



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

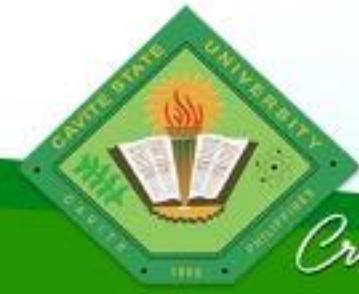
AREA VII. LIBRARY

A. ADMINISTRATION



SYSTEM-INPUTS AND PROCESSES

S.1. The Organizational structure of the library is well-defined



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

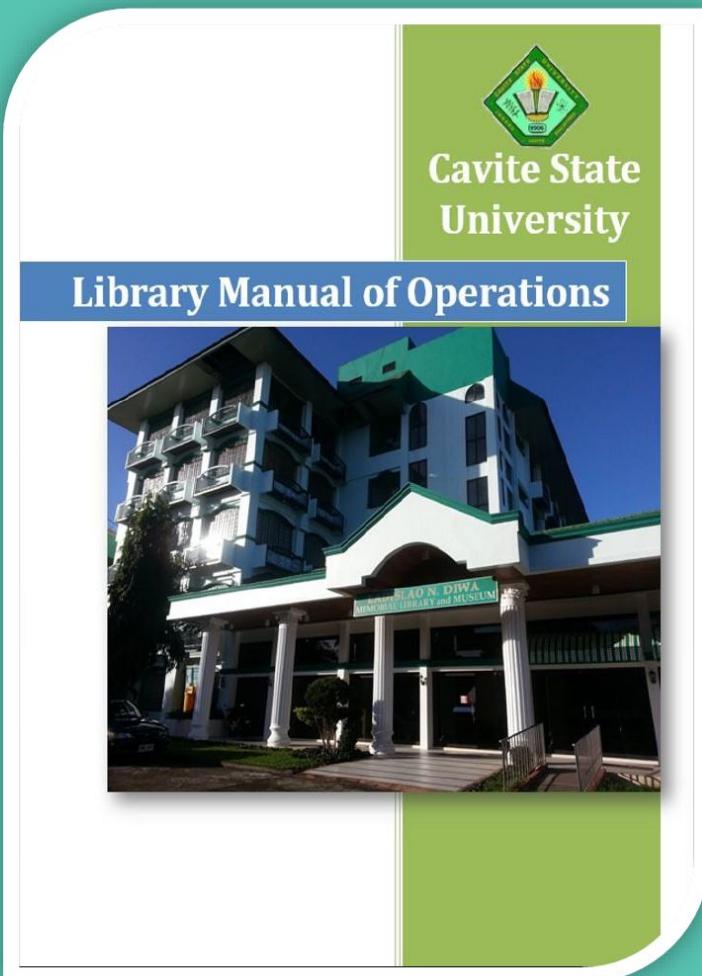
SYSTEM-INPUTS AND PROCESSES

S.2. The development of the library goals and objectives is the responsibility of the library head and staff with the approval of the Head of the institution.



Library goals and objectives are found in the Approved CvSU Library Manual of Operations (BOR Resolution No. 44, Series of 2017)

CvSU: LIBRARY MANUAL OF OPERATIONS



BOR Approved



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

Full-text Link



https://drive.google.com/drive/folders/1fjGTc8XasYVfvhvXHWm2Hj_QMI9xtgnq?usp=sharing

Click to access the full copy of the file

CvSU Library Manual of Operations

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



BS OFFICE ADMINISTRATION

SYSTEM-INPUTS AND PROCESSES

S.3. There is a Library Board/ Committee which sets library policies, rules and procedures and periodically reviews them.





Republic of the Philippines

CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

• (046) 509-4148

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.

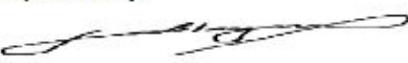
Position	Name
CHAIR: Campus Administrator	Lauro B. Pascua, EdD
SECRETARY: Campus Librarian	Myla E. Sablayan, RL
MEMBERS: Chairpersons	
Department of Arts and Sciences	Jonel N. Camalig
Department of Management	April G. Gile
Teacher Education Department	Victoriano P. Barliso, Jr.
Department of Psychology	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.

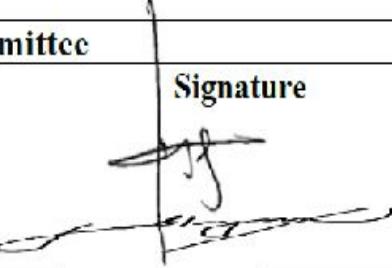
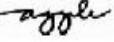
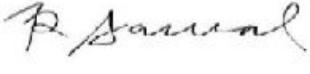
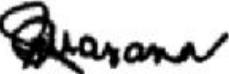
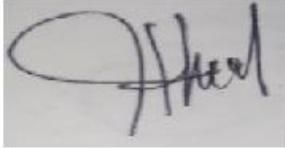
Prepared by:


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)	

 *The Campus Library Advisory
Committee*



Republic of the Philippines

CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

☎ (046) 509-4148

cvsugeneraltrias@cvsu.edu.ph

August 20, 2021

LAURO B. PASCUA, Ed.D.

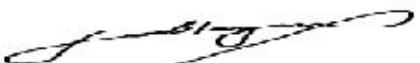
Campus Administrator

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:

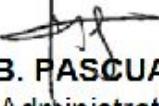

LAURO B. PASCUA, Ed.D.
Campus Administrator



TABLE OF CONTENTS

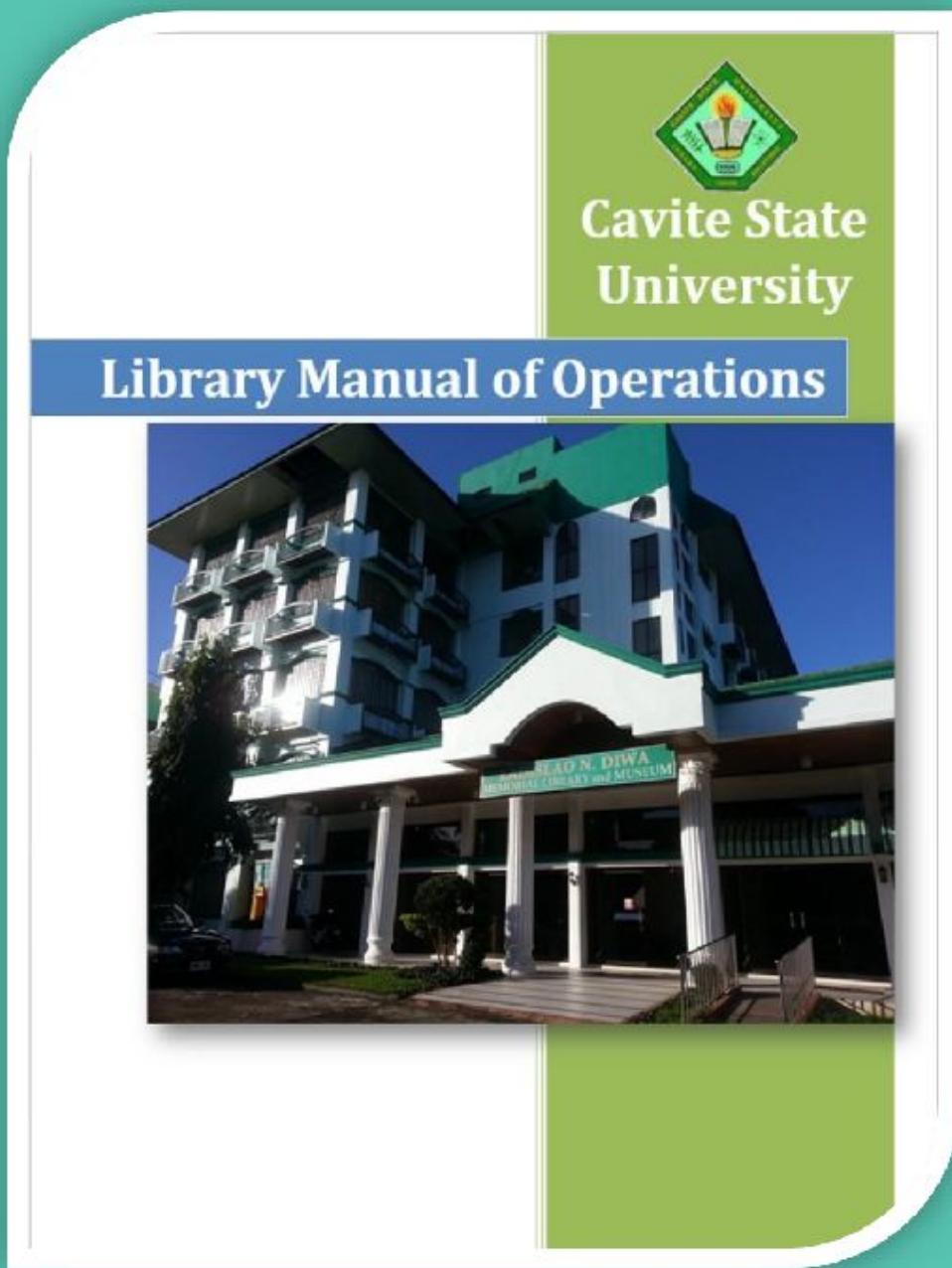
Title	Page
Title Page	i
Table of Contents	ii
List of Tables	vii
List of Figures	viii
RULE 1. Cavite State University	1
1. Vision	1
2. Mission	1
3. Aims	1
RULE 2. The Ladislao N. Diwa Memorial Library (LDML)	2
1. LDML Vision	2
2. LDML Mission	2
3. LDML Goals	2
4. LDML Objectives	2
5. History	2
6. Organizational Structure of CvSU Library System	3
RULE 3. Library Advisory Committee	5
1. Composition	5
2. Duties and Responsibilities	5
RULE 4. Library Personnel's Duties and Responsibilities	6
1. University Librarian	6
2. Librarian	6
In-Charge of Circulation, Reference and Reserve Section	7
In-Charge of Filipiniana, Theses, Serials and Accreditation Section	7
In-Charge of Technical Services and E-Library Section	8

SYSTEM-INPUTS AND PROCESSES

S.4. There is a duly approved and widely disseminated Library Manual or written policies and procedures covering the library's internal administration operation



CvSU: LIBRARY MANUAL OF OPERATIONS



BOR Approved



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

Full-text Link



https://drive.google.com/drive/folders/1fjGTc8XasYVfwhvXHWm2Hj_QMI9xtgnq?usp=sharing

Click to access the full copy of the file

CvSU Library Manual of Operations



BS OFFICE ADMINISTRATION

IMPLEMENTATION

I.1. The library develops an explicit statement of its goals and objectives in conformity with the mandate of institution.





Republic of the Philippines
CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

¶ (046) 509-4148

cvsugeneraltrias@cvsu.edu.ph

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.



Republic of the Philippines
CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS

City of General Trias, Cavite, 4107

(046) 509-4148

cvsugeneraltrias@mcsu.edu.ph

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

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.*

IMPLEMENTATION

I.2. The library is administered and supervised by

1.2.1. a full time professional licensed librarian



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

Click to access the file

[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, 2011Place of Admission: CARLTON CAMPUSYear 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		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	
ECOND SEMESTER, 2011-2012:					C- 2.75 77 - 79	
NGL 1	ENGLISH FOR ACAD & TECH PURPOSES	78	3		D 3.00 75 - 76	
L 2	PAGBASA AT PAGSULAT SA IBAT IBANG DISIRPLINA	79	3		F 5.00 74 & below	
S 1	INTRO TO LIB AND INFO SCIENCE	83	3		FOR GRADUATE LEVEL	
AT SC 2	INTRODUCTION TO PHYSICAL SCIENCE	75	3		Passing Grade 85%	
STP 2	NATIONAL SERVICE TRAINING PROGRAM 2	85	3		Failure below 85%	
E 2W	FUND IN RHYTHMIC ACTIVITIES	90	2		(Supplementary Marks)	
DC SC 2	GEN PSYCHO W/ DRUG ABUSE EDUCATION	78	3		NC - No Credit	
JMMER 2012:					WP - Withdrawal with Permission	
ATH 2E	PLANE & SPHERICAL TRIGONOMETRY	77	3		INC - Incomplete	
DC SC 1	PHII IPPINE HISTORY	80	3		NFE - No Final Examination	
RST SEMESTER, 2012-2013:					DRP - Dropped	
L 3	MASINING NA PAGPAPAHAYAG	77	3		F - Failure	
JM 1	INTRO TO ART EDUCATION	79	3		UD - Unofficially Dropped	
T 1	WORD PROCESSING & SPREADSHEET	75	3			
S 2	COLLECTION MANAGEMENT	77	3		"ACCREDITED"	
S 3	ORG. OF INFORMATION SOURCES	78	3		(Exempted from Special Order)	
E 3W	INDIVIDUAL/DUAL SPORTS/GAMES	76	2		REGISTRY OF GRADUATES	
VE 3	VALUES IN WORSHIP & SACRAMENTS	80	3		(ROG) No. _____	
ECOND SEMESTER, 2012-2013:					Series _____	
S 4	ORG. OF INFO. SERVICES 2	78	3		Date _____	
S 5	INFO. SOURCES AND SERVICES 1	86	3		"NON-ACCREDITED"	
S 6	INFORMATION TECHNOLOGY 1	85	3		SO No. <u>50-842201-1</u>	
S 7	LIBRARY LIT FOR CHILDREN & YOUNG ADULTS	82	3		Series <u>2016</u>	
E 4W	TEAM SPORTS/GAMES	89	2		Date <u>Feb. 19, 2016</u>	
VE 2	VALUES IN THE LIFE & TEACHINGS OF JESUS	79	3			
DC SC 4	LIFE & WORKS OF DR. JOSE RIZAL	82	3		CERTIFIED TRUE COPY OF THE ORIGINAL	
JMMER 2013:					<u>TOMAS J. R. DE AUSTRIA, MIT</u> <u>REGISTRAR</u>	
/E 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			
					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

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:
 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

IMPLEMENTATION

I.2. The library is administered and supervised by

I.2.2. At least a master's degree holder in MS Library and Information Science or MAED/MA in Library Science.



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

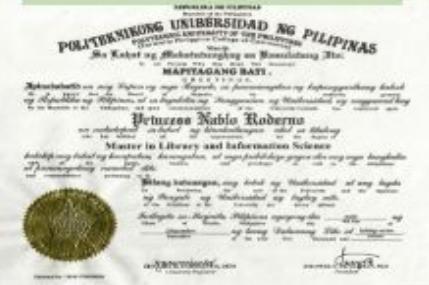


Cavite State University
BS Psychology

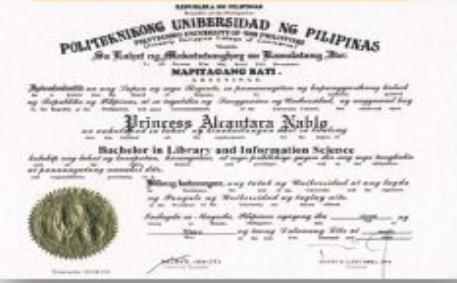


MS. PRINCESS N. RODERNO, RL, MLIS

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



Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
PROFESSIONAL IDENTIFICATION CARD

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.

19-283175

Signature of Professional

Eye Cook

TEOFILO S. PILANDO, JR.

Chairman



Creating a Community of Life-Long Learners

POLYTEKNIKONG 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

kulakih 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 katuranagan, 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.

Initayda sa Manila, Philippines ngayong ika — walo — ng
Given at Manila, Philippines this 8th day of
Disyembre — ng taong Dalaang Libo at lahatng-simun —.
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.

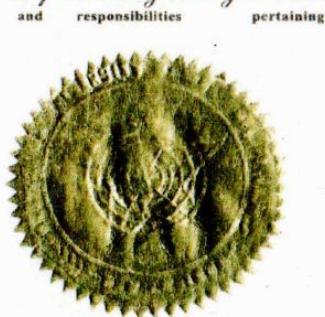
Ipinabahati na ang Supon ng mga Regente, sa pamamagitan ng kapangyarihang kalokong Republika ng Pilipinas, at sa tagubilin ng Sanggunian ng Universidad, ay naggawad kay by the Republic of the Philippines, and upon recommendation of the University Council, has conferred upon

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 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

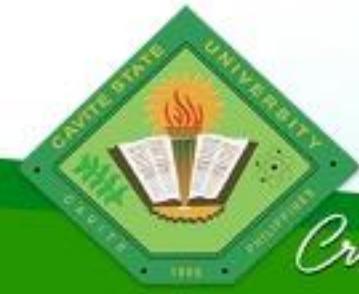
ZENIDA R. SARMIENTO, DEM
Acting University Registrar

Checked By :

ZENAIDA P. SALAZAR

IMPLEMENTATION

I.3. The Head Librarian directs and supervises the total operation of the library and is responsible for the administration of its resources and 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

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:

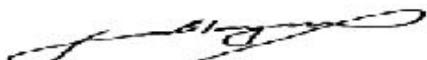
- a. Supervises all library services and activities;
- b. Plans and implements library programs and projects, including staff development in consultation with the Library Advisory Committee;
- c. Prepares the budget of the library in consultation with the Campus Administrator;
- d. Prepares the annual 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

Designation



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
Indang, Cavite, Philippines
Administrative Services
Reference No.: A-210323-0957
Received: By: LAURO B. PASCUA
Date: 3-23-21
(Pls. use the Ref. No. for Recording / Follow-up)

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:

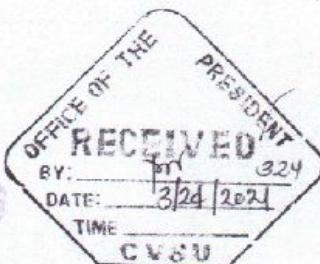
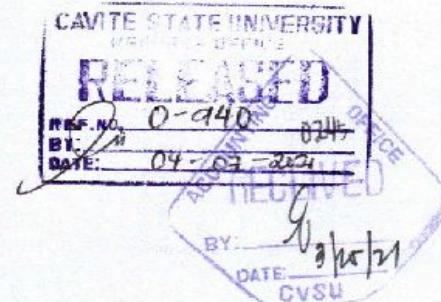
MA. AGNES P. NUESTRO, PhD
Vice President for Academic Affairs

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



IMPLEMENTATION

I.4. The Head Librarian preferably with an academic rank, actively participates in the academic and administrative activities of the institution.



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

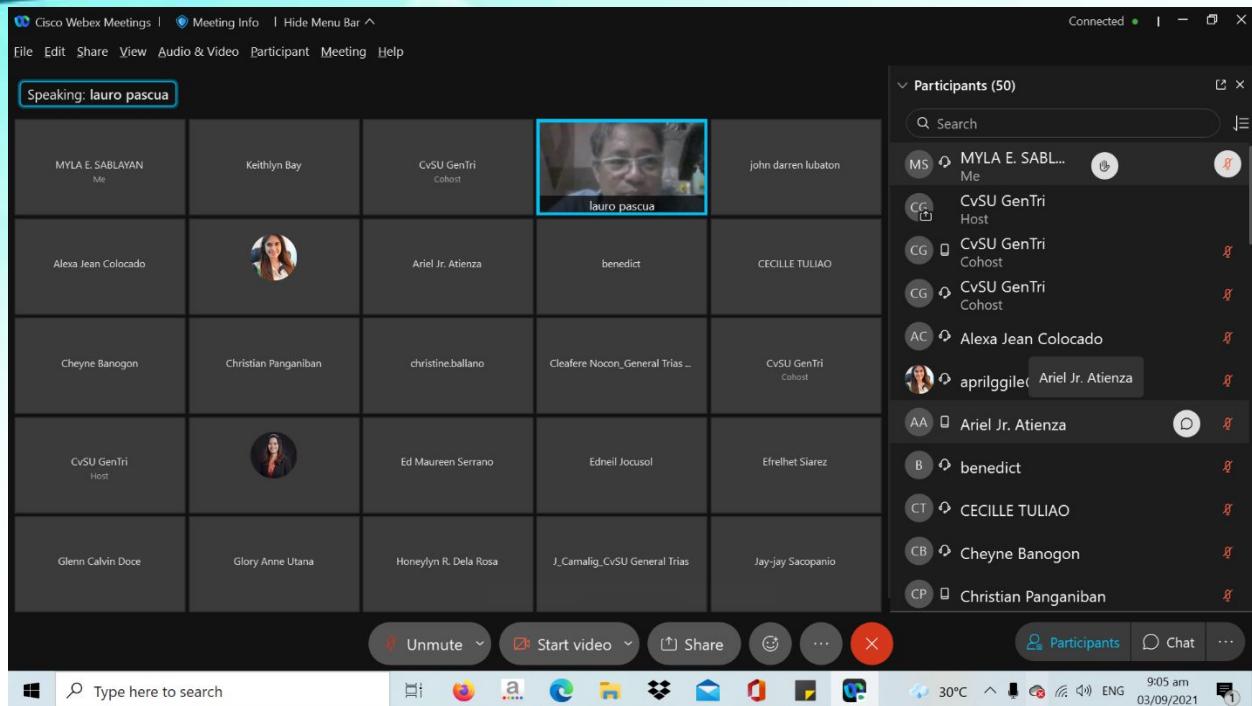
MYLA E. SABLAYAN Me	Keithlyn Bay	CvSU GenTri Cohost	 lauro pascua	john darren lubaton
Alexa Jean Colocado		Ariel Jr. Atienza	benedict	CECILLE TULIAO
Cheyne Banogon	Christian Panganiban	christine.ballano	Cleafeire Nocon_General Trias_	CvSU GenTri Cohost
CvSU GenTri Host		Ed Maureen Serrano	Edneil Jocosol	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
CAVITE STATE UNIVERSITY
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.



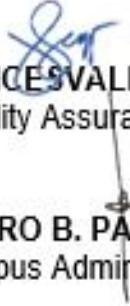


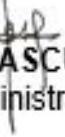
Republic of the Philippines
CAVITE STATE UNIVERSITY
Gen. Trias City Campus
Bray. Vibora, General Trias City, Cavite
437-0693 | www.cvsu.edu.ph

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

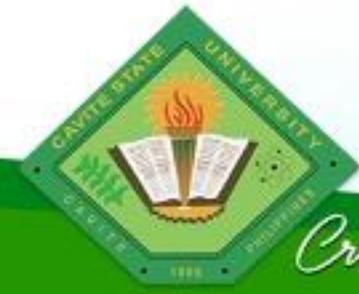
Ms. Christalene Jewel M. Mercado

OIC Campus Secretary

JOHN RIEL B. LABIANG
Alumni Affairs Coordinator
MODERATOR

IMPLEMENTATION

I.5. The annual accomplishments and other reports of the library are promptly submitted to the higher offices concerned.



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.

IMPLEMENTATION

I.6. A Library Development Plan is prepared in consultation with the institution's officials and stakeholders.



❖ 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



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	✓	✓				✓	✓		✓	✓
--------------	-------------------	---	---	--	--	--	---	---	--	---	---

CAADAN, EDWIN Y.	Library Assistant	✓	✓				✓		✓		
------------------	-------------------	---	---	--	--	--	---	--	---	--	--

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



	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
--	---	---	-----------------------------------	--	--	--	--	------------------	------------------	-------------------	----------

Prepared by:



MYLA ESTRADA SABLAYAN, RL
Campus Librarian



BS OFFICE ADMINISTRATION

OUTCOME/S

O.1 The goals and objectives of the Library are satisfactorily attained.





Republic of the Philippines
CAVITE STATE UNIVERSITY

GENERAL TRIAS CITY CAMPUS
City of General Trias, Cavite, 4107
(046) 509-4148
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

OUTCOME/S

O.2 The library organizational structure is well-designated and effectively implemented.



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:

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

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



SYSTEM-INPUTS AND PROCESSES

S.1. The library has the following qualifications:

S.1.1. 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

Click to access the file

[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					FOR UNDERGRADUATE LEVEL
RST SEMESTER, 2011-2012:					LETTER GRADE NUMERICAL GRADE PERCENTAGE EQUIVALENT
NGL +	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
ECOND SEMESTER, 2011-2012:					C- 2.75 77 - 79
NGL 1	ENGLISH FOR ACAD & TECH PURPOSES	78	3		D 3.00 75 - 76
L 2	PAGBASA AT PAGSULAT SA IBAT IBANG DISIRPLINA	79	3		F 5.00 74 & below
S 1	INTRO TO LIB AND INFO SCIENCE	83	3		FOR GRADUATE LEVEL
AT SC 2	INTRODUCTION TO PHYSICAL SCIENCE	75	3		Passing Grade 85%
STP 2	NATIONAL SERVICE TRAINING PROGRAM 2	85	3		Failure below 85%
E 2W	FUND IN RHYTHMIC ACTIVITIES	90	2		(Supplementary Marks)
DC SC 2	GEN PSYCHO W/ DRUG ABUSE EDUCATION	78	3		NC - No Credit
JMMER 2012:					WP - Withdrawal with Permission
ATH 2E	PLANE & SPHERICAL TRIGONOMETRY	77	3		INC - Incomplete
DC SC 1	PHII IPPINE HISTORY	80	3		NFE - No Final Examination
RST SEMESTER, 2012-2013:					DRP - Dropped
L 3	MASINING NA PAGPAPAHAYAG	77	3		F - Failure
JM 1	INTRO TO ART EDUCATION	79	3		UD - Unofficially Dropped
T 1	WORD PROCESSING & SPREADSHEET	75	3		ACCREDITED
S 2	COLLECTION MANAGEMENT	77	3		(Exempted from Special Order)
S 3	ORG. OF INFORMATION SOURCES	78	3		REGISTRY OF GRADUATES
E 3W	INDIVIDUAL/DUAL SPORTS/GAMES	76	2		(ROG) No. _____
VE 3	VALUES IN WORSHIP & SACRAMENTS	80	3		Series _____
ECOND SEMESTER, 2012-2013:					Date _____
S 4	ORG. OF INFO. SERVICES 2	78	3		"NON-ACCREDITED"
S 5	INFO. SOURCES AND SERVICES 1	86	3		SO No. 50-842201-1
S 6	INFORMATION TECHNOLOGY 1	85	3		Series 2016
S 7	LIBRARY LIT FOR CHILDREN & YOUNG ADULTS	82	3		Date Feb. 19, 2016
E 4W	TEAM SPORTS/GAMES	89	2		CERTIFIED TRUE COPY OF THE ORIGINAL
VE 2	VALUES IN THE LIFE & TEACHINGS OF JESUS	79	3		<i>[Signature]</i>
DC SC 4	LIFE & WORKS OF DR. JOSE RIZAL	82	3		TOMAS JR. R. DE AUSTRIA, MIT REGISTRAR
JMMER 2013:					
/E 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]
WILFRED F. CABAUATAN, Ph.D.
Registrar

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

[Signature]
ROWENA KATHLEEN H. ABALOS, CPA
Treasurer



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**
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

BS OFFICE ADMINISTRATION

SYSTEM-INPUTS AND PROCESSES

S.1. The library has the following qualifications:

S.1.2. MS in Library and Information Science or MAED/MA in Library Science for the Institution.



