



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

## OFFICE OF THE BOARD SECRETARY

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### MINUTES OF MEETING OF ADMINISTRATIVE COUNCIL

**Date** : October 11, 2023

**Time** : Started 8:47 AM  
**Adjourned Meeting:** 12:10 PM

**Venue** : Via Zoom Cloud Teleconference

#### AGENDA:

1. **Administrative and Finance Update**
  - PBB Guidelines updates
2. **Personnel Matters**
3. **Administrative Matters**
  - GS Logo
  - Oct 19 Charter Anniversary
  - Proposed Training on Mental Health
  - Birthday greetings to Cong Cheding
4. **Financial Matters:**
5. **MOAs/MOUs:**
  - MOA-c/o Hinobaan Campus
  - MOA (BJMP - Kab. - CPSU GS & CBM)
  - MOA for Car rental (Driving Training)
6. **Other matters**

**ATTENDANCE** (Please see attached sheet)

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

#### 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.

The Secretary mentioned that mostly of the members of the administrative council are present, hence quorum was declared by the Presiding Officer.

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

#### DISCUSSION PROPER

##### 1. **Announcement / Presidents Report**

The report was delivered by Dr. Moraca, the SUC President.

- New GAD Director is Mrs. Shirley Calugcugan
- CPSU received an award from AIS for the Internationalization efforts
- Revived the horseshoe park
- Congratulated the family of Dr. Dechavez for sharing \$3,000 dollars to the CPSU Alumni.
- Preparing the WURI and THE entry
- Update on internationalization effort with 32 presenters for SHGBEE 2



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- Mayor Miranda committed to sponsor the first night dinner of SHGBEE 2

### 2. Administrative Update;

#### Update on Accreditation

- Engr. Montinola mentioned that mostly of the accreditation requirements were submitted and complied while others are well taken for compliance
- She also mentioned that they had difficulties in securing permits for laboratories
- Dr. Hucalinas shared that CPSU COTED accreditation focus are the following:
  - Research
  - Quality of Graduates
  - Tracers Study
  - Awards received by graduates
  - Planning Process
  - Extension
- Planning process should have budget in their college
- Extension is their weakest part
- The planning process emphasized how do they check the IPCR.
- Dr. Jungco mentioned that there are that there are scheduled accreditation on the following dates:
  - October 23-24- Graduate School
  - October 23-27- PSB for College of Teacher Education

### PBB Guidelines

*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 PBB GUIDELINES.**

**UNANIMOUSLY NOTED.**

### 3. Administrative Matters

#### GS Logo

*Upon motion duly made by Dr. Pilipinas Ma. D. Jareño, duly seconded by Dr. Micheal Bacolod 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 HONORABLE BOARD OF REGENT FOR APPROVAL THE PROPOSED GRADUATE SCHOOL LOGO OF CPSU.**

**UNANIMOUSLY ENDORSED.**



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### **Oct 19 Charter Anniversary**

*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 DIFFERENT ACTIVITIES FOR THE CHARTER ANNIVERSARY CELEBRATION ON OCTOBER 19, 2023.

**RESOLVED FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT ALL PERSONNEL ARE ENCOURAGED TO ATTEND THE EVENT.

**UNANIMOUSLY NOTED.**

### **Birthday greetings to Cong Cheding**

*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 THERE WILL BE PREPARATIONS AND BIRTHDAY GREETINGS THAT WILL BE PREPARED BY THE UNIVERSITY.

**RESOLVED FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT STUDENT LEADERS WILL BE ASSIGNED TO TAKE VIDEO GREETINGS FOR CONGRESSWOMAN ALVAREZ TO SHOW GRATITUDE FOR HER SIGNIFICANT CONTRIBUTION TO CPSU.

**UNANIMOUSLY NOTED.**

### **Proposed Training on Mental Health**

*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 AGREED TO LAY THE MATTER ON THE TABLE SUBJECT FOR DISCUSSION WITH THE BUDGET OFFICE AND FINANCE.

