



Republic of the Philippines  
**CENTRAL PHILIPPINES STATE UNIVERSITY**  
Kabankalan City, Negros Occidental 6111  
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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 : May 8, 2024**

**Time : Started 8:40 AM**

**Meeting Adjourned: 4:58 PM**

**Venue : CPSU Accreditation Center**

#### AGENDA:

##### A. Important Updates

- Confirmation of Location of Approved Projects

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

- Approval of EMS/ NREMS Manual of Operation

##### C. New Business

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

- Proposed splitting of Proportional Vacation Pay (PVP)

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

- Changing of NOCECO account name of 12 building into CPSU
- Issues and concerns about PBB
- Standardize logo
- CPSU Valladolid Extension Class as Regular Campus
- Updates from the Internal Audit Office
- PIO Process Workflow
- Approval to open another bank/ lending institution for personnel's loan or credit options
- Provision of office space, privileges of CPSU-FASFED offices and representations

###### 3. Financial Matters:

###### 4. Academic Concerns:

- Proposed recalculation/increase in the institutional target for passing percentage in the licensure examinations.
- Proposed Increase of Enrollment for Incoming First Year (2024-2025)

###### 5. Student Concerns

- Student Attendance Policy
- Policy on Financial Incentives for Exemplary Performing Arts Students

###### 6. MOAs/MOUs:

- MOA with Landbank of the Philippines
- MOA with Local Government of Hinoba-an
- MOA with SRA
- MOA with Energy Development Corporation
- MOA with World Vision Development Foundation, Inc.
- MOP with SUNN
- MOA with SEARCA
- MOA with SIFI

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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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### 6. Other Matters:

- Clarification on the automatic deduction of clothing allowance
- Appeal for the amendments of the resolution approved pertaining to the suspension of classes
- Proposed mandatory thinning and pruning of trees that posed danger to lives and property.
- Ban on charcoal making within CPSU reservation
- Proposed disposal of tops and branches of cut/salvaged trees (Fuelwood/Chipwoods)
- Approval of Date and Participants of the Proposed Training Workshop with a Theme "University Futures Masterclass: Advancing Research, Innovation and Strategic Vision towards New Horizons in Higher Education
- Update on Waiting Shed Project (SSG)
- MOA with Red Cross
- Location/ Assignment of Colleges
- Updates on Mid-year Convention for Teaching Personnel
- Updates on mid-year convention for non-teaching personnel
- Updates on Catering services

### C. Upcoming Activities

### D. Announcement

### E. Adjournment

**ATTENDANCE** (Please see attached sheet)

**Presiding Officer Dr. Marc Alexei Ceasar B. Badajos**

### PRELIMINARIES

Dr. Marc Alexei Caesar B. Badajos, CPSU VPAF, 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 and seconded, the agenda presented was adopted. CARRIED.

### DISCUSSION PROPER

#### A. Important Updates;

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- A video presentation was played on the screen showcasing the different activities of CPSU for the whole of April.
- April 1, 2024: CPSU, DOST CEST, and cooperating agencies turnover learning packages to three public high schools.
- April 4, 2024: Chris John L. Samar, RCrim, Top 10 performing passers in Region VI
- April 4, 2024: Better CPSU: Key Official Attends Gym Rehabilitation Ground Breaking
- April 11–12, 2024: SPMSS Training with CSC
- April 13, 20, and 27, 2024: CCS Main conducts ICT literacy and data security awareness in the local community.
- April 16, 2024: CPSU acquires rice reaper
- April 17, 2024: Sugar Industry Foundation, Inc. MOA signing
- April 23, 2024: GAD Seminar for Newly Hired Personnel (Batch 2)
- April 23, 2024: Newly promoted and reclassified faculty
  - Mae Flor G. Posadas, Professor V
  - Eleanor F. Castro, Professor III
  - Riza Stephanie A. Alfaras, Professor II
  - Marfy M. Cabayao, Professor 1
  
- April 23–25, 2024: National Culture and the Arts Festival 2024
- April 24, 2024: Consultative Meeting at Crossing Kanding
- April 24, 2024: CPSU-Main Campus CCS Students Join the 10<sup>th</sup> SECSAFEST
- April 26, 2024: CCJE extends disaster risk reduction and fire prevention capability training for locals.
- April 30, 2024: University visitors from FFF and RU Foundry
- CPSU achieves 100% CHED COPC compliance.
- House Bill No. 10042: Converting CPSU Extension Campuses into Regular Campuses
- The updates on finance were shared by Dr. Badajos. He mentioned that a Finance Committee meeting was conducted on May 7, 2024, with the following agenda items:
  1. Request approval of the Program of Receipts and Expenditures (PRE) based on the actual billing for the Second Semester of AY 2023-2024 of the Free Higher Education Allocation amounting to P110,242,380.00 and subsequently request approval for its utilization.
  2. Request approval for the awarding of projects procured through public bidding:
    1. Construction of an International House at CPSU Main Campus (2024-024 01BID) with an ABC of P9600,000 to the winning bidder Hakkatan Konstruck and General Merchandise with a bid offer of P9,100,000 and utilize the savings for the additional works related to the projects.
    2. Repair/Conversion of the old dormitory to Administrative Offices (2024-024-01BID): ABC P7,500,000 to the winning bidder, JCORD Construction, with a bid offer of P6,074,403.08 and utilize the savings for the additional works related to the project.

