OUTCOMES-BASED QUALITY ASSURANCE
PROGRAM PERFORMANCE PROFILE

Area X. Administration

1. Program	
a. Name of the Program	Bachelor of Secondary Education
b. Specialization/majors	Social Studies
c. Degree granted	Bachelor of Secondary Education major in Social Studies
2. Academic unit where program is offered	College of Education
3. Institution	
a. Name	Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT)
b. Location of the main Campus	Cabitan, Mandaon, Masbate
c. Campus where Program is offered	Main Campus, Cabitan, Mandaon, Masbate
4. Name and title of the:	
a. Head/Chair of the Program	Mr. Jessie L. Magalang, Jr., Program Chair, BSEd Filipino
b. Dean/Director of the Academic Unit	Dr. Raiza M. Padasas, Dean, College of Education
c. President of the Institution	Dr. Arnel B. Millesca, SUC President III
5. Legal basis of the Program/BOR or BOT resolution, Date of opening, etc.	BOT Resolution No. 15-16; COPC No. 46, series of 2022; June 18, 2025
6. Accreditation visit applied for (Preliminary, 1st Survey, 2nd Survey, 3rd Survey, 4th Survey)	2nd Survey, 16–20 November 2026
7. Present accreditation status and its inclusive period of effectivity	Level I Accredited/March 16, 2024 – March 15, 2027

PART X. ADMINISTRATION

PARAMETER A. ORGANIZATION

1. SYSTEM – INPUTS AND PROCESSES

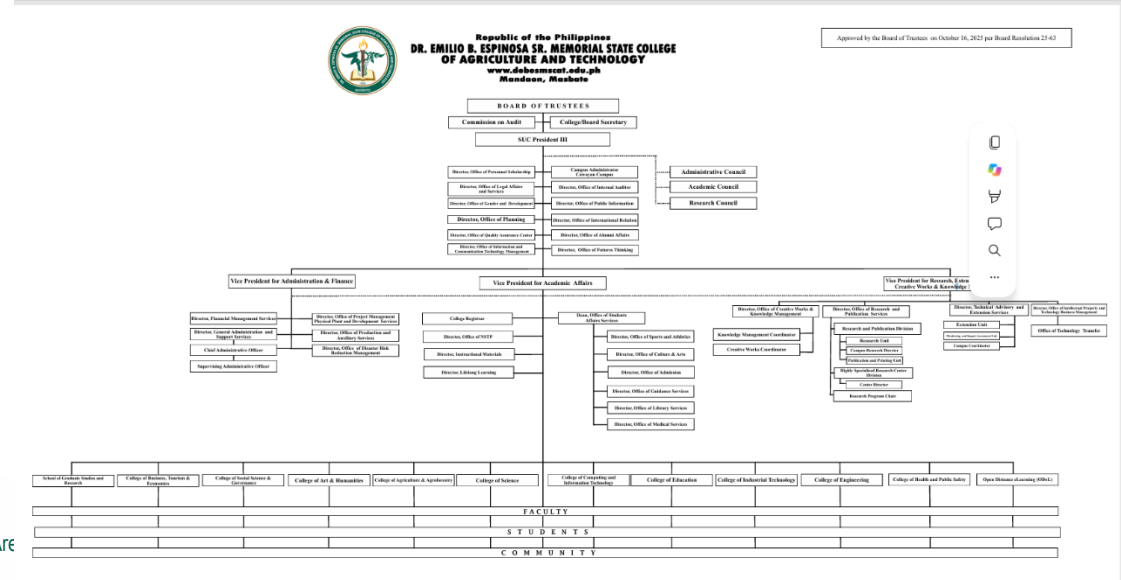
- **Present the BOR/BOT approved Organizational Structure**

The Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) adopts a hierarchical and functional organizational structure that establishes clear lines of authority, accountability, coordination, and communication in the delivery of its academic, administrative, research, extension, and student support services. The structure is headed by the Board of Trustees (BOT), the institution's highest governing and policy-making body, which provides strategic direction and oversight. The SUC President III serves as the chief executive officer responsible for the overall administration and implementation of institutional policies and programs.

The Office of the SUC President is supported by three major vice-presidential offices: the Office of the Vice President for Administration and Finance, the Office of the Vice President for Academic Affairs, and the Office of the Vice President for Research, Extension, Innovation, Creative Works and Knowledge Management. These offices supervise their respective divisions, offices, and units to ensure the effective implementation of institutional mandates and strategic priorities.

The academic structure comprises the School of Graduate Studies and Research, various colleges, including the College of Education. These academic units are responsible for delivering instruction, implementing curricular programs, conducting research, and providing extension services. The organizational structure is further supported by administrative, quality assurance, planning, legal, information and communication technology, student affairs, and other institutional support offices. Faculty members, students, and the community serve as integral stakeholders in the realization of the institution's vision, mission, and goals.

Figure X.1. Organizational Structure Approved by the BOT



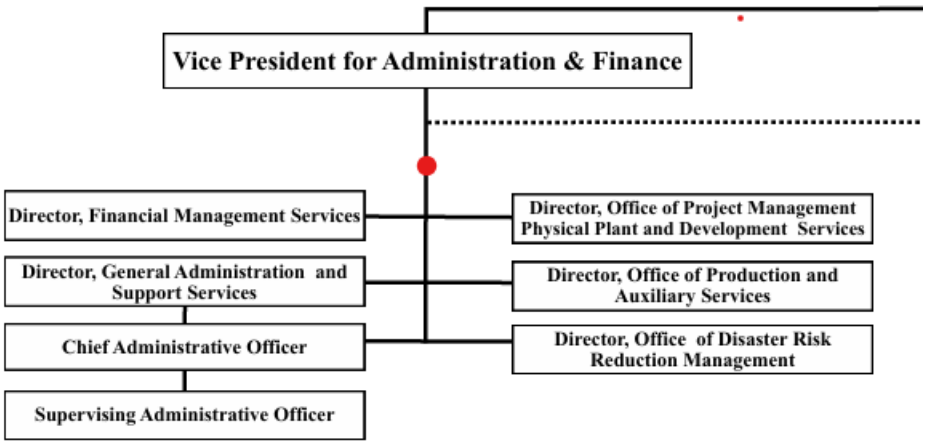
This organizational arrangement promotes institutional efficiency, participatory governance, inter-office collaboration, and the delivery of quality higher education services. The organizational structure was approved by the Board of Trustees on October 16, 2025, through Board Resolution No. 25-63.

2. IMPLEMENTATION

- **Present the organizational structure of the General Administration and Support Services Department indicating the different sections/units**

The General Administration and Support Services Unit reports to the Vice President for Administration & Finance (alongside the Director of Financial Management Services and other related directors such as Project Management/Physical Plant and Production & Auxiliary Services). It is headed by the Director, General Administration and Support Services. Directly under or associated with this office in the organizational chart are the Chief Administrative Officer and the Supervising Administrative Officer.

Figure X-2. Organizational Structure Under GASS Approved by the BOT



Brief functions of each (based on the chart, Citizen's Charter services, and typical SUC/government administrative roles):

Director, General Administration and Support Services: Provides overall leadership and coordination for administrative and support operations. This includes oversight of human resource-related processes, records management, supply/property matters, general services (building/grounds upkeep, vehicles/motorpool, security, janitorial/maintenance), and other administrative support to ensure efficient college-wide operations.

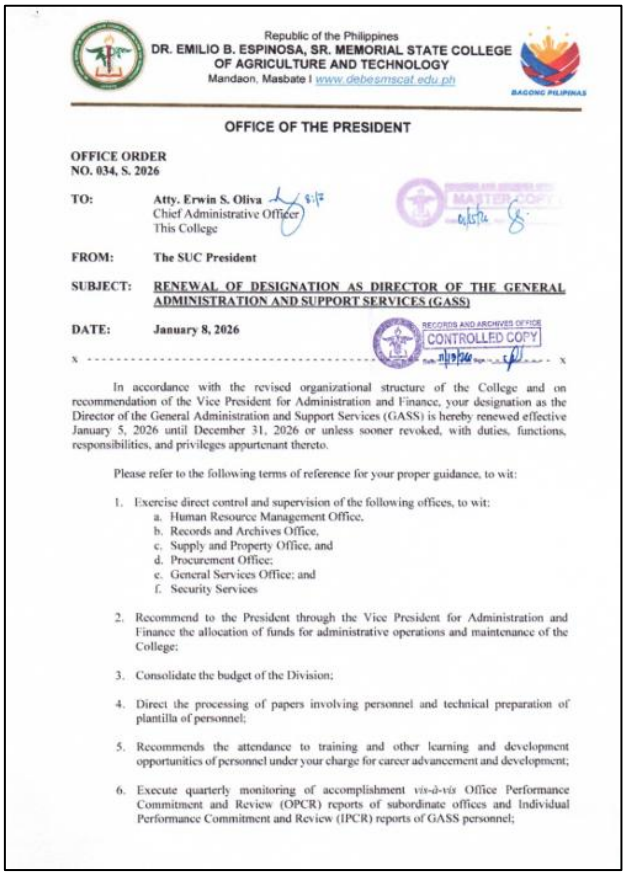
Chief Administrative Officer: Handles higher-level administrative supervision and document signing/approval for administrative matters; supports the Director in managing day-to-day administrative functions and compliance.

Supervising Administrative Officer: Assists in supervising administrative units and operations; performs document signing and helps ensure quality and continuity of general administrative and support services (including coordination of records, facilities upkeep, and related support tasks).

These roles collectively support the college's frontline administrative needs (as reflected in the Citizen's Charter listings for related offices such as HRMO services, Supply and Property Unit, and general document processing) under the VP for Administration & Finance. Specific detailed duty statements may be further defined in internal office orders or position descriptions.

- **Present the Manual of Operations where the Duties and Functions of the Administrative Personnel in each office/unit are identified and carried out.**

The functions, duties, and responsibilities of administrative personnel assigned to each office under the General Administration and Support Services Department are presently defined and governed by their respective designation orders. These orders remain the operative instruments of authority pending the comprehensive revision of the Administrative Manual and the formal adoption of the restructured organizational framework. Representative samples of such designation orders are presented herein for reference.



Republic of the Philippines
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Mandaon, Masbate I www.debesmscat.edu.ph

OFFICE OF THE PRESIDENT

OFFICE ORDER
NO. 034, S. 2026

TO: Atty. Erwin S. Oliva
Chief Administrative Officer
This College

FROM: The SUC President

SUBJECT: RENEWAL OF DESIGNATION AS DIRECTOR OF THE GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)

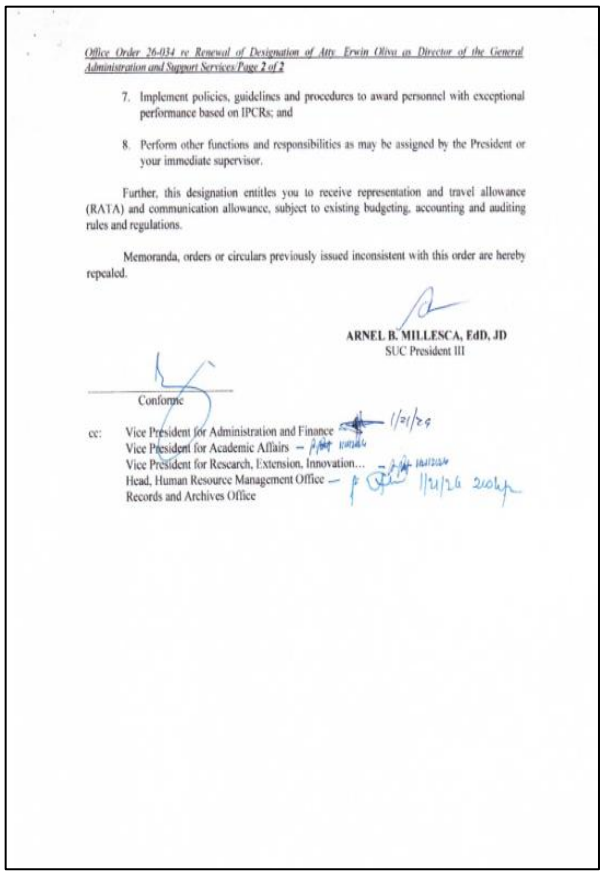
DATE: January 8, 2026

RECORDS AND ARCHIVES OFFICE CONTROLLED COPY

In accordance with the revised organizational structure of the College and on recommendation of the Vice President for Administration and Finance, your designation as the Director of the General Administration and Support Services (GASS) is hereby renewed effective January 5, 2026 until December 31, 2026 or unless sooner revoked, with duties, functions, responsibilities, and privileges appurtenant thereto.

Please refer to the following terms of reference for your proper guidance, to wit:

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
   f. Security Services
2. Recommend to the President through the Vice President for Administration and Finance the allocation of funds for administrative operations and maintenance of the College;
3. Consolidate the budget of the Division;
4. Direct the processing of papers involving personnel and technical preparation of plantilla of personnel;
5. Recommends the attendance to training and other learning and development opportunities of personnel under your charge for career advancement and development;
6. 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;



Office Order 26-034 re Renewal of Designation of Atty. Erwin Oliva as Director of the General Administration and Support Services/Page 2 of 2

7. Implement policies, guidelines and procedures to award personnel with exceptional performance based on IPCRs; and
8. Perform other functions and responsibilities as may be assigned by the President or your immediate supervisor.

Further, this designation entitles you to receive representation and travel allowance (RATA) and communication allowance, subject to existing budgeting, accounting and auditing rules and regulations.

Memoranda, orders or circulars previously issued inconsistent with this order are hereby repealed.

ARNEL B. MILLESCA, EdD, JD
SUC President III

Conforme

cc: Vice President for Administration and Finance 1/21/26
Vice President for Academic Affairs
Vice President for Research, Extension, Innovation...
Head, Human Resource Management Office 1/21/26
Records and Archives Office

- **Present Board Resolutions to show that the BOT is supportive of the growth and development of the institution**

The college, through its Board of Trustees (BOT), demonstrates its support for the institution's growth and development by approving policies, plans, and administrative measures that guide institutional operations and improve program implementation.

Among the significant BOT actions presented are the approval of the College Strategic Development Plan, which provides direction for the institution's priorities and development initiatives; the approval of the removal of the Social Laboratory subject in the College of Education, reflecting the Board's participation in decisions concerning curriculum implementation; and the approval of the electronic routing and distribution of official college correspondence through the institutional email accounts of personnel. The latter initiative supports more efficient communication, document circulation, and administrative transactions within the institution.

These Board Resolutions demonstrate the BOT's involvement in institutional planning, academic decision-making, and administrative improvements. They also provide policy direction and institutional support that contribute to the effective management and continuing development of the BSED Social Studies Program.



Republic of the Philippines
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Mandaon, Masbate | www.debesmscat.edu.ph

EXCERPTS FROM THE MINUTES OF THE 112TH REGULAR MEETING OF THE DEBESMSCAT BOARD OF TRUSTEES HELD ON OCTOBER 16, 2025 AT BICOL UNIVERSITY, LEGAZPI CITY, ALBAY.

x-x-x

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

RESOLUTION NO. 25-63

A RESOLUTION BY THE DEBESMSCAT BOARD OF TRUSTEES APPROVING THE DEBESMSCAT Strategic Plan for 2026-2030

RESOLVED, as the DEBESMSCAT Board of Trustees hereby resolved, to approve the DEBESMSCAT Strategic Plan for 2026-2030. (Tab J, Agenda, October 16, 2025)

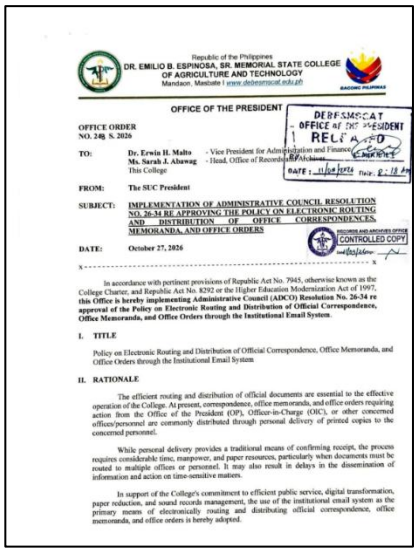
x-x-x

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

ALLAN O. DELOS REYES
Board Secretary VI

Attested:

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



Republic of the Philippines
DR. EMILIO B. ESPINOSA, SR. MEMORIAL STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
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OFFICE OF THE PRESIDENT

OFFICE ORDER
NO. 248, S. 2026

TO: Dr. Erwin H. Malto - Vice President for Administration and Finance
Ms. Sarah J. Abawag - Head, Office of Records
This College

FROM: The SUC President

SUBJECT: IMPLEMENTATION OF ADMINISTRATIVE COUNCIL RESOLUTION NO. 26-34 RE: APPROVING THE POLICY ON ELECTRONIC ROUTING AND DISTRIBUTION OF OFFICE CORRESPONDENCES, MEMORANDA, AND OFFICE ORDERS

DATE: October 27, 2026

In accordance with pertinent provisions of Republic Act No. 7945, otherwise known as the College Charter, and Republic Act No. 8292 or the Higher Education Modernization Act of 1997, this Office is hereby implementing Administrative Council (ADCO) Resolution No. 26-34 re approval of the Policy on Electronic Routing and Distribution of Official Correspondence, Office Memoranda, and Office Orders through the Institutional Email System.

I. TITLE

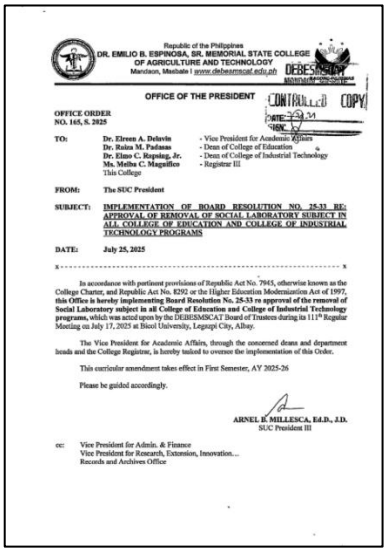
Policy on Electronic Routing and Distribution of Official Correspondence, Office Memoranda, and Office Orders through the Institutional Email System

II. RATIONALE

The efficient routing and distribution of official documents are essential to the effective operation of the College. At present, correspondence, office memoranda, and office orders requiring action from the Office of the President (OP), Officer-in-Charge (OIC), or other concerned officers/personnel are commonly distributed through personal delivery of printed copies to the concerned personnel.

While personal delivery provides a traditional means of confirming receipt, the process requires considerable time, manpower, and paper resources, particularly when documents must be routed to multiple officers or personnel. It may also result in delays in the dissemination of information and action on time-sensitive matters.

In support of the College's commitment to efficient public service, digital transformation, paper reduction, and sound records management, the use of the institutional email system as the primary means of electronically routing and distributing official correspondence, office memoranda, and office orders is hereby adopted.



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

OFFICE OF THE PRESIDENT

OFFICE ORDER
NO. 165, S. 2025

TO: Dr. Elreen A. Delavin - Vice President for Academic Affairs
Dr. Raiza M. Padasas - Dean of College of Education
Dr. Elmo C. Rapsing, Jr. - Dean of College of Industrial Technology
Ms. Melba C. Magnifico - Registrar III
This College

FROM: The SUC President

SUBJECT: IMPLEMENTATION OF BOARD RESOLUTION NO. 25-33 RE: APPROVAL OF REMOVAL OF SOCIAL LABORATORY SUBJECT IN ALL COLLEGE OF EDUCATION AND COLLEGE OF INDUSTRIAL TECHNOLOGY PROGRAMS

DATE: July 25, 2025

In accordance with pertinent provisions of Republic Act No. 7945, otherwise known as the College Charter, and Republic Act No. 8292 or the Higher Education Modernization Act of 1997, this Office is hereby implementing Board Resolution No. 25-33 re approval of the removal of Social Laboratory subject in all College of Education and College of Industrial Technology programs, which was acted upon by the DEBESMSCAT Board of Trustees during its 111th Regular Meeting on July 17, 2025 at Bicol University, Legazpi City, Albay.

The Vice President for Academic Affairs, through the concerned deans and department heads and the College Registrar, is hereby tasked to oversee the implementation of this Order.

This curricular amendment takes effect in First Semester, AY 2025-26

Please be guided accordingly.

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

cc: Vice President for Admin. & Finance
Vice President for Research, Extension, Innovation...
Records and Archives Office

- **Present the list of the Members of the Academic and Administrative Councils, including the powers and functions of each council**

DEBESMSCAT maintains two institutional governance and advisory bodies, namely the Academic Council (AC) and the Administrative Council (ADCO), which provide mechanisms for academic and administrative deliberations, policy recommendations, and institutional decision-making. Their composition and functions are guided by Republic Act No. 8292, otherwise known as the Higher Education Modernization Act of 1997, and its implementing rules and regulations.

The composition of these councils is formalized through Office Orders issued by the Office of the College President. For Fiscal Year 2026, Office Order No. 069, s. 2025, dated January 12, 2026, designates the members of the Academic Council, while Office Order No. 070, s. 2026, dated January 12, 2026, establishes the composition of the Administrative Council. Both councils are chaired by the College President, with designated officials serving as members according to their respective institutional positions and responsibilities.

The Academic Council is primarily responsible for matters concerning academic policies and standards. It reviews and recommends the curricular offerings and rules of discipline of the College for appropriate action of the Board of Trustees (BOT); determines the requirements for student admission and graduation; and exercises the authority to confer degrees, subject to review and/or approval by the BOT through the College President.

Meanwhile, the Administrative Council serves as an advisory body on institutional administration, management, and development planning. Its primary function is to review and recommend to the BOT policies governing the administration, management, and development planning of the College. Through this function, the Council provides a venue for concerned officials and representatives of the different institutional units to discuss administrative concerns and recommend measures that support institutional operations and development.

These councils provide institutional mechanisms for participatory governance and coordinated management. For the BSED Social Studies Program, their functions are relevant to ensuring that academic matters, including curriculum and student requirements, and administrative concerns affecting program implementation are deliberated upon through the appropriate institutional bodies.

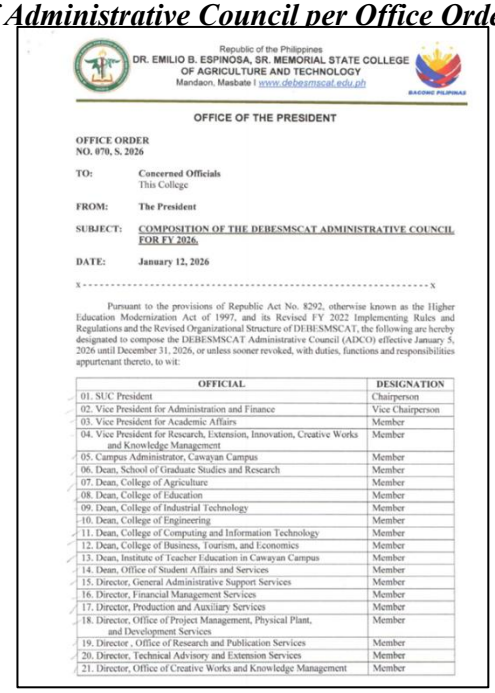
A. Composition of the Administrative Council (ADCO)

Based on Office Order No. 070, s. 2026, the Administrative Council is composed of the following officials:

No.	Office/Position	Designation
1	SUC President	Chairperson
2	Vice President for Administration and Finance	Vice Chairperson
3–44	Vice President for Academic Affairs; Vice President for Research, Extension, Innovation, Creative Works and Knowledge Management; Campus Administrator; Deans; Directors of institutional offices; and College Registrar	Members
45	President, DEBESMSCAT Faculty Association	Observing Member
46	President, DEBESMSCAT Association of Non-Teaching Staff	Observing Member
47	Chairperson, Supreme Student Council	Observing Member

The 42 regular members listed under Nos. 3–44 represent the various academic, administrative, research, extension, student services, planning, quality assurance, and other institutional units.

Composition of Administrative Council per Office Order No. 070, s. 2026



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OFFICE OF THE PRESIDENT

OFFICE ORDER
NO. 070, S. 2026

TO: Concerned Officials
This College

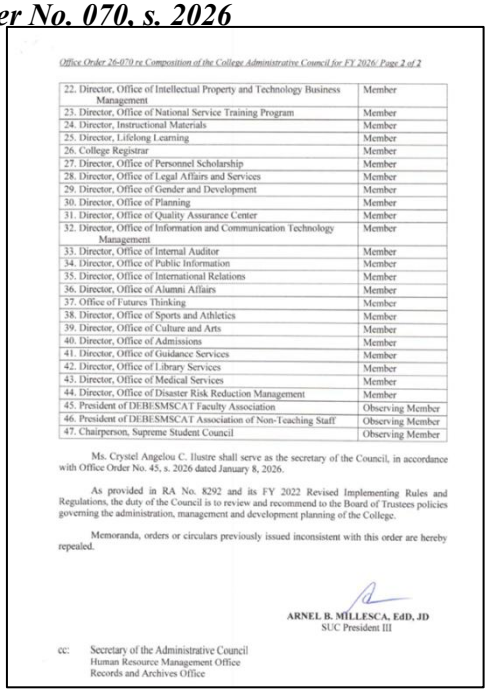
FROM: The President

SUBJECT: COMPOSITION OF THE DEBESMSCAT ADMINISTRATIVE COUNCIL FOR FY 2026.

DATE: January 12, 2026

Pursuant to the provisions of Republic Act No. 8292, otherwise known as the Higher Education Modernization Act of 1997, and its Revised FY 2022 Implementing Rules and Regulations and the Revised Organizational Structure of DEBESMSCAT, the following are hereby designated to compose the DEBESMSCAT Administrative Council (ADCO) effective January 5, 2026 until December 31, 2026, or unless sooner revoked, with duties, functions and responsibilities appurtenant thereto, to wit:

OFFICIAL	DESIGNATION
01. SUC President	Chairperson
02. Vice President for Administration and Finance	Vice Chairperson
03. Vice President for Academic Affairs	Member
04. Vice President for Research, Extension, Innovation, Creative Works and Knowledge Management	Member
05. Campus Administrator, Cawayan Campus	Member
06. Dean, School of Graduate Studies and Research	Member
07. Dean, College of Agriculture	Member
08. Dean, College of Education	Member
09. Dean, College of Industrial Technology	Member
10. Dean, College of Engineering	Member
11. Dean, College of Computing and Information Technology	Member
12. Dean, College of Business, Tourism, and Economics	Member
13. Dean, Institute of Teacher Education in Cawayan Campus	Member
14. Dean, Office of Student Affairs and Services	Member
15. Director, General Administrative Support Services	Member
16. Director, Financial Management Services	Member
17. Director, Production and Auxiliary Services	Member
18. Director, Office of Project Management, Physical Plant, and Development Services	Member
19. Director , Office of Research and Publication Services	Member
20. Director, Technical Advisory and Extension Services	Member
21. Director, Office of Creative Works and Knowledge Management	Member



Office Order 26-070 re Composition of the College Administrative Council for FY 2026/ Page 2 of 2

22. Director, Office of Intellectual Property and Technology Business Management	Member
23. Director, Office of National Service Training Program	Member
24. Director, Instructional Materials	Member
25. Director, Lifelong Learning	Member
26. College Registrar	Member
27. Director, Office of Personnel Scholarship	Member
28. Director, Office of Legal Affairs and Services	Member
29. Director, Office of Gender and Development	Member
30. Director, Office of Planning	Member
31. Director, Office of Quality Assurance Center	Member
32. Director, Office of Information and Communication Technology Management	Member
33. Director, Office of Internal Auditor	Member
34. Director, Office of Public Information	Member
35. Director, Office of International Relations	Member
36. Director, Office of Alumni Affairs	Member
37. Office of Futures Thinking	Member
38. Director, Office of Sports and Athletics	Member
39. Director, Office of Culture and Arts	Member
40. Director, Office of Admissions	Member
41. Director, Office of Guidance Services	Member
42. Director, Office of Library Services	Member
43. Director, Office of Medical Services	Member
44. Director, Office of Disaster Risk Reduction Management	Member
45. President of DEBESMSCAT Faculty Association	Observing Member
46. President of DEBESMSCAT Association of Non-Teaching Staff	Observing Member
47. Chairperson, Supreme Student Council	Observing Member

Ms. Crystel Angelou C. Ilustre shall serve as the secretary of the Council, in accordance with Office Order No. 45, s. 2026 dated January 8, 2026.

As provided in RA No. 8292 and its FY 2022 Revised Implementing Rules and Regulations, the duty of the Council is to review and recommend to the Board of Trustees policies governing the administration, management and development planning of the College.

Memoranda, orders or circulars previously issued inconsistent with this order are hereby repealed.

ARNEL B. MILLESCA, EdD, JD
SUC President III

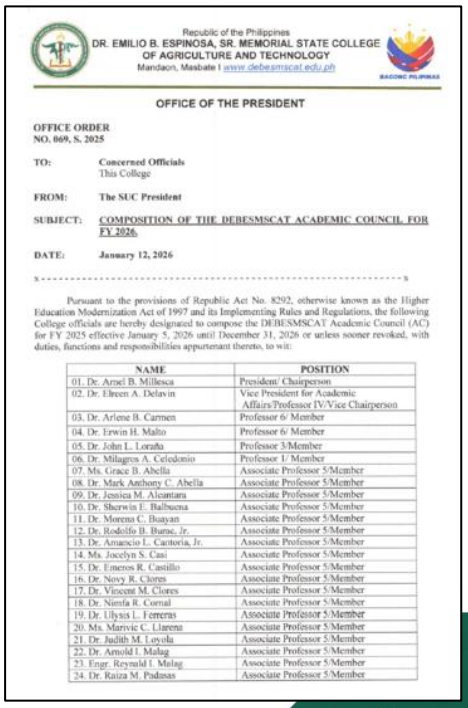
cc: Secretary of the Administrative Council
Human Resource Management Office
Records and Archives Office

B. Composition of the Academic Council (AC)

Based on Office Order No. 069, s. 2025, the Academic Council is composed of the following institutional officials and faculty representatives:

Position/Category	Designation
SUC President	Chairperson
Vice President for Academic Affairs	Vice Chairperson
Faculty members with Professor ranks	Members
Faculty members with Associate Professor ranks	Members
Faculty members with Assistant Professor ranks	Members

The order identifies 72 members, representing faculty members from the different academic units and colleges of DEBESMSCAT.



Republic of the Philippines
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OFFICE OF THE PRESIDENT

OFFICE ORDER
NO. 069, S. 2025

TO: Concerned Officials
This College

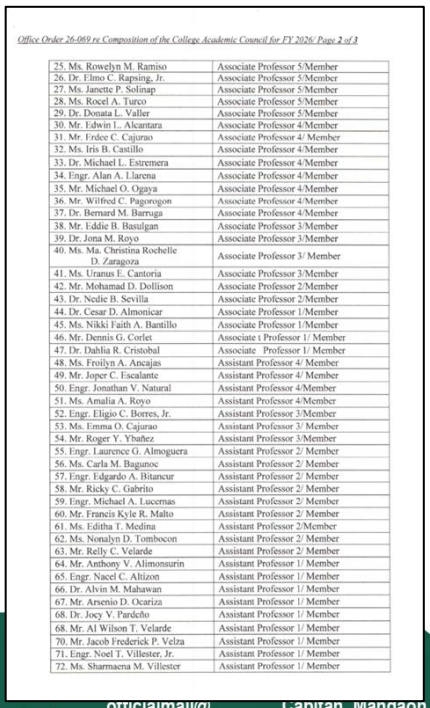
FROM: The SUC President

SUBJECT: COMPOSITION OF THE DEBESMSCAT ACADEMIC COUNCIL FOR FY 2026.

DATE: January 12, 2026

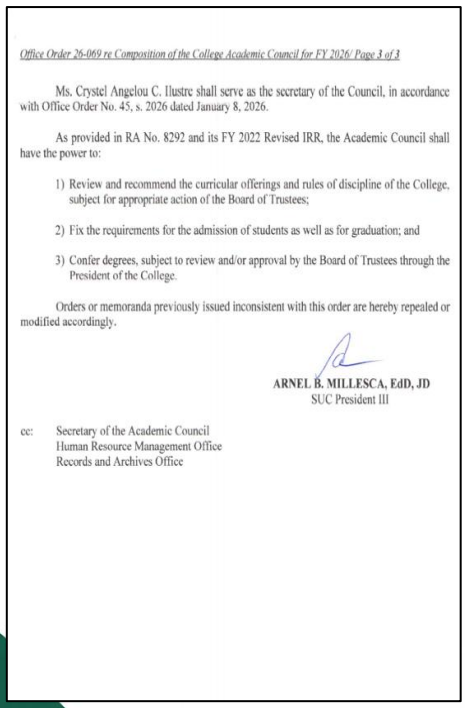
Pursuant to the provisions of Republic Act No. 8292, otherwise known as the Higher Education Modernization Act of 1997 and its Implementing Rules and Regulations, the following College officials are hereby designated to compose the DEBESMSCAT Academic Council (AC) for FY 2025 effective January 5, 2026 until December 31, 2026 or unless sooner revoked, with duties, functions and responsibilities appurtenant thereto, to wit:

NAME	POSITION
01. Dr. Arnel B. Millesca	President/ Chairperson
02. Dr. Ebreen A. Delavin	Vice President for Academic Affairs/Professor IV/Vice Chairperson
03. Dr. Arlene B. Carmen	Professor 6/ Member
04. Dr. Erwin H. Malto	Professor 6/ Member
05. Dr. John L. Loraña	Professor 3/Member
06. Dr. Milagros A. Celedonio	Professor 1/ Member
07. Ms. Grace B. Abella	Associate Professor 5/Member
08. Dr. Mark Anthony C. Abella	Associate Professor 5/Member
09. Dr. Jessica M. Alcantara	Associate Professor 5/Member
10. Dr. Sherwin E. Balbuena	Associate Professor 5/Member
11. Dr. Morena C. Buayan	Associate Professor 5/Member
12. Dr. Rodolfo B. Burac, Jr.	Associate Professor 5/Member
13. Dr. Amancio L. Cantoria, Jr.	Associate Professor 5/Member
14. Ms. Jocelyn S. Casi	Associate Professor 5/Member
15. Dr. Emeros R. Castillo	Associate Professor 5/Member
16. Dr. Novy R. Clores	Associate Professor 5/Member
17. Dr. Vincent M. Clores	Associate Professor 5/Member
18. Dr. Nimfa R. Cornal	Associate Professor 5/Member
19. Dr. Ulysis L. Ferreras	Associate Professor 5/Member
20. Ms. Marivic C. Llarena	Associate Professor 5/Member
21. Dr. Judith M. Loyola	Associate Professor 5/Member
22. Dr. Arnold I. Malag	Associate Professor 5/Member
23. Engr. Reynald I. Malag	Associate Professor 5/Member
24. Dr. Raiza M. Padunas	Associate Professor 5/Member



Office Order 26-069 re Composition of the College Academic Council for FY 2026/ Page 2 of 3

25. Ms. Rowelyn M. Ramiso	Associate Professor 5/Member
26. Dr. Elmo C. Rapsing, Jr.	Associate Professor 5/Member
27. Ms. Janette P. Solinap	Associate Professor 5/Member
28. Ms. Rocel A. Turco	Associate Professor 5/Member
29. Dr. Donata L. Valler	Associate Professor 5/Member
30. Mr. Edwin L. Alcantara	Associate Professor 4/Member
31. Mr. Erdee C. Cajurao	Associate Professor 4/ Member
32. Ms. Iris B. Castillo	Associate Professor 4/Member
33. Dr. Michael L. Estremera	Associate Professor 4/Member
34. Engr. Alan A. Llarena	Associate Professor 4/Member
35. Mr. Michael O. Ogaya	Associate Professor 4/Member
36. Mr. Wilfred C. Pagorogon	Associate Professor 4/Member
37. Dr. Bernard M. Barruga	Associate Professor 4/Member
38. Mr. Eddie B. Basulgan	Associate Professor 3/Member
39. Dr. Jona M. Royo	Associate Professor 3/Member
40. Ms. Ma. Christina Rochelle D. Zaragoza	Associate Professor 3/ Member
41. Ms. Uranus E. Cantoria	Associate Professor 3/Member
42. Mr. Mohamad D. Dollison	Associate Professor 2/Member
43. Dr. Nedie B. Sevilla	Associate Professor 2/Member
44. Dr. Cesar D. Almonicar	Associate Professor 1/Member
45. Ms. Nikki Faith A. Bantillo	Associate Professor 1/Member
46. Mr. Dennis G. Corlet	Associate Professor 1/ Member
47. Dr. Dahlia R. Cristobal	Associate Professor 1/ Member
48. Ms. Froilyn A. Ancajas	Assistant Professor 4/ Member
49. Mr. Joper C. Escalante	Assistant Professor 4/ Member
50. Engr. Jonathan V. Natural	Assistant Professor 4/Member
51. Ms. Amalia A. Royo	Assistant Professor 4/Member
52. Engr. Eligio C. Borres, Jr.	Assistant Professor 3/Member
53. Ms. Emma O. Cajurao	Assistant Professor 3/ Member
54. Mr. Roger Y. Ybañez	Assistant Professor 3/Member
55. Engr. Laurence G. Almoguera	Assistant Professor 2/ Member
56. Ms. Carla M. Bagunoc	Assistant Professor 2/ Member
57. Engr. Edgardo A. Bitancur	Assistant Professor 2/ Member
58. Mr. Ricky C. Gabrito	Assistant Professor 2/ Member
59. Engr. Michael A. Lucernas	Assistant Professor 2/ Member
60. Mr. Francis Kyle R. Malto	Assistant Professor 2/ Member
61. Ms. Editha T. Medina	Assistant Professor 2/Member
62. Ms. Nonalyn D. Tombocon	Assistant Professor 2/ Member
63. Mr. Relly C. Velarde	Assistant Professor 2/ Member
64. Mr. Anthony V. Alimonsurin	Assistant Professor 1/ Member
65. Engr. Nacel C. Alizon	Assistant Professor 1/ Member
66. Dr. Alvin M. Mahawan	Assistant Professor 1/ Member
67. Mr. Arsenio D. Ocariza	Assistant Professor 1/ Member
68. Dr. Jocy V. Pardcho	Assistant Professor 1/ Member
68. Mr. Al Wilson T. Velarde	Assistant Professor 1/ Member
70. Mr. Jacob Frederick P. Velza	Assistant Professor 1/ Member
71. Engr. Noel T. Villester, Jr.	Assistant Professor 1/ Member
72. Ms. Sharmaena M. Villester	Assistant Professor 1/ Member



Office Order 26-069 re Composition of the College Academic Council for FY 2026/ Page 3 of 3

Ms. Crystel Angelou C. Ilustre shall serve as the secretary of the Council, in accordance with Office Order No. 45, s. 2026 dated January 8, 2026.

As provided in RA No. 8292 and its FY 2022 Revised IRR, the Academic Council shall have the power to:

1) Review and recommend the curricular offerings and rules of discipline of the College, subject for appropriate action of the Board of Trustees;

2) Fix the requirements for the admission of students as well as for graduation; and

3) Confer degrees, subject to review and/or approval by the Board of Trustees through the President of the College.

Orders or memoranda previously issued inconsistent with this order are hereby repealed or modified accordingly.

ARNEL B. MILLESCA, EdD, JD
SUC President III

cc: Secretary of the Academic Council
Human Resource Management Office
Records and Archives Office

C. Powers and Functions of the Councils

Council	Powers and Functions
Academic Council	1. Reviews and recommends curricular offerings and rules of discipline of the College for appropriate action of the BOT. 2. Fixes the requirements for student admission and graduation. 3. Confers degrees, subject to review and/or approval by the BOT through the College President.
Administrative Council	Reviews and recommends to the BOT policies governing the administration, management, and development planning of the College.

The Academic and Administrative Councils provide institutional support to the BSED Social Studies Program through their respective academic and administrative functions. The Academic Council provides a venue for deliberating on curriculum-related matters, student admission and graduation requirements, and other academic concerns. The Administrative Council, on the other hand, facilitates the review and recommendation of policies concerning institutional management, resource administration, and development planning.

Through these councils, the College of Education and its BSED Social Studies Program are integrated into the institution's established governance and decision-making processes.

3. OUTCOMES

The implementation of the approved organizational structure and established administrative mechanisms has strengthened DEBESMSCAT's institutional governance, coordination, and accountability. The delineation of functions among academic, administrative, and support offices provides clear lines of authority and facilitates the delivery of institutional services. The issuance of designation orders ensures the assignment of administrative responsibilities, while BOT-approved plans and policies provide direction for institutional development and academic program improvement. Furthermore, the operation of the Academic and Administrative Councils promotes participatory governance and provides institutional support for the effective implementation of the BSED Social Studies Program.

3. BEST PRACTICES

DEBESMSCAT demonstrates good organizational and administrative practices through the formal approval of its organizational structure by the BOT, delegation of responsibilities through designated offices and personnel, and use of designation orders to facilitate administrative operations. The College also institutionalizes participatory governance through its Academic and Administrative Councils, promotes strategic planning through BOT-approved development plans, and adopts digital communication through electronic routing of official correspondence. These practices strengthen institutional coordination, accountability, and support for academic program delivery.

PARAMETER B. ACADEMIC ADMINISTRATION

1. SYSTEM – INPUTS AND PROCESSES

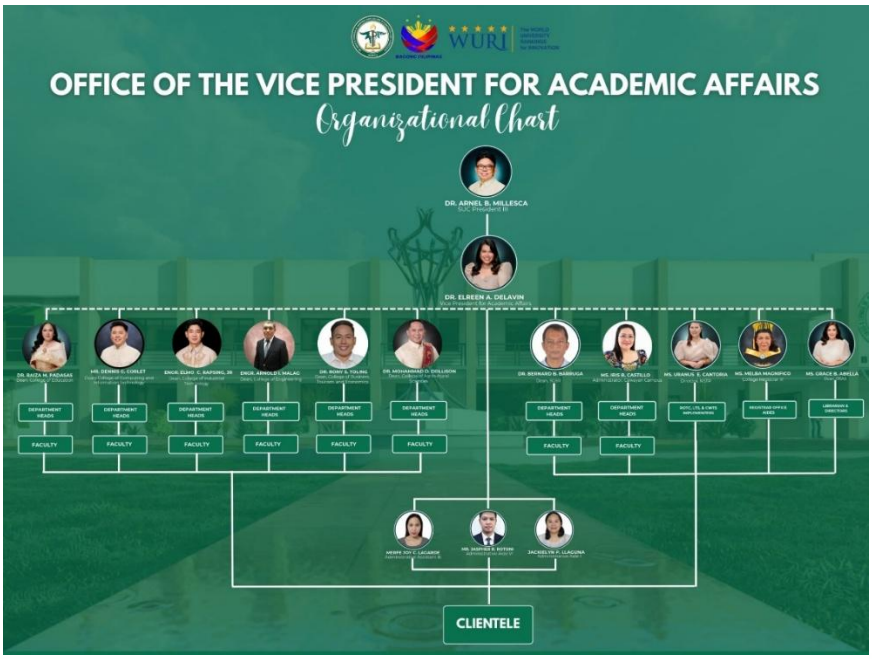
- **Present the Organizational Chart of the Academic Affairs Department indicating the different academic sections/units**

The Office of the Vice President for Academic Affairs (OVPAA), headed by Dr. Elreen A. Delavin, operates under the supervision of the SUC President III, Dr. Arnel B. Millesca. It serves as the primary office responsible for overseeing the institution's academic operations and ensuring the effective delivery of its instructional programs and related academic services.

The OVPAA supervises the different academic colleges and the School of Graduate Studies and Research, each headed by a dean responsible for curriculum implementation, faculty supervision, student academic development, and program management. It also oversees academic support units, including the Office of Student Affairs and Services (OSAS), Office of the College Registrar, National Service Training Program (NSTP), and Cawayan Campus Administration. These units provide essential services that support instruction, student welfare, academic records management, and the delivery of academic programs.
The OVPAA is supported by administrative personnel who provide clerical, documentation, and operational assistance. Through the coordinated efforts of the deans, department heads, faculty members, directors, and support personnel, the office ensures that academic policies and institutional priorities are translated into effective program implementation.

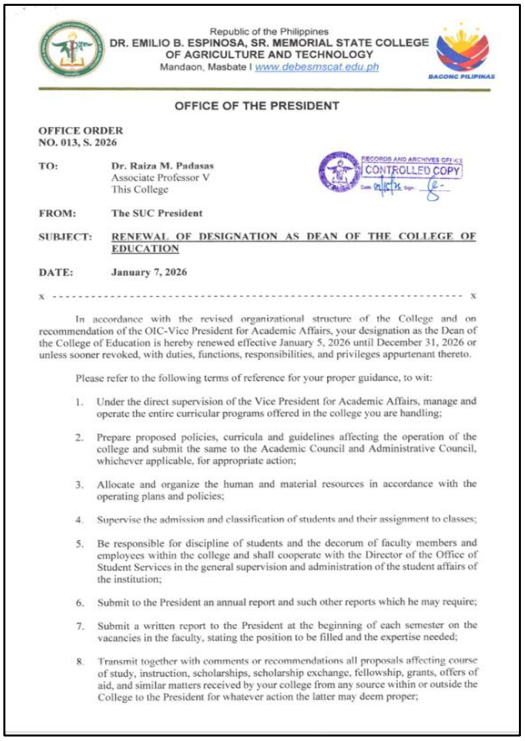
This organizational arrangement establishes clear reporting relationships and functional responsibilities while promoting coordination among academic units and support services. Ultimately, all offices under the OVPAA contribute to the delivery of quality education and responsive academic services to the College's students and other stakeholders, including the BSED Social Studies Program.

Figure X.3. Organizational Structure of the Office of the Vice President for Academic Affairs (OVPAA), DEBESMSCAT.



- **Present the Order/Designation of the Academic Dean and Department Chair of the Program**

Designation of the Dean of the College of Education, Dr. Raiza M. Padasas



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

OFFICE OF THE PRESIDENT

OFFICE ORDER
NO. 013, S. 2026

TO: **Dr. Raiza M. Padasas**
Associate Professor V
This College

CONTROLLED COPY

FROM: **The SUC President**

SUBJECT: **RENEWAL OF DESIGNATION AS DEAN OF THE COLLEGE OF EDUCATION**

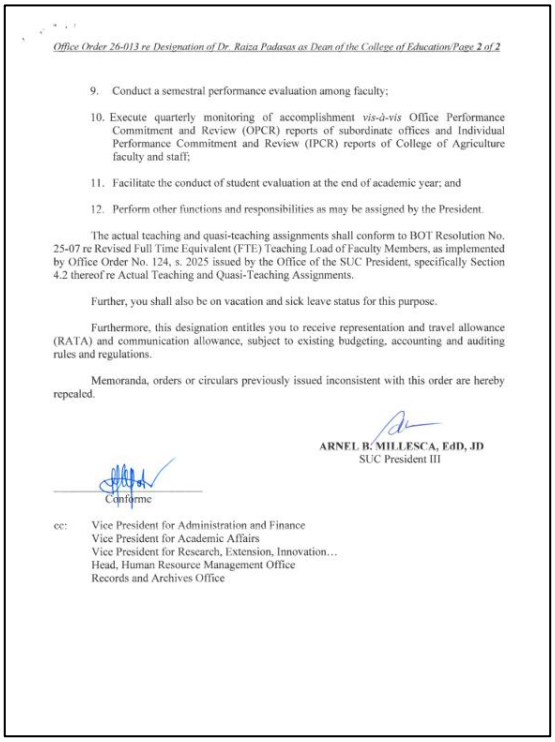
DATE: **January 7, 2026**

x ---------- x

In accordance with the revised organizational structure of the College and on recommendation of the OIC-Vice President for Academic Affairs, your designation as the Dean of the College of Education is hereby renewed effective January 5, 2026 until December 31, 2026 or unless sooner revoked, with duties, functions, responsibilities, and privileges appurtenant thereto.

