

# CHIEF ADMINISTRATIVE OFFICER

1. Reviewed and initialed administrative and financial documents in accordance with existing policies, especially salaries, mandatory remittances, other compensation, employee benefits and other payments; Signed appointments for COS/JO/Adjunct Faculty and initialed documents regarding administrative concerns;
2. Signed/Initialed other related reports and documents administrative concerns:
  - v
  - ✓ Application for leave of employees under the division
  - ✓ Clearance of the University employees
  - ✓ Statement of Liabilities, and Net Worth of Plantilla and casual employees
  - ✓ Personal Data Sheet of newly hired employees
  - ✓ Request to hire/renew of contracts
  - ✓ Other documents concerning to the Division
3. Policy formulation and/or revision, and provide relevant information or data during deliberations; and clarify issues pertaining to administrative issuances, laws, rules, and policies of regulatory bodies, internal policies and procedures, and/or provide available historical data and information needed by the sectors;
4. Monitored offices under the Division with regards to the targets per quarter.
5. Attended various committee meetings for proper deliberation and discussion of issues and concerns of the University and for administration;
6. Oversee the offices/service areas under Administrative Service Division. Supervised and monitored work plan arrangement of each office under the division in compliance with guidelines issued by the governing agency.
7. Attended various Learning and Development Activity via online/ face-to-face conducted by various Agency which are as follows:

Title of Activity	Date
Seminar-Workshop on the Rules and Procedures in Handling Sexual Harassment Cases and Orientation on Anti-SH Laws and Policies	December 7, 2022
Gender and Development	December 1, 2022
Employers' Forum	November 17, 2022
Consumer Protection Laws	October 29, 2022
Strategic Planning, Operational Plan, Performance rating Matrix of Admin & Finance sector	October 20, 2022
Career Ladder Jumpstart Orientation	October 17, 2022
Transforming Public Service in the Next Decade	September 22, 2022

8. Served as Resource Speaker and In-charge on the following Activity:

Title	Date
Consumer Protection Laws	October 29, 2022
Career Ladder Jumpstart Orientation	October 17, 2022
Safe Spaces Act (CIS College)	September 2, 2022
RSP Orientation	August 23, 2022
Data Privacy Act	March 9, 2022
Advancing Knowledge and Skills of Personnel Towards an Efficient and Effective Performance of Admission Processes of BSU	March 4, 2022

# AS DATA PROTECTION OFFICER

## Privacy Impact Assessment Planning 2022

The Data Protection Office conducted a Planning and Capability Team Building to the Privacy Impact Assessment Team including the external campuses of the University. The team had enumerated other process of the University that must be underwent Privacy Impact Assessment on the following year since these involves the collection of personal information. This will be assessed for this calendar year 2022. The Offices are as follows:

- b
- ✓ Office of the Student Services (all processes)
- ✓ Human Resource Development Office- exam (all processes)
- ✓ Procurement Management Office- Negotiated Mode of Procurement
- ✓ Medical- all campuses of the University



## 2022 Activities and Accomplishments

Presentation and evaluation of PIA concerns, findings and recommendations on Office of the Student Services (all processes), Human Resource Development Office- exam (all processes), Procurement Management Office- Negotiated Mode of Procurement, Medical- all campuses of the University.



# COMPENSATION, BENEFITS & OTHER OBLIGATION OFFICE

The Compensation, Benefits and Other Obligations (CBOO) Office provides a service sought by many. 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/ Activities/Events/Issues/Concerns/ Problems Encountered:**  
**For the Period Covered, July 1 to December 31, 2022**

- A. Please see attached matrix, CBOO AR-2,** for detailed accomplishments on document preparations of payments due to and due from employees and other personnel, loans processed and approved, requests addressed and other accomplishments for the period covered, July 1 to December 31, 2022. The summary matrix is regularly updated and monitored by Ms. Devy Miguel.
- B. The Computation of the Equivalent Percentage of Accomplishment from Targets indicated in the DPCR for the period covered, July 1 to December 31, 2022 is presented in the DPCR Attachment: CBOO AR-3.** The data used as basis in the computation are the amounts in the CBOO AR-2 summary matrix.
- C. The monitoring report of the Key Performance Indicators (KPIs)** as indicated in the CBOO QMS document on Functional & Operational Objectives, KPIs, Targets and Programs for the months of July to September and October to December 2022 attached. The KPI Reports was prepared by Ms. Ruth D. Lallo, the QMS member of the office. See attached reports for the Third and Fourth Quarters FY 2022.
- D.** CBOO Office continuously update the CBOO Personnel Information System for the plantilla personnel. The personnel in-charge in updating the system for this is Ms. Devy Miguel with the assistance of the other CBOO personnel for the inputting of data. Separate monitoring of the payments given to other personnel with different status like the casual, contract of service and job-order personnel are being maintained by the CBOO staff in-charge of preparing their respective salaries or wages.
- E.** The CBOO office quarterly highlights of accomplishments 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 for the Office of the President. See attached copies of the CBOO Highlights for Quarter 3 and September 1 to November 14 CBOO Accomplishment Report as requested by the VP for Administration of Finance for inclusion in the report of the President presented in the BOR meeting.

The CBOO Highlights started as an accomplishment report for a certain quarter prepared by the CBOO Chief then it was maintained as an information material for updates on compensation and benefits. It was then prepared quarterly to comply with the quarterly reports and at the same time for information of updates that interested clients can avail and read. It was agreed by the CBOO personnel that they will take turn as in-charge in the preparation and lay-outing of the CBOO Highlights. The personnel in-charge of the preparation and the lay-out of the journals were the following:

CBOO Highlights 3rd Quarter >> Ms. Angelica L. Balandi;

CBOO Accomplishment Highlights for the period covered, September 1 to November 14, 2022 >> Susan P. Buasen-Ocasen

## ASD - CBOO

### Accomplishment Highlights

For the period, September 1 to November 14, 2022

A glimpse of the CBOO accomplishments by CBOO Personnel: Susan F. Baccan-Osares, Rank D. Lario, Dorey W. Niguel, Marjorie G. Alcant, Jordan L. Tomas, Serenah Y. Baccan, Angelica Malondo, Janet O. Coengan-Aluyen & Darwin Jay T. Leon.

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CBOO prepared the Year-end Bonus and Cash Gift of parents and casual employees to be given no later than November 15, 2022. The bonus was given to 348 permanent employees and 132 casual employees amounting to PNP24,327,626.88 and PNP2,457,074.70 respectively.

**ASU OBLIGATES 26.76% YEAR-END BONUS & CASH GIFT**

**2,481 ACADEMIC ACHIEVERS AWARDED CASH INCENTIVE**



Payroll for the cash incentives of academic achievers for the 2nd semester, S.Y. 2020-2021 to 1st semester S.Y. 2021-2022 prepared and release of the CBOO office on October 19, 2022. The awardees include 404 University Scholars given PNP1,000.00 each and 1,873 College Scholars of PNP700.00 each with a total cash incentives obligated amounting to PNP1,918,000.00.

**TLR TO 7 RETIREES**

**Terminal Leave Benefit (TLB)** vouchers were prepared for two (2) retirees in September amounting to a total of PNP20,088 and for five (5) retirees in October amounting to a total of PNP710,776.00.

CBOO Highlights (September 1 to November 14, 2022) / ghl-02

1 | 4

## ASD - CBOO

### 2022 3rd Quarter Highlights

A glimpse of the CBOO accomplishments for the period covered, July 1 to September 30, 2022

The Compensation, Benefits and Other Obligations (CBOO) Office provides a service sought by many. 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.

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The monetization of accumulated leave credits for FY 2022 was prepared and released on July 7, 2022 in the CBOO Office with a total amount of Seven hundred thirty five thousand twenty eight pesos and eighty cents, (P735,028.80). There were 41 plantilla employees and 2 casual employees with a total of 43 employees who requested the said monetization.



**OVERLOAD CLAIMS OF CASUAL AND PERMANENT EMPLOYEES**



The overload pay for March to May 2022 was released on July 20, 2022 with the total amount of 7a: 380.40.

The overload pay for June to July 2022 was released on August 10, 2022 with the total amount of 3: 229,067.28. Another overload pay for June to July 2022 (Batch 2) was released on August 24, 2022 with the total amount of 207,418.60.

The last batch of overload pay for January to May 2022 with the total amount of 141,365.04.

The Clothing Allowance for additional casual employees was released on August 5, 2022 with a total amount of Eighteen thousand pesos (18,000.00). Another clothing allowance for a new plantilla employee was released on September 22, 2022 with the total amount of Six thousand pesos (6,000.00).



CBOO Highlights (July 1 - September 30, 2022) / vgh-01

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See sample copy of the CBOO Highlights Q3 and Sept. 1 to Nov. 14, 2022 attached.

- F. Implementation of the NBC 461 11<sup>th</sup> cycle of some teaching personnel effective October 19, 2022; Salary Differential was prepared for the period covered, October 19 until December 31, 2022 including differential in the various compensation and benefits of employees with upgraded salary grade due to reclassification of academic rank.

The CBOO Personnel in Action can be seen in some pictures included in the CBOO Highlights Quarter 3 and CBOO Accomplishment Report for the period covered, September 1 to November 14, 2022 (see attached).

## CBOO OFFICE REGULAR MEETING

The Compensation Benefits and Other Obligations conducted a meeting dated last September 12, 2022 at the CBOO Chief Office. The CBOO personnel discussed the following: CBOO Highlights, KPI Monitoring Reports, Overload and other Compensation, Year-end Bonus/ Incentives, Duties and functions of Administrative Aide III, Other work assignments, L&D updates and problems encountered and immediate



The CBOO Chief presiding the 2<sup>nd</sup> office meeting for the last quarter, November 8, 2022 at 1:30 PM at the CBOO office. 2 new personnel joined the team, Ms. Janet O. Coengan-Aluyen (permanent) and Mr. Darwin Jay T. Leon (casual).

## ASD AND CBOO LEADS THE FLAG CEREMONY



The Administrative Services Division and Compensation, Benefits and Others Obligations Office personnel were in charge of the Flag Ceremony last September 12, 2022. Mr. Jordan Tomas on the left side was the emcee and Ms. Jemimah Bantiles leads the singing of National Anthem.

The GSIS Loans and eServices Unit (LESU) extends their services to BSU new plantilla and casual employees to facilitate membership and UMID registration to maximize access of the GSIS benefits and services last November 11, 2022 at the BSU Administration Bldg.. Ms. Nora Sagayo on deck.



The BSU Agency Authorized Officer (AAO) assisting Dr. Aurea Marie Sandoval access her information details for update and took a peek of her possible benefit claims through the GSIS portable kiosk.



The activity ended with a hearty coffee and brief learning session on retirement benefits and GSIS claims from the guests with some University Officials. (Picture above/ L-R: Dr. Eugene Lumasok, Executive Dean – La Trinidad Campus, Ms. Ruth D. Lallo, BSU GSIS ERF Handler; Ms. Susan P. Buasen, BSU GSIS AAO; Dr. Sam Poliden, VP for Academic Affairs; Ms. Jocelyn Agaloos, GSIS LESU Staff Officer II; Mr. Dhong, GSIS IT Support Staff; and Atty Allan C. Sacpa, VP for Administration and Finance.

# HUMAN RESOURCE DEVELOPMENT

## I. LEARNING AND DEVELOPMENT SERVICES (LEADS)

### A. In-Service Trainings (INSET)

NO.	TITLE, DATE/S and VENUE	PARTICIPANTS							EVALUATION	LEARNING SERVICE PROVIDER/S
		M	F	NI	T	NT	NI	TOTAL		
1	<b>Manage performance, Engage and Assess, Support, Recognize (MEASuRe) 4.0</b> March 25, 2022 BSU Bokod Campus	10	17	0	15	12	0	27	4.45	MP Lad-ey-Neyney; MS Liswid
2.	<b>Aywan Kapanunotan II: Training for Life Coaches</b> March 30 - 31, 2022 CHK Function Hall	16	14	20	26	4	20	50	4.5	RH Pawid; MP Lad-ey-Neyney; RC Fiangaan
3	<b>Management of Quality Assurance &amp; GAD Related Data, Digitizing Records &amp; Improving Mechanisms of the Working Environment</b> March 30 - 31, 2022 CTE Function Hall	10	31	0	8	32	1	41	4.72	AT Austria; FK Samuel; GS Tumbaga; AD Botalon; LB Likigan
4	<b>Career Ladder Jumpstart Orientation (CaLaJO) II</b> Date: April 29, 2022 Venue: BSU Gymnasium	37	4	0	0	41		41	4.58	Gerry Anne W. Calabis Jordan L. Tomas Matias C. Angiwan, Jr. Odelon C. Dulay
5	<b>MEASURE 4.0 (Buguias Campus)</b> Date: May 26, 2022 Venue: Cymbidium Hall, Buguias Campus, Loo, Buguias, Benguet	26	33	0	28	31		59	4.78	Martina P. Deponio Murphy S. Liswid
6	<b>MEASURE 4.0 (OSS)</b> Date: May 24, 2022 Venue: OSS Social Hall	1	8	0	1	8		9	4.89	MP Lad-ey - Neyney
7	<b>Basic Records Management S-W</b> Date: May 20, 2022 Venue: CTE Function Hall	17	69		3	83		86	4.60	Wagner F. Grande Geraldine S. Tumbaga Julie Ann R. Dugat-Tabdi RMIC
	La Trinidad Campus Date: May 27, 2022 Venue: Cymbidium Hall	11	25	0	18	18		36	4.50	
	Buguias Campus Date: June 3, 2022	9	10		10	9		19	4.60	

	Venue: Bokod Campus										
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8	<b>SAFE PRACTICE (La Trinidad Campus)</b> CTE Function Hall; August 23, 2022	144	244	0	0	0	388	388	4.53	Matias C. Angiwan Jr.
9	<b>Aywan Kapanunutan II: Training for Life Coaches-CIS</b> New CHET Building, Function Hall; August 18-19, 2022	19	17	0	24	2	0	26	4.81	Maricris P. Ladey-Neyney Hylene S. Tayaban Jenny D. Agadan Decimae D. Gayaso
10	<b>PRIME-HRM Coaching/Orientation by CSC FO-Benguet</b> CHK Function Hall; August 24, 2022	22	34	0	35	21	0	56	4.58	Josefina S. Tamodong
11	<b>SAFE PRACTICE (Buguias Campus)</b> Cymbidium Hall; August 26, 2022	30	29	0	0	0	59	59	4.42	Matias C. Angiwan Jr.
12	<b>Aywan Kapanunutan IV: Understanding and Addressing Mental Health Gaps in the Profession between Generations; September 1 &amp; 2, 2022</b>	3	31	0	11	23	0	34	4.89	Rolando M. Mamat, Jr. Isidro D. Alindayu, Jr. Raymundo H. Pawid, Jr.
13	<b>Career Ladder Jumpstart Orientation VIII</b> New CHET Building; September 15-16, 2022	8	26	0	34	76	0	34	4.52	Allan C. Sacpa Gerry Ann W. Calabis Maricris P. Ladey-Neyney Gisela D. Bencio Imelda G. Parcasio Agnes Kryza H. Sito
14	<b>EODB Orientation Workshop by the ARTANorthern Luzon</b> CTE Function Hall;	76	164	0	120	120	0	240	4.52	Kathy A. Olano Rodolfo B. Del Rosario, Jr. Darwin P. Marcos



