

\_Doc. No: CHMSC-DEN-WP-01

Title: Operational Guidelines of the Dental Services

#### 1.0 Objective

To establish guidelines in the availment of dental services

#### 2.0SCOPE

This work procedure covers the guidelines in the availment of dental services of the four Campuses, namely Alijis, Binalbagan, Fortune Towne and Talisay Campus.

#### 3.0 Definitons and Abbreviations

3.1 CHMSC - Carlos Hilado Memorial State College 3.2 DEN - Dental

#### 4.0 REFERENCES

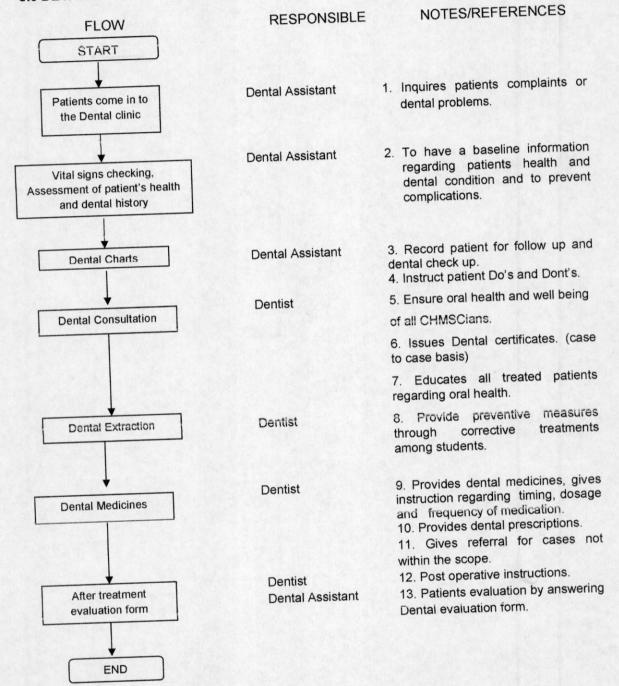
**Dental Primer** 

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\_Doc. No: CHMSC-DEN-WP-01

# TITLE: OPERATIONAL GUIDELINES OF THE DENTAL SERVICES 5.0 DETAILS





Doc. No: CHMSC-DEN-WP-01

Title: Operational Guidelines of the Dental Services

#### 6.0 Attachment

6.1 Dental Brochure

#### 7.0 Forms

7.1 Patients Chart

7.2 After Treatment Evaluation Form

7.3 Dental Orientation Evaluation Form

7.4 Dental Mission Evaluation Form

Reviewed by:	Approved by:
Dr. Ma. Generose S. Alunan School Dentist II	Norberto P. Mangulabnan, Ph.D. Director QAA
Date 12/21/16	Date /2/20/20/0

Effective date: December 2016

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Effective date: December 2016

NAME

# REPUBLIC OF THE PHILIPPINES CARLOS HILADO MEMORIAL STATE COLLEGE TALISAY CITY, NEGROS OCCIDENTAL



Doc. No: CHMSC-DEN-F01

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#### **DENTAL HEALTH RECORD**

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Date of Birth:_ Address: Occupation: _ TEMPORARY D							Civil St	atus:_	'ear:							
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PERMANENT	EETH															
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CONDITION																
OPERATION																
PATIENT #:																

Rev. No.: 2



Effective date: December 2016

# REPUBLIC OF THE PHILIPPINES CARLOS HILADO MEMORIAL STATE COLLEGE TALISAY CITY, NEGROS OCCIDENTAL



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#### **DENTAL HEALTH RECORD**

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OPERATION	85	;	84	8	3	82		81	71		72	73	3	74		75
PERMANENT	reeth .															
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	48	47	46	45	44	43	42	41	31	32	33	34	35	36	37	38
CONDITION																
OPERATION			107													
PATIENT #:																

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# REPUBLIC OF THE PHILIPPINES CARLOS HILADO MEMORIAL STATE COLLEGE TALISAY CITY, NEGROS OCCIDENTAL



\_\_\_\_\_Doc. No: CHMSC-DEN-F02

#### PERFORMANCE EVALUATION (AFTER TREATMENT):

EVALUAT	ΓOR:			
COURSE	/YR/SE C & CAMPUS:			
POSITION	N/OFFICE:			
INSTRUC	TION: Kindly shade your rating	g on the corresponding number.		
NUMBER	code:	RATING GUIDE:		
5	HIGHEST	OUTSTANDING		
4		SATISFACTORY		
3		GOOD		
2		BETTER		
1	LOWEST	NEEDS IMPROVEMENT		
1. T	he Dental clinic is clean, organ	nized and orderly.	1	2
2. T	he room is conducive for wor	k	1	12

1.	The Dental clinic is clean, organized and orderly.	1	2	3	4	5
2.	The room is conducive for work.	1	2	3	4	5
3.	The Dentist and the Dental Assistant are knowledgeable with their work.	1	2	3	4	5
4.	Dental workers are neat and presentable in appearance.	1	2	3	4	5
5.	He/she smiles, make patients comfortable and at ease.	1	2	3	4	5
6.	Gets along easily, demonstrates concern and gives post operative instructions.	1	2	3	4	5
7.	Works under pressure both in clerical and clinical works.	1	2	3	4	5
8.	Teach students proper politeness and courtesy.	1	2	3	4	5
9.	Gives quality and quantity of work due to proper materials and equipments in hand.	1	2	3	4	5
10.	Dental objectives are achieved.	1	2	3	4	5

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# REPUBLIC OF THE PHILIPPINES CARLOS HILADO MEMORIAL STATE COLLEGE TALISAY CITY, NEGROS OCCIDENTAL



Doc. No: CHMSC-DEN-F03

#### DENTAL ORIENTATION EVALUATION FORM

EVALUATO	DR:		
COURSE/Y	R/SEC & CAMPUS:		
POSITION/	OFFICE		
INSTRUCTI	ON: Kindly shade your rating	on the corresponding number.	
NUMBER C	CODE:	RATING GUIDE:	
5	HIGHEST	OUTSTANDING	
4		SATISFACTORY	
3		GOOD	
2		BETTER	
1	LOWEST	NEEDS IMPROVEMENT	

1.	Programs and Services  Dental Orientation every July is widely disseminated to freshmen students.	1	12	1	-	+.
2.	Dental services include Dental extraction, consultation and oral health education.	1	2	3	4	!
3.	Dental programs are conducted on a regular basis.	1	2	3	4	!
4.	Annual Dental check-up to determine oral health problems of the freshmen and transferee students.	1	2	3	4	
5.	Dental services are designed for the prevention and treatment of oral diseases.	1	2	3	4	-
						1
rson 1.		1	2	2	1	
	The Dentist and the Dental Assistant are approachable and friendly.	1	2	3	4	
1.	The Dentist and the Dental Assistant are approachable and friendly.  They give sensible dental advice or referral.	1	2	3	4	
1.	The Dentist and the Dental Assistant are approachable and friendly.	1-			-	
1. 2. 3. 4.	The Dentist and the Dental Assistant are approachable and friendly.  They give sensible dental advice or referral.  The personnel are knowledgeable in their area of specialization.	1 1	2	3	4	-
1. 2. 3. 4.	The Dentist and the Dental Assistant are approachable and friendly.  They give sensible dental advice or referral.  The personnel are knowledgeable in their area of specialization.  Give first aid treatment when needed.	1 1	2	3	4	



Effective date: December 2016

# REPUBLIC OF THE PHILIPPINES CARLOS HILADO MEMORIAL STATE COLLEGE TALISAY CITY, NEGROS OCCIDENTAL



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Doc. No: CHMSC-DEN-F04

#### DENTAL MISSION EVALUATION FEEDBACK FORM

EVALUATOR:					
COURSE/YR/SEC& CAMPUS:					
POSITION/OFFICE:					
DATE:VENUE:					
INSTRUCTION: Kindly shade your rating on the corresponding number.					
NUMBER CODE: RATING GUIDE:					
5 HIGHESTOUTSTANDING					
4SATISFACTORY					
3G00D					
2BETTER					
1 LOWEST NEEDS IMPROVEMENT					
OBJECTIVES	1	1	Т	1	I
The Dental clinic promotes oral health and total well-being of the	1	12	1	-	-
students, faculty and staff through dental missions every February.	1	2	3	4	5
Prevention and treatments are done properly.	1	2	3	1	-
ORGANIZATION	1	2	3	4	5
3. The Dental programs and activities are well disseminated.	1	2	3	4	5
4. Oral health educations are widely spread through these activities.	1	2	3	-	5
Develops camaraderie among students, faculty and staff.	1	2	3	-	5
Dental health workers get along easily demonstrates concern and gives healthy smile to everyone.	1	2	3	4	5
7. Works under pressure through physical health.	1	2	3	4	-
<ol> <li>Teach students proper politeness, courtesy with health wellness and well- being.</li> </ol>	1	2		4	5
FACILITIES					
<ol> <li>Gives quality and quantity of work due to proper materials and equipments.</li> </ol>	1	2	3	4	5
10. Overall rating of the Dental Mission Activity	1	2	3	4	5
RECOMMENDATIONS/ SUGGESTIONS AND COMMENTS:					
This questionnaire will help us evaluate the effectiveness of our performance. All intentions in this document will be treated with utmost confidentiality.)	forn	nati	on		_

Rev. No.:1



Doc. No: CHMSC-ECS-WP-O1

Title: Procedures and Work Instruction for Extension Services

#### 1.0 Objectives

To establish a system and procedure in conducting Extension Programs and Projects.

#### 2.0 Scope

This work procedures covers the activities in the planning, budgeting, forecasting and implementing the approved extension activities.

#### 3.0 Definitions and List of Abbreviations

- 3.1 CHMSC Carlos Hilado Memorial State College
- 3.2 ECS Extension and Community Services
- 3.3 ECS Director -refers to the College wide head of the Extension and Community Services Unit
- 3.4 ECS Coordinator refers to the faculty extensionist designated as head of Extension and Community Services in a College Unit
- 3.5 ECS Staff refers to the ECS office personnel
- 3.6 Extensionist refers to an Extension Workers
- 3.7 VPRE & IP refers to the Vice President for Research Development Services, Extension and Community Services, Training Services, and Intellectual Property Services
- 3.8 MOA Memorandum of Agreement
- 3.9 Program/Project Proposal refers to extension proposal evaluated by the technical working group and forwarded to the college president for approval
- 3.10 Terminal Report- refers to the final assessment of program or project that measure if the objectives are attained

#### 4.0 Reference

- 4.1 Research, Extension and IP Manual (2009). Approved during the 124th Regular Board Meeting held at Function Room of Negros State College of Agriculture, Kabankalan City, Negros Occidental. Board Resolution No. 504, s. 2009.
- 4.2 CHMSC College Code

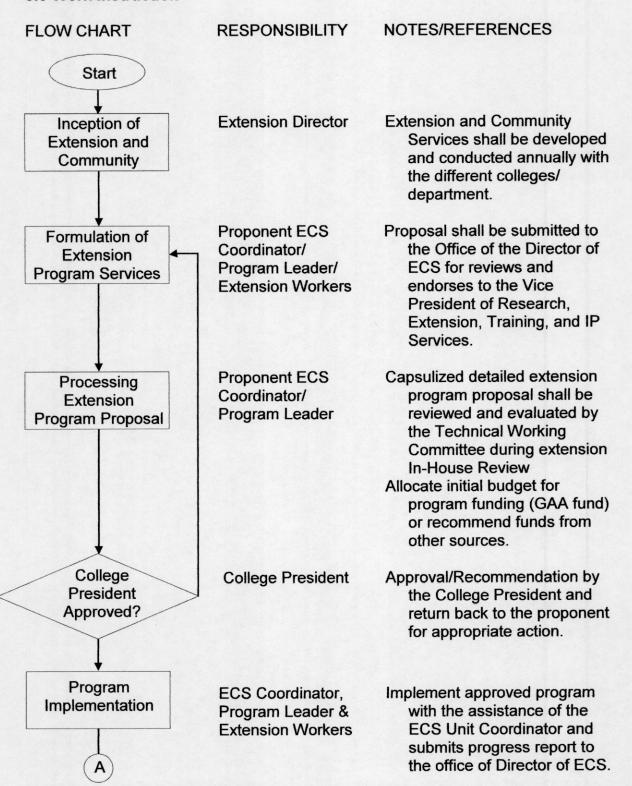
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Doc. No: CHMSC-ECS-WP-O1

Title: Procedures and Work Instruction for Extension Services

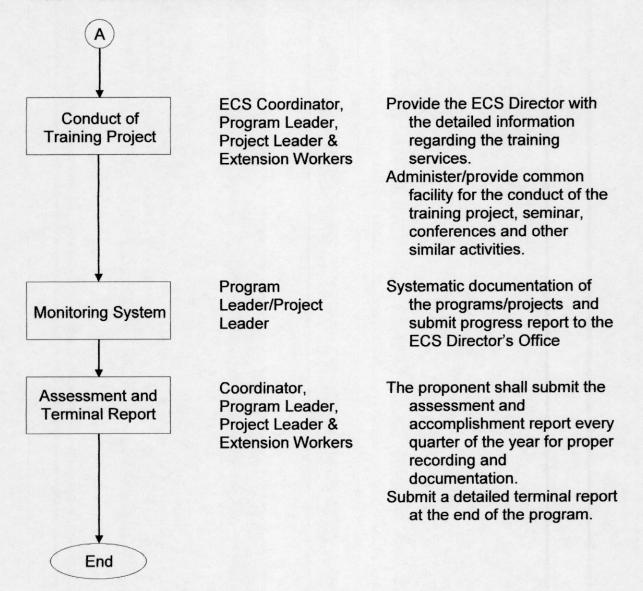
#### 5.0 Work Instruction





Doc. No: CHMSC-ECS-WP-O1

Title: Procedures and Work Instruction for Extension Services



#### 6.0 List of Forms

Form No.	Title
ECS Form F1	Implementer Personal Data Sheet
ECS Form F2	Adopter/Beneficiary Personal Data Sheet
ECS Form F3	Report of Involvement in Extension Program
ECS Form F4	Physical and Financial Monitoring Form
ECS Form F5	Request for Technical Advisory
ECS Form F6	Request for Training
ECS Form F7	Client/Visitor Feedback Form

Effective Date: December 2016

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Doc. No: CHMSC-ECS-WP-O1

Title: Procedures and Work Instruction for Extension Services

#### 7.0 Attachments

7.1 Implementer Personal Data Sheet

7.2 Adopter/Beneficiary Personal Data Sheet

7.3 Report of Involvement in Extension Program

7.4 Physical and Financial Monitoring Form

7.5 Request for Technical Advisory Services

7.6 Request for Training Services

7.7 Client/Visitor Feedback Form

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#### Republic of the Philippines CARLOS HILADO MEMORIAL STATE COLLEGE



EXTENSION & COMMUNITY SERVICES DIVISION

IMPLEMENTER PERSONAL DATA SHEETS

ECS Form F1

					PERSONAL	INFORMATIO	N		
First Nam	e				Middle Name		Last Name		Suffix
Gender	ender Marital Date of Birth Status (mm/dd/yyyy) Birth Place		Home Address Number Street		District/Town	City/Provi	nce Zip Co		
Office Cor	ffice Contact No. Fax. No.		CONTACT I Home Phone	N F O R M A T I O I		nail Address			
					EDUCATIONA	LATTAINME	NT		
Non-Form	al Educ.		National C	Certificate	Associate Degree	College	Maste	er's Degree	Doctorate Deg
					OCCUPATIO	DNAL STATUS			
Official Ti (e.g. Dr./ Pri Atty./ Engr./ Ms.	of./	No. of 1 Employ this Institut	ed in	Official Designa	tion (or Position Title)	Date of Appointment		Field of Sp	ecialization
					SEMINARS	& TRAINING	5		
		ed relate	d to Extens	sion Services:	SEMINARS	& TRAINING  Priority Training Need (Planning) Implementing	l/s related to Extensi		
		ed relate	d to Extens	sion Services:	SEMINARS	Priority Training Need	l/s related to Extensi		
		ed relate	d to Extens	sion Services:	SEMINARS	Priority Training Need	l/s related to Extensi		
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(last 2 year	s)				SEMINARS	Priority Training Need	l/s related to Extensi		
(last 2 year	s)				SEMINARS	Priority Training Need	l/s related to Extensi		
(last 2 year	s)				SEMINARS	Priority Training Need	l/s related to Extensi		

Date:

This is a survey questionnaire and parameters for evaluation of extension services.



Republic of the Philippines
CARLOS HILADO MEMORIAL STATE COLLEGE
Talisay City, Negros Occidental
EXTENSION & COMMUNITY SERVICES

ECS For	m F2
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COLLEGE/CAMPUS

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First Name																				1
Middle Name														Suf	fix (e.g.	Jr., Sr, 1	11)			
Date of Birth (mm/dd/yyyy	)		1		1		Reside													
Place of Birth						7	Addre	SS												
Sex	A	Male		Fe	emale															
Civil Status	5	ingle		W	idowed															
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						-	+						-						+	
Secondary									Colleg	e										
National Certificate	Course						T		Gradu	ate Stu	dies									
TESDA) NC (class)																				
I declare under oath that to pursuant to the requirement I also authorize the barang information shall remain o	ent of be	eing a	benefi	ciary of	Carlos	Hilado I	Memo	rial Sta	ate Colle	ge, Ext	ension	and C	ommu	nity Se	rvices.	Calo		icture t		with
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Date (mm'dd/yyyy):	;	1				thorized							norial Si	tate Co						





#### ECS Form F3

EXTENSION & COMMUNITY SERVICES
REPORT OF INVOLVEMENT IN EXTENSION PROGRAM

AMPUS/COLLEG	E:					ate Prepared:		
OCATION:	ION PROGRAM/PROJECT:							
OLLABORATING								
roject/Program Sta oproved Budget:	p p	Expected of Comp Remaining Balance		Fund Source:				
pprorea buogen		1	PERSON INVOLVED		BENEFICIARIES	NO. OF		
DATE	SPECIFIC ACTIVITY	NAMES FACE		NO. OF	(Attached extra	BENEFI-	DURATION NO.	REMARKS
DATE	arecore section 1	/ADMIN.		STUDENTS	sheet/s if necessary)	CIARIES M F	OF HOURS	
epared by: Program/Pr	oject Leader	c	ertified Correct:			Noted by:	ECS Courdinator	
			Campus Executive Director / Dean					
.4 Phys	sical and Finar	ncial Moni	toring Form					
			Republic of the Philippini CARLOS HILADO MEMORIAL STAT EXTENSION & COMMUNITY	E COLLEGE			ECS Fo	orm F4
		PAR	Talisay City, Negros Occide		W. 12.18			
		PI	HYSICAL AND FINANCIAL MONIT	ORING FORM				
Evtension Proc	ram/Project Title:							
- CHISTOTI FIOR	Amenda Lobert Little							

PROGRAM/COURSE TITLE		PROGRAM TYPE			DATE OF START	
		TRAINING MODE		•	DATE OF FINISH	
VENUE OF TRAINING (Brgy. Mun./City, Di	istrict)	GROUP/INDIVIDUALS B	SENEFITED	FUND SOURCE		
OUTPUT/ACTIVITI	ES/INPUT	TARGET	ACTUAL	* ACCOMPLISHED	REMARKS	
Outputs			•			
Activities						
		•				
Inputs (Financial)		•				
		• := : ( ) ( ) ( ) ( )		l .		
Prepared By:	Conformed:			Noted:		
Decrease (Decises Lander		S/S Coordinator		Despif amous Executive		



#### Republic of the Philippines CARLOS HILADO MEMORIAL STATE COLLEGE



ECS Form F5

#### **EXTENSION & COMMUNITY SERVICES DIVISION** REQUEST FOR TECHNICAL ADVISORY (Pangabay Sang Laygay Teknikal)

irst Name		FERS	ONAL INFOR	MAIION		
n at its inc		٨	Aiddle Name	Last	Name	Suffix
ddress: Number	Street		District/Town Cit	y/Province		Zip Code
lame of Company						
ddress: Number	Street		District/Town Cit	y/Province		Zip Code
		CON	TACT INFOR	MATION		
Office Contact No.	Fax. No.	Hon	ne Phone	Celi Phone	Email	Address
ECHNICAL AI	DVICE OF	LAYG	AY TECHNICA	L PARA S	A):	
lease check/s						grama)
						6 /
Skills Training Skills E						
Basic Social Services	Access to social se	rvices for the im	provement of educational,	gender sensitivity and	health status of t	he academic community
Alternative Non-Form	nal Education Se	rvices Technol	logy generation / Livelihood	skills & development t	training / Literacy	training / Technology transfer
			Marine protection / Eco-to			
Institutional Develop	ment Communits	organizing / Le	adership training / Values or	entation / Manageme	nt Capability build	ling
						- 3
thers (please specify):	and Advisory Se	rvices Fund so	ourcing activities / Linkages &	networking; Capatin	ity building	
				z ECE / Everythia D	irector/ Dean	Date:
ignature Over Printed Na	ame D	ate:	Directo	I, ELS / EXECUTIVE D		
iignature Over Printed Na	ame D	ote:	ACTION TAK			
Signature Over Printed Na Business/Agenda		es and Conce	ACTION TAK			Implementation
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Business/Agenda	Issu	reat impact)	ACTION TAK	EN:	Plans for I	Poor (very negligible imp

This is a survey parameter for evaluation of extension services.



#### Republic of the Philippines CARLOS HILADO MEMORIAL STATE COLLEGE



ECS Form F6

# EXTENSION & COMMUNITY SERVICES DIVISION REQUEST FOR TRAINING (Pangabay Sa Paghanas Sang Kinaalam/Kinaadman)

Requester Data

		IAL INFORMA		10.00			
irst Name	Middle	e Name	Last Name	Suffix			
ddress: Number St	reet	District/Town City/Provin	e	Zip Code			
lame of Company							
	CONTA	CT INFORMAT	ION				
office Contact No. Fa	x. No. Home Pho			ess			
PAINING ON (	PAGHANAS SA):						
lease check/s	he programs belo	w (Palihod ts	ek ang mga progr	ama)			
Skills Training (Walk-In)		Adult Education					
Livelihood Training		Disaster Prepa	redness & Risk Reduction				
Organic/Aquatic Agricult	ure/Farming	Literacy & Nur	neracy Tutorial				
Solid Waste Managemen	t	Urban Agricul	ure				
Gender and Developmen		Community Or	ganization				
Responsible Parenthood			Cooperative Formation				
thers (please specify): sequested By:		Request A	oproved:				
thers (please specify):	-	Request A Director, E Date:	oproved: CS / Executive Director				
thers (please specify): sequested By: signature Over Printed Name	-	Request A	oproved: CS / Executive Director				
thers (please specify): equested By: ignature Over Printed Name	-	Request A Director, E Date:	oproved: CS / Executive Director				
ignature Over Printed Name	A C	Request April Director, Educate:	oproved: CS / Executive Director	ementation:			
thers (please specify): sequested By: signature Over Printed Name	A C	Request A Director, E Date:	oproved: CS / Executive Director	lementation:			
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This is a survey parameter for evaluation of extension services.



