



Benguet State University

2023 ANNUAL REPORT

BOKOD • BUGUIAS • LA TRINIDAD



BENQUET STATE UNIVERSITY

VISION

BSU as an international Smart University engendering graduates to walk the intergenerational highways

MISSION

BSU cares to:

**Challenge Innovation, Advance Technology and Facility,
Revitalize Administration, Engender Partnership, and Serve Intergenerational Role**

GOALS AND OBJECTIVES

Goal I: Challenge Innovation in the four-fold functions of the University

Objectives:

1. (Instruction) To provide quality education responsive to the needs of time.
2. (Research) To enhance research productivity contributing to sustainable development.
3. (Extension) To disseminate relevant research outputs and other scholarly activities consistent with BSU's mandated programs.
4. (Production) To promote sustainable and appropriate resource generation strategies for the implementation of development plans.
5. (Administration) To advocate for resource management and effective energy efficiency in addressing the demands of climate change.

Goal II: Advance Technology and Facility by shaping the University become responsive to modern needs

Objectives:

1. (Instruction) To use information and communication technology learning resources to sustain and enhance quality of alternative teaching - learning continuity endeavors
2. (Research and Extension) To upgrade facilities and enable researchers/extensionists to conduct activities using specialized facilities
3. (Production) To acquire and update state-of-the-art facilities in the projects innovation
4. (Administration) To upgrade facilities and establish modern physical infrastructures

Goal III: Revitalize Administration by harmonizing performance monitoring, information, and reporting systems

Objectives:

1. To elevate the BSU PRIME-HRM to a level of excellence for good governance and efficient public service
2. To reinforce transparency, integrity, and objectivity in the delivery of service
3. To regenerate instruction, research, extension, production, linkages, governance, management, and policies
4. To streamline operations to be efficient, effective, and responsive to challenges and changes

Goal IV: Engender Partnership by proactively strengthening linkages

Objectives:

1. (Instruction) To establish academic partnerships with local, regional, national and international institutions providing educational opportunities for faculty, staff, and students
2. (Research) To increase and sustain university relations with academe, industries, GOs, NGOs, and LGUs for research funding
3. (Extension) To increase and sustain partnership with academe, LGUs, NGOs, industries, and others
4. (Production) To comply with existing laws, policies and other requirements

Goal V: Serve Intergenerational Role by revitalizing the Spiritual, Physical, Economical, Cultural, Intellectual, Emotional, and Social (S.P.E.C.I.E.S.) state

Objectives:

1. To offer programs that embody social, cultural, economical and developmental needs both for local and global markets
2. To champion local culture and languages in the University context through research, extension, and academic programs
3. To document best practices of the University



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Benguet State University
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Office of the University President

HIS EXCELLENCY FERDINAND ROMUALDEZ MARCOS, JR.
President
Republic of the Philippines
Malacañan Palace, Manila

Dear Mr. President:

Greetings from Benguet State University!


This is to submit the University's Calendar Year 2023 Annual Report.

The report highlights significant University accomplishments in various sectors, including Academic Affairs, Research and Extension, Business Affairs, and offices under the Administration and Finance and the Office of the University President.

The university is also looking forward to more achievements and opportunities as it envisions as an International Smart University engendering graduates to walk the intergenerational highways.

The BSU community is deeply grateful for all the support extended to the University in delivering world-class education and quality services to its stakeholders.

Very respectfully yours,



FELOPE SALAING COMILA
University President

EXECUTIVE SUMMARY

The year 2023 has been a testament to the unwavering dedication of Benguet State University faculty, staff, and students across its campuses in La Trinidad, Bokod, and Buguias. Within these pages is a comprehensive overview of BSU's achievements in all aspects of its four-fold functions: instruction, research, extension, and production.

Instruction. High passing rates in licensure exams and numerous student awards demonstrated academic excellence in the La Trinidad Campus. Active student participation in competitions, international exchanges, and professional development events showcased a well-rounded learning environment and faculty achievements in postgraduate studies and awards highlight commitment to continuous improvement.

In the Bokod Campus, an enrollment surge reflected the campus's growing appeal. This year's students showed diversity with a strong female presence enriching the campus atmosphere. Faculty development through seminars and curriculum development efforts ensured quality education and initiatives promoting gender equality and the successful Ba-diw Festival demonstrated community engagement.

Meanwhile, BLEPT passing rates exceeding national averages in the Buguias Campus showcased a strong teacher education program. A significant enrollment growth reflected the campus' growing popularity. The campus contributed to the workforce with 50 graduates, including honors students. A high student participation in trainings was observed and a qualified faculty with ongoing postgraduate pursuits solidify the commitment to quality education.

Research and Extension. BSU's research sector thrived in 2023. Researchers secured substantial funding (Php 31,216,042) from various sources, including government agencies and international institutions. Research findings were actively disseminated through publications in esteemed journals (55 articles) and presentations at international and regional conferences (106 papers).

The BSU Intellectual Property Rights Office played a key role by registering: 57 research outputs/technologies as utility models, 112 creative works for copyright protection, and 38 publications for ISBN and ISSN. Furthermore, the research sector conducted 156 seminars/trainings/workshops, reaching over 10,700 individuals.

BSU researchers fostered collaboration with local government units, national agencies, and international organizations to conduct impactful research and extension activities exemplifying its dedication to knowledge generation, funding acquisition, intellectual property protection, and impactful collaboration.

Production. The University Business Affairs Office achieved significant results in 2023. All income-generating projects (IGPs) and pay parking areas secured renewed permits and licenses. The Bakery Project and Food Processing Center enhanced food safety with BFAD certification and LTO. Regular monitoring of leasable areas minimized illegal activities and boosted revenue collection. Two successful bazaars supported local entrepreneurs and served the university community. Collaboration with local health and tourism offices launched a smoke-free program at the Strawberry Farm.

BSU delegates attended the IGP Summit 2023, fostering innovation and collaboration in IGP strategies. A study visit to universities in Mindanao offered valuable knowledge sharing on resource generation. A seminar equipped IGP staff with skills for improved service and product quality.

The seven IGPs generated a total net income of Php 16,662,456.46. While inflation and increased costs impacted some projects, the Bakery Project and Marketing Center remained top earners. Overall, the Business Affairs Office effectively managed IGP operations, fostered collaboration, and ensured IGPs' continued positive contribution to BSU's financial sustainability.

Administration and Finance. The Finance Service Division, operating under the VP for Administration and Finance at the University, managed all financial transactions and ensured compliance with established rules and regulations. Offices within both the VP for Administration and Finance and the Office of the President fulfilled their duties effectively, meeting their respective goals and responsibilities.

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INSTRUCTION



LA TRINIDAD CAMPUS

Students

A. PERFORMANCE IN PRC LICENSURE EXAMINATIONS

In the 2023 Professional Regulation Commission (PRC) Licensure Examinations, Benguet State University graduates from nine programs – Agriculture, Agricultural Engineering, Forestry, Nursing, Nutrition and Dietetics, Elementary Education, Secondary Education, Veterinary Medicine, and Library Science – participated in their respective licensure exams. Out of a total of 1,712 BSU examinees across all programs, 71.55% passed the licensure exams. This percentage is even higher for first-time takers, with a passing rate of 77.94% among 1,564 examinees.

Licensure Examination Results in 2023

Licensure Program	Date/s of Exam	Total No. of Passers	No. of BSU Examinees	No. of First-time examinees who passed	Total No. of first-time examinees	Percentage of first timers (%)	BSU Passing Rate (%)	National Passing Rate (%)
Agriculture	Nov. 20-22	118	235	104	189	55.03	50.21	34.18
Agricultural Engineers	Sept. 14-15	27	116	24	91	26.37	23.28	33.4
Forestry	Oct. 17-18	40	73	34	49	69.39	54.79	55.26
Nurses	Nov. 11-12	100	100	100	100	100	100	80
	May 28-29	3	3	2	2	100	100	74.94
Nutritionist-Dietitians	Nov. 23-24	48	58	46	52	88.46	82.76	73.42
Teachers (Elementary)	Sept. 24	147	153	137	139	98.56	96.08	47.01
	Mar. 19	92	109	88	93	94.62	84.4	40.76
Teachers (Secondary)	Sept. 24	360	394	326	338	96.45	91.37	56.26
	Mar. 19	353	423	353	423	90.64	83.45	46.94
Veterinary Doctors	Oct. 11-13	4	106	3	50	6	3.77	93.4
	Mar. 1-3	16	57	1	8	12.5	28.07	32.31
Librarians	Sept. 11-12	31	34	1	30	96.67	91.18	62.64
GRAND TOTAL:		1225	1712	1219	1564	77.94%	71.55%	

B. ENROLLMENT

BSU La Trinidad Campus for the 2023-2024 academic year, showing a slight decrease in total enrollment from the first semester to the second. In the first semester, a total of 14,439 students enrolled, with the majority being undergraduates (12,791). The remaining student population consisted of post baccalaureate (30), master's degree (1,342), doctorate degree (194), professional education (79), and a small number of cross-enrollees (3).

The second semester saw a decrease to 14,038 total enrollees. The distribution across categories remained similar, with the largest group being undergraduates (12,274), followed by master's degree (1,359), doctorate degree (219), and professional education (61). A slight decrease is also observed in post baccalaureate and the absence of cross-enrollees in the second semester.



Detailed enrollment data for BSU La Trinidad SY 2022-2023

C. STUDENT'S AWARDS

A total of 1, 206 students from the different colleges of La Trinidad Campus were given various awards from the different award-giving bodies/organization in and outside the country. College of Home Economics and Technology has the highest number of awarded students (50.25%) followed by College of Nursing (23.63%), and College of Public Administration and Governance (11.69%).

D. PARTICIPATION TO COMPETITIONS

Benguet State University saw a strong showing from its students in various competitions across local and international arenas, with a total of 890 participants. The College of Numeracy and Applied Sciences (CNAS) emerged as the frontrunner with the highest participation rate at 30.23%. Following closely were the College of Home Economics and Technology (CHET) with 23.15% and the College of Teacher Education (CTE) with 21% student participation.

E. INTERNATIONAL ENGAGEMENT

Benguet State University students extended their academic horizons beyond the Philippines in 2023, participating in international exchange programs. Three students embarked on inter-country mobility experiences. Crystal Jae Aniban and Niño Mark Bantiloc, both from the College of Natural Sciences, traveled to Ludwigsburg, Germany. Rona Mae Antero, a student from the College of Public Administration and Governance, ventured to Da Nang, Vietnam. After winning the BSU Innovate Hackathon, Jo A. Omolida and Jeremy Ablao of the College of Information Sciences went to Helsinki, Finland to attend the Slush 2023 Event.

F. PARTICIPATION TO TRAININGS, SEMINARS, AND CONFERENCES

For the year 2023, there were 365 trainings/seminars/conferences actively engaged in/participated by BSU students from various context in and outside the campus. Notably, CHET students has the highest number of trainings/seminars attended (54.25%).

Trainings attended by students in 2023

College	International	National	Regional	Local/ Institutional
CA				8
CAH				19
CE			4	
CF			1	27
CHET		33	1	164
CHK				1
CIS			3	5
CNS				12
CNAS				12
CPAG	1			48
CSS		1		
CTE	6	5	2	12
TOTAL TRAININGS:	7	39	11	308



G. GRADUATION

For SY year 2022-2023, there were a total of 1,848 graduates produced by the BSU La Trinidad Campus.



Detailed graduation data for BSU La Trinidad SY 2022-2023

Faculty Members

A. EDUCATIONAL ATTAINMENT

Faculty Members who completed their graduate studies

There were 250 faculty members who completed their graduate studies where College of Numeracy and Applied Sciences (CNAS) has the highest number comprising of 21 for doctorate degree programs and 30 for Master's degree.

Number of faculty members Pursuing Graduate Studies

As for the faculty members who are currently pursuing their graduate studies, there are 117 from the BSU LT Campus where College of Arts and Humanities (CAH) has the highest number comprising of 12 for Master's degree programs and six for the Doctorate degree programs.

B. FACULTY AWARDS

A total of 49 various awards were given to faculty members of BSU La Trinidad Campus all throughout the year 2023. College of Public Administration and Governance (CPAG)'s and College of Forestry (CF)'s faculty members received the highest number of awards wherein each received a total of 10 awards.

BOKOD CAMPUS

Students

A. ENROLLMENT

The Benguet State University (BSU) Bokod Campus experienced a significant surge in student enrollment for the 2023-2024 academic year, with an overall increase of 19.33%. This growth is evident when comparing first semester enrollment (493) to the second semester (648). The strategic use of online platforms for advertising degree programs and the implementation of successful onsite career guidance activities are believed to be key factors contributing to this enrollment rise.

B. STUDENT PROFILE

Benguet State University's Bokod Campus boasts a vibrant and diverse student body. Over two-thirds (65.86%) of students come from Bokod, Benguet, while Kabayan (15.86%) and Kayapa, Nueva Vizcaya (6.03%) contribute additional students. The remaining percentage hails from various locations across the region, enriching the campus with a multitude of perspectives and experiences. Interestingly, females make up a significant portion of the student population. In undergraduate programs, females outnumber males by 19.86%, and in advanced studies, the female population is even higher, exceeding males by 64%.

C. STUDENT DEVELOPMENT

Six student activities were conducted for students in 2023. These are the following:

- Criminology Week, February 8, 9 & 10, 2023 "Criminology: Upgrading Excellence of Today's Future Leaders"
- A Night of Glamour, February 23, 2023 "A Unified BSU Bokod night: believing in love in all its forms"
- SSG Extra-Special Heart Month Service February 14, 2023
- BLEPT Passers Testimonial Dinner
- Crime Prevention and Community Safety September 28, 2023

Students also participated in three off campus activities including the BSU REVAMPED: Intercollege Music Fest held on February 18, 2023; the National Arts Month 2023 held on February 25, 2023; and the BSU Intramurals.

Faculty Members

A. ACADEMIC ENGAGEMENTS (SEMINARS, TRAININGS, CONFERENCES ATTENDED)

Table 3 provides an overview of faculty development activities at BSU Bokod. This data provides valuable insights into faculty engagement in professional development opportunities, highlighting their commitment to continuous learning and staying current in their respective fields.

Seminars, trainings and conferences attended by BSU Bokod Faculty Members in 2023

No. of faculty who Attended Seminars /Trainings/Conferences			
	International	National	Local
College of Education	4	10	15
College of Applied Technology	1	2	5
College Business Management and Public Administration		1	4
College of Criminal Justice Education		2	6
TOTAL	6	15	30

B. IN-SERVICE TRAININGS CONDUCTED

- Faculty Fora
January 17, 2023
This Faculty Fora was participated by all faculty (plantilla and COS)
- Catapulting BSU-Bokod Campus to Greater Heights: Equal Access to Opportunities, Genderized Curriculum Integrating SDGs and Accreditation Processes, October 2023, Treasures of Bolinao, Pangasinan; Lock-in In-Service Training participated by all faculty of BSU-Bokod funded through GAD

Support to Instruction

A. INSTRUCTIONAL MATERIALS

Faculty and staff members from the College of Education, College of Applied Technology, College Business Management and Public Administration, and College of Criminal Justice Education were able to develop 17 books/manuals for pilot testing and UIMDC Evaluation.

B. QUALITY ASSURANCE AND ACCREDITATION

The OQAA under the Head, Cherry S. Tolano facilitated the preparation of documents for Level 2 AACUP Accreditation of the degree Bachelor of Elementary Education (BEE) on September 18-22 and the degrees Bachelor Technical-Vocational Teacher Education (BTVTEd), Bachelor of Technology and Livelihood Education (BTLEd) and Bachelor of Industrial Technology (BIT) on November 6-10.

The issuance of Certificate of Program Compliance (COPC) of the degree programs Bachelor of Elementary Education (Level 2 reaccredited), Bachelor Technical-Vocational teacher Education (BTVTEd) and Bachelor of Technology and Livelihood Education (BTLEd) were also facilitated.



C. EDU-TOURISM ACTIVITIES

The Ba-diw Festival was conducted as an Edu-Tourism activity. Bad-iw Festival is endorsed by the Sangguniang Bayan of Bokod as an annual celebration at Benguet State University-Bokod Campus every October of the year by virtue of Resolution No. 236 Series 2022. It is noteworthy that the festival is a product of research, "Revisiting Philippine Folklore: Bad-iw as Discourse of Ethnicity in the Nonfolklorist Humanistic Lens" by Chester Esnara. The festival aims to protect and revitalize our intangible cultural heritage (ICH) as well as raise awareness of its critical status and the significant roles of ba-diw and cultural communities in the Edu-cultural tourism programs of both the university and the local government units. The event was also attended by employees of BSU-La Trinidad and BSU-Buguias.

D. HEALTH SERVICES

As part of freshmen health initiatives, all incoming students received medical assessments during enrollment. A one-day health fair provided services to 12 employees and students. Dental care was offered to 39 students. To promote student well-being, educational materials on reproductive health and drug abuse prevention were developed and distributed. Additionally, 17 students were referred to DMMH for further medical attention.

E. GENDER AND DEVELOPMENT

Benguet State University's Bokod Campus actively promoted gender equality through a series of impactful Gender and Development (GAD) activities. Here's a closer look:

Disaster Risk Reduction and Gender Sensitivity Training (March 16-17, 2023): NSTP students from BSU Bokod Campus participated in a training-seminar focusing on Gender Mainstreaming in Disaster Risk Reduction Management (DRRM). This initiative equipped students with the knowledge to integrate gender considerations into disaster preparedness, response, and recovery efforts. (Budget: ₱21,080.00)

Data Privacy and Safe Spaces Act Orientation (November 2023): Targeting both first-year students and second-year BS Criminology students, this on-boarding program provided crucial information on data privacy and the Safe Spaces Act. This ensured students understand their rights and responsibilities in a digital and physical space. (Budget: ₱8,750.00)

Women's Month Activities (March & November 2023):

Cervical Screening and Outreach: Students received informative sessions on HIV/AIDS, Teenage Pregnancy, Mental Health, and awareness campaigns were held.

18-Day Campaign to End Violence Against Women and Children (VAWC): This comprehensive initiative aimed to raise awareness and combat VAWC. Activities included: Orientation on RA 9262 (Anti-Violence Against Women and Children Act) and RA 11313 (Safe Spaces Act).

Catapulting BSU-Bokod Campus to Greater Heights Seminar Training This training focused on promoting equal access to opportunities for all students. Additionally, it addressed gender integration within curriculum development and processes related to Sustainable Development Goals (SDGs) and accreditation.

Water Rescue and Drowning Prevention Training: Five employees successfully completed the training, with plans for follow-up training for others in the coming year.

Gender Sensitivity Training (GST Training) with Bokod National High School: This collaborative effort aimed to equip teachers and staff with knowledge on promoting gender equality within the educational setting.

BUGUIAS CAMPUS

Curriculum

A. DEGREE PROGRAM AND SHORT COURSES

Buguias campus has six (6) undergraduate programs, two (2) master's degree programs, and one (1) doctorate degree program. During the 207th Regular Board of Regents Meeting held on October 5, 2023, Bachelor of Science in Agriculture enhanced curriculum was approved.

Undergraduate Degree Programs

1. BS in Agriculture
Major in: Horticulture, Animal Science
2. B Elementary Education (BOR Res. No. 2796 s. 2018)
3. B Physical Education (BOR. Res. No. 246,s.2022)
4. BS in Criminology (BOR Res. No.175,s.2021)
5. B in Secondary Education (BOR Res. No. 245,s.2022)
Major in: Mathematics, Filipino,
Social Studies
6. B of Technical-Vocational Teacher Education (BOR Res. No. 271,s.2022)
Major in: Agricultural Crop Production,
Animal Production, Automotive Technology,
Civil and Construction Technology,
Electrical Technology, Electronics technology,
Food and Service Management,
Garments, Fashion and Design

Master's Degree Program

1. MAED Admin & Supervision (BOR Res. No.025e.s.2023)
2. MA in Public Administration (BOR Res. No. 025g.s.2023)

Doctorate Degree Program

1. Doctor in Philosophy in Education major in Educational Management (BOR Res. No.025f.s.2023)

Students

A. PERFORMANCE IN LICENSURE EXAMINATION

In the September 2023 Board Licensure Examination for Professional Teachers (BLEPT), BSU-Buguias Campus surpasses the national passing rate which is 41.01 % in Elementary level and 56.26% in Secondary level in which they have 62.96% passing rate in the Elementary and 60% passing rate in the secondary.

Performance of BSU Buguias graduates in Licensure Examinations

Licensure Program	Date/s of Exam	Total No. of Passers	No. of BSU Examinees	No. of First-time examinees who passed	Total No. of first-time examinees	Percentage of first timers	BSU Passing Rate (%)	National Passing Rate (%)
Teachers (elementary)	Sep. 2023	6	10	5			62.96	41.01
Teachers (secondary)	Oct.2022	34	54	14			60	56.26

B. ENROLLMENT

For second semester of School Year 2022-2023, the total number of enrolled students was 641. Majority of students were enrolled in undergraduate programs. For the first semester of School Year 2023-2024, a total of 1,326 students were enrolled in undergraduate programs.

C. GRADUATES

For the 2022-2023 academic year, a total of 53 students earned their degrees, with 48 completing Bachelor's programs and 5 achieving success in Advanced Studies. Five graduates earned the distinction of cum laude, while two excelled even further, graduating magna cum laude.

College of Agriculture graduates were well-represented, with 10 students receiving their degrees. The College of Education also witnessed a significant number of graduates (38) across various programs, including Bachelor of Elementary Education, Bachelor of Physical Education, Bachelor of Secondary Education, and Bachelor of Technical Vocational Teacher Education.

D. PARTICIPATION TO TRAININGS/SEMINARS/CONFERENCES

A total of 1,179 students participated in the nineteen (19) different trainings/seminars/conferences.

Trainings, seminars, conferences attended by students

SUMMARY OF STUDENTS NUMBER ATTENDED	TITLE OF SEMINAR ATTENDED	ORGANIZATION/ ORGANIZER	LEVEL (International, National, Regional, Local)	DATE & VENUE
2	TDP-Congress with the Theme" Forwarding Self-determination"	CHED-CAR	Regional	Nov. 29
2	Basic Painting	BSU-Buguias	Local	Dec. 11
8	Synergy Forensic Science: Bridging Academia and Law Enforcement for Excellence	CCJE, BSU-Buguias	Local	Dec. 17
6	Out campus University Workshop Training	BSU-SSG	Local	Dec. 13-15
77	Sustainable Living Action for the Greener Future	CWTS-BSU-Buguias	Local	Nov. 25
92	HIV/AIDS Awareness and Reproductive Health Lecture-Forum	BSU- La Trinidad and BSU-Buguias Health Services	Local	Nov. 15
3	Journalism Training Workshop	BSU-Buguias Montanosa Herald	Local	Nov. 23
57	Student leadership Seminar Workshop	FATS, BSU-Buguias	Local	Oct. 17 & 20
10	Student Leadership Seminar-Workshop on Community Leadership and Management Katarungang Pambarangay		Local	Oct. 13
26	UNO Celebration	BSU- La Trinidad	Local	Oct. 24
6	FSSG Election Orientation	BSU- La Trinidad FSSG	Local	Oct. 20
1	Kabata-ang Bida-a Day Summit on Youth as Peace Builders	Buguias MPS	Local	Oct. 7
60	Seminar-Workshop on "Conducting parliamentary procedures"		Local	
320	Giving importance to Spiritual Needs	CCJE, BSU-Buguias	Local	Sept. 25
320	Rediscovering Your rights: Human Rights Education	CCJE, BSU-Buguias	Local	Sept. 25
60	Celebrating Intergenerational Sustainability Decors	FEA, BSU-Buguias	Local	Sept. 11
60	Artificial Intelligence Seminar-workshop	FEA, BSU-Buguias	Local	Sept. 14
60	STC Logo Contest	FEA, BSU-Buguias	Local	Sept. 14
9	Bloodletting Activity	BSU-Buguias ROTC	Local	Aug. 23
SEMINARS		19		
PARTICIPANTS		1,179		

Faculty Members

A. EDUCATIONAL ATTAINMENT

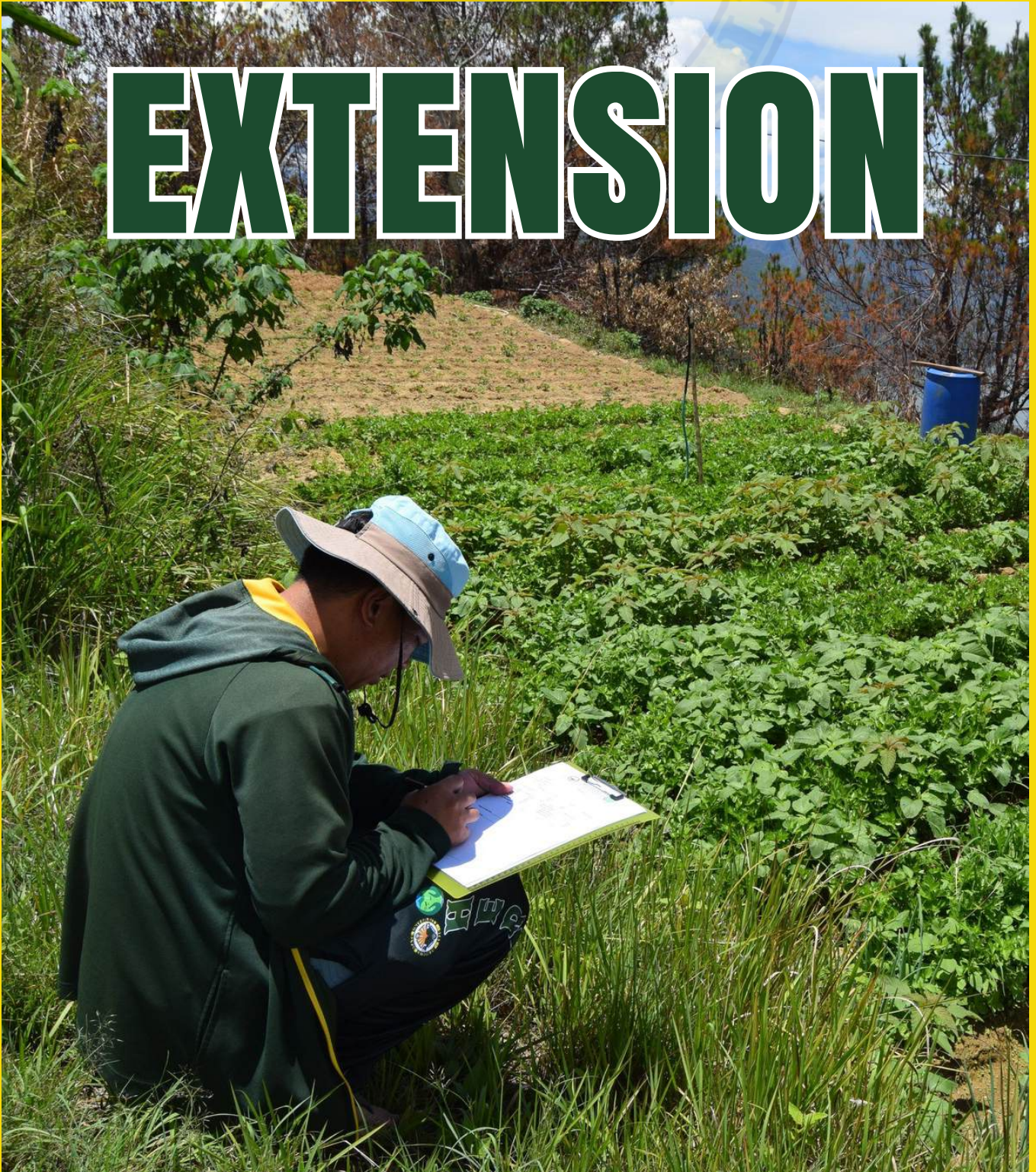
Benguet State University's Buguias Campus has a strong faculty of 29 members. Their educational backgrounds showcase a commitment to continuous learning: 6 hold bachelor's degrees, 15 have master's degrees, and 8 possess doctorates. Notably, 9 faculty members are currently pursuing graduate studies – 6 in master's programs and 3 in doctoral programs. All are self-funded except for one who receives support from the CHED-SIKAP program.

B. PARTICIPATION TO TRAININGS/SEMINARS/CONFERENCES

In 2023, BSU Buguias faculty and staff members attended 68 seminars that were attended by a total of 168 faculty members and staff. Most (157) of the seminars were on the local level, 3 were on the regional level and 8 were on the national level.

RESEARCH &

EXTENSION



A. RESOURCE GENERATION

University researchers are able generate a total funding of Php 31,216,042 and the researches are implemented starting year 2023. These researches are funded by DOST-PCAARRD, DA-BAR, DENR, DSWD-CAR, Philippine Society for Public Administration, Itogon-Suyoc Resources Inc. (ISRI), and University of Wageningen.