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3. Request approval for the utilization of prior years' unutilized collection from internally generated receipts to be used for various projects at the university.
  1. Construction of Student Housing Facilities (Phase 1) in the amount of PHP 10 million from the Athletic Fee of the CPSU-Main Campus
  2. Construction of Science Complex (Phase 1) in the amount of PHP 12 million from the development fee of CPSU-MAIN CAMPUS
  3. upgrading of the university server and CCTV in the amount of PHP 1.5 million from the internet fee of the Main Campus
  4. Purchase of books and library holdings in the amount of PHP0.5 million from the testing fee of the CPSU-MOISES PADILLA Campus
  5. Construction of a Php 7 million learning resource center from CPSU's FIDUCIARY funds at the Hinoba-an Campus
  6. Various projects in the amount of 7.4697791 from various fiduciary funds of the CPSU-VICTORIAS Campus
- VPAA mentioned that free higher education for later release is included in the GAA 2024 with a total amount of Php 248.859 million. The coverage of this is the whole-year enrollment of the university for Fiscal Year 2024, 2nd Sem 2023-24, Midyear 2023-24, and 1st Sem 2024-25.
- He added that the balance as of April (from the previous FHE allocation with BOR approval) is 48 million.
- He mentioned that they are now requesting approval from the Board of Regents for the actual billing for the 2nd semester of AY 2023-2024, amounting to P110,242,380.00.
- He mentioned that 2.7 million is allocated for the salaries of job-order employees and Pakyaw contracts across all campuses.
- He mentioned that the Proposed Construction of Student Housing Facilities (Phase 1) at CPSU Main Campus was changed to Construction of Student Athletes Facilities (Phase 1) for the income that will be used will come from Athletic Fee, Intramural Fee, Regional and National SCUAA. He added that as per instruction of the Finance Committee, this facility will be used for free by Student Athletes of the University. Originally, the location of this facility was at the City Dormitory, but it changed to the location of the old minimart near the swimming pool.
- For the construction of the Science Complex (Phase 1) at CPSU Main Campus, it was approved that the location would be near the MPLC. Laboratories that will be established through this project are the Biolab and Chemistry Laboratory.
- On May 13, 2024, there will be auction and the unserviceable vehicle will be up for auction.
- Dr. Fordente asked regarding the status of the pavilion and was answered by Dr. Badajos that it was included in the facilities for repair.

*Upon motion duly made by Dr. Michael M. Bacolod, duly 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 THE REQUEST**

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APPROVAL FOR THE UTILIZATION OF PRIOR YEARS' UNUTILIZED COLLECTION FROM INTERNALLY GENERATED RECEIPTS TO BE USED FOR VARIOUS PROJECTS OF THE UNIVERSITY.

1. CONSTRUCTION OF STUDENT HOUSING FACILITIES (PHASE 1) IN THE AMOUNT OF PHP10 MILLION FROM THE ATHLETIC FEE OF THE CPSU-MAIN CAMPUS
2. CONSTRUCTION OF SCIENCE COMPLEX (PHASE 1) IN THE AMOUNT OF PHP12 MILLION FROM THE DEVELOPMENT FEE OF CPSU-MAIN CAMPUS
3. UPGRADING OF THE UNIVERSITY SERVER AND CCTV IN THE AMOUNT OF PHP1.5 MILLION FROM THE INTERNET FEE OF THE MAIN CAMPUS
4. PURCHASE OF BOOKS AND LIBRARY HOLDINGS IN THE AMOUNT OF PHP0.5 MILLION FROM THE TESTING FEE OF CPSU-MOISES PADILLA CAMPUS
5. CONSTRUCTION OF A 7-MILLION LEARNING RESOURCE CENTER FROM CPSU'S FIDUCIARY FUNDS AT THE HINOBA-AN CAMPUS
6. VARIOUS PROJECTS IN THE AMOUNT OF 7.4697791 FROM VARIOUS FIDUCIARY FUNDS OF THE CPSU-VICTORIAS CAMPUS

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED,** THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL UNANIMOUSLY **APPROVED** THE LOCATION OF VARIOUS PROJECTS ON THE CPSU MAIN CAMPUS.

- SCIENCE COMPLEX (PHASE 1), NEAR THE MPLC BUILDING
- STUDENT ATHLETE FACILITIES: OLD MINIMART, NEAR SWIMMING POOL

**UNANIMOUSLY ENDORSED AND APPROVED.**

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

#### **EMS/ NREMS Manual of Operations**

*Upon motion duly made by Dr. Fernando D. Abello, duly seconded by Dr. Jimmy O. 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 **ENDORSED** TO THE BOARD OF REGENTS THE PROPOSED EMS/ NREMS MANUAL OF OPERATIONS.

**RESOLVE FURTHER, AS IT IS HEREBY RESOLVED,** THAT A PROVISION SHOULD BE ADDED SPECIFYING THAT THE MANUAL SHOULD BE IMPLEMENTED IN CLOSE COORDINATION WITH THE BARANGAY. THE PRESIDENT'S OFFICE SHOULD TO RELEASE A MEMO DESIGNATING THE

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OFFICE OR INDIVIDUAL HE WILL ASSIGN TO TAKE CHARGE OF THE MANUAL'S IMPLEMENTATION.

**RESOLVE FURTHERMORE, AS IT IS HEREBY FURTHERMORE RESOLVED,** THAT COMMUNITY SERVICE SHOULD ONLY BE USED IN PLACE OF PUBLIC APOLOGY AS A PENALTY FOR VIOLATORS IN ORDER TO AVOID RIGHTS VIOLATIONS.

