

# **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

# MINUTES OF MEETING OF ADMINISTRATIVE COUNCIL

Date : January 18, 2024

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

Venue: CPSU Accreditation Center

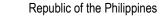
AGENDA:

- 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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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 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 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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# OFFICE OF THE BOARD SECRETARY

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 MEMBERS - RECORDS OFFICER

- PRESIDENT

- VPAF - VPAA

- LEGAL OFFICER IV

- QA DIRECTOR

**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 MEMBERS - PLANNING DIRECTOR

- PRESIDENT

- VPAF

- VPAA

- LEGAL OFFICER IV

- QA DIRECTOR

- HRMO

- TRAINING DIRECTOR

- EXTENSION DIRECTOR

VISION

University by 2030

CPSU as the leading technologydriven multi-disciplinary **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

- 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 MEMBERS

- CAO/ SAO
- 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

**VISION** 

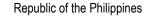
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## OFFICE OF THE BOARD SECRETARY

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 MEMBERS - QA DIRECTOR/ OFFICER

- PRESIDENT

- VPAF

- VPAA

LEGAL OFFICER IVPLANNING 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 REVISON OF THE CPSU ORGANIZATIONAL STRUCTURE WITH THE COLATILLA THAT IT WLL 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:

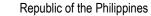
- USE DIRECTOR IF DESIGNATED AND OFFICER IF PLANTILLA POSITION
- DIRECTORS SHOULD NOT BE HIGHER THAN THE VICE PRESIDENTS
- THERE SHOULD BE A SOLID LINE CONNECTING THE BOARD SECRETARY WITH THE PRESIDENT
- REGISTRAR AND LIBRARIAN SHOULD NOT BE IN THE SAME LINE WITH THE DEANS AND CAMPUS ADMINISTRATORS. 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 OMITED
- 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**

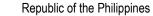
Upon motion duly made, seconded and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:

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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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 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:

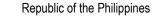
**RESOLVE, AS IT IS HEREBY RESOLVED**, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL **UNANIMOUSLY ENDORSED** FOR BOARD APPROVAL THE REVISED POLICY, GUIDELINES AND REQUIREMENT FOR RECOGNITION OF STUDENT ORGANIZATION OF FRATERNITIES AND SORORITIES.

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, REVEGITATION (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.

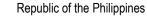
## **UNANIMOUSLY DEFERRED.**

# 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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# OFFICE OF THE BOARD SECRETARY

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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# OFFICE OF THE BOARD SECRETARY

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 ANOTHERE 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	_
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



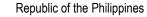


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February 1-9	Development Planning for Campuses	Planning/ Campuses
February 1	Tree Growing Activity	SSG
Feb 1-14	National Competition for Literary, Arts and Cultural	KSCD
Feb 1-16	Registration for Admission Testing San Carlos Campus	Admission Services
Feb 1-17	Continuation of Semestral Break	
Feb 1-17	Continuation of Enrollment for 2 <sup>nd</sup> Semester	0 7 1
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	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 2md Sem S.Y. 2023-2024	Colleges/ Campuses





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Feb 19-20	Individual (Faculty)	Fogulty
Feb 19-20	Individual (Faculty) Performance Commitment	Faculty
D 1 00	Crafting	26 1: 1 D . 1 TT 1:1
Feb 20	Bloodletting Activity	Medical-Dental Health
		Unit
Feb 21-22	Research and Extension In-	Research Office
	House Review	
Feb 23	Deadline of Individual	Faculty
	Performance Commitment-	
	Faculty for February to July	
	2024	
Feb 23	Deadline of Organizational	Deans/ Campus
	Performance Commitment-	Admins
	Deans/ Campus Admins	
	Faculty for February to July	
	2024	
Feb 23	Deadline of Individual	Deans/ Campus
100 20	Performance Rating- August	Admin/ Faculty
	8	Admin' Faculty
Feb 23	2023 to January 2024	OSSA
Feb 23	Solidarity Activity: UFSO	USSA
	Clean Up Drive	0004
	Special Forum Anti-hazing	OSSA
	Law, Fellowship Night	
Feb 25	EDSA People's power	
	revolution anniversary	
Feb 26-29	Admission Testing San Carlos	Admission Service
	Campus	
Feb 28	Deadline of Submission of	SALN RCC
	SALN review and compliance	
	committee (RCC)	
Feb 28	Submission of PBB	PBB Focal/ Planning
	requirements	Office
Feb 28	Zero Back-log report from	All offices with
	Offices	Citizens Charter
Feb 29	Deadline of Submission of	
10020	Report on the digitalization	
	initiative	
	mmauve	