Please refer to the following terms of reference for your proper guidance, to wit:

1. 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;
2. 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;
3. Allocate and organize the human and material resources in accordance with the operating plans and policies;
4. Supervise the admission and classification of students and their assignment to classes;
5. 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;
6. Submit to the President an annual report and such other reports which he may require;
7. 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;
8. 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;



Office Order 26-013 re Designation of Dr. Raiza Padasas as Dean of the College of Education/Page 2 of 2

9. Conduct a semestral performance evaluation among faculty;
10. 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;
11. Facilitate the conduct of student evaluation at the end of academic year; and
12. Perform other functions and responsibilities as may be assigned by the President.

The actual teaching and quasi-teaching assignments shall conform to BOT Resolution No. 25-07 re Revised Full Time Equivalent (FTE) Teaching Load of Faculty Members, as implemented by Office Order No. 124, s. 2025 issued by the Office of the SUC President, specifically Section 4.2 thereof re Actual Teaching and Quasi-Teaching Assignments.

Further, you shall also be on vacation and sick leave status for this purpose.

Furthermore, this designation entitles you to receive representation and travel allowance (RATA) and communication allowance, subject to existing budgeting, accounting and auditing rules and regulations.

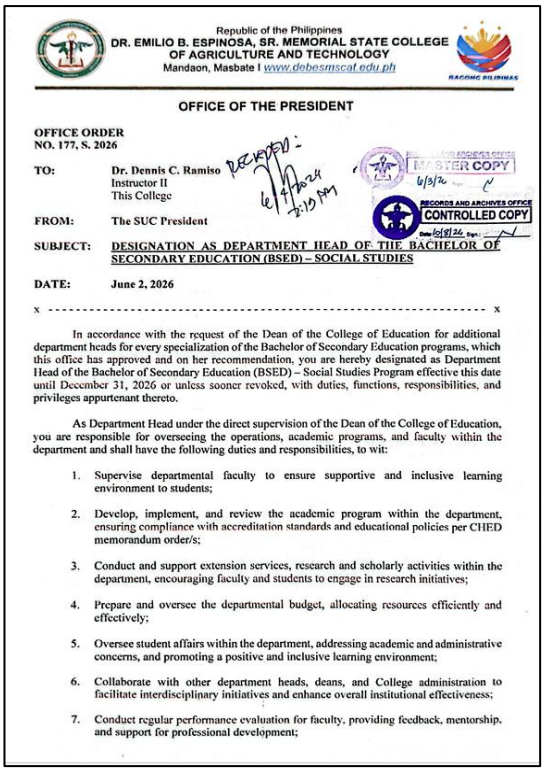
Memoranda, orders or circulars previously issued inconsistent with this order are hereby repealed.

ARNEL B. MILLESCA, EdD, JD
SUC President III

Conforme

cc: Vice President for Administration and Finance
Vice President for Academic Affairs
Vice President for Research, Extension, Innovation…
Head, Human Resource Management Office
Records and Archives Office

Designation of the Department Head, Dr. Dennis C. Ramiso



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

OFFICE OF THE PRESIDENT

OFFICE ORDER
NO. 177, S. 2026

TO: **Dr. Dennis C. Ramiso**
Instructor II
This College

RECEIVED 6/4/26 2:13 PM

MASTER COPY 6/3/26

RECORDS AND ARCHIVES OFFICE CONTROLLED COPY 10/8/26

FROM: **The SUC President**

SUBJECT: **DESIGNATION AS DEPARTMENT HEAD OF THE BACHELOR OF SECONDARY EDUCATION (BSED) – SOCIAL STUDIES**

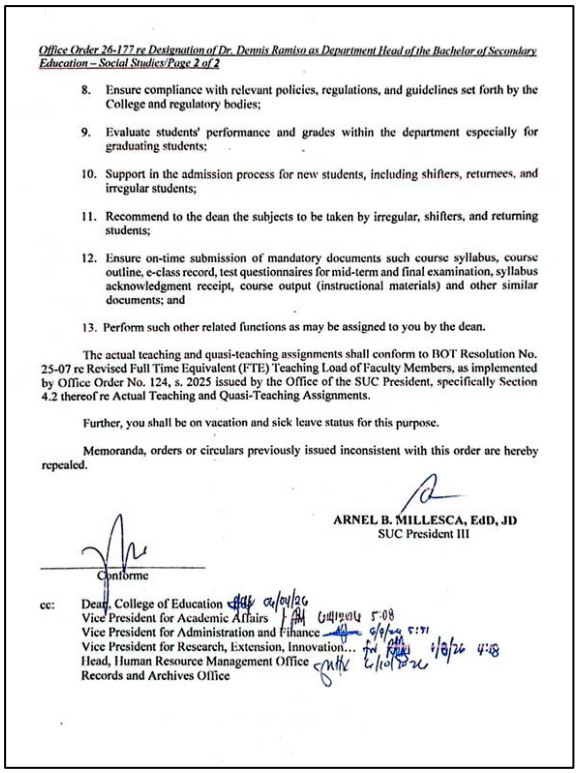
DATE: **June 2, 2026**

x ---------- x

In accordance with the request of the Dean of the College of Education for additional department heads for every specialization of the Bachelor of Secondary Education programs, which this office has approved and on her recommendation, you are hereby designated as Department Head of the Bachelor of Secondary Education (BSED) – Social Studies Program effective this date until December 31, 2026 or unless sooner revoked, with duties, functions, responsibilities, and privileges appurtenant thereto.

As Department Head under the direct supervision of the Dean of the College of Education, you are responsible for overseeing the operations, academic programs, and faculty within the department and shall have the following duties and responsibilities, to wit:

1. Supervise departmental faculty to ensure supportive and inclusive learning environment to students;
2. Develop, implement, and review the academic program within the department, ensuring compliance with accreditation standards and educational policies per CHED memorandum order/s;
3. Conduct and support extension services, research and scholarly activities within the department, encouraging faculty and students to engage in research initiatives;
4. Prepare and oversee the departmental budget, allocating resources efficiently and effectively;
5. Oversee student affairs within the department, addressing academic and administrative concerns, and promoting a positive and inclusive learning environment;
6. Collaborate with other department heads, deans, and College administration to facilitate interdisciplinary initiatives and enhance overall institutional effectiveness;
7. Conduct regular performance evaluation for faculty, providing feedback, mentorship, and support for professional development;



Office Order 26-177 re Designation of Dr. Dennis Ramiso as Department Head of the Bachelor of Secondary Education – Social Studies/Page 2 of 2

8. Ensure compliance with relevant policies, regulations, and guidelines set forth by the College and regulatory bodies;
9. Evaluate students' performance and grades within the department especially for graduating students;
10. Support in the admission process for new students, including shifters, returnees, and irregular students;
11. Recommend to the dean the subjects to be taken by irregular, shifters, and returning students;
12. Ensure on-time submission of mandatory documents such course syllabus, course outline, e-class record, test questionnaires for mid-term and final examination, syllabus acknowledgment receipt, course output (instructional materials) and other similar documents; and
13. Perform such other related functions as may be assigned to you by the dean.

The actual teaching and quasi-teaching assignments shall conform to BOT Resolution No. 25-07 re Revised Full Time Equivalent (FTE) Teaching Load of Faculty Members, as implemented by Office Order No. 124, s. 2025 issued by the Office of the SUC President, specifically Section 4.2 thereof re Actual Teaching and Quasi-Teaching Assignments.

Further, you shall be on vacation and sick leave status for this purpose.

Memoranda, orders or circulars previously issued inconsistent with this order are hereby repealed.

ARNEL B. MILLESCA, EdD, JD
SUC President III

Conforme

cc: Dean, College of Education 6/4/26
Vice President for Academic Affairs 5:08
Vice President for Administration and Finance 6/8/26 5:57
Vice President for Research, Extension, Innovation… 6/8/26 4:08
Head, Human Resource Management Office
Records and Archives Office

1. IMPLEMENTATION

- **List of Program officials' educational, academic ranks, and length of service**

Position/ Designation	Name of Official	Educational Qualification	Professional License	Academic Rank	Length of Academic Service
VP for Academic Affairs	Dr. Elreen A. Delavin	Doctor of Education in Educational Leadership	1041967	Professor III	13
College Dean	Dr. Raiza M. Padasas	Doctor of Education in Educational Leadership	1001848	Associate Professor V	16
Department Chair	Dr. Dennis C. Ramiso	Doctor of Education in Educational Leadership	0253047	Instructor II	24

- **List the functions, duties, and responsibilities of the program officials as indicated in the institution's organizational structure**

Functions and Duties of the Vice President for Academic Affairs

1. Carry out all the academic policies, curricular programs, and academic services of the College;
2. Supervise curricular, instructional, socio-cultural and other related activities of the College;
3. Preside at the meeting of the Academic Council in the absence of the President;
4. Assist the President in the day-to-day operation of the College, particularly in the management and/or supervision of deans, heads of academic units, Student Services. Admission and Registration, and other academic functions;
5. Advise the President on matters pertaining to academic affairs of the College;
6. Evaluate work performance of all deans and heads of academic units under his/her supervision;
7. Recommend appropriate personnel action to the President;
8. Evaluate and recommend development plans and projects submitted by all colleges and departments for inclusion in the annual institutional budget proposal; and
9. Formulate and submit to the SUC President for approval by the BOT guidelines and policies relative to academic programs and other activities of the College.

Functions and Duties of the College of Education Dean

1. Under the direct supervision of the Vice President for Academic affairs, manage and operate the entire curricular program offerings of the college you are handling;
2. Prepare proposed policies, curricula and guidelines affecting the operation of the college and submit the same to the Academic or Administrative Council, whichever is applicable, for appropriate action;
3. Allocate and organize the human and material resources in accordance with the operating plans and policies;
4. Supervise the admission and classification of students and their assignment to classes;
5. Responsible for discipline of students and the decorum of faculty members and employees, within the college and shall cooperate with the Director of the Student

Services in the general supervision and administration of the student affairs of the institution;
6. Submit to the President annual report and such other reports which he may require;
7. 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;
8. Transmit together with comments and 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;
9. Conduct a semestral performance evaluation among faculty;
10. Execute quarterly monitoring of accomplishment *vis-à-vis* Office Performance Commitment and Review (OPCR) reports of subordinate offices and Individual Commitment and Review (IPCR) reports of the College of Education faculty and staff;
11. Facilitate the conduct of student evaluation at the end of the academic year; and
12. Perform other functions and responsibilities as may be assigned by the President.

Functions and Duties of the BSED Social Studies Department Head

1. Supervise the departmental faculty to ensure a supportive and inclusive learning environment to students;
2. Develop, implement, and review the academic program with the department, ensuring compliance with accreditation standards and educational policies per CHED memorandum order/s;
3. Conduct and support extension services, research and scholarly activities within the department, encouraging faculty and students to engage in research initiatives;
4. Prepare and oversee the departmental budget, allocating resources efficiently and effectively;
5. Oversee student affairs within the department, addressing academic and administrative concerns, and promoting a positive and inclusive learning environment;
6. Collaborate with other department heads, deans, and college administration to facilitate interdisciplinary initiatives and enhance overall institutional effectiveness;
7. Conduct regular performance evaluation for faculty, providing feedback, mentorship, and support for professional development;
8. Ensure compliance with relevant policies, regulations, and guidelines set forth by the College and regulatory bodies;
9. Evaluate students' performance and grades within the department especially for graduating students;
10. Recommend to the dean the subjects to be taken by irregular, shifters, and returning students;
11. Ensure on-time submission of mandatory documents such as course syllabus, course outline, e-class record, test questionnaires for mid-tern and final examination, course outline acknowledgment receipt, course output, instructional materials and other similar documents; and
12. Perform such other related functions as may be assigned by the dean.

- **Present the Supervisory Plan of the Dean**

I. General Goal

To provide effective, developmental, and strategic academic supervision of the College of Education through systematic planning, implementation, monitoring, evaluation, and continuous improvement of instructional programs, faculty performance, student development, research, extension, and administrative operations.

II. Specific Objectives

The supervisory plan aims to:

1. Ensure the effective delivery of quality, relevant, and outcomes-based teacher education programs.
2. Monitor and improve faculty members' instructional competence, classroom practices, and professional development.
3. Strengthen the implementation of curriculum, course requirements, and program learning outcomes.
4. Ensure quality preparation, deployment, supervision, and assessment of pre-service teachers during Field Study and Teaching Internship.
5. Promote a culture of research, innovation, extension, and community engagement among faculty and students.
6. Strengthen internal quality assurance mechanisms in preparation for accreditation, program recognition, and universityhood.
7. Monitor student academic performance, retention, engagement, and overall well-being.
8. Ensure the timely and effective implementation of college policies, academic activities, and administrative requirements.
9. Strengthen collaboration with DepEd, partner schools, cooperating teachers, alumni, and other stakeholders.
10. Institutionalize evidence-based decision-making and continuous quality improvement.

III. Major Supervisory Areas, Strategies, and Performance Indicators

The following matrix serves as the core implementation framework of the Dean's supervisory plan.

MAJOR SUPERVISORY AREAS, STRATEGIES, AND PERFORMANCE INDICATORS

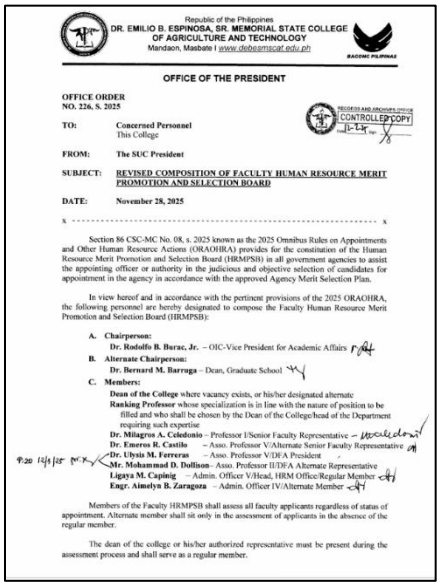
Supervisory Area	Key Activities / Strategies	Success Indicators / Expected Outputs
1. Instructional Supervision	Conduct classroom observations; review syllabi, instructional plans, assessment tools, and learning materials; conduct pre- and post-observation conferences; monitor instructional delivery.	100% of faculty observed at least once per semester; updated syllabi; completed observation forms; documented feedback and improvement plans.
2. Curriculum and Program Management	Review curriculum implementation; monitor course offerings and prerequisites; evaluate alignment of course outcomes with program outcomes and institutional goals; facilitate curriculum review.	Updated curriculum maps; aligned course syllabi; documented curriculum review; action plans addressing identified gaps.

3. Faculty Development and Performance Management	Identify faculty development needs; conduct mentoring and coaching; encourage graduate studies, research, training, seminars, and professional certifications; monitor faculty performance.	Individual faculty development plans; participation in professional development activities; improved faculty performance; updated faculty profiles and credentials.
4. Field Study and Teaching Internship Supervision	Review practicum plans; coordinate with partner schools; orient pre-service teachers and cooperating teachers; conduct monitoring visits; evaluate student-teacher performance.	Approved deployment plans; updated MOAs; completed monitoring reports; evaluation results; documented feedback from cooperating teachers and schools.
5. Student Academic Monitoring and Development	Monitor academic performance, attendance, retention, and progression; conduct academic advising; identify at-risk students; provide intervention and enrichment activities.	Student progress reports; documented academic interventions; improved retention and completion rates; student development activities.
6. Research and Innovation	Monitor faculty and student research engagement; encourage research presentations and publications; promote innovative teaching practices; support research-based instructional improvements.	Completed research outputs; research proposals; presentations/publications; documented instructional innovations.
7. Extension and Community Engagement	Supervise extension initiatives; strengthen partnerships with DepEd and community stakeholders; evaluate the impact of extension activities.	Implemented extension programs; active partnerships; accomplishment and impact reports; stakeholder feedback.
8. Quality Assurance and Accreditation	Monitor compliance with accreditation standards; review documentary evidence; conduct internal assessments; address gaps through corrective and preventive actions.	Updated accreditation documents; evidence-based accomplishment reports; completed gap analyses; implemented improvement plans.
9. Instructional Materials Development and Evaluation	Require submission of instructional materials; facilitate committee evaluation; monitor revisions and certification; encourage contextualized and inclusive learning resources.	Evaluated and certified instructional materials; updated inventory; documented evaluation results; improved learning resources.
10. Administrative and Operational Supervision	Monitor faculty attendance, class schedules, submission of grades, reports, and other academic deliverables; conduct regular department coordination meetings.	Timely submissions; updated records; resolved administrative concerns; documented meeting minutes and decisions.
11. Stakeholder Engagement and Partnership	Conduct consultations with students, alumni, parents, partner schools, and external stakeholders; strengthen collaborative initiatives.	Consultation reports; stakeholder feedback; active partnerships; documented partnership activities.
12. Continuous Quality Improvement	Analyze performance data; identify operational and instructional gaps; implement corrective actions; monitor results and institutionalize effective practices.	Annual performance review; accomplishment reports; improvement plans; documented evidence of improvements.

DETAILED SUPERVISORY IMPLEMENTATION SCHEDULE

Period	Priority Supervisory Activities	Expected Outputs
June–July 2026	Review faculty loading, curriculum implementation, course syllabi, class schedules, and instructional materials. Identify faculty development needs and program priorities.	Faculty loading; class schedules; updated syllabi; faculty development needs assessment; instructional materials inventory.
August 2026	Monitor commencement of classes; inspect instructional readiness; review course requirements and assessment plans; conduct initial faculty consultations.	Instructional monitoring report; consultation minutes; initial faculty performance monitoring records.
September 2026	Conduct classroom observations; monitor student attendance and academic performance; review instructional materials and assessment practices.	Classroom observation reports; student monitoring records; faculty feedback forms.
October 2026	Conduct midterm instructional assessment; monitor research and extension activities; assess compliance with accreditation and universityhood requirements.	Midterm supervisory report; accreditation evidence inventory; research and extension accomplishment reports.
November 2026	Conduct follow-up classroom observations; monitor Field Study and Internship preparations; evaluate faculty compliance with academic deliverables.	Observation follow-up reports; practicum readiness report; faculty compliance monitoring report.
December 2026	Evaluate first-semester accomplishments; review student academic performance; conduct faculty performance consultations and identify areas for improvement.	First-semester supervisory evaluation; student performance report; faculty development recommendations.
January 2027	Review second-semester readiness; finalize faculty loading and class schedules; orient faculty and students on second-semester priorities.	Second-semester readiness report; updated faculty loading; orientation documentation.
February 2027	Conduct classroom observations; monitor Field Study and Internship implementation; visit partner schools and conduct stakeholder consultations.	Classroom observation reports; practicum monitoring reports; stakeholder feedback.
March 2027	Assess instructional effectiveness; monitor research and extension implementation; conduct internal quality assurance reviews.	Instructional assessment report; research and extension monitoring reports; quality assurance findings.
April 2027	Conduct follow-up supervision; evaluate faculty performance; assess student-teacher competencies and internship outcomes.	Faculty evaluation records; internship assessment reports; intervention recommendations.
May 2027	Conduct end-of-year evaluation; assess program accomplishments; identify areas requiring improvement; prepare the succeeding year's supervisory priorities.	Annual supervisory accomplishment report; program evaluation; proposed annual improvement plan.
June 2027	Consolidate results and prepare the next academic year's operational and supervisory plan.	Updated supervisory plan; proposed budgetary and resource requirements; annual targets.

- **Present the Composition of the Faculty Selection and Promotion Board**



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

OFFICE OF THE PRESIDENT

OFFICE ORDER
NO. 226, S. 2025

TO: Concerned Personnel
This College

FROM: The SUC President

SUBJECT: REVISED COMPOSITION OF FACULTY HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD

DATE: November 28, 2025

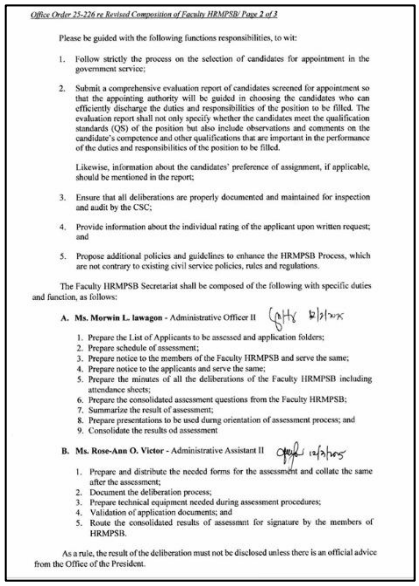
Section 86 CSC-MC No. 08, s. 2025 known as the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) provides for the constitution of the Human Resource Merit Promotion and Selection Board (HRMPSB) in all government agencies to assist the appointing officer or authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan.

In view hereof and in accordance with the pertinent provisions of the 2025 ORAOHRA, the following personnel are hereby designated to compose the Faculty Human Resource Merit Promotion and Selection Board (HRMPSB):

A. Chairperson:
Dr. Rodolfo B. Burac, Jr. – OIC-Vice President for Academic Affairs
B. Alternate Chairperson:
Dr. Bernard M. Barruga – Dean, Graduate School
C. Members:
Dean of the College where vacancy exists, or his/her designated alternate
Ranking Professor whose specialization is in line with the nature of position to be filled and who shall be chosen by the Dean of the College/head of the Department requiring such expertise
Dr. Milagros A. Celedonio – Professor I/Senior Faculty Representative
Dr. Emerso R. Castillo – Asso. Professor V/Alternate Senior Faculty Representative
Dr. Ulysis M. Ferreras – Asso. Professor V/DFA President
Mr. Mohammad D. Dollison – Asso. Professor II/DFA Alternate Representative
Ligaya M. Capinig – Admin. Officer V/Head, HRM Office/Regular Member
Engr. Almelyn B. Zaragoza – Admin. Officer IV/Alternate Member

Members of the Faculty HRMPSB shall assess all faculty applicants regardless of status of appointment. Alternate member shall sit only in the assessment of applicants in the absence of the regular member.

The dean of the college or his/her authorized representative must be present during the assessment process and shall serve as a regular member.



Office Order 25-226 re Revised Composition of Faculty HRMPSB/ Page 2 of 3

Please be guided with the following functions responsibilities, to wit:

1. Follow strictly the process on the selection of candidates for appointment in the government service;
2. Submit a comprehensive evaluation report of candidates screened for appointment so that the appointing authority will be guided in choosing the candidates who can efficiently discharge the duties and responsibilities of the position to be filled. The evaluation report shall not only specify whether the candidates meet the qualification standards (QS) of the position but also include observations and comments on the candidate's competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled.

   Likewise, information about the candidates' preference of assignment, if applicable, should be mentioned in the report;
3. Ensure that all deliberations are properly documented and maintained for inspection and audit by the CSC;
4. Provide information about the individual rating of the applicant upon written request; and
5. Propose additional policies and guidelines to enhance the HRMPSB Process, which are not contrary to existing civil service policies, rules and regulations.

The Faculty HRMPSB Secretariat shall be composed of the following with specific duties and function, as follows:

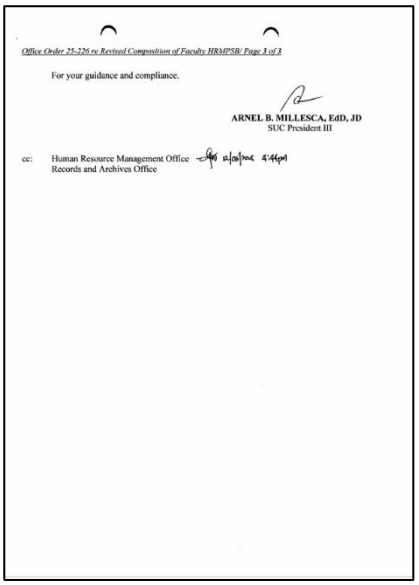
A. **Ms. Morwin L. lawagon** - Administrative Officer II

1. Prepare the List of Applicants to be assessed and application folders;
2. Prepare schedule of assessment;
3. Prepare notice to the members of the Faculty HRMPSB and serve the same;
4. Prepare notice to the applicants and serve the same;
5. Prepare the minutes of all the deliberations of the Faculty HRMPSB including attendance sheets;
6. Prepare the consolidated assessment questions from the Faculty HRMPSB;
7. Summarize the result of assessment;
8. Prepare presentations to be used during orientation of assessment process; and
9. Consolidate the results od assessment

B. **Ms. Rose-Ann O. Victor** - Administrative Assistant II

1. Prepare and distribute the needed forms for the assessment and collate the same after the assessment;
2. Document the deliberation process;
3. Prepare technical equipment needed during assessment procedures;
4. Validation of application documents; and
5. Route the consolidated results of assessment for signature by the members of HRMPSB.

As a rule, the result of the deliberation must not be disclosed unless there is an official advice from the Office of the President.



Office Order 25-226 re Revised Composition of Faculty HRMPSB/ Page 3 of 3

For your guidance and compliance.

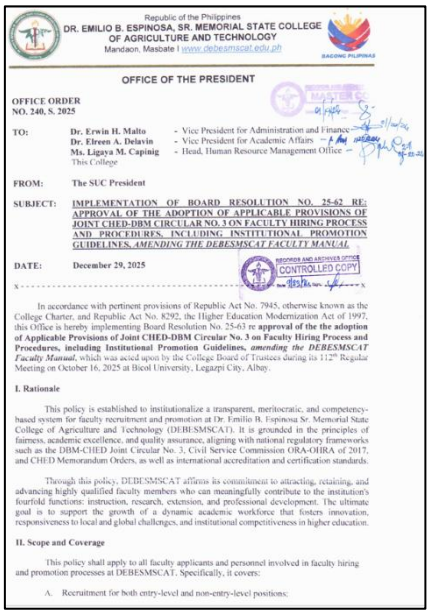
ARNEL B. MILLESCA, EdD, JD
SUC President III

cc: Human Resource Management Office
Records and Archives Office

- **Present and describe the approved criteria and procedures in the selection and promotion of the most qualified faculty and staff**

A. Faculty Selection and Promotion

DEBESMSCAT adopts a transparent, merit-based, and competency-based system for the recruitment, selection, and promotion of qualified faculty members through the implementation of Board Resolution No. 25-62, approving the adoption of applicable provisions of the CHED-DBM Joint Circular No. 3, including institutional promotion guidelines. The policy was approved during the Board of Trustees meeting on October 16, 2025, and took effect on January 5, 2026.



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Mandaon, Masbate | www.debesmscat.edu.ph

OFFICE OF THE PRESIDENT

OFFICE ORDER
NO. 240, S. 2025

TO: Dr. Erwin H. Malto - Vice President for Administration and Finance
Dr. Elreen A. Delavin - Vice President for Academic Affairs
Ms. Ligaya M. Capinig - Head, Human Resource Management Office
This College

FROM: The SUC President

SUBJECT: IMPLEMENTATION OF BOARD RESOLUTION NO. 25-62 RE: APPROVAL OF THE ADOPTION OF APPLICABLE PROVISIONS OF JOINT CHED-DBM CIRCULAR NO. 3 ON FACULTY HIRING PROCESS AND PROCEDURES, INCLUDING INSTITUTIONAL PROMOTION GUIDELINES, *AMENDING THE DEBESMSCAT FACULTY MANUAL*

DATE: December 29, 2025

RECORDS AND ARCHIVES OFFICE CONTROLLED COPY

In accordance with pertinent provisions of Republic Act No. 7945, otherwise known as the College Charter, and Republic Act No. 8292, the Higher Education Modernization Act of 1997, this Office is hereby implementing Board Resolution No. 25-63 re **approval of the the adoption of Applicable Provisions of Joint CHED-DBM Circular No. 3 on Faculty Hiring Process and Procedures, including Institutional Promotion Guidelines, *amending the DEBESMSCAT Faculty Manual***, which was acted upon by the College Board of Trustees during its 112th Regular Meeting on October 16, 2025 at Bicol University, Legazpi City, Albay.

I. Rationale

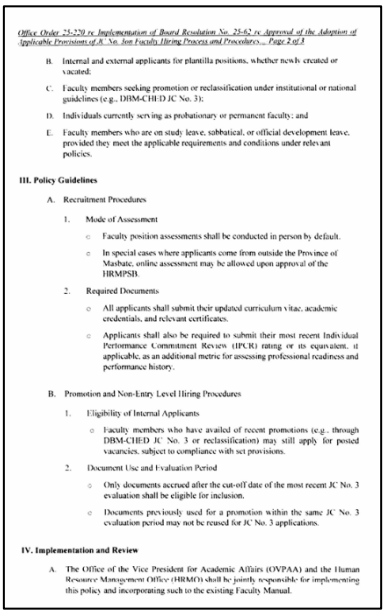
This policy is established to institutionalize a transparent, meritocratic, and competency-based system for faculty recruitment and promotion at Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT). It is grounded in the principles of fairness, academic excellence, and quality assurance, aligning with national regulatory frameworks such as the DBM-CHED Joint Circular No. 3, Civil Service Commission ORA-OHRA of 2017, and CHED Memorandum Orders, as well as international accreditation and certification standards.

Through this policy, DEBESMSCAT affirms its commitment to attracting, retaining, and advancing highly qualified faculty members who can meaningfully contribute to the institution's fourfold functions: instruction, research, extension, and professional development. The ultimate goal is to support the growth of a dynamic academic workforce that fosters innovation, responsiveness to local and global challenges, and institutional competitiveness in higher education.

II. Scope and Coverage

This policy shall apply to all faculty applicants and personnel involved in faculty hiring and promotion processes at DEBESMSCAT. Specifically, it covers:

A. Recruitment for both entry-level and non-entry-level positions;



Office Order 25-220 re Implementation of Board Resolution No. 25-62 re Approval of the Adoption of Applicable Provisions of JC No. 3on Faculty Hiring Process and Procedures..., Page 2 of 3

B. Internal and external applicants for plantilla positions, whether newly created or vacated;

C. Faculty members seeking promotion or reclassification under institutional or national guidelines (e.g., DBM-CHED JC No. 3);

D. Individuals currently serving as probationary or permanent faculty; and

E. Faculty members who are on study leave, sabbatical, or official development leave, provided they meet the applicable requirements and conditions under relevant policies.

III. Policy Guidelines

A. Recruitment Procedures

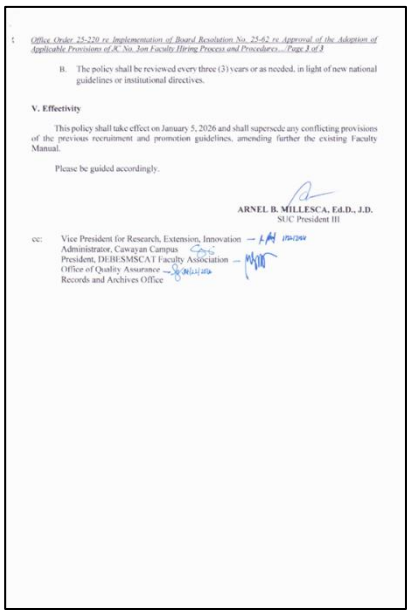
1. Mode of Assessment
   - Faculty position assessments shall be conducted in person by default.
   - In special cases where applicants come from outside the Province of Masbate, online assessment may be allowed upon approval of the HRMPSB.
2. Required Documents
   - All applicants shall submit their updated curriculum vitae, academic credentials, and relevant certificates.
   - Applicants shall also be required to submit their most recent Individual Performance Commitment Review (IPCR) rating or its equivalent, if applicable, as an additional metric for assessing professional readiness and performance history.

B. Promotion and Non-Entry Level Hiring Procedures

1. Eligibility of Internal Applicants
   - Faculty members who have availed of recent promotions (e.g., through DBM-CHED JC No. 3 or reclassification) may still apply for posted vacancies, subject to compliance with set provisions.
2. Document Use and Evaluation Period
   - Only documents accrued after the cut-off date of the most recent JC No. 3 evaluation shall be eligible for inclusion.
   - Documents previously used for a promotion within the same JC No. 3 evaluation period may not be reused for JC No. 3 applications.

IV. Implementation and Review

A. The Office of the Vice President for Academic Affairs (OVPAA) and the Human Resource Management Office (HRMO) shall be jointly responsible for implementing this policy and incorporating such to the existing Faculty Manual.



Office Order 25-220 re Implementation of Board Resolution No. 25-62 re Approval of the Adoption of Applicable Provisions of JC No. 3on Faculty Hiring Process and Procedures..., Page 3 of 3

B. The policy shall be reviewed every three (3) years or as needed, in light of new national guidelines or institutional directives.

V. Effectivity

This policy shall take effect on January 5, 2026 and shall supersede any conflicting provisions of the previous recruitment and promotion guidelines, amending further the existing Faculty Manual.

Please be guided accordingly.

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

cc: Vice President for Research, Extension, Innovation
Administrator, Cawayan Campus
President, DEBESMSCAT Faculty Association
Office of Quality Assurance
Records and Archives Office

B. Non-Teaching Selection and Promotion Criteria

The DEBESMSCAT has approved and updated criteria for the assessment of non-teaching applicants used in selection and promotion.

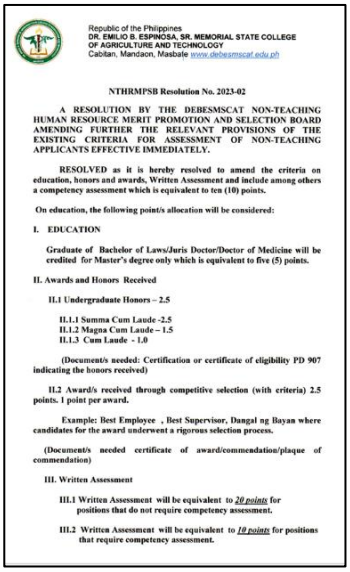
This is evidenced by NTHRMPSB Resolution No. 2023-02, entitled *"A Resolution by the DEBESMSCAT Non-Teaching Human Resource Merit Promotion and Selection Board Amending Further the Relevant Provisions of the Existing Criteria for Assessment of Non-Teaching Applicants Effective Immediately."*

The Resolution was resolved and approved at DEBESMSCAT, Mandaon, Masbate, on November 13, 2023.

The purpose of the Resolution is to amend further the existing criteria for assessment of non-teaching applicants, specifically on the following:

1. Education
2. Honors and Awards
3. Written Assessment
4. Competency Assessment

The amended criteria took effect immediately upon approval of the Resolution, and the NTHRMPSB further resolved that the amended criteria shall be used in the assessment immediately.



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Cabitan, Mandaon, Masbate www.debesmscat.edu.ph

NTHRMPSB Resolution No. 2023-02

A RESOLUTION BY THE DEBESMSCAT NON-TEACHING HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD AMENDING FURTHER THE RELEVANT PROVISIONS OF THE EXISTING CRITERIA FOR ASSESSMENT OF NON-TEACHING APPLICANTS EFFECTIVE IMMEDIATELY.

RESOLVED as it is hereby resolved to amend the criteria on education, honors and awards, Written Assessment and include among others a competency assessment which is equivalent to ten (10) points.

On education, the following point/s allocation will be considered:

I. EDUCATION

Graduate of Bachelor of Laws/Juris Doctor/Doctor of Medicine will be credited for Master's degree only which is equivalent to five (5) points.

II. Awards and Honors Received

II.1 Undergraduate Honors – 2.5

II.1.1 Summa Cum Laude -2.5
II.1.2 Magna Cum Laude – 1.5
II.1.3 Cum Laude - 1.0

(Document/s needed: Certification or certificate of eligibility PD 907 indicating the honors received)

II.2 Award/s received through competitive selection (with criteria) 2.5 points. 1 point per award.

Example: Best Employee , Best Supervisor, Dangal ng Bayan where candidates for the award underwent a rigorous selection process.

(Document/s needed certificate of award/commendation/plaque of commendation)

III. Written Assessment

III.1 Written Assessment will be equivalent to *20 points* for positions that do not require competency assessment.

III.2 Written Assessment will be equivalent to *10 points* for positions that require competency assessment.



IV. Competency Assessment – 10 points

The competency assessment will form part of the assessment process that the applicants will undergo (for selected positions only.)

RESOLVED FURTHER, as the DEBESMSCAT Non-Teaching HRMPSB hereby further resolves, to use the amended criteria in assessment immediately.

DEBESMSCAT, Mandaon, Masbate; November 13, 2023.

Non-Teaching HRMPSB Committee:

ERWIN H. MALTO, Ph.D.
Vice President For Administration and Finance/ Chair

ALLAN O. DELOS REYES
Board Secretary V/DANTS, President Member

LIGAYA M. CAPINIG
Administrative Officer V/HRMO Member

ANABEL F. LORAÑA
Medical Officer IV/2nd Level Regular Member

ATTY. ERWIN S. OLIVA
Chief Administrative Officer/ 2nd Level Alternate Member

NOELYS RAPSING
Administrative Assistant III/1st Level Alternate Member

CHERRY M. TACUYAN
Administrative Assistant V/1st Level Regular Member

APPROVED:

ARNEL B. MILLESCA
SUC President III

- **Present evidence that the Dean implements policies and procedures on internal operations of the college**

The Dean's Supervisory Plan A.Y. 2026-2027 is presented as evidence for Area X, Parameter B: Implementation of Policies and Procedures on Internal Operations.

The document establishes a structured mechanism for the supervision of the College of Education. Its general goal is to ensure effective, developmental, and strategic supervision through systematic planning, implementation, monitoring, and evaluation of all college operations. This is supported by specific objectives focused on quality instruction, faculty competence, compliance with academic policies, and readiness for accreditation.

The plan operationalizes supervision across twelve areas: (1) instructional supervision, (2) curriculum and program management, (3) instructional materials development, (4) faculty development and performance management, (5) administrative and operational supervision, (6) field study and teaching internship, (7) student academic monitoring, (8) research and innovation, (9) extension and community engagement, (10) quality assurance and accreditation, (11) stakeholder engagement, and (12) continuous quality improvement.

Implementation is defined in a detailed schedule from June 2026 to June 2027. It specifies monthly supervisory activities and expected outputs, including review of faculty loading and class schedules, validation of syllabi and instructional materials, conduct of classroom observations for all faculty per semester, monitoring of faculty attendance and submission of academic requirements, evaluation of student performance, and conduct of internal quality assurance reviews.

This plan directly addresses the indicator. It demonstrates that the Dean has established and implements clear policies and procedures governing internal operations. It provides verifiable processes, timelines, and outputs that ensure accountability, operational efficiency, and continuous improvement within the college.

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College of Education

Dean's Supervisory Plan A.Y. 2026-2027

I. General Goal

To provide effective, developmental, and strategic academic supervision of the College of Education through systematic planning, implementation, monitoring, evaluation, and continuous improvement of instructional programs, faculty performance, student development, research, extension, and administrative operations.

II. Specific Objectives

The supervisory plan aims to:

1. Ensure the effective delivery of quality, relevant, and outcomes-based teacher education programs.
2. Monitor and improve faculty members' instructional competence, classroom practices, and professional development.
3. Strengthen the implementation of curriculum, course requirements, and program learning outcomes.
4. Ensure quality preparation, deployment, supervision, and assessment of pre-service teachers during Field Study and Teaching Internship.
5. Promote a culture of research, innovation, extension, and community engagement among faculty and students.
6. Strengthen internal quality assurance mechanisms in preparation for accreditation, program recognition, and universityhood.
7. Monitor student academic performance, retention, engagement, and overall well-being.
8. Ensure the timely and effective implementation of college policies, academic activities, and administrative requirements.
9. Strengthen collaboration with DepEd, partner schools, cooperating teachers, alumni, and other stakeholders.
10. Institutionalize evidence-based decision-making and continuous quality improvement.

3. BEST PRACTICES

- **Cite as many best practices as you can on Parameter B that create a proper learning environment**

For Parameter B: Academic Administration, the best practices that directly contribute to a proper learning environment are:

The College maintains a clear organizational structure under the OVPAA that ensures academic policies are efficiently translated into classroom implementation and student support services.

It is led by highly qualified and experienced officials - VPAA, Dean and Department Chair - all holders of Doctor of Education in Educational Leadership, licensed professionals, and with 13 to 24 years of service, providing competent academic leadership.

Functions and responsibilities are clearly defined, from policy formulation and curriculum management by the VPAA and Dean, to direct supervision of faculty, compliance with CHED and accreditation standards, and monitoring of instructional materials and student performance by the Department Chair. This ensures accountability and orderly academic operations.

The Dean's Supervisory Plan A.Y. 2026-2027 institutionalizes quality instruction through systematic classroom observation, validation of syllabi and materials, monitoring of faculty attendance and submission of requirements, and regular student academic monitoring and intervention for at-risk learners.

Finally, the College upholds a transparent, merit-based faculty selection and promotion system through Board Resolution No. 25-62 and NTHRMPB Resolution No. 2023-02, ensuring that only qualified and competent faculty handle the BSED Social Studies program.

Together, these practices create a well-managed, quality-assured, and learner-centered academic environment.

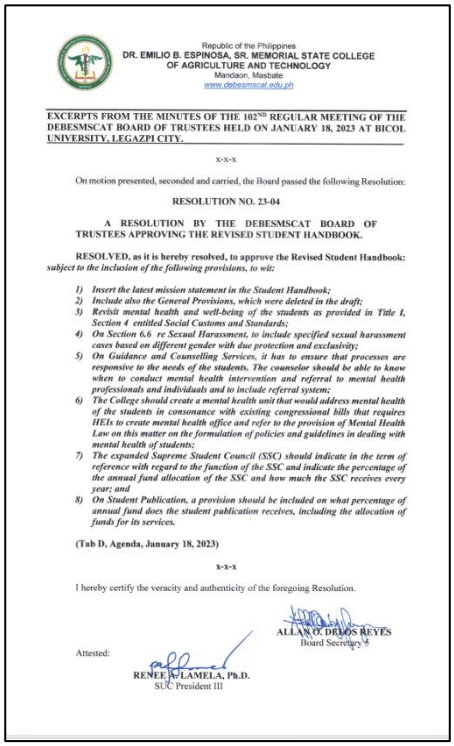
PARAMETER C. STUDENT ADMINISTRATION

1. SYSTEM – INPUTS AND PROCESSES

- **Present the BOT student handbook**

For Parameter C, System-Inputs and Process, Indicator 1 - Present the BOT-approved Student Handbook, the College presents Board of Trustees Resolution No. 23-04.
The resolution is taken from the Excerpts from the Minutes of the 102nd Regular Meeting of the DEBESMSCAT Board of Trustees held on January 18, 2023 at Bicol University, Legazpi City. On motion duly presented, seconded and carried, the Board approved the Revised Student Handbook.
The approval is subject to the inclusion of the following provisions:

1. Insertion of the latest mission statement in the Student Handbook;
2. Inclusion of the General Provisions which were deleted in the draft;
3. Revisit mental health and well-being of the students as provided in Title I, Section 4 entitled Social Customs and Standards;
4. On Section 6.6 re Sexual Harassment, to include specified sexual harassment cases based on different gender with due protection and exclusivity;
5. On Guidance and Counselling Services, to ensure that processes are responsive to the needs of the students, including capability to conduct mental health intervention and referral to mental health professionals and to include a referral system;
6. Creation of a mental health unit that would address mental health of the students in consonance with congressional bills requiring HEIs to create mental health office and the Mental Health Law on formulation of policies and guidelines;
7. On the Supreme Student Council (SSC), to indicate the term of reference with regard to the function of the SSC and the percentage of annual fund allocation and how much the SSC receives every year; and
8. On Student Publication, to include provision on what percentage of annual fund the publication receives, including allocation of funds for its services.



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www.debesmscat.edu.ph

EXCERPTS FROM THE MINUTES OF THE 102ND REGULAR MEETING OF THE DEBESMSCAT BOARD OF TRUSTEES HELD ON JANUARY 18, 2023 AT BICOL UNIVERSITY, LEGAZPI CITY.

x-x-x

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

RESOLUTION NO. 23-04

A RESOLUTION BY THE DEBESMSCAT BOARD OF TRUSTEES APPROVING THE REVISED STUDENT HANDBOOK.

RESOLVED, as it is hereby resolved, to approve the Revised Student Handbook: subject to the inclusion of the following provisions, to wit:

1) *Insert the latest mission statement in the Student Handbook;*
2) *Include also the General Provisions, which were deleted in the draft;*
3) *Revisit mental health and well-being of the students as provided in Title I, Section 4 entitled Social Customs and Standards;*
4) *On Section 6.6 re Sexual Harassment, to include specified sexual harassment cases based on different gender with due protection and exclusivity;*
5) *On Guidance and Counselling Services, it has to ensure that processes are responsive to the needs of the students. The counselor should be able to know when to conduct mental health intervention and referral to mental health professionals and individuals and to include referral system;*
6) *The College should create a mental health unit that would address mental health of the students in consonance with existing congressional bills that requires HEIs to create mental health office and refer to the provision of Mental Health Law on this matter on the formulation of policies and guidelines in dealing with mental health of students;*
7) *The expanded Supreme Student Council (SSC) should indicate in the term of reference with regard to the function of the SSC and indicate the percentage of the annual fund allocation of the SSC and how much the SSC receives every year; and*
8) *On Student Publication, a provision should be included on what percentage of annual fund does the student publication receives, including the allocation of funds for its services.*

(Tab D, Agenda, January 18, 2023)

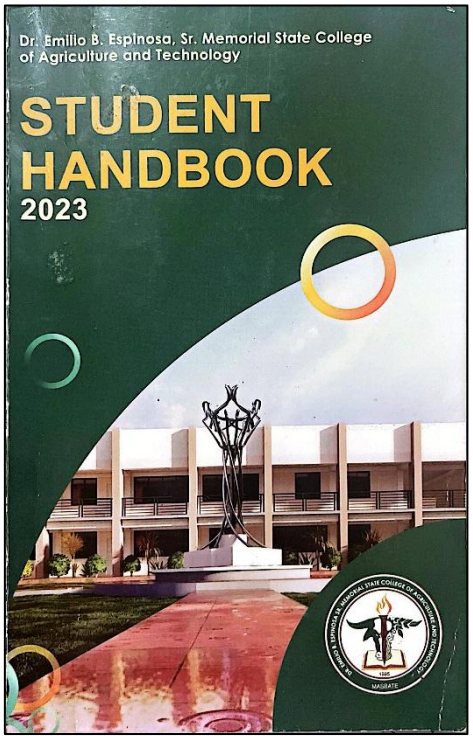
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I hereby certify the veracity and authenticity of the foregoing Resolution.

