



Gov. Alfonso D. Tan College
Maloro, Tanguib City

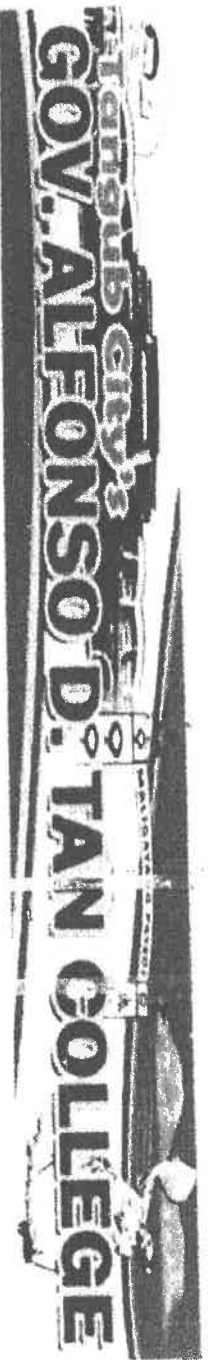
FACULTY

G- Faculty

Development

Program

- **Documentations on Conducted Meetings**



Maloro, Tangub City, Misamis Occidental

INSTITUTE OF BUSINESS AND FINANCIAL SERVICES

**MINUTES OF THE MEETING OF THE INSTITUTE OF BUSINESS AND FINANCIAL SERVICES (IBFS)
HELD ON JULY 7, 2017 AT 2:00 O'CLOCK IN THE AFTERNOON AT THE IBFS OFFICE.**

PRESENT:

ALAGENIO, EFREN L.	IBFS Faculty
ANDALES, CORDEL R.	IBFS Faculty
BARGAYO, NEIL GAIUS G	IBFS Faculty
CARUANA, JEVANIE R.	IBFS Faculty
CORPUZ, FELVYS J.	IBFS Faculty
CUIZON, CHRISTIAN LOUIE Z.	IBFS Faculty
ELCAMEL, Shelou Mie P.	IBFS Faculty
MAGSAYO, HERBERT C.	IBFS Faculty
REYES, RODOLFO, JR. T.	IBFS Faculty
PONDOC, LUCIANO C.	IBFS Faculty
SARONA, NOVA JOY C.	IBFS Faculty
SUBIZA, Aprile Rose	IBFS Faculty
VILLARIGUEZ, Celso	IBFS Faculty

Absent:

ANDALES, CORDEL R.	IBFS Faculty
REYES, Rodolfo, Jr. T.	IBFS Faculty

Presiding Officer: ILYN R. DAGUMAN, MBA – Dean, IBFS

CALL TO ORDER:

The Presiding Officer called the meeting to order at 2:00 o'clock in the afternoon. It was opened with a prayer by Mr. Herbert Magsayo.

MATTERS TAKEN UP DURING THE MEETING:

FACULTY LOAD

The Presiding officer informed the faculty to render 40 hours a week although they have de-loading request or not.

INSTITUTIONAL SPECIAL EXAM



Gov. Alfonso D. Tan College
Maloro, Tanguib City

Minutes of the Meeting of the Council of Academic Department Chairs on March 31, 2016 at the Library Review Room

Present:	Mr. Noriel B. Erap	-TED Council of Deans Member
	Mrs. Edna E. Dela Sierra	-DAS Department Chair
	Mrs. Rosalina I. Loquias	-TED Council Member
	Ms. Babylin A. Mina	-TED Council of Deans Member
	Dr. Adelyn T. Apilan	-DOB Department Chair
	Mt. Carlos L. Poyot	-DOA Department Chair

Guests Present:	Mr. Jay Stephen Mondong	-DOM Academic Coordinator
	Mrs. Elaine Y. Bandigan	-DOC Academic Coordinator

Facilitating Officer: Ms. Love H. Falloran -ACA for Academics

Order of the Day: The meeting was called to order at 10:05 in the morning.

Minutes Taken: Taken 11 During the Meeting:

1. CALENDAR OF ACTIVITIES A.Y. 2016-2017

The body discussed the calendar of activities for the Academic Year 2016-2017 and agreed as follows:

June 3, 2016	Enrollment for Freshmen Transferees/ Senior High School
June 11, 2016	Enrollment for 4 th Year Graduating Students/Sinanduloy & Working Scholars
June 22, 2016	Enrollment for 3 rd Year
June 29, 2016	Enrollment for 2 nd Year
July 6, 2016	Submission of 2015 summer grades
July 13, 2016	Enrollment for 4 th Year/ Graduating Students/Sinanduloy & Working Scholars
July 20, 2016	Enrollment for 3 rd Year
July 27 & 30, 2016	Enrollment for 2 nd Year
August 3, 2016	Submission of Tentative Faculty Teaching Load
August 10, 2016	Open Enrollment
August 17, 2016	Start of Classes
August 24, 2016	Late Enrollment (<i>with pay except first year and transferees</i>)
August 31, 2016	Adjustment period
September 7, 2016	Submission of Faculty Teaching Load, Change of Time/Room Request and De-loading Request
September 14, 2016	Preliminary Exam
September 21, 2016	Prelim Special Exam
September 28, 2016	Submission of Prelim Grades/Referral Report Form (Guidance Office)
October 5, 2016	Midterm Examination
October 12, 2016	Special Midterm Exam
October 19, 2016	Submission of Midterm Grades/Referral Report (Guidance Office)
October 26, 2016	Semi-Final Examination
November 2, 2016	Special Exam Semi-Final
November 9, 2016	Submission of Semi-Final Grades and Referral Report Form (Guidance Office)
November 16, 2016	Final Exam graduating students
November 23, 2016	Final Examination non graduating students
November 30, 2016	Admission for Transferees and New Students
December 7, 2016	Submission of Final Grades & Dept. Chairs Accomplishment Report, 1 st semester Teachers' General Evaluation Report, Individual Conference Report and IPCR outputs
December 14, 2016	Enrollment for 3 rd year students 4 th Year/Graduating Students/Sinanduloy & Working Scholars
December 21, 2016	Enrollment for 2 nd Year and 1 st Year Students
December 28, 2016	Submission of Tentative Faculty Teaching Load
January 4, 2017	Enrollment for 2 nd Year and 1 st Year Students

ember 8 - 9, 2016	Preliminary Examination
ember 15 - 16, 2016	Prelim Special Exam
ember 19 - Jan. 2, 2016	Christmas and New Year's break
uary 3, 2017	Resumption of Classes
uary 19 - 20, 2017	Midterm Examination
uary 26 - 27, 2017	Midterm Special Exam
bruary 3, 2017	Submission of Midterm Grades/Referral Report
bruary 23 - 24, 2017	Semi-Final Examination
arch 2 - 3, 2017	Special Semi-Final Examination
arch 13, 2017	Submission of Department Calendar of Activities
arch 13 - 14, 2017	Final Exam for Graduating Students
arch 27 - 31, 2017	Final Exam for Non-graduating students
ril 3, 2017	Enrollment for Transferce and Freshmen Students
ril 3-7, 2017	Submission of Second Semester Final Grades
ril 14, 2017	Enrollment for Summer Class
ril 11, 2017	Start of Classes for Summer 2016
ril 27, 2017	Midterm Exam
ay 22, 2017	Final Exam

2. Program Outcomes and Curriculum Mapping

2.1. It was announced to the Department Chair that the soft copy and hard copy of the program outcomes and curriculum mapping in each department should be submitted to the speaker on or before April 20, 2016.

2.2 Each department chair should submit the schedule of departmental meeting for the preparation of program outcomes and curriculum mapping to the office of the Academics as the ACA for Academics would make training design for the said meeting. Each department should be comprised into three (3) senior faculty members, one (1) industry representative and a department head.

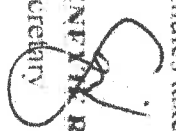
2.3 Memorandum of Agreement (MOA) for the OBE seminar is just for Job order Instructor, however, a regular instructor is required to submit an output and the office of the Academics will determine as to how many outputs will be submitted.

2.4 OBE Syllabus should be placed in the OPCK/IPCK.

2.5 Additional requirement for clearance signing in the office of academics is a class record. All class records shall be collected by the ACA for Academics and should be returned to the respective departments after checking.

Adjournment: Having no more matters to discuss, the meeting ended at 11:51 in the morning.

Minutes taken by:


HENRY R. PIKITPIKIT
Secretary

Approved:


LOVE H. FALLORAN, MS-CRIM
Presiding Officer ACA for Academics



Minutes of the 2018-2022 Strategic Plan Monitoring & Critiquing held on January 15, 2018 at the VIP in

Attendees: Mr. Jay Stephen C. Mondong

Mrs. Ilyn Daguman

Mr. Mark Lester M. Flores

Engr. Erwin E. Lacpao

Mrs. Jenieffer T. Tia

Mrs. Neil C. Enerio

Mrs. Edna E. Dela Sierra

Mr. Noriel B. Erap

Mrs. Babylin A. Mina

Guests Present:

Mr. Alemar C. Mayordo

Mr. Ms. Love H. Falloran

1. Preliminaries

- The forum was started at 1:00 PM. An opening prayer was led by Mr. Mark Lester M. Flores.
- The acknowledgement of participants was done by Mrs. Ilyn R. Daguman.

