



Republic of the Philippines  
**CAGAYAN STATE UNIVERSITY**  
CARIG CAMPUS  
Palm St., CSU Carig Compound, Carig Sur  
Tuguegarao City, Cagayan 3500

---

**CAMPUS PLANNING AND DEVELOPMENT OFFICE**

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# **APPENDIX J**

# **RELEVANT DOCUMENTS**

To attach to the office order to be used



**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**  
- Critical Thinking  
- Creative Problem-Solver  
- Competitive Performer  
- Nationally, Regionally and Globally.

**Social Responsibility**  
- Sensitive to Ethical Demands  
- Steward of the Environment for Future Generations  
- Social Justice and Economic Equity Advocate.

**Unifying Presence**  
- Uniting Theory and Practice  
- Uniting Strata of Society  
- Unifying the Nation, the ASEAN Region and the world  
- Uniting the University and the community.

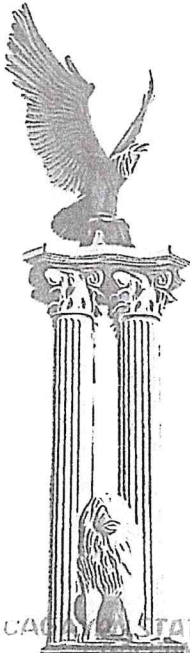
Republic of the Philippines  
**CAGAYAN STATE UNIVERSITY**  
**CARIG CAMPUS**  
Carig Sur, Tuquegarao City, Cagayan, Philippines

**EXECUTIVE SUMMARY**

Date: May 18, 2024

OFFICE OF THE CAMPUS DIRECTOR  
ADMINISTRATION AND FINANCE  
BY: MAC  
TIME: 8:30 DATE: 5/20/24

| Requesting Party                                                                               | Name: RIO AVERIL C. PAMITTAN<br>College/Office: Planning and Development Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |  |                                     |          |                          |       |                          |                 |                          |                                   |                          |                              |                          |             |         |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--|-------------------------------------|----------|--------------------------|-------|--------------------------|-----------------|--------------------------|-----------------------------------|--------------------------|------------------------------|--------------------------|-------------|---------|
| Subject                                                                                        | Request for approval re: conduct of 2024 Operational Planning and issuance of Office Order to ensure attendance and participation of the expected participants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |  |                                     |          |                          |       |                          |                 |                          |                                   |                          |                              |                          |             |         |
|                                                                                                | The activity has the following Objectives:<br>1. For the Office of the Campus Executive Officer, through the Planning and Development Office, to cascade the Campus Targets to the units and colleges;<br>2. For each unit or college to finalize their objectives/targets for 2024;<br>3. For each unit or college to conduct strengths, weaknesses, opportunities, and threats analysis along their quality objectives/targets;<br>4. For each unit or college to formulate a SMART Work and Financial Plan;<br>5. For each unit or college to determine interested parties, their needs and expectations, and risks and opportunities along their respective quality objectives; and,<br>6. For the participants to have the following opportunities: better collaboration, better communication, enhanced problem-solving abilities, improved company culture, higher employee satisfaction, and higher employee engagement. |        |  |                                     |          |                          |       |                          |                 |                          |                                   |                          |                              |                          |             |         |
| Particulars                                                                                    | DATES: May 27-29, 2024<br>VENUE: Casa Victoria, Pagudpud, Ilocos Norte<br><br>List of Participants, Sample Itinerary, Forms, Program are attached                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |  |                                     |          |                          |       |                          |                 |                          |                                   |                          |                              |                          |             |         |
| Recommended Executive Committee Action                                                         | For Approval of the conduct of the activity including its budgetary requirements and<br>For release of Office Order for the attendance and participation of the expected participants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |  |                                     |          |                          |       |                          |                 |                          |                                   |                          |                              |                          |             |         |
| Attachment(s) / Complete Staff Work Requirements                                               | Letter of Request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |  |                                     |          |                          |       |                          |                 |                          |                                   |                          |                              |                          |             |         |
| Recommending Approval                                                                          | Name: <u>MAC GIOVANNI T. LAGUNDI</u><br>Designation: Campus Director, Administrative /                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |  |                                     |          |                          |       |                          |                 |                          |                                   |                          |                              |                          |             |         |
| Executive's Action                                                                             | <table><tr><th colspan="2">Action</th></tr><tr><td><input checked="" type="checkbox"/></td><td>Approved</td></tr><tr><td><input type="checkbox"/></td><td>Noted</td></tr><tr><td><input type="checkbox"/></td><td>For Endorsement</td></tr><tr><td><input type="checkbox"/></td><td>Returned for Corrections/Revision</td></tr><tr><td><input type="checkbox"/></td><td>For the review of the ExeCom</td></tr><tr><td><input type="checkbox"/></td><td>Disapproved</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                             | Action |  | <input checked="" type="checkbox"/> | Approved | <input type="checkbox"/> | Noted | <input type="checkbox"/> | For Endorsement | <input type="checkbox"/> | Returned for Corrections/Revision | <input type="checkbox"/> | For the review of the ExeCom | <input type="checkbox"/> | Disapproved | Remarks |
| Action                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |  |                                     |          |                          |       |                          |                 |                          |                                   |                          |                              |                          |             |         |
| <input checked="" type="checkbox"/>                                                            | Approved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |  |                                     |          |                          |       |                          |                 |                          |                                   |                          |                              |                          |             |         |
| <input type="checkbox"/>                                                                       | Noted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |  |                                     |          |                          |       |                          |                 |                          |                                   |                          |                              |                          |             |         |
| <input type="checkbox"/>                                                                       | For Endorsement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |  |                                     |          |                          |       |                          |                 |                          |                                   |                          |                              |                          |             |         |
| <input type="checkbox"/>                                                                       | Returned for Corrections/Revision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |  |                                     |          |                          |       |                          |                 |                          |                                   |                          |                              |                          |             |         |
| <input type="checkbox"/>                                                                       | For the review of the ExeCom                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |  |                                     |          |                          |       |                          |                 |                          |                                   |                          |                              |                          |             |         |
| <input type="checkbox"/>                                                                       | Disapproved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |  |                                     |          |                          |       |                          |                 |                          |                                   |                          |                              |                          |             |         |
| <p>ENGR. ROGER P. RUMPON, MS<br/>Officer-in-Charge, Office of the Campus Executive Officer</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |  |                                     |          |                          |       |                          |                 |                          |                                   |                          |                              |                          |             |         |



Website: <http://www.csu-carig.edu.ph>  
Email Address: [carig@csu-carig.edu.ph](mailto:carig@csu-carig.edu.ph) / [campus.info@csu-carig.edu.ph](mailto:campus.info@csu-carig.edu.ph)  
Telephone No: 078-395-2782  
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Republic of the Philippines  
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Palm St., CSU Carig Compound, Carig Sur  
Tuguegarao City, Cagayan 3500

**CAMPUS PLANNING OFFICE**

Ref No. PLAN-25079-IC-2024-05-001

May 18, 2024

**ENGR. ROGER P. RUMPON, MS**  
Officer-in-Charge.  
Office of the Campus Executive Officer

Dear Sir:

Greetings!

The attainment of a vision begins with critical and careful planning that considers resources as well as environmental, statutory, and regulatory requirements. This, therefore, is to propose the conduct of the Campus 2024 Operational Planning which seeks to provide a roadmap for 2024, and a way forward for the coming years, and to ensure meeting the needs and expectations of stakeholders, achieving quality measures cascaded by the University which are along State Universities and Colleges leveling and Performance Based Bonus requirements.

The proposed date for the activity is on May 27-29, 2024 (inclusive of travel time). The details to include participants, program, budgetary requirements are attached to this communication.

The Planning and Development Office looks forward to your positive response to herein proposal. Thank you very much.

Yours truly,

  
**RIO AVERIL C. PAMITTAN, MAEd**  
Campus Planning Officer

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**CSU VISION**

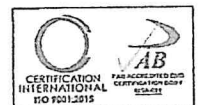
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**CSU QUALITY POLICY**

The Cagayan State University upholds a global stature by consistently providing excellent services through total quality management.