ECS Form F7

#### CLIENT/VISITOR FEEDBACK FORM

Date (Petsa):						
Are you pleased w	ith our service? (Nalip	ay ka bala sang amon serbisyo?)				
Yes (Oo) No (Indi/Wala)	Reason: Rason:					
Are you pleased by	our attending person	onnel? (Nalipay ka bala sang nagserbisyo)				
Yes (0o)	Reason for commending the personnel. (Komento/suhestiyon sa empleyado nga ginadayaw.)					
No (Indi/wala)	Reason of complaint to the personnel. (Rason ngaa ginareklamo ang empleyado.)					
Name of employee commended/comp (Ngalan sang empleya ginadayaw/ ginreklam	plained. ado nga	(Ngalan):				
Are you satisfied w	ith our office? (Kunte	nto ka bala sang amon opisina?)				
Yes (Oo)	Reason (Rason):					
No (Indi/wala)	Reason (Rason):					
Comments or sugg kon paano pa mapano		an improve our service. (Komento/suhestiyon				
Client/Visitors Pers	sonal Information (Pe	ersonal na impormasyon)				
Name (Ngalan): Contact No. (Numero nga matawagan):						
Business Name (Ngalan sang ginaubrahan):						
Business Address (	Lugar sang ginaubrahan	):				

Thank you very much! Damu na salamat!

This is a survey questionnaire and parameters for evaluation of extension services.



Doc. No: CHMSC-GO-WP-01

Title: Guidance Office - Counseling Services

#### 1.0 Objective

To establish a system for the delivery of Counseling Services.

#### 2.0 Scope

This work procedure covers the counseling services of CHMSC Guidance Office.

#### 3.0 Definitions and Abbreviations

- 3.1 CHMSC Carlos Hilado Memorial State College
- 3.2 GC Guidance Counselor
- 3.3 GP Guidance Personnel
- 3.4 SC Student Concerned

#### 4.0 References

- 4.1 Guidance Manual
- 4.2 CMO No. 9, S. 2013

Effective date: December 2016 Rev. No.: 1 Page: 1 of 5

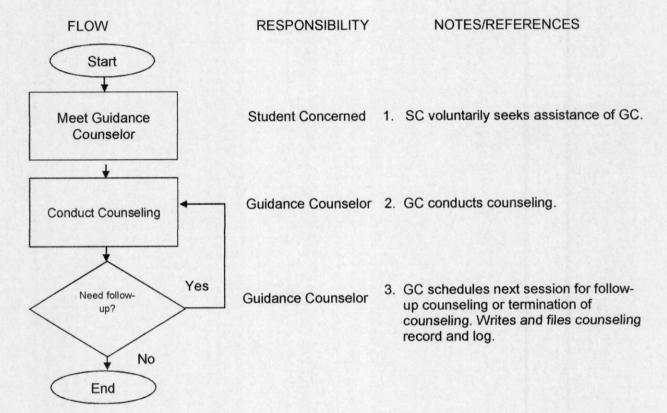


Doc. No: CHMSC-GO-WP-01

Title: Guidance Office - Counseling Services

#### 5.0 Details

#### A. Walk-in



Effective date: December 2016 Rev. No.: 1 Page: 2 of 5

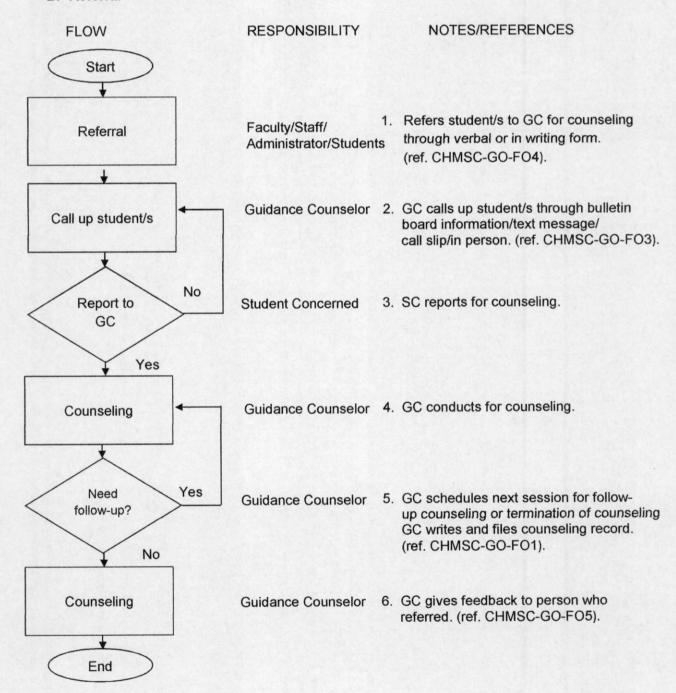


Doc. No: CHMSC-GO-WP-01

Title: Guidance Office - Counseling Services

#### 6.0 Details

#### B. Referral



Effective date: December 2016 Rev. No.: 1 Page: 3 of 5

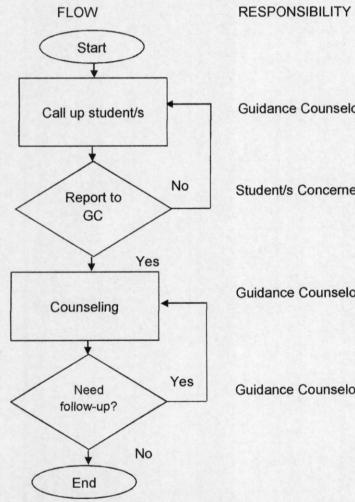


Doc. No: CHMSC-GO-WP-01

Title: Guidance Office - Counseling Services

#### 7.0 Details

#### C. Scheduled



NOTES/REFERENCES

Guidance Counselor 1. GC calls student/s for counseling through bulletin board information/ text message/call slip/in person.

Student/s Concerned 2. SC reports for counseling.

Guidance Counselor 3. GC conducts counseling.

Guidance Counselor 4. GC schedules next session for follow-up counseling or termination of counseling. Writes and files counseling record and log. (ref. CHMSC-GO-F01 and F02)



\_\_\_\_\_ Doc. No: CHMSC-GO-WP-03

Title: Guidance Office - Admission Test

6.0 Attachments

#### 7.0 Forms

7.1. Counseling Record

7.2. Counseling Log

7.3. Call Slip

7.4. Referral Form

7.5. Feedback Form

Reviewed by:	Approved by:
MARIA LUNA C. DE LA CERNA Director, Guidance Services	NORBERTO P. MANGULABNAN, Ph D Director, QAA
Date ///20/20/4	Date DLC. 20, 2014

Effective date: December 2016 Rev. No.: 1 Page: 5 of 5



\_\_\_\_\_Doc. No: CHMSC-GO-WP-02

Title: Guidance Office - Individual Inventory Services

#### 1.0 Objective

To establish a system in gathering student's individual inventory.

#### 2.0 Scope

This work procedure covers the student's individual inventory of CHMSC.

#### 3.0 Definitions and Abbreviations

3.1 Individual Inventory – Synthesis of information about the individual which Includes personal information, educational background, home and family background, health and interests/hobbies.

3.2 CHMSC - Carlos Hilado Memorial State College

3.3 GP - Guidance Personnel

3.4 SSI - Student's Individual Inventory

#### 4.0 References

4.1 Guidance Manual

4.2 CMO No. 9, S. 2013

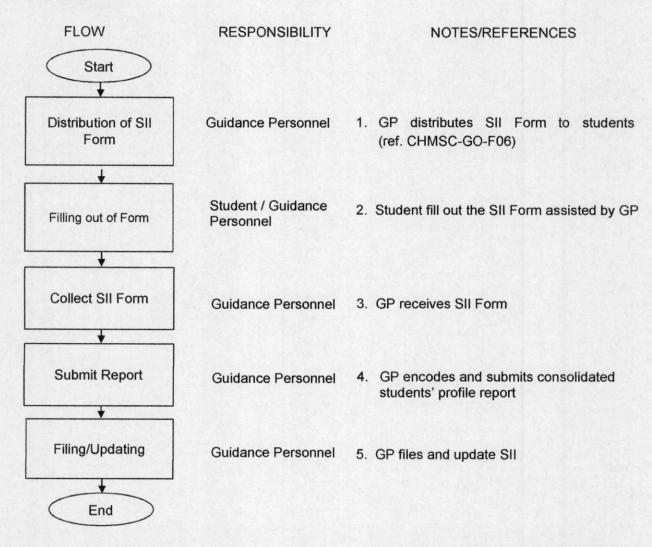
Effective date: December 2016 Rev. No.: 1 Page: 1 of 3



\_\_\_\_\_Doc. No: CHMSC-GO-WP-02

Title: Guidance Office - Individual Inventory Services

#### 5.0 Details



Effective date: December 2016 Rev. No.: 1 Page: 2 of 3



Doc. No:	CHMSC-	GO-WF	'-02

Title: Guidance Office - Individual Inventory Services

6.0 Attachments

7.0 Forms

7.1. Student's Individual Inventory

Reviewed by:	Approved by:
MARIA LUNA C. DE LA CERNA Director, Guidance Services	NORBERTO P. MANGULABNAN, Ph D Director, QAA
Date     20 20   U	Date Dec. 20, 2014

Effective date: December 2016 Rev. No.: 1 Page: 3 of 3



Doc. No: CHMSC-GO-WP-03

Title: Guidance Office - Admission Test

#### 1.0 Objective

To establish a system in the conduct of entrance test as admission requirement.

#### 2.0 Scope

This work procedure covers the admission test conducted during enrollment period by the Guidance Services.

#### 3.0 Definitions and Abbreviations

3.1 CHMSC - Carlos Hilado Memorial State College

3.2 GC - Guidance Counselor

3.3 GP - Guidance Personnel

3.4 OLSAT - Otis-Lennon School Ability Test

3.5 PAAF - Pre-admission Application Form

3.6 ESP - Exam Schedule Permit

#### 4.0 References

4.1 Guidance Manual

4.2 CMO No. 9, S. 2013

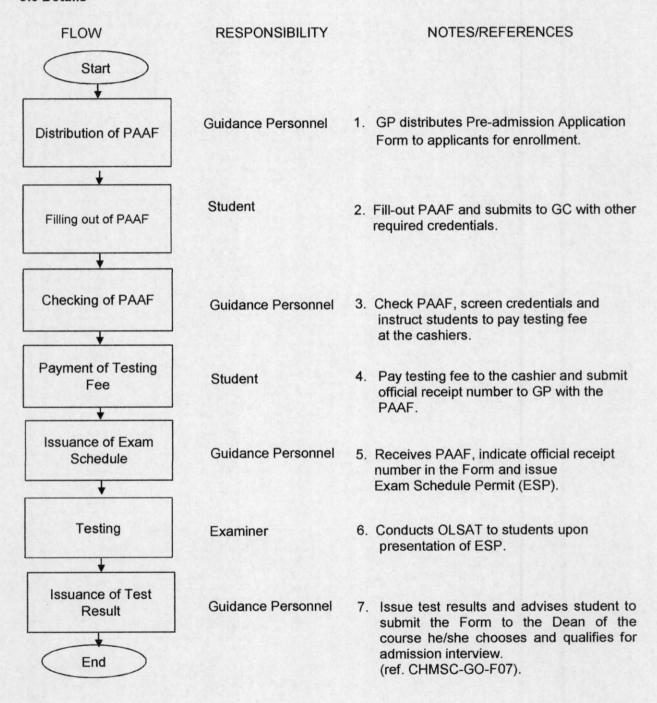
Effective date: December 2016 Rev. No.: 1 Page: 1 of 3



Doc. No: CHMSC-GO-WP-03

Title: Guidance Office - Admission Test

#### 5.0 Details



Effective date: December 2016 Rev. No.: 1 Page: 2 of 3



Doc. No: CHMSC-GO-WP-03

Title: Guidance Office - Admission Test

6.0 Attachments

7.0 Forms

7.1. Test Result

7.2. Pre-admission Form

7.3. Exam Schedule Permit

Reviewed by:		Approved by:
MARIA LUNA Director, Guida	C. DE LA CERNA	NORBERTO P. MANGULABNAN, Ph D Director, QAA
Date // 29	2014	Date Dec. 20, 2014

Effective date: December 2016 Rev. No.: 1 Page: 3 of 3

#### **GUIDANCE SERVICES**

#### **COUNSELING RECORD**

				DATE:
				TIME:
NAME	OF COUNSELEE:			COURSE & YEAR:
TYPE:	//WALK-IN	//SCHEDULED	//REFERRED	
			BY:	// FACULTY // STAFF // ADMINISTRATOR // STUDENT
PROBL	EM:			
	//ACADEMIC	//FAMILY //FINANCIAL	//PERSONAL //IN	TERPERSONAL //SPIRITUAL
COAL				
GOAL:				
ACTIO	N/S TO BE TAKEN	:		
NEEDE	D FOLLOW-UP?			
	//NO			
	//YES, SCHED	ULE FOR NEXT SESSION		



# **GUIDANCE SERVICES**

# **COUNSELING LOG**

								DATE OF COUNSELING
								NAME OF COUNSELEE
								COURSE/YEAR/SECTION
								REFERRED BY
								WALK-IN
								SCHEDULED
								NATURE OF THE PROBLEM

CHMSC-GO-FO2 Rev 1 (December 2016)





#### **GUIDANCE SERVICES**

#### CALL SLIP

TO		Date
ТО		
THRU		
Dear_		
	Good day!	
concerr	We are inviting you to visit the Guidance Office onning your studies.	at to discuss matters
	We are very much willing to extend assistance to you. Hope to see you.	
		Truly yours,
Noted:		Guidance Counselor
Dean		
CHMSC-G Rev. 1 (De	6O-FO3 ecember 2016)	
	Republic of the Philippines  CARLOS HILADO MEMORIAL STATE O  Talisay City, Negros Occidental	COLLEGE
	GUIDANCE SERVICES	
	CALL SLIP	
		 Date
то		
THRU		
Dear		
	Good day!	
concerr	We are inviting you to visit the Guidance Office on	at to discuss matters
	We are very much willing to extend assistance to you. Hope to see you.	
		Truly yours,
		Guidance Counselor
Noted:		duidance Couriseior

CHMSC-GO-FO3 Rev. 1 (December 2016)

Dean





#### **GUIDANCE SERVICES**

Dear Teachers,

We would like to request your help in extending COUNSELING SERVICES to our students by referring them to us those whom you observed having difficulty in their academic and personal adjustments. Kindly write their names in the REFERRAL FORM below and the brief description of your referral. You may submit the Form to the Dean's Office or Guidance Office.

Thank you for your support.

Sincerely yours,

MARIA LUNA C. DE LA CERNA Director, Guidance Office

#### **REFERRAL FORM**

ANAE OF CTUBENTS	COLUDER INFAD ISSUEDAN	DEMARKS	
NAME OF STUDENTS	COURSE/YEAR/SECTION	REMARKS	
	TEACHER (PRINT NAME & SIGNATURE)		
	CLASS:		
	DATE:		

CHMSC-GO-FO4 Rev. 1 (December 2016)



**Guidance Counselor** 

# GUIDANCE SERVICES FEEDBACK FORM

FOR :			Date
Ma'am/Sir,  We would like to gi	ve you feedback about the f	following student/s you referm	ed to us for assistance last
NAME OF STUDENT/S	REFERRED CONCERN	ACTION/S TAKEN	REMARKS
Thank you for being ou	ur partners in molding our stude	nts to become a better person.	
CHMSC-GO-FO5 Rev 0 (10/01/2014)			Guidance Counselor
C	Talisay City, Ne	SERVICES	E Company
	FEEDBAC	K FORM	
FOR :			Date
Ma'am/Sir,  We would like to gi	ve you feedback about the t	following student/s you referr	ed to us for assistance last
NAME OF STUDENT/S	REFERRED CONCERN	ACTION/S TAKEN	REMARKS
INCHES OF STOPLIATES	ILL. LILIED GOITGEINT		
	ur partners in molding our stude		

CHMSC-GO-FO5 Rev. 1 (December 2016)





#### **GUIDANCE OFFICE**

#### STUDENT'S INDIVIDUAL INVENTORY

	-1	(First Name)	(Middle Name)		Age:
					0.:
Course, Year and Section: Weight:		Data of Birth	CIVII Statu	Civil Status:	
Height: Weight:					
General Average/HS	4).		Religion:	C-IIIali At	iuless.
Person to be contact	ed in case	of emergency:	Kengion.		
		or emergency.		Relatio	nshin:
DUCATIONAL BACKGRO					
LEVEL		SCHOOL	YEAR	PUBLIC/PRIVATE	HONOR RECEIVE
			GRADUATED	r oblicyr marit	THOMON NECESTA
COLLEGE					
HIGH SCHOOL		7 3 3			
ELEMENTARY					
PRE-SCHOOL					
HOME AND FAMILY BACK	GROUND	:			
Name of Father:	The second secon		Name of Mot	ner:	
Age: [] Liv				[ ] Living	[] Deceased
Educational Attainme				ttainment:	
Occupation:			Occupation: _		
Name of Employer: _			Name of Emp	loyer:	
Address of Employer			Address of En	ployer:	
Name of Guardian: _			Age:	Relationship:	
Educational Attainme	ent:			Occupation:	
Name of Employer: _			Address of E	mployer:	
Parents' Marital Rela	tionshin: (	Please check the	box that corresponds	to your answer )	
raicitts ivialital itela					
	na staving			ittu	
[] Married a				cify).	
[] Married a	ent		[] Others (please spe	cify):	
[] Married a [] Single Par [] Not Marri	ent ed but livi	ng together	[] Others (please spe	cify):	
[] Married a [] Single Par [] Not Marri  Ordinal Position: (1st)	ent ed but livi child, 2 <sup>nd</sup> c	ng together hild, etc.):	[] Others (please spe		anh an of Cintagle
[] Married a [] Single Par [] Not Marri  Ordinal Position: (1st Number of children in	ent ed but livi child, 2 <sup>nd</sup> c n the famil	ng together hild, etc.): y including your	[] Others (please spe		mber of Sister/s:
[] Married a [] Single Par [] Not Marri  Ordinal Position: (1st Number of children in Number of brother/s	ent ed but livion child, 2 <sup>nd</sup> con the famil and sister	ng together hild, etc.): ly including your /s gainfully emp	[] Others (please spe	Brother/s:Nui	
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	quiet place to study? your room with anyone	[] Yes [] Yes	[] No [] No	If yes, with whom?	
IV. HEALTH					
Do you Do you Are yo B. Psychol	u have problems with you have problems with you have problems with you have problems with you general health u physically challenged? logical ou consulted a psychiatr psychologist be	ur hearing? ur speech? ur ? rist or efore?	[] Yes [] No [] Yes [] No [] Yes [] No [] Yes [] No		
V. INTERESTS		vhen an state r	nature of consult	ation:	
A. ACADE		zations or	B. EXTRA-CU  1. My hob	bies are:	
2. 3.			join ir [] Sp [] Gl [] Di [] Re	s a chance, I am intereste the following activities? forts, specify: ee Club ramatics eligious chers	ed to
VI. REMARKS	(FOR GUIDANCE COUNS		ARTICULAR		ACTION
I hereb	y certify that the above i	information is	true and correct.		
		PRINT NAME	AND SIGNATUR	E	
		DATE:			



### Republic of the Philippines CARLOS HILADO MEMORIAL STATE COLLEGE

Talisay City, Negros Occidental GUIDANCE SERVICES

### **Entrance Test Result**

Name of Examinee: School Last Attended: School Address Date of Test			Age	Sex	
Raw Score	Scaled Score	School Ability Index (SAI)	Percentile	Stanine	Verbal
(72)	(846)	(150)	Rank	(9)	Interpretation

CHMSC-GO-FO7 Rev 1 (December 2016)

### MARIA LUNA C. DE LA CERNA

Director, Guidance Services



### Republic of the Philippines CARLOS HILADO MEMORIAL STATE COLLEGE

Talisay City, Negros Occidental GUIDANCE SERVICES

### **Entrance Test Result**

Name of Examinee:			Age	Sex	
School Last Attended:					
School Address Date of Test					
Date of Test					
Raw Score	Scaled Score	School Ability Index (SAI)	Percentile	Stanine	Verbal
(72)	(846)	(150)	Rank	(9)	Interpretation

CHMSC-GO-FO7 Rev 1 (December 2016)

### MARIA LUNA C. DE LA CERNA

**Director, Guidance Services** 



### Republic of the Philippines CARLOS HILADO MEMORIAL STATE COLLEGE

Talisay City, Negros Occidental GUIDANCE SERVICES

### **Entrance Test Result**

Name of Examinee:			Age	Sex	
School Last Attended: School Address Date of Test			-		
Raw Score	Scaled Score	School Ability Index (SAI)	Percentile	Stanine	Verbal
(72)	(846)	(150)	Rank	(9)	Interpretation

CHMSC-GO-FO7 Rev 1 (December 2016) MARIA LUNA C. DE LA CERNA

Director, Guidance Services



\_\_\_\_\_\_Doc. No: CHMSC-HRMO-WP-01
Title: Filling-up Vacancies with Regular Plantilla Items for Faculty and Staff

### 1.0 Objective

To establish a system and procedure for filling-up vacancies with regular plantilla item for faculty and staff

### 2.0 Scope

The system and procedure is applicable to all applicants for permanent positions at CHMSC.

### 3.0 List of Abbreviations

- 3.1 BOT Board of Trustees
- 3.2 CSC Civil Service Commission
- 3.3 HRMO Human Resource Management Officer
- 3.4 PSB Personnel Selection Board
- 3.5 SUC State Universities and Colleges

### 4.0 References

- 4.1 CSC Issuances on PSB, Recruitment Selection and Placement,
  Qualification Standards and Omnibus rules on appointments and other
  personnel actions
- 4.2 Carlos Hilado Memorial State College Merit Selection Plan

Effective Date: December 2016

Rev. No. 1

Page 1 of 4

### TITLE: FILLING-UP VACANCIES WITH REGULAR PLANTILLA ITEMS FOR BOTH FACULTY AND STAFF

### 5.0 DETAILS

Flow Responsibility Note/Refences Start The HRMO III requests for authority from the Board of HRMO III Trustees through SUC Request Authority to Fill President 11 and the from BOT Administrative Council to fill-up the vacant positions. No Approved? End The HRMO III request Unit Heads for the specific area of Yes HRMO III specialization needed Identify specific needs faculty positions and specific duties and responsibilities for HRMO III The Bulletin is published in the CSC Bulletin of Vacancies and Prepare and Post Bulletin Website and posted in the of Vacancies bulletin boards of four campuses of CHMSC. HRMO III/PSB The HRMO III informs the Screen and Interview Members applicants of the interview **Applicants** schedule & other forms of assessment that may required by the PSB. HRMO III The Summary of Results w/ Prepare and Submit the ranking of the applicants Summary of Results together w/ the Minutes of deliberation and resolution are No forwarded to the SUC President II for appropriate Selection SUC President II In case no appointment was issued within the publication Yes period, the vacancy will have to be republished before it can A be filled.

