



Republic of the Philippines
CENTRAL PHILIPPINES STATE UNIVERSITY
Kabankalan City, Negros Occidental 6111
Website: www.cpsu.edu.ph
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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

MINUTES OF MEETING OF ADMINISTRATIVE COUNCIL

Date : August 14, 2024

Time : Started 8:43 AM

Meeting Adjourned: 2:53 PM

Venue : CPSU Accreditation Center

AGENDA:

- A. Approval of the Minutes from the Previous Meeting**
- B. Important Updates**
- C. Matters Arising from the Previous Minutes**
 - Identity Manual
 - 8888 Manual
- D. New Business**
 - 1. Personnel Matter/s**
 - Travel Abroad of CPSU Personnel both Official and Personal
 - 2. Administrative Matter/s**
 - CPSU Gate pass
 - Teacher's Village Home Lot Survey Update
 - 3. Financial Matters:**
 - Performance Review
 - Preparation of PAP, PRE, PPMP 2025
 - 4. Student Matters:**
 - 5. MOAs/ MOUs**
 - MOU with Negros Oriental State University
 - MOA with Guinpana-an National High School- Main
 - MOA with Beyond Books Publication
 - Agreement with JIRCAS
 - Usufruct Agreement with Bureau of Soils and Water Management
 - 6. Other Matters:**
 - IMPDC schedule of IMs development training across colleges and campuses
 - CPSU registration as seed grower for organic rice
 - Field Study
- E. Upcoming Activities**
- F. Announcement**
- G. Adjournment**

ATTENDANCE (Please see attached sheet)

Presiding Officer: Dr. Aladino C. Moraca

PRELIMINARIES

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

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 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.

Approval of the Minutes from the Previous Meeting

Dr. Aladino C. Moraca asked if the Minutes were sent to the Admin Council Members prior to the meeting which was answered affirmatively by the Council Secretary. She mentioned that it was uploaded in the Teams for comments and suggestions of the Admin Council Members.

Some more comments were asked, since there were none. Upon motion duly made by Dr. Hanzel Pedrosa and seconded by Dr. Merfe Hucalinas, the Minutes of the Previous Meeting was approved. CARRIED.

DISCUSSION PROPER

A. President's Time

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 REPORT OF THE PRESIDENT.

UNANIMOUSLY NOTED.

B. Important Updates:

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 IMPORTANT UPDATES FOR THE MONTH OF JULY 2024.

UNANIMOUSLY NOTED.

C. Matters Arising from the Previous Minutes

1. Personnel Matter/s

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Identity Manual

Upon motion duly made by Dr. Ervin Ferraris, duly seconded by Dr. Moody Deocares, 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 CPSU IDENTITY MANUAL FOR APPROVAL.

UNANIMOUSLY ENDORSED.

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

RESOLVE, AS IT IS HEREBY RESOLVED, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL UNANIMOUSLY **APPROVED** THAT THE UNIVERSITY MASCOT WILL BE A KALAW.

UNANIMOUSLY APPROVED.

8888 Manual

Upon motion duly made by Dr. Merfe Hucalinas, duly seconded by Dr. Willie Lacida, 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 8888 MANUAL OF CPSU.

UNANIMOUSLY ENDORSED.

D. New Business

1. Personnel Matter/s

Travel Abroad of CPSU Personnel both Official and Personal

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 REQUIREMENTS AND PROCESS TO REQUEST FOR TRAVEL AUTHORITY FOR TRAVEL ABROAD OF CPSU PERSONNEL BOTH OFFICIAL AND PERSONAL.

UNANIMOUSLY NOTED.

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2. Administrative Matter/s

CPSU Gate pass

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

RESOLVED, AS IT IS HEREBY RESOLVED, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL UNANIMOUSLY **APPROVED** THE FEE FOR THE GATE PASS STICKER, WHICH ARE AS FOLLOWS:

PERSONNEL AND COMMUNITY: 100 PHP
STUDENTS: 50 PHP

RESOLVED FURTHER, AS IT IS HEREBY FURTHER RESOLVED, THAT THE STICKER IS VALID FOR TWO YEARS AND WILL BE IMPLEMENTED ON OCTOBER 1, 2024.

RESOLVED FURTHERMORE, AS IT IS HEREBY FURTHERMORE RESOLVED, THAT THE PHYSICAL PLANT MANAGEMENT AND GENERAL SERVICES OFFICE TOGETHER WITH SECURITY OFFICE AND CPSU DRRM WILL CONDUCT COMMUNITY CONSULTATION REGARDING THE CPSU GATEPASS PRIOR TO IMPLEMENTATION.