ALLAN O. DELOS REYES
Board Secretary

Attested:

RENEE A. LAMELA, Ph.D.
SUC President III



This BOT Resolution serves as evidence that the Student Handbook is duly approved by the highest governing body of the institution, with enhancements focused on mission alignment, student welfare and mental health, gender-based protection, and transparency of student organizations' fund allocation.

- **Present the designation orders of officials assigned to Student Affairs**

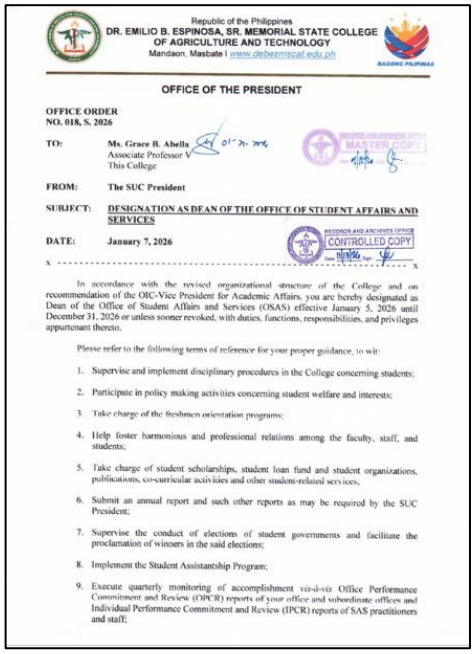
Designation Order of the OSAS Dean

Office Order No. 018, S. 2026 dated January 7, 2026**,** issued by the Office of the President, designating Ms. Grace B. Abella, Associate Professor V**,** as Dean of the Office of Student Affairs and Services (OSAS) effective January 5, 2026 until December 31, 2026 or unless sooner revoked, in accordance with the revised organizational structure of the College and on recommendation of the OIC-Vice President for Academic Affairs.

As Dean, OSAS, she is tasked to:

- Supervise and implement disciplinary procedures concerning students;
- Participate in policy making concerning student welfare and interests;
- Take charge of freshmen orientation programs;
- Foster harmonious relations among faculty, staff and students;
- Take charge of student scholarships, loan fund, student organizations, publications, co-curricular activities;
- Submit annual and other reports to the SUC President;
- Supervise elections of student governments and implement Student Assistantship Program; and
- Execute quarterly monitoring of OPCR/IPCR of SAS practitioners and staff.

She is tasked to supervise six offices/services under OSAS as per Office Order No. 118 s. 2019: Office of Sports and Athletics, Office of Culture and Arts, Office of Admission, Office of Guidance Services, Office of Library Services, and Office of Medical Services.



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Mandaon, Masbate | www.debesmscat.edu.ph

OFFICE OF THE PRESIDENT

OFFICE ORDER
NO. 018, S. 2026

TO: Ms. Grace B. Abella
Associate Professor V
This College

FROM: The SUC President

SUBJECT: DESIGNATION AS DEAN OF THE OFFICE OF STUDENT AFFAIRS AND SERVICES

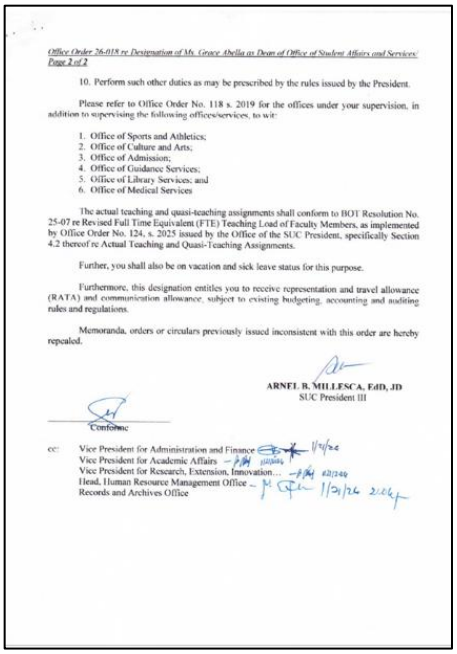
DATE: January 7, 2026

RECORDS AND ARCHIVES OFFICE CONTROLLED COPY

In accordance with the revised organizational structure of the College and on recommendation of the OIC-Vice President for Academic Affairs, you are hereby designated as Dean of the Office of Student Affairs and Services (OSAS) effective January 5, 2026 until December 31, 2026 or unless sooner revoked, with duties, functions, responsibilities, and privileges appurtenant thereto.

Please refer to the following terms of reference for your proper guidance, to wit:

1. Supervise and implement disciplinary procedures in the College concerning students;
2. Participate in policy making activities concerning student welfare and interests;
3. Take charge of the freshmen orientation programs;
4. Help foster harmonious and professional relations among the faculty, staff, and students;
5. Take charge of student scholarships, student loan fund and student organizations, publications, co-curricular activities and other student-related services;
6. Submit an annual report and such other reports as may be required by the SUC President;
7. Supervise the conduct of elections of student governments and facilitate the proclamation of winners in the said elections;
8. Implement the Student Assistantship Program;
9. 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;



Office Order 26-018 re Designation of Ms. Grace Abella as Dean of Office of Student Affairs and Services
Page 2 of 2

10. Perform such other duties as may be prescribed by the rules issued by the President.

Please refer to Office Order No. 118 s. 2019 for the offices under your supervision, in addition to supervising the following offices/services, to wit:

1. Office of Sports and Athletics;
2. Office of Culture and Arts;
3. Office of Admission;
4. Office of Guidance Services;
5. Office of Library Services; and
6. Office of Medical Services

The actual teaching and quasi-teaching assignments shall conform to BOT Resolution No. 25-07 re Revised Full Time Equivalent (FTE) Teaching Load of Faculty Members, as implemented by Office Order No. 124, s. 2025 issued by the Office of the SUC President, specifically Section 4.2 thereof re Actual Teaching and Quasi-Teaching Assignments.

Further, you shall also be on vacation and sick leave status for this purpose.

Furthermore, this designation entitles you to receive representation and travel allowance (RATA) and communication allowance, subject to existing budgeting, accounting and auditing rules and regulations.

Memoranda, orders or circulars previously issued inconsistent with this order are hereby repealed.

ARNEL B. MILLESCA, EdD, JD
SUC President III

Conforme:

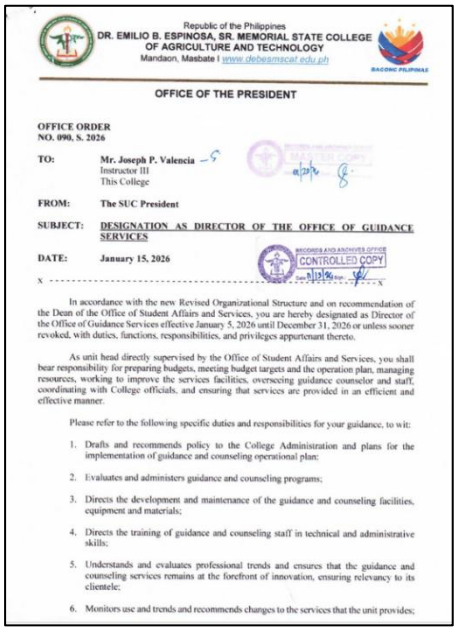
cc: Vice President for Administration and Finance
Vice President for Academic Affairs
Vice President for Research, Extension, Innovation...
Head, Human Resource Management Office
Records and Archives Office

➢ ***Designation Order of the Director for Guidance Services***

Office Order No. 090, S. 2026 dated January 15, 2026, issued by the Office of the President, designating Mr. Joseph P. Valencia, Instructor III, as Director of the Office of Guidance Services effective January 5, 2026 until December 31, 2026 or unless sooner revoked, in accordance with the new Revised Organizational Structure and on recommendation of the Dean of OSAS.

As unit head directly supervised by OSAS, he is responsible for:

- Preparing budgets, meeting budget targets and operation plan, managing resources;
- Drafting and recommending policy and operational plan for guidance and counseling;
- Evaluating and administering guidance and counseling programs;
- Directing development and maintenance of guidance facilities, equipment and materials;
- Directing training of guidance staff;
- Understanding professional trends to ensure innovation and relevancy;
- Monitoring use and trends and recommending changes;
- Ensuring maintenance of risk assessment process and effective internal control system; and
- Supporting performance management process including coaching and development plans.



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OFFICE OF THE PRESIDENT

OFFICE ORDER
NO. 090, S. 2026

TO: Mr. Joseph P. Valencia
Instructor III
This College

FROM: The SUC President

SUBJECT: DESIGNATION AS DIRECTOR OF THE OFFICE OF GUIDANCE SERVICES

DATE: January 15, 2026

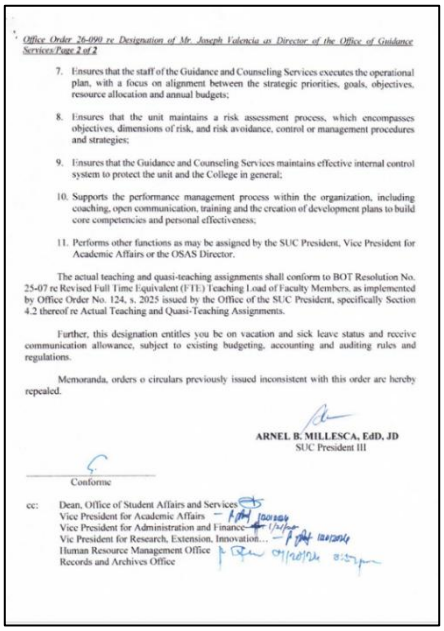
RECORDS AND ARCHIVES OFFICE CONTROLLED COPY

In accordance with the new Revised Organizational Structure and on recommendation of the Dean of the Office of Student Affairs and Services, you are hereby designated as Director of the Office of Guidance Services effective January 5, 2026 until December 31, 2026 or unless sooner revoked, with duties, functions, responsibilities, and privileges appurtenant thereto.

As unit head directly supervised by the Office of Student Affairs and Services, you shall bear responsibility for preparing 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.

Please refer to the following specific duties and responsibilities for your guidance, to wit:

1. Drafts and recommends policy to the College Administration and plans for the implementation of guidance and counseling operational plan;
2. Evaluates and administers guidance and counseling programs;
3. Directs the development and maintenance of the guidance and counseling facilities, equipment and materials;
4. Directs the training of guidance and counseling staff in technical and administrative skills;
5. Understands and evaluates professional trends and ensures that the guidance and counseling services remains at the forefront of innovation, ensuring relevancy to its clientele;
6. Monitors use and trends and recommends changes to the services that the unit provides;



Office Order 26-090 re Designation of Mr. Joseph Valencia as Director of the Office of Guidance Services Page 2 of 2

7. 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;
8. Ensures that the unit maintains a risk assessment process, which encompasses objectives, dimensions of risk, and risk avoidance, control or management procedures and strategies;
9. Ensures that the Guidance and Counseling Services maintains effective internal control system to protect the unit and the College in general;
10. 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;
11. Performs other functions as may be assigned by the SUC President, Vice President for Academic Affairs or the OSAS Director.

The actual teaching and quasi-teaching assignments shall conform to BOT Resolution No. 25-07 re Revised Full Time Equivalent (FTE) Teaching Load of Faculty Members, as implemented by Office Order No. 124, s. 2025 issued by the Office of the SUC President, specifically Section 4.2 thereof re Actual Teaching and Quasi-Teaching Assignments.

Further, this designation entitles you be on vacation and sick leave status and receive communication allowance, subject to existing budgeting, accounting and auditing rules and regulations.

Memoranda, orders o circulars previously issued inconsistent with this order are hereby repealed.

ARNEL B. MILLESCA, EdD, JD
SUC President III

Conforme

cc: Dean, Office of Student Affairs and Services
Vice President for Academic Affairs
Vice President for Administration and Finance
Vic President for Research, Extension, Innovation...
Human Resource Management Office
Records and Archives Office

These Office Orders evidence that student affairs and guidance services are managed by duly designated qualified officials with clear duties and functions**.**

2. IMPLEMENTATION

➢ **Describe Student Administration in Terms of:**

For Parameter C, Implementation, A. Admission and Retention Policies, the Student Administration of DEBESMSCAT is governed by the General Admission Policy A.Y.

2024-2025 prepared by the Guidance and Admission Office and the Retention Policies per Student Handbook Sections 16.9 to 16.11.

A.1. Admission Policies

The policy ensures equitable, free, and merit-based admission.

1. General Admission Policy:

- No applicant shall be denied based on sex, religion, cultural or community affiliation, ethnic origin, or physical deficiency, provided eligible.
- All applicants - graduating Senior High School students, SHS graduates who have not earned college units, transfer students, and foreign students - must complete online application.
- College entrance test (DCET) is free of charge, taken once in person. Re-taking is prohibited within the same year; unsuccessful takers may re-take after a year.
- SHS students must pass the 75-minute DCET assessing verbal comprehension, reasoning, figural reasoning, and quantitative reasoning.
- Admission eligibility is computed as: DCET Result 40% + Interview Rating (may include skills test, physical fitness test) 30% + Grade 12 (1st & 2nd sem) GWA 30% = 100%, for both board and non-board programs. SHS track/strand is not a basis for denial. For College of Education, applicants take an additional Aptitude Test for Teachers (SATT) but it is not a basis for denial.
- Results are categorized as Qualified (passed and met criteria), Waitlisted (passed but due to limited slots), and Below Quota (did not meet criteria). Results are published on the official Facebook page of Guidance and Admission Services Office.
- Successful applicants must undergo interview/short assessment for first choice course. Failure to appear results in forfeiture of slot. Those who pass first choice are given certificate signed by College Dean/Department Head; otherwise advised to consider second or third choice.
- Physical examination is required including chest x-ray (PA view), drug test, and Hepatitis B test for BSIT Food Technology only.

2. Specific Admission Policies:

- Regular / Freshmen: Graduating SHS from public/private schools recognized by government are eligible. Requirements: accomplished online application, certification as graduating Grade 12 duly signed by principal/school head, photocopy of SF 9/high school report card, 2x2 photos with white background and nametag.
- Transferees (1st Semester only): A student who comes from any private or public HEI after beginning his/her course. Transfer applicants with GWA of at least 85% or 2.2 in TOR and no incomplete or failing grades are exempted from taking the college entrance test. Those below 85% must take the test. Department Head assesses subjects taken and decides which subjects can be credited. Requirements: online application, authenticated TOR or certification of grades, 2x2 photos.
- Returning Students: A student who re-enrolls after a break in enrollment for one or more semesters. If no indication of establishing residency elsewhere, retains his/her prior resident status. Not required to take entrance test, but must process clearance for re-enrollment to be readmitted. Returning students shall follow the old curriculum when still existing; if no longer offered, shall submit for evaluation and follow new curriculum per Section 16.10.2.

- Course Shifters (Board Programs): Defined as enrolled student wishing to change course/major. Must go through formal application and evaluation, meeting academic requirements, undergoing interviews/assessments, and obtaining approval from Dean and Department Head of current college. Not required to take college entrance test. The evaluation determines eligibility for desired program.
- Second Courser: Student who already obtained bachelor's degree. Not required to take entrance test, but must provide admission requirements and undergo short assessment for intended course. Not eligible to avail free tuition and miscellaneous fees.
- Foreign Applicants: Also known as international students, may be admitted if they meet requirements and follow Joint Memorandum Order No. 01, s. 2007 and EO No. 285, s. 2000. Requirements: certification of completion of secondary curriculum, TOR or equivalent, student visa.

A.2. Retention Policies (for All Colleges)

Per Student Handbook 16.9:

- 16.9.1 Failed 25% of regular load: Given WARNING, allowed to enroll but not more than 75% of regular load for succeeding semester. If student obtains passing grade in all subjects of reduced load, may be allowed regular load next semester. If fails even one subject of reduced load (75%), put on PROBATION.
- 16.9.2 Failed 50% of regular load: Put on PROBATION, allowed to enroll not more than 50% of regular load. If passes all subjects of reduced load, may enroll up to 75% of regular load next semester. If fails even one subject of 50% reduced load, advised to shift to another course where he/she is more inclined.
- 16.9.3 Failed 75% of regular load: Advised to shift to another course where more inclined.
- 16.9.4 Failed 100% of regular load: Dismissed from the rolls of the college, but can be appealed subject to validity of reasons and strength of grounds.

Additional Provisions:

- 16.10 Enforcing New Curriculum: Only first-year covered; continuing students allowed to graduate under curriculum in which they started.
- 16.11 Substitution of Subjects: Allowed when pursuing curriculum superseded by new one; petition must involve allied subjects with same or greater units; not allowed for failed subject except when no longer offered and covers substantially same subject matter; prepared by student, recommended by Dean for approval by VPAA and noted by Registrar.

These policies are implemented by the Guidance and Admission Office and the Office of the College Registrar, ensuring standardized, fair, and developmental student administration for regular, transferee, shifter, and returning students.

B. Registration Procedures

For Parameter C, Implementation, B. Registration Procedures, the Student Administration is governed by Title II, Section 12: Enrolment of the DEBESMSCAT Student Handbook and implemented by the Office of the College Registrar, Guidance and Admission Services, and the Office of Student Affairs and Services.

Registration is conducted only during the regular registration period indicated in the academic calendar. Extension of enrolment is under the discretionary power of the SUC

President subject to fines for late registration. A student is considered officially enrolled only upon completion of prescribed requirements.

B.1 Registration Requirements by Student Category

1. New Student (12.2)

- Entrance Examination Result and Course Referral from Guidance Counselor
- Certification from the program of study for admission
- Physical/Medical Health Examination Result from Medical Officer
- Original High School Report Card (DepEd Form 138)
- Photocopied PSA/NSO Birth Certificate
- Original Police Clearance
- Two (2) copies 2x2 ID Photo (white background)
- Original Certification of Good Moral Character from Principal/Guidance Counselor of school last attended
- If married woman, photocopy of PSA/NSO Marriage Certificate

2. Transfer Student / Transferee (12.3 / 12.6)

- Entrance Examination Result and Course Referral
- Certification from program of study for admission
- Physical/Medical Health Examination Result
- Official Transcript of Records signed by the Registrar
- Honorable Dismissal
- Original Police Clearance
- PSA/NSO Birth Certificate, Good Moral Character Certificate, 2x2 ID Photos, and Marriage Certificate if applicable

3. Alternative Learning System (ALS) Graduates (12.7)

- Entrance Examination Result and Course Referral
- Certification from program of study, Physical/Medical Examination
- Original Copy of Rating Card from DEPED with remarks "Eligible for Admission to College"
- Certification from ALS Coordinator/Schools Division Superintendent for passing ALS examination
- Diploma duly signed, Certification of Good Moral Character from ALS Coordinator
- PSA Birth Certificate, Police Clearance, 2x2 ID Photo, Marriage Certificate if married

4. Foreign Student (12.8)

- Entrance Examination Result Course Referral, Certification from program, Physical/Medical Result
- Two copies 2x2 ID Photo, Certificate of Completion of Secondary Curriculum
- Original Transcript of Records or equivalent, Personal Data Sheet
- Affidavit of Support of Parents/Guardians, Alien Certificate of Registration (ACR), TOEFL/IELTS Results, Student Visa, Certification of Proficiency in English for non-native speakers, DFA and BI Requirements

5. Old / Continuing Students (12.9)

- Approved Clearance for Enrolment
- Updated Prospectus

6. Special / Earning Units Students (12.10)

- Transcript of Records signed by Registrar, Physical/Medical Examination Result, Original Police Clearance, Two copies 2x2 ID Photo

7. Second Bachelor's Degree (12.11)

- For Non-DEBESMSCAT Graduates: Transcript of Records, Entrance Examination Result and Course Referral for non-DEBESMSCAT graduate, Certification from program, Physical/Medical Result, Police Clearance, 2x2 ID Photo
- For DEBESMSCAT Graduates: Transcript of Records signed by DEBESMSCAT Registrar III, Certification from Program of Study

8. Returnee (12.12)

- Approved Clearance for Returnee, Police Clearance, Physical/Medical/Health Examination Result

9. Cross Enrollee (12.13)

- Letter of recommendation from home institution, Certification of good standing from home institution

B.2. Registration Guidelines and Related Processes

1. Registration Guidelines (12.13.1): Registration shall only be on the regular registration period. Extension may be allowed by the SUC President subject to late registration fines. A student is officially enrolled only after compliance.

2. Cross Registration (12.14): A student may be allowed to cross-enroll in other HEIs provided: with written permission from Registrar and Dean; is a graduating student; subjects have same course description and credit unit; not a major subject; subject not offered during ensuing academic year; maximum of six (6) units; cross-enroll within enrolment period; cross-enroll to only one HEI in same semester/term; allowed only once during Midyear term. Student must secure letter of recommendation from Registrar III noted by VPAA.

3. Withdrawal of Registration (12.15): Student who desires to withdraw due to valid reasons must apply and be approved by VPAA, accomplish dropping form within prescribed period in academic calendar. Refund scheme: Before opening of classes - 100%; Within first week - 75%; Within second week - 50%; Within third week - 25%. Student is entitled to withdraw credentials. No withdrawal after period specified in refund scheme; rules for dropping shall apply.

4. Deferment of Enrolment (12.16): Applicants who passed entrance examination but could not enroll during prescribed period may apply for deferment valid for one (1) academic year, provided they comply with admission requirements before securing deferment form from Admission and Registration Office, noted by Director of OSAS and approved by VPAA.

5. Leave of Absence (12.17): Provision for LOA is provided for students with valid reasons.

These procedures are implemented to ensure orderly, documented, and policy-compliant registration for all student categories.

➢ ***School Fees***

For Parameter C, Implementation, C. School Fees for Undergraduate Students, the Student Administration is governed by DEBESMSCAT Student Handbook, Section 23 - Fees, Discounts and Scholarships and RULE II - Free Higher Education (HE) in SUCs and LUCs per RA 10931 and its IRR.

1. Policy on Undergraduate School Fees

For undergraduate programs, including the BSED Social Studies program, DEBESMSCAT implements the Free Higher Education provision. All Filipino students who are either currently enrolled at the time of the effectivity of the Act, or shall enroll at any time thereafter, in courses leading to a bachelor's degree in any SUC and LUC shall be exempt from paying tuition and other school fees for units enrolled.

This is anchored on Section 4 - Coverage, Article 13 Section 13 of the 1987 Constitution, and Article II Section 15(f) of RA 10931 on the rights and obligations of student beneficiaries. SUCs and LUCs are mandated to formulate and implement a Return Service System as part of admission and retention policies, approved by their respective governing boards and CHED.

2. Benefits - Section 7

Students availing themselves of Free Higher Education are entitled to:

a) Free tuition for all courses/subjects/classes enrolled during a particular semester/term, as part of the curriculum and essential to obtaining a degree. This includes approved petitioned classes, but not non-credit within-semester tutorial or review, nor review and enhancement classes offered by the HEI.

b) Free miscellaneous, other school fees, and similar or related fees, which include per IRR:

1. library fees
2. computer fees
3. laboratory fees
4. school ID fees
5. athletic fees
6. admission fees
7. development fees
8. guidance fees
9. handbook fees
10. entrance fees
11. registration fees
12. medical and dental fees - including physical, dental, and mental health assessment, examination and treatment, and all-purpose student insurance
13. cultural fees
14. other similar or related fees under Section 3(vv) of the IRR

Provided, that only the first copies/printouts of school ID, library ID, and student handbook shall be free; subsequent requests can be charged the usual fees.

The SUC shall also formulate affirmative action programs for disadvantaged students such as Lumads, Muslims and other indigenous peoples, persons with disabilities, students from public schools, and students from depressed areas, subject to approval by the Governing Board and CHED.

3. Exceptions to Free HE - Section 6

The following are ineligible to avail of Free Higher Education and shall be charged tuition and other school fees as determined by the Governing Board:

a) Students who have already obtained a bachelor's degree or comparable undergraduate degree from any public or private HEI;
b) Students who fail to comply with the admission and/or retention policies of the SUC/LUC, provided that the failure results in permanent disqualification from enrolling in any SUC or LUC;
c) Students who fail to complete their bachelor's degree within a year after the prescribed period in the program, with the following provisions:
i. For shiftees, any semester where student availed of free higher education shall be subtracted from expected duration of current program;
ii. For transferees, any semester where student availed of any form of government-funded StuFAP shall be subtracted from expected duration of current program;
iii. For returning students and LOA students, determination of free HE benefit shall be without prejudice to the most expedient way of completing studies;
iv. SUCs/LUCs shall decide on cases that merit extension of free higher education availment;
d) Students who voluntarily opt-out.

C. ***Students' Academic Loading***

For Parameter C, Implementation, D. Academic Loading, Student Administration is governed by DEBESMSCAT Student Handbook, Section 12.18 Academic Load and Sections 12.19 to 12.20.

1. Regular Load and Sequence

12.18.1 A regular student shall carry a load equivalent to the number of units in the course in which he is enrolled.

12.18.2 Strict adherence to the sequence of the subjects as prescribed in the curriculum shall be observed.

2. Deficiencies and Advanced Subjects

12.18.3 A student may be allowed to take his deficiencies and/or advanced subject during a semester or summer term in his third-year curricular level, provided that his/her total load shall not exceed the maximum number of units prescribed for the semester.

12.18.6 A student may be allowed to enroll in his deficiency subjects aside from the normal academic load during their third academic year provided that these are requirements to qualify him to undergo internship training and/or On-the-Job Training but not to exceed thirty (30) units. Provided further that the deficiency is not caused by academic delinquency. However, if he/she fails in any of his/her additional subjects enrolled, he/she shall not be allowed to enroll in additional subject/s in the next semester. The request shall be recommended by the Dean, noted by the Registrar to be approved by the Vice President for Academic Affairs.

12.18.7 In case of deficiencies for returning students due to enforcement of a new curriculum, the student may be allowed to request for the offering of said course/s during the summer term with a maximum load of twelve (12) units, provided he/she shall shoulder the payment of the honoraria of the faculty and other required fees. This is applicable if the old curriculum still exists. If the old curriculum no longer

exists, he may request for evaluation of subjects to be credited and enroll under the new curriculum, with recommendation of the Dean and noted by the Registrar to be approved by the VPAA.

3. Additional Load for Graduating Students

12.18.4 A candidate for graduation may be allowed to take an additional load of not more than six (6) academic units above the normal load for the term during the last two semesters of the curriculum year. However, for education students undergoing practice teaching, additional load is not allowed except for transferees and returnees affected by enforcement of a new curriculum having only one subject left aside from practice teaching, subject to approval of the Dean and VPAA.

12.18.5 Requested subjects of students with deficiency/ies shall be offered provided the student/s will shoulder the honorarium of the faculty who will handle the subject. The said subject/s shall not be handled by the same faculty from whom the deficiency was incurred. This applies only to candidates for graduation in the succeeding academic year and not to other students. Request must be recommended by the Dean, noted by the Registrar, and approved by VPAA.

E. Residence, Coursework, Scholastic and Graduation Requirements

For Parameter C, Implementation, E. Residence, Coursework, Scholastic and Graduation Requirements, Student Administration is governed by DEBESMSCAT Student Handbook, Section 16 Credit, Grading and Retention, Section 17 Honors, and Section 18 Graduation.

- **Definition of Resident Credits (16.5):** Resident credits refer to all academic subjects and units earned in the College as prescribed in the curriculum, including those earned in other institutions that were approved and validated for credit. Only resident credits are considered in evaluating subjects for a particular curriculum.
- **Maximum Residence Rule (16.6):** Residence refers to number of years or terms a student has to finish a course. Student must finish requirements within a period of actual residence equivalent to a maximum of **one and one-half times the normal length** prescribed in the curriculum, otherwise shall not be allowed to re-enroll further in the course.
- **Residency for Honors (18.2.5):** Students who are candidates for graduation with honors must have completed at least **75% of total number of academic units** for graduation and must have been **in residence for at least two (2) years immediately before graduation**.

2. Coursework

- **Credit (16.1):** Credit for a course is determined by number and length of class meetings every week of a semester. A class meeting of three hours a week for one semester gives three hours of credit. Undergraduate laboratory classes require two or three hours to equal one semester hour of credit.
- **Academic Load (16.2 & 16.3):** Number of units is indicated in Student Enrolment Record and Enrolment Assessment Form. A full-time undergraduate is one who carries a load of **12 units or more** during regular semester. For regular terms, maximum load is **18 units**, or number indicated in program checklist whichever is higher. For summer term, maximum is **7 units**. Student may be allowed to enroll in more than maximum during regular term under circumstances: 16.3.1 additional units pertain to list of enrolled courses including a PE course; and 16.3.2 student is potentially on his/her last term and overload does not exceed 6 units.

- **Crediting of Subjects (16.4):** All subjects and units taken from other HEIs may be credited, provided they are prescribed in the curriculum and have same course description/content and number of units except for major subjects.
- **Prerequisites (16.7):** Rules on sequence of subjects in curriculum must be followed. Enrolling subject without passing prerequisites shall not be given academic credits. Graduating students may be allowed to take prerequisite and higher subject simultaneously with approval of Dean and VPAA. If student failed prerequisite, higher subject shall also be given failing grade.

3. Scholastic Requirements

- ***Grading System (16.8.1):*** Students graded at end of term following system

  Table 8:
  1.0 = 99-100 Excellent, 1.1=98 Very Good, 1.2=97, 1.3=96, 1.4=95, 1.5=94, 1.6=93, 1.7=92, 1.8=91, 1.9=90 Very Good, 2.0=89 Good, 2.1=88, 2.2=87, 2.3=86, 2.4=85, 2.5=84, 2.6=82-83, 2.7=80-81, 2.8=78-79 Fair, 2.9=76-77 Fair, 3.0=75 Fair.

- ***Dean's List (17.1.3):*** Undergraduate students who obtained GWA of 1.75-1.45 with no grade lower than 2.0, have carried prescribed regular load for semester/s and had no disciplinary restrictions during semester/s will qualify for The Dean's List. Each recipient receives certificate to be awarded at end of semester during Recognition Program (17.2).

4. Graduation Requirements

- **General Requirements (18.1):**
  18.1.1 Candidates must have satisfied all academic and non-academic requirements before graduation.
  18.1.2 Date of graduation in diploma and transcript shall bear original date of graduation.
  18.1.3 Evaluation of credentials shall be conducted by committee composed of Chairpersons and Deans chaired by Registrar to assess candidates and identify honor and meritorious candidates before Academic Council meeting. Committee endorses list to Academic Council for approval then to Board of Trustees (BOT).
  18.1.4 No student allowed to graduate unless name is approved by College Academic Council and confirmed by Board of Trustees.
  18.1.5 All graduating students required to attend commencement exercises as scheduled. Graduation in absentia for just reason allowed but must be properly supported with valid certification presented before commencement to Registrar.
  18.1.6 Signatories to diploma: State College President, VPAA, Board Secretary, and College Registrar.
  18.1.7 Graduating student shall apply for graduation within one (1) month before scheduled graduation day and settle corresponding fees.
- **Graduation with Honors (18.2):**
  18.2.1 Students candidates for honors in degree programs shall be given title depending on GWA:
  - **Summa Cum Laude:** GWA of **1.24-1.00**, with no grade lower than 1.5, carried prescribed regular load for semester and had no disciplinary restrictions during incumbency.

- **Magna Cum Laude:** GWA of **1.45-1.25**, with no grade lower than 1.75, same conditions.
- **Cum Laude:** GWA of **1.75-1.46**, with no grade lower than 2.0, same conditions.

18.2.2 In final computation, rounding off final grades shall not be allowed.
18.2.3 Only final rating shall be considered in computation of GWA.
18.2.4 Candidates must not have repeated a subject in another HEI.
18.2.5 Must have completed at least 75% of units and been in residence at least two years immediately before graduation.
18.2.6 For transferees and shifters, only credited subjects and units are considered in evaluation of GWA.
18.2.7 Grade obtained in NSTP is not included in computation of GWA.

F. Examination and Grading System

For Parameter C, Implementation, F. Examination and Grading System, Student Administration is governed by DEBESMSCAT Student Handbook, Section 14 Attendance and Section 15 Examinations and Section 16.8 Grading System.

1. Attendance in Relation to Grading
   - For the summer term, students render themselves ineligible for a passing grade if absent for more than three (3) class meetings (14.4.13).
   - It is the student's responsibility to keep a record of absences, but may verify from faculty concerned. Once allowable absences are exceeded, faculty must verify with student before giving a failing grade due to excess absences (14.14). The State College has no obligation to inform parents.
   - Approved Absence (14.15): An absence authorized by Director of Student Affairs and Services because student has to attend an official function or activity. Form shall be recommended for approval by State College official concerned. Students with approved absences shall not be put to disadvantage; faculty shall give special make-up activities, other requirements, or special considerations in consultation with student.
   - Only students enrolled for credit are allowed to attend classes (14.16). The Dean of the college has final authority to adjudicate all problems arising because of absences from regularly scheduled classes (14.17).
2. Examinations - Section 15
   - 15.1 Student who takes examination should present ID and test permit when required.
   - 15.2 During examinations, student may not leave assigned place without permission of proctor-in-charge.
   - 15.3 Student caught cheating, as defined in Sec. 5.3.1.1, shall be penalized with a grade of 5.0 in the requirement or the course, at discretion of faculty, without prejudice to administrative sanction.
   - 15.4 In cases of admitted cheating, faculty shall report incident to Student Disciplinary Action Committee.
   - 15.5 Student who completes examination should submit paper only to proctor.
   - 15.6 Final examination schedules are posted on Bulletin Board at Admission and Registration Office and in respective college two weeks before examinations.

- 15.7 Midterm and Final examination papers and other necessary papers shall be distributed to student in examination room.
- 15.8 Students have the right to see their graded quizzes and exams within shortest possible time after examination and their indicative class standing before final exams.
- 15.9 Students have the right to see their duly corrected final examination papers, questionnaires, answer key, and computation of final grades during Grade Consultation Day.

3. Grading System - Section 16.8

16.8.1 Grading Scale - Table 8:

Grade	Equivalent	Descriptive Rating
1.0	99-100	Excellent
1.1	98	Very Good
1.2	97	Very Good
1.3	96	Very Good
1.4	95	Very Good
1.5	94	Very Good
1.6	93	Very Good
1.7	92	Very Good
1.8	91	Very Good
1.9	90	Very Good
2.0	89	Good
2.1	88	Good
2.2	87	Good
2.3	86	Good
2.4	85	Good
2.5	84	Good
2.6	82-83	Good
2.7	80-81	Good
2.8	78-79	Fair
2.9	76-77	Fair
3.0	75	Fair
5.0		Failed
INC		Incomplete
ODRP		Officially Dropped

16.8.2 Criteria for Grading per College:

The grade is based on criteria prescribed in the college. For example:

- Table 9. College of Education:
  - For Lecture Class: Midterm/Final Exam 40%, Oral Participation/Recitation/Attendance 25%, Quizzes/Assignment 20%, Projects 15% = 100%
  - For Lecture with Laboratory: Laboratory Exercises/Projects 35%, Midterm/Final 30%, Oral Participation/Recitation/Attendance 20%, Quizzes/Assignment 15% = 100%
- Table 10. College of Agriculture: Same distribution as College of Education.
- Table 11. College of Industrial Technology:
  - General Education Courses: Factual Conventional & Subjective Learning 45%, Oral Participation/Assignment 30%, Midterm/Final 25% = 100%

- Applied Sciences and Tool Courses (Lecture and Lab): Quizzes 10%, Project 40%, Oral Participation 20%, Midterm/Final 30% = 100%
- Professional and Management Courses (Lecture): Quizzes 15%, Project 30%, Oral Participation 35%, Midterm/Final 20% = 100%
- Area of Specialization: Laboratory Exercises 50%, Quizzes 10%, Project, Oral 20%, Midterm/Final 20% = 100%

- Table 12. College of Arts and Sciences and Table 13. College of Engineering: Lecture Class: Midterm/Final 40%, Oral Participation 25%, Quizzes 20%, Projects 15%; Lecture with Lab: Lab Exercises 35%, Midterm/Final 30%, Oral Participation 20%, Quizzes 15%.

16.8.3 All grades must be signed in by instructor submitting the grade. This includes midterm and final examinations.
16.8.4 Grades must be submitted at Dean's office after 10 working days from last day of final examination to be forwarded to Admission and Registration Office and must be signed in at receiving office.

This system ensures standardized, transparent, and rights-based administration of examinations and grading, with defined criteria per college and clear procedures for submission and consultation.

F. Dropping and Adding of Subjects

For Parameter C, Implementation, F. Dropping and Adding of Subjects, Student Administration is governed by DEBESMSCAT Student Handbook, Section 12.19 Changing / Adding / Dropping of Subjects.
12.19.1 Changing/adding/dropping of subjects shall be made only for valid reason/s. The student shall secure and accomplish the duly prescribed form from the Admission and Registration Office and submit it as prescribed in the academic calendar.
12.19.2 A student shall be allowed to officially change/add subject/s within two weeks after the opening of classes as prescribed in the academic calendar.
12.19.3 Students may officially drop the subject/s within one month from the start of classes and their mark for the subject shall be ODRP (Officially Dropped). After such period, no student shall be allowed to drop a subject without valid and justifiable reason. If he/she drops without valid reason, he/she will be given a final grade of 5.0 in the subject by the instructor/professor and shall pay in full all his/her financial obligations for the semester as the case may be.
12.19.4 Changing/adding of subjects shall be subject to payment of corresponding fees.
This policy is implemented by the Admission and Registration Office in coordination with the College Dean and ensures orderly and documented adjustment of academic load within the allowable period.

G. Scholarships/Grants

For Parameter C, Implementation, G. Scholarship, Grants and Assistantships, Student Administration is governed by DEBESMSCAT Student Handbook, Section 13 Scholarships and Financial Assistance.
1. Mandate

Per Section 13.1, all SUCs in the Philippines are mandated to provide scholarships, tuition privileges, or any assistantship to deserving students. DEBESMSCAT as a SUC maintains existing institutional scholarships in different categories (13.2). Recipients are determined based on academic performance, personal qualities, and other criteria set by the Scholarship Committee on Selection and Evaluation (13.3).
The programs are deemed important to encourage students to excel in academics, leadership, sports, creative arts, and other talents (13.4). Budgetary allocation is credited from the Student Development Fund (CMO No. 20, s. 2011), which shall be used for training of student leaders, student labor deployment, IT equipment, medical and dental services, orientation/seminars for student officers, and scholarship and incentive programs to uplift student achievers (13.5).
2. Institutional Scholarship / Financial Assistance Programs - Section 13.6
1. Academic Excellence
Qualification to avail financial assistance for college students who excel academically:

- GWA 1.0 - 1.25 with no grade less than 2.3 in any subject in preceding semester except NSTP - P3,500.00 per semester, provided taken at least 18-unit credit load or regular load prescribed except internship.
- GWA 1.26 - 1.35 with no grade lower than 2.5 - P2,500.00 per semester, at least 18-unit load preceding semester.
- GWA 1.36 - 1.5 with no grade lower than 2.74 - P1,500.00 per semester, at least 18-unit load.

2. Honorific
High school students who graduate with honors:

- With Highest Honors - one-semester financial assistance of P3,500.00, must come from graduating class of at least 30 students.
- With High Honors - P2,500.00 one-semester, same class size requirement.
- Requirements: Certification from Principal stating rank in honor roll and number of graduates; Certificate of Good Moral Character; does not enjoy other scholarship; carry normal academic load.

3. Athletic
Students actively involved and earned medals in Regional and National competitions:

- Gold Medalist - Individual Event P3,500.00, Team Event P3,500.00 per semester
- Silver Medalist - Individual P2,500.00, Team P2,500.00
- Bronze Medalist - Individual P1,500.00, Team P1,500.00
- National Qualifier - P3,500.00 per semester. Privilege on regular semesters only. Grantee who incurs failing grade or INC in previous semester is disqualified for next semester.

4. Performing Arts Group
Active members of Marching Band, Folkloric Dancers, Hip-hop Dancers, Tribu Dancers, Majorettes, Chorale Group, and Theater Group:

- P3,500.00 per semester for Marching Band members including Majorettes
- P1,500.00 per semester for members of Folkloric, Hip-hop, Tribu, Chorale, and Theater.
- Requires certification from Director of Sports and Cultural Development Services and Certificate of Good Moral Character. Member must avoid failing grades or INC to retain privilege.

5. Supreme Student Council (SSC) Officers

- Chairperson - P3,500.00 per semester
- Vice-Chairpersons - P2,500.00

- Secretaries - P1,500.00
- Other officers - P1,000.00 per semester
- Requires certification from OSAS Director that they are officers. Encouraged to avoid failing grades or INC.

6. DEBESMSCAT Post (School Paper)
   - Editor-in-Chief - P3,500.00 per semester
   - Section Editors - P2,500.00
- Staff writers and contributors - P1,500.00
- Requires certification from OSAS Director as member of school paper.

7. Rodeo Players

- **P3,500.00** per semester per Rodeo player of the college. Requires certification from designated coach as active player and Certificate of Good Moral Character. Must avoid failing grades or INC.

3. Number of Grantees

Per Table 13.7:

- Academic Excellence: max 10 grantees each for GWA 1.0-1.25, 1.26-1.35, 1.36-1.5
- Honorific: 10 each for With Highest and With High Honors
- Athletic: 10 each category, 10 for National Qualifier
- Performing Arts: 30 for Marching Band, 30 for Folkloric/Hip-hop/Tribu/Chorale/Theater
- SSC: 1 Chairperson, 2 Vice-Chairpersons, 2 Secretaries, 26 Commissioners/Representatives/Judicial Council
- DEBESMSCAT Post: 1 Editor-in-Chief, 6 Section Editors, 10 staff writers
- Rodeo Players: 20 players

These programs are implemented by OSAS and the Scholarship Committee to support deserving students and foster academic excellence, leadership, sports, and cultural development.

H. Code of Conduct/Discipline

For Parameter C, Implementation, H. Code of Conduct / Discipline, Student Administration is governed by DEBESMSCAT Student Handbook, Title I Social Customs and Standards, Section 5 Norms of Conduct and Section 6 Grievance Procedures.

1. Norms of Conduct - Section 5

The Code defines standards for student behavior inside and outside the campus:

- 5.1 General Principles: Students are expected to uphold institutional mission, respect authority, observe rules and regulations, maintain honesty, and contribute to a safe and orderly learning environment.
- 5.2 Academic Misconduct: Includes cheating during examination (5.3.1.1), plagiarism, falsification of academic records, fabrication, and other forms of dishonesty. Penalty: grade of 5.0 in requirement or course at discretion of faculty, without prejudice to administrative sanction and reporting to Student Disciplinary Action Committee (SDAC).
- 5.3 Non-Academic Offenses: Categorized as:
  - Minor offenses - e.g., improper uniform, littering, unauthorized use of facilities
  - Major offenses - e.g., gross disrespect to persons in authority, vandalism, smoking, drinking, gambling, possession of deadly weapons, immorality, and violations of RA 7877 Anti-Sexual Harassment Act

- Grave offenses - e.g., illegal drugs, theft, physical assault, hazing, forgery, and other criminal acts
- Sanctions: Range from warning, reprimand, community service, suspension, to exclusion/dismissal depending on gravity and recurrence, imposed by the SDAC and OSAS.

2. Grievance Procedures - Section 6

To ensure due process and protection of student rights:

- 6.1 Academic Grievance: Student with complaint against faculty on academic matters must file written complaint to Department Chairperson within 5 working days. The Chairperson mediates and issues resolution within 5 working days.
- 6.2 Class/Group Grievance: Grievance raised by 50% + 1 of enrolled students in a course is considered class grievance. They must elect official representative and file Summary of Events document.
- 6.4 Appeal of Case:
  - 6.4.1 Appeal to Ad-Hoc Grievance Board: Party not satisfied with Chairperson's resolution may appeal in writing within 5 working days to the Dean, who convenes the Ad-Hoc Grievance Board. Hearing requires at least 3 members with faculty and student sectors represented. Hearings shall be continuous not more than 6 working days. Recommendation must be arrived at by majority within 5 working days after last hearing. Dean acts on recommendation within 3 working days.
  - 6.4.2 Appeal to VPAA: Appeal to Vice President for Academic Affairs within 5 days from receipt of Dean's decision. VPAA decides within 5 days, decision is final and executory unless deferred for meritorious reasons.
  - 6.4.3 Appeal to SUC President: Appeal to President within 5 days from VPAA decision. President decides within 5 days, final and executory.
- 6.5 Grievance Against Other Members:
  - Against another student - to SDAC
  - Against co-academic personnel - to HRMO
  - Against Department Chairperson - to College Dean
  - Against Dean - to VPAA
  - Against other administrators - to immediate supervisor
  - Against Vice President - to SUC President
  - Against SUC President - to Chairperson of BOT

3. Sexual Harassment - Section 6.6 (RA 11313 Safe Spaces Act)

- The State College is committed to prevention of sexual harassment defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when submission is made condition for educational advancement, used as basis for academic decisions, or creates intimidating, hostile, offensive environment (6.6.1).
- Gender-based sexual harassment includes slurs, taunts, stereotypes, name-calling, gender-motivated physical threats, attacks, hateful conduct (6.6.2).
- Gender-based streets and public spaces harassment - unwanted sexual actions/remarks (6.6.2.1)
- Gender-based online sexual harassment - use of information technology in terrorizing, intimidating via physical, psychological, emotional threats, unwanted sexual, misogynistic, transphobic, homophobic, sexist remarks, invasion of privacy through

cyberstalking, non-consensual sharing of intimate photos/videos, impersonation, false reports (6.6.2.2)

- Victims provided gender-sensitive environment respectful and conducive to truth-telling (6.6.2.3)
- Procedures follow Appendix E - Policies and Guidelines for Prevention and Investigation of Sexual Harassment Cases. Complaint may be forwarded to respondent's superior. If school has knowledge of possible sexual harassment creating hostile environment, it must promptly investigate and take immediate action to eliminate, prevent recurrence, and address effects (6.6.3 - 6.6.4).

All complaints, answers, memoranda, recommendations, decisions and transcripts must be in writing and signed by parties (6.7).

This Code is implemented by the OSAS, SDAC, Department Chairpersons, College Deans, VPAA and SUC President to ensure discipline, due process, and safe learning environment.

3. OUTCOMES

For Parameter C - Student Administration, OUTCOMES, the institution demonstrates effective and functional student administration through the following results:

1. Effective Governance of Student Affairs

The existence of a BOT-approved Student Handbook per Resolution No. 23-04 and duly designated Dean of OSAS and Director of Guidance Services per Office Orders No. 018 and 090 s. 2026 ensures that student administration is governed by legitimate policies and managed by qualified officials with clear duties and accountabilities.

