



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 : January 18, 2024**

**Time : Started 8:49 AM**  
**Adjourned Meeting: 4:36 MM**

**Venue : CPSU Accreditation Center**

#### AGENDA:

##### A. Important Updates

##### B. New Business

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

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

- Amendment of Production Manual
- Amendment of FOI Manual
- Amendment of SPMS
- Updating of CPSU Code
- Updating of CPSU Administrative Manual
- Revision of Organizational Structure
- Illegal Installation of Fiber Optic Cable in the Main Campus
- Right of Way of National Police Training Institute
- Institutional OPCR

###### 3. Financial Matters:

###### 4. Student Concerns:

- Amendment of Student Research Manual
- Review of Policy, Guidelines and Requirements for Fraternities and Sororities Recognition as Student Organization
- Amendments student handbook (pre-admission process)
- Thesis Area for CAF

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

- Letter agreement UPLB and CPSU
- MOA Victorias Campus

###### 6. Other Matters:

- Policy for Fitness Laboratory
- Inclusion QMS Leader as Administrative Council
- Meals during Meeting
- Standard Uniform for Personnel
- Mid-year Convention

##### C. Upcoming Activities

##### D. Announcement

##### E. Adjournment

**ATTENDANCE** (Please see attached sheet)

**Presiding Officer – Dr. Marc Alexei Caesar B. Dr. Badajos**

#### PRELIMINARIES

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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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Dr. Marc Alexei Caesar Dr. Badajos, CPSU Vice President for Administration and Finance, 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. She also added that there is a new member in the Administrative Council in the person of Ma'am Joannie C. Magbanua from the Office of Internal Audit.

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

### DISCUSSION PROPER

#### A. Administrative Update.

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

**RESOLVED, AS IT IS HEREBY RESOLVED, AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL UNANIMOUSLY NOTED THE ADMINISTRATIVE UPDATES FOR THE MONTH OF DECEMBER.**

**UNANIMOUSLY NOTED.**

#### -ISO Update

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

**RESOLVED, AS IT IS HEREBY RESOLVED, AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL UNANIMOUSLY NOTED THE RESULT OF THE ISO VISIT.**

**UNANIMOUSLY NOTED.**

#### B. NEW BUSINESS FOR APPROVAL

##### 1. Personnel Matters

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

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**RESOLVED, AS IT IS HEREBY RESOLVED**, AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY NOTED** THE SCHEDULE OF SCREENING WHICH ARE AS FOLLOWS:

- January 24 (Wednesday) -ROSS
- January 26 (Friday)- JO/ COS
- January 30, 31- ROSS
- January 1, 2- ROSS

**UNANIMOUSLY NOTED.**

### 2. Administrative Matters

#### **Production and Enterprise Manual**

*Upon motion duly made by Dr. Noel Fordente, duly seconded by Dr. Hanzel Pedrosa and unanimately 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 COMMITTEE MEMBERS WHO WILL CONDUCT COMPREHENSIVE REVIEW OF THE PRODUCTION AND ENTERPRISE MANUAL. THE COMMITTEE MEMBERS ARE AS FOLLOWS:

CHAIR  
MEMBERS

-PEDO DIRECTOR  
  
-RESEARCH DIRECTOR  
-EXTENSION DIRECTOR  
-CAF DEAN  
-ACCOUNTANT  
-IMPDC DIRECTOR  
-PMM OFFICER  
-EXTENSION CAMPUS REPRESENTATIVE  
(PRODUCTION COORDINATOR)

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT THE REVIEWED PRODUCTION AND POLICY MANUAL WILL BE PRESENTED ON MARCH 6, 2024, AT THE ADMINISTRATIVE COUNCIL MEETING, FOR ENDORSEMENT TO THE BOARD OF REGENTS FOR APPROVAL.