	<b>September 22-23, 2022</b>									Joseph Luis A. Carino
15	<b>Multi-Disciplinary Discourse (MDD) IX</b> Pre-recording - September 15, 16 & 20, 2022 Webcasting on Facebook - October 1, 2022	18	64	0	0	0	82	82	3.79	Mildred L. Takinan Eleazaar C. Cirilo Chester B. Esnara Janet Lynn M. Balagtey Erlyn Honeylette C. Marquez Rodeliza A. Flores Cynthia D. Garambas Amelia G. Bawang
16	<b>Manage Performance, Engage, Assess, Support, and Reward (MEASuRe 4.0)</b> October 13, 2022 BSU Buguias Campus	11	19	0	18	12	0	30	4.67	Maricris P. Lad-ey-Neyney  Raymundo H. Pawid, Jr.
17	<b>Career Ladder Jumpstart Orientation VIII-A</b> BSU Gymnasium; October 17, 2022	20	121	0	171	0	0	171	4.70	Matias C. Angiwan  Janet Lynn M. Balagtey
18	<b>Orientation on the Policies of the Human Resource Development Program</b> HRDO Conference Room via ZOOM Meeting; December 19, 2022	9	4	0	12	1	0	13	4.00	Maricris P. Lad-eyNeyney

Legend: M = Male, F = Female, NI = Not indicated, T = Teaching, NT = Non-teaching

### B. Wellness Activities

NO.	TITLE	PARTICIPANTS							TOTAL	EVALUATION	FACILITATORS
		M	F	NI	T	NT	NI				
1	<b>The FIT (Fitness, Inspiration, and Transformation) Habit Launching Program</b> March 11, 2022 BSU Gym	17	55	0	31	41	0	72	4.98	LC Caranto; CC Alegoyojo; CHK Faculty	
2	<b>The FIT Habit 2</b> Date: April 1, 2022 Venue: BSU Gymnasium	20	42	11	26	38	9	73	4.95	Lawrence C. Caranto CHK	
3	<b>The FIT Habit 3</b> Date: April 29, 2022 Venue: IHFSA, BSU Gymnasium	12	45	5	18	44	1	63	4.49	HRDO CHK	

4	<b>The FIT Habit 4</b> Date: May 27, 2022 Venue: Talinguroy, Wangal, La Trinidad; BSU Gymnasium	19	48	4	11	43	17	71	4.76	HRDO CHK
5	<b>Mandatory Drug Testing (MRDT)</b> HRDO; August 16-18 & 23-24, 2022	283	488	0	0	0	711	711	-	Healthlink Baguio Corporation
6	<b>The F.I.T Habit (Fitness, Inspiration and Transformation) 6.0</b> BSU Gymnasium-Zumba; August 26, 2022	14	30	0	23	21	0	44	4.69	College of Human Kinetics Faculty and Staff
7	<b>The F.I.T Habit (Fitness, Inspiration and Transformation) 7.0</b> BSU Gymnasium-Zumba; September 26, 2022	-	-	153	-	-	-	153	4.79	College of Human Kinetics Faculty and Staff
8	<b>The F.I.T Habit (Fitness, Inspiration and Transformation) 7.0</b> Trekking at Mount Ulap December 21, 2022	19	50	0	15	54	0	69	4.90	HRDO Staff

Legend: M = Male, F = Female, NI = Not indicated, T = Teaching, NT = Non-teaching

#### D. Extension Activities

TITLE	DATE	VENUE	ORGANIZER
<b>Aldaw Ti Propesyonal: Professional Regulation Commission (PRC) Mobile Outreach Program</b>	February 11, 2022	BSU Gymnasium	HRDO in coordination with PRC
<b>“Caring for Careers: A Psychosocial Support Activity for Mil-an National High School Employees”</b>	March 29, 2022	Mil-an National High School Baguio City	Mil-an NHS ( <i>MPLad-ey - Neyney was invited as speaker</i> )
<b>Aywan Kapanunutan IV: Understanding and Addressing Mental Health Gaps in the Profession between Generations</b>	September 1 & 2, 2022	CHET Function Hall	HRDO in coordination with the LSP’s (Rolando M. Mamat, Jr. ; Isidro D. Alindayu, Jr. ; Raymundo H. Pawid, Jr.; Angeli T. Austria)
<b>KAMPI: Kalusugang Mental ng Pisay (Lice Coaching Skills anchored on REality Therapy)</b>	October 8, 2021	DBP Training Center, Baguio City	Philippine Science High School - CAR
<b>KAMPI: Kalusugang Mental ng Pisay (Suicide Awareness and Intervention)</b>	October 15, 2021	DBP Training Center, Baguio City	Philippine Science High School - CAR

II. CONTINUING PROFESSIONAL EDUCATION (COPE) SERVICES A. Active Scholars / Grantees (As of December 2022)

HRD PROGRAM	TEACHING			NON-TEACHING			TOTAL
	Male	Female	Subtotal	Male	Female	Subtotal	
<b>Local scholarship</b>							
CATEGORY A	-	4	4	-	1	0	5
CATEGORY B	-	1	1	-	-	-	1
CATEGORY C	1	0	0	-	-	-	1
Without pay	-	-	-	-	-	-	-
<b>Sponsored by outside person / agency</b>							
DOST	3	2	5	0	0	0	5
CHED SIKAP	2	5	7	0	1	1	8
Taipei Medical University, Taiwan	0	1	1	0	0	0	1
Wroclaw University of Environment and Life, Poland	1	0	1	0	0	0	1
SEARCA	0	1	0	0	0	0	1
Fulbright-CHED	0	0	0	1	0	1	1
<b>TOTAL SCHOLARSHIPS</b>	7	1	20	1	2	3	23
Sabbatical leave	-	1	1	0	0	0	1
<b>TOTAL ACTIVE</b>	7	13	20	1	2	3	24

B. Scholars and Grantees Who Returned to Work After Expiration of The Term of Grant or Scholarship (As of December 2022)

STATUS	TEACHING			NON-TEACHING			TOTAL
	Male	Female	Subtotal	Male	Female	Subtotal	
With updates	4	15	19	0	0	0	19
Without updates	8	7	15	1	3	4	19
<b>Overall Total</b>							<b>38</b>

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

A. Gawa, Galing, Gandang-Loob (Performance Management)

IPCR RATING (July- December 2021)	NUMBER	PERCENTAGE
Outstanding	451	81.55%
Very Satisfactory	82	14.83%
Satisfactory	9	1.63%

<b>TOTAL</b>	<b>542</b>	<b>98.01%</b>
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<b>IPCR RATING (January-June 2022)</b>	<b>NUMBER</b>	<b>PERCENTAGE</b>
Outstanding	665	83.75
Very Satisfactory	101	12.72
Satisfactory	0	0
Unsatisfactory	1	0.13
Unsubmitted IPCR	27	3.40
<b>TOTAL</b>	<b>794</b>	<b>100%</b>

### B. Information Knowledge Management Interview Conducted (for Coaching)

<b>Name of Employee</b> <i>(nearing retirement / retired from services/ transferred to other agencies)</i>	<b>Date of Interview</b>	<b>Status of Knowledge Product Output</b>	
		<b>Video</b>	<b>Transcription</b>
<b>NAGPALA, ASUNCION L.</b>	March 31, 2022	Raw footage	None yet
<b>PASAOA, ARMANDO P.</b>	March 23, 2022	Raw footage	None yet
<b>BOLONA, MARCELINA L.</b>	March 15, 2022	Raw footage	Thematic by SLU Interns
<b>TAGARINO, DARLYN D.</b>	February 23, 2022	Raw footage	Thematic by SLU Interns
<b>TAAG, GREGORIO C.</b>	February 22, 2022	Raw footage	Thematic by SLU Interns
<b>MADDUL, SONWRIGHT B.</b>	February 9, 2022	Raw footage	Thematic by SLU Interns
<b>BELA-O, LOURDES A.</b>	February 8, 2022	Raw footage	Thematic by SLU Interns
<b>MAGALGALIT, EDWARD JR. C.</b>	January 4, 2022	Raw footage	Thematic by SLU Interns
<b>DOMONDON, DENISA C.</b>	December 31, 2021	100% completed	Thematic by SLU Interns
<b>PIGANGAY, ALICIA D.</b>	December 20, 2021	20% completed	Thematic by SLU Interns
<b>ATINYAO, MARLENE B.</b>	December 10, 2021	100% completed	Verbatim by Joven Thematic by SLU Interns
<b>DAYAO, PEDRO T.</b>	December 20, 2021	100% completed	Thematic by SLU Interns
<b>BUDAS, FRED B.</b>	November 26, 2021	100% completed	Thematic by SLU Interns
<b>TANDANG, LEONCIA L.</b>	September 7, 2021	100% completed	Thematic by SLU Interns
<b>GARIN, DOMINADOR S.</b>	August 31, 2021	100% completed	Thematic by SLU Interns
<b>ALUPIAS, ERLINDA B.</b>	July 30, 2021	70% completed	Thematic by SLU Interns
<b>BAY-AN, ELIZABETH M.</b>	July 19, 2021	70% completed	Verbatim by Joven Thematic by SLU Interns
<b>PALANTOG, DIEGO R.</b>	July 19, 2021	70% completed	Thematic by SLU Interns
<b>KAROSAITE, MARIJA</b>	August 18-19, 2022	For final editing	For transcription

❖ Lay out design of 40 publication materials ready for printing.

## C. Gawad (Rewards and Recognition)

### C.1. 2021 Loyalty / Service Awardees

No	AWARDEES
<b>10 YEARS</b>	
1	AYBAN, Leila Mary Alipio
2	BASALONG, Chelvin Malado
3	BASQUIAL, Darwin Aldas
4	BAWANG, Amelia Galas
5	BENCIO, Henrietta Basatan (Bokod)
6	CUILAN, Jhordan Tino
7	DAO-ANIS, Aldrino Atiw-an
8	GARCIA, Mary Arnel De la Cruz
9	GAY-AS, Maureen Esteban
10	LAKING, Zularte Mayao
11	LAZO, Arcy Sierra
12	LIGAT, Casmir Suaking
13	LINO, Hazel Galleo (Bokod)
14	MABALE, Jeric Amor Da la
15	MAMA-O, Joyce Kebasen
16	OLLAYAN, Lorelie Requino
17	PADON, Mary Jane Albis
18	SEGUNDO, Dick Maliones (Buguias)
19	SIBAYAN, Arsenio Nollado
20	TELESFORO, Freddie Lamsis
21	TOLANO, Cherry Sinas (Bokod)
<b>15 YEARS</b>	
1	BALAURO, Sherilyn Bilango
2	BOLAYO, Yvonne Degay
3	BUASEN-BALANSI, Yvonne Pay-an
4	CALAYAN, Remegio Tulipa
5	CALBAYAN, Ricky Claudio
6	DEL ROSARIO, Daisy Galano
7	ESIONG, Jenny Victor
8	FIANGAAN, Ramon Jr. Chalis
9	GRANDE, Editha Aldana
10	LAMPACAN, Andres Arnold Wadingan

No.	AWARDEES
11	MARCHEWKA, Melody Pang-etan
12	MASADO, Elizabeth Malbido
13	SAGONGEN, Sagayo Cayat
14	TERO, Jojo Nabong
<b>20 YEARS</b>	
1	ALUDOS, Agrepina Gando
2	ANTONIO, Jaime Ngalatan
3	BALACWID, Ceasar Lapicto
4	BANGNAN, Bryan Cino
5	BAWANG, Rex John Guilabo
6	BULOGUEY, Leila Pulinney (Buguias)
7	CATAPANG, Mary Rose Bagayas
8	KIPAAN, Lauren Pelico
9	LUBITON, Cynthia Tinoy-an
10	MANODON, Perlita Bergonia
11	PULGUE, Josie Anas
12	ROSARIO, Arnold Ronquillo
13	SISO, Emelio Paddila (Bokod)
14	UNOS, Mary Ann Canuto
15	WAKAT, Anna Liza Basquial
16	ANONGOS, Stanley Jr. Fongafong
<b>25 YEARS</b>	
1	BATANI, Ruth Sidchogan
2	DE JOYA, Jean Jannette Villalon
3	LARUAN, Kenneth Alip
4	PAWID, Harland Gary Binwag
5	TAAG, Gregorio Calis
6	BATANI, Ruth Sidchogan
<b>30 YEARS</b>	
1	BELA-O, Lourdes Angeles
2	DACLAN, Estrellita Malano
3	DICKSEN, Joel Cayat
4	DOGYANG, Clemente Sayyudong
<b>35 YEARS</b>	
1	ABALOS, Pedro Jr. Becad

No.	AWARDEES
2	BULANGEN, Diego Dayso
3	TABDI, Garcia Jr. Tumbaga
<b>40 YEARS</b>	
1	BASALONG, Andres Aludos
2	BOTENGAN, John Jr. Paterno
3	DINULONG, Pedro Guwiton
4	LUMEDIO, Guilita Lingaling
5	MACANES, Valentino Liwan
6	PASAOA, Armando Perez
7	PEREZ, Jocelyn Cariqo
8	SANDOVAL, Aurea Marie Mioten

No.	AWARDEES SALAMAT-MABUHAY
1	AB-ABO, Josephine Daculog
2	ATINYAO, Marlene Baucas
3	BUDAS, Fred Baisaon
4	DAYAO, Pedro Tila
5	DEMOT, Natividad Ramos
6	DOMONDON, Denisa Cadap
7	DUMAPIS, Diego Pugong
8	MACASIEB, Genaro Walis
9	PIGANGAY, Alicia Duguis
10	VITALES, Timotea Pasalo

## C. 2 PRAISE EVERLASTING Awards

PRAISE EVERLASTING Awards	Opened for Nomination for CY 2022	Deferred
<b>Excellence in Job Performance and Exemplars of Competence</b>		
1. Outstanding Teacher	✓	
2. Outstanding Non-Teaching Employee	✓	
3. Outstanding Researcher	✓	
4. Outstanding Extensionist	✓	
5. Outstanding Research and Extension Manager	✓	
6. Most Productive Income Generating Project	✓	
7. Outstanding Thesis Adviser	✓	
8. Outstanding Adviser of a Recognized Student Organization	✓	
<b>Vim, Vibrancy and Vigor</b>		
9. Wellness Advocate Award		✓
10. Wellness Practitioner Award		✓
<b>Efficiency in the Workplace</b>		
11. Cost Economy Measure Award		✓
<b>Responsiveness</b>		
12. Taraki Awards	✓	
13. Disaster Risk and Reduction Advocate Award		✓
<b>Leadership in Action</b>		
14. Leadership Award	✓	
15. Kayabang Award (Outgoing Board of Regents' Recognition)	✓	
<b>Accountability in Responsibility</b>		
16. Recognition for Good Governance		✓
<b>Service at Its Best</b>		
17. Outstanding Student Services Provider		✓
18. Salamat-Mabuhay (Retirees)	✓	
<b>PRAISE EVERLASTING Awards</b>	<b>Opened for Nomination for CY 2022</b>	<b>Deferred</b>
<b>Teamwork in Attitude</b>		
19. Best Organizational Office	✓	
20. Most Improved Office	✓	
<b>Innovative Outputs</b>		
21. Innovator of the Year		✓
22. Artist of the Year		✓
<b>Nobility in Character</b>		
23. Core Values Exemplar Award	At the end of every year.	
24. Outstanding Volunteer Award	✓	
25. Gender and Development Advocate Award	✓	
<b>Greatness in Achievements</b>		
26. Continuing Career Development Award	✓	
27. Quality Assurance Recognition	✓	
28. Kalsa Award (Most Distinguished Alumnus)	✓	
29. Aduyon Award (Institutional Partner Award)	✓	
30. Solibao Award (Individual Partner Award)	✓	
31. Special Citations	✓	

