CAVITE STATE UNIVERSITY
OFFICE OF THE VICE PRESIDENT FOR PLANNING AND DEVELOPMENT

2020 ANNUAL REPORT

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PERFORMANCE MANAGEMENT

The Performance Management Team (PMT) met three times (February 13, July 20, and November 5) and discussed the ranking of the delivery units from the previous year and the distribution of the university targets for the current year. Also, the team reviewed the proposed revisions for the Strategic Performance Management System (SPMS) Manual which will be presented to the Administrative Council for deliberation and approval.

MANAGEMENT INFORMATION SYSTEM

A.   University Information Systems

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

Online Grade Uploading

Developed during the Second Semester of AY 2019 – 2020 to cater the needs of faculty members in viewing their subjects and lists of students, and for uploading of grades.

Student Portal

Improvements on various services such as password reset, link and guide to the CvSU Learning Management System (LMS), account information, and Infocast reminders were improved.

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Virtual Registration Form

Developed to still provide the students a copy of their registration forms since hard copies cannot be acquired due to community quarantine restrictions. This virtual form can be viewed thru the CvSU Student Portal.

Learning Management System

Created to provide a platform for blended learning and to support teaching, learning, as well as student-teacher interaction. The system was deployed during the First Semester of AY 2020-2021.

CvSU Integrated Library System

The upgrade involved migrating the old Athena Library System to the new Koha ILS. CvSU E-books and E-Journals were also developed to cater all the available resources from the University Library.

Online Student Admission System

Information regarding the admission to the University were all posted online, submission of pertinent documents for evaluation and viewing of examination results can also be done virtually.

Online Student Admission System – Graduate School

Since most of the graduate students are working professionals, the University also developed means for them to conduct their applications online. Data collection and reporting thus became less tedious for the unit.

Prototype for the CvSU Virtual Accreditation Center

This functions as the gateway of accreditors to the programs offered by different colleges and campuses of the University. Document management is supported by a third-party file storage service.

Server Management and Monitoring

The MIS Unit configured the registrar servers for e-learning for better load management. HR server has also been set-up for other IS to unload some of the processing stress in the main server.

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B.   WEBSITE MANAGEMENT

The university website is continuously improved and updated. The statistics for the website management is as follows:

Items added under Request for Quotation	0 3 2 8
Posts added under Invitation to Bid	0 0 2 7
Posted News Updates	0 0 5 5
Posted Announcements	0 0 4 3
Uploaded Media Items	0 8 2 4
Newly Created Pages	0 0 3 9
Updated Pages	0 0 1 0

C.   SUPPORT SERVICES PROVIDED BY THE UNIT

Some of the MIS-related services that were provided by the unit are as follows:

Migrated Items from Old Library System to Koha   **2 1 0 1 6**

Added Items to CvSU E-Books   **0 2 4 0 1**

Added Items to CvSU E-Journals   **0 0 9 2 8**
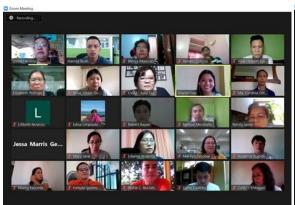
CvSU Accounts Created   **4 5 0 0 0**

III QUALITY MANAGEMENT SYSTEM

A.   INTERNAL QUALITY AUDIT PROCEDURE REFRESHER

On August 27, the internal quality auditors of the University attended a webinar on IQA Procedure Refresher. The webinar aimed to re-orient the participants on the principles of auditing and on the approved IQA procedure in preparation for the year's internal audit.
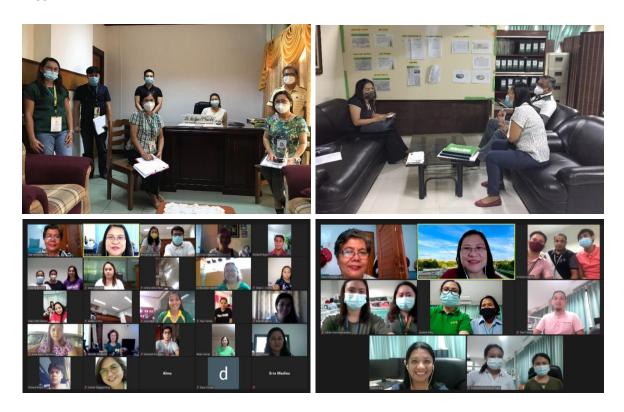

B.   INTERNAL QUALITY AUDIT

From August 19 to September 9, an internal quality audit was performed within the different offices of the University. There are 39 auditors that were divided into 19 audit teams of 2 to 3 members and were assigned to conduct audit on 44 audit areas. Internal quality auditors reviewed the procedures being implemented by their assigned audit areas and checked the presence of corresponding evidences. The conduct of such audits were done either face-to-face or online. After thorough deliberation, 1,083 conformities (Cs), 141 opportunities for improvement (OFIs), and 5 non-conformities (NCs) were found. Correction

and corrective action reports (CCARs) were later then issued to the offices with identified NCs.