**UNANIMOUSLY AGREED.**

## **4. MOU/ MOA.**

### **MOA-c/o Hinobaan Campus**

*Upon motion duly made, 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 ENDORSED** TO THE HONORABLE BOARD OF REGENTS FOR THE AUTHORITY OF THE PRESIDENT ENTER INTO AND TO SIGN THE MEMORANDUM OF AGREEMENT BETWEEN CPSU AND HON. MARIA TERESA L. BILBAO, BRGY CAPTAIN OF BARANGAY POOK, HINOBA-AN FOR THE IMPLEMENTATION OF STORY AND READING SESSION IN THE CHILDREN IN BRGY POOK.

**UNANIMOUSLY ENDORSED.**

### **MOA MUNICIPAL LOCAL GOVERNMENT UNIT OF HINOBA-AN**

*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 ENDORSED** TO THE HONORABLE BOARD OF REGENTS FOR THE AUTHORITY OF THE PRESIDENT ENTER INTO AND TO SIGN THE MEMORANDUM OF AGREEMENT BETWEEN CPSU AND MUNICIPAL LOCAL GOVERNMENT UNIT OF HINOBA-AN FOR CPSU STUDENTS TO AVAIL THE MEDICAL AND DENTAL SERVICES OF THE LOCAL GOVERNMENT.

**UNANIMOUSLY ENDORSED.**

### **MOA (BJMP - Kab. - CPSU GS & CBM)**

*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 ENDORSED** TO THE HONORABLE BOARD OF REGENTS FOR THE AUTHORITY OF THE PRESIDENT ENTER INTO AND TO SIGN THE MEMORANDUM OF AGREEMENT BETWEEN CPSU AND BUREAU OF JAIL MANAGEMENT AND PENOLOGY KABANKALAN FOR THE NEW PROGRAM OF THE BJMP WHICH IS COLLEGE EDUCATIONAL BEHIND BARS FOR THE PERSONS DEPRIVED OF LIBERTY.

**UNANIMOUSLY ENDORSED.**

### **MOA/MOUs of Extension Service**

- **MOA with Cansilayan**
- **MOA with Pinamus-an**

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



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**UNANIMOUSLY ENDORSED.**

### **MOA for Car rental (Driving Training)**

*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 ENDORSED** TO THE HONORABLE BOARD OF REGENTS FOR THE AUTHORITY OF THE PRESIDENT ENTER INTO AND TO SIGN THE MEMORANDUM OF AGREEMENT BETWEEN CPSU AND CAR RENTAL OWNER FOR THE DRIVING LESSON WITH A COLATILLA THAT IT WILL BE REVIEWED BY THE SOLGEN.

**UNANIMOUSLY ENDORSED.**

## **5. Other Matters**

### **Fund sources**

*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** TO OPEN A SEPARATE ACCOUNT FOR EACH FUND SOURCES AS PER RECOMMENDATION OF THE COMMISSION ON AUDIT.

**RESOLVED FURTHER, AS IT IS HEREBY FURTHER RESOLVED**, THAT THE MONEY FROM OTHER ACCOUNTS CANNOT BE USED TO FUND OR USE TO OTHER FUND SOURCE.

**UNANIMOUSLY NOTED.**

### **CPSU Canteen**

*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 CANTEEN WILL BE OPEN FOR AUCTION AND THE WINNING BIDDER WILL BE THE ONE TO OPERATE THE CANTEEN.



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**RESOLVED FURTHER, AS IT IS HEREBY FURTHER RESOLVED, THAT RENTAL FEE WILL BE IMPOSED FOR CPSU CANTEEN AND COOP. THE AMOUNT IS STILL TO BE DETERMINED, SUBJECT TO FURTHER STUDY.**

**UNANIMOUSLY NOTED.**

### **ADJOURNMENT OF MEETING**

Since there was no other business to be taken up, the meeting adjourned at 12:10 in the afternoon.

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



ATTENDANCE SHEET

Event: Administrative Council Meeting

Date: October 11, 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		<del>Signature</del>	<del>Signature</del>
2.	BADAJOS, MARC ALEXEI CAESAR B., PhD	VPAF	MAIN		Signature	Signature
3.	ABELLO, FERNANDO D., PhD	VPAA			<del>Signature</del>	<del>Signature</del>
4.	BACOLOD, Michael M., PhD	CPS DEAN	MAIN		<del>Signature</del>	<del>Signature</del>
5.	COFINO, CHESTER L., PHD	CES Dean	Main		<del>Signature</del>	<del>Signature</del>
6.	KRIS V. MONTINOLA	CVE-DEAN	main		Signature	Signature
7.	HUCALINAS, MERFE C.	COTEd Dean	Main		Signature	Signature
8.	IGNACIO, SHEILA A.	Dean Com	Main		Signature	Signature
9.	PEDROSA, HANZEL L., PHD	Dean CAP			Signature	Signature
10.	JUANCE, SHENAI F.	Dean CJE	Main		Signature	Signature