2. Functional and Equitable Admission and Registration System

The implementation of a free, merit-based, and non-discriminatory admission system with a transparent DCET formula (40% exam, 30% interview, 30% GWA), distinct tracks for regular, transferee, returning, shifter, ALS and foreign students, and an orderly registration system within the academic calendar with defined requirements for nine student categories results in orderly enrollment, reduced irregularities, and increased access to the BSED Social Studies program.

3. Compliance with Free Higher Education and Retention of Students

Through full compliance with RA 10931, undergraduate students are exempted from tuition and other school fees, eliminating financial barriers and improving retention. This is complemented by a developmental retention policy (Warning at 25%, Probation at 50%, Shift at 75%, Dismissal at 100% appealable) that provides academic intervention rather than outright exclusion, leading to improved student retention and completion.

4. Quality-Assured Academic Standards

The implementation of the Maximum Residence Rule of 1.5 times normal length, standardized 1.0-5.0 grading system with college-specific criteria, regulated academic load (18 units regular, 7 units summer, plus 6 units for graduating), and transparent graduation requirements evaluated by the Registrar, Deans and Academic Council and confirmed by the BOT ensures integrity of academic credits and quality of graduates.

5. Responsive Student Welfare and Support Services

Effective administration of scholarships and financial assistance per CMO 20 s.2011 covering seven categories (Academic Excellence, Honorific, Athletic, Performing Arts,

SSC, Student Publication, Rodeo) provides financial and motivational support. The establishment of guidance services, medical services, and a mental health unit per BOT directive ensures holistic student well-being.

6. Safe, Orderly and Rights-Based Learning Environment

The enforcement of the Code of Conduct with categorized offenses and sanctions and a multi-level grievance procedure (Chairperson to Dean to Ad-Hoc Grievance Board to VPAA to President) with full compliance to RA 11313 Safe Spaces Act, plus clear policies on withdrawal with refund, deferment, LOA, and examination rights (grade consultation, viewing of corrected papers), results in disciplined, safe, and student-centered campus climate conducive to learning.

Overall, the institution manages student administration effectively through policy-based, transparent, and student-centered implementation that supports access, retention, academic integrity, welfare, and discipline, thereby contributing to the quality outcomes of the BSED Social Studies program.

4. BEST PRACTICES

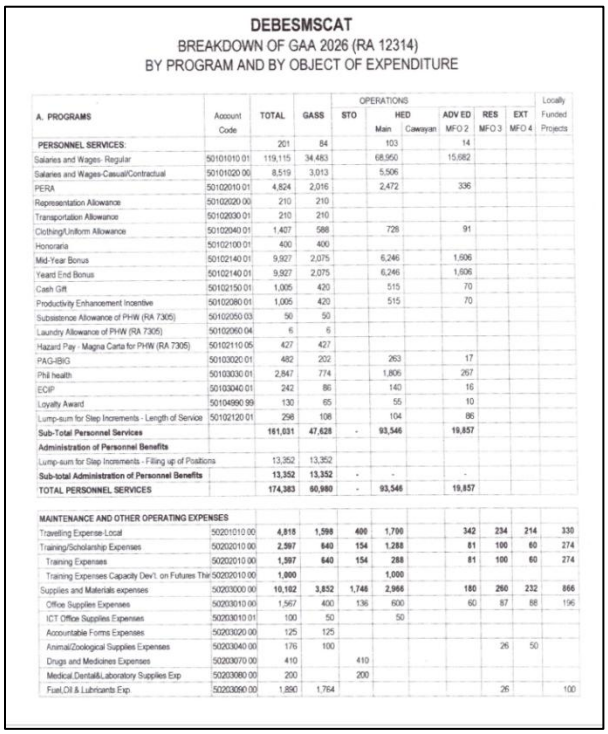
For Parameter C - Student Services, the best practices that effectively support student services are:

1. BOT-Approved Student Handbook - Per BOT Resolution No. 23-04, provides legal basis for all student services with enhanced provisions on mental health unit, guidance referral system, and gender-based protection per RA 11313 Safe Spaces Act.
2. Dedicated and Qualified Student Affairs Officials - Dean of OSAS (Office Order No. 018 s. 2026) supervising six units and Director of Guidance Services (Office Order No. 090 s. 2026), ensuring accountable implementation of discipline, scholarships, orientation, and counseling.
3. Accessible Admission and Guidance System - Free college entrance test, equitable admission formula (40% DCET, 30% Interview, 30% GWA), distinct procedures for freshmen, transferees, returnees, and shifters, plus skills test, aptitude test for teachers, and physical/medical examination.
4. Free Higher Education and Financial Assistance - Full implementation of RA 10931 free tuition and other school fees for undergraduates, plus institutional scholarships funded by Student Development Fund (Academic Excellence P1,500-P3,500, Honorific, Athletic, Performing Arts, SSC, Student Publication, Rodeo) with transparent criteria.
5. Developmental Retention and Academic Support - Warning-Probation-Shift-Dismiss system, regulated academic load (18 units regular, 7 units summer), organized registration, cross-registration, withdrawal with refund, deferment and LOA policies, and rights-based examination and grading system with grade consultation.
6. Safe and Responsive Discipline and Grievance System - Code of Conduct with categorized offenses and sanctions, due process grievance procedure from Department Chair to Ad-Hoc Grievance Board, VPAA, President and BOT, ensuring protection of student rights and a safe learning environment.

PARAMETER D. FINANCIAL MANAGEMENT

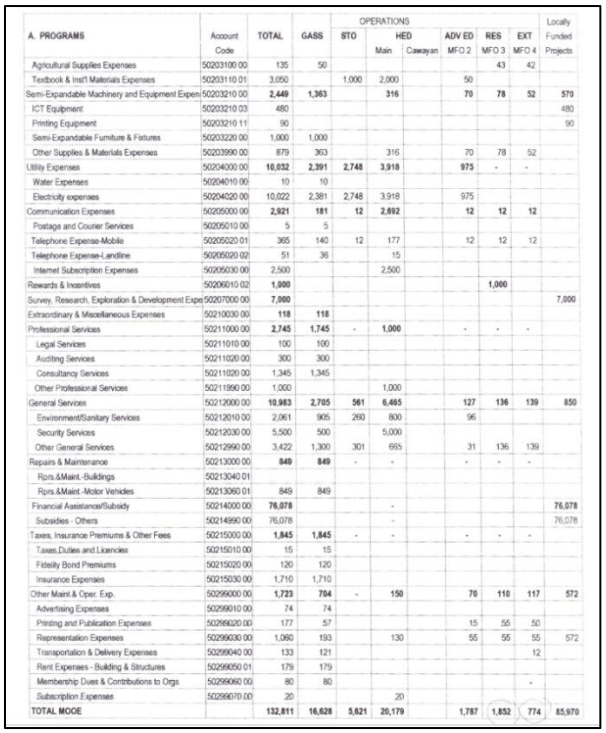
1. SYSTEM – INPUTS AND PROCESSES

- **Present a copy of the Institution's GAA Budget**



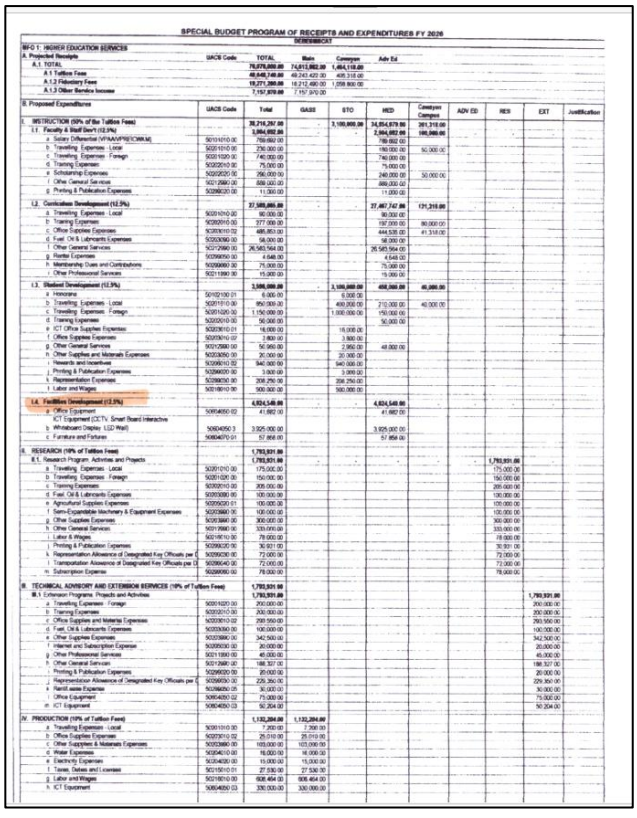
DEBESMSCAT
BREAKDOWN OF GAA 2026 (RA 12314)
BY PROGRAM AND BY OBJECT OF EXPENDITURE

A. PROGRAMS	Account Code	TOTAL	GASS	OPERATIONS STO	HED Main	HED Cawayan	ADV ED MFO 2	RES MFO 3	EXT MFO 4	Locally Funded Projects
PERSONNEL SERVICES:		201	84		103		14			
Salaries and Wages- Regular	50101010 01	119,115	34,483		68,950		15,682			
Salaries and Wages-Casual/Contractual	50101020 06	8,519	3,013		5,506					
PERA	50102010 01	4,824	2,016		2,472		336			
Representation Allowance	50102020 00	210	210							
Transportation Allowance	50102030 01	210	210							
Clothing/Uniform Allowance	50102040 01	1,407	588		728		91			
Honoraria	50102100 01	400	400							
Mid-Year Bonus	50102140 01	9,927	2,075		6,246		1,606			
Yeard End Bonus	50102140 01	9,927	2,075		6,246		1,606			
Cash Gift	50102150 01	1,005	420		515		70			
Productivity Enhancement Incentive	50102080 01	1,005	420		515		70			
Subsistence Allowance of PHW (RA 7305)	50102050 03	50	50							
Laundry Allowance of PHW (RA 7305)	50102060 04	6	6							
Hazard Pay - Magna Carta for PHW (RA 7305)	50102110 05	427	427							
PAG-IBIG	50103020 01	482	202		263		17			
Phil health	50103030 01	2,847	774		1,806		267			
ECIP	50103040 01	242	86		140		16			
Loyalty Award	50104990 99	130	65		55		10			
Lump-sum for Step Increments - Length of Service	50102120 01	298	108		104		86			
Sub-Total Personnel Services		**181,031**	**47,628**	-	**93,546**		**19,857**			
Administration of Personnel Benefits										
Lump-sum for Step Increments - Filling up of Positions		13,352	13,352							
Sub-total Administration of Personnel Benefits		**13,352**	**13,352**	-	-		-			
TOTAL PERSONNEL SERVICES		**174,383**	**60,980**	-	**93,546**		**19,857**			
MAINTENANCE AND OTHER OPERATING EXPENSES										
Travelling Expense-Local	50201010 00	4,818	1,598	400	1,700		342	234	214	330
Training/Scholarship Expenses	50202010 00	2,597	640	154	1,288		81	100	60	274
Training Expenses	50202010 00	1,597	640	154	288		81	100	60	274
Training Expenses Capacity Dev't. on Futures Thir	50202010 00	1,000			1,000					
Supplies and Materials expenses	50203000 00	10,102	3,852	1,748	2,966		180	260	232	866
Office Supplies Expenses	50203010 00	1,567	400	136	600		60	87	88	196
ICT Office Supplies Expenses	50203010 01	100	50		50					
Accountable Forms Expenses	50203020 00	125	125							
Animal/Zoological Supplies Expenses	50203040 00	176	100					26	50	
Drugs and Medicines Expenses	50203070 00	410		410						
Medical,Dental&Laboratory Supplies Exp	50203080 00	200		200						
Fuel,Oil & Lubricants Exp.	50203090 00	1,890	1,764					26		100



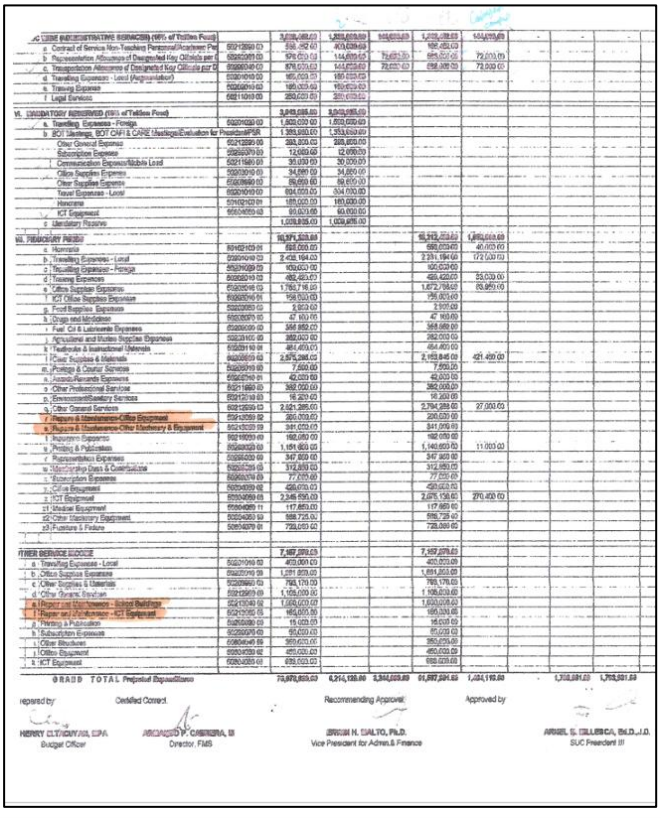
A. PROGRAMS	Account Code	TOTAL	GASS	OPERATIONS STO	HED Main	HED Cawayan	ADV ED MFO 2	RES MFO 3	EXT MFO 4	Locally Funded Projects
Agricultural Supplies Expenses	50203100 00	135	50					43	42	
Textbook & Inst'l Materials Expenses	50203110 01	3,050		1,000	2,000		50			
Semi-Expandable Machinery and Equipment Expen	50203210 00	**2,449**	**1,363**		**316**		**70**	**78**	**52**	**570**
ICT Equipment	50203210 03	480								480
Printing Equipment	50203210 11	90								90
Semi-Expandable Furniture & Fixtures	50203220 00	1,000	1,000							
Other Supplies & Materials Expenses	50203990 00	879	363		316		70	78	52	
Utility Expenses	50204000 00	**10,032**	**2,391**	**2,748**	**3,918**		**975**	-	-	
Water Expenses	50204010 00	10	10							
Electricity expenses	50204020 00	10,022	2,381	2,748	3,918		975			
Communication Expenses	50205000 00	**2,921**	**181**	**12**	**2,692**		**12**	**12**	**12**	
Postage and Courier Services	50205010 00	5	5							
Telephone Expense-Mobile	50205020 01	365	140	12	177		12	12	12	
Telephone Expense-Landline	50205020 02	51	36		15					
Internet Subscription Expenses	50205030 00	2,500			2,500					
Rewards & Incentives	50206010 02	**1,000**						**1,000**		
Survey, Research, Exploration & Development Expe	50207000 00	**7,000**								7,000
Extraordinary & Miscellaneous Expenses	50210030 00	**118**	**118**							
Professional Services	50211000 00	**2,745**	**1,745**	-	**1,000**		-	-	-	
Legal Services	50211010 00	100	100							
Auditing Services	50211020 00	300	300							
Consultancy Services	50211020 00	1,345	1,345							
Other Professional Services	50211990 00	1,000			1,000					
General Services	50212000 00	**10,983**	**2,705**	**561**	**6,465**		**127**	**136**	**139**	**850**
Environment/Sanitary Services	50212010 00	2,061	905	260	800		96			
Security Services	50212030 00	5,500	500		5,000					
Other General Services	50212990 00	3,422	1,300	301	665		31	136	139	
Repairs & Maintenance	50213000 00	**849**	**849**	-	-		-	-	-	
Rprs.&Maint.-Buildings	50213040 01									
Rprs.&Maint.-Motor Vehicles	50213060 01	849	849							
Financial Assistance/Subsidy	50214000 00	**76,078**			-					**76,078**
Subsidies - Others	50214990 00	76,078			-					76,078
Taxes, Insurance Premiums & Other Fees	50215000 00	**1,845**	**1,845**	-	-		-	-	-	
Taxes,Duties and Licencies	50215010 00	15	15							
Fidelity Bond Premiums	50215020 00	120	120							
Insurance Expenses	50215030 00	1,710	1,710							
Other Maint.& Oper. Exp.	50299000 00	**1,723**	**704**	-	**150**		**70**	**110**	**117**	**572**
Advertising Expenses	50299010 00	74	74							
Printing and Publication Expenses	50299020 00	177	57				15	55	50	
Representation Expenses	50299030 00	1,060	193		130		55	55	55	572
Transportation & Delivery Expenses	50299040 00	133	121						12	
Rent Expenses - Building & Structures	50299050 01	179	179							
Membership Dues & Contributions to Orgs	50299060 00	80	80						-	
Subscription Expenses	50299070 00	20			20					
TOTAL MOOE		**132,811**	**16,628**	**5,621**	**20,179**		**1,787**	**1,852**	**774**	**85,970**

- **Present the Institution's approved Financial Development Plan**



SPECIAL BUDGET PROGRAM OF RECEIPTS AND EXPENDITURES FY 2026
DEBESMSCAT

	UACS Code	Total	Main	Cawayan	Adv Ed
MFO 1: HIGHER EDUCATION SERVICES					
A. Projected Receipts					
A.1 TOTAL		**75,075,000.00**	**74,611,882.00**	**1,464,118.00**	
A.1 Tuition Fees		**48,645,740.00**	48,243,422.00	402,318.00	
A.1.2 Fiduciary Fees		**19,271,260.00**	18,212,490.00	1,058,800.00	
A.1.3 Other Service Income		**7,157,970.00**	7,157,970.00		
B. Proposed Expenditures					
I. INSTRUCTION (50% of the Tuition Fees)		**39,216,297.00**	-	**3,100,000.00**	**34,454,679.00**	**281,318.00**	
I.1. Faculty & Staff Dev't (12.5%)		**2,864,882.00**			**2,864,882.00**	**180,000.00**	
a. Salary Differential (VP/AVP/REGIONAL)	50101010 00	789,682.00			789,682.00		
b. Travelling Expenses - Local	50201010 00	230,000.00			180,000.00	50,000.00	
c. Travelling Expenses - Foreign	50201020 00	740,000.00			740,000.00		
d. Training Expenses	50202010 00	75,000.00			75,000.00		
e. Scholarship Expenses	50202020 00	290,000.00			240,000.00	50,000.00	
f. Other General Services	50212990 00	699,000.00			699,000.00		
g. Printing & Publication Expenses	50299030 00	11,000.00			11,000.00		
I.2. Curriculum Development (12.5%)		**27,585,665.00**	-		**27,467,747.00**	**131,318.00**	
a. Travelling Expenses - Local	50201010 00	90,000.00			90,000.00		
b. Training Expenses	50202010 00	277,000.00			197,000.00	80,000.00	
c. Office Supplies Expenses	50203010 00	485,853.00			444,535.00	41,318.00	
d. Fuel, Oil & Lubricants Expenses	50203090 00	58,000.00			58,000.00		
f. Other General Services	50212990 00	26,585,564.00			26,585,564.00		
g. Rental Expenses	50299050 00	4,648.00			4,648.00		
h. Membership Dues and Contributions	50299060 00	75,000.00			75,000.00		
i. Other Professional Services	50211990 00	15,000.00			15,000.00		
I.3. Student Development (12.5%)		**3,566,000.00**		**3,100,000.00**	**466,000.00**	**40,000.00**	
a. Honoraria	50102100 01	6,000.00			6,000.00		
b. Travelling Expenses - Local	50201010 00	950,000.00			400,000.00	210,000.00	40,000.00
c. Travelling Expenses - Foreign	50201020 00	1,150,000.00			1,000,000.00	150,000.00	
d. Training Expenses	50202010 00	50,000.00				50,000.00	
e. ICT Office Supplies Expenses	50203010 01	16,000.00			16,000.00		
f. Office Supplies Expenses	50203010 00	3,800.00			3,800.00		
g. Other General Services	50212990 00	50,960.00			2,960.00	48,000.00	
h. Other Supplies and Materials Expenses	50203990 00	20,000.00			20,000.00		
i. Rewards and Incentives	50299010 02	540,000.00			540,000.00		
j. Printing & Publication Expenses	50299030 00	3,000.00			3,000.00		
k. Representation Expenses	50299030 00	206,250.00			206,250.00		
l. Labor and Wages	50101010 00	500,000.00			500,000.00		
I.4. Facilities Development (12.5%)		**4,824,549.00**			**4,824,549.00**		
a. Office Equipment	50904050 02	41,682.00			41,682.00		
ICT Equipment (CCTV, Smart Board Interactive							
b. Whiteboard Display, LCD Wall)	50904050 3	3,925,000.00			3,925,000.00		
c. Furniture and Fixtures	50904070 01	857,867.00			857,867.00		
II. RESEARCH (10% of Tuition Fees)		**3,793,931.00**					
II.1. Research Program: Activities and Projects		**3,793,931.00**				**3,793,931.00**	
a. Travelling Expenses - Local	50201010 00	175,000.00				175,000.00	
b. Travelling Expenses - Foreign	50201020 00	150,000.00				150,000.00	
c. Training Expenses	50202010 00	205,000.00				205,000.00	
d. Fuel, Oil & Lubricants Expenses	50203090 00	100,000.00				100,000.00	
e. Agricultural Supplies Expenses	50203220 01	100,000.00				100,000.00	
f. Semi-Expandable Machinery & Equipment Expenses	50203990 00	100,000.00				100,000.00	
g. Other Supplies Expenses	50203990 00	300,000.00				300,000.00	
h. Other General Services	50212990 00	333,000.00				333,000.00	
i. Labor & Wages	50101010 00	78,000.00				78,000.00	
j. Printing & Publication Expenses	50299030 00	30,931.00				30,931.00	
k. Representation Allowance of Designated Key Officials per D	50299030 00	72,000.00				72,000.00	
l. Transportation Allowance of Designated Key Officials per D	50299040 00	72,000.00				72,000.00	
m. Subscription Expense	50299090 00	78,000.00				78,000.00	
III. TECHNICAL ADVISORY AND EXTENSION SERVICES (10% of Tuition Fees)		**1,793,931.00**					
III.1 Extension Programs, Projects and Activities		**1,793,931.00**					
a. Travelling Expenses - Foreign	50201020 00	200,000.00					
b. Training Expenses	50202010 00	200,000.00					
c. Office Supplies and Materials Expenses	50203010 00	293,500.00					
d. Fuel, Oil & Lubricants Expenses	50203090 00	100,000.00					
e. Other Supplies Expenses	50203990 00	342,500.00					
f. Internet and Subscription Expense	50205030 00	20,000.00					
g. Other Professional Services	50211990 00	45,000.00					
h. Other General Services	50212990 00	188,307.00					
i. Printing & Publication Expenses	50299030 00	20,000.00					
j. Representation Allowance of Designated Key Officials per D	50299030 00	229,350.00					
k. Rent/Lease Expenses	50299050 00	30,000.00					
l. Office Equipment	50904050 02	75,000.00					
m. ICT Equipment	50904050 03	50,204.00					
IV. PRODUCTION (10% of Tuition Fees)		**1,132,204.00**	**1,132,204.00**				
a. Travelling Expenses - Local	50201010 00	7,200.00	7,200.00				
b. Office Supplies Expenses	50203010 02	25,010.00	25,010.00				
c. Other Supplies & Materials Expenses	50203990 00	103,000.00	103,000.00				
d. Water Expenses	50204010 00	16,000.00	16,000.00				
e. Electricity Expenses	50204020 00	15,000.00	15,000.00				
f. Taxes, Duties and Licenses	50215010 01	27,530.00	27,530.00				
g. Labor and Wages	50210010 00	608,464.00	608,464.00				
h. ICT Equipment	50904050 03	330,000.00	330,000.00				

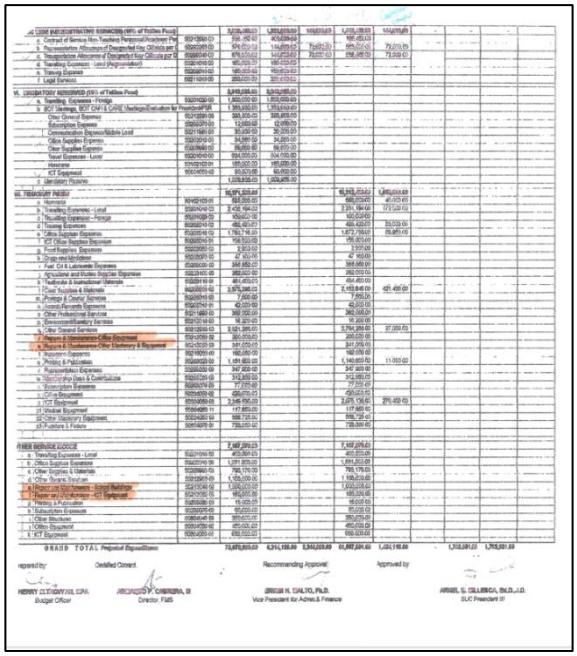


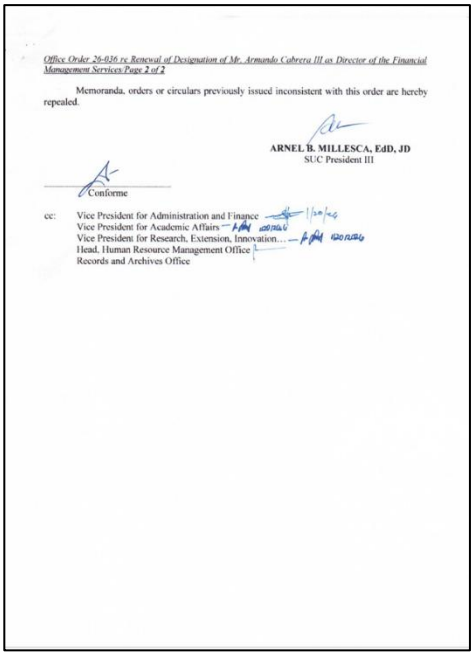
C. CORE ADMINISTRATIVE SERVICES (10% of Tuition Fees)		**3,793,931.00**	**1,793,931.00**	**1,464,118.00**	**1,793,931.00**	**1,464,118.00**			
a. Contract of Service Non-Teaching Personnel/Volunteer Per	50213990 03	896,452.00	896,452.00	403,666.00	896,452.00				
b. Representation Allowance of Designated Key Officials per D	50299030 03	576,000.00	144,000.00	72,000.00	648,000.00	72,000.00			
c. Transportation Allowance of Designated Key Officials per D	50299040 03	576,000.00	144,000.00	72,000.00	648,000.00	72,000.00			
d. Travelling Expenses - Local (Augmentation)	50201010 03	160,000.00	160,000.00						
e. Training Expenses	50202010 03	160,000.00	160,000.00						
f. Legal Services	50211010 03	280,000.00	280,000.00						
VI. MANDATORY RESERVES (10% of Tuition Fees)		**3,043,035.00**	**3,043,035.00**						
a. Travelling Expenses - Foreign	50201020 03	1,500,000.00	1,500,000.00						
b. BOT Savings, BOT CAPEX & CARE (Savings/Evaluation for Preventive/PPE		1,353,035.00	1,353,035.00						
Other General Expenses	50212990 03	288,000.00	288,000.00						
Subscription Expenses	50299070 03	12,000.00	12,000.00						
Communication Expenses/Mobile Load	50211990 03	35,000.00	35,000.00						
Office Supplies Expenses	50203010 03	34,000.00	34,000.00						
Other Supplies Expenses	50203990 03	89,000.00	89,000.00						
Travel Expenses - Local	50201010 03	804,000.00	804,000.00						
Honoraria	50102100 01	180,000.00	180,000.00						
ICT Equipment	50904050 03	60,035.00	60,035.00						
Laboratory Reserve		1,008,035.00	1,008,035.00						
VII. TREASURY RESERVE		**10,371,503.00**			**10,371,503.00**	**1,855,000.00**			
a. Honoraria	50102100 01	600,000.00			600,000.00	40,000.00			
b. Travelling Expenses - Local	50201010 03	2,231,194.00			2,231,194.00	172,000.00			
c. Travelling Expenses - Foreign	50201020 03	100,000.00			100,000.00				
d. Training Expenses	50202010 03	482,423.00			482,423.00	33,000.00			
e. Office Supplies Expenses	50203010 03	1,782,716.00			1,672,716.00	69,959.00			
f. ICT Office Supplies Expenses	50203010 01	758,000.00			758,000.00				
g. Food Supplies Expenses	50203020 03	2,900.00			2,900.00				
h. Drugs and Medicines	50203070 03	47,100.00			47,100.00				
i. Fuel, Oil & Lubricants Expenses	50203090 03	368,000.00			368,000.00				
j. Agricultural and Marine Supplies Expenses	50203110 03	382,000.00			382,000.00				
k. Textbooks & Instructional Materials	50203110 04	464,400.00			464,400.00				
l. Other Supplies & Materials	50203990 03	2,875,268.00			2,453,848.00	421,420.00			
m. Postage & Courier Services	50205010 03	7,000.00			7,000.00				
n. Awards/Rewards Expenses	50299010 01	42,000.00			42,000.00				
o. Other Professional Services	50211990 03	382,000.00			382,000.00				
p. Environment/Sanitary Services	50212010 03	18,200.00			18,200.00				
q. Rentals	50213990 03	2,521,285.00			2,794,285.00	27,000.00			
r. Repairs & Maintenance-Office Equipment	50213050 99	200,000.00			200,000.00				
s. Repairs & Maintenance-Other Machinery & Equipment	50213030 99	841,000.00			841,000.00				
t. Repairs & Maintenance-Buildings	50213040 99	182,000.00			182,000.00				
u. Printing & Publication	50299030 03	1,151,900.00			1,140,900.00	11,000.00			
v. Representation Expenses	50299030 03	347,900.00			347,900.00				
w. Membership Dues & Contributions	50299060 03	312,880.00			312,880.00				
x. Subscription Expenses	50299070 03	77,200.00			77,200.00				
y. Office Equipment	50904050 02	450,000.00			450,000.00				
z. ICT Equipment	50904050 03	2,348,695.00			2,078,156.00	270,400.00			
z1. Medical Equipment	50904050 11	117,600.00			117,600.00				
z2. Other Machinery Equipment	50904050 99	888,725.00			888,725.00				
z3. Furniture & Fixture	50904070 01	728,000.00			728,000.00				
OTHER SERVICE SUPPORT		**7,467,979.03**			**7,467,979.03**				
a. Travelling Expenses - Local	50201010 03	400,000.00			400,000.00				
b. Office Supplies Expenses	50203010 99	1,691,803.00			1,691,803.00				
c. Other Supplies & Materials	50203990 03	793,176.03			793,176.03				
d. Other Repairs & Maintenance	50213990 03	1,108,000.00			1,108,000.00				
e. Repairs and Maintenance - School Buildings	50213040 05	1,600,000.00			1,600,000.00				
f. Repairs and Maintenance - ICT Equipment	50213050 05	165,000.00			165,000.00				
g. Printing & Publication	50299030 03	18,000.00			18,000.00				
h. Subscriptions Expenses	50299070 03	85,000.00			85,000.00				
i. Office Structures	50906040 99	350,000.00			350,000.00				
j. Office Equipment	50904050 02	450,000.00			450,000.00				
k. ICT Equipment	50904050 03	676,000.00			676,000.00				
GRAND TOTAL *Proposed Expenditures*		**75,075,000.00**	**8,241,122.00**	**6,564,118.00**	**61,687,504.03**	**1,464,118.00**	**1,708,591.00**	**1,708,591.00**	

Prepared by: Certified Correct: Recommending Approval: Approved by:

HENRY CLYDE VIVAS, CPA, Budget Officer
ARCHIMEDES V. CABRERA, III, Director, FMS
BRIAN H. UALTO, Ph.D., Vice President for Admin.& Finance
ARIEL S. ESLABRA, Ed.D.,J.D., SUC President III

- **Present the Designation Orders of Officials assigned in the Financial Management Services**





Office Order 26-036 re Renewal of Designation of Mr. Armando Cabrera III as Director of the Financial Management Services Page 2 of 2

Memoranda, orders or circulars previously issued inconsistent with this order are hereby repealed.

ARNEL B. MILLESCA, EdD, JD
SUC President III

Conforme

cc: Vice President for Administration and Finance
Vice President for Academic Affairs
Vice President for Research, Extension, Innovation
Head, Human Resource Management Office
Records and Archives Office

2. IMPLEMENTATION

- **State the qualifications of the institution's financial management staff**

Position/ Designation	Name of Official	Educational Qualification	Length of Service
VP for Admin and Finance	Dr. Erwin H. Malto	Doctor of Philosophy	32
Director for FMS	Mr. Armando P.Cabrera, III	BS Accountancy	15
Accountant II	Mr. Edemer Subito	BS Accountancy	1
Budget Officer	Ms. Cherry M. Tacuyan	BS Commerce major in Banking and Finance	30
Cashier	Ms. Rowena Cervantes	BSA Ag. Ed	8

- **Describe the duties and responsibilities of the Financial Management Staff**

For Parameter D. Financial Management, Implementation - Duties and Responsibilities of the Financial Management Staff, the structure is based on the Financial Management Services Organizational Structure of DEBESMSCAT headed by SUC President III Arnel B. Millesca, Ed.D., J.D., under the Vice President for Admin and Finance Erwin H. Malto, and directly supervised by FMS Director Armando P. Cabrera III.

The Financial Management Services is composed of three functional units:
1. Accounting Unit
Headed by Ms, Charish Gay Cabrera, Administrative Officer V, with staff: Kent Janniel L.

Lupango, Accountant I; Rosaleth D. Macadat, Administrative Officer; Cristy A. Bores, Administrative Assistant; Edmer S. Subito, Accountant I; Jayson L. Bagacina, Administrative Assistant; Christopher P. Bagasa Jr., Administrative Aide VI; and Antonette Pusing Administrative Assistant.

Duties and Responsibilities:

- Maintains books of accounts and accounting records in accordance with government accounting and auditing rules;
- Prepares and submits financial reports, trial balance, financial statements, and other required reports to oversight agencies (DBM, COA, CHED);
- Validates and certifies availability of allotment and completeness of supporting documents for disbursements;
- Processes claims, vouchers, payrolls, and liquidations;
- Ensures compliance with COA rules, accounting standards, and internal control systems.

2. Budget Unit

Headed by Cherry M. Tacuyan, Administrative Officer V, with staff: Rachel S. Lanuzo, Administrative Officer IV; Crismer C. Merioles, Administrative Officer II; Gian Carlo B. Letada, Administrative Officer III; Apollo A. Bayaga, Administrative Assistant; and two Administrative Aide VI positions.

Duties and Responsibilities:

- Prepares, consolidates, and submits the annual institutional budget proposal and Budget Execution Documents (BEDs);
- Allocates and releases allotments per college, program and project based on approved Work and Financial Plan;
- Monitors and evaluates budget utilization and obligation, and prepares Budget Accountability Reports;
- Reviews and processes budget realignments, augmentations, and other budgetary actions;
- Coordinates with DBM and provides technical assistance to academic units on budget preparation and utilization.

3. Cash Unit

Headed by Rowena R. Cervantes, Administrative Officer V, with staff: Rafaela Mae A. Mingoy, Administrative Officer III; Marites M. Casidsid, Administrative Officer I; and Ofelia B. Cabrera.

Duties and Responsibilities:

- Handles collection of all income, tuition and other fees (for graduate and non-free HE transactions), and issues official receipts;
- Manages disbursement of funds through preparation and release of checks and Advice to Debit Account;
- Maintains cash books, cash position reports, and daily cash balances;
- Safekeeping of cash, checks, and other monetary instruments;
- Coordinates with depository banks, Accounting and Budget Units for liquidation and reconciliation of cash advances.

Collectively, the FMS staff ensure efficient, transparent, and COA-compliant financial administration that supports the operations of the academic programs including the BSED Social Studies Program.



- ***Describe the Institution's Financial Management in terms of budget preparation, budgetary allocation, and utilization, income generation, and utilization of sourced-out funds***

For Parameter D - Financial Management, based on the Approved Financial Development Plan (FDP) / Program of Receipts and Expenditures (PRE) for Free Higher Education, the Institution's Financial Management is described as follows:

1. Budget Preparation

The budget is prepared through a systematic process. The Budget Officer prepares the Program of Receipts and Expenditures (PRE) and is certified correct by the Director of the Financial Management Services (FMS), recommending approval by the Vice President for Admin and Finance and approval by the SUC President

The PRE is aligned with the Major Final Output (MFO) 1 - Higher Education Services and submitted for BOT approval.

2. Budgetary Allocation and Utilization

The budget is allocated by functional classification and campus:

- FY 2023 Total Projected: Php 35,573,000.00 - Main Php 35,573,000.00 (breakdown: GASS, STO Php 868,000, HED Php 13.4M, Cawayan Campus Php 2.0M, RES Php 1.5M, EXT Php 1.5M)
- FY 2024 Total Projected: Php 40,000,000.00 - Main Php 38,000,000.00 and Cawayan Php 2,000,000.00.

Allocation is distributed to:

I. INSTRUCTION (71.75% in FY 2024):

- I.1 Faculty & Staff Development (Php 28.7M) - honoraria, traveling local/foreign, other general expenses
- I.2 Curriculum Development (Php 20.45M) - office supplies, general expenses, representation
- I.3 Student Development (Php 1.25M in FY 2024 / Php 966,000 in FY 2023) - This directly supports the BSED Social Studies Program: Traveling Expenses-Local (UACS 50201010.00), Traveling-Foreign, Training Expenses and Materials, Office Supplies, Incentives/Awards, Other Professional Services, Other General Services, Labor and Wages, Representation Expenses.
- I.4 Facilities Development (Php 4.9M) - repair and maintenance of school buildings, other general expenses, land survey

II. RESEARCH (3.75% in FY 2024):
Research Program, Activities and Projects - honoraria, traveling local/foreign, training, supplies, agricultural supplies, labor, printing, publication, representation, RATA, machineries, office and ICT equipment.

III. TECHNICAL ADVISORY AND EXTENSION SERVICES (3.75% in FY 2024):
Extension Programs, Projects and Activities - honoraria, traveling, training, supplies, printing, representation, RATA, ICT and office equipment.

IV. PRODUCTION: Agricultural supplies, textbooks, supplies and materials, fuel, other supplies, labor, other general services, insurance, printing, membership dues, office equipment, ICT, sports, technical equipment.

V. SUC WIDE ADMINISTRATIVE SERVICES and MANDATORY RESERVE:
Contract of Service Non-Teaching Personnel, RATA of designated key officials per DBM NBC No. 548, BOT meetings, medical check-up, traveling, other general expenses, representation.

Utilization is per UACS Code (e.g., 50102100.01, 50203050.00, 50201010.01) and monitored through quarterly OPCR/IPCR and Budget Accountability Reports, ensuring that instruction, including student development, research and extension are prioritized.

3. Income Generation and Utilization of Sourced-Out Funds

- Projected Receipts: Source is MFO 1 - Higher Education Services Receipts - A.1 Projected Receipts and A.1.1 Tuition Fees. For FY 2023, Php 35.573M and FY 2024 Php 40M is projected as income from Free Higher Education subsidy, forming the basis for proposed expenditures.
- Fiduciary Funds / Internally Generated Income: The FDP also reflects Fiduciary Funds totaling Php 7,805,000 in FY 2023 - for honoraria (Php 440,000), traveling expenses (Php 658,000), training expenses (Php 220,000), office supplies, dental and laboratory supplies, and medical expenses. These are sourced-out funds utilized for student-related services and are allocated per campus (Main, Cawayan, HED).
- Utilization of Sourced-Out Funds is for student welfare and institutional operation: payment of honoraria for faculty handling overload and petitioned classes, training and development of students, provision of medical, dental and laboratory supplies, office operations, and maintenance of facilities. All

disbursements are subject to Accounting Unit validation, Budget Unit allotment, and Cash Unit release in compliance with COA rules.

Fiduciary Funds for the Different Student Services/Activities in the Last 4 Years

Functions	CY 2026 Allotment	CY 2025 Allotment	CY 2024 Allotment	CY 2023 Allotment
1. Cultural Development	784,950.00	661,500.00	702,703.00	880,900.00
2. Sports Development -Athletic Fee -SCUAA Fee	1,569,900.00 883,700.00	1,323,000.00 661,500.00	2,748,779.00 1,219,207.00	3,751,800.00 1,490,597.00
3. Medical / Dental	441,850.00	330,750.00	322.416.00	1,165,450.00
4. Library	1,767,400.00	1,463,400.00	1,396,687.00	2,161,800.00
5. Students Body organizations	313,980.00	264,600.00	286,312.00	100,000.00
6. Guidance and counselling services	941,940.00	529,200.00	510,635.00	400,000.00
7. Others, please specify				

In summary, financial management is systematic, BOT-approved, and transparent, with clear preparation flow, allocation prioritizing instruction and student development, and utilization of both Free Higher Education subsidy and internally sourced fiduciary funds to support quality instruction and student services for the BSED Social Studies program.

3. OUTCOMES

- **Show evidence/manifestation that the institution has a sound and effective financial management system**

For Parameter D - Financial Management, OUTCOMES, the institution manifests a sound and effective financial management system through the following evidences:
1. Existence of Functional Financial Management Structure
The FMS Organizational Structure under SUC President III and VP for Admin and Finance, headed by FMS Director with three distinct units - Accounting, Budget and Cash - each with qualified personnel (Accountant I, Admin Officers V, IV, III, II, etc.) ensures clear segregation of duties, checks and balances, and accountability. This functional structure enables efficient recording, budgeting, collection and disbursement in compliance with COA and DBM rules.
2. Systematic, Transparent and BOT-Aligned Budget Process
The Approved Program of Receipts and Expenditures (PRE) / Financial Development Plan (FDP) for Free Higher Education FY 2023 Php 35.573M and FY 2024 Php 40M shows systematic preparation by the Budget Officer, certification by FMS Director, recommending approval by VP for Admin and Finance, and approval by SUC President. Allocation is per UACS code and Major Final Output (MFO) 1 - Higher Education Services, with clear distribution to Instruction (71.75%), Research (3.75%), Extension

(3.75%), Production, Administrative Services and Mandatory Reserve. This evidences planning-based, policy-driven budgeting.

3. Prioritization of Academic and Student Development

A significant allocation to Student Development - Php 966,000 in FY 2023 and Php 1.25M in FY 2024 for traveling, training expenses and materials, supplies, incentives and representation, plus Instruction - Faculty & Staff Development Php 28.7M and Curriculum Development Php 20.45M, and Facilities Development Php 4.9M, demonstrates that financial resources are directed to improve instruction, student welfare, and learning environment for programs including BSED Social Studies.

4. Proper Utilization of Income and Sourced-Out Funds

Projected receipts from Free Higher Education subsidy are utilized as proposed in PRE, while Fiduciary Funds totaling Php 7.805M in FY 2023 for honoraria, traveling, training, office, dental and laboratory supplies are properly accounted and utilized for student-related services. Utilization is supported by Accounting validation, Budget allotment, and Cash disbursement, with medical, laboratory and office supplies ensured.

5. Compliance and Accountability

The use of government-prescribed forms, UACS codes, quarterly OPCR/IPCR monitoring, and certification processes manifests compliance with government accounting and auditing standards, ensuring transparency, auditability, and sound fiscal management that sustains quality education and support services.

4. BEST PRACTICES

- **Cite as many best practices as you can on parameter D, such as efficient and effective operations support of stakeholders and speedy and appropriate response to external and internal clientele**

For Parameter D - Financial Management, the best practices demonstrating efficient and effective operations support to stakeholders and speedy and appropriate response to internal and external clientele are:

1. Functional and Responsive Financial Management Structure

The College maintains a clear FMS organizational structure under the VP for Admin and Finance with three specialized units - Accounting, Budget and Cash - with designated heads and staff. This segregation ensures speedy processing of claims, vouchers, payrolls and liquidations (Accounting Unit), prompt release of allotments and budget accountability reports (Budget Unit), and immediate collection, disbursement and safekeeping of funds (Cash Unit), allowing fast response to students, faculty and external agencies (DBM, COA, CHED).

2. Systematic and Transparent Budget Preparation and Allocation

The Approved PRE/FDP for Free Higher Education (FY 2023 Php 35.573M and FY 2024 Php 40M) is prepared per UACS code, certified by FMS Director, recommended by VP for Admin and Finance, and approved by SUC President, ensuring transparency and auditability. Allocation prioritizes Instruction (71.75%) including Student Development Php 1.25M, Research, Extension and Facilities Development, demonstrating efficient support to academic operations and direct benefit to BSED Social Studies students through training, travel, incentives and supplies.

3. Efficient Utilization of Government Subsidy and Internally Generated Funds

Income from Free Higher Education subsidy is utilized as proposed for tuition and other school fees, eliminating financial barriers for undergraduate clientele. Fiduciary funds of Php 7.805M are efficiently utilized for honoraria for overload/petitioned classes, training,

office and laboratory supplies, ensuring that academic needs of students and faculty are addressed promptly without delay.

4. Stakeholder-Oriented Service Delivery

The FMS ensures speedy response to internal clientele (students, faculty, deans) through on-time release of honoraria for faculty handling additional subjects for graduating students, provision of medical/dental supplies, and funding for student development activities. For external clientele, timely submission of financial reports, trial balance and budget accountability reports to DBM, COA and CHED ensures compliance and maintains institutional credibility.

5. Accountability and Internal Control

Implementation of government accounting rules, UACS coding, quarterly OPCR/IPCR monitoring, and certification of completeness of documents ensures effective, COA-compliant operations that prevent delays, minimize audit findings, and build stakeholder trust, resulting in a sound financial management system that directly supports a conducive learning environment.

