

- 
- I.3 The College / Academic Unit's faculty, personnel, students and other stakeholders (cooperating agencies, linkages, alumni, industry sector and other concerned groups) participate in the formulation, review and/or revision of the VMGO
-



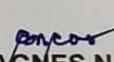
Republic of the Philippines  
EULOGIO "AMANG" RODRIGUEZ  
INSTITUTE OF SCIENCE AND TECHNOLOGY  
Nagtahan, Sampaloc, Manila

## NOTICE OF MEETING

September 06, 2021

To: Mr. Andrew D. Intia  
Mrs. Catherine D. Dumpit  
Mrs. Florence B. Ferrer  
Mr. Eugene Paolo Z. Guades  
Mr. Edzel G. Peña  
Mr. Anthony Jude C. Pael  
Mr. Robert A. Turalba

You are hereby advised to attend a meeting with the undersigned at the Conference Room on September 7, 2021 (Monday) from 9:00am to 12:00nn to review and revise the goals and objectives of the respective programs of EARIST-Cavite.

  
DR. AGNES N. COO  
Campus Administrator







Republic of the Philippines  
EULOGIO "AMANG" RODRIGUEZ  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Nagtahan, Sampaloc, Manila  
EARIST BOT ACADEMIC COMMITTEE

September 16, 2015

ENDORSEMENT

This is to endorse favorably for approval by the EARIST Board of Trustees the following  
Manuals which were reviewed and deliberated by the Academic Committee.

1. EARIST RESEARCH MANUAL 2015
2. EARIST EXTENSION MANUAL 2015

Trustee TERESITA C. FORTUNA  
Chairman

Trustee ROGELIO T. MAMARADLO  
Member

Trustee JOHN ALDRIN L. MAYAO  
Member

Representative from CHED-NCR



Republic of the Philippines  
**EULOGIO "AMANG" RODRIGUEZ**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
Nagtahan, Sampaloc, Manila

TO : THE CHAIRMAN AND MEMBERS  
ON THE BOARD OF TRUSTEES

DATE : October 7, 2015

SUBJECT : 1. APPROVAL OF THE REVISED EARIST RESEARCH MANUAL  
2. APPROVAL OF THE EARIST EXTENSION MANUAL

ATTACHED IS THE REVISED EARIST RESEARCH MANUAL AND EXTENSION MANUAL  
PRESENTED TO THE ACADEMIC COUNCIL OF EARIST, FOR APPROVAL.

ACADEMIC COUNCIL RESOLUTION No. 7 s. 2015

RECOMMENDING FAVORABLY FOR APPROVAL OF THE FOLLOWING REVISED  
MANUALS OF OPERATION:

1. EARIST RESEARCH MANUAL
2. EARIST EXTENSION MANUAL

Whereas, the consistency in policies and guidelines are enshrined in manual of operations which is a vital instrument of effective and efficient delivery of services in an organization;

Whereas, the existing EARIST Research Manual and EARIST Extension Manual were prepared almost 15 years ago and are already unresponsive to current trends and needs;

Whereas, there is a need to update the EARIST Research Manual and EARIST Extension Manual with relevant and responsive provisions and guidelines.

Whereas, these manuals of operation were deliberated and evaluated by Deans, Directors, and College Research and Extension Coordinators and presented to the Institute Academic Council for Approval during the Academic Council Meeting held last September 2, 2015 at EARIST Amphitheater.

Whereas, these manuals of operation were reviewed and endorsed by the EARIST Board of Academic Committee last September 16, 2015.

MEMBERS OF THE ACADEMIC COUNCIL

NAME	ACADEMIC RANK	SIGNATURE	APPROVED	ACTION TAKEN CONDITIONALLY APPROVED	DIS-APPROVED
1. Dr. Editha V. Pillo	President		✓	_____	_____
2. Dr. Eric C. Mendoza	VP for Academic Affairs		✓	_____	_____
3. Dr. Grant B. Cornell	VP for Research, Extension and Information Services		✓	_____	_____
4. Dr. Herculano V. Sabas	Dean GS Prof. VII		✓	_____	_____
5. Dr. Margarita Saldan	Dean CBA		✓	_____	_____
6. Engr. Apollinaro Sollano	OIC-Dean CEN		✓	_____	_____
7. Prof. Noel Oriel	Dean CTT		✓	_____	_____

- |     |                             |                         |
|-----|-----------------------------|-------------------------|
| 8.  | Prof. Raymund Bolalín       | OIC-Dean CAS            |
| 9.  | Pro. María Rhoda Dinaga     | OIC-Dean CIIM           |
| 10. | Dr. Gloria T. Miaro         | OIC-Dean CED            |
| 11. | Prof. Estela D. David       | OIC-Dean CPAC           |
| 12. | Prof. Louie P. Pereira      | OIC-Dean CAFA           |
| 13. | Dr. Paz D. Sabado           | OIC-Dean ECC            |
| 14. | Dir. Sheila M. Matas        | OIC Director, Registrar |
| 15. | Abitang, Phillip T          | Asst. Prof. I - 15      |
| 16. | Aclbar, Eledio T            | Assoc. Prof. I - 19     |
| 17. | Adante, Arnold O.           | Asst. Prof. II - 16     |
| 18. | Ahunla, Giovanni L          | Asst. Prof. II - 16     |
| 19. | Astorga, Jr., Erlberto R    | Assoc. Prof. IV - 22    |
| 20. | Astrera, Zita P             | Asst. Prof. III - 17    |
| 21. | Asuncion, Melba S           | Asst. Prof. IV - 18     |
| 22. | Atizardo, Margie R          | Assoc. Prof. I - 19     |
| 23. | Balayan, Roel P             | Asst. Prof. II - 16     |
| 24. | Balbas, Jr., Anselmo F      | Asst. Prof. III - 17    |
| 25. | Bandoj, Lourdes G           | Assoc. Prof. III - 21   |
| 26. | Belármido, Teresita P       | Asst. Prof. I - 15      |
| 27. | Bolotaolo, Rowena A         | Assoc. Prof. V - 23     |
| 28. | Cariño, Celia E             | Asst. Prof. IV - 18     |
| 29. | Castillo, Benigno A         | Asst. Prof. III - 17    |
| 30. | Castro, Florian P           | Asst. Prof. III - 17    |
| 31. | Castro, Anselmo Jr. P       | Asst. Prof. III - 17    |
| 32. | Coo, Agnes N                | Asst. Prof. III - 17    |
| 33. | de Guzman, Nerissa M        | Asst. Prof. I - 15      |
| 34. | Dela Cruz, Meriam V         | Assoc. Prof. V - 23     |
| 35. | Delos Reyes, Manolo N       | Asst. Prof. I - 15      |
| 36. | Dimogulla, Eduardo A        | Assoc. Prof. IV - 22    |
| 37. | Doctor, Jinamarlyn B        | Asst. Prof. II - 16     |
| 38. | Doña, Flordeliza L          | Asst. Prof. I - 15      |
| 39. | Enriquez, Rosario P.        | Prof. III - 26          |
| 40. | Errazo, Magdalena R         | Asst. Prof. I - 15      |
| 41. | Evangelista, Arlene P       | Asst. Prof. I - 15      |
| 42. | Fabro, Bernardito L         | Asst. Prof. III - 17    |
| 43. | Filler, Fernando Jr N       | Asst. Prof. I - 15      |
| 44. | Gamil, Medardo D            | Asst. Prof. I - 15      |
| 45. | Gozq, Ruben T               | Prof. V - 28            |
| 46. | Guarino, Eduardo V          | Asst. Prof. III - 17    |
| 47. | Gulmary, Marivic S          | Asst. Prof. IV - 18     |
| 48. | Jimejaz, Percy Ann Elainé P | Asst. Prof. I - 15      |
| 49. | Jusay, Lourdes P            | Assoc. Prof. II - 20    |
| 50. | Lándicho, Mrinalini A       | Assoc. Prof. V - 23     |
| 51. | Lara, Yolanda A             | Asst. Prof. IV - 18     |
| 52. | Liwanag, Nancy G            | Asst. Prof. I - 15      |
| 53. | Macapagal, Percival J       | Asst. Prof. I - 15      |
| 54. | Macasil, Trinidad D.        | Asst. Prof. I - 15      |
| 55. | Magsíño, Editha S           | Asst. Prof. III - 17    |
| 56. | Mamaradlo, Rogelio T        | Asst. Prof. III - 17    |

