



# Benguet State University

La Trinidad, Benguet



# 2021 ANNUAL REPORT

**Benguet State University**

*Cares*

*C*hallenge innovation

*A*dvance technology and facilities

*R*evitalize administration

*E*ngender partnership

*S*erve to sustain intergenerational roles



Republic of the Philippines  
**Benguet State University**

2601 La Trinidad, Benguet

[www.bsu.edu.ph](http://www.bsu.edu.ph)

*Office of the University President*

**HIS EXCELLENCY RODRIGO ROA DUTERTE**

President  
Republic of the Philippines  
Malacañan Palace, Manila

Dear Mr. President:

Greetings from Benguet State University!

This is to submit the University's Calendar Year 2021 Annual Report.

The report highlights significant achievements of the University despite the challenges brought about by the COVID 19 pandemic in the various services, under the sectors of Academic Affairs, Administration and Finance, Business Affairs, and Research and Extension and offices under the University President. It also presents the steps taken as the University recovers from the pandemic and as it gradually opens its doors to development for internationalization.

We are grateful for all the endless support to the University as we continue to deliver world-class education and quality service.

Sincerely,

  
FELIPE SANTIAGO COMILA  
University President

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## EXECUTIVE SUMMARY

Benguet State University's accomplishments in 2021 were through the collective efforts of the different sectors of the University: Instruction; Research and Extension; Business Affairs; Administration and Finance; and offices under the office of the University President.

Under Instruction, the University Board of Regents (BOR) approved rationalization of programs. The College of Arts and Sciences was restructured initially into three colleges namely: College of Applied and Natural Sciences (CANS), College of Arts & Humanities (CAH), and College of Social Sciences (CSS). Three Institutes were also elevated into colleges such as the Institute of Information Technology to the College of Information Sciences (CIS), the Institute of Public Administration to the College of Public Administration and Governance (CPAG), and the Institute of Human Kinetics to the College of Human Kinetics (CHK). Further, the College of Engineering and Applied Technology was renamed as College of Engineering with the offering of three more engineering programs. After re-evaluation, the College of Applied and Natural Sciences (CANS) became two colleges: the College of Numeracy and Applied Science (CNAS); and the College of Natural Sciences (CNS). To respond to the need and serve more students, ten (10) new baccalaureate degree programs and the enhancement of curricula for masters and doctorate degrees were approved. A Department of Early Childhood Education (DECEd) under the College of Teacher Education (CTE) was also approved.

In compliance with the CHED Memorandum Order (CMO) No. 4, s. 2020 on the implementation of flexible learning due to the Covid-19 pandemic, the University prepared and submitted its Learning Continuity Plan to reflect Flexible Learning to the Commission. This revised version to include more details on face-to-face classes was approved by the BOR on November 8, 2021. One indicator of the University's readiness for Flexible Learning is the availability of prepared modules.

During this year, BSU graduates also excelled in the various licensure examinations. The University ranked first in Nursing Licensure Examination with a 100% passing rate. BSU also ranked sixth in the Licensure Examination for Teachers at the Secondary Level with a passing rate of 87.34%.

The University listed a total of 10,471 enrollees for School Year 2021-2022 while BSU produced a total of 537 graduates on all campuses.

To further enhance knowledge and skills, faculty members and students attended several training and seminars. Also, several faculty members were the recipient of 129 awards of various categories given at different levels by various institutions.

Under Research and Extension, a total of 55 research studies were completed by different research centers. Also, thirty-nine (39) research articles were published in international and national refereed journals. Of the 39, 24 research articles were published in international peer-reviewed refereed journals and 15 were published in a national-refereed journals. There were also various awards and recognitions received by BSU full-time and faculty researchers in various research fora/activities. Through the BSU Intellectual Property Right Office, a total of 138 creations/compositions in the form of instructional materials, manuals, books, journals, brochures, production guides, and other creative works were registered. On the other hand, different R&E centers conducted a total of 111 seminars/training/write shops/information dissemination activities in 2021.

The University Business Affairs Office generated a total annual net income of Php 3,505,535.35 through its Income Generating Projects (IGPs) despite the pandemic.



In response to the Data Privacy Act, the Chief Administrative Officer of the Administrative Services Division was designated as Data Protection Officer. The Human Resource Management Office created the BSU-HRMO Online Job Application Portal. The Records Office and Archives facilitated a review of the Agency Records Disposition Schedule by the National Archives of the Philippines. For Office for Quality Assurance and Accreditation (OQAA), four degree programs were accredited during the year.

Under the Office of the President, the Office of the University and Board Secretary documented various meetings such as Administrative, University Academic Council, Board Committee on Finance, Board Committee on Academic Matters, and Board of Regents Meetings and facilitated referenda. Atty. Susana Gapla-ew and Hon. Eduardo V. Abastilla were selected and appointed as new members of the Board of Regents representing the Private Sector. The Internal Audit Service also conducted audits of various sectors and offices of the University. The International Relations Office (IRO) facilitated various Capacity-Building Programs for Internalization programs in which three BSU faculty members were selected for the English-Medium Education (EME) training at the University of Southampton, London, United Kingdom. Also, IRO continuously facilitates other international partnerships and engagements. BSU students won in the International Student Virtual Program (ISVMP). BSU students also won 2nd Runner-Up in the EUWhiz Online Trivia Competition. The College of Agriculture champed the Virtual Asean Quiz Bee and the UN day Quiz Bee. The College of Home Economics and College of Teacher Education won 1st runner-up and 2nd runner-up, respectively.

Like the other sectors of the University, the offices of the Administration and Finance and the Offices under the Office of the President were able to continuously support the operations of the University in its' three campuses despite the challenges with the Pandemic. Incidentally, the University sustained its assistance to the Local Government Units in combating the pandemic by allowing the use of facilities for quarantine, vaccination area, and housed health workers.



# INSTRUCTION

## CURRICULUM

During the 196th (4th Quarter) BOR meeting on July 16, 2021, the rationalization of the academic sector was approved.

The College of Arts and Sciences was restructured into three colleges:

- College of Applied and Natural Sciences (CANS)
- College of Arts and Humanities (CAH)
- College of Social Sciences (CSS)

The following institutes were also elevated to colleges:

- Institute of Information Technology - College of Information Sciences (CIS)
- Institute of Human Kinetics - College of Public Administration and Governance (CPAG)
- Institute of Public Administration - College of Human Kinetic (CHK)

The creation of the College of Numeracy and Applied Science (CNAS) was approved.

Further, the College of Engineering and Applied Technology was renamed as College of Engineering with the offering of three more engineering programs.

The Department of Early Childhood Education (DECEd) under the College of Teacher Education (CTE) was also approved in the same board meeting.



## A. DEGREE PROGRAMS

A total of 49 baccalaureate, 36 masteral and eight doctorate degrees are currently being offered at BSU La Trinidad, Bokod and Buguias campuses. Among the baccalaureate degree programs, 67% is offered in La Trinidad Campus. Figures 1 and 2 present the distribution of the degree programs.

On July 16, 2021, the BSU Board of Regents approved 10 new baccalaureate degree programs. The degree programs approved on November 8, 2021 are BA History and BS Psychology which will be offered by August 2022. These approved degree programs are shown in Table 1.

On November 8, 2021, the BOR also approved the enhanced curricula for CA, CAS and CTE for masteral while doctorate programs for CA, CAS, and CTE as shown in Table. 2.

COLLEGES/CAMPUS	DEGREE PROGRAM
<i>Approved by the BOR on July 16, 2021</i>	
College of Home Economics and Technology (CHET)	BS in Tourism Management BS in Food Technology
College of Engineering (CE)	BS in Electrical Engineering BS in Industrial Engineering BS in Civil Engineering
Bokod Campus	Bachelor of Culture and Arts BS in Entrepreneurship
Buguias Campus	BS in Criminology
<i>Approved by the BOR on Nov. 8, 2021</i>	
College of Social Sciences	BS in Psychology BA in History

Table 1. New degree programs offered per BOR approval

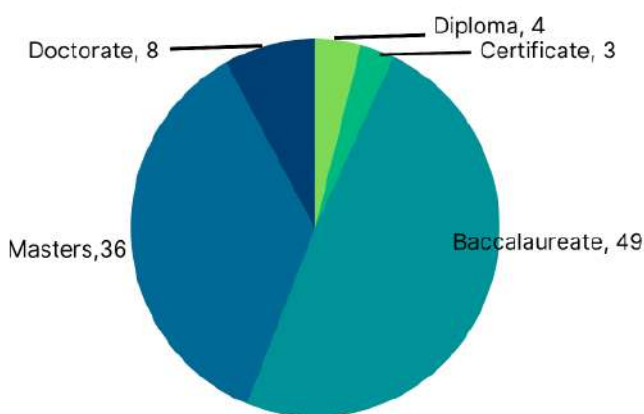


Figure 1. Distribution of degree programs in all campuses

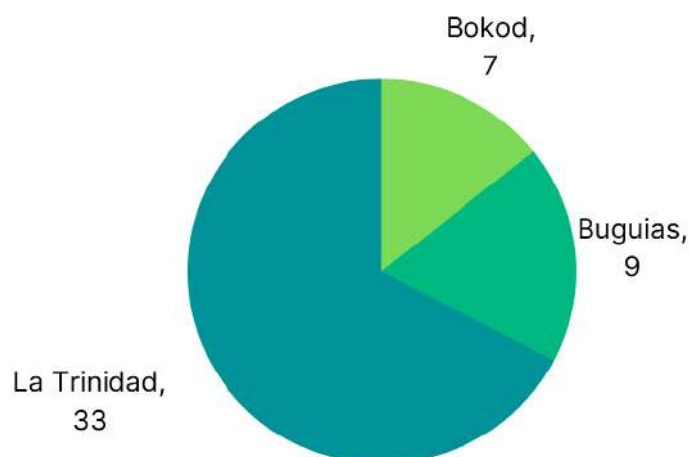


Figure 2. Distribution of degree programs by campus

## B. FLEXIBLE LEARNING

The CHED through its Memorandum Order (CMO) No. 4, s. 2020, promulgated Flexible Learning among HEIs during the Covid-19 pandemic.

Table 2. Enhanced curricula approved by BOR on November 8, 2021

COLLEGE/ CAMPUS	PROGRAM	COLLEGE/ CAM- PUS	PROGRAM
<b>BOR Approved on November 8, 2021</b>		<b>Endorsed by Academic Council on December 2, 2021; for BOR Approval</b>	
COLLEGE OF AGRICUL- TURE (CA)	PHD Agronomy PHD Horticulture PHD Rural Develop- ment MS Agribusiness Man- agement MS Agronomy MS Agricultural Eco- nomics MS Animal Science MS Entomology MS Horticulture MS Plant Pathology MS Rural Development MS Soil Science	COLLEGE OF FORESTRY (CF)	BS Forestry MS Forestry Major in: Silviculture and Watershed Management
		COLLEGE OF HUMAN KINETICS (CHK)	MS Physical Education  Diploma in Physical Education
		BUGUIAS CAM- PUS	BS in Agriculture Major in: Animal Science, Crop Science Bachelor in Elementary Educa- tion Bachelor in Physical Education Bachelor in Secondary Education Major in: Filipino, Social Studies, and Mathematics Bachelor in Technical Vocational Teacher Education Major in: Food Service Management, Automotive Technology, Agriculture, Gar- ments and Fashion Design, Civil and Construction Technology, and Electrical Technology
COLLEGE OF ARTS AND SCIENCES (CAH, CNS, CNAS, CSS)	PHD English Language PHD Filipino Language PHD Science Education MA Applied Statistics MA General Science MA Physics MA Mathematics MA English Language Studies MA Filipino MA Social Studies MA Chemistry MS Biology MA Environmental Sci- ence for ES Graduate MS Environmental Science for non ES Graduate	<b>Approved and endorsed by the University Curricu- lum Committee on December 20, 2021</b>	
		COLLEGE OF PUBLIC ADMIN- ISTRATION AND GOVERNANCE (CPAG)	Master in Public Administration Major in: Organization Studies, Financial Management, Public Policy and Program Administra- tion, Local and Regional Admin- istration, and Crisis and Disaster Risk Reduction and Management
		OPEN UNIVERSI- TY (OU)	Master Community Development Master in Community Health Development Master in Development Commu- nication Master in Co-operative Manage- ment Master Human Resource Man- agement Master in Urban Management Master in Non-formal Education

## Continuity Plans

The Learning Continuity Plan to reflect Flexible Learning was prepared and submitted to the CHED-CAR on January 29, 2021. This was revised to include more details on face-to-face classes and submitted last June. It was approved by the BOR on November 8, 2021.

The Continuity Plan for Student Affairs Services (SAS) was prepared and submitted to the CHED Regional Office on September 1, 2021.

## Modules

One indicator of readiness for Flexible Learning is the availability of modules which at BSU, is operationally defined to contain the most essential learning outcomes, and should cover the entire scope of the courses. Two (2) memos/advisories were issued in 2021 for faculty members to prepare learning modules and learning packets which cover certain topics sent or given to the students. Table 3 presents the number of modules for major and educational courses.



Monitoring on the implementation of flexible learning in Ms. Rodeliza Flores' and Dr. Kara Panolong's classes

YEAR LEVEL	MAJOR COURSES		GENERAL EDUCATION COURSES	
	NUMBER OF COURSES	NUMBER OF MODULES	NUMBER OF COURSES	NUMBER OF MODULES
<b>Second Semester, SY 2020-2021</b>				
First	86	52	20	20
Second	141	103	12	12
Third	160	104	10	10
Fourth/Fifth	51	26	3	3
<i>Subtotal</i>	<b>438</b>	<b>285</b>	<b>45</b>	<b>45</b>
<b>First Semester, SY 2021-2022</b>				
First	59	28	13	13
Second	98	73	18	18
Third	162	101	7	7
Fourth/Fifth	86	40	5	5
<i>Subtotal</i>	<b>405</b>	<b>262</b>	<b>43</b>	<b>43</b>

Table 3: Number of modules for major and general education courses

## Teaching Modalities

Students receive instruction, access learning materials, submit requirements and give feedback in either or combination of online and offline modes. The pick-up and/or delivery of materials continued considering that there are students who are hard-up with their gadgets and internet connectivity. A survey on learning delivery was conducted in May among faculty members by the OVPAA and revealed that Google classroom is most commonly used followed by email, messaging apps and a combination of the aforementioned (Table 4).

The University Library Information Services (ULIS) has also publicized online links for references and other library resources. The ULIS and ICT hall also served as lecture and webinar venues for many faculty members and university events.

MODES OF LEARNING DELIVERY		PLANS FOR ADDITION
ONLINE	OFFLINE	
1. Freeware (Google classroom, Edmodo, etc)	1. Printed Modules/ Learning Packets for pick up/ delivery	Homegrown LMS Development
2. Email (Gmail, Yahoo, Outlook, etc.	2. Copy using USB	Delivery to identified areas or sending of materials via LBC
3. Messaging apps (messenger, viber, whatsapp, etc.)		Flexible Learning:
3. Software/apps that can enhance student learning delivery (OBS, interactive games		Flexible Learning: 1. Module Lay-out using MS Word (author heading, generating table of contents and citations) 2. Orientation on online platforms or applications which can be used both by students and teachers for more than one hour online calls or meetings. 3. Software/apps that can enhance student learning delivery (OBS, interactive games
4. Combination of the above		

Table 4. Modes of learning delivery

### Seminars-Trainings Conducted by Colleges/Campuses/Academic Units

To augment instruction while enhancing teachers' knowledge and skills, the Academic Units conducted 102 trainings and seminars with 38, 782 participants to include employees, students and other stakeholders (Table 5). Topics included livelihood and finance health, leadership and laws, technology, research, agriculture, and others.

COLLEGES/ UNIT/ CAMPUS	NUMBER OF SEMINARS				TOTAL	NUMBER OF PARTICIPANTS
	<i>Flexible Learning</i>	<i>COVID-19</i>	<i>Mental Health</i>	<i>Other Topics</i>		
BUGUIAS		1		1	2	110
CA				9	9	2887
CAS				10	10	2383
CE				3	3	19
CF				5	5	84
CHET	2			18	20	728
CN	1				1	30
CPAG			1	7	8	268
CTE	5			5	10	972
CVM				10	10	910
ILC	1			6	7	7599
CCA			1		1	200
OSS	2		9	5	16	22592
TOTAL	11	1	11	79	102	38782

Table 5. Trainings and seminars on flexible learning attended by faculty members

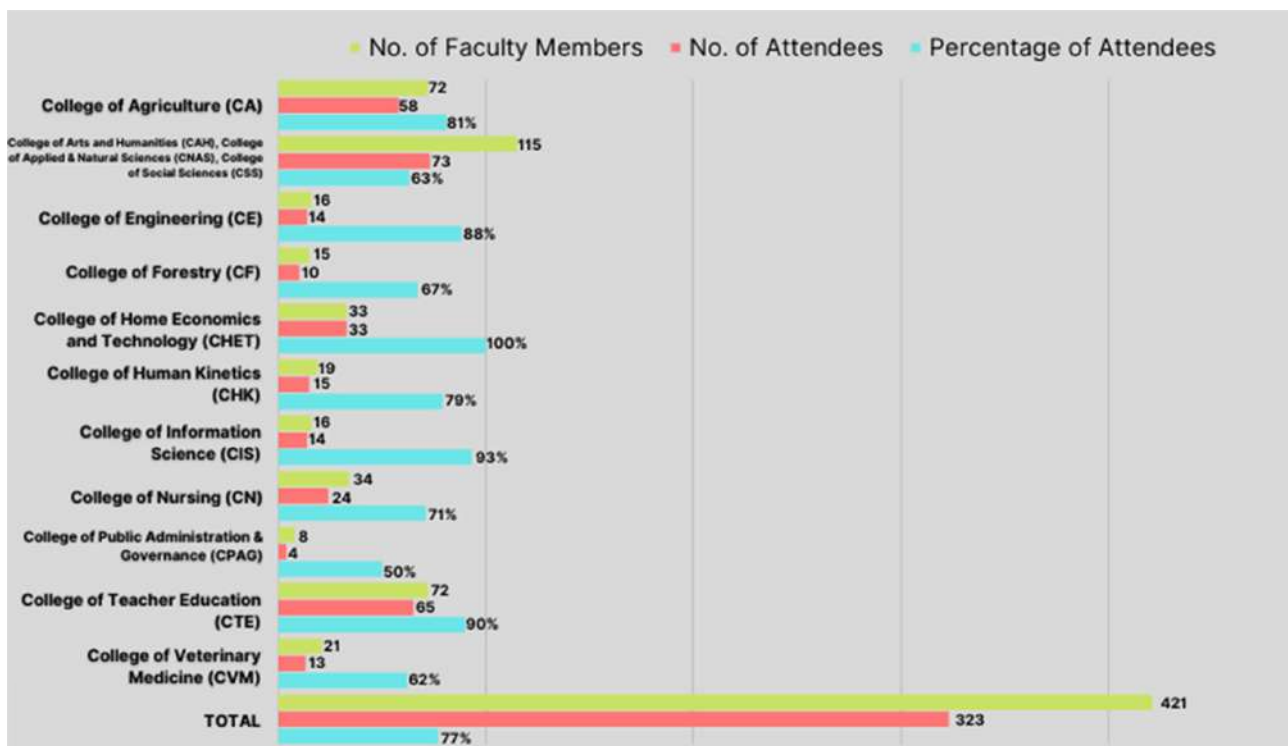


Figure 3. Distribution of faculty members who attended seminar on flexible learning

### C. PERFORMANCE IN LICENSURE EXAMINATION

**BSU ranked NO. 1**  
Nursing Licensure Exam  
July 3-4, 2021

**BSU ranked NO. 6**  
Teacher Licensure Exam-Secondary Level  
September 6, 2021

PROFESSION	DATE OF EXAMINATION	NUMBER OF TAKERS			PASSING RATE	
		1ST TAKERS	2ND TAKERS	TOTAL PASSERS	BSU	NATIONAL
Foresters	October 27, 2021	43	20	63	50.79%	58.21%
Veterinarians	August 4-6, 2021	60	25	35	41.18%	38.33%
	February 2-4, 2021	43	10	20	37.74%	41.95%
Agricultural and Biosystems Engineering	September 29-20, 2021	70	6	30	39.47%	36.42%
Nutrition and Dietetics	August 18-19, 2021	8	7	15	60%	49.27%
Nurses	November 21-22, 2021	0	3	3	33.33%	58.21%
	July 3-4, 2021	13	1	14	100%	51.46%
Librarians	September 13, 2021	2	1	4	75%	47.67%
Teachers (Elementary) -La Trinidad	September 26, 2021	33	0	33	87.88%	55.96%
Teachers (Elementary) -Bokod	September 26, 2021	1	0	1	100%	55.96%
Teachers (Secondary) -La Trinidad	September 26, 2021	79	0	79	87.34%	57.76%
Teachers (Secondary) -Bokod	September 26, 2021	4	0	4	25%	57.76%
Agriculturist	November 18, 2021	190	46	105	44.49%	29.84%

Table 6. BSU licensure examination performance in 2021



## D. ENROLLMENT

There were 10,471 students enrolled at the BSU La Trinidad Campus, six hundred twenty-eight (628) Buguias Campus and two hundred fifty-one (251) for Bokod Campus during the 1st semester of School Year 2021-2022. Compared with the preceding semester's enrolment, there was a significant increase.



Figure 4. Summary of enrollees

## E. GRADUATION

The University produced 537 graduates during this year. Figures 1 and 2 show the summary of graduates in all campuses and number of graduates per term.

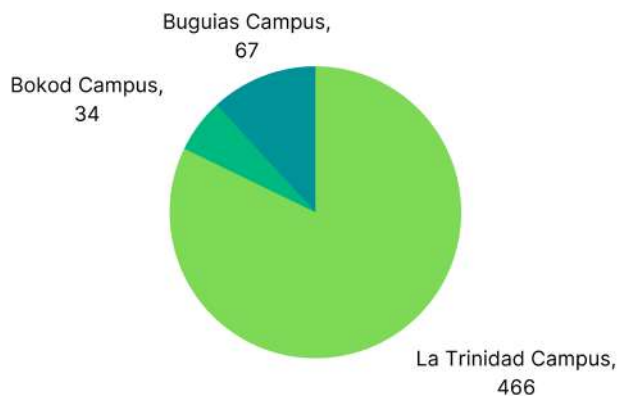


Figure 5. Summary of graduates per campus

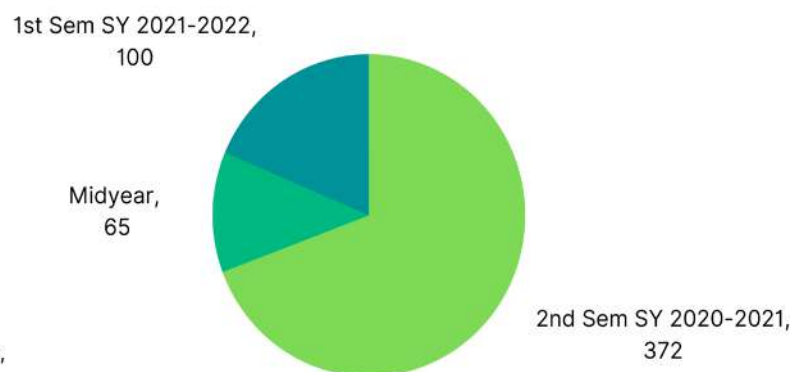


Figure 6. Summary of graduates per term

# FACULTY PROFILE

## A. EMPLOYMENT STATUS

The total number of faculty members holding plantilla positions is 313 as of August 2021. There are eight (8) teachers on casual status and 151 teachers on contract of service (COS) status. The decrease in plantilla is due to the retirement and death. The increased number of COS teachers is due to the additional degree programs, and BSN sections, increased designations for administrative work and research.