2. IPCR & OPCR Workshop

- The chair tasked the body to revisit the IPCR & OPCR and generate the targets for the rating period November 2017 to April 2018. The same were noted and done by the body.
- There'd been changes due to the addendum activities. The same were noted and carried.
- Comments and suggestions thrown by the body were considered and were adapted.

With no more objections from the body, the revised IPCR & OPCR were approved subject to the finalization of the format and some of the contents newly incorporated.

3. 2018-2022 Strategic Plan Critiquing

- The chair tasked the body to project their respective institute's strategic plan for the A. Y. 2018-2022. She further advised the body to critique the same and if possible add or revise something that'd be of much need. The same were noted and done by the body.
- There'd been questions and clarifications regarding the budget, but all were answered and clarified thoroughly.
- After every projection of each institute's strategic plan, suggestions and comments were thrown and the body argued and agreed of some changes. After which, the body consolidated all the strategic objectives of the programs/projects of each institute with the corresponding target outputs, timeline, budget, personnel involved and agreed on the actions to be taken for each program/project.
- After the consolidation, the chair asked the institute deans to give copies of their respective plans to her office so that the same would be submitted to the QMDO.

With no further question/objection from the body, the same was approved subject to the finalization of the format and some comments and suggestions taken.

urament: With no more matters to discuss, the meeting was ended at 6:18 PM.

ites taken by:


RY CHRIS G. VILLEJO
etary

roved:


VE H. FALLO RAN, MS-CRIM
for Academic Affairs



Gov. Alfonso D. Tan College
Maloro, Tangub City

Minutes of the Meeting of the Council of Academic Department Chairs on October 30, 2014 at the Academics Office.

Present: Mr. Carlos L. Poyot Dept. Chair, SOA
Dr. Adelyn T. Apilan Dept. Chair, SOB
Mrs. Elisea A. Lorenton Dept. Chair, SCS
Mr. Noriel B. Erap Member, TED Department Council
Ms. Babylin A. Mina Member, TED Department Council
Mrs. Marilou S. Galvez Member, TED Department Council
Mr. Kenneth P. Perez Member, TED Department Council
Mrs. Loromer T. Carpio Member, TED Department Council

Others Present: Mrs. Margissa T. Amen College Registrar
Mrs. Marites Alota Registrar's Staff
Mrs. Merlinda Almario Registrar's Staff

Absent : Mr. Dwight E. Legaspi Dept. Chair, SOM

Presiding Officer: Ms. Love H. Falloran ACA for Academics

Call to Order: The meeting was called to order at 4:15 in the afternoon.
Matters Taken During the Meeting:

1. Deficiency Form
The chair asked Mrs. Amen to explain the deficiency form

Mrs. Amen said that a new deficiency form has to be designed for the accurate evaluation of subjects of the students who would enroll for their last semester. And she appealed that her office as usual needed the support from the respective departments in the cross checking of students records, She suggested that her office would check and the department chair would validate. Mr. Carlos L. Poyot aired out that the validation would be the work of the evaluator and he said that their work as a department chair was just for endorsement and recommendation and the registrar would have the final say if the students would graduate or not based from their records.

After a thorough discussion, Mrs. Edna Dela Sierra suggested to consolidate this form into one (1) form but with 3 columns and be given to students, and unanimously agreed as follows;

DEFICIENCY FORM

Name of Students: ☐ 1st Sem ☐ 2nd AY 20____ - 20____ ☐ Summer 20____
Course & Year: _____ Date: _____

A. STUDENT	B. DEPARTMENT	C. REGISTRAR
1. Subject _____ Unit _____	1. Subject _____ Unit _____	1. Subject _____ Unit _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____
6. _____	6. _____	6. _____
7. _____	7. _____	7. _____
8. _____	8. _____	8. _____
9. _____	9. _____	9. _____
10. _____	10. _____	10. _____
Student's Signature _____	Conformed: _____ Department Chair _____	Evaluated: _____ Validated: _____ Evaluator _____ College Registrar _____

ADD *SK* DAB - *mg*
M.D. *lv* A.D. *sup*

CP

CAO - 102A

2. Teaching Load

The presiding officer reminded the body to submit the teaching load to the academics office so she could make a report and made endorsement to the HRMO.

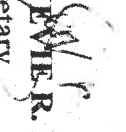
-She also aired out that enrollment committee has given the authority to plot the proposed subjects and to consider the rooms assignment.

- She further stressed that for modular class, if the instructor is still underload, the subject is counted as regular load; otherwise, the modular class is not counted as overload.

- And for regular offerings even if the enrollees are less than 15, they are not obliged to pay, only for the petitioned subject that they are required to pay the minimum number of students.