57. Manticao, Noul P	Asst. Prof. III - 17
58. Martinez, Apollo C	Asst. Prof. I - 15
59. Miranda, Lorna M	Asst. Prof. III - 17
60. Monterona, Marlene M	Assoc. Prof. II - 20
61. Nabor, Della M	Assoc. Prof. I - 19
62. Nalurata, Mutia Teresi Frieda S	Assoc. Prof. IV - 22
63. Nudas, Santiago Jr. G.	Asst. Prof. I - 15
64. Onoza, Myrna O	Assoc. Prof. I - 19
65. Onoza, Reynaldo A	Asst. Prof. III - 17
66. Pamintuan, Fernando C	Asst. Prof. II - 16
67. Pasikatan, Evangelio C	Asst. Prof. II - 16
68. Pena, Frederick C	Asst. Prof. I - 15
69. Peneyra, Ricardo M	Asst. Prof. IV - 18
70. Picar, Olivia T	Asst. Prof. I - 15
71. Pinzon, Danilo M	Asst. Prof. I - 15
72. Queroljico, Inocentes S	Asst. Prof. I - 15
73. Quiñajon, Marino T	Assoc. Prof. III - 21
74. Reblando, Cynthia M	Asst. Prof. I - 15
75. Reynoso, Roberto E	Asst. Prof. II - 16
76. San Luis, Rosemarie R	Asst. Prof. III - 17
77. Sangalang, Evangeline M	Asst. Prof. IV - 18
78. Soriano, Elizabeth E	Assoc. Prof. V - 23
79. Sotto, Enrique R	Asst. Prof. I - 15
80. Tablara, Victor I	Asst. Prof. III - 17
81. Tanuecoz, Natalia C	Assoc. Prof. II - 20
82. Tendero, Edwin V	Asst. Prof. IV - 18
83. Tolentino, Luisito B	Asst. Prof. III - 17
84. Tolentino, Marilyn P	Asst. Prof. II - 16
85. Vergel, Virgilio P	Assoc. Prof. IV - 22

*(Handwritten signatures over the list of names)*



Republic of the Philippines  
EULOGIO "AMANG" RODRIGUEZ  
INSTITUTE OF SCIENCE AND TECHNOLOGY  
Nagtahan, Sampaloc, Manila

**OFFICE OF THE OIC-PRESIDENT**

July 10, 2012

**SPECIAL ORDER NO. 170-12**

**TO : CONCERNED FACULTY MEMBERS AND EMPLOYEES**  
**FROM : THE OIC-PRESIDENT**  
**SUBJECT : COMPOSITION OF THE RESEARCH EDITORIAL COMMITTEE**

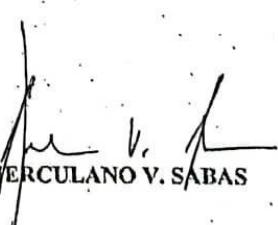
1.0 Pursuant to CHED Memorandum Order No. 05 series of 2012 relative to the "Revised Guidelines for CHED Accreditation of Research Journals and Providing Incentives Therefor", Research Editorial Committee is hereby organized, with the following composition, to wit:

Editor	: Dr. Eric C. Mendoza
Associate Editor & Circulation Manager	: Dr. Grant B. Cornell
Editorial Board	: Prof. Natalia C. Tanuecoz Prof. Hemnady Mora Prof. Vina Pastor
Secretariat	: Ms. Melchorita Alvor Mr. Jonjon Pantaleon
Asst. Circulation Manager	: Mr. Richard V. Evangelista
Consultants	: Dr. Rowena A. Bolotaolo : Dr. Lourdes G. Bandoy : Dr. Herculano V. Sabas

2.0 The primary task of the said committee is to peer review the research articles for publication in the EARIST Research Journal.

3.0 This order shall supersede all previous issuances, take effect immediately and shall remain in full force and effect unless revised/ revoked for cause.