**UNANIMOUSLY ENDORSED.**

### 1. Personnel Matter/s

#### **Proposed splitting of Proportional Vacation Pay (PVP)**

*Upon motion duly made by Dr. Ferraris, duly seconded by Dr. 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 NEW SCHEDULE FOR ACADEMIC YEAR 2024-2025, WHICH WILL START ON AUGUST 12, 2024.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED,** THAT THE FACULTY SHOULD BE INFORMED REGARDING THE NEW SCHEDULE THROUGH A GENERAL ASSEMBLY.

**RESOLVE FURTHERMORE, AS IT IS HEREBY FURTHERMORE RESOLVED,** WITH THE NEW SCHEDULE OF OPENING OF CLASSES, FACULTY ARE INTITLED OF SERVICE CREDIT.

**UNANIMOUSLY APPROVED.**

### 2. Administrative Matter/s

#### **Changing of NOCECO account name of 12 building into CPSU**

*Upon motion duly made by Dr. Bacolod, duly seconded by Dr. 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 **APPROVED** THE CHANGE OF THE NOCECO ACCOUNT NAME OF TWELVE (12) BUILDINGS TO CPSU. CPSUS 1 THROUGH CPSUS 11 WILL BE THE NAMES OF THE ACCOUNTS, AND GSO WILL BE IN CHARGE OF OR KEEP A RECORD OF THE ACCOUNT INFORMATION.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED,** THAT THE HEAD OF THE GSO WILL CONSULT WITH NOCECO IN THE EVENT WHEN

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AN ADMINISTRATIVE RESOLUTION OR A LETTER FROM THE PRESIDENT WOULD BE ENOUGH IN LIEU OF A BOR RESOLUTION.

**UNANIMOUSLY APPROVED.**

### Issues and concerns about PBB

*Upon motion duly made by Dr. Bacolod, duly seconded by Dr. 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 **NOTED** THE UPDATES ON PBB FOR FY. 2022.

**RESOLVE, AS IT IS HEREBY RESOLVED,** THAT THE QA WILL COLLECT THE CUSTOMER SATISFACTION SURVEY ON A QUARTERLY BASIS FOR ANALYSIS, AND THAT OFFICES WILL RECEIVE A COPY OF THE RESULTS.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED,** THAT CLIENT SATISFACTION BOXES AT FRONTLINE OFFICES SHALL BE OPENED ONCE A WEEK, CASE-TO-CASE BASIS, TO IDENTIFY CONCERNS THAT REQUIRE PROMPT ATTENTION. THE QA AUDITORS ASSIGNED TO THE EXTENSION CAMPUSES CAN BE IN CHARGE OF OPENING THE BOXES.

**UNANIMOUSLY NOTED.**

### CPSU Standardize Logo

*Upon motion duly made by Dr. Bacolod, duly 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 GUIDELINES ON THE USE OF CPSU LOGO TO PREVENT ACTIONS SUCH AS MODIFYING THE LOGO, WHICH COULD COMPROMISE ITS INTEGRITY BY STRETCHING IT OR PRESENTING IT IN A MANNER INCONSISTENT WITH THE CENTRAL PHILIPPINES STATE UNIVERSITY'S OVERALL IDENTITY.

**UNANIMOUSLY NOTED.**

*Upon motion duly made by Dr. Bacolod, duly seconded, 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 **APPROVED** TO ADOPT THE BAGONG PILIPINAS LOGO IN ACCORDANCE WITH MEMORANDUM CIRCULAR NO. 2024, WHICH REQUIRES ITS USE ON SUC LETTERHEAD, WEBSITES, SOCIAL MEDIA ACCOUNTS, AND OTHER MATERIALS.

**UNANIMOUSLY APPROVED.**

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

**RESOLVE FURTHERMORE, AS IT IS HEREBY FURTHERMORE RESOLVED,** THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL UNANIMOUSLY **APPROVED** THE ENHANCEMENT AND ADDITION OF ORIGINAL TOUCHES TO THE LOGO'S ELEMENTS IN ORDER TO BE ELIGIBLE TO APPLY FOR TRADEMARKS.

**UNANIMOUSLY APPROVED.**

### **CPSU Tagline Contest**

- The top 10 entries for the CPSU tagline contest are:
  - Where Excellence Thrives
  - Commit, Serve, Unite: CPSU, Where Dreams Ignite!
  - Together Towards Tomorrow.
  - Central Philippine State University: Planting Hope, Cultivating Futures
  - Relentless In The Pursuit Of Excellence
  - Rooted In Negros, Reaching For The Global Sun
  - CPSU: Where Minds Explore, Integrity Soars
  - Unity In Diversity, Excellence In Action
  - Passion Unites, Futures Ignite: CPSU's Vibrant Light.
  - Be a Cenphillian. Be an ExCPSUal!
- This will be done through voting. Guidelines are to be followed and will be shared once they are available.
- Jareño mentioned that there is a need to avoid using cropped CPSU logo if it is used in the posters. Sometimes it is also blurred and used as a background.

### **CPSU Mascot**

- Ma'am Jane Arlos shared the advantage of having a university tagline or mascot.
- A well-crafted university tagline serves as a powerful communication tool, encapsulating the essence of the university and leaving a lasting impression on all stakeholders.
- Memorable Impact:
  - Designed to capture attention and create a lasting impact.
  - It reinforces the university's identity and values.

