



Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 Talisay City, Negros Island Region  
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## ISO 9001:2015 - Aligned Quality Management Systems

DOCUMENTED INFORMATION REQUIREMENTS	NOTATION/REFERENCES
1. Approved Quality Manual with Work Procedures and Forms	attached Quality Manual
a. Approved Quality Policy	ref: Quality Manual, page 5
b. QMS Scope/Process Map	ref: Quality Manual, pages 3 and 5
c. Justification for Exclusion - N/A (Not applicable)	Not applicable - No provision for exclusion, Quality Manual, page 3
d. Processes covered by QMS	ref: Quality Manual, pages 3 to 15
e. Quality Objectives of units through OPCR	attached as supplemental "e"
f. Lists of Internal and External Documents for planning and operations of QMS	attached as supplemental "f"
g. Relevant interested parties, their descriptions and requirements	attached as supplementals "g" and "h"
h. Interested parties, their issues and action plans (Note: g and h are integrated in 1 document)	attached as supplementals "g" and "h"
i. Context of Organization via SWOT for analysis and monitoring of internal and external issues	attached as supplemental "i"
j. Control of external providers to ensure that their processes, products and services meet requirements	attached as supplemental "j"
k. Approved identified risks and opportunities with corresponding action plans	attached as supplemental "k"

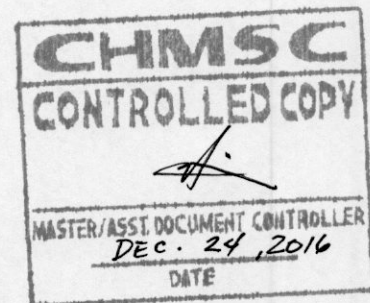
# *Approved Quality Manual with Work Procedures and Forms*

*(Note: Requirements a, b, c and d are  
integrated in the Quality Manual, see  
references as indicated)*



Republic of the Philippines  
CARLOS HILADO MEMORIAL STATE COLLEGE  
Talisay City, Negros Island Region

# QUALITY MANUAL ISO 9001:2015-Aligned Quality Management Systems




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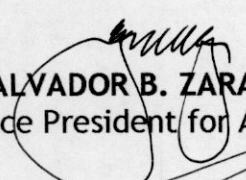


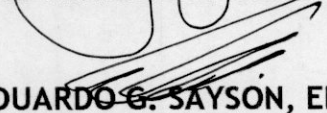
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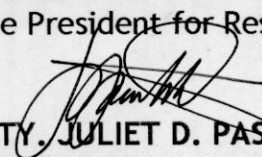
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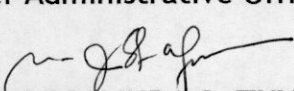
Respectfully endorsed to the College President the approval of the proposed Quality Manual with aligned Quality Management Systems to ISO 9001:2015.

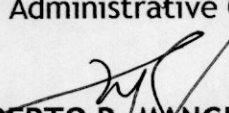
  
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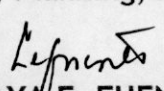
  
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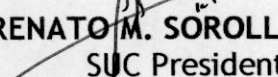
  
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## CARLOS HILADO MEMORIAL STATE COLLEGE

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### Reference Documents:

- Work Procedures
- Citizen's Charter (ARTA)
- CHED CMO's
- CSC Circulars
- DBM Regulations



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## CARLOS HILADO MEMORIAL STATE COLLEGE

### QUALITY MANUAL

#### Scope

This Quality Manual outlines the system and procedures established by Carlos Hilado Memorial State College (CHMSC) pursuant to the requirements of regulating agencies in consonance with good practices in public service. It is anchored on ISO 9001:2015 Standard for Quality Management Systems (QMS) and is applicable to all functions in the organization from the determination of students' requirements, design and development of curricula and syllabi, admission, registration, delivery of instruction and support services, evaluation and assessment and other allied functions relevant to the operation in its four campuses.

CHMSC has established and maintained this manual that describes the scope of its operation, its processes and the services covered by the QMS. It does not have any exclusion. It also contains the description of the processes interactions and procedures references for documented information.

#### Objective

This Manual serves as a guide and reference for all administrators, employees and other school stakeholders. It provides the common ground for understanding various college policies and procedures for effective implementation of its system and operation.

It takes effect upon approval of the College President, and after due dissemination to all concerned. Its review and/or amendment is subject to the substantive and procedural requirements set forth herein.

#### Definition of Terms and Acronym

CIMD	-	Curriculum and Instructional Materials Development
CHED	-	Commission on Higher Education
CHMSC	-	Carlos Hilado Memorial State College
CPAR	-	Corrective/Preventive Action Report
CSC	-	Civil Service Commission
DBM	-	Department of Budget and Management
DI	-	Documented Information
ISO	-	International Organization for Standardization 9001:2015
PO	-	Purchase Order
PR	-	Purchase Request
QA	-	Quality Assurance
QMS	-	Quality Management System
WP	-	Work Procedure



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## CARLOS HILADO MEMORIAL STATE COLLEGE

### Carlos Hilado Memorial State College History and Profile

Carlos Hilado Memorial State College (CHMSC) since its conception, has evolved from a trade school into a multidisciplinary higher education institution that provides quality education.

Located in Talisay City, Negros Island Region, CHMSC traced back its roots in 1954 by virtue of Republic Act 848, creating the Negros Occidental School of Arts and Trades (NOSAT).

In 1977, NOSAT was elevated to a College Status and the name of the school was changed into Negros Occidental College of Arts and Trades (NOCAT). In 1983, NOCAT was integrated with other two institutions through Batas Pambansa Blg. 477, an Act converting the Negros Occidental College of Arts and Trade, the Negros Occidental Community College, and the Bacolod City National Trade School into a State College known as the Paglaum State College (PSC). In 1994, the PSC was renamed Carlos Hilado Memorial State College through Republic Act No. 7707 authored by Congressman Jose Carlos V. Lacson.

For 39 years, CHMSC remained steadfast in upholding its mandate by providing higher technological, professional and vocational instruction and training in science, agriculture and industrial domains. While its short-term technical and vocational continued to flourish, the college embarked in Graduate Studies. In research, it ardently pursued distinction and moved swiftly towards progressive leadership in various fields of specialization.

Eight Presidents have provided leadership to CHMSC since its founding, whose contributions became part and parcel of what the school has become: Sulpicio P. Cartera (1983-1986), Pedro B. Rana (1987-1991), Mr. Manuel Taglorin (1911-1993), DR. Marcelino De Chavez, Serafin G. Maleficio, Ph.D. (1993-2004), Remia J. Tipon, Ph.D. (2005-2008), Benny A. Palma, Ph.D. (2008-2012), and Renato M. Sorolla, Ph.D. (2012- present).

Currently, CHMSC has four campuses: its main campus in Talisay City, the Alijis and Fortune Towne campuses in Bacolod City, and the Binalbagan campus at the Municipality of Binalbagan. Each campus is a degree granting unit for various disciplines across the whole system. It offers Industrial Technology, Teacher Education, Information and Communication Technology, Engineering, Business and Management, Criminology and Fisheries Education.

Guided by the school's vision of becoming a leading institution of learning in the Visayas, with an average of 12,000 students, CHMSC has produced successful graduates and countless professionals and leaders in various fields of private and public services, here and abroad. Vested with the mandate to provide the public with quality education, the College never ceased to serve. It has come a long way and by the grace of God, will continue to be relevant to the people of Negros Island and neighboring regions.





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## CARLOS HILADO MEMORIAL STATE COLLEGE

### Vision Statement

Green CHMSC EXCELS: Excellence, Competence, and Educational Leadership in Science and Technology

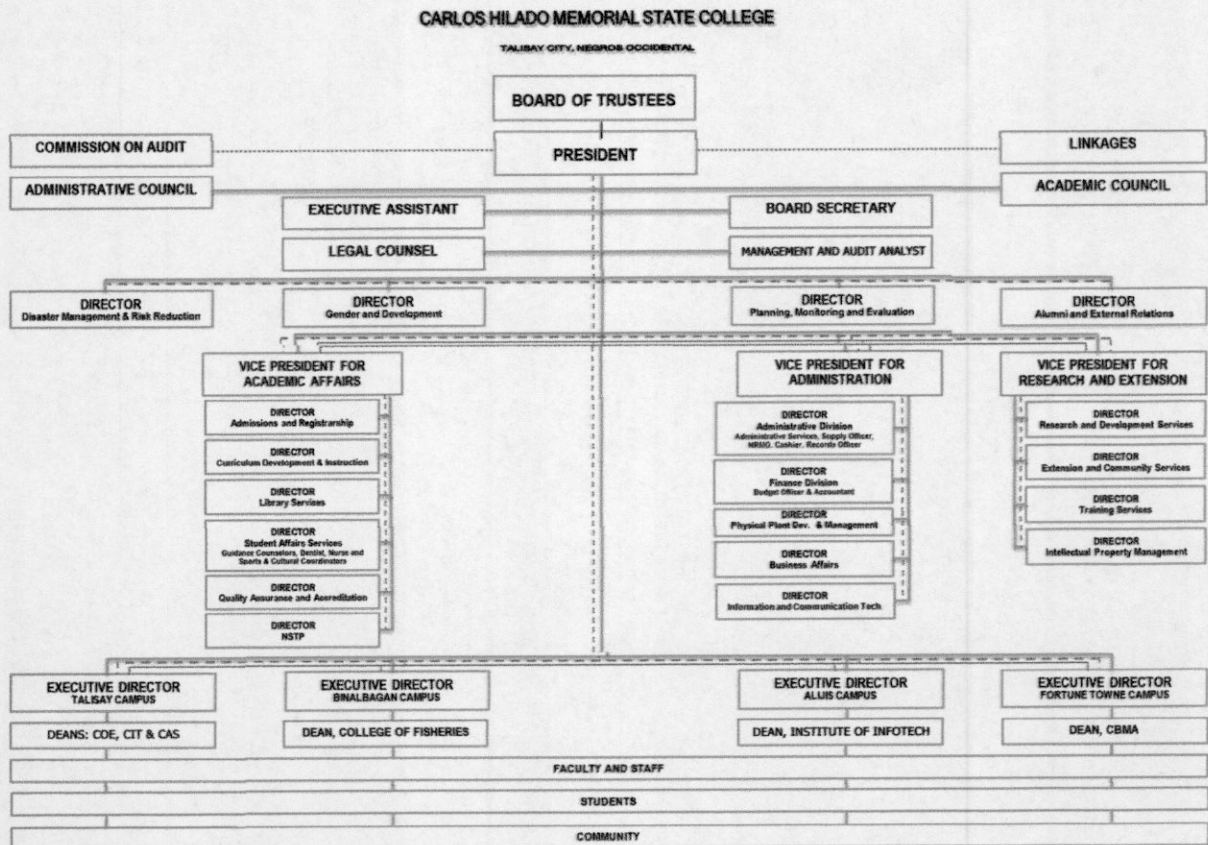
### Mission Statement

A leading institution in higher and continuing education committed to engage in quality instruction, development-oriented research, lucrative economic enterprise, and responsive extension and training services through relevant academic programs to empower a human resource that responds effectively to challenges in life and acts as catalyst in the holistic development of a humane society.

### Quality Policy Statement

We commit to deliver quality higher education services in conformance with established standards through competent Human Resource and Functional Systems adherent to the Principle of continual improvement for customers' satisfaction.

### Organizational Chart



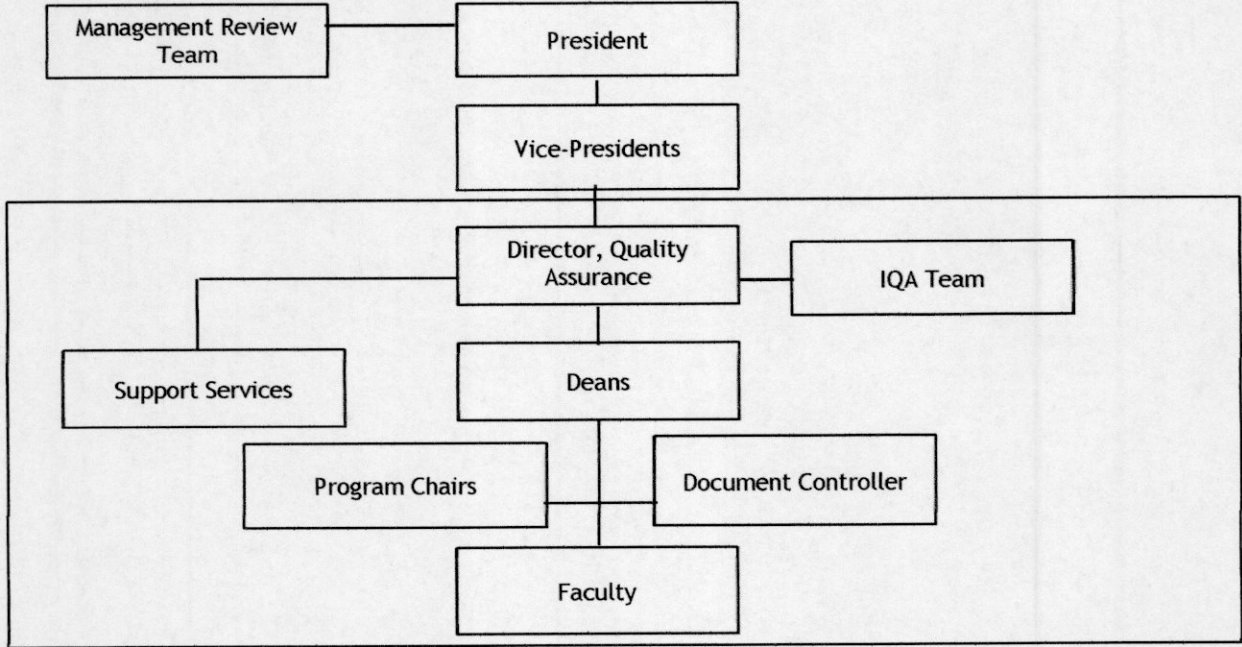


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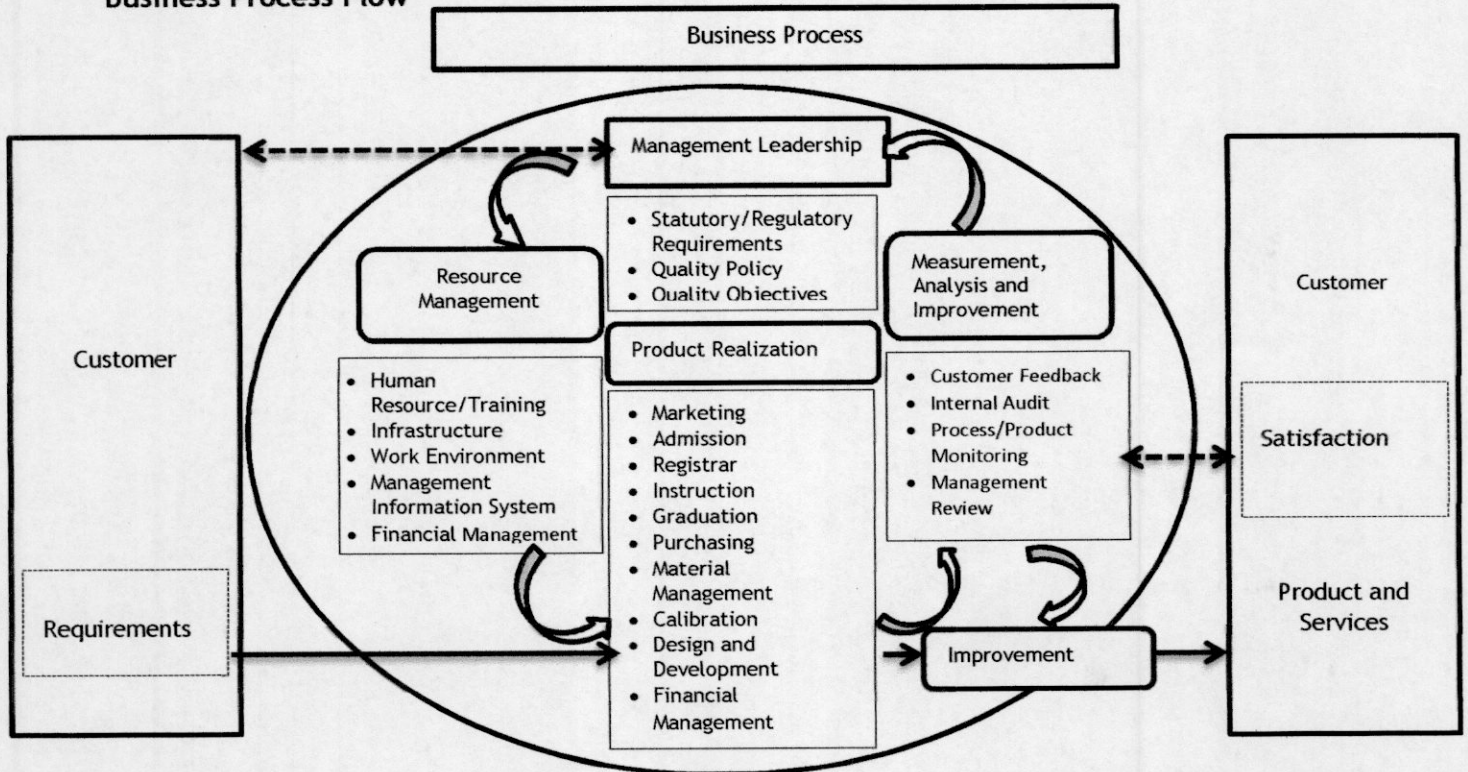
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## CARLOS HILADO MEMORIAL STATE COLLEGE

### Quality Management System Chart



### Business Process Flow





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## CARLOS HILADO MEMORIAL STATE COLLEGE

### General Requirements

CHMSC has established, documented, implemented and maintained a Quality Management System as per requirements of regulating agencies, this manual and of the international standards and as a means of assuring its present and future clients that its services conform to the specified requirements.

Through this Quality Manual and International Standards, statutory and regulatory requirements such as Commission on Higher Education (CHED), Civil Service Commission (CSC) and Department of Budget and Management (DBM), all processes and its sequences and interactions are determined including the criteria and methods of control, to ensure its effectiveness.

Management review and internal quality audits are conducted for monitoring and measuring the effectiveness of the system. Results of these monitoring and measurements are analysed, necessary resources are provided and planned and results are achieved through implemented actions for continual improvement.

Some processes needed for its system and operation are outsourced. All processes and activities however are being done within the organization.

### Control of Documented Information

CHMSC ensures that its system and operation are documented. Policies are established, published and posted in appropriate locations. Provisions for operation, strategic priorities, and procedures are well defined as required by the international standard and the organizational process.

The documentation structure includes:

- Level 1 - Quality Manual, Quality Policy and Quality Objectives
- Level 2 - Work Procedures
- Level 3 - Work Instructions (WI), standards, applicable statutory and regulatory requirements, policies, reference documents and records

### Documents

CHMSC has established a documented procedure which ensures the necessary control on the approval, issuance, review, update and re-approval of documents, identification of the changes made and current revision status, availability of the documents at point of use, legibility, identification and control of external and obsolete documents.

### Records

CHMSC has established and maintained documented procedure, both from regulating agencies and internally adopted, which defines the control necessary for the identification, storage, protection, retrieval, legibility, retention time and disposition of records.



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## CARLOS HILADO MEMORIAL STATE COLLEGE

### Management Leadership and Responsibility

CHMSC through the established Quality Policy, Quality Objectives, management review meetings, strategic planning and communication to the educational organization the importance of meeting student/customer as well as statutory and regulatory requirements will demonstrate its commitment to the implementation and effectiveness of the quality system.

### Customer Focus

CHMSC determines its customer requirements through the documented curriculum, cost per unit and admission requirements. It enhances customer expectation and satisfaction through customer satisfaction survey analysis conducted once in every year.

### Quality Policy

CHMSC has established and documented a Quality Policy which serves as a framework for quality objectives. This is being reviewed every 3 years to check its suitability in the organization and communicated to all levels and functions in the organization for proper understanding and implementation.

### Planning

Quality objectives are established at relevant functions and levels within the organization to satisfy customer requirements and for continual improvement on the effectiveness of its operation.

CHMSC carries out the planning through the annual action plans for the achievement of the quality objectives and observance of documented procedures, taking into account the context of organization. Potential risks are identified and their management considered to eradicate or reduce their impact to the organization, and are made integral part of the plan.

### Responsibility and Authority

CHMSC organizational chart is shown in page 5 of this document. The responsibilities and authorities of employees involved in the operation are defined in the job descriptions and are communicated with acknowledgement by the employees concerned.

### Internal Communication

CHMSC has established appropriate communication processes such as but not limited to regular meetings with different departments/levels in the organization, awareness, trainings, memoranda, school organs, e-mails, inter-office memos, circulars, information boards, etc. to share information in order to ensure the effectiveness of the Quality Management System.

### Management Review

Management review is conducted at least once a year preferably after Internal audit, and



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## CARLOS HILADO MEMORIAL STATE COLLEGE

as the need arises, to discuss and assess problems and effectiveness in the fulfilment of requirements and indicators of the Quality Management System and opportunities for improvement.

The minimum agenda of the management review are as follows but not limited to: results of audits, client feedback, process performance and product conformity, status of corrective and follow-up actions from previous management review, changes that could affect the operation, performance of external providers recommendations for improvement.

As a result of the management review, decisions and actions are made by the top management in relation to the resources needed and the improvement of Quality Management System effectiveness, its processes and product requirements.

### Resource Management

To enhance client satisfaction and ensure that Quality Management System is implemented, maintained and improved, an annual planning is convened by the President for the determination and provision of necessary resources to support this objective.

### Human Resources

CHMSC ensures that instructional and support personnel, and all others performing any task in the Quality Management System are competent in their assigned task and are hired based on qualification requirements.

### Competence and Awareness

CHMSC determines the necessary competence for personnel through experience, skills, training and education. Training is provided as a result of the training needs survey analysis conducted annually, after which a training effectiveness is evaluated through regular job performance appraisals. Regular meetings are conducted in different departments on the awareness and the achievement of the institutional objectives and goals.

All appropriate records are filed and maintained in accordance with the requirement of documented information.

### Infrastructure and Facilities

CHMSC determines, provides and maintains the infrastructure and facilities needed to achieve conformity to product requirements through the preventive maintenance plan and checklists for buildings, working spaces, classrooms, laboratories, workshops, libraries, green areas, water, electricity, health services, equipment used for teaching-learning process, transport, school store, cafeterias, internet services, telecommunication and other associated utilities.



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### Work Environment

CHMSC defines and manages the work environment through instructions for safety rules and guidance, the use of personal protective equipment, preventive maintenance plans and checklists in relation to lighting, hygiene and sanitation, environmental conditions for learning such as temperature, humidity, noise, pollution, ventilation and ergonomics.