INTERNAL QUALITY AUDIT
August 19 – September 9

39 Internal Auditors audited 44 Audit Areas

1,083 Conformities (Cs)

141 Opportunities for Improvement (OFIs)

5 Non-Conformities (NCs)

C.   MANAGEMENT REVIEW

On September 24, the members of the Administrative Council together with the QMS Core Team met online and reviewed the performance of various services, satisfaction of stakeholders, and assessed opportunities for the continual improvement of the University's quality management system.

D. 2ⁿᵈ SURVEILLANCE AUDIT

The first virtual surveillance audit for the University's QMS was held on October 12. Five auditors from SOCOTEC Certification Philippines, Inc. assessed the University's quality management system, which resulted to their recommendation for its continued certification with no minor and major non-conformities.
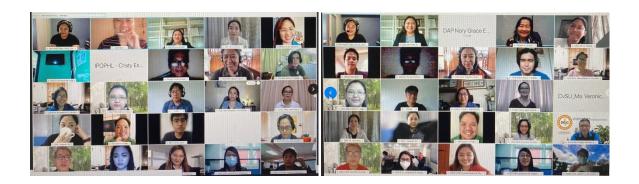

5S GOOD HOUSEKEEPING

The 5S Core Team attended the webinar training course on 5S Audit which was a complimentary offering from the Development Academy of the Philippines on October 15-16. The training aimed to equip the participants with the knowledge and skills on evaluating the effectiveness of an agency's 5S implementation. The team also came up with a 5S Audit Checklist that is in conformance to the University's Quality Workplace Standards.
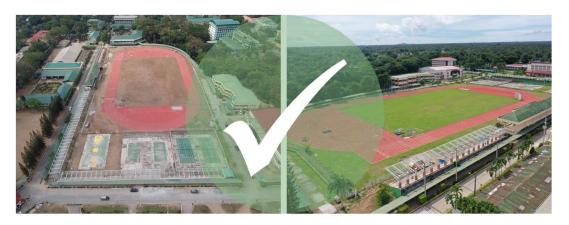
INFRASTRUCTURE DEVELOPMENT

The following projects were **COMPLETED** as of December 2020:
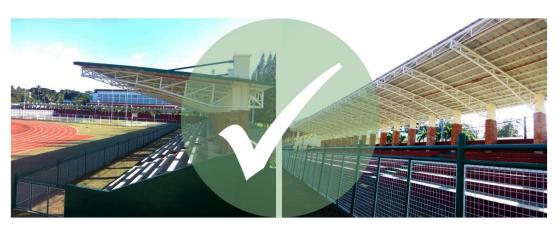
- **Supply, Delivery and Installation of Rubberized Sprint Running Track for CvSU Athletic Field**
  Contractor: Firm Builders, Inc.
  Contract Amount: ₱ 36,589,000.00

- **Construction of Bleacher Roofing and Perimeter Fence in CvSU Athletic Field**
  Contractor: Montadel Enterprises
  Contract Amount: ₱ 9,536,117.75

- **Repair and Improvement of Old College Library Building**
  Contractor: Zudaki Corporation and Trading
  Contract Amount: ₱ 1,617,241.86

- **Concreting of Road and Parking Area with Curbs and Gutter at Coffee Processing Center**
  Contractor: Zudaki Construction and Trading
  Contract Amount: ₱ 2,434,094.85

- **Construction of Food Stall at Imus Campus**
  Contractor: Jemak Construction and Supply
  Contract Amount: ₱ 1,101,852.19

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- **Sub-Grade Preparation for Parking Area near PPS**
  Contractor: Montadel Enterprises
  Contract Amount: ₱ 1,281,223.82

- **Construction of Engineering Science Phase III**
  Contractor: Ivy Construction
  Contract Amount: ₱ 544,384.02

ON-GOING university infrastructure projects along with their percentage completion and other key details are as follows:

- **Construction of Science, Technology, and Applied Research (STAR) Center Building at Main Campus with Perimeter Fence**
  Contractor: Herbana Builders and Supply
  Contract Amount: ₱ 36,024,084.99

- **Construction of Science, Technology, and Applied Research (STAR) Center Building at Carmona Campus**
  Contractor: Shollen Corporation
  Contract Amount: ₱ 28,462,179.15

- **Construction of Science, Technology, and Applied Research (STAR) Center Building at Naic Campus**
  Contractor: N. B. Avila Construction
  Contract Amount: ₱ 26,955,462.42

- **Repainting of Student Union Building**
  Contractor: Jeddai Construction
  Contract Amount: ₱ 242,000.00

- **Completion of Five-Storey Inter-Disciplinary Research Building**
  Contractor: SY Construction
  Contract Amount: ₱ 4,707,579.06

- **Construction of Four-Storey CCJ Building**
  Contractor: Filcor Construction and Development, Inc.
  Contract Amount: ₱ 40,980,777.54

- **Completion of Community Radio Station**
  Contractor: Herbana Builders and Supply
  Contract Amount: ₱ 1,591,905.64

- **Completion of Graduate School and Open Learning College Building**
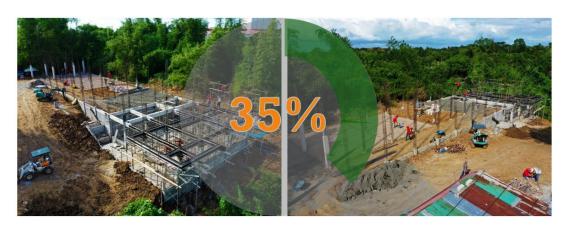 Contractor: Filcor Construction and Development Corporation
  Contract Amount: ₱ 11,420,265.41

- **Construction of Two-Storey School Building at Trece Campus**
  Contractor: DV Salud Construction
  Contract Amount: ₱ 13,590,556.04

- **Construction of Covered Walk at Gate II**
  Contractor: A. C. De Lara Construction
  Contract Amount: ₱ 835,622.54

- **Repair and Improvement of Poultry House (Broiler House)**
  Contractor: A. C. De Lara Construction
  Contract Amount: ₱ 864,501.11

- **Improvement of Student Union Building**
  Contractor: Jemak Construction and Supply
  Contract Amount: ₱ 6,158,528.58

VI PROGRAM ACCREDITATION

A.   AACCUP ONLINE ACCREDITATION SURVEY VISITS CONDUCTED

Accreditation serves as an evidence that a university is maintaining high level of educational standards. Majority 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	NO. OF ACCREDITOR/S	NO OF PROGRAM/S
November 16 – 20	Rozario, Tanza and General Trias Campuses	10	5

| November 23 – 26 | Main and Naic Campuses | 5 | 5 |
| December 6 – 10 | Bacoor and Trece Campuses | 5 | 3 |

B.   CHED-RQAT VIRTUAL EVALUATION

The University also subjected its programs to the evaluation of the Regional Quality Assessment Teams from the Commission on Higher Education to ensure that minimum requirements set by their respective Policies, Standards and Guidelines (PSGs) are met.

DATE OF VISIT	COLLEGE	PROGRAM
July 6	College of Engineering and Information Technology (CEIT)	• BS Agricultural and Biosystems Engineering • BS Computer Engineering • BS Industrial Engineering • BS Electrical Engineering • BS Civil Engineering • BS Electronics and Communication Engineering
July 16	Graduate School and Open Learning College (GS-OLC)	• MS Biology
July 18		• Master in Information Technology
September 3		• Master of Science in Agriculture major. in Animal Science and Crop Science • Master in Food Science • Master in Agriculture major. in Animal Science and Crop Science • PhD Agriculture major. in Animal Science and Crop Science
October 2		• Master in Business Administration • Master of Management • PhD Management
October 30	College of Criminal Justice (CCJ)	• BS Industrial Security Administration
November 13	Rosario Campus	• BS Hospitality Management
December 11	GS-OLC	• Master in Engineering

C.   MEETINGS CONDUCTED

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

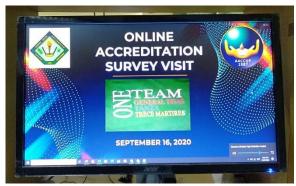| DATE	PARTICIPANT	NO. OF ATTENDEES	TOPIC	VENUE
January 7	Deans and QACs of concerned colleges	13	Preparation for Level III Phase 2	International House I
January 8	ISA Working Committee	33	Preparation for ISA Visit	Lasap Hall
February 13	BS Food Technology Task Force Members	6	Preparation for Level III Phase 2	International House I
March 4	Deans and QACs	13	Preparation for Level III Phase 2	International House
September 16	CAFENR	12	Compliance for RQAT	Via Zoom

D. ONLINE ORIENTATION CONDUCTED

The Institutional Development Office, headed by Dr. Adolfo C. Manuel Jr. conducted online orientations to various colleges and campuses to inform them on the process of online accreditation.