Received by: Stella Mae DelosSantos  
KJP  
10/11/23



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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	CS	Main			
12.	JAREÑO, PILIPINAS MA. D., PHD	CSA Admin	MAN	0905 702 7985		
13.	BILLEN, DOMINIC L.	EMS Director	MAN	0995 022 9278		
14.	BADAJOS, MARIA CRISTINA C.	Planning	MAN			
15.	CARPIO, FLORA L., PHD					
16.	CASTOR, SALVADOR C., PHD					
17.	CASTRO, ELEANOR F., PHD	Director, CPD	Main			
18.	CALUGCUGAN, SHIRLEY A.	Director - GAP	Main	0975 3470 201		
19.	DEGILLO, JIMMY O., PHD	RI - Admin	Man			
20.	DEOCARES, MOODY S., PHD					





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					AM	PM
21.	EMOY, JOSEPHINE ASUNCION R. PHD	ImpDC Director				
22.	ESCORIAL, RYAN B., DIT	MIS				
23.	JUNGCO, GRENNY I., PHD	Q.A. Director				
24.	LEDUNA, MARY GRACE NOREEN P., PHD	Director, Training Services				
25.	LUMBA, ANGELIE ROSE L., PHD	RDS Director				
26.	MALACAPAY, MARJON C., PhD	Director, M&E				
27.	MARIÑO, ELEUTERIO D., III	PRMO	MAIN			
28.	NALAGON, ALEJANDRO E. PHD	Director				
29.	PEDROSA, MARYVIC P., PHD					
30.	ROBLES, RACHEL T.	RSCM An				
31.	SERISOLA, JANET P.	(PRMO) Director	main			



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

	NAME	POSITION/ DESIGNATION/ FUNCTIONAL AREA	CAMPUS	CELLPHONE NUMBER	SIGNATURE	
					AM	PM
32.	BALOGO, KEN M.	CAMPUS Ad	SOUT CAMPUS	09176290174		
33.	BORRES, GERMA T., PHD					
34.	ESCOBER, JOE-AN MAE G., PhD					
35.	FERRARIS, ERVIN P., PhD	Campus Admin				
36.	FORDENTE, NOEL B.					
37.	GEQUILLANA, ROSEMAE G.				for water	for water
38.	LACIDA, JR., WILLY L.	Campus Admin	lbg	09178314535		
39.	MISAJON, CHIM C., PHD					
40.	PANGANIBAN, GLADYS L.					
41.	MANANAP, MANELYN L., PhD					



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Date: October 11, 2023 Venue: Via Hybrid Conferencing

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

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					AM	PM
42.	PREDO, GREGORIO D.					
43.	TRIO, VICENTE, JR. M.	Budget Officer	Main			
44.	BOLINAS, HENRY C., PhD	CAD	Main			
45.	SUMONGSONG, ELFRED M.	Accountant III	Main			
46.	TOLEDO, JANE T.	Admin Officer V	Main			
47.	VARGAS, FREIA L. PhD	Admin	Main	091211769		
48.	LOBRIQUE, RHONELO M.		Main			
49.	FETILUNA, JULUIS R.	Librarian	Main			
50.	LLAMAS, MA. SOCORRO T.	Supply Officer	Main			
51.	DURAN, KRISTINE C.	Muse II	Main			



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					AM	PM
52.	BESANA, KRISTINE	Procurement Officer	Main	0917 144 1582		
53.	PONTINO, JOEL	Chairman SEC	Main	0965 095 6783		
54.	CABUAL, NELLY N.					
55.	BELLO, ANDRELYN E.	BOR Staff	Main	0927 100 170		
56.	JADOLOS, CRIS JOHN V.	BOR Staff	Main			
57.	CHRISTOPHER DALE G. PILLORA	OJT	Main			
58.	MATT LAURENCE M. CADAYONA	OJT	Main	0948 414 8913		
59.						
60.						