**UNANIMOUSLY APPROVED.**

#### **Amendment of FOI Manual**

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*Upon motion duly made by Dr. Moody Deocares, duly seconded by Dr. Noel Fordente 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 COMMITTEE MEMBERS WHO WILL CONDUCT COMPREHENSIVE REVIEW OF THE FREEDOM OF INFORMATION MANUAL. THE COMMITTEE MEMBERS ARE AS FOLLOWS:

- |                  |   |
|------------------|---|
| CHAIR<br>MEMBERS | <ul style="list-style-type: none"> <li>- RECORDS OFFICER</li> <li>- PRESIDENT</li> <li>- VPAF</li> <li>- VPAA</li> <li>- LEGAL OFFICER IV</li> <li>- QA DIRECTOR</li> </ul> |
|------------------|---|

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT THE REVIEWED FREEDOM OF INFORMATION MANUAL WILL BE PRESENTED ON MARCH 6, 2024 ADMINISTRATIVE COUNCIL MEETING FOR ENDORSEMENT TO THE BOARD OF REGENTS.

**RESOLVE FURTHERMORE, AS IT IS HEREBY FURTHERMORE RESOLVED**, THAT THE REVIEWED AND AMENDED MANUAL WILL BE UPLOADED IN THE GOOGLE DRIVE FOR REVIEW AND COMMENTS OF THE COUNCIL

**UNANIMOUSLY APPROVED.**

**Strategic Performance Management System Manual**

*Upon motion duly made by Dr. Fernando D. Abello, duly seconded by Dr. Noel Fordente 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 COMMITTEE MEMBERS WHO WILL REVIEW THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) MANUAL AS FOLLOWS:

- |                  |  |
|------------------|--|
| CHAIR<br>MEMBERS | <ul style="list-style-type: none"> <li>- PLANNING DIRECTOR</li> <li>- PRESIDENT</li> <li>- VPAF</li> <li>- VPAA</li> <li>- LEGAL OFFICER IV</li> <li>- QA DIRECTOR</li> <li>- HRMO</li> <li>- TRAINING DIRECTOR</li> <li>- EXTENSION DIRECTOR</li> </ul> |
|------------------|--|

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- RESEARCH DIRECTOR
- PEDO DIRECTOR
- FACULTY PRESIDENT
- NTPO PRESIDENT
- NBC COORDINATOR

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED,** THAT THE COMMITTEE WILL BE RESPONSIBLE FOR THE REVIEW AND IMPROVEMENTS OF THE O/D/IPCR, AND THAT THE COMMITTEE WILL OFFICIALLY PUT THE AMENDMENTS INTO EFFECT BY THE NEXT RATING CYCLE.

**RESOLVE FURTHERMORE, AS IT IS HEREBY FURTHERMORE RESOLVED,** THAT THE REVIEWED AND AMENDED MANUAL WILL BE UPLOADED IN THE GOOGLE DRIVE FOR REVIEW AND COMMENTS OF THE COUNCIL AND IT WILL BE PRESENTED ON MARCH 6, 2024 ADMINISTRATIVE COUNCIL MEETING.

**UNANIMOUSLY APPROVED.**

**Updating of Administrative Manual**

*Upon motion duly made by Dr. Fernando D. Abello, duly seconded by Dr. Noel Fordente 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 COMMITTEE MEMBERS WHO WILL REVIEW THE ADMINISTRATIVE MANUAL AS FOLLOWS:

- |         |                      |
|---------|----------------------|
| CHAIR   | - CAO/ SAO           |
| MEMBERS | - PRESIDENT          |
|         | - VPAF               |
|         | - VPAA               |
|         | - LEGAL OFFICER IV   |
|         | - QA DIRECTOR        |
|         | - HRMO               |
|         | - PLANNING DIRECTOR  |
|         | - TRAINING DIRECTOR  |
|         | - EXTENSION DIRECTOR |
|         | - RESEARCH DIRECTOR  |
|         | - PEDO DIRECTOR      |
|         | - FACULTY PRESIDENT  |
|         | - NTPO PRESIDENT     |
|         | - NBC COORDINATOR    |

**RESOLVE FURTHERMORE, AS IT IS HEREBY FURTHERMORE RESOLVED,** THAT THE REVIEW FOR THE ADMINISTRATIVE MANUAL WILL

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BE AFTER THE APPROVAL OF THE SPMS MANUAL BY THE ADMINISTRATIVE COUNCIL AND ENDORSE TO THE BOARD FOR APPROVAL.