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

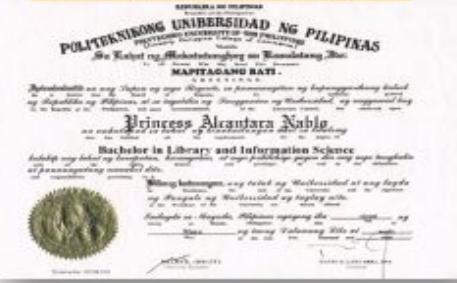


MS. PRINCESS N. RODERNO, RL, MLIS

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

EMANUEL C. BEGUIN, 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.

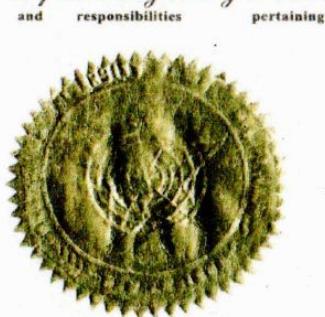
Ipinabahati na ang Supon ng mga Regente, sa pamamagitan ng kapangyarihang kalokong Republika ng Pilipinas, at sa tagubilin ng Sanggunian ng Universidad, ay naggawad kay by the Republic of the Philippines, and upon recommendation of the University Council, has conferred upon

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, karangalan, at mga priilehiyo gayon din ang mga tungkulin with all the rights, honors, and privileges as well as the obligations at pananagutang 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

SYSTEM-INPUTS AND PROCESSES

S.2. The library meets the required number of qualified and licensed librarians and staff to meet the needs of the school population and the ratio of:

S.2.1. one (1) Licensed Librarian with two (2) full time staff for the first 500-student population





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

SYSTEM-INPUTS AND PROCESSES

S.2. The library meets the required number of qualified and licensed librarians and staff to meet the needs of the school population and the ratio of:

S.2.2. one (1) additional full time Professional Librarian with one (1) full time staff for every additional 1,000 students.



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

SYSTEM-INPUTS AND PROCESSES

S.3. There is a continuing staff development program with the corresponding financial assistance from the institution





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)

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



IMPLEMENTATION

I.1 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		





CAVITE STATE UNIVERSITY
PRE-RETIREMENT
PROGRAM

Human Resource
Development Office

Certified True Copy:


EILEEN I. CUBILLO
Administrative Officer V
Records Office, CvSU
11-10-04



INTRODUCTION

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

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

PARTS OF THE PRE-RETIREMENT PROGRAM

A. DESIGN

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

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

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

B. TECHNIQUE

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

Certified True Copy:

Eileen L. Curiel

EILEEN L. CURIEL
Administrative Officer V
Records Office/CysU
10-11-94



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

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

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

C. RESOURCES

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

1. Personnel

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

2. Materials

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

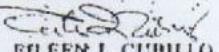
3. Facilities

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

D. OBSERVATIONS ON RETIREMENT CEREMONIES

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

Certified True Copy


EILEEN L. CUBILLO
Administrative Officer V



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

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

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

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

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

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

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

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

Certified True Copy:


ELPIDIO L. CUBILLO
Administrative Officer P



- 1 . A small luncheon party (or dinner) during the month of retirement to which management representatives of the organization, immediate supervisors, close friends, the retiring member and spouse are invited;
2. An informal afternoon coffee hour for the retiree and fellow workers on the day of retirement; and
3. A certificate, merit award and a token which will be given during the Foundation Day of University every year.

Certified True Copy.

Eileen I. Curiel
EILEEN I. CURIEL
Administrative Officer V
Records Officer, CSVU
10-12-97



Click to access the full copy of the file

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



OUTCOMES

I.1 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

Click to access the file

[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



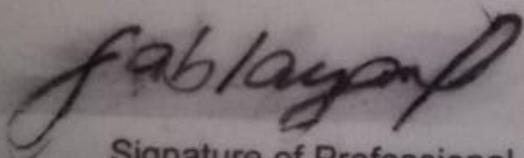
Professional Regulation Commission
www.prc.gov.ph

CERTIFICATION

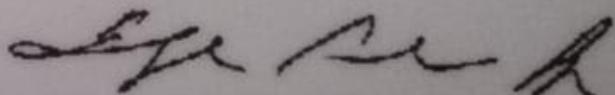
This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

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



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

WILFRED F. CABAUATAN, Ph.D.
Registrar

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

[Signature]
ROWENA KATHLEEN H. ABALOS, CPA
Treasurer



OFFICIAL TRANSCRIPT OF RECORDS

Name: SABLAYAN, MYLA ESTRADA

ID Number: 1110122

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)

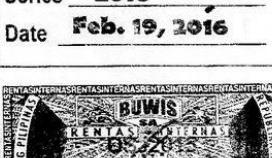
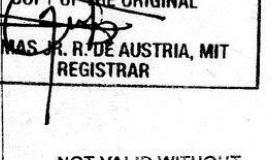
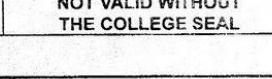
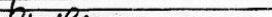
Date of Admission: JUNE 15, 2011

Entrance Data: 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
SECOND SEMESTER, 2013 - 2014:					FOR UNDERGRADUATE LEVEL
LIS 11	MANAGEMENT OF LIBRARIES AND INFORMATION CENTERS 2	79		3	LETTER GRADE
LIS 12	RESEARCH METHODS AND EVAL IN LIS	85		3	NUMERICAL GRADE
LIS 13	SPECIAL MATERIALS	82		3	PERCENTAGE EQUIVALENT
LIS 14	SCHOOL LIBRARIES	84		3	A 1.00 99 - 100
LIS 15	ACADEMIC LIBRARIES	82		3	A- 1.25 97 - 98
LIS 16	SPECIAL LIBRARIES	80		3	B+ 1.50 94 - 96
LIS 18	ARCHIVES MANAGEMENT	80		3	B 1.75 91 - 93
SUMMER 2014:					B- 2.00 87 - 90
LIS 17	PUBLIC LIBRARIES	84		3	C+ 2.25 83 - 86
LIS 21	DATABASE DESIGN	89		3	C 2.50 80 - 82
FIRST SEMESTER, 2014 - 2015:					C- 2.75 77 - 79
ENGL 2	EFFECTIVE WRITING	77		3	D 3.00 75 - 76
ENGL 3	ORAL COMMUNICATION	81		3	F 5.00 74 & below
LIS 22	LIBRARY AUTOMATION AND SYSTEMS	86		3	FOR GRADUATE LEVEL
LIS 23	DIGITAL LIBRARIES AND RESOURCES	89		3	Passing Grade 85%
MATH 1	COLLEGE ALGEBRA	76		3	Failure..... below 85%
PHILO 1	LOGIC	75		3	(Supplementary Marks)
SOC SC 5	POLITICS, GOVERNANCE & NEW CONSTITUTION	87		3	NC - No Credit
SECOND SEMESTER, 2014 - 2015:					WP - Withdrawal with Permission
EDUC 1B	THEORY 2-FACILITATING LEARNING	79		3	INC - Incomplete
EDUC 5B	PRINCIPLES OF TEACHING 2	76		3	NFE - No Final Examination
LIS 24	SYSTEM ANALYSIS AND WEB DESIGN	94		3	DRP - Dropped
LIT 1	PHILIPPINE LITERATURE	75		3	F - Failure
LIT 2	WORLD LITERATURE	81		3	UD - Unofficially Dropped
SOC SC 6	PRIN OF ECONOMICS, TAXATION & CARP	82		3	
FIRST SEMESTER, 2015 - 2016:					"ACCREDITED"
LIS 25A	LIBRARY PRACTICE 1 (IN CAMPUS)	93		3	(Exempted from Special Order)
SECOND SEMESTER, 2015 - 2016:					REGISTRY OF GRADUATES
LIS 25B	LIBRARY PRACTICE II (OFF CAMPUS)	87		3	(ROG) No. _____
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.					"NON-ACCREDITED"
----- ENTRY BELOW THIS LINE NOT VALID -----					SO No. 50-842201-1
					Series 2016
					Date Feb. 19, 2016
					
					
					
					
					



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:

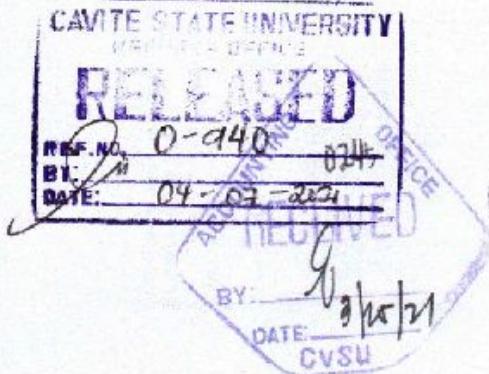
MA. AGNES P. NUESTRO, PhD
Vice President for Academic Affairs

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

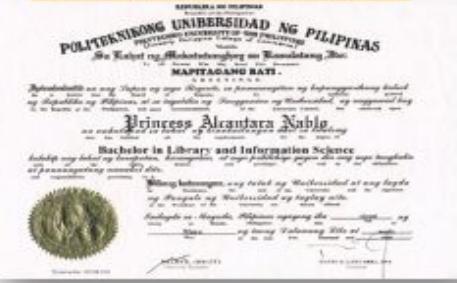


MS. PRINCESS N. RODERNO, RL, MLIS

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
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.

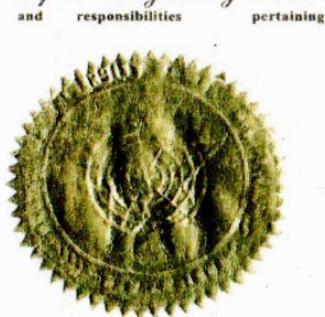
Ipinabahati na ang Supon ng mga Regente, sa pamamagitan ng kapangyarihang kalokong Republika ng Pilipinas, at sa tagubilin ng Sanggunian ng Universidad, ay naggawad kay by the Republic of the Philippines, and upon recommendation of the University Council, has conferred upon

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, karangalan, at mga priilehiyo gayon din ang mga tungkulin with all the rights, honors, and privileges as well as the obligations at pananagutang 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**



SYSTEM-INPUTS AND PROCESSES

S.1

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



Click to access the full copy of the file

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

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



System -Input and Processes

S.2-S.3

S.2. There is a core collection of at least:

2.1. 5, 000 titles for the Academic Unit Library; or

S.2.2. 10, 000 titles that support the instruction, research and other programs for an institution 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

**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

www.cvsu.edu.ph

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

BS Office Administration

C. COLLECTION DEVELOPMENT,
ORGANIZATION AND PRESERVATION

System -Input and Processes

S.4-S.5



BS OFFICE ADMINISTRATION

S.4. The Non-print, digital
and electronic resources
are available.



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
▼

Search

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

Databases

All Databases

[Change database ▾](#)

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

1
2
3
4
5
6
7
8
9
10
Sort by Relevance ▾

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](#)

[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

[Add to saved list](#)

Series

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

<https://portal.iglibrary.com/iglibrary/search?searchid=16265126230796Et17uRRwXghJbUrWtQE#> fic Publishing , 2023 ; English ; 73 Pages

https://www.scopus.com/home.uri?fbclid=IwAR3SI57KPWKFSrlVv_i-9nZzRetiGPYyK2lcWvPvY4aQee-ZGhNciWnrjlw



Scopus Preview

Author search Sources

Create account Sign in

Welcome to Scopus Preview

What is Scopus ↗ Blog ↗



Check access

Check if you have access through your sign in credentials or via your institution.

[Check Scopus access](#)

Check out your free author profile!

Did you know Scopus offers free profiles to all indexed authors? Review yours, claim it, and update it — all for free!

[View your author profile >](#)

Search for an author profile

Author last name: ng hui
Author first name: ng in

Affiliation: ng university of brunei

ORCID: 0000-0002-1234-5678

Phone number: 0000-0000-0000-0000

About Scopus Language: English Customer Service: Help

Scopus content

[Content coverage guide](#) PDF

Looking for free journal rankings and metrics?

Sources

Introducing Citelister metrics for serials

The new Citelister metrics provide comprehensive, current and fast metrics for serial titles in Science, Social Science and Business. Find a serial and see the metrics. Use the annual serial title in Science, Social Science and Business to find a serial and see the metrics. Use the annual serial title in Science, Social Science and Business to find a serial and see the metrics. Be sure to use our journal as well as the below journal metrics when presenting your research impact, and always use more than one metric for the quantitative part.

https://www.sciencedirect.com/science/article/abs/pii/S1475158512000768



ScienceDirect

Journals & Books

Search

?

Register

Sign in

View PDF



Access through Cavite State University

Purchase PDF

Search ScienceDirect



Journal of English for Academic Purposes

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



Recommended articles

No articles found.

Citing articles

Academic writing in the business school: The genre of the business case report

Philip Nathan

Show more

+ Add to Mendeley Share Cite

<https://doi.org/10.1016/j.jeap.2012.11.003>

Get rights and content



BS OFFICE ADMINISTRATION

BS Office Administration

C. COLLECTION DEVELOPMENT, ORGANIZATION AND PRESERVATION

S.5. There is an integrated library system.



Not secure | library.csvu.edu.ph:81/index.php



Cavite State University

Integrated Library System

E-Books

Search By Title, Author, Subject Or ISBN



Home

Categories ▾

GENERAL TRIAS CAMPUS (Staff) ▾

What's New?

Newly Added E-Books

[View All](#)

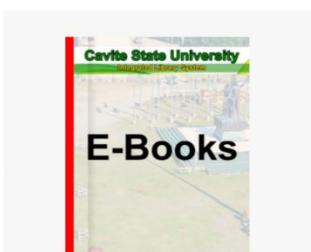


Not secure | library.csvu.edu.ph:8000



Cavite State University

Integrated Library System

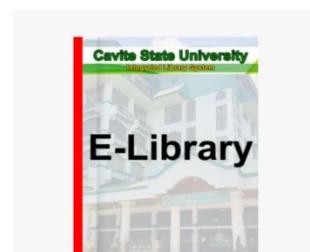


E-Books

CvSU E-Books

Developed By: CvSU MIS Team

[Visit This Page](#)

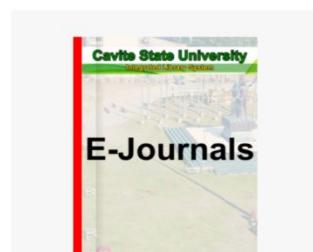


E-Library

CvSU E-Library System

Powered by Koha

[Visit This Page](#)



E-Journals

CvSU E-Journals

Developed By: CvSU MIS Team

[Visit This Page](#)

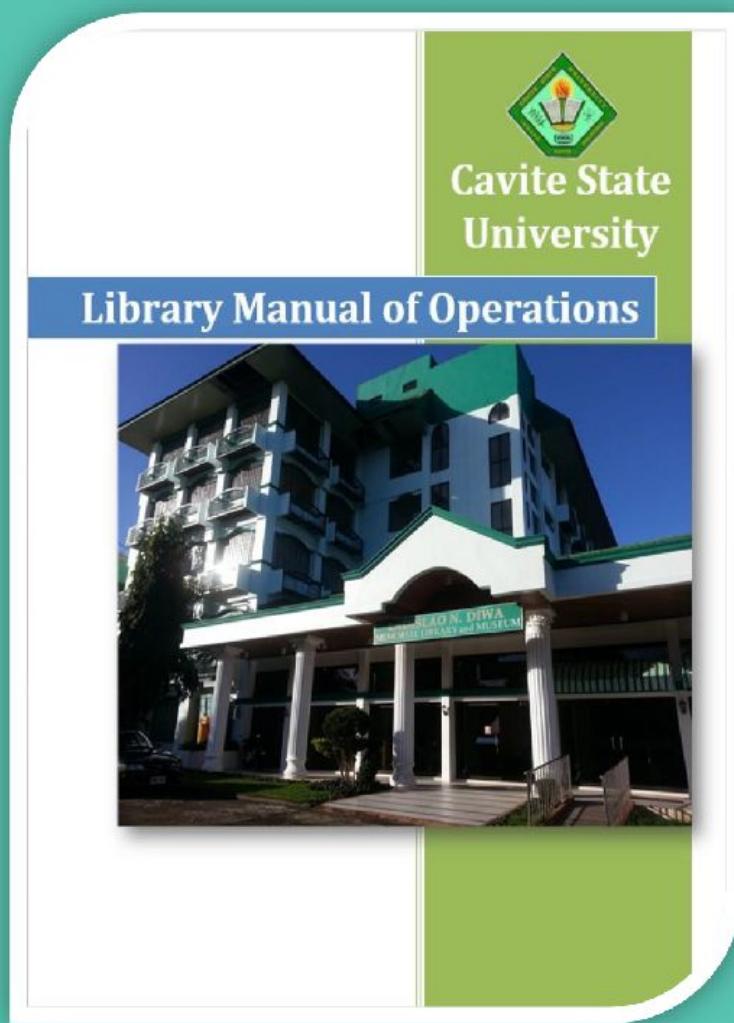
System -Input and Processes

S.6

S.6. There are provisions for the preservation, general care, and upkeep of library resources.



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

BS OFFICE ADMINISTRATION

Cavite State University Library Manual of Operations

**Cavite State University
Indang, Cavite
Philippines
2017**

**BOR Resolution No. 44, Series of 2017
Administrative Council (Approval Date: May 17, 2017)
Academic Affairs Resolution Number 3, Series of 2017
Library Advisory Committee Resolution No.1, Series 2016**



TABLE OF CONTENTS

Title	Page
Title Page	i
Table of Contents	ii
List of Tables	vii
List of Figures	viii
RULE 1. Cavite State University	1
1. Vision	1
2. Mission	1
3. Aims	1
RULE 2. The Ladislao N. Diwa Memorial Library (LDML)	2
1. LDML Vision	2
2. LDML Mission	2
3. LDML Goals	2
4. LDML Objectives	2
5. History	2
6. Organizational Structure of CvSU Library System	3
RULE 3. Library Advisory Committee	5
1. Composition	5
2. Duties and Responsibilities	5
RULE 4. Library Personnel's Duties and Responsibilities	6
1. University Librarian	6
2. Librarian	6
In-Charge of Circulation, Reference and Reserve Section	7
In-Charge of Filipiniana, Theses, Serials and Accreditation Section	7
In-Charge of Technical Services and E-Library Section	8





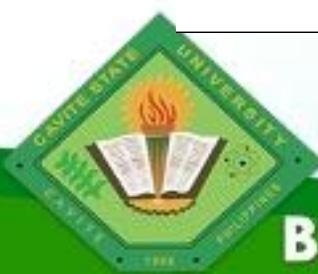
3.	Library Assistant	8
	Filipiniana Section	9
	Theses Section	9
	Serials Section	10
	Accreditation Section	11
	Circulation Section	11
	Reference Section	12
	Reserve Section	12
	Technical Services for Print Resources	13
	Technical Services for Non-Print Resources	14
	E-Library Section	14
4.	Secretary	15
5.	Public Information Officer	15
6.	Library Aide	16
	In-Charge of Maintenance Section	16
	General Maintenance	16
	Internal Building Maintenance	17
	Baggage Counter	17
7.	Provision for Working Students	18
	Rule 5. Library Sections and Services Offered	19
1.	Reader's Services or Public Services	19
	Online Public Access Catalog (OPAC)	19
	Circulation Section	19
	Filipiniana Section	20
	Reference Section	20
	Reserve Section	22
	Theses Section	22
	Serials Section	22
2.	Electronic Resources Section	25
3.	Technical Services Section	25
	Selection	25
	Acquisition	26
	Material Processing	26
	Accessioning	26
	Cataloging	27
	Classification	28

LIST OF TABLES

	Page
Table 1. Accession registry	27
Table 2. Level of collecting intensity	39
Table 3. Library of Congress Classification schedules	47
Table 4. Dewey Decimal Classification schedules	54
Table 5. Illustration of the eight areas and examples of catalog record	56
Table 6. Overdue fines	94



	Disaster Preparedness	82
	Responsibility	82
	Selection of Materials for Preservation	82
10.	Weeding of Library Materials	83
	Weeding Criteria	83
	Weeding Criteria of Specific Subject Field	84
	Procedure for Weeding	89
11.	Collection Analysis and Evaluation	91
	Introduction	91
	Methods Used for Evaluating Library Collection	91
12.	Updating	91
RULE 7. Library Rules and Regulations		92
1.	General Rules	92
2.	Library Fee	95
3.	Guidelines for Administrators, Faculty and Personnel	95
4.	E-Library Rules and Regulations	96
5.	User's Decorum/Code of Ethics for Library User's	98
6.	Library Personnel Decorum	98
RULE 8. Staff Development Program		99
1.	Objectives	99
2.	Staff Development Opportunities	100
3.	Policy	101
4.	Responsibility	101
5.	Funding	101
6.	Programming	101
	Professional Programs	101
	Non-Professional Programs	101



APPENDICES	
Annex A: Codes for Levels of Collecting Intensity	103
Annex B: Library Forms	104
Annex C: Code of Ethics for Librarians	106
Annex D: CHED Minimum Requirement for Library	120
	125



LIST OF TABLES

	Page
Table 1. Accession registry	27
Table 2. Level of collecting intensity	39
Table 3. Library of Congress Classification schedules	47
Table 4. Dewey Decimal Classification schedules	54
Table 5. Illustration of the eight areas and examples of catalog record	58
Table 6. Overdue fines	94



LIST OF FIGURES

	Page
Figure 1. Organizational Structure of the University Library	4
Figure 2. Flowchart of reader's services using the open shelf system	21
Figure 3. Flowchart of reader's services using close shelf system	24
Figure 4. Flowchart for cataloging classification process	29
Figure 5. Example of author as main entry	59
Figure 6. Example of corporate body as main entry	60
Figure 7. Example of personal name added entry	61
Figure 8. Example of title as main entry	61
Figure 9. Example of main entry under title with 4 or more authors	62
Figure 10. Example of call number	68
Figure 11. Call number and its respective Cutter's number	69
Figure 12. Work mark of the biographies of the same person/author	71
Figure 13. Flowchart for weeding of library materials	90





For example: Johnson would be J63 and Johnstone J65.

- i. Very often a main entry is under title (e.g. periodicals, anonymous works, government publications, almanacs, encyclopedias, etc.). In this case the Cutter number is taken from the first word in the title (exclusive of articles). An example would be St7 for *The Story of the Wise Men; World Almanac* would be W89. (There is, of course, no work mark).
- j. To ensure that all biographies of the same person will stand together on the shelf, the Cutter number is taken from the name of the biographies, not the author. All biographies of Lincoln would be under L63. The work mark in this case is not taken from the title, but is the first letter of the author's surname. Thus Charnwood's the use of a second letter is sometimes necessary (**Figure 12**).

Current's biography of Lincoln would be L63cu.

Figure 12. Work mark of the biographies of the same person/author

Article 9. Preservation and Conservation of Library Materials

Section 1. Definition of Terms

- **Preservation.** Defined as 'all managerial, technical and financial considerations applied to retard deterioration and extend the useful life of (collection) materials to ensure their continued availability'.
- **Conservation.** The direct intervention to prevent make good damage to materials.
- **Disaster Recovery Plan.** Disaster Recovery Plan for library materials outlines procedures for salvaging a wide variety of library materials in the event of a disaster or minor emergency.



Section 2. Factors of Deterioration

Deterioration is a change of original state of any material by interaction between the object and the factors of destruction. The different types of deterioration of the paper based materials are reflected in wear and tear, shrinkage, cracks, brittleness, warping, bio-infestation, discoloration, abrasion, hole, dust and dirt accumulation etc. Library materials are susceptible to deterioration by the some factors, namely, Environmental factors, Biological factors, Chemical factors, Human factors and Disasters.

a. Environmental Factors

▪ Light

Whether natural light or artificial light paper gets deteriorated when it is exposed to light. Especially sunlight, has a serious damaging effect on written or printed paper materials. The ultraviolet radiation of light are mainly responsible for photochemical degradation of paper which takes place rapidly when paper is exposed to sun light in presence of air (oxygen). When some portion of cellulose is oxidized to oxycellulose, the long cellulose chains are broken and the paper becomes weak and brittle. Fading of ink and dye of the coloured paper and yellowing of white paper also takes place due to the formation of oxycellulose. Artificial light like fluorescent tube light also radiates a high percentage of ultraviolet rays which cause deterioration by yellowing the paper. However, the amount of damage by light depends upon the following factors.

