



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

OFFICE OF THE BOARD SECRETARY

MINUTES OF MEETING OF ADMINISTRATIVE COUNCIL

Date : December 6, 2023

Time : Started 8:40 AM
Adjourned Meeting: 11:53 AM

Venue : Via Zoom Cloud Teleconference

AGENDA:

1. Administrative and Finance Update

2. Personnel Matters

- PREXC Indicators

3. Administrative Matters

- ARTA Visit
- One Million Trees Projects of Negros Women's Foundation
- CPSU Facilities Rental
- CPSU Students, Personnel, and Facilities' Safety in the campus
- Submission of Duplicate Keys of all the buildings and facilities to the supply office/ security office for emergency purposes.

4. Financial Matters:

- Registrar Fees Proposal
- Request for Hot and Cold Kitchen Laboratory (CBM)

5. MOAs/MOUs:

- 6 MOAs of San Carlos Campus
- 9 MOAs of Ilog Campus
- MOA CCS
- MOA for Hinigaran Campus
- MOA for CPSU Wide NSTP Director
- MOA for Research
- MOA for OSSA

6. Other matters

ATTENDANCE (Please see attached sheet)

Presiding Officer – Dr. Marc Alexei Caesar B. Badajos and Dr. Aladino C. Moraca

PRELIMINARIES

Dr. Marc Alexei Caesar 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.

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. She also added that there is a new member in the Administrative Council in the person of Atty. Racel Malaluan, the Legal Officer IV of CPSU.

Some more comments were asked, since there were none, upon motion duly made by Engr. Maria Cristina C. Badajos was duly seconded by Dr. Jimmy A. Degillo, and the agenda presented was adopted. CARRIED.

DISCUSSION PROPER

1. 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 NOVEMBER.

UNANIMOUSLY NOTED.

For personnel updates CNAI 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** THAT A TOTAL OF 21,389.00 PESOS EACH WILL BE DISTRIBUTED TO 211 PERMANENT EMPLOYEES AS CNAI BONUS.

RESOLVED FURTHER, AS IT IS HEREBY FURTHER RESOLVED, THAT A TOTAL OF 279 EMPLOYEES WILL BE ABLE TO RECEIVE THE CNAI BONUS OUT OF 283 AND THERE ARE FOUR EMPLOYEES WHO WILL NOT BE ABLE TO RECEIVE CNAI FOR VARIOUS REASONS.

UNANIMOUSLY NOTED.

2. Administrative Matters

ARTA Visit

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** THAT THE CIVIL SERVICE COMMISSION IS ROAMING AROUND TO VISIT THE CPSU MAIN CAMPUS AND OTHER CAMPUSES OF CPSU STARTING DECEMBER 4, 2023.

UNANIMOUSLY NOTED.

Proposed PREXC Indicators

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 PROPOSED PREXC INDICATORS **WHICH WILL BE IMPLEMENTED BY 2025**

RESOLVED FURTHER, AS IT IS HEREBY FURTHER RESOLVED, THE TARGET SHOULD HAVE BEEN SUBMITTED BY 2024.

UNANIMOUSLY NOTED.

One Million Trees Project with Negros Women's Foundation

Upon motion duly made by Dr. Deocares and duly seconded by Dr. Lumba 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 ENDORSED** TO THE BOARD OF REGENTS FOR THE AUTHORITY OF THE PRESIDENT TO ENTER INTO AND SIGN PERTINENT DOCUMENTS WITH NEGROS WOMEN'S FOUNDATION FOR THE ONE MILLION TREES PROJECT.

UNANIMOUSLY ENDORSED.

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CPSU Facilities Rental

Upon motion duly made by 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 AGREED** THAT THE MATTER ON CPSU FACILITIES RENTAL WILL BE LAYED ON THE TABLE FOR FURTHER STUDY AND SUBJECT TO THE PRESENTATION OF THE RENTAL RATES TO THE COUNCIL.