C.3

PRAISE EVERLASTING 2022 AWARDEES	
NAMES	AWARDS
Pinos-an, Jeftee B.	Leadership Award - Level 1
Angiwan Jr., Matias Chawana	Leadership Award - Level 2
Cabanas, Armando S.	Outstanding Non-Teaching - Level 1
Gaddo-Galian, Janice A.	
Masado, Elizabeth M.	
Sanwen, Scott A.	
Sibayan, Carl Bryan W.	
College of Home Economics and Technology	Gad Advocate Award
Milagros B. Onalan	Outstanding Thesis Advisers
Imelda O. Degay	
Ervina Luisa D. Campus	
Criselda S. Battad	
Glenn Ryan I. Palao-Ay	

PRAISE EVERLASTING 2022 AWARDEES	
NAMES	AWARDS
Belinda A. Tad-Awan	
Ederson G. Bawang	
Ruth S. Batani	
Marissa S. Parao	
Renebeth G. Donguiz	
Launio, Cheryll C.	Outstanding Researcher
Diego, Ruth C.	Outstanding Extensionist
College of Agriculture	Outstanding Board Exam Performance
College of Teacher Education	
College of Nursing	
College of Natural Sciences - BS in Environmental Science - Level III Re-accredited	Quality Assurance Recognition
College of Information Sciences - BS in Information Technology - Level III Re-Accredited	
College of Numeracy and Applied Sciences - MA in Mathematics - Level III Re-Accredited	
College of Forestry - MS in Forestry - Level III Re-Accredited	
College of Forestry - BS in Forestry - Level IV Re-Accredited	
College of Engineering - BS in Agricultural and Biochemistry Engineering - Level IV Re-Accredited	
College of Information Sciences - BS in Development Communication - Level III ReAccredited	
College of Arts and Humanities - MA in English as a Second Language - Level III Re-Accredited	
College of Teacher Education - MA in Education (Majors: Elementary Education; Educational	

Administration and Supervision) - Level III ReAccredited
MA in Chemistry - Level III Re-Accredited
College of Arts and Humanities - MA in Filipino - Level III Re-Accredited
College of Teacher Education - MA in Guidance -



PRAISE EVERLASTING 2022 AWARDEES	
NAMES	AWARDS
Level III Re-Accredited	
College of Social Sciences - MA in Social Studies - Level III Re-Accredited	
College of Teacher Education - PhD in Educational Management - Level III Re-Accredited	
College of Arts and Humanities - PhD in Language Education (Majors: English Language, Filipino Language) - Level III Re-Accredited	
Samuel, Freda Kate D.	First Place, 32 <sup>nd</sup> National Statistics Month Statistics Virtual Quiz for the Regional Statistics Committee - CAR
Labi, Adamson N.	1) 1st Cordilleran double winner in the Global Leaders and Educators Award (Leadership Excellence and Innovation Categories) ; 2) Best Resource Person - Philippines International EDUx ICON Award in India; 3) Most Outstanding Achievement Award in Education and Public Speaking Asian Sterling Awards
Dr. Sharma Paudyal Binod Kumar	Distinguished Alumnus in Community Development
Edzel L. Ngina	Distinguished Alumnus in Martial Arts Coaching
Dr. For. Roscinto Ian C. Lumbres	Distinguished Alumnus in Research
Dr. Ajaya N. Bajracharya	Distinguished Alumnus in Agribusiness
Engr. Mirafel T. Afuyog	Distinguished Alumna in Agri-Tourism
Dr. Eric T. Tao-Ey	Distinguished Alumnus in Agri-Entrepreneurship (Dairy Farm)
Dan A. Saclangan	Distinguished Alumnus in Agri-Entrepreneurship (Cactus, Succulents and Ornamentals)
Engr. Melchor S. Licoben	Distinguished Alumnus in Power Development and Engineering
Dr. Josephine A. Guimpatan	Distinguished Alumna in Research and Development (Rice Wine Processing)
Ram Prasad Upreti	Distinguished Alumnus in Outreach Research and Extension
Grace A. Fanged	Distinguished Alumna in Public Service (Finance Management)
Wilson P. Banasen	Distinguished Alumnus in Public Service (Jail Management)
Dr. Maria Christina Zarate-Manicad	Distinguished Alumna in Research Management
Dr. Mary Grace S. Manangan	Distinguished Alumna in Institutional Management (Education)
Florence Busacay-Lamen	Alumni Special Awardee - Oldest Surviving Alumni
Nievera T. Simon	Alumni Special Awardee - Oldest Surviving Teacher
PRAISE EVERLASTING 2022 AWARDEES	
NAMES	AWARDS
Bela-o, Lourdes Angeles	Salamat-Mabuhay Awardee - 32 years in service
Taag, Gregorio Calis	Salamat-Mabuhay Awardee - 25 years in service
Bolona, Marcelina Lizardo	Salamat-Mabuhay Awardee - 17 years in service
Pasaoa, Armando Perez	Salamat-Mabuhay Awardee - 40 years in service
Catapang, Mary Rose Bagayas	Salamat-Mabuhay Awardee - 20 years in service
De Los Santos, Feliciano Rocero	Salamat-Mabuhay Awardee - 38 years in service

Molintas, Edgar Mencio	Salamat-Mabuhay Awardee - 36 years in service
Basalong, Andres Aludos	Salamat-Mabuhay Awardee - 41 years in service
Cosalan, Valerio Revita	Salamat-Mabuhay Awardee - 39 years in service
Oloan, Agosto Tomas	Salamat-Mabuhay Awardee - 30 years in service
Peg-Ed, Julio D	Salamat-Mabuhay Awardee - 27 years in service
Lino, Lorna Lamsis	Salamat-Mabuhay Awardee - 38 years in service

#### IV. EMPLOYEE PSYCHOLOGICAL TESTING SERVICES

MONTH	NUMBER OF EXAMINEES			TIMELINESS IN SUBMISSION OF TEST RESULTS (Avg. in days)
	Male	Female	Total	
JANUARY	42	52	94	<1
FEBRUARY	36	116	152	<1
MARCH	17	49	66	<1
APRIL	89	24	113	<1
MAY	1	14	15	<1
JUNE	0	5	5	<1
JULY	3	11	14	<1
AUGUST	66	123	189	<1
SEPTEMBER	53	86	139	<1
OCTOBER	37	8	45	<1
NOVEMBER	12	51	63	<1
DECEMBER	23	78	101	<1
<b>TOTAL</b>	<b>379</b>	<b>617</b>	<b>996</b>	<i>Test results forwarded to HR within an average of 1 day.</i>

Total no. of requested examinees: **1110**

Total no. of actual examinees: **996**

Delivery Units	Date of Monitoring	Remarks / Findings
<b>MAIN CAMPUS</b>		
Accounting Office	April 19, 2022	<b>Citizen's Charter:</b> Compliant. <b>Posters:</b> Compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Agri-based Technology Business Incubator/Innovation Center	April 21, 2022	<b>Citizen's Charter:</b> Non-compliant. <b>Posters:</b> Partially-compliant. Priority poster should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Budgeting Office	April 6, 2022	<b>Citizen's Charter:</b> Non-compliant. <b>Posters:</b> Partially-compliant. Priority poster should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Cashiering Services Office	April 5, 2022	<b>Citizen's Charter:</b> Compliant. <b>Posters:</b> Compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant

Center for Culture and Arts	June 23, 2022	<b>Citizen's Charter:</b> Non-compliant. <b>Posters:</b> Compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Center for Geo-Informatics	April 25, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Climate Smart Agriculture Center	April 25, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
College of Agriculture	April 20, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
College of Arts and Humanities	April 19, 2022	<b>Citizen's Charter:</b> Non-compliant. <b>Posters:</b> Non-compliant. Priority, Anti-fixer, No-smoking, No noon break, and CCB should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
College of Engineering	April 7, 2022	<b>Citizen's Charter:</b> Non-compliant.
		<b>Posters:</b> Partially compliant. Priority, Anti-fixer, No-smoking, and CCB should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
College of Forestry	April 21, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Partially compliant. Priority poster, Anti-fixer, No noon break, and CCB should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
College of Home Economics and Technology	April 20, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
College of Human Kinetics	April 26, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Partially compliant. Priority poster should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
College of Information Sciences	April 20, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
College of Natural Sciences	April 20, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant

College of Numeracy and Applied Sciences	April 19, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
College of Nursing	April 4, 2022	<b>Citizen's Charter:</b> Partially compliant. Information billboard is not updated and there is no handbook. <b>Posters:</b> Partially compliant. Priority poster should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
College of Public Administration and Governance	April 4, 2022	<b>Citizen's Charter:</b> Non-compliant. <b>Posters:</b> Partially compliant. Priority poster and CCB should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
College of Social Sciences	April 20, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
College of Teacher Education - Elementary Laboratory School	April 4, 2022	<b>Citizen's Charter:</b> Non-compliant. <b>Posters:</b> Partially compliant. Priority poster should be posted. <b>ID:</b> Compliant. <b>CSSF:</b> Compliant

College of Teacher Education - Secondary Laboratory School	June 22, 2022	<b>Citizen's Charter:</b> Compliant <b>Posters:</b> Compliant <b>ID:</b> Compliant. <b>CSSF:</b> Compliant
College of Veterinary Medicine	April 4, 2022	<b>Citizen's Charter:</b> Partially compliant. No handbook. <b>Posters:</b> Compliant. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Compensation, Benefits and Other Obligation Office	April 6, 2022	<b>Citizen's Charter:</b> Non-compliant. <b>Posters:</b> Partially compliant. Anti-fixer should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Cordillera Center for Animal Research and Development	April 26, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Cordillera Consortium for Agriculture, Aquatic and Resources Research and Development	April 22, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Cordillera Organic Agriculture Research and Development Center	April 22, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Partially compliant. Priority poster should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant

Cordillera Regional Apiculture Center	April 22, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Food Science Research and Innovation Center	April 21, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Partially compliant. Priority poster should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Gender and Development Unit	April 6, 2022	<b>Citizen's Charter:</b> Non-compliant. <b>Posters:</b> Partially compliant. CCB should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
General Services Office	April 6, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Geo-Informatics Center	April 25, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Gladiola Guestel	May 12, 2022	<b>Citizen's Charter:</b> Non-compliant. <b>Posters:</b> Compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Higher Education Regional Research Center	April 22, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Horticulture Training Institute	April 25, 2022	<b>Citizen's Charter:</b> Partially compliant. No handbook. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Human Resource Development Office		<b>Citizen's Charter:</b> Compliant. <b>Posters:</b> Compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Human Resource Management Office	April 5, 2022	<b>Citizen's Charter:</b> Compliant. <b>Posters:</b> Compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Information and Communication Technology	April 7, 2022	<b>Citizen's Charter:</b> Partially compliant. No handbook. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Institute of Highland Farming Systems and Agroforestry	April 25, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant

Institute of Social Research and Development	April 25, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Intellectual Property Rights Office	April 22, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Partially compliant. Priority poster should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
International Language Center	May 12, 2022	<b>Citizen's Charter:</b> Non-compliant <b>Posters:</b> Compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
International Relations Office	May 12, 2022	<b>Citizen's Charter:</b> Compliant. <b>Posters:</b> Compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Land Reservation Office	May 11, 2022	<b>Citizen's Charter:</b> Compliant. <b>Posters:</b> Partially compliant. Anti-fixer, No-smoking, No lunch break, and CCB should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Motorpool and Transportation Services	April 21, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Non-compliant
Northern Philippines Root Crops Research and Training Center	April 21, 2022	<b>Citizen's Charter:</b> Non-compliant. <b>Posters:</b> Partially compliant. Priority poster should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Office for Legal Affairs	May 11, 2022	<b>Citizen's Charter:</b> Compliant. <b>Posters:</b> Partially compliant. CCB should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Office of Extension Services	April 22, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Office of Research Services	April 22, 2022	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Office of Student Services	April 7, 2022	<b>Citizen's Charter:</b> Compliant. <b>Posters:</b> Compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Office of the Chief Administrative Officer for the Administrative Services Division	May 11, 2022	<b>Citizen's Charter:</b> Not applicable. Services do not involve a request. <b>Posters:</b> Partially compliant. Anti-fixer should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Non-compliant

Office of the Chief Administrative Officer for the Finance Services Division	June 23, 2022	<b>Citizen's Charter:</b> Not applicable. Services do not involve a request. <b>Posters:</b> <b>ID:</b> Compliant <b>CSSF:</b> Non-compliant
Office of the President Staff	April 6, 2022	<b>Citizen's Charter:</b> Non-compliant. <b>Posters:</b> Partially compliant. Priority, Anti-fixer, No-smoking, No Noon break, and CCB should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Non-compliant
Office of the University and Board Secretary	April 5, 2022	<b>Citizen's Charter:</b> Compliant <b>Posters:</b> Partially compliant. Priority, No-smoking, no lunch break, and CCB should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Office of the University Registrar	April 26, 2022	<b>Citizen's Charter:</b> Partially compliant. Information billboard needs to be updated. <b>Posters:</b> Compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Office of the Vice President for Academic Affairs	April 5, 2022	<b>Citizen's Charter:</b> Non-compliant <b>Posters:</b> Non-compliant. Priority, Anti-fixer, No-smoking, No Noonbreak, and CCB. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Office of the Vice President for Administration and Finance	April 26, 2022	<b>Citizen's Charter:</b> Compliant. <b>Posters:</b> Partially compliant. CCB should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Non-compliant
Office of the Vice President for Business Affairs	April 21, 2022	<b>Citizen's Charter:</b> Non-compliant. <b>Posters:</b> Partially compliant. Priority poster, anti-fixer, and CCB should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Non-compliant
Office of the Vice President for Research and Extension	April 22, 2022	<b>Citizen's Charter:</b> Not applicable. Services do not involve a request. <b>Posters:</b> Partially compliant. CCB should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Open University	April 4, 2022	<b>Citizen's Charter:</b> Partially compliant. No citizen's charter handbook. <b>Posters:</b> Partially compliant. Priority poster, No smoking, and CCB should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Procurement Management Office	April 19, 2022	<b>Citizen's Charter:</b> Partially compliant. No citizen's charter handbook. <b>Posters:</b> Partially compliant. Priority poster should be posted. <b>ID:</b> Compliant <b>CSSF:</b> Compliant

Records Office and Archives	April 5, 2022	<b>Citizen's Charter:</b> Compliant <b>Posters:</b> Compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Research and Extension Publication Office	April 22, 2022	<b>Citizen's Charter:</b> Non-compliant <b>Posters:</b> Compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
Supply and Property Management Office	April 19, 2022	<b>Citizen's Charter:</b> Non-compliant. <b>Posters:</b> Non-compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant

University Health Services	April 7, 2022	<b>Citizen's Charter:</b> Compliant <b>Posters:</b> Compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
University Library and Information Services	April 26, 2022	<b>Citizen's Charter:</b> Compliant <b>Posters:</b> Compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant
University Public Affairs Office	April 19, 2022	<b>Citizen's Charter:</b> Compliant <b>Posters:</b> Compliant <b>ID:</b> Compliant <b>CSSF:</b> Compliant