- 1) Intensity of light- as the intensity of light increases the rate of deterioration of the paper also increases.
- 2) Duration of exposure- the duration of exposure of paper to light is directly proportional to its deterioration.
- 3) Distance from the source of light- more the distance, less the damage.

Heat

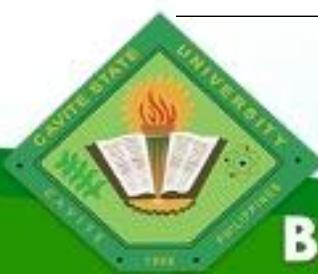
Usually the source of heat is high atmospheric temperature. Heat is measured in terms temperature either in Centigrade scale or Fahrenheit scale. High heat with low humidity causes dehydration of cellulose fibers and the paper becomes brittle. It loses its flexibility to the extent that it tends to crumble on touch. On the other hand, high temperature with high humidity creates the condition for the growth of moulds. If electric bulbs are used for lighting purpose, they increase room temperature as high powerful bulbs generate more heat. Besides, extreme variation in temperature (say 50°C in winter and 450°C in summer) affects the physical condition of the library materials.

Humidity and Moisture

Humidity is the amount of moisture in the atmospheric air. The moisture is measured in terms of relative humidity. All organic objects absorb water to a greater or lower extent and the water goes inside the object through surrounding air. Because of this absorbency property, the paper absorbs more moisture when there is high humidity. Certain amount of humidity is necessary for the flexibility of paper but in prolonged high humid condition, paper becomes soggy and the moisture weakens the fibers of paper. Moisture is the root cause of various types of physical, chemical and biological deterioration of library materials. It weakens the adhesive and makes the book binding loose. It also weakens the sizing elements of paper and causes spreading of ink. Moisten pages of book often stuck together. It also accelerates various types of chemical deterioration as a result of which paper becomes yellow and stained with spots. Moisture also promotes the growth of fungus, which cause damage to paper and book binding materials.

Dust and Dirt

Fine dry particles of any matter present in the air are known as dust. Dust, which is highly





dangerous for the library and archival collection, composed of soil, tar, metallic substances, fungus spores and moisture among other things. Since dust is air borne it settles down on any surface of the object. Dust is hygroscopic in nature and when it is mixed with high humidity, it is transformed into dirt and if this dirt sticks to the surface of the books, it becomes difficult to remove. Dust and dirt are sources of both physical and chemical degradation of the library collection. Dust acts as a nucleus around which moisture collects and this moisture provides the necessary humidity for the growth of fungus and for chemical reaction, which lead to the formation of acids. Since dust and dirt are solid particles of varying size and hardness they exert abrasion on the surface of the books.

Water

Water occurs in all the normal state of matter- solid, liquid and gas. It acts as a physical agent of deterioration by causing hygroscopic materials to undergo dimensional changes. Water, which is harmful for the library collection may come from sources like natural calamities, human negligence, from leaking roofs, defective plumbing and through open windows at the time of raining. Excessive water brings about biological attack on paper, which is usually manifested as the growth of fungus or mildew. The effects of water are stained paper, rotted leather, smeared ink, weaken adhesive, sustained fungi etc. Water also does injury to the steel furniture due to rusting.

b. Biological Factors

The deterioration caused by biological agents such as micro-organisms, insects and rodents is generally known as bio-deterioration. Almost all book components, be it paper, leather, textiles or straw board used for binding are prone to attacks by these biological agents. The problem of bio-deterioration is a matter of considerable significance of tropical hot and humid climate like India. The climatic condition





accelerates the growth and multiplication of living organisms. There is perhaps no library, which has not suffered the ravages of these agents of bio-deterioration. These biological agents can be subdivided into micro-organisms (fungus or molds, bacteria etc.), insects, rodents, micro- organisms

- **Fungus**

Fungus is a large heterogeneous group of plant organisms. The fungal spores are present in the earth, water and air and remain in a dormant state for long periods. These spores sprout and grow when they have the required moisture and heat. Generally fungi grow in a relative humidity range of 63-100% and temperature range of 15-35°C. In libraries fungal growth is known as mold or mildew and they appear as brown/black vegetative growth on paper, leather and textiles. Fungus consume cellulose and also thrive on nutrients in leather, glues, pastes, binding threads etc. They weaken and stain the paper and can cause discoloration.

- **Bacteria**

Besides fungus, bacteria also decompose cellulose in paper and binding textiles.

- **Insects**

Even though there are thousands of insects, only certain insects badly damage the archive-library materials. They are silverfish, cockroaches, booklice, bookworms and termites.

- **Silverfish**

The main sources of these insects are food materials like starch, glue and gelatin which are used in paper as sizing materials. Dust and dirt also attract these insects. They're fond of dark places and are active at night only. Silverfish do not have wings and are silvery or pearl gray in color and about 8 to 10 mm. in length. They eat the surface of the paper and also eat gum from postage stamps, envelopes etc. They grow holes in paper, prints, photographs, catalogue cards and cardboard boxes. The dark spaces on the



library racks, catalogue cabinets, and drawers are the places for their egg laying.

- Cockroaches

Cockroaches are common all over the world which are brown or blackish brown in color. They eat paper leaves, bookbinding, fabrics and other organic materials. They are frequently found in libraries, archives and museums and are very active during the night. They live in corners which are damp, cleavages in walls and floors, behind and beneath shelves and in wooden cupboards. They excrete a dark brown liquid, which leave stains on the paper and become difficult to remove.

- Book Worms or Book Beetles

Bookworms affect very much books and manuscripts. As the name itself suggests they feed on paper and damage the paper extensively. In libraries the bookworms lay their eggs on the edges of the books and on the surface of the bookbinding. They make tunnels in the pages and boards of the books.

- Book Lice

Dark dusty areas filled with unused books, dampness and warmth are essential requirements for the growth of booklice. They are gray or white in colour. They injure the bindings of books by eating paste and glue and also eat the fungus formed in between the edges of inner cover of the books.

- Termites or White Ants

In the tropical climate the damages to the library materials due to termites are much. Wet or damp conditions are most suitable places for termites. They eat wood and paper and can attack any type of material containing cellulose. If once they start destroying the books they can do irreparable damage in no time. They leave mud encrustation on the attacked materials. They are of two categories like earth dwelling termites and wood dwelling termites. Earth





dwelling termites live in the soil and in the libraries their presence can be noticed by their mud tunnels on the walls, book cases and furniture. Wood dwelling termites live above the ground and enter the building through cracks and openings.

▪ Rodents

Rodents include mice, rats, squirrels and many other species. Mice and rats are mainly found in libraries and they find their way into buildings through dry drains and openings in doors and windows. In libraries they eat and destroy materials made up of paper, cloth, leather, glue, etc. These animals are very swift to move and hide in dark corners.

c. Chemical Factors

In the manufacturing of paper sometimes fibers are used with low cellulose contents and some chemical compounds like alum, rosin etc. are used for sizing of paper which cause acidic effect and facilitate chemical deterioration of the paper with the passage of time. Besides, in the atmosphere among various constituents unwanted materials such as oxides of carbon, sulphur, nitrogen and hydrogen sulphides are also present. Because of the absorption of the chemicals by the moisture absorbed by the paper, the library materials get affected. The notable deleterious substances for the library materials are sulphur dioxides, oxides of nitrogen and ozone. Sulphur dioxide is a hazard to cellulose materials like paper and cloth. The most familiar effect in libraries is the brown and brittle edges of books caused by sulphur dioxide. Most of the nitrogen dioxide comes from automobile exhausts & when it combines with oxygen and water turns into nitric acid. This nitric acid has strong acidic effects and attacks the dyes in ink, cloth, paper and leather. Ozone acts as a powerful destroyer of organic materials. It makes the colors of fabric book covers fade and the book binding materials such as leather, gelatin, glue and paste are also susceptible to deterioration by ozone in humid atmosphere.





d. Human Factors

Apart from physical and chemical factors, a serious cause of deterioration often is the casual attitude of the library staff as well as the users of the library towards books as physical objects. Librarians in charge of the documentary heritage are directly responsible for the overall conservation and preservation of their collections. But they are not always aware how to handle, store and use collections carefully to minimize damage and help preservation. The standard of care and handling of books by their custodians and users is often pretty low. Improper storage, faulty repairment, rough handling, deliberate abuse, folding the fore-edges of pages as a mark of reading, marking by ballpen, mutilation, vandalism are all examples of deterioration of books by human beings.

c. Disasters

No library is exempted to the devastations that can occur as a result of natural or manmade disasters. In libraries, archives and museums there is a likelihood of fire as the collections are mostly organic in nature. Once fire starts, it is difficult to save those materials which get fire. Items not directly engulfed in flames can be charred by soot and smoke. Heat emitted from fire causes bindings to shrink and warp and plastic base materials to melt. Water used for fighting fire can cause enormous damage. Besides fire, floods, high winds, cyclones, earth quakes are also agents of deterioration for the library collections. These will lead documents to absorb water, swell, warp and become extremely vulnerable to physical damage. Dyes and ink may bleed and book pages stick together. Leather bindings seriously warp and change shape. Effects of disasters on library collections are too obvious to comprehend.

Section 3. Care and Handling of Library Materials

Careful handling of library materials by all library staff is being practiced to help preserve the collections and to encourage users to do the same.





- a. Library collections should be kept in a cool, clean and low light area to ensure they last as long as possible.
- b. Both temperature and humidity are monitored in collection areas and checked regularly by the staff.
- c. Blinds are kept closed in storage areas, away from sunlight.
- d. Food and Drinks are never kept close to library materials; they can stain paper and increase the risk of pest infestation. Even vases, potted plants and cups of coffee are kept away from library materials.
- e. Library items are never left on the floor because they will be damaged by even the smallest leak.
- f. Pests are completely eliminated in the library.
- g. Hands should be always kept clean and dry while touching paper. Both skin oil and perspiration stain paper. Cotton gloves can be used, but might be too clumsy to handle fragile materials.
- h. Wet fingers should not be used to turn papers.
- i. Plenty of clean work space is always provided. Library items are kept on the table and not held in hands. Rare or tightly bound books are laid open on a book support available in the reading room.
- j. Never lean on books or documents for a writing surface. Use pencil when you are working with library materials.
- k. If essential notes, such as call numbers, need to be made in a book, use a soft lead pencil.
- l. If pages of books and other items must be marked, use acid-free paper strips. Do not fold the corners of pages or use printed, colored adhesive paper, such as "post-it" self adhesive notes.





- m. 13. Photocopying is one of the major causes of damage to library books. Some materials are difficult to handle and copy safely. Most importantly, do not press down on the spine of books while photocopying and take extra care with large and heavy books. There are some types of materials which are so fragile they should not be photocopied at all.
- n. If you have to move items than cannot be held comfortably in hand, use a trolley. Never overload a trolley, make two trips.
- o. Unnecessary metal clips, paper fasteners, pins and staples should be removed; rust stains and holes will eventually result if these are left in place. Remove carefully and, if necessary, replace with smooth, solid plastic paper clips, white cotton tape ties or an acid-free folder or pocket. Rubber bands should be removed and discarded because they curl and tear the edges of paper and will eventually age and break.
- p. Try not to overstuff or under-fill storage boxes – overstuffed cramps and creases items, under filling allows sagging and bending. Use fillers made of acid free materials.
- q. Generally books should be supported upright on the shelf by other books or bookends. Books left leaning on shelves can cause the book to become distorted and the binding may break. Large books such as elephant folios and broadsheets should be stored flat on the shelf otherwise the weight of the pages can damage the binding, but do not stack them too high or they will be difficult to remove.
- r. Do not overcrowd the shelves. Books should slide easily onto shelves without force. Make space if they do not. Shelves should be deep enough to fully support the volume and leave a space between the books and the back of the shelf to allow air circulation.
- s. Make sure materials in compact units are not protruding or likely to fall on the ground, because it will be crushed.





- t. A book should be removed from the shelf by grasping firmly the center of the spine. Never remove books from the shelves by pulling at the top of the spine, this is the most vulnerable part of the spine, and can tear or break easily.
- u. Pamphlets can easily be lost or damaged on shelves because they are so small. If placed straight on the shelf or in a half-filled upright pamphlet box, they can become slouched, squashed and crushed. Individual pamphlets can be stored in see-through polypropylene folders and groups of pamphlets and serial issues in grey polypropylene serial boxes.
- v. Single sheet materials are best stored flat in folder or boxes, but may be stored upright in a polypropylene pamphlet folder or with adequate support in a folder in an archive box if the archive box has been filled to prevent its contents sagging.
- w. If any items are handled frequently, they should be placed in Mylar pocket or copied, to protect the original item.
- x. Large sheet material should be stored flat in shallow plan cabinet drawers. Drawers should not be overfilled because this will make retrieval difficult and sheets can easily be damaged as the drawers are opened and closed. Do not fold any item; it will eventually break along the fold. If material is too large to fit in drawers, it can be placed in a folder in an adequately sized storage space or on storage rolls made for it.
- y. Folded or rolled items should be opened with care and gently, but firmly, held open with paper weights; very stiff and tightly rolled items may need to be relaxed before unrolling.
- z. Large plans, maps, or any large paper sheets are preferably handled in Mylar pockets and are usually easily carried by diagonally opposite corners.





Section 4. Disaster Preparedness

Disasters are generally unexpected events with destructive consequences to a collection. Therefore it is vital for any library to take every possible precaution to prevent the occurrence of an unavoidable disaster. A disaster planning is an essential element of preventive conservation. It is also necessary to identify any external and internal threats that might cause problems for the collection and measures to meet those threats. Without an existing disaster preparedness plan or crisis management plan, the librarians will be unable to act quickly to organise salvage efforts. It should be mandatory for every library to have a written disaster preparedness and response plan containing description of emergency procedures, emergency supplies list, disaster response outline, conservation experts, list of staff volunteers, list of external contacts and names, addresses, home and work telephone numbers of personnel with emergency responsibilities. Besides, librarians should be provided with fire and smoke detection system and automatic fire extinguishing system. Use of match stick or open flame and smoking should strictly prohibit inside the library. Inflammable materials and chemicals should not be stored inside the stacks. The telephone number of the fire office should be visibly and clearly exhibited. Location of emergency gate must be clearly indicated. The electrical defects and faults should be set right in time.

Section 5. Responsibility

Preservation and conservation of library materials are concern of all library staff and all users of the CvSU.

The University Librarian is responsible for determining conservation priorities for all archival records, as well as the nature and extent of conservation and preservation treatments to be carried out.

Section 6. Selection of Library Materials for Preservation

Materials are selected for preservation according to the following priorities:

- a. significance/value/rarity of the material;
- b. amount and kind of usage; and



- c. physical condition of the material.

Article 10. Weeding of Library Materials

Weeding is the process wherein books and other library materials that are no longer needed are taken out of the collection. This is done to keep the collection updated and responsive to the needs and interest of the users. This may result in discarding of materials. (Example: return to the supply office, donating to other libraries, etc.)

Evaluation of library collection is done in order to determine if the materials the library has are still suitable to the needs of its users. Selection and acquisition of library materials plays an important role in the collection development as weeding of non-circulating items in the collection. Weeding is necessary to make space for current materials, to make the collection more attractive, to facilitate ease of use of the collections by patrons and staff, and to reduce damage to books caused by overcrowding and space limitations.

Section 1. Weeding Criteria

Library materials are weeded when:

- a. the materials have not been used for more than ten years;
- b. the condition of the item is bad, e.g. missing pages, worn-out, and text is unreadable;
- c. the Science and Technology materials that are copyrighted/published more than three to five years;
- d. the materials are no longer in demand or do not support the curriculum or current academic programs;
- e. older edition of the book is no longer used; and
- f. books become obsolete.



Section 2. Weeding Criteria for Specific Subject Fields

a. Philosophy (B-BD, BH, BJ)

Most philosophy books do not become outdated, although circulation is often low, titles should be retained unless superseded by more recent editions. However, duplicate copies of low-usage books are weeded so as historical and explanatory texts when superseded. Books on systems of philosophy should be retained.

b. Psychology (BF)

A 5-year weeding process shall be implemented to maintain a usable and up-to-date collection. Biographies or primary works of psychologists and encyclopedia shall be judged by their emphasis on primary works.

c. Religion (BL-BX)

Materials on this subject do not generally become outdated but titles that have very low usage, superseded editions, unused duplicates, older sectarian literature, sermons and books on the conduct of life should be considered for weeding.

d. History (C, D, E, F)

History collection shall be periodically reviewed for their continuing usefulness. Older books that reflect the expressions of another era, regardless of the accuracy of predictions made in them about the future and earlier editions of classic or standard text regardless of current curriculum needs, are retained. Books with bibliography, appendices, maps, illustrations or other supplementary features that are still useful should also be retained.



e. Geography (G-GR)

Books in this subject area become outdated rapidly and shall be weeded if new items are available.

f. Athletics (GV)

Superseded rulebooks and outdated instructional materials should be weeded if new items are available.

g. Social Science (H-HA)

Interdisciplinary needs shall be considered when weeding since books in these subject areas tend to be used in supportive nature and shall not be analyzed according to circulation figures, but unless they have historical approach, they are of little use after five years. Books on finance are outdated sooner than five years so they can be weeded out first.

h. Economics (HB-HJ)

Timelines of research, value of material, number of sources on topic, age of source, circulation, number of copies, whether it is part of a set or not and physical condition shall be considered first before weeding. Primary works by distinguished economists and books on economics with interdisciplinary contribution to geography, history, management, social science and international affairs shall be retained.

i. Sociology (IIM-IIX)

Titles of books superseded by a later edition and have low circulation activity shall be weeded. Physical condition of the books should also be taken into consideration when weeding.



j. Political Science (J-JX)

This field interrelates with other fields such as social science, international affairs, geography, history and psychology, therefore usage, size of the collection, number of copies, age, and historical value shall be taken into consideration when weeding. All primary works of political scientists shall be retained and maintained.

k. Law (K)

Multiple copies, superseded works, outdated topical books and outdated collections of laws shall be weeded.

l. Education (L)

Outdated monographs, superseded works and duplicate copies shall be weeded; however, biographical materials shall be maintained and different editions of encyclopedias may be kept.

m. Music (M)

Music books generally do not become outdated. Titles of books shall be retained unless superseded by newer editions. Physical condition of the book should be the basis for weeding.

n. Art (N)

Art books generally do not become outdated. Titles of books are retained unless superseded by newer editions. Physical condition of the books shall be the basis for weeding.

o. Literature and Language (P)

Age and use are not always accurate guides for weeding literature books. Critical works especially superseded editions can be



weeded by date and usage. Criticisms of classic writers should be kept. History shall also be kept unless superseded by better titles. Multiple copies of classic literary works shall be maintained. Old grammar books and dictionaries shall be weeded.

p. Pure Science (Q)

Title of books superseded by newer editions and ephemeral materials shall be weeded if newer materials are available that provide better or expanded explanations of complex subjects.

q. Mathematics (QA 9-71, 78-939)

Books older than five years or ten years should be withdrawn unless they are classics. Titles superseded by new editions are normally withdrawn.

r. Computer Science (QA 75-77)

Titles older than five years should be withdrawn.

s. Astronomy (QB), Physics (QC), Chemistry (QD)

Older editions, if superseded are weeded. Added copies of books printed more than ten years ago not identified as "landmark" and those with more than two editions in that period, materials printed on poor quality paper and works by non-distinguished authors should be weeded. Basic works with significant historical or literary value such as Newton, Einstein, etc. should be retained.

t. Biological Sciences (QH-QR)

Materials in the biological sciences have a shelf life of ten years. Titles of books superseded by new editions can be weeded.



u. Medicine (R)

Materials superseded by newer editions should be weeded since discoveries are constantly being announced and older materials may be very misleading or even dangerous.

v. Agriculture (S)

Titles of books superseded by newer editions and ephemeral materials shall be weeded. Newer materials that provide better or expanded explanation of complex subjects, clearer text styles and better illustrations should be acquired.

w. Technology (T)

Rapid advances in technology makes materials published over five years in this field viewed with suspicion of being outdated with exceptions on topics such as auto and appliance repair manuals and cookbooks, books on guns, clock, etc. Newer materials that provide better coverage and treatment should replace older editions.

x. Reference Collection (AE, AG, AI, AY)

Many sources are considered reference "classics" and are valuable for many years. Many reference books are printed in revised editions and previous editions may be weeded, exception is any edition that supplements rather than replaces an older edition.

y. Audiovisual Materials / Electronic Resources

- Non-print media shall be weeded on a regular schedule just like print materials, although it can be harder to judge content and quality without spending a great deal of time watching or listening to each item.



- Transferring materials to current formats shall be considered for non-print materials.
- Broken cases, missing piece, poor sound, cracked, scratched CD and tapes shall be discarded.
- Videocassettes shall be examined for wear after 100-150 circulations, these might need to be replaced after 200-250 showings.

Section 3. Procedures for Weeding (Figure 13)

- a. Pull out the books that do not meet the criteria for consideration in the selection of books and monographs.
- b. Pull out books that possess the specified characteristics of materials for withdrawal.
- c. Pull out all entries from the card catalog for the books that have been withdrawn or to be discarded.
- d. Pull out shelf list card and stamp as cancelled and file for future reference such as library reports, etc.
- e. Note the items discarded in the remarks column of the Accession Book.
- f. Stamp the withdrawn book and dispose them off in the manner recommended by the Library Advisory Committee and in accordance with COA rules and regulations.



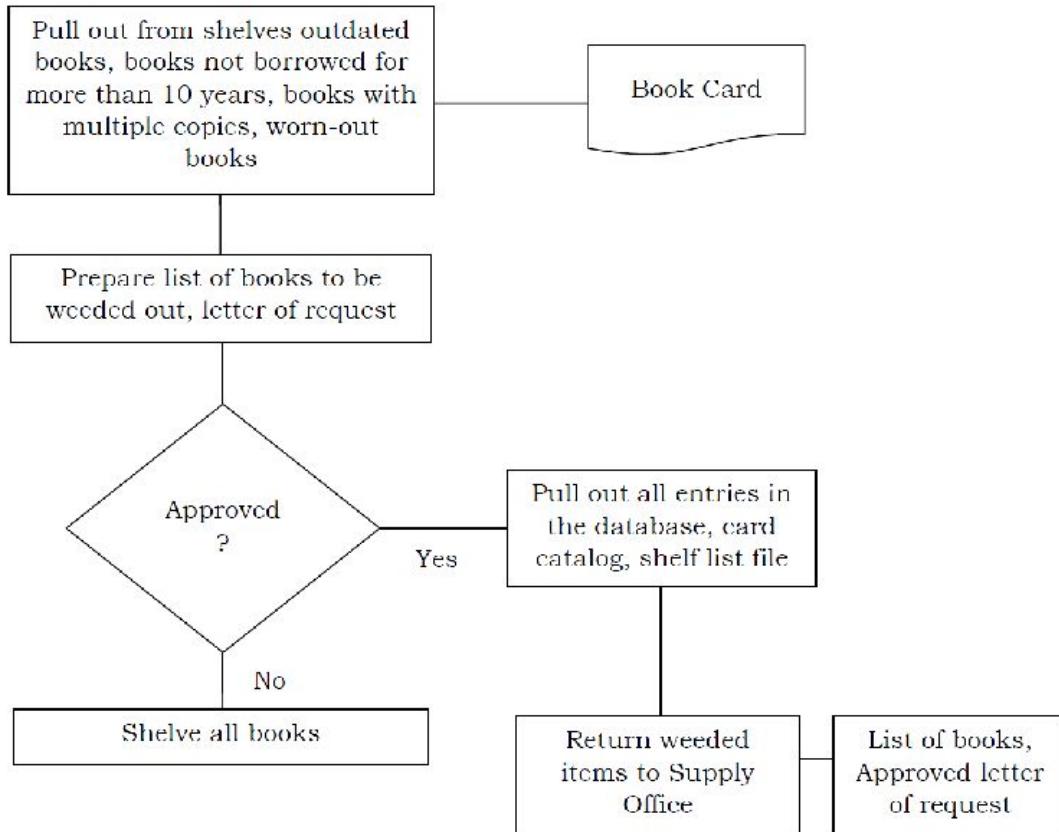


Figure 13. Flowchart for weeding of library materials



Article 11. Collection Analysis and Evaluation

Section 1. Introduction

Collection Analysis is the systematic evaluation of the quality of a library collection to determine the extent to which it meets the library's service goals and objectives and the information needs of its clientele.

The purpose of collection analysis and evaluation is to determine the quality of the collection. It falls into two parts: first, one must evaluate the collection itself in terms of numbers, quality, currency, and the like. Second, the collection should be judged on how well it serves the needs of the community.

Section 2. Methods Used for Evaluating Library Collection

- a. Compiling statistics on holdings, use, expenditures
- b. Checking lists, catalogs, bibliographies
- c. Obtaining opinions from regular users
- d. Examining the collection directly
- e. Applying standards

Article 12. Updating

The Collection Development and Management Policies are reviewed and updated regularly.



BS Office Administration

C. COLLECTION DEVELOPMENT,
ORGANIZATION AND PRESERVATION

Implementation

I.1



BS OFFICE ADMINISTRATION

BS Office Administration

C. COLLECTION DEVELOPMENT,
ORGANIZATION AND PRESERVATION

I.1. The Collection Development Policy is regularly reviewed by the Library Committee.



Click to access the full copy of the file

Minutes of Meeting approving the CvSU Library Manual of Operations

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



BS Office Administration
C. COLLECTION DEVELOPMENT,
ORGANIZATION AND PRESERVATION

Implementation I.2



BS OFFICE ADMINISTRATION

BS Office Administration

C. COLLECTION DEVELOPMENT,
ORGANIZATION AND PRESERVATION

I.2. The library collection and services supports the mission and vision of the Institution, goals of the college/Academic Unit and objectives of the 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

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 technologyto support instruction; and
- develop and conduct extension activities that will empower people and communities.