### Product Realization

CHMSC plans and develops all the processes needed for the realization of product such as, but not limited to, the established objectives, designing and developing curricula and syllabi, marketing and promotion, establishment of research areas or projects, providing library, Information and Communication Technology (ICT) and other services, admitting of candidates, classroom allocations, laboratories, maintaining facilities, procuring and acquiring materials and other resources, assessment and evaluation methods, training and hiring.

All associated documents and records are maintained as part of control on documented information.

### Customer-Related Processes

Product requirements including delivery/post-delivery activities are defined to meet academic, professional and society's expectation through the approved curricula and syllabi, as per CHED and other requirements on Academic Programs.

Review of the requirements such as the curriculum is being conducted by the Curriculum and Instructional Materials Development (CIMD) Office and the review of the syllabus is conducted by the Dean together with the Program Chairs and teachers concerned.

### Customer Communication

Customer communication is either by phone, in person, official written communication, customer satisfaction survey and customer complaints.

### Design and Development

In designing and developing the curriculum, CHMSC considers the benefit of the students and other stakeholders. All activities are done appropriate to the purpose and duration of the education.

All Work Procedures are ensured so that instruction materials match with the requirements. Equipment used for any instructional purposes are also calibrated.

Assessments are undertaken to determine how instruction can assist students become competent, how new requirements can be met, specific measures on effectiveness of instruction, and if skills taught match the curricular requirements.



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Inputs to the design curricula include, but not limited to the following: prerequisites of courses, required competence of teachers, certification, licenses or occupational requirements and data on research.

Outputs for the design and development include skills and knowledge acquired by students, assessment of performance and appropriate instruction strategies.

Review of the curricula is done by the Curriculum and Instructional Materials Development (CIMD), Dean, Department Chair, teachers concerned and approved by the Board of Trustees upon endorsement of the Academic Council and compliance with CHED requirements.

Review of the syllabi is done in the local level by the teachers concerned and Program Chair, and approved by the Dean.

Design and development verification is done to check whether the output stage matches the input specifications.

Validation of curricula and syllabi is performed through examinations, facility and equipment compliance, qualification of teachers and other requirements.

Any changes that could lead to curricula and syllabi review are identified, documented, authorized and communicated to involved personnel. Records are maintained accordingly.

### **Procurement**

CHMSC ensures that all goods and services purchased are in conformance with the requirements of the Government Procurement Reform Act (R.A 9184) and its IRR, 6<sup>th</sup> ed. as per approved Annual Procurement Plan (APP).

Selection criteria and evaluation, re-evaluation of suppliers are also established.

### **Procurement Information**

All goods and services to be purchased are specifically described in the purchase requisitions, performance or delivery contracts and purchase/sales orders. All procurement must be based on the approved annual Procurement Plan (APP). Prior to approval and communication with the suppliers, the adequacy of requirements is ensured by the Bids and Awards Committee.

### **Verification of Procured Goods and Services**

CHMSC has established and implemented inspection activities to ensure that product purchased goods and services are in accordance to requirements as specified in the purchase request/order.



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### Control of Operation and Service Provision

Processes in CHMSC are planned, controlled and carried-out through the work instructions, documented procedures, operational procedures, guidelines and maintenance plans.

Generally accepted methods of instructions, topics to be taught are identified by the organization and the delivery of instructions is monitored to determine compliance with the learning objectives.

### Validation of Processes and Service Provision

Validation of curricula and syllabus is performed through examinations, equipment approval and teachers' qualification or certification.

### Identification and Traceability

CHMSC ensures that students are identified and can be traceable through the student identification number, curricula, course and schedules. Laboratory equipment are assigned with equipment numbers, textbooks have also proper coding.

### Customers and External Providers Property

CHMSC ensures that all customer properties are identified such as students' certificates, diplomas, birth certificates, previous level cards, similar documents given by students, students owned equipment, medical and paperwork exams, textbooks. All these customer properties are safeguarded to protect their value and possible damages. When these properties are lost or damaged, they must be immediately reported to the customer for proper disposition. In the case of external provider properties such as tools and equipment, gadgets and the like, the same policies are followed. The documented information on what has occurred is retained.

### Preservation of Product

CHMSC ensures that syllabi, curricula, books, disks, computer programs or electronic materials, chemicals for laboratories, products used for teaching and equipment are properly handled, stored, preserved and protected.

### Control of Monitoring and Measuring Equipment

CHMSC has identified its monitoring and measuring equipment through the masterlist of calibration. The frequency of calibration is also reflected in the masterlist.

Records and results of calibration are maintained in accordance to the requirements documented information.





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### Measurement, Analysis and Improvement

CHMSC plans and implements the monitoring, measurement, analysis and improvement process as a result of the objectives against actualization, progress reports and inputs to continual improvements of the Quality Management System.

### Customer Satisfaction

Customer satisfaction is monitored through the customer satisfaction survey/ analysis conducted once a year.

### Evaluation and Analysis

Analysis of appropriate data arising from monitoring and measurement is done to demonstrate the effectiveness of the system and operation and for its continual improvement. This includes all necessary results of monitoring such as customer satisfaction and product and process conformity.

### Internal Quality Audit

Internal quality audits are conducted at planned intervals at least once a year to determine whether the system and operation are effectively implemented and maintained in accordance to planned arrangements and to the requirements of the standard.

### Monitoring and Measurement of Processes

Processes are monitored and measured as per quality objectives in the action plan conducted annually. These are discussed in regular scheduled meetings. Quality Management Systems are measured through internal quality audits conducted at least once a year.

All non-conformances found as a result of the audit shall be subjected to corrective actions to ensure conformity of the product and services.

### Monitoring and Measurement of Product

CHMSC monitors and measures the product to ensure that curriculum requirements are met as per planned arrangements, acceptance criteria and defined objectives.

Specific evaluation processes such as assessments, tests or examinations are used to measure the progress to comply with curriculum requirements.

### Control of Non-Conforming Product

CHMSC has established a documented procedure for the identification, segregation, control, documentation, evaluation and disposition of non-conformances.



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Where a non-conformity exists involving student participation, students may be provided with additional assistance and allowed to be re-assessed or transferred to another study program.

Records of non-conformities shall be maintained as documented information.

### Continual Improvement

CHMSC shall continue to improve its system and operation through management review meetings, regular monitoring of the quality objectives, internal quality audits, analysis of data and corrective actions.

### Corrective Action

CHMSC has established, implemented and maintained a documented procedure for corrective action.

## List of Work Procedures and Forms

- Physical Facilities Rental Procedure
- Assignment of Teaching Loads
- Curriculum Design, Review and Revision
- Operational Guidelines of the Dental Services
- Procedures and Work Instruction for Extension Services
- Guidance Office-Counseling Services
- Filling-up Vacancies with Regular Plantilla Items for Faculty and Staff
- Borrowing of Books
- Audit Process
- Office of the Student Affairs Student Assistantship Program
- Preparation, Review and Approval of the Proposed Projects and Enhancements of the Physical Facilities of the College
- Research Generation
- Preparation, Review and Approval of Records Management Guide
- Request for School Records (Transcript of Records/Transfer Credential) and Enrolment Flow
- Training Services-Training Needs Assessment and Evaluation



# WORK PROCEDURE

Doc. No: CHMSC-BAO-WP-01

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## Title: Physical Facilities Rental Procedure

### 1.0 Objective

To establish a system in renting and usage of the physical facilities for income and resource generation programs in order allotted with control numbers for viable transparency of office documents.

### 2.0 Scope

This work procedure covers the Physical Facilities Rental and Income Resource Generating activity transactions.

### 3.0 Definitions and Abbreviations

- 3.1 Focal Person – Prepares the over-all transactions including statement of account for rentals.
- 3.2 Tenants – Specified clientele/person who occupies stalls or property rented inside the college.
- 3.3 Physical Facilities – Structures/Establishment inside the College Property comprising food establishment, light rented fixtures and some physical equipment included inside.
- 3.4 Dormitory – A college hall of residence or hostel for Students.
- 3.5 VPAA – Vice President for Academic Affairs
- 3.6 IRGP – Income and Resource Generation Program

### 4.0 References

- 4.1 IRGP Manual

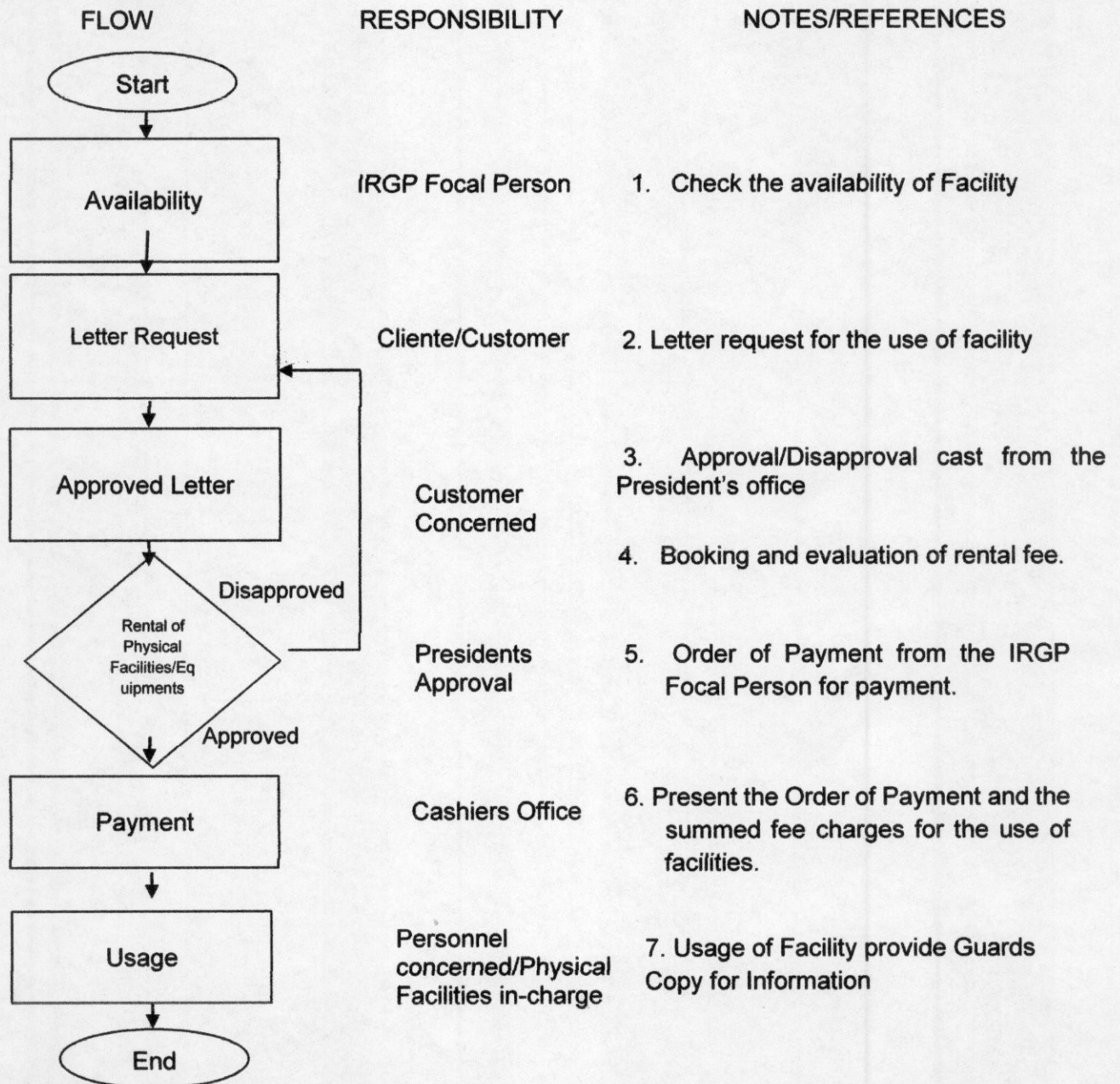


# WORK PROCEDURE

Doc. No: CHMSC-BAO-WP-01

## Title: Physical Facilities Rental Procedure

### 5.0 Details





# WORK PROCEDURE

Doc. No: CHMSC-BAO-WP-01

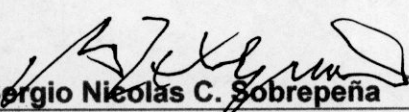
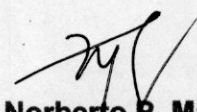
**Title: Physical Facilities Rental Procedure**

## 6.0 Attachments

- Business Affairs Form Number 1
- Business Affairs Form Number 2
- Business Affairs Form Number 9

## 7.0 Forms

- 7.1 Business Affairs Form number 1
- 7.2 Business Affairs Form number 2
- 7.3 Business Affairs Form number 9

Reviewed by:	Approved by:
	
Dr. Sergio Nicolas C. Sobrepeña	Dr. Norberto P. Mangulabnan
Date: 12/27/2016	Date: 12/27/2016



CARLOS HILADO MEMORIAL STATE COLLEGE  
Talisay City, Negros Occidental

**BUSINESS AFFAIRS OFFICE**

Request Form for the Use of CHMSC Physical Facilities

- Audio Visual Room
- Function Room
- Gym
- Student Center
- Board Room
- Football Field

Date of Request: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose: \_\_\_\_\_

Facilities Needed: \_\_\_\_\_

Requested by:

\_\_\_\_\_  
Name & Signature

Recommending Approval:

\_\_\_\_\_  
Dean/Director

Noted:

Approved:

\_\_\_\_\_  
In - charge of Facilities

**Dr. Sergio Nicolas C. Sobrepeña**  
Director, Business Affairs

**In Charge Of Facilities Copy**



CARLOS HILADO MEMORIAL STATE COLLEGE  
Talisay City, Negros Occidental

**BUSINESS AFFAIRS OFFICE**

Request Form for the Use of CHMSC Physical Facilities

- Audio Visual Room
- Function Room
- Gym
- Student Center
- Board Room
- Football Field

Date of Request: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose: \_\_\_\_\_

Facilities Needed: \_\_\_\_\_

Requested by:

\_\_\_\_\_  
Name & Signature

Recommending Approval:

\_\_\_\_\_  
Dean/Director

Noted:

Approved:

\_\_\_\_\_  
In - charge of Facilities

**Dr. Sergio Nicolas C. Sobrepeña**  
Director, Business Affairs



CARLOS HILADO MEMORIAL STATE COLLEGE  
Talisay City, Negros Occidental

**BUSINESS AFFAIRS OFFICE**

Request Form for the Use of CHMSC Physical Facilities

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Date Needed: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose: \_\_\_\_\_

Facilities Needed: \_\_\_\_\_

Requested by:

\_\_\_\_\_  
Name & Signature

Recommending Approval:

\_\_\_\_\_  
Dean/Director

Noted:

Approved:

\_\_\_\_\_  
In - charge of Facilities

**Dr. Sergio Nicolas C. Sobrepeña**  
Director, Business Affairs

**File Copy**



CARLOS HILADO MEMORIAL STATE COLLEGE  
Talisay City, Negros Occidental

**BUSINESS AFFAIRS OFFICE**

Request Form for the Use of CHMSC Physical Facilities

- Audio Visual Room
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Date of Request: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose: \_\_\_\_\_

Facilities Needed: \_\_\_\_\_

Requested by:

\_\_\_\_\_  
Name & Signature

Recommending Approval:

\_\_\_\_\_  
Dean/Director

Noted:

Approved:

\_\_\_\_\_  
In - charge of Facilities

**Dr. Sergio Nicolas C. Sobrepeña**  
Director, Business

**Control No.: OP ARF-16-001**

Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
Talisay City, Negros Occidental  
**BUSINESS AFFAIRS OFFICE**  
Tel. no. (034) 495-1635

**ORDER OF PAYMENT**

DATE: ARF-12/22/2016

NAME OF PAYOR: \_\_\_\_\_

NATURE OF PAYMENT	AMOUNT
<b>TOTAL</b>	-

Issued by: \_\_\_\_\_  
**Business Affairs Office Personnel**

Payment Received by: \_\_\_\_\_  
**Cashier's Office Personnel**

Paid O.R. No. \_\_\_\_\_  
Date \_\_\_\_\_  
Amount \_\_\_\_\_

CHMSC-BAO-FO1  
DEV. 2  
EFFECTIVE DATE: December 2016

Customer's Copy

**Control No.: OP ARF-16-001**

Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
Talisay City, Negros Occidental  
**BUSINESS AFFAIRS OFFICE**  
Tel. no. (034) 495-1635

**ORDER OF PAYMENT**

DATE: ARF-12/22/2016

NAME OF PAYOR: \_\_\_\_\_

NATURE OF PAYMENT	AMOUNT
<b>TOTAL</b>	-

Issued by: \_\_\_\_\_  
**Business Affairs Office Personnel**

Payment Received by: \_\_\_\_\_  
**Cashier's Office Personnel**

Paid O.R. No. \_\_\_\_\_  
Date \_\_\_\_\_  
Amount \_\_\_\_\_

CHMSC-BAO-FO1  
DEV. 2  
EFFECTIVE DATE: December 2016





Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
Talisay City, Negros Occidental  
BUSINESS AFFAIRS OFFICE (Tel. no. 034 495-1635)

APPLICATION FOR RENTAL OF EQUIPMENT AND FACILITIES

Date: \_\_\_\_\_

QTY	DESCRIPTION	Unit Cost of Rental	Total Cost of Rental
			-
			-
			-
	<b>TOTAL</b>		-

I/We agree to the following conditions:

- That the borrower will use the equipment/facilities from: \_\_\_\_\_ Date/time \_\_\_\_\_ Date/time
- That the borrower shall take care and return the equipment/facilities in good condition.
- That the borrower shall pay for the cost of damage or loss during the use of equipment/facilities.
- That in case reservation is cancelled before the scheduled date of usage, the amount for the paid rental shall be forfeited.
- That the borrower is willing to pay for the extra charges of the excess time, in the actual usage of facilities.

Borrower: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Name and Signature

With consent: \_\_\_\_\_ Approved: \_\_\_\_\_ Paid O.R. No. \_\_\_\_\_

Date \_\_\_\_\_

Amount \_\_\_\_\_

In-charge of Equipment/Facilities

Director, Business Affairs



Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
Talisay City, Negros Occidental  
BUSINESS AFFAIRS OFFICE (Tel. no. 034 495-1635)

APPLICATION FOR RENTAL OF EQUIPMENT AND FACILITIES

Date: \_\_\_\_\_

QTY	DESCRIPTION	Unit Cost of Rental	Total Cost of Rental
			-
			-
			-
	<b>TOTAL</b>		-

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Borrower: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Name and Signature

With consent: \_\_\_\_\_ Approved: \_\_\_\_\_ Paid O.R. No. \_\_\_\_\_

Date \_\_\_\_\_

Amount \_\_\_\_\_

In-charge of Equipment/Facilities

Director, Business Affairs



# WORK PROCEDURE

Doc. No: CHMSC-CAS-WP-01

---

## Title: Assignment of Teaching Loads

### 1.0 Objective

To establish a system in assigning teaching load to faculty member

### 2.0 Scope

This work procedure covers the teaching load assignment of faculty member in the College.

### 3.0 Definitions and Abbreviations

- 3.1 Teaching Load – the individual subject's assignment of a faculty member for a given semester/summer.
- 3.2 Teacher's Competence – the academic qualifications, skills, trainings and teaching experiences of a faculty member as prescribed by the program's CMO and other applicable policies.
- 3.3 Load Notice – the subjects assigned to a faculty member with corresponding tentative schedule, duly signed by the dean and concerned teacher.
- 3.4 Individual Teacher's Program – the final teaching loads assignment of faculty with finalized schedule and other faculty-related activities.
- 3.5 VPAA – Vice President for Academic Affairs

### 4.0 References

- 4.1 College Code
- 4.2 Faculty Manual
- 4.3 Curriculum
- 4.4 Program's CMO

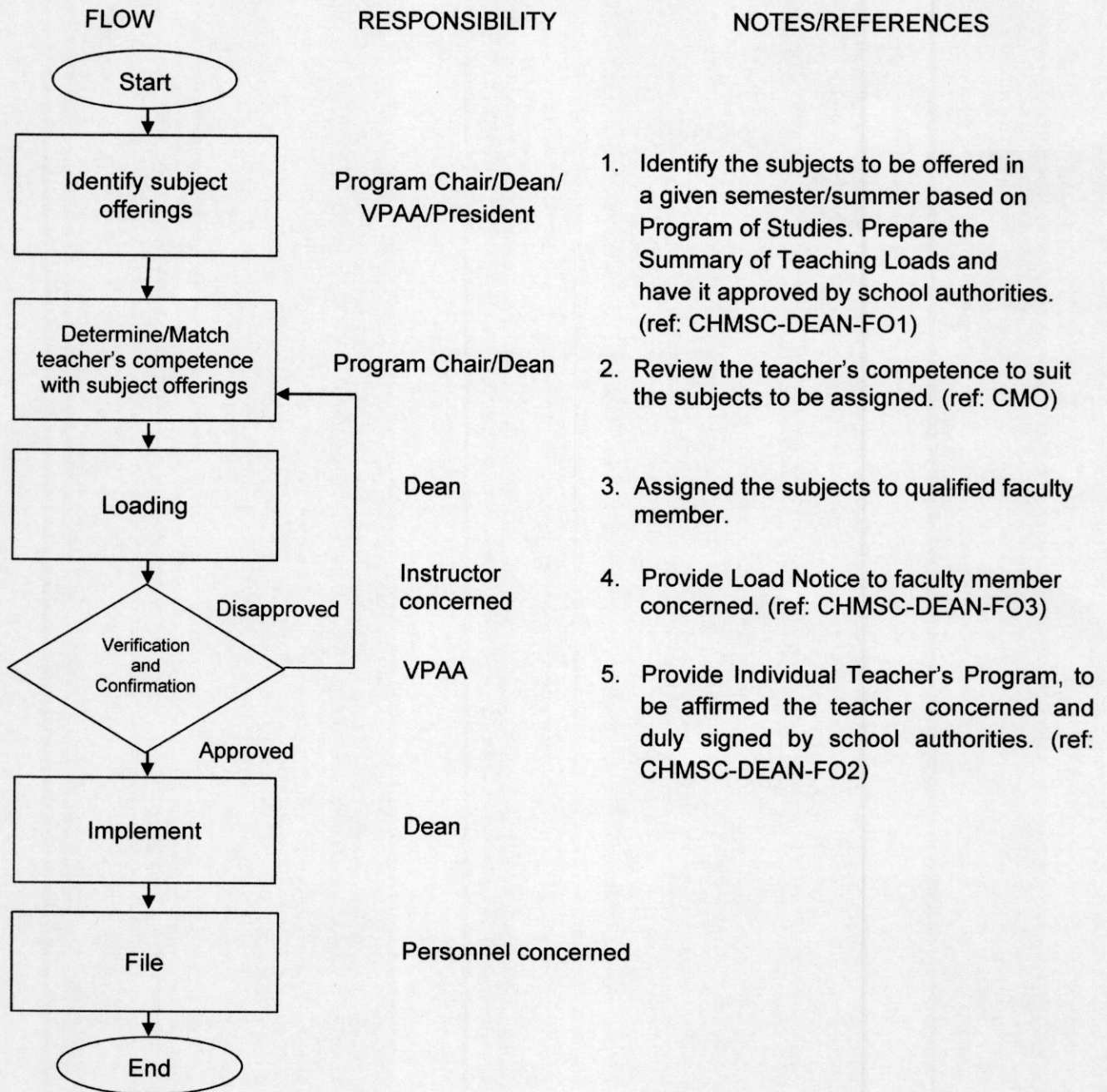


# WORK PROCEDURE

Doc. No: CHMSC-CAS-WP-01

## Title: Assignment of Teaching Loads

### 5.0 Details





# WORK PROCEDURE

Doc. No: CHMSC-CAS-WP-01


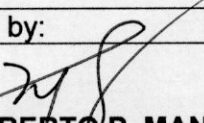
**Title: Assignment of Teaching Loads**

## 6.0 Attachments

1. Curriculum
2. CMO

## 7.0 Forms

1. Summary of Teaching Loads (CHMSC-DEAN-FO1)
2. Individual Teacher's Program (CHMSC-DEAN-FO2)
3. Load Notice (CHMSC-DEAN-FO3)