GIS

Program/Project: Development of Microbial and Plant-Microbial Combinations for Bioremediation of Pesticide Contaminated Vegetable Areas in Selected Provinces

Study 1: Assessment of Organophosphate pesticide-degrading capacity and plant growth promoting characteristics of soil bacteria, endophytes and fungal populations from pesticide contaminated farm lands in Benguet and Cebu

Study 2. Biological Pesticide Degradation and Economic Benefit of Microbial Inoculants and Plant-microbial combinations under actual farm conditions in Benguet and Cebu

Researchers: Sherlyn C. Tipayno, Jameson Lopez, Elvira G. Bolinget, Jayson Komicho
Duration: 03-Apr-23 to 31-Mar-26
Budget: 21,451,592.00
Source/s of Fund: DOST-PCAARRD

GIS/CRAC/REPO

Project Title: Assessment of Bioinvasion and Proliferation of Exotic Plant Species in Camp John Hay Forest Reserve in Baguio City: A Basis for the Policy Inputs on the Management of Exotic Plants and Promotion and Restoration of Native Plants

Study 1: Land Use and Land Cover (LULC) Change Analysis in Camp John Hay Forest Reserve, Baguio City

Study 3: Selection and Propagation of Native Plants in the Nursery and Fernery

Researchers: Roscinto Ian C. Lumbres, Cheryll C. Launio, Kenneth A. Laruan
Duration: 01-Oct-23 to 31-Oct-25
Budget: 2,000,000.00
Source of Fund: DENR

CF/GIS/CRAC

PROJECT TITLE: Development of a Technology and Innovation Farm Model of Indigenous and Economically Valuable Species to support Traditional Industries for Forest Restoration and Biodiversity Conservation in Benguet

STUDY 1. Site Characterization, identification, suitability mapping, and site selection for selected species

STUDY 2. Propagation of quality planting materials and establishment of heritage farms for selected indigenous and economically valuable native species in Benguet

STUDY 3. Development of technology and innovation model farm for selected indigenous and economically valuable native species in Benguet

Researchers: Marissa R. Parao, Roscinto Ian C. Lumbres, Kenneth A. Laruan
Duration: 01-Feb-23 to 31-Jan-26
Budget: 499,898.00
Source of Fund: DOST-PCAARRD

IHFSA

Phase 2: Evaluation and Adoption of Entomopathogenic Nematodes as Biopesticides to Manage Coffee Berry Borer of Arabica Coffee

Researchers: Nordalyn B. Pedroche, Lucille M. Faroden, Diwa B. Kingay, Nora Hill G. Evasco
Duration: May-23 to Apr-24
Budget: 2,564,595.20
Source of Fund: DA-BAR

CSAC

Project Title: Optimization of Composting Protocol using *A. niger* as Inoculant for the Removal of Antibiotics in Chicken Manure for Utilization in Organic Fertilizer Production

Researchers: Roy Searca Jose P. Dela Cruz –CLSU - Project Leader; Jhomee Fe (Jaja) F. Sapitan - Study Leader; and Abby Louise E. Cajucom-CLSU - Co-study Leader
Duration: Apr-23 to 31-Dec-23
Budget: 2,783,740.32
Source of Fund: DA-BAR

ISR

Project Title: Social and Economic Impact Assessment of the Social Development and Management Program of Itogon-Suyoc Resources Inc. from 2019 to 2023

Study 1: Health
 Study 2: Education
 Study 3: Livelihood Development
 Study 4: Public Infrastructure
 Study 5: Promotion and Protection Socio-Cultural Values
 Study 6: Capacity Building

Researchers: Gigy G. Banes, Maureen E. Gay-as, Janet Lyn M. Balagtey, Cheryll C. Launio, Freda Kate D. Samuel, Kara S. Panolong, Kacy O. Labon, John Rey O. Pelila, Shania S. Lucyao, and Christine Joy B. Cabansi
Budget: 948,225.30
Source of Fund: Itogon-Suyoc Resources Inc. (ISRI)

Project Title: Embodied Ecologies: A Collaborative inquiry into how people sense, know and act to reduce chemical exposure in everyday urban life

Study 1: Living with Agricultural Chemicals among GAP and Non-GAP Agricultural Rural Highland Communities in the Cordillera Region (Mankayan)

Study 2: Exploring Mining Chemicals Interpalyt with Ecological Health in Selected mining Communities (Mankayan, Itogon, Sagada)

Study 3: Chemical Use in scared Spaces in Selected Cordillera's mining and Agricultural Zones (Mankayan and Sagada)

Researchers: Anita Hardon, Karryl Mae C. Ngina, Shania S. Lucyao
Duration: Jun-23 to Dec-24
Budget: 100,000.00
Source of Fund: University of Wageningen

ISRD

Project Title: Best Practice in the implementation of Pantawid Pamilyang Pilipino Program (4Ps) and Sustainable Livelihood Program (SLP): The Case of DSWD Field Office Cordillera (DSWD-CAR)

Study 1: Best Practice in the implementation of Sustainable Livelihood Program (SLP): The Case of DSWD Field office Cordillera (DSWD-CAR)

Study 2: Best Practice in the implementation of Pantawid Pamilyang Pilipino Program (4Ps): The case of DSWD Field Office Cordillera (DSWD-CAR)

Researchers: *Virgilio C. Ablaza, Gretchen Gaye C. Ablaza*

Duration: *Jan-23 to Dec-23*

Budget: *401,491.00*

Source of Fund: *DSWD*

CPAG

Study title: Best Practice in the implementation of Pantawid Pamilyang Pilipino Program (4Ps) and Sustainable Livelihood Program (SLP): The Case of DSWD Field Office Cordillera (DSWD-CAR)

Researchers: *Virgilio C. Ablaza, Gretchen Gaye C. Ablaza, Carl Bryan W. Sibayan*

Duration: *Jan-23 to Oct-23*

Budget: *351,500.00*

Source of Fund: *DSWD*

Local Governance: *Rapid field Appraisal*

Researchers: *Renebeth G. Donguiz, Glorina C. Damong*

Duration: *Feb-23 to May 23*

Budget: *115,000.00*

Source of Fund: *Philippine Society for Public Administration*

B. PUBLICATIONS

A total of 55 research articles were published in international and national refereed journals for the year 2023.

Research Articles Published in Refereed Journals

No.	TITLE OF ARTICLES and AUTHOR/S	Name of Journal/ Category
1	Biomass and Carbon Stock Assessment of Trees in the Lowland Evergreen Forest of Mt. Iraya, Batanes, Philippines <i>Authors: Roscinto Ian C. Lumbres*, Deign Frolley C. Soriano, Nova D. Doyog, Romel A. Raterta, Severino C. Villarta Jr., and Zenaida G. Baoanan</i>	Philippine Journal of Science (Clarivate (Web of Science-Zoological Records); Scopus)
2	Discourse of culture and ideology in two African novels: Evolving a proto-literacy model <i>Author: Chester B. Esnara</i>	Research Journal in Advanced Humanities (Scopus)
3	Investigation of the performance of a cylindrical hopper and metering device of a carrot seeder <i>Authors: Marvin T. Valentin, Andrzej Białowiec, Davut Karayel, Algirdas Jasinskas, Daniel Ciolkosz & Jeffrey A. Lavarías</i>	Scientific Reports (Clarivate (Web of Science-SCIE); Scopus)
4	Vaccine wastage in the Philippines: An examination of the contributory factors <i>Authors: Gilbert D. Bernardino Jr., Karolyn Rae A. Yogyog, Jude L. Tayaben, Paul Froilan U. Garma</i>	Public Health Challenges (Wiley)
5	Climate risk vulnerability assessment on the production of heirloom rice (<i>Oryza sativa</i> L.) and Arabica coffee (<i>Coffea arabica</i> L.) in Mountain Province, Philippines <i>Authors: Levi Ezekiel O. Daipan, Roscinto Ian C. Lumbres*, Myra Nieves T. Lingaling, Lynn J. Talkasen, Quinerlyn A. Godio, Guillermo A. Mendoza</i>	Science and Engineering Journal (SCIENGGJ) (Clarivate (Web of Science-Zoological Records)/Scopus)
6	Diversity assessment and listing of birds in Mt. Santo Tomas Forest Reserve in Tuba, Benguet Northern Philippines <i>Author: G.M. Alfonso</i>	Israel Journal of Ecology and Evolution (Clarivate (Web of Science-SCIE); Scopus)
7	Challenges of Retrieving LULC Information in Rural-Forest Mosaic Landscapes Using Random Forest Technique <i>Authors: Chinsu Lin and Nova D. Doyog</i>	Forests (Scopus/Clarivate)

No.	TITLE OF ARTICLES and AUTHOR/S	Name of Journal/ Category
8	Water quality, plankton community and primary productivity of Langiran Lake in Bayambang, Pangasinan, Philippines <i>Authors: Mendoza, Dante M; Aquino, Michelle G B; Tandoc, Mark P; Briñas, Karen B B; Reyes, Doname A; et al.</i>	AACL Bioflux (Scopus)
9	Principal components of students' difficulties in mathematics in the purview of flexible learning <i>Authors: Sibaen, N. W., Buasen, J. A., & Alimondo, M. S.</i>	Journal on Mathematics Education (Scopus)
10	Mosaic interplay of floral diversity, soil properties, disturbance intensity and elevation in the riparian ecosystem under semi-subsistence agriculture of Cordillera Central Range, Northern Philippines <i>Authors: Minerva M. Dulnuan & Jones T. Napaldet</i>	Aquatic Ecology (Scopus)
11	Intensities of human disturbance dictate the floral diversity in tropical forest: the case of a secondary forest in Benguet, Philippines <i>Authors: Domelson A. Balangen, Melchor S. Catones, Jane M. Bayeng & Jones T. Napaldet</i>	Journal of Mountain Science (Scopus)
12	Biodiversity Conservation in Mining Landscapes: a Systematic Review of Assessment Approaches in the Philippines <i>Authors: Bernard Peter O. Daipan, Crusty E. Tinio, Nelson M. Pampolina</i>	Philippine Journal of Science (Scopus)
13	Mapping Forest Vulnerability to Fire and Landslides in the Cordillera Region, Philippines <i>Authors: Bernard Peter O. Daipan, Diomedes A. Racelis</i>	Science and Engineering Journal (SCIENGGJ) (Clarivate (Web of Science-Zoological Records)/Scopus)
14	Opportunities and limitations to social learning for sustainability: empirical insights from a participatory approach to community-based resource management in the Philippines <i>Authors: Doreen Ingosan Allasiw, Toshinori Tanaka, Shogo Kudo & Takashi Mino</i>	International Journal of Agricultural Sustainability (Scopus/Clarivate)
15	Plant species and ecosystem diversity along national road in mountain sites: The case of Kennon Road in Cordillera Central Range, Philippines <i>Author: Jones T. Napaldet</i>	Taiwania (Scopus/Clarivate)
16	Virtual Internship Experiences of Library and Information Science Students During the Pandemic <i>Authors: Daniel Jr. Soriano Balbin, Russell Battad Dolendo</i>	Journal of Information Science Theory and Practice (Scopus)
17	Phylogenetic relationships and historical biogeography of Otus species based on mitochondrial cytochrome b gene sequence <i>Authors: Bernard Peter O. Daipan, Ivy Amor F. Lambio, Juan Carlos T. Gonzales, Nelson M. Pampolina</i>	Israel Journal of Ecology and Evolution (Scopus/Clarivate)
18	Influence of Pre-Incubation of Inoculum with Biochar on Anaerobic Digestion Performance <i>Authors: Marvin T. Valentin, Kacper Świechowski, and Andrzej Białowiec</i>	Materials Clarivate (Science Citation Index Expanded)
19	Technology Adoption of Computer-Aided Instruction in Healthcare: A Structured Review <i>Authors: Queenie Kate Cabanilla, Frey Teolo-Orencia, Rentor Cano, Armando T. Isla Jr., Jehan Grace Maglaya, Xavier-Lewis Palmer, Lucas Potter, Dave E. Marcial7, Lemuel Clark Velasco</i>	International Journal of Emerging Technologies in Learning (Scopus)
20	Digestible and Metabolizable Energy in Ground Yellow Corn, Rice Bran, and Copra Meal Fed to 10 to 15 kg Philippine Native Pigs (Benguet Strain) <i>Author: Mary Arnel D. Garcia</i>	The Philippine Agricultural Scientist (Scopus)

No.	TITLE OF ARTICLES and AUTHOR/S	Name of Journal/ Category
21	Pandemic narratives of library and information centers in Baguio-Benguet <i>Authors: Daniel Jr Soriano Balbin, Elizabeth Allan Lascano</i>	Digital Library Perspectives (Scopus; Clarivate (Emerging Sources Citation Index))
22	Morpho-Anatomy and Mathematical Modelling in <i>Lilium philippinense</i> Baker from Cordillera Central Range, Philippines <i>Authors: Jennifer C. Paltiyon-Bugtong, Rey G. Lumpio, Jones T. Napaldet,</i>	Trop Life Sci Res. (Scopus/Clarivate (Emerging Sources Citation Index))
23	Land Use and Land Cover (LULC) Assessment within the Batanes Protected Landscapes and Seascapes. <i>Authors: Doyog, Nova D.; Lumbres, Roscinto Ian C.; Talkasen, Lynn J.; Soriano, Deign Frolley C.</i>	Philippine Journal of Science (Clarivate (Web of Science-Zoological Records); Scopus)
24	Urban Forest Cover and LST Change Monitoring Through Optical and Thermal Remote Sensing Approach <i>Author: Nova D. Doyog</i>	Journal of the Indian Society of Remote Sensing (Clarivate (Science Citation Index Expanded)/Scopus)
25	TeachTokerists in the Philippines: A Husserlian Phenomenology <i>Authors: Joseph B. Quinto and Denver M. Cho-oy</i>	Asia Social Issues (Open access peer-reviewed)
26	Developing Finance Strategies: A Narrative on Financial Behavior of a State University Employees <i>Author: Glorina C. Damong</i>	International Journal for Multidisciplinary Research (Open access peer-reviewed)
27	Socio-economic Status and Social Protection of Baguio Cemetery Contractors and Workers: Inputs for Interventions <i>Authors: Kurt Zeus L. Dizon, Renebeth G. Donguiz</i>	International Journal of Multidisciplinary Research Review (Open access peer-reviewed)
28	Techniques And Challenges Of Teachers In Contextualizing Filipino 7 Instruction <i>Authors: Penelope F. Tica-a, Joy D. Wangdali</i>	E-DAWA: An International Multidisciplinary Research Journal (Open access peer-reviewed)
29	Assessment of the Implementation of Mother Tongue Based-Multilingual Education in Benguet <i>Author: Dominga S. Tomas</i>	E-DAWA: An International Multidisciplinary Research Journal (Open access peer-reviewed)
30	Thriving Women After Marital Separation: A Case Study <i>Authors: Erlyn Honeylette C Marquez, Cecilia G Junio</i>	PSU Journal of Advanced Studies (Open access peer-reviewed)
31	Performance of Seed-Primed Ricebean (<i>Vigna umbellata</i> L.) Using Organic-Based Priming Materials and Priming Duration <i>Authors: Hector C. Gayomba, Belinda A. Tad-awan, Hilda V. Palaes, and Juniel S. Busiguait</i>	Mountain Journal of Science and Interdisciplinary Research (Open access peer-reviewed)
32	Development of Berry-Flavored Lemongrass Herbal Tea <i>Authors: Kathlyn P. Aragon and Jao-jao A. Somyden</i>	Mountain Journal of Science and Interdisciplinary Research (Open access peer-reviewed)
33	Direct or Inquiry? Science Teaching Orientations of Prospective Secondary Science Teachers <i>Author: Apler J. Bansiong</i>	Mountain Journal of Science and Interdisciplinary Research (Open access peer-reviewed)
34	Flexible Learning Opportunities and Challenges: Exploring the Experiences of Benguet State University During the COVID-19 Pandemic <i>Authors: Ma. Theresa B. Dolipas, Karryl Mae C. Ngina, and Gigy G. Banes</i>	Mountain Journal of Science and Interdisciplinary Research (Open access peer-reviewed)

No.	TITLE OF ARTICLES and AUTHOR/S	Name of Journal/ Category
36	Documentation and Promotion of Using Minisett Technique in Seed Yam Production <i>Authors: Dalen T. Meldoz, Violeta B. Salda, and Grace S. Backian</i>	Mountain Journal of Science and Interdisciplinary Research (Open access peer-reviewed)
37	Strategic Competences of Local Tourist Guides <i>Authors: Richard A. Giye and Jhordan T. Cuilan</i>	Mountain Journal of Science and Interdisciplinary Research (Open access peer-reviewed)
38	Parenting Too Soon: Education and Child Care Concerns of College Student Mothers in the Cordillera Administrative Region <i>Authors: Ann Heather B. Kiwang, Mursha D. Gapasin, and Gigy G. Banes</i>	Mountain Journal of Science and Interdisciplinary Research (Open access peer-reviewed)
39	Working Relationship Practices Between Administrators and Teachers: Effects on Teachers' Job Performance <i>Author: Neivalyn B. Labenio</i>	Mountain Journal of Science and Interdisciplinary Research (Open access peer-reviewed)
40	Gender Inclusivity of Library and Information Services <i>Author: Daniel S. Balbin, Jr.</i>	PAARL Research Journal (Open access peer-reviewed)
41	Examining the Impact of Single Parenting on the Academic Performance of Junior High School Students <i>Authors: Aubrae Frances Engngeg Bannawi, Novia Praise Dewanan Foy-awen, Amir Sam Tagtag Joseph, Glayrheal Ducas Del Rosario, Lester Lyle Dayasen Andawi, Nover Luke Dalog Eslao, Ashlyn Jace Lagasca Banih, John Rey Osben Pella</i>	International Journal of Education, Psychology and Counseling (Open access peer-reviewed)
42	Motivation and Effects of Adventure Sports Tourism in the Cordillera Administrative Region, Philippines <i>Author: Harland Gary B. Pawid</i>	CONNEXION Journal of Humanities and Social Sciences (Open access peer-reviewed)
43	Pre-sowing treatments and soaking duration on physiological potential seed germination of Okra (<i>Abelmoschus esculentus</i> cv. smooth green) <i>Authors: Sittie Farhani USMAN, Jake Galian, Michael Adonis SUDARIA</i>	Agriculture and Forestry Journal (Open access peer-reviewed)
44	Research Knowledge Transfer in the Nursing Education Colleges of two Selected State Universities in Luzon (Philippines) <i>Authors: Brian Saludes Bantugan, Jonalyn Esco, Chevelle ValencianoGaan, and Denice Mikaela Navarro</i>	International Journal of Arts and Social Science (Open access peer-reviewed)
45	Psychological Vulnerabilities and Mental Health Measures <i>Authors: Karryl Mae C. Ngina, Liza A. Ngiao, Joel V. Lubrica, and Editha A. Grande</i>	Mountain Journal of Science and Interdisciplinary Research (Open access peer-reviewed)
46	Scaling Up Rootcrops Technology and the Women's Wisdom in the Conservation of Sweetpotato Varieties <i>Authors: Ruth S. Batani, Kacy O. Labon, Teresita D. Masangcay, and Rhea S. Loncio</i>	Mountain Journal of Science and Interdisciplinary Research (Open access peer-reviewed)
47	Effective Density of ure Trap Against Coffee Berry Borer Infesting Arabica Coffee (<i>Coffea arabica</i> Linn.) in Benguet, Philippines <i>Authors: Gemma S. Das-ilen, Hazzel Kith B. Dumpayan, and Bonie S. Ligat</i>	Mountain Journal of Science and Interdisciplinary Research (Open access peer-reviewed)
48	Direct Organogenesis and Regeneration of Arabica Coffee Cultivars <i>Authors: Milagros R. Dumaslan, Belinda A. Tad-awan, and Sheryl B. Manuel</i>	Mountain Journal of Science and Interdisciplinary Research (Open access peer-reviewed)

Research Outputs Translated into other Publication Formats

No.	TITLE OF RESEARCH and AUTHOR/S	Name of Book/IEC / Category
1	Plant Diversity in Selected Agro- and Forest Ecosystems in Indigenous Cultural Communities (ICCs) in the Cordillera Region, Northern Philippines <i>Authors: Romeo A. Gomez Jr, Jason M. Leung, Joyce N. Paing, Elizabeth T. Dom-ogen, Aldrin V. Baniaga & Rey D. Napoleon</i>	Plant Diversity in Biocultural Landscapes (Book Springer)
2	Encyclopedia of Benguet Indigenous Knowledge Systems Volume 1: The Benguet Identities, Governance, Family, Values and Spirituality <i>Authors: Stanley F. Anongos Jr., Teach C. Sagandoy, Ruth S. Batani, May Angeline R. Lapuz, Jhordan T. Cuilan</i>	Copyrighted Book
3	Encyclopedia of Benguet Indigenous Knowledge Systems Volume 2: Land Use, Agriculture and Food Systems, and Industry and Trade <i>Authors: Geoffrey C. Amlas, Joyce N. Paing, Cheryll C. Launio, Paul Joseph A. Nuval</i>	Copyrighted Book
4	Encyclopedia of Benguet Indigenous Knowledge Systems Volume 3: Indigenous Arts and Sports, Indigenous Education, and Language <i>Authors: Gigy G. Banes, Kacy O. Labon, Julie A. Buasen, Jovalson T. Abiasen, Ronda B. Tullay, Tyrene Joy B. Basal</i>	Copyrighted Book
5	Postharvest Processing for Quality and Ochratoxin A- Free Arabica Coffee <i>Authors: Von Y. Amado, Andres A. Basalong, Hazen Lyn B. Talbino</i>	Copyrighted Technoguide
6	Livelihood and Enterprise Development Component of the Social Development and Management Program of Philex Mining Corporation <i>Authors: Belinda A. Tad-awan, Cheryll C. Launio, Christy T. Abag</i>	Informing Policy and Practice (Copyrighted Peer-reviewed policy brief)
7	What is a Responsive Healthcare Program?: Reflections from Philex Mining Corporation's Health Program <i>Authors: Maureen E. Gay-as, Christine Joy B. Cabansi, Adelfa E. Balisto</i>	Informing Policy and Practice (Copyrighted Peer-reviewed policy brief)
8	Scholarship Sub-Component of the Social Development and Management Program of Philex Mining Corporation: Boosts and Setbacks <i>Authors: Janet Lyn M. Balagtey, Raisa Joy B. Ruado, John Rey O. Pelila</i>	Informing Policy and Practice (Copyrighted Peer-reviewed policy brief)
9	Philex Mining Corporation-Social Development and Management Program as a Scaffold for Community Infrastructure Development <i>Authors: Freda Kate D. Samuel, Kacy O. Labon, Cheryll C. Launio</i>	Informing Policy and Practice (Copyrighted Peer-reviewed policy brief)
10	What are the Creditable Socio Cultural Development Programs/ Activities (PPAs) of the Social Development and Management Program? <i>Authors: Gigy G. Banes, Shania S. Lucyao</i>	Informing Policy and Practice (Copyrighted Peer-reviewed policy brief)
11	MA Physics Impact to Graduates' Competencies <i>Authors: Bretel B. Dolipas, Joel V. Lubrica, Ederson G. Bawang, Julie A. Buasen, Freda Kate D. Samuel, Phil S. Ocampo, and Carmelo W. Maddino</i>	Informing Policy and Practice (Copyrighted Peer-reviewed policy brief)
12	Low Turnouts of BSU Graduate Students, What Can Be Done? <i>Authors: Gigy G. Banes & Shania S. Lucyao</i>	Informing Policy and Practice (Copyrighted Peer-reviewed policy brief)
13	Considerations in Enhancing the Organic Agriculture Mechanisms of La Trinidad, Benguet <i>Authors: Christine Grace B. Sidchogan-Fuchigami and Faith B. Napudo</i>	Informing Policy and Practice (Copyrighted Peer-reviewed policy brief)
14	Inputs in Regulating Communication Strategies of Pesticide Companies in the Province of Benguet <i>Author: Christine Grace B. Sidchogan-Fuchigami</i>	Informing Policy and Practice (Copyrighted Peer-reviewed policy brief)

No.	TITLE OF RESEARCH and AUTHOR/S	Name of Book/IEC / Category
15	Considerations in integrating Indigenous Healing in developing intercultural health guidelines for Indigenous Peoples of Northern Luzon, Philippines <i>Author: Christine Grace B. Sidchogan-Fuchigami</i>	Informing Policy and Practice (Copyrighted Peer-reviewed policy brief)
16	Loss of Indigenous Knowledge on Root and Tuber Crops Contributes to Food Insecurity <i>Author: Dalen T. Meldoz, Betty Gayao and Grace Backian</i>	Informing Policy and Practice (Copyrighted Peer-reviewed policy brief)
17	Growth and Yield Performance of Ponkan Mandarin as Influenced by Organic Plant Supplement through Subsurface fertigation <i>Author: Jamesly T. Andres</i>	Copyrighted brochure
18	A Guide in growing Calatheas in the Highlands <i>Authors: Leila Mary A. Ayban, Jimgeron T. Calatan</i>	Copyrighted Technoguide
19	A Guide in Growing Begonias in the Highlands <i>Authors: Leila Mary A. Ayban, Jimgeron T. Calatan</i>	Copyrighted Technoguide
20	A Guide in growing Aglaonemas in the Highlands <i>Authors: Leila Mary A. Ayban, Jimgeron T. Calatan</i>	Copyrighted Technoguide
21	A Guide in growing Eggplants in the Highlands <i>Authors: Leila Mary A. Ayban, Jimgeron T. Calatan</i>	Copyrighted Technoguide
22	A guide in growing Potted Chrysanthemum in the Highlands <i>Authors: Leila Mary A. Ayban, Jimgeron T. Calatan</i>	Copyrighted Technoguide
23	A Guide in growing Potted Mini-Roses in the Highlands <i>Authors: Leila Mary A. Ayban, Jimgeron T. Calatan</i>	Copyrighted Technoguide
24	A Guide in growing Pothos in the Highlands <i>Authors: Leila Mary A. Ayban, Jimgeron T. Calatan</i>	Copyrighted Technoguide
25	A Guide in growing Philodendrons in the Highlands <i>Authors: Leila Mary A. Ayban, Jimgeron T. Calatan</i>	Copyrighted Technoguide
26	A Guide in growing Pepperomias in the Highlands <i>Authors: Leila Mary A. Ayban, Jimgeron T. Calatan</i>	Copyrighted Technoguide
27	Common Pests of Coffee and their Potential Biological Control <i>Authors: Nordalyn B. Pedroche, Lucille M. Faroden, Chylyn C. Tawa, Jim Reeves M. Laguitao, Nora Hill G. Evasco, Diwa B. Kingay, Jaime B. Codio, Joyce D. Mauricio</i>	Copyrighted Technoguide
28	Organic Fertilizers for Heirloom Rice <i>Authors: Belinda A. Tad-awan, Nordalyn B. Pedroche, Genie B. Soyon, Alexander W. Fagyan, Joel Faroden, Jasmin Chomawat, Daren Dumanni</i>	Copyrighted Technoguide
29	Botanical and Biological Control Agents in the Management of Pest <i>Authors: Belinda A. Tad-awan, Nordalyn B. Pedroche, Genie B. Soyon, Alexander W. Fagyan, Joel Faroden, Jasmin Chomawat, Daren Dumanni</i>	Copyrighted Technoguide
30	Technoguide on Heirloom Rice Production and Best Practices for Selected Landrace in Benguet and Mountain Province <i>Authors: Belinda A. Tad-awan, Nordalyn B. Pedroche, Genie B. Soyon, Alexander W. Fagyan, Joel Faroden, Jasmin Chomawat, Daren Dumanni</i>	Copyrighted Technoguide

No.	TITLE OF RESEARCH and AUTHOR/S	Name of Book/IEC / Category
31	Plant Supplements for Heirloom Rice <i>Authors: Belinda A. Tad-awan, Nordalyn B. Pedroche, Genie B. Soyon, Alexander W. Fagyan, Joel Faroden, Jasmin Chomawat, Daren Dumanni</i>	Copyrighted Technoguide
32	Growth performance of rabbits fed with <i>Trichantera gigantea</i> (Bonpl.) Nees, <i>Calliandra calothyrsus</i> Meisn. and <i>Morus alba</i> L. under highland condition <i>Author: Genevieve Ramos-Tabon</i>	Copyrighted Technoguide
33	Growth performance of rabbits fed with <i>Cynodon dactylon</i> (L.) Pers., <i>Urochloa mutica</i> (Forssk) T.Q. Nguyen and <i>Cenchrus purpureus</i> (Schumach) Morrone under highland condition <i>Author: Genevieve Ramos-Tabon</i>	Copyrighted Technoguide
34	Organic Strawberry Soil-based Production Guide Under Greenhouse <i>Authors: Gennie B. Soyon, Evangielyn D. Marcelo</i>	Copyrighted Technoguide
35	Organic Strawberry Production Guide Under Hydroponics System <i>Authors: Gennie B. Soyon, Evangielyn D. Marcelo</i>	Copyrighted Technoguide
36	Ways to Mitigate Watershed and Environmental Degradation <i>Authors: Nora C. Sagayo, Brelyn S. Basatan, Marlyn L. Malucay</i>	Copyrighted IEC
37	Density of Lure Traps in the Management of Coffee Berry Borer (<i>Hypothenemus Hampei Ferrari</i>) Associated with Arabica Coffee <i>Authors: Gemma S. Das-ilen, Hazzel Kith B. Dumpayan</i>	Copyrighted IEC
38	Contribution of the MA Guidance Program to the Employment Status, Professional Growth and Competencies of Graduates <i>Authors: Dona Claire L. Colinang, Erlyn Honeylette C. Marquez</i>	Copyrighted IEC
39	User's Evaluation of the Teacher-made Selflearning Modules (SLM's) for Junior High School (JHS) Araling Panlipunan <i>Author: Imee Camahalan Cuadra</i>	Copyrighted IEC
40	Mathematics Multi-task Scheme: A Multigrade Teaching Scheme <i>Author: Jorenz A. Belleza</i>	Copyrighted IEC
41	Digital Literacy Test for Teachers (DigiLiTT) <i>Authors: Janet Lynn Montemayor Balagtey, Dona Claire Lapisac Colinang, Laureen Bendoza Likigan, Imelda Gadiano Parcasio</i>	Copyrighted IEC
42	Language Characteristics, Errors, and Strategies: Bases for Authentic and Localized Materials in Speaking <i>Author: Jhordan T. Cuilan</i>	Copyrighted IEC
43	Thriving Women After Marital Separation: A Case Study <i>Author: Erlyn Honeylette C. Marquez</i>	Copyrighted IEC
44	ASEAN Green Hotel Standards Experiences, Challenges, and Initiatives in the Philippines <i>Author: Rodeliza A. Flores</i>	Copyrighted IEC
45	Gratitude Workshop Guide for the Youth <i>Author: Karryl Mae C. Ngina</i>	Copyrighted IEC
46	Predictive Framework for Estimating the 3PL Model Parameters of Mathematics Test Items <i>Author: Janet Lynn M. Balagtey</i>	Copyrighted IEC

No.	TITLE OF RESEARCH and AUTHOR/S	Name of Book/IEC / Category
47	Reconstructing the Blooms' Taxonomy through Item Analysis <i>Author: Janet Lynn M. Balagtey</i>	Copyrighted IEC
48	MTB-MLE: What matters most? <i>Author: Betty M. Divindo</i>	Copyrighted IEC
49	From the Lens of School Heads <i>Author: Froilan B. Manas</i>	Copyrighted IEC

C. RESEARCH PAPER PRESENTATION

A total of 106 research papers were presented by BSU researchers in international (7), national (1), regional (14) and local/institutional (84) conferences.