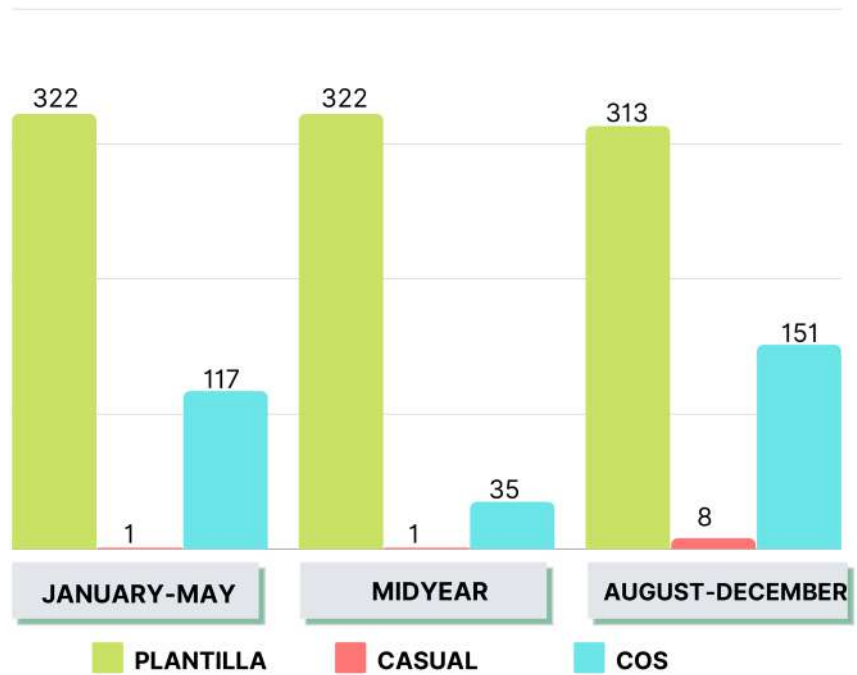


Figure 7. Distribution of teachers by employment status

## B. FACULTY RANKS

Among the 313 permanent faculty members as of August 2021, 68 (22%) are Instructors, 119 (64%) are Assistant Professor, 99 (32%) are Associate Professor, and 27 (9%) are Professors.

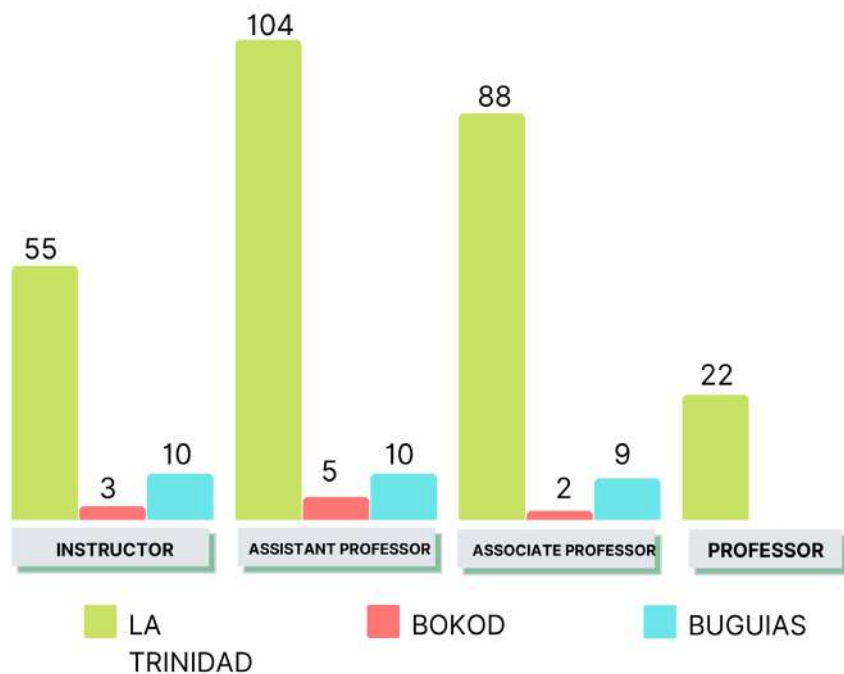


Figure 8. Number of faculty by academic rank per campus

### C. ATTENDANCE TO SEMINAR/TRAININGS

Several faculty attended local, international, and national seminars and webinars during the year.

COLLEGE/ CAMPUSES	INTERNATIONAL	NATIONAL	REGIONAL	LOCAL
CA	62	103	40	127
CAS	342	70	25	410
CE	4	13	1	29
CF	14	15	5	38
CHET	20	108	42	199
CHK	3	5	0	38
CIS	14	14	9	49
CN	25	35	9	66
CPAG	10	8	8	21
CTE	55	71	16	271
CVM	23	64	30	69
ILC	8	1	1	7
OU	17	11	10	54
BSU BUGUIAS	0	0	0	48
<b>TOTAL</b>	<b>597</b>	<b>518</b>	<b>196</b>	<b>1,426</b>
<b>GRAND TOTAL</b>	<b>2,737</b>			
<i>PERCENTAGE</i>	<i>18.98%</i>	<i>18.63%</i>	<i>6.69%</i>	<i>51.66%</i>

Table 7. Distribution of seminars/trainings attended by faculty per college/campus

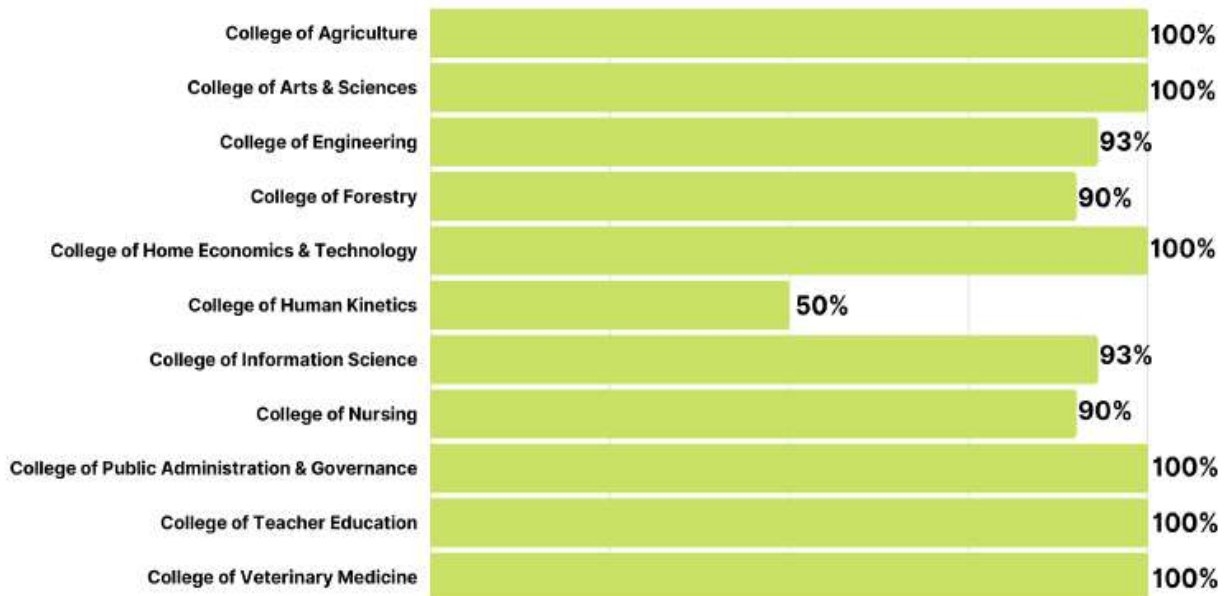


Figure 9. Percentage of Faculty who attended seminars per college

## D. EDUCATIONAL ATTAINMENT

Among the 313 faculty members on plantilla status, 64% completed master’s degree which is the minimum requirement for HEI teachers while 29% finished doctorate degree.

There are one hundred thirty-four (134) employees pursuing graduate studies including those who did not complete their degree. Of this, 81 (60%) are taking doctorate studies. Most are enrolled in Benguet State University and other HEIs in the Philippines, and four (4) are taking up their doctorate degrees in universities abroad. Only ten (10) of the employees who have yet to finish their degrees, are currently scholars. The rest are either on their own or former scholars who returned to service unfinished in their degrees. Only five (5) employees were able to complete their degrees in 2021. One completed a short course.

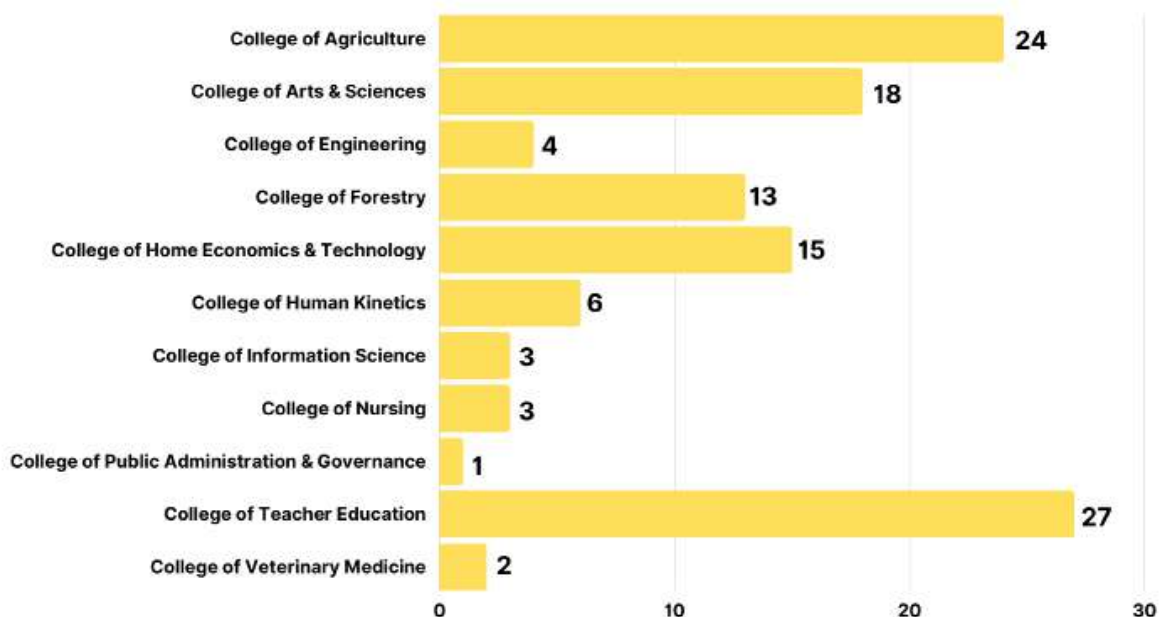


Figure 10. Distribution of teaching personnel pursuing graduate studies

COLLEGE	NAME	DEGREE/ SHORT COURSES
College of Arts and Sciences	<b>Abiasen, Jovalson T.</b>	PHD in Science Education
	<b>Leaño, Evangeline Rachelle D.</b>	PHD in English Language
College of Home Economics and Technology	<b>Gano, Dalifer A.</b>	Master Public Administration
	<b>Garambas, Cynthia B.</b>	PHD in Home Economics
College of Teacher Education	<b>Manas, Froilan B.</b>	Middle Management (short course)
	<b>Balagtey, Janet Lynn M.</b>	PHD Education Research and Evaluation

Table 8: List of faculty who graduated in 2021

## E. ADMINISTRATIVE DESIGNATIONS

At least 110 designations were issued to faculty members (Table 9). Their designations equate to at least 997 equivalent teaching loads. While few concurrent designations, it is noteworthy that the designations resulted to hiring of around 48 teachers on Contract of Service (COS) status.

## F. AWARDS

Several faculty members were recipient of 129 awards of various categories given at different levels as shown in Table 10.

Table 9. Summary of academic designations for 2021

DESIGNATIONS	NO. OF DESIGNATED EMPLOYEE	TOTAL ETL	DESIGNATIONS	NO. OF DESIGNATED EMPLOYEE	TOTAL ETL
Vice Presidents	3	54	Section Head	3	9
Special Assistant to the VP	8	72	Chairperson	24	216
Special Assistant to the President	11	99	GS Coordinator	4	12
Dean	11	165	R&E Coordinator	2	6
Executive Dean	2	30	Research Coordinator	5	15
Director	6	90	Extension Coordinator	5	15
Assistant Director	2	24	Junior High School Coordinator	1	3
College Secretary	11	132	Senior High School Coordinator	1	3
Campus Secretary / Associate Dean	2	24	Exp Farm Coordinator	1	3
			Section Head	3	18

AWARD CATEGORY	INTERNATIONAL	NATIONAL	REGIONAL	LOCAL	TOTAL
Research		3	46	44	93
Service/ Loyalty	2	1	1	29	33
Other Awards		1		3	4
<b>TOTAL</b>	<b>2</b>	<b>5</b>	<b>47</b>	<b>76</b>	<b>129</b>

Table 10. Distribution of awards received by faculty members

# STUDENTS

## A. RECOGNIZED STUDENT ORGANIZATIONS

There are fifty-three (53) recognized student organizations (RSOs) for the school year 2021-2022 (Figure 11) .

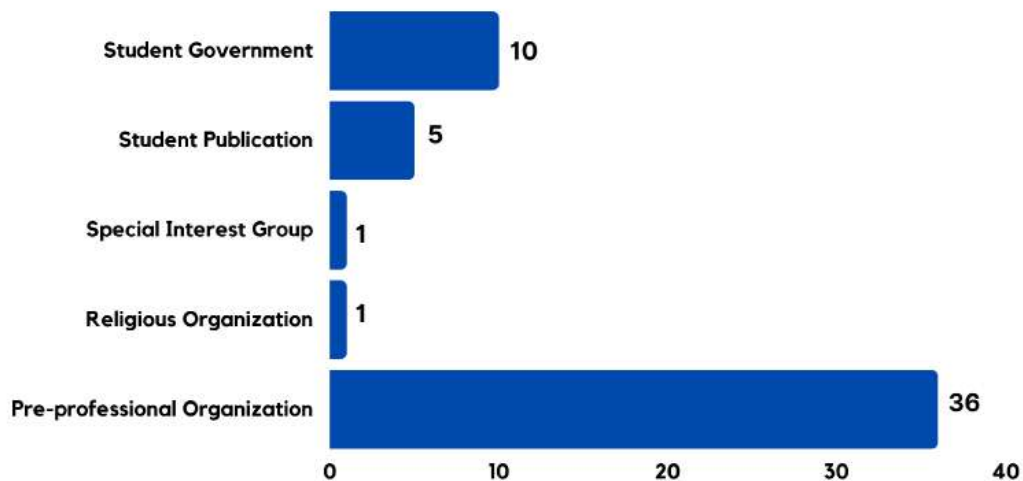


Figure 11. Classification of student organizations in BSU



## B. SEMINARS ATTENDED

A total of 6,821 students attended seminars in local and national level. Majority of the seminars attended were webinars with the Office of Student Services (OSS) being the dominant seminar provider. The topics included mental health, academic and professional development and research. Despite the pandemic, the students actively participated in seminars especially that it is easier to attend considering that it is online.

## C. AWARDS

A total of 900 academic awards were received by students. This is distributed into twenty-five (25) international, thirty-three (33) national, thirty-six (36) regional, and 806 local awards. The local awards were mostly given by the colleges in BSU as a recognition for the students' academic and extra-curricular excellence.

## D. SCHOLARSHIPS

Data from the Office of Student Services (OSS) show that a total of 2,464 students are recipients of varied scholarships, both government or private. Almost all (97.8%) are undergraduate students. Sixty-nine percent (69%) are government scholarship.

## E. VACCINATION

There are 5679 vaccinated students out of 11350 across the three campuses as of December 31, 2021. Assuming all vaccinated students reported their vaccination data, half of the students still need to be vaccinated.

Noteworthy endeavor in relation to vaccination is BSU's participation in Resbakuna programs. In addition to the medical staffs and College of Nursing faculty participation as service providers, the Supreme Student Government spearheaded a support activity on November 9, 2021 graced by BSU BOR Chairperson De Las Llagas.



BSU Arnis Team Awardees with the BSU President Felipe Salaing Comila



Best paper award during 11th Regional Symposium & 4th Student Research Congress



Suporta sa Resbakuna

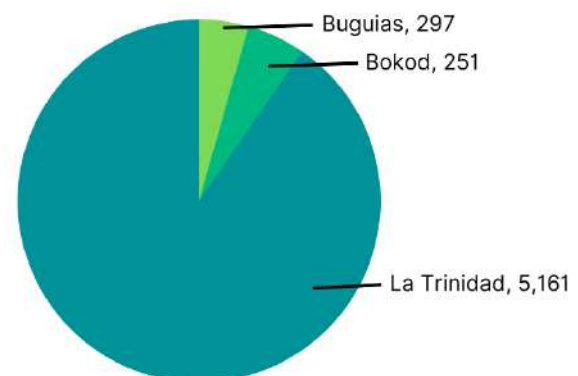


Figure 12. Number of vaccinated students

# LINKAGES

COLLEGE	INTERNATIONAL	NATIONAL	REGIONAL	LOCAL
CA	8	6	7	9
CAS	5	6		
CF	5	3	8	6
CHET	3	1	3	16
CIS		2		1
CN				10
CVM			1	1
CTE	1		1	4
BSU BUGUIAS				1
TOTAL	22	18	20	48

Table 11. Linkages

# OTHER ACADEMIC UNITS

## UNIVERSITY HEALTH SERVICES

With the Covid-19 pandemic, a monthly activity of the UHS is the conduct of employee triage every month. 158 employees or an average of 763 employees per month had been served.

MEDICAL SERVICES	TOTAL BENEFICIARIES
Consultation	1803
E-Consultation	24
Follow-ups	387
Referrals	240
Physical Examination	3470
Medical Services	3414
Blood Pressure Taken	259
Laboratory Test	1198
COVID-19 Triage	29715
Dental Services	878
<b>Total</b>	<b>41,388</b>

Table 12: UHS distribution of medical services

## OFFICE OF STUDENT SERVICES

Table 17 presents the services and number of clients forms and record verification served by the Office of the Student Services. The signing of clearances request stood out as the main activity having served 2, 385 clients. This is followed by students wellness services.

SERVICES	NUMBER OF CLIENTS
<b>STUDENT DEVELOPMENT UNIT</b>	
Issuance of requested Certificates of Good Moral Character (CGMCs)	823
Authentication of issued CGMCs	346
The signing of all types of clearances and/or request forms; Record verification	2385
<b>STUDENT ORGANIZATION AND ACTIVITIES UNIT</b>	
Meetings/Fellowship	164
Maintenance/Cleaning	2
Seminar/ Training/Forum	57
Socialization	49
Contest/Competition	91
Extension/Outreach	19
Campaign/Recruitment	122
Others	7
<b>STUDENT WELLNESS SERVICES</b>	
1. Individual Guidance and/or Counselling	
Academic	250
Personal/Social	349
Behavioural	3
Socio-Cultural	2
Environmental	6
2. Guidance and Counselling	
Readmission	157
Leave of Absence	9
Shifting	18
Withdrawing of Enrollment	43
Dropping of Subject/s	24
Transferring out	53
3. Seminars conducted	
	19
<b>STUDENT HOUSING UNIT</b>	
Ladies' Dormitory (Main)	88
MEN'S DORM	33

Table. Services offered by OSS

## UNIVERSITY LIBRARY INFORMATION SERVICES

A total of 153, 430 clients availed of library services (Table 14). There were 5, 583 were total e-books downloaded , 1,260 titles and catalogs processed and 1,260 new acquisitions and 211 books purchased.

The ULIS received the Outstanding Academic Library Award during the 48th General Assembly and Induction Ceremonies of the Philippine Association of Academic/ Research Library (PAARL).

SERVICES AND ACQUISITIONS	NUMBER
Total e-books downloaded	5, 583
Added digitized collection	403
Titles requested for purchase	310
Total number of titles cataloged/processed	1,260
Electronic documents delivered	4,031
Titles uploaded to BSU repository	67
Blogs posted	34
Infographics shared	36
Virtual conference assisted	51
Reference inquiries responded	2,102
Titles uploaded to BSU Repository	70
Total circulation transactions	15,087
Total room utilization	15,180
Discussion room usage	87
VLIR Sessions	58
Recording and webinar sessions assisted	168
Outgoing referrals	12
Keywords encoded	118,946
Copy categorization	3,608
LIS reviewer distribution	314
Webinars and trainings attended	93
User education initiatives	10
Lectures and paper presentations	8
New Acquisitions	1260
<b>TOTAL</b>	<b>153,430</b>

Table 14. University and Information Services



Certificate of recognition as an outstanding academic/research library received by ULIS



# INTERNATIONAL LANGUAGE CENTER

ILC activities are highlighted by its engagement in the Virtual English Language Fellow (VELF) program which included 10 learning sessions. With support from the US Embassy in the Philippines- Regional English Language Office, the activity was carried out in coordination with the CAS- Humanities Department. The VELF was completed by 30 faculty members of the CAS but sessions were attended by as many as 4,000 to 4,600 via facebook live.

The ILC also coordinated the Peace Corps Service Program. Mr. Rickey T. Larkin, Jr. was the first volunteer of the virtual program done virtually and which happened from September 8 to December 1, 2021.



First Virtual Peace Corps Service Program in BSU last September 8, 2021 to December 1, 2021



Token of appreciation from the US Embassy in the Philippines- Regional English Language Office

The ILC training fees were approved as follows:

PACKAGE	DURATION	FEES	
		PROFESSIONALS	STUDENTS
1. Webinar	2 hours	250	200
2. Onsite	4 hours	500	400
3. Onsite/ Offsite	18 hours	2,000	1,800
4. Onsite/ Offsite	24 hours	3,000	2,400

Table 15. ILC Training fees



## CENTER FOR CULTURE AND THE ARTS

Kontad performed during the BSU Charter Day Celebration



Sinagtala performed during the Virtual Praise Awards



Glee Club's performance in CHED's Gawad Parangal



Marching Band during the flag ceremony



Rondalla intermission during the Praise Awards



Dramatic Club performance during the BAGDAO production



# OTHER ACCOMPLISHMENTS

## VPAA'S PARTICIPATION TO COMMITTEES

VPAA Dr. Imelda Olatic Degay served in various capacities in different bodies or committees in the university.

COMMITTEES	SPECIAL/OFFICE ORDER NO.	DATE
<b>AS CHAIRPERSON</b>		
Human Resource Development Committee	*based on HRDC policy	January 1, 2021
Human Resource Merit Promotion and Selection Boards	OO. 0541	July 12, 2019
Ad Hoc Committee to finalize selection guidelines for the University Professor	OO. 0645	November 17, 2021
Ad Hoc Committee to finalize University policy for the Professor Emeritus	OO. 0644	November 17, 2021
Ad Hoc Committee on the finalization of Institutional Promotion Policy	OO. 0643	November 17, 2021
Ad Hoc Committee to codify a Faculty Manual for the University	OO. 0603	September 3, 2021
Ad Hoc Committee to review policies in the computation of Proportional Vacation Pay and Related Matters	SO. 074	April 15, 2021
Technical Working Group for the offering of Doctor of Medicine	OO. 0337	May 17, 2021
NBC 461 CCE and QCE	SO. 0124	March 25, 2021
Composition of Performance Management Team	OO. 0140	February 1, 2021
<b>AS A VICE-CHAIRPERSON</b>		
Crisis Management Committee	SO. 0312	June 29, 2021
Ad Hoc Committee to finalize creation of new position	OM. 004	January 5, 2021
Ad Hoc Committee for the preparation of documents for the institutional sustainability assessment	OO. 055	January 13, 2021
<b>AS A MEMBER</b>		
Reconstitution of University BTMS Committee	OM 032	February 2, 2021
Steering Committee for the 105th Foundation Day Anniversary and 121st Philippine Civil Service Anniversary	OM. 0168	August 31, 2021
Working Committee on the visit of the Chairperson of Commission on Higher Education	SO. 365	July 23, 2021
Reconstitution of the Budget Committee	OO. 0371	June 7, 2021
Full-time Delivery Unit	SO. 0226	May 20, 2021
Records Management Improvement Committee	OO. 250	March 10, 2021
Management committee	OM. 0112	May 28, 2021
PRAISE Committee	S.O	

Table 16. List of VPAA's participation to committees

## **CONDUCT OF ACADEMIC AUDIT**

In compliance with a BOR action on November 8, 2021 as pre-requisite to the approval of the Project Receipts and Expenditures (PRE) for 2022, Academic Audits were carried out by the OVPAA for the two (2) campuses (Bokod and Buguias) on November to December 2021. The results were presented to the Board of Regents on December 6, 2021.

