



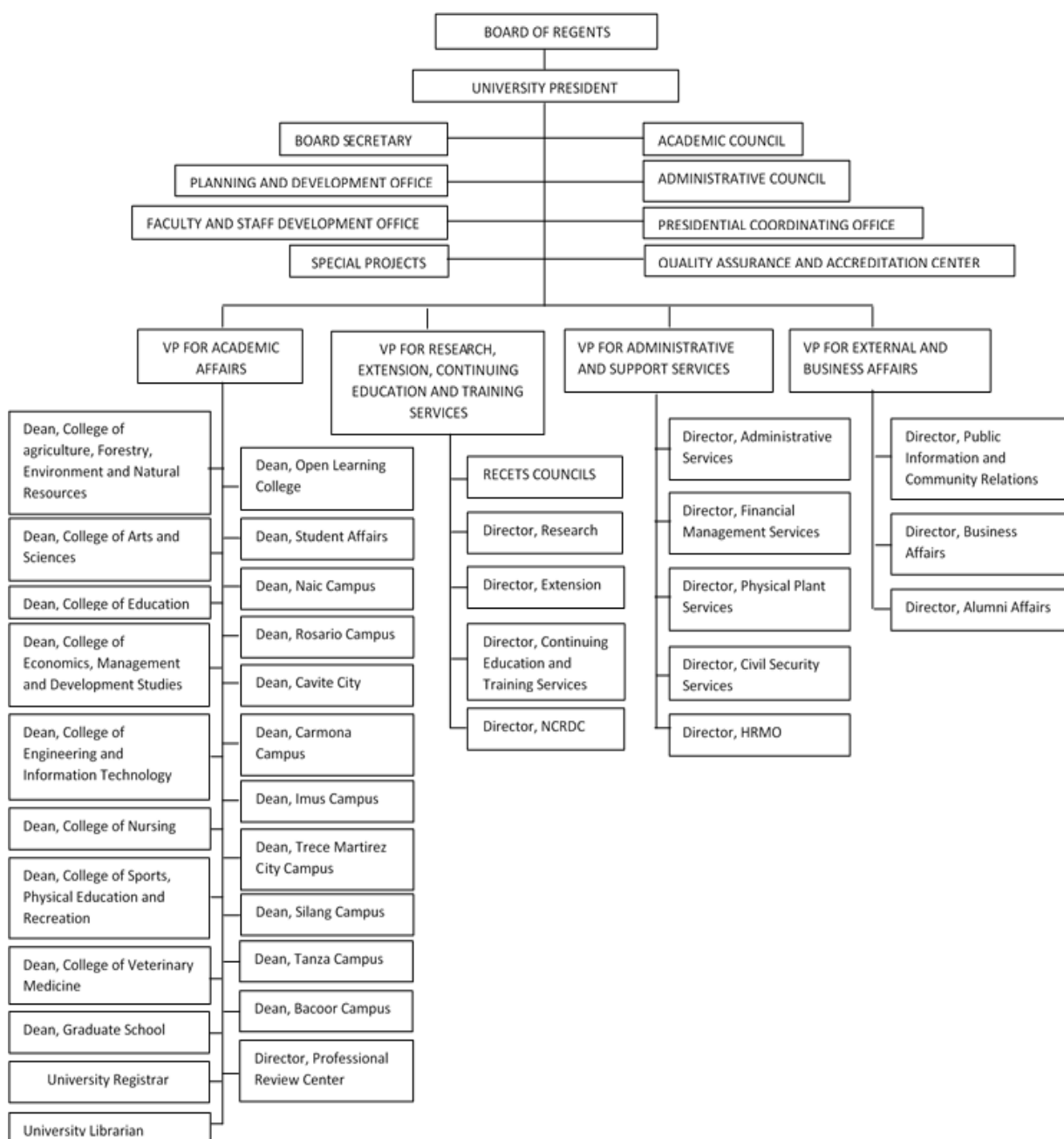
AREA X – Administration

PARAMETER A – ORGANIZATION

1. SYSTEM-INPUTS AND PROCESSES

- Present BOR/BOT approved Organizational Structure of the institution.

Organizational Structure



APPROVED PER BOR RESOLUTION NO.85

DATED: SEPT. 03, 2009





- Present BOR/BOT approved Institution's Code and/or Manual of Operations and indicate the pages where the functions of each office in the organizational chart are written.

The Cavite State University (CvSU) Manual of Operations (CvSU MOP) 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. It includes a brief history of CvSU and Operational Rules to XIII.

The Manual of Operations of Cavite State University has two volumes. The functions of each office in the institution's organizational chart are included in Volume I, pages 18-42.

OFFICE	Pages in the Manual of Operations
Board of Regents	13-18
University President	18-23
Vice President for Academic Affairs	22-24
Vice President for Administrative and Support Services	24-26
Director for Human Resources Development	27-28
Director for Financial Management Services	28-29
Director for Medical Services	29-30
Director for Civil Security	30
Director for Physical Plant Services	31
Accountant	31
Cash and Disbursement Officer	32
Vice President for Research, Extension, Continuing Education and Training Services (RECETS)	32
Vice President for External and Business Affairs	33
Dean of Student Affairs	35
Director for Planning	36
Board Secretary	37
Director for Special Projects	38
Director for Presidential Management and Coordinating Office	39
The Administrative Council	41
The Academic Council	42