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- Brand Differentiation:
  - The university needs to stand out and differentiate itself.
  - Sets the university apart from others and communicates its unique selling points.
- Attracting prospective students
  - Prospective students will look for a university that aligns with their aspirations and values.
  - Can attract students by conveying the university's mission, culture, and transformative experience.
- Reflecting Character and Aspirations
  - The tagline reflects the university's character, ethos, and vision.
  - It becomes a message for aspiring students to consider their educational path.
- Creating pride and loyalty
  - It evokes pride and loyalty among current students and alumni.
  - They feel connected to the university's legacy and achievements.
- A university mascot is more than just a costume; it's a living embodiment of the institution's spirit, history, and community. The mascot also plays a vital role in creating a memorable college experience, whether in sports games, parades, or other school activities and events.
- Important Purposes for Having a Mascot for a University:
- Symbol of Identity and Unity
  - The university mascot is a recognizable symbol for the university, both on campus and in communities.
  - Under a common banner, it unifies the students, alumni, faculty, and staff.
  - Having a mascot provides a sense of belonging for students to feel at home, saying, "We are the... (university nickname)."
- Awareness and Engagement
  - Having a mascot increases awareness about available programs, services, and events.
  - Engage students by creating a sense of pride and excitement.
  - It encourages everyone to get involved in campus life and activities.
- Personification of Brand:
  - A mascot personifies the university's brand and values.
  - Through the mascot, students and alumni connect emotionally with their alma mater.
- Entertainment and Spirit:
  - Provides entertainment at campus and community events.
  - Build spirit during sports events and other celebrations.
  - Adds vibrancy and energy to the campus environment.
- Marketing and PR Opportunities:

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- The best university mascot offers limitless marketing and public relations opportunities.
- Reinforce the university's image and values through photos, social media posts, and promotional materials.
- The proposed CPSU mascot is:



- Jareño suggested that if there is a KALOY (male), there should also be a female mascot.
- They mentioned that they will do their best to have the mascot before Uweek so it can be used.
- She added that there is also a suggestion about using the carabao.

### PIO Process Flow

*Upon motion duly made, duly 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 PUBLIC INFORMATION OFFICE PROCESS FLOW.

**UNANIMOUSLY NOTED.**

### RECESS

**At 11:49 AM council call for a recess to have lunch and returned at 12:15 PM to continue the remaining agenda items.**

### Internal Audit Updates

- The agenda item was presented by Mrs. Joannie Magbanua.

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## OFFICE OF THE BOARD SECRETARY

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- She presented the Roles and Responsibilities on Internal Audit. She stated that As the official primarily responsible for the installation, implementation and monitoring of the internal control system, the DS/HoA or the GB/AuditCom provides the overall strategic direction in the operationalization of the internal audit function in the organization, from planning to performance evaluation.
- On the other hand, the responsibilities of the Head of the Agency are the following:
  - Ensure that the IAS/IAU fully discharges its internal audit function;
  - Provide insights on review, verify the veracity of, and approve internal audit plans and reports.
  - Discuss the internal audit findings and recommendations with other senior or key officials/ personnel concerned in the agency, as necessary.
  - Ensure timely distribution of audit reports to management/ auditees for implementation of the approved audit findings and recommendations.
  - Lead the implementation of the approved audit findings and recommendations.
  - Instruct Senior or key officials/ personnel concerned in the agency to undertake necessary actions, including the development/ refinement of certain policies/ guidelines to avoid occurrence (preventive action) or recurrence (corrective actions) of control weaknesses and incidences.
  - Ensure the monitoring of the implementation of approved recommendations so that the preventive and corrective measures are applied to address control weaknesses/ incidences after a reasonable period from the report of submission date; and
  - Periodically review the performance of the internal audit as part of supervision and control.
- She added that as the assigned unit in the appraisal of the internal control system within the organization, the IAS/IAU head is accountable to the Head of Agency or the Governing Board, as the case may be, for the efficient and effective operation of the internal audit function.
- The Roles and Responsibilities of the Internal Audit pursuant to the Administrative Code of 1987, as amended, adopted by DBM in its CL No. 2008-5 146, and reiterated in the NGICS, the functions of the IAS/ IAU are the following:
  - Advise the DS/ HoA or the GB/ AuditCom, on all matters relating to management control and operations audits.
  - Conduct management and operations audits of department/ agency/ GOCC/ SUC functions, programs, projects, activities with outputs, and government regulations, establish objectives, systems and procedures/ processes and contractual obligations.
  - Review and appraise systems and procedures, organizational structure, asset management practices, financial and management records, reports and performance standards of the department proper, bureaus and regional offices
  - Analyze and evaluation management deficiencies and assist the top management (e.g. ExeCom) by recommending realistic courses of action; and
  - Perform such other related duties and responsibilities as may be assigned or delegated by the DS/HoA or the GB/ AuditCom or as may be required by law.