Adjournment: Having no more matters to discuss, the meeting was ended at 5:20 in the afternoon

Minutes taken by:


JENEVIE R. PIKITPIKIT
Secretary

Approved:


LOVE H. FALLORAN, MS-CRIM
Presiding Officer/ACA for Academics



Minutes of the Meeting of the Council of Academic Department Chairs on October 22, 2014 at the Academics Office.

Present:

Mr. Carlos L. Poyot	Dept. Chair, BSOA
Dr. Adelyn T. Apilan	Dept. Chair, BSBA
Mrs. Elisca A. Lorenton	Dept. Chair, BSCS
Mr. Dwight E. Legaspi	Dept. Chair, DM
Mrs. Loromer T. Carpio	Dept. Chair - Academic, TED
Mrs. Edna E. Dela Sierra	Dept. Head, DAS

Others Present:

Mrs. Elaine Y. Bandigan
SOC Academic Coordinator

Mr. Love H. Falloran
ACA for Academics

Call to Order: The meeting was called to order at 10:30 in the morning after then Mrs. Loromer T. Carpio was requested to lead the opening prayer.

Matters Taken During the Meeting:

1. Tentative Teaching Load
 - 1.1 The presiding officer reminded the body to prepare all documents as the bases for rehiring the Job Order Teachers for this second semester, as such:
 - 1.1.1 IPCR with all attachments as proof of documents
 - 1.1.2 General evaluation report of performance
 - 1.1.3 Tentative Teaching Load
 - 1.2 She stated that an IPCR was one of the bases for recommendation to evaluate whether the said teacher has met all activities and accomplished an output as stated in the designed form. She further stressed that it would be an internal agreement only.
 - 1.3 The tentative date for submission of teaching load would be on October 28, 2014.
2. Planning for the next semester
 - 1.4 Enrollment
 - 1.5 Curriculum committee will work with the program in accordance with the Senior High Program and the presentation would be on February 2015.
 - 1.6 TESDA program to be offered was identified thru survey and need to be assessed with the specific program.
 - 1.7 Mrs. Elisea A. Lorenton said and unanimously suggested that those teachers who wanted to handle-classes in the said program would be the one to equip themselves and partly, the college would also help in their preparations. The presiding officer said that she would raise this matter to the BOT.
 - 2.5 The presiding officer stated that all documents that come out from the department should be passed and checked by the department heads especially on the content itself.
3. Faculty Development
 - 3.1 Realization of DACUM seminar/ workshop would be done next year.
 - 3.2. Faculty Industry Internship expenses should be charged to travel appropriation.
4. Calendar of Activities to look up in preparation for AY 2015-2016.
5. Faculty list of names to those who have finished masteral studies
6. Facilitate the academics office in the checking of permits and this would be implemented by the 2nd semester in every examination.
- 6.1 Mrs. Lorenton aired out that the checking of classes every Wednesday, Saturday, beyond 5 o'clock and before 8 o'clock in the morning should be strictly monitored because per observation some faculty did not meet their respective classes.

Adjournment: Having no more matters to discuss, the meeting was ended at 12:30 noon.

Minutes taken by:

SECRETARY
J. E. R. PIPIPIKI

Approved:

LOVE H. FALLOURAN, MS-CRIM
Presiding Officer/ACA for Academics



Minutes of the Council of Deans' Meeting held on March 22, 2018 at the VIP Room

Attendees:

Mr. Noriel B. Erap	- Dean, Institute of Teacher Education
Mr. Jay Stephen C. Mondong	- Dean, Institute of Midwifery
Engr. Erwin E. Lacpao	- Dean, Institute of Computer Studies
Mrs. Ilyn Daguman	- Dean, Institute of Business and Financial Services
Ms. Babylin A. Mina	- Dean, Institute Arts and Sciences
Mrs. Edna E. Dela Sierra	- Principal, Institute of Senior High School
Mrs. Neil C. Eneno	- College Registrar
Mrs. Jenieffer Tia	- Dean, Office of Student Affairs

Guests:

Mr. Mark Lester M. Flores	- Dean, Institute of Criminal Justice Education
Ms. Xyrin Moñeza	- ICJE Representative

Presiding Officer: Love H. Falloran

- VP for Academic Affairs

On Order: The meeting was called to order at exactly 9:00 in the morning and was followed by an opening prayer led by Mr. Jay Stephen C. Mondong. Quorum was established.

The presiding officer welcomed the members of the Council of Deans and expressed gratitude to the members for making it convenient to attend to the meeting.

Approval of the Minutes of the Previous Meeting: Approved and considered.

Approval of the Agenda: The proposed agenda were accepted and approved to be presented and discussed.

