



Dr. Emilio B. Espinosa, Sr. Memorial
State College of Agriculture and Technology
Cabitan, Mandaon, Masbate

INSTITUTIONAL ACCREDITATION

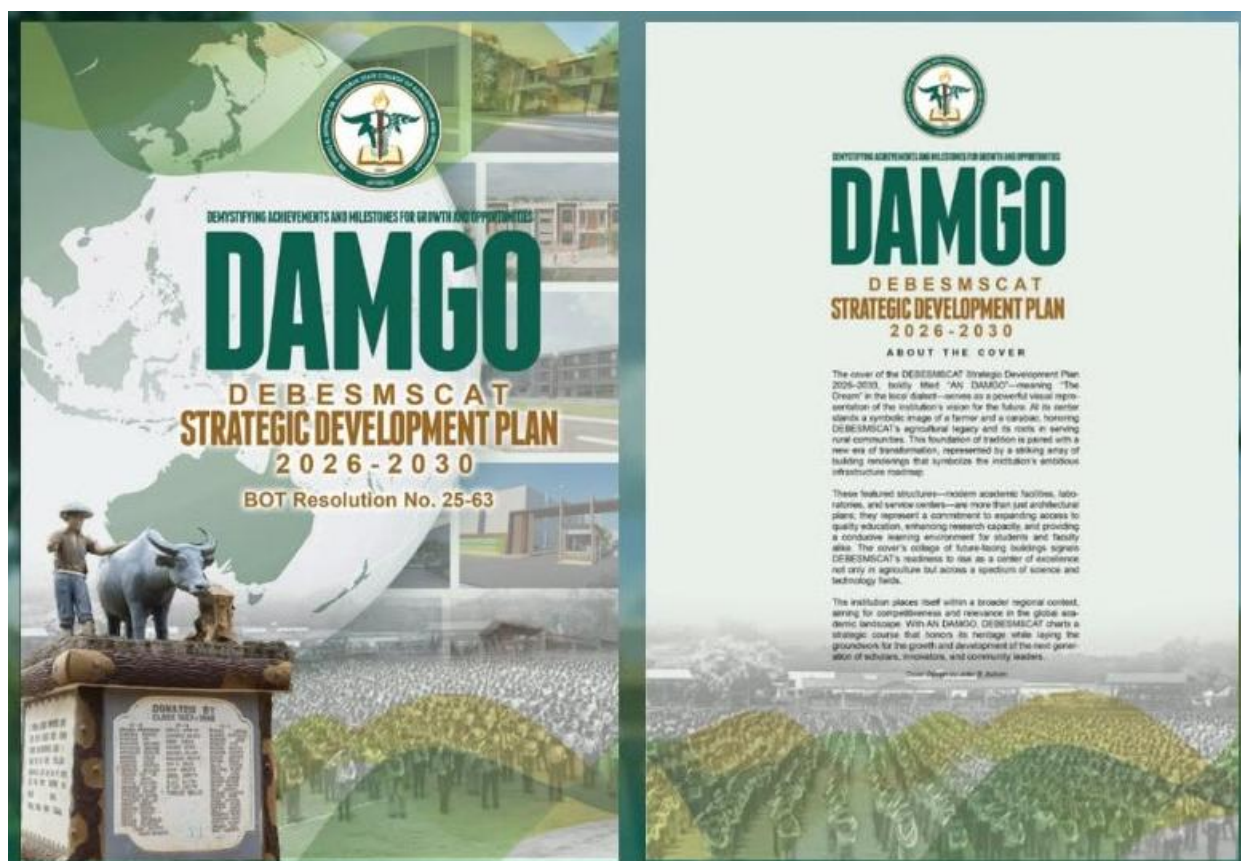
AREA I GOVERNANCE AND MANAGEMENT

Area I – Governance and Management highlights DEBESMSCAT's commitment to participatory, strategic, and accountable governance. The College maintains a clear organizational structure, defined roles and responsibilities, and functional councils and committees that support collaborative decision-making. Its governance is anchored on the **DAMGO Strategic Development Plan 2026–2030**, supported by quality assurance, risk management, monitoring, evaluation, and continuous improvement systems. These mechanisms strengthen institutional accountability, responsiveness, and coordinated implementation toward the College's goal of achieving globally competitive academic institution

PARAMETER A. GOVERNANCE – ORGANIZATIONAL STRUCTURE

The **Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology** (DEBESMSCAT) maintains an organizational structure designed to provide effective governance, clear accountability, efficient administration, and coordinated delivery of its core functions of instruction, research, extension, production, and support services. As a state higher education institution committed to responsive and quality public service, DEBESMSCAT recognizes that a functional organizational structure is fundamental to translating institutional policies and strategic directions into concrete programs, projects, and services.

The organizational structure of DEBESMSCAT is strategically anchored on the **DAMGO–DEBESMSCAT Strategic Development Plan, 2026–2030**, which serves as the College's framework for institutional development and the achievement of its strategic priorities. The structure was reviewed and aligned with the directions and priorities of the Strategic Development Plan to ensure that organizational functions, authority, accountability, and coordination mechanisms are responsive to the evolving needs and long-term aspirations of the institution.



This strategic alignment was formally institutionalized through Board of Trustees Resolution No. 25-63, which approved the organizational structure of DEBESMSCAT. The Board's approval demonstrates that the organizational structure is not merely a static administrative arrangement but a strategic governance instrument designed to support the effective implementation of the College's development agenda. Through this structure, the responsibilities of the governing, executive, academic, administrative, and support units are appropriately defined and interconnected to facilitate the accomplishment of institutional goals.

Complementing this formal organizational framework is the College's institutional mantra, **“Together Everyone Achieves More” (TEAM)**. The mantra embodies DEBESMSCAT's organizational philosophy that institutional excellence is achieved through *collaboration, shared responsibility, collective*

action, and synergy among its people and organizational units. It reinforces the principle that every member of the institution—regardless of position or function—has a meaningful role in advancing the College's vision, mission, strategic priorities, and institutional development agenda.



The TEAM advocacy has likewise been elevated beyond an internal institutional practice. It was submitted as one of DEBESMSCAT's innovative institutional practices to the **World University Rankings for Innovation (WURI)** and earned recognition, providing external affirmation of the College's collaborative approach to institutional governance and development. This recognition reinforces the effectiveness of the College's organizational philosophy and demonstrates how a shared institutional value can be translated into a distinctive organizational practice.

The organizational structure promotes *participatory governance, collegiality, transparency, accountability, and shared responsibility*. Clear lines of authority and communication enable offices and units to perform their respective mandates while maintaining coordination with higher levels of management. Institutional committees and consultative mechanisms further provide opportunities for stakeholders to participate in planning, policy formulation, decision-making, implementation, and evaluation.

The structure likewise provides an enabling framework for the implementation of institutional management systems, including *strategic planning, risk management, quality assurance, performance management, financial management, internal control, and continuous improvement*. Through appropriate delegation of authority and functional coordination, institutional priorities are translated into coordinated programs, projects, and activities, with defined responsibilities and mechanisms for monitoring and accountability.

The approval of the organizational structure through **BOT Resolution No. 25-63**, its alignment with the **DAMGO–DEBESMSCAT Strategic Development Plan, 2026–2030**, and the institutionalization of the *“Together Everyone Achieves More” (TEAM)* advocacy collectively demonstrate DEBESMSCAT's commitment to strategic, participatory, and collaborative governance. These practices show that the College continuously aligns its organizational arrangements, institutional culture, and management systems toward the achievement of its mandate and strategic aspirations.

A.1. Organizational Structure

The organizational structure is presented in a simplified diagram to facilitate easy understanding of the established protocols, reporting relationships, and chain of command within the institution. It provides a clear visual representation of the lines of authority and communication among the different offices and organizational units. The complete and detailed organizational structure of the institution is presented on the preceding page for reference.



Dr. Emilio B. Espinosa Sr.,
Memorial State College of
Agriculture and
Technology
(Organizational Structure)

A.2. List of Academic and Administrative Councils and their Functions

ACADEMIC COUNCIL

Academic Council Pursuant to Republic Act No. 8292, otherwise known as the Higher Education Modernization Act of 1997, DEBESMSCAT maintains an Academic Council as one of the institutional councils that forms part of its governance structure. The Academic Council provides a collegial mechanism through which members of the faculty participate in academic policy formulation and decisions affecting the quality and development of the College's academic programs.

The Academic Council is composed of faculty members holding academic ranks from Assistant Professor I to Professor VI. At present, the Council has 73 members, representing the academic leadership and expertise of the faculty. The complete list of members and their corresponding academic ranks provided in the preceding page.

In accordance with RA 8292, the Academic Council performs the following functions:

1. Reviews and recommends curricular offerings and rules of discipline of the College, subject to appropriate action by the Board of Trustees;
2. Fixes the requirements for admission of students and for graduation; and
3. Confers degrees, subject to review and/or approval by the Board of Trustees through the President of the College.

Through these functions, the Academic Council serves as a vital mechanism for **academic governance, quality assurance, and faculty participation in institutional decision-making**, ensuring that academic policies and standards are deliberated collectively and aligned with the mandate and strategic directions of DEBESMSCAT.

A.2.1. List of Academic Council Members

No.	Name	Position/Designation
1.	Dr. Arnel B. Millesca	President/ Chair
2.	Dr. Elreen A. Delavin	Vice President for Academic Affairs/ Professor 4/ Vice Chair
3.	Dr. Arlene B. Carmen	Professor 6/ Member
4.	Dr. Erwin H. Malto	Professor 6/ Member
5.	Dr. Elreen A. Delavin	Professor 6/ Member
6.	Dr. John L. Loraña	Professor 3/ Member
7.	Dr. Milagros A. Celedonio	Professor 1/ Member
8.	Ms. Grace B. Abella	Associate Professor 5/ Member
9.	Dr. Mark Anthony C. Abella	Associate Professor 5/ Member
10.	Dr. Jessica M. Alcantara	Associate Professor 5/ Member
11.	Dr. Sherwin E. Balbuena	Associate Professor 5/ Member

12.	Dr. Morena C. Buayan	Associate Professor 5/ Member
13.	Dr. Rodolfo B. Burac, Jr.	Associate Professor 5/ Member
14.	Dr. Amancio L. Cantoria, Jr.	Associate Professor 5/ Member
15.	Ms. Jocelyn S. Casi	Associate Professor 5/ Member
16.	Dr. Emeros R. Castillo	Associate Professor 5/ Member
17.	Dr. Novy R. Clores	Associate Professor 5/ Member
18.	Dr. Vincent M. Clores	Associate Professor 5/ Member
19.	Dr. Nimfa R. Cornal	Associate Professor 5/ Member
20.	Dr. Ulysis L. Ferreras	Associate Professor 5/ Member
21.	Ms. Marivic C. Llarena	Associate Professor 5/ Member
22.	Dr. Judith M. Loyola	Associate Professor 5/ Member
23.	Dr. Arnold I. Malag	Associate Professor 5/ Member
24.	Engr. Reynald I. Malag	Associate Professor 5/ Member
25.	Dr. Raiza M. Padasas	Associate Professor 5/ Member
26.	Ms. Rowelyn M. Ramiso	Associate Professor 5/ Member
27.	Dr. Elmo C. Rapsing, Jr.	Associate Professor 5/ Member
28.	Ms. Janette P. Solinap	Associate Professor 5/ Member
29.	Ms. Rocel A. Turco	Associate Professor 5/ Member
30.	Dr. Donata L. Valler	Associate Professor 5/ Member
31.	Mr. Edwin L. Alcantara	Associate Professor 4/ Member
32.	Mr. Erdee C. Cajurao	Associate Professor 4/ Member
33.	Ms. Iris B. Castillo	Associate Professor 4/ Member
34.	Dr. Michael L. Estremera	Associate Professor 4/ Member
35.	Engr. Alan A. Llarena	Associate Professor 4/ Member
36.	Mr. Michael O. Ogaya	Associate Professor 4/ Member
37.	Mr. Wilfred C. Pagorogon	Associate Professor 4/ Member
38.	Dr. Bernard M. Barruga	Associate Professor 3/ Member
39.	Mr. Eddie B. Basulgan	Associate Professor 3/ Member
40.	Dr. Jona M. Royo	Associate Professor 3/ Member
41.	Ms. Ma. Christina Rochelle D. Zaragoza	Associate Professor 3/ Member
42.	Ms. Uranus E. Cantoria	Associate Professor 2/ Member
43.	Mr. Mohamad D. Dollison	Associate Professor 2/ Member
44.	Dr. Nedie B. Sevilla	Associate Professor 2/Member
45.	Dr. Cesar D. Almonicar, Jr.	Associate Professor 1/ Member

46.	Dr. Nikki Faith A. Bantillo	Associate Professor 1/ Member
47.	Mr. Dennis G. Corlet	Associate Professor 1/ Member
48.	Dr. Dahlia R. Cristobal	Associate Professor 1/ Member
49.	Dr. Froilyn A. Ancajas	Assistant Professor 4/ Member
50.	Mr. Joper C. Escalante	Assistant Professor 4/ Member
51.	Engr. Jonathan V. Natural	Assistant Professor 4/ Member
52.	Ms. Amalia A. Royo	Assistant Professor 4/ Member
53.	Engr. Eligio C. Borres, Jr.	Assistant Professor 3/ Member
54.	Ms. Emma O. Cajurao	Assistant Professor 3/ Member
55.	Mr. Roger Y. Ibañez	Assistant Professor 3/ Member
56.	Mr. Laurence G. Almoguera	Assistant Professor 2/ Member
57.	Ms. Carla M. Bagunoc	Assistant Professor 2/ Member
58.	Engr. Edgardo A. Bitancur	Assistant Professor 2/ Member
59.	Mr. Ricky C. Gabrito	Assistant Professor 2/ Member
60.	Engr. Michael A. Lucernas	Assistant Professor 2/ Member
61.	Mr. Francis Kyle R. Malto	Assistant Professor 2/ Member
62.	Ms. Editha T. Medina	Assistant Professor 2/ Member
63.	Ms. Nonalyn D. Tombocon	Assistant Professor 2/ Member
64.	Mr. Relly C. Velarde	Assistant Professor 2/ Member
65.	Mr. Anthony V. Alimonsurin	Assistant Professor 1/ Member
66.	Engr. Nacel C. Altizon	Assistant Professor 1/ Member
67.	Dr. Alvin M. Mahawan	Assistant Professor 1/ Member
68.	Mr. Arsenio D. Ocariza	Assistant Professor 1/ Member
69.	Dr. Joey V. Pardeño	Assistant Professor 1/ Member
70.	Mr. Al Wilson T. Velarde	Assistant Professor 1/ Member
71.	Mr. Jacob Frederick P. Velza	Assistant Professor 1/ Member
72.	Engr. Noel T. Villester, Jr.	Assistant Professor 1/ Member
73.	Ms. Sharmaena M. Villester	Assistant Professor 1/ Member

Academic Council – RECENT MAJOR DECISIONS

The Academic Council has played a significant role in shaping and strengthening the academic programs and policies of DEBESMSCAT. Consistent with its mandate under **RA 8292**, the Council serves as a collegial body for the review, deliberation, and recommendation of matters affecting curricular offerings, student admission, academic policies, and graduation. Among its major decisions and activities are:

1. **Recommended the offering of the Doctor of Philosophy in Science Education (PhD Science Education) and Doctor of Philosophy in English Language Education (PhD Language Education)** to expand the College's graduate education offerings and respond to the professional and academic development needs of its stakeholders.
2. **Reviewed and supported the DEBESMSCAT Learning Continuity Plan**, providing an institutional framework to ensure the sustained delivery of quality instruction and essential academic services during disruptions to regular educational operations.
3. **Reviewed and recommended the Revised Admission Policy**, strengthening the College's policies and procedures on student admission and ensuring that admission requirements remain responsive, transparent, and aligned with applicable higher education standards.
4. **Deliberated on the proposed amendments to the Grading System**, ensuring that the College's assessment and grading policies remain relevant, consistent, and supportive of academic quality and student learning outcomes.
5. **Conferred degrees to 1,910 graduating students** from the various graduate and undergraduate programs for Academic Year 2025–2026, subject to the appropriate review and/or approval of the Board of Trustees through the President, in accordance with the mandate of the Academic Council under RA 8292.

These major decisions and activities demonstrate the Academic Council's active role in academic governance, curriculum development, policy enhancement, quality assurance, and the conferment of academic degrees, contributing to the continuous improvement and strategic development of DEBESMSCAT.



ADMINISTRATIVE COUNCIL

The Administrative Council of DEBESMSCAT serves as a key management and consultative body that supports the President in the administration, management, and strategic development of the College. It is composed of the President as Chair, the Vice President for Administration and Finance as Vice Chair, the Vice President for Academic Affairs, Vice President for Research, Extension, Innovation, Creative Works and Knowledge Management, Campus Administrator, deans of the various colleges and the Graduate School, and heads of major administrative and support offices.

The Council brings together officials representing the academic, administrative, financial, research, extension, infrastructure, student services, quality assurance, information technology, and other institutional functions, thereby providing a cross-functional mechanism for coordinated decision-making. Representatives of the Faculty Association, Non-Teaching Staff Association, and Supreme Student Council are likewise included as observers, promoting stakeholder participation and transparency in institutional deliberations.

As provided in the approved organizational structure, the Administrative Council reviews and recommends to the Board of Trustees policies governing the administration, management, and development planning of the College. Its composition enables the institution to harness the expertise and perspectives of its different organizational units in addressing institutional priorities and formulating policies that support effective governance and sustainable development.

A.2.2. List of Administrative Council Members

No.	Name	Position/Designation
1.	Dr. Arnel B. Millesca	President/ Chair
2.	Dr. Erwin H. Malto	Vice President for Administration and Finance/ Vice Chair
3.	Dr. Elreen A. Delavin	Vice President for Academic Affairs/ Member
4.	Dr. Rodolfo B. Burac, Jr.	Vice President for Research, Extension, Innovation, Creative Works and Knowledge Management/ Member
5.	Ms. Iris B. Castillo	Campus Administrator, Cawayan Campus/ Member
6.	Dr. Bernard M. Barruga	Dean, Graduate School/ Member
7.	Mr. Michael O. Ogaya	OIC-Dean, College of Agriculture/ Member
8.	Dr. Raiza M. Padasas	Dean, College of Education/ Member
9.	Dr. Elmo C. Rapsing, Jr.	Dean, College of Industrial Technology/ Member
10.	Dr. Arnold I. Malag	Dean, College of Engineering/ Member
11.	Ms. Rowelyn M. Ramiso	Dean, College of Arts and Sciences/ Member
12.	Dr. Rony S. Toling	Dean, College of Business, Tourism, and Economics/ Member
13.	Dr. Cesar D. Almonicar, Jr.	Dean, Institute of Teacher Education, Cawayan Campus/Member
14.	Ms. Grace B. Abella	Dean, Office of Student Affairs and Services/ Member
15.	Atty. Erwin S. Oliva	Chief Administrative Officer/ Director, General Admin. Support Services / Member
16.	Mr. Armando P. Cabrera III	Director, Financial Management Services/ Member
17.	Mr. John Philip P. Catiwa	Director, Production and Auxiliary/ Member
18.	Engr. Reynald I. Malag	Director, Office of Project Management, Physical Plant, and Development Services/ Member
19.	Dr. Sherwin E. Balbuena	Director, Office of Research and Publication Services/ Member
20.	Mr. Dennis G. Corlet	Director, Technical Advisory and Extension Services/ Member

21.	Dr. Sherwin E. Balbuena	Director, Office of Creative Works and Knowledge Management/ Member
22.	Engr. Marco Angelo R. Dejucos	Director, Office of Intellectual Property and Technology Business Management/ Member
23.	Ms. Uranus E. Cantoria	Director, Office of National Service Training Program/ Member
24.	Ms. Melba C. Magnifico	College Registrar/ Member
25.	Dr. Emeros R. Castillo	Director, Office of Personnel Scholarship/ Member
26.	Atty. John Mark M. Masamoc	Director, Office of Legal Affairs and Services/ Member
27.	Dr. Joey V. Pardeño	Director, Office of Gender and Development/ Member
28.	Engr. Nenette M. Laurio	Director, Office of Planning/ Member
29.	Ms. Rocel A. Turco	Director, Office of Quality Assurance Center/ Member
30.	Mr. Nestor John C. Villamor	Director, Office of Information and Communication Technology Management/ Member
31.	Mr. Mark John R. Montilla	Director, Office of Internal Auditor/Member
32.	Ms. Maffi Gieson S. Asilum	Director, Office of Public Information/ Member
33.	Dr. Nikki Faith A. Bantillo	Director, Office of International Relations/ Member
34.	Dr. Novy R. Clores	Director, Office of Alumni Affairs/ Member
35.	Dr. Jona M. Royo	Director, Futures Thinking/ Member
36.	Mr. Gerald O. Ramo	Director, Office of Sports and Athletics/ Member
37.	Ms. Norie-Ar M. Sola	Director, Office of Culture and Arts/Member
38.	Ms. Sarah J. Abawag	Director, Office of Admissions/ Member
39.	Mr. Joseph P. Valencia	Director, Office of Guidance Services/ Member
40.	Ms. Mary Immaculate C. Lim	Director, Office of Library Services/ Member
41.	Dr. Anabel F. Loraña	Director, Office of Medical Services/ Member
42.	Mr. Wilfred C. Pagorogon	Director, Office of Disaster Risk Reduction Management/ Member
43.	Dr. Ulysis L. Ferreras	President, DEBESMSCAT Faculty Association/ Member on Observer Status
44.	Mr. Allan O. Delos Reyes	President, DEBESMSCAT Association of Non-Teaching Staff/ Member on Observer Status
45.	Mr. RP-Reel O. Acosta	President, Supreme Student Council/ Member on Observer Status

Functions:

1. Review and recommend to the Board of Trustees policies governing the administration, management and development planning of the College.

Major decisions or activities of these bodies:

1. DEBESMSCAT Collective Negotiation Agreement (CNA);
2. 2022 to 2025 Strategic Development Plan of DEBESMSCAT;
3. Land Use Development and Infrastructure Plan (LUDIP) of DEBESMSCAT;

4. Proposed Increase of Cash Rewards for National Topnotchers in Licensure Examination; and
5. Ten (10) Year Personnel Development Plan



A.3. Functions/Powers/Responsibilities of Units/Officials

Major Line Units	Functions/Powers/Responsibilities
1. Office of the President	Administration of the College
2. Office of the Vice President for Administration and Finance	Assist the President in the day-to-day operation of the College particularly in the management and/or supervisions of heads of Administrative and Support Services, Financial Management Services, Physical Plant and Facilities Maintenance, Production and Business Affairs and other related services
3. Office of the Vice President for Academic Affairs	Assist the President in the day-to-day operation of the College particularly in the management and/or supervisions of deans, heads of academic units, Student Services, Admission and Registration, and other academic functions.
4. Office of the Vice President for Research, Extension, and Innovation, Creative Works, and Knowledge Management	Advise the President on matters pertaining to research, extension, innovation, creative works and knowledge management of the College
5. Campus Administrator, Cawayan Campus	Manage and operate the Cawayan Campus along its curricular programs, academic operations, administrative and financial management, including research, extension, and production undertakings, taking into consideration close coordination and consultation with the vice president.
6. School of Graduate Studies and Research	Supervise and administer the operation of the Graduate School.
7. College of Business, Tourism & Economics	Manage and operate the entire curricular programs offered in the College of Business, Tourism & Economics.
8. College of Agriculture and Agroforestry	Manage and operate the entire curricular programs offered in the College of Agriculture and Agroforestry.

9. College of Computing and Information Technology	Manage and operate the entire curricular programs offered in the College of Computing and Information Technology
10. College of Education	Manage and operate the entire curricular programs offered in the College of Education
11. College of Industrial Technology	Manage and operate the entire curricular programs offered in the College of Industrial Technology
12. College of Engineering	Manage and operate the entire curricular programs offered in the College of Engineering

<i>Staff/Support Units</i>	<i>Functions/Powers/Responsibilities</i>
1. Office of Personnel Scholarship	Recommends policies and procedures on faculty scholarship, financial assistance grants and other related activities
2. Office of Legal Affairs and Services	Oversee all legal matters in the College
3. Office of Gender and Development	Coordinate with all the departments, offices and units concerned for planning of activities in relation to gender and development in order to come up and implement GAD-related initiatives, plans, programs and projects of the College
4. Office of Planning	Lead in the formulation and updating of the College strategic plan, annual thrusts and annual work and financial plan
5. Office of Quality Assurance Center	Prepare plans and programs related to quality assurance such as, but not limited to, accreditation of curricular programs, institutional accreditation, ISO certification, and world rankings
6. Office of Information and Communications Technology Management	Provide expertise in information management and develops and implements the Information Systems Strategic Plan of the College
7. Office of Internal Auditor	Responsible for ensuring that the internal audit function and engagement are delivered efficiently and effectively toward the attainment of Internal Audit System
8. Office of Public Information	Draft guidelines and measures for consideration relative to collection and dissemination of information and other data
9. Office of International Relation	Coordinate with foreign academic and higher educational institutions on possible exchange of students, faculty and researchers; participation in seminars and academic meetings; exchange of academic materials and other information; and conduct of special short-term academic programs, extension and immersion activities
10. Office of Alumni Affairs	Responsible in developing and implementing a comprehensive engagement program designed to provide meaningful opportunities for volunteerism, service, personal and professional

	development and events and programs for alumni to enhance loyalty, dedication and support to alumni activities and the College in general
11. Office of Futures Thinking	Responsible for developing and implementing strategies that will help the College prepare for the future, working with teams created by this Office to identify trends, analyze data, and create scenarios that help the institution anticipate and respond to changes in the evolving society.
12. Financial Management Services	Oversee the administration of the College financial transactions which involve the following phases of work: a.) Budgeting, b.) Accounting, and c.) Cash Management
13. General Administration and Support Services	1. Exercise direct control and supervision of the following offices, to wit: a. Human Resource Management Office, b. Records and Archives Office, c. Supply and Property Office, and d. Procurement Office; e. General Services Office; and Security Services
14. Office of Project Management, Physical Plant and Development Services	Exercises direct supervision over all personnel on physical plant development affairs
15. Office of Production and Auxiliary Services	Supervise and manage all programs relative to production and agri-business, technology ventures, other income generation activities, and auxiliary services of the College in order to implement the plans, programs and projects of the College.
16. Office of Disaster Risk Reduction Management	Responsible for setting the direction, development, implementation and coordination of disaster risk reduction and management programs of the College and shall perform the following duties and responsibilities
17. Office of College Registrar	Responsible for student registration, grade reporting, generation of transcript of records and maintenance academic records
18. Office of National Service Training Program	Lead the implementation of the mandates of RA 9163, specifically enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of the three (3) program components such as the Reserve Officers Training Corps (ROTC), Civic Welfare Training Service (CWTS) and Literacy Training Service (LTS) specially designed to enhance the students active contribution to general welfare
19. Office of Student Affairs Services	Supervise and implement disciplinary procedures in the College concerning students
20. Office of Sports and Athletics	Coordinate closely with college deans, campus

	administrator/s, services/office heads and other personnel to carry out the sports objectives of the College
21. Office of Culture and Arts	Coordinate closely with the college and other personnel to carry out the cultural objectives of the College
22. Office of Admission	Formulate and propose policies, plans and strategies on student admission
23. Office of Guidance Services	Prepare budgets, meeting budget targets and the operation plan, managing resources, working to improve the services facilities, overseeing guidance counselor and staff, coordinating with college officials, and ensuring that services are provided in an efficient and effective manner.
24. Office of Library Services	Prepare budgets, meeting budget targets and the operation plan, managing library resources, working to improve library facilities, overseeing librarians and staff, coordinating with college officials, and ensuring that services are provided in an efficient and effective manner.
25. Office of Medical Services	Provide medical and dental services to college personnel and students ensuring that these are provided in an efficient and effective manner.
26. Office of Creative Works and Knowledge Management	Prepare and recommend to the Vice President for Research, Extension, Innovation, Knowledge Management and Creative Works institutional policies as to the operation of the Creative Works and Knowledge Management Office
27. Office of Research and Publication Services	Advise the President on matters pertaining to the research program of the College
28. Office of Technical Advisory and Extension Services	Advise the President on matters pertaining to the Extension Services Program of the College
29. Office of Intellectual Property and Technology Business Management	Receive copyright disclosures/invention disclosures and search reports from concerned researchers

A.3.1.

1. SUC President III

- Administration of the College.

2. Vice President for Administration and Finance

- Assist the President in the day-to-day operation of the College particularly in the management and/or supervisions of heads of Administrative and Support Services, Financial Management Services, Physical Plant and Facilities Maintenance, Production and Business Affairs and other related services;
- Advise the President on matters pertaining to administrative, financial management and external affairs of the College;

- Evaluate work performance of all division chiefs and/or directors under your supervision and recommend to the President appropriate personnel action;
- Conduct a general writeshop in the preparation and formulation of Office Performance Commitment and Review/Individual Performance Commitment and Review (OPCR/IPCR) reports based on institutional and national thrusts before the start of calendar year;
- Execute quarterly monitoring of accomplished vis-à-vis OPCR of non-academic offices;
- Formulate policies, guidelines and procedures to award non-teaching personnel with outstanding performance based on OPCR/IPCRs;
- Provide general supervision of the prompt, smooth and orderly execution of tasks in the Human Resource Office specifically on the hiring, recruitment, promotion of personnel based on existing civil service rules and regulations;
- Sign as recommending approval on all requests, vouchers, payrolls, travels, leaves, appointments and designations, contracts, memoranda of agreement and sign daily time records, basic communications, and similar papers and certifies expenditures/expenses incurred by the College;
- Prepare and recommend to the President for approval of the Board of Trustees guidelines and policy proposals relative to administrative and financial matters;
- Prepare and recommend systems and procedures for smooth coordination among units/divisions and for the effective and efficient performance of different tasks and functions;
- Sign as recommending approval on all programs (individual program of work) and review the bill of estimates, plans, designs and specifications of every infrastructure project prepared by the Physical Plant, Facilities and Maintenance Office; and
- Perform such other functions that may be assigned and/or delegated to you by the SUC President and/or the Board of Trustees.

3. Vice President for Academic Affairs

- Assist the President in the day-to-day operation of the College particularly in the management and/or supervisions of deans, heads of academic units, Student Services, Admission and Registration, and other academic functions;
- Advise the President on matters pertaining to academic affairs of the College;
- Evaluate work performance of all deans and heads of academic units under his/her supervision and recommend to the President appropriate personnel action;
- Evaluate and recommend development plans/projects submitted by all colleges and departments for inclusion in the annual institutional budget proposal;

- Formulate and submit to the SUC President for approval of the BOT, guidelines and policies relative to academic programs and other activities of the College;
- Review and submit to the SUC President institutional programs/action plans and other similar called for reports;
- Review and submit to the President reports of accomplishments of every college;
- Review the faculty profile of every college, recommend action plan for faculty development and evaluate credentials of faculty members recommended for attendance to seminars, training and conferences;
- Review the curricular programs, faculty loading, faculty productivity and student –faculty ratio;
- Sign as recommending approval on the hiring of contractual and/or emergency and part-time instructors/faculty;
- Coordinate with other officials of the College in order to achieve the instructional goals;
- Act as ex-officio Chair of all academic committees of the College;
- Conduct a general writeshop in the preparation and formulation of Office Performance Commitment and Review/Individual Performance Commitment and Review (OPCR/IPCR) reports based on institutional and national thrusts before the start of the academic year;
- Execute quarterly monitoring of accomplished vis-à-vis OPCR of academic affairs;
- Formulate policies, guidelines and procedures to award faculty with outstanding performance based on OPCR/IPCRs; and
- Perform such other duties and functions that may be assigned and/or delegated by the SUC President and/or the Board of Trustees.

4. Vice President for Research, Extension, and Innovation, Creative Works, and Knowledge Management

- Advise the President on matters pertaining to research, extension, innovation, creative works and knowledge management of the College;
- Evaluate and recommend development plans/projects submitted by all colleges and campus for inclusion in the annual institutional budget proposal;
- Formulate and submit to the President for approval of the BOT, guidelines and policies relative to research, extension, innovation, creative works and knowledge management activities of the College;
- Review the profile of researchers, extensionists and consultants, recommend action plan for learning and development and evaluate credentials of personnel recommended for attendance to seminars, training and conferences;

- Sign as recommending approval on the hiring of contractual, job order and/or emergency personnel that will be assigned in the different offices under your charge;
- Coordinate with other officials of the College in order to achieve research, extension innovation, creative works and knowledge management goals;
- Recommend to the President institutional policies as to the operation of Knowledge Management and Creative Works Office;
- Set the creative works, research agenda, and thrusts as priorities;
- Coordinate and collect relevant and updated data with the three directors, namely: Director for Research and Development Services, Director for Technical Advisory and Extension Services, and Director of Knowledge Management and Creative Works;
- Guide the institution's stakeholders on the standards, steps and procedures for the production and dissemination of innovations and new knowledge to others;
- Conduct a general writeshop in the preparation and formulation of Office Performance Commitment and Review/Individual Performance Commitment and Review (OPCR/IPCR) reports based on institutional and national thrusts before the start of the fiscal year;
- Execute quarterly monitoring of accomplished vis-à-vis OPCRs of research, extension innovation, creative works and knowledge management personnel;
- Formulate policies, guidelines and procedures to award faculty and administrative personnel with outstanding performance based on OPCRs/IPCRs;
- Review and submit to the President reports of accomplishments; and
- Perform such other duties and functions that may be assigned by the President from time to time

5. Campus Administrator, Cawayan Campus

- Under the direct supervision of this office, manage and operate the Cawayan Campus along its curricular programs, academic operations, administrative and financial management, including research, extension, and production undertakings, taking into consideration close coordination and consultation with the vice presidents;
- Prepare proposed policies, curricula and guidelines affecting the operation of the campus and submit the same to the Academic Council and Administrative Council, whichever applicable, for appropriate action;
- Allocate and organize the human and material resources in accordance with the operating plans and policies;
- Supervise the admission and classification of students and their assignment to classes;

- Be responsible for discipline of students and the decorum of faculty members and employees within the campus and shall cooperate with the Director of the Office of Student Services in the general supervision and administration of the student affairs of the institution;
- Submit to the SUC President an annual report and such other reports which he may require;
- Submit a written report to the President at the beginning of each semester on the vacancies in the faculty, stating the position to be filled and the expertise needed;
- Transmit together with comments or recommendations all proposals affecting course of study, instruction, scholarships, scholarship exchange, fellowship, grants, offers of aid, and similar matters received by your college from any source within or outside the College to the President for whatever action the latter may deem proper;
- Conduct a semestral performance evaluation among faculty and other non-teaching personnel;
- Execute quarterly monitoring of accomplishment vis-à-vis Office Performance Commitment and Review (OPCR) reports of subordinate offices and Individual Performance Commitment and Review (IPCR) reports of the campus faculty and staff;
- Facilitate the conduct of student evaluation at the end of academic year; and
- Perform other functions and responsibilities as may be assigned by the SUC President.

