



CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias, Cavite

Creating a Community of Life-Long Learners

Program Profile Performance

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

FIRST SURVEY VISIT

AREA VII.

LIBRARY



**CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS**
Town Proper, City of General Trias, Cavite

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

FIRST SURVEY VISIT

Program Profile Performance

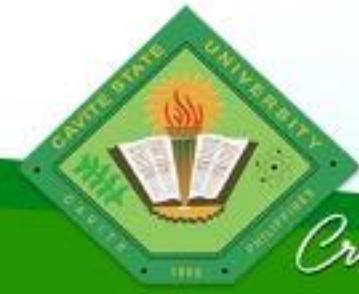
AREA VII. LIBRARY

A. ADMINISTRATION



I. SYSTEM-INPUTS AND PROCESSES

The Organizational structure of the library is well-defined



CvSU-General Trias Campus Organizational Chart



CAVITE STATE UNIVERSITY-GENERAL TRIAS CAMPUS ORGANIZATION

VISION

The premier University in historic Cavite recognized for excellence in the development of globally competitive and morally upright individuals.

MISSION

Cavite State University shall provide excellent, equitable and relevant educational opportunities in the arts, sciences and technology through quality instruction and responsive research and development activities

It shall produce professional, skilled and morally upright individuals for global competitiveness

QUALITY POLICY

We Commit to the highest standards of education, value our stakeholders, Strive for continual improvement of our products and services, and Uphold the University's tenets of Truth, Excellence, and Service to produce globally competitive and morally upright individuals



CvSU-General Trias Campus Organizational Chart

GENERAL TRIAS CITY CAMPUS ORGANIZATIONAL STRUCTURE



CAMPUS GOALS

The campus shall endeavor to:

1. Provide high quality instruction in order to produce skilled, morally upright, and globally competitive graduates;
2. Develop and pursue advance research activities through arts, sciences, and technology to support instruction; and
3. Develop and conduct extension activities that will empower people and communities.

PROGRAM OFFERINGS

Bachelor of Science in Psychology

Bachelor of Secondary Education major in English

Bachelor of Science in Hospitality Management

Bachelor of Science in Tourism Management

Bachelor of Science in Office Administration

Bachelor of Science in Business Management major in Marketing Management

Bachelor of Science in Information Technology



BS OFFICE ADMINISTRATION

Campus Library Organizational Structure



Republic of the Philippines
CAVITE STATE UNIVERSITY

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

CvSU-GENERAL TRIAS CITY CAMPUS LIBRARY CAMPUS LIBRARY ORGANIZATIONAL STRUCTURE 2021



HERNANDO D. ROBLES, EdD
University President



MA. AGNES P. NUESTRO, Ph.D.
Vice President for Academic Affairs



LAURO B. PASCUA, Ed.D.
Campus Administrator



PRINCESS N. RODERINO, RL
Head, University Library



MYLA ESTRADA SABLAYAN, RL
Campus Librarian



EDWIN Y. CAADAN
Library Assistant



LMARL SARIA
Library Assistant

Prepared by:

Handwritten signature of Myla Estrada Sablayan, RL.

MYLA ESTRADA SABLAYAN, RL
Campus Librarian

Approved by:

Handwritten signature of Lauro B. Pascua, Ed.D.

LAURO B. PASCUA, Ed.D.
Campus Administrator



Republic of the Philippines
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City of General Trias, Cavite, 4107

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CAMPUS LIBRARY

Goals and Objectives of the Library

GOALS:

To support the University in its main thrust of field of expertise by providing adequate, updated and relevant collection of research and reference materials to its clientele composed of students, faculty and other researchers in the community.

OBJECTIVES:

The Campus Library aims to:

- a. *Establish a collection that will be at par with other modern libraries not only in the region but also at national and international levels;*
- b. *Encourage maximum utilization of its collection by making it readily available and accessible to users; and*
- c. *Coordinate with all Departments within the campus in terms of selection and acquisition of library materials needed to supplement research and instruction.*

*Lifted from the CvSU Library Manual of Operations



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VISION AND MISSION OF CAVITE STATE UNIVERSITY (CvSU)

CvSU Vision

The premier university in historic Cavite recognized for excellence in the development of globally competitive and morally upright individuals.

CvSU Mission

Cavite State University shall provide excellent, equitable and relevant educational opportunities in the arts, sciences and technology through quality instruction and relevant research and development activities.

It shall produce professional, skilled and morally upright individuals for global competitiveness.

CvSU-GENERAL TRIAS CITY GOALS AND OBJECTIVES

The three campuses shall endeavor to:

- provide high quality instruction in order to produce skilled, morally upright and globally competitive graduates;
- develop and pursue advance research activities through arts, sciences and technology to support instruction; and
- develop and conduct extension activities that will empower people and communities.

DEPARTMENT OF ARTS AND SCIENCES GOALS AND OBJECTIVES

The Department of Arts and Sciences shall endeavor to:

- 1. uphold the highest standard in delivering quality and gender-sensitive instruction through continuous development of its facilities, faculty members, and instructional materials;*
- 2. provide students with relevant knowledge on basic education courses as prerequisite in understanding various allied programs.*
- 3. produce graduates who could be licensed psychometrists, academicians, human resource managers, researchers, clinicians or any allied professions;*
- 4. engage in various research and extension activities that addresses global trends and societal demands, being aligned with the goals and objectives of the university.*

DEPARTMENT OF INFORMATION TECHNOLOGY GOALS AND OBJECTIVES

The Department of Information Technology should adhere in the achievement of the following:

- 1. support the university's mission and vision in providing globally competitive individuals through technological advancements;*
- 2. equip students with knowledge in the field of information and computer technology, and office administration;*
- 3. strengthen students' skills through research development and extension activities that will endow their personal and social growth.*

DEPARTMENT OF MANAGEMENT GOALS AND OBJECTIVES

The department shall endeavor to:

- 1. provide high quality instruction and professional expertise to students, to*

prepare them in the different organizational settings as upright and competitive individuals;

2. *equip students with the knowledge and principles of marketing management, tourism and hospitality management and its application in their future career;*
3. *develop global awareness among students to meet the dynamic requirements of marketing management, tourism and hospitality industry thru research works, and community development programs by creating strong linkages with related organizations; and deliver a gender-fair and gender sensitive instructions to students aligned with the university goals and objectives.*

TEACHER EDUCATION DEPARTMENT GOALS AND OBJECTIVES

The Teacher Education Department intends to accomplish the following objectives:

1. *provide relevant and quality course offering to improve student performance;*
2. *conduct relevant researches in the teacher education and allied courses to produce good leaders and professionals; and*
3. *conduct relevant community services to disseminate information and technologies to target clienteles to improve their well-being.*

 *The Campus Library Advisory
Committee*



Republic of the Philippines

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August 20, 2021

LAURO B. PASCUA, Ed.D.

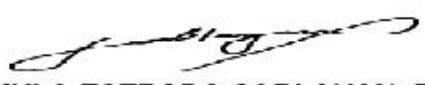
Campus Administrator

May I request the approval of the library Advisory Committee in preparation for the coming accreditation for the first semester of AY 2021-2022

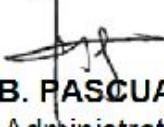
Attached is the list of the members of the Library Advisory Committee and the terms of reference

Thank you very much

Very truly yours,


MYLA ESTRADA SABLAYAN, RL
Campus Librarian

Approved by:


LAURO B. PASCUA, Ed.D.
Campus Administrator



Republic of the Philippines

CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

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cvsugeneraltrias@cvsu.edu.ph

COMPOSITION AND FUNCTIONS OF LIBRARY ADVISORY COMMITTEE 2021

• Library Advisory Committee: COMPOSITION

The Library Advisory Committee is composed of the Campus Administrator as chair and the Officer-In-Charge of the University Library as secretary. The members of the Library Advisory Committee are the chairs of the four departments in the campus, the Department of Arts and Sciences (DAS), Department of Management (OM), Teacher Education Department (TED), Department of Information Technology (DIT), Budget Officer and CSG President.

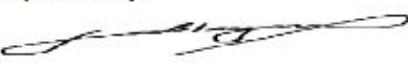
Position	Name
CHAIR: Campus Administrator	Lauro B. Pascua, EdD
SECRETARY: Campus Librarian	Myla E. Sablayan, RL
MEMBERS: Chairpersons	
Department of Arts and Sciences	Jonel N. Camalig
Department of Management	April G. Gile
Teacher Education Department	Victoriano P. Barliso, Jr.
Department of Psychology	Dr. Louziela P. Masana
Department of Hospitality Management	Aljevin Comiso
Department of Information Technology	Rommel H. Sarreal
Budget Officer	
CSG President	Bernard N. Castillo

• Library Board Committee: FUNCTIONS

1. Review library policies, rules and regulations and prepare recommendations for revisions.
2. Act as consultative body and clearing house for establishment of reading facilities and acquisition of library furniture and equipment.
3. Participate in selection and acquisition of library books and periodicals.
4. Assist in the solicitation of book donation from various sources.

*Lifted from the CvSU Library Manual of Operations, Rule III Library Advisory Committee.

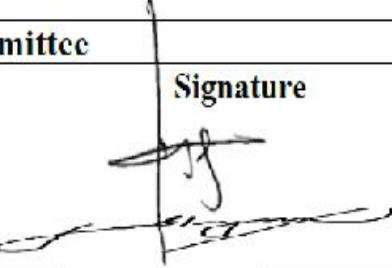
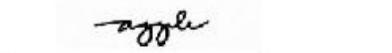
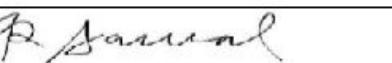
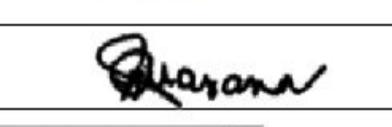
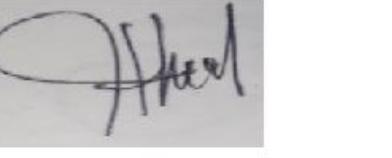
Prepared by:


MYLA ESTRADA SABLAYAN, RL
Campus Librarian

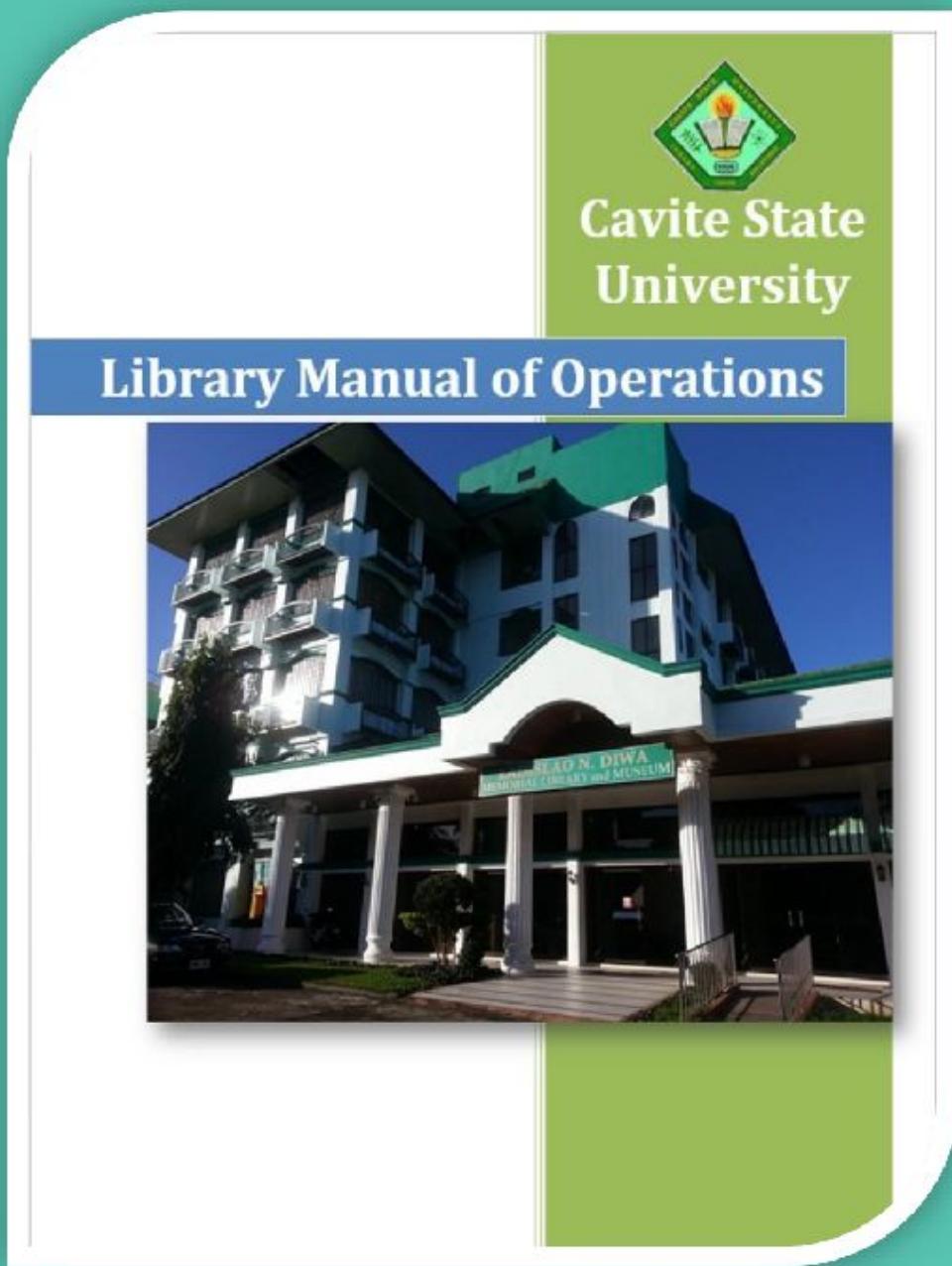
Approved by:


LAURO B. PASCUA, Ed.D.
Campus Administrator

Conforme:

The Library Advisory Committee	
Name	Signature
DR. LAURO B. PASCUA (Campus Administrator)	
MYLA ESTRADA SABLAYAN, RL (Campus Librarian)	
APRIL G. GILE (Chairperson, DM)	
ROMMEL H. SARREAL (Chairperson, DIT)	
JONEL N. CAMALIG (Chairperson, DAS)	
ALJEVIN COMISO (Chairperson, HM)	
VICTORIANO P. BARLISO, JR. (Chairperson, TED)	
DR. LOUZIELA P. MASANA (Chairperson, DOP)	
BERNARD N. CASTILLO (CSG President)	

CvSU: LIBRARY MANUAL OF OPERATIONS



BOR Approved



**BOR RESOLUTION
NUMBER 44,
SERIES OF 2017**

Full-text Link



https://drive.google.com/drive/folders/1fjGTc8XasYVfhwvXHWm2Hj_QMI9xtgnq?usp=sharing

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CvSU Library Manual of Operations



II. IMPLEMENTATION

The library develops an explicit statement of its goals and objectives in conformity with the mandate of institution.





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*Lifted from the CvSU Library Manual of Operations

MYLA E. SABLAYAN, RL

Campus Librarian



**Bachelor in Library and Information Science,
Saint Louis College San Fernando La Union– 2016**

Registered Librarian
License No: 0007802

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[Campus Librarian CV](#)
[Click link](#)



Creating a Community of Life-Long Learners





Saint Louis College

Lingsat, City of San Fernando, 2500 La Union, Philippines
Tel. No. (072) 242-5535, Telefax (072) 888-3955
Email Address: slc_admin@slc-sflu.edu.ph



OFFICIAL TRANSCRIPT OF RECORDS

Name: SABLAYAN, MYLA ESTRADAID Number: 11101222Address: CALLIAT, BALAOAN, LA UNIONSex: FEMALEDate of Birth: NOVEMBER 9, 1994Degree/Course: BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS)Place of Birth: FORM 137A - SINAPANGAN NATIONAL HIGH SCHOOLDate of Admission: JUNE 15, 2011

Place of Admission Credentials:

Year Graduated (H.S.): 2011Date of Graduation: APRIL 1, 2016

SUBJECT CODE	DESCRIPTIVE TITLE	GRADE	CG	UNITS	OFFICIAL MARKS
SINT LOUIS COLLEGE, SAN FERNANDO CITY, LA UNION					FOR UNDERGRADUATE LEVEL
		LETTER GRADE	NUMERICAL GRADE	PERCENTAGE EQUIVALENT	
RST SEMESTER, 2011-2012:					
NGL +	FUNDAMENTALS OF GRAMMAR	78	3		
L 1	KOMUNIKASYON SA AKADEMIKONG FILIPINO	81	3		A 1.00 99 - 100
ATH 1	COLLEGE ALGEBRA	70	0		A- 1.25 97 - 98
AT SC 1	INTRODUCTION TO BIOLOGICAL SCIENCE	75	3		B+ 1.50 94 - 96
STP 1	NATIONAL SERVICE TRAINING PROGRAM 1	86	3		B 1.75 91 - 93
E 1W	PHYSICAL FITNESS	90	2		B- 2.00 87 - 90
VE 1	FOUND OF RELIGIOUS & VALUES EDUCATION	79	3		C+ 2.25 83 - 86
ECOND SEMESTER, 2011-2012:					C 2.50 80 - 82
NGL 1	ENGLISH FOR ACAD & TECH PURPOSES	78	3		C- 2.75 77 - 79
L 2	PAGBASA AT PAGSULAT SA IBAT IBANG DISIRPLINA	79	3		D 3.00 75 - 76
S 1	INTRO TO LIB AND INFO SCIENCE	83	3		F 5.00 74 & below
AT SC 2	INTRODUCTION TO PHYSICAL SCIENCE	75	3		
STP 2	NATIONAL SERVICE TRAINING PROGRAM 2	85	3		FOR GRADUATE LEVEL
E 2W	FUND IN RHYTHMIC ACTIVITIES	90	2		Passing Grade 85%
DC SC 2	GEN PSYCHO W/ DRUG ABUSE EDUCATION	78	3		Failure below 85%
JMMER 2012:					(Supplementary Marks)
ATH 2E	PLANE & SPHERICAL TRIGONOMETRY	77	3		NC - No Credit
DC SC 1	PHII IPPINE HISTORY	80	3		WP - Withdrawal with Permission
RST SEMESTER, 2012-2013:					INC - Incomplete
L 3	MASINING NA PAGPAPAHAYAG	77	3		NFE - No Final Examination
JM 1	INTRO TO ART EDUCATION	79	3		DRP - Dropped
T 1	WORD PROCESSING & SPREADSHEET	75	3		F - Failure
S 2	COLLECTION MANAGEMENT	77	3		UD - Unofficially Dropped
S 3	ORG. OF INFORMATION SOURCES	78	3		
E 3W	INDIVIDUAL/DUAL SPORTS/GAMES	76	2		"ACCREDITED"
VE 3	VALUES IN WORSHIP & SACRAMENTS	80	3		(Exempted from Special Order)
ECOND SEMESTER, 2012-2013:					REGISTRY OF GRADUATES
S 4	ORG. OF INFO. SERVICES 2	78	3		(ROG) No. _____
S 5	INFO. SOURCES AND SERVICES 1	86	3		Series _____
S 6	INFORMATION TECHNOLOGY 1	85	3		Date _____
S 7	LIBRARY LIT FOR CHILDREN & YOUNG ADULTS	82	3		
E 4W	TEAM SPORTS/GAMES	89	2		"NON-ACCREDITED"
VE 2	VALUES IN THE LIFE & TEACHINGS OF JESUS	79	3		SO No. <u>50-842201-1</u>
DC SC 4	LIFE & WORKS OF DR. JOSE RIZAL	79	2		Series <u>2016</u>
JMMER 2013:					Date <u>Feb. 19, 2016</u>
/E 4	CHRISTIAN VALUES	82	3		
DC SC 3	SOCIETY, CULTURE & FAMILY PLANNING	82	3		CERTIFIED TRUE COPY OF THE ORIGINAL
RST SEMESTER, 2013 - 2014:					<u>TOMAS J. R. DE AUSTRIA, MIT</u> <u>REGISTRAR</u>
DUC 1A	THEORY 1	80	3		
DUC 5A	PRINCIPLES OF TEACHING 1	75	3		
S 10	INFORMATION SOURCES AND SERVICES II	85	3		
S 19	WEB TECHNOLOGIES IN LIBRARIES	84	3		
S 20	INFORMATION LITERACY	80	3		
S 8	LIBRARY AND INFORMATION MANAGEMENT	80	3		
S 9	INDEXING AND ABSTRACTING	76	3		
					NOT VALID WITHOUT THE COLLEGE SEAL
REMARKS					PLEASE TURN TO NEXT PAGE

Wilfred F. Cabauatan, Ph.D.
WILFRED F. CABAUATAN, Ph.D.
Registrar

Aurora R. Carbonell, Ed.D.
AURORA R. CARBONELL, ED.D.
Dean

Rowena Kathleen H. Abakos, CPA
ROWENA KATHLEEN H. ABAKOS, CPA
Treasurer





Saint Louis College

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Tel. No. (072) 242-5535, Telefax (072) 888-3955
Email Address: slc_admin@slc-sflu.edu.ph



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Name: **SABLAYAN, MYLA ESTRADA** ID Number: 11101222
 Home Address: **CALLIAT, BALAOAN, LA UNION** Sex: **FEMALE**
 Place of Birth: **BALAOAN, LA UNION** Date of Birth: **NOVEMBER 9, 1994**
 Degree/Course: **BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS)**
 Entrance Data: **FORM 137A - SINAPANGAN NATIONAL HIGH SCHOOL** Date of Admission: **JUNE 15, 2011**
 Other Admission Credentials:
 Date of Graduation **APRIL 1, 2016** Year Graduated (H.S.): **2011**

SUBJECT CODE	DESCRIPTIVE TITLE	GRADE	CG	UNITS	OFFICIAL MARKS
SECOND SEMESTER, 2013 - 2014:					
LIS 11	MANAGEMENT OF LIBRARIES AND INFORMATION CENTERS 2	79		3	FOR UNDERGRADUATE LEVEL
LIS 12	RESEARCH METHODS AND EVAL IN LIS	85		3	LETTER GRADE
LIS 13	SPECIAL MATERIALS	82		3	NUMERICAL GRADE
LIS 14	SCHOOL LIBRARIES	84		3	PERCENTAGE EQUIVALENT
LIS 15	ACADEMIC LIBRARIES	82		3	A 1.00 99 - 100
LIS 16	SPECIAL LIBRARIES	80		3	A- 1.25 97 - 98
LIS 18	ARCHIVES MANAGEMENT	80		3	B+ 1.50 94 - 96
SUMMER 2014:					
LIS 17	PUBLIC LIBRARIES	84		3	B 1.75 91 - 93
LIS 21	DATABASE DESIGN	89		3	B- 2.00 87 - 90
FIRST SEMESTER, 2014 - 2015:					
ENGL 2	EFFECTIVE WRITING	77		3	C+ 2.25 83 - 86
ENGL 3	ORAL COMMUNICATION	81		3	C 2.50 80 - 82
LIS 22	LIBRARY AUTOMATION AND SYSTEMS	86		3	C- 2.75 77 - 79
LIS 23	DIGITAL LIBRARIES AND RESOURCES	89		3	D 3.00 75 - 76
MATH 1	COLLEGE ALGEBRA	76		3	F 5.00 74 & below
PHILO 1	LOGIC	75		3	
SOC SC 5	POLITICS, GOVERNANCE & NEW CONSTITUTION	87		3	
SECOND SEMESTER, 2014 - 2015:					
EDUC 1B	THEORY 2-FACILITATING LEARNING	79		3	FOR GRADUATE LEVEL
EDUC 5B	PRINCIPLES OF TEACHING 2	76		3	<i>Passing Grade 85%</i>
LIS 24	SYSTEM ANALYSIS AND WEB DESIGN	94		3	<i>Failure below 85%</i>
LIT 1	PHILIPPINE LITERATURE	75		3	(Supplementary Marks)
LIT 2	WORLD LITERATURE	81		3	NC - No Credit
SOC SC 6	PRIN OF ECONOMICS, TAXATION & CARP	82		3	WP - Withdrawal with Permission
FIRST SEMESTER, 2015 - 2016:					
LIS 25A	LIBRARY PRACTICE 1 (IN CAMPUS)	93		3	INC - Incomplete
SECOND SEMESTER, 2015 - 2016:					
LIS 25B	LIBRARY PRACTICE II (OFF CAMPUS)	87		3	NFE - No Final Examination
GRADUATED WITH THE DEGREE BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS) ON APRIL 1, 2016 WITH SPECIAL ORDER NO. 50-842201-1 S. 2016 ISSUED BY THE COMMISSION ON HIGHER EDUCATION (CHED), REGIONAL OFFICE NO. 1, SAN FERNANDO CITY, LA UNION DATED FEBRUARY 19, 2016.					
----- ENTRY BELOW THIS LINE NOT VALID -----					
REMARKS	/				
LAST PAGE					



CERTIFIED TRUE	
COPY OF THE ORIGINAL	
TOMAS R. R. DE AUSTRIA, MIT	
REGISTRAR	

NOT VALID WITHOUT
THE COLLEGE SEAL





Republic of the Philippines
Professional Regulation Commission
Lucena Regional Office



C E R T I F I C A T I O N O F P A S S I N G

This is to certify that according to the records of this Commission,

MYLA ESTRADA SABLAYAN

(Name of Examinee)

PASSED the

LIBRARIAN

(Examination Taken)

licensure examination given by the Board of/for

Librarians

(Name of Board)

on September, 2016

(mm/yyyy)

77.45%

(Rating Obtained)

This certification is issued upon his/her request for whatever legal purpose it may serve.



Robinsons Sta. Rosa
October 27, 2020

By Authority of the Commission:

CRIZZA MARISOL S. QUINTO
Professional Regulation Officer I
Sta. Rosa Service Center

O.R. No. : 92430085
DATE : 10/26/2020

Verified and typed by: MHELEN M. DACER

ANY ERASURE OR ALTERATION HEREON NULLIFIES THIS CERTIFICATION.
NOT VALID WITHOUT DRY SEAL AND DOCUMENTARY STAMP.

RMD - 03
Rev. 00
February 25, 2015
Page 1 of 1

2/F LUCENA GRAND CENTRAL TERMINAL, BRGY. ILAYANG DUPAY, LUCENA CITY, PHILIPPINES 4301
Telephone No. (042) 373-7316 Telefax No. (042) 373-7305 E-mail: prc.lucena@gmail.com



BS OFFICE ADMINISTRATION

Ms. PRINCESS N. RODERNO, RL, MLIS

University Librarian



Doctor of Philosophy, Major in Educational Management (2018-Present)
De La Salle University- Dasmariñas

Master in Library and Information Science, 2016 Polytechnic University of the Philippines

Bachelor in Library and Information Science, 2008 Polytechnic University of the Philippines

Registered Librarian
License No. 0006212

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[**University Librarian CV**](#)



Creating a Community of Life-Long Learners



Cavite State University
BS Psychology



MS. PRINCESS N. RODERNO, RL, MLIS

Master in LIBRARY and Information Science



Bachelor in LIBRARY and Information Science



CHED RQAT / Regional Quality Assessment Team



Creating a Community of Life-Long Learners



Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
PROFESSIONAL IDENTIFICATION CARD

Republic of the Philippines



PINES PROFESSIONAL REGULATION COMMISSION REPUBLIC OF THE PHILIPPINES PROFESSIONAL REGULATION COMMISSION REPUBLIC OF THE PHILIPPINES PROFESSIONAL REGULATION COMMISSION REPUBLIC OF THE PHILIPPINES PROFESSIONAL REGULATION COMMISSION REPUBLIC OF THE PHILIPPINES



LAST NAME

► RODERNO

FIRST NAME

► PRINCESS

REGISTRATION NO.

► 0006212

REGISTRATION DATE

► 12/05/2011

VALID UNTIL

▶ 07/21/2023

VALID UNTIL

► 07/21/2023

LIBRARIAN



Professional Regulation Commission

www.prc.gov.ph

CERTIFICATION

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked or withdrawn.

19-2831175

Signature of Professional

the rock

TEOFILO S. PILANDO, JR.

Chairman



Creating a Community of Life-Long Learners

POLITEKNIKONG UNIVERSIDAD NG PILIPINAS
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
(Formerly Philippine College of Commerce)
Manila

Sa Lahat ng Makatutunghay sa Kasulatang Ito:

To All Persons Who May Read This Document:

MAPITAGANG BATI.

G R E E T I N G S.

Ipinahabatid na ang Lupon ng mga Regente, sa pananagitan ng kahanggaithang kahook-
Be it known that the Board of Regents,
ng Republikang Pilipinas, at sa tagubilin ng Sanggunian ng Unibersidad, ay naggaraad kay
by the Republic of the Philippines, and upon recommendation
of the University Council, has conferred upon

Princess Natho Roderro
na makatupad sa lahat ng kinahilingan ukol sa tilabong
who has named all the requirements for the degree of

Master in Library and Information Science

kulakip ang lahat ng hanapahan, hanangahan, at mga publikasyon din ang mga hanapahan
with all the rights, honors, and privileges as well as the obligations
at hanangahan na nakuha dito.
and responsibilities pertaining to it.

Bilang katuranggan, ang lahat ng Unibersidad at ang tagata
In Testimony, the seal of the University and the signature
ng Pangulo ng Unibersidad ay taglay nito,
of the President of the University are hereto affixed.

Indayda sa Manila, Philippines ngayong ika — walo — ng
Given at Manila, Philippines this 8th day of
Disyembre — ng taong Dalaang Libo at lahat-anim
December — or the year Two Thousand and Sixteen.



ZENJIBER SARINCO, DEM
University Registrar

EMANUEL C. BEUGMAN, PhD
President

REPUBLICA NG PILIPINAS
Republic of the Philippines

POLITEKNIKONG UNIBERSIDAD NG PILIPINAS
(Formerly Philippine College of Commerce)
Manila

Sa Lahat ng Makatutunghay sa Kasulatang Ito:

To All Persons Who May Read This Document:

MAPITAGANG BATI.

GREETINGS.

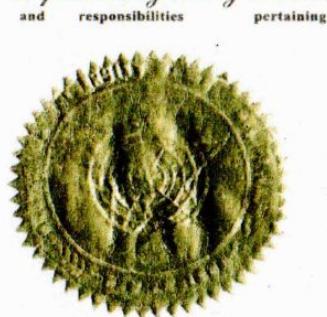
Ipinabahati na ang Supon ng mga Regente, sa pamamagitan ng kapangyarihang kalokong Republika ng Pilipinas, at sa tagubilin ng Sanggunian ng Universidad, ay naggawad kay by the Republic of the Philippines, and upon recommendation of the University Council, has conferred upon

Princess Alcantara Nahlo
na nakatalpad sa lahat ng kinakailangan ng iskola sa titulong

who has fulfilled all the requirements for the degree of

Bachelor in Library and Information Science

kakip ang lahat ng karapatan, karanganan, at mga priilehiyo gayon din ang mga tungkulin with all the rights, honors, and privileges as well as the obligations at pananagutan na nakuhol dito.



Bilang katinugan, ang tatak ng Universidad at ang tagda In Testimony, the seal of the University and the signature ng Pangulo ng Universidad ay taglay nito.

Initagda sa Maynila, Pilipinas ngayong ika siyam ng Given at Manila, Philippines this 9th of Mayo ng taong Dalawang Lito at walo May of the year Two Thousand and eight.

MELBA D. ABALETA
University Registrar

DANTE G. GUEVARRA, BFA
President

Diploma No. 20708-073



Creating a Community of Life-Long Learners



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE UNIVERSITY REGISTRAR
Manila, Philippines



STATE U

OFFICIAL TRANSCRIPT OF RECORDS

Student Number : 2004-019209-4 Date : June 3, 2013
 Student Name : NABLO, PRINCESS ALCANTARA
 Address : BLOCK 17 LOT 1 APITONG AVENUE, FIESTA SOUTH HOMES, SALITRAN II,
 DASMARIÑAS, CAVITE
 Date of Admission : 2004 Entrance Credentials : F-138, PUPCET
 Elementary School : STELLA MARIS COLLEGE
 Year Graduated : 2000
 High School : STELLA MARIS COLLEGE
 Year Graduated : 2004
 Degree Earned : BACHELOR IN LIBRARY AND INFORMATION SCIENCE
 Date Graduated : MAY 9, 2008 Attended : Semester : 8 Summer : 0

SUBJECTS		GRADES	CREDITS
CODE	DESCRIPTIVE TITLE		
2004-2005, FIRST SEMESTER			
CS 305	WORD PROCESSING WITH LABORATORY	2.00	3.0
EN 110	STUDY AND THINKING SKILLS IN ENGLISH	2.25	3.0
FO 101	SINING NG PAKIKIPAGTALASTASAN	3.00	3.0
HS 100	HEOGRAPIYA AT KASAYSIAN NG FILIPINAS	2.25	3.0
LI 110	INTRODUCTION TO LIBRARIANSHIP AND INFORMATION SCIENCE	1.75	3.0
PS 105	POLITICS AND GOVERNANCE WITH PHILIPPINE CONSTITUTION	1.25	3.0
PY 100	GENERAL PSYCHOLOGY	2.00	3.0
PE-1	SOCIAL DANCE	1.75	2.0
NSTP	CIVIC WELFARE TRAINING SERVICE	P	3.0
2004-2005, SECOND SEMESTER			
EN 111	WRITING IN THE DISCIPLINE	2.25	3.0
FO 102	PAGBASA AT PAGSULAT SA IBA'T IBANG DISIPLINA	2.00	3.0
LI 120	COLLECTION MANAGEMENT	1.75	3.0
MT 123	COLLEGE ALGEBRA	2.25	3.0
PY 120	PERSONALITY DEVELOPMENT AND HUMAN RELATIONS	1.75	3.0
SO 100	SOSYOLOHIYA, KULTURA AT PAGPAPAMILYA	2.50	3.0
PE-2	VOLLEYBALL	1.50	2.0
NSTP	CIVIC WELFARE TRAINING SERVICE	P	3.0
2005-2006, FIRST SEMESTER			
EN 120	EFFECTIVE SPEECH	1.75	3.0
FO 103	RETORIKA	2.50	3.0
LI 230	INFORMATION SOURCES AND SERVICES	2.00	3.0
LI 250	INFORMATION TECHNOLOGY WITH LABORATORY I	2.00	3.0
LI 210	ORGANIZATION OF INFORMATION SOURCES I	1.50	3.0
PH 200	LOGIC	2.00	3.0
ST 123	GENERAL STATISTICS	2.75	3.0
PE-3	TABLE TENNIS	1.25	2.0
2005-2006, SECOND SEMESTER			
EC 110	BASIC ECONOMICS WITH TAXATION AND AGRARIAN REFORM	INC	None
**** MORE ON NEXT PAGE ****			
GRADING SYSTEM : 1.00 = 97-100% ; 1.25 = 94-96% ; 1.50 = 91-93 ; 1.75 = 88-90% ; 2.00 = 85-87% ; 2.25 = 82-84% ; 2.50 = 79-81 ; 2.75 = 76-78% ; 3.00 = 75% ; 5.00 = Failed ; P = Passed ; NC = No Credit ; INC = Incomplete ; W = Withdrawn ; UW = Unauthorized Withdrawal.			
CREDITS : One college unit is at least seventeen (17) full hours of instruction in academic or professional subject within a semester.			
REMARKS : TDRDSUTSBDTSDSHPBSHTiTPTVUCE - π\$ "#			

(Not valid without the University seal)

No. 2-12565

Prepared By :

RAYAN C. SORIANO

ZENIDA R. SARMIENTO, DEM
Acting University Registrar

Checked By :

ZENAIDA P. SALAZAR



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

CvSU General Trias City Campus Library

Duties and Responsibilities of Library Staff 2021-2022

Campus Librarian

The Campus Librarian reports to the Campus Administrator, coordinates with the Department Chairperson, and Campus Budget Officer, acts as the secretary of the Library Advisory Committee and supervises the operation of the Campus Library.

The Campus Librarian has the following duties and responsibilities:

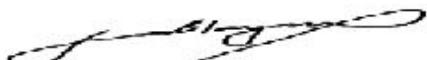
- a. Supervises all library services and activities;
- b. Plans and implements library programs and projects, including staff development in consultation with the Library Advisory Committee;
- c. Prepares the budget of the library in consultation with the Campus Administrator;
- d. Prepares the annual report for submission to the Campus Administrator;
- e. Ensures the order and safety of the library, including all collections and equipment therein;
- f. Facilitates application and renewal of subscriptions and issuance of referrals;
- g. Represents the library in both academic and administrative programs and events of the Campus;
- h. Acts as secretary of the Library Advisory Committee;
- i. Establishes linkages with other libraries and agencies;
- j. Evaluates job performance of the library staff; and
- k. Performs other functions and tasks as may be assigned from time to time.

