



CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS



Bachelor of Science in 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 VII.
LIBRARY



CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias , Cavite

**BACHELOR OF SCIENCE IN
SECONDARY EDUCATION
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PRELIMINARY SURVEY VISIT

AREA VII.
LIBRARY

B. Staff/Personnel



B.1 Profile of the Library staff/personnel.



Republic of the Philippines
CAVITE STATE UNIVERSITY

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

PROFILE OF LIBRARY STAFF/PERSONNEL 2021
 As of September 2021

Name	Position/ Designation	Educational Qualification	Status of Appointment	Length of Service in the Library		Relevant Experience/ Training Completed
				Total No. of years in the Library	Years of Service in the Cvsu- Gen Tri Library	
1. SABLAYA N, MYLA E.	Campus Librarian Licensed No. 0007802	Bachelor in Library and Information Science 2016	Job Order	5 Years	4 Months	<p>1.The Philippine Association of Academic/Research Librarians, Inc. (PAARL) 4th Marina G Dayrit Lecture Series Webinar 2021 (MGDLS4) entitled, "Bringing the Library Home: Building Interactive Platforms in the Digital Space", with Ms. Christine M. Abrigo, Director of Libraries, De La Salle University September 2021 via Zoom, 1:00 PM.</p> <p>2.1- ASEAN Virtual Regional Conference for Public Librarians Approved credit units: 9 Public Libraries Division, Philippine National Library August 23-25, 2021</p>

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					<p>University of Asia, Quezon City, February 15, 2021</p> <p>8. "Staying Connected; Communicating with Library Users Amid the Pandemic", Polytechnic University of the Philippines Library Association Alumni, Inc. July 4, 2020</p> <p>9. "Librarians on a Work From Home Set-Up: Dealing with the Demands of Time", Quezon City Library Consortium, Inc. June 30, 2020</p> <p>10. "Liblife: Transform and Thrive During Pandemic" "Best Practices of Libraries Coping During Pandemic"</p> <p>"Remote Learning in Medical Education"</p> <p>"PANDEMIC: COVID-19: Understanding the New Normal"</p> <p>"Thinking Outside the Box: Changing the Role of Librarians" CE-LOGIC, Inc. June 29, 2020</p> <p>11. Drafting Library Policy Guidelines Under the New Normal", Philippine Librarian Association, Inc. Central</p>
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					<p>Luzon Region Librarian Council, Regalo Touching Lives, June 29, 2020</p> <p>12. "Responding To New Normal Environment on PANDEMIC: Keeping your Staff, Patrons, & Facilities Safe", Philippine Librarians Association, Inc. Negros Island Region Librarian Council, CIL-LOGIC, June 26, 2021</p> <p>13. "A Digital Approach to Research and Innovation", C & E Publishing, Inc., May 29, 2020</p> <p>14. "Facts Matter: How to Get Away with Infobesity During Infodemic", Philippine Association For Media and Information Literacy(PAMIL), Inc., May 15, 2020</p> <p>15. "Connected actions, collection vision: Libraries transforming society", Novotel Manila Araneta Center, Cubao, Quezon City, November 20-23, 2018</p> <p>16. "Seminar- Workshop for Private School</p>
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					<p>Librarians and Media Information Literacy", Asia Blooms Hotel & Restaurant, National Highway, Barangay Patimbao, Sta. Cruz, Laguna, July 13, 2017.</p> <p>17. "In-House workshop on KOIIA-ILS 2.9", Don Mariano Marcos Memorial State University-SLUC College, Agoo, La Union January 25, 2017</p> <p>18. "Gearing Up Your Library Towards the K-12 Resources : Convergence and Collaboration for free Library System (KOIIA)", Don Mariano Marcos Memorial State University-SLUC College, Agoo, La Union May 31, 2016.</p> <p>19. "Successfully passing the Librarians Licensure Examination", Saint Louis College San Fernando La Union, September 20-21, 2016.</p> <p>20. "Licensure Examination for Librarians (LEL) Enrichment Seminar", College of Teacher Education, Benguet State University, September 3, 2016.</p>
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						<p>21. "Empowering 21st Century Learner through Reference and User Services", ,Saint Louis College San Fernando La Union, October 10, 2013</p> <p>22. "Certificates of Completion", rendering more than three hundred hours on library works and services as a librarian trainee at Berk Wisdom Library", Wesleyan Bib College, Rosales 2441, Pangasinan, February 24, 2016.</p> <p>23. "Saint Louis College Scholarship", Yr. 2015-2016</p> <p>24. "Library Technologies, MARC & RDA updates, and Bibliography", Saint Louis College San Fernando La Union, October 4, 2014.</p> <p>25. "Annual Library Orientation Program", Saint Louis College-La Union, January 20, 2014</p> <p>26. "Education USA and Session", American Embassy, Manila, Philippines, March 3, 2014.</p>
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						<p>27. "Nagbabago na ang Panahon, Panahon na para magbago", Social Center, Saint Louis College, City of San Fernando La Union, July 7, 2014.</p> <p>28. "Learning the Basics of the Library of Congress Classification System", Saint Louis College-La Union, November 17, 2012.</p>
2. SARIA, LMARL.	library Assistant	BS in Information Technology	Job Order	5 Months	5 Months	<p>1. Ubuntu remote connections and essential applications webinar, 23 July 2021</p> <p>2. Content writing for the institutional website and social media platforms, August 12, 2021</p>
3. CAADAN, EDW IN Y.	library Assistant	BS in Information Technology	Job Order	1 Year	1 Year	<p>1. Gender in leadership held on March 18, 2021</p> <p>2. LHH's Mental Health in the Workplace Webinar on the 16th day of March 2021</p>