RESOLVED FURTHER, AS IT IS HEREBY FURTHER RESOLVED, TO PROVIDE A SPECIAL PROVISION, ESPECIALLY TO GIVE CONSIDERATION TO THE PHILIPPINE ARMY AND OTHER AGENCIES THAT HELP WITH PEACE AND ORDER.

UNANIMOUSLY AGREED.

CPSU Students, Personnel, and Facilities' Safety in the Campus

Upon motion duly made by 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 APPROVED** THE COMMITTEE TO CRAFT THE GUIDELINES FOR THE CPSU STUDENTS, PERSONNEL, AND FACILITIES' SAFETY IN THE CAMPUS WHO ARE AS FOLLOWS:

- DR. PILIPINAS MA. D. JAREÑO
- DR. ANDRO NALAGON
- MR. JOEL PONTINO
- DR. MOODY DEOCARES

RESOLVED FURTHER, AS IT IS HEREBY FURTHER RESOLVED, THAT THE GUIDELINES MUST BE PRESENTED TO THE ADMINISTRATIVE COUNCIL FOR ENDORSEMENT TO THE BOARD OF REGENTS.

UNANIMOUSLY APPROVED.

Submission of duplicate keys for all the buildings and facilities to the supply office or security office for emergency response

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Upon motion duly made by 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 APPROVED** THAT ALL OFFICES AND FACILITIES SHOULD SUBMIT A DUPLICATE KEY TO THE SUPPLY OFFICE OR SECURITY OFFICE FOR EMERGENCY RESPONSE.

UNANIMOUSLY APPROVED.

3. Financial Matters

Registrar's Fees Proposal

Upon motion duly made by 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 AGREED** THAT THE PROPOSED REGISTRAR FEES WILL BE LAYED ON THE TABLE FOR FURTHER STUDY.

RESOLVED FURTHER, AS IT IS HEREBY FURTHER RESOLVED, TO FINALIZE THE PROPOSAL TOGETHER WITH MR. SUMONGSONG, MR. TRIO, VPAF AND VPAA BEFORE PRESENTING IT TO THE ADMIN COUNCIL AGAIN.

UNANIMOUSLY AGREED.

Request for Hot and Cold Kitchen Laboratory (CBM)

Upon motion duly made by 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 ENDORSED** FOR APPROVAL OF THE BOARD THE REQUEST OF THE COLLEGE OF BUSINESS AND MANAGEMENT FOR HOT AND COLD KITCHEN LABORATORY.

UNANIMOUSLY ENDORSED.

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6. MOAs/MOUs:

- **6 MOAs of San Carlos Campus**
- **9 MOAs of Ilog Campus**
- **MOA CCS**
- **MOA for Hinigaran Campus**
- **MOA for CPSU Wide NSTP Director**
- **MOA for Research**
- **MOA for OSSA**

Upon motion duly made by 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 ENDORSED** TO THE BOARD OF REGENTS FOR THE AUTHORITY OF THE PRESIDENT TO ENTER INTO AND SIGN MEMORANDUM OF AGREEMENTS AND MEMORANDUM OF UNDERSTANDING AND OTHER PERTINENTS DOCUMENTS WITH THE DIFFERENT AGENCIES AND PARTNERS PRESENTED SUBJECT TO REVIEW BY THE LEGAL COUNSEL OF CPSU.

UNANIMOUSLY ENDORSED.

Other matters

DAIGON Entry of CPSU

Upon motion duly made by 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 APPROVED** THAT THE CPSU WILL PARTICIPATE IN THE DAIGON CONTEST OF THE CITY OF KABANKALAN.