Library Assistant

The Library Assistant reports directly to the Campus Librarian and monitors the activities day-to-day of the Campus Library. The Library Assistant has the following duties and responsibilities.

- a. Renders circulation service to users and implement the circulation policy of the library;
- b. Manages the day-to-day activities of the Campus Library;
- c. Prepares the library's statistical report on circulation and submit the same to the office for consolidation;
- d. Prepares referral letters;
- e. Registers and validates library cards to students and faculty members;
- f. Signs clearances of students and faculty;
- g. Prepares and sends recall notices to library users with overdues books; and
- h. Performs other related duties which may be assigned by higher authorities.

Prepared by:



MYLA ESTRADA SABLAYAN, RL

Campus Librarian

Approved by:


LAURO B. PASCUA, Ed.D.

Campus Administrator

A screenshot of a video conference interface. At the top left, a banner displays "MS. MYLA E. SABAYLAN" and "Campus Librarian". Below the banner is the logo of the Cavite State University. On the right side, a grid of participant thumbnails shows 22 attendees, including the Campus Librarian and several other individuals. The bottom of the screen shows the video feed of the participants, with one participant currently recording.

1:12 PM | ygw-iywx-jsb

REC

Roncesvalle Calpang, Adolfo Manuel, Carlo Nino Ching, Cheyne Banogon, Amado Magsino, Lauro PASCUA, April Gile, You

14 others

4:13 PM | ygw-iywx-jsb

Attendance of the Campus Librarian to CHED IV-A RQAT VIRTUAL VISIT last August 25, 2021



BS OFFICE ADMINISTRATION

Cisco Webex Meetings | Meeting Info | Hide Menu Bar ^

Connected • - X

File Edit Share View Audio & Video Participant Meeting Help

Speaking: lauro pascua

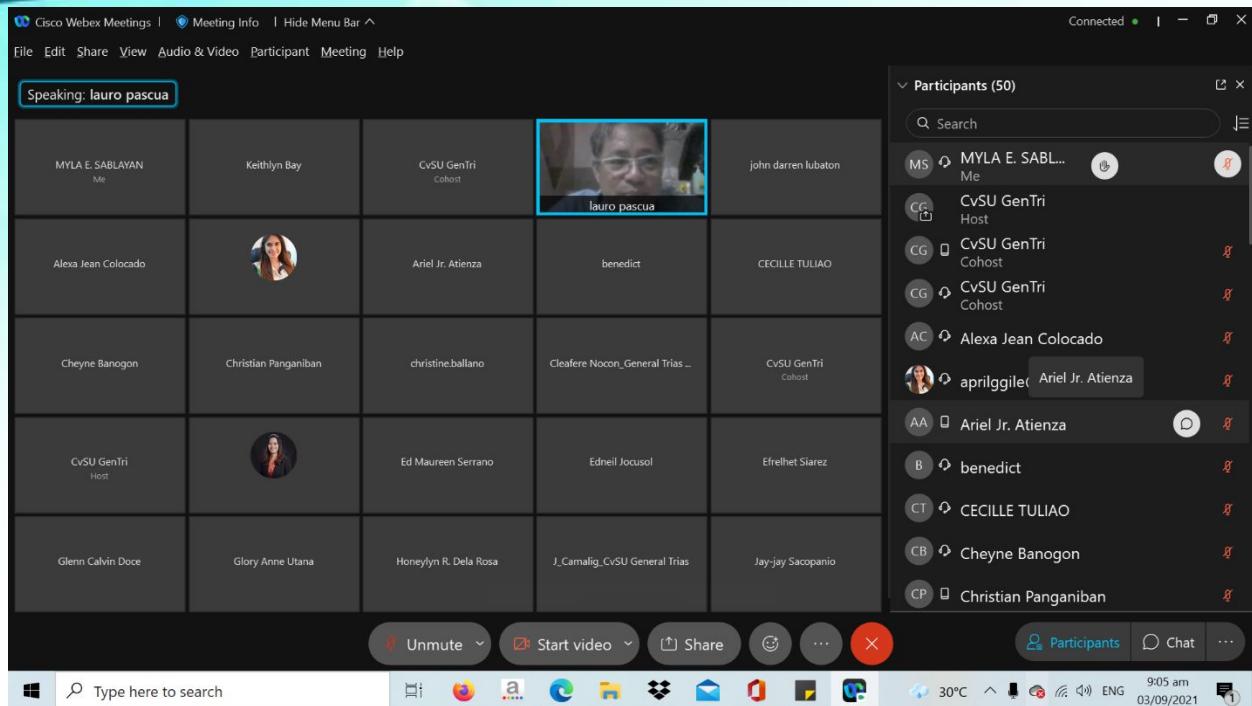
MYLA E. SABLAYAN Me	Keithlyn Bay	CvSU GenTri Cohost	 lauro pascua	john darren lubaton
Alexa Jean Colocado		Ariel Jr. Atienza	benedict	CECILLE TULIAO
Cheyne Banogon	Christian Panganiban	christine.ballano	Cleafeire Nocon_General Trias_	CvSU GenTri Cohost
CvSU GenTri Host		Ed Maureen Serrano	Edneil Jocosol	Efrhelnet Siarez
Glenn Calvin Doce	Glory Anne Utana	Honeylyn R. Dela Rosa	J. Camalig, CvSU General Trias	Jay-jay Sacopanio

Unmute Start video Share ... X

Participants Chat ...

Type here to search

30°C ENG 9:05 am 03/09/2021



DAY 3
SEPT. 8, 2021

8:00AM – 12:00NN
CHECKING OF DOCUMENTS OF AREAS 7 AND 8

1:00PM – 5:00PM
CHECKING OF DOCUMENTS OF AREAS 9 AND 10



Attendance of the Campus Librarian to Internal Assessment Board Meeting



BS OFFICE ADMINISTRATION

Sample of Office Memorandums and Invitations of Meetings



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



QUALITY ASSURANCE AND ACCREDITATION OFFICE

OFFICE MEMORANDUM No. 2 S. 2021

To : COPC TASK FORCE COMMITTEE
[Signature]

FROM : RONCESVALLE J. CAIPANG
Quality Assurance and Accreditation Coordinator

NOTED : LAURO B. PASCUA, EdD
Campus Administrator

SUBJECT : BSP COPC POST EVALUATION

DATE : July 17, 2021

You are requested to attend the post-evaluation/discussion of the recently concluded COPC evaluation of the BS Psychology program on July 19, 2021 at 9:00 in the morning via Cisco Webex.

Meeting code/link and password will be shared once available.

For strict compliance.

Thank you.



BS OFFICE ADMINISTRATION



Republic of the Philippines
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Gen. Trias City Campus
Brgy. Vibora, General Trias City, Cavite
437-0693 | www.cvsu.edu.ph

OFFICE MEMORANDUM
No. 30, s. 2021

To : TO ALL CONCERNED FACULTY MEMBERS AND STAFF
SUBJECT : BSOA and BSTM ACCREDITATION TASK FORCE
FROM : DR. LAURO B. PASCUA
Campus Administrator
DATE : August 10, 2021

1. Two of our campus' programs, BS Office Administration and BS Tourism Management were scheduled for its AACCUP First Survey Visit on September 27-October 1, 2021 and November 2021, respectively.
2. In this regard, the following personnel are hereby designated as committee members:

AREA	COORDINATOR and MEMBERS
AREA I. Vision, Mission, Goals and Objectives	Chair: Ms. Rogelyn P. Alarca Member: Engr. Estelita A. Villa Ms. Quennie Rose T. Gelig Newly hired BSED faculty
AREA II. Faculty	Chair: Ms. Shaine C. Hayag Members: Ms. Kaycelyn Gambon Ms. Keithlyn M. Bay Ms. Christalene Jewel M. Mercado Newly hired BSHM faculty
AREA III. Curriculum and Instruction	Chair: Dr. Louziela P. Masana Members: Ms. Efreheth N. Siarez Mr. Albino F. Panotes Newly hired BSBM faculty
AREA IV. Support to Students	Chair: Ms. April G. Gile Members: Mr. Khennel S. Erolin Mr. Christian B. Panganiban Newly hired BSOA faculty
AREA V. Research	Chair: Dr. Noel B. Manapilis Members: Mr. John Riel Labiang Mr. Joshmond Ivan Supapo Newly hired BSHM faculty
AREA VI. Extension and Community Involvement	Chair: Ms. Ronnelvalle J. Caipang Members: Mr. Alvaro L. Arcado Newly hired BSBM faculty
AREA VII. Library	Chair: Ms. Myla E. Sablayan

	Members:	Mr. Lmarl Saria Selected BSOA Students
AREA VIII. Physical Plant and Facilities	Chair: Members:	Ms. Rommel H. Sarreal Mr. Jonel N. Camalig Mr. Xenon Lee Laynes Mr. Marlon L. Sacopanio, Jr.
AREA IX. Laboratory	Chair: Members:	Ms. Katherine Ann M. Magracia Newly hired BSTM faculty All members of Area VIII
AREA X. Administration	Chair: Member:	Ms. Victoriano P. Barliso, Jr. Ms. Cheyne L. Banogon Newly Hired BSHM faculty
Web Developers/ Technical Assistance		Mr. Leonardo B. Araga Mr. Ariel Alienza Newly hired BSIT Faculty
Program Lay-out/ Audio-Visual Presentations		Mr. Aljevin A. Comiso Mr. Christian B. Panganiban Mr. Lmarl Saria Newly hired BSIT faculty
Secretariat/ Program Invitation/ Certificates/ Campus Virtual Tour/Stakeholder		Ms. Efrelhet N. Siarez Ms. Keithlyn M. Bay Ms. Kaycelyn Gambon Mr. Khennel S. Erolin Ms. Quennie Rose T. Gelig Mr. John Riel Labiang Mr. Jonel N. Camalig Ms. Cheyne L. Banogon Ms. Christalene Jewel M. Mercado
Accomplishment Report		Ms. Roncesvalle J. Caipang Ms. April G. Gile
Finance		Mr. Edwin Caadan Ms. Shaine C. Hayag
Editor (Accreditation Virtual Room)		Ms. Roncesvalle J. Caipang Ms. April G. Gile

3. In addition, **Ms. April G. Gile, BSOA Program Coordinator** is designated as Task Force Chairperson of this Accreditation Team to be assisted by the Quality Assurance Coordinator.
4. These designation are in addition to your usual duties and responsibilities and do not entail additional compensation.

Please be guided accordingly. Thank you.



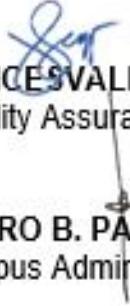


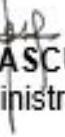
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Bray. Vibora, General Trias City, Cavite
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QUALITY ASSURANCE AND ACCREDITATION OFFICE

OFFICE MEMORANDUM
No. 1 S. 2021

To : CURRICULUM AND INSTRUCTION COORDINATOR
DEPARTMENT CHAIRPERSON OF BSOA, BSTM, BSP
PROGRAM COORDINATORS OF BSOA, BSTM, BSP
TWO FACULTY REPRESENTATIVES PER PROGRAM

FROM : 
RONCESVALLE J. CAIPANG
Quality Assurance and Accreditation Coordinator

NOTED : 
LAURO B. PASCUA, EdD
Campus Administrator

SUBJECT : REQUEST TO REPORT TO THE CAMPUS

DATE : May 3, 2021

You are hereby requested to report to the campus on **May 12, 2021, 8:00** in the morning onwards to serve as internal evaluator and to assist in packaging the COPC documents of your respective program.

For strict compliance.

Thank you.



FACULTY Orientation

GENERAL TRIAS CITY CAMPUS
PROGRAMME



September 3, 2021
Friday



8:00 AM to 12:00 NN



Cisco
webex

I. Prayer

National Anthem
CvSU at a Glance

AVP

II. Introduction of Key Officials and Support Personnel

Ms. Keithlyn M. Bay

Admission and Testing Services Coordinator

III. Welcome Remarks

Dr. Lauro B. Pascua

Campus Administrator

IV. Presentation of Faculty Members by Department

Psychology
Teacher Education
Hospitality and Tourism Studies
Arts and Sciences
Management
Information Technology

Department Chairpersons

Dr. Louziela P. Masana

Mr. Victoriano P. Barliso Jr.

Mr. Aljevin A. Comiso

Mr. Jonel N. Camalig

Ms. April Golloso-Gile

Mr. Rommel H. Sarreal

V. Presentation of Academic Calendar Academic Policies and Grading System

Ms. Rogelyn P. Alarca

Office of the Campus Registrar

VI. HR Policies (R.A. 6713 Code of Conduct and Ethical Standards for Public Officials and Employees)

Ms. Debbie Rose B. Fabian

HRDO Coordinator, Tanza Campus

VII. Orientation to CvSU e-Library System, Open Education Resources and Creative Commons

Ms. Myla E. Sablayan

Campus Librarian

VIII. Netiquettes in Handling Online Classes

Mr. Victoriano P. Barliso Jr.

Chairperson, Department of Teacher Education

IX. Discussion on Gender and Development

Ms. April Golloso-Gile

*Chairperson, Department of Management
Gender and Development Coordinator*

X. Mental Health Awareness

Dr. Louziela P. Masana

*Chairperson, Department of Psychology
Guidance Services Coordinator*

XI. Closing Remarks

Ms. Christalene Jewel M. Mercado

OIC Campus Secretary

JOHN RIEL B. LABIANG
Alumni Affairs Coordinator
MODERATOR

WEBINARS ATTENDED BY THE LIBRARIAN

- ❖ The Philippine Association of Academic/Research Librarians, Inc. (PAARL) 4th Marina G. Dayrit Lecture Series Webinar 2021 (MGDLS4) entitled, "Bringing the Library Home: Building Interactive Platforms in the Digital Space", with Ms. Christine M. Abrigo, Director of Libraries, De La Salle University
September 2021 via Zoom, 1:00 PM.
- ❖ 1st ASEAN Virtual Regional Conference for Public Librarians Approved credit units: 9
Public Libraries Division, Philippine National Library
August 23-25, 2021
- ❖ 3rd Marina G. Dayrit Lecture Series 2021 with the theme "Development and Access to Information: Libraries and the Sustainable Development Goals" Approved credit units: 2.25
PAARL Philippine Association of Academic/Research Librarians, Inc.
06 August 2021
- ❖ Re-stories: On Our Path to Peace: A Virtual Tour of the Hiroshima Peace Park and Stories of Survivors and Sunday Peace Volunteers
Philippine Association of School Librarians, Inc.
August 14, 2021
- ❖ IG Publishing Library
CE-LOGIC, INC.
June 10, 2021
- ❖ Credible Sources: Checking the Quality of Information
Trinity University of Asia, Quezon City,
February 15, 2021
- ❖ "Credible Sources: Checking the Quality of Information", Trinity University of Asia, Quezon City, February 15, 2021
- ❖ "Staying Connected; Communicating with Library Users Amid the Pandemic", Polytechnic University of the Philippines Library Association Alumni, Inc. July 4, 2020
- ❖ "Librarians on a Work From Home Set-Up: Dealing with the Demands of Time", Quezon City Library Consortium, Inc. June 30, 2020

- ❖ “Liblife: Transform and Trive During Pandemic
“Best Practices of Libraries Coping During Pandemic”
“Remote Learning in Medical Education”
“PANDEMIC: COVID-19: Understanding the New Normal
“Thinking Outside the Box: Changing the Role of Librarians” CE-LOGIC, Inc.
June 29, 2020
- ❖ Drafting Library Policy Guidelines Under the New Normal”, Philippine Librarian Association, Inc. Central Luzon Region Librarians Council, Regalo Touching Lives, June 29, 2020
- ❖ “Responding To New Normal Environment or PANDEMIC: Keeping your Staff, Patrons, & Facilities Safe”, Philippine Librarians Association, Inc. Negros Island Region Librarian Council, CE -LOGIC, June 26, 2021
- ❖ “A Digital Approach to Research and Innovation”, C &E Publishing, Inc., May 29, 2020
- ❖ “Facts Matter: How to Get Away with Infobesity During Infodemic”, Philippine Association For Media and Information Literacy(PAMIL), Inc. , May 15, 2020

- ❖ “Connected actions, collection vision: Libraries transforming society” , Novotel Manila Araneta Center, Cubao, Quezon City, November 20-23, 2018
- ❖ “Seminar- Workshop for Private School Librarians and Media Information Literacy”, Asia Blooms Hotel & Restaurant, National Highway, Barangay Patimba, Sta. Cruz, Laguna, July 13, 2017.
- ❖ “In-House workshop on KOIJA-II.S 2.9”, Don Mariano Marcos Memorial State University-SIUC College, Agoo, La Union, January 25, 2017
- ❖ “Gearing Up Your Library Towards the K-12 Resources : Convergence and Collaboration for free Library System (KOIJA)”, Don Mariano Marcos Memorial State University-SIUC College, Agoo, La Union, May 31, 2016.
- ❖ “Successfully passing the Librarians Licensure Examination”, Saint Louis College San Fernando La Union, September 20-21, 2016.
- ❖ “Licensure Examination for Librarians (LEL) Enrichment Seminar”, College of Teacher Education, Benguet State University, September 3, 2016.

- ❖ “Empowering 21ST Century Learner through Reference and User Services”, ,Saint Louis College San Fernando La Union, October 10, 2015.
- ❖ “Certificates of Completion”, rendering more than three hundred hours on library works and services as a librarian trainee at Berk Wisdom Library”, Wesleyan Bible Collcge, Rosales 2441, Pangasinan, February 24, 2016.
- ❖ “Saint Louis College Scholarship”, Yr. 2015-2016
- ❖ “Library Technologies, MARC & RDA updates, and Bibliography”, Saint Louis College San Fernando La Union, October 4, 2014.
- ❖ ” Annual Library Orientation Program”, Saint Louis College-La Union, January 20, 2014
- ❖ “Education USA and Session”, American Embassy, Manila, Philippines, March 3, 2014.
- ❖ “Nagbabago na ang Panahon, Panahon na para magbago”, Social Center, Saint Louis College, City of San Fernando La Union, July 7, 2014.
- ❖ “Learning the Basics of the Library of Congress Classification System”, Saint Louis College-La Union, November 17, 2012.

❖ Staff Development Program



Republic of the Philippines

CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

☎ (046) 509-4148

cvsugeneraltrias@cvsu.edu.ph

September 2, 2021

LAURO B. PASCUA, Ed.D.
Campus Administrator

Sir:

Respectfully submitting to your good office our Staff Development Plan 2021-2026 of CvSU- General Trias City, Campus.

I am looking forward for your kind approval.

Thank you very much.

Prepared by:

MYLA ESTRADA SABLAYAN, RL
Campus Librarian

Approved by:

LAURO B. PASCUA, Ed.D.
Campus Administrator



BS OFFICE ADMINISTRATION

CAADAN, EDWIN Y.	Library Assistant	✓	✓				✓		✓		
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B. Non-Academic Growth

Name	Rank	SOCIO-CULTURE					WELLNESS PROGRAM		SPIRITUAL		
		Faculty and Employees Hours	Lakbay Aral	Pahiyang	Paskuhan	Gender and Development (GAD)	Fun Run	Stress Management	Foundation Day	Graduation	Thanksgiving Services
LICENSED LIBRARIAN											
SABLAYAN, MYLA E..	Campus Librarian	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SUPPORT STAFF											
SARIA, LMARL	Library Assistant	✓	✓	✓	✓	✓	✓	✓			
CAADAN, EDWIN Y.	Library Assistant	✓	✓	✓	✓	✓	✓	✓			

C. Additional Manpower

OBJECTIVES	STANDARD	TARGET	ACTION PLAN	IMPLEMENTATION PERIOD						BUDGETARY REQUIREMENTS	SOURCE OF FUND
				2020	2021	2022	2023	2024	2025		
1. The library shall have sufficient number and variety of staff to develop, organize and maintain the section and provide information and reference service to meet the needs of clientele.	CHED MINIMUM REQUIREMENTS: The first 500 students must have one (1) full time librarian and two (2) full time support	Hire seven (1) additional one (1) Professional Librarian per year	Additioinal one (1) Professional Librarian	1 Professional Librarian	1 Professional Librarian	1 Professional Librarian	1 Professional Librarian	1 Professional Librarian	2 Professional Librarian	Php 240,000/ Year	Fund 164
		Hire nine (9) additional paraprofessional library staff	Additioinal three (3) Paraprofessional Library Staff					3 Professional Library Staff	3 Professional Library Staff	3 Professional Library Staff	Php 286,000/ Year





LIBRARY STAFF DEVELOPMENT PLAN
2021-2026

A.1. Professional Growth (Academic)

Name	Rank	Highest Degree Earned	Bachelor/Post Baccalaureate Course						Graduate Program										Budgetary Requirements	Remarks
			2020	2021	2022	2023	2024	2025	MS					PHD						
LICENSED LIBRARIAN																				
SABLAYAN, MYLA E.	Campus Librarian	BS in library and Information Science																	P200,000 (self)	
SUPPORT STAFF									MLS										PI50,000	
SARIA, LMARL.	library	BS in							MLS											

	Assistant	Information Technology						MLS											(self)
CAADAN, EDWIN Y.	Library Assistant	BS in Information Technology						MLS											PI50,000 (self)

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

Name	Rank	TRAININGS/SEMINARS/WORKSHOPS/CONFERENCES/CONGRESS/BENCHMARKING									
		Archives & Records Management	Benchmarking	Cataloging	Collection Development	Digitization & Prevention Management	Disaster & Prevention Management	Indexing & Abstracting	Information Technology	Library Management	Short Courses

LICENSED LIBRARIAN

SABLAYAN, MYLA E..	Campus Librarian	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
--------------------	------------------	---	---	---	---	---	---	---	---	---	---

SUPPORT STAFF

SARIA, LMARL	Library Assistant	✓	✓				✓	✓		✓	✓
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	staff for every additional 1000 students one (1) full time librarian.	Hire two (2) additional utility workers	Additional two (2) Utility Worker					1 Utility Worker	1 Utility Worker	Php 130,000/ Year	Fund 164
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Prepared by:



MYLA ESTRADA SABLAYAN, RL
Campus Librarian



BS OFFICE ADMINISTRATION

III. OUTCOME/S

The goals and objectives
of the Library are
satisfactorily attained.





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cvsugeneraltrias@cvsu.edu.ph

❖ *Goals and Objectives are satisfactorily attained*

Accomplishment Report based on
Goals and Objectives of the Campus
Library as of September 2021

Library Goals	Accomplishments
	First Semester AY2021-2022
1. Establish a collection that will be at par with other modern libraries not only in the region but also at national and international levels 2. Encourage maximum utilization of its collection by making it readily available and accessible to users	Summary Collection of the Library: Books – 1,590 Manuscripts- 32 Narrative-728 Portfolio-223 Periodicals- 208 Reference- 24 Thesis-115 Statistic for Library Users <ul style="list-style-type: none">• STUDENTS-15• FACULTY-10• Total Number of Library Users- 25 Campus Library Hours- Monday to Friday 7:00 am-6:00 pm
3. Coordinate with all Departments within the campus in terms of selection and acquisition of library materials needed to supplement research and instruction.	Seek help from the department chair of arts and sciences and department chair of management on the list of books and library materials.

Prepared by:

MYLA ESTRADA SABLAYAN, RL
Campus Librarian



BS OFFICE ADMINISTRATION

CvSU-General Trias Campus Organizational Chart



VISION

The premier University in historic Cavite recognized for excellence in the development of globally competitive and morally upright individuals.

MISSION

Cavite State University shall provide excellent, equitable and relevant educational opportunities in the arts, sciences and technology through quality instruction and responsive research and development activities

It shall produce professional, skilled and morally upright individuals for global competitiveness

QUALITY POLICY

We Commit to the highest standards of education, value our stakeholders, Strive for continual improvement of our products and services, and Uphold the University's tenets of Truth, Excellence, and Service to produce globally competitive and morally upright individuals.



CvSU-General Trias Campus Organizational Chart

GENERAL TRIAS CITY CAMPUS ORGANIZATIONAL STRUCTURE



CAMPUS GOALS

The campus shall endeavor to:

- Provide high quality instruction in order to produce skilled, morally upright, and globally competitive graduates;
- Develop and pursue advance research activities through arts, sciences, and technology to support instruction; and
- Develop and conduct extension activities that will empower people and communities.

PROGRAM OFFERINGS

Bachelor of Science in Psychology

Bachelor of Secondary Education major in English

Bachelor of Science in Hospitality Management

Bachelor of Science in Tourism Management

Bachelor of Science in Office Administration

Bachelor of Science in Business Management major in Marketing Management

Bachelor of Science in Information Technology



Campus Library Organizational Structure



Republic of the Philippines
CAVITE STATE UNIVERSITY

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

CvSU-GENERAL TRIAS CITY CAMPUS LIBRARY CAMPUS LIBRARY ORGANIZATIONAL STRUCTURE 2021



HERNANDO D. ROBLES, EdD
University President



MA. AGNES P. NUESTRO, Ph.D.
Vice President for Academic Affairs



LAURO B. PASCUA, Ed.D.
Campus Administrator



PRINCESS N. RODERINO, RL
Head, University Library



MYLA ESTRADA SABLAYAN, RL
Campus Librarian



EDWIN Y. CAADAN
Library Assistant



LMARL SARIA
Library Assistant

Prepared by:

Handwritten signature of Myla Estrada Sablayan, RL.

MYLA ESTRADA SABLAYAN, RL
Campus Librarian

Approved by:

Handwritten signature of Lauro B. Pascua, Ed.D.

LAURO B. PASCUA, Ed.D.
Campus Administrator

BEST PRACTICES

- ❖ The organizational structure is properly implemented at CvSU-General Trias City Campus Library.
- ❖ The Campus Librarian is taking charge on her duties and responsibilities to properly implement the rules and regulations of the Library.
- ❖ The library goals and objectives are well-defined and conspicuously posted in the Library.
- ❖ Accomplishment reports are submitted by the Campus Librarian on time or when it is needed.





**CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS**
Town Proper, City of General Trias, Cavite

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

FIRST SURVEY VISIT

AREA VII. LIBRARY

B. ADMINISTRATION STAFF



I. SYSTEM-INPUTS AND PROCESSES

The library has the following qualifications:

BS in Library and Information Science for the College/ Academic Unit Library





Republic of the Philippines
CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

¶ (046) 509-4148

cvsugeneraltrias@cvsu.edu.ph

PROFILE OF LIBRARY STAFF/PERSONNEL 2021

As of September 2021

Name	Position/ Designation	Educational Qualification	Status of Appointment	Length of Service in the Library		Relevant Experience/ Training Completed
				Total No. of years in the Library	Years of Service in the Cvsu- Gen Tri Library	
1. SABLAYA N, MYLA E.	Campus Librarian Licensed No. 0007802	Bachelor in Library and Information Science 2016	Job Order	5 Years	4 Months	1. The Philippine Association of Academic/Research Librarians, Inc. (PAARL) 4th Marina G. Dayrit Lecture Series Webinar 2021 (MGDLS4) entitled, "Bringing the Library Home: Building Interactive Platforms in the Digital Space", with Ms. Christine M. Abrigo, Director of Libraries, De La Salle University September 2021 via Zoom, 1:00 PM. 2. 1st ASEAN Virtual Regional Conference for Public Librarians Approved credit units: 9 Public Libraries Division, Philippine National Library August 23-25, 2021



BS OFFICE ADMINISTRATION

3.3rd Marina G. Dayrit
Lecture Series 2021
with the theme
"Development and
Access to Information:
Libraries and the
Sustainable
Development Goals"
Approved credit units:
2.25
PAARL Philippine
Association of
Academic/Research
Librarians, Inc. **06**
August 2021

4.Re-stories: On Our
Path to Peace: A
Virtual Tour of the
Hiroshima Peace Park
and Stories of
Survivors and Sunday
Peace Volunteers
Philippine Association
of School Librarians,
Inc.
August 14, 2021

5.IG Publishing Library
CE-LOGIC, INC.
June 10, 2021

6.Credible Sources:
Checking the Quality of
Information
Trinity University of
Asia, Quezon City,
February 15, 2021

7.“Credible Sources:
Checking the Quality of
Information”, Trinity



					University of Asia, Quezon City, February 15, 2021
					8.“Staying Connected; Communicating with Library Users Amid the Pandemic”, Polytechnic University of the Philippines Library Association Alumni, Inc. July 4, 2020
					9.“Librarians on a Work From Home Set-Up: Dealing with the Demands of Time”, Quezon City Library Consortium, Inc. June 30, 2020
					10.“Liblife: Transform and Trive During Pandemic“Best Practices of Libraries Coping During Pandemic” “Remote Learning in Medical Education” “PANDEMIC: COVID- 19: Understanding the New Normal “Thinking Outside the Box: Changing the Role of Librarians” CE- LOGIC, Inc. June 29, 2020



Luzon Region Librarians Council, Regalo Touching Lives, June 29, 2020

12. "Responding To New Normal Environment or PANDEMIC: Keeping your Staff, Patrons, & Facilities Safe", Philippine Librarians Association, Inc. Negros Island Region Librarian Council, CEBI-LOGIC, June 26, 2021

13. "A Digital Approach to Research and Innovation", C & E Publishing, Inc., May 29, 2020

14. "Facts Matter: How to Get Away with Infobesity During Infodemic", Philippine Association For Media and Information Literacy(PAMIL), Inc. , May 15, 2020

15. "Connected actions, collection vision: Libraries transforming society" , Novotel Manila Araneta Center, Cubao, Quezon City, November 20-23, 2018

16. "Seminar- Workshop for Private School



Librarians and Media Information Literacy”, Asia Blooms Hotel & Restaurant, National Highway, Barangay Patimba, Sta. Cruz, Laguna, July 13, 2017.

17. “In-House workshop on KOHA-ILS 2.9”, Don Mariano Marcos Memorial State University-SLUC College, Agoo, La Union, January 25, 2017

18. “Gearing Up Your Library Towards the K-12 Resources : Convergence and Collaboration for free Library System (KOHA)”, Don Mariano Marcos Memorial State University-SLUC College, Agoo, La Union, May 31, 2016.

19. “Successfully passing the Librarians Licensure Examination”, Saint Louis College San Fernando La Union, September 20-21, 2016.

20. “Licensure Examination for Librarians (LEL) Enrichment Seminar”, College of Teacher Education, Benguet State University, September 3, 2016.



21. "Empowering 21st Century Learner through Reference and User Services", Saint Louis College San Fernando La Union, **October 10, 2015.**

22. "Certificates of Completion", rendering more than three hundred hours on library works and services as a librarian trainee at Berk Wisdom Library", Wesleyan Bible College, Rosales 2441, Pangasinan, **February 24, 2016.**

23. "Saint Louis College Scholarship", Yr. 2015-2016

24. "Library Technologies, MARC & RDA updates, and Bibliography", Saint Louis College San Fernando La Union, **October 4, 2014.**

25. "Annual Library Orientation Program", Saint Louis College-La Union, **January 20, 2014**

26. "Education USA and Session", American Embassy, Manila, Philippines, **March 3, 2014.**



							27 "Nagbabago na ang Panahon, Panahon na para magbago", Social Center, Saint Louis College, City of San Fernando La Union, July 7, 2014 .
							28. "Learning the Basics of the Library of Congress Classification System", Saint Louis College-La Union, November 17, 2012 .
2. SARIA, LMARL.	library Assistant	BS in Information Technology	Job Order	5 Months	5 Months		<p>1. Ubuntu remote connections and essential applications webinar, 23 July 2021</p> <p>2. Content writing for the institutional website and social media platforms, August 12, 2021</p>
3. CAADAN , EDW IN Y.	library Assistant	BS in Information Technology	Job Order	1 Year	1 Year		<p>1. Gender in leadership held on March 18, 2021</p> <p>2. LHH's Mental Health in the Workplace Webinar on the 16th day of March 2021</p>

Prepared by:

MYLA ESTRADA SABLAYAN, RL
Campus Librarian



BS OFFICE ADMINISTRATION

MYLA E. SABLAYAN, RL

Campus Librarian



**Bachelor in Library and Information Science,
Saint Louis College San Fernando La Union– 2016**

Registered Librarian
License No: 0007802

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[Campus Librarian CV](#)
[Click link](#)



Creating a Community of Life-Long Learners



Professional Regulation Commission
www.prc.gov.ph

CERTIFICATION

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked or withdrawn.