*The detailed Annual Report of the Instruction Sector is available at [www.bsu.edu.ph](http://www.bsu.edu.ph)*





# BUSINESS AFFAIRS

## INCOME GENERATING PROJECTS

### A. AGRI-BASED PROJECTS

#### BAKERY

The partnership of the Department of Education (DepEd) with Benguet State University (BSU) for its school-based feeding program in the province of Benguet provided the majority of the project's sales revenue. From February to March 2021 and from October to January 2022, the BSU Bakery Project baked nutritious products that were distributed to schools throughout Benguet.

#### FOOD PROCESSING CENTER

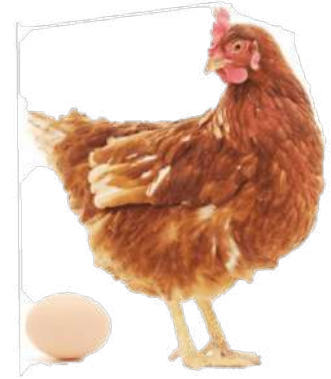
The Food Processing Center was able to produce and sell Ube Halaya, Peanut Butter, and Polvoron, which are among the project's best-selling items.

Strawberry Oatmeal Bites is one of the most recent products to hit the market. Given the implemented lockdowns and heightened tourist restrictions, sales from these product lines generated a commendable 13% ROI.



## POULTRY PROJECT

The BSU Poultry Project has been constantly caring for newly purchased layers and replacing the culled-out ones in order to meet the community's high demand for fresh yellow and orange-yoked eggs. The collected eggs are delivered and sold at the BSU Marketing Center.



## B. NON-AGRI BASED PROJECTS

### GARMENTS PROJECT

The Garments Project relies on the sewing of school uniforms, however, the implementation of online classes heavily affected its operation. As a result, the project had a net loss for months, prompting its supposed closure but the management remained optimistic and continued by catering to outside customers by sewing pre-ordered customized attire, pouches, laptop and eco bags, and other accessories.



## AUXILIARY SERVICES

### GUESTELS PROJECT

The guest house industry is one of the major industries heavily affected by the pandemic due to tourist restrictions. Fortunately, Guestels' collaboration with members of the Muaythai Association of the Philippines and members of the Philippine National Police who were housed at the project generated the majority of its sales revenue. The project had the highest ROI of 63%.





## **UNIVERSITY CANTEEN**

Under its newly renovated kitchen, the University Canteen relentlessly provided catering and dine-in meals to BSU employees and outsider clientele. The renovation began in January 2021 and was officially used for its operation on July 5, 2021. During the Christmas season last 2021, it marketed coffee and snacks to visitors at the BSU Centennial Park which increased the revenue for the project.

## **FINANCIAL PERFORMANCE OF THE IGPS**

Under the direction of Dr. Norma P. Banania, UBA Director, the various Income Generating Projects (IGPs) generated a total annual net income of Php 3,505,535.35, with an aggregate ROI of 6% (Table 17).

## **SPECIAL PROJECTS AND PARTNERSHIPS**

The Director of Special Projects and Partnerships Prof. Valentino L. Macanes and Dr. Johnny G. Dati, Sr., VP-UBA addressed various application letters and other letters of concern relative to this office. They also signed 1,089 Memorandums of Agreement (MOAs) (Figure 13). Meanwhile, Figure 14 shows the total amount of Php19,452,420.36 collected from leasable properties for 2021, which included receipts from pay parking and gate passes.

Table 17. Revenues, expenses, and net income of the seven IGPs

ACCOUNT TITLES	AGRI-BASED PROJECTS				NON-AGRI-BASED PROJECTS				GRAND TOTAL	
	BAKERY PROJECT	FOOD PROCESSING CENTER	POULTRY PROJECT	TOTAL	MARKETING CENTER	UNIVERSITY CANTEEN	GARMENTS PROJECT	UNIVERSITY GUESTELS		TOTAL
Cash Sales	2,467,643.52	152,449.80	383,010.00	3,003,103.32	19,341,185.60	2,960,659.00	456,551.00	1,202,578.00	23,960,973.60	26,964,076.92
Credit Sales	9,235,335.50	6,248,876.71	5,103,155.00	20,587,367.21	8,436,707.00	7,748,780.00	732,980.00	395,140.00	17,313,607.00	37,900,974.21
<b>Gross Sales</b>	<b>11,702,979.02</b>	<b>6,401,326.51</b>	<b>5,486,165.00</b>	<b>23,590,470.53</b>	<b>27,777,892.60</b>	<b>10,709,439.00</b>	<b>1,189,531.00</b>	<b>1,597,718.00</b>	<b>41,274,580.60</b>	<b>64,865,051.13</b>
Less: Cost of Goods Sold	9,175,917.00	4,806,766.06	1,286,830.00	15,269,533.06	26,778,566.24	7,590,870.87	421,819.38	-	34,791,256.49	50,060,789.55
<b>Gross Profit</b>	<b>2,527,062.02</b>	<b>1,594,560.45</b>	<b>4,199,335.00</b>	<b>8,520,937.47</b>	<b>999,326.36</b>	<b>3,118,568.13</b>	<b>767,711.62</b>	<b>1,597,718.00</b>	<b>6,483,324.11</b>	<b>14,804,261.58</b>
Less: Operating and Administrative Costs										
Labor and Wages	-	-	290,500.00	290,500.00	670,772.50	658,964.50	332,816.35	284,270.00	1,946,823.35	2,237,323.35
Hazard Pay	161,500.00	103,500.00	17,000.00	282,000.00	58,500.00	56,000.00	27,500.00	24,500.00	166,500.00	448,500.00
Gratuity Pay	79,000.00	40,000.00	15,000.00	134,000.00	22,000.00	25,000.00	12,000.00	10,000.00	69,000.00	203,000.00
Overtime Services	-	-	-	-	-	18,674.95	-	-	18,674.95	18,674.95
Semi-Expendable Machinery and Equipment	63,650.00	-	11,600.00	75,250.00	-	2,100.00	-	30,000.00	32,100.00	107,350.00
Depreciation - Buildings and Other Structures	-	36,593.54	-	36,593.54	-	-	-	-	-	36,593.54
Depreciation - Other Property, Plant and Equipment*	-	25,540.81	-	25,540.81	-	21,118.80	-	-	21,118.80	46,659.61
Depreciation - Machinery and Equipment*	131,278.90	108,096.82	10,250.41	249,626.13	5,190.13	26,660.80	7,941.96	4,210.08	44,029.97	293,629.10
Depreciation - Furniture, Fixtures and Books*	22,745.51	-	-	22,745.51	8,507.40	-	-	-	8,507.40	31,252.91
Agricultural and Marine Supplies Expense	-	-	2,881,360.00	2,881,360.00	-	-	-	-	-	2,881,360.00
Office Supplies Expense	-	5,252.00	-	5,252.00	-	16,879.00	2,116.00	-	18,995.00	24,247.00
Janitorial Supplies Expense	-	16,665.00	-	16,665.00	-	-	-	-	-	16,665.00
Other Supplies and Materials Expense	-	-	194,211.00	194,211.00	-	-	-	47,701.00	47,701.00	241,912.00
Fuel, Oil and Lubricants Expenses	-	-	1,355.00	1,355.00	-	-	-	-	-	1,355.00
Other Maintenance and Operating Expenses	-	-	-	-	19,945.20	-	-	-	19,945.20	19,945.20
Traveling Expenses	-	-	-	-	35,280.00	-	-	-	35,280.00	35,280.00
Transportation and Delivery Expenses	-	-	-	-	-	-	2,980.00	-	2,980.00	2,980.00
Fidelity Bond Premiums	900.00	1,500.00	-	2,400.00	1,500.00	1,500.00	337.50	337.50	3,675.00	2,980.00
Electricity Expenses	13,524.44	-	1,721.80	15,246.24	110,364.90	42,235.60	5,193.13	56,078.48	213,872.11	229,118.35
Telephone Expenses	20,767.99	30,103.15	-	50,871.14	14,105.35	5,230.00	-	-	19,335.35	70,206.49
<b>Total Operating and Administrative Costs</b>	<b>493,366.84</b>	<b>367,251.32</b>	<b>3,522,988.21</b>	<b>4,383,616.37</b>	<b>946,165.48</b>	<b>874,363.65</b>	<b>390,884.94</b>	<b>457,097.06</b>	<b>2,665,511.13</b>	<b>7,052,127.50</b>
<b>Total Profit before Imputed Costs</b>	<b>2,033,695.18</b>	<b>1,227,289.13</b>	<b>676,336.79</b>	<b>3,937,321.10</b>	<b>53,160.88</b>	<b>2,244,204.48</b>	<b>376,826.68</b>	<b>1,140,620.94</b>	<b>3,818,812.98</b>	<b>7,752,134.08</b>
Less: Imputed Costs										
Accountable Forms	7,507.40	620.20	2,102.60	10,230.20	4,439.00	3,369.40	3,398.20	4,980.00	16,186.60	26,416.80
Electricity Expenses	112,348.75	77,610.58	-	189,959.33	-	-	-	-	-	189,959.33
Water Expenses	11,748.00	11,748.00	14,058.00	37,554.00	2,148.00	-	2,148.00	36,036.00	40,392.00	77,946.00
Rent Expenses	54,000.00	54,000.00	40,500.00	148,500.00	26,880.00	28,800.00	5,040.00	38,880.00	99,600.00	248,100.00
Salaries and Wages										
Basic Salaries	430,980.00	246,294.00	343,656.00	1,020,930.00	190,675.20	829,140.00	184,716.00	311,424.00	1,515,955.20	2,536,885.20
PERA	24,000.00	7,200.00	48,000.00	79,200.00	18,400.00	120,000.00	24,000.00	24,000.00	186,400.00	265,600.00
GSIS	51,717.60	29,555.28	41,238.72	122,511.60	22,881.04	99,496.80	22,165.92	37,370.88	181,914.64	304,426.24
PHIC	6,464.76	3,694.44	5,154.84	15,314.04	2,860.13	12,437.10	2,770.74	4,671.36	22,739.33	38,053.37
HDWF	1,200.00	3,600.00	2,400.00	3,960.00	920.00	6,000.00	1,200.00	1,200.00	9,320.00	13,280.00
Mid-Year Bonus	35,915.00	20,524.50	28,638.00	85,077.50	13,572.00	69,095.00	15,393.00	25,952.00	124,012.00	209,089.50
Clothing Allowance	6,000.00	1,800.00	12,000.00	19,800.00	6,000.00	30,000.00	6,000.00	6,000.00	48,000.00	67,800.00
Year-end Bonus	35,915.00	20,524.50	28,638.00	85,077.50	20,524.80	69,095.00	15,393.00	25,952.00	130,964.80	216,042.30
Cash Gift	5,000.00	1,500.00	10,000.00	16,500.00	1,500.00	25,000.00	5,000.00	5,000.00	36,500.00	53,000.00
<b>Total Imputed Costs</b>	<b>782,796.51</b>	<b>475,431.50</b>	<b>576,386.16</b>	<b>1,834,614.17</b>	<b>310,800.17</b>	<b>1,292,433.30</b>	<b>287,224.86</b>	<b>521,526.24</b>	<b>2,411,984.57</b>	<b>4,246,588.73</b>
<b>Total Imputed Expenses</b>	<b>10,452,080.35</b>	<b>5,649,468.88</b>	<b>5,386,214.37</b>	<b>21,487,763.60</b>	<b>28,035,531.89</b>	<b>9,757,667.82</b>	<b>1,099,929.18</b>	<b>978,623.30</b>	<b>39,871,752.19</b>	<b>61,359,515.78</b>
<b>Net Income</b>	<b>1,250,896.67</b>	<b>751,857.63</b>	<b>99,950.63</b>	<b>2,102,706.93</b>	<b>(257,639.29)</b>	<b>951,771.18</b>	<b>89,601.82</b>	<b>619,094.70</b>	<b>1,402,828.41</b>	<b>3,505,535.35</b>

R O I = Net Profit / Total Investment

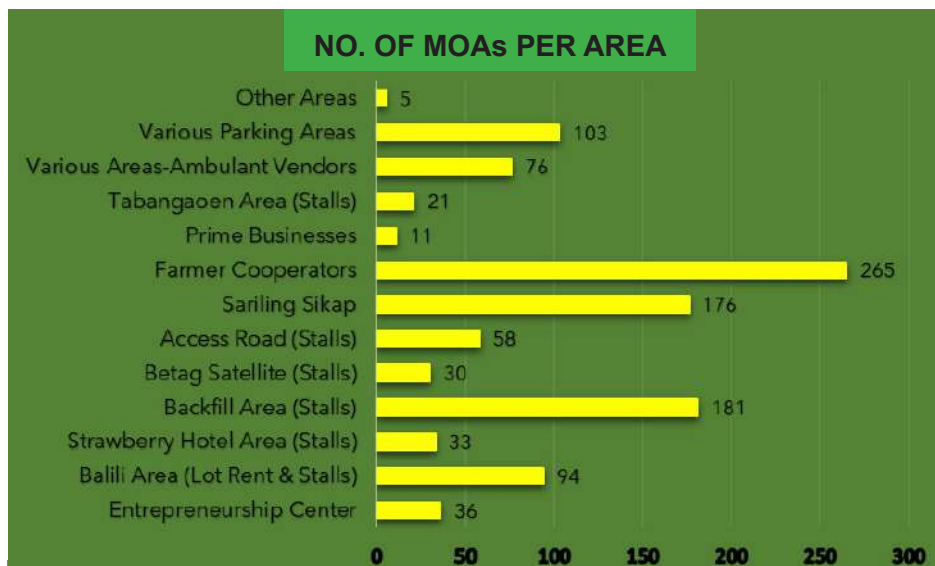


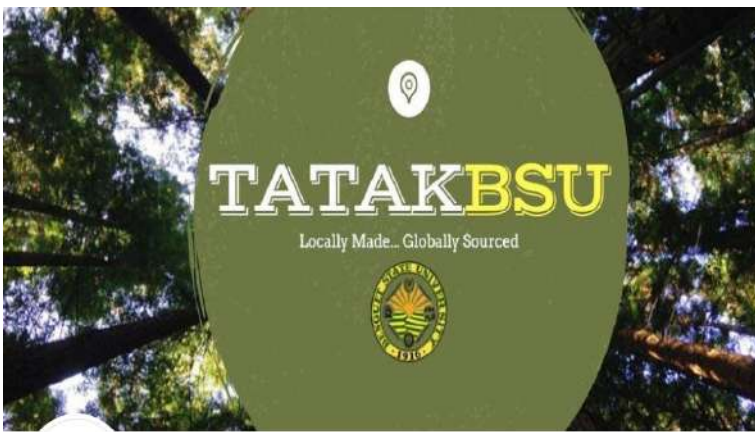
Figure 13. Summary of MOAs from Leasable Properties for the year 2021



Figure 14. Annual Collections from leasable properties

## MARKETING AND BRANDING

Sheryl I. Fernando, OIC Director for Marketing and Branding, managed the BSU Tatak Online Store, which is being used to promote BSU products and other local products. She was also the driving force behind the exhibit at the 105th University Foundation Anniversary, which showcased various BSU products.



**Tatak BSU OnlineStore**  
@TatakBSU · Shopping & retail

Send message

Product promotion example posted in the BSU Tatak Online Store



**BSU 105TH FOUNDATION ANNIVERSARY EXHIBIT**



**BUSINESS MANUAL UPDATE**

The University Administrative Council approved the Business Manual, and it was endorsed to the BSU Board of Regents (BOR) for approval.



The detailed Annual Report of the University Business Affairs is available at [www.bsu.edu.ph](http://www.bsu.edu.ph)





# RESEARCH & EXTENSION

## A. COMPLETED RESEARCHES

A total of 55 research studies were completed for the year 2021 (Figure 15).

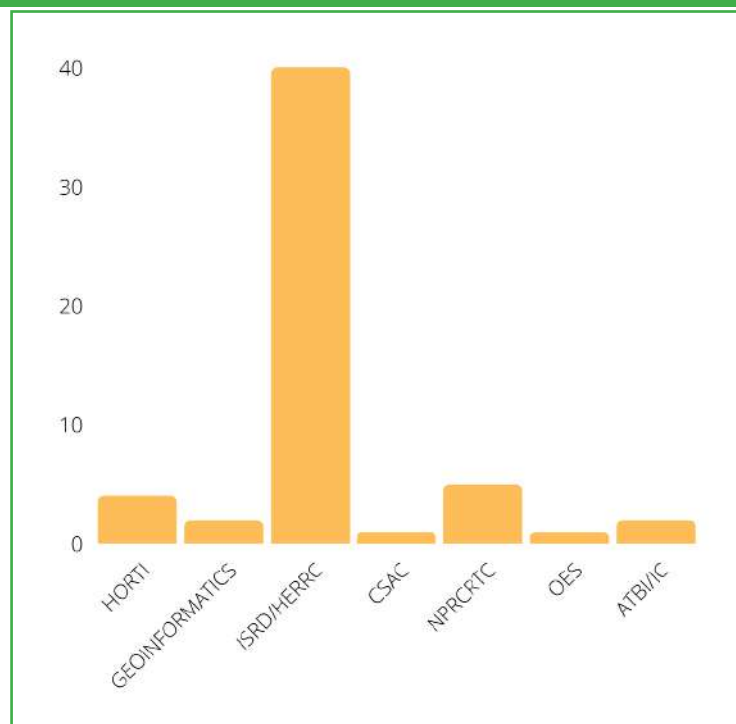


Figure 15. Completed researches

## B. PUBLICATIONS

A total of thirty-nine (39) research articles were published in international and national refereed journals for the year 2021. Twenty-four (24) were published in international peer reviewed refereed journals and fifteen (15) published in national refereed journal (Table 18).

TITLE OF ARTICLE	AUTHOR(S)	NAME OF JOURNAL / BOOK
Ecological distribution and soil-vegetation analysis of the indigenous vegetable panawil ( <i>Leptosolena haenkei</i> C. Presl.) in specific areas of Benguet and Mountain Province, Philippines	Joyce N. Paing & Romeo A. Gomez Jr.	Tropical Ecology
Detection of Forest Cover Disturbances Using Synthetic Aperture Radar (SAR) Time Series Data in the Mount Pulag National Park: A Key Biodiversity Area in Luzon, Philippines	Bernard Peter O. Daipan	Philippine Journal of Science: Special Issue on Philippine Biodiversity Conservation.
Processing of Wild Sunflower with Different Moisture Contents into Solid Bio Fuel	F. T. Dummapi, J. I. Liniasan, M. T. Valentin, M. B. Onalan, L. D. Dumalhin, M. N. Galad, D. Ciolkosz, A. Jasinskas, & E. J. Kelly	Journal of Energy Research and Reviews
Diagnosing pristine pine forest development through pansharpened-surface-reflectance Landsat image derived aboveground biomass productivity Forest Ecology and Management	Nova D. Doyog, Chinsu Lin, Young Jin Lee, Roscinto Ian C. Lumbres, Bernard Peter O. Daipan, Derek C. Bayer, Christine P. Parian	Forest Ecology and Management
"Concern for Community": Case of cooperatives in the Cordillera Region	Cheryll C. Launio and Marycris Sotelo	Journal of Co-operative Organization and Management
Assessment of the University Vision, Goals, Mission and Program Objectives: A Management Protocol for Quality Assurance	Bretel B. Dolipas, Julie A. Buasen, Maria Azucena B. Lubrica, Phil S. Ocampo, Kenneth B. Pakipac, Marycel T. Sajise, & Precious M. Valentin	Athens Journal of Business & Economics
Interventions in Addressing Gender Issues in the Classroom	Gretchen Gaye C. Ablaza	Turkish Journal of Computer and Mathematics Education
The Perspective of the Cordilleran People on the Political, Economic and Socio-Cultural Advantages of Federalism	Renebeth G. Donguiz	Turkish Journal of Computer and Mathematics Education
Concept Design of a Portable Carrot Seeder	Cheryll C. Launio and Marycris Sotelo	Journal of Engineering Research and Reports
Utilization of plant resources among the Kankanaeys in Kibungan, Benguet Province, Philippines	Abigail T. Bersamin, Jude L. Tayaben, Kryssa D. Balangcod, Ashlyn Kim D. Balangcod, Amelia C. Cendana, Elizabeth T. Dom-ogen, Lance Oliver C. Licnahan, Brenilyn Siadto, Freda M. Wong, Teodora D. Balangcod	Biodiversitas
Assessing the Listening Proficiency of ESL Students in a Pandemic	Chester B. Esnara	International Journal of Linguistics, Literature and Translation
Local knowledge and practices towards the ecological restoration of selected landscape in Atok, Benguet, Philippines	Kenneth A. Laruan, LD Landicho, MTNP Ocampo, RED Cabahug, MG Abadillos, RSA Cosico, AKA Castillo, MAJP Ramirez	Biodiversitas
Monitoring of Land Use and Land Cover Changes in Mt. Pulag National Park Using Landsat and Sentinel Imageries	Nova D. Doyog, Roscinto Ian C. Lumbres, and Zenaida G. Baoanan	Philippine Journal of Science
Emergency Remote Learning in Nursing Education During the COVID-19 Pandemic	Jude I. Tayaben, Jeon E, Peltonen LM, Block L, Ronquillo C, , Nibber R, Pruinelli L, Perezmitre EL, Sommer J, Topaz M, Eler GJ, Shishido HY, Wardaningsih S, Sutantri S, Ali S, Alhuwail D, Abd-Alrazaq A, Akhu-Zaheya L, Lee YL, Shu SH, Lee J	Public Health and Informatics
Library Competency and Satisfaction of Seminarians Towards Their Formation	Rose Ann Oriao Gados, Elizabeth Allan Lascano	Library Philosophy and Practice
		<i>Continued on page 33...</i>



Table 18 continued...

TITLE OF ARTICLE	AUTHOR(S)	NAME OF JOURNAL / BOOK
Standardized Ileal Digestibility of Amino Acids in Nacedero ( <i>Trichanthera gigantea</i> (Humboldt & Bonpland.) Nees) Foliage, Copra Expeller, and Soybean Meal Fed to Growing Philippine Native Pigs ( <i>Sus scrofa domesticus</i> Erxleben, 1777)	Mary Arnel D. Garcia and Rommel Sulabo	Philippine Agricultural Scientist
Spatio-temporal Analysis of Remotely Sensed Forest Loss Data in the Cordillera Administrative Region, Philippines	Bernard Peter O. Daipan	Spatial Information Research (SpringerLink Journals)
Awareness and Perceived Implementation of Barangay Micro-Business Enterprise Act of 2002 (Republic Act 9178) in La Trinidad, Benguet, Philippines	Cynthia D. Garambas and Jeftee Ben B. Pinos-an	Mountain Journal of Science and Interdisciplinary Research (MJSIR)
The Integration of Indigenous Knowledge Systems (IKS) in the Tertiary Level Curriculum of Benguet State University La Trinidad Campus	Gigy G. Banes and Kristine Baniqued-De-la Cruz	Mountain Journal of Science and Interdisciplinary Research (MJSIR)
Does the News Shape Our Views? Effects of Media Exposure on Implicit and Explicit Attitudes Toward Drug Addicts in the Philippines	Francis Simonh M. Bries, Karryl Mae C. Ngina, and Joan Bonsol-Marasigan	Mountain Journal of Science and Interdisciplinary Research (MJSIR)
Production Performance of Salad Tomato Varieties Under Conventional Cultivation and the Semi-temperate Conditions of Benguet, Philippines	Amelia M. Kimeu	Mountain Journal of Science and Interdisciplinary Research (MJSIR)
Perceptions on Politics and Political Participation of Benguet State University Students	Ma. Theresa B. Dolipas	Mountain Journal of Science and Interdisciplinary Research (MJSIR)
Working Conditions and Turnover Intentions of Teachers in Small Public Junior High Schools of Baguio City	Froidelyn Fernandez-Docallas and Ruth S. Batani	Mountain Journal of Science and Interdisciplinary Research (MJSIR)
Teachers' and Students' Assessment on the Extent of Constructivism in the Senior High School Physics Learning Environment in Benguet, Philippines	Jovalson T. Abiasen and Gaudelia A. Reyes	Mountain Journal of Science and Interdisciplinary Research (MJSIR)
Mastery Level of Chemistry Cognitive Competencies by Pre-Service Science Teachers of Benguet State University	Luisita L. Ely	Mountain Journal of Science and Interdisciplinary Research (MJSIR)
Consumer Behavior on Full-fatted Soybean-based Food Products as Meat Alternatives among Residents of Baguio City and Benguet Province	Rodeliza A. Flores, Rochelle B. Quintos, Pelin B. Belino*, Amelia G. Bawang, Florida S. Rosario, Dalifer A. Gano, and Maravilla M. Senado	Mountain Journal of Science and Interdisciplinary Research (MJSIR)
Effect of Drying Methods and Load Volume on Microbial Contaminants and Cup Quality of Arabica Coffee	Andres A. Basalong*, Von Y. Amado, and Hazen Lyn B. Talbino	Mountain Journal of Science and Interdisciplinary Research (MJSIR)
<i>Continued on page 34...</i>		

Table 18 continued...