Doc. No.: HRMO-PA-001

### TITLE: FILLING-UP VACANCIES WITH REGULAR PLANTILLA ITEMS FOR BOTH FACULTY AND STAFF

5.0 DETAILS

Flow Responsibility Note/Refences Informs the chosen applicants **Prepare Appointments** HRMO III and Staff to submit the requirements needed for the issuance of their appointments. HRMO III and Staff The HRMO III submits the Reports on Appointment Submit Reports to CSC Issued a copy of and appointments to the CSC not later than the 30th of the HRMO III/Board of The BOT confirms the Confirmation Trustees appointments issued in its next Board Meeting immediately following the issuance of the End appointments.

Doc. No.: HRMO-PA-001



\_\_\_\_\_\_Doc. No: CHMSC-HRMO-WP-01
Title: Filling-up Vacancies with Regular Plantilla Items for Faculty and Staff

6.0 Attachments

7.0 Form(s)

Current Internal Forms Used in Connection with the Filling-up of Vacancies:

**HR Office Forms** 

Bulletin of Vacancies
Job Application Forms
Summary of Results
Notice of Appointments Issued

**CSC Forms** 

Appointment
Medical Certificate
Position Description Form
Personal Data Sheet
Report on Appointments Issued

Reviewed by:	Approved by:
MA. ISABEL D. TUBERA OIC-HRMO	NORBERTO P. MANGULABNAN, Ph.D. Director, QAA
Date: // 90/20/U	Date: Dec. 20, 2014

Effective Date: December 2016

Rev. No. 1

Page 4 of 4



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

CHMSC-HRMO-001

### **BULLETIN OF VACANCIES**

This College is in need of personnel in the

Position Title	Item Number	Salary Grade	Education	Experience	Training	Eligibility
						75 mg/d.
· ·	GUIDELINES:			LIST OF REQUIREMENTS	REMENTS	*
1. Applicants must indicate in position they are applying for.	<ol> <li>Applicants must indicate in their application letter the position they are applying for.</li> </ol>	lication letter the	1. Application Letter addressed to :	ressed to :		And the second s
2. Interested applic	2. Interested applicants must submit his/her application	is/her application				
with attached cred	with attached credentials to the Records Office until	IS Office until	2. Resume/ Biodata with 2X2 picture	1 2X2 picture		
			a. Transcript of Records/Diploma	rds/Diploma		
			b. Licenses/Eligibility c. Relevant Trainings / Seminars attended	/ Seminars attended	dy employed	

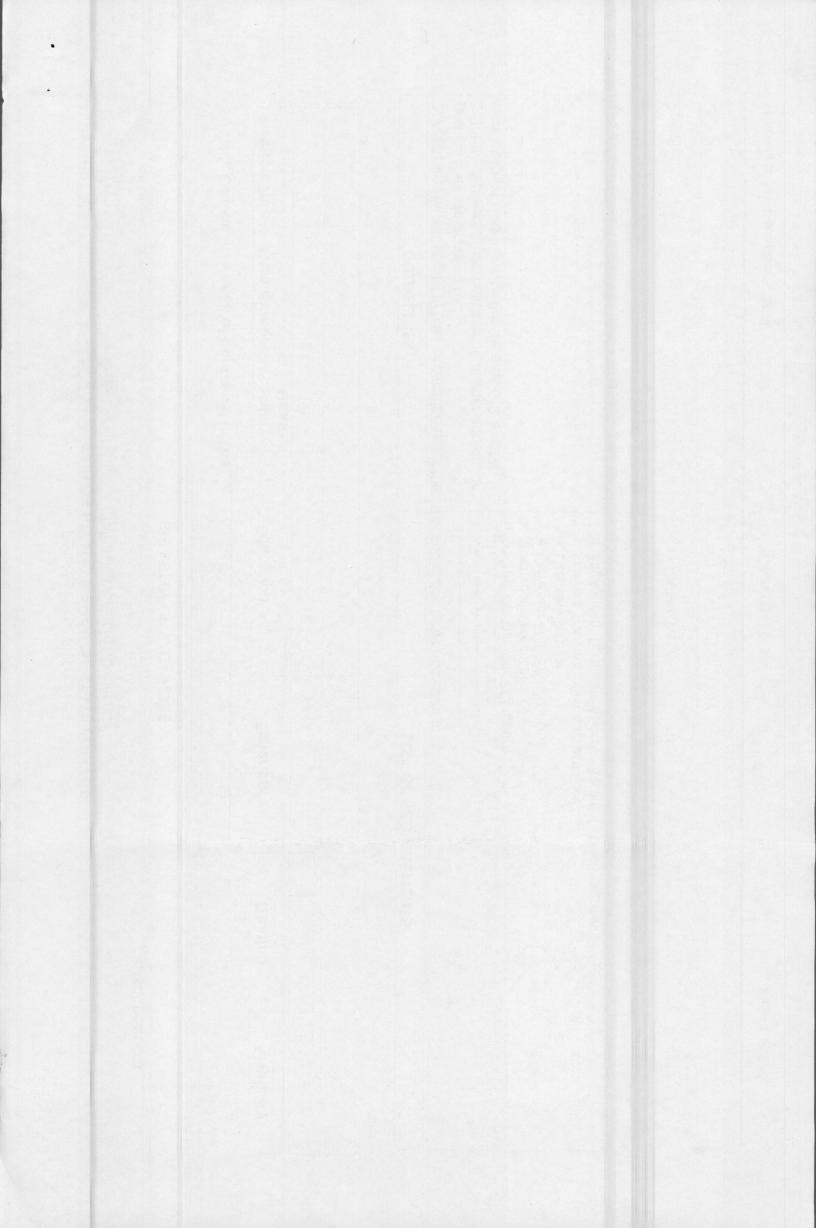
Effective Date: December 1, 2016

Prepared by:

APPROVED:

REV: 0

Page 1 of 1



### JOB APPLICATION FORM

Eligibility : Field of Study			Shires A	РНОТ
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Minor :			820/1988	) 
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CHMSC-HRMO-002

Nature of Business Employer's Address	
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Employer's Address  Date Employed	M. A.L. G.1
Responsibilities	Withdraw Salary
Reason for Leaving	
b. Employer	
Nature of Business	Job Title
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Employer's Address  Date Employed	
Responsibilities	Monthly Salary
Reason for Leaving	
c. Employer	20-23 Diece20/100-20
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### Republic of the Philippines CARLOS HILADO MEMORIAL STATE COLLEGE Mabini St., Talisay City, Negros Occidental

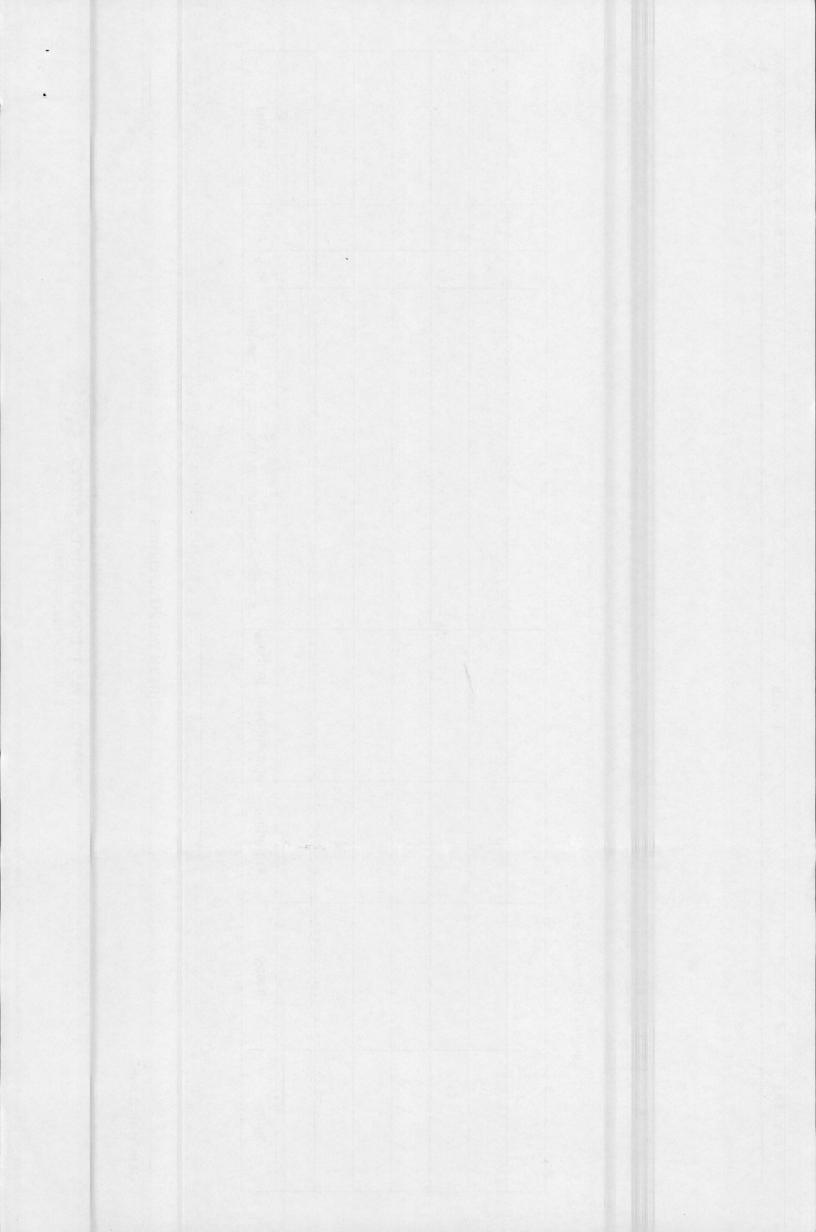
### CHMSC-HRMO-003

### SUMMARY OF THE RESULTS

(Minimum educational qualification is\_

PSB Secretariat	orepared by:				Name
					Age Sex
					Sex
					Highest Educational Attainment-Master's  Degree
					Field of Specialization
					Eligibility
PSB - Chairman	Recommending Approval:				Score
nan	al:				Rank

Effective Date: December 1, 2016





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

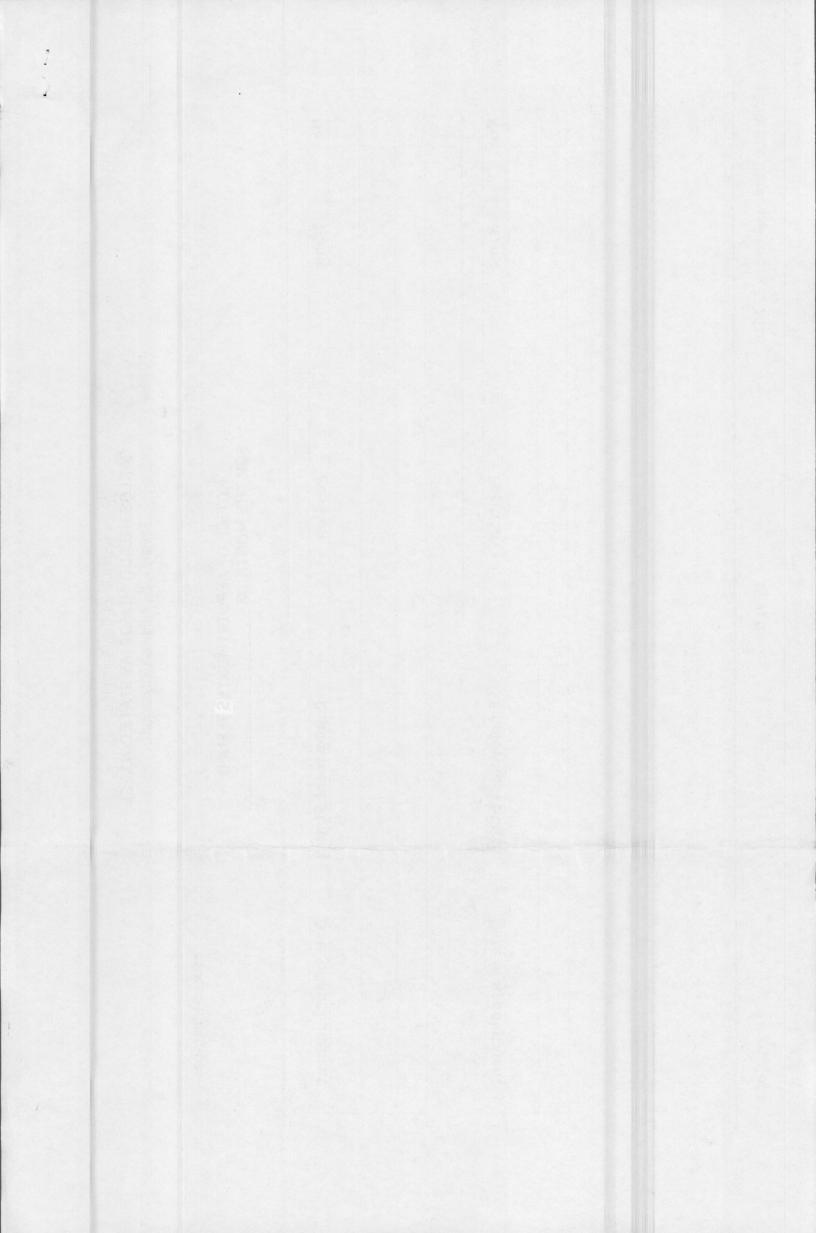
CHMSC-HRMO-004

## NOTICE OF APPOINTMENTS ISSUED FOR THE MONTH OF

o				No	
Name				Name	
Position				Position	
<b>Employment Status</b>				Employment Status	
Date of Appointment				Date of Appointment	
	Name	Name Position Employment Status  Position Employment Status  Employment Status			

Prepared by:

HRMO III





\_Doc. No: CHMSC-LIB-WP-01

Title: Borrowing of Books

### 1.0 Objective

To establish a system in the delivery of library services.

### 2.0 Scope

This work procedure covers the borrowing of books in the College Library.

### 3.0 Definitions and Abbreviations

- 3.1 Borrower's Slip a slip issued to a student when borrowing book/s.
- 3.2 Purpose Slip a slip to a student where the purpose for borrowing book/s and the due date are indicated.

### 4.0 Reference

4.1 College Library Manual

Effective date: December 2016 Rev No.: 1 Page: 1 of 3



Doc. No: CHMSC-LIB-WP-01

Title: Borrowing of Books

5.0 Details

NOTES/ REFERENCES RESPONSIBILITY FLOW Start Receive book/s and library card 1. Encode the library card and Encode book/s book/s accession number/s in borrowed the Library System Library Staff Print borrower's 2. Verify the book/s accession slip or Fill up the number against the printed book card borrower's slip or book card. 3. Stamp the date borrowed, due Stamp purpose date, purpose and affix initial. slip 4. Affix initial on the borrower's Student / slip and issue a copy. Sign borrower's Library Staff slip and release book/s End.



Doc. No: CHMSC-LIB-WP-01

Title: Borrowing of Books

Reviewed by:	Approved by:
CYNTHIA A MALEFICIO Librarian — Talisay Campus	NORBERTO MANGULABNAN, Ph.D. Director, Quality Assurance and Accreditation
Date: 100. 20, 2014	Date: 12/20/2010



Doc. No: CHMSC-LIB-WP-01

Title: Returning of Borrowed Books

### 1.0 Objective

To establish a system in the delivery of library services.

### 2.0 Scope

This work procedure covers the returning of borrowed books in the College Library.

### 3.0 Definitions and Abbreviations

- 3.1 Borrower's Slip a slip issued to a student when borrowing book/s.
- 3.2 Fine Slip a slip issued to the students with overdue fines for their borrowed book.

### 4.0 Reference

4.1 College Library Manual

Effective date: December 2016 Rev No.: 1 Page: 1 of 3



Doc. No: CHMSC-LIB-WP-01

Title: Returning of Borrowed Books

5.0 Details

NOTES / REFERENCES RESPONSBILITY FLOW Start Receive book/s and 1. Verify the book/s borrowed borrower's slip in the Library System. Library Staff 2. Retrieve and scan the library Return in the system card number and clear the borrower's records in the Library System. Yes Student 3. Borrower with overdue will Overdue be issued a fine slip and pays at the cashier's office. No Receive fine slip with O.R. Number 4. Stamp "returned", date and affix initial on the purpose slip, and borrower's slip or book Library Staff card. Release returns slip for faculty, library card and borrower's slip for student if book card is not used. End.



\_Doc. No: CHMSC-LIB-WP-01

Title: Returning of Borrowed Books

Reviewed by:	Approved by:
CYNTHIA A MALEFICIO Librarian – Talisay Campus	NORBERTO MANGULABNAN, Ph.D. Director, Quality Assurance and Accreditation
Date: 70v. 20, 2014	Date: /2/20/2010

Effective date: December 2016 Rev No.: 1 Page: 3 of 3



\_Doc. No: CHMSC-LIB-WP-01

Title: Application for Library Card

### 1.0 Objective

To establish a system in the delivery of library services.

### 2.0 Scope

This work procedure covers the application for library card in the College Library.

### 3.0 Definitions and Abbreviations

3.1 Library Card - a card issued to a student which allows him/her to avail of library services.

### 4.0 Reference

4.1 College Library Manual

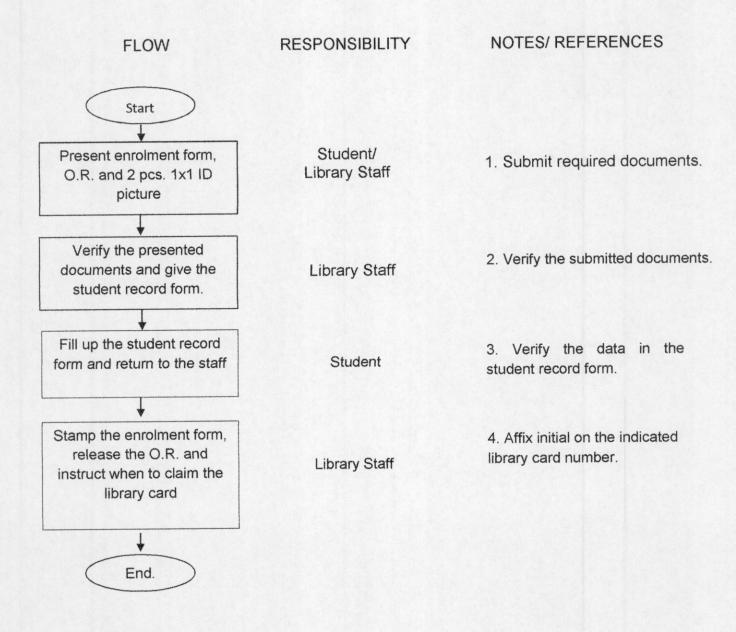
Effective date: December 2016 Rev No.: 1 Page: 1 of 3



\_Doc. No: CHMSC-LIB-WP-01

Title: Application for Library Card

### 5.0 Details





\_Doc. No: CHMSC-LIB-WP-01

Title: Application for Library Card

6.0 Forms

6.01

Student Record Form

Reviewed by:	Approved by:
CYNTHIA A. MALEFICIO Librarian – Tavisay Campus	NORBERTO WANGULABNAN, Ph.D. Director, Quality Assurance and Accreditation
Date: Nov. 20, 20/4	Date: /2 /20 / 20/4

Effective date: December 2016

Rev No.: 1

Page: 3 of 3

NO	Carlos Hilado N Talisay City	T'S RECORD  Memorial State College , Negros Occidental ary – Talisay Campus	
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(Printed) NAME			
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Sex	Phone No.	Birth D	Date
Course		hool Year	
Major Subject			
Civil Status			
Parent/Guardi	an		
CHMSC-LIB-F01 REV1	EFFECTIVE DA	TE: 2016	SIGNATURE



Doc. No: CHMSC-MAA-WP-02

**Title: Audit Process** 

1.0 Objective

To create a system and process for Internal Audit.

2.0 Scope

This process is applicable to the audit process to be done in the institution.

### 3.0 List of Abbreviations

3.1	AQA	-	Accreditation and Quality Assurance
3.2	BAC	-	Bids and Awards Committee
3.3	BOT	-	Board of Trustees
3.4	CED	-	Campus Executive Director
3.5	CHMSC	-	Carlos Hilado Memorial State College
3.6	CBMA	-	College of Business Management and
			Accountancy
3.7	COE	-	College of Education
3.8	COF	-	College of Fisheries
3.9	CIT	-	College of Industrial Technology
3.10	FMSD	-	Finance Management Services Division
3.11	IIT	-	Institute of Information Technology
3.12	MAA		Management and Audit Analyst
3.13	OP	-	Office of the President
3.14	PME	-	Planning, Monitoring and Evaluation
3.15	PPDM		Physical Plant Development Management
3.16	SAS	-	School of Arts and Sciences
3.17	VPAA	- 10	Vice President for Academic Affairs
3.18	VPAF	-	Vice President for Administration and Finance
3.19	VPRE	-	Vice President for Research and Extension

Effective date: December 2016 Rev. No.: 0 Page 1 o of 3

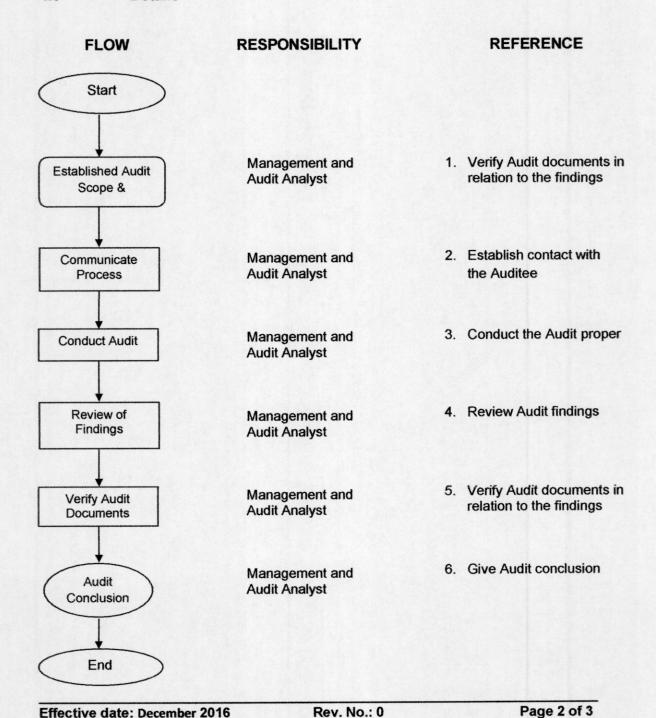


Doc. No: CHMSC-MAA-WP-02

**Title: Audit Process** 

4.0

**Details** 





Doc. No: CHMSC-MAA-WP-02

Title: Review and Verification of Vouchers

5.0 Attachments

6.0 Forms

Reviewed by	Approved by		
Ligaya E. Fuentes, MBA Management and Audit Analyst/AO V	Dr. Norberto Mangulabnan Director, Quality Assurance		
Date Nov. 20, 2016	Date Dec. 22, 20/6		

Effective date: December 2016

Rev. No.: 0

Page 3 of 3



Doc. No: CHMSC-MAA-WP-01

Title: Review and Verification of Vouchers

### 1.0 Objective

To create a system and process for the review and verification of vouchers and approval by duly authorized authority.