D. AWARDS/ RECOGNITIONS

The following shows the awards and recognitions received by BSU full time and faculty researchers in various research fora/ activities.

Research Awards/ Recognitions

Awardee/s	Title of Award	Title of Research Paper	Date Received	Awarding Organization/ Conferring Body
Jocelyn C. Perez, Jovita M. Sim, Teresita K. Mangili	1st Best Paper	Integrated Pest Management in GAP and Organic Production of Broccoli and Strawberry under Protected Structures in Benguet and Mountain Province	September 22, 2023	BSU
Jovalson T. Abiasen, Joel V. Lubrica, Bretel B. Dolipas, Ederson G. Bawang & Jennifer Lyn S. Ramos	3rd Best Paper	The Teaching Experiences of University Science Teachers in Flexible Learning Environment: A Transcendental Reduction	September 22, 2023	BSU
Jennifer Lyn S. Ramos, Jovalson T. Abiasen, Bretel B. Dolipas, Ederson G. Bawang & Joel V. Lubrica	2nd Best Paper	Flexible Learning Scenario in Science Courses: Exploring Benefits, Challenges, and Student-Centered Solutions during the COVID-19 Pandemic	September 22, 2023	BSU
Edlyn Mae N. Ciano, Jovelyn G. Lampac, Criselda S. Battad, Beverly B. Tagatac, Karen B. Gaerlan, Loretta C. Romero, Joseph A. Dianso & Gil G. Calderon	1st Best Paper	BSU – CVM Graduate Tracer Study (1982-2021)	September 22, 2023	BSU
Sherlyn C. Tipayno, Amelia M. Kimeu, Criselda S. Battad & Jayson Komicho	3rd Best Paper	Culture-Based and Metagenomic Assessment of Bacterial Communities in Organically Grown Lettuce and Strawberries in Benguet	September 22, 2023	BSU
Bonie S. Ligat; Gemma S. Das-ilen; Hazzel Kith B. Dumpayan	1st Best Paper S&T AANR Category	Crop Protection of Arabica Coffee in Benguet and Mt. Province	September 22, 2023	BSU

Awardee/s	Title of Award	Title of Research Paper	Date Received	Awarding Organization/ Conferring Body
Quinierlyn A. Godio, Angellica B. Batingal, Lynn J. Talkasen, Roscinto Ian C. Lumbres, Myra Nieves T. Lingaling & Levi Ezekiel O. Daipan	1st Best Paper Award (Outside Funded Science and technology Food, Industry, Energy and Emerging Technologies (FIEET))	Climate Risk Vulnerability Assessment of priority Crops in Ifugao Province	September 22, 2023	BSU
Violeta B. Salda Grace S. Backian Dalen T. Meldoz Johnny G. Dati, Sr. Beltran S. Alipio	First Best Paper Award, Development Category	Commercialization of Quality Purple Yam (<i>Dioscorea alata</i>) Minisett Planting Materials Towards Enhanced Productivity)	September 22, 2023	BSU
Janet P. Pablo, Ruth S. Batani, Freda Kate D. Samuel, Noreen A. Moreno, Hilda V. Palaes, Kacy O. Labon, Florence B. Castaneda, Jerome C. Bugtong, Kimberly Grace B. Tucdaan, Brena Labannot K. Yuccadi, Jovelyn C. Kitongan, Michael C. Sel-ayen	3rd Best Paper	Establishing Baseline Agriculture Performance and Rural Development Indicators from Governance Perspective for Abra, Benguet and Ifugao	September 22, 2023	BSU
Ruth S. Batani, Cheryl C. Launip, Janet P. Pablo, Jao-jao A. Somyden, Elvie Nangis, Sheler Ramos	1st Best Paper	Enhancing Gender Responsiveness and Growth of the Strawberry Processing Enterprise	September 22, 2023	BSU
Ruth S. Batani, May Angeline R. Lapuz, Remedio B. Thompson	Best Paper	Spirituality, Health and Well-being	September 22, 2023	BSU
Henderson K. Balangoy	3rd Best Paper	Disaster Risk Reduction and Management	September 22, 2023	BSU
Leonardo L. Samonte, Aurora S. Cuyan, Julius B. Dominguez	2nd Best paper	For the Love of Music: Factors Influencing Local Songwriters' Choice of Themes	September 22, 2023	BSU
Matyline Camfil-Talastas, Stanley F. Anongos, Jr., Virginia Kilito, Saryan Chiwaran	1st Best Paper	Revisiting Te-er si Shangashang as a Practice of Community Lockdown to Repel Epidemic and Pestilence	September 22, 2023	BSU
Quinierlyn A. Godio, Angellica B. Batingal, Lynn J. Talkasen, Roscinto Ian C. Lumbres, Myra Nieves T. Lingaling & Levi Ezekiel O. Daipan	2nd Best Paper	Climate Risk Vulnerability Assessment of priority Crops in Ifugao Province	October 26, 2023	CorCAARRD and CIEERDeC
Ruth S. Batani, May Angeline R. Lapuz, Remedio B. Thompson	1st Best Paper	Spirituality, Health and Well-being	October 26, 2023	CorCAARRD and CIEERDeC
Jenny Victor-Esiong	1st Best Poster	The Effects of a Sports Competition Involvement on the Anxiety Level of Employees Working amidst the Covid-19 Pandemic	October 26, 2023	CorCAARRD and CIEERDeC

Awardee/s	Title of Award	Title of Research Paper	Date Received	Awarding Organization/ Conferring Body
Roscinto Ian C. Lumbres	2023 Publication Incentives Award	Biomass and Carbon Stock Assessment of Trees in the Lowland Evergreen Forest of Mt. Iraya, Batanes, Philippines	March 2, 2023	PCAARRD, Los Banos, Laguna
	2022 Kabadang Best Mentor Award		January 20, 2023	(CHED-CAR)
	2023 Outstanding Extensionist Award		September 27, 2023	BSU
	2022 Outstanding Young Scientist Award		September 27, 2023	BSU
	2023 Outstanding Thesis Adviser (S&T AANR Category)		September 27, 2023	BSU
	2023 Lingkod Bayan Award		September 29, 2023	Civil Service Commission-CAR
Cynthia D. Garambas	2022 Research Publication Award (highest number of published research articles)		January 20, 2023	CHED-CAR
	2022 Research Publication Award (exemplary performance in publishing a research article)		January 20, 2023	CHED-CAR
	PRAISE Everlasting Awardees 2023 (Outstanding Researcher Level 2)		September 27, 2023	BSU
	PRAISE Everlasting Awardees 2023 (Distinguished Alumna in Food Product Development)		September 27, 2023	BSU
Cynthia G. Kiswa	Praise Everlasting Awards: Outstanding Research & Extension Manager		September 27, 2023	BSU
Teresita D. Masangcay	Praise Everlasting Awards: Outstanding Non-Teaching Awardee: Level 2		September 27, 2023	BSU
Joyce K. Mama-o	Praise Everlasting Awards: Outstanding Non-Teaching Awardee: Level 1		September 27, 2023	BSU

Awardee/s	Title of Award	Title of Research Paper	Date Received	Awarding Organization/ Conferring Body
Arlene B. Bautista	Praise Everlasting Awards: Outstanding Non-Teaching Awardee: Level 1		September 27, 2023	BSU
Jennie B. Balao	Praise Everlasting Awards: Outstanding Non-Teaching Awardee: Level 1		September 27, 2023	BSU
Hanzel M. Mallare	Praise Everlasting Awards: Outstanding Non-Teaching Awardee: Level 1		September 27, 2023	BSU
Lorelie R. Ollayan	Praise Everlasting Awards: (Outstanding Non-Teaching Award-Level I)		September 27, 2023	BSU
Center for Geoinformatics	2023 Best Organizational Office		September 27, 2023	BSU

E. UTILITY MODEL APPLICATIONS

The BSU Intellectual Property Rights Office (IPRO) were able to register 57 research outputs/technologies as Utility Models to the Bureau of Patents, Intellectual Property Office Philippines.

Utility Model Applications

	Title of Technology	Researchers	Date File for Patenting/UM	Application Number	Remarks
1	A Composition of Coconut Water as Bio-Stimulant for the Production of Potato Seed Tubers	Nestor E. Pilayan, Esther T. Botangen, Joyce K. Mama-o, Gabby K. Dao-ines and Viona Y. Cadiog	April 3, 2023	22023050529	Registered
2	A Process for Making Coconut Water as Bio-Stimulant for the Production of Potato Seed Tubers	Nestor E. Pilayan, Esther T. Botangen, Joyce K. Mama-o, Gabby K. Dao-ines and Viona Y. Cadiog	April 3, 2023	22023050528	Registered
3	A Process for Making Ready-to-Eat Dehydrated Red Beetroot	Lesley Dale G. Umayat; Jeftee Ben B. Pinos-an and Zinnia B. Das-ilen	April 5, 2023	22022050533	Registered
4	A composition of Ready-to Eat Dehydrated Red Beetroot	Lesley Dale G. Umayat; Jeftee Ben B. Pinos-an and Zinnia B. Das-ilen	April 5, 2023	22023050532	Registered
5	A Composition of Low Sugar Tomato-Lemon Marmalade	Lesley Dale G. Umayat; Jeftee Ben B. Pinos-an and Sheena A. Wassig	April 5, 2023	22023050531	Registered
6	A Process for Making Low Sugar Tomato-Lemon Marmalade	Lesley Dale G. Umayat; Jeftee Ben B. Pinos-an and Sheena A. Wassig	April 5, 2023	22023050530	Registered
7	bioassay test set-up for live, samll, and mobile test organisms	Nordalyn B. Pedroche; Lucille M. Faroden; Nora Hill G. Evasco; Chylyn C. Tawa and Jim Reeves M. Laguitao	April 19, 2023	22023050616	Registered

	Title of Technology	Researchers	Date File for Patenting/UM	Application Number	Remarks
8	A composition of chayote (<i>sechium edule</i> (jacq.) swarts)-orange marmalade	Imelda O. Degay, Cynthia D. Garambas, Norma P. Banania & Clarisse B. Danis	April 18, 2023	22023051081	Registered
9	A composition of chayote (<i>sechium edule</i> (jacq.) swarts) - tarts	Imelda O. Degay, Cynthia D. Garambas, Norma P. Banania & Clarisse B. Danis	April 18, 2023	22023051089	Registered
10	A process for making dried chayote (<i>sechium edule</i> (jacq.) swarts) leaves	Imelda O. Degay, Cynthia D. Garambas, Norma P. Banania & Clarisse B. Danis	April 18, 2023	22023051088	Registered
11	A composition of chayote (<i>sechium edule</i> (jacq.) swarts) breadsticks	Imelda O. Degay, Cynthia D. Garambas, Norma P. Banania & Clarisse B. Danis	April 18, 2023	22023051086	Registered
12	A composition of chayote (<i>sechium edule</i> (jacq.) swarts) cookies	Imelda O. Degay, Cynthia D. Garambas, Norma P. Banania & Clarisse B. Danis	April 18, 2023	22023051087	Registered
13	A composition of chayote (<i>sechium edule</i> (jacq.) swarts) dinner rolls	Imelda O. Degay, Cynthia D. Garambas, Norma P. Banania & Clarisse B. Danis	April 18, 2023	22023051084	Registered
14	A composition of chayote (<i>sechium edule</i> (jacq.) swarts)-flavored gummy candy	Imelda O. Degay, Cynthia D. Garambas, Norma P. Banania & Clarisse B. Danis	April 18, 2023	22023051090	Registered
15	A composition of chayote (<i>sechium edule</i> (jacq.) swarts) ice cream	Imelda O. Degay, Cynthia D. Garambas, Norma P. Banania & Clarisse B. Danis	April 18, 2023	22023051083	Registered
16	A composition of chayote (<i>sechium edule</i> (jacq.) swarts)-apple pocket pie	Imelda O. Degay, Cynthia D. Garambas, Norma P. Banania & Clarisse B. Danis	April 18, 2023	22023051085	Registered
17	A composition of chayote (<i>sechium edule</i> (jacq.) swarts)-enriched pandesal	Imelda O. Degay, Cynthia D. Garambas, Norma P. Banania & Clarisse B. Danis	April 18, 2023	22023051082	Registered
18	A composition for making flavored vacuum-fried broccoli floret chips	Jao-Jao A. Somyden, Cynthia D. Garambas, Leonardo Dumalhin, Dalifer A. Gano, Nestor C. Humiwat, Rhea S. Contada, Ruda Fe A. Suanding, Eunice D. Bantawan, Dafhney Marwy O. Ligligan	July 27, 2023	22023051208	Registered
19	A process for making flavored vacuum-fried broccoli floret chips	Jao-Jao A. Somyden, Cynthia D. Garambas, Leonardo Dumalhin, Dalifer A. Gano, Nestor C. Humiwat, Rhea S. Contada, Ruda Fe A. Suanding, Eunice D. Bantawan, Dafhney Marwy O. Ligligan	July 26, 2023	22023051206	Registered
20	A composition for making flavored vacuum fried carrot chips	Jao-Jao A. Somyden, Cynthia D. Garambas, Leonardo Dumalhin, Dalifer A. Gano, Nestor C. Humiwat, Rhea S. Contada, Eunice D. Bantawan, Dafhney Marwy O. Ligligan	July 27, 2023	22023051214	Registered

	Title of Technology	Researchers	Date File for Patenting/UM	Application Number	Remarks
21	A process for making flavored vacuum-fried carrot chips	Jao-Jao A. Somyden, Cynthia D. Garambas, Leonardo Dumalhin, Dalifer A. Gano, Nestor C. Humiwat, Rhea S. Contada, Eunice D. Bantawan, Dafhney Marwy O. Ligligan	July 27, 2023	22023051205	Registered
22	A composition for making flavored vacuum-fried broccoli stalk chips	Jao-Jao A. Somyden, Cynthia D. Garambas, Leonardo Dumalhin, Dalifer A. Gano, Nestor C. Humiwat, Rhea S. Contada, Eunice D. Bantawan, Dafhney Marwy O. Ligligan	July 27, 2023	22023051201	Registered
23	A process for making flavored vacuum-fried broccoli stalk chips	Jao-Jao A. Somyden, Cynthia D. Garambas, Leonardo Dumalhin, Dalifer A. Gano, Nestor C. Humiwat, Rhea S. Contada, Eunice D. Bantawan, Dafhney Marwy O. Ligligan	July 27, 2023	22023051211	Registered
24	A process for preparing turmeric-infused cocoa tablets	Cynthia D. Garambas, Melchor Lumiked, Michael Karl M. Barnuevo, Maravilla Senado, Jenelyn A. Martin	July 25, 2023	22023051216	Registered
25	A process for preparing thyme-infused cocoa powdered drink	Cynthia D. Garambas, Melchor Lumiked, Michael Karl M. Barnuevo, Maravilla Senado, Jenelyn A. Martin	July 25, 2023	22023051219	Registered
26	A composition for preparing thyme-infused cocoa powdered drink	Cynthia D. Garambas, Melchor Lumiked, Michael Karl M. Barnuevo, Maravilla Senado, Jenelyn A. Martin	July 25, 2023	22023051223	Registered
27	A composition for preparing turmeric-infused cocoa powdered drink	Cynthia D. Garambas, Melchor Lumiked, Michael Karl M. Barnuevo, Maravilla Senado, Jenelyn A. Martin	July 25, 2023	22023051217	Registered
28	A process for preparing turmeric-infused cocoa powdered drink	Cynthia D. Garambas, Melchor Lumiked, Michael Karl M. Barnuevo, Maravilla Senado, Jenelyn A. Martin	July 25, 2023	22023051226	Registered
29	A process for preparing ashitaba-infused cocoa powdered drink	Cynthia D. Garambas, Melchor Lumiked, Michael Karl M. Barnuevo, Maravilla Senado, Jenelyn A. Martin	July 25, 2023	22023051220	Registered
30	A composition for preparing ashitaba-infused cocoa powdered drink	Cynthia D. Garambas, Melchor Lumiked, Michael Karl M. Barnuevo, Maravilla Senado, Jenelyn A. Martin	July 25, 2023	22023051215	Registered
31	A composition for preparing thyme-infused cocoa tablets	Cynthia D. Garambas, Melchor Lumiked, Michael Karl M. Barnuevo, Maravilla Senado, Jenelyn A. Martin	July 25, 2023	22023051224	Registered

	Title of Technology	Researchers	Date File for Patenting/UM	Application Number	Remarks
32	A process for preparing thyme-infused cocoa tablets	Cynthia D. Garambas, Melchor Lumiked, Michael Karl M. Barnuevo, Maravilla Senado, Jenelyn A. Martin	July 25, 2023	22023051218	Registered
33	A process for preparing ashitaba-infused cocoa tablets	Cynthia D. Garambas, Melchor Lumiked, Michael Karl M. Barnuevo, Maravilla Senado, Jenelyn A. Martin	July 25, 2023	22023051221	Registered
34	A composition for preparing ashitaba-infused cocoa tablets	Cynthia D. Garambas, Melchor Lumiked, Michael Karl M. Barnuevo, Maravilla Senado, Jenelyn A. Martin	July 25, 2023	22023051225	Registered
35	A composition for preparing turmeric-infused cocoa tablets	Cynthia D. Garambas, Melchor Lumiked, Michael Karl M. Barnuevo, Maravilla Senado, Jenelyn A. Martin	July 25, 2023	22023051222	Registered
36	A composition for making flavored vacuum-fried cabbage chips	Jao-Jao A. Somyden, Cynthia D. Garambas, Leonardo Dumalhin, Dalifer A. Gano, Nestor C. Humiwat, Rhea S. Contada, Eunice D. Bantawan, Dafhney Marwy O. Ligligan	July 27, 2023	22023051209	Registered
37	A process for making flavored vacuum-fried cabbage chips	Jao-Jao A. Somyden, Cynthia D. Garambas, Leonardo Dumalhin, Dalifer A. Gano, Nestor C. Humiwat, Rhea S. Contada, Eunice D. Bantawan, Dafhney Marwy O. Ligligan	July 27, 2023	22023051202	Registered
38	A composition for making vacuum-fried cabbage chips	Jao-Jao A. Somyden, Cynthia D. Garambas, Leonardo Dumalhin, Dalifer A. Gano, Nestor C. Humiwat, Rhea S. Contada, Eunice D. Bantawan, Dafhney Marwy O. Ligligan	July 27, 2023	22023051213	Registered
39	A process for making vacuum-fried cabbage chips	Jao-Jao A. Somyden, Cynthia D. Garambas, Leonardo Dumalhin, Dalifer A. Gano, Nestor C. Humiwat, Rhea S. Contada, Eunice D. Bantawan, Dafhney Marwy O. Ligligan	July 27, 2023	22023051207	Registered
40	A process for preparing hot-smoked pork sausage	Cynthia D. Garambas, Dalifer A. Gano, Jao-Jao A. Somyden, Maripresa C. Banganan, Angcuwal L. Rachel, Niko P. Wakit	July 25, 2023	22023051228	Registered
41	A composition for preparing hot-smoked pork sausage	Cynthia D. Garambas, Dalifer A. Gano, Jao-Jao A. Somyden, Maripresa C. Banganan, Rachel L. Angcuwal, Niko P. Wakit	July 25, 2023	22023051232	Registered

	Title of Technology	Researchers	Date File for Patenting/UM	Application Number	Remarks
42	A process for preparing hot-smoked pork meatloaf	Cynthia D. Garambas, Dalifer A. Gano, Jao-Jao A. Somyden, Maripresa C. Banganan, Rachel L. Angcuwal, Niko P. Wakit	July 25, 2023	22023051231	Registered
43	A composition for preparing hot-smoked pork meatloaf	Cynthia D. Garambas, Dalifer A. Gano, Jao-Jao A. Somyden, Maripresa C. Banganan, Rachel L. Angcuwal, Niko P. Wakit	July 25, 2023	22023051229	Registered
44	A composition for preparing ready-to-eat hot-smoked pork slivers	Cynthia D. Garambas, Dalifer A. Gano, Jao-Jao A. Somyden, Maripresa C. Banganan, Rachel L. Angcuwal, Niko P. Wakit	July 25, 2023	22023051230	Registered
45	A process for preparing ready-to-eat hot-smoked pork slivers	Cynthia D. Garambas, Dalifer A. Gano, Jao-Jao A. Somyden, Maripresa C. Banganan, Rachel L. Angcuwal, Niko P. Wakit	July 25, 2023	22023051227	Registered
46	A composition for preparing unflavored vacuum-fried chopsuey chips	Jao-Jao A. Somyden, Cynthia D. Garambas, Leonardo Dumalhin, Dalifer A. Gano, Nestor C. Humiwat, Rhea S. Contada, Eunice D. Bantawan, Dafhney Marwy O. Ligligan	July 27, 2023	22023051212	Registered
47	A composition for making flavored vacuum fried french beans chips	Jao-Jao A. Somyden, Cynthia D. Garambas, Leonardo Dumalhin, Dalifer A. Gano, Nestor C. Humiwat, Rhea S. Contada, Ruda Fe A. Suanding, Eunice D. Bantawan, Dafhney Marwy O. Ligligan	July 27, 2023	22023051203	Registered
48	A process for making flavored vacuum fried french beans chips	Jao-Jao A. Somyden, Cynthia D. Garambas, Leonardo Dumalhin, Dalifer A. Gano, Nestor C. Humiwat, Rhea S. Contada, Ruda Fe A. Suanding, Eunice D. Bantawan, Dafhney Marwy O. Ligligan	July 27, 2023	22023051210	Registered
49	A process for making unflavored vacuum fried french beans chips	Jao-Jao A. Somyden, Cynthia D. Garambas, Leonardo Dumalhin, Dalifer A. Gano, Nestor C. Humiwat, Rhea S. Contada, Ruda Fe A. Suanding, Eunice D. Bantawan, Dafhney Marwy O. Ligligan	July 27, 2023	22023051204	Registered
50	A process of preparing tissue cultured single pseudo mini-rhizoturmeric planting material	Cynthia G. Kiswa, Jennie B. Balao, Jophr L. Galian Nestor E. Pilayan, Joyce K. Mama-o, Jake L. Galian Patricia K. Akiate, Gaby K. Dao-ines, Viona Y. Cadiog	November 30, 2023	2/2023/051676	Registered

	Title of Technology	Researchers	Date File for Patenting/UM	Application Number	Remarks
51	A process of preparing tissue cultured single pseudo mini-rhizomes ginger planting material	Cynthia G. Kiswa, Jennie B. Balao, Jophr L. Galian Nestor E. Pilayan, Joyce K. Mama-o, Jake L. Galian Patricia K. Akiate, Gaby K. Dao-ines, Viona Y. Cadiog	November 30, 2023	22023051675	Registered
52	A composition of in vitro rooting media of chrysanthemum	Leila Mary A. Ayban, Nemie A. Chamollog, Phillip Tom B. Asi-as	July 21, 2023	22023051188	Registered
53	A composition of in vitro establishment media of chrysanthemum	Leila Mary A. Ayban, Nemie A. Chamollog, Phillip Tom B. Asi-as	July 21, 2023	22023051185	Registered
54	A composition of in vitro proliferation media of chrysanthemum	Leila Mary A. Ayban, Nemie A. Chamollog, Phillip Tom B. Asi-as	July 21, 2023	22023051183	Registered
55	A process for the in vitro establishment media of chrysanthemum	Leila Mary A. Ayban, Nemie A. Chamollog, Phillip Tom B. Asi-as	July 21, 2023	22023051184	Registered
56	A process for in vitro proliferation media of chrysanthemum	Leila Mary A. Ayban, Nemie A. Chamollog, Phillip Tom B. Asi-as	July 21, 2023	22023051186	Registered
57	A process for the in vitro rooting media of chrysanthemum	Leila Mary A. Ayban, Nemie A. Chamollog, Phillip Tom B. Asi-as	July 21, 2023	22023051187	Registered

F. PUBLICATIONS REGISTERED FOR COPYRIGHT PROTECTION

The BSU Intellectual Property Right Office was able to register a total of 112 creations/compositions in the form of instructional materials, manuals, books, journals, brochures, production guides and other creative works to the National Library of the Philippines for the year 2023. Meanwhile, 38 publications were registered for ISBN and ISSN.

G. WRITESHOP/TRAININGS/ SEMINARS AND OUTREACH ACTIVITIES CONDUCTED/ FACILITATED

A total of 156 seminars/trainings/writeshops/information dissemination activities were conducted by the various centers/institutes for the year 2023. More than 10,700 individuals were catered from the activities conducted.

Writeshops, trainings, seminars and outreach activities conducted or facilitated

OFFICE/ CENTER/INSTITUTE/ COLLEGE	No. of Conducted Trainings	No. of Trainees/ Beneficiaries
Agri-based Technology Business Incubator/Innovation Center (ATBI/IC)	25	1140
Cordillera Center for Animal Research and Development (CCARD)	3	100
Cordillera Organic Agriculture Research and Development Center (COARDC)	5	482
Cordillera Regional Apiculture Center (CRAC)	18	348
Climate-Smart Agriculture Center [CSAC]	10	348
Food Science Research and Innovation Center (FSRIC)	10	323
Geoinformatics System Center [GIS]	10	561

OFFICE/ CENTER/INSTITUTE/ COLLEGE	No. of Conducted Trainings	No. of Trainees/ Beneficiaries
Higher Education Regional Research Center (HERRC)	11	2534
Horticulture Research and Training Institute (HORTI)	2	100
Institute of Highland Farming Systems and Agroforestry (IHESA)	5	101
Intellectual Property Rights Office (IPRO)	6	443
Institute of Social Research and Development (ISRDI)	13	1613
Office of Extension Services	13	1600
Office of Research Services	3	247
Northern Philippines Root Crops Research and Training Center (NPRRTC)	22	802
TOTAL	156	10,742

H. LINKAGES

The R and E sector has an ongoing with the following partners composed of local government units, national and regional line agencies and international organizations. The collaboration focuses on the conduct of research and extension activities

Linkages established

Name of Partner Agency/ Organization	Title/ Type of Project/ Understanding/ Activities
DOST-PCAARRD	Project Implementation of the following: a. DOST-PCAARRD BSU Agri-Aqua Technology Business Incubator (AATBI) Project – Phase 2 b. Regional Agri-Aqua Innovation System Enhancement (RAISE) Program in Cordillera Administrative Region (CAR) (consists of 4 projects)
DA Region III CLIARC	Implementation of Farmers' Field School on Purple Yam Production
LGU-Bauko and Barangay Lagawa, Bauko	Implementation of Extension Project RAMOT
DA Region 10- Pampanga	Implementation of Techno-Transfer of Package of Technology on Ubi Production in the Aeta Community of Magalang, Pampanga
Local Government of Sablan	Implementation of Commercialization of Purple Yam Minisett Planting Material Towards Enhanced Productivity
Local Government of Kapangan	Implementation of Commercialization of Purple Yam Minisett Planting Material Towards Enhanced Productivity
Local Government of Tuba	Implementation of Commercialization of Purple Yam Minisett Planting Material Towards Enhanced Productivity
Asia Blight Team, organized by the International Potato Center and based at CCCAP, Beijing, China	Representation/ membership to the Asia Blight Team. NPRRTC Director Teresita Masangcay designated as Regional representative Asia Blight Team
NEUST	Provision of technical advisory services to NEUST Project Team in developing and/or promoting commercialization of processing technologies that are based on the local resources of the community;
EXEMPLARS' Academy	MOA, Ubi Production in Sitio Kawayan, Capas, Tarlac
Green Forest Nursery	Establishment of Arabica Coffee Nursery
Banaue Halfway to Somewhere Eco Farm (BHESF)	MOA
Municipal Local Government Unit of Sabangan, Mountain Province	Implementation of Adopt-a-Community Program

Name of Partner Agency/ Organization	Title/ Type of Project/ Understanding/ Activities
Barangay Nawal, Bokod, Benguet	Implementation of Adopt-a-Community Program
Tublay National Trade High School	Implementation of Hands-on Skills Training (HOST)
Saint Louis School Incorporated	Implementation of Hands-on Skills Training (HOST)
University of Guam	Exchange of visiting professors/lecturers and researchers, Collaborative research projects and publication, and engagement in other areas of academic cooperation based on mutual interest agreement
Psychological Association of the Philippines	Collaborative research projects and publication. Exchange of publication and other materials containing academic information as governed by existing copyright laws and agreement. Lectures, symposia, conference and research presentations; and other areas of academic cooperation based on mutual interest agreement.
DepEd Apayao	Mentoring on Social Research, and Social Sciences related topics as requested by either the party; Collaborative research projects and publication; The exchange of publications and other materials containing academic information; Lectures, symposia, conferences and research presentations; Other areas of academic cooperation based on mutual interest agreement
DepEd Baguio	Trainings for the preparation of research proposals, data analysis, and packaging of research results into learning materials; Academic lectures, training or workshops related to subject content; Seminar workshops on research related topics; Quality assurance in the writing of modules in Araling Panlipunan.
Wageningen University	Collaboration in the execution of the “The Embodied Ecologies Project” in the BLIST Region. Intended to support the research and extension partnership using the embodied ecologies framework through collaborative research, multi-modal publication support, and the collaborative design of harm reduction strategies
Itoگون-Suyoc Resources, Inc.	Implementation of research Conduct of SEIA of the 2019-2023 SDMP of ISRI



The Benguet State University formally forged ties through a Memorandum of Understanding with three Thailand Universities to foster Thailand-Philippines Cooperation on technology business incubation, academic, cultural, skills training and research on March 20, 2023 at Maejo University (MJU). The three Thailand Universities are Maejo University (MJU), University of Phayao (UP) and Mae Fah Luang University (MFU) located in Chiang Mai, Phayao and Chiang Rai provinces in Thailand.