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Republic of the Philippines  
**CAGAYAN STATE UNIVERSITY**  
**CARIG CAMPUS**  
Carig Sur, Tuquegarao City, Cagayan, Philippines

OFFICE OF THE CAMPUS DIRECTOR  
ADMINISTRATION AND FINANCE  
RECEIVED  
BY: NLOP  
TIME: 8:30 DATE: 5/20/24

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- Uniting the University and the community.

**EXECUTIVE SUMMARY**

Date: May 12, 2024

| Requesting Party                                           | Name: RIO AVERIL C. PAMITTAN<br>College/Office: Planning and Development Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |         |                                   |  |                                |  |                                          |  |                                                            |  |                                                       |  |                                      |  |  |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|-----------------------------------|--|--------------------------------|--|------------------------------------------|--|------------------------------------------------------------|--|-------------------------------------------------------|--|--------------------------------------|--|--|
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| Background                                                 | The activity has the following Objectives:<br>1. For the Office of the Campus Executive Officer, through the Planning and Development Office, to cascade the Campus Targets to the units and colleges;<br>2. For each unit or college to finalize their objectives/targets for 2024;<br>3. For each unit or college to conduct strengths, weaknesses, opportunities, and threats analysis along their quality objectives/targets;<br>4. For each unit or college to formulate a SMART Work and Financial Plan;<br>5. For each unit or college to determine interested parties, their needs and expectations, and risks and opportunities along their respective quality objectives; and,<br>6. For the participants to have the following opportunities: better collaboration, better communication, enhanced problem-solving abilities, improved company culture, higher employee satisfaction, and higher employee engagement. |         |         |                                   |  |                                |  |                                          |  |                                                            |  |                                                       |  |                                      |  |  |
| Particulars                                                | DATES: May 27-29, 2024<br>VENUE: Casa Victoria, Pagudpud, Ilocos Norte<br><br>List of Participants, Sample Itinerary, Forms, Program are attached                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |         |         |                                   |  |                                |  |                                          |  |                                                            |  |                                                       |  |                                      |  |  |
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| Recommending Approval                                      | Name: <b>MAC GIOVANI T. LAGUNDI</b><br>Designation: Campus Director, Administrative Affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Remarks |         |                                   |  |                                |  |                                          |  |                                                            |  |                                                       |  |                                      |  |  |
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| Action                                                     | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |         |                                   |  |                                |  |                                          |  |                                                            |  |                                                       |  |                                      |  |  |
| <input type="checkbox"/> Approved                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |         |                                   |  |                                |  |                                          |  |                                                            |  |                                                       |  |                                      |  |  |
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| <input type="checkbox"/> For Endorsement                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |         |                                   |  |                                |  |                                          |  |                                                            |  |                                                       |  |                                      |  |  |
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| <input type="checkbox"/> For the review of the ExeCom      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |         |                                   |  |                                |  |                                          |  |                                                            |  |                                                       |  |                                      |  |  |
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ENGR. ROGER P. RUMPON, MS  
Officer-in-Charge, Office of the Campus Executive Officer

Website: <http://www.csucarig.edu.ph>  
Email Address: [csucarig@yahoo.com](mailto:csucarig@yahoo.com) / [campus.info@csucarig.edu.ph](mailto:campus.info@csucarig.edu.ph)  
Telephone No.: 078-395-2782

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**CAMPUS PLANNING OFFICE**

Ref No. PLAN-25079-IC-2024-05-001

May 18, 2024

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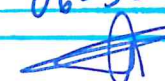
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Campus Planning Officer

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## CAMPUS PLANNING AND DEVELOPMENT OFFICE

### CSU-CARIG CAMPUS 2024 OPERATIONAL PLANNING

**Maximizing Momentum by**  
*Reviewing Performance, Optimizing Resources, and Generating Strategies to Execute with Excellence, and Realize Objectives*

**DATES:** May 27-29, 2024  
**VENUE:** Casa Victoria, Pagudpud, Ilocos Norte

#### **RATIONALE:**

The University vision emphasizes the aim of the Cagayan State University to attain global stature in the varying fields realized by producing "globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement" as scribbled in the University mission. This remains the thrust of the academic community.

To provide a roadmap for 2024, and a way forward for the coming years, the conduct of 2024 operational planning is herein advanced, to ensure meeting the needs and expectations of stakeholders, achieving quality measures cascaded by the University which are along State Universities and Colleges leveling and Performance Based Bonus requirements, while adhering to statutory and regulatory requirements.

The 2024 Operational Planning seeks to revisit campus performance, and ensure that the organization's resources, including human, financial, and technological resources, are allocated effectively and efficiently in generating strategies ready for execution to achieve the campus' specific, measurable, achievable, relevant, and time-bound (SMART) objectives. These objectives shall be translated into actionable plans, including the identification of resources required, assigning responsibilities, and establishing timelines for completion to be documented by the Work and Financial Plans, as well as the Risk-based Thinking Forms.

The 2024 Operational Planning ensures that everyone in the organization understands and commits to each role and responsibility, and that everyone is contributing and working towards the same goals and objectives. This enhances accountability and enables the campus to track progress and identify areas where improvements are needed. Significantly, it shall provide an avenue and opportunities for role clarification, problem solving, interpersonal interactions, and goal setting. It shall provide avenue for improved communication and strengthen collaboration triggered by trust and understanding.

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**CAMPUS PLANNING AND DEVELOPMENT OFFICE**

**OBJECTIVES:**

The following are the objectives of the 2024 Operational Planning:

1. For the Office of the Campus Executive Officer, through the Planning and Development Office, to present the CSU Carig accomplishment levels and trends along relevant Campus Targets/Quality Objectives;
2. For the Office of the Campus Executive Officer, through the Planning and Development Office, to cascade the Campus Targets to the units and colleges;
3. For each unit or college to finalize their objectives/targets for 2024;
4. For each unit or college to conduct strengths, weaknesses, opportunities, and threats analysis along their quality objectives/targets;
5. For each unit or college to formulate a SMART Work and Financial Plan;
6. For each unit or college to determine interested parties, their needs and expectations, and risks and opportunities along their respective quality objectives; and,
7. For the participants to have the following opportunities: better collaboration, better communication, enhanced problem-solving abilities, improved company culture, higher employee satisfaction, and higher employee engagement.

**OUTPUTS:**

The following are the expected outputs of the participants:

| Objective                                                                                                                                                                                                   | Expected Output                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| 1. For the Office of the Campus Executive Officer, through the Planning and Development Office, to present the CSU Carig accomplishment levels and trends along relevant Campus Targets/Quality Objectives; | Campus Accomplishment Report                                  |
| 2. For the Office of the Campus Executive Officer, through the Planning and Development Office, to cascade the Campus Targets to the units and colleges;                                                    | Cascaded 2024 Targets Operational Planning Narrative Report   |
| 3. For each unit or college to finalize their quality objectives;                                                                                                                                           | College or Unit Office Performance Review and Commitment Form |
| 4. For each unit or college to conduct strengths, weaknesses, opportunities, and threats analysis along their quality objectives;                                                                           | College or Unit Work and Financial Plan                       |
| 5. For each unit or college to formulate a SMART Work and Financial Plan;                                                                                                                                   |                                                               |
| 6. For each unit or college to determine interested parties, their needs and expectations, and risks and opportunities along their respective quality objectives.                                           | F-QMR-1833                                                    |

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**CAMPUS PLANNING AND DEVELOPMENT OFFICE**

