirement or resignation from the service before full payment of the financial obligation, the scholar shall likewise be required to pay in full the remaining balance.
2. For those who are not anymore connected with the University:

- a. The former scholars shall be required to pay the University all his/her financial obligation with an interest of 1% per month through one time payment.

- k) In no case shall be dropping or failure in all courses be allowed. Should the scholar drop a course, he/she will be required to refund the fees, stipend and other benefits received from the University for that academic period.
- l) If a scholar suddenly withdraws from pursuing studies, he/she would not be eligible for another scholarship for at least two (2) years. He/She will be required to refund all expenses incurred in the past semesters in connection with the scholarship.

The scholar who stops at the start or within the first term of study due to meritorious reasons i.e. health problem or serious problem of immediate family member(s), as supported by documents and/or other forms of proof, may be exempted from refund subject to the recommendation of the Scholarship Committee and approval of the Office of the President.

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- m) If the scholar decides to transfer to other agencies after completing the studies without serving or completing the service obligation, he/she shall be required to refund in full the sum of tuition and other fees, book allowances, thesis/dissertation support and salaries received during the scholarship period using the formula:

$$R = TCR + (SOR - SOS) \times AS$$

where: R – refund

TCR – total compensation received while on study leave

SOS – service obligation served

SOR – service obligation required

AS – annual salary

- n) A clearance from the University will not be issued to the former scholar until he/she is cleared of financial obligations. All pending financial claims, if there is any, will be released only upon presentation of a clearance. On cases where a guarantor is to be assigned to take over the scholar's obligations, the guarantor should be within the first degree of affinity and/or consanguinity. He/She may also designate faculty members as guarantor(s) provided they hold permanent appointment in the University and whose salary grade(s) is/are at least the same with that of the scholar.
- o) A scholar who has existing study contract and has not yet completed the degree program may also reinstate to service based on some meritorious reasons as follows subject to the evaluation of the Scholarship Committee:
1. inadequate funds for FSDP;
 2. health; and
 3. absence of any member of the Guidance Committee for a semester of a year
- p) A scholar who fails to finish degree within the scholarship period due to some meritorious reasons such as illness, absence of the adviser or any member of the guidance committee and other reasons beyond the control of the scholar may be allowed to reinstate to service. The request for reinstatement shall be evaluated by the Scholarship Committee upon endorsement by the Unit Head and Dean/Director and concerned Vice President.

If the returning scholar is required to refund the total amount incidental to his/her scholarship, a duly notarized affidavit must have to be executed stating the inclusive period within which the full refund must be made before approving the reinstatement. The Mode of Payment stated in Section 12 shall apply.

A scholar who may not finish the degree during the scholarship period but continue to pursue and finish the degree on his/her own at accredited school or through other grants may be absolved of the balance of his financial obligations effective upon submission of proofs of confirmation of completion/graduation.

A faculty scholar without an approved request for reinstatement shall not be given teaching loads and other assignments and is temporarily not entitled to salary and other benefits.

A faculty scholar will not be allowed to travel abroad during the scholarship period, except in cases where the travel is in connection with the degree being pursued and no University/government funds will be spent for the purpose.

- q) Participants to training programs whether abroad, local or those conducted by the Continuing Education and Training Services (CETS) are required to pass the trainings. A contract of grant will be executed providing among others that failure to pass the trainings will require them to refund the cost of training fees and other allowances received during the training.

The scholar who has if yet finished the degree will not be allowed/authorized to travel abroad for the following purposes: vacation leave or employment.



A clearance for travel abroad will be issued only upon submission of a notarized affidavit that the scholar will return on the specific period in order to comply with the obligations to the University as scholar.

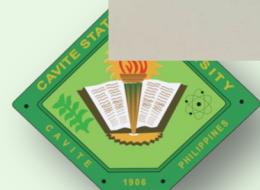
- r) A scholar who changes his field of specialization without prior approval will be required to reinstate and refund the total amount in connection with his scholarship and salaries received during the scholarship period.
- s) Present a paper based on his/her thesis/dissertation during the Agency In-House Review.
- t) Publish a paper in an international refereed journal.

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Bachelor of Secondary Education Major in English

E.4 Summary of in-service training conducted in campus by the program under survey, including list of faculty-participants.