6. Dean, School of Graduate Studies and Research

- Supervise and administer the operation of the Graduate School;
- Prepare proposed policies, curricula and guidelines affecting the operation of the Graduate School and submit the same to the Academic Council and Administrative Council, whichever applicable, for appropriate action;
- Help facilitate the issuance of appointment of professors in the Graduate School;
- Prepare the operational budget of the Graduate School based on the General Appropriations Act budget and income from tuition fee and fiduciary fees in the graduate studies;
- Work for accreditation of graduate programs;
- Coordinate with the Vice President for Academic Affairs (VPAA) through the college deans as regards the teaching load assignment of undergraduate faculty who may be invited to teach in the graduate program;
- Submit reports on the updates and activities of the Graduate School to the VPAA;
- Execute quarterly monitoring of accomplishment vis-à-vis Office Performance Commitment and Review (OPCR) reports of subordinate offices and Individual Performance Commitment and Review (IPCR) reports of Graduate School faculty and staff; and

- Perform other functions and responsibilities as may be assigned by the President.

7. Dean, College of Business, Tourism & Economics

- Under the direct supervision of the Vice President for Academic Affairs, manage and operate the entire curricular programs offered in the college you are handling;
- Oversee the transition of the new college by facilitating the transfer of resources, both human and material, from the former College of Arts and Sciences to the new college of your assignment;
- Coordinate with the Budget Office and the Financial Management Services as to the budgetary allocation intended to your College and allocate and organize the human and material resources in accordance with the operating plans and policies;
- Prepare proposed policies, curricula and guidelines affecting the operation of the college and submit the same to the Academic Council and Administrative Council, whichever applicable, for appropriate action;
- Supervise the admission and classification of students and their assignment to classes;
- Be responsible for discipline of students and the decorum of faculty members and employees within the college and shall cooperate with the Dean of the Office of Student Affairs and Services in the general supervision and administration of the student affairs of the institution;
- Submit to the President an annual report and such other reports which he may require;
- Submit a written report to the President at the beginning of each semester on the vacancies in the faculty, stating the position to be filled and the expertise needed;
- Transmit together with comments or recommendations all proposals affecting course of study, instruction, scholarships, scholarship exchange, fellowship, grants, offers of aid, and similar matters received by your college from any source within or outside the College to the President for whatever action the latter may deem proper;
- Conduct a semestral performance evaluation among faculty;
- Execute quarterly monitoring of accomplishment *vis-à-vis* Office Performance Commitment and Review (OPCR) reports of subordinate offices and Individual Performance Commitment and Review (IPCR) reports of the CBTE faculty and staff;
- Facilitate the conduct of student evaluation at the end of academic year; and
- Perform other functions and responsibilities as may be assigned by the President.

8. Dean, College of Agriculture and Agroforestry

- Manage and operate the entire curricular programs offered in the college you are handling;

- Prepare proposed policies, curricula and guidelines affecting the operation of the college and submit the same to the Academic Council and Administrative Council, whichever applicable, for appropriate action;
- Allocate and organize the human and material resources in accordance with the operating plans and policies;
- Supervise the admission and classification of students and their assignment to classes;
- Be responsible for discipline of students and the decorum of faculty members and employees within the college and shall cooperate with the Director of the Office of Student Services in the general supervision and administration of the student affairs of the institution;
- Submit to the President an annual report and such other reports which he may require;
- Submit a written report to the President at the beginning of each semester on the vacancies in the faculty, stating the position to be filled and the expertise needed;
- Transmit together with comments or recommendations all proposals affecting course of study, instruction, scholarships, scholarship exchange, fellowship, grants, offers of aid, and similar matters received by your college from any source within or outside the College to the President for whatever action the latter may deem proper;
- Conduct a semestral performance evaluation among faculty;
- Execute quarterly monitoring of accomplishment *vis-à-vis* Office Performance Commitment and Review (OPCR) reports of subordinate offices and Individual Performance Commitment and Review (IPCR) reports of College of Agriculture faculty and staff;
- Facilitate the conduct of student evaluation at the end of academic year; and
- Perform other functions and responsibilities as may be assigned by the President.

9. Dean, College of Computing and Information Technology

- Under the direct supervision of the Vice President for Academic Affairs, manage and operate the entire curricular programs offered in the college you are handling;
- Oversee the transition of the new college by facilitating the transfer of resources, both human and material, from the former College of Arts and Sciences to the new college of your assignment;
- Coordinate with the Budget Office and the Financial Management Services as to the budgetary allocation intended to your College and allocate and organize the human and material resources in accordance with the operating plans and policies;
- Prepare proposed policies, curricula and guidelines affecting the operation of the college and submit the same to the Academic Council and Administrative Council, whichever applicable, for appropriate action;

- Supervise the admission and classification of students and their assignment to classes;
- Be responsible for discipline of students and the decorum of faculty members and employees within the college and shall cooperate with the Dean of the Office of Student Affairs and Services in the general supervision and administration of the student affairs of the institution;
- Submit to the President an annual report and such other reports which he may require;
- Submit a written report to the President at the beginning of each semester on the vacancies in the faculty, stating the position to be filled and the expertise needed;
- Transmit together with comments or recommendations all proposals affecting course of study, instruction, scholarships, scholarship exchange, fellowship, grants, offers of aid, and similar matters received by your college from any source within or outside the College to the President for whatever action the latter may deem proper;
- Conduct a semestral performance evaluation among faculty;
- Execute quarterly monitoring of accomplishment *vis-à-vis* Office Performance Commitment and Review (OPCR) reports of subordinate offices and Individual Performance Commitment and Review (IPCR) reports of College of Computing and Information Technology faculty and staff;
- Facilitate the conduct of student evaluation at the end of academic year; and
- Perform other functions and responsibilities as may be assigned by the President.

10. Dean, College of Education

- Under the direct supervision of the Vice President for Academic Affairs, manage and operate the entire curricular programs offered in the college you are handling;
- Prepare proposed policies, curricula and guidelines affecting the operation of the college and submit the same to the Academic Council and Administrative Council, whichever applicable, for appropriate action;
- Allocate and organize the human and material resources in accordance with the operating plans and policies;
- Supervise the admission and classification of students and their assignment to classes;
- Be responsible for discipline of students and the decorum of faculty members and employees within the college and shall cooperate with the Director of the Office of Student Services in the general supervision and administration of the student affairs of the institution;
- Submit to the President an annual report and such other reports which he may require;

- Submit a written report to the President at the beginning of each semester on the vacancies in the faculty, stating the position to be filled and the expertise needed;
- Transmit together with comments or recommendations all proposals affecting course of study, instruction, scholarships, scholarship exchange, fellowship, grants, offers of aid, and similar matters received by your college from any source within or outside the College to the President for whatever action the latter may deem proper;
- Conduct a semestral performance evaluation among faculty;
- Execute quarterly monitoring of accomplishment *vis-à-vis* Office Performance Commitment and Review (OPCR) reports of subordinate offices and Individual Performance Commitment and Review (IPCR) reports of College of Agriculture faculty and staff;
- Facilitate the conduct of student evaluation at the end of academic year; and
- Perform other functions and responsibilities as may be assigned by the President.

11. Dean, College of Industrial Technology

- Under the direct supervision of the Vice President for Academic Affairs, manage and operate the entire curricular programs offered in the college you are handling;
- Prepare proposed policies, curricula and guidelines affecting the operation of the college and submit the same to the Academic Council and Administrative Council, whichever applicable, for appropriate action;
- Allocate and organize the human and material resources in accordance with the operating plans and policies;
- Supervise the admission and classification of students and their assignment to classes;
- Be responsible for discipline of students and the decorum of faculty members and employees within the college and shall cooperate with the Director of the Office of Student Services in the general supervision and administration of the student affairs of the institution;
- Submit to the President an annual report and such other reports which he may require;
- Submit a written report to the President at the beginning of each semester on the vacancies in the faculty, stating the position to be filled and the expertise needed;
- Transmit together with comments or recommendations all proposals affecting course of study, instruction, scholarships, scholarship exchange, fellowship, grants, offers of aid, and similar matters received by your college from any source within or outside the College to the President for whatever action the latter may deem proper;
- Conduct a semestral performance evaluation among faculty;

- Execute quarterly monitoring of accomplishment *vis-à-vis* Office Performance Commitment and Review (OPCR) reports of subordinate offices and Individual Performance Commitment and Review (IPCR) reports of College of Agriculture faculty and staff;
- Facilitate the conduct of student evaluation at the end of academic year; and
- Perform other functions and responsibilities as may be assigned by the President.

12. Dean, College of Engineering

- Under the direct supervision of the Vice President for Academic Affairs, manage and operate the entire curricular programs offered in the college you are handling;
- Prepare proposed policies, curricula and guidelines affecting the operation of the college and submit the same to the Academic Council and Administrative Council, whichever applicable, for appropriate action;
- Allocate and organize the human and material resources in accordance with the operating plans and policies;
- Supervise the admission and classification of students and their assignment to classes;
- Be responsible for discipline of students and the decorum of faculty members and employees within the college and shall cooperate with the Director of the Office of Student Services in the general supervision and administration of the student affairs of the institution;
- Submit to the President an annual report and such other reports which he may require;
- Submit a written report to the President at the beginning of each semester on the vacancies in the faculty, stating the position to be filled and the expertise needed;
- Transmit together with comments or recommendations all proposals affecting course of study, instruction, scholarships, scholarship exchange, fellowship, grants, offers of aid, and similar matters received by your college from any source within or outside the College to the President for whatever action the latter may deem proper;
- Conduct a semestral performance evaluation among faculty;
- Execute quarterly monitoring of accomplishment *vis-à-vis* Office Performance Commitment and Review (OPCR) reports of subordinate offices and Individual Performance Commitment and Review (IPCR) reports of College of Agriculture faculty and staff;
- Facilitate the conduct of student evaluation at the end of academic year; and
- Perform other functions and responsibilities as may be assigned by the President.

13. Director, Office of Personnel Scholarship

- Recommends policies and procedures on faculty scholarship, financial assistance grants and other related activities;
- In consultation with the Human Resource Management Office and other concerned College officials, prepare the Faculty and Staff Development Program;
- Disseminate information regarding available scholarship, financial assistance, and other privileges and benefits;
- Coordinate with external linkages/agencies for scholarship grants and programs;
- Accept application for available scholarship, both institutionally-funded and externally-funded, financial assistance and study leave of faculty members and evaluate the merit of such application and submit recommendations to this Office;
- In consultation with the Legal Office of the College, prepare the draft contract for scholarship, financial assistance and study leave of qualified personnel;
- Monitor and evaluate the performance of faculty scholars/beneficiaries, including the adherence to the provisions of the contract and provide advice to them in case of non-compliance;
- Hold meeting, consultations and related activities to scholars, employees, and officials of the college;
- Conduct research and evaluation to determine appropriate actions on the status of scholarship programs;
- Certifies the authenticity of the photocopied documents for scholarship submitted by the beneficiaries/scholars; and
- Perform such other related functions as may be assigned to you by the President.

14. Director, Office of Legal Affairs and Services

- Oversee all legal matters in the College;
- Conduct investigations and hearing on administrative cases;
- Coordinate with the Office of Solicitor General (OSG) on matters pertaining to legal cases and issues that the College is involved;
- Conduct legal research and analysis to support the College decisions and actions;
- Advise the President and the Board of Trustees on legal, policy and administrative issues;

- Draft decisions, resolutions, orders, contracts, agreements, legal opinions and other correspondences;
- Review contracts and agreements before the action of the President or the Board of Trustees; and
- Perform other related duties and responsibilities as may be directed by this Office.

15. Director, Office of Gender and Development

- Submit to CHED, PCW and COA reports on GAD initiatives;
- Be required to maintain records of their GAD plans, activities and programs, establish a database of information and report on the status of implementation annually or as often as may be required by the oversight offices;
- Recommend appropriate measures to align the institutions' policies to the said GAD mandates and ensure full and immediate compliance upon receiving notice thereof;
- Prepare GAD Plan and Budget (GPB) and GAD Accomplishment Report (GAD AR) annually and submit it online thru Gender Mainstreaming Monitoring System of the Philippine Commission on Women;
- Prepare GAD policies on curriculum and development of the institution;
- Conduct training on gender-analysis of sexism and other forms of gender biases in curricular design, learning materials, pedagogical practices and disciplinary policies;
- Conduct training in mainstreaming relevant and adequate gender-related topic into existing/ongoing courses across various disciplines;
- Conduct training in the development of gender-responsive student performance monitoring guidelines and tools;
- Conduct Training in the development of gender-responsive student performance monitoring guidelines and tools;
- Actively participate in GAD-related conferences, conventions, meetings organized by scientific and professional organizations particularly those endorsed by CHED and PCW;
- Promote a Gender-Responsive Research Programs in the college with priority areas integrating a gender perspective in higher education researches;
- Promote Gender Responsive Extension Program on priority areas;
- Promote international linkages for Gender-Responsive Research and Extension Programs; and
- Perform other functions that may be assigned by the President from time to time.

16. Director, Office of Planning

- Lead in the formulation and updating of the College strategic plan, annual thrusts and annual work and financial plan;
- Assist the President in identifying the major thrusts of the College in formulating the College Development Plan;
- Monitor and report on the implementation of the College plans and agency performance commitments;
- Monitor the evaluation of the harmonized planning, monitoring and evaluation system;
- Gather and analyze basic background information with emphasis on the socio-economic profile and existing programs and projects relative to instruction, research, extension and production functions of the College;
- Provide technical assistance and support in the preparation of technical documents, reports and activities of the office;
- Gather and analyze essential information and data from other agencies, institutions and other external sources as input in policy formulation, discussion and report generation;
- Coordinate with this Office in accomplishing reports and documents required by oversight agencies such as the National Economic and Development Authority, Regional Development Council, Department of Budget and Management, Commission on Higher Education, Congress, Senate, and the like;
- Coordinate with the Budget Office in accomplishing and submission of forms, reports and other similar documents during budget preparation for submission to DBM, Congress and Senate;
- Perform such other related functions as may be assigned to you by the President.

17. Director, Office of Quality Assurance Center

- Prepare plans and programs related to quality assurance such as, but not limited to, accreditation of curricular programs, institutional accreditation, ISO certification, and world rankings;
- Recommend to the President the creation of Local Program Accreditation Task Force and/or committees related to program accreditation;
- Coordinate with institutional heads in the conduct of orientation programs on accreditation process;
- Conduct conferences and workshops on self –survey activities;
- Assist the Local Program Accreditation Committee in putting up an Accreditation Center and preparing for accreditation visits;

- Coordinate with the accrediting agencies on matters pertaining to quality assurance and programs/institutional evaluation/certification;
- Recommend and request for fund allocation to sustain the accreditation, monitoring and evaluation programs and other related quality assurance activities;
- Recommend to the President, through the vice presidents concerned, programs and activities/systems to ensure quality and excellence;
- Recommend policies on monitoring and evaluating the College's overall strategies and operational management of its academic affairs;
- Coordinate with the President and other official in monitoring and evaluating the College academic and administrative processes according to plans and standards;
- Render reports on the progress of accreditation and certification activities;
- Attend conferences, seminars and workshops on accreditation and institutional monitoring and evaluation;
- Recommend faculty and non-teaching personnel to undergo/attend region/national trainings on accreditation and certification; and
- Perform such other duties and functions that may be assigned by the President.

18. Director, Office of Information and Communications Technology Management

- Provide expertise in information management and develops and implements the Information Systems Strategic Plan of the College;
- Embed software systems into the College covering operational management, planning, performance management, clientele satisfaction, etc.
- Provide expertise, training and customer service to empower staff to make use of information tools to create actionable insights and solutions;
- Update the web page of the College;
- Conduct research, document and generate knowledge materials to be published in both web-based and printed forms;
- Perform analysis of existing processes and document these with a view to making recommendations for delivering these processes via software systems;
- Perform data validation and reporting across all collated management information using applicable software and other reporting tools;
- Manage and maintain the software systems as required, to include, but not limited to, system documentation, form design, user security, and process implementation; and

- Perform other functions that may be assigned to you by the President.

19. Director, Office of Internal Auditor

- Ensure the efficient and effective operation of the internal audit function, as provided in the Revised Philippine Government Internal Audit Manual;
- Lead the development of the internal audit strategic plan and annual work plan that outlines objectives, priorities and proposed internal audit plan;
- Perform comprehensive auditing works in the institution, including its campus/es;
- Implement and monitor the compliance of the approved audit plan, including special audits;
- Submit to the SUC President an annual audit and periodic audit reports;
- Develop and maintain a quality assurance audit and improvement program and monitor its effectiveness;
- Attend to the annual exit conference with management and COA relative to audit concerns;
- Monitor the compliance status report of the auditee relative to audit recommendation/s; and
- Perform other related duties and responsibilities as may be directed by this Office.

20. Director, Office of Public Information

- Draft guidelines and measures for consideration relative to collection and dissemination of information and other data;
- Coordinate with other units in the College and concerned government/non-government agencies for information collection and dissemination;
- Develop and implement communication plans for emergencies and non-emergencies;
- Disseminate information and other data about the College through broadcast, print and social media;
- Provide timely and accurate information to media, if necessary;
- Prepare press releases, articles, social media posts and other materials for public consumption;
- Serve as one of the spokespersons of the Office of the President in relaying information, updates and other accomplishments of this Office through broadcast, print and online;
- Monitor media coverage and social media activity related to the College;
- Administer the official Facebook and other social media accounts of the College;

- Prepare the College Annual Report and the President's Quarterly Accomplishment Report; and
- Perform other functions that may be assigned to you by the President.

21. Director, Office of International Relation

- Coordinate with foreign academic and higher educational institutions on possible exchange of students, faculty and researchers; participation in seminars and academic meetings; exchange of academic materials and other information; and conduct of special short-term academic programs, extension and immersion activities.
- Create collaborative programs pertaining to international students, intersectionality, and issues impacting international students on campus;
- Attend events and programs that are relevant to faculty, staff and student immersion abroad, international or foreign students and other relevant issues;
- Outreach to colleges and other student organizations addressing similar issues including, but not limited to, diversity & cultural engagement, intercultural student services, housing and dining services;
- Communicate thoroughly, as well as bring all updates, to the SUC President on international faculty and student issues on a regular basis;
- Work closely with the CHED International Affairs Services on issues and policies concerning international students in higher education and faculty immersion program abroad;
- Conduct researches on student and faculty mobilization, such as surveys, petitions and focus groups in order to gather their concerns and interests, and represent those interests to DEBESMSCAT Administration;
- Identify and develop areas of involvement in international affairs in which DEBESMSCAT should engage itself; and
- Perform other functions that may be assigned by the President from time to time.

22. Director, Office of Alumni Affairs

- Organizes and coordinates alumni functions and engagements;
- Develops an alumni relations program with long and short-range goals and overall direction of the alumni affairs;
- Promotes and fosters effective alumni relations through continuous communication and personal contact with constituent groups;

- Performs necessary administrative functions such as maintaining an up to date database for the alumni of the College;
- Coordinates with the recognized alumni association in holding alumni homecomings;
- Develops and presents educational programs for alumni, including lectures, seminars and workshops;
- Facilitates the conduct of research and tracer studies for the alumni of the College; and
- Perform other functions and responsibilities as may be assigned by the President.

23. Director, Office of Futures Thinking

- Draft policies and guidelines on the application of futures thinking in educational settings to prepare the students for future challenges, including possible inclusion in the curriculum;
- Conduct research to identify trends and emerging issues that could impact the institution;
- Analyze data to identify patterns and insights that can inform strategic decision-making;
- Develop scenarios that will help the institution anticipate and respond to the changes in the society and market to make it future-proof;
- Facilitate workshops and training sessions to help official, employees and students develop their future thinking skills;
- Collaborate with other offices to ensure that futures thinking is integrated into all aspects of their respective system and operation;
- Communicate findings and recommendations to the top management and other stakeholders;
- Prepare and submit proposals on futures thinking for funding and implementation; and
- Perform other functions that may be assigned by the President from time to time.

24. Director, Financial Management Services

- Oversee the administration of the College financial transactions which involve the following phases of work: a.) Budgeting, b.) Accounting, and c.) Cash Management;
- Formulate and recommend policies concerning financial management of the College;
- Design systems and procedures to effect smooth flow of financial transactions;
- Act as financial adviser of the President and custodian of the financial assets of the College;
- Prepare and submit a monthly financial report on the status of the College funding;

- Execute quarterly monitoring of accomplishment *vis-à-vis* Office Performance Commitment and Review (OPCR) reports of your office and subordinate offices and Individual Performance Commitment and Review (IPCR) reports of FMS officials and staff;
- Perform other functions and responsibilities as may be assigned by the President or your immediate supervisor.

25. Director, General Administration and Support Services

- Exercise direct control and supervision of the following offices, to wit:
 - Human Resource Management Office,
 - Records and Archives Office,
 - Supply and Property Office, and
 - Procurement Office;
 - General Services Office; and
 - Security Services
- Recommend to the President through the Vice President for Administration and Finance the allocation of funds for administrative operations and maintenance of the College;
- Consolidate the budget of the Division;
- Direct the processing of papers involving personnel and technical preparation of plantilla of personnel;
- Recommends the attendance to training and other learning and development opportunities of personnel under your charge for career advancement and development;
- Execute quarterly monitoring of accomplishment *vis-à-vis* Office Performance Commitment and Review (OPCR) reports of subordinate offices and Individual Performance Commitment and Review (IPCR) reports of GASS personnel;
- Implement policies, guidelines and procedures to award personnel with exceptional performance based on IPCRs; and
- Perform other functions and responsibilities as may be assigned by the President or your immediate supervisor.

26. Director, Office of Project Management, Physical Plant and Development Services

- Exercises direct supervision over all personnel on physical plant development affairs;
- Supervises the conduct of periodic inspection of sites and building structures to assess status and evaluate the over-all condition;
- Assesses the impact of issues, risks and learnings raised through monitoring reports from the inspection committee;
- Prepares building and structure designs and pre-engineering activities;

- Coordinate with the Office of Planning in the preparation of proposals for buildings and structures for submission to funding institutions;
- Exercise direct supervision and monitor the implementation of all infrastructure projects of the College;
- Coordinate with the Procurement Planning and Management Office, deans and staff directors and other officials of the College, other agencies and individuals on matters pertaining to smooth implementation or execution of infrastructure projects;
- Executes quarterly monitoring of accomplishments *vis-à-vis* Office Performance Commitment and Review (OPCR) reports of your Office and Individual Performance Commitment and Review (IPCR) reports of personnel under your charge; and
- Performs other functions that may be assigned by the immediate supervisor and/or the President from time to time.

27. Director, Office of Production and Auxiliary Services

- Formulate policies and review the manual of operation of the production, commercialization and auxiliary services undertaking and make appropriate recommendations to the President through the Vice President for Administration and Finance;
- Review and evaluate project proposals, feasibility studies and other concept papers for IGPs and make appropriate recommendations to your immediate supervisor;
- Coordinate with all deans and directors on matters pertaining to the operation of all IGPs;
- Exercise direct supervision over personnel designated as project-in-charge and submit to the President the summary of findings relative thereto through the Vice President for Administration and Finance;
- Conduct analysis of production costs and income generated based on the reports submitted by the projects-in-charge or managers and submit to the President the summary of findings relative thereto;
- Submit to the President, through the Vice President for Administration and Finance, monthly assessment report of all IGPs and recommend appropriate actions on deficiencies noted;
- Prepare and submit semestral report on the financial status of all IGPs;
- Conduct on-site inspection of IGPs whenever necessary and recommend to the President appropriate action on findings/outcome of the inspection;
- Execute quarterly monitoring of accomplishments *vis-à-vis* Office Performance Commitment and Review (OPCR) reports of subordinate offices and Individual Performance Commitment and Review (IPCR) reports project heads and other staff;

- Perform such other duties and functions as may be assigned by this Office or your immediate supervisor.

28. Director, Office of Disaster Risk Reduction Management

A. Research and Planning

- Design, program, and coordinate DRRM activities, consistent with the National Disaster Risk Reduction and Management Council's (NDRRMC) standards and guidelines and the concerned LGUs DRRM policies and guidelines;
- Facilitate and support risk assessments and contingency planning activities at the local level;
- Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map of the College reservation;
- Conduct research and development initiatives on DRRM within the campus;
- Formulate and implement a comprehensive and integrated College DRRM Plan in accordance with the national, regional, and provincial framework, and policies on disaster risk reduction in close coordination with the local government unit/s where the College/campus is situated;
- Prepare and submit to this Office the annual DRRMO plan and budget;
- Maintain a database of human resource and their capacities, equipment, directories and location of critical infrastructures such as hospitals and evacuation centers; and
- Involve the most vulnerable sectors (women, children, senior citizens and PWD) in risk assessment and planning

B. Administration and Training

- Organize and conduct training, orientation, and knowledge management activities on DRRM at the institutional level;
- Identify, assess and manage the hazards, vulnerabilities and risks that may occur in their locality;
- Identify and implement cost-effective risk reduction measures and strategies;
- Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks;
- Take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective DRRM in the campus;

- Organize, train, equip and supervise the institutional emergency response teams and the accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills;
- Within the campus, promote and raise public awareness of, and compliance with Republic Act No. 10121 and other legislative provisions relevant to the purpose of the latter;
- Implement policies, approve plans and programs of the DRRMO consistent with the policies and guidelines laid down in RA 10121; and
- Train the most vulnerable sectors (women, children, senior citizens, and PWD) in DRRM, especially in disaster preparedness.

C. Operations and Warning

- Operate a multi-hazard early warning system, linked to DRRM to provide accurate and timely advice to the local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline and mobile communications, and technologies for communication within the campus;
- Conduct continuous disaster monitoring and mobilize instrumentalities of the institution, to utilize the facilities and resources of the College for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;
- Develop, strengthen, and operationalize mechanisms for partnership or networking with the private sector, civil society organizations, and volunteer groups;
- Response to and manage the adverse effects of emergencies and carry out recovery activities in the affected area within the campus, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other;
- Coordinate other DRRM activities;
- Establish linkage and/or network with the LGUs for DRR and emergency response purposes;
- Establish an institutionalize DRRM Operations Center;
- Give early warning to the most vulnerable sectors (women, children, senior citizens, and PWD) to respond to their needs; and
- Respond to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable sectors (women, children, senior citizens, and PWD); and
- Performs other functions that may be assigned by the immediate supervisor and/or the President from time to time.

29. College Registrar

- Facilitates the registration of all students and assure their compliance with registration requirements;
- Maintain an information system of updated student records;
- Supervise the preparation of different registration forms and manage distribution of the same to students;
- Evaluate records of students for academic placement, graduation and granting of honors or awards;
- Prepare diplomas and transcript of records of graduating students and assist in their distribution during commencement exercises;
- Prepare and issue transcript of records and other relevant academic credentials of non-graduating students;
- Prepare and authenticate all students records such as transcript of records, diplomas and certifications that may be requested by student pertaining to their registration/enrolment;
- Submit reports of student enrolment at the beginning of academic year or semester or as required by the President or his/her representative;
- Supervise all personnel in the College Registrar's Office; and
- Perform other related function as may be assigned by your immediate supervisor or this office.

30. Director, Office of National Service Training Program

- Lead the implementation of the mandates of RA 9163, specifically enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of the three (3) program components such as the Reserve Officers Training Corps (ROTC), Civic Welfare Training Service (CWTS) and Literacy Training Service (LTS) specially designed to enhance the students active contribution to general welfare;
- Provide academic supervision over the design, formulation, adoption and implementation of program of instruction of all NSTP components such as the ROTC, NSTP and LTS;
- Train and organize students in military, literacy, civic welfare programs, and other similar endeavors in the service of the community and the nation in general;
- Prepare and submit to the President operational guidelines and policies for the effective implementation of plans, programs and projects of the office;
- Prepare and submit budgetary proposal of the services for inclusion in the annual budget proposal;

- Prepare and submit action plans and programs and quarterly reports of accomplishments of the office;
- Establish linkages with government funding agencies, NGO's, foundations and sustain such linkages;
- Evaluate work performance of personnel under your supervision and recommend appropriate action to the Office of President, through the Office of the Vice President for Academic Affairs, for appropriate action; and
- Perform such other related functions as may be assigned to you by the President or your immediate supervisor.

31. Dean, Office of Student Affairs Services

- Supervise and implement disciplinary procedures in the College concerning students;
- Participate in policy making activities concerning student welfare and interests;
- Take charge of the freshmen orientation programs;
- Help foster harmonious and professional relations among the faculty, staff, and students;
- Take charge of student scholarships, student loan fund and student organizations, publications, co-curricular activities and other student-related services;
- Submit an annual report and such other reports as may be required by the SUC President;
- Supervise the conduct of elections of student governments and facilitate the proclamation of winners in the said elections;
- Implement the Student Assistantship Program;
- Execute quarterly monitoring of accomplishment *vis-à-vis* Office Performance Commitment and Review (OPCR) reports of your office and subordinate offices and Individual Performance Commitment and Review (IPCR) reports of SAS practitioners and staff;
- Perform such other duties as may be prescribed by the rules issued by the President.

32. Director, Office of Sports and Athletics

- Coordinate closely with college deans, campus administrator/s, services/office heads and other personnel to carry out the sports objectives of the College;
- Prepare sports development plans, programs, and activities in line with local, regional and national sports and cultural programs;

- Prepare programs and activities such as identification and selection of prospective players and athletes within the main campus and other campuses based on the qualification standard set by the College;
- Establish and maintain linkages with public and private agencies/institutions on various sports activities, including possible benefactors of our sports programs;
- Prepare financial proposals and reports on matters regarding sports development and athletics affairs utilizing the available resources such as, but not limited to, Athletics Fee, SCUAA Fee and other sources;
- Submit a quarterly report to the President regarding the activities and accomplishments of your office; and
- Perform such other related functions as may be assigned to you by the President or your immediate supervisor.

33. Director, Office of Culture and Arts

- Coordinate closely with the college and other personnel to carry out the cultural objectives of the College;
- Prepare cultural development plans and programs in line with local, regional and national cultural thrusts;
- Inculcate cultural values among personnel and students by planning, organizing and facilitating related events and workshops;
- Develop and maintain partnerships with cultural agencies, groups and stakeholders;
- Prepare programs and activities such as identification and selection of prospective members of theatrical clubs, dance troupe, choral groups and the like from within the main campus and satellite campuses based on the qualification standard set by the College;
- Coordinate songs and dances for any occasion within the main campus, satellite campus and outside the institution;
- Evaluate and report to this Office the outcomes and impacts of cultural initiatives;
- Submit a semestral report to the Vice President for Academic Affairs regarding the activities and accomplishments of your office; and
- Perform such other duties and functions that may be assigned by your supervisor or this Office.

34. Director, Office of Admission

- Formulate and propose policies, plans and strategies on student admission;
- Provide information about the enrolment and admission process, curricular program advertisement, enrolment campaign and review credentials of prospective students;

- Oversee admission communications and inquiries;
- Facilitates the conduct of entrance examination to incoming students;
- Facilitates the admission and recruitment of all students and assure their compliance with registration requirements;
- Put up, reproduce and provide copies of the program prospectus to requesting students;
- Attend conferences, trainings related to admission policies; and
- Perform such other related functions as may be assigned to you by the President or your immediate supervisor.

35. Director, Office of Guidance Services

- Drafts and recommends policy to the College Administration and plans for the implementation of guidance and counseling operational plan;
- Evaluates and administers guidance and counseling programs;
- Directs the development and maintenance of the guidance and counseling facilities, equipment and materials;
- Directs the training of guidance and counseling staff in technical and administrative skills;
- Understands and evaluates professional trends and ensures that the guidance and counseling services remains at the forefront of innovation, ensuring relevancy to its clientele;
- Monitors use and trends and recommends changes to the services that the unit provides;
- Ensures that the staff of the Guidance and Counseling Services executes the operational plan, with a focus on alignment between the strategic priorities, goals, objectives, resource allocation and annual budgets;
- Ensures that the unit maintains a risk assessment process, which encompasses objectives, dimensions of risk, and risk avoidance, control or management procedures and strategies;
- Ensures that the Guidance and Counseling Services maintains effective internal control system to protect the unit and the College in general;
- Supports the performance management process within the organization, including coaching, open communication, training and the creation of development plans to build core competencies and personal effectiveness;
- Performs other functions as may be assigned by the SUC President, Vice President for Academic Affairs or the OSAS Director.