UNANIMOUSLY APPROVED.

TEACHER'S VILLAGE HOME LOT SURVEY 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, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL UNANIMOUSLY **APPROVED** TO CONDUCT HOUSE TO HOUSE RE-SURVEY OF LOT WITH HOME LOT OWNERS WITH MORE THAN 900 SQ M.

RESOLVED FURTHER, AS IT IS HEREBY FURTHER RESOLVED, THAT HOME LOT OWNERS WITH MORE THAN 900 SQ M WILL SURRENDER THE EXCESS LOT TO THE UNIVERSITY.

UNANIMOUSLY APPROVED.

3. Financial Matters:

PERFORMANCE REVIEW

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

RESOLVED, AS IT IS HEREBY RESOLVED, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL UNANIMOUSLY **NOTED** THE UPDATE ON THE PERFORMANCE REVIEW OF THE UNIVERSITY FOR THE FIRST HALF OF YEAR FROM JANUARY-JUNE 2024.

UNANIMOUSLY NOTED.

Preparation of PAP, PRE, PPMP 2025

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

RESOLVED, AS IT IS HEREBY RESOLVED, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL UNANIMOUSLY **NOTED** THAT THE FINANCE DIVISION TOGETHER WITH PROCUREMENT OFFICE AND PLANNING OFFICE WILL CONDUCT WORKSHOP ON PREPARATION OF PAP, PRE, PPMP 2025.

UNANIMOUSLY NOTED.

- 4. Student Matters:**
- 5. MOAs/ MOUs**

MOU with Negros Oriental State University

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

RESOLVED, AS IT IS HEREBY RESOLVED, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL UNANIMOUSLY **ENDORSED** TO THE BOARD OF REGENTS FOR THE AUTHORITY OF THE PRESIDENT TO ENTER INTO AND SIGN MEMORANDUM OF UNDERSTANDING WITH NEGROS ORIENTAL STATE UNIVERSITY FOR THE "TRAINING-WORKSHOP ON ICT LITERACY AND TRAINING WORKSHOP ON COMPUTER SYSTEM SERVICING"

UNANIMOUSLY ENDORSED.

MOA with Guinpana-an National High School- Main

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

RESOLVED, AS IT IS HEREBY RESOLVED, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL UNANIMOUSLY **ENDORSED** TO THE BOARD OF REGENTS FOR THE AUTHORITY OF THE PRESIDENT TO ENTER INTO AND SIGN MEMORANDUM OF AGREEMENT WITH GUINPANA-AN NATIONAL HIGH SCHOOL- MAIN FOR WORK IMMERSION PARTNERSHIP

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UNANIMOUSLY ENDORSED.

MOA with Beyond Books Publication

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

RESOLVED, AS IT IS HEREBY RESOLVED, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL UNANIMOUSLY **ENDORSED** TO THE BOARD OF REGENTS FOR THE AUTHORITY OF THE PRESIDENT TO ENTER INTO AND SIGN MEMORANDUM OF AGREEMENT WITH BEYOND BOOKS PUBLICATION SUBJECT TO FINAL DISCUSSION WITH THE LEGAL OFFICE AND PROCUREMENT OFFICE FOR THE PROVISIONS RELATED TO PROCUREMENT PROCESS.

UNANIMOUSLY ENDORSED.

Agreement with JIRCAS

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

RESOLVED, AS IT IS HEREBY RESOLVED, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL UNANIMOUSLY **ENDORSED** TO THE BOARD OF REGENTS FOR THE AUTHORITY OF THE PRESIDENT TO ENTER INTO AND SIGN JOINT RESEARCH AGREEMENT WITH JAPAN INTERNATIONAL RESEARCH CENTER FOR AGRICULTURAL SCIENCES (JIRCAS) FOR "DEVELOPMENT OF FOREST CONSERVATION TECHNOLOGIES THAT CONTRIBUTE TO FARMERS' LIVELIHOODS" UNDER THE "DEVELOPMENT AND EVALUATION OF ENVIRONMENTAL CONSERVATION TECHNOLOGIES FOR TROPICAL ISLANDS THROUGH AN APPROACH EMPHASIZING YAMA-SATO-UMI (RIDGE-TO-REEF AGROECOSYSTEM) CONNECTIVITY"

UNANIMOUSLY ENDORSED.