Prepared by:



MYLA ESTRADA SABLAYAN, RL
Campus Librarian



B.2 Evidence of compliance on adequacy of library personnel



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SUMMARY OF LIBRARY STAFF
As of May 2022

Personnel	Number
1. Professional/Licensed Librarian	1
2. Paraprofessional Staff	2
TOTAL	3

Prepared by:


Myla E. Sablayan, RL
Campus Librarian




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LIST OF LIBRARY STAFF
As of May 2022

Library Staff	Total No. of Enrollees 2 nd Sem, AY 2021-2022
1. Myla E. Sablayan License No: 0007820	1, 892
2. Edwin Y. Caadan	
3. Ariel Atienza	

Prepared by:


Myla E. Sablayan, RL
Campus Librarian

DISTRIBUTION OF ENROLLMENT by YEAR and GENDER

FIRST SEMESTER AY 2021-2022

NAME OF CAMPUS: CAVITE STATE UNIVERSITY-GENERAL TRIAS CITY CAMPUS

PROGRAM NAME	ENROLLMENT															
	First Year			Second Year			Third Year			Fourth Year				TOTAL		
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total		Male	Female	Total
Bachelor of Secondary Education Major in English	13	54	67	7	21	28	4	24	28	3	17	20		27	116	143
Bachelor of Science in Psychology	32	105	137	10	25	35	13	41	54	9	26	35		64	197	261
Bachelor of Science in Information Technology	34	33	67	24	19	43	67	59	126	25	17	42		150	128	278
Bachelor of Science in Office Administration	17	52	69	14	27	41	24	72	96	9	38	47		64	189	253
Bachelor of Business Management	26	68	94	6	36	42	71	80	151	31	55	86		134	239	373
Bachelor of Science in Marketing Management	37	116	153	19	23	42	50	68	118	49	44	93		155	251	406
Bachelor of Science in Hospitality Management	9	79	88	9	25	34	11	50	61	24	30	54		53	184	237
Diploma in Hotel and Restaurant Management	0	0	0	2	0	2	0	0	0	0	0	0		2	0	2
Bachelor of Science in Office Administration (old curr)	0	0	0	0	0	0	0	0	0	8	14	22		8	14	22
	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
TOTAL	168	507	675	91	176	267	240	394	634	158	241	399		657	1318	1975

TOTAL

1,975

Certified True and Correct

signed

ROGELYN P. ALARCA

Campus Registrar



B.3 Copy of the Library Staff Development Plan.