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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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- The auditees, which may refer to the different services/ offices/units in the University, play a cooperative role in the course of the conduct by the IAS/IAU of internal audit.
- The roles and responsibilities of the auditees are as follows:
  - Understand the audit objectives, scope, criteria, and methodology.
  - As authorized by the DS/ HoA or the GB/ AuditCOM, allow the IAS/ IAU to have full, free and unrestricted access to all functions, premises, assets, personnel, records, and other documents and information that the IAS/ IAU considers necessary in undertaking internal audit activities.
  - Provide comments and insights about the significant audit issues as a way of validating the IAS/ IAU findings.
  - Comply with the approved audit findings and recommendations.
  - Implement preventive and corrective measures, and corrections to address the approved findings and recommendation; and
  - Provide feedback and suggestions regarding the performance of the IAS/ IAU in its audit engagements.
- 
- She informed the offices which have PAWIMS/ Operations Manual / Citizen's Charter, to please submit a softcopy to the Google Drive link provided. They must fill in the form found in the link provided in the Office Advisory, enumerating the processes/ operations in your respective offices and click the checkbox if each process has PAWIMS/ Operations Manual / Citizen's Charter as the case maybe.
- The deadline will be May 14, 2024, 5:00 o'clock in the afternoon.
- She also showed on the screen the Standard Flowchart Symbols
- Ma'am Magbanua mentioned that the Internal Audit Office was tasked by the President to help in the compliance of the COA Audit Findings.
- VPAF asked if it would be possible to conduct a seminar or workshop first especially on process flowchart so that all offices will be guided in crafting their PAWIMS.
- Dr. Jungco encourage all offices without PAWIMS to craft their PAWIMS as soon as possible.
- Ma'am Magbanua agreed for it will also guide them to check each office process.
- She added that they will visit the extension campuses in the next months.
- Sir Dayono also pointed out that he noticed that there are offices using inappropriate symbols in PAWIM. He added that there is a need to revisit the PAWIM of every office and a seminar should be conducted for this purpose. He added that through the collaboration of the Internal Audit, Quality Assurance and Quality Management System, they can harmonize everything.
- VPAF mentioned that PAWIM is available in the Record's Office and can be retrieved readily.

### Conversion of Valladolid Extension Class as Regular Campus

*Upon motion duly made, duly seconded, 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 **AGREED** TO LAY ON THE TABLE FOR FURTHER STUDY AND DISCUSSION THE PROPOSED CONVERSION OF THE VALLADOLID EXTENSION CLASS TO A REGULAR CAMPUS.

**UNANIMOUSLY AGREED.**

*Upon motion duly made, duly 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 ADHERE TO THE NO COPC, NO ENROLLMENT POLICY FOR THE 2024–2025 ACADEMIC YEAR.

**UNANIMOUSLY APPROVED.**

### **Approval to open another bank/ lending institution for personnel's loan or credit options**

*Upon motion duly made, duly 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 **AGREED** TO REFER THE MATTER TO OPEN ANOTHER BANK/ LENDING INSTITUTION FOR PERSONNEL'S LOAN OR CREDIT OPTIONS TO THE FASFED PRESIDENT.

**UNANIMOUSLY AGREED.**

### **Provision of office space, privileges of CPSU-FASFED offices and representations**

- VPAF mentioned that the old dorm will be renovated and an area where personnel from Extension Campuses can be used will be provided, also known as the faculty lounge.
- He added that the MIS is requesting that all campus administrators be enrolled to get their DICT digital signatures, and the deans for this are already being honored by the COA.
- VPAF also mentioned that he will no longer sign all disbursement vouchers. The supervisor should be the one to sign the DV, according to the COA.
- Sir Sumongsong mentioned that the VPAF signed the voucher before because others were hesitant to sign. However, now, without the signature of the immediate supervisor, DV will not be released.

### **3. Academic Matter/s**

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### **Proposed recalculation/increase in the institutional target for passing percentage in the licensure examinations.**

*Upon motion duly made, duly 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 TARGET FOR PASSING PERCENTAGE IN THE LICENSURE EXAMINATION OF 65% ACROSS ALL PROGRAMS.

**UNANIMOUSLY NOTED.**

### **Proposed Increase of Enrollment for Incoming First Year (2024-2025)**

*Upon motion duly made, duly 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 1500 PROPOSED INCREASE OF ENROLLMENT FOR ACADEMIC YEAR 2024-2025.

**UNANIMOUSLY APPROVED.**

## **4. Student Matters**

### **Update on Waiting Shed Project (SSG)**

*Upon motion duly made by Dr. Fordente, duly 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 ESTABLISHMENT OF TWO (2) WAITING SHEDS IN CPSU AS PROJECT OF THE SUPREMENT STUDENT GOVERNMENT (SSG) SUBJECT TO PRESENTATION OF THE DESIGN.

**RESOLVE FURTHER, AS IT IS HEREBY FURTHER RESOLVED,** THAT THE LEGAL OFFICE OF CPSU WILL TAKE CHARGE FOR NEGOTIATING WITH ENGR. LAARNI CASTOR ABOUT THE SPACE FOR THE FIRST WAITING SHED LOCATED AT THE MAIN ENTRANCE OF CPSU TEACHERS' VILLAGE.

**UNANIMOUSLY APPROVED.**

## **Student Attendance Policy**

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*Upon motion duly made Hon. Paglomutan, duly seconded by Dr. 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** TO THE BOARD OF REGENTS FOR APPROVAL THE PROPOSED STUDENT ATTENDANCE POLICY.

**UNANIMOUSLY ENDORSED.**

### **Policy on Financial Incentives for Exemplary Performing Arts Students**

*Upon motion duly made, duly 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 **AGREED** TO LAY ON THE TABLE FOR FURTHER DISCUSSION THE PROPOSED FINANCIAL GRANT TO STUDENT PERFORMANCE.

