

2019

ANNUAL REPORT



Office of the Vice President for Planning and Development

I Support this Opportunity for a better CwSU

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I. INSTITUTIONAL PLANNING

A. YEAR-END REVIEW

The Office of the Vice President for Planning and Development (OVPPD) facilitated the University's Year-End Review on January 7 at the Santiago M. Rolle Hall. President Robles highlighted the accomplishments of targets for FY 2018. The vice presidents presented the accomplishments of their respective offices in terms of Major Final Outputs/Programs. Stakeholders shared comments and suggestions as inputs to the operational planning workshop.



B. OPERATIONAL PLANNING WORKSHOP

The Administrative Council finalized the office targets on MFOs and discussed the issues and concerns about the FY 2019 targets on January 8 at the Crown Legacy Hotel in Baguio City. After the workshop, the group visited Benguet State University on January 9 for benchmarking of good practices on instruction, research, extension and production.





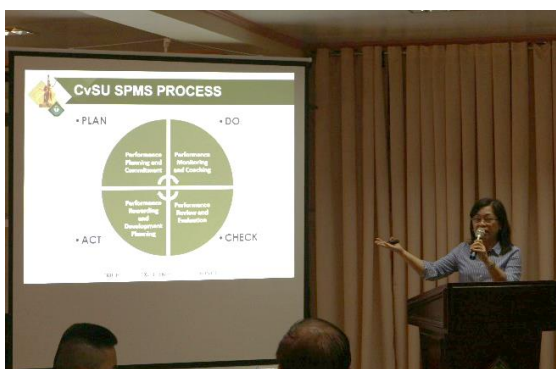
C. SETTING OF UNIVERSITY TARGETS FOR FY 2020

The vice presidents and heads of offices concerned convened on April 29 at the S.L. Lasap Hall to finalize the University Targets on the Major Final Outputs for FY 2020.



D. OPERATIONAL PLANNING WORKSHOP FOR FY 2020

Members of the Administrative Council convened on September 13 at the Hostel Tropicana for a planning workshop regarding the university targets for FY 2020. Operational plans, which are outputs from the workshop, could be translated later into OPCR.



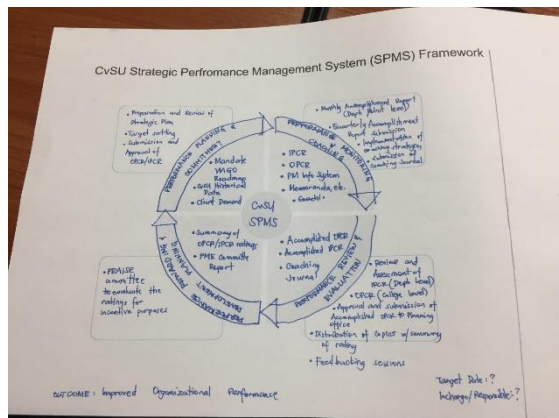
E. SETTING OF QUARTERLY TARGETS FOR FY 2020

On October 30, vice presidents and heads of the offices concerned met at the Hostel Tropicana to deliberate and decide on the university's quarterly targets for 2020.



II. PERFORMANCE MANAGEMENT

The Team met six times (March 18, April 24, May 2, 7 and 27, and September 9) and reviewed the Strategic Performance Management System Manual. The proposed revisions will be presented to the Administrative Council for deliberation and approval.



III. MANAGEMENT INFORMATION SYSTEM

A. NORMATIVE FINANCING WORKSHOP

On September 10 at the S. L. Lasap Hall, a re-orientation was conducted for the offices concerned regarding the collection of higher education data for AY 2019 – 2020 through the CHED Electronic Collection and Knowledge System (CHECKS).



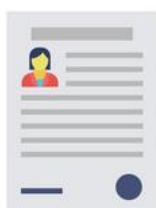
B. UNIVERSITY INFORMATION SYSTEMS

The following are the improvements and updates made by the MIS Unit on various university information systems:



CEIT Queuing System

The system was facilitated during pre-registration periods – January and August.



Registrar Office Admission System

Created to accommodate encoding of students information for easier integration to the existing enrollment system (May to June).



Human Resource Information System

Adjustments were made to DTR settings:

- Leave, holidays, early-outs, etc. (February to April).
- Accommodation of flexi schedules (September to October).



Student Internship Program in the Philippines

First version was pilot-tested by student interns from the Department of Information Technology (July).



University Website

Improvements on the contents such as: list of subjects and enrollees, list of available slots were displayed, status of students whether assessed or validated were shown (August).



Student Portal

Reset for student accounts and forgot password features were implemented to accommodate students enjoying free education. Adjustments were made since receipts were no longer issued (November).



Online Student Admission System

Started working on the prototype. First usable version to be deployed for testing on the second week of December 2019.



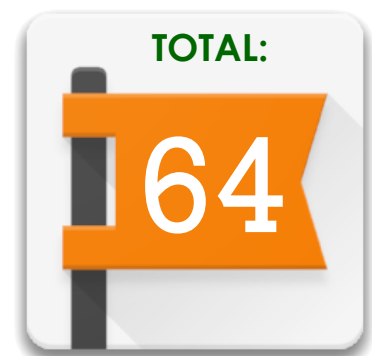
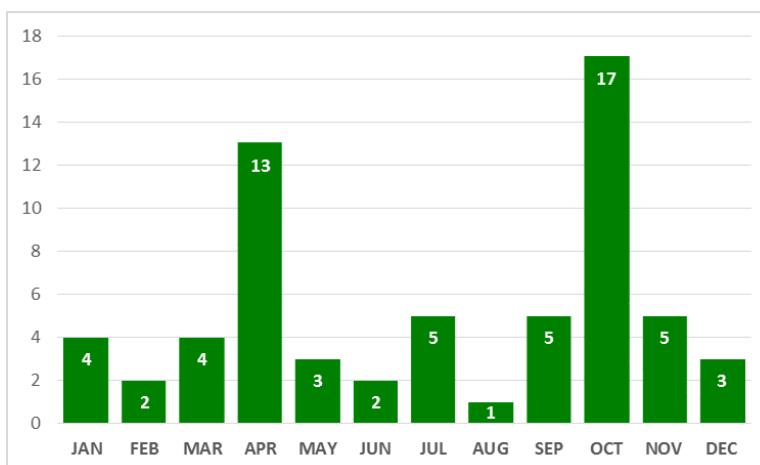
List of Scholars

List of scholars from AY 2018 – 2019 were generated from the database. Queries were constructed to quickly generate academic scholars.

C. WEB POSTINGS

○ Number of Posts Published

A total of 64 postings regarding announcements, news updates and invitations to bid were published on the university website. There was an average of 5.3 posts per month.



