



Republic of the Philippines  
**CENTRAL PHILIPPINES STATE UNIVERSITY**  
Kabankalan City, Negros Occidental 6111  
Website: www.cpsu.edu.ph  
E-mail add: cpsu\_main@cpsu.edu.ph / nsca\_kabcity@yahoo.com.ph  
Contact No.: 09173015565 (Mobile); (034) 702-9903 (Landline)  
ISO 9001:2015 Certificate Registration Number: 01 100 1834939

## OFFICE OF THE BOARD SECRETARY

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### MINUTES OF MEETING OF ADMINISTRATIVE COUNCIL

**Date : February 7, 2024**

**Time : Started 8:39 AM**  
**Adjourned Meeting: 2:10 PM**

**Venue : CPSU Accreditation Center**

#### AGENDA:

##### A. Important Updates

##### B. Matters Arising from the Previous Minutes

- Policies and guidelines on Students researches
- Freedom of Information (FOI) Manual
- Policies and Procedure on Fitness Laboratory and Equipment
- Revised Organizational Structure
- Letter Agreement between CPSU and UPLBFI

##### C. New Business

###### 1. Personnel Matter/s

###### 2. Administrative Matter/s

- Deed of Donation between Province of Negros Occ. and CPSU for 6 heads Carabao and 4 heads horses
- Prohibition of bottled minerals and plastic cups in the campus
- Updates on the Policies and Guidelines on the CPSU Personnel village
- Information System Strategic Plan (2024-2026)

###### 3. Financial Matters:

- Proposed International House

###### 4. Student Concerns:

###### 5. MOAs/MOUs:

- MOU with University of Tennessee (UT)
- MOA of Victorias Campus
- MOA with School Division of Bayawan City
- MOA of DA R6 and CPSU for establishment of Greenhouse

###### 6. Other Matters:

- Food cart area in the main campus
- Uniform design and color to choose
- Authority of the President to sign and accept Deed of Donation not more than 500,000.00
- Finalization of Details for Graduation and Recognition program 2024

##### C. Upcoming Activities

##### D. Announcement

##### E. Adjournment

**ATTENDANCE** (Please see attached sheet)

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#### VISION

*CPSU as the leading technology-driven multi-disciplinary University by 2030*

#### MISSION

*CPSU is committed to produce competent graduates who can generate and extend leading technologies in multi-disciplinary areas beneficial to the community.*

#### GOAL

*To provide efficient, quality, technology-driven and gender-sensitive products and services*



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**Presiding Officer – Dr. Aladino C. Moraca**

### PRELIMINARIES

Dr. Aladino C. Moraca, CPSU SUC President, presided over the meeting. He asked the body for additional matters to be included in the agenda. The meeting started with a prayer.

The secretary mentioned that the majority of the members of the administrative council are present; hence, quorum was declared by the presiding officer.

Some more comments were asked, since there were none, upon motion duly made by Dr. Michael M. Bacolod was duly seconded by Dr. Jimmy A. Degillo, and the agenda presented was adopted. CARRIED.

### DISCUSSION PROPER

#### A. Important Updates;

- Dr. Riza Alfaras traveled for the interview for the professorial position under the DBM-CHED Joint Circular 3.
- There is a possible grant from the Netherlands.
- The contract with SAO Brazil University has already been sent.
- The PNU sent a letter for partnership on Gender and Development
- Aklan State University, with their SUC President will be staying at CPSU to benchmark related to internationalization.
- On March 18, 2024, Italian students will go to CPSU to learn more about slow food.
- The money from the University of Tennessee for the Farmers-to-Farmers project will be downloaded soon. There is a need to hire five personnel for the F2F project.
- Sri Lanka will engage in CPSU for partnerships for the curriculum.
- There is continued engagement with the University of Tennessee and North Carolina. They succeeded in raising money for the housing project, and CATAFA will handle the distribution of the funds.
- Congressman Valmayor shared 1 million pesos for books, and CPSU San Carlos secured another 1 million and 50 thousand pesos worth of books donation.
- President Moraca commended Moises Padilla for maintaining cleanliness on campus.
- There are 10 programs waiting for the COPC, and according to personnel from CHED, RD Alvarez already appreciates the efforts of CPSU.
- CHED was also amazed when they visited Victorias Campus, especially the BSHM program.
- The local BOR had a meeting with Cong. Alvarez. She challenged CPSU, especially campus administrators from the CHICKS area. She allocated 500 thousand worth of projects related to livelihood and targets CPSU to implement them. She is also hoping that the project won't fail. They are looking into the possibility of the following livelihood programs at CPSU:
  - Engineered bamboo
  - Weaving