19-2132265

sablayan
Signature of Professional

teofilo s. pilando jr.
TEOFILO S. PILANDO, JR.
Chairman



BS OFFICE ADMINISTRATION





Saint Louis College

Lingsat, City of San Fernando, 2500 La Union, Philippines
Tel. No. (072) 242-5535, Telefax (072) 888-3955
Email Address: slc_admin@slc-sflu.edu.ph



OFFICIAL TRANSCRIPT OF RECORDS

Name: SABLAYAN, MYLA ESTRADA

ID Number: 11101222

Home Address: CALLIAT, BALAOAN, LA UNION

Sex: FEMALE

Date of Birth: NOVEMBER 9, 1994

Degree/Course: BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS)

Date of Admission: JUNE 15, 2011

Place of Enrollment: FORM 137A - SINAPANGAN NATIONAL HIGH SCHOOL

Year Graduated (H.S.): 2011

Other Admission Credentials:

Date of Graduation: APRIL 1, 2016

SUBJECT CODE	DESCRIPTIVE TITLE	GRADE	CG	UNITS	OFFICIAL MARKS
SINT LOUIS COLLEGE, SAN FERNANDO CITY, LA UNION					
RST SEMESTER, 2011-2012:					
NGL +	FUNDAMENTALS OF GRAMMAR	78	3		FOR UNDERGRADUATE LEVEL
L 1	KOMUNIKASYON SA AKADEMIKONG FILIPINO	81	3		LETTER GRADE
ATH 1	COLLEGE ALGEBRA	70	0		NUMERICAL GRADE
AT SC 1	INTRODUCTION TO BIOLOGICAL SCIENCE	75	3		PERCENTAGE EQUIVALENT
STP 1	NATIONAL SERVICE TRAINING PROGRAM 1	86	3		
E 1W	PHYSICAL FITNESS	90	2		A 1.00 99 - 100
VE 1	FOUND OF RELIGIOUS & VALUES EDUCATION	79	3		A- 1.25 97 - 98
ECOND SEMESTER, 2011-2012:					
NGL 1	ENGLISH FOR ACAD & TECH PURPOSES	78	3		B+ 1.50 94 - 96
L 2	PAGBASA AT PAGSULAT SA IBAT IBANG DISIRPLINA	79	3		B 1.75 91 - 93
S 1	INTRO TO LIB AND INFO SCIENCE	83	3		B- 2.00 87 - 90
AT SC 2	INTRODUCTION TO PHYSICAL SCIENCE	75	3		C+ 2.25 83 - 86
STP 2	NATIONAL SERVICE TRAINING PROGRAM 2	85	3		C 2.50 80 - 82
E 2W	FUND IN RHYTHMIC ACTIVITIES	90	2		C- 2.75 77 - 79
DC SC 2	GEN PSYCHO W/ DRUG ABUSE EDUCATION	78	3		D 3.00 75 - 76
JMMER 2012:					
ATH 2E	PLANE & SPHERICAL TRIGONOMETRY	77	3		F 5.00 74 & below
DC SC 1	PHII IPPINE HISTORY	80	3		
RST SEMESTER, 2012-2013:					
L 3	MASINING NA PAGPAPAHAYAG	77	3		FOR GRADUATE LEVEL
JM 1	INTRO TO ART EDUCATION	79	3		Passing Grade 85%
T 1	WORD PROCESSING & SPREADSHEET	75	3		Failure below 85%
S 2	COLLECTION MANAGEMENT	77	3		(Supplementary Marks)
S 3	ORG. OF INFORMATION SOURCES	78	3		NC - No Credit
E 3W	INDIVIDUAL/DUAL SPORTS/GAMES	76	2		WP - Withdrawal with Permission
VE 3	VALUES IN WORSHIP & SACRAMENTS	80	3		INC - Incomplete
ECOND SEMESTER, 2012-2013:					
S 4	ORG. OF INFO. SERVICES 2	78	3		NFE - No Final Examination
S 5	INFO. SOURCES AND SERVICES 1	86	3		DRP - Dropped
S 6	INFORMATION TECHNOLOGY 1	85	3		F - Failure
S 7	LIBRARY LIT FOR CHILDREN & YOUNG ADULTS	82	3		UD - Unofficially Dropped
E 4W	TEAM SPORTS/GAMES	89	2		
VE 2	VALUES IN THE LIFE & TEACHINGS OF JESUS	79	3		
DC SC 4	LIFE & WORKS OF DR. JOSE RIZAL	82	3		
JMMER 2013:					
VE 4	CHRISTIAN VALUES	82	3		"ACCREDITED"
DC SC 3	SOCIETY, CULTURE & FAMILY PLANNING	82	3		(Exempted from Special Order)
RST SEMESTER, 2013 - 2014:					
DUC 1A	THEORY 1	80	3		REGISTRY OF GRADUATES
DUC 5A	PRINCIPLES OF TEACHING 1	75	3		(ROG) No. _____
S 10	INFORMATION SOURCES AND SERVICES II	85	3		Series _____
S 19	WEB TECHNOLOGIES IN LIBRARIES	84	3		Date _____
S 20	INFORMATION LITERACY	80	3		
S 8	LIBRARY AND INFORMATION MANAGEMENT	80	3		
S 9	INDEXING AND ABSTRACTING	76	3		
REMARKS					
PLEASE TURN TO NEXT PAGE					

Wilfred F. Cabauatan, Ph.D.
WILFRED F. CABAUATAN, Ph.D.
Registrar

Aurora R. Carbonell, Ed.D.
AURORA R. CARBONELL, ED.D.
Dean

Rowena Kathleen H. Abalos, CPA
ROWENA KATHLEEN H. ABALOS, CPA
Treasurer





Saint Louis College

Lingsat, City of San Fernando, 2500 La Union, Philippines
Tel. No. (072) 242-5535, Telefax (072) 888-3955
Email Address: slc_admin@slc-sflu.edu.ph



OFFICIAL TRANSCRIPT OF RECORDS

Name: **SABLAYAN, MYLA ESTRADA** ID Number: **11101222**
Home Address: **CALLIAT, BALAOAN, LA UNION** Sex: **FEMALE**
Place of Birth: **BALAOAN, LA UNION** Date of Birth: **NOVEMBER 9, 1994**
Degree/Course: **BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS)**
Entrance Data: **FORM 137A - SINAPANGAN NATIONAL HIGH SCHOOL** Date of Admission: **JUNE 15, 2011**
Other Admission Credentials: Year Graduated (H.S.): **2011**
Date of Graduation **APRIL 1, 2016**

SUBJECT CODE	DESCRIPTIVE TITLE	GRADE	CG	UNITS	OFFICIAL MARKS
SECOND SEMESTER, 2013 - 2014:					
LIS 11	MANAGEMENT OF LIBRARIES AND INFORMATION CENTERS 2	79		3	FOR UNDERGRADUATE LEVEL
LIS 12	RESEARCH METHODS AND EVAL IN LIS	85		3	LETTER GRADE
LIS 13	SPECIAL MATERIALS	82		3	NUMERICAL GRADE
LIS 14	SCHOOL LIBRARIES	84		3	PERCENTAGE EQUIVALENT
LIS 15	ACADEMIC LIBRARIES	82		3	A 1.00 99 - 100
LIS 16	SPECIAL LIBRARIES	80		3	A- 1.25 97 - 98
LIS 18	ARCHIVES MANAGEMENT	80		3	B+ 1.50 94 - 96
SUMMER 2014:					
LIS 17	PUBLIC LIBRARIES	84		3	B 1.75 91 - 93
LIS 21	DATABASE DESIGN	89		3	B- 2.00 87 - 90
FIRST SEMESTER, 2014 - 2015:					
ENGL 2	EFFECTIVE WRITING	77		3	FOR GRADUATE LEVEL
ENGL 3	ORAL COMMUNICATION	81		3	Passing Grade 85%
LIS 22	LIBRARY AUTOMATION AND SYSTEMS	86		3	Failure below 85%
LIS 23	DIGITAL LIBRARIES AND RESOURCES	89		3	(Supplementary Marks)
MATH 1	COLLEGE ALGEBRA	76		3	NO - No Credit
PHILO 1	LOGIC	75		3	WP - Withdrawal with Permission
SOC SC 5	POLITICS, GOVERNANCE & NEW CONSTITUTION	87		3	INC - Incomplete
SECOND SEMESTER, 2014 - 2015:					
EDUC 1B	THEORY 2-FACILITATING LEARNING	79		3	NFE - No Final Examination
EDUC 5B	PRINCIPLES OF TEACHING 2	76		3	DRP - Dropped
LIS 24	SYSTEM ANALYSIS AND WEB DESIGN	94		3	F - Failure
LIT 1	PHILIPPINE LITERATURE	75		3	UD - Unofficially Dropped
LIT 2	WORLD LITERATURE	81		3	
SOC SC 6	PRIN OF ECONOMICS, TAXATION & CARP	82		3	
FIRST SEMESTER, 2015 - 2016:					
LIS 25A	LIBRARY PRACTICE 1 (IN CAMPUS)	93		3	"ACCREDITED"
SECOND SEMESTER, 2015 - 2016:					
LIS 25B	LIBRARY PRACTICE II (OFF CAMPUS)	87		3	(Exempted from Special Order)
GRADUATED WITH THE DEGREE BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS) ON APRIL 1, 2016 WITH SPECIAL ORDER NO. 50-842201-1 S. 2016 ISSUED BY THE COMMISSION ON HIGHER EDUCATION (CHED), REGIONAL OFFICE NO. 1, SAN FERNANDO CITY, LA UNION DATED FEBRUARY 19, 2016.					
----- ENTRY BELOW THIS LINE NOT VALID -----					
REMARKS					
LAST PAGE					
 CERTIFIED TRUE COPY OF THE ORIGINAL TOMAS J. R. DE AUSTRIA, MIT REGISTRAR					
NOT VALID WITHOUT THE COLLEGE SEAL					





Republic of the Philippines
Professional Regulation Commission
Lucena Regional Office



C E R T I F I C A T I O N
O F P A S S I N G

This is to certify that according to the records of this
Commission,

MYLA ESTRADA SABLAYAN

(Name of Examinee)

PASSED _____ the

LIBRARIAN

(Remarks)

(Examination Taken)

licensure examination given by the Board of/for

Librarians

(Name of Board)

on September, 2016

with a general average of

77.45%

(mm/yyyy)

(Rating Obtained)

This certification is issued upon his/her request for whatever legal
purpose it may serve.



Robinsons Sta. Rosa
October 27, 2020

By Authority of the Commission:

CRIZZA MARISOL S. QUINTO
Professional Regulation Officer I
Sta. Rosa Service Center

O.R. No. : 92430085
DATE : 10/26/2020

Verified and typed by: MELVINA M. DACER

ANY ERASURE OR ALTERATION HEREON NULLIFIES THIS CERTIFICATION.
NOT VALID WITHOUT DRY SEAL AND DOCUMENTARY STAMP.

RMD - 03
Rev. 00
February 25, 2015
Page 1 of 1

2/F LUCENA GRAND CENTRAL TERMINAL, BRGY. ILAYANG DUPAY, LUCENA CITY, PHILIPPINES 4301
Telephone No. (042) 373-7316 Telefax No. (042) 373-7305 E-mail: prc.lucena@gmail.com

Ms. PRINCESS N. RODERNO, RL, MLIS

University Librarian



Doctor of Philosophy, Major in Educational Management (2018-Present)
De La Salle University- Dasmariñas

Master in Library and Information Science, 2016 Polytechnic University of the Philippines

Bachelor in Library and Information Science, 2008 Polytechnic University of the Philippines

Registered Librarian
License No. 0006212

Click to access the file

[**University Librarian CV**](#)



Creating a Community of Life-Long Learners



Cavite State University
BS Psychology

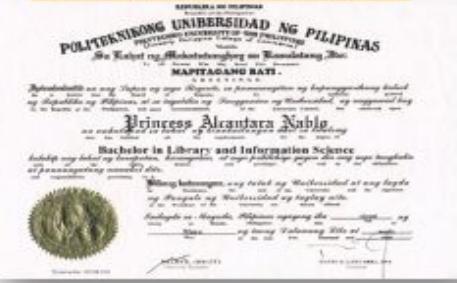


MS. PRINCESS N. RODERNO, RL, MLIS

Master in LIBRARY and Information Science



Bachelor in LIBRARY and Information Science



CHED RQAT / Regional Quality Assessment Team



Creating a Community of Life-Long Learners

POLITEKNIKONG UNIVERSIDAD NG PILIPINAS
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
(Formerly Philippine College of Commerce)
Manila

Sa Lahat ng Makatuturingay sa Kasulatanang Itin.

To All Persons Who May Read This Document:
MAPITAGANG BATI.

G R E E T I N G S.

Binabatid na ang Lupon ng mga Regente, sa hamamagitan ng kahanggaingan halook
ng Republika ng Pilipinas, at sa tagpuhan ng Sanggunian ng Universidad, ay nagsusurat kay
by the Republic of the Philippines, and upon recommendation of the University Council, has granted authority
to all persons who may read this document:

Princess Nabilo Rodero

na nahahad na lahat ng kinahanglanan ukol sa titiklong
who has fulfilled all the requirements for the degree of

Master in Library and Information Science

kulakih ang lahat ng kawalanan, hanayahan, at mga pridihiyo gayon din ang mga hanayahan
with all the rights, honors, and privileges as well as the obligations
at hanayahan manukil dito.
and responsibilities pertaining to it.

Bilang katuragan, ang lahat ng Universidad at ang lugda
In Testimony, the seal of the University and the signature
ng Pangulo ng Universidad ay taglay nito,
of the President of the University are hereto affixed.

Unibersidad sa Maynila, Pilipinas ngayong ika — walo — ng
Given at Manila, Philippines this 8th day of
Disyembre —
December —
of the year Two thousand and sixteen.



ZENJIDAR SARMIENTO, DEM
University Registrar

Jenja
EMANUEL C. BEGUINAN, Ph.D
President

REPUBLICA NG PILIPINAS
Republic of the Philippines

POLITEKNIKONG UNIBERSIDAD NG PILIPINAS
(Formerly Philippine College of Commerce)
Manila

Sa Lahat ng Makatutunghay sa Kasulatang Ito:

To All Persons Who May Read This Document:

MAPITAGANG BATI.

GREETINGS.

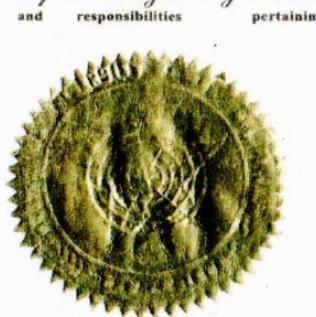
Ipinabahati na ang Supon ng mga Regente, sa pamamagitan ng kapangyarihang kalokong Republika ng Pilipinas, at sa tagubilin ng Sanggunian ng Universidad, ay naggawad kay by the Republic of the Philippines, and upon recommendation of the University Council, has conferred upon

Princess Alcantara Nahlo
na nakatalpad sa lahat ng kinakailangan ng iskola sa titulong

who has fulfilled all the requirements for the degree of

Bachelor in Library and Information Science

kakip ang lahat ng karapatan, karanganan, at mga priilehiyo gayon din ang mga tungkulin with all the rights, honors, and privileges as well as the obligations at pananagutan na nakuhol dito.



Bilang katinugan, ang tatak ng Universidad at ang tagda In Testimony, the seal of the University and the signature ng Pangulo ng Universidad ay taglay nito.

Initagda sa Maynila, Pilipinas ngayong ika siyam ng Given at Manila, Philippines this 9th of Mayo ng taong Dalawang Lito at walo May of the year Two Thousand and eight.

MELBA D. ABALETA
University Registrar

DANTE G. GUEVARRA, BFA
President

Diploma No. 20708-073



Creating a Community of Life-Long Learners



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE UNIVERSITY REGISTRAR
Manila, Philippines



STATE U

OFFICIAL TRANSCRIPT OF RECORDS

Student Number : 2004-019209-4 Date : June 3, 2013
 Student Name : NABLO, PRINCESS ALCANTARA
 Address : BLOCK 17 LOT 1 APITONG AVENUE, FIESTA SOUTH HOMES, SALITRAN II,
 DASMARIÑAS, CAVITE
 Date of Admission : 2004 Entrance Credentials : F-138, PUPCET
 Elementary School : STELLA MARIS COLLEGE
 Year Graduated : 2000
 High School : STELLA MARIS COLLEGE
 Year Graduated : 2004
 Degree Earned : BACHELOR IN LIBRARY AND INFORMATION SCIENCE
 Date Graduated : MAY 9, 2008 Attended : Semester : 8 Summer : 0

SUBJECTS		GRADES	CREDITS
CODE	DESCRIPTIVE TITLE		
2004-2005, FIRST SEMESTER			
CS 305	WORD PROCESSING WITH LABORATORY	2.00	3.0
EN 110	STUDY AND THINKING SKILLS IN ENGLISH	2.25	3.0
FO 101	SINING NG PAKIKIPAGTALASTASAN	3.00	3.0
HS 100	HEOGRAPIYA AT KASAYSIAN NG FILIPINAS	2.25	3.0
LI 110	INTRODUCTION TO LIBRARIANSHIP AND INFORMATION SCIENCE	1.75	3.0
PS 105	POLITICS AND GOVERNANCE WITH PHILIPPINE CONSTITUTION	1.25	3.0
PY 100	GENERAL PSYCHOLOGY	2.00	3.0
PE-1	SOCIAL DANCE	1.75	2.0
NSTP	CIVIC WELFARE TRAINING SERVICE	P	3.0
2004-2005, SECOND SEMESTER			
EN 111	WRITING IN THE DISCIPLINE	2.25	3.0
FO 102	PAGBASA AT PAGSULAT SA IBA'T IBANG DISIPLINA	2.00	3.0
LI 120	COLLECTION MANAGEMENT	1.75	3.0
MT 123	COLLEGE ALGEBRA	2.25	3.0
PY 120	PERSONALITY DEVELOPMENT AND HUMAN RELATIONS	1.75	3.0
SO 100	SOSYOLOHIYA, KULTURA AT PAGPAMILYA	2.50	3.0
PE-2	VOLLEYBALL	1.50	2.0
NSTP	CIVIC WELFARE TRAINING SERVICE	P	3.0
2005-2006, FIRST SEMESTER			
EN 120	EFFECTIVE SPEECH	1.75	3.0
FO 103	RETORIKA	2.50	3.0
LI 230	INFORMATION SOURCES AND SERVICES	2.00	3.0
LI 250	INFORMATION TECHNOLOGY WITH LABORATORY I	2.00	3.0
LI 210	ORGANIZATION OF INFORMATION SOURCES I	1.50	3.0
PH 200	LOGIC	2.00	3.0
ST 123	GENERAL STATISTICS	2.75	3.0
PE-3	TABLE TENNIS	1.25	2.0
2005-2006, SECOND SEMESTER			
EC 110	BASIC ECONOMICS WITH TAXATION AND AGRARIAN REFORM	INC	None
**** MORE ON NEXT PAGE ****			
GRADING SYSTEM : 1.00 = 97-100% ; 1.25 = 94-96% ; 1.50 = 91-93 ; 1.75 = 88-90% ; 2.00 = 85-87% ; 2.25 = 82-84% ; 2.50 = 79-81 ; 2.75 = 76-78% ; 3.00 = 75% ; 5.00 = Failed ; P = Passed ; NC = No Credit ; INC = Incomplete ; W = Withdrawn ; UW = Unauthorized Withdrawal.			
CREDITS : One college unit is at least seventeen (17) full hours of instruction in academic or professional subject within a semester.			
REMARKS : TDRDSUTSBDTSDSHPBSHTiTPTVUCE - π\$ "#			

(Not valid without the University seal)

No. 2-12565

Prepared By :

RAYAN C. SORIANO

ZENIDA R. SARMIENTO, DEM
Acting University Registrar

Checked By :

ZENAIDA P. SALAZAR



Republic of the Philippines

CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

(046) 509-4148

cvsugeneraltrias@cvsu.edu.ph

SUMMARY OF LIBRARY STAFF 2021 As September 2021

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

Prepared by:

A handwritten signature in black ink, appearing to read "Myla Estrada Sablayan".

MYLA ESTRADA SABLAYAN, RL
Campus Librarian



BS OFFICE ADMINISTRATION



Republic of the Philippines

CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

☎ (046) 509-4148

cvsugeneraltrias@cvsu.edu.ph

LIST OF LIBRARY STAFF 2021

As of September 2021

Library Staff	Total no. of Enrollees First Sem, AY 2021-2022
1. MYLA E. SABLAYAN Licensed No.0007820	
2. LMARL, SARIA	1, 968
3. EDWIN Y. CAADAN	

Prepared by:

MYLA ESTRADA SABLAYAN, RL
Campus Librarian



BS OFFICE ADMINISTRATION



Republic of the Philippines

CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

Tel. (046) 509-4148

cvsugeneraltrias@cvsu.edu.ph

LIBRARY STAFF DEVELOPMENT PLAN 2021-2026

A.1. Professional Growth (Academic)

Name	Rank	Highest Degree Earned	Bachelor/Post Baccalaureate Course						Graduate Program										Budgetary Requirements	Remarks
			2020	2021	2022	2023	2024	2025	MS					PHD						
			0	1	2	3			2020	2021	2022	2023	2024	2025	2020	2021	2022	2023	2024	2025
LICENSED LIBRARIAN																				
SABLAYAN, MYLA E.	Campus Librarian	BS in Library and Information Science																		P200,000 (self)
SUPPORT STAFF																				
SARIA, LMARL.	Library Assistant	BS in Information Technology							MLIS											PI50,000 (self)
CAADAN, EDWIN Y.	Library Assistant	BS in Information Technology							MLIS											PI50,000 (self)



BS OFFICE ADMINISTRATION

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

Name	Rank	TRAININGS/SEMINARS/WORKSHOPS/CONFERENCES/CONGRESS/BENCHMARKING									
		Archives & Records Management	Benchmarking	Cataloging	Collection Development	Digitization & Prevention Management	Disaster & Prevention Management	Indexing & Abstracting	Information Technology	Library Management	Short Courses
LICENSED LIBRARIAN											

SABLAYAN, MYLA E.	Campus Librarian	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
-------------------	------------------	---	---	---	---	---	---	---	---	---	---

SUPPORT STAFF

SARIA, LMARL	Library Assistant	✓	✓			✓	✓		✓		✓
CAADAN, EDWIN Y.	Library Assistant	✓	✓				✓		✓		

B. Non-Academic Growth

Name	Rank	SOCIO-CULTURE					WELLNESS PROGRAM			SPIRITUAL	
		Faculty and Employees Hours	Takbay Araw	Pahiyang	Paskuhan	Gender and Development (GAD)	Fun Run	Stress Management	Foundation Day	Graduation	Thanksgiving Services
LICENSED LIBRARIAN											

SABLAYAN, MYLA E.	Campus Librarian	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
-------------------	------------------	---	---	---	---	---	---	---	---	---	---

SUPPORT STAFF

SARIA, LMARL	Library Assistant	✓	✓	✓	✓	✓	✓	✓			
CAADAN, EDWIN Y.	Library Assistant	✓	✓	✓	✓	✓	✓	✓			



C. Additional Manpower

OBJECTIVES	STANDARD	TARGET	ACTION PLAN	IMPLEMENTATION PERIOD						BUDGETARY REQUIREMENTS	SOURCE OF FUND
				2020	2021	2022	2023	2024	2025		
1. The library shall have sufficient number and variety of staff to develop, organize and maintain the section and provide Information and reference service to meet the needs of clientele.	CHED MINIMUM REQUIREMENT S: The first 500 students must have one (1) full time librarian and two (2) full time support staff for every additional 1000 students one (1) full time librarian.	Hire seven (1) additional professional librarians	Additional one (1) Professional Librarian per year	1 Professional Librarian	1 Professional Librarian	1 Professional Librarian	1 Professional Librarian	1 Professional Librarian	2 Professional Librarian	Php 240,000/ Year	Fund 164
		Hire nine (9) additional paraprofessional library staff					3 Professional Library Staff	3 Professional Library Staff	3 Professional Library Staff	Php 286,000/ Year	Fund 164
		Hire two (2) additional utility workers	Additional two (2) Utility Worker					1 Utility Worker	1 Utility Worker	Php 130,000/ Year	Fund 164

Prepared by:

MYLA ESTRADA SABLAYAN, RL
Campus Librarian

Approved by:

LAURO B. PASCUA, Ed.D
Campus Administrator



II. IMPLEMENTATION

The Library compensation, retirement, and fringe benefits as well as other privilege are granted in accordance with existing government laws and institutional policies.



CAVITE STATE UNIVERSITY

Indang, Cavite

FRINGE BENEFITS GRANTED TO FACULTY FOR THE
FY 2020

CY 2016		CY 2017		CY 2018	
BENEFITS	AMOUNT	BENEFITS	AMOUNT	BENEFITS	AMOUNT
Productivity Incentive Bonus	2,000.00	Productivity Incentive Bonus	2,000.00	Productivity Incentive Bonus	2,
Midyear Bonus	1 month salary	Midyear Bonus	1 month salary	Midyear Bonus	1 month sa
Year End Bonus	1 month salary	Year End Bonus	1 month salary	Year End Bonus	1 month sa
Cash Gift	5,000.00	Cash Gift	5,000.00	Cash Gift	5,
Clothing Allowance	5,000.00	Clothing Allowance	5,000.00	Clothing Allowance	6,
Productivity Enhancement Bonus	5,000.00	Productivity Enhancement Bonus	5,000.00	Productivity Enhancement Bonus	5,
Maternity/Paternity Leave		Maternity/Paternity Leave		Maternity/Paternity Leave	
Sic/Vacation Leave		Sic/Vacation Leave		Sic/Vacation Leave	
Sutdy Leave (with or wthout pay)		Sutdy Leave (with or wthout pay)		Sutdy Leave (with or wthout pay)	
Sabatical Leave		Sabatical Leave		Sabatical Leave	
Service Credit		Service Credit		Service Credit	
Overload Pay		Overload Pay		Overload Pay	
Housing Privilege		Housing Privilege		Housing Privilege	
Privilege Under RA9710- Magna		Privilege Under RA9710- Magna		Privilege Under RA9710- Magna	
Carta for Women		Carta for Women		Carta for Women	
Performance based Bonus				Performance based Bonus	based
CA Incentive	availability of savings	CA Incentive	availability of savings	CA Incentive	availability of savings
Health and Wellness Benefits	15,000.00				onperforma

Prepared By:

GILDA C. CRYSTAL
Administrative Officer V

BS OFFICE ADMINISTRATION

LAST 5 YEARS

INT	CY 2019		CY 2020	
	BENEFITS	AMOUNT	BENEFITS	AMOUNT
000.00	Productivity Incentive Bonus	2,000.00	Productivity Incentive Bonus	2,000.00
alary	Midyear Bonus	1 month salary	Midyear Bonus	1 month salary
alary	Year End Bonus	1 month salary	Year End Bonus	1 month salary
000.00	Cash Gift	5,000.00	Cash Gift	5,000.00
000.00	Clothing Allowance	6,000.00	Clothing Allowance	6,000.00
000.00	Productivity Enhancement Bonus	5,000.00	Productivity Enhancement Bonus	5,000.00
	Maternity/Paternity Leave		Maternity/Paternity Leave	
	Sic/Vacation Leave		Sic/Vacation Leave	
	Sutdy Leave (with or wthout pay)		Sutdy Leave (with or wthout pay)	
	Sabatical Leave		Sabatical Leave	
	Service Credit		Service Credit	
	Overload Pay		Overload Pay	
	Housing Privilege		Housing Privilege	
	Privilege Under RA9710- Magna		Privilege Under RA9710- Magna	
	Carta for Women		Carta for Women	
	CA Incentive	availability of savings	CA Incentive	availability of savings
	Service Recognition Incentive	10,000.00		



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CvSU Manual of
Operations Volume I Rule
V. Terms and Conditions
of Employment



III. OUTCOMES

The librarians are qualified.



MYLA E. SABLAYAN, RL

Campus Librarian



**Bachelor in Library and Information Science,
Saint Louis College San Fernando La Union– 2016**

Registered Librarian
License No: 0007802

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[Campus Librarian CV](#)
[Click link](#)



Creating a Community of Life-Long Learners



Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
PROFESSIONAL IDENTIFICATION CARD



LAST NAME ► **SABLAYAN**
FIRST NAME ► **MYLA**
MIDDLE NAME ► **ESTRADA**
REGISTRATION NO. ► **0007802**
REGISTRATION DATE ► **09/30/2016**
VALID UNTIL ► **11/09/2022**

LIBRARIAN



Professional Regulation Commission
www.prc.gov.ph

A19

CERTIFICATION

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked or withdrawn.

19-2132265

Signature of Professional

TEOFILO S. PILANDO, JR.
Chairman



Professional Regulation Commission
Region IV - B
CERTIFIED TRUE COPY

ARVIN R. LUNAR
Professional Regulations Officer III
F 75.00 O.R. No. 17586010
VERIFIED BY:
Date: 10/26/2020



BS OFFICE ADMINISTRATION



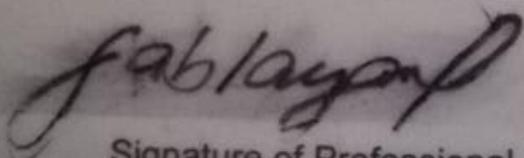
Professional Regulation Commission
www.prc.gov.ph

CERTIFICATION

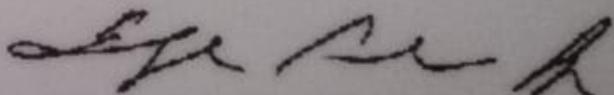
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This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked or withdrawn.

19-2132265



Signature of Professional



TEOFILO S. PILANDO, JR.
Chairman



BS OFFICE ADMINISTRATION





OFFICIAL TRANSCRIPT OF RECORDS

Name: **SABLAYAN, MYLA ESTRADA**

ID Number: **11101222**

Address: **CALLIAT, BALAOAN, LA UNION**

Sex: **FEMALE**

Date of Birth: **BALAOAN, LA UNION**

Date of Birth: **NOVEMBER 9, 1994**

Fee/Course: **BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS)**

Date of Admission: **JUNE 15, 2011**

Place/Institution: **FORM 137A - SINAPANGAN NATIONAL HIGH SCHOOL**

Year Graduated (H.S.): **2011**

Other Admission Credentials:

Date of Graduation: **APRIL 1, 2016**

SUBJECT CODE	DESCRIPTIVE TITLE	GRADE	CG	UNITS	OFFICIAL MARKS		
					FOR UNDERGRADUATE LEVEL	LETTER GRADE	NUMERICAL GRADE
RST SEMESTER, 2011-2012:							
VGL +	FUNDAMENTALS OF GRAMMAR	78		3	A	1.00	99 - 100
L 1	KOMUNIKASYON SA AKADEMIKONG FILIPINO	81		3	A-	1.25	97 - 98
ATH 1	COLLEGE ALGEBRA	70		0	B+	1.50	94 - 96
AT SC 1	INTRODUCTION TO BIOLOGICAL SCIENCE	75		3	B	1.75	91 - 93
STP 1	NATIONAL SERVICE TRAINING PROGRAM 1	86		3	B-	2.00	87 - 90
E 1W	PHYSICAL FITNESS	90		2	C+	2.25	83 - 86
VE 1	FOUND OF RELIGIOUS & VALUES EDUCATION	79		3	C	2.50	80 - 82
					C-	2.75	77 - 79
					D	3.00	75 - 76
					F	5.00	74 & below
SECOND SEMESTER, 2011-2012:					FOR GRADUATE LEVEL		
VGL 1	ENGLISH FOR ACAD & TECH PURPOSES	78		3	Passing Grade 85%		
L 2	PAGBASA AT PAGSULAT SA IBAT IBANG DISIRLINA	79		3	Failure below 85% (Supplementary Marks)		
S 1	INTRO TO LIB AND INFO SCIENCE	83		3	NC - No Credit		
AT SC 2	INTRODUCTION TO PHYSICAL SCIENCE	75		3	WP - Withdrawal with Permission		
STP 2	NATIONAL SERVICE TRAINING PROGRAM 2	85		3	INC - Incomplete		
E 2W	FUND IN RHYTHMIC ACTIVITIES	90		2	NFE - No Final Examination		
DC SC 2	GEN PSYCHO W/ DRUG ABUSE EDUCATION	78		3	DRP - Dropped		
JMMER 2012:					F - Failure		
ATH 2E	PLANE & SPHERICAL TRIGONOMETRY	77		3	UD - Unofficially Dropped		
DC SC 1	PHILIPPINE HISTORY	80		3			
RST SEMESTER, 2012-2013:					"ACCREDITED"		
L 3	MASINING NA PAGPAPAHAYAG	77		3	(Exempted from Special Order)		
JM 1	INTRO TO ART EDUCATION	79		3	REGISTRY OF GRADUATES		
T 1	WORD PROCESSING & SPREADSHEET	75		3	(ROG) No. _____		
S 2	COLLECTION MANAGEMENT	77		3	Series _____		
S 3	ORG. OF INFORMATION SOURCES	78		3	Date _____		
E 3W	INDIVIDUAL/DUAL SPORTS/GAMES	76		2			
VE 3	VALUES IN WORSHIP & SACRAMENTS	80		3	"NON-ACCREDITED"		
					SO No. 50-842201-1		
SECOND SEMESTER, 2012-2013:					Series 2016		
S 4	ORG. OF INFO. SERVICES 2	78		3	Date Feb. 19, 2016		
S 5	INFO. SOURCES AND SERVICES 1	86		3			
S 6	INFORMATION TECHNOLOGY 1	85		3			
S 7	LIBRARY LIT FOR CHILDREN & YOUNG ADULTS	82		3			
E 4W	TEAM SPORTS/GAMES	89		2			
VE 2	VALUES IN THE LIFE & TEACHINGS OF JESUS	79		2			
DC SC 4	LIFE & WORKS OF DR. JOSE RIZAL	82		3			
JMMER 2013:							
VE 4	CHRISTIAN VALUES	82		3			
DC SC 3	SOCIETY, CULTURE & FAMILY PLANNING	82		3			
RST SEMESTER, 2013 - 2014:							
DUC 1A	THEORY 1	80		3			
DUC 5A	PRINCIPLES OF TEACHING 1	75		3			
S 10	INFORMATION SOURCES AND SERVICES II	85		3			
S 19	WEB TECHNOLOGIES IN LIBRARIES	84		3			
S 20	INFORMATION LITERACY	80		3			
S 8	LIBRARY AND INFORMATION MANAGEMENT	80		3			
S 9	INDEXING AND ABSTRACTING	76		3			
REMARKS							

NOT VALID WITHOUT
THE COLLEGE SEAL
PLEASE TURN TO NEXT PAGE

[Signature]
ROWENA KATHLEEN H. ABALOS, CPA
Treasurer

[Signature]
WILFRED F. CABAUATAN, Ph.D.
Registrar

[Signature]
AURORA R. CARBONELL, ED.D.
Dean



Saint Louis College

Lingsat, City of San Fernando, 2500 La Union, Philippines

Tel. No. (072) 242-5535, Telefax (072) 888-3955

Email Address: slc_admin@slc-sflu.edu.ph

OFFICIAL TRANSCRIPT OF RECORDS



Name: **SABLAYAN, MYLA ESTRADA**

Home Address: **CALLIAT, BALAOAN, LA UNION**

ID Number: **11101222**

Sex: **FEMALE**

Place of Birth: **BALAOAN, LA UNION**

Date of Birth: **NOVEMBER 9, 1994**

Degree/Course: **BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS)**

Entrance Data: **FORM 137A - SINAPANGAN NATIONAL HIGH SCHOOL**

Date of Admission: **JUNE 15, 2011**

Other Admission Credentials:

Year Graduated (H.S.): **2011**

Date of Graduation **APRIL 1, 2016**

SUBJECT CODE	DESCRIPTIVE TITLE	GRADE	CG	UNITS	OFFICIAL MARKS	
SECOND SEMESTER, 2013 - 2014:						
LIS 11	MANAGEMENT OF LIBRARIES AND INFORMATION CENTERS 2	79		3	FOR UNDERGRADUATE LEVEL LETTER GRADE A NUMERICAL GRADE 1.00 PERCENTAGE EQUIVALENT 99 - 100	
LIS 12	RESEARCH METHODS AND EVAL IN LIS	85		3		
LIS 13	SPECIAL MATERIALS	82		3		
LIS 14	SCHOOL LIBRARIES	84		3		
LIS 15	ACADEMIC LIBRARIES	82		3		
LIS 16	SPECIAL LIBRARIES	80		3		
LIS 18	ARCHIVES MANAGEMENT	80		3		
SUMMER 2014:						
LIS 17	PUBLIC LIBRARIES	84		3		
LIS 21	DATABASE DESIGN	89		3		
FIRST SEMESTER, 2014 - 2015:						
ENGL 2	EFFECTIVE WRITING	77		3	FOR GRADUATE LEVEL Passing Grade 85% Failure below 85% (Supplementary Marks) NC - No Credit WP - Withdrawal with Permission INC - Incomplete NFE - No Final Examination DLP - Dropped F - Failure UD - Unofficially Dropped	
ENGL 3	ORAL COMMUNICATION	81		3		
LIS 22	LIBRARY AUTOMATION AND SYSTEMS	86		3		
LIS 23	DIGITAL LIBRARIES AND RESOURCES	89		3		
MATH 1	COLLEGE ALGEBRA	76		3		
PHILO 1	LOGIC	75		3		
SOC SC 5	POLITICS, GOVERNANCE & NEW CONSTITUTION	87		3		
SECOND SEMESTER, 2014 - 2015:						
EDUC 1B	THEORY 2-FACILITATING LEARNING	79		3		
EDUC 5B	PRINCIPLES OF TEACHING 2	76		3		
LIS 24	SYSTEM ANALYSIS AND WEB DESIGN	94		3		
LIT 1	PHILIPPINE LITERATURE	75		3		
LIT 2	WORLD LITERATURE	81		3		
SOC SC 6	PRIN OF ECONOMICS, TAXATION & CARP	82		3		
FIRST SEMESTER, 2015 - 2016:						
LIS 25A	LIBRARY PRACTICE 1 (IN CAMPUS)	93		3	"ACCREDITED" (Exempted from Special Order) REGISTRY OF GRADUATES (ROG) No. _____ Series _____ Date _____	
LIS 25B	LIBRARY PRACTICE II (OFF CAMPUS)	87		3		
GRADUATED WITH THE DEGREE BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS) ON APRIL 1, 2016 WITH SPECIAL ORDER NO. 50-842201-1 S. 2016 ISSUED BY THE COMMISSION ON HIGHER EDUCATION (CHED), REGIONAL OFFICE NO. 1, SAN FERNANDO CITY, LA UNION DATED FEBRUARY 19, 2016.						
- - - - - ENTRY BELOW THIS LINE NOT VALID - - - - -						
						
CERTIFIED TRUE COPY OF THE ORIGINAL TOMAS J. R. DE AUSTRIA, MIT REGISTRAR						
NOT VALID WITHOUT THE COLLEGE SEAL						
REMARKS					LAST PAGE	



Republic of the Philippines
CAVITE STATE UNIVERSITY
Gen. Trias City Campus
437-0693
www.cvsu.edu.ph



March 23, 2021

DR. HERNANDO D. ROBLES
President
This University

Dear Dr. Robles:

Cavite State University – General Trias City Campus is growing especially in terms of number of enrollments. Currently, our campus does not have Campus Librarian which is one of the requirements in RQAT, COPC and accreditation.

To establish our own campus library, to supervise and organize library collections, and to manage library budget, we would like to request to allow us to hire CAMPUS LIBRARIAN in our campus.

Hoping for your favorable response. Thank you.

Respectfully,

LAURO B. PASCUA, Ed.D.
Campus Administrator

Recommending Approval:

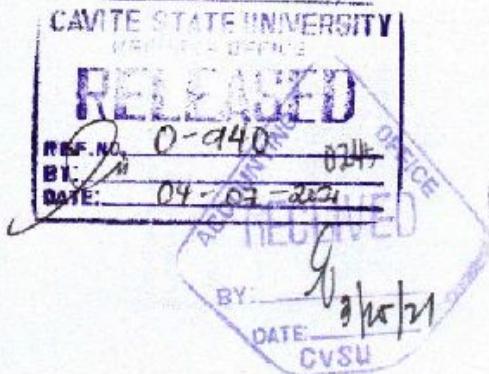
MA. AGNES P. NUESTRO, PhD
Vice President for Academic Affairs

CAMILO A. POLINGA, Ph.D. ASEAN Engr.
Vice President for Administrative and Support Services

*— Provided it is included in the
Financial Plan and APP*

Approved:

HERNANDO D. ROBLES, Ed.D.
President



Ms. PRINCESS N. RODERNO, RL, MLIS

University Librarian



Doctor of Philosophy, Major in Educational Management (2018-Present)
De La Salle University- Dasmariñas

Master in Library and Information Science, 2016 Polytechnic University of the Philippines

Bachelor in Library and Information Science, 2008 Polytechnic University of the Philippines

Registered Librarian
License No. 0006212

Click to access the file

[**University Librarian CV**](#)



Creating a Community of Life-Long Learners



Cavite State University
BS Psychology

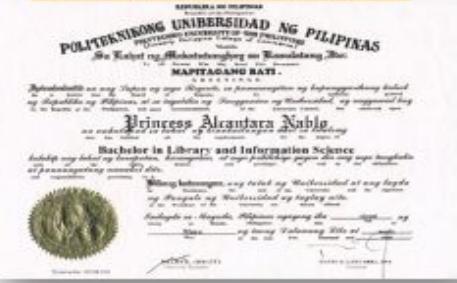


MS. PRINCESS N. RODERNO, RL, MLIS

Master in LIBRARY and Information Science



Bachelor in LIBRARY and Information Science



CHED RQAT / Regional Quality Assessment Team



Creating a Community of Life-Long Learners

POLITEKNIKONG UNIVERSIDAD NG PILIPINAS
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
(Formerly Philippine College of Commerce)
Manila

Sa Lahat ng Makatuturingay sa Kasulatanang Itin.