### 2.0 Scope

This process is applicable to all vouchers to be verified and to be approved by duly authorized authority.

### 3.0 List of Abbreviations

3.1	AQA	-	Accreditation and Quality Assurance
3.2	BAC	-	Bids and Awards Committee
3.3	BOT	-	Board of Trustees
3.4	CED	-	Campus Executive Director
3.5	CHMSC	-	Carlos Hilado Memorial State College
3.6	CBMA	-	College of Business Management and
			Accountancy
3.7	COE	-	College of Education
3.8	COF	-	College of Fisheries
3.9	CIT	-	College of Industrial Technology
3.10	FMSD	-	Finance Management Services Division
3.11	IIT	-	Institute of Information Technology
3.12	MAA	-	Management and Audit Analyst
3.13	OP	-	Office of the President
3.14	PME	-	Planning, Monitoring and Evaluation
3.15	PPDM	-	Physical Plant Development Management
3.16	SAS	- 191	School of Arts and Sciences
3.17	VPAA	-	Vice President for Academic Affairs
3.18	VPAF	-	Vice President for Administration and Finance
3.19	VPRE	-	Vice President for Research and Extension



Doc. No: CHMSC-MAA-WP-01

### 4.0 References

- 4.1 Department of Budget and Management (DBM) Circulars and Memoranda
- 4.2 Commission on Audit (COA) Circulars and Memoranda
- 4.3 Commission on Higher Education (CHED) Memoranda
- 4.4 National Government Accounting System (NGAS)
- 4.5 Unified Accounting Coding System (UACS)
- 4.6 Board of Trustees (BOT) Resolutions
- 4.7 Civil Service Commission (CSC) Rules and Regulations



Doc. No: CHMSC-MAA-WP-01

Title: Review and Verification of Vouchers

5.0

**Details** 

**FLOW** RESPONSIBILITY REFERENCE Start Job Order/ 1. Tally the number of Management and vouchers against Receipt the logbook from **Audit Analyst** the Finance Office 2. Check attachments Job Order Check 3. Review/verify Job Order Review/ documents and Verification attachments No 4. Check documents Management and as to completeness **Audit Analyst** Complete? of attachments and Yes signatures 5. Sign as verified Management and Sign **Audit Analyst** 6. Submit documents Management and Submit **Audit Analyst** for signature of authorized signatory End



Doc. No: CHMSC-MAA-WP-01

Title: Review and Verification of Vouchers

6.0 Attachments

7.0 Forms

7.1 Obligation Request/Obligation Slip (OS)

7.2 Disbursement Voucher

7.3 Journal Entry Voucher

7.4 BIR Forms

1600

1601 C

1604 CF

1604 E

2306

2307

Reviewed by	Approved by
Ligaya E. Fuentes, MBA Management and Audit Analyst/AO V	Dr. Norberto Mangulabnan Director, Quality Assurance
Date //- 20 - /6	Date Dec. 20 20/6

Effective date: December 2016

Rev. No.: 0

Page 4 of 4

	£ .	OBLIGATION RI  Republic o  ARLOS HILADO ME	Serial No. :  Date :  Fund Cluster :				
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	onsibility enter		Particulars	MFO/PAP	UACS Object Code	Aı	nount
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Signatur	e :			Signature :			
Printed N		MRS. ROSALINDA S		Printed Name:			
Position Date	:	Chief Administrative Requesting Office/Author	e Officer	Position : Date :	Head, Budget Div		
C.			STATUS OF OBLIG	ATION			
	Referen	ice		Amount			
Date	Particulars	ORS/JEV/Check/	Obligation	Payable	Payment	Not Yet Due	Due and
		ADA/TRA No.	(a)	(b)	(c)	(a-b)	Demandable (b-c)

	Republic of the Philippines CARLOS HILADO MEMORIAL STATE	COLLEGE		Fund Cluster :
	DISBURSEMENT VOUCH	ER		Date : DV No. :
Mode of Payment	MDS Check Commercial Check	ADA	Others (Please	e specify)
Payee		TIN/Employee	No.:	ORS/BURS No.:
Address				
	Particulars	Responsibility Center	MFO/PAP	Amount
A. Certified: E	Amount Due Expenses/Cash Advance necessary, lawful and incurred under n			
B. Accounting	SALVADOR B. ZARAGOS Vice President for Administrat Entry:			
	Account Title	UACS Code	Debit	Credit
C. Certified:	7	D. Approved	for Payment	
Subjec	available ort to Authority to Debit Account (when applicable) orting documents complete and amount claimed er			
Signature		Signature		
Printed Name	JERRY S. GUMATA, CPA	Printed Name		
Position	Accountant III Head, Accounting Unit/Authorized Representative	Position	Agency Head/A	uthorized Representative
Date		Date		
E. Receipt of Pa Check/ ADA No. :	Payment Date :	Bank Name & A	Account Number:	JEV No.
Signature :	Date :	Printed Name:		Date
Official Receipt	No. & Date/Other Documents			1



\_\_\_\_\_Doc. No: CHMSC-OSA-WP-01

### Title: OFFICE OF THE STUDENT AFFAIRS STUDENT ASSISTANTSHIP PROGRAM

### 1.0 Objective

To create a structure that will provide extra income to students to help augment his/her daily needs while studying.

### 2.0 Scope

To procedure is projected to the application and assistance to working students/aides.

### 3.0 List of Abbreviations

3.1 OSA - Office of the Student Affairs

3.2 VPAA - Vice President for Academic Affairs

3.3 SA - Student Assistants
3.4 DTR - Daily Time Record

3.5 ORS - Obligation Request and Status

3.6 DV - Disbursement Voucher

3.7 MAA - Management & Audit Analyst

### 4.0 References

4.1 Student Handbook

Effective date: December 2016

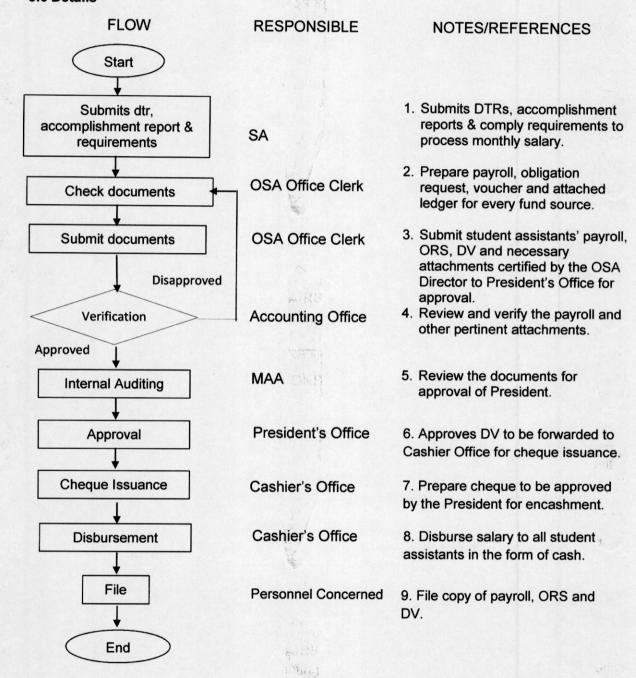
### 5.0 References



Doc. No: CHMSC-OSA-WP-01

### Title: OFFICE OF THE STUDENT AFFAIRS STUDENT ASSISTANTSHIP PROGRAM

### 5.0 Details





\_\_\_\_\_Doc. No: CHMSC-OSA-WP-01

Title: OFFICE OF THE STUDENT AFFAIRS STUDENT ASSISTANTSHIP PROGRAM

6.0 Attachments

### 7.0 Forms

7.1 Daily Time Record Form Ctrl # CHMSC-OSA-F15

7.2 Student Assistants' Accomplishment Report Form Ctrl # CHMSC-OSA-F13

7.3 Student Assistants' Application Form Ctrl # CHMSC-OSA-F01

Reviewed by:	Approved by:
PROF. MA. ISABEL TUBERA Director, Student Affairs	DR. NORBERTO P. MANGULABNAN Director, QAA
Date ///20/20/U	Date /2/20/20/U

Effective date: December 2016

**Rev. No.: 1** 

Page 3 of 3



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

### OFFICE OF THE STUDENT AFFAIRS Tel. No.: 495-1152, chmsctalisayOSA@gmail.com



Doc.No:CHMSC-OSA-F01

### APPLICATION FOR STUDENT ASSISTANT

Name:	Age:	Height: Weight:	
Previous Address:		Date of Birth:	
Fresent Address:	Religio	n: Contact #•	
rauler's Name:	Occ	rupation:	
Monuny Income:	Emr	olover:	
Momer's Name:	Occ	upation:	
Monthly Income:	Emt	olover:	
Course:	Major	Yr. & Sec.	
State briefly why you want to join with	student labor:		
Reference:			
1		2	
		3	
	3.3.4	Signature over Printed Nam	_
Requirements:	11,114	Signature over Frinted Nam	ie
1. Application Form			400
2. 1x1 ID picture			
3. Barangay Clearance	177		
4. Parents ITR/Certification from	the BIR/Certificate	of Indigence	
5. Photocopy of Enrolment Form	o	of indigence	
6. Schedule of Classes			
7. Proof Of Insurance (First Sem	coston EE/AE		
8. Grades for the last semester at	tended		
or Grades for the last semester at	ichided .		
Action Taken / Recommendation			
	The College of the Co		
Recommending Approval:	, 414		
Signature over Printed Name			
Head of Office			
Approved:			
	and the		cus.
PROF. MA. ISABEL TUBERA	Page 1	*	
Director, OSA	April 10 mg		
	W.)		
Effective date: December 2016	Rev. N	lo.: 1 Page: 1	of 1

# Republic of the Philippines CARLOS HILADO MEMORIAL STATE COLLEGE CS Form 48

Name	
For the Month of	
Official Hour Arrival and Departure	
Saturday/Sunday	

Day			A.M. P.M.		Unde	ertime
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1						
2						
3						
4						
5						
6						
7						
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9						
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26						
27						
28						
29						
30						
31						

I certify on my honor that the above is true and correct report of the hours performed, record of which was made daily at the time or arrival and departure form office.

Employee's Signature

Verified as to the prescribed office hours:

In-Charge	

# Republic of the Philippines CARLOS HILADO MEMORIAL STATE COLLEGE CS Form 48

Name	
or the Month of	
Official Hour Arrival and Departure	
Saturday/Sunday	

Day	A.M.		P.M.		Undertime	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
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2						
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25						
26						
27						
28						
29						
30						

I certify on my honor that the above is true and correct report of the hours performed, record of which was made daily at the time or arrival and departure form office.

Employee's Signature

Verified as to the prescribed office hours:

In-Charge

Effective date: December 2016

Rev. No.: 1

Page: 1 of 2



# Republic of the Philippines CARLOS HILADO MEMORIAL STATE COLLEGE

Talisay City, Negros Occidental

\_Doc.No:CHMSC-OSA-F13

# STUDENT ASSISTANT ACCOMPLISHMENT SHEET

NAME:	UNIT ASSIGNED:	
COURSE/YEAR & SECTION:	SUPERVISOR:	

TASK ASSIGNMENT/AREA	DATE	TIME COVERED	SUPERVISOR'S REMARKS	SUPERVISOR'S SIGNATURE
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Effective date: December 2016

Rev. No.: 1

Page:2 of 2



Doc. No: CHMSC-PPDM-WP-01

Title: PREPARATION, REVIEW AND APPROVAL OF THE PROPOSED PROJECTS AND ENHANCEMENTS OF THE PHYSICAL FACILITIES OF THE COLLEGE

#### 1.0 Objective

To establish a system for procedures, preparations, reviews and revisions of the proposed projects and enhancements of the physical facilities of the College

#### 2.0 Scope

This system is applicable to four (4) campuses of CHMSC

# 3.0 Definitions and Abbreviations

3.1	CHMSC	-	Carlos Hilado Memorial State College
3.2	PPDM	-	Physical Plant Development and Management
3.3	BAC	-	Bids and Award Committee
3.4	PR	-	Purchase Requests
3.5	TWG	_	Technical Working Group
3.6	VPAF		Vice President for Administration & Finance

#### 4.0 References

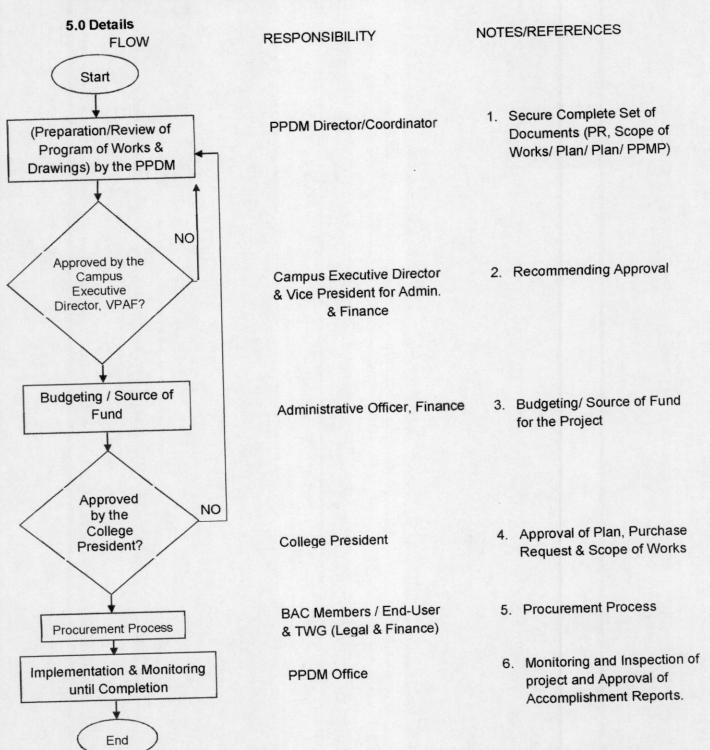
- 4.1 Previous PPDM Forms
- 4.2 BAC Process Charts
- 4.3 College Code
- 4.4 Handbook on Philippine Government Procurement

Effective date: December 2016 Rev. No.: 0 Page: 1 of 3



Doc. No: CHMSC-PPDM-WP-01

Title: PREPARATION, REVIEW AND APPROVAL OF THE PROPOSED PROJECTS & ENHANCEMENTS OF THE PHYSICAL FACILITIES OF THE COLLEGE





\_Doc. No: CHMSC-PPDM-WP-01

Title: PREPARATION, REVIEW AND APPROVAL OF THE PROPOSED PROJECTS & ENHANCEMENTS OF THE PHYSICAL FACILITIES OF THE COLLEGE

#### 6.0 Attachments

- 1. Ledger
- 2. PPMP/Supplemental
- 3. PR for Materials and Labor
- 4. Scope of Work
- 5. Drawings/Plans

#### 7.0 Forms

Internal Forms

1. Request Form

External Forms

1. PPMP

Reviewed by:	Approved by:
ANTOMO L. DERAJA, Ph. D	NORBERTO P/MANGULABNAN, Ph. D. Director, Quality Assurance
Date Nov . 20, 2016	Date 12 - 2-3 - 16

Effective date: December 2016

Rev. No.: 0

Page: 3 of 3



## Republic of the Philippines CARLOS HILADO MEMORIAL STATE COLLEGE PHYSICAL PLANT, DEVELOPMENT AND MANAGEMENT

TALISAY CAMPUS

# REPAIR AND MAINTENANCE REQUEST FORM

	Doc. No: PPDM-TALISAY-F0	2
ocation:	Date:	
Details of Request:		
Requested By:	NOTED:	
	Dean/U	Init Head
APPROVED:		
PPDM, Director		
	JOB ACCOMPLISHMENT REPORT	
Date Completed:		
Remarks:		
Conformer:		
Effective date: December 2016	Rev. No. 1	Page: 1 of 1

Doc. No: PPDM-TALISAY-F01 TOTAL Prepared By: Recommending Approval: Type of Contract To Be Employed Vice-President for Administration & Finance SALVADOR B. ZARAGOSA JR., Ph. D. ANTONIO L. DERAJA, Ph. D. Director, PPDM Procurement Unit: PHYSICAL PLANT DEVELOPMENT AND MANAGEMENT Extent/Size of Contract Scope/Packages PROJECT PROCUREMENT MANAGEMENT PLAN Calendar Year: 2016 SUPPLEMENTAL Procurement Method JFMAMJJ Certified Funds Available: Approved By: TIME SCHEDULE Accountant Local Budget Officer RENATO M. SOROLLA, Ph. D. **JERRY S. GUMATA** SUC President II ASOND INCOME **ESTIMATED BUDGET** PHP PHP MDS/GAA

NOTE: Scope/Package (Column 2) is in general description and supported by the detailed and complete specifications of the items in separate sheet/s as prepared by the End-User/s.

# THE STATE OF THE S

## **WORK PROCEDURE**

Doc. No: CHMSC-RDS-WP-001

Title: Research Generation

### 1.0 Objective

To establish a system in research generation through the conduct of research and development programs/projects/activities

### 2.0 Scope

This work procedure covers the conduct and generation of research and development programs, projects and activities in CHMSC

#### 3.0 Definition and Abbreviations

- 3.1 Research Generation refers to the R&D activities of the College in meeting the mandate on research generation.
- 3.2 R&D refers to Research and Development mandate of the College
- 3.3 R&D Programs/Projects/Activities refers to R&D programs which can be segregated into projects, and project into studies or activities.
- 3.4 Research Proposal refers to the R&D plan or proposal submitted for evaluation and approval by the College.
- 3.5 Terminal Report refers to research written outputs or of R&D programs/ projects/activities.
- 3.6 RDS refers to Research and Development Services provided by the research office
- 3.7 RDS Director refers to the head of the Research and Development Services Unit
- 3.8 RDS Coordinators refers to College personnel who are designated to coordinate R&D initiatives in every campus with the institutional RDS Unit
- 3.9 RDS Staff refers to the RDS office personnel who perform duties and responsibilities towards achieving the mandate of the office.
- 3.10 VP RDE and IP- refers to the Vice President for Research, Extension, and Intellectual Property
- 3.11 RTC refers to Research Technical Committee which evaluates the technical feasibility of the proposed researches during the AIHR
- 3.12 AIHR refers to the Agency In-House Review which is conducted to evaluate the research outputs generated by the College

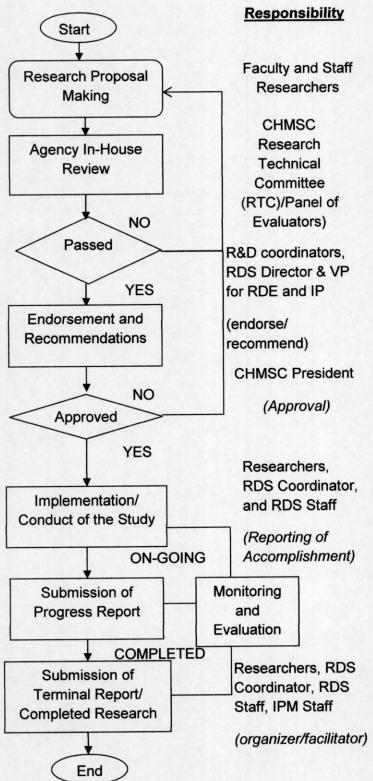
#### 4.0 References

- 4.1 Research and Extension Manual
- 4.2 College Code



Doc. No: CHMSC-RDS-WP-001

#### 5.0 Details



### Note/References

Conceptualize and submit research proposals using CHMSC-RDS-F01-ResProp

- Evaluates research proposals based on the criteria set by the RDS. If passed, submit to RDS office for further endorsement, if not, return the proposal to the proponent for further review (CHMSC-RDS-F02-PropEval)
- The R&D coordinators submit all the edited research proposals to RDS office. RDS Director reviews the proposal and endorses to the VP for RDE and IP for recommending approval for Funding
- The College President reviews the proposal. Once approved, funding is released. When disapproved, it is returned to the proponent for further review and compliance through the office of VP RDE & IP.

The researchers conduct/implement the proposal. When it is still on-going, a progress report is submitted to research coordinators using CHMSC-RDS-F03-ProgRep

- When completed a Terminal
Report of completed research (CHMSCRDS-F04-ComRes) is submitted to the
Research Coordinators and to the RDS
Office to be forwarded to the Office of
VP RDE & IP.

All completed researches undergoes evaluation through AIHR (CHMSC-RDS-F05-AIHRCrit) for possible paper presentations to external agencies and publications to reputable journals.