Usufruct Agreement with Bureau of Soils and Water Management

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

RESOLVED, AS IT IS HEREBY RESOLVED, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL UNANIMOUSLY **ENDORSED** TO THE BOARD OF REGENTS FOR THE AUTHORITY OF THE PRESIDENT TO ENTER INTO AND SIGN USUFRUCT AGREEMENT WITH BUREAU OF SOILS AND WATER MANAGEMENT SMALL-SCALE COMPOSTING FACILITY (SSCF) PROJECT WITH A 100 SQUARE METER PORTION OF LOT NO. 905 -A SITUATED AT BARANGAY 7, MOISES PADILLA, NEGROS OCCIDENTAL.

UNANIMOUSLY ENDORSED.

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6. Other Matters:

IMPDC schedule of IMs development training across colleges and campuses

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

RESOLVED, AS IT IS HEREBY RESOLVED, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL UNANIMOUSLY **APPROVED** THE SCHEDULE FOR IMS DEVELOPMENT TRAINING ACROSS COLLEGES AND CAMPUSES WHICH ARE AS FOLLOWS:

CLUSTER 1 (CAS, CHM, CCJE, CCS): SEPTEMBER 19, 2024
CLUSTER 2 (COTED, COE, CAF): SEPTEMBER 26, 2024
CLUSTER 3 (HINIGARAN, VALLADOLID, MOISES PADILLA): OCTOBER 10, 2024
CLUSTER 4 (SIPALAY, HINOBA-AN, CANDONI, CAUAYAN, ILOG) : OCT. 17, 2024
CLUSTER 5 (VICTORIAS, SAN CARLOS): OCTOBER 24, 2024

UNANIMOUSLY APPROVED.

CPSU registration as seed grower for organic rice

Upon motion duly made Dr. Noel Fordente, duly seconded Dr. Ervin Ferraris, and unanimously carried, this Resolution was adopted by the CPSU Administrative Council, thus:

RESOLVED, 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 REGISTRATION OF CPSU AS SEED GROWER FOR ORGANIC RICE.

UNANIMOUSLY ENDORSED.

Field Study

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

RESOLVED, AS IT IS HEREBY RESOLVED, THAT AFTER THOROUGH DELIBERATION ON THE MATTER, THE ADMINISTRATIVE COUNCIL UNANIMOUSLY **ENDORSED** TO THE BOARD OF REGENTS FOR APPROVAL TO AMEND THE INTERNSHIP MANUAL ADDING 1500 PESOS FEE FOR THE FIELD STUDY OF COLLEGE OF TEACHER EDUCATION STUDENTS.

RESOLVED FURTHER, AS IT IS HEREBY FURTHER RESOLVED, TO PAUSE TEMPORARILY THE COLLECTION OF 1500 PESOS FOR THE FIELD STUDY 3.

UNANIMOUSLY ENDORSED.

7. Upcoming Activities

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8. Announcement

1. Internal Audit will be conducting campus visit
2. Unit II must contact or coordinate with Ma'am Rachel Robles regarding the Foundation Week.
3. There will be an RQAT Visit on August 29, 2024, for the Doctor for Public Administration.
4. Graduate School Day will be on October 5, 2024
5. There will be planning with the NSTP coordinator of every campus starting tomorrow until Friday.

9. ADJOURNMENT OF MEETING

Since there are no agenda items to be tackled the meeting adjourned at 2:53 PM.

Prepared by:

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

ATTESTED:

SGD. ALADINO C. MORACA, PhD
President/ Chair
Presiding

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AUG 7 4 2026



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ADMINISTRATIVE COUNCIL MEMBERS