To All Persons Who May Read This Document:
MAPITAGANG BATI.

G R E E T I N G S.

Binabatid na ang Lupon ng mga Regente, sa hamamagitan ng kahanggaingan halook
ng Republika ng Pilipinas, at sa tagpuhan ng Sanggunian ng Universidad, ay nagsusurat kay
by the Republic of the Philippines, and upon recommendation of the University Council, has granted authority
to all persons who may read this document:

Princess Nabilo Rodero

na nahahad na lahat ng kinahanglanan ukol sa titiklong

who has fulfilled all the requirements for the degree of

Master in Library and Information Science

kulakih ang lahat ng kawalanan, hanayahan, at mga pridihiyo gayon din ang mga hanayahan
with all the rights, honors, and privileges as well as the obligations
of hanayahan manukil dito.
and responsibilities pertaining to it.

Bilang katuragan, ang lahat ng Universidad at ang lugda
In Testimony, the seal of the University and the signature
ng Pangulo ng Universidad ay taglay nito,
of the President of the University are hereto affixed.

Unibersidad sa Maynila, Pilipinas ngayong ika — walo — ng
Given at Manila, Philippines this 8th day of
Disyembre —
December —
of the year Two thousand and sixteen.



ZENJIDAR SARMIENTO, DEM
University Registrar

Jenja
EMANUEL C. BEGUINAN, Ph.D
President

REPUBLICA NG PILIPINAS
Republic of the Philippines

POLITEKNIKONG UNIBERSIDAD NG PILIPINAS
(Formerly Philippine College of Commerce)
Sa Lahat ng Makatutunghay sa Kasulatang Ito:

To All Persons Who May Read This Document:

MAPITAGANG BATI.

GREETINGS.

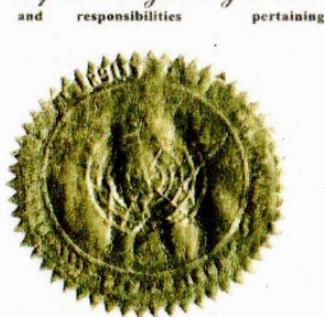
Ipinabahati na ang Supon ng mga Regente, sa pamamagitan ng kapangyarihang kalokong Republika ng Pilipinas, at sa tagubilin ng Sanggunian ng Universidad, ay naggawad kay by the Republic of the Philippines, and upon recommendation of the University Council, has conferred upon

Princess Alcantara Nahlo
na nakatalpad sa lahat ng kinakailangan ng iskola sa titulong

who has fulfilled all the requirements for the degree of

Bachelor in Library and Information Science

kalakip ang lahat ng karapatan, karanganan, at mga priilehiyo gayon din ang mga tungkulin with all the rights, honors, and privileges as well as the obligations at pananagutanang nauukol dito.



Bilang katinugan, ang tatak ng Universidad at ang tagda In Testimony, the seal of the University and the signature ng Pangulo ng Universidad ay taglay nito.

Initagda sa Maynila, Pilipinas ngayong ika siyam ng Given at Manila, Philippines this 9th of Mayo ng taong Dalawang Lito at walo May of the year Two Thousand and eight.

MELBA D. ABALETA
University Registrar

DANTE G. GUEVARRA, BFA
President

Diploma No. 20708-073



Creating a Community of Life-Long Learners



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE UNIVERSITY REGISTRAR
Manila, Philippines



STATE U

OFFICIAL TRANSCRIPT OF RECORDS

Student Number : 2004-019209-4 Date : June 3, 2013
 Student Name : NABLO, PRINCESS ALCANTARA
 Address : BLOCK 17 LOT 1 APITONG AVENUE, FIESTA SOUTH HOMES, SALITRAN II,
 DASMARIÑAS, CAVITE
 Date of Admission : 2004 Entrance Credentials : F-138, PUPCET
 Elementary School : STELLA MARIS COLLEGE
 Year Graduated : 2000
 High School : STELLA MARIS COLLEGE
 Year Graduated : 2004
 Degree Earned : BACHELOR IN LIBRARY AND INFORMATION SCIENCE
 Date Graduated : MAY 9, 2008 Attended : Semester : 8 Summer : 0

SUBJECTS		GRADES	CREDITS
CODE	DESCRIPTIVE TITLE		
2004-2005, FIRST SEMESTER			
CS 305	WORD PROCESSING WITH LABORATORY	2.00	3.0
EN 110	STUDY AND THINKING SKILLS IN ENGLISH	2.25	3.0
FO 101	SINING NG PAKIKIPAGTALASTASAN	3.00	3.0
HS 100	HEOGRAPIYA AT KASAYSIAN NG FILIPINAS	2.25	3.0
LI 110	INTRODUCTION TO LIBRARIANSHIP AND INFORMATION SCIENCE	1.75	3.0
PS 105	POLITICS AND GOVERNANCE WITH PHILIPPINE CONSTITUTION	1.25	3.0
PY 100	GENERAL PSYCHOLOGY	2.00	3.0
PE-1	SOCIAL DANCE	1.75	2.0
NSTP	CIVIC WELFARE TRAINING SERVICE	P	3.0
2004-2005, SECOND SEMESTER			
EN 111	WRITING IN THE DISCIPLINE	2.25	3.0
FO 102	PAGBASA AT PAGSULAT SA IBA'T IBANG DISIPLINA	2.00	3.0
LI 120	COLLECTION MANAGEMENT	1.75	3.0
MT 123	COLLEGE ALGEBRA	2.25	3.0
PY 120	PERSONALITY DEVELOPMENT AND HUMAN RELATIONS	1.75	3.0
SO 100	SOSYOLOHIYA, KULTURA AT PAGPAPAMILYA	2.50	3.0
PE-2	VOLLEYBALL	1.50	2.0
NSTP	CIVIC WELFARE TRAINING SERVICE	P	3.0
2005-2006, FIRST SEMESTER			
EN 120	EFFECTIVE SPEECH	1.75	3.0
FO 103	RETORIKA	2.50	3.0
LI 230	INFORMATION SOURCES AND SERVICES	2.00	3.0
LI 250	INFORMATION TECHNOLOGY WITH LABORATORY I	2.00	3.0
LI 210	ORGANIZATION OF INFORMATION SOURCES I	1.50	3.0
PH 200	LOGIC	2.00	3.0
ST 123	GENERAL STATISTICS	2.75	3.0
PE-3	TABLE TENNIS	1.25	2.0
2005-2006, SECOND SEMESTER			
EC 110	BASIC ECONOMICS WITH TAXATION AND AGRARIAN REFORM	INC	None
**** MORE ON NEXT PAGE ****			
GRADING SYSTEM : 1.00 = 97-100% ; 1.25 = 94-96% ; 1.50 = 91-93 ; 1.75 = 88-90% ; 2.00 = 85-87% ; 2.25 = 82-84% ; 2.50 = 79-81 ; 2.75 = 76-78% ; 3.00 = 75% ; 5.00 = Failed ; P = Passed ; NC = No Credit ; INC = Incomplete ; W = Withdrawn ; UW = Unauthorized Withdrawal.			
CREDITS : One college unit is at least seventeen (17) full hours of instruction in academic or professional subject within a semester.			
REMARKS : TDRDSUTSBDTSDSHPBSHTiTPTVUCE - π\$ "#			

(Not valid without the University seal)

No. 2-12565

Prepared By :

RAYAN C. SORIANO

ZENIDA R. SARMIENTO, DEM
Acting University Registrar

Checked By :

ZENAIDA P. SALAZAR

BEST PRACTICES

- ❖ There is a continuous development program for the Library Staff/Personnel.
- ❖ The Campus Librarian seeks help from the CvSU- Main Library for the development of the Library.





**CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS**
Town Proper, City of General Trias, Cavite

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

FIRST SURVEY VISIT

AREA VII. LIBRARY

**C. COLLECTION DEVELOPMENT,
ORGANIZATION AND
PRESERVATION**



I. SYSTEM-INPUTS AND PROCESSES

There is a written Collection Development Policy in Rule VI, of the CvSU Library Manual of Operations.



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CvSU Manual of Operations Volume I Rule VI. Collection Development Policy

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Republic of the Philippines
CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

✉ (046) 509-4148

cvsugeneraltrias@cvsu.edu.ph

**CvSU GENERAL TRIAS CITY
CAMPUS LIBRARY**

Summary of Library Resources as of August 2021

Type of Library Resources	Titles	Volumes	Books With Copyright Within the last 5 Years	Books With Copyright Within the last 10 Years
PRINT BOOKS	1, 590	1590	266	379
EBOOKS (ONLINE FORMAT)	2860	2860	2395	2217
E-JOURNALS	1,529	1529		
TOTAL COLLECTION	5, 979	5, 979	2, 848	2, 783

Prepared by:

Myla E. Sablayan
Campus Librarian



Republic of the Philippines
CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Indang, Cavite

www.cvsu.edu.ph

UNIVERSITY LIBRARY

Summary of Online Electronic Books (E-Books) 2021

LCC Classification	Titles	Volumes	Library holdings copyrighted w/ in the last 10 Years	Library holdings copyrighted w/ in the last 5 Years
General Works (A-AZ)	20	20	20	19
Philosophy, Psychology Religion (B-BX)	208	208	205	198
Auxillary Sciences of History (C-CT)	27	27	27	25
History: General and Old World (D-DX)	187	187	187	172
History: America (E)	11	11	11	11
History: America (F)	27	27	27	27
Geography, Anthropology, Recreation (G-GV)	90	90	90	82
Social Sciences (H-HX)	694	694	692	628
Political Science (J-JZ)	150	150	150	141
Law (K-KZ)	115	115	115	104
Education (L-LT)	145	145	144	126
Music and Books on Music (M-MT)	26	26	26	24
Fine Arts (N-NX)	45	45	44	41
Language and Literature (P-PZ)	280	280	280	266
Science (Q-QZ)	304	304	303	284
Medicine (R-RT)	202	202	202	176
Agriculture (S-SK)	59	59	58	55
Technology (T-TX)	138	138	133	117
Military Science (U-UH)	101	101	101	73
Naval Science (V-VM)	1	1	1	0
Bibliography and Library Science (Z)	30	30	30	26
TOTAL:	2,860	2,860	2,846	2,595

Date retrieved:

05/04/2021

Percentage of Recency (10 Years): 99.51%

Percentage of Recency (5 Years): 90.73%

Prepared by:

(SGD)
PALOMA A. VIDA
Administrative Aide III

Certified correct by:

(SGD)
PRINCESS N. RODERNO, RL
Head, University Library



Republic of the Philippines
CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Indang, Cavite

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UNIVERSITY LIBRARY

Summary of Online Electronic Books (E-Books) 2020

LCC Classification	Titles	Volumes	Library holdings copyrighted w/ In the last 10 Years	Library holdings copyrighted w/ In the last 5 Years
General Works (A-AZ)	20	20	20	19
Philosophy, Psychology Religion (B-BX)	208	208	206	203
Auxillary Sciences of History (C-CT)	27	27	27	27
History: General and Old World (D-DX)	187	187	187	187
History: America (E)	11	11	11	11
History: America (F)	27	27	27	27
Geography, Anthropology, Recreation (G-GV)	90	90	90	88
Social Sciences (H-HX)	694	694	692	680
Political Science (J-JZ)	150	150	150	150
Law (K-KZ)	115	115	115	113
Education (L-LT)	145	145	145	144
Music and Books on Music (M-MT)	26	26	26	26
Fine Arts (N-NX)	45	45	44	44
Language and Literature (P-PZ)	280	280	280	280
Science (Q-QZ)	304	304	303	300
Medicine (R-RT)	202	202	202	202
Agriculture (S-SK)	59	59	58	56
Technology (T-TX)	138	138	133	130
Military Science (U-UH)	101	101	101	101
Naval Science (V-VM)	1	1	1	1
Bibliography and Library Science (Z)	30	30	30	30
TOTAL:	2,860	2,860	2,848	2,819

Percentage of Recency (10 Years): **99.58%**

Percentage of Recency (5 Years): **98.57%**

Prepared by:

PALOMA A. VIDA
Administrative Aide III

Certified correct by:

PRINCESS N. RODERINO, RL
Head, University Library

SEARCH RESULTS FOR "RIZAL'S LIFE AND WORKS"

[Journals \(19\)](#) [Article \(11860\)](#) [Author \(0\)](#)

JOURNAL OF BUSINESS, EDUCATION AND LAW

The Journal of Business, Education and Law is a professional refereed publication of the Jose Rizal University. It is dedicated to the active application and dissemination of researches and other academic and scholarly papers/essays in the fields of business, public administration, public policy, local governance, education, social sciences, liberal arts and law to the relevant concerns, problems and issues in the Philippines. The journal is directed at a diverse readership primarily composed of the academe, business, law, non-profit organizations, and government. Its articles are expected to be of use to policy and decision makers, middle management, analysts, researchers, and graduate and college students.

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[Medical](#) (25,193)

[Social Science](#) (23,790)

[Computers](#) (21,971)

[Political Science](#) (19,069)

[History](#) (13,745)

[Asian Studies](#) (10,069)

[Religion](#) (8,808)

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[Welsh environments in contemporary poetry](#)

Matthew Jarvis

University of Wales Press, 2025 ; English ; 210 Pages

"Welsh Environments in Contemporary Poetry" examines the question of how recent English-language poetry from Wales has responded to the diverse physical environments of Wales. The first volume to offer a sustained assessment of Welsh poetry in English within the context of recent developments in environmental literary criticism, this book also draws on aspects of human geography to explore the rich contemporary poetics of Welsh space and place. Opening with an examination of poets from the 1960s as well as the early work of R. S. Thomas, "Welsh Environments in Contemporary Poetry" subsequently concentrates on the poetry of writers who have come to prominence

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[Mysterious black holes](#)

Elena Ioli, Franco Grazioli

Ioli, Elena; Grazioli, Franco

Mysterious Black Holes is a comprehensive guide to the most fascinating and mysterious objects in the universe. From the smallest black holes to the largest supermassive ones, this book explores the properties, behaviors, and mysteries of these enigmatic celestial bodies. Through clear explanations and stunning illustrations, readers will learn about the science behind black holes, their role in the evolution of galaxies, and the challenges of studying them. Whether you're a science enthusiast or a student looking for a deeper understanding of these cosmic wonders, this book is an essential resource.

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Journal of English for Academic Purposes

Volume 12, Issue 1, March 2013, Pages 57-68



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Integrated Library System

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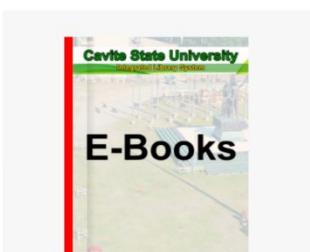


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Cavite State University

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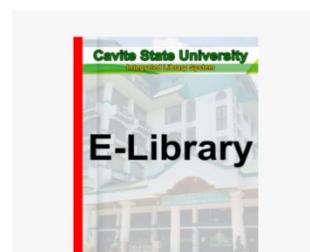


E-Books

CvSU E-Books

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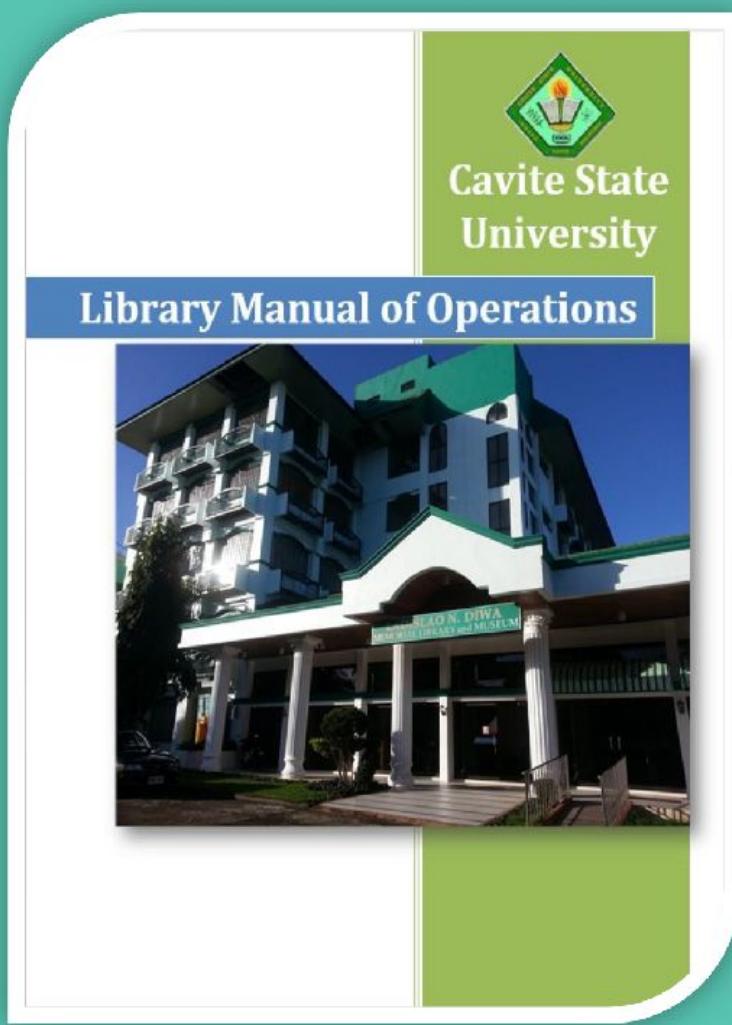
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II. IMPLEMENTATION

The Collection Development Policy is regularly reviewed by the Library Committee.



CvSU: LIBRARY MANUAL OF OPERATIONS



BOR Approved



**BOR RESOLUTION
NUMBER 44,
SERIES OF 2017**

Full-text Link



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Minutes of Meeting approving the CvSU Library Manual of Operations

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GENERAL TRIAS CITY CAMPUS

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CAMPUS LIBRARY

Goals and Objectives of the Library

GOALS:

To support the University in its main thrust of field of expertise by providing adequate, updated and relevant collection of research and reference materials to its clientele composed of students, faculty and other researchers in the community.

OBJECTIVES:

The Campus Library aims to:

- a. *Establish a collection that will be at par with other modern libraries not only in the region but also at national and international levels;*
- b. *Encourage maximum utilization of its collection by making it readily available and accessible to users; and*
- c. *Coordinate with all Departments within the campus in terms of selection and acquisition of library materials needed to supplement research and instruction.*

*Lifted from the CvSU Library Manual of Operations



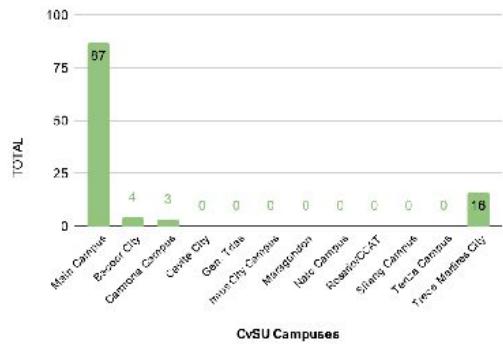
UNIVERSITY LIBRARY

Online Theses Request Services:
Summary of Served Clients 2021 (as of Aug.)

I. Campus

No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
1	Main Campus	6	8	13	25	19	7	9	0					87
2	Bacoor City Campus	0	0	0	1	2	1	0	0					4
3	Carmona Campus	0	0	0	2	0	1	0	0					3
4	Cavite City Campus	0	0	0	0	0	0	0	0					0
5	Gen. Trias Campus	0	0	0	0	0	0	0	0					0
6	Imus City Campus	0	0	0	0	0	0	0	0					0
7	Maragondon Campus	0	0	0	0	0	0	0	0					0
8	Naic Campus	0	0	0	0	0	0	0	0					0
9	Rosario/CCAT Campus	0	0	0	0	0	0	0	0					0
10	Siliang Campus	0	0	0	0	0	0	0	0					0
11	Tanza Campus	0	0	0	0	0	0	0	0					0
12	Trece Martires City Campus	1	1	13	1	0	0	0	0					16
	Total:	7	9	26	29	21	9	9	0	0	0	0	0	110

No. of Served Clients: By Campus



II. Gender

No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
1	Female	1	6	12	18	13	9	7	0					66
2	Male	6	3	14	11	8	0	2	0					44
	Total:	7	9	26	29	21	9	9	0	0	0	0	0	110

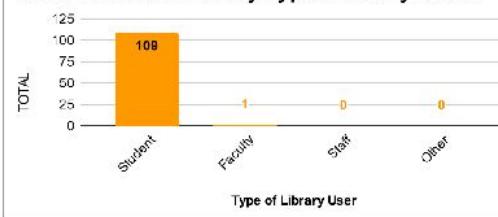
By Gender



III. Type of Library User

No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
1	Student	7	9	26	29	20	9	9	0					109
2	Faculty	0	0	0	0	1	0	0	0					1
3	Staff	0	0	0	0	0	0	0	0					0
4	Other Colleges/State Universities	0	0	0	0	0	0	0	0					0
	Total:	7	9	26	29	21	0	0	0	0	0	0	0	110

No. of Served Clients: By Type of Library Users



Prepared by:

(SGD)
KRISTINE M. MOJICA, RL
 Administrative Aide III

Certified correct by:

(SGD)
PRINCESS N. RODERNO, RL
 Head, University Library



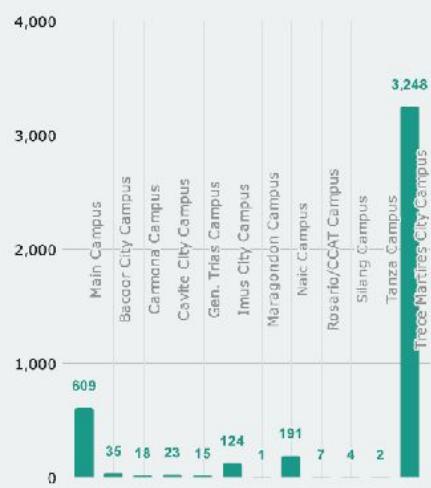
UNIVERSITY LIBRARY

Online E-Journals Utilization: CvSU ILS 2021 (as of July)

I. Campus

No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept.	Oct.	Nov.	Dec.	TOTAL
1	Main Campus	54	70	202	107	105	40	31	0	0	0	0	0	609
2	Bacoor City Campus	2	2	6	6	15	3	1	0	0	0	0	0	35
3	Carmona Campus	3	4	7	3	1	0	0	0	0	0	0	0	18
4	Cavite City Campus	2	1	5	1	1	6	7	0	0	0	0	0	23
5	Gen. Trias Campus	0	4	10	0	0	0	1	0	0	0	0	0	15
6	Imus City Campus	0	107	7	7	2	1	0	0	0	0	0	0	124
7	Maragondon Campus	0	1	0	0	0	0	0	0	0	0	0	0	1
8	Naic Campus	52	0	137	0	0	0	2	0	0	0	0	0	191
9	Rosario/CCAT Campus	0	2	1	1	1	0	2	0	0	0	0	0	7
10	Silang Campus	0	2	1	0	1	0	0	0	0	0	0	0	4
11	Tanza Campus	0	2	0	0	0	0	0	0	0	0	0	0	2
12	Trece Martires City Campus	0	1,589	1,593	37	22	7	0	0	0	0	0	0	3,248
	Total:	113	1,784	1,969	162	148	57	44	0	0	0	0	0	4,277

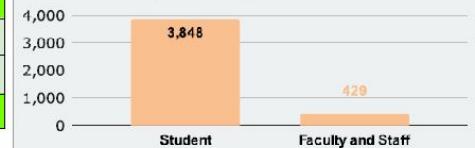
E-Journals Utilization by Campus



II. Type of Library User

No.	Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
1	Student	59	1,617	1,806	149	134	44	39	0	0	0	0	0	3,848
2	Faculty and Staff	96	135	154	13	13	13	5	0	0	0	0	0	429
	Total:	155	1,752	1,960	162	147	57	44	0	0	0	0	0	4,277

Utilization by Library User



Prepared by:

Certified correct by:

(SGD)

VERNA S. BARIZO

Administrative Aide III

(SGD)

PRINCESS N. RODERNO, RL

Head, University Library





Republic of the Philippines

CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

(046) 509-4148

cvsugeneraltrias@cvsu.edu.ph

• FILIPINO BOOKS

ACCESSION NUMBER	TITLE	AUTHOR	COPYRIGHT YEAR
1	ANG PANITIKANG PILIPINO SA KAUNLARANG BANSA	PINEDA P., PINEDA G. ONGOCO	1979
2	ANG PANITIKANG PILIPINO SA KAUNLARANG BANSA	PINEDA P., PINEDA G. ONGOCO	1979
3	RETORIKA	ROBIN, LORENZO,	1987
4	MGA BANSANG ASYANO	AGNO, ET'AL	1994
5	MGA BANSANG ASYANO	AGNO...ET'AL.	1994
6	KASAYSAYAN NG ASYA	QUIASAN, ET'AL.	1990
7	KASAYSAYAN NG ASYA	QUIASAN, ET'AL.	1990
8	GENERAL PSYCHOLOGY	BELTRAN, JANE Q.	1996
9	JOURNALISM FOR FILIPINOS	ALITO L. MOLINA	1997
10	ESSENTIAL ENGLISH GRAMMAR	CHAUHAN	1985
11	GEOMETRY	CORBITT, M.	1995
12	1-2-3 FOR WINDOWS QUICKSART	GREG HARVEY	1991
13	ETHICS AND THE FILIPINO	AGAPAY, RAMON B.	1991
14	MUSICAL INSTRUMENTS	RIVADELO, ROSITA F.	1994
15	A FARMER'S PRIMER ON GROWING RICE	VERGARA, BENITO S.	1979
16	PHYSICAL EDUCATION HANDBOOK	BELMONTE P., ET.AL	1998
17	PHYSICAL EDUCATION HANDBOOK	BELMONTE P., ET.AL	1998
18	DYNAMICS OF DEVELOPMENT	MUHI E. PONOPIO	1993
19	MONEY CREDIT AND BANKING	FAJARDO F.	1993
20	WRITE BETTER LETTERS THE MODERN WAY	MACARAEG, BIEVENIDO	1987
21	GROUND AND NORM OF MORALITY	REYES, RAMON CASTILLO	1989
22	METHODS AND TECHNIQUES OF RESEARCH	SANCHEZ, C. A	1986
23	COLLEGE TEACHING IN THE PHILIPPINES	BUCU L...ET'AL.	1994
24	COLLEGE TEACHING IN THE PHILIPPINES	BUCU L...ET'AL.	1994
25	INTRODUCTION TO PHILOSOPHY THROUGH THE PHILOSOPHY OF MAN	MONTEMAYOR, FELIX	1992
26	MEASUREMENTS AND EVALUATION	CALDERON J AND GONZALES E.	1993
27	INTRODUCTION TO SOCIOLOGY AND ANTROPOLOGY	PALISPIS, EPITACIO S.	1996
28	ENTREPRENEURSHIP	FAJARDO F.	1994
29	PHILOSOPHY OF PHILIPPINE EDUCATION	ELEVOZA, A.	1995
30	HUMAN BEHAVIOR IN ORGANIZATIONS	LEVERIZA, JOSE P.	1993
31	HUMAN BEHAVIOR IN ORGANIZATIONS	LEVERIZA, JOSE P.	1993

32	TOWARD AUTHENTIC MORALITY	MOGA, MICHAEL D.	1993
33	LOGIC FOR FILIPINOS	ELEVAZO, AURELIO O.	1994
34	THE PHILIPPINES RECOMMENDS FOR MEAT PROCESSING	THE PHILIPPINES COUNIL FOR AGRICULTURE, FORESTRY, NATURAL RESOURCE	2011
35	THE PHILIPPINES RECOMMENDS FOR HIDES AND SKINS	PCARRD	1999
36	THE PHILIPPINES RECOMMENDS FOR	PCARRD	2010
37	THE PHILIPPINES: WHERE ARE WE NOW?	NAST	2010
38	ESSENTIALS OF VALUES: EDUCATION	BAUZON, PRISCILIANO T.	1994
39	THE PHILIPPINES RECOMMENDS FOR FORAGE CORN PRODUCTION AND UTILIZATION HANDBOOK OF PSYCHOLOGICAL TESTS:	PCARRD	2007
40	THEORIES, ADMINISTRATION, SCORING AND APPLICATIONS	DE JESUS, EVANGELINE M.	1995
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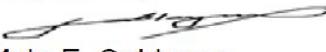
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Summary of Online Electronic Books (E-Books) 2021

LCC Classification	Titles	Volumes	Library holdings copyrighted w/ in the last 10 Years	Library holdings copyrighted w/ in the last 5 Years
General Works (A-AZ)	20	20	20	19
Philosophy, Psychology Religion (B-BX)	208	208	205	198
Auxillary Sciences of History (C-CT)	27	27	27	25
History: General and Old World (D-DX)	187	187	187	172
History: America (E)	11	11	11	11
History: America (F)	27	27	27	27
Geography, Anthropology, Recreation (G-GV)	90	90	90	82
Social Sciences (H-HX)	694	694	692	628
Political Science (J-JZ)	150	150	150	141
Law (K-KZ)	115	115	115	104
Education (L-LT)	145	145	144	126
Music and Books on Music (M-MT)	26	26	26	24
Fine Arts (N-NX)	45	45	44	41
Language and Literature (P-PZ)	280	280	280	266
Science (Q-QZ)	304	304	303	284
Medicine (R-RT)	202	202	202	176
Agriculture (S-SK)	59	59	58	55
Technology (T-TX)	138	138	133	117
Military Science (U-UH)	101	101	101	73
Naval Science (V-VM)	1	1	1	0
Bibliography and Library Science (Z)	30	30	30	26
TOTAL:	2,860	2,860	2,846	2,595

Date retrieved:

05/04/2021

Percentage of Recency (10 Years): 99.51%

Percentage of Recency (5 Years): 90.73%

Prepared by:

(SGD)
PALOMA A. VIDA
Administrative Aide III

Certified correct by:

(SGD)
PRINCESS N. RODERNO, RL
Head, University Library



Republic of the Philippines
CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Indang, Cavite

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Fine Arts (N-NX)	45	45	44	44
Language and Literature (P-PZ)	280	280	280	280
Science (Q-QZ)	304	304	303	300
Medicine (R-RT)	202	202	202	202
Agriculture (S-SK)	59	59	58	56
Technology (T-TX)	138	138	133	130
Military Science (U-UH)	101	101	101	101
Naval Science (V-VM)	1	1	1	1
Bibliography and Library Science (Z)	30	30	30	30
TOTAL:	2,860	2,860	2,848	2,819

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PROFESSIONAL BOOKS

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BS OFFICE ADMINISTRATION

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Library Classification Scheme: Excerpt from CvSU Library Manual of Operations

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BS OFFICE ADMINISTRATION

Quick Guide to the Library of Congress Classification System

A - General Works

AE General Encyclopedias

B - Philosophy, Psychology and Religion

B Philosophy
BC Logic
BF Psychology
BL-BX Religion
BP Islam

C - History: auxiliary branches

CB History of Civilization
CC Archaeology
CR Heraldry
CS Genealogy
CT Biography (general)

D - History: General and Old World

D History (general)
DA Great Britain
DC France
DE Mediterranean region
DK Soviet Union
DS Middle East / Asia
DT Egypt / Africa

E-F - History: New World

E North America / U.S.
F Canada / Latin & South America

G - Geography, Anthropology, Recreation

G Geography (general), atlases and maps
GB Physical Geography
GF Human Ecology
GN Anthropology
GR Folklore / Manners & Customs
GV Recreation / Physical Education

H - Social Science

H Social Sciences (general)
HA Statistics
HB-HD Economics
HE Transportation & Communications
HF Commerce / Management
HG Finance
HJ Accounting
HM Sociology (general)
HQ Family/Marriage Women's Studies
HV Social Welfare & Criminology

J - Political Science

J Political Science (general)
JC Political Theory
JF-JQ Constitutional History
JS Local government
JX International Law

K - Law

K Law (general)
KD Law of the U.K.
KF Law of the United States
KJ Law of Europe
KBL Law of Islamic countries

L - Education

LA History of Education
LB Theory & Practice of Education
LC Social Aspects of Education
LD-LG Universities, Colleges, Schools

M - Music

M Musical Scores
ML Literature of Music
MT Musical Instruction & Study

N - Fine Arts

N Visual Arts/Museums (general)
NA Architecture
NB Sculpture
NC Drawing/ Design & Illustration
ND Painting
NE Print Media
NK Decorative & Applied Arts
NX Arts in General

P - Language and Literature

P Linguistics & Philology, Rhetoric, Composition & Communication
PA Classical Languages
PC Romance Languages
PD Germanic Languages
PE English Language
PJ Arabic/Oriental Languages & Literatures
PN Literary History & Collections (general)
PQ Romance Literatures
PR English Literature
PS American Literature
PT Germanic Literature

Q - Science

Q Science (general)
QA Mathematics / comput
QB Astronomy
QC Physics
QD Chemistry
QE Geology
QH Biology / Natural Hist
QK Botany
QL Zoology
QM Human Anatomy
QP Physiology
QR Microbiology

R - Medicine

R Medicine (general)
RA Public health
RC Practice of Medicin
RM Nutrition
RM-RS Pharmacology
RT Nursing

S - Agriculture

S Agriculture (general)
SB Plant Culture
SD Forestry
SF Animal Culture
SH Aquaculture & Fisherie
SK Wildlife Management

T - Technology

T Technology (general)
TA Engineering (general)
TC Hydraulic Engineering
TD Environmental Engine
TE Highway Engineering
TH Building Construction
TJ Mechanical Engineering
TK Electrical Engineering
TL Aeronautics & Motor V
TN Mining Engineering &
TP Chemical Technology
TR Photography
TS Manufacturing
TT Handicrafts
TX Hotels & Food Service

U - V Military & Naval

Z - Bibliography & Library Science





Cataloged and Classified books



BS OFFICE ADMINISTRATION



Weeding of Library Materials: Excerpt from CvSU Library Manual of Operations

List of Weeded-Out Books

No	Accession Number	Call Number	Author	Title	Edition	Copyright Year	ISBN	Date Acquired*
1	27152	QH317 B52b 2003 c.2		Biology 101 : laboratory manual, autumn 2003.		2003	738009768	Jan. 20,2006
2	27028	QH317 B52b 2003 c.2		Biology 114 : laboratory manual autumn 2003.		2003	738010189	Jan. 20,2006
3	27036	QH317 B52b 2003 c.10		Biology 114 : laboratory manual autumn 2003.		2003	738010189	Jan. 20,2006
4	26924	QH317 B52 2003 c. 3		Biology 101 : laboratory manual, 2002-2003.		2003	738007293	Jan. 20,2006
5	27053	QH317 B52b 1999 c.6		Biology 114 : laboratory manual 1999-2000		1999	738001694	Jan. 20,2006
6	27056	QH317 B52b 1999 c.9		Biology 114 : laboratory manual 1999-2000		1999	738001694	Jan. 20,2006
7	27057	QH317 B52b 1999c.10		Biology 114 : laboratory manual 1999-2000		1999	738001694	Jan. 20,2006
8	27058	QH317 B52b 1999 c.11		Biology 114 : laboratory manual 1999-2000		1999	738001694	Jan. 20,2006
9	26993	QH317 B52 2002 c.6		Biology 113 : laboratory manual		2002	738004405	Jan. 20,2006

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**CvSU Library Manual of Operations
Rule VI. Collection Development
Policy
Article 10. Weeding of Library
Materials**

[\(Click to view pdf file\)](#)



III. OUTCOMES

The library core collection is adequate, updated, and well-balanced.