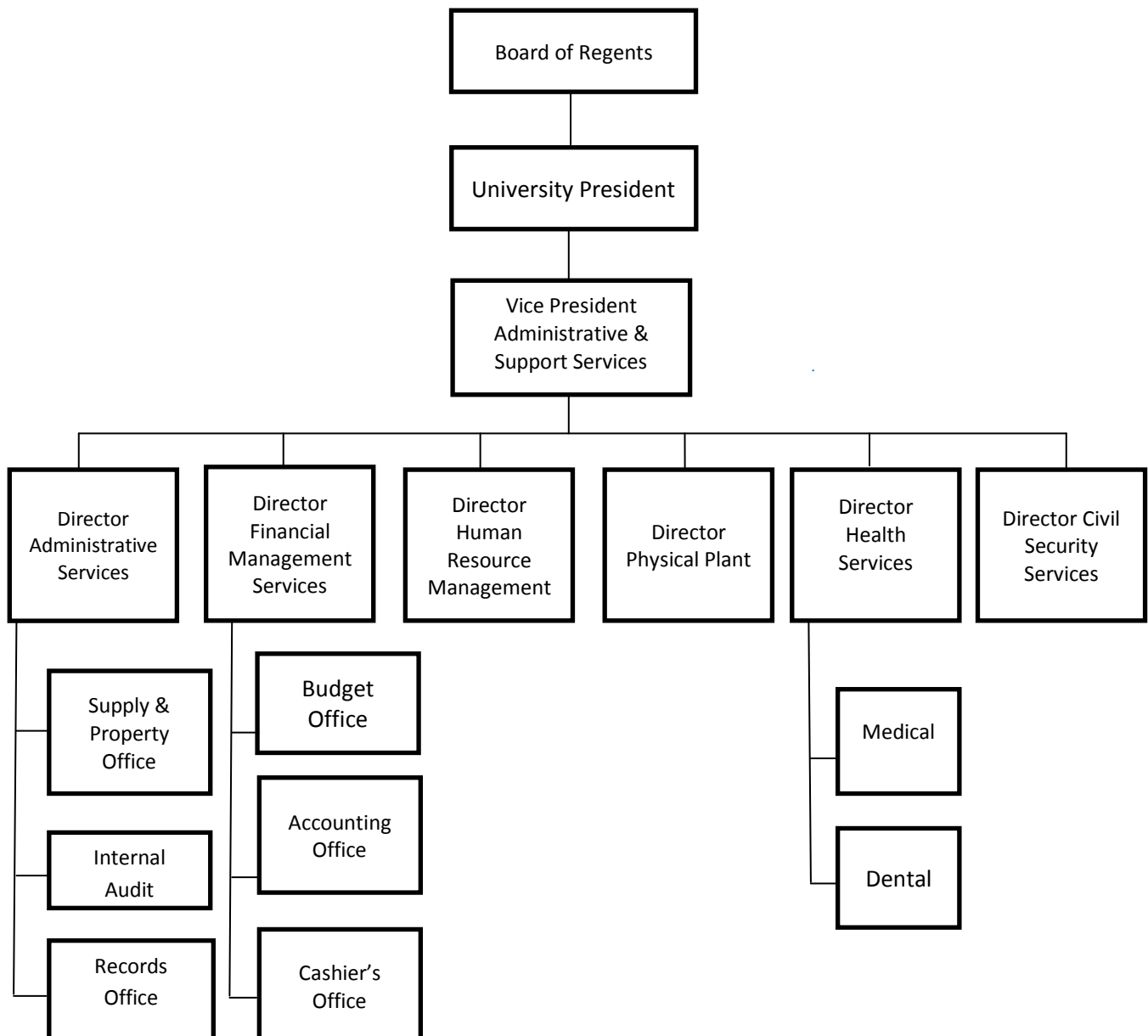




2. IMPLEMENTATION

- Present the Organizational Chart of the General Administration and Support Services Department indicating the different sections/units.

Organizational Chart of the General Administration and Support Services





- Present the Manual of Operations where the functions, duties and responsibilities of administrative personnel in each office/unit are identified and carried out.

The Manual of Operations identifying the functions, duties and responsibilities of administrative personnel in each office/unit.

Manual of Operations

- Present Board Resolutions to show that the BOR/BOT is supportive with the growth and development of the Institution.

RESOLUTION PASSED DURING THE 73RD REGULAR MEETING OF THE CAVITE STATE UNIVERSITY BOARD OF REGENTS HELD ON SEPTEMBER 15, 2017 AT BATANGAS STATE UNIVERSITY, RIZAL AVENUE EXTENSION, BATANGAS CITY, BATANGAS

Present:

- | | |
|---|-------------------|
| 1. HON. LILIAN A. DELAS LLAGAS
CHED Commissioner | Chair Designate |
| 2. HON. HERNANDO D. ROBLES
CvSU President | Vice Chairman |
| 3. HON. GILBERT CESAR C. REMULLA
Senate Committee on Education and Culture | Member |
| 4. HON. STRIKE B. REVILLA
House Committee on Higher and
Technical Education
Represented by Ms. Angela Cheryl P. Villalon | Member |
| 5. HON. LUIS G. BANUA
Director, NED A IV-A | Member |
| 6. HON. ALEXANDER R. MADRIGAL
Director, DOST IV-A | Member |
| 7. HON. NOELLE T. LEGASPI
Alumni Representative
President (Ad Interim), Alumni Associations | Member |
| 8. HON. NOEL A. SEDIGO
Faculty Regent | Member |
| 9. HON. LUCKY CEDRICK D. GUYAMIN
Student Regent | Member |
| 10. HON. EDILBERTO SILAN
Private Sector Representative | Member |
| 11. MS. CATHERINE J. QUIÑONES | Board Secretary V |
| 12. MS. AILEEN A. ARDINA | Board Secretary I |

RESOLUTION NO.	PARTICULARS	ACTION OF THE BOARD
50	Oath taking of Mr. Lucky Cedrick dela Cruz Guyamin as the New Student Regent	Approval





51	Awarding of Plaque of Recognition to Mr. Rodel Vincent T. Bae for serving as the CvSU Student Regent from 2014-2017	Approval
52	Agenda of the 73 rd Regular Meeting of the CvSU Board of Regents held on September 15, 2017 at Batangas State University, Rizal Avenue Extension, Batangas City, Batangas	Approved
53	Minutes of the 72 nd Regular Meeting of the CvSU Board of Regents held on March 24, 2017 at CHED Executive Lounge, 4 th Floor, HEDC Building, C.P. Garcia Avenue, UP Diliman Complex, Quezon City	Approval
54	President's Report (July to September 2017)	Notation
55	Committee on Decorum and Investigation (CODI) Pre-hearing Conference Report on the Sexual Harassment complaint filed against Mr. Carlos N. Rodil, professor of the College of Agriculture, Food, Environment and Natural Resources	Adopted
56	Letter of Senior State Solicitor Danilo D. Leyva, the designated Prosecutor, recommending for the dismissal of the Formal Charge with Preventive Suspension filed against Mr. Rodil for lack of interest to prosecute on the part of the Complainant which resulted from the execution and submission of an Affidavit of Desistance	Approval of the recommendation of Senior State Solicitor Danilo Leyva to dismiss the Formal Charge against Mr. Carlos N. Rodil
57	Proposed Logo of the University Health Services Unit	Approval
58	REFORM: The Proposed CvSU Research and Extension Framework, Operational Structure, Road Map and Agenda	Approval
59	<ul style="list-style-type: none"> a. Project Procurement Management Plan for the Construction of Academic Building at Bacoar Campus amounting to PhP19,286,000.00 (GAA Fund) b. Project Procurement Management Plan for the Construction of SPRINT Building (part of the Agri-Eco Tourism Park) amounting to PhP3,247,998.38 (GAA Fund) c. Project Procurement Management Plan for the Construction of Lagoon at the Agri-Eco Tourism Park amounting to PhP1,236,330.20 (GAA Fund) d. Project Procurement Management Plan for the Repair and Improvement of Agricultural Science Building (CAFENR) 	Approval



	<p>amounting to PhP2,680,631.48 (Fund 164)</p> <p>e. Project Procurement Management Plan for the Construction of the College of Criminology Building amounting to PhP41,100,000.00 (Fund 164)</p> <p>f. Project Procurement Management Plan for the Supply and Delivery of Laboratory Supplies, Materials and Equipment (CAS-Bio-Science) amounting to PhP4,991,400.00 (Fund 164)</p> <p>g. Project Procurement Management Plan for One (1) Multipurpose Vehicle for the Naic Campus amounting to PhP1,200,000.00</p> <p>h. Project Procurement Management Plan for One (1) Light Delivery Vehicle for the External and Business Affairs amounting to PhP870,000.00 (Fund 163)</p> <p>i. Authority to Award the Establishment of Technology Ideation, Innovation and Incubation and Training Center amounting to PhP54,505,630.32 to D.V. Salud Construction as recommended by the Bids and Awards Committee</p> <p>j. Authority to Award the Construction of Main Building for Agri-Eco Tourism amounting to PhP5,897,844.28 to 480 Builders as recommended by the Bids and Awards Committee</p>	
60	Pledge of Agreement on UMAP Multilateral Student Exchange Program Between CvSU and UMAP International Secretariat	Approval
61	Appointment of Dr. Gilchor P. Cubillo as Professor I	Approval
62	CvSU Investment Plan (2019 – 2022) amounting to PhP 816,000,000.00	Approval
63	Candidates for Graduation (Summer 2017)	Confirmation
64	<p>a. Full-Time Study Leave of the following:</p> <ol style="list-style-type: none"> 1. <u>Glenda S. Peña</u>, PhD in Community Development at UP-Los Baños (CHED K12) 2. <u>Karen Krista M. Escobar</u>, Doctor of Public Health in Parasitology at UP-Manila (CHED K12) 3. <u>Karen Louela R. Rint</u>, PhD in Nursing at UP Manila (CHED K12) 4. <u>Louziela P. Masana</u>, PhD in Psychology at University of Sto. Tomas (CHED K12) 	Confirmation



