CAVITE STATE UNIVERSITY

COLLEGE OF AGRICULTURE, FOOD, ENVIRONMENT AND NATURAL RESOURCES

WELL DEVELOPED PLANNING PROCESS

BACHELOR OF SCIENCE IN AGRICULTURE
LEVEL IV PHASE II CYCLE 2
NOVEMBER 8-10, 2023

MISSION

Cavite State University shall provide excellent, equitable and relevant educational opportunities in the arts, sciences and technology through quality instruction and responsive research and development activities. It shall produce professional, skilled and morally upright individuals for global competitiveness.

VISION

The premier university in historic Cavite globally recognized for excellence in character development, academics, research, innovation and sustainable community engagement.

TABLE OF CONTENTS

LIST OF FIGURES

LIST OF TABLES

**WELL DEVELOPED PLANNING PROCESS IN SUPPORT
OF QUALITY ASSURANCE**

OVERVIEW

Figure 1. Bird's eye view of the CvSU Main Campus, Indang, Cavite

Cavite State University (CvSU) has its humble beginnings in 1906 as the Indang Intermediate School with the American Thomasites as the first teachers. Several transformations in the name of the school took place: Indang Farm School in 1918, Indang Rural High School in 1927, and Don Severino National Agriculture School in 1958. The name Don Severino is in honor of Don Severino de las Alas who served as the Secretary of Interior in the Aguinaldo revolutionary government. Don Severino donated a tract of land for use as field laboratory by the School. In 1964, the School was converted into a State College by virtue of Republic Act No. 3917 and became known as Don Severino Agricultural College (DSAC).

On January 22, 1998, by virtue of Republic Act No. 8468, DSAC was converted into Cavite State University (CvSU). Two years later, the Commission on Higher Education (CHED) designated the University as Center of Development in Agriculture and Agricultural Engineering.

Cavite College of Fisheries (CACOF) in Naic, Cavite and Cavite College of Arts and Trade (CCAT) in Rosario, Cavite were integrated to the University by virtue of CHED Memorandum No. 27, s. 2000. Since then, additional campuses in the province were established through memoranda of agreement with the LGUs.

Cavite City Campus SY 2001-2002
Carmona Campus SY 2002-2003
Imus Campus SY 2003-2004
Trece Martires City Campus SY 2005-2006
Silang Campus SY 2006-2007
Tanza Campus SY 2007-2008
Bacoor Campus SY 2008-2009
General Trias Campus SY 2012-2013
Maragondon Campus SY
Dasmarinas City SY 2023-2024
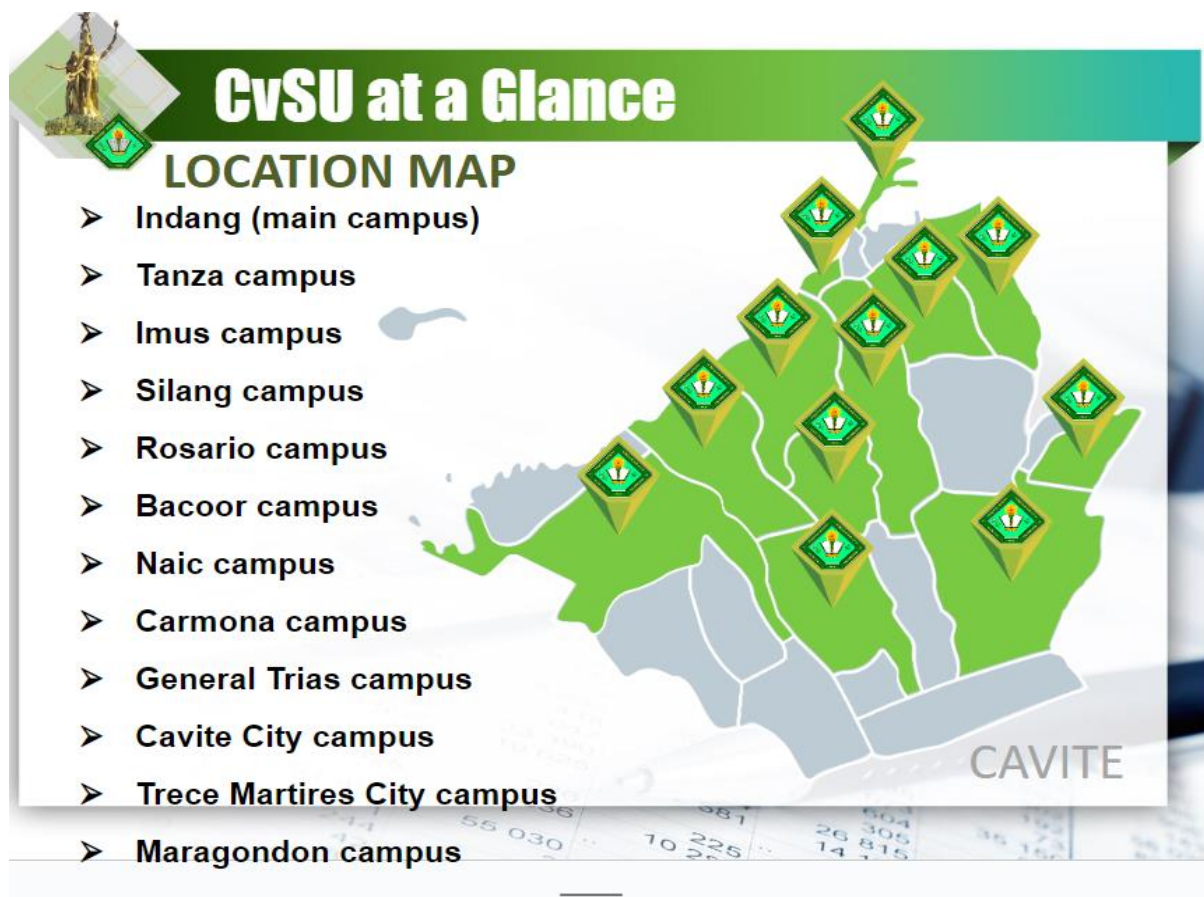
Figure 2. Locations of the CvSU campuses

CvSU is mandated "to provide excellent, equitable, and relevant educational opportunities in the arts, sciences and technology through quality instruction, and responsive research and development activities. It shall produce professional, skilled and morally upright individuals for global competitiveness."

Currently, Cavite State University (CvSU) offers 124 academic programs, comprising 111 undergraduate and 13 graduate courses across campuses. In the first semester of academic year (AY) 2022-2023, CvSU catered to 61,400 students.

The flagship program offerings listed in Table 1 were identified based on the combination of one or more factors including accreditation status, number of topnotchers, performance in board/licensure examination, awards from reputable institutions, research and extension capabilities of faculty members, academic facility, and employability of graduates.

Table 1. List of Flagship Programs in Cavite State University

FLAGSHIP PROGRAMS	BRIEF DESCRIPTION
• **BS Agriculture** Main Campus	**CHED-recognized Center of Excellence; AACCUP Level IV Re-accredited program; top performing school in the licensure examination for agriculturists in 2019; and produced a number of topnotchers.**
• **Doctor of Veterinary Medicine** Main Campus	AACCUP Level III Re-accredited program; consistent high passing rate in licensure examinations; with strong research and extension capabilities in terms of publication, patents, citation, and recognition; state-of-the-art facilities; and a veterinary medicine hospital.
• **BS Agricultural and Biosystems Engineering** Main Campus	AACCUP Level III Re-accredited program and passed the phase 1 of the 4th survey visit; passing rate in licensure examination higher than the national passing percentage; and produced a number of topnotchers.
• **BS Biology** Main Campus	AACCUP Level IV Re-accredited program and strong research and extension capability in terms of publication, patents, citation, utilization, and recognition.
• **BA Journalism** Main Campus	AACCUP Level IV Re-accredited program; produced distinguished alumni in the field of journalism; and supported by university-based radio station.
• **BS Criminology** Main Campus	AACCUP Level II Re-accredited program; top performing school in the licensure examination; recipient of Excellence Award conferred by the Professional Criminologists Association of the Philippines, Inc (PCAP); and high employability of graduates.
• **BS Fisheries and Aquatic Sciences** Naic Campus	AACCUP Level II Re-accredited program; recognized as the National University/College for Fisheries (NUCF) in Region IV; and produced topnotcher in licensure examination.
• **BS Hospitality Management** Main Campus and CCAT Campus	AACCUP Level III Re-accredited program and passed the phase 1 of the 4th survey visit in the Main Campus; AACCUP Level IV Re-accredited program in CCAT Campus; with industry standard facilities; produced high number of students who passed the TESDA Assessment and Certification.
• **BS Nursing** Main Campus	AACCUP Level III Re-accredited program; consistently above the national passing rate in licensure examination; and with state-of-the-art facilities.

• **Bachelor of Secondary Education** Main Campus, Cavite City Campus, Imus Campus, and Silang Campus	AACCUP Level III Re-accredited program and passed the phase 1 of the 4th survey visit in the Main Campus, AACCUP Level II Re-accredited program in Cavite City, Imus, and Silang campuses; Main Campus has its own Laboratory Science High School; above national passing rate in licensure examinations and top performing school in 2022 (Silang is 7th, Imus is 8th, and Cavite City is 9th).
Meanwhile, the flagship programs in the Graduate School are as follows:	
• **Master of Arts in Education** Main Campus	AACCUP Level IV Re-accredited program; and most graduates from 2015 – 2021 were gainfully employed in educational institutions.
• **Doctor of Philosophy in Education** Main Campus	AACCUP Level II Re-accredited program; and graduates from 2018 – 2022 were gainfully employed in either professional, technical, or advisory jobs related to their postgraduate degree.

Figure 3. CAFENR: Home of the BS Agriculture Program

The University has also established four (4) commodity-based and one (1) innovation, research, development and extension centers such as the National Coffee Research, Development and Extension Center (NCRDEC), Sugar Palm Research, Information, and Trade (SPRINT) Center, Makapuno Research and Development Center (MRDC), CvSU Bee Research, Innovation, Trade and Extension (BRITE) Center, and Technovation Center (Table 2). These centers serve as avenues for research collaboration among faculty, staff, and students, and to extend research outputs in the community that contribute to the attainment of institutional objectives towards sustainable development goals (SDGs).

Guided by the tenets of Truth, Excellence, and Service, CvSU aims to be the "premier University in historic Cavite globally recognized for excellence in character development, academics, research, innovation, and sustainable community engagement."

Table 2: The four core competencies in Cavite State University and their concerned areas

CORE COMPETENCIES	AREAS
• **Research and Development**	Created five (5) CvSU funded centers, four (4) of which are commodity-based research, development, and extension centers: National Coffee Research, Development and Extension Center (NCRDEC); Sugar Palm Research, Information, and Trade (SPRINT) Center; Makapuno Research and Development Center (MRDC); and CvSU Bee Research, Innovation, Trade and Extension (BRITE) Center. Along with these is the Technology, Ideation, Innovation & Incubation, and Training (Technovation) Center located in CCAT Campus. These centers lead in the production of publications, patents, citations, commercialization, and eventually, recognitions.
• **Extension**	Conducted sustainable and relevant community engagement of adopters and beneficiaries of research-based innovations through trainings and technology demonstrations.
• **Instruction**	Developed and implemented an institutional learning management system and was recognized by CHED as one of the 12 HEIs in CALABARZON that provided free training on flexible learning participated by 146 HEIs. Established the University Museum to keep and promote the Cavite cultural heritage through historical appreciation and institutional orientation.
• **Production and Resource Generation**	Established the Agri-Eco Tourism Park, a DOT-accredited farm tourist site that showcases the University's agricultural research and innovations. An institutional resource generation venture that also serve as training grounds for students.

CvSU's STRATEGIC PLANNING

The CvSU Strategic Sectoral Matrix

The CvSU Strategic Sectoral Matrix (Figure 4) serves as a roadmap that visualizes the performance of the University. It shows how it can create value in the accomplishment of the Key Result Areas attuned with the set Major Final Outputs (MFOs) of the institution. The MFOs are parameters specified by the Department of Budget and Management of the Philippine government for higher education institutions. These are as follows:

MFO 1. Higher Education Program
MFO 2. Advanced Education Program
MFO 3. Research Program
MFO 4. Technical Advisory Extension Program

These MFOs as well as General Administrative Services and Support to Operation serve as measures to determine whether the University is accomplishing its Organizational Outcomes i.e., relevant and quality tertiary education ensured to achieve inclusive growth and access of deserving but poor students to quality tertiary

education increased; higher education research improved to promote economic productivity and innovation; and community engagement increased. These above stated organizational outcomes will gauge whether the University is successful in fulfilling the expected Sectoral Outcomes of lifelong learning opportunities for all are ensured. All the efforts of the University are expected to address the mandated Sectoral Goals of higher educational institutions, that is, inclusive growth and poverty alleviation, which are part of the national goals.

CvSU Strategic Plan 2016-2022

CvSU's strategic planning process follows the sequence of pre-planning, planning, implementation, monitoring, and evaluation. The University President together with the Performance Management Team (PMT), unit heads, and individual employees are the key players in ensuring the effectiveness of the said processes. Accountabilities and individual roles in the achievement of organizational goals are clearly defined to give way to collective goal setting and performance rating.