Republic of the Philippines
CAVITE STATE UNIVERSITY
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Indang, Cavite, Philippines
(046) 4150-010 / 09338167786
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UNIVERSITY LIBRARY

Adequate, Updated and Well-balanced Library Core Collection (as of November 2018)

Classification	2018 (as of November 2018)		Percentage	Collecting Intensity	Library holdings copyrighted w/in the last 5 years		Library holdings copyrighted w/in the last 10 years	
	Titles	Volumes			No. of Titles	No. of Volumes	No. of Titles	No. of Volumes
General Works (A - AZ)	54	211	1.10%	Research Level	0	0	1	1
Philosophy, Psychology, Religion (B - BX)	543	910	4.75%	Study Level	13	19	53	68
Auxiliary Sciences of History (C - CT)	104	165	0.87%	Initial Study Level	0	0	2	2
History: General and Old World (D - DX)	163	199	1.04%	Basic Level	1	1	23	23
History: America (E)	172	229	1.20%	Basic Level	1	1	5	6
History: America (F)	19	21	0.11%	Basic Level	0	0	1	1
Geography, Map, Anthropology, Recreation (G - GV)	316	448	2.34%	Basic Level	8	9	52	54
Social Science (H - HX)	2,503	3,514	18.34%	Research Level	91	105	272	300
Political Science (J - JZ)	188	216	1.13%	Study Level	2	2	23	23
Law (K - KZ)	249	282	1.47%	Study Level	3	3	12	12
Education (L - LT)	733	1,050	5.48%	Research Level	7	7	55	58
Music and Books on Music (M - MT)	53	66	0.34%	Initial Study Level	0	0	1	1
Fine Arts (N - NX)	127	157	0.82%	Basic Level	2	2	30	30
Language and Literature (P - PZ)	1,314	1,825	9.52%	Minimal Level	17	17	123	126
Science (Q - QZ)	2,053	3,552	18.54%	Research Level	49	73	212	255
Medicine (R - RT)	1,131	1,457	7.60%	Research Level	20	22	79	92
Agriculture (S - SK)	376	423	2.21%	Research Level	41	43	116	127
Technology (T - TX)	1,121	1,348	7.04%	Research Level	115	121	312	338
Military Science (U - UH)	4	4	0.02%	Minimal Level	0	0	1	1
Naval Science (V - VM)	2	2	0.01%	Initial Study Level	1	1	1	1
Bibliography and Library Science (Z)	75	85	0.44%	Basic Level	0	0	10	10
	11,300	16,164			371	426	1,384	1,529
Filipiniana Collection	1,503	2,996	15.64%	Research Level	216	445	231	520
TOTAL:	12,803	19,160	100%		587	871	1,615	2,049

Percentage of Recency of Core Collection [Foreign Books] (Copyrighted within the last 10 years): 10.57% or 11%

Percentage of Recency of Filipiniana Collection (Copyrighted within the last 10 years): 5.76% or 6%

Prepared by:

NIMPHAS E. JAVIER, RL
Head, University Library



Republic of the Philippines
CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Indang, Cavite

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Republic of the Philippines
CAVITE STATE UNIVERSITY
General Trias City Campus
509-1148 www.cvsu.edu.ph

Summary of Library Journals 2021

Program: BS Office Administration

Date : August 2021

Type of Library Materials	Titles	Volumes
1. Online E-Journals	6	6
2. Science Direct-Elsevier	16	16
TOTAL:	22	22

Prepared by:

A handwritten signature in black ink, appearing to read "Myla E. Sablayan".

Myla E. Sablayan
Campus Librarian



Republic of the Philippines
CAVITE STATE UNIVERSITY
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PROFESSIONAL BOOKS

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BS OFFICE ADMINISTRATION

BEST PRACTICES

- ❖ There is an available electronic resources for (E- Books, E-Library and E- Journals).
- ❖ Online Theses Request are available.
- ❖ There are rules and regulation implemented by the Campus Librarian for the upkeep, general care and preservation of library resources.





**CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS**
Town Proper, City of General Trias, Cavite

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

FIRST SURVEY VISIT

**AREA VII.
LIBRARY**

**PARAMETER D.
SERVICES AND
UTILIZATION**



I. SYSTEM-INPUTS AND PROCESSES

The Library has information services.



❖ Library Information Services



Republic of the Philippines
CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

TEL (046) 509 4148

cvsugeneraltrias@cvsu.edu.ph

CvSU GENERAL TRIAS CITY CAMPUS LIBRARY

List of Information Services

1. Bulletin Board (Traditional)

- ❖ Information posted in the bulletin board:
 - ✓ Important announcements Library Updates
 - ✓ Library brochure
 - ✓ Library Manual of Operation and Collection Development Policy
 - Memoranda and notices

2. User Guide/Brochure

- ❖ Information posted in the bulletin board:
 - ✓ Important announcements Library Updates
 - ✓ Library brochure
 - ✓ Library Manual of Operation and Collection Development Policy
 - Memoranda and notices

3. Library Orientation Program

- ✓ Library Orientation Program is being conducted every start of semester
- ✓ New Freshmen Students
- ✓ Transferees
- ✓ New Staff and Faculty

4. Integrated Library System

- ✓ Provides e-books and e-journals

5. E-mail Services

- ✓ Sending list of books and journals for selection
- ✓ Reference Services

- ✓ Announcements

6. Orientation Program

- ✓ The orientation program is designed to support new students as they begin their journey in the campus

7. Facebook Page/Messenger

- ✓ Newly Acquired Library Materials
- ✓ Announcements
- ✓ Reference services

8. Library Exhibit

- ✓ Display of newly books for Faculty evaluation and selection

LIBRARY BULLETIN BOARD



BS OFFICE ADMINISTRATION

LIBRARY BROCHURE

F. Fines

- Overdue materials are subject to fine:

(Students)

- General Circulation Books – P10.00/day per book
- Reserved Books – P10.00/day per book
- Room Use Only Books – P50.00/day per book

(Faculty)

- General Circulation Books – P10.00/day per book
- Reserved Books – P10.00/day per book
- Room Use Only Books- P50.00/day per book

Note: All fees/fines collected shall be part of the University Trust Fund (Library).

G. Security Control

- Bags, briefcases, umbrellas, large envelopes and folders not needed for study should be deposited at the baggage counter desk (control desk).
- Cell phones are not allowed in the library.

H. Library Discipline

- SILENCE shall be observed in the library at all times.
- A student caught/accused of marking, mutilating, destroying books and other library materials shall be sanctioned according to the provisions stipulated in the student handbook.
- Eating, loud talking, entertaining visitors, and unnecessary noise which may be caused by cell phones and other gadgets within the library premises are strictly prohibited.
- Ask permission from the campus librarian/library-in-charge before getting books from the shelves.

- Books should not be replaced on the shelves and need to be left on the table for re-shelving.
- Seats must be in proper places.
- Maintain the cleanliness of the reading room.



Republic of the Philippines

CAVITE STATE UNIVERSITY

Tanza | Trece Martires City | Gen. Trias City Campus

' 235-7997 | 410-5247 | 509-4148

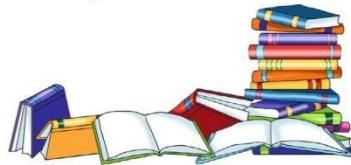
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LIBRARY USER GUIDE



b. Other Services

- Access to the collections of the library can be done by using online catalog. The Online Public Access Catalog computers are also intended for e-mail or Internet searching.



CAVITE STATE UNIVERSITY
GEN. TRIAS CITY CAMPUS LIBRARY
BRGY. VIBORA, GENERAL TRIAS CITY, CAVITE

Monday to Friday (7:00 am—6:00 pm)



BS OFFICE ADMINISTRATION



Section 1. Library Users

Regular users- all bonafide students, staff and faculty members of CvSU Main Campus.

Extended users- all bonafide students, staff and faculty members of external CvSU Campuses (library resources for room use only)

Alumni- graduates of CvSU could still avail of the library resources but for room use only.

Visitors-those who are not bonafide students, staff or Faculty members of the main and external campuses of CvSU provided that they have a letter referral from librarian or head of office where they are enrolled-employed.

Section 2. Library Rules and Regulations

A. General Rules

1. Students are required to wear their official uniform when entering the library except on Wednesday.

2. School ID card is required for entrance to the library. This card is non-transferable. Misrepresentation by showing someone else's card is an offense. Students caught doing such act may be deprived of their library privileges for a period of one week.
3. A referral letter is issued to faculty and students of CvSU who wish to do research in other libraries.
4. Other non-CvSU clientele is allowed to use the CvSU-Tanza Library every Thursday only upon presentation of a valid ID from their respective institutions/offices where they are enrolled-employed together with a referral letter and payment of P20.00 as library fee.

B. Borrowing Rights and Responsibility

1. CvSU-General Trias City students may borrow a maximum of two (2) books (circulation) at a time.
2. Books from the circulation section can be loaned for one week and may be renewed for another week if not needed by other users.
3. Reserved books are generally for room use only.
4. Reference books, periodicals, theses and other researches are limited to room use only and must be borrowed one at a time.
5. Books for ROOM USE ONLY (only 1 copy each title) may be borrowed for photocopying but should be returned immediately.
6. All materials borrowed must be returned on the date/time due.

C. Hours of Service

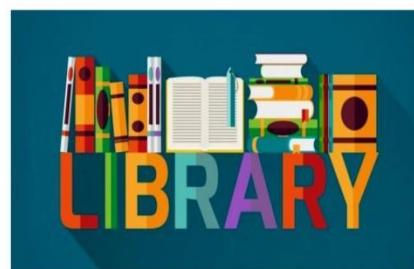
- Monday to Friday (7:00 am-6:00 pm)
- Borrowing of books is scheduled Monday to Friday (8:00 am -5:00 pm)

D. Photocopying

- Photocopying of narrative reports, feasibility studies, entrepreneurial development project, student teaching portfolio, project design, and theses is strictly prohibited.
- Photocopying time is for one (1) hour only. In excess of one hour, a borrower will be charged an overdue fine of P50.00 (Room Use Only books) and P2.00 (Circulation & Filipiniana books)

E. Lost Books

- A lost book must be replaced immediately in the concerned section where the book was charged out.
- It must be paid according to the value as determined by the librarian and must be replaced with the same title or subject but of recent edition.



LIBRARY ORIENTATION



BS OFFICE ADMINISTRATION





FACULTY Orientation

GENERAL TRIAS CITY CAMPUS
PROGRAMME



September 3, 2021
Friday



8:00 AM to 12:00 NN



Cisco
webex

I. Prayer

National Anthem
CvSU at a Glance

AVP

II. Introduction of Key Officials and Support Personnel

Ms. Keithlyn M. Bay

Admission and Testing Services Coordinator

III. Welcome Remarks

Dr. Lauro B. Pascua

Campus Administrator

IV. Presentation of Faculty Members by Department

Psychology

Teacher Education

Hospitality and Tourism Studies

Arts and Sciences

Management

Information Technology

Department Chairpersons

Dr. Louziela P. Masana

Mr. Victoriano P. Barliso Jr.

Mr. Aljevin A. Comiso

Mr. Jonel N. Camalig

Ms. April Gollos-Gile

Mr. Rommel H. Sarreal

V. Presentation of Academic Calendar

Academic Policies and Grading System

Ms. Rogelyn P. Alarca

Office of the Campus Registrar

VI. HR Policies (R.A. 6713 Code of Conduct and

Ethical Standards for Public Officials and Employees)

Ms. Debbie Rose B. Fabian

HRDO Coordinator, Tanza Campus

VII. Orientation to CvSU e-Library System, Open

Education Resources and Creative Commons

Ms. Myla E. Sablayan

Campus Librarian

VIII. Netiquettes in Handling Online Classes

Mr. Victoriano P. Barliso Jr.

Chairperson, Department of Teacher Education

IX. Discussion on Gender and Development

Ms. April Gollos-Gile

*Chairperson, Department of Management
Gender and Development Coordinator*

X. Mental Health Awareness

Dr. Louziela P. Masana

*Chairperson, Department of Psychology
Guidance Services Coordinator*

XI. Closing Remarks

Ms. Christalene Jewel M. Mercado

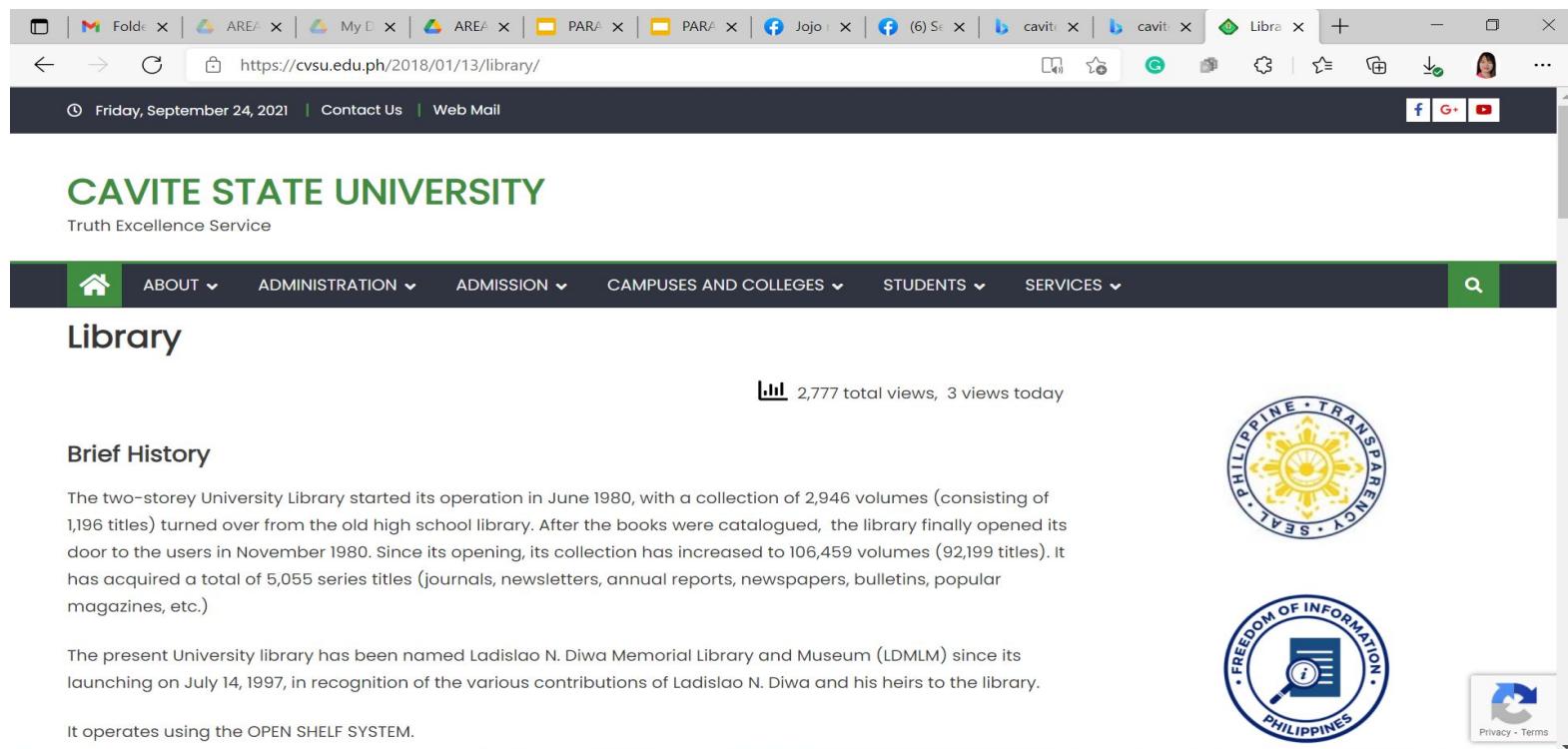
OIC Campus Secretary

JOHN RIEL B. LABIANG
Alumni Affairs Coordinator
MODERATOR

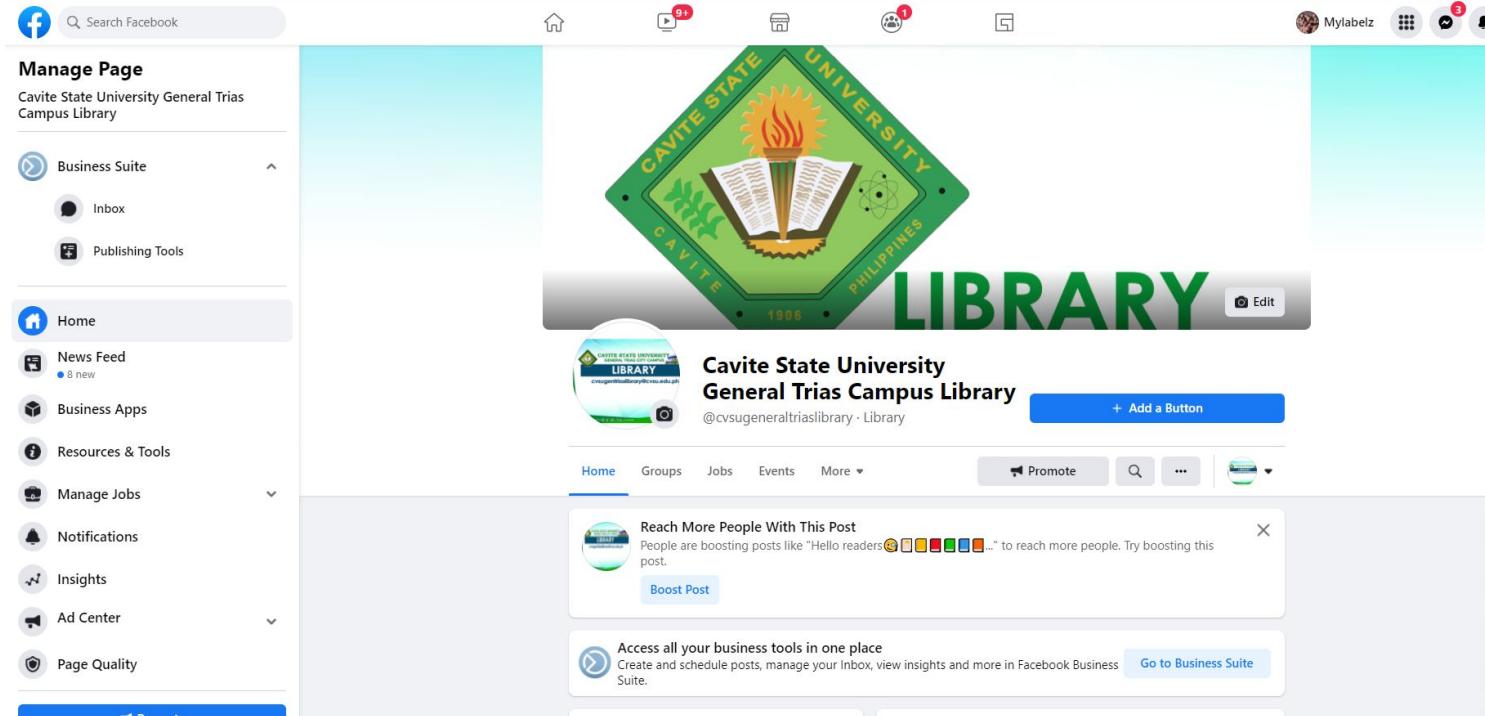
II. Implementation functional and interactive library web page



CvSU Main Library Webpage



The screenshot shows the CvSU Main Library webpage. At the top, there's a navigation bar with links for Home, About, Administration, Admission, Campuses and Colleges, Students, Services, and a search icon. Below the navigation bar, the page title 'CAVITE STATE UNIVERSITY' and subtitle 'Truth Excellence Service' are displayed. A banner for the 'Library' section is present, showing '2,777 total views, 3 views today'. To the right, there are two circular seals: the 'PHILIPPINE TRANSPARENCY SEAL' and the 'FREEDOM OF INFORMATION PHILIPPINES' seal. On the far right, there's a 'Privacy - Terms' link.



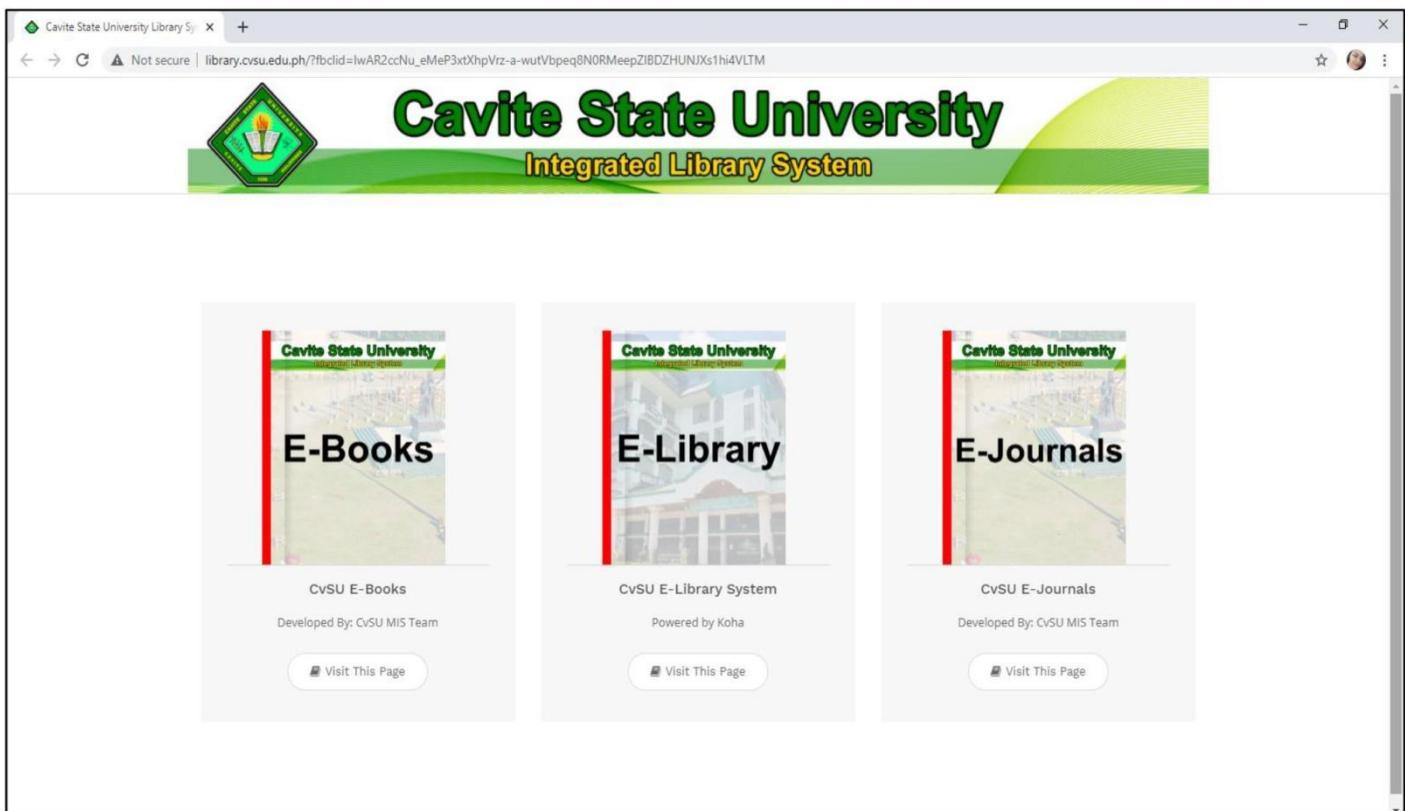
The screenshot shows the CvSU General Trias City Campus Facebook page. The left sidebar includes links for Manage Page, Business Suite, Inbox, Publishing Tools, Home, News Feed (with 8 new items), Business Apps, Resources & Tools, Manage Jobs, Notifications, Insights, Ad Center, and Page Quality. The main content area features the CvSU logo and the word 'LIBRARY'. Below the logo, the page name 'Cavite State University General Trias Campus Library' and the handle '@cvsugeneraltriaslibrary' are displayed. There are also buttons for 'Edit' and '+ Add a Button'. At the bottom, there are sections for 'Promote', 'Search', and 'More'. A message encourages boosting posts, and another message promotes the Business Suite.

CvSU General Trias city Campus Facebook page

Cavite State University Integrated Library System

<http://library.cvsu.edu.ph>

- There is an available electronic resources for e-books, e-library and e-journals for remote access.
- you will be redirected to this page once you search for <http://library.cvsu.edu.ph>



SEARCH RESULTS FOR "RIZAL'S LIFE AND WORKS"

[Journals \(19\)](#) [Article \(11860\)](#) [Author \(0\)](#)

JOURNAL OF BUSINESS, EDUCATION AND LAW

The Journal of Business, Education and Law is a professional refereed publication of the Jose Rizal University. It is dedicated to the active application and dissemination of researches and other academic and scholarly papers/essays in the fields of business, public administration, public policy, local governance, education, social sciences, liberal arts and law to the relevant concerns, problems and issues in the Philippines. The journal is directed at a diverse readership primarily composed of the academe, business, law, non-profit organizations, and government. Its articles are expected to be of use to policy and decision makers, middle management, analysts, researchers, and graduate and college students.

KAYAMAG

[Title](#) [Enter search terms](#)[Search](#)

English

[BISAC category](#)[Advanced search](#)[Search history](#)[Recent view](#)[Saved list](#)[User guide](#)[Sign in](#)

Databases

[All Databases](#)[Change database ▾](#)

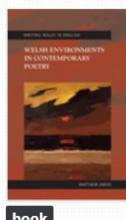
BISAC category

[Business & Economics \(31,145\)](#)[Science \(30,342\)](#)[Technology & Engineering \(26,919\)](#)[Medical \(25,193\)](#)[Social Science \(23,790\)](#)[Computers \(21,971\)](#)[Political Science \(19,069\)](#)[History \(13,745\)](#)[Asian Studies \(10,069\)](#)[Religion \(8,808\)](#)[Show all options](#)

Series

[For Dummies \(1,444\)](#)

Results 1 - 10 of 216,992 (1.507 seconds)

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#)[Sort by Relevance ▾](#)[Welsh environments in contemporary poetry](#)

Jarvis, Matthew

University of Wales Press, 2025 ; English ; 210 Pages

"Welsh Environments in Contemporary Poetry" examines the question of how recent English-language poetry from Wales has responded to the diverse physical environments of Wales. The first volume to offer a sustained assessment of Welsh poetry in English within the context of recent developments in environmental literary criticism, this book also draws on aspects of human geography to explore the rich contemporary poetics of Welsh space and place. Opening with an examination of poets from the 1960s as well as the early work of R. S. Thomas, "Welsh Environments in Contemporary Poetry" subsequently concentrates on the poetry of writers who have come to prominence since the 1980s, including Gwyneth Lewis, Siân Phillips, and Alun Lewis. The book concludes with an analysis of the work of three younger poets: Ceri Thomas, Huw Williams, and Siân Edwards. The book also includes a detailed bibliography and index.

[Add to saved list](#)[Mysterious black holes](#)

Ioli, Elena; Grazioli, Franco



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What is Scopus ↗ Blog ↗



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Journal of English for Academic Purposes

Volume 12, Issue 1, March 2013, Pages 57-68



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BS OFFICE ADMINISTRATION



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

SUMMARY OF LIBRARY HOURS 2021-2022

School Year	Semester	Day/S	Time	Hours	
				Per day	Per week
2020-2021 (New Normal)	2nd	Monday-Thursday (WFH/Skeletal)	7am-6pm	11	44
	1 st	Monday-Thursday (WFH/Skeletal)	7am-6pm	11	44

Note: Due to the constraints brought by the Covid-19 Pandemic the Library Personnel are on alternative work arrangement but the Integrated Library system, email and messenger services are open 24/7 for all the library users.

School Year	Semester	Day/S	Time	Hours	
				Per day	Per week
2019-2020	2nd	Monday-Thursday (WFH/Skeletal)	7am-6pm NO NOON BREAK	11	55
	1 st	Monday-Thursday (WFH/Skeletal)	7am-6pm NO NOON BREAK	12	48

Prepared by:

MYLA ESTRADA SABLAYAN, RL
Campus Librarian





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LIBRARY HOURS

Monday to Thursday
7:00 A.M- 6:00 P.M
(No Noon Break)

CAMPUS LIBRARY

Schedule of the Library Personnel
LIBRARIANS

Myla E. Sablayan
(Monday-Thursday)
7:00 A.M.-11:00 A.M.
12:00 P.M.-6:00 P.M.

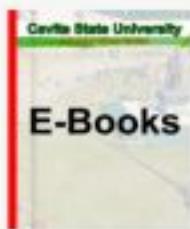
LIBRARY ASSISTANT

EDWIN Y. CAADAN
(Monday-Tuesday)
7:00 A.M.- 11:00 A.M.
12:00 P.M.-6:00 P.M.

LMARL SARIA
(Wednesday -Thursday)
7:00 A.M.- 12:00 P.M.
01:00 P.M- 6:00 P.M.

Prepared by:

MYLA ESTRADA SABLAYAN, RL
Campus Librarian

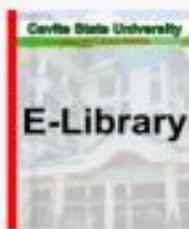


E-Books

CvSU E-Books

Developed By: CvSU MIS Team

[Visit This Page](#)

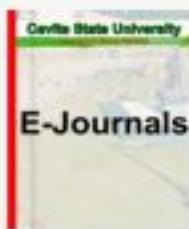


E-Library

CvSU E-Library System

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E-Journals

CvSU E-Journals

Developed By: CvSU MIS Team

[Visit This Page](#)

Integrated Library System

https://web.facebook.com/cvsulibrary/photos/a.319048339521279/344983466927766/

The screenshot shows a Facebook post from the official page of Cavite State University - Main Campus Library. The post features three cards for E-Books, E-Library, and E-Journals, each with a thumbnail image, title, developer information, and a 'Visit This Page' button. The post text encourages users to visit the library system and provides the URL <http://library.cvsu.edu.ph:8000>. It includes several emojis and hashtags related to the library.

Cavite State University - Main Campus Library
October 9, 2020 ·

Do you need E-BOOKS, E-JOURNALS, and THESES??? 😊😊😊
Feel free to visit the CvSU Integrated Library System 😊😊😊
<http://library.cvsu.edu.ph:8000>
LIKE and FOLLOW the Official Page of Cavite State University-Main Campus Library 🙌👍👍🌟

#cvsulibrary
#cvsumainlibrary
#CvSUmain
#bringingthelibrarytoyou

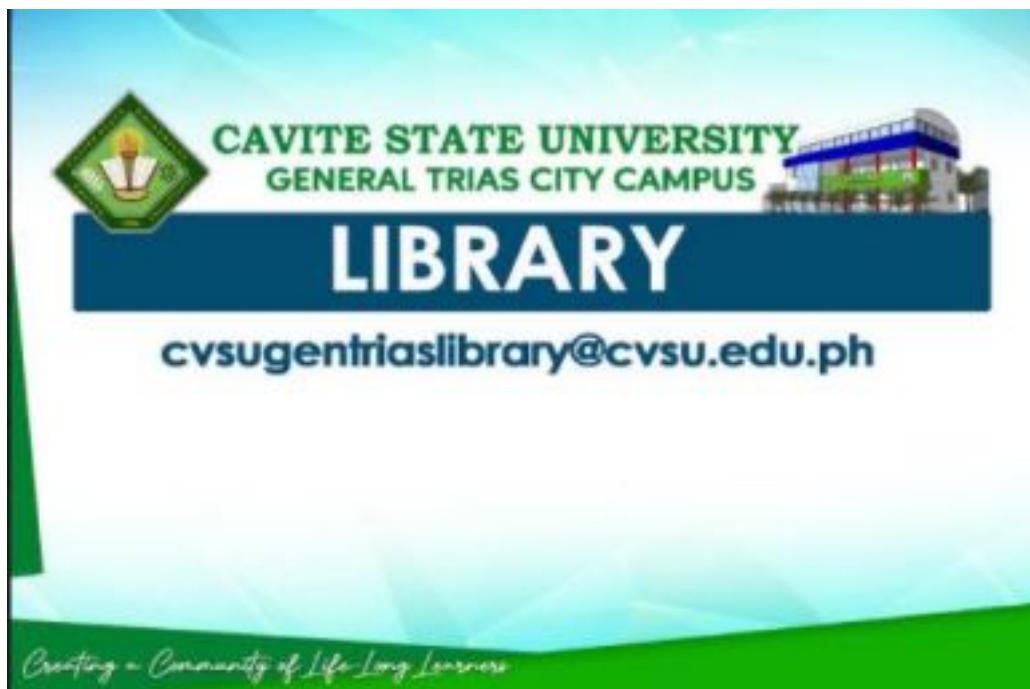
187 65 Comments 861 Shares

Comment as Cavite State ... Press Enter to post.



BS OFFICE ADMINISTRATION

FACEBOOK PAGE



BS OFFICE ADMINISTRATION



The screenshot shows a Gmail inbox with the following details:

- Compose** button
- Inbox** (highlighted) with 24 messages
- Starred**
- Snoozed**
- Meet**
- New meeting**
- My meetings**
- Hangouts**
- CvSU Gen. Trias** (recent chats)
- No recent chats**

Message 1: Gender and Society: A Human Ecological Approach AND ETHICS Principles of Ethical Behavior in Modern Society (External, Inbox) - Stephaine Paulo (Fri, Sep 3, 1:44 PM (10 days ago))
Dear Mam, Good day! I hope your doing great today. I just want to ask for your assistance po as it w...

Message 2: CvSU Gen. Trias Campus Library (Fri, Sep 3, 6:51 PM (10 days ago))
Hello Sir, I will look into this and get back to you.

Message 3: CvSU Gen. Trias Campus Library (Fri, Sep 3, 5:02 PM (10 days ago))
1) Science Direct Website: <https://www.sciencedirect.com/> Option 1: create your OWN username an...

E-MAIL SERVICES



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

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 Campus Librarian





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LMARL SARIA
(Wednesday -Thursday)
7:00 A.M.- 12:00 P.M.
01:00 P.M- 6:00 P.M.

Prepared by:

MYLA ESTRADA SABLAYAN, RL
Campus Librarian

III. OUTCOMES

The library services are efficiently and effectively provided.