	<p>5. <u>Ma. Veronica P. Peñaflorida</u>, PhD in Biology at De La Salle University-Taft (CHED-FDP II)</p> <p>6. <u>Lemellu Nida L. Sarmiento</u>, PhD in Educational Management at University of Perpetual Help System – Laguna (CHED K12)</p> <p>7. <u>Beverly A. Malabag</u>, Doctor of Engineering with Specialization in Computer Engineering at Technological Institute of the Philippines-Quezon City (CHED K12)</p> <p>8. <u>Abigail D. Pegollo</u>, PhD in Extension Education at UP-Los Baños (CHED K12)</p> <p>9. <u>Nenita B. Panaligan</u>, PhD in Nursing at UP-Manila (CHED K12)</p>	
65	<p>Appointment of the following personnel:</p> <ol style="list-style-type: none"> 1. Roselyn A. Ymana, Assistant Professor IV (NBC Local Evaluation) 2. Christine Marie P. Bayhon, Instructor I (Temporary) 3. Christel M. Belaro, Instructor I (Temporary) 4. John Leo-Vy P. Villa, Instructor I (Temporary) 5. Allen Paul K. Aclan, Instructor I (Temporary) 6. Diane P. Arayata, Instructor I (Temporary) 7. Ella Mae A. Honrada, Instructor I (Temporary) 8. Shiela D. Rosales, Instructor I (Temporary) 9. Marcela Lean M. Espiritu, Librarian I (Permanent) 	Confirmation
66	<ol style="list-style-type: none"> a. Contract for the Improvement of University Library (Construction of Deck Roofing) under Negotiated Procurement amounting to PhP3,972,198.42 with 480 Builders b. Contract for the Repainting of Two Storey Building at Cavite City amounting to PhP1,024,069.22 with 480 Builders c. Contract for the Construction of Road Network for Agri-Eco Tourism amounting to PhP2,840,347.66 with 480 Builders 	Confirmation



	<p>d. Contract for the Repair and Improvement of Four (4) Units Greenhouse for Agri-Eco Tourism amounting to PhP2, 076,582.00 with Iritech International Co., Ltd.</p> <p>e. Contract for the Repair and Improvement of Greenhouse, Net House and Cages for Feathered Animals at SAKA (Agri-Eco Tourism) amounting to PhP1,475,940.00 with Iritech International Co., Ltd.</p> <p>f. Contract for the Supply and Installation of Three (3) Units Transformer, Generator Set and Automatic Transfer Switch (CVMBS) amounting to PhP876,950.00 with BMJE Marketing and Electrical Services, Inc.</p> <p>g. Contract for the Supply and Installation of Three (3) Units Transformer for the Research Building and CEMDS Building amounting to PhP1,361,279.00 with BMJE Marketing and Electrical Services, Inc.</p> <p>h. Contract for the Supply and Installation of Three (3) Units Transformer and Electrical System at SAKA (Agri-Eco Tourism) amounting to PhP3,000,000.00 with Danitech Power System, Inc.</p>	
67	<p>Memoranda of Agreement entered into by the University:</p> <ol style="list-style-type: none"> 1. MOA with DILG IV-A (CALABARZON) for the Implementation of the Citizen Satisfaction Index System (CSIS) at Gen. Trias City, Cavite 2. MOA with the Commission on Population Region IV-A (CALABARZON) for extension services to the community of the Province of Cavite 	Confirmation
68	Request authority to convert the Executive Vice President position (Designation) to Vice President for Planning and Development (VPPD)	Approval
69	Proposal on the Establishment of Graduate School and Open Learning College Learning Centers in CvSU Satellite Campuses	Approval



70	<ol style="list-style-type: none"> 1. Request of Dr. Virginia C. Lontoc that she be allowed to engage in limited practice of profession as Physician in a private clinic during her day off (Fridays) and weekends 2. Request permission to engage in limited practice of profession as Professors in other Universities of the following faculty members: <ol style="list-style-type: none"> a. Dr. Isaias A. Banaag - De La Salle University – Dasmariñas during Saturdays b. Dr. Cecilia B. Banaag - De La Salle University - Dasmariñas during Saturdays c. Mr. Nelson M. Nico - Polytechnic University of the Philippines – Sta. Mesa during Fridays d. Mr. Marlon Mojica – University of Sto. Tomas during Fridays and Saturdays 	<p>Approval</p> <p>Subject to the execution of Memorandum of Agreement</p>
71	Authority to co-host the 7 th IIMS International Conference on "Technology Management and Employment in Changing Economy" at Shih Chien University, Taipei, Taiwan on November 24-27, 2017	Approval on the hosting
72	Authority to conduct the National Coffee Education Congress on November 13-17, 2017	Approval on the hosting
73	Awarding of Plaque of Recognition to DOST IV-A Regional Director, Dr. Alexander R. Madrigal for being the recipient of the following award: a) CALABARZON Champion Award – First Quarter 2016 CES VIP awardee; and b) Gawad Kalasag Award)	Approval

Challenges, comments, suggestions and recommendations of the Board:

- a. Develop a Site Development Plan in 3D showing the appearance of the existing structures and proposed structures.
- b. Insurance mechanism to protect the University from illegal settlers.
- c. Possibility of entering into a Public-Private Partnership Contract for the development of various income generating projects of the University.
- d. Provisions for Waste Treatment Facilities / Sewage Plants
- e. Monitoring scheme (i.e. electronic board) indicating/showing the electric/water consumption of each building to measure which consumes less or not.
- f. Maintain a Database on utilization of energy and water.
- g. Use of LED lights/automatic on-off lights and inverter air conditioning units in all buildings/facilities.
- h. Think about the use of water harvesting system (rain water storage system); incorporate in the building plans.
- i. List of projects funded externally
- j. Official CvSU AVPresentation
- k. Modernization of laboratory equipment
- l. Curricular designs should be responsive to the needs of the community.
- m. All curriculum should be converted in OBE
- n. Transform BS Fisheries program into a more attractive program to increase enrollees and to produce a clear career path for fisheries students.
- o. Implementation of mandatory drug testing to employees and students.
- p. Data on the reasons why foreign students preferred to enroll in CvSU.
- q. Uploading of research papers in the EXPLORE of the DOST.



- Present the List of Members of the Institution/s Academic and Administrative Councils including the powers and functions of each council.

List of Members of the Institution's Academic and Administrative Councils including the powers and functions of each council.

The Administrative Council

The Administrative Council is composed of the University President as Chairman, Vice Presidents, Dean of Colleges, and Directors. The heads of various technical and academic units and departments may also be requested to join the meeting of the Administrative Council to be held at least once a month.

The Administrative Council shall propose, review and recommend appropriate policies governing curriculum and instruction, administration, management, and development planning of the University.

The tenure of office of the members of the Administrative Council shall be two years renewal for another two years only.

[University Officials](#)

The Academic Council

The University Academic Council is composed of the University President as Chairman and all the members of the instructional staff with rank not lower than Assistant Professors as members. The University Librarian, the Registrar and other officials of equal rank whose duties and responsibilities relate to the Academic Affairs of the University shall be non-voting members of the Academic Council.