**UNANIMOUSLY AGREED.**

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

#### **MOA with Landbank of the Philippines**

*Upon motion duly made by Dr. Abello, 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 **ENDORSED** TO THE BOARD OF REGENTS THE AUTHORITY OF THE PRESIDENT TO ENTER INTO AND SIGN MEMORANDUM OF AGREEMENT WITH THE LANB BANK OF THE PHILIPPINES FOR THE ATM INSTALLATION IN CPSU MAIN CAMPUS.

**UNANIMOUSLY ENDORSED.**

#### **MOA with Local Government of Hinoba-an**

*Upon motion duly made by Dr. Abello, 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 **ENDORSED** TO THE BOARD OF REGENTS THE AUTHORITY OF THE PRESIDENT TO ENTER INTO AND SIGN MEMORANDUM OF

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AGREEMENT WITH LOCAL GOVERNMENT OF HINOBA-AN TO PROVIDE TRAINING ORIENTATION RELATED TO THE PROGRAM.

**UNANIMOUSLY ENDORSED.**

### **MOA with SRA**

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

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**UNANIMOUSLY ENDORSED.**

### **MOA with Energy Development Corporation**

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

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**UNANIMOUSLY ENDORSED.**

### **MOA with World Vision Development Foundation, Inc.**

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

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**UNANIMOUSLY ENDORSED.**

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### **MOP with SUNN**

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

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**UNANIMOUSLY ENDORSED.**

### **MOA with SEARCA**

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

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**UNANIMOUSLY ENDORSED.**

### **MOA with SIFI**

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

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**UNANIMOUSLY ENDORSED.**

### 6. Other Matters

#### **Clarification on the automatic deduction of clothing allowance**

- It was noted that the deduction was approved by the Administrative Council.
- It was mentioned that the male uniform was already embroidered.
- It is fine if those on study leave won't avail themselves of the uniform for now but once they return, they must comply with the uniform.
- It was mentioned that the clothes for women were already cut.
- It was mentioned that they are hoping that this uniform will be used by the first semester.
- She added that by the end of May, the cloth will be distributed and those part-time faculty who would like to avail can coordinate with Ma'am Ching.

#### **Appeal for the amendments of the resolution approved pertaining to the suspension of classes**

- It was noted that this had already been clarified during the previous meeting.

#### **Proposed mandatory thinning and pruning of trees that posed danger to lives and property.**

*Upon motion duly made, duly 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 PROPOSED MANDATORY TRIMMING AND PRUNING OF TREES WITHIN FIFTEEN METERS OF THE BUILDING'S GUTTER.**

**UNANIMOUSLY APPROVED.**

#### **Ban on charcoal making within CPSU reservation**

*Upon motion duly made by Dr. Abello, duly seconded by Dr. Nalagon, 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 BAN OF CHARCOAL MAKING WITHIN CPSU RESERVATION AREA.**

**UNANIMOUSLY APPROVED.**

#### **Proposed disposal of tops and branches of cut/salvaged trees (Fuelwood/Chipwoods)**

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*Upon motion duly made by Dr. Abello, duly seconded by Dr. Nalagon, 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 **DISAPPROVED** SELLING THE TOPS AND BRANCHES OF CUT/SALVAGED TREES FOR THE MUSCOVADO PROJECT, CLAIMING THAT IT WILL BE USED AS FUELWOOD FOR MAKING MUSCOVADO SUGAR.

**UNANIMOUSLY DISAPPROVED.**

### **Approval of Date and Participants of the Proposed Training Workshop with a Theme "University Futures Masterclass: Advancing Research, Innovation and Strategic Vision towards New Horizons in Higher Education"**

- Dr. Jungco presented the agenda item.
- It will be conducted in 3 days straight Face-to-face or in hybrid format
- This masterclass comprises five (5) comprehensive modules:
- Module 1: Foresight and Futures Thinking: A Briefer and Refining the Focal Agenda for Higher Education
- Module 2: Scanning the Landscape and Navigating New Horizons
- Module 3: Blueprints of the Future through Scenario Development
- Module 4: Vision to Reality: Architecting the University Futures Project Proposal
- Module 5: Moonshot Thinking and Transformative University Futures
- Tentative Date of Training: August 27-30, 2024, venue is in ZaycoLand in Kabankalan City.
- The course fee for this workshop is Php 15,000.00 for each participant with a minimum of 50 and maximum of 80 participants. Other logistical requirements such as transportation, air fare, accommodation, and meals will be shouldered by the participants.
- 2 participants from each from 7 Colleges= 14
- 3 participants including the campus administrator from 9 campuses=27
- The remaining participants will be coming from the ff. offices:
  - President
  - VPAA
  - VPAF
  - Curriculum
  - Graduate School
  - OSSA
  - Planning
  - Sports
  - Extension

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- DCIO
  - PEDO
  - EMS
  - QA
  - Training Services
  - IMPDC
  - Research
  - IPMO
- A total of 58 participants from CPSU.
  - Dr. Rallos mentioned that the allocated budget for this training is 2 Million pesos and there is a Phase I and Phase II. This training is for Phase I alone.
  - The possible expenses are the following:
    - Airfare – Ticket Manila to Bacolod-Vice Versa (5-8 pax)
    - Meal expenses
    - Lunch
    - Snacks (am & pm)
    - Accommodation:
    - Resource person – 5-8 pax
    - Participants (possible from campuses far from the training venue)
    - Training Supplies and materials including tarpaulins
    - Tokens and awards
    - Gasoline expenses

### **MOA with RED CROSS**

*Upon motion duly made by Dr. Abello, 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 **ENDORSED** TO THE BOARD OF REGENTS THE AUTHORITY OF THE PRESIDENT TO ENTER INTO AND SIGN JOINT MEMORANDUM OF AGREEMENT (MOA) PHILIPPINE RED CROSS TO ENJOIN STUDENTS, FACULTY, AND NON-TEACHING PERSONNEL, TO BECOME MEMBERS OF THE PHILIPPINE RED CROSS THROUGH ITS MEMBERSHIP AND ACCIDENT ASSISTANCE BENEFITS (MAAB)

**UNANIMOUSLY ENDORSED.**

### **Location/ Assignment of Colleges**

- It was agreed to set a separate meeting for the said concern.