**UNANIMOUSLY APPROVED.**

### Updating of CPSU Code

*Upon motion duly made by Dr. Fernando D. Abello, duly seconded by Dr. Noel Fordente 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 REVIEW THE CPSU CODE WITH THE COMMITTEE MEMBERS TO DO THE REVIEW AS FOLLOWS:

CHAIR	- QA DIRECTOR/ OFFICER
MEMBERS	- PRESIDENT
	- VPAF
	- VPAA
	- LEGAL OFFICER IV
	- PLANNING DIRECTOR
	- HRMO
	- TRAINING DIRECTOR
	- EXTENSION DIRECTOR
	- RESEARCH DIRECTOR
	- PEDO DIRECTOR
	- FACULTY PRESIDENT
	- NTPO PRESIDENT
	- NBC COORDINATOR

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT THE COMMITTEE WILL START THE REVIEW AFTER THE APPROVAL OF ALL THE MANUALS TO BE INCORPORATED IN THE CPSU CODE.

**UNANIMOUSLY APPROVED.**

### Revision of Organizational Structure

*Upon motion duly made by Dr. Hanzel Pedrosa, duly seconded by Dr. Fernando D. Abello 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** THE REVISION OF THE CPSU ORGANIZATIONAL STRUCTURE WITH THE COLATILLA THAT IT WILL BE SUBJECTED FOR THOROUGH REVIEW OF THE COUNCIL AND INCORPORATION OF THE SUGGESTIONS, RECOMMENDATIONS AND COMMENTS OF THE COUNCIL MEMBERS.

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**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED, THAT COMMENTS AND SUGGESTIONS ARE THE FOLLOWING:**

- USE DIRECTOR IF DESIGNATED AND OFFICER IF PLANTILLA POSITION
- DIRECTORS SHOULD NOT BE HIGHER THAN THE VICE PRESIDENTS
- THERE SHOULD BE A SOLID LINE CONNECTING THE BOARD SECRETARY WITH THE PRESIDENT
- REGISTRAR AND LIBRARIAN SHOULD NOT BE IN THE SAME LINE WITH THE DEANS AND CAMPUS ADMINISTRATORS. THEY SHOULD NOT BE IN A HIGHER BOX THAN THE DEANS AND CAMPUS ADMINISTRATORS
- THERE WILL BE TWO CHIEF ADMINISTRATIVE OFFICERS (ONE FOR ADMINISTRATIONS AND THE OTHER ONE FOR FINANCE)
- DIRECTOR FOR FINANCIAL MANAGEMENT WILL BE OMITTED
- UNDER THE CAO FINANCE ARE BUDGET OFFICER AND ACCOUNTANT
- MISO, PEDO, PPF, GSO AND CASHIER SHOULD BE UNDER CAO ADMINISTRATION
- DEAN FOR INSTRUCTION IS NOT INCLUDED IN THE ORGANIZATIONAL STRUCTURE BUT IT SHOULD APPEAR IN THE FUNCTIONAL CHART OF EVERY CAMPUS
- THE SPORTS AND CULTURAL DIRECTOR SHOULD BE CHANGED TO KINETICS, SPORTS AND CULTURAL DEVELOPMENT DIRECTOR (KSCD)
- ENVIRONMENTAL MANAGEMENT SERVICES OFFICE SHOULD BE CHANGED TO NATURAL RESOURCES AND ENVIRONMENTAL MANAGEMENT SERVICES.
- DCIO WILL BE OMITTED BUT DR. CARPIO WILL REMAIN AS STATION MANAGER AND THE RADIO WILL BE UNDER THE PIO
- QMS LEADER TO QMS DIRECTOR
- PROPOSED NEW NAME OF GSO: PHYSICAL, PLANT DEVELOPMENT AND GENERAL SERVICES OFFICE