36. Director, Office of Library Services

- Draft and recommends policy to the College Administration and plans for the implementation of Library Services operational plan;
- Evaluate and administers library programs;
- Direct the development and maintenance of the collection of books, journals, periodicals, multi-media and online materials, software and a variety of other library materials;
- Direct the training of library staff in technical and administrative library skills;
- Understand and evaluates professional trends and ensures that the Library remains at the forefront of innovation, ensuring relevancy to its clientele;
- Monitor use and trends and recommends changes to the services that the library provides;
- Ensure that the employees of the Library Services executes the operational plan, with a focus on alignment between the strategic priorities, goals, objectives, resource allocation and annual budgets;
- Ensure that the unit maintains a risk assessment process, which encompasses objectives, dimensions of risk, and risk avoidance, control or management procedures and strategies;
- Ensure that the Library Services maintains effective internal control system to protect the unit and the College in general;
- Support the performance management process within the organization, including coaching, open communication, training and the creation of development plans to build core competencies and personal effectiveness;
- Performs other functions as may be assigned by the SUC President or your immediate supervisor.

37. Director, Office of Medical Services

- Draft and recommends proposed policies and programs to the College Administration affecting the health and wellness of College personnel and students;
- Plan, administer, monitor, and evaluate medical and dental programs of the College;
- Deliver basic medical and health services which are promotive, preventive, and curative and to some extent rehabilitative;
- Ensure that the College is compliant to medical and health safety laws, policies, regulations, and standards;
- Enforce institutional hygiene and sanitation among personnel and students to achieve better environmental protection and conducive learning results;

- Ensure that the personnel of the Medical Services executes the operational plan, with a focus on alignment between the strategic priorities, goals, objectives, resource allocation and annual budgets;
- Ensure that the unit maintains a risk assessment process, which encompasses objectives, dimensions of risk, and risk avoidance, control or management procedures and strategies;
- Give lectures and provide symposiums on health-related issues for information dissemination to personnel and students;
- Attend to emergency cases, provide first aid, and make referrals of complicated and unmanageable cases to hospitals for intensive curative management.
- Issue medical certificates to students and personnel;
- Perform other functions as may be assigned by the SUC President or your immediate supervisor.

38. Director, Office of Creative Works and Knowledge Management

- Prepare and recommend to the Vice President for Research, Extension, Innovation, Knowledge Management and Creative Works institutional policies as to the operation of the Creative Works and Knowledge Management Office;
- Manage the outward-facing communications and branding of the institution and enhance the College's public image;
- Coordinate and collect relevant and updated data with the two directors, namely: Director for Research and Publication Services and Director for Technical Advisory and Extension Services;
- Responsible for facilitating the packaging of completed research, extension and creative works activities such as research, extension and creative works brochures, flyers, bulletin of information and other means of technology transfer initiatives; and
- Perform such other related functions as may be assigned to you by the President or your immediate supervisor.

39. Director, Office of Research and Publication Services

- Advise the President on matters pertaining to the research program of the College;
- Prepare and submit to the President operational guidelines and research policies for the effective implementation of plans, programs and projects of the office;
- Prepare and submit Comprehensive Development Plan for Research Programs for inclusion in the annual budget proposal;
- Prepare and submit action plans and programs for institutional research;

- Exercise direct supervision in the administration of the research services in the different academic units;
- Prepare and submit quarterly reports of accomplishments of the office and facilitate the preparation for research/project proposals and expedite their submission for funding;
- Conduct training and workshops and seminars for the research capability building and preparation of research and
- project proposals;
- Establish linkages with government funding agencies, NGO's foundations and international organizations and sustain such linkages;
- Coordinate with the dean, directors, heads of department, and other officials of the College in order to achieve research objectives and programs;
- Publish results of researches of the College;
- Evaluate work performance of personnel under your supervision and recommend to the Office of President for the appropriate action
- Formulate policies, guidelines and procedures to award researchers with exceptional performance based on IPCRs;
- Execute quarterly monitoring of accomplishments *vis-à-vis* Office Performance Commitment and Review (OPCR) reports of your Office and Individual Performance Commitment and Review (IPCR) reports of research coordinators, researchers and staff.

40. Director, Office of Technical Advisory and Extension Services.

- Advise the President on matters pertaining to the Extension Services Program of the College;
- Formulate and recommended to the President, through the Vice President for Academic Affairs, operational guidelines and extension policies for the effective implementation of programs and projects of the Extensions Services and Linkages and initiate the implementation of the same;
- Exercise direct supervision in the administration of the Extension Services in academic units;
- Prepare and submit a Comprehensive Development Plan for the Office of Technical Advisory and Extension Services
- Prepare and submit quarterly reports of accomplishment of the office;
- Establish linkages with government organizations, non-government organizations (NGO's) and educational foundations;
- Prepare and submit proposals for funding of sustaining linkages;

- Coordinate with deans, directors, and other officials of the College in order to achieve extension objectives of programs, activities and projects;
- Evaluate work performance of personnel under your supervision and recommend to the Office of the President for appropriate action;
- Formulate policies, guidelines and procedures to award extensionists with exceptional performance based on IPCRs;
- Execute quarterly monitoring of accomplishments *vis-à-vis* Office Performance Commitment and Review (OPCR) reports of your Office and Individual Performance Commitment and Review (IPCR) reports of extension coordinators, extensionists and staff; and
- Perform such other duties and functions that may be assigned by the President or immediate supervisor.

41. Director, Office of Intellectual Property and Technology Business Management

A. On the Creation of Intellectual Property (IP)

- Receive copyright disclosures/invention disclosures and search reports from concerned researchers;
- Perform prior art search and/or patent information search to validate the report made by the IP creators within 20 days from receipt of the disclosure and search report;
- Assign a reference code for every IP disclosed or submitted to IPTBM and maintain a digital database to keep an inventory of all IP assets;
- If the IP is found to be protectable/patentable, prepare the description of the copyright/IP, or draft the specifications of the patent together with the IP creators concerned;
- Write recommendation to the College President for the immediate filing of appropriate IP protection, five days after writing the copyright/IP description, or drafting the claims of the patent;
- If the IP is not protectable/patentable, advise promptly the IP creators concerned on the next viable course of action;
- Manage the entire prosecution process of every IP filed for protection.
- Conduct periodic IP audits; and
- Conduct IP awareness/IP education activities to the university/institution constituents, service community, industry, and other stakeholders

B. On the Protection of Intellectual Property

- Upon approval by the College President, immediately file the IP for protection (preferably within 10 days from receipt of notice of approval);
- Keep track of the entire prosecution process from filing of the IP and responding to examiner's actions to the granting of the IP right;
- Record progress of the prosecution process into the digital database using the reference code for each IP type;
- Update the IP creators concerned of any progress in the prosecution process;
- Manage the maintenance of all IP assets already granted protection (i.e. for patents, payment of annuity fees; for trademark, date of renewal and declaration of actual use, etc.);
- Keep a record of the Certificates of Copyright Deposit, Patent Letters, Registrability Reports, or Trademark Registrations;
- Keep track of the remaining life years of all protected IP assets; and
- See to the international protection of creative or innovative products (i.e. for patents, through the Patent Cooperation Treaty; for trademarks, through the Madrid Protocol).

C. On the Utilization/Commercialization of Intellectual Property

- IP Assessment
 - Perform technology analysis to determine the IP's readiness for commercialization using various assessment tools (i.e. NASA's Technology Readiness Level; Quad Analysis; Technology Scoring Tool, Business Model Canvas, etc.); and
 - Perform assessment of IP readiness for market launch using various tools (i.e. Market Assessment Tool; Investment Readiness Level; Community Readiness Level, etc.)
- Assessment of Most Viable Commercialization Mode
 - Assess which mode of commercialization (i.e. licensing, joint venture, etc.) is most suitable for the IP asset (i.e. using Path Decision Making Factor or other tools of assessment);
 - If licensing is the chosen mode, draft the licensing agreement together with the IP creators concerned. 3. Scout for potential licensees and prepare portfolio briefs;
 - If spinoff, prepare the business plan together with the IP creators concerned; and
 - Prepare innovation briefs /portfolio profile together with the IP creators concerned.
- IP Valuation
 - Determine the potential value of the IP to be commercialized using the most appropriate asset valuation tools (i.e. cost, income, market, relief from royalty, multiple excess earning method, etc.; and
 - Prepare the valuation report to be used as the basis for licensing negotiations and drafting the licensing contract.
- Revenue Management
 - Manage revenue cash flows from all commercialized IP assets;
 - In collaboration with the accounting office, keep a financial statement for periodic revenue streams per IP asset; and
 - See to the prompt release of the appropriate revenue shares to the rightful recipients (i.e. IP/lead creator; enabler; others) based on Net Cumulative Returns.

4. Research Contracts

- Take the lead in reviewing Research Contracts undertaken by staff or faculty members and students of the Institution.

5. Other Functions

- Spearhead DEBESMSCAT's involvement in negotiating technology transfer agreements, including activities like licensing arrangements and related agreements;
- Lead DEBESMSCAT's involvement in legal proceedings that impact the intellectual property rights of other agencies, while collaborating with their respective legal advisors; and
- Undertake additional duties that contribute to fulfilling the objectives and goals outlined in the Intellectual Property Policy and Guidelines.
- Perform such other duties and functions that may be assigned by the President or immediate supervisor.

A.4. Outline of processes for the implementation of different programs

1. Submission of Proposal/s
2. Review by the Concerned Committee
3. Submission of Proposal/s to Council Secretary
4. Scheduling of ADCO/AC Meeting
5. Preparation of documents for the Agenda Folder
6. Conduct of Meeting
7. Preparation of Minutes/Resolution
8. Endorsement to Board Admin & Finance Committee (BAFC)
9. Scheduling of BAFC Meeting
10. Preparation of Agenda Folder
11. Conduct of Meeting
12. Preparation of Endorsement
13. Signature of BAFC Members
14. Issuance of Notice Meeting
15. Preparation of Agenda Folder
16. Conduct of Meeting
17. Signing of Resolution
18. Transcription of Proceeding/Documentation
19. Preparation of Highlights, Minutes and Board Resolution
20. Preparation of Office Order for Implementation
21. Signature of the Office Order

A.5. Priority Decisions Implemented as a Result of the Organizational Structure

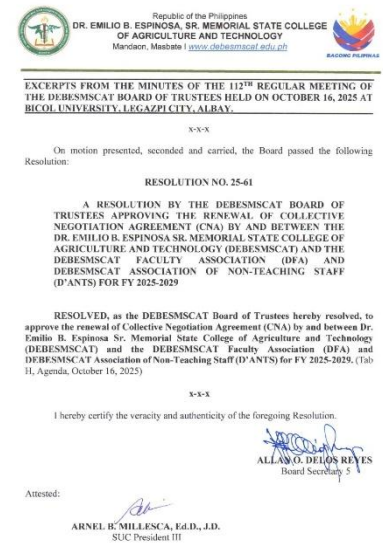
The Administrative Council serves as an important collegial mechanism for reviewing, deliberating, and recommending policies and institutional initiatives concerning the administration, management, and development of DEBESMSCAT. Through the participation of key officials from the academic, administrative, financial, research, infrastructure, student services, and other support units, the Council ensures that major institutional decisions are informed by diverse expertise and coordinated across organizational units.

Among the significant priority decisions and initiatives deliberated and implemented through the

Administrative Council are the following:

1. DEBESMSCAT Collective Negotiation Agreement (CNA)

The Council provided a venue for the review and deliberation of the **DEBESMSCAT Collective Negotiation Agreement (CNA)**, ensuring that institutional policies and management commitments appropriately address the interests and welfare of personnel while remaining consistent with applicable government rules and regulations. The process strengthened management–employee relations, promoted workplace cooperation, and supported a more harmonious and productive institutional environment.

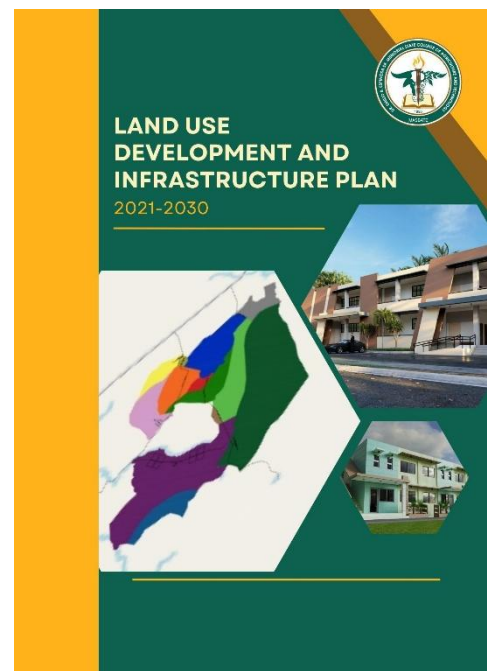


2. DEBESMSCAT Strategic Development Plan

The Council participated in the formulation and review of the **DAMGO DEBESMSCAT Strategic Development Plan, 2026-2030**, providing a mechanism for different offices and units to contribute their institutional perspectives and priorities. The Plan serves as a strategic roadmap that guides the College in setting its directions, priorities, programs, projects, and development targets. Its deliberation through the Council ensures that strategic initiatives are aligned with the College's mandate and are supported by the concerned organizational units.

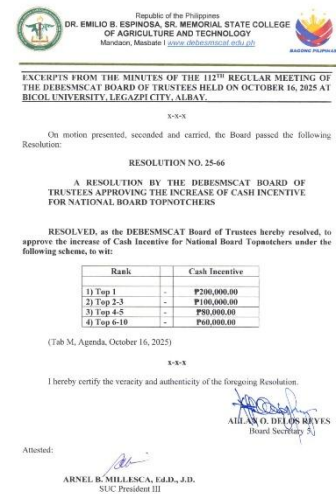
3. Land Use Development and Infrastructure Plan (LUDIP)

The Council deliberated on the **Land Use Development and Infrastructure Plan (LUDIP)** as a comprehensive framework for the systematic and sustainable utilization and development of the College's physical resources. Through the participation of concerned academic and administrative offices, the Council helped ensure that infrastructure and land-use priorities are responsive to academic requirements, institutional expansion, environmental considerations, support services, and long-term development needs.



4. Increase in Cash Rewards for National Topnotchers in Licensure Examinations

The Council deliberated on the proposed **increase in cash rewards for DEBESMSCAT graduates who achieve top ranks in national licensure examinations**. This initiative recognizes academic and professional excellence among graduates and serves as an institutional incentive for students to pursue higher levels of achievement. It also reinforces the College's commitment to quality education, excellence, and the development of highly competent graduates who can contribute to national and community development.



5. Ten-Year Personnel Development Plan

The Council considered the **Ten-Year Personnel Development Plan** as a long-term framework for strengthening the competencies, qualifications, and professional development of the College's human resources. The Plan provides direction for faculty and non-teaching personnel development through appropriate training, continuing education, advanced studies, scholarships, capability-building programs, and other professional development opportunities. This ensures that human resource development remains aligned with the College's strategic priorities and future institutional requirements.

Contribution to Good Governance

These priority decisions demonstrate how the Administrative Council transforms the organizational structure into a functional mechanism for participatory and strategic governance. By bringing together officials from different organizational units, the Council facilitates consultation, coordination, collective problem-solving, and shared accountability before major institutional policies and initiatives are implemented.

More importantly, these initiatives illustrate the institutional value of **“Together Everyone Achieves More” (TEAM)**. The Council provides a platform where different offices and stakeholders work together toward common institutional objectives, recognizing that sustainable institutional development cannot be achieved by one office or individual alone. Through **participatory governance, collaborative leadership, informed decision-making, and shared responsibility**, the Administrative Council contributes significantly to the effective implementation of DEBESMSCAT's strategic directions and its continuing pursuit of institutional excellence and universityhood.

A.6 Prevailing Best Practices in Organizational Structure

Best Practice 1: Functional and Participatory Governance through Clearly Defined Organizational Roles

DEBESMSCAT maintains a functional organizational structure with clearly defined lines of authority, responsibility, accountability, and communication from the governing body and Office of the President down to the academic, administrative, and support units. The structure is complemented by institutional committees and consultative mechanisms that facilitate participation of key stakeholders in policy formulation, planning, implementation, and decision-making.

This practice promotes participatory governance, collegiality, accountability, and shared responsibility. It enables the different organizational units to perform their respective mandates while ensuring that institutional decisions are properly coordinated and aligned with the College's vision, mission, goals, and strategic priorities.

These are evident in the following:

- Approved DEBESMSCAT Organizational Structure/Organizational Chart
- Plantilla of Positions and Staffing Pattern
- Office functions and responsibilities
- Composition and designation of institutional committees
- Board of Trustees resolutions - Office memoranda and issuances
- Minutes of meetings and consultation proceedings - Committee reports and recommendations

Best Practice 2: Responsive and Decentralized Decision-Making for Institutional Risk and Emergency Management

DEBESMSCAT demonstrates responsiveness through its organizational structure by enabling concerned offices and Colleges to make coordinated and timely decisions in situations requiring immediate institutional action. A significant example is the College's response to Typhoon Opong, wherein the administration was able to suspend classes proactively based on risk assessment and available information, without waiting solely for a public announcement from the Local Government Unit.

The organizational structure facilitated the immediate coordination of the different Colleges and offices in accounting for emergency evacuation centers, ensuring the safety and preparedness of students and personnel, and conducting immediate post-disaster damage assessment. The decentralized assignment of responsibilities allowed information to move rapidly from the operational units to the College administration for appropriate action and reporting to concerned agencies.

This practice demonstrates that the organizational structure is responsive, risk-informed, and capable of supporting rapid institutional action during emergencies.

These practices are justified along the following:

- Office Memorandum/issuance on suspension of classes
- Typhoon response and preparedness issuances
- Emergency preparedness and contingency plans

- List/accounting of emergency evacuation centers per College
- Damage assessment reports
- Incident and post-disaster reports
- Photographs/documentation of emergency response
- Reports submitted to concerned government agencies
- Minutes of meetings related to disaster preparedness and response

Best Practice 3: Cross-Functional Coordination through Institutional Committees and Management Systems

DEBESMSCAT utilizes cross-functional committees and management systems to address institution-wide priorities that cannot be effectively managed by a single office or unit. These mechanisms bring together responsible officials and representatives from different organizational areas to coordinate planning, implementation, monitoring, and evaluation.

A concrete example is the establishment and operation of institutional mechanisms for austerity, energy conservation, risk management, quality assurance, and strategic institutional development. The Committee to Formulate Institutional Austerity Measures, for instance, provides a structured mechanism for coordinating expenditure-control and energy conservation initiatives across the College. The involvement of key vice presidential offices and concerned units ensures that institutional decisions are translated into coordinated actions at the operational level.

This practice strengthens horizontal coordination, accountability, resource optimization, and institutional responsiveness. It also demonstrates that DEBESMSCAT's organizational structure is supported by functional management systems that enable continuous improvement and achievement of institutional priorities.

These are highlighted in the following MOVs:

- Office Memorandum creating the concerned committee
- Committee composition and terms of reference
- Committee meeting minutes
- Austerity and Energy Conservation Plan
- Reports on implementation and monitoring
- Institutional risk management documents
- Quality assurance documents
- Accomplishment and monitoring reports
- Board/management resolutions and directives
- Documentation of inter-office coordination

PARAMETER B - PROBITY

B.1.Composition of the BOR/BOT

Name	Position/Designation
Dr. Desiderio R. Apag III	Commissioner, Commission on Higher Education / Chairperson
Dr. Arnel B. Millesca	President, DEBESMSCAT / Vice Chairperson
Sen. Joel J. Villanueva	Chairperson, Senate Committee on Higher, Technical and Vocational Education / Member
Rep. Jude A. Acidre	Chairperson, House Committee on Higher and Technical Education / Member
RD Edna Cynthia S. Berces	Regional Director, DEPDev-5 / Member
RED Rodel P. Tornilla	Regional Executive Director, DA-5 / Member
RD Rommel R. Serrano	Regional Director, DOST-5 / Member
Dr. Ulysis L. Ferreras	President, DEBESMSCAT Faculty Association / Member
Mr. RP Reel O. Acosta	President, Supreme Student Council / Member

B.2. Functions of the BOT (Republic Act. No. 8292 as implemented by CMO No. 7, s. 2022 dated June 20, 2022)

The DEBESMSCAT governing board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under Section 36 of Batas Pambansa Blg. 68, otherwise known as the Corporation Code of the Philippines:

1. To enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the university or college;
2. To receive and appropriate all sums as may be provided, for the support of the university or college in the manner it may determine, in its discretion, to carry out the purposes and functions of the university or college;
3. To receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the university or college, subject to limitations, directions and instructions of the donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor: Provided, however, That the rights, privileges and exemptions extended by this Act shall likewise be extended to non-stock, non profit private universities and colleges: Provided, finally, That the same privileges shall also be extended to city colleges and universities with the approval of the local government unit concerned and in coordination with the CHED;
4. To fix the tuition fees and other necessary school charges, such as but not limited to matriculation fees, graduation fees and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other income generated by the university or college, shall constitute special trust funds and shall be deposited in any authorized

government depository bank, and all interests that shall accrue therefrom shall form part of the same fund for the use of the university or college: Provided, That income derived from university hospitals shall be exclusively earmarked for the operating expenses of the hospitals.

5. To enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the university or college;
6. To receive and appropriate all sums as may be provided, for the support of the university or college in the manner it may determine, in its discretion, to carry out the purposes and functions of the university or college;
7. To receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the university or college, subject to limitations, directions and instructions of the donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor: Provided, however, That the rights, privileges and exemptions extended by this Act shall likewise be extended to non-stock, non profit private universities and colleges: Provided, finally, That the same privileges shall also be extended to city colleges and universities with the approval of the local government unit concerned and in coordination with the CHED;
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Such fees and charges, including government subsidies and other income generated by the university or college, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same fund for the use of the university or college: Provided, That income derived from university hospitals shall be exclusively earmarked for the operating expenses of the hospitals.

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the university or college from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the university or college, and may be disbursed by the Board of Regents/Trustees for instruction, research, extension, or other programs/projects of the university or college: Provided, That all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If, for reasons beyond its control, the university or college, shall not be able to pursue any project for which funds have been appropriated and, allocated under its approved program of expenditures, the Board of Regents/Trustees may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the university or college;

9. To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
10. To authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment. Purchases and other transactions entered into by the

- university or college through the Board of Regents/Trustees shall be exempt from all taxes and duties;
11. To appoint, upon the recommendation of the president of the university or college, vice presidents, deans, directors, heads of departments, faculty members and other officials and employees;
 12. To fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
 13. To approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
 14. To set policies on admission and graduation of students;
 15. To award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the university or college and to authorize the award of certificates of completion of non-degree and non-traditional courses;
 16. To absorb non-chartered tertiary institutions within their respective provinces in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
 17. To establish research and extension centers of the State universities and colleges where such will promote the development of the latter;
 18. To establish chairs in the university or college and to provide fellowships for qualified faculty members and scholarships to deserving students;
 19. To delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the university or college as it may deem appropriate so as to expedite the administration of the affairs of the university or college;
 20. To authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
 21. To collaborate with other governing boards of State universities and colleges within the province or the region, under the supervision of the CHED and in consultation with the Department of Budget and Management, the restructuring of said colleges and universities to become more efficient, relevant, productive, and competitive;

22. To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the college or institution, the proceeds from which to be used for the development and strengthening of the college or university;
23. To develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution;
24. To develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
25. To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
26. To establish policy guidelines and procedures for participative decision-making and transparency within the institution;
27. To privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other activities; and
28. To extend the term of the president of the college or university beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee for the president of the institution concerned.

B.3. Major Policies

No.	BOT Reso. No.	Date Passed	Subject of the Resolution
1.	BOT Reso. 21-25	Nov. 11, 2021	APPROVING the Proposed DEBESMSCAT Research Journal Editorial Policies
2.	BOT Reso. 22-16	April 7, 2022	APPROVING the DEBESMSCAT Learning Continuity Plan
3.	BOT Reso. 23-04	January 18, 2023	APPROVING the Revised Student Handbook
4.	BOT Reso. 24-10	February 28, 2024	APPROVING the Land Used Development and Infrastructure Plan (LUDIP) of DEBESMSCAT
5.	BOT Reso. 24-21	February 28, 2024	APPROVING the DEBESMSCAT Intellectual Property Policy
6.	BOT Reso. 24-37	August 1, 2024	APPROVING the proposed revision on Grant of Study Leave for DEBESMSCAT Personnel, Amending the DEBESMSCAT faculty manual.
7.	BOT Reso. 24-45	August 1, 2024	APPROVING the revision of Graduate School Manual.
8.	BOT Reso. 25-07	March 4, 2025	APPROVING the revised Full Time Equivalent (FTE) teaching load of faculty members

9.	BOT Reso. 25-31	July 17, 2025	APPROVING the transition to Trimester Academic Calendar for graduate programs
10.	BOT Reso. 25-63	October 16, 2025	APPROVING the DEBESMSCAT Strategic Plan for 2026-2030.
11.	BOT Reso. 25-80	December 16, 2025	APPROVING the Revised Strategic Performance Management System and Internal Policy on its implementation
12.	BOT Reso. 25-83	December 16, 2025	APPROVING the Student-Centered Waste Management and Greening Policy.

B.4. Major Decisions to Support Programs and Projects

No.	BOT Reso. No.	Date Passed	Subject of the Resolution
1.	Various Board Resolutions	Various Years	Several award of contracts to contractors and suppliers on infrastructure, goods, and services
2.	Various Board Resolutions	Various Years	Several appointments of employees to various academic and non-academic positions
3.	Various Board Resolutions	Various Years	Several approvals of various MOUs/MOAs with other agencies on technical cooperation, research and extension collaboration, academic exchange programs, etc.
4.	BOT Reso. 22-18	April 7, 2022	APPROVING the renewal of the Collective Negotiation Agreement (CNA) by and among the Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT), the DEBESMSCAT Faculty Association (DFA) and the DEBESMSCAT Association of Non-Teaching Staff (D'ANTS) for FY 2022-2024, as amended
5.	BOT Reso. 25-61	October 16, 2026, 2022	APPROVING the Renewal of Collective Negotiation Agreement (CNA) by and between the Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) and DEBESMSCAT Faculty Association (DFA) and DEBESMSCAT Association of Non-Teaching Staff (D'ANTS) for FY 2025-2029.



B.5. Dissemination Process

General Procedures in the Dissemination of Policies and Systems

DEBESMSCAT follows a **structured, consultative, and documented process** in the formulation, approval, dissemination, and implementation of institutional policies, systems, and executive actions. This process ensures that decisions are not made unilaterally but undergo appropriate review, consultation, deliberation, approval, and communication to concerned stakeholders.

Proposed policies, systems, and major institutional actions are initially developed by the concerned office, committee, or functional unit based on identified institutional needs, applicable laws and regulations, national government policies, and the strategic directions of the College. Where appropriate, these proposals are referred to the concerned committees of the **Administrative Council and/or Academic Council** for technical review, consultation, comments, and recommendations.

Following the completion of the necessary staff work and consultations, the proposal is calendared for deliberation by the appropriate Council. Matters requiring governing board action are elevated to the **Board of Trustees (BOT)**, which exercises its mandate in accordance with Republic Act No. 8292 and applicable CHED policies. Board decisions are formally documented through Board resolutions and other official issuances.

Upon approval, the **Board Secretary and/or Office of the President** facilitates the preparation of the appropriate implementing issuance, such as an Office Order, Memorandum, or other official communication. The concerned office is then tasked to translate the approved policy into operational procedures, programs, or activities.

The **Records and Archives Office** and other designated offices facilitate the official dissemination of approved policies and systems to concerned college officials and personnel. Dissemination may be undertaken through official memoranda, office orders, meetings, orientations, electronic communication, institutional platforms, and other appropriate channels. For policies requiring broad institutional implementation, concerned offices conduct orientations and cascading activities to ensure common understanding and consistent application.

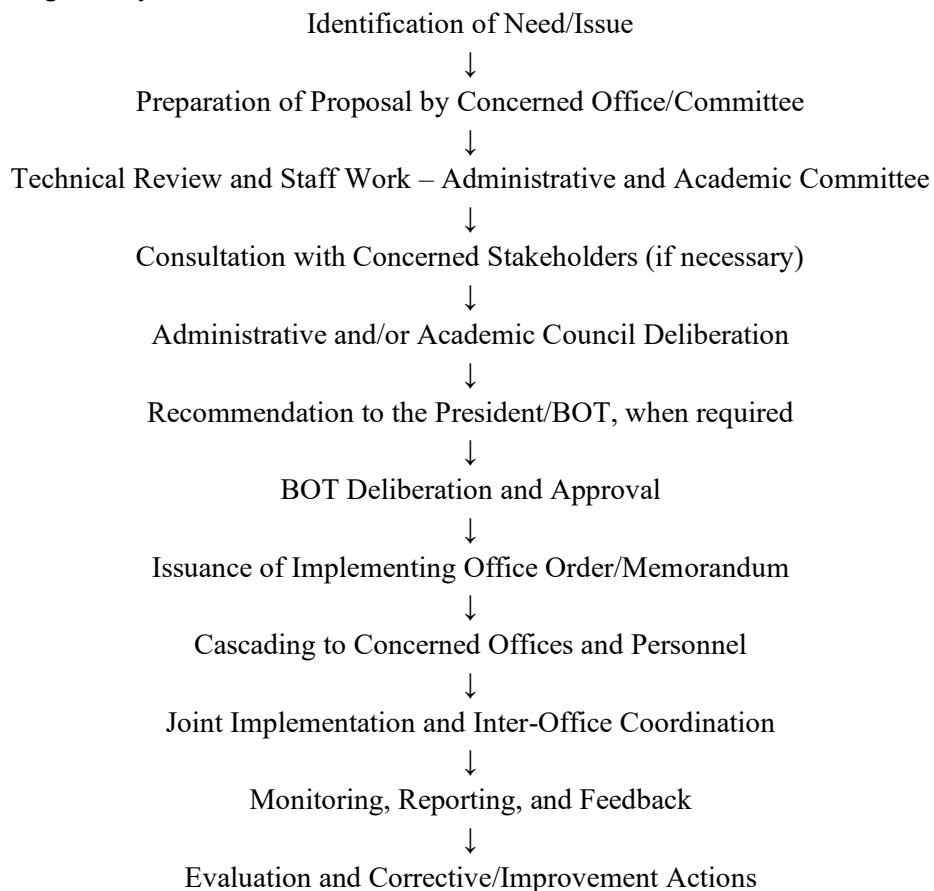
The implementation process is supported by **monitoring, reporting, documentation, and feedback mechanisms**. Implementing offices submit accomplishment and monitoring reports, while concerns, implementation issues, and necessary policy adjustments are brought back to the appropriate management bodies for action. This closed-loop process ensures that institutional policies are not only approved and disseminated but are also **understood, implemented, monitored, evaluated, and continuously improved**.

B.6. Collaboration and Coordination

System of Collaboration and Coordination in the Implementation of Policies and Systems

DEBESMSCAT implements policies and institutional systems through a multi-level collaborative governance mechanism involving the Board of Trustees, the Office of the President, the Administrative Council, Academic Council, committees, vice presidents, deans, directors, department/unit heads, faculty and non-teaching personnel, and other concerned stakeholders.

The process generally follows this coordination flow:



The system promotes **horizontal and vertical coordination**. Vertical coordination ensures that institutional policies approved by the governing bodies are properly translated into operational directives and implemented by responsible offices. Horizontal coordination ensures that offices whose functions are interdependent work together in planning, resource allocation, implementation, monitoring, and evaluation.

For major institutional decisions, concerned offices are expected to participate in the preparation of technical documents, provide relevant data, identify resource requirements, assess implementation implications, and recommend appropriate courses of action. This approach minimizes unilateral decision-making and ensures that decisions are informed by **technical expertise, stakeholder perspectives,**

institutional priorities, and applicable government regulations.

The Administrative Council and Academic Council serve as important venues for consultation and collective deliberation, while committees provide specialized technical inputs. The Office of the President provides executive direction and ensures that approved policies are translated into institutional action. The BOT, as the governing body, provides policy direction and exercises oversight over matters within its statutory authority.

Through this collaborative system, DEBESMSCAT promotes **shared responsibility, participatory governance, transparency, accountability, and institutional ownership** in the implementation of policies and systems.

B.7. Three Priority Decisions Implemented Reflecting Probity

The following three major decisions may be highlighted as concrete manifestations of probity in institutional governance:

1. Renewal of the Collective Negotiation Agreement (CNA)

The approval and implementation of the Collective Negotiation Agreement (CNA) between DEBESMSCAT and its recognized faculty and non-teaching personnel organizations demonstrate the institution's commitment to participatory governance, fairness, and respect for employee welfare.

The renewal of the CNA for FY 2025–2029, as reflected in BOT Resolution No. 25-61 dated October 16, 2025, was undertaken through institutional consultation and the established negotiation process. The decision recognizes the legitimate interests of employees while ensuring that agreements are consistent with applicable government rules and institutional resources.

Probity dimension:

- participatory decision-making;
- transparency in negotiations;
- respect for employee rights and welfare;
- compliance with government regulations; and
- responsible use of institutional resources.

2. Approval and Implementation of the DEBESMSCAT DAMGO Strategic Plan 2026–2030

The approval of the **DEBESMSCAT DAMGO Strategic Plan 2026–2030 through BOT Resolution No. 25-63 dated October 16, 2025** reflects a deliberate and forward-looking approach to institutional decision-making. The Strategic Plan provides a common framework for aligning programs, projects, resource allocation, performance targets, and institutional initiatives with the College's vision of becoming a globally focused and nationally recognized university committed to the transformation of Masbate.