In the pre-planning stage, the following are done, and results are considered: strengths, weaknesses, opportunities, and threats (SWOT) analysis, review and updating of risk register, management review and financial cum procurement planning. The identified strategic advantages and challenges in are considered in crafting the SP of the University.
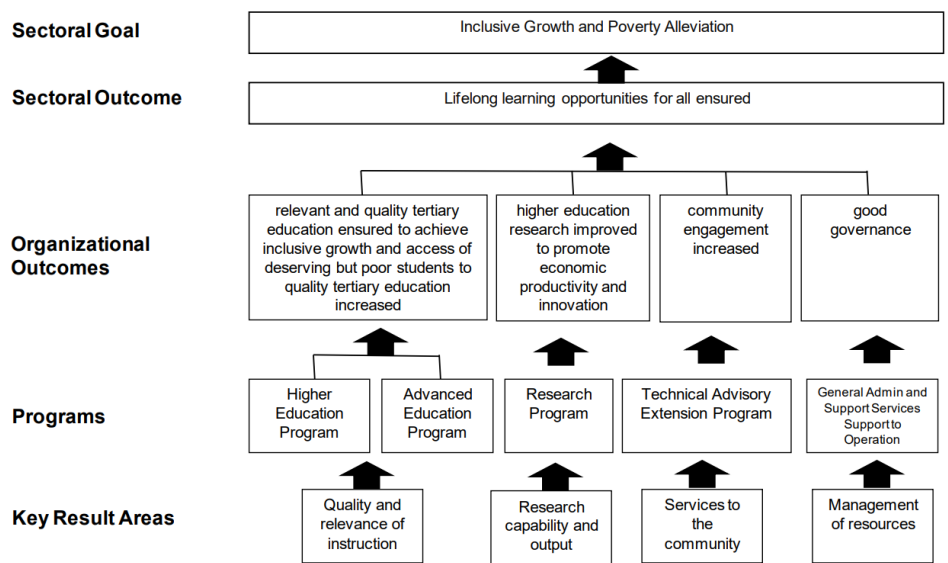
Figure 4. Sectoral Matrix for CvSU

In 2016, and with Dr. Hernando Robles as President, the University developed a **mission-driven strategic plan** (Figure 5) which focuses on optimizing resources while practicing flexibility and decisive actions towards the attainment of the institution's vision and mission. This highly responsive, precisely focused and action oriented strategic plan not only served as the guide of the university but also allowed CvSU to successfully adapt to changes while remaining in strategic alignment with the needs of its stakeholders and its environment.

Figure 5. The Cavite State University Strategic Plan for 2017 to 2022

CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines
☏ (046) 862-0853 / (046) 4150-013 loc. 216
www.cvsu.edu.ph

EXCERPT FROM THE MINUTES OF THE 71ST REGULAR MEETING
OF THE CAVITE STATE UNIVERSITY BOARD OF REGENTS HELD ON
MARCH 24, 2017 AT LAGUNA STATE POLYTECHNIC UNIVERSITY,
BRGY. BUBUKAL, STA. CRUZ, LAGUNA

RESOLUTION NO. 28
SERIES OF 2017

A resolution approving the 2017 – 2022
University Strategic Plan.

APPROVED

Certified True and Correct:

CATHERINE J. QUIÑONES
Board Secretary V

Attested by:

DR. HERNANDO D. ROBLES, CEO VI
President

Figure 6. BOR Approval of the 2017-2022 University Strategic Plan

The Planning Process

A Management Training and Strategic Planning Workshop was held on January 24-27, 2017, to define the overall direction with which the University shall proceed to be a Global University by 2020. As provided for in the University Manual of Operations, "the University shall adhere to educational institution planning requirements which are: a) bottoms – up process within the academic community; b) comprehensive that shall include all the key activity areas of the University; c) designed to fulfill the vision, mission and objectives of the University; d) respond to the changes in the environment in the region and in the country including the increasing demands for global linkages; and e) in line with the national development agenda and the development agenda for higher education in the country." Further, the University development plan shall be "in consonance with the requirements of the overall regional and national development agenda and with the Commission on Higher Education (CHED)'s call for tertiary education institutions to align programs geared to academic excellence, efficiency equity and access."

The accomplishments of the University along the major final outputs (MFOs) were reviewed and different challenges have been identified. Inputs to the planning process include *AmBisyon Natin* 2040, Higher Education Reform Agenda, ASEAN and Philippine Qualifications Framework, and the National Higher Education Research Agenda.

Members of the University Administrative Council as well as planning stakeholders representing the students, alumni, parents, communities, government agencies, industry partners, and the Local Government Units (LGUs) participated in the process.

In addition to setting the overall direction of the University including its constituent colleges and branch campuses in the next five years, the planning exercise also aimed to strengthen the Strategic Performance Management System (SPMS) that will link to Result-Based Performance Management System (RBPMS) as required by the Civil Service Commission (CSC) and the Department of Budget and Management (DBM). This provides a roadmap for the University's drive to be the region's education hub and to position the University among the top universities in the ASEAN Region.

Revisiting the Past

Figure 7. President Hernando D. Robles' first Administrative Council Meeting

The highlights of the accomplishments of the University in the last five years according to the four MFOs are the following:

Higher Education Services. Enrollment in the last five years ranged from 25,704 to 43,670 and declined to 36,796 during the first semester of AY 2016-2017 due to the implementation of the K+12 program. The University produced more than 22,000 graduates in the last five years with a graduation on time rate of 85 percent.

In AY 2016-2017, there were 1,100 faculty members, one-third have finished advanced degrees and another one-third are pursuing graduate studies. Majority of the teaching personnel are instructors and hired on part-time basis. It is good to note that more than 200 teaching plantilla items have been created before the end of 2016 to augment the regular teaching force of the University.

Nineteen of the academic programs have licensure examinations and the first time takers from the University obtained 133 percent passing over the national passing rate for first time takers in the last four years. The University has also produced two board examination topnotchers and nine placers in the last five years.

There are 114 academic programs offered in the main and branch campuses and more than half of these have been accredited by the Accrediting Agency for Chartered Colleges and Universities in the Philippines (AACCUP). Cavite State University has been designated as Center of Excellence in Agriculture. The BS Agriculture program has been awarded Level IV status while 10 programs have Level 3 accreditation status. Two-thirds of the programs have been visited for compliance by the Regional Quality Assessment Teams of CHED and 22 programs have been given government recognition.

Many students received recognitions/awards in various competitions at the provincial, regional and national levels. Several faculty members won in poster and paper presentations locally and abroad. Five professional agricultural engineers were conferred with ASEAN Engineer status by the Governing Board of ASEAN Federation of Engineering Organizations (AFEO). Several faculty members passed the National Certificate Assessments in various areas by the Technical Education and Skills Development Authority (TESDA). The University also reaped institutional recognitions and awards in sports, socio-cultural competitions and in Gender and Development implementation.

Advanced Education Services. The University has nine accredited graduate programs and two with candidate status. The Doctor of Philosophy in Agriculture and Master of Science in Agriculture qualified for Level III accreditation by the AACCUP. The University has been designated by CHED as a delivering higher education institution for its scholars who would like to pursue advanced studies in the two graduate programs mentioned. Total graduate student enrollment in the University increased from 257 in AY 2011-2012 to 731 in AY 2015-2016. Foreign students admitted in various graduate programs averaged to 27 during the period. A total of 406 graduates were produced in the last three years. In AY 2015-2016, there were 94 graduate faculty members and 62 percent of them had doctorate degrees and 83

percent held permanent positions. Majority of them held assistant professor or higher academic ranks.

Research and Extension Services. A total of 164 research projects have been completed in the last four years. Three-fourths of which were funded internally and the rest were supported by external grants. Research outputs have been published in peer-reviewed journals totaling 104 publications from 2013 to 2016, 20 percent of which are in ISI-listed journals. During this period, faculty members and researchers presented a total of 139 papers in national and international conferences. External grants from 2011 to 2016 amounted to P 112.1 M and the top three donors were the Philippine Council for Agriculture and Aquatic Resources Research and Development (PCAARRD, 40%), CHED (24%) and the Department of Agriculture – Bureau of Agricultural Research (DA-BAR, 12%). A total of six patents have been filed in the last four years and out of six, four were already awarded with Certificate of Registration in 2013 and 2014.

More than 35,000 persons have been trained by the University from 2013 to 2016 and more than 6,000 persons have been provided with technical advice in the last three years.

Mapping Up the Future

Cavite State University moved forward in one direction to achieve the following:

From a Transition phase in 2016, the Year 2017 was the year of Transformation for the University. From being reactive, it became pro-active in the following:

Instruction Delivery. The University promoted academe-industry linkages and conducted immersion activities to expose the students, faculty and staff to the emerging technologies and developments in the workplaces.

Research Development and Innovation. The University gave full funding support to research project proposals along the research/commodity thrusts and innovative works.

Research-based Extension and Community Services. Technologies generated from research and development activities were packaged, disseminated and extended to the communities.

Social Responsibility. It was the major responsibility of the University to assist its graduates in their employment. An Employment Center or Negosyo Center Was established to ensure that the graduates are employed immediately after graduation.

Capacity/Capability Building. The greatest strength of the University is its human resources. Faculty and staff development was strongly pursued to make its workforce relevant and productive.

Merit and Fitness-based Recruitment. The University continued to hire and retain the "best and the brightest" students, faculty and staff.

Aggressive Infrastructure Development. Construction of modern buildings, laboratories and other support facilities was fast-tracked to improve the delivery of instruction, research and extension services.

Year 2018 was the University's Institutionalization in the following:

QMS/ISO Certification. The University established its Quality Management System and was certified to ISO 9001:2015 standards to improve the delivery of its services.

Quality Assurance Level-up. Through the AACCUP, the University continude to pursue accreditation of its academic programs and embarked on its journey to be certified in Institutional Sustainability Assessment (ISA) by CHED.

Research and Innovation Centers. These centers were established and institutionalized to boost the research and development activities of the University.

Patent and Intellectual Property Rights (IPR) (including Trademarks). In addition to providing full funding support to research projects, the University also supported its researchers in applying for patents, copyrights and other IPRs.

Rewards System. A Rewards/Incentives System was institutionalized to recognize outstanding performances of the students, faculty and staff.

Information and Communications Technology-based Operation. The University-wide application of ICT was enforced to systematize operations for effectiveness and efficiency.

PRIME-HRM. The Program to Institutionalize Meritocracy and Excellence in Human Resource Management was put in place and fully implemented.

Health and Wellness Program. The University initiated programs to become the champion in ensuring the health and wellness of its human resources.

Year 2019 was the year of International Recognition for the University in the following areas:

Accredited/Recognized Research Journal. The University's peer-reviewed CvSU Research Journal aimed to be accredited by CHED.

Regular Publication in International Scientific Indexing (ISI) Listed Journals. Faculty members and researchers of the University were strongly encouraged, supported and given incentives when they publish their research papers in ISI-listed journals.

Authors Cited in Scopus. Faculty researchers of the University were authors of publications cited in Elsevier's Scopus and other globally recognized databases of peer-reviewed literature.

Level V (SUC Levelling). From a Level IV institution, the University aimed to be awarded Level V status by CHED.

Foreign Donor/Counterpart Linkages. Forging linkages with institutions here and abroad were aggressively pursued to enhance collaborative works in instruction, research and community services.

Compliance to International Standards. The Nursing program targeted for to accreditation to Bologna Process, engineering programs to Washington Accord, and other programs to appropriate international standards/accords.

Publication of Graduate Students Theses/Dissertations. Graduate students were encouraged to publish their theses/dissertations as a requirement for their graduation to make them more globally competitive.

Increased Number of ASEAN Engineers. At present, the University has five ASEAN Engineers and it continued to support its professional engineers to become recognized in the ASEAN and other international professional engineer registries.

Cavite State University aimed to be a Global University in Year 2020 as demonstrated in the following:

Acknowledged as a Research University in the Philippines. With more faculty members and researchers engaged in research activities and are able to present research outputs in national and international conferences and publish in

peer-reviewed journals, the University aimed to be acknowledged by CHED as one of the Research Universities in the country.

Collaborative Research Activities. University researchers conducted collaborative research activities in Science, Technology, Engineering, Agriculture and Mathematics (STEAM) programs with partners in ASEAN universities/research institutions.

Foreign Students Enrollment. There was an increasing number of foreign students enrolled in the University.

Visiting Professors/Affiliate Professors from Leading Universities. The University pursued an aggressive Faculty Exchange Program that will engage professors from leading universities here and abroad as visiting professors as well as send its own experts to other recognized higher education institutions.

State-of-the-Art Facilities. Classrooms, laboratories and other facilities were well-equipped for instruction, research and extension activities of the University.

Year 2021 was for Sustainability as the University performs the following:

The University sustained all initiatives in instruction, research, extension and resource generation despite the global pandemic brought by Covid 19.

CvSU maintained its standing as employment generator for graduates (Technopreneur).

The University engaged in faculty researchers in design and innovation (biotechnology, nanotechnology, robotics and other emerging technologies).

The faculty members received recognition as book authors.

The University and its faculty, staff, students and alumni reaped awards and recognitions here and abroad.

The Strategic Development Plan of the Academic Affairs

The Strategic Development Plan of the Academic Affairs Unit for the period 2017-2022 supports the overall direction of the University to become a Global University by the year 2020. It covers nine (9) major areas of concern: **Quality and Relevance of Instruction, Best and Brightest, Internationalization, Academic Research Capability, Academic Extension Services, Management of Resources, Infrastructure Development, and Governance and Administration.**

The present challenges identified were: improvement in the faculty profile and qualification, upgrading of instructional laboratory facilities, construction of more academic buildings to accommodate the increasing student population trend, improvement in the performance of students in the licensure examinations, development of research culture in the academic community, establishment of international linkages in instruction, improvement in the quality of graduates, and moral regeneration among the members of the academic community.