Bachelor of Secondary Education Major in English

LIST OF IN-SERVICE TRAINING CONDUCTED

In-Service Seminars/Trainings	Nature of Participants	Participants	Venue	Inclusive Dates
Livelihood Training in Dishwashing Liquid and Fabric Softener	Participants	Faculty representatives from Gen.Trias City Campus	CvSU-Gen.Trias City Campus Gen.Trias City, Cavite	September 28, 2018
	Facilitator	Estelita A. Villa		
Seminar-Workshop in Strengthening Instructional Materials Development	Participants	Faculty representatives from Gen.Trias City Campus	International House I Indang, Cavite	September 20, 2019
Livelihood Training on Embutido and Candle Making	Participants Speaker	Faculty representative from Gen.Trias City Campus Mary Ann P. Palomar	CvSU-Gen.Trias City Campus Gen.Trias City, Cavite	September 7, 2019
T3 Entrepreneurial Day 2019	Participants	Faculty representatives from Gen.Trias City Campus	S.M Rolle Hall Indang, Cavite	September 7, 2019
SWAP SHOP 2019: Seminar-Workshop on Teaching Practices and language Research amidst Global Challenges	Participants	Faculty representatives from Gen.Trias City Campus	College of Arts & Sciences, Indang, Cavite	August 16, 2019
Enhancing CvSU's Capacities In Gender Responsive DCRM: A Continuing Development Training for a Resilient CvSU Community	Participants	Rommel H. Sarreal	S.M Rolle Hall Indang, Cavite	July 3-4, 2019

T3 Faculty Capability Building for Research	Participants	Faculty representatives from Gen.Trias City Campus	International House I Indang, Cavite	March 28-29,2019
Seminar-Workshop: Social Topics and New Trends in 21 st Century Education	Participants	Faculty representatives from Gen.Trias City Campus	Municipal Hall Audio Visual Room, Gen.Trias City, Cavite	March 17, 2019
Teachers' Capability Enhancement Seminar Workshop	Participants	Faculty representatives from Gen.Trias City Campus	International House I Indang, Cavite	January 30-31,2019
Institutional Training on the Teaching of the New General Education	Participants	Faculty representatives from Gen.Trias City Campus	CvSU-Main Campus Indang, Cavite	January 31, 2019
Generals in Action: Reaching Communities through Extension (v20)	Presenter	Roncесvalle J. Caipang	CvSU-STARRDEC, Indang, Cavite	December 12, 2018
Livelihood Training on Meat	Participants	Faculty representatives from Gen.Trias City Campus	CvSU-Gen.Trias City Campus Gen.Trias City, Cavite	November 30. 2018
	Facilitator	Estelita A. Villa		
Instrumentation and Control	Participant	Rommel H. Sarreal	CvSU-CCAT Campus Rosario, Cavite	October 23, 2018
Calculator for Techniques	Participant	Rommel H. Sarreal	CvSU-CCAT Campus Rosario, Cavite	October 23, 2018
Emergency Power Systems Design	Participant	Rommel H. Sarreal	CvSU-CCAT Campus Rosario, Cavite	October 23, 2018
Substation Visit and Seminar	Participants	Selected Gen.Trias City Campus Instructor	NGCP, Dasmariñas City	October 18-19, 2018
Dancesports Competition	Coach	Quennie Rose Gelig	CvSU-Main Campus Indang, Cavite	October 15-19, 2018
Livelihood Training in Dishwashing Liquid and Fabric Softener	Participants	Faculty representatives from Gen.Trias City Campus.	CvSU-Gen.Trias City Campus Gen.Trias City, Cavite	September 28, 2018
	Facilitator	Estelita A. Villa		

Institutional Orientation on the Teaching of the New General Education Courses (PHASE 1) in Mathematical in the modern world	Participants	Faculty representatives from Gen.Trias City Campus	CvSU-Main Campus Indang, Cavite	July 30-31, 2018
3 rd T3 In-House Review	Participants	Faculty representatives from Gen.Trias City Campus	S.M Rolle Hall Indang, Cavite	April 30, 2018
Mirror Mirror on the Wall: I will fly high even if I fall	Speaker	Aljevin A. Comiso	College of Arts & Sciences, Indang, Cavite	April 27, 2018
Disaster Resiliency, Risk Reduction & Fire Prevention Seminar Workshop	Participants	Faculty representatives from Gen.Trias City Campus	CvSU-Gen.Trias City Campus Gen.Trias City, Cavite	April 23, 2018
Manuscript Writing Lecture Series	Participants	Faculty representatives from Gen.Trias City Campus	S.M Rolle Hall Indang, Cavite	March 27, 2018
Recognition Program, Personality and Development Seminar and Solidarity Night	Participants	Faculty representatives from Gen.Trias City Campus	General Trias Cultural Convention Center Gen.Trias City, Cavite	February 22, 2018
Interactive Seminar & Workshop in Bartending, Flairtending, Bar Trends & Careers	Participants	Faculty representatives from Gen.Trias City Campus	Brgy.Pinagtipunan, Gen.Trias City	November 9, 2017
Normative Financing Workshop	Participant	Shaine C. Hayag	STARRDEC Indang, Cavite	September 13-14, 2017
Electrical Safety at Home Basic Building Wiring And Appliances	Participants	Faculty representatives from Gen.Trias City Campus	Covered Court, Grand Riverside Subdivision Gen.Trias City, Cavite	April 27, 2017
2 nd CvSU-T3 In house Review	Participants	Faculty representatives from Gen.Trias City Campus	CvSU-STARRDEC, Indang, Cavite	April 20, 2017