Its development and approval provide a mechanism for ensuring that institutional priorities are **evidence-based, consultative, strategically aligned, and accountable for results.**

Probity dimension:

- transparent strategic direction-setting;
- alignment of resources with institutional priorities;
- participatory planning;

- accountability for performance; and
- long-term institutional stewardship.

3. Approval and Implementation of the Land Use Development and Infrastructure Plan (LUDIP)

The approval of the **DEBESMSCAT Land Use Development and Infrastructure Plan (LUDIP) through BOT Resolution No. 24-10 dated February 28, 2024** represents responsible and systematic stewardship of the College's physical assets and institutional resources.

The LUDIP provides a rational framework for the development and utilization of the College's land and infrastructure. It supports the prioritization of infrastructure projects based on institutional requirements, academic development, service delivery, environmental considerations, and long-term university development objectives.

Through an approved land-use and infrastructure framework, the College minimizes ad hoc development and promotes **planned, transparent, and accountable utilization of public resources.**

Probity dimension:

- responsible stewardship of public assets;
- systematic prioritization of infrastructure investments;
- transparency in institutional development;
- long-term planning; and
- accountability in the use of government resources.



Republic of the Philippines
DR. EMILIO B. ESPINOSA, SR. MEMORIAL STATE COLLEGE
OF AGRICULTURE AND TECHNOLOGY
Mandaoon, Masbate | www.debesmscat.edu.ph

EXCERPTS FROM THE MINUTES OF THE 26TH SPECIAL MEETING OF THE DEBESMSCAT BOARD OF TRUSTEES HELD ON FEBRUARY 28, 2024 AT COMMISSION ON HIGHER EDUCATION, HEDC BUILDING, PRES. CALOS P. GARCIA AVENUE UNIVERSITY OF THE PHILIPPINES, DILIMAN, QUEZON CITY.

X-X-X

On motion presented, seconded and carried, the Board passed the following Resolution:

RESOLUTION NO. 24-10

A RESOLUTION BY THE DEBESMSCAT BOARD OF TRUSTEES APPROVING THE LAND USE DEVELOPMENT AND INFRASTRUCTURE PLAN (LUDIP) OF DEBESMSCAT.
(Tab A, Agenda, February 28, 2024)

X-X-X

I hereby certify the veracity and authenticity of the foregoing Resolution.


ALLAN O. DELOS REYES
Board Secretary

Noted :


ARNEL B. MILLESCA, Ed.D., J.D.
S/C President III

B.8. Distinct Prevailing Best Practices Related to Probity

1. Participatory and Consultative Decision-Making

DEBESMSCAT institutionalizes through the Executive Committee composed of Vice Presidents, Deans, Campus Administrator & staff directors participatory governance by providing opportunities for concerned offices, councils, committees, personnel, students, and other stakeholders to contribute to the formulation and review of policies and major institutional decisions.

The use of the Administrative Council and Academic Council as deliberative and consultative bodies ensures that proposals receive appropriate technical and stakeholder inputs before they are elevated for final action. This practice promotes transparency, inclusivity, and shared institutional responsibility.

2. Documented and Traceable Governance Decisions

A distinct best practice of DEBESMSCAT is the formal documentation and traceability of major institutional decisions.

Major policies and actions are supported by official documents such as:

- BOT resolutions;
- Administrative and Academic Council records;
- Office Orders and Memoranda;
- committee reports and recommendations;
- minutes of meetings; accomplishment and monitoring reports; and
- supporting technical and financial documents.

This documentation establishes a clear **audit trail from proposal, consultation, deliberation, approval, dissemination, implementation, and monitoring**. It strengthens institutional accountability and provides objective evidence that decisions are made through established processes.

3. Responsible Stewardship and Alignment of Resources with Institutional Priorities

DEBESMSCAT demonstrates probity by ensuring that major institutional decisions involving programs, projects, personnel, infrastructure, and resources are aligned with approved institutional plans and government requirements.

Examples include the Strategic Plan 2026–2030, LUDIP, institutional performance management mechanisms, and other BOT-approved policies. These instruments provide a basis for prioritizing institutional investments and activities rather than relying on ad hoc or individual preferences.

This practice promotes economy, efficiency, effectiveness, accountability, and sustainability in the utilization of public resources.

4. Transparent Policy Dissemination and Accountability for Implementation

Another prevailing practice is the systematic cascading of approved policies through formal issuances and communication channels. Once a policy or decision is approved, the responsible offices are identified and provided with appropriate implementing instructions.

The process does not end with issuance. Responsible offices are expected to implement, document, monitor, and report accomplishments. Feedback and implementation issues are brought to management for appropriate action.

This creates a **policy-to-implementation accountability chain**, ensuring that approved decisions are translated into measurable institutional actions. 5. Governing Board Oversight and Compliance The active exercise of the BOT's statutory powers and responsibilities provides an additional layer of institutional accountability. Major policies and strategic decisions are subjected to governing board deliberation and approval when required.

The College's practice of grounding Board actions on **RA 8292, CHED policies, government rules, institutional plans, and stakeholder** consultations demonstrates that institutional authority is exercised within the bounds of law and established governance mechanisms.

PARAMETER C. GOVERNANCE – STRATEGIC VISION

DEBESMSCAT's governance and strategic vision provide the institutional direction, priorities, and framework for achieving its mandate as a higher education institution and for advancing its long-term aspiration of becoming a premier university. The institution's strategic direction is anchored on its Vision and Mission, which articulate its commitment to **global engagement, national recognition, academic excellence, and the transformation of Masbate** through instruction, research, extension, and production.

The institutional vision, **"By 2050, DEBESMSCAT is a premier university that is globally focused, nationally recognized, and committed to the transformation of Masbate,"** provides a clear long-term destination. It is translated into strategic priorities that focus on internationalization, quality assurance and accreditation, research and innovation, human capital development, infrastructure development, community engagement, and effective governance. The Mission, in turn, defines the institution's core commitments to accessible and quality education, the development of academically and technically prepared graduates, and the establishment of Centers of Development and Centers of Excellence for its flagship programs.

To operationalize this long-term direction, DEBESMSCAT has developed its **Strategic Development Plan (SDP) 2026–2030, with the theme "DAMGO: Laying the Foundation Towards Becoming a Premier University by 2050."** The Plan provides a phased roadmap beginning with the strengthening of institutional foundations in 2026, followed by the strengthening of systems, expansion and national leadership, global competitiveness and regional impact, and ultimately readiness for global university status by 2030. Its strategic priorities cover access, equity and excellence in education; quality and relevance of instruction; research, innovation and creative works; extension and community engagement; and transparent governance and efficient resource management.

The strategic vision is further translated into concrete annual commitments through the **DEBESMSCAT Annual Operational Plan (AOP) 2026.** The AOP identifies key result areas, objectives, programs, and activities that enable the institution to progressively implement the Strategic Development Plan. This alignment of the Vision and Mission, Strategic Development Plan, and Annual Operational Plan demonstrates **a clear line of sight from institutional aspirations to actionable programs, measurable results, and accountable implementation.**

DEBESMSCAT also ensures that its strategic direction is responsive to **local, regional, national, and global development priorities.** The institutional Vision and Mission are aligned with major national frameworks such as AmBisyon Natin 2040, the Philippine Development Plan 2023–2028, and the CHED ACHIEVE Framework, as well as the Bicol Regional Development Plan 2023–2028. At the global level, the strategic direction responds to emerging trends in higher education, including internationalization, digital transformation, innovation and the knowledge economy, sustainable development, research collaboration, global competitiveness, and graduate employability.

More importantly, the strategic vision is **development-oriented and place-based,** recognizing DEBESMSCAT's unique role in contributing to the socioeconomic transformation of Masbate. Through research and innovation, extension services, technology transfer, academic programs responsive to local needs, infrastructure development, partnerships, and the establishment of specialized research and innovation centers, the institution positions itself not merely as an educational institution but as a strategic partner in the development of Masbate and the Bicol Region.

Thus, DEBESMSCAT's governance and strategic vision demonstrate a coherent and forward-

looking system in which **vision provides the destination, strategic planning establishes the roadmap, annual operational planning translates priorities into action, and governance mechanisms ensure accountability, participation, monitoring, and continuous improvement.** This integrated approach strengthens the institution's capacity to respond to emerging challenges, optimize resources, sustain quality and excellence, and progressively realize its aspiration of becoming a premier university by 2050.

C.1. Vision and Mission Statements

State the Vision and Mission

Vision

By 2050, DEBESMSCAT is a premier university that is globally focused, nationally recognized, and committed to the transformation of Masbate.

The vision emphasizes three major aspirations:

1. becoming globally focused through internationalization and global partnerships;
2. becoming nationally recognized through academic excellence, accreditation, and quality assurance; and
3. becoming committed to the transformation of Masbate by addressing the province's social and economic development through instruction, research, extension, and production.

Mission

DEBESMSCAT shall:

1. Provide quality education, research, extension, and production with accessible, data-driven, and internationalized quality service.
2. Produce academically and skills-prepared, values-oriented, and leadership-honed graduates who are lifelong learners and globally competitive.
3. Establish Centers of Development and Centers of Excellence for the institution's flagship academic programs.
4. Strengthen partnerships with local, national, and international institutions for academic research, production, and community-based collaboration.



C.1.1. Congruence with Local and National goals

DEBESMSCAT ensures that its institutional Vision and Mission are responsive to and aligned with relevant **national and regional development goals and priorities**. This alignment is reflected in the Strategic Development Plan 2026–2030, which translates national and regional aspirations into institutional directions, programs, and initiatives. Through its core functions of instruction, research, extension, production, and governance, the College contributes to human capital development, socioeconomic transformation, innovation, inclusive growth, and sustainable development.

National Goals

AmBisyon Natin 2040.

DEBESMSCAT's Vision and Mission are strongly aligned with AmBisyon Natin 2040, which envisions a strongly rooted, comfortable, secure, and prosperous life for all Filipinos through inclusive development and quality education. This alignment is demonstrated by the institution's commitment to providing accessible and quality education and developing graduates who are academically competent, technically skilled, values-oriented, leadership-honed, lifelong learners, and globally competitive. Beyond instruction, DEBESMSCAT contributes to socioeconomic transformation through research, extension, innovation, and production initiatives that respond to community and development needs. Through these commitments, the institution contributes to the realization of the national aspiration by producing educated, skilled, productive, and socially responsible citizens.

Philippine Development Plan (PDP) 2023–2028.

The DEBESMSCAT Strategic Development Plan likewise supports the goals of the Philippine Development Plan 2023–2028, particularly its emphasis on economic and social transformation through quality education, lifelong learning, innovation, human capital development, and inclusive growth. The institutional Mission translates these national priorities into concrete commitments to quality instruction, continuous faculty development, research and innovation, industry-responsive curricula, graduate employability, and internationalization. These initiatives strengthen the capacity of students, faculty, and stakeholders to contribute meaningfully to national development. In particular, the institution's emphasis on producing academically and skills-prepared graduates helps build the human capital needed to support a productive, innovative, and inclusive Philippine economy.

CHED ACHIEVE Framework.

The institutional Vision and Mission are also consistent with the priorities of the CHED ACHIEVE Framework, particularly in promoting access, capacity building, higher education quality, internationalization, research excellence, vibrant innovation, and education for sustainable development. DEBESMSCAT addresses these priorities through its commitment to accessible and quality education, internationalized services, research and innovation, community engagement, partnerships, and the development of Centers of Development and Centers of Excellence for its flagship academic programs. These commitments demonstrate the institution's continuing effort to enhance the quality and relevance of higher education while strengthening its capacity to generate knowledge, foster innovation, and contribute to sustainable development.



Regional Goals

Bicol Regional Development Plan (RDP) 2023–2028.

At the regional level, DEBESMSCAT's strategic direction is aligned with the Bicol Regional Development Plan 2023–2028, which envisions economic and social transformation toward a prosperous, inclusive, and resilient society. The Regional Development Plan emphasizes inclusive growth, poverty reduction, resilience, and research-driven regional development. Consistent with these priorities, DEBESMSCAT undertakes research addressing pressing regional and local concerns and develops technologies and innovations relevant to agriculture, fisheries, the environment, and local industries. The institution further extends research results, technologies, and innovations to communities to facilitate their adoption and utilization. Through extension and community engagement, DEBESMSCAT promotes sustainable livelihoods and contributes to inclusive and resilient communities across Masbate and the Bicol Region.

The institution's role as a higher education institution is therefore not limited to the delivery of academic programs. Its research, extension, production, innovation, and community engagement initiatives serve as mechanisms for translating knowledge into development outcomes. In this regard, DEBESMSCAT's commitment to the transformation of Masbate provides a strong local dimension to its institutional Vision and Mission while supporting broader regional and national development priorities.

C.1.2. Identify the Relevance of the Institutional Vision and Mission to Global Trends

The Vision and Mission of the Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) are responsive to and aligned with contemporary global trends in higher education. They provide strategic direction for the institution to develop globally competitive graduates, strengthen international linkages, promote research and innovation, embrace digital transformation, advance sustainable development, and enhance graduate employability. These commitments demonstrate the institution's awareness of the changing higher education landscape and its determination to position itself as a responsive, innovative, and globally relevant higher education institution.

Internationalization of Higher Education

Internationalization has become a significant trend in higher education, characterized by increasing international partnerships, faculty and student mobility, collaborative research, knowledge exchange, and participation in global higher education networks and rankings. DEBESMSCAT responds to this trend by strengthening its international linkages and pursuing opportunities for academic and institutional

collaboration beyond the local and national levels.

The institutional Vision and Mission provide the foundation for expanding international engagement through the establishment of academic partnerships, exchange and mobility programs, collaborative research initiatives, and participation in international higher education networks and benchmarking activities. These initiatives are intended to enhance the global exposure of students, faculty, and personnel while improving the quality and competitiveness of the institution's academic and research programs.



DEBESMSCAT's efforts toward internationalization are also reflected in its aspiration to participate in recognized global higher education rankings and benchmarking initiatives, including Times Higher Education (THE), QS, and the World University Rankings for Innovation (WURI). Through these initiatives, the institution seeks to strengthen its international visibility, improve institutional performance, and benchmark its practices against global standards. Thus, the DEBESMSCAT Vision and Mission provide a clear framework for gradually developing an internationally engaged and globally competitive institution.



Sustainable Development Goals

The global higher education sector increasingly recognizes the critical role of universities and colleges in advancing the United Nations Sustainable Development Goals (SDGs). DEBESMSCAT integrates the principles of sustainable development into its institutional direction, particularly through its commitment to quality education, research, innovation, community engagement, environmental sustainability, and inclusive development.

The institutional Strategic Plan mainstreams the SDGs, with particular emphasis on **SDG 4 – Quality Education**, while also contributing to goals related to poverty reduction, innovation, sustainable communities, climate action, environmental protection, and inclusive socioeconomic development. Through instruction, research, extension, and production, DEBESMSCAT addresses development concerns at both the community and broader regional levels.

The institution's academic programs contribute to human capital development by providing accessible and quality higher education, while its research and extension activities generate knowledge and innovations that respond to community and environmental concerns. These initiatives reinforce the institution's role as an active partner in promoting sustainable development and demonstrate the relevance of its Vision and Mission to the global sustainability agenda.

Innovation and Knowledge Economy

The transition toward a knowledge-based economy has placed research, innovation, technology development, and commercialization at the center of higher education. Universities and colleges are increasingly expected not only to generate knowledge but also to transform research outputs into practical solutions, technologies, enterprises, and innovations that contribute to socioeconomic development.



DEBESMSCAT responds to this global trend by strengthening its research and innovation ecosystem. The institution is pursuing the establishment and development of research centers, innovation hubs, an Intellectual Property and Technology Business Management Center, a Digital Transformation and Innovation Center, and technology commercialization initiatives. These mechanisms provide institutional support for the generation, protection, utilization, and commercialization of knowledge and research outputs.

Through these initiatives, DEBESMSCAT seeks to transform research into innovative products, services, technologies, and solutions that address local and regional development needs. The institution's focus on agriculture, fisheries, environmental sustainability, technology, and other priority areas further strengthens its contribution to a knowledge-based and innovation-driven economy. Hence, the Vision and Mission are responsive to the growing global expectation that higher education institutions serve as engines of innovation and socioeconomic transformation.

Digital Transformation

Digital transformation is another major global trend reshaping higher education. Institutions worldwide are adopting information and communication technologies to improve teaching and learning, research, student services, institutional management, and governance. DEBESMSCAT recognizes the importance of digital transformation in ensuring efficient, accessible, flexible, and technology-enabled delivery of higher education.



In response, the institution is strengthening its digital infrastructure and information systems, including **Management Information Systems, Human Resource Information Systems, digital learning platforms, Smart Campus initiatives, and ICT infrastructure**. These initiatives support the digitalization of institutional processes and provide students, faculty, and personnel with improved access to academic and administrative services.

The integration of digital technologies also enhances institutional efficiency, transparency, and evidence-based decision-making. By developing technology-enabled systems and expanding digital learning opportunities, DEBESMSCAT is positioning itself to respond effectively to emerging educational technologies and the changing needs of learners and stakeholders.

Graduate Employability and Global Competitiveness

Graduate employability has become a major concern in global higher education, with institutions increasingly expected to produce graduates who can adapt to rapidly changing workplaces, technological developments, and international labor markets. DEBESMSCAT addresses this global trend through its commitment to developing graduates who possess not only academic knowledge but also technical competencies, leadership capabilities, values, adaptability, and lifelong learning skills.

The institutional Mission provides direction for producing graduates who **are academically competent, technically skilled, values-oriented, leadership-honed, lifelong learners, and globally market-ready**. This holistic orientation recognizes that employability extends beyond disciplinary knowledge and requires graduates to demonstrate professional competence, ethical values, leadership, adaptability, innovation, and continuous learning.

The institution therefore seeks to ensure that its academic programs remain responsive to industry and community needs through industry-responsive curricula, experiential learning, skills development, research, extension, and partnerships with relevant stakeholders. These efforts enhance the capacity of graduates to secure employment, pursue entrepreneurship, adapt to emerging occupations, and contribute meaningfully to local, national, and global development.

C. 2. Institutional Development Plan

The **DEBESMSCAT Strategic Development Plan 2026–2030**, anchored on the theme **“DAMGO: Laying the Foundation Towards Becoming a Premier University by 2050,”** provides the institution with a clear and progressive roadmap for organizational transformation, academic excellence, global competitiveness, and regional development. The Plan translates the long-term institutional vision into measurable strategic priorities and annual targets that guide DEBESMSCAT toward its aspiration of becoming **a premier university that is globally focused, nationally recognized, and committed to the transformation of Masbate.**

The Strategic Development Plan adopts a phased approach. The five-year period begins with laying the institutional foundation in 2026, progresses toward strengthening institutional systems in 2027, advances to expansion and national leadership in 2028, moves toward global competitiveness and regional impact in 2029, and culminates in readiness for global university status in 2030. This progression ensures that institutional development is systematic, results-oriented, and responsive to emerging national, regional, and global demands in higher education.

C.2.1. Long-Term Vision and Strategic Direction

The long-term direction of DEBESMSCAT is embodied in its 2050 vision of becoming **a premier university that is globally focused, nationally recognized, and committed to the transformation of Masbate.** This vision serves as the overarching direction for institutional planning and development. It emphasizes three interconnected aspirations: strengthening the institution's global presence, achieving sustained national recognition for quality and excellence, and using higher education, research, innovation, extension, and production to contribute meaningfully to the socioeconomic transformation of Masbate.

The 2026–2030 Strategic Development Plan serves as the initial implementation pathway toward this long-term vision. Rather than treating universityhood as an immediate endpoint, the Plan establishes progressive milestones that build the institutional capacities, systems, infrastructure, academic quality, research productivity, partnerships, and governance mechanisms necessary for long-term sustainability.

Year 1 – 2026: Laying the Foundation

The first year of the Strategic Development Plan focuses on **laying the institutional foundation** for global engagement, national recognition, and the transformation of Masbate. Under the global focus agenda, DEBESMSCAT strengthens its internationalization mechanisms through the full organization of the Office of International Relations, the establishment of ten international partnerships, the sustained participation in the World University Rankings for Innovation (WURI), the development of systems for international students, and the formation of a technical working group for global university rankings. These initiatives establish the institutional structures necessary for sustained international engagement and global visibility.

In pursuit of national recognition, the institution targets the achievement of 95% accredited academic programs, the recertification of ISO 9001:2015, the sustenance of PRIME-HRM Level II, the attainment of the Philippine Quality Award, and improved board examination performance, with at least 81% of board programs targeted to perform above the national passing rate. These targets demonstrate the institution's commitment to quality assurance, organizational excellence, and academic outcomes.

The year also initiates major interventions for the transformation of Masbate. These include the opening of new campuses in Masbate City and Placer, the implementation of the **Land Use Development**

and Infrastructure Plan (LUDIP), and the establishment of strategic centers such as the Intellectual Property and Technology Business Management Center, Creative Works Center, and Futures Thinking Center. The institution also launches Sustainable Development Goal (SDG) radio programs and introduces ETEEAP and micro-credential programs to expand access to flexible and responsive higher education.

Year 2 – 2027: Strengthening Institutional Systems

The second year focuses on **strengthening institutional systems** and consolidating the foundations established in 2026. DEBESMSCAT expands its international partnerships to twelve, sustains its WURI participation, strengthens systems for foreign students, and develops data systems that support participation in the Times Higher Education (THE) rankings. These initiatives strengthen the institution's capacity for internationalization and evidence-based global benchmarking.

For national recognition, the institution aims to achieve **100% accreditation of academic programs**, obtain **ISO 21001:2018 certification**, attain **PRIME-HRM Level III**, sustain the Philippine Quality Award, and maintain board examination performance above the national average. These targets signify the transition from establishing quality systems to institutionalizing a culture of excellence and continuous improvement.

The Masbate transformation agenda during 2027 focuses on resolving institutional land concerns and implementing 20% of LUDIP projects. DEBESMSCAT also strengthens its research and innovation ecosystem through the establishment of the **Coconut Research and Product Innovation Center, Bicol Regional Batuhan Research and Product Innovation Center, and Sustainable Communities Center**. SDG communication initiatives are likewise sustained to enhance public awareness and community engagement.

Year 3 – 2028: Expansion and National Leadership

The third year marks the transition toward **expansion and national leadership**. DEBESMSCAT increases its international linkages to fifteen, prepares for participation in the THE Impact Rankings, registers more researchers in global databases, and develops institutional capacity for hosting foreign students. These initiatives strengthen the institution's global research and academic networks while enhancing its international visibility.

At the national level, DEBESMSCAT sustains ISO 21001, PRIME-HRM Level III, and the Philippine Quality Award. The institution also advances its academic programs by submitting Master of Arts in Education (MAEd) programs for Center of Development (COD) status and maintains high performance in licensure examinations. The Masbate transformation agenda expands through the opening of the **San Fernando Campus**, the establishment of two new colleges, and the implementation of 25% of LUDIP. Research capacity is further strengthened through the establishment of the Small Ruminant Research Center and **Farm Fowl Research Center**. These initiatives demonstrate the institution's increasing role as a driver of agricultural development, innovation, knowledge generation, and socioeconomic transformation in Masbate and the Bicol Region.

Year 4 – 2029: Global Competitiveness and Regional Impact

The fourth year focuses on **global competitiveness and regional impact**. DEBESMSCAT prepares and submits its application to the **THE Impact Rankings**, expands international partnerships to eighteen, admits its first batch of foreign students, and increases the number of researchers represented in global research databases. These initiatives signify a major advancement from establishing international

linkages toward achieving measurable global engagement and visibility. National recognition is pursued through the submission of the Bachelor of Secondary Education programs for Center of Development status while sustaining ISO 21001, PRIME-HRM Level III, and the Philippine Quality Award. The institution also continues to strengthen national licensure examination performance.

The Masbate transformation agenda advances through the establishment of the **Aroroy Campus**, the opening of two additional colleges, and the implementation of 30% of LUDIP. Strategic development initiatives include the establishment of the **Masbate Rodeo Academy, Bicol Regional Center for Cattle Research and Products Innovation, Sirungan Agri-Eco-Tourism Demo Farm, and Bicol Regional Center for Marine Biodiversity**. These initiatives position DEBESMSCAT as a significant contributor to regional research, innovation, culture, agriculture, tourism, and environmental sustainability.

Year 5 – 2030: Readiness for Global University Status

The fifth year culminates in the strategic theme “**Readiness for Global University Status.**” At this stage, DEBESMSCAT seeks to enter the THE Impact Rankings and QS Rankings, sustain twenty international partnerships, increase the participation of DEBESMSCAT researchers in global databases, and welcome a second batch of international students. These initiatives demonstrate the institution's progression toward a more internationally engaged and globally competitive university.

National recognition is further strengthened through the achievement of **100% accreditation of academic programs**, the sustained implementation of ISO 21001, PRIME-HRM Level III, and the Philippine Quality Award, and the maintenance of at least 85% of board programs performing above the national passing average. Flagship programs are also advanced toward Centers of Development and Centers of Excellence, reinforcing the institution's commitment to sustained academic quality.

For the transformation of Masbate, the Plan prioritizes the expansion of research and innovation centers, strengthening the commercialization of research outputs, expanding campuses and academic offerings, and fully operationalizing flagship research, extension, and production initiatives that support the socioeconomic development of Masbate. Through these efforts, DEBESMSCAT moves beyond being an institution that provides higher education toward becoming a **knowledge-generating, innovation-driven, and community-responsive university**.

Five Strategic Institutional Priorities

The Strategic Development Plan is consistently guided by five institutional priorities that provide coherence across the various programs, projects, and activities from 2026 to 2030.

First, Access, Equity, and Excellence in Education ensures that DEBESMSCAT remains committed to providing inclusive and quality higher education. This priority encompasses strengthened student services, scholarships, mental health programs, student organizations, and alumni engagement. It recognizes that institutional excellence must be accompanied by equitable access and comprehensive support for students.

Second, Quality and Relevance of Instruction focus on ensuring that academic programs remain responsive to industry, community, national, and global requirements. Curriculum enhancement, accreditation, faculty development, internationalization, and graduate employability are central components of this priority. Through these mechanisms, the institution seeks to produce graduates who are competent, adaptable, values-oriented, leadership-honed, lifelong learners, and globally market-ready.

Third, Research, Innovation, and Creative Works strengthens DEBESMSCAT's role as a producer and disseminator of knowledge. The priority emphasizes research productivity, scholarly publications, intellectual property generation, innovation centers, and external research funding. It supports the institution's aspiration to transform research into practical solutions, technologies, products, and services that address local and regional development concerns.

Fourth, Extension and Community Engagement ensures that institutional knowledge and innovations are translated into meaningful community benefits. Technology transfer, community development, sustainable livelihoods, and stronger partnerships with local government units and industries are emphasized. Through this priority, DEBESMSCAT strengthens its role as a development partner of Masbate communities and contributes to sustainable and inclusive socioeconomic development.

Fifth, Transparent Governance and Efficient Resource Management provides the institutional foundation for sustainable and accountable development. Digital transformation, sound financial management, quality assurance, human resource development, and smart campus infrastructure are prioritized to ensure that institutional resources are managed effectively and that governance systems remain transparent, responsive, efficient, and results-oriented.

C.2.2. DEBESMSCAT Annual Operational Plan (AOP) 2026

The DEBESMSCAT Annual Operational Plan (AOP) 2026 serves as the institution's immediate implementation framework for translating its Strategic Development Plan and long-term vision into concrete programs, activities, and initiatives. Anchored on the institutional vision of becoming **a premier university that is globally focused, nationally recognized, and committed to the transformation of Masbate by 2050**, the 2026 AOP focuses on establishing the institutional, academic, governance, research, infrastructure, and internationalization foundations necessary for sustained institutional growth.

The AOP is organized into five major Key Result Areas (KRAs), complemented by physical development and infrastructure initiatives. These areas provide a systematic framework for addressing student development, quality and relevance of instruction, research and innovation, extension and community engagement, transparent governance, efficient resource management, and institutional infrastructure.

I. Executive Direction

The executive direction of DEBESMSCAT for 2026 is guided by its long-term vision of becoming a globally focused and nationally recognized premier university that contributes significantly to the transformation of Masbate. Consistent with this direction, the institution shall prioritize the establishment of the foundational systems and mechanisms required to support its future university status and long-term institutional aspirations.

For 2026, the institution shall therefore concentrate on strengthening its institutional systems, improving academic quality, expanding research and innovation, enhancing community engagement, promoting internationalization, modernizing governance and management systems, and initiating priority infrastructure projects. These initiatives are intended to establish a strong institutional foundation upon which subsequent phases of expansion and national and international competitiveness can be built.

II. Key Result Area: Promote Access, Equity, and Excellence in Education

DEBESMSCAT shall strengthen its commitment to accessible, equitable, inclusive, and student-centered education by enhancing programs and services that address the holistic development and welfare of its students. The institution shall institutionalize a comprehensive Mental Health Program and strengthen guidance and counseling services to ensure that students receive appropriate psychosocial and developmental support throughout their academic journey.



Student health and welfare shall likewise be strengthened through the provision of accessible medical services, including the establishment of 24/7 medical support, as well as the improvement of student welfare programs. The institution shall further promote active student participation by strengthening student organizations and expanding opportunities for leadership, engagement, and personal development.

The institution shall continue to mainstream **Gender and Development (GAD)** programs and initiatives and expand scholarship opportunities to provide greater support to students, particularly those requiring financial assistance. Alumni engagement shall also be strengthened to establish stronger linkages between graduates and the institution and to maximize their contribution to institutional development, mentoring, employment opportunities, and community engagement.

To improve student access, retention, and completion, DEBESMSCAT shall review and enhance its admission and retention policies. These efforts are intended to create a more responsive and inclusive student support system that promotes academic success, equity, persistence, and excellence.



III. Key Result Area 2: Improve Quality and Relevance of Instruction

DEBESMSCAT shall pursue continuous improvement in the quality, relevance, and responsiveness of its academic programs. Curriculum review shall be undertaken to ensure that programs remain aligned with emerging industry requirements, national development priorities, professional standards, and the evolving needs of learners and communities. The institution shall strengthen the implementation of **Outcomes-Based Education (OBE)** to ensure that teaching and learning processes are clearly directed toward the attainment of defined learning outcomes.

The institution shall likewise enhance graduate employability initiatives by strengthening career preparation, industry linkages, workplace exposure, and other mechanisms that facilitate the transition of graduates from higher education to employment and professional practice.

Quality assurance shall remain a major institutional priority. DEBESMSCAT shall strengthen compliance with **Certificate of Program Compliance (COPC)** requirements, sustain its accreditation initiatives, and prepare qualified academic programs for potential **Center of Development (COD)** and **Center of Excellence (COE)** recognition. These initiatives demonstrate the institution's commitment to continuous improvement and external quality assurance.

Faculty development shall be enhanced through increased participation in training and professional development programs, expanded postgraduate scholarship opportunities, greater international exposure, and strengthened career development mechanisms. These initiatives are intended to enhance faculty competencies, improve instructional effectiveness, and strengthen the institution's academic capacity.

Library services shall also be modernized through the expansion of digital resources, improvement of e-learning commons, and increased subscriptions to academic journals and other scholarly resources. These initiatives will provide students, faculty, and researchers with improved access to current and relevant information resources.

In support of the institution's global orientation, DEBESMSCAT shall develop an **Internationalization Roadmap**, organize the **Office of International Relations**, initiate exchange programs, and develop online short courses. These activities will establish the initial mechanisms for international academic collaboration, mobility, knowledge exchange, and global engagement.

IV. Key Result Area 3: Strengthen Research, Innovation, and Creative Works

DEBESMSCAT shall strengthen its research ecosystem by establishing policies, systems, incentives, and support mechanisms that encourage increased research productivity and quality. The institution shall approve and implement an updated Research Manual to provide a clear institutional framework for research planning, implementation, publication, intellectual property protection, and dissemination.

Institutional research outputs shall be increased through the implementation of priority research programs and stronger support for faculty and staff researchers. The institution shall improve its publication rate and encourage greater participation in national and international conferences to facilitate the dissemination and exchange of research knowledge. Research incentives shall likewise be strengthened to motivate researchers and recognize outstanding research accomplishments.

Innovation shall be promoted through the establishment of an Intellectual Property Office, registration of patents and copyrights, and the development of interdisciplinary research centers. DEBESMSCAT shall also formulate a commercialization framework to facilitate the transformation of research outputs and innovations into usable products, technologies, services, and other forms of value for communities and industry.

To strengthen the financial sustainability of research activities, the institution shall pursue external research grants and expand partnerships with government agencies, academic institutions, industry, and other research organizations. University-industry collaboration shall be strengthened to provide opportunities for joint research, technology development, innovation, and commercialization.



V. Key Result Area 4: Adaptive Extension and Community Engagement

DEBESMSCAT shall enhance its extension and community engagement programs by making them more responsive to the actual needs and development priorities of partner communities. The Extension Office shall be strengthened to improve coordination, planning, implementation, monitoring, and evaluation of extension initiatives.

The institution shall conduct systematic community needs assessments to ensure that extension programs are evidence-based, demand-driven, and aligned with community priorities. Technology transfer and community training shall be expanded to facilitate the application of appropriate technologies, knowledge, and innovations generated by the institution.

The institution shall also strengthen **NSTP extension activities** as part of its commitment to developing socially responsible and community-oriented students.

Partnerships with local government units, nongovernment organizations, industry, and other stakeholders shall be expanded to increase the reach and sustainability of extension initiatives. DEBESMSCAT shall also develop flagship extension projects that can demonstrate the institution's distinctive contribution to community development.

To ensure that extension activities generate measurable and sustainable outcomes, the institution shall conduct impact assessments, increase the number of beneficiaries reached, and promote the implementation of the Sustainable Development Goals (SDGs) through its community engagement programs.