# THE COLUMN COLUM

# **WORK PROCEDURE**

Doc. No: CHMSC-RDS-WP-001

- 6.0 Attachments
  - 6.1 Research and Extension Manual
- 7.0 Forms
  - 7.1 CHMSC-RDS-F01-ResProp (Format of Research Proposals)
  - 7.2 CHMSC-RDS-F02-PropEval (Format for evaluating research proposal)
  - 7.3 CHMSC-RDS-F03-ProgRep (Format for Progress Report of On-going Funded Research)
  - 7.4 CHMSC-RDS-F04-ComRes (Format of Terminal Report/Completed Research)
  - 7.5 CHMSC-RDS-F05-AIHREvalCrit (Format of In-House Review Evaluation & Criteria for Completed Researches)

ORLANDO Z. BEÑALES, EdD.
Director, Research & Development Services

Date

NORBERTO P. MANGULABNAN, PhD.
Director, Quality Assurance &
Accreditation

Date

Date

12 20 2014

Doc. No: CHMSC-RDS-WP-002

Title: Presentation of Research Works in Fora/Conferences Within the Philippines with Funding Support by the College

## 1.0 Objective

To establish a system in the presentation of research works in fora/conferences within the Philippines with funding support by the College

### 2.0 Scope

This work procedure covers the presentation of research works in local, regional, national, and international fora/Conferences within the Philippines with funding support by the College

#### 3.0 Definition and Abbreviations

- 3.1 Research Presentation refers to the presentation of research outputs to the various levels of research fora and conferences held in the Philippines
- 3.2 Call for paper Presentation refers to the invites issued by the RDS Office and other external agencies for paper presentations
- 3.3 R&D Programs/Projects/Activities refers to R&D program which comprises projects, and project which comprises studies or activities.
- 3.4 Completed Research report refers to the written outputs on completed researches submitted for paper presentation
- 3.5 RDS refers to Research and Development Services provided by the research Unit
- 3.6 RDS Director refers to the head of the Research and Development Services Unit
- 3.7 RDS Coordinators refers to College personnel who are designated to coordinate R&D initiatives in every campus with the institutional RDS Unit
- 3.8 RDS Staff refers to the RDS office personnel who perform duties and responsibilities towards achieving the mandate of the office.
- 3.9 VP RDE and IP- refers to the Vice President for Research, Extension, and Intellectual Property
- 3.10 Funding support refers to the budget allocated for registration fee of the forum, travel expenses, and per diem of the paper presenters
- 3.11 Paper Presentation Incentive refers to the financial incentives granted to the paper presenters

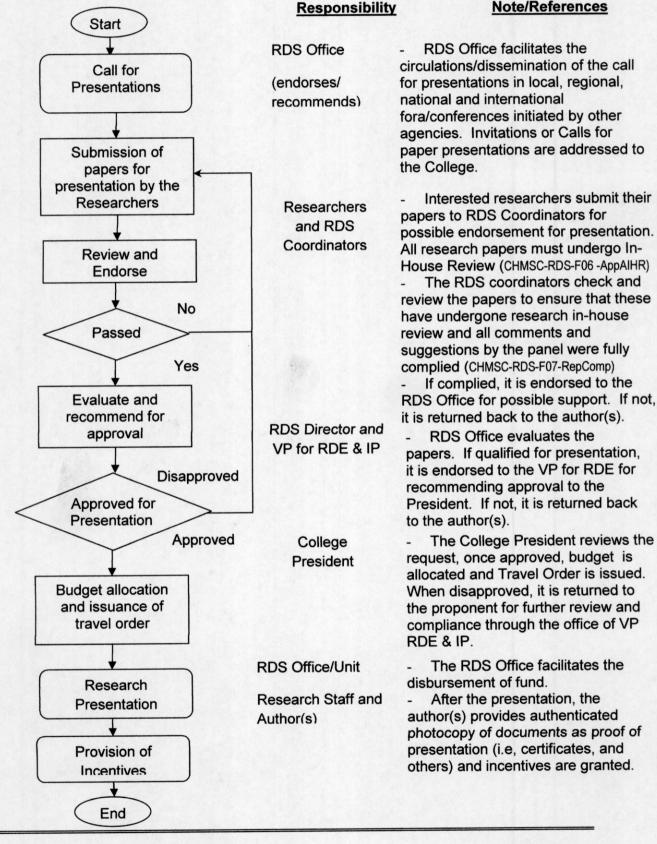
#### 4.0 References

- 4.1 Research and Extension Manual
- 4.2 College Code



Doc. No: CHMSC-RDS-WP-002

#### 5.0 Details



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# **WORK PROCEDURE**

Doc. No: CHMSC-RDS-WP-002

- 6.0 Attachments
  - 6.1 Research and Extension Manual
- 7.0 Forms
  - 7.1 CHMSC-RDS-F06-AppAIHR Application Form for AIHR
  - 7.2 CHMSC-RDS-F07-RepComp Compliance Report on Recommendation of AIHR Evaluator
  - 7.3 Extended Abstract

Reviewed by:	Approved by: p
de la companya della companya della companya de la companya della	XV
ORLANDO Z. BEÑALES, EdD.	NORBERTO P MANGULABNAN, PhD.
Director, Research & Development Services	Director, Quality Assurance &
	/, Accreditation
Date 7/07. 20, 20/u	Date /2/20/20/6

Effective Date: December 2016 Rev. No.: 1 Page 6 of 15



Doc. No: CHMSC-RDS-WP-003

Title: Presentation of Research Works in Fora/Conferences Outside of the Philippines with Funding Support by the College

### 1.0 Objective

To establish a system in the presentation of research works in fora/conferences outside of the Philippines with funding support by the College

### 2.0 Scope

This work procedure covers the presentation of research works in fora/conferences outside of the Philippines with funding support by the College

#### 3.0 Definition and Abbreviations

- 3.1 Research Presentation refers to the presentation of research outputs to the various levels of research fora and conferences held outside of the Philippines
- 3.2 Call for paper Presentation refers to the invites issued by the RDS Office and other external agencies for paper presentations
- 3.3 R&D Programs/Projects/Activities refers to R&D program which comprises projects, and project which comprises studies or activities.
- 3.4 Completed Research report refers to the written outputs on completed researches submitted for paper presentation
- 3.5 RDS refers to Research and Development Services provided by the research Unit
- 3.6 RDS Director refers to the head of the Research and Development Services Unit
- 3.7 RDS Coordinators refers to College personnel who are designated to coordinate R&D initiatives in every campus with the institutional RDS Unit
- 3.8 RDS Staff refers to the RDS office personnel who perform duties and responsibilities towards achieving the mandate of the office.
- 3.9 VP RDE and IP- refers to the Vice President for Research, Extension, and Intellectual Property
- 3.10 Funding support refers to the budget allocated for registration fee of the forum, travel expenses, and per diem of the paper presenters
- 3.11 Paper Presentation Incentive refers to the financial incentives granted to the paper presenters

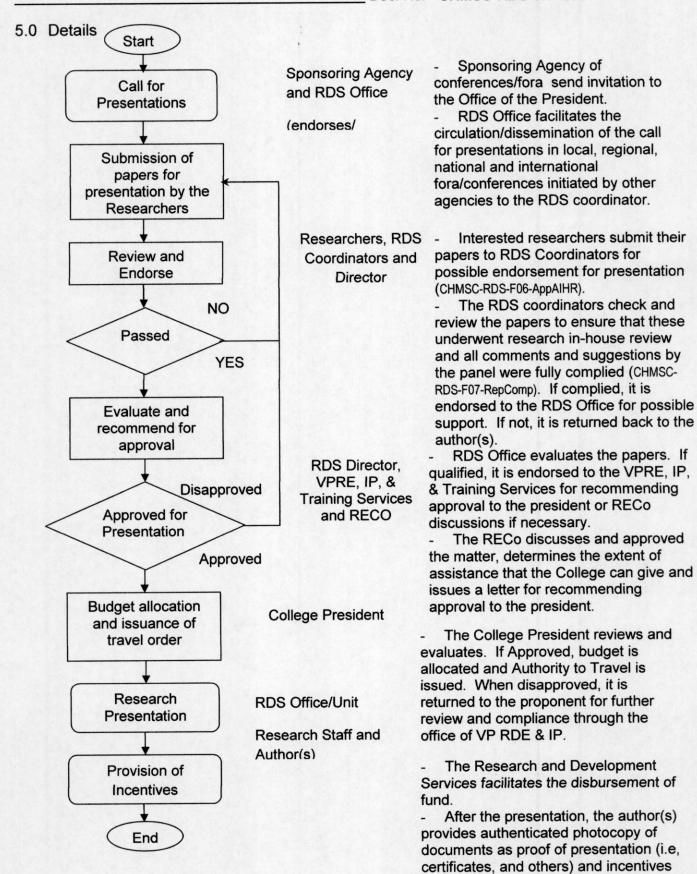
#### 4.0 References

4.1 Research and Extension Manual

Effective Date: December 2016 Rev. No.: 1 Page 7 of 15



Doc. No: CHMSC-RDS-WP-003



are granted

Doc. No: CHMSC-RDS-WP-003

Page 9 of 15

### 6.0 Attachments

- 6.1 Application Form for AIHR
- 6.2 Compliance Report on Recommendations of AIHR Evaluators
- 6.3 Invites of External organizations
- 6.4 Acceptance Letter of External Organizations

### 7.0 Forms

7.1 CHMSC-RDS-F06-AppAIHR Application Form for AIHR

7.2 CHMSC-RDS-F07-RepComp Compliance Report on Recommendation of AIHR Evaluator

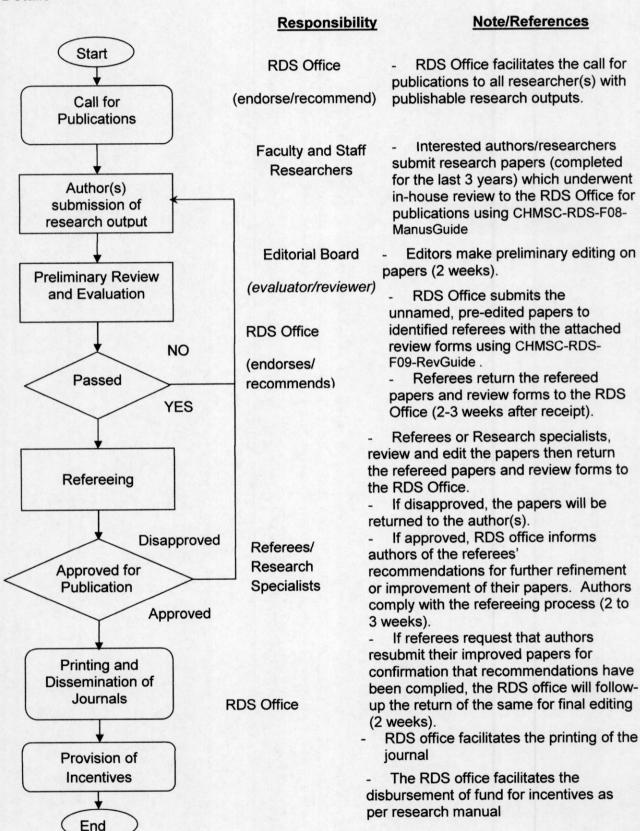
Reviewed by:	Approved by:
ORLANDO Z. BEÑALES, EdD. Director, Research & Development Services	NORBERTO P. MANGULABNAN, PhD. Director, Quality Assurance &
Date Nov. 20, 20/U	Accreditation  Date /2/20/20/4

Effective Date: December 2016 Rev. No.: 1



Doc. No: CHMSC-RDS-WP-004

#### 5.0 Details



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# **WORK PROCEDURE**

Doc. No: CHMSC-RDS-WP-004

- 6.0 Attachments
  - 6.1 Research and Extension Manual
- 7.0 Forms
  - 7.1 Application for AIHR
  - 7.2 Compliance Report on recommendations of AIHR Evaluators
  - 7.3 Packaged paper for publication
  - 7.4 CHMSC-RDS-Form H-RefPub (format for refereed publication)
  - 7.5 CHMSC-RDS-Form I-RevGuide (Referee's guided for refereeing)

Reviewed by:	Approved by:
ORLANDO Z. BEÑALES, EdD. Director, Research & Development Services	NORBERTO P MANGULABNAN, PhD. Director, Quality Assurance & Accreditation
Date 10v. 20, 2014	Date /2/20/2014

Effective Date: December 2016

Rev. No.:

1



Doc. No: CHMSC-RDS-WP-005

Title: Publication of Research Works in External Refereed Journals with Funding Support by the College

### 1.0 Objective

To establish a system in the publication of research works in external refereed journals with funding support by the College

### 2.0 Scope

This work procedure covers the publication of research works of the institution in the external refereed journals with funding support by the College

#### 3.0 Definition and Abbreviations

- 3.1 Research Publication refers to the publication of research outputs in the external refereed journals
- 3.2 Call for Publication refers to the invites issued by external publishers/organizations for the publication of papers in their refereed journals
- 3.3 Review and Endorsement refers to the examination of the submitted papers for publication by the RDS Unit
- 3.4 R&D Programs/Projects/Activities refers to R&D programs which can be segregated into projects, and project into studies or activities.
- 3.5 Completed Research report refers to the written outputs on completed researches submitted for paper presentation
- 3.6 RDS refers to Research and Development Services provided by the research Unit
- 3.7 RDS Director refers to the head of the Research and Development Services Unit
- 3.8 RDS Coordinators refers to College personnel who are designated to coordinate R&D initiatives in every campus with the institutional RDS Unit
- 3.9 RDS Staff refers to the RDS office personnel who perform duties and responsibilities towards achieving the mandate of the office.
- 3.10 VP RDE and IP- refers to the Vice President for Research, Extension, and Intellectual Property
- 3.11 Publication Fee refers to the disbursement of fund for the payment of publication fee
- 3.12 Publication Incentive refers to the financial incentives granted to authors whose papers are published in the refereed journals

#### 4.0 References

4.1 Research and Extension Manual

Effective Date: December 2016 Rev. No.: 1 Page 13 of 15



Doc. No: CHMSC-RDS-WP-005

#### 5.0 Details

#### Note/References Responsibility Start Calls for publications by other agency Other Agency or Author(s) are sent. publishing company submission of The College, through the RDS Office, research output ensures that the publishing journal is for Publication refereed and accredited by the CHED and the International Journal Association. Authors/researchers submit their Review and letter of acceptance for publication Endorse Author(s)/ together with the full paper to their Researcher(s) and respective RDS coordinators. **RDS Unit** The RDS coordinators review the NO paper if it underwent in-house review and Coordinator the comments of panel of evaluators Passed were integrated in the paper. If so, it is endorsed to the RDS Office for possible YES support. If not, it is returned back to the author(s). Evaluate and RDS Office evaluates the papers **RDS** Director and and endorses to the VP for RDE for recommend for VP for RDE & IP recommending approval to the approval president, if not approved, it will be Disapproved returned back to the author(s). The College President reviews the College President request, once approved, funding is Approved released. When disapproved, it is for returned to the proponent for further **Funding** Approved review and compliant through the office of VP RDE & IP. The Research and Development **RDS Office/Unit** Disbursement of Services facilitates the disbursement of Fund Research Staff and fund. The author(s) provides authenticated Author(s) photocopy of journal that published the Publication by paper. **External Journal** The RDS office facilitates the disbursement of fund for incentives as per research manual. Provision of **Incentives** End

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# **WORK PROCEDURE**

Doc. No: CHMSC-RDS-WP-005

- 6.0 Attachments
  - 6.1 Research and Extension Manual
- 7.0 Forms
  - 7.1 Compliance Report on recommendations of AIHR Evaluators
  - 7.2 Packaged paper for publication
  - 7.3 Invite of external publisher
  - 7.4 Acceptance letter of publishers/organization

Reviewed by:	Approved by:
ORLANDO Z. BEÑALES, EdD.  Director, Research & Development Services	NORBERTO P. MANGULABNAN, PhD. Director, Quality Assurance & Accreditation
Date Nov. 20, 2014	Date 19/20/2014

Effective Date: December 2016

Rev. No.:

1





# Format of Research Proposal for Institutional Funding

Title:

Name of Proponent(s)/Campus:

Type of Research Project:

**Research Objectives** 

What do you investigate? What do you want to accomplish in your research?

Research Methodology

 How will you carry out the research process? What will be your research design? How do you intend to gather data? What is your unit of analysis? Who are your subjects? What is the sample size? How will you organize, and analyze your data?

### Plan of Implementation

Major Activities

Agency Involved

Time Frame

#### **Expected Output**

### **Budgetary Requirements**

- Personnel Services
- Maintenance and other Operating Expenses
- · Supplies and Materials
- Traveling Expenses
- Sundries
- Equipment

Total

Counterpart Funding

# Cooperating Universities/Funding Agencies (Collaborative Research)

 Name of agencies/universities cooperating in this project, motive of involvement/participation, and statement of financial assistance or other assistance given if any.

#### Attachment:

1. Research Instrument or Questionnaire





# RESEARCH PROPOSAL EVALUATON FORM

Comments and Recommendations
fic actions/recommendations below ovided, suggestions are considered and incorporated by the research proponent(s)  Signed:





# Format for Progress Report of On-going Researches

Office of the Director of Research & Development Services

**Progress Report** 

For the Period
Status:
Research Title:
Research Coordinator/Leader: Name : Designation : Address :
Implementing Agency/Research Station:
Cooperating Agency:
Summary of Accomplishments:
Cumulative % of Completion:
Duration:
Date Started:
Total Approved Budget:
Actual Released Budget:
Actual Expenditures:
Problems Encountered:
Actions Taken:





# Format for Terminal Report or Completed Research

Research Title

Name of Author(s)/Researcher(s)

Name of Proponent/Institution/Campus

Abstract (250 words)

- with Keywords (3-8 words)

Introduction

#### Rationale

- > Review of Related Literature
- Objectives of the study

#### **Materials and Methods**

- Research Design
- > Detailed procedure
- > Statistical Treatment

Results

Discussion

**Conclusions and Recommendations** 

**Literature Cited** 





# **Evaluation Form for Completed Research during AIHR**

TITLE:		
Presenter:		
Category:		
Rate:		
Criteria	Value/Weight	RATING
Creativity, Originality and Quality of Work	40%	
> Rationale/state of the art presentation,	5%	
> Analysis of the problem	5%	
> Objectives	5%	
Conceptual/analytical framework,	10%	
> Methodology/Procedures	15%	
Significance of Findings	30%	
Contribution to new knowledge,	10%	
➤ Impact on Education, Science, and Technology	10%	
> relevance to institutional/national thrusts	10%	
Manuscript/Write-up	15%	
> Accuracy of figures and language	5%	
> Clarity and style	5%	
Cogency and logic	5%	
Presentation Proper	15%	
<ul> <li>Clarity of presentation, visual aids, stage presence, voice modulation</li> </ul>	5%	
Response to inquiries	10%	
Comments/Suggestions/Recommendations:		
(Please use space at the back for additional Action: Please "Check" on the desired specific actions/recommenda ( ) Recommended for paper presentation as is ( ) Recommended for paper presentation provided sugges ( ) For major review to meet standards of paper presentation	tions below tions are complied	is)
	Name and Signature of	f Evaluator





# APPLICATION FORM FOR IN-HOUSE REVIEW OF COMPLETED RESEARCHES

"check" mark in the appropriate box.
Proponent/s:
Date of Application:Research Title:
Research fille.
Research Category:  Thesis Dissertation Self-Funded Study College-Funded Study
Research Agenda Focus:  Quality Education  Food Security and Poverty Alleviation  Entrepreneurship and ICT  Gender and Development  Environment and Natural Resources
Budget Granted:
Budget Granted: Inclusive Period of Study:
Research Proposal Status:
<ul><li>□ Proposed during the AIHR on (date):</li><li>□ Not Proposed</li></ul>
Campus: Department/Academic Unit:
Checklist of Support Documents Appended:
Hard copy of extended abstract / full paper of not more than 10 pages
Soft copy of extended abstract / full paper of not more than 10 pages sent to chmsc_rds@yahoo.com
Compliance report on the Recommendations of In-House Review Evaluators (Three Columns: Recommendations, Status of Compliance, Page Location/Remarks)
☐ Computer-Processed Statistics Outputs (SPSS Outputs, etc.)
Research Instrument/s Used including Validation and Reliability Test Results
Signature of Proponent(s)/Researcher(s)
Recommending Approval:
Program RDS Chairperson
Campus RDS Coordinator
Dean
Campus Executive Director



CHMSC-RDS-F07-RepCom

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



# COMPLIANCE REPORT ON RECOMMENDATIONS DURING AIHR

AIHR Date:					
Venue : Proponent/s:					
Research Title:					
Recommendations	Actions Made	Page	Status of Compliance/Research		
Prepared by:		Verifi	Verified:		
Name and Signature of Proponent(s)/Researcher(s)		RE	OS Coordinator/Chair		
CHMSC-RDS-F07-RepCom	Rev. No. 1		December 2016		

Rev. No. 1





### MANUSCRIPT AND FORMATTING GUIDELINES

- A. Submit the soft copy and three (3) copies of the manuscript to the RDS office containing appropriate and sufficient substance and including the following parts:
  - Heading

Title

Name of Author (s)

Email

College/Campus

- > Abstract (maximum of 250 words)
- Keywords (minimum of 3 words)
- Introduction (Objectives of the Study/Statement of the Problem and citations)
- Framework (Theoretical and/or Conceptual)
- Materials and Methods (for experimental researches) Methods (for non-experimental researches)
- > Results and Discussions (with implications from citations)
- Conclusions and Recommendations
- > Literature Cited
- B. Submit proof that the paper was subjected to the local in-house review by the panel of internal and external experts
- C. Attach the accomplished compliance form
- D. The author must observe the following prescribed format:
  - Font Style and Size
    - a. Arial 12 font size all throughout the manuscript;
    - b. Arial 9 font size for tables;
    - c. Foreign words, including scientific names must be italicized
    - d. Research Title (Uppercase Boldface, Center)
    - e. Sub-Title (Sentence case Boldface, Italics, Center)
  - 2. Length
    - Abstract must have 200-250 words unless justified such as pure sciences.
    - b. The entire manuscript must contain 4000 to 5000 words unless justified (not to exceed 12 pages).





# PEER REVIEWER'S GUIDE

Part A: Editorial Office Only

Section I	
Reviewer's Name:	Double blind
E-Mail:	
Manuscript Number:	
Title:	
Code:  Date Send to Reviewer:	
Date Expected from Reviewer:	
Part B: Reviewer Only	
Section II: Detailed Comments for	the Author
	the "Reviewing Tracking Comments" of the Microsoft Office 2007 or 2010 and
attached the same to the report.	
	General Comments
Introduction	
miroduction	
Methodology	
Result and Discussion	
Conclusions	
Literature Cited	
Others	
Section III – Evaluation of the Par (1=Poor)	per. Please rate following the criteria: (4=Excellent) (3=Good) (2=Fair)
Originality:	
Contribution to the Field:	
Technical Quality:	
Clarity of Presentation:	
Depth of Research:	
Section IV – Recommendations: (	(Please check only one)
completed by the editor.	corrections or with minor corrections which were to be
Accepted for publication with mi	nor corrections (Please refer to the comments given by
the paper reviewers.) Please have	e the corrections completed and send to the editor in 2
weeks from the receipt of this rep	port.
	his stage but can be considered after making the major
changes suggested.	
Not accepted for publication.	ts to the Editorial Board



Doc. No. CHMSC-RMO-WI-01

Title: Preparation, Review, & Approval of Records Management Guide.

### 1.0 Objective

To establish a system and procedures on records management and archival program for the effcient creation, utilization, maintenance, retention, storage preservation and disposal of records.

### 2.0 Scope

This procedure is applicable to all offices in the College.

### 3.0 Definitions and Abbreviations

- 3.1 Records Management refers to the managerial activities involved with respect to records creation, records maintenance and use, transmission, retention and records disposition inorder to achieve adequate and proper documentation of policies and transactions of government for its efficient, effective and economical operation.
- 3.2 Records- are all books, papers, maps photographs or other documentary materials, regardless of physical form or characteristics made or received by any agency or in connection with the transaction of public business and preserved or appropriate for preservation by the agency as evidence of the organization, functions, policies, decisions, procedures, operations or other activities because of the information value or date contained therein.
- 3.3 Records Disposition- refers to the systematic transfer of non-current records from office to storage area, identification and preservation of archival records and destruction of valueless records.
- 3.4 RMO- Records Management Office

#### 4.0 References

4.1 Republic Act 9470
(National Archives of the Philippines Act of 2007

4.2 College Code

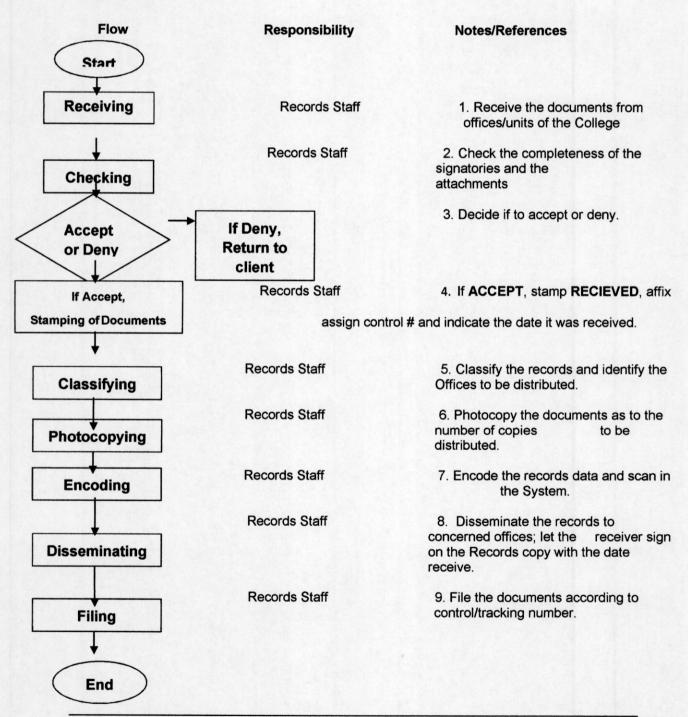
Effective date: December 2016



Doc. No. CHMSC-RMO-WI-01

Title: Preparation, Review, & Approval of Records Management Guide.