CvSU-T3 2nd Research and Extension In-House Review	Participant Presenter	Faculty representatives from Gen.Trias City Campus Alelie Dianto Shaine C. Hayag	CvSU-Main Campus, Indang, Cavite	April 20,2017
Seminar-Workshop of the department of Biological and Physical Sciences And Department of Management extension services	Facilitator	Estelita A. Villa	Covered Court, Grand Riverside Subdivision, Gen.Trias City, Cavite	March 17, 2017
Community Conference for Entrepreneurial Development and Workshop	Speaker	Aljevin A. Comiso	Brgy. San Juan, Gen.Trias City, Cavite	March 4, 2017
New Trends in the 21 st Century Education	Facilitator	Faculty representatives from Gen.Trias City Campus	Municipal Hall Audio Visual Room, Gen.Trias City, Cavite	November 17, 2016
3 rd Year Tourism Management Students	Participants	Faculty representatives from Gen.Trias City Campus	Municipal Hall Audio Visual Room, Gen.Trias City, Cavite	November 16, 2016
T3 In-House Research and Development Review	Participants	Faculty representatives from Gen.Trias City Campus	S.M Rolle Hall Indang, Cavite	March 21, 2016
Researchers Gone Bright: Thesis Done Right	Participants	Faculty representatives from Gen.Trias City Campus	S.M Rolle Hall Indang, Cavite	February 24, 2016
Seminar-Workshop on Gender and Development and its integration to Outcomes-Based (OBE) Course Syllabi	Participants	Faculty representatives from Gen.Trias City Campus	Hostel Tropicana, Indang Cavite	February 2, 2016

E.5 Budgetary allocation for faculty development.



Bachelor of Secondary Education Major in English

**CAVITE STATE UNIVERSITY
STRATEGIC PLAN 2021-2024**

CAMPUS/COLLEGE/OFFICE: CAVITE STATE UNIVERSITY-GENERAL TRIAS CITY CAMPUS

GOAL	STRATEGY	BUDGET												RESPONSIBLE UNIT	
		2021				2022				2023		2024			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1. CvSU as one of the leaders in flexible learning modalities in identified courses/programs	1. Rationalize curricular offerings														
	Activity 1: Curricular program review and assessment														
	2. Continue conduct of capacity building for all faculty members in all campuses (collaborative effort with the University of the Philippines Open University and other partners)														
	Activity 1: Conduct of seminars/workshops/trainings/conferences for faculty members														
	Activity 2: Participation of faculty members to local/national and international seminars/workshop/trainings/conferences														
	Activity 3: Send faculty members to advanced education program														
	3. Enhance/improve ICT infrastructure to support flexible learning														
	Activity 1: Increase the number of ICT equipment & laboratory materials														
	4. Improve the utilization of CvSU Learning Management System (LMS) using the Open Educational Resources (OER) and other online resources														
	Activity 1: Develop open educational resources (OERs) and other instructional materials (e.g. modules, learning guides, videos) for on-line and offline classes														
2. CvSU as generator of technology and innovation which are relevant,	5. Provide equitable access to CvSU quality education in both traditional and virtual platforms														
	Activity 1: Secure COPC from CHED (All programs without COPC)														
	Activity 2: Subject all programs for higher accreditation level certified by AACCU														
	Activity 3: Obtain a passing percentage in the licensure examination that is higher than the national passing percentage														
	1. Continue to allocate research and development funds														
	2. Continue/pursue researches in the focus areas stated in the University Research and Development Agenda:														
	2.a. Biodiversity and Environmental Conservation														
	2.b. Smart Engineering, ICT and Industrial Competitiveness														
	2.c. Social Development and Equality														