PRODUCTION



The Office of the Vice President for University Business Affairs has two sections; the Office of the Director for Business Affairs and the Office of the Director for Special Projects and Partnerships. The Office of the Director for Business Affairs manages the magic seven Income Generating Projects (IGPs) of the university; namely, BSU Bakery Project, BSU Food Processing Center, BSU Poultry Project, BSU Garments Project, BSU Marketing Center, University Canteen and the Home Management and Guestels. The Office of the Director for Special Projects and Partnerships manages and monitors the leasable properties. This includes the stalls, the farms, the prime businesses and the parking areas.

RENEWALS OF UBA BUSINESS PERMITS

The University Business Affairs Office renewed the Business Permits of the seven IGP's for 2023 including the pay parking areas.

LEAP TOWARDS BFAD REGISTRATION

The Bakery Project and Food Processing Center has successfully obtained BFAD certification from the Food and Drug Administration and License to Operate (LTO) in February.



UBA MONITORING TEAM ON THE GO

The monitoring team with the help of the parking aides continued to monitor leasable areas of the university. They give notices, verified area measurements, random checking of MOA/Contract/Permits to avoid illegal vendors and settlers, it increases collections and minimized penalties and surcharges. It also decreases number of violations reported.



TRADE FAIRS IN THE CAMPUS

Two bazaars happened at the university in 2023. Private individuals partner with the university to open summer bazaars and Christmas bazaars. This aims to support small entrepreneurs while serving various meals and dry goods products to the BSU community and walk-in customers.

LA TRINIDAD LGU, PARTNERS LAUNCH SMOKE-FREE STRAWBERRY FARM

The Municipal Health Services Office and Tourism Office of La Trinidad in collaboration with the Transcending Institutions and Communities Inc. launched Smoke-Free Strawberry Farm through a program held at the Strawberry Farm in Swamp, Backfilled on March 14, 2023. A pledge of commitment was witnessed for the declaration on the full support and participation in the advocacy for healthy tourism and creation of tourism sites free from cigarette butts and betel quid spittle and spitoon.



IGP SUMMIT 2023

The IGP Summit 2023, with the theme “Maximizing University Income: Unlocking the Power of Innovative IGP Strategies and Partnerships,” aims to encourage and strengthen the engagement of university stakeholders in production. It is a nationwide brainstorming session for IGP proposals that would help the university become more innovative and creative in developing business models and strategies to increase revenue generation outputs.

The University of Southeastern Philippines (USEP) in Davao City hosted the first ever IGP summit. They invited the Vice President for Business Affairs, Dr. Norma Banania, to be one of the speakers in sharing the best practices of the IGP’s at Benguet State University. She led the team composed of IGP managers to attend the summit and study visit to various state universities and a private college in Mindanao engaged in resource generation.

After the summit, the team visited Southern Christian College, the University of Southern Mindanao, and Central Mindanao State University. The team were exposed to various income generation of the different institutions in Mindanao capitalizing on the local produce such as rambutan, durian, pineapple and mangosteen. The interaction was fruitful hoping that both parties appreciated the importance of dedication of work, cooperation and teamwork.



IGP SEMINAR

The seminar entitled “Integrating Income-Generating Project Staff Towards Excellent Service and Quality Products for Maximum Production” was conducted to help the IGP staff be aware of their importance, role, obligation, and responsibility towards improving their confidence and work ethics and giving the best service to clients and customers.

The seminar gave them new skills that will help them perform their tasks efficiently. The role of the IGP staff is important; thus, the management’s commitment and motivation can provide strong support for income-generating performance. The IGP has existed and been in operation at the university for a long time, which has greatly helped create employment and contributed to revenue. The additional income somehow helps defray multifarious expenditures to carry out its programs.

There are three resource speakers for the said event, including Ms. Saturnina Pandosen from the Food and Drug Administration, who discussed the current good manufacturing practices awareness. It was followed by a discussion about Basic Occupational Safety and health from Dr. Maria Alice P. Torres from Baguio City Health Services. Lastly, Valred P. Olsim from the Municipal Tourism Office discussed the Filipino brand of excellent service. After the discussion, one representative per project was asked to share their learnings on the topics.



Awarding of Certificate to resource speakers

Income Generating Projects

FINANCIAL PERFORMANCE

The seven income-generating projects of BSU, supervised by the University Business Affairs, have generated a total net income of Php 16,662,456.46 for the year 2023.

The Bakery Project's net income of P3,232,480.04 contributed the most to the agri-based net income, while the Marketing Center Project's net income of P7,230,709.49 contributed to the non-agri-based, making the two projects the top earners among the IGPs.

However, some project's net income was lower than the previous year because of the hyperinflation of commodities and raw materials needed. The food processing center has high revenue, with a lower net income than the previous year because of the inflation of raw materials and increase of labor cost. The same situation is also observed with the garment projects because fewer students went to get their uniforms sewn. Some students just use their old uniforms from the past that they did not use during the pandemic, where modular learning was executed.

It is also observable that all of the project expenses are higher because of the inflation of commodities and raw materials in the market. The increase in salaries also contributed to it, nonetheless, all IGPs have a positive income.

Financial performance of IGPs

IGPs	2021	2022	2023
BAKERY PROJECT			
Revenue	11,691,249.27	17,694,800.98	20,352,707.57
Expenses	10,478,953.31	14,393,387.27	17,120,227.53
NET INCOME (LOSS)	1,212,295.96	3,301,413.71	3,232,480.04
FOOD PROCESSING CENTER			
Revenue	6,401,326.51	9,916,137.25	11,556,883.90
Expenses	5,692,255.58	7,668,235.07	10,360,969.40
NET INCOME (LOSS)	709,070.93	2,247,902.18	1,195,914.50
POULTRY PROJECT			
Revenue	5,486,165.00	8,962,270.00	11,568,557.00
Expenses	4,965,895.70	7,009,125.86	9,100,212.72
NET INCOME (LOSS)	520,269.30	1,953,144.14	2,547,284.90
UNIVERSITY CANTEEN			
Revenue	10,740,176.00	13,702,427.30	15,500,383.00
Expenses	8,689,943.66	12,620,601.52	13,985,533.40
NET INCOME (LOSS)	2,050,232.34	1,081,825.78	1,514,849.60
HOME MANAGEMENT, EXECUTIVE HOUSE AND GUESTEL (HMEG)			
Revenue	1,550,468.00	1,747,244.00	1,748,742.00
Expenses	910,710.80	916,275.56	1,015,087.56
NET INCOME (LOSS)	639,757.20	830,968.44	733,654.44
GARMENTS PROJECT			
Revenue	1,491,189.00	1,673,126.50	1,533,708.00
Expenses	1,439,138.48	1,078,713.43	1,326,145.51
NET INCOME (LOSS)	249,647.48	594,413.07	207,562.49
MARKETING CENTER			
Revenue	27,784,232.60	39,367,751.99	40,229,745.00
Expenses	27,768,101.34	36,744,113.73	32,999,035.51
NET INCOME (LOSS)	16,131.26	2,623,638.26	7,230,709.49

BAKERY PROJECT

PARTNERSHIP WITH THE DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OF BENGUET (DEPED)

BSU, through the Bakery, partnered with the DepED- Schools Division of Benguet for its School-Based Feeding Program. The program started in November 2023 up to the first quarter of 2024. The Bakery Project produced vegetables and nutritious based cookies that was delivered on staggard basis to the Department of Education Wangal. The various cookies together with other nutritious food products were distributed to selected under nourished children all over the thirteen municipalities of Benguet.



THE LONG QUEUE OF LONGJOHN

Aside from the superb track record of BSU Bakery of producing quality breads with no added preservatives, one of the famous bread for the year is the LONG JOHN. Long queues of students and employees has seen every time the long john is being delivered. It became their snacks or lunch. This helped to generate higher gross sales for the BSU Coffeeshop.



EVERLASTING CAKE

One of the highlights of the closing of the foundation day in September 2023 was the Everlasting Festival, where the university colleges, Bokod, and Buguias campuses showcased international-themed performances through artistic dance and music presentations. The ceremony featured a gigantic cake, which paid homage to the university's rich history and achievements. It was sliced into hundreds of individual servings and distributed to the students, faculty, other school personnel, and visitors. The BSU bakery, together with the CHET faculty, students, prepared the said banana cake, arranged and decorated like everlasting flower.



FOOD PROCESSING CENTER

The Food Processing Center (FPC) is an income generating project under the University Business Affairs of the institution. It supports the production function of the University by providing quality food products to the faculty, staff, and students of the University, its stakeholders and tourists. It partakes in the provision of employment at the same time helps boost tourism in the locality. The center likewise helps support our farmers as it processes locally grown agricultural produce like strawberries, ube, pineapple and peanuts into various food products such as jams and other food products for pasalubong. It specifically produces products such as the famous ube halaya, sparkling strawberry preserves and the creamy yet chunky peanut butter.

The FPC was again used as one of the areas for food preparation during the Foundation Anniversary and Charter Day. CHET students and faculty members were also tapped to help in the food preparation and served meals and snacks.



The FPC extends its support to research endeavors of the University through consultancy and use of its facility. In 2023, the center housed the research for the externally funded research entitled "Development and Market Assessment of Vacuum Fried Chopsuey Chips". The research project was a collaborative research between BSU and DA funded by DA-BAR.



POULTRY PROJECT

The Poultry Project is primarily engaged in the production of table eggs from commercial breeds of layer chickens as one of the Income Generating Project of the University. The eggs that were produced were delivered at the Marketing center for disposal. There are three poultry buildings in the project, with a combined capacity of 11,300 heads. The first building (House 1) has a capacity of 2,950 heads but is now used as a manure drying area temporarily, while the second building (House 2) also has a capacity of 2,950 heads. The third building, or House 3, has a capacity of 5,400 heads. The former is stocked as one batch and the latter as another batch. This stocking approach allows the continual production of eggs to supply the demand of the market.



The City Veterinary and Agriculture Office (CVAO) collaborated with Benguet State University, specifically the BSU Poultry Project, to conduct a training of trainers for all Agricultural Extension Workers (AEW). The farm visit took place on September 29, 2023, and had nine participants at the Poultry Project.



A group of farmers, led by Diego Dumapis, visited the poultry project for a seminar on layer production on March 17. He then informed them about farmhouses, heights of buildings, and the capacity of each layer per cage. The group was assisted by the Poultry Manager, Fitzgerald B. Garcia.

MARKETING CENTER

The Marketing Center was invited by different institutions to showcase BSU products. To generate more sales for the University, the Marketing center then hauled products from the outlet and showcase it to different events. This opportunity not only helps the marketing center increase its revenue but also showcases BSU products. This will help to make the products popular among different customers so that they can reach other places as well. One instance is that a BSU product was seen displayed at the Clark International Airport pasalubong area.

SHOWCASING OF BSU PRODUCTS



Salun-at Food Festival 2023, Nov. 24-26, 2023, at Malcom Square



"Tiyanggihan sa Barangay" at P. Burgos Baguio City, October 7, 2023



BSU Peanut brittle displayed in Clark Airport

UNIVERSITY CANTEEN

The university canteen helps in serving nutritious yet affordable meals for BSU employees and students. It's primary function is to provide but in the same time it generate income through its catering services.

CATERING SERVICES



REMODELED STRAWBERRY HALL

The improvement of Strawberry Hall began last January 2023 and has been blessed on April 2023. The hall intends to become a suitable venue for hosting events and various activities.



BSU GARMENTS

The garments project's main source of income is sewing employees's and students uniforms. It also showcases different woven handicrafts used for tokens. For the year 2023, they will use the "BSU SHAIT" logo as a trademark. The project produces school uniforms, laboratory gowns, and togas for students, employees, and walk-in clients. The project expands their market by making handicrafts, which include pouches, sling bags, tote bags, eco bags, and lace.

They accepted repairs to different textiles; however, the demand for making uniforms has been very low because some students used their old unused uniforms and some opted to order from outside. One of the highlights is that the BSU garments are sewn into the curtain displayed in the gymnasium. They also sewed a new set of toga for the colleges of engineering, veterinary medicine, and arts and sciences. They also sew the ethnic uniforms for the Board of Regents. They may have small clients and understaffed, but they still manage to have a positive net income and contribute to the IGI.



The making of the BSU Gymnasium curtain The making of pouches, uniforms, blouses

HOME MANAGEMENT AND GUEST HOUSES

The University Guesthouse is one of the accommodation service providers of the university under the University Business Affairs (UBA). These hostels were conceptualized in the early 1990s due to BSU's growing number of visitors.

Their objective, aside from generating income, is to offer accommodation to transient lodgers with affordable lodging fees.

The BSU guesthouses cater to La Trinidad and BSUs growing number of visitors especially that BSU is identified as an ideal place for conducting seminars, conferences, trainings and workshops among government and private agencies. Visitors are at its peak from January to May and September to December.

Some clients who stayed at the BSU guesthouses are OJT's from CLSU and Philippine Science Highschool, employees who participated in seminars and trainings from CNU - Cebu City, DMMSU, DOSTPCAARRD and employees who attended benchmarking from BSU Bokod and Buguias, LGU of Midsayap, Cotabato, Bicol University, Baco, Oriental Mindoro and DTICAR.



Special Projects and Partnerships

RENEWAL OF MOA / CONTRACTS

Contract renewal is not just a logistical enterprise — it's an opportunity to renegotiate terms, build stronger relationships with clients, and address any updates or changes that will yield financial benefits. Every January is the schedule for the MOA/contract signing of all leases under the UBA SPP. Lessees come according to their schedule of signing set by the office. This is to organize the preparation of the MOA and to properly check the requirements.

Table 1, shows the composition of areas for stalls, ambulant vendors, and parking with MOA from January 2023 to December 2023. A total of 1,170 lessees signed MOA for the said duration.

Table 2 shows the breakdown of rent collections from different leasable areas from January 2023 to December 2023. A total of Php. 24,595,372.47 was collected for the said duration.

Breakdown of Rent Receivables (January-December 2023)

AREA	RENT COLLECTIONS
STALLS, BOOTHS AND OTHERS	14,189,108.73
NIGHT PARKINGS AND STICKER COLLECTION	1,085,663.22
SARILING SIKAP	4,007,586.00
FARMER COOPERATORS	5,313,014.52
TOTAL	24,595,372.47



Table 1. Composition of Leasable areas and number of lessees with MOA per area

AREA		No. of lessee
Entrep. Building		36
BALILI	Dry Goods Area	15
	Man-iib-a	46
	Central Balili	8
Gladiola Bldg.		2
Tabangaoen	STALLS	22
Backfill Area - Souvenir and Vegetable Section		100
Orchidarium and Ornaments Area		92
STRAWBERRY HOTEL LONG TERM		36
Betag Satellite	(Stall and Storage)	31
	Strawberry Hotel Stalls	36
	Western Link Road	5
Umbrella Stalls (Access Road)		66
PARKING	Flood Control	34
	Backfill	8
	Dry Goods Area Balili	5
	UV Express- Balili	34
Ambulant Vendors	BACKFILL	104
	Strawberry Hotel and Access Rd	11
	Tabangaoen and Gladiola	7
Sariling Sikap	Central Balili	12
	Betag and Cabanao	198
Farmer Cooperator	Betag	259
Others		3
TOTAL		1,170

COMPARISON PAY PARKING COLLECTIONS

AREA	2019	2020	2021	2022	2023
BALILI PAY PARKING	₱ 56,080.00	₱ 429,130.00	₱ 684,130.00	₱ 876,180.00	₱ 948,380.00
BACKFILL SWAMP PAY PARKING	₱ 3,018,890.00	₱ 1,500,110.00	₱ 1,556,376.00	₱ 4,171,740.00	₱ 4,626,684.25
TOTAL GROSS RECEIPTS	₱ 3,074,970.00	₱ 1,929,240.00	₱ 2,240,506.00	₱ 5,047,920.00	₱ 5,575,064.25

2023 GROSS RECEIPTS LESS:

2 Parking Attendants (Php 591*26days*2 PA * 12mos.)	368,784.00
3 Parking Attendants (Php708.00*26 days* 1 PA * 12 mos.)	662,688.00
Gratuity Pay	<u>25,000.00</u>

Net Receipts as of December 31, 2023

₱4,518,592.25

LAX COVID-19 RESTRICTIONS INCREASE LEASABLES AND PARKING COLLECTIONS



Tourist arrivals in Benguet continued to increase during the first and last quarters of 2023, especially during the holiday season. According to the Benguet Tourism Office, top tourist destinations include La Trinidad Strawberry Farm, the most visited area with 538,346 tourist arrivals.

With this number of tourists, receipts from pay parking have increased by 10% from last year's collections. Farmers and stall owners also have income and are recovering from the pandemic.

PARKING AREAS SERVES AS PUV/PUJ STATIONS

Meanwhile, the Balili parking area was requested to be the jeep and garage station for the residents of Pines Park, Lubas, and Tawang while the bridge was at KM4. was still in the process of completion.

This helps a lot of residents, as well as the drivers of the said place, by avoiding heavy traffic flow, long queues, and double fares.



STALL REPAIR SIMULTANEOUSLY

Towards the last quarter of the year, after heavy rains hit Benguet, one after the other request letter was received by the UBA office asking for permission if they could request to repair their stalls given that they are already dilapidated and the majority of the stalls roof is leaking and the goods got wet. It is then approved because it not only helps them secure their goods but also gives the tourists a more presentable area to buy their souvenirs. The picture below shows the before and after the repair of the stalls.

Before



Fig 1. Backfill Souvenir Area

After



Before



Fig 2. Orchidarium and Ornamentals

After



Before



Fig. 3 Umbrella Stalls - Access Rd

After



LEASE COLLECTION INCREASED

AREA	2022			2023		
	AREA	MONTHLY LEASE	YEARLY LEASE	AREA	MONTHLY LEASE	YEARLY LEASE
Sariling Sikap Partners		15 per sqm		97,776.00	41 per sqm	4,008,816.00
Farmer Cooperators		15 per sqm		129,585.72	41 per sqm	5,313,014.52
Betag Satellite	667.8	69,859.56	838,314.76	739.00	71,072.23	845,378.84
Balili and Man-iib-a Stalls	595.46	56,502.06	678,024.70	614.93	61,070.05	732,840.58
Dry Goods Wagwagan	348.75	140,114.14	1,681,369.65	348.75	144,556.88	1,734,682.50
Orchidarium and Ornamentals	708.96	56,716.80	680,601.60	1,290.52	103,241.20	1,201,452.80
Strawberry Backfield Stalls	730.548	261,610.94	3,139,331.29	1,185.35	407,121.39	4,790,319.87
Tabangaoen Stalls	477.67	42,393.60	508,723.20	539.25	50,708.36	608,500.32
TOTAL	3,529.19	627,197.10	7,526,365.20	4,717.80	837,770.10	9,913,174.91

For the year, the revenue from various stalls and farms has increased. With the approval of the Board of Regents, the Farmer Cooperators and Sariling Sikap Partners rates increased from PHP 15.00 to PHP 41.00 per square meter. It is to at least match the prevailing rates of the municipality because the old rate is way lower.

In the case of various stalls, their occupied area was remeasured because multiple lessees continued to expand and expand their occupied area. This action is to protect the interests of BSU by accounting for all occupied areas. The UBA initiated the remeasurement that resulted to increase in the monthly lease and eventually the annual collections to atleast 31.71 percent.

ADMINISTRATION

& FINANCE



ADMINISTRATIVE SERVICES DIVISION

PERFORMANCE REVIEW AND COACHING PROGRAM

Offices under Administrative Division such as the Supply Property and Management Office, Human Resource Management Office, Compensation, Benefits and Other Obligations Office, and the Accounting Office conducted benchmarking at Pangasinan State University on March 28, 2023 for the improvement of University's processes and systems.



DATA PRIVACY OFFICE

Atty. Matias C. Angiwan, Jr., as Data Protection Officer, served as resource person on Data Privacy Act during the following orientation, trainings and seminar conducted by BSU offices:

- Capability Team Building held on January 26-27, 2023 at Palm Grove Resort, Tuba, Benguet organized by the Human Resource Management
- College of Teacher Education: LET Passer Testimonial Dinner
- CALAJO IX Activity: Discussion on Data Privacy Act of 2012 on March 14, 2023 at the CTE Function Hall organized by the Human Resource and Development Office (HRDO).
- Research and Extension Seminar: Discussion on Data Privacy Act of 2012 held on April 18, 2023 at the ATI-CAR Hall
- Atty. Matias C. Angiwan, Jr. also served as resource speaker on the following:
 - a. Seminar on "Transformational Leadership and Ministerial Ethics," on Sept. 21-22, 2023 in Tabuk, Kalinga
 - b. Workshop on Data Privacy Policy and Framework for Research and Extension Activities



Atty. Angiwan discusses Data Privacy Act of 2012 during the CALAJO Activity on March 14, 2023 at the CTE Function Hall



Atty. Angiwan lectures Data Privacy Act and Privacy Impact Assessment as part of Performance Review and Coaching at Lingayen, Pangasinan

TRAININGS/SEMINARS ATTENDED

- Transformative Mechanisms for SUCs Towards Digitization Seminar (October 10-12, 2023, Tagaytay City, Cavite, Philippines)
- Government Procurement Reform Act and Its Revised IRR Updates (August 30-December 1, 2023, via online)
- Responding to the Continuing Challenges of Innovations and Technology to Public Financial Management, on November 15-18, 2023 at Waterfront Hotel and Casino, Cebu City
- PQA Application Development Course on Dec. 4-8, 2023 in Ortigas, Pasig City



BSU participants during the Transformative Mechanisms for SUCs Towards Digitization Seminar on October 10-12, 2023 in Tagaytay City

UNIVERSITY PROCESSES ASSESSED AND REVIEWED

As University Data Protection Officer, one of the responsibilities, together with the Privacy Assessment Team is to review and assess the university processes in order to make sure that the data collected from students and employees are secured and properly disposed. Thus, all processes in the university that directly handles and collects PII were appropriately assessed and evaluated.

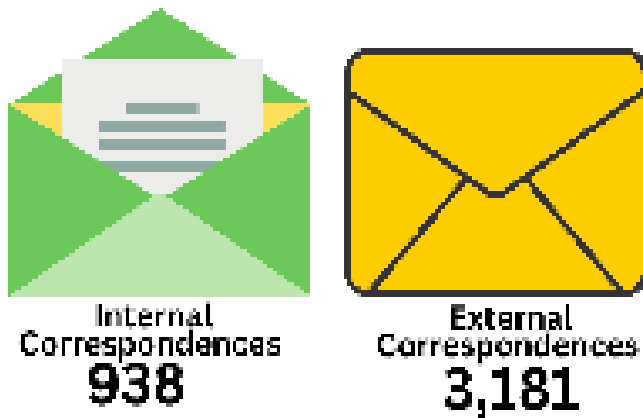
Though assessment may be done, the monitoring or re-assessment of the processes has to be continuously performed.

RECORDS OFFICE AND ARCHIVES

To ensure that communication and records are acted upon immediately and are efficiently managed for easy retrieval, maintenance, and timely response.

RECEIPT AND RELEASE OF OFFICIAL COMMUNICATIONS

a. 100% of communications received by the office are released within one (1) working day



TOTAL: 4,119

According to the number of entries on the office report, requests for the issuance of a designation and COA matters topped the list of internal communications. Additionally, requests and invitations for technical expertise dominated external communications.

b. 100% of outgoing communications received by the office are released/ delivered, and the logbook and receiving copy are kept up to date.



As regards to postal services are concerned, a total of 2,667 mail matters were dispatched. They were mostly related to academic records such as Request for Official Transcript of Records (CTC), Official Transcript of Records (RTOs), Acknowledgement Receipt of OTR, etc., others were the mailing of Shamag nationwide.

REGISTRATION OF ADMINISTRATIVE ISSUANCES

SUMMARY OF NUMBERED/REGISTERED ISSUANCES:

CLASSIFICATION	NUMBER	CLASSIFICATION	NUMBER
Advisory	46	Office Memorandum	155
Administrative Memorandum	3	Office Order	830
Administrative Order	5	Special Order	1,273
Memorandum Circular	0	University Memorandum	30

Total: 2,342

POLICIES, ADVOCACIES, AND PROGRAMS EMBRACING RECORDS MANAGEMENT MANUAL (PAPER-M)

Continually evaluating and revising the PAPER-M and incorporating records management updates.

INVENTORY REPORT OF EXISTING BSU LEASE AGREEMENT

The office has updated its inventory list of all University Lease Agreements that have been received and stored. Said report was also submitted to the Adhoc Committee in charge of gathering and consolidating all records and preparing inventory (Special Order No. 222, s. 2023)

DOCUMENT TRACKING SYSTEM

The office continually uses both the OP and ICT versions of document tracking systems and further evaluates their advantages and disadvantages. Updates and suggestions were also provided. The Document Tracking System is used by the office as the centralized platform for managing document workflows, providing effective tracking and access, and advancing accountability and transparency (Office Memo No. 133, s. 2023).

ISSUANCE OF SUBMISSION OF ANNUAL INVENTORY REPORT (OFFICE MEM NO. 132, S. 2023)

In compliance to the R.A. 9470 known as the National Archives of the Philippines Act of 2007, all offices and colleges are advised to conduct records inventory using the prescribed NAP forms. Despite the extension of the deadline, only a few percent of offices and colleges submitted their inventory reports. Reorientation on Basic Records Management and National Inventory of Records Guidelines is possible by 2024.

OTHER ACCOMPLISHMENTS

- ROA personnel attended and participated in the Administration and Finance Annual Performance Review on February 22-24, 2023 at Bani Hidden Paradise Beach Resort, Pangasinan
- Attended various University programs such as the 37th Charter Anniversary
- Oriented or delegated Ms. Stephanie Gaon, the newly deployed OJT at this Office of her duties and responsibilities. She shall be assisting the Office from February 27 to March 13, 2023
- Ms. Veronica Reina E. Aromin and Ms. Emily P. Salazar attended and completed the Regional Seminar-Workshop on Records Disposition Administration conducted by the National Archives of the Philippines on May 16-18, 2023 at Harolds Evotel, Cebu City
- Ms. Emily P. Salazar actively participated the RESPECT: Recreating Self & Purpose Through Ecotherapy & Transcendence on June 13-15, 2023 at the Highlander Hotel and Resort, Solano, Nueva Vizcaya
- Ms. Geraldine S. Tumbaga participated in and completed the Regional Seminar-Workshop on Records Counter Disaster Preparedness and Business Continuity, which was organized by the National Archives of the Philippines on August 15–17, 2023, in Baguio City
- Mr. Armando S. Cabanas attended and completed the GROAP seminar titled “Creating a Culture of Data Protection and Mitigating the Effects of Disaster for Government Records” on July 25-27, 2023 at Bohol
- Additional ROA personnel based on the approved NBC 589:
 - a. Mr. Charlie M. Turing (Administrative Officer V) – Head of the Records Office and Archives
 - b. Ms. Medina Navarro (Administrative Officer I)
 - c. Jomel Carlo G. Ramos (Administrative Aide IV-Job Order)

HUMAN RESOURCE DEVELOPMENT OFFICE

I. LEARNING AND DEVELOPMENT SERVICES (LEADS)

Type of LEAD Activity	Number of Activities	Total Number of Participants	Average Evaluation Rating
1. In-Service Trainings (INSET)	20	799	4.71
2. Wellness Activity*	7	1,707	4.75
3. Extension Activity (PRC Mobile Outreach Service)**	1	121	4.77
Total/ Overall Average	28	2,627	4.74

**Some employees attended the FIT Habit wellness activity more than once*
***The activity was primarily intended for BSU employees but was opened also to non-BSU employees*

II. CONTINUING PROFESSIONAL EDUCATION (COPE) SERVICES

A. ACTIVE SCHOLARS / GRANTEES (AS OF DECEMBER 2023)

HRD PROGRAM	TEACHING			NON-TEACHING			TOTAL
	Male	Female	Subtotal	Male	Female	Subtotal	
LOCAL SCHOLARSHIP							
CATEGORY A	0	1	1	0	1	1	2
CATEGORY B	0	1	1	0	0	0	1
CATEGORY C	1	1	2	0	0	0	2
Without pay	0	1	1	0	0	0	1
WITH OUTSIDE SPONSOR							
DOST	1	3	4	0	0	0	4
CHED SIKAP	2	5	7	0	0	0	7
Taiwan Ministry's Education	0	1	1	0	0	0	1
Wroclaw University of Environment and Life, Poland	1	0	1	0	0	0	1
SEARCA	1	1	2	0	0	0	2
Fulbright-CHED	0	0	0	1	0	1	1
TOTAL SCHOLARSHIPS	6	14	20	1	1	2	22
Thesis and Dissertation Assistance	1	2	3	0	0	0	3
Sabbatical leave	0	2	0	0	0	0	2
TOTAL ACTIVE	7	18	25	1	1	2	27

B. SCHOLARS AND GRANTEES WHO RETURNED TO WORK AFTER EXPIRATION OF THE TERM OF GRANT OR SCHOLARSHIP

HRD PROGRAM	TEACHING			NON-TEACHING			TOTAL
	Male	Female	Subtotal	Male	Female	Subtotal	
LOCAL SCHOLARSHIP							
With Updates	5	10	15	0	0	0	15
Without Updates	2	9	11	0	1	1	12
Overall Total							27

III. 4G (GAWA, GALING, GANDANG-LOOB, AT GAWAD)

A. GAWA, GALING, GANDANG-LOOB (PERFORMANCE MANAGEMENT)

IPCR RATING* (January-June 2023)	NUMBER		AVERAGE PERCENTAGE
	July-December 2022	January-June 2023***	
Outstanding	318	298	75.86
Very Satisfactory	77	87	20.20
Satisfactory	17	14	3.82
Unsatisfactory	0	1	0.12
On Study Leave & Sabbatical Leave	20**	24**	-
TOTAL	412	400	100%

*This report does not include DPCR ratings and data from Bokod and Buguias; **not included in the Total

B. INFORMATION KNOWLEDGE MANAGEMENT INTERVIEW CONDUCTED (FOR COACHING)

Name of Employee (nearing retirement / retired from services/ transferred to other agencies)	Date of Interview	Status of Knowledge Product Output	
		Video	Transcription
Petra C. Cadawan	January 19, 2023	OK	OK
Leonila R. Sito	February 3, 2023	OK	OK
Aurea Marie Sandoval	February 3, 2023	OK	OK
Percyveranda A. Lubrica	July 4, 2023	Done	Done

C. GAWAD (REWARDS AND RECOGNITION)

The University recognized the Loyalty and Milestone Awardees and SALAMAT MABUHAY (Retirees) during the BSU 37th Charter Anniversary on January 2023. It also recognized the outstanding BSU employees at the Foundation Anniversary held on September 2023. There is a total of 67 awardees honored in 2023.