NAME	POSITION/DESIGNATION
1. MORACA, Aladino C., PhD	SUC President II/Chair
2. BADAJOS, Marc Alexei Caesar B., PhD	VP for Finance and Administration/Vice Chair
3. ABELLO, Fernando D., PhD	VP for Academic Affairs
4. BACOLOD, Michael B. SL	Dean, College of Arts and Sciences
5. COFINO, Chester L., PhD	Dean, College of Computer Studies
6. HUCALINAS, Merfe C., PhD	Dean, College of Teacher Education
7. IGNACIO, Sheila A.	Dean, College of Business and Management
8. MANZANARES, Elmer S.	Dean, College of Criminal Justice Education
9. SERISOLA, Janet P.	Dean, College of Engineering
10. PEDROSA, Hanzel L., PhD	Dean, College of Agriculture and Forestry
11. ALFARAS, Riza Stephanie A., EdD	Dean, Graduate School
12. JAREÑO, Pilipinas Ma. D., PhD	Dean, Office of Student Services and Affairs
13. CALUGCUGAN, Shirley A.	Director for Gender and Development Program
14. CARPIO, Flora L., PhD	Director for Development Communication and Information Office (DCIO)
15. CASTOR, Salvador C., PhD	Director for NSTP
16. DAYONO, Noel	Director for Quality Management System
17. DEGILLO, Jimmy O., PhD	Director for Extension and Community Services
18. DEOCARES, Moody S., Ph.D.	Director for Physical, Plant and Facilities/General Services
19. EMOY, Josephine Asuncion R., PhD	Director for IMPDC
20. ESCORIAL, Ryan B., DIT <i>Koralie Campa</i>	Director for Management Information System
21. GALLEGO, Jose Gay D., PhD	Director for Historical and Cultural Heritage
22. JUNGCO, Grenny I., PhD	Director for Curriculum Planning and Development/ Director for Quality Assurance
23. LUMBA, Angelie Rose L., PhD	Director for Research and Development Services
24. MALACAPAY, Marjon C., PhD	Director for Review for Licensure Examination
25. MARINO, Eleuterio D. III	Director for Project Management and Monitoring Office (PMMO)
26. NALAGON, Alejandro E., PhD	Director for Disaster Risk Reduction Management
27. PEDROSA, Maryvic P., PhD	Director for Production and Enterprise Development Office
28. PREDO, Gregorio D.	Director for Environmental Management Services
29. RALLOS, Aubrey Ginelle P., PhD	OIC, Director for Training Services
30. ROBLES, Rachel T.	Director for Kinetics, Sports and Cultural Development
31. SUYO, JARVIS AMES, T.	OIC Director for Planning and Development
32. WALDATO, Marie Dame Earl S.	Director for Intellectual Property Management
33. BALOGO, Ken M.	Administrator, CPSU-San Carlos Campus
34. BORRES, Germa T., PhD	Administrator, CPSU-Cauayan Campus
35. CALAGO, Armie Sheila T.	Administrator, CPSU-Candoni Campus
36. ESCOBER, Joe-an Mae G., PhD	Coordinator, CPSU- Murcia Extension Class/ Director for International Affairs
37. FERRARIS, Ervin P., PhD	Administrator, CPSU-Sipalay Campus
38. FORDENTE, Noel B., DPA	Administrator, CPSU-Victorias Campus
39. GEQUILLANA, Rosemie G., PhD	Administrator, CPSU-Moises Padilla Campus
40. LACIDA, Jr., Willie L., PhD	Administrator, CPSU-Ilog Campus
41. MANANAP, Manelyn L., PhD	Coordinator, CPSU-Valladolid Extension Class
42. GONZALES, Patrocenio L.	Administrator, CPSU-Hinoba-an Campus
43. SUPE, Bella D.	Administrator, CPSU-Hinigaran Campus
44. BESANA, Kristine	Administrative Officer V (Procurement Officer)
45. BOLINAS, Henry C., PhD	Chief Administrative Officer
46. CABUAL, Nelly N.	Board Secretary V
47. DURAN, Kristine C.	University Nurse (Head, Medical Dental Unit)
48. ESCORIAL, Shiela May L.	Information Officer III
49. FETILUNA, Julius R. <i>Morgan I. Suisaga</i>	University Librarian
50. JOCSON, Rose Ann	Administrative Officer V (Quality Assurance)
51. LLAMAS, Ma Socorro T	Administrative Officer V (Head, Supply Office)

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52. LOBRIQUE, Rhonelo M.	Admin Officer V (Registrar III)
53. MAGBANUA, Joannie C.	Internal Auditor III
54. MALALU-AN, Racel D.	Attorney IV
55. PONTINO, Joel	Head, Security Unit
56. SUMONGSONG, Elfred	Accountant III
57. TOLEDO, Jane T.	Admin Officer V (Records Officer III)
58. TRIO, Vicente M.	Administrative Officer V (Budget Officer III)
59. VARGAS, Freia L., PhD	Administrative Officer V (HRMO III)

60. Charlie Magne Coronel
 - 61. Jirel Balongco
 Certified Correct: *Planning Officer*

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

- J9
 OB - 5
 SL - 1
 OL - 1
 * 23

L - late
 SL - sick leave
 OL - on leave
 OB - official business

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