**PARTICIPANTS:**

|                                               | NAME OF PARTICIPANT            | DESIGNATION/POSITION                                                         |
|-----------------------------------------------|--------------------------------|------------------------------------------------------------------------------|
| <b>Office of the University President</b>     |                                |                                                                              |
| 1.                                            | Dr. Arthur G. Ibañez           | Officer-in-Charge                                                            |
| 2.                                            | Dr. Urdujah G. Alvarado        | University Technical Consultant                                              |
| 3.                                            | Dr. Florentina B. Dumlao       | University Technical Consultant                                              |
| <b>Office Of The Campus Executive Officer</b> |                                |                                                                              |
| 4.                                            | Engr. Roger P. Rumpon          | Officer-In-Charge, Office of the Campus Executive Officer                    |
| 5.                                            | Mr. Romar B. Palattao          | Information Officer                                                          |
| 6.                                            | Ms. Rio Averil C. Pamittan     | Planning Officer, Quality Assurance, and ISO Focal Person                    |
| 7.                                            | Prof. Marvin Q. Uanang         | Management Information Systems Officer                                       |
| 8.                                            | Prof. Vince Gilbert M. Cabasag | Audio-Visual Technical Coordinator                                           |
| 9.                                            | Engr. Ernesto D. Marallag      | Infrastructure Office Director                                               |
| 10.                                           | Engr. Mark Anthony S. Ibañez   | Campus Energy Efficiency Conservation Coordinator & Campus EE                |
| 11.                                           | Ar. Mario V. Alariao           | Campus Architect                                                             |
| 12.                                           | Engr. Ralph Reyes              | Campus Infrastructure Office                                                 |
| 13.                                           | Prof. Kristoffer C. Mangussad  | Bids and Awards Committee Secretariat                                        |
| 14.                                           | Ms. Camille Constantino        | Procurement Officer                                                          |
| 15.                                           | Ms. Danielyn L. Pamittan       | Instructional Media Center                                                   |
| <b>Administration And Finance</b>             |                                |                                                                              |
| 16.                                           | Dr. Mac Giovanni T. Lagundi    | Campus Director for Administration & Administrative Officer                  |
| 17.                                           | Ms. Celiaflor T. Babaran       | Budget Officer                                                               |
| 18.                                           | Ms. Aida S. Cauilan            | Accountant                                                                   |
| 19.                                           | Ms. Leilani S. Lagundi         | Cashier                                                                      |
| 20.                                           | Ms. Myra B. Duldulao           | Supply Officer                                                               |
| 21.                                           | Ms. Patricia B. Enoc           | Records, Document Control Officer                                            |
| 22.                                           | Ms. Armela U. Luczon           | Human Resource and Training Services Officer                                 |
| 23.                                           | Dr. Reynold B. Pattau          | Building and Grounds Maintenance, Security Services Coordinator              |
| 24.                                           | Dr. Trician T. Villaroza       | Campus Physician                                                             |
| 25.                                           | Dr. Irene P. Ayque             | Campus Dentist                                                               |
| <b>Academic Affairs</b>                       |                                |                                                                              |
| 26.                                           | Dr. Rosemarie B. Cabaña        | Campus Director for Academic Affairs<br>COD/COE, AACCUP & ISA Focal Person   |
| 27.                                           | Mr. Ferdinand D. Mercado       | Student Services and Welfare Coordinator, Socio Cultural Affairs Coordinator |
| 28.                                           | Dr. Sylvia Leigh I. Quigao     | Guidance Counselor                                                           |
| 29.                                           | Dr. Edison D. Bravo            | Registrar                                                                    |

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Palm St., CSU Carig Compound, Carig Sur  
Tuguegarao City, Cagayan 3500

**CAMPUS PLANNING AND DEVELOPMENT OFFICE**

|                                                |                                |                                                                     |
|------------------------------------------------|--------------------------------|---------------------------------------------------------------------|
| 30.                                            | Ms. Norlizah T. Reyes          | Gender and Development Focal Person                                 |
| 31.                                            | Ms. Maricel D. Tungpalan       | Publication Adviser Instructional Materials Development Coordinator |
| 32.                                            | Prof. Charmaine C. Masuli      | Campus Learning Resource Center Head                                |
| 33.                                            | Dr. Giovanni C. Morales        | Sports Coordinator                                                  |
| 34.                                            | Ms. Ester B. Ramboanga         | Foreign Students Coordinator                                        |
| 35.                                            | Ms. Juliet B. Caliguiran       | National Service Training Program Coordinator                       |
| <b>Partnership &amp; Resource Mobilization</b> |                                |                                                                     |
| 36.                                            | Prof. Denis V. Policar         | Director for Partnership & Resource Mobilization                    |
| 37.                                            | Dr. Andy L. Catulin            | Partnership Coordinator                                             |
| 38.                                            | Prof. Arlen B. Calimag         | Auxiliary Services, Business Office Coordinator                     |
| 39.                                            | Mr. Peterpaul G. Valdepeñas    | Campus Printing Coordinator                                         |
| <b>Research Development And Extension</b>      |                                |                                                                     |
| 40.                                            | Dr. Emer T. Quezon             | Director for Research Development and Extension                     |
| 41.                                            | Dr. Maricel F. Campañano       | Research Director                                                   |
| 42.                                            | Dr. Joel P. Binasoy            | Extension Director                                                  |
| 43.                                            | Dr. Charmie S. Calvo           | Technical and Vocational Education and Training Coordinator         |
| <b>College Deans</b>                           |                                |                                                                     |
| 44.                                            | Dr. Generino P. Siddayao       | College of Information & Computing Sciences                         |
| 45.                                            | Engr. John Michael Casibang    | College of Engineering & Architecture                               |
| 46.                                            | Dr. G. Rumbaoa                 | College of Veterinary Medicine                                      |
| 47.                                            | Dr. Chita C. Ramos             | College of Human Kinetics                                           |
| 48.                                            | Prof. Bryan T. Lacambra        | College of Industrial Technology                                    |
| 49.                                            | Dr. Jomel B. Manuel            | College of Humanities & Social Sciences                             |
| 50.                                            | Dr. Dennis M. Bacuyag          | College of Public Administration & Graduate School                  |
| 51.                                            | Prof. Crizaldy P. Binarao      | College of Natural Sciences and Mathematics                         |
| 52.                                            | Atty. Norman Clarence T. Lasam | College of Law                                                      |
| 53.                                            | Dr. Rodina R. Gorospe          | College of Medicine                                                 |
| 54.                                            | Dr. Angelito E. Alvarado       | College of Nursing                                                  |
| <b>Stakeholders</b>                            |                                |                                                                     |
| 55.                                            | Dr. Federica Gonzales          | Faculty Association President                                       |
| 56.                                            | Mr. Voltair Soriano            | Admin Personnel President Representative                            |
| 57.                                            | Mr. Gab Reyes                  | Alumni Representative                                               |
| <b>Technical Staff and Secretariat</b>         |                                |                                                                     |
| 58.                                            | Ms. Femil Usita                | Administrative Aide                                                 |
| 59.                                            | Engr. Rafael Irorita           | Project Development Officer                                         |

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**CAMPUS PLANNING AND DEVELOPMENT OFFICE**

|     |                              |                                          |
|-----|------------------------------|------------------------------------------|
| 60. | Mr. Roger Magusib Jr.        | Planning Officer 2                       |
| 61. | Mr. John Michael Pattugalan  | Planning Officer 1                       |
| 62. | Ms. Judy Ann Unciano         | RDE Staff                                |
| 63. | Ms. Dianne Biag              | Acad Staff                               |
| 64. | Ms. Nycka Matalang           | Admin Staff                              |
| 65. | Ms. Tarren Navarro           | Guidance and Counseling Staff            |
| 66. | Ms. Jianne Abigail M. Tejada | College of Nursing Secretary             |
| 67. | Mr. Marc Stephen L. Melad    | Asst. to the College of Law Dean Adviser |

|     | Drivers               |                      |
|-----|-----------------------|----------------------|
| 68. | Mr. Ferdinand Serrano | Bus                  |
| 69. | Mr. Ronel Liban       | Pick-up              |
| 70. | Mr. Grettel Aggalut   | Terra                |
| 71. | Mr. Mezilito Nonato   | President            |
| 72. | Mr. Dalmacio Simon    | Technical Consultant |
| 73. | Mr. Jeiel Tuazon      | Grandia              |

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**CAMPUS PLANNING AND DEVELOPMENT OFFICE**