Loyalty and Milestone awardees during the BSU 37th Charter Anniversary on January 2023

SALAMAT MABUHAY awardees during the BSU 107th Foundation Anniversary on September 2023

IV. EMPLOYEE PSYCHOLOGICAL TESTING SERVICES

Number of Examinees from January to December 2023:

Male | 409

Female | 858

Total | 1,267

I. EODB COMPLIANCE MONITORING

Sector/Campus	Total Number of Delivery Units	Number of DUs Monitored	Percentage of DUs Monitored
Office of the President	8	8	8.33
Academic Sector	23	23	23.96
Administration & Finance	19	19	19.79
Business Affairs	5	5	5.21
Research & Extension	18	18	18.75
Bokod Campus	7	7	7.29
Buguias Campus	16	16	16.67
Total	96	96	100

V. HUMAN RESOURCE DEVELOPMENT (TRAININGS ATTENDED BY PERSONNEL)

Name of Personnel	Number of Trainings Attended
Maricris P. Lad-ey – Neyney	7
Martina A. Deponio	3
Vina Joy S. Tosay	15
Mark Samuel D. De Guzman	5
Kamae P. Anacioco	8
Jose Karl Cauan	4
Kassele Kate Garibay	3
Jessica Sanu-an	7

HUMAN RESOURCE MANAGEMENT OFFICE

I. PRIME HRM

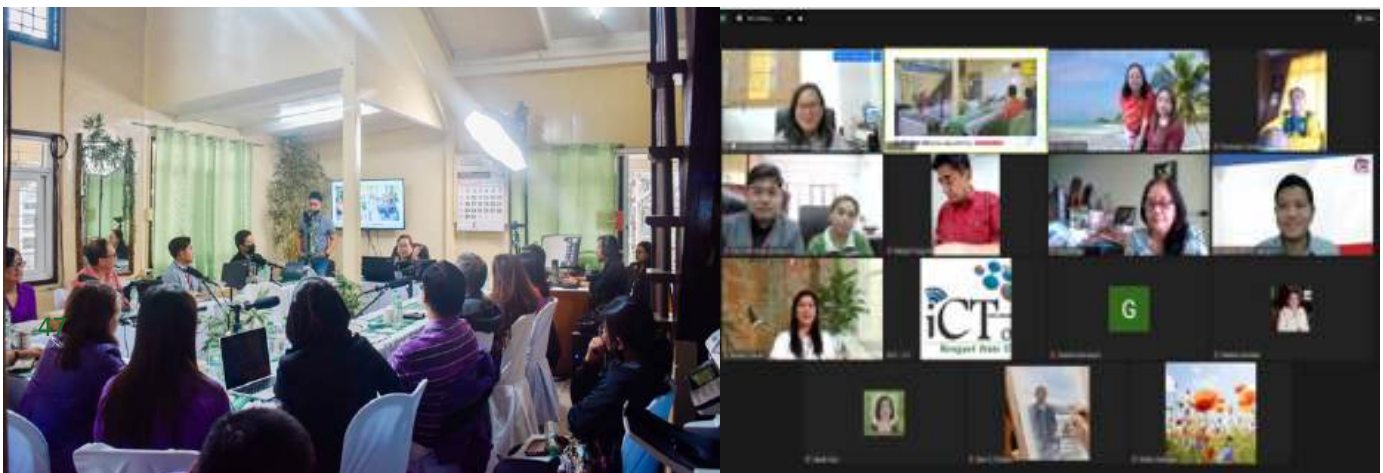
A. BRONZE Award

Awarded by the Civil Service Commission to the Benguet State University for having achieved a process-defined HRM in the four core HRMO processes under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME HRMO) at New Town Plaza Hotel, Baguio City, Philippines on November 22, 2023



B. OTHER ACCOMPLISHMENTS

1. Civil Service Commission conducted On-site Assessment on the four pillars [1. Recruitment, Selection and Placement, 2. Learning and Development, 3. Performance Management, 4. Rewards and Recognition] on January 31 – February 1, 2023)



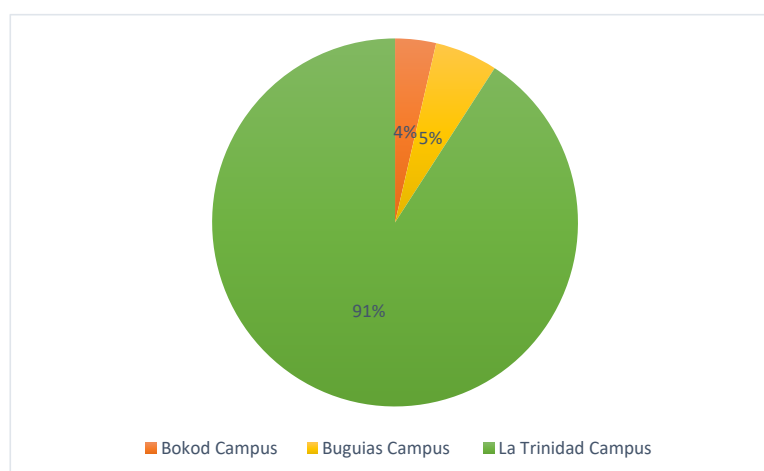
2. Conducted the training-seminar on “Capability Building on Human Resource Management” on January 26-27, 2023 at the Palm Grove Resort, Asin, Tuba, Benguet with 52 participants [VPs, Deans, Directors, Other Heads of Offices and HRMPSB members]

II. BENGUET STATE UNIVERSITY SERVICE STRENGTH/WORKFORCE

A. WORKFORCE

EMPLOYMENT STATUS	BOKOD CAMPUS			BUGUIAS CAMPUS			LA TRINIDAD CAMPUS		
	T	NT	TOTAL	T	NT	TOTAL	T	NT	TOTAL
Old positions	15	14	29		19	47	271	249	520
New [as per NBC 589 s. 2022)	0	1	1	0	2	2	0	28	28
Total Permanent	15	15	30	28	19	49	271	277	548
Casual	0	5	5	2	8	10	4	149	133
Substitute	0	0	0	0	0	0	1	0	1
Contractual	0	3	3	0	4	4	0	4	4
COP/JOP	12	7	19	15	5	20	301	370	671
TOTAL	27	30	57	45	38	83	577	780	1357
GRAND TOTAL	1,497								

*T-Teaching; NT-Teaching



BSU Workforce as of December 2023

B. PLANTILLA POSITIONS (FILLED AND UNFILLED)

CAMPUS	FILLED		TOTAL (FILLED)	UNFILLED		TOTAL (UNFILLED)	TOTAL PER CAMPUS
	T	NT		T	NT		
1. La Trinidad							
Old positions	271	249	520	87	55	142	662
New [as per NBC 589 s. 2022)	0	28	28	0	6	6	34
No. of unfilled positions labeled Co-terminus to the Incumbent (CTI) not yet removed from the plantilla						12	
Subtotal	271	277	548	87	61	148	696
2. Buguias							
Old positions	28	19	47	10	3	13	60
New [as per NBC 589 s. 2022)	0	2	2	0	2	2	4
Subtotal	28	21	49	10	5	15	64
3. Bokod							
Old positions	15	14	29	10	1	11	40
New [as per NBC 589 s. 2022)	0	1	1	0	3	3	4
Subtotal	15	15	30	10	4	14	44
GRAND TOTAL	314	313	627	107	70	177	804

*T-Teaching; NT-Teaching

C. NUMBER OF PLANTILLA TEACHING POSITIONS BY ACADEMIC RANK

Academic Rank	La Trinidad	Bokod	Buguias
Instructor I	9	0	8
Instructor II	5	2	1
Instructor III	6	2	0
Assistant Professor I	18	1	0
Assistant Professor II	30	3	5
Assistant Professor III	33	1	1
Assistant Professor IV	25	4	5
Associate Professor I	21	0	0
Associate Professor II	22	2	4
Associate Professor III	20	0	1
Associate Professor IV	12	0	1
Associate Professor V	31	0	2
Professor I	9	0	0
Professor II	5	0	0
Professor III	10	0	0
Professor IV	2	0	0
Professor V	3	0	0
Professor VI	10	0	0
University Professor	0	0	0
TOTAL	271	15	28

D. SEX DISAGGREGATED DATA AND EDUCATION PROFILE OF EMPLOYEES UNDER PERMANENT STATUS (PLANTILLA)

TEACHING										
CAMPUS	Below BS		BS		MS/MA		PHD/EDD		TOTAL	
	M	F	M	F	M	F	M	F	M	F
La Trinidad Campus	N/A	N/A	3	0	60	88	46	74	109	162
			3		148		120		271	
Buguias Campus	N/A	N/A	2	4	7	10	3	2	12	16
			6		17		5		28	
Bokod Campus	N/A	N/A	1	0	2	8	2	2	5	10
			1		10		4		15	
<i>TOTAL [Sex Profile]</i>	<i>N/A</i>	<i>N/A</i>	<i>6</i>	<i>4</i>	<i>69</i>	<i>106</i>	<i>51</i>	<i>78</i>	<i>126</i>	<i>188</i>
<i>TOTAL [Education Profile]</i>	<i>N/A</i>	<i>N/A</i>	<i>10</i>		<i>175</i>		<i>128</i>		<i>314</i>	
NON-TEACHING										
La Trinidad Campus	57	19	60	71	21	42	3	4	141	136
	76		131		63		7		277	
Buguias Campus	6	1	7	1	2	4	0	0	15	6
	7		8		6		0		21	
Bokod Campus	2	0	5	7	0	1	0	0	7	8
	2		12		1		0		15	
<i>TOTAL [Sex Profile]</i>	<i>65</i>	<i>20</i>	<i>72</i>	<i>79</i>	<i>23</i>	<i>47</i>	<i>3</i>	<i>4</i>	<i>163</i>	<i>150</i>
<i>TOTAL [Education Profile]</i>	<i>85</i>		<i>151</i>		<i>70</i>		<i>7</i>		<i>313</i>	
GRAND TOTAL	65	20	78	83	92	153	54	82	289	338
[SEX PROFILE]										
GRAND TOTAL [EDUCATION PROFILE]	85		161		245		136		627	

E. STAFFING MODIFICATION: ABOLITION OF UNFILLED TEACHING POSITIONS SG 19 AND ABOVE AND CREATION OF INSTRUCTORI POSITIONS

The proposal was conditionally approved by the Board of Regents (BOR) during the BOR Meeting held on October 5, 2023 subject to compliance to suggestions and additional requirements such as the Faculty Needs Analysis. Once complied with, the revised proposal shall be resubmitted to the BOR.

III. RECRUITMENT AND SELECTION

- A. Processed applications for vacant plantilla positions in the University
- B. Processed applications for vacant casual/contractual/contract of service positions
- C. Number of Applications Received - 2,892

IV. PLACEMENT

- A. Prepared the appointment of employees
- B. Prepared contracts of Contract of Service/Job Order (COS/JO) employees
- C. Onboarding of newly hired/promoted employees
- D. Submission of RAI to the Civil Service Commission

IV. SERVICE RECORD MANAGEMENT

- A. Preparation/creating/updating of the following documents and folders
- B. Computed and prepared the list of loyalty awards as of December 31, 2023

V. DAILY TIME RECORD (DTR) MANAGEMENT

- A. Plantilla and Casual Employees
 - No. of Reviewed DTRs | **3,729**
- B. Other accomplishment
 - Prepared and released Office Memorandum on the non-submission of DTRs, Leave Forms, & Travel Documents

VI. LEAVE ADMINISTRATION

Number of leaves processed | **4,937**

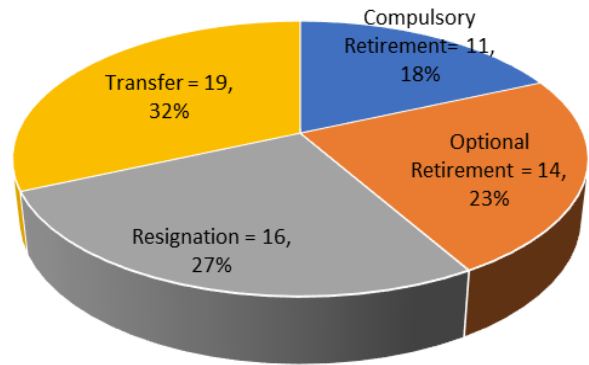
VI. LEAVE ADMINISTRATION

Number of leaves processed | **4,937**

VII. SEPARATION

A. Number of separated employees | 60

**Number of Separated Employees
La Trinidad, Buguias and Bokod Campuses**



SUBJECT	TOTAL
Request for Ombudsman Clearance	34
GSIS Application for Maturity	19
GSIS Application for Retirement	10
Change of name and civil status	13
Return to work letter for those who went on maternity and magna carta leave	24
Number of employees granted COC/ Service Credits	201

VIII. HUMAN RESOURCE INFORMATION SERVICES

A. Ongoing creation and development of the HRIS



Pilot Testing of the DTR System

IX. PREPARATION OF DESIGNATIONS

Administrative Designations | **356**

Research & Extension Designations | **510**

Total | 866

X. FRONTLINE SERVICES

Document Type	Total
Certification (Employment, DTR, Appointment, Duties & Resp)	659
Service Record	357
Other documents	135
Average Processing Time	1 hour 9 minutes and 16 seconds

XI. OTHER ACCOMPLISHMENTS

1. Prepared KPI reports for ISO Audit
2. Collected and reviewed SALN (as of December 2022) of all permanent employees and submitted to the Office of the Ombudsman
3. Attended Learning and Development Activities
4. Participation to University Activities as Committee Members/ Ushers/ Usherettes/ Participants
5. Participation/Assistance to other Organizations/Agencies (Corporate Social Responsibility)

COMPENSATION, BENEFITS AND OTHER OBLIGATIONS OFFICE

The Compensation, Benefits and Other Obligations (CBOO) Office provides a service sought by any. It is the source of the monetary claims due to and from the employees, students, and other personnel of the University and payment of obligations to agencies and service providers. The CBOO office and its personnel work with the pledge statement it ought to deliver, "Your benefit is our commitment!"

ACCOMPLISHMENTS:

A. Preparations of payments due to and due from employees, other personnel, students, lending institutions and other agencies processed and approved, requests addressed and other accomplishments for the various months of FY 2023.

B. The Performance Ratings for the two rating periods are shown the Department/Division Performance Commitment and Review Form (DPCR) of the CBOO Chief. The computations of the equivalent percentage of Accomplishments from Targets indicated in the DPCR for the period covered, January 1 to June 30, 2023 and July 1 to December 31, 2023 is presented in the DPCR.

C. The Key Performance Indicators (KPIs) Monitoring Reports as indicated in the CBOO QMS document on Functional & Operational Objectives, KPIs, Targets and Programs in 2023 are attached as supplemental accomplishment reports and additional references in the rating of the Office DPCR.

D. The CBOO Office still uses the CBOO Personnel Information System (PIS) for the plantilla personnel. The plantilla payroll system was regularly updated and prepared which was the basis of the up-to-date generation of the pay slips of the employees.

E. CBOO Upgrade from PIS to APS. The CBOO Office has been continuously committed to improve its Quality Management System through the initiatives of the CBOO personnel. Part of its plans and actions to improve its services is the creation of an Automated Payroll System.

F. New CBOO Personnel for the Year: There are four new casual employees employed and deployed in the office.

G. CBOO Personnel Upgrading: The CBOO Office was included in the creation of new positions in the various offices of the University in accordance with the Department of Budget and Management (DBM) National Budget Circular (NBC) No. 589, "Revised Organization and Staffing Standards (OSS) For SUCs – Phase I.

H. The CBOO Office exceeded its targets in the Learning and Development Program of the office.

I. The CBOO office quarterly highlights of accomplishments are regularly submitted in print and electronic copy to the Office of the Administrative Services Division (ASD) Chief and/or the Office of the Vice President for Administration and Finance to comply with quarterly reportorial requirements within schedules.

J. The detailed accomplishment reports for the various months/ quarters for the FY 2023 were attached in the supporting documents of the DPCR for the periods covered, January 1 to June 30, 2023 and July 1 to December 31, 2023 including the supporting attachments.

Others:

Conduct of office meetings

Participation to trainings and seminars

SUPPLY PROPERTY AND MANAGEMENT OFFICE

The Supply and Property Management Office (SPMO) is primarily mandated to assist in the management; utilization in accordance with laws and regulations; and safeguarding against loss or wastage through illegal or improper disposition all supplies; materials; and property, plant and equipment (PPE) items of the University.

1. Receipt, Inspection and Acceptance of property, plant and equipment (PPE); semi-expendable properties (SPs); and supplies and materials from procurement activities, donations, or production (fabrication).

100% of deliveries received are prepared with Inspection and Acceptance Report (IAR) within the required period:

Fund Cluster	Deliveries		Inspection and Acceptance Report Prepared		Percentage
	No.	Amount	No.	Amount	
01 - General Fund	1035	49,148,141.93	1,038	49,148,141.93	100.00%
05 – Internally Generated Income (STF 164)	692	47,409,604.48	697	47,409,604.48	100.00%
06 – Business Type Income (RF 161)	284	27,877,828.15	284	27,877,828.15	100.00%
06 – Business Type Income (RF 163)	674	50,201,542.05	674	50,201,542.05	100.00%
07 – Trust Fund (TF 911)	421	42,895,417.54	421	42,895,417.54	100.00%
TOTAL	3106	217,532,534.15	3,114	217,532,534.15	100.00%

100% of accepted goods are updated in records and properly stored awaiting issuance to respective end-user units.

2. Issuance of supplies and materials. 100% of Requisition and Issue Slip (RIS) are acted upon within the required period. Inventory Custodian Slip (ICS) are prepared and issued to establish accountability over tangible property or SME issued (For BT) and Trusts, there are direct delivery to end users, thus acceptance is done by them. In such cases, only the accountability records are verified and issued).

Inventory Class / Fund Cluster	Requisition and Issue Slip (RIS)		Inventory Custodian Slip (ICS)	
	No.	Amount	No.	Amount
Office Supplies, Textbooks and Instructional Materials	856	11,726,357.48	30	1,188,195.58
Drugs and medicine; Medical Dental and Laboratory Supplies	68	1,673,111.72	5	71,182.00
Semi-Expendable machinery, Equipment, Furniture, Fixture & Books	420	24,160,866.10	489	24,133,016.10
Agricultural Supplies, Animal Supplies and Materials	76	4,558,214.00	1	164,950.00
Other Supplies and Materials	1,894	26,966,035.60	38	5,338,526.27
*Business Type Income (161 & 163)	0	-	19	434,671.00
*Trust (Special Projects & TF 911)	0	-	85	2,198,501.00
TOTAL	3,314	69,084,584.90	667	33,529,041.95

100% of the required Report of Supplies and Materials Issued (RSMI) are prepared and submitted within five (5) to ten (10) days following the end of the applicable month. (*some deliveries are made directly to concerned project. Consequently, acceptance is made by them after inspection and thus no longer require RIS nor included in report of issuance).

3. Issuance of property, plant and equipment (PPE).

100% of newly acquired and issued item of equipment are prepared with Property Acknowledgement Receipt (PAR) within the required period to establish accountability over it.

Fund Cluster	Property Acknowledgement Receipt (PAR)	
	Num	Amount
01 – General Fund	9	1,498,099.74
05 – Internally Generated Income (STF 164)	56	9,103,343.78
06 – Business Type Income (Revolving Fund 163)	2	122,000.00
07 – Trusts (Trust Fund 911)	15	28,987,097.41
TOTAL	82	39,710,540.93

4. Property and inventory utilization and management. Monitoring of Property accountability. Inventory/Property Transfer Reports (ITR/PTR) prepared, and related accountability records (PAR or ICS) renewed to keep current property accountability on account of changes in the person of accountable officer due to retirement, designations, and other personnel movement.

100% of accountability record are renewed within ten (10) days from date of approval of transfer.

Fund Cluster	Inventory/Property Transfer Reports (ITR/PTR)		Renewal/Re-issuance			
	No.	Amount	PAR		ICS	
			No.	Amount	No.	Amount
01 – General Fund	297	16,182,183.75	14	10,843,044.50	103	5,339,139.25
05 -- Internally Generated Income	137	16,945,311.44	25	7,294,538.41	126	9,704,772.43
06 – Business Type Income (RF 163)	1	36,000.00	0	-	1	36,000.00
Trusts (Trust Fund 911)	53	16,700,494.63	12	10,213,677.40	45	7,433,345.23
TOTAL	488	49,863,989.82	51	28,351,260.31	275	22,513,256.91

Reporting of disposable or otherwise unserviceable property. 100% of supplies, materials, or equipment returned by accountable officers are prepared with corresponding report and updated in records within the required period.

Inventory and Inspection of Unserviceable Property/Semi Expendable Property (IIRUP/IIRUSP), and Waste Materials Reports (WMR) prepared with complete supporting documents covering disposable/ unserviceable PPE or semi-expendable properties returned to the SPMO by various accountable officers.

Fund Cluster	Receipt of Returned Unserviceable Property (RRSP/RAF)		Waste Materials Report (WMR)		Inventory and Inspection Report of Unserviceable Property/SP (IIRUP/IIRUSP)	
	No.	Amount	No.	Amount	No.	Amount
01 - General Fund	100	1,553,796.43	25	73,219.56	49	1,954,812.43
05 - Internally Gen Income	295	2,975,824.50	32	213,484.06	85	4,520,385.92
06 - Bus Type Income (161)	1	45,000.00	2	275.80	1	35,500.00
06 - Bus Type Income (163)	9	144,427.50	1	16,214.50	10	202,417.50
07 - Trusts (TF 911)	25	436,831.21	5	15,056.00	25	1,236,764.82
TOTAL	430	5,155,879.64	65	318,249.92	170	7,949,880.67

Property insurance and registration. Facilitated registration of various University properties. Processed documents for renewal and payment of insurance of buildings and structures that were approved for renewal. Brought vehicles for smoke testing, stenciling, and motor vehicle insurance.

Particulars	Semester 1	Semester 2	Total
Buildings and Structures	70	1	71
Motor Vehicles	9	11	20
TOTAL	79	12	91

Clearance from property accountability. Acted on requests for clearance from property accountability of officials and employees. 100% of request for clearances by officers having no listed property accountability are signed within one (1) day from date of submission of request.

Particulars (Status)	Reasons for Clearance		
	Separation (Retirement/Resignation/Transfer/etc.)	Scholarship (at least 6 mos.)	Others (Maternity/Travel/Renewal)
Permanent/Casual	40	8	161
Contract of Services (COS) Job Order (JO)	6	0	5
TOTAL	46	8	166

5. Processing of transactions. 99.50% of completed and duly accepted deliveries are processed for payment within the required period

Fund Cluster	Completed Deliveries Accepted		Disbursement Voucher Processed		Percentage
	No.	Account	No.	Account	
01 – General Fund	873	46,172,196.41	848	45,775,946.41	99.14%
05 – Internally Generated Income	638	44,648,078.57	6pm42	44,154,838.57	98.90%
06 – Business Type Income (RF 161)	284	27,870,713.05	283	27,724,833.00	99.48%
06 – Business Type Income (RF 163)	672	49,647,974.15	675	49,647,947.15	100.00%
07 – Trusts (Trust fund 911)	424	43,484,884.93	430	43,484,884.93	100.00%
TOTAL	2891	211,823,847.11	2878	210,788,477.06	99.50%

6. Acted on requests submitted to the SPMO for appropriate disposition such as SPMO service Request Forms, Request for Pre-Repair Inspection, and Receipt and Acceptance Form.

Particulars	Semester 1	Semester 2	Total
Request Form	67	53	120
Pre-Repair Inspection Report	45	58	103
Receipt of Returned Semi Expendable Property	79pm	62	141
Receipt and Acceptance Form	44	173	364
TOTAL	235	346	728

7. Disposal. Facilitated transfer of various equipment and supplies as follows:

Transferee/Done	Particulars	Amount
BSU Buguias Campus	Various Equipment	2,928,732.60
BSU Bokod Campus	Various Furniture and Equipment	344,180.00
National High Schools (various)	Portable Drive	42,000.00
Cagayan Valley AARR & Dev't Consortium	Microphones, Camera, UPS, and External Drives	38,070.00
BSU – Bokod Campus	Smart Televisions	32,995.00
BSU – Buguias Campus	Windows Server DELL Poweredge T440	393,000.00
BSU – Buguias Campus	Cutting Machine, Printer	53,370.00
BSU – Buguias Campus	Television, Acrylic Barrier	41,550.00
TOTAL		3,873,897.60

8. Proposals /Improvements on Property Management. Facilitated preparation of plan and approval for the retrofitting of SPMO receiving area. The project was successfully implemented by the General Services Office using materials sourced from excess materials from implemented projects, salvaged materials, and old stocks carried in inventory as common use

9. Physical Inventory. Conducted physical count of inventory items stored at the storage facilities specifically common use office supplies, other supplies and materials which include construction supplies and janitorials supplies. Related Reports on Physical Count of Inventory were submitted to the COA on January 31, 2023.