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- A project implemented in CPSU Ilog
- Fr. Brian Gore also visited CPSU and asked that CPSU continue what he had started, the weaving, which serves as a livelihood for the marginalized in Kabankalan City.

### **B. Matters Arising from the Previous Minutes**

#### **Student Admission**

- The matter was brought up by Dr. Noel Fordente
- He asks regarding who will conduct the orientation and it was answered that the Guidance and Admission Services will conduct the orientation.
- Dr. Jareño stated that a pre-admission process is being conducted through online process
- They have to upload or submit the proof of their disadvantageous circumstances through College Online Admission or the COA. She went on to say that the Guidance Services Unit had clear instructions on what to do.
- According to President Moraca, a few students are scared and unsure of what to do since no one is available to walk them through the procedure. He continued by saying that politicians occasionally intimidate CPSU in relation to the admissions process. He went on to say that he had previously given the order for Dr. Abello to take on command especially related to admission.
- Dr. Bacolod stated that the Radyo Muscovado will be used to orient students who would like to take admission test
- There will also be testimonials from the passers that will be shared in the radio program. In addition, he mentioned that a common issue is that most students struggle to complete the form properly.
- Dr. Moraca stated that the move of the university should be documented to include it in the entry of Times Higher Education.
- VPAA mentioned that there are 4897 applicants registered thru the portal and a total of 7046 registered applicants
- Dr. Moody Deocares questioned whether the form could influence the student's admission exam score. Although the response was negative, it is evident that some students lack the ability to follow directions.
- For applicants who would rather come to CPSU in person to register because they do not have access to the internet, Dr. Moody Deocares recommended having a standby computer.
- Concerning the guidance and admission services office, Dr. Escorial responded that computers are already available.
- Dr. Michael Bacolod mentioned that the program conducted using the Radyo Muscovado is for orientation purpose only
- Dr. Moraca instructed to make sure that there are readied computers for student applicant to access in case they go to CPSU.

### **Policies and Guidelines on Student Research**

*Upon motion duly made by Mr. Ken Balogo, duly seconded by Dr. Michael M. Bacolod and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

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**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY ENDORSED** TO BOARD OF REGENTS FOR APPROVAL THE AMENDMENT OF THE POLICIES AND GUIDELINES ON STUDENT RESEARCHES.

**UNANIMOUSLY ENDORSED.**

### **Freedom of Information (FOI) Manual**

*Upon motion duly made by Mr. Ken Balogo, duly seconded by Dr. Michael M. Bacolod and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY ENDORSED** TO BOARD OF REGENTS FOR APPROVAL THE REVISED FREEDOM AND INFORMATION (FOI) MANUAL.

**UNANIMOUSLY ENDORSED.**

### **Policies and Procedure on Fitness Laboratory**

*Upon motion duly made by Mr. Ken Balogo, duly seconded by Dr. Michael M. Bacolod and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY ENDORSED** TO BOARD OF REGENTS FOR APPROVAL THE POLICIES AND PROCEDURES ON FITNESS LABORATORY AND EQUIPMENT.