### **Updates on Mid-year Convention for Teaching Personnel**

- Dr. Rallos presented the agenda item.
- JULY 15-19, 2024 is the target date.

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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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- Venue should be within the province. Choices are the following:
  - PALMAS DEL MAR- Php 470,000.00
  - RESORTS NEGRENSE- Php 468,750.00
  - NATURE'S VILLAGE RESORT- Php 661,250
  - ROY'S HOTEL- No quotation as of today
- Resort Negrense will be the venue since they are the lowest bidder.
- The theme is Cultivating a Culture of Continuous Improvement Through Academic Collaboration, Technology Integration, and Psychospiritual Wellness.
- Ferraris asked if it was possible to amend the venue because of the foul odor coming from the ocean. Also, there is no internet connection.
- Ma'am Besana mentioned specifying the specific needs in the PR for the venue.

### Updates on Mid-year Convention for Non-Teaching Personnel

- Dr. Vargas presented the agenda item.
- May 14–17, 2024, is the target date.
- There will be training conducted for the newly designated CDO on May 14, 2024, at 9:00 a.m.
- The venue is Campoquino Resort in Sipalay City.

### Updates on Catering services

- Dr. Badajos presented the agenda item.
- Purchase requests should be submitted or processed one month before the activity.
- Approval of PR should take at least one week. It will be submitted to the procurement office, proceed to the budget office, next to the president's office, and then back to the procurement office.
- If less than 50K, it should be canvassed.
- If it is more than 50K, it should be posted in PhilGelps, so it will need at least 3 additional days for processing.
- Preparation needed procurement documents are:
  - Abstract
  - BAC Resolution
  - Notice of Award to the Winning Bidder
  - Purchase Order
  - Contract
- Major Issues in the Purchase Requests
  - Prepared after the activity
  - Not in the PPMP
  - Amount not the same as the actual
- Agreement with Caterers
  - Will proceed only if the Purchase Order is served
  - End user should process the necessary documents
  - Procurement will issue the PO and start the procurement process
- VPAF reiterated that PO should be served to caterers, not PR.

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Republic of the Philippines  
**CENTRAL PHILIPPINES STATE UNIVERSITY**  
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ISO 9001:2015 Certificate Registration Number: 01 100 1834939

## OFFICE OF THE BOARD SECRETARY

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- He added that if the processing is late, CPSU might suffer another AOM from COA. He added that the date is always the problem.
- Sir Sumongsong mentioned that if there are unexpected visitors (LUSOB), the PRE of the office must be notified, and there must be justification.
- Minutes, attendance, and photos should serve as supporting documents.
- If it is less than PHP 1000, it can be reimbursed. If more than Php1000, there should be a canvass. The same rule applies to campus administrators.
- Attendance, billing statement, certification of service rendered, and picture of food should be submitted after the P.O. is served.

### C. ANNOUNCEMENT

### D. UPCOMING ACTIVITIES

Calendar of Activities for May

- May 1-15- Chorale and Rondalla Training
- May 6- Convocation/ Flag Ceremony (Disaster Risk Prevention, Mitigation and Preparedness
- May 8- Admin Council Meeting
- May 9- Pre-procurement Planning for Recognition and Graduation Ceremonies
- May 10- Deadline of PR Submission for Recognition and Graduation Ceremonies, Launching of Strategic Plan, Tree Growing Activity
- May 13-17- Annual Physical Examination of Regular Permanent Personnel, Hypertension and Cervical Cancer Awareness Month and Health and Wellness Month
- May 15-16- Seminar on Multimedia, IMS, Workbook, Modules and Testing Materials
- May 15- IMS exchange with JRMSU
- May 15-17- Non-teaching Mid-Year Convention
- May 16- Seminar on proper Hygiene and Sanitation
- May 20- SSG and FLP Oath-taking and Turnover Ceremony
- May 21-31- Athletes Training and Performing Arts Workshop
- May 23-24- Livelihood Training on breadmaking to Women
- May 27-31 Victorias Level II Accreditation
- May 28- Hinoba-an Level II Accreditation
- May 28-30- SSG Election
- May 28- PRIMING: Student Leadership Empowerment Camp 2024
- May 28-30- Pasidungog Awards Night 2024
- May 29- San Carlos Level II Accreditation
- May 30- Sipalay Level II Accreditation

### E. ADJOURNMENT OF MEETING

Since there are no agenda item to be tackled the meeting adjourned at 4:58 PM.