Reviewed by:  <b>ENGR. MARLYN G. JOVER</b> Dean, College of Arts & Sciences	Approved by:  <b>DR. NORBERTO P. MANGULABNAN</b> Director, QAA
Date <i>12/22/16</i>	Date <i>Dec 23, 2016</i>



SUMMARY OF TEACHING LOADS  
College of Arts and Sciences  
Semester A. Y. \_\_\_\_\_



Faculty	Academic Rank/ Designation	Educational Qualification/Area of Specialization	Courses / Subjects to be Taught		Course/ Year / Section	Number of Students	Course Units and Hours						Total Load	No. of Prep	Work Equivalen- cy	Loads in other unit	Total Work Loads	Over load	Under- load
			Course Code	Descriptive Title			Units/week			Hours/week									
			Lec	Lab	Total	Lec	Lab	Total	Total										

Prepared by: \_\_\_\_\_ Recommending Approval: \_\_\_\_\_ Approved: \_\_\_\_\_

**ENGR. MARLYN G. JOVER**      **ANTONIO L. DERAJA, Ph D**      **JANET P. ESPINOSA**      **RENATO M. SOROLA, Ph D**  
Dean, College of Arts & Sciences      Executive Director      VP for Academic Affairs      SUC President II

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_



Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 COLLEGE OF ARTS AND SCIENCES  
 Talisay City, Negros Occidental  
**INDIVIDUAL TEACHER'S PROGRAM**



Name: \_\_\_\_\_  
 Educational Qualification: \_\_\_\_\_  
 Designation: \_\_\_\_\_

Academic Rank: \_\_\_\_\_  
 Major: \_\_\_\_\_  
 No. of Preparations: \_\_\_\_\_

School Year: \_\_\_\_\_  
 Minor: \_\_\_\_\_  
 Contact Time: \_\_\_\_\_

TIME	MONDAY	WEDNESDAY	FRIDAY	TIME	TUESDAY	THURSDAY
7:15 - 7:30	FLAG-RAISING CEREMONY			7:30 - 9:00		
7:30 - 8:30				9:00 - 10:30		
8:30 - 9:30				10:30 - 12:00		
9:30 - 10:30				12:00 - 1:30		
10:30 - 11:30				1:30 - 3:00		
11:30 - 12:30				3:00 - 4:30		
12:30 - 1:30				4:30 - 6:00		
1:30 - 2:30				6:00 - 7:30		
2:30 - 3:30				7:30 - 9:00		
3:30 - 4:30						
4:30 - 5:30						
5:30 - 6:30						
6:30 - 7:30						

Prepared by: \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

Approved: \_\_\_\_\_

**ENGR. MARLYN G. JOVER**  
 Dean, College of Arts and Sciences

**JANET P. ESPINOSA Ph.D.**  
 Vice-President for Academic Affairs

**RENATO M. SOROLLA, Ph. D.**  
 SUC President II

\_\_\_\_\_  
 Signature of Faculty



Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 Talisay City, Negros Occidental



**COLLEGE OF ARTS & SCIENCES**

Date:

\_\_\_\_\_  
 Regular Faculty Member  
 This College

This is to inform you of your teaching assignments for the \_\_\_\_ Semester of School Year  
 \_\_\_\_\_ as reflected below:

SUBJECT	DESCRIPTIVE TITLE	COURSE & SECTION

1. Submit updated or enriched course syllabus in said subjects. Course Syllabus shall use the required format.
2. Provide individual students with course syllabus at the start of the class/semester.
3. Prepare and submit Table of Specifications for each subject which shall be the basis for the midterm and final examinations.
4. Individual Teacher's Program will be provided for your signature. It is requested that the original copy of the program be returned to the office for finalization and formalization. Kindly reflect on it your schedule for academic advising for at least one hour per week.
5. Revising the schedules without approval by the office is prohibited. Irregular students are adversely affected by arbitrary changing of schedule by the teachers. Request for revision or change in schedule should be done officially in writing.

Should there be any clarification or suggestion, please confer with the Dean.

Looking forward to your meaningful interaction with our students.

**ENGR.MARLYN G. JOVER**  
 Dean, College of Arts & Sciences

Copy of Load Notice Received:

\_\_\_\_\_  
 Name & Signature of Faculty

Date: \_\_\_\_\_

***f. Lists of Internal and  
External Documents  
for planning and  
operations of QMS***



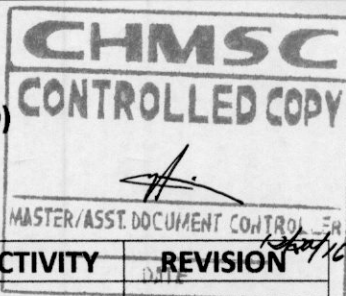
**LISTS OF INTERNAL AND EXTERNAL DOCUMENTS**

**REFERENCES USED IN PLANNING/OPERATION**

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<b>MASTERLIST OF EXTERNAL DOCUMENTS ( CHED)</b>	<b>1-2</b>
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<b>MASTERLIST OF EXTERNAL DOCUMENTS ( CSC)</b>	<b>5-7</b>
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<b>MASTERLIST OF INTERNAL DOCUMENTS ( MEMO)</b>	<b>9-11</b>
<b>MASTERLIST OF INTERNAL DOCUMENTS ( S.O)</b>	<b>12-17</b>

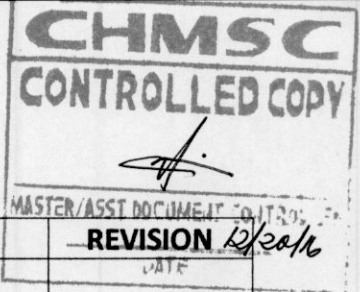
**MASTERLIST OF EXTERNAL DOCUMENTS(CHED)**



TITLE	SOURCE	EFFECTIVITY	REVISION
<b>DEP ED ORDER # 54, S. 2009</b> Revised Guidelines Governing Parents-Teachers Association	DEP-ED	June 1,2009	
<b>CHED MEMO ORDER # 34 S, 2010</b> Clarification Guidelines for the Suspension of Classes in Higher Education Institutions (HEIs) due to typhoon/Storms,Flooding and other Weather Disturbances	CHED	Oct.22,2010	
<b>CHED MEMO ORDER NO.32 S.2010</b> Moratorium on th Opening of All Undergraduate and Graduate Programs in Business Administration ,Nursing ,Teacher Education ,Hotel and Restaurant Management and Information Technology Education effective SY 2011-2012	CHED	Sept.30,2010	
<b>CHED MEMO ORDER # 40, s. 2010</b> Implementing Guidelines on the Joint CHED-PRC Circular No.1, s 2010 on the Authority to Operate Board Programs	CHED	Dec.1,2010	
<b>CHED MEMORANDUM NO. 69 S, 2011</b> <b>Oplan Balik-Eskwela 2011</b>	CHED	June 2, 2011	
<b>CHED MEMORANDUM NO. 80, S. 2011</b> Urgent Reiteration on the Submission by All Higher Education Institutions (HEIs ) of Reports on Compliance with Republic Act No. 7877 known as the Anti-Sexual Harassment Act 1995” for Reportin during the First Higher Education Summit on Gender Issues	CHED	June 24, 2011	
<b>CHED MEMORANDUM NO. 104, S, 2011</b> Reiterating SUCs Compliance with CHED’s Policies, Standards and Guidelines and Other Issuances on the Offering of Degree Programs	CHED	Aug. 1, 2011	
<b>CHED MEMO ORDER NO.17, S. 2012</b> Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students	CHED	June 11,2012	
<b>CHED MEMO ORDER NO. 37, S. 2012</b> Policies, Standards and Guidelines in the Establishments of an Outcomes-Based Education (OBE)System in Higher Education Institutions Offering Engineering Programs	CHED	Sept.11,2012	
<b>CHED MEMORANDUM NO. 41, S. 2013</b> Request for Submission of List Existing Disaster Risk Reduction and Management Related	CHED	March 1, 2013	

Training/Courses Conducted by Government, Non-Government Offices and Academic Institutions from 2000-2008			
<b>CHED MEMORANDUM NO. 42, S. 2013</b> Zonal Orientation on CMO NO. 46, S. 2012 Entitled "Policy-Standard to Enhance Quality Assurance (QA) in Phil. Higher Education Through an Outcomes-Based and Typology-Based QA	CHED	March 7, 2013	
<b>JOINT MEMO CIRCULAR 2014-1 (CHED AND DBM)</b> Guidelines on the Implementation of Expanded Students Grants-in-Aid Program for Poverty Alleviation	CHED	Feb.3,2014	
<b>MEMO FROM THE CHAIRPERSON</b> Unauthorized Solicitations from unidentified Individuals Using the Name of CHED Officials or CHED Staff Claiming Various Facilitation Fees	CHED	May 15,2014	
<b>MEMO FROM THE CHED CHAIRPERSON</b> Official Partnership Between CHED and BPO CareerHub.com on the Establishment of an online Job Portal Catering to the Business Process Outsourcing(BPO) AND Knowledge Process Outsourcing Industries	CHED	May 26,2014	
<b>CHED MEMO ORDER NO.16 , S. 2014</b> Addendum to CMO No. 13, s.2014entitled " Revise Guidelines for the Implementation of Student Financial Assistance Programs effective AY 2014-2015	CHED	June 6,2014	
<b>DEPARTMENT MEMORANDUM NO. 2014-0260</b> Subject: Interim Guidelines on the Preparedness and Response to MERS-GOV	DOH	Sept.2,2014	
<b>INTERIM GUIDELINES NO.10</b> For the Prevention and Control of Influenza A(H1N1) In Schools	DOH		
<b>MEMORANDUM CIRCULAR NO.2015-1</b> Guidelines on the Grant of performance Based Bonus for Fiscal year 2015 under E.O No.80	Inter Agency Task Force on Harmonization of Nat Performance Monitoring , Information & Reporting System	Aug.12,2015	
<b>CHED SPECIAL ORDER NO. 75, S. 2015</b> Designated CHED Regional Office and Office of Student Development and Services Coordinators on the Use of Security paper	CHED	Oct.22,2015	
<b>CHED MEMO ORDER NO. 09 ,S.2016</b> Guidelines for Senior High School Support Grants under K to 12 Transition Program	CHED	March 14,2016	

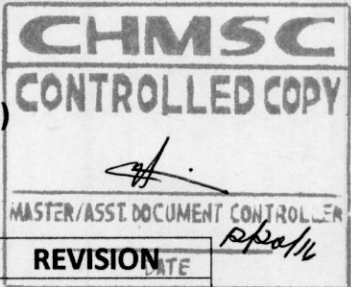
**MASTERLIST OF EXTERNAL DOCUMENTS(DBM)**



TITLE	SOURCE	EFFECTIVITY	REVISION DATE
<b>DBM CIRCULAR NO. 2010-1</b> Rulesd and Regulations on the Grant of the Year-End Bonus and Cash Gift for FY 2010 and Year Thereafter	DBM	FY 2010	
<b>DBM CIRCULAR NO.2011</b> Subject: Directing the Use of the Procurement Service (PS) and the Philippines Government Electronic Procurement System ( PhilGEPS)in the Procurement Activities	DBM	Aug.25, 2011	
<b>DBM CIRCULAR NO.2011-5</b> Supplemental Guidelines on the Grant of Collective Negotiation Agreement (CNA) Incentive Fiscal Year( FY) 2011	DBM	December 26,2011	
<b>DBM CIRCULAR NO.540</b> Implementation of the Fourth Tranche Monthly Salary Schedule for Civillian Personnel and Base Pay Schedule for Military and Uniformed Personnel in the National Government	DBM	May,10,2012	
<b>MEMORANDUM CIRCULAR NO.2012-02</b> Guidelines to Clarify the Good Governance Conditions for Fiscal Year 2012 in Line with the Grant of the PBB under EO No.80	DBM	October 16,2012	
<b>MEMORANDUM CIRCULAR NO.2015-05</b> Guidelines to Clarify the Eligibility and the Ranking of Personnel in Line with the Grant of PBB for FY 2012	DBM	January 14,2013	
<b>JOINT CIRCULAR NO.1 S, 2012</b> Subject:Rules and Regulations on the Grant of Compensation-Related Magna Carta Benefits to Public Health Worker(PHW's)	DOH AND DBM	January 29,2012	
<b>DBM CIRCULAR NO. 2013-4</b> Guidelines on the Grant of Colletive Negotiation (CNA) Incentive for FY 2013	DBM	November 25,2013	
<b>JOINT CIRCULAR NO. 2013-1</b> Subject: Unified Accounts Code Structure (UACS)	COA,DBM & DEPT OF FINANCE	August 6,2013	
<b>DBM CIRCULAR NO. 2014-2</b> Subject: Guidelines on the Grant of Collective Negotiation Agreement	DBM	December 2,2014	

(CNA) Incentive for FY 2014			
<b>JOINT CIRCULAR NO. 1, S.2014</b> Subject: Guidelines on the Allocation and Utilization of the PhP2.5 Billion Capital Outlays Pursuant to Special Provision No. 1 of the SUC's Appropriations under RA No. 10633-the FY 2014 General Allotment (GAA)	<b>CHED &amp; DBM</b>	<b>January 15,2014</b>	
<b>JOINT CIRCULAR NO. 1, S.2015</b> Subject:Policies and Guidelines on Overtime Services and Overtime with Pay for Government Employees	<b>CSC AND DBM</b>	<b>November 25,2015</b>	
<b>DBM CIRCULAR NO. 562</b> Subject: Implementation of the First Tranche Compensation Adjustment for Civilian Personnel, and Military and Uniformed Personnel in the National Government	<b>DBM</b>	<b>February 24,2016</b>	
<b>CHED DBM JOINT CIRCULAR NO.1,S.2016</b> Subject: Levelling Instrument for SUC's and Guidelines for the Implementation Thereof	<b>CHED AND DBM</b>	<b>April 13,2016</b>	
<b>NATIONAL BUDGET CIRCULAR No.503</b> Guidelines on Participation of Government Officials and Employees in Conventions, Seminars ,Conferences, Symposia and Seminar Non-Training Gatherings Sponsored by Non-Government Organizations or Private Institutions	<b>DBM</b>	<b>April 22,2016</b>	
<b>BUDGET CIRCULAR NO.2016-4</b> Updated Rules and Regulations on the Grant of the Year End Bonus and Cash gift for FY 2016 and Years thereafter	<b>DBM</b>	<b>April 28,2016</b>	
<b>BUDGET CIRCULAR NO.2016-7</b> Guidelines on the Grant of Collective Negotiation Agreement (CNA) Incentive for FY 201	<b>DBM</b>	<b>December 1,2016</b>	
<b>BUDGET CIRCULAR NO.2016-8</b> Guidelines on the Grant of the Productivity Enhancement Incentive (PEI) to Government Employees for Fiscal Year 2016	<b>DBM</b>	<b>December 12,2016</b>	

MASTERLIST OF EXTERNAL DOCUMENTS ( CIVIL SERVICE COMMISSION )



TITLE	SOURCE	EFFECTIVE	REVISION DATE
<b>CSC MEMORANDUM CIRCULAR NO.17, S.2009</b> Smoking Prohibition based on 100% Smoke-Free Environment Policy	CSC	May 29,2009	
<b>CSC MEMORANDUM CIRCULAR NO.6, S.2009</b> Fight Against Fixers	CSC	February 12,2009	
<b>CSC MEMORANDUM CIRCULAR NO.2, S.2010</b> Dtabase of Individuals Barred from Enterinf Government Service anf Taking Civil Service Examination (DIBAR)	CSC	Feb.4,2010	
<b>MC NO.4,2010</b> Revised Policies in the Resolution of Protest Cases	CSC	Feb.10,2010	
<b>MEMORANDUM CIRCULAR NO.6 S.2010</b> Amendment to CSC No.3 ,2008(Grant of Eligibility; Revised Schedule of Skills test and Civil Service Eligibilities ;Skills Certificate Equivalency Program)	CSC	March 26,2010	
<b>MEMORANDUM CIRCULAR NO. 8, S. 2010</b> Policy Guidelines on the Effects of Death of the Respondent in Administrative Cases	CSC	May 13, 2010	
<b>MEMORANDUM CIRCULAR NO. 9, S 2010</b> Rules on the Transfer or Geographical Reassignment of Public Health Workers and Public Social Workers	CSC	May 13, 2010	
<b>MEMORANDUM CIRCULAR NO. 12, S. 2010</b> Amendment of the Rules on Filing of Motion for Reconsideration in Dropping from the Rolls	CSC	July 7, 2010	

<b>MEMORANDUM CIRCULAR NO. 13, S. 2010</b> Guidelines for a Drug-Free Workplace in the Bureaucracy	CSC	JULY 28, 2010	
<b>MEMORANDUM CIRCULAR NOI. 16, S. 2010</b> Policy on Undertime	CSC	Aug. 6, 2010	
<b>PROMULGATION # 1000432</b> Revised Guidelines on the Availment of the Special Leave benefits for Women under R.A 9710 (An Act Providing for the Magna Carta of Women)	CSC	15 Days After Publication	
<b>CSC MEMORANDUM NO.15,2012</b> Lodging of ARTA-Related Complaints through the Contact Center ng Bayan 1-6565	CSC	Oct.9,2012	
<b>CSC MEMORANDUM CIRCULAR NO.3, S.2013</b> Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Networth and Disclosure of Business Interests and Financial Conditions CS mc # 10 dated 4/14/06	CSC	Jan.24,2013	
<b>CSC MEMORANDUM CIRCULAR NO.8, S.2013</b> Results Based Performance Management System (RBPMS) Implementation in Agencies	CSC	April 2,2013	
<b>JOINT CIRCULAR of CSC AND DBM No. 1 ,S .2016(November 25,2015)</b> Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees	CSC	November 25,2015	
<b>MEMORANDUM CIRCULAR NO.2 ,S. 2016</b> Amendment to the Constant Factor in the Formula Used for Computing Terminal Leave Benefits (Section 40) and Computation of Leave Monetization (Section 24) of	CSC	15 Days After Publication	

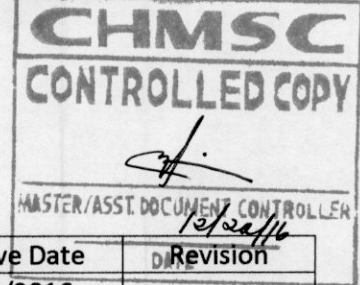
the Omnibus Rules on Leave			
<b>MEMORANDUM CIRCULAR NO. 5, 2016</b> Revised Qualification Standards for Division Chief and Executive/Managerial Positions in the Second Level	<b>CSC</b>	<b>Feb. 24, 2016</b>	
<b>MEMORANDUM CIRCULAR NO. 6, S. 2016</b> Awareness Campaign in Support of ASEAN Community 2015 and the Philippine's Chairmanship of ASEAN 2017	<b>CSC</b>	<b>Feb. 29, 2016</b>	



**MASTERLIST OF EXTERNAL DOCUMENTS (Commission On Audit)**

TITLE	SOURCE	EFFECTIVITY	REVISION
Reinstating Selective Pre-Audit on Government Transactions	Commission on Audit	July 1, 2009	
Lifting of Pre-Audit of Government Transactions	Commission on Audit	July 22, 2011	
Demand for Immediate Liquidation and Settlement of All Cash Advances Outstanding as December 31, 2011	Commission on Audit	Nov. 28, 2012	
Revised Guidelines on the Submission of Quarterly Accountability Reports on Appropriations, Allotments, Obligations and Disbursements	Commission on Audit	March 13, 2013	
Amendment to COA Circular # 2013-004 dated January 30, 2013 Re: Information and Publicity on Programs/Projects /Activities of Government Agencies	Commission on Audit	After 15 days of Publication	

**MASTERLIST OF INTERNAL DOCUMENTS  
MEMORANDUM ISSUED BY THE HEAD OF THE AGENCY**



Title	Source	Effective Date	Revision
Memo 1- Work assignment of Donna Mendoza at the Office of the President	CHMSC President	01/04/2016	
Memo 2- Finance Meeting (APP and PRE) of Finance Unit, Vice Presidents, Executive Directors, Deans, and Fund Managers	CHMSC President	01/11/2016	
Memo 3- Presentation of Year-end Report to VPRE, QAA Director, CDI Director, PME Director	CHMSC President	01/13/2016	
Memo 4- Teaching assignment of Mrs. Perla Guillena	CHMSC President	01/22/2016	
Memo 5- Faculty General Assembly To: All regular and part-time faculty	CHMSC President	01/26/2016	
Memo 6- Attendance in the CPSC-CHMSC Collaborative Program on Blended Learning To: All concerned faculty	CHMSC President	02/03/2016	
Memo 7- Executive Council Meeting To: All VP's, Campus Executive Director, Deans, and Directors of various units	CHMSC President	02/12/2016	
Memo 8- General Assembly Meeting To: All school officials, permanent faculty, and all GASS Personnel	CHMSC President	02/12/2016	
Memo 9- Delegation of Duties and Responsibilities of the Executive Director To: VPAF, VPAA, and CAO Admin	CHMSC President	02/23/2016	
Memo 10- COA Exit Conference To: Jerry Gumata, Atty. Juliet Pasustento, Sonia Bravo, Agnes Nagtapon, VPAF, and CAO Admin	CHMSC President	02/22/2016	
Memo 11- Audit Observation Memo To: Jerry Gumata	CHMSC President	02/22/2016	
Memo 12- Submission of SALN 2015 To: All Permanent College Personnel	CHMSC President	02/23/2016	
Memo 13- Audit Observation Memo To: Jerry Gumata	CHMSC President	02/23/2016	
Memo 14- Audit Observation Memo To: Jerry Gumata	CHMSC President	02/26/2016	
Memo 15- Audit Observation Memo To: Jerry Gumata	CHMSC President	03/02/2016	
Memo 16- Executive Council meeting To: VP's, Executive Directors, Deans	CHMSC President	03/15/2016	