#### 5.0 Details





Doc. No. CHMSC-RMO-WI-01

Title: Preparation, Review, & Approval of Records Management Guide.

### 6.0 Attachments

- 1. National Archives of the Philippines Act of 2007
- 2. Excerpt from the College Code, page 37, article 87-89

#### 7.0 Forms

#### Internal Forms

- 1. Distribution List Form
- 2. Records Inventory Form

#### **External Forms**

Records Inventory and Appraisal Form
 Records Disposition Schedule
 Request for Authority to Dispose Records
 NAP Form No. 2
 NAP Form No. 3

Reviewed by:	Approved by:
MA. TERESA C. SOGUILON Records Management Officer	DR. NORBERTO/MANGULABNAN Director, Quality Assurance
Date: // 20/2014	Date: /2/20/20/U

Effective date: December 2016 Rev. No.: 0 Page 3 of 3



Effective date: Sept. 1, 2016 Rev. No.: 1

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



Doc No.: CHMSC-RMO-DL-01

Page: 1 of 2

# RECORDS MANAGEMENT OFFICE DISTRIBUTION LIST FORM

			<u> </u>
OFFICE/DEPARTMENT/UNIT	RECIEVER'S NAME	DATE	SIGNATU
		OFFICE/DEPARTMENT/UNIT RECIEVER'S	OFFICE/DEPARTMENT/UNIT RECIEVER'S DATE





# **RECORDS INVENTORY FORM**

Doc. No.: CHMSC-RMO-RIF-02  DOCUMENT/RECORDS: SUBJECT:					
Records Series	Brief Description of Records	Location	Volume	Period Covered	

TIME VALUE: LEGEND: RECORDS SERIES TITLE & DESCRIPTION RECORDS INVENTORY AND APPRAISAL NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas T - Temporary

Adm - Administrative P - Permanent F - Fiscal PERIOD COVERED L - Legal VOLUME IN CUBIC METER ADDRESS AGENCY Arc - Archival LOCATION OF RECORDS FREQUENCY OF USE DUPLICATION ORGANIZATIONAL UNIT PERSON-IN-CHARGE OF FILES TIME VALUE UTILITY VALUE RETENTION PERIOD

T / P Adm / F / L / Arc Active Storage Total DATE PREPARED TELEPHONE NO .: DISPOSITION PROVISION

4

PREPARED BY:

ASSISTED BY:

APPROVED BY:

Chief of the Division/Department

NAP Records Management Analyst

Name and Position

	ONAL ARCHIVES OF THE PHILIPPINES  Pambansang Sinupan ng Pilipinas  CORDS DISPOSITION SCHEDULE	1. AGENC		
3. SCHEDULI	E NO.:	4. DATE PR	EDADED	
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RE	Storage	8. REMARKS

**IMPORTANT:** Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."

Pa	AL ARCHIVES OF THE PHILIPPINES ambansang Sinupan ng Pilipinas	AGENC	Y NAME:	
REGO	EST FOR AUTHORITY TO DISPOSE OF RECORDS	ADDRE	SS:	
DATE:		TELEPH	ONE NUMBER:	
GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIP	PTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED (If Any)
LOCATION OF R	ECORDS:		VOLUME IN CUBIC MET	ER:
PREPARED BY:	(Name & Signature)		POSITION:	
CERTIFIED AND	APPROVED BY:  This is to certify that the above me not involved nor connected in any adminis	trative or	judicial cases.	
		Na o	me and Signature of Agency H r Duly Authorized Representat	lead ive

	11. Recommending	g Approval:
Name		Name
Position		Position
		, osmon
10. Assisted by:	12. Approved:	
Name		Name
Position		Position
TO BE ACCOMPLISHED BY THE N	ATIONAL ARCHIVES OF	F THE PHILIPPINES
This Records Disposition Schedule		
is being returned for improvement / correction		
is being recommended for approval		
is being recommended for approval		
is being recommended for approval		
Chairman Records Management Evaluation Committee		
Chairman		
Chairman Records Management Evaluation Committee	APPROVED:	
Chairman Records Management Evaluation Committee	APPROVED:	Executive Director
Chairman Records Management Evaluation Committee	APPROVED:	Executive Director
Chairman Records Management Evaluation Committee	APPROVED:	Executive Director



Doc. No. CHMSC-RO-WP-01

### TITLE: REQUEST FOR SCHOOL RECORDS (TRANSCRIPT OF RECORDS/TRANSFER CREDENTIAL) AND ENROLMENT FLOW

### 1.0 Objective

To establish a system in processing request for school records and enrolment procedure.

### 2.0 Scope

This work procedure covers processing of request for school records (Official Transcript of Records / Transfer Credential) and enrolment procedure.

### 3.0 Definitions and Abbreviations

- 3.1. CHMSC Carlos Hilado Memorial State College
- 3.2. RO Registrar's Office
- 3.3 OTR Official Transcript of Records
- 3.4. TC Transfer Credential

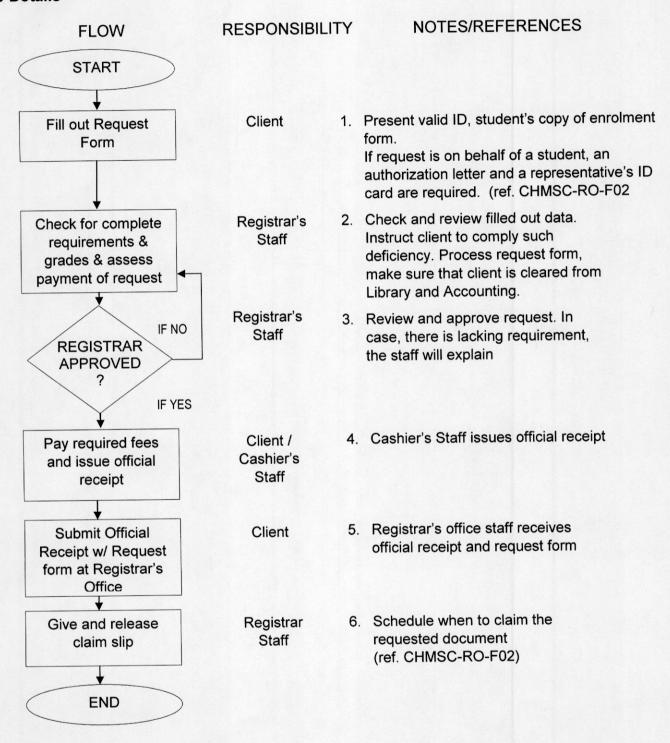
### 4.0. References

4.1. Citizens Charter

Effective date: December 2016 Rev. No.: 1 Page 1 of 4

### TITLE: REQUEST FOR SCHOOL RECORDS (OTR/TC)

### 5.0 Details



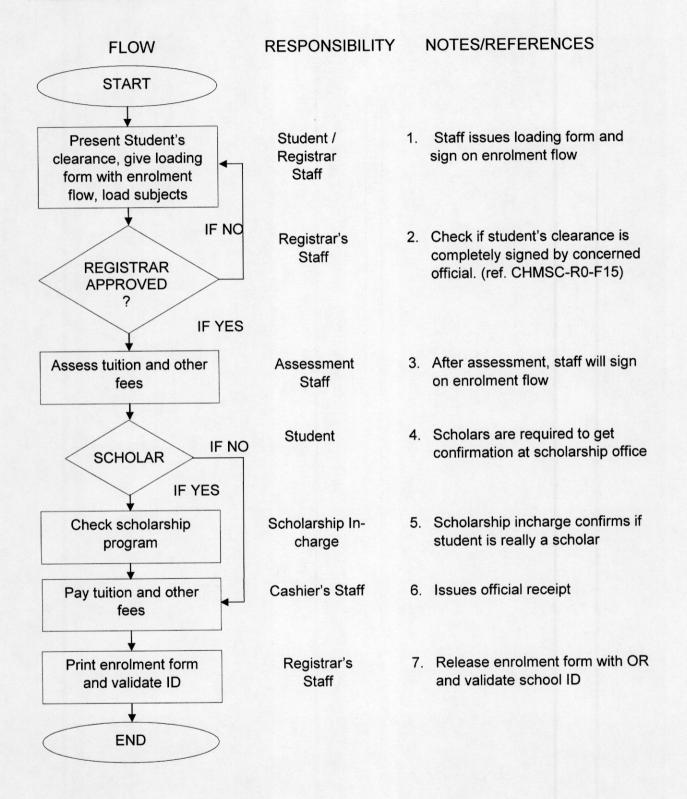
Effective date:

December 2016

Rev. No.: 1

Page 2 of 4

### TITLE: ENROLMENT FLOW



Effective date:

December 2016

Rev. No.: 1

Page 3 of 4

### 6.0 Attachments

NONE

### 7.0 Forms

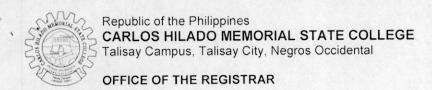
- 1. CHMSC-RO-FO2
- 2. CHMSC-RO-15

Reviewed by:	Approved by:
Loma T. Cachero, Dev. Ed.D. Registrar III	Norberto P. Mangulabnan, Ph. D. Director QAA
Date	Date /2 /20/20/4

Effective date:December 2016

Rev. No.: 1

Page 4 of 4



[	]	NSO			
[	]	OTR	or [	]	F137

To Whom It May Concern:

10 Whom It May Concom.			
This is to certify that the undersigned stud responsibility for the semester, Academ concerned faculty and personnel of the College.	ent is cleared of <b>mon</b> nic Year 20 20 as	ey accountability and positions is shown by the signature	roperty es of
Student's Printed Name (Family, First, Middle)	Signature	Course/Yr/Sec.	Major
ACCOUNTANT:	DEAN:		
LIBRARIAN:	_ REGISTRAR: <u>LC</u>	ORNA T. CACHERO, Dev.Ed.I	<u>).</u>
OSA:	CHMSC – RO – F1 REV 0 EFFECT		

STUDENT'S CLEARANCE



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

### OFFICE OF THE REGISTRAR

REQUES	ST FOR	SCHOOL	RECORDS

Please pay the amount to	the cashier:
Transcript	
Transfer Credentials	
Cert. Photocopy/PC	
Certification	
Others	
Total	P
Doc. Stamp Tax	P

Please Print	Date:	m / dd / yyyy
	SIGNATURE:	
LAST NAME FIRST NAME MID f married, female, write Maiden Name:	DDLE NAME/INITIAL	
last name	first name	middle name
Date of Birth: (mm)(dd)(yyyy)	Birth Place:	
Permanent Address:Address		
Parent/Guardian: Addres	SS:	
Course:Yr./Sec.:	Research Teacher:	
Contact No.: Mobile	Landline Sub Va Sub	nmar
Last Term and School Year Attended at CHMSC:	Semester, Scn. Yr Sun	IIIIIei,
Check Appropriate Item of Request:		
Transcript of Records [ ]college [ ]masters [ ]college	() [] Form 137	dential & TOR
1. Accountant:	ARANCE  o clearance has been submitted)  4. Librarian:  5. Registrar:	
3. Dean:		
REQUEST RECEIVED ON: DU REQUEST RECEIVED BY:	UE DATE:(time)	
CHMSC – RO – F02 REV 0 EFFECTIVE: 9/8/2016		
CLAI	M SLIP	
Name of student:	Date:	/// /
last name first name	middle name mm ,	/ dd / yyyy
You may claim your [] OTR [] TC	[] Certificate [] F137 / F138 []	Diploma
on (date) (lille)		
on (date) (time)  If you are unable to claim personally, please affix		
If you are unable to claim personally, please affix  A U T H O		
If you are unable to claim personally, please affix  A U T H O  (requirement for	your signature below.  RIZATION	request.
If you are unable to claim personally, please affix  A U T H O  (requirement for	RIZATION  for claimant: valid ID)	request.
If you are unable to claim personally, please affix  A U T H O (requirement for	RIZATION  for claimant: valid ID)	
If you are unable to claim personally, please affix  A U T H O  (requirement for the delivery authorize the bearer	x your signature below.  RIZATION  for claimant: valid ID)  to claim my	e of Claimant



Doc. No: CHMSC-TS-WP-01

Title: Training Services- Training Needs Assessment and Evaluation

### 1.0 Objective

To establish quality performance system of the Training Services of the College.

### 2.0 Scope

This procedure covers the procedures on the conduct of the training needs of the college

### 3.0 Definitions and Abbreviations

3.1	TNA	-	Training Needs Assessment
3.2	TMP	-	Training Master Plan
3.4	DTS	-	Director, Training Services
3.5	TSS	-	Training Services Staff
3.6	PAE	-	Post Activity evaluation
3.7	CA	-	Competency Assessment
3.8	IS	-	Immediate Superior
3.9	F/S	-	Faculty and Staff
3.10	PRES	•	College President
3.11	VPRE	-	Vice President for Research, Extension

### 4.0 References

4.1 Training Needs Assessment and Evaluation Program

Effective date: December 2016 Rev. No.: 1 Page: 1 of 4

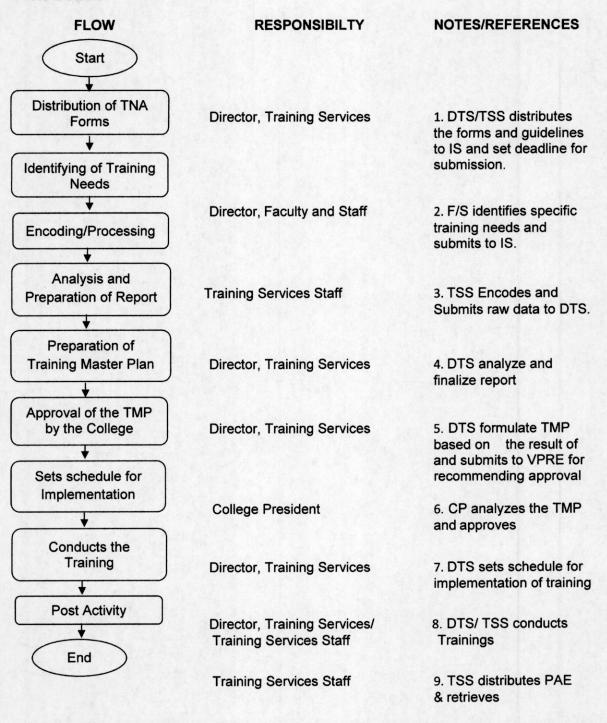


### **WORK PROCEDURE**

Doc. No: CHMSC-TS-WP-01

Title: Training Services- Training Needs Assessment and Evaluation

### 5.0 Details





### **WORK PROCEDURE**

Doc. No: CHMSC-TS-WP-01

**Title: Competency Assessment** 

6.0 Details

**FLOW** RESPONSIBILTY NOTES/REFERENCES Start Distribution of 1. DTS distributes the CA Director, Training Services Competency guidelines to IS and sets Assessment Form deadline for submission. Evaluation of DEAN 2. IS evaluates Performance of F/S F/S after the training and sent to training on the result. Consolidation and 3. DTS consolidates and Director, Training Services submission of Report reports to VPRE for approval. End



\_\_Doc. No: CHMSC-TS-WP-01

Title: Preparation, Review and Approval of Training Needs Assessment

3.0 Attachments

### 4.0 Forms

Training Needs Assessment (CHMSC -TS-FO1 & F02)
Post Activity Evaluation Form (CHMSC-TS-FO4)
Competency Assessment (CHMSC-TS FO7)
Outside Training Assessment (CHMSC-TS-F03)

Reviewed by:	Approved by:
Aileen B. Esmeralda, Ph.D Director, Training Services	Norberto P. Mangulabnan, Ph.D Director, QAA
Date: December 22, 2016	Date: December 22, 2016

Effective date: December 2016 Rev. No.: 1 Page: 4 of 4

### CARLOS HILADO MEMORIAL STATE COLLEGE Office of the Director for Training Services Talisay City, Negros Occidental

## TRAINING NEED ASSESSMENT SURVEY FOR FACULTY

Name: ** Educational Attainment: **		Colleg	Age:Age:		Sex:	Civil Status:		length of Service:	
Dear Sir/Madam:									
This Training Need Assessment (TNA) aims to determine your individual training needs. Please read each item carefully and fill up all the needed information. Assess whether or not your competence is adequate to meet your job requirements. Specify your need for training on the space provided. This will be the basis for your attendance in the future trainings and seminars.	mine your iirements.	Specify y	ıl training ne our need for	eds. Please training on	read each ite the space p	m carefully and fi rovided. This will	Il up all the needed inf	ormation. Asses attendance in t	s whether the future
<b>Poor</b> — Knowledge and skills are very adequate and fully functional <b>Poor</b> — Knood — Knowledge and skills are adequate and functional <b>Very Poor</b> — Knowledge and skills are fairly adequate but limited to the job requirements <b>Very Poor</b> • Knowledge and skills are fairly adequate but limited to the job requirements	tional o the job re	Poor – k Very Po equiremen	nowledge an or – Knowled ts	d skills are in ge and skills a	adequate and are very inade	<b>Poor</b> – Knowledge and skills are inadequate and very limited in application <b>Very Poor</b> – Knowledge and skills are very inadequate and do not meet the uirements	<b>Poor</b> – Knowledge and skills are inadequate and very limited in application <b>Very Poor</b> – Knowledge and skills are very inadequate and do not meet the job requirements uirements		Yes – Need to be trained No – No need to be trained
	Ass	essment	Assessment of Your Knowledge and Skills	wledge and	Skills	Indicate wh	Indicate whether or not	Confirm	Confirmation by
Skills/Knowledge in:	(Pleas	se check th	(Please check the column that corresponds to your answer)	t correspond:	s to your	you need to	you need to be trained	Immediat (This col	Immediate Superior (This column is to be filled up and signed by your supervisor)
	Very Good	Good	Average	Poor	Very	YES	NO	YES	NO
OBE CUILLE MAKE									
Formulation of Table of Specification with Test Construction									
and Performance Assessment									
Preparation of Instructional Materials									
Recent Trends in Instruction Relative to Globalization									
Module Writing for K to 12									
The Making of Trainer Guides/ Instructional Guides									

Biended Learning and Digitization of Learning Materials			
Proper Use of Work Time, Resources and Information			
GENERAL EDUCATION/COE			
Lesson/Topic Planning and The Art of Questioning			
Handling Learners with Learning Difficulties			
Promoting Conducive Learning Environment			
Capability Building in Qualitative Research			
TECHNOLOGY/CIT			
Industrial Immersion			
Quality Control in Industries			
Industrial Controls and Automation			
NC II and NC III Training Assessment			
Three Phase Motor recording			
Distribution, Substation and Transmission lines training			
Capability Building in Technological Research, Extension			
Industrial/Automotive Development			
Dev't of Technology-based training materials for Shop Courses			
CRIMINOLOGY			
Personal Identification & Police Photography			
Forensic Ballistics & Questioned Documents,	g.		
Chemistry and Lie Detection			
FISHERIES			
Technologies in Growing Commercial Fin Fishes			
Modern Fishing Gear Technologies			
Boat Designing			
Operation of Modern Fishing Equipment			
Fish Diseases			
Fish Processing			
ENGINEERING		3	
Software for Structural Analysis			
Software for Construction Management			
Updates on National Structural Code of the Philippines (NSCP)			
Use of New Surveying Equipment & Technologies		-	
		•	
BS INFO SYTEM			

CISCO Networking Academy Program 1,2,3&4		
Robotics Training		
Java Programming Instructor's Training		
VB.Net Software Development		
BSHRM		
Front Office Operation		
Food and Beverage Services		
Baking Breads & Pastries/ Commercial Cooking		
Hotel Immersion		
TESDA Trainers Methodology (TM)		
Barista / Bartending		
GENERAL		
Diversity, inclusivity and Equity in the Campus		
Gender Sensitivity (Child Protection, Violence and Harassment)		
Patenting, Utilization and Adoption of Research Outputs		
Academic & Research Collaboration with SUCs & LGU		
Professional Ethics and Workplace Relationship		
Stress Management and Conflict Resolution		
Best Practices of SUCs on Knowledge, Attitude and Skills		
Recent Development Trends in every Field	740.TV	
Impact Assessment on Programs and Projects		
Climate Change, Pollution Control and Green Technology		
OTHER SPECIALIZED SKILLS REQUIRED BY YOUR TEACHING JOB/DESIGNATION		

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(Signature of Immediate Supervisor)/Date

### CARLOS HILADO MEMORIAL STATE COLLEGE Office of the Director for Training Services Talisay City, Negros Occidental

# TRAINING NEED ASSESSMENT SURVEY FOR STAFF

Educational Attainment: Department: Position: Civil Status: Length of Service:

Dear Sir/Madam:

seminars. your competence is adequate to meet your job requirements. Specify your need for training on the space provided. This will be the basis of your attendance in the future trainings and This Training Need Assessment (TNA) aims to determine your individual training needs. Please read each item carefully and fill up all the needed information. Assess whether or not

Very Goo
Very Good - Knowledge and skills are very adequate and fully functional
Poor – Knowledge and skills are inadequate and very limited in application
Yes - Need to be trained

Skills/Knowledge in:	Assessi (Please ch	Assessment of Persi	Assessment of Personal Knowledge and Skills  Please check the column that corresponds to your answer	sponds to y	bnal Knowledge and Skills that corresponds to your answer)	Indicate whyou need t	Indicate whether or not you need to be trained	Confirm Immediat (To be filled up	Confirmation by Immediate Superior (To be filled up and signed by your supervisor)
	Very	Good	Average	Poor	Very	YES	NO	YES	NO
OFFICE DECORUM									
Office Management									
<ul> <li>Office Filing (Physical and E-copy)</li> </ul>									
Office Housekeeping									
Effective Frontline Services									
Administrative Procedures									
<ul> <li>Work I's/ APP/PPMP/OPCR/IPCR</li> </ul>									
<ul> <li>Preparation of Itinery/OR/Voucher/Liquidation</li> </ul>									
Awareness (College Code)									
Effective Electronic and Telephone Communication Skills									
Strategic Time Management									
Efficient Service Delivery & Customer Focus									

CHMSC-TS-FO2
REV.1
EFFECTIVE DATE: December 2016

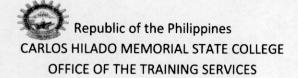
ADEPTNESS IN LATEST TECHNOLOGY		
Functional Computer Literacy on the Latest Computer Software		
Digital Record Management and Enrolment System		
Automated Inventory System and Webpage Operations		
Record Management and Digitization		
STAFF DEVELOPMENT		
Professional Ethics and Workplace Relationship		
Diversity and Equity in the Campus		
Stress Management and Conflict Resolution		
Gender Sensitivity and Student Discipline		
Disaster Risk Management		
Research & Extension Capability Building		
Terminal Reporting and Liquidation Procedures		
Laws on Government Expenditures and Internal Control System		
Public Sector Accounting Standards and Auditing System		
BIR Seminars and Trainings		
Employment Benefits Updates		
Monitoring of Program and Projects		
Enhancement Training On Enrollment System		
Appointment of Employees and Leave Administration		
Library Cataloguing Rules & Updates		
Archival Management and Records Inventory Appraisal		
Statistical Analysis on Student's Services Evaluation		
Procurement Process & Disposal of Unserviceable Property		
Team Building Activities		
Performance Monitoring and Post Evaluation		
Seminar Workshop on Storing, Sorting, Segregating, Labelling Old & New Files & Proper Storage		
OTHER TRAINING/SKILLS REQUIRED BY YOUR JOB ASSIGNMENT WHICH YOU WANT TO UNDERGO. (PLEASE SPECIFY)	INT TO UNDERGO. (PLEASE SPECIFY)	

Confirmed:

(Signature of Immediate Supervisor)/Date

(Signature of Employee)

CHMSC-TS-F02 REV.1 EFFECTIVE DATE: December 2016 a



### POST ACTIVITY EVALUATION FORM

### Forum on The Journey Towards Green CHMSC and the Curricular Initiatives of UNESCO-UNEVOC

Dear Participant,

Thank you for actively participating in the recently concluded forum. We are glad to be of service to you. For us to improve our services, kindly check the column that corresponds to the number that best and honestly describes your evaluation of each item using the scale given below. Thank you.