PARAMETER E. SUPPLY MANAGEMENT

1. SYSTEM – INPUTS AND PROCESSES

- **Present Plantilla of personnel assigned in the Procurement Management Office**

Qualifications of Procurement Management Staff of DEBESMSCAT

Position	Name of Official	Educational Qualification	Length of Service
Administrative Office V	ANDREW A. ESCOREL	CAR – Doctor of Educational Leadership	37
Jerome L. David	Admin. Officer III	Master In Public Ad. - CAR	3
Ariel R. Monton	Admin. Officer I	Master In Public Ad. - On-going	2
Bea B. Miguel	Admin. Officer I	MAED	2
Niecel Q. Villaganas	ADAS I	MAED - CAR	1
Mathy Kate O. Mabato	Admin. Aide VI	MAED, On-Going	2
Ronald I. Mortel	Admin. Aide IV	BSIT	11
Arturo S. Viagedor	Admin. Aide I	Elementary Graduate	23

- **Present the Plantilla of Personnel assigned in the Supply Office**

Qualifications of Procurement Management Staff of DEBESMSCAT

Position	Name of Official	Educational Qualification	Length of Service
Administrative Officer V	Eny B. Ferriol	BS Chemical Engineering	15
Admin Officer III	Reggie R. Dellosa	BEED Preschool	6
Admin Officer III	Jelyn D. Ramirez	BEED	5
Admin Officer I	Sonny G. Agpalza	BSBA	2
ADAS II	Mark Anthony R. De Jesus	BEED	2
ADAS II	RR A. Ramirez	BEED	1
Admin Aide IV	Owen B. Barrun	Furniture and Cabinet Making Technology	30

- **Present the composition, functions, and responsibilities of the Bids and Awards Committee**

For Parameter D, Implementation - Bids and Awards Committee (BAC), based on Office Order No. 115, S. 2026 dated January 30, 2026 - Renewal of Designation as Chair and Members of the BAC for FY 2026, the composition, functions and responsibilities are:

1. Composition

Pursuant to Section 41, Article V of RA No. 12009, otherwise known as the New Government Procurement Act, the BAC is renewed effective February 1, 2026 until December 31, 2026 or unless sooner revoked, following hold-over per Office Order No. 235 s. 2025 dated Dec. 26, 2025.

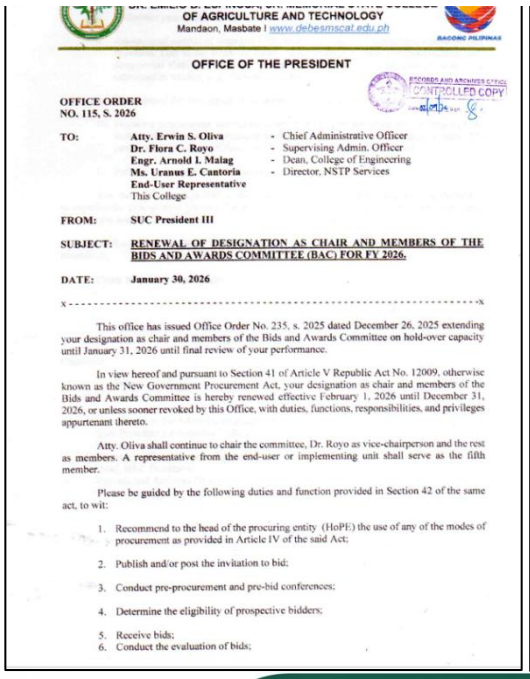
- Chair: Atty. Erwin S. Oliva - Chief Administrative Officer
- Vice-Chairperson: Dr. Flora C. Royo - Supervising Administrative Officer
- Members: Engr. Arnold I. Malag - Dean, College of Engineering
- Member: Ms. Uranus E. Cantoria - Director, NSTP Services
- Fifth Member: End-User Representative from implementing unit

Atty. Oliva shall continue to chair, Dr. Royo as vice-chair, and the rest as members. BAC members who are faculty shall enjoy vacation and sick leave status.

2. Functions and Responsibilities - Per Section 42 of RA 12009

Members shall give utmost priority to BAC assignments over other duties and are mandated to:

1. Recommend to the Head of Procuring Entity (HoPE) the use of any of the modes of procurement as provided in Article IV of the Act;
2. Publish and/or post the invitation to bid;
3. Conduct pre-procurement and pre-bid conferences;
4. Determine the eligibility of prospective bidders;
5. Receive bids;
6. Conduct evaluation of bids;
7. Undertake post-qualification proceedings;
8. Recommend awards of contracts to the HoPE or to duly authorized representative; Provided, that in the event HoPE shall disapprove such recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, copy furnished the BAC;
9. Recommend imposition of sanctions in accordance with Article XXI;
10. Prepare procurement monitoring report that shall be approved and submitted by HoPE to the Government Procurement Policy Board (GPPB) on a semestral basis, contents and coverage as provided in IRR; and
11. Perform such other related functions as may be necessary.



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OFFICE OF THE PRESIDENT

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OFFICE ORDER
NO. 115, S. 2026

TO: Atty. Erwin S. Oliva - Chief Administrative Officer
Dr. Flora C. Royo - Supervising Admin. Officer
Engr. Arnold I. Malag - Dean, College of Engineering
Ms. Uranus E. Cantoria - Director, NSTP Services
End-User Representative
This College

FROM: SUC President III

SUBJECT: RENEWAL OF DESIGNATION AS CHAIR AND MEMBERS OF THE BIDS AND AWARDS COMMITTEE (BAC) FOR FY 2026.

DATE: January 30, 2026

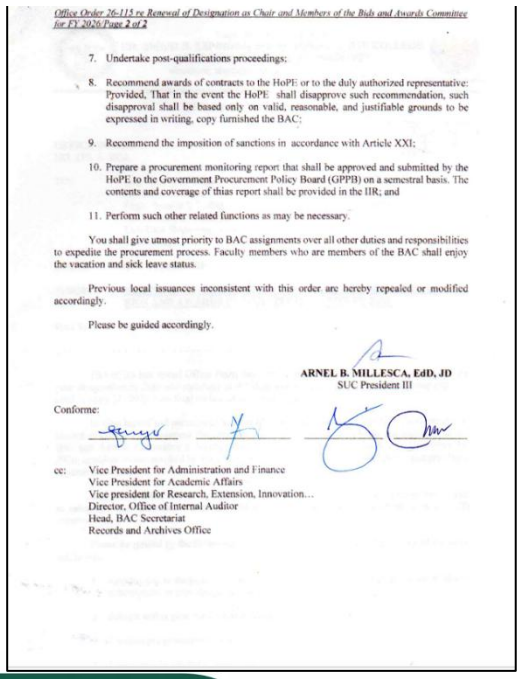
This office has issued Office Order No. 235, s. 2025 dated December 26, 2025 extending your designation as chair and members of the Bids and Awards Committee on hold-over capacity until January 31, 2026 until final review of your performance.

In view hereof and pursuant to Section 41 of Article V Republic Act No. 12009, otherwise known as the New Government Procurement Act, your designation as chair and members of the Bids and Awards Committee is hereby renewed effective February 1, 2026 until December 31, 2026, or unless sooner revoked by this Office, with duties, functions, responsibilities, and privileges appurtenant thereto.

Atty. Oliva shall continue to chair the committee, Dr. Royo as vice-chairperson and the rest as members. A representative from the end-user or implementing unit shall serve as the fifth member.

Please be guided by the following duties and function provided in Section 42 of the same act, to wit:

1. Recommend to the head of the procuring entity (HoPE) the use of any of the modes of procurement as provided in Article IV of the said Act;
2. Publish and/or post the invitation to bid;
3. Conduct pre-procurement and pre-bid conferences;
4. Determine the eligibility of prospective bidders;
5. Receive bids;
6. Conduct the evaluation of bids;



Office Order 26-115 re Renewal of Designation as Chair and Members of the Bids and Awards Committee for FY 2026 Page 2 of 2

7. Undertake post-qualifications proceedings;
8. Recommend awards of contracts to the HoPE or to the duly authorized representative: Provided, That in the event the HoPE shall disapprove such recommendation, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing, copy furnished the BAC;
9. Recommend the imposition of sanctions in accordance with Article XXI;
10. Prepare a procurement monitoring report that shall be approved and submitted by the HoPE to the Government Procurement Policy Board (GPPB) on a semestral basis. The contents and coverage of thias report shall be provided in the IIR; and
11. Perform such other related functions as may be necessary.

You shall give utmost priority to BAC assignments over all other duties and responsibilities to expedite the procurement process. Faculty members who are members of the BAC shall enjoy the vacation and sick leave status.

Previous local issuances inconsistent with this order are hereby repealed or modified accordingly.

Please be guided accordingly.

ARNEL B. MILLESCA, EdD, JD
SUC President III

Conforme:

cc: Vice President for Administration and Finance
Vice President for Academic Affairs
Vice president for Research, Extension, Innovation...
Director, Office of Internal Auditor
Head, BAC Secretariat
Records and Archives Office

- **Present the composition, functions and responsibilities of the Supply Office**

For Parameter D, Implementation - Supply Office, based on the organizational structure of the Office of General Services and Supply Management under the Vice President for Admin and Finance, the composition, functions and responsibilities are as follows:

1. Composition

The Supply Office is headed by the Supply Officer / Administrative Officer V designated by the SUC President, supported by administrative staff including Administrative Officer, Administrative Assistant, Storekeeper, and Property Custodian assigned per campus (Main and Cawayan). The office works in close coordination with the BAC, Accounting, Budget, Cash, and end-user units (colleges including College of Education).

2. Functions and Responsibilities

In accordance with RA No. 12009 New Government Procurement Act, COA Circular on Property and Supply Management, and institutional policies, the Supply Office is mandated to:

A. Procurement Support

- Receive and consolidate approved Purchase Requests (PR) and Annual Procurement Plan (APP) / Project Procurement Management Plan (PPMP) from end-users;
- Coordinate with BAC and BAC Secretariat in the conduct of procurement activities - canvassing, bidding, and awarding;
- Prepare Purchase Orders (PO), Job Orders, and related documents for approval of HoPE.

B. Property and Supply Management

- Receive, inspect, and accept deliveries of supplies, materials and equipment based on Inspection and Acceptance Report (IAR);
- Maintain updated inventory of supplies and property through stock cards, bin cards, and Property Acknowledgement Receipts (PAR) / Inventory Custodian Slips (ICS);
- Store, safeguard, and issue common-use supplies, materials and equipment to requisitioning units upon approved Requisition and Issue Slip (RIS);
- Ensure proper warehousing, labeling, and safekeeping of stocks to prevent loss, damage and obsolescence.

C. Records and Reporting

- Maintain records of all procurement transactions, property and supply accountability;
- Prepare and submit Report on Physical Count of Inventories (RPCI), Report on Physical Count of Property, Plant and Equipment (RPCPPE), Inventory and Inspection Report of Unserviceable Property, and other reports required by COA and resident auditor;
- Conduct periodic and annual physical inventory count of supplies, semi-expendable and property, plant and equipment together with Accounting and COA.

D. Disposal and Maintenance

- Facilitate disposal of unserviceable, obsolete and beyond economic repair properties through proper disposal procedures subject to COA approval;

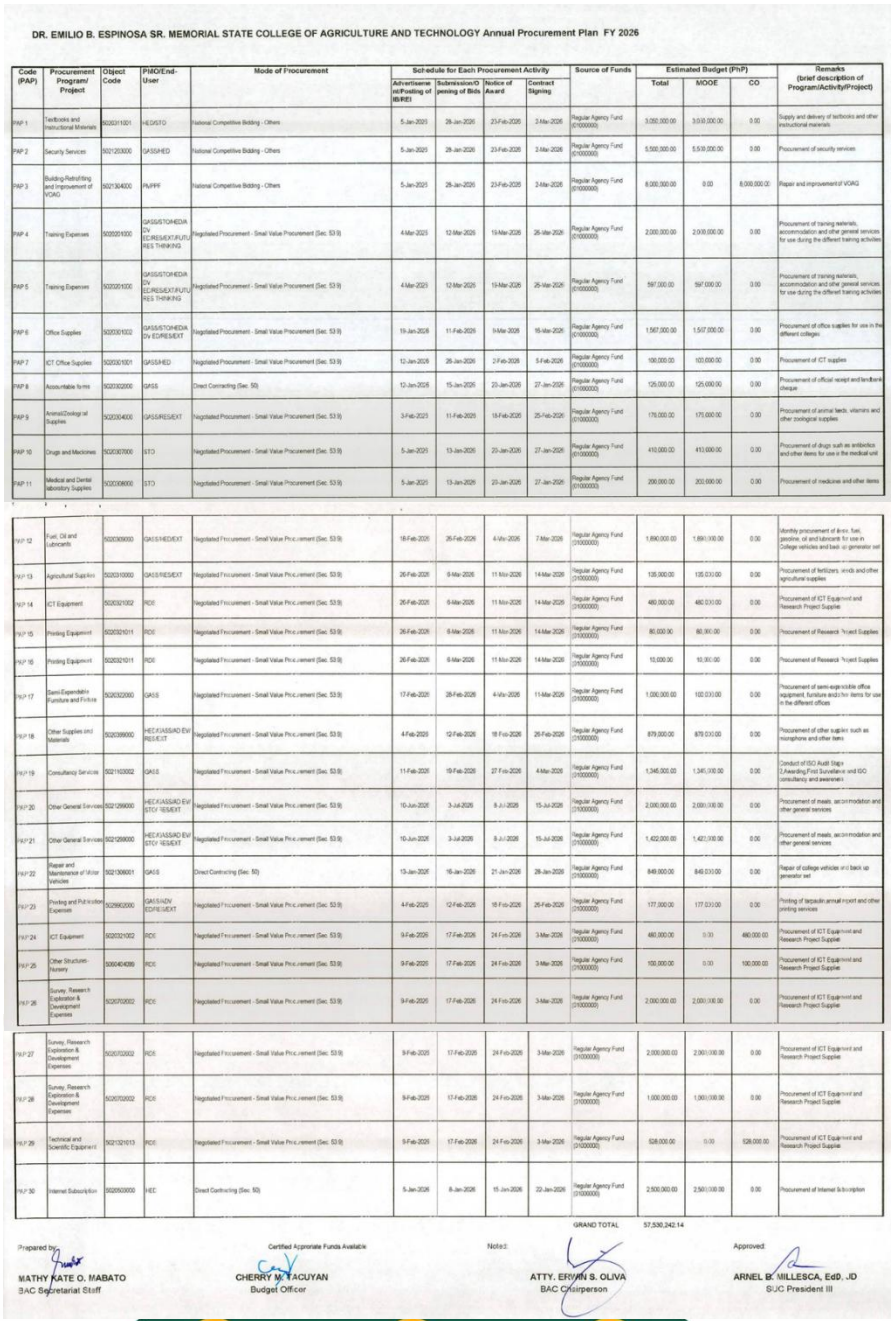
- Coordinate repair and maintenance of equipment and facilities with General Services.

E. Compliance and Internal Control

- Ensure compliance with procurement law, accounting and auditing rules, and internal control system;
- Implement risk assessment and safeguard government properties against loss and wastage.

Through these functions, the Supply Office ensures efficient, transparent and timely provision of supplies, materials and equipment to support instructional, research, extension and administrative operations of the College, including the BSED Social Studies program, thereby contributing to sound financial and property management.

➢ **Present the duly approved Project Procurement Plan of the Program being surveyed**



DR. EMILIO B. ESPINOSA SR. MEMORIAL STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY Annual Procurement Plan FY 2026

Code (PAP)	Procurement Program/ Project	Object Code	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
PAP 1	Textbooks and Instructional Materials	502031001	HEDSTO	National Competitive Bidding - Others	5-Jan-2026	26-Jan-2026	23-Feb-2026	2-Mar-2026	Regular Agency Fund (01000000)	3,050,000.00	3,050,000.00	0.00	Supply and delivery of textbooks and other instructional materials
PAP 2	Security Services	502120000	GASSHED	National Competitive Bidding - Others	5-Jan-2026	26-Jan-2026	23-Feb-2026	2-Mar-2026	Regular Agency Fund (01000000)	5,500,000.00	5,500,000.00	0.00	Procurement of security services
PAP 3	Building Retrofitting and Improvement of VOAG	502130400	PMPPF	National Competitive Bidding - Others	5-Jan-2026	26-Jan-2026	23-Feb-2026	2-Mar-2026	Regular Agency Fund (01000000)	8,000,000.00	0.00	8,000,000.00	Repair and improvement of VOAG
PAP 4	Training Expenses	502020100	GASS/STOHEDIA DV, EDRESEXT/FUTURES THINKING	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	4-Mar-2026	12-Mar-2026	19-Mar-2026	26-Mar-2026	Regular Agency Fund (01000000)	2,000,000.00	2,000,000.00	0.00	Procurement of training materials, accommodation and other general services for use during the different training activities
PAP 5	Training Expenses	502020100	GASS/STOHEDIA DV, EDRESEXT/FUTURES THINKING	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	4-Mar-2026	12-Mar-2026	19-Mar-2026	25-Mar-2026	Regular Agency Fund (01000000)	597,000.00	597,000.00	0.00	Procurement of training materials, accommodation and other general services for use during the different training activities
PAP 6	Office Supplies	502030102	GASS/STOHEDIA DV EDRESEXT	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	19-Jan-2026	11-Feb-2026	9-Mar-2026	16-Mar-2026	Regular Agency Fund (01000000)	1,567,000.00	1,567,000.00	0.00	Procurement of office supplies for use in the different colleges
PAP 7	ICT Office Supplies	502030101	GASSHED	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	12-Jan-2026	26-Jan-2026	2-Feb-2026	5-Feb-2026	Regular Agency Fund (01000000)	100,000.00	100,000.00	0.00	Procurement of ICT supplies
PAP 8	Accountable forms	502030200	GASS	Direct Contracting (Sec. 50)	12-Jan-2026	15-Jan-2026	20-Jan-2026	27-Jan-2026	Regular Agency Fund (01000000)	125,000.00	125,000.00	0.00	Procurement of official receipt and landbank cheque
PAP 9	Animal/Zoological Supplies	502030400	GASS/RESEXT	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	3-Feb-2026	11-Feb-2026	18-Feb-2026	25-Feb-2026	Regular Agency Fund (01000000)	175,000.00	175,000.00	0.00	Procurement of animal feeds, vitamins and other zoological supplies
PAP 10	Drugs and Medicines	502030700	STO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	5-Jan-2026	13-Jan-2026	20-Jan-2026	27-Jan-2026	Regular Agency Fund (01000000)	410,000.00	410,000.00	0.00	Procurement of drugs such as antibiotics and other items for use in the medical unit
PAP 11	Medical and Dental Laboratory Supplies	502030800	STO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	5-Jan-2026	13-Jan-2026	20-Jan-2026	27-Jan-2026	Regular Agency Fund (01000000)	200,000.00	200,000.00	0.00	Procurement of medicines and other items
PAP 12	Fuel, Oil and Lubricants	502030900	GASS/HEDEXT	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	18-Feb-2026	26-Feb-2026	4-Mar-2026	7-Mar-2026	Regular Agency Fund (01000000)	1,890,000.00	1,890,000.00	0.00	Monthly procurement of lubricants, fuel, gasoline, oil and lubricant for use in College vehicles and back up generator set
PAP 13	Agricultural Supplies	502031000	GASS/RESEXT	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	26-Feb-2026	6-Mar-2026	11-Mar-2026	14-Mar-2026	Regular Agency Fund (01000000)	135,000.00	135,000.00	0.00	Procurement of fertilizers, seeds and other agricultural supplies
PAP 14	ICT Equipment	502032102	RDE	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	26-Feb-2026	6-Mar-2026	11-Mar-2026	14-Mar-2026	Regular Agency Fund (01000000)	480,000.00	480,000.00	0.00	Procurement of ICT Equipment and Research Project Supplies
PAP 15	Printing Equipment	502032101	RDE	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	26-Feb-2026	6-Mar-2026	11-Mar-2026	14-Mar-2026	Regular Agency Fund (01000000)	80,000.00	80,000.00	0.00	Procurement of Research Project Supplies
PAP 16	Printing Equipment	502032101	RDE	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	26-Feb-2026	6-Mar-2026	11-Mar-2026	14-Mar-2026	Regular Agency Fund (01000000)	10,000.00	10,000.00	0.00	Procurement of Research Project Supplies
PAP 17	Semi-Expendable Furniture and Fixture	502032000	GASS	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	17-Feb-2026	26-Feb-2026	4-Mar-2026	11-Mar-2026	Regular Agency Fund (01000000)	1,000,000.00	100,000.00	0.00	Procurement of semi-expendable office equipment, furniture and/or items for use in the different offices
PAP 18	Other Supplies and Materials	502039900	HEDEXASSAD EVRESEXT	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	4-Feb-2026	12-Feb-2026	18-Feb-2026	26-Feb-2026	Regular Agency Fund (01000000)	879,000.00	879,000.00	0.00	Procurement of other supplies such as microphone and other items
PAP 19	Consultancy Services	502110002	GASS	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	11-Feb-2026	19-Feb-2026	27-Feb-2026	4-Mar-2026	Regular Agency Fund (01000000)	1,345,000.00	1,345,000.00	0.00	Conduct of ISO Audit Stage 2,Awarding,First Surveillance and ISO consultancy and awareness
PAP 20	Other General Services	502129900	HEDEXASSAD EVSTOVRESEXT	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	10-Jun-2026	3-Jul-2026	8-Jul-2026	15-Jul-2026	Regular Agency Fund (01000000)	2,000,000.00	2,000,000.00	0.00	Procurement of meals, accommodation and other general services
PAP 21	Other General Services	502129900	HEDEXASSAD EVSTOVRESEXT	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	10-Jun-2026	3-Jul-2026	8-Jul-2026	15-Jul-2026	Regular Agency Fund (01000000)	1,422,000.00	1,422,000.00	0.00	Procurement of meals, accommodation and other general services
PAP 22	Repair and Maintenance of Motor Vehicles	502130601	GASS	Direct Contracting (Sec. 50)	13-Jan-2026	16-Jan-2026	21-Jan-2026	28-Jan-2026	Regular Agency Fund (01000000)	849,000.00	849,000.00	0.00	Repair of college vehicles and back up generator set
PAP 23	Printing and Publication Expenses	502990200	GASS/HDVEDRESEXT	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	4-Feb-2026	12-Feb-2026	18-Feb-2026	26-Feb-2026	Regular Agency Fund (01000000)	177,000.00	177,000.00	0.00	Printing of tarpaulin,annual report and other printing services
PAP 24	ICT Equipment	502032102	RDE	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	9-Feb-2026	17-Feb-2026	24-Feb-2026	3-Mar-2026	Regular Agency Fund (01000000)	480,000.00	0.00	480,000.00	Procurement of ICT Equipment and Research Project Supplies
PAP 25	Other Structures-Nursery	509040499	RDE	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	9-Feb-2026	17-Feb-2026	24-Feb-2026	3-Mar-2026	Regular Agency Fund (01000000)	100,000.00	0.00	100,000.00	Procurement of ICT Equipment and Research Project Supplies
PAP 26	Survey, Research Exploration & Development Expenses	502070002	RDE	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	9-Feb-2026	17-Feb-2026	24-Feb-2026	3-Mar-2026	Regular Agency Fund (01000000)	2,000,000.00	2,000,000.00	0.00	Procurement of ICT Equipment and Research Project Supplies
PAP 27	Survey, Research Exploration & Development Expenses	502070002	RDE	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	9-Feb-2026	17-Feb-2026	24-Feb-2026	3-Mar-2026	Regular Agency Fund (01000000)	2,000,000.00	2,000,000.00	0.00	Procurement of ICT Equipment and Research Project Supplies
PAP 28	Survey, Research Exploration & Development Expenses	502070002	RDE	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	9-Feb-2026	17-Feb-2026	24-Feb-2026	3-Mar-2026	Regular Agency Fund (01000000)	1,000,000.00	1,000,000.00	0.00	Procurement of ICT Equipment and Research Project Supplies
PAP 29	Technical and Scientific Equipment	502132103	RDE	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	9-Feb-2026	17-Feb-2026	24-Feb-2026	3-Mar-2026	Regular Agency Fund (01000000)	526,000.00	0.00	526,000.00	Procurement of ICT Equipment and Research Project Supplies
PAP 30	Internet Subscription	502050000	HEE	Direct Contracting (Sec. 50)	5-Jan-2026	8-Jan-2026	15-Jan-2026	22-Jan-2026	Regular Agency Fund (01000000)	2,500,000.00	2,500,000.00	0.00	Procurement of Internet Subscription
									GRAND TOTAL	57,530,242.14			

Prepared by:
MATHY KATE O. MABATO
BAC Secretariat Staff

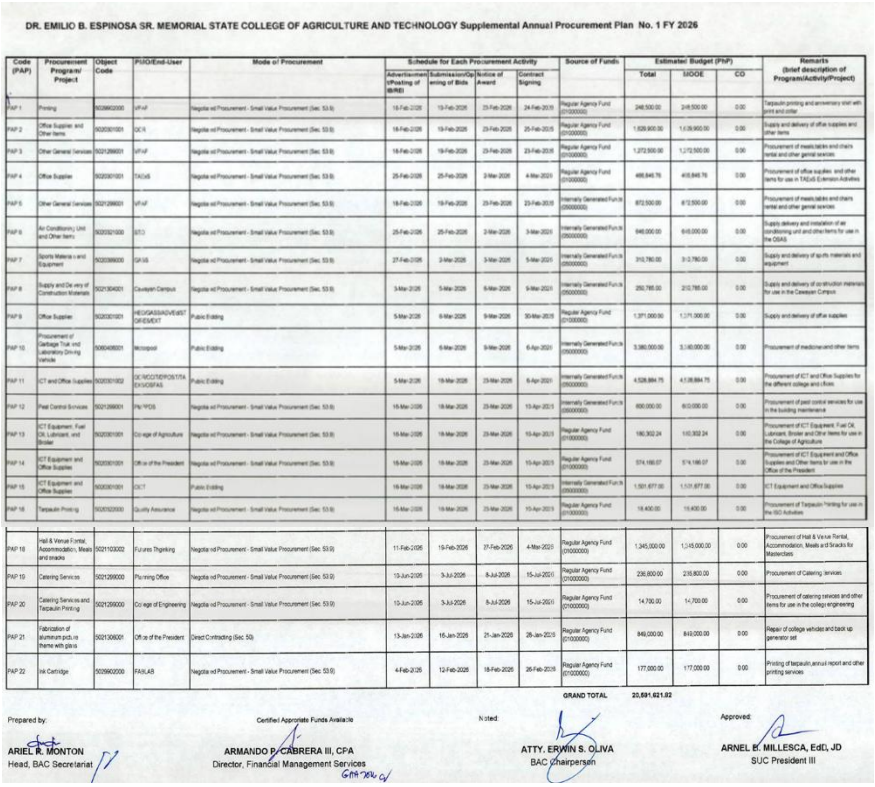
Certified Appropriate Funds Available:
CHERRY M. TACUYAN
Budget Officer

Noted:
ATTY. ERWIN S. OLIVA
BAC Chairperson

Approved:
ARNEL B. MILLESCA, EdD, JD
SUC President III

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Cabitan, Mandaon, Masbate, Philippines

- **Present any Amendatory/Supplemental Procurement Plan**



DR. EMILIO B. ESPINOSA SR. MEMORIAL STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY Supplemental Annual Procurement Plan No. 1 FY 2026

Code (PAP)	Procurement Program/ Project	Object Code	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
PAP 1	Printing	5029902000	VP-AF	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	18-Feb-2026	19-Feb-2026	23-Feb-2026	24-Feb-2026	Regular Agency Fund (01100000)	248,500.00	248,500.00	0.00	Tarpaulin printing and anniversary shirt with print and collar
PAP 2	Office Supplies and Other Items	5020301001	QCS	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	18-Feb-2026	19-Feb-2026	23-Feb-2026	25-Feb-2026	Regular Agency Fund (01100000)	1,539,900.00	1,539,900.00	0.00	Supply and delivery of office supplies and other items
PAP 3	Other General Services	5021299001	VP-AF	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	18-Feb-2026	19-Feb-2026	23-Feb-2026	23-Feb-2026	Regular Agency Fund (01100000)	1,272,500.00	1,272,500.00	0.00	Procurement of meals,tables and chairs rental and other gernal services
PAP 4	Office Supplies	5020301001	TADAS	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	25-Feb-2026	25-Feb-2026	2-Mar-2026	4-Mar-2026	Regular Agency Fund (01100000)	488,846.76	488,846.76	0.00	Procurement of office supplies and other items for use in TADAS Extension Activities
PAP 5	Other General Services	5021299001	VP-AF	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	18-Feb-2026	19-Feb-2026	23-Feb-2026	23-Feb-2026	Internally Generated Funds (05000000)	872,500.00	872,500.00	0.00	Procurement of meals,tables and chairs rental and other gernal services
PAP 6	Air Conditioning Unit and Other Items	5020321000	STCI	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	25-Feb-2026	25-Feb-2026	2-Mar-2026	3-Mar-2026	Internally Generated Funds (05000000)	640,000.00	640,000.00	0.00	Supply and installation of air conditioning unit and other items for use in the OSAS
PAP 7	Sports Materials and Equipment	5020399000	SAGS	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	27-Feb-2026	3-Mar-2026	3-Mar-2026	5-Mar-2026	Internally Generated Funds (05000000)	310,780.00	310,780.00	0.00	Supply and delivery of sports materials and equipment
PAP 8	Supply and Delivery of Construction Materials	5021304001	Cauayan Campus	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	3-Mar-2026	5-Mar-2026	6-Mar-2026	9-Mar-2026	Internally Generated Funds (05000000)	250,785.00	210,785.00	0.00	Supply and delivery of construction materials for use in the Cauayan Campus
PAP 9	Office Supplies	5020301001	HEGAS/BAD/EVEST DIR/EMDRT	Public Bidding	5-Mar-2026	6-Mar-2026	9-Mar-2026	30-Mar-2026	Regular Agency Fund (01100000)	1,371,000.00	1,371,000.00	0.00	Supply and delivery of office supplies
PAP 10	Procurement of Garbage Truk and Laboratory Driving Vehicle	5060400001	Mcrippol	Public Bidding	5-Mar-2026	6-Mar-2026	9-Mar-2026	6-Apr-2026	Internally Generated Funds (05000000)	3,380,000.00	3,140,000.00	0.00	Procurement of medicine and other items
PAP 11	ICT and Office Supplies	5020301002	QC/MCOT/EPOSTA EN/DOBFAS	Public Bidding	5-Mar-2026	19-Mar-2026	23-Mar-2026	6-Apr-2026	Internally Generated Funds (05000000)	4,528,884.75	4,528,884.75	0.00	Procurement of ICT and Office Supplies for the different college and offices
PAP 12	Pest Control Services	5021299001	PM YPOS	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	16-Mar-2026	18-Mar-2026	23-Mar-2026	13-Apr-2026	Internally Generated Funds (05000000)	600,000.00	600,000.00	0.00	Procurement of pest control services for use in the building maintenance
PAP 13	ICT Equipment, Fuel Oil, Lubricant, and Broker	5020301001	Co-age of Agriculture	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	16-Mar-2026	18-Mar-2026	23-Mar-2026	10-Apr-2026	Regular Agency Fund (01100000)	160,302.24	110,302.24	0.00	Procurement of ICT Equipment, Fuel Oil, Lubricant, Broker and Other Items for use in the College of Agriculture
PAP 14	ICT Equipment and Office Supplies	5020301001	Offi-in of the President	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	16-Mar-2026	18-Mar-2026	23-Mar-2026	15-Apr-2026	Regular Agency Fund (01100000)	574,166.07	574,166.07	0.00	Procurement of ICT Equipment and Office Supplies and Other Items for use in the Office of the President
PAP 15	ICT Equipment and Office Supplies	5020301001	OICT	Public Bidding	16-Mar-2026	18-Mar-2026	23-Mar-2026	15-Apr-2026	Internally Generated Funds (05000000)	1,531,677.00	1,531,677.00	0.00	ICT Equipment and Office Supplies
PAP 16	Tarpaulin Printing	5020322000	Quality Assurance	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	16-Mar-2026	18-Mar-2026	23-Mar-2026	10-Apr-2026	Regular Agency Fund (01100000)	18,400.00	18,400.00	0.00	Procurement of Tarpaulin Printing for use in the ISO Activities
PAP 18	Hall & Venue Rental, Accommodation, Meals and snacks	5021103002	Futures Thgerking	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	11-Feb-2026	19-Feb-2026	27-Feb-2026	4-Mar-2026	Regular Agency Fund (01100000)	1,345,000.00	1,345,000.00	0.00	Procurement of Hall & Venue Rental, Accommodation, Meals at Snacks for Masterclass
PAP 19	Catering Services	5021299000	Pu-ning Office	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	13-Jun-2026	3-Jul-2026	8-Jul-2026	15-Jul-2026	Regular Agency Fund (01100000)	236,800.00	236,800.00	0.00	Procurement of Catering Services
PAP 20	Catering Services and Tarpaulin Printing	5021299000	Co-age of Engineering	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	13-Jun-2026	3-Jul-2026	8-Jul-2026	15-Jul-2026	Regular Agency Fund (01100000)	14,700.00	14,700.00	0.00	Procurement of catering services and other items for use in the college engineering
PAP 21	Fabrication of aluminum pcb, ro theme with glass	5021106001	Offi-in of the President	Direct Contracting (Sec. 50)	13-Jan-2026	16-Jan-2026	21-Jan-2026	28-Jan-2026	Regular Agency Fund (01100000)	849,000.00	849,000.00	0.00	Repair of college vehicles and back up generator set
PAP 22	Ink Cartridge	5029902000	FASLAS	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	4-Feb-2026	12-Feb-2026	18-Feb-2026	26-Feb-2026	Regular Agency Fund (01100000)	177,000.00	177,000.00	0.00	Printing of tarpaulin,annual report and other printing services
									GRAND TOTAL	20,591,621.82			

Prepared by:
ARIEL R. MONTON
Head, BAC Secretariat

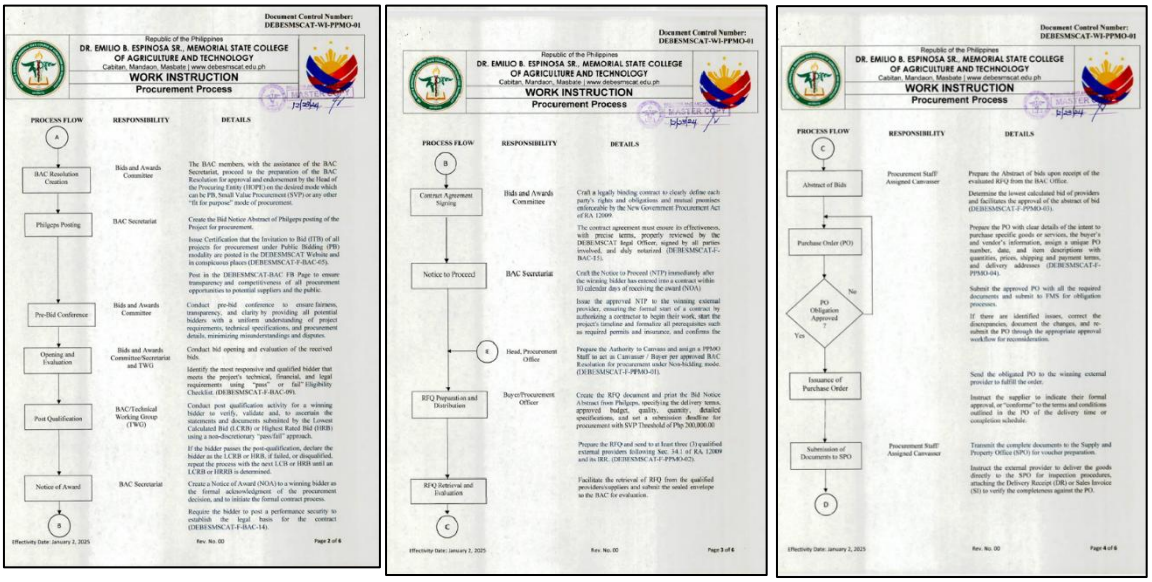
Certified Appropriate Funds Available:
ARMANDO P. CABRERA III, CPA
Director, Financial Management Services

Noted:
ATTY. ERWIN S. OLIVA
BAC Chairperson

Approved:
ARNEL B. MILLESCA, Ed(), JD
SUC President III

2. IMPLEMENTATION

- **Describe the procurement procedures through bidding**



Republic of the Philippines
DR. EMILIO B. ESPINOSA SR., MEMORIAL STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
Cabitan, Mandaon, Masbate | www.debesmscat.edu.ph
Document Control Number: DEBESMSCAT-WI-PPMO-01
WORK INSTRUCTION
Procurement Process

PROCESS FLOW | RESPONSIBILITY | DETAILS

A
BAC Resolution Creation — Bids and Awards Committee — The BAC members, with the assistance of the BAC Secretariat, proceed to the preparation of the BAC Resolution for approval and endorsement by the Head of the Procuring Entity (HOPE) on the desired mode which can be PB, Small Value Procurement (SVP) or any other "fit for purpose" mode of procurement.
Philgeps Posting — BAC Secretariat — Create the Bid Notice Abstract of Philgeps posting of the Project for procurement.
Issue Certification that the Invitation to Bid (ITB) of all projects for procurement under Public Bidding (PB) modality are posted in the DEBESMSCAT Website and in conspicuous places (DEBESMSCAT-F-BAC-05).
Post in the DEBESMSCAT-BAC FB Page to ensure transparency and competitiveness of all procurement opportunities to potential suppliers and the public.
Pre-Bid Conference — Bids and Awards Committee — Conduct pre-bid conference to ensure fairness, transparency, and clarity by providing all potential bidders with a uniform understanding of project requirements, technical specifications, and procurement details, minimizing misunderstandings and disputes.
Opening and Evaluation — Bids and Awards Committee/Secretariat and TWG — Conduct bid opening and evaluation of the received bids.
Identify the most responsive and qualified bidder that meets the project's technical, financial, and legal requirements using "pass" or "fail" Eligibility Checklist. (DEBESMSCAT-F-BAC-09).
Post Qualification — BAC/Technical Working Group (TWG) — Conduct post qualification activity for a winning bidder to verify, validate and, to ascertain the statements and documents submitted by the Lowest Calculated Bid (LCRB) or Highest Rated Bid (HRB) using a non-discretionary "pass/fail" approach.
If the bidder passes the post-qualification, declare the bidder as the LCRB or HRB, if failed, or disqualified, repeat the process with the next LCB or HRB until an LCRB or HRBB is determined.
Notice of Award — BAC Secretariat — Create a Notice of Award (NOA) to a winning bidder as the formal acknowledgment of the procurement decision, and to initiate the formal contract process.
Require the bidder to post a performance security to establish the legal basis for the contract (DEBESMSCAT-F-BAC-14).
B

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Procurement Process

PROCESS FLOW | RESPONSIBILITY | DETAILS

B
Contract Agreement Signing — Bids and Awards Committee — Craft a legally binding contract to clearly define each party's rights and obligations and mutual promises enforceable by the New Government Procurement Act of RA 12009.
The contract agreement must ensure its effectiveness, with precise terms, properly reviewed by the DEBESMSCAT legal Officer, signed by all parties involved, and duly notarized (DEBESMSCAT-F-BAC-15).
Notice to Proceed — BAC Secretariat — Craft the Notice to Proceed (NTP) immediately after the winning bidder has entered into a contract within 10 calendar days of receiving the award (NOA).
Issue the approved NTP to the winning external provider, ensuring the formal start of a contract by authorizing a contractor to begin their work, start the project's timeline and formalize all prerequisites such as required permits and insurance, and confirms the
E — Head, Procurement Office — Prepare the Authority to Canvass and assign a PPMO Staff to act as Canvasser / Buyer per approval BAC Resolution for procurement under Non-bidding mode. (DEBESMSCAT-F-PPMO-01).
RFQ Preparation and Distribution — Buyer/Procurement Officer — Create the RFQ document and print the Bid Notice Abstract from Philgeps, specifying the delivery terms, approved budget, quality, quantity, details/ specifications, and set a submission deadline for procurement with SVP Threshold of Php 200,000.00
Prepare the RFQ and send to at least three (3) qualified external providers following Sec. 34.1 of RA 12009 and its IRR. (DEBESMSCAT-F-PPMO-02).
RFQ Retrieval and Evaluation — Facilitate the retrieval of RFQ from the qualified providers/suppliers and submit the sealed envelope to the BAC for evaluation.
C

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C
Abstract of Bids — Procurement Staff/ Assigned Canvasser — Prepare the Abstract of bids upon receipt of the evaluated RFQ from the BAC Office.
Determine the lowest calculated bid of providers and facilitates the approval of the abstract of bid (DEBESMSCAT-F-PPMO-03).
Purchase Order (PO) — Prepare the PO with clear details of the intent to purchase specific goods or services, the buyer's and vendor's information, assign a unique PO number, date, and item descriptions with quantities, prices, shipping and payment terms, and delivery addresses (DEBESMSCAT-F-PPMO-04).
PO Obligation Approved? — No / Yes
Submit the approved PO with all the required documents and submit to FMS for obligation process.
If there are identified issues, correct the discrepancies, document the changes, and re-submit the PO through the appropriate approval workflow for reconsideration.
Issuance of Purchase Order — Send the obligated PO to the winning external provider to fulfill the order.
Instruct the supplier to indicate their formal approval, or "conforme" to the terms and conditions outlined in the PO of the delivery time or completion schedule.
Submission of Documents to SPO — Procurement Staff/ Assigned Canvasser — Transmit the complete documents to the Supply and Property Office (SPO) for voucher preparation.
Instruct the external provider to deliver the goods directly to the SPO for inspection procedures, attaching the Delivery Receipt (DR) or Sales Invoice (SI) to verify the completeness against the PO.
D

For Parameter D - Procurement through Public Bidding, per Work Instruction DEBESMSCAT-WI-PPMO-01 (RA 12009):
1. Receiving of PR - BAC Secretariat receives and verifies Purchase Request (PR) from end-user for completeness and schedules BAC meeting.

2. Pre-Procurement Conference - BAC determines mode of procurement (Public Bidding, SVP, etc.) and prepares minutes.
3. BAC Resolution - BAC prepares resolution for HoPE approval on use of public bidding.
4. PhilGEPS Posting - Posts Invitation to Bid (ITB) / Bid Notice Abstract in PhilGEPS, DEBESMSCAT website, conspicuous places, and BAC FB page.
5. Pre-Bid Conference - BAC conducts pre-bid to clarify technical specifications and requirements to bidders.
6. Opening and Evaluation - BAC opens bids and evaluates using pass/fail eligibility checklist to determine Lowest Calculated Bid.
7. Post-Qualification - TWG verifies documents of LCB; if passed, declared as LCRB; if failed, next LCB is evaluated.
8. Notice of Award (NOA) - BAC issues NOA to winning bidder and requires posting of performance security.
9. Contract Signing - Contract agreement is crafted, reviewed by Legal Officer, signed and notarized.
10. Notice to Proceed (NTP) - BAC issues NTP within 10 days from award to authorize start of delivery/work.
11. Delivery and Inspection - Supplies delivered to Supply and Property Office, inspected per PO/contract, performance evaluated and documents filed.

- **Describe briefly the procurement procedures through alternative mode**

For Parameter D - Procurement through Alternative Mode per Work Instruction DEBESMSCAT-WI-PPMO-01 (RA 12009 New Government Procurement Act), the procedure for non-bidding (e.g., Small Value Procurement) is:
1. Receiving of PR - BAC Secretariat receives and verifies Purchase Request (PR) from end-user; incomplete PR returned for correction.
2. Pre-Procurement Conference - BAC determines mode as alternative mode (e.g., Small Value Procurement) and documents meeting.
3. Canvassing - Procurement staff conducts canvassing to external providers to secure at least three quotations; canvassing forms sent via email (official BAC email) and suppliers submit offers in sealed envelopes at BAC office; ensures price estimates are not disclosed.
4. Canvassing Form Preparation - BAC prepares Canvassing Form with signatures of BAC Chair, BAC Members, Technical Representative, Accounting Representative and VP for Admin and Finance.
5. Abstract of Canvass Creation - BAC prepares Abstract of Quotation/Canvass (DEBESMSCAT-F-BAC-04), evaluates offers based on compliance, price and technical specifications, and identifies lowest calculated and responsive quotation.
6. Purchase Order (PO) Preparation - Canvasser prepares PO (DEBESMSCAT-F-BAC-10) indicating winning bidder, items, specifications, quantity and amount, supported by APR, PR and Abstract.
7. PO Approval - PO routed for approval by Supply Officer, Budget Officer, FMS Director, VP for Admin and Finance, and SUC President (HoPE).
8. PO Issuance - BAC Secretariat issues approved PO to winning external provider and requires conformance signature.
9. Delivery, Inspection and Evaluation - Supplies delivered to Supply and Property Office for inspection per PO; Inspection and Acceptance Report prepared; performance of supplier evaluated via Performance Monitoring Form (DEBESMSCAT-F-PPMO-09) and Evaluation Sheet (DEBESMSCAT-F-PPMO-10); documents filed for accountability.

This alternative mode ensures speedy, competitive and RA 12009-compliant procurement for goods not covered by public bidding.

- **Describe the institution's system of sorting and storing of warehousing of supplies**

For Parameter D - System of Sorting, Storing and Warehousing of Supplies, per SMO Work Instruction DEBESMSCAT-WI-SPO-01, the system is:
1. Handling: All received and inspected supplies per Inspection and Acceptance Report (IAR) are handled per manufacturer's instructions. Personnel wear appropriate PPE for hazardous, fragile or bulky items.
2. Sorting: Supplies are sorted by category (office supplies, construction, ICT, etc.) and stock number. Incompatible materials are separated - chemicals/cleaning supplies from food supplies, oxidizers like bleach from flammable materials like paint, fuel, alcohol and paper, and acids like muriatic acid from bases like drain cleaners.
3. Storing and Warehousing:
   - For SPO stock - stored in designated stockroom and arranged systematically by stock number.
   - For end-user - placed in designated issuance area.
   - Safety Data Sheet (SDS) is posted for hazardous/flammable materials with safety signages (Flammable, Fragile, No Smoking).
   - Stockroom is locked and unauthorized entry is restricted.
4. Classification and Recording: Classified per GAM and COA Circular 2022-004 as Property, Plant and Equipment (PPE), Semi-Expendable Property, and Supplies/Consumables. Recorded in Stock Card (F-SPO-04) for supplies, Property Card (F-SPO-05) for PPE, and Semi-Expendable Property Card (F-SPO-06) for semi-expendable items. Expiration is monitored using Expiration Date Monitoring Form and FEFO/FIFO method applied.

This ensures safe, organized and accountable warehousing of supplies.

- **Describe the institution's system of issuance and utilization of supplies and materials including activities to do for unused supplies and materials.**

For Parameter D - System of Issuance and Utilization of Supplies and Materials, per SMO Work Instruction DEBESMSCAT-WI-SPO-01, Section 4.4 and 4.5:
A. Requisition and Issuance
1. Receiving of RIS - SPO receives approved Requisition and Issue Slip (RIS - DEBESMSCAT-F-SPO-02), checks requesting office, completeness, appropriateness, authorized signatories, and verifies if purpose is within regular government transactions and does not exceed normal 3-month requirement.
2. Verifying Availability - Checks stock availability. If with available stock, RIS stamped with availability; if out of stock, stamped with notation "out of stock". For with available stock but with expiration, monitor expiration date.
3. Preparation for Issuance - Based on RIS quantity, pick/pull out requested supplies from designated stockroom; place in designated issuance area.
4. Checking of Supplies - Recheck picked supplies to ensure conformity with RIS as to quantity, quality and description.
5. Recording - Record issued supplies in Stock Card (DEBESMSCAT-F-SPO-04) per stock number and in Inventory Custodian Slip (ICS - DEBESMSCAT-F-SPO-07) for semi-expendable items.