4.0 For strict compliance.

  
DR. HERCULANO V. SABAS

Cc: Official Concerned  
HRD  
Records  
File



Republic of the Philippines  
**EULOGIO "AMANG" RODRIGUEZ**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
*Nagtahan, Sampaloc, Manila*

## EXECUTIVE BRIEF

SUBJECT	EARIST RESEARCH and EXTENSION MANUAL 2015
BACKGROUND	Research and Extension are vital functions of higher educational institutions. The revised Research and Extension manuals will serve as the definitive guide in fostering a vibrant research and extension culture in the Institute. It is an accessible reference to faculty and other researchers and extensionists regarding standard policies and procedures for their individual and collaborative research initiatives, extension projects, and efforts. More importantly, it provides direction to the major aspects in research and extension such as management of research and development, project development and implementation, research incentive programs, guidelines for research dissemination, and code of research ethics.
LEGAL BASIS	National Higher Education Research Agenda 2 (NHERA 2) -2009 -2018. CMO 20
ENDORSEMENT	Approval by the BOT Academic Committee Approval; by the Academic Council
RECOMMENDATION	For approval of the EARIST Board of Trustees
IMPLEMENTATION (Documents)	<ul style="list-style-type: none"> <li>• Copy of the EARIST Research and Extension Manual 2015 as approved by the EARIST Academic Council</li> <li>• Revised Guidelines and Criteria for Granting of Annual Outstanding Research Award</li> <li>• Faculty and Staff Incentive for Research Publication</li> <li>• Guidelines for Research Citation Awards</li> <li>• Guidelines for Distinguished Researcher Awards</li> <li>• Excerpt of the Minutes of the First Regular Meeting of the EARIST Board of Trustees held at Bayview Park Hotel Manila on March 11 2014</li> <li>• Academic Council Resolution No. 7, s 2015, dated September 15, 2015</li> <li>• Endorsement Letter of the BOT Academic Committee dated September 16, 2015.</li> </ul>
CERTIFICATION	<p>We hereby certify to the accurateness and completeness of all attached documents in full compliance with existing and pertinent college government rules and regulations.</p> <p><i>[Signature]</i>  <b>ERIC C. MENDOZA</b>  Vice President for Academic Affairs</p> <p><i>[Signature]</i>  <b>GRANT B. CORNELL</b>  VP for Research, Extension &amp; Information Services</p> <p><i>[Signature]</i>  <b>ROGELIO T. MAMARADLO</b>  Director, Research Services</p> <p><i>[Signature]</i>  <b>ERIBERTO ASTORGA, JR.</b>  Director, Extension Services</p>



Republic of the Philippines  
EULOGIO "AMANG" RODRIGUEZ  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Nagtahan, Sampaloc, Manila

November 23, 2015

### CERTIFICATE OF RESOLUTION

This Is to certify that the Board of Trustees In its Fourth Regular Meeting held on, October 8, 2015 at the VIP Lounge Function Room of Midas Hotel & Casino, 2702 Roxas Boulevard, Pasay City approved the following resolution, viz:

#### Board Resolution No. 46-2015

APPROVING the EARIST Research Manual subject to revision, Incorporating the recent comments by the Board; subject to update from time to time to conform with the current trend; and subject to the strict compliance of all pertinent rules and regulations of the Government, including COA rules and regulations regarding the grant of monetary incentives.

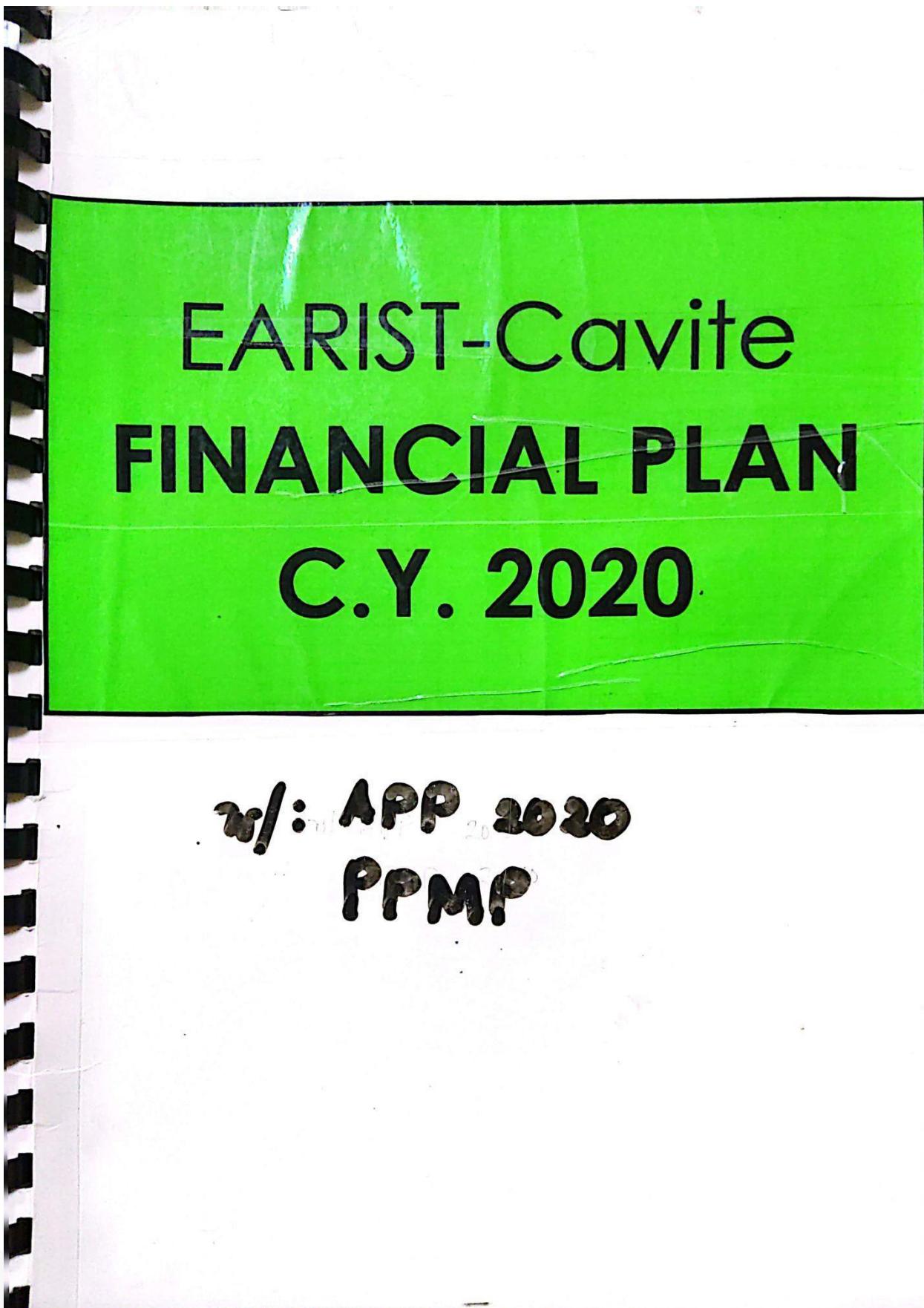
Certified true and correct

GILDA S. FAMILARA  
Acting Board Secretary

ATTESTED BY:

EDITHA V. PILLO, Ed.D.  
President, EARIST  
Visayas Campus

( )





Republic of the Philippines  
EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE & TECHNOLOGY  
Cavite Campus  
General Mariano Alvarez, Cavite

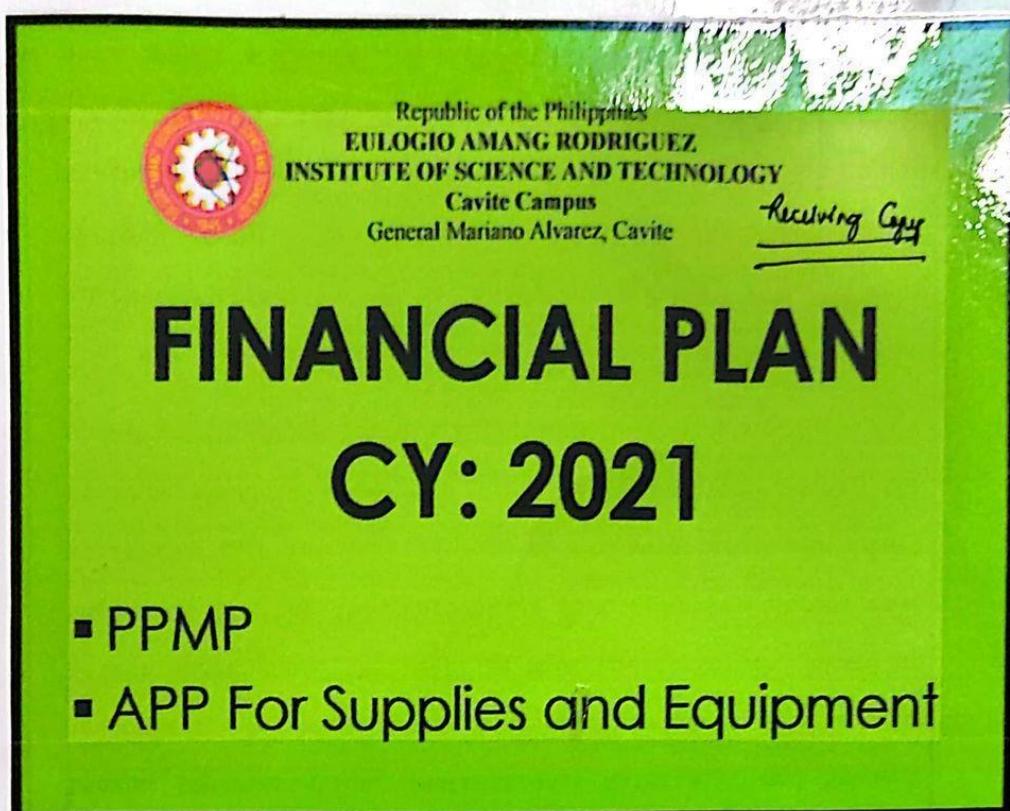
ECC Budget  
for Common Supplies  
2021: ₱ 1,079,600.00

## EARIST-CAVITE FINANCIAL PLAN CALENDAR YEAR 2020

	Page
<b>TARGET INCOME COLLECTION</b>	<b>2</b>
<b>PROPOSED PROGRAM OF EXPENDITURES</b>	<b>3</b>
<b>ANNUAL PROCUREMENT PROGRAM- SUPPLIES AND MATERIALS</b>	<b>6</b>
<b>ANNUAL PROCUREMENT PROGRAM - EQUIPMENT</b>	
<b>APPENDIX:</b>	
<b>A - Rehabilitation/Conversion of ECC Penthouse into a Hospitality Simulation Area</b>	
<b>B - Repair of Stairways of the Main Building</b>	
<b>C - Construction of Steel Doors of the Multi-Purpose Hall</b>	
<b>D - Repair &amp; Repainting of Ceiling of the ECC Main Building</b>	
<b>E- Repair of ECC School Stage</b>	
<b>F - Conversion of Vacant Lot into Agricultural Production (Dragon Fruit Growing)</b>	
<b>G - Initial Growing/Planting of Dragon Fruit (Nursery)</b>	
<b>H - Sunflower (Initial Planting), Sapinit/Wild Berry (Initial Planting), Mushroom Culture/Production</b>	
<b>I- Malabar Spinach (Alugbati) Cookies Production</b>	
<b>J- Rehabilitation of ECC Comfort Rooms (w/ CBA,CAS, CED, CPAC)</b>	

**PROPOSED PROGRAM OF EXPENDITURES**

PROGRAM/ACTIVITIES	TOTAL
<b>FACULTY DEVELOPMENT</b>	
<i>Personal Services</i>	
Financial Assistance to Faculty Graduate Studies	290,000.00
Honoraria for Teaching Overload:	Regular Faculty (1st & 2nd sem)
	2,387,118.60
	Part-time Faculty (1st & 2nd Sem)
	2,517,613.84
<i>MOOE</i>	
Training and Seminars	75,000.00
Travelling Expenses	30,000.00
Team Building Activity (Teaching and Non-Teaching Personnel)	60,000.00
Supplies and Materials	96,700.00
<i>Equipment Outlay</i>	50,000.00
<i>Total for Faculty Development</i>	<b>5,506,432.44</b>
<b>CURRICULUM DEVELOPMENT</b>	
<i>MOOE</i>	
Local Accreditation for 9 Programs of ECC	30,000.00
Accreditation of 9 Programs	1,861,200.00
(BSBA, BSE, BSCS, BSHM, BSP, BTLEd, BSIT, BSOA, MAEd)	
Supplies and Materials	100,000.00
<i>Equipment Outlay</i> (for 9 programs)	1,501,273.10
<i>Total for Curriculum Development</i>	<b>3,492,473.10</b>
<b>STUDENT DEVELOPMENT</b>	
<i>Personal Services</i>	
Wages of Student Assistants (8 students X 3000/mo. X 12)	288,000.00
<i>MOOE</i>	
Student Activities, Seminars and Training, Election	160,150.00
Student Recognition Program	30,000.00
Foundation Day Celebration	30,000.00
Student Development -Competitions, Travelling Expenses	150,000.00
ECC Sports/Intramurals	75,000.00
Student Orientation Program	10,000.00
Supplies and Materials	70,000.00
<i>Equipment Outlay</i>	246,080.00
<i>Total for Student Development</i>	<b>771,230.00</b>
<b>FACILITIES DEVELOPMENT</b>	
<i>MOOE</i>	
Landline Telephone Installation: (Cavite-Manila; Manila-Cavite)	24,000.00
PLDT Broadband WiFi Subscription (5,000 X 12 mos.)	60,000.00
Supplies and Materials	747,000.00
Equipment Outlay	795,000.00
<i>Repair and Construction Works</i>	
Repair & Repainting of Ceiling (ECC Main Building)	250,000.00





