

AREA I : VISION, MISSION, GOALS AND OBJECTIVES

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. The University, the college / BSCS unit in particular, may consider strategic actions towards development of technical / pedagogical skills, research and extension capabilities, students' personal attitude and values, and higher order thinking skills	The university has come up with a curriculum revision way back 2018 particularly in the BSCS program. In addition, the development of technical and pedagogical skills, research and extension capabilities, students personal attitude and values and the HOTS were incorporated through the course syllabus of the new curriculum.	100% accomplished	<i>Curriculum revision for BSCS program</i> <i>Sample course syllabi</i>
2. The College/BSCS Unit in particular may continuously improve the VMGO dissemination to other stakeholders such as cooperating agencies, linkages , alumni, industry sector and other concerned groups, through optimization of printed and non-printed media.	The College provides a mechanism to improve the VMGO dissemination to other stakeholders by displaying this in the university website, bulletin boards, inside the classrooms, within the vicinity of the university, in the test booklets, and even in the extension sites.	100% accomplished	<i>Pictures showing the dissemination of the VMGO to other stakeholders.</i>

AREA II : FACULTY

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. The College may consider intensifying its recruitment effort to hire regular faculty members with Masters Degree in Computer Science or allied field.	As of now, the College has already produced four faculty members with the degree of Maser of Science in Computer Science. The faculty members of the college are still encourage to finish their graduate degree program particularly in the field of MSCS.	90% accomplished	<i>Permanent Faculty Profile under BSCS Unit</i>
2. The University may revive the use of the old student evaluation form in order to promote a way of validating the evaluation results derived from the use of the QCE instrument for teaching effectiveness.	The use of old student evaluation form for teachers were being used by the department. It was compiled and kept in the office for future use.	100 % accomplished	<i>Compilation of the old student evaluation form for teachers.</i>
3. Taking into account the importance of the data of the faulty members attendance in their classes, the University may consider reviving the terminated attendance checking system.	The department chairperson was assigned to monitor the attendance of every faculty member in their classes. They were being observed and to determine their	100 % accomplished	<i>Classroom monitoring form</i>

	performances during classes		
4. It is suggested that the procedure on Manual of Operations be reviewed in order to ensure that stipulations are unambiguous and updated.	Regarding with the review of the Manual of Operations of the University, there is an approved quality procedures stated in ISO for updating the said documents.	100 % accomplished	<i>Procedures in updating the Manual of Operations stated in ISO documents</i>
5. Survey researches and other means may be undertaken to gather proofs to show the faculty members salary satisfaction, professionalism, effectiveness, efficiency and commitment.	The institution has come up with the stakeholders' feedback form to let them know how they can improve the services to their stakeholders. Some areas of concern found in the stakeholders' feedback form are courtesy, services,, physical condition of office and workspace and etc.	100 % accomplished	<i>Pls refer to Human Resource Office and Office of the Vice President for Academic Affairs</i>
6. The University may revisit the policy on loading to ensure equitable, measurable and fair distribution of teaching loads among regular, contractual and part-time faculty members.	The university came up with the policy of giving teaching loads among regular and part-time faculty members. The teaching loads were based on the academic rank of the faculty members. For example, Instructors are assigned to have a maximum load of 15 hours per week, Asst. Professors	100 % accomplished	<i>Approved Workload System</i>

	are allowed to teach not more than 12 hours per week and 9 hours for the Associate Professors. In addition, there should not more than four (4) preparations per week.		
7. The college may adopt a mechanism to increase involvement of faculty members with both teaching and industry-based experience.	In response to adopt a mechanism for the involvement of faculty members in teaching and industry based experience, the university requires most of the faculty members in the IT field to engage in system development focusing on the different processes that the university has. It is one way of experiencing and industry based just like that most of the faculty members are doing the same thing in the IT industry.	100 % accomplished	<p><i>List of faculty members engaged in system development</i></p> <p>Mark Philip Sy Russel Villacarlos James Angelo Aves Amiel Malicsi</p>
8. It is suggested that OJT/Practicum course be assigned to faculty members with both teaching and industry-based experience.	OJT subject was being handled by a qualified permanent faculty members. These faculty members are considered having an industry based experience since they are part of the system	100 % accomplished	<p><i>List of faculty members handling OJT subjects and also part of the system development team.</i></p>