VI. Key Result Area 5: Transparent Governance and Efficient Management

DEBESMSCAT shall strengthen transparent, accountable, responsive, and efficient governance through systematic planning, quality assurance, performance monitoring, human resource development, sound financial management, records modernization, and digital transformation.

Governance and Organizational Performance

The institution shall institutionalize annual operational planning as a mechanism for translating strategic priorities into measurable programs and activities. Quality assurance systems shall be strengthened to ensure that institutional processes consistently comply with applicable standards and requirements. Organizational performance shall be improved through the institutionalization of **Key Performance Indicator (KPI) monitoring**, enabling management to systematically assess accomplishments, identify gaps, and implement appropriate corrective and improvement measures.



Human Resource Development

Human resource management shall focus on strengthening PRIME-HRM systems and developing a comprehensive Career Development Program for faculty and non-teaching personnel. Staff capability-building activities shall be expanded to ensure that personnel possess the competencies necessary to perform their functions effectively and respond to emerging institutional requirements.

The institution shall likewise strengthen its **Occupational Safety and Health** programs to promote a safe, healthy, and supportive workplace for all personnel.



Financial Management

DEBESMSCAT shall improve budget utilization by strengthening budget planning, monitoring, and expenditure management. Compliance with Commission on Audit (COA) requirements shall be strengthened to promote accountability and proper stewardship of public resources.

Procurement processes shall be improved through more systematic planning, monitoring, and compliance with applicable government procurement laws and regulations. Financial reporting shall likewise be enhanced to ensure that financial information is accurate, timely, transparent, and useful for institutional decision-making.



Records Management

The institution shall modernize its records management system through digital archiving and the implementation of an **Electronic Records Management System**. These initiatives will improve the accessibility, security, preservation, retrieval, and integrity of institutional records while supporting more efficient administrative transactions.

Information and Communications Technology

Digital transformation shall be advanced through the development of a **Human Resource Information System (HRIS)**, upgrading of the **Student Information and Accounting System (SIAS)**, improvement of the campus network, and expansion of the Management Information System (MIS). Cybersecurity measures shall likewise be strengthened to protect institutional information systems and data.

These ICT initiatives are intended to improve operational efficiency, support evidence-based decision-making, enhance service delivery, and establish the technological foundation of a smart and digitally enabled institution.



VII. Physical Development and Infrastructure

Physical development shall support the institution's academic, administrative, research, and community engagement priorities. DEBESMSCAT shall begin the implementation of the **Land Use Development and Infrastructure Plan (LUDIP)** to guide the systematic and sustainable development of its physical resources and campus environment.

Academic infrastructure shall be enhanced through the implementation of smart campus initiatives, green campus programs, and laboratory improvement projects. These initiatives are intended to provide modern, safe, accessible, sustainable, and technology-enabled learning environments that respond to the requirements of contemporary higher education.

Campus development shall likewise include the planned opening of the **Masbate City Campus**, continuation of priority infrastructure projects, and implementation of campus beautification initiatives. These activities shall contribute to the creation of a more functional, attractive, sustainable, and learner-centered institutional environment.

C.2.3 The Planning and Review Process of the Strategic Plan

1. Strategic Planning Process

DEBESMSCAT adopts a participatory, evidence-based, and results-oriented approach to strategic planning. The formulation of the Strategic Development Plan involves the active participation of administrators, faculty, non-teaching personnel, students, and relevant external stakeholders. This approach ensures that institutional priorities are grounded on actual conditions, stakeholder needs, emerging opportunities, and the long-term aspirations of the College.

The strategic planning process is undertaken through three major phases: pre-planning, planning, and post-planning. These phases provide a systematic mechanism for assessing institutional performance, establishing strategic priorities, defining measurable targets, and translating strategic directions into implementable programs and projects.

A. Pre-Planning Workshop

The pre-planning phase establishes the foundation for the formulation of the Strategic Development Plan. It begins with a review of the previous strategic plan to determine the extent to which identified objectives, targets, programs, and projects have been accomplished. The review provides management with evidence on institutional gains, implementation gaps, emerging concerns, and areas requiring further intervention.

A **rapid institutional assessment** is likewise undertaken to obtain a current picture of the College's organizational, academic, research, extension, financial, infrastructure, and governance conditions. Through SWOT analysis, institutional strengths and weaknesses are examined alongside external opportunities and threats. The results serve as the basis for identifying priority concerns and determining strategic directions that are responsive to the changing environment.

The pre-planning phase therefore ensures that the Strategic Development Plan is evidence-based, realistic, responsive, and anchored on the actual institutional context.

B. Planning Workshop

The planning workshop serves as the core participatory mechanism for developing the institutional strategic framework. During this phase, stakeholders collectively review and refine the institutional Vision, Mission, and Core Values, ensuring that these remain relevant to the College's aspirations and developmental mandate.

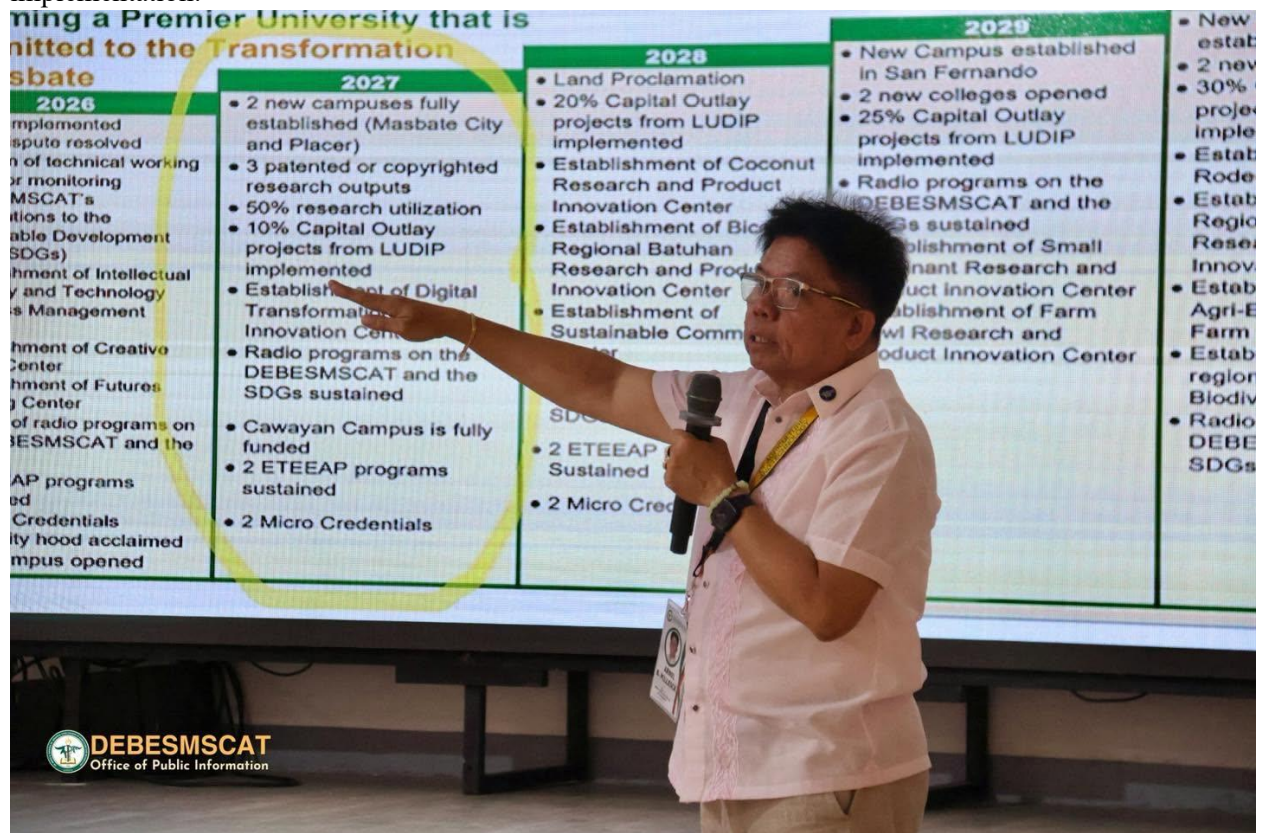
The workshop also provides an avenue for conducting a comprehensive SWOT analysis, formulating strategic objectives, identifying performance measures, setting annual targets, and prioritizing strategic initiatives. Participants contribute institutional perspectives and sectoral insights, thereby promoting shared ownership of the strategic directions.

Future-oriented and evidence-based planning approaches are integrated into the workshop to ensure that the Strategic Development Plan is not limited to addressing immediate institutional concerns but also prepares DEBESMSCAT for long-term transformation, sustainability, and eventual university development.

C. Post-Planning Workshop

Following the planning workshop, the proposed Strategic Development Plan undergoes systematic refinement and validation. Strategic directions are translated into operational priorities, programs, projects, performance indicators, and targets. The plan is subjected to editing and finalization to ensure consistency, clarity, feasibility, and alignment among institutional objectives and implementation strategies.

This phase ensures that the final Strategic Development Plan establishes a clear connection between **institutional aspirations, strategic objectives, implementation mechanisms, responsible offices, resource requirements, and measurable performance indicators** prior to its approval and implementation.



2. Mainstreaming and Alignment Process

DEBESMSCAT ensures that its Strategic Development Plan is aligned with broader development frameworks and policy directions. The planning process recognizes that the institutional agenda is part of a larger development ecosystem and therefore considers global, national, regional, provincial, and local priorities.

At the **global level**, the Strategic Plan considers the United Nations Sustainable Development Goals (SDGs). At the **national level**, it takes into account AmBisyon Natin 2040, the Philippine Development Plan 2023–2028, and the CHED ACHIEVE Framework. At the regional level, the Bicol Regional Development Plan is considered, while the **provincial and local levels** are informed by the Masbate Provincial Development and Physical Framework Plan and the Municipality of Mandaon's Comprehensive Development Plan.

This vertical alignment ensures that institutional programs and projects contribute not only to DEBESMSCAT's organizational objectives but also to broader development priorities. It strengthens the relevance of the College's strategic directions and supports its role as an institution contributing to the socioeconomic transformation of Masbate and the Bicol Region.



3. Annual Operational Planning

The Strategic Development Plan is operationalized through the preparation of **Annual Operational Plans (AOPs)**. Each office translates institutional strategic objectives into specific annual programs, activities, and projects based on its mandate and assigned responsibilities.

The AOP process involves the identification of programs and projects, alignment of activities with strategic objectives, assignment of responsible personnel, allocation of resources, preparation of Office Performance Commitment Reviews (OPCRs), and cascading of targets into Individual Performance Commitment Reviews (IPCRs).

Through this mechanism, strategic priorities are transformed into specific, measurable, and accountable annual commitments. It establishes a clear linkage between institutional strategy, office-level performance, individual responsibilities, and resource allocation. Thus, every office and employee is provided with a defined role in the attainment of institutional goals.



4. Implementation Process

The implementation phase focuses on the execution of approved strategic programs and projects. Responsible offices undertake the implementation of strategic initiatives, manage allocated resources, coordinate with partner agencies and stakeholders, prepare required documentation and Means of Verification (MOVs), and regularly report accomplishments.

Implementation is guided by established performance indicators and annual targets. This enables management to determine whether programs and projects are being implemented according to schedule, within available resources, and in accordance with the intended institutional outcomes.

The process promotes **accountability, transparency, and results orientation**, as implementing offices are required to document accomplishments and provide evidence of actual implementation.

5. Monitoring Process

Monitoring is conducted throughout the implementation period to determine the progress of programs, projects, and activities against approved targets. DEBESMSCAT utilizes quarterly accomplishment reports, office accomplishment reports, budget utilization reports, physical accomplishment reports, KPI tracking, and collection of MOVs as mechanisms for monitoring institutional performance.

The Office of Planning consolidates reports from different offices and uses the information to assess overall institutional progress. These reports provide management with timely information for decision-making, identification of implementation gaps, and provision of appropriate interventions.

The monitoring system therefore serves not merely as a reporting mechanism but as a management tool for evidence-based decision-making and performance improvement.

6. Mid-Year Performance Review

A Mid-Year Performance Review is conducted to assess the institution's progress toward its annual targets. The review provides an opportunity to identify implementation issues, determine appropriate corrective actions, reinforce commitments to strategic objectives, and provide inputs for the succeeding operational planning cycle.

Where performance gaps are identified, responsible offices may develop appropriate **catch-up or corrective action plans**. This allows the institution to address implementation concerns within the year rather than waiting for the year-end evaluation.

The mid-year review consequently strengthens the responsiveness and flexibility of institutional management while maintaining focus on approved strategic targets.

7. Annual Review and Evaluation

At the end of each implementation year, DEBESMSCAT conducts an institutional performance review to determine the extent to which annual objectives and strategic targets have been achieved.

The evaluation considers the Year-End Review, OPCR and IPCR results, accomplishment of strategic targets, program effectiveness, budget utilization, and other relevant performance information. The results are consolidated into the **Annual Accomplishment Report**, which provides an evidence-based assessment of institutional performance.

The annual evaluation allows the institution to determine which strategies have been effective, which interventions require improvement, and which targets may need recalibration. It therefore serves as a critical input to succeeding planning and budgeting cycles.

8. Continuous Improvement

DEBESMSCAT institutionalizes a **continuous improvement cycle** in its strategic management process. Findings generated from monitoring, mid-year reviews, annual evaluations, and performance assessments are used to improve strategies, update policies, strengthen implementation mechanisms, recalibrate performance indicators, and enhance institutional processes.

This approach allows the Strategic Development Plan to remain responsive to changing internal and external conditions. Rather than treating strategic planning as a one-time activity, the College views it as a continuing management process of **planning, implementation, monitoring, evaluation, learning, and improvement**.

9. Midterm and End-of-Term Review

The Strategic Development Plan provides for broader periodic evaluation beyond the annual performance review. A **midterm review** is conducted midway through the implementation period to assess overall progress, evaluate the effectiveness of strategies, determine whether targets remain appropriate, and introduce necessary adjustments.

At the conclusion of the strategic planning period, an **end-of-term evaluation** is undertaken to determine the overall achievement of strategic goals and objectives. The evaluation documents lessons learned, identifies effective practices, and generates recommendations for future institutional directions.

The findings of the end-of-term review provide an important evidence base for the preparation of the succeeding Strategic Development Plan. This ensures **institutional continuity, organizational learning, and progressive improvement** from one planning cycle to another.

C.2.4 How the Programs and Projects are Implemented

C.2.4.1 The Planning Process

The implementation of DEBESMSCAT's strategic programs and projects begins with the systematic translation of the **Strategic Development Plan into the Annual Operational Plan (AOP)**. This process ensures that the institution's long-term strategic directions are converted into specific, measurable, and achievable annual programs, projects, and activities.

During the **Annual Operational Planning and Budgeting Workshop**, each office identifies the programs and projects that contribute to the attainment of the institutional strategic objectives. These are incorporated into the respective Office Annual Operational Plans and aligned with the office's mandate, functions, performance targets, and available resources.

Strategic programs and projects are subsequently integrated into the **Office Performance Commitment Review (OPCR)** to establish clear office-level commitments and expected outputs. Annual performance targets are assigned to ensure that planned activities are measurable and can be monitored throughout the implementation period.

The planning process also identifies the **budgetary and resource requirements** necessary for the implementation of each program or project. This ensures that strategic priorities are appropriately supported by financial and other institutional resources and that resource allocation is aligned with approved institutional priorities.

To strengthen accountability, responsibilities are cascaded from the office level to individual personnel through the **Individual Performance Commitment Review (IPCR)**. Individual targets and deliverables are aligned with the commitments of the respective offices and, ultimately, with the Strategic Development Plan.

Through this cascading mechanism, DEBESMSCAT establishes a clear linkage among the **Strategic Development Plan, Annual Operational Plan, budget, OPCR, and IPCR**. Consequently, every office and employee is provided with a defined responsibility and measurable contribution toward the implementation of institutional priorities.



C.2.4.2. The Implementation Process

The implementation of the Strategic Development Plan (SDP) is carried out through a coordinated and results-oriented process that translates approved strategic objectives, programs, and projects into concrete institutional actions. Once incorporated into the Annual Operational Plan (AOP), designated offices assume responsibility for executing the approved programs and projects in accordance with established targets, timelines, budgets, and performance commitments.

Implementation begins with the **execution of approved programs, projects, and activities** by the concerned offices and units. Each responsible office ensures that planned activities are undertaken according to the approved work plans and schedules. The implementation is guided by the institution's strategic priorities and is aligned with the corresponding Office Performance Commitment Review (OPCR) and Individual Performance Commitment Review (IPCR) targets.

The process also involves the **effective management and utilization of allocated budgets and resources**. Responsible offices coordinate with the appropriate administrative, finance, procurement, and other support units to ensure that financial and physical resources are utilized efficiently, economically, and in accordance with applicable government rules and institutional policies. Budget utilization is monitored to ensure that available resources directly support the accomplishment of planned outputs and outcomes.

Implementation further requires **coordination and collaboration with partner agencies, stakeholders, and other concerned institutions**. Such coordination facilitates the mobilization of

technical, financial, and other forms of support necessary for the successful implementation of strategic initiatives. Internal offices likewise work collaboratively to address implementation concerns, avoid duplication of activities, and ensure that programs are delivered effectively to their intended beneficiaries.

A key component of implementation is the **delivery of planned services, outputs, and interventions to target beneficiaries**. Offices are expected to ensure that programs and projects generate the intended outputs and contribute to the achievement of institutional performance targets. Beneficiary feedback, accomplishment data, and implementation experiences are considered in assessing the effectiveness and relevance of the interventions.

To ensure **transparency, accountability, and verifiability of accomplishments**, responsible offices systematically collect and maintain appropriate **Means of Verification (MOVs)**. These include approved project proposals, attendance sheets, accomplishment reports, financial and procurement documents, photographs, activity reports, and other relevant supporting records. The documentation provides evidence that planned activities were implemented and that reported accomplishments are supported by verifiable records. Implementation is undertaken **throughout the implementation year** and is subject to regular monitoring and reporting. Progress is tracked against established performance indicators, annual targets, timelines, and budget utilization. Any implementation gaps or emerging concerns are identified and addressed through appropriate corrective measures and management interventions.



C.2.4.3. The Process of Monitoring, Evaluation, and Improvement

The implementation of the Strategic Development Plan (SDP) is supported by a systematic process of **monitoring, evaluation, reporting, and continuous improvement**. This process ensures that programs and projects remain aligned with the approved Annual Operational Plan (AOP), that annual performance targets are achieved, and that implementation issues are identified and addressed in a timely manner.

Monitoring Process

Monitoring is conducted continuously throughout the implementation period to determine the progress of programs and projects against their approved targets, timelines, performance indicators, and resource requirements. The concerned offices regularly document and report their accomplishments, enabling management to determine whether implementation is proceeding as planned.

The monitoring process includes the preparation and submission of quarterly accomplishment reports, which provide information on the status and progress of programs, projects, and activities. These reports are complemented by the monitoring of both physical and financial accomplishments to determine whether planned outputs are being delivered and whether allocated resources are being utilized efficiently and appropriately.

The institution also tracks **Key Performance Indicators (KPIs)** established in the Strategic Development Plan and Annual Operational Plans. KPI tracking provides management with objective information on the extent to which strategic and operational targets are being achieved. Any significant variance between planned and actual accomplishments serves as a basis for appropriate management intervention and corrective action.

To ensure that reported accomplishments are verifiable, concerned offices maintain appropriate **Means of Verification (MOVs)**. These may include project proposals, approved plans, attendance sheets, photographs, accomplishment reports, financial documents, procurement records, and other relevant supporting documents. The systematic documentation of MOVs strengthens institutional accountability and provides evidence of actual implementation.

The concerned offices submit their accomplishment reports and supporting documents to the **Office of Planning**, which consolidates the reports for institutional-level monitoring and management review. Through this mechanism, management obtains a comprehensive view of institutional performance and can determine whether programs and projects are on schedule and contributing to the achievement of strategic objectives.



Evaluation and Management Review

Monitoring results serve as an important input to the **evaluation of institutional performance**. Management reviews the reported physical and financial accomplishments, KPI results, and supporting documentation to assess the effectiveness and efficiency of program and project implementation.

Evaluation focuses not only on whether activities were completed but also on whether the intended outputs and outcomes were achieved. Where implementation falls below established targets, the concerned offices are encouraged to identify the causes of the variance and formulate appropriate corrective or catch-up measures. Successful strategies and practices are likewise documented for possible replication and institutionalization.

This approach promotes a results-based management system, wherein decisions are informed by actual performance data and documented evidence rather than by activities alone. The results of monitoring and evaluation therefore become inputs to succeeding planning and budgeting cycles and to the refinement of institutional strategies.

Reporting and Documentation

Reporting and documentation form an integral part of the monitoring and evaluation process. At the end of each implementation cycle, the concerned offices prepare and submit their **accomplishment reports** reflecting the extent of implementation of their approved programs, projects, and activities. These reports are consolidated and reviewed by the Office of Planning as part of institutional performance assessment.

The consolidated results provide management with evidence of accomplishments and serve as a basis for assessing the institution's progress toward its strategic objectives. They also support the preparation of institutional performance reports and other required management and accountability documents.

In addition to internal reporting, DEBESMSCAT submits appropriate reports and supporting documentation to relevant **oversight and regulatory agencies**, including the Department of Budget and Management (DBM), Commission on Higher Education (CHED), Commission on Audit (COA), and other concerned government agencies, as may be required. This ensures compliance with government reporting requirements and reinforces transparency, accountability, and responsible stewardship of public resources.

Continuous Improvement

The monitoring and evaluation process is ultimately designed to support **continuous institutional improvement**. Findings, performance gaps, implementation challenges, and lessons learned are used by management and concerned offices to improve strategies, refine programs and projects, strengthen implementation mechanisms, and enhance the allocation and utilization of resources.

Thus, monitoring, evaluation, and reporting do not constitute merely compliance activities. They form a **feedback mechanism** that connects implementation results with management decision-making and succeeding planning cycles. Through this process, DEBESMSCAT ensures that its Strategic Development Plan remains responsive, evidence-based, results-oriented, and capable of adapting to changing institutional and external conditions.

C.3 Strategic Plan (Outline)

Vision

By 2050, DEBESMSCAT will become a premier university that is globally focused, nationally recognized, and committed to the transformation of Masbate.

Mission

- Deliver quality instruction, research, extension, and production.
- Produce globally competitive and values-oriented graduates.
- Develop Centers of Development and Centers of Excellence.
- Strengthen local, national, and international partnerships.
-

Strategic Theme (2026–2030): Laying the Foundation for achieving the 2050 vision.

Five Key Result Areas (KRAs)

1. Promote Access, Equity, and Excellence in Education
2. Develop Quality and Relevance of Instruction
3. Strengthen Research, Innovation, and Creative Works
4. Strengthen Extension and Community Engagement
5. Institutionalize Transparent Governance and Efficient Resource Management

Strategic Priorities

- Academic excellence and quality assurance
- Faculty and staff development
- Student development and employability
- Research, innovation, and commercialization
- Community extension services
- Internationalization
- Digital transformation and smart campus initiatives
- Infrastructure and campus development
- Good governance and financial sustainability

Five-Year Roadmap

2026 – Laying the Foundation

- Organize internationalization initiatives.
- Improve accreditation and quality systems.
- Launch new campuses and innovation centers.
- Begin LUDIP implementation.

2027 – Strengthening the Foundation

- Expand international partnerships.
- Achieve ISO 21001 and PRIME-HRM Level III.
- Establish major research centers.

2028 – Institutional Expansion

- Open additional campuses and colleges.
- Expand research and extension programs.
- Submit programs for Center of Development (COD) status.

2029 – National and Global Competitiveness

- Apply for global university rankings.
- Welcome foreign students.
- Establish flagship research and innovation centers.

2030 – Readiness for Premier University Status

- Enter international university rankings.
- Sustain academic excellence and accreditation.
- Strengthen research, innovation, and community transformation.

Implementation Process

- Strategic Planning
- Annual Operational Planning
- Program and Project Implementation
- Monitoring and Evaluation
- Continuous Improvement

Expected Outcomes

- Globally competitive university
- Nationally recognized academic programs
- Strong research and innovation culture
- Improved student outcomes
- Sustainable community development in Masbate
- Transparent and efficient institutional governance

C.4 Priority Plans Implemented to Date

DEBESMSCAT has translated its strategic priorities into concrete institutional initiatives that strengthen innovation, quality assurance, academic excellence, regulatory compliance, and institutional competitiveness. These accomplishments demonstrate the College's commitment to achieving its strategic objectives and establishing systems that support its continuing transformation and aspiration for universityhood.

1. World University Rankings for Innovation (WURI)

One of the significant priority initiatives implemented by DEBESMSCAT is its participation in the **World University Rankings for Innovation (WURI)**. The College successfully entered the WURI Rankings, providing an opportunity to benchmark its innovative practices against higher education institutions internationally.

Participation in WURI highlights the institution's efforts to develop and institutionalize innovative approaches in **teaching and learning, research and development, community engagement, governance, and institutional management**. More importantly, it provides an avenue for DEBESMSCAT to showcase homegrown innovations and demonstrate how these initiatives create value for students,

stakeholders, and the community.

The initiative supports the Strategic Development Plan's thrust toward innovation, internationalization, institutional visibility, and continuous improvement. It also encourages academic and administrative units to document, strengthen, and scale innovative practices that can contribute to the College's competitiveness and eventual transition into a university.

2. Quality Assurance and Institutional Excellence – ISO 9001 Quality Management System Certification

Another major priority implemented by DEBESMSCAT is the establishment and continuous improvement of its **ISO 9001 Quality Management System (QMS)**. The ISO certification demonstrates the College's commitment to adopting standardized, systematic, and process-oriented approaches in institutional management.

Through the QMS, key administrative and academic processes are documented, implemented, monitored, and periodically reviewed. This promotes consistency in service delivery, accountability in institutional processes, efficient resource utilization, risk-based management, and continual improvement.

The implementation of the ISO-based management system has also strengthened the culture of quality across offices and units. Personnel are encouraged to follow established procedures, maintain appropriate records, monitor performance, and address identified gaps through corrective and improvement actions.

The College's sustained ISO certification serves as tangible evidence of its commitment to **quality assurance, good governance, administrative efficiency, and stakeholder satisfaction**. It likewise provides a strong institutional foundation for meeting higher quality standards associated with the College's continuing pursuit of university status.



3. Academic Quality and Regulatory Compliance – Certificate of Program Compliance (COPC)

DEBESMSCAT has likewise prioritized the attainment and maintenance of **Certificates of Program Compliance (COPCs)** for its academic programs. The acquisition of COPCs demonstrates the institution's compliance with the standards and requirements prescribed by the Commission on Higher Education (CHED) for the operation of its academic programs.

The process of securing COPCs required the concerned academic units to review and strengthen their **curricula, faculty qualifications, instructional resources, laboratories, facilities, student services, and other program requirements**. This process reinforces a culture of compliance and continuous quality improvement across academic programs.

Having COPCs for its academic programs strengthens DEBESMSCAT's **academic credibility and regulatory standing** while providing a foundation for further quality assurance initiatives, including program accreditation and the pursuit of recognition as Centers of Development (COD) and Centers of Excellence (COE), where applicable.

More importantly, this accomplishment directly supports the Strategic Development Plan's objective of strengthening academic quality, ensuring regulatory compliance, improving student learning outcomes, and enhancing the institution's national recognition and competitiveness.



C.5. Best Practices

1. Same-Day Release of Transcript of Records (TOR) and Diploma During Graduation

One of DEBESMSCAT's notable best practices is the **same-day release of the Transcript of Records (TOR) and Diploma during the graduation ceremony**. This practice reflects the institution's commitment to efficient, responsive, and student-centered delivery of academic services.

To facilitate the same-day release, the concerned offices coordinate the **graduation clearance, verification of academic records, validation of financial and other accountabilities, preparation of the TOR, and printing and processing of diplomas** ahead of the commencement exercises. The streamlined process enables the institution to complete the necessary documentary requirements before graduation, allowing graduates to receive their official academic credentials immediately after the ceremony.

The practice significantly reduces the usual waiting period for academic documents and enables graduates to immediately pursue employment, licensure examinations, graduate studies, scholarships, and other professional opportunities that require proof of graduation and academic records. It also minimizes repeat visits to the College, thereby reducing transportation expenses and other costs incurred by graduates and their families.

More importantly, the practice demonstrates DEBESMSCAT's commitment to **operational efficiency, client satisfaction, and student-centered governance**. By redesigning its internal processes around the needs of graduating students, the institution has transformed the release of academic credentials into a timely and convenient service that contributes to a positive graduation experience.



2. Hybrid Admission System

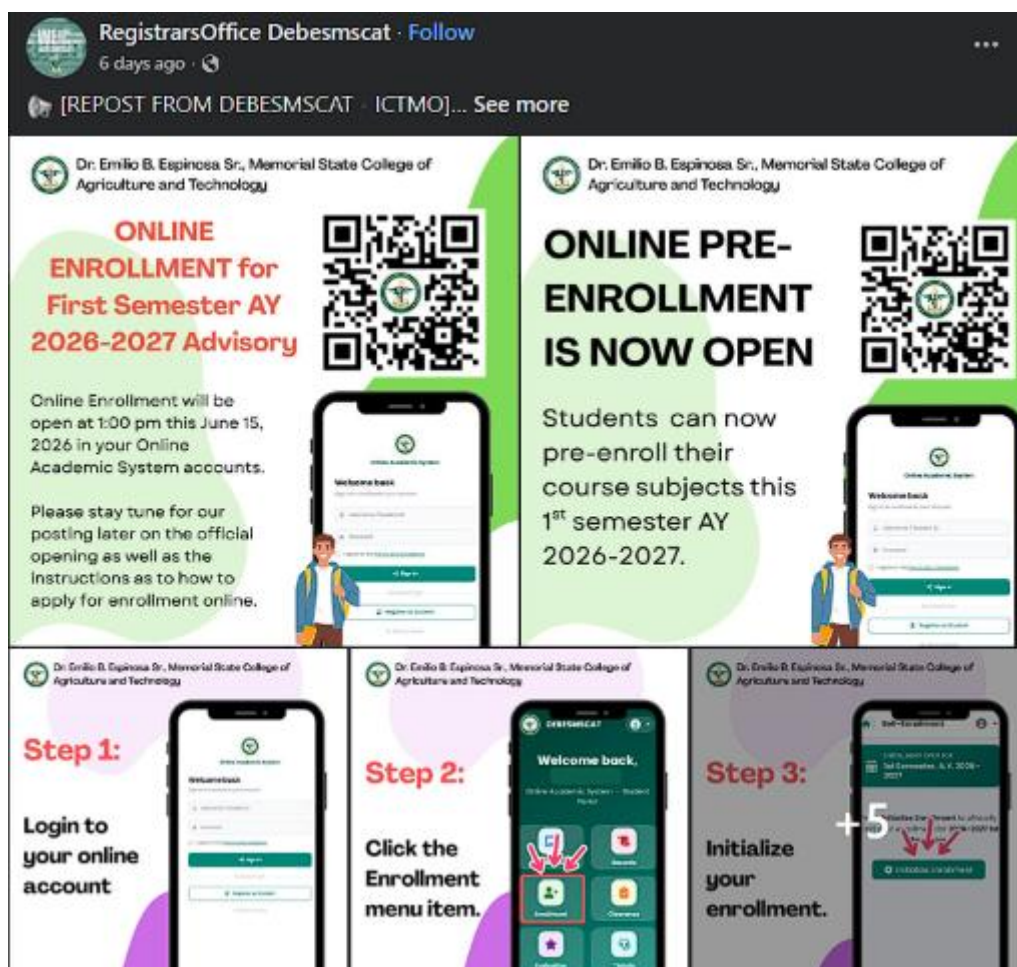
DEBESMSCAT has institutionalized a **Hybrid Admission System** that combines online application and registration with face-to-face assistance. The practice was developed in response to the geographical, technological, and accessibility challenges experienced by prospective students, particularly those coming from remote and geographically isolated municipalities.

Through the online component, applicants can accomplish significant portions of the admission process without having to travel to the campus. At the same time, the College maintains face-to-face assistance for applicants who require personal guidance, have limited internet connectivity, or need support in completing their requirements. This flexible arrangement allows applicants to choose the mode of service

that best responds to their circumstances.

The hybrid approach has contributed to shorter queues, reduced processing time, lower transportation expenses, and improved accessibility to higher education. It is particularly beneficial to students from distant communities who may otherwise incur considerable costs simply to complete admission requirements. The practice also demonstrates how DEBESMSCAT uses digital transformation while preserving personalized public service. Rather than adopting a purely online system that may exclude applicants with limited digital access, the College provides complementary online and face-to-face channels. This ensures that technology serves as an enabler of inclusion rather than a barrier to access.

The Hybrid Admission System therefore exemplifies DEBESMSCAT's commitment to **accessible, efficient, inclusive, and stakeholder-responsive admission services**, consistent with its broader goal of expanding access to quality higher education in Masbate.



3. Hybrid Learning Delivery

DEBESMSCAT has institutionalized a Hybrid Learning Delivery System that integrates face-to-face classroom instruction with appropriate online and technology-enabled learning modalities. The practice provides faculty members and students with greater flexibility while maintaining the quality and continuity of instruction.

Under this approach, faculty members utilize **digital learning platforms, electronic instructional materials, online communication tools, and virtual classroom technologies** alongside conventional classroom strategies. The combination allows instruction to continue even when circumstances such as

emergencies, weather disturbances, campus activities, or other unforeseen disruptions affect regular face-to-face classes.

Beyond ensuring continuity, hybrid learning provides students with greater opportunities for **flexible, independent, and technology-supported learning**. It also strengthens digital literacy, information management skills, self-directed learning, and technological competencies that are increasingly essential in academic, professional, and workplace environments.