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

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

BS Office Administration

C. COLLECTION DEVELOPMENT, ORGANIZATION AND PRESERVATION

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*

BS Office Administration

C. COLLECTION DEVELOPMENT, ORGANIZATION AND PRESERVATION

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 clientele to improve their well-being.*



BS Office Administration
**C. COLLECTION DEVELOPMENT,
ORGANIZATION AND PRESERVATION**

Implementation I.3



BS Office Administration

C. COLLECTION DEVELOPMENT,
ORGANIZATION AND PRESERVATION

I.3. The library provides sufficient research books and materials to supplement the client's curricular needs.





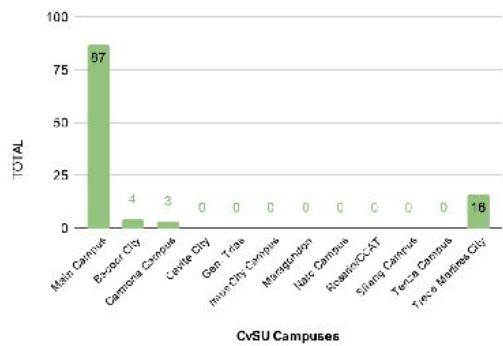
UNIVERSITY LIBRARY

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

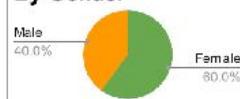
No. of Served Clients: By Campus



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

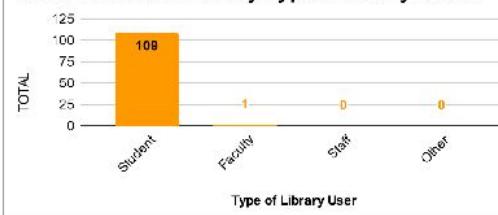
By Gender



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



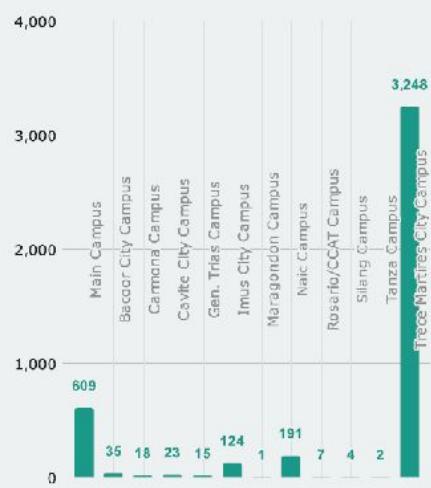
UNIVERSITY LIBRARY

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

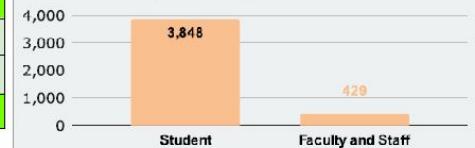
E-Journals Utilization by Campus



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)

PRINCESS N. RODERNO, RL

Head, University Library



BS Office Administration

C. COLLECTION DEVELOPMENT,
ORGANIZATION AND PRESERVATION

Implementation

I.4



BS OFFICE ADMINISTRATION

BS Office Administration

C. COLLECTION DEVELOPMENT,
ORGANIZATION AND PRESERVATION

I.4. The library
maintains an
extensive Filipiniana
collection





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
41	GENERAL PSYCHOLOGY	GAERLAN, J., ET.AL.	1994
42	PREPARING FOR RESPONSIBLE PARENTHOOD	ZAIDE, CEFERINO A.	1996
43	CONSULTATION WORKSHOP: REGIONAL INFORMATION SYSTEM FOR BANANA...	VALMAYOR, V. N.	1996
44	RAMPING UP AFNR PRODUCTIVITY: THE INTEGRATED SUT AGENDA	PCARRD	2011
45	BULBCROPS DATABASE	PCARRD/BAUTISTA O.	2008
46	MAXIMIZING THE QUALITY OF LIFE OG THE ELDERLY THROUGH BETTER HEALTH	DELA VEGA, SHELLEY F.	2006
47	MICROECONOMICS	FAJARDO F.	1989
48	SOCIAL POLITICAL PHILOSOPHY	DE VILLA, AGERICO M.	1992
49	FEASIBILITY STUDY HANDBOOK	DITABLAN, EUSTACIO	1993
50	DULA-DULAAN: ANG MAIKLING PAGSUSULAT...	ARROGANTE, JOSE A.	1996
51	CONTENT STATES OF MEDICAL EDUCATION	ARCADIO, B.	2005
52	FILIPINO PANGKOLEHIYO	ARROGANTE, JOSE A.	1994
53	INTRODUCTION TO PHILOSOPHY THROUGH THE PHILOSOPHY OF MAN	MONTEMAYOR, FELIX	1992
54	PLANE TROGONOMETRY	REYES, EDGARDO A.	1963
55	LOGIC FOR FILIPINOS	BAUZON, PRISCILIANO T.	1994
56	ANG FILIBUSTERISMO NI DR. JOSE RIZAL	DE GUZMAN, MARIA ODULIO	1960
57	JOURNALISM FOR FILIPINOS	MALINAQ, ALITO	1997
58	SCHOOL ADMINISTRATION AND SUPERVISION	GREGORIO, HERMON C.	1978
59	HUMAN RESOURCE MANAGEMENT: PRINCIPLES AND PRACTICES	MARTIRES, CONCEPCION RODIL	1991
60	THE EDUCATION ACT OF THE PHILIPPINES	NOLLEDO, JOSE N.	1995
61	THE EDUCATION ACT OF THE PHILIPPINES	NOLLEDO, JOSE N.	1990
62	EFFECTIVE ENGLISH FOR COLLEGE FOR FRESHMEN	SERRANO, J.	1974
63	PROTECTING AND RESTORING CALAMITY AREAS	PCARRD	1998
64	THE PHILIPPINE RECOMMENDS FOR INTEGRATED FARMING SYSTEMS	PCARRD	1979
65	THE PHILIPPINE RECOMMENDS FOR INTEGRATED FARMING SYSTEMS	PCARRD	1975
66	PEOPLE, EARTH AND CULTURE	PCARRD	1998
67	A GUIDE TO THE COLLECTIONS OF PHILIPPINE TYPE- SPECIMENS OF PARASITIC PROTOZOA	EDUARDO, SALCEDA L.	1997
68	ISABELA STATE UNIVERSITY CAMPUS RESEARCH	VELASCO, RAMON D.	2005
69	THE PHILIPPINE RECOMMENDS FOR BAMBOO	PCARRD	2012

70	THE PHILIPPINES RECOMMENDS FOR LIVESTOCK FEED FORMULATION	PCARRD	2011
71	THE PHILIPPINES RECOMMENDS FOR GOAT FARMING	PCARRD	2011
72	CONTEMPORARY ETHICS	CRUZ, CORAZON L.	1995
73	PHILOSOPHY OF MAN	CRUZ, CORAZON L.	1995
74	INTRODUCTORY SOCIOLOGY: A UNIFIED APPROCH	GARCIA, MANUEL B.	1994
75	FILIPINO VALUED REVISITED	GOROSPE, VITALIANO R.	1988
76	ABSTRACTS OF COMPLETED RESEARCH AND	RESEARCH EXTENSION	1994
77	PLANE TROGONOMETRY	REYES, EDGARDO A.	1963
78	ELECTRONIC TECHNICIANS SEMICONDUCTOR HANDBOOK	LATORILLA, ELPIDIO	1994
79	ELECTRICAL LAYOUT AND ESTIMATE	FAJARDO M.	1994
80	THE FARM - LEVEL IMPACT OF THE TECHNO GABAY PROGRAM	PCARRD	2011
81	TRANSACTIONS OF THE NATIONAL ACADEMY OF SCIENCE AND TECHNOLOGY	NAST	2008
82	TRANSACTIONS OF THE NATIONAL ACADEMY OF SCIENCE AND TECHNOLOGY	NAST	1999
83	HANDBOOK FOR COOPERATIVE MEMBERS	OLO, ANGELO P.	2004
84	HANDBOOK FOR COOPERATIVE MEMBERS	OLO, ANGELO P.	2004
85	FILIPINO PANGKOLEHIYO	ARROGANTE, JOSE A.	1994
86	ETHICS AND THE FILIPINO	AGAPAY, RAMON B.	1991
87	PREPARING FOR RESPONSIBLE PARENTHOOD	ZAIDE, CEFERINO A.	1983
88	EVALUATING BILINGUAN EDUCATION IN THE PHILIPPINES	GONZALES, A	1993
89	EVALUATING BILINGUAN EDUCATION IN THE PHILIPPINES	GONZALES, A	1993
90	DYNAMICS OF DEVELOPMENT THE PHILIPPINES PERSPECTIVE	MUHI E, PNOPLO I.	1993
91	CURRICULUM DEVELOPMENT SYSTEM	PALMA, JESUS C.	1992
92	SPEECH AND DRAMA	PANGILINAN E. & DILIG, M.	1991
93	BANKING LOVES OF THE PHILIPPINES	NOLLEDO, JOSE N.	1994
94	HANDBOOK ON INCOME TAXATION IN THE PHILIPPINES	NOLLEDO, JOSE N.	1995
95	EDUCATION PSYCHOLOGY	AQUINO G. & RAZON P.	1993
96	TRANSACTION OF THE NATIONAL ACADEMY OF SCIENCE AND TECHNOLOGY	NAST	1992
97	RESEARCH METHODS	SAVILLA, CONSUELO G. ETAL	1992
98	FUNDEMENTAL OF RESEARCH	AQUINO, GAUDENCIO V.	2006
99	POLITICS AND GOVERNACE	COSTOCES, SOLUBA & CAMOS	2010
100	HUMAN BEHAVIOR IN ORGANIZATION	GRIFFIN R & MOORHEAD G.	2012
101	TOTAL QUALITY MANAGEMENT	EVANS, J & LINDSAY J	2015
102	MANAGEMENT FOR FILIPINOS	INIGO CONRADO E.	2012
103	ENTERPRENEURSHIP AND SMALL BUSINESS MANAGEMENT	MEDINA, ROBERTO G.	2010
104	PHILIPPINES TOURISM LAWS	CABULAY P & CORPIO C.	2008
105	KEYS TO CRITICAL READING AND WRITING 1	PLATA, S & ET AL	2010
106	RESEARCH PROCESS AND PRODUCT WORKBOOK	PLATA, S & ET AL	2006
107	PRINCIPLES OF TOURISM 1	TAN, ARSENIA B.	

108	PUBLIC SPEAKING AND SPEECH IMPROVEMENT	TAN, ARSENIA B.	1997
109	SOCIOLOGY AND ANTHROPOLOGY	PALISPIS, EPITACIO S.	1996
110	ECONOMICS FOR THE CONSUMER	VILLEGRAS B. & MACALANGAY	1992
111	MANAGEMENT PRINCIPLES AND PRACTICES	MIRANDA, GREGORIO S.	1981
112	MANAGEMENT PRINCIPLES AND PRACTICES	MIRANDA, GREGORIO S.	1981
113	CURRICULUM PLANNING FOR BETTER SCHOOLS	AQUINO, GAUDENCIO	1986
114	SOCIAL PROBLEMS IN THE PHILIPPINES CONTEXT	GARCIA, MANUEL B.	1994
115	ETHICS THE PHILOSOPHY OF LIFE	MONTEMAYOR, FELIX M.	1994
116	A MANUAL OF EFFECTIVE BUSINESS CORRESPONDENCE	FAROL, HONESTO F.	1987
117	COMMUNICATION SKILL FOR COLLEGE STUDENT	ROTOR, N ET AL	1982
118	MODERN BIOCHEMISTRY	LIM-SYLIANCO	1994
119	FINANCIAL INSTITUTION	FAJARDO F. MANASDA M. & ALTAREZ	1994
120	FINANCIAL INSTITUTION	FAJARDO F. MANASDA M. & ALTAREZ	1994
121	ETHICS THE PHILOSOPHY OF LIFE	MONTEMAYOR, FELIX	1994
122	EARTH SCIENCE	PASACHOFF J. ET AL	1987
123	RESEARCH METHODS	SEVILLA, CONSUEÑO G. ET AL	1992
124	ECONOMICS DEVELOPMENT	FAJARDO, FELICIANO R.	1994
125	BANKING LAWS OF THE PHILIPPINES	NOLLEDO, JOSE N.	1994
126	SOCIAL PROBLEMS IN THE PHILIPPINES CONTEX	GARCIA, MANUEL B.	1996
127	METHODS OF RESEARCH AND THESIS WRITING	CALMORIN L & CALMORIN M.	1998
128	ECONOMIC DEVELOPMENT	FAJARDO, FELICIANO R.	1994
129	CURRICULUM PLANNING FOR BETTER SCHOOLS	AQUINO, GAUDENCIO V.	1986
130	EXPLORING THE OPPORTUNITIES TOWARDS COMPETITIVENESS	PCARRD	2011
131	TALKING ROOT PROCEEDING OF THE 3RD UPWARD REVIEW & PLANNING	UPWARD	1994
132	EARTH SCIENCE	PASACHOFF J. ET AL	1987
133	COLLEGE FRESHMEN ENGLISH	FERNANDO, HABANA & CINCO	1973
134	NOLLEDO, JOSE N.	THE NEW CONSTITUTION OF THE PHILIPPINES	1997
135	MODERN BIOCHEMISTRY	LIM-SYLIANCO & SYLIANCO	1994
136	PERSONAL COMPUTER	MENDOZA, REYES & INES	
137	INTEGRATED SCIENCE		2003
138	A COMPREHENSIVE ANALYSIS OF THE ECOLOGICAL FACTORS FOR THE DEVELOPMENT OF STRATEGIES TO SUSTAIN COASTAL BIODIVERSITY AND TO IMPROVE FISH STOCK MANAGEMENT	BACALTOS, D. ET AL	2006
139	STUDY REVIEW GUIDE INTEGRATED SCIENCE		2005
140	READING AND WRITING THE ESSAY	RAMOS, MAXIMO D.	1980
141	SWEET POTATO CULTURES OF ASIA AND SOUTH PACIFIC		1991
142	MODERN BIOLOGY	VELASQUEZ C & ASIS, C.	1993
143	PATHWAYS TO PHILIPPINE LITERATURE IN ENGLISH	ROSEBURG, A.	1966
144	SI ELVIS NI JIMMY	PCARRD	2009
145	TECHNOLOGY	PCARRD	1990

146	TECHNOLOGY	PCARRD/ LOPEZ, PERIAL	1989
147	TECHNOLOGY	BOGATO	1988
148	USE OF SALT (SODIUM CHLORIDE AS FERTILIZER FOR COCOBUT)	MAGAT, SEVERINO	1988
149	ALLOY CROPPING SYSTEM IN STOPING LANDS	PANINGBATAN, MAGLINAN, ALAMBAN	1996
150	FERTILIZATION MANAGEMENT IN BRACKISWATER FISHPOND	TAN, ELVIRA	
151	RICE DRUM SEEDER	BAUTISTA, E. & GAGELONIA E.	1994
152	HIGH- YIELDING CORN VARIETIES AND HYBRID	PAMPLONA, PABLITO	1993
153	ARTIFICIAL REEFS		
154	THE MOBILE CONTINUOUS- FLOW FLASH DRYER		1992
155	LEGUME INOCULATION WITH RHIZOBIA		
156	ROHAN PRODUCTION AT THE VILLAGE LEVEL	PALAYPAYON W. & CADIZ, R.	1988
157	NIYOG-NIYOGAN		
158	AMPALAYA		
159	INCREASING NIPA SAP YIELD THROUGH IMPROVED MECHANICAL TAPPING		1991
160	NEVA HIGH YIELDING RICE VARIETIES		
161	COPRA MEAL IN SWINE RATIONS		
162	RICE MICROMILL	BAUTISTA, RECTA, PARIS	
163	DRIED POULTRY MANURE FOR DAIRY CATTLE FEEDING		
164	BANANA PROPAGATION BY SHOOT CULTURE	MAGNAYE, ZAMORW, ESCOBIDO	
165	SMALL FARM RESERVOIRS	GUERRA, WATSON, BHUIYAN	
166	SOY BEAN PRODUCTION AFTER RISE		
167	BANANA PROPAGATION BY SHOOT CULTURE	MAGNAYE, ZAMORW, ESCOBIDO	
168	SHRIMP CAKE MAKING	DE GUZMAN, D	
169	INDIGENOUS PROSPHATE ROCK AS FERTILIZER		
170	NEW HIGH WELDING RICE VARIETIES		
171	SIPA PUMP FOR LOW LIFT IRRIGATION		
172	PROFITABILITY ANALYSIS: 20 COW MODULE BUFFALO MIKLK PRODUCTION	PCARRD	2010
173	PROFITABILITY ANALYSIS: ABACA FIBER PRODUCTION	PCARRD	2007
174	PROFITABILITY ANALYSIS: COCONUT SAP SUGAR PRODUCTION MODULE	PCARRD	2010
175	PROFITABILITY ANALYSIS: ILANG- ILANG FLOWER AND ESSENTIAL PRODUCTION	PCARRD	2007
176	HANDMADE PAPER FROM RICE STRAW	PCARRD	
177	FROM PAPER TO PARTNERSHIP		
178	FROM PAPER TO PARTNERSHIP		
179	FROM PAPER TO PARTNERSHIP		
180	MEDIA, MESSAGES AND METAPHOR		
181	MEDIA, MESSAGES AND METAPHOR		
182	MEDIA, MESSAGES AND METAPHOR		
183	MEDIA, MESSAGES AND METAPHOR		
184	FOOD SECURITY AND BIOTECHNOLOGY	JOEL C. PAREDES	2008

185	FOOD SECURITY AND BIOTECHNOLOGY	JOEL C. PAREDES	2008
186	FOOD SECURITY AND BIOTECHNOLOGY	JOEL C. PAREDES	2008
187	FOOD SECURITY AND BIOTECHNOLOGY	JOEL C. PAREDES	2008
188	VOICE OF CHANGE	NAVARRO, MARIECHEL	
189	SCRENCE AND POPULAR MEDIA: CROP BIOTECHNOLOGY	NAVARRO, MALAYONG, PANOPIO	2011
190	MANGO: RPS MOST IMPORTANT CROP	MARID AGRI- BUSINESS DIGEST	2001
191	TRANSPORTATION AS A KEY LINKL FOR AGRICULTUR AND FOOD	MARID AGRI- BUSINESS DIGEST	2004
192	GUIDE TO BEGINNERS IN GOAT RAISING	MARID AGRI- BUSINESS DIGEST	2001
193	TILAPIA FARMING IN THE ASIA- PASIFC REGION	MARID AGRI- BUSINESS DIGEST	2004
194	STRENGHTENING VITAL FOUNDATION, VINNING MARKET	MARID AGRI- BUSINESS DIGEST	2001
195	THE TILAPIA EXTRA CHALLENGE	MARID AGRI- BUSINESS DIGEST	2006
196	STREGHTENING VITAL FOUNDATION VINNING MARKET & OVERCOMING	MARID AGRI- BUSINESS DIGEST	2007
197	TAAL TILAPIA RAIVER SHOW THE WAY	MARID AGRI- BUSINESS DIGEST	2005
198	THE HOG INDUSTRY: IN A WONDER	MARID AGRI- BUSINESS DIGEST	2004
199	HONEY BEES BRING THE SWEET RETURNS	MARID AGRI- BUSINESS DIGEST	2005
200	RICE TRADE LIVERALIZATION SAFEGUARDING LOCAL FARMER AND CONSUMER	MARID AGRI- BUSINESS DIGEST	2005
201	JCS: LIVING UP TO ITS NAME	MARID AGRI- BUSINESS DIGEST	2004
202	TECHNOLOGY BREAK THROUGS FROM UPLB	MARID AGRI- BUSINESS DIGEST	2007
203	MILKFISH: THE KING OF FISH	MARID AGRI- BUSINESS DIGEST	2006
204	THE PCARRD OR PLAN	BURENDIA, CARPIO, PRICIPE	
205	SCIENCE AND TECHNOLOGY	ALO, ANNA MARIE ET AL.	2009
206	PCARRD ANNUAL REPORT	CARLOS ET AL	2011
207	FY 2006 NATIONAL BUDGET CALL	MALACANANG(DBM)	2005
208	FY 2006 NATIONAL BUDGET CALL	MALACANANG(DBM)	2004
209	FY 2006 NATIONAL BUDGET CALL	MALACANANG(DBM)	2002
210	FY 2006 NATIONAL BUDGET CALL	MALACANANG(DBM)	2008
211	FY 2000 BUDGET PROGRAM EXEC. SUMMARY	REPUBLIC OF THE PHIL.	1999
212	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
213	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
214	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
215	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
216	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
217	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
218	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
219	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
220	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
221	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
222	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
223	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
224	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
225	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
226	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001

227	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
228	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
229	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
230	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
231	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
232	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
233	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
234	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
235	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
236	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
237	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
238	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
239	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
240	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
241	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
242	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
243	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
244	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
245	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
246	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
247	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
248	THE FALL OF JOSEPH ESTRADA	DORONILA, A.	2001
249	BETTER ENGLISH FOR PHILIPPINE HIGH SCHOOL (THIRD YEAR)	SERRANO, J.	1973
250	DESIGN CONCEPT & OPERATION OF ASEAN PACKING HOUSE EQUIPMENT FOR FRUITS & VEGETABLES	REYES, M	1998
251	DESIGN CONCEPT & OPERATION OF ASEAN PACKING HOUSE EQUIPMENT FOR FRUITS & VEGETABLES	REYES, M	1998
252	DESIGN CONCEPT & OPERATION OF ASEAN PACKING HOUSE EQUIPMENT FOR FRUITS & VEGETABLES	REYES, M	1998
253	PSYCHOLOGY, ANTHROPOLOGICAL, AND SOCIOLOGICAL FOUNDATIONS OF EDUCATION	BUSTOS, A. & ESPIRITU, S.	1985
254	PHILOSOPHY OF MAN SELECTED READINGS	DY, M.	1986
255	PHILOSOPHY OF MAN SELECTED READINGS	DY, M.	1986
256	ESSENTIALS OF VALUE: EDUCATION	BAUZON, P.	1994
257	SOURCE BOOK OF STRATEGIES VALUES EDUCATION	FLORESCA, CAWAGAS, V	1987
258	SOURCE BOOK OF STRATEGIES VALUES EDUCATION	FLORESCA, CAWAGAS, V	1987
259	FILIPINO VALUES REVISITED	GOROSPE, V.	1998
260	RIZAL AND THE DEVELOPMENT OF NATIONAL CONSCIOUSNESS	ROMERO, M.C., STA ROMANA, J. SANTOS, L.	1978
261	RIZAL AND THE DEVELOPMENT OF NATIONAL CONSCIOUSNESS	ROMERO, M.C., STA ROMANA, J. SANTOS, L.	1978
262	PHILIPPINE LITERATURE PAST AND PRESENT	BALTAZAR, S., TERESTAIN, T., ESTANILAO, M.	1981
263	CONTEMPORARY ETHICS THIRD EDITION	CRUZ, C	1995

264	THE DEVELOPMENT OF WESTERN THOUGHT	THE COMMITTEE ON THE HUMANITIES	1976
265	PHILOSOPHY OF THE HUMAN PERSON A PHENOMENOLOGIC APPROACH	CASTRO, F.	2005
266	TOWARD AUTHENTIC MARALITY	MOGA, M.	1993
267	GENERAL PSYCHOLOGY 4/C	GAERLAN, T., D. LIMPINGCO, G. TRIA, BIRION, J.	1994
268	EDUCATIONAL PSYCHOLOGY	AQUINO, G. RAZON, P.	1993
269	INTRODUCTION OF PSYCHOLOGY	AQUINO, G. MIRANDA, N.	1991
270	GENERAL PSYCHOLOGY THIRD EDITION	AQUINO, G., KAHAYON, A.	1995
271	THEORY & PRACTICE OF COUNSELLING AND PSYCHOTHERAPY	COREY, GERALD	2017
272	MATHEMATICS IN THE MODERN WORLD	AUFMANN, R., LOCKWOOD, JOANNE., NATION, R.ETC	2018
273	STUDENT MANUAL FOR THEORY & PRACTICES OF COUNSELING & PSYCHOTHERAPY	COREY, GERALD	2017
274	ABNORMAL PSYCHOLOGY AN INTEGRATIVE APPROACH	BARLOU, D., DURAND, M., HOFMANN, S.	2018
275	INTRODUCTION TO FORENSIC PSYCHOLOGY RESEARCH & APPLICATION	BARCASE, DOMINGO O.	2015
276	INTRODUCTION TO MEETINGS, INCENTIVES, CONFERENCE & EVENT MANAGEMENT	BAJAO, OSORNO, DEVERO	2020
277	TOUR GUIDING AS A PROFESSION	SALAMANCA, DOLORES N	2006
278	CRUISE TOURISM	ESCABILLAS, AISHA JANINE	2009
279	TOURISM POLICY & PLANNING & DEVELOPMENT	RAMOS, F., FLORES C.	2020
280	MULTICULTURAL DIVERSITY IN THE WORKPLACE FOR THE TOURISM PROFESSIONAL	ALQUAZ, V. AQUINO M.C	2020
281	TOURISM& HOSPITALITY RESEARCH	CARINO, CELIA E.	2021
282	MATHEMATICS IN THE MODERN WORLD	CORDIAL, R. NARZALES, A. AMOIN, M. CATOLOS, E.	2018
283	INTERNATIONAL JOURNAL OF PHILOSOPHY: PHILOSOPHIA		2017
284	INTERNATIONAL JOURNAL OF PHILOSOPHY: PHILOSOPHIA		2017
285	PHIL. JOURNAL OF PSYCHOLOGY		2012
286	LIBERA: ACADEMIC JOURNAL ON LIBERAL ARTS		2013
287	GUIDANCE JOPURNAL		2017
288	FUNDAMENTALS OF RESEARCH	AQUINO, GAUDENCIO V.	2006
289	POLITICS & GOVERNANCE: HISTORY GOVERNMENT & CONSTITUTION	COSTALES, R., SALUBA, CARLOS	2010
290	RESEARCH METHOD: REVISEED EDITION	SEVILLA, C.,	1992
291	MANAGEMENT FOR FILIPINOS	INIGO, CONRADO	1986
292	TOTAL QUALITY MANAGEMENT	EVANS, J.	2013
293	HUMAN BEHAVIOUR & ORGANIZATION	MOORHEAD, G	2012
294	LIFE & WORK OF JOSE RIZAL	CLAUDIO, E.	2018
295	AKADEMIKONG FILIPINO TUNGO SA EPEKTIBONG KOMUNIKASYON	BERNALES, R.	2011
296	PHILIPPINES TOURISM LAWS	CABULAY P & CORPIO C.	2011
297	ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT	MEDINA, ROBERTO	2010
298	RESEARCH PROCESS & PRODUCT WORKBOOK	MONTENEGRO, MADRUNIO ETC	2006
299	KEYS TO CRITICAL READING & WRITING	MONTENEGRO, MADRUNIO ETC	2010

BS Office Administration

C. COLLECTION DEVELOPMENT,
ORGANIZATION AND PRESERVATION

I.5. The library provides 3-5 book/journal titles for professional subject in major fields of specialization





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

BS Office Administration

C. COLLECTION DEVELOPMENT, ORGANIZATION AND PRESERVATION



Republic of the Philippines
CAVITE STATE UNIVERSITY
General Trias City Campus
509-1118 www.cvsu.edu.ph

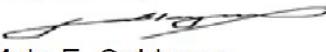
Summary of Library Journals 2021

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:


Myla E. Sablayan
Campus Librarian



BS Office Administration

C. COLLECTION DEVELOPMENT,
ORGANIZATION AND PRESERVATION

PROFESSIONAL BOOKS



BS OFFICE ADMINISTRATION

Click to access the full copy of the file

PROFESSIONAL BOOKS

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



BS OFFICE ADMINISTRATION

BS Office Administration

C. COLLECTION DEVELOPMENT,
ORGANIZATION AND PRESERVATION

Implementation

I.6.I.8



BS OFFICE ADMINISTRATION

Implementation

I.6. The library collections are organized according to an accepted scheme of classification and standard code of cataloging.