Minutes Taken Up:

A. GADTC Scholarship Assistance Program Proposed Budget

- The presiding officer presented the proposed budgetary requirements of the GADTC Scholarship Assistance Program, and explained it to the body that whatever changes they would make, the final data would be presented to the BOT for approval.

BUDGETARY REQUIREMENTS:

Proposed Allowance per Faculty from June 2019 to May 2020

Proposed Allowance	No. of Months	
Monthly Allowance	12	₱90,000
Work Allowance per sem/summer	3	₱7,500
Total allowance per Faculty		<u>₱97,500</u>

Institute	No. of Recommended Faculty	Allotted Allowance per Faculty	TOTAL
Arts and Sciences	5	₱97,500	₱487,500
Education	7	₱97,500	₱682,500
Business	5	₱97,500	₱487,500
Liberal Arts	10	₱97,500	₱975,000
Computer Science	10	₱97,500	₱975,000
Midwifery	3	₱97,500	₱292,500
Senior High	3	₱97,500	₱292,500
			<u>₱4,192,500</u>

- With the above-stated data, the body discussed and made no changes to it. Then, it was agreed to be presented to the BOT on March 26, 2018 for approval. Questions were raised, but then the presiding officer said that those questions were to be answered only after the proposal.

B. CHED Evaluation Visit for Old and New Programs

Seven (7) new programs under application:

1. Bachelor of Science in Information System
 2. Bachelor of Science in Industrial Security Management
 3. Bachelor of Science in Accountancy
 4. Bachelor of Arts in History Program
 5. Bachelor of Physical Education-School Physical Education Program
 6. Bachelor of Science in Nursing Program
 7. Bachelor of Science in Midwifery (upgrading)
- The presiding officer presented the seven (7) new programs under application. The body then discussed the matter, and gave confirmations to each program except for the Bachelor of Physical Education program as it was raised by Mr. Noriel B. Erap that the program would no longer be included.
 - The presiding officer also presented and discussed to the body the checklist of the remaining requirements needed for the application of the new and existing programs. She even stressed that all documents must be duly certified by the in-charged personnel. The body noted all that had been discussed. A copy of the checklist is available.
 - With no further objections from the body, the same were approved by the body.

C. Return Service Scheme for the Scholar ng Bayan

- The presiding officer tasked Mrs. Tia, the dean of the OSA, to make a return service scheme for the Scholar ng Bayan. The same must be presented on the next council of deans' meeting. The same was noted and agreed with no objection from the body.

D. 2018 Program Projection

- The presiding officer tasked to body to present their respective institute's 2018 program projections. The same was noted and done by the body.

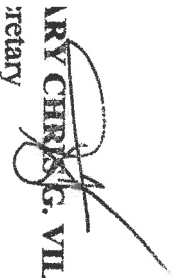
E. 2018 Summer Class Offering

- There were presentations of the proposed summer class offerings. Deliberations were done by the body. After each presentations, they finalized the schedules.


Having no further objections from the body, the matters discussed were approved in principle subject to the finalization of the format and the integration of some comments and suggestions taken.

Adjournment: With no more matters to discuss, the meeting was ended at 12:18 in the afternoon.

Minutes taken by:


MARY CHRIS G. VILLEDJO
Secretary

Approved:


VIVE H. FALLO, MS-CRIM
Chairman
for Academic Affairs

Chapter 1. Faculty Promotion and Advancement

Section 1. General Guidelines

A faculty shall be promoted/advanced to a higher faculty rank/sub-rank on the basis of the extent to which he/she meets the specific requirements and/or standards.

Section 2. Basis for Promotion and Advancement

2.1. Common Criteria for Evaluation (CCE)

There shall be a quantitative evaluation of the educational qualification, experience and length of service, and the professional development, achievement, and honors of every faculty:

- Educational Qualification
- Experience and Professional Services
- Professional Development, Achievement and Honors

2.2. Qualitative Contribution for Evaluation (QCE)

The following are four functional areas which will serve as the basis for the qualitative evaluation of a faculty member.

- Instruction
- Research
- Extension
- Productivity

Section 3. Procedures for Promotion

3.1. The Human Resource Management Office (HRMO), upon the approval of the College President, shall announce all vacant positions to be filled. Submission of the required documents shall be deemed as an application for a particular vacancy.

3.2. The HRMO shall advise all faculty and academic staff concerned to update their records and submit pertinent documents to the PSB at the start of the evaluation.

3.3. The Personnel Selection Board (PSB) shall evaluate the candidate's credentials and other supporting documents submitted by the HRMO. The results are forwarded to the College President upon the recommendation of the PSB.