DATE	TOPIC	PARTICIPANT
August 20	Orientation for Online Accreditation	Faculty and Staff of Bacoor Campus
September 16	Orientation for Online Accreditation	Faculty and Staff of T3 Campuses
September 22	Orientation for Online Accreditation	Faculty and Staff of Carmona Campus
September 28	Orientation for Online Accreditation	College of Nursing
October 13	Orientation for Online Accreditation	College of Education
November 4	Orientation for Online Accreditation	Imus Campus
November 25	Orientation for RQAT Application	College of Education

E. CvSU ACCREDITORS INVITED FOR VIRTUAL ACCREDITATION SURVEY VISITS TO OTHER SUCs

The University has developed credible accreditors which were invited for virtual accreditation survey visits to other state universities and colleges in the country.

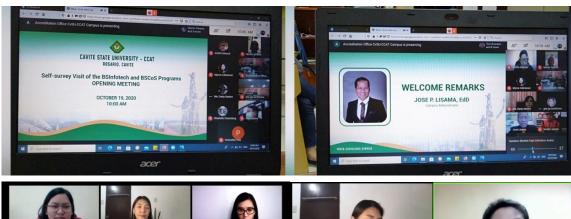| NAME	DATE OF VISIT	SUC
Dr. Emmanuel R. Mago	February 19 – 21	Nueva Ecija University of Science and Technology
Prof. Julie S. Guevara	September 7 – 11	Caraga State University
Dr. Ma. Daisy A. Santos	September 7 – 11	Caraga State University
Dr. Adolfo C. Manuel Jr.	August 24 – 28	University of Southern Mindanao
Prof. Charlotte B. Carandang	August 24 – 28	University of Southern Mindanao
Ms. Princess N. Roderno	August 24 – 28	University of Southern Mindanao
Mr. Carlo Anthony Alora	August 24 – 28	University of Southern Mindanao
Prof. Julie S. Guevarra	September 7 – 11	Caraga State University
Dr. Ma. Daisy A. Santos	September 7 – 11	Caraga State University

Prof. Julie S. Guevara	September 28 – October 4	Ifugao State University
Dr. Emmanuel R. Mago	September 28 – October 4	Ifugao State Universitly
Ms. Princess N. Roderno	October 26 – 30	Abra State Institute of Sciences and Technology
Mr. Carl Anthoby B. Alora	October 26 – 30	Abra State Institute of Sciences and Technology
Mr. Carl Anthony B. Alora	November 16 – 20	President Ramon Magsaysay State University
Prof. Poinsettia A. Vida	November 23 – 27	Occidental Mindoro State College
Dr. Leah C. Navarro	November 23 – 27	Occidental Mindoro State College
Dr. Jenny Beb F. Ebo	November 23 – 27	Benguet State University
Dr. Adolfo C. Manuel Jr.	November 30 – December 4	Bataan Peninsula State University
Mr. Carl Anthony B. Alora	November 30 – December 6	Polytechnic University of the Philippines
Prof. Marlon R. Pereña	December 1 – 6	Jose Rizal Memoria State University
Dr. Emmanuel R. Mago	December 1 – 6	Jose Rizal Memoria State University
Dr. Ma. Daisy Santos	December 7 – 11	Technological University of the Philippines
Dr. Emmanuel R. Mago	December 7 – 11	Central Bicol State University of Agriculture
Dr. Luisita A. Marzan	December 14 – 18	Eastern Visayas State University
Dr. Jenny Beb F. Ebo	December 14 – 20	Don Mariano Marcos Memorial State University
Prof. Charlotte B. Carandang	December 14 – 20	Don Mariano Marcos Memorial State University
Prof. Maria Cristina J. Baesa	December 14 – 20	Don Mariano Marcos Memorial State University
Prof. Ronan M. Cajigal	December 14 – 20	Don Mariano Marcos Memorial State University
Prof. Marlon R. Pereña	December 14 – 20	Don Mariano Marcos Memorial State University
Prof. Poinsettia A. Vida	December 14 – 20	Don Mariano Marcos Memorial State University
Ms. Princess N. Roderno	December 14 – 20	Don Mariano Marcos Memorial State University
Dr. Ma. Daisy A. Santos	December 14 – 20	Don Mariano Marcos Memorial State University
Dr. Adolfo C. Manuel Jr.	December 14 – 16	Central Philippines State University