**UNANIMOUSLY ENDORSED.**

### **Organizational Structure**

*Upon motion duly made by Mr. Ken Balogo, duly seconded by Prof. Eleanor F. Castro and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY APPROVED** THE INCORPORATION OF THE SUGGESTIONS IN THE ORGANIZATIONAL STRUCTURE AS FOLLOWS:

- A SOLID LINE CONNECTING THE BOARD SECRETARY UNDER THE BOARD OF REGENTS TO THE PRESIDENT
- A BROKEN LINE CONNECTING THE BOARD SECRETARY TO ADMINISTRATIVE AND ACADEMIC COUNCIL

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- INCLUSION OF THE SUPERVISING ADMINISTRATIVE OFFICERS (ADMINISTRATION AND FINANCE) UNDER THE CHIEF ADMINISTRATIVE OFFICER
- BAC COMMITTEE SHOULD BE INCLUDED IN THE LEFT SIDE OF ORGANIZATIONAL STRUCTURE WITH A BROKEN LINE TO THE PRESIDENT
- THE MIS AND PEDO SHALL BE DIRECTLY CONNECTED TO THE VPAF
- MEDICAL AND DENTAL UNIT SHALL BE INCLUDED IN THE ORGANIZATIONAL/ FUNCTIONAL CHART OF OSSA
- DCIO WILL BE RETAINED AND PIO SHALL BE UNDER DCIO
- INCLUDE DIRECTOR FOR HISTORICAL AND CULTURAL HERITAGE CENTER

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED,** THAT THE FUNCTIONAL CHART OF EVERY OFFICE AND THE JUSTIFICATION FOR NEW OFFICES SHOULD BE SUBMITTED AT THE PLANNING OFFICE ON FEBRUARY 9, 2024.

**UNANIMOUSLY APPROVED.**

### **Letter Agreement between CPSU and UPLBFI**

*Upon motion duly made by Dr. Moody Deocares, duly seconded by Dr. Michael M. Bacolod and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED,** THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY DENIED** THE LETTER OF AGREEMENT BETWEEN CPSU AND UPLBFI FOR THE IMPLEMENTATION OF THE PROJECT ENTITLED "SOCIO-ECONOMIC, DEMOGRAPHIC AND INSTITUTIONAL ASSESSMENT OF THE PROPOSED AFORESTATION, REFORESTATION, REVEGETATION (ARR) PROJECT SITES IN NEGROS OCCIDENTAL.

**UNANIMOUSLY DENIED.**

*Upon motion duly made, seconded and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED,** THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY APPROVED** TO CHANGE THE DESIGNATION OF THE COORDINATOR FOR CPSU HISTORICAL AND CULTURAL HERITAGE CENTER TO DIRECTOR OF HISTORICAL AND CULTURAL HERITAGE CENTER.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED,** THAT AN OFFICE MEMORANDUM SHOULD BE ISSUED TO DR. JOSE GAY D. GALLEGO AS THE DIRECTOR.

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**UNANIMOUSLY APPROVED.**

### **C. NEW BUSINESS FOR APPROVAL**

- 1. Personnel Matter**
- 2. Administrative Matters**

#### **Deed of Donation between Province of Negros Occ. and CPSU for 6 heads Carabao and 4 heads horses**

*Upon motion duly made by Dr. Moody Deocares, seconded by Michael M. Bacolod and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY ENDORSED** FOR BOARD APPROVAL THE AUTHORITY OF THE PRESIDENT TO ACCEPT AND SIGN THE DEED OF DONATION FOR 6 FEMALE, READY-TO-BREED CARABAOS, AND 4 FEMALE, READY-TO-BREED HORSES FROM THE PROVINCE OF NEGROS OCCIDENTAL.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT THESE CARABAOS AND HORSES WILL BE DISTRIBUTED TO THE CHOSEN RECEPIENT TO BACK-UP LIVELIHOOD OF PUTING BATO COMMUNITY AND FOR RESEARCH PURPOSES.