3. Assign subject
4. Type card
5. Place in folder and label
6. File material by subject
7. File card in catalog

Article 7. Library Classification Scheme

Library classification schemes serve to arrange books and other library materials in a logical order on library shelves and also provide order for classified catalogs.

The LDML uses the Library of Congress Classification System or LCC (**Table 3**) for books and Dewey Decimal Classification or DDC (**Table 4**) for manuscripts. The LCC system groups the subject using the letters of the alphabet and Arabic numerals, while the DDC groups the subjects using Arabic numerals only.

Combination of the following ways of classification is also used: 1) classification by subject content; and 2) classification by physical form.

Table 3. Library of Congress Classification schedules

LCC Letter	Subject Area
A	General Works
AC	Collections
AE	Encyclopedias
AG	Dictionaries
AI	Indices
AM	Museums
AN	Newspapers
AP	Periodicals
AS	Academies and learned societies
AY	Yearbooks, Almanacs, Directories
AZ	History of scholarship. The humanities
B	Philosophy, Psychology, Religion
B	History and systems of philosophy
BC	Logic
BD	Speculative philosophy
BF	Psychology
BH	Aesthetics

**Table 3.** Continued

BJ	Ethics
BL	Religions, Mythology, Rationalism
BM	Judaism
BP	Islam, Bahaiism, Theosophy
BQ	Buddhism
BR	Christianity
BS	The Bible
BT	Doctrinal theology
BV	Practical theology
BX	Christian denominations
C	Auxiliary Sciences of History (General)
CB	History of civilization
CC	Archeology
CD	Diplomatics, Archives, Seals
CE	Technical chronology, Calendar
CJ	Numismatics
CN	Inscriptions, epigraphy
CR	Heraldry
CS	Genealogy
CT	Biography (General)
D	History (General), Europe (General)
DA	Great Britain
DAW	Central Europe
DB	Austria, Hungary, Czechoslovakia
DC	France
DD	Germany
DE	The Greco-Roman World
DF	Greece
DG	Italy
DH	Low Countries, Benelux Countries
DJ	Netherlands (Holland)
DJK	Eastern Europe (General)
DK	Russia, Soviet Union, Former Soviet Republics, Poland
DL	Northern Europe, Scandinavia
DP	Spain, Portugal
DQ	Switzerland
DR	Balkan Peninsula, Turkey
DS	Asia
DT	Africa
DU	Oceania (South Seas)

**Table 3.** Continued

E & F	DX	Gypsies
History – Western Hemisphere		
	E	United States (General)
	F	United States (Local history), Canada, Latin America.
G Geography, Anthropology, Recreation		
	G	Geography (General), Atlases, Maps
	GA	Mathematical geography, Cartography
	GB	Physical geography
	GC	Oceanography
	GE	Environmental Sciences
	GF	Human ecology, Anthropogeography
	GN	Anthropology
	GR	Folklore
	GT	Manners and customs (General)
	GV	Recreation, Leisure
H Social Sciences		
	II	Social Sciences (General)
	IIA	Statistics
	HB	Economic theory, Demography
	HC	Economic history and conditions
	HD	Industries, Land use, Labor
	IIE	Transportation and communications
	IIF	Commerce
	IIG	Finance
	HJ	Public finance
	HM	Sociology (General)
	HN	Social history and conditions, Social problems, Social Reform
	HQ	Family, Marriage, Women
	HS	Societies: secret, benevolent, etc.
	HT	Communistics, Classes, Races
	HV	Social pathology, Social and public welfare
	HX	Socialism, Communism, Anarchism
J Political Science		
	J	General Legislative and executive papers
	JA	Political Science (General)
	JC	Political theory

**Table 3.** Continued

JF	Political institutions and public administration – General
JK	Political institutions and public administration – United States
JL	Political institutions and public administration – Canada, Latin America
JN	Political institutions and public administration – Europe
JQ	Political institutions and public administration – Asia, Africa, Australia, Pacific Area
JS	Local government, Municipal government
JV	Colonies and colonization, Emigration and immigration, International migration
JZ	International relations
K	Law (General)
K	General, Comparative and uniform law, Jurisprudence
KBR-KBU	Canon Law and Law of the Roman Catholic Church, The Holy See
KD	Law of the United Kingdom and Ireland
KDZ	Law of America, North America
KE	Law of Canada
KF	Law of the United States
KG	Law of Latin America, Central America and West Indies
KH	Law of South America
KJ-KK	Law of Europe
KL-KW	Asia, Africa, Pacific Area, Antarctica
KZ	Law of nations
L	Education
L	Education
LA	History of Education
LB	Theory and practice of education
LC	Social aspect of education
LD	Individual institutions – United States
LE	Individual institutions – America (except US)

**Table 3.** Continued

LF	Individual institutions – Europe
LG	Individual institutions – Asia, Africa, Oceania
LJ	College and school magazine and papers
LJ	Student fraternities and societies, United States
LT	Textbooks
M	Music
M	Musical works
ML	Literature on music
MT	Musical instruction and study
N	Fine Arts
N	Visual Arts (General)
NA	Architecture
NB	Sculpture
NC	Drawing, Design, Illustration
ND	Painting
NE	Print media
NK	Decorative arts, Applied arts
NX	Arts in general
P	Language and Literature
P	Philology, Linguistics
PA	Greek and Latin languages and literatures
PB	Modern languages (General), Celtic languages
PC	Roman Languages
PD	Germanic languages (General), Scandinavian languages
PE	English language
PF	West Germanic languages
PG	Slavic, Baltic, Albanian languages and literature
PII	Uralic, Basque languages and literature
PJ	Oriental philosophy and literature (General), Semitic languages and literature
PK	Indo-Iranian languages and literature
PL	Languages and literatures of Eastern Asia, Africa and Oceania

**Table 3.** Continued

PM	Hyperborcan, Indian and Artificial languages
PN	Literature (General)
PQ	French, Italian, Spanish and Portuguese literatures
PR	English literature
PS	American Literature
PT	Germanic Literature
PZ	Children's Literature
Q	Science
Q	Science
QA	Mathematics
QB	Astronomy
QC	Physics
QD	Chemistry
QE	Geology
QH	Natural history, Biology
QK	Botany
QL	Zoology
QM	Human anatomy
QP	Physiology
QR	Microbiology
R	Medicine
R	Medicine (General)
RA	Public aspects of medicine
RB	Pathology
RC	Internal medicine
RD	Surgery
RE	Ophthalmology
RF	Otorhinolaryngology
RG	Gynecology and obstetrics
RJ	Pediatrics
RK	Dentistry
RL	Dermatology
RM	Therapeutics, Pharmacology
RS	Pharmacy and material medical
RT	Nursing
RV	Botanic, Thomsonian and eclectic medicine

**Table 3.** Continued

RX	Homeopathy
RZ	Other systems of medicine
S	Agriculture
S	Agriculture (General)
SB	Plant culture
SD	Forestry
SF	Animal culture
SII	Aquaculture, Fisheries, Angling
SK	Hunting sports
T	Technology
T	Technology (General)
TA	Engineering (General), Civil Engineering
TC	Hydraulic engineering, Ocean engineering
TD	Environmental technology, Sanitary engineering
TE	Highway engineering, Roads and pavements
TF	Railroad engineering and operation
TG	Bridge engineering
TII	Building construction
TJ	Mechanical engineering and machinery
TK	Electrical engineering, Electronics, Nuclear engineering
TL	Motor vehicles, Aeronautics, Astronautics
TN	Mining engineering, Metallurgy
TP	Chemical technology
TR	Photography
TS	Manufactures
TT	Handicrafts, Arts and crafts
TX	Home economics, Hospitality industry
U	Military Science
U	Military science (General)
UA	Armies: Organization, distribution, military situation
UB	Military administration
UC	Maintenance and transportation
UD	Infantry
UE	Cavalry, Armor

**Table 3.** Continued

UF	Artillery
UG	Military engineering, Air Force
UH	Other Services
V	Naval Science
V	Naval science (General)
VA	Navies: Organization, distribution, naval situation
VB	Naval administration
VC	Naval maintenance
VD	Naval seamen
VE	Marines
VF	Naval ordinance
VG	Minor services of navies
VK	Navigation, Merchant marine
VM	Naval architecture, Shipbuilding, Marine engineering
Z	Library Science
Z	Books, Writing, Palaeography, Book industries, Trade, Libraries, Bibliography
ZA	Information resources (General)

Table 4. Dewey Decimal Classification Schedules

DCC Classification	Subject Area
000-099	Computer Science, Information and General Works
000	Computer science, knowledge and systems
010	Bibliographics
020	Library and information sciences
030	Encyclopedias and book of facts
040	Unassigned
050	General serial publications
060	General organization and museology
070	News media, journalism and publishing
080	General collections
090	Manuscripts and rare books

BS Office Administration

C. COLLECTION DEVELOPMENT, ORGANIZATION AND PRESERVATION

SAMPLE OF CATALOG BOOKS WITH COLOR CODING

CIRCULATION



BS OFFICE ADMINISTRATION

Implementation

I.7. Regular weeding-out program is conducted to maintain a relevant and updated collection.





Section 2. Weeding Criteria for Specific Subject Fields

a. Philosophy (B-BD, BII, BkJ)

Most philosophy books do not become outdated, although circulation is often low, titles should be retained unless superseded by more recent editions. However, duplicate copies of low-usage books are weeded so as historical and explanatory texts when superseded. Books on systems of philosophy should be retained.

b. Psychology (BL)

A 5-year weeding process shall be implemented to maintain a usable and up-to-date collection. Biographies or primary works of psychologists and encyclopedia shall be judged by their emphasis on primary works.

c. Religion (BL-BX)

Materials on this subject do not generally become outdated but titles that have very low usage, superseded editions, unused duplicates, older sectarian literature, sermons and books on the conduct of life should be considered for weeding.

d. History (C, D, E, F)

History collection shall be periodically reviewed for their continuing usefulness. Older books that reflect the expressions of another era, regardless of the accuracy of predictions made in them about the future and earlier editions of classic or standard text regardless of current curriculum needs, are retained. Books with bibliography, appendices, maps, illustrations or other supplementary features that are still useful should also be retained.



e. Geography (G-GR)

Books in this subject area become outdated rapidly and shall be weeded if new items are available.

f. Athletics (GV)

Superseded rulebooks and outdated instructional materials should be weeded if new items are available.

g. Social Science (H-HA)

Interdisciplinary needs shall be considered when weeding since books in these subject areas tend to be used in supportive nature and shall not be analyzed according to circulation figures, but unless they have historical approach, they are of little use after five years. Books on finance are outdated sooner than five years so they can be weeded out first.

h. Economics (HB-HJ)

Timelines of research, value of material, number of sources on topic, age of source, circulation, number of copies, whether it is part of a set or not and physical condition shall be considered first before weeding. Primary works by distinguished economists and books on economics with interdisciplinary contribution to geography, history, management, social science and international affairs shall be retained.

i. Sociology (IIM-IIX)

Titles of books superseded by a later edition and have low circulation activity shall be weeded. Physical condition of the books should also be taken into consideration when weeding.



j. Political Science (J-JX)

This field interrelates with other fields such as social science, international affairs, geography, history and psychology, therefore usage, size of the collection, number of copies, age, and historical value shall be taken into consideration when weeding. All primary works of political scientists shall be retained and maintained.

k. Law (K)

Multiple copies, superseded works, outdated topical books and outdated collections of laws shall be weeded.

l. Education (L)

Outdated monographs, superseded works and duplicate copies shall be weeded; however, biographical materials shall be maintained and different editions of encyclopedias may be kept.

m. Music (M)

Music books generally do not become outdated. Titles of books shall be retained unless superseded by newer editions. Physical condition of the book should be the basis for weeding.

n. Art (N)

Art books generally do not become outdated. Titles of books are retained unless superseded by newer editions. Physical condition of the books shall be the basis for weeding.

o. Literature and Language (L)

Age and use are not always accurate guides for weeding literature books. Critical works especially superseded editions can be



weeded by date and usage. Criticisms of classic writers should be kept. History shall also be kept unless superseded by better titles. Multiple copies of classic literary works shall be maintained. Old grammar books and dictionaries shall be weeded.

p. Pure Science (Q)

Title of books superseded by newer editions and ephemeral materials shall be weeded if newer materials are available that provide better or expanded explanations of complex subjects.

q. Mathematics (QA 9-71, 78-939)

Books older than five years or ten years should be withdrawn unless they are classics. Titles superseded by new editions are normally withdrawn.

r. Computer Science (QA 75-77)

Titles older than five years should be withdrawn.

s. Astronomy (QB), Physics (QC), Chemistry (QD)

Older editions, if superseded are weeded. Added copies of books printed more than ten years ago not identified as "landmark" and those with more than two editions in that period, materials printed on poor quality paper and works by non-distinguished authors should be weeded. Basic works with significant historical or literary value such as Newton, Einstein, etc. should be retained.

t. Biological Sciences (QH-QR)

Materials in the biological sciences have a shelf life of ten years. Titles of books superseded by new editions can be weeded.



u. Medicine (R)

Materials superseded by newer editions should be weeded since discoveries are constantly being announced and older materials may be very misleading or even dangerous.

v. Agriculture (S)

Titles of books superseded by newer editions and chemical materials shall be weeded. Newer materials that provide better or expanded explanation of complex subjects, clearer text styles and better illustrations should be acquired.

w. Technology (T)

Rapid advances in technology makes materials published over five years in this field viewed with suspicion of being outdated with exceptions on topics such as auto and appliance repair manuals and cookbooks, books on guns, clock, etc. Newer materials that provide better coverage and treatment should replace older editions.

x. Reference Collection (AE, AG, AI, AY)

Many sources are considered reference "classics" and are valuable for many years. Many reference books are printed in revised editions and previous editions may be weeded, exception is any edition that supplements rather than replaces an older edition.

y. Audiovisual Materials / Electronic Resources

- Non-print media shall be weeded on a regular schedule just like print materials, although it can be harder to judge content and quality without spending a great deal of time watching or listening to each item.



- Transferring materials to current formats shall be considered for non-print materials.
- Broken cases, missing piece, poor sound, cracked, scratched CD and tapes shall be discarded.
- Videocassettes shall be examined for wear after 100-150 circulations, these might need to be replaced after 200-250 showings.

Section 3. Procedures for Weeding (Figure 13)

- a. Pull out the books that do not meet the criteria for consideration in the selection of books and monographs.
- b. Pull out books that possess the specified characteristics of materials for withdrawal.
- c. Pull out all entries from the card catalog for the books that have been withdrawn or to be discarded.
- d. Pull out shelf list card and stamp as cancelled and file for future reference such as library reports, etc.
- e. Note the items discarded in the remarks column of the Accession Book.
- f. Stamp the withdrawn book and dispose them off in the manner recommended by the Library Advisory Committee and in accordance with COA rules and regulations.

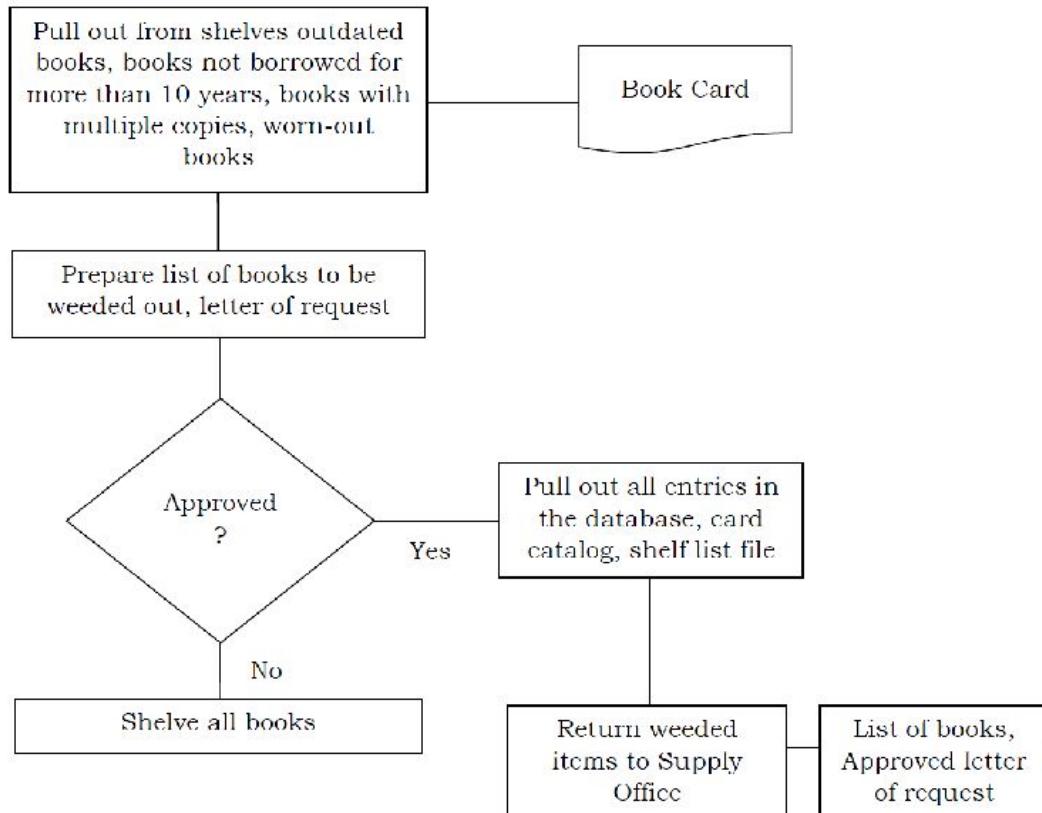


Figure 13. Flowchart for weeding of library materials

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

Implementation

I.8. The quality and quantity of library materials and resources conform with the standards set for a particular academic 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

**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
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

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

www.cvsu.edu.ph

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

Click to access the full copy of the file

PROFESSIONAL BOOKS

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



BS OFFICE ADMINISTRATION

BS Office Administration

C. COLLECTION DEVELOPMENT,
ORGANIZATION AND PRESERVATION

Outcomes 0.1-0.2



BS OFFICE ADMINISTRATION

OUTCOMES

O.1. The library core collection is adequate, updated, and well-balanced.





Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines
(046) 4150-010 / 09338167786
www.cvsu.edu.ph

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

www.cvsu.edu.ph

UNIVERSITY LIBRARY

Summary of Online Electronic Books (E-Books) 2021

LCC Classification	Titles	Volumes	Library holdings copyrighted w/i in the last 10 Years	Library holdings copyrighted w/i 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
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

OUTCOMES

O.2. The professional books, journals and electronic resources for the program are sufficient.



BS Office Administration

C. COLLECTION DEVELOPMENT,
ORGANIZATION AND PRESERVATION

OUTCOMES PROFESSIONAL BOOKS OF BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION



BS OFFICE ADMINISTRATION



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
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

www.cvsu.edu.ph

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

Click to access the full copy of the file

PROFESSIONAL BOOKS

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



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**



BS Office Administration

PARAMETER D.
SERVICES AND UTILIZATION

SYSTEM-INPUTS AND PROCESSES



BS OFFICE ADMINISTRATION

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

Implementation

I.1- I.5



Implementation

I.1



Implementation

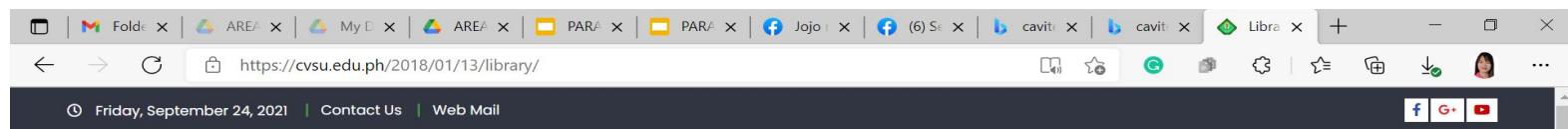
I.1.1. functional and interactive library web page



**PARAMETER D.
SERVICES AND UTILIZATION**



CvSU Main Library Webpage



Friday, September 24, 2021 | Contact Us | Web Mail

2,777 total views, 3 views today

TRANSPARENCY
PHILIPPINE SEAL

FREEDOM OF INFORMATION
PHILIPPINES

CAVITE STATE UNIVERSITY

Truth Excellence Service

Library

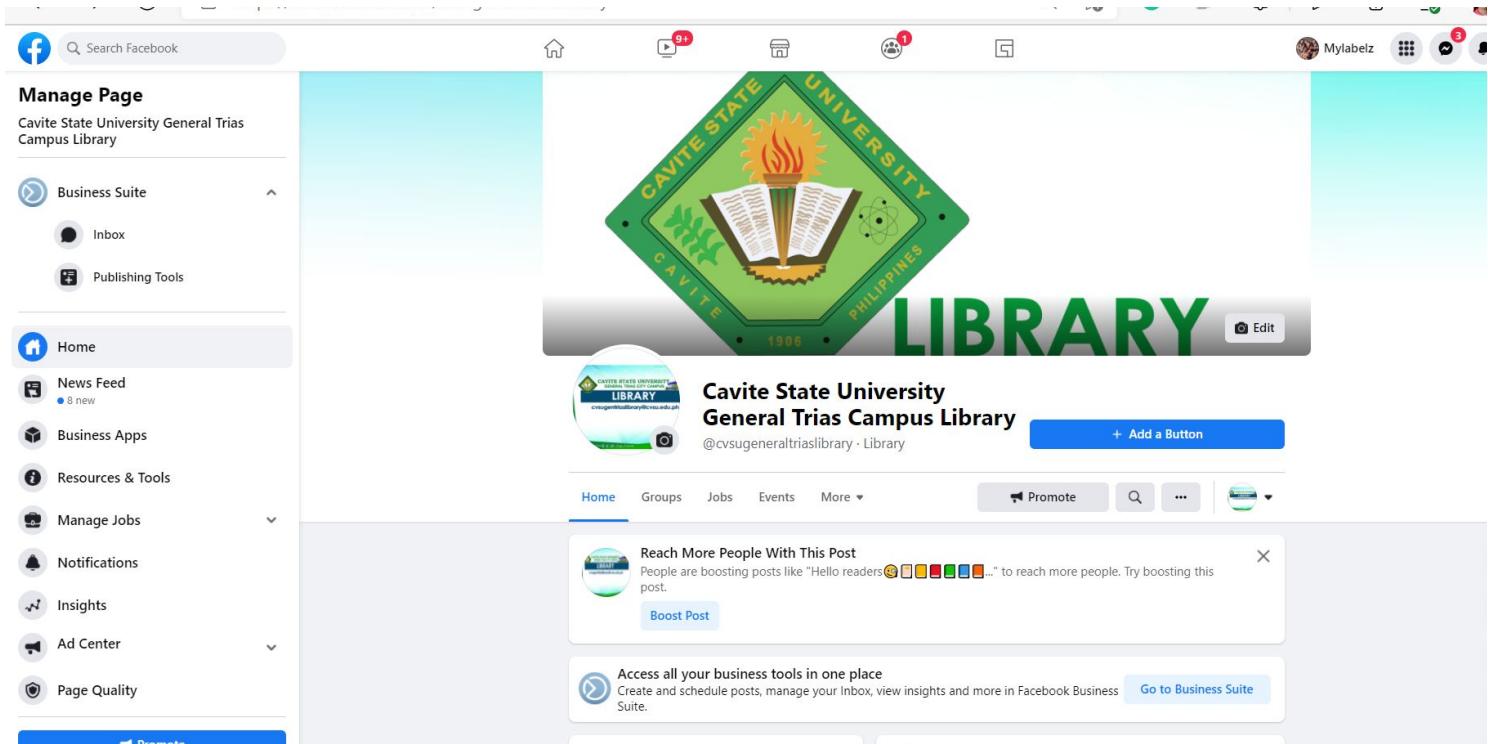
2,777 total views, 3 views today

Brief History

The two-storey University Library started its operation in June 1980, with a collection of 2,946 volumes (consisting of 1,196 titles) turned over from the old high school library. After the books were catalogued, the library finally opened its door to the users in November 1980. Since its opening, its collection has increased to 106,459 volumes (92,199 titles). It has acquired a total of 5,055 series titles (journals, newsletters, annual reports, newspapers, bulletins, popular magazines, etc.)