To address these challenges, the goals of the plan are academic excellence, relevant academic research and extension programs, effective delivery of academic services, and resource management with the thrust: Going ASEAN, Going International, Going Global.

Quality and Relevance of Instruction

Objectives:

To gain national and international recognition of academic programs
To improve the performance in the licensure examinations
To improve the faculty profile and qualifications

To improve the delivery of instruction

Programs and Projects:
Industry-driven academic programs
Local and international accreditation of academic programs
Center of Development and Center of Excellence in various academic programs
Internationally accredited/recognized/cited faculty experts
ICT-based instruction
Sufficient academic infrastructures
Upgraded and operational standard teaching laboratories

Academic collaborations with ASEAN Higher Education Institutions (HEIs)
Produce board topnotchers
Faculty and staff development

Strategies:
Implement outcome-based and internationally-recognized curricula
Submit all programs for AACCUP accreditation
Submit all programs for RQUAT visit
Submit selected programs for international accreditation: Washington Accord for Engineering, Seoul Accord for IT
Implement a comprehensive and well-funded Faculty and Staff Development Program, both for local and international deployment
Send faculty members to relevant international trainings, seminars and conferences
Membership in professional associations both local and abroad
Hire faculty members with advanced degrees
Implement a Faculty Exchange Program with HEIs abroad
Operationalize an integrated e-Library system
Revisit/review/implement the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP)
Implement Distance Education Program on-line
Establish e-learning platforms (MOODLE, etc.)
Improve the e-competency of faculty members
Upgrade the existing Multimedia Room
Establish model classrooms with audio-visual equipment and ICT facility
Strict implementation of the retention policy and the 6-unit Appraisal

Program
Operationalize a CHED-accredited University Review Center
Establish fields of specialization and flagship programs

Best and Brightest Program

Objectives:
To produce more professors, book authors, technical consultants and scientists
To produce academic honors and champions
Programs and Projects:
Scholarship programs
"Fitness-based" recruitment system
Strategies:

Send more faculty scholars to top HEIs both in the Philippines and abroad, (for trainings and graduate programs).
Assign specific field of specialization to faculty members
Retool and improve the technical capability of faculty members
Implement an Industry-immersion program for faculty and students, both local and abroad
Recruit the best professors
Recruit the best students

Research and Extension Capability

Objectives:

To implement a Research and Extension Program for assistant professors, associate professors and full-fledged professors, and other interested faculty members
To increase the number of publications in indexed international journals
To Increase the number of technologies generated and patented
To operationalize Research, Development and Extension (RDE) centers of the colleges and campuses
To develop, innovate more products with commercial value
To increase the number of technology adaptors and livelihood projects
To create more CHED-recognized RDE journals in the colleges and campuses
Programs/Projects:
Implement the College/Campus RDE Agenda and Programs (RDEAP)
Implement and calibrate the SPMS
Implement a Unified Workload System (Instruction, Research and Extension)
Implement Incentive Scheme for research and extension outputs

Strategies:

Review/revise the College/Campus RDEAP aligned to the University RDEAP
Allocate funds for the full implementation of the SPMS for faculty members
Formulate a Unified Workload System (Instruction, Research, Extension)

Retool/enhance the capability of the faculty members to prepare proposals for funding, and write articles for publication
Enhance the capability of the faculty members to create and manage RDE journals
Coordinate with the Patent and Intellectual Property Rights (IPR) Office
Establish more linkages for technology adaptors and livelihood projects
Conduct more extension projects with significant impact to the community
Operationalize the Community Radio Station, DZSU Radyo Kabitenyo
Operationalize the Language Study Center, Sentro ng Wika at Kultura, the

Ladislao Diwa Museum, ApproTech Center, Industrial Automation Center, Coastal
Water Resources Center and the Technovation Center
Get involved in the activities of the community
Formulate and implement a comprehensive monitoring instrument for RDE projects
Give recognition and awards to outstanding extension projects and the Extensionists

Internationalization

Objectives:
To gain international recognition of academic programs
To collaborate with ASEAN HEIs
To establish LRC abroad
Programs/Projects:
Student mobility program
Faculty exchange program
Twinning program
Mutual Recognition Agreement
Collaborative projects

Strategies:
Establish linkage with reputable HEIs in the ASEAN region
Coordinate with CHED and other agencies
Conduct benchmarking activities
Integrate international, intercultural and global dimensions into the Vision, Mission, Goals and Objectives (VMGO), teaching and learning, and in the delivery of services
Seek membership to ASEAN Quality Network and other international networks of HEIs

Management of Resources

Objectives:
To implement an efficient and effective system of management of resources in the academic units
To establish 100% CHED compliant facilities

Programs/Projects:
Dynamic Student Information Management System

Harmonized Enrollment System for the whole University System
Inter-campus connectivity
Upgrading and maintenance of facilities

Strategies:
Develop and implement a harmonized enrolment system for the whole
university system
Develop and implement a centralized database for Student Information
Management System
Inter-connect all the campuses to share common resources like library, etc.
Implement a comprehensive maintenance program of physical facilities
Design and implement a system of control and monitoring of resources
Transfer of Trece Martires City and Gen. Trias Campuses
Clustering of campuses

Infrastructure Development

Objectives:
To establish a modern and functional industry standard teaching laboratories
To establish physical facilities of international standards
Programs/Projects:
SMART academic buildings
Modern teaching laboratories with "top of the line" equipment
Student "Excellence Centers"

Strategies:
Construction of additional academic buildings and laboratories in the different
campuses
Construction of Graduate School-Open Learning College Building, College of
Criminal Justice Building, General Education Building, Hospitality and Tourism
Building, College of Engineering and Architecture Building, Physical Science
Building
Renovation of the Hydraulics Laboratory and the Material Testing Laboratory
Construction of Student Excellence Centers in the different campuses

Job Placement

Objective: Improve the employability of graduates
Programs/Projects:
Graduates Registry on-line
JOBSFIT Bulleting Board
Academe-Industry linkage

Strategies:
Establish an on-line registry of graduates
Maintain a JOBSFIT Bulletin of Information
Strengthen Academe-Industry linkage
Conduct pre-employment seminars and job fairs
Conduct tracer study

Governance and Administration

Objectives:
To implement a new organizational structure
To implement the ICT Development Plan
To establish institutional centers

Programs/Projects/Strategies:
Rename/create colleges, institutes and departments
Rationalize the program offerings
Create the following: College of Hospitability and Tourism, College of Arts, College of Sciences, College of Computer Studies, College of Management, College of Engineering, Architecture and Technology
Create institutes/departments in campuses
Improve the internet service of the University
Implement a functional Management Information System (MIS) in all campuses
Deployment of WiFi hotspots in all student study sheds
Establish the Criminal Justice RDE Center
Establish the Psychological Testing and Assessment Center
Revive the Center for Fruit and Vegetable Processing Center
Establish a Culinary and TESDA Assessment Center
Establish a Campus Tailoring Center

Research, Extension and Continuing Education and Training Services

The Research, Extension and Continuing Education and Training Services (RECETS) has four (4) major units, namely: Research Center, Extension Services, Continuing Education and Training Services (CETS) and the National Coffee Research, Development and Extension Center (NCRDEC).

The University, just like any other institution, also has its share of issues and problems that it needs to address in order to achieve excellence in research, development and extension (RDE). The present challenges are:

Manpower. One of the pressing management issues of the University is how to motivate its individual faculty members who are mostly overloaded with academic work to engage in RDE projects.

Organizational structure. There is a need to evaluate the current RDE structure, to check if it is still adequate enough to maintain the RDE stature of the University.

Facilities. There is still a need to establish acquire additional research space and purchase state-of-the-art equipment.

Funding/Grants/Donations. Additional funds or grants should be sought from external sources to supplement the limited funds coming from the University.

Information system. There is a need to improve the dissemination of the University's research outputs.

Research, Development and Extension Agenda and Programs. There is a need to review the RDEAP of the University to ensure that it will continue to address the needs of the industry, the stakeholders and the community.

Monitoring and Evaluation (M&E) Program. There is a need to enhance the database, hire and train M&E staff and develop an appropriate and functional M&E system.

Research and publication. The University should have its refereed journal recognized by CHED, so that it could have an accessible medium by which it could publish its research innovations and outputs, making these more accessible to the public and industry.

The goal was to become a Research University with high impact (nationally- and internationally-recognized) research and development and cooperative extension (RDE) programs.

To be able to realize the University's RDE thrusts and contribute to the aspiration of CvSU to become a Global University by 2020, strategic actions for the next five years were designed to serve as a guide of RECETS including the colleges and campuses of the University. The said strategic actions are the following:

Research, Development and Extension (RDE) Management

Objective 1. Define research and extension directions for the next five years to address relevant concerns of the community and to ensure research and extension continuum

Strategies/Programs/Projects:

Conduct consultations with the community (fisherfolks, upland, farmers, lowland farmers, senior citizen groups, cooperatives) and industry (i.e. ICT, semiconductor/electronics, chemicals, metals, agriculture, food, fisheries and health)

Review and develop RDE Agenda for 2018-2022 (based on the consultations and National and Regional RDE Agenda ie. NEDA, DOST, DA, CHED, etc.)

Objective 2. Improve research and extension activities among Colleges and Campuses by degree program offerings (in terms of volume and quantity)

Strategies/Programs/Projects:

Conduct a strategic University-wide research planning workshop (will cover both planning for undergraduate and faculty research by degree/program offering)

Design a Unified Extension Program for the whole University System

Objective 3. Encourage faculty to be involved in RDE activities by providing a conducive academic/research environment

Strategies/Programs/Projects:

Institute provision for monetary incentive for completion of project

Institute fair service credit for faculty conducting RDE activities during semestral break

Institute unified workload system with proper work credit for RDE and Production work

Institute policy for ensuring that full/associate/assistant professors spend

recommended time for RDE activities as stipulated in the IPCR as approved by the Civil SC (this should involve consultation and approval of activities with Research and Extension Directors, including M&E of output)

Objective 4. Promote cross- and inter-disciplinary national and international RDE collaboration

Strategies/Programs/Projects:

Establish Grand Challenges Research Grant that can cover high MOOE and CO costs (1 Million or more)

Host international research conferences (in a field of study were we have a significant number of quality research output)

Institute Annual Undergraduate Research Symposium

Institute faculty and student exchange for research

Organize RDE groups and clusters and hold regular meetings/ symposia, seminar series

Maintain and strengthen existing RDE collaborations

Plan, develop and implement international research, extension and training collaborations

Objective 5. Enhance RDE Management

Strategies/Programs/Projects:

Produce and disseminate (and/or conduct orientation) revised/approved Research and Extension Manual of Operations

Establish a University-wide RDE Management Information System

Review existing then revise and implement M&E system to ensure timely delivery of outputs

Monitor and coordinate with the activities of the other Research Centers of the University (i.e., NCRDEC, Sugar Palm Research, Information and Trade (SPRINT)

Center, Affiliated Renewable Energy Center (AREC), Southern Tagalog Agriculture and Aquaculture Resources Research and Development Consortium (STAARRDEC)

Disseminate information on call for proposals and other necessary announcements

Annual review of accomplishments vis-à-vis approved plan

Knowledge and Technology Generation

Objective 1. Generate resources for RDE activities (funding support) from national and international agencies

Strategies/Programs/Projects:

Write and submit proposals, review submitted proposals and implement approved proposals

Research and Development Results Utilization

Objective 1. Enhance research utilization (and increase the number of patented products/technologies)

Strategies/Programs/Projects:
Define Intellectual Property Policy of the University
Recommend for the creation of Intellectual Property Management Office
Encourage patenting through holding of seminars on Intellectual Property Policy/Protection (IPP)
Identify products/technologies for patent application

Objective 2. Support technology commercialization

Strategies/Programs/Projects:
Establish Technology Business Incubator Facility and define its operations and programs
Identify technologies ready for commercialization
Package technology commercialization proposals

Objective 3. Enhance dissemination of research outputs

Strategies/Programs/Projects:
Upgrade and rename CvSU Research journal to an international peer-reviewed journal
Revise publication policy to accept contributors from outside CvSU
Create international advisory board and elect international peer reviewers
Hire technical writing editors
Publish research outputs in reputable journals

Objective 4. Conduct and/or coordinate relevant training programs and appropriate, efficient and sustainable interdisciplinary extension programs and short non-degree courses in agriculture and other disciplines

Strategies/Programs/Projects:
Conduct of research-based technology-transfer for the community (organic agriculture, urban agriculture/gardening, vermi-composting, biogas tech, coffee, macapuno, cacao, banana, high-value vegetables, etc.)