3.4. Aggrieved parties shall file protests within 15 days from date of notice of the promotion, upgrading, or advancement.

Section 4. Point Allocation and Salary Grade

The point allocation for each academic sub-rank and the salary grade thereof is shown in Table 1.

Faculty Rank	Sub-Rank	SG	Point Bracket
Instructor	I	12	65 – Below
	II	13	66 – 76
	III	14	77 – 87
	I	15	88 – 96
Assistant Professor	II	16	97 – 105
	III	17	106 – 114
	IV	18	115 – 123
	I	19	124 – 130
Associate Professor	II	20	131 – 137
	III	21	138 – 144
	IV	22	145 – 151
	V	23	152 – 158
Professor	I	24	159 – 164
	II	25	165 – 170
	III	26	171 – 176
	IV	27	177 – 182
	V	28	183 – 188
	VI	29	189 – 194
College Professor		30	195 – 200

Table 1. Point Allocation and Salary Grade

Chapter 2. Non-Faculty Promotion and Advancement

Section 1. General Guidelines

- 1.1. Selection of employees for appointment shall be open to all qualified men and women according to the principle of merit and fitness.
- 1.2. There shall be equal employment opportunity for men and women at all levels of position, provided they meet the minimum requirements of the position to be filled-in.

Section 2. Basis for Promotion

- 2.1. An employee should have obtained at least Very Satisfactory performance rating for one year in the present position before being considered for promotion.
- 2.2. Vacancies resulting from promotion shall not be filled up until the promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the Commission.
- 2.3. An employee may be promoted to a position which is not more than three (3) salary

G.M

CRM 2

PROGRAMMED APPROPRIATION AND OBLIGATION
By Object of Expenditures
LGU: TANGUB CITY

Gov. Alfonso D. Tan College

Object of Expenditures		Budget Year (Proposed) 2019	
Services			
Salaries and Wages			
Salaries and Wages - Regular (58)	5-01-01-010	15,817,340.00	
Substitution Pay		460,000.00	
Contract of Service (63)			
Faculty (Instructors) + Part Time		22,541,784.00	
Staff (personnel)		3,955,616.00	
Christmas bonus		1,470,000.00	
Travel Compensation		-	
Personal Economic Relief Allow. (58)	5-01-02-010	1,512,000.00	
RA		-	
RA		-	
Clothing Allowance (58)	5-01-02-040	378,000.00	
Productivity (58)	5-01-02-080	315,000.00	
Hazard Premium	5-01-02-110	3,481.00	
Cash Gift (58)	5-01-02-150	315,000.00	
Year-end Bonus	5-01-02-140	2,537,862.00	
Life & Retirement	5-01-04-020	1,827,260.64	
Mag-ibig Premium	5-01-03-020	75,600.00	
Philhealth Contributions	5-01-03-030	310,200.00	
SICC Contributions	5-01-03-040	143,000.00	
Other Personnel Benefits	5-01-04-990	680,176.05	
Terminal Leave Benefits		49,176.05	
Personal Services		52,342,319.69	
Office & Other Operating Expenses			
Travelling Expenses	5-02-01-010	1,330,000.00	
Training Expenses	5-02-02-010	4,580,000.00	
Office Supplies	5-02-03-010	3,645,467.00	
Medical/Dental and Laboratory Supplies	5-02-03-080	200,000.00	
Landline	5-02-05-020	50,000.00	
Internet	5-02-05-030	800,000.00	
Postage & Deliveries	5-02-05-010	36,500.00	
Advertising Expense	5-02-99-010	48,000.00	
Printing and Binding Expense	5-02-99-020	240,000.00	
Subscription Expense	5-02-99-070	20,000.00	
Consultancy Services	5-02-11-030	1,470,000.00	
Athletic and Cultural Supplies		2,537,350.00	
Cultural Activities		5,399,520.00	
Athletic Activities		4,185,000.00	
Scholarship Grants (Please see Attached Schedule)		8,175,500.00	
Professional Services	5-02-11-990	50,000.00	
Guidance Testing Service		180,000.00	
General Services	5-02-12-990	2,000,000.00	
Repairs and Maint.-Other Machineries & Equipment	5-02-13-050-99	410,000.00	
RR Maintenance		250,000.00	