**BUGUIAS CAMPUS**

Department of Agriculture	October 2022	5, <b>Citizen's Charter:</b> Partially Compliant <b>Posters:</b> Partially compliant. No Anti-fixer Campaign Poster. <b>ID:</b> Non-Compliant <b>CSSF:</b> Non-Compliant <b>Locator Chart:</b> Non-Compliant
University Library	October 2022	5, <b>Citizen's Charter:</b> Partially Compliant. Billboard is not properly posted in the proper placement. <b>Posters:</b> Partially compliant. Anti-fixer campaign & No smoking policy posters are not in the proper placement. <b>ID:</b> Compliant <b>CSSF:</b> Compliant <b>Locator Chart:</b> Non-Compliant
Records Office	October 2022	5, <b>Citizen's Charter:</b> Partially Compliant. No handbook <b>Posters:</b> Partially compliant. Anti-fixer campaign & No smoking policy posters are not in the proper placement. <b>ID:</b> Compliant <b>CSSF:</b> Compliant <b>Locator Chart:</b> Non-Compliant



Medical Clinic	October 2022	5,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Compliant. <b>ID:</b> Partially Compliant. To be updated. <b>CSSF:</b> Compliant <b>Locator Chart:</b> Non-Compliant
SPMO /PMO/ Motorpool	October 2022	5,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Partially Compliant. Anti-fixer campaign, No Smoking Policy, and No Lunch Break Policy is not posted in the proper placement. <b>ID:</b> Non-Compliant. <b>CSSF:</b> Non-Compliant <b>Locator Chart:</b> Non-Compliant

Cashiering	October 2022	5,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Compliant. <b>ID:</b> Compliant. <b>CSSF:</b> Compliant <b>Locator Chart:</b> Non-Compliant
College of Education	October 2022	5,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Partially Compliant. Anti-fixer campaign is not posted in the proper placement. <b>ID:</b> Partially Compliant. <b>CSSF:</b> Compliant <b>Locator Chart:</b> Non-Compliant
Guidance/OSS	October 2022	5,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Partially Compliant. Anti-fixer campaign is not posted in the proper placement. <b>ID:</b> Partially Compliant. <b>CSSF:</b> Compliant <b>Locator Chart:</b> Partially Compliant. Not posted in the proper placement
College of Criminal Justice	October 2022	5,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Compliant. <b>ID:</b> No issued Employees ID <b>CSSF:</b> Compliant <b>Locator Chart:</b> Non-Compliant.
Accounting Office	October 2022	5,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Compliant. <b>ID:</b> Non-Compliant. <b>CSSF:</b> Compliant <b>Locator Chart:</b> Non-Compliant.
Registrar	October 2022	5,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Compliant. <b>ID:</b> Non-Compliant. <b>CSSF:</b> Compliant <b>Locator Chart:</b> Non-Compliant.

Graduate School	October 2022	13,	<b>Citizen's Charter:</b> Non-Compliant <b>Posters:</b> Non-Compliant. <b>ID:</b> Compliant <b>CSSF:</b> Non-Compliant. <b>Locator Chart:</b> Non-Compliant
Business Affairs	October 2022	13,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Compliant. <b>ID:</b> Non-Compliant <b>CSSF:</b> Compliant. <b>Locator Chart:</b> Non-Compliant

Extension Services	October 2022	13,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Non-Compliant. <b>ID:</b> Compliant. <b>CSSF:</b> Non-Compliant. <b>Locator Chart:</b> Non-Compliant
Security Office	October 2022	13,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Partially Compliant. No lunch break poster. Antifixer & No smoking policy are not posted in the proper placement. <b>ID:</b> Compliant <b>CSSF:</b> Compliant. <b>Locator Chart:</b> Non-Compliant
Planning Office	October 2022	13,	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Compliant. <b>ID:</b> Compliant <b>CSSF:</b> Compliant. <b>Locator Chart:</b> Non-Compliant
Quality Assurance Office	October 2022	13,	<b>Citizen's Charter:</b> Non-Compliant. <b>Posters:</b> Non-Compliant. <b>ID:</b> Non-Compliant <b>CSSF:</b> Non-Compliant. <b>Locator Chart:</b> Non-Compliant

**BOKOD CAMPUS**

HRMO/GSO	October 2022	5,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Partially Compliant. Posters are covered. <b>ID:</b> Partially Compliant <b>CSSF:</b> Non-Compliant. <b>Locator Chart:</b> Non-Compliant
Records Office	October 2022	5,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Non-Compliant. <b>ID:</b> Compliant <b>CSSF:</b> Compliant. <b>Locator Chart:</b> Non-Compliant

Guidance/OSS	October 2022	5,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Non-Compliant. <b>ID:</b> Compliant <b>CSSF:</b> Compliant. <b>Locator Chart:</b> Non-Compliant
College of Education	October 2022	5,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Partially Compliant. No lunch break policy poster. <b>ID:</b> Partially Compliant. <b>CSSF:</b> Compliant. <b>Locator Chart:</b> Non-Compliant
Clinic/Medical Services	October 2022	5,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Compliant. <b>ID:</b> Compliant. <b>CSSF:</b> Compliant. <b>Locator Chart:</b> Non-Compliant
Library	October 2022	5,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Partially Compliant. The posters are not in the proper placement. <b>ID:</b> Compliant. <b>CSSF:</b> Non-Compliant. <b>Locator Chart:</b> Non-Compliant
Accounting Office	October 2022	5,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Partially Compliant. Anti-fixer campaign & No noon break policy is not posted in the proper placement. <b>ID:</b> Partially Compliant. <b>CSSF:</b> Non-Compliant. <b>Locator Chart:</b> Non-Compliant
Cashiering Services	October 2022	5,	<b>Citizen's Charter:</b> Partially Compliant. <b>Posters:</b> Compliant. <b>ID:</b> Partially Compliant. <b>CSSF:</b> Non-Compliant. <b>Locator Chart:</b> Non-Compliant

## B. Summary of Quarterly Client Satisfaction and Feedback Rating

Sectors / Campuses		Number of Clients who accomplished the CSFF	Evaluation Rating
		Total	Average
1	Offices Under OP	2658	3.92
2	Academic Affairs	9682	3.87
3	Administration and Finance	4719	3.78
4	Business Affairs	5	3.98
5	Research and Extension	5347	3.91
6	Bokod Campus	18	3.51
7	Buguias Campus	283	3.79

<b>University Total / Average</b>	<b>22712</b>	<b>3.82</b>
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Legend: Below – 1.75 = Very Unsatisfactory; 1.76 – 2.50 = Unsatisfactory; 2.51 – 3.25 = Satisfactory; 3.26 – 4.00 = Very Satisfactory

## B.2. Delivery Units/Offices under Office of President

Delivery Units/Offices		Number of Clients who accomplished the CSFF	Evaluation Rating
		Total	Average
1	Internal Audit Service	3	4.00
2	International Relations Office (IRO)	0	-
3	Office for Legal Affairs	192	3.88
4	Office of the University and Board Secretary	92	3.96
5	University Health Services	1740	3.91
6	University Library and Information Services	631	3.87
<b>Sector Total / Average</b>		<b>2658</b>	<b>3.92</b>

Legend: Below – 1.75 = Very Unsatisfactory; 1.76 – 2.50 = Unsatisfactory; 2.51 – 3.25 = Satisfactory; 3.26 – 4.00 = Very Satisfactory

## B.3. Delivery Units/Offices under the Academic Affairs

Delivery Units/Offices		Number of Clients who accomplished the CSFF	Evaluation Rating
		Total	Average
1	Office of the VP for Academic Affairs	20	3.96
2	College of Agriculture (CA)	243	3.80
3	College of Arts and Humanities (CAH)	109	3.85
4	College of Engineering (CE)	635	3.87
5	College of Forestry (CF)	476	3.83
6	College of Home Economics and Technology (CHET)	109	3.93

7	College of Human Kinetics (CHK)	236	3.92
8	College of Information Sciences (CIS)	187	3.80
9	College of Nursing (CN)	203	3.73
10	College of Numeracy and Applied Statistics (CNAS)	176	3.91
11	College of Natural Sciences (CNS)	138	3.99
12	College of Public Administration and Governance (CPAG)	222	3.90
13	College of Social Sciences (CSS)	154	3.63
14	College of Teacher Education (CTE)	314	3.84
15	Elementary Laboratory School (ELS)	113	3.97
16	Secondary Laboratory School (SLS)	31	3.91
17	College of Veterinary Medicine (CVM)	338	3.93
18	Center for Culture and Arts (CCA)	0	-
19	International Language Center (ILC)	0	-
20	National Service Training Program Office (NSTP)	99	3.74
21	Office of the University Registrar (OUR)	5039	3.83
22	Open University (OU)	40	3.91
23	OSS	1621	3.94
	<b>Sector Total / Average</b>	<b>9682</b>	<b>3.87</b>

<b>Sector Total / Average</b>	<b>2658</b>	<b>3.92</b>
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Legend: Below – 1.75 = Very Unsatisfactory; 1.76 – 2.50 = Unsatisfactory; 2.51 – 3.25 = Satisfactory; 3.26 – 4.00 = Very Satisfactory

#### B.4. Offices/Delivery Units under the Administration & Finance

Delivery Units/Offices		Number of Clients who accomplished the CSFF	Evaluation Rating
		Total	Average
1	Office of the Vice President for Administration and Finance	22	3.95
2	General Services Office	90	3.93
3	Gender and Development Office	73	3.98
4	Information and Communication Technology	264	3.89
5	Land Reservation Office	27	3.87
6	Motor Pool and Transportation Services	2	1.86
7	Office of the Quality Assurance and Accreditation	35	3.89
8	Planning and Development Office	36	3.97
9	Security Services Office	39	3.74
10	University Public Affairs Office	81	3.98
11	Compensation, Benefits and Other Obligation Office	128	3.98
12	Human Resource Development Office	545	3.85
13	Human Resource Management Office	996	3.89
14	Procurement Management Office	355	3.87
15	Records Office and Archives	26	3.54

16	Supply and Property Management Office	119	3.91
17	Accounting Office	1692	3.79
18	Budget Office	40	3.95
19	Cashiering Services Office	149	3.91
<b>Sector Total / Average</b>		<b>4719</b>	<b>3.78</b>

Legend: Below – 1.75 = Very Unsatisfactory; 1.76 – 2.50 = Unsatisfactory; 2.51 – 3.25 = Satisfactory; 3.26 – 4.00 = Very Satisfactory

### B.5 Offices/Delivery Units under Business Affairs

Offices / Colleges	Number of Clients who accomplished the CSFF				Evaluation Rating			
	July	Aug	Sept	Total	July	Aug	Sept	Average
Business Affairs	3	7	1	11	3.52	4	3.86	3.79
<b>Sector Total / Average</b>	<b>3</b>	<b>7</b>	<b>1</b>	<b>11</b>	<b>3.52</b>	<b>4.00</b>	<b>3.86</b>	<b>3.79</b>

*\*To re-update, awaiting client satisfaction for the months of October through December.*

Legend: Below – 1.75 = Very Unsatisfactory; 1.76 – 2.50 = Unsatisfactory; 2.51 – 3.25 = Satisfactory; 3.26 – 4.00 = Very Satisfactory

### B.6. Offices/Centers/Delivery Unit Under Research and Extension

Delivery Units/Offices		Number of Clients who accomplished the CSFF	Evaluation Rating
		Total	Average
1	Office of the VP for Research and Extension (OVPRE)	78	3.75
2	Agri-based Technology Business Incubator/Incubation Center (ATBI/IC)	304	3.95
3	Climate Smart Agriculture Center (CSAC)	519	3.89
4	Cordillera Organic Agriculture Research Development Center	50	3.95
5	Cordillera Regional Apiculture Center	237	3.92
6	Food Science Research & Innovation Center (FSRIC)	321	3.93

7	Geoinformatics Center (GIS)	318	3.87
8	Higher Education Region Research Center (HERRC)	201	3.92
9	Horticulture Research & Training Institute (HORTI)	538	3.93
10	Institute of Highland Farming Systems and Agroforestry (IHFSA)	105	3.87
11	Intellectual Property Rights Office (IPRO)	284	3.89
12	Institute of Social Research & Development (ISRD)	293	3.93
13	Northern Philippine Rootcrops Research & Training Center	721	3.90
14	Office of the Extension Services (OES)	542	3.95
15	Office of the Research Services (ORS)	321	3.96
16	Research&Extension Publication Office	247	3.93
17	Cordillera Center for Animal Research and Development (CCARD)	249	3.92
18	Cordillera Consortium for Agriculture, Aquatic and Resources Research and Development	19	3.97
<b>Sector Total / Average</b>		<b>5347</b>	<b>3.91</b>

Legend: Below – 1.75 = Very Unsatisfactory; 1.76 – 2.50 = Unsatisfactory; 2.51 – 3.25 = Satisfactory; 3.26 – 4.00 = Very Satisfactory

## B.7. Bokod Campus

Offices / Colleges	Number of Clients who accomplished the CSFF				Evaluation Rating			
	July	Aug	Sept	Total	July	Aug	Sept	Average
1 College of Education	5	1		6	3.68	3.57		3.63
2 Registrar's Office			12	12			3.39	3.39
<b>Sector Total / Average</b>	<b>5</b>	<b>1</b>	<b>12</b>	<b>18</b>	<b>3.68</b>	<b>3.57</b>	<b>3.39</b>	<b>3.51</b>

*\*To re-update, awaiting client satisfaction for the months of October through December.*



## B.7. Buguias Campus

Offices / Colleges		Number of Clients who accomplished the CSFF				Evaluation Rating			
		July	Aug	Sept	Total	July	Aug	Sept	Average
1	Accounting	0	11	8	19		3.94	3.84	3.89
2	Administration Office	0	8	0	8		4		4.00
3	Cashiering	0	3	1	4		3.95	4	3.98
4	Registrar	17	13	12	42	3.54	3.81	3.8	3.72
5	Executive Dean's Office	0	3	0	3		3.95		3.95
6	Guidance Office	0	4	19	23		4	3.85	3.93
7	Information & Communication Technology	28	0	0	28	3.51			3.51
8	Records Office	0	8	12	20		3.98	4	3.99
9	University Library & Information Services	0	67	22	89		4	3.99	4.00
10	College of Education	0	4	11	15		3.88	3.9	3.89
11	College of Agriculture	0	0	0	0				
12	College of Criminal Justice Education	0	32	0	32		3.69		3.69
<b>Sector Total / Average</b>		<b>45</b>	<b>153</b>	<b>85</b>	<b>283</b>	<b>3.53</b>	<b>3.92</b>	<b>3.91</b>	<b>3.79</b>

*\*To re-update, awaiting client satisfaction for the months of October through December.*

Legend: Below – 1.75 = Very Unsatisfactory; 1.76 – 2.50 = Unsatisfactory; 2.51 – 3.25 = Satisfactory; 3.26 – 4.00 = Very Satisfactory

## VI. HRDO CLIENT SATISFACTION AND FEEDBACK SUMMARY

BEHAVIORAL INDICATORS	Mean	Interpretation
1. The service/s I need were provided within the timeline set by the office. <i>Ti serbisyo a naipaay ket naited iti naituding nga moras/aldaw.</i>	3.87	Very Satisfactory
2. The personnel provided me accurate information and/or data. <i>Umno ken usto ti naipaay nga impormasyon.</i>	3.90	Very Satisfactory
3. The office is easily located and accessible. <i>Nalaka a mabirok ken madanun ti opisina da.</i>	3.77	Very Satisfactory
4. The personnel talked to me in a language or dialect I can easily understand. <i>Nalaka a maawatan ti nausar a lenggwahe.</i>	3.94	Very Satisfactory
5. The attending personnel was courteous and respectful. <i>Narespeto ti staff da.</i>	3.95	Very Satisfactory
6. The office personnel or personnel-in-charge knows exactly what he/she was doing. <i>Ti personnel in-charge ket ammona ti usto nga ar-aramidena.</i>	3.93	Very Satisfactory
7. The appropriate service I need was provided. <i>Naserbi ti usto a kasapulak.</i>	3.93	Very Satisfactory