**RESOLVE FURTHERMORE, AS IT IS HEREBY FURTHERMORE RESOLVED, THAT NEW OFFICES SHOULD PROVIDE ROLES AND RESPONSIBILITIES OF THEIR OFFICE AND FOR THE OFFICES TO CHANGE NAME SHOULD PROVIDE JUSTIFICATION. THERE SHOULD HAVE A VERBAL DESCRIPTION FOR THE ORGANIZATIONAL STRUCTURE TO BETTER UNDERSTAND IT.**

**UNANIMOUSLY ENDORSED.**

### **Illegal Installation of Fiber Optic Cable in the Main Campus**

*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:*

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**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY APPROVED** THE PROHIBITION OF ILLEGAL INSTALLATION OF FIBER OPTIC CABLE WITHIN THE CPSU-MAIN CAMPUS AREA WHERE OFFICES AND MISO CABLE ARE SITUATED AND TO REGULATE ALL INSTALLATION OF FIBER OPTIC CABLE IN RESIDENTIAL AREAS OF CPSU COMMUNITY.

**UNANIMOUSLY APPROVED.**

### **Right of Way of the National Police Training Institute**

*Upon motion duly made by Dr. Jimmy Degillo, duly seconded by Dr. Grenny 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 PROVISION OF RIGHT OF WAY REQUESTED BY THE NATIONAL POLICE TRAINING INSTITUTE AS AN ADDITIONAL NECESSARY REQUIREMENT BY PNP CAMP CRAME TO COMPLETE THE ONGOING PROCESSING OF DOCUMENTS RELATED TO THE USUFRUCT AGREEMENT BETWEEN THE CENTRAL PHILIPPINES STATE UNIVERSITY (CPSU) AND NATIONAL POLICE TRAINING INSTITUTE (NPTI),

**UNANIMOUSLY ENDORSED.**

### **Institutional IPCR**

*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 NOTED** THE INSTITUTIONAL ORGANIZATION PERFORMANCE COMMITMENT REVIEW (OPCR) 2024 OF CPSU.

**UNANIMOUSLY NOTED.**

## **3. FINANCIAL MATTERS**

## **4. STUDENT MATTERS**

### **Amendment of Student Research Manual**

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**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY NOTED** THE STUDENT RESEARCH MANUAL REVISION AFTER ITS DELIBERATION AND FINAL REVIEW OF THE COMMITTEE.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT THE SAID STUDENT RESEARCH MANUAL SHOULD BE UPLOADED IN THE GOOGLE DRIVE WHEREIN THE ADMINISTRATIVE COUNCIL MEMBERS CAN REVIEW, LEAVE COMMENTS AND SUGGESTION BEFORE THE APPROVAL OF THE MANUAL ON THE NEXT ADMIN COUNCIL MEETING SCHEDULE AND ENDORSEMENT TO THE BOARD OF REGENTS FOR APPROVAL.

**UNANIMOUSLY NOTED.**

### **Review of Policy, Guidelines and Requirements for Fraternities and Sororities Recognition as Student Organization**

*Upon motion duly made by Prof Eleanor F. Castro, duly seconded by Dr. Noel Fordente 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 REVISED POLICY, GUIDELINES AND REQUIREMENT FOR RECOGNITION OF STUDENT ORGANIZATION OF FRATERNITIES AND SORORITIES.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT AFTER THE BOARD APPROVAL, ALL FRATERNITIES AND SORORITIES MEMBERS SHOULD BE GATHERED FOR A MEETING AND ORIENTATION ABOUT THE REVISED POLICY.