6. Actual Issuance - Issue supplies to requisitioning office/representative with signature on RIS; ensure receipt acknowledgment.

B. Utilization and Activities for Unused Supplies and Materials

1. Utilization - End-user utilizes supplies strictly for official purpose indicated in RIS, in accordance with approved Work and Financial Plan and PPMP, ensuring efficient use and avoidance of wastage.

2. Monitoring of Unused Supplies - SPO monitors unused supplies returned by end-users and conducts periodic inventory. Unused supplies that are still serviceable, unexpired and in good condition are:

- Taken back to stockroom
- Re-recorded in Stock Card as returned stock
- Re-issued to other requesting offices needing same item to prevent obsolescence

3. For Expired / Unserviceable Supplies:

- Identified during physical count and expiration monitoring (F-SPO-43)
- Segregated from serviceable stocks
- Subject to disposal procedures per COA rules - preparation of Inventory and Inspection Report of Unserviceable Property and disposal through proper mode

This system ensures controlled issuance, proper utilization, and maximization of supplies while minimizing wastage.

➢ **Describe the institution's proper disposal of non-serviceable property**

For Parameter D - Proper Disposal of Non-Serviceable Property, per SMO Work Instruction DEBESMSCAT-WI-SPO-01 and COA Circular on Disposal:

1. Identification - During periodic and annual physical inventory count, Property and Supply Officers identify properties that are unserviceable, obsolete, beyond economic repair, or no longer needed, based on inspection and condition.

2. Preparation of Reports - Prepare Inventory and Inspection Report of Unserviceable Property (IIRUP) indicating description, quantity, property number, acquisition cost, date acquired, and reason for disposal. Attach inspection report, photographs, and other supporting documents.

3. Inspection by Disposal Committee - The Disposal Committee / Inspection Officer conducts physical inspection and validates unserviceability, and recommends appropriate mode of disposal.

4. Approval - IIRUP is approved by the SUC President (HoPE) and submitted to COA for approval.

5. Mode of Disposal - Upon approval, disposal is undertaken through prescribed modes per COA:

- Transfer without cost to other government agencies
- Sale through public auction

Destruction / condemnation for items with no commercial value or hazardous items

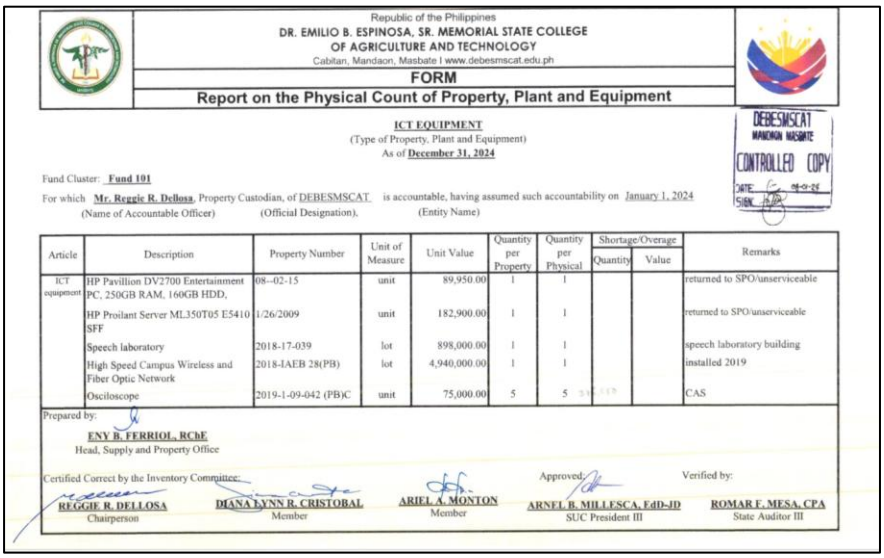
- Donation to eligible beneficiaries

6. Documentation and Derecording - Proceeds from sale are deposited and receipted; property cards, stock cards and accounting records are updated and dropped from books;

Report of Disposal and Certificate of Disposal are prepared and submitted to Accounting and COA for reconciliation.

This ensures transparent, COA-compliant disposal of non-serviceable properties, preventing accumulation of junk and ensuring proper accountability.

- **Present the duly approved inventory of the serviceable and non-serviceable property of the institution**



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FORM

Report on the Physical Count of Property, Plant and Equipment

ICT EQUIPMENT
(Type of Property, Plant and Equipment)
As of December 31, 2024

DEBESMSCAT MANDAON MASBATE CONTROLLED COPY DATE 08-07-25 SIGN

Fund Cluster: Fund 101

For which Mr. Reggie R. Dellosa, Property Custodian, of DEBESMSCAT is accountable, having assumed such accountability on January 1, 2024
(Name of Accountable Officer) (Official Designation), (Entity Name)

Article	Description	Property Number	Unit of Measure	Unit Value	Quantity per Property	Quantity per Physical	Shortage/Overage Quantity	Shortage/Overage Value	Remarks
ICT equipment	HP Pavillion DV2700 Entertainment PC, 250GB RAM, 160GB HDD,	08--02-15	unit	89,950.00	1	1			returned to SPO/unserviceable
	HP Proliant Server ML350T05 E5410 SFF	1/26/2009	unit	182,900.00	1	1			returned to SPO/unserviceable
	Speech laboratory	2018-17-039	lot	898,000.00	1	1			speech laboratory building
	High Speed Campus Wireless and Fiber Optic Network	2018-IAEB 28(PB)	lot	4,940,000.00	1	1			installed 2019
	Osciloscope	2019-1-09-042 (PB)C	unit	75,000.00	5	5			CAS

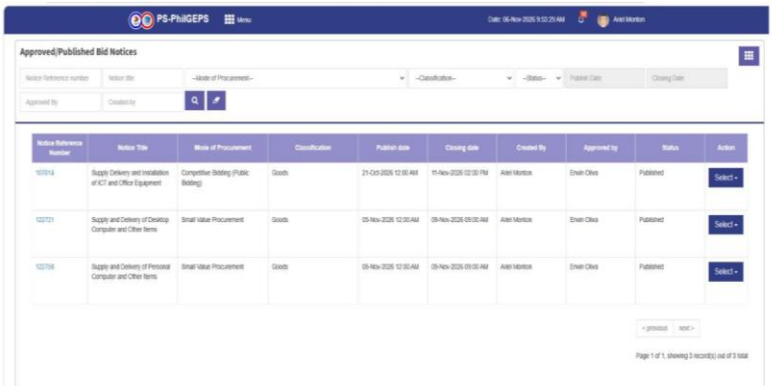
Prepared by:
ENY B. FERRIOL, RChE
Head, Supply and Property Office

Certified Correct by the Inventory Committee:
REGGIE R. DELLOSA, Chairperson
DIANA LYNN R. CRISTOBAL, Member
ARIEL A. MONTON, Member

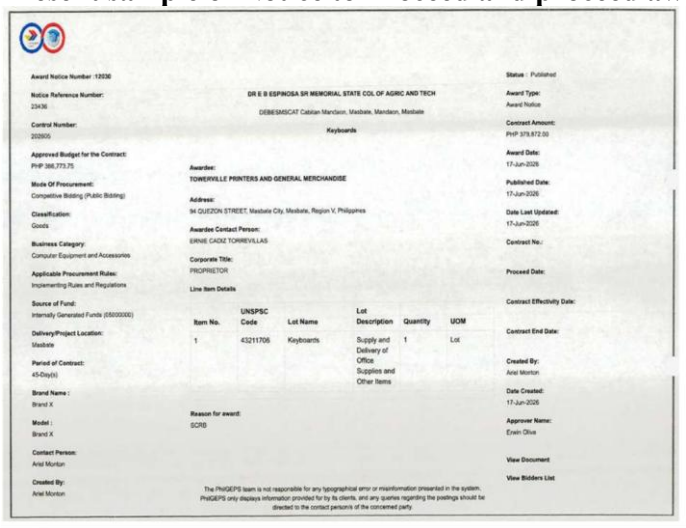
Approved:
ARNEL B. MILLESCA, EdD-JD
SUC President III

Verified by:
ROMAR F. MESA, CPA
State Auditor III

- **Present samples of publication of procurement needs in Philippine Government Electronic System (Phil-GEPS)**



- **Present sample of Notice to Proceed and proceed award of projects**



Award Notice Number: 12036
Notice Reference Number: 23436
Control Number: 202605
Approved Budget for the Contract: PHP 386,773.75
Mode Of Procurement: Competitive Bidding (Public Bidding)
Classification: Goods
Business Category: Computer Equipment and Accessories
Applicable Procurement Rules: Implementing Rules and Regulations
Source of Fund: Internally Generated Funds (65000000)
Delivery/Project Location: Masbate
Period of Contract: 45-Day(s)
Brand Name: Brand X
Model: Brand X
Contact Person: Ariel Morton
Created By: Ariel Morton

DR E B ESPINOSA SR MEMORIAL STATE COL OF AGRIC AND TECH
DEBESMSCAT Cabitan Mandaon, Masbate, Mandaon, Masbate
Keyboards

Awardee: TOWERVILLE PRINTERS AND GENERAL MERCHANDISE
Address: 94 QUEZON STREET, Masbate City, Masbate, Region V, Philippines
Awardee Contact Person: ERNIE CADIZ TORREVILLAS
Corporate Title: PROPRIETOR

Line Item Details

Item No.	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM
1	43211706	Keyboards	Supply and Delivery of Office Supplies and Other Items	1	Lot

Reason for award: SCRB

The PhilGEPS team is not responsible for any typographical error or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

Status: Published
Award Type: Award Notice
Contract Amount: PHP 379,872.00
Award Date: 17-Jun-2026
Published Date: 17-Jun-2026
Date Last Updated: 17-Jun-2026
Contract No.:
Proceed Date:
Contract Effectivity Date:
Contract End Date:
Created By: Ariel Morton
Date Created: 17-Jun-2026
Approver Name: Erwin Oliva
View Document
View Bidders List

3. OUTCOMES

- **Present evidences/manifestations that the institution has an efficient and effective procurement and supply system**

For Parameter D - Procurement and Supply Management, OUTCOMES, the evidences/manifestations that the institution has an efficient and effective procurement and supply system are:

1. Duly Constituted and Functional BAC
   - Office Order No. 115 s.2026 renewing BAC composition (Chair: Atty. Erwin S. Oliva, Chief Admin Officer, Vice-Chair: Dr. Flora C. Royo, plus Dean, NSTP Director and End-User Representative) per RA 12009 New Government Procurement Act Section 41-42, with defined 11 functions from pre-procurement to award, post-qualification, and procurement monitoring report to GPPB, ensures competent, transparent and accountable procurement.
2. Documented and Standardized Procurement Procedures
   - Work Instruction DEBESMSCAT-WI-PPMO-01 (Procurement Process, Effective Jan. 2, 2025) provides step-by-step procedures for both Public Bidding (PR receipt, pre-procurement conference, BAC resolution, PhilGEPS posting, pre-bid conference, opening/evaluation, post-qualification, NOA, contract signing, NTP, delivery and inspection) and Alternative Mode / Small Value Procurement (canvassing with 3 quotations, abstract of canvass, PO preparation, approval by Supply Officer, Budget Officer, FMS Director, VP Admin and Finance and SUC President, issuance and evaluation). This ensures openness, competitiveness and value for money.
3. Established Supply and Property Management System
   - Work Instruction DEBESMSCAT-WI-SPO-01 (Supply and Property Management) covers the complete cycle:
     - Sorting and Storing/Warehousing - proper handling per manufacturer, PPE use, systematic arrangement by stock number, separation of incompatible materials (chemicals from food, oxidizers from flammable, acids from bases), posting of SDS and safety signage, locked and restricted stockroom,

classification per GAM and COA Circular 2022-004, and recording in Stock Card (F-SPO-04), Property Card (F-SPO-05) and Semi-Expendable Card (F-SPO-06).

- Issuance and Utilization - receipt of approved RIS, verification of availability and 3-month requirement, picking, rechecking, recording in Stock Card and ICS, and issuance with acknowledgment, plus monitoring and re-issuance of unused serviceable supplies.
- Disposal of Non-Serviceable Property - identification during inventory, preparation of IIRUP, inspection by Disposal Committee, approval by HoPE and COA, disposal through transfer, public auction, destruction/donation, and derecording in books.

4. Integrated Financial Management Support

- FMS Organizational Structure with Accounting, Budget and Cash Units, and Approved PRE/FDP for Free Higher Education FY 2023 Php 35.573M and FY 2024 Php 40M per UACS code, certified by FMS Director and approved by SUC President, ensures that procurement is budget-backed, COA-compliant and aligned with instruction, research, extension and student development priorities (Student Development Php 1.25M in FY 2024).

5. Manifestation of Efficiency and Effectiveness

These systems result in:

- Timely procurement of goods for academic programs including BSED Social Studies
- Transparent posting in PhilGEPS, DEBESMSCAT website and conspicuous places
- Proper warehousing preventing loss, damage and expiration through FEFO/FIFO and expiration monitoring form
- Controlled issuance preventing overstocking and wastage
- Compliant disposal preventing accumulation of junk and ensuring accountability

Collectively, these evidences show a RA 12009 and COA-compliant, documented, and functional procurement and supply system that efficiently supports the operations of the College.

4. BEST PRACTICES

➢ **Cite as many best practices as you can on Parameter E such as efficient and effective delivery of supplies**

For Parameter E - Supply Management, Best Practice on Efficient and Effective Delivery of Supplies, the College demonstrates the following:

1. Documented and RA 12009-Compliant Procurement System

The institution implements Work Instruction DEBESMSCAT-WI-PPMO-01 which provides clear flow for both Public Bidding and Alternative Mode (Small Value Procurement) - from PR receipt, pre-procurement conference, PhilGEPS posting, pre-bid conference, bid opening/evaluation, post-qualification, NOA, contract signing, NTP to delivery and inspection. For alternative mode, canvassing of at least three suppliers, abstract of canvass, and PO approval by Supply Officer, Budget Officer, FMS Director, VP for Admin and Finance and SUC President ensures competitive, transparent and speedy procurement that supports timely delivery to end-users including the College of Education.

2. Systematic Sorting, Storing and Warehousing

Per Work Instruction DEBESMSCAT-WI-SPO-01, supplies are handled per manufacturer instruction with PPE, sorted by category and stock number, separated by

compatibility (chemicals from food, oxidizers from flammable, acids from bases), stored systematically in designated stockroom for SPO stock and issuance area for end-users, with Safety Data Sheets and safety signage posted, and stockroom locked and restricted. Classification per GAM and COA Circular 2022-004 and recording in Stock Card, Property Card and Semi-Expendable Card ensures accurate inventory and prevents loss and obsolescence.

3. Controlled Issuance and Utilization System

Issuance is based on approved Requisition and Issue Slip (RIS) verified for completeness, authorized signatures and 3-month requirement limit. Availability is checked, expiration monitored, supplies picked and rechecked for conformity, recorded in Stock Card and ICS, and issued with acknowledgment. Unused serviceable supplies are returned to stockroom, re-recorded and re-issued to other units, while expired/unserviceable items are segregated for disposal. This ensures FIFO/FEFO, prevents overstocking, minimizes wastage and ensures efficient utilization.

4. Proper Disposal of Non-Serviceable Property

Disposal follows a COA-compliant process - identification during inventory, preparation of Inventory and Inspection Report of Unserviceable Property (IIRUP), inspection by Disposal Committee, approval by HoPE and COA, disposal through transfer, public auction, destruction or donation, and derecording from books. This prevents accumulation of junk and maintains orderly warehousing.

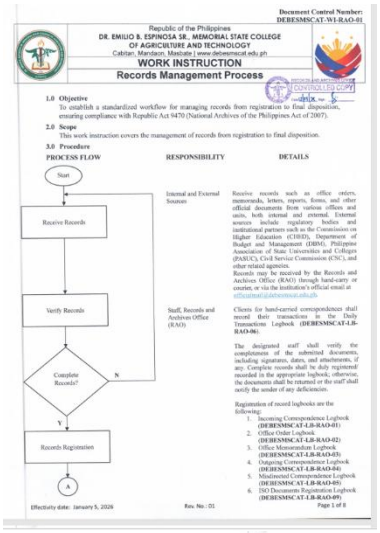
5.Integrated Support from Financial Management and BAC

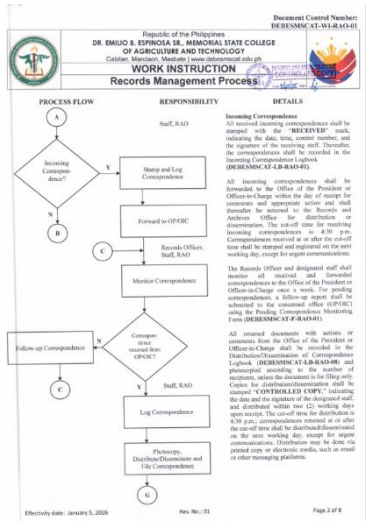
The Functional BAC per Office Order No. 115 s.2026 and FMS structure (Accounting, Budget, Cash) with Approved PRE/FDP FY 2023-2024 ensure that procurement is budget-backed, promptly processed and COA-compliant, resulting in speedy and appropriate delivery of supplies to academic units including BSED Social Studies, thereby sustaining a conducive learning environment.

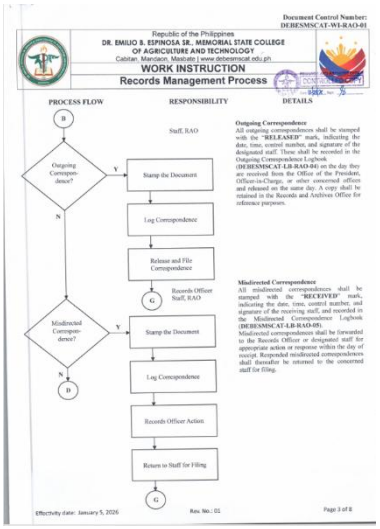
PARAMETER F. RECORDS MANAGEMENT

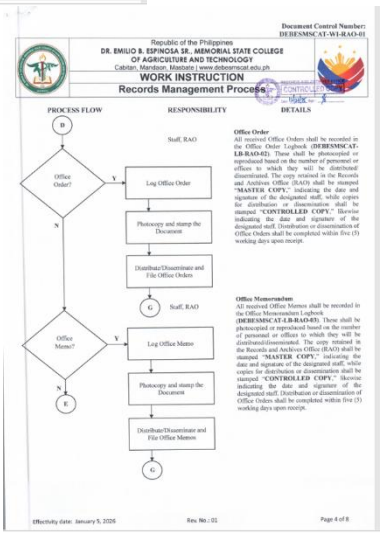
1. SYSTEM – INPUTS AND PROCESSES

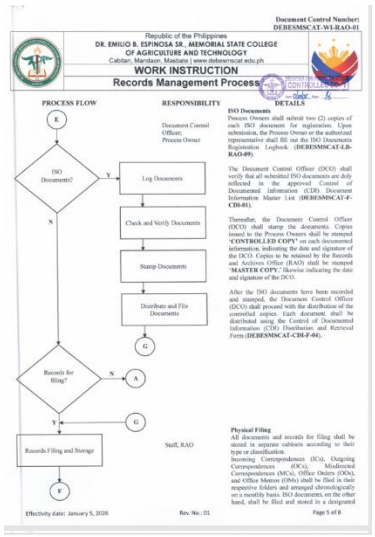
- **Present the duly approved records management manual**

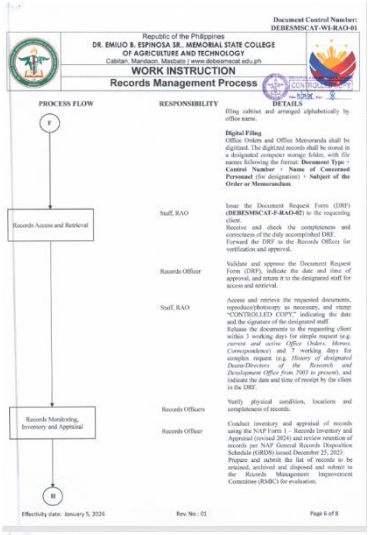

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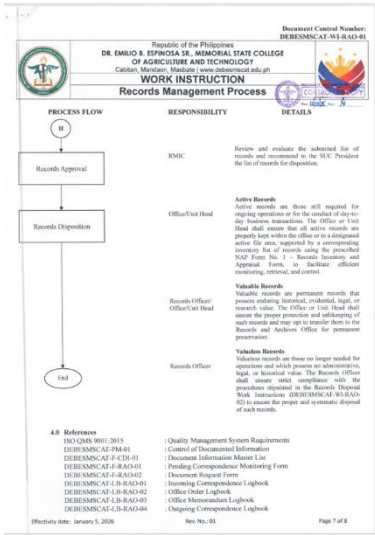

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WORK INSTRUCTION
Records Management Process
Document Control Number: DEBESMSCAT-WI-RAO-01

- **Present Plantilla of personnel assigned in the records management office**

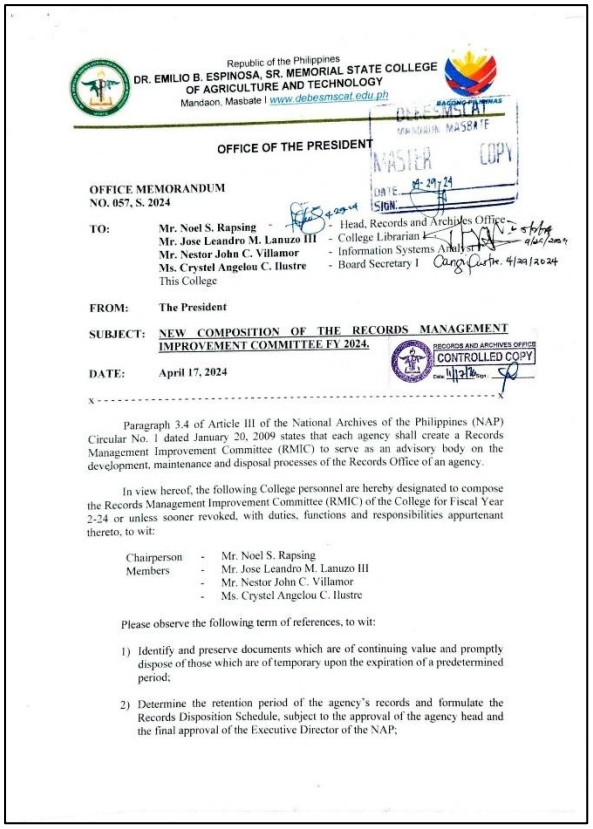


- **Present Plantilla of personnel assigned to the Human Resource Management**
-

Qualifications of Human Resource Management Staff of DEBESMSCAT

Position	Name of Official	Educational Qualification	Length of Service
Administrative Office V	LIGAYA M. CAPINIG	CAR – MAED Admin & Supervision	36 years
Admin. Officer IV	AIMELYN B. ZARAGOZA	Master In Public Ad. - Graduated	6 years, 7 months
Admin. Officer II	MORWIN L. LAWAGON	Master In Public Ad. - Graduated	2 years, 9 months
Admin. Assistant II	ROSE-ANN O. VICTOR	BSED English	3 years & 6 months
Admin. Assistant II	MARY JOY A. MONTEROYO	BEED-Preshool	1 year, 10 months
Admin. Aide VI	JULIE G. CORTES	BSCS	5 months
Admin. Aide IV	ELMAR C. FLORES	MSA- Graduated	17 years, 6 months

- **Present the institution's constituted Records Management Improvement Committee**



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

OFFICE OF THE PRESIDENT

OFFICE MEMORANDUM
NO. 057, S. 2024

TO: Mr. Noel S. Rapsing - Head, Records and Archives Office
Mr. Jose Leandro M. Lanuzo III - College Librarian
Mr. Nestor John C. Villamor - Information Systems Analyst
Ms. Crystel Angelou C. Ilustre - Board Secretary I
This College

FROM: The President

SUBJECT: NEW COMPOSITION OF THE RECORDS MANAGEMENT IMPROVEMENT COMMITTEE FY 2024.

DATE: April 17, 2024

Paragraph 3.4 of Article III of the National Archives of the Philippines (NAP) Circular No. 1 dated January 20, 2009 states that each agency shall create a Records Management Improvement Committee (RMIC) to serve as an advisory body on the development, maintenance and disposal processes of the Records Office of an agency.

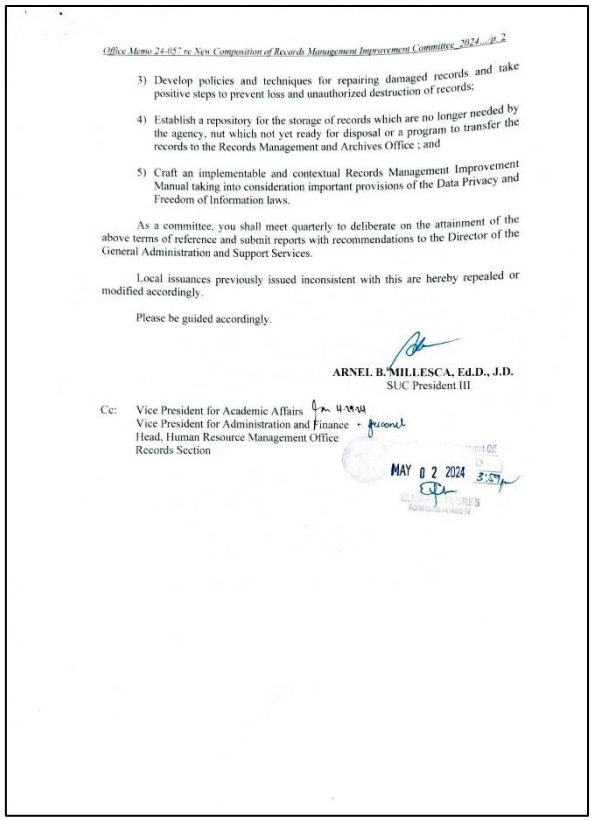
In view hereof, the following College personnel are hereby designated to compose the Records Management Improvement Committee (RMIC) of the College for Fiscal Year 2-24 or unless sooner revoked, with duties, functions and responsibilities appurtenant thereto, to wit:

Chairperson - Mr. Noel S. Rapsing
Members - Mr. Jose Leandro M. Lanuzo III
- Mr. Nestor John C. Villamor
- Ms. Crystel Angelou C. Ilustre

Please observe the following term of references, to wit:

1) Identify and preserve documents which are of continuing value and promptly dispose of those which are of temporary upon the expiration of a predetermined period;

2) Determine the retention period of the agency's records and formulate the Records Disposition Schedule, subject to the approval of the agency head and the final approval of the Executive Director of the NAP;



Office Memo 24-057 re New Composition of Records Management Improvement Committee 2024 ... p. 2

3) Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records;

4) Establish a repository for the storage of records which are no longer needed by the agency, nut which not yet ready for disposal or a program to transfer the records to the Records Management and Archives Office ; and

5) Craft an implementable and contextual Records Management Improvement Manual taking into consideration important provisions of the Data Privacy and Freedom of Information laws.

As a committee, you shall meet quarterly to deliberate on the attainment of the above terms of reference and submit reports with recommendations to the Director of the General Administration and Support Services.

Local issuances previously issued inconsistent with this are hereby repealed or modified accordingly.

Please be guided accordingly.

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

Cc: Vice President for Academic Affairs
Vice President for Administration and Finance
Head, Human Resource Management Office
Records Section

MAY 02 2024

2. IMPLEMENTATION

- **State the composition and services of the records management in terms of records creation and generation, records transmission. Records, maintenance and use. Records retention, records disposal and records disaster recovery**

For Parameter F - Records Management, per Work Instructions DEBESMSCAT-WI-RAO-01 Records Management Process and DEBESMSCAT-WI-RAO-02 Records Disposal Process (Effective Date: January 5, 2026, Rev. 01), compliant with RA 9470 National Archives of the Philippines Act of 2007 and ISO QMS 9001:2015, the composition and services are:

1. Composition

The Records Management is managed by the Records and Archives Office (RAO) under the Office of the SUC President, composed of:

- Records Officer - over-all in-charge of records administration
- Staff, RAO - receiving, verifying, stamping, logging, photocopying, distributing/disseminating and filing
- Document Control Officer (DCO) - for ISO documents
- Process Owners / Office/Unit Heads - responsible for creation and maintenance of active records in their offices
- Records Management Improvement Committee (RMIC) - evaluates list of records for disposition and recommends to SUC President

- External partners: National Archives of the Philippines (NAP) - Records Management Services Division (RMSD) for NCR and Luzon, NAP Executive Director, and COA for disposal authorization

2. Services / Processes

A. Records Creation and Generation

Records such as office orders, memoranda, letters, reports, forms and other official documents are created by internal and external sources including CHED, DBM, PASUC, CSC and other agencies. Creation is by process owners and offices. Received by RAO through hand-carry, courier or via official email officialmail@debesmscat.edu.ph. Clients record hand-carried transactions in Daily Transactions Logbook (LB-RAO-06). RAO verifies completeness including signatures, dates and attachments; incomplete records are returned.

B. Records Transmission / Distribution

- Registration: Complete records are registered in appropriate logbooks: Incoming Correspondence Logbook (LB-RAO-01), Office Order Logbook (LB-RAO-02), Office Memorandum Logbook (LB-RAO-03), Outgoing Correspondence Logbook (LB-RAO-04), Misdirected Correspondence Logbook (LB-RAO-05), ISO Documents Registration Logbook (LB-RAO-09).
- Incoming Correspondence: Stamped RECEIVED with date, time, control number and signature, forwarded to OP/OIC within day of receipt for comments/action, returned to RAO for distribution. Cut-off 4:30 p.m. Distribution via Distribution/Dissemination Logbook (LB-RAO-08), stamped CONTROLLED COPY, distributed within 2 working days via printed copy, email or messaging platforms.
- Outgoing Correspondence: Stamped RELEASED with date, time, control number, logged, released same day, copy retained in RAO.
- Misdirected Correspondence: Stamped RECEIVED, logged (LB-RAO-05), forwarded to designated staff for action within day, returned for filing.
- Office Orders and Memoranda: Logged (LB-RAO-02 / LB-RAO-03), photocopied, original retained in RAO stamped MASTER COPY, copies stamped CONTROLLED COPY, distributed within 5 working days.
- ISO Documents: Process owners submit 2 copies, DCO verifies against Control of Documented Information Master List (F-CDI-01), stamps MASTER COPY and CONTROLLED COPY, distributes using Distribution and Retrieval Form (CDI-F-04).

C. Records Maintenance and Use

- Physical Filing: All documents for filing stored in separate cabinets by type - Incoming Correspondences (ICs), Outgoing Correspondences (OCs), Misdirected Correspondences (MCs), Office Orders (OOs), Office Memos (OMs) filed in respective folders chronologically on monthly basis and arranged alphabetically by office name. ISO documents stored in designated area.
- Digital Filing: Office Orders and Memos are digitized and stored in designated computer storage, file name format: Document Type + Control Number + Name of Concerned Personnel / Subject.
- Access and Retrieval: Requesting client issues Document Request Form (F-RAO-02), verified by RAO staff, forwarded to Records Officer for approval. Staff retrieves, photocopies, stamps CONTROLLED COPY and releases within 3 working days for simple request (current/active Office Orders, Memos, Correspondence) and 7 working days for complex request (e.g., history of designated Deans/Directors from 2003 to present), with date/time of receipt indicated in DRF.

D. Records Retention

- Monitoring, Inventory and Appraisal: RAO verifies physical condition, location and completeness. Conducts inventory and appraisal using NAP Form 1 - Records Inventory and Appraisal (revised 2024) and reviews retention per NAP General Records Disposition Schedule (GRDS) issued December 25, 2023.
- Prepares list of records to be retained, archived and disposed and submits to RMIC for evaluation.
- Records Approval and Disposition: RMIC reviews and recommends to SUC President list for disposition.
- Active Records: Still required for ongoing operations - kept within office or designated active file area with inventory list per NAP Form No. 1.
- Valuable Records: Permanent records possessing enduring historical, evidential, legal or research value - Office/Unit Head ensures proper protection and may transfer to RAO for permanent preservation.

E. Records Disposal

Per WI-RAO-02: Valueless records are those no longer needed for operations and with no administrative, legal or historical value.

- Determination of Valueless Records - Staff, RAO determines valueless records by checking authorized retention periods using Agency's Records Disposition Schedule (RDS), GRDS and specific laws, estimates volume.
- Request for Authority to Dispose - Accomplish NAP Form No. 3 (3 copies) indicating record series, period covered, volume and authorized retention per ARDS, GRDS. Must comply with requirements - e.g., financial records subject to COA audit must be post-audited and finally settled; records involved in case/investigation must be finally decided/settled.
- Evaluation - Head, Office of Records and Archives submits to NAP; Chief, RMSD for NCR and Luzon assigns staff to evaluate and prepare analysis report.
- Authority to Dispose - NAP Executive Director upon recommendation issues Authority to Dispose indicating mode of disposal.
- Notification of Actual Disposal - DEBESMSCAT is notified of approval; if disposal is by sale, guidelines on Government Procurement followed; copy of contract submitted to NAP prior to actual disposal; NAP official buyer option requires letter of availment to NAP. Chief, RMSD informs actual date, notifies Resident Auditor.
- Segregation and Custody - RAO supervises segregation and safekeeping until actual disposal.
- Actual Disposal - Witnessed by RAO, NAP representative and COA representative to ensure same records authorized are disposed.
- Certificate of Disposal - Prepared in 3 copies - Requesting Agency original, NAP second copy, COA third copy.

F. Records Disaster Recovery

Per RAO mandate and QMS, disaster recovery is ensured through:

- Maintenance of both physical (master copy in locked cabinets) and digital (digitized) filing
- Controlled access, regular inventory and condition verification
- Transfer of valuable/permanent records to RAO for permanent preservation and safekeeping against loss due to fire, flood or other hazards.

This system ensures standardized, compliant and auditable records management from registration to final disposition.

- **Describe the system of procedure in the management of records in terms of transfer of records from different to RMO; request of records and records disposal**

For Parameter F - Records Management, per Work Instructions DEBESMSCAT-WI-RAO-01 and WI-RAO-02, the system of procedure is:

1. Transfer of Records from Different Offices to RMO (Records Management Office / Records and Archives Office)
   - Process owners / Office/Unit Heads create and maintain active records in their respective offices.
   - Upon completion or when records become inactive/semi-active, they are transferred to RAO.
   - RAO receives records via hand-carry, courier or official email (officialmail@debesmscat.edu.ph). Client logs transaction in Daily Transactions Logbook (LB-RAO-06).
   - RAO staff verifies completeness (signatures, dates, attachments). Incomplete records returned.
   - Complete records are stamped RECEIVED with date, time, control number and signature, registered in respective logbooks: Incoming Correspondence Logbook (LB-RAO-01), Office Order Logbook (LB-RAO-02), Memorandum Logbook (LB-RAO-03), Outgoing Logbook (LB-RAO-04), Misdirected Logbook (LB-RAO-05), ISO Logbook (LB-RAO-09).
   - Physical filing is done chronologically monthly and alphabetically by office in separate cabinets for ICs, OCs, MCs, OOs, OMs with MASTER COPY retained in RAO and CONTROLLED COPY distributed within 2-5 working days.
   - Office Orders and Memos are digitized with file name format: Document Type + Control Number + Subject/Personnel.
2. Request of Records
   - Requesting client accomplishes Document Request Form (F-RAO-02).
   - RAO staff verifies and forwards to Records Officer for approval.
   - Staff retrieves original record from filing cabinet and photocopies.
   - Copy stamped CONTROLLED COPY and released to client with acknowledgment of date/time receipt.
   - Turnaround: Simple request (current/active Office Orders, Memos, Correspondence) - 3 working days; Complex request (e.g., history of Deans from 2003-present) - 7 working days.
3. Records Disposal
   - Inventory and Appraisal: RAO conducts inventory using NAP Form 1 (Revised 2024) and checks retention per NAP General Records Disposition Schedule (GRDS Dec. 25, 2023).
   - Determination of Valueless Records: RAO determines records no longer needed operationally and with no administrative, legal or historical value, estimates volume.
   - Request for Authority: Accomplish NAP Form No. 3 (3 copies) indicating record series, period, volume, retention per RDS/GRDS. Financial records must be post-audited and finally settled; records under case must be finally decided.
   - Evaluation by NAP: Head, RAO submits to NAP; Chief, RMSD NCR and Luzon evaluates and prepares analysis report.
   - Authority to Dispose: NAP Executive Director issues Authority to Dispose indicating mode (sale, transfer, destruction).

- Notification and Segregation: DEBESMSCAT notified of approval and actual disposal date; if sale, procurement guidelines followed and Resident Auditor notified; RAO supervises segregation and safekeeping.
- Actual Disposal: Witnessed by RAO, NAP and COA representatives to ensure same authorized records disposed.
- Certificate of Disposal: Prepared in 3 copies - Requesting Agency, NAP, COA - for dropping from inventory.

This ensures controlled transfer, easy retrieval, and compliant disposal per RA 9470.

3. OUTCOMES

- **Present evidence that the institution has a commendable records management system**

For Parameter F - Outcomes - Commendable Records Management System, evidences per DEBESMSCAT-WI-RAO-01 and WI-RAO-02 are:

1. Established and Functional Records and Archives Office (RAO)

Composed of Records Officer, Staff RAO, Document Control Officer (DCO) and Records Management Improvement Committee (RMIC) under Office of SUC President, with defined roles for receiving, verifying, stamping, logging, photocopying, distributing, filing, digitizing and retrieving records, ensuring centralized and accountable records administration.

2. Documented QMS-Compliant Work Instructions

- WI-RAO-01 Records Management Process (Rev. 01, Effective Jan. 5, 2026) covers entire life cycle - creation, generation, transmission, distribution, maintenance, use and retention per RA 9470 National Archives of the Philippines Act of 2007 and ISO 9001:2015.
- WI-RAO-02 Records Disposal Process (Rev. 01) provides compliant disposal from determination of valueless records to authority and actual disposal.

3. Systematic Registration and Control System

Use of 9 controlled logbooks: LB-RAO-01 Incoming Correspondence, LB-RAO-02 Office Orders, LB-RAO-03 Memoranda, LB-RAO-04 Outgoing Correspondence, LB-RAO-05 Misdirected Correspondence, LB-RAO-06 Daily Transactions, LB-RAO-08 Distribution/Dissemination, LB-RAO-09 ISO Documents Registration, ensuring traceability. All records stamped RECEIVED/RELEASED with date, time, control number and signature; MASTER COPY retained in RAO, CONTROLLED COPY distributed within 2-5 working days via print, email and official messaging.

4. Organized Filing and Dual Preservation

Physical filing chronologically by month and alphabetically by office in separate cabinets for ICs, OCs, MCs, OOs, OMs, plus designated storage for ISO documents; digital filing of Office Orders and Memos with standardized file name format (Type + Control No. + Subject). This ensures both physical and digital backup and disaster recovery preparedness.

5. Efficient Retrieval System

Request via Document Request Form (F-RAO-02) with defined service standards: 3 working days for simple requests (current Office Orders, Memos, Correspondence) and 7 working days for complex requests (historical data e.g., 2003-present), with proper approval and acknowledgment, evidencing prompt and client-oriented service.

6. Compliant Retention and Disposal Process

Regular monitoring, inventory and appraisal using NAP Form 1 Records Inventory and Appraisal (2024) and retention per NAP General Records Disposition Schedule (GRDS

Dec. 25, 2023). Disposal follows full NAP and COA process - determination of valueless records, NAP Form No. 3 Request for Authority, evaluation by Chief RMSD NCR and Luzon, Authority to Dispose by NAP Executive Director, notification of Resident Auditor, segregation, actual disposal witnessed by RAO, NAP and COA, and issuance of Certificate of Disposal in 3 copies (Agency, NAP, COA) for dropping from books. This prevents unauthorized destruction and ensures legal compliance.
These manifestations show a documented, standardized, NAP and ISO-compliant, secure and service-oriented records management system that supports efficient operations of the College of Education including BSED Social Studies.

4. BEST PRACTICES

- **Cite best practices you can on Parameter F (Records Management), such as efficient and effective records keeping**

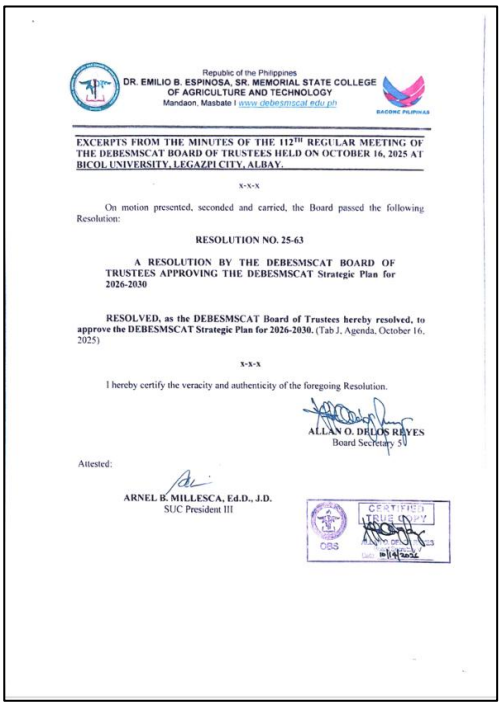
For Parameter F - Records Management, Best Practice on Efficient and Effective Records Keeping, the College through Records and Archives Office (RAO) demonstrates:
1. QMS-Documented and RA 9470-Compliant Life Cycle Management
Implementation of Work Instruction DEBESMSCAT-WI-RAO-01 Records Management Process and WI-RAO-02 Records Disposal Process (Rev. 01, Effective Jan. 5, 2026) aligned with RA 9470 National Archives of the Philippines Act and ISO 9001:2015, which standardizes the entire cycle from creation/generation, transmission, maintenance and use, retention, to disposal, ensuring consistency, auditability and legal compliance across all units including College of Education.
2. Centralized Registration and Control System
Efficient records keeping through 9 controlled logbooks (LB-RAO-01 Incoming, LB-RAO-02 Office Orders, LB-RAO-03 Memoranda, LB-RAO-04 Outgoing, LB-RAO-05 Misdirected, LB-RAO-06 Daily Transactions, LB-RAO-08 Distribution/Dissemination, LB-RAO-09 ISO Documents) with stamping of RECEIVED/RELEASED with date, time, control number and signature, and classification into MASTER COPY (retained in RAO) and CONTROLLED COPY (distributed within 2-5 working days via print, official email officialmail@debesmscat.edu.ph and messaging platforms). This ensures traceability and prevents loss.
3. Systematic Dual Filing for Security and Disaster Recovery
Physical filing chronologically monthly and alphabetically by office in separate locked cabinets for ICs, OCs, MCs, OOs, OMs, and designated area for ISO documents; parallel digital filing of Office Orders and Memos with standardized file name format (Document Type + Control Number + Subject/Personnel) in designated computer storage. Daily Transactions Logbook ensures accountability of hand-carried documents. This dual preservation provides backup and protects against fire, flood and other hazards.
4. Prompt and Service-Oriented Retrieval
Use of Document Request Form (F-RAO-02) with clear service standards - 3 working days for simple requests (current/active records) and 7 working days for complex/historical requests (e.g., history of officials 2003-present), verified by RAO staff, approved by Records Officer, and released with CONTROLLED COPY stamp and acknowledgment receipt, ensuring timely access for decision-making, accreditation and client needs.
5. Compliant Retention, Appraisal and Disposal
Regular monitoring, inventory and appraisal using NAP Form 1 (Revised 2024) and

retention per NAP General Records Disposition Schedule (GRDS Dec. 25, 2023). RMIC evaluates list of records for retention, archiving and disposition. Disposal of valueless records follows full NAP-COA process - determination of valueless records per RDS/GRDS, preparation of NAP Form No. 3 Request for Authority to Dispose (ensuring financial records are post-audited and cases finally settled), evaluation by Chief RMSD NCR and Luzon, Authority to Dispose by NAP Executive Director, notification of Resident Auditor, supervised segregation, actual disposal witnessed by RAO, NAP and COA, and issuance of Certificate of Disposal in triplicate for dropping from inventory. This prevents unauthorized destruction, saves space and ensures accountability. Collectively, these best practices manifest an efficient, effective, secure and service-oriented records management system that supports transparent governance and quality academic administration in the College of Education.

PARAMETER G. INSTITUTIONAL PLANNING AND DEVELOPMENT

1. SYSTEM – INPUTS AND PROCESSES

- **Present the duly approved institutional plan**



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

EXCERPTS FROM THE MINUTES OF THE 112TH REGULAR MEETING OF THE DEBESMSCAT BOARD OF TRUSTEES HELD ON OCTOBER 16, 2025 AT BICOL UNIVERSITY, LEGAZPI CITY, ALBAY.

x-x-x

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

RESOLUTION NO. 25-63

A RESOLUTION BY THE DEBESMSCAT BOARD OF TRUSTEES APPROVING THE DEBESMSCAT Strategic Plan for 2026-2030

RESOLVED, as the DEBESMSCAT Board of Trustees hereby resolved, to approve the DEBESMSCAT Strategic Plan for 2026-2030. (Tab J, Agenda, October 16, 2025)

x-x-x

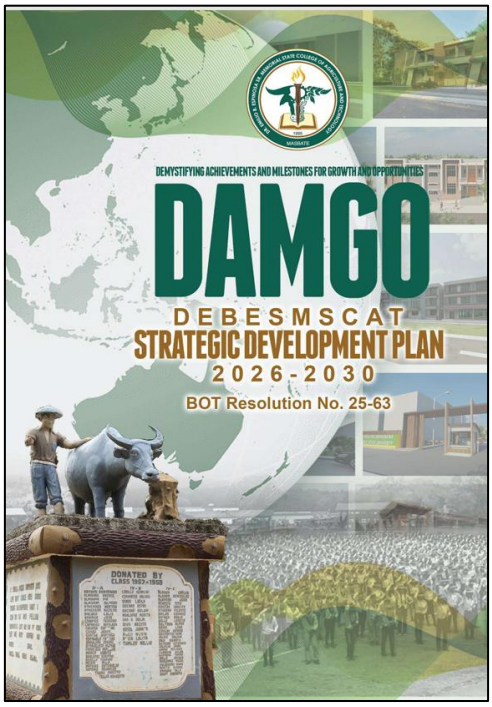
I hereby certify the veracity and authenticity of the foregoing Resolution.