**PROGRAM OF ACTIVITIES**

**May 27, 2024**

|                   |                                                                                                                             |                                                                              |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 5:30-12:30        | <b>Travel to Venue</b>                                                                                                      |                                                                              |
|                   | <b>OPENING PROGRAM</b>                                                                                                      |                                                                              |
| 1:00 PM – 1:30 PM | Preliminaries                                                                                                               | Secretariat                                                                  |
|                   | Registration                                                                                                                | AVP                                                                          |
|                   | Prayer                                                                                                                      |                                                                              |
|                   | National Anthem                                                                                                             |                                                                              |
|                   | CSU Hymn                                                                                                                    |                                                                              |
|                   | Words of Welcome & Rationale                                                                                                | Ms. Rio Averil C. Pamittan<br>Planning and QA Coordinator                    |
|                   | Rationale                                                                                                                   |                                                                              |
| 1:30-2:00         | <b>Opening Message</b>                                                                                                      | Engr. Roger P. Rumpon<br>Officer-in-Charge, Office of the CEO                |
| 2:00-2:30         | <b>Message of Inspiration, Commitment and Support</b>                                                                       | Dr. Arthur G. Ibañez, ASEAN Engr.<br>OIC, Office of the University President |
| 2:30-3:30         | <b>Development Opportunities for Cagayan State University – Carig Campus</b>                                                | Dr. Urdujah G. Alvarado, CESO II<br>University Technical Consultant          |
| 3:30-4:30         | <b>Operational Planning Guide and Framework</b><br>-Accomplishing the Work and Financial Plan<br>- Conducting SWOT Analysis | Dr. Florentina S. Dumlao<br>University Technical Consultant                  |
| 5:00-5:30 PM      | <b>Performance Commitment Signing</b>                                                                                       | Engr. Roger P. Rumpon<br>Officer-in-Charge, Office of the CEO                |
|                   |                                                                                                                             | Campus Directors                                                             |
|                   | House Rules                                                                                                                 | Engr. Rafael Irorita<br>Project Development Officer                          |
| 6:30-7:30         | Dinner                                                                                                                      |                                                                              |

**May 28, 2024**

|                            |                  |                                                              |
|----------------------------|------------------|--------------------------------------------------------------|
| <b>PRELIMINARY SESSION</b> |                  |                                                              |
| 5:30 AM – 6:30 AM          | Morning Work Out | Prof. Ferdinand Mercado<br>Campus Socio-cultural Coordinator |
| 6:30 – 7:30                | Breakfast        |                                                              |

|                                      |               |                                                        |
|--------------------------------------|---------------|--------------------------------------------------------|
| <b>OPERATIONAL PLANNING SESSIONS</b> |               |                                                        |
| 8:00 AM – 8:30 PM                    | Preliminaries |                                                        |
|                                      | Registration  | Secretariat                                            |
|                                      | Prayer        | AVP                                                    |
|                                      | Recap         | Mr. Roger B. Magusib Jr.<br>Campus Planning Officer II |

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**CAMPUS PLANNING AND DEVELOPMENT OFFICE**

|                                       |                                               |                                                                                                                                                                                      |
|---------------------------------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | <b>WORK &amp; FINANCIAL PLANNING WORKSHOP</b> | <b>Group A</b> – College Deans<br><b>Group B</b> – Academic Affairs Unit<br><b>Group C</b> – Administration & Finance Unit<br><b>Group D</b> – RDE Unit<br><b>Group E</b> – PRM Unit |
| 12:00-1:00                            | LUNCH                                         |                                                                                                                                                                                      |
| 1:00-4:00 PM                          | <b>WORK &amp; FINANCIAL PLANNING WORKSHOP</b> | <b>Group A</b> – College Deans<br><b>Group B</b> – Academic Affairs Unit<br><b>Group C</b> – Administration & Finance Unit<br><b>Group D</b> – RDE Unit<br><b>Group E</b> – PRM Unit |
| <b>OPERATIONAL PLAN PRESENTATIONS</b> |                                               |                                                                                                                                                                                      |
| 4:00-5:00 PM                          | Submission of Work and Financial Plans        | Per Unit                                                                                                                                                                             |
| 5:00-7:00 PM                          | Team Building                                 | c/o<br>Guidance Office<br>Sports Office<br>CLRC<br>Planning Office                                                                                                                   |
| 7:00-8:00 PM                          | Dinner                                        |                                                                                                                                                                                      |

**May 29**

|                                       |                                    |                                                                                                              |
|---------------------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>OPERATIONAL PLAN PRESENTATIONS</b> |                                    |                                                                                                              |
| 8:00 AM – 12:00 PM                    | Presentation of Operational Plans  | College Deans<br><br>CICS<br>COEA<br>CVM<br>CHK<br>CIT<br>CHSS<br>CPAD & Graduate School<br>CNSM<br>CL<br>CM |
|                                       | Activity Evaluation                | Secretariat                                                                                                  |
|                                       | Words of Gratitude and Closing     | Dr. Emer Quezon<br>Director for Research Development and Extension                                           |
| 1:00 PM                               | Departure from Venue to Tuguegarao |                                                                                                              |

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**CAMPUS PLANNING AND DEVELOPMENT OFFICE**

**BUDGETARY REQUIREMENTS:**

| FOOD                                                       |           |    |            |           |            |
|------------------------------------------------------------|-----------|----|------------|-----------|------------|
|                                                            |           |    | # of Heads | UNIT COST |            |
| DAY 1                                                      | SNACKS    | PM | 68         | 200       | 13,600.00  |
|                                                            | LUNCH     |    | 68         | 350       | 23,800.00  |
|                                                            | DINNER    |    | 68         | 350       | 23,800.00  |
| DAY 2                                                      | SNACKS    | AM | 68         | 200       | 13,600.00  |
|                                                            |           | PM | 68         | 200       | 13,600.00  |
|                                                            | BREAKFAST |    | 68         | 200       | 13,600.00  |
|                                                            | LUNCH     |    | 68         | 350       | 23,800.00  |
|                                                            | DINNER    |    | 68         | 350       | 23,800.00  |
| DAY 3                                                      | BREAKFAST |    | 68         | 200       | 13,600.00  |
|                                                            | LUNCH     |    | 68         | 350       | 23,800.00  |
| ***unlimited water and brewed coffee on May 27-29, 2024*** |           |    |            |           |            |
| TOTAL                                                      |           |    |            |           | 187,000.00 |

| ACCOMODATION | No. of Heads | Total Cost |
|--------------|--------------|------------|
| Day 1-2      | 68           | 107,600.00 |
| TOTAL        |              | 107,600.00 |

| TEAM PRICES | BUILDING | 1 <sup>st</sup> Price | 2 <sup>nd</sup> Price | 3 <sup>rd</sup> Price | Sub-Total  |
|-------------|----------|-----------------------|-----------------------|-----------------------|------------|
| Game 1      |          | 3, 000.00             | 2, 000.00             | 1, 000.00             | 6,000.00   |
| Game 2      |          | 3, 000.00             | 2, 000.00             | 1, 000.00             | 6,000.00   |
| Game 3      |          | 3, 000.00             | 2, 000.00             | 1, 000.00             | 6,000.00   |
| Game 4      |          | 3, 000.00             | 2, 000.00             | 1, 000.00             | 6,000.00   |
| GRAND TOTAL |          |                       |                       |                       | 24, 000.00 |

**SUMMARY:**

| ITEM         | AMOUNT      |
|--------------|-------------|
| FOOD         | 187,000.00  |
| ACCOMODATION | 107,600.00  |
| PRICES       | 24, 000.00  |
| TOTAL        | 318, 600.00 |

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Tuguegarao City, Cagayan 3500