### **Amendments student handbook (pre-admission process)**

- Dr. Abello presented the agenda item.
- He mentioned that, as per the suggestion of Chair Popoy De Vera, the SUCs should conduct a tutorial on how to fill out the forms, what the different programs offered by the university are, and conduct orientations for the indigent.
- Prof. Castro commented that maybe the term is not tutorial but mental conditioning.
- Ma'am Nelly mentioned that what Chair De Vera emphasized is to give priority to the indigent. That they won't feel less priority than the others.

### **Amendments student handbook (pre-admission process)**

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*Upon motion duly made by Dr. Fernando D. Abello, 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 PROPOSED 15.5 HECTARES LAND AS SITE FOR THESIS AND EXPERIMENTAL AREA OF COLLEGE OF AGRICULTURE AND FORESTRY TO CONDUCT AMICABLE SETTLEMENT WITH THE FARMERS AND LAND OCCUPANTS THAT WILL BE AFFECTED.

**UNANIMOUSLY APPROVED.**

### 5. MOA/MOU

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

*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 DEFERRED** THE ENDORSEMENT FOR THE AUTHORITY OF THE PRESIDENT TO SIGN THE LETTER AGREEMENT BETWEEN CPSU AND UNIVERSITY OF THE PHILIPPINES LOS BAÑOS FOUNDATION, INC. (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 SUBJECT TO PRESENTATION OF THE UPDATED AND FINAL LETTER AGREEMENT WITH THE INCLUSION OF THE PROVISIONS EMPHASIZED BY CPSU PRESIDENT.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, TO OMIT THE PERSONNEL'S SPECIFIC NAMES STIPULATED IN THE AGREEMENT.

**UNANIMOUSLY DEFERRED.**

#### **MOA/ MOU of Victorias Campus**

*Upon motion duly made by Mr. Willie Lacida, duly seconded by Dr. Jimmy Degillo 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 NOTED** THE AMENDMENT OF THE MOA BETWEEN CPSU, BRGY VI-A, VICTORIAS CITY AND ECO-TRAIL TOURISM OF THE SAME BARANGAY.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT THIS AGREEMENT, SHALL BE USED BY ALL CPSU VICTORIAS' PROGRAMS,

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PER RECOMMENDATION OF CHED RO VI THAT EACH PROGRAM NEEDS TO HAVE ITS OWN MOA.

**UNANIMOUSLY NOTED.**

### 6. OTHER MATTERS

#### **Policy for Fitness Laboratory**

*Upon motion duly made by Dr. Fernando D. Abello, duly seconded by Prof Eleanor Castor 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 OF REGENTS APPROVAL THE POLICY AND PROCEDURES FOR FITNESS LABORATORY AND EQUIPMENT.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED,** THAT THE PROPOSED POLICIES BE UPLOADED IN THE GOOGLE DRIVE WHEREIN THE ADMINISTRATIVE COUNCIL MEMBERS CAN REVIEW, LEAVE COMMENTS AND SUGGESTION BEFORE ITS APPROVAL ON THE NEXT ADMIN COUNCIL MEETING AND ENDORSEMENT TO THE BOARD OF REGENTS.

**UNANIMOUSLY ENDORSED.**

#### **Inclusion of QMS Leader as Administrative Council**

- Ma'am Cabual mentioned that in RA 10228, it was mentioned who must be included as Administrative Council Members.
- They recommended that the QMS leader be changed to the QMS director for him to be included among the Administrative Council members.
- It was also suggested that the Office of the President issue another memorandum designating Noel Dayono as the QMS Director.

Some more comments were asked, since there were none. Upon the motion made by Dr. Dr. Abello and duly seconded, the council approved that the QMS Leader would be changed to the QMS Director for him to be included among the Administrative Council Members.

#### **Meals during the Meeting**

*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 ADOPTED** THAT THE ADMINISTRATIVE COUNCIL MEMBERS

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#### **VISION**

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**OFFICE OF THE BOARD SECRETARY**

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FROM THE EXTENSION CAMPUSES ARE ENTITLED TO CLAIM REIMBURSEMENT FOR BREAKFAST AND DINNER ONLY BUT SHOULD NOT CLAIM LUNCH FOR IT IS BEING SERVED DURING MEETING.