The practice likewise enables faculty members to diversify their instructional strategies and learning resources. By combining the strengths of face-to-face interaction with the accessibility of digital learning resources, the institution can respond to the varying learning needs and circumstances of its students.

DEBESMSCAT's Hybrid Learning Delivery System therefore represents an institutional response to the changing landscape of higher education. It demonstrates the College's capacity to innovate, adapt, and sustain quality instruction while promoting accessibility, learner-centeredness, and digital transformation.

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Republic of the Philippines
DR. EMILIO B. ESPINOSA, SR. MEMORIAL
STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
www.debesmscat.edu.ph

MANDORIN MASBATE

OFFICE MEMORANDUM
NO. 19 S. 2025

TO : Vice President for Academic Affairs
All College Deans & Cawayan Campus Administrators
All Faculty
All Students
This Institution

FROM : The SUC President

SUBJECT : ADOPTION OF FLEXIBLE LEARNING MODALITY IN THE MAIN AND CAWYAN CAMPUS ON MAY 13-14, 2025.

DATE : May 9, 2025

Due to the delay in the return of students who travelled to their hometowns to vote for the national and local election, this office hereby orders the adoption of Flexible Learning Modality (Asynchronous & Synchronous) Main and Cawayan campus, to wit:

May 13, 2025	All Students
May 13-14, 2025	Students from Burias Island only

The flexible learning mode is implemented for students to avoid disruption of their classes due to the delay in their return, especially those students from Burias island, who travelled to their hometowns to vote for the national and local elections.

Faculty personnel may select the most appropriate delivery method based on their availability and readiness, including but not limited to online sessions or modular tasks on the abovementioned dates.

Students are also exempted from mandatory physical attendance, provided they comply with the alternative requirements set by their instructors.

Please be guided accordingly.

ARNEL B. MILLESICA, Ed.D., J.D.
SUC President III

PARAMETER D. GOVERNANCE – ACCOUNTABILITY

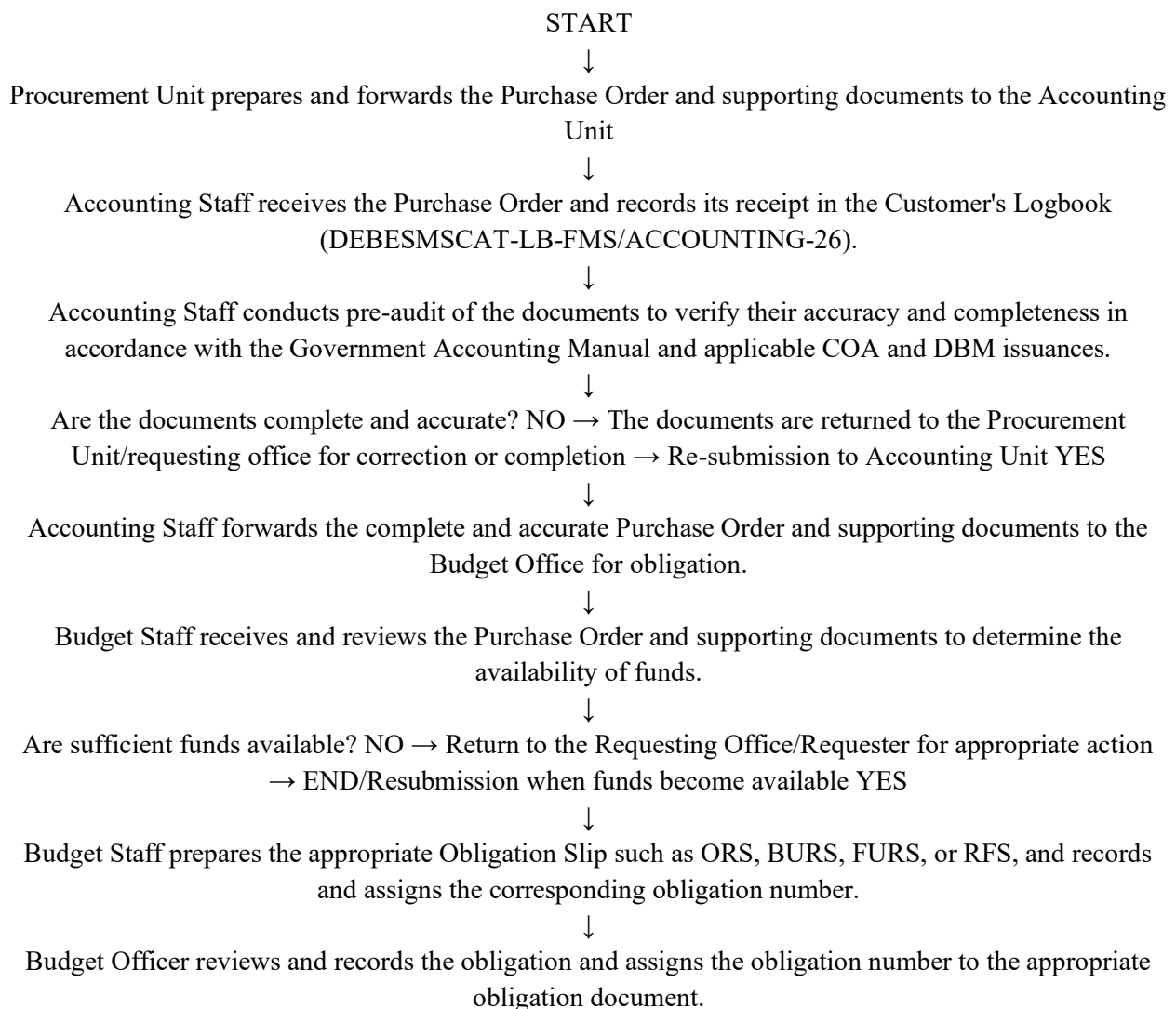
D.1. Financial Management System

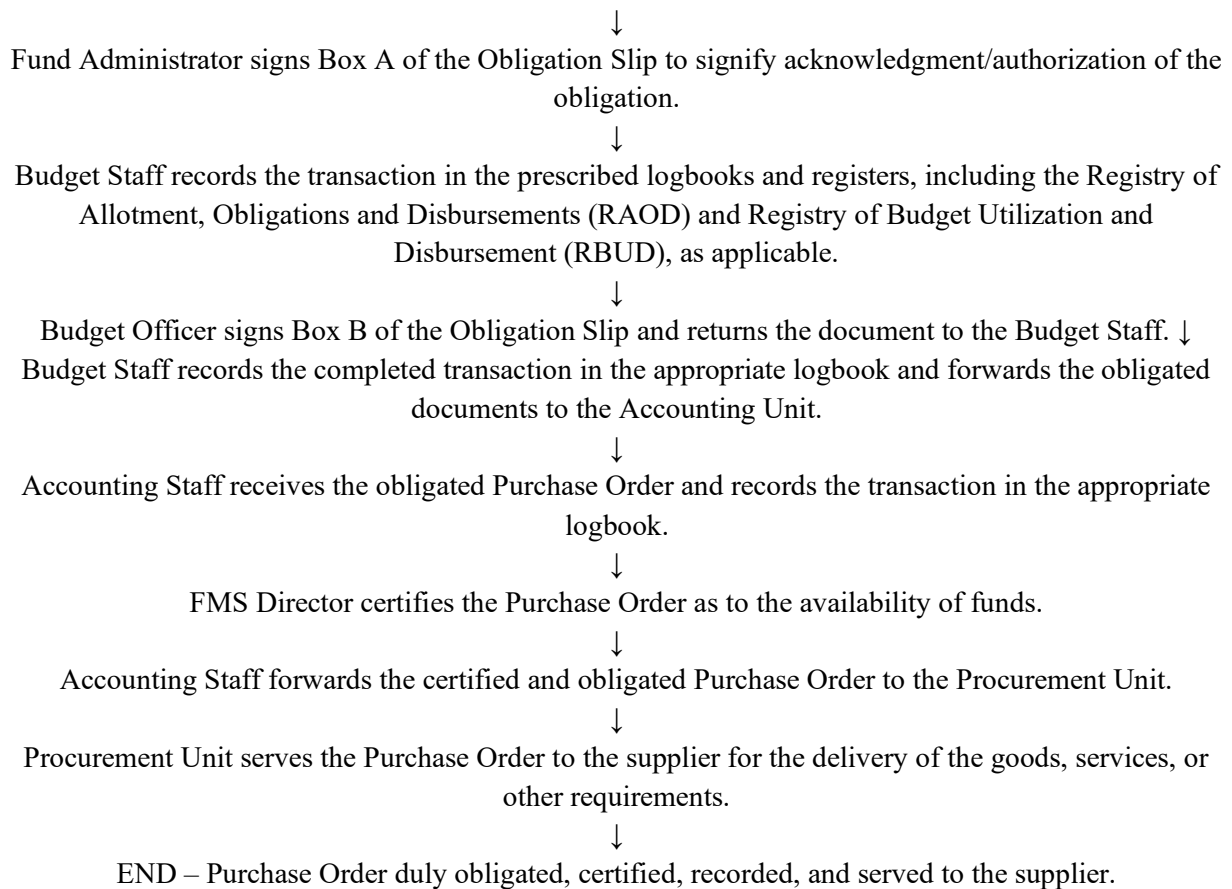
DEBESMSCAT implements a **systematic, transparent, and accountable Financial Management System** that ensures the efficient planning, allocation, utilization, monitoring, and reporting of institutional resources. The system integrates budgeting, accounting, disbursement, procurement, cash management, and financial reporting processes in accordance with applicable government laws, policies, and regulations.

Through established policies, documented procedures, defined responsibilities, and appropriate internal controls, the College ensures that financial resources are **properly programmed, utilized for their intended purposes, and supported by adequate documentation**. The system is further strengthened through regular monitoring, audit mechanisms, and management review, enabling the College to respond to financial requirements while promoting **economy, efficiency, effectiveness, transparency, and accountability** in the use of public funds.

D.1 Financial Management System

Flowchart: Processing of Purchase Orders





Payment Processing Flow

The **Processing of Payment** begins when the Accounting Unit receives the duly obligated **Disbursement Voucher (DV), payroll, and complete supporting documents**. The Accounting Staff records the transaction in the appropriate logbook and assigns the corresponding DV or payroll number.

The documents are then reviewed by the **FMS Director**, who certifies the propriety, completeness, and availability of funds. Once verified, the **Accountant prepares and records the corresponding journal entry for the transaction**.

The certified documents are forwarded to the **SUC President or the Vice President for Administration and Finance** for review and approval. If the documents are not approved or require correction, they are returned to the Accounting Unit for checking and necessary action. If approved, the documents proceed to the Cashier's Office.

The **Cashier's Staff** verifies the completeness of the approved DV, payroll, or LDDAP-ADA documents and records the transaction in the Cashier's Logbook. The payment is then processed through the appropriate mode, either through **check issuance, LDDAP-ADA, or other authorized payment mechanisms**.

For check payments, the Cashier prepares and issues the corresponding check. For LDDAP-ADA transactions, the payment is processed through the appropriate online system. The payment details, including the payee, date, amount, and check or transaction reference number, are recorded to ensure proper tracking and accountability.

Finally, the completed payment transaction is properly recorded and the payment is released to the

intended payee. This completes the payment process.

D.2 Monitoring of the Utilization of Funds

Monitoring of the Utilization of Funds

DEBESMSCAT maintains a systematic **Monitoring of the Utilization of Funds** to ensure that institutional resources are properly allocated, efficiently utilized, regularly monitored, and aligned with approved programs, activities, projects, and institutional priorities. The monitoring mechanism provides management and fund administrators with timely and accurate information on budget allocation, allotments, obligations, expenditures, and available balances.

This system promotes **transparency, accountability, fiscal discipline, efficiency, and informed financial decision-making**. It also enables the different colleges, offices, and units to monitor their respective financial resources and ensure that funds are utilized only for authorized and approved purposes.

1. Distribution and Monitoring of Budget Allocation

Upon the issuance of the **National Expenditure Program (NEP)** and subsequent budget information, the Finance and Budget Offices prepare and cascade the institutional budget allocation to the concerned fund administrators. The allocation covers both **General Appropriations Act (GAA)** and **Special Trust Fund (STF)/Special Budget** resources, as applicable.

The **Budget Distribution Matrix** serves as a monitoring tool to determine whether funds have been appropriately allocated to responsible offices and whether the allocation corresponds to approved programs, activities, projects, and institutional priorities.

The distribution process establishes a clear relationship among the source of funds, budget allocation, responsible fund administrator, planned activities, and actual utilization. This provides fund administrators with a clear understanding of their financial ceilings and facilitates accountability in the use of public resources.

2. Monitoring through the Summary of Allotments, Obligations, and Balances (SAOB)

The **Summary of Allotments, Obligations, and Balances (SAOB)** is a principal financial monitoring tool used by DEBESMSCAT to track the utilization of institutional funds. It provides an updated financial picture by indicating the allotments received, obligations incurred, and remaining balances.

The SAOB is prepared regularly for both **GAA and STF/Special Budget** funds, as applicable, and is cascaded to the different colleges, offices, and units. This allows fund administrators to determine the status of their financial resources and make timely decisions regarding the implementation of their respective programs and activities.

The regular preparation and dissemination of the SAOB enable management to identify **underutilized funds, unobligated balances, potential funding gaps, and expenditure requirements** requiring immediate action.

3. Monitoring of Fund Utilization by Colleges and Units

The cascading of financial information allows colleges and unit offices to regularly monitor their

respective fund utilization. Fund administrators are expected to compare their actual obligations and expenditures against their approved budgets and planned programs.

The monitoring process provides a basis for determining whether financial resources are being utilized according to approved purposes and within the applicable financial authorities.

The monitoring focuses on:

- utilization of funds against approved budget;
- obligations incurred against available allotments;
- remaining unobligated balances;
- implementation of funded programs, activities, and projects;
- timeliness of financial utilization;
- compliance with authorized purposes and applicable accounting and budgeting rules; and
- identification of funds requiring appropriate management action.

Through this mechanism, financial management becomes an integral part of program implementation rather than a separate administrative activity.

4. Timeliness and Accuracy of Financial Utilization Reports

DEBESMSCAT monitors the timeliness and accuracy of financial reports through a Financial Utilization Monitoring and Compliance Tool. The tool records the relevant financial report, responsible office, reporting period, target date, actual date of submission or dissemination, and utilization status.

The results of this monitoring provide management with evidence on the effectiveness of the College's financial control and monitoring system. Any identified discrepancies, delays, or unusual balances may be referred to the concerned office for clarification and appropriate action.

5. Utilization of Monitoring Results for Financial Decision-Making

The information generated through the Budget Distribution Matrix, SAOB, and other financial utilization monitoring tools is used by management and fund administrators to make timely and evidence-based financial decisions.

The results are utilized to:

1. monitor the utilization of GAA and STF resources;
2. determine the level of budget utilization and remaining balances;
3. identify unobligated and underutilized funds;
4. ensure that expenditures are aligned with approved programs and activities;
5. prevent over-obligation and inappropriate utilization of funds;
6. facilitate timely implementation of funded programs and projects;
7. support appropriate budget adjustments or realignment, when legally and administratively warranted;
8. improve the timing of procurement and expenditure activities;
9. inform succeeding budget preparation and financial planning; and
10. strengthen accountability among fund administrators.

6. Continuous Improvement in Fund Utilization

The College uses the results of fund utilization monitoring to identify recurring financial management concerns and opportunities for improvement. Offices and units with identified gaps may be provided with appropriate guidance or technical assistance to improve budget utilization, financial planning, and expenditure management.

Likewise, the monitoring results are considered in the preparation of succeeding budgets and in determining institutional priorities. This ensures that financial resources are directed toward programs and activities that contribute to the achievement of the College's strategic objectives.

D.3 Three Latest Projects Where Funds Have Been Utilized

1. Utilization of Accumulated Savings from Prior Years: Fiduciary and Locally Generated Income

DEBESMSCAT demonstrates prudent, strategic, and accountable financial management through the **planned utilization of accumulated savings from prior years derived from fiduciary fees, unutilized prior-year locally generated income collections, and special trust funds**. Recognizing that these resources constitute valuable institutional funds, the College ensures that their utilization is guided by approved institutional priorities, existing policies and regulations, and the developmental needs of the institution.

Through **Board Resolution No. 25-10**, the DEBESMSCAT Board of Trustees approved the utilization of the accumulated unexpended balance amounting to **₱48,780,601.00** as of December 31, 2024. The approved resolution provides the institutional authority and framework for converting previously unutilized resources into strategic investments that support the continued operation, improvement, and development of the College.

The accumulated resources consisted of **₱27,717,420.00 in fiduciary funds, ₱14,131,599.00 in unutilized prior-year income collections, and ₱6,931,582.00 in the 2024 Special Trust Fund/Special Budget unutilized balance**. Rather than allowing these resources to remain idle, the College strategically programmed their utilization for projects, programs, activities, and institutional requirements for Calendar Year 2025.

Strategic Allocation of the Accumulated Savings

The approved utilization plan reflects a balanced allocation among Personal Services, Maintenance and Other Operating Expenses (MOOE), and Capital Outlay, as follows:

Object of Expenditure	Amount	Purpose
Personal Services	₱1,081,330.00	Support for authorized personnel-related expenditures and institutional staffing requirements
MOOE	₱35,360,319.00	Support for essential operations, programs, services, maintenance, and institutional activities
Capital Outlay	₱12,338,951.00	Support for infrastructure, equipment, facilities improvement, and other development requirements
Total Programmed Utilization	₱48,780,600.00	

The largest portion, **₱35,360,319.00 or approximately 72.5%**, was allocated to MOOE, reflecting the College's need to sustain its day-to-day operations and ensure the continuous delivery of academic, administrative, student, and support services.

This allocation enables the institution to address operational requirements while maintaining the quality and efficiency of its services.

An amount of **₱12,338,951.00 or approximately 25.3%** was programmed for Capital Outlay. This demonstrates that the College did not limit the use of accumulated savings to recurring expenditures but also directed a significant portion toward long-term institutional development, including facilities, equipment, and other capital requirements that contribute to the improvement of the learning and working environment.

Meanwhile, **₱1,081,330.00 or approximately 2.2%** was allocated for Personal Services to support authorized personnel-related requirements. This ensures that available institutional resources are also utilized to sustain the human resources necessary for the effective delivery of the College's mandates and services.

Governance and Financial Control

The utilization of accumulated savings is not undertaken on an ad hoc basis. It is anchored on **collective decision-making, Board approval, financial programming, and established government accounting and auditing requirements**. The approval of the Board of Trustees provides institutional oversight, while the appropriate offices ensure that expenditures are supported by approved programs, obligations, disbursement documents, and other required financial and administrative controls.

The process also reinforces the principle that locally generated income and fiduciary funds are institutional resources that must be utilized for their intended and authorized purposes. The College therefore links the programming of these resources to identified institutional priorities and operational requirements, ensuring that available funds contribute directly to the achievement of its mandate.

Contribution to Institutional Development

The utilization of accumulated savings has enabled DEBESMSCAT to transform previously unutilized resources into tangible institutional outputs and services. The strategic allocation supports three complementary dimensions of institutional sustainability:

1. Continuity of Operations – through adequate MOOE support for essential programs, activities, and services;
2. Human Resource Support – through authorized Personal Services expenditures; and
3. Institutional Development – through Capital Outlay investments for facilities, equipment, and other development requirements.

This approach reflects DEBESMSCAT's commitment to fiscal responsibility, efficiency, transparency, accountability, and strategic resource utilization. The College ensures that accumulated savings are not merely retained as idle balances but are deliberately programmed to address institutional needs and advance its development priorities.

2. Revision of the Program of Receipts and Expenditures for Free Higher Education

DEBESMSCAT demonstrates responsible and responsive financial governance through the **Board of Trustees-approved revision of the Program of Receipts and Expenditures (PRE) for Free Higher Education (FHE) for FY 2025**, particularly in relation to the allocation for research and extension services. The revision was formalized through **Board of Trustees Resolution No. 25-53**, approved during the 28th Special Meeting of the Board of Trustees held on September 11, 2025.

The revision was undertaken in consideration of the **Audit Observation Memorandum (AOM) issued by the Commission on Audit (COA)** concerning the implementation of **CHED Memorandum Order No. 20, s. 2011**, or the Policies and Guidelines for the Use of Income, Special Trust Funds, and Program of Receipts and Expenditures of State Universities and Colleges. This action demonstrates the College's commitment to addressing audit observations, strengthening internal financial controls, and ensuring that institutional funds are programmed and utilized for their intended purposes.

Allocation for Research Services

Under the revised PRE, DEBESMSCAT allocated a total of **₱4,258,505.00 for Research Services**, consisting of:

- ₱3,758,505.00 – Maintenance and Other Operating Expenses (MOOE)
- ₱500,000.00 – Capital Outlay

The allocation provides financial support for the implementation of research activities, procurement of necessary research-related resources, and acquisition of equipment or other capital requirements. This ensures that research programs are supported not only through operational funding but also through investments that strengthen the College's research capability and infrastructure.

Allocation for Technical Advisory and Extension Services

A similar allocation of ₱4,258,505.00 was programmed for Technical Advisory and Extension Services, broken down as follows:

- ₱3,763,505.00 – Maintenance and Other Operating Expenses (MOOE)
- ₱495,000.00 – Capital Outlay

This allocation enables the College to sustain extension programs and technical advisory services that respond to the needs of its partner communities and stakeholders. The funding supports the implementation of extension activities, operational requirements, and the acquisition of resources necessary to enhance the delivery of technical assistance and community-based interventions.

Strengthening Financial Accountability and Compliance

The Board-approved revision reflects a deliberate and documented financial management process wherein budgetary priorities are reviewed and adjusted based on institutional needs, regulatory requirements, and audit recommendations. Rather than treating the COA observation as merely a compliance requirement, DEBESMSCAT translated the observation into a concrete management action by revising its financial programming and aligning the allocation of FHE resources with the applicable policies and guidelines.

The process also illustrates the effectiveness of the College's governance mechanism, where significant financial decisions undergo **review, deliberation, and approval by the Board of Trustees**. The furnishing of a copy of the resolution to COA further reinforces transparency and accountability in the utilization and programming of public funds.

Institutional Significance

The revision of the FY 2025 FHE PRE demonstrates DEBESMSCAT's commitment to **sound fiscal management, accountability, transparency, and continuous improvement**. By allocating resources for both research and extension services, the College ensures that available funds contribute directly to its core mandates of knowledge generation, innovation, community engagement, and extension.

More importantly, the action establishes a clear link between **audit feedback, management decision-making, financial planning, and institutional improvement**. It serves as evidence that DEBESMSCAT continuously reviews its financial systems and responds appropriately to identified gaps, thereby strengthening its overall governance and financial management system.

3. Utilization of Savings from Various Infrastructure Projects

DEBESMSCAT demonstrates prudent and strategic financial management through the **proper utilization of savings generated from completed infrastructure projects**. Instead of leaving project savings idle, the College redirected these available funds toward priority requirements that directly support the functionality, safety, accessibility, and usability of existing institutional facilities.

The utilization of project savings was undertaken based on identified operational needs and in accordance with applicable budgeting, accounting, procurement, and government financial management policies. This practice reflects the College's commitment to **economy, efficiency, effectiveness, accountability, and value for money** in the management of public resources.

1. Savings from the Construction of the Infirmary Phase 2

Savings amounting to **₱309,455.00** were realized from the Construction of the Infirmary Building – Phase 2. The available savings were utilized for the **concreting of the entrance road leading to the Infirmary Building**.

The reallocation of the savings addressed an essential complementary infrastructure requirement. While the construction of the infirmary provided the necessary healthcare facility, the improvement of its entrance road ensured **safe, accessible, and convenient access** for students, faculty, personnel, visitors, and patients, particularly during emergencies and the delivery of medical services.

The utilization of the savings therefore enhanced the overall functionality of the infirmary project and maximized the benefits derived from the original infrastructure investment. It also demonstrates the College's practice of identifying related infrastructure needs and directing available resources toward improvements that provide immediate and practical institutional benefits.

2. Savings from the Construction of the Covered Court

Savings amounting to **₱552,982.51** were generated from the **Construction of the Covered Court**. These savings were utilized for the **procurement of two (2) units of propeller-type ceiling fans** for

installation and use in the covered court.

The procurement was intended to improve **ventilation, thermal comfort, and the usability of the facility**, particularly during physical education classes, sports activities, institutional programs, assemblies, and other large gatherings. The additional equipment complements the existing covered court infrastructure and contributes to providing a safer and more comfortable environment for its users.

The decision to utilize the savings for ceiling fans demonstrates that the College considers not only the completion of infrastructure projects but also their **functional adequacy and sustainability after completion**. By investing the savings in equipment directly supporting the facility's intended purpose, DEBESMSCAT maximized the utility and value of the completed project.

D.4 Three Distinct Prevailing Best Practices in Financial Management

1. Participatory Operational Budgeting and Planning

DEBESMSCAT regularly conducts **Operational Budget and Planning activities** involving all fund administrators, responsible officials, and student leaders. This participatory approach provides stakeholders with an opportunity to identify priorities, articulate resource requirements, and align proposed expenditures with institutional programs, targets, and strategic priorities.

The involvement of student leaders further promotes participatory governance and transparency, ensuring that the allocation and utilization of resources consider the needs and welfare of the primary beneficiaries of the College's programs and services. This practice strengthens ownership, accountability, and informed decision-making in the preparation of the institutional budget.

2. Decentralized Fund Allocation and Empowerment of Colleges and Units

DEBESMSCAT adopts a **decentralized approach to fund allocation** by providing approved financial resources to the different colleges, offices, and units based on their programs, activities, and operational requirements. Fund administrators are empowered and made accountable for the preparation of their respective **Program of Receipts and Expenditures (PRE) and Project Procurement Management Plan (PPMP)** within their approved fund allocations.

This practice promotes **responsibility, accountability, and efficiency at the unit level**, as fund administrators directly participate in planning how their allocated resources will be utilized. It also facilitates better matching of financial resources with actual operational needs while ensuring that expenditures remain aligned with approved plans and institutional priorities.

3. Timely Realignment and Compliance with Accounting and Auditing Rules

DEBESMSCAT regularly reviews the utilization of its financial resources and undertakes **fund realignment when necessary** to address changes in priorities, implementation requirements, and emerging institutional needs. Realignment is undertaken only when justified and in accordance with applicable budgeting, accounting, procurement, and auditing rules and regulations.

This practice enables the College to maximize the utilization of available resources while maintaining **budgetary discipline and regulatory compliance**. It also prevents unnecessary accumulation of idle balances and allows available funds to be redirected toward priority programs and activities. Through proper documentation, authorization, and monitoring, DEBESMSCAT ensures that financial flexibility is balanced with accountability and fiscal control.

PARAMETER E. GOVERNANCE – AWARENESS AND MANAGEMENT OF RISK

E.1 Risk Management System

DEBESMSCAT recognizes **risk management as an integral component of effective governance, institutional planning, and continuous improvement**. The College adopts a systematic and proactive approach to identifying, assessing, controlling, monitoring, and reviewing risks that may affect the achievement of its strategic and operational objectives. Risk management is embedded in the decision-making processes of the College to ensure that potential threats are addressed before they adversely affect the delivery of quality instruction, research, extension, administrative services, resource management, and other institutional commitments.

As part of its risk management system, the College conducts **Failure Mode and Effect Analysis (FMEA)** to systematically identify potential failure modes, their possible effects and causes, existing process controls, and the corresponding level of risk based on Severity, Occurrence, and Detectability. The results provide management with an evidence-based basis for determining appropriate controls, prioritizing interventions, and monitoring the effectiveness of risk mitigation measures.

To provide a comprehensive view of the institutional risk environment, the identified risks are **categorized according to three major sources: (1) Internal Factors, (2) External Factors, and (3) Interested Parties**. **Internal factors** cover risks arising from the College's own organizational structure, processes, resources, systems, personnel, facilities, and management practices. **External factors** include risks arising from the political, economic, social, technological, environmental, legal, regulatory, and other conditions beyond the direct control of the College. Meanwhile, **interested-party** risks focus on the needs, expectations, concerns, and interactions of stakeholders whose actions or requirements may influence the College's ability to achieve its objectives.

This categorization enables DEBESMSCAT to move beyond a purely reactive approach to risk management by establishing a **clear linkage between institutional context, interested parties, potential risks, existing controls, and management actions**. Risks are periodically reviewed and monitored, with appropriate preventive and corrective measures incorporated into relevant plans, programs, processes, and operational activities.

Through this system, DEBESMSCAT promotes a **culture of risk awareness, accountability, prevention, and continuous improvement**, ensuring that risks are transformed into informed management decisions and opportunities for strengthening institutional resilience and performance.

E.2 Three Priority Risks That Management Has Experienced

A. Internal Issues

DEBESMSCAT recognizes that effective governance requires a systematic understanding of internal issues that may affect the College's ability to achieve its strategic objectives and sustain the quality of its operations. Through the Failure Mode and Effect Analysis (FMEA), the College periodically identifies, assesses, and prioritizes internal risks arising from its organizational processes, human resources, academic functions, institutional culture, performance management, information management, and compliance systems. The FMEA serves as an important management tool for determining potential failure

modes, their possible effects and causes, existing controls, and the corresponding risk priority, thereby enabling the College to institute appropriate preventive and corrective measures.

Among the significant internal issues identified are **inadequate submission of faculty requirements for instruction, limited alignment of faculty specialization with assigned subjects, delayed submission of research projects, limited research productivity, insufficient patent and publication outputs, gaps in faculty development, and concerns relating to instructional quality and competitiveness of graduates**. The FMEA also identifies organizational concerns such as the need for stronger coordination among key units, consistent implementation of institutional targets, and continuous monitoring of performance.

B. External Issues

DEBESMSCAT recognizes that the achievement of its institutional objectives is influenced not only by internal conditions but also by external factors arising from the **legal and regulatory environment, technological developments, natural and man-made hazards, socio-economic conditions, market demands, geographic location, and other factors beyond the direct control of the College**. To systematically identify and evaluate these factors, the College conducts **Failure Mode and Effect Analysis (FMEA)** for external issues and incorporates the results into its risk management and institutional planning processes.

1. Legal and Regulatory Environment

The College recognizes the risk of **changes in laws, government regulations, policies, and regulatory requirements** that may affect its operations. The FMEA identifies potential failure modes such as breach of contract and land disputes. These may result in non-compliance with government requirements, legal implications, disruption of operations, or delays in institutional projects. The College addresses these risks through **inspection and monitoring, review of contracts and purchase orders, legal consultation, security and property monitoring, and coordination with concerned government agencies**.

A particularly significant external issue is the potential for **land disputes and unauthorized construction or entry into College property**. Considering the College's continuing development and the importance of its landholdings to its long-term institutional plans, DEBESMSCAT strengthens campus perimeter control, monitors unauthorized activities, and coordinates with the appropriate authorities whenever necessary. The FMEA has identified the need to strengthen monitoring and enforcement mechanisms, demonstrating management's proactive approach to protecting institutional property and ensuring continuity of operations.

C. Interested Parties

DEBESMSCAT recognizes that the effective delivery of its mandate is influenced by the needs, expectations, and requirements of various interested parties. In accordance with its quality management and risk-based approach, the College identifies relevant internal and external interested parties, determines their applicable requirements, and considers these requirements in planning, implementing, monitoring, and improving its processes. The **Failure Mode and Effect Analysis (FMEA)** serves as one of the mechanisms used by the College to identify potential risks associated with the expectations and requirements of its interested parties and to establish appropriate process controls.

1. Students

Students are the primary beneficiaries of the College's academic and support services. Their major expectations include quality instruction, accessible and responsive student services, safe and conducive learning facilities, timely release of academic documents, fair treatment, and protection from discrimination, bullying, and other forms of misconduct. The College addresses these expectations through student orientation, monitoring of attendance and academic performance, grievance mechanisms, student governance, guidance and counseling, and regular evaluation of faculty and services. The FMEA specifically considers risks involving non-compliance with school policies, valid student complaints, delayed release of documents, academic harassment/bullying, and dissatisfaction with services. These risks are managed through established policies, monitoring mechanisms, student grievance procedures, and continuous improvement initiatives.

D.4 Three Distinct Prevailing Best Practices Related to Risk Management

Three Distinct Prevailing Best Practices in Risk Management

1. Systematic Risk Identification and Categorization

DEBESMSCAT systematically identifies risks through **Failure Mode and Effect Analysis (FMEA)** and categorizes them according to **internal factors, external factors, and interested parties**. This provides a comprehensive view of risks that may affect institutional objectives and ensures that risks arising from organizational processes, the external environment, and stakeholder expectations are not overlooked.

2. Risk Assessment Using Severity, Occurrence, and Detectability (SOD)

The College applies a structured assessment of identified risks using the Severity, Occurrence, and Detectability (SOD) criteria. This allows management to determine the significance and priority of each potential risk and distinguish risks requiring management intervention from those adequately controlled by existing measures. The approach promotes objective, evidence-based prioritization of risks.

3. Integration of Risk Controls, Monitoring, and Continuous Improvement

DEBESMSCAT links identified risks with existing process controls, responsible offices, monitoring mechanisms, and recommended actions. Risks are periodically reviewed to determine whether existing controls remain effective and whether additional measures are necessary. This establishes a preventive and proactive approach in which risk management becomes part of regular institutional planning, decision-making, monitoring, and continuous improvement.

PARAMETER F. EFFECTIVE MONITORING OF PERFORMANCE

Assessment Tools for Performance in Instruction

DEBESMSCAT implements a systematic and evidence-based assessment mechanism to monitor, evaluate, and continuously improve the performance of its faculty and the quality of instruction. The College utilizes a combination of faculty performance evaluation instruments, class observation tools, instructional materials review mechanisms, academic proposal review procedures, and other academic performance indicators. These tools provide multiple sources of evidence on the effectiveness of teaching, curriculum implementation, instructional delivery, faculty professionalism, and student learning outcomes. The results of these assessments are used as bases for providing feedback, identifying faculty development needs, recognizing good practices, and formulating appropriate interventions to enhance the quality of instruction.