F. SELF-SURVEY VISITS CONDUCTED ONLINE

To assess the readiness of the programs for actual accreditation, self-survey visits and online mock presentations were conducted.

DATE	COLLEGE / CAMPUS	IAB MEMBER / ATTENDEE
October 19-22	Tanza Campus	Prof. Charlotte B. Carandang Prof. Poinsettia A. Vida Prof. Marlon A. Pereña Ms. Princess N. Roderno
	Rosario Campus	Mr. Carl Anthony P. Alora Prof. Julie S. Guevara Prof. Ronan M. Cajigal
November 11 - 15	Trece Martires City Campus	Prof. Marlon R. Pereña Ms. Princess N. Roderno
November 17 - 21	Bacoor Campus	Ms. Princess N. Roderno Prof. Marlon R. Pereña Prof. Poinsettia A. Vida

DATE	COLLEGE / CAMPUS	MOCK PRESENTATION PARTICIPANT
November 5	Naic Campus	Naic faculty and task force members
November 6	College of Arts and Sciences	CAS faculty and task force members

VII PROGRAM RECOGNITION

Four undergraduate programs from the Main Campus have received their Certificate of Program Compliance (CoPC) from the Commission on Higher Education. These are: BS Agricultural and Biosystems Engineering, BS Industrial

Engineering, BS Electrical Engineering, and BS Electronics Engineering. Graduate programs which have received their certificates are: MS Agriculture (major in Animal Science, Crop Protection, and Crop Science), MS Biology, Master in Agriculture (major in Animal Science and Crop Science), and PhD Agriculture (major in Animal Science, Crop Protection, and Crop Science).

VIII STAFF DEVELOPMENT

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

SEMINAR/TRAINING	NAME OF PARTICIPANT/S	VENUE	SPONSOR	INCLUSIVE DATES
Stakeholders Consultation Workshop for the ISO 9001:2015-aligned QMS Manual for SUCs	Leyma L. Cero	DAP, San Miguel, Pasig	Development Academy of the Philippines	January 29
Reimagining Resilience: A Webinar on the Role of Local Government Units on Early Recovery and Resilience Planning for COVID-19	Renato B. Cubilla	Webinar	DILG / UP SURP / UNICEF	May 12
Remote/Virtual Audits	Leyma L. Cero Renato B. Cubilla	Webinar	SOCOTEC Certification Philippines, Inc.	May 20
Second Quarter Meeting, 2020 Prevention and Mitigation Committee	Renato B. Cubilla	Webinar	RDRRMC – DOST IVA	May 21
PSITE-NCR Webinar Series	Mark Philip M. Sy	Webinar	PSITE-NCR	May 23
Knowledge Sharing on A to Z of Journal Publications (Survey to Citations)	Mark Philip M. Sy	Webinar	Institute for Engineering Research and Publication	May 30
Cybersecurity: A live learning session	James Angelo V. Aves	Webinar	PwC Philippines	June 3
Webinar on Koha (What is new in Koha 20.05) and Panel Discussion on KISS: Koha India Strategies for Sustainability	James Angelo V. Aves	Webinar	Odisha Library Academy	June 6
Webinar on Gender Gaps on Social Protection in PH	Renato B. Cubilla	Webinar	PIDS	June 18
Public Consultation on the Draft IRR of RA 11396 'State Universities and Colleges Land Use Development and Infrastructure Plan (LUDIP) Act'	Leyma L. Cero Renato B. Cubilla	Webinar	LUDIP / CHED	June 24