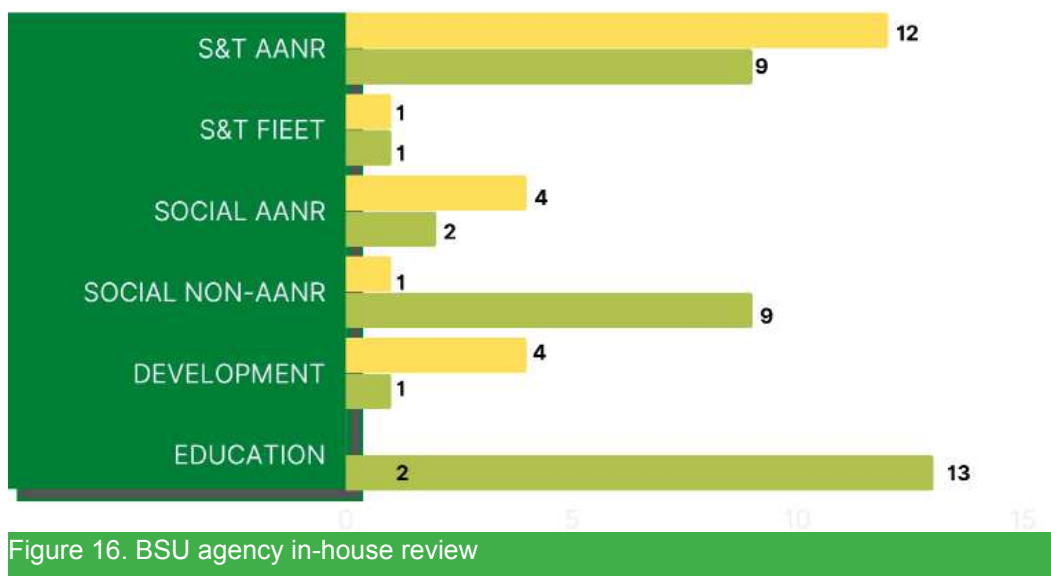
TITLE OF ARTICLE	AUTHOR(S)	NAME OF JOURNAL / BOOK
Patterns of forest cover loss in the terrestrial Key Biodiversity Areas in the Philippines: Critical habitat conservation priorities	Bernard Peter O. Daipan and Jenner A. Franco	Journal of Threatened Taxa
Protected Cultivation Improves Growth of 'Lollo Rossa' Lettuce under Chilling Conditions in Benguet, Philippines	Darwin A. Basquial, Constancio C. De Guzman, Evalour T. Aspuria, Pompe C. Sta Cruz and Virginia C. Cuevas	J. ISSAAS
Students' Knowledge on Library and Information Science (LIS): An option for Choosing a Career	Elizabeth A. Lascano	Library Philosophy and Practice
Breeding Temperate Japonica Rice Varieties Adaptable to Tropical Regions: Progress and Prospects	Jesson Y. Del-amen et al.	Agronomy
Teaching Internship Apprehensions of Pre-service Teachers	Apler J. Bansiong	Mountain Journal of Science and Interdisciplinary Research (MJSIR)
Sectoral Assessment of Greenhouse Gas (GHG) Emission in Barangay Bineng, La Trinidad, Benguet	Sayrha Fe A. Gaya, and Marissa R. Parao	Mountain Journal of Science and Interdisciplinary Research (MJSIR)
Survey and Identification of Plant-Parasitic Nematodes Infecting Planting Materials of Garlic ( <i>Allium sativum</i> ) in Major Growing Areas of Ilocos Norte, Philippines	Lu Jane C. Bugnay-Inso and Nordalyn B. Pedroche	Mountain Journal of Science and Interdisciplinary Research (MJSIR)
Prospective Lifelong Learning Activities of Students and Faculty Members in Philippine HEI Centers of Excellence and Centers of Development in STEAM Programs	Felixberto M. Mercado, Belinda A. Tad-awan, Han B. Bonoy, and Joyce D. Mauricio	Mountain Journal of Science and Interdisciplinary Research (MJSIR)
Efficacy of Fermented Garlic and Vinegar-Based Biopesticide for the Management of Sweetpotato Wilt caused by <i>Fusarium oxysporum</i> f. sp. <i>batatas</i>	Teresita D. Masangcay and Jophr. L. Galian	Mountain Journal of Science and Interdisciplinary Research (MJSIR)
Employment Profile and Program Relevance: Bases for Quality Measures Towards Language Curriculum	Jhordan Cuilan, Cynthia Lubiton	International Journal of Language and Literary Studies,
Host Response to <i>Meloidogyne incognita</i> Infection of Semi-Temperate Carrot, Celery and Sweet Pepper Cultivars Commonly Grown in the Highlands of Benguet Province, Philippines	Nordalyn B. Pedroche, Ma. Teodora Nandong Cabasan, Luciana M. Villanueva, and Dirk De Waele	Journal of International Society for Southeast Asian Agricultural Sciences (ISSAAS)
Enhanced MELCS-based curriculum in reading and writing skills in a blended pedagogy	Mary Geraldine Gunaban, Kara Pano-long	International Journal of Education and Pedagogy (IJEAP)

Table 18. Research Articles Published in Refereed Journals

## C. RESEARCH PAPER PRESENTATION

A total of 29 research papers were presented by BSU researchers in international, and regional conferences.

Meanwhile, R & E sector conducted the Annual Agency In-House Review on September 8-10, 2021, at the Research and Extension Building. A total of 114 research papers were presented with 57 completed and 57 ongoing. Figure shows the completed research papers.



## D. AWARDS/ RECOGNITIONS

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

### S & T AANR (OUTSIDE FUNDED)

#### BEST PAPER

*Awardees:* Belinda A. Tad-awan, Nor-dalyn B. Pedroche, Milagros R. Dumaslan, Jetro Neil B. Gapasin & Sheryl B. Manuel

*Title of Research Paper:* Genetic Characterization and Diversity Analysis through DNA Barcoding and Simple Sequence Repeat (SSR) Markers and In vitro Propagation of Arabica Coffee (*Coffea arabica* L.) Germplasm (4 Studies)

*Date Received:* September 10, 2021  
*Awarding Organization/ Conferring Body:* BSU

#### 2ND BEST PAPER

*Awardees:* Bernard S. Tad-awan, Andres A. Basalong, Gemma S. Das-ilen, Bonie S. Ligat, Oliver D. Balanban, Marie Mercedes R. Cuaresma, Jackie Lou F. Bagote, Mohamed L. Abdelkawi, Dan Jones M. Cachero & Nora Hill G. Evasco

*Title of Research Paper:* Development of Biocontrol based Strategies Against Insect Pests and Diseases of Arabica Coffee (*Coffea Arabica* Linn.)

*Date Received:* September 10, 2021  
*Awarding Organization/ Conferring Body:* BSU

#### 3RD BEST PAPER

*Awardees:* Janet P. Pablo, Carlito P. Laurean, Alexander W. Fagyan, Conrado C. Bao-idang, Louie C. Rimas, Noreen A. Moreno, Jameson Lopez, Leo Lang-es, Mark James Benwasen & Gay E. Chogsayan

*Title of Research Paper:* Soil Conservation, Microclimate Management and Climate Change Vulnerability of Coffee Production in Upland Sloping Areas: Towards a Sustainable Arabica Coffee-based Agroforestry System (3 Components)

*Date Received:* September 10, 2021  
*Awarding Organization/ Conferring Body:* BSU

### S & T AANR (BSU FUNDED)

#### BEST PAPER

*Awardees:* Leoncia L. Tandang, Hector C. Gayomba, Margie S. Epie & Johnson G. Bagtila

*Title of Research Paper:* Basic Seed Production and On-farm Evaluation of NSIC- Approved Varieties of Snap Beans and Garden Pea in Major Commercial Growing Areas in Benguet

*Date:* September 10, 2021

*Awarding Organization/ Conferring Body:* BSU

## SOCIAL AANR (OUTSIDE FUNDED)

### BEST PAPER

*Awardees:* Ruth S. Batani, Darlyn D. Tagarino, Beverly C. Sa-ao, Joel C. Faroden, Gretchen Shagami C. Hudson & Kristerlyne S. Manao

*Title of Research Paper:* Policy Analysis Towards a Convergence Roadmap for the Agro-enterprise Development of Arabica Coffee Industry in Benguet and Mountain Province

*Date:* September 10, 2021

*Awarding Organization/Conferring Body:* BSU

### 2ND BEST PAPER

*Awardees:* Cheryl C. Launio, Mary-an J. Altaki, Matyline A. Camfili Talastas & Normalyn T. Longay

*Title of Research Paper:* Development of Biocontrol based Highland Vegetables Value Chain Analysis for Use in Policy Formulation and Future Impact Evaluation of Agricultural Trading Centers (4 Studies)

*Date:* September 10, 2021

*Awarding Organization/ Conferring Body:* BSU

### 3RD BEST PAPER

*Awardees:* Janet P. Pablo, Madeline S. Kingan & Ben P. Sebiano Jr.

*Title of Research Paper:* Climate Risk Agriculture Practices Assessment of Major Crops in the Four Provinces in CAR (2 Studies)

*Date:* September 10, 2021

*Awarding Organization/ Conferring Body:* BSU

## SOCIAL AANR (BSU FUNDED)

### BEST PAPER

*Awardees:* Edlyn Mae N. Ciano, Criselda S. Battad & Gil G. Calderon  
*Title of Research Paper:* Microbial Quality Assessment of Pork Sold in La Trinidad, Benguet

*Date:* September 10, 2021

*Awarding Organization/ Conferring Body:* BSU

## DEVELOPMENT CATEGORY (OUTSIDE FUNDED)

### BEST PAPER

*Awardees:* Cynthia Kiswa, Teresita Masangcay, Jocelyn Perez, Gabby Dao-ines, Arlene Bautista, Lusila Cagas

*Title of Research Paper:* Commercialization of Quality Seed Potato thru the Standardized Seed Production System (3 Components)

*Date Received:* September 10, 2021

*Awarding Organization/ Conferring Body:* BSU

### 2ND BEST PAPER

*Awardees:* Darwin A. Basquial, Carlito P. Laurean, Teresita K. Mangili, Jaime B. Codio, Erwin P. Iba

*Title of Research Paper:* Enhancing GAP Compliance and Climate Resilience of Spray-Type Chrysanthemum Production in La Trinidad, Benguet

*Date Received:* September 10, 2021

*Awarding Organization/ Conferring Body:* BSU

### 3RD BEST PAPER

*Awardees:* Ruth C. Diego, Erlinda B. Alupias, Gemma S. Das-ilen, Richard P. Dumapis & Karen B. Gaerlan

*Title of Research Paper:* DOST-PCAARRD-BSU Agriculture and Food Technology Business Incubator Project (2 Components)

*Date Received:* September 10, 2021

*Awarding Organization/ Conferring Body:* BSU

## DEVELOPMENT CATEGORY (BSU FUNDED)

### BEST PAPER

*Awardees:* Ruth S. Batani, Kacy O. Labon, Rhea S. Loncio, Alma N. Bedejim, Raiah Ruth S. Batani & Teresita D. Masangcay  
*Title of Research Paper:* Education, Propagation and Conservation of Traditional Food crops as Embodiment of IKSPs in Palina, Kibungan, Benguet

*Date:* September 10, 2021

*Awarding Organization/ Conferring Body:* BSU

## SOCIAL NON-AANR (OUTSIDE FUNDED)

### BEST PAPER

*Awardees:* Ruth S. Batani, Jones T. Napaldet, Andrew E. Basbas Jr., Rhea S. Loncio & Annie Grail F. Ekid

*Title of Research Paper:* Documentation and Digitalization of Traditional Knowledges and Practices on Health: Kankanaeys of Palina and Ikachakran Ethnolinguistic Group of Cordillera (2 Studies)

*Date:* September 10, 2021

*Awarding Organization/ Conferring Body:* BSU

## SOCIAL NON-AANR (BSU FUNDED)

### BEST PAPER

*Awardees:* Gigy G. Banes, Shania S. Lucyao & Alladin A. Banez

*Title of Research Paper:* Mapping the Experiences of BSU Graduate Students in Completing their Thesis or Dissertation: A Narrative of Research Experiences

*Date:* September 10, 2021

*Awarding Organization/ Conferring Body:* BSU

### 2ND BEST PAPER

*Awardees:* Cheryl C. Launio, Freda Kate D. Samuel, Matyline A. Camfili-Talastas, Leonila R. Sito, Kristine B. Dela Cruz, Freda Kate M. Samuel, Shania S. Lucyao & Alladin Banez

*Title of Research Paper:* Motivation and Demotivation of Faculty Members in Doing Research, Publishing Journal Articles and Mentoring (2 Studies)

*Date:* September 10, 2021

*Awarding Organization/ Conferring Body:* BSU

### 3RD BEST PAPER

*Awardees:* Karryl Mae C. Ngina, Ann Heather B. Kiwang & Lance Angelo Layugan

*Title of Research Paper:* Mental Health in Quarantine: A Study of Collective Trauma Impact of Covid 19 Pandemic in a Higher Education Community (2 Studies)

*Date:* September 10, 2021

*Awarding Organization/ Conferring Body:* BSU

## EDUCATION (BSU FUNDED)

### BEST PAPER

*Awardees:* Divina M. Yango & Elizabeth A. Lascano

*Title of Research Paper:* Use of Computer Technologies for Teaching and Self-Directed Learning: Opportunities, Problems and Coping Strategies

*Date:* September 10, 2021

*Awarding Organization/ Conferring Body:* BSU

### 2ND BEST PAPER

*Awardees:* Gigy G. Banes, Kristine Baniqued-Dela Cruz, Ma. Theresa B. Dolipas, Karryl Mae C. Ngina, Grace A. Sabado & Gedion C. Ulban

*Title of Research Paper:* Flexible Teaching and Learning Opportunities and Challenges: Exploring the Experience of Benguet State University (2 studies)

*Date:* September 10, 2021

*Awarding Organization/ Conferring Body:* BSU

### 3RD BEST PAPER

*Awardee:* Desiree F. Botengan

*Title of Research Paper:* The Philippine Professional Standards for Beginning Teachers: The BEE Teacher Interns' Demonstration Challenges and Coping Mechanisms

*Date:* September 10, 2021

*Awarding Organization/ Conferring Body:* BSU

## FIET (OUTSIDE FUNDED)

### BEST PAPER

*Awardees:* Marvin T. Valentin, Keithler M. Pagnas & Roger Lee Suclad

*Title of Research Paper:* Design and Development of a Carrot Seeder for Commercialization

*Date:* September 10, 2021

*Awarding Organization/ Conferring Body:* BSU

## PUBLICATION INCENTIVES AWARD

*Awardees:* Nova D. Doyog, Roscinto Ian C. Lumbres Nova D. Doyog, Roscinto Ian C. Lumbres

*Title of Research Paper:* Nonlinear Height-DBH Model Analysis for Three Tropical Tree Species in Mt. Makiling, Philippines

*Date Received:* September 10, 2021

*Awarding Organization/ Conferring Body:* PCAARRD

*Awardees:* Nova D. Doyog, Roscinto Ian C. Lumbres

*Title of Research Paper:* Diagnosing pristine forest development through pansharpened-surface-reflectance Landsat image derived aboveground biomass productivity

*Date Received:* September 10, 2021

*Awarding Organization/ Conferring Body:* PCAARRD

## PRAISE EVERLASTING OUTSTANDING RESEARCHER

*Awardee:* Roscinto Ian C. Lumbres

*Date Received:* September 30, 2021

*Awarding Organization/ Conferring Body:* BSU

## 2021 UNLAD AWARD FOR OUTSTANDING UTILITY MODEL

### 2ND PLACE

*Awardees:* Teresita Masangcay, Jophr Lee Galian, Cynthia Kiswa

*Title of Research Paper:* Biological Fungicide and Methods for Controlling Fusarium Wilt on Sweetpotato

*Date Received:* November 24, 2021

*Awarding Organization/ Conferring Body:* Department of Science and Technology Regional Office (DOST-CAR)

### 3RD PLACE

*Awardees:* Cynthia Garambas, Sherilyn Rolando Tawana Jr., Charity Joy Dulma, and May Gumihol

*Title of Research Paper:* A Process of Making Powdered Sun-Dried Pork

*Date Received:* November 24, 2021

*Awarding Organization/ Conferring Body:* DOST-CAR

## CREATIVE RESEARCH

### 2ND PLACE

*Awardees:* Lesley Dale Umayat and Elizabeth Dom-ogen

*Title of Research Paper:* Fermented Heirloom Rice "Binubudan"

*Date Received:* November 24, 2021

*Awarding Organization/ Conferring Body:* Department of Science and Technology Regional Office (DOST-CAR)

### 3RD PLACE

*Awardees:* Maribel Jimenez, Chrysler Organo, Leonardo Dumalhin

*Title of Research Paper:* Development of Garden Tiller Mounted Potato Digger

*Date Received:* November 24, 2021

*Awarding Organization/ Conferring Body:* DOST-CAR

## STUDENT CREATIVE RESEARCH (SIBOL) FOR COLLEGE CATEGORY

### 2ND PLACE

*Awardees:* Alfredo Lagmay Jr., Rovelyn Tulian, Milagros Onalan

*Title of Research Paper:* Motorized Pulverizer for Dried Cassava and Sweet Potato

*Date Received:* November 24, 2021

*Awarding Organization/ Conferring Body:* DOST-CAR

### 3RD PLACE

*Awardees:* Jef Bangcawayan, Judemy Jil-lord Vergara

*Title of Research Paper:* Growing Chamber for Oyster Mushroom with Light Emitting Diodes

*Date Received:* November 24, 2021

*Awarding Organization/ Conferring Body:* DOST-CAR

## BEST VIDEO PRESENTATION

*Awardees:* Kathlyn Aragon and Jaojao Somyden

*Title of Research Paper:* Lemongrass Herbal Tea Flavored with Freeze-Dried Fruit

*Date Received:* November 24, 2021

*Awarding Organization/ Conferring Body:* DOST-CAR



## ORAL PRESENTATION

### BEST PAPER - RESEARCH CATEGORY

*Awardees: Belinda A. Tad-awan, Nor-dalyn B. Pedroche, Milagros R. Dumaslan, Jetro Neil B. Gapasin, and Sheryl B. Manuel*

*Title of Research Paper: Genetic Characterization and Diversity Analysis through Barcoding and Simple Sequence Repeat (SSR) Markers and In vitro Propagation of Arabica coffee (Coffea arabica L.) Germplasm*

*Date Received: November 24, 2021  
Awarding Organization/ Conferring Body: CorCAARRD*

### 2ND BEST PAPER - RESEARCH CATEGORY

*Awardees: Bernard S. Tad-awan, Andres A. Basalong, Gemma S. Das-ilen, Bonie S. Ligat, Oliver D. Balanban, Marie Mercedes R. Cuaresma, Jackie Lou F. Bagote, Mohamed L. Abdelkawi, Dan Jones M. Cachero, and Nora Hill G. Evasco*

*Title of Research Paper: Development of Bio-control-based Strategies Against Insect Pests and Diseases of Arabica Coffee (Coffea Arabica Linn.)*

*Date Received: November 24, 2021  
Awarding Organization/ Conferring Body: CorCAARRD*

### 3RD BEST PAPER - RESEARCH CATEGORY

*Awardees: Janet P. Pablo, Carlito P. Laurean, Alexander W. Fagyan, Conrado C. Bao-idang, Louie C. Rimas, Norreen A. Moreno, Jameson Lopez, Leo Lang-es, Mark James Benwasen and Gay E. Chogsayan*

*Title of Research Paper: Soil Conservation, Microclimate Management and Climate Change Vulnerability of Coffee Production in Upland Sloping Areas: Towards a Sustainable Arabica Coffee-based Agroforestry System*

*Date Received: November 24, 2021  
Awarding Organization/ Conferring Body: CorCAARRD*

### BEST PAPER - DEVELOPMENT CATEGORY

*Awardees: Cynthia G. Kiswa, Teresita D. Masangcay, Jocelyn C. Perez, Gabby K. Dao-ines, Arlene B. Bautista, Lusila C. Cagas and Jennie B. Balao*

*Title of Research Paper: Commercialization of Quality Seed Potato thru the Standardized Seed Production System*

*Date Received: November 26, 2021  
Awarding Organization/ Conferring Body: CorCAARRD*

### 2ND BEST PAPER - DEVELOPMENT CATEGORY

*Awardees: Darwin A. Basquial, Carlito P. Laurean, Teresita K. Mangili, Jaime B. Codio, and Erwin P. Iba*

*Title of Research Paper: Enhancing GAP Compliance & Climate Resilience of Spray-Type Chrysanthemum Production in La Trinidad, Benguet*

*Date Received: November 26, 2021  
Awarding Organization/ Conferring Body: CorCAARRD*

### 3RD BEST PAPER - DEVELOPMENT CATEGORY

*Awardees: Jovita M. Sim, Gennie B. Soyon, Normalyn T. Longay, Jocelyn C. Perez, Alexander W. Fagyan, Teresita K. Mangili, Marcelina T. Tabelin, and John Rey E. Gayaso*

*Title of Research Paper: Science and Technology-Based Home and School Gardening Technologies*

*Date Received: November 26, 2021  
Awarding Organization/ Conferring Body: CorCAARRD*

### BEST PAPER - SOCIAL AANR CATEGORY

*Awardees: Edlyn Mae N. Ciano, Criselda S. Battad and Gil G. Calderon*

*Title of Research Paper: Microbial Quality Assessment of Pork Sold in La Trinidad, Benguet*

*Date Received: November 26, 2021  
Awarding Organization/ Conferring Body: CorCAARRD*

### 2ND BEST PAPER - EDUCATION CATEGORY

*Awardees: Editha A. Grande, Liza A. Ngiao, Karryl Mae C. Ngina, Joel V. Lubrica, and Florence V. Poltic*

*Title of Research Paper: iGenHopeful: exploring iGeneration Wellbeing towards Responsive iGen Programs*

*Date Received: November 26, 2021  
Awarding Organization/ Conferring Body: CorCAARRD*

### BEST PAPER - SOCIO-CULTURAL CATEGORY

*Awardees: Ruth S. Batani, Jones T. Napaldet, Andrew E. Basbas Jr., Rhea S. Loncio and Annie Grail F. Ekid*

*Title of Research Paper: Documentation and Digitalization of Traditional Knowledges and Practices on Health: Kankanaeys of Palina and Ikachakran Ethnolinguistic Group of Cordillera*

*Date Received: November 26, 2021  
Awarding Organization/ Conferring Body: CorCAARRD*

### 2ND BEST PAPER - SOCIO-CULTURAL CATEGORY

*Awardees: Karryl Mae C. Ngina, Ann Heather B. Kiwang, and Lance Angelo Layugan*

*Title of Research Paper: Mental Health in Quarantine: A Study of Collective Trauma Impact of Covid 19 Pandemic in a Higher Education Community*

*Date Received: November 26, 2021*

*Awarding Organization/ Conferring Body: CorCAARRD*

## POSTER PRESENTATION

### BEST POSTER - RESEARCH CATEGORY

*Awardee: Mary Arnel D. Garcia*

*Title of Research Paper: Concentration of Digestible and Metabolizable Energy in Yellow Corn, Rice Bran, and Copra Expeller fed to 10 to 15-kg Philippine Native Pigs (Benguet Strain)*

*Date Received: November 26, 2021  
Awarding Organization/ Conferring Body: CorCAARRD*

### BEST POSTER - SOCIAL-AANR CATEGORY

*Awardees: Cheryll C. Launio, Jenifer P. Domolog, Samuel L. Duyan, Rashid B. Lokines, Jeftee Ben B. Pinos-an, Mark B. Bulangen & Mary-an J. Altaki*

*Title of Research Paper: Crop Insurance as an Adaptation Strategy to Climate Change: Case of Conventional Rice and Hybrid Corn Farming in Kalinga, Philippines*

*Date Received: November 26, 2021  
Awarding Organization/ Conferring Body: CorCAARRD*

### BEST POSTER - SOCIO-CULTURAL CATEGORY

*Awardees: Paul Joseph A. Nuval, Richard A. Giye, Catherine C. Toyeng & Constantino T. Sudaypan*

*Title of Research Paper: The Ethnoscience of Kayabang Weaving: A Culturally Responsive Education through Participatory Development of Multimedia Based Learning System*

*Date Received: November 26, 2021  
Awarding Organization/ Conferring Body: CorCAARRD*



### BEST POSTER - EDUCATION CATEGORY

*Awardee:* Nick W. Sibaen

*Title of Research Paper:* Quantitative Literacy/Reasoning of Freshmen Students with Different Senior High School Academic Background Pursuing STEM-Related Programs

*Date Received:* November 26, 2021

*Awarding Organization/ Conferring Body:* Cor-CAARRD

### 3RD BEST POSTER – EDUCATION CATEGORY

*Awardees:* Joel V. Lubrica, Ederson G. Bawang, Bretel B.