**UNANIMOUSLY ENDORSED.**

#### **Policy on the Prohibition of bottled minerals and plastic cups in the campus**

*Upon motion duly made by Dr. Fernando D. Abello, duly seconded by Mr. Ken Balogo and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY APPROVED** TO PROHIBIT THE SINGLE-USED PLASTIC IN THE UNIVERSITY SUBJECT TO THE APPROVAL OF THE GUIDELINES.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT THE DIRECTOR OF ENVIRONMENTAL MANAGEMENT AND SERVICES SHALL CREATE A COMMITTEE TO DRAFT THE POLICY ON THE PROHIBITION OF USE OF PLASTICS AND OTHER TOP-SELLING PLASTIC IN THE CAMPUS

**RESOLVE FURTHERMORE, AS IT IS HEREBY FURTHERMORE RESOLVED**, THAT THE GUIDELINES SHALL BE DRAFTED WITHIN TWO WEEKS AND WILL BE PRESENTED ON THE NEXT ADMINISTRATIVE COUNCIL MEETING.

**UNANIMOUSLY APPROVED.**

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### Updates on the Policies and Guidelines on the CPSU Personnel village

*Upon motion duly made by Dr. Moody Deocares, duly seconded by Mr. Ken Balogo and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY APPROVED** TO START THE SURVEY AND INVENTORY OF THE EXISTING HOME LOT FOR PERSONNEL'S VILLAGE.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT THE FINAL GUIDELINES WILL BE DRAFTED BY ATTORNEY MALALUAN, THE LEGAL OFFICER IV OF CPSU AND A BENCHMARKING SHALL BE CONDUCTED WITH OTHER SUC'S WITH THE SAME POLICY.

**RESOLVE FURTHERMORE, AS IT IS HEREBY FURTHERMORE RESOLVED**, THAT THIS MATTER SHALL BE DISCUSSED IN A SEPARATE VENUE FOR THIS WILL AFFECT ALL PERSONNEL OF CPSU AND WILL HAVE A THOUROUGH DELIBERATION BEFORE PRESENTATION TO THE ADMINISTRATIVE COUNCIL.

**UNANIMOUSLY APPROVED.**

### Information Systems Strategic Plan

*Upon motion duly made by Dr. Moody Deocares, seconded and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY APPROVED** TO RELY THE INFORMATION SYSTEMS STRATEGIC PLAN TO THE INFORMATION TECHNOLOGY TEAM AND ASSURED THAT FINANCIAL SUPPORT WILL BE GIVEN FOR THE CONDUCT OF ACTIVITIES TO FINALIZE THE INFORMATION SYSTEMS STRATEGIC PLAN OF THE UNIVERSITY.

**UNANIMOUSLY APPROVED.**

### 3. Finance Matters

#### Proposed International House

*Upon motion duly made by Dr. Grenny Jungco, duly seconded by Dr. Ken Balogo and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY APPROVED** THE PROPOSED DESIGN AND LOCATION OF THE INTERNATIONAL HOUSE AND THE INCORPORATION OF THE MUD HOUSE AS AN ADDITIONAL STRUCTURE WHICH CAN BE SHOULDERED BY THE STUDENT ORGANIZATIONS, FACULTY AND ALUMNI ASSOCIATION AS PART OF THEIR INCOME GENERATING PROJECTS.

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**UNANIMOUSLY APPROVED.**

### **4. Student Matters**

### **5. MOAs/MOUs**

#### **MOA with the University of Tennessee**

*Upon motion duly made by Mr. Ken Balogo, duly seconded by Dr. Michael M. Bacolod and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY ENDORSED** TO THE BOARD OF REGENTS FOR APPROVAL THE AUTHORITY OF THE PRESIDENT TO ENTER INTO AND SIGN THE MEMORANDUM OF UNDERSTANDING WITH THE UNIVERSITY OF TENNESSEE FOR THE FARMERS-TO-FARMERS PROJECT.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT THE DATA OR LIST OF FOREIGN STUDENTS SHALL BE FURNISHED ALSO TO OSSA.

**UNANIMOUSLY ENDORSED.**

#### **MOA with Allianz PNB Life Insurance Inc.**

*Upon motion duly made by Dr. Moody Deocares, seconded and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY ENDORSED** TO THE BOARD OF REGENTS FOR APPROVAL THE AUTHORITY OF THE PRESIDENT TO ENTER INTO AND SIGN THE MEMORANDUM OF AGREEMENT BETWEEN CPSU VICTORIAS AND ALLIANZ PNB LIFE INSURANCE, INC. FOR THE ON-THE-JOB TRAINING OF BSIT, BSAB, BSHM, AND BEED STUDENTS.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT THE MOA WILL BE REVIEWED FIRST BY THE LEGAL OFFICE BEFORE ENDORSING TO THE BOARD FOR APPROVAL.