8. The cost of the product or service (including documents requested) availed is reasonable (if applicable). <i>Maiparbeng laeng ti gatad na ti naipaay a produkto wenno serbisyo.</i>	Not Applicable	
<b>BEHAVIORAL INDICATORS</b>	<b>Mean</b>	<b>Interpretation</b>
<b>Overall Mean</b>	<b>3.88</b>	<b>Very Satisfactory</b>

Legend: Below – 1.75 = Very Unsatisfactory; 1.76 – 2.50 = Unsatisfactory; 2.51 – 3.25 = Satisfactory; 3.26 – 4.00 = Very Satisfactory

Behavioral Indicators	Mean Rating	QI
1. The service/s I need were provided within the timeline set by the office. <i>Ti serbisyo a naipaay ket naited iti naituding nga oras/aldaw.</i>	3.79	Very Satisfactory
2. The personnel provided me accurate information and/or data. <i>Umno ken usto ti naipaay nga impormasyon</i>	3.85	Very Satisfactory
3. The office is easily located and accessible. <i>Nalaka a mabirok ken madanun ti opisina da.</i>	3.78	Very Satisfactory
4. The personnel talked to me in a language or dialect I can easily understand. <i>Nalaka a maawatan ti nausar a lenggwahe.</i>	3.88	Very Satisfactory
5. The attending personnel was courteous and respectful. <i>Narespeto ti staff da.</i>	3.89	Very Satisfactory
6. The office personnel or personnel-in-charge knows exactly what he/she was doing. <i>Ti personnel in-charge ket ammona ti usto nga ar-aramidena.</i>	3.85	Very Satisfactory
7. The appropriate service I need was provided. <i>Naserbi ti usto a kasapulak.</i>	3.85	Very Satisfactory
8. The cost of the product or service (including documents requested) availed is reasonable (if applicable). <i>Maiparbeng laeng ti gatad na ti naipaay a produkto wenno serbisyo.</i>	N/A	
<b>Overall Mean</b>	<b>3.84</b>	<b>Very Satisfactory</b>

## VI. HUMAN RESOURCE DEVELOPMENT (Trainings Attended by Personnel)

TITLE	DATE	VENUE	ORGANIZER	HRDO Personnel who attended
The Effective Approach of Organizing Files and Records in Government Office	March 23 - 25, 2022	Online	Government Records Officers' Association of the Philippines, Inc.	RJ Juan
Performance Management (PM) for PRIME Level 2	April 1, 5, 8, 19, 22, 26 & 29, 2022	Online	Civil Service Institute	MP Lad-ey-Neyney; MA Deponio
Coaching and Mentoring for Excellence	April 26 - 27, 2022	Online	Civil Service Commission - CAR	MP Lad-ey-Neyney
PMASUC National Convention cum Seminar	August 30-September 1, 2022	Grand Astoria Hotel, Zamboanga City	People Managers	Martina A. Deponio Vina Joy S. Tosay

			Association of State Universities and Colleges, Inc. (PMASUC)	
<b>Pilot Testing of the Module on Mental Health for the Academe</b>	October 5, 2022	The Orchard Hotel, Legarda Rd., Baguio City	Commission on Human Rights- CAR	MP Lad-ey- Neyney Vina Joy S. Tosay
<b>Emceeing Licensing Accreditation Training</b>	October 19-21, 2022	CHK Function Hall	SMART FITS	Kamae P. Anacioco Vina Joy S. Tosay
<b>Training on Plant Biodiversity Assessment and Monitoring</b>	November 28 - December 2, 2022	Los Baños, Laguna	DOST - PCAARRD	Kamae P. Anacioco
<b>Seminar-Workshop on the Rules and Procedures in Handling Sexual Harassment (HS) Cases and Orientation on Anti-SH Laws and Policies</b>	December 7, 2022	CSC CAR Baguio City	CSC-CAR	MPLad-ey - Neyney MADeponio

## VII. OTHER ACCOMPLISHMENTS

- Processed the participation of 20 BSU employees in the external training “The Establishment of Records Disposition in Government Office” on April 6-8, 2022 at the Newtown Plaza Hotel, Baguio City.
- Prepared and submitted documents to Civil Service Commission-Benguet Field Office and CAR for the PRIME-HRM Maturity Level 2 Recognition of the Human Resource (HR) System-Performance Management.  
The recognition was granted by the CSC on September 23, 2022
- Prepared documents for the ISO 9001:2015 Surveillance Visit of the University.
- Participated in several Committee Meetings where the HRDO Chief is a member such as HRMPSB, Performance Management Team, Committee on Anti-Red Tape, ISO-QMS Core Group, Times Higher Education (THE) Ranking Ad-hoc Committee, Ad-hoc Committee on the Preparation of University Local and International Travel Policy, Human Resource Development Committee, and PRAISE Committee.
- Processed the participation of 17 BSU employees in the external training “Emceeing Licensing Accreditation Training Course” on October 19- 21, 2022.

# PROCUREMENT MANAGEMENT OFFICE

## I. KEY PERFORMANCE INDICATOR (KPI) MONITORING

### A. Purchase Request (PR) Monitoring

	Scores	AVERAGE	No. of Counts per Score	Score x no. of score
hand carry/within the day	1	.64	154	154
one day	2	.60	72	144
two days	3	0.04	3	9
three days	4	0.10	6	24
four days	5	0.14	7	35
five days and Above	6	0	0	0
<b>Overall rating for Q3 for 2022</b>		<b>1.51</b>		

### B. APP MONITORING AS OF DECEMBER 2022

#### I. GENERAL APPROPRIATION ACTS (GAA)

GAA					
	APP	BASED ON PR	PR %	BASED ON PO	PO %
<b>Supplies, Materials and Equipment</b>	53,111,014.68	35,260,059.67	<b>66</b>	31,793,479.20	<b>60</b>
<b>Repair and Maintenance</b>					
RM-Equipment	3,054,577.45	1,086,066.26	<b>36</b>	1,060,582.61	<b>35</b>
RM-Building/Facility	7,070,898.89	6,583,648.69	<b>93</b>	5,651,657.90	<b>80</b>
RM-Vehicle	2,552,470.00	1,257,411.93	<b>49</b>	1,123,302.28	<b>44</b>
<b>Services</b>	11,359,430.01	4,610,356.00	<b>41</b>	4,044,761.87	<b>36</b>
<b>Consultancy</b>	1,200,000.00	200,000.00	<b>17</b>	200,000.00	<b>17</b>
<b>Infrastructure</b>	9,041,000.00	9,041,000.00	<b>100</b>	8,510,630.44	<b>94</b>
<b>GRAND TOTAL</b>	<b>87,389,391.03</b>	<b>58,038,542.55</b>	<b>66</b>	<b>52,384,414.30</b>	<b>60</b>

#### II. INTERNALLY GENERATED INCOME (IGI)

IGI					
	APP	BASED ON PR	PR %	BASED ON PO	PO %
<b>Supplies and Materials</b>	34,263,018.28	15,444,612.08	<b>45</b>	13,237,818.17	<b>39</b>
<b>Equipment</b>	19,656,544.85	15,043,667.76	<b>77</b>	13,041,453.12	<b>66</b>
<b>Repair and Maintenance</b>					
RM-Equipment	4,250,250.00	203,687.32	<b>5</b>	184,307.32	<b>4</b>
RM-Building/Facility	7,812,300.00	4,772,224.90	<b>61</b>	4,059,161.56	<b>52</b>
RM-Vehicle	755,400.00	648,000.00	<b>86</b>	461,000.00	<b>61</b>
<b>Services</b>	5,906,300.00	2,392,654.00	<b>41</b>	2,350,564.00	<b>40</b>
<b>Consultancy</b>	5,000,000.00	-	<b>0</b>	0	<b>0</b>
<b>Infrastructure</b>	720,000.00	720,000.00	<b>100</b>	704,138.39	<b>98</b>
<b>GRAND TOTAL</b>	<b>78,363,813.13</b>	<b>39,224,846.06</b>	<b>50</b>	<b>34,038,442.56</b>	<b>43</b>

**C. COMPLIANCE TO THE REQUIREMENTS OF REGULATORY BODIES (Submitted/posted reports)**

Document Title	Due Date	Date Submitted/Posted /Regulatory Body
CY 2023 Annual Procurement Plan for Common Use Supplies and Equipment (APP CSE)	October 31, 2022	Sept. 28, 2022, PS-DBM
CY 2023 Indicative Annual procurement Plan (GAA)	September 31, 2022	September 29, 2022- posted in BSU Transparency as one of the requirement for PBB
Procurement Monitoring Report for January – June 2022 (1 <sup>st</sup> Semester)	July 14, 2022	July 14, 2022, GPPB

**II. PROCUREMENT OF GOODS, SERVICES, INFRASTRUCTURE AND CONSULTANCY**

**A. AWARDED PROJECTS**

**1. Infrastructure Project:**

Name of Project	Source of funds	Name of Contractor	Contract Cost (Php)
IB 2022-30 Construction of Spot Trading Bay annex	BAPTC fund	Guava Construction	8,979,012.00
Repair and Improvement of Diffused Light Yam Storage	SP- DOST-PCAARRD	Ybetag Construction	831,898.80
Clustered Repairs at the University Business Affairs	IGI	Only boy Construction Service	704,138.39

**2. Goods and Services:**

Name of Project	Source of funds	Name of Supplier	Contract Cost (Php)
IB 2022-28A Procurement of various Laboratory Equipment and DSLR Camera for CCJE	IGI	Prince Valiant Corporation	1,425,000.000
IB 2022-29 Procurement of Various Fabricated Furnitures	IGI	CPD Marketing and General Merchandise	1,052,000.00
IB 2022-26: Procurement of various IT Equipment for BSU- La Trinidad	IGI	Xworks Sales and Services	565,910.00
IB 2022-26A Procurement of various IT Equipment for BSU- La Trinidad Campus (Lot 1 and Lot3)	IGI	Catalyst Computer Officer Equipment Wholesaling	1,680,393.00
1 lot Supply and Delivery of Brand-New Desktop Computers and Central Processing Unit	IGI	Pcnet Computer Trading and Services	1,250,690.92
IB 2022-29 Procurement of Various Fabricated Furniture	IGI		1,082,000.00
IB 2022-28: Procurement of various Laboratory Equipment & DSLR Camera for CCJE	IGI		1,787,943.00
RFQ 2022-960 Insurance Coverage for the BSU Studentry September 22 to August 23 SY 2022-2023- La Trinidad Campus	IGI		645,650.00

**B. PROJECTS FOR AWARD UNDER EARLY PROCUREMENT ACTIVITIES**

**1. Infrastructure**

Name of Project	Source of Funds	Approved Budget for the Contract (Php)
Repair of the Elementary Laboratory School- Home Economics and Health & Science Building	2023-NEP-MOOE	3,000,000.00
Construction of the College of Nursing Building	2023 NEP Capital Outlay	25,000,000.00

**2. Goods and Services:**

Name of Project	Source of Fund	Approved Budget for the Contract (Php)
Procurement of Security Services- Land Reservation Area (LRA)	2023-NEP	2,849,106.00
Procurement of Various Construction, Plumbing, Electrical, Electronic Supplies & Fixtures	2023-NEP	2,470,335.00
Procurement of Various Janitorial Supplies	2023-NEP	1,339,778.00
Procurement of Various Construction, Electrical and Plumbing Supplies for Repair of Various Buildings	2023-NEP	4,835,889.74
Procurement of Fuel, Lubricant and Other Supplies	2023-NEP	3,242,000.00
Procurement of Various Common Office Supplies and Semi-expendable Equipment	2023-NEP	831,701.50
Procurement of Various Information Technology (IT) Supplies and Semi-expendable Equipment	2023-NEP	2,166,958.85
Procurement of Various Agricultural Supplies	2023-NEP	752,520.00

**III. CONTRACT MANAGEMENT**

**A. PROCESSED PURCHASE REQUEST AND PURCHASE ORDER**

Fund	Purchase Request		Awarded Contracts	
	# of PR	Total Amount	# of PO	Total Amount
APR			2	20,831.88
GAA	58	13,520,283.81	274	17,097,465.39
IGI	65	19,708,072.37	257	28,050,873.66
BTI	49	20,561,879.39	211	21,204,310.71
Special Project	64	17,080,314.44	285	63,243,759.61
<b>TOTAL</b>	<b>236</b>	<b>70,870,550.01</b>	<b>1029</b>	<b>129,617,241.25</b>

**B. PREPARED AWARD DOCUMENTS:**

FUND	NOTICE OF AWARD (NOA)		PURCHASE ORDER (PO)		NOTICE TO PROCEED (NTP)	
	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
GAA	42	33	57	11	42	33
IGI	66	38	28	10	66	38
BTI	61	40	11	3	61	40
Special Project	41	44	6	5	41	44
<b>Subtotal</b>	<b>210</b>	<b>155</b>	<b>102</b>	<b>29</b>	<b>210</b>	<b>155</b>
<b>TOTAL</b>	<b>365</b>		<b>131</b>		<b>365</b>	

# ACTIVITIES

## A. SEMINAR-WORKSHOPS/TRAININGS ATTENDED



Figure 1 – Seminar-workshop on Fire Prevention and Emergency Management held at the University

## A. BIDS AND AWARDS COMMITTEE MEETINGS FACILITATED



Figure 2 – PMO staff attended the Career Ladder Jumpstart Orientation (CALAJO) on September 15-16, 2022. CHET Function Hall



Figure 3: BAC for Goods and Services during the Opening of Bids for the project: Procurement of various Furniture and Fixture

*Figure 4 – BAC for Goods and Services during the Post Qualification; Review and Signing of Abstract of Quotations by the BAC for Goods and Services on their Regular Meeting at the VP Adfin Conference Room.*



*Figure 5: Review and Signing of Abstract of Quotations by the BAC for Goods and Services on their Regular Meeting at the RDC Hall.*



*Figure 6: Opening of Quotation for the clustered Repairs at the UBA by the BAC for Infrastructure at the RDC Hall.*



*Figure 7: BAC for Goods and Services during Post-Qualification for the Procurement of Fabricated Furnitures*







*Figure 8 – BAC for Goods and Services during the Pre-Procurement Conference, Pre-Bid Conference Opening of Bids, Post Qualification and Recommending Awards to the Early Procurement Projects (EPA)*



*Figure 9: Review and Signing of Abstract of Quotations by the BAC for Goods and Services on their Regular Meeting at the VP Adfin Conference Room*



*Figure 10: BAC for Infrastructure during the Pre-Procurement Conference, Pre-Bid Conference Opening of Bids, Post Qualification and Recommending Awards to the Early Procurement Projects (EPA)*

# RECORDS OFFICE AND ARCHIVES

1. Received and released of official communications

- **100% of communications received and released by the office within 1 working day:**

Official Correspondence	No. of Communications
Internal	782
External	1,600
<b>Total</b>	<b>2,382</b>

- **100% of outgoing communications managed/delivered:**

Mail Services	No. of Communications
Postal Service	41
Postal Service - Shamag	141
Postal Service - OTR	162
Hand-carried	57
<b>Total</b>	<b>216</b>

2. Registration of Administrative Issuances

- **Summary of numbered/registered issuances:**

Classification	No. of issuances
Advisory	26
Administrative Memorandum	4
Administrative Order	3
Memorandum Circular	1
Office Memorandum	103
Office Order	423
Special Order	527
University Memorandum	14
<b>Total</b>	<b>1,101</b>

- Received and disseminate approved issuances to the concerned University personnel, offices, departments, and institutes.
- Approved issuance are recorded in the database and filed.