- 5- Excellent
- 4- Very Good
- 3- Good
- 2- Fair
- 1-Needs Improvement

		RA	TIN	G		
		5	4	3	2	1
1.	Venue					
2.	Accommodation					
3.	Facilities					
4.	Schedule of Activities					
5.	Participation of Attendees					
6.	Attainment of Objectives					
7.	Relevance of Topics					
	Presented					
8.	Speakers					

estive Foodback / Decommendations / Areas for

provement:		

CHMSC-TS-FO4 Rev. 1

EFFECTIVE DATE: December 2016

### Republic of the Philippines CARLOS HILADO MEMORIAL STATE COLLEGE OFFICE OF THE TRAINING SERVICES

### **POST ACTIVITY EVALUATION FORM**

### Forum on The Journey Towards Green CHMSC and the Curricular Initiatives of UNESCO-UNEVOC

Dear Participant,

Thank you for actively participating in the recently concluded forum. We are glad to be of service to you. For us to improve our services, kindly check the column that corresponds to the number that best and honestly describes your evaluation of each item using the scale given below. Thank you.

- 5- Excellent
- 4- Very Good
- 3- Good
- 2- Fair
- 1-Needs Improvement

	AREAS		RA	TIN	IG	
		5	4	3	2	1
1.	Venue					
2.	Accommodation					
3.	Facilities					
4.	Schedule of Activities		6			
5.	Participation of Attendees					
6.	Attainment of Objectives					
7.	Relevance of Topics Presented					
8.	Speakers					

CHMSC-TS-FO4

Rev. 1

EFFECTIVE DATE: December 2016



### Republic of the Philippines CARLOS HILADO MEMORIAL STATE COLLEG COMPETENCY ASSESSMENT

### **Pre-Training**

Attitude  Work  Sehavior)	nowledge	kills	5 4 3 2	1- Poor	2- Fair	3- Good	5- Excellent	ollowing criteria. Use the scale below.	lote: Please rate the trainee under your supervision in the	(Assessor)	mmediate Superior.	Jnit/ Department:	lame of Trainee:	
			1											

CHMSC-TS-FO7 REV. 1

**EFFECTIVE DATE: December 2016** 

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follow	Note:	Imme (As	Unit/I	Name	our de m



## Republic of the Philippines CARLOS HILADO MEMORIAL STATE COLLEGE COMPETENCY ASSESSMENT

**Post-Training** 

Attitude (Work Behavior)	Knowledge	Skills	5 4 3	2- Fair 1- Poor	4- Very Good 3- Good	5- Excellent	following criteria. Use the scale below.	Note: Please rate the trainee under your supervision in the	(Assessor)	7	Unit/ Department:	Name of Trainee:
			3 2				W.	your supervision in the				
			1									



### Republic of the Philippines CARLOS HILADO MEMORIAL STATE COLLEGE

Talisay City, Negros Occidental

### TRAINING SERVICES OFFICE

### **OTAR Form**

### **OUTSIDE TRAINING/ WORKSHOP/ SEMINAR/ CONFERENCE/ MEETING ASSESSMENT REPORT**

(to be accomplished by the participant/s and attach to liquidation documents, copy Furnished the Office of the Training Services)

Name of Participant/s:
Department/Unit:
Designation/Field of Specialization:
Date/Duration of the Seminar/ Meeting:
Venue:
Sponsoring Organization/ Convener:
Topics/ Theme/ Agenda:
Budget Incurred:
Personal/ Professional Benefit/s derived:
Benefit/s to the Institution (CHMSC/ College/ Unit):
Proposed Date of Echoing/Feedbacking:
Copy of Documents/ Seminar Materials attached:
Personal Evaluation of the Conduct of the Seminar/ Meeting:
Signature of Participant/s:
Director's Remark:

### Scope

The procedure covers the internal quality audit process from audit planning and scheduling to follow-up audits and reporting.

### Objective

To establish and maintain documented internal quality audit procedures to ensure effective implementation and effectiveness of the established Management Quality System.

### Planning and Scheduling

All quality system process elements shall be audited at least once a year as per Annual Audit Program. The schedule shall be formulated on the basis of the status and importance of the activity. However, a particular area of the entire operation may be audited more frequently, when deemed necessary.

The lead auditor shall ensure that all copies of the necessary documents such as quality manual, procedures, previous audit results as applicable and all other relevant documents are available.

The audit plan should include but not limited to the audit date, audit scope, audit objectives, criteria, audit team, time of audit, elements and areas to be audited and auditees.

The audit team shall prepare the necessary audit checklist to ensure that all the important items/elements are covered.

The audit checklist shall be referenced on the ISO standards, quality manual, work procedures and necessary work instructions, where applicable.

The lead auditor shall discuss the necessary preparations, formulations of the audit plan and other audit activities, timetable and preparation and review of the audit checklist.

### Selection of Auditors/ Audit Team

Selection of lead auditor/s and auditors will be based on the competence of the auditors from the "List of Qualified Auditors". Independence in conducting of audits shall be ensured and the lead auditor for objectivity and impartiality to avoid conflict of interest.

The Director of Quality Assurance shall maintain the integrity of the audit by ensuring that neither the lead auditor nor any member of the audit team is/ are member/s of the department or function to be audited. They shall have no direct responsibility on the activity being audited.

The audit team shall be composed of qualified and trained internal quality auditors. The minimum qualification for the internal quality auditors must at least be employed by CHMSC, a total work experience of at least one year and have attended an IQA training/seminar conducted by an external qualified lecturer for at least 8hours.

The audit team consisting of the lead auditor and the members shall be appointed by the College President.

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### **Opening Meeting**

An opening meeting shall be presided by the lead auditor prior to proceeding with the audit; to be participated by the audit team, auditees and involved departments if necessary. The objective of the meeting is for familiarization and awareness of the participants on the mechanics of the entire audit process.

### Conducting the Audit

Using the applicable documents and the prepared checklist, the audit team lead auditor and the members shall conduct the audit. Audit shall be conducted by interviewing the auditee and the area being audited or desk audit (review of the applicable documents), and/or checking of actual implementation against documented procedures.

The auditor shall note down on the checklist all the necessary findings during the time of audit, including the objective evidences of conformances and/or non conformances.

The Director of Quality Assurance (QA) should evaluate the competence of the lead auditor while the lead auditor and/or the Director of Q.A.will evaluate the competence of the internal quality auditors.

All findings shall be classified as non-conformance (NC) and improvement potential (I). Where NC is any lapse, deficiency or breakdown in the quality management system such as: an absence of procedure required by the standard; number of lapses or minor non-conformance against the requirements of a standard that would represent total breakdown of the system; non-implementation of a procedure required by the standard, a lapse in the implementation of a management system; required document exist however, the document lacks certain requisites or minor inconsistencies with actual practice; and health and safety requirements not implemented. While I, is any potential improvement in the QMS.

The audit checklist shall be referenced on the ISO standards, the quality manual, work procedures and necessary work instructions, where applicable.

The lead auditor shall discuss with the auditee the results of the audit.

The audit team shall evaluate their findings and deliberate on the non-conformance found during the audit. Final decision as agreed upon the audit team must be reflected on the audit report. Unresolved issue by the team shall be decided by the Director of Q.A./Lead Auditor.

The Director of Q.A. shall monitor and review the audit program using the audit program monitoring checklist.

### **Closing Meeting**

Closing meeting shall be conducted as soon as the audit has been finished. Similar participants during the opening meeting are expected to attend the closing meeting.

Effective date: December 2016 Rev. No.: 0 Page: 2 of 5

The lead auditor will discuss the results of the audit. For the findings called-out during the audit, non-conformance reports are issued to the concerned department. Unresolved issues with the auditee are relevant to the department head. They will likewise agree to the follow-up action to be taken as scheduled.

### Reporting

The final basis for the results of the audit shall be formalized through internal quality audit report.

The lead auditor shall prepare the internal quality audit result to the Director of Q.A. for review and approval.

All auditees with findings shall be issued with a non-conformance report but distribution of audit report will be as per discretion of the Director of Q.A.

Correction as necessary, corrective and preventive action shall be initiated and implemented by the auditee/ department head to be documented through the CAR and coordinated with the lead auditor. For details on the investigation, refer to control of non-conformance and corrective action procedures.

To maintain the continuity of the audit, preferably the same audit team may be assigned to do the follow-up audit if necessary.

### Follow-Up Audit

A follow-up audit shall be conducted minimum of one (1) day after implementation of the corrective action even without prior announcements to verify if the committed action is implemented and preferably minimum of one (1) month after another follow-up audit will be done to verify the effectiveness of the implemented action. This must be recorded in the Corrective Action Monitoring Log.

To maintain the continuity of the audit, preferably, the same audit team may be assigned to do the follow-up audit if necessary.

Corrective actions not implemented on the committed date shall be elevated to the Director of Q.A. for further disposition.

Corrective actions are then declared "closed" once verified to be effective upon approval of the Director of Q.A.

### Records

Internal quality audit records will be maintained and filed by the lead auditor in accordance to control of documented information.

### Responsibility

It is the responsibility of the Director of QA and the lead auditor to ensure that the above procedure is implemented.

### Control of Non-Conformance, and Corrective Action

### Scope

Applicable to all products/ materials, process and system non-conformances including customer feedbacks/ complaints and quality objectives.

### Objective

To establish a method in controlling non-conformances and potential non-conformances.

### Procedure

All non-conformances detected as a result of defective product/ material, unmet goals/ objectives and targets, customer complaints, unsatisfactory results of customer survey, audit findings and service related non-conformances, must be recorded and identified. Investigation of the cause must define the nature and extent of the non-conformance.

Any affected personnel upon observance of a non-conformance can raise a Non-conformance Report or inform any member of the involved department about the non-conformance observed.

The involved department shall log the non-conformance into the Corrective Action Report (CAR).

For product or material he/she shall identify the non-conformance and not receive the item from the supplier.

### **Corrective Action**

Corrective action shall be taken to eliminate or prevent the non-conformance recurrence. This can be initiated by any staff responsible for non-conformance/s as result of non-conformance.

The department concerned of the non-conformance shall be responsible for the timely investigation on the probable root cause of the problem, the formulation of correction as necessary and identification of corrective action needed to eliminate its recurrence. Application of control to ensure the effectiveness of the action taken shall be determined. These shall be recorded in the CAR.

### Management of Risks

Planned management action and controls on risk to be applied to ensure its effectiveness shall be discussed by the unit Heads. Relevant Information on actions taken shall be discussed during the regular Management Review meetings. The finalized management action shall be recorded in the CAR.

Effective date: December 2016 Rev. No.: 0 Page: 4 of 5

### **Customer Complaints**

Any report or feedback from the customer which is treated as complaint shall be handled by the Office of Student Affairs, and shall be recorded through CAR. Refer to documents and records associated to Customer Complaints Handling.

### Verification

Corrective actions implemented shall be logged by the assigned personnel in the Corrective Action Monitoring Log and will be monitored and regularly updated to verify its effectiveness.

The Director of Quality Management Representative or the Department Head shall approve verification.

All necessary changes brought about by the implementation shall be reflected in the affected documented procedure or relevant work instructions as applicable.

### Records

Records are filed and maintained as per control of documented information.

Prepared by:	Approved by:
Ligaya E Fuentes, MBA Management and Audit Analyst/AO V	Norberto P Mangulabnan, Ph. D. Director, Quality Assurance
Date: November 21, 2016	Date: December 27, 2016

Effective date: December 2016 Rev. No.: 0

Page: 5 of 5

### e. Quality Objectives of units through OPCR

## DEPARTMENT PERFORMANCE COMMITMENT AND REVIEW (DPCR)

1, PERLA G. GUILLENA. Head of BAC Secretariat of Carlos Hilado memorial State College commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2016.

Signature of Head of Office

Date:

Approved by:

(Name of Agency Head)

Rating Scale:

5 Outstanding 4 Very Satisfactory

3 Satisfactory 2 Unsatisfactory

				1 Poor				
MAJOR FINAL OUTPUT	SUCCESS INDICATORS (Targets and Measures) JANUARY TO JUNE 2016	Allotte	Division Account	Allotte Division ACTUAL ACCOMPLISHMENT d Account		Rating		Re
		Budget	able					ks
1. Provide	Organized fifteen (15) schedules for biddings,		BAC	Organized Twenty (20) schedules for Q	O E	T	Ave.	
Administrative support	conferences and meetings of BAC Members,		SECRET	conferences and meetings of BAC Members, 5	5	5	2	
to alle DAC	recunical Working Group and End-Users.		ARIAT	Technical Working Group and End-Users.				
	Prepared fifteen (15) sets of Minutes of BAC			Prepared twenty (20) sets of Minutes of BAC   5	5 5	S	5	
	Meetings.			Meetings.				
	Prepared twenty (20) sets of BAC Resolutions.			Prepared twenty eight (28) sets of BAC 5	-	5	5	
				Resolutions.				
2. Take custody of	Printed 23 sets of Consolidated Purchase Requests			Printed 30 sets of Consolidated Purchase 5	5	4	4.67	
procurement	and facilitated the signatures by End-Users and			Requests and facilitated the signatures by				
documents and other	approval of concerned administrators.			End-Users and approval of concerned			,	
records.				administrators.				
	Prepared and processed 90 sets Abstract of Bids for			Prepared and processed 121 sets Abstract of 5		5 4	4.67	
	review and signature of BAC Members, End Users			Bids for review and signature of BAC				
	and approval by the College President.			Members, End Users and approval by the				
				College President.		-		
Consequence of the Consequence o								

	SUCCESS INDICATORS (Targets and Measures) JANUARY TO JUNE 2016	Allotte d Budget	Account able	ACTUAL ACCOMPLISHMENT	Rating	ρυ	Re mar ks
3. Manage the sale and distribution of bidding documents to prospective bidders.	Prepared 14 sets of documents for bidding and for sale to prospective bidders.		BAC SECRET ARIAT	Prepared 19 sets of documents for bidding Q and for sale to prospective bidders.	5 S	Ave.	
4. Assist in managing the Procurement Process	Prepared 8 sets of documents for post qualification, Notices of Awards, Contract Agreements and Notices to Proceed.			Prepared 11 sets of documents for post 5 qualification, Notices of Awards, Contract Agreements and Notices to Proceed.	5 4	4.67	
	Prepared 8 sets of documents for Pakyaw Contracts.			or Pakyaw 5	z. 4	4.67	
	Prepared and distributed to suppliers 150 sets of Request for Quotations.			Prepared and distributed to suppliers 186 sets 4 of Request for Quotations.	5	4.33	
	Prepared 175 sets of Purchase Orders and served to suppliers.			Prepared 227 sets of Purchase Orders and 5 served to suppliers.	5	4.67	
5. Act as central channel of communications for the BAC, end-users, suppliers and other members of government agencies.	Checked 140 sets of Purchase Requests with approved Annual Procurement Plan (APP).			Checked 182 sets of Purchase Requests with 5 approved Annual Procurement Plan (APP).	က က	ம்	
	Posted in PhilGEPS 60 sets of Request for Quotations and Invitation to Bids.			Posted in PhilGEPS 75 sets of Request for 5 Quotations and Invitation to Bids.	5 5	5	
	Printed and processed 180 sets of Request for Release from Consolidated Purchase Requests.			Printed and processed 234 sets of Request for 5 Release from Consolidated Purchase Requests.	4 4	4.33	
	Answered phone calls and queries from external and internal clientele within the day and with 80% positive results.			Answered phone calls and queries from 5 external and internal clientele within the day and with 95% positive results.	.4	4.67	
Total Overall rating							
Final Average Rating						4.763	
Adjectival Rating							
Assessed by:				Final Rating by:			
	Date .		Date	RENATO M. SOROLLA			Date
		PMT		SUC President II			
Legend: 1 - Quality 2 -	2 - Efficiency 3- Timeliness 4- Average			Head of Agency			

## DEPARTMENT PERFORMANCE COMMITMENT AND REVIEW (DPCR)

1, PERLA G. GUILLENA. Head of BAC Secretariat of Carlos Hilado memorial State College commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2016.

Signature of Head of Office Date:

Approved by:

(Name of Agency Head)

Rating Scale:

5 Outstanding

4 Very Satisfactory

2 Unsatisfactory 3 Satisfactory

Poor

mar ks Ave. 5 2 2 2 2 Rating 2 2 2 2 3 E 2 S 2 2 2 S 2 2 (44) schedules for Pre-Procurement Prepared Sixty Four (64) sets of Prepared Eighty Five (85) sets of BAC Printed Eighteen (18) sets of Consolidated Organized and attended Forty Four and facilitated the Conferences, Pre-Bid Conferences, Opening of Bids, conferences and Evaluation signatures by End-Users and approval of meetings of BAC Members, Technical Minutes of Pre-Bid Conferences, Users and approval by the College President. Seventy Eight (278) sets Abstract of Bids for review and signature of BAC Members, End Working Group and End-Users. Prepared and processed Two Hundred Opening of Bids, Bid Division | ACTUAL ACCOMPLISHMENT concerned administrators. Purchase Requests Meetings. Resolutions. Account SECRET ARIAT BAC able Budget Allotte Prepared Forty Eight (48) sets of Minutes of schedules for Pre-Procurement Conferences, Pre-Bid Conferences, Opening of Bids, conferences and meetings of BAC Members, Pre-Bid Conferences, Opening of Bids, Bid Requests and facilitated the signatures by End-Users Organized and attended Thirty Two (32) sets Abstract of Bids for review and signature of BAC Printed Thirteen (13) sets of Consolidated Purchase Technical Working Group and End-Users. Prepared Sixty Four (64) sets of BAC Resolutions. Members, End Users and approval by the College Prepared and processed Two hundred Ten (210) SUCCESS INDICATORS (Targets and Measures) and approval of concerned administrators. Evaluation Meetings. JULY TO DECEMBER 2016 President Administrative support MAJOR FINAL OUTPUT documents and other 2. Take custody of procurement to the BAC 1. Provide records.