GOAL	STRATEGY	BUDGET												RESPONSIBLE UNIT	
		2021				2022				2023		2024			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
3. CvSU as enabling environment for faculty, students, researchers and external stakeholders	2.d. Public Health and Welfare														
	1. Provide additional investment for faculty, staff and student housing/dormitories under the Republic Act No. 11396 also known as SUCs Land Use Development and Infrastructure Plan (LUDIP) and other learning and research facilities														
	2. Ensure transparent and fast transaction through compliance with Anti-Red Tape Act (Ease of doing business/services)														
	Provide more opportunities to senior and budding researchers														
	Activity 1: Conduct of research capacity building for faculty, students and employees														
	Activity 2: Conduct of researches														
	Activity 3: Establishment of College/Campus RDE Journal														
	4. Make the University more conducive and responsive for continuity and sustainability of learning and research by:														
	Activity 1: Improving infrastructure (classrooms, laboratories, etc.)														
	1.a. bigger classrooms (40 students capacity)														
4. CvSU as resource generator to augment meager resources provided by the government for continuity and	1.b. Renovation of laboratory rooms such as:														
	a. Psychological Laboratory and Testing Room														
	b. Science Laboratory														
	c. Stenography Laboratory														
	d. Computer Laboratories														
	e. Mock Travel Agency														
	f. HRM Laboratory														
	g. Curriculum and Instruction Office														
	Activity 2: Library and Knowledge Management Center (E-Library)														
	Activity 3: University Medical and Dental Services														
3. CvSU as enabling environment for faculty, students, researchers and external stakeholders	3a. Installation of campus medical and dental clinic														
	Activity 4: Sports and Wellness Center														
	4a. Installation of sports and wellness area														
	Activity 5: Others :														
	5.a. Research Paper Presentation														
4. CvSU as resource generator to augment meager resources provided by the government for continuity and	5.b. International Publication														
	5.c. Book Writing														
	1. The University shall strive to:														
4. CvSU as resource generator to augment meager resources provided by the government for continuity and	Activity 1: Look beyond traditional sources of funds														
	1.a. addition of daily sales-small businesses														
4. CvSU as resource generator to augment meager resources provided by the government for continuity and	Activity 2: Establish/Strengthen academic-industry linkage and linkages with other public/private institutions to generate more funds for research and instruction														
	1.a. addition of daily sales-small businesses														



GOAL	STRATEGY													BUDGET				RESPONSIBLE UNIT
		2021				2022				2023				2021	2022	2023	2024	
Sustainability of programs/projects	2.a Benchmarking	1	2	3	4	1	2	3	4	1	2	3	4	150,000	150,000	150,000	150,000	RDE, OCA, EBA
	2.b Institutional and Individual Membership to National and International Organization													50,000	50,000	50,000	50,000	RDE, OCA, EBA
	2.c Partnership with other local and foreign academic institution/industry/ government and private agencies/organizations													50,000	50,000	50,000	50,000	RDE, OCA, EBA
	Activity 3: Make creative use of CvSU assets													50,000	50,000	50,000	50,000	EBA, OCA, AFSS
	3.a establishment of space and food stall rentals within the campus													400,000	200,000			PPSS, EBA, OCA, AFSS, LGU
	3.b improvement of campus canteen																	
	3.c extend and profile program-oriented services to clients outside General Trias City (ex. Psychological Assessment)													100,000	100,000	100,000		EBA, OCA, Curriculum and Instruction, AFSS
	Activity 4: Tap the assistance of the alumni													25,000	25,000	25,000	25,000	EBA, OSAS
	4.a Conduct tracer study													100,000	100,000	100,000	100,000	EBA, OSAS
	4.b Restructure the alumni association																	EBA
5. CvSU as enabling environment for inclusive growth and empowerment	4.c Establish alumni relations networking page which will serve as link between alumni and the institution and other academic communities.													25,000	25,000			EBA, OSAS, Registrar
	For Students:																	
	Activity 1: Involve students in planning and budgeting activities																	
	1.a Conduct activities related to financial planning and budgeting among students													20,000	20,000	20,000	20,000	OSAS, OCA
	1.b Conduct of consultative meetings													5,000	10,000	15,000	20,000	OSAS, OCA, Stakeholder
	Activity 2: Create opportunities and support student participation in academic, athletic and socio-cultural competitions local and abroad																	
	2.a Engage students in different extracurricular and socio-cultural activities													50,000	50,000	50,000	50,000	OSAS
	2.b Conduct training in sports, socio-cultural events and others for students													100,000	100,000	100,000	100,000	OSAS
	2.c Support student participants in university level, national and international competitions													50,000	100,000	100,000	100,000	OSAS
	2.d Participate in nationwide and international competitions like quiz contests, pitching contests and others. Assign faculty coaches													50,000	100,000	100,000	100,000	OSAS, Curriculum and Instruction
6. CvSU as enabling environment for inclusive growth and empowerment	2.e Additional membership in various academic, athletic and socio-cultural organization (for coaches, athletes etc.)													50,000	100,000	100,000	100,000	OSAS, Curriculum and Instruction
	2.f Contracts/partnership with other agencies in the utilization of sports and socio-cultural facilities during the conduct of trainings/sport activities and other events													50,000	50,000	50,000	50,000	OSAS, LGU
	2.g Participation in various competition													50,000	100,000	100,000	100,000	OSAS
	2.h Conduct of faculty-student research													100,000	100,000	100,000	100,000	OSAS, RDE, Curriculum and Instruction
	Activity 3: Provide recognition and incentives for outstanding accomplishment and achievement																	