Average posts/month = 5.3

○ Number of Pages Published

Twelve pages were published: 1 on the month of August, 3 on September and 8 on October.



TOTAL = 12

D. ADMISSION SYSTEM FOR THE UNIVERSITY REGISTRAR

A total of 352 entries were added to the admission system: 170 during the month of July and 182 on August.



TOTAL = 352

E. ADDITIONAL E-MAIL ACCOUNTS CREATED

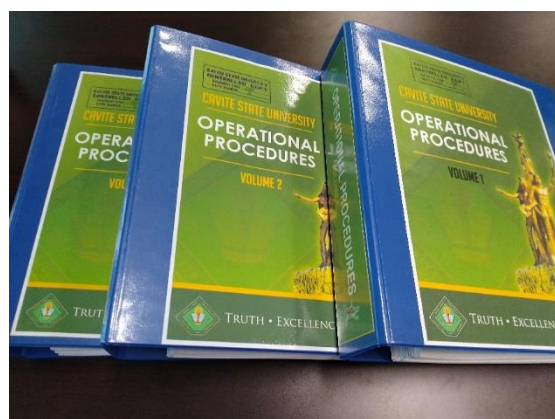
Forty (40) faculty and/or staff requested for the creation of their university e-mail accounts which were generated by the MIS unit.



IV. QUALITY MANAGEMENT SYSTEM

A. UPDATE ON THE QMS OPERATIONAL PROCEDURES

Fifty-one (51) sets of operational procedures were updated and its contents were reorganized for easier document retrieval.



B. DESIGNATION OF NEW IQA TEAM LEADER AND QMS SECRETARIAT

On February 21, the University President issued an office memorandum (PHDR-30-19) designating new quality management system team leaders and secretariat.

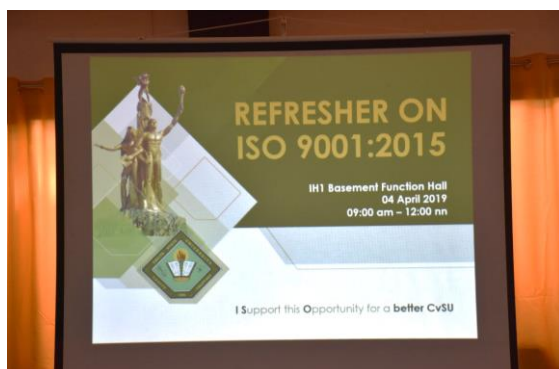
Internal Quality Audit Team Leader:	Ms. Lolita G. Herrera
Quality Workplace Team Leader:	Mr. Danielito R. Escaño
QMS Secretariat:	Ms. Mary Joyce P. Alcazar
	Mr. Harold M. Rodil
	Ms. Johanna M. Baes
	Ms. Aiffrelyn C. Caniya
	Ms. Remie M. Matillano

Dr. Ruel Mojica, former IQA Team Leader, officially handed the responsibility to the new team leader on March 6 at the S.L. Lasap Hall.



C. REFRESHER ON ISO 9001:2015

On April 4 at the International House 1 Basement Function Hall, members of the Administrative Council in the Main Campus, core team, auditors and secretariat were re-oriented on the standards of a Quality Management System. Ms. Lolita G. Herrera, IQA Team Leader served as the resource speaker.





D. ORIENTATION ON WORKPLACE STANDARDS

The 5S of Good Housekeeping, the University's procedure on building maintenance and job requests, and the workplace standards proposed by the QMS Core Team were presented during the orientation on April 11 at the International House 2 Conference Room. Topics were conversed by Dr. David L. Cero, Prof. Danielito R. Escaño and Dr. Leyma L. Cero, respectively.



E. REFRESHER ON AUDITING QUALITY MANAGEMENT SYSTEM

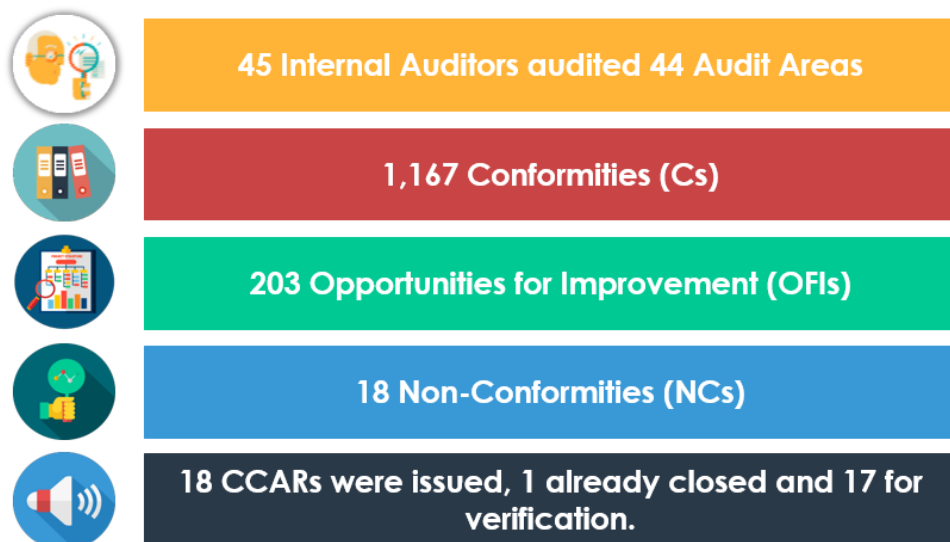
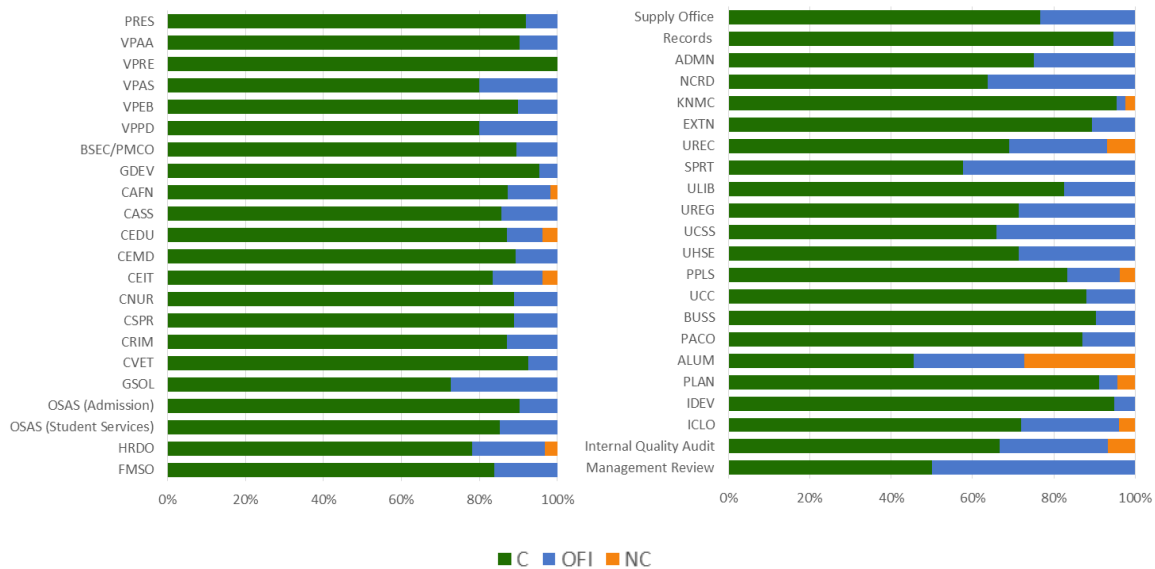
On April 25 at Hostel Tropicana, the internal quality auditors of the University attended a re-orientation on the principles of auditing and the approved IQA procedure. This is in preparation for the internal audit that will be performed on the different offices within the campus on May. Dr. Ruel M. Mojica and Ms. Lolita G. Herrera, former and present IQA Team Leaders, respectively, managed the orientation proper.