Dolipas, Freda Kate D. Samuel, Carmelo W. Madinno, Julie A. Buasen, Phil S. Ocampo, Kenneth B. Pakipac, Ma. Azucena B. Lubrica, Danni Loven A. Fulwani, & Precious M. Valetin

*Title of Research Paper:* Graduate Tracer Study of Mathematics-Physics-Statistics Department Science-Related Degree Programs

*Date Received:* November 26, 2021

*Awarding Organization/ Conferring Body:* CorCAARRD

### BEST EXTENSION PROJECT

*Awardee:* Benguet State University

*Title of Research Paper:* Benguet State University Internal Guarantee System (BIGS): A Commitment of Enabling Farmers Towards Production of Safe and Nutritious Food

*Date:* December 10, 2021

*Awarding Organization/ Conferring Body:* Agricultural Training Institute-CAR

## E. UTILITY MODEL APPLICATIONS

The Bureau of Patents, Intellectual Property Office Philippines registered 15 research outputs/technologies as Utility Models.

TITLE OF TECHNOLOGY	RESEARCHERS	DATE FILED FOR PATENTING/UM	PATENT/UM ID NO.	DATE OF ISSUE/ DATE PATENTED
A composition of making sweet potato roots lemon juice	Esther Botangen, Hilda Quindara, Joyce Mama-o	September 16, 2019	22019001273	January 13, 2021
A composition for making red sugar beet wine	Jaymar Palista, Kimberly Wag-e, Jafet Sungduan, Jao-Jao Somyden	December 17, 2019	22019001613	January 13, 2021
A process for making red sugar beet wine	Jaymar Palista, Kimberly Wag-e, Jafet Sungduan, Jao-Jao Somyden	December 17, 2019	22019001615	January 13, 2021
Pork smoking material	Cynthia Garambas	December 6, 2020	22020050772	January 15, 2021
A composition of lemongrass herbal tea flavored with freeze-dried fruits	Kathlyn Aragon, Jao-Jao Somyden	December 7, 2020	22020050774	January 15, 2021
A composition of ube polvoron	Esther Botangen, Joyce Mama-o	December 7, 2020	22020050775	January 15, 2021
A process for making sun-dried pork	Cynthia Garambas, Sheryllyn Balauro, Rolando Tawanna Jr., Charity Joy Dulnunan, May Crisline Gumihid	December 6, 2020	22020050776	January 15, 2021
A process for baking cake enriched with zucchini (cucurbita pepo)	Melchor Lumiked	December 7, 2020	22020050781	January 15, 2021
A composition of freeze-dried red-fleshed dragon fruit	Jao-Jao Somyden, Rhea Contada, Pelin Belino, Johnabel Basatan, Ruda Fe Suanding	December 6, 2020	22020050784	JANUARY 15, 2021

TITLE OF TECHNOLOGY	RESEARCHERS	DATE FILED FOR PATENTING/UM	PATENT/UM ID NO.	DATE OF ISSUE/ DATE PATENTED
A process for baking cake enriched with sugar beet (beta vulgaris)	Melchor Lumiked	December 7, 2020	22020050790	JANUARY 15, 2021
A composition of cake enriched with chickpea and sweet potato		December 20, 2018	22018001618	FEBRUARY 10, 2021
A composition salad enriched with chickpea and vegetables	Ines Gonzales, Hilda Quindara, Pelin Belino, Fernando Gonzales, Esther Botangen, Joyce Mama-o	December 20, 2018	22018001622	February 10, 2021
A composition of chickpea and brine solution	Ines Gonzales, Hilda Quindara, Pelin Belino, Fernando Gonzales, Esther Botangen, Joyce Mama-o	December 20, 2018	22018001624	FEBRUARY 10, 2021
Biological indexing of tissue cultured strawberry through leaf grafting	Milagros Dumaslan	June 13, 2016	22016000340	APRIL 19, 2021
Tissue culture method use in producing chayote planting materials	Milagros Dumaslan	June 13, 2016	22016000341	April 19, 2021

Table 19. List of Utility Model Applications

## F. PUBLICATIONS REGISTERED FOR COPYRIGHT PROTECTION

The BSU Intellectual Property Right Office was able to register a total of 138 creations/compositions in the form of instructional materials, manuals, books, journals, brochures, production guides and other creative works, out of the 103 that was filed to the National Library of the Philippines for the year 2021.

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

A total of 111 seminars/trainings/writeshops/information dissemination activities were conducted by the various centers/institutes for the year 2021. More than 16,000 individuals were catered from the activities conducted.

OFFICE/ CENTER/INSTITUTE/ COLLEGE	NUMBER OF CONDUCTED TRAININGS	NUMBER OF TRAIN- EES/ BENEFICIARIES
Office of Extension Services	8	367
Office of Research Services	7	886
Agri-based Technology Business Incubator/Innovation Center (ATBI/IC)	13	493
Cordillera Center for Animal Research and Development (CCARD)	2	28
Cordillera Organic Agriculture Research and Development Center (COARDC)	4	145
Cordillera Regional Apiculture Center (CRAC)	7	158
Climate-Smart Agriculture Center [CSAC]	3	254
Food Science Research and Innovation Center (FSRIC)	7	126
Geoinformatics System Center [GIS]	5	702
Higher Education Regional Research Center (HERRC)	6	3,230
Horticulture Research and Training Institute (HORTI)	5	299
Institute of Highland Farming Systems and Agroforestry (IHF-SA)	3	54
Institute of Social Research and Development (ISRD)	20	7,549
Intellectual Property Rights Office (IPRO)	8	635
Northern Philippines Root Crops Research and Training Center (NPRCRTC)	8	471
Research and Extension Publication Office (REPO)	5	924
<b>Total</b>	<b>111</b>	<b>16,321</b>

## R & E DOCUMENTATIONS

As part of the BSU 35th charter celebration, the R & E sector and the ATBI/IC spearheaded a 2-day exhibit that showcased the different research and extension (R & E) outputs and the one-town-one-product (OTOP) of the 13 municipalities of Benguet held from January 13 to January 15, 2021 at the University Gymnasium.

Among the R & E outputs highlighted include the veggie noodles of the Food Science Research and Innovation Center (FSRIC), the strawberry and vegetable produce of the incubatees under the Agri-based Technology Business Incubator/Innovation Center (ATBI/IC), the Arabica coffee produced by the Institute of Highland Farming Systems and Agroforestry (IHFSA), as well as the knowledge products in the form of Information, Education and Communication (IEC) materials produced by the different R & E centers/institutes. Strawberry jams and other processed products produced by the Food Processing Center were also showcased during the activity.

Along with the featured BSU products during the exhibit are the one-town-one-product of the 13 municipalities of Benguet. Among the OTOP products displayed include potatoes from Atok, carrots from Buguias, coffee from Kibungan, strawberries from La Trinidad, ubi from Sablan and Tuba and chayote from Tublay. Aside from the OTOP, other products produced in the respective municipalities were also displayed.



BSU and Benguet OTOP products highlighted during the exhibit as part of the 35th Charter celebration

BSU - NPRCRTC formally received on January 27, 2021, its certificate of accreditation for the Center's plant tissue culture facility from the National Seed Quality Control Services of the Bureau of Plant Industry (BPI). On November 11, 2020, the NPRCRTC also received its certificate of accreditation as a potato seed producer from BPI-NSQCS.

Potato growers and other clients in Benguet and nearby areas are ensured of locally produced quality potato planting materials as BSU - NPRCRTC went to the evaluation process and is compliant with the standards set by the government on potato seed production.

Moreover, the Research and Extension sector conducted its sectoral strategic planning on February 18, 2021 at the Everlasting Hall, R & E Building. The strategic planning was participated by directors of the different R & E offices and the deans of the different colleges and institutes.

The R and E sector through the Office of Extension Services spearheaded the Memorandum of Agreement (MOA) signing between BSU officials and Local Government Unit officials of Sabangan, Mt. Province at the Carnation Hall, R&E Building on March 5, 2021. The MOA is focused on the Adopt-a-Community Program that aims to conduct community-based participatory activities in the municipality of Sabangan which will be provided by BSU experts.



BSU officials with Ms. Catherine Balaoing, Chief of the BPI-NSQCS during the awarding of the Accreditation Certificate of the BSU-NPRCRTC Plant Tissue Culture Laboratory on January 27, 2021



BSU officials and Sabangan, Mt. Province LGU officials signed a MOA on Adopt-a-Community Program held on March 5, 2021 at the Carnation Hall, R & E Bldg



The 5th University Student Research Congress which was conducted through on-line and on-site mode on June 21-22, 2021. Twenty-seven (27) student researches emerged as winning papers in the different categories as follows: a. Science & Technology Agriculture, Aquatic, Natural Resources (S&T AANR), b. Science & Technology Food, Industry, Energy and Emerging Technologies (S&T FIEET), c. Social Agriculture, Aquatic, Natural Resources (Social AANR), d. Education, e. Social Non- Agriculture, Aquatic, Natural Resources (Social Non-AANR). The 27 student research papers are among the 66 theses (undergraduate and graduate) that competed during the event.



*The detailed Annual Report of the Research and Extension is available at [www.bsu.edu.ph](http://www.bsu.edu.ph)*



## ADMINISTRATION & FINANCE

### ADMINISTRATION SERVICES DIVISION

- 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
- Signed/Initialed other related reports and documents administrative concerns:
  - 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*
- 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
- Monitored offices under the Division with regards to the targets per quarter; The mandatory Work-from-Home Arrangement of each office; Attached are the accomplishment of the Offices under the Division
- Attended various committee meetings for proper deliberation and discussion of issues and concerns of the University and for administration
- 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
- Attended various Learning and Development Activity via online conducted by various agencies



- Atty. Matias C. Angiwan Jr. served as resource speaker and In-charge on the following activity:
  - The 21st Century Teachers “Taking a Cut Higher Through Effectual Resources” and discussed how to incorporate the Data Privacy Act of 2012 otherwise known as RA 10173 in Online Teaching Platforms (August 23, 2021)*
  - HRDO & HRMO Caravan with regards to Data Privacy Act of 2012 and Freedom of Information conducted at Bokod and Buguias Campus (July 19, 2021-Buguias Campus; August 18, 2021-Bokod Campus)*
  - Series of Spiritual Convocation held in the University (March 26, 2021; April 28, 2021 and other dates as included in other University Activity)*
  - Safety Spaces Act or otherwise known as “Bawal Bastos Act” under R.A no. 11313 including Bokod and Buguias Campus (November 25, 2021-LTB Campus; December 01, 2021-Bokod Campus)*
- Support to the various University Programs and Activities held within and outside the University.



Atty. Matias C Angiwan Jr. discussing the Safety Spaces Act or otherwise known as “Bawal Bastos Act” under R.A no. 11313 including Buguias Campus

- Atty. Angiwan is designated as BSU’s Data Protection Officer as per Special Order 074, s. 2021
- The Office also complied with the registration requirement of the Data Privacy Act of 2012 for Calendar Year 2021
- Constituted the following committees to assist the DPO in complying the requirement under Data Privacy Act of 2012;
  - Compliance Officer for Privacy (COP)** for Buguias and Bokod Campus under Officer Order No. 0323, 2021 dated April 20, 2021. *The COP is constituted to assist the DPO to ensure proper data breach and security incident management including the preparation and submission of reports and other documentation concerning security incidents or data breaches within the prescribed period.*
  - Privacy Impact Assessment (PIA) Team** Under Officer Order No. 308, s. 2021 dated March 30, 2021. *This is to assist the DPO in the conduct of the requisite assessment of all identified personal data processing programs in the University.*
  - Data Breach Response Team (DBRT)** - *the task is defined by the University’s Data Privacy Policy and the Personal Data Security Management Protocol in relation to the Data Privacy Act of 2012 (R.A 10173) and its IRR, and relevant issuances of the National Privacy Commission.*
- Conducted the following DPA Activity and series of discussion for the PIA Team and for the University including the eternal campuses:
  - Series of discussion and orientation with regards to the University Manual, Notice and Toolkit as to the implementation and conduct thereof;*
  - Orientation and updates with regards to Data Privacy Act of 2012 in connection with the implementation of the conduct of Privacy Impact Assessment;*
  - Data Privacy Act discussion with the Office of the University Registrar regards to the online platforms used in enrollment and other OUR services.*

- Ocular Inspection at BSU-Bokod and Buguias Campus

This is to look through on the Physical and Technical structure of the campus initiatives. Also, to assessed and identify the key players and stakeholders and type of and manner in which personal information will be collected, used, retained, disclosed, secured or disposed.

- The team were able to assessed the four processes of the 2 campuses which are; 201 files management, leave management, DTR management and enrollment process.

As of December, 2021 The following are the processes successfully assessed by the University Assessors;

- 201 File Process (Including Bokod and Buguias Campus)
- DTR Process (Including Bokod and Buguias Campus)
- Leave Management Process (Including Bokod and Buguias Campus)
- Hiring Process
- SIAS Process
- Admission Process

- Privacy Impact Assessment Planning 2021

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:

*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 OBLIGATIONS OFFICE

The Compensation, Benefits & other Obligations Office (CBOO) provides a service sought by any. It is the source of the monetary claims due to and from the employees, students, and other personnel of the University and payment of obligations to agencies and service providers.

## ACCOMPLISHMENTS:

Prepared monetization claims for the following:

<i>Payment of gratuity pay</i> <i>Monetization of Leave Credits</i> <i>Mid-year Bonus for FY 2021</i> <i>Clothing Allowance</i> <i>Anniversary Bonus</i> <i>COVID-19 Hazard Pay</i>	<i>Year End Bonus (YEB) and Cash Gift of Casual and Permanent Employees FY 2021</i> <i>Productivity Enhancement Incentive for FY 2021</i> <i>Loyalty Awardee Incentive</i> <i>Service Recognition Incentive</i> <i>Collective Negotiation Incentive</i> <i>Overload claims of COS, Casual and Permanent Employees of BSU</i>
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Conduct of meetings

Cascading of knowledge gained from trainings

Participation to University activities

## Updates on Guidelines and Issuances

Legal Basis: Budget Circular 2021-3

Issued by: DBM

Effectivity: 12/15/2021

Subject/Title: Guidelines on the Grant of the Collective Negotiation Agreement (CNA) Incentive for FY 2021

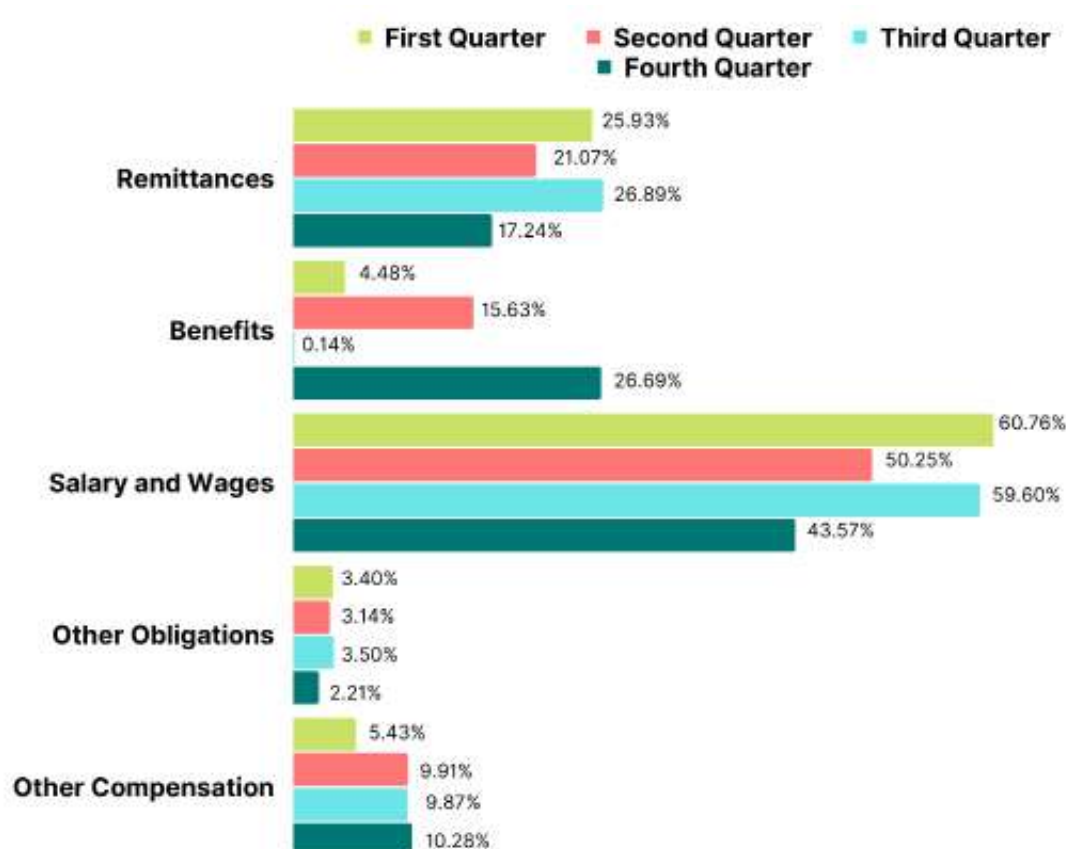


Figure 17. Distribution of the different disbursements on compensations, benefits and other obligations prepared by CBOO

# HUMAN RESOURCE DEVELOPMENT OFFICE

## LEARNING AND DEVELOPMENT SERVICES (LEADS)

TITLE	MALE	FEMALE	TOTAL	EVALUATION
The F.I.T Habit (Fitness, Inspiration and Transformation) BSU La Trinidad; March 26, 2021	47	133	180	N/A
The F.I.T Habit (Fitness, Inspiration and Transformation) V 2.0 BSU Buguias; March 29, 2021	32	29	61	4.27
The F.I.T Habit (Fitness, Inspiration and Transformation) V 2.0 BSU Bokod; March 30, 2021	14	20	34	4.79
MEASuRe (Manage Performance, Engage and Assess, Support Recognize 1.0) BSU Gymnasium; April 8, 2021	24	60	84	4.29
ABC+ (Art of Business Correspondence, Developing Emcees/Hosts and Facilitators) BSU Gymnasium; April 22, 2021	86	117	203	4.75
The F.I.T Habit (Fitness, Inspiration and Transformation) BSU Gymnasium; April 30, 2021	24	7	31	4.63
Security Assessment, Facility Evaluation and Review of Policy (SAFER) for BSU AdCor / Gladiola Center; May 5-7, 2021	16	22	38	3.62
Orientation Workshop on the University Procurement Process and Protocols BSU Gymnasium; June 23, 2021	25	82	107	4.43
ABC+ (Art of Business Correspondence, Developing Emcees/Hosts and Facilitators) BATCH 2 BSU Gymnasium; June 29, 2021	19	40	59	4.29

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

**Activity: Mental Health Awareness: Road to Psychological Wellness**

**Date:** July 29 to 30, 2021

**Venue:** BSU Gladiola Hall

**CPD Units:** Guidance and Counseling -13.00; Psychology -10.00

## CONTINUING PROFESSIONAL EDUCATION (COPE) SERVICES

Table below shows the active scholars/grantees as of April 1, 2021. All of them are teaching employees.

HRD PROGRAM	MALE	FEMALE	TOTAL
Local Scholarship		6	6
Without Pay	1		1
<i>Sponsored by other agencies</i>			
DOST		1	1
SEARCA		1	1
National Chiayi University, Taiwan		1	1
<b>TOTAL SCHOLARSHIP</b>	<b>1</b>	<b>9</b>	<b>10</b>
SABBATICAL LEAVE		3	3
<b>TOTAL ACTIVE</b>	<b>1</b>	<b>12</b>	<b>13</b>

Table 22. COPE services



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

RATING PERIOD	AVERAGE RATING OF EMPLOYEE	PERCENTAGE
JANUARY-JUNE 2021	Outstanding (O) Rating	88.194%
	Very satisfactory (VS) rating	11.285%
	Satisfactory (S) rating	0.521%
JULY -DECEMBER 2021	Outstanding (O) Rating	88.22%
	Very satisfactory (VS) rating	11.60%
	Satisfactory (S) rating	0.18%

Table 23. IPCR trend analysis

## EMPLOYEE PSYCHOLOGICAL TESTING SERVICES

PERIOD	NUMBER OF EXAMINEES
1st Quarter (January - March)	239
2nd Quarter (April - June)	189
<b>GRAND TOTAL</b>	<b>428</b>

Table 24. Psychological testing conducted

## OTHER ACCOMPLISHMENTS

### a. Trainings attended by HRDO employees:

*Title:* Refresh, Relax, Revive: A Stress Management in the School, in the Workplace and in the New Normal

*Date:* February 13, 2021

*Venue:* Via Zoom

*Learning Service Provider:* iHELP Coaching and Business Solutions Incorporated

### b. Served as Learning Service Provider in the following training:

*Title:* Understanding and Appreciating ISO 9001:2015 processes

*Venue:* Student Center Building, OSS

*Date:* April 8, 2021



A 3-day meeting and workshop for S.A.F.E.R. BSU facilitated by the Human Resource Development Office (HRDO) and Security Services Office. SAFER stands for Security Assessment Facility Evaluation and Review of Policy for BSU. The activity was held on May 5, 2021 at the RDC, Hall.

# HUMAN RESOURCE MANAGEMENT OFFICE

The Human Resource Management Office (HRMO) is the implementer of personnel actions, policies and procedures. It is the center for the management of human resource information and data. It provides and prompt facilitative support services to the four (4) sectors of the University, the Academic Affairs, Research and Extension, Business Affairs and the Administration and Finance.

Table below shows the number of employees of the three campuses of the University namely: Bokod, Buguias and La Trinidad.