The duties and responsibilities of the Academic Council shall be as follows:

- Determine, review and recommend for approval of the Board of Regents, the academic programs including academic rules and regulations of the University;
- Devise/draft, review and recommend for the approval of the Board of Regents the rules of discipline for students and faculty and employees; and
- Fix the requirements for the admission of students as well as their graduation and the conferment of degrees and submit the same for the approval of the Board of Regents.



The University Academic Council shall be presided by the University President and shall meet at least twice a semester on the date and venue to be agreed by the members of the Council.

The University Academic Council members as of December 2016

	NAME	POSITION
1.	Hernando D. Robles	SUC President IV
2.	Antonio G. Papa	University Professor
3.	Evelyn O Singson	Professor VI
4.	Yolanda A. Ilagan	Professor VI
5.	Marilyn M. Masiglat	Professor VI
6.	Nelia C. Cresino	Professor VI
7.	Crisitina F. Olo	Professor VI
8.	Adelaida E. Sangalang	Professor VI
9.	Marietta C. Mojica	Professor VI
10.	Isaias A. Banaag	Professor V
11.	Luzviminda A. Rodrin	Professor V
12.	Cecilia B. Banaag	Professor V
13.	Leyma L. Cero	Professor V
14.	Analita dM. Magsino	Professor V
15.	Adolfo C. Manuel, Jr.	Professor V
16.	Ruel Mojica	Professor V
17.	Magdalena N. Alcantara	Professor IV
18.	Lumine R. Crisostomo	Professor IV
19.	Fe N. Dimero	Professor IV
20.	Lilibeth p. Novicio	Professor III
21.	Camilo A. Polinga	Professor III
22.	Alejandro dC. Mojica, Sr.	Professor II
23.	Roderick M. Rupido	Professor II
24.	Arnulfo C. Pascual	Professor I
25.	Dinah Espineli	Professor I
26.	Elizabeth Polinga	Professor I
27.	David L. Cero	Professor I
28.	Gilchor P. Cubillo	Professor I
29.	Florindo Ilagan	Associate Professor V
30.	Jocelyn Reyes	Associate Professor V
31.	Ma. Agnes P. Nuestro	Associate Professor V
32.	Julio G. Alava	Associate Professor V
33.	Rezin C. Bahia	Associate Professor V
34.	Liza C. Costa	Associate Professor V
35.	Rhodora S. Crizaldo	Associate Professor V
36.	Myleen P. Legaspi	Associate Professor V
37.	Renato B. Cubilla	Associate Professor V
38.	Editha G. Reyes	Associate Professor V
39.	Teddy Tepora	Associate Professor V



40.	Cesar C. Carriaga	Associate Professor V
41.	Ma. Cecilia L. Lapitan	Associate Professor V
42.	Edna D. Vida	Associate Professor V
43.	Antonio V. Cinto	Associate Professor IV
44.	Lenila A. De Vera	Associate Professor IV
45.	Nelia N. Feranil	Associate Professor IV
46.	Dulce L. Ramos	Associate Professor IV
47.	Almon R. Oquendo	Associate Professor IV
48.	Lina Abogadie	Associate Professor IV
49.	Renelyn R. Cordial	Associate Professor IV
50.	Miriam Baltazar	Associate Professor III
51.	Cecilia T. Cayao	Associate Professor III
52.	Ma. Cynthia R. de la Cruz	Associate Professor III
53.	Gemma S. Legaspi	Associate Professor III
54.	Nenita Panaligan	Associate Professor III
55.	Efren Rocillo	Associate Professor III
56.	Noel A. Sedigo	Associate Professor II
57.	Florence Banasihan	Associate Professor II
58.	Michael Costa	Associate Professor II
59.	Evelyn Del Mundo	Associate Professor II
60.	Marivic Dizon	Associate Professor II
61.	Agnes Francisco	Associate Professor II
62.	Ma. Corazon Herrera	Associate Professor II
63.	Daisy M. Marca	Associate Professor II
64.	Renato Pelorina	Associate Professor II
65.	Ronald Peña	Associate Professor II
66.	Romeo Reyes, Jr.	Associate Professor II
67.	Cristina M. Signo	Associate Professor II
68.	Carlos N. Rodil	Associate Professor II
69.	Flordeliz A. De Guzman	Associate Professor I
70.	Bettina Joyce P. Ilagan	Associate Professor I
71.	Agnes Alimbuyoguen	Associate Professor I
72.	Nancy C. Alaras	Associate Professor I
73.	Rosemarie T. Calma	Associate Professor I
74.	Bienvenido R. Sarmiento	Associate Professor I
75.	Alfe Solina	Associate Professor I
76.	Robert Allan Solis	Associate Professor I
77.	Poinsettia Vida	Associate Professor I
78.	Ammie Ferrer	Associate Professor I
79.	Julie Guevara	Associate Professor I
80.	Rhodora Nuestro	Associate Professor I
81.	Henry O. Garcia	Associate Professor I
82.	Eufemio Barcelon	Associate Professor I
83.	Rowena R. Noceda	Assistant Professor IV
84.	Analyn A. Mojica	Assistant Professor IV
85.	Ludivinia F. Victorino	Assistant Professor IV





86.	Carmen Batiles	Assistant Professor IV
87.	Willie Buclatin	Assistant Professor IV
88.	Momeda Callao	Assistant Professor IV
89.	Charlotte Carandang	Assistant Professor IV
90.	Gilberto David	Assistant Professor IV
91.	Roslyn Peña	Assistant Professor IV
92.	Lynn G. Penales	Assistant Professor IV
93.	Victor Piores	Assistant Professor IV
94.	Lani Rodis	Assistant Professor IV
95.	Bernadette Sapinoso	Assistant Professor IV
96.	Jason Maniacop	Assistant Professor IV
97.	Pia Roda Lucero	Assistant Professor IV
98.	Emeline Guevarra	Assistant Professor IV
99.	Orlando delos Reyes	Assistant Professor IV
100.	Jo-anne Nuestro	Assistant Professor IV
101.	Beng P Umali	Assistant Professor IV
102.	Marcelino A. Dagasdas	Assistant Professor IV
103.	Normida Hernandez	Assistant Professor III
104.	Dolores Aguilar	Assistant Professor III
105.	Alvin William Alvarez	Assistant Professor III
106.	Ermelinda V. Dimero	Assistant Professor III
107.	Jennypher N. Fenomeno	Assistant Professor III
108.	Hosea D. Matel	Assistant Professor III
109.	Edwin R. Arboleda	Assistant Professor III
110.	Rico Asuncion	Assistant Professor III
111.	Mariedel Autriz	Assistant Professor III
112.	Maria CristinaBaesa	Assistant Professor III
113.	Rene Betonio	Assistant Professor III
114.	Michelle T. Bono	Assistant Professor III
115.	Estrellita Corpuz	Assistant Professor III
116.	Maria Soledad Lising	Assistant Professor III
117.	Ana Liza Mojica	Assistant Professor III
118.	Evangeline Mora	Assistant Professor III
119.	Marlon Mojica	Assistant Professor III
120.	Marlon Pereña	Assistant Professor III
121.	Tessie M. Samonte	Assistant Professor III
122.	Noel B. Manarpiis	Assistant Professor II
123.	Renato Agdalpen	Assistant Professor II
124.	Mildred Apostol	Assistant Professor II
125.	Cene Bago	Assistant Professor II
126.	Maria Corazon Buena	Assistant Professor II
127.	Ronan Cajigal	Assistant Professor II
128.	Vanessa Coronado	Assistant Professor II
129.	Ma. Fatima Cruzada	Assistant Professor II
130.	Simeon Daez	Assistant Professor II
131.	Danielito Escaño	Assistant Professor II