F. INTERNAL QUALITY AUDIT

From May 14 to 16, an internal quality audit was performed within the different offices of the University. Internal quality auditors reviewed the procedures being implemented by their assigned audit areas and checked the presence of corresponding evidences. After thorough deliberation, 1,167 conformities (Cs), 203 opportunities for improvement (OFIs), and 18 non-conformities (NCs) were found. Correction and corrective action reports (CCARs) were later then issued to the offices with identified NCs.





G. MIDYEAR MANAGEMENT REVIEW

During the Midyear Management Review on July 24 at the S. L. Lasap Hall, the Administrative Council and QMS Core Team assessed opportunities for the continual improvement of the University's Quality Management System.





H. SURVEILLANCE AUDIT

Five auditors from SOCOTEC Certification Philippines, Inc. (formerly AJA Registrars) came for a surveillance audit on October 7. The activity aimed to maintain confidence that the certified management system continues to fulfil requirements. The audit team recommended CvSU's certification maintenance.



I. 7TH GQMC RECOGNITION CEREMONY & PUBLIC SECTOR QUALITY AND PRODUCTIVITY IMPROVEMENT FORUM

Cavite State University was one of the awardees during the 7th GQMC Recognition Ceremony & Public Sector Quality and Productivity Improvement Forum on October 24 at the Philippine International Convention Center.



V. 5S GOOD HOUSEKEEPING

A. PROJECT WIPE: FIXED-POINT PHOTOGRAPHY

The 5S Core Team conducted the fixed-point photography on October 8 – 9. The activity aims to contribute to the initiatives in improving service delivery of the various offices/units of the university. Photo documentations will serve as baseline data in preparation for the 5S Good Housekeeping activities and formulation of Quality Workplace Standards for adoption and implementation in the university.



B. 5S GOOD HOUSEKEEPING ORIENTATION

On November 4 to December 5, the 5S Core Team conducted orientations on all units of the University System regarding the 5S of Good Housekeeping. The activity aims to discuss the concepts of 5S, determine the importance of quality workplace in the delivery of services, engage employees, faculty members, students and stakeholders on doing 5S and present the quality workplace standards of the University.

DATE	COLLEGE/CAMPUS/UNIT	NO. OF PARTICIPANTS	RESOURCE SPEAKER/S
November 4	College of Engineering and Information Technology (CEIT)	84	TEPORA, Mary Jane & CAPUPUS, Jenny
	External and Business Affairs (EBA)	25	ESCAÑO, Danielito & CASTILLO, Gerry
	College of Veterinary Medicine and Biomedical Sciences (CVMBS) & College of Nursing (CON)	25	RUPIDO, Roderick & PEJI, Joy
	College of Economics, Management and Development Studies (CEMDS)	43	PEÑAFLOIDA, Ma. Veronica & BORRES, JR., Eligio
November 7	Office of Student Affairs and Services (OSAS), University Registrar (UREG) & College of Sports, Physical Education and Recreation (CSPEAR)	19	PEÑAFLOIDA, Ma. Veronica & BORRES, JR., Eligio
	Office of the Vice President for Planning and Development (OVPPD), Institutional Development Office (IDO) & College of Criminal Justice (CCJ)	19	RUPIDO, Roderick & CASTILLO, Gerry
November 8	Concessionaires	52	ESCAÑO, Danielito & BORRES, JR., Eligio
	Carmona Campus	57	PEÑAFLOIDA, Ma. Veronica & CASTILLO, Gerry
November 11	College of Arts and Sciences (CAS)	83	ESCAÑO, Danielito & BORRES, JR., Eligio
	College of Education (CED)	55	TEPORA, Mary Jane & CAPUPUS, Jenny
	Graduate School and Open Learning College (GS-OLC), College of Agriculture, Food, Environment and Natural Resources (CAFENR) & University Library (ULIB)	35	PEÑAFLOIDA, Ma. Veronica & BORRES, JR., Eligio
	Office of the Vice President for Administrative and Support Services (OVPASS)	60	CASTILLO, Gerry & CAPUPUS, Jenny

November 14	Office of the Vice President for Research and Extension (OVPRE)	52	ESCAÑO, Danielito & PEÑAFLORIDA, Ma. Veronica
November 15	Triumph, Blue Guard	79	ESCAÑO, Danielito & BORRES, JR., Eligio
November 18	Tanza, Trece and Gen. Tri Campuses (T3)	66	ESCAÑO, Danielito, BORRES, JR., Eligio & CAPUPUS, Jenny
November 20	Silang Campus	30	ESCAÑO, Danielito & BORRES, JR., Eligio
November 26	Naic Campus	66	BORRES, JR., Eligio & CAPUPUS, Jenny
	Maragondon Campus	21	ESCAÑO, Danielito & PEÑAFLORIDA, Ma. Veronica
November 27	Rosario Campus	55	ESCAÑO, Danielito, BORRES, JR., Eligio & CAPUPUS, Jenny
	Cavite City Campus	18	ESCAÑO, Danielito & BORRES, JR., Eligio
December 5	Imus Campus	35	ESCAÑO, Danielito & BORRES, JR., Eligio
	Bacoor Campus	41	ESCAÑO, Danielito & BORRES, JR., Eligio
TOTAL PARTICIPANTS		1,020	



VI. INFRASTRUCTURE DEVELOPMENT

A. STATUS OF INFRASTRUCTURE PROJECTS

The following projects were COMPLETED as of November 2019:

- **Repair and Improvement of Material Testing Laboratory**

Contractor: Zudaki Construction and Trading
Contract Amount: ₱ 2,792,201.36



- **Improvement of Hydraulic Laboratory**

Contractor: Herbana Builders and Supply
Contract Amount: ₱ 4,298,943.90



- **Construction of Two-Storey Senior High School Building**

Contractor: Teravera Corp.
Contract Amount: ₱ 14,298,852.66



- **Elevated Water Tank with Deep Well for Agri-Eco Tourism**

Contractor: Ivy Construction
Contract Amount: ₱ 4,669,009.00



- **Information Building for Agri-Eco Tourism**

Contractor: Z. Antioquia Construction
Contact Amount: ₱ 2,840,135.13



- **Technology, Ideation, Innovation & Incubation and Training Center (Technovation) at Rosario Campus**

Contractor: DV Salud Construction
Contract Amount: ₱ 54,505,630.32



On-going university infrastructure projects, along with their percentage of completion and other key details are as follows:

- **Construction of Science, Technology and Applied Research (STAR) Building at Main Campus**

Contractor: Herbana Builders and Supply
Contract Amount: ₱ 36,024,084.99



- **Completion of Science, Technology and Applied Research (STAR) Building at Carmona Campus**

Contractor: Shollen Construction
Contract Amount: ₱ 28,462,179.15



- **Construction of Science, Technology and Applied Research (STAR) Building at Naic Campus**

Contractor: N.B. Avila Construction
Contract Amount: ₱ 26,955,462.42



- **Completion of Five-Storey CEMDS Building**

Contractor: Herbana Builders and Supply
Contract Amount: ₱ 9,162,945.49



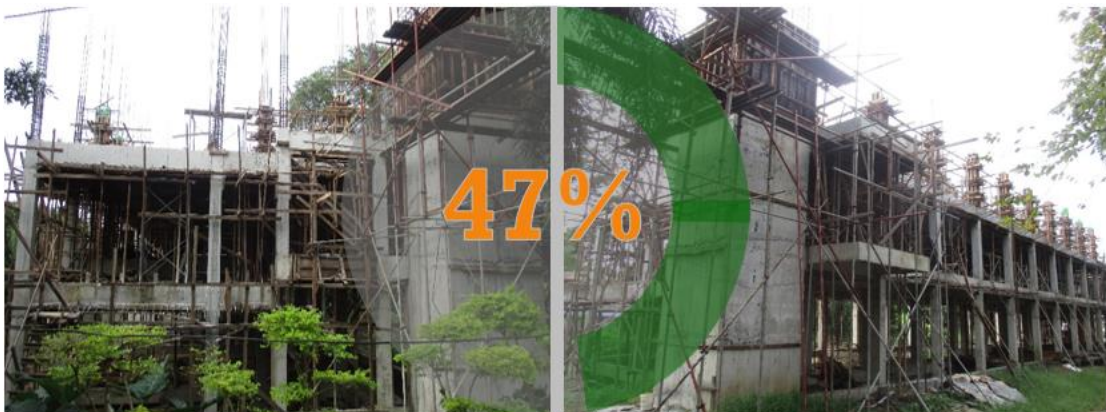
- **Completion of Five-Storey Inter-Disciplinary Research Building**

Contractor: SY Construction
Contract Amount: ₱ 4,707,579.06



- **Completion of Four-Storey CCJ Building**

Contractor: Filcor Construction and Development, Inc.
Contract Amount: ₱ 40,980,777.54



- **Rubberized Sprint Running Track for CvSU Athletic Field**

Contractor: Firm Builders, Inc.
Contract Amount: ₱ 36,589,000.00



- **Improvement of Student Union Building**

Contractor: Jemak Construction and Supply
Contract Amount: ₱ 6,158,528.58



- **Construction of Bleacher Roofing and Perimeter Fence in CvSU Athletic Field**

Contractor: Montadel Enterprises
Contract Amount: ₱ 9,536,117.75



B. TECHNICAL ASSISTANCE PROVIDED BY THE PHYSICAL PLANNING UNIT

The Physical Planning Unit prepares physical plans needed by the main and branch campuses for their infrastructure development. The list of requests made by different offices for technical assistance are summarized as follows:

List of Request for Technical Assistance

DATE RECEIVED	CONCERN	COLLEGE/CAMPUS/ UNIT	ACTIONS TAKEN/REMARKS
February 1 (2018)	Conversion of Audio-Visual Room into Mini Digital Theater	College of Arts and Sciences (CAS)	<ul style="list-style-type: none"> February 10 (2018) – waiting for the supplier of acoustic foam for sound proofing material August 1 – Plans and detailed estimate were prepared. ₱ 4,199,639.87 August 6 – Approved copy was given to the end user.
October 22 (2018)	Request for plans and detailed estimate for working and briefing areas for the farm workers and visitors	Extension Office	<ul style="list-style-type: none"> March 28 – Plans and detailed estimate were prepared. ₱ 3,305,713.80
December 22 (2018)	Request for site development plan	Maragondon Campus	<ul style="list-style-type: none"> January 21 – Survey was conducted. February 19 – Draft of site development plan was prepared. Waiting for the issuance of lot description and cadastral map from the Municipality of Maragondon.
January 24	Request for plans and detailed estimate for two-storey HRM laboratory	Imus Campus	<ul style="list-style-type: none"> February 28 – Plans and detailed estimate were submitted to the end-user.
February 19	Review and update of plans and detailed estimate for: (1) Improvement of Bio-Tech building (2) Renovation of lecture room (3) Overhead water resources	College of Arts and Sciences (CAS)	<ul style="list-style-type: none"> March 6 – Plans were updated and submitted to the end user but asks for revision. July 24 – Plan and estimate was given to the end user.
February 21	Request for estimate of materials for repair of broiler, layer and piggery house	Animal Science Department	<ul style="list-style-type: none"> September 11 – Detailed estimate was prepared (piggery). ₱ 2,149,111.56 November 6 – Detailed estimate was prepared (poultry house).
March 11	Request for detailed estimate for repair of ceiling	Imus Campus	<ul style="list-style-type: none"> August 8 – Detailed estimate was given to the end user.
April 17	Plans and detailed estimate for Fruits and Vegetable Processing Center for revision	College of Agriculture, Food, Environment and Natural Resources (CAFENR)	
April 23	Site inspection for earthquake assessment	Carmona Campus	<ul style="list-style-type: none"> April 25 – Site was inspected.