Design a standard questionnaire and statistical tool for Community Needs Assessment and community profiling/data analysis and gender analysis
Rehabilitate techno-demo farms
Establish and maintain on-campus and off-campus demonstration projects showcasing various appropriate technologies
Provide technical assistance
Plan, package and implement short training courses/programs

Objective 5. Package and disseminate through tri-media the needed technology/ information relevant to the improvement of the farming and rural/urban living

Strategies/Programs/Projects:
Disseminate information through tri-media and social media
Publish the best practices among the BOR-approved extension programs

Objective 6. Generate income from established projects and from other resource generation activities

Strategies/Programs/Projects:
Increase income through year-round production and improvement in the farming systems/technology

Capability Building

Objective 1. Increase and enhance RDE manpower

Strategies/Programs/Projects:
Hire additional extension administrative staff, specifically with writing skills and ability to analyze data and knowledge in community organizing
Hire additional research personnel- research assistants and lab technicians
Appoint additional faculty researchers
Create and hire for Research Professor/Research Associate Professor/Research
Assistant Professor positions
Create funding support for attendance in reputable international trainings that will enhance the research programs of the University
Attendance of RECETS personnel and faculty researchers/extensionists to necessary trainings and seminars and other related activities
Conduct benchmarking activities

Objective 2. Provide sufficient research and extension space and infrastructure

Strategies/Programs/Projects:
Acquire land around Cavite suitable for rice, sugarcane, integrated plant and animal farm
Plan and establish a centralized engineering research facility for the long-term projected use and expansion of engineering research

Identify laboratories to be established and laboratory heads at the Inter-

disciplinary Research Building including equipment to be purchased and setup
Rehabilitate SAKA
Participate in the Agri-Ecotourism Project
Policy Analysis and Advocacy

Objective 3. Ensure that extension projects create impact on the community/stakeholders

Strategies/Programs/Projects:
Conduct tracer study for adopters

Objective 4. Improve quality of RDE programs and projects
Strategies/Programs/Projects: Conduct impact evaluation studies

Administrative and Support Services

The Administrative and Support Services has six (6) major units, namely: Financial Management Office, Human Resource Development Office, Administration, Civil Security Services, University Health Services, and Physical Plant Services. It is the depository and compiler of data of all targets and financial accomplishments of the University's MFOs and Good Governance Conditions as follows:

Agency Transparency Seal
PhilGEPS posting
Citizen's Charter
Budget and Financial Accountability Reports (BFARS)
Report on Ageing of Cash Advance
COA Financial Reports

Its main goal is the effective, efficient and transparent use of total financial resources (General Appropriations Act and Internally Generated Income) in the following areas of concern:

Improvement of services
Enhancement of human resource development and capability
Improvement and rehabilitation of infrastructure through capital and equipment outlay
Management of resources

In addition, the Unit plans to spearhead the establishment of a Quality Management System (QMS) for at least one core process certified by a certifying body (or ISO Certification).

Attending to this concerns means customer satisfaction of all the stakeholders of the University. Aside from ISO certification, the On-line Enrolment System as an upgrade to the current On-line Collection Facility is also of major consideration. This will be done in coordination with the College of Engineering and Information Technology and the University Registrar's Office.

External and Business Affairs

The Office of the External & Business Affairs (EBA) three (3) major units, namely: Office of Business Affairs (OBA), Office of Alumni Affairs (AA), and the Public Information and Community Relations Office (PICRO).

The present challenges identified are as follows: declining profit, profit as secondary in operational plan, underutilized potential of University's resources, no permanent alumni house/center, legitimate alumni federation, low involvement of alumni, overlapping functions of Alumni Affairs office with other offices, outdated tech equipment, insufficient manpower (editors), weak media and community relations, poor communication system (internet, telephone etc.), and inadequate skills of OBA personnel.

However, the opportunities are as follows: accessibility and reputation of the University, strategic geographical location and proximity to tourist areas, Cavite is ranked second in term of population and migration, availability of trainable human resources and infrastructures, full support and progressive outlook of the administration, the University is recognized as Center of Excellence in Agriculture, available production technologies for commercialization, growing government support, expanding local and foreign market, stronger research and development capabilities and manpower, and improving economy.

For 2017-2022, EBA has the following thrusts:

Reorganization/Office realignment – to maximize and revolutionize the Public Information and Community Relations Office

University brand identity – to become a central marketing arm of all the University's commercialized products, promote and create brand image for University products and services as excellent in quality and preferred by both internal and external target consumers, generate optimal profit toward self-liquidation and project replication

Manpower complementation – to assign vertically aligned personnel to respective program and projects

Optimal utilization of University resources – to involve respective expertise of faculty that are appropriate in the management of various projects

Research and Development – to strengthen research and development capabilities

Active Alumni Affairs – to establish sustained involvement of alumni in University academic and business affairs
To address its thrusts, EBA plans to accomplish the following plans:
Realignment of PICRO under the Office of the President
Construction of a permanent Alumni Center
Construction of a 300-bed capacity Men's Dormitory

Full operation of the Agro-Eco Tourism Park
Mechanization of the operation of the crop and animal production areas including tapping irrigation water from rivers
Expansion of the operation of the Printing Office to include tarpaulin printing
Conversion of the Calumpang lots to cacao, coffee, guyabano production areas
Renovation of faculty and employee's housing units
Construction of the Transport Terminal at the University mall
Collaboration with the Department of Trade and Industry regarding product registration
Establishment of junior gasoline station at the University mall
Improvement and conversion of swimming pool from sports facility to resort and recreational facility
Improvement and renovation of International House I to international standards
Creation of an environment that would encourage and attract establishment of a commercial bank

Revival of the Food Processing Center

The estimated budget needed to implement the Cavite State University Plan 2017-2022 is PhP2B. The details of this plan are shown in the following Gantt charts of the four major units of the University.

CvSU in the New Normal and Beyond: Transforming and Sustaining Cavite State University into a Pro-Active and Responsive Research University

Two Great Disruptions of 2020

1. **Taal Volcano Eruption** - middle of January 2020 that destroyed properties, claimed lives and lives stocks, temporarily closed schools and displaced thousands families in Cavite and Batangas

2. **COVID-19 Pandemic -** A disease that created a Global Health and Economic Crises. A major disruption of unprecedented magnitude during modern times

Figure 8. Two major disruptions of 2020 that affected the attainment of the SDP targets

Two major disruptions in 2020 (Taal Volcano eruption and COVID-19 pandemic) prompted senior leaders to **device a catch-up plan for 2020-2024**. This was then cascaded to various units for implementation.

After more than five (5) months of the Covid pandemic, CvSU has contributed much and effectively manage the impact of this Global Health Crisis. However, CvSU still suffered much delays in delivery of its services like any other institution. But CvSU will show its resolved and resiliency for the next few years to respond positively to this unprecedented major crisis and future challenges.

The initiatives should now be **refocused, realigned** and **redirected** under the present and future condition, risks and challenges.

The vision for CvSU shall be sustained in the next four (4) years and beyond and shall be anchored on the following goals:

Goal 1. CvSU as one of the leaders in Flexible Learning Modalities in identified courses/program (areas of competencies) to be relevant in this trying time.

Figure 9. Interface of the CvSU Learning Management System

The challenge is great for the transition from the traditional residential classes into flexible online/offline modalities. In addressing the challenges, the University shall:

1. Continue Conduct of capacity building for all faculty members in all campuses (Collaborative effort with University of the Philippines Open University and Other Partners)

2. Enhancement/Improvement of ICT infrastructure to support flexible learning.

3. Improve the utilization of CvSU Learning Management System (LMS) using the Open Educational Resources (OER) and other online resources.

4. Providing equitable access to CvSU quality education in both traditional and Virtual platforms. The Flexible Learning Modes shall be accessible to all students with or without connectivity. The University shall address responsibly to the emerging digital divide.

Goal 2. CvSU as generator of new technology and innovation which is relevant, esponsive and responsible: (Ethical)

1. Continue to allocate Research and Development funds.

2. Continue / pursue researches in the focus areas stated in the University Research and Development Agenda:
   a) Agri-Fisheries and
   b) Food Security
   c) Biodiversity and
   d) Environmental Conservation
   e) Smart Engineering, ICT and Industrial Competitiveness
   f) Social Development and Equality
   g) Public Health and Welfare

3. Strengthening the following units:
   a) ITSO – for Intellectual Property Rights, Patents and dissemination and adoption of matured technologies
   b) ERB and IACUC for more ethical conduct of researches

   c) Research and Development Center to conduct researches in the following areas:
      c.1. Energy: Biogas, LPG, Solar and mini- Hydro
      c.2. Industrial Crops: Coffee and Cacao
      c.3. Health : Human and Animal, Traditional and Herbal medicines
      c.4 Agriculture and Food: Agricultural Crops and Fisheries, Post harvest, processing etc.
      c.5. Other Crops

Goal 3. CvSU as enabling environment for faculty, student, researchers and external stakeholders.

1. Additional investment for faculty and student housing/dormitories under the Republic Act 11396 also known as SUCs Land Use and Development Infrastructure Plan (SUCs LUDIP) and other learning and research facilities.

2. Transparent and fast transaction through compliance with Anti-Red Tape Act (Ease of doing business/services).

3. Provide more opportunities to senior and budding researchers

4. Making the University more conducive and responsive for continuity and sustainability of learning and research by:

4.1 Improving infrastructures (Classroom, Laboratories, etc.)

4.2 Library and Knowledge

4.3 Management Center

4.4 (E-Library)

4.5 University Medical and

4.6 Dental Services

4.7 Sports and Wellness Center

4.8 Others.

5. Providing financial support in:

5.1 Research Paper Presentation

5.2 International Publication

5.3 Book Writing

5.4 Fellowship

5.6. Other HRD Projects

Goal 5. CvSU as enabling environment for inclusive growth and empowerment

For Students:

Involve Students in planning and budgeting activities.
Create opportunities and support student's participation in academic, athletic and   socio-cultural competitions local and abroad
Recognize Students achievement and provide incentives.
Improve Student welfare by providing quality educational,medical and

Security services.
Provide opportunities for low-cost housing and or dormitories.
Strengthen Job Placement Program
Promote and Sustain Academic Freedom

For Faculty and Employees:

Continue to create and provide opportunities for educational and professional growth
Improvement of compensation and other benefits including Faculty housing
Recognition and Incentive for outstanding accomplishment and achievement
Implement fairly the System of Merit and Promotion
Involve faculty and employees in strategic planning and budgeting through consultative democratic participation.

Continue conduct of Personal Enhancement Program to develop sense of teamwork and inclusivity
Protect and promote teachers/employees welfare including academic Freedom

CvSU's Strategic Plan 2023-2028

In 2022, senior leaders with the assistance of the PMT, crafted the new strategic framework themed as 'SHINE CvSU' (Figure 10) leading to the development of SP 2023-2028 (Figure 13). This was done in consideration of all the data obtained in the pre- planning stage and various instruments such as QS Stars, SUC Levelling, PBB guidelines, and National Expenditure Program (NEP).

This was then presented to the administrative council to determine the specific strategies, activities, budget and responsible units. Administrative council members discussed this to their respective units for crafting of AOP. This served as basis in setting the office and individual targets. The Individual Performance Commitment (IPC) is aligned with the OPC to establish a clear linkage between organizational performance and individual performance. Each office/unit conducts and schedules an initial assessment/feedback/review vis- a-vis targets to ensure effective, efficient and ethical accomplishments of commitment on or before the due date.
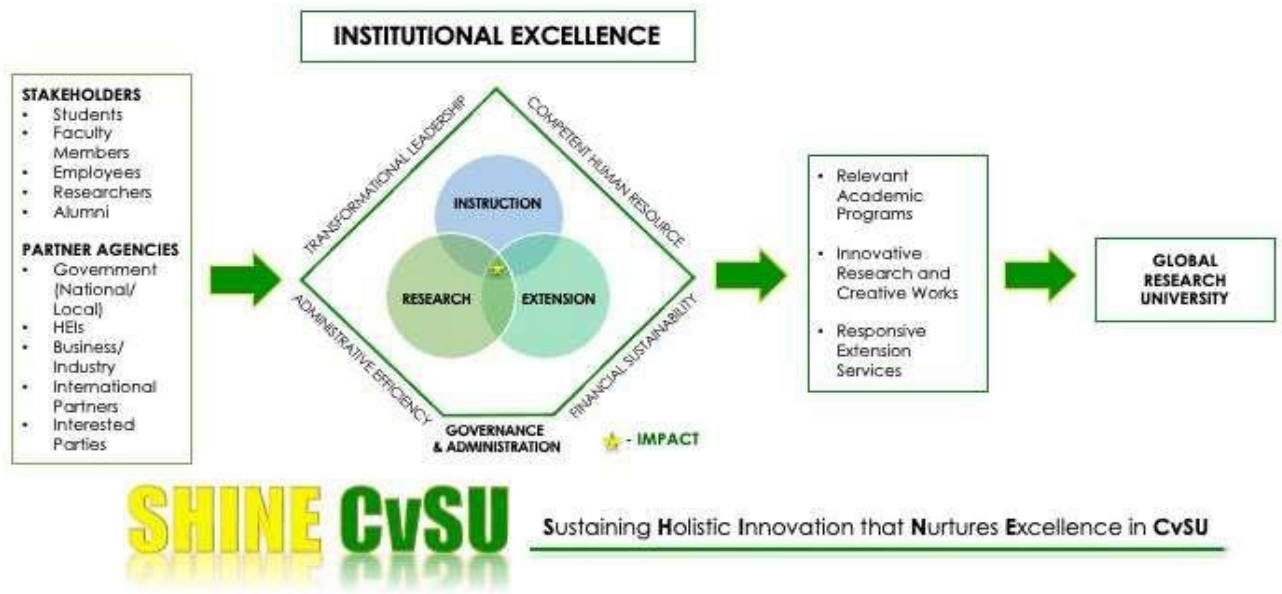
Figure 10. CvSU Strategic Development Plan Framework