BS Office Administration

PARAMETER D. SERVICES AND UTILIZATION



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de los Alas Campus
Indang, Cavite
www.cvsu.edu.ph

UNIVERSITY LIBRARY

Summary of Online Library Utilization 2021

I. Online Library RESOURCES														
No.	Format	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
1	Online E-Books	1,037	2,319	0	0	0	0	0	0	0	0	0	0	3,356
2	Online E-Journals	113	0	0	0	0	0	0	0	0	0	0	0	113
	Total:	1,150	2,319	0	3,469									
II. Online Library SERVICES														
No.	Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
1	E-Book Password Request	2	981	0	0	0	0	0	0	0	0	0	0	983
2	E Theses Abstract Request	7	9	0	0	0	0	0	0	0	0	0	0	16
3	Online Reference Services (via email, messenger, etc.)	38	95	3	0	0	0	0	0	0	0	0	0	136
4	CvSU Integrated Library System Page Actions, Views, and Visits	14,722	120,972	0	0	0	0	0	0	0	0	0	0	135,694
5	Social Media, Facebook (people reached, engagements, views, etc.)	9,976	102,221	0	0	0	0	0	0	0	0	0	0	112,197

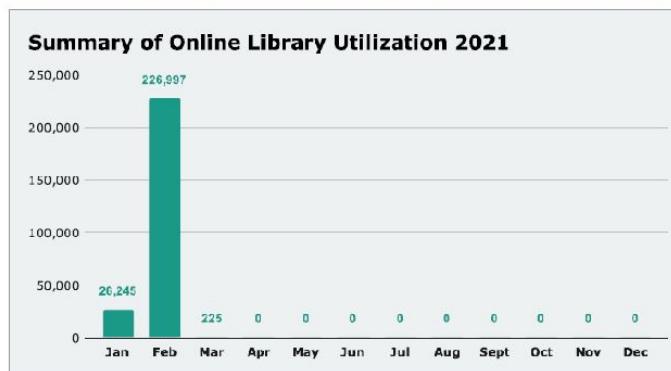


BS Office Administration

PARAMETER D. SERVICES AND UTILIZATION

6	Blast E-mail of New Acquisitions (cvsulibrary.cas@cvsu.edu.ph)	350	400	222	0	0	0	0	0	0	0	0	972
	Total:	25,095	224,678	225	0	0	0	0	0	0	0	0	249,998

OVERALL SUMMARY														
No.	Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
1	Online Library Resources	1,150	2,319	0	0	0	0	0	0	0	0	0	0	3,469
2	Online Library Services	25,095	224,678	225	0	0	0	0	0	0	0	0	0	249,998
	Grand Total:	26,245	226,997	225	0	0	0	0	0	0	0	0	0	253,467



Prepared by:

PRINCESS N. RODERNO, RL
Head, University Library





Republic of the Philippines
CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Indang, Cavite

www.cvsu.edu.ph

UNIVERSITY LIBRARY

Online E-Books Utilization: CvSU ILS 2021

By Campus

CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Bacoor	BSBM		1		9	7							17
	BSC	1		2									3
	BSCS				3								3
	BSE			2									2
	BSHM												0
	BSIT			2									2
	BSPSY		2	1									3
	Faculty		16	4		1							21
	Staff	3	2										5
Carmona	BIT												0
	BSBM		2	2	2			1					7
	BSCoE												0
	BSCS				2								2
	BSHM												0
	BSIT	1	2	1									4
	BSSE	9	1	1									11
	Faculty		10	4	3		1						18
	Staff												0
Cavite City	BECE												0
	BSBM		3			5	1						9
	BSCS					1							1
	BSE			1									1
	BSHRM												0
	BSIT	3											3
	Faculty		2										2
	Staff				1	1							2
	BSBM		4	1									5
Gen. Trias	BSE												0
	BSHM		9	1									10
	BSIT		4	3									7
	BSOA												0
	BSPSY		2										2
	BSTM												0
	Faculty			7			1						8
	Staff												0
	BAJOURN		1		1	1							3



Republic of the Philippines
CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Indang, Cavite

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UNIVERSITY LIBRARY

Online E-Books Utilization: CvSU ILS 2021

By Campus

CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Imus City	BECE												0
	BEE												0
	BSBM	1	14	1	1			1					18
	BSCS		3			1							4
	BSE					9							9
	BSENTREP												0
	BSHM		1										1
	BSHRM												0
	BSIT		1	1									2
	BSOA			6									6
	BSPSY			1									1
	Faculty	1	121	2									124
Maragondon	Staff						1						1
	Student						1						1
	Faculty		3										3
	Staff												0
Naic	BEED												0
	BSBM												0
	BSCS												0
	BSED												0
	BSF			1									1
	BSHM												0
	BSIT		1										1
	Faculty		2	1									3
	Staff												0
Rosario	ACT												0
	BSBM		2		5								7
	BSCpe												0
	BSCS			2									2
	BSE		1				2						3
	BSEE		186										186
	BSHRM												0
	BSIT						2						2
	Cert. Indus.												0
	DHM						1						1
	DHRM												0
	Faculty		3										3



Republic of the Philippines
CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Indang, Cavite

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UNIVERSITY LIBRARY

Online E-Books Utilization: CvSU ILS 2021

By Campus

CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Silang	Staff						72						72
	BSBM		1	2									3
	BECE		2			1							3
	BSCS												0
	BSE	1	2	1									4
	BSHM		3	1									4
	BSIT				1								1
	BSTM		2										2
	Faculty		4	6	1								11
	Staff			1			12						13
Tanza	BSBM												0
	BSEE												0
	BSEd-Eng.	1	10	1									12
	BSEd-Math												0
	BSHM			2									2
	BSIT												0
	BSOA			2									2
	BSPSY		2										2
	BSTM												0
	Faculty				1								1
	Staff												0
Trece Martires City	BSBM	3	509	988	15	1	12						1528
	BSE		64	11									75
	BSHM		830	335	27	14	2						1208
	BSIT		766	635	13	3							1417
	BSOA		240	159		1							400
	BSPSY		225	223	2								450
	Faculty		77	5		2							84
	Staff		34	43									77
TOTAL		24	3170	2462	82	47	26	90	0	0	0	0	5901

Prepared by:

(SGD)
PALOMA A. VIDA
Administrative Aide III

Certified correct by:

(SGD)
PRINCESS N. RODERNO, RL
Head, University Library



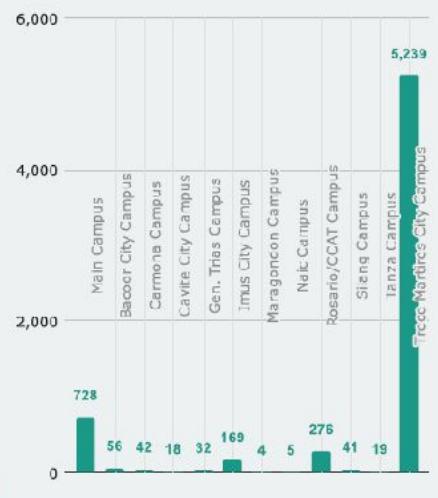
UNIVERSITY LIBRARY

Online E-Books Utilization: CvSU ILS 2021 (as of July)

I. Campus

No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept.	Oct	Nov.	Dec.	TOTAL
1	Main Campus	112	204	168	96	40	45	63	0	0	0	0	0	728
2	Bacoor City Campus	4	21	11	12	8	0	0	0	0	0	0	0	56
3	Carmona Campus	10	15	8	7	0	1	1	0	0	0	0	0	42
4	Cavite City Campus	3	5	1	1	2	5	1	0	0	0	0	0	18
5	Gen. Trias Campus	0	19	12	0	0	0	1	0	0	0	0	0	32
6	Imus City Campus	2	141	11	2	10	1	2	0	0	0	0	0	169
7	Maragondon Campus	0	3	0	0	0	0	1	0	0	0	0	0	4
8	Neic Campus	0	3	2	0	0	0	0	0	0	0	0	0	5
9	Rosario/CCAT Campus	0	192	2	0	5	5	72	0	0	0	0	0	276
10	Silang Campus	1	14	11	2	1	0	12	0	0	0	0	0	41
11	Tanza Campus	1	12	5	1	0	0	0	0	0	0	0	0	19
12	Trece Martires City Campus	3	2,745	2,399	57	21	14	0	0	0	0	0	0	5,239
Total:		136	3,374	2,630	178	87	71	153	0	0	0	0	0	6,629

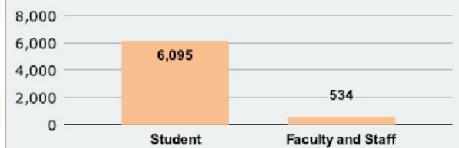
E-Books Utilized by Campus



II. Type of Library User

No.	Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
1	Student	127	3,070	2,534	164	79	62	59	0	0	0	0	0	6,095
2	Faculty and Staff	120	241	48	16	6	9	94	0	0	0	0	0	534
	Total:	247	3,311	2,582	180	85	71	153	0	0	0	0	0	6,629

Utilization by Library User



Prepared by:

(SGD)
PALOMA A. VIDA
 Administrative Aide III

Certified correct by:

(SGD)
PRINCESS N. RODERNO, RL
 Head, University Library





Republic of the Philippines
CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Indang, Cavite

www.cvsu.edu.ph

UNIVERSITY LIBRARY

Online E-Journals Utilization: CvSU ILS 2021 (July)
by CvSU Campus

CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Bacoor	BSBM			4	6								10
	BSC						1						1
	BSCS												0
	BSE												0
	BSHM												0
	BSIT		1	2	2	1	1						7
	BSPSY	2		2		5	2						11
	Faculty		1			3							4
Carmona	Staff			2									2
	BIT												0
	BSBM		1										1
	BSCoE												0
	BSCS	1											1
	BSHM												0
	BSIT		2			1							3
	BSSE	2		1									3
Cavite City	Faculty		1	6	3								10
	Staff												0
	BECE			4									4
	BSBM	1			1			7					9
	BSCS												0
	BSE		1										1
	BSHRM												0
	BSIT	1											1
Gen. Trias	Faculty		1		1	6							8
	Staff												0
	BSBM			3									3
	BSE												0
	BSHM		2										2
	BSIT			6									6
	BSOA												0
	BSPSY		2	1									3
BAJOURN	BSTM												0
	Faculty						1						1
	Staff												0
	BAJOURN				1								1



Republic of the Philippines

CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Indang, Cavite

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UNIVERSITY LIBRARY

Online E-Journals Utilization: CvSU ILS 2021 (July)

by CvSU Campus

CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Imus City	BECE												0
	BEE												0
	BSBM		2		3								5
	BSCS												0
	BSE				1								1
	BSENTREP				1								1
	BSHM												0
	BSHRM												0
	BSIT		1	7		1							9
	BSOA												0
	BSPSY												0
Maragondon	Faculty		104		2								106
	Staff					1							1
	Student		1										1
Naic	Faculty												0
	Staff												0
	BEED												0
	BSBM												0
	BSCS												0
	BSED												0
	BSF												0
	BSHM												0
Rosario	BSIT												0
	Faculty						2						2
	Staff	52		137									189
	ACT												0
	BSBM				1	1		1					3
	BSCpE		2										2
	BSCS												0
	BSE			1									1
	BSEE												0
	BSHRM												0
	BSIT												0
	Cert. Indus.												0
	DHM												0
	DHRM												0
	Faculty												0



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Online E-Journals Utilization: CvSU ILS 2021 (July)
by CvSU Campus

CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Silang	Staff						1						1
	BSBM			1		1							2
	BECE												0
	BSCS												0
	BSE												0
	BSHM												0
	BSIT		1										1
	BSTM												0
	Faculty		1										1
	Staff												0
Tanza	BSBM		2										2
	BSEE												0
	BSEd-Eng.												0
	BSEd-Math												0
	BSHM												0
	BSIT												0
	BSOA												0
	BSPSY												0
	BSTM												0
	Faculty												0
Trece Martires City	Staff												0
	BSBM	377	789	22	2	3							1,193
	BSE	106	20										126
	BSHM	322	255	12	8								597
	BSIT	337	259	1	9	4							610
	BSOA	85	130										215
	BSPSY	320	130	1	2								453
	Faculty	30	3		1								34
	Staff	12	7	1									20
TOTAL		59	1,714	1,767	55	43	17	13	0	0	0	0	3,668

Prepared by:

(SGD)
VERNA S. BARIZO
Administrative Aide III

Certified correct by:

(SGD)
PRINCESS N. RODERNO, RL
Head, University Library

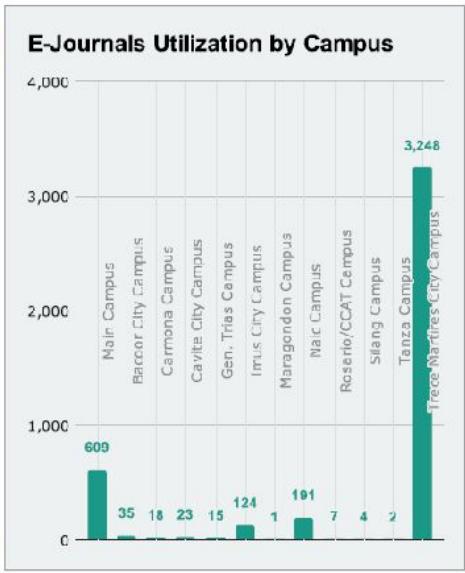


UNIVERSITY LIBRARY

Online E-Journals Utilization: CvSU ILS 2021 (as of July)

I. Campus

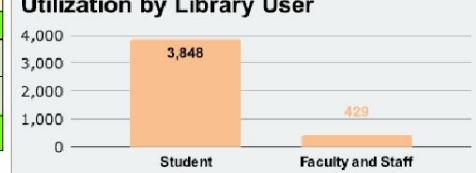
No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
1	Main Campus	54	70	202	107	105	40	31	0	0	0	0	0	609
2	Bacoor City Campus	2	2	8	6	15	3	1	0	0	0	0	0	35
3	Carmona Campus	3	4	7	3	1	0	0	0	0	0	0	0	18
4	Cavite City Campus	2	1	5	1	1	6	7	0	0	0	0	0	23
5	Gen. Trias Campus	0	4	10	0	0	0	1	0	0	0	0	0	15
6	Imus City Campus	0	107	7	7	2	1	0	0	0	0	0	0	124
7	Maragondon Campus	0	1	0	0	0	0	0	0	0	0	0	0	1
8	Naic Campus	52	0	137	0	0	0	2	0	0	0	0	0	191
9	Rosario/CCAT Campus	0	2	1	1	1	0	2	0	0	0	0	0	7
10	Silang Campus	0	2	1	0	1	0	0	0	0	0	0	0	4
11	Tanza Campus	0	2	0	0	0	0	0	0	0	0	0	0	2
12	Trece Martires City Campus	0	1,589	1,593	37	22	7	0	0	0	0	0	0	3,248
Total:		113	1,784	1,969	162	148	57	44	0	0	0	0	0	4,277



II. Type of Library User

No.	Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
1	Student	59	1,617	1,806	149	134	44	39	0	0	0	0	0	3,848
2	Faculty and Staff	96	135	154	13	13	13	5	0	0	0	0	0	429
	Total:	155	1,752	1,960	162	147	57	44	0	0	0	0	0	4,277

Utilization by Library User



Prepared by:

(SGD)
VERNA S. BARIZO
Administrative Aide III

Certified correct by:

(SGD)
PRINCESS N. RODERNO, RL
Head, University Library



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Indang, Cavite

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Online E-Books Utilization: IG Library 2021

Type of Access	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Book Requests (Book Report)	0	0	0	0	2	31	18	36					87
Searches and Downloads (Database Report)	0	0	0	28	1	416	997	904					2,346
Webpage Requests (Page Views)	0	0	0	9	2	140	258	290					699
Record Clicks and Views (Platform Report)	0	0	0	22	2	368	900	803					2,095
Total:	0	0	0	59	7	955	2,173	2,033	0	0	0	0	5,227

IG Library E-Books Utilization 2021



Prepared by:

(SGD)
VERONICA L. DE VILLA, RL
College Librarian I

Certified correct by:

(SGD)
PRINCESS N. RODERNO, RL
Head, University Library



Online E-Books Utilization: IG Library 2021

Type of Access	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Book Requests (Book Report)	0	0	0	0	2	31	18	36					87
Searches and Downloads (Database Report)	0	0	0	28	1	416	997	904					2,346
Webpage Requests (Page Views)	0	0	0	9	2	140	258	290					699
Record Clicks and Views (Platform Report)	0	0	0	22	2	368	900	803					2,095
Total:	0	0	0	59	7	955	2,173	2,033	0	0	0	0	5,227

IG Library E-Books Utilization 2021



Prepared by:

(SGD)
VERONICA L. DE VILLA, RL
College Librarian I

Certified correct by:

(SGD)
PRINCESS N. RODERNO, RL
Head, University Library



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Don Severino de las Alas Campus

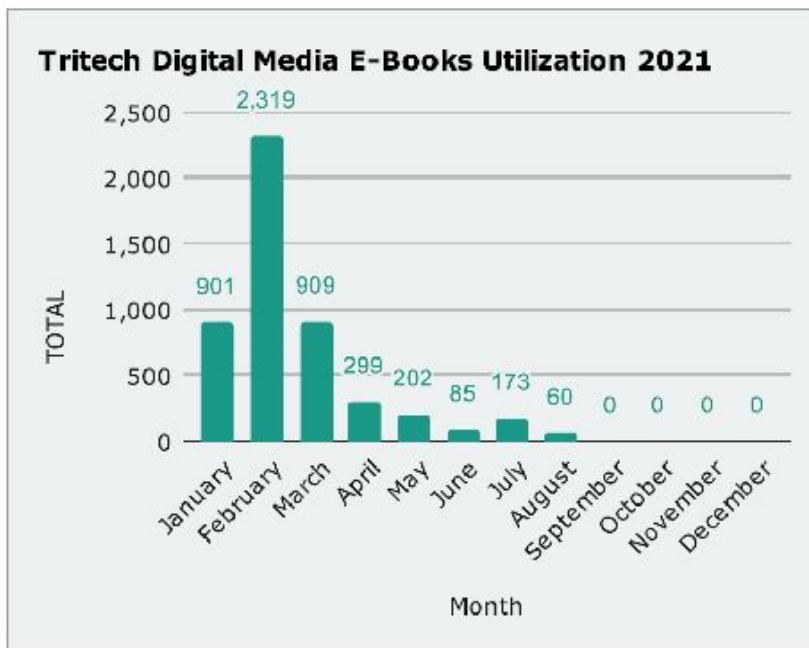
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Online E-Books Utilization: Tritech Digital Media 2021

No.	Month	TOTAL
1	January	901
2	February	2,319
3	March	909
4	April	299
5	May	202
6	June	85
7	July	173
8	August	60
9	September	0
10	October	0
11	November	0
12	December	0
	Total:	4,948



Prepared by:

(SGD)

VERONICA L. DE VILLA, RL

College Librarian I

Certified correct by:

(SGD)

PRINCESS N. RODERNO, RL

Head, University Library



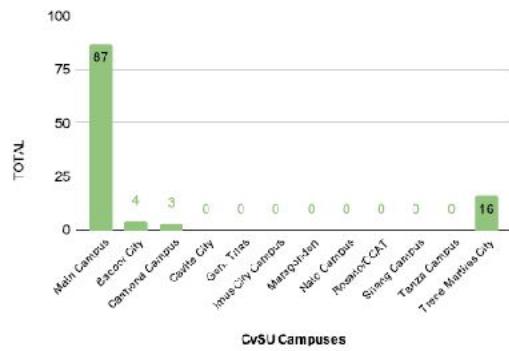
UNIVERSITY LIBRARY

Online Theses Request Services:
Summary of Served Clients 2021 (as of Aug.)

I. Campus

No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
1	Main Campus	6	8	13	25	19	7	9	0					87
2	Bacon City Campus	0	0	0	1	2	1	0	0					4
3	Carmona Campus	0	0	0	2	0	1	0	0					3
4	Cavite City Campus	0	0	0	0	0	0	0	0					0
5	Gcn. Trias Campus	0	0	0	0	0	0	0	0					0
6	Imus City Campus	0	0	0	0	0	0	0	0					0
7	Maragondon Campus	0	0	0	0	0	0	0	0					0
8	Naic Campus	0	0	0	0	0	0	0	0					0
9	Rosario/CCAI Campus	0	0	0	0	0	0	0	0					0
10	Silang Campus	0	0	0	0	0	0	0	0					0
11	Tanza Campus	0	0	0	0	0	0	0	0					0
12	Trece Martires City Campus	1	1	13	1	0	0	0	0					16
Total:		7	9	26	29	21	9	9	0	0	0	0	0	110

No. of Served Clients: By Campus



II. Gender

No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
1	Female	1	6	12	18	13	9	7	0					66
2	Male	6	3	14	11	8	0	2	0					44
Total:		7	9	26	29	21	9	9	0	0	0	0	0	110

By Gender





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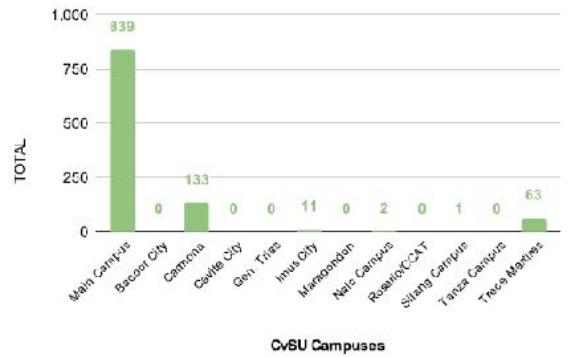
Online E-Book Password Request Services:

Summary of Served Clients 2021 (as of Sept)

I. Campus

No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
1	Main Campus	0	783	27	11	3	2	3	10					839
2	Bacoor City Campus	0	0	0	0	0	0	0	0					0
3	Carmona Campus	1	126	3	1	1	0	1	0					133
4	Cavite City Campus	0	0	0	0	0	0	0	0					0
5	Gen. Trias Campus	0	0	0	0	0	0	0	0					0
6	Imus City Campus	0	9	0	0	1	0	0	1					11
7	Maragondon Campus	0	0	0	0	0	0	0	0					0
8	Naic Campus	1	0	0	0	0	1	0	0					2
9	Rosario/CCAI Campus	0	0	0	0	0	0	0	0					0
10	Silang Campus	0	0	1	0	0	0	0	0					1
11	Tanza Campus	0	0	0	0	0	0	0	0					0
12	Trece Martires City Campus	0	63	0	0	0	0	0	0					63
	Total:	2	981	31	12	5	3	4	11	0	0	0	0	1,049

No. of Served Clients: By Campus



BEST PRACTICES

- ❖ By promoting the use of the library to the students, they can browse what they need on their research or professional subjects through the book collection.
- ❖ The integrated library system and library facebook page is efficient and effective in this new normal.
- ❖ The library is open five days a week (Monday to Friday) from 7:00am – 6:00 pm.
- ❖ The Campus Librarian is seeking ways to improve and develop the reading room to provide the services needed by its clients.





**CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS**
Town Proper, City of General Trias, Cavite

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

FIRST SURVEY VISIT

AREA VII. LIBRARY

E. PHYSICAL SET-UP AND FACILITIES



I. SYSTEM-INPUTS AND PROCESSES

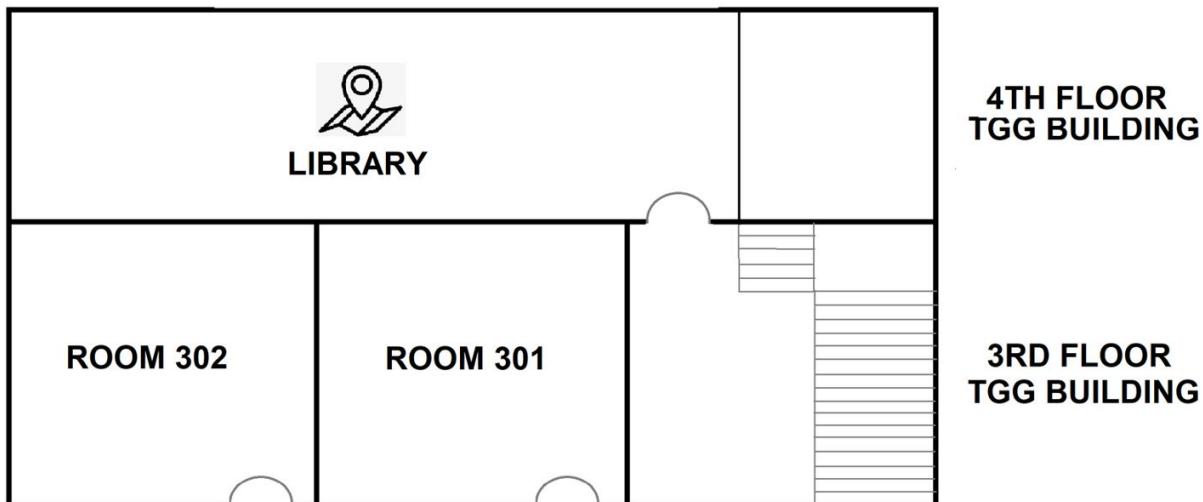
Location and Site

The library is strategically located and accessible to students, faculty and other clientele.



LOCATION MAP OF CVSU GENERAL TRIAS CAMPUS LIBRARY

CvSU GENERAL TRIAS CITY
LIBRARY LOCATION MAP



BS OFFICE ADMINISTRATION

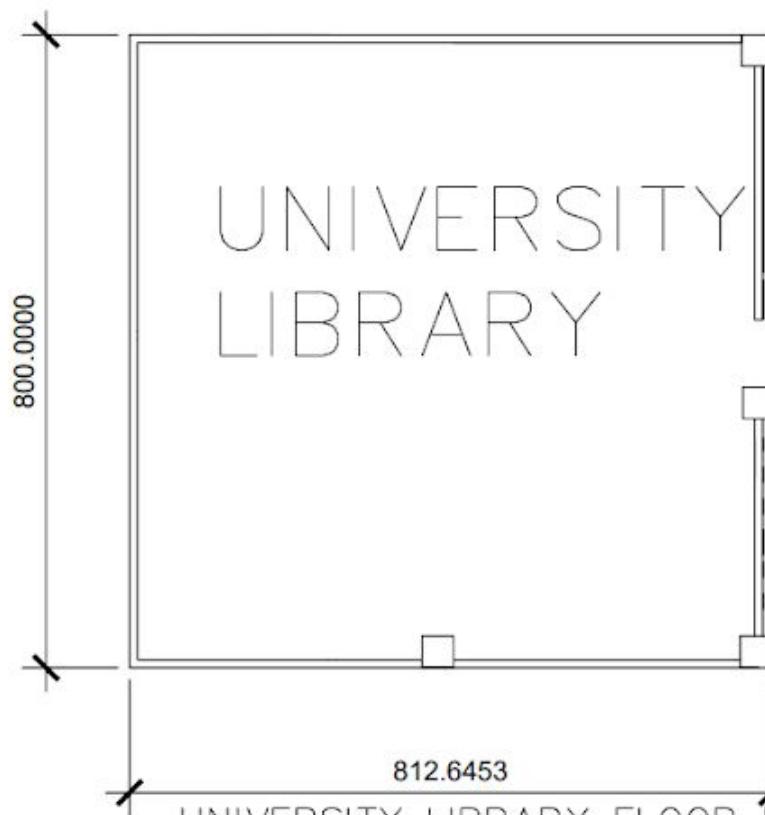


GENERAL CIRCULATION, TECHNICAL SECTION,
LIBRARY STAFF , LIBRARIAN OFFICE ARE LOCATED
AT THE 4TH FLOOR OF THE LIBRARY



BS OFFICE ADMINISTRATION





REPUBLIC OF THE PHILIPPINES CVSU
GENERAL TRIAS CITY CAMPUS CITY OF
GENERAL TRIAS CAVITE

PROJECT TITLE & LOCATION:
PROPOSE UNIVERSITY LIBRARY
FLOOR PLAN OF CVSU GENERAL
TRIAS CITY CAMPUS

PREPARED BY:
ROMMEL H. SARREAL, RME
INSTRUCTOR/PPSS INCHARGE

APPROVED BY:
DR. LAURO B. PASCUA
CAMPUS ADMINISTRATOR



BS OFFICE ADMINISTRATION

CAMPUS LIBRARY is located in our
newly renovated building





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

THE SIZE OF THE LIBRARY AND THE TOTAL ENROLLMENT A.Y. 2020-2021

SECOND SEMESTER

Total Enrollment: 1301

Total Floor Area of the Library: 80 square meter

10% of the Total Enrollment: 130 students

Prepared by:

MYLA ESTRADA SABLAYAN, RL
Campus Librarian



BS OFFICE ADMINISTRATION



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GENERAL TRIAS CITY CAMPUS
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SEATING CAPACITY

1st Semester, SY 2021-2022

Requirement	Seating Capacity	Total Enrolment	IATF Protocol				Action
The reading room can accommodate at least 15 % of the school enrollment at any given time	150	1301	ECQ	MECQ	GCQ	MGCQ	
			Physical Library, Not allowed to operate	Physical Library, not allowed to operate	Physical Library, not allowed to operate	Maximum of 50% of the seating capacity	Additional space for library sections and reading area

Seating Capacity = 150

Enrolled Students 1301

X 10%

130

Prepared by:

MYLA ESTRADA SABLAYAN, RL
Campus Librarian



BS OFFICE ADMINISTRATION

Picture of Reading Rooms

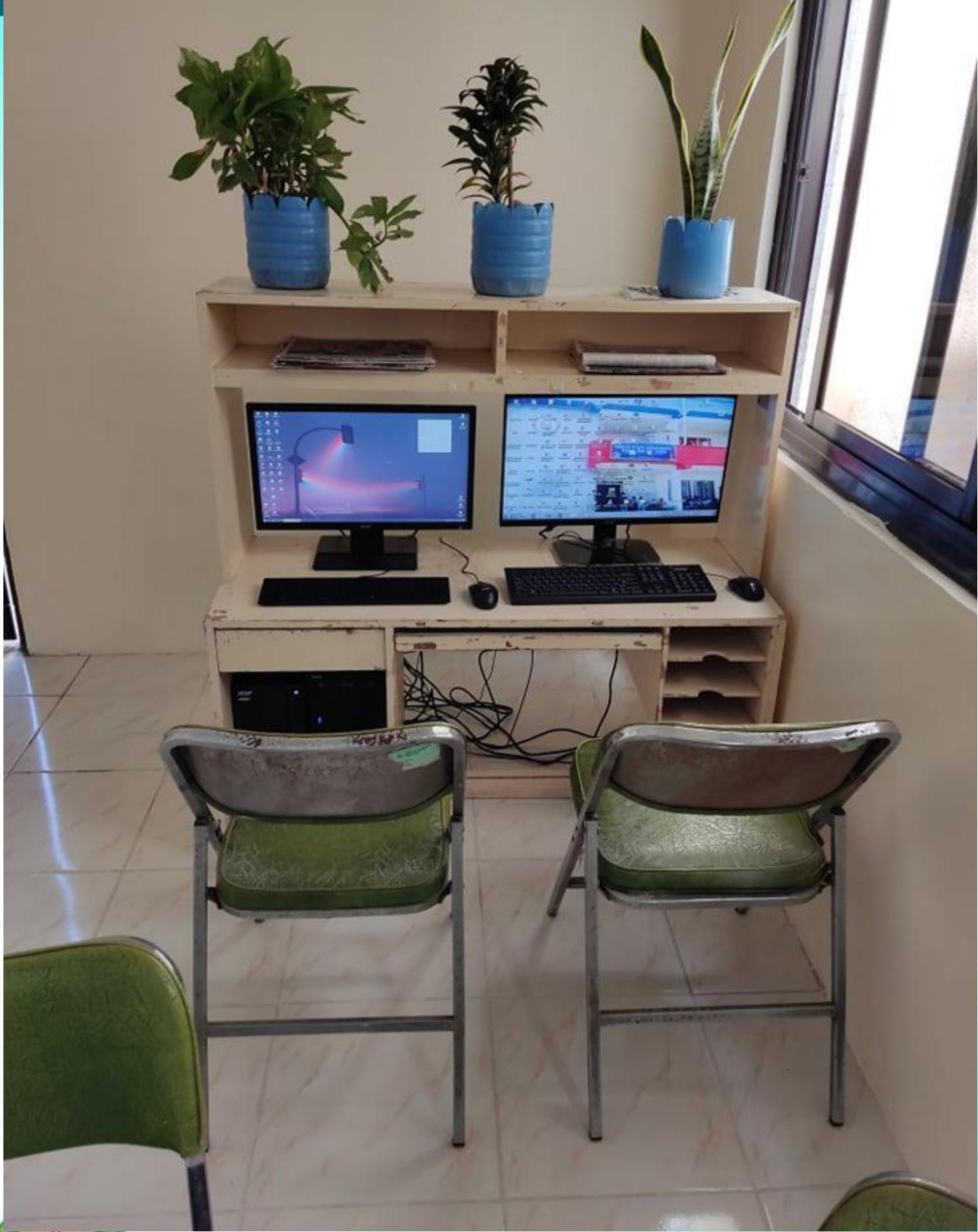


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BS OFFICE ADMINISTRATION





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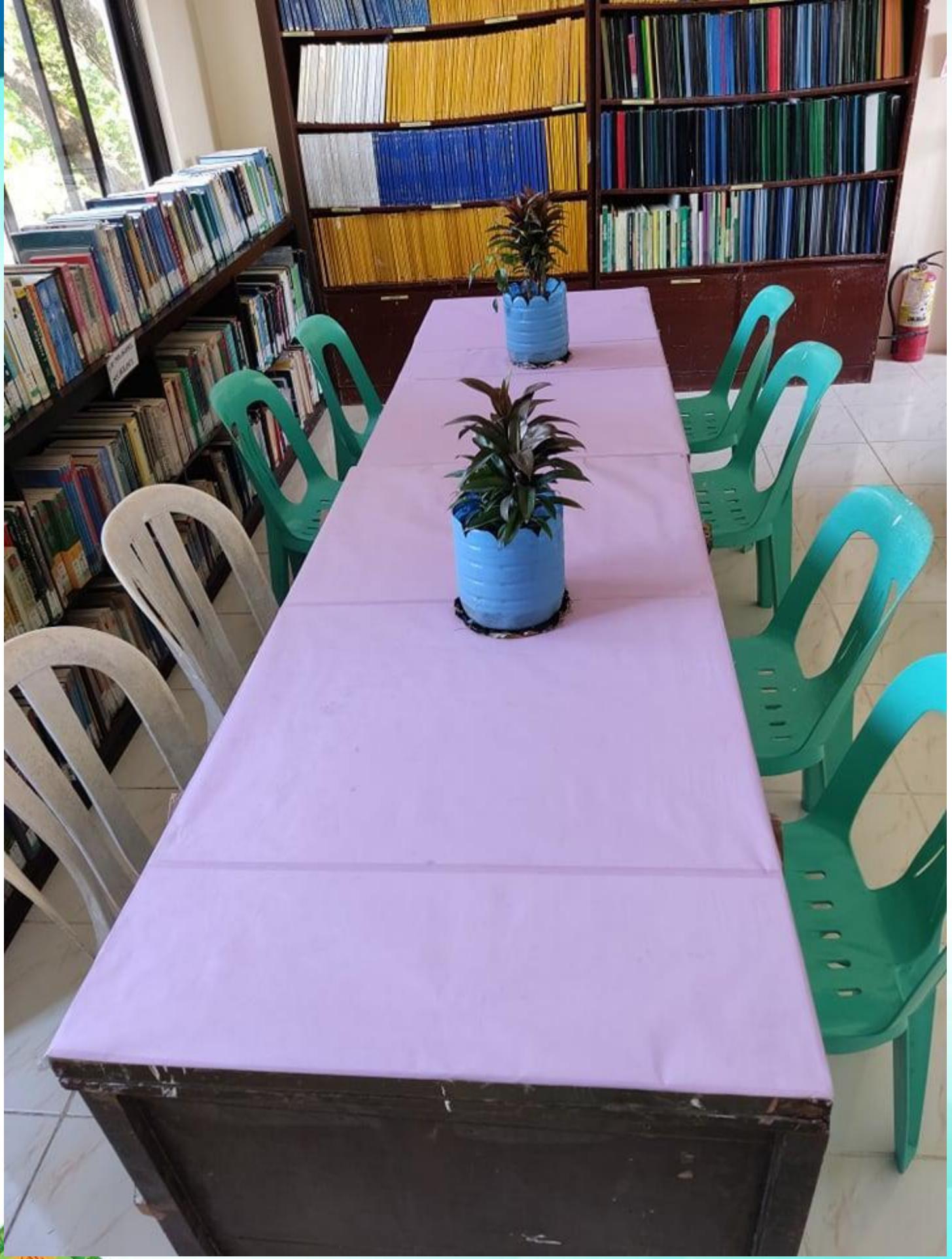


LIBRARIANS' OFFICE TABLE



Space are provided
for Librarian's Technical





BS OFFICE ADMINISTRATION





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Republic of the Philippines

CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

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cvsugeneraltrias@cvsu.edu.ph

CAMPUS LIBRARY

Summary of furniture and equipment As of August 2021

Type	Quantity
Librarian Table	1
Librarian Chair	1
Electric Fan	6
Computers	3
Fluorescent Tube	10
Book Shelves	5
Monoblock Chairs	150
Folded Chairs	24
Reading Tables	3

Prepared by:

MYLA ESTRADA SABLAYAN, RL



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
www.cvsu.edu.ph

UNIVERSITY LIBRARY

List of Donated Furniture 2021

Date Donated: September 2021

Donor: CvSU- Main Campus Library
c/o Ms. Princess N. Roderno
Head, University Library

Recipient: CvSU- General Trias Campus
c/o Myla E. Sablayan
Campus Librarian

No.	Item	Description	Quantity
1	Book Shelves	wood, white, 6 layers, back-to-back	<u>2</u> pcs.
2	Reading Tables	wood, brown, 12 seater	1 pcs.
3	Reading Chairs	Metal Legs, Green, Foldable	12 pcs.
Total No. of donated furniture:			<u>15</u> pcs.