BOKOD CAMPUS				BUGUIAS CAMPUS				LA TRINIDAD CAMPUS			
	T	NT	TOTAL		T	NT	TOTAL		T	NT	TOTAL
Permanent	14	14	28	Permanent	29	22	51	Permanent	272	290	562
Casual		7	7	Casual		9	9	Casual	2	110	112
COP/JOP	4	4	8	COP/JOP	6	3	9	COP/JOP	148	379	527
Substitute				SUBSTITUTE	1	0	1	Substitute		1	1
<i>Total</i>	<i>16</i>	<i>25</i>	<i>41</i>	<i>TOTAL</i>	<i>36</i>	<i>34</i>	<i>70</i>	<i>Total</i>	<i>422</i>	<i>779</i>	<i>1,202</i>

**GRAND TOTAL: 1313**

Table 25. Number employees in all BSU campuses

## A. RECRUITMENT AND SELECTION

1. Facilitated in the recruitment and selection processes
2. Facilitated 13 Virtual Job Interviews (as of September 21, 2021)
3. Creation of BSU- HRMO Online Job Application Portal (<https://Bit.Ly/3kjfy2t>)

	PUBLISHED POSITIONS	NUMBER OF APPLICATION DOCUMENTS RECEIVED (ONLINE/ONSITE)	NUMBER OF APPLICANTS INTERVIEWED BY HRM-PSB/CJSEC
Plantilla	28	377	57
Casual	9	72	38
Contract of Service/Job Order	90	439	397
<i>Total</i>	<i>127</i>	<i>888</i>	<i>492</i>

Table 26. Published vacancies

## B. PLACEMENT

1. Issued appointments to plantilla, casual, contractual and substitute and contracts to job order and contract of service personnel.

*Plantilla, casual, contractual and substitute: 196*

*Job order and contract of service: 753*

2. Facilitated Oath-Taking of Newly Hired and Promoted Employees
3. Preparation of Notice of Step Increment/ 2021 Loyalty Awardees/Gratuity Pay for COS/JOP

*Notice of Salary Increment (NOSI): 42*

*Review and checking of 2021 Loyalty Awardees: 73*

*Qualified Job order and Contract of Service Personnel for Gratuity Pay: 358*

### C. LEAVE & DTR MANAGEMENT AND ADMINISTRATION

1. Implemented of Alternative Work Arrangement (Office Memorandum No. 148, s. 2021) in Compliance with the Inter-Agency Task Force for the Management of Emerging Infectious Diseases OMNIBUS Guidelines and Commission on Civil Service Memorandum Circular Number 18 series 2020.
2. Processed Monetization with a total of 187 and GSIS-Employee Compensation Claims (ECC) with a total of 64

### OTHER ACCOMPLISHMENTS:

1. Provision of Frontline Services;
2. Creation and Development of Human Resource Information System (HRIS);
3. Participation to University Activities; and
4. Attendance to Learning and Development activities as participants and service providers

### HUMAN RESOURCE ACTIONS

Table 27. Designations in the university

DESIGNATIONS	NO. OF DESIGNATED EMPLOYEES	DESIGNATIONS	NO. OF DESIGNATED EMPLOYEES
Vice President	4	<b>BUSINESS AFFAIRS</b>	
Special Assistant to the Vice President	8	Director	3
Special Assistant to the President	9	OIC-Director	1
<b>TOTAL</b>	<b>21</b>	Project Manager	7
<b>ACADEMIC AFFAIRS</b>		OIC - Project Manager	1
Dean	17	<b>TOTAL</b>	<b>12</b>
Acting Dean	2	<b>OFFICE OF THE PRESIDENT</b>	
Executive Dean	2	Director	6
Director	11	Adviser (CCA)	6
Assistant Director	3	<b>TOTAL</b>	<b>12</b>
College Secretary	8	<b>RESEARCH &amp; EXTENSION</b>	
Campus Secretary	2	Director	15
Chairperson	68	Assistant Director	5
Section Head	3	Division Chief	25
GS Program Coordinator	7	<b>TOTAL</b>	<b>45</b>
R&E Coordinator	4	<b>RESEARCH &amp; EXTENSION PROGRAM/ PROJECTS/STUDIES</b>	
Research Coordinator	14	Program Leaders	14
Extension Coordinator	14	Project Leaders	130
Adviser (SG)	7	Study Leaders	374
Adviser (Publication)	2	Project Staff	60
<b>TOTAL</b>	<b>164</b>	Co-study Leader	29
<b>ADMIN &amp; FINANCE</b>		<b>TOTAL</b>	<b>607</b>
Directors	3	<b>GRAND TOTAL 869</b>	
Deputy Director	3		
Chief	2		
<b>TOTAL</b>	<b>8</b>		

# PROCUREMENT MANAGEMENT OFFICE

The office facilitated and assisted the BAC for the procurement of the different projects, the following activities/tasks were done:

- a. Checking and verification of items requested for procurement in the end-user's respective PPMP and APP.
- b. Numbering and monitoring of Purchase Requests, Request for Quotations, Resolutions and Purchase Orders.
- c. Consolidation and categorization of items for procurement ready for BAC's review
- d. Preparation of schedule of procurement activities.
- e. Organized and made necessary arrangements for BAC meetings.
- f. Preparation of Invitation to Bid and bidding documents, Request to submit proposals/quotations and Request for Quotations.
- g. Advertising and/or posting of bidding opportunities including bidding documents to the PhilGEPS, BSU Website, and three conspicuous places.
- h. Management of the sale and distribution of bidding documents to interested bidders.
- i. Preparation of notice of BAC meetings and invitation to three (3) observers.
- j. Preparation of minutes of meetings, resolutions of the BAC and communications to external providers.
- k. Assistance to the Technical Working Group (TWG) in the preparation of Bid Evaluation Report (eligibility and technical documents).
- l. Preparation of bidding results such as Abstract of Bids/Quotations, Notice of Award, Notice to Proceed and posting of such documents Contract/PO in the PhilGEPS and BSU Website as required.
- m. Serving of Contracts/Purchase Orders to winning bidders/suppliers for their signature and confirmation.

## PURCHASES

ITEM	FUND CLUSTER				TOTAL
	General Appropriations Act	Internally Generated Income (IGI)	Business Type Income (BTI)	SPECIAL PROJECT (SP)	
Various Supplies and Materials	45,930,575.38	11,751,961.10	27,622,075.27	25,006,337.51	110,310,949.26
Equipment	2,335,106.00	8,874,673.33	640,460.00	12,090,657.88	23,940,897.21
Motor Vehicle	-	10,478,900.00	-	-	10,478,900.00
Repair and Maintenance (Facility and Equipment)	20,871,850.50	7,039,749.49	80,066.00	-	27,991,665.99
Services	3,547,865.43	4,721,510.00	153,855.00	4,032,314.94	12,455,545.37
Infrastructure	69,282,364.89	-	-	19,979,487.47	89,261,852.36
<i>Total</i>	<i>141,967,762.20</i>	<i>42,866,793.92</i>	<i>28,496,456.27</i>	<i>61,108,797.80</i>	<i>274,439,810.19</i>

Table 28. Purchases on infrastructure, goods and services, and consultancy



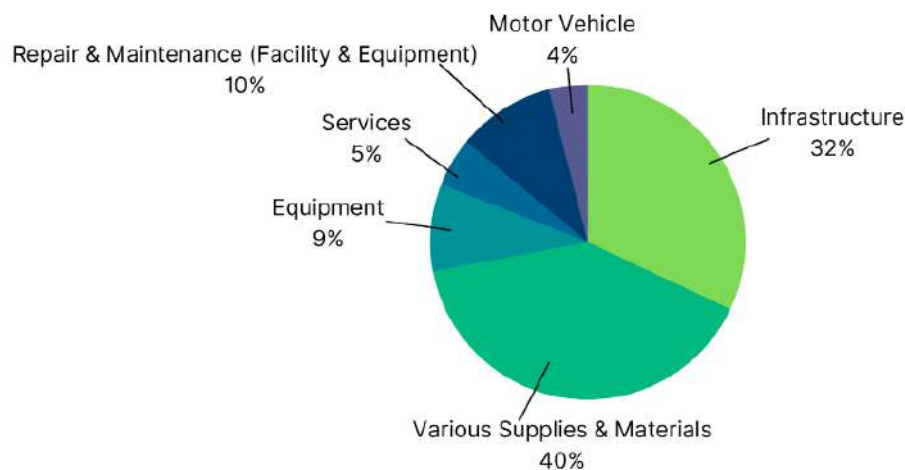


Figure 18. Distribution of purchases by item

## AWARDED PROJECTS/CONTRACTS (COMPETITIVE BIDDING)

### INFRASTRUCTURE

NAME OF PROJECT	SOURCE OF FUNDS	NAME OF CONTRACTOR	CONTRACT COST (PHP)
Repair of Drainage System for the Gymnasium and Athletic Oval	GAA-MOOE	Apwartz Construction Services and Supplies	3,900,000.00
Repair of the BSU La Trinidad Campus Road Network (BSU Museum to BSU Last Gate)	GAA-MOOE	Random Builders	6,000,000.00
Construction and Site Improvement of the Benguet Agri-Pinoy Trading Center (BAPTC)	DA-CAR GRANT	BTCJR Construction and Engineering Services	20,000,000.00
Upgrading of BSU and DA-CAR Sheep and Goat Multiplier Breeder Barns	DA-CAR GRANT	Guava Construction	2,150,000.00
Construction of Biodiversity Research Building - Bokod Campus	2021 GAA- Capital Outlay	M.S. Castillo Construction	11,798,047.18
Electrical Enhancement of the Laboratory Rooms of the Research and Development Building	2021 IGI- CAPITAL OUTLAY	Leo Heirs Construction	1,357,777.77
Expansion of the College of Forestry Building	2021 GAA- Capital Outlay	Remnant Builders	9,556,526.94
Pakyaw Labor for the Construction of Pergola, Signage and Photo Booth at Bineng, La Trinidad, Benguet	DOST-PCAARRD	Dixon Pasi Pakyaw Group	243,0000.00
Construction of Information Technology (IT) Building	2021 GAA Capital Outlay	MS Castillo Construction and Baje Construction, Joint Venture	47,927,790.77
Labor for the Construction of Pergola signage and Photo Booth	DOST PCAARRD- Sci-CAT Blooms	Dixon Pasi Pakyaw Group	243,000.000
<b>Total</b>			<b>105,363,142.66</b>

Table 29. Awarded infrastructure projects

## GOODS AND SERVICES

NAME OF PROJECT	SOURCE OF FUND	SUPPLIER	CONTRACT AMOUNT
Procurement of Laboratory Supplies	NEP-MOOE	Chemline Scientific Corporation	238,049.00
		JERR Marketing	5,400.00
		JAYYAM Enterprise	62,367.00
Procurement of Office Supplies	NEP-MOOE	Rio Chico Marketing	1,108,251.84
Procurement of Construction, Plumbing and Electrical Supplies (IB no.2021-04)	NEP-MOOE	WilConstruct Enterprises	1,650,215.00
Procurement of Construction, Plumbing and Electrical Supplies (IB no.2021-03)	NEP-MOOE	Rio-Chico Marketing	1,108,251,84
Procurement of Inks and Toners	NEP-MOOE	Best Choice Enterprise	197,240.00
		Hexacom Enterprise	226,885.00
		Riochico Marketing	68,109.00
		ANDJ Bright Printing Services	274,020.00
Procurement of Janitorial Supplies (IB No. 2021-09)	NEP-MOOE	Mary Belle Acob Tullao Trading	803,695.00
Procurement of Various Agricultural Supplies (IB No. 2021-10)	NEP-MOOE	Rio Chico Marketing	1,701,257.05
Procurement of Security Services for the BSU Land Reservation Areas	NEP-MOOE	Carlomaximus Security Agency	2,724,049.33
Procurement of Various Vegetables Semi-Expendable Equipment and Others (IB No. 2021-13)		CDP Marketing and General merchandising	76,275.00
		Kitchen Mall Corporation (KMC)	1,331,538.00
Procurement of Various Equipment with Installation (IB No. 2021-14)	DA-CAR GRANT	Kitchen Mall Corporation (KMC)	1,269,476.00
		Universal Commercial	110,000.00
		CDP Marketing and General Merchandising	560,348.00
Procurement of Various Vegetables/ Fruit Sorting, Grading, Packaging Line (IB No. 2021-15)	DA-CAR GRANT	Kitchen Mall Corporation (KMC)	1,398,888.00
Procurement of Fresh Vegetable Bagger and Packer Machine (IB No. 2021-16)	DA-CAR GRANT	Kitchen Mall Corporation (KMC)	1,943,888.00
Procurement of Clipping Machine (IB No. 2021-17)	DA-CAR GRANT	Kitchen Mall Corporation (KMC)	800,888.00
Procurement of Fruit and Vegetable Pre-cooler Unit (IB No. 2021-19)	DA-CAR GRANT	168 PARAGON International General Contractor and Equipment	888,888.88
Procurement of Common Supplies for Academic Sector (IB 2021-25)	GAA	Rio Chico Marketing	1,484,959.70
Procurement of Security Services for BAPTC (IB 2021-21)	TF-911	CARLOMAXIMUS Security Agency	1,146,651.706
IB No. 2021-26A: Procurement of Various Construction Supplies and Materials for the Repair and Maintenance of Various Offices		Wi-al Construction Builders	690,465.00
		Wilconstruct Enterprise	862,098.00
IB 2021-20A Procurement Of Security Services for Benguet State University La Trinidad Campus	IGI	Power Plus Security Agency and Investigation	3,847,969.00

NAME OF PROJECT	SOURCE OF FUND	SUPPLIER	CONTRACT AMOUNT
Insurance Coverage of the BSU Studentry - August 2021 to July 2022, School Year 2021-2022 ((9,090 undergraduate college Students) Retroactive	IGI	Malayan Insurance	454,500.00
IB 2021-32 Procurement of Fabricated Shelves for the University Library and Information Services	2021 GAA MOOE	J-Fourth Trading	1, 134,500.00
IB 2021-33 Procurement of Various Construction, Plumbing and Electrical Supplies	2021 GAA MOOE	Wi-al Construction Builders	1, 084, 811.00
IB 2020-28A Procurement of Motor Vehicles (3 vans and 1 coaster)	2020 IGI CAPITAL OUTLAY	Toyota Baguio City	10,478,900.00
IB 2021-35 Procurement of Various Equipment for Benguet State University - La Trinidad Campus	GAA - Continuing and IGI	J - Fourth Trading	3,163,303.00
<i>Total</i>			<i>38,016,011.51</i>

Table 30. Awarded projects on goods and services

## ANNUAL PROCUREMENT PLAN (APP) IMPLEMENTATION RATE

The APP implementation rate was based on Approved Budget for the Contract (ABC) of awarded contracts/project.

CATEGORY	GAA			IGI		
	APP	ABC/PR	%	APP	ABC/PR	%
Supplies, Materials and Equipment	90,524,024.51	76,544,198.85	84.56%	50,642,565.57	30,184,838.70	59.60%
Services	4,764,781.00	3,651,358.00	76.63%	12,861,566.50	7,074,777.00	55%
Consultancy	550,000.00		0%	1,500,000.00	0	0
Infrastructure	72,534,000.00	72,534,000.00	100.00%			
<i>TOTAL</i>	<i>168,372,805.51</i>	<i>152,729,556.85</i>	<i>90.71%</i>	<i>67,504,132.07</i>	<i>46,902,939.22</i>	<i>57.32%</i>

Table 31. APP implementation rate

## OTHER ACCOMPLISHMENTS

- Processed various documents such as purchase requests, purchase orders, contracts, BAC Resolutions.
- Posted procurement opportunities and awarded contracts in PhilGEPS
- Coordinated, facilitated and attended BAC meetings
- Prepared and processed infrastructure billings
- Prepared and submitted various reports to regulatory bodies such as the Annual Procurement Plan (APP) 2021, Procurement Monitoring Report (PMR) covering the procurement period from July to December 2020, 2022 Indicative APP-capital outlay, 2022 Annual Procurement Plan for Common Supplies and Equipment –, 2022 Indicative Annual Procurement Plan for GAA, Procurement Monitoring Report (covering procurement period from January-June 2021)
- Conducted and facilitated trainings in coordination with HRDO on Procurement Process and Protocols and Training on the IRR of RA 9184 and its Updates
- Attended trainings conducted by various agencies.

# RECORDS OFFICE AND ARCHIVES

The Records Office and Archives (ROA) is composed of four (4) regular employees and one (1) casual employee. Each staff is also delegated their respective duties and responsibilities with reference to their position descriptions.

The main function of the office is the management of records from its creation, maintenance and disposition. Thus, in our custody are records with values of administrative, legal, financial, historical including research and income generating documents; and are accordingly acted upon based on the governance of the National Archives of the Philippines (NAP).

In controlling such documents, either coming from inside or outside sources, all (if possible) records should be passed through the Office before any actions can be made by higher authorities and/or concerned offices. For confidential and personal matters, this Office sees to it that they are also properly secured with utmost diligence and prudence.

The Office is also being sought in the delivery of documents outside of the University. Some of the staff are also involved in other major operations of the University, such as on ISO matters, Accreditation of Colleges, Data Privacy Acts, and to include University big events.

## ACCOMPLISHMENTS

1. Constant follow-ups were done for the review of our Agency Records Disposition Schedule by the National Archives of the Philippines; An initial Sub-Committee review with the NAP will be held on January 26, 2022, via virtual;
2. The ROA staff have extended their services during the University Founding Anniversary and Philippine Civil Service celebration last September, 2021;
3. Observance of minimum health protocols against COVID-19 in the delivery of the operations of the Office;
4. Attendance to webinars, programs and activities sponsored by BSU and lined agencies;
5. Continuous drafting of a Records and Archives Management Manual;
6. Enhanced Office routines by:
  - a. Tabulating all Internal and External communications received and or released
  - b. Separate logging of internal and external communications
  - c. Scanning of files and documents as back-up copies and digitalization phase
  - d. Uploading of mostly Administrative Issuances via social media
7. The Office has been ISO Audited without negative comments, however, was noted for embarking on the digitalization of records.



# SUPPLY AND PROPERTY MANAGEMENT OFFICE

## 1. Receipt, Inspection and Acceptance of property, plant and equipment (PPE); semi-expendable items (SMEs); 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

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

FUND CLUSTER	DELIVERIES		INSPECTION AND ACCEPTANCE REPORT (IAR)		PERCENTAGE
	NUMBER	AMOUNT	NUMBER	AMOUNT	
General Fund 101	816	40,847,369.83	816	40,847,369.83	100%
Internally Generated In-come (05 – STF 164)	445	31,468,716.15	445	31,468,716.15	100%
Business Type In-come (06 – Revolving Fund 161)	233	16,039,073.42	233	16,039,073.42	100%
Business Type In-come (06 – Revolving Fund 163)	575	34,724,148.19	575	34,724,148.19	100%
Trust Fund (07 – Special Projects)	4	172,150.00	4	172,150.00	100%
Trust Fund (07 – TF 911)	446	38,634,132.48	446	38,634,132.48	100%
TOTAL	2519	161,885,590.07	2,519	161,885,590.07	100%

Table 32. Inspection and Acceptance Report

## 2. Issuance of supplies and materials

100% of Requisition and Issue Slip (RIS) are acted upon within the required period. Inventory Custodian Slip (ICS) are prepared and issued to establish accountability over tangible property or SME issued.

100% of the required Report of Supplies and Materials Issued (RSMI) are prepared and submitted within five (5) to ten (10) days following the end of the applicable month.

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

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

## 4. Property and inventory utilization and management

Monitoring of Property accountability. Property Transfer Reports (PTR) prepared, and related accountability records (PAR or ICS) renewed to keep current property accountability on the 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.

*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 (IIRUP) 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.

*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.

*Clearance from property accountability.*- Verified, processed and signed clearances of retiring or otherwise outgoing 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.

## **5. Processing of transactions**

100% of completed and duly accepted deliveries are processed for payment within the required period.

**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.**

**7. SPMO personnel participated in various University activities including the Pre-Retirement Orientation/Counseling Program, Data Science and Analytics in Higher Education, the International Men's Day Ride, Criminology Week: Padyak for non-stop Learning Despite the Challenge of the Pandemic, and Padyak to the Highlands: Moving Forward, Claiming Victory for Philippine Higher Education in the Cordilleras.**

**8. Effected revision of ISO documents and forms, and participated in the ISO re-certification audit. Collated details of suppliers for the calendar year and prepared evaluation form for distribution to all concerned end-users.**

# PLANNING AND DEVELOPMENT OFFICE

## I. PLANNING

### A. PERFORMANCE MANAGEMENT

1. Packaged the University Strategic Plan 2021-2024
2. Assisted in planning activities of requesting units
3. Facilitated the 2022 Operational Planning Activity on November 10-12, 2021
4. Compiled OPCR/DPCRs for January to June and July to December Rated and Targets
5. Assisted in the consolidation of the 2021 operational plan of the Administration & Finance sector

### B. PREPARATION OF TECHNICAL DOCUMENTS FOR INFRASTRUCTURE PROJECTS

1. Proposed Strawberry Farm Elevated Walkway
2. Design of the Temporary Shipping Container Facility for ECDC

### 2022 Proposed Projects for Design & Build

1. Construction of Institute of Public Administration Building
2. Expansion of Administration Building-La Trinidad Campus
3. Construction of Free Enterprise Building-La Trinidad Campus
4. Construction of BSU Supply Storage Facility-La Trinidad Campus
5. Construction of Marketing Center Building-Buguias Campus
6. Construction of New Academic Building-Buguias Campus
7. Construction of Research & Extension Training Center
8. Construction of New Academic Building-Bokod Campus

### Repairs for 2022 Implementation

1. Repair & Improvement of the BSU Bokod Road Network
2. Repair of BSU Water Tank at Tabangaoen, Balili
3. Repair of Riprap along the BSU College of Forestry Nursery
4. Repair of PCR Room (NPRCRTC Building)
5. Repair and Renovation of Administration Building
6. Repair and Renovation of the University Business Affairs Building

### Service Provided as per Request of Clients - Design plans & cost estimates prepared

1. Repair of the Broadcasting Room at the Library Building
2. Proposed Renovation of the Clinic CR
3. Proposed Covered Court of the College of Forestry Building
4. Proposed Repair of Mushroom Building
5. Proposed Concreting of the DA-BAR Flooring
6. Proposed Convention Center
7. Construction of DAS Piggery Project
8. Repair of BSU COA Office

## II. MONITORING AND EVALUATION

### A. PERFORMANCE MANAGEMENT

1. Monitoring for Readiness of Delivery Units for Evaluation conducted in October

### B. INFRASTRUCTURE PROJECTS

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

#### *FY 2019 Projects*

1. Rehabilitation of Motorpool

#### *FY 2020 Projects*

1. Repair of the College of Forestry Building - Rooftop (Third Floor)
2. Backfilling and Concreting Including Repair of Drainage System of Area Between Bakery and FPC
3. Construction of Dormitory (Bokod Campus)
4. Construction of Two Units Fix Vent Greenhouses with Aeroponics and Drip Irrigation

#### *FY 2021 Projects*

1. Repair of 1-Unit Greenhouse and Supply, Delivery and Installation of Aeroponics
2. Repair of BSU La Trinidad Campus Road Network (BSU Museum to BSU Last Gate)
3. Repair of Drainage System for the Gymnasium and Athletic Oval
4. Renovation & Upgrading of the University Canteen I
5. Electrical Enhancement of the Laboratory Rooms at the Research and Development Complex
6. Upgrading of BSU and DA-CAR Sheep and Goat Multiplier Breeder Barns

## III. MANAGEMENT INFORMATION SYSTEM

A. Processed and transmitted data required by oversight agencies

B. Included in the PDO Database the availability of emergency exits for 25 buildings

C. Available requested documents for accreditation and other monitoring and evaluation activities provided on time

## IV. OTHER MATTERS

1. Attended to all tree planting and environmental awareness activities of the University
2. Conceptualization and implementation of Christmas lights in the University
3. Spearhead and attended concerns on land use and other development activities of the University