- 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



# **CENTRAL PHILIPPINES STATE UNIVERSITY**

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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



# 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

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# OFFICE OF THE BOARD SECRETARY



**Event: Administrative Council Meeting** 

Date: \_\_JANUARY 18, 2024 \_\_ Venue: \_\_Accreditation Center

		POSITION/ DESIGNATION/		CELLPHONE	SIGNA	TURE
	NAME	FUNCTIONAL AREA	CAMPUS	NUMBER	АМ	PM
1.	MORACA, ALADINO C., PhD					
2.	BADAJOS, MARC ALEXEI CAESAR B., PhD				gut	ax
3.	ABELLO, FERNANDO D., PhD				-	
4.	SUPE, BELLA	CAS OIC	Main		Cay	Tay
5.	COFINO, CHESTER L., PHD					4/
6.	KRIS V. MONTINOLA	Cot bean	nmn		Chartwho	menticolo
7.	HUCALINAS, MERFE C.	Dean_corred	main	-	huhidun	Myseule
8.	IGNACIO, SHEILA A.	Dean-um	Mein		Magnan	pulyan
9.	PEDROSA, HANZEL L., PHD	PHAN - CAG	MMN			65
10.	JUANCE, SHENAI F.	Dean-Ret	mam	_		

**Event: Administrative Council Meeting** 

Date: \_\_JANUARY 18, 2024 \_\_ Venue: \_\_Accreditation Center

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

		POSITION/ DESIGNATION/		CELLPHONE	SIGI	NATURE
	NAME	FUNCTIONAL AREA	CAMPUS	NUMBER	АМ	PM
1.	ALFARAS, RIZA STEPHANIE A., EDD				0.8	DB
2.	JAREÑO, PILIPINAS MA. D., PHD				0.13	0.3
3.	BILLEN, DOMINIC L.	Emi	Main	099 50329778		
4.	BADAJOS, MARIA CRISTINA C.	PLANNING	now		roffen	Ack JRSin
5.	CARPIO, FLORA L., PHD				1	11
6.	CASTOR, SALVADOR C., PHD	NSTP Director			ON	9/6
7.	CASTRO, ELEANOR F., PHD	Dreider. CPD	Main	D90522724	AGO	X
8.	CALUGCUGAN, SHIRLY A.	Pivector-GAD	Main	0975 3470 201	Carl Contraction	All Marie
19.	DEGILLO, JIMMY O., PHD	ECSO	wah	०१७१५५१६1	MANA	No.
20.	DEOCARES, MOODY S., PHD	Dir. PPGCO				1

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**Event: Administrative Council Meeting** 

Date: JANUARY 18, 2024 Venue: Accreditation Center

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

		POSITION/ DESIGNATION/		CELLPHONE	SIC	SNATURE
	NAME	FUNCTIONAL AREA	CAMPUS	NUMBER	АМ	PM
21.	EMOY, JOSEPHINE ASUNCION R. PHD	IMPX	Main		Somo X	- 2
2	ESCORIAL, RYAN B., DIT	MIS	MAIN		0	
3.	JUNGCO, GRENNY I., PHD	Q. A. Director	Main	09171330468	1 5	
4.	LEDUNA, MARY GRACE NOREEN P., PHD	Training Services	Mauri		Mul	maglin
5.	LUMBA, ANGELIE ROSE L., PHD				1. 1	R
6.	MALACAPAY, MARJON C., PhD	RVE	Maun	0951587357	Mahry	thelay
7.	MARIÑO, ELEUTERIO D., III	PMmo	MAIN		Same my	1888WW.
8.	NALAGON, ALEJANDRO E. PHD	DJ-Wr				
9.	PEDROSA, MARYVIC P., PHD	pinerme	Marin		7	
30.	ROBLES, RACHEL T.	uson più	Man		Pa	721
11.	SERISOLA, JANET P.	IPMO Princepor	Monn			