MAJOR FINAL OUTPUT	SUCCESS INDICATORS (Targets and Measures) JULY TO DECEMBER 2016	Allotte d	Division Account	ACTUAL ACCOMPLISHMENT	W.	Rating	Re
		Budget	able				ks
3. Manage the sale and distribution of bidding documents to prospective bidders.	Prepared Twenty Eight (28) sets of documents for bidding and for sale to prospective bidders.		BAC SECRET ARIAT	Prepared Thirty Six (36) sets of documents (for bidding and for sale to prospective bidders.	5 S E	E S	Ave.
4. Assist in managing the Procurement Process	Prepared Thirty Five (35) sets of documents for post qualification, Notices of Awards, Contract Agreements and Notices to Proceed.			Prepared Forty Five (45) sets of documents for post qualification, Notices of Awards, Contract Agreements and Notices to Proceed.	5	S	4.67
	Prepared Eight (8) sets of documents for Pakyaw Contracts.			la la	5	2	2
	Prepared and distributed to suppliers Two hundred ninety (290) sets of Request for Quotations.			tributed to suppliers Three Nine (379) sets of Request	rs S	4	4.67
	Prepared Five Hundred Fifty (550) sets of Purchase Orders and served to suppliers.		•	e Hundred Eighty Four (584) hase Orders and served to	5	4	4.67
5. Act as central channel of communications for the BAC, end-users, suppliers and other members of government agencies.	Checked Two Hundred Sixty (260) sets of Purchase Requests with approved Annual Procurement Plan (APP).			Three Hundred Thirty Eight (338)  *urchase Requests with approved ocurement Plan (APP).	r.	ω	rv.
	Posted in PhilGEPS Twenty Eight (28) sets of Request for Quotations and Invitation to Bids.			Posted in PhilGEPS Thirty Six (36) sets of Request for Quotations and Invitation to Bids.	5 5	4	4.67
	Answered phone calls and queries from external and internal clientele within the day and with 80% positive results.			Answered phone calls and queries from sexternal and internal clientele within the day and with 95% nositive results.	5.	ഗ	2
Total Overall rating							
Final Average Rating					-		4.02
Adjectival Rating							1.72
Assessed by:				Final Rating by:			
	Date		Date	RENATO M. SOROLLA			Date
	i.	PMT		SUC President II			
Legend: 1 - Quality 2 -	2 – Efficiency 3- Timeliness 4- Average			Head of Agency			

# DIVISION/DEPARTMENT PERFORMANCE COMMITMENT AND REVIEW (OPCR)

asures for the period January to December 2016. IO L. DERAJA, head of the College of Industrial Technology commit to deliver and agree to be rated on the attainment of the following targets in accordance with the

Signature of Head of Office

											٤				
instructional materials	Illstruction	19 courses are using computer-aided	Total graduates of 1,800	Total enrolment of 7,800	Provided 56 instructional equipment	36 instructional materials are duly	3 programs are accredited at Level 1	Expanded 3 approved priority programs	Reviewed/revised 17 programs	(Targets + Medsures)		_			
							mograms are ac	30 de 0 3 31 0 20			Allotted Budget		(Name of Agency Head)		
		VPAA	DIRECTORS,	EXECUTIVE			reditor at Leve	red priority prog			Accountable	?	lead)		
		2 programs used computer aided instruction		Program for First Semester S.Y. 2016-2017	Provided 5 instructional equipment  A total of 2840 students were enrolled under CIT	3 instructional materials are duly approved for use	(BSIS, BSCE, BSHRM, Phd TM & MTM)	Exportance accredited at Level 1	1 program was reviewed/revised (BSHKW)	(DOLDA)	CIT				
-											Q E		RATIN	IG SCA	ALE
-					+		43				1	Rating	2 I	4 &	5 0
							· · · · · · · · · · · · · · · · · · ·				Ave	Ba	Unsatisfactory Poor	Very Satisfactory Satisfactory	Outstanding
											9 70	Romarks	γ	tory	

2 faculty members w/ new master's degree  Sent 3 faculty member w/ new doctoral degree  Sent 3 faculty members for industry immersion  90% of the faculty used the course syllabi OBE format  6 faculty members attended an in-house training  Sent 9 faculty members to external training  Prepared 2 modules and are used in instruction  Prepared 2 modules and are used in instruction evaluation activities  Issued 1 memoranda on policy and implementation on policies  Implemented 1 student development programs	Implemented 7 student development	Conducted A academic council meetings	Conducted 8 orientation and re-	implementation matters	Issued 6 memoranda on policy and	monitoring and evaluation activities	Conducted 6 strategic planning,	3 faculty members are book writers	thesis/dissertation advisers, statisticians	resource speakers, traillers, consumers,	25 faculty members are invited as	instruction	Prepared 20 modules and are used in	training	Sent 50 faculty members to external	house training	80 faculty members attended an in-	activities are evaluated and improved	23 among 38 or 60% of programs or	in performance rating	15% of faculty members are outstanding	0808	75% of syllabi are attuned to OBE and	program	Sent 3 faculty members for exchange	immersion	Sent 20 faculty members for industry	members	5 new doctoral degree holders faculty	members	8 new master's degree holders faculty
ulty members w/ new doctoral degree  3 faculty members for industry immersion  of the faculty used the course syllabi OBE  nat  culty members attended an in-house training  it 9 faculty members to external training  pared 2 modules and are used in instruction  mucted 1 strategic planning, monitoring and aluation activities  ued 1 memoranda on policy and implementation atters  inducted 1 orientation and re-orientation on flicies	<u> </u>		Pc Co	<u> </u>	lss	ev	Со		DIRECTORS,	3	TOPIS OF A STORY		Pre	<u>1</u>	Sen	T	6 fa			<u> </u>		forn	90%	T	1 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		Sent	<u>1                                    </u>	1 fac		2 fac
	nplemented 1 student development programs				sued 1 memoranda on policy and implementation	valuation activities	onducted 1 strategic planning, monitoring and		THE STATE OF				epared 2 modules and are used in instruction				aculty members attended an in-house training					mat	% of the faculty used the course syllabl Obc	S. C.			t 3 faculty members for industry immersion		culty member w/ new doctoral degree		culty members w/ new master's degree

Tailing of S  68% completion rate (student cohort)  1.500 students are scholars and recipients of financial support/assistance  Overall institutional passing rate in licensure examination is 62.5% higher than the national passing rate in licensure examination is 62.5% higher than the national passing rate in licensure examination is 62.5% higher than the national passing rate in licensure examination is 62.5% higher than the national passing rate in licensure exam for BSCE training strategies  9 courses utilized student-centered training strategies  9 coverse curlicular programs are student-centered training strategies  9 coversa curlicular programs are student-centered vPAA Aligned 8 Industry-driven programs are student-centered visual programs are student-centered visual programs are student-centered visual programs are student-centered visual programs are student-centered vPAA Aligned 8 Industry-driven programs are student-centered visual programs are stud	letion rate (student cohort)  letion rate (student cohort)  lents are scholars and of financial support/assistance stitutional passing rate in examination is 62.5% higher ational passing rate  _honor high school graduates  _honor high school graduates  _honor high school graduates  _trategies _curricular programs are _antered _nidustry-driven programs d 20 linkages/partnership with d 10 linkages/partnership with d 5 Research outputs in local, les research outputs to refereed glournal ase in budget  d 1 research seminar/training  d/attended 2    Courses utilize EXECUTIVE   1 courses utilize strategies   1 courses utilize   1 courses   1 courses utilize   1 courses utilize   1 courses utilize   1 courses utilize   1 courses   1 course	letion rate (student cohort)  letion rate (student cohort)  lents are scholars and of financial support/assistance stitutional passing rate in examination is 62.5% higher ational passing rate  _honor high school graduates  _honor high school graduates  _trategies _honor high school graduates  _trategies _curricular programs are _antered _industry-driven programs  d 20 linkages/partnership with  d 1 Research outputs in local, lessearch outputs to refereed giornal  7 research outputs to refereed  d 1 research seminar/training  d/attended 2    Courses utilize     EXECUTIVE     Colextra curricular programs     Courses utilize     EXECUTIVE     Colextra curricular programs     Courses utilize     Colextra curricular programs     Colextra curricular progr
1 courses utilize strategies 1 co/extra curri centered Aligned 2 indus Established 174 industries Integrated entr health and safe courses 1 faculty memb	100% passing ra 1 courses utilize strategies 1 co/extra curricentered Aligned 2 indus Established 174 industries Integrated entre health and safe courses 1 faculty memb 1 faculty memb	1 courses utilize strategies 1 co/extra curri centered Aligned 2 indus Established 174 industries Integrated entr health and safe courses 1 faculty memb
1 courses utilize strategies 1 co/extra curri centered Aligned 2 indus Established 174 industries Integrated entr health and safe courses 1 faculty memb	100% passing ra 1 courses utilize strategies 1 co/extra curricentered Aligned 2 indus Established 174 industries Integrated entre health and safe courses 1 faculty memb 1 faculty memb	1 courses utilize strategies 1 co/extra curri centered Aligned 2 indus Established 174 industries Integrated entr health and safe courses 1 faculty memb

arch arch  program  p	services as good or better  75% of requests for training responded	75 % of trainees who rate the extension training course as good or better	technical advise 75% of trainees who rate the extraining course as good or bette	rendered as good or better  84% of persons given training or advisory services who rate timeliness of extension service delivery as good or better	1515 number of extension beneficiaries 20% increase in extension budget	Conducted 7 livelihood, education, extension projects, programs and activities	Transferred 7 technology/skill to	Conducted 5 extension project/program	Forged 1 twinning/agreement Established 1 consortia	Provided 2 technical/financial support to faculty and staff	Reviewed and approved 43 research	Procured 1 communication	Hosted/facilitated/paticipated 3
VPRD&E) EXECUTIVE DIRECTORS	g responded	he extension better	he extension better	ng or advisory s of extension better	peneficiaries udget	cation, is and	iil to	ct/program	l t	I support to	esearch	esearch	<del>ω</del>
S ⊆ 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1													
			•	EXECUTIVE DIRECTORS	asion bunefic					. \$	<u> </u>	5 1 1	
Conducted 2 benchmarking research activity  Conducted 4 extension project to brgy's 1,zone 15, talisay city  Transferred 1 technology skills to community  Proposed livelihood training center  150 number of beneficiaries  90% of beneficiaries rate outstanding  90% of beneficiaries rate outstanding					150 number of peneliciaries	Proposed livelihood training center		Conducted 4 extension project to brgy's 1,zone 15, talisay city			Ollabored v School	Sonducted 2 henchmarking research activity	
										10			

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「ION Generated 3.2M income through IGP Conducted 3 activities promoting Recognized 6 outstanding personnel Granted scholarship to 5 personnel and CNA incentives) Grant of incentives to personnel (PRAISE org and 1 infra project funded by NGO 1 infra project funded by government Set-up College Printing Press 1 personnel received national award Conduct a cost-benefit analysis of programs monthly basis (MDS) two weeks after the Submission of yearly cash allocation on a Submission of PPMP based on budget on and Binalbagan campuses Completion of 2 infrastructure projects per campus) release of NEP or before August 30 Establishment of MRF in Fortune Towne Quarterly inspection and maintenance of preparedness activities Conduct 2 periodic disaster Hiring of additional security personnel in structures and facilties accordance with the standard Conducted 1 personnel program/activity compliant to green arcitechture/design schedule, loading, etc) Established an MIS (e.g. enrolment, are responded to within 3 days Installation of CCTV in four campuses per campus) promoting green culture 5% of requests for technical advice that DIRECTORS EXECUTIVE DIRECTORS EXECUTIVE VPA&F, VPA&F, structures and facilties Conducted inspection and maintenance of faculty member were granted a scholarship

Rating ality 2 - Efficiency 3- Timeliness 4 - Average Binalbagan - 7) Fortune Towne - 11; Alijis - 12; enhancement projects (Talisay -8; Completed 38 construction & professional organization raculty and staff are officers in various Date Date of automotive building (Auto LPG Training Center) Shop Building, 50% completion of the constrction 100% completed the Reconstruction of Machine RENATO M. SOROLLA, Ph.D. Head of Agency SUC President II Date

## OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, DR. NORBERTO P. MANGULABNAN, Head of the QUALITY ASSURANCE AND ACCREDITATION Office, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to December 2015.

Date: Journy 27 20/6

Assessed by:	Exclusive Date	Approved by:	Date
(			
	July 2015 -		<b>Table State</b>
DR. JANET P. ESPINOSA	December 2015	DR. RENATOM, SOROLLA	
Vice President for Academic Affairs		SUC President II	
		Agency Head	

THE PARTY OF THE P	SUCCESS INDICATORS	ACTUAL ACCOMPLISHMENT <sup>5</sup>		RATING	•	
MICHOR FINAL COUPUL	(TARGETS+MEASURES)		ີ່ຕ	°u	Q1 E2 T3 A4	REMARKS
STRATEGIC PRIORITY 3 Accreditation of Programs (Phase 2)	Subject the 12 Programs of Alijis, Fortune Towne and Talisay campuses to Level 1 accreditation with 4 programs obtaining Level 1 accredited status by Sept. 2015	12 programs are accredited Level 1 as of September 2015	v	<b>S</b>	N.	
STRATEGIC PRIORITY 3 Accreditation of Programs (Phase 3)	Subject the remaining 6 Programs (given 1 year to apply as per PSV) in Talisay to Level 1 accreditation with 4 programs obtaining Level 1 accredited status by December 2015	6 programs are accredited Level 1 as of December 2015	ıs	ru	ru ru	

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STRATEGIC PRIORITY 4 ISO Certification Preparation and Personnel Capability Enhancement	Send 1 Lead Auditor to Training on Transition to 9001:2015	tor to Training on 1:2015	2 Auditors were sent to Transition training as of September 2015	w .	. 2	S	s	
	Conduct Custome campuses	Conduct Customers' Satisfaction in 4 campuses	Customers' Satisfaction Survey for 4 campuses was completed and analysis of results was made as of December 2015	'n	'n	v	w	
	Draft Quality Operation Manual	ration Manual	Operation Manual was completed and submitted as of December 2015	'n	<del>*</del>	· w	ın	
	Conduct Training on Calibration Internal Quality Auditors' Skills	Conduct Training on Calibration of Internal Quality Auditors' Skills	Calibration Training was conducted in November 2015	'n	Ŋ	'n	'n	
	Conduct Enhancement Seminar take Action on other ISO-related concerns	Conduct Enhancement Seminar and take Action on other ISO-related concerns	Served as Speaker/Trainer for seminar-workshop on Training Needs Assessment and Training Master Plan Formulation in October 2015	'n	'n	'n		
	,		Reviewed, Harmonized and Revised Citizens Charter as of September 2015					
Total Overall Rating			Final Rating by:			And a second second	A Commence of the Commence of	Date
Final Average Rating			(	1	١			
Assessed by: Adjectival Rating			REMATOM, SOROLLA, Ph.D	LA, Ph	.D.			gammagi kayarinda ( 2 m) or or
	Date	Date	SUC President II					
Planning Officer	The state of the s	PMT	Head of Agency	JCy				

## OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, DR. NORBERTO P. MANGULABNAN, Head of the QUALITY ASSURANCE AND ACCREDITATION Office, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January to June 2015.

Date: July 1, 2015

Date DR. RENATON SOROLLA SOC President II Agency Head Exclusive Date | Approved by: Jan. 2015 to June 2015 Vice President for Academic Affairs DR. ORLANDO Z. BEÑALES Assessed by:

MAIOR FINAL CHITPHIT	SUCCESS INDICATORS	ACTUAL ACCOMPLISHMENTS	041	RATING		TO WEST WORKS
	(TARGETS+MEASURES) <sup>2</sup>		ď	Q¹ E² T³ A⁴	F3 A4	REMARKS
STRATEGIC PRIORITY 1 Accreditation of Programs (Phase 1)	Prepare the 7 eligible programs of Fortune Towne campus Level 1 accreditation with 3 programs target to achieve accredited status by the first quarter	7 programs of Fortune Towne campus achieved Level 1 accredited status in March 2015	<b>v</b>	v	'n	

RECEIVE 9/1/4 June

	programs of Talisay, Alijis and Binalbagan campuses for Level 1 accreditation	Submitted the 12 programs for August Schedule of Visit for Level 1 accreditation as of June	2	5	5	- 4
STRATEGIC PRIORITY 2 Personnel Competence Building on Outcomes-based Accreditation Evaluation	Send/Train 10 faculty for Outcomes- based accreditation evaluation	13 faculty were trained for Outcomes-based accreditation evaluation as May 28, 2015	ıs	-	\$	
Total Overall Rating						
Final Average Rating		Final Rating by:				Date
Assessed by:				-		
Adjectival Rating		\;-	\			
	Date Date	RENATION SOROLLA, Ph.D. SUC President II	A, Ph.D.			
Planning Officer	LWG					
Boand 1 Dualit. 2 Ter.		Head of Agency	*			

ANNEX B. DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR)

7 3 Jul 2016 percen I, LORNA T. CACHERO, head of the Registrar's Office, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the india to December 2016

LORNAT. CACHERO
July 7, 2016

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Beviewed by:	Approved by:			Date:	L	5 Difetanding	nding
	Apployed by.			Date.			Sillo
DR. JANET P. ESPINOSA	DR. RENATO M. SOROLLA	ILA			NG SC∀		Very Satisfactory Satisfactory
VP for Academic Affairs	SUC President II					2 Unsati	Unsatisfactory
	Date:				<b>∀</b> 8	1 Poor	
MFO/ OUTPUT	SUCCESS INDICATORS		Division Accountable/Pers	Actual Accomplishment	Rating	89	Remarks
	(Targets + Measures)	Budget	on accountable		QE	T Ave	
EFFECTIVE AND EFFICIENT DELIVERY OF REGISTRATION AND ADMISSION SERVICES							
ACADEMIC PROGRAMS	enroll 4900 students during the second semester	. 0	REGISTRAR'S OFFICE				
CORE FUNCTIONS	COPE FURSIONS						
STUDENT SERVICES	- 140 F. 250 V. F.	A Section of the Contraction of	Total State of the		100 mm (100 mm)		
documents requested by clients served	documents requested by clients served - Transcript of records within 5 working days	A J.	Agudo/ Lorenas / Jocson / Rivera / Lucero / Cachero				
		4	Agudo/ Lorenas /				
	- Certification/transfer credential within 3 working days		Jocson / Rivera / Lucero / Gegantoni / Cachero				
		4	Agudo/ Lorenas /				
	- authentication of records within 3 working days	7 1 0	Jocson / Rivera / Lucero / Astodillo / Cachero				

MFO/ OUTPUT	SUCCESS INDICATORS (Targets + Measures)	Allotted	Division Accountable/Pers	Actual Accomplishment	Rating	Remarks
		nagen	on accountable		Q E T Ave	
RNROLMENT SERVICES			Agudo/ Lorenas /			
			Lucero / Astodillo /			
	100% of student enrolees served within the day		Cachero / Gegantoni			
SUPPORT FUNCTIONS					+	
DATA PROVIDER	documents submitted to concerned agencies on the					
			Cachero			
	provides needed data to concerned offices within the day		Cachero, Astodillo, Agudo			
Total Overall Rating						
Final Average Rating						
Adjectival Rating						
Assessed by:				Final Rating by:		otel
	Date		Date			7
				RENATO M. SOROLLA, Ph.D.	Ph.D.	The second secon
Planning Officer	Plante refeer	PMT	Manual California	SUC President II		
-egend: 1 - Quality 2 - Efficiency 3- Timeliness 4 - Average	ss 4 - Average	10 Text 011		Head of Agency		
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## DIVISION/ DEPARTMENT PERFORMANCE COMMITMENT AND REVIEW (DPCR)

targets in accordance with the indicated measures for the period January 2016 to June 2016. I, CYNTHIA D. MIJARES, Dev.Ed. D. head of the Carlos Hilado Memorial State College commit to deliver and agree to be rated on the attainment of the following

Signature of Head of Office

Date: July 8, 2016

									1	71		П		7		
									INSTRUCTION	MFO 1:	OUTPUT				Approved by:	
19 courses are using computer-aided	Total graduates of 1,800	Total enrolment of 7,800	Provided 56 instructional equipment		approved for use	36 instructional materials are duly	3 programs are accredited at Level 1	Expanded 3 approved priority programs	Reviewed/revised 17 programs		(Targets + Measures)	CHOCKE MINICATORS	Dr. REMATO M. SOROLLA, SUC President II	7		
						100	13.10				Budget		dent II			
						authorise.	Sugarity and	1000 Feb.			Division Accountable					
16 courses are using computer aided instruction		Total enrolment of 2,614	equipment	Provided 6 instructional	duly approved for use	2 instructional materials are	2 at level 3 & 3 at level 1	2 programs were expanded	3 prrograms were reviewed		Actual Accomplishment					
								la l		٥						
							200		10000	m		R	ATIN	NG	SCALE	1
						PANITE .	10000		1,00	-	Rating	1	2	ω	7 4	
						a tento (con	2 time (3.9		45 S.	Ave		Poor	Unsatisfac	Satisfactor	Outstanding Very Satisfactory	
						Brother the transfer of the second					Remarks		tory	y	actory	

							And the control of th																		MFO 1:	ОИТРИТ
instruction	Prepared 20 modules and are used in	training	Sent 50 faculty members to external	house training	80 faculty members attended an in-	activities are evaluated and improved	23 among 38 or 60% of programs or		outstanding in performance rating	15% of faculty members are		OSOS	75% of syllabi are attuned to OBE and	program	Sent 3 faculty members for exchange	immersion	Sent 20 faculty members for industry	members	5 new doctoral degree holders faculty	members	8 new master's degree holders faculty		instructional materials	Produced 8 researched-based		(Targets + Measures)
					0.000 A W. C. C.																					Budget
							STATE OF STA																			Accountable
used in instruction	iles and	external training	Sent 9 faculty members to	an in-house training	18 faculty members attended	evaluated and improved	2 of programs or activities are	The state of the s	rating	outstanding in performance	75 % of faculty members are	OBE and OSOS	70% of syllabi are attuned to	none		industry immersion	Sent 2 faculty members for	faculty members	3 new doctoral degree holders	holders faculty members	2 incoming master's degree		instructional materials	Produced 2 researched-based		Actual Accomplishment
								-														Y			٥	
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																					INSTRUCTION	NETBUCTION			MFO 1:		OUTPUT
1,500 students are scholars and recipients of financial	68% completion rate (student cohort)	a rating of 5	52% of student service units are having	programs	Implemented 7 student development	Conducted 4 academic council meetings		orientation on policies	Conducted 8 orientation and re-	-	implementation matters	Issued 8 memoranda on policy and		monitoring and evaluation activities	Conducted 4 strategic planning,		3 faculty members are book writers		thesis/dissertation advisers, statisticians	accreditors, judges, coaches, examiners,	resource speakers, trainers, consultant,	25 faculty members are invited as					(Targets + Measures)
						17.0%		1,100	565(1)																		Budget
		<del>/</del>				direction in																					Accountable
students are scholars and recipients of financial support/assistance				development programs	Implemented 3 student	meetings	Conducted 3 academic council	re-orientation on policies	Conducted 2 orientation and		matters	policy and implementation	Issued 11 memoranda on	evaluation activities	planning, monitoring and	Conducted 4 strategic	writers	3 faculty members are book	statisticians	thesis/dissertation advisers,	coaches, examiners,	consultant, accreditors, judges,	as resource speakers, trainers,	31 faculty members are invited		Cereal Cecombigniness	Actual Accomplishment
						April a separation																			2		
						10 30 30 30 30 30 30 30 30 30 30 30 30 30																					Ra
						8037038			Sea Constitution																-	7	Rating
																									Ave	A	
																											Remarks

MFO 1: MF0 2: 1411 ACI1 1 11 11 11 11 11 OUTPUT Overall institutional passing rate in Established 20 linkages/partnership Aligned 8 industry-driven programs 5 co/extra curricualr programs are teaching strategies 9 courses utilized student-centered Enrolled honor high school graduates than the national passing rate licensure examination is 62.5% higher environmental, health and safety Integrated entrepreneurship, with industries student-centered concerns and service learning in 14 Completed 45 research outputs Conducted 5 Research workshops (Targets + Measures) שנים ויים ויים ויים ויים ויים Budget Minuten Accountable DIVISION is 51.4 % (BSED), 57.89% 2 co/extra curricualr programs centered teaching strategies national passing rate (BEED) higher than the rate in licensure examination Overall institutional passing 15 courses utilized studentlinkages/partnership with Aligned 14 industry-driven are student-centered safety concerns and service environmental, health and Integrated entrepreneurship, Established 18 learning in 14 courses industries **Actual Accomplishment** 0 m Rating Ave Remarks

MFO 1: MFO 3: TAIL MOUTH I HAVE OUTPUT community Conducted 5 extension project/program Established 1 consortia to faculty and staff Provided 2 technical/financial support Reviewed and approved 43 research Conducted 4 benchmarking research 2 innovation/invention submitted for Published 7 research outputs to Transferred 7 technology/skill to proposal making seminar Forged 1 twinning/agreement 20% increase in budget refereed and non-refereed journal regional, National and international fora Presented 45 research outputs in local, Hosted/facilitated/paticipated 3 Conducted/attended 2 Conducted 1 research seminar/training patent application rocured 1 communication esearch activities seminar/training/activity טוטינטי וועוטינטיוטיוט (Targets + Measures) Budget שווטנובט Accountable DIVISION to refereed and non-refereed Published 4 research outputs in local, and in 6 in application submitted for patent 1 innovation/invention journal Presented research outputs-6 international fora **Actual Accomplishment** 0 Ave Remarks

MFO 1: OUTPUT extension projects, programs and Conducted 7 livelihood, education, activities advisory services who rate timeliness of services rendered as good or better 84% of trainees/clients who rate 20% increase in extension budget 1515 number of extension beneficiaries extension service delivery as good or 84% of persons given training or services as good or better technical advise 755 persons were provided with to within 3 days of requests 75% of clients who rate the advisory training course as good or better 75 % of trainees who rate the extension 75% of requests for training responded JULIANDI HADIOTI OIL (Targets + Measures) Budget Accountable **Actual Accomplishment** Q Ave Remarks