May 8	Repair of ramp and façade	Physical Science Department	<ul style="list-style-type: none"> July 24 – Plan and estimate was given to the end user.
May 28	Repair and improvement of net house located at Central Experiment Station	Research Center	<ul style="list-style-type: none"> For schedule of site visit.
July 29	Detailed estimate of AquqBEST Phase II (Painting)	Naic Campus	<ul style="list-style-type: none"> August 20 – Detailed estimate was prepared. ₱ 2,149,111.56 August 29 – Approved copy was given to the end user.
August 1	Repair and improvement of: (1) Agri Science Building (2) Crop Science Building (3) Animal Science Building (4) Food Science and Technology-Food Processing	College of Agriculture, Food, Environment and Natural Resources (CAFENR)	<ul style="list-style-type: none"> August 20 – Detailed estimates were prepared: ₱ 1,046,415.30 – Repair and improvement of Agri Science Building ₱ 390,291.58 – Food Product Development Building ₱ 414,222.41 – Animal Science Building ₱ 1,560,137.25 – Crop Science Building (prepared October 16)
August 13	Evaluation of Mock Hotel's Roofing	Cavite City Campus	<ul style="list-style-type: none"> August 20 – Site was inspected.
October 2	Retiling of first to fourth floor	University Library	<ul style="list-style-type: none"> October 7 – Detailed estimate was prepared. ₱ 4,519,817.40 October 10 – Approved copy was given to the end user.
November 7	New estimate for remaining scope of work of terminated projects: (1) HRM Hostel at Carmona Campus (2) Administration Building at Carmona Campus (3) Radio Station (4) Graduate School and Open Learning College	Carmona Campus Main Campus	<ul style="list-style-type: none"> November 25 – Detailed estimates were prepared and submitted for signature.
	Upgrading of Coffee Product Development Facility	National Coffee, Research, Extension and Development Center (NCRDEC)	<ul style="list-style-type: none"> October 10 – Plans and detailed estimate were prepared.

List of Technical Assistance without letter request

CONCERN	COLLEGE/CAMPUS/UNIT	ACTIONS TAKEN/REMARKS
Two-storey school building	Trece Campus	<ul style="list-style-type: none"> February 26 – Plans and detailed estimates were prepared. ₱ 17,053,156.98 March 20 – Revised estimate. ₱ 14,977,615.17
Repainting of building	College of Nursing (CON)	<ul style="list-style-type: none"> February 19 – Detailed estimate was prepared.
HRM Laboratory	Imus Campus	<ul style="list-style-type: none"> February 28 – Detailed estimate was prepared and was given to the end user.

Repair and improvement of office	Gender and Development Office (GAD)	<ul style="list-style-type: none"> February 28 – Detailed estimate and plans were prepared. ₱ 1,768,483.06
Guard house	Carmona Campus	<ul style="list-style-type: none"> March 1 – Revised detailed estimate was prepared.
Perimeter fence with gate	Silang Campus	<ul style="list-style-type: none"> March 21 – Revised estimate was prepared. Approved copy was given to the end user. ₱ 326,324.23
Repair and improvement of building	College of Education (CED)	<ul style="list-style-type: none"> March 25 – Plans and detailed estimate were prepared and submitted for signature. ₱ 2,476,833.45 September 16 – Revised estimate was prepared. ₱ 2,762,400.07
Rehabilitation of comfort room	Carmona Campus	<ul style="list-style-type: none"> March 28 – Detailed estimate was prepared. ₱ 1,255,267.84 November 12 – End user requested for another copy.
Repainting of building	Carmona Campus	<ul style="list-style-type: none"> March 28 – Detailed estimate was prepared. ₱ 1,195,086.10 November 12 – End user requested for another copy.
Supply and installation of wiring for service drop from transformer at Research Center and CEMDS Building	Research Center College of Economics, Management and Development Studies (CEMDS) Building	<ul style="list-style-type: none"> May 20 – Detailed estimate was prepared. ₱ 390,658.17 May 28 – Approved copy was given to the end user.
Repair and improvement of Physics Laboratory, Instrumentation and Chemistry Laboratory Building	College of Arts and Sciences (CAS)	<ul style="list-style-type: none"> July 24 – Plans and detailed estimate were prepared and submitted to the end user. ₱ 3,230,747.81 August 6 – Approved copy was given to the end user.
Covered court with stage	Carmona Campus	<ul style="list-style-type: none"> August 1 – Plans and detailed estimate were prepared. ₱ 11,063,136.34 August 6 – Approved copy was given to the end user.
Engineering Science Phase III	College of Engineering and Information Technology (CEIT)	<ul style="list-style-type: none"> September 11 – Revised detailed estimate was prepared. ₱ 544,800.54
Repair of two-storey building	College of Economics, Management and Development Studies (CEMDS)	<ul style="list-style-type: none"> October 7 – Detailed estimate was prepared and submitted for signature. ₱ 3,656,833.25
Repainting	University Library	<ul style="list-style-type: none"> October 7 – Detailed estimate was prepared and submitted for signature. ₱ 1,556,833.87
Repair and improvement of 4 green house units	College of Agriculture, Food, Environment and Natural Resources (CAFENR)	<ul style="list-style-type: none"> October 7 – Detailed estimate was prepared. ₱ 1,885,404.71
HRM Hostel	Silang Campus	<ul style="list-style-type: none"> October 14 – Detailed estimate was prepared. ₱ 12,024,188.62 October 17 – Approved copy was given to the end user.
Covered walk at gate 2	Main Campus	<ul style="list-style-type: none"> October 17 – Detailed estimate and plans were prepared and submitted for signature.

		<ul style="list-style-type: none"> o ₱ 843,611.20
Student Canteen	Maragondon Campus	<ul style="list-style-type: none"> o October 23 – Detailed estimate and plans were prepared and submitted for signature. o ₱ 2,014,233.25 o November 5 – Approved copy was given to the end user.
Conversion of Human Kinetics to Energy Facility	Southern Tagalog Agriculture, Aquatic, and Resources Research Development and Extension Consortium (STAARRDEC)	<ul style="list-style-type: none"> o November 12 – Detailed estimate and plans were prepared and submitted for signature. o ₱ 919,726.07 o November 19 – Approved copy was given to the end user.
Improvement of electrical system	Maragondon Campus	<ul style="list-style-type: none"> o December 17 – Detailed estimate was prepared and submitted for signature. o ₱ 354,246.05

The Project Management Unit conducts periodic monitoring, inspection and evaluation of infrastructure projects.