Memo 17- Meeting on Procurement Process	CHMSC President	03/28/2016	
Memo 18- 2016 Recognition Ceremony of College Personnel To: All Permanent Faculty and Staff	CHMSC President	03/31/2016	
Memo 19: Seminar Workshop on Green Culture To: Concerned Personnel	CHMSC President	03/31/2016	
Memo 20: Workshop on Budget Partnership Agreement To: VPAF, CAO-Finance, Sonia Bravo, Engr. Vingson, Faculty Trustee, and Executive Directors	CHMSC President	04/04/2016	
Memo 21- Finance Meeting with NIR Efren Carreon To: VPAF, CAO-Admin, CAO-Finance, Budget Officer, PME Director	CHMSC President	04/04/2016	
Memo 22- Workshop on the Formulation of the GAD Code To: Concerned College Personnel	CHMSC President	04/05/2016	
Memo 23- Working Committee on the Proposed Donation of lot in Binalbagan campus To: Dr. Norberto Mangulabnan, Dr. Andrew Eusebio Tan. Dr. Janet Espino	CHMSC President	04/05/2016	
Memo 24- Audit Observation Memo To: Jerry Gumata	CHMSC President	04/05/2016	
Memo 25- Submission of Accomplishment Reports of Local Designees with Equivalent teaching unit To: Executive Directors, Deans, Local Designees (Faculty)	CHMSC President	04/06/2016	
Memo 26- Conflict Resolutions on Issues and Concerns in the campuses	CHMSC President	04/06/2016	
Memo 27- Reply to the letter of Atty. To: Prof. Gertrudes Anastacia G. Lopez	CHMSC President	04/20/2016	
Memo 28- Rubrico: Re complaint of Ms. Eunice Jane Del Pilar To: Atty. Juliet Pasustento	CHMSC President	04/20/2016	
Memo 29- Composition of the 5S Committee To: Concerned College Official	CHMSC President	04/21/2016	
Memo 30- Seminar-workshop on Mainstreaming gender in the curriculum To: Concerned Personnel	CHMSC President	04/21/2016	
Memo 31- Preparation of the final report Re: Construction of the two green buildings To: BAC Chairperson, Engr. Narazo, Engr. Acostan, Ligaya Fuentes	CHMSC President		
Memo 32- Participation in the conduct of the study on the Interpersonal Relations and Conflict Resolutions of Administrators of State Universities and Colleges To: All ADCO Members	CHMSC President	05/04/2016	
Memo 33- Annual Audit Report To: Jerry Gumata	CHMSC President	05/10/2016	
Memo 34- Submission and Evaluation of Documents for	CHMSC President	05/12/2016	

Inclusion in the Chain Promotion To: All Remaining Permanent Faculty			
Memo 35- Committee on the CAN of the Faculty Association To: VPAF, VPRE, VPAA, CAO-Finance, CAO-Admin	CHMSC President	05/19/2016	
Memo 36- Working Committee on the Evaluation of the Performance of the College President To: Engr. Marquez, Dr. Mangulabnan, Mary Gee Salbibia, Abegail Bayona	CHMSC President	05/19/2016	
Memo 37- Working Committees on the Universityhood of CHMSC To: All Concerned Personnel	CHMSC President	05/23/2016	
Memo 38- Evaluation Documents of the Remaining Permanent Faculty who were not subjected to NBC 461 6 <sup>th</sup> Cycle To: Dr. Mary Ann Dolor, Dr. Perla Guillena, All Department NBC Evaluators	CHMSC President	05/24/2016	
Memo 39- Submission of Periodic Reports To: Prof. Edwin Villaruz	CHMSC President	05/25/2016	
Memo 40- Authority to sign Memorandum of Agreement and Submission of List of OJT Industries To: All Deans, On-the-Job Coordinators	CHMSC President	05/25/2016	
Memo 41- Urgent Evaluation of the Faculty Documents for NBC 461 6 <sup>th</sup> Cycle To: Dr. Mary Ann Dolor, Dr. Perla Guillena, et.al.	CHMSC President	05/27/2016	
Memo 42- Resignation from the College To: Dr. Krislan Ong	CHMSC President	05/31/2016	
Memo 43- Status on the Request for Evaluation of the Department of Health on the Determination of Hazard of Public Health Workers of the College To: Dr. Janet Espinosa	CHMSC President	06/01/2016	
Memo 44- Submission of DTR for May and June 2016 To: Allen Pablo	CHMSC President	07/28/2016	
Memo 45- Late Submission of Daily Time Records (DTR) To: Permanent Personnel (Faculty and Staff)	CHMSC President	08/09/2016	
Memo 46- Reiterating the Guidelines for Monitoring the Attendance of CHMSC Personnel using Biometric Attendance System (Finger Scan Machine) and Other Related Matter To: All College Personnel	CHMSC President	09/30/2016	
Memo 47- Designation as Special Disbursing Officer Vice- Mrs. Lonelle O'Doherty To: Donna D. Mendoza	CHMSC President	10/17/2016	
Memo 48- 2017 Action Planning Seminar Workshop To: All Vice-Presidents, Designees, Faculty and Unit Heads	CHMSC President	11/23-25/2016	
Memo 49- Evaluation of the NBC 461 Documents 6 <sup>th</sup> Cycle To: Dr. Mary Ann Dolor	CHMSC President	11/22/2016	

**MASTERLIST OF INTERNAL DOCUMENTS  
 SPECIAL ORDER ISSUED BY THE HEAD OF THE AGENCY**

Title	Source	Effective Date	Revision
SO #1- Designation of Dr. Edwin Bugna as OJT Supervisor	CHMSC President	12/07/15 to 12/06/2017	
SO #2- Designation of Engr. Albert GM Monge as OJT Supervisor of Information Technology and Information Systems	CHMSC President	12/07/2015 to 12/06/2017	
SO #3- Designation of Divalee Sabordo as Adviser of the Technopacer, Alijis campus	CHMSC President	12/07/2015 to 12/06/2017	
SO #4- Designation of Engr. Ronal John Sayson as Coordinator, Information and Communication Technology, Alijis campus	CHMSC President	12/07/2015 to 12/06/2017	
SO #5- Designation of Prof. Jethro Dagunan as Coordinator of Extension and Community Services, FT campus	CHMSC President	01/04/2016 to 01/17/2018	
SO #6- Designation of Prof. Erelinda Ebalde as Program Coordinator of BEED of the college	CHMSC President	01/18/2016 to 01/17/2016	
SO #7- Designation of Mrs. Mary Leanne Laganhon as Adviser, Graduate Studies Student Council, Talisay campus	CHMSC President	01/15/2016 to	
SO #8- Designation of Dr. Noralyn Esona as Program Coordinator of BSED of the college	CHMSC President	01/18/2016 to 01/17/2018	
SO #9- Composition of the BAC Secretariat, Technical Working Group (TWG) and Inspection Group to Concerned College Personnel	CHMSC President	01/19/2016 to 12/31/2016	
SO #10- Designation as Canvasser of the BAC to Concerned College Personnel	CHMSC President	02/01/2016 to 12/31/2016	
SO #11- Designation of Mrs. Edna Dasmarinas as Coordinator of the Gender and Development (GAD), Alijis campus	CHMSC President	01/01/2016 to 03/31/2016	
SO #12- Designation of Dr. Andres Yoro as Alumni and External Affairs, Alijis campus	CHMSC President	01/01/2016 to 03/31/2016	
SO #13- Designation of Mr. Peter Glen Garcia as Program Chairman, SAS	CHMSC President	01/01/2016 to 03/31/2016	
SO #14- Designation Engr. Kristine Elefan as Chairperson of Industrial technology, Alijis campus	CHMSC President	01/01/2016 to 03/31/2016	
SO #15- Designation of Ms. Rubie Lyn Barrientos as Cultural Coordinator, Alijis campus	CHMSC President	01/01/2016 to 03/31/2016	
SO #16- Designation Mr. Federico Denisa as Coordinator of the Physical Plant Development Management, Alijis campus	CHMSC President	01/01/2016 to 03/31/2016	
SO #17- Designation Mr. Ricardo B. Espejo as Coordinator of IRGP, Alijis campus	CHMSC President	01/01/2016 to 03/31/2016	
SO #18- Designation Dr. Ma. Leah Torrato as Coordinator, Research and Development Services, Alijis campus	CHMSC President	01/01/2016 to 03/31/2016	
SO #19- Designation of Mrs. Christine Bustamante as Project Inspector for the Construction of the MRF, Alijis campus	CHMSC President	01/01/2016 to 03/31/2016	
SO #20- Designation of Mrs. Rosalinda Tuvilla as	CHMSC President	02/210/2016	

Chairperson of the Records Management Committee (RMIC)			
SO #21- Designation of Mrs. Anelia B. Bascos as Coordinator of OSA, Alijis campus	CHMSC President	01/01/2016 to 03/31/2016	
SO #22- Designation of Mr. Rogelio G. Espinosa as Coordinator of NSTP, Alijis campus	CHMSC President	01/01/2016 to 03/31/2016	
SO #23- Designation of Mrs. Melinda O. Vingson as Budget Officer, Alijis campus	CHMSC President	01/01/2016 to 03/31/2016	
SO #24- Designation of Mr. Reynaldo Dasmarinas as Coordinator of DRRM, Alijis campus	CHMSC President		
SO #25- Composition of Inventory Committee, Disposal and Appraisal Committee and BAC on Disposal of Property to Concerned Personnel	CHMSC President	03/01/2016	
SO #26- Designation of Mr. Manny Leo B. Plenago as Discipline Officer, Alijis campus	CHMSC President	01/01/2016 to 03/31/2016	
SO #27- Designation of Dr. Marvin Margarito as Coordinator of the Graduate Studies Program, Alijis campus	CHMSC President	01/01/2016 to 03/31/2016	
SO #28- Designation of Dr. Vanessa Joy Judith as Coordinator of the Graduate Studies Program, Alijis campus	CHMSC President	01/01/2016 to 02/28/2018	
SO #29- Designation of Mrs. Marijo Chua as Co-Advicer of SSG, Talisay campus	CHMSC President	04/01/2016 to 03/31/2017	
SO #30- Income and Resource Generation Project Focal Person to Mrs. Leonila Dela Cruz, Mrs. Maricon Elma, Mrs. Melinda Vingson	CHMSC President	03/21/2016	
SO #31- Designation of Dr. Arnold Posecion as Coordinator of PPDM, FT campus	CHMSC President	04/11/2016 to 04/10/2016	
SO #32- Designation of Dr. Teresita Lopo as Coordinator of the NSTP, FT campus	CHMSC President	04/11/2016 to 04/10/2018	
SO #33- Designation of Mr. Conrad Albela as Coordinator of the IRGP, FT campus	CHMSC President	04/11/2016 to 04/10/2018	
SO #34- Designation of : Mr. Ryan Dela Gente as Coordinator of Information Technology Department, FT campus	CHMSC President	04/11/2016 to 04/10/2018	
SO #35- Designation of Richard Pabelona as Chairperson of Information Systems Department, FT campus	CHMSC President	04/11/2016 to 04/10/2016	
SO #36- Designation of Mrs. Ana Magdalena Cherniguin as Program Coordinator of Arts in English, SAS	CHMSC President	04/21/2016 to 04/20/2017	
SO #37- Designation of Joel Valencia as Program Coordinator of Bachelor of Science in Psychology, SAS, Talisay campus	CHMSC President	04/21/2016 to 04/20/2017	
SO #38- Designation of Rosemarie Venegas as Program Coordinator of Bachelor of Science in Social Sciences, SAS	CHMSC President	04/21/2016 to 01/01/2017	
SO #39-Designation of Zion Rose Parpa Coordinator of the IRGP, SAS	CHMSC President	04/21/2016 to 04/20/2017	
SO #40- Designation of Ricky Acanto as Coordinator, SAS Research Program	CHMSC President	04/21/2016 to 04/20/2017	
SO #41- Designation of Mary Rose Banas as Coordinator, COE Research and Development Services, Talisay campus	CHMSC President	06/01/2016 to 05/31/2018	

SO #42- Designation of Liz Guillena as Cultural Coordinar- FT campus	CHMSC President	05/03/2016 to 05/02/2016	
SO #43- Designation of Ernesto Java as Coordinator of Student Affairs Services, FT campus	CHMSC President	06/27/2016 to 06/26/2018	
SO #44- Designation of Jose Mendoza as Coordinator of the Research and Development Unit	CHMSC President	05/03/2016	
SO #45- Designation of Lucia E. Tumulak as Chairperson of the BS Accounting Technology, FT campus	CHMSC President	06/27/2016 to 06/26/2018	
SO #46- Designation of Mr. Manuel L. Ramos as Chairperson of the BSBA Financial Management, FT campus	CHMSC President	05/03/2016 to 05/02/2018	
SO #47- Designation of Mary Jean Tan as Chairperson of the BS Accountancy Dept., FT campus	CHMSC President	05/03/2016 to 05/02/2016	
SO #48- Designation of Joena Balladares as Chairperson of the BS Entrepreneurship Dept., FT campus	CHMSC President	05/03/2016 to 05/02/2016	
SO #49- Designation of Kenrose Laguyo as Chaiperson of the BS Office Administration, FT campus	CHMSC President	05/03/2016 to 05/02/2018	
SO #50- Designation of Isagani Agudo as Coordinator of the PME Unit, FT campus	CHMSC President	05/03/2016 to 05/02/2018	
SO #51- Designation of Jessica Villarosa as Chairperson of the General Education Program, FT campus	CHMSC President	05/03/2016 to 05/02/2018	
SO #52- Designation of Joseph Robert Jo as Coordinator of the Graduate Studies Dept., FT campus	CHMSC President	05/03/2016 to 05/02/2016	
SO #53- Designation of Joseph Robert Jo as Dean, College of Business MGMT and Accountancy, FT campus	CHMSC President	05/06/2016 to 05/05/2018	
SO #54- Composition of the Technical Working Group (TWG) Project Manager and Project Inspector on Various Projects of the college to Concerned College Personnel	CHMSC President	05/23/2016	
SO #55- Designation of Rosalinda S. Tuvilla as Administering Officer in the SALN and Application for Bond of the College	CHMSC President	05/30/2016	
SO #56- Designation of Noemi Gumban as Chairperson, Bachelor of Science in Industrial Technology, Talisay campus	CHMSC President	05/162016 to 05/15/2018	
SO #57- Designation of Dr. Manuel Uy as Coordinator of the Graduate School Program, Alijis campus	CHMSC President	05/23/2016 to 05/22/2018	
SO #58- Designation of Vivian Gayosa as Coordinator of the Cultural Affairs, Binalbagan campus	CHMSC President	06/01/2016 to 05/31/2018	
SO #59- Designation of Dyan Gapulan as Coordinator of the Guidance Services, Binalbagan campus	CHMSC President	06/01/2016 to 05/31/2016	
SO #60- Designation of Ruby Esparagoza as Adviser, SSG, Binalbagan campus	CHMSC President	06/01/2016 to 05/31/2018	
SO #61- Designation of Jose Joey Tierra as Coordinator, Clean and Green, Student Laborers, Binalbagan campus	CHMSC President	05/23/2016 to 05/22/2018	
SO #62- Designation of Richard Domingo as Coordinator, OSA, Binalbagan campus	CHMSC President	06/01/2016 to 05/31/2016	
SO #63- Designation of Rose F. Regala as Coordinator, Alumni and External Affairs	CHMSC President	06/01/;2016 to 05/31/2016	
SO #64- Designation of Engr. Josephine Salillas as Coordinator of the CIMD, Alijis campus	CHMSC President	05/23/2016 to 05/22/2018	
SO #65- Designation of Marvin Margarito as Chairperson of the Bachelor of the Technical Techer	CHMSC President	05/23/2016 to 05/22/2018	

Education Department			
SO #66- Designation of Stella May Desengano as Coordinator, OSA, Alijis campus	CHMSC President	05/23/2016 to 05/22/2018	
SO #67- Designation of Reynaldo Dasmarinas as Coordinator, Alumni and External Affairs, Alijis campus	CHMSC President	05/23/2016 to 05/22/2016	
SO #68- Designation of Stephen Solidarios as Coordinator, Sports Program	CHMSC President	05/23/2016 to 05/22/2018	
SO #69- Designation of Faith Celeste B. Ole as Coordinator, DRRM Unit, Alijis campus	CHMSC President	05/23/2016 to 05/22/2016	
SO #70- Designation of Randy Dagumampan as Discipline Officer, Alijis campus	CHMSC President	05/23/2016 to 05/23/2018	
SO #71- Designation of Engr. Kristine Elefan as Chairperson, BS in Industrial technology	CHMSC President	05/23/2016 to 05/22/2018	
SO #72- Designation of Glen Peter Garcia as Chairperson, SAS, Alijis campus	CHMSC President	05/23/2016 to 05/22/2018	
SO #73- Designation of Ma. Leah Torrato as Coordinator, Research and Development Services, Alijis campus	CHMSC President	05/23/2016 to 05/22/2018	
SO #74- Designation of Rogelio Espinosa as Coordinator, NSTP, Alijis campus	CHMSC President	05/23/2016 to 05/22/2018	
SO #75- Designation of Edna Dasmarinas as Coordinator, GAD, Alijis campus	CHMSC President	05/23/2016 to 05/22/2018	
SO #76- Designation of Ricardio Espejo as Coordinator, IRGP, Alijis campus	CHMSC President	05/23/2016 to 05/22/2018	
SO #77- Designation of Federico V. Denisa as Coordinator, PPDM, Alijis campus	CHMSC President	05/23/2016 to 05/22/2018	
SO #78- Designation of Rubie Lyn Barrientos as Cultural Coordinator, Alijis campus	CHMSC President	05/23/2016 to 05/22/2018	
SO #79- Designation of Menlinda Vingson as Budget Officer, Alijis campus	CHMSC President	05/23/2016 to 05/22/2018	
SO #80- Composition of the Sub-PMT Committee to Concerned Personnel	CHMSC President	05/31/2016	
SO #81- Designation of Dr. Antonio L. Deraja as Acting Executive Director, Talisay campus on Concurrent Capacity as Dean, CIT	CHMSC President	06/06/2016	
SO #82- Designation of Rosemary Trecho as Coordinator, Lab School, Talisay campus	CHMSC President	06/06/2016 to 06/05/2018	
SO #83- Designation of Dr. Jay Jay Pisuena as Chairperson of BSBA Major in Financial Management Program, FT campus	CHMSC President	06/03/2016 to 06/02/2018	
SO #84- Designation of Nieves Barato as Chairperson of BSHRM	CHMSC President	06/06/2016 to 06/05/2016	
SO #85			
SO #86- Designation of Maricel Daradar as Coordinator, CIT Extension and Community Service of the college	CHMSC President	06/20/2016 to 06/19/2018	
SO #87- Designation of Jo An O. Juesna as Canteen Assistant in the Operation of the College cafeteria	CHMSC President	06/21/2016	
SO #88- Designation of Clariza Gaborro as Coordinator, General Education Department, Binalbagan campus	CHMSC President	06/01/2016 to 05/31/2018	
SO #89- Designation of Aljun Egca as Chairperson BS Criminology Program, Binalbagan campus	CHMSC President	06/09/2016 to 06/08/2016	
SO #90- Designation as Romeo Tanate as Chairperson, Information Technology Department, Binalbagan campus	CHMSC President	06/11/2016 to 06/10/2018	



SO #91- Designation of Archel Bedaure as Chairperson, Education Department, Binalbagna campus	CHMSC President	06/01/2016 to 05/31/2018	
SO #92- Designation of Norberto Mondero as Adviser of Student Publication, Binalbagan campus	CHMSC President	06/01/2016 to 05/31/2016	
SO #93- Designation of Engr. Ruel Malapitan as Director, Information and Communication Technology Services	CHMSC President	08/01/2016 to 07/31/2018	
SO #94- Delegation of Authority on Signing Vouchers, Checks, Mandatory Payments and Other Related Payments to Dr. Salvador Zaragosa, Dr. Janet Espinosa, Dr. Eduardo Sayson	CHMSC President	08/01/2016	
SO #95- Designation of Rubie Lyn Barrientos as SSG Adviser, Alijis campus	CHMSC President	08/11/2016 to 08/10/2016	
SO #96- Designation of Engr. Juan Geronimo Narazo as Project Engineer and Inspector of the 3-storey Engineering and Technology Green Building, Talisay campus	CHMSC President	Upon the start of project implementation until the completion	
SO #97- Designation of Prof. Desiderio E. Omen, Jr. as Coordinator of Income Resource Generating Project (IRGP), Binalbagan campus	CHMSC President	10/01/2016 to 09/31/2018	
SO #98- Designation of Mrs. Rowena A. Subornido as Coordinator, Student Teaching Program	CHMSC President	06/13/2016 to 05/31/2018	
SO #99- Designation of Dr. Sergio Nicolas C. Sobrepena as Director of the Business Affairs	CHMSC President	11/02/2016 to 11/01/2018	
SO #100- Designation of Dr. Rogelio D. Cango as Dean, College of Technology	CHMSC President	11/02/2016 to 11/01/2018	
SO #101- Designation of Dr. Andrew Eusebio S. Tan as Executive Director, FT campus	CHMSC President	11/02/2016 to 11/01/2018	
SO #102- Designation of Dr. Imee Perante as Dean, College of Fisheries	CHMSC President	11/02/2016 to 11/01/2018	
SO #103- Designation of Prof. Roger Ray Manzano as Executive Director, Binalbagan campus	CHMSC President	11/02/2016 to 11/01/2018	
SO #104- Designation of Dr. Antonio L. Deraja as Director, Physical Plant Development and Management of the college	CHMSC President	11/02/2016 to 11/01/2018	
SO #105- Designation of Dr. Sergio Nicolas Sobrepena as Techno Bazaar in-charge, on Concurrent capacity as Director of Business Affairs	CHMSC President	11/07/2016 to 11/01/2018	
SO #106- Designation of Engr. Juan Geronimo B. Narazo as Project Inspector of the Engineering Evaluation and all Infrastructure projects of 4 campuses	CHMSC President	11/07/2016	
SO #107- Designation of Mrs. Ana Mary Ann H. Pancho as Coordinator, COE Extension and Community Services of the college	CHMSC President	11.08/2016 to 11/07/2018	
SO #108- Designation of Prof. Ernelinda R. Ebalde as Chairperson, COE Teacher Education Program (BSED, BEED, BTTE), Talisay campus	CHMSC President	11/08/2016 to 11/07/2018	
SO #109- Designation of Mrs. Esther Leah S. Macatimpag as Coordinator, COE Research and Development Services of Talisay campus	CHMSC President	11/08/2016 to 11/07/2018	
SO #110- Designation of Mr. Philip Al C. Estacion as Inventory Officer of the college	CHMSC President	11/10/2016 to 11/09/2018	