Prepared by:

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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

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

ATTESTED:

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

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ATTENDANCE SHEET

Event: Administrative Council Meeting

Date: MAY 8, 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.	PREDO, GREGORIO D.	EMS Director	Main			
5.	TEE, SHARA MAE, R.	BTC, Dean Us	Main			
6.	KRIS V. MONTINOLA	COE Dean	Main			
7.	HUCALINAS, MERFE C.	COTED	Main			
8.	IGNACIO, SHEILA A.	EBM Dean	Main			
9.	PEDROSA, HANZEL L., PHD	CAF - <del>PROD</del>	Main			
10.	JUANCE, SHENAI F.	CED Dean	Main			





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					AM	PM
11.	ALFARAS, RIZA STEPHANIE A., EDD				OT	OT
12.	JAREÑO, PILIPINAS MA. D., PHD					
13.	BACOLOD, Michael M., PhD	CAS				
14.	BADAJOS, MARIA CRISTINA C.	PPM/PLWG				
15.	CARPIO, FLORA L., PHD	Director DCIO	main			
16.	CASTOR, SALVADOR C., PHD					
17.	CASTRO, ELEANOR F., PHD				O.B	O.B
18.	CALUGCUGAN, SHIRLY A.	Director - GAO				
19.	DEGILLO, JIMMY O., PHD				OB	OB
20.	DEOCARES, MOODY S., PHD	PPM/GA				

**ATTENDANCE SHEET**



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					AM	PM
21.	EMOY, JOSEPHINE ASUNCION R. PHD	IMPD Director	Main			
22.	ESCORIAL, RYAN B., DIT	MIS DIRECTOR	Main			
23.	JUNGCO, GRENNY I., PHD	Q.A. DIRECTOR	MAIN	09171370468		
24.	LEDUNA, MARY GRACE NOREEN P., PHD	Director, Training Services	Main		for:	for:
25.	LUMBA, ANGELIE ROSE L., PHD				O.B	O.B
26.	MALACAPAY, MARJON C., PhD	RUE Director	Main			
27.	MARIÑO, ELEUTERIO D., III	PDO III	MAIN			
28.	NALAGON, ALEJANDRO E. PHD					
29.	PEDROSA, MARYVIC P., PHD					
30.	ROBLES, RACHEL T.	Dir. KSCU	Main			
31.	SERISOLA, JANET P.	IPMO Dir.	Main	09171860963		



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					AM	PM
32.	BALOGO, KEN M.				OB	OB
33.	BORRES, GERMA T., PHD	CAMPUS ADMIN	CAWAYAN	09178057637		
34.	ESCOBER, JOE-AN MAE G., PhD				O.B	O.B
35.	FERRARIS, ERVIN F., PhD	CAMPUS ADMIN	SIPANAY			
36.	FORDENTE, NOEL B. DPA	CAMPUS ADMIN	VICTORIAS	-		
37.	GEQUILLANA, ROSEMIE G.	CAMPUS ADMIN	MOSES PADILLA	09309927759		
38.	LACIDA, JR., WILLIE L. PHD	Campus Admin	Ilog	09178314535		
39.	CALAGO ARMIE SHEILA T. PHD	Campus Admin	Candori	0995094935		
40.	ROTE, LULAND P.	OIC	Alimodian	04215245		
41.	MANANAP, MANELYN L., PhD	Ext-Class Coordinator	Valladolid	09457000721	8	8



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					AM	PM
42.	SUPE BELLA D.	Campus Ad	Amigosa			
43.	TRIO, VICENTE, JR. M.	Budget Officer	Main	09171804673		
44.	BOLINAS, HENRY C., PhD	CAO	MAJU	0917317060		
45.	SUMONGSONG, ELFRED M.	Accountant III	Main			
46.	TOLEDO, JANE T.	Records Officer	Main	09173015825		
47.	VARGAS, FREIA L. PhD	HRMO	Main	09171171104		
48.	LOBRIQUE, RHONELO M.	REG STAFF III	MAN	09159946712		
49.	FETILUNA, JULUIS R.	College Librarian	Main			
50.	LLAMAS, MA. SOCORRO T.	MO V / Supply	Main			
51.	DURAN, KRISTINE C.	Nurse II	Main	09171069184		



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					AM	PM
52.	RACEL D. MALALU-AN	Asty. IV	Main			
53.	BESANA, KRISTINE	Procurement officer	Main			
54.	PONTINO, JOEL	SECURITY OFFICER	HEALTH			
55.	DAYONO NOEL, S	QMS	Main			
56.	GALLEGO, JOSE GAY D. PHD	HEMPROB	Main			
57.	JOANNIE MAGBANUA	INTERNAL AUDITOR III	MAIN			
58.	ESCORIAL, SHIELA MAY L.	PIO III	Main			
59.	CORONEL, CHARLIE MAGNE					
60.	JOCSON, ROSE ANN					
61.	CABUAL, NELLY N.	PRG ✓	Main			



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	NAME	POSITION/ DESIGNATION/ FUNCTIONAL AREA	CAMPUS	CELLPHONE NUMBER	SIGNATURE	
					AM	PM
62.	JABONETA G. ANNA MARIE	BOR STAFF	MAIN			
63.	BELLO, ANDRELYN E.	BOR STAFF	Main	09272020770		
64.	JADOLOS, CRIS JOHN V.	BOR STAFF	Main			
65.	BESANA, VICTORIA					
66.	MAYLINE M. VILLAR	BS 1	MAIN	09097310159		
67.	DEOSINAS, JENELYN A.	SSG	MAIN	09277660567		
68.	ORAL, LEZTER J.	SSG	MAIN	09274350910		
69.	GABIS, L. A.	SOON	Main	09568329714		
70.	MAXIMO D. ANGUIN	MIS STAFF	Main			