	development team of the university.		
9. The College or the department to which the Computer Science is attached may develop concrete development plan for the CS/IT faculty members.	The Department of Information Technology (DIT) has come up a comprehensive faculty development program which was submitted to the University Academic Council for approval.	100 % accomplished	Comprehensive Faculty Development Plan of the department
10. The administration is highly encouraged to issue a memorandum specifying clear-cut policy on the allocation and disbursement of the Faculty development fund for seminars and trainings of faculty members. Alongside, policy to promote objective selection of the most deserving faculty members to attend seminars and trainings may also be crafted.	All permanent faculty members are entitled to attend trainings and seminars inside and outside the university. There is an allocated funds for these. Moreover, it is reflected in the Faculty Development Programs.	100 % accomplished	List of seminars attended by the faculty members Faculty development program
11. The administration may consider revisiting the policy on recognition of outstanding			

performance of faculty and its implementation.			
12. The university may provide concrete measures to avoid professional in-breeding.	Based on the Manual of Operation, Rule XII, scholarship applicants, must seek for an admission from reputable university as much as possible, top 1000 university or national university of COE at COD.	90 % accomplished	<i>Manual of operation</i>

AREA III : CURRICULUM AND INSTRUCTIONS

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. It is advised that the Computer Science department may organize and formalize a committee for curriculum review to be participated in by a computer science faculty experts, students, computer science alumni, parents, IT industry practitioners and other stakeholders. It may consider to establish partnership with IT industry and further develop an "Industry Board of Advisers". This Industry Board of Advisers may be considered to be part in the curriculum development for the purpose of review and validation to ensure that the curriculum adhere to the latest need in the IT industry	<p>The department conducted a curriculum review which was participated by the students, alumni, parents and IT industry practitioners. The curriculum review was started by having a curriculum proposal developed by the Department of Information Technology headed by Ms. Ria Clarrise M. Sy. It was approved by the department and endorsed to College Academic Council and University Academic Council as well for approval.</p> <p>The offering of the curriculum/program is endorsed by University Academic Affairs Council of Deans on April 24, 2018 and passed AA-COD Resolution Number 22, series of 2018 and is approved by the University Board of Regents.</p>	100 % accomplished	<i>Documents related to revision of the curriculum program</i>

	The curriculum is based on the CMO No. 25, s. of 2015.		
2. It is recommended that the IT department develop strong linkages with other learning institutions for academic exchange of learning materials and other resources that may help in the teaching and learning process.	The Department of Information Technology (DIT) with the help of the College of Engineering Technology (CEIT) and the University Library were developed linkages with other schools and organization to build a strong relationships to manage the academic exchange of learning materials to help the teaching learning process.	90 % accomplished	List of OJT partners and linkages
3. The department may consider updating the references of the syllabi within the past ten(10) years to make sure that the learnings still corresponds to the new trends in technology.	The university has come up with the committee headed by the College of Education together with the different program coordinators to check the consistency of the submitted syllabi of the faculty members. One of the objectives of this committee is to check the references in the course syllabi if they were already updated with in the past 10 years. Please see the attached syllabi.	100 % accomplished	Sample syllabi created by the faculty members

<p>4. It is advised that all documents to be presented in the accreditation may be duly signed by concerned authorities.</p>	<p>As shown in the presented documents, it was duly signed by concerned authorities of the institution.</p>	<p>100 % accomplished</p>	<p><i>Sample documents with signature</i></p>
<p>5. Although some documents that were presented shows that students and classroom size ratio; and students laboratory size ratio adhere to the CMO, the department may consider incorporating the classroom and laboratory floor plan duly signed by to proper authority to further strengthen the documents in the said area.</p>	<p>The department presents the list of classrooms and computer laboratory rooms with floor plan duly signed by the higher authority.</p>	<p>100 % accomplished</p>	<p><i>List laboratory rooms and classrooms.</i></p>

AREA IV : STUDENTS

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. The student organizational structures may be posted at the Student Center Office showing its relationship with the other.	Most of the student organizations in the institution (academic/non-academic organizations) have their own offices. Along with this, their organizational structures are posted strategically for the benefits of the students and other stakeholders. In addition, the Office of the Student Affairs (OSA) manages the whole operations of each organization.	100 % accomplished	<i>Student Organizational Structure</i>
2. Special attention may be given to the maintenance, orderliness of the restrooms and water supply to ensure proper hygiene and to meet public health standard.	The Physical Planning services (PPS) are assigned to maintain the cleanliness and orderliness of the restrooms inside the university. The Director of the said units monitors the whole operation in the university with regards to orderliness of the restrooms.	100 % accomplished	<i>Accomplishment Report of the PPS Units</i>
3. Informative board display, readable signages, house rules, safety reminders,	There are signages visible to all stakeholders of the university. These signages are being posted in a very		<i>Pictures of signages inside the university.</i>