The six (6)-year SP is aligned with the Philippine Development Plan (PDP), UN SDG, Regional Development Council (RDC) agenda and VMGO The University focuses on transformational leadership, competent human resource, financial sustainability, administrative efficiency, and governance and administration to achieve institutional excellence evident in the offerings of relevant academic programs, innovative research and creative works, and responsive extension services.
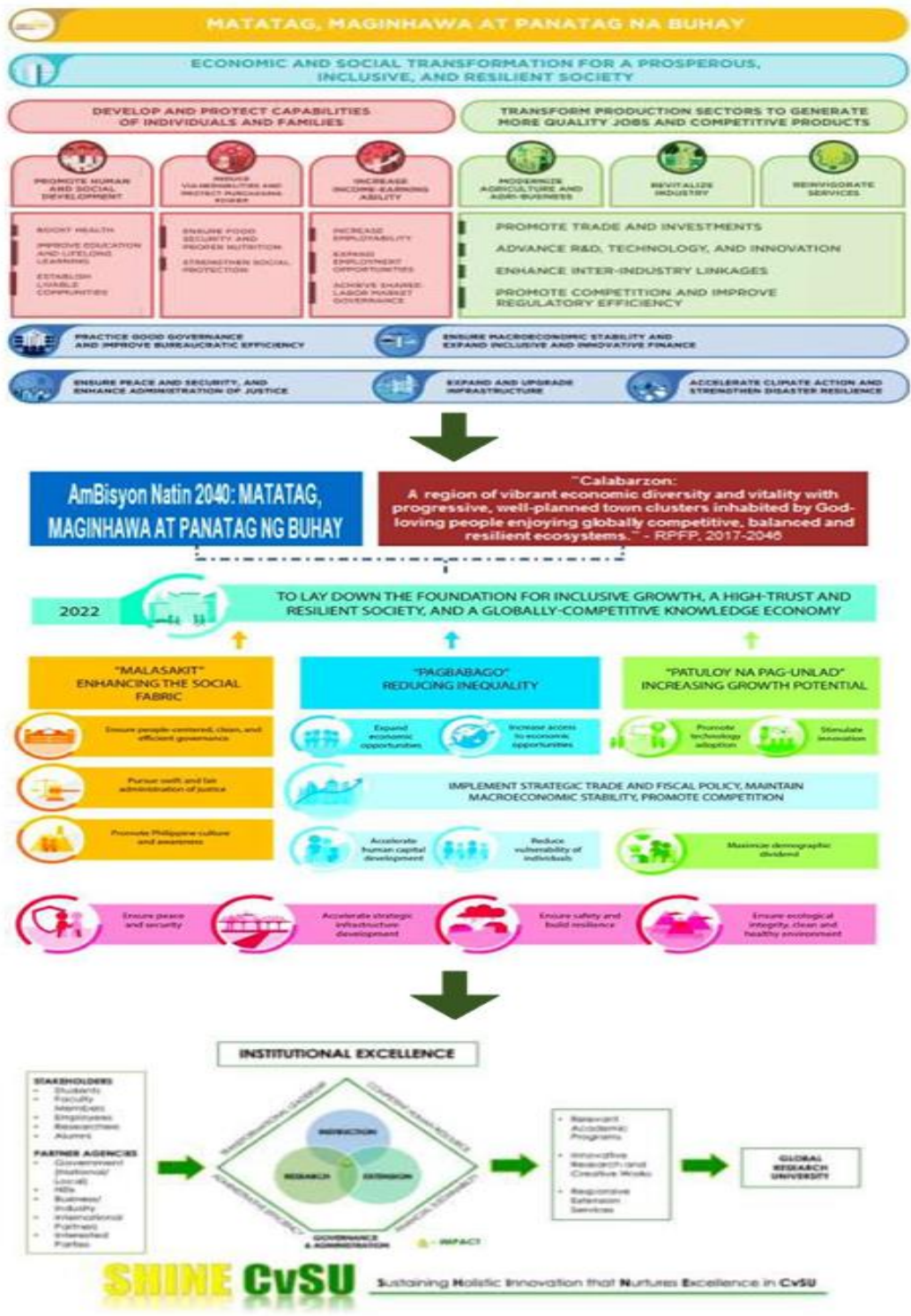
**Figure 11. The link between National, Regional and CvSU Development
Framework**

Different initiatives are refocused, realigned and redirected under the present and future condition, risks and challenges with consultations to various stakeholders and partner agencies. Likewise, the University has a newly approved Revised Organizational Structure with eight (8) new offices vital to the university operations (BOR Resolution No. 8, s.2023).

Key changes affecting the University such as universal access to quality tertiary education, new breed of learners, adoption of flexible learning, data privacy and cyber security vulnerability, ICT challenges, 4th Industrial Revolution, continuous local and international accreditations, international student exchange, faculty exchange program, and ASEAN integration are considered in crafting the plans of the University.

All plans are geared towards seeking recognition, accreditation, rankings/levelling, and compliance with national and international standards to satisfy and meet the demands of the students and other stakeholders in the pursuit of becoming a global research university.

In these undertakings, the University adopts policies, procedures, and processes that are documented and in compliance with the ISO 9001:2015 standard specified in the CvSU Quality Manual. This would ensure effective and efficient delivery of goods and services towards achievement of set goals and targets.

Figure 12. Cavite State University received on 10 December 2021 its ISO 9001:2015 recertification certificate from SOCOTEC Certification Philippines.

**Figure 13. Cavite State University (CvSU) maintains its ISO 9001:2015
certification following a surveillance audit of its Quality
Management System (QMS) conducted on October 16-17, 2023**

The Strategic Plan (SP) is the basis of formulating the Annual Operational Plan (AOP) which directs the University's commitment and annual performance target. Input from Management Review (MR) is used by the major offices in crafting their AOP. Plans and programs are developed, reviewed, and synthesized through collaborative and participative efforts of the CvSU workforce to come up with strategies among the major offices. It is then translated with activities and budget on their OPC and cascaded down to the personnel's IPC .

Indicated in the AOP and OPC are the major final outputs (MFOs) of CvSU which include Higher Education Program (HEP), Advanced Education Program (AEP), Research Program (RP), and Technical Advisory Extension Program. The General Administration and Support Services (GASS) and Support to Operations (STO) outputs are also determined to ensure the delivery of effective and efficient programs and services.

To provide clarity to the University's directions for the next six (6) years, CvSU's SP (Figure 13) laid the groundwork that allows faculty members and employees to understand what needs to be done to support the execution of the strategy through visioning, objective setting, resource allocation, and prioritization.

As an academic institution, the University ensures that 124 academic programs are given premium by ensuring compliances to accreditations and degree requirements to produce topnotchers, high performances in board/licensure examination, receive awards from reputable institutions, and high employability of graduates.

Institutional objectives are also accomplished by objective assessment of performances through the SPMS. Office and individual performances are monitored and evaluated, and results are communicated to the concerned parties to discuss strengths and opportunities for improvement. Unattained targets are discussed and catch-up plans are made to address performance gaps. Further, MR is conducted regularly as part of the QMS process to determine the compliance of CvSU to ISO standards. The University leverages on its identified strategic advantages and finds opportunity in its strategic challenges. These are used as input in setting short term plans in the form of AOP and are all directed towards the attainment of the long term plan of the university indicated in the SP.

Figure 14. CvSU has 111 undergraduate and 13 graduate programs and most of them have Acreditation Status and COPC in 2022

Figure 15. CvSU Strategic Plan 2023-2028

Strategy Implementation

Action plans are developed based on the stated targets each year as contained in the SP. This is formulated through strategic planning considering the mandate of the institution and other relevant factors. Different initiatives of the University are anchored on this masterplan.

The strategic planning and MR sessions are spearheaded by the top management and are attended by middle management, department heads, and student and faculty representatives. The top-bottom approach allows the management to set AOP of the organization based on the approved SP. It is then cascaded down to the different units, departments, and offices, for the preparation and submission of their operational plans and office targets. Individual employees commit themselves to deliver various targets in consonance with the unit's set deliverables through individual targets.

Core, strategic, and support functions, including the activities and budget allocation, in support of the overall AOP of the University are reflected in the targets of delivery units and individuals.

CvSU values feedback and involvement of students and other customers, such as parents, alumni, faculty, and staff, thus they are invited in the annual MRs and operational planning.

Statistical information from OSAS, registrars and other offices is managed and utilized as input in different plans and programs of the University.

CvSU performance is measured using the Quality, Efficiency, and Timeliness (QET) factors of the Office Performance Commitment and Review (OPCR) and Individual Performance Commitment and Review (IPCR), aligned in the major offices' operational plan which is anchored in the SP of the University. The performance accomplishment is analyzed, evaluated, and calibrated as a basis for awards and recognition, learning and development programs and intervention, as well as input for the next operational plan to ensure improvement and realization of the CvSU's strategic direction.

Plans and programs are developed, reviewed and synthesized through collaborative and participative efforts of CvSU workforce to come up with strategies among the different offices. Plans, programs, and targets are cascaded to different units and personnel to serve as basis in the crafting of OPCR and IPCR. Accomplishments and contributions are recognized and rewarded in the form of monetary (PRAISE) and non-monetary modes. Office and individual performances are monitored and evaluated, and results are communicated to the concerned parties to discuss strengths and opportunities for improvement. In the SPMS cycle, coaching and mentoring is conducted to ensure that the key outcomes are met.

Efficient and effective implementation and execution of the plans are apparent in high passing percentage in board exams, more topnotchers, increased number of programs with COPC, higher level AACCUP accreditation, SUC levelling and various institutional and international awards and recognitions accorded to the university.

CvSU integrates the financial plan in line with the University's SP for future programs and expenditures to ensure efficiency and effectiveness of its operations. Government subsidy and IGI are two identified budgetary sources for the University. The Office of the Vice President for Administrative and Support Services (OVPASS), in coordination with FMSO, Office of the Director for Administration (ODA), Budget Office, and Procurement Office spearheads the combined procurement and financial

planning workshop, involving university officials and concerned units. During the activity, they are required to prepare and plan out effectively their budget estimates and expenditures. Operational plans, strategic plans and directions reflected in their individual Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) must be aligned to university priority programs.

The University adheres to CMO No. 20, s. 2011 for allocating of IGI (Income Generating Initiatives) while allocation of funds under the General Appropriations Act (GAA) adheres to DBM National Budget Memo.

On the IGI, the University managed to allocate funds to different units and campuses with PAPs that include infrastructure, equipment, vehicles, repair and improvement for buildings and machines, and seed capital for different programs. This annual Program of Receipts and Expenditures (PRE) of CvSU is submitted to the BOR for approval. Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE), and capital outlay are the three expense classes under GAA. PS depends on the total regular plantilla positions while the MOOE depends on Normative Funding (NF) points earned by the University as well as allocative parameters used by DBM based on submitted Budget and Financial Accountability Report (BFAR).

Pooling of resources and establishment of SUC- wide Common Fund from IGI is one of the University's best practices to allocate funds and set priorities based on urgency and importance, associated with each action plan and resource forecasting for identifying the needs for the coming years. In support of the University's roadmap, there is a shift to a modern budgeting system or the annual cash-based budgeting. This would ensure that plans of the University would be accomplished and realized within the same year.

In 2022, CvSU was able to attain its target budget utilization target based on accomplishments reflected on the DBM Annual Agency Performance Review (APR) Report. Monitoring and review of the University performance are conducted annually by the DBM. Their recommendations are considered and are utilized as catch-up plans. COA renders qualified opinion on the fairness of the presentation of CvSU FS based on the AAR and evaluates to the extent of compliance with laws, rules and regulations and recommend measures to improve the efficiency and effectiveness of CvSU operations. The needs of the stakeholders are considered by prioritizing and allocating funds for the programs, projects and thrusts as indicated in the budget priority based on the recommendation of AACCUP, CHED and the like.

The University has a well-planned HRMDP and FSDP that attracts, motivates and retains competent administrators, faculty members and employees.

These programs, under HRDO, provide employees and staff continuous professional development through study grants, trainings, seminars, and workshops. Equal opportunities are given to employees including those who require special needs or consideration in the University, such as but not limited to indigenous people, people from any sexual orientation and gender identity and expression, people with different religious affiliations and denominations, persons with disabilities, pregnant women, senior citizens and solo parents.

Individual faculty members and staff are evaluated using IPCR. Faculty members are also evaluated using SET and classroom observations.

Mentoring and coaching are done to capacitate employees. Moreover, internal promotions, awards such as the PRAISE and various research incentives are in place to encourage productivity and efficiency of the employee.

To ensure effective, efficient and ethical accomplishments of commitments, the University also commits to provide a safe and inclusive workplace that is free from all forms of discrimination and harassment. This kind of workplace encourages meaningful engagement and participation of its employees and clients including specialized or vulnerable groups of individuals. It also strives to institutionalize the adoption of health and well-being of individual members of the CvSU community.

Strategic Performance Management System (SPMS)

CvSU recognizes the importance of employees in achieving its organizational goals. It considers their faculty members and employees as strategic assets who must be continuously enhanced for them to stay committed in producing outstanding work performances. As their level of productivity increases, it also helps improve the educational institution's performance in achieving its goals and objectives.