132.	Erlinda Eustaquio	Assistant Professor II
133.	Luisita Marzan	Assistant Professor II
134.	Gary Pareja	Assistant Professor II
135.	Jazmin Piores	Assistant Professor II
136.	Adora Joy Plete	Assistant Professor II
137.	Vivian Rogando	Assistant Professor II
138.	Gil D. Ramos	Assistant Professor II
139.	Dickson Dimero	Assistant Professor II
140.	Alberto Aguilar	Assistant Professor I
141.	Nelson Montialto	Assistant Professor I
142.	Michael Consingnado	Assistant Professor I
143.	Ederlyn Destura	Assistant Professor I
144.	Patrick Glenn Ilano	Assistant Professor I
145.	Marilou S. Matilla	Assistant Professor I
146.	Manny Romeroso	Assistant Professor I
147.	Yolanda Satiada	Assistant Professor I
148.	Mildred Sebastian	Assistant Professor I
149.	Susan Tan	Assistant Professor I
150.	Joana Marie M. Tayag	Assistant Professor I
151.	Lilia Torres	Assistant Professor I
152.	Luningning Valdez	Assistant Professor I

NAIC CAMPUS

1.	Ligaya P. Antiojo	Associate Professor V
2.	Adeliza G. Nazareno	Master Teacher I
3.	Ma. Pilar N. Correo	Assistant Professor III
4.	Ernesto A. Gutierrez, Jr.	Assistant Professor III
5.	Elvira V. Belleza	Assistant Professor III
6.	Zailo A. Pangilinan	Assistant Professor I
7.	Catherine S. Diones	Assistant Professor I
8.	Jocelyn H. Robles	Assistant Professor I
9.	Leah C. Lacson	Assistant Professor I
10.	Cristeta N. Zapanta	Assistant Professor I
11.	Ma. Lourdes D. Guerrero	Assistant Professor I
12.	Manuelito A. De Guzman	Assistant Professor I
13.	Marilyn L. Tesorero	Assistant Professor I
14.	Diosalyn T. Galang	Assistant Professor I
15.	Daniel G. Mojica	Assistant Professor I
16.	Elsa B. Omipon	Assistant Professor I
17.	Marte L. Bernal	Assistant Professor I
18.	Leah C. Navarro	Assistant Professor I

ROSARIO CAMPUS

1.	Remedios G. Lisondra	Associate Professor V
2.	Nestor M. Alvarez	Associate Professor IV
3.	Lucila C. Berbie	Associate Professor IV
4.	Nonilo D. Evangelista	Associate Professor III
5.	Elizabeth A. Ventura	Associate Professor III



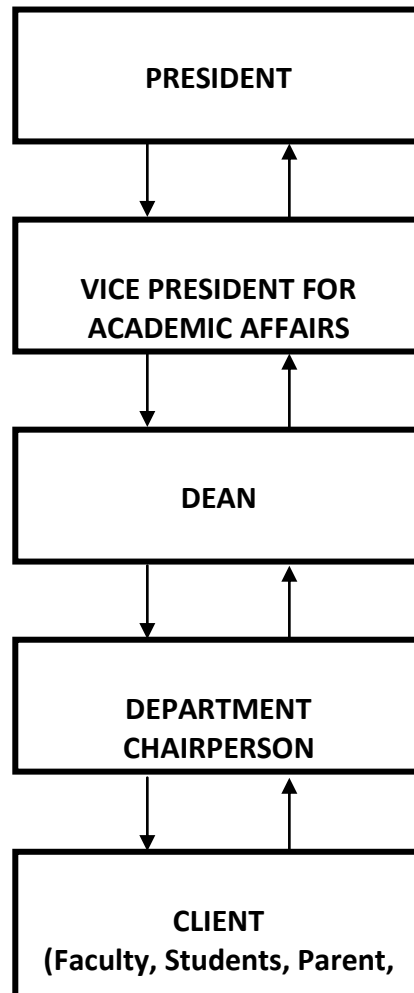


6.	Jose P. Lisama	Associate Professor II
7.	Caridad S. Merced	Associate Professor II
8.	Melita D. Hernandez	Associate Professor I
9.	Elsa T. Arcon	Associate Professor I
10.	Fedelita R. Evangelista	Assistant Professor IV
11.	Estrella F. Alog	Assistant Professor IV
12.	Marian Concepcion A. Emelo	Assistant Professor IV
13.	Janet L. Rodriguez	Assistant Professor IV
14.	Nora C. Dulce	Assistant Professor IV
15.	Ariel G. Santos	Assistant Professor III
16.	Lauro B. Pascua	Assistant Professor III
17.	Nemrod M. Zoleta	Assistant Professor III
18.	Noelle D. Legaspi	Assistant Professor II
19.	Rodel B. Lubong	Assistant Professor II
20.	Romulo B. Isorena	Assistant Professor II
21.	Emelita B. Matalog	Assistant Professor II
22.	Melissa M. Bernal	Assistant Professor II
23.	Francisca A. Medrano	Assistant Professor II
24.	Efren E. Pegos	Assistant Professor II
25.	Cecilia F. Lorenzana	Assistant Professor II
26.	William P. Alonzo	Assistant Professor I
27.	Elizabeth H. Legaspi	Assistant Professor I
28.	Daisy A. Santos	Assistant Professor I
29.	Elizabeth A. Rodriguez	Assistant Professor I
30.	Bernadette F. Lim	Assistant Professor I
31.	Reynaldo G. Policar	Assistant Professor I

- Describe the Protocols in the Flow of communications among and within units/departments.

The channels and flow of organizational/administrative communication (from top to bottom) is in form of memorandum from the President to concerned Vice President, then in form of memorandum from the Vice Presidents to respective Deans/Directors; memorandum from the dean/director to respective unit Heads; and lastly, memorandum from the Unit Head to faculty/staff members.

The channels and flow of organizational/administrative communication (from bottom to top) is in form of memorandum/letter from any faculty/staff member addressed to the President of the University. It passes through channels from the Unit Head to the Dean/Director; to the respective Vice President, for recommendation for approval. It then ends with the President for final approval.