Name	Rank	Highest Degree Earned	Bachelor/Post Baccalaureate Course					Graduate Program										Budgetary Requirements	Remarks	
			2020	2021	2022	2023	2024	2025	MS					PHD						
									2020	2021	2022	2023	2024	2025	2026	2027	2028			2029
LICENSED LIBRARIAN																				
SABLAYAN, MYLA E.	Campus Librarian	BS in Library and Information Science																		P200,000 (self)
SUPPORT STAFF																				
SARIA, LMARLENE	Library Assistant	BS in Information Technology							MLIS											P150,000 (self)
CAADAN, EDWIN Y.	Library Assistant	BS in Information Technology							MLIS											P150,000 (self)

A.2. Professional Growth (Trainings, Seminars, Workshops, Etc.)

Name	Rank	TRAININGS/SEMINARS/WORKSHOPS/CONFERENCES/CONGRESS/BENCHMARKING									
		Archives & Records Management	Benchmarking	Cataloging	Collection Development	Digitization & Preservation Management	Disaster & Prevention Management	Indexing & Abstracting	Information Technology	Library Management	Short Courses
LICENSED LIBRARIAN											
SABLAYAN, MYLA E.	Campus Librarian	✓	✓	✓	✓	✓	✓	✓	✓	✓	
SUPPORT STAFF											
SABIA, EMARI	Library Assistant	✓	✓			✓	✓		✓		✓
CAADAN, EDWIN Y.	Library Assistant	✓	✓				✓		✓		

B. Non-Academic Growth

[illegible]

C. Additional Manpower

OBJECTIVES	STANDARD	TARGET	ACTION PLAN	IMPLEMENTATION PERIOD						BUDGETARY REQUIREMENTS
				2020	2021	2022	2023	2024	2025	
1. The library shall have sufficient number and variety of staff to develop, organize and maintain the section and provide Information and reference service to meet the needs of clientele.	CHED MINIMUM REQUIREMENT S: The first 500 students must have one (1) full time librarian and two (2) full time support staff for every additional 1000 students one (1) full time librarian.	Hire seven (1) additional professional librarians	Additional one (1) Professional Librarian per year	1 Professional Librarian	1 Professional Librarian	1 Professional Librarian	1 Professional Librarian	1 Professional Librarian	2 Professional Librarian	Php 740,000/ Year
		Hire nine (9) additional paraprofessional library staff	Additional three (3) Paraprofessional Library Staff				3 Professional Library Staff	3 Professional Library Staff	3 Professional Library Staff	Php 286,000/ Year
		Hire two (2) additional utility workers	Additional two (2) Utility Worker					1 Utility Worker	1 Utility Worker	Php 130,000/ Year

Prepared by:



MYLA ESTRADA SABLAYAN, RL
Campus Librarian

Approved by:



LAURO B. PASCUA, Ed.D
Campus Administrator



B.4 Policy on library personnel compensation privileges and fringe benefits.