1. Faculty Performance Evaluation Instruments

The College regularly evaluates the performance of its faculty members through established Faculty Performance Evaluation Instruments. These instruments provide a structured means of assessing faculty performance from relevant perspectives, including teaching effectiveness, preparation and delivery of instruction, classroom management, use of appropriate teaching strategies, assessment of learning, responsiveness to students, and professional responsibilities.

The evaluation results serve as an important source of information for determining the strengths and areas for improvement of faculty members. Feedback generated from the evaluation is considered in the preparation of individual faculty development plans, training and capability-building programs, mentoring activities, and other appropriate interventions. The evaluation process also promotes accountability and reinforces the College's commitment to quality, excellence, and continuous improvement in teaching.

2. Academic Committee for the Review of Academic Proposals

To ensure that academic proposals are carefully evaluated before implementation, the College constitutes an **Academic Committee** tasked with reviewing proposals involving academic programs, curricula, courses, instructional innovations, policies, and other academic initiatives.

The Committee is composed of appropriate academic officials and faculty representatives with relevant expertise. Its composition ensures that proposals are subjected to academic, technical, curricular, and institutional review. The Committee examines the relevance, feasibility, alignment with institutional goals and program outcomes, compliance with applicable CHED policies and standards, resource requirements, and potential impact on students and other stakeholders.

Through this mechanism, the College ensures that academic decisions are based on evidence, consultation, established standards, and institutional priorities. The review process likewise strengthens collegial governance and provides an avenue for faculty participation in academic decision-making.

3. Instructional Materials Committee and Review of Instructional Materials

The College maintains an **Instructional Materials (IMs) Committee** responsible for the review

and evaluation of instructional materials developed or utilized by faculty members. The Committee is composed of qualified academic personnel who examine instructional materials based on established criteria such as content accuracy, relevance, alignment with course and program outcomes, organization, clarity, appropriateness of learning activities, assessment strategies, and suitability to the identified learners.

The review of instructional materials ensures that faculty-developed modules, learning guides, course materials, and other instructional resources are responsive to the requirements of the curriculum and the needs of students. Sample reviewed instructional materials serve as documentary evidence that the College does not merely require the preparation of instructional materials but also subjects these materials to an appropriate quality assurance process.

The review process also encourages faculty members to continuously improve their instructional resources and adopt innovative, learner-centered, outcomes-based, and context-responsive approaches to teaching.



4. Class Observation Instrument and Schedule of Conduct

Class observation is another important assessment mechanism used by the College to determine the effectiveness of instructional delivery. An established Class Observation Instrument is utilized by designated academic officials or authorized observers to assess actual classroom performance.

The instrument generally covers areas such as mastery of subject matter, organization and presentation of lessons, appropriateness of teaching strategies, student engagement, use of instructional resources and technology, classroom management, questioning techniques, assessment of learning, communication skills, and alignment of instruction with intended learning outcomes.

Class observations are conducted according to an established schedule and are properly documented through accomplished observation forms and corresponding feedback. The process is developmental rather than merely evaluative. After the observation, feedback is provided to the faculty member to recognize effective practices and identify specific areas that may be strengthened. Where necessary, appropriate coaching, mentoring, peer support, or faculty development activities are recommended.

5. Other Tools and Indicators of Academic Performance

In addition to the foregoing instruments, DEBESMSCAT utilizes other academic performance indicators to obtain a more comprehensive assessment of instructional effectiveness. These include **student evaluation of teaching, faculty accomplishment reports, course syllabi and instructional plans, assessment and examination results, completion of required instructional materials, attendance and punctuality records, research and extension outputs, participation in faculty development activities, compliance with academic requirements, and other relevant performance documentation.**

The use of multiple assessment tools provides a more balanced and objective picture of faculty performance. Rather than relying on a single evaluation instrument, the College triangulates information from students, academic supervisors, peer or designated observers, and documentary evidence. This approach strengthens the reliability of the assessment process and enables academic administrators to make informed decisions regarding faculty development and instructional improvement.

Notably, the Student Evaluation of Teaching, as well as the evaluation by peers and immediate supervisors, has been fully transitioned to an online platform, providing a more efficient, accessible, systematic, and transparent mechanism for assessing faculty performance.

6. Utilization of Assessment Results for Continuous Improvement

The assessment tools are not treated merely as compliance documents. Their results are systematically used as inputs to the continuous improvement of instruction. Findings from faculty evaluations, class observations, instructional materials reviews, and other academic performance indicators are analyzed to identify recurring strengths, gaps, and emerging instructional needs. These findings may lead to faculty development programs, seminars and workshops, peer mentoring, enhancement of instructional materials, revision of teaching strategies, curriculum enhancement, provision of instructional resources, and other appropriate interventions. Positive practices identified through the assessment process are likewise documented and encouraged for replication across programs and colleges.

Through these mechanisms, DEBESMSCAT demonstrates a **quality-assured, participatory, and improvement-oriented approach to instructional performance assessment.** The systematic use of assessment tools ensures that faculty performance is regularly monitored, evidence is generated for academic decision-making, and identified areas for improvement are translated into concrete actions toward enhanced teaching effectiveness and improved student learning outcomes.

Assessment Tools on Performance in Research

DEBESMSCAT utilizes systematic assessment tools to monitor the productivity, quality, relevance, and impact of its research activities. These tools provide evidence for planning, monitoring, and continuous improvement of research performance.

1. Research Target and Accomplishment Monitoring

Research outputs are monitored per college against annual targets to determine the level of accomplishment and identify areas requiring intervention.

2. In-House Research Review

The College regularly conducts in-house reviews of research proposals and completed studies to ensure quality, relevance, methodological soundness, and alignment with the institutional research agenda.

3. Research Rating Instruments

Standardized rating sheets for research proposals and completed research are used to assess significance, methodology, analysis, findings, outputs, and potential utilization.

4. Research Outputs

The College monitors the number of research presentations, publications, and citations as indicators of research productivity, visibility, and scholarly contribution.

5. External Grants and Research Impact

Externally funded research projects are monitored based on funding received, outputs, outcomes, utilization, and impact on the institution and community.

6. Intellectual Property Outputs

The College monitors patents, utility models, industrial designs, copyrights, and other intellectual property outputs generated from research.

Assessment Tools on Performance in Extension and Linkages

DEBESMSCAT employs assessment tools to monitor the implementation, reach, effectiveness, and impact of extension programs and the strength of institutional linkages.

1. Extension Project Monitoring

The College maintains a five-year inventory of extension projects, including project titles, implementing units, beneficiaries, funding sources, and status of implementation.

2. Extension Project Impact Evaluation

Selected extension projects undergo impact evaluation to determine their effectiveness, sustainability, beneficiary satisfaction, and actual benefits to communities and stakeholders.

3. Beneficiary Target vs. Accomplishment

The College monitors the number of beneficiaries annually by comparing target beneficiaries against actual accomplishments.

4. Externally Funded Extension Projects

Extension projects supported by external agencies and partner organizations are monitored based on funding, implementation, outputs, beneficiaries, and outcomes.

5. Linkage Monitoring

The College maintains a five-year inventory of active linkages with government agencies, LGUs, private organizations, industries, NGOs, communities, and other stakeholders.

Assessment Tools on Production

The institution implements a systematic monitoring and evaluation scheme to ensure the **sustainability, efficiency, profitability, and relevance of its Income-Generating Projects (IGPs)**. Monitoring and evaluation are conducted through regular inspection, financial review, performance assessment, documentation, and consultation with project head, caretaker and stakeholder.

Latest Assessment Tools used in the different projects in production

The following assessment and monitoring tools are utilized in evaluating the performance and effectiveness of the institution's Production and Income-Generating Projects (IGPs)

The institution uses various assessment tools to monitor and evaluate its Production and Income-Generating Projects. These include Production Accomplishment Reports, Inventory and task Checklists, Sales and Income Reports, Financial Performance Reports. These tools are used to measure production output, income and expenses, equipment utilization, customer satisfaction Survey, achievement of targets, and overall project sustainability. The results of the assessment are used as a basis for corrective actions, project improvement, resource allocation, and management decision-making.

F.3. Three distinct prevailing best practices related to Assessment.

1. Target-versus-Accomplishment Management

The College consistently uses assessment matrices to compare planned targets with actual results in research, extension, finance, and procurement. This makes performance measurable and facilitates timely corrective action.

2. Assessment-to-Action Mechanism

Assessment results are not merely documented for compliance. They are used as bases for intervention, resource allocation, target recalibration, program improvement, and management decisions.

3. Impact-Oriented Assessment

Research and extension are assessed not only through outputs but also through citations, publications, utilization, beneficiaries, outcomes, and actual impact.

4. Participatory and Decentralized Management

Fund administrators, colleges, offices, and student leaders participate in planning and are given appropriate responsibility for their allocated resources. The assessment tools provide the mechanism for maintaining accountability despite decentralization.

5. Real-Time/Regular Monitoring

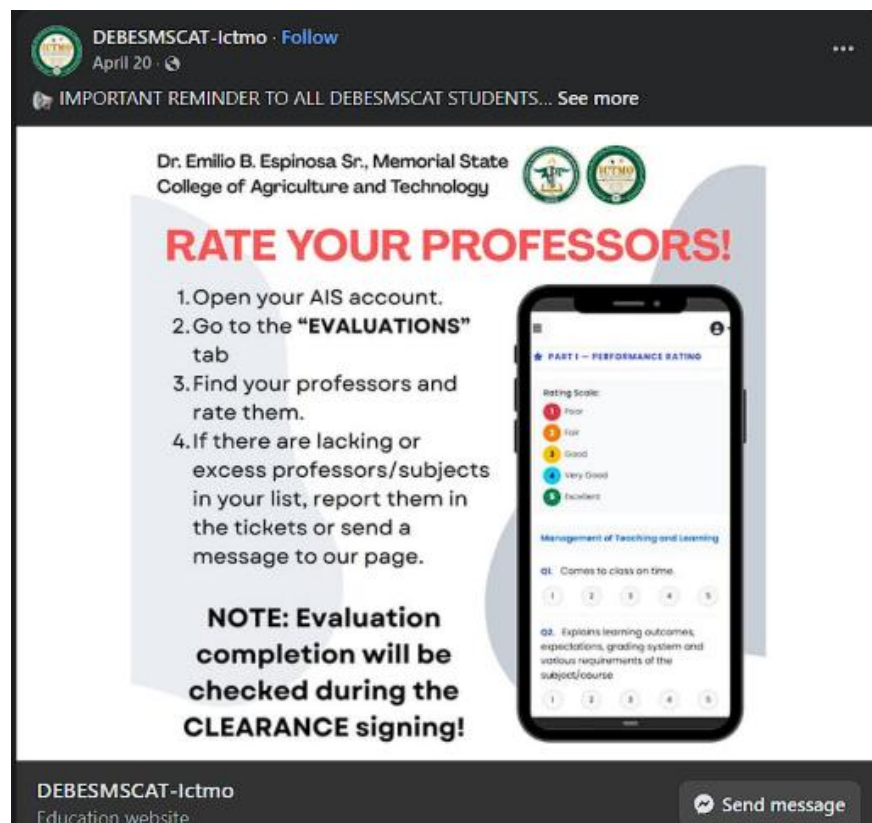
The use of SAOB, procurement status matrices, research monitoring matrices, and beneficiary accomplishment reports allows the College to identify emerging issues before they significantly affect program implementation.

Best Practices in Instruction Using Assessment Tools

1. Online Multi-Source Assessment of Faculty Performance

DEBESMSCAT institutionalizes the online assessment of faculty performance by students, and immediate supervisors as a comprehensive mechanism for evaluating teaching effectiveness. The online system provides a convenient, systematic, and transparent platform for gathering performance feedback from different stakeholders who directly observe or experience the faculty member's instructional performance.

Students assess faculty based on their actual classroom and learning experiences, including teaching effectiveness, clarity of instruction, responsiveness, classroom management, and facilitation of learning. Meanwhile, the immediate supervisor's assessment provides an administrative and managerial perspective on the faculty member's overall performance, including compliance with academic responsibilities and institutional expectations.



Best Practice in Production

The institution uses **multiple assessment tools** rather than relying on a single method. Quantitative and qualitative approaches such as Production records, sales and income reports, livestock and poultry inventory, Caretaker Task checklist, customer satisfaction survey, project performance evaluation and documentary evidence are utilized.

PARAMETER G. MANAGEMENT AND FINANCIAL CONTROL

DEBESMSCAT recognizes sound management and financial control as essential components of effective governance, institutional accountability, and the responsible stewardship of public resources. The College maintains a systematic and integrated management and financial control system that ensures resources are properly planned, allocated, utilized, monitored, and accounted for in accordance with applicable government laws, rules, regulations, and auditing standards.

The system is anchored on clear delineation of responsibilities, established internal controls, functional financial management units, and the use of appropriate information systems. Through these mechanisms, the College promotes transparency, efficiency, fiscal discipline, and accountability in the management of its funds, properties, and other resources. Regular monitoring, documentation, reporting, and internal review are undertaken to ensure that financial transactions and management decisions support institutional priorities and strategic objectives.

The Vice President for Administration and Finance provides overall leadership and oversight of the College's management and financial control system, working closely with the concerned offices and specialized units. This integrated approach strengthens internal controls, minimizes financial and operational risks, ensures compliance with government requirements, and supports the effective delivery of the College's programs, projects, and services.

G.1. Financial Control Management System

At Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT), the Financial Control Management System is an integral component of institutional governance and accountability. It is overseen by the Vice President for Administration and Finance and implemented through designated financial management and support units with clearly defined functions and responsibilities. The system is designed to ensure that public funds and institutional resources are properly planned, authorized, utilized, recorded, monitored, and reported in accordance with applicable government accounting, budgeting, procurement, auditing, and financial management rules and regulations.

DEBESMSCAT employs integrated financial systems, established procedures, and functional offices to strengthen internal controls and promote transparent, efficient, and compliant financial operations. These mechanisms provide appropriate checks and balances throughout the financial management cycle—from budget preparation and fund allocation to disbursement, accounting, reporting, monitoring, and audit.

The major components of the financial control system include the following:

- a. **Financial Information System.** DEBESMSCAT utilizes the Student Information and Accounting System (SIAS) to support the management and monitoring of student-related financial transactions and information, thereby promoting accuracy, accessibility, and timely processing of financial data.
- b. **Accounting Unit.** The Accounting Unit records and processes financial transactions, including revenues, expenditures, and payroll-related updates, and prepares financial statements and other required financial reports. It ensures that transactions are properly documented, recorded, and reported in accordance with government accounting standards.

- c. **Budget Unit.** The Budget Unit prepares budget estimates and supports the allocation and utilization of funds in accordance with approved programs, activities, and projects. It monitors fund utilization and provides certification on the availability of appropriations and funds, as required.
- d. **Internal Audit Unit.** The Internal Audit Unit provides management with independent and objective advice on the adequacy and effectiveness of internal control systems. It reviews organizational processes and procedures, identifies areas for improvement, and assists management in ensuring compliance with applicable laws, rules, regulations, and institutional policies.
- e. **Supply and Property Management Unit.** The Supply and Property Management Unit ensures proper control and accountability over government property and supplies. It oversees procurement-related controls, property recording and tracking, periodic inventory, safeguarding of assets, and the appropriate disposal of unserviceable properties in accordance with prescribed rules.

Through the coordinated operation of these units and systems, DEBESMSCAT establishes appropriate checks and balances in the management of financial resources. The Financial Control Management System provides management with reliable financial information for decision-making, promotes fiscal discipline and accountability, and ensures that institutional resources are utilized economically, efficiently, effectively, and in support of the College's mandate and strategic priorities.

G.2. The Financial Development Plan

The financial development of the Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) is guided by its Ten-Year Development Roadmap (2026–2036), which provides the financial and resource framework for the College's institutional development and its strategic transition toward becoming the Dr. Emilio B. Espinosa, Sr. Memorial-Masbate State University (DEBESMSU, RA 11171). The plan ensures that financial resources are strategically aligned with the College's mandate, institutional priorities, development targets, and long-term sustainability.

Financial planning is undertaken through an integrated and participatory process involving the concerned offices and fund administrators. This includes the preparation of multi-year revenue and expenditure projections, budget proposals, capital outlay requirements, and funding priorities. Budgeting and financial planning workshops are conducted to ensure that proposed programs, projects, and activities are supported by realistic resource requirements and are aligned with the General Appropriations Act (GAA), the College's strategic priorities, and applicable government policies and regulations.

Integrated Financial Management. DEBESMSCAT implements an integrated financial management approach that links planning, budgeting, accounting, procurement, disbursement, and financial reporting. The Budget Unit coordinates the preparation of budget estimates, monitors fund utilization, certifies the availability of funds, and facilitates the preparation and submission of required budgetary reports. This integrated approach promotes fiscal discipline, efficient resource allocation, and compliance with government financial management requirements.

Institutional Development and Financial Monitoring. Financial planning is closely linked with institutional development planning. The Planning Office, in coordination with the Office of the Project Management Physical Plant and Development Services and other concerned units, monitors the implementation of programs, projects, and infrastructure initiatives in terms of both physical and financial accomplishment. Progress is assessed against approved plans, targets, and key performance indicators to ensure that financial resources are translated into measurable institutional outputs and outcomes.

Transparency and Accountability. DEBESMSCAT promotes transparency and accountability through the timely preparation, submission, and appropriate disclosure of financial and operational reports. Audited financial statements, budget proposals, procurement plans, and other relevant financial information are made available through prescribed reporting and transparency mechanisms. These practices enable stakeholders and oversight agencies to monitor the utilization of public resources and strengthen confidence in the College's financial management system.

Strategic Resource Allocation. The Financial Development Plan prioritizes the allocation of resources to programs and projects that directly support the College's strategic directions, including academic development, research and extension, infrastructure development, human resource development, digital transformation, student services, and institutional capacity-building. Through this approach, financial decisions are anchored on institutional priorities and long-term development needs rather than on short-term expenditure considerations alone.

G.3. The Budget

The DEBESMSCAT Financial Management Services–Budget Unit plays a critical role in ensuring the effective, efficient, and accountable management of the College's financial resources. It provides technical guidance and financial management support to offices and end-users in the preparation, allocation, utilization, and monitoring of funds. The Unit ensures that budgetary decisions are aligned with the College's vision, mission, strategic priorities, programs, activities, projects, and quality objectives, while complying with applicable budgeting, accounting, auditing, and financial management rules and regulations.

The Budget Unit facilitates the preparation of realistic and responsive budget estimates, monitors fund utilization, certifies the availability of appropriations and funds, and prepares and submits required budgetary and financial reports to concerned government oversight agencies. Through these functions, the Unit supports informed management decision-making, promotes fiscal discipline, and ensures that available resources are directed toward institutional priorities and desired outcomes.

The Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) is primarily funded by the Philippine Government through the General Appropriations Act (GAA). For the applicable fiscal year, the College has an approved institutional budget of ₱360,858,000.00, supplemented by internally generated revenues and other authorized sources. The budget provides financial support for personnel services, operating requirements, capital investments, and the implementation of the College's programs, activities, and projects.

Institutional Budget Sources

General Appropriations Act (GAA). The GAA constitutes the principal source of the College's funding and provides appropriations for the implementation of its mandated programs and operations. These appropriations generally cover Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE), and Capital Outlays (CO). GAA resources enable the College to sustain its workforce, maintain day-to-day operations, deliver academic and support services, and implement priority infrastructure, equipment, and other development projects.

Internally Generated Income (IGI). The College also generates income from authorized sources such as tuition and other allowable fees, laboratory fees, miscellaneous fees, and auxiliary services. These resources augment government appropriations and provide additional financial support for institutional operations and priority activities, subject to existing laws, rules, regulations, and applicable DBM

requirements. The utilization of internally generated income is properly programmed, authorized, monitored, and accounted for to ensure transparency and accountability.

Special Appropriations and Grants. DEBESMSCAT may also receive special appropriations, grants, research funding, and other authorized financial assistance from national government agencies, development partners, and other sources. These funds are generally earmarked for specific purposes such as research and extension programs, special projects, infrastructure development, equipment acquisition, and other priority institutional initiatives. Their utilization is governed by the terms and conditions of the funding source and applicable government rules and regulations.

Budget Allocation Categories

The College allocates its budget according to the nature and purpose of expenditures, ensuring that resources are appropriately matched with institutional requirements and strategic priorities.

Personnel Services (PS). Personnel Services cover compensation and other authorized personnel-related expenditures, including salaries, wages, retirement and life insurance premiums, and other benefits of faculty and non-teaching personnel. This allocation ensures the availability of human resources necessary for the effective delivery of academic, administrative, research, extension, and support services.

Maintenance and Other Operating Expenses (MOOE). MOOE supports the day-to-day operations and delivery of institutional services. It includes expenditures for utilities, supplies and materials, communication, repairs and maintenance, travel, student programs and services, faculty and personnel development, and other essential operating requirements. The allocation of MOOE is guided by approved programs, activities, and projects and is monitored to ensure economical and efficient utilization.

Capital Outlays (CO). Capital Outlays are allocated for investments that contribute to the long-term development and improvement of the College. These include the acquisition of machinery, equipment, information and communication technology resources, improvement and construction of facilities, campus development, and other major infrastructure projects. Capital investments are prioritized based on institutional needs, development plans, available resources, and the College's strategic direction toward universityhood.

Budget Management and Accountability

DEBESMSCAT adopts a participatory and needs-based approach to budget preparation and allocation. Offices and units identify their resource requirements based on approved plans, programs, activities, projects, and performance targets. These requirements are consolidated and evaluated to ensure consistency with institutional priorities and the availability of funds.

Budget utilization is regularly monitored to promote efficient fund absorption and prevent unnecessary accumulation of unobligated or unutilized appropriations. Where necessary, appropriate budget adjustments or realignments are undertaken in accordance with existing government rules and approved institutional procedures.

G.3.1. The Budget Preparation

The budget preparation process of the Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) is a structured, participatory, and results-oriented process aligned with the national government budget cycle and the College's strategic plans and priorities. It

translates institutional goals, programs, activities, and projects (PAPs) into corresponding financial requirements and ensures that available resources are strategically allocated to support the College's mandate, operational needs, and long-term development objectives. The process covers planning and consultation, budget formulation, review and approval, and budget execution and accountability.

Key Phases of the DEBESMSCAT Budget Cycle

1. Planning and Consultation. The budget process begins with comprehensive institutional planning and consultation. DEBESMSCAT conducts planning and budgeting workshops involving academic unit heads, administrative and support offices, and other relevant stakeholders, including faculty and student representatives. These consultations provide a venue for identifying priorities, assessing resource requirements, and aligning proposed programs and expenditures with the College's strategic directions, performance targets, and available resources.

2. Budget Proposal Formulation. Based on the approved institutional plans and identified priorities, the Budget Unit facilitates the preparation and consolidation of detailed budget estimates for the College's programs, activities, and projects (PAPs). Proposed requirements are reviewed and prioritized based on program needs, projected resources, implementation capacity, and applicable budget guidelines. The process integrates requirements for the General Appropriations Act (GAA), internally generated income, and other authorized funding sources to develop a comprehensive and realistic institutional budget proposal.

3. Review, Deliberation, and Approval. The consolidated budget proposal undergoes systematic review and deliberation to ensure that proposed expenditures are justified, responsive to institutional priorities, and within the limits of available and projected resources. The Budget Committee evaluates the proposals and recommends necessary adjustments and priorities. The final proposal is endorsed through the appropriate institutional mechanisms, including submission to the Board of Trustees and coordination with concerned government oversight agencies, particularly the Department of Budget and Management (DBM) Regional Office V, in accordance with the prescribed national budget process.

4. Budget Execution and Accountability. Upon approval and release of the appropriations, the College implements the approved budget through its established financial management and internal control systems. The Budget Unit monitors fund utilization, certifies the availability of appropriations and funds as required, and provides financial information to management and concerned offices to support responsible spending decisions. Actual utilization is monitored against approved allocations and targets to promote efficient fund utilization and prevent unauthorized or unnecessary expenditures.

5. Monitoring, Reporting, and Feedback. Budget implementation is complemented by regular monitoring and reporting. Financial and budgetary reports are prepared and submitted to concerned government oversight agencies in accordance with prescribed requirements. Variances in budget utilization are reviewed, and appropriate corrective measures, including authorized adjustments or realignment when necessary, are undertaken in accordance with existing rules and regulations. The results of budget implementation provide feedback for succeeding planning and budgeting cycles.

G.3.2. The Allocation of Budget

DEBESMSCAT adopts a strategic, needs-based, and participatory approach to budget allocation to ensure that available resources are aligned with institutional priorities. The College has an approved GAA budget of ₱360.858 million, supporting academic programs, administrative and support services, campus operations, and priority development projects, including the Cawayan Campus.

Budget allocations are based on approved programs, activities, and projects (PAPs), operational requirements, student and personnel needs, and available appropriations. The Budget Unit consolidates and evaluates the requirements of academic and administrative units to ensure alignment with institutional priorities and government budget regulations.

Academic Allocations. Resources are allocated to the College of Education, College of Engineering, College of Industrial Technology, College of Agriculture and Agroforestry, College of Computing Information Technology, and College of Business, Tourism and Entrepreneurship to support instruction, research, extension, student services, and other academic requirements.

Personnel Services (PS). Funds support the salaries and authorized benefits of 124 faculty members and 132 non-teaching personnel, ensuring adequate human resources for the College's operations.

Maintenance and Other Operating Expenses (MOOE). MOOE supports utilities, supplies, repairs and maintenance, student services, personnel development, and other essential operating requirements, including full face-to-face class operations.

Capital Outlays (CO). Capital Outlay funds support priority infrastructure and equipment requirements, including the construction of academic facilities and strategic projects such as the Bicol Riser Project.

G.3.3. The Utilization of Budget

DEBESMSCAT ensures that budget utilization is guided by approved plans, programs, activities, and projects (PAPs) and implemented in accordance with government accounting, budgeting, procurement, and auditing rules. The process provides appropriate controls from planning and fund certification to procurement, disbursement, liquidation, and performance monitoring. This ensures that public funds are used for their intended purposes, efficiently and accountably.

The budget utilization process generally follows these stages:

1. Planning and Budget Preparation. End-users and academic and administrative heads identify and prioritize resource requirements based on approved plans and institutional targets. Through institutional planning and budgeting workshops, proposed requirements are reviewed and aligned with available resources and the College's priorities.

2. Certification of Fund Availability. Before procurement or expenditure is undertaken, the Budget Unit verifies the availability of appropriations and funds and ensures that the proposed expenditure is consistent with the approved budget. The necessary certification is issued to provide an appropriate financial control prior to implementation.

3. Procurement Implementation. Procurement of goods, infrastructure, and services is undertaken through the Bids and Awards Committee (BAC) and the Procurement Unit in accordance with applicable government procurement laws and regulations. Procurement documents, including Purchase Orders, Job Orders, and contracts, are prepared and routed through the Budget, Accounting, and Cashier offices for appropriate processing, review, and approval.

4. Disbursement and Liquidation. The Accounting Unit reviews supporting documents to ensure that expenditures comply with accounting and auditing requirements before payment is processed. Cash

advances are monitored and liquidated within the prescribed period, strengthening accountability and supporting efficient budget utilization.

5. Performance and Utilization Review. Management, together with fund administrators and concerned offices, regularly monitors program implementation, budget utilization, and physical and financial performance. Monthly reviews help identify variances, address procurement or implementation bottlenecks, and facilitate timely corrective actions.

G.4. The Accounting System

DEBESMSCAT adopts the Government Accounting Manual (GAM) for National Government Agencies as a fundamental reference in the recording, processing, reporting, and management of its financial transactions. The use of the GAM ensures that the College's accounting practices are standardized, consistent, transparent, and compliance with applicable government accounting and auditing rules.



*Government Accounting Manual (GAM) for
National Government Agencies*

G.5. The Auditing System

LEGAL MANDATE

The creation, organization, and operation of the Internal Audit Services in government offices was created by virtue of Republic Act No. 3456 for the efficient and effective fiscal administration and performance of agency affairs and functions. Administrative Order No. 119 directed the Department of Budget and Management to promulgate rules and regulations for strengthening the internal control system of government offices.

The Department of Budget and Management through DBM Circular Letter No. 2008-8 issued the National Guidelines on Internal Control System (NGICS) which provides that within the agency structure, the Internal Audit Unit is mandated to conduct a separate evaluation or appraisal of the internal control system to determine whether internal controls are well designed and properly operated.

DBM Circular Letter No. 2023-14 provides that the Internal Audit Unit to focus on its intended functions, it shall not be responsible for nor required to participate in activities that are essentially part of the regular operating functions or under the primary responsibility of another unit in the organization, and in conflict with its post-audit (ex post facto or after the fact/ transaction) function. The IAU shall be strictly detached from all non-internal audit functions.

AUDIT SUPPORT SERVICES

In DEBESMSCAT, the initial and preparatory work setup of the Office of the Internal Auditor was designed to accommodate the pressing demand for pre-audit of financial transactions, inspections, and other related activities. Under the pre-audit setup, every financial transaction undergoes scrutiny by the Internal Auditors prior to the approval of the SUC President. The validity of the transaction is checked by determining whether the requesting employee or personnel has the authority to initiate or request the payment. The propriety of the transaction is determined by recalculating the mathematical accuracy of payment and the proper charging to fund accounts. The completeness of supporting documents is reviewed against the list of documentary requirements for expenditures and disbursements as provided by the Commission on Audit. Pre-audit and other audit activities are likewise performed on procurement activities, infrastructure projects, contracts, inventories, and other on funds and properties. Special audits were also conducted on potential risk areas of operations. All these activities ensure transparency and accountability on the use of government funds. The procedural steps and underlying objectives for the conduct of pre-audit can be referenced in the Work Instructions and Quality Objectives and Strategic Action Plans of the Office of the Internal Auditor.

INTERNAL AUDIT TRANSITION

In compliance with the legal mandate, the Office of the Internal Auditor will transition toward the implementation and observance of the provisions under the Revised Philippine Government Internal Auditing Manual as promulgated by the Department of Budget and Management through DBM Circular Letter No. 2020-8. This would entail the conduct of Baseline Assessment of the Internal Control System and the three types of internal auditing: compliance audit, management audit, and operations audit.

THE INTERNAL AUDIT FUNCTION

Internal audit is an integral part of the internal control system of public service organizations. The scope of internal audit is broad and involves all matters relating to operations audit and management control. Internal audit also encompasses the evaluation of the degree of compliance of supervision or control with laws, rules and regulations governing the operations of the agency, the appraisal of the adequacy of internal controls and the evaluation of the results of operations, focusing on the effectiveness of controls of operating and support services units/systems in the attainment of agency objectives. Consequently, there are three types of internal audit: compliance audit, management audit, and operations audit.

A compliance audit is the evaluation of the degree of compliance of supervision or control with laws, regulations, managerial policies, systems and processes of government, including compliance with accountability measures, ethical standards and contractual obligations. Management audit is a separate evaluation of the effectiveness of internal controls adopted in the operating and support services to determine whether or not they achieve the control objectives over period of time or as of a specific date. Operations audit is a separate evaluation of the outcome, output, process and input to determine whether government operations, programs and projects are effective, efficient and economical. The procedural steps and underlying objectives for the preparation of Internal Audit Report can be referenced in the Work

Instructions and Quality Objectives and Strategic Action Plans of the Office of the Internal Auditor.

BASELINE ASSESSMENT OF THE INTERNAL CONTROL SYSTEM

The conduct of the Baseline Assessment of the Internal Control System (BAICS) by the Office of the Internal Auditor is primarily intended to appraise and assess the overall effectiveness of the internal control system of DEBESMSCAT and its functional units. The Baseline Assessment of the Internal Control System is carried out by performing activities such as administering internal control questionnaires and checklists; verifying results; using flowcharts and narrative notes; and conducting walkthrough and test of controls. The procedural steps and underlying objectives for the conduct of BAICS can be referenced in the Work Instructions and Quality Objectives and Strategic Action Plans of the Office of the Internal Auditor.

G.6. Budget Control

DEBESMSCAT maintains a systematic budget control mechanism under the oversight of the Vice President for Administration and Finance (VPAF) and the Budget Unit. The system ensures that financial resources are utilized only for authorized purposes, within approved appropriations, and in accordance with applicable DBM, COA, and other government rules and regulations. Budget control is exercised through fund certification, utilization monitoring, financial reporting, and regular management review.

Key Budget Control Mechanisms

Budget Unit Operations. The Budget Unit verifies and certifies the availability of funds before obligations and disbursements are processed. It also monitors budget utilization and provides financial information to management for informed decision-making.

Planning and Budgeting Workshops. Annual planning and budgeting workshops align institutional priorities, strategic directions, programs, activities, and projects with available resources and fund-generation strategies. The resulting Program of Receipts and Expenditures (PRE) is submitted through the appropriate institutional process for approval.

Budget Utilization Monitoring. Budget Utilization Rates (BUR) are regularly monitored across offices and fund sources to assess the pace and efficiency of expenditure and to identify implementation gaps or potential underspending.

Compliance and Transparency. Financial transactions and budget utilization are reviewed to ensure compliance with approved allocations, accounting and auditing requirements, and applicable government regulations. Relevant financial information is reported through prescribed institutional and government reporting mechanisms.

Audit and Oversight. Financial management practices, including accounting, collections, disbursements, and property-related transactions, are subject to internal review and external audit to strengthen internal controls and ensure compliance with Commission on Audit (COA) requirements.