PROJECT	LOCATION	PURPOSE	INSPECTION DATE/S	NUMBER OF TIMES VISITED
TECHNOVATION Building	Rosario Campus	Site inspection	<ul style="list-style-type: none"> o January 22 o June 4 o August 14 o October 24 	4
Site Development Plan	Maragondon Campus	Survey visit	<ul style="list-style-type: none"> o January 21 	1
STAR Center Building	Carmona Campus	Site inspection	<ul style="list-style-type: none"> o February 18 o May 7 o August 22 o November 10 	4
HRM Hostel	Carmona Campus	Site inspection	<ul style="list-style-type: none"> o February 18 o May 7 o August 22 o November 10 	4
Athletic Field	Dasmariñas, Cavite	Ocular inspection	<ul style="list-style-type: none"> o May 14 	1
STAR Center Building	Naic Campus	Site inspection	<ul style="list-style-type: none"> o May 8 o July 10 o August 5 o September 3 	4
Existing building	Carmona Campus	Ocular inspection after earthquake	<ul style="list-style-type: none"> o April 25 	1
Design of stage	Imus Campus Carmona Campus	Ocular inspection	<ul style="list-style-type: none"> o April 22 	1
Fish Processing Center	Naic Campus	Site inspection	<ul style="list-style-type: none"> o July 10 o August 5 	2
Existing buildings	Cavite City Campus	Ocular inspection	<ul style="list-style-type: none"> o August 20 	1
Covered court with stage	Imus Campus	Ocular inspection	<ul style="list-style-type: none"> o September 2 o September 25 	2
Canteen extension	Imus Campus	Ocular inspection	<ul style="list-style-type: none"> o September 2 o September 25 	2
Sewerage treatment plant	Tagaytay Highlands	Ocular inspection	<ul style="list-style-type: none"> o October 10 	1
Academic building	Bacoor Campus	Site inspection	<ul style="list-style-type: none"> o June 4 	1
AquaBEST Center	Naic Campus	Site inspection	<ul style="list-style-type: none"> o January 14 	3

			<ul style="list-style-type: none"> February 13 March 7 	
HRM Hostel	Bacoor Campus	Ocular inspection	<ul style="list-style-type: none"> March 3 	1

VII. PROGRAM ACCREDITATION

A. AACCUP SURVEY VISITS CONDUCTED

Accreditation serves as an evidence that a university is maintaining high level of educational standards. Most of the program offerings of the university are continuously improving their services which are apparent on their high accreditation status.

DATE OF VISIT	COLLEGE/CAMPUS/ UNIT	VENUE	NO. OF ACCREDITOR/S	NO OF PROGRAMS
March 26 – 28	College of Engineering and Information Technology (CEIT), College of Education (CED), College of Criminal Justice (CCJ), College of Arts and Sciences (CAS) & Graduate School and Open Learning College (GS-OLC)	Hostel Tropicana	26	8
May 7 – 9	College of Arts and Sciences (CAS), College of Nursing (CON), Graduate School and Open Learning College (GS-OLC), College of Agriculture, Food, Environment and Natural Resources (CAFENR) & Naic Campus	Hostel Tropicana	15	9
July 23 – 25	Imus Campus Silang Campus	Imus and Silang Campuses	23	8
September 4	Graduate School and Open Learning College (GS-OLC), College of Economics, Management and Development Studies (CEMDS) & College of Agriculture, Food, Environment and Natural Resources (CAFENR)	CvSU International Convention Center	2	2
September 23 – 27	College of Engineering and Information Technology (CEIT), College of Arts and Sciences (CAS), College of Economics, Management and Development Studies (CEMDS) & College of Education (CED)	Hostel Tropicana	21	8
November 27 – 29	Tanza, Trece and Gen Tri Campuses, Imus Campus & Bacoor Campus	Hostel Tropicana	19	11
TOTAL			106	46

B. MEETINGS CONDUCTED

Before undergoing actual evaluation, the Institutional Development Office held meetings with various personnel concerned with the accreditation.

DATE	ATTENDEES	NO. OF ATTENDEES	TOPIC	VENUE
January 16	Internal Evaluators	27	Schedule of evaluation	STAARRDEC Conference Room
January 21	Dean, Program coordinator of concerned colleges	14	Preparation for the visit on March	STAARRDEC Conference Room
February 14 (2 – 3 PM)	College of Arts and Sciences	3	Preparation of VMGO Documents	STAARRDEC Conference Room
February 14 (3 – 4 PM)	Extension Office' Director and Staff	2	Preparation of extension documents	STAARRDEC Conference Room
April 2	College of Agriculture, Food, Environment and Natural Resources (CAFENR), College of Arts and Sciences (CAS), Graduate School and Open Learning College (GS-OLC), College of Nursing (CON), & Naic Campus	9	Preparation for the visit on May	International House I
April 30	Dean and Quality Assurance Coordinators concerned for the scheduled visit	12	Final preparation for the visit	International House I
June 19	College of Agriculture, Food, Environment and Natural Resources (CAFENR) – BS Environmental Science (BS ES)	5	Preparation for Level III	International House I
July 9	Quality Assurance Coordinators – Imus and Silang Campuses	2	Preparation for the visit	International House I
August 8	Task Force Members (BS ES and MBA)	4	Preparation for the visit	International House I
August 8	Deans and Quality Assurance Coordinators	8	Preparation for the visit	International House I
September 5	Deans and Quality Assurance Coordinators	9	Preparation for the visit	International House I
September 17	Level IV Collaboration	100	Preparation for the visit	International House I
October 24	Deans and Quality Assurance Coordinators	8	Preparation for the visit	IDO

C. CvSU ACCREDITORS INVITED FOR SURVEY VISIT TO OTHER SUCs

The university have also developed credible accreditors which were invited for accreditation survey visits to other state universities and colleges in the country.

NAME	DATE OF VISIT	SUC
ABOGADIE, Lina C.	June 25 – 27	Ifugao State University
	September 10 – 12	Rizal Technological University
AGUILAR, Alberto M.	June 18 – 20	Romblon State University
	October 1 – 3	Nueva Ecija University of Science and Technology
ALAVA, Julio G.	February 12 – 14	Isabela State University
	June 18 – 20	Romblon State University