RESOLVED FURTHER, AS IT IS HEREBY FURTHER RESOLVED, THAT CPSU WILL PROVIDE ANY SUPPORT THAT THE ADMINISTRATION COULD EXTEND TO STUDENTS WHO WOULD PARTICIPATE, ESPECIALLY DURING THEIR PRACTICE SINCE IT WAS ALREADY CHRISTMAS BREAK. THEY WILL BE PROVIDED AN ALLOWANCE OR ANY SUPPORT TO HELP WITH THEIR EXPENSES WHILE ON TRAINING.

UNANIMOUSLY ENDORSED.

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ADJOURNMENT OF MEETING

Since there was no other business to be taken up, the meeting adjourned at 11:53 in the morning.

Prepared by:

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

ATTESTED:

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

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ATTENDANCE SHEET

Event: Administrative Council Meeting

Date: DECEMBER 6, 2023 Venue: Via Hybrid Conferencing

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	president	main		AM	PM
2.	BADAJOS, MARC ALEXEI CAESAR B., PhD				<i>[Signature]</i>	<i>[Signature]</i>
3.	ABELLO, FERNANDO D., PhD				AM	PM
4.	BACOLOD, Michael M., PhD				<i>[Signature]</i>	<i>[Signature]</i>
5.	COFINO, CHESTER L., PHD				<i>[Signature]</i>	<i>[Signature]</i>
6.	KRIS V. MONTINOLA	DEAN- COE	main		<i>[Signature]</i>	<i>[Signature]</i>
7.	HUCALINAS, MERFE C.	DEAN-COTED	main		<i>[Signature]</i>	<i>[Signature]</i>
8.	IGNACIO, SHEILA A.	dean- CBM	main		<i>[Signature]</i>	<i>[Signature]</i>
9.	PEDROSA, HANZEL L., PHD				<i>[Signature]</i>	<i>[Signature]</i>
10.	JUANCE, SHENAI F.				<i>[Signature]</i>	<i>[Signature]</i>

Received by: *[Signature]*
SHEILA MAE BROTUNDOS
12-12-23



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ATTENDANCE SHEET

Event: Administrative Council Meeting

Date: DECEMBER 6, 2023 Venue: Via Hybrid Conferencing

Organizing Department/s Vice President for Admin and Finance Office

	NAME	POSITION/ DESIGNATION/ FUNCTIONAL AREA	CAMPUS	CELLPHONE NUMBER	SIGNATURE	
					AM	PM
11.	ALFARAS, RIZA STEPHANIE A., EDD				O.B.	O.B.
12.	JAREÑO, PILIPINAS MA. D., PHD	<i>OSCA</i>			<i>[Signature]</i>	<i>[Signature]</i>
13.	BILLEN, DOMINIC L.				<i>[Signature]</i>	<i>[Signature]</i>
14.	BADAJOS, MARIA CRISTINA C.	<i>Planning</i>	<i>main</i>		<i>[Signature]</i>	<i>[Signature]</i>
15.	CARPIO, FLORA L., PHD	<i>DEID</i>	<i>mai</i>		<i>[Signature]</i>	<i>[Signature]</i>
16.	CASTOR, SALVADOR C., PHD				<i>[Signature]</i>	<i>[Signature]</i>
17.	CASTRO, ELEANOR F., PHD				<i>[Signature]</i>	<i>[Signature]</i>
18.	CALUGCUGAN, SHIRLY A.				O.B.	O.B.
19.	DEGILLO, JIMMY O., PHD	<i>Dir - ECSD</i>	<i>main</i>	<i>79171441017</i>	<i>[Signature]</i>	<i>[Signature]</i>
20.	DEOCARES, MOODY S., PHD				<i>[Signature]</i>	<i>[Signature]</i>