SO #111- Theno. Of s.o is cancelled, instead the no. is 117 dated no.07/16 to Mr. Noel Lebrilla			
SO #112- Designation of Prof. Jose Joey E. Tierra as Coordinator, Office of the Student Affairs, Binalbagan campus	CHMSC President	11/07/2016 to 11/06/2018	
SO #113- Designation of Prof. Mary Joy S. Tabayan as Chairperson of the BS Fisheries Program, Binalbagan campus	CHMSC President	11/07/;2016 to 11/06/2018	
SO #114- Designation of Prof. Jacqueline R. Tillo as Coordinator, Curriculum and Instructional Materials Development, Binalbagan campus	CHMSC President	11/07/2016 to 11/06/2018	
SO #115- Designation of Mr. Ronnie Kirt S. Sarimong as Discipline Officer, Binalbagan campus	CHMSC President	11/07/2016 to 11/06/2018	
SO #116- Designation of Prof. Purisima G. Romero as Chairperson of the BS Criminology Program, Binalbagan campus	CHMSC President	11/07/2016 to 11/06/2018	
SO #117- Designation of Prof. Noel P. Lebrilla as Coordinator, Research and Development Services, Binalbagan campus	CHMSC President	11/07/2016 to 11/06/2018	
SO #118- Designation of Dr. Sally M. Cadiz as Coordinator, CIT Research and Development Services of the college	CHMSC President	11/22/2016 to 11/21/2018	
SO #119- Designation of Prof. Danilo O. Ebalde as OJT Supervisor of the Bachelor of Science in Industrial Technology	CHMSC President	11/22/2016 to 11/21/2018	
SO #120- Designation of Engr. Grace C. Gerona as Chairperson, Bachelor of Science in Civil Engineering, Talisay campus	CHMSC President	11/22/2016 to 11/21/2018	
SO #121- Designation of Cristine V. Redoblo as Chairperson, Bachelor of Science in Information Systems, Talisay campus	CHMSC President	11/22/2016 to 11/21/2018	
SO #122- Designation of Ma. Isabel D. Tubera as Director of the Student Affairs Services of the college	CHMSC President	12/01/2016 to 11/30/2018	
SO #123- Designation of Prof. Edwin B. Villaruz as Director, Alumni and External Affairs	CHMSC President	12/01/2016 to 11/30/2018	
SO #124- Designation of Mrs. Ma. Hanna Grace Lopez as Chairperson of the Bachelor of Science in Business Administration, Binalbagan campus	CHMSC President	12/03/2016 to 12/02/2018	
SO #125- Designation of Ms. Marilou O. Duca as Officer-in-Charge (OIC) Supply Officer	CHMSC President	12/19/2016 until a new Supply Officer shall be appointed	

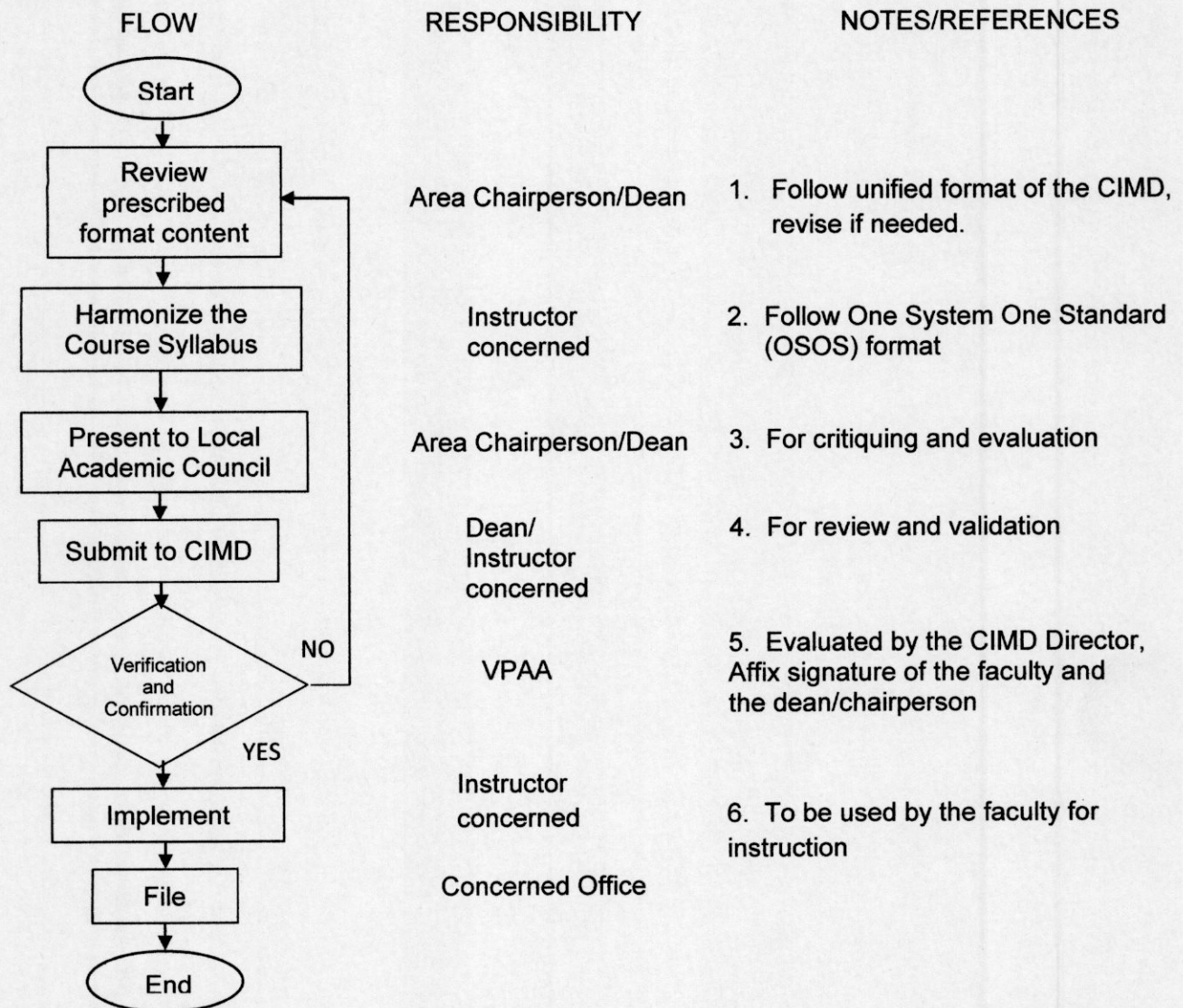


# WORK PROCEDURE

Doc. No: CHMSC-CAS-WP-02

**Title: Review/Revision of Syllabi**

## 5.0 Details





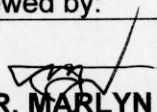
# WORK PROCEDURE

Doc. No: CHMSC-CAS-WP-02

**Title: Review/Revision of Syllabi**

## 6.0 Attachments

1. Course Syllabus
2. CMO

Reviewed by:	Approved by:
 <b>ENGR. MARLYN G. JOVER</b> Dean, College of Arts & Sciences	<b>DR. NORBERTO P. MANGULABNAN</b> Director, QAA
Date <i>12/22/16</i>	Date



Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 \_\_\_\_\_, Negros Occidental

## FACULTY PERFORMANCE EVALUATION REPORT

Institution: \_\_\_\_\_ Campus: \_\_\_\_\_  
 Name of Faculty: \_\_\_\_\_ College/Unit: \_\_\_\_\_  
 Designation/ \_\_\_\_\_ Rating Period: \_\_\_\_\_  
 Designation Credit (%): \_\_\_\_\_ Teaching Credit (%): \_\_\_\_\_

### I. Administrator's Rating (40%)

#### A. Teaching Effectiveness

1. Commitment = \_\_\_\_\_
2. Knowledge of Subject = \_\_\_\_\_
3. Teaching for Independent Learning = \_\_\_\_\_
4. Management of Learning = \_\_\_\_\_

#### B. Professionalism = \_\_\_\_\_

#### C. Research

#### D. Extension

#### E. Production

Mean Points = \_\_\_\_\_ x 50% = \_\_\_\_\_  
 = \_\_\_\_\_ x \_\_\_\_\_ % = \_\_\_\_\_  
 = \_\_\_\_\_ x \_\_\_\_\_ % = \_\_\_\_\_  
 = \_\_\_\_\_ x \_\_\_\_\_ % = \_\_\_\_\_  
 Total Points = \_\_\_\_\_ x 40% = \_\_\_\_\_

### II. Self-Rating (10%)

#### A. Teaching Effectiveness

1. Commitment = \_\_\_\_\_
2. Knowledge of Subject = \_\_\_\_\_
3. Teaching for Independent Learning = \_\_\_\_\_
4. Management of Learning = \_\_\_\_\_
5. Professionalism = \_\_\_\_\_

Mean Points = \_\_\_\_\_ x 10% = \_\_\_\_\_

### III. Peer Rating (10%)

#### A. Teaching Effectiveness

1. Commitment = \_\_\_\_\_
2. Knowledge of Subject = \_\_\_\_\_
3. Teaching for Independent Learning = \_\_\_\_\_
4. Management of Learning = \_\_\_\_\_
5. Professionalism = \_\_\_\_\_

Mean Points = \_\_\_\_\_ x 10% = \_\_\_\_\_

### IV. Students' Rating (40%)

1. Commitment = \_\_\_\_\_
2. Knowledge of Subject = \_\_\_\_\_
3. Teaching for Independent Learning = \_\_\_\_\_
4. Management of Learning = \_\_\_\_\_
5. Professionalism = \_\_\_\_\_

Mean Points = \_\_\_\_\_ x 40% = \_\_\_\_\_

4.20 - 5.00 = Outstanding  
 3.40 - 4.19 = Very Satisfactory  
 2.60 - 3.39 = Satisfactory  
 1.80 - 2.59 = Unsatisfactory  
 1.00 - 1.79 = Poor

Numerical Rating = \_\_\_\_\_

DESIGNATION CREDIT	REQUIRED TEACHING LOADS	PERCENTAGE DISTRIBUTION			TOTAL
		ADMINISTRATIVE	TEACHING	SUBMISSION OF DOCUMENTS	
18 (86%)	3	50%	30%	20%	100%
15 (71%)	6	42%	38%	20%	100%
12 (57%)	9	34%	46%	20%	100%
9 (43%)	12	26%	54%	20%	100%
6 (29%)	15	18%	62%	20%	100%
3 (14%)	18	10%	70%	20%	100%
0	21	0%	80%	20%	100%

**SUMMARY OF RATINGS**

**AREAS RATING % NUMERICAL RATING**

Teaching Performance	_____	_____	_____
Administrative Performance	_____	_____	_____
Submission of Documents	_____	<b>20</b>	_____

**Total Numerical Rating:** \_\_\_\_\_

**Plus Factor:**

Points Earned

13 and above = .10 \_\_\_\_\_

10-12 = .08 \_\_\_\_\_

7-9 = .06 \_\_\_\_\_

4-6 = .04 \_\_\_\_\_

1-3 = .02 \_\_\_\_\_

**Final Numerical Rating:** \_\_\_\_\_

**Descriptive Rating:** \_\_\_\_\_

---

*Ratee:*

**JUAN DE LA CRUZ**

Faculty

*Rater:*

**JUAN DE LA CRUZ**

Dean

*Verified:*

**JOSE RABBI B. MALAGA, MIMORLANDO Z. BENALES, EdD**

Campus Executive Director

*Approved:*

**RENATO M. SOROLLA, PhD**

Vice President for Academic Affairs

SUC President II

Republic of the Philippines  
CARLOS HILADO MEMORIAL STATE COLLEGE  
Talisay City, Negros Occidental

PERFORMANCE APPRAISAL FORM FOR DEPARTMENT/UNIT HEADS, DEANS,  
DIRECTORS AND VICE PRESIDENTS

Rating Period: \_\_\_\_\_

NAME: \_\_\_\_\_ DEPARTMENT/UNIT.: \_\_\_\_\_  
DESIGNATION/POSITION: \_\_\_\_\_ UNIT/COLLEGE: \_\_\_\_\_  
EVALUATOR (Please check): ( ) Self ( ) Subordinate ( ) Peer ( ) Supervisor

Directions: Kindly evaluate the person whose name appears above by circling the appropriate number in the column. Please refer to the following scales:

NUMERICAL RATING	DESCRIPTIVE RATING	QUALITATIVE DESCRIPTION
5	Outstanding	Exhibits the behavior described <b>at all times</b> when the occasion occurs.
4	Very Satisfactory	Exhibits the behavior described <b>most of the time</b> when the occasion occurs.
3	Satisfactory	Exhibits the behavior described <b>sometimes</b> when the occasion occurs.
2	Fair	Exhibits the behavior described <b>rarely</b> when the occasion occurs.
1	Poor	The behavior described <b>has not been exhibited at all times</b> when the occasion occurs.

**I. SUPERVISORY FUNCTIONS**

<b>A. Management Competence</b>						
1	Plans programs, projects, and activities in the unit / department / college	5	4	3	2	1
2	Organizes / Assigns personnel to manage and implements the programs, projects & activities	5	4	3	2	1
3	Coaches the personnel and monitors the progress of the programs, projects & activities	5	4	3	2	1
4	Determines if performance matches standards or if needed, takes corrective action	5	4	3	2	1
5	Looks into financial control, the college's liquidity- general financial condition and its profitability	5	4	3	2	1
<b>B. Leadership</b>						
1	Leads her / his people by example	5	4	3	2	1
2	Motivates subordinates to achieve the goals and objectives of his/her unit/Dept/college	5	4	3	2	1
3	Coordinates the implemented programs, projects and activities to all units of the college	5	4	3	2	1
4	Recognizes the subordinates with outstanding accomplishments	5	4	3	2	1
5	Displays effectiveness in handling group activities	5	4	3	2	1
<b>C. Resource Management</b>						
1	Manages properly supplies and materials	5	4	3	2	1
2	Maintains good rapport and relationships with his / her people	5	4	3	2	1
3	Observes effective time management	5	4	3	2	1
4	Handles fiscal transactions properly	5	4	3	2	1
5	Emphasizes new techniques and effective strategies in teaching	5	4	3	2	1
<b>D. Professionalism</b>						
1	Has smooth interpersonal relations	5	4	3	2	1
2	Displays professional ethics	5	4	3	2	1
3	Shows innovativeness / creativity in solving problems	5	4	3	2	1
4	Encourages and supports professional growth	5	4	3	2	1
5	Displays dynamism in accomplishing the goals / objectives of his/her unit/dept/college	5	4	3	2	1
Total Score per Column:						
Mean Score:						
Descriptive Rating:						

Remarks: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF EVALUATOR: \_\_\_\_\_  
NAME OF EVALUATOR: \_\_\_\_\_  
POSITION OF EVALUATOR: \_\_\_\_\_  
Date: \_\_\_\_\_



Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 Talisay City, Negros Occidental

## FACULTY PERFORMANCE EVALUATION INSTRUMENT

NAME OF FACULTY: \_\_\_\_\_ TERM/SEMESTER: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

COLLEGE/CAMPUS/UNIT: \_\_\_\_\_

RATER (Please put a check mark on appropriate box):

( ) Dean / Administrator    ( ) Self    ( ) Chairperson    ( ) Peer

This instrument is intended to determine the intellectual and scholastic qualities, instructional competence, professionalism, research, extension, and production functions of the faculty as well as their plus factors. The various groups of respondents shall accomplish the instrument as follows:

1. The Dean/Administrator shall evaluate the faculty on all components of the instrument.
2. The Self-Evaluator shall evaluate his/her performance on Part I (Teaching Effectiveness) and Part II (Professionalism) of the instrument.
3. The Peer shall evaluate the faculty on Part I (Teaching Effectiveness) and Part II (Professionalism) of the instrument.

**Instruction:** For each of the items, circle a number in a column that represents your honest and objective assessment of the level of teaching effectiveness in the various areas. Please base your choices on the following guide / scale:

**Numerical Value Descriptive Rating Mean Score Ranges**

5	Outstanding (O)	4.20 – 5.00
4	Very Satisfactory (VS)	3.40 – 4.19
3	Satisfactory (S)	2.60 – 3.39
2	Unsatisfactory (UN)	1.80 – 2.59
1	Poor (P)	1.00 – 1.79

### I. TEACHING EFFECTIVENESS

<b>A. COMMITMENT</b>	<b>P</b>	<b>U</b>	<b>S</b>	<b>VS</b>	<b>O</b>
1. Demonstrate sensitivity to students' ability to attend and absorb content information.	1	2	3	4	5
2. Integrates sensitively his/her learning objectives with those of the students in a collaborative process.	1	2	3	4	5
3. Makes self available to students beyond official time.	1	2	3	4	5
4. Regularly comes to class on time, well-groomed, and well-prepared to complete assigned responsibilities.	1	2	3	4	5
5. Keeps accurate records of students' performance and prompt submission of the same.	1	2	3	4	5
	TOTAL				
	AVERAGE				
<b>B. KNOWLEDGE OF SUBJECT</b>					
1. Demonstrates mastery of the subject matter (explain the subject matter without relying solely on the prescribed textbook).	1	2	3	4	5
2. Draws and shares information on the state on the art of theory and practice in his/her discipline.	1	2	3	4	5
3. Integrates subject to practical circumstances and learning intents/purposes of the students.	1	2	3	4	5
4. Explains the relevance of present topics to the previous lessons, & relates the subject matter to relevant current issues and / daily activities.	1	2	3	4	5
5. Demonstrates up-to-date knowledge and/or awareness on current trends and issues of the subject.	1	2	3	4	5
	TOTAL				
	AVERAGE				
<b>C. TEACHING FOR INDEPENDENT LEARNING</b>					
1. Creates teaching strategies that allow students to practice using concepts they need to understand (interactive discussion).	1	2	3	4	5
2. Enhances student self-esteem and/or gives due recognition to students' performance/potentials.	1	2	3	4	5



3. Allows students to create their own course with objectives and realistically defined student-instructor rules and make them accountable for their performance..	1	2	3	4	5
4. Allows students to think independently and make their own decisions and holding them accountable for their performance based largely on their success in executing decisions.	1	2	3	4	5
5. Encourages students to learn beyond what is required and help/guide the students how to apply the concepts learned.	1	2	3	4	5
	TOTAL				
	AVERAGE				
<b>D. MANAGEMENT FOR LEARNING</b>					
1. Creates opportunities for intensive and/or extensive contribution of students in the class activities (e.g. breaks class into dyads, triads or buzz/task groups).	1	2	3	4	5
2. Assumes roles as facilitator, resource person, coach, inquisitor, referee in drawing students to contribute knowledge and understanding of the concepts at hand.	1	2	3	4	5
3. Assumes various appropriate roles, (facilitator, coach, resource speaker, integrator, inquisitor, referee, etc.) in drawing students to contribute knowledge and understanding of the concepts at hand.	1	2	3	4	5
4. Structures/re-structures learning conditions and experience that promotes healthy exchange and/or confrontations.	1	2	3	4	5
5. Uses instructional materials (audio-video materials: fieldtrips, film showing, computer aided instruction and etc.) to reinforce learning processes.	1	2	3	4	5
	TOTAL				
	AVERAGE				
<b>II. PROFESSIONALISM</b>					
<b>Attendance</b>	1	2	3	4	5
1. is punctual in starting and ending classes on specified time	1	2	3	4	5
2. attends classes regularly, absences are rare and reasonable	1	2	3	4	5
3. attends punctually meeting and other co-curricular function during days. Absences are rare and reasonable	1	2	3	4	5
<b>Physical Mental and Emotional Health</b>	1	2	3	4	5
4. is able to tackle workload with enough physical vigor	1	2	3	4	5
5. has a happy attitude towards work, peers, superiors and students	1	2	3	4	5
6. is emotionally well-balanced	1	2	3	4	5
<b>Personality</b>					
7. observes proper grooming	1	2	3	4	5
8. possesses self-confidence and poise	1	2	3	4	5
9. has a pleasing personality	1	2	3	4	5
10. demonstrates high sense of responsibility	1	2	3	4	5
11. is a remarkable role model.	1	2	3	4	5
<b>Dynamism and Industry</b>					
12. is resourceful, enthusiastic and creative	1	2	3	4	5
13. demonstrates good leadership among peers	1	2	3	4	5
14. complies with the demands of the profession wholeheartedly	1	2	3	4	5
<b>Initiative</b>					
15. Manifests initiative in one's work.	1	2	3	4	5
16. introduces practical suggestions for doing work and co-curricular activities in better ways.	1	2	3	4	5
<b>Honesty and Reliability</b>					
17. practices professional values and attitudes.	1	2	3	4	5
18. sets good examples as a professional in words and actions.	1	2	3	4	5
19. has a high sense of honesty to one self and to others.	1	2	3	4	5
20. is consistent in his/ her good acts as a teacher.	1	2	3	4	5
<b>Working Relationship</b>					
21. is looked up with respect by the students, peer and supervisors.	1	2	3	4	5
22. treats students equally and fairly – like responsible and mature individuals.	1	2	3	4	5
23. keeps himself easily available for advice and consultation.	1	2	3	4	5
24. exhibits admirable respect for human dignity.	1	2	3	4	5

25. is fair and accept weaknesses of others.	1	2	3	4	5
26. does assigned task willingly and to the best of his/her ability.	1	2	3	4	5
27. refrains from putting students, peers and superiors in bad light.	1	2	3	4	5
28. submits requirements on time (DTR, faculty load, syllabi, grade sheets, etc).	1	2	3	4	5
29. abide by the policies and regulations of the University (wearing of proper uniform with ID's, non – smoking on campus, etc).	1	2	3	4	5
<b>Respect</b>					
30. considers peers and co-equal	1	2	3	4	5
31. respects the office which the superior represents.	1	2	3	4	5
32. treats subordinates with due respect.	1	2	3	4	5
					TOTAL
					AVERAGE

## II. RESEARCH

1. For every research or development project presented in scientific forum/ symposium.	
International	5
National	4
Regional	3
Local	2
2. For every research or development project published.	
International	5
National	4
Regional	3
Local	2
3. For every research or development project completed.	
Program	9
Project	6
4. For every research or development project proposal approved for implementation	
Program	6
Project	4
Study	2
Note: One completed research or development project may receive credits for items 1, 2, and 3 respectively.	
21 up - 5	
16 to 20 - 4	
11 to 15 - 3	
6 to 10 - 2	
0 to 5 - 1	
TOTAL	
AVERAGE	

## III. EXTENSION

A. Extension / community Outreach Activity Proposed, Approved for Implementation, and Implemented.	
1. Submitted extension proposal, approved for implementation, and implemented.	5 pts
2. Submitted proposal and approved for implementation for prioritization.	3 pts
3. Submitted proposal only	2 pts
B. Participation in extension / community outreach activities of the unit.	
1. Chairman/ Leader (per year)	3 pts
2. Member (per year)	2 pts
C. Participation in special community service and allied agency activities such as: Barangay Community Development / Civic Action Activities / Consultant / Resource Speakers / Expert, etc.	2 pts
13 and above - 5	
10 to 12 - 4	
7 to 9 - 3	
4 to 6 - 2	

0 to 3 - 1	
	TOTAL
	AVERAGE
<b>IV. PRODUCTION</b>	
Management of income-generating projects of the College shall be credited on the basis of gross income generated	
Below P1,500 per rating period 1	
Above P1,500 and below P3,000 per rating period 2	
Above P3,000 and below P6,000 per rating period 3	
Above P6,000 and below P13,000 per rating period 4	
Above P13,000 per rating period 5	
<b>V. PLUS FACTORS</b>	
2. Has brought honor in the form of awards, officerships in organization for the Department, College, University at the local, regional, national level as a professional.	Inter /National - 3 Regional- 2 Local- 1
3. Does work voluntarily for the good of the Department, College, University beyond the usual assignment as a professional, like an organizer, chairman or committee member.	Committee Chair (regional/provincial/ institutional)- 3 Committee Chair (unit/campus)- 2 Member, (institutional- 2 unit/campus)- 1
4. Render unconditional service for the welfare of the department, college, university (attendance to parades, important university functions, such as commencement receptions for guest, attendance to University / college activities beyond regular office hours and or usual assignment).	Committee Chair (regional/provincial/ institutional)- 3 Committee Chair (unit/campus)- 2 Member, (institutional-unit/campus)- 1
13 and above - 5	
10 to 12 - 4	
7 to 9 - 3	
4 to 6 - 2	
0 to 3 - 1	
	TOTAL
	AVERAGE
GENERAL AVERAGE	
PLUS FACTOR	
TOTAL	

\_\_\_\_\_  
SIGNATURE OF RATER OVER PRINTED NAME



Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 \_\_\_\_\_, Negros Occidental

### EVALUATION INSTRUMENT ON SUBMISSION OF DOCUMENTS

NAME OF FACULTY: \_\_\_\_\_ TERM/SEMESTER: \_\_\_\_\_  
 COLLEGE/CAMPUS: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

Timely submission of vital documents contributes to organizational efficiency. The purpose of this instrument is to rate the faculty on the submission of documents to maximize its contribution to the effective and efficient delivery of educational services. Rating obtained in this instrument will constitute 20% of the overall faculty performance evaluation during a rating period.