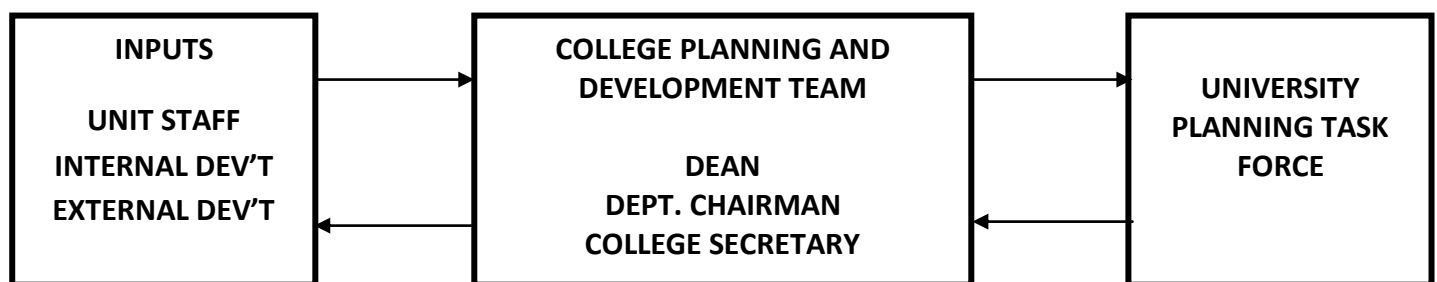
BASIC COMMUNICATION FLOW CHART



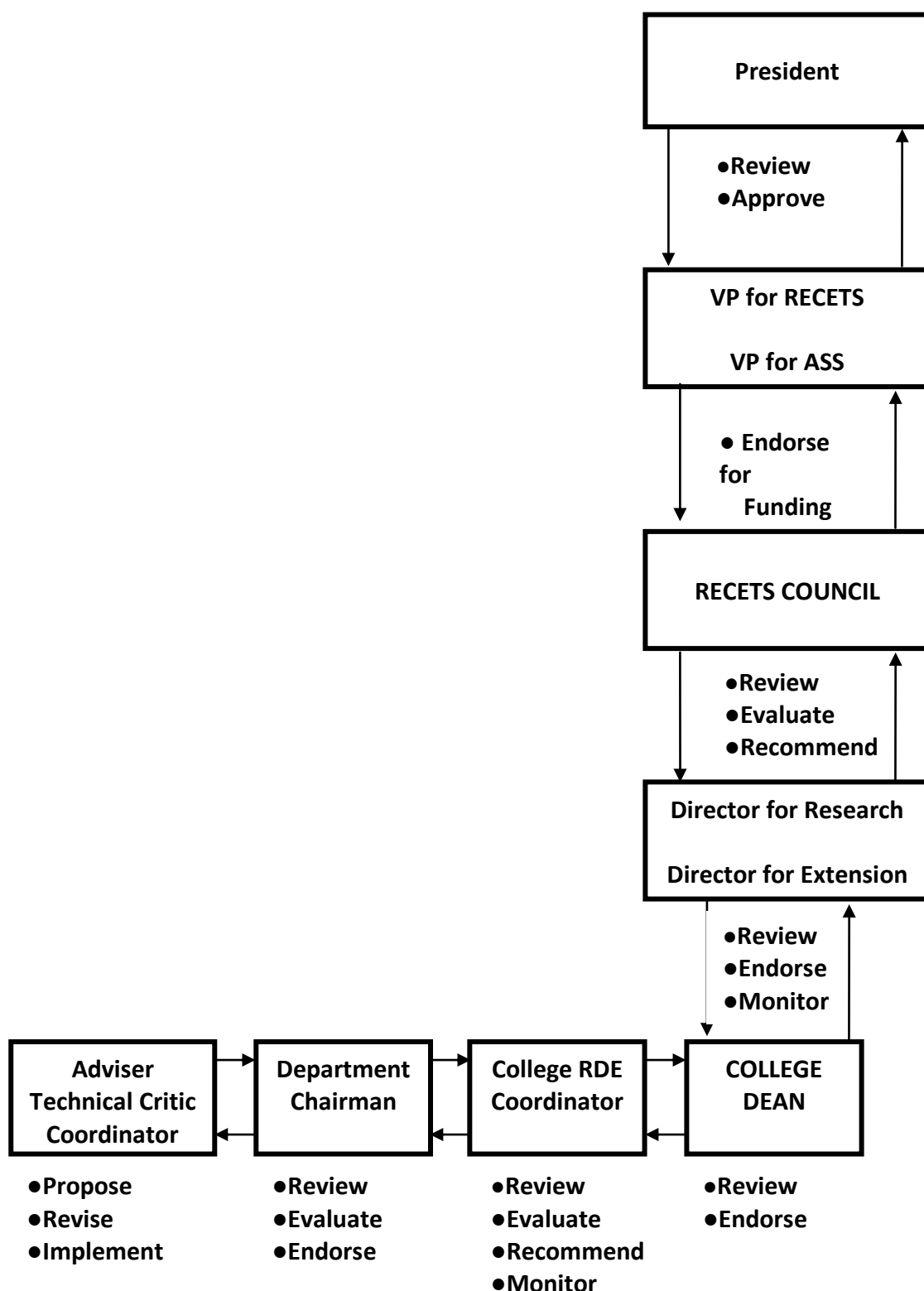
PROCESS FLOW OF ACTIVITIES

To propel and augment the different activities of the College, process flow diagrams were established. These include:

- Flow of operational planning
- Flow of curriculum development
- Basic communication flow
- Flow of the conduct of research

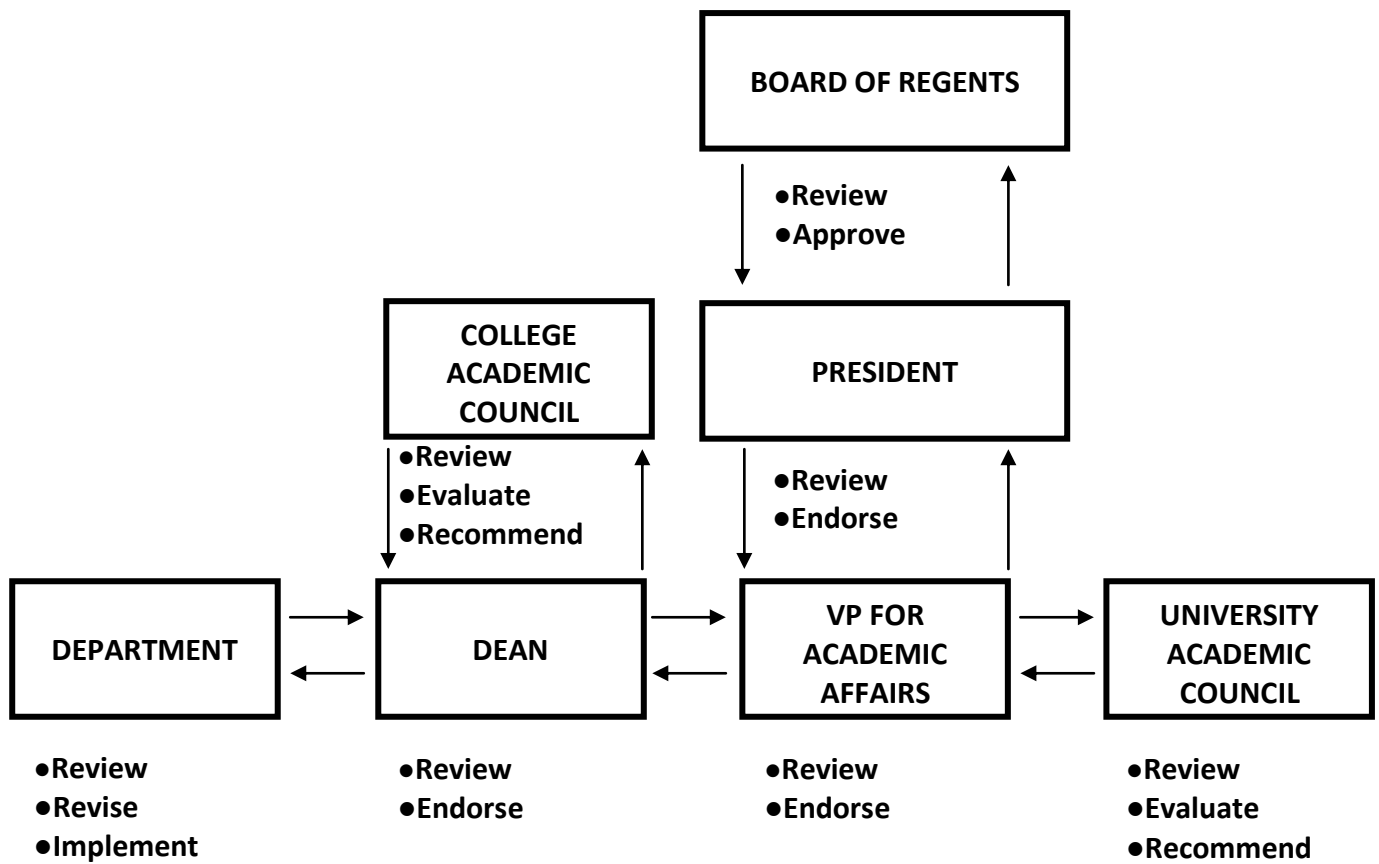


PROCESS FLOW OF OPERATIONAL PLANNING



PROCESS FLOW FOR THE CONDUCT OF RESEARCH / EXTENSION PROGRAM





PROCESS FLOW FOR CURRICULUM DEVELOPMENT

- List the Institution's, Manual of Operations

Title of Manual	Year Approved by the BOR/BOT	Brief description
Manual of Operations Vol. 1	2009	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". It includes a brief history of CvSU and Rules I to IX.
Manual of Operations Vol. II		It includes Rules X to XIII



3. OUTCOMES

- Show evidences/manifestations that the Institution has a well-designed and functional organizational structure.