As a higher public educational institution, CvSU must attract, motivate and retain competent administrators, faculty members and employees in performing their tri-fold functions of instruction, research and extension and in executing their unique role of providing access to education to the least advantaged individuals in areas where there are few private schools and in offering priority programs necessary for national development.

To make sure that the university will uphold the highest standards of performances of all its faculty members and employees, the establishment of a sound performance evaluation system shall be administered to continually foster the

improvement of individual employee efficiency and organizational effectiveness through the Strategic Performance Management System (SPMS) (Figure 14).

SPMS is focused on linking individual performance vis-à-vis the vision, mission and strategic goals of the university. It will be the tool for ensuring that the functions of the various colleges/campuses and units and their faculty members and employees are fulfilled as expected based on the set standards of the institution.It will also serve as a mechanism to ensure that employees achieve the objectives set by the University. On the other hand, CvSU will then achieve the objectives that it has set itself in its strategic plan. Thus, performance management function will become the heart of the CvSU human resource management system. Information that will be derived from it will be useful in human resource planning, management and decision-making processes of Cavite State University.

The CvSU Strategic Performance Management System aims to:

1. link the organizational performance with the University mandate, vision/mission and organizational priorities;

2. ensure the organizational effectiveness and improvement of individual efficiency by cascading university accountabilities to the various colleges, campuses and units anchored on the establishment of objective performance targets and measures and;

3. link performance management with other HR systems which ensure adherence to the principle of performance –based tenure and incentive system;

4. ensure that the equal opportunity principles are institutionalized; and

5. manage performance by (a) aligning the objectives within the organization wherein people can take the lead in setting and extending objectives that support and respond to the University's goals and plans for change and (b) giving and seeking timely feedback on an informal basis, engaging in performance discussions and coaching are a core part of the day-to day- running of the offices of the institution.
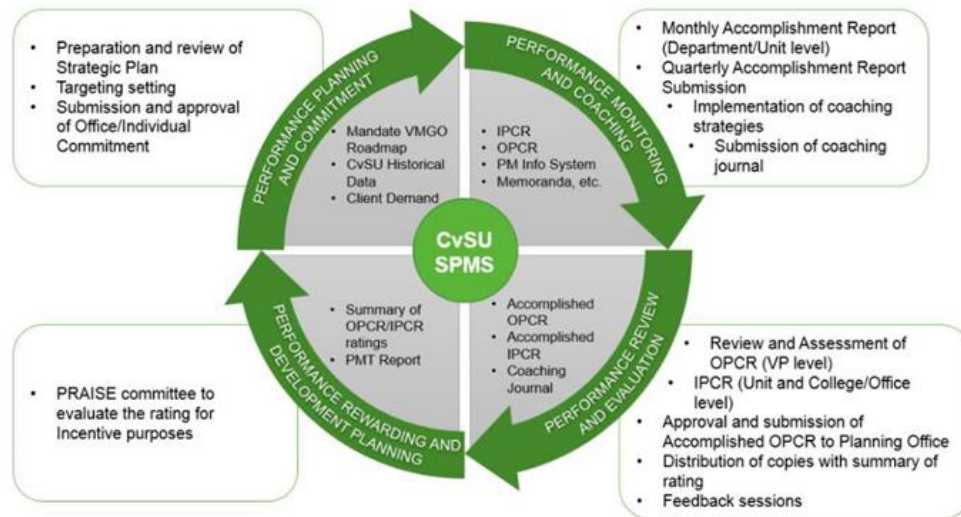
Figure 16. CvSU SPMS Cycle

The CvSU – SPMS shall include the following basic elements:

1. **Goals are aligned to the University Mandate and Strategic Plan**. Performance goals and measurements will be aligned to the national development plans, University mandate, vision, mission, goals and objectives, quality policy, strategic plan and other performance indicator framework. Quality management system will ensure efficient use and management of inputs and work processes. These standards are integrated into the success indicators as organizational objectives and cascaded down to the operational level.

2. **Outputs/Outcomes-based.** The system puts a premium on outputs and outcomes that will contribute to the realization of the University mandate, vision,mission, goals and objective, quality policy and strategic plan.

The Major Final Outputs of CvSU are the following:

MFO 1. Higher Education Program
MFO 2. Advanced Education Program
MFO 3. Research Program
MFO 4.Technical Advisory Extension Program and on the other hand, the General Administration and Support Services (GASS) and Support to Operations (STO) outputs will also be determined to ensure the delivery of effective and efficient programs and services.

3. **Team approach to performance management**. Accountabilities and individual roles in the achievement of organizational goals are clearly defined to give way to collective goal setting and performance rating. The Individual's Performance Commitment is linked to the Office Performance Commitment to establish a clear linkage between organizational performance and individual performance.

4. **User friendly.** The forms used for both the organizational and individual performance are identified as OPCR and IPCR, respectively. Organizational and individual major final outputs and success indicators are indicated to facilitate the cascading of goals and harmonizing of organizational and individual performance ratings.

5. **Use of an information system that supports performance monitoring and evaluation**. Monitoring and evaluation mechanisms and information system are utilized to generate timely, accurate and reliable information to provide sound basis for performance tracking and evaluation, accomplishment reporting, program improvement and policy decision making.

6. **Communication plan.** A program to orient officials and employees on the new and revised policies on SPMS shall be implemented to promote awareness and support of the program.

7. **Midterm assessment, feedback and review.** Each office/unit shall conduct and schedule an initial assessment/feedback/review vis-a vis targets to ensure effective, efficient and ethical accomplishments of commitment on or before the due date.

CvSU – SPMS Framework

To ensure the effectiveness of the organization, an efficient strategic performance management system has to be in place. The SPMS framework (Figure 1) shows the process to be followed in the implementation of such a system. Four components of the SPMS include: **Performance Planning and Commitment, Performance Monitoring and Coaching, Performance Review and Evaluation, and Performance Rewarding and Development Planning.**

Performance Planning and Commitment utilizes the top-bottom approach with the management setting the direction of the organization through strategic/operational planning considering the mandate of the institution and other relevant factors. With all the inputs essential to the decision, the University then sets targets to contribute to the realization of the directions set and distributes the targets to various units of the University for the preparation and submission of their Office Performance Commitmentand Review (OPCR).

Each unit will then consider the human resources they have and the terms of reference of each employee to be able to prepare and submit the Individual Performance Commitment and Review (IPCR). Good planning and clear setting of tasks are two valuable keys in the improvement of performance.

Monitoring is as important as planning, hence, **Performance Monitoring and Coaching utilizing a bottom-top approach is necessary.** Individual performances are to be monitored by immediate supervisors. Submission of monthly and quarterly M and E reports are also to be done before the submission of the accomplished IPCR that will be the basis for the accomplished OPCR to be submitted.

Submitted IPCRs and OPCRs have to be reviewed and assessed to verify accuracy and validity of inputs before submitting the accomplished IPCRs to the Human Resource Development Office and the accomplished OPCRs to the Planning Office. Analysis of such documents could be used for proper intervention that will help in the enhancement of performances. Copies of IPCR and OPCR with ratings will then be distributed and given back to their respective owners.

Excellent performances also deserve to be rewarded and be used for further development plans. Ratings have to be evaluated for incentive purposes until deserving employees are given awards and other incentives through PRAISE. Such rewards do not only motivate employees but also build a healthy working environment that encourages excellence.

When implemented efficiently, SPMS is believed to be of great contribution towards an improved organizational performance.

The CvSU Strategic Performance Management System are subdivided into four stages:

Stage 1. Performance Planning and Commitment

The Vice-Presidents, Deans and Directors will meet the department heads and employees. They shall agree on the outputs that should be accomplished based on the set goals and objectives of the University.

For Office Performance Commitment for MFO No.1 – Higher Education Services; MFO No. 2 – Advanced Education Services; MFO No. 3 – Research Services; and MFO No. 4 – Technical Advisory Extension Services, the performance measures and success indicators per MFO category will be utilized.

For Individual Performance Commitment of faculty members, the predetermined performance measures and indicators per faculty category will be used in target setting to measure quality of outputs. QCE forms of NBC 461 will also be utilized to gauge the instruction, research and extension to measure effectiveness of faculty members.

For Office Performance Commitment Target for General Administration and Services (GAS) and Support to Operation (STO), performance measures and success indicators (Appendix H) will be based on the approved University PMS – OPES. The said performance indicators will be used also as basis for individual target setting of non- academic employees.

All performances of the faculty members and staff will be measured based on three categories, namely: quality, efficiency, and timeliness as shown in Table ___.

The University President shall effect the determination of the College/Campus and Units target setting period, a period within which the office and employees' targets are set and discussed by the raters and the ratees, reviewed and concurred by the head of the department or office and submitted to the PMT.

The University Road Map, University Strategic Plan, Annual Investment Plan, etc. shall be the basis of the targets of Offices. Aside from the Office commitments explicitly identified under each Strategic Priority in the Road Map, major final outputs that contribute to the attainment of organizational mission/vision which form part of the core functions of the Office shall be indicated as performance targets.

The Quality Management System

Guided by its vision and mission, Cavite State University reviews and analyzes the needs and expectations of its stakeholders to determine its strategic direction. This involves understanding internal and external issues and identifying stakeholders who receive its products and services, or who may be impacted by them, or those parties who may be otherwise have significant interest in CvSU.

These issues and stakeholders' needs and expectations are identified in the Issues Log and Stakeholders' Requirements Log.

These information are then used by the management to determine its strategic direction and are monitored and updated as appropriate, and discussed as part of management reviews.

Based on the analysis of issues, requirements of stakeholders, and in consideration of the products and services it offers, the University has determined the scope of the QMS as follows:

"*Provision of Admission and Registration, Management of Learning (covering Graduate and Undergraduate Programs), Research and Extension Services*"

The QMS applies to all processes within the main campus located at Bancod, Indang, Cavite. The QMS may also be used by branch campuses located at Bacoor, Carmona, Cavite City, General Trias City, Imus, Naic, Rosario, Silang, Tanza and Trece Martires City.

Figure 17. On 5 September 2022, the University's quality management system (QMS) was subjected to an onsite surveillance audit by its partner auditing firm, SOCOTEC Certification Philippines, Inc.

The Process Approach

CvSU has adopted a process approach for its QMS. Identification and management of high-level processes within the University reduces the potential for nonconforming products and services found during final processes or after delivery. Nonconformities and risks are identified and actions are taken within each of the high level processes.

Each process may be supported by sub-processes, tasks, or activities. Monitoring and control of high-level processes ensure effective implementation and control of all subordinate tasks, activities or sub-processes.

Each high-level process has:
a) quality objective/s;
b) applicable risks and opportunities;
c) applicable inputs and outputs;
d) responsibilities and authorities;
e) supporting resources; and
f) criteria and methods used to ensure effectiveness of the process.
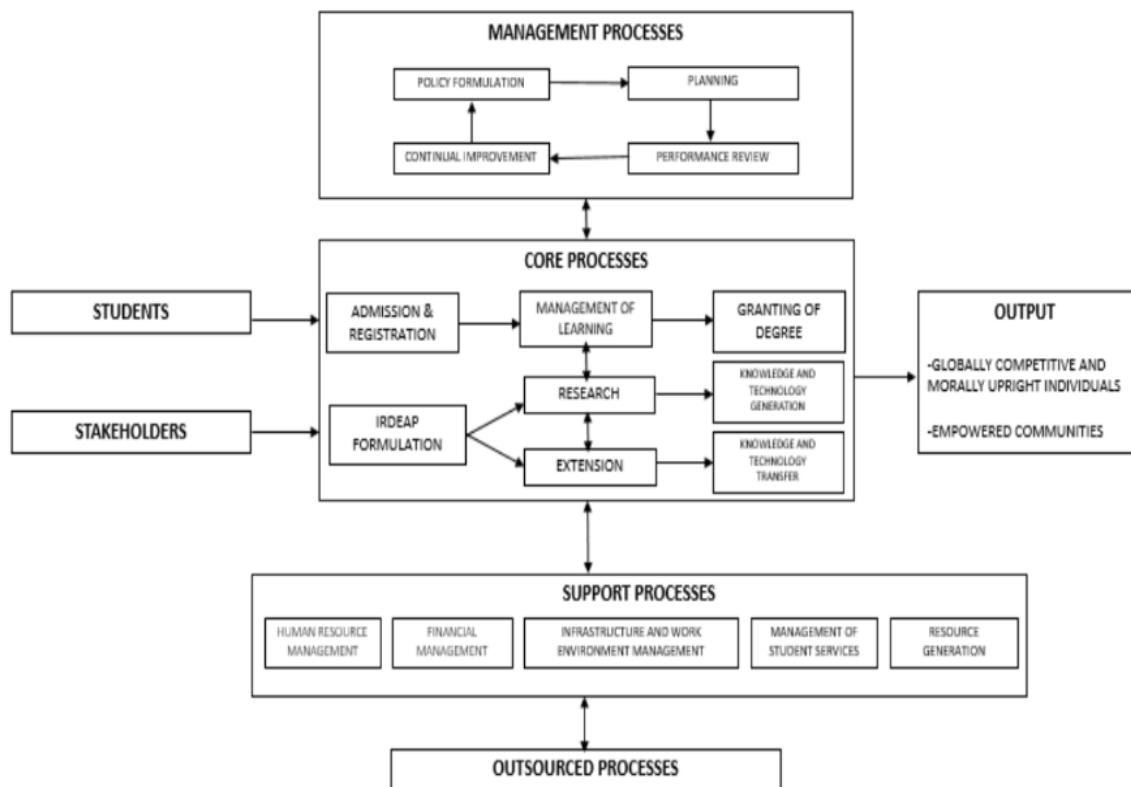
Figure 18. CvSU QMS Process Model

Process Controls and Quality Objectives

Each process has at least one objective which is a statement of the intent of the process. Each objective is supported by at least one performance indicator which is then measured to determine the process' ability to meet the quality objective. The specific quality objective/s for each process is defined in the CvSU Strategic Performance Management System.