PROCUREMENT MANAGEMENT OFFICE

A. ANNUAL PROCUREMENT PLAN (APP) MONITORING

I. General Appropriations Act (GAA)

GAA					
Particulars	Total APP	Total amount of Processed PR	% of PRs vs. APP	Total Amount of Processed PO/ Contract	% of Contracts vs. APP
Supplies, Materials and Equipment	58,319,630.75	39,447,756.86	68	35,094,419.41	60
Repair and Maintenance					
Equipment	1,286,550.00	1,047,523.16	81	1,031,710.16	80
Building/Facility	15,285,260.83	13,871,713.85	91	13,189,369.30	86
Vehicle	1,945,454.00	552,000.00	28	489,904.58	25
Services	18,686,848.88	15,267,185.12	82	14,519,582.39	78
Consultancy	1,603,000.00	423,000.00	26	396,000.00	25
Utilities	9,420,000.00	8,326,399.09	88	8,326,399.09	88
Infrastructure	25,000,000.00	25,000,000.00	100	24,997,572.14	99.99
GRAND TOTAL	131,546,744.46	103,935,178.99	79 %	98,044,957.07	75%

II. GAA-For Later Release (FLR) 2022

GAA -FLR					
	APP	BASED ON PR	% of PRs vs. APP	BASED ON PO	PO %
Supplies, Materials and Equipment	16,129,000.00	14,786,313.92	92	13,002,915.27	81
Repair and Maintenance					
RM-Building/Facility	3,000,000.00	3,000,000.00	100	3,000,000.00	100
Capital Outlay					
Infrastructure	4,860,000.00	4,860,000.00	100	4,854,495.24	99.89
Equipment Outlay	6,105,000.00	5,400,793.00	88	4,898,478.10	80
GRAND TOTAL	30,094,000.00	28,047,106.92	93	26,080,888.61	86

III. Internally Generated Income (IGI)

IGI					
Particulars	Total APP	Total amount of Processed PR	% of PRs vs. APP	Total Amount of Processed PO/ Contract	% of Contracts vs. APP
Supplies and Materials	61,638,404.16	29,978,993.38	49	26,260,543.12	43
Repair and Maintenance					
Equipment; Machinery and furniture	2,015,878.00	311,961.00	15	306,121.00	15
Building/Facility	10,164,426.97	6,954,198.55	68	6,162,044.72	61
Vehicle	200,000.00	-	-	-	-

IGI					
Particulars	Total APP	Total amount of Processed PR	% of PRs vs. APP	Total Amount of Processed PO/ Contract	% of Contracts vs. APP
Services	7,308,538.56	4,383,860.24	60	4,024,757.04	55
Utilities	1,455,900.00	1,924,453.77	100	1,924,453.77	100
Consultancy	310,000.00	-	-	-	-
Capital Outlay:					
Equipment	22,817,984.85	14,007,233.40	61	11,971,536.88	52
Live Animals	105,000.00	80,000.00	76	79,000.00	75
Other Structure	7,700,000.00	-	-	-	-
Open University Building	3,191,537.88	3,191,537.88	100	3,186,146.69	99.83
Fit Out of CN Bldg. to COM Bldg.	2,000,000.00	2,000,000.00	100	2,000,000.00	100
GRAND TOTAL	118,907,670.42	62,832,238.22	53%	55,914,603.22	47%

IV. Income Generating Projects (IGP) or Business Type Income (BTI)

BTI					
Particulars	Total APP	Total amount of Processed PR	% of PRs vs. APP	Total Amount of Processed PO/ Contract	% of Contracts vs. APP
Supplies and Materials	104,132,226.00	67,359,044.04	65	60,850,942.55	58
Live Animals	1,180,000.00	1,180,000.00	100	1,154,187.50	98
Repair and Maintenance					
RM-Equipment	311,695.75	-	-	-	-
RM-Building/Facility	5,203,500.00	874,256.75	17	806,461.50	16
RM-Vehicle	170,000.00	-	-	-	-
Services	775,300.00	318,150.00	41	288,562.50	37
Utilities	1,480,418.00	532,383.64	36	532,383.64	36
Capital Outlay					
Equipment	3,253,944.88	1,500,373.00	42	1,338,213.00	37
Furniture and Fixtures	358,520.00	-	-	-	-
Infrastructure	9,000,000.00	-	-	-	-
GRAND TOTAL	125,865,604.63	71,764,207.43	57%	64,970,750.69	52%

B. PROJECTS/CONTRACTS AWARDED (COMPETITIVE BIDDING AND NEGOTIATED TWO-FAILED BIDDING)

1. Infrastructure Projects:

Name of Project	Source of funds	Name of Contractor	Contract Cost (Php)
IB 2023-10 Construction of the College of Nursing Building	2023 GAA Capital Outlay	M.S. Castillo Construction	24,045,626.36
RFQ 2023-104 Repair of the Laboratory School-Home Economics, and Health & Science Building	2023 GAA MOOE	Rhinestone Construction	2,968,452.36
Pakyaw Contract for the Tiling of the Second Floor of the ATBI Building	GAA	Frederick Angel Pakyaw Group	162,000.00

Name of Project	Source of funds	Name of Contractor	Contract Cost (Php)
IB 2023-27 Construction of Biodiversity Research Center Phase II	GAA-FLR	Onlyboy construction Services	4,854,495.24
IB 2023-29 Repair of the College of Teacher Education Building	GAA 2022 FLR	Guava Construction	3,324,842.09
Contiguous/ Adjacent Fit Out of the College of Nursing Building to College of Medicine	2023 IGI- MOOE	M.S. Castillo Construction	1,953,769.88
RFQ 2023-1519 Construction of Open University Building Phase I	2023 IGI Capital Outlay	M.S. Castillo Construction	3,186,149.69
IB 2023-31 Construction of Research Greenhouse	DOST PCAARRD-GIA	Guava Construction	2,499,851.70
TOTAL			42,995,187.32

2. Goods and Services:

Name of Project	Source of funds	Name of Supplier	Contract Cost (Php)
IB 2023-01 – Procurement of Security Services – Land reservation Areas (LRA)	GAA	Carlo Maximus Security Agency	2,874,716.07
IB 2023-02 - Procurement of Various Construction, Plumbing, Carpentry, Electrical, Electronic Supplies and Fixtures	GAA	J & Leng Consumer Goods Wholesaling	725,067.31
IB 2023-03 – Procurement of Various Janitorial Supplies	GAA	J & Leng Consumer Goods Wholesaling	1,062,986.15
IB 2023-04 - Procurement of Various Construction, Electrical and Plumbing supplies for Repair of Various Buildings	GAA	Wi-al Construction Builders	4,638,888.00
IB 2023-05- Procurement of Fuel, Lubricant and Other Supplies	GAA	Cobelliam Corp.	3,241,000.00
IB 2023-06 - Procurement of Various Office Equipment	GAA	Catalyst Computer Office Equipment Wholesaling	441,834.59
IB 2023-07 Procurement of Various Information Technology (IT) Supplies and Semi-expendable equipment (Sub-lot A)	GAA	Catalyst Computer Office Equipment Wholesaling	185,163.04
IB 2023-11 Procurement of 2950 Heads Ready to Lay Pullets	BTI	Lord Elgyn Merchandising	1,154,187.50
IB-2023-12 - Procurement of Various Covid Materials	GAA	J & Leng Consumer Goods trading Wholesaling	718,102.68
IB-2023-13 - Procurement of Various IT Supplies and Equipment for CHK	IGI	Micromedia Technologies	433,271.00
IB 2023-14 – Supply, Delivery and Installation of Laboratory Equipment for the Veterinary Teaching Hospital	IGI	Infinomed Enterprise	1,119,900.00
RFQ 2023-1071- Supply, Delivery and Installation of Laboratory Equipment for the Veterinary Teaching Hospital (VTH) – NP- Two Failed Bidding	IGI	ERV Pet Options corporation	375,000.00
RFQ 2023-922 – Supply, delivery and Installation of Laboratory Equipment of VTH	IGI	BD Scientia Medical & Diagnostic Supplies	588,000.00
IB 2023-15 Procurement of Various IT Equipment – Item L – Led Wall of CHK	IGI	Tech Stream Enterprises	597,000.00

Name of Project	Source of funds	Name of Supplier	Contract Cost (Php)
IB 2023-15 Procurement of various IT Supplies and Equipment of La Trinidad Campus (Lot E, F, L)	IGI & GAA	Micromedia Technologies	1,142,430.00
IB 2023-15 Procurement of various IT Supplies and Equipment of La Trinidad Campus (Lot A & B)	IGI & GAA	Catalyst Computer Office Equipment Wholesaling	2,576,900.00
IB 2023-15 Procurement of various IT Supplies and Equipment of La Trinidad Campus (Lot D)	IGI & GAA	TSS Corporation	128,330.00
IB 2023-16 Procurement of Various Semi-Expendable Office Equipment and Furniture	IGI	CA Bliss Enterprises	1,345,100.00
IB 2023-16 Procurement of Various Semi-Expendable Equipment	IGI	CA Bliss Enterprises	1,345,100.00
IB 2023-17 Procurement of Various Construction, Electrical and Plumbing Supplies	IGI	Wi-al Construction Builders	682,270.90
IB 2023-18 Supply, Delivery and Installation of various Laboratory Equipment	IGI	Levins International Corp.	166,000.00
IB 2023-18 Supply, Delivery and Installation of various Laboratory Equipment	IGI	Mt. Zion Scientific Inc.	131,410.00
IB 2023-19 Procurement of various Laboratory Equipment of CNS-SP	SP	Levins International Corp.	735,000.00
IB 2023-19 Procurement of various Laboratory Equipment of CNS-SP	SP	Mt. Zion Scientific Inc.	484,715.00
IB 2023-19 Procurement of various Laboratory Equipment of CNS-SP	SP	Promaintech Consultancy Corp.	1,081,330.00
IB 2023-19 Procurement of various Laboratory Equipment of CNS-SP	SP	Big One Solutions, Inc.	600,000.00
IB 2023-20A Procurement of Cultural and Sports Uniform	GAA	Goldink Printing Shop	910,350.00
IB 2023-21 Procurement of Various Janitorial Supplies and Semi-Expendable Equipment	GAA	J & Leng Consumer Goods Wholesaling	477,910.15
IB 2023-21A – Procurement of Janitorial Semi-Expendable Equipment – Second Invitation to Bid	GAA	J & Leng Consumer Goods Wholesaling	477, 910.15
RFQ 1092 - Procurement of Semi-Expendable Equipment (16 Units Floor Polisher)	GAA	First Mega Saver	649,600.00
IB No. 2023-22 Procurement of Photocopier and Digital Duplicator	GAA-FLR	Xworks Sales and Services, Inc.	97,000.00
IB No. 2023-22 Procurement of Photocopier and Digital Duplicator	GAA-FLR	Copylandia Office System Corporation	676,800.00
IB 2023-23 – Procurement of Various Laboratory Equipment for the College of Natural Sciences	IGI	Grimit Laboratory Furnitures and Equipment	488,800.00
IB 2023-23 – Procurement of Various Laboratory Equipment for the College of Natural Sciences	IGI	Noveaulab Asia Corp.	107,008.00
IB 2023-23 – Procurement of Various Laboratory Equipment for the College of Natural Sciences	IGI	Labotech Trading	138,594.00
IB 2023-25 Procurement of IT Supplies and Equipment for Benguet State University	2022-FLR-GAA	Catalyst Computer Office Equipment Wholesaling	3,087,500.00

Name of Project	Source of funds	Name of Supplier	Contract Cost (Php)
IB 2023-25 Procurement of IT Supplies and Equipment for Benguet State University	2022-FLR-GAA	Hexacom Enterprises	683,472.10
IB No. 2023-28 Procurement of Various Baking Machines for Bakery project	BTI	DM Baylon Manufacturing & Industrial Inc.	758,000.00
IB No. 2023-28 Procurement of Various Baking Machines for Bakery project	BTI	168 Paragon International General Contractor	205,373.007
RFQ 2023-1549 Procurement of Various Baking Machines for Bakery Project	BTI	168 Paragon International General Contractor	172,688.00
RFQ 2023-1379 Procurement of Various Construction Supplies and Materials for the Repair of Various University Building	GAA	Wilconstruct Enterprise	2,466,159.004
RFQ 20223-1314 Procurement of Various Office Semi-Expendable Equipment and Furniture	GAA-FLR	Tarlac Mac Enterprises, Inc.	849,400.00
RFQ 1016 - Procurement of Various in Mitigating Covid 19 Pandemic	GAA	Banbee Commercial Co., Inc.	515, 220.00
IB No. 2023-33A Procurement of Transformer, Wires and Accessories for BAPTC	SP	Anas Construction	1,299,000.00
IB 2023-36A Procurement of Insurance Coverage for 2nd sem 2023-2024 & 1st sem 2024-2025	IGI	Malayan Insurance Co. Inc.	966,586.75.00
IB 2023-32A: Procurement of IT for BSU (Desktop Computer)	IGI	Catalyst Computer Office Equipment Wholesaling	295,400.00
TOTAL			41,936,756.50

SUMMARY

PROJECTS	TOTAL CONTRACT AMOUNT
Infrastructure projects	42,995,187.32
Goods and Services	41,936,756.50
GRAND TOTAL	84,931,943.82

UNIVERSITY PLANNING UNIT

I. PLANNING

A. OFFICE ORGANIZATIONAL CHART AND FUNCTION

- Prepared the proposed Office Organizational Chart and Function of the Project Management Unit and Planning Unit
- Prepared Position Description for the created position for the Project Management Unit and Planning Unit as per NBC 586
- Implementation of NBC 589 in Planning Unit and Project Management Unit

B. PERFORMANCE MANAGEMENT

Highlights	Remarks
1. Consolidated OPCR/DPCRs for 2023 Rated and compiled OPCR/DPCRs for Jul-Dec 2023 Targets	<ul style="list-style-type: none"> - Summary of submission of performance rating and target transmitted to the concerned sectors - Assist some DUs in the preparation of their Operation Plan, OPCR and DPCR - Assessed submitted OPCR/DPCRs vis-à-vis Operational Plan and Strategic Plans
2. Facilitated the Administration and Finance Annual Performance Review	<ul style="list-style-type: none"> - Activity was held on February 22-24, 2023 incorporating strategic thinking during the sectoral review
3. Facilitated the Updating and Enhancing of the Land Use Development and Infrastructure Plan (LUDIP) 2023-2032 of the University	<ul style="list-style-type: none"> - Attended series of seminars and workshops spearheaded by the University of the Philippines - Resilience Institute (UPRI), establishing Safe and Resilient Universities in the Philippines through Risk and Climate Change – Sensitive Land Use Development and Infrastructure Planning, or the SAFER-U Project - Conducted workshop in the finalization of the enhanced BSU LUDIP held on March 27-29, 2023 - Conducted site validation with the LUDIP TWG at BSU Bokod and Buguias Campus on September 18-19, 2023
4. Packaged the BSU LUDIP for Review of the LUDIP-TWG	<ul style="list-style-type: none"> - Submitted the packaged LUDIP to CHED for review on May 25, 2023
5. Facilitated the Review on Housing Policy	<ul style="list-style-type: none"> - Activity was held on October 11-13, 2023 incorporating suggestions and comments from participants.
6. Consolidated Strategic Plan Accomplishment from January to December 2022.	<ul style="list-style-type: none"> - Presented during the 2023 Sectoral Management Reviews
7. Digitization of performance management records for ease of transaction: a) Summary of Ratings (Jul-Dec 2022) b) Summary of Ratings (Jan-Jun 2023)	<ul style="list-style-type: none"> - Requested soft copies of OPCR/DPCR issued immediately upon approval of the request form; and a constant reminder to clients to accomplish the client feedback.



C. PREPARATION OF DETAILED ENGINEERING DOCUMENTS FOR INFRASTRUCTURE PROJECTS

Name of Project	Remarks
Service Provided as per Request of Clients	
Construction of Open University Building	Design plan & cost estimate was provided to the end-user
Lay-out and cost estimate of Sensory Evaluation Room at new CHET Building	
Lay-out and cost estimate of water tank set-up for College of Social Sciences Laboratory Room	Design plan & cost estimate was provided to the end-user
Proposed repair of HRDO building	Prepared detailed plans
Proposed BSU Directory	
International Relation Office (IRO) Signage	
Construction of Biodiversity Research Center Phase II	Forwarded – PMO (for Bidding)
Repair of CTE Building	
Construction of Research Greenhouse	
Repair and Upgrading of Roof Canopy and the Student’s Queuing area at University Registrar Admission Division (Administration Building)	
Construction of College Medicine Building – Phase 1	
Proposed Perimeter Fencing (Tabangaoen, Balili area and Talinguroy, Pugui Area)	
Installation and Replacement of windows at the College of Veterinary Medicine Building	
Repair and Upgrading of Various Academic Laboratories	
Repair and Upgrading of CRAC Laboratory of CF	Forwarded – PMO (for Bidding)
Repair and Upgrading of Sensory Laboratory of CHET	
Repair and Upgrading of Floriculture Biotechnology Laboratory of CA	
Repair and Upgrading of AC 208 Laboratory of CA	

D. PREPARED CERTIFICATIONS AS PRE-REQUISITE TO OTHER AGENCY and/or OFFICE

- Lot Certification
- No Adverse Claim Certification

II. MONITORING AND EVALUATION

INFRASTRUCTURE PROJECTS

Monitored and prepared necessary documents for the completion of the following projects:

Completed Projects	Date of Implementation
Construction of Spot Trading Bay – Annex Building	December 07, 2022 – May 4, 2023
Repair of Elementary Laboratory School Building, Home Economics, and Science & Health Building	April 13 – September 20, 2023 (completed as of June 30, 2023)
Construction of College of Nursing Building	February 2 – November 30, 2023
Repair of College of Teacher Education (CTE) Building	November 20, 2023 – January 09, 2024 (completed as of December 19, 2023)
College of Nursing to College of Medicine Fit-out	December 20, 2023 – February 3, 2024 (completed as of December 18, 2023)

BSU LANDHOLDINGS

- Processed and acquired tree cutting permit.
- 33 illegal activities within the reservation were reported during the weekly monitoring of BSU land reservations.

Activity	Date	Location	Remarks
Environmental Care	Apr. 14, 2023	Lot 2, Talingguroy, Wangal, La Trinidad	Bamboo Planting and cleaning activity with PNP & BSU staffs
	May 23, 2023	BSU Lot 3, Gayasi, Wangal, La Trinidad	Tree planting and cleaning activity with Girl Scouts of the Secondary Laboratory School with BSU staffs
	Oct. 7, 2023	Bektey, Puguis, La Trinidad	Tree planting and cleaning activity in partnership with BSU CMPC Lab-Coop

Environmental Care Activities Conducted



III. MANAGEMENT INFORMATION SYSTEM

A. PROCESSED AND TRANSMITTED DATA REQUIRED BY OVERSIGHT AGENCIES

1. BSU's Physical and Financial Accomplishment Report (RPMES)
2. Infrastructure Updates
3. Public Investment Program/ Core Investment Program (PIPOL system)

B. UPDATING OF PROCESSES/PROCEDURES IN COMPLIANCE WITH QMS, ARTA AND OTHER QUALITY ASSURANCE ACTIVITIES

1. Updated the SIPOC, KPI's and Risk Management Documents of the Office
2. Prepared the KPI monitoring report for January –June 2023
3. Satisfactory rating for January to September 2023 with 102 evaluators.

IV. LEARNING AND DEVELOPMENT

Name of Employee	Training Attended	Date
Aromin, Melvin John M.	Effective Project Management	Mar. 1-2,2023
De Los Santos, Thea Mae G.	CPD Updates for Professionals Information Dissemination	Feb. 14,2023
	The Current Trends and Approaches on Information and Records Management System	Sept. 6-8, 2023
De Vera, Maylyn A.	Basic Training Course for Pollution Control Officer	February 20-24, 2023
Galian, Kenwal Kyle C.	Basic Occupational Safety and Health (BOSH SO1)	Mar. 2-3, 2023
	Quality Workplace Standards	Dec. 11, 2023
Hadsan, Arthur E., Jr.	Basic Occupational Safety and Health (BOSH SO1)	Mar. 2-3, 2023
La Madrid, Sheriff John C.	Effective Project Management	Mar. 1-2,2023
	Public Financial Management Planning, Budgeting, & Expenditure Management in SUCs	May 16-18, 2023
	CPD Updates for Professionals Information Dissemination	Feb. 14,2023
Miguel, Edralyn Fay S.	CPD Updates for Professionals Information Dissemination	November 9-10, 2023
	Geodetic Engineers of the Philippines-38 th North Luzon Assembly	Dec. 11, 2023
	Quality Workplace Standards	Feb. 14,2023
Rosario, Evelyn D.	Effective Project Management	Mar. 1-2,2023
	CPD Updates for Professionals Information Dissemination	Feb. 14,2023
	Quality Workplace Standards	Dec. 11, 2023
Suminsim, Edna M.	UPKEEP Designing for Maintainability	April 29, 2023
Tibangay, Hazeline N.	Public Financial Management Planning, Budgeting, & Expenditure Management in SUCs	May 16-18, 2023

GENDER AND DEVELOPMENT OFFICE

ACCOMPLISHMENTS (JANUARY-JUNE)

TRAININGS CONDUCTED:

1. GAD Integrated Pre-Deployment Orientation of 4th year Bachelor of Physical Education Students
2. In-Service Training with GAD Concepts Cum Capacity Building
3. Fun Ride during the celebration of BSU 37th Charter Anniversary
4. Participation to Gender Equality, Diversity and Social Inclusion (GEDSI) SUMMIT 2023
5. 2023 National Women's Month Celebration Activities with 7 Programs:
 - a. Kick-off Program for the Flag Raising Ceremony of the 2023 NWMC
 - b. Employee's Juana Ride
 - c. Launching of Breastfeeding Room of College of Human Kinetics
 - d. BSU Darts Tournament 2023: "Pinuntaan to"
 - e. Environmental Care/Forest Protection Activity
 - f. Cervical Screening, Pelvic Examination and Cancer Lectures- Bokod and Buguias Campus
 - g. Culminating and F.I.T Habit Kick-off Program for the NWMC 6. Fire Suppression and Emergency Management 2023 (Disaster Risk Mitigation and Containment Measures) "Sa Pag-iwas sa Sunog Di Ka Nag-iisa"- Batch 7 and 8
 7. Levelling Session for the GAD Plan and Budgeting 2024 Cum GFPS-TWG Member's Trainor's Training
 8. Environmental Care/Forest Protection Activity at Gayasi, Wangal, La Trinidad, Benguet in coordination with Land Reservation Office
 9. Beyond the Binary: Empowering High School Students in coordination with
 10. Across the Board: A Forum on Her Stories and DISRUPT 4.0 Book Launching in coordination with CTE
 11. Mainstreaming Gender in DRRM for NSTP Students in coordination with NSTP-Bokod Campus

MEETINGS ATTENDED AND CONDUCTED

1. GAD Staff meeting | Various dates
2. GAD GFPS-TWG Member's Meeting | March 3, 2021
3. GAD GFPS-TWG Meeting on 2023 Freshman Onboarding and upcoming GAD PAPs | June 13, 2023
Prepared Notice of Meeting and Minutes of Meeting.
..
4. GAD Staff Meeting | Various dates
5. GAD GFPS-TWG Member's Meeting for the Conduct of 2023 Freshman Onboarding and other GAD Activities | June 13, 2023

PREPARED AND PROCESSED PROCUREMENT OF THE FOLLOWING SUPPLIES, MATERIALS AND EQUIPMENT

- Prepared and processed procurement supplies and materials for the proposed Breastfeeding/Lactation Center and Child Minding Centers of the 3 campuses
- GAD Office Supplies and materials for GAD PAPs

FULLY MAINTAINED LACTATION ROOMS/ CHILD MINDING CENTERS

- College of Human Kinetics (CHK) Lactation Room Launched
- Administration Building Lactation Room (La Trinidad Campus)
- College of Home Economics and Technology (CHET) Lactation Room
- BSU Bokod and Buguias Campus Lactation Rooms
- College of Agriculture Child Minding Center (La Trinidad Campus)

FINALIZED GAD ACCOMPLISHMENT REPORT FOR FY 2022

- Consolidated and Prepared year-end GAD Accomplishment Report 2022
- Computed and Consolidated conducted GAD-related Research and Extension activities for 2022:
 - PS Attributions
 - Duration/No. of Hours
 - Inclusive Dates
 - No. of Trainees/Beneficiaries
 - Source of Funds
 - Expenditures
 - Sex-disaggregated data
- Encoding of Entries through the Gender Mainstreaming Monitoring System (GMMS)
- Finalized Terminal Reports, Computations of Project Implementation and Management, Monitoring and Evaluation (PIMME) of the following infrastructure Projects other needed MOVs:
 - Improvement of BSU College of Forestry Nursery
 - BSU Covid-19 Response 2022
 - Improvement of the BSU Bokod Campus Road network
 - Improvement of BSU water tank
 - Improvement of BSU College of Forestry

GAD ADVOCATE AWARD WAS AWARDED TO COLLEGE OF HOME ECONOMICS AND TECHNOLOGY (CHET)

GAD ACCOMPLISHMENT REPORT FY 2022 WAS ENDORSED BY PHILIPPINE COMMISSION ON WOMEN (PCW) MARCH 2022

GAD PLAN AND BUDGET 2023 WAS ENDORSED BY PCW

ACCOMPLISHMENTS (JULY-DECEMBER)

TRAININGS CONDUCTED:

1. 2023 Freshman Students Onboarding: Mainstreaming Mutual Respect and Safety Among New Students | August 10, 11, 2023
 - College of Natural Sciences
 - College of Teacher Education
 - College of Arts and Humanities
 - College of Agriculture
 - College of Information Sciences
 - College of Engineering and Applied Technology
 - College of Public Administration and Governance
 - College of Human Kinetics
 - College of Veterinary Medicine
 - College of Forestry
 - College of Home Economics and Technology
 - College of Numeracy and Applied Sciences
 - College of Nursing
 - College of Social Sciences
2. BSU Foundation Darts Tournament 2023 CUM DARTS PARA KABSAT 9 | Sept. 27, 2023
3. 2023 Freshman Onboarding (Bokod Campus) | November 2023
4. BSU Biking for International Men's Day "Pedal it Out" | November 20, 2023
5. BSU 2023 18-Day Campaign to End Violence Against Women: Kick-off Program (La Trinidad, Campus) | November 28, 2023
6. BSU 2023 18-Day Campaign to End Violence Against Women: Kick-off Program (Bokod, Campus) | November 29, 2023
7. BSU 2023 18-Day Campaign to End Violence Against Women: Kick-off Program (Buguias, Campus) | December 1, 2023
8. Training on Water Rescue and Drowning Prevention Management (Disaster Risk Mitigation and Containment Measures)-Batch 1&2 | December 4-7, 2023
9. BSU 2023 18-Day Campaign to End Violence Against Women: Culminating Program | December 12, 2023
10. BSU GAD 2023 Year-End Evaluation and Accomplishment Reporting Workshop | December 20-22, 2023
11. 2023 Women's and Gender Studies Association of the Philippines (WSAP) Annual International Conference | November 22-24, 2023
12. Am-among for Health: Celebrating Indigeneity and Advancing Gender Equality through Universal Health Care | October 17-18, 2023

MEETINGS ATTENDED AND CONDUCTED

1. GAD Staff meeting | Various dates
2. GAD TWG Meeting | September 27, 2023
3. 3rd Quarter Regional Gender and Development Committee Meeting | August 29, 2023
4. Workshop on the Formulation of RGADC GAD Agenda | August 22-23, 2023
5. Regional GAD Agenda Formulation Workshop | November 6, 2023
6. Consultation with RGADCs on the Development of the National Action Plan on Gender, Peace and Security (NAP-GPS) –via Zoom | October 19, 2023
7. 2023 4th Quarter Regional Gender and Development Committee Meeting | November 29, 2023
8. GAD TWG Quarterly Meeting | Various dates

PREPARED AND PROCESSED PROCUREMENT OF THE FOLLOWING SUPPLIES, MATERIALS AND EQUIPMENT

Gender and Development Office:

- GAD Office chairs
- GAD Notebook
- ICT Supplies
- Training Kits

Breastfeeding/Lactation Station Supplies and Materi-

- Breastmilk Storage Bag
- Baby Bottle Brush
- Cleaner
- Dishwashing Liquid
- Baby Bottle Drying and Draining Rack
- Stuff Toys
- Wall clock
- Lavatory sink
- High back lounge chair
- Wall mounted paper towel holder
- Refrigerator

RESEARCHED, GATHERED INFORMATION AND PREPARED SPEECH/LECTURES ON THE FOLLOWING TOPICS:

- Gender and Development Concepts

FULLY MAINTAINED LACTATION ROOM/CHILD MINDING CENTERS

- College of Human Kinetics (CHK) Lactation Room Launched
- Administration Building Lactation Room (La Trinidad Campus)
- College of Home Economics and Technology (CHET) Lactation Room
- BSU Bokod and Buguias Campus Lactation Rooms
- College of Agriculture Child Minding Center (La Trinidad Campus)

GAD ADVOCATE AWARD WAS AWARDED TO COLLEGE OF HOME ECONOMICS AND TECHNOLOGY (CHET)

OTHER OFFICE ACCOMPLISHMENTS

- Data analysis on Sex Disaggregated Data of BSU Employees – La Trinidad, Bokod, Buguias (plantilla, casual, JO/COS personnel)
- Prepared Advisory for the GAD TWG to accomplish the Online GAD Focal Point System (GFPS) Profile Form
- Submission of GAD Proposed new positions with duties and responsibilities and organizational chart
- Checked Gender Mainstreaming and Monitoring System for GAD AR submissions and updates

- Prepared documents for the content of GAD webpage in coordination with ICT office
- Prepared transmittal letter for the 2023 BSU Project Proposal under Capital Outlay
- Listed needed materials and equipment for the proposed Lactations and Child Minding Centers
- Monitored and requested supplies and materials for Lactation Room

- Prepared Training Design of 2024 GAD Planning and Budgeting and 2023 GAD Accomplishment Workshop
- Prepared certificates for conducted GAD activities
- Prepared and processed Supplemental PPMPs
- Input GAD perspective in Training Designs
- Numbering of training/activity designs
- Finalization of GAD Office PPMP 2024

ACTIVITIES SPEARHEADED BY GAD OFFICE



GENERAL SERVICES OFFICE

A. PROGRAMMED REPAIRS (JANUARY-JUNE)

College	Scope of Work/Work Description	Remarks
Ladies Dormitory	Tiling of Ladies Dormitory, 400sq.m	100 % completed
New R&E	Fabrication and installation/ erection of 3 units water tank	100 % completed
College of Forestry	Repair and rehabilitation of 1 unit greenhouse	100 % completed
CCA	Fabrication, assembly and installation of 4-units steel window grilles and i-unit steel window grilles	100 % completed
ULIS	Enhancement of ULIS; Tiling (wall & floor), concreting with painting (sidewalk & road gutter) & carpentry; drop ceiling	100% completed
CA	Repair of the College of Agriculture Building - Exterior & interior (Phase 1)	100 % completed
CHET	Repair of CHET-RSDC Building (Phase 1)	100 % completed
CTE-ELS	Repair of CTE-ELS Building 4 & 5 (Phase 1)	100 % completed
R&E	Repair of Old Research & Extension Building (Phase 1)	100 % completed
CVM	Repair of CVM- Exterior & Interior (Phase 1)	100 % completed

B. PROGRAMMED REPAIRS (JULY-DECEMBER)

College	Scope of Work/Work Description	Remarks
CTE	Continuation of CTE Repairs	Continued by PAKYAW Contract due to manpower shortness
GSO	Repair & de-clogging of canals, repair and repainting of parking, pedestrian crossing and other signages	100 % completed
CAS-ANNEX	Tiling & partition of CNAS Dean's Office	100 % completed
GSO	Repair & repainting of roof, interior and exterior walls, construction of GSO Warehouse	100 % completed
UHS	Fencing of Medical Clinic	100 % completed
Mushroom Project	Construction of CR, septic tank and renovation of laboratory room	100 % completed
GSO/CCJE	Improvement of parking space for vehicles Proposed renovations of former IPA Building	100 % completed
CHK	Demolition of concrete stage	100 % completed
Quarantine Building	Plumbing repairs, repair and repainting of ceilings and walls, and replacement of damaged floor tiles.	100 % completed
IHFSA-Bektey	Repair and repainting of roof, gutters, downspouts, ceilings and walls, and replacement of damaged floor tiles	100 % completed
CA	Repair and repainting of roof, interior and exterior walls and installation of gutters and down spouts	100 % completed
Boy's Dormitory	Riprap (Phase 3)	100 % completed

College	Scope of Work/Work Description	Remarks
CAS-Main	Repair and partial replacement of ceiling, installation of CR cubicles and construction of janitress quarters.	100 % completed
Anthurium Hall	Fabrication/ installation and painting steel window grills	100 % completed
CA	Repair and repainting of roof, interior and exterior walls and installation of gutters and down spouts	100 % completed
CA	Repair of College of Agriculture (Phase 2)	100 % completed
CHET	Repair of CHET (Phase 2)	100 % completed

C. URGENT/ EMERGENCY REPAIRS AS PRIORITIZED BY THE TOP MANAGEMENT

College	Scope of Work/Work Description	Remarks
CHET	Renovation of Strawberry Hall (CHET)	100 % completed
CTE	Dismantling/ demolition of concrete ramp	100 % completed
CA	Renovation, repainting and cleaning of the Old Animal Science Building (small) to Anatomy Laboratory for the College Of Medicine	100 % completed
GSO	De-clogging of canal and concreting of pathway	100 % completed



BSU personnel conducted a clean-up drive that involved cleaning, clearing, and beautifying operations of the Administration building for disease prevention and control on April 12, 2023

SECURITY SERVICES OFFICE

ACCOMPLISHMENT: INSTALLATION OF CCTV

The installation of the Closed-Circuit Television (CCTV) system was initiated to enhance the security infrastructure of our premises. The primary objectives were to deter criminal activities, improve incident response times, and create a safer environment for students, employees, and visitors.