The present University library has been named Ladislao N. Diwa Memorial Library and Museum (LDMLM) since its launching on July 14, 1997, in recognition of the various contributions of Ladislao N. Diwa and his heirs to the library.

It operates using the OPEN SHELF SYSTEM.



CvSU General Trias city Campus
Facebook page

IMPLEMENTATION

I.1.2. Integrated system



Integrated Library System: Infolib Features

Features:

- ✓ OPAC**
- ✓ Circulation**
- ✓ Computerized Cataloging**
- ✓ Inventory Reporting**
- ✓ Barcoding Features**
- ✓ Serials Control**

Implementation

I.1.3. on-line public access (OPAC)



Integrated Library System: Infolib Features

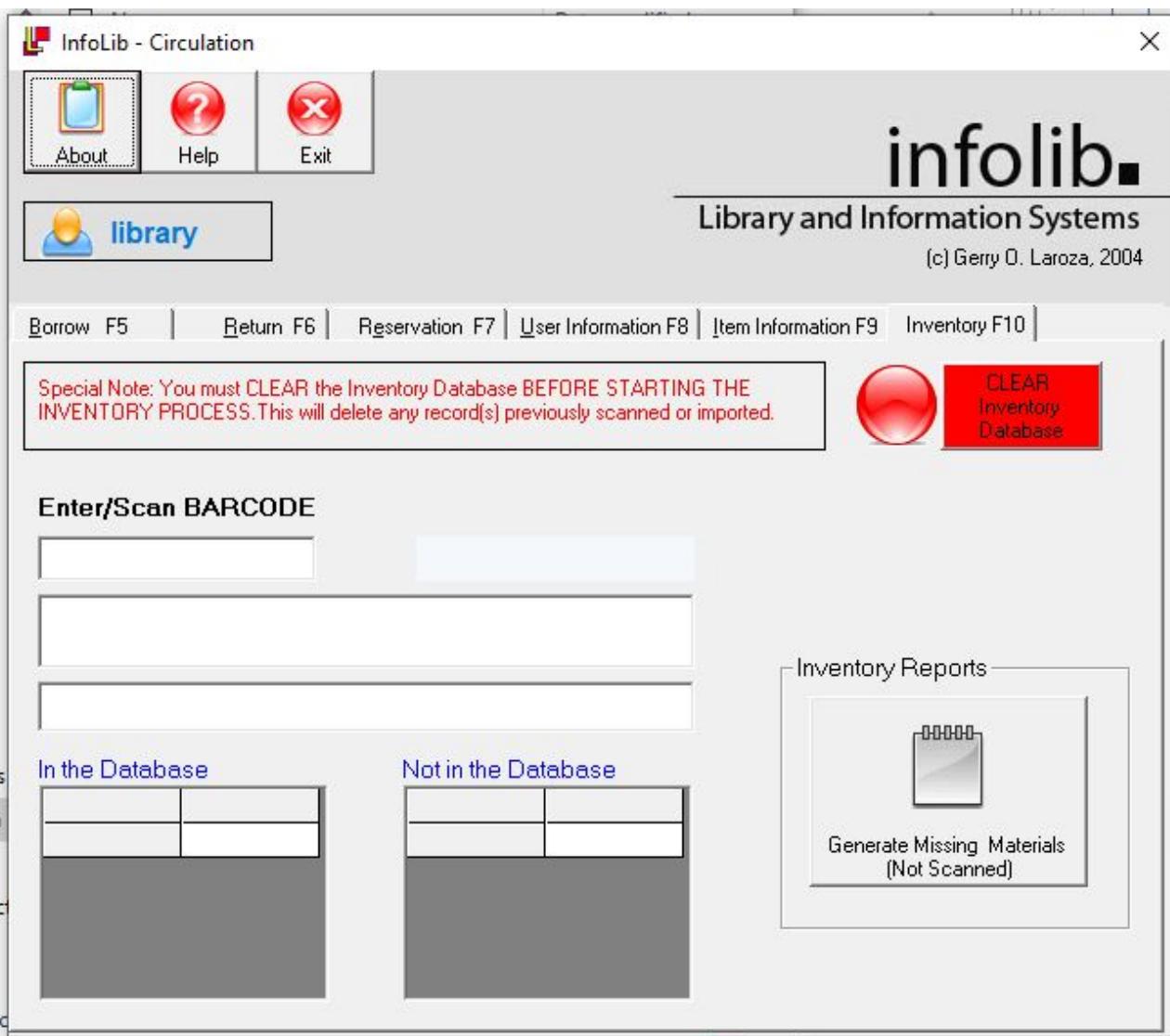
Online Public Access Catalog (OPAC)

Implementation

I.1.4. circulation on-line



Integrated Library System: Infolib Features



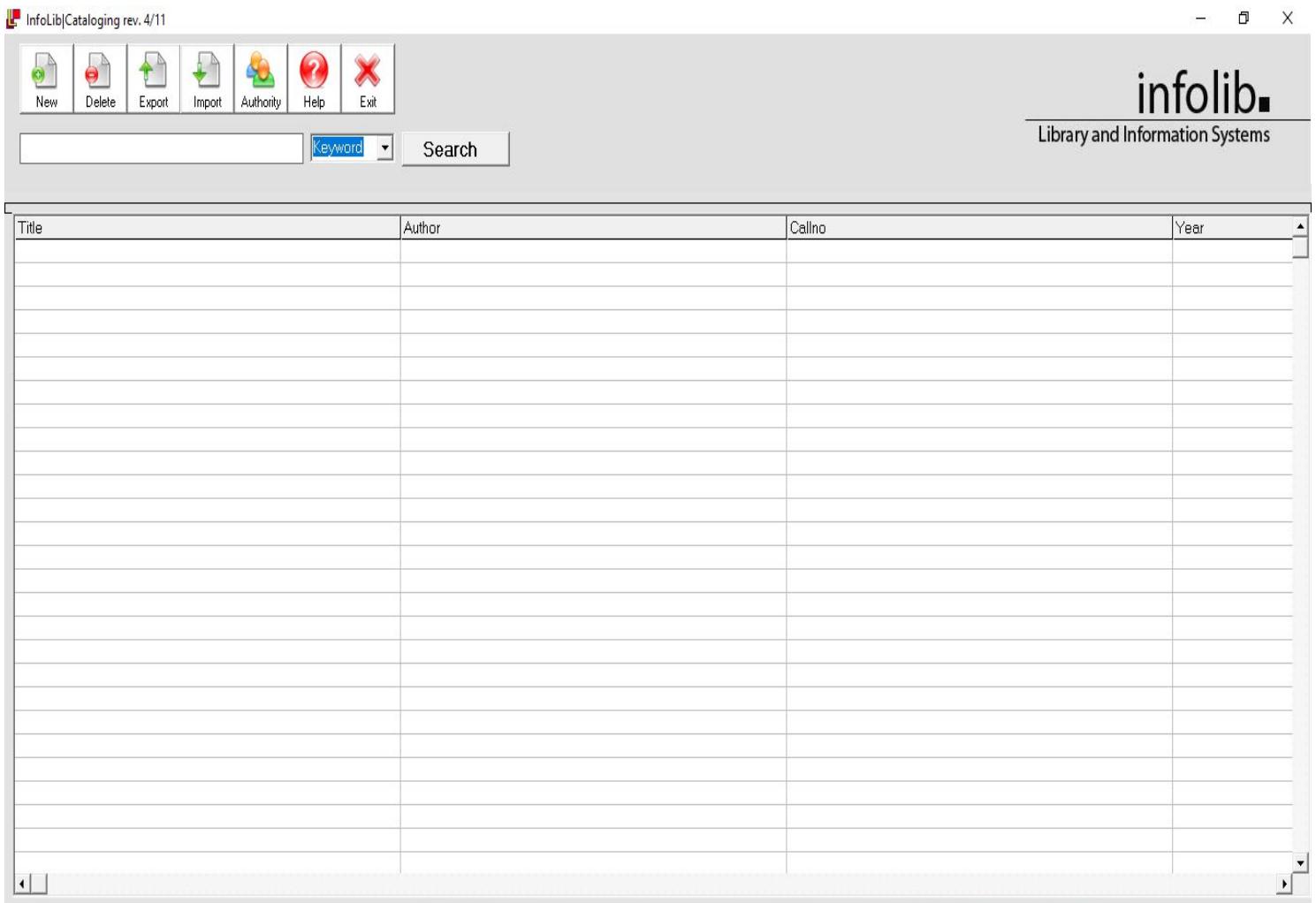
Circulation

Implementation

I.1.5. computerized cataloging



Integrated Library System: Infolib Features



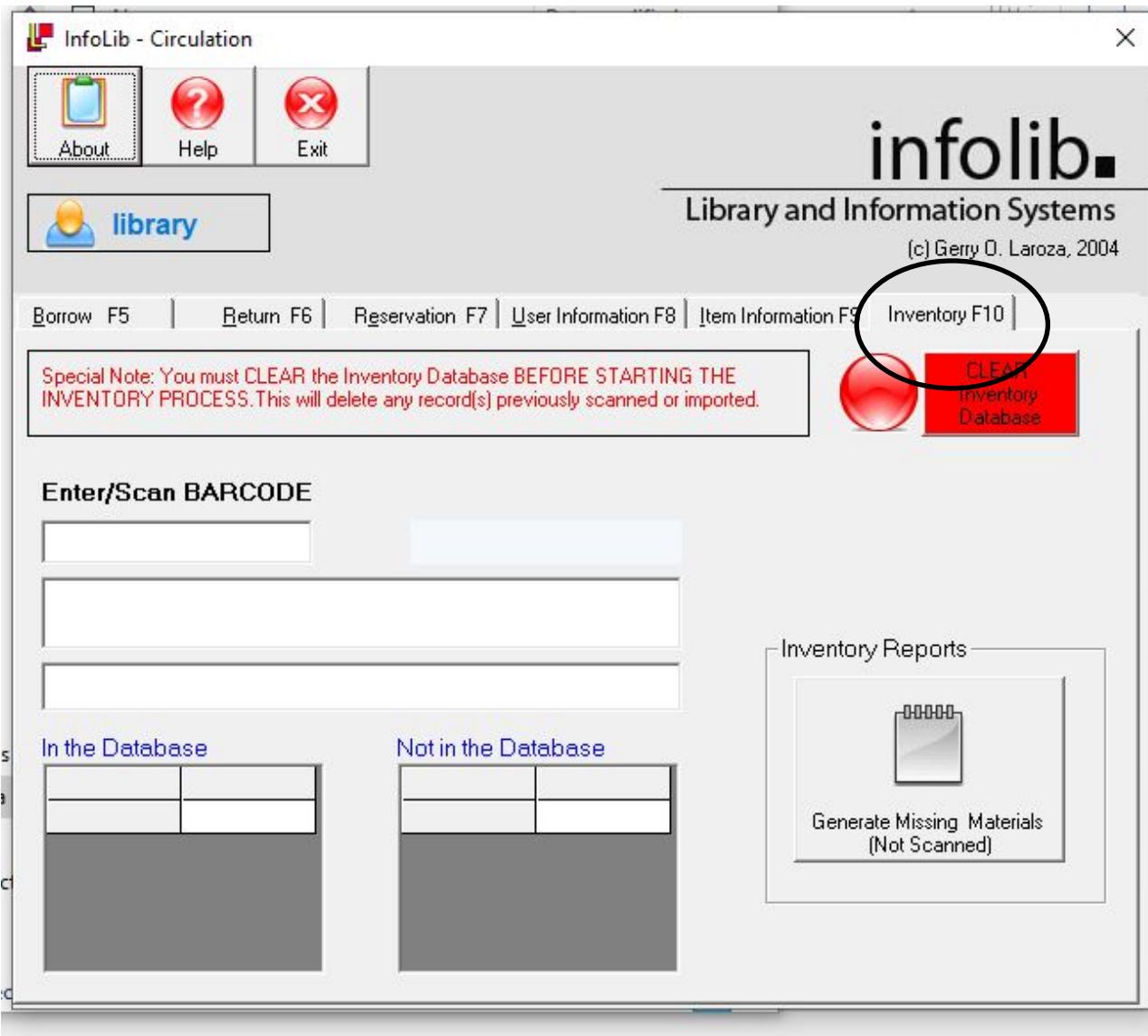
Computerized Cataloging

Implementation

I.1.6. inventory reporting



Integrated Library System: Infolib Features



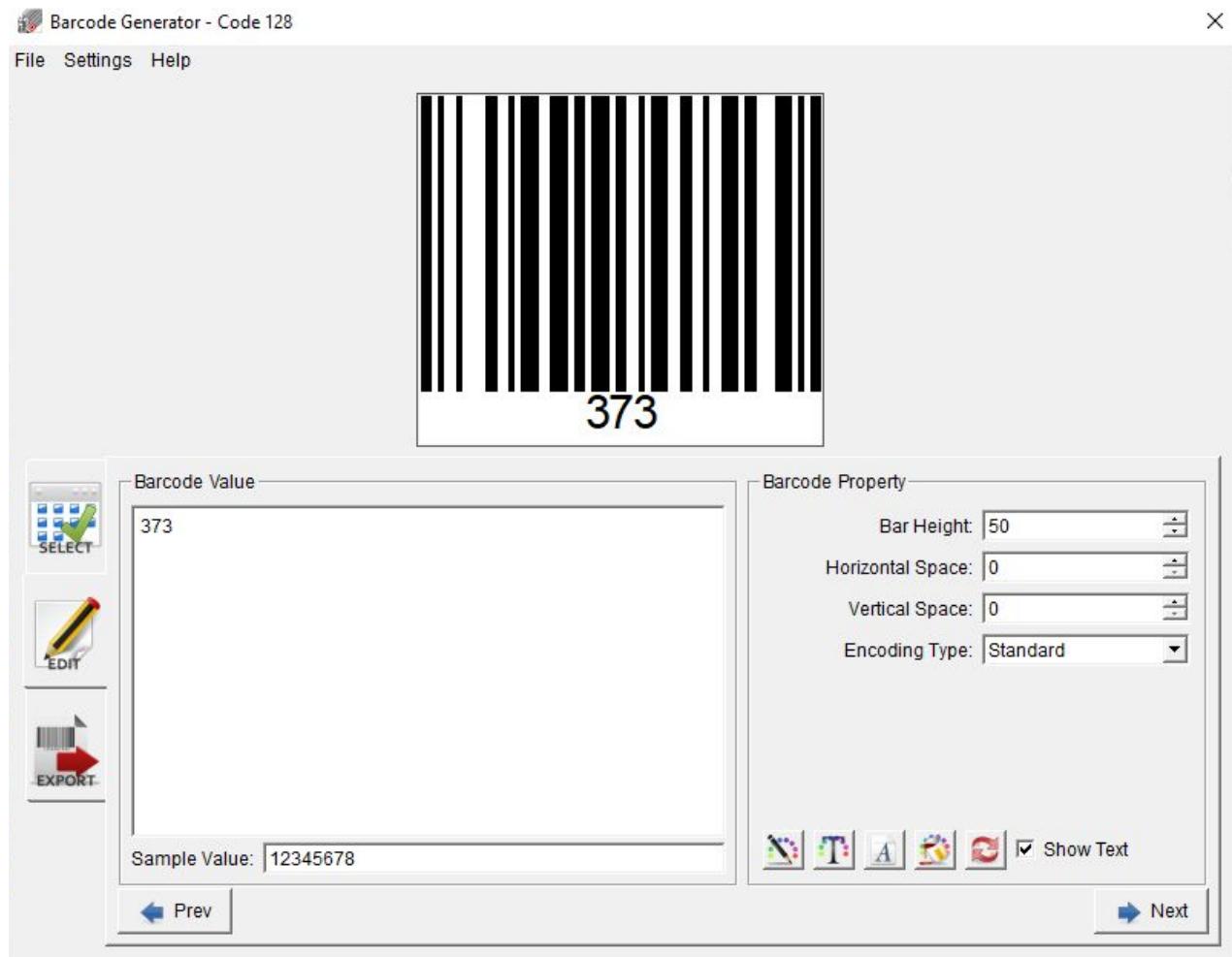
Inventory Reporting

Implementation

I.1.7. serials control

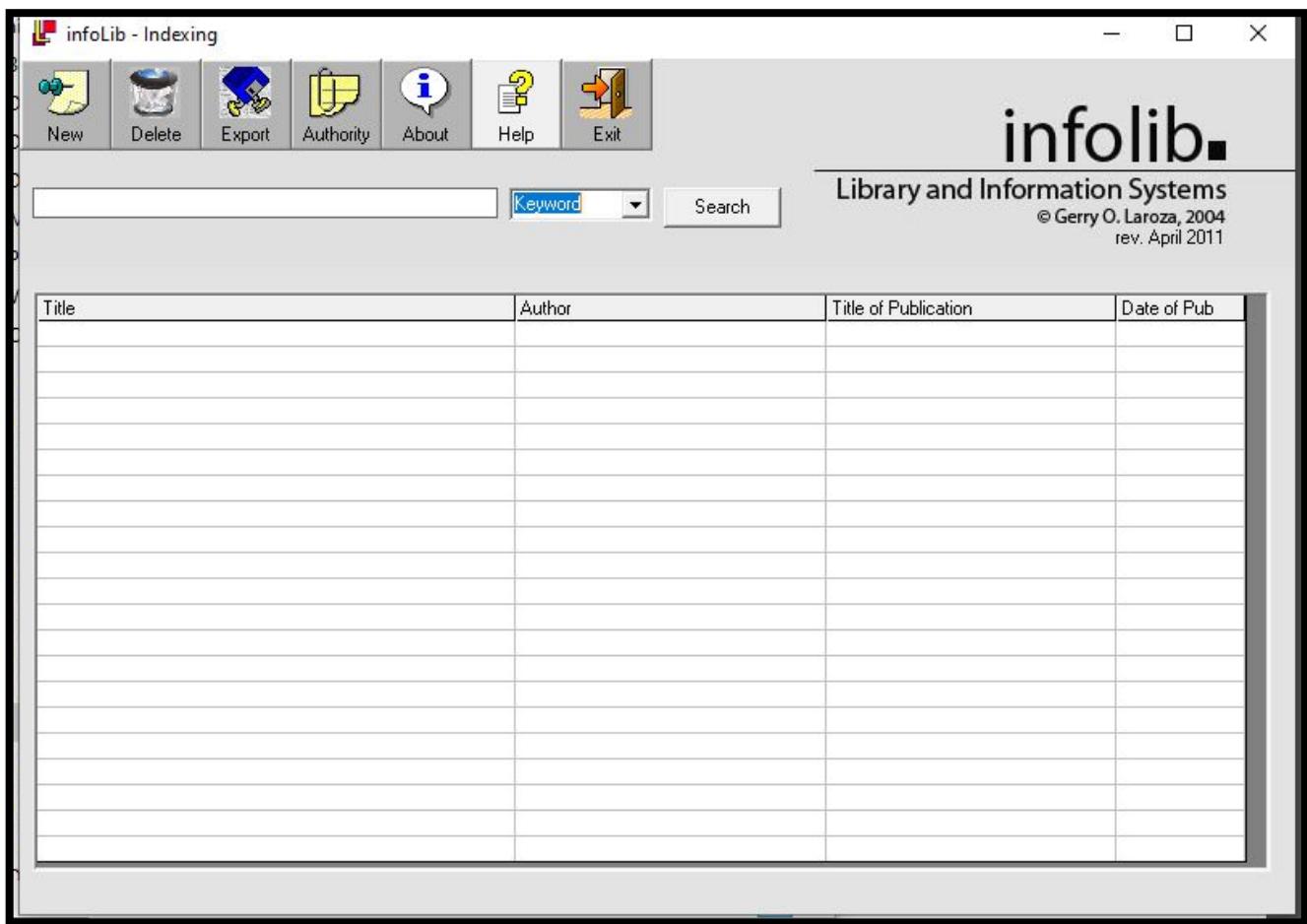


Integrated Library System: Infolib Features



Barcoding Features

Integrated Library System: Infolib Features

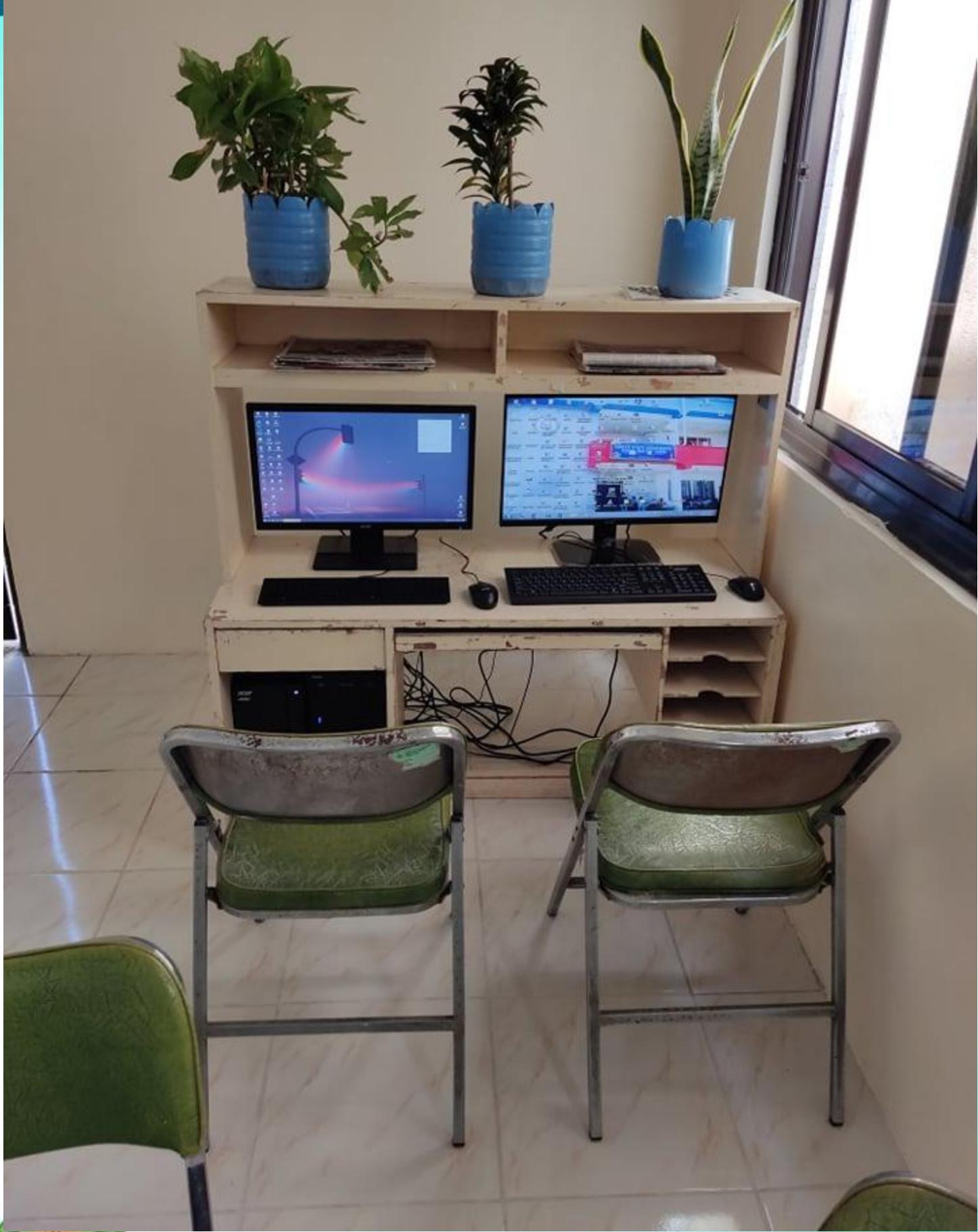


Serials Control

Implementation

I.1.8. internet searching





BS OFFICE ADMINISTRATION



Implementation

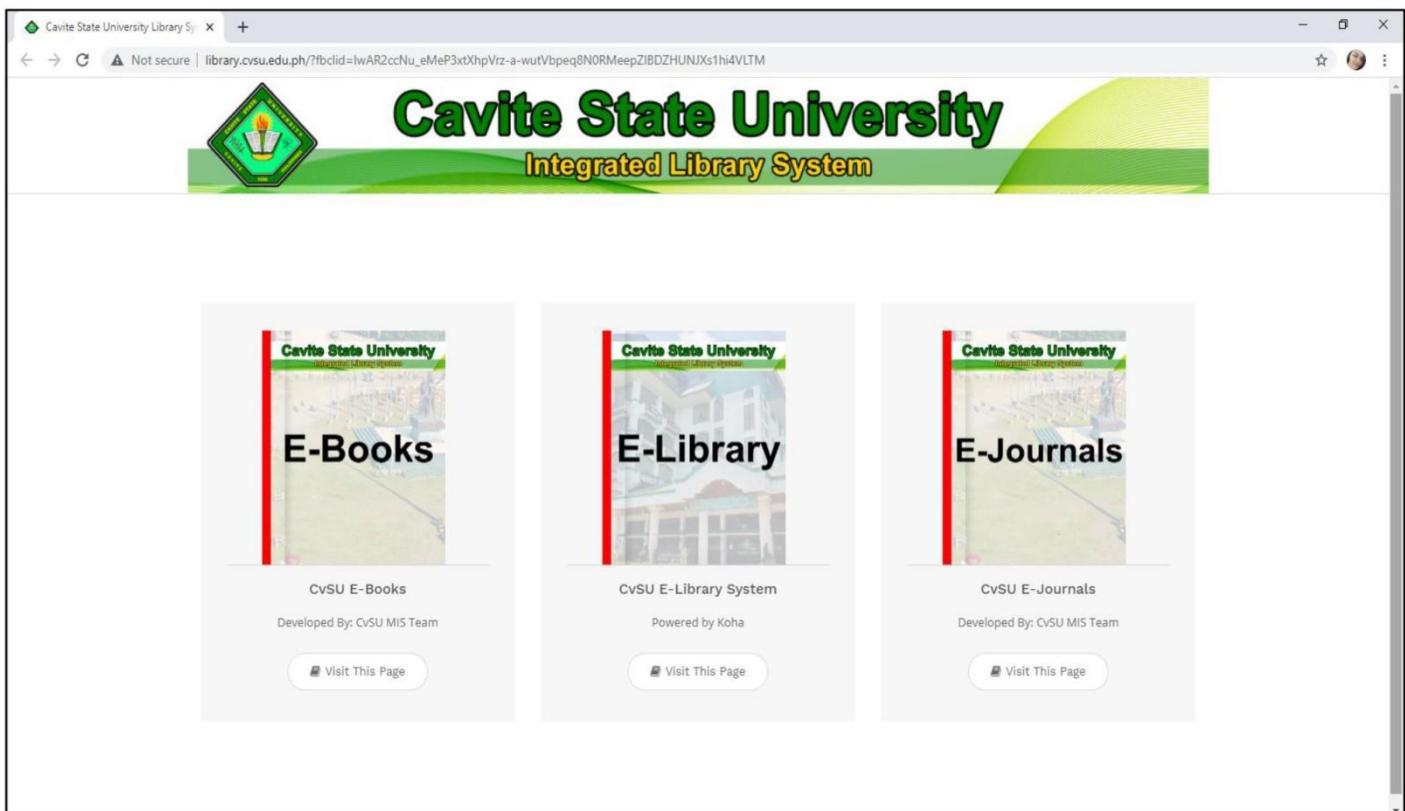
I.1.9. CD-ROM



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>



Implementation

I.1.10. On-line database



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

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

Ioli, Elena; Grazioli, Franco

Implementation

I.1.11. photocopying





BS OFFICE ADMINISTRATION



Implementation

I.2



I.2. The library opens at least 54 hours per week of the College/Academic Unit or 60 hours per week for the Institution.