The University sets measurable targets on output and outcome performance indicators consistent with the organizational outcomes stated in the General Appropriations Act (GAA), good governance conditions, and the strategic plan of the University.

The accomplishments are gathered by process owners and measured and evaluated by the immediate supervisor and then submitted to the Performance Management Team for review and evaluation.

The results are presented to the Administrative Council to determine if plans and targets were met and to recommend to the process owners necessary adjustments for the purpose of long-term continual improvement. Results of performance evaluation are recorded in the Management Review minutes and proceedings.

When a process does not meet a goal, or a problem is encountered within a process, the corrective action process is implemented to resolve the issue. In addition, opportunities for improvement are sought and implemented for the identified processes. The quality objectives are subject to review and revised if needed to suit the organization's operational requirements.

Process Change Control and Change Management

CvSU reviews and controls both planned and unplanned changes to processes to the extent necessary to ensure continuing conformity with all requirements. When a need for changes to the QMS or its processes is determined, these changes are planned, implemented, and then verified for effectiveness.

Risks and Opportunities

CvSU considers risks and opportunities when taking actions within the QMS. Risks and opportunities are identified as part of understanding the internal and external issues that are of concern to CvSU and its interested parties throughout all other activities of the QMS.

Risks and opportunities are managed in accordance with the document Risks and Opportunities Register. These documents define how risks are managed in order to minimize their likelihood and impact, and how opportunities are managed to improve their likelihood and benefit.

Control of Documented Information

CvSU's documented information include those required by ISO 9001:2015 and those determined as being necessary for the effectiveness of the QMS. The University's Procedure on Document Control aims to maintain documented information to the extent necessary to support the operation of its processes and the

Procedure on Records Control aims to retain documented information to the extent necessary to have confidence that the processes are being carried out as planned.

The University ensures that these documented information are available and suitable for use, where and when needed, and adequately protected either from loss of confidentiality, improper use, or loss of integrity.

The University also ensures controls when creating and updating documented information, such as appropriate identification, description, format, media, review, and approval for suitability and adequacy, distribution, storage, preservation, control of changes, retention, and disposition.

Documented information of external origin necessary for the planning and operation of the QMS are identified as appropriate and controlled.

Control of Nonconforming Output

CvSU ensures that outputs of the processes of the QMS that do not conform to the requirements are identified and controlled to prevent their unintended use or delivery. Appropriate action is taken based on the nature of the nonconformity and its effect on the products and services.

Appropriate action can be one or more of the following ways:
a) correction;
b) segregation, containment, return or suspension of provision of products and services; or
c) informing the stakeholders.

The University also takes action when a nonconforming output is detected during or after the provision of service, or after delivery of product.

CvSU retains documented information that:
a) describes the nonconformity;
b) describes action taken; and
c) identifies the authority deciding the action in respect to the nonconformity.

Management Commitment

The CvSU Administration is committed to provide resources for the development, establishment, effective implementation, continual improvement and dissemination of its Quality Management System to ensure efficient delivery of services for the full satisfaction of its stakeholders.

Stakeholder Focus

The CvSU Administration values the requirements of its stakeholders. It focuses its efforts towards an efficient delivery of its products and services responsive to the needs and expectations of the stakeholders to ensure their satisfaction.

Communication of the Quality Management System

The University is committed to disseminate the QMS to its various stakeholders through:

a) posting in the University website;
b) posting on bulletin boards strategically located in the main campus
and the branch campuses;
c) distribution of brochures and other IEC materials;
d) discussion during orientation programs of students, faculty members,
and staff;
e) discussion during consultations and other meetings; and
f) broadcast media and other platforms.

Human Resource Management

CvSU aims to provide competent and committed individuals to deliver excellent products and services to its stakeholders. The University adheres to the highest standards of recruitment, selection and placement, learning and development, performance management, rewards and recognitions, and other human resource mechanisms to promote high morale, commitment, and satisfaction of all employees.

Financial Resource Management

CvSU aims to provide fair, transparent, judicious, and timely management of its financial resources to achieve the highest quality of its products and services. The University adheres to responsible budget proposal preparation, budget execution, collections and deposits as well as timely submission of accountability reports in compliance with existing government rules and regulations.

Procurement and Supply and Asset Management

CvSU aims to provide mechanisms for cost-effective and timely acquisition and efficient management of supplies, materials, properties, and services in order to deliver excellent products and services to its stakeholders.

The procurement process includes procurement planning, procurement activities, and contract management in compliance with existing government rules and regulations. The supply and asset management process includes the receipt, inspection and acceptance of delivered goods and services, issuance of supplies, materials and equipment as well as their custodianship, repair and maintenance of equipment, recording and inventory, insurance, disposal, and issuance of accountability clearance.

Information Management

CvSU determines all internal and external communications that are relevant to the QMS. It guarantees that pertinent information are properly documented and communicated to all concerned stakeholders. It ensures that all documented information are accurate, up-to-date, recognizable, and are readily available.

The University's information management covers all processes that are related to the preparation, revision, review, approval, control and disposal of all documented information.

Management of Student Services

CvSU provides services and programs that are concerned with academic support experiences of students to attain holistic student development.

The University aims to create an environment where students' talents, interests, and values are developed to the fullest, and to deliver efficient student services which can contribute to the achievement of academic excellence, moral integrity, and professional competency which can be recognized internationally.

Management of student services including among others:

a) **Student welfare** (Information and Orientation, Guidance and Counseling, Career and Placement, Economic Enterprise Development, and Student Handbook Development);

b) **Student development** (Central Student Government, Student Organizations and Student Discipline);

c) **Institutional student programs and services** (Scholarship and Financial Assistance, Food, Health, Safety and Security, Housing and Residential, Multi-faith, Foreign/International Students, Services for Students with Special Needs and Persons with Disabilities, Culture and Arts Program, Sports Development

Programs, Social Community Involvement Programs, and Other Related Services); and

d) **Research, monitoring and evaluation of student services, and performance of student organizations.**

Resource Generation

CvSU aims to generate additional income to augment its financial requirements and attain flexibility in financial management. The income generating projects (IGPs) strengthen the management of learning, research and extension functions of the University as they provide facilities and technology necessary for the experiential learning of students and other stakeholders.

Facilities and Work Environment Management

CvSU endeavors to maintain a conducive environment for learning by providing adequate and appropriate facilities and ensuring these are always available and functional. These facilities include classrooms, laboratory rooms, comfort rooms, offices, dormitories and student housing facilities, health service facility, student kiosk and lounges, assembly areas, sports facilities, library, adequate power and water supply, ICT services, transport, ground maintenance, and waste management services.

Management of these facilities and work environment includes activities like regular inspection, repair and maintenance, and regular servicing. Records of these activities are kept and orderly filed.

Learning and Work Environment

CvSU ensures adequacy in the number of learning facilities and makes sure of their conformance to space, lighting, and ventilation requirements or standards. The University ensures also that all service facilities are free of hazards and are functional. The general upkeep and cleanliness of the entire University campus is maintained to make it conducive to learning.

Information and Communication Technology

CvSU aims to integrate ICT in management of learning, research, and extension. The University ensures that its peopleware, hardware, software and network infrastructure can accommodate the requirements to provide quality products and services to its stakeholders.

Infrastructure, Equipment, and Other Facilities

CvSU prepares long term plan for infrastructure development including construction of vital service facilities and procurement of laboratory equipment for management of learning, research, extension and general use of stakeholders. Calibration of equipment is regularly conducted to ensure accuracy of measurement and usability of data.

Security

CvSU aims to provide a safe, conducive, and emergency-ready working and learning environment for its stakeholders. The University ensures no unauthorized access to university premises and property, implements rules and regulations to maintain peace and order, and defines other tasks relevant to campus security.

Health

CvSU delivers quality, affordable, accessible basic health services which are promotive, preventive, and curative, and to some extent rehabilitative, for a healthy and productive academic community.

Sports and Wellness Facilities

CvSU provides and maintains a working and learning environment that includes sports and wellness programs and facilities to contribute to the holistic development and well-being of its stakeholders.
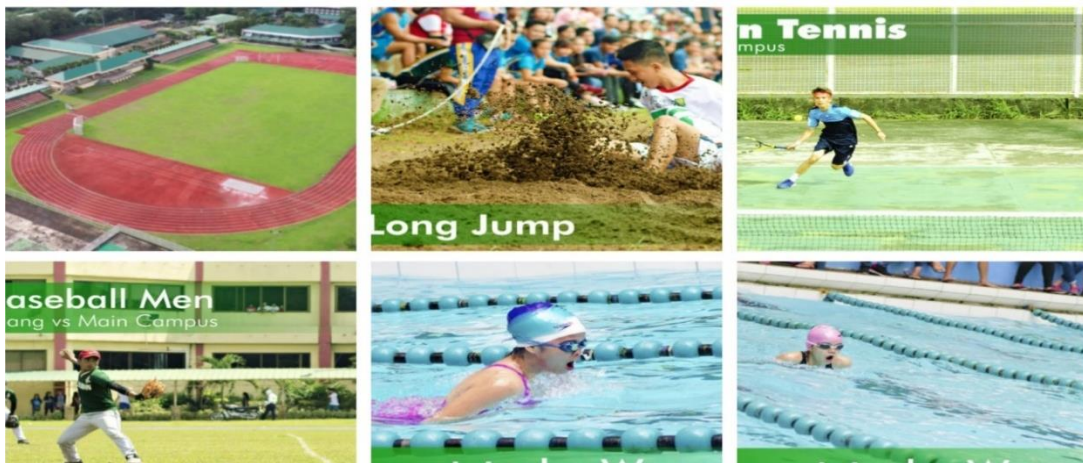

Figure 19. Some sports facilities in CvSU

Library

CvSU provides adequate, accessible, and relevant library services and resources by maintaining a comprehensive collection of print and e-learning materials that meet local and international standards to promote a conducive working and learning environment.

Admission and Registration

CvSU ensures that education shall be accessible to all qualified individuals. It provides processes to facilitate admission and registration. Admission is the processing of students' qualification requirements. It ensures that students are guided and placed in programs suited to their intellectual ability and interest.

Registration is the process of student enrolment and includes the safe keeping and updating of accurate student records.

Management of Learning

CvSU is committed to the highest standards of education in order to produce globally competitive and morally upright individuals. Management of learning involves three major processes – curriculum development, instructional materials development, and delivery of instruction. It is a shared responsibility among academic personnel of CvSU.

Curriculum development starts with the creation of curriculum review committee up to the implementation of the duly approved revised curriculum.

Instructional materials development involves the preparation, evaluation, and approval of instructional materials used in the delivery of instruction such as laboratory manuals, textbooks, worksheets, and the like.

Delivery of instruction encompasses preparation of course syllabi, classroom management, and assessment. This includes outcomes-based learning methodologies and strategies as well as off-campus activities.

Research

CvSU endeavors to conduct research responsive to the needs of the community. Faculty members, staff, and students are guided by the university's research themes which are aligned to regional, national, and global research thrusts

with the goal of empowering communities. All research activities go through monitoring and evaluation processes.

The University develops innovative technologies in various disciplines and commodity thrusts especially in agriculture. It provides the following opportunities for faculty members, staff, and students:

a) funding support of approved researches either by the University or external funding agencies;

b) provision of financial support to disseminate research results in national and international fora;

c) granting of incentives and other monetary support for intellectual property (IP) rights application, publication in refereed or Institute for Scientific Information (ISI) indexed journals as well as other commendable research achievements; and

d) provision of capability enhancement trainings relevant to research.

e)

Extension

CvSU provides need-based, technology-driven, and collaborative extension programs through the conduct of relevant trainings and seminars; farm and business advisory activities; technology incubation and demonstration projects; and information, education and communication services.

The University transfers developed technologies through dissemination, adoption and utilization of knowledge, skills, methods, practices and products, value-adding, and commercialization of matured technologies. All extension activities go through monitoring and evaluation processes.
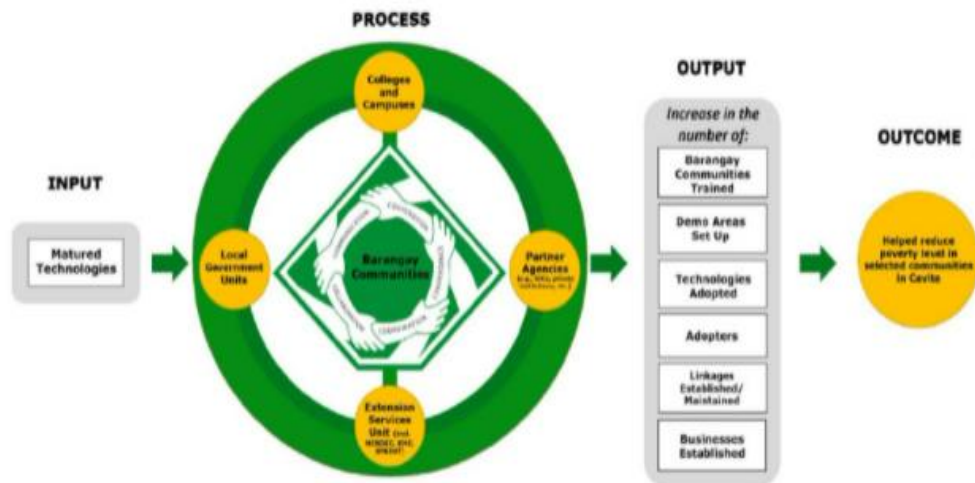
**Figure 20. Conceptual Framework of the CvSU Poverty Alleviation
Program through UGNAYAN 2.0 Approach**

Granting of Degree

CvSU grants the students their degree after satisfactorily completing all the requirements appertaining their respective curricula. Conferment of degrees comes with the rights and responsibilities as well as all the privileges of a CvSU graduate.