# GENDER AND DEVELOPMENT OFFICE

## TRAININGS AND SEMINARS CONDUCTED

Orientation Seminar on CHED Memorandum Order 2015-1 for Administrative Council Members	January 15, 2021- Everlasting Hall, New R&E Building	Environmental Care/Protection Activity	April -August 2021
Training on Gender Analysis using Harmonized Gender and Development Guidelines as a Tool on Gender Mainstreaming	February 10, 2021, CTE Function Hall	CA Week & Launching of BSU Child Minding Center (Pag-awiran)	May 19, 2021- College of Agriculture, BSU
<b>NATIONAL WOMEN'S MONTH CELEBRATION ACTIVITIES</b>			
Kick-off Program of 2021 National Women's Month Celebration during Flag Raising Ceremony	March 1, 2021- BSU Administration Bldg	2021 Mother's Day Celebration: Aking Ina Lumalaban sa Pandemya	May 10, 2021-BSU Admin. Building Frontage
Hanging of the official 2021 NWMC banner in La Trinidad, Bokod and Buguias Campus	March 2021	Good Agricultural Practices (GAP) and GAD Mainstreaming in GAP Research	June 23, 2021- Carnation Hall, R&E Building
Distribution of PCW- Advocacy Spray Bottle	March 1, 2021- BSU Administration Bldg.	Webinar Series for Health 2021: "International Men's Health and Prostate Cancer Awareness Month	June 30, 2021- BSU University Library Information Services
Facebook Profile Frame	March 2021	BSU La Trinidad Campus Quarterly Bloodletting Activity: "Safe Blood for All. Donate Blood. Save Lives." In coordination with College of Nursing and Philippine Red Cross-Benguet Chapter	July 27, 2021
#PurpleMondays	March 2021	BSU Buguias Campus Quarterly Bloodletting Activity: "Safe Blood for All. Donate Blood. Save Lives." In coordination with College of Nursing and Philippine Red Cross-Benguet Chapter	Aug. 6, 2021
Distribution of IEC materials	March 1, 2021	BSU Bokod Campus' Biggest Loser Season 2: Women and Men as Agents of Healthy Lifestyle in coordination with Bokod Campus GAD Focal Persons	Aug. 27, 2021
Community-Based Screening-Breast, Pelvic and Cervix	March 2021	Freshman Students On Boarding with Gender and Development Concepts and Adolescent Sexual Reproductive Health for various colleges	Aug-Sept 2021 *conducted at various offices/colleges in BSU
Women and Men Together in Environmental Protection: Construction of Fire Lane within Bokod Campus Perimeter Fence	March 8, 2021- BSU Bokod Campus	BSU Bokod Campus Quarterly Bloodletting Activity: "Safe Blood for All. Donate Blood. Save Lives." In coordination with College of Nursing and Philippine Red Cross-Benguet Chapter	September 10, 2021
Skills Training on Edible Plants Landscaping and Containerized Gardening of BSU Personnel	March 10-12, 2021- BSU Gymnasium and Secondary Laboratory School Park	Anxiety and Depression during Pandemic Coping with Mental Health Issues in coordination with the Local Government Unit of Kapangan, Benguet participated by parents, teachers and students' community	September 02, 2021
Webinar on What are Gynecologic Cancers and Its Management	March 24, 2020- BSU ULIS	Webinar with the theme "Elimination of Violence Against Women and Children" in coordination with CTE-SNAP	November 20, 2021 – Zoom Meet and FB Live
Seminar on Gender Fair Language	March 26, 2021- BSU CTE Function Hall	Display of the official tarpaulin bearing 18- Day Campaign Theme	November 25-December 12, 2021- BSU Bokod, Buguias, La Trinidad Campus
Webinar on What's Menopause and Its Management	March 31, 2021- BSU University Library and Information Services		
Orientation of BSU CTE Students on GAD	March 31, 2021- BSU CTE Function Hall		
Essay Writing for Wonder Juana and Super Juan (Employee's Category)	March 2021- BSU Buguias Campus		
Women in Agriculture: Photography Competition for Students	March 26-31, 2021- BSU LTB Campus		
Women in Agriculture: Essay Writing Contest	March 26-31, 2021- BSU LTB Campus		
Women in Agriculture: Essay Writing Contest	March 26-31, 2021- BSU LTB Campus		



Distribution of Information, Education and Communication (IEC) materials to raise awareness on VAW and other related laws	November 25-December 12, 2021-BSU Bokod, Buguias, La Trinidad Campus	Orientation Forum in line with the 2021 18- Day Campaign to End Violence Against Women	November 25- BSU La Trinidad Campus
Online Advocacy (Facebook: Bsu Gad) Official hashtag: #VAWfreePH	November 25-December 12, 2021-BSU Bokod, Buguias, La Trinidad Campus	Orientation Forum in line with the 2021 18- Day Campaign to End Violence Against Women	November 26- BSU Buguias Campus
Poster Making Contest: Theme: "VAW Free Community Starts with Me"	November 25-December 12, 2021-BSU Bokod, Buguias, La Trinidad Campus	Kick-off Program of 2021 18-Day Campaign to End Violence Against Women at BSU Bokod Campus	December 1, 2021- BSU Bokod Campus
Orange Your Icon: 2021 18-Day Campaign to End Violence Against Women	November 25-December 12, 2021-RDC Hall,	Seminar on Gender Disaster's Awareness with Mental and Physical Health Care Towards a Progressive Learning During Pandemic	December 2, 2021- BSU Buguias Campus
BSU Biking for International Men's Day: "Pedal It Out"	November 24, 2021- Sablan, Benguet	2021 BSU-GAD Focal Point System Technical Working Group Members Assessment and Accomplishment Reporting Workshop cum 2022 GAD Planning and Budgeting Finalization	December 9-10, 2021
Closing Program of 2021 18-Day Campaign to End Violence Against Women and Awarding Ceremony of Poster Making Contest"	December 22, 2021- Administration Building Lobby		



Winners for the Poster making Contest during the closing program and awarding ceremony of the 18-day Campaign to End Violence Against Women on December 22,2021 at the BSU Admin Lobby.

## OTHER ACCOMPLISHMENTS

- Prepared Operational Plan 2021
- Prepared Internal Operating Budget 2021 for the BSU DRRM supplies, material and equipment
- Prepared baseline data for the GAD PAPs 2018-2019
- Attended Regional Gender and Development Committee representing BSU-GAD
- Attended and conducted various meetings
- Prepared and consolidated reports
- Benguet State University was the first agency in the CAR who's 2021 GAD Plan and Budget is ENDORSED by the Philippine Commission on Women

- Consolidated 2020 year-end GAD activity accomplishments and computed amount for the 2021 GAD AR to be submitted to Philippine Commission on Women
- Prepared and finalized Project Proposal and Terminal Reports
- Inclusion of gender perspective on University Infrastructure Projects using Harmonized Gender and Development Guidelines (HGDG) to be submitted at National Economic Development Authority (NEDA)

**Expansion of the Administration Building  
BSU La Trinidad Campus:**

- Construction of Campus Road Loop with Arterial Roads at BSU La Trinidad Campus*
- Construction of New Academic Building- BSU Buguias Campus*
- Construction of New Academic Building- BSU Buguias Campus*
- Construction of the Institute of Public Administration Building- BSU La Trinidad Campus*
- Construction of Marketing Center Building-BSU Buguias Campus*
- Construction of Research and Training Center- BSU La Trinidad Campus*
- Construction of BSU Supply Storage Facility-BSU La Trinidad Campus*
- Construction of Free Enterprise Building- BSU La Trinidad Building*

- Prepared and processed procurement of the following supplies, materials and equipment
- Researched, gathered information and prepared speech/lectures on the following topics: Gender and Health, Nutrition Webinar Series 2021, Gender and Development Concepts, Training on Empowering Teachers on Trauma Informed Learning, Anxiety and depression during the Pandemic: Coping with Mental Health Issues
- Establishment of gender responsive facilities & procurement of needed supplies, materials and equipment:  
*Childminding Centers for BSU Bokod and Buguias Campuses*  
*BSU Bokod Quarantine Facility*  
*Lactation Room and Nutri-clinic of CHET*



The Gender and Development (GAD) Unit in coordination with the Learning and Development Services (LEADS) of the University conducted a Training on Gender Analysis using Harmonized Gender and Development Guidelines (HGDG) on February 10, 2021 at the College of Teacher Education Function Hall.



GAD Planning and Budgeting for F.Y. 2022 on October 15-16, 2022 at the CTE Function Hall



2021 BSU GAD Focal Point System Technical Working Group Members Assessment and Accomplishment Report Workshop cum 2022 GAD Planning and Budget Finalization held on December 9-10, 2021



# OFFICE FOR QUALITY ASSURANCE AND ACCREDITATION

## AACCUP ACCREDITATION

- Coordinated and facilitated submission to AAC-CUP the list of Accreditable degree programs applied for 2021 accreditation survey visits
- Coordinated and facilitated submission to AAC-CUP the list of Accreditable degree programs applied for 2022 accreditation survey visits
- Facilitated and coordinated list of participants for the AACCUP webinar on Outcomes-Based Quality Assurance and Online Accreditation Orientation on January 25-28, 2021 for New and Veteran accreditors
- Coordinated and facilitated list of participants for the Webinar-workshop on the New Guidelines for Level III & IV Program Accreditation System on May 26-28, 2021
- Coordinated the request of Master of Arts in English Language as Second Language to AACCUP for a schedule of accreditation survey visit on July 29, 2021
- Coordinated and facilitated the preparation and submission of data for the 2021 programs for accreditation using the new guidelines from AACCUP
- Coordinated and facilitated the conduct of AAC-CUP online accreditation survey visit for the degree program Master of Arts in English as Second Language (MAESL) on July 29-31, 2021
- Coordinated the preparation and submission of change in nomenclature and carry over of accreditation level for the degree programs Bachelor of Science in Entrepreneurial Technology to Bachelor of Science in Entrepreneurship and Bachelor of Science in Applied Statistics to Bachelor Science in Statistics
- Coordinated and facilitated the preparation for the Level III AACCUP accreditation survey visit of 7 programs on September 13-17, 2021 (was canceled)
- Coordinated the submission of Doctor of Veterinary Medicine Compliance on September 29, 2021
- Coordinated and facilitated the list of participants for the AACCUP Webinar on Outcomes-based Quality Assurance and Online Accreditation Orientation for New Accreditors and Accreditors with no OBQA training
- Coordinated and facilitated the conduct of AACCUP online accreditation survey visit for the degree programs Master of Science in Agribusiness Management, Master of Science in Agricultural Economics and Bachelor of Science in Forestry on December 13-16, 2021
- Coordinated and facilitated the submission of MS Soil Science, MS Plant Pathology, MS Rural Development, and MS Entomology compliance report to AACCUP



BSU officials during the Closing Meeting of AACCUP Online Accreditation Survey Visit on December 15, 2021 at the RDC Hall.

## BSU-QUALITY MANAGEMENT SYSTEM

- Conducted and facilitated ISO Core Group Meeting on February 9, 2021 and March 29, 2021
- Conducted and facilitated ISO 9001:2015 QMS Team Meeting on February 16, 2021
- Facilitated ISO 9001:2015 Executive Briefing on QMS processes by Quality Plus on March 1, 2021
- Facilitated and coordinated the ISO 9001:2015 Orientation/ Re-Orientation of QMS processes c/o Quality Plus on March 2-4 and 15-18, 2021;
- Coordinated and facilitated the Internal Quality Audit (IQA) Meeting on March 29, 2021
- Facilitated the Change Control Management Committee Meeting on April 7, 2021
- Coordinated/ facilitated the Online Training Course on Auditing ISO 9001:2015 Quality Management System- Batch 2 by Development Academy of the Philippines on May 18-21, 2021
- Coordinated, facilitated and attended the Sectoral Management Reviews
  - oAcademic Sector- May 25, 2021
  - oResearch and Extension- June 2, 2021
  - oAdministration and Finance- June 3-4, 2021
- Monitored, Collected, measured and evaluated customer feedback and client satisfaction 1st, 2nd and 3rd quarter of 2021
- Coordinated and facilitated Executive Management Review on July 8, 2021
- Facilitated and coordinated the conduct of ISO 9001:2015 Re-certification Audit on October 20-21, 2021

## OFFICE CONCERNS

- Conducted office meetings
- Facilitated TSU benchmarking on QS Stars Rating System on January 19, 2021
- Office Planning for ISO, AACUP and other quality assurance activities
- Prepared DV and BUR for the payments of various AACUP webinar fees and Annual Dues
- Attended to faculty and staff queries regarding accreditation
- Released documents requested (hard and soft copies) for accreditation and ISO QMS
- Prepared DV and BUR for the payment of fee on the Training Course for Managing Heads by Dreamquest Consulting and Training Services in coordination with DENR-EMB
- Released summary of client satisfaction and feedback form to requesting/ concerned offices
- Released available common / university documents requested by faculty and staff for concerns regarding accreditation

## ACCREDITED DEGREE PROGRAMS:

### MA English as a Second Language (Level II)

Visited on July 29-31, 2021 for Level III- Phase 1 (Revisit Area VI)

### BS Forestry (Level III)

Visited on December 13-15, 2021 for Level IV-Phase 2

### MS Agribusiness Management (Level II)

Visited on December 13-15, 2021 for Level III-Phase 2

### MS Agricultural Economics (Level III)

Visited on December 13-16 for Level IV- Phase 1 (Revisit Area III)

## SUPPORT TO UNIVERSITY ACTIVITIES

- Attended the regular Administrative Council Meeting and other university meetings
- Attended virtually during the Charter Day celebration
- Facilitated the evaluation form during the charter day celebration
- Collected and summarized the result of the evaluation form and presented it during the Admin Council meeting
- Attended the regular flag raising ceremony
- Attended Operational Planning on November 10-12, 2021

## OTHER OPERATIONS

- Attended Training Course for Managing Heads by Dreamquest Consulting and Training Services in coordination with DENR-EMB



# UNIVERSITY PUBLIC AFFAIRS OFFICE

## INFORMATION AND MEDIA SERVICES

- UPAO moderates four active and official accounts for Benguet State University in Facebook, Instagram, Youtube and Twitter
- More than 50 FB pages are moderated by other University offices.

## VISIBILITY REPORT SUMMARY

- Facebook: Benguet State University page likers has increased from 41,123 in 2020 to 52,007 in 2021. The total page followers has also increased from 43,263 in 2020 to 55,655 in 2021. Moreover, other insights say that more women view the BSU FB page than men. Most viewers are aged 18-24 followed by ages 25-34 then 35-44. Top countries who view include the Philippines, Canada, Hong Kong, United States of America, and Saudi Arabia.
- YouTube: There are 1,490 subscribers as of December. Top viewers are from Philippines, Hungary and South Korea.
- Instagram: There are 2,482 followers in Instagram.
- Twitter: For the Twitter account, there are 217 followers.

## UNIVERSITY ADVERTISEMENTS

Advertisements with a total cost of 68,773.00 were facilitated by UPAO. These are published in/ by Baguio Chronicle, Northern Philippine Times, Agshan Community Newspaper, Herald Express, Amianan Balita Ngayon, and Exherald.

## ALUMNI AFFAIRS

- The Alumni Office, a “division” under the UPAO is with a designated Alumni Relations Officer (3 units ETL)
- The Alumni Relations officer actively participates with the Alumni Association during their regular monthly meetings and attends other activities such as the bench marking activity of the Alumni President at UP Baguio, among others.

## PUBLICATIONS AND TARPAILINS

- 12 issues of Shamag, Annual Report 2020, Commencement Exercises Souvenir Program, Foundation Anniversary Program Paper, State of the University Address Program Paper and BSU 2022 calendar were produced.
- A total of 208,740.00 worth of tarpaulin posters were spent by the University from January –December 2021.

## VISITOR COUNT

A total of 31 persons / visitors were accommodated from January-December 2021 as the University starts to open its doors to visitors after the lockdown due to the pandemic. These visitors came from Urdaneta City University, Korea Association of Machinery Industry and DA PhilMech, and Commission on Higher Education, Central Office.

## VIDEO PRODUCTION

A total of 41 videos were prepared, produced and edited which includes video messages of the President, vice presidents and other University officials, BSU Briefers for Bokod and Buguias, State of the University Address of the President, CN limited face to face video, Chemistry laboratory video, among others.

# FINANCE SERVICES DIVISION

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

## I. PROCESSING OF FINANCIAL TRANSACTIONS

### 1. OBLIGATED FINANCIAL TRANSACTIONS

FUND CLUSTER	PROCESSED BUR/OBR	TOTAL ALLOTMENT	AMOUNT OBLIGATED	UTILIZATION RATE
General Fund Regular 2021	2,645	754,817,000.00	651,736,317.04	86.34%
General Fund Current Continuing 2020	391	41,080,869.11	30,691,013.65	74.71%
Internally Generated Income	1,173	96,299,775.31	68,479,357.12	71.11%
Revolving Fund 161 & 163	869	73,388,727.44	57,514,520.11	78.37%
Trust Fund 911	1,244	354,850,140.02	137,648,882.61	38.79%
Special Projects	50	35,210,650.60	773,941.08	2.20%
<b>TOTAL</b>	<b>6,372</b>	<b>1,429,035,890</b>	<b>946,844,032</b>	<b>66.26%</b>

Table. Summary of Obligated Financial Transactions as of December 31, 2021

### 2. PRE-AUDITED DISBURSEMENT VOUCHERS AND PURCHASE ORDERS

#### A. Number of Disbursement Voucher (DV)

*General Fund (01): 3,743*

*Special Trust Fund (05): 1,525*

*Revolving Fund 161 & Revolving Fund 163 (06): 1,181*

*Trust Fund (911) (07): 1,865*

#### B. Number of Purchase Orders (PO) (All Funds): 1,676

**Total Number of Pre-Audited DV and PO: 9,990**

### 3. PAYMENTS OF FINANCIAL TRANSACTIONS THROUGH LDDAP & CHECKS

#### *Prepared LDDAP*

A total of 677 DVs subject for LDDAP processed from January-December 2021. Also, a total of 677 DVs included in LDDAP was processed in the same year. Thus, 100% of these were processed.

#### *Summary of Checks Released*

Total: 3,701

#### 4. SUMMARY OF DISBURSEMENTS

MONTH	NCA + FORWARD-ED BALANCE	TOTAL DISBURSEMENT	BALANCE	DISBURSEMENT RATE (TOTAL DISBURSEMENT/NCA)
JANUARY	38,798,000.00	38,681,890.51	116,109.49	99.70%
FEBRUARY	43,773,109.49	32,453,029.52	11,320,079.97	74.00%
MARCH	52,863,079.97	52,863,032.20	47.77	99.99%
APRIL	62,137,000.00	59,364,640.05	2,772,359.95	95.53%
MAY	80,258,359.95	63,213,558.41	17,044,801.54	78.76%
JUNE	74,131,801.54	74,131,687.68	113.86	99.99%
JULY	45,793,000.00	23,266,322.45	22,526,677.55	50.80%
AUGUST	68,253,677.55	45,264,008.08	22,989,669.47	66.31%
SEPTEMBER	85,293,669.47	50,475,716.55	34,817,952.92	59.17%
OCTOBER	68,999,000.00	31,595,878.95	37,403,121.05	45.79%
NOVEMBER	112,741,121.05	73,267,793.45	39,473,327.60	64.98%
DECEMBER	128,679,538.60	116,750,457.53	11,929,081.07	90.72%
<b>TOTAL</b>	<b>861,721,357.62</b>	<b>661,328,015.38</b>	<b>200,393,342.24</b>	<b>77.15%</b>

#### II. BILLINGS AND RECORDINGS

Prepared Billing Statements, Order of Payments, and Students' Statement of Accounts for walk-in clients, parents, scholarship sponsors.

##### *Water Billing Accounts*

Number of accounts to be billed: 296  
 Number of accounts billed: 296  
 Percentage: 100%

##### *Students Accounts*

Number of students to be billed: 20,511  
 Number of students billed: 20,511  
 Percentage: 100%

##### *Electric Billing Accounts*

Number of accounts to be billed: 430  
 Number of accounts billed: 430  
 Percentage: 100%

##### *Lease Accounts*

Number of accounts to be billed: 3,935  
 Number of accounts billed: 3,935  
 Percentage: 100%

#### III. COLLECTION

The office has more collections in 2021 compared in 2020 as shown in figure 19.

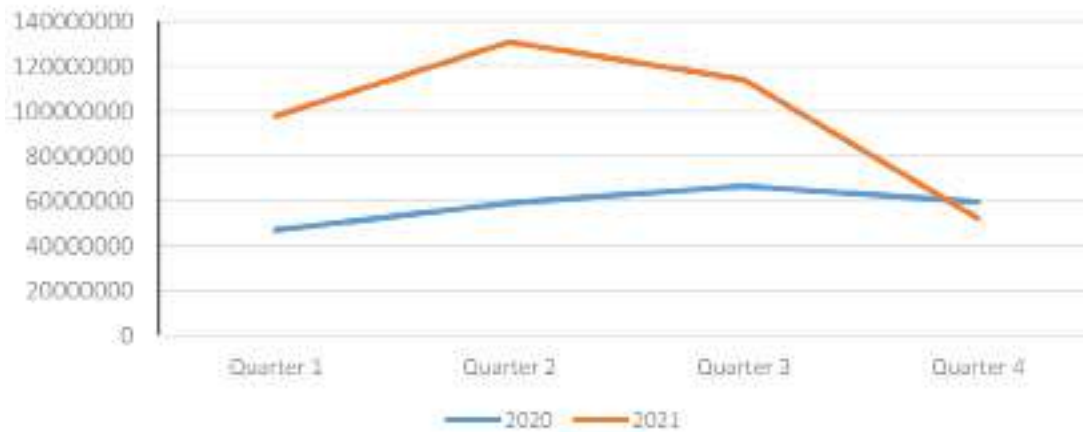


Figure 19. Overall collections

### III. FINANCIAL REPORTING

#### 1. Journalized and Approved Entry Vouchers

Number of Prepared JEV: 21, 873  
 Number of Approved JEV: 22,653

#### 2. Report Preparation (Financial Reports and Supporting Schedules) as follows:

- Financial Accountability Report using Department of Budget and Management Unified Reporting System (DBM-URS) for Report of Disbursements and Quarterly Report of Actual Receipts (FAR 1, 1-A, 1-B, 1-C, 2, 2A, FAR 3, FAR 4, FAR 5, FAR 6) using the Unified Reporting System of DBM (URS-DBM), FAR
- Submitted copy of FARs for uploading to transparency seal.
- Monthly Report of Disbursements on various funds of the University
- Monthly Report of Tax Remittance Advice on Personnel Services, Maintenance and Other Operating Expenses and Capital Outlay
- Generated Trial Balance on various funds using enhance e-NGAS
- Bank Reconciliation Statements with Schedule of Outstanding Checks on various funds.
- Detailed Report of remittances of external scholarship programs
- Monthly Trial Balances on various funds
- Ageing of Cash Advance and Liquidation
- Other Financial Reports as required by top management and oversight bodies such as COA, DBM, CHED, BIR, GAS.
- Prepared report of scholarship grants and remittances and receivables for submission to OSA and external scholarship sponsors
- Prepared consolidated report of income and expenses on various IGPs of the University
- Prepared Variance Analysis on Actual Receipts versus Projections
- Prepared Financial Reports of IGPs

#### 3. Amount of Billed UNIFAST re Free Higher Education

2ND Semester AY 2020-2021: 25,587,263.00  
 Midyear Term AY 2020-2021: 2,141,691.00  
 1ST Semester AY 2021-2022: 65,363,908.00

#### 4. Approval of Program of Receipts of the University in the amount of 276,740,086.65 for calendar year 2022.

#### 5. Schedule of Realized Sales Revenue (as of December 20, 2021)

DESCRIPTION	AMOUNT
BAKERY PROJECT	11,488,107.27
BSU BC CANTEEN	143,799.00
BSU CANTEEN 1	10,385,089.00
B(UGUIAS POULTRY PROJECT	326,615.00
BUGUIAS WATER REFILLING STATION	4,675.00
FOOD PROCESSING CENTER	5,895,069.61
MARKETING CENTER	27,107,293.60
POULTRY PROJECT	5,363,085.00
<b>TOTAL</b>	<b>60,713,733.48</b>



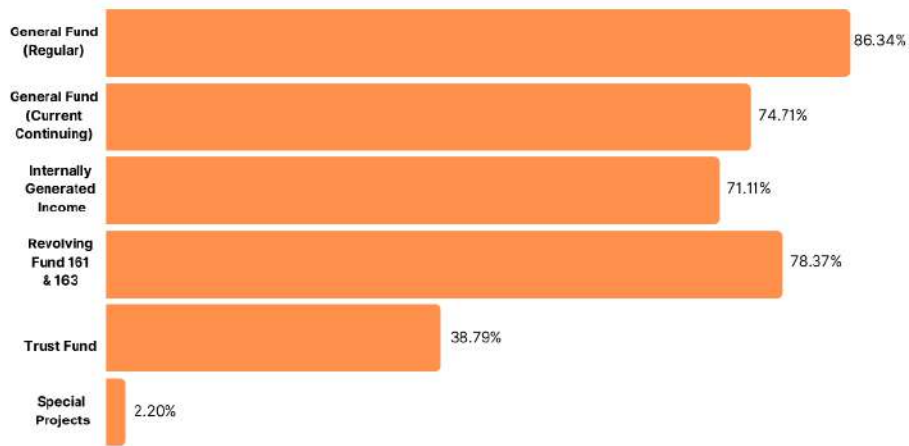


Figure 20. Utilization rate of allotments

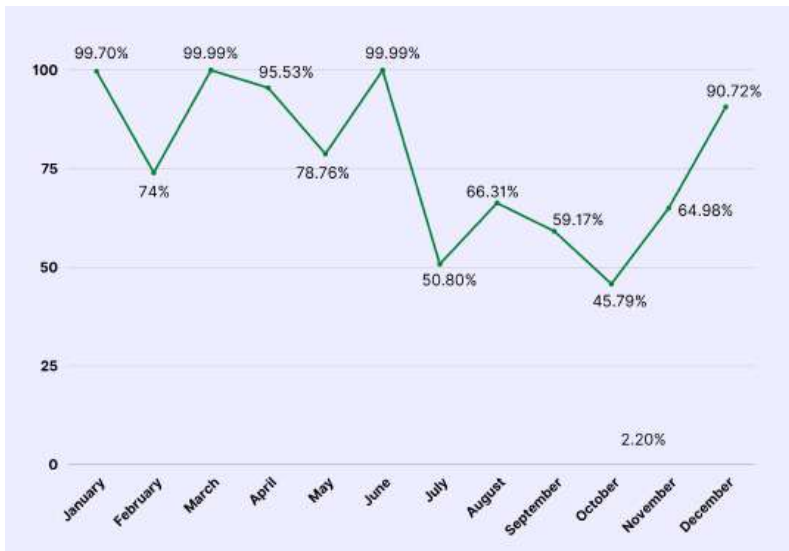


Figure 21. Disbursement rate for CY 2021

*The detailed Annual Report of the Offices under the Administration and Finance Division is available at [www.bsu.edu.ph](http://www.bsu.edu.ph)*



# OFFICE OF THE PRESIDENT

## OFFICE OF THE UNIVERSITY AND BOARD SECRETARY

### A. KNOWLEDGE /INFORMATION GENERATION IN THE FOLLOWING MEETINGS

Documented actions of the Board of Regents, the Councils, Board Committees are policies and directions considered as knowledge and or information.