precautionary measures may be posted in its strategic locations with thumb size which could provide access to stakeholders, parents, visitors and the like where to go from one office to another or what to do in case of emergency inside the offices or campus in a positive approach.	strategic places to give information to all clients of the university.		
4. In line with the funding, the student services program may have its own specific instrument use to evaluate how effective the procedural policies set by the office.	There is a mechanism to evaluate the students services program conducted by the students. Specific instruments were being applied. Moreover, a research study was conducted to determine and evaluate these activities conducted by the students.	100 % accomplished	<i>Copy of the research study and instrument to evaluate the effectiveness of the student services program.</i>

AREA V : RESEARCH

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. The department may consider providing a certificate of utilization as an additional requirement for the capstone project of the students to be signed by the system user as evidence that the system was being used.	Most of the systems developed by the students were deployed in their chosen organization as part of their requirements for graduation. However, some of these applications were not maintained due to lack of manpower who will maintain the system	100 % accomplished	<i>List of research studies deployed</i>
2. Providing a capstone kiosk of all the developed systems to serve as an additional reference to the incoming capstone project of the students may be considered.	Instead of having a kiosk where all developed systems are being placed, the department has its own demo room where all systems and research output were being kept and maintained.	100 % accomplished	<i>Picture of demo room of the department where all researches are being placed.</i>
3. The head of the Research Development and Extension (RDE) office and the administration may consider guiding the researchers in conducting more projects and studies that would generate	The BSCS unit has developed a student research output which is Coin Operated Test Booklet Vending Machine for Department of Information Technology.	100 % accomplished	<i>Picture of Vending Machine</i> <i>Complete Proposal of the Study</i>

income without compromising the approved research agenda of the institution.			
4. To develop valid and reliable teaching procedures and for the improvement of research output and operations, more and more faculty members are encouraged to conduct applied and action researches in their fields of specialization based on the research agenda of the institution.	Most of the faculty members under the Department of Information Technology (DIT) have an approved research proposals funded by the university and outside funding institutions.	100 % accomplished	<i>List of funded research conducted by the faculty members.</i>

AREA VI : EXTENSION AND COMMUNITY INVOLVEMENT

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. All extension activities may be covered by Memorandum of Agreement.	The university has its own mechanism to encourage and established more linkages with research agencies and institution.	100% accomplished	<ul style="list-style-type: none"> • Linkages established with research agencies/institutions • MOA HECTOR, MOA BPSU, MOA SMART COMMUNICATION, MOA GLOBE TELECOM, MOUS CNSC, MOU CSU, MOU TSU, CTU, CMU.
2. The Extension Coordinator and faculty members of the program may consider engaging in varied extension services to different clientele groups which serve as social laboratory for students.	A number of undergraduate thesis developed intended to extend to the community such as mobile application for Alternative Learning System, Management Information System for Barangay, E-learning system for schools.	100% accomplished	List of undergraduate thesis deployed in the community.
3. Continuing Extension activities may be undertaken to ensure the sustainability of the extension program.	Training activities such as ICT Literacy was held last December 2019, due to pandemic and need of the Institution, the training activities focused on	100% accomplished	Documents related to CvSU LMS trainings.

	webinar on CvSU Learning Management System among faculty members of the entire CvSU System. Continuous communication are being done with our extension partners and consultation with other target partners were also undertaken.		
4. The extension coordinator and faculty members of the program may cogitate to establish national and international linkages for a potential assistance(financial/technical) and for a more comprehensive extension program.	Linkages to other agencies and institutions are currently undertaken (CHED, Multi-purpose Cooperative, Municipality of Indang, Alternative Learning System, Indang, Cavite)	100% accomplished	MOA with the other agencies

AREA VII: LIBRARY

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. Need to establish collaboration to Research Center to strengthen exchange of research publications among other libraries.	Exchange of research publications among other libraries was being practiced by the University Library.	100% accomplished	7.1.1. List of Library's Exchange Partners 2017-2021
2. Additional tables and chairs may be provided to accommodate growing population.	<p>The CvSU Main Campus Library purchased 366 reading chairs and 36 reading tables from 2019 to 2021.</p> <p>The following are the breakdown of additional seating capacity added each year:</p> <ul style="list-style-type: none"> ✓ 2019- 154; ✓ 2020- 62; and ✓ 2021- 150. 	100% accomplished	<p>7.2.1. Additional Seating Capacity</p> <p>7.2.2. P.O. and pictures of additional tables and chairs</p>
3. A sound survey may be constructed and conducted regularly to keep with policies and activities going in the library continuously improved.	A sound survey was constructed and conducted regularly.	100% accomplished	<p>7.3.1. Final Results of Library Satisfaction Survey</p> <ul style="list-style-type: none"> ✓ 2020 ✓ 2019 ✓ 2018 ✓ 2017