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





Republic of the Philippines
CAVITE STATE UNIVERSITY

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

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

Implementation I.3.1

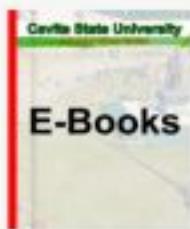


I.3. The library promotes and disseminates its program through a regular announcement for its new acquisition of print materials (books, journal, magazines), resources, facilities and services



- ❖ Library information Services
- ❖ Online Reference Services
- ❖ Orientation (online and face to face)

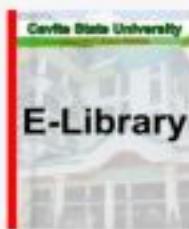




E-Books

CvSU E-Books
Developed By: CvSU MIS Team

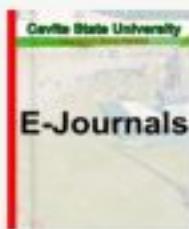
[Visit This Page](#)



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](#)

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 🙌🙌🙌

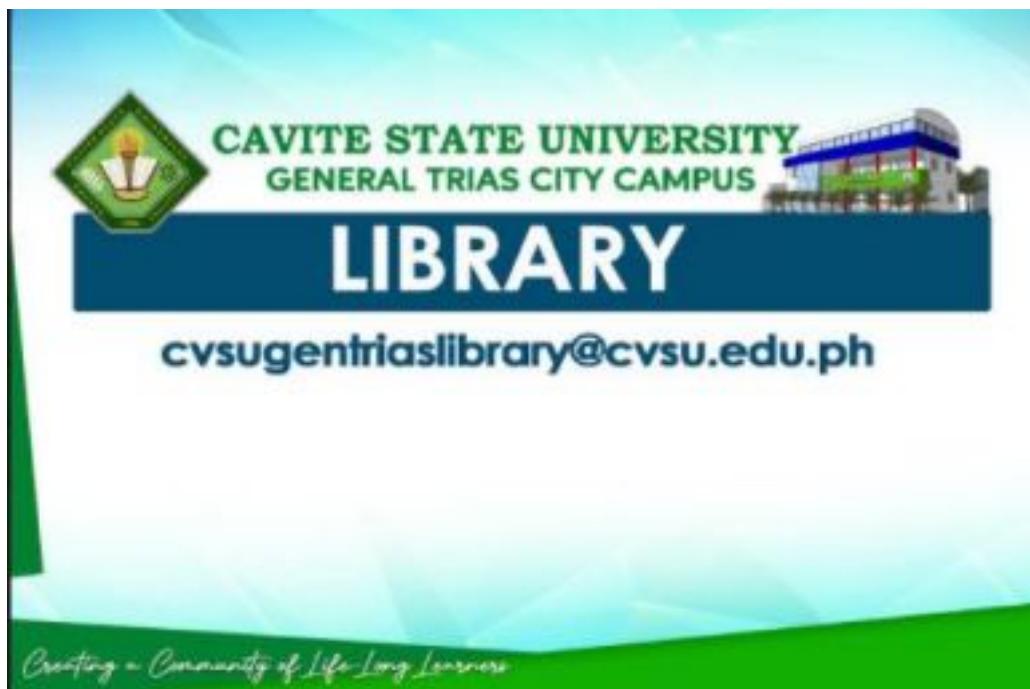
🌟🌟
#cvsulibrary
#cvsumainlibrary
#CvSUmain
#bringingthelibrarytoyou

187 Comments 861 Shares

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



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** (highlighted)
- 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

BULLETIN BOARD LIBRARY ORIENTATION



BS OFFICE ADMINISTRATION

LIBRARY ORIENTATION



BS OFFICE ADMINISTRATION

NEW ACQUISITIONS



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





Republic of the Philippines
CAVITE STATE UNIVERSITY

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

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

Implementation

I.5. Statistical data on the utilization of various resources and services are compiled and used to improve the library collection and operations.



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 I-Journals	113	0	0	0	0	0	0	0	0	0	0	0	113
	Total:	1,150	2,319	0	0	0	0	0	0	0	0	0	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
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

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
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

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
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



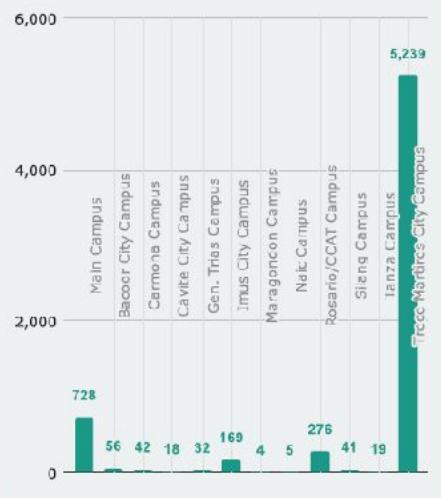
UNIVERSITY LIBRARY

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

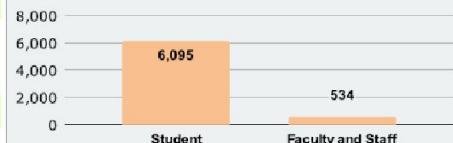
E-Books Utilized by Campus



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





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



Republic of the Philippines
CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

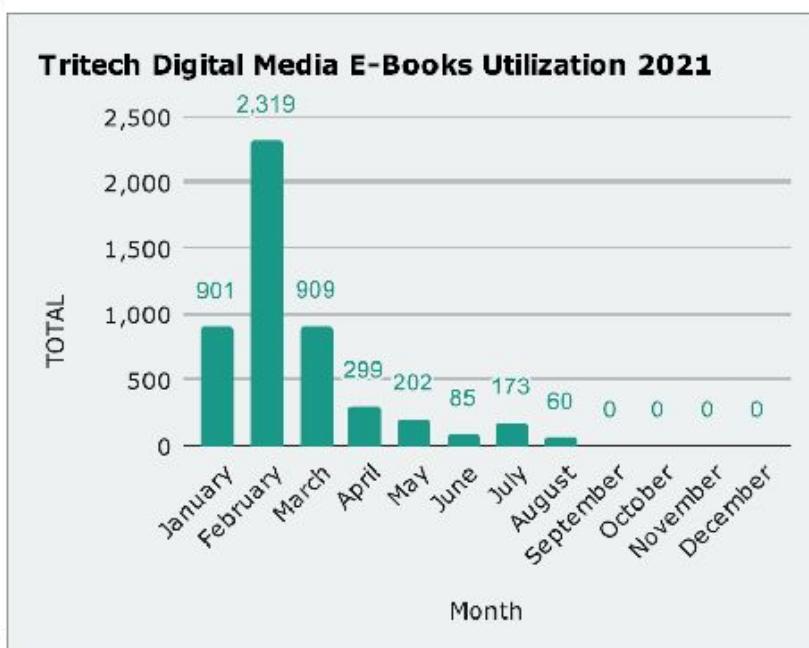
Indang, Cavite

www.cvsu.edu.ph

UNIVERSITY LIBRARY

Online E-Books Utilization: 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



Republic of the Philippines

CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Indang, Cavite

www.cvsu.edu.ph

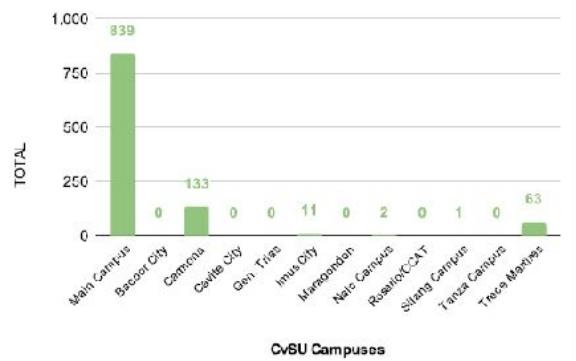
UNIVERSITY LIBRARY

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	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



Outcomes

O.1.O.2



OUTCOMES

O.1. 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

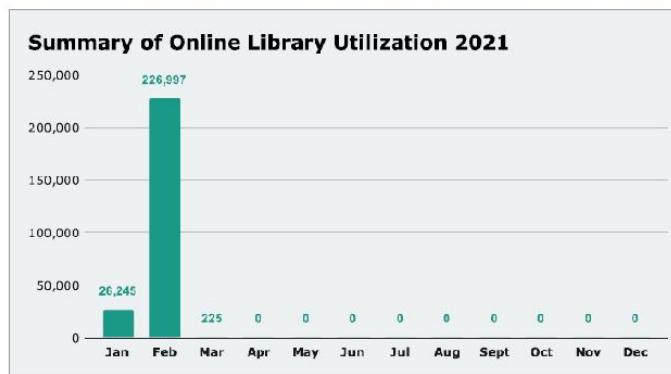


BS Office Administration

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

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
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

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
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



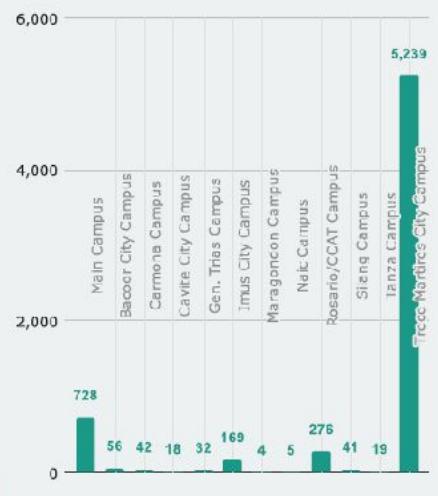
UNIVERSITY LIBRARY

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

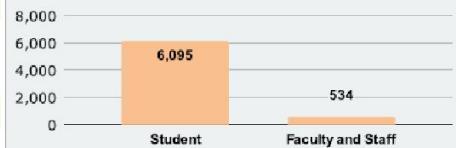
E-Books Utilized by Campus



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

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
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



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
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

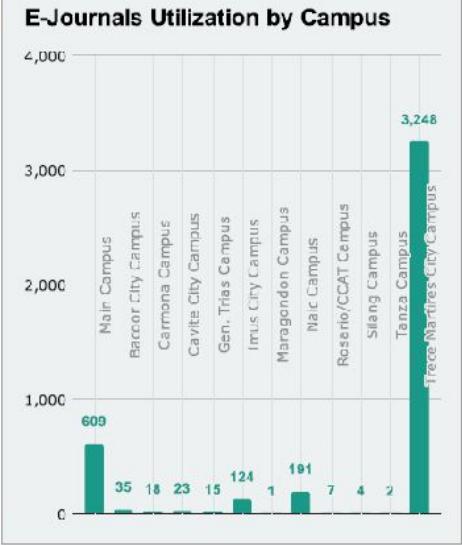


UNIVERSITY LIBRARY

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

I. Campus

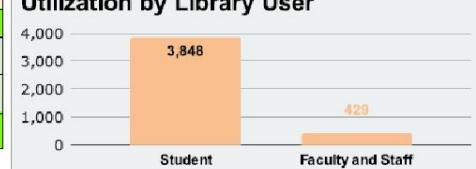
No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
1	Main Campus	54	70	202	107	105	40	31	0	0	0	0	0	609
2	Bacoor City Campus	2	2	8	6	15	3	1	0	0	0	0	0	35
3	Carmona Campus	3	4	7	3	1	0	0	0	0	0	0	0	18
4	Cavite City Campus	2	1	5	1	1	6	7	0	0	0	0	0	23
5	Gen. Trias Campus	0	4	10	0	0	0	1	0	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



Republic of the Philippines
CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Indang, Cavite

www.cvsu.edu.ph

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



Republic of the Philippines
CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

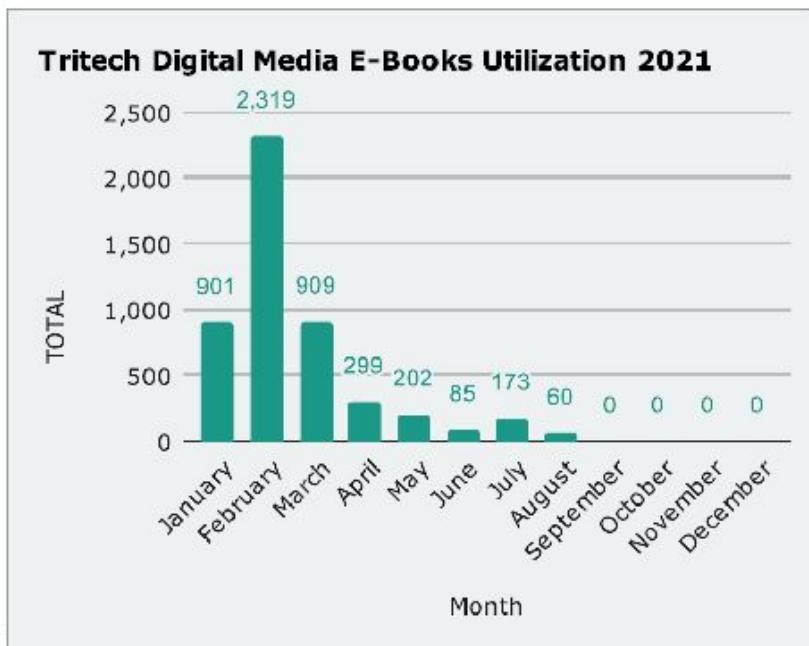
Indang, Cavite

www.cvsu.edu.ph

UNIVERSITY LIBRARY

Online E-Books Utilization: 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



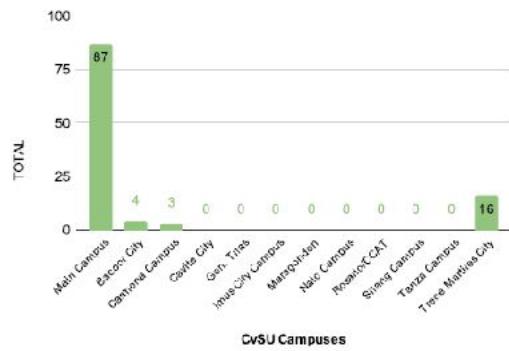
UNIVERSITY LIBRARY

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





Republic of the Philippines

CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Indang, Cavite

www.cvsu.edu.ph

UNIVERSITY LIBRARY

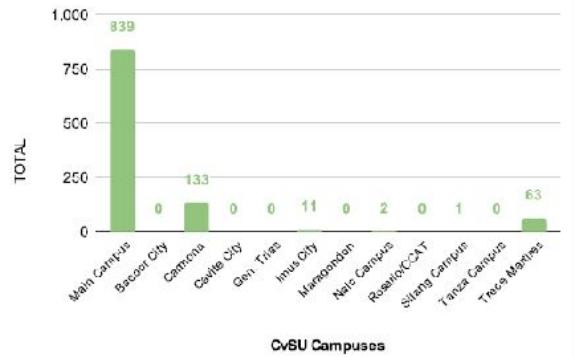
Online E-Book Password Request Services:

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	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



SYSTEM-INPUTS AND PROCESSES

Location and Site

S.1. The library is strategically located and accessible to students, faculty and other clientele.



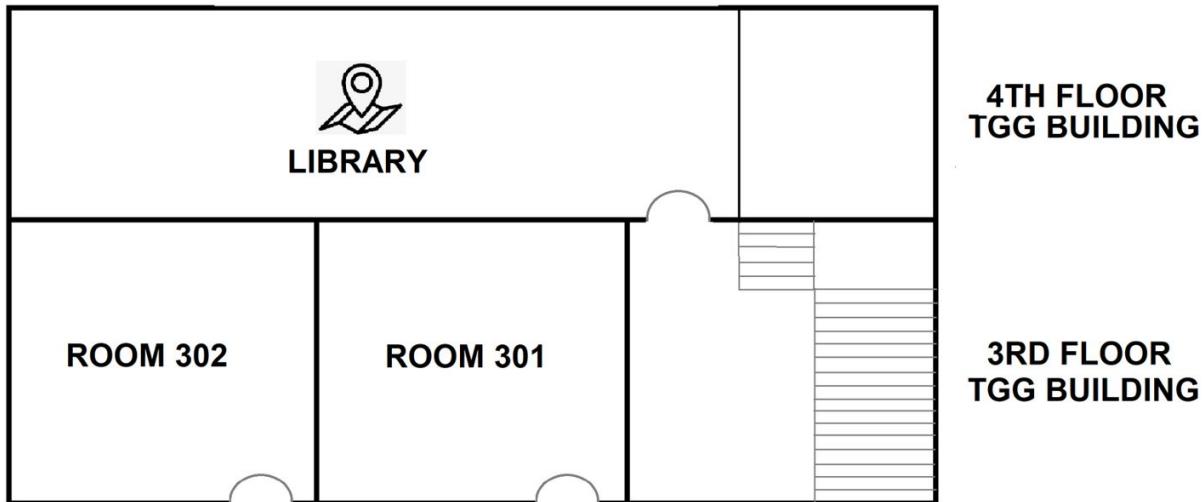
LOCATION MAP OF CVSU GENERAL TRIAS CAMPUS LIBRARY

BS OFFICE ADMINISTRATION



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

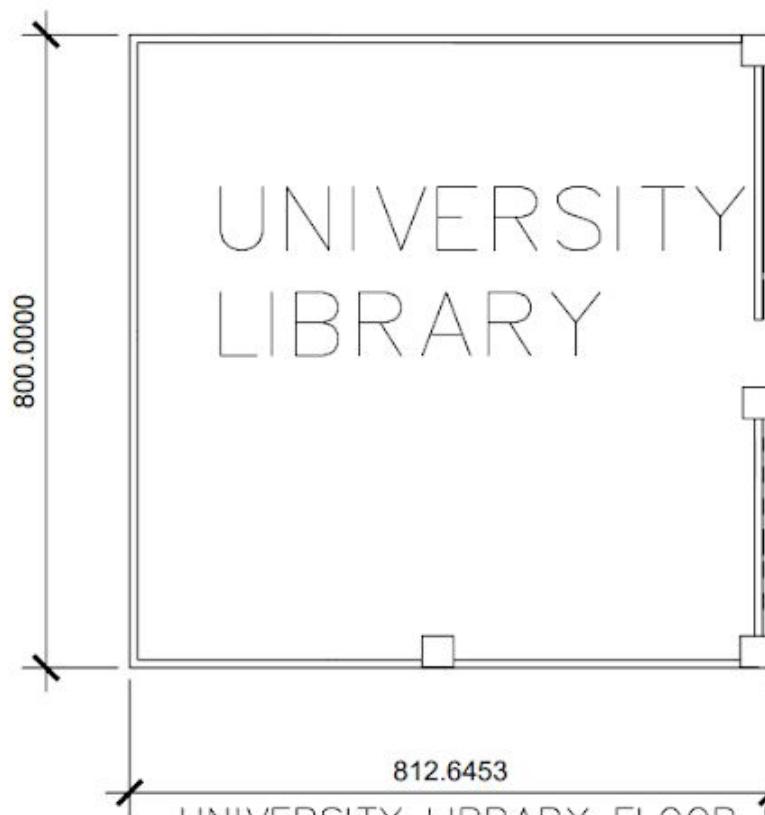


SYSTEM-INPUTS AND PROCESSES

Location and Site

S.2. The library is systematically planned to allow future expansion.





UNIVERSITY LIBRARY FLOOR PLAN

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



CAMPUS LIBRARY is located in our
newly renovated building



SYSTEM-INPUTS AND PROCESSES

Space Requirement

S.3. The size of the library meets standard requirements considering the present and future expansion.





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:

A handwritten signature in black ink.

MYLA ESTRADA SABLAYAN, RL
Campus Librarian



BS OFFICE ADMINISTRATION

SYSTEM-INPUTS AND PROCESSES

Space Requirement

S.4. The reading room can accommodate at least 10% of the school enrollment at any given time.





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

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



BS OFFICE ADMINISTRATION

SYSTEM-INPUTS AND PROCESSES

Space Requirement

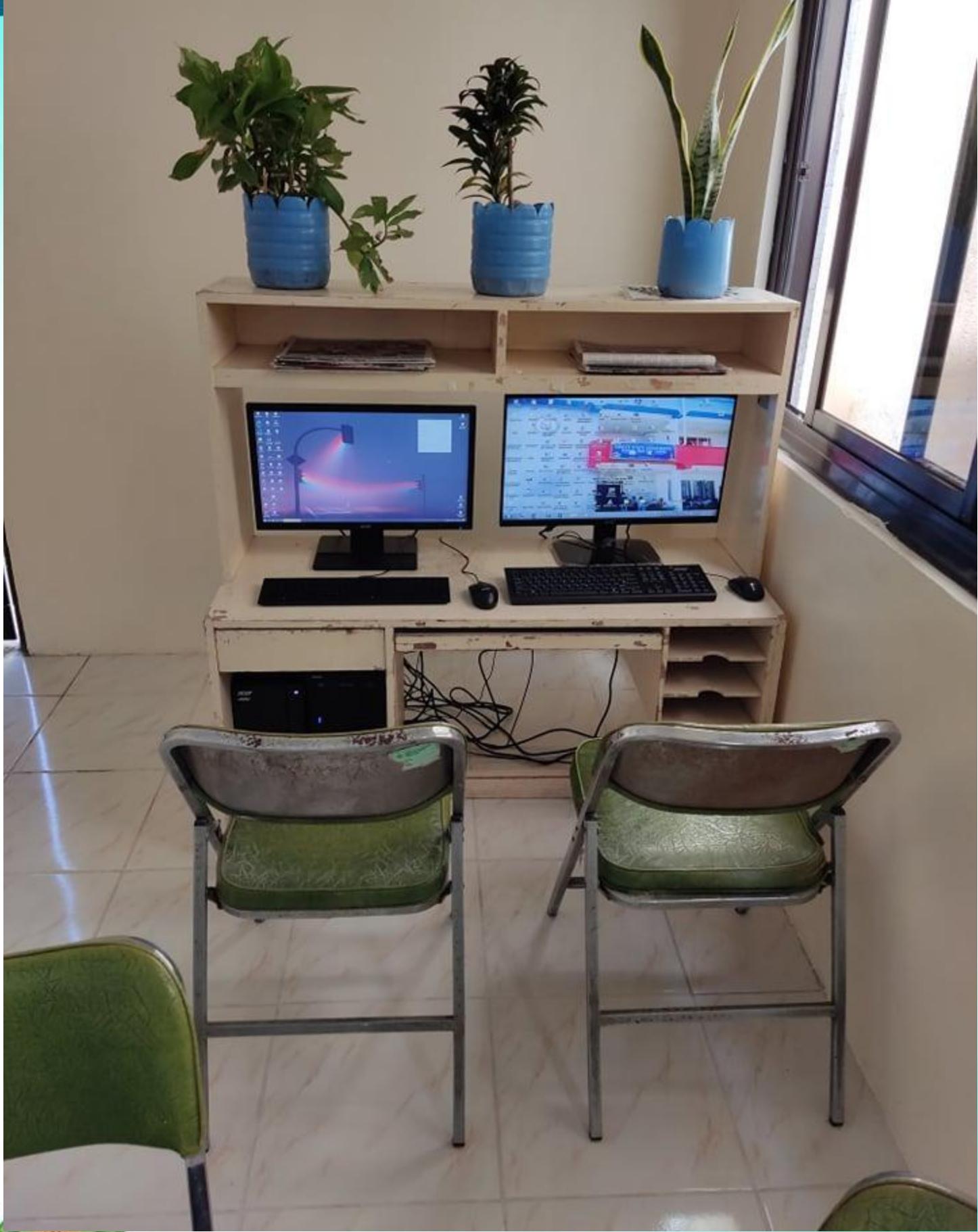
S.5. Space is provided for print resources as well as work stations for electronic resources.