Each office/unit in the organizational structure of Cavite State University is filled in with qualified University employees as approved by the Board of Regents.

[Organizational Structure](#)

4. BEST PRACTICES

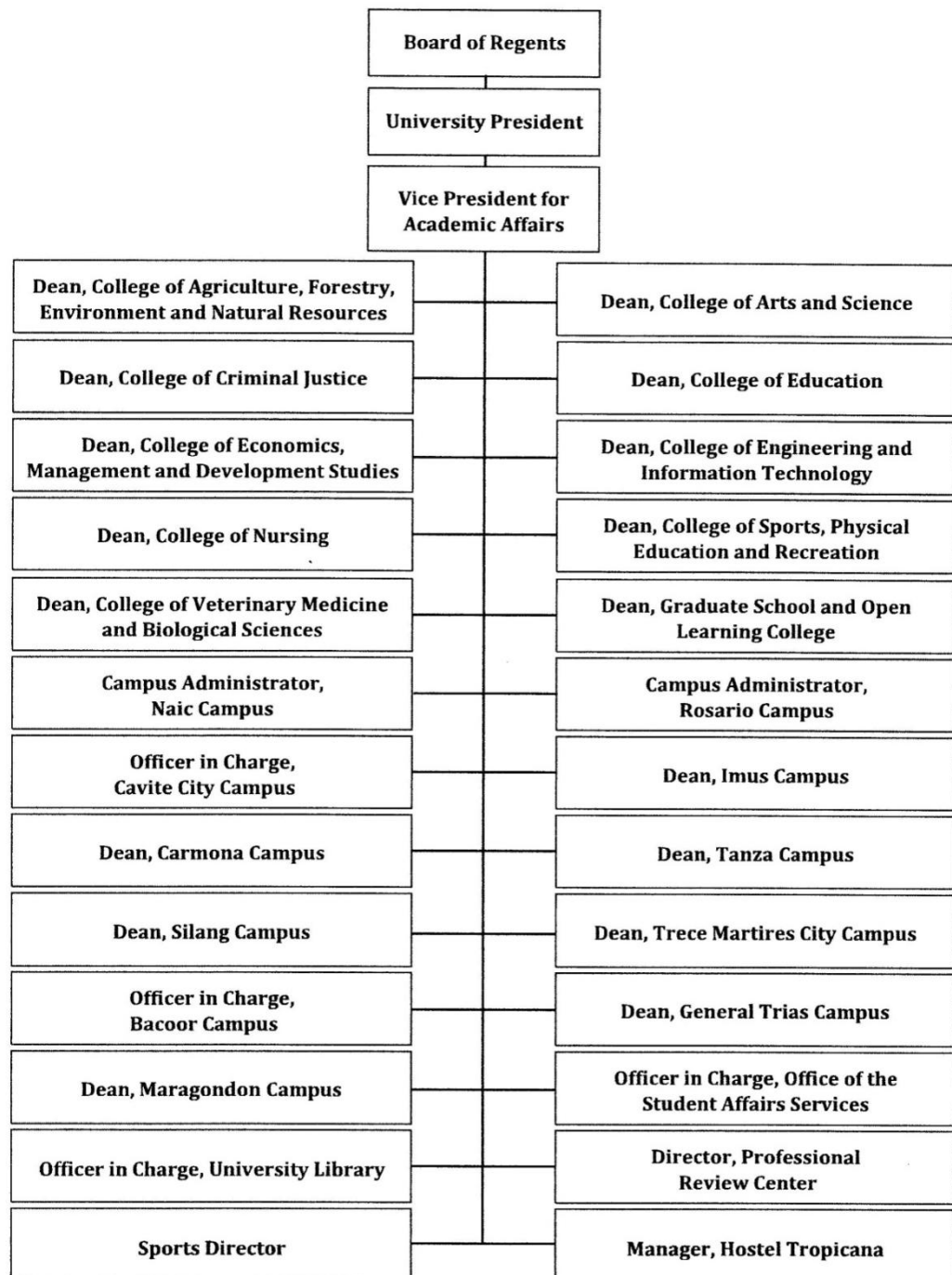
- Cite as many best practices as you can on Parameter A (Organization) such as efficient & effective administrative operations that lead to customer satisfaction.
 - The Board of Regents performs its duties and responsibilities to make resolutions that support the growth and development of the institution;
 - The Academic and Administrative Councils exercise their powers and perform their functions to support the needs of both employees and students;
 - A flow of communication among offices/unit is observed;
 - The University has an existing Manual of Operations where rules and provisions of the University are described and which serves as basis of every operational procedure of each office/unit.



PARAMETER B – ACADEMIC ADMINISTRATION

1. SYSTEM AND PROCESSES

- Present the Organizational Chart of Academic Affairs Department indicating the different academic sections/units.



Prepared by:

JEFFERSON E. RODRIGUEZ



- Present the Order/Designation of the Academic Dean; Department Chairs of the Program.

[University Officials](#)

- Present the 201 File of the Academic Dean/Department Chairs and Faculty of the Program.

201 Files of Prof. Noel A. Sedigo, Campus Administrator of Tanza Campus, Ms. Joyce Erika S. Senaris, Department Chair and the faculty members of the Bachelor in Science in Information Technology program are filed and are readily available in the Human Resource Management Office of the University upon request.

2. IMPLEMENTATION

- List the Program Officials' educational qualifications, academic ranks and length of service.

[Faculty and Staff Profile](#)

- List the functions, duties and responsibilities of the program Officials (*line and staff*) as indicated in the Institution's organizational structure.

[Manual of Operations](#)





➤ Present the Supervisory Program of the

- A. College Dean
- B. Department Chair/Coordinator

[Academic Calendar](#)

➤ Present the Composition of the Faculty Selection and Promotion Board

The Faculty Selection and Promotion Board are composed of the University President, the VP for Academic Affairs, the President of the Faculty Association, the Director of the Human Resource Management Office and the Dean of the College/Campus.

➤ Present evidences/manifestations that the Dean, the faculty and the administration work together for the improvement of the College.

The administration, the Dean and the faculty and the administration work together for the improvement of the college. This is supported by the minutes of the (Campus) Council meeting. The college's Strategic Development Plan (SDP) and Memorandum of Agreement (MOA) with linkages show how standard and targets were being set. In addition, the Dean and the administration support its faculty by sending them to professional conferences, workshops, and the like. Accomplishment and Annual Reports then show how these plans and targets were implemented and were met successfully.

➤ Present and describe the approved criteria and procedures in the selection and promotion of the most qualified faculty and staff.

Recruitment and Selection of Faculty/Staff

1. Unit Head/HRMO makes a request for authority from the President (thru channels) to hire contractual faculty/staff.

Unit Head/HRMO/ODA makes a request for authority from the President to fill-up vacant position(s).