FRINGE BENEFITS GRANTED TO FACULTY
FY 2020

CY 2016		CY 2017		CY 2018	
BENEFITS	AMOUNT	BENEFITS	AMOUNT	BENEFITS	
Productivity Incentive Bonus	2,000.00	Productivity Incentive Bonus	2,000.00	Productivity Incentive Bonus	
Midyear Bonus	1 month salary	Midyear Bonus	1 month salary	Midyear Bonus	1
Year End Bonus	1 month salary	Year End Bonus	1 month salary	Year End Bonus	1
Cash Gift	5,000.00	Cash Gift	5,000.00	Cash Gift	
Clothing Allowance	5,000.00	Clothing Allowance	5,000.00	Clothing Allowance	
Productivity Enhancement Bonus	5,000.00	Productivity Enhancement Bonus	5,000.00	Productivity Enhancement Bonus	
Maternity/Paternity Leave		Maternity/Paternity Leave		Maternity/Paternity Leave	
Sic/Vacation Leave		Sic/Vacation Leave		Sic/Vacation Leave	
Sudy Leave (with or without pay)		Sudy Leave (with or without pay)		Sudy Leave (with or without pay)	
Sabatical Leave		Sabatical Leave		Sabatical Leave	
Service Credit		Service Credit		Service Credit	
Overload Pay		Overload Pay		Overload Pay	
Housing Privilege		Housing Privilege		Housing Privilege	
Privilege Under RA9710- Magna Carta for Women		Privilege Under RA9710- Magna Carta for Women		Privilege Under RA9710- Magna Carta for Women	
Performance based Bonus				Performance based Bonus	b or
CA Incentive	availability of savings	CA Incentive	availability of savings	CA Incentive	a sa
Health and Wellness Benefits	15,000.00				

Prepared By:


DA C. CRYSTAL
Administrative Officer V

LAST 5 YEARS

NT	CY 2019		CY 2020	
	BENEFITS	AMOUNT	BENEFITS	AMOUNT
000.00	Productivity Incentive Bonus	2,000.00	Productivity Incentive Bonus	2,000.00
Salary	Midyear Bonus	1 month salary	Midyear Bonus	1 month salary
Salary	Year End Bonus	1 month salary	Year End Bonus	1 month salary
000.00	Cash Gift	5,000.00	Cash Gift	5,000.00
000.00	Clothing Allowance	6,000.00	Clothing Allowance	6,000.00
000.00	Productivity Enhancement Bonus	5,000.00	Productivity Enhancement Bonus	5,000.00
	Maternity/Paternity Leave		Maternity/Paternity Leave	
	Sic/Vacation Leave		Sic/Vacation Leave	
	Sutdy Leave (with or without pay)		Sutdy Leave (with or without pay)	
	Sabatical Leave		Sabatical Leave	
	Service Credit		Service Credit	
	Overload Pay		Overload Pay	
	Housing Privilege		Housing Privilege	
	Privilege Under RA9710- Magna Carta for Women		Privilege Under RA9710- Magna Carta for Women	
nce				
of				
	CA Incentive	availability of savings	CA Incentive	availability of savings
	Service Recognition Incentive	10,000.00		



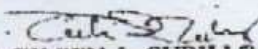
CAVITE STATE UNIVERSITY

**PRE-RETIREMENT
PROGRAM**

**Human Resource
Development Office**



Certified True Copy:


EILEEN L. CUBILLO
Administrative Officer V
Records Office, CvsU
11-10-14

INTRODUCTION

The Pre-Retirement Program of Cavite State University aims to provide employees with information to assist them in making sound decisions in preparation for their retirement. It will present pertinent topics that would enable the retirees to plan successfully those elements of daily living necessary for a satisfying life in later years.

Through this program, each individual will be involved in planning his/her own future according to his/her financial status, education, previous training and life experiences. It will also produce an awareness of the problems which a retiree needs to face. It will develop a better understanding of the numerous opportunities for education, employment, financial assistance, travel, volunteering, etc. that may be explored in the years of retirement. Lastly, it will also offer opportunities for self-improvement, to take up new interests, adapted to the capacities of the older person.

PARTS OF THE PRE-RETIREMENT PROGRAM

A. DESIGN

Participation in a pre-retirement planning program should be open to all members of the University, regardless of age. A brief descriptive announcement should be sent to the members notifying them of the program. Personal invitations should be sent to members 55 years of age and older urging participation by them.

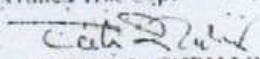
Encouragement in any solicitation campaign is often given to those 45 years of age and over. Age 55 is ten years prior to the typical retirement age of 65 and allows most participants sufficient time to plan for retirement effectively. It follows that the earlier an individual can participate, and does so, the more likely she/he is to retire successfully, since her/his planning can begin earlier and be more thorough.

Voluntary participation is also recommended. This approach has the salutary effect of unifying all the participants while respecting each members' individuality.