	November 4 – 9	Batanes State College
	December 2 – 7	Pangasinan State University
ALORA, Carl Anthony B.	August 13 – 15	Mountain Province State Polytechnic College
	October 21 – 26	Pangasinan State University
BAESA, Maria Christina J.	April 10 – 12	Nueva Ecija University of Science and Technology
	November 6 – 8	Abra State Institute of Science and Technology
BUCLATIN, Willie C.	August 6 – 8	Don Honorio Ventura State University
	October 1 – 3	Nueva Ecija University of Science and Technology
	November 18 – 22	Polytechnic University of the Philippines
CAJIGAL, Ronan M.	September 3 – 5	Bataan Peninsula State University
	September 10 – 12	Rizal Technological University
	December 4 – 6	Eulogio “Amang” Rodriguez Institute of Science and Technology
CARANDANG, Charlotte B.	April 29 – May 1	Tarlac State University
	July 15 – 18	Romblon State University
	August 6 – 8	Don Honorio Ventura State University
	October 1 – 3	Nueva Ecija University of Science and Technology
CUBILLA, Renato B.	June 25 – 27	Ifugao State University
CUBILLO, Gilchor P.	November 18 – 22	Central Luzon State University
DOMINGO, Lea Marissa S.	May 15 – 17	Nueva Ecija University of Science and Technology
	December 4 – 6	Eulogio “Amang” Rodriguez Institute of Science and Technology
EBO, Jenny Beb F.	October 21 – 24	Bicol University
ESTRADA, Arlene L.	November 12 – 14	Mindoro State University
FERRER, Ammie P.	May 15 – 17	Nueva Ecija University of Science and Technology
	November 18 – 22	Central Luzon State University
GARCIA, Henry O.	September 2 – 6	Surigao del Sur State University
	October 14 – 18	Benguet State University
GUEVARA, Julie S.	September 3 – 5	Bataan Peninsula State University
LUBONG, Rodel B.	April 10 – 12	Nueva Ecija University of Science and Technology
MAGO, Emmanuel R.	April 3 – 5	Mariano Marcos State University
	November 18 – 22	Central Luzon State University
MANUEL JR., Adolfo C.	August 13 – 15	Mountain Province State Polytechnic College
	September 10 – 12	Rizal Technological University
	December 2 – 7	Pangasinan State University
MARZAN, Luisita A.	April 10 – 12	Nueva Ecija University of Science and Technology
	September 10 – 12	Rizal Technological University
MOJICA, Analyn A.	August 13 – 15	Rizal Technological University
	October 15 – 17	Central Luzon State University
MOJICA, Marlon A.	August 6 – 8	Don Honorio Ventura State University
	October 21 – 24	Bicol University
NAVARRO, Leah C.	April 3 – 5	Mariano Marcos State University
	October 15 – 17	Don Mariano Marcos Memorial State University
NOCEDA, Rowena R.	June 25 – 27	Ifugao State University
	August 13 – 15	Rizal Technological University
OQUENDO, Almon R.	April 10 – 12	Nueva Ecija University of Science and Technology
	October 15 – 17	DMMMSU
PASCUA, Lauro B.	November 6 – 8	Abra State Institute of Science and Technology
PEREÑA, Marlon P.	April 29 – May 1	Tarlac State University

	July 15 – 18	Romblon State University
	October 1 – 3	Nueva Ecija University of Science and Technology
POLINGA, Elizabeth E.	October 21 – 24	Bicol University
RODERNO, Princess N.	April 10 – 12	Nueva Ecija University of Science and Technology
	May 15 – 17	Nueva Ecija University of Science and Technology
	October 1 – 3	Benguet State University
	November 11 – 16	Pangasinan State University
RODRIN, Luzviminda A.	March 11 – 15	Mariano Marcos State University
	August 12 – 16	Benguet State University
	October 13 – 14	Tarlac State University
	November 18 – 22	Central Luzon State University
RUPIDO, Roderick M.	August 6 – 8	Don Honorio Ventura State University
	November 12 – 14	Mindoro State University
SANTOS, Ariel	June 25 - 27	Ifugao State University
SANTOS, Daisy	June 25 – 27	Ifugao State University
SEBASTIAN, Mildred	April 29 – May 1	Tarlac State University
	August 13 – 15	Rizal Technological University
	November 12 – 14	Mindoro State University
TAN, Susan G.	April 29 – May 1	Tarlac State University
	November 26 – 28	Isabela State University
YMANA, Roselyn A.	August 13 – 15	Rizal Technological University
	November 6 – 8	Abra State Institute of Science and Technology

D. SELF-SURVEY VISITS CONDUCTED

To assess the readiness of the programs for the actual accreditation, self-survey visits were performed by IAB members of the university.

DATE	COLLEGE/CAMPUS	NO. OF IAB MEMBER /ATTENDEES
February 22	College of Education (CED) & College of Engineering and Information Technology (CEIT)	10
March 15		10
March 21	College of Arts and Sciences (CAS) & College of Criminal Justice (CCJ)	10
April 12	College of Arts and Sciences (CAS), College of Nursing (CON) & College of Engineering and Information Technology (CEIT)	10
April 26	Naic Campus	9
July 2	Imus Campus	9
July 3	Silang Campus	12
August 20	College of Economics, Management and Development Studies (CEMDS), College of Agriculture, Food, Environment and Natural Resources (CAFENR) & College of Arts and Sciences (CAS)	10
October 11	Tanza, Trece and Gen Tri Campuses	7
October 24	Imus Campus & Bacoor Campus	12

VIII. PROGRAM RECOGNITION

Four programs from the Main Campus have received their Certificate of Program Compliance from the Commission on Higher Education (CHED). These are: BS Social Work, BS Applied Mathematics, BS Biology and Bachelor of Physical Education. Moreover, two programs from the Imus Campus have also received recognition: BS Business Management and BS Office Administration.

IX. INSTITUTIONAL SUSTAINABILITY ASSESSMENT

A. MEETINGS CONDUCTED

In preparation for the Institutional Sustainability Assessment, team leaders and other key personnel involved convened to prepare and update the necessary documents.

DATE	ATTENDEES	NO. OF ATTENDEES	TOPIC	VENUE
January 21	Team Leaders (KRA 1)	12	Preparation of ISA documents	S.L. Lasap Hall
January 22	Team Leader (KRA 3 & 5)	8	Preparation of ISA documents	STAARRDEC Conference Room
January 24	Team Leaders	13	Preparation of ISA documents	S.L. Lasap Hall
February 19 (AM)	Team Leaders (KRA 1)	21	Presentation of submitted documents	S.L. Lasap Hall
February 19 (PM)	Team Leader (KRA 3 & 5)	6	Presentation of submitted documents	S.L. Lasap Hall
February 21	Team Leader (KRA 2 & 4)	18	Presentation of submitted documents	S.L. Lasap Hall
April 25	Team Leaders	15	Monitoring of accomplishments	S.L. Lasap Hall
June 10	Overall Coordinators and Team Leaders (KRA 1)	28	Status update on SED documents	S.L. Lasap Hall
June 17	Team Leader and Members (KRA 4)	7	Status update on SED documents	International House I
June 24	Team Leaders (KRA 5)	3	Enhancement of ISA Documents	International House I
August 7	ISA Core Group	12	Preparation for ISA visit	S.L. Lasap Hall
August 28	Working committees for ISA	9	Preparation for ISA visit	International House I
November 6	ISA Core Group	15	ISA Preparation	International House I

On June 4, the first draft of the university's self-evaluation document (SED) was submitted. Revisions on the document were then later on submitted last September 3.



Submission of the first draft of SED



Submission of the revised draft

As of December 2019, the Institutional Development Office have received 25% of the documents required for ISA.

X. STAFF DEVELOPMENT

OVPPD personnel have attended and participated in several trainings and seminars in support for their continual development.