**CAMPUS PLANNING AND DEVELOPMENT OFFICE**

| VEHICLE       |   | OCCUPANTS                     |
|---------------|---|-------------------------------|
| University    | 1 | Dr. Urdujah Alvarado          |
|               | 2 | Dr. Florentina Dumlao         |
|               | 3 | Ms. Jianne Abigail M. Tejada  |
|               | 4 | Ms. Marita T. Ormilla         |
|               | 5 | Mr. Jeiel Tuazon (Driver)     |
| University    | 1 | Pres. Arthur G. Ibañez        |
|               | 2 | Mr. Romar Palattao            |
|               | 3 | Mr. Mezilito Nonato (Driver)  |
| TERRA         | 1 | Mr. Gretel Aggalut (Driver)   |
|               | 2 | Engr. Roger P. Rumpon         |
|               | 3 | Dr. Mac Giovanni Lagundi      |
|               | 4 | Dr. Generino Siddayao         |
| Pick-up       | 1 | Sir Ronel Liban (Driver)      |
|               | 2 | Dir. Rosemarie Cabaña         |
| New Starex    | 1 | Prof. Bryan Lacambra (Driver) |
|               | 2 | Dr. Jhaysel G. Rumbaoa        |
|               | 3 | Ms. Armela Luczon             |
|               | 4 | Dr. Chita Ramos               |
|               | 5 | Dr. Rodina Gorospe            |
|               | 6 | Dr. Sylvia leigh Quigao       |
| Grandia       | 1 | Mr. Dalmacio Simon (Driver)   |
|               | 2 | Dr. Angelito E. Alvarado      |
|               | 3 | Ms. Linda Adsua (Accounting)  |
|               | 4 | Dr. Federica Gonzales         |
|               | 5 | Ms. Patricia Enoc             |
|               | 6 | Dr. Andy Catulin              |
|               | 7 | Ms. Camille Constantino       |
|               | 8 | Ms. Ester Ramboanga           |
|               | 9 | Ms. Juliet Caliguiran         |
| Private Car 1 | 1 | Mr. Peterpaul Valdepeñas      |
|               | 2 | Prof. Charmaine Masuli        |
|               | 3 | Prof. Kristoffer Mangussad    |
|               | 4 | Ms. Arlen Calimag             |
|               | 5 | Dr. Edison Bravo              |
| Private Car 2 | 1 | Atty. Norman Clarence Lasam   |
|               | 2 | Mr. Marc Stephen L. Melad     |
| Private Car 3 | 1 | Dr. Trician T. Villaroza      |
|               | 2 | Dr. Irene Ayque               |
| Private Car 4 | 1 | Engr. Mark Anthony Ibañez     |
|               | 2 | Dr. Jomel Manuel              |

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**CAMPUS PLANNING AND DEVELOPMENT OFFICE**

|               |    |                                                                   |
|---------------|----|-------------------------------------------------------------------|
|               | 3  | Dr. Reynold Pattau                                                |
|               | 4  | Prof. Crizaldy Binarao                                            |
|               | 5  | Dr. Dennis Bacuyag                                                |
|               |    |                                                                   |
| Private Car 5 | 1  | Dr. Emer Quezon                                                   |
|               | 2  | Dr. Joel Binasoy                                                  |
|               | 3  | Engr. John Michael Casibang                                       |
|               |    |                                                                   |
| Private Car 6 | 1  | Ms. Rio Averil Pamittan                                           |
|               | 2  | Mr. Roger Magusib Jr.                                             |
|               | 3  | Engr. Rafael Irorita                                              |
|               | 4  | Ms. Danielyn L. Pamittan                                          |
|               | 5  | Ms. Dianne Biag                                                   |
|               |    |                                                                   |
| Private Car 7 | 1  | Dr. Charmie Calvo                                                 |
|               |    |                                                                   |
| Private Car 8 | 1  | Mr. Marvin Uanang                                                 |
|               | 2  | Mr. Gab Reyes                                                     |
|               |    |                                                                   |
| Bus           | 1  | Mr. Ferdinand Serrano (Driver)                                    |
|               | 2  | Mr. Jayvee Tolentino (Budget)                                     |
|               | 3  | Ms. Karla Masirag (Supply)                                        |
|               | 4  | Ms. Tarren Navarro                                                |
|               | 5  | Mr. Ferdinand Mercado                                             |
|               | 6  | Mr. Daniel Casauay (Sports Coordinator)                           |
|               | 7  | Mr. Ralph Reyes                                                   |
|               | 8  | Ms. Femil Usita                                                   |
|               | 9  | Ms. Judy Ann Unciano                                              |
|               | 10 | Ms. Nycka Matalang                                                |
|               | 11 | Ar. Mario Alariao                                                 |
|               | 12 | Mr. Voltair Soriano (Admin Personnel<br>President Representative) |
|               | 13 | Mr. Vince Gilbert Cabasag                                         |
|               | 14 | Mr. John Michael Pattugalan                                       |
|               | 15 | Ms. Divine Garao (Cashier)                                        |

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**CAMPUS PLANNING AND DEVELOPMENT OFFICE**

**ROOM ACCOMODATION**

|                                |                                |
|--------------------------------|--------------------------------|
| <b>Couple Room (RM SABINA)</b> | Dr. Urdujah Alvarado           |
|                                | Ms. Marita T. Ormilla          |
|                                |                                |
| <b>Family Room 104 (4 pax)</b> | Pres. Arthur G. Ibañez         |
|                                | CEO Roger Rumpon               |
|                                | Dr. Emer Quezon                |
|                                | Dr. Generino Siddayao          |
|                                |                                |
| <b>Family Room 105 (4 pax)</b> | Atty. Clarence Lasam           |
|                                | Dr. Dennis Bacuyag             |
|                                | Dr. Angelito E. Alvarado       |
|                                | Mr. Marc Stephen L. Melad      |
|                                |                                |
| <b>Family Room 106 (4 pax)</b> | Dr. Mac Giovanni Lagundi       |
|                                | Mr. Romar Palattao             |
|                                | Dr. Jomel Manuel               |
|                                | Prof. Crizaldy Binarao         |
|                                |                                |
| <b>Family Room 107 (4 pax)</b> | Dr. Florentina S. Dumlao       |
|                                | Dr. Rosemarie Cabaña           |
|                                | Dr. Chita Ramos                |
|                                | Dr. Rodina Gorospe             |
|                                |                                |
| <b>Family Room 12 (6 pax)</b>  | Dr. Jhaysel G. Rumbaoa         |
|                                | Ms. Rio Averil Pamittan        |
|                                | Dr. Sylvia Quigao              |
|                                | Ms. Jianne Abigail M. Tejada   |
|                                | Ms. Armela Luczon              |
|                                | Ms. Charmaine Masuli           |
|                                |                                |
| <b>Family Room 14 (6 pax)</b>  | Dr. Charmie Calvo              |
|                                | Ms. Arlen Calimag              |
|                                | Ms. Camille Constantino        |
|                                | Ms. Karla Masirag (Supply)     |
|                                | Dr. Federica Gonzales          |
|                                |                                |
| <b>Family Room 15 (6 pax)</b>  | Dr. Irene Ayque                |
|                                | Prof. Ester Ramboanga          |
|                                | Prof. Juliet Caliguiran        |
|                                | Dr. Trician Villaroza          |
|                                | Ms. Linda Adsuara (Accounting) |
|                                | Ms. Divine Garao (Cashier)     |
|                                |                                |
| <b>Family Room 16 (6 pax)</b>  | Engr. John Michael Casibang    |
|                                | Prof. Bryan Lacambra           |
|                                | Dr. Reynold Pattai             |
|                                | Dr. Andy Catulin               |
|                                | Dr. Edison Bravo               |

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**CAMPUS PLANNING AND DEVELOPMENT OFFICE**

|                               |                                                                   |
|-------------------------------|-------------------------------------------------------------------|
|                               | Mr. Voltair Soriano (Admin Personnel<br>President Representative) |
| <b>Family Room 02 (9 pax)</b> | Ms. Tarren Navarro                                                |
|                               | Ms. Patricia Enoc                                                 |
|                               | Ms. Femil Usita                                                   |
|                               | Ms. Judy Ann Unciano                                              |
|                               | Ms. Nycka Matalang                                                |
|                               | Ms. Danielyn Libunao                                              |
|                               | Ms. Dianne Biag                                                   |
|                               | Engr. Rafael Irorita                                              |
|                               | Mr. John Michael Pattugalan                                       |
| <b>Family Room 02 (9 pax)</b> | Mr. Daniel Casauay (Sports Coordinator)                           |
|                               | Prof. Ferdinand Mercado                                           |
|                               | Dr. Joel Binasoy                                                  |
|                               | Prof. Kristoffer Mangussad                                        |
|                               | Mr. Peterpaul Valdepeñas                                          |
|                               | Mr. Marvin Uanang                                                 |
|                               | Mr. Mark Ibañez                                                   |
|                               | Mr. Mario Alariao                                                 |
|                               | Mr. Ralph Reyes                                                   |
| <b>Family Room 04 (9 pax)</b> | Mr. Gab Reyes                                                     |
| <b>+ 1 extra mattress</b>     | Mr. Roger Magusib                                                 |
|                               | Mr. Jayvee Tolentino (Budget)                                     |
|                               | Mr. Vince M. Cabasag                                              |
|                               | Mr. Ferdinand Serrano                                             |
|                               | Mr. Ronel Liban                                                   |
|                               | Mr. Grettel Aggalut                                               |
|                               | Mr. Mezilito Nonato                                               |
|                               | Mr. Dalmacio Simon                                                |
|                               | Mr. Jeiel Tuazon                                                  |