Doc Control Code: CPSU-F-QA-19 Effective Date: 09/12/2018 Page No.: 3 of 7



**Event: Administrative Council Meeting** 

Date: \_\_JANUARY 18, 2024 \_\_ Venue: \_\_Accreditation Center

	A.A.B.E	POSITION/ DESIGNATION/	CAMPUS	CELLPHONE	SIGNA	
	NAME	FUNCTIONAL AREA	O/IIII	NUMBER	AM	PM
32.	BALOGO, KEN M.	CAMPUS ADMIZ	SAN annoss	OBT/ 6774	12 (m)	10 M
33.	BORRES, GERMA T., PHD	CAMPUS APMIN.	CAUAYA N	0917 805 7637	(Mm)	1900
34.	ESCOBER, JOE-AN MAE G., PhD				0.3	
35.	FERRARIS, ERVIN P., PhD	CAMPOS ADMIN.	SIPARY	रमध्यप्रभूकावा	1	
36.	FORDENTE, NOEL B.	NOTE B. FOR DEMIC	Victorias	-	*	A.
37.	GEQUILLANA, ROSEMAE G.	CAMPUS ADMIN.	MOIGES PANOINA	09209927759	Mauriz	Brown
-	LACIDA, JR., WILLIE. L.	ulmda luqma)	11.24	09178814585	7	0
39.	MISAJON, CHIM C., PHD	Compus Admin	Condoni	1645/21/20 As	and the	The state of the s
40.	PANGANIBAN, GLADYS L.				Jely	Julu .
-	MANANAP, MANELYN L., PhD	ext. Class Coor.	Valladslid	298/8036698	8	8

**Event: Administrative Council Meeting** 

Date: JANUARY 18, 2024 Venue: Accreditation Center

	NAME	POSITION/ DESIGNATION/ FUNCTIONAL AREA	CAMPUS	CELLPHONE NUMBER	SIGNA	TURE
42.	PREDO, GREGORIO D.	Campus Adriin	Hinigaran		4	
43.	TRIO, VICENTE, JR. M.	Bucket appiar V	Main"	_	- 6k - 5	, 60
44	BOLINAS, HENRY C., PhD					
45.	SUMONGSONG, ELFRED M.				0.3	0.13
	TOLEDO, JANE T.	Rewds Oppor	Main	8413301395	And	Ynnl
	VARGAS, FREIA L. PhD				0.13	O.B
48.	LOBRIQUE, RHONELO M.	REEISMAN III	manul			
49.	FETILUNA, JULUIS R.	College hibrariants	T Main		Belly _	Bellef
50.	LLAMAS, MA. SOCORRO T.	Supply affin in	mein		A	Jan Jan
51.	DURAN, KRISTINE C.				O.B	0.13

**Event: Administrative Council Meeting** 

Date: JANUARY 18, 2024 Venue: Accreditation Center

		POSITION/		CELLPHONE	SIGNA	TURE
	NAME	DESIGNATION/ FUNCTIONAL AREA	CAMPUS	NUMBER	AM	PM
52.	RACEL D. MALALU-AN	4TTY. 1V	MAIN		(Jane-	PSMolal
53.	BESANA, KRISTINE	AD V CA	main		And	Air
54.	PONTINO, JOEL	SECUMIN	Mmm			hiosen 10
55.	CABUAL, NELLY N.				Millimi	MUGENAL
56.	BESANA, VICTORIA				1	f //
57.	JOANNIE MAGBANUA	INTERNAL AUDITOR III	MAM		gentra	Jamy
58.	BELLO, ANDRELYN E.				(M)	1
59	JADOLOS, CRIS JOHN V.	BOR Stage	Main	*,		
60.	ROSALINDA MOLETA	BOR STAFF	MAIN		CHIRCH	Petato
61.	ANA MARIE JABONETA	BOR STAND	MAN		188	1 28



Event: Administrative Council Meeting

Date: JANUARY 18, 2024 Venue: Accreditation Center

	POSITION/		ENOTION INC.	SIGNATURE	
NAME	DESIGNATION/ FUNCTIONAL	CAMPUS	NUMBER	AM	PM
	AREA				

62.	Tee sham Mac	ole, pens	Main	for Xi by for	Ja: Kind
63.	Neil Sepannin	Lound	Main		1
64	Dorado, Elyne Say J.	Q.A Stapp	Mah	) m)	30
65.	Stephanie Jerota	CAA STAPF	Matri		Ž.