The significance of CCTVs include:

- It helped in reducing and deterring unauthorized access of outsiders most especially during curfew hours
- Decreased incident response time (with the aid of monitoring and radio calls)
- Helps in investigations on different incidents
- Enhanced coordination with the emergency response teams

MOTORPOOL, TRANSPORTATION AND AUTOMOTIVE SERVICES

ACCOMPLISHMENT

Driving	Road worthiness, Compliance time schedules, Client comfort, Satisfaction & completeness. Accommodation of reservations of various request with approved travel order.
Repair & Maintenance of University Vehicles	<p><i>First quarter</i></p> <ul style="list-style-type: none"> • Change oil, steering shaft cross joint replacement & additional Silicon clutch fan (ES-TATE-SKS 939) • Change oil (LANDCRUISER SDN -570 & REVO SFS-740) • Repack Bearing (Yutong Bus SAB-5997) • Brake Shoe replacement & timing belt replacement (FORTUNER SJV-107) • Replacement of center bolt & U bolt & spring leaf bushing, Replacement of brake pads (ESTATE SKA-939) • Change transmission oil & gear oil % repair of starter (STAREX SHH 537) • Tire replacement (Yutong Coaster SAB-5998) • Change oil (Toyota Coaster P5 P942) • Repair of radiator assembly & starter (REVO SEL-944) • Clutch master replacement (REVO SFS-740) • Daily check-up & carwash of University Vehicles. <p><i>Second quarter</i></p> <ul style="list-style-type: none"> • Change oil (STARE SHH-537) • Change oil, replacement of headlight assembly, water pump, suspension assembly upper and lower arm, brake pads & coolant (FORTUNER SJV 107) • Crank case replacement & change oil (HI ACE SFH-273) • Brake Pads replacement & additional oil (Toyota LANDCRUISER SDN-570) • Installation of cylinder head assembly (REVO SFU-402) • Change oil & tire replacement of REVO SEL-944) • Tire replacement (Yutong Coaster SAB-5998) • Tire replacement (Toyota GL-S4 Q469) • Repair of alternator (Pa-jero SFW-962) • Change oil & brake pads replacement (Toyota GL-S4 Q469) • Daily check-up & carwash of University Vehicles

Repair & Maintenance of University Vehicles	<p><i>Third quarter</i></p> <ul style="list-style-type: none"> • Repair of wheel cylinder (SDP-120) • Repair of Alternator (SFW- 962) • 1 liter engine oil (SDN-570) • Replacement of Brake shoe (-SEL 944) • Crank case Replacement (Hi-Ace- SFH 273) • Headlight Assembly Re-placement (Fortuner SJV-107) • Replacement of Suspension Assembly upper & lower (Fortuner SJV-107) • Replacement of water pump, brake pads & coolant (Fortuner SJV-107) • Change oil & replacement of Brake pads (GL- S4 Q469) • 2 pieces of Tires (HI LUX-P4 B219) • Change Oil – cross joint greasing, Change battery & Brakes pads, Change Tires – 2 Pieces, Change Oil (HI LUX – P4 B219) • Tire Replacement 2 pieces, Change Fuel Filter & Greasing of propeller Shaft & X-joint (Coaster P5 P942) • Change oil, change oil fil-ter, change oil transmission & change Fuel filter lower (Nissan Urvan Estate) • Change oil, change filter oil & change filter fuel (Yutong Bus – SAB 5997) • 2 pieces wiper blade (HI-LUX P4 B 219) • Change Stabilizer Link front (STAREX – SHH 537) • Change oil- 9 liters & 2 can oil treatment, change fuel filter front & rear, 2 Set Brake shoes (Coaster SAB 5998) • Grease all nipple & repack rear bearing (FORTUNER SJV-107) <p><i>Fourth quarter</i></p> <ul style="list-style-type: none"> • Change oil (REVO SFS 740) • Maintenance - 9 liters engine oil, 1 piece oil fil-ter, 1 bottle metal treatment sticker & 1 piece fuel filter (Toyota VX SDN-570) • Change oil (Hyundai STAREX SHH-537) • Change oil (Toyota GL S4 Q469) • Daily check-up & carwash of University Vehicles
Other Support Services	<ul style="list-style-type: none"> • Assignment of University Vehicles in all University Programs & Activities.

INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE

ICT INFRASTRUCTURE

1. Procurement and deployment of official university cloud infrastructure

The university availed 1 Virtual Private Server (VPS) and 4 cloud web servers. These cloud resources are currently hosting some university information systems such as

- a) Research and Extension Management Information System - REMIS (for launching) - <https://remis.bsu.edu.ph/>
- b) Student Laboratory Usage Monitoring System (active) - <https://sfums.bsu.edu.ph/>
- c) Document Tracking System (active) - <https://track.bsu.edu.ph/>
- d) Recruitment and Selection system (for launching) - <https://rsp.bsu.edu.ph/>
- e) Ticket Management System for ICT (active and for launching) - <https://eticket.bsu.edu.ph/>
- f) knowledge management system under CorCAARD (under development/launching) - <https://corcaarrd.net/>

2. Improvement of the DICT Free WiFi

Upgrading of the DICT provided free WiFi installed on the 3 floors of the College of Engineering from 5 Mbps to 10 Mbps. This service offers additional internet resources to students as well as faculty and employees for administrative and academic needs.

3. Structured Network Deployment in the Annex Campuses

Funded under the For-Later-Release budget, Bokod and Buguias were installed with the initial structured network. The facility shall connect various offices and employees in the network and internet service. The Bokod campus is installed with a new 200 Mbps physical fiber connectivity while Buguias is awaiting for the onsite availability of the same resource as an upgrade to its existing internet resource which is unstable. (see fig. 1, 2).

4. Other Network and Internet Service Upgrading and Expansions

- Installation of internet service at the new College of Information Sciences building
- Installation of fiber optics cable from ICT to IHK/Gym and College of Engineering (still needs termination and activation)
- Installation of fiber optics backbone from ICT to College of Agriculture. This aims to decongest the traffic at the College of Education as they share a common backbone.

-Creation of a proposal for the improvement of the backbone connectivity of new RnE, College of Human Kinetics, College of Engineering and gym areas. This is to allow their local connection from ICT network center which shall at least improve the connectivity and prevent disruptions.

-Processed the internet connectivity of the temporary Medical College office in coordination with the service provider Weavetech

5. Acquisition of backup storage (network attached storage) for increased security of systems and databases

INFORMATION SYSTEMS

1. Document Tracking System – launched the document tracking system which aims to streamline the flow of university documents. This system serves as a centralized platform for managing document workflows, enabling efficient tracking and access, and further promoting transparency and accountability. As of June 30, 2023, there are almost 4,000 documents registered into the system, 115 users from 161 offices. The system is in actual use and is accessible at <https://track.bsu.edu.ph/>. (fig. 3)
-Final adoption of the system was done through an official memorandum

2. Research Profiling/Management System – ongoing development of an online system that aims to manage the research of the university including intellectual property products. The initial system, which is approximately at 80% progress can be accessed at <https://researchprofile.bsu.edu.ph/>. Further, a cloud infrastructure has already been installed at the university cloud server. The system is expected to be formally deployed within the year.
- demonstrated the updated Research and Extension Management Information System (REMIS) with staff from ORS, and OES as a consultation.

3. Student Laboratory Usage Monitoring System – this is an online system where students log in when using any of the computer student laboratories at CVM, CN, ULIS, CEAT, and CHET. The system aims to centralize the usage logbook, as well as generate reports for ease of monitoring. The system is currently being used especially CVM since the classes are just starting.

4. <https://eticket.bsu.edu.ph/>

5. Maintenance of the existing information systems:

- Enrollment/Accounting System, Accounting/Budget systems, Digital Libraries, ICT Ticketing System, Google Workspace, accreditation
- BSU Official Website – in terms of web ranking, BSU tops the list of SUCs in the CAR (<https://www.webometrics.info/en/asia/philippines>)

6. On-going Information System projects - Supply Management System

ICT PROJECTS

1. Approval of the ICT project funded under the CorCAARD-DOST program entitled Upscaling of ICT Infrastructure with a total cost of 5 Million pesos.

This project aims to improve the ICT infrastructure of CorCAARRD together with the identified consortium member institutions in the CAR. The project includes the development of a managed local area network at CorCAARRD, acquisition of ICT facilities, and internet service in the Research and Extension area and partner agencies. The project was presented and approved by the Administrative Council and is subject to implementation pending the go signal of the DOST-PCAARRD.

2. ICT skills assessment for university employees

– through the partnership with the Department of Information and Communications Technology (DICT), the university with DICT conducted an onsite actual examination assessment with 14 BSU employees. This aims to assess the ICT skills of the participants as well as the areas that needed improvements.

3. Development of the University Business Continuity Plan to Planning Office as part of the project with BSU-CHED. The plan final plan has been submitted to the Planning Office for consolidation.

4. ICT Facilities Development

- Purchase of network equipment (fiber optics servicing tools, network equipment)
- On-going assessment on the Beneco-DICT-BSU venture on the university's use of Beneco electrical post to expand the GovNet/DICT free internet service in the colleges/offices (CF/RnE) that were not connected to the BSU network physically.
- Renewal (2 years) of the current official cloud web server
- Conducted field survey with DICT and Weavetech at the strawberry farm backfill area for free WiFi connectivity

Others:

- Privacy Impact Assessment: conducted phase 1-4 (HRIS-Attendance), Phase 1: OSS-Student Organization Scholarship, CTE-Mentoring; Phase 1-2: Dental Health Services
- Client Service Rating: 4.99% client satisfaction in the online ticketing system
- Student Training
- conducted actual fiber optics service training to 4 BSU students as part of their on-the-job training. The BSU has its basic capacity and equipment in fiber optics servicing thus sharing the technology.
- Mentoring and training of 2 STEM student OJTs from Tublay National Highschool for 1 month. Both students were oriented and taught to do basic practical ICT servicing which includes basic computer repairs and network servicing.
- Prepared and revised the technical specification and budget plan for the 5.6M FLR 2022 fund as per comment by DBM, and in coordination with Budget Office.
- Updated the Acceptable Use Policy (AUP) and Computing Policy - inclusion of other parts such as "BYOD" policy.
- Continuous updating of acceptable use policy, ICT security, and generally, the computing policy
- Development, revision and submission of the university Information System Strategic Plan (ISSP) based on the comments of DICT and as per updates of university ICT projects and plans. A physical copy was submitted to DICT on March 3, 2023 and is waiting for comments.
- PIA conducted for Document Tracking System (DTS),
- Setup of ICT hall, provision of hardware, and provide assistance in the application of CSC exam applicants.
- Joint second on-site inspection of the swamp backfill area for the installation of Free WiFi in coordination with DICT and Infinivan (contractor); further processed the document with the university administration.
- Manual development of HRIS
- Attended the conference at DICT on PNPKI and Cybersecurity. This shall be integrated into the various university systems to secure digital documents.

OFFICE FOR QUALITY ASSURANCE AND ACCREDITATION

A. ISO 9001:2015 QUALITY MANAGEMENT SYSTEM

1. Facilitated ISO QMS Core Team Meeting on February 3, 2023
2. Facilitated ISO IQA Re-Tooling Training-Workshop on February 27-28, 2023
3. Assisted in the facilitation of Internal Quality Auditor's meeting on March 10, 2023
4. Assisted in the implementation of the Core Process Internal Audit dated March 20 – April 5, 2023.
5. Assisted in the implementation of the Core Process Internal Audit dated March 20 – April 21, 2023, and was extended until the last week of May 2023.
6. Assisted in the implementation of the Support Process Internal Audit dated April 11 – 28 and May 2-8, 2023, and was extended until the last week of May 2023.
7. Participated in the Top Management Audit on May 3, 2023.
8. Facilitated the conduct of the different Sectoral Management Review as follows:
 - Research and Extension Sector: July 4, 2023
 - Academic Sector: July 7, 2023
 - Administration and Finance Sector, and Offices under the Office of the President: July 11-12, 2023
9. Facilitated the Executive Management Review last September 11, 2023.
10. Facilitated Orientation/Re-orientation on ISO 9001:2015 QMS for the Academic Sector, Administration and Finance Sector, and the Research and Extension Sector from October 3 to 5, 2023
11. Facilitated preparations for the ISO 9001:2015 QMS 2nd Surveillance – third party Audit.
12. Took part during the onsite ISO 9001:2015 QMS 2nd Surveillance – third party Audit by TUV Rheinland on October 24, 2023

B. OTHER INTERNATIONAL ASSESSMENT ACTIVITIES

1. Attended as writeshop participant to the Fostering World-Class Philippine Universities Writeshop – Luzon Leg on July 18-19, 2023 in Baguio City, Benguet coordinated by CHED-IAS.

2. 26 personnel represented BSU in the FLAIR Masterclass 2023 coordinated by CHED-CAR from August 2-4, 2023.

3. Times Higher Education (THE) Impact Rankings

- Times Higher Education (THE) Impact Rankings result: BSU submitted data for and was ranked in the four SDGs, particularly: SDG 3 Good Health and Well Being – Rank 301-400; SDG 4 Quality Education – Rank 1001+; SDG 15 Life on Land – Rank 301-400; and SDG 17 Partnerships for the Goals – Rank 801-1000. The overall rank of the University is at 1001+.

- Facilitated meetings for the preparations for the University's THE Impact Ranking submission/application.

- Coordination and facilitation of Times Higher Education (THE) Impact Rankings preparations of documents and submission to the THE portal on November 10, 2023.

BSU submitted data for 9 chosen SDGs and the mandatory SDG:

- SDG 1 No Poverty
- SDG 3 Good Health and Wellbeing
- SDG 4 Quality Education
- SDG 5 Gender Equality
- SDG 8 Decent Work and Economic Growth
- SDG 10 Reduced Inequalities
- SDG 11 Sustainable Cities and Communities
- SDG 15 Life of Land
- SDG 16 Peace, Justice and Strong Institutions
- SDG 17 Partnerships for the Goals

4. World University Ranking for Innovation (WURI)

- Participated as evaluator in the WURI representing the University President.

- WURI result: the University was able to submit four (4) programs to the WURI Ranking, particularly two (2) programs from ATBI, one (1) from NPRCRTC, and one (1) from the GIS center. The submission from the GIS center entitled "Research and Training Project of the Center for Geoinformatics on TOWARDS CLIMATE-RESILIENT AND SUSTAINABLE AGRICULTURE: Targeting & Prioritization for the Adaptation and Mitigation Initiative in Agriculture (AMIA) in the Provinces of Cordillera Administrative Region" ranked 38th for the category Fourth Industrial Revolution. For the Global Top 100 Innovative Universities, BSU ranked 201-300.

- Facilitated meetings for the preparations for the University's WURI Ranking submission/application.

- Coordination and submission of World University Rankings for Innovation (WURI) entries on November 15, 2023.

BSU WURI Entries:

- Potato RDE: Regenerating Potato Seeds for Sustainable Food Security and Community Empowerment (A3 Industrial Application)
- Synergies for Promoting Heritage Education (B5 Culture/Values)
- Bee Education Services (BeES) (A3 Industrial Application)
- Research and Training Project of the Food Science Research and Innovation Center Focusing on Food Technology Development and Community-Based Training for Sustainable Food Systems (A5 Crisis Management)
- PROGRAM ENGAGED: Enhancing Geoinformatics Capabilities through Geographic Information System, Drone Mapping, Global Navigation Satellite System, and Remote Sensing (A3 Industrial Application)
- Strength and Conditioning Workshop (B5 Culture/Values)
- Master of Science in Agroecology (MScAE) (B5 Culture/Values)
- 2022 Global Entrepreneurship Week “Sharing and Collaborating Towards Inclusive Entrepreneurship for Men and Women” (A4 Entrepreneurial Spirit and B5 Culture/Values)

C. AACUP ACCREDITATION

- Participated in the 36th AACUP National Convention and General Assembly 2023 on March 27-29, 2023.
- Facilitated communications for requests and follow-ups on previous letters and requests to AACUP.
- Facilitated meeting of the BSU Internal Assessment Body (IAB) for Program Accreditation on April 26, 2023.
- Facilitated communications for requests and follow-ups on previous letters and requests to AACUP.
- Attended meeting called-for by AACUP on May 19, 2023. Updates, reminders and advisories regarding accreditation was discussed by the Executive Director of AACUP, Dr. Milabel Ho.
- Facilitated the Internal Assessment Body (IAB) workshop conducted on May 29-30, 2023, which was attended by the BSU Internal Accreditors and other heads of offices.
- Attended AACUP online Overall Coordinator (OC) and Team Leaders’ Training on June 20, 2023.
- Attended the AACUP Outcomes-Based Quality Assurance and Online Accreditation Orientation and Accreditors’ Training held on July 24-26 and August 2-4, 2023.
- Facilitated communications for requests and follow-ups on previous letters and requests to AACUP.
- Internal Accreditation was conducted by the assigned IAB members in the following campuses with the corresponding date:
 - Bokod Campus: August 11, 2023
 - Buguias Campus: August 10, 2023
- Facilitated the training for Bokod and Buguias campuses on “Digitizing and Uploading of Accreditation Files and Documents on August 30, 2023.

- Facilitated a simulation for online accreditation with Bokod and Buguias campuses together with MLIS from the La Trinidad Campus on September 15, 2023 in coordination with the ICT office.
- Facilitated the online accreditation scheduled last September 18-22, 2023 for the following campuses and programs:
 - La Trinidad Campus: Master of Science in Library Science
 - Bokod Campus: Bachelor of Elementary Education
 - Buguias Campus: Bachelor of Secondary Education (Majors: Filipino, Mathematics, Social Studies); Bachelor of Elementary Education (Major in General Education)
- Facilitated the online Accreditation of the following programs from the BSU Bokod Campus from November 6 to10, 2023:
 - Bachelor of Technical and Livelihood Education (BTLEd)
 - Bachelor of Technical-Vocational Teacher Education (BTVTEd)
 - Bachelor of Industrial Technology (BIT)

Online AACUP Accreditation of the four BSU programs on September 18-22, 2023. The accredited programs were the Master in Library and Information Science (MLIS) of La Trinidad Campus, the Bachelor of Elementary Education (BEE) of Bokod Campus, and the BEE and Bachelor of Secondary Education (BSE) of Buguias



D. 2023 GOVERNMENT QUALITY MANAGEMENT PROGRAM (GQMP) – DAP

- Facilitated the meet-and-greet with the project coordinators from the Development Academy of the Philippines (DAP) as part of the 2023 GQMP on August 4, 2023.
- Attended the orientation for Business Excellence (BE) Self-Assessment Tool for the Philippine Quality Award (PQA) on September 14, 2023 given by DAP.
- Attended the training/workshop on Business Excellence (BE) Self-Assessment Tool for the Philippine Quality Award (PQA) from October 17 to 20, 2023 facilitated by DAP.
- Attended the follow-up activity as part of the GQMP last December 5, 2023, where the BSU Action Plan for PQA Application was presented.
- Five BSU personnel attended the PQA Application Development Course facilitated by DAP from December 4 to 8, 2023 as one requirement for the PQA application.

E. BENCHMARKINGS

- Exchange of best practices with Polytechnic University of the Philippines (PUP) on quality assurance programs and activities on January 27, 2023
- Assisted Aurora State College of Technology by sharing knowledge and experiences in Accreditation processes on May 22, 2023

F. SUPPORT TO UNIVERSITY ACTIVITIES

- Attended the PRIME-HRM Assessment conducted by CSC on January 31, 2023 and February 1, 2023
- Participated in the Admin and Finance Annual Performance Review on February 22-24, 2023.
- Facilitated the Flag Raising Ceremony on June 5, 2023
- The OQAA was assigned as part of the committee in-charge of evaluation for the Achievement and Recognition Days and the Commencement Exercises on July 16 and 17, 2023
- Attended and gave updates regarding Quality Assurance endeavors during the Academic Sector Capacity Building on December 20, 2023.
- Attended University meetings as per memos/ advisories for attendance to these.

FINANCE SERVICES DIVISION

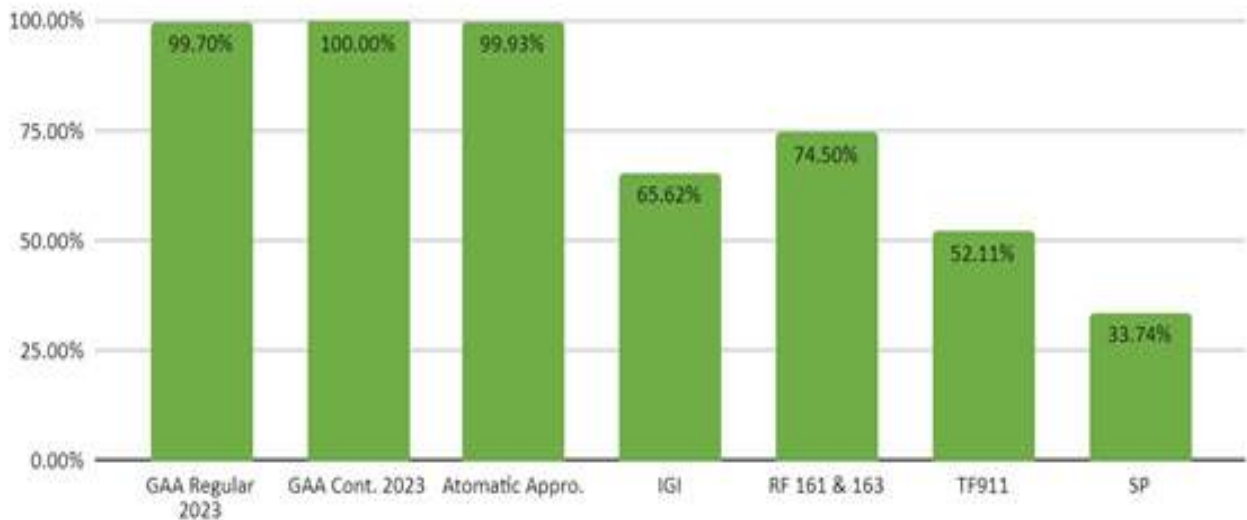
The Finance Service Division (FSD) under the VP for Administration and Finance is in charge of all financial transactions of the University. It ensures that such transactions are in accordance with existing rules and regulations.

A summary of the Accomplishment Report of the Finance Service Division for the period January to December 2023 is shown below. These data were consolidated from the Accomplishment Reports of the three offices: the

I. PROCESSING OF FINANCIAL TRANSACTIONS

OBLIGATED FINANCIAL TRANSACTIONS

Fund	No. of BURS/ OBR processed	Total Allotment	Amount Obligated	Utilization Rate
General Fund Regular 2023	2,965	666,579,593.00	664,609,952.00	99.70%
General Fund Current Continuing 2023	86	2,736,132.00	2,736,132.00	100.00%
Automatic Appropriations	72	40,510,984.00	40,481,185.13	99.93%
Internally Generated Income	1,722	296,195,658.18	194,365,474.20	65.62%
Business Type	1,164	137,963,607.08	102,782,708.85	74.50%
Trust Fund 911	1430	133,990,766.61	69,817,045.90	52.11%
Special Projects	42	2,168,865.55	731,858.90	33.74%



Utilization Rate as of December 31, 2023

DISBURSEMENT PROCESS

To correctly disburse funds to the appropriate payees in accordance with laws, rules and regulations on government expenditure

NCA Receipts and Utilization

NCA Received	Total Disbursement	Balance	Disbursement Rate (Total Disbursement / NCA)
849,625,649.00	849,625,649.00	0.00	100%

PRE-AUDITED FINANCIAL TRANSACTIONS

Pre-audited and processed financial transactions/documents under General Fund (01), Internally Generated Income (05), Business Type (06), and Trust Fund – Custodial (07). Specifically, the Office pre-audited the following:

- Disbursement Vouchers for payments of Personal Services, Maintenance and Other Operating Expenses (MOOE) and Capital Outlay; remittances of various social obligations to GSIS, PAG-IBIG, PHILHEALTH; remittances of payables to other organizations and or lending institutions; refund to students, employees and other claimants.
- Purchase Orders together with attached procurement papers
- Claims of cash advances for travel, specific purpose, petty cash fund, advances for payroll and other activities
- Liquidation reports of cash advances
- Terminal Leave Benefits
- Students' Refund of School Fees

Pre-audited Disbursement Vouchers and Purchase Orders

Fund	Processed Disbursement Vouchers/PO
a. Disbursement Voucher	
General Fund (01)	5,620
Special Trust Fund (05)	8,755
Business Type (06)	6,269
Trust Fund (911) (07)	2,591
b. Purchase Orders (All Funds)	1,977
Total	25,212

PAYMENTS OF FINANCIAL TRANSACTIONS THROUGH LDDAP & CHECKS

Prepared LDDAP

Month	Number of processed LDDAP	Number of processed DVs subject for LDDAP	Number of processed DVs included in LDDAP	Percentage (No. of processed DVs subject for LDDAP/ No. of processed DVs included in LDDAP)
January to December	614	3,760	3,760	100%

DISBURSEMENTS

The total disbursement processed for the year is Php 1,276,529,083.33 with 9,118 disbursements vouchers.

FUND CLUSTER	Amount	Percentage
(01) Regular Agency Fund (GF-101)	Php 854,225,350.16	66.92%
(05) Internally Generated Income (STF-164)	Php 197,565,766.54	15.48%
(06) Business Type Income (RF-161 & 163)	Php 106,876,909.96	8.37%
(07) Trust Fund (TF-911, Special Projects, BAPTC)	Php 117,861,056.67	9.23%
Total	Php 1,276,529,083.33	100%

II. ACCOUNT MONITORING AND BILLING

This is to ensure effective and efficient monitoring of financial accountability on employees and students.

STUDENTS ACCOUNTS

Month	Number of students to be monitored	Number of students monitored	Percentage (no. of students monitored/ no. students to be monitored)
January to December 2023	27,407	27,407	100%

HUMAN RESOURCE FINANCIAL ACCOUNTABILITY

Nature of Financial Accountability	Number of human resource to be monitored	Number of human resource to be monitored	Percentage
Withholding Tax	9,012	9,012	100%
Disallowances	18,084	18,084	100%
Account Receivables	150	150	100%
Rentals			
• Sariling Sikap	2,280	2,280	100%
• Housing Occupancy	1,764	1,764	100%
• Electricity	120	120	100%
• Water	84	84	100%
Total	31,494	31,494	100%

LEASE ACCOUNTS

Number of SOA to be issued (Lease) | **1,708**

Number of SOA issued (Lease) | **1,708**

Percentage (no. of SOA issued/no. SOA to be issued) | **100%**

WATER, RENTAL, AND ELECTRIC BILLING ACCOUNTS

Month		Number of accounts to be billed	Number of accounts billed	Percentage (no. of accounts billed/ no. accounts to be billed)
JANUARY TO DECEMBER	WATER	409	409	100%
	ELECTRIC	592	592	100%
	Rental	4,273	4,273	100%

III. COLLECTION

The University is collecting thru three channels: (1) thru the counter of the Cashiering Office, (2) thru Special collections officers and (3) thru electronic collection, particularly the Landbank e-payment portal.

The details of the total collections are as follows:

POINT OF COLLECTION	AMOUNT	PERCENTAGE
SIAS/ Over the Counter	Php 116,551,415.44	33.56%
Special Collecting Officers/Agents & Project Remittance	Php 229,370,304.43	66.05%
Electronic Collection (Landbank e-payment portal)	Php 1,367,849.00	0.39%
Total	Php 347,289,568.87	100%

IV. FINANCIAL REPORTING

BOOKKEEPING/RECORDING OF FINANCIAL TRANSACTIONS OF THE UNIVERSITY:

1. Journalized various financial transactions of the University using the Electronic Government Accounting System (eNGAS) charged from General Fund, Business Type Fund (Revolving Fund 161 and Revolving Fund 163), Internally Generated Income (Special Trust Fund- Common STF and Fiduciary Funds) Custodial Fund (Trust Fund, Special Projects, Other Outside Funds, Scholarship Funds and Other Receipts).
2. Reviewed financial transactions, journalized and approved/disapproved journal entries by the head of Accounting Office.