**UNANIMOUSLY ENDORSED.**

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### MOA with DA R6 for Establishment of Greenhouse

*Upon motion duly made by Dr. Pilipinas Ma. D. Jareno, duly seconded by Dr. Jimmy O. Degillo and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

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**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY ENDORSED** TO THE BOARD OF REGENTS FOR THE AUTHORITY OF THE PRESIDENT TO ACCEPT AND SIGN DEED OF DONATION AND OTHER PERTINENT DOCUMENTS OF THE PARTNERSHIP AGREEMENT.

**UNANIMOUSLY ENDORSED.**

### Process for MOA/ MOU for Admin Council

*Upon motion duly made by Dr. Moody Deocares, seconded and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY APPROVED** THAT THE MOA/ MOUs SHALL BE SUBMITTED FIRST TO THE OFFICE OF THE BOARD SECRETARY TWO WEEKS BEFORE THE ADMINISTRATIVE COUNCIL FOR REVIEW OF THE LEGAL OFFICER.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT ONLY MOAs AND MOUs WITH LEGAL OFFICE'S ENDORSEMENT SHALL BE INCLUDED IN THE ADMINISTRATIVE COUNCIL AGENDA.

**UNANIMOUSLY APPROVED.**

## 6. Other Matters

### Food cart area in the main campus

*Upon motion duly made by Dr. Pilipinas Ma. D. Jareño, duly seconded by Dr. Angelie Rose Lumba and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL

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**UNANIMOUSLY APPROVED** THE AREA IDENTIFIED FOR THE FOOD CART AT THE MAIN CAMPUS.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT THE RENT OF THE AREA WILL BE THROUGH PEDO AND THEY SHOULD SECURE REGISTRATION AND HEALTH CERTIFICATE.

**RESOLVE FURTHERMORE, AS IT IS HEREBY FURTHERMORE RESOLVED**, THAT THE FOOD CART VENDORS SHOULD BE RESPONSIBLE FOR THEIR GARBAGE.

**UNANIMOUSLY APPROVED.**

### **Uniform design and color to choose**

*Upon motion duly made by Dr. Moody Deocares, duly seconded by Dr. Pilipinas Ma. D. Jareño and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY APPROVED** THAT THE UNIFORM DESIGN, COLOR AND CLOTH WILL BE SELECTED THROUGH A VOTATION USING GOOGLE FORM.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT AN ADDITIONAL DESIGN WAS ADDED AND SUGGESTED BY THE COUNCIL.

**RESOLVE FURTHERMORE, AS IT IS HEREBY FURTHERMORE RESOLVED**, THAT THEY WILL SELECT ONE TAILOR FOR THE UNIFORM OF BOTH MALE AND FEMALE AND THE PAYMENT FOR THE CLOTH AND TAILORING WILL BE DEDUCTED FROM THE CLOTHING ALLOWANCE OF THE PERSONNEL.

**UNANIMOUSLY APPROVED.**

### **Authority of the President to sign and accept Deed of Donation not more than 500,000.00**

*Upon motion duly made by Dr. Moody S. Deocares, duly seconded by Dr. Pilipinas Ma. D. Jareño and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY ENDORSED** TO THE BOARD OF REGENTS FOR APPROVAL THE AUTHORITY OF THE PRESIDENT TO ACCEPT AND SIGN PERTINENT

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Kabankalan City, Negros Occidental 6111  
Website: www.cpsu.edu.ph  
E-mail add: cpsu\_main@cpsu.edu.ph / nsca\_kabcity@yahoo.com.ph  
Contact No.: 09173015565 (Mobile); (034) 702-9903 (Landline)  
ISO 9001:2015 Certificate Registration Number: 01 100 1834939

## OFFICE OF THE BOARD SECRETARY

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DOCUMENTS FOR DONATION NOT MORE THAT 1 MILLION PESOS BOTH IN CASH OR IN KIND.