GOAL	STRATEGY													BUDGET				RESPONSIBLE UNIT
		2021				2022				2023				2021	2022	2023	2024	
7. CvSU as enabling environment for inclusive growth and empowerment	3.a. Conduct of annual recognition program for students with exemplary performance in academics, research, extension, and extracurricular activities													50,000	100,000	100,000	100,000	OSAS, OCA, Curriculum and Instruction
	Activity 4: Improve student welfare by providing quality educational, medical and security services																	
	4.a establish tutorial programs, peer counseling support, and awareness drive on relevant issues (e.g. mental health, anti-violence against women and children, drug abuse, anti-sexual harassment and HIV-AIDS)													100,000	200,000	200,000	200,000	OSAS
	4.b. conduct of campus sports clinic													100,000	150,000	150,000	150,000	OSAS
	4.c. schedule annual medical and dental consultation for students													100,000	150,000	150,000	150,000	OSAS
	4.e. provide students with medical insurance													300,000	300,000	300,000	300,000	OSAS, ASFF
	Activity 5: Strengthen Job Placement Program													30,000	70,000	70,000	70,000	OSAS
	5.a. conduct of pre-employment seminar on semestral basis													10,000	20,000	20,000	20,000	OSAS
	5.b. assist students in their OJT													10,000	20,000	20,000	20,000	OSAS
	5.c. Promote and sustain Academic Freedom													10,000	20,000	20,000	20,000	OSAS
8. For Faculty and Employees:	6. 1. conduct of annual student forum/dialogue													10,000	20,000	20,000	20,000	OSAS
	6. 2. establish electronic communication platforms where students can freely express their concerns without fear of being sanctioned													10,000	10,000	10,000	10,000	OSAS
	Activity 1: Continue to create and provide opportunities for educational and professional growth																	
	1.a. Sending of faculty members and staff to advance education and post-doc fellowship programs													2,000,000	2,000,000	2,000,000	2,000,000	AFSS, OCA, Curriculum and Instruction
	1.b. Send faculty members and staff to local and international trainings, seminars, conferences													500,000	500,000	500,000	500,000	AFSS, OCA, Curriculum and Instruction
	1.c. Conduct of in-house trainings, seminars and conferences													100,000	100,000	100,000	100,000	AFSS, OCA, Curriculum and Instruction
	1.d. Apply for TESDA as accredited Training Center and Assessment Center for TVET qualifications/NC II													500,000	500,000	500,000	500,000	AFSS, OCA, Curriculum and Instruction
	Activity 2: Involve faculty and employees in strategic planning and budgeting through consultative democratic participation																	
	2.a. Conduct of college/campus/unit strategic planning													100,000	100,000	100,000	100,000	AFSS, OCA, Curriculum and Instruction
	Activity 3: Continue conduct of Personal Enhancement Program to develop sense of teamwork and inclusivity													100,000	100,000	100,000	100,000	AFSS, OCA, Curriculum and Instruction
	Activity 4: Protect and promote teachers/employees welfare including academic freedom													100,000	100,000	100,000	100,000	AFSS, OCA, Curriculum and Instruction

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President

Bachelor of Secondary Education Major in English