**UNANIMOUSLY ADOPTED.**

**Standard Uniform for Personnel**

*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 HAVE A NEW STANDARD UNIFORM AND TO CREATE A COMMITTEE TO TAKE CHARGE OF EVERY DETAIL. THE COMMITTEE MEMBERS ARE AS FOLLOWS:

- SHEILA A. IGNACIO
- JANE T. TOLEDO
- MA. SOCORRO T. LLAMAS
- JIMMY DEGILLO, Ph.D.

**UNANIMOUSLY APPROVED.**

**Mid-year Convention**

*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 NOTED** THE PROPOSED DETAILS FOR THE MID-YEAR CONVENTION AS FOLLOWS:

DATE: FIRST WEEK AFTER THE OPENING OF CLASS (1<sup>ST</sup> SEMESTER, A.Y.2024-2025)

PROPOSED VENUE: PALMAS DEL MAR, ALANGILAN (USLS ECO PARK), GUERERO FARM, BANTUG LAKE RANCH

SPEAKERS: FR. BRIAN GORE, JESUS V. SISON, CCS FACULTY MEMBERS

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY APPROVED** TO HAVE ACTIVITIES OR SPECIFIC DAY THAT TEACHING AND NON-TEACHING PERSONNEL WILL ATTEND TOGETHER, A SCHEDULE FOR TEACHING AND NON-TEACHING CAN HAVE A SEPARATE SESSION TOGETHER AND ANOTHER SCHEDULE FOR TEACHING PERSONNEL TO CONVENE PER COLLEGE.

---

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**RESOLVE FURTHERMORE, AS IT IS HEREBY FURTHERMORE RESOLVED, THAT ONLY THE REGULAR PERSONNEL CAN JOIN OUTSIDE THE CAMPUS ACTIVITIES WHILE THE JOB ORDER EMPLOYEES, PART-TIME AND CONTRACT OF SERVICE CAN JOIN IN ACTIVITIES TO BE HELD INSIDE THE CAMPUS.**

**UNANIMOUSLY NOTED AND APPROVED.**

**C. UPCOMING ACTIVITIES**

Date	Activity	In-charge
Jan 15-19	Organizational Performance Commitment (OPC) Crafting-Office Heads	Planning Office, VPAF, Office Heads
Jan 18	Deadline of Proposed 2025 PRs	Procurement Office
Jan 22-26	Individual Performance Commitment (IPC) Crafting for Non-teaching Personnel	Planning, Office Heads
Jan 25-26	Final Exam (Non-Graduating)	Colleges/ Campuses
Jan 29-30	Written Exam, Practical/performance	Colleges/ Campuses
Jan 29	Orientation- Physical Target Reporting	Planning Office
Jan 30	Deadline of Certificate of Compliance to Early Procurement	Procurement Office
Jan 31	Semestral Break Start of Enrolment for 2 <sup>nd</sup> Sem	Colleges/ Campuses
Jan 31	Update all procurement requirements for transactions above 1 million from January 1, 2023 to December 31, 2023 in the PhilGeps	Procurement Office
Jan 30	Compliance to Freedom of Information Program	Records office
Jan 31	Deadline of Individual performance Commitment for January- June 2024	Office heads and Permanent Non-Teaching Staff
Jan 31	Deadline of Individual performance Rating for Jul-December 2023	Office heads and Permanent Non-Teaching Staff
Jan 31	Renewal of health Cards, inspection of food establishments, physical examination, of fourth year students for OJT, Practice teaching	Medical- Dental Health Unit

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 Contact No.: 09173015565 (Mobile); (034) 702-9903 (Landline)  
 ISO 9001:2015 Certificate Registration Number: 01 100 1834939