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BY:



CAGAYAN STATE UNIVERSITY  
DISBURSEMENT VOUCHER

Fund Cluster : 05  
Date : 5-23-24  
DV No. : 05-03-05-1214

Mode of Payment

☐ MDS Check

☐ Commercial Check

☐ ADA

☐ Others (Please specify)

PayeeCASA VICTORIA RESORT AND RESTAURANT  
AddressIlocos Norte

TIN/Employee No.:  
ORS/BURS No.: 05-03-1010  
0/23/24

| Particulars                                                                                                                                                   | Responsibility | MFO/PAP | Amount                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------|--------------------------------------------------|
| Payment of FOOD AND ACCOMMODATION FOR THE CSU CARIG CAMPUS 2024 OPERATIONAL PLANNING ON MAY 27-29 2024 amounting to...<br><br>1AR do Supply<br>07R do Cashier |                |         | 293,586.0<br>3% 8,807<br>2% 5,871.7<br>278,906.7 |

A. ☐ Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.  
  
MAC GIOVANI LAGUNDI  
Administrative Officer V  
Printed Name, Designation & Signature of Supervisor

B. Accounting Entry:

| Account Title | UACS Code | Debit | Credit |
|---------------|-----------|-------|--------|
|               |           |       |        |

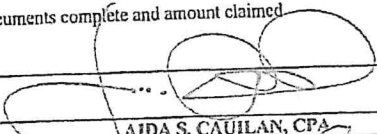
C. ☐ Certified:

☒ Cash available

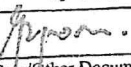
☐ Subject to Authority to Debit Account (when applicable)

☒ Supporting documents complete and amount claimed proper

D. Approved for Payment

|              |                                                                                     |              |                                       |
|--------------|-------------------------------------------------------------------------------------|--------------|---------------------------------------|
| Signature    |  | Printed Name | ENGR. ROGER P. RUMPON                 |
| Printed Name | AIDA S. CAULAN, CPA                                                                 | Position     | Campus Executive Officer              |
| Position     | Campus Accountant                                                                   |              | Agency Head/Authorized Representative |
| Date         | 5/24/24                                                                             | Date         |                                       |

E. Receipt of Payment

|                                                                                                 |                  |                             |         |
|-------------------------------------------------------------------------------------------------|------------------|-----------------------------|---------|
| Check/ ADA No. : 0000015968                                                                     | Date : 5/24/2024 | Bank Name & Account Number: | JEV No. |
| Signature :  | Date :           | Printed Name:               | Date :  |

Official Receipt No. & Date/Other Documents

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BY: 

ACCOUNT No.  
005722-0009-53

ACCOUNT NAME  
CSU CARIG SPECIAL TRUST FUND

968

968

CHECK No.  
0000015968

BRSTN  
23035  
0108

Member: PDIC"

PAY TO THE ORDER OF  
CASA VICTORIA RESORT AND RESTAURANT

PESOS  
TWO HUNDRED SEVENTY EIGHT THOUSAND NINE HUNDRED SIX PESOS & 70/100 ONLY.

DATE  
05-24-2024

278,906.70

LANDBANK

TUGUEGARAO - CALLE COMERCIO BRANCH  
LIM BUILDING, A. LUNA CORNER A. BONIFACIO STREETS,  
CENTRO 7, TUGUEGARAO CITY, CAGAYAN

ENGR. ROGER P. RUMON

ELIANE S. CASUNDI

11000001596811230350106100572200095311000

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BY: [Signature]

| In settlement of the following:                              |            |
|--------------------------------------------------------------|------------|
|                                                              | Amount     |
|                                                              |            |
|                                                              |            |
| Total Sales                                                  | 278,906.70 |
| Less: Discount                                               |            |
| Total Amount Due                                             |            |
| Form of Payment                                              |            |
| Cash <input type="checkbox"/> Check <input type="checkbox"/> |            |
| Cash P                                                       |            |
| Check                                                        | /          |
| Bank                                                         |            |

# CASA VICTORIA RESORT & RESTAURANT

Saud, 2919 Pagudpud, Ilocos Norte, Philippines

NELLY A. CRISTOBAL - Proprietor

Non Vat Reg. TIN: 409-981-371-00000

## OFFICIAL RECEIPT

Date 05/22/2024

Received from CSU - CARIG

TIN: with address at

the sum of pesos Two hundred Seventy-eight thousand nine hundred six / seventy (Php 278,906.70)

in full payment of Room Accommodation & Meals

By: Authorized Representative

No 12506

50 booklets (50x2) 11001-13500  
BIR Auth. No. 001AU20220000005917  
Date Issued: August 4, 2022  
Parkside Printing Press  
Brgy. 14, Fontacier St., Laoag City  
TIN: 110-896-774-00000 Non Vat

Printer's Accreditation No. 001MP20170000000008  
Date Issued: October 24, 2017

\*THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES

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BY: [Signature]

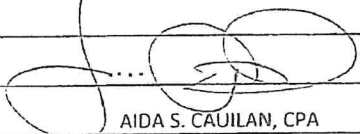
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|                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                            |                                           |                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------|
| CAGAYAN STATE UNIVERSITY<br>Carig Campus                                                                                                                                                                                                                                                                            |                                                                                                                                                            | Fund Cluster : 05                         |                                                                                       |
| DISBURSEMENT VOUCHER                                                                                                                                                                                                                                                                                                |                                                                                                                                                            | Date : 5/24/24<br>DV No. : 057024-05-1221 |                                                                                       |
| Mode of Payment                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify) |                                           |                                                                                       |
| Payee                                                                                                                                                                                                                                                                                                               | MEZILITO NONATO                                                                                                                                            | TIN/Employee No.:                         | ORS/BURS No.: 05-05-101S                                                              |
| Address                                                                                                                                                                                                                                                                                                             | 5/24/24                                                                                                                                                    |                                           |                                                                                       |
| Particulars                                                                                                                                                                                                                                                                                                         |                                                                                                                                                            | Responsibility                            | MFO/PAP                                                                               |
| TO GRANT CASH ADVANCE FOR FUEL IN GOING TO CASA VICTORIA, PAGUDPUD, ILOCOS NORTE TO SHUTTLE CSU EMPLOYEES FOR THE 2024 OPERATIONAL PLANNING ON MAY 27-29, 2024.<br><br>- Fortuner - Mezilito - 10,000<br>- Jerry - Gretta Kggadut - 10,000<br>- Pick up - Ronel Liban 10,000<br>- Montero - 10,000.00<br>- Dalmaido |                                                                                                                                                            |                                           |                                                                                       |
|                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                            |                                           | 40,000.00                                                                             |
| A. Certified: Expenses/Cash Advance Necessary, lawful and incurred under my direct supervision.<br><br>MAC GIOVANI MAGUNDI<br>Campus Director for Administration                                                                                                                                                    |                                                                                                                                                            |                                           |                                                                                       |
| B. Accounting Entry:                                                                                                                                                                                                                                                                                                |                                                                                                                                                            |                                           |                                                                                       |
| Account Title                                                                                                                                                                                                                                                                                                       |                                                                                                                                                            | UACS Code                                 | Debit    Credit                                                                       |
|                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                            |                                           |                                                                                       |
| C. Certified:                                                                                                                                                                                                                                                                                                       |                                                                                                                                                            | D. Approved for Payment                   |                                                                                       |
| <input checked="" type="checkbox"/> Cash available<br><br><input type="checkbox"/> Subject to Authority to Debit Account (when applicable)<br><br><input checked="" type="checkbox"/> Supporting documents complete and amount claimed proper                                                                       |                                                                                                                                                            |                                           |                                                                                       |
| Signature                                                                                                                                                                                                                                                                                                           |                                                                         | Signature                                 |  |
| Printed Name                                                                                                                                                                                                                                                                                                        | AIDA S. CAUILAN, CPA                                                                                                                                       | Printed Name                              | ENGR. ROGER P. RUMPO                                                                  |
| Position                                                                                                                                                                                                                                                                                                            | Campus Accountant<br>Head, Accounting Unit/Authorized Representative                                                                                       | Position                                  | Campus Executive Officer<br>Agency Head/Authorized Representative                     |
| Date                                                                                                                                                                                                                                                                                                                | 5/24/24                                                                                                                                                    | Date                                      |                                                                                       |
| E. Receipt of Payment                                                                                                                                                                                                                                                                                               |                                                                                                                                                            | JEV No.                                   |                                                                                       |
| Check/ADA No. :                                                                                                                                                                                                                                                                                                     |                                                                                                                                                            | Date :                                    | Bank Name & Account Number:                                                           |
| Signature :                                                                                                                                                                                                                                                                                                         |                                                                                                                                                            | Date :                                    | Printed Name:                                                                         |
| Official Receipt No. & Date/Other Documents                                                                                                                                                                                                                                                                         |                                                                                                                                                            |                                           |                                                                                       |