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					AM	PM
21.	EMOY, JOSEPHINE ASUNCION R. PHD	<i>Impse</i>	<i>Main</i>		<i>[Signature]</i>	<i>[Signature]</i>
22.	ESCORIAL, RYAN B., DIT				<i>O.B.</i>	<i>O.B.</i>
23.	JUNGCO, GRENNY I., PHD				<i>[Signature]</i>	<i>[Signature]</i>
24.	LEDUNA, MARY GRACE NOREEN P., PHD	<i>Training Services Director</i>	<i>Main</i>		<i>[Signature]</i>	<i>[Signature]</i>
25.	LUMBA, ANGELIE ROSE L., PHD	<i>Research, Director</i>	<i>Main</i>		<i>[Signature]</i>	<i>[Signature]</i>
26.	MALACAPAY, MARJON C., PhD				<i>O.B.</i>	<i>O.B.</i>
27.	MARINO, ELEUTERIO D., III				<i>[Signature]</i>	<i>[Signature]</i>
28.	NALAGON, ALEJANDRO E. PHD	<i>[Signature]</i>	<i>[Signature]</i>	<i>09453576365</i>	<i>[Signature]</i>	<i>[Signature]</i>
29.	PEDROSA, MARYVIC P., PHD				<i>O.B.</i>	<i>O.B.</i>
30.	ROBLES, RACHEL T.	<i>KSCD</i>	<i>Main</i>		<i>[Signature]</i>	<i>[Signature]</i>
31.	SERISOLA, JANET P.	<i>IPMI Director</i>	<i>Main</i>		<i>[Signature]</i>	<i>[Signature]</i>



ATTENDANCE SHEET

Event: Administrative Council Meeting

Date: DECEMBER 6, 2023 Venue: Via Hybrid Conferencing

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

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					AM	PM
32.	BALOGO, KEN M.					
33.	BORRES, GERMA T., PHD					
34.	ESCOBER, JOE-AN MAE G., PhD					
35.	FERRARIS, ERVIN P., PhD					
36.	FORDENTE, NOEL B.				O.B.	NB
37.	GEQUILLANA, ROSEMAE G.					
38.	LACIDA, JR., WILLY L.	Campus Admin	Wog	09178314535		
39.	MISAJON, CHIM C., PHD					
40.	PANGANIBAN, GLADYS L.					
41.	MANANAP, MANELYN L., PhD					



ATTENDANCE SHEET

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Date: DECEMBER 6, 2023 Venue: Via Hybrid Conferencing

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

NAME	POSITION/ DESIGNATION/ FUNCTIONAL AREA	CAMPUS	CELLPHONE NUMBER	SIGNATURE	
				AM	PM
42. PREDO, GREGORIO D.	Campus Administrator	Hinigaran			
43. TRIO, VICENTE, JR. M.	Budget officer	Main			
44. BOLINAS, HENRY C., PhD	CAO	Main			
45. SUMONGSONG, ELFRED M.				O.B.	O.B.
46. TOLEDO, JANE T.					
47. VARGAS, FREIA L. PhD				O.B.	O.B.
48. LOBRIQUE, RHONELO M.	Head of Staff	Main			
49. FETILUNA, JULUIS R.	Librarian III	Main			
50. LLAMAS, MA. SOCORRO T.	Supply Officer	Main			
51. DURAN, KRISTINE C.	NURSE II	Main	0917-106-5484		



ATTENDANCE SHEET

Event: Administrative Council Meeting

Date: DECEMBER 6, 202 Venue: Via Hybrid Conferencing

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

	NAME	POSITION/ DESIGNATION/ FUNCTIONAL AREA	CAMPUS	CELLPHONE NUMBER	SIGNATURE	
					AM	PM
52.	RACEL D. MALALU-AN	ATTY. IN / LEGAL	MAIN	09617146057		
53.	BESANA, KRISTINE	Procurement Officer	MAIN			
54.	PONTINO, JOEL					
55.	CABUAL, NELLY N.					
56.	BESANA, VICTORIA		main			
57.	BELLO, ANDRELYN E.					
58.	JADOLOS, CRIS JOHN V.					
59.	MATT LAURENCE M. CADAYONA	OJT	main	09987147913		
60.	CHRISTOPHER DALE G. PILLORA	OJT				