ALLAN O. DELOS REYES
Board Secretary 3

Attested:

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

CERTIFIED TRUE COPY



- **Present in brief outline institutional strategic development plan**

Dr. Emilio B. Espinosa Sr. Memorial State College of Agriculture and Technology (DEBESMSCAT) launches its vision to become "A Premier University that is globally focused, nationally recognized, and committed to the transformation of Masbate" by 2050. To lay the foundation for this joumey the DEBESMSCAT formulated DAMGO: DEBESMSCAT Strategic Development Plan 2026-2030. Applying futures thinking tools in the planning process and mainstreaming the provisions of various development plans, from global to local, covering the 2030 Agenda for Sustainable Development, the International Quality Standards for Higher Hducation Institutions, the Philippine Development Plan 2023-2028, the AmBisyon Natin 2040, the Bicol Regional Development Plan 2023-2028, the CHED ROV HIGH FIVE 8-point agenda, the Masbate Provincial Development and Physical Framework Plan, the Comprehensive Development Plan 2021-2027 of the Municipality of Mandaon, and it is the first of the five medium-term plans leading to the attainment of the higher education institution's vision for 2050. To realize the DEBESMSCAT's long-term vision, it has the following missions: 1) provide quality education, research, extension and production with accessible, data- driven, and internationalized service, 2) produce academically and skill-prepared, values-oriented and leadership-honed graduates that are lifelong learners and global- market ready, 3) establish Centers of Development and Centers of Excellence for all the flagship programs of the institution, and 4) ensure partnership with multi-sectoral local, national and international institutions for academic research, production and community-based collaboration. These missions function as the pillars that collectively guide the DEBESMSCAT's actions toward becoming a globally focused and nationally recognized university committed to the

transformation of Masbate. Thus, the development strategies of the institution are classified according to these pillars, further ensuring that its specific goals and objectives indeed contribute to the attainment of its long-term development vision. In particular, Pillar 1, being the most comprehensive among the pillars, as it reflects the basic functions of a higher education institution, includes the majority of the development strategies of the institution. These include Strategies on Strengthening Transparency and Accountability, Promote Faculty and Personnel Development, Develop Physical Plant and Facilities, Intensify Quality Assurance, Promote Research Development, Promote Extension and Community Development, and Develop Business Affairs Services. On the other hand, Pillars 2 and 3 focus on Enhancing Curriculum and Instruction, while Promoting Student Development contributes to the attainment of Pillar 2. Lastly, Pillar 4 includes Strategy on Establishing Linkages. Collectively, the DEBESMSCAT's vision, mission, goals, objectives, and strategies serve as the platform for its community to also effectively adhere to its core values of "RODEO," the foundation of its ideal organizational culture, which stands for "Resilience, Optimism, Dedication, Excellence, and Obeisance."Furthermore, the university shall maintain a quality policy to ensure that realizing its long-term goals to excel in instruction, research, extension, and production effectively results in optimum clientele satisfaction. Maintaining this quality policy is guided by the university's mantra: "Together, Everyone Achieves More" for its personnel and "Where Transformation Begins" for its studentry. As part of the DEBESMSCAT's medium-term actions to achieve its long-term vision, the DEBESMSCAT 2026-2030 Strategic Development Plan roadmaps the institution's priority annual targets for the period of 2026 to 2030. These targets are classified in a way that each contributes to an element of the strategic development vision of the DEBESMSCAT. The vision elements are 1) becoming globally focused, 2) becoming nationally recognized, and 3) becoming committed to the transformation of Masbate. Among the priority targets for 2026 to 2030 leading to DEBESMSCAT'S vision of becoming globally focused are its application and eventual entry to the Times Higher Education Impact Rankings, sustaining the World University Rankings for Innovation, and other international ranking standards. The establishment of new international linkages, the entry of its researchers to various databases of the world's top scientists, and the launching of its own student exchange program. On the Other hand, in becoming a nationally recognized university, the DEBESMSCAT'S priority targets for 2026 to 2030 include, among others, the accreditation of all of its academic programs, the attainment of Center of Development status of its flagship academic programs, the achievement of various quality management certifications both national and international, and sustaining high passing rates in licensure examinations. The DEBESMSCAT prioritizes the following targets for 2026 to 2030: the establishment of new campuses in strategic places, thus bringing the university closer to the community. Priority implementation of its capital outlay projects from its Land Use Development and Infrastructure Plan, and the intensification of its research programs through the establishment of various research centers (e.g., Bicol Regional Batuhan Research and Product Innovation Center, Sustainable Communities Center, Bicol Regional Center for Cattle Research and Product Innovation, Bicol Regional Center for Marine Biodiversity, Bicol Regional Center for Marine Transportation Research and Innovation, Bicol Regional Center for Responsible Mining and Center for Gender and Development Studies). These priority targets are also reflected in the instruction, research, extension, production, and internationalization priorities of the DEBESMSCAT. The development of this strategic plan went through several phases. Phase 1 was the Visioning Workshop held on January 19— 21, 2025, led by Dr. Milabel Ho, AACCIJP Director; Dr. Sanjay p. Claudio, Quality Assurance Director of the Polytechnic University of the

Philippines; and Dr. Ferdinand Bulusan, Vice President for Academic Affairs of Batanes State College. With their guidance, the institution was able to establish its vision, mission, quality policy, and core values, as well as analyze its strengths, weaknesses, opportunities, and threats (SWOT). This workshop also helped create the Key Result Areas (KRAs), objectives, and initial indicators aligned with the institution's goals. TO review and finalize the key performance indicators, Phase 2 of the strategic planning was held in July 2024, where all department and unit heads worked together to complete the performance indicators. Phase 3 focused on stakeholder analysis. In December 2024, we sought the technical expertise of Engr. Luis G. Banua, former Regional Director of NEDA Region V, to review and critique the first draft of the plan. Drawing from his extensive experience in NEDA, he provided valuable insights and recommendations, particularly on aligning the institution's program offerings with the socio-economic profile of the province. Under his guidance, the strategic plan was further strengthened by the inclusion of chapters on monitoring, financing, and communication of the plan. Alongside this, feedback was gathered from the student body through the Supreme Student Council. They were also engaged in discussions to help them understand and visualize the envisioned future of DEBESMSCAT. Finally, the Administrative Council, as the final reviewer of this document, incorporated key suggestions, serving as proof that the plan has undergone a thorough review by all concerned groups. Thus, the Strategic Development Plan 2026—2030 stands as a testament to the collective aspirations of the college, students, stakeholders, and communities, reflecting their shared commitment to advancing DEBESMSCAT'S growth and contributions to the Province of Masbate and beyond

2. IMPLEMENTATION

- **State the composition, functions and responsibilities of the planning office**



Functions and Responsibilities of the Planning Office:

1. Institutional Planning: Prepares and consolidates the Strategic Development Plan, Institutional Development Plan, Annual Operational Plans, and alignment with CHED, DBM and NEDA requirements.

2. Budget and Program Planning: Coordinates preparation of Project Procurement Management Plan (PPMP), Annual Procurement Plan (APP), Work and Financial Plan (WFP), and Free Higher Education FDP/PRE (as seen in FY 2023 Php 35.573M and FY 2024 Php 40M budgets), in coordination with the FMS Budget Unit.
3. Monitoring and Evaluation: Monitors physical and financial accomplishments, prepares quarterly and annual accomplishment reports, and maintains Management Information System (MIS) for planning data.
4. Technical Support: Provides technical assistance to Colleges, including College of Education for program planning, project proposals, and accreditation requirements (Area X Administration - Planning).
5. Clientele Service: Ensures that planning documents, budget proposals, and reports are responsive to the needs of internal clientele (students, faculty, staff) and external stakeholders.
The chart evidences a clear line of supervision and coordination, ensuring efficient planning services that support the efficient operation of the College.

- **Discuss the process of development of the strategic development plan**

The DEBESMSCAT Strategic Development Plan 2026-2030 is the first of five medium-term plans leading to the attainment of DEBESMSCAT Vision for 2050 - "A Premier University that is globally focused, nationally recognized, and committed to the transformation of Masbate".
Its development was tagged DAMGO and followed a participatory, futures thinking tools-based process involving key stakeholders, administrative officials, faculty members and students to set the 5-year development plan and goals, with Office Memorandum for the Strategic Planning Workshop (Appendix A) and proceedings (Appendix B).
As shown in Figure 2, page 13, it had three major phases:
Phase 1: Pre-Planning Workshop

- Strategic Plan Review and Rapid Assessment - review of existing strategic plan and institutional performance.
- SWOT Identification - identification of institutional strengths, weaknesses, opportunities and threats.

Phase 2: Planning Workshop

- Revising the Vision, Mission and Core Values - updating VMGO to align with long-term vision 2050.
- SWOT Analysis - analyzing institutional SWOT per dimension (Table 9, page 51).
- Formulating Objectives and Identifying Measures - formulating development objectives and measures, guided by hierarchies of action (Figure 3, page 14) where completion of annual targets drives success indicators, objectives, strategies, mission pillars, vision elements and ultimately long-term vision.
- Setting Targets and Prioritizing Initiatives - setting targets and prioritizing initiatives using SO, ST, WO, WT strategies (Tables 10-13).

Phase 3: Post-Planning Workshop

- Refining Strategic Plan - refining strategic plans and goals.
- Operation Planning - operational planning for implementation.
- Refining the Strategic Plan Manuscript - finalizing manuscript of the strategic plan.

Framework: The long-term development agenda mainstreamed global, national and local agendas - 2030 Sustainable Development Goals, AmBisyon Natin 2040, Philippine Development Plan 2023-2028, Bicol Regional Development Plan 2023-2028, Masbate

Provincial Development and Physical Framework Plan, and Comprehensive Development Plan of Mandaon (Figure 4, page 14).

For 2026-2030, the focus is "LAYING THE FOUNDATION" - establishing enabling structures to initiate actions toward 2050 vision, followed by 2031-2035 Strengthening the Foundation, 2036-2040 A Level IV SUC Advancing Open Learning and Distance Education, 2041-2045 A Leading SUC in Bicol Region, and 2046-2050 A Transnational University and One of the Philippines' Premier Higher Education Institutions.

This process ensures a participatory, evidence-based and future-oriented Strategic Development Plan that guides the College of Education.

➢ **Discuss the process of the monitoring the strategic development plan**

For Parameter G - Planning, Monitoring of the Strategic Development Plan, per DEBESMSCAT Strategic Development Plan 2026-2030, the monitoring process is embedded in the hierarchy of action framework and the Results-Based Priority List.

1. Framework for Monitoring

As presented in Figure 3 - Hierarchies of Action, page 14 of the SDP:

- Completion of annual targets drives the entire chain - Annual Targets -> Success Indicators -> Objectives -> Strategies -> Mission Pillars -> Vision Elements -> Long-Term Vision (DEBESMSCAT Vision for 2050).

This means monitoring starts at the lowest operational level - checking if annual targets per indicator are met, which cumulatively determine achievement of success indicators, objectives, strategies, and ultimately the 2050 vision of "A Premier University that is globally focused, nationally recognized, and committed to the transformation of Masbate."

2. Monitoring Mechanism as per Priority List Tables (Pages 96-105)

The SDP operationalizes monitoring through the 2025-2028 Priority List / 2026-2030 Annual Targets Matrix with the following elements:

- Key Result Areas (KRA No.) and KRA
- Objectives No. and Objectives
- Aligned Vision Elements, Pillars and Strategies (VE, Pillar, S)
- Programs and Projects
- Indicators - specific measurable indicators (e.g., for student services: mainstreaming principles, separate male, separate female and all-gender constructed; Approved Disability Inclusion Strategy; Number of available services for students with special needs; Percentage share of enrolled disadvantaged students; Percentage share of non-academic scholarship grants; Enrollment rate consistently within 98%-101% of carrying capacity; Cohort survival rate; etc.)
- Annual Targets 2026, 2027, 2028, 2029, 2030 - quantified targets per year (e.g., 100% in 2026, In place in 2027-2030; 3 services in 2026, 5 in 2030; 70% share; 98-101% enrollment; 100% compliance)
- Key Responsible Entities per Indicator divided into:
    - Internal Units - OUR, OSAS, OGS, OVPAA, OIR, OES, QMS, OP, OVPAA, OUQA, OSCh, OCA, etc.
    - External Partners - CHED, LGUs, NCDA, PCW, DOST, NEDA, PSC, Industry Partners, etc.

Example for Student Development Services (Obj. No. 10-11):

- Internal: OSAS, OUR, OIR
- External: PCW, LGU, NCDA, CHED, LGU, CHED, NCIP, LGU, CHED, LGUs
- Monitored yearly whether the indicator is approved, in place, or percentage achieved.

3. Process of Monitoring

- Operational Planning: The Planning Office cascades the strategic plan into Annual Operational Plans (AOP), Work and Financial Plan (WFP), and PPMP/APP of each unit. Each office (e.g., OSAS for student services) translates its assigned objectives and indicators into OPCR/IPCR.
- Quarterly and Annual Data Collection: Each responsible internal unit submits accomplishment reports supported by MOVs (Office Orders, approved strategies, reports on services, enrollment data). Planning Office validates data against the Annual Targets Matrix.
- Evaluation by RMIC and Planning Office: The Records Management Improvement Committee (RMIC) / Planning Office / Quality Assurance Office evaluates physical condition, location and completeness of reports, appraises performance per indicator using the GRDS-like retention of records and ranking data systems (e.g., establishment of TWG for university ranking, implementation of university ranking data collection system by 2028, benchmarked applications to rankings).
- Reporting and Feedback Loop: Progress is reported to SUC President, VPs, and BOT through quarterly and annual accomplishment reports, BOT Resolutions, and budget accountability reports (as seen in FMS PRE/FDP). Deviations from annual targets trigger corrective actions - refining strategies, reprioritizing initiatives per SO/ST/WO/WT analysis (Tables 10-13), and reallocating budget.
- Institutionalization: Monitoring is institutionalized through ISO QMS processes (Control of Documented Information), Records Management (WI-RAO-01), ensuring master and controlled copies are maintained, and integration with the performance management system for personnel.

In summary, monitoring is indicator-driven, annually targeted, responsibility-assigned (internal vs external), and results-based, ensuring that the 2026-2030 phase of Laying the Foundation is tracked yearly toward the 2050 vision.

➢ **Discuss the process of evaluating the strategic development plan**

For Parameter A - Planning, Evaluation of the Strategic Development Plan, per DEBESMSCAT Strategic Development Plan 2026-2030 and its monitoring framework:

1. Evaluation Framework Based on Hierarchy of Action

Per Figure 3, Hierarchies of Action (p.14) and the 2025-2028/2026-2030 Priority List (pp.96-105), evaluation follows a bottom-up results chain:

Annual Targets Accomplished → Success Indicators Attained → Objectives Achieved → Strategies Implemented → Mission Pillars Strengthened → Vision Elements Realized → Long-Term Vision 2050

Evaluation assesses whether completion of annual targets per indicator translates to attainment of the objective.

2. Process of Evaluation

A. Indicator-Based Assessment

Each KRA is evaluated per indicator and annual target matrix. For example:

- KRA: Student Development Services (Obj. 10-11) - indicators such as:
  - No. of KRAs with mainstreaming principles (target 100% by 2026)
  - Separate male, separate female and all-gender facilities constructed (In place 2027-2030)
  - Approved Disability Inclusion Strategy (Approved by 2026)
  - No. of services for students with special needs (from 3 in 2026 to 5 in 2030)

- % share of enrolled disadvantaged students (70% from 2026)
- % share of non-academic scholarships (20% from 2026)
- Enrollment rate (98-101% of carrying capacity consistently)
- Cohort survival rate, licensure passing rate, employability

Performance is rated against these quantified annual targets for 2026-2030.

B. Data Validation and Evidence Review

Planning Office, together with Office of the SUC President (OP), OVPAA, OSAS, OUR, QMS, and external partners (CHED, LGU, NCDA, PCW, DOST), validates accomplishments through Means of Verification (MOVs) maintained per WI-RAO-01 Records Management:

- Approved strategies, office orders, memoranda
- Construction reports for facilities
- Reports on student services and scholarship grants
- Enrollment and graduation data from OUR
- Budget utilization reports from FMS (PRE/FDP FY 2023-2024)

C. SWOT Re-Analysis and Strategy Evaluation

Per Chapter 1, Strategic Planning Process, Phase 1-2, evaluation uses SWOT Analysis (Table 9) and SO/ST/WO/WT Strategies (Tables 10-13) to assess:

- Whether strengths and opportunities were leveraged (SO)
- Whether strengths mitigated threats (ST)
- Whether weaknesses were addressed using opportunities (WO)
- Whether weaknesses and threats were minimized (WT)

D. Operational and Outcome Evaluation

- Mid-Term Evaluation (2028): Assessment of first three years (2026-2028) of the Laying the Foundation phase. Checks if enabling structures are established - e.g., ranking data collection system implemented by 2028, TWG for university ranking organized, at least one application submitted to international ranking.
- End-of-Term Evaluation (2030): Comprehensive evaluation of all KRAs to determine readiness to move to next medium-term plan 2031-2035 Strengthening the Foundation. Evaluates achievement of all indicators marked "In place" by 2030.

E. Participatory Review

Evaluation is participatory involving key stakeholders (administrative officials, faculty, students, industry partners, LGUs) as in the original DAMGO process, through workshops, OPCR/IPCR assessment, QMS management review, and BOT presentation.

3. Utilization of Evaluation Results

Results are used for:

- Refining strategic plans and goals (Phase 3 post-planning)
- Revising the next Strategic Development Plan manuscript
- Re-aligning Work and Financial Plan, PPMP/APP and budget allocation
- Input to Institutional Development Plan and University Ranking Roadmap

Thus, evaluation is results-based, indicator-driven, evidence-backed, and participatory, ensuring the SDP 2026-2030 remains responsive and moves DEBESMSCAT toward its 2050 vision.

➢ **Discuss the process of reviewing the strategic development plan**

For Parameter A - Planning, Reviewing of the Strategic Development Plan, per DEBESMSCAT Strategic Development Plan 2026-2030, Chapter 1, Figure 2 Strategic Planning Process (p.13) and Figure 3 Hierarchies of Action (p.14):

The review process is cyclical and embedded in the three major phases of the DAMGO planning process:

1. Pre-Planning Review Phase (Strategic Plan Review and Rapid Assessment)
This is the entry point for reviewing the existing plan:

- Strategic Plan Review - Review of the previous Strategic Development Plan's accomplishments, gaps and lessons learned. This includes review of physical and financial accomplishments against annual targets matrix (KRA, objectives, indicators, programs and projects for 2026-2030).
- Rapid Assessment - Assessment of institutional performance per KRA using data from OUR, OSAS, OGS, QMS, FMS, Planning Office and external partners (CHED, DBM, LGU, NCDA, PCW, DOST).
- SWOT Identification (Phase 1) and SWOT Analysis (Phase 2) - Identification and analysis of internal Strengths and Weaknesses and external Opportunities and Threats per dimension (Table 9, p.51) and formulation of SO, ST, WO, WT strategies (Tables 10-13). This reviews what worked and what needs adjustment.

2. Planning Workshop Review Phase (Revising VMGO and Priorities)

- Revising Vision, Mission and Core Values - Review and revising of VMGO to align with Long-Term Vision 2050 - "A Premier University that is globally focused, nationally recognized, and committed to the transformation of Masbate" and with global/national/local agendas mainstreamed - SDGs 2030, AmBisyon Natin 2040, Philippine Development Plan 2023-2028, Bicol RDP, Masbate PDPFP, Mandaon CDP (Figure 4, p.14).
- Formulating Objectives and Identifying Measures - Review of objectives and measures, guided by hierarchy where annual targets drive success indicators, objectives, strategies, mission pillars and vision elements.
- Setting Targets and Prioritizing Initiatives - Review and resetting of annual targets 2026-2030 per indicator in the Priority List (e.g., Student Development Services - 100% mainstreaming by 2026, 3-5 services for special needs, 70% disadvantaged students, 20% non-academic scholarships, 98-101% enrollment rate, etc.) with assigned internal units (OUR, OSAS, OGS) and external partners (CHED, LGU, NCDA).

3. Post-Planning Review Phase (Refining Plan)

- Refining Strategic Plan - Refining strategic plans and goals based on workshop outputs, stakeholder feedback (administrative officials, faculty, students, industry partners) and alignment to 5 medium-term plans:
  - 2026-2030 Laying the Foundation
  - 2031-2035 Strengthening the Foundation
  - 2036-2040 Level IV SUC Advancing Open Learning
  - 2041-2045 Leading SUC in Bicol Region
  - 2046-2050 Transnational and Premier HEI
- Operation Planning - Review of operational plans, WFP, PPMP/APP, PRE/FDP (FY 2023 Php 35.573M, FY 2024 Php 40M) to ensure budget-backed implementation.
- Refining Strategic Plan Manuscript - Final review and manuscript finalization, validated by Planning Office Director Engr. Nenette M. Lauro, VPs and SUC President, and documented per WI-RAO-01 Records Management with MASTER COPY retained in RAO and CONTROLLED COPY distributed.

4. Continuing Review Cycle
Review is institutionalized through:

- Annual Review - Annual review of Priority List targets vs accomplishments during OPCR/IPCR and QMS Management Review.

- Mid-Term Review (2028) - Mid-term assessment after 3 years of Laying the Foundation phase to check if enabling structures are in place (e.g., university ranking data collection system, TWG for ranking, one application to ranking).
- End-of-Term Review (2030) - Comprehensive review to assess readiness for next phase 2031-2035, using evaluation reports, audit reports, and stakeholder consultations as evidenced by Office Memoranda for Strategic Planning Workshop (Appendix A and B).

In summary, reviewing is participatory, evidence-based, SWOT-informed, indicator-driven and cyclical, ensuring the SDP remains relevant, achievable and aligned to the 2050 vision.
discuss the process of updating the strategic development
Today

For Parameter A - Planning, Updating of the Strategic Development Plan, per DEBESMSCAT Strategic Development Plan 2026-2030, updating is a continuing process built into the DAMGO framework and the 5 medium-term plan roadmap to Vision 2050.
1. Basis for Updating
The SDP 2026-2030 is the first of five medium-term plans toward Vision 2050: "A Premier University that is globally focused, nationally recognized, and committed to the transformation of Masbate":

- 2026-2030 - Laying the Foundation
- 2031-2035 - Strengthening the Foundation
- 2036-2040 - A Level IV SUC Advancing Open Learning and Distance Education
- 2041-2045 - A Leading SUC in Bicol Region
- 2046-2050 - A Transnational University and One of the Philippines' Premier HEIs

Updating ensures alignment with evolving global, national and local agendas mainstreamed per Figure 4, p.14 - SDGs 2030, AmBisyon Natin 2040, PDP 2023-2028, Bicol RDP 2023-2028, Masbate PDPFP, and Mandaon CDP.
2. Process of Updating (Figure 2, Strategic Planning Process, p.13)
Phase 1: Pre-Planning Workshop - Data Gathering for Update

- Strategic Plan Review and Rapid Assessment - Review of current SDP accomplishments vs annual targets in Priority List (pp.96-105), e.g., for Student Development: 100% mainstreaming by 2026, facilities In place 2027-2030, 3-5 services for special needs, 70% disadvantaged share, 20% non-academic scholarship, 98-101% enrollment rate, cohort survival, licensure passing. Assessment of gaps by Planning Office, OSAS, OUR, QMS, FMS.
- SWOT Identification and Analysis - Update SWOT per dimension (Table 9, p.51) and evaluate SO/ST/WO/WT strategies (Tables 10-13) to determine what needs updating - e.g., new opportunities from internationalization, threats from enrollment fluctuations.

Phase 2: Planning Workshop - Actual Updating

- Revising Vision, Mission and Core Values - Update VMGO if needed based on CHED, DBM, NEDA, WURI ranking requirements and institutional performance.
- Formulating Objectives and Identifying Measures - Update KRA objectives, indicators and measures per Hierarchy of Action (Figure 3, p.14): Annual Targets → Success Indicators → Objectives → Strategies → Mission Pillars → Vision Elements → Long-Term Vision. If annual targets not met, objectives and strategies are recalibrated.
- Setting Targets and Prioritizing Initiatives - Reset annual targets for 2026-2030 and prioritize new initiatives. For example, if 3 services for special needs achieved in

2026, update to 4 in 2027-2029 and 5 in 2030; if ranking data collection system implemented by 2028, update next target to at least one application submitted. Internal responsible units (OUR, OSAS, OIR, OVPAA, OP, OUQA) and external partners (CHED, LGU, NCDA, PCW) are reassigned as needed.

Phase 3: Post-Planning Workshop - Finalization of Update

- Refining Strategic Plan - Refine updated strategic plans and goals based on stakeholder input (administrative officials, faculty, students, industry partners) per Office Memorandum for Strategic Planning Workshop (Appendix A, B).
- Operation Planning - Cascade updates into operational documents - Annual Operational Plan (AOP), Work and Financial Plan (WFP), PPMP, APP, PRE/FDP (FY 2023 Php 35.573M, FY 2024 Php 40M), ensuring budget backing via Planning Office and FMS Budget Unit.
- Refining Manuscript - Update manuscript, controlled per WI-RAO-01 Records Management: MASTER COPY retained in RAO, CONTROLLED COPY distributed within 2-5 working days via print and officialmail@debesmscat.edu.ph, with version control per QMS.

3. Institutional Mechanism for Continuous Updating

- Annual Updating - During OPCR/IPCR and QMS Management Review, Planning Office under Engr. Nenette M. Lauro conducts annual review of Priority List accomplishments and updates annual targets.
- Mid-Term Updating (2028) - Mid-term update after assessment of first 3 years of Laying the Foundation, adjusting enabling structures.
- End-of-Term Updating (2030) - Comprehensive updating to prepare next SDP 2031-2035 Strengthening the Foundation.

Thus, updating is participatory, data-driven, indicator-based, and aligned to the 5-phase roadmap to 2050, ensuring the SDP remains dynamic, relevant and responsive to the needs of the College of Education and the institution.

➢ **Discuss the process of updating the strategic development plan**

For Parameter A - Planning, Updating of the Strategic Development Plan, per DEBESMSCAT Strategic Development Plan 2026-2030 (DAMGO Process, Figure 2, p.13):

Updating follows the three-phase cyclical process leading to Vision 2050:

Phase 1: Pre-Planning (Review for Updating)

- Strategic Plan Review and Rapid Assessment - review current SDP 2026-2030 Priority List (pp.96-105) accomplishments vs annual targets per indicator (e.g., Student Development: 100% mainstreaming by 2026, facilities In place 2027-2030, 3-5 services for special needs, 70% disadvantaged, 20% non-academic scholarship, 98-101% enrollment).
- SWOT Identification - gather data from internal units (OUR, OSAS, OIR, QMS, FMS) and external partners (CHED, LGU, NCDA, PCW) to identify new strengths, weaknesses, opportunities, threats per Table 9, p.51.

Phase 2: Planning Workshop (Actual Updating)

- Revising VMGO - revise Vision, Mission, Core Values to align with long-term vision *"A Premier University that is globally focused, nationally recognized, and committed to the transformation of Masbate"* and with SDGs, AmBisyon Natin 2040, PDP 2023-2028, Bicol RDP, Masbate PDPFP, Mandaon CDP (Figure 4, p.14).

- SWOT Analysis and Strategy Formulation - analyze SWOT and update SO/ST/WO/WT strategies (Tables 10-13).
- Formulating Objectives and Measures - update KRA objectives, programs, indicators and measures based on Hierarchy of Action (Figure 3, p.14): Annual Targets → Success Indicators → Objectives → Strategies → Mission Pillars → Vision Elements → Long-Term Vision.
- Setting Targets and Prioritizing - reset annual targets 2026-2030 and reassign responsible units (internal: OUR, OSAS, OVPAA, OP; external: CHED, LGU, NCDA).

Phase 3: Post-Planning (Finalizing Update)

- Refining Strategic Plan - refine updated plans based on stakeholder workshops per Office Memoranda (Appendix A, B).
- Operation Planning - cascade updates to AOP, WFP, PPMP, APP, PRE/FDP (FY 2023 Php 35.573M, FY 2024 Php 40M) via Planning Office and FMS.
- Refining Manuscript - finalize updated manuscript per WI-RAO-01 Records Management - MASTER COPY in RAO, CONTROLLED COPY distributed within 2-5 days.

Continuing Update Cycle:

- Annual updating during OPCR/IPCR and QMS Review
- Mid-term updating 2028 after Laying the Foundation phase
- End-of-term updating 2030 to prepare next medium-term plan 2031-2035 Strengthening the Foundation toward the 5-phase roadmap to 2050.

Updating is thus participatory, evidence-based and indicator-driven.

3. OUTCOMES

➢ **Present evidence that the SDP is congruent with the institution's VMGO as well as the local, regional and national development goals and agencies**

For Parameter A - Planning, Evidence that SDP is Congruent with Institution's VMGO and with Local, Regional, National Development Goals and Agencies, per DEBESMSCAT Strategic Development Plan 2026-2030:

1. Congruence with Institution's VMGO

- VMGO as Core of SDP: The SDP is anchored on the revised Vision, Mission and Core Values (Phase 2 of Planning Workshop - Revising VMGO). The Long-Term Vision for 2050 stated in the SDP is *"A Premier University that is globally focused, nationally recognized, and committed to the transformation of Masbate"* which is the long-term extension of the institutional vision.
- Hierarchy of Action (Figure 3, p.14): Shows direct alignment chain - Annual Targets → Success Indicators → Objectives → Strategies → Mission Pillars → Vision Elements → Long-Term Vision. Every objective and indicator in the Priority List (pp.96-105) is mapped to a Vision Element, Pillar and Strategy (VE, Pillar, S columns), proving VMGO integration.
- Example for Student Development Services (Obj. 10-11): Objectives on disability inclusion, gender facilities, disadvantaged students align with Mission on inclusive and equitable quality education and Core Values on service and social responsibility.

2. Congruence with Local Development Goals and Agencies

- Figure 4, p.14 - Long-Term Development Agenda: Explicitly mainstreams local plans - Masbate Provincial Development and Physical Framework Plan (PDPFP) and Comprehensive Development Plan (CDP) of Mandaon.

- Evidence in Priority List: External partners column lists LGU, Mandaon LGU, Provincial Government as responsible partners for implementation of programs (e.g., Student Development, gender facilities, disadvantaged student support). Activities contribute to transformation of Masbate as stated in vision.

3. Congruence with Regional Development Goals and Agencies

- Bicol Regional Development Plan (RDP) 2023-2028 is included in Figure 4 as mainstreamed agenda.
- Regional Agencies as Partners: NEDA Region V, CHED Region V, DOST Region V, NCDA, PCW are listed as external responsible entities per indicator, ensuring regional alignment for higher education, research, disability and gender programs.

4. Congruence with National Development Goals and Agencies

- National Agendas Mainstreamed (Figure 4, p.14):
  - AmBisyon Natin 2040
  - Philippine Development Plan (PDP) 2023-2028
  - Sustainable Development Goals (SDGs) 2030 - especially SDG 4 Quality Education, SDG 5 Gender Equality, SDG 10 Reduced Inequalities
- National Agencies as Partners in Priority List:
  - CHED - for quality assurance, enrollment within 98-101% carrying capacity, scholarships, internationalization
  - DBM - for budget (PRE/FDP FY 2023 Php 35.573M, FY 2024 Php 40M)
  - NEDA, DOST, NCDA, PCW, NCIP, PSC, Commission on Higher Education - for disability inclusion, gender and development, indigenous peoples support, research, ranking initiatives
- Example: Indicator on "Approved Disability Inclusion Strategy" aligns with NCDA national policy and RA 7277, with external partners NCDA and CHED. Indicator on "Percentage share of non-academic scholarship grants" aligns with CHED UniFAST and RA 10931 Free Higher Education.

5. Congruence with Global Goals

- SDGs 2030 and WURI (World's Universities with Real Impact) Ranking - The SDP includes objectives on university ranking initiatives, TWG for ranking organized, at least one application to international ranking by 2028, benchmarking best practices, establishing data collection system for ranking, which aligns with global competitiveness agenda.

The SDP 2026-2030 is not standalone; it is vertically aligned (VMGO → 2050 Vision via 5 medium-term plans: 2026-2030 Laying the Foundation, 2031-2035 Strengthening, etc.) and horizontally aligned (local Mandaon CDP/Masbate PDPFP, regional Bicol RDP, national AmBisyon/PDP/SDGs, global rankings), with clear mapping of VE-Pillar-S and designation of CHED, LGU, NEDA, NCDA, PCW, DOST as co-responsible agencies per indicator.

4. BEST PRACTICES

➢ **Cite the best practice on Institutional Planning and Development such as attainment of objectives, sustainability of operation and monitoring systems**

Best Practice on Institutional Planning and Development include:

1. Participatory and Futures Thinking-Based Planning

The SDP was developed through DAMGO process with three phases - Pre-Planning (review and SWOT identification), Planning Workshop (revising VMGO, SWOT

analysis, formulating objectives/measures, setting targets), Post-Planning (refining plan, operation planning, manuscript) - with participation of key stakeholders, administrative officials, faculty, students, per Office Memoranda (Appendix A, B). Use of futures thinking tools ensures long-term orientation toward Vision 2050 via five medium-term plans (2026-2030 Laying the Foundation, 2031-2035 Strengthening, etc.).

2. VMGO and Development Goals Congruence

Best practice of vertical and horizontal alignment - Vertical: Hierarchy of Action (Figure 3) where Annual Targets → Success Indicators → Objectives → Strategies → Mission Pillars → Vision Elements → Long-Term Vision ensures every objective contributes to VMGO; Horizontal: Figure 4 mainstreaming SDGs 2030, AmBisyon Natin 2040, PDP 2023-2028, Bicol RDP, Masbate PDPFP and Mandaon CDP, with CHED, LGU, NEDA, NCDA, PCW, DOST as external partners per indicator, ensuring local, regional, national and global relevance.

3. Indicator-Driven Attainment of Objectives

Objectives are SMART and monitored via Priority List (pp.96-105) with KRA, objectives, VE/Pillar/S mapping, programs, indicators and quantified annual targets 2026-2030 (e.g., Student Development: 100% mainstreaming by 2026, facilities In place 2027-2030, 3-5 services for special needs, 70% disadvantaged share, 20% non-academic scholarship, 98-101% enrollment). This ensures measurable attainment.

4. Sustainability of Operation

Sustainability ensured through:

- Budget-Backed Planning - linkage to WFP, PPMP, APP, PRE/FDP (FY 2023 Php 35.573M, FY 2024 Php 40M) certified by FMS Director and approved by SUC President, ensuring financial sustainability.
- Functional Planning Office under Engr. Nenette M. Lauro with clear organizational chart (SUC President > VPs > Planning Officer > Staff > Clientele) providing continuous technical support to colleges including BSED Social Studies.

5. Robust Monitoring and Evaluation System

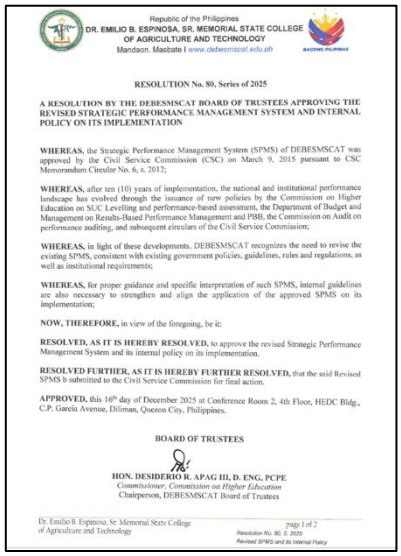
- Responsibility-Assigned Monitoring - each indicator assigned internal units (OUR, OSAS, OGS, OVPAA) and external partners, with regular inventory via NAP Form 1 and retention per GRDS.
- Documented Control - per WI-RAO-01, MASTER COPY retained in RAO, CONTROLLED COPY distributed within 2-5 days, ensuring traceability.
- Cyclical Review, Evaluation and Updating - Annual review via OPCR/IPCR and QMS Management Review, Mid-Term 2028 and End-of-Term 2030 evaluation to feed next SDP, ensuring continuous improvement and relevance.

This best practice ensures attainment of objectives, sustainable operations and systematic monitoring toward Vision 2050.

PARAMETER H. PERFORMANCE OF ADMINISTRATIVE PERSONNEL

1. SYSTEMS-INPUTS AND PROCESSES

- **Present the BOT and Civil Service Commission-Approved Strategic Management Performance System (SPSMS) for Non-Teaching**



Republic of the Philippines
DR. EMILIO B. ESPINOSA, SR. MEMORIAL STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
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RESOLUTION No. 80, Series of 2025

A RESOLUTION BY THE DEBESMSCAT BOARD OF TRUSTEES APPROVING THE REVISED STRATEGIC PERFORMANCE MANAGEMENT SYSTEM AND INTERNAL POLICY ON ITS IMPLEMENTATION

WHEREAS, the Strategic Performance Management System (SPMS) of DEBESMSCAT was approved by the Civil Service Commission (CSC) on March 9, 2015 pursuant to CSC Memorandum Circular No. 6, s. 2012;

WHEREAS, after ten (10) years of implementation, the national and institutional performance landscape has evolved through the issuance of new policies by the Commission on Higher Education on SUC Levelling and performance-based assessment, the Department of Budget and Management on Results-Based Performance Management and PBB, the Commission on Audit on performance auditing, and subsequent circulars of the Civil Service Commission;

WHEREAS, in light of these developments, DEBESMSCAT recognizes the need to revise the existing SPMS, consistent with existing government policies, guidelines, rules and regulations, as well as institutional requirements;

WHEREAS, for proper guidance and specific interpretation of such SPMS, internal guidelines are also necessary to strengthen and align the application of the approved SPMS on its implementation;

NOW, THEREFORE, in view of the foregoing, be it:

RESOLVED, AS IT IS HEREBY RESOLVED, to approve the revised Strategic Performance Management System and its internal policy on its implementation.

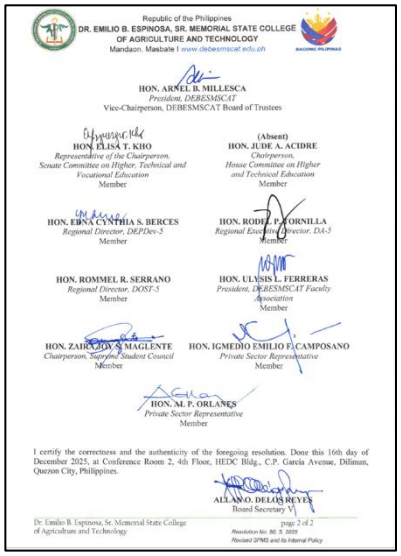
RESOLVED FURTHER, AS IT IS HEREBY FURTHER RESOLVED, that the said Revised SPMS b submitted to the Civil Service Commission for final action.

APPROVED, this 16th day of December 2025 at Conference Room 2, 4th Floor, HEDC Bldg., C.P. Garcia Avenue, Diliman, Quezon City, Philippines.

BOARD OF TRUSTEES

HON. DESIDERIO R. APAG III, D. ENG, PCPE
Commissioner, Commission on Higher Education
Chairperson, DEBESMSCAT Board of Trustees

Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology — page 1 of 2
Resolution No. 80, S. 2025 — Revised SPMS and its Internal Policy



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HON. ARNEL B. MILLESCA
President, DEBESMSCAT
Vice-Chairperson, DEBESMSCAT Board of Trustees

HON. ELISA T. KHO
Representative of the Chairperson, Senate Committee on Higher, Technical and Vocational Education
Member

(Absent)
HON. JUDE A. ACIDRE
Chairperson, House Committee on Higher and Technical Education
Member

HON. EDNA CYNTHIA S. BERCES
Regional Director, DEPDev-5
Member

HON. RODEL P. CORNILLA
Regional Executive Director, DA-5
Member

HON. ROMMEL R. SERRANO
Regional Director, DOST-5
Member

HON. ULYSIS L. FERRERAS
President, DEBESMSCAT Faculty Association
Member

HON. ZAIRO O. S. MAGLENTE
Chairperson, Supreme Student Council
Member

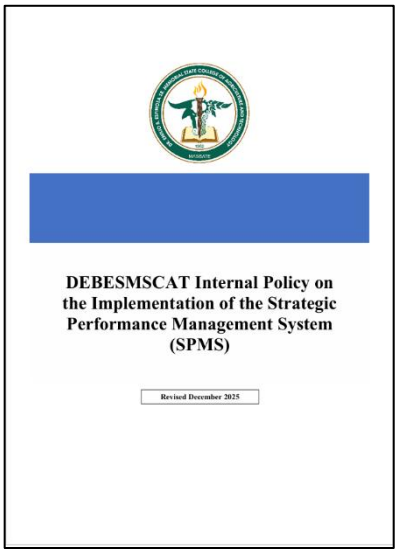
HON. IGMEDIO EMILIO F. CAMPOSANO
Private Sector Representative
Member

HON. AL P. ORLANES
Private Sector Representative
Member

I certify the correctness and the authenticity of the foregoing resolution. Done this 16th day of December 2025, at Conference Room 2, 4th Floor, HEDC Bldg., C.P. Garcia Avenue, Diliman, Quezon City, Philippines.