B. TECHNIQUE

The pre-retirement program will utilize a seminar technique. The two-day seminar will be sponsored by the Human Resource Development Office every year. The seminar cover the following topics including: (1). Financial Planning; (2). Leisure; (3). Physical and Mental Health;

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EILEEN L. CURILLO
Administrative Officer V
Records Office, CysU
10-12-14

Discussion should cover: Full or part-time employment, Resources, Legal rights, Volunteer Activities and Self Employment as Entrepreneur.

6. Interpersonal Relations . Retirement may create changes in long-established living patterns. Family relationships are a highly personal matter. If they are not good, retirement becomes much more difficult. The retirement years can either be a lonely period of life or one crowded with friends and family. Discussion of this topic relates to "Leisure — Attitude Towards," "Use of Time," "Physical and Mental Health," and "Where to Live."

Specifically, it will cover topics including: Maintaining and Making friends from Churches , Senior Centers , Clubs and Organizations Retired Employees' groups . It will also discuss Family and Living Arrangements

C. RESOURCES

The total cost of a good pre-retirement planning program need not be high. Personnel, materials, and facilities are often available at little or no cost and will be sponsored by the university.

1. Personnel

Along with the HRDO staff working in the area of retirement, other qualified University personnel may be tapped as resource persons and speakers at discussion sessions including University physician, psychiatrist, attorney, pension expert and employment counselor.

2. Materials

Each participant should be given a folder for program materials and a guidebook for personal retirement planning.

3. Facilities

Facilities for the seminar sessions will be provided by the University which are conducive to lectures, discussions, audio-visual displays and showings, and group learning.

D. OBSERVATIONS ON RETIREMENT CEREMONIES

A retirement ceremony is a "rite of passage" upon which the retiree sets great value. The retirement ceremony should include:

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Administrative Officer V

(4) Education; (5) Employment in Retirement ; and (6) Interpersonal Relations .

1. Financial Planning will discuss the income and expenditures of the retirees. It will also cover the different Government Social Insurance Services (GSIS) pension programs which the retirees can choose from that would serve them best.

In addition, it also covers the possible financial sources options including stocks, bonds, savings, and other investments, and employment opportunities.

2. Leisure. The use of time outside of work needs meaningful discussion to correctly influence our choice of leisure activities. Preparation of retirees for the emptiness which remains when work ceases requires: an effective presentation describing the vacuum, a discussion of the psychological depression which can accompany the sudden shift from activity to inactivity (work to leisure) and an examination of the many possible retirement activities.


3. Physical And Mental Health . Discussion under this topic would include : Attitudinal Aspects of Aging, Psychological Aspects of Aging Maintenance of Good Health, Realistic Planning for Physical Problems that May Arise and Investigating Health Support Services

4. Education . Personal growth is a life-long need and process. Retired people need to be made aware of and encouraged to use the multiple opportunities for adult education in their communities. The possibilities range from such general types of improvement as completing a high school course for a diploma, learning new skills, teaching others, and courses for the sheer joy of learning. Because of its interrelationship with travel, hobbies and other personal interests, study can be, or can become, an all consuming effort with immeasurable rewards.

Topics may include Availability of Educational Institution, Types of Programs, Travel and Hobbies of the retirees.

5. Employment In Retirement . Many retiring people have forgotten how to apply for a job or even how to prepare a good resume. They are also unaware of employment opportunities, limited though they are. In general, they do not know how to overcome difficulties inherent in changing from one type of job to another.

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EILEEN L. CABILLO

Administrative Officer I

1. A small luncheon party (or dinner) during the month of retirement to which management representatives of the organization, immediate supervisors, close friends, the retiring member and spouse are invited;

2. An informal afternoon coffee hour for the retiree and fellow workers on the day of retirement; and

3. A certificate, merit award and a token which will be given during the Foundation Day of University every year.

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Eileen J. Cubillo
EILEEN J. CUBILLO

Administrative Officer V

Records Office, CESU

10-12-14