**UNANIMOUSLY ENDORSED.**

### **Finalization of Details for Graduation and Recognition program 2024**

*Upon motion duly made, seconded and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY APPROVED** THE DATE OF THE GRADUATION WHICH IS ON AUGUST 5, 2024 AT KABANKALAN CULTURAL CENTER

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT THE RECOGNITION PROGRAM WILL BE DIVIDED INTO TWO CEREMONIES AS FOLLOWS:

- CO-CURRICULAR AWARDEES
- ACADENIC AWARDEES

**UNANIMOUSLY APPROVED.**

### **Student Handbook Amendment**

*Upon motion duly made, seconded and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:*

**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY ENDORSED** FOR BOARD APPROVAL THE PROPOSED STUDENT MANUAL AMENDMENT INCORPORATING THE CULTURAL ARTS DEVELOPMENT PROGRAM AND SPORTS DEVELOPMENT PROGRAM IN THE OSSA ORGANIZATIONAL STRUCTURE.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY APPROVED** THE DIFFERENT COMMITTEES AND CHAIR UNDER STUDENT SERVICES:

- THE STUDENT COMMITTEE FOR SAFETY AND SECURITY COMPOSED OF THE SECURITY FORCE
- SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) CHAIR: DIRECTOR FOR DRRM
- INSTITUTIONAL CALAMITY MANAGEMENT TEAM (PER CMO NO. 22, S. 2014) CHAIR: SUC PRESIDENT
- DRUG-FREE COMMITTEE (DFC) (PER CMO NO. 18, S. 2018)

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#### **VISION**

*CPSU as the leading technology-driven multi-disciplinary University by 2030*

#### **MISSION**

*CPSU is committed to produce competent graduates who can generate and extend leading technologies in multi-disciplinary areas beneficial to the community.*

#### **GOAL**

*To provide efficient, quality, technology-driven and gender-sensitive products and services*



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## OFFICE OF THE BOARD SECRETARY

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- CHAIR: DIRECTOR FOR NSTP
- CRISIS MANAGEMENT FOR PSYCHOSOCIAL SUPPORT
- CHAIR: OSSA DEAN

**UNANIMOUSLY ENDORSED AND APPROVED.**

### D. Upcoming Activities

Date	Activity	In-charge
Feb 7	Administrative Council Meeting	President
Feb 7	Conduct of Review of SALN on the 1 <sup>st</sup> Week of February	HRMO
	Records Management Training	Records Office
Feb 8	Procurement Forum	Procurement Office
February 9	Holiday	
Feb 10	Chinese New Year	
Feb 12-16	Organizational Performance Commitment (OPC) Crafting-Deans/ Campus Admins	Planning/ Deans/ Admin
Feb 12-16	Admission Testing Hinigaran, Moises Padilla, Valladolid	Admission Service
Feb 12-23	Registration for Admission Testing Victorias Campus	Admission Service
Feb 14	HIV AIDS Forum, HIV Testing, Philippine Heart Month	Medical-Dental Health Unit
Feb 14	Academic Council Meeting	
Feb 14-16	Launching Training of Handloom Weave Center	Research Office
Feb 19	Start of Class: Undergraduate 2nd Sem S.Y. 2023-2024	Colleges/ Campuses
February 19	University Week Planning	
February 19	Convocation	
Feb 19-20	Individual (Faculty) Performance Commitment Crafting	Faculty
Feb 20	Bloodletting Activity	Medical-Dental Health Unit
Feb 21-22	Research and Extension In-House Review	Research Office
Feb 23	Deadline of Individual Performance Commitment-Faculty for February to July 2024	Faculty
Feb 23	Deadline of Organizational Performance Commitment-	Deans/ Campus Admins

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### OFFICE OF THE BOARD SECRETARY