Seminar/Training	Name of Participant/s	Venue	Inclusive Dates
Year-End Review and Operational Planning Workshop	CERO, Leyma L. CUBILLA, Renato B. MANUEL, JR., Adolfo C. RODIL, Harold M. ALCAZAR, Mary Joyce P.	Cavite State University & Crown Legacy Hotel, Baguio City	January 7-9
Technical Budget Review for FY 2020	CUBILLA, Renato B.	NEDA CALABARZON, Calamba City	January 24
Networking and Matching with 14 Taiwan Universities	CUBILLA, Renato B.	Cavite State University	January 25
32 nd AACUP Annual National Conference	MANUEL, JR., Adolfo C.	Century Park Hotel, Malate, Manila	March 6-8
Orientation on Records Inventory and Appraisal	RODIL, Harold M. RINT, Christopher Andrew	Hostel Tropicana, Cavite State University	March 14
Special Economic Zone Mapping	CUBILLA, Renato B.	Pampanga State Agricultural University, Magalang, Pampanga	April 1-2
Refresher on ISO 9001:2015	CUBILLA, Renato B. MANUEL, JR., Adolfo C. RODIL, Harold M. SY, Mark Philip M. ALCAZAR, Mary Joyce P.	IH1 Basement Hall, Cavite State University	April 4
Orientation on Workplace Standards	CERO, Leyma L. CUBILLA, Renato B. MANUEL, JR., Adolfo C. RODIL, Harold M. ALCAZAR, Mary Joyce P.	IH2, Cavite State University	April 11
Refresher on Auditing Quality Management Systems	CERO, Leyma L. CUBILLA, Renato B. RODIL, Harold M. ALCAZAR, Mary Joyce P.	Hostel Tropicana, Cavite State University	April 25
2019 SUC-ACAP, Inc. Annual Convention	CERO, Leyma L.	Visayas State University, Baybay City, Leyte	May 22-24
Seminar-Workshop on Completed Staff Work: Enhanced Decision-Making in SUCs	CERO, Leyma L.	Hotel Rembrandt, Quezon City	May 28-30
Seminar on 5S for the Executives in the Public Sector	CERO, Leyma L.	Richmonde Hotel, Ortigas Center, Pasig City	July 8
Capability Building for IQA	CALINAWAN, Myrna C. PIEDAD, Wilma E.	AACUP Conference Center	July 10-12
Institutional Sustainability Assessment (ISA) Preliminary Visit	CERO, Leyma L. CUBILLA, Renato B. MANUEL JR., Adolfo C. ALCAZAR, Mary Joyce P. CALINAWAN, Myrna C. PIEDAD, Wilma E. RINT, Christopher Andrew	S.M. Rolle Hall, Cavite State University	July 30-31

Midterm Update Validation of RDIP 2017-2019	CUBILLA, Renato B.	NEDA CALABARZON, Calamba City	August 15
PPMP Workshop	CALINAWAN, Myrna C. PIEDAD, Wilma E.	Hostel Tropicana, Cavite State University	August 15
4 th Philippine Quality Award Forum	CERO, Leyma L.	Lyceum of the Philippines University, Batangas City	August 22
2019 CALABARZON Forum for Local Planners	CUBILLA, Renato B.	Lucena City	August 23
CEIT Workshop Session on Harmonized Gender Guidelines	ALCAZAR, Mary Joyce P.	CEIT Conference Room, Cavite State University	August 30
Orientation Workshop on Updating the RDIP 2017-2022	CERO, Leyma L. CUBILLA, Renato B.	NEDA CALABARZON, Calamba City	September 3
Leadership Seminar cum Student Organization Recognition: "Excellency in Leadership for Global University 2020"	ALCAZAR, Mary Joyce P.	International Convention Center, Cavite State University	September 10
FY 2020 Operational Planning Workshop	CERO, Leyma L. CUBILLA, Renato B. MANUEL, JR., Adolfo C. RODIL, Harold M. ALCAZAR, Mary Joyce P.	Hostel Tropicana, Cavite State University	September 13
Orientation-Workshop on the Public Investment Program (PIP) and Three-Year Rolling Infra Program of SUCs (TRIP)	CUBILLA, Renato B.	Development Academy of the Philippines, Tagaytay City	September 18
AQAN Seminar	MANUEL, JR., Adolfo C.	Davao City	September 18-21
11 th Southern Tagalog Industrial Engineering Seminar: "Cultivate: Transforming Industries Towards Sustainability and Green Engineering"	ALCAZAR, Mary Joyce P.	D.L. Umali Hall, University of the Philippines – Los Baños, Laguna	September 21
PSUMP Midyear Convention: Master Plumber in Sustainable Green Plumbing Design and Implementation	BAYOT, JR., Sancho B.	Sun City Suites, General Santos City	September 27
Sustainable Drainage System Design in Vertical and Horizontal Infrastructures	BAYOT, JR., Sancho B.	Sun City Suites, General Santos City	September 28
Seminar on Internal Audit Quality Procedures and Auditing Policies	RODIL, Harold M.	Cavite State University	October 3
Documentary Requirements	CALINAWAN, Myrna C.	Hostel Tropicana, Cavite State University	October 3
Orientation-Workshop on Program Expenditure Classification (PREXC) Indicators and Supporting Data Forms for the FY 2019 PBB	CERO, Leyma L.	Commission on Higher Education, Diliman, Quezon City	October 23
7 th GQMC Recognition Ceremony and Public Sector Quality and	CERO, Leyma L.	Philippine International	October 24

Productivity Improvement Forum		Convention Center, Pasay City	
PICE 45 th National Convention and Training	BAGO, Cene M.	SMX Convention Center, Pasay City	October 28-30
Transforming CvSU's Service Delivery through 5S Good Housekeeping	RODIL, Harold M. SY, Mark Philip M. ALCAZAR, Mary Joyce P. CALINAWAN, Myrna C. PIEDAD, Wilma E.	CEIT Conference Room, Cavite State University	November 7
2019 Philippine Society of Public Administration International Conference	BAYOT, JR., Sancho B.		November 7-8
IEShikawa 14: "ENIGMA: Beyond 0's and 1's"	ALCAZAR, Mary Joyce P.	UP Film Institute, UP-Diliman, Quezon City	November 9
Workshop on the Midterm Review and Updating of 2017-2022 Higher Education PDP Indicators as Inputs to Updating of Program Expenditures Classification (PREXC) Indicators and Programs, Activities and Projects for SUCs	CERO, Leyma L.	One Tagaytay Place Hotel Suites, Tagaytay City	November 20-21
Retooling of Accreditors on Outcomes Based Quality Assurance	CUBILLA, Renato B.	Tarlac State University	December 4-6