BS OFFICE ADMINISTRATION





BS OFFICE ADMINISTRATION

SYSTEM-INPUTS AND PROCESSES

Space Requirement

S.6. Space is provided for the librarians' office staff room, technical room, etc.



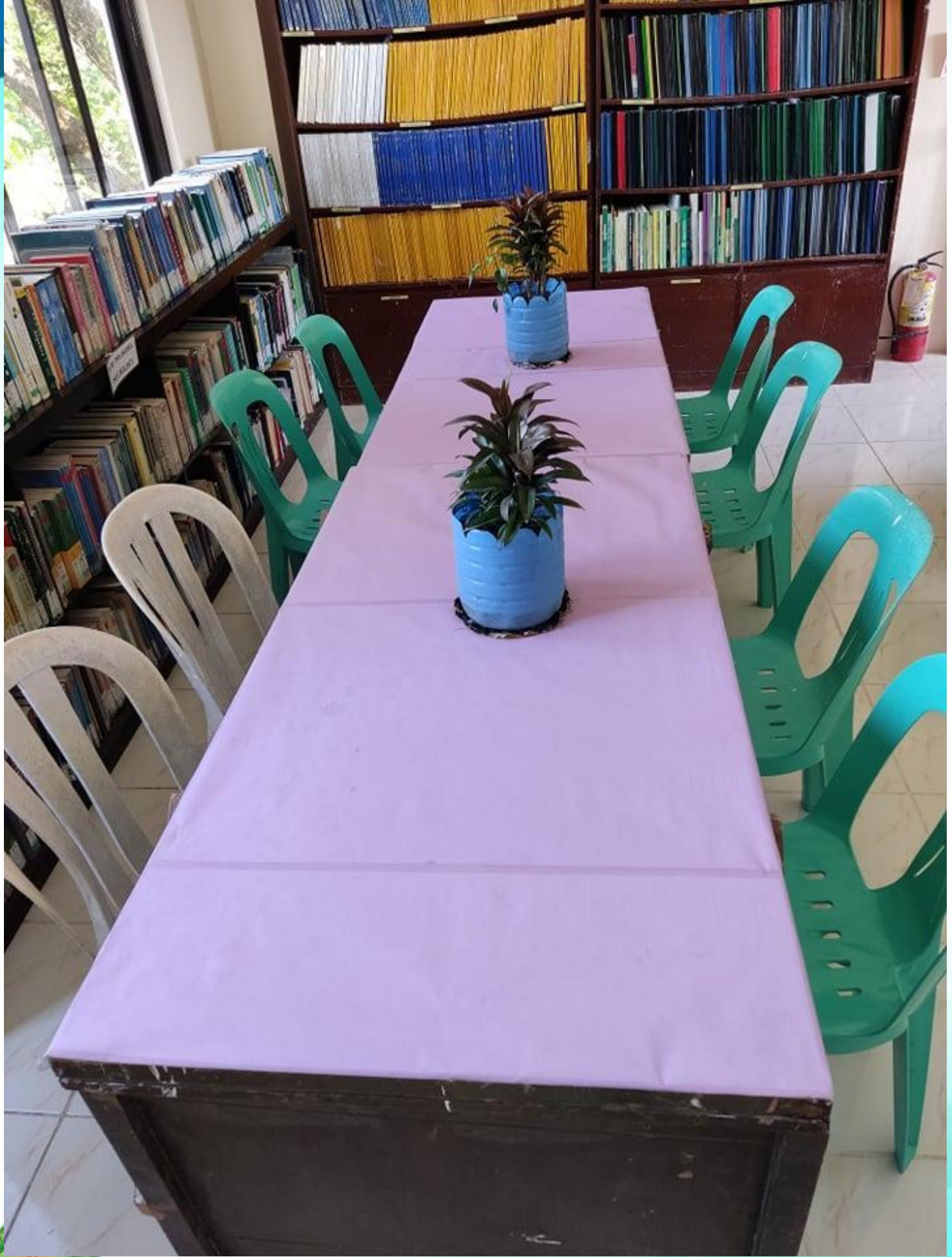
LIBRARIANS' OFFICE TABLE



Space are provided
for Librarian's Technical



BS OFFICE ADMINISTRATION



BS OFFICE ADMINISTRATION



SYSTEM-INPUTS AND PROCESSES

Space Requirement

S.7. Ramps for the physically disabled are provided.





BS OFFICE ADMINISTRATION

SYSTEM-INPUTS AND PROCESSES

Furniture and Equipment

S.8. The library meets the required and standard sized furniture and equipment





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 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



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines
☎ (046) 415-0010 / +639338167786
www.cvsu.edu.ph / www.cvsulibrary@cvsu.edu.ph

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

SYSTEM-INPUTS AND PROCESSES

Furniture and Equipment

S.9. The library furniture and equipment are available.

S.9.1 adjustable/movable shelves;

S.9.2. magazines display shelves



Adjustable/movable shelves



BS OFFICE ADMINISTRATION

Magazine display area



SYSTEM-INPUTS AND PROCESSES

Furniture and Equipment

S.9. The library furniture and equipment are available.

S.9.3. newspaper racks

S.9.4. standard tables and chairs



Newspaper area



BS OFFICE ADMINISTRATION

Standard Tables and Chairs



BS OFFICE ADMINISTRATION

SYSTEM-INPUTS AND PROCESSES

Furniture and Equipment

S.9. The library furniture and equipment are available.

S.9.5. carrels for individual study

S.9.6. desks and chairs for staff





BS OFFICE ADMINISTRATION





BS OFFICE ADMINISTRATION

SYSTEM-INPUTS AND PROCESSES

Furniture and Equipment

S.9. The library furniture and equipment are available.

S.9.7. charging desk

S.9.8. dictionary stand



Charging Desk



BS OFFICE ADMINISTRATION

Dictionary stand



BS OFFICE ADMINISTRATION

SYSTEM-INPUTS AND PROCESSES

Furniture and Equipment

S.9. The library furniture and equipment are available.

S.9.9. atlas stand

S.9.10. bulletin boards and display cabinets

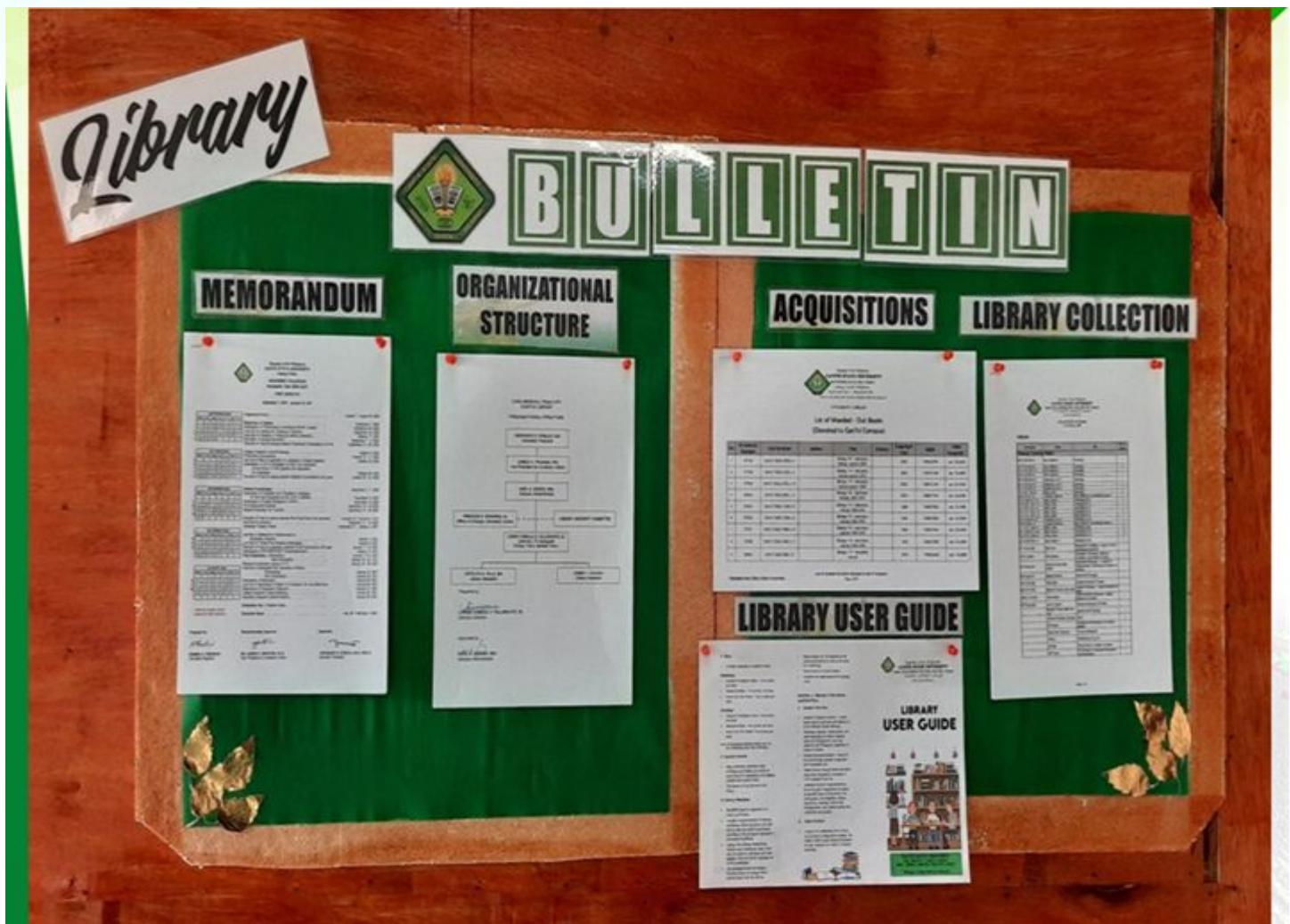


Atlas Stand



BS OFFICE ADMINISTRATION

Bulletin Board



BS OFFICE ADMINISTRATION

SYSTEM-INPUTS AND PROCESSES

Furniture and Equipment

S.9. The library furniture and equipment are available.

S.9.11. vertical file
cabinets

S.9.12. book racks





BS OFFICE ADMINISTRATION

SYSTEM-INPUTS AND PROCESSES

Furniture and Equipment

S.9. The library furniture and equipment are available.

S.9.13. map stands/cabinets

S.9.14. cardex/rotadex or any filing equipment for periodical record;



MAPS



Filing storage for Periodicals



BS OFFICE ADMINISTRATION

SYSTEM-INPUTS AND PROCESSES

Furniture and Equipment

S.9. The library furniture and equipment are available.

S.9.15. typewriters;

S.9.16. computer with printers

S.9.17. others (GAD materials)



TYPEWRITER



BS OFFICE ADMINISTRATION

Computer with Printer



BS OFFICE ADMINISTRATION

Gender and Development Materials



SYSTEM-INPUTS AND PROCESSES

Physical Provisions for Reading

S.10. The library is well-lighted.



Well lighted library



SYSTEM-INPUTS AND PROCESSES

Physical Provisions for
Reading

S.11. The library is
well-ventilated.



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



SYSTEM-INPUTS AND PROCESSES

Physical Provisions for Reading

S.12. The atmosphere is conducive for learning.





BS OFFICE ADMINISTRATION



SYSTEM-INPUTS AND PROCESSES

Security/ Control

S.13. Fire extinguisher and a local fire alarm system are available.





Fire alarm and fire extinguishers are in place



BS OFFICE ADMINISTRATION

SYSTEM-INPUTS AND PROCESSES

Security/ Control

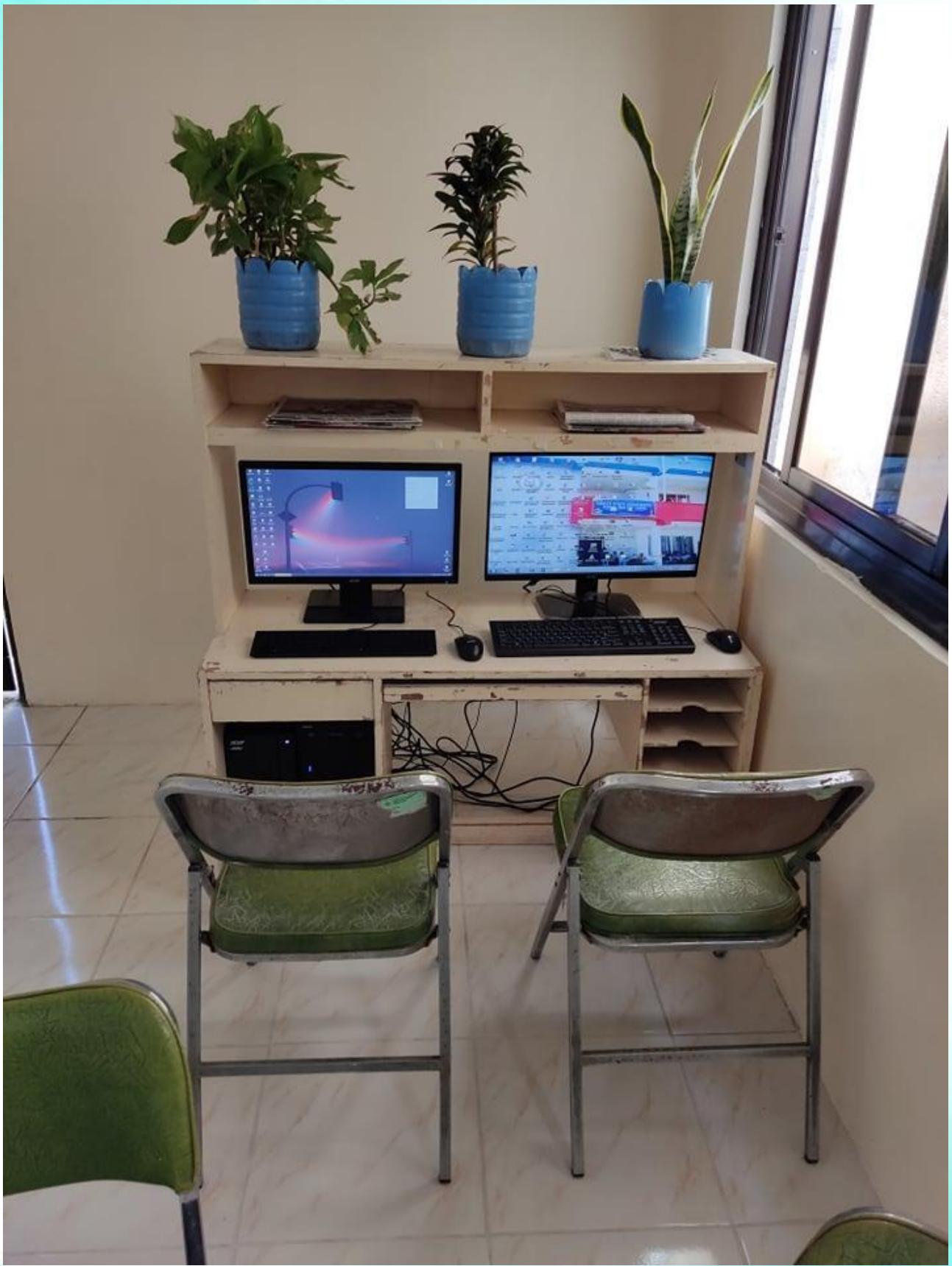
S.14. The library employs a system for security and control of library resources.



IMPLEMENTATION

I.1. IT software and multimedia equipment are utilized.



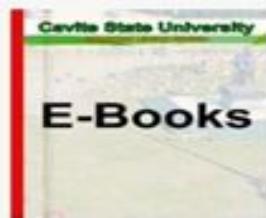


BS OFFICE ADMINISTRATION



Cavite State University

Integrated Library System

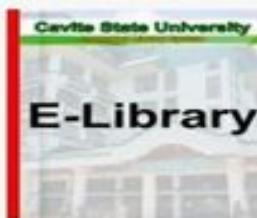


E-Books

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



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
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
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



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

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
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



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
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

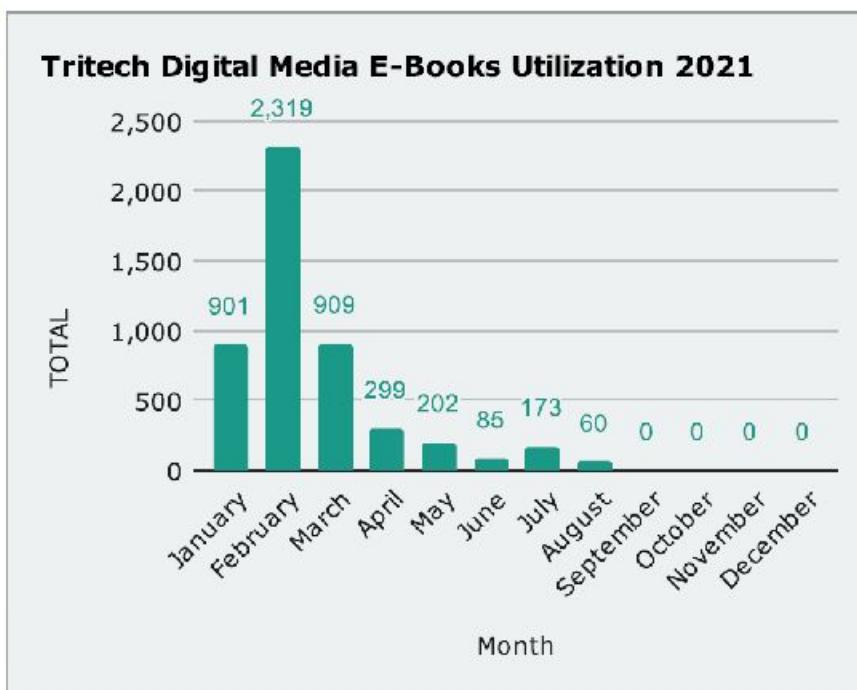


Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
www.csvu.edu.ph

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



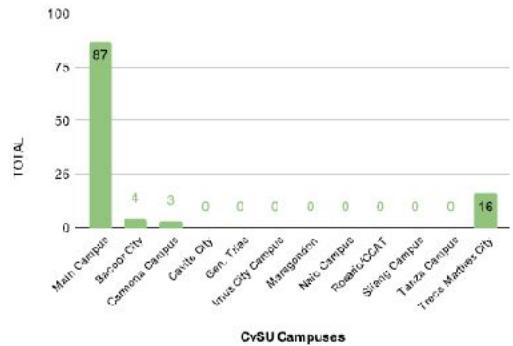
UNIVERSITY LIBRARY

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

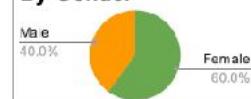
No. of Served Clients: By Campus



II. Gender

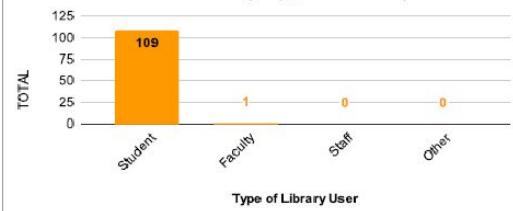
No.	CvSU Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
1	Female	1	6	12	18	13	9	7	0					66
2	Male	6	3	14	11	8	0	2	0					44
	Total:	7	9	26	29	21	9	9	0	0	0	0	0	110

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



Prepared by:

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

Certified correct by:

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



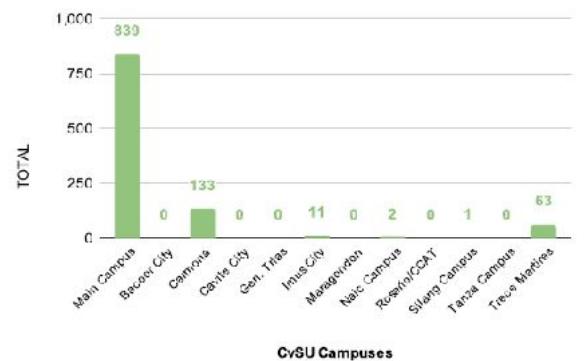
UNIVERSITY LIBRARY

Online E-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

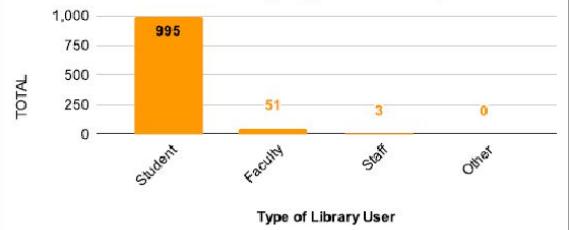
No. of Served Clients: By Campus



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



OUTCOME/S

O.1 The environment in the library is conducive to learning





BS OFFICE ADMINISTRATION



OUTCOME/S

O.2 The library facilities are well-maintained and aesthetically designed.





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
☎ (046) 509-4148
cvsugeneraltrias@cvsu.edu.ph

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

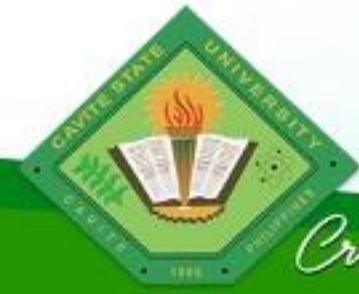
AREA VII. LIBRARY

F. FINANCIAL SUPPORT



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**

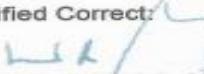
FUNDING SOURCE				
I. Estimated Income				
less 30% SUC WIDE COMMON FUND				
II. Total Estimated Income				
III. Estimated Expenses				
Program Project Activity (PPA)	Personnel Services	Maintenance and Other Operating Expenses	Capital Outlay	
			Equipment Outlay	Infrastructure
GASS	470,250.00	623,782.06	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:

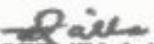
DR. HERNANDO D. ROBLES, CEO VI
President



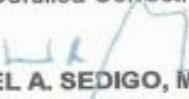
Creating a Community of Life-Long Learners

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

IMPLEMENTATION

I.1. 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 1,462
 Summer 2021 144
 1st Sem 2021-2022 2,015

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:

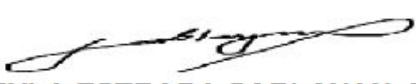
Respectfully submitting to your good office our request for the library books, supplies and equipment to be included in the budget preparation for this school year.

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

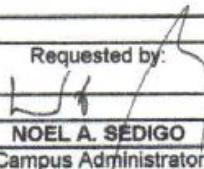
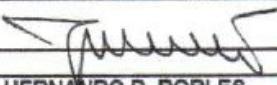
PURCHASE REQUEST

Entity Name: **CAVITE STATE UNIVERSITY**

Fund Cluster:

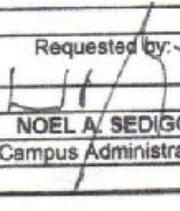
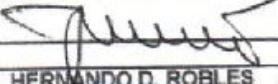
Office/ Section	GENTRI	PR No.	7076-16-691	Date	OCT 08 2020
			Responsibility Center Code:		
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pc	Computer Organization and Design: The Hardware/Software Interface	1	18,785.00	18,785.00
2	pc	Computer Organization and Architecture	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	

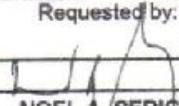
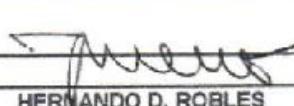
PARAMETER F

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: (F(4))					
PRECIOSA G. ERANA BAC Secretary					
RECEIVED					
BY: 251 DATE: 09/09/20					
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

OUTCOMES

O.1. 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



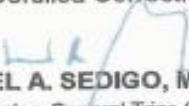
Creating a Community of Life-Long Learners

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

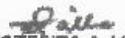
CAPITAL OUTLAY (Infrastructure)

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:

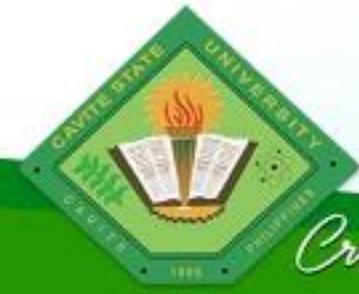

ESTEDITA A. VILLA
Campus Budget Officer

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



SYSTEM-INPUTS AND PROCESSES

S.1. 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

IMPLEMENTATION

I.1. Linkages with other institution and funding agencies are explored and establishing for purpose of enhancing library facilities and resources.



MEMORANDUM OF UNDERSTANDING WITH LGU ON THE USED OF THE CITY LIBRARY



Creating a Community of Life-Long Learners

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

BOOK DONATIONS RECEIVED



Creating a Community of Life-Long Learners

Click to access the full copy of the file

LIST OF BOOKS DONATION RECEIVED

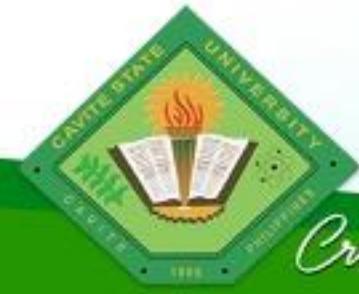
[\(Click to view pdf file\)](#)



BS OFFICE ADMINISTRATION

OUTCOME

O.1. Library resources sharing and linkages are well established.



Click to access the full copy of the file

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.