Republic of the Philippines  
**EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY**  
**CAVITE CAMPUS**  
General Mariano Alvarez, Cavite

**EARIST Cavite Campus STRATEGIC PLAN 2019-2022**

<b>VISION</b>	EARIST is envisioned to be the center of excellence in trades, business, arts and technology education.
<b>MISSION</b>	Turn out vocationally, technologically and scientifically trained graduates who will be economically productive, self-sufficient, effective, responsible and disciplines citizens of the Philippines.

**KEY RESULT AREA: QUALITY AND RELEVANCE OF INSTRUCTION**

KRA Goal: Achieve quality instruction towards globally competitive graduates and life-long learners.

<b>OBJECTIVE</b>	<b>PROJECT/ACTIVITY and/or STRATEGY</b>	<b>IMPLEMENTER</b>	<b>TARGET</b>			
			<b>CY 2019</b>	<b>CY 2020</b>	<b>CY 2021</b>	<b>CY 2022</b>
1. Strengthen the performance of graduates in the licensure and government examinations	1.1 In-house examination review (LET, Criminologist, Psychology board, Civil Service, Master Electrician, IT Passport and TESDA skills assessment.	EARIST officials Campus Administrator Faculty, and students	10% Increase in the passing percentage in gov't exams.	15% Increase in passing percentage in gov't examinations	20% Increase in passing percentage in gov't examinations.	25% increase in passing percentage
2. Continuously review, enrich and update the curricular programs based on the CHED policies and standards and as to the needs of industry	2.1 Assessment of curricular offerings.	Director of Instruction Campus Administrator Instruction Supervisor Program Heads Registrar	Capitalize on the strong courses and recognize for its flagship.	Sustained flagship of strong courses and 50% of the programs are reviewed.	75% of the programs are reviewed, enriched and updated	100% of the programs are updated and reviewed
	2.2 Research study on the marketability of curricular offerings among industries, government offices and institutions.	Campus Administrator Instruction Supervisor Program Heads Research Coordinator Faculty members	25% of the programs conducted a study on the curricular needs of the industry.	50% of the programs conducted study on curricular needs of the industry	75 % of the programs conducted study on curricular needs of the industry.	100 % of the programs conducted study on curricular needs of the industry.



**Republic of the Philippines  
EULOGIO "AMANG" RODRIGUEZ  
INSTITUTE OF SCIENCE AND TECHNOLOGY  
Nagtahan, Sampaloc, Manila**

**FOR : THE CHAIRMAN AND MEMBERS  
TO THE EARIST BOARD OF TRUSTEES**

**DATE : May 21, 2019**

**SUBJECT : APPROVAL OF THE SHIFT OF ACADEMIC CALENDAR TO BEGIN IN AUGUST OF  
EVERY YEAR STARTING THE FIRST SEMESTER OF ACADEMIC YEAR 2019 - 2020  
PURSUANT TO CHED MEMORANDUM DATED APRIL 5, 2019 AS ENDORSED BY THE  
TECHNICAL WORKING COMMITTEE ON THE SYNCHRONIZATION OF THE ACADEMIC  
YEAR (AY) TO A FISCAL YEAR (FY) THROUGH ITS RESOLUTION NO. 1 SERIES OF 2019  
DATED MAY 20, 2019.**

**ACADEMIC COUNCIL RESOLUTION No. 006, s. 2019**

RECOMMENDING FAVORABLY FOR APPROVAL BY THE EARIST BOARD OF TRUSTEES THE  
SHIFTING OF EARIST ACADEMIC CALENDAR TO BEGIN IN AUGUST OF EVERY YEAR STARTING THE  
FIRST SEMESTER OF ACADEMIC YEAR 2019 - 2020 PURSUANT TO CHED MEMORANDUM DATED APRIL  
5, 2019 AS ENDORSED BY THE TECHNICAL WORKING COMMITTEE ON THE SYNCHRONIZATION OF  
ACADEMIC YEAR (AY) TO A FISCAL YEAR (FY) THROUGH ITS RESOLUTION NO. 1 SERIES OF 2019  
DATED MAY 20, 2019.

**MEMBERS OF THE ACADEMIC COUNCIL**

**ACTION TAKEN**

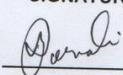
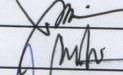
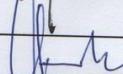
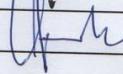
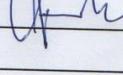
	<b>NAME</b>	<b>POSITION</b>	<b>SIGNATURE</b>	<b>APPROVED</b>	<b>CONDI- TIONALLY APPROVED</b>	<b>DIS- APPROVED</b>
1	Dr. Editha V. Pillo	President				
2	Dr. Frederick Pena	VP for Academic Affairs	<i>DPN</i>	/		
		Asst. Prof III-17				
3	Dr. Grant B. Cornell	VPRES Asso. Prof. V-23				
4	Dr. Wily Gapasin	Dean, CBA	<i>W. Gapasin</i>	/		
5	Dean Apolinario Sollano	Dean, CEN Asst. Prof III-17	<i>J. Sollano</i>	/		
6	Dean Josie Sonio	Dean, CIT	<i>J. Sonio</i>	/		
7	Dean Raymund Bolalin	Dean, CAS Assop. Prof I-19	<i>R. Bolalin</i>	/		
8	Dean Maria Rhoda Dinaga	Dean, CHM	<i>M. Rhoda</i>	/		
9	Dr. Marlene Monterona	Dean, CPAC Asso. Pro II-20	<i>M. Monterona</i>	/		
10	Dean Louie Pereirra	Dean, CAFA	<i>L. Pereirra</i>	/		
11	Dr. Baby Lyn J. Conti	Dean, CED Asst. Prof I - 15	<i>B. Conti</i>	/		
12	Dir. Sheila M. Matias	Registrar	<i>S. Matias</i>	/		