	Deans/ Campus Admins Faculty for February to July 2024	
Feb 23	Deadline of Individual Performance Rating- August 2023 to January 2024	Deans/ Campus Admin/ Faculty
Feb 23	Solidarity Activity: UFSO Clean Up Drive	OSSA
	Special Forum Anti-hazing Law, Fellowship Night	OSSA
Feb 25	EDSA People's power revolution anniversary	
Feb 26-29	Admission Testing San Carlos Campus	Admission Service
Feb 28	Deadline of Submission of SALN review and compliance committee (RCC)	SALN RCC
Feb 28	Submission of PBB requirements	PBB Focal/ Planning Office
Feb 28	Zero Back-log report from Offices	All offices with Citizens Charter
Feb 29	Deadline of Submission of Report on the digitalization initiative	MIS Office

- New Schedule of SSG Activities
  - Tree Growing Activity - May 16, 2024
  - Arts Fest: February 29, 2024
  - Inter-Boarding House Competition - February 26 - March 27, 2024

#### E. ANNOUNCEMENT

- Moises Padilla Campus will be visited next week for accreditation.
- Candoni librarians are already available; he or she is from Davao.
- PIO to post every time there is personnel who celebrates his or her birthday, and if there's someone who has passed away, that is part of the CPSU system. There should be consent from the person or from the family.
- There will be a mass and convocation on February 19, 2024. Students are required to attend all university activities.
- CPSU Local-Con is not amenable to be conducted on the main campus because of a water shortage.
- Deadline for compliance with ISO is Feb 12

#### F. ADJOURNMENT OF MEETING

**VISION**  
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## OFFICE OF THE BOARD SECRETARY

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Since there was no other business to be taken up, the meeting adjourned at 2:10 in the afternoon.

Prepared by:

SGD. **NELLY N. CABUAL**  
Board Secretary V/  
Council Secretary

ATTESTED:

**SGD. ENGR. MARC ALEXEI CAESAR B. DR. BADAJOS, Ph.D.**  
VPAA/Vice Chair  
Presiding

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ATTENDANCE SHEET

Event: Administrative Council Meeting

Date: FEBRUARY 7, 2024 Venue: Accreditation Center

Organizing Department/s: Vice President for Admin and Finance Office

	NAME	POSITION/ DESIGNATION/ FUNCTIONAL AREA	CAMPUS	CELLPHONE NUMBER	SIGNATURE	
					AM	PM
1.	MORACA, ALADINO C., PhD					
2.	BADAJOS, MARC ALEXEI CAESAR B., PhD				OB	OB
3.	ABELLO, FERNANDO D., PhD				<del>[Signature]</del>	<del>[Signature]</del>
4.	SUPE, BELLA D.				[Signature]	[Signature]
5.	TEE, SHARA MAE, R.	GIC Dean, CES	Main		[Signature]	[Signature]
6.	KRIS V. MONTINOLA	DEAN - COE			[Signature]	[Signature]
7.	HUCALINAS, MERFE C.	DEAN - COED			[Signature]	[Signature]
8.	IGNACIO, SHEILA A.	Dean - COM	Main		[Signature]	[Signature]
9.	PEDROSA, HANZEL L., PHD	DEAN - CAP	Main		[Signature]	[Signature]
10.	JUANCE, SHENAI F.	Dean - CSTE	Main		[Signature]	[Signature]