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(RE) searching literature review: why should we care?	Leyma L. Cero Renato B. Cubilla Mary Joyce P. Alcazar James Angelo V. Aves Mark Philip M. Sy	Webinar	CvSU Research Center	June 29
Food Security Challenges and Opportunities under the New Normal	Leyma L. Cero	Webinar	PCAARRD	June 30
Online Orientation on the Guidelines for the Grant of FY 2020 Performance-Based Bonus	Leyma L. Cero Renato B. Cubilla	Webinar	DBM	July 3 – 4
Online Accreditation System	Adolfo C. Manuel, Jr.	Webinar	AACCUP and Tarlac State University	July 15 – 17
Beyond Borders: Research Challenges for Filipino Scientists	James Angelo V. Aves Mark Philip M. Sy	Webinar	CvSU Research Center	July 18
Webinar on Online Accreditation System	Renato B. Cubilla	Webinar	CvSU and AACCUP	July 29 – 31
Digital Entrepreneurship Series: PTTC-DIGIFAB Soft Opening Series: Digital Fabrication and Innovative Design	James Angelo V. Aves	Webinar	Philippine Trade Training Center – Global MSME Academy	August 5
Introduction to Practical Process Improvement and Digitalization in the Disruptive Era	Mary Joyce P. Alcazar	Webinar	PTC – Young Engineers Section	August 7
AQRA Virtual Colloquium #4	James Angelo V. Aves	Webinar	Asian Qualitative Research Association	August 13
Internal Quality Audit Procedure Refresher	Leyma L. Cero Renato B. Cubilla Mary Joyce P. Alcazar Harold M. Rodil	Webinar	CvSU QMS	August 27
2020 CALABARZON Forum for Local Planners	Leyma L. Cero	Webinar	NEDA CALABARZON	September 22-23
Online Institutional Accreditation System	Adolfo C. Manuel Jr.	Webinar	AACCUP	September 23 – 25
Webinar on Research Ethics	Renato B. Cubilla Mark Philip M. Sy Russel L. Villacarlos	Webinar	CvSU	September 24
Maximizing the Capabilities of Koha in Communicating Clients	James Angelo V. Aves	Webinar	Aurora Boulevard Consortium Libraries, Inc.	September 26
Braving the New Normal: Embracing Realities … Caring for Well-Being	Mary Joyce P. Alcazar James Angelo V. Aves	Webinar	CHED Regional Office IV	October 2
Creating and Maintaining Databases, Blogs, and Websites	Leyma L. Cero James Angelo V. Aves Mark Philip M. Sy Russel L. Villacarlos	Webinar	CHED IVA and CvSU	October 9

Proposal Writing for Public Investment Program (PIP) and Three-Year Rolling Infrastructure Program (TRIP)	Renato B. Cubilla	Webinar	Office of Planning, Research and Knowledge Management – CHED	October 14 - 15
6th CALABARZON Research, Statistics, and Innovation (RSI) Forum	James Angelo V. Aves Russel L. Villacarlos	Webinar	DOST CALABARZON	October 15
Productivity and Quality Improvement Approaches in the Public Sector	Mary Joyce P. Alcazar James Angelo V. Aves	Webinar	Development Academy of the Philippines	October 21-23
Examining the Design and Conduct of the Performance-Based Bonus (PBB) Scheme	Renato B. Cubilla	Webinar	PIDS	October 22
SPRING Cross Regional Dialogue: Responding to the Global Pandemic Towards a Sustainable and Resilient Future	Renato B. Cubilla	Webinar	DAAD UP Diliman / SIADP Chile SPRING University of Dortmund	October 23 – 25
Research In-House Review for On-going Research Projects (Engineering and ICT Category)	Leyma L. Cero (Evaluator)	Webinar	CvSU	November 4
Cybersecurity Competency Framework	Russel L. Villacarlos	Webinar	DICT Regional Office – Luzon Cluster 2	November 6 – 10
Training of Methodology in determining Tagaytay City's Urban Carrying Capacity	Renato B. Cubilla	Webinar	NEDA IV A	November 17 - 18
Strengthening Employees Mental Health in the New Normal	Renato B. Cubilla Mary Joyce P. Alcazar James Angelo V. Aves Myrna C. Calinawan Wilma E. Piedad Christopher Andrew T. Rint Harold M. Rodil Mark Philip M. Sy Russel L. Villacarlos	Webinar	CvSU	November 19
Public Sector Productivity Webinar Series	Mary Joyce P. Alcazar	Webinar	Development Academy of the Philippines	November 23-25
Regional Dissemination Forum on the Tagaytay City Urban Carrying Capacity (UCC) Study	Renato B. Cubilla	Webinar	NEDA IV A	November 25
Python Programming Essentials Course	Russel L. Villacarlos	Webinar	DICT Regional Office – Luzon Cluster 2	December 7 – 11, 14 – 18