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| CAGAYAN STATE UNIVERSITY<br>Carig Campus                                                                                                                        |                                                                                                                                                            | Fund Cluster : 05                     |                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------|
| DISBURSEMENT VOUCHER                                                                                                                                            |                                                                                                                                                            | Date : 5/24/24                        |                             |
|                                                                                                                                                                 |                                                                                                                                                            | DV No. : 057024-05-1220               |                             |
| Mode of Payment                                                                                                                                                 | <input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify) |                                       |                             |
| Payee                                                                                                                                                           | FERDINAND SERRANO                                                                                                                                          | TIN/Employee No.:                     | ORS/BURS No.:               |
| Address                                                                                                                                                         | 5/24/24                                                                                                                                                    |                                       |                             |
| Particulars                                                                                                                                                     |                                                                                                                                                            | Responsibility                        | MFO/PAP                     |
| TO GRANT CASH ADVANCE FOR FUEL IN GOING TO CASA VICTORIA, PAGUDPUD, ILOCOS NORTE TO SHUTTLE CSU EMPLOYEES FOR THE 2024 OPERATIONAL PLANNING ON MAY 27-29, 2024. |                                                                                                                                                            |                                       | Amount                      |
| Fuel - Ferdinand Serrano - 10,000                                                                                                                               |                                                                                                                                                            |                                       | 30,000                      |
| Grove New - Bryan Acambra 10,000                                                                                                                                |                                                                                                                                                            |                                       |                             |
| Gerandia - " " " " 10,000                                                                                                                                       |                                                                                                                                                            |                                       |                             |
|                                                                                                                                                                 |                                                                                                                                                            |                                       | 30,000                      |
| A. Certified: Expenses/Cash Advance Necessary, lawful and incurred under my direct supervision.                                                                 |                                                                                                                                                            |                                       |                             |
| MAC GIOVANNI LAGUNDI<br>Campus Director for Administration                                                                                                      |                                                                                                                                                            |                                       |                             |
| B. Accounting Entry:                                                                                                                                            |                                                                                                                                                            |                                       |                             |
| Account Title                                                                                                                                                   |                                                                                                                                                            | UACS Code                             | Debit                       |
|                                                                                                                                                                 |                                                                                                                                                            |                                       | Credit                      |
| C. Certified:                                                                                                                                                   |                                                                                                                                                            |                                       |                             |
| <input checked="" type="checkbox"/> Cash available                                                                                                              |                                                                                                                                                            |                                       |                             |
| <input type="checkbox"/> Subject to Authority to Debit Account (when applicable)                                                                                |                                                                                                                                                            |                                       |                             |
| <input checked="" type="checkbox"/> Supporting documents complete and amount claimed proper                                                                     |                                                                                                                                                            |                                       |                             |
| Signature                                                                                                                                                       |                                                                                                                                                            | D. Approved for Payment               |                             |
| Printed Name                                                                                                                                                    |                                                                                                                                                            | Signature                             |                             |
| Position                                                                                                                                                        |                                                                                                                                                            | Printed Name                          |                             |
| Date                                                                                                                                                            |                                                                                                                                                            | Position                              |                             |
|                                                                                                                                                                 |                                                                                                                                                            | Date                                  |                             |
| AIDA S. CAUILAN, CPA                                                                                                                                            |                                                                                                                                                            | ENGR. ROGER P. RUMPON                 |                             |
| Campus Accountant                                                                                                                                               |                                                                                                                                                            | Campus Executive Officer              |                             |
| Head, Accounting Unit/Authorized Representative                                                                                                                 |                                                                                                                                                            | Agency Head/Authorized Representative |                             |
| 5/24/24                                                                                                                                                         |                                                                                                                                                            |                                       |                             |
| E. Receipt of Payment                                                                                                                                           |                                                                                                                                                            |                                       |                             |
| Check/ADA No.:                                                                                                                                                  |                                                                                                                                                            | Date:                                 | Bank Name & Account Number: |
| Signature:                                                                                                                                                      |                                                                                                                                                            | Date:                                 | Printed Name:               |
|                                                                                                                                                                 |                                                                                                                                                            |                                       | Date                        |
| Official Receipt No. & Date/Other Documents                                                                                                                     |                                                                                                                                                            |                                       |                             |

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MAY 27, 2024

5:30 AM - 12 NOON  
TRAVEL TIME

OPENING PROGRAMME

1:30 PM - 5:00PM

Registration

Prayer

National Anthem

CSU Hymn

Words of Welcome & Rationale

MS. RIO AVERIL C. PAMITTAN  
Planning and QA Coordinator

Opening Remarks

ENGR. ROGER P. RUMPON  
Officer-in-Charge, Office of the CEO

Inspirational Message, Commitment and Support

DR. ARTHUR G. IBANEZ, ASEAN ENGR.  
Officer-in-Charge, Office of the University President

PLENARY TALK 1

Development Opportunities for  
Cagayan State University -Carig  
Campus

DR. URDUJAH G. ALVARADO, CESO II  
University Technical Consultant

PLENARY TALK 2

Operational Planning Guide and  
Framework  
- Accomplishing the Work and Financial Plan  
- Conducting SWOT Analysis

DR. FLORENTINA S. DURLAO  
University Technical Consultant

Performance Commitment Signing

ENGR. ROGER P. RUMPON  
Officer-in-Charge, Office of the CEO  
Campus Directors

House Rules

ENGR. RAFAEL IRORITA  
Project Development Officer

6:00-7:30

DINNER

MAY 28, 2024

6:00 AM

MORNING EXERCISE

8:30 AM - 5:00 PM

Registration

Prayer

National Anthem

CSU Hymn

Energizer

Recap

WORK & FINANCIAL PLANNING WORKSHOP

Group A - College Deans  
Group B - Academic Affairs Unit  
Group C - Administration & Finance Unit  
Group D - RDE Unit  
Group E - PRM Unit

LUNCH

WORKSHOP ON IDENTIFYING RISKS AND OPPORTUNITIES

Group A - College Deans  
Group B - Academic Affairs Unit  
Group C - Administration & Finance Unit  
Group D - RDE Unit  
Group E - PRM Unit

SUBMISSION OF UNIT/COLLEGE WORK AND FINANCIAL PLANS

SUBMISSION OF UNIT/COLLEGE RBT FORMS

TEAM BUILDING ACTIVITY

DINNER

MAY 29, 2024

8:30 AM - 12:00N

Registration

Prayer

National Anthem

CSU Hymn

Energizer

Recap

OPERATIONAL PLAN PRESENTATIONS

Group A - College Deans  
Group B - Academic Affairs Unit  
Group C - Administration & Finance Unit  
Group D - RDE Unit  
Group E - PRM Unit

ACTIVITY EVALUATION

WORDS OF GRATITUDE and CLOSING MESSAGE

DR. MAC GIOVANNI LAGUNDI  
Campus Director for Administration

LUNCH

1:00 PM - 6:00 PM

TRAVEL TIME

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BY: [Signature]  
TIME: 10:10

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DATE: 6-30-24  
BY: [Signature]  
TIME: 10:10



REPUBLIC OF THE PHILIPPINES  
CAGAYAN STATE UNIVERSITY  
CARIG CAMPUS

## Certificate of Participation

is awarded to

in grateful acknowledgement and recognition of  
his/her active participation  
during the **CSU Carig Campus 2024 Operational Planning**  
themed "*Reviewing Performance, Optimizing Resources, and Generating Strategies  
to Execute with Excellence and Realize Objectives*", held May 27-29, 2024.