For each of the documents identified for submission during the rating period, rate the faculty on the areas of Quantity, Quality, and Timeliness by circling a number for every item in each of the column based on the following guide:

NUMBER CODE	DESCRIPTION		
	QUANTITY	QUALITY	TIMELINESS
5	Submitted 100% document/s	100% accurate and organized	Submitted before deadline
4	Submitted 80% documents	80% accurate and organized	Submitted on deadline
3	Submitted 60% document/s	60% accurate and organized	Submitted 2 days after deadline
2	Submitted 40% document/s	40% accurate and organized	Submitted 3 days after deadline
1	Submitted 20% document/s	20% accurate and organized	Submitted 4 or more days after deadline
0	Not submitted	Not submitted	Not submitted
X	Not Applicable	Not Applicable	Not Applicable

REQUIRED DOCUMENTS	RATING				%	NUMERICAL VALUE
	QUANTITY	QUALITY	TIMELINESS	MEAN		
Commitment Form	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X		20	
Course Syllabus per Subject	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Table of Specifications	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Midterm Examination	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Endterm Examination	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Grade Sheets	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Form 48	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
List of Books /References	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Report on Seminar/s Attended	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Previous Faculty Clearance	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
TOTAL						
<b>OVER-ALL RATING</b>						

SIGNATURE OVER PRINTED NAME OF RATER \_\_\_\_\_

Date: \_\_\_\_\_



Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 \_\_\_\_\_, Negros Occidental

## FACULTY PERFORMANCE EVALUATION REPORT

Institution: \_\_\_\_\_ Campus: \_\_\_\_\_  
 Name of Faculty: \_\_\_\_\_ College/Unit: \_\_\_\_\_  
 Designation/ \_\_\_\_\_ Rating Period: \_\_\_\_\_  
 Designation Credit (%): \_\_\_\_\_ Teaching Credit (%): \_\_\_\_\_

### I. Administrator's Rating (40%)

- A. Teaching Effectiveness
1. Commitment = \_\_\_\_\_
  2. Knowledge of Subject = \_\_\_\_\_
  3. Teaching for Independent Learning = \_\_\_\_\_
  4. Management of Learning = \_\_\_\_\_
- B. Professionalism = \_\_\_\_\_
- Mean Points = \_\_\_\_\_ x 50% = \_\_\_\_\_
- C. Research = \_\_\_\_\_ x \_\_\_\_\_ % = \_\_\_\_\_
- D. Extension = \_\_\_\_\_ x \_\_\_\_\_ % = \_\_\_\_\_
- E. Production = \_\_\_\_\_ x \_\_\_\_\_ % = \_\_\_\_\_
- Total Points = \_\_\_\_\_ x 40% = \_\_\_\_\_

### II. Self-Rating (10%)

- A. Teaching Effectiveness
1. Commitment = \_\_\_\_\_
  2. Knowledge of Subject = \_\_\_\_\_
  3. Teaching for Independent Learning = \_\_\_\_\_
  4. Management of Learning = \_\_\_\_\_
  5. Professionalism = \_\_\_\_\_
- Mean Points = \_\_\_\_\_ x 10% = \_\_\_\_\_

### III. Peer Rating (10%)

- A. Teaching Effectiveness
1. Commitment = \_\_\_\_\_
  2. Knowledge of Subject = \_\_\_\_\_
  3. Teaching for Independent Learning = \_\_\_\_\_
  4. Management of Learning = \_\_\_\_\_
  5. Professionalism = \_\_\_\_\_
- Mean Points = \_\_\_\_\_ x 10% = \_\_\_\_\_

### IV. Students' Rating (40%)

1. Commitment = \_\_\_\_\_
  2. Knowledge of Subject = \_\_\_\_\_
  3. Teaching for Independent Learning = \_\_\_\_\_
  4. Management of Learning = \_\_\_\_\_
  5. Professionalism = \_\_\_\_\_
- Mean Points = \_\_\_\_\_ x 40% = \_\_\_\_\_

4.20 - 5.00 = Outstanding  
 3.40 - 4.19 = Very Satisfactory  
 2.60 - 3.39 = Satisfactory  
 1.80 - 2.59 = Unsatisfactory  
 1.00 - 1.79 = Poor

**Numerical Rating** = \_\_\_\_\_

DESIGNATION CREDIT	REQUIRED TEACHING LOADS	PERCENTAGE DISTRIBUTION			TOTAL
		ADMINISTRATIVE	TEACHING	SUBMISSION OF DOCUMENTS	
18 (86%)	3	50%	30%	20%	100%
15 (71%)	6	42%	38%	20%	100%
12 (57%)	9	34%	46%	20%	100%
9 (43%)	12	26%	54%	20%	100%
6 (29%)	15	18%	62%	20%	100%
3 (14%)	18	10%	70%	20%	100%
0	21	0%	80%	20%	100%

**SUMMARY OF RATINGS**

**AREAS RATING % NUMERICAL RATING**

Teaching Performance	_____	_____	_____
Administrative Performance	_____	_____	_____
Submission of Documents	_____	<b>20</b>	_____

**Total Numerical Rating:** \_\_\_\_\_

**Plus Factor:**

Points Earned

13 and above = .10 \_\_\_\_\_

10-12 = .08 \_\_\_\_\_

7-9 = .06 \_\_\_\_\_

4-6 = .04 \_\_\_\_\_

1-3 = .02 \_\_\_\_\_

**Final Numerical Rating:** \_\_\_\_\_

**Descriptive Rating:** \_\_\_\_\_

---

*Ratee:*

**JUAN DE LA CRUZ**

Faculty

*Rater:*

**JUAN DE LA CRUZ**

Dean

*Verified:*

**JOSE RABBI B. MALAGA, MIMORLANDO Z. BENALES, EdD**

Campus Executive Director

*Approved:*

**RENATO M. SOROLLA, PhD**

Vice President for Academic Affairs

SUC President II

Republic of the Philippines  
CARLOS HILADO MEMORIAL STATE COLLEGE  
Talisay City, Negros Occidental

PERFORMANCE APPRAISAL FORM FOR DEPARTMENT/UNIT HEADS, DEANS,  
DIRECTORS AND VICE PRESIDENTS

Rating Period: \_\_\_\_\_

NAME: \_\_\_\_\_ DEPARTMENT/UNIT.: \_\_\_\_\_

DESIGNATION/POSITION: \_\_\_\_\_ UNIT/COLLEGE: \_\_\_\_\_

EVALUATOR (Please check):     Self     Subordinate     Peer     Supervisor

Directions: Kindly evaluate the person whose name appears above by circling the appropriate number in the column. Please refer to the following scales:

NUMERICAL RATING	DESCRIPTIVE RATING	QUALITATIVE DESCRIPTION
5	Outstanding	Exhibits the behavior described <b>at all times</b> when the occasion occurs.
4	Very Satisfactory	Exhibits the behavior described <b>most of the time</b> when the occasion occurs.
3	Satisfactory	Exhibits the behavior described <b>sometimes</b> when the occasion occurs.
2	Fair	Exhibits the behavior described <b>rarely</b> when the occasion occurs.
1	Poor	The behavior described <b>has not been exhibited at all times</b> when the occasion occurs.

**I. SUPERVISORY FUNCTIONS**

<b>A. Management Competence</b>						
1	Plans programs, projects, and activities in the unit / department / college	5	4	3	2	1
2	Organizes / Assigns personnel to manage and implements the programs, projects & activities	5	4	3	2	1
3	Coaches the personnel and monitors the progress of the programs, projects & activities	5	4	3	2	1
4	Determines if performance matches standards or if needed, takes corrective action	5	4	3	2	1
5	Looks into financial control, the college's liquidity- general financial condition and its profitability	5	4	3	2	1
<b>B. Leadership</b>						
1	Leads her / his people by example	5	4	3	2	1
2	Motivates subordinates to achieve the goals and objectives of his/her unit/Dept/college	5	4	3	2	1
3	Coordinates the implemented programs, projects and activities to all units of the college	5	4	3	2	1
4	Recognizes the subordinates with outstanding accomplishments	5	4	3	2	1
5	Displays effectiveness in handling group activities	5	4	3	2	1
<b>C. Resource Management</b>						
1	Manages properly supplies and materials	5	4	3	2	1
2	Maintains good rapport and relationships with his / her people	5	4	3	2	1
3	Observes effective time management	5	4	3	2	1
4	Handles fiscal transactions properly	5	4	3	2	1
5	Emphasizes new techniques and effective strategies in teaching	5	4	3	2	1
<b>D. Professionalism</b>						
1	Has smooth interpersonal relations	5	4	3	2	1
2	Displays professional ethics	5	4	3	2	1
3	Shows innovativeness / creativity in solving problems	5	4	3	2	1
4	Encourages and supports professional growth	5	4	3	2	1
5	Displays dynamism in accomplishing the goals / objectives of his/her unit/dept/college	5	4	3	2	1
Total Score per Column:						
Mean Score:						
Descriptive Rating:						

Remarks: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF EVALUATOR: \_\_\_\_\_  
NAME OF EVALUATOR: \_\_\_\_\_  
POSITION OF EVALUATOR: \_\_\_\_\_  
Date: \_\_\_\_\_



Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 Talisay City, Negros Occidental

## FACULTY PERFORMANCE EVALUATION INSTRUMENT

NAME OF FACULTY: \_\_\_\_\_ TERM/SEMESTER: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

COLLEGE/CAMPUS/UNIT: \_\_\_\_\_

RATER (Please put a check mark on appropriate box):

( ) Dean / Administrator    ( ) Self    ( ) Chairperson    ( ) Peer

This instrument is intended to determine the intellectual and scholastic qualities, instructional competence, professionalism, research, extension, and production functions of the faculty as well as their plus factors. The various groups of respondents shall accomplish the instrument as follows:

1. The Dean/Administrator shall evaluate the faculty on all components of the instrument.
2. The Self-Evaluator shall evaluate his/her performance on Part I (Teaching Effectiveness) and Part II (Professionalism) of the instrument.
3. The Peer shall evaluate the faculty on Part I (Teaching Effectiveness) and Part II (Professionalism) of the instrument.

**Instruction:** For each of the items, circle a number in a column that represents your honest and objective assessment of the level of teaching effectiveness in the various areas. Please base your choices on the following guide / scale:

**Numerical Value Descriptive Rating Mean Score Ranges**

5	Outstanding	(O)	4.20 – 5.00
4	Very Satisfactory	(VS)	3.40 – 4.19
3	Satisfactory	(S)	2.60 – 3.39
2	Unsatisfactory	(UN)	1.80 – 2.59
1	Poor	(P)	1.00 – 1.79

### I. TEACHING EFFECTIVENESS

<b>A. COMMITMENT</b>	<b>P</b>	<b>U</b>	<b>S</b>	<b>VS</b>	<b>O</b>
1. Demonstrate sensitivity to students' ability to attend and absorb content information.	1	2	3	4	5
2. Integrates sensitively his/her learning objectives with those of the students in a collaborative process.	1	2	3	4	5
3. Makes self available to students beyond official time.	1	2	3	4	5
4. Regularly comes to class on time, well-groomed, and well-prepared to complete assigned responsibilities.	1	2	3	4	5
5. Keeps accurate records of students' performance and prompt submission of the same.	1	2	3	4	5
	<b>TOTAL</b>				
	<b>AVERAGE</b>				
<b>B. KNOWLEDGE OF SUBJECT</b>	<b>P</b>	<b>U</b>	<b>S</b>	<b>VS</b>	<b>O</b>
1. Demonstrates mastery of the subject matter (explain the subject matter without relying solely on the prescribed textbook).	1	2	3	4	5
2. Draws and shares information on the state on the art of theory and practice in his/her discipline.	1	2	3	4	5
3. Integrates subject to practical circumstances and learning intents/purposes of the students.	1	2	3	4	5
4. Explains the relevance of present topics to the previous lessons, & relates the subject matter to relevant current issues and / daily activities.	1	2	3	4	5
5. Demonstrates up-to-date knowledge and/or awareness on current trends and issues of the subject.	1	2	3	4	5
	<b>TOTAL</b>				
	<b>AVERAGE</b>				
<b>C. TEACHING FOR INDEPENDENT LEARNING</b>	<b>P</b>	<b>U</b>	<b>S</b>	<b>VS</b>	<b>O</b>
1. Creates teaching strategies that allow students to practice using concepts they need to understand (interactive discussion).	1	2	3	4	5
2. Enhances student self-esteem and/or gives due recognition to students' performance/potentials.	1	2	3	4	5



3. Allows students to create their own course with objectives and realistically defined student-instructor rules and make them accountable for their performance..	1	2	3	4	5
4. Allows students to think independently and make their own decisions and holding them accountable for their performance based largely on their success in executing decisions.	1	2	3	4	5
5. Encourages students to learn beyond what is required and help/guide the students how to apply the concepts learned.	1	2	3	4	5
	TOTAL				
	AVERAGE				
<b>D. MANAGEMENT FOR LEARNING</b>					
1. Creates opportunities for intensive and/or extensive contribution of students in the class activities (e.g. breaks class into dyads, triads or buzz/task groups).	1	2	3	4	5
2. Assumes roles as facilitator, resource person, coach, inquisitor, referee in drawing students to contribute knowledge and understanding of the concepts at hand.	1	2	3	4	5
3. Assumes various appropriate roles, (facilitator, coach, resource speaker, integrator, inquisitor, referee, etc.) in drawing students to contribute knowledge and understanding of the concepts at hand.	1	2	3	4	5
4. Structures/re-structures learning conditions and experience that promotes healthy exchange and/or confrontations.	1	2	3	4	5
5. Uses instructional materials (audio-video materials: fieldtrips, film showing, computer aided instruction and etc.) to reinforce learning processes.	1	2	3	4	5
	TOTAL				
	AVERAGE				
<b>II. PROFESSIONALISM</b>					
<b>Attendance</b>	1	2	3	4	5
1. is punctual in starting and ending classes on specified time	1	2	3	4	5
2. attends classes regularly, absences are rare and reasonable	1	2	3	4	5
3. attends punctually meeting and other co-curricular function during days. Absences are rare and reasonable	1	2	3	4	5
<b>Physical Mental and Emotional Health</b>	1	2	3	4	5
4. is able to tackle workload with enough physical vigor	1	2	3	4	5
5. has a happy attitude towards work, peers, superiors and students	1	2	3	4	5
6. is emotionally well-balanced	1	2	3	4	5
<b>Personality</b>					
7. observes proper grooming	1	2	3	4	5
8. possesses self-confidence and poise	1	2	3	4	5
9. has a pleasing personality	1	2	3	4	5
10. demonstrates high sense of responsibility	1	2	3	4	5
11. is a remarkable role model.	1	2	3	4	5
<b>Dynamism and Industry</b>					
12. is resourceful, enthusiastic and creative	1	2	3	4	5
13. demonstrates good leadership among peers	1	2	3	4	5
14. complies with the demands of the profession wholeheartedly	1	2	3	4	5
<b>Initiative</b>					
15. Manifests initiative in one's work.	1	2	3	4	5
16. introduces practical suggestions for doing work and co-curricular activities in better ways.	1	2	3	4	5
<b>Honesty and Reliability</b>					
17. practices professional values and attitudes.	1	2	3	4	5
18. sets good examples as a professional in words and actions.	1	2	3	4	5
19. has a high sense of honesty to one self and to others.	1	2	3	4	5
20. is consistent in his/ her good acts as a teacher.	1	2	3	4	5
<b>Working Relationship</b>					
21. is looked up with respect by the students, peer and supervisors.	1	2	3	4	5
22. treats students equally and fairly – like responsible and mature individuals.	1	2	3	4	5
23. keeps himself easily available for advice and consultation.	1	2	3	4	5
24. exhibits admirable respect for human dignity.	1	2	3	4	5

25. is fair and accept weaknesses of others.	1	2	3	4	5
26. does assigned task willingly and to the best of his/her ability.	1	2	3	4	5
27. refrains from putting students, peers and superiors in bad light.	1	2	3	4	5
28. submits requirements on time (DTR, faculty load, syllabi, grade sheets, etc).	1	2	3	4	5
29. abide by the policies and regulations of the University (wearing of proper uniform with ID's, non – smoking on campus, etc).	1	2	3	4	5
<b>Respect</b>					
30. considers peers and co-equal	1	2	3	4	5
31. respects the office which the superior represents.	1	2	3	4	5
32. treats subordinates with due respect.	1	2	3	4	5
					TOTAL
					AVERAGE

## II. RESEARCH

1. For every research or development project presented in scientific forum/symposium.	
International	5
National	4
Regional	3
Local	2
2. For every research or development project published.	
International	5
National	4
Regional	3
Local	2
3. For every research or development project completed.	
Program	9
Project	6
4. For every research or development project proposal approved for implementation	
Program	6
Project	4
Study	2
Note: One completed research or development project may receive credits for items 1, 2, and 3 respectively.	
21 up - 5	
16 to 20 - 4	
11 to 15 - 3	
6 to 10 - 2	
0 to 5 - 1	
TOTAL	
AVERAGE	

## III. EXTENSION

A. Extension / community Outreach Activity Proposed, Approved for Implementation, and Implemented.	
1. Submitted extension proposal, approved for implementation, and implemented. 5 pts	
2. Submitted proposal and approved for implementation for prioritization. 3 pts	
3. Submitted proposal only 2 pts	
B. Participation in extension / community outreach activities of the unit.	
1. Chairman/ Leader (per year) 3 pts	
2. Member (per year) 2 pts	
C. Participation in special community service and allied agency activities such as: Barangay Community Development / Civic Action Activities / Consultant / Resource Speakers / Expert, etc. 2 pts	
13 and above - 5	
10 to 12 - 4	
7 to 9 - 3	
4 to 6 - 2	

0 to 3 - 1	
	TOTAL
	AVERAGE
<b>IV. PRODUCTION</b>	
Management of income-generating projects of the College shall be credited on the basis of gross income generated	
Below P1,500 per rating period	1
Above P1,500 and below P3,000 per rating period	2
Above P3,000 and below P6,000 per rating period	3
Above P6,000 and below P13,000 per rating period	4
Above P13,000 per rating period	5
<b>V. PLUS FACTORS</b>	
2. Has brought honor in the form of awards, officerships in organization for the Department, College, University at the local, regional, national level as a professional.	Inter /National - 3 Regional- 2 Local- 1
3. Does work voluntarily for the good of the Department, College, University beyond the usual assignment as a professional, like an organizer, chairman or committee member.	Committee Chair (regional/provincial/ institutional)- 3 Committee Chair (unit/campus)- 2 Member, (institutional- 2 unit/campus)- 1
4. Render unconditional service for the welfare of the department, college, university (attendance to parades, important university functions, such as commencement receptions for guest, attendance to University / college activities beyond regular office hours and or usual assignment).	Committee Chair (regional/provincial/ institutional)- 3 Committee Chair (unit/campus)- 2 Member, (institutional-unit/campus)- 1
13 and above - 5	
10 to 12 - 4	
7 to 9 - 3	
4 to 6 - 2	
0 to 3 - 1	
	TOTAL
	AVERAGE
GENERAL AVERAGE	
PLUS FACTOR	
TOTAL	

\_\_\_\_\_  
SIGNATURE OF RATER OVER PRINTED NAME



Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 \_\_\_\_\_, Negros Occidental

**EVALUATION INSTRUMENT ON SUBMISSION OF DOCUMENTS**

NAME OF FACULTY: \_\_\_\_\_ TERM/SEMESTER: \_\_\_\_\_  
 COLLEGE/CAMPUS: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

Timely submission of vital documents contributes to organizational efficiency. The purpose of this instrument is to rate the faculty on the submission of documents to maximize its contribution to the effective and efficient delivery of educational services. Rating obtained in this instrument will constitute 20% of the overall faculty performance evaluation during a rating period.