er Maintenance and Operating Expenses			28,083,893.00
Accreditation (ALCU COA)		760,000.00	
ISO Recognition		500,000.00	
ALCU Games/ALCUTURA 1,600,000.00		1,600,000.00	
Financial Assistance to CHED Scholars (Faculty-Job Order) 1,520,000.00		1,520,000.00	
GAD/ PWD/ DISASTER Preparedness 500,000.00		500,000.00	
Membership Fees - 155,000.00		155,000.00	
Foundation - 120,000.00		120,000.00	
Graduation Exp. - 700,000.00		700,000.00	
School Campaign - 250,000.00		250,000.00	
Culture & Heritage Week - 50,000.00		50,000.00	
Yearbook - 378,000.00		378,000.00	
Alumni Relations, Programs & Projects		300,000.00	
Student Development - 4,225,000		4,225,000.00	
Critics Fee/FS - 500,000.00		500,000.00	
School Publication - 250,000.00		250,000.00	
Job Spec/Recollection - 250,000.00		250,000.00	
Research - 5,256,425.00		5,256,425.00	
Community Extension - 2,157,330.00		2,157,330.00	
PE Uniform - 1,375,000.00		1,375,000.00	
Student Uniform - 840,000.00		840,000.00	
Tribute- 300,000.00		300,000.00	
Job Fair - 33,500.00		33,500.00	
Biology Manual		13,500.00	
Review Course/Materials - 1,660,000		1,660,000.00	
Workbook		250,000.00	
Student Insurance (as billed to CHED for payment to Red Cross)		200,000.00	
Student Manual - 250,000.00		250,000.00	
Faculty Manual & Manual of Standards & Operations- 100,000.00		100,000.00	
TESDA Security Services NC 2		150,000.00	
NC 3 TESDA Assessment/Bookkeeping		325,000.00	
Turnover & Pinning of Ranks - 111,000.00		111,000.00	
Validation Sticker - 15,000.00		15,000.00	
Multi-Sectoral Forum/Linkages - 114,138.00		114,138.00	
Actual Driving - 35,000.00		35,000.00	
First Aid and Water Survival - 30,000.00		30,000.00	
Criminology Week -60,000		60,000.00	
Markmanship & Combat Shooting		75,000.00	
Crim Basic Course - 120,000.00		120,000.00	
Student ID & Cord - 315,000.00		315,000.00	
Affiliation Fee - 390,000.00		390,000.00	
Presidential Scholarship - 200,000.00		200,000.00	
TESDA Assessment Center		100,000.00	
Faculty & Staff Development - 1,250,000.00		1,250,000.00	
Senior High School Maintenance - 300,000.00		300,000.00	
al MOOE			63,691,230.00

Outlay				
itures and Fixtures				2,317,591.00
ity Books				15,000,000.00
ity and Software Licenses Subsc.				3,073,440.40
e Books/Books for use in each GADTC Institute office				420,000.00
e Equipment				2,930,000.00
ts Equipment				364,000.00
puter Laboratory Equipment & Furnitures				546,000.00
rary Equipment				180,750.00
imedia Production and Speech Laboratories				2,779,259.70
ment for Caregiving Track				30,000.00
ment for Tourism Track & Promotional Services				30,000.00
ment for Science Laboratory				200,000.00
tures and Equipment for Accountancy Program				372,000.00
ing/Simulation Room				1,000,000.00
ner Education Laboratory				500,000.00
teaching rooms for BEED and BSED				178,560.00
c Room and Dance Room				500,000.00
ffice/Equipment Storage Room				2,224,400.00
nology Laboratory Facilities/Equipment				3,102,955.00
ifery Laboratory Materials and Equipment				108,811.00
ng Laboratory Equipment				200,000.00
truction of Midwifery/Nursing/Carving Arts Room and				200,000.00
ter-type lecture/demonstration Room				
Capital Outlay				36,257,767.10
Appropriations				152,291,316.79

id:

New MOOE and Other MOOE Acc. 'tis

CHED/ALUCOA Minimum Requirements for Accreditation

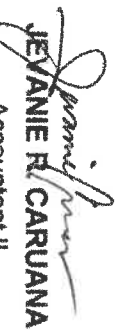
Revised General Education Course (RGECE) Trainings, Accreditation criterion

Cultural Activities-Covers Expenses for Dailt, Christmas Symbols, Tourism, Stadium lights, Aguinaldo Mass, ARSC

Athletic Activities -Covers Expenses for PALARO, INTRAMS,Sports equipment & honoraria of officiating officials.

ared by:

Noted by:


JEYANIE R. CARUANA
 Accountant II


VICENTE BACUS, JR.
 Budget Officer

ed Correct:


BELLAFLOR E. FERNANDEZ
 VP for Administration & Finance

CB0 
 J. Bell

APPLICATION FOR LEAVE

C.S. Form No. 6
Revised 2001

Office/Agency	Last	First	Middle
Date	Position	Monthly Salary	

DETAILS OF APPLICATION

TYPE OF LEAVE

WHERE LEAVE WILL BE SPENT
IN CASE OF VACATION LEAVE

VACATION LEAVE

☐ Within the Philippines

To Seek Employment

☐ Abroad (Specify) _____

Other (Specify) _____

IN CASE OF SICK LEAVE

Sick

☐ Maternity

☐ In Hospital (Specify) _____

☐ Out Patient (Specify) _____

NO. OF DAYS APPLIED FOR _____

COMMUTATION

INCLUSIVE DATES _____

☐ Requested

☐ Not Required

Signature of Applicant

DETAILS OF ACTION ON APPLICATION

CERTIFICATION OF LEAVE CREDITS

As of _____

RECOMMENDATION

	Vacation	Sick	Total
Accrued Leave			
Less: This Leave			
Leaving Balance			

Approved ☐

☐ Disapproved due to _____

WILMAR O. CUAMBOT
Administrative Officer V

(Authorized Official)

APPROVED FOR:

- _____ days vacation leave with pay
- _____ days sick leave with pay
- _____ days maternity leave without pay
- _____ days paternity leave with pay
- _____ days special leave with pay
- _____ days without pay

PHILIP T. TAN
City Mayor

GOV. ALFONSO D. TAN COLLEGE

Leave balance as of June 30, 2018 and Summer 2018

#	NAME	VACATION LEAVE	SICK LEAVE	TOTAL LEAVE BALANCE
1	Carlos L. Poyot	25.387	4.173	119.560
2	Elisea A. Lorenton	42.917	18.200	151.117
4	Julietta A. Bacus	18.353	50.082	108.435
5	Reny Siarez	VSC=42.734		
6	Florife R. Limpao	VSC=194.984		
7	Lorna P. Rupinta	VSC=121.65		
8	Niel C. Enerio	19.277	24.507	43.784
9	Babylin A. Milna	VSC=184.013		
10	Grace Zabala	VSC=109.107		
11	Rosalina E. Loquias	VSC=200.483		
12	Love H. Falloran	VSC=90.151		
13	Fritzle Ann D. Florida	VSC=103.168		
14	Erwin E. Lacpao	VSC=222.546		
15	Lilibeth T. Sayson	VSC=105.450		
16	Jenieffer T. Tia	VSC=93.991		
17	Julius B. Atay	92.418	101.828	193.246
18	Arnold C. Canillas	25.346	133.286	158.632
19	Wila B. Calawigan	44.155	115.075	159.23
20	Erlinda C. Edios	122.044	154.230	276.274
21	Marites J. Alota	36.184	47.750	83.934
22	Merlinda M. Almario	100.009	111.176	219.185
23	Princesito Q. Dompales	20.414	84.675	105.089
24	John Rainer J. Aswe	35.117	25.234	285.351
25	Vilma Z. Baguhin	21.841	21.500	43.341
26	Emilia A. Villejo	19.470	18.151	37.621
27	Noriel Erap	VSC=264.006		
28	Vicente P. Bacus	16.223	44.115	60.338
29	Helen P. Manaloto	148.548	174.385	322.933
30	Marites N. Penas	50.483	19.000	69.483
31	Jocelyn Gonzales	11.402	1.250	12.652
32	Alexander Nacion	24.778	9.593	34.371
33	Bella E. Fernandez	185.518	299.420	484.938
34	Lilia C. Gongob	VSC=29.750		
35	Ma. Allen G. Apao	VSC=29.751		
36	Effren L. Alagenio	VSC=29.752		

37	Rodoño T. Reyes	VSC=29.753		
38	Famacion, Francisee	VSC=74.873		
39	Oniot, Joseph	8.250	4.500	
40	Roberto P. Rebutas	VSC=186.041		12.75
41	Illyn R. Daguman	VSC=215.319		
43	Sherlito L. Poyot			0
44	Maricelle M. Nueva	36.449	68.820	105.269
45	Romar C. Megrino	28.188	27.188	55.376
46	Edna E. dela Sierra	VSC=96.743		
47	Luciano C. Pondoc	VSC=21.923		
48	Mark Lester Flores	VSC=123.200		
49	Christian Louie Z. Cuizon	VSC=76.211		
	Bandiga, Elaine	VSC=23.692		
	Preachy Mae Esin	VSC=100.182		
	Alemar Mayordo	VSC=24.454		
	Genieveve Hiliot	VSC=19.739		
	Jaymar Requina	VSC=25.018		
	Genieveve Hiliot	VSC=19.739		
	CASUAL			
1	Henry Banawan			
2	Daniel Sumalpong	21.250	114.357	135.607
3	Agustin E. Colango	24.092	61.000	86.092

Computed by:

MARION B. CATIPAY
Administrative Asst. I

Encoded by:

GRACE A. BALATERO
PDA

Certified Correct:

WILMAR O. CUAMBOT
City Administrator I/HRMC