3. **Records Management Program**

- Accommodated the request of the Benguet Agri-Pinoy Trading Center (BAPTC), for the conduct of an orientation-workshop on "Basic Records Management".
- Evaluated and consolidated submitted NAP Form 1 (Records Inventory and Appraisal Form) and NAP Form 3 (Request for Authority to Dispose of Records) from various offices/colleges (Office Memo No. 1397, s. 2022)
- Submitted the 1st batch of NAP Form 3 to Christin E. Licopit of the National Archives of the Philippines (NAP) for initial evaluation, comments and suggestions.
- Continuous follow-ups are made by both this office and the RMIC secretaries on the accomplishment of required forms.

4. The TUV audit reported a positive observation regarding the ROA's ongoing crafting of the "Policies, Advocacies, and Programs Embracing Records Manual (PAPER-M)" to standardize the institutions' Records Management.

5. The issuance of QF-ROA-04 Masterlist of Documents/Records, this form captures both the required format and contents of the NAP Form 1 and the Freedom of Information/ Data Privacy Act (Admin Memo No. 011, s. 2022).

"What You Give Is What You Get, Without Regret"

6. Praise Everlasting Award. Mr. Armando S. Cabanas has been recipient of the Everlasting Award (Level I Non-Teaching Category) during the 106<sup>th</sup> BSU Foundation Anniversary in recognition of his outstanding

performance and display of significant qualities in terms of responsiveness, initiative, and creativity in his duties and functions.

7. **Proposed Document Tracking System**

- The office continuously using the document tracking system (OP version) and further observing its pros and cons.
- The office attended the online document tracking system presentation (ICT version) that includes system simulation and testing.

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“What You Give Is What You Get, Without Regret”

# SUPPLY AND PROPERTY MANAGEMENT OFFICE

The Supply and Property Management Office (SPMO) is primarily mandated to manage; expend/utilize in accordance with laws and regulations; and safeguard against loss or wastage through illegal or improper disposition all supplies; materials; and property, plant and equipment (PPE) items of the University (sec 2, PD 1445).

For the applicable period as stated above, the following are the accomplishments (highlights) for the Supply & Property Management Office:

- 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		%age
		Num	Amount	Num	Amount	
1.	01 - General Fund	604	17,889,576.76	604	17,889,576.76	100%
2.	05 - Internally Generated Income (STF 164)	404	22,261,093.60	404	22,261,093.60	100%
3.	06 - Business Type Income ( RF 161)	146	14,613,198.98	147	14,613,198.98	100%
4.	06 - Business Type Income (RF 163)	328	27,771,630.49	325	27,719,834.99	100%
5.	07 - Trust Fund (Special Projects)	1	16,900.00	1	16,900.00	100%
6.	07 - Trust Fund (TF 911)	277	17,169,119.62	277	17,169,119.62	100%
TOTAL		1760	99,721,519.45	1,758	99,669,723.95	100%

- 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 BTI 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)	
		Num	Amount	Num	Amount
1.	Office Supplies, Textbooks and Instructional Materials	441	6,031,021.29	10	614,717.81
2.	Drugs and Medicine; Medical Dental and Laboratory Supplies	104	2,090,171.14	7	53,048.00
3.	Semi-Expendable Machinery, Equipment, Furniture, Fixture & Books	164	9,053,630.59	240	9,053,630.59
4.	Agricultural Supplies, Animal Supplies and Materials	38	2,528,871.00	2	24,620.00
5.	Other Supplies and Materials	1064	<b>15,704,311.00</b>	52	1,591,911.00
6.	*Business Type Income (161 & 163)			5	173,132.00
7.	*Trusts (Special Project & TF 911)	41	1,091,934.00	83	3,986,980.80
Total		1852	36,499,939.02	399	15,498,040.20

- 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
1.	01 - General Fund	1	577,577.45
2.	05 - Internally Generated Income (STF 164)	35	4,852,311.14
3.	06 - Business Type Income (Revolving Fund 161)	2	182,615.00
4.	06 - Business Type Income (Revolving Fund 163)	1	57,990.00
5.	07 - Trusts (Special Projects)		
6.	07 - Trusts (Trust Fund 911)	17	5,768,571.84
Total		56	11,439,065.43

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			
				PAR		ICS	
		Num	Amount	Num	Amount	Num	Amount
1.	01- General Fund	54	8,637,930.90	7	6,153,148.68	61	2,484,782.22
2.	05 - Internally Generated income	50	6,103,224.21	13	2,130,639.50	46	3,972,584.71
3.	06 - Business Type Income (RF 161)	2	156,270.00	1	130,000.00	2	26,270.00
4.	06 - Business Type Income (RF 163)	3	411,028.00	1	137,640.00	3	273,388.00
5.	07 - Trusts (Special Projects)	2	1,257,850.00	1	1,236,000.00	1	21,850.00
6.	07 - Trusts (Trust Fund 911)	22	3,169,078.98	8	2,234,474.00	19	934,604.98
Total		133	19,735,382.09	31	12,021,902.18	132	7,713,479.91

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		Waste Materials Report (WMR)		Inventory and Inspection Report of Unserviceable Property/SP (IIRUP/IIRUSP)	
		Num	Amount	Num	Amount
1.	01 - General Fund	28	96,707.80	23	607,246.85
2.	05 - Internally Generated income	28	92,724.75	43	2,245,216.13
3.	06 - Business Type Income (RF 161)	1	2,650.00	1	11,650.00
4.	06 - Business Type Income (RF 163)				
5.	07 - Trusts (Special Projects)	2	5,201.25	2	171,000.00
6.	07 - Trusts (Trust Fund 911)	7	34,890.92	9	264,027.00
Total		66	232,174.72	78	3,299,139.98

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		Quarter 3	Quarter 4	Total
1.	Buildings and Structures		1	1
2.	Motor Vehicles	13	4	17
Total		13	5	18

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)		Reason for Clearance		
		Separation (Retirement/Resignation/ Transfer/etc.)	Scholarship (at least 6 mos.)	Others (Maternity/Travel/Renewal)
1.	Permanent/Casual	28	1	138
2.	(COS)/ (JO)	3		

Total	31	1	138
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5. Processing of transactions. 100% of completed and duly accepted deliveries are processed for payment within the required period.

Fund Cluster		Completed Deliveries Accepted		Disbursement Voucher Processed		%age
		Num	Amount	Num	Amount	
1.	01 - General Fund	424	18,992,639.68	424	18,992,639.68	100%
2.	05 - Internally Generated income	298	23,825,477.95	298	23,825,477.95	100%
3.	06 - Business Type Income (RF 161)	141	14,570,845.08	141	14,641,663.98	100%
4.	06 - Business Type Income (RF 163)	324	26,147,637.59	324	26,334,329.21	101%
5.	07 - Trusts (Special Projects)	1	16,900.00	1	16,900.00	100%
6.	07 - Trusts (Trust Fund 911)	292	18,609,523.42	292	18,741,427.22	101%
Total		1480	102,163,023.72	1480	102,552,438.04	100%

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		Quarter 3	Quarter 4	Total
1.	Request Form	46	38	84
2.	Pre-Repair Inspection Report	25	40	65
3.	Receipt of Returned Semi Expendable Property	23	35	58
4.	Receipt and Acceptance Form	23	20	207
Total		117	133	414

7. Disposal. Facilitated transfer of various equipment and supplies to Buguias Campus, Sto. Thomas National High School, Ilocos Agricultural, Aquatic and Natural Resources Research and Development Consortium, Atok National High School. and Kapangan Central National High School to wit:

Transferee	Particulars	Amount	
1	BSI-J Buguias Campus	Virtual Recording Computers, and Book Scanner	290,785.28
2	BSU Bokod Campus	Virtual Recording Computers, and Book Scanner	290,785.28
3	BSU Buguias Campus	Communication equipment	82,041.63
4	BSI-J Bokod Campus	Communication equipment	82,041.63
5	BSU Buguias Campus	Paints (varied type and colors)	443,880.00
6	STNHS	Serviceable wooden and steel frame arm chairs	54,060.00
7	IAANRRDC	Office supplies (from CORCARRD)	38,070.00
8		Used tires (replaced tires of motor vehicles)	
9	KCNHS	Wooden arm chairs	
TOTAL			1,281,663.82

8. Policy on Property Management. Attended and made presentations of the SPMO accomplishments during management reviews for the continuing improvement of the Quality Management System.

9. Attendance to training/seminar/ University activities. SPMO personnel attended seminar or webinar as follows: 2023 BSIJ GAD Planning and Budgeting, 2022 GAD Accomplishment Report and Training of Trainor (TOT) of BSI-J GFPS-TWG Members; PSPA International Conference (Bringing Back Equity and Ethics in Philippine Public Administration and Governance: A Public Sector Reform Agenda for the New Administration); 77th PICPA Annual National Convention (Play It Forward for a Sustainable Future); Training Forum on Safe Spaces Act (R.A. 11313) and Gender Based Violence in the Workplace; Training Workshop on Cordillera Dances; Forum on Document Tracking System; In-service Training with GAD concepts and Capability Building; Training Course on 19011-2018: Guidelines on Auditing Management Systems by the DAP; PMASUC National Convention cum Seminar; EODB or RA 11032 Orientation-Workshop by the ARTA; and Fire Suppression and Emergency Management (Disaster Risk Mitigation and Containment Measures by the SSO & BF-P. Participated in various sports activities during the ASCU-SN Olympics, attended Foundation Day activities, i.e. Thanksgiving Mass, Opening Ceremonies, BSIJ Great Ride, Fun Run, PRAISE Everlasting Awards, and Everlasting Festival-Canao (Variety Show)

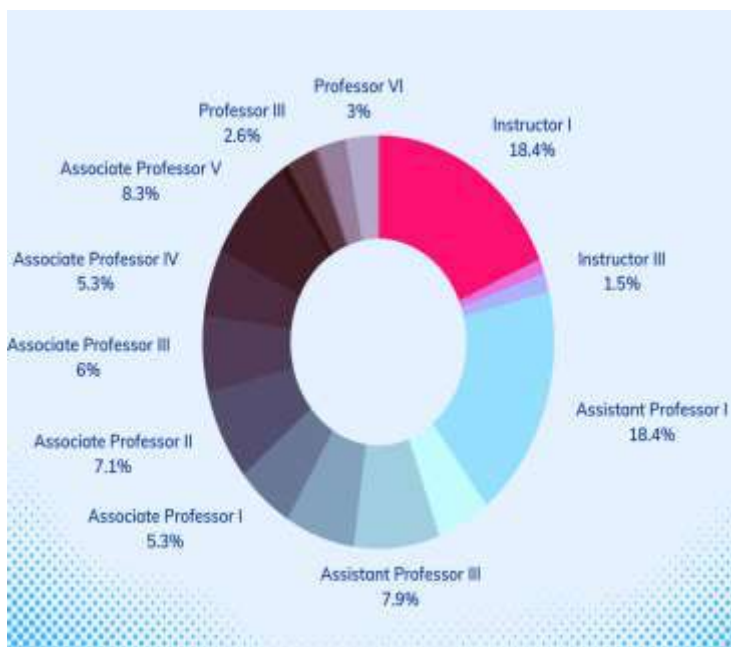
# HUMAN RESOURCE MANAGEMENT OFFICE

## BENGUET STATE UNIVERSITY SERVICE STRENGTH/WORKFORCE

BOKOD CAMPUS			BUGUIAS CAMPUS			LA TRINIDAD CAMPUS					
	T	NT	TOTAL		T	NT	TOTAL		T	NT	TOTAL
Permanent	13	14	27	Permanent	29	22	51	Permanent	266	284	550
Casual	0	7	7	Casual	1	9	10	Casual	2	110	112
COP/JOP	4	4	8	COP/JOP	7	3	10	COP/JOP	18	273	291
Substitute	0	0	0	Substitute	1	0	1	Substitute	0	1	1
<b>TOTAL</b>	<b>17</b>	<b>25</b>	<b>42</b>	<b>TOTAL</b>	<b>38</b>	<b>34</b>	<b>72</b>	<b>TOTAL</b>	<b>953</b>		
<b>GRAND TOTAL: 1067</b>											

### ACADEMIC RANK

	No.
Instructor I	49
Instructor II	3
Instructor III	4
Assistant Professor I	49
Assistant Professor II	13
Assistant Professor III	21
Assistant Professor IV	17
Associate Professor I	14
Associate Professor II	19
Associate Professor III	16
Associate Professor IV	14
Associate Professor V	22
Professor I	0
Professor II	2
Professor III	7
Professor IV	1
Professor V	7
Professor VI	8
University Professor	0
<b>TOTAL</b>	<b>266</b>



## EDUCATIONAL PROFILE

### TEACHING

LA TRINIDAD							
BS		MS/MA		PHD/EDD		TOTAL	
M	F	M	F	M	F	M	F
4	0	58	86	44	75	106	161
<b>4</b>		<b>144</b>		<b>119</b>		<b>266</b>	

BUGUIAS							
BS		MS/MA		PHD/EDD		TOTAL	
M	F	M	F	M	F	M	F
4	6	6	8	1	3	11	17
<b>10</b>		<b>14</b>		<b>4</b>		<b>28</b>	

ALL CAMPUSES							
BS		MS/MA		PHD/EDD		TOTAL	
M	F	M	F	M	F	M	F
9	9	66	99	45	78	120	186
<b>18</b>		<b>166</b>		<b>123</b>		<b>306</b>	

BOKOD							
BS		MS/MA		PHD/EDD		TOTAL	
M	F	M	F	M	F	M	F
1	3	2	6	0	0	3	9
<b>4</b>		<b>8</b>		<b>0</b>		<b>12</b>	

### NON – TEACHING

LA TRINIDAD									
BELOW BS		BS		MS/MA		PHD/EDD		TOTAL	
M	F	M	F	M	F	M	F	M	F
66	20	53	72	22	42	3	6	145	140
86		125		64		9		284	

BUGUIAS									
BELOW BS		BS		MS/MA		PHD/EDD		TOTAL	
M	F	M	F	M	F	M	F	M	F
6	1	8	3	1	3	0	0	15	7
7		11		4		0		22	

BOKOD									
BELOW BS		BS		MS/MA		PHD/EDD		TOTAL	
M	F	M	F	M	F	M	F	M	F
2	0	5	6	0	1	0	0	7	7
2		11		1		0		14	

ALL CAMPUSES (Non - Teaching)									
BELOW BS		BS		MS/MA		PHD/EDD		TOTAL	
M	F	M	F	M	F	M	F	M	F
76	21	73	91	17	37	2	5	168	154
<b>97</b>		<b>164</b>		<b>54</b>		<b>7</b>		<b>322</b>	