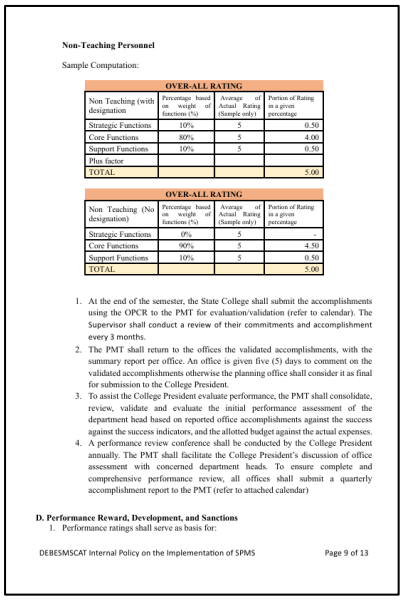
ALLAN O. DELOS REYES
Board Secretary V

Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology — page 2 of 2
Resolution No. 80, S. 2025 — Revised SPMS and its Internal Policy



DEBESMSCAT Internal Policy on the Implementation of the Strategic Performance Management System (SPMS)

Revised December 2025



Non-Teaching Personnel

Sample Computation:

OVER-ALL RATING			
Non Teaching (with designation	Percentage based on weight of functions (%)	Average of Actual Rating (Sample only)	Portion of Rating in a given percentage
Strategic Functions	10%	5	0.50
Core Functions	80%	5	4.00
Support Functions	10%	5	0.50
Plus factor			
TOTAL			5.00

OVER-ALL RATING			
Non Teaching (No designation)	Percentage based on weight of functions (%)	Average of Actual Rating (Sample only)	Portion of Rating in a given percentage
Strategic Functions	0%	5	-
Core Functions	90%	5	4.50
Support Functions	10%	5	0.50
TOTAL			5.00

1. At the end of the semester, the State College shall submit the accomplishments using the OPCR to the PMT for evaluation/validation (refer to calendar). The Supervisor shall conduct a review of their commitments and accomplishment every 3 months.
2. The PMT shall return to the offices the validated accomplishments, with the summary report per office. An office is given five (5) days to comment on the validated accomplishments otherwise the planning office shall consider it as final for submission to the College President.
3. To assist the College President evaluate performance, the PMT shall consolidate, review, validate and evaluate the initial performance assessment of the department head based on reported office accomplishments against the success against the success indicators, and the allotted budget against the actual expenses.
4. A performance review conference shall be conducted by the College President annually. The PMT shall facilitate the College President's discussion of office assessment with concerned department heads. To ensure complete and comprehensive performance review, all offices shall submit a quarterly accomplishment report to the PMT (refer to attached calendar)

D. Performance Reward, Development, and Sanctions

1. Performance ratings shall serve as basis for:

DEBESMSCAT Internal Policy on the Implementation of SPMS — Page 9 of 13

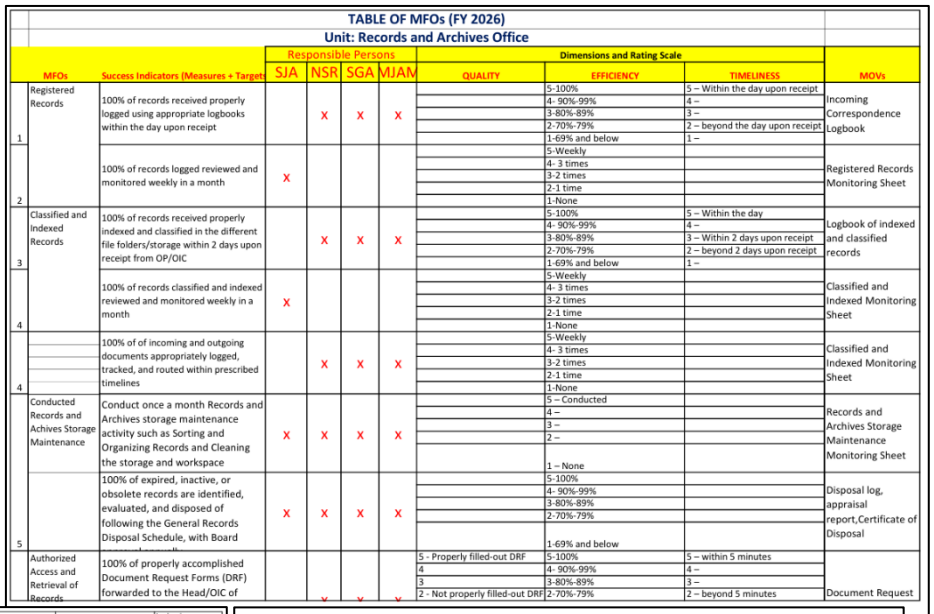
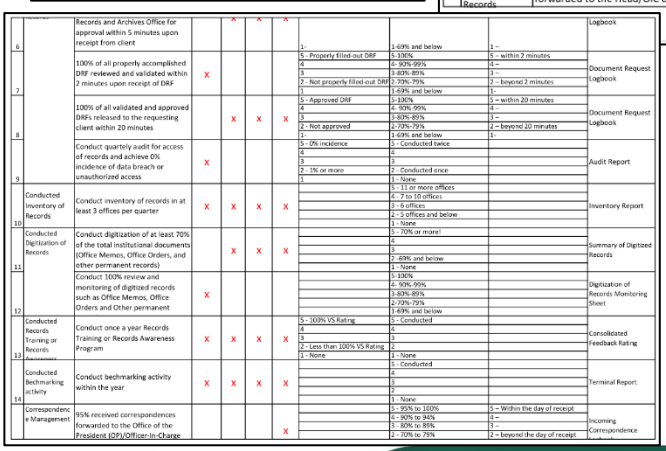
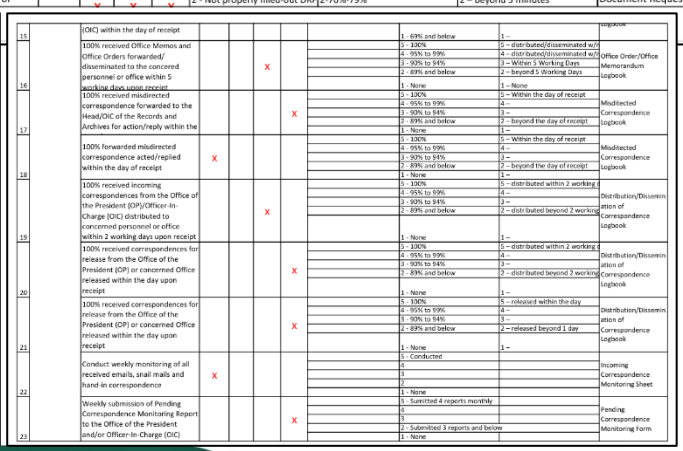


TABLE OF MFOs (FY 2026)
Unit: Records and Archives Office

	MFOs	Success Indicators (Measures + Target)	Responsible Persons				Dimensions and Rating Scale			MOVs
			SJA	NSR	SGA	MJAM	QUALITY	EFFICIENCY	TIMELINESS	
1	Registered Records	100% of records received properly logged using appropriate logbooks within the day upon receipt		X	X	X		5-100% 4- 90%-99% 3-80%-89% 2-70%-79% 1-69% and below	5 – Within the day upon receipt 4 – 3 – 2 – beyond the day upon receipt 1 –	Incoming Correspondence Logbook
2		100% of records logged reviewed and monitored weekly in a month	X					5-Weekly 4- 3 times 3-2 times 2-1 time 1-None		Registered Records Monitoring Sheet
3	Classified and Indexed Records	100% of records received properly indexed and classified in the different file folders/storage within 2 days upon receipt from OP/OIC		X	X	X		5-100% 4- 90%-99% 3-80%-89% 2-70%-79% 1-69% and below	5 – Within the day 4 – 3 – Within 2 days upon receipt 2 – beyond 2 days upon receipt 1 –	Logbook of indexed and classified records
4		100% of records classified and indexed reviewed and monitored weekly in a month	X					5-Weekly 4- 3 times 3-2 times 2-1 time 1-None		Classified and Indexed Monitoring Sheet
4		100% of of incoming and outgoing documents appropriately logged, tracked, and routed within prescribed timelines		X	X	X		5-Weekly 4- 3 times 3-2 times 2-1 time 1-None		Classified and Indexed Monitoring Sheet
5	Conducted Records and Achives Storage Maintenance	Conduct once a month Records and Archives storage maintenance activity such as Sorting and Organizing Records and Cleaning the storage and workspace	X	X	X	X		5 – Conducted 4 – 3 – 2 – 1 – None		Records and Archives Storage Maintenance Monitoring Sheet
5		100% of expired, inactive, or obsolete records are identified, evaluated, and disposed of following the General Records Disposal Schedule, with Board	X	X	X	X		5-100% 4- 90%-99% 3-80%-89% 2-70%-79% 1-69% and below		Disposal log, appraisal report,Certificate of Disposal
	Authorized Access and Retrieval of Records	100% of properly accomplished Document Request Forms (DRF) forwarded to the Head/OIC of					5 - Properly filled-out DRF 4 3 2 - Not properly filled-out DRF	5-100% 4- 90%-99% 3-80%-89% 2-70%-79%	5 – within 5 minutes 4 – 3 – 2 – beyond 5 minutes	Document Request Logbook

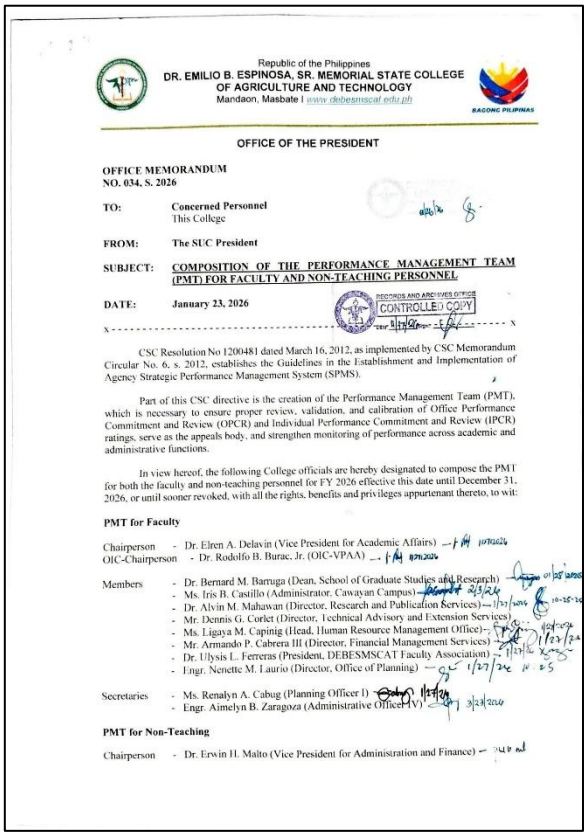


6		Records and Archives Office for approval within 5 minutes upon receipt from client		X	X	X	1-	1-69% and below	1 –	Logbook
7		100% of all properly accomplished DRF reviewed and validated within 2 minutes upon receipt of DRF	X				5 - Properly filled-out DRF 4 3 2 - Not properly filled-out DRF	5-100% 6- 90%-99% 3-80%-89% 2-70%-79%	5 – within 5 minutes 4 – 3 – 2 – beyond 2 minutes	Document Request Logbook
8		100% of all validated and approved DRFs released to the requesting client within 20 minutes		X	X	X	1 5 - Approved DRF 4 3 2 - Not approved	1-69% and below 5-100% 6- 90%-99% 3-80%-89% 2-70%-79%	1- 5 – within 20 minutes 4 – 3 – 2 – beyond 20 minutes	Document Request Logbook
9		Conduct quarterly audit for access of records and achieve 0% incidence of data breach or unauthorized access	X				1- 5 - 0% incidence 4 3 2 - 1% or more	1-69% and below 5 - Conducted twice 4 3 2 - Conducted once	1- 	Audit Report
10	Conducted Inventory of Records	Conduct inventory of records in at least 3 offices per quarter	X	X	X	X	1 	1 - None 5 - 11 or more offices 4 - 7 to 10 offices 3 - 6 offices 2 - 3 offices and below 1 - None		Inventory Report
11	Conducted Digitization of Records	Conduct digitization of at least 70% of the total institutional documents (Office Memos, Office Orders, and other permanent records)		X	X	X	 5 - 70% or more! 4 3 2 -69% and below 1 - None			Summary of Digitized Records
12		Conduct 100% review and monitoring of digitized records such as Office Memos, Office Orders and Other permanent	X					5-100% 4- 90%-99% 3-80%-89% 2-70%-79% 1-69% and below		Digitization of Records Monitoring Sheet
13	Conducted Records Training or Records Awareness	Conduct once a year Records Training or Records Awareness Program	X	X	X	X	5 - 100% VS Rating 4 3 2 - Less than 100% VS Rating 1 - None	5 - Conducted 4 3 2 1 - None		Consolidated Feedback Rating
14	Conducted Bechmarking activity	Conduct bechmarking activity within the year	X	X	X	X		5 - Conducted 4 3 2 1 - None		Terminal Report
	Correspondence Management	95% received correspondences forwarded to the Office of the President (OP)/Officer-In-Charge				X		5 - 95% to 100% 4 - 90% to 94% 3 - 80% to 89% 2 - 70% to 79%	5 – Within the day of receipt 4 – 3 – 2 – beyond the day of receipt	Incoming Correspondence



15		(OIC) within the day of receipt						1 - 69% and below	1 –
16		100% received Office Memos and Office Orders forwarded/ disseminated to the concered personnel or office within 5 working days upon receipt			X			5 - 100% 4 - 95% to 99% 3 - 90% to 94% 2 - 89% and below 1 - None	5 – distributed/disseminated w/i 4 – distributed/disseminated w/i 3 – Within 5 Working Days 2 – beyond 5 Working Days 1 – None	Office Order/Office Memorandum Logbook
17		100% received misdirected correspondence forwarded to the Head/OIC of the Records and Archives for action/reply within the				X		5 - 100% 4 - 95% to 99% 3 - 90% to 94% 2 - 89% and below 1 - None	5 – Within the day of receipt 4 – 3 – 2 – beyond the day of receipt 1 –	Misdirected Correspondence Logbook
18		100% forwarded misdirected correspondence acted/replied within the day of receipt	X					5 - 100% 4 - 95% to 99% 3 - 90% to 94% 2 - 89% and below 1 - None	5 – Within the day of receipt 4 – 3 – 2 – beyond the day of receipt 1 –	Misdirected Correspondence Logbook
19		100% received incoming correspondences from the Office of the President (OP)/Officer-In-Charge (OIC) distributed to concerned personnel or office within 2 working days upon receipt			X			5 - 100% 4 - 95% to 99% 3 - 90% to 94% 2 - 89% and below 1 - None	5 – distributed within 2 working d 4 – 3 – 2 – distributed beyond 2 working 1 –	Distribution/Dissemination of Correspondence Logbook
20		100% received correspondences for release from the Office of the President (OP) or concerned Office released within the day upon receipt				X		5 - 100% 4 - 95% to 99% 3 - 90% to 94% 2 - 89% and below 1 - None	5 – distributed within 2 working d 4 – 3 – 2 – distributed beyond 2 working 1 –	Distribution/Dissemination of Correspondence Logbook
21		100% received correspondences for release from the Office of the President (OP) or concerned Office released within the day upon receipt				X		5 - 100% 4 - 95% to 99% 3 - 90% to 94% 2 - 89% and below 1 - None	5 – released within the day 4 – 3 – 2 – released beyond 1 day 1 –	Distribution/Dissemination of Correspondence Logbook
22		Conduct weekly monitoring of all received emails, snail mails and hand-in correspondence	X					5 - Conducted 4 3 2 1 - None		Incoming Correspondence Monitoring Sheet
23		Weekly submission of Pending Correspondence Monitoring Report to the Office of the President and/or Officer-In-Charge (OIC)				X		5 - Sumitted 4 reports monthly 4 3 2 - Submitted 3 reports and below 1 - None		Pending Correspondence Monitoring Form

- **Present the duly designed performance management team of the institution**



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

OFFICE OF THE PRESIDENT

OFFICE MEMORANDUM
NO. 034, S. 2026

TO: **Concerned Personnel**
This College

FROM: **The SUC President**

SUBJECT: **COMPOSITION OF THE PERFORMANCE MANAGEMENT TEAM (PMT) FOR FACULTY AND NON-TEACHING PERSONNEL**

DATE: **January 23, 2026**

RECORDS AND ARCHIVES OFFICE CONTROLLED COPY

CSC Resolution No 1200481 dated March 16, 2012, as implemented by CSC Memorandum Circular No. 6, s. 2012, establishes the Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS).

Part of this CSC directive is the creation of the Performance Management Team (PMT), which is necessary to ensure proper review, validation, and calibration of Office Performance Commitment and Review (OPCR) and Individual Performance Commitment and Review (IPCR) ratings, serve as the appeals body, and strengthen monitoring of performance across academic and administrative functions.

In view hereof, the following College officials are hereby designated to compose the PMT for both the faculty and non-teaching personnel for FY 2026 effective this date until December 31, 2026, or until sooner revoked, with all the rights, benefits and privileges appurtenant thereto, to wit:

PMT for Faculty

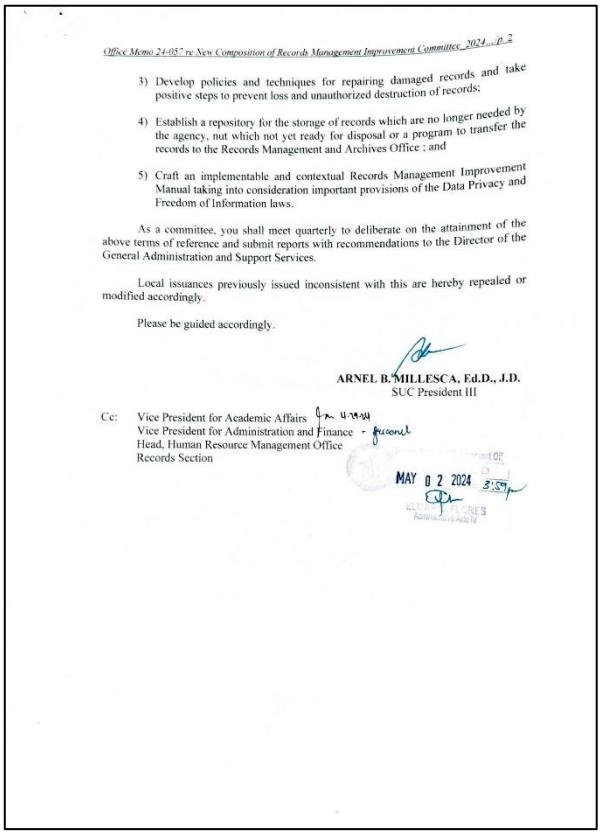
Chairperson - Dr. Elren A. Delavin (Vice President for Academic Affairs)
OIC-Chairperson - Dr. Rodolfo B. Burac, Jr. (OIC-VPAA)

Members
- Dr. Bernard M. Barruga (Dean, School of Graduate Studies and Research)
- Ms. Iris B. Castillo (Administrator, Cawayan Campus)
- Dr. Alvin M. Mahawan (Director, Research and Publication Services)
- Mr. Dennis G. Corlet (Director, Technical Advisory and Extension Services)
- Ms. Ligaya M. Capinig (Head, Human Resource Management Office)
- Mr. Armando P. Cabrera III (Director, Financial Management Services)
- Dr. Ulysis L. Ferreras (President, DEBESMSCAT Faculty Association)
- Engr. Nenette M. Laurio (Director, Office of Planning)

Secretaries
- Ms. Renalyn A. Cabug (Planning Officer I)
- Engr. Aimelyn B. Zaragoza (Administrative Officer V)

PMT for Non-Teaching

Chairperson - Dr. Erwin H. Malto (Vice President for Administration and Finance)



Office Memo 24-057 re New Composition of Records Management Improvement Committee 2024 ... p. 2

3) Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records;

4) Establish a repository for the storage of records which are no longer needed by the agency, but which not yet ready for disposal or a program to transfer the records to the Records Management and Archives Office ; and

5) Craft an implementable and contextual Records Management Improvement Manual taking into consideration important provisions of the Data Privacy and Freedom of Information laws.

As a committee, you shall meet quarterly to deliberate on the attainment of the above terms of reference and submit reports with recommendations to the Director of the General Administration and Support Services.

Local issuances previously issued inconsistent with this are hereby repealed or modified accordingly.

Please be guided accordingly.

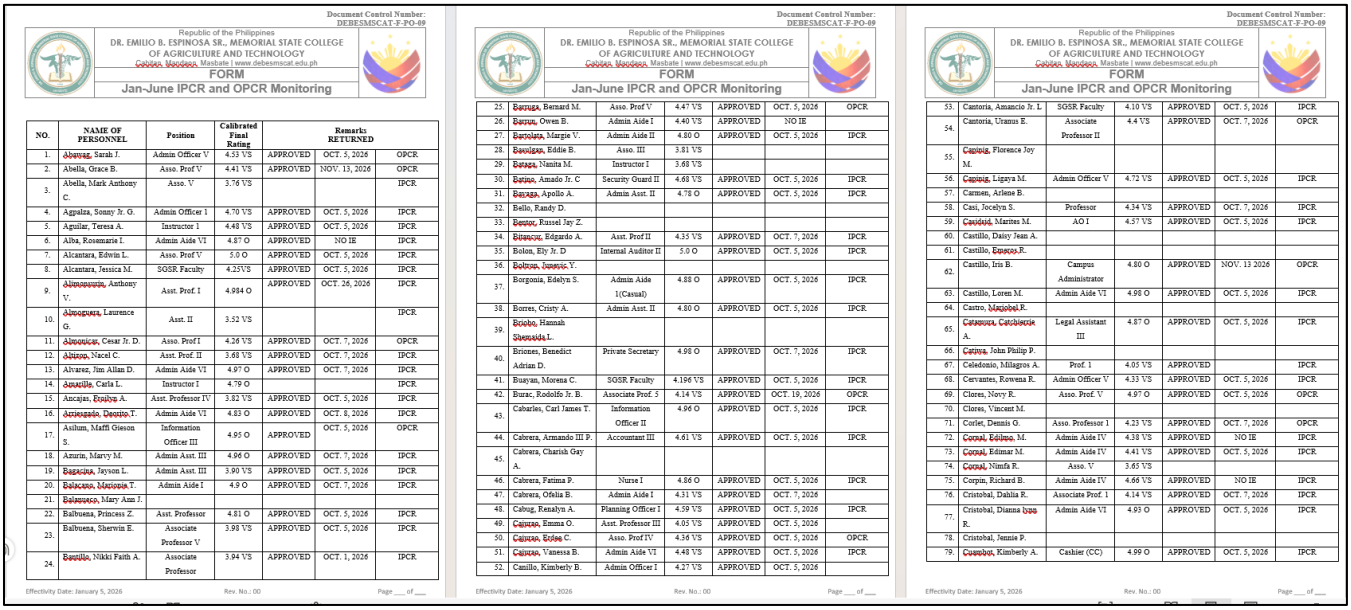
ARNEL B. MILLESCA, Ed.D., J.D.
SUC President III

Cc: Vice President for Academic Affairs
Vice President for Administration and Finance
Head, Human Resource Management Office
Records Section

MAY 02 2024

2. IMPLEMENTATION

- **Present in consolidated form all the Office Performance Commitment and Review (IPCR) of the Units in the Administrative and Financial Services of the Institution**



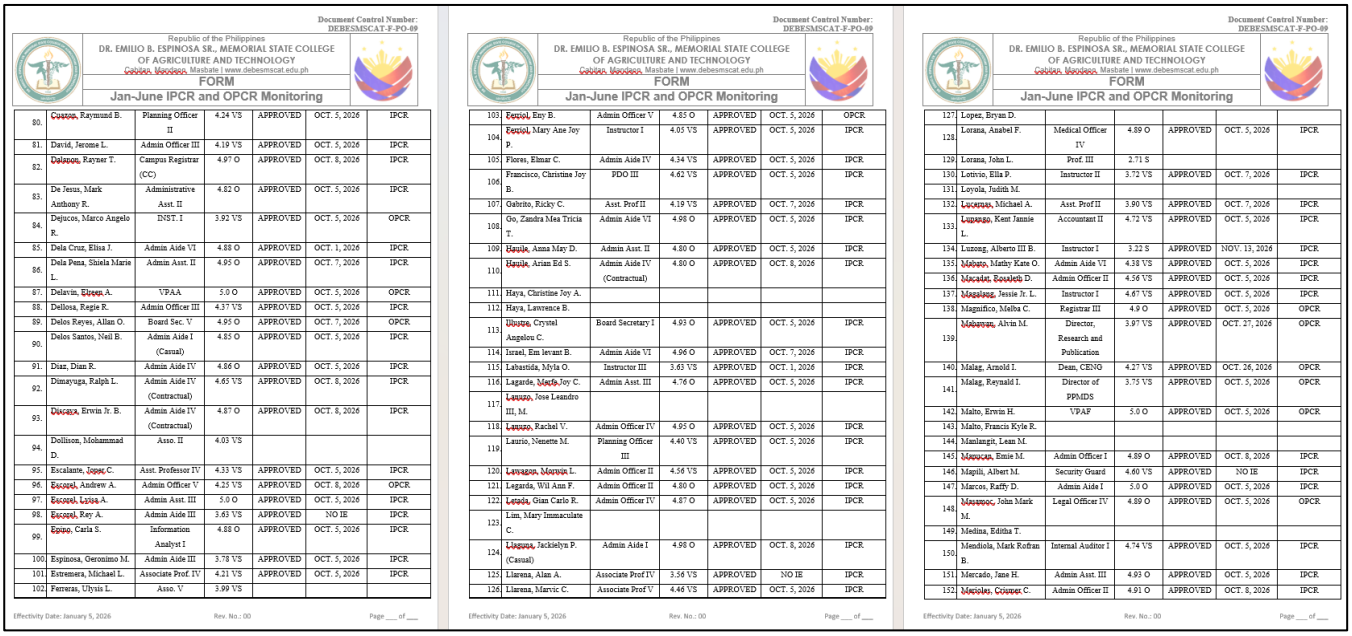
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Cabitan, Mandaon, Masbate | www.debesmscat.edu.ph

FORM
Jan-June IPCR and OPCR Monitoring

NO.	NAME OF PERSONNEL	Position	Calibrated Final Rating	Remarks/ RETURNED		
1.	Abuyas, Sarah J.	Admin Officer V	4.55 VS	APPROVED	OCT. 5, 2026	OPCR
2.	Abella, Grace B.	Asso. Prof V	4.41 VS	APPROVED	NOV. 13, 2026	OPCR
3.	Abella, Mark Anthony C.	Asso. V	3.76 VS			IPCR
4.	Agpalza, Sonny Jr. G.	Admin Officer 1	4.70 VS	APPROVED	OCT. 5, 2026	IPCR
5.	Aguilar, Teresa A.	Instructor 1	4.48 VS	APPROVED	OCT. 5, 2026	IPCR
6.	Alba, Rosemarie I.	Admin Aide VI	4.87 O	APPROVED	NO IE	IPCR
7.	Alcantara, Edwin L.	Asso. Prof V	5.0 O	APPROVED	OCT. 5, 2026	IPCR
8.	Alcantara, Jessica M.	SGSR Faculty	4.25VS	APPROVED	OCT. 5, 2026	IPCR
9.	Alinguyuin, Anthony V.	Asst. Prof. I	4.984 O	APPROVED	OCT. 26, 2026	IPCR
10.	Alnoquera, Laurence G.	Asst. II	3.52 VS			IPCR
11.	Alnoquias, Cesar Jr. D.	Asso. Prof I	4.26 VS	APPROVED	OCT. 7, 2026	OPCR
12.	Alnion, Nacel C.	Asst. Prof II	3.68 VS	APPROVED	OCT. 7, 2026	IPCR
13.	Alvarez, Jim Allan D.	Admin Aide VI	4.97 O	APPROVED	OCT. 7, 2026	IPCR
14.	Amarille, Carla L.	Instructor I	4.79 O			IPCR
15.	Ancajas, Evelyn A.	Asst. Professor IV	3.82 VS	APPROVED	OCT. 5, 2026	IPCR
16.	Arriesgado, Deonto T.	Admin Aide VI	4.83 O	APPROVED	OCT. 8, 2026	IPCR
17.	Asilum, Maffi Gieson S.	Information Officer III	4.95 O	APPROVED	OCT. 5, 2026	OPCR
18.	Azurin, Marvy M.	Admin Asst. III	4.96 O	APPROVED	OCT. 7, 2026	IPCR
19.	Bagacina, Jayson L.	Admin Asst. III	3.90 VS	APPROVED	OCT. 5, 2026	IPCR
20.	Balacano, Marjoria T.	Admin Aide I	4.9 O	APPROVED	OCT. 7, 2026	IPCR
21.	Balsamco, Mary Ann J.					
22.	Balbuena, Princess Z.	Asst. Professor	4.81 O	APPROVED	OCT. 5, 2026	IPCR
23.	Balbuena, Sherwin E.	Associate Professor V	3.98 VS	APPROVED	OCT. 5, 2026	IPCR
24.	Bastillo, Nikki Faith A.	Associate Professor	3.94 VS	APPROVED	OCT. 1, 2026	IPCR
25.	Barruga, Bernard M.	Asso. Prof V	4.47 VS	APPROVED	OCT. 5, 2026	OPCR
26.	Barrus, Owen B.	Admin Aide I	4.40 VS	APPROVED	NO IE	
27.	Bartolata, Margie V.	Admin Aide II	4.80 O	APPROVED	OCT. 5, 2026	IPCR
28.	Bautigan, Eddie B.	Asso. III	3.81 VS			
29.	Batara, Nanita M.	Instructor I	3.68 VS			
30.	Batino, Amado Jr. C	Security Guard II	4.68 VS	APPROVED	OCT. 5, 2026	IPCR
31.	Bayaca, Apollo A.	Admin Asst. II	4.78 O	APPROVED	OCT. 5, 2026	IPCR
32.	Bello, Randy D.					
33.	Bestor, Russel Jay Z.					
34.	Bilacion, Edgardo A.	Asst. Prof II	4.35 VS	APPROVED	OCT. 7, 2026	IPCR
35.	Bolos, Ely Jr. D	Internal Auditor II	5.0 O	APPROVED	OCT. 5, 2026	IPCR
36.	Bolton, Dennis V.					
37.	Borgonia, Edelyn S.	Admin Aide 1(Casual)	4.88 O	APPROVED	OCT. 5, 2026	IPCR
38.	Borres, Cristy A.	Admin Asst. II	4.80 O	APPROVED	OCT. 5, 2026	IPCR
39.	Brobo, Hannah Shenaida L.					
40.	Briones, Benedict Adrian D.	Private Secretary	4.98 O	APPROVED	OCT. 7, 2026	IPCR
41.	Buayan, Morena C.	SGSR Faculty	4.196 VS	APPROVED	OCT. 5, 2026	IPCR
42.	Burac, Rodolfo Jr. B.	Associate Prof. 5	4.14 VS	APPROVED	OCT. 19, 2026	OPCR
43.	Cabarles, Carl James T.	Information Officer II	4.96 O	APPROVED	OCT. 5, 2026	IPCR
44.	Cabrera, Armando III P.	Accountant III	4.61 VS	APPROVED	OCT. 5, 2026	IPCR
45.	Cabrera, Charish Gay A.					
46.	Cabrera, Fatima P.	Nurse I	4.86 O	APPROVED	OCT. 5, 2026	IPCR
47.	Cabrera, Ofelia B.	Admin Aide I	4.31 VS	APPROVED	OCT. 7, 2026	
48.	Cabug, Renalyn A.	Planning Officer I	4.59 VS	APPROVED	OCT. 5, 2026	IPCR
49.	Cainan, Emma O.	Asst. Professor III	4.05 VS	APPROVED	OCT. 5, 2026	
50.	Cainan, Erlee C.	Asso. Prof IV	4.36 VS	APPROVED	OCT. 5, 2026	OPCR
51.	Cainan, Vanessa B.	Admin Aide VI	4.48 VS	APPROVED	OCT. 5, 2026	IPCR
52.	Canillo, Kimberly B.	Admin Officer I	4.27 VS	APPROVED	OCT. 5, 2026	
53.	Cantoria, Amancio Jr. L	SGSR Faculty	4.10 VS	APPROVED	OCT. 5, 2026	IPCR
54.	Cantoria, Uranus E.	Associate Professor II	4.4 VS	APPROVED	OCT. 7, 2026	OPCR
55.	Capinig, Florence Joy M.					
56.	Capinig, Ligaya M.	Admin Officer V	4.72 VS	APPROVED	OCT. 5, 2026	IPCR
57.	Carmen, Arlene B.					
58.	Casi, Jocelyn S.	Professor	4.34 VS	APPROVED	OCT. 7, 2026	IPCR
59.	Casidsid, Marites M.	AO I	4.57 VS	APPROVED	OCT. 5, 2026	IPCR
60.	Castillo, Daisy Jean A.					
61.	Castillo, Epaco R.					
62.	Castillo, Iris B.	Campus Administrator	4.80 O	APPROVED	NOV. 13 2026	OPCR
63.	Castillo, Loren M.	Admin Aide VI	4.98 O	APPROVED	OCT. 5, 2026	IPCR
64.	Castro, Marjobel R.					
65.	Catayoan, Catchiecie A.	Legal Assistant III	4.87 O	APPROVED	OCT. 5, 2026	IPCR
66.	Catiya, John Philip P.					
67.	Celedonio, Milagros A.	Prof. 1	4.05 VS	APPROVED		IPCR
68.	Cervantes, Rowena R.	Admin Officer V	4.33 VS	APPROVED	OCT. 5, 2026	IPCR
69.	Clores, Novy R.	Asso. Prof. V	4.97 O	APPROVED	OCT. 5, 2026	OPCR
70.	Clores, Vincent M.					
71.	Corlet, Dennis G.	Asso. Professor 1	4.23 VS	APPROVED	OCT. 7, 2026	OPCR
72.	Corpal, Edilyn, M.	Admin Aide IV	4.38 VS	APPROVED	NO IE	IPCR
73.	Corpal, Edimar M.	Admin Aide IV	4.41 VS	APPROVED	OCT. 5, 2026	IPCR
74.	Corpal, Nimfa R.	Asso. V	3.65 VS			
75.	Corpin, Richard B.	Admin Aide IV	4.66 VS	APPROVED	NO IE	IPCR
76.	Cristobal, Dahlia R.	Associate Prof. 1	4.14 VS	APPROVED	OCT. 7, 2026	IPCR
77.	Cristobal, Dianna Lyn R.	Admin Aide VI	4.93 O	APPROVED	OCT. 5, 2026	IPCR
78.	Cristobal, Jennie P.					
79.	Cuanbon, Kimberly A.	Cashier (CC)	4.99 O	APPROVED	OCT. 5, 2026	IPCR

Effectivity Date: January 5, 2026 Rev. No.: 00 Page ___ of ___



Document Control Number: DEBESMSCAT-F-PO-09

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FORM
Jan-June IPCR and OPCR Monitoring

80.	Custan, Raymund B.	Planning Officer II	4.24 VS	APPROVED	OCT. 5, 2026	IPCR
81.	David, Jerome L.	Admin Officer III	4.19 VS	APPROVED	OCT. 5, 2026	IPCR
82.	Dalapon, Rayner T.	Campus Registrar (CC)	4.97 O	APPROVED	OCT. 8, 2026	IPCR
83.	De Jesus, Mark Anthony R.	Administrative Asst. II	4.82 O	APPROVED	OCT. 5, 2026	IPCR
84.	Dejucos, Marco Angelo R.	INST. I	3.92 VS	APPROVED	OCT. 5, 2026	OPCR
85.	Dela Cruz, Elisa J.	Admin Aide VI	4.88 O	APPROVED	OCT. 1, 2026	IPCR
86.	Dela Pena, Shiela Marie L.	Admin Asst. II	4.95 O	APPROVED	OCT. 7, 2026	IPCR
87.	Delavin, Efren A.	VPAA	5.0 O	APPROVED	OCT. 5, 2026	OPCR
88.	Dellosa, Regie R.	Admin Officer III	4.37 VS	APPROVED	OCT. 5, 2026	IPCR
89.	Delos Reyes, Allan O.	Board Sec. V	4.95 O	APPROVED	OCT. 7, 2026	OPCR
90.	Delos Santos, Neil B.	Admin Aide I (Casual)	4.85 O	APPROVED	OCT. 5, 2026	IPCR
91.	Dian, Dian R.	Admin Aide IV	4.86 O	APPROVED	OCT. 5, 2026	IPCR
92.	Dimayuga, Ralph L.	Admin Aide IV (Contractual)	4.65 VS	APPROVED	OCT. 8, 2026	IPCR
93.	Dizaya, Erwin Jr. B.	Admin Aide IV (Contractual)	4.87 O	APPROVED	OCT. 8, 2026	IPCR
94.	Dollison, Mohammad D.	Asso. II	4.03 VS			
95.	Escalante, Jopar C.	Asst. Professor IV	4.33 VS	APPROVED	OCT. 5, 2026	IPCR
96.	Escopel, Andrew A.	Admin Officer V	4.25 VS	APPROVED	OCT. 8, 2026	OPCR
97.	Escopel, Lesa A.	Admin Asst. III	5.0 O	APPROVED	OCT. 5, 2026	IPCR
98.	Escopel, Rey A.	Admin Aide III	3.63 VS	APPROVED	NO IE	IPCR
99.	Espino, Carla S.	Information Analyst I	4.88 O	APPROVED	OCT. 5, 2026	IPCR
100.	Espinosa, Geronimo M.	Admin Aide III	3.78 VS	APPROVED	OCT. 5, 2026	IPCR
101.	Estremera, Michael L.	Associate Prof IV	4.21 VS	APPROVED	OCT. 5, 2026	IPCR
102.	Ferreras, Ulyxis L.	Asso. V	3.99 VS			

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FORM
Jan-June IPCR and OPCR Monitoring

103.	Fenjol, Eny B.	Admin Officer V	4.85 O	APPROVED	OCT. 5, 2026	OPCR
104.	Fenjol, Mary Ane Joy p.	Instructor I	4.05 VS	APPROVED	OCT. 5, 2026	IPCR
105.	Flores, Elmar C.	Admin Aide IV	4.34 VS	APPROVED	OCT. 5, 2026	IPCR
106.	Francisco, Christine Joy B.	PDO III	4.62 VS	APPROVED	OCT. 5, 2026	IPCR
107.	Gabrito, Ricky C.	Asst. Prof II	4.19 VS	APPROVED	OCT. 7, 2026	IPCR
108.	Go, Zandra Mea Tricia T.	Admin Aide VI	4.98 O	APPROVED	OCT. 5, 2026	IPCR
109.	Hanile, Anna May D.	Admin Asst. II	4.80 O	APPROVED	OCT. 5, 2026	IPCR
110.	Hanile, Arian Ed S.	Admin Aide IV (Contractual)	4.80 O	APPROVED	OCT. 8, 2026	IPCR
111.	Haya, Christine Joy A.					
112.	Haya, Lawrence B.					
113.	Ubiste, Crystel Angelou C.	Board Secretary I	4.93 O	APPROVED	OCT. 5, 2026	IPCR
114.	Israel, Em levant B.	Admin Aide VI	4.96 O	APPROVED	OCT. 7, 2026	IPCR
115.	Labastida, Myla O.	Instructor III	3.63 VS	APPROVED	OCT. 1, 2026	IPCR
116.	Lagarde, Marfa Joy C.	Admin Asst. III	4.76 O	APPROVED	OCT. 5, 2026	IPCR
117.	Lanuzo, Jose Leandro III, M.					
118.	Lanuzo, Rachel V.	Admin Officer IV	4.95 O	APPROVED	OCT. 5, 2026	IPCR
119.	Laurio, Nenette M.	Planning Officer III	4.40 VS	APPROVED	OCT. 5, 2026	IPCR
120.	Lavagan, Morvin L.	Admin Officer II	4.56 VS	APPROVED	OCT. 5, 2026	IPCR
121.	Legarda, Wil Ann F.	Admin Officer II	4.80 O	APPROVED	OCT. 5, 2026	IPCR
122.	Lenda, Gian Carlo R.	Admin Officer IV	4.87 O	APPROVED	OCT. 5, 2026	IPCR
123.	Lim, Mary Immaculate C.					
124.	Linguna, Jackielyn P. (Casual)	Admin Aide I	4.98 O	APPROVED	OCT. 8, 2026	IPCR
125.	Llarena, Alan A.	Associate Prof IV	3.56 VS	APPROVED	NO IE	IPCR
126.	Llarena, Marvic C.	Associate Prof V	4.46 VS	APPROVED	OCT. 5, 2026	IPCR

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FORM
Jan-June IPCR and OPCR Monitoring

127.	Lopez, Bryan D.					
128.	Lorana, Anabel F.	Medical Officer IV	4.89 O	APPROVED	OCT. 5, 2026	IPCR
129.	Lorana, John L.	Prof. III	2.71 S			
130.	Lotivio, Ella P.	Instructor II	3.72 VS	APPROVED	OCT. 7, 2026	IPCR
131.	Loyola, Judith M.					
132.	Lucanas, Michael A.	Asst. Prof II	3.90 VS	APPROVED	OCT. 7, 2026	IPCR
133.	Lupango, Kent Jannie L.	Accountant II	4.72 VS	APPROVED	OCT. 5, 2026	IPCR
134.	Luzong, Alberto III B.	Instructor I	3.22 S	APPROVED	NOV. 13, 2026	IPCR
135.	Mabato, Mathy Kate O.	Admin Aide VI	4.38 VS	APPROVED	OCT. 5, 2026	IPCR
136.	Macalat, Equaleh D.	Admin Officer II	4.56 VS	APPROVED	OCT. 5, 2026	IPCR
137.	Magalong, Jessie Jr. L.	Instructor I	4.67 VS	APPROVED	OCT. 5, 2026	IPCR
138.	Magnifico, Melba C.	Registrar III	4.9 O	APPROVED	OCT. 5, 2026	OPCR
139.	Mahamun, Alvin M.	Director, Research and Publication	3.97 VS	APPROVED	OCT. 27, 2026	OPCR
140.	Malag, Arnold I.	Dean, CENG	4.27 VS	APPROVED	OCT. 26, 2026	OPCR
141.	Malag, Reynald I.	Director of PPMDS	3.75 VS	APPROVED	OCT. 5, 2026	OPCR
142.	Malto, Erwin H.	VPAF	5.0 O	APPROVED	OCT. 5, 2026	OPCR
143.	Malto, Francis Kyle R.					
144.	Manlangit, Lean M.					
145.	Manuca, Emie M.	Admin Officer I	4.89 O	APPROVED	OCT. 8, 2026	IPCR
146.	Mapili, Albert M.	Security Guard	4.60 VS	APPROVED	NO IE	IPCR
147.	Marcos, Raffy D.	Admin Aide I	5.0 O	APPROVED	OCT. 5, 2026	IPCR
148.	Masamoc, John Mark M.	Legal Officer IV	4.89 O	APPROVED	OCT. 5, 2026	OPCR
149.	Medina, Editha T.					
150.	Mendiola, Mark Rofran B.	Internal Auditor I	4.74 VS	APPROVED	OCT. 5, 2026	IPCR
151.	Mercado, Jane H.	Admin Asst. III	4.93 O	APPROVED	OCT. 5, 2026	IPCR
152.	Meriales, Cesper C.	Admin Officer II	4.91 O	APPROVED	OCT. 8, 2026	IPCR

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- **Present in consolidated form all Individual Performance Commitment and Review (IPCR) of the Non-Teaching Personnel**

  (No consolidated IPCR Rating of the Non-Teaching Personnel was provided)

- **Describe the institution's SPMS process of performance planning and commitment; performance monitoring and coaching; performance review and evaluation; and performance monitoring, rewarding, and development planning**

  For Area X Administration - HRMO, SPMS Process, per DEBESMSCAT Internal Policy on the Implementation of SPMS, BOT Resolution No. 80 s.2025, December 16, 2025, Approved by SUC President III ARNEL B. MILLESCA, Prepared by Engr. Nenette M. Laurio, Planning Officer III/PMT Secretariat and Ligaya M. Capinig, AOV/HRMO/PMT Member:
  SPMS Cycle has 4 Phases per SPMS Calendar (p.12):
  Phase 1: Performance Planning and Commitment (Oct - Dec)
  This is the target-setting phase where organizational and individual commitments are established.
  - Target Setting - 4th week Oct: Cascading of Strategic Development Plan and institutional goals to offices.
  - Calibration of OPCR Targets at PMT - 1st week Nov: Performance Management Team (PMT) composed of Chairperson PMT NT Dr. Erwin H. Malto and Chairperson PMT Faculty Dr. Rodolfo B. Burac, Jr. calibrates Office Performance Commitment and Review (OPCR) targets.
  - Approval of OPCR Targets - 2nd week Nov: SUC President approves OPCR targets.
  - Preparation of IPCR Targets per Unit - 1st-2nd week Dec: Units prepare Individual Performance Commitment and Review (IPCR) targets. For faculty members with OPCR, Strategic Function should reflect all functions of

unit/college; Core Function must cover all indicators relevant to academic rank; Support Function includes all support functions for Heads of Office. COS and JOs prepare IPCR for Supervisor's assessment only and basis for contract renewal.

- Approval of IPCR Targets - 3rd week Dec: Approval by immediate supervisors.

Phase 2: Performance Monitoring and Coaching (Jan - Dec)
Continuous monitoring to track progress and provide coaching.

- Rating Period 1 - Quarterly review and monitoring of Supervisors - 1st week Apr: Immediate supervisors monitor performance, provide feedback, document critical incidents.
- Rating Period 2 - 1st week Jun to Dec: Second semester monitoring.
- Submission of UQAR/IQAR - 15th Jan, 15th Apr, 15th Jul, 15th Oct: Submission of Unit Quality Assurance Report/Individual Quality Assurance Report.
- Submission of PMC - As needs arise: Performance Monitoring and Coaching form for issues on performance, with documented coaching, mentoring, and developmental interventions.

Phase 3: Performance Review and Evaluation (Jan and Jul)
Assessment of actual accomplishments vs targets.

- Calibration of IPCR at Unit Level by Immediate Supervisor - 1st week Jan and 1st week Jul: Unit level calibration, rating using 1-5 scale, plus factor additional points maximum 0.1 per rating period for research published in Scopus/SCI/WOS (0.05), creative works (0.01), securing external funding min 10M (0.1), committee works (0.005), citations (0.05), institutional policy approved by BOT (0.05), utility model/industrial design (0.05), trademark (0.05), patent (0.1), research collaboration foreign (0.1) local (0.05), instructional materials (0.1), awards competitive like PRAISE, Lingkod Bayani, Amang Rodriguez, Dangal ng Bayan (0.1 national, 0.1 international Nobel), degree acquired (0.1).
- Submission of OPCR - 2nd week Jan and 2nd week Jul
- Calibration of OPCR at PMT Level - 3rd week Jan and 3rd week Jul: PMT validates all Outstanding ratings.
- Review and Approval of OPCR - 4th week Jan and 4th week Jul: Final approval. Office performance assessment discussed in performance review conference is final and not appealable. Individual aggrieved can appeal to PMT within 10 days.

Phase 4: Performance Rewarding and Development Planning (Feb and Aug)
Use of performance results for personnel actions and development.

- Submission of Approved IPCR to HRMO - 2nd week Feb and 2nd week Aug: For consideration in rewards and recognition or for individual development. Rewards include: Step increment and promotion (ref. CSC SPMS), Performance-Based Bonus (PBB), Awards and recognition, Training and capacity development.
- Submission of Approved OPCR to PADS - 2nd week Feb and 2nd week Aug: For organizational development.
- Sanctions and Appeals: Non-submission of OPCR/IPCR within dates is ground for disqualification for performance-based personnel actions (promotion, training, scholarship, PEB) and administrative sanction for neglect of duty. Employees rated Unsatisfactory for two consecutive periods subject to developmental interventions and administrative actions per CSC rules.

Documentation and Reporting: All OPCRs/IPCRs maintained by PADS and HRMO in both digital and physical formats, MOVs in digital form. Consolidated ratings submitted to CSC Field Office. Annual SPMS Implementation Report prepared by HRMO and presented to SUC President as part of Agency Review.

This SPMS ensures alignment of individual performance with institutional SDP and sustains efficient operations of the College of Education including BSED Social Studies program.

- **Present in summarized list all individual performance ratings per unit/division of the Non-Teaching Personnel**

  (No separate summary of IPCR ratings per unit/division of the non teaching personnel was provided by the planning office)

- **Present the SPMS process of appeal for individual performance ratings**

For SPMS Appeal Process for Individual Performance Ratings, per DEBESMSCAT Internal Policy on SPMS Implementation, Section 8 (pp.7-8):

1. OPCR Assessment Final

- Office performance assessment discussed in performance review conference is final and not appealable.

2. Individual Aggrieved Employee Appeal - PMT Level

- Any individual aggrieved or dissatisfied with the final IPCR performance rating can file a written appeal to the Performance Management Team (PMT) within ten (10) days from receipt of such rating.

3. Conditions for Appeal

- Employees who are not informed of the final IPCR rating in writing after 5 days from the deadline for submission to PMT are deemed to have been informed of their rating.

4. PMT Decision

- PMT shall decide on appeal within one (1) month from receipt.
- Decisions on appeals for IPCR performance ratings lodged with PMT are final and not appealable.

5. Grounds and Documentation

- Appeal must be supported by MOVs and evidence that performance was not properly evaluated (e.g., targets not calibrated, critical incidents not considered, plus factors not credited).

6. Effect

- Pending appeal, rating remains unless overturned by PMT. Approved adjusted rating will be used for rewards and development planning (submission to HRMO 2nd week Feb/Aug).

This ensures fair, timely and final resolution of individual performance rating appeals while maintaining integrity of OPCR assessment.

3. OUTCOMES

- **Present evidence that the nonteaching personnel have commendable performances**

Manifestations of Commendable Performance

- Zero non-compliance - All listed non-teaching IPCR marked APPROVED within deadline, evidencing efficient SPMS implementation.
- Majority Outstanding - More than 50% of sampled non-teaching obtained O (4.50-5.00), highest 4.99, indicating exceeding targets in support functions that directly

sustain College of Education operations (records management, supply, accounting, registrar, security, utility, nursing, planning).

- Support to Academic Program - High ratings of Registrar (4.9-4.97), Accountant (4.61-4.72), HRMO (4.72), Planning Officer (4.31), Admin Officers (4.27-4.99), Admin Aides (4.80-4.98) show efficient delivery of supplies, budget processing, records keeping, and student services per SPMS support function.

Collectively, the SPMS inputs, calibrated processes, and actual JAN-JUNE 2026 IPCR results evidence that non-teaching personnel have commendable performance (VS to Outstanding) supporting the learning environment of BSED Social Studies.

4. BEST PRACTICES

➢ **Cite practice on Parameter H such as innovativeness in the performance of duties**

1. Digital and Dual Preservation Innovation in Records Management (WI-RAO-01)
Innovation from manual to dual filing - physical and digital with standardized file name format (Document Type + Control Number + Subject/Personnel) in designated computer storage, use of official email officialmail@debesmscat.edu.ph for transmission, stamping of RECEIVED/RELEASED with QR-like control number and date/time, and distribution via print, email and messaging platforms within 2-5 working days. This ensures prompt, traceable and disaster-resilient records keeping supporting BSED Social Studies accreditation.

2. Innovativeness in warehousing through separation of incompatible materials (chemicals from food, oxidizers from flammable, acids from bases), posting of Safety Data Sheet (SDS) and safety signage, systematic arrangement by stock number, monitoring via Expiration Date Monitoring Form (F-SPO-43) and application of FEFO/FIFO, and re-issuance of unused serviceable supplies, minimizing wastage.

3. SPMS Plus Factor Incentivizing Innovation (SPMS pp.5-6)
The SPMS institutionalizes innovativeness by awarding additional points maximum 0.1 per rating period for:

5. EXTENT OF COMPLIANCE

Compliance Report — Area X. One row per finding: what was found, the actions taken on it, how far the program has complied, and the link to its Means of Verification. Add as many rows as you need.

3 entries — All changes saved — Save

#	FINDING	ACTIONS TAKEN	COMPLIANCE STATUS	MOV LINK
1	Additional physicians may be hired to cater to the numerous students, faculty, and staff.	The College engages the services of a dentist every Thursday to provide dental consultations and services to students, faculty, and staff, complementing the existing health services	Partially Complie	https://drive.google.com/
2	Participation of students enrolled in the program in planning for income-generating projects as well as in budget preparation is encouraged.	Students enrolled in the college's programs are actively involved in the implementation and management of the Institution's Income-Generating Projects (IGPs). They are	Complied	https://drive.google.com/
3	A readable, clear, identified, highlighted, and appropriate document may be presented for a better appreciation.	All supporting documents were properly labeled, organized, and highlighted to ensure easy identification, readability, and appreciation during evaluation.	Complied	https://drive.google.com/

Prepared by:

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Reviewed by:

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Department Head, BSED Social Studies

Noted by:

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