#### 1. ADMINISTRATIVE COUNCIL MEETINGS

Administrative Councils are held every last Wednesday of the month. This is in accordance to the BSU Code of 1986. The University President schedules special meetings when necessary and meetings held before the last Wednesday of the month is the prerogative of the University President, it is part of the wide latitude of discretion of the Head of Agency.

Prior to meetings, the protocol practiced by the OUBS is to gather agenda items from the sectors, a week before the scheduled meetings. Supporting documents for the items were also requested as part of the protocol and in compliance with the Administrative Council's decisions that agenda items with no supporting documents will not be included. Of late however, there was flexibility in the implementation of the Council's policy.

For 2021, there are a total of 139 documented Administrative Council meetings.

#### 2. UNIVERSITY ACADEMIC COUNCIL MEETINGS

There were five (5) Academic Council meetings held, with a total of 48 actions documented.

#### 3. BOARD COMMITTEE ON FINANCE MEETINGS

There were five (5) Board Committee on Finance Meetings held, with a total of 29 actions documented.

#### 4. BOARD COMMITTEE ON ACADEMIC MATTERS

There were two (2) Board Committee on Academic Matters Meetings held, with a total of 23 actions documented.

#### 5. BOARD OF REGENTS MEETING

There were three (3) Board of Regents Meeting held, with a total of 61 actions documented.

## 6. SEARCH COMMITTEE FOR TWO (2) PRIVATE SECTOR REPRESENTATIVES

Chaired by Dr. Ma.Olivia Z. Domingo with members from the Academic Sector ,represented by Dr. Dominador S. Garin/Atty Julie Velasco Binaldo; Private Sector ,Mr. Jeffred Acop,the Committee met five (5) times. The processes involved were:

- Passing of referendum to the Board of Regents on the approval of the minimum requirements;
- Publication of the requirements and call for nominations;
- Document review of submitted nominations;
- Interview of applicants by the Committee;
- Preparation of Committee Report in narrative in PowerPoint presentation formats.
- Final interview at the Board of Regents meeting on 08 November 2021 , involving coordination with the applicants;
- Selection and appointment of selected Private Sector Representatives;
- Oath taking during the Special Meeting held on 17 December 2021.

The selected (through secret balloting) and appointed new members of the Board were: Atty.Susana Gapla-ew Umayat and Mr. Eduardo V. Abastilla.



ATTY. SUSANA GAPLA-EW UMAT



HON. EDUARDO V. ABASTILLA

## 7. REFERENDA FACILITATED

Before referenda are passed, clearance from the Office of Commissioner and Chair of the Board of Regents, Honorable Lilian A. de Las Llagas is sought. For Items on Finance, these should first pass through the Board's Finance Committee, as a required protocol.

- a. A total of 21 BOR REFERENDA passed and approved
- b. Seven (7) ADMINISTRATIVE COUNCIL REFERENDA passed and approved
- c. ACADEMIC COUNCIL REFERENDUM: One five (5) Academic Council Referenda passed

## B. KNOWLEDGE/INFORMATION MANAGEMENT

- a. Maintained data base on actions of the Board of Regents, Administrative and Academic Councils, Referenda passed in these August Bodies. And issued certification of actions, upon request. A summary of requested documents for 2021 is presented in Attachment "A".
- b. Maintained hard files of agenda folders.
- c. Publication of the Highlights Plus, based on minutes approved by the Board of Regents.
- d. Maintained the OUBS FB Page, where BOR actions and related information were posted.

### **C. COORDINATION**

- a. Maintained and acted as Administrator to Group Chats for the Administrative and Academic Councils for Notice of meetings, and posting of related documents.
- b. Coordinated the routing of referenda to members of the Board through email.
- c. Coordinated agenda items from the sectoral Vice Presidents through an OUBS Form “Call for Agenda”
- d. Coordinated with concerned offices on collaterals needed during meetings like: Canteen for snacks/meals, ICT support for inline links, among others.

### **D. RELATED FUNCTIONS**

- a. Prepared vouchers payrolls for Board and Board Committee members.
- b. Prepared vouchers for payments to meals and snacks and related expenses (e.g. tokens for BOR members).
- c. Attend University Committee meetings:
  - University Human Resource Development Committee (UHRDC)
  - PRAISE Committee
  - ISO Management Committee/ Member
  - Drafted letters and other documents
  - Monitored emailed communication from CHED-CO and facilitate transmission to concerned office.

### **E. OTHER ACCOMPLISHMENTS**

- Assisted in Charter and Foundation Anniversary activities
- Facilitated the unveiling of the Rogelio D. Colting Conference Hall.
- Submitted articles to SHAMAG and local weeklies (Midland, Northern Philippines Times, Zigzag weekly) on the Alumni Awards and on the Unveiling of the RDC Hall.
- Advisership to the Mountain Collegian, the Official Student Publication of BSU. Considering limitations set by the pandemic, The Mountain Collegian, embarked on online platform of publishing articles. Mentorship was done through emails and periodic meetings with senior staff was done physically, with limited attendance (2-3 per meeting at the OUBS)



# INTERNAL AUDIT SERVICE

## **I. Conducted internal audits to various sectors and offices of the University**

A. Prepared the following internal audit reports relative to the approved operational plan:

- IAR Nos. 2021-01 - *University Procedures/Protocol in Answering the COA Results of Evaluation and Implementation of the COA Recommendations dated February 10, 2021*
- IAR Nos. 2021-02 - *Compliance and Management Audit of the UBA on the Lease Agreements of the Elementary Canteen and SLS Canteen dated March 3, 2021*
- IAR Nos. 2021-03 - *Internal Audit Review on the Process and Procedures in the Preparation and Approval of the Program of Receipts and Expenditures (PRE) of the University dated March 8, 2021*
- IAR No. 2021-04 - *Internal Audit on the Return on Investment (ROI) of the Income Generating Projects (IGPs) and Related Matters dated May 21, 2021*
- IAR No. 2021-05 - *Compliance and Management Audit on the Internal Controls and Submission of Reports of the SPMO dated June 15, 2021*
- IAR No. 2021-07 - *Internal Audit on the Ratios and Indicators as Bases in the Hiring and Promotion of BSU Employees and Related Matters dated June 29, 2021*
- IAR No. 2021-08 - *Internal Audit Review on the Unfilled Positions of Benguet State University dated June 29, 2021*
- IAR No. 2021-09 - *Compliance and Management Audit Concerning the Amounts Held in Trust from the BSU Lots in Mamaga and Wangal dated December 13, 2021*
- IAR No. 2021-10 - *Compliance and Management Audit on the Legal Processes of Benguet State University (BSU) Lot Cases dated December 13, 2021*
- IAR No. 2021-11 - *Audit on the Grant and Liquidation of Cash Advances*

## **II. Monitored the implementation of the Internal Audit recommendations**

Evaluation of the Status of Implementation of the IAR Recommendations from 2017 to June 2021. Internal Audit Report (IAR) No. 2021-12 was prepared. This was submitted to the Office of the University President for his information and guidance.

## **III. Monitored the implementation of previous years' COA recommendations**

1. Monitored and transmitted the duly accomplished Agency Action Plan and Status of Implementation (AAPSI) as of June 25, 2021 and December 31, 2021. It was received by COA on June 25, 2021 and January 13, 2021.
2. Prepared IAR Nos. 2021-06 and 2021-13 on the BSU Agency Action Plan and Status of Implementation (AAPSI) for the COA's AAR 2020 dated June 25, 2021 and December 31, 2021 respectively. It was submitted to the Office of the University President for his information and guidance.

## **IV. Learning & Development (LEAD) activities attended:**

IAS personnel attended various Learning and Development (LEAD) Activities on ISO matters, Research, Audit, Mental Health and Psychological Wellness, Financial and Accounting Matters, Strategic and Operations Planning sponsored and organized by Benguet State University and other agencies such as: Quality Plus; Development Academy of the Philippines; GROAP, Inc. and Association of Government Internal Auditors, Inc. (AGIA).

# INTERNATIONAL RELATIONS OFFICE

## CAPACITY-BUILDING FOR INTERNATIONALIZATION

### PROGRAMS:

#### ANTENA: Internationalisation of Higher Education in the Philippines

An international project that aims to increase the academic quality and research of universities in the Philippines through the development of internationalization capacities.

- The BSU Strategic Internationalization Plan 2021-2025, aligned with the new administration's VMGO, was consolidated and finalized.
- The IRO Management Guide for Higher Education Institutions in the Philippines has been completed. BSU is a contributor to the document, which will be sent to all public and private universities across the country.

#### PATHWAY: Promoting the employAbility and enTreprenurship of High education graduates through innovative WAYS in the Philippines

This project aims to strengthen the entrepreneurship and employability culture of Philippine higher education institutions.

- PATHWAY Project kicked – off on February 23, 2021. The PATHWAY project is the newest addition to the Erasmus+ projects of BSU.
- BSU PATHWAY Team were able to design the PATHWAY Dissemination and Visibility Plan.

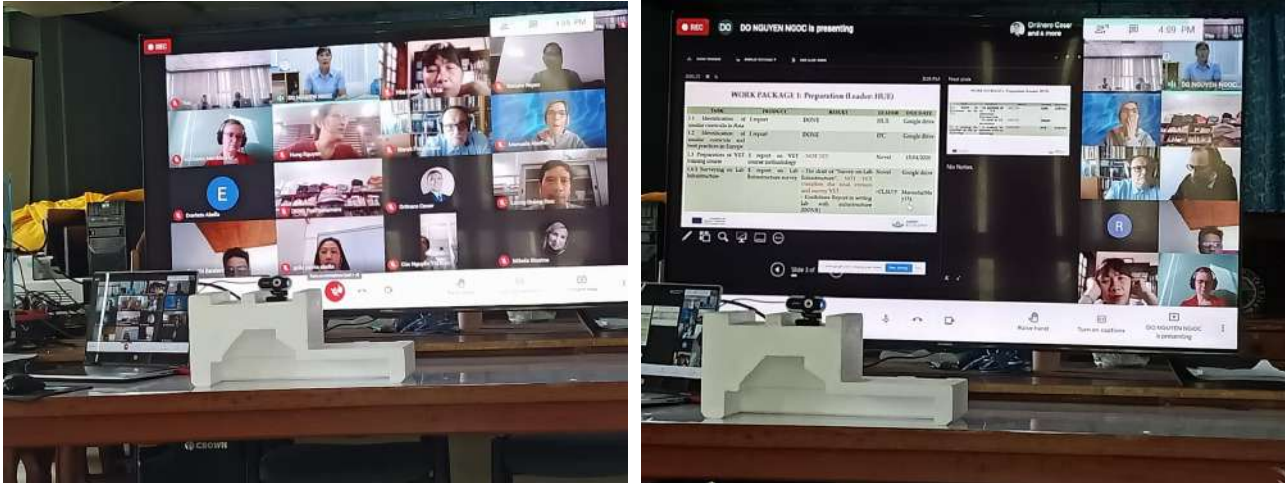


A virtual launch event of the PATHWAY project was conducted on February 23-25, 2021. Three-year long project involves Philippine and European Union universities including Benguet State University, students, employers and industry sector, and policy makers.

## CDAE: Curriculum Development for AgroEcology

This project aims to create a new MSc program that will incorporate ecological principles and knowledge into the study of cropping and farming systems.

- The Mendel University, Brno, Czech Republic hosted a virtual tour on March 11, 2021.
- Four activities were conducted for the CDAE stakeholders. These activities are for the preparation for the Master of Science curriculum development, course syllabus, harmonization of the European Credit Transfer System and Philippine Credits System.



Virtual meeting with Asian and European partners for the Erasmus+ funded Curriculum Development on Agro-Ecology project on February 26, 2021.

## INNOTAL: Integrating Talent Development into Innovation Ecosystems in Higher Education

The goal of this project is to increase universities' capacity to integrate graduates' employability into their core activities and to facilitate the development of student talent through co-curricular and extracurricular innovation activities.

- BSU INNOTAL team participated the Entrepreneurial Education Training conducted by the University of National and World Economy (Bulgaria) and Ulster University (UK).
- An activity titled "Train the Trainer Echo Webinar" is a 5-day activity that aimed to cascade the Entrepreneurial Education Training to local stakeholders.
- An Information Dissemination Webinar was on September 30, 2021 to publicize the INNOTAL project and to promote the Talent Co-Creation Lab.

## MAGIC 7+ : Philippine – Canada Education Consortium

The Philippine – Canada Education Consortium (Magic 7+) is a composition of 7 Philippine State Universities (BSU, CLSU, CMU, DMMMSU, MMSU, MPSPC, and USEP) and 3 Canadian Higher Education Institutions (Dalhousie University, Prince Edward University and the University of Saskatchewan). The consortium aims to collaborate on agriculture, food security, climate change, and indigenous education.

- A Memorandum of Agreement (MOA) forging the partnership between the seven Philippine State Universities was signed on May 14, 2021.
- A virtual signing of the Memorandum of Understanding (MOU) between the Magic 7 Philippine SUCs and the University of Saskatchewan (USask) was conducted on May 14, 2021.
- On August 19, 2021, the Magic 7 launched the Indigenous Knowledge Management and Systems Project.





Virtual MAGIC 7+ MOA signing on May 14, 2021

### BRITISH COUNCIL ACT-IHE : Access and Competitiveness through Internationalization of Higher Education

- The University received a Certificate of Partnership with the British Council that recognizes BSU as a grantee-participant for the ACT-IHE Project on May 19, 2021.
- Three BSU faculty members, Kara S. Panolong, Ronda B. Tullay and Jhordan T. Cuilan, were selected for the English- Medium Education (EME) training.





## INTERNATIONAL ORGANIZATION MEMBERSHIP

### 1. Association of Universities of Asia and the Pacific (AUAP)

AUAP is the voice of universities in Asia and the Pacific and serves as a venue for interaction and collaboration among its members.

#### MEMBERSHIP BENEFITS:

- International and General Conferences
- Student and Staff Exchanges
- Academic Fora and Sharing Activities
- Student Competitions
- Global Leadership Programs
- Industry-Academia Collaboration
- Student Exchange Program
- Internationalization of University

### 2. Asian Association of Veterinary Schools (AAVS)

AAVS is an international organization representing veterinary educational institutions in Asia that was founded in 2001 with the goal of advancing and improving veterinary science education, research, and public services. The College of Veterinary Medicine (CVM) through IRO Focal Person Monaliz Nagrampa initiated the membership.

#### MEMBERSHIP BENEFITS:

- Post-graduate Programs
- Internships
- Continuing Professional Education
- Scientific/Educational Events
- Vacancies
- Teaching Resources

## INTERNATIONALIZATION OF ACADEMIC ENGAGEMENTS

- BSU and the Universitas Muhammadiyah Pare-pare (UMPAR), Indonesia conducted the Virtual Sit-in Classes from June 2 to 29, 2021. Students from UMPAR attended a series of lectures in Agriculture (Animal Science, Agronomy, Crop Protection, and Crop Science) and English language.
- Bernard Peter O. Daipan (CF), Martes Dionisio Jr. (CTE), Maricel A. Guron (CAS), and Marissa R. Parao (CF) engaged in faculty mobility at the University of Oviedo, Spain on July 19-23, 2021.
- On July 21, 2021, BSU- College of Education and The International Institute of Knowledge Management (TIKM) signed a Memorandum of Agreement (MOA) to organize the International Conference on the Future of Education.
- BSU and Evangelische Hochschule Ludwigsburg (Protestant University for Applied Sciences), Germany sign a Memorandum of Agreement (MOA) for Collaborative Engagements on Environmental Justice and Human Rights on September 21, 2021. The engagement is an initiative from the Department of Biology.
- On November 8, 2021, the Board of Regents (BOR) approved the Bridging Intercultural and Intergenerational Gaps (BIIG) program, a study program for international students interested in pursuing a multidisciplinary study in the Philippines.



MOA Signing between BSU and Evangelische Hochschule Ludwigsburg (Protestant University for Applied Sciences), Germany on September 21, 2021

## INTERNATIONALIZATION OF RESEARCH ENGAGEMENTS

- Magic 7 launched the Indigenous Knowledge Management and Systems Project and conducted the Inception Meeting on August 19, 2021. Benguet State University will work on a project titled “Encyclopedia on Ethno-Linguistic Groups in Benguet.” This project aims to create an encyclopedia on the province of Benguet’s various ethno-linguistic groups, which will cover issues such as ethnic identity and ethno-history, as well as aspects of society and culture such as indigenous arts, sciences, sports, spirituality, land management, and food systems.
- BSU hosted two DOST-PCAARRD Balik-Scientists. Prof. Guillermo A. Mendoza, a Professor Emeritus of the University of Illinois, USA worked closely with the Center of Geoinformatics and the College of Forestry. Dr. Zenaida N. Ganga, a potato research and production independent consultant, collaborated with the Northern Philippines Root Crops Research and Training Center (NPRCRTC).



Benguet State University officials led by President Felipe Salaing Comila welcomed Balik Scientist Dr. Guillermo A. Mendoza on March 11, 2021. Dr. Mendoza is a professor emeritus of the Natural Resources and Environmental Sciences at the University of Illinois, USA.

- A webinar-workshop series was conducted in partnership with the Highland Science Convergence of Agriculture and Tourism: Benguet Landscapes and Ornamental Offerings of Magsasaka-Siyentista (Highland Sci-CAT: BLOOMS) Project to help the farmer-partners of the project to acquire new skills in income generating apart from farm tourism. Faculty and students from the Universitas Muhammadiyah Parepare (UMPAR), Indonesia virtually joined the activities.
- Faculty from the College of Nursing, Mark U. Gay-as, Maureen E. Gay-as, and Jude L. Tayaben, attended the ICN 2021 Virtual Congress on November 2-4, 2021, and presented their study findings.

## PROMOTION OF A MULTINATIONAL ATMOSPHERE IN THE UNIVERSITY

- Five students from BSU participated in the International Student Virtual Mobility Program (ISVMP) 2021 on April 20, 22, and 24. The program gathered students from different countries to discuss multiculturalism. It was hosted by the UPN “Veteran” Yogyakarta, Indonesia.



BSU students Julyenne Gayle Tino Morales who garnered Best Group Presentation and Geneva Jireh Nalidong Tucda-an who won Best Group Poster with their respective groups during the ISVMP were recognized during the BSU Flag Raising Ceremony on July 12, 2021.



•Sixteen BSU students completed the three-month language course, “Learn Mandarin, Go to Nan-jing.” The Association of Friendship and Education Promotion (AFEP) initiated the program.

•Benguet State University placed second runner-up in the EU Whiz Online Trivia Competition on June 26, 2021. Ronica Raine Babsa-ay, Miriam Agnes Dampilag, and Sharilyn Rufino competed against 175 other college and university students from all throughout the country.



BSU Students who won 2nd Runner Up in the EUWhiz Online Trivia Competition

•A webinar titled, “Glimpses of the Spanish Language and Culture” was conducted the on April 28, 2021. The CTE–Department of Secondary Education, CAS - Department of Humanities and IRO. University of Huelva Professor Pablo Antonio Cano Jimenez and University of Seville Professor Manuel Jesus Hermosin Mojeda were the lecturers.

•IRO hosted the Virtual ASEAN Quiz Bee and the UN Day Quiz Bee competitions. These events are part of a student awareness campaign about international organizations like ASEAN and the United Nations.



Winners during the Virtual ASEAN Quiz Bee and the UN Day Quiz Bee



## SERVICES AND SUPPORT SYSTEM FOR INTERNATIONALIZATION

•On January 27, 2021, the blessing of the new International Relations Office along with this an oath-taking ceremony for the newly designated IRO Focal Persons was conducted.



Blessing of the International Relations Office on January 26, 2021



Oath-taking of IRO Personnel and IRO Focal Persons

•A Pre-Departure Orientation Session (PDOS) was conducted on July 13, 2021. The purpose of the orientation workshop is to prepare the Faculty Mobility participants for their trip to the University of Oviedo in Spain. The delegates were invited to hear from Janet P. Pablo (CA), Marvin T. Valentin (CEAT), and Jennifer Paltiyon- Bugtong (CAS) about their experiences and advice. PDOS is an IRO program that provides instructors, staff, and students with briefings based on their experiences abroad.

•The Guidelines on Determining International Partners was crafted to assist BSU internal stakeholders in selecting international partners and linkages. The document, along with the BIIG Program, was approved by the BOR on November 8, 2021.

*The detailed Annual Report of the Offices under the Office of the President is available at [www.bsu.edu.ph](http://www.bsu.edu.ph)*



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