Received by: [Signature] 2-20-24



ATTENDANCE SHEET

Event: Administrative Council Meeting

Date: FEBRUARY 7, 2024 Venue: Accreditation Center

Organizing Department/s: Vice President for Admin and Finance Office

	NAME	POSITION/ DESIGNATION/ FUNCTIONAL AREA	CAMPUS	CELLPHONE NUMBER	SIGNATURE	
					AM	PM
32.	BALOGO, KEN M.	CAMPUS ADMIN	SCC	09176290174		
33.	BORRES, GERMA T., PHD	CAMPUS ADMIN	CAVAYAN	09178057637		
34.	ESCOBER, JOE-AN MAE G., PHD	IAO Director	Munio	09171440111		
35.	FERRARIS, ERVIN P., PhD					
36.	FORDENTE, NOEL B.	CAMPUS ADMIN	VIGORIBS	0917630-0333		
37.	GEQUILLANA, ROSEMAE G.	CAMPUS ADMIN.	MOIKER PADIWA	09309927759		
38.	LACIDA, JR., WILLY L.		ILDC	09508755758		
39.	CALAGO ARMIE SHEILA T. PHD	Campus Admin	Cardon	0998354335		
40.	PANGANIBAN, GLADYS L. <i>Ang Malen Balbin</i>	OC/Registrar	Himab-an	09669019731		
41.	MANANAP, MANELYN L., PhD	Ext. Class Coordinator	Valkesid	09450000721		





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 Date: FEBRUARY 7, 2024 Venue: Accreditation Center  
 Organizing Department/s: Vice President for Admin and Finance Office

	NAME	POSITION/ DESIGNATION/ FUNCTIONAL AREA	CAMPUS	CELLPHONE NUMBER	SIGNATURE	
					AM	PM
42.	PREDO, GREGORIO D.	EMS Director	Main			
43.	TRIO, VICENTE, JR. M.	Budget Officer	Main			
44.	BOLINAS, HENRY C., PhD				-	-
45.	SUMONGSONG, ELFRED M.	Accountant	Main			
46.	TOLEDO, JANE T.	Records Officer	Main	09173015765		
47.	VARGAS, FREIA L. PhD	HRM	WAM	0917171104	to	to
48.	LOBRIQUE, RHONELO M.	REGISTRAR III	MAIN	09159946772		
49.	FETILUNA, JULUIS R.	College Librarian III	Main			
50.	LLAMAS, MA. SOCORRO T.	Supply Officer	Main			
51.	DURAN, KRISTINE C.	MDHU MAIN	MAIN			



ATTENDANCE SHEET

Event: Administrative Council Meeting

Date: FEBRUARY 7, 2024 Venue: Accreditation Center

Organizing Department/s: Vice President for Admin and Finance Office

	NAME	POSITION/ DESIGNATION/ FUNCTIONAL AREA	CAMPUS	CELLPHONE NUMBER	SIGNATURE	
					AM	PM
52.	RACEL D. MALALU-AN					
53.	BESANA, KRISTINE				<i>[Signature]</i>	<i>[Signature]</i>
54.	PONTINO, JOEL	<i>Security Sec. Main</i>	<i>MAIN</i>	<i>09650956783</i>	<i>[Signature]</i>	<i>[Signature]</i>
55.	CABUAL, NELLY N.				<i>[Signature]</i>	<i>[Signature]</i>
56.	BESANA, VICTORIA				<i>[Signature]</i>	<i>[Signature]</i>
57.	JOANNIE MAGBANUA	<i>INTERNAL AUDITOR III</i>	<i>MAIN</i>	<i>09554310397</i>	<i>[Signature]</i>	<i>[Signature]</i>
58.	BELLO, ANDRELYN E.	<i>BOR Staff</i>	<i>Main</i>	<i>09272020170</i>	<i>[Signature]</i>	<i>[Signature]</i>
59.	JADOLOS, CRIS JOHN V.				<i>[Signature]</i>	<i>[Signature]</i>
61.	ANA MARIE JABONETA				<i>[Signature]</i>	<i>[Signature]</i>



**ATTENDANCE SHEET**

Event: Administrative Council Meeting

Date: FEBRUARY 7, 2024 Venue: Accreditation Center

Organizing Department/s: Vice President for Admin and Finance Office

	NAME	POSITION/ DESIGNATION/ FUNCTIONAL AREA	CAMPUS	CELLPHONE NUMBER	SIGNATURE	
					AM	PM
62.	Elyon Jay S. Parado	Q.A Staff	Main	0915-846-2977		
63.	Stephanie G. Jerota	Q.A. Staff	Main	091533644103		
64.	GABI K. L. K.	SECURITY STAFF	Main	091568370714		
65.	MAXIMO D. Aulguin	MIS STAFF	Main			
66.						
67.						
68.						
69.						
70.						