### OFFICE OF THE BOARD SECRETARY

February 1-9	Development Planning for Campuses	Planning/ Campuses
February 1	Tree Growing Activity	SSG
Feb 1-14	National Competition for Literary, Arts and Cultural	KSCD
Feb 1-16	Registration for Admission Testing San Carlos Campus	Admission Services
Feb 1-17	Continuation of Semestral Break	
Feb 1-17	Continuation of Enrollment for 2 <sup>nd</sup> Semester	College/ campuses
Feb 1-23	Registration for Admission Testing Candoni, Cauayan, Ilog Campus	Admission Services
Feb 3-19	Choral and Rondalla Training	KSCD
Feb 5	Convocation/ Flag Ceremony/ Special Program: Agricultural Diversity and Food Security	OSSA
Feb 5-29	Admission Testing Extension campuses Hinoba-an, Sipalay	Admission Services
Feb 6	University Week Planning and Preparation- Meeting 1	OSSA/ KSCD
Feb 6	Academic Council Meeting	VPAA
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
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 14-16	Arts Fest 2024: Showcase of Masterpiece	SSG
Feb 14-16	Launching Training of Handloom Weave Center	Research Office
Feb 19	Start of Class: Undergraduate 2 <sup>nd</sup> Sem S.Y. 2023-2024	Colleges/ Campuses

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### OFFICE OF THE BOARD SECRETARY

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 Faculty for February to July 2024	Deans/ Campus Admins
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

- The following activities will be moved to another date:
  1. Tree-growing activity
  2. Academic Council Meeting: February 14, 2024
  3. Arts Fest of SSG

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- It was mentioned that some of the deadlines presented do not coincide with the deadlines in the memo released by HRMO. Engr. Badajos mentioned that for deadlines related to HR, just refer to the Office Memorandum that was released.
- Sir Predo asked about the schedule of planning per campus and if they could insert the management review.
- Dr. Badajos mentioned that there is a separate schedule for the management review.

### D. ANNOUNCEMENT

- The deadline for SALN is January 31, 2024. This is mandatory.
- Ma'am Debbie announced the following details related to OJT:
  1. They have to stick to the ruling of CHED.
  2. No COPC, no deploying outside the university (in-campus OJT only).
  3. For those waiting for their COPC, either they wait or they enroll on the main campus.

### E. ADJOURNMENT OF MEETING

Since there was no other business to be taken up, the meeting adjourned at 4:36 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: JANUARY 18, 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					
3.	ABELLO, FERNANDO D., PhD					
4.	SUPE, BELLA	CAS OIC	Main			
5.	COFINO, CHESTER L., PHD					
6.	KRIS V. MONTINOLA	COB DEAN	main			
7.	HUCALINAS, MERFE C.	Dean_Corred	main			
8.	IGNACIO, SHEILA A.	Dean-Imm	Main			
9.	PEDROSA, HANZEL L., PHD	Dean - CAS	MAIN			
10.	JUANCE, SHENAI F.	Dean - P&F	main			



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	NAME	POSITION/ DESIGNATION/ FUNCTIONAL AREA	CAMPUS	CELLPHONE NUMBER	SIGNATURE	
					AM	PM
11.	ALFARAS, RIZA STEPHANIE A., EDD				O.B	D.B
12.	JAREÑO, PILIPINAS MA. D., PHD				O.B	O.B
13.	BILLEN, DOMINIC L.	EMS	Main	09950329278		
14.	BADAJOS, MARIA CRISTINA C.	PLANNING	Main			
15.	CARPIO, FLORA L., PHD					
16.	CASTOR, SALVADOR C., PHD	NSTP Director				
17.	CASTRO, ELEANOR F., PHD	Director CPD	Main	0905282724		
18.	CALUGCUGAN, SHIRLY A.	Director - GAO	Main	09753470301		
19.	DEGILLO, JIMMY O., PHD	ECSD	Main	09171441617		
20.	DEOCARES, MOODY S., PHD	Dir. PPGSO				