For each of the documents identified for submission during the rating period, rate the faculty on the areas of Quantity, Quality, and Timeliness by circling a number for every item in each of the column based on the following guide:

NUMBER CODE	DESCRIPTION		
	QUANTITY	QUALITY	TIMELINESS
5	Submitted 100% document/s	100% accurate and organized	Submitted before deadline
4	Submitted 80% documents	80% accurate and organized	Submitted on deadline
3	Submitted 60% document/s	60% accurate and organized	Submitted 2 days after deadline
2	Submitted 40% document/s	40% accurate and organized	Submitted 3 days after deadline
1	Submitted 20% document/s	20% accurate and organized	Submitted 4 or more days after deadline
0	Not submitted	Not submitted	Not submitted
X	Not Applicable	Not Applicable	Not Applicable

REQUIRED DOCUMENTS	RATING				%	NUMERICAL VALUE
	QUANTITY	QUALITY	TIMELINESS	MEAN		
Commitment Form	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X		20	
Course Syllabus per Subject	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Table of Specifications	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Midterm Examination	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Endterm Examination	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Grade Sheets	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Form 48	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
List of Books /References	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Report on Seminar/s Attended	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Previous Faculty Clearance	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
TOTAL						
<b>OVER-ALL RATING</b>						

SIGNATURE OVER PRINTED NAME OF RATER \_\_\_\_\_

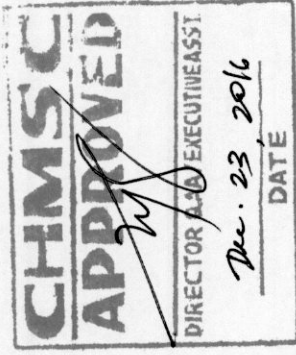
Date: \_\_\_\_\_

g.

h. *Interested parties, their descriptions, requirements, issues, and action plans (Note: g and h are integrated in 1 document)*



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**INTERESTED PARTIES, THEIR DESCRIPTIONS, REQUIREMENTS, AND ACTION PLANS (LETTERS "g" and "h")**

INTERESTED PARTIES	DESCRIPTION	REQUIREMENTS	ISSUES	ACTION PLAN
1. Students	Learners officially enrolled in the tertiary academic programs of CHMSC	Quality Education that matches with the Competence requirements of employment generations	Inadequate facilities and equipment to support instruction	Review of facilities and equipment requirements per academic program based on CMO's to ensure compliance with quality education  Acquisition of needed support facilities and equipment
2. Parents/Guardians	Primary/Major supporters of students' needs: financial, moral, social, others.	Provisions of quality education and other school services to their children	Immediate employment of children after graduation (academic preparations vs. employment opportunities vs. mismatched programs vs. waiting time)	Enhance tracer's study to detect employment flows  Establish more employment linkages and industry partners  Establish placement center with specific thrust program to assist graduates for employment

3. Faculty and Staff	Deliverer/Agent of instruction and other services to customers and other stakeholders	Delivery of quality instruction and services	Competency requirements Alignment work assignments with fields of specialization	Retooling of faculty and service personnel through further education and trainings based on competency requirements Review of existing structure
4. Alumni	Graduates of CHMSC	Continual/active engagement with school activities and projects for mutual support	Unorganized system of linkage between school and alumni Inactive involvement of alumni to school activities and projects	Establish close tie with alumni group through joint projects Review existing set up in alumni office for improved system and efficient functions
5. Contractors and Suppliers	External Providers of processes, products, and services to CHMSC	Delivery of appropriate processes, products and services pursuant to agreement, terms of reference and other specifications	Sub-standard provisions of processes, products and services Delays in the delivery	Intensifying control on non-conformity and employment of corrective actions for externally provided processes, products and services
6. Government Regulating Agencies (CHED, CSC, DBM, COA)	Regulators of government rules, guidelines and standards in government service and operation of delivering government agencies	Compliance with government regulations	Meeting the targets and requirements of regulating agencies	Regular monitoring on compliance with regulations Immediate employment of corrective actions
7. Community	Community partners and beneficiaries of various community extension programs of CHMSC	Sustainable development and self-reliance of partner communities	Failure to materialize some projects Difficulties in the implementation of some programs	Review and root cause analysis of project failures Employment of corrective action

8. Local Government Unit	Government partners in the delivery of public services	Quality public services responsive to the needs of people	Inadequate public services to meet community needs towards development	More coordinated efforts with LGU to address these concerns, particularly on the needed resources
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Consolidated by:

  
ENGR. JUN JUN MARQUEZ  
Director, Planning, Monitoring and Evaluation



- i. *Context of Organization via SWOT for analysis and monitoring of internal and external issues*

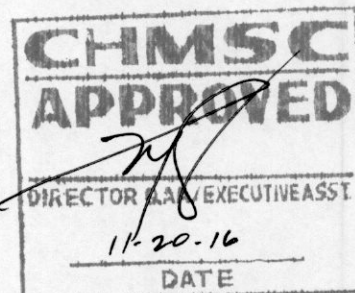


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## CONTEXT OF ORGANIZATION

SWOT Analysis Results (Summative)  
November 2016

<p><u>STRENGTH:</u></p> <ul style="list-style-type: none"><li>• Highly competent top management</li><li>• Full accredited status for academic programs</li><li>• Each campus is a degree granting unit</li><li>• Clear strategic direction w/ three major interventions (Triple Helix)</li><li>• Good corporate image</li></ul>	<p><u>WEAKNESS:</u></p> <ul style="list-style-type: none"><li>• Board performance below the national passing rate</li><li>• Student mobility (inter-country)</li><li>• Institutional accreditation</li><li>• Inadequate facilities (low per capita cost for students)</li><li>• Lack of plantilla items for support services</li></ul>
<p><u>OPPORTUNITY:</u></p> <ul style="list-style-type: none"><li>• Curricular programs expansion</li><li>• Establishment of NIR</li><li>• Provision for new plantilla (Faculty &amp; Staff)</li><li>• Availability of Faculty/Staff Development Program</li><li>• Establishment of External linkages/Research Center</li></ul>	<p><u>THREAT:</u></p> <ul style="list-style-type: none"><li>• Program competitors</li><li>• Decreasing enrolment in some program &amp; K12 implementation</li><li>• Turn-over of faculty due to retirement/resignation</li><li>• Global competitiveness/ASEAN Integration</li><li>• Issue on contractualization of personnel (ENDO)</li></ul>



j. *Control of external providers to ensure that their processes, products and services meet requirements*



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Talisay City, Negros Island Region

**CONTROL MECHANISMS FOR EXTERNAL PROVIDERS OF  
PROCESSES, GOODS AND SERVICES**

CHMSC adopts in full the standard set forth in ISO 9001:2015 on control of external providers (clauses:8.4, 8.4.1, 8.5.1, 8.5.2 and 8.7) vis-à-vis their processes, products and services to the organization including those directly delivered to customers and other interested parties. In addition, Quality Manual includes the specific provisions related thereto (11-12).

To ensure that these externally provided processes, products and services meet the requirements, the following are observed.

**1. Procurement**

**Public Bidding (General Mode)**

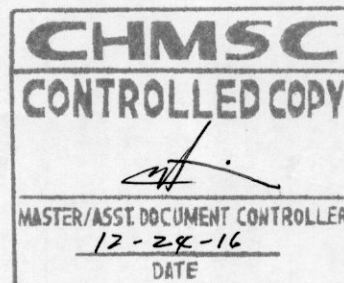
- 1.1 Pre-procurement Conference
- 1.2 Advertise/Post the ITB
- 1.3 Issue Bidding documents
- 1.4 Hold Pre-Bid Conference
- 1.5 Open Technical & Financial Proposals
- 1.6 Evaluate & Rank bids
- 1.7 Post-qualify the Lowest Calculated Bid (LCB)
- 1.8 Issue Notice of Award to Lowest Calculated & Responsive Bid
- 1.9 Contract Signing
- 1.10 Issue Notice to Proceed

**Ref.: RA 9184 & Its IRR**

**2. Conduct of Inspection**

- 2.1 Check the requisites of a complete P.O.
- 2.2 Check the data on the Invoice/DR
- 2.3 Proceed to the delivery site
- 2.4 Conduct the inspection
- 2.5 Make a notation on the P.O/Invoice
- 2.6 Prepare the Inspection Report
- 2.7 Sign the Inspection Report.

**Ref.: Handbook on Property & Supply Management, Quality Manual**



**3. Performance Evaluation of Suppliers**

Criteria and Weights

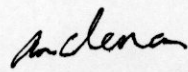
Criteria	Weights
1. Quality	40%
2. Cost	15%
3. Delivery Schedule	30%
4. User's Satisfaction	15%
Total	100%

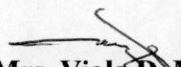
Basic Rating System:

Very Satisfactory (VS)      Fair (F)  
Satisfactory (S)              Unsatisfactory (U)

**4. Corrective Actions on Non-Conformity**

1. Return the good to Supplier for replacement;
2. The goods should be replaced for a period not exceeding fifteen (15) days for highly technical goods, and seven (7) days for ordinary and common-use supplies;
3. The replaced goods should be properly inspected to determine compliance as to the required specifications;
4. The Suppliers that are non-complying shall be subjected to blacklisting based on the procedures for blacklisting of suppliers under RA 9184

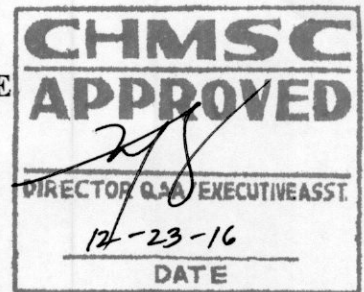
  
**Dr. Perla G. Guillena**  
BAC Secretary

  
**Mrs. Viola D. Mongcal**  
Supply Officer

***k. Approved identified risks and opportunities with corresponding action plans***



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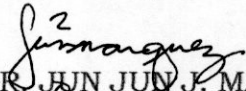


Identified/Approved  
 Opportunities and Risks with Corresponding Action Plans

RISKS/THREATS	ACTION PLAN
<ul style="list-style-type: none"> <li>Program competitors</li> </ul>	<ul style="list-style-type: none"> <li>Apply for COE/COD for Academic Programs</li> <li>Conduct for CBBT</li> <li>Comply with CHED requirement for COPC</li> </ul>
<ul style="list-style-type: none"> <li>Decreasing enrolment in some program &amp; K12 implementation</li> </ul>	<ul style="list-style-type: none"> <li>Offer Senior High School Program</li> <li>Explore on programs expansion or new programs</li> </ul>
<ul style="list-style-type: none"> <li>Turn-over of faculty due to retirement/resignation</li> </ul>	<ul style="list-style-type: none"> <li>Effective implementation of Faculty and Staff Development Program</li> <li>Formulate and implement succession plan</li> </ul>
<ul style="list-style-type: none"> <li>Global competitiveness/ASEAN integration</li> </ul>	<ul style="list-style-type: none"> <li>Align the curricula with ASEAN integration</li> <li>Engage in international linkages</li> </ul>
<ul style="list-style-type: none"> <li>Issue on contractualization of personnel (ENDO)</li> </ul>	<ul style="list-style-type: none"> <li>Provide new plantilla for Faculty and Staff</li> <li>Streamline job functions</li> </ul>

OPPORTUNITIES	ACTION PLAN
<ul style="list-style-type: none"> <li>Curricular program expansion</li> </ul>	<ul style="list-style-type: none"> <li>Hire highly competent faculty based on existing needs</li> <li>Provide scholarship to qualified faculty in CHED approved DHEI's and other sponsoring agencies.</li> </ul>
<ul style="list-style-type: none"> <li>Establishment of NIR</li> </ul>	<ul style="list-style-type: none"> <li>Engage in a close/more coordinative relation with Government agencies in support of the regional and institutional target for development</li> </ul>
<ul style="list-style-type: none"> <li>Provision of new plantilla (Faculty and Staff)</li> </ul>	<ul style="list-style-type: none"> <li>Formulate qualification framework (competencies, descriptors for all levels)</li> </ul>
<ul style="list-style-type: none"> <li>Availability of Faculty/Staff Development Program</li> </ul>	<ul style="list-style-type: none"> <li>Effectively implement the Faculty and staff Development Program</li> </ul>
<ul style="list-style-type: none"> <li>Establishment of External linkages/Research Center</li> </ul>	<ul style="list-style-type: none"> <li>Establish linkage centre</li> <li>Establish two Research Centers</li> <li>Feasibility study for center of Graduate studies</li> </ul>

Consolidated by:

  
 ENGR. JUN JUN J. MARQUEZ  
 Director, Planning, Monitoring and Evaluation

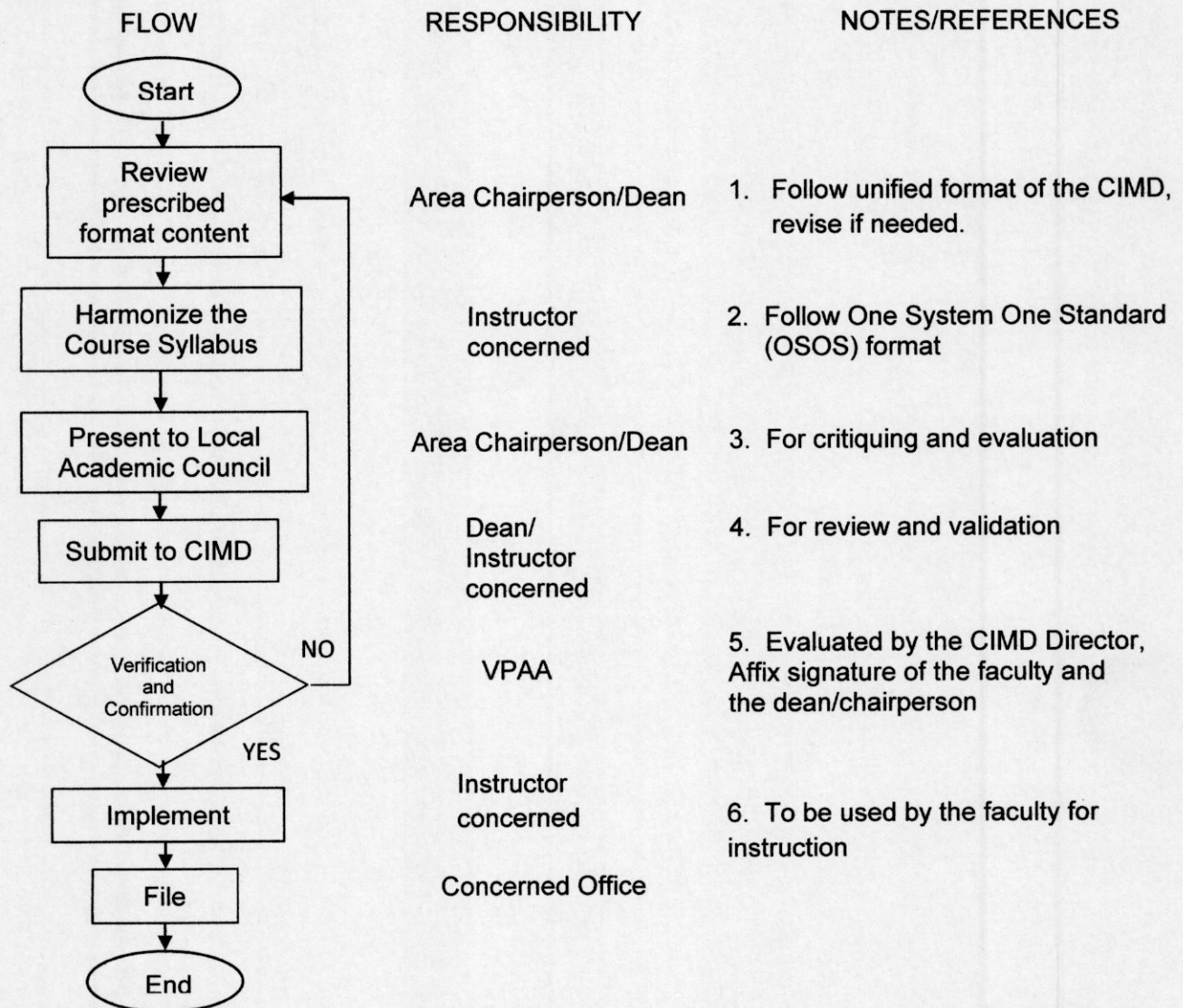


# WORK PROCEDURE

Doc. No: CHMSC-CAS-WP-02

**Title: Review/Revision of Syllabi**

## 5.0 Details







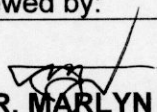
# WORK PROCEDURE

Doc. No: CHMSC-CAS-WP-02

**Title: Review/Revision of Syllabi**

## 6.0 Attachments

1. Course Syllabus
2. CMO

Reviewed by:	Approved by:
 <b>ENGR. MARLYN G. JOVER</b> Dean, College of Arts & Sciences	<b>DR. NORBERTO P. MANGULABNAN</b> Director, QAA
Date <i>12/22/16</i>	Date



Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 \_\_\_\_\_, Negros Occidental

## FACULTY PERFORMANCE EVALUATION REPORT

Institution: \_\_\_\_\_ Campus: \_\_\_\_\_  
 Name of Faculty: \_\_\_\_\_ College/Unit: \_\_\_\_\_  
 Designation/ \_\_\_\_\_ Rating Period: \_\_\_\_\_  
 Designation Credit (%): \_\_\_\_\_ Teaching Credit (%): \_\_\_\_\_

### I. Administrator's Rating (40%)

- A. Teaching Effectiveness
1. Commitment = \_\_\_\_\_
  2. Knowledge of Subject = \_\_\_\_\_
  3. Teaching for Independent Learning = \_\_\_\_\_
  4. Management of Learning = \_\_\_\_\_
- B. Professionalism = \_\_\_\_\_
- Mean Points = \_\_\_\_\_ x 50% = \_\_\_\_\_
- C. Research = \_\_\_\_\_ x \_\_\_\_\_ % = \_\_\_\_\_
- D. Extension = \_\_\_\_\_ x \_\_\_\_\_ % = \_\_\_\_\_
- E. Production = \_\_\_\_\_ x \_\_\_\_\_ % = \_\_\_\_\_
- Total Points = \_\_\_\_\_ x 40% = \_\_\_\_\_

### II. Self-Rating (10%)

- A. Teaching Effectiveness
1. Commitment = \_\_\_\_\_
  2. Knowledge of Subject = \_\_\_\_\_
  3. Teaching for Independent Learning = \_\_\_\_\_
  4. Management of Learning = \_\_\_\_\_
  5. Professionalism = \_\_\_\_\_
- Mean Points = \_\_\_\_\_ x 10% = \_\_\_\_\_

### III. Peer Rating (10%)

- A. Teaching Effectiveness
1. Commitment = \_\_\_\_\_
  2. Knowledge of Subject = \_\_\_\_\_
  3. Teaching for Independent Learning = \_\_\_\_\_
  4. Management of Learning = \_\_\_\_\_
  5. Professionalism = \_\_\_\_\_
- Mean Points = \_\_\_\_\_ x 10% = \_\_\_\_\_

### IV. Students' Rating (40%)

1. Commitment = \_\_\_\_\_
  2. Knowledge of Subject = \_\_\_\_\_
  3. Teaching for Independent Learning = \_\_\_\_\_
  4. Management of Learning = \_\_\_\_\_
  5. Professionalism = \_\_\_\_\_
- Mean Points = \_\_\_\_\_ x 40% = \_\_\_\_\_

4.20 – 5.00 = Outstanding  
 3.40 – 4.19 = Very Satisfactory  
 2.60 – 3.39 = Satisfactory  
 1.80 – 2.59 = Unsatisfactory  
 1.00 – 1.79 = Poor

Numerical Rating = \_\_\_\_\_

DESIGNATION CREDIT	REQUIRED TEACHING LOADS	PERCENTAGE DISTRIBUTION			TOTAL
		ADMINISTRATIVE	TEACHING	SUBMISSION OF DOCUMENTS	
18 (86%)	3	50%	30%	20%	100%
15 (71%)	6	42%	38%	20%	100%
12 (57%)	9	34%	46%	20%	100%
9 (43%)	12	26%	54%	20%	100%
6 (29%)	15	18%	62%	20%	100%
3 (14%)	18	10%	70%	20%	100%
0	21	0%	80%	20%	100%

**SUMMARY OF RATINGS**

**AREAS RATING % NUMERICAL RATING**

Teaching Performance	_____	_____	_____
Administrative Performance	_____	_____	_____
Submission of Documents	_____	<b>20</b>	_____

**Total Numerical Rating:** \_\_\_\_\_

**Plus Factor:**

Points Earned

13 and above = .10 \_\_\_\_\_

10-12 = .08 \_\_\_\_\_

7-9 = .06 \_\_\_\_\_

4-6 = .04 \_\_\_\_\_

1-3 = .02 \_\_\_\_\_

**Final Numerical Rating:** \_\_\_\_\_

**Descriptive Rating:** \_\_\_\_\_

---

*Ratee:*

**JUAN DE LA CRUZ**

Faculty

*Rater:*

**JUAN DE LA CRUZ**

Dean

*Verified:*

**JOSE RABBI B. MALAGA, MIMORLANDO Z. BENALES, EdD**

Campus Executive Director

*Approved:*

**RENATO M. SOROLLA, PhD**

Vice President for Academic Affairs

SUC President II

Republic of the Philippines  
CARLOS HILADO MEMORIAL STATE COLLEGE  
Talisay City, Negros Occidental

PERFORMANCE APPRAISAL FORM FOR DEPARTMENT/UNIT HEADS, DEANS,  
DIRECTORS AND VICE PRESIDENTS

Rating Period: \_\_\_\_\_

NAME: \_\_\_\_\_ DEPARTMENT/UNIT.: \_\_\_\_\_

DESIGNATION/POSITION: \_\_\_\_\_ UNIT/COLLEGE: \_\_\_\_\_

EVALUATOR (Please check):     Self     Subordinate     Peer     Supervisor

Directions: Kindly evaluate the person whose name appears above by circling the appropriate number in the column. Please refer to the following scales:

NUMERICAL RATING	DESCRIPTIVE RATING	QUALITATIVE DESCRIPTION
5	Outstanding	Exhibits the behavior described <b>at all times</b> when the occasion occurs.
4	Very Satisfactory	Exhibits the behavior described <b>most of the time</b> when the occasion occurs.
3	Satisfactory	Exhibits the behavior described <b>sometimes</b> when the occasion occurs.
2	Fair	Exhibits the behavior described <b>rarely</b> when the occasion occurs.
1	Poor	The behavior described <b>has not been exhibited at all times</b> when the occasion occurs.