Prepared by:


PRINCESS N. RODERNO, RL
Head, University Library

Received by: MYA E. SABLAYAN
Signature: J. Sablayan
Date: Sep 14, 21



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Indang, Cavite, Philippines
☎ (046) 415-0010 / +639338167786
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UNIVERSITY LIBRARY

GATE PASS

NAME/SIGNATURE:	MYLA SABLAYAN /GENTRI CVSU CAMPUS
ITEM NAME:	224 BOOKS / CHAIRS 12 pcs.
DESCRIPTION:	DONATION
QUANTITY:	
PURPOSE:	
UNIT/COLLEGE	LIBRARY DEPARTMENT
PULL-OUT DATE:	JUNE 29, 2021
TIME OUT:	0959 H
RETURN DATE:	
REMARKS:	FOR DONATION

APPROVED BY:

PRINCESS N. RODERNO, RL
Head, University Library

NAME OF GUARD DUTY:

J.G. BORBORG J.C.
SIGNATURE OVER PRINTED NAME



BS OFFICE ADMINISTRATION

Adjustable/movable shelves



BS OFFICE ADMINISTRATION

Magazine display area



Newspaper area



BS OFFICE ADMINISTRATION

Standard Tables and Chairs



BS OFFICE ADMINISTRATION



BS OFFICE ADMINISTRATION





BS OFFICE ADMINISTRATION

Charging Desk



BS OFFICE ADMINISTRATION

Dictionary stand



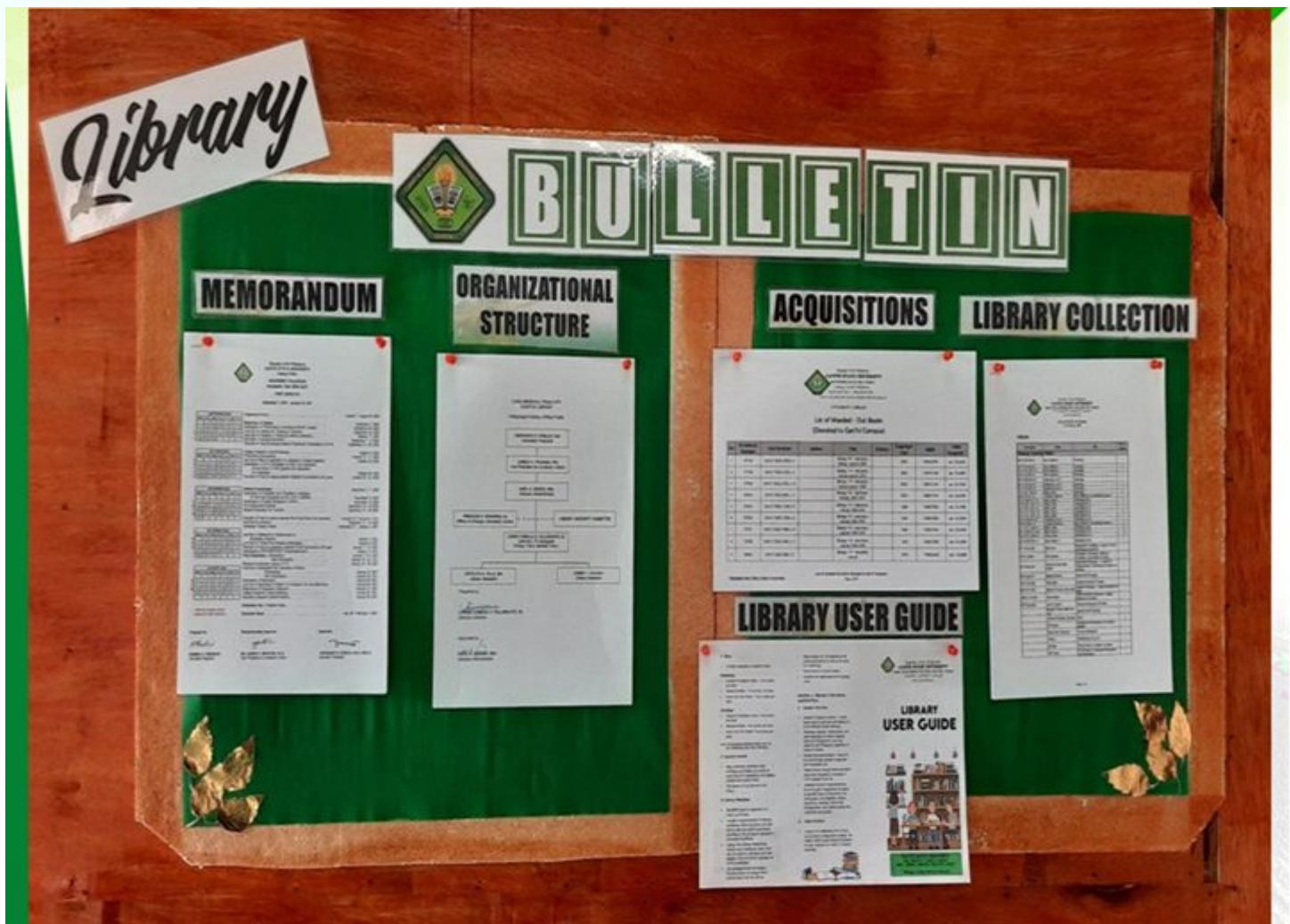
BS OFFICE ADMINISTRATION

Atlas Stand



BS OFFICE ADMINISTRATION

Bulletin Board



BS OFFICE ADMINISTRATION



BS OFFICE ADMINISTRATION

MAPS



Filing storage for Periodicals



BS OFFICE ADMINISTRATION

TYPEWRITER



BS OFFICE ADMINISTRATION

Computer with Printer



BS OFFICE ADMINISTRATION

Gender and Development Materials



Well lighted library



The campus library is provided with ceiling fans, stand fans and open windows





BS OFFICE ADMINISTRATION





Fire alarm and fire extinguishers are in place

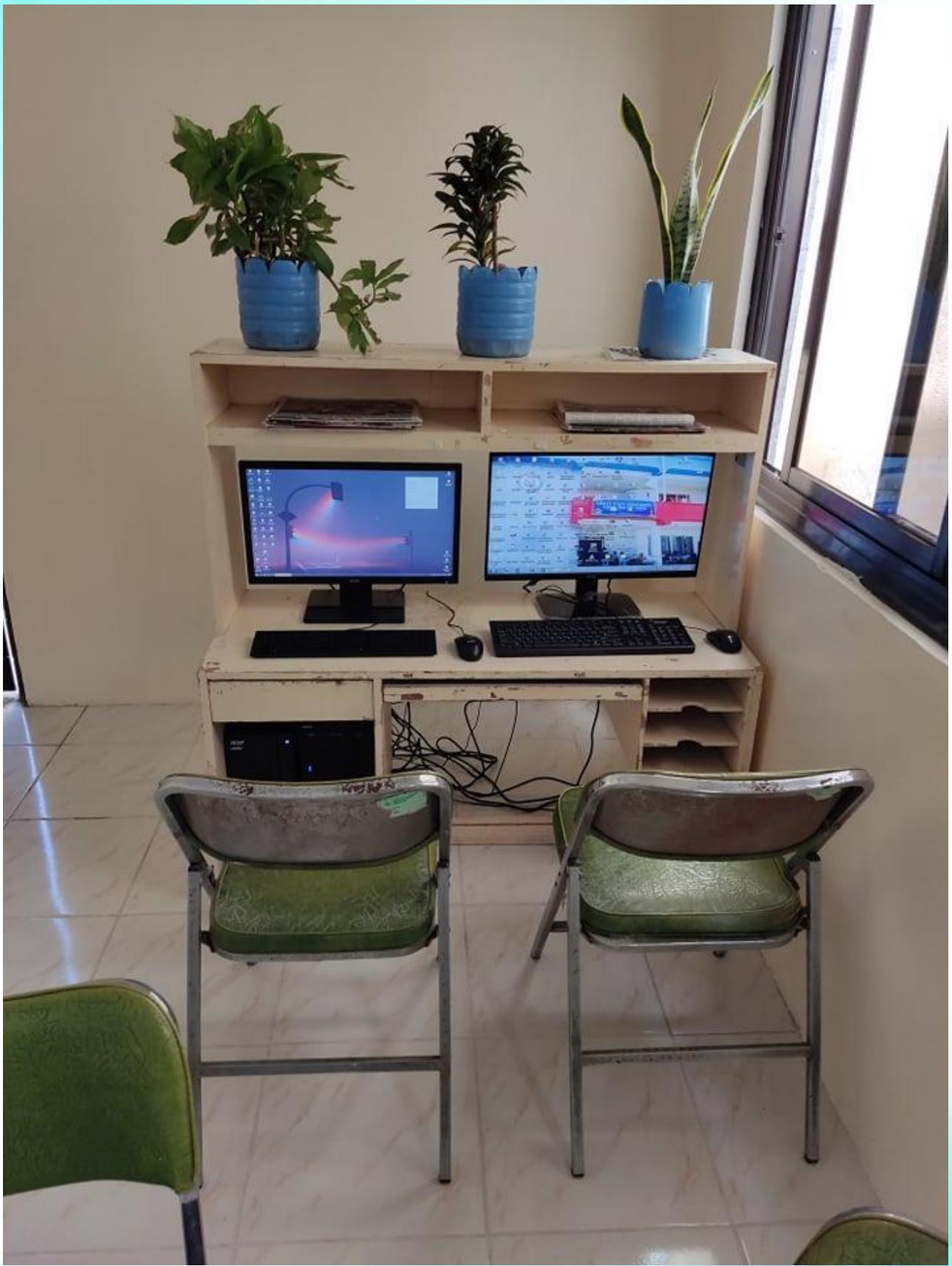


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II. IMPLEMENTATION

IT software and multimedia equipment are utilized.



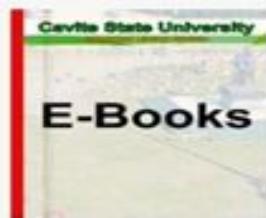


BS OFFICE ADMINISTRATION



Cavite State University

Integrated Library System

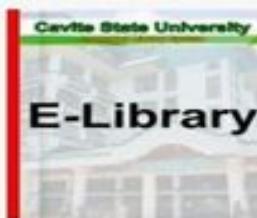


E-Books

CvSU E-Books

Developed By: CvSU MIS Team

[VISIT THIS PAGE](#)



E-Library

CvSU E-Library System

Powered By Koha

[VISIT THIS PAGE](#)



E-Journals

CvSU E-Journals

Developed By: CvSU MIS Team

[VISIT THIS PAGE](#)



Online Library Resources Platforms

1. CvSU Online Library

(permanent link: <http://library.cvsu.edu.ph:8000/>)



2. CvSU E-Books

(permanent link: <http://library.cvsu.edu.ph:8000/>)



CHED RQAT / Regional Quality Assessment Team



Online Library Resources Platforms

3. CvSU E-Journals

(permanent link: <http://library.cvsu.edu.ph:8000/>)



4. CvSU E-Library

(permanent link: <http://library.cvsu.edu.ph/>)



CHED RQAT / Regional Quality Assessment Team





UNIVERSITY LIBRARY

Online E-Journals Utilization: CvSU ILS 2021 (July)by CvSU Campus

CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Bacoor	BSBM			4	6								10
	BSC						1						1
	BSCS												0
	BSE												0
	BSHM												0
	BSIT		1	2	2	1	1						7
	BSPSY	2		2		5	2						11
	Faculty		1			3							4
	Staff			2									2
Carmona	BIT												0
	BSBM		1										1
	BSCoE												0
	BSCS	1											1
	BSHM												0
	BSIT		2			1							3
	BSSE	2		1									3
	Faculty		1	6	3								10
	Staff												0
Cavite City	BECE			4									4
	BSBM	1			1		7						9
	BSCS												0
	BSE		1										1
	BSHRM												0
	BSIT	1											1
	Faculty		1			1	6						8
	Staff												0
	BSBM			3									3
Gen. Trias	BSE												0
	BSHM		2										2
	BSIT			6									6
	BSOA												0
	BSPSY	2	1										3
	BSTM												0
	Faculty						1						1
	Staff												0
	BAJOURN			1									1



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Online E-Journals Utilization: CvSU ILS 2021 (July)
by CvSU Campus

CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Imus City	BECE												0
	BEE												0
	BSBM		2		3								5
	BSCS												0
	BSE				1								1
	BSENTREP			1									1
	BSHM												0
	BSHRM												0
	BSIT	1	7		1								9
	BSOA												0
Maragondon	BSPSY												0
	Faculty	104		2									106
	Staff					1							1
	Student		1										1
Naic	Faculty												0
	Staff												0
	BEED												0
	BSBM												0
	BSCS												0
	BSED												0
	BSF												0
	BSHM												0
Rosario	BSIT												0
	Faculty						2						2
	Staff	52		137									189
	ACT												0
	BSBM				1	1		1					3
	BSCpE		2										2
	BSCS												0
	BSE			1									1
	BSEE												0
	BSHRM												0
	BSIT												0
	Cert. Indus.												0
	DHM												0
	DHRM												0
	Faculty												0



UNIVERSITY LIBRARY

Online E-Journals Utilization: CvSU ILS 2021 (July)

by CvSU Campus

CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Silang	Staff						1						1
	BSBM			1		1							2
	BECE												0
	BSCS												0
	BSE												0
	BSHM												0
	BSIT		1										1
	BSTM												0
	Faculty		1										1
	Staff												0
Tanza	BSBM		2										2
	BSEE												0
	BSEd-Eng.												0
	BSEd-Math												0
	BSHM												0
	BSIT												0
	BSOA												0
	BSPSY												0
	BSTM												0
	Faculty												0
	Staff												0
Trece Martires City	BSBM		377	789	22	2	3						1,193
	BSE		106	20									126
	BSHM		322	255	12	8							597
	BSIT		337	259	1	9	4						610
	BSOA		85	130									215
	BSPSY		320	130	1	2							453
	Faculty		30	3		1							34
	Staff		12	7	1								20
TOTAL		59	1,714	1,767	55	43	17	13	0	0	0	0	3,668

Prepared by:

(SGD)
VERNA S. BARIZO
Administrative Aide III

Certified correct by:

(SGD)
PRINCESS N. RODERNO, RL
Head, University Library



Republic of the Philippines

CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Indang, Cavite

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UNIVERSITY LIBRARY

Online E-Books Utilization: CvSU ILS 2021

By Campus

CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Bacoor	BSBM		1		9	7							17
	BSC	1		2									3
	BSCS				3								3
	BSE			2									2
	BSHM												0
	BSIT			2									2
	BSPSY		2	1									3
	Faculty		16	4		1							21
	Staff	3	2										5
Carmona	BIT												0
	BSBM		2	2	2			1					7
	BSCoE												0
	BSCS				2								2
	BSHM												0
	BSIT	1	2	1									4
	BSSE	9	1	1									11
	Faculty		10	4	3		1						18
	Staff												0
Cavite City	BECE												0
	BSBM		3			5	1						9
	BSCS					1							1
	BSE			1									1
	BSHRM												0
	BSIT	3											3
	Faculty		2										2
	Staff				1	1							2
	BSBM		4	1									5
Gen. Trias	BSE												0
	BSHM		9	1									10
	BSIT		4	3									7
	BSOA												0
	BSPSY		2										2
	BSTM												0
	Faculty			7				1					8
	Staff												0
	BAJOURN		1		1		1						3



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UNIVERSITY LIBRARY

Online E-Books Utilization: CvSU ILS 2021
By Campus

CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Imus City	BECE												0
	BEE												0
	BSBM	1	14	1	1			1					18
	BSCS		3			1							4
	BSE					9							9
	BSENTREP												0
	BSHM		1										1
	BSHRM												0
	BSIT		1	1									2
	BSOA			6									6
	BSPSY			1									1
Maragondon	Faculty	1	121	2									124
	Staff						1						1
	Student						1						1
Naic	Faculty		3										3
	Staff												0
	BEED												0
	BSBM												0
	BSCS												0
	BSED												0
	BSF		1										1
	BSHM												0
Rosario	BSIT		1										1
	Faculty		2	1									3
	Staff												0
	ACT												0
	BSBM		2		5								7
	BSCpE												0
	BSCS			2									2
	BSE		1			2							3
	BSEE		186										186
	BSHRM												0
	BSIT					2							2
	Cert. Indus.												0
	DHM						1						1
	DHRM												0
	Faculty		3										3



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UNIVERSITY LIBRARY

Online E-Books Utilization: CvSU ILS 2021

By Campus

CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Silang	Staff						72						72
	BSBM		1	2									3
	BECE		2			1							3
	BSCS												0
	BSE	1	2	1									4
	BSHM		3	1									4
	BSIT				1								1
	BSTM		2										2
	Faculty		4	6	1								11
Tanza	Staff			1			12						13
	BSBM												0
	BSEE												0
	BSEd-Eng.	1	10	1									12
	BSEd-Math												0
	BSHM			2									2
	BSIT												0
	BSOA			2									2
	BSPSY		2										2
Trece Martires City	BSTM												0
	Faculty				1								1
	Staff												0
	BSBM	3	509	988	15	1	12						1528
	BSE		64	11									75
	BSHM		830	335	27	14	2						1208
	BSIT		766	635	13	3							1417
TOTAL	BSOA		240	159		1							400
	BSPSY		225	223	2								450
	Faculty		77	5		2							84
	Staff		34	43									77
	TOTAL	24	3170	2462	82	47	26	90	0	0	0	0	5901

Prepared by:

(SGD)
PALOMA A. VIDA
Administrative Aide III

Certified correct by:

(SGD)
PRINCESS N. RODERNO, RL
Head, University Library



Online E-Books Utilization: IG Library 2021

Type of Access	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Book Requests (Book Report)	0	0	0	0	2	31	18	36					87
Searches and Downloads (Database Report)	0	0	0	28	1	416	997	904					2,346
Webpage Requests (Page Views)	0	0	0	9	2	140	258	290					699
Record Clicks and Views (Platform Report)	0	0	0	22	2	368	900	803					2,095
Total:	0	0	0	59	7	955	2,173	2,033	0	0	0	0	5,227

IG Library E-Books Utilization 2021



Prepared by:

Certified correct by:

(SGD)

(SGD)

VERONICA L. DE VILLA, RL

PRINCESS N. RODERNO, RL

College Librarian I

Head, University Library

BS Office Administration
PARAMETER E
PHYSICAL SET-UP AND FACILITIES

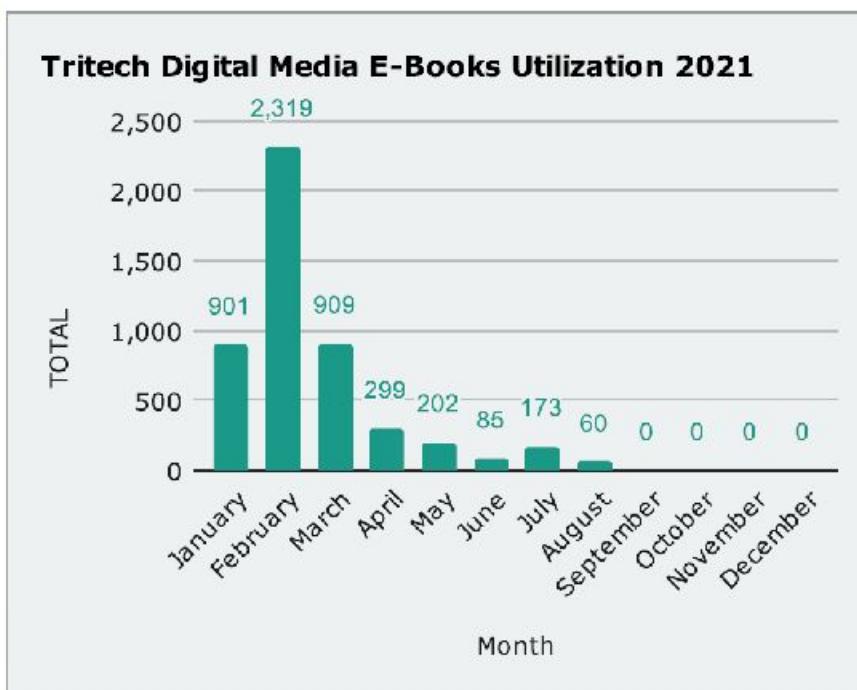


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UNIVERSITY LIBRARY

Online E-Books Utilization: Tritech Digital Media 2021

No.	Month	TOTAL
1	January	901
2	February	2,319
3	March	909
4	April	299
5	May	202
6	June	85
7	July	173
8	August	60
9	September	0
10	October	0
11	November	0
12	December	0
	Total:	4,948



Prepared by:

(SGD)
VERONICA L. DE VILLA, RL
College Librarian I

Certified correct by:

(SGD)
PRINCESS N. RODERNO, RL
Head, University Library



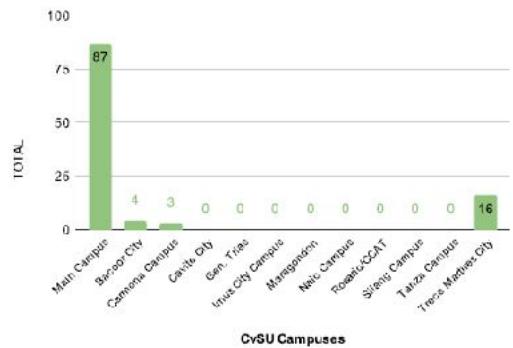
UNIVERSITY LIBRARY

Online Theses Request Services:
Summary of Served Clients 2021 (as of Aug.)

I. Campus

No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
1	Main Campus	0	8	13	25	19	7	9	0					87
2	Bacoor City Campus	0	0	0	1	2	1	0	0					4
3	Carmona Campus	0	0	0	2	0	1	0	0					3
4	Cavite City Campus	0	0	0	0	0	0	0	0					0
5	Gen. Trias Campus	0	0	0	0	0	0	0	0					0
6	Imus City Campus	0	0	0	0	0	0	0	0					0
7	Magalondon Campus	0	0	0	0	0	0	0	0					0
8	Nasugbu Campus	0	0	0	0	0	0	0	0					0
9	Rosario/CCAT Campus	0	0	0	0	0	0	0	0					0
10	Silang Campus	0	0	0	0	0	0	0	0					0
11	Tanza Campus	0	0	0	0	0	0	0	0					0
12	Trece Martires City Campus	1	1	13	1	0	0	0	0					16
	Total:	7	9	26	29	21	9	9	0	0	0	0	0	110

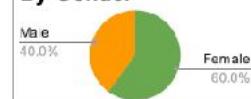
No. of Served Clients: By Campus



II. Gender

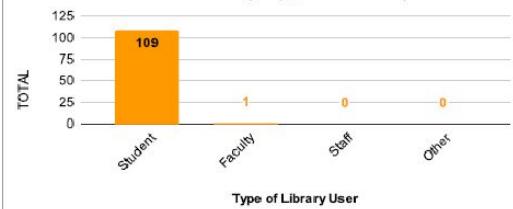
No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
1	Female	1	6	12	18	13	9	7	0					66
2	Male	6	3	14	11	8	0	2	0					44
	Total:	7	9	26	29	21	9	9	0	0	0	0	0	110

By Gender



No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
1	Student	7	9	26	29	20	9	9	0					109
2	Faculty	0	0	0	0	1	0	0	0					1
3	Staff	0	0	0	0	0	0	0	0					0
4	Other Colleges/State Universities	0	0	0	0	0	0	0	0					0
	Total:	7	9	26	29	21	0	110						

No. of Served Clients: By Type of Library Users





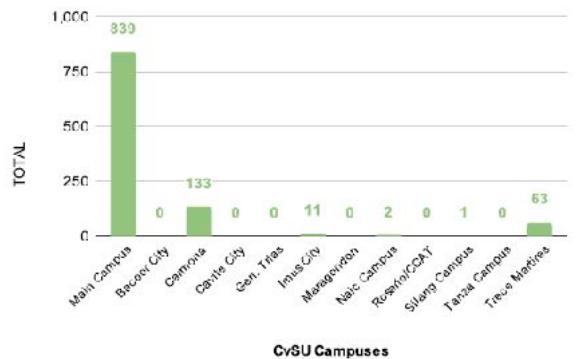
UNIVERSITY LIBRARY

Online E-Book Password Request Services: Summary of Served Clients 2021 (as of Sept)

I. Campus

No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
1	Main Campus	0	703	27	11	3	2	3	10					839
2	Bacoor City Campus	0	0	0	0	0	0	0	0					0
3	Carmona Campus	1	126	3	1	1	0	1	0					133
4	Cavite City Campus	0	0	0	0	0	0	0	0					0
5	Gen. Trias Campus	0	0	0	0	0	0	0	0					0
6	Imus City Campus	0	9	0	0	1	0	0	1					11
7	Maragondon Campus	0	0	0	0	0	0	0	0					0
8	Naic Campus	1	0	0	0	0	1	0	0					2
9	Rosario/CCAT Campus	0	0	0	0	0	0	0	0					0
10	Silang Campus	0	0	1	0	0	0	0	0					1
11	Tanza Campus	0	0	0	0	0	0	0	0					0
12	Treco Martires City Campus	0	63	0	0	0	0	0	0					63
	Total:	2	981	31	12	5	3	4	11	0	0	0	0	1,049

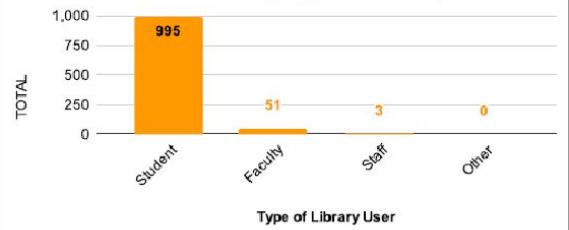
No. of Served Clients: By Campus



II. Type of Library User

No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
1	Student	0	936	26	12	4	3	4	10					995
2	Faculty	0	45	5	0	0	0	0	1					51
3	Staff	2	0	0	0	1	0	0	0					3
4	Other Colleges/State Universities	0	0	0	0	0	0	0	0					0
	Total:	2	981	31	12	5	3	4	11	0	0	0	0	1,049

No. of Served Clients: By Type of Library Users



III. OUTCOME/S

The environment in the library is conducive to learning





BS OFFICE ADMINISTRATION





BS OFFICE ADMINISTRATION



BS Office Administration
PARAMETER E
PHYSICAL SET-UP AND FACILITIES



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

CAMPUS LIBRARY
Summary of Repair and Maintenance
As of August 2021

Type	Repair and Maintenance	Quantity
Librarian Table	Assembled the Librarian table	1
Electric Fan	Installing the Electric Fan	6
Computers	Assembled the Computer	2
Shelves, books and other library materials	Re-arrangement of books, shelves and other library materials	

Prepared by:



MYLA ESTRADA SABLAYAN, RL
Campus Librarian

BS Office Administration
PARAMETER E
PHYSICAL SET-UP AND FACILITIES



Republic of the Philippines
CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS
City of General Trias, Cavite, 4107
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CAMPUS LIBRARY



Installing the Electric Fan



BS OFFICE ADMINISTRATION



Assembled the Librarian table



BS OFFICE ADMINISTRATION



Assembled the Computer



BS OFFICE ADMINISTRATION



Re-arrangement of books, shelves and other library materials



BS OFFICE ADMINISTRATION

BEST PRACTICES

- ❖ The library is well lighted and well ventilated.
- ❖ The library schedule and instructions are well-posted.
- ❖ The library is conducive to learning.





**CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS**
Town Proper, City of General Trias, Cavite

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

FIRST SURVEY VISIT

AREA VII. LIBRARY

F. FINANCIAL SUPPORT



I.SYSTEM-INPUTS AND PROCESSES

S.1. The institution has a regular and realistic budget for the library.



**FY 2021 PROGRAM OF RECEIPTS AND EXPENDITURES
 GENERAL TRIAS CITY CAMPUS**

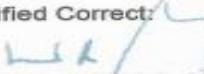
FUNDING SOURCE				
I. Estimated Income				
less 30% SUC WIDE COMMON FUND				
II. Total Estimated Income				
III. Estimated Expenses				
Program Project Activity (PPA)	Personnel Services	Maintenance and Other Operating Expenses	Capital Outlay	
			Equipment Outlay	Infrastructure
GASS	470,250.00	623,782.06	4,999,350.00	100,000.00
STO	-	3,930,440.34	-	-
MFO1	-	7,372,800.00	-	-
MFO2	-	-	-	-
MFO3	-	794,877.10	-	-
MFO4	-	794,877.10	-	-
Mandatory Reserve				
Total Estimated Expenses	470,250.00	13,516,776.60	4,999,350.00	100,000.00

GASS General Administration Support Services
 STO Support to Operation
 MFO1 Higher Education
 MFO2 Advanced Education
 MFO3 Research Services
 MFO4 Technical Advisory Extension Services

Prepared by:


ESTELITA A. VILLA
 Campus Budget Officer

Certified Correct:


NOEL A. SEDIGO, MSc
 Administrator, General Trias Campus

Recommended:


MA. AGNES
 Vice President

Budget for Acquisition of new books is included in the equipment outlay



Creating a Community of Life-Long Learners

APPROVED PER BDR RESOLUTION
NO 52 SERIES OF 2020 DATED
28 DECEMBER 2020

CATHERINE J. QUINONES
BOARD SECRETARY V

SITY
pus
D EXPENDITURES
IPUS

	Fund 164	Fund 101 (Trust Misc)	Total
	22,236,635.00	29,250.00	22,265,885.00
	2,384,631.30		
	19,852,003.70	29,250.00	19,881,253.70
ure	Total		
0.00	6,193,382.06	6,164,132.06	6,193,382.06
-	3,930,440.34	3,930,440.34	3,930,440.34
-	7,372,800.00	7,372,800.00	7,372,800.00
-	-	-	-
-	794,877.10	794,877.10	794,877.10
-	794,877.10	794,877.10	794,877.10
	794,877.10		794,877.10
0.00	19,086,376.60	19,852,003.70	29,250.00
			19,881,253.70

ng Approval:

P. NUESTRO, PhD
nt for Academic Affairs

Approved by:

DR. HERNANDO D. ROBLES, CEO VI
President



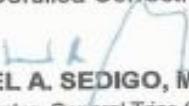
Creating a Community of Life-Long Learners

ALLOTMENT CLASS/ OBJECT OF EXPENDITURE	UACS	GASS	STO	MFC
Hostels and Dormitories	10604060 00			
Other Structures	10604990 00	100,000.00		
EQUIPMENT OUTLAY				
Machinery and Equipment				
Machinery Equipment	10605010 00			
Office Equipment	10605020 00	674,950.00		
ICT Equipment & Software	10605030 00	44,100.00		
Agricultural and Forestry Equipment	10605040 00			
Communication Equipment	10605070 00			
Firefighting Equipment and Accessories	10605090 00			
Medical, Dental and Laboratory Equipment	10605110 00			
Printing Equipment	10605120 00			
Sports Equipment	10605130 00			
Technical and Scientific Equipment	10605140 00	270,000.00		
Other Machinery and Equipment	10605990 00	1,461,500.00		
Transportation Equipment				
Motor Vehicle	10606010 00			
Furniture, Fixtures and Books				
Furniture & Fixtures	10607010 00	546,800.00		
Books	10607020 02	2,000,000.00		
Sub-total, Capital Outlay		5,099,350.00	-	
GRAND TOTAL		6,164,132.06	3,930,440.34	7,372

Prepared by:


ESTELITA A. VILLA
 Campus Budget Officer

Certified Correct:


NOEL A. SEDIGO, MSc
 Administrator, General Trias Campus

Reco

MA. AGN
 Vice Pres

GSS General Administration Support Services
 TO Support to Operation
 FO1 Higher Education
 FO2 Advanced Education
 FO3 Research Services
 FO4 Technical Advisory Extension Services



Creating a Community of Life-Long Learners

MFO1	MFO2	MFO3	MFO4	TOTAL
				100,000.00
				-
				674,950.00
				44,100.00
				-
				-
				-
				-
				270,000.00
				1,461,500.00
				-
				548,800.00
				2,000,000.00
				5,099,350.00
,800.00		794,877.10	794,877.10	19,057,126.60

Recommending Approval:


DR. HES P. NUESTRO, PhD
 President for Academic Affairs

Approved by:

DR. HERNANDO D. ROBLES, CEO VI
 President



Creating a Community of Life-Long Learners

NO.	ITEM	QUANTITY	DESCRIPTION
41	Furnitures and Fixtures	1	Double Bed (54 x 75 inches)
42	Furnitures and Fixtures	1	Long Front/Reception Desk Table
43	Furnitures and Fixtures	10	Preapration Table, stainless
44	Furnitures and Fixtures	1	Gueridon Trolley
45	Furnitures, Fixtures and Books	1	Lazy Susan Table
46	Furnitures, Fixtures and Books	1	Steam Table
47	Furnitures, Fixtures and Books	1	Supply Cart Trolley/Room Boys
48	Books	1	Books
sub total, Equipment Outlay			
CAPITAL OUTLAY (Infrastructure)			

NO.	ITEM	DESCRIPTION
1	Other Structures	Installation of HM laboratory

sub total, Capital Outlay (Infrastructure)

GRAND TOTAL

Prepared by:


ESTENTA A. VILLA
 Campus Budget Officer



Creating a Community of Life-Long Learners

SCRIPTION	COST	TOTAL COST
	30,000.00	30,000.00
ble	15,000.00	15,000.00
	15,000.00	150,000.00
	15,000.00	15,000.00
	20,000.00	20,000.00
	20,000.00	20,000.00
s Trolley	16,000.00	16,000.00
	2,000,000.00	2,000,000.00
		P 4,999,350.00

	COST	TOTAL COST
	100,000.00	100,000.00
		P 100,000.00
		P 5,099,350.00

Certified Correct:


NOEL A. SEDIGO, MSc
 Campus Administrator



Creating a Community of Life-Long Learners

Click to access the file

FINANCIAL PLAN FY 2021

FINANCIAL PLAN FY 2020

FINANCIAL PLAN FY 2019



Creating a Community of Life-Long Learners

II. IMPLEMENTATION

The Head librarian and staff, in coordination with other officials of the institution, prepare and manage the annual library budget.



**PARAMETER F
FINANCIAL SUPPORT**

Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus

**FY 2021 SOURCES OF PROJECTED INCOME
GENERAL TRIAS CITY CAMPUS**

Actual Number of Students (net of drop-out) **3,621**

Basis: 2nd Sem 2020-2021
Summer 2021
1st Sem 2021-2022

enrolled

PARTICULARS	INCOME		TOTAL
	F101 (TRUST MISC.)	F164	
Tuition Fees less: 30% SUC Wide Common Fund 10% Mandatory Reserve		7,948,771.00	7,948,771.00 2,384,631.30 794,877.10
Tuition Fees (Graduate Program)		96,768.00	96,768.00
Tuition Fees (SUMMER Program)			
SFDF		347,700.00	347,700.00
Athletic			-
Science Laboratory Fees		198,500.00	198,500.00
HRM Laboratory Fees			-
English Laboratory Fees			-
Computer Laboratory Fees		468,400.00	468,400.00
Library Fees		1,738,080.00	1,738,080.00
Medical/Dental Fees		293,301.00	293,301.00
College Publication		405,552.00	405,552.00
Registration Fees		224,502.00	224,502.00
Guidance Fees		101,388.00	101,388.00
ID Fee		64,000.00	64,000.00
SRF		9,905,973.00	9,905,973.00
SCUAA		347,700.00	347,700.00
Internet Fees			-
Testing Fee		96,000.00	96,000.00
Total, Fund 164		22,236,635.00	22,236,635.00
Tuition Fees (Graduate Program)			-
RLE			-
IRDF (High School)			-
TOR	22,500.00		22,500.00
CERTIFICATION	4,500.00		4,500.00
CAV	2,250.00		2,250.00
Total, Fund 101 (Trust Misc.)	29,250.00		29,250.00
TOTAL	29,250.00	22,236,635.00	22,265,885.00

Prepared by:


ESTELITA A. VILLA
Campus Budget Officer

Noted by:


NOEL A. SEDIGO, MSc
Campus Administrator

Note: Campuses/Colleges and Units must be case specific only on income accruing to their specific unit.



Creating a Community of Life-Long Learners

PARAMETER F FINANCIAL SUPPORT

CODE		GENERAL DESCRIPTION	TOTAL AMOUNT	SCHEDULE / MILESTONE OF ACT				
				Q1	Q2	Q3		
1	06	02	010	00	Land Improvement	Q1	-	
1	06	03	030	00	Sewer System	Q2	-	
R					Infrastructure Assets	R		
R1	1	06	03	040	00	Water Supply Systems	R1	-
R2	1	06	03	050	00	Power Supply Systems	R2	-
S					Buildings and Other Structures	S		
S1	1	06	04	010	00	Buildings	S1	-
S2	1	06	04	020	00	School Buildings	S2	-
S3	1	06	04	050	00	Slaughterhouses	S3	-
S4	1	06	04	060	00	Hostels and Dormitories	S4	-
S5	1	06	04	090	00	Other Structures	S5	100,000.00
T					Machinery and Equipment	T		
T1	1	06	05	010	00	Machinery Equipment	T	-
T1	1	06	05	020	00	Office Equipment	T1	508,000.00
T2	1	06	05	030	00	ICT Equipment & Software	T2	1,378,040.00
T3	1	06	05	040	00	Agricultural and Forestry Equipment	T3	-
T4-1	1	06	05	070	00	Communication Equipment	T4-1	-
T4-2	1	06	05	070	00	Firefighting Equipment and Accessories	T4-2	-
T5	1	06	05	110	00	Medical, Dental and Laboratory Equipment	T5	-
T6	1	06	05	120	00	Printing Equipment	T6	-
T7	1	06	05	130	00	Sports Equipment	T7	-
T8	1	06	05	140	00	Technical and Scientific Equipment	T8	180,000.00
T9	1	06	05	990	00	Other Machinery and Equipment	T9	1,522,100.00
U					Transportation Equipment	U		
	1	06	06	010	00	Motor Vehicle		-
V					Furniture, Fixtures and Books	V		
V1	1	06	07	010	00	Furniture & Fixtures	V1	847,000.00
V2	1	06	07	020	02	Books	V2	2,000,000.00
					Sub-total, Capital Outlay		6,335,140.00	
					GRAND TOTAL		19,167,597.40	

Prepared and Submitted by:

Reviewed by:

Approved by:

NOEL A. SEDIGO
Dean/Director/Unit Head/Project LeaderCORAZON R. RODRIN
Budget OfficerHERNANDO D. ROBLES
University President**PPMP 2020 FOR T3 LIBRARIES:**

	TANZA	GENTRI	TRECE
PPMP 2020 BUDGET	2,000,000.00	2,000,000.00	2,500,000.00
EBOOKS (SPENT)	784,000.00	784,000.00	904,000.00
PRINT BOOKS (SPENT)	319,433.00	403,050.00	517,415.415
TOTAL BUDGET LEFT	896,567.00	812,950.00	1,078,584.585



Creating a Community of Life-Long Learners

LIBRARY FINANCIAL PLAN



Republic of the Philippines
VITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

TEL (046) 509-4148

cvsugeneraltrias@cvsu.edu.ph

August 2, 2021

LAURO B. PASCUA, Ed.D.