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	NAME	POSITION/ DESIGNATION/ FUNCTIONAL AREA	CAMPUS	CELLPHONE NUMBER	SIGNATURE	
					AM	PM
21.	EMOY, JOSEPHINE ASUNCION R. PHD	IMPR	Main			
22.	ESCORIAL, RYAN B., DIT	MIS	Main			
23.	JUNGCO, GRENNY I., PHD	Q. A. Director	Main	09171330468		
24.	LEDUNA, MARY GRACE NOREEN P., PHD	Training Services Director	Main			
25.	LUMBA, ANGELIE ROSE L., PHD					
26.	MALACAPAY, MARJON C., PhD	RUE	Main	09515887357		
27.	MARIÑO, ELEUTERIO D., III	PMMO	MAIN			
28.	NALAGON, ALEJANDRO E. PHD					
29.	PEDROSA, MARYVIC P., PHD	Director	Main			
30.	ROBLES, RACHEL T.	USCOP, Dir.	Main			
31.	SERISOLA, JANET P.	IPMO Director	Main			



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	NAME	POSITION/ DESIGNATION/ FUNCTIONAL AREA	CAMPUS	CELLPHONE NUMBER	SIGNATURE	
					AM	PM
32.	BALOGO, KEN M.	CAMPUS ADMIN	SAN AMOS	09176296774		
33.	BORRES, GERMA T., PHD	CAMPUS ADMIN.	CAUAYAN	0917 805 7637		
34.	ESCOBER, JOE-AN MAE G., PhD				O.B	
35.	FERRARIS, ERVIN P., PhD	CAMPUS ADMIN.	SIPAYAN	09157446297		
36.	FORDENTE, NOEL B.	CAMPUS ADMIN NOEL B. FORDENTE	VICTORIAS	-		
37.	GEQUILLANA, ROSEMAE G.	CAMPUS ADMIN.	MOYES PROIMA	09309927759		
38.	LACIDA, JR., WILLIE L.	CAMPUS ADMIN	ILOG	09178314535		
39.	MISAJON, CHIM C., PHD	Campus Admin	Condori	09051975771		
40.	PANGANIBAN, GLADYS L.					
41.	MANANAP, MANELYN L., PhD	Ext. Class Coord.	Valladolid	098 / 8036698		



CENTRAL PHILIPPINES STATE UNIVERSITY  
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					AM	PM
42.	PREDO, GREGORIO D.	Campus Admin	Hinigaran			
43.	TRIO, VICENTE, JR. M.	Budget Officer II	Main			
44.	BOLINAS, HENRY C., PhD					
45.	SUMONGSONG, ELFRED M.				O.B	O.B
46.	TOLEDO, JANE T.	Rewards Officer	Main	09173018965		
47.	VARGAS, FREIA L. PhD				O.B	O.B
48.	LOBRIQUE, RHONELO M.	REGISTRAR III	Main			
49.	FETILUNA, JULUIS R.	College Librarian III	Main			
50.	LLAMAS, MA. SOCORRO T.	Supply Officer III	Main			
51.	DURAN, KRISTINE C.				O.B	O.B



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					AM	PM
52.	RACEL D. MALALU-AN	ATTY. IV	MAIN			
53.	BESANA, KRISTINE	AD V	main			
54.	PONTINO, JOEL	SECURITY	Main			
55.	CABUAL, NELLY N.					
56.	BESANA, VICTORIA					
57.	JOANNIE MAGBANUA	INTERNAL AUDITOR III	MAIN			
58.	BELLO, ANDRELYN E.					
59.	JADOLOS, CRIS JOHN V.	BOR STAFF	Main			
60.	ROSALINDA MOLETA	BOR STAFF	MAIN			
61.	ANA MARIE JABONETA	BOR STAFF	MAIN			



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	NAME	POSITION/ DESIGNATION/ FUNCTIONAL AREA	CAMPUS	CELLPHONE NUMBER	SIGNATURE	
					AM	PM
62.	Tee, Chara Mae	oic, Dean CAS	Main		for:	for:
63.	Neil Bepangan	Sounds	Main			
64.	Dorado, Elyne Joy J.	Q.A staff	Main			
65.	Stephanie Jerota	QA Staff	Main			