## ACADEMIC COUNCIL RESOLUTION No. 006, s. 2019

RECOMMENDING FAVORABLY FOR APPROVAL BY THE EARIST BOARD OF TRUSTEES THE SHIFTING OF EARIST ACADEMIC CALENDAR TO BEGIN IN AUGUST OF EVERY YEAR STARTING THE FIRST SEMESTER OF ACADEMIC YEAR 2019 - 2020 PURSUANT TO CHED MEMORANDUM DATED APRIL 5, 2019 AS ENDORSED BY THE TECHNICAL WORKING COMMITTEE ON THE SYNCHRONIZATION OF ACADEMIC YEAR (AY) TO A FISCAL YEAR (FY) THROUGH ITS RESOLUTION NO. 1 SERIES OF 2019 DATED MAY 20, 2019.

## MEMBERS OF THE ACADEMIC COUNCIL

## ACTION TAKEN

	NAME	POSITION	SIGNATURE	APPROVED	CONDITIONALLY APPROVED	DIS-APPROVED
✓ 85	Pornobi, Vicente B	Assistant Professor I - 15		_____	_____	_____
86	Queraljico, Inocentes S	Assistant Professor I - 15	_____	_____	_____	_____
87	Quismundo, Allan Q	Assistant Professor I - 15	_____	_____	_____	_____
88	Repike, Rene Gene R	Assistant Professor I - 15	_____	_____	_____	_____
89	Siuagan, Jose D	Assistant Professor I - 15	_____	_____	_____	_____
✓ 90	Sonio, Josie R	Assistant Professor I - 15		✓	_____	_____
91	Sotto, Enrique R	Assistant Professor I - 15		✓	_____	_____
✓ 92	Tolentino, Joel H	Assistant Professor I - 15		_____	_____	_____
✓ 93	Turalba, Roberto A	Assistant Professor I - 15		✓	_____	_____
94	_____	_____	_____	_____	_____	_____
95	_____	_____	_____	_____	_____	_____
96	_____	_____	_____	_____	_____	_____
97	_____	_____	_____	_____	_____	_____
98	_____	_____	_____	_____	_____	_____
99	_____	_____	_____	_____	_____	_____
100	_____	_____	_____	_____	_____	_____

## ACADEMIC COUNCIL RESOLUTION No. 006, s. 2019

RECOMMENDING FAVORABLY FOR APPROVAL BY THE EARIST BOARD OF TRUSTEES THE SHIFTING OF EARIST ACADEMIC CALENDAR TO BEGIN IN AUGUST OF EVERY YEAR STARTING THE FIRST SEMESTER OF ACADEMIC YEAR 2019 - 2020 PURSUANT TO CHED MEMORANDUM DATED APRIL 5, 2019 AS ENDORSED BY THE TECHNICAL WORKING COMMITTEE ON THE SYNCHRONIZATION OF ACADEMIC YEAR (AY) TO A FISCAL YEAR (FY) THROUGH ITS RESOLUTION NO. 1 SERIES OF 2019 DATED MAY 20, 2019.

## MEMBERS OF THE ACADEMIC COUNCIL

## ACTION TAKEN

	NAME	POSITION	SIGNATURE	APPROVED	CONDITIONALLY APPROVED	DIS-APPROVED
✓	61 De Leon, Shirley P	Assistant Professor II - 16		✓		
✓	62 Dela Cruz, Marilou V	Assistant Professor II - 16		✓		
✓	63 Doctor, Jinamarlyn B	Assistant Professor II - 16		✓		
✓	64 Escleto, Dario C	Assistant Professor II - 16		✓		
✓	65 Filler, Jr, Fernando N	Assistant Professor II - 16				
✓	66 Jimenez, Georgyn Z	Assistant Professor II - 16				
✓	67 Pamintuan, Fernando C	Assistant Professor II - 16		✓		
✓	68 Besana, Norma Jean J	Assistant Professor I - 15				
✓	69 Capili, Nerissa B	Assistant Professor I - 15		✓		
✓	70 Conti, Baby Lyn J	Assistant Professor I - 15		✓		
✓	71 Delos Reyes, Manolo N	Assistant Professor I - 15				
✓	72 Duyan, Nelson P	Assistant Professor I - 15				
✓	73 Errazo, Magdalena R	Assistant Professor I - 15		✓		
✓	74 Evangelista, Arlene P	Assistant Professor I - 15				
✓	75 Gaurino, Cherry G	Assistant Professor I - 15				
✓	76 Jimenez, Percy Ann Elaine	Assistant Professor I - 15		✓		
✓	77 Mabansag, Joselito D	Assistant Professor I - 15		✓		
✓	78 Martinez, Apollo C	Assistant Professor I - 15				
✓	79 Matias, Sheila Marie M	Assistant Professor I - 15		✓		
✓	80 Quinajon, Socorro M.	Assistant Professor I - 15				
✓	81 Morales, Emmanuel M	Assistant Professor I - 15				
✓	82 Navarro, Flordeliza C	Assistant Professor I - 15		✓		
✓	83 Ocampo, Sabina J	Assistant Professor I - 15				
✓	84 Ordovez, Dennis P	Assistant Professor I - 15		✓		



Republic of the Philippines  
EULOGIO "AMANG" RODRIGUEZ  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Nagtahan, Sampaloc, Manila

**EXCERPT FROM THE MINUTES OF THE THIRD REGULAR MEETING  
(2015) OF THE EARIST BOARD OF TRUSTEES HELD ON OCTOBER 8,  
2015 AT THE VIP LOUNGE, MIDAS HOTEL AND CASINO, PASAY CITY**

Upon motion duly seconded, the Members of the Board of Trustees approved the following resolution, viz:

**Board Resolution No. 49-2015**

**APPROVING the RECONFIRMATION of the offering of the following degree programs subject to the strict compliance with the minimum standard requirements of the CHED within the next 12 months, to wit:**