Awarded at Casa Victoria, Saud, Pagudpud, Ilocos Norte this 29<sup>th</sup>  
day of May, 2024.

  
**ENGR. ROGER P. RUMPO, MS**  
Officer-in-Charge, Office of the Campus Executive Officer



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BY: 

CAGAYAN STATE UNIVERSITY  
CARIG CAMPUS  
BUDGETARY ALLOCATION  
CY 2024  
FUND 05 - INTERNALLY GENERATED INCOME

\*Based on CHED MEMORANDUM ORDER No. 20 Series of 2011

|                    |     |                      |
|--------------------|-----|----------------------|
| Total Tuition fees |     | <u>31,866,037.42</u> |
| Instruction        | 50% | 15,933,018.71        |
| Research           | 10% | 3,186,603.74         |
| Extension          | 10% | 3,186,603.74         |
| STO-Production/PRM | 10% | 3,186,603.74         |
| Administration     | 10% | 3,186,603.74         |
| Mandatory Reserve  | 10% | 3,186,603.74         |
| Total              |     | <u>31,866,037.42</u> |

Prepared by:

CELIA FLOR T. BABARAN  
Campus Budget Officer

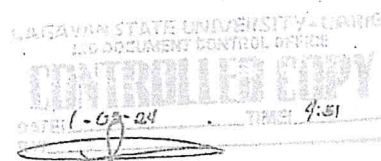
RIO AVERIL PAMITAN  
Campus Planning Officer

Certified Correct:

ENGR. ROGER P. RUMPON  
Campus Director for Admin & Finance

Approved By:

ENGR. ARTHUR G. IBANEZ, Ph.D.  
Campus Executive Officer



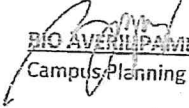
CAGAYAN STATE UNIVERSITY  
Budget Allocation for Higher Education  
FUND 05 - Internally Generated Income  
FIDUCIARY FEES

\*Based on CHED MEMORANDUM ORDER No. 20 Series of 2011

| Particulars/<br>Office     | Estimated Amount for<br>2nd Sem<br>SY 2023-2024 | Estimated Amount<br>for 1st Sem<br>SY 2023-2024 | TOTAL                |
|----------------------------|-------------------------------------------------|-------------------------------------------------|----------------------|
| INSTP fees                 | 583,040.00                                      | 396,535.75                                      | 979,575.75           |
| Athletic Fees              | 746,220.00                                      | 507,517.33                                      | 1,253,737.33         |
| Socio Cultural Fees        | 492,696.53                                      | 335,091.57                                      | 827,788.10           |
| Computer Lab. Fees         | 3,301,200.00                                    | 2,245,204.13                                    | 5,546,404.13         |
| Laboratory fees            | 1,057,800.00                                    | 719,428.37                                      | 1,777,228.37         |
| Library fees               | 1,368,070.00                                    | 930,448.45                                      | 2,298,518.45         |
| Medical and Dental<br>fees | 746,220.00                                      | 507,517.33                                      | 1,253,737.33         |
| <b>TOTAL</b>               | <b>8,295,246.53</b>                             | <b>5,641,742.93</b>                             | <b>13,936,989.46</b> |

Prepared by:

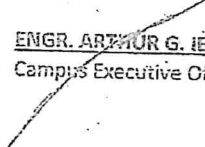
  
CELAFLOR T. BABARAN  
Campus Budget Officer

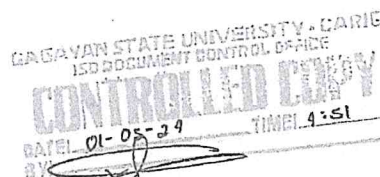
  
BIO AVERIL PAMITTAN  
Campus Planning Officer

Certified Correct:

  
ENGR. ROGER P. RUMPON  
Campus Director for Admin & Finance

Approved By:

  
ENGR. ARTHUR G. IBANEZ, Ph.D.  
Campus Executive Officer



|                                    | 2nd Semester<br>SY 2023-2024 | 1st Semester<br>SY 2024-2025 | Total |
|------------------------------------|------------------------------|------------------------------|-------|
| 1. <b>Attendance</b>               |                              |                              |       |
| 2. <b>Classroom Management</b>     |                              |                              |       |
| 3. <b>Instructional Strategies</b> |                              |                              |       |
| 4. <b>Professionalism</b>          |                              |                              |       |
| 5. <b>Communication</b>            |                              |                              |       |
| 6. <b>Assessment</b>               |                              |                              |       |
| 7. <b>Collaboration</b>            |                              |                              |       |
| 8. <b>Leadership</b>               |                              |                              |       |
| 9. <b>Continuous Improvement</b>   |                              |                              |       |
| 10. <b>Overall Performance</b>     |                              |                              |       |

**\*\*Budget Allocation for Instruction  
(50% of total tuition fees)**

15,933,018.71

|                             |        |
|-----------------------------|--------|
| Faculty & Staff Development | 12.50% |
| Curriculum Development      | 12.50% |
| Facilities Development      | 12.50% |
| Student Development         | 12.50% |
| <b>Total</b>                |        |

| Projected Enrollment per College |
|----------------------------------|
| SY 2023-2024                     |
| SY 2024-2025                     |

| # of Enrollment per College             | CICS  | COEA  | CNS&M | CH&SC | CIT   | CPAD  | CHK   | CVM | Total  |
|-----------------------------------------|-------|-------|-------|-------|-------|-------|-------|-----|--------|
| 2nd Semester SY 2023-2024<br>projection | 2,054 | 2,841 | 760   | 1,275 | 1,933 | 2,189 | 819   | 413 | 12,284 |
| 1st Semester SY 2024-2025<br>projection | 2,378 | 3,284 | 880   | 1,476 | 2,238 | 2,534 | 948   | 454 | 14,192 |
| Total                                   | 4,432 | 6,125 | 1,640 | 2,751 | 4,171 | 4,723 | 1,767 | 867 | 26,476 |

2nd sem decrease by 5%  
1st sem increase by 10%

DATE: 01-05-79 TIME: 11:02

DATE: 01-05-24 TIME: 9:51

DATE: 06-30-21 TIME: 6:40  
BY: A

CAGAYAN STATE UNIVERSITY  
Budget Allocation for Higher Education per College  
FUND 05- Internally Generated Income

| Components                    | CICS         |              | COEA       | CNS&M        | CN&SC        | CIT          | CPAD         | CHK        | CVM           | Total        |
|-------------------------------|--------------|--------------|------------|--------------|--------------|--------------|--------------|------------|---------------|--------------|
|                               | 666,784.44   | 666,784.44   | 921,492.48 | 246,734.31   | 413,881.77   | 627,517.57   | 710,564.73   | 265,841.18 | 130,438.20    | 3,983,254.68 |
| Faculty & Staff Development   | 666,784.44   | 666,784.44   | 921,492.48 | 246,734.31   | 413,881.77   | 627,517.57   | 710,564.73   | 265,841.18 | 130,438.20    | 3,983,254.68 |
| Curriculum Development        | 666,784.44   | 666,784.44   | 921,492.48 | 246,734.31   | 413,881.77   | 627,517.57   | 710,564.73   | 265,841.18 | 130,438.20    | 3,983,254.68 |
| Facilities Development        | 666,784.44   | 666,784.44   | 921,492.48 | 246,734.31   | 413,881.77   | 627,517.57   | 710,564.73   | 265,841.18 | 130,438.20    | 3,983,254.68 |
| Student Development           | 666,784.44   | 666,784.44   | 921,492.48 | 246,734.31   | 413,881.77   | 627,517.57   | 710,564.73   | 265,841.18 | 130,438.20    | 3,983,254.68 |
| Budget Allocation per College | 2,667,137.74 | 3,685,969.92 | 986,937.25 | 1,655,527.06 | 2,510,070.29 | 2,842,258.93 | 1,063,364.71 | 521,752.80 | 15,939,018.71 |              |

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