**I. SUPERVISORY FUNCTIONS**

<b>A. Management Competence</b>						
1	Plans programs, projects, and activities in the unit / department / college	5	4	3	2	1
2	Organizes / Assigns personnel to manage and implements the programs, projects & activities	5	4	3	2	1
3	Coaches the personnel and monitors the progress of the programs, projects & activities	5	4	3	2	1
4	Determines if performance matches standards or if needed, takes corrective action	5	4	3	2	1
5	Looks into financial control, the college's liquidity- general financial condition and its profitability	5	4	3	2	1
<b>B. Leadership</b>						
1	Leads her / his people by example	5	4	3	2	1
2	Motivates subordinates to achieve the goals and objectives of his/her unit/Dept/college	5	4	3	2	1
3	Coordinates the implemented programs, projects and activities to all units of the college	5	4	3	2	1
4	Recognizes the subordinates with outstanding accomplishments	5	4	3	2	1
5	Displays effectiveness in handling group activities	5	4	3	2	1
<b>C. Resource Management</b>						
1	Manages properly supplies and materials	5	4	3	2	1
2	Maintains good rapport and relationships with his / her people	5	4	3	2	1
3	Observes effective time management	5	4	3	2	1
4	Handles fiscal transactions properly	5	4	3	2	1
5	Emphasizes new techniques and effective strategies in teaching	5	4	3	2	1
<b>D. Professionalism</b>						
1	Has smooth interpersonal relations	5	4	3	2	1
2	Displays professional ethics	5	4	3	2	1
3	Shows innovativeness / creativity in solving problems	5	4	3	2	1
4	Encourages and supports professional growth	5	4	3	2	1
5	Displays dynamism in accomplishing the goals / objectives of his/her unit/dept/college	5	4	3	2	1
Total Score per Column:						
Mean Score:						
Descriptive Rating:						

Remarks: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF EVALUATOR: \_\_\_\_\_  
NAME OF EVALUATOR: \_\_\_\_\_  
POSITION OF EVALUATOR: \_\_\_\_\_  
Date: \_\_\_\_\_



Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 Talisay City, Negros Occidental

## FACULTY PERFORMANCE EVALUATION INSTRUMENT

NAME OF FACULTY: \_\_\_\_\_ TERM/SEMESTER: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

COLLEGE/CAMPUS/UNIT: \_\_\_\_\_

RATER (Please put a check mark on appropriate box):

( ) Dean / Administrator    ( ) Self    ( ) Chairperson    ( ) Peer

This instrument is intended to determine the intellectual and scholastic qualities, instructional competence, professionalism, research, extension, and production functions of the faculty as well as their plus factors. The various groups of respondents shall accomplish the instrument as follows:

1. The Dean/Administrator shall evaluate the faculty on all components of the instrument.
2. The Self-Evaluator shall evaluate his/her performance on Part I (Teaching Effectiveness) and Part II (Professionalism) of the instrument.
3. The Peer shall evaluate the faculty on Part I (Teaching Effectiveness) and Part II (Professionalism) of the instrument.

**Instruction:** For each of the items, circle a number in a column that represents your honest and objective assessment of the level of teaching effectiveness in the various areas. Please base your choices on the following guide / scale:

**Numerical Value Descriptive Rating Mean Score Ranges**

5	Outstanding	(O)	4.20 – 5.00
4	Very Satisfactory	(VS)	3.40 – 4.19
3	Satisfactory	(S)	2.60 – 3.39
2	Unsatisfactory	(UN)	1.80 – 2.59
1	Poor	(P)	1.00 – 1.79

### I. TEACHING EFFECTIVENESS

<b>A. COMMITMENT</b>	<b>P</b>	<b>U</b>	<b>S</b>	<b>VS</b>	<b>O</b>
1. Demonstrate sensitivity to students' ability to attend and absorb content information.	1	2	3	4	5
2. Integrates sensitively his/her learning objectives with those of the students in a collaborative process.	1	2	3	4	5
3. Makes self available to students beyond official time.	1	2	3	4	5
4. Regularly comes to class on time, well-groomed, and well-prepared to complete assigned responsibilities.	1	2	3	4	5
5. Keeps accurate records of students' performance and prompt submission of the same.	1	2	3	4	5
	<b>TOTAL</b>				
	<b>AVERAGE</b>				
<b>B. KNOWLEDGE OF SUBJECT</b>	<b>P</b>	<b>U</b>	<b>S</b>	<b>VS</b>	<b>O</b>
1. Demonstrates mastery of the subject matter (explain the subject matter without relying solely on the prescribed textbook).	1	2	3	4	5
2. Draws and shares information on the state on the art of theory and practice in his/her discipline.	1	2	3	4	5
3. Integrates subject to practical circumstances and learning intents/purposes of the students.	1	2	3	4	5
4. Explains the relevance of present topics to the previous lessons, & relates the subject matter to relevant current issues and / daily activities.	1	2	3	4	5
5. Demonstrates up-to-date knowledge and/or awareness on current trends and issues of the subject.	1	2	3	4	5
	<b>TOTAL</b>				
	<b>AVERAGE</b>				
<b>C. TEACHING FOR INDEPENDENT LEARNING</b>	<b>P</b>	<b>U</b>	<b>S</b>	<b>VS</b>	<b>O</b>
1. Creates teaching strategies that allow students to practice using concepts they need to understand (interactive discussion).	1	2	3	4	5
2. Enhances student self-esteem and/or gives due recognition to students' performance/potentials.	1	2	3	4	5

3. Allows students to create their own course with objectives and realistically defined student-instructor rules and make them accountable for their performance..	1	2	3	4	5
4. Allows students to think independently and make their own decisions and holding them accountable for their performance based largely on their success in executing decisions.	1	2	3	4	5
5. Encourages students to learn beyond what is required and help/guide the students how to apply the concepts learned.	1	2	3	4	5
	TOTAL				
	AVERAGE				
<b>D. MANAGEMENT FOR LEARNING</b>					
1. Creates opportunities for intensive and/or extensive contribution of students in the class activities (e.g. breaks class into dyads, triads or buzz/task groups).	1	2	3	4	5
2. Assumes roles as facilitator, resource person, coach, inquisitor, referee in drawing students to contribute knowledge and understanding of the concepts at hand.	1	2	3	4	5
3. Assumes various appropriate roles, (facilitator, coach, resource speaker, integrator, inquisitor, referee, etc.) in drawing students to contribute knowledge and understanding of the concepts at hand.	1	2	3	4	5
4. Structures/re-structures learning conditions and experience that promotes healthy exchange and/or confrontations.	1	2	3	4	5
5. Uses instructional materials (audio-video materials: fieldtrips, film showing, computer aided instruction and etc.) to reinforce learning processes.	1	2	3	4	5
	TOTAL				
	AVERAGE				
<b>II. PROFESSIONALISM</b>					
<b>Attendance</b>	1	2	3	4	5
1. is punctual in starting and ending classes on specified time	1	2	3	4	5
2. attends classes regularly, absences are rare and reasonable	1	2	3	4	5
3. attends punctually meeting and other co-curricular function during days. Absences are rare and reasonable	1	2	3	4	5
<b>Physical Mental and Emotional Health</b>	1	2	3	4	5
4. is able to tackle workload with enough physical vigor	1	2	3	4	5
5. has a happy attitude towards work, peers, superiors and students	1	2	3	4	5
6. is emotionally well-balanced	1	2	3	4	5
<b>Personality</b>					
7. observes proper grooming	1	2	3	4	5
8. possesses self-confidence and poise	1	2	3	4	5
9. has a pleasing personality	1	2	3	4	5
10. demonstrates high sense of responsibility	1	2	3	4	5
11. is a remarkable role model.	1	2	3	4	5
<b>Dynamism and Industry</b>					
12. is resourceful, enthusiastic and creative	1	2	3	4	5
13. demonstrates good leadership among peers	1	2	3	4	5
14. complies with the demands of the profession wholeheartedly	1	2	3	4	5
<b>Initiative</b>					
15. Manifests initiative in one's work.	1	2	3	4	5
16. introduces practical suggestions for doing work and co-curricular activities in better ways.	1	2	3	4	5
<b>Honesty and Reliability</b>					
17. practices professional values and attitudes.	1	2	3	4	5
18. sets good examples as a professional in words and actions.	1	2	3	4	5
19. has a high sense of honesty to one self and to others.	1	2	3	4	5
20. is consistent in his/ her good acts as a teacher.	1	2	3	4	5
<b>Working Relationship</b>					
21. is looked up with respect by the students, peer and supervisors.	1	2	3	4	5
22. treats students equally and fairly – like responsible and mature individuals.	1	2	3	4	5
23. keeps himself easily available for advice and consultation.	1	2	3	4	5
24. exhibits admirable respect for human dignity.	1	2	3	4	5

25. is fair and accept weaknesses of others.	1	2	3	4	5
26. does assigned task willingly and to the best of his/her ability.	1	2	3	4	5
27. refrains from putting students, peers and superiors in bad light.	1	2	3	4	5
28. submits requirements on time (DTR, faculty load, syllabi, grade sheets, etc).	1	2	3	4	5
29. abide by the policies and regulations of the University (wearing of proper uniform with ID's, non – smoking on campus, etc).	1	2	3	4	5
<b>Respect</b>					
30. considers peers and co-equal	1	2	3	4	5
31. respects the office which the superior represents.	1	2	3	4	5
32. treats subordinates with due respect.	1	2	3	4	5
					TOTAL
					AVERAGE

## II. RESEARCH

1. For every research or development project presented in scientific forum/ symposium.	
International	5
National	4
Regional	3
Local	2
2. For every research or development project published.	
International	5
National	4
Regional	3
Local	2
3. For every research or development project completed.	
Program	9
Project	6
4. For every research or development project proposal approved for implementation	
Program	6
Project	4
Study	2
Note: One completed research or development project may receive credits for items 1, 2, and 3 respectively.	
21 up - 5	
16 to 20 - 4	
11 to 15 - 3	
6 to 10 - 2	
0 to 5 - 1	
TOTAL	
AVERAGE	

## III. EXTENSION

A. Extension / community Outreach Activity Proposed, Approved for Implementation, and Implemented.	
1. Submitted extension proposal, approved for implementation, and implemented. 5 pts	
2. Submitted proposal and approved for implementation for prioritization. 3 pts	
3. Submitted proposal only 2 pts	
B. Participation in extension / community outreach activities of the unit.	
1. Chairman/ Leader (per year) 3 pts	
2. Member (per year) 2 pts	
C. Participation in special community service and allied agency activities such as: Barangay Community Development / Civic Action Activities / Consultant / Resource Speakers / Expert, etc. 2 pts	
13 and above - 5	
10 to 12 - 4	
7 to 9 - 3	
4 to 6 - 2	

0 to 3 - 1	
	TOTAL
	AVERAGE
<b>IV. PRODUCTION</b>	
Management of income-generating projects of the College shall be credited on the basis of gross income generated	
Below P1,500 per rating period	1
Above P1,500 and below P3,000 per rating period	2
Above P3,000 and below P6,000 per rating period	3
Above P6,000 and below P13,000 per rating period	4
Above P13,000 per rating period	5
<b>V. PLUS FACTORS</b>	
2. Has brought honor in the form of awards, officerships in organization for the Department, College, University at the local, regional, national level as a professional.	Inter /National - 3 Regional- 2 Local- 1
3. Does work voluntarily for the good of the Department, College, University beyond the usual assignment as a professional, like an organizer, chairman or committee member.	Committee Chair (regional/provincial/ institutional)- 3 Committee Chair (unit/campus)- 2 Member, (institutional- 2 unit/campus)- 1
4. Render unconditional service for the welfare of the department, college, university (attendance to parades, important university functions, such as commencement receptions for guest, attendance to University / college activities beyond regular office hours and or usual assignment).	Committee Chair (regional/provincial/ institutional)- 3 Committee Chair (unit/campus)- 2 Member, (institutional- unit/campus)- 1
13 and above - 5	
10 to 12 - 4	
7 to 9 - 3	
4 to 6 - 2	
0 to 3 - 1	
	TOTAL
	AVERAGE
<b>GENERAL AVERAGE</b>	
<b>PLUS FACTOR</b>	
<b>TOTAL</b>	

\_\_\_\_\_  
SIGNATURE OF RATER OVER PRINTED NAME





Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 \_\_\_\_\_, Negros Occidental

### EVALUATION INSTRUMENT ON SUBMISSION OF DOCUMENTS

NAME OF FACULTY: \_\_\_\_\_ TERM/SEMESTER: \_\_\_\_\_  
 COLLEGE/CAMPUS: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

Timely submission of vital documents contributes to organizational efficiency. The purpose of this instrument is to rate the faculty on the submission of documents to maximize its contribution to the effective and efficient delivery of educational services. Rating obtained in this instrument will constitute 20% of the overall faculty performance evaluation during a rating period.

For each of the documents identified for submission during the rating period, rate the faculty on the areas of Quantity, Quality, and Timeliness by circling a number for every item in each of the column based on the following guide:

NUMBER CODE	DESCRIPTION		
	QUANTITY	QUALITY	TIMELINESS
5	Submitted 100% document/s	100% accurate and organized	Submitted before deadline
4	Submitted 80% documents	80% accurate and organized	Submitted on deadline
3	Submitted 60% document/s	60% accurate and organized	Submitted 2 days after deadline
2	Submitted 40% document/s	40% accurate and organized	Submitted 3 days after deadline
1	Submitted 20% document/s	20% accurate and organized	Submitted 4 or more days after deadline
0	Not submitted	Not submitted	Not submitted
X	Not Applicable	Not Applicable	Not Applicable

REQUIRED DOCUMENTS	RATING				%	NUMERICAL VALUE
	QUANTITY	QUALITY	TIMELINESS	MEAN		
Commitment Form	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X		20	
Course Syllabus per Subject	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Table of Specifications	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Midterm Examination	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Endterm Examination	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Grade Sheets	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Form 48	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
List of Books /References	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Report on Seminar/s Attended	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
Previous Faculty Clearance	5 4 3 2 1 0 X	5 4 3 2 1 0 X	5 4 3 2 1 0 X			
TOTAL						
<b>OVER-ALL RATING</b>						

SIGNATURE OVER PRINTED NAME OF RATER \_\_\_\_\_

Date: \_\_\_\_\_



# WORK PROCEDURE

Doc. No: CHMSC-CAS-WP-03

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## Title: Supervision & Evaluation of Faculty

### 1.0 Objective

To establish a system to supervise and evaluate the faculty under the School of Arts and Sciences

### 2.0 Scope

This work instruction covers the procedure in the supervision and evaluation of faculty members

### 3.0 Definitions and Abbreviations

- 3.1 Supervision - The act, process, or function of supervising
- 3.2 Evaluation - an act or instance of evaluating or appraising
- 3.3 CHMSC – Carlos Hilado Memorial State College
- 3.4 VPAA – Vice President for Academic Affairs

### 4.0 References

- 4.1 College Code
- 4.2 Faculty Manual

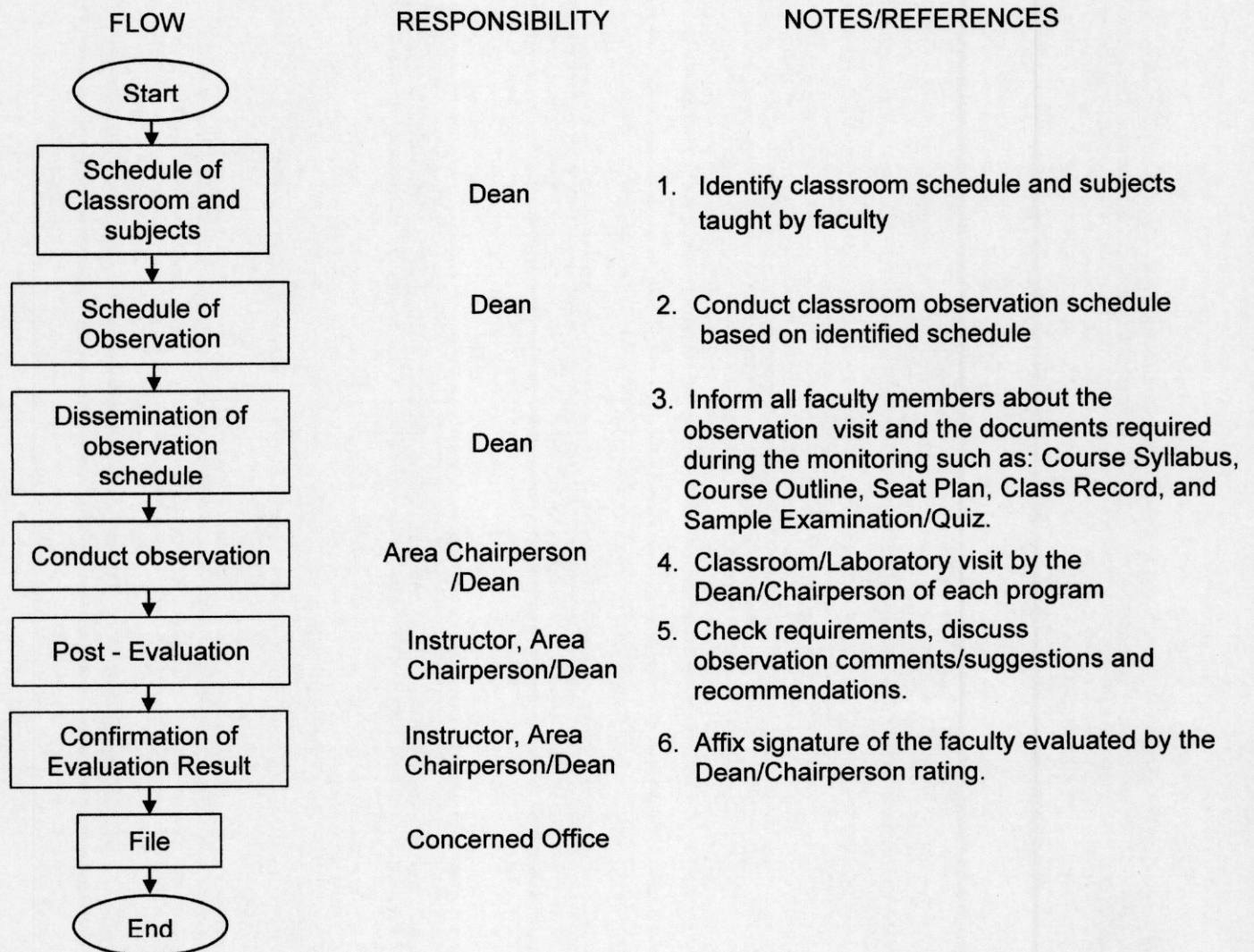


# WORK PROCEDURE

Doc. No: CHMSC-CAS-WP-03

## Title: Supervision & Evaluation of Faculty

### 5.0 Details





# WORK PROCEDURE

Doc. No: CHMSC-CAS-WP-03

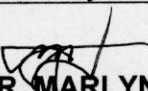
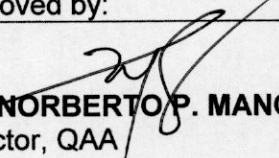
**Title: Supervision & Evaluation of Faculty**

## 6.0 Attachments

1. Classroom observation checklist
2. Faculty Performance Evaluation Report

## 7.0 Forms

1. Faculty Performance Evaluation Form

Reviewed by:	Approved by:
 <b>ENGR. MARLYN G. JOVER</b> Dean, College of Arts & Sciences	 <b>DR. NORBERTO P. MANGULABNAN</b> Director, QAA
Date 12/22/16	Date Dec. 23, 2016



# WORK PROCEDURE

Doc. No: CHMSC-CIMD-WP-01

## Title: Curriculum Design, Review and Revision

### 1.0 Objectives

- 1.1 To provide a procedural guidelines for the curriculum review committee as overseer of the development and implementation of new courses and programs, and modification of existing courses.
- 1.2 To ensure the application of uniform standards as prescribed by CHED, processes and procedures that shall guarantee relevance, excellence and cost effective higher education programs to the clientele of CHMSC.

### 2.0 Scope

The Curriculum as the pillar of the curricular programs of academic institutions should be viewed as a processing mechanism that determines the quantity and quality of the desired learning outcomes. This curricular guideline is provided for the review, approval and implementation of the various programs of the four campuses of Carlos Hilado Memorial State College towards outcomes and competency-based direction which require standard parameters for efficient and effective implementation.

### 3.0 List of Abbreviations

- |           |  |
|-----------|--|
| 3.1 CHMSC | - Carlos Hilado Memorial State College               |
| 3.2 CIMD  | - Curriculum and Instructional Materials Development |
| 3.3 QAA   | - Quality Assurance for Accreditation                |
| 3.4 CHED  | - Commission on Higher Education                     |
| 3.5 BOT   | - Board of Trustees                                  |

### 4.0 References

- 4.1 CHED Memos
  - 4.1.1 Feasibility Study/Program of Study
  - 4.1.2 Demands for the course
  - 4.1.3 Employment
  - 4.1.4 Student-Faculty Ratio
- 4.2 Approved Letters
- 4.3 Proposed Curriculum



# WORK PROCEDURE

Doc. No: CHMSC-CIMD-WP-01

Title: Curriculum Design, Review, and Revision

## 5.0 Details

FLOW	RESPONSIBILITY	NOTES/REFERENCES
Start		
Planning and Organizing	-Proponent/s, (Faculty, Area Chair)	1. Planning of curriculum - New or Revise
Design and Development Output	-Dean -Representative students, parents, other stakeholders	2. Conduct of feasibility study , interview students and seek CMO for policy guidelines ➤ Invite students, parents, stakeholders
Design and Development Output	-Registrar -Curriculum committee -Proponent/s, -Dean	3. Prepare prospectus and CHED requirements
Review and Validation	-Proponent/s, -Dean -CIMD -Curriculum Review Committee	4. Review A. Conduct of local review among unit B. Make resolution C. Presentation of new offering /revised curriculum to the Curriculum Review Committee
Design and Development Changes	-CIMD -Academic Council -Proponent/s -Deans Concerned	5. Presentation of the revised curriculum or new curricular offerings to the Academic Council by the proponent for approval -if approved proceed to submission of requirements to CHED and BOT approval -if not approved department concerned will request for curriculum review committee for another hearing
End		



# WORK PROCEDURE

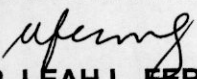
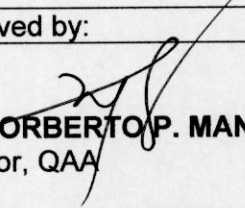
Doc. No: CHMSC-CIMD-WP-01

Title: Curriculum Design, Review and Revision

## 6.0 Attachments

## 7.0 Forms

### 7.0.1 Approval of Curriculum Committee Members

Reviewed by:	Approved by:
 <b>DR. LEAH L. FERNANDEZ</b> Director, CIMD	 <b>DR. NORBERTO P. MANGULABNAN</b> Director, QAA
Date <i>Dec. 22, 2016</i>	Date <i>Dec. 23 2016</i>