Campus Administrator

Sir:

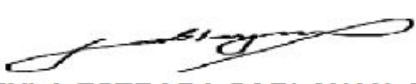
Respectfully submitting to your good office our request for the library books, supplies and equipment to be included in the budget preparation for this school year.

No.	Item	Total Cost
1	Books	500,000
2	Periodicals Subscription	24,000
3	Repair, binding & maintenance	5,000
4	Professional Development	100,000
5	Office Supplies	10,000
6.	Other Supplies & Expenses	10,000
7.	Equipment	300,000
8.	Furniture	120,000
9.	Wages of Non-professional personnel Student Assistant	9,000
	Total	1,079,000

I am looking forward for your kind

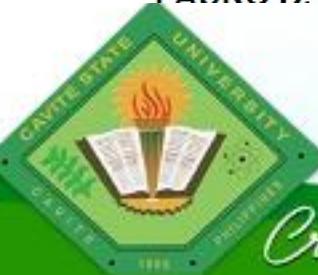
approval. Thank you very much.

Respectfully yours,


MYLA ESTRADA SABLAYAN, RL
Campus Librarian

Approved by:


LAURO B. PASCUA, Ed.D.



Creating a Community of Life-Long Learners

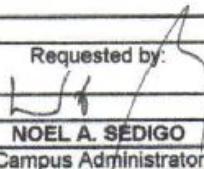
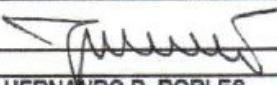
PURCHASE REQUEST

Entity Name: **CAVITE STATE UNIVERSITY**

Fund Cluster:

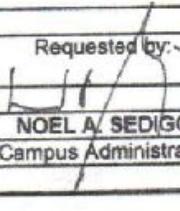
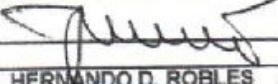
Office/ Section	GENTRI	PR No.	7076-16-691	Date	OCT 08 2020
			Responsibility Center Code:		
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pc	Computer Organization and Design: The Hardware/Software Interface	1	18,785.00	18,785.00
2	pc	Computer Organization and Architecture	1	9,948.00	9,948.00
3	pc	Essentials of Computer Organization and Architecture	1	25,878.00	25,878.00
4	pc	Computer Systems: Digital Design, Fundamentals of Computer Architecture and Assembly Language	1	18,289.00	18,289.00
5	pc	Computer Systems: An Embedded Approach	1	15,358.00	15,358.00
6	pc	Digital Design and Computer Architecture	1	9,998.00	9,998.00
7	pc	Digital Design	1	7,338.00	7,338.00
8	pc	Computing the Environment: Digital Design Tools for Simulation and Visualisation of Sustainable Architecture (AD Smart)	1	6,898.00	6,898.00
9	pc	Fundamentals of Data Communication Networks	1	8,788.00	8,788.00
10	pc	Networking Fundamentals	1	18,768.00	18,768.00
11	pc	Guide to Networking Essentials	1	10,878.00	10,878.00
12	pc	Learning Python Networking	1	7,869.00	7,869.00
13	pc	Nature-Inspired Networking: Theory and Applications	1	16,778.00	16,778.00
14	pc	Software-Defined Networking and Security: From Theory to Practice	1	14,876.00	14,876.00
15	pc	Networking Series: MCSA Guide to Installation, Storage, and Compute with Windows Server 2016: MCSE/MCSA - Exam #70-740	1	18,365.00	18,365.00
16	pc	Software Defined-WAN for the Digital Age: A Bold Transition to Next Generation Networking	1	7,688.00	7,688.00
17	pc	Introduction to Computer Networking	1	17,689.00	17,689.00
18	pc	Trends in E-Business, E-Services, and E-Commerce: Impact of Technology on Goods, Services, and Business Transactions	1	4,599.00	4,599.00
19	pc	Electronic Commerce (Full Version)	1	798	798.00
20	pc	Programming Language Pragmatics	1	23,309.00	23,309.00
21	pc	Introduction to Programming in Java An Interdisciplinary Approach	1	20,008.00	20,008.00
22	pc	Ruby : The Programming Language	1	1,508.00	1,508.00
23	pc	An Introduction to Programming with C++	1	828	828.00
24	pc	Java Programming	1	898	898.00
25	pc	MATLAB Programming for Engineers	1	12,898.00	12,898.00
26	pc	Programming Logic and Design, Introductory	1	649	649.00
				SUB-TOTAL	299,686.00

Purpose: Books for Gentrí Campus.

	Requested by: 	 HERNANDO D. ROBLES University President
Signature:		
Printed Name:	NOEL A. SEDIGO	
Designation:	Campus Administrator	

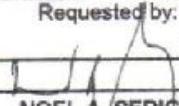
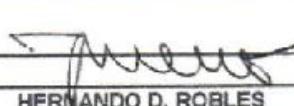
PARAMETER F

FINANCIAL SUPPORT

PURCHASE REQUEST					
University Name: CAVITE STATE UNIVERSITY			Fund Cluster:		
Office/Section	GENTRI	PR No.	<i>1070-10-691</i>	Date	OCT 08 2020
Responsibility Center Code:					
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
27	pc	Programming Models for Parallel Computing	1	4,898.00	4,898.00
28	pc	Programming Logic and Design, Introductory	2	698	1,376.00
29	pc	Object-Oriented Programming Using C++	1	4,788.00	4,788.00
30	pc	Java Programming: From Problem Analysis to Program Design Lab Manual	2	495	990.00
31	pc	Groovy Programming: An Introduction for Java Developers	1	3,247.00	3,247.00
32	pc	Discovering Computers 2018: Digital Technology, Data, and Devices	1	1,188.00	1,188.00
33	pc	Discrete Mathematics and Its Applications(CUSTOM)	1	1,238.00	1,238.00
34	pc	Principles of Information Systems	1	998.00	998.00
35	pc	Guide to Operating Systems	1	1,008.00	1,008.00
36	pc	Feasibility Study	1	800.00	800.00
37	pc	Marketing Management	1	1,000.00	1,000.00
38	pc	Marketing Basics Modules of Marketing	1	1,000.00	1,000.00
39	pc	Essentials of Marketing Management (CUSTOM)	1	648.00	648.00
40	pcs	Marketing Management	2	798.00	1,596.00
41	pcs	Purposive communication.c2017.	2	278.00	556.00
42	pcs	Jose Rizal: social reformer and patriot.c2018.	2	278.00	556.00
43	pcs	Understanding the self.c2018.	2	278.00	556.00
44	pcs	Art appreciation.c2018.	2	278.00	556.00
45	pcs	The contemporary world.c2018.	2	278.00	556.00
46	pc	Doing Your Early Years Research Project A Step-by-Step Guide c2018	1	7,790.00	7,790.00
47	pc	Early Childhood Orientation Guidee c2016	1	3,990.00	3,990.00
48	pc	Early Learning in the Digital Age c2016	1	6,690.00	6,690.00
49	pc	Effective Child Protection, 3rd Edition c2019	1	6,990.00	6,990.00
50	pcs	Notes and Cases on Commercial Arbitration Under Philippine Law c2017	2	1,790.00	3,580.00
51	pc	Pantulong sa Kontekstwalisadong Komunikasyon sa Filipino (Kursong Filipino sa Mataas na Edukasyon) c2019	1	590.00	590.00
52	pcs	Pantulong sa Pananaliksik sa Filipino sa Iba't Ibang Disiplina c2019	2	790.00	1,580.00
53	pcs	Panitikang Panlipunan Alinsunod sa OBE Kurikulan c2019	2	790.00	1,580.00
54	pcs	Philippine Manual of Legal Citations 8th Edition c2019	2	690.00	1,380.00
55	pcs	Readings in Philippine History Outcomes-Based Module c2019	2	790.00	1,580.00
56	pc	Cookery for the Hospitality Industry c2019	1	8,890.00	8,890.00
			SUB-TOTAL		72,195.00
Purpose: Books for Gentrif Campus.					
		Requested by:-			
Signature:					
Printed Name:	NOEL A. SEDIGO		HERNANDO D. ROBLES		
Designation:	Campus Administrator		University President		

BS Office Administration

PARAMETER F FINANCIAL SUPPORT

PURCHASE REQUEST					
Entity Name: CAVITE STATE UNIVERSITY			Fund Cluster: F(4)		
Office/ Section	GENTRI	PR No.	7010-10-691	Date	OCT 08 2020
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
57	pcs	A Macro Perspective on Tourism and Hospitality c2019	2	1,490.00	2,980.00
58	pcs	Micro Perspective of Tourism and Hospitality c2019	2	1,190.00	2,380.00
59	pcs	Legal Aspects in Tourism & Hospitality c2019	2	890.00	1,780.00
60	pc	Learning Challenge Lessons, Elementary: 20 Lessons to Guide Young Learners c2019	1	4,889.00	4,889.00
61	pc	Students Taking Charge in Grades 6-12	1	3,438.00	3,438.00
62	pc	Students Taking Charge in Grades K-5	1	3,438.00	3,438.00
63	pc	How to Develop Confident Mathematicians in the Early Years	1	3,438.00	3,438.00
64	pc	Early Childhood Education Redefined	1	4,738.00	4,738.00
65	pc	Authentic Teaching and Learning for PreK-Fifth Grade	1	4,088.00	4,088.00
RECEIVED					
REF. NO. 3961-09-20 BY: 000 DATE: 09-28-20					
CERTIFIED IN ACCORDANCE WITH THE APPROVED APPR: (FNU)					
PRECIOSA G. ERANA BAC Secretary					
RECEIVED					
BY: 251 DATE: 10/09/20					
SUB-TOTAL 31,169.00					
GRAND TOTAL 403,050.00					
Purpose: Books for Gentrí Campus.					
Requested by:					
Signature: 					
Printed Name: NOEL A. SEDIGO					
Designation: Campus Administrator					
Signature: 					
Printed Name: HERNANDO D. ROBLES					
Designation: University President					

NO.	ITEM	QUANTITY	DESCRIPTION	COST	TOTAL COST
41	Furnitures and Fixtures	1	Double Bed (54 x 75 inches)	30,000.00	30,000.00
42	Furnitures and Fixtures	1	Long Front/Reception Desk Table	15,000.00	15,000.00
43	Furnitures and Fixtures	10	Preparation Table, stainless	15,000.00	150,000.00
44	Furnitures and Fixtures	1	Gueridon Trolley	15,000.00	15,000.00
45	Furnitures, Fixtures and Books	1	Lazy Susan Table	20,000.00	20,000.00
46	Furnitures, Fixtures and Books	1	Steam Table	20,000.00	20,000.00
47	Furnitures, Fixtures and Books	1	Supply Cart Trolley/Room Boys Trolley	16,000.00	16,000.00
48	Books	1	Books	2,000,000.00	2,000,000.00

sub total, Equipment Outlay ₱ 4,999,350.00

CAPITAL OUTLAY (Infrastructure)

NO.	ITEM	DESCRIPTION	COST	TOTAL COST
1	Other Structures	Installation of HM laboratory	100,000.00	100,000.00

sub total, Capital Outlay (Infrastructure) ₱ 100,000.00

GRAND TOTAL ₱ 5,099,350.00

Prepared by:


ESTENNA A. VILLA
 Campus Budget Officer

Certified Correct:


NOELA A. SEDIGO, MSc
 Campus Administrator

III. OUTCOMES

The financial support is adequate.



**FY 2021 PROGRAM OF RECEIPTS AND EXPENDITURES
GENERAL TRIAS CITY CAMPUS**

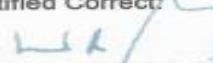
FUNDING SOURCE				
I. Estimated Income				
less 30% SUC WIDE COMMON FUND				
II. Total Estimated Income				
III. Estimated Expenses				
Program Project Activity (PPA)	Personnel Services	Maintenance and Other Operating Expenses	Capital Outlay	Infrastructure
Equipment Outlay				
GASS	470,250.00	623,782.06	4,999,350.00	100,000.00
STO	-	3,930,440.34	-	-
MFO1	-	7,372,800.00	-	-
MFO2	-	-	-	-
MFO3	-	794,877.10	-	-
MFO4	-	794,877.10	-	-
Mandatory Reserve				
Total Estimated Expenses	470,250.00	13,516,776.60	4,999,350.00	100,000.00

GASS General Administration Support Services
STO Support to Operation
MFO1 Higher Education
MFO2 Advanced Education
MFO3 Research Services
MFO4 Technical Advisory Extension Services

Prepared by:


ESTELITA A. VILLA
Campus Budget Officer

Certified Correct:


NOEL A. SEDIGO, MSc
Administrator, General Trias Campus

Recommended:


MA. AGNES
Vice President

Budget for Acquisition of new books is included in the equipment outlay



Creating a Community of Life-Long Learners

APPROVED PER BDR RESOLUTION
NO 52 SERIES OF 2020 DATED
28 DECEMBER 2020

CATHERINE J. QUINONES
BOARD SECRETARY V

SITY
pus
D EXPENDITURES
IPUS

	Fund 164	Fund 101 (Trust Misc)	Total
	22,236,635.00	29,250.00	22,265,885.00
	2,384,631.30		
	19,852,003.70	29,250.00	19,881,253.70
ure	Total		
0.00	6,193,382.06	6,164,132.06	6,193,382.06
-	3,930,440.34	3,930,440.34	3,930,440.34
-	7,372,800.00	7,372,800.00	7,372,800.00
-	-	-	-
-	794,877.10	794,877.10	794,877.10
-	794,877.10	794,877.10	794,877.10
	794,877.10		794,877.10
0.00	19,086,376.60	19,852,003.70	29,250.00
			19,881,253.70

ng Approval:

P. NUESTRO, PhD
nt for Academic Affairs

Approved by:

DR. HERNANDO D. ROBLES, CEO VI
President



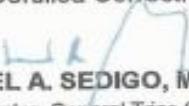
Creating a Community of Life-Long Learners

ALLOTMENT CLASS/ OBJECT OF EXPENDITURE	UACS	GASS	STO	MFC
Hostels and Dormitories	10604060 00			
Other Structures	10604990 00	100,000.00		
EQUIPMENT OUTLAY				
Machinery and Equipment				
Machinery Equipment	10605010 00			
Office Equipment	10605020 00	674,950.00		
ICT Equipment & Software	10605030 00	44,100.00		
Agricultural and Forestry Equipment	10605040 00			
Communication Equipment	10605070 00			
Firefighting Equipment and Accessories	10605090 00			
Medical, Dental and Laboratory Equipment	10605110 00			
Printing Equipment	10605120 00			
Sports Equipment	10605130 00			
Technical and Scientific Equipment	10605140 00	270,000.00		
Other Machinery and Equipment	10605990 00	1,461,500.00		
Transportation Equipment				
Motor Vehicle	10606010 00			
Furniture, Fixtures and Books				
Furniture & Fixtures	10607010 00	546,800.00		
Books	10607020 02	2,000,000.00		
Sub-total, Capital Outlay		5,099,350.00	-	
GRAND TOTAL		6,164,132.06	3,930,440.34	7,372

Prepared by:


ESTELITA A. VILLA
 Campus Budget Officer

Certified Correct:


NOEL A. SEDIGO, MSc
 Administrator, General Trias Campus

Reco

MA. AGN
 Vice Pres

GSS General Administration Support Services
 TO Support to Operation
 FO1 Higher Education
 FO2 Advanced Education
 FO3 Research Services
 FO4 Technical Advisory Extension Services



Creating a Community of Life-Long Learners

MFO1	MFO2	MFO3	MFO4	TOTAL
				100,000.00
				-
				674,950.00
				44,100.00
				-
				-
				-
				-
				270,000.00
				1,461,500.00
				-
				548,800.00
				2,000,000.00
				5,099,350.00
,800.00		794,877.10	794,877.10	19,057,126.60

Recommending Approval:


DR. HES P. NUESTRO, PhD
 President for Academic Affairs

Approved by:

DR. HERNANDO D. ROBLES, CEO VI
 President



Creating a Community of Life-Long Learners

NO.	ITEM	QUANTITY	DESCRIPTION
41	Furnitures and Fixtures	1	Double Bed (54 x 75 inches)
42	Furnitures and Fixtures	1	Long Front/Reception Desk Table
43	Furnitures and Fixtures	10	Preapration Table, stainless
44	Furnitures and Fixtures	1	Gueridon Trolley
45	Furnitures, Fixtures and Books	1	Lazy Susan Table
46	Furnitures, Fixtures and Books	1	Steam Table
47	Furnitures, Fixtures and Books	1	Supply Cart Trolley/Room Boys
48	Books	1	Books
sub total, Equipment Outlay			
CAPITAL OUTLAY (Infrastructure)			

NO.	ITEM	DESCRIPTION
1	Other Structures	Installation of HM laboratory

sub total, Capital Outlay (Infrastructure)

GRAND TOTAL

Prepared by:


ESTENTA A. VILLA
 Campus Budget Officer



Creating a Community of Life-Long Learners

SCRIPTION	COST	TOTAL COST
	30,000.00	30,000.00
ble	15,000.00	15,000.00
	15,000.00	150,000.00
	15,000.00	15,000.00
	20,000.00	20,000.00
	20,000.00	20,000.00
s Trolley	16,000.00	16,000.00
	2,000,000.00	2,000,000.00
		P 4,999,350.00

	COST	TOTAL COST
	100,000.00	100,000.00
		P 100,000.00
		P 5,099,350.00

Certified Correct:


NOEL A. SEDIGO, MSc
 Campus Administrator



Creating a Community of Life-Long Learners

FY 2021 DETAILS OF CAPITAL OUTLAY
GENERAL TRIAS CITY CAMPUS

FUNDING SOURCE - F164

EQUIPMENT OUTLAY (cost of item is 15K up)

NO.	ITEM	QUANTITY	DESCRIPTION	COST	TOTAL COST
1	Office Equipment	6	Aircon, 1 HP, window type, inverter	63,000.00	378,000.00
2	Office Equipment	1	Photocopying Machine, colored	189,000.00	189,000.00
3	Office Equipment	1	Paper Shredder	18,950.00	18,950.00
4	Office Equipment	1	High Speed Scanner	30,000.00	30,000.00
5	Office Equipment	1	Receipt Imprinter	15,000.00	15,000.00
6	Office Equipment	1	Point of Scale	25,000.00	25,000.00
7	Office Equipment	1	Terminal Model Credit Card Machine	18,000.00	18,000.00
8	ICT Equipment	1	Printer Multifunction	21,000.00	21,000.00
9	ICT Equipment	1	Projector DLP	23,100.00	23,100.00
10	Technical and Scientific Equipment	6	Binocular Microscope	45,000.00	270,000.00
11	Other Machinery and Equipment	1	Floor Polisher	28,350.00	28,350.00
12	Other Machinery and Equipment	1	Vacuum Cleaner	22,050.00	22,050.00
13	Other Machinery and Equipment	3	Automatic Washing Machine	30,000.00	90,000.00
14	Other Machinery and Equipment	3	Range	18,000.00	54,000.00
15	Other Machinery and Equipment	1	Freezer	45,000.00	45,000.00
16	Other Machinery and Equipment	1	Beverage Dispenser	16,000.00	16,000.00
17	Other Machinery and Equipment	1	Food Warmer	18,000.00	18,000.00
18	Other Machinery and Equipment	1	Griddle	20,000.00	20,000.00
19	Other Machinery and Equipment	1	Charbroiler	20,000.00	20,000.00
20	Other Machinery and Equipment	1	Deep Fryer	16,000.00	16,000.00
21	Other Machinery and Equipment	3	Gas Oven	20,000.00	60,000.00
22	Other Machinery and Equipment	1	Deli/Bakery Cases	15,000.00	15,000.00
23	Other Machinery and Equipment	1	Convection Oven	25,000.00	25,000.00
24	Other Machinery and Equipment	1	Meat Grinder	20,000.00	20,000.00
25	Other Machinery and Equipment	2	Compartment Sink	18,000.00	36,000.00
26	Other Machinery and Equipment	1	Herd Sink	18,000.00	18,000.00
27	Other Machinery and Equipment	1	Industrial Cake Mixer	15,000.00	15,000.00
28	Other Machinery and Equipment	10	Stenomechine	20,000.00	200,000.00
29	Other Machinery and Equipment	5	Testing materials (Psychology)	100,000.00	500,000.00
30	Other Machinery and Equipment	1	Individually Administered Test-WAIS	200,000.00	200,000.00
31	Other Machinery and Equipment	1	Personality Inventory Test, Neo-PP-3	43,100.00	43,100.00
32	Furnitures and Fixtures	1	Sofa Set with Center Table	15,000.00	15,000.00
33	Furnitures and Fixtures	2	Storage Cabinet, steel	25,000.00	50,000.00
34	Furnitures and Fixtures	2	Storage Cabinet, sliding door	18,000.00	36,000.00
35	Furnitures and Fixtures	2	Working Table, stainless	18,900.00	37,800.00
36	Furnitures and Fixtures	1	Dining Table, 10-seaters	25,000.00	25,000.00
37	Furnitures and Fixtures	1	Round Dining Table, 10-seaters	25,000.00	25,000.00
38	Furnitures and Fixtures	2	Laboratory Table	20,000.00	40,000.00
39	Furnitures and Fixtures	2	Library Table	18,000.00	36,000.00
40	Furnitures and Fixtures	1	Single Bed (36 x 75 inches)	18,000.00	18,000.00

BS Office Administration

PARAMETER F FINANCIAL SUPPORT

NO.	ITEM	QUANTITY	DESCRIPTION	COST	TOTAL COST
41	Furnitures and Fixtures	1	Double Bed (54 x 75 Inches)	30,000.00	30,000.00
42	Furnitures and Fixtures	1	Long Front/Reception Desk Table	15,000.00	15,000.00
43	Furnitures and Fixtures	10	Preapreation Table, stainless	15,000.00	150,000.00
44	Furnitures and Fixtures	1	Gueridon Trolley	15,000.00	15,000.00
45	Furnitures, Fixtures and Books	1	Lazy Susan Table	20,000.00	20,000.00
46	Furnitures, Fixtures and Books	1	Steam Table	20,000.00	20,000.00
47	Furniture, Fixtures and Books	1	Supply Cart Trolley/Room Boys Trolley	16,000.00	16,000.00
48	Books	1	Books	2,000,000.00	2,000,000.00

sub total, Equipment Outlay ₱ 4,999,350.00

CAPITAL OUTLAY (Infrastructure)

NO.	ITEM	DESCRIPTION	COST	TOTAL COST
1	Other Structures	Installation of HM laboratory	100,000.00	100,000.00

sub total, Capital Outlay (Infrastructure) ₱ 100,000.00

GRAND TOTAL ₱ 5,099,350.00

Prepared by:


ESTEDITA A. VILLA
Campus Budget Officer

Certified Correct:


NOEL A. SEDIGO, MSc
Campus Administrator

BEST PRACTICES

- ❖ The Campus Librarian is engaged in the budget Preparation.
- ❖ Request of library books, supplies and equipment are included in the budget.





**CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS**
Town Proper, City of General Trias, Cavite

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

FIRST SURVEY VISIT

AREA VII. LIBRARY

G. LINKAGES



I. SYSTEM-INPUTS AND PROCESSES

The library is on the mailing list of agencies, foundations, etc. for exchange of publications and other books and journal donations.





Republic of the Philippines
CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

◆◆ (046) 509-4148

cvsugeneraltrias@cvsu.edu.ph

List of Linkages

No.	Agency/Institution/Individual	Address	Nature of Linkage (Exchange/Donations/etc.)	Level (International/National/Local)
1	Colegio de San Juan de Letran	Intramuros, Manila	Donation of periodicals and availment of	National
2	Commission on Higher Education (CHED)	UP Campus, Diliman, Quezon City	Donation of On-line resources	National
3	De La Salle University (DLSU)- Manila	Taft Avenue, Manila	Availment of library resources, services and facilities	National
4	Philippine Normal University (PNU)	Taft Avenue, Manila	Availment of library resources, services and facilities	National
5	Polytechnic University of the Philippines (PUP) Main Campus	Sta. Mesa, Manila	Availment of library resources, services and facilities	National
6	Cavite State University Bacoor Campus	Bacoor City, Cavite	Availment of library resources, services and facilities	Local
7	Cavite State University Carmona Campus	Carmona, Cavite	Availment of library resources, services and facilities	Local
8	Cavite State University Main Campus	Indang, Cavite		Local
9	Cavite State University Naic Campus	Naic, Cavite	Donations of books and periodicals; Availment of library resources, services and facilities	Local

10	Cavite State University Silang Campus	Silang, Cavite		Local
11	City Library of General Trias	City of General Trias, Cavite	Availment of library resources, services and facilities	Local
12	De La Salle University (DLSU)- Dasmarifas	City of Dasmarifas, Cavite	Availment of library resources, services and facilities	Local
13	Lyceum of the Philippines University (LPU)- Cavite	City of General Trias, Cavite	Availment of library resources and facilities	Local

	Campus			
14	National College of Science and Technology (NCST)	City of Dasmarifas, Cavite	Availment of library resources, services and facilities	Local
15	Philippine Christian University (PCU)-Cavite Campus	City of Dasmarifas, Cavite	Availment of library resources, services and facilities	Local
16	STI College-Dasmarifas	City of Dasmarifas, Cavite	Availment of library resources, services and facilities	Local

Prepared by:

MYLA ESTRADA SABLAYAN, RL
Campus Librarian

II. IMPLEMENTATION

Linkages with other institution and funding agencies are explored and establishing for purpose of enhancing library facilities and resources.



CHRISTOPHER N. CUSTODIO
SB Member



Republic of the Philippines
Region IV-A (CALABARZON)
PROVINCE OF CAVITE
MUNICIPALITY OF GENERAL TRIAS

OFFICE OF THE SANGGUNIANG BAYAN

RESOLUTION NO. 13-27

Authors: SB Member Kerby J. Salazar
SB Member Maurito C. Sison

AUTHORIZING THE HONORABLE MAYOR LUIS A. FERRER IV TO ENTER INTO AND SIGN ON BEHALF OF THE MUNICIPALITY OF GENERAL TRIAS A MEMORANDUM OF AGREEMENT (MOA) WITH CAVITE STATE UNIVERSITY-GENERAL TRIAS (CvSU) ALLOWING THE STUDENTS AND FACULTY OF GENERAL TRIAS CAMPUS TO AVAIL THE SERVICES PROVIDED BY THE RURAL HEALTH UNIT SUBJECT TO EXISTING RULES, REGULATIONS AND APPLICABLE FEES AND CHARGES.

WHEREAS, it is the mission of the CvSU to provide excellent, equitable and relevant educational opportunities in the arts, sciences and technology through quality instruction and extensive research and development activities and produce professional, skilled and morally upright individuals for global competitiveness;

WHEREAS, since its operation in 2010 with limited personnel, facilities and resources, the new campus in Poblacion General Trias needs health services or a school clinic for its day-to-day operation to cater to the medical needs of its students;

WHEREAS, the Municipality of General Trias in its desire to provide quality health services to the residents of General Trias is willing to accommodate faculty members and students of CvSU-General Trias to avail of the medical services being provided by the Rural Health Unit subject to the existing terms and conditions as provided in the Memorandum of Agreement;

WHEREAS, Section 444 of the Local Government Code of 1991 (RA 7160) empowers the Municipal Mayor upon authorization of the Sangguniang Bayan, to represent the municipality in all its business transactions and sign on its behalf all bonds, contracts and obligations, and such other documents made pursuant to law or ordinance;

WHEREAS, such undertaking is for the benefit and welfare of both parties;

WHEREFORE, on motion of SB Member Kerby J. Salazar duly seconded by SB Member Maurito C. Sison, SB Member Lamberto M. Carampot, SB Member Christopher N. Custodio, SB Member Richard R. Parin, SB Member Mario C. Amante and SB Member Gary A. Grepo, be it

RESOLVED, AS IT IS HEREBY RESOLVED to authorize the Honorable Mayor Luis A. Ferrer IV to enter into and sign on behalf of the Municipality of General Trias a Memorandum of Agreement (MOA) with Cavite State University-General Trias (CvSU) allowing the students and faculty of General Trias campus to avail the services provided by the Rural Health Unit subject to existing rules, regulations and applicable fees and charges.

APPROVED on 12 MARCH 2013.

CONTINUED ON NEXT PAGE.

MAURITO C. SISON
SB Member

GARY A. GREPO
LNB President

KERBY J. SALAZAR
SB Member

MARIO C. AMANTE
SB Member

RICHARD R. PARIN
SB Member

BS Office
Administration

GES



Republic of the Philippines
Region IV-A (Calabarzon)
PROVINCE OF CAVITE
MUNICIPALITY OF GENERAL TRIAS

OFFICE OF THE SANGGUNIANG BAYAN

Continuation...page 2 of Res. No. 13-27:

AUTHORIZING THE HONORABLE MAYOR LUIS A. FERRER IV TO ENTER INTO AND SIGN ON BEHALF OF THE MUNICIPALITY OF GENERAL TRIAS A MEMORANDUM OF AGREEMENT (MOA) WITH CAVITE STATE UNIVERSITY-GENERAL TRIAS (CvSU) ALLOWING THE STUDENTS AND FACULTY OF GENERAL TRIAS CAMPUS TO AVAIL THE SERVICES PROVIDED BY THE RURAL HEALTH UNIT SUBJECT TO EXISTING RULES, REGULATIONS AND APPLICABLE FEES AND CHARGES.

MAURITO C. SISON
SB Member

LAMBERTO M. CARAMPOT
SB Member

CHRISTOPHER N. CUSTODIO
SB Member

RICHARD R. PARIN
SB Member

MARIO C. AMANTE
SB Member

KERBY J. SALAZAR
SB Member

GARY A. GREPO
LNB President
CERTIFIED TRUE AND CORRECT:

WENCESLAO P. CAMINGAY
Secretary to the Sanggunian

APPROVED:

FERNANDO P. CAMPAÑA
Municipal Vice Mayor/Presiding Officer

NOTED:

LUIS A. FERRER IV
Municipal Mayor

BS Office
Administration

PARAMFTER G LINKAGES



Republic of the Philippines
Region IV-A (Calabarzon)
PROVINCE OF CAVITE
MUNICIPALITY OF GENERAL TRIAS

CHRISTOPHER N. CUSTODIO
SB Member

OFFICE OF THE SANGGUNIANG BAYAN

RESOLUTION NO. 12-39

Author : SB Member Maurito C. Sison
Co-Author : SB Member Kerby J. Salazar

AUTHORIZING THE HONORABLE MUNICIPAL MAYOR LUIS A. FERRER IV TO ENTER INTO AND SIGN ON BEHALF OF THE MUNICIPALITY OF GENERAL TRIAS THE MEMORANDUM OF AGREEMENT (MOA) WITH CAVITE STATE UNIVERSITY ALLOWING THE STUDENTS AND FACULTY MEMBERS OF CAVSU-GENERAL TRIAS CAMPUS TO USE THE MUNICIPAL LIBRARY AND ITS FACILITIES FOR RESEARCH AND ACADEMIC PURPOSES SUBJECT TO THE RULES AND REGULATIONS SET THEREIN.

WHEREAS, the Cavite State University (CvSU) opened its campus in the Municipality of General Trias by establishing Cavite State University-General Trias Campus through a Memorandum of Agreement (MOA) represented and signed by Hon. Mayor Luis A. Ferrer IV on 04 June 2012 by virtue of Sangguniang Bayan Resolution No. 12-29 approved 08 May 2012;

WHEREAS, the Local Government Unit of General Trias fully appreciates and supports the mission that Cavite State University has established in providing excellent, equitable and relevant educational opportunities in the arts, sciences and technology as specified in the curricula of courses being offered;

WHEREAS, the establishment of CvSU-General Trias Campus also requires the provision of library facilities to supplement the teaching and research activities of the school as a requirement of the Commission of Higher Education;

WHEREAS, in consonance with the utmost desire of the Local Government Unit of General Trias to alleviate the standard of education, the Municipality strongly agrees to assist the students, researchers and faculty of CvSU-General Trias in their research works by allowing them to use the Municipal Library;

WHEREAS, the Municipal Library supports the students in their quest for knowledge and can provide them easy access to information through a variety of educational materials including digital resources and online information;

WHEREAS, Section 444 (b) (1) (vi) of the Local Government Code states that upon authorization by the sangguniang bayan, the municipal mayor shall represent the municipality in all its business transactions and sign on its behalf all bonds, contracts, and obligations, and such other documents made in pursuant to law or ordinances;

WHEREFORE, on motion of SB Member Maurito C. Sison duly seconded by SB Member Kerby J. Salazar, SB Member Mario C. Amante, SB Member Lamberto M. Carampot and SB Member Christopher N. Custodio, be it

RESOLVED, AS IT IS HEREBY RESOLVED to authorize the Honorable Municipal Mayor Luis A. Ferrer IV to enter into and sign on behalf of the Municipality of General Trias the Memorandum of Agreement (MOA) with Cavite

Maurito C. Sison
SB Member

LAMBERTO M. CARAMPOT
SB Member

CHRISTOPHER N. CUSTODIO
SB Member

JAYVIE ANISA L SIMPAN
SKB President

WALTER C. MARTINEZ
LNB President

KERBY J. SALAZAR
SB Member

MARIO C. AMANTE
SB Member

CHRISTOPHER N. CUSTODIO
SB Member

BS Office
Administration

PARAMETER G. LINKAGES



Republic of the Philippines
Region IV-A (Calabarzon)
PROVINCE OF CAVITE
MUNICIPALITY OF GENERAL TRIAS

OFFICE OF THE SANGGUNIANG BAYAN

Continuation...page 2 of Res. No. 12-39:

AUTHORIZING THE HONORABLE MUNICIPAL MAYOR LUIS A. FERRER IV TO ENTER INTO AND SIGN ON BEHALF OF THE MUNICIPALITY OF GENERAL TRIAS THE MEMORANDUM OF AGREEMENT (MOA) WITH CAVITE STATE UNIVERSITY ALLOWING THE STUDENTS AND FACULTY MEMBERS OF CAVSU-GENERAL TRIAS CAMPUS TO USE THE MUNICIPAL LIBRARY AND ITS FACILITIES FOR RESEARCH AND ACADEMIC PURPOSES SUBJECT TO THE RULES AND REGULATIONS SET THEREIN.

State University allowing the students and faculty members of CAVSU-General Trias Campus to use the Municipal Library and its facilities for research and academic purposes subject to the Rules and Regulations set therein.

APPROVED on 24 JULY 2012.

MAURITO C. SISON
SB Member

LAMBERTO M. TARAMPOT
SB Member

CHRISTOPHER N. CUSTODIO
SB Member

RICHARD R. PARIN
SB Member

MARIO C. AMANTE
SB Member

KIRBY J. SALAZAR
SB Member

WALTER C. MARTINEZ
LNB President

JAYVIES ARISA I. SIMPAN
SKF President

CERTIFIED TRUE AND CORRECT:

WENCESLAO P. CAMINGAY
Secretary to the Sanggunian

APPROVED:

FERNANDO P. CAMPAÑA
Municipal Vice Mayor/Presiding Officer

NOTED:

LUIS A. FERRER IV
Municipal Mayor

wpc/kp/asp

*BS Office
Administration*

PARAMETER G. LINKAGES



City Library Second Floor



READING AREA

LIBRARIAN OFFICE



Creating a Community of Life-Long Learners



CITY LIBRARY



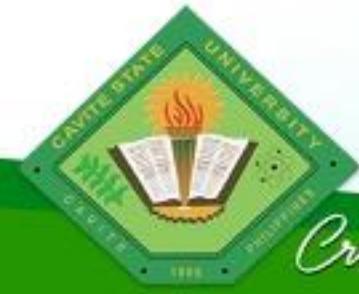
Magazine and Circulation Area



Creating a Community of Life-Long Learners

III. OUTCOME

Library resources sharing
and linkages are well
established.



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LIST OF BOOKS DONATION RECEIVED

[\(Click to view pdf file\)](#)



BS OFFICE ADMINISTRATION

BEST PRACTICES

- ❖ Linkages can help in developing the collection and services of the library.
- ❖ Sharing resources from other resources is helpful to the university and the library users.