1. Bachelor in Public Administration
2. Bachelor of Science in Criminology
3. Bachelor of Science in Business Administration  
Major: Human Resource Development Management
4. Bachelor of Science in Entrepreneurial Management
5. Bachelor of Science in Hospitality Management  
Major: Hotel Management  
Major: Culinary Arts  
Major: Cruiseline Operation
6. Bachelor of Science in Tourism
7. Bachelor in Secondary Education  
Major: Physical Science  
Major: Technology & Livelihood Education  
Major: Filipino  
Major: Mathematics
8. Bachelor in Elementary Education  
Major: Special Education
9. Bachelor of Science in Applied Physics
10. Bachelor of Science in Electronics & Communication Engineering

Certified true and correct:

GILDA S. FAMILARA  
Acting Board Secretary

ATTESTED:

EDITHA V. PILLO, Ed.D.  
President

EARIST  
CERTIFIED PHOTOCOPY  
*09-13-15*  
DANAU ROLDAN  
CHIEF RECORDER



Republic of the Philippines  
EULOGIO "AMANG" RODRIGUEZ  
INSTITUTE OF SCIENCE & TECHNOLOGY  
Nagtahan, Sampaloc, Manila

**EXCERPT FROM THE MINUTES OF THE FOURTH REGULAR MEETING  
(2015) OF THE EARIST BOARD OF TRUSTEES HELD ON DECEMBER 17,  
2015 AT THE LAFAYETTE ROOM, ASTORIA PLAZA, 15 J. ESCRIVA  
DRIVE, ORTIGAS BUSINESS DISTRICT, PASIG CITY**

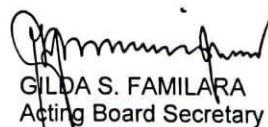
Upon motion duly seconded, the Members of the Board of Trustees approved the following resolution, viz:

**Board Resolution No. 68-2015**

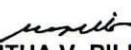
**APPROVING** the **RECONFIRMATION** of the offering of the following Graduate Programs subject to compliance with the minimum requirements of the Commission on Higher Education on Certificate of Program Compliance (COPC), to wit:

1. Doctor of Education (Ed.D.) major in Educational Management;
2. Master of Arts in Education (MAEd.) major in Administration and Supervision;
3. Master of Arts in Education (MAEd.) major in Guidance and Counseling;
4. Master of Arts in Industrial Education (MAIE) major in Hotel & Restaurant Management;
5. Master of Arts in Teaching (MAT) major in Mathematics; and
6. Master of Arts in Teaching (MAT) major in Science.

Certified true and correct:

  
GILDA S. FAMILARA  
Acting Board Secretary

ATTESTED:

  
EDITHA V. PILLO, Ed.D.  
President and  
Vice-Chair, EARIST Board of Trustees



**Republic of the Philippines  
 EULOGIO "AMANG" RODRIGUEZ  
 INSTITUTE OF SCIENCE AND TECHNOLOGY  
 CAVITE CAMPUS  
 General Mariano Alvarez, Cavite**

April 7, 2022

DR. EDITHA V. PILLO  
 President, EARIST  
 Nagtahan, Sampaloc, Manila

*MON WEE  
MS PAUL  
JUN*  
 Thru: Ms. CHRISTYLANE BAGABALDO  
 Chief, HRMS

Madam:

Relative to the upcoming AACUP Survey Visit of EARIST-Cavite Campus scheduled on August 29-September 2, 2022, we would like to request your approval for the following ECC faculty to render services (for Service Credits) during the summer break/intercession period (for Faculty on PVP status) and beyond/outside their official time (for Faculty on VSL Status) for the preparation of documents and other requirements needed:

**Faculty on PVP Status:**

Name of Faculty	Task Force Assignment	Proposed Service Credit Schedule
1. Dr. Yvonne O. Carandang	Co-Chair-Area IV: Ed.D., MAED, MBA Co-Chair-Area VI: Ed.D., MBA, MAED	Friday 10:00-5:00
2. Mrs. Marilou V. Dela Cruz	Co-Chair-Area I: BSP, BSCrim, BSHM, BTLE, BSIT	TWTh 8:00-5:00
3. Mrs. Catherine D. Dumpit	Chairperson-BSCS, Area III	MTWTh 9:00-6:00
4. Dr. Shirley P. De Leon	Co-Chair-Area II: Ed.D., MBA, MAED Chair-Area V: Ed.D., MBA, MAED, BSIT Co-Chair-Area VI: BSCS, BSOA, BSBA, BSCrim, BSP, BTLE, BSIT	MTW 10:00-5:00
5. Mrs. Gerlyn M. Domingo	Area II-Co-Chair: BSCS, BSOA, BSBA, BSCrim, BSP, BSHM, BTLE, BSIT; Co-Chair-Area III: BSCS	MT 8:00-5:00
6. Mr. Melvin Eballe	Co-Chair-Area IX: BSCS, BSP, BTLE	WThF 9:00-5:00
7. Dr. Lyn R. Gondra	Chairperson: MBA, MAED, Area III: Ed.D., MBA, MAED; Co-Chair: Area V: Ed.D., MBA, MAED Co-Chair-Area VI: BSOA Chair-Area II: Ed.D., MBA, MAED	TWTh 9:00-6:00
8. Mr. Eugene Paolo Z. Guades	Chairperson: BSP; Area III, Co-Chair: Area V	TWThF 9:00-6:00
9. Mr. Andrew D. Intia	Chairperson: BSOA, Area III; Co-Chair-Area V: BSBA; CO-Chair-Area III: BSOA	TWTh 9:00-6:00
10. Dr. Nancy G. Liwanag	Chair-Area V: BSCS, BSP, BTLE	MTWTh 8:00-5:00
11. Mr. Rowee M. Marfil	Co-Chair-Area V: BSCS; Chair-Area IX: BSCS, BSP, BTLE	WThF 9:00-5:00
12. Mrs. Nelia A. Ortega	Chair-Area I: Ed.D., MBA, MAED, BSCS, BSOA, BSBA, BSCrim, BSP, BSHM, BTLE, BSIT	WF 8:00-5:00
13. Ms. Cecil L. Ramos	Co-Chair-Area IX: Ed.D., MBA, MAED, BSOA, BSBA, BSCrim, BSIT	MTW 8:00-5:00
14. Dr. Apple M. Rapada	Chairperson-BSOA; Area III	MTWTh 8:00-5:00
15. Mrs. Luz J. Tila-on	Co-Chair-Area I: Ed.D., MBA, MAED, BSCS, BSOA, BSBA	TWTh 9:00-6:00
16. Mrs. Claudette B. Timan	Co-Chair-Area V: BSHM; Co-Chair-Area VI: BSHM; Co-Chair-Area IX: BSHM	MTW 8:00-5:00
17. Dr. Josephine S. Tuvilla	Chair-Area V: BSOA, BSBA, BSCrim, Co-Chair-Area III: BSBA	TW 9:00-5:00
18. Mr. Mark Joseph A. Viado	Overall Co-Chair; Co-Chair-Area VIII: Ed.D., MBA, MAED, BSCS, BSOA,	MTWTh 9:00-5:00