Key Financial Documents

Annual Procurement Plan (APP). Serves as the primary procurement planning document, linking planned acquisitions of goods, infrastructure, and services with approved programs and available budgetary resources.

GAA Budget Proposals. Provide the basis for the formulation and implementation of the College's annual government-funded programs, activities, projects, and corresponding financial requirements.

Program of Receipts and Expenditures (PRE). Presents projected receipts and planned expenditures and serves as a financial planning and control instrument for the utilization of institutional resources.

Financial Statements and Reports. Provide a reliable picture of the College's financial position and performance and support management decision-making, accountability, audit, and transparency requirements. These include the Trial Balance and prescribed financial statements and supporting reports.

G.7 Three Distinct Prevailing Best Practices Related to Financial Control

1. Regular Provision of Fund Balance Information. Copies of updated account balances are regularly furnished to all fund administrators, enabling them to monitor their available funds, manage commitments, and make informed spending decisions.

2. Early Preparation of PRE and PPMP. The Program of Receipts and Expenditures (PRE) and Project Procurement Management Plan (PPMP) for the succeeding fiscal year are prepared well in advance to facilitate timely planning, procurement, and alignment of resources with institutional priorities.

3. Timely Realignment of Unutilized Funds. Funds that remain unutilized or are no longer required for their original purpose are considered for appropriate realignment, subject to approved procedures and applicable budgeting, accounting, auditing, and procurement rules and regulations. This practice promotes optimal utilization of available resources and minimizes idle funds.

H. Enabling Feature – Use of Information and Communications Technology in Management

The DEBESMSCAT Management Information System (MIS) integrates people, processes, hardware, software, data, and ICT infrastructure to support efficient academic, administrative, research, extension, and governance operations. These components work together to ensure that institutional information is accessible, accurate, secure, and timely, enabling informed decision-making and effective service delivery.

H.1. Management Information System(MIS)

H.1.1. Components of the MIS

The Office of Information and Communications Technology Management (ICTMO) is aware that the successful Management Information System (MIS) is reliant on the smooth integration of its critical components. These elements at DEBESMSCAT collectively support the academic, administrative, research, extension, and governance responsibilities of the institution.

1. People and Processes: The Governing Layer

The ICTMO ensures that the obligations of qualified persons, system users and IT staff are in accordance with the institutional rules, standard operating procedures and information security

standards. Clear procedures facilitate consistent data entry, system use and service delivery. Similarly, skilled people help the institution to function well by implementing these policies effectively, monitoring them and making continuous improvements.

2. Mechanical Engines' Hardware and Software

The college has a well-integrated ICT infrastructure with software applications on reliable hardware resources like servers, workstations, networking equipment and cloud-based services.

Institutional information systems such as the Student Information and Accounting System (SIAS), the official website, and the in-house apps require a strong hardware infrastructure to ensure services are efficient, secure, and reliable.

3. Software and Data the Processor and Product

Software programs are the main tools for the collection, processing, validation, storage and creation of institutional data.

Operational raw data are converted into useful reports, analysis and information to support planning, quality assurance and governance through systems such as SIAS, online admission, student evaluation and other digital platforms.

4. Storage and Medium Data and Hardware

ICTMO provides secure storage of institutional data through physical and cloud-based storage systems.

The availability, integrity, disaster recovery and continuity of business operations are ensured by reliable servers and backup facilities, storage devices and network systems. Regular backups, and continuous monitoring, can help protect institutional records from loss or corruption.

5. People and Data: The Input and Insight Loop

Through a variety of information systems, faculty, staff, administrators, and students create and use institutional data.

Users enter academic, financial, administrative and personnel information. Institutional leaders retrieve processed reports and dashboards for evidence-based decision-making, policy building, strategic planning, accreditation and continuous quality improvement.

H.1.2. Important ICT Initiatives and Digital Transformation Programs

Through the leadership of the Office of Information and Communications Technology Management (ICTMO), DEBESM SCAT has continued to transform digitally by providing information and communication technology solutions to enhance institutional efficiency, service delivery, transparency, and accessibility. The college has carefully invested in information systems, network infrastructure and digital services, so as to gradually change from the old manual ways to the use of technology to support the improvement of education and management.

The College began its digital transformation journey by adopting Google Workspace on 2 July 2013,

providing institutional email accounts and cloud-based productivity and collaboration tools for faculty, staff and students. This initiative enhanced communication, enabled document sharing and improved collaboration across offices and campuses.

To boost its online presence and enhance public access to institutional information, DEBESMSCAT launched its official school website on April 8, 2014. The website was the main channel for the college to publish announcements, academic information, transparency reports, notices for procurements and other public services. On 20 April 2021 the website was migrated from the Joomla Content Management System (CMS) to WordPress in order to keep up with the technology and to provide better security, better usability, easier content management and better responsiveness on a range of devices. “In September 2024, we made further improvements to the Bids and Awards Committee (BAC) webpage to enhance transparency and compliance with government procurement requirements.

In 2015, the College adopted and implemented the Student Information and Accounting System (SIAS) which was an important turning point in the automation of student records and finance. SIAS has streamlined some of the key institutional processes such as student registration, enrolment, assessment, billing, collection and records management. This has led to efficient operations and reliable institutional data.

ICTMO implemented the Online Admission System in 2024 to provide more convenient and efficient services. Prospective students can now submit their application online, which reduces manual transactions and processing time. In 2025, the initiative was further enhanced by automating the online pre-registration system for regular students, allowing continuing students to complete their enrolment procedures remotely, and improving the accuracy and efficiency of enrolment operations.

In response to the increasing demand for digital academic services, ICTMO continues to upgrade the academic information system of the institution. Among its recent developments are the implementation of the student–Teacher Evaluation System and the Online Viewing of Grades in 2026. Such systems enhance transparency, improve student access to academic information, and facilitate prompt feedback that assists continuous quality improvement in teaching and learning.

Besides academic systems, ICTMO is also developing MyDEBESMSCAT Employee Portal which is an integrated digital platform that automates various human resource and administrative services. At present the portal has the functionality of leave management, daily work hours tracking, personal information maintenance and leave credits handling. These are still being enhanced in order to make the administration more efficient and help the employees better manage their information. ICTMO continues to expand and improve the college’s internet and network infrastructure across campuses to support these expanding digital services. The effort is designed to offer reliable connectivity, enhance access to cloud applications, bolster cyber-security and guarantee the availability of digital services to students, faculty, staff and other stakeholders.

These actions demonstrate the constant commitment of DEBESMSCAT to digital transformation, through the strategic use of information and communication technology. The ICTMO is supporting the institution in upgrading its information systems and digital infrastructure to improve the quality of teaching and the efficiency of administration, data-driven decision-making, transparency and public services, and to be ready for the management of the future smart campus..

H.2. Best Practices in ICT Management

The Office of Information and Communications Technology Management (ICTMO) has adopted a

number of best practices that have greatly improved the institution's efficiency, accessibility, and digital transformation.

1. Official website of DEBESMSCAT development and continuous improvement

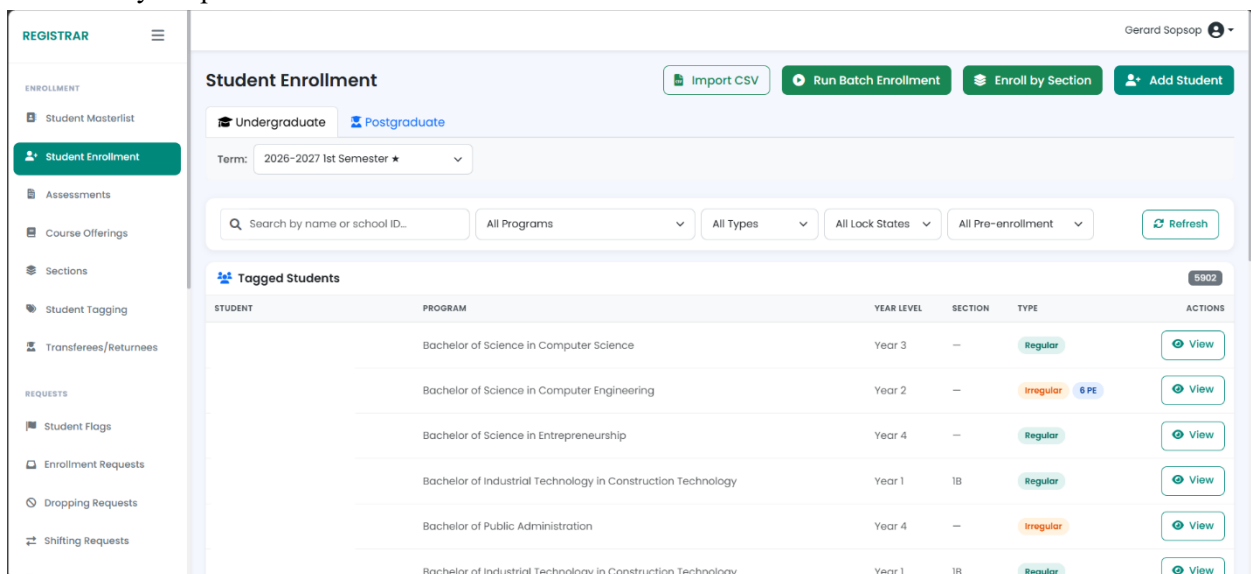
Official website: The institution's main digital communication platform offering timely announcements, academic information, procurement transparency, news, and public services to stakeholders. Ongoing changes help meet government transparency standards and improve the user experience.

2. Development of the Academic Information System

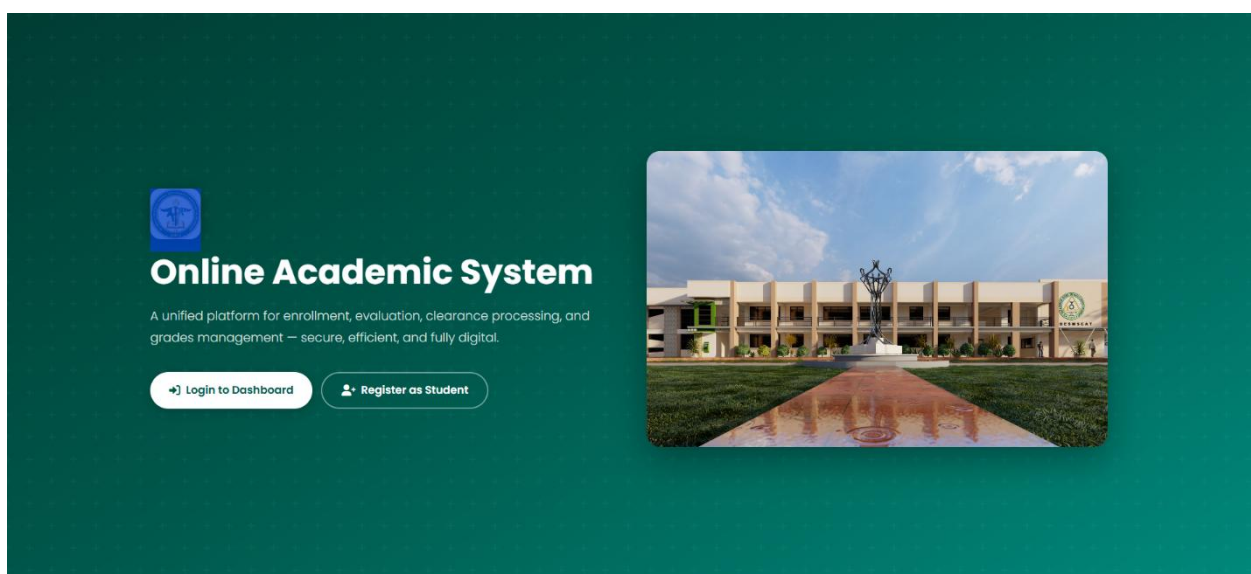
ICTMO regularly updates the academic information system of the university. This ensures that important processes such as students' registration and evaluations are automated which increases efficiency and accuracy of data.

3. Online Admission System Implementation

The Online Admission System has improved the student admission process by allowing applicants to upload criteria online, resulting in reduced processing time, reduced manual transactions and improved accessibility for potential students.



STUDENT	PROGRAM	YEAR LEVEL	SECTION	TYPE	ACTIONS
	Bachelor of Science in Computer Science	Year 3	—	Regular	View
	Bachelor of Science in Computer Engineering	Year 2	—	Irregular 6 PE	View
	Bachelor of Science in Entrepreneurship	Year 4	—	Regular	View
	Bachelor of Industrial Technology in Construction Technology	Year 1	1B	Regular	View
	Bachelor of Public Administration	Year 4	—	Irregular	View
	Bachelor of Industrial Technology in Construction Technology	Year 1	1B	Regular	View



H.3 Future Directions of ICT Development

The Office of Information and Communications Technology Management (ICTMO) has adopted a number of best practices that have greatly improved the institution's efficiency, accessibility, and digital transformation.

1. Official website of DEBESMSCAT development and continuous improvement Official website

The institution's main digital communication platform offering timely announcements, academic information, procurement transparency, news, and public services to stakeholders. Ongoing changes help meet government transparency standards and improve the user experience.

2. **Development of the Academic Information System** ICTMO regularly updates the **academic information system** of the college. This ensures that important processes such as students' registration and evaluations are automated which increases efficiency and accuracy of data.

3. **Online Admission System implementation has improved** the student admission process by allowing applicants to upload criteria online, resulting in reduced processing time, reduced manual transactions and improved accessibility for potential students.

I. Resource Generation Strategies

I.1. Local Resource Generation

I.1.1. International None

I.1.2. Local

The The Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) may present major projects that demonstrate successful resource generation and partnership with external funding agencies like: Livestock Production and Enterprise Development Project.

The DEBESMSCAT has implemented major resource-generation and development projects with support from local donors and development partners. These projects have contributed to the improvement of institutional facilities, agricultural and livestock production and income generation.

I.2. The Income-Generating Projects

The Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) proposed/generates funds through the implementation of various Income-Generating Projects (IGPs) that complement and augment its Revolving Fund and Special Budget as approved by the BOT. These projects are designed based on the identified needs of the institution and its stakeholders.

I.2.1. List of Income-Generating Projects

Name of IGP	Brief Description	Date Started	Project In-Charge	Income Generated (Annual)
Dormitory (Male & Female)	The Dormitory is an Income-Generating Project that provides affordable and accessible accommodation to students and other authorized clients. It generates revenue through rental and accommodation fees, which are utilized to support its operations, maintenance, improvement and sustainability.	March 2021	Randy Bello & Nikki Faith Bantillo	507,144.00
Concessionaire, Accommodation, and Rental Services 1. Core Rental 2. Rental stall 3. Chairs & Table 4. Moving store 5. Function Hall	Concessionaire, Accommodation, and Rental Services are institutional Income-Generating Projects that provide essential services and utilize available institutional facilities and resources to generate additional income. Revenues are used to support operations, maintenance, improvement, and the sustainability of institutional facilities and services.	January 2021	Al Wilson T. Velarde	113,929.00
DEBESMSCAT Water Refilling Station	The Water Refilling Station provides safe and affordable purified drinking water to the institutional community and other clients while generating additional income to support its operation, maintenance, and sustainability.	November 2021	Engr. Laurence G. Almoguera	300,071.00
Boarding House Rental	The Boarding Houses Rental provides safe and convenient accommodation facilities to DEBESMSCAT through a rental arrangement, generating additional institutional income that supports facility maintenance, improvement, and sustainability.	March 2021	Al Wilson T. Velarde	289,229.89



I.2.2. Funding from other Sources

The Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) submits budget proposal to Department of Agriculture, LGUs and other government oversight agencies.

I.2.3. Linkages with Government Agencies

The Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) received an External Funding from the Department of Agriculture (DA) for the Native Chicken project amounting Five Million Pesos (P5,000,000.00) as counterpart of the said project.

Gov't Agencies	Effective Date of Linkage	Nature of Linkage	Amount of Funding Support
Department of Agriculture		Chicken Poultry Production	P5,000,000.00
Department of Trade and Industry		FabLab	10,000,000.00

I.2.4. Linkages with Non-Government Agencies

Agency/Institution	Effective Date of Linkage	Nature of Linkage	Amount of Funding Support
none			

I.3.The Budget Process

The Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) budget process for Income Generating Projects (IGPs) follows the standard financial guidelines for Philippine State Universities and Colleges (SUCs). It involves four main phases: proposal planning, budget evaluation, approval by the Board of Trustees, and remittance of retained income.

Key Steps in the IGP Budget Process

- **Planning and Estimation:** Project proponents draft Work and Financial Plans (WFPs) detailing expected costs, capital requirements, and projected sales.
- **Review and Consolidation:** The DEBESMSCAT Budget Unit consolidates these estimates into the college's overall institutional budget during annual planning workshops.
- **Approval and Certification:** The budget is approved by the DEBESMSCAT Board of Trustees and reviewed by oversight agencies. The Budget Unit then certifies the availability of funds.
- **Implementation and Remittance:** Revenues generated are remitted to the college's Trust Fund to support further project operations and institutional development.

Relevant DEBESMSCAT Units

- **Budget Unit:** Handles technical assistance, prepares estimates, and certifies fund availability for projects.
- **Production and Auxiliary Services (PAS):** Manages the operations of technology-based and business-oriented IGPs.

I.3.1. Budget Preparation

Budget preparation for Income Generating Projects (IGPs) at Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) is handled by the Production and Auxiliary Services (PAS) in collaboration with the Budget Unit. Preparation strictly follows government guidelines to augment institutional funds and offset budgetary constraints.

Key Steps for DEBESMSCAT IGP Budget Preparation:

1. **Proposal and Justification:** Outline the project details, including objectives, target clientele, and specific services or products (e.g., manufacturing/fabrication services or commercial rentals.)
2. **Work and Financial Plan (WFP):** Develop a detailed breakdown of projected revenues and expenditures for the fiscal year.
3. **Budget Estimation:** Estimate variable and fixed costs, such as materials, labor, and equipment maintenance, versus expected returns.
4. **Approval and Integration:** Submit the IGP proposal and budget to the PAS Office. The Budget Unit will integrate this into the college's overall annual income plan and certify fund

availability.

I.3.2. Budget Allocation

Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) allocates Income Generating Projects (IGP) revenue under the management of its Production and Auxiliary Services (PAS). According to their institutional policies, the specific budget allocations and revenue sharing arrangements for active enterprises—such as canteen rentals, and other income generating projects.

The general allocation framework for SUCs in the Philippines, including DEBESMSCAT, follows strict guidelines to ensure fiscal sustainability and institutional development:

- **Operational Expenses:** A percentage of the revenue is directly allocated to cover direct costs, project-specific personnel wages, supplies, materials, and equipment required to sustain production.
- **Institutional Fund:** The remaining net surplus supplements the college's internally generated funds to subsidize instruction, research, extension services, and infrastructure.

I.3.3. Budget Management

Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) manages Income Generating Projects (IGPs) through the Production and Auxiliary Services (PAS) Unit. Revenue generation is a core institutional goal aimed at achieving financial resilience and augmenting government subsidies.

Key Management and Budgeting Practices

- **Budget Proposals & Estimates:** The administration undergoes multi-day Planning and Budgeting Workshops to harmonize strategic financial plans and formulate annual income targets.
- **Resource Optimization:** Ventures are operated on a self-sustaining business model. They utilize campus resources for cafeterias, printing, instructional materials, and business incubation services.
- **Financial Controls:** The Budget Unit is responsible for certifying funds availability and preparing financial and budgetary reports for government oversight agencies, ensuring transparency and fiscal accountability in compliance with COA guidelines.

I.3.4. Budget Control

The Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) utilizes the Manual of Operations of Production and Auxiliary Services (PAS) to manage, monitor, and control Income Generating Projects (IGPs). Key financial controls include:

- **Special Trust Fund:** All income generated is deposited into authorized government depository banks and constitutes a Special Trust Fund.
- **Work and Financial Plans:** DEBESMSCAT's Budget Unit requires detailed mapping of objectives and expenses, and enforces tracking through physical and financial targets.

Utilization Rules: Generated funds are allocated for operating expenses, reinvested for project sustainability, and used to support school initiatives and programs.

I.3.5. Participants in the Budget Process

Designation of Participants	Unit Represented	Description of Participation
Director, Production & Auxiliary Services		Overall supervision of the IGPs
Project In-Charge		Prepares Operational Budget

I.4. Monitoring and Evaluating Income-Generating Projects

The Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) Monitoring and Evaluating Income-Generating project (IGPs), thru the Production and Auxiliary Services (PAS) office enforce a comprehensive System of Monitoring and Evaluation (M&E) to ensure the financial viability, operational efficiency, compliance, and long-term sustainability of all institutional Income Generating Projects (IGPs)

I.4.1. Monitoring

The Monitoring scheme tracks the day- to-day operations, asset movement , physical inventory, and revenue collection across all active IGPs through multi-tiered approach: Mandatory Periodic Reporting: Project Head submit standardized schedules: Monthly Livestock Inventory and Mortality Reports, Dormitory and Boarding Houses Occupancy Reports, Water refilling station sales and production reports, and canteen/Concessionaire/store rental summaries, Periodic/quarterly, consolidated IGP financial sales and sales statements. Regular on-site inspection and spot audits. The PAS Director, together with designated monitoring staff, conducts monthly and unannounced site visit to inspect physical facilities, assess equipment condition, verify actual livestock /inventory against records, and check hygiene/services standards (for dorm, concessionaires, and processing facilities).Quarterly PAS Coordination Meetings, Held every end of the quarter with all Projects Heads, Centre MANagers, and administrative support personnel to review operational performance, resolve field-level bottlenecks, address resource constraints, and align project outputs with set targets.

I.4.2. Evaluating

Evaluating Evaluation assesses overall project profitability, administrative efficiency, alignment with institutional goals, and staff productivity. Evaluation Mechanisms & Instruments: Financial Performance and yield analysis: Comparative evaluation using the financial Management Services (FMS) Monthly/Quarterly Collection Reports and Financial Statements to evaluate Return on investment (ROI), net profit margins, and revenue variances against targets. Capacity Utilization & Market Demand Assessment: Analysis of facility utilization rate (e.g. Dormitory Occupancy Reports, water unit output, concession space saturation)to measure operational demand and commercial efficiency. Asset Valuation and Appraisal: Periodic Appraisal of biological and agricultural assets (e.g. Livestock valuation, crop yield estimations) conducted prior to harvesting, disposal, or culling.Performance & Quality Audits: Individual Performance Commitment and Review (IPCR), Office Performance Commitment and Review (OPCR),

and unit Quarterly Accomplishment Reports (UQAR) to evaluate the efficiency and productivity of IGP personnel and units. Timetable & Concerned Parties: Quarterly & Annually. Conducted by the PAS director, Financial Management Services (FMS)/Accounting Unit, Internal Audit Unit, and Project Heads. Sample Evaluation Instrument: IPCR/OPCR target vs. Actual Accomplishment Matrix.

I.5. Three major implemented projects fully supported by international and local donors.

Major Implemented Projects Fully Supported by International and Local Donors—Currently, the Production and Auxiliary Services (PAS) office has no major implemented Income-Generating Projects fully funded or supported by external international or local donors. All active IGPs are internally funded through institutional revolving funds and university allocation. I.6. Distinct Prevailing Best Practices Related to Resource Generation Instruction-Research-Extension-Production (IREP) Synergistic Integration: Fully integrating university production facilities (e.g., crop farms, livestock centers, processing units, and laboratories) as hands-on learning laboratories for students, experimental sites for faculty research/theses, and demonstration farms for community extension—optimizing operational costs while maximizing instructional value. Automated Salary Deduction & Flexible Payment System: Offering college personnel and permanent employees' option for cash payments or structured salary deductions for IGP products, dormitory rentals, and campus services, ensuring predictable cash flow, minimal accounts receivable, and near-zero default rates. Asset Optimization and Reinvestment Strategy ("Expansion through Conversion"): Systematically identifying underutilized, idle, or unmapped university land and facilities, converting them into active, value-adding IGPs, and reinvesting generated income to scale existing operations and launch new revenue streams.

I.6. Cite at least three distinct prevailing best practices related to Resource Generation.

Distinct Prevailing Best Practices Related to Resource Generation Instruction-Research-Extension-Production (IREP) Synergistic Integration: Fully integrating university production facilities (e.g., crop farms, livestock centers, processing units, and laboratories) as hands-on learning laboratories for students, experimental sites for faculty research/thesis, and demonstration farms for community extension—optimizing operational costs while maximizing instructional value. Automated Salary Deduction & Flexible Payment System: Offering college personnel and permanent employees option for cash payments or structured salary deductions for IGP products, dormitory rentals, and campus services, ensuring predictable cash flow, minimal accounts receivable, and near-zero default rates. Asset Optimization and Reinvestment Strategy ("Expansion through Conversion"): Systematically identifying underutilized, idle, or unmapped university land and facilities, converting them into active, value-adding IGPs, and reinvesting generated income to scale existing operations and launch new revenue streams

J. Other Enabling Features

Establishment of the Disaster Risk Reduction and Management Office

The establishment of the Disaster Risk Reduction and Management (DRRM) Office of DEBESMSCAT was approved as part of the DAMGO Five-Year Development Plan, reflecting the College's commitment to strengthening institutional resilience, safety, and preparedness. The establishment of the Office provides a dedicated organizational mechanism for coordinating and

implementing programs and initiatives on disaster risk reduction and management across the College.

Headed by the Director for DRRM, the Office serves as the central coordinating unit for disaster preparedness, prevention and mitigation, response, recovery, and rehabilitation. It works closely with the DRRM Council, Incident Command Team, Disaster Control Group, Safety, Security and Health Committee, College and Office Heads, and other concerned stakeholders to ensure a coordinated and timely response to emergencies and disasters.

The establishment of the Office also supports the implementation of Republic Act No. 10121, or the Philippine Disaster Risk Reduction and Management Act of 2010, and strengthens the College's Public Service and Learning Continuity Plans. Through this institutional mechanism, DEBESMSCAT aims to protect its students, personnel, facilities, and other stakeholders while ensuring the continuity of essential academic and administrative operations during emergencies and disasters.

DRRM and RISK MANAGEMENT SYSTEM

The Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) adopts an integrated, proactive, and institution-wide Risk Management System anchored on four thematic areas: Disaster Risk Reduction and Management (DRRM); Public Service and/or Learning Continuity Plans (PSCP and LCP); and continuous monitoring and improvement. The system is implemented through the coordinated efforts of the College Administration, DRRM Council and DRRM Office headed by the Director for DRRM, Safety, Security and Health (SSH) Committee, Incident Command Team (ICT), Disaster Control Group (DCG), College/Office Heads, and other concerned units.

The DEBESMSCAT DRRM and Risk Management System is aligned with Republic Act No. 10121, or the Philippine Disaster Risk Reduction and Management Act of 2010, and follows a continuous risk management cycle: Prevention and Mitigation → Preparedness → Response → Recovery. This cycle covers hazard identification and risk assessment, emergency planning and drills, incident command and rapid/post-damage needs assessment, as well as recovery, continuity, monitoring, and improvement.

Major Components of the System

1. Prevention and Mitigation

The Institution identifies hazards and the level of risks that may affect its people, facilities, operations, and delivery of academic and administrative services. Natural hazards identified include typhoons, earthquakes, fire, infrastructure damage, disruption of utilities and communication systems, and other emergencies. Man-made hazards also poses fatal risks to stakeholders in the campus, considering its terrain, location and the limited security barriers to prevent rouge persons from roaming around the campus. To mitigate the impact of risks, SSH committee conducts walk through around the campus and submits their finding and recommendations to the administration for action.

2. Preparedness

DEBESMSCAT maintains preparedness measures and response protocols through specific emergency plans, including: Typhoon Response Plan, Earthquake Response Plan Fire Response Plan, Identification of assembly areas, Identification of evacuation centers per College/Unit, Communication and coordination mechanisms Emergency personnel and response teams Regular coordination with boarding

house operators within the campus Emergency drills, orientations, and safety awareness activities. Periodic conduct of drills for identified hazards are done to ensure awareness of actions of individuals during emergencies are being done safely. Training of personnel on DRRM, Safety Officer (SO) 1, First Aid and Basic Life Support were conducted and will be sustained in the coming years in order for the on- and off-campus activities safer. Basic Incident (BICS) Command System Level 1

3. Response

Response During emergencies provides for the immediate establishment and activation of an Incident Command Post. According to the institutions Incident Command System, with designated authorities and response teams responsible for evacuation, communication, security, medical assistance, search and rescue, logistics, and damage assessment, fire brigade, as the need unfolds. accounting of personnel and students, control of unsafe areas, and coordination with external emergency and government agencies.

While in the assembly area, accounting of personnel, students, residents, and other campus occupants are conducted. Evacuation centers are opened through the College/Unit to facilitate orderly evacuation, registration, monitoring, and provision of basic assistance. Following a disaster, the Safety Team of the DCG immediately conducts post disaster/rapid damage and needs assessment (PDANA/RDANA) and consolidates reports for submission to concerned government agencies and other stakeholders. This enables management to make timely decisions on repairs, resource allocation, resumption of classes and work, and other recovery measures.

4. Rehabilitation and Recovery

The Management evaluates the extent of damage, determines the appropriate recovery measures, and decides on the resumption, suspension, or modification of academic and administrative operations. Lessons learned from actual incidents are used to improve the Institution's preparedness and response mechanisms.

Evidence of an Operational Risk Management System

The effectiveness of the system was demonstrated during Typhoon Opong, when DEBESMSCAT was able to: Make an early decision to suspend classes without waiting for the formal public announcement of the Local Government Unit, based on the prevailing threat and the Institution's assessment of the situation; Account for and organize emergency evacuation centers per College, ensuring that affected students, personnel, and campus occupants had identified places for evacuation; and Immediately assess and document damages, allowing the Institution to submit timely reports to concerned government agencies and facilitate appropriate response and recovery actions. These actual experiences demonstrate that the DEBESMSCAT Risk Management System is not merely documented but operational, responsive, and capable of supporting timely institutional decision-making during emergencies.

Best Practices in DRRM

DEBESMSCAT has developed and institutionalized several distinct best practices in risk management, as demonstrated by its actual experience during Typhoon Opong.

Best Practice 1: Proactive and Independent Institutional Decision-Making Early suspension of classes based on risk assessment One of the significant practices demonstrated during Typhoon Opong was the Institution's ability to make a proactive decision to suspend classes without solely relying on or waiting

for the public announcement of the LGU. Management considered the prevailing weather situation, available forecasts and advisories, and the potential risks to students and personnel in determining the appropriate institutional action.

Risk-based decision-making rather than waiting for an external directive. This enabled the Institution to prioritize the safety of its constituents and provide sufficient time for students and personnel to prepare for the impending hazard.

Best Practice 2: Designated Evacuation Centers per College/Unit DEBESMSCAT established and accounted for designated evacuation centers for each College/Unit. This provides a clear structure for evacuation and facilitates the monitoring and accounting of students and personnel. The approach minimizes confusion during emergencies because every College/Unit has an identified evacuation area and responsible personnel.

Best practice: College-based evacuation management and accountability system. This practice can be replicated during typhoons, earthquakes, fires, and other emergencies.

Best Practice 3: Regular Communication with Boarding House Operators Considering the presence of boarding houses within the campus, DEBESMSCAT maintains regular communication and coordination with boarding house operators. This enables management to disseminate weather advisories, evacuation instructions, safety protocols, and other emergency information to boarding house residents. Best practice: Direct communication network with campus boarding house operators for rapid dissemination of emergency information. This is particularly important because boarding house residents constitute a significant population that must be included in the Institution's risk management and emergency preparedness system.

Best Practice 4: DEBESMSCAT Bayanihan Feeding Program During emergency situations, DEBESMSCAT personnel demonstrated the value of institutional solidarity and community support through the Bayanihan Feeding Program in designated evacuation areas. Personnel voluntarily contributed their time and resources to provide food and basic support to evacuees.

Best practice: Bayanihan-based humanitarian assistance as an integral component of disaster response. The practice demonstrates that DEBESMSCAT's risk management extends beyond evacuation and physical safety to include the welfare, basic needs, and psychosocial support of affected members of the College community.

Best Practice 5: Immediate conduct of PDANA/RDANA and Timely Reporting Following a disaster. DEBESMSCAT immediately undertakes the assessment and documentation of damages to buildings, facilities, equipment, and other institutional assets. The consolidated reports are submitted on time to concerned government agencies, providing reliable information for appropriate intervention, repair, recovery, and resource mobilization.

Best practice: PDANA/RDANA and timely inter-agency reporting. This practice strengthens institutional accountability and enables government agencies to respond more effectively to identified needs.

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Best practice: PDANA/RDANA and timely inter-agency reporting. This practice strengthens

institutional accountability and enables government agencies to respond more effectively to identified needs.



Clean & Green DEBESMSCAT: A Student-Centered Waste Management & Greening Policy

The Clean & Green DEBESMSCAT: A Student-Centered Waste Management and Greening Policy establishes a comprehensive and participatory framework for promoting environmental responsibility and sustainability across the College. Approved through DEBESMSCAT Board of Trustees Resolution No. 83, Series of 2025, the policy addresses proper waste segregation and disposal, reduction of single-use plastics, campus greening, biodiversity, and responsible management of stray animals.

The policy places students at the center of environmental stewardship, engaging student organizations, colleges, faculty, staff, boarding houses, and community partners in clean-up drives, tree-growing, gardening, recycling, and other sustainability initiatives. It also provides clear guidelines, monitoring mechanisms, corrective measures, and incentives to ensure compliance and sustained participation.

Through regular monitoring, documentation, CCTV-assisted surveillance, reporting, and performance indicators, the policy promotes accountability and continuous improvement. The Clean & Green initiative ultimately seeks to transform DEBESMSCAT into a cleaner, greener, safer, and more environmentally responsible learning community, while developing students as active stewards of environmental sustainability.