## I. RECRUITMENT AND SELECTION

1. Served as Secretariat in the HRMPSB/CJSEC and processed the following:

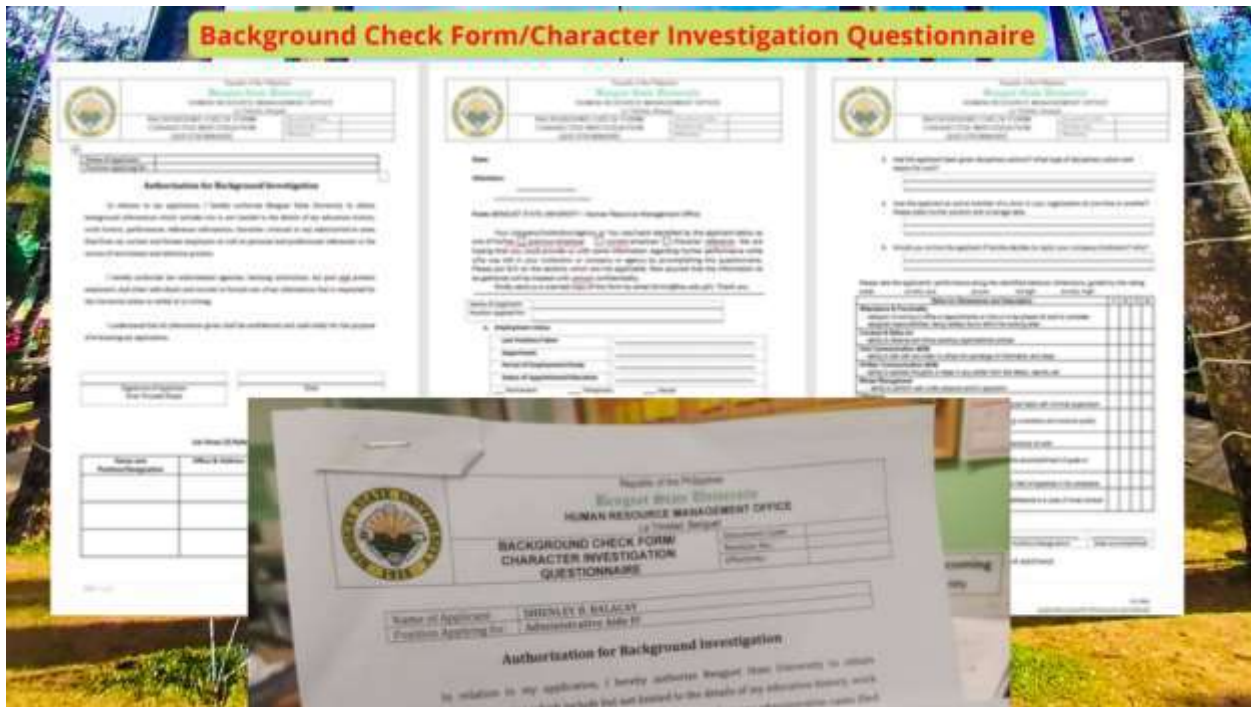
EMPLOYMENT STATUS	PUBLISHED POSITIONS	NUMBER OF APPLICATION DOCUMENTS RECEIVED(ONLINE/ONSITE)		NUMBER OF APPLICANTS INTERVIEWED BY HRMPSB/CJSEC
		Male	Female	
PLANTILLA	9	192	132   60	34
CASUAL	6	74	54   20	29
CONTRACT OF SERVICE/JOB ORDER	43	497	356   141	141
<b>TOTAL:</b>	<b>58</b>	<b>763</b>		<b>204</b>

2. Prepared, scanned and photocopied the following documents needed for PRIME-HRM for submission to the CSC-Benguet Field Office:

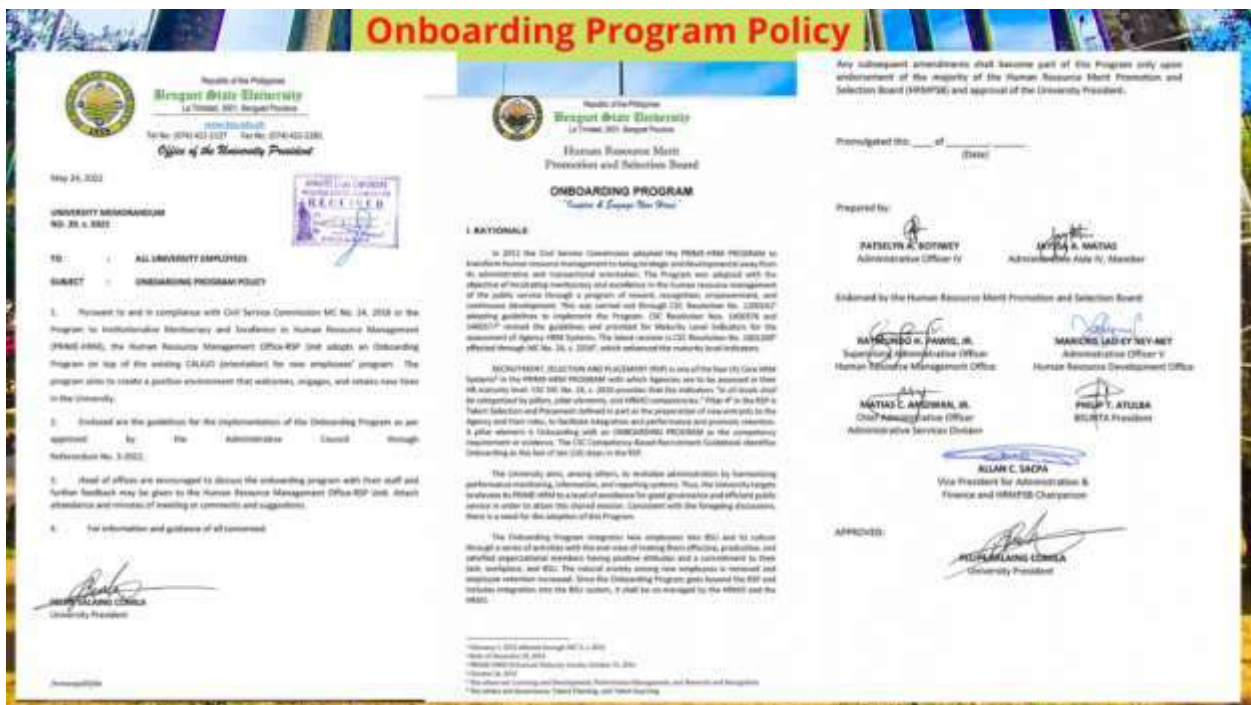


a.	MSP and EEOP Office Order of the composition of the HRMPSB and HRMPSB Secretariat;
b.	Turn-around time;
c.	Recruitment Plan
d.	Staffing Plan;
e.	Publication (sample);
f.	Onboarding;
g.	Sample minutes of the HRMPSB;
h.	Selection Criteria;
i.	Screenshot of RSP documents;
j.	RSP Flow chart;
k.	One complete sample of RSP sample

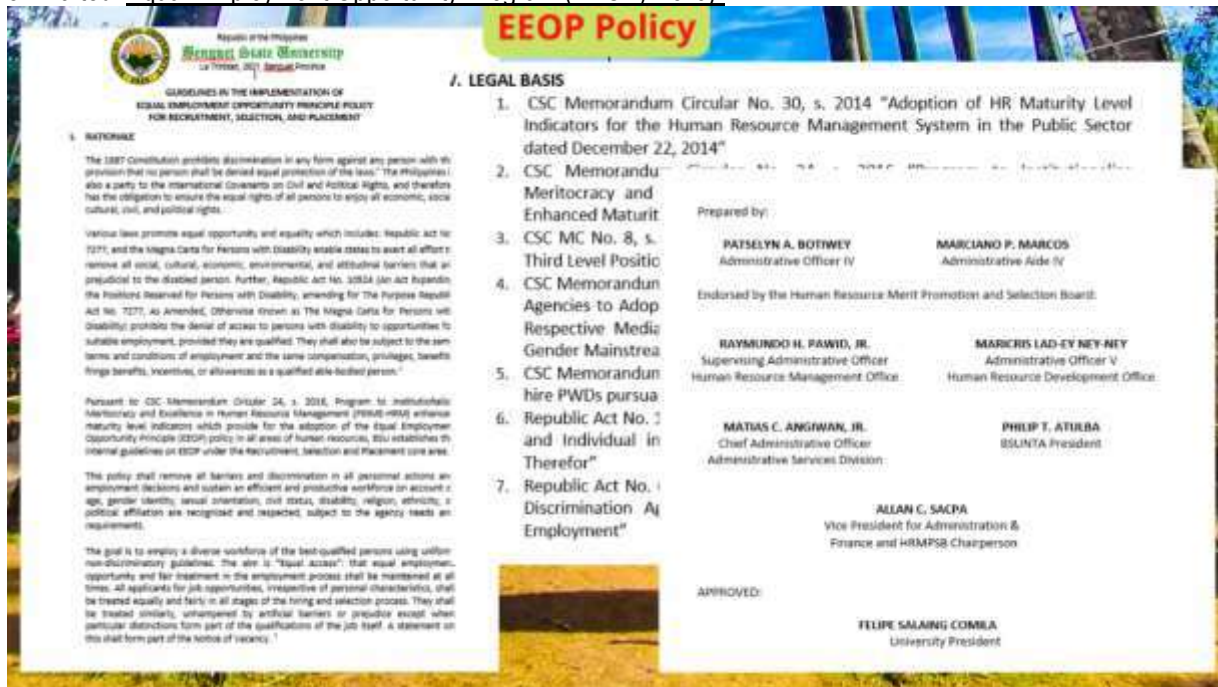
3. Revision of Background Check form/Character Investigation Form:



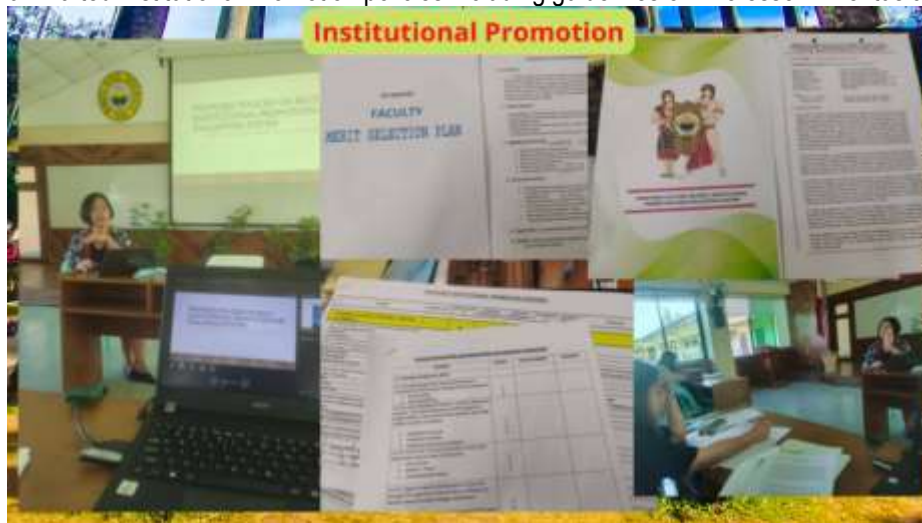
4. Creation of Onboarding Program Policy with BOR Approval (Adco Ref. No. 3-2022; Univ Memo #20 s. 2022);



5. Drafted Equal Employment Opportunity Program (EEO) Policy:



6. Drafted Institutional Promotion policies including guidelines on Professor Emeritus and University Professor;



7. Conducting of Virtual Job Interviews for COS Positions



## II. PLACEMENT

1. Prepared appointment for Plantilla and casual/contracts for Job Order and Contracts of Service

### A. PLANTILLA/CASUAL/CONTRACTUAL/SUBSTITUTE

Nature of Appointment	Jan	Feb	Mar	Apr	May	Jun	Total
I. Plantilla							
a. Reclassification							
b. Contractual							
c. Promotion			4				4
d. substitute							
e. Original		2	2				4
f. Reappointment							
g. Reemployment							
h. Demotion							
i. Co-terminous						1	1
j. Transfer							
II. Casual							
a. Renewal	124						124
b. Reemployment	1						1
c. Reappointment			1				1
d. Original	2	2	2			1	7
<b>Grand Total</b>	<b>127</b>	<b>4</b>	<b>9</b>	<b>.</b>	<b>.</b>	<b>2</b>	<b>142</b>

### B. JOB ORDER & CONTRACT OF SERVICE PERSONNEL

	Jan	Feb	Mar	Apr	May	June	TOTAL
Teaching	132	30	1	-	-	18	181
Adjunct	-	-	9	16	1	-	26
Non-teaching	143	21	16	4	47	122	353
IGP	43	3	17	2	12	20	97
Outside-Funded Projects	17	25	29	23	32	20	146
<b>TOTAL</b>	<b>335</b>	<b>79</b>	<b>72</b>	<b>45</b>	<b>92</b>	<b>180</b>	<b>803</b>

2. Preparation/updating of the following documents and folders:

No. of Documents Prepared/Updated	Document Type
30	Notice of Salary
564	Notice of Salary Adjustment
99	Creation of 201 Files
559 folders	Master listing of valueless documents for turn-over to ROA

3. Creation of guidelines in the Management of Personnel Records (201 Files) approved by Administrative Council through AdCo Res. No. 35-2021; Univ. Memo No. 16 s. 2022;



4. Assisted newly hired 33 (COS) Watchmen; 2 (Casual) Admin Aide IV and 1 (Casual) Farm Worker on their onboarding by providing orientation on Dress Code, filling out of PDS, DTR, leave benefits and SALN:



5. Drafted a design for newly and promoted employees' folder, mugs and ball pens via Canva.



**MUG DESIGN**  
Mug - Wrap (199 x 96 mm)



**PEN DESIGN**  
1000 x 1000 px



**INSIDE FOLDER**  
17 x 13 in

6. Preparation of data reports on list of updated Plantilla and contract of Service employees by position/designation, place of assignment, age, and date of birth as requested by COA, Budget Office, UPAO, GAD, and UHS;

7. Facilitated Oath-Taking of Newly Hired and Promoted Employees for The Period



8. Benchmarking on HRMIS at Batangas State University and Department of Science and Technology (DOST) on March 10-11, 2022



**Output:**

- Background Check Form/Character Investigation Questionnaire
- Best practices on Onboarding Program

**II. ATTENDANCE AND WORK ENGAGEMENT UNIT**

**MONITORING OF ATTENDANCE**

1. Printed DTRs:

Jul	Aug	Sept	Oct	Nov	Dec	Total
239	239	239	1140	1140	1140	<b>4137</b>

2. Submitted and Reviewed Printed DTRs:

	Jul	Aug	Sept	Oct	Nov	Dec	Total
PLANTILLA/CASUAL	503	504	631	628	633	636	<b>3535</b>
JOP/COS	405	519	516	606	531	500	<b>3077</b>

3. Prepared and released memoranda on non-submission of DTRs, Leave Form, & Travel Documents:

**LEAVE ADMINISTRATION**

	Jul	Aug	Sept	Oct	Nov	Dec	Total
No. of Personnel	19	10	9	9	11	0	<b>58</b>
Month	No. of Received & Processed Leave						Other Type of Leaves Process
July	197						Maternity- <u>13</u> Paternity- <u>5</u> MagnaCarta- <u>1</u> Solo Parent- <u>9</u>
August	253						
September	242						
October	258						
November	341						
December	722						
<b>TOTAL</b>	<b>2013</b>						

**SEPARATION**

Type of Separation	No. of Separated Employees		
	Teaching	Non-Teaching	TOTAL
Compulsory Retirement		3	<b>3</b>
Optional Retirement	3		<b>3</b>
Resignation		6	<b>6</b>
Death		2	<b>2</b>
Transfer	1	20	<b>21</b>
<b>TOTAL</b>	<b>4</b>	<b>31</b>	<b>35</b>