Republic of the Philippines  
**EULOGIO "AMANG" RODRIGUEZ  
INSTITUTE OF SCIENCE AND TECHNOLOGY  
CAVITE CAMPUS**

General Mariano Alvarez, Cavite  
(Practicum-Student Evaluation Form)

Name: DE PAZ, JUDY QUINIQUITO Course: BSCS Inclusive Date: \_\_\_\_\_  
*Intern* From \_\_\_\_\_ To \_\_\_\_\_

Cooperating Program: \_\_\_\_\_

**Directions for Evaluation:**  
*Please rate the trainee according to the different areas / job factors below by indicating the corresponding points.*

Area	Weight	Rating
AREA 1: COMPETENCE AND DEPENDABILITY		
➤ Quality of work (ability to meet quality standard)	5.0	4
➤ Quality of work output of satisfactory work	5.0	4
➤ Job Know-How (Application of acquired knowledge & Skill)	5.0	4
➤ Use of tools and equipment	5.0	5
➤ Care of materials and supplies	5.0	4
➤ Knowledge of the vocabulary related to the job	5.0	
Subtotal	30.0	26
AREA 2: EFFECTIVENESS / ACCURACY & WORK HABITS		
➤ Industry-personal application to assigned work	5.0	5
➤ Reliability	5.0	5
➤ Initiative	5.0	5
➤ Attendance and Punctuality	5.0	5
➤ Ability to follow direction	5.0	5
Subtotal	25.0	26
AREA 3: INTEREST COOPERATION		
➤ Ability to work together with other people	5.0	5
➤ Ability to control one's emotions (self-control)	5.0	5
➤ Demonstrate level of self-confidence appropriate for the job	5.0	5 (avg)
➤ Willingness to follow directions or instructions	5.0	5
➤ Ability to adjust to new problems and changing situations	5.0	5
Subtotal	25.0	24
AREA 4: PERSONALITY / INTERPERSONAL RELATIONSHIP		
➤ Ability to handle issues constructive criticism	5.0	5
➤ Personality and character	5.0	5
➤ Human and public relations	5.0	5
➤ Grooming / Dress Code	5.0	5
Subtotal	20.0	20
TOTAL RATING	100.0	91
EQUIVALENT GRADE		1.26

Grade Equivalent

97 - 100	- 1.0	88 - 90	- 1.75	79 - 81	- 2.5	72 - below	- 5.0
94 - 96	- 1.25	85 - 87	- 2.0	76 - 78	- 2.75		
91 - 93	- 1.5	82 - 84	- 2.25	73 - 75	- 3.0		

Comments / Suggestions

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Rated by:

DUBLADO, ANNA MAE L.

*Signature over printed name*

DETAILED NURSE (JUNE 6, 2019)

*Position / Date*



**EULOGIO AMANG RODRIGUEZ  
INSTITUTE OF SCIENCE AND TECHNOLOGY  
CAVITE CAMPUS**  
General Mariano Alvarez, Cavite

(Practicum-Student Evaluation Form)

Name: JAMES B. MACAALAY Intern Course: BSCS-IV Inclusive Date: 05/24/21 From 07/07/21 To

Cooperating Program: Registrar Office

Directions for Evaluation:

Please rate the trainee according to the different areas / job factors below by indicating the corresponding points.

**AREA 1: COMPETENCE AND DEPENDABILITY**

	Weight	Rating
➤ Quality of work (ability to meet quality standard)	5.0	<u>5.0</u>
➤ Quality of work output of satisfactory work	5.0	<u>4.0</u>
➤ Job Know-How (Application of acquired knowledge & Skill)	5.0	<u>5.0</u>
➤ Use of tools and equipment	5.0	<u>5.0</u>
➤ Care of materials and supplies	5.0	<u>5.0</u>
➤ Knowledge of the vocabulary related to the job	5.0	<u>5.0</u>
Subtotal	30.0	<u>29.0</u>

**AREA 2: EFFECTIVENESS / ACCURACY & WORK HABITS**

	Weight	Rating
➤ Industry-personal application to assigned work	5.0	<u>5.0</u>
➤ Reliability	5.0	<u>5.0</u>
➤ Initiative	5.0	<u>5.0</u>
➤ Attendance and Punctuality	5.0	<u>5.0</u>
➤ Ability to follow direction	5.0	<u>5.0</u>
Subtotal	25.0	<u>25.0</u>

**AREA 3: INTEREST COOPERATION**

	Weight	Rating
➤ Ability to work together with other people	5.0	<u>5.0</u>
➤ Ability to control one's emotions (self-control)	5.0	<u>5.0</u>
➤ Demonstrate level of self-confidence appropriate for the job	5.0	<u>5.0</u>
➤ Willingness to follow directions or instructions	5.0	<u>5.0</u>
➤ Ability to adjust to new problems and changing situations	5.0	<u>4.0</u>
Subtotal	25.0	<u>24.0</u>

**AREA 4: PERSONALITY / INTERPERSONAL RELATIONSHIP**

	Weight	Rating
➤ Ability to handle issues constructive criticism	5.0	<u>4.0</u>
➤ Personality and character	5.0	<u>5.0</u>
➤ Human and public relations	5.0	<u>5.0</u>
➤ Grooming / Dress Code	5.0	<u>4.0</u>
Subtotal	20.0	<u>18.0</u>

TOTAL RATING 100.0 96.0

EQUIVALENT GRADE 1.25

Grade Equivalent

97	100	-	1.0	88	90	-	1.75	79	81	-	2.5	72	below	-	5.0
94	96	-	1.25	85	87	-	2.0	76	78	-	2.75				
91	93	-	1.5	82	84	-	2.25	73	75	-	3.0				

Comments / Suggestions

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Rated by:

*Jeanette T. Gabica*

Signature over printed name

*Asst. Registrar - 7/7/2021*

Position / Date