			7.3.2. Sample of Answered Library Survey Instrument
4. Statistical data on usage of the collection may be used as ways of disseminating information on the library's activities and accomplishments, problems and need and its plan development.	Statistical data on usage of the library collection were used as way of disseminating information on the library's activities and accomplishments, problems and needs, and its plan development.	100% accomplished	7.4.1. Statistical Data in Library Resources and Services Utilization 7.4.2. Screenshot of disseminated utilization statistics of the library resources / collection.

AREA VIII – PHYSICAL PLANT AND FACILITIES

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. All attached documents must be completely signed by concerned authorities to make it official.	The accreditation documents were completely signed by the higher authorities to make it official.	100% accomplished	<i>Sample documents with signature</i>
2. Imposition of penalties/fines to violators on proper waste management may be strictly enforced to maintain cleanliness and orderliness in the campus.	The university has its own guidelines and policies in governing the strict implementation of proper waste management to maintain cleanliness and orderliness in the campus	100% accomplished	<i>Policies and Guideline in Sanitation and Waste Disposal of Cavite State University</i>
3. All food handlers in the canteen may consider wearing hair nets to ensure sanitation of foods being served.	One of the requirements for all food handlers is to wear hair nets to ensure the sanitation of foods being served.	100% accomplished	<i>Pictures showing that most of the food handlers are wearing hairnets to ensure sanitation of foods being served to the students and to other consumers.</i>
4. The electricians may consider periodic inspection of all electrical lines in all the buildings to ensure safety of students.	The maintenance staff under the PPS office are assigned to check the electrical wirings, electric fans and other activities. However, there are an available computer technician who are	100% accomplished	<ul style="list-style-type: none"> <i>• Pictures of the maintenance staff doing their activities.</i> <i>• Results of the maintenance check</i>

	assigned to check all computer units from time to time.		
5. The maintenance staff may regularly check the electric fans in the classrooms and air condition units at the laboratories for a more comfortable learning environment and to lengthen the life span of computer units.	The maintenance staff under the PPS office are assigned to check the electrical wirings, electric fans and other activities. However, there are an available computer technician who are assigned to check all computer units from time to time.	100% accomplished	<i>Pictures of the maintenance staff doing their activities.</i>
6. If budget warrants, the administration may allocate fund for the rehabilitation of men's dorm and roof of the gymnasium covering the left bleacher for the safety of users.	This is part of the project by the administration. Moreover, this is included in the strategic plan with coordination in the College of Sports, Physical Education and Recreation	90 % accomplished	<i>Sample strategic plan of the College of Sports and Physical Education and Recreation</i>

AREA IX - LABORATORIES

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. Official documents to be attached should come from the concerned / appropriate office / unit which bear the signature of officials.	Inventory reports, maintenance forms, and other reports produced by UCC-CCL section are signed and compiled regularly.	100% accomplished	<i>Inventory reports</i>
2. Attached the letter of request addressed to the concerned authorities to act on the provision of at least two exit doors that open outward.	All computer laboratory rooms have two exit doors that open outward.	100% accomplished	<i>Pictures of the laboratory showing two exit doors that open outward.</i>

AREA X - ADMINISTRATION

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. All documents may be signed by the concerned officials.	The university strongly implement that all documents must be properly signed by the concerned authority.	100% accomplished	<i>Sample documents properly signed by the higher authority</i>
2. Reference made from the students may be made more accurate to reflect what is intended.	The enrolment system of the university provides accurate information of the students. This system was developed by some of the faculty members from the department to ensure the smooth flow and the transparency with regards to the flow of operations in the enrolment.	100% accomplished	<i>Sample screenshots of the enrolment system developed by the faculty members of the department</i>
3. Budget may be broken down to its specific purposes to easily identify and manage its allocation.	The university has a budget allocation broken down to its specific purposes approved by the university president .	100% accomplished	<i>Budget Allocation approved by the university president.</i>
4. Student directory needs more information to be more useful.	The enrolment system is capable to provide more information needed for decision making. The University Web master is	100% accomplished	<i>Screenshots of the enrollment system developed by the faculty members of the department</i>

	assigned to manage the whole operation and he can also extract all the information requested by the clients		
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