



CAGAYAN STATE UNIVERSITY
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Email Address: president@csu.edu.ph
Website: www.csu.edu.ph
Date: 9-9-2024
Time: 9:20 No. _____
Jaysa

OFFICE OF THE UNIVERSITY PRESIDENT

September 02, 2024

SPECIAL ORDER
OP-5005-SO-2024-09-729

AUTHORITY TO CONDUCT THE RESEARCH PROGRAMS/PROJECTS/STUDIES
OF CSU CARIG

The proposed research project of CSU Carig is hereby approved for funding for implementation. The assigned faculty members, as program/project/study leaders are authorized to conduct these researches efficiently within the budget and time frame:

Title of Program/Project/Study	Proponent	Approved Budget (Institutional Funding)	Duration	ETL
Assessing Digital Skills Proficiency in Office Productivity Tools, Computer Basic Operations and Internet Technologies: Basis for Enhancing Mastery of Students' Learning	Charmie S. Calvo Gladys B. Abaleta Arlen B. Calimag Domarjun S. Taguinod	19,900.00	August 20, 2024- November 20, 2024	3

As Program/Project/Study leaders, they are to discharge the following functions/duties:

1. Plan and implement their respective projects/studies according to the approved proposals;
2. Supervise and assist the research assistants/aides/laborers/enumerators in their respective projects/studies;
3. Gather, collate and analyze data;
4. Prepare and submit regular reports to their Program Chairs/Deans/CEOs;
5. Submit monthly progress report to the R&DE Office;
6. Maintain and submit financial records/reports to the R&DE office;
7. Present the results in campus/agency in-house reviews & evaluations, and at least one forum/conference, and symposium;
8. Prepare and submit the final technical report of the study when completed; and
9. Publish the findings in CHED Accredited Journal or in International Refereed Journal (Elsevier Scopus or Thomson Reuters/Clarivate Analytics).

Issued in the best interest of public service. All orders and other issuances contrary hereto are hereby rescinded or modified accordingly.

Recommending Approval:

JUNEL B. GUZMAN, Ph.D.
Vice President for RDE

Approved:

ARTHUR G. IBANEZ, Ph.D., ASEAN Engr.
OIC- Office of the University President



DATE: SEP 09 2024
TIME: 9:30
SIGNATURE: [Signature]



VISION
CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

MISSION
Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

CORE VALUES
Competence
Social Responsibility
Unifying Presence