2. HRMO announces/publishes the existing vacant position(s) per advise of the Director/Dean.

Vacant positions which are not filled within six (6) months should be re-published.

The following positions are exempt from the publication requirement:

- 2.1 Primary confidential positions;
 - 2.2 Positions which are policy determining;
 - 2.3 Highly technical positions;
 - 2.4 Other non-career positions; and
 - 2.5 Positions to filled by existing regular employees in the agency in case of reorganization.
3. HRMO accepts applicant's credentials and other necessary documents.
 4. HRMO and Head of Unit Concerned prepare a short list of qualifiers among the applicants.
 - 4.1 An employee may be promoted or transferred to a position which is not more than three (3) salary grades higher than the employee's present position except, in very meritorious cases, such as: if the vacant position is next-in-rank as identified in the SRP approved by the head of agency, or the lone or entrance position indicated in the agency staffing pattern.
 - 4.2 An employee who is on leave for local or foreign scholarship or training grant, pregnant or on maternity leave may be considered for promotion.

For this purpose, the performance ratings to be considered shall be immediately prior to or after the scholarship or training grant or maternity leave.

If promoted, the effectivity date of the promotional appointment shall be after the scholarship or training grant or maternity leave.
 - 4.3 Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
 5. HRMO evaluates documents submitted by the applicants.
 6. HRMO prepares list of qualifiers based on the preliminary evaluation results.





7. HRMO coordinates with the psychological testing company regarding the time, date and place of testing. The HRMO shall also notify the qualifiers in writing as to time, date and place of testing.
8. HRMO informs the applicants of the test results and advise them to report to the University Selection and Promotion Board (USPB) for interview.

8.1 The criteria for final screening shall be as follows:

8.1.1 Psychological Tests

Each category is assigned weight. For technical and non-technical positions, the following ratings shall be considered qualified:

Moderately Recommended	-	1
Recommended	-	3
Highly Recommended	-	5

8.1.2 Interview

The Guide for Interview Assessment which is part of this Merit and Promotion Plan approved by the CSC in 1991 shall be used. The scale below shall be used:

8.31 – 10	-	5
6.62 – 8.30	-	4
4.93 – 6.61	-	3
3.24 – 4.92	-	2
1.55 – 3.23	-	1

9. PSB conducts interview of applicants.
10. HRMO prepares evaluation result based on test results and interviews.
11. PSB recommends qualified applicant(s) to the President for approval.

The list of recommended candidates should specify the top five ranking candidates whose over-all weighted average scores are comparatively at par based on the assessment under Procedure 8.1 hereof.

12. HRMO, upon the President's approval, posts the results of the evaluation conducted in strategic places of the University including satellite campuses a





day after the issuance of the appointment for at least 10 days. The date of posting should be indicated in the notice.

13. HRMO advise the applicant(s) concerned to submit the required documents to HRMO.
14. HRMO prepares appointment papers and facilitates the signing of the same by higher authorities.
15. HRMO submits appointment papers to CSC for appropriate action and conducts follow-up to facilitate the approval of appointment.
16. HRMO, upon CSC approval, furnish the concerned person with the original copy of approved appointment.

b) Promotion of University Personnel for Non-Academic Position

1. HRMO and Unit Head concerned make a request for authority from the President (thru channels) to fill-up a natural vacant position.

HRMO announces/publishes the existing vacant position(s)

Vacant positions which are not filled within six (6) months should be re-published.

The following positions are exempt from the publication requirement:

- 1.1 Primary confidential positions;
 - 1.2 Positions which are policy determining;
 - 1.3 Highly technical positions;
 - 1.4 Other non-career positions;
 - 1.5 Positions to be filled by existing regular employees in the agency in case of reorganization.
2. HRMO accepts applicant's credentials and other necessary documents required.
 3. HRMO and Unit Head concerned prepare a short list of qualifiers among the applicants.
 - 1.1 An employee may be promoted or transferred to a position which is not more than three (3) salary grades higher than the employee's present position except, in very meritorious cases, such as: if the vacant position is next-in-rank as identified in the SRP approved by the head of agency, or the lone or entrance position indicated in the agency staffing pattern.





- 1.2 An employee who is on leave for local or foreign scholarship or training grant, pregnant or on maternity leave may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the rating immediately prior to or after the scholarship or training grant or maternity leave.

If promoted, the effectivity date of the promotional appointment shall be after the scholarship or training grant or maternity leave.

Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

4. HRMO evaluates all qualifiers based on the provisions of Rule VI, Sec. 2-9 of Omnibus Rules Implementing Book of EO No. 292.
5. HRMO prepares list of qualifiers based on the preliminary evaluation results.
6. HRMO/Unit Head concerned prepares a schedule of performance testing and interview, notify qualifiers of their respective schedule of testing and interview and conduct performance testing and interview.
7. Unit Head concerned submits the performance testing result to PSB.
8. PSB/HRMO conducts final evaluation and prepares final evaluation results.
9. PSB recommends qualified applicant(s) to the President for approval.

The list of recommended candidates should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 8.1 hereof.

10. HRMO posts the results of the evaluation conducted in strategic places of the University including satellite campuses a day after the issuance of the appointment for at least 10 days. The date of posting should be indicated in the notice.
11. HRMO Advise qualified applicant(s) concerned to submit the required documents to HRMO.
12. HRMO prepares appointment papers and facilitates the signing of the same by higher authorities.
13. HRMO submits appointment papers to CSC for appropriate action and conducts follow-up to facilitate the approval of appointments.
14. HRMO, upon CSC approval, furnishes the concerned person with the original copy of appointment.





c) Promotion of University Personnel for Academic Position

1. Unit Head/HRMO requests for authority from the President to fill-up vacant position.
2. HRMO announces/posts vacant position(s) and advises all qualified faculty members and academic-related staff to update their records and other personnel documents in the HRMO.
3. University Evaluation Committee (UEC) conducts evaluation of the faculty/academic staff.
4. UEC submits the evaluated documents together with its recommendation to the President for upgrading/ reclassification. (Note: Upgrading/reclassification shall not be more than once a year)
5. HRMO posts all promotional appointments (upgrading/ reclassification) in strategic places of the University.
6. HRMO advises applicant(s) concerned to submit the required documents.
7. HRMO prepares appointment papers and facilitates the signing of the same by higher authorities.
8. HRMO submits appointment papers to CSC for appropriate action and conducts follow-up to facilitate the approval of appointment.
9. HRMO, upon CSC approval, furnish the concerned person with the original copy of appointment.

Taken from the University Code Revised 2005 pages 153-158

- Present evidences that the Dean implements policies and procedures on internal operations of the College.

Implementation of policies and procedures by the (College Dean) on internal operations of the College is based on policies ordered by higher authorities. Examples of such include the implementation of the following:

- A four-day work week of the University;
- Attendance to flag ceremony of the University employees every Monday of the week;
- Wearing of prescribed uniform for all regular and contractual University personnel; and
- Other college based policies





3. OUTCOMES

- Show evidences/manifestations that the College is efficiently and effectively managed.

Tanza Campus is effectively managed as to instruction, student development, research and resources.

Instruction

The Campus has accepted new and old students and has administered written comprehensive examinations to its students.

Student Development

The Campus has facilitated through the Department of Information Technology various seminars and workshops in technology principles to upgrade the knowledge of the students

Research

Tanza Campus has produced several project designs whose authors are students and instructors.

Resources

The Campus has facilitated enrolment of increasing number of BSIT students which has generated income out of the tuition fees of the enrollees.