**OTHER DOCUMENTS PREPARED AND RELEASED**

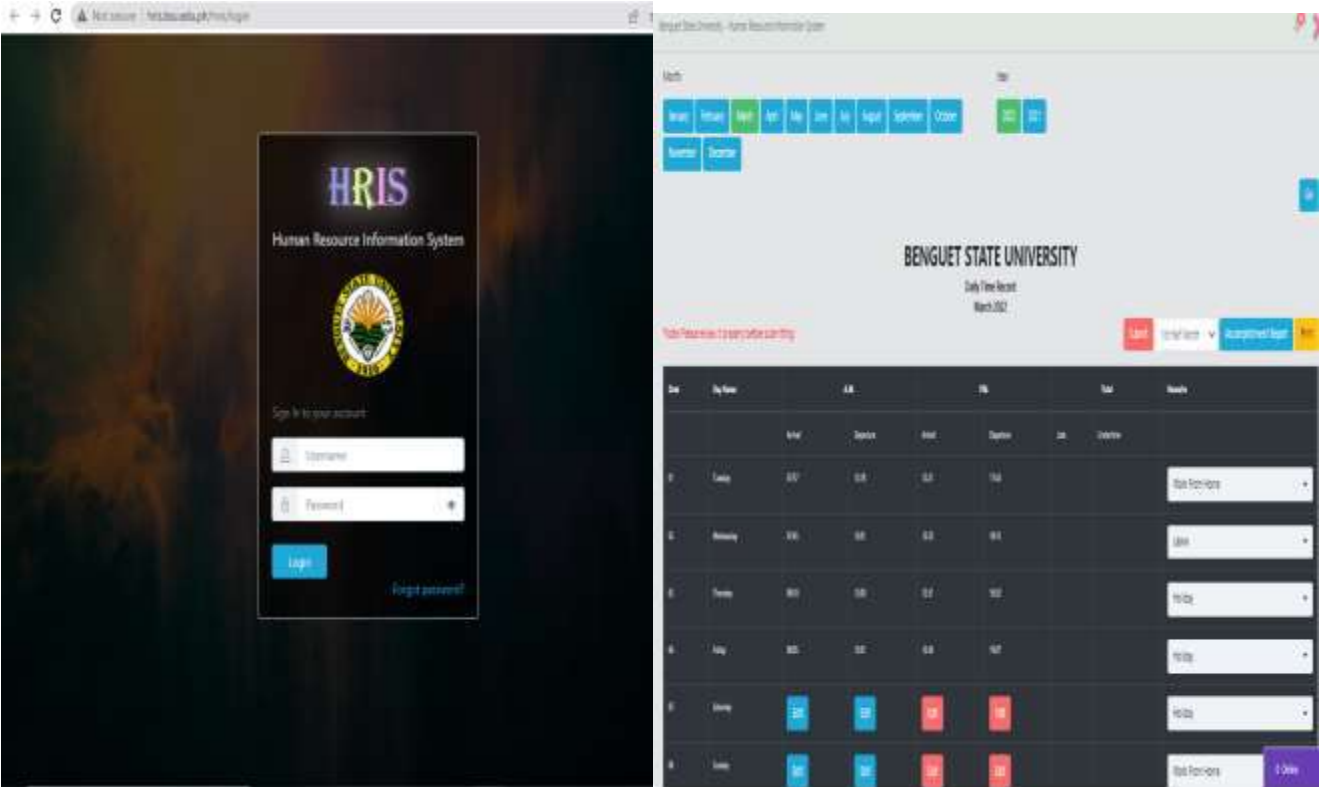
DATE	NO.	SUBJECT
July 12, 2022	SO. 455	Granting of Service Credits/Compensatory Overtime Credits
July 18, 2022	OM. 150	Alternative Work Arrangement during the COVID-19 Alert Level 2 effective July 18-29, 2022
August 18, 2022	SO. 565	Conversion, Retention and Recall of Leave Status of Concerned Faculty Members
August 18, 2022	SO. 566	Granting of Service Credits/Compensatory Overtime Credits
October 11, 2022	SO. 699	Granting of Service Credits/Compensatory Overtime Credits
October 13, 2022	OM. 199	Partial Resumption on the Use of Biometrics and Attendance Monitoring of Employees
October 17, 2022	SO. 716	Conversion, Retention and Recall of Leave Status of Concerned Faculty Members
October 19, 2022	OM. 206	Schedule and Release of Printed Daily Time Record
November 16, 2022	SO. 810	Granting of Service Credits/Compensatory Overtime Credits

December 1, 2022	Advisory	Reminder on Leave Applications for October to December 2022
December 6, 2022	SO. 848	Conversion, Retention and Recall of Leave Status of Concerned Faculty Members
December 12, 2022	OM. 231	Submission of Mandatory Annual Five-Day Vacation Leave Schedule (Forced Leave) For 2023
December 27, 2022	SO. 935	Conversion, Retention and Recall of Leave Status of Concerned Faculty Members

- ✓ Assisted and Prepared **2 Employees** on LandBank Electronics Salary Loan Application
- ✓ Assisted **5 employees** on GSIS Maturity Claims<sup>3</sup>
- ✓ Assisted **3 employees** on GSIS ECC Claims

**IV. HUMAN RESOURCE INFORMATION SERVICES (HRIS)**

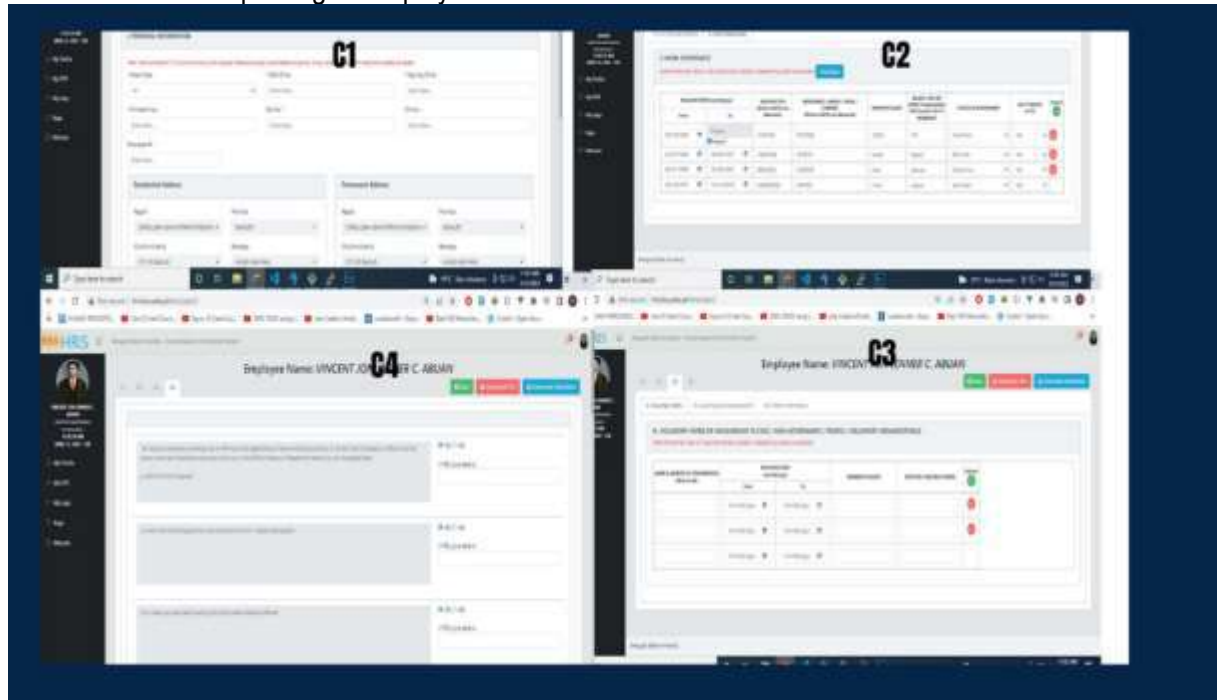
**A. ON-GOING CREATION AND DEVELOPMENT OF THE HRIS**



- DTR System: RFID and QR Code as input



- Creation of Online updating of Employees' Personal Data Sheet



**V. OTHER HUMAN RESOURCE ACTIONS**

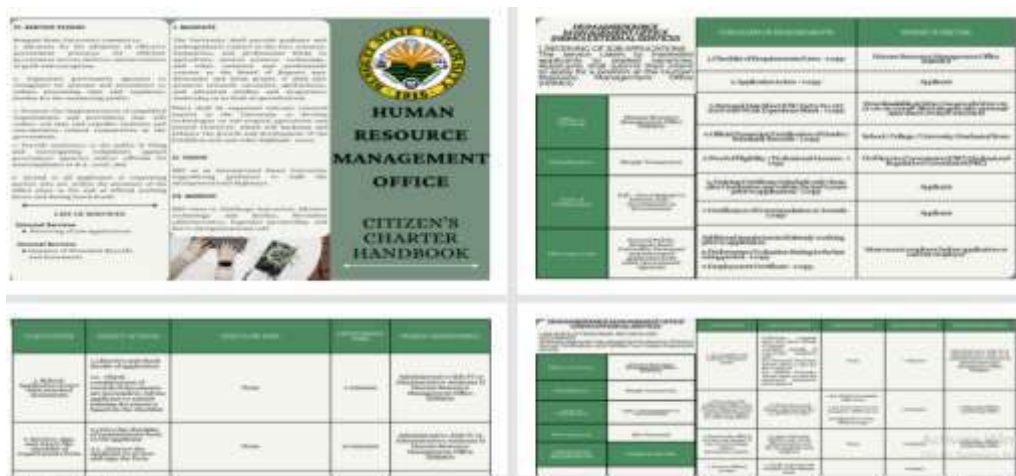
No. of Issued Designation	No. of Transferred Employees
315	5

**OTHER ACCOMPLISHMENTS:**

**A. Frontline Services**


No. of Documents Prepared/Updated	Document Type
<b>497</b>	Requested HR –Related Document
	Assisted in Registration and updating of Social Benefits (GSIS, Pag-IBIG, Phil Health)
	Employee Frontline IDs

- Designed and reproduced Citizen's Charter Pamphlet





- Updated and reproduced Brochures on Leaves, service credits & compensatory Overtime Credits and Separation from Service

**Rated Individual Performance Commitment and Review (IPCR) / DPCR / OPCR**



**Separation Application Form (QF HRMO 1f)**





**Benguet State University**  
La Trinidad, Benguet

## SEPARATION FROM SERVICE

- ❖ COMPULSORY RETIREMENT
- ❖ OPTIONAL RETIREMENT
- ❖ RESIGNATION
- ❖ DEATH

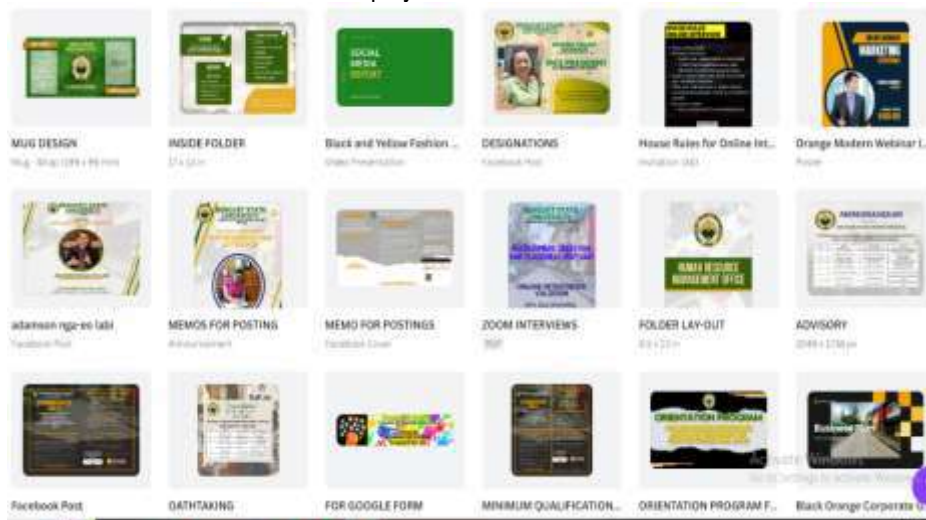
(APRIL 2020)

[www.bsu.edu.ph](http://www.bsu.edu.ph)  
email: [hrmo@bsu.edu.ph](mailto:hrmo@bsu.edu.ph)  
Tel. No. 422 2402/2127

FOR MORE INFORMATION, PLEASE VISIT:  
Benguet State University  
Human Resource Management Office  
La Trinidad, Benguet  
or  
Email us at [hrmo@bsu.edu.ph](mailto:hrmo@bsu.edu.ph)

06/2020, SEPARATION brochure

- Prepared infographics on Announcements for job vacancies, office orders, memos, etc. for posting on Facebook, HR Bulletin boards, and for TV display



### B. Attended Learning and Development Activities

HRMO Staff Participants	Title of Service Attended	Date/s:	Sponsor
<b>***As participants</b>			
Raymundo H. Pawid, Jr.	Capacity Building on Human Rights: For CHRE Volunteers of Benguet State University	February 23-24, 2022	BSU/CHR
Joram A. Sapao	The Effective Approach of Organizing Files and Records in Government Office	March 23-25, 2022	Government Records Officers' Association of the Phils., Inc.
Patselyn A. Botiwey	Women's Summit 2022	March 31, 2022	CSC
Gerry Anne W. Calabis	The Establishment of Records Disposition Program in Government Office	April 6-8, 2022	Government Records Officer's Association of the Philippines (Baguio City)
Marciano P. Marcos Ellibrán G. Dines Jayssa A. Matias	Onboarding for New Employees	May 11-13, 2022	CSC (Online)

Joram A. Sapao	Basic Digital Literacy	June 6-10, 2022	DICT
<b>***As Service Provider/Extension Services</b>			
Raymundo H. Pawid, Jr	Tidbits of Mental health	February 24, 2022	CVM - BSU
Raymundo H. Pawid, Jr	Mental Health Resilience cum Psychological First Aid and Psychosocial Support Processing Training	March 25, 2022	MSWD, Banaue, Ifugao
Raymundo H. Pawid, Jr.	AYWAN KAPANUNUTAN II: Training for the Life Coaches	March 30-31, 2022	BSU-HRDO (BSU- Elementary and Secondary Laboratory School Faculty as participants)
Raymundo H. Pawid, Jr	Exit Conference & Job Search in Digital Age	April 21, 2022	DOST- CAR
Raymundo H. Pawid, Jr	We Make Change Work Through Gender Empowerment	April 29, 2022	Alilem National High School, Ilocos Sur

### **C. Participation to University Activities as Committee Members/ Ushers/ Usherettes/ Participants**

HRMO Staff Participants	University Activities	Date/s:
Raymundo H. Pawid, Jr. Patselyn A. Botiwey Charlie M. Turing Gerry Ann W. Calabis Bella Liza W. Lampacan Debbie Ann P. Paza Jayssa A. Matias; Marciano P. Marcos Joram B. Sapao Ellibrán G. Dines Gisela D. Bencio	2022 National Women's Month Celebration (GAD Office) F.I.T. Habit Charter Day Flag Raising Ceremony	March 07, 2022 March 11, 2022 January 12, 2022

### **SUMMARY OF CLIENT SATISFACTION AND SURVEY FORM**

MONTH	NO. OF CLIENTS	AVERAGE RATING	DESCRIPTIVE RATING
July	121	3.90	Very Satisfactory
August	44		
September	30		
October	177	3.91	
November	85		
December	117		

Consolidated by:

Certified true and correct by:

**TEODORA O. COENGAN**  
Administrative Aide IV

**MATIAS C. ANGIWAN JR.**  
Chief Administrative Officer

Noted by:

**ALLAN C. SACPA**  
VP for Administration & Finance