Prepared JEV | 26,365

Approved JEV | 24,754

FINANCIAL REPORT PREPARATION (FINANCIAL REPORTS AND SUPPORTING SCHEDULES) AS FOLLOWS:

1. Financial Accountability Report using Department of Budget and Management Unified Reporting System (DBM-URS) for Report of Disbursements and Quarterly Report of Actual Receipts (FAR 1, 1-A, 1-B, 1-C, 2, 2A, FAR 3, FAR 4, FAR 5, FAR 6) using the Unified Reporting System of DBM (URS-DBM), FAR
2. Copy of FARs for uploading to transparency seal.
3. Monthly Report of Disbursements on various funds of the University
4. Monthly Report of Tax Remittance Advice on Personnel Services, Maintenance, and Other Operating Expenses and Capital Outlay
5. Trial Balance on various funds using enhance e-NGAS
6. Bank Reconciliation Statements with Schedule of Outstanding Checks on various funds.
7. Detailed Report of remittances of external scholarship programs
8. Monthly Trial Balances on various funds
9. Aging of Cash Advance and Liquidation
10. Other Financial Reports as required by top management and oversight bodies such as COA, DBM, CHED, BIR, GAS.
11. Report of scholarship grants and remittances and receivables for submission to OSA and external scholarship sponsors
12. Consolidated report of income and expenses on various IGPs of the University
13. Variance Analysis on Actual Receipts versus Projections
14. Financial Reports of IGPs
15. Prepared and submitted reports on Actual Obligations and Disbursement of the University for December 2022 and January to December 2023.
16. Prepared and submitted requests for the release of SARO and corresponding NCA for the Terminal Leave Benefit of retirees to the Department of Budget and Management.
17. Prepared and submitted Agency Performance Review (APR) for the 1st, 2nd and 3rd quarter of 2023 to the Department of Budget and Management (DBM-CAR).
18. Prepared Budget Proposal of the University for FY 2024.
 - a. Regional Development Council (RDC) endorsed Budget for FY 2024 - ₱ 2,488,000,000.00
 - b. Prepared the Complete Documents of Budget Proposal for FY 2024 and uploaded to OSBP (Online Submission of Budget Proposal) to the Department of Budget and Management
 19. Prepared and modified the 2023 Program of Receipts and Expenditures (PRE) for presentation during the Regular Board of Regents meeting held last July 19, 2023.
 20. Prepared 2024 PRE for presentation and approval of the BOR last December 21, 2023.
 20. Prepared 2024 PRE for presentation and approval of the BOR last December 21, 2023.
 21. Prepared the following documentary requirements for the grant of 2023 CNA.
 22. Prepared and Submitted to the Department of Budget and Management (DBM) the requirements for the requests of For Later Release (FLR) allocation for FY 2022 – Continuing Appropriation – in the amount of ₱30,094,000.00.

OTHER ACCOMPLISHMENTS:

- a) Account Monitoring: Checking and updating of employees with cash advances and liquidation.
- b) Continued the implementation of checkless payment scheme under Fund cluster 01, except for creditors/suppliers that falls under DBM CL No. 2018-14 3.4.1, 3.4.2 and 3.4.3. The Accounting Office is preparing the List of Due and Demandable Payables with the corresponding Authority to Debit Account to the agency authorized depository bank, the Land Bank of the Philippines.
- c) Implemented the enhanced electronic National Government Accounting System with the Unified Accounting Code Structure and fund clustering and fund sourcing scheme, in compliance to COA and DBM rules and regulations.
- d) Remittance of Monthly Withholding Tax thru eFPS.
- e) Maintenance of Tax System
- f) Maintenance of Student Account System
- g) Technical Assistance and Support Services
- h) Attendance to various trainings and seminars. All staff of the Division had attended at least one seminar.

OFFICE OF THE PRESIDENT



INTERNAL AUDIT SERVICE

CONDUCT OF INTERNAL AUDITS AND ISSUE INTERNAL AUDIT REPORTS (IARS)

1. Completed the conduct of compliance audit on the basic elements of procurement at the BSU La Trinidad Campus and issued IARs Numbered 2023-01 to 06 dated June 15, 2023
2. Completed the conduct of compliance audit on the first 2 processes of procurement at the BSU La Trinidad Campus and issued IAR Nos. 2023-07-08 dated December 7, 2023
3. Completed the conduct of compliance audit on the basic elements of procurement at the BSU Buguias Campus and issued IAR No. 2023-9 dated November 30, 2023
4. Completed the conduct of compliance audit on the handling of collections at the BSU La Trinidad Campus and issued IAR No. 2023-10 dated December 7, 2023
5. Completed the conduct of compliance audit on the handling of collections at the BSU Buguias Campus and issued IAR No. 2023-11 dated December 11, 2023
6. Administered and processed the IAU Client Satisfaction Survey to Auditees for the rating period from January to June 2023 and July to December 2023.

MONITOR AND PREPARE THE IAR ON THE IMPLEMENTATION OF THE INTERNAL AUDIT RECOMMENDATIONS

1. Issued the action plan monitoring sheet and Office Memo No. 081, series of 2023 to the Business Affairs and Administration and Finance Sector re: Action plans and updates on the actions which was due for submission to IAS on or before June 30, 2023.
2. Prepared the report (IAR No. 2023-12) on the status of implementation of IA recommendation dated December 29, 2023

LEARNING & DEVELOPMENT (LEAD) ACTIVITIES ATTENDED

IAS personnel attended the following trainings and seminars and benchmark:

1. Capability Team Building on Human Resource Management held at Palm Grove Resort, Tuba, Benguet
2. Webinar on "Presentation of Evaluation Research Proposal"
3. Webinar on "The Fundamentals of Trademark and the Basic of Graphic Designing"
4. Webinar on "Writing Articles for Journal Publication from Thesis/Dissertation and Research Papers"
5. CALAJO Onboarding Seminar
6. Training on "Fire Suppression and Emergency Management"
7. Webinar on "Coaching and Mentoring for Excellence (CME)"
8. Training and seminar on "Creating a Culture of Data Protection and Mitigating the Effects of Disaster for Government Records" held at the Bohol Plaza Resort and Restaurant, Dayo Hill, Mayacabac, Dauis, Bohol.
9. Communist Terrorist Group (CTG) Problem Symposium: "Orientation on Youth Recruitment"
10. Annual National Convention cum Seminar entitled "AGIA: Anchor of Governance with Integrity and Accountability for Quality Public Service" held at New Coast, Boracay, Malay Aklan
11. 18-Day Campaign to End Violence Against Women:
 - a. Safe Spaces Act (RA 11313): Anti-Sexual Harassment - a briefer
 - b. Gender Based Violence, Anti-Violence Against Women and Their Children Act of 2004 (RA 9262).
12. "Water Safety Training and Drowning Prevention" held at Palm Grove Resort, Tuba, Benguet



Closing Meeting with the BSU Buguias personnel to discuss audit findings and recommendations on November 30, 2023



IAU staff conducted benchmarking activity to the Philippine Port Authority (PPA), Manila regarding their Baseline Assessment of Internal Control Systems (BAICS) and Best Practices on Internal Audit on August 22, 2023.

UNIVERSITY LIBRARY AND INFORMATION SERVICES

The University Library and Information Services (ULIS) consistently sustained the best practices implemented during the onset of the pandemic. It continuously exploring more ways to catch up with the upcoming era of artificial intelligence.

The library courageously implemented the Commission on Higher Education- Institutional Development Innovation Grant (CHED-IDIG) amounting to seven million and five hundred thousand pesos (7.5M) for the upgrading of its information equipment and infrastructure in response to the demands of the pandemic and the future of education and research.

The library increased its e-book collection to ten thousand titles available through Local Area Network (LAN) and it is installable on any desktop or laptop of library clients.

Financial Expenses Summary

Item	Details	Amount
1	Subscriptions	1,246,508.00
2	Book purchases	3,888,507.00
3	IT equipment	535,000.00
4	Furniture and fixtures	330,000.00
5	Personnel development & Job order salary	4030,170.00
6	Signages	49,750.00
7	Construction	272,541.00
Total		6,752,476.00

Technical and Utilization Summary

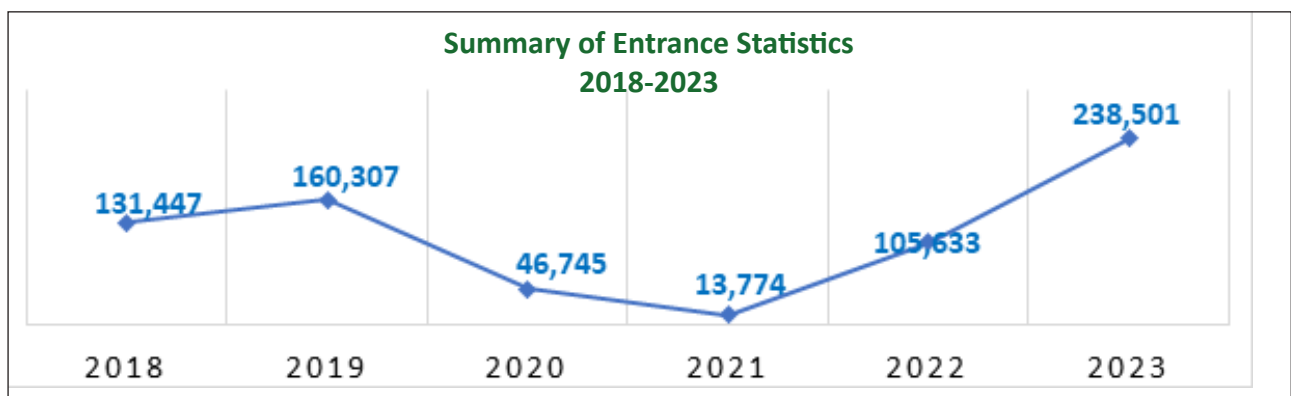
Item	Details	Total
1	Document delivery service (email or USB)	631
2	Catalogue titles	989
3	Keywords created	50,579
4	Virtual queries	879
5	Face to face (queries & advising)	2979
6	E-resources harvested	2875
7	Library materials utilization	14,770
8	Loan out statistics	4601
9	Entrance statistics	238,501
10	Facility utilization	456
11	Referral letters	16
12	BLIS On-Job-Training accommodated	36
<i>Six years comparative entrance statistics (2018-2023)</i>		

Professional Development

All personnel have attended and met the required training, seminars, and forums based on the basic requirements of the Human Resource and Development Office.

Professional Engagements

The librarians and its support staff are engaged in different research activities of the University and partner agencies. Book and e-book donations are conducted on campuses. Orientation, lectures, and as a resource person are part of the usual personnel routine to share their expertise on library matters and other related topics.



OFFICE OF THE UNIVERSITY AND BOARD SECRETARY

I. MEETINGS

A. ADMINISTRATIVE COUNCIL MEETING

Administrative Council meetings are held every last Wednesday of the month. This is following the BSU Code of 1986. The university president schedules special meetings when necessary, and meetings held before the last Wednesday of the month are the prerogative of the university president; it is part of the wide latitude of discretion of the head of agency.

Before meetings, the protocol practiced by the OUBS is to gather agenda items from the sectors a week before the scheduled meetings. Supporting documents for the items were also requested as part of the protocol and in compliance with the Administrative Council's decision that agenda items with no supporting documents will not be included.

Summary of Administrative Council Meetings

Date	No. of Approved Agenda	No. of Confirmed Agenda	No. of Agenda for Information	Nature
January 25, 2023	15	2	0	Regular
February 28, 2023	22	0	0	Regular
March 29, 2023	22	0	0	Regular
April 20, 2023	8	0	0	Regular
May 17, 2023	24	0	0	Regular
May 25, 2023	4	0	0	Special
June 29, 2023	22	0	0	Regular
July 10, 2023	0	0	1	Special
August 30, 2023	28	0	0	Regular
September 22, 2023	27	0	0	Regular
November 28, 2023	25	0	0	Regular
Total	197	2	1	
Overall total	200			

B. ACADEMIC COUNCIL MEETING

There were four (4) Academic Council meetings held.

Summary of Academic Council Meetings

Date	No. of Approved Agenda	No. of Agenda for Information	Nature
January 31, 2023	15	0	Regular
June 15, 2023	27	1	Regular
August 22, 2023	15	0	Regular
December 6, 2023	9	1	Regular
Total	66	2	
Overall total	68		

C. BOARD OF REGENTS MEETING

There are two (2) committees under the Board of Regents namely, the Finance Committee and the Academic Committee. These committees conduct meetings before the scheduled BOR meeting to review agendas and recommend to the Board.

1. BOARD COMMITTEE ON FINANCE MEETINGS. There were five (5) Finance Committee meetings held. These were held on the following dates: May 13, 2022; June 07, 2022; July 14, 2022; July 18, 2022; December 08, 2022.
2. BOARD COMMITTEE ON ACADEMIC MATTERS. There were two (2) Academic Committee meetings held. These were held on June 17, 2022, and November 07, 2022.

There were five (5) Board of Regents meetings held in 2023.

Summary of Board of Regents Meetings

Date	No. of approved Agenda	No. of Conditionally Approved agenda	No. of Took Note Agenda	No. of Agenda Accepted	No. of Agenda Confirmed	Nature
February 15, 2023 (204th BOR meeting)	17	0	25	1	7	Regular
July 19, 2023 (205th BOR Meeting)	6	2	0	0	0	Regular
July 27, 2023 (206th BOR Meeting)	5	0	0	0	0	Special
October 5, 2023 (207th BOR Meeting)	42	2	0	0	9	Regular
November 14, 2023 (208th BOR Meeting)	2	0	0	0	0	Special
Total	72	4	25	1	16	
Overall total	118					

II. REFERENDA FACILITATED

The following referenda (Board of Regents and Administrative Council) were facilitated.

A. BOR REFERENDA (total of 15 passed and approved)

Before referenda are passed, clearance from the Office of Commissioner and Chair of the Board of Regents, Honorable Marita Rana Canapi is sought.

1. Referendum/ Memorandum No. 01, s. 2023: Approved the Travel of University Personnel: Dr. Ma. Luz D. Fangasan; Dr. Richard H. Kinnud and Dr. Janet P. Pablo to University of Rajarata, Sri Lanka, from February 19 to 24, 2023, inclusive of travel time.

2. Referendum/ Memorandum No. 02, s. 2023: Approved the Travel of Ms. Mary Arnel D. Garcia, faculty, College of Agriculture, to Bangkok Thailand to attend a Workshop on "Internet of Things (IoT) Application in Livestock Management", from February 19 to 24, 2023, inclusive of travel time.

3. Referendum/ Memorandum No. 03, s. 2023: Approved the travel of Dr. Divina M. Yango, Dr. Dolores E. Alawas, and Dr. Desiree F. Botengan to Bangkok, Thailand on March 20-25, 2023.

4. Referendum/ Memorandum No. 04, s. 2023: Approved the short-term study leave (review for BAR examinations) of Ms. Jean Harder-Balacay for six months, effective upon the Board's approval.

5. Referendum/ Memorandum No. 05, s. 2023: Confirmed the list of candidates for graduation Second Semester SY 2022-2023.

6. Referendum/ Memorandum No. 06, s. 2023: Approved the International Leaves of Ms. Normalyn T. Longay and Mr. Jophr L. Galian, effective upon approval of the BOR.

7. Referendum/ Memorandum No. 07, s. 2023: Approved the extension of study leaves of the Ms. Johnabel T. Basatan and Ms. Michelle B. Gatab-Laruan, effective upon approval of the Board of Regents.

8. Referendum/ Memorandum No. 08, s. 2023: Approved the Sabbatical Leave of Ms. Bretel B. Dolipas and Dissertation Assistance of Mr. Agustin R. Nang-is, effective upon approval of the Board of Regents.

9. Referendum/ Memorandum No. 09, s. 2023: Confirmed of graduates, Mid-year Term 2023, SY 2022-2023.

10. Referendum/ Memorandum No. 10, s. 2023: Approved the designation of Ms. Patselyn A. Botiwey as University and Board Secretary.

11. Referendum/ Memorandum No. 11, s. 2023: Approved the appointment of Ms. Maridel Langbis for the position Executive Assistant IV.

12. Referendum/ Memorandum No. 12, s. 2023: Approved the proposed Budget Proposal for the implementation of the CHED-DBM Joint Circular No. 03, series 2022`

13. Referendum/ Memorandum No. 13, s. 2023: Approved the international travel of Dr. Jeftee Ben B. Pinoas-an and two (2) BSIT students, namely Kim Jo A. Omolida and Jeremy T. Ablao to Heilsinki, Finland to attend the SLUSH Conference on November 29 to December 1, 2023 (Exclusive of travel days).

14. Referendum/ Memorandum No. 14, s. 2023: Approved the International Travel of Dr. Jude L. Tayaben to Chiang Rai, Thailand on December 27-30, 2023.

15. Referendum/ Memorandum No. 14, s. 2023: Approved the following: A. Fiscal Year 2023 Savings for the Collective Negotiation (CNA) Incentives amounting to PHP12,429,081.60 from the Maintenance and Other Operating Expenses (MOOE); and B. Grant of Collective Negotiation Agreement (CNA) incentives to the 794 eligible employees of Benguet State University from the declared savings for the Fiscal Year 2023.

B. Administrative Council referenda (total of 8 passed and approved)

The approval of the University President and Chair of the Administrative Council, Dr. Felipe Salaing Comila, was sought before the routing of the referendum.

1. ADCO Referendum No. 1, s. 2023: Approved the naming of (2) two streets within the University Campus after the late Domingo Q. Casiwan former Vice President for Research and Extension and Dr. Albert B. Dimas, former Dean of College of Teacher Education.

2. ADCO Referendum No. 2, s. 2023: Approved and endorsed to the Board the Memorandum of Agreement (MOA) with Advanced World Solutions, Inc., Makati City, Metro Manila on the practicum of BS IT Students.

3. ADCO Referendum No. 3, s. 2023: Approved and endorsed to the Board the Academic Calendar for SY 2023 TO 2024

4. ADCO Referendum No. 4, s. 2023: Approved and endorsed to the Board of Regents the Memorandum of Agreement (MOA) between Benguet State University (BSU) and Department of Agriculture - Bureau of Agricultural Research (DA-BAR) for the implementation of the project titled: "Phase 2: Evaluation and Adoption of Entomopathogenic Fungi and Entomopathogenic Nematodes as Biopesticides to Manage Coffee Berry Borer (*Hyphothenemus Hampei*) of Arabic Coffee".

5. ADCO Referendum No. 5, s. 2023: Approved and endorsed to the Board of Regents the Memorandum of Agreement (MOA) between Benguet State University (BSU) and CS 1st Green Agri-Industrial Development, Inc.

6. ADCO Referendum No. 6, s. 2023: Approved and endorsed to the Board Regents the Memorandum of Agreement (MOA) with Department of Science and Technology (DOST-CAR).

7. ADCO Referendum No. 7, s. 2023: Approved and endorsed to the Board of Regents the Memorandum of Agreement with the following: (a) LGU of Bokod, (b) LGU of Kabayan, (c) LGU of Mankayan, (d) Ambangeg National High School, (e) Daklan National High School, (f) LGU of Bauko, (g) LGU of Tadian, (h) LGU of Sabangan, (i) Adaoay National High School, (j) Kamora National High School, (k) Tipunan National High School, (l) Balili National High School, (m) Mankayan National High School, (n) Tapapan Elementary School, (o) Lubon National High School, (p) Lubon National High School, (q) Tadian School of Arts and Trades, (r) Sabangan National High School and (s) Pingad National High School.

8. ADCO Referendum No. 8, s. 2023: Approved and endorsed to the Board the travel of Jude L. Tayaben to attend (as a speaker and session chair) in the international conference titled, "Moving Forward in Unity 2023: Innovative Solutions for Global Aging and Dementia in the Digital Era, Nursing and Multi-Disciplinary Perspective" by Mae Fah Luang University, Chiang Rai, Thailand on December 27-30, 2023.

INTERNATIONAL RELATIONS OFFICE

For the year 2023, the International Relations Office was able to support the internationalization (IZN) of BSU through these five programs:

- Program 1: **Capacity-Building for IZN**
- Program 2: **IZN of Academic Engagements**
- Program 3: **IZN of Research Engagements**

- Program 4: **Promotion of Multinational Atmosphere in the University**
- Program 5: **Services as Support System for IZN**

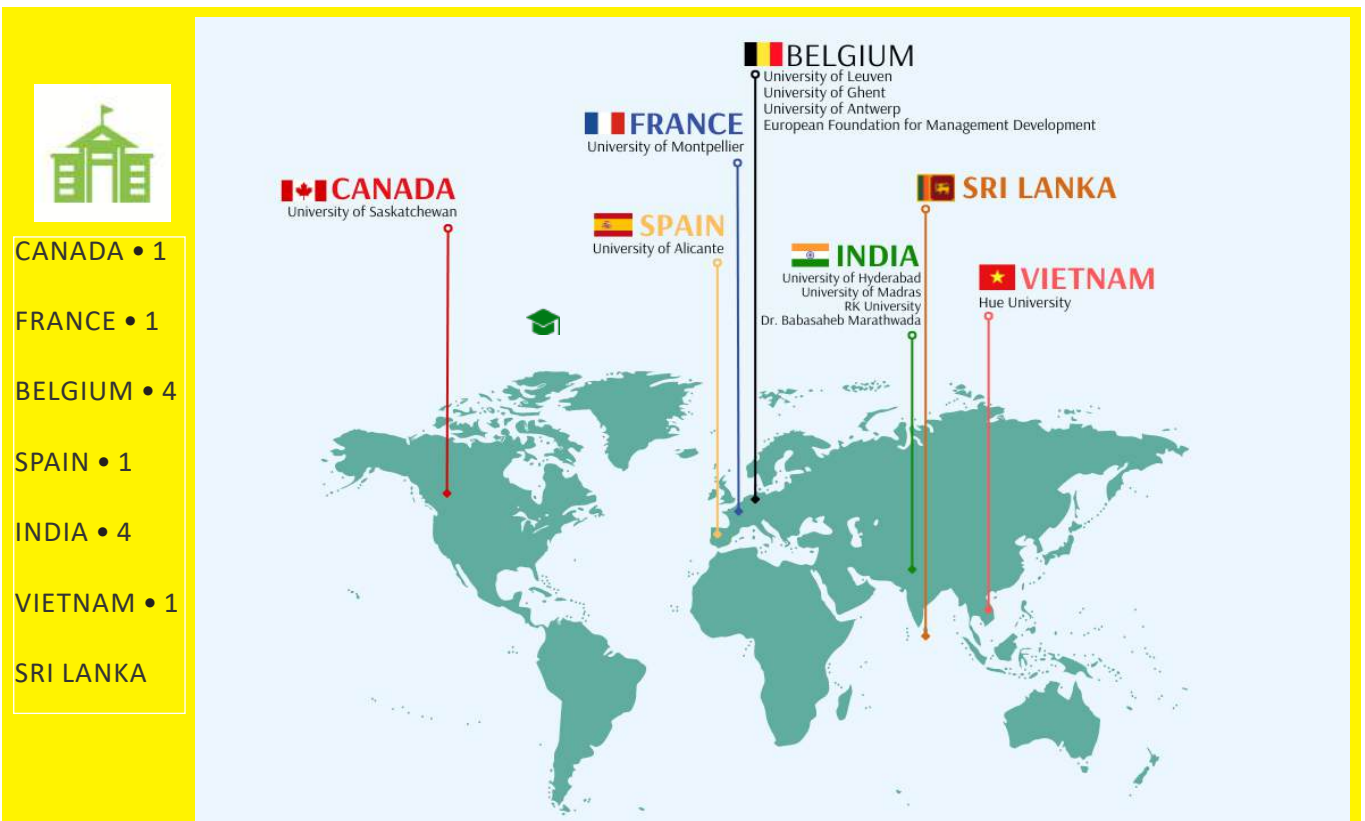


Program 1

CAPACITY BUILDING FOR INTERNALIZATION

International Projects • International Conferences

A. PROJECT-BASED LINKAGES



B. PATHWAY PROJECT

1. PATHWAY Project culminated 2024 with Entrepreneurship Task Force Meeting
2. BSU conducted PATHWAY Replication Trainings
3. PATHWAY Philippine Universities attended the Regional Erasmus+ Week for Asia and the Pacific 2023
4. BSU conducted the first University - Wide Hackathon
5. BSU Hackathon winners attended the Slush 2023 in Helsinki, Finland

C. CDAE PROJECT (AGRO ECOLOGY)

The Benguet State University Offers Master's Program, Master of Science in Agroecology, through the Erasmus Project.

The BSU Board of Regents approved the offering of the degree program during their meeting on July 27, 2023.

- Project CDAE concluded at the Vietnam Conference
- Study Visit in Sri Lanka

D. Enhancing Local-Rootedness Towards Global Connection Phase 2: Getting to Know Visayas

Capacity-building session conducted in the Visayas Region to enrich the knowledge of IRO focal persons about the Philippines.

Program 2

INTERNATIONALIZATION FOR ACADEMIC ENGAGEMENT

- Student Mobility • Staff and Teaching Mobility • Visiting Professor Program
• Virtual Sit-in Classes • BIIG Program

STUDENT MOBILITY

- Two CNS students are first to join the TIIPP Student Mobility in Germany
- CHET students represented BSU in Philippine - Canada Young Chef's Competition
- CHK student represented the Country in World Combat Games
- CNS graduate student participated in German Mobility Program

SING OUT ASIA

- Cross-Culture Training Camp
- BSU Ambassadors: Nurturing Leadership and Friendship on the International Stage at Sing Out Asia's CCT Camp in Vietnam and Japan

SAKURA SCIENCE EXCHANGE PROGRAM

- BSU Shined in the Land of the Rising Sun for the 2023 Sakura Science Exchange Program

Program 3

INTERNATIONALIZATION FOR RESEARCH ENGAGEMENT

- Visiting Researcher Program • International Research Collaboration

- BSU Research Directors Participate in Trainer of Trainers on Bio, Circular, and Green (BCG)
- BSU Agribased Technology Business Incubator (ATBI) Forges Partnership with Three Thailand Universities
- R&E facilitated a meeting with two Sustainability Scientists from National Institute of Environmental Studies (NIES), Japan
- International Conferences on SDGs

Program 4

PROMOTION OF MULTINATIONAL ATMOSPHERE IN THE UNIVERSITY

- Membership in International Organizations • Hosting International Activities • Partnerships with International Universities and Agencies • Support Compliance to International Brandings • UN Sustainable Goals Promotion/Awareness Campaign

International Organization Membership

- PHL IN-NET
- SEAMEO Schools' Network
- CAIRO
- ASA IHL
- AUAP

- 17 International students enrolled at Benguet State University

INTERNATIONAL BRANDING



A. Quacquarelli Symonds (QS) 3 Star Rating

The rating is valid from September 28, 2020 until September 28, 2023.

	Rating
Teaching	5
Employability	5
IZN	2
Academic Development	4
Facilities	4
Program Strength	4
Social Responsibility	4
Inclusiveness	5

B. THE World University Rankings 2023

- Rank 1001+
- SDG 3 - Rank 301-400
- SDG 4 - Rank 1000+
- SDG 15 - Rank 301-400
- SDG 17 - Rank 801-1000

C. WURI The WORLD UNIVERSITY RANKING for INNOVATION 2023

- Rank 201-300 - Global Top Innovative Universities (Overall Ranking)
- RANK 38 - Fourth Industrial Revolution

Partners and Linkages

BSU is in partnership with 35 international university and academic institutions in 11 countries



FORGED PARTNERSHIPS IN 2023

- Asia Open Ran Academy
- Maksima Teacher Training Centre
- University of Wroclaw
- Universitas PGRI Madiun

BSU CELEBRATED THE UNITED NATIONS DAY

United Nations Day Celebration 2023 winners:

<i>Most Colorful Group Champion</i>	College of Veterinary Medicine
<i>Best Booth Presentation</i>	Bachelor of Science in Entrepreneurship II Class
<i>Mr & Miss UN</i>	Shanerric Kris Marcos and Daisyree Accoy of the College of Human Kinetics
<i>Most Outstanding Entrepreneurial Performance</i>	Bachelor of Science in Entrepreneurship IV Class
<i>UN Day Quiz Bee</i>	College of Natural Sciences

- Exhibit & Information Drive to Raise Awareness About International Relations Services and UN SDGs
- 21 Students Graduate Mandarin Course: Learn Mandarin, Go to Nanjing Program by AFEP

Program 5

SERVICES & SUPPORT SYSTEMS FOR INTERNALIZATION

Pre-Departure Orientation Session • Campus & Community Tour/Immersion • Cultural Exchange Engagements • International Language Center • IRO Facilities & Website

- Facilitated 24 Visits from international partners hosting a total of 148 international visitors
- Disseminated 66 calls including scholarship opportunities. Faculty, Staff and Student Mobility
- 17 Potential Partners Evaluated and Submitted for BOR Approval
- Seven Pre-Departure Orientation Session (PDOS) facilitated

The WORLD to BSU

- New Zealand Ambassador to the Philippines visits BSU
- BSU welcomes Exchange student from Japan
- VMU, Lithuania Professors Conduct Mobility Program with BSU
- Sustainability Scientists from Japan visit Benguet State University
- ASEAN Ambassador visit BSU
- Professor from AKITA University, Japan visits BSU
- Japan Biotechnology Professor Lectures in BSU
- International Rice Research Institute (IRRI) Student Interns visit BSU•
- BSU Welcomes UHU International Officer

Visitors Facilitated

- BSU Hosts University of Guam for Cordilleran Cultural Immersion
- BSU Welcomes Indian Student Interns for Cultural Exchange
- BSU Explores Virtual Internship Opportunities with Educational Centre of Australia
- BSU Welcomes Peace Corps Volunteer
- IVO Collaborates with BSU on Horse Health Clinic
- US Physical Sciences Mentor Leads Strength and Conditioning Training

- Mentors from University of Montpellier, University of Alicante, Inspire INNOVATE Hackathon Participants
- BSU Welcomes Filipino Professor from Germany
- International Language Center Welcomes Partners from Japan
- JNU Representatives Explore Collaboration with BSU's International Language Center
- BSU Hosts Fulbright Specialist
- BSU Explores Potential Partnerships with Chinese Institutions
- IRRI Student Interns Explore Global Food Challenges at BSU
- BSU Welcomes Professor from Ohio State University

BENGUET STATE UNIVERSITY
BOKOD CAMPUS
DAKLAN, BOKOD, BENGUET



Benguet State University



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