PERFORMANCE EVALUATION

Monitoring, Measurement, Analysis, and Evaluation

The University conducts regular monitoring and evaluation of all activities, products, and services. The results serve as basis on evaluating the performance and effectiveness of the CvSU QMS.

Stakeholders' Satisfaction

CvSU monitors stakeholders' satisfaction on products and services. This is done by obtaining stakeholders' feedback through surveys and meetings with stakeholders. The University ensures up-to-date recording of stakeholders' feedback and these are brought to the attention of the management forappropriate action. Results are used to develop and implement plans for improvement.

Analysis and Evaluation

CvSU analyzes and evaluates appropriate data and information arising from monitoring and measurement. Analysis of data is done to evaluate the degree of stakeholders' satisfaction, conformity of products and services, effectiveness of implementation of plans, performance of external providers, and effectiveness of the QMS and for its continual improvement.

Internal Audit

CvSU periodically conducts internal audits to verify whether quality activities and related results conform to the University's requirements for its QMS, to the requirements of ISO 9001, and to determine if the QMS is effectively implemented and maintained.

The University Internal Quality Audit (IQA) team formulates regular audit plans containing the criteria and scope of the audit and the auditors assigned per auditee based on the Procedure on Internal Quality Audit.

Figure 21. Quality Management System (QMS) Internal Quality Audit (IQA) was conducted in accordance with ISO 9001 2015 (Clause 9.2) last August 14, 2023

Results of audits are recorded and reported to relevant management and personnel having responsibility in the audited area. The management responsible in the area being audited shall take appropriate correction and corrective actions without undue delay.

Follow-up activities are conducted to verify and record the implementation and effectiveness of the actions taken. The summary of audit and results of verification activities also serve as references during management reviews.

Management Review

CvSU conducts regular management review of its QMS to ensure that the system is updated, aligned with the strategic direction of the University, and is responsive to the needs of time. The Management Review Committee is headed by the University President and participated in by the members of the Administrative Council. The review process shall assess opportunities for the continual improvement of QMS and shall be based on the following concerns:

a) the status of actions from previous management reviews;

b) changes in external and internal issues that are relevant to the QMS;

c) information on the performance and effectiveness of the QMS, to include the following:

      c.1 stakeholder satisfaction through feedbacks from relevant interested parties;

      c.2 the extent to which the quality objectives have been met;

      c.3 the process performance and conformity of products and services;

      c.4 nonconformities and corrective actions;

      c.5 monitoring and measurement results;

      c.6 audit results; and

      c.7 the performance of external providers.

d) the adequacy of resources required in the implementation of QMS;

e) the effectiveness of actions taken to address risks and opportunities; and

f) the opportunities for improvement.

The outputs of the Management Review shall include decisions and actions related to opportunities for improvement, any need for changes to the QMS, and other needed resources to implement the QMS effectively.

Results of the management review shall be communicated properly to the concerned units and changes in the QMS shall be presented to the BOR for approval. Records of management reviews including minutes of meetings shall be maintained and kept properly.

Nonconformity and Corrective Action

CvSU ensures that it takes action to control and correct nonconformities or deal with the consequences. The University's Procedure on Corrective Action provides a system for reviewing, analyzing, determining the causes and if similar nonconformities exist, or could potentially occur, to ensure that appropriate corrective

actions are taken. Records of the nature of the nonconformities and any subsequent actions taken and results of any corrective action are maintained.

Continual Improvement

The CvSU QMS guides the whole University System in improving all its processes and services offered to its stakeholders. Moreover, CvSU ensures continual improvement through suitability, adequacy, and effectiveness of the QMS based on the results of evaluations conducted and the outputs of the management reviews

The University conducts regular monitoring and evaluation of all activities as a basis for evaluating the performance and effectiveness of its QMS. CvSU monitors stakeholders' satisfaction on products and services by obtaining their feedback through surveys and meetings with them. The University ensures up-to-date recording of stakeholders' feedback and these are brought to the attention of the management for appropriate action. Results are used to develop and implement plans for improvement.

The IQA team formulates regular audit plans containing the criteria and scope of the audit and the results of audits are recorded and reported to relevant management and personnel in charge. The management responsible in the area being audited shall take appropriate correction and corrective actions without undue delay.

Follow-up activities are conducted to verify and record the implementation and effectiveness of the actions taken. The summary of audit and results of verification activities also serve as references during MR. CvSU conducts regular MR of its QMS to ensure that the system is updated, aligned with the strategic direction of the University, and is responsive to the needs of time. The MR Committee is headed by the University President and participated in by the members of the administrative council. The review process assesses opportunities for the continual improvement of QMS and is based on (a) the status of actions from previous management reviews; (b) changes in external and internal issues that are relevant to the QMS; and (c) information on the performance and effectiveness of the QMS.

The outputs of MR include decisions and actions related to OFIs, any need for changes to the QMS, and other needed resources to implement the QMS effectively. Key comparative data and information are important in decision making. While internally generated data are crucial in the evaluation of the overall organizational performance, information from other institutions and agencies also plays a significant role. To gather information, CvSU, through its different delivery units, visits and

benchmarks different universities and learning institutions, as well as agencies, both local, regional, national, and international to compare the different processes, policies, and management systems applied in the operations, performance, target setting, and decision making. Also, CvSU encourages and accommodates other agencies and higher educational institutions that pay visits and do benchmarking in its premises.

CvSU officials and employees, on the other hand, have the chance to visit other institutions, both local and international, to determine their best practices that could be adapted in the University. The exchange of ideas, information, and practices contributes to healthy discussions on different matters. Amidst the pandemic,webinars, collaborations, and orientations filled the gap on the exchange of relevant comparative data and information. Reports and information from national agencies like NEDA, RDC, PRC, CHED, DOST, etc. became more accessible through their active website that serves as input in the formulation of different proposals, projects and activities.

Results of the MR are communicated properly to the concerned units and changes in the QMS are presented to the BOR for approval. Records of management reviews including minutes of meetings are well- maintained and kept properly.

CvSU ensures that it takes action to control and correct NCs or deal with the consequences. The University's Procedure on Corrective Action (VPPD- QP-02) provides a system for reviewing, analyzing,determining the causes and existence/occurrence of similar NCs, or could potentially occur, to ensure that appropriate corrective actions are taken. Records of the nature of NCs and any subsequent actions taken and results of any corrective action are also maintained.

The CvSU QMS guides the whole University System in improving all its processes and services offered to its stakeholders. Moreover, CvSU ensures continuous improvement through suitability, adequacy, and effectiveness of the QMS based on the results of evaluations conducted and the outputs of the MR.

CvSU utilizes several instruments for performance monitoring, whether individual, office, or institutional level. These instruments respond to the rapid and unexpected changes by immediately addressing the concerns identified on the daily operations. CvSU also created a DRRM committee, in-charge of crafting continuity plans and risk reduction policies.

In the academe, the University Calendar is designed to respond to the requirements of the program as prescribed by the individual syllabus. Portfolio and

examinations are scheduled properly to ensure completion in the delivery of learning. In case of disruption, the Office of the Vice President for Academic Affairs (OVPAA) or the Office of the Vice President for Administrative and Support Services (OVPASS) immediately acts through issuances of memoranda or advisories.

In times of pandemic, information is made accessible through the CvSU website, while other data could be requested from different offices whenever necessary. Official communications are delivered on time via CvSU email, group chats, website posting, and social media. PAPs are closely monitored in accordance with plans and specifications. With these efforts, CvSU ensures that the targets set in the strategic plans could be delivered on time with high quality. Deficiencies identified during the process are being considered in the formulation of the next operational plan of the University.

CvSU performance is measured using the QET factors of the OPCR and IPCR, aligned in the office and units operational plan which is anchored in the SP of the University. The performance accomplishment is being analyzed, evaluated, and calibrated as a basis for awards and recognition, learning and development programs and intervention, as well as input for the next operational plan to ensure improvement and realization of the CvSU's strategic direction.

Performance Management is one of the pillars of PRIME HRM. With the Revised SPMS Manual as guide, the PMT maintains data and information, as well as documentations and records of the overall organizational performance. It includes PM process flows, MFOs and KPIs, OPCR results, office rankings, calibration and deliberation results, and Individual Development Programs (IDPs).

These documents and information, together with other performance measure results, are used in crafting the strategic direction of the University to project its future performance. Findings from the PMT deliberations are also utilized in developing priorities for continuous improvement and sustaining holistic innovation in the fields of academic, research, extension, community engagement and production. For the current administration, the direction of the University is to be recognized for excellence in research and eventually become a global research university.

OTHER PLANS

Learning Continuity Plan

To ensure the sustainability of quality education, the University developed a Learning Continuity Plan (LCP) to provide framework and system in which teaching and learning processes will continue regardless of the mode/setup.

The CvSU LCP aims to provide an enabling environment which will produce morally upright and competent and competitive adult learners and graduates equipped with 21st century knowledge and skills through provision of learning modalities that are accessible in the home or wherever they may be, proof that learning is resilient and sustainable amidst the onslaught of natural calamities, disease outbreak and other disruptions. The framework highlights the interconnection of the home, the Cavite State University and the learner at the center, as the recipient of education and as the source of information for the continual improvement of systems and processes (Figure 8).
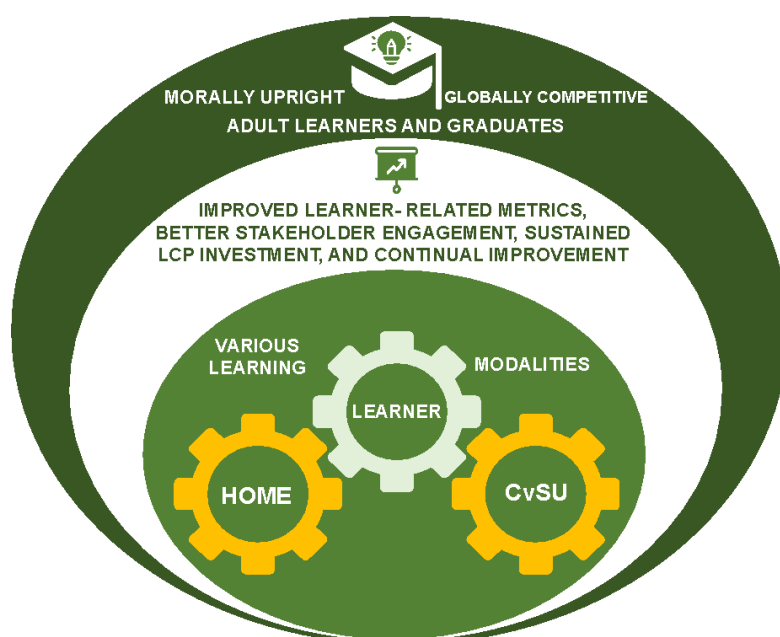
Figure 22. General Framework of a Learner-Centric CvSU Learning Continuity Plan

The new normal brought hardships in delivering agricultural science knowledge to students, therefore, various learning mode through synchronous and asynchronous sessions were done to ensure that students will acquire necessary knowledge in the field of agriculture. In the beginning of First Semester AY 2022-2023, CAFENR started implementing limited face to face classes for BSA students to let them experience actual field work.

University COVID-19 Recovery Plan

Beyond the pandemic, the University made plans for recovery which involves the coordinated efforts and processes for short-, medium- and long-term regeneration of CvSU. The ultimate goal is to ensure a safe working and learning environment in the University.

(Data as of April 9, 2020)

**Figure 23. Sharing resources amidst the quarantine, CvSU RELIEF
was relaunched under a new banner "Kontra COVID-19"
implemented through the University's 12 campuses all
over Cavite**

Faculty and Staff Development Plan

The University also ensures that faculty members and staff operate in an enabling environment by providing opportunities for their growth. Therefore, the Human Resources Development Office created the HR Management Development Plan and the Learning and Development Plan.

Figure 24. Members of Cavite State University (CvSU) administrative council and Anti-Red Tape Act (ARTA) focal persons gathered for the orientation on Republic Act 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, July 24 2023, at the CvSU International Convention Center

Gender and Development Plan

The University puts premium on gender and development activities as it recognizes that gender equality is a prerequisite for development. It ensures that opportunities are equally available for all. Likewise, CAFENR designated one of its regular faculty to supervise all GAD related activities and promotion of the college.

Library Development Plan

As the pandemic drastically altered the educational landscape, the CvSU Library has instituted changes in the way students and faculty members gain access to various resources such as dissemination of e-books, email blasts of newly acquired printed books and e-books, collaboration with other university libraries for access to other library resources, reservation system for students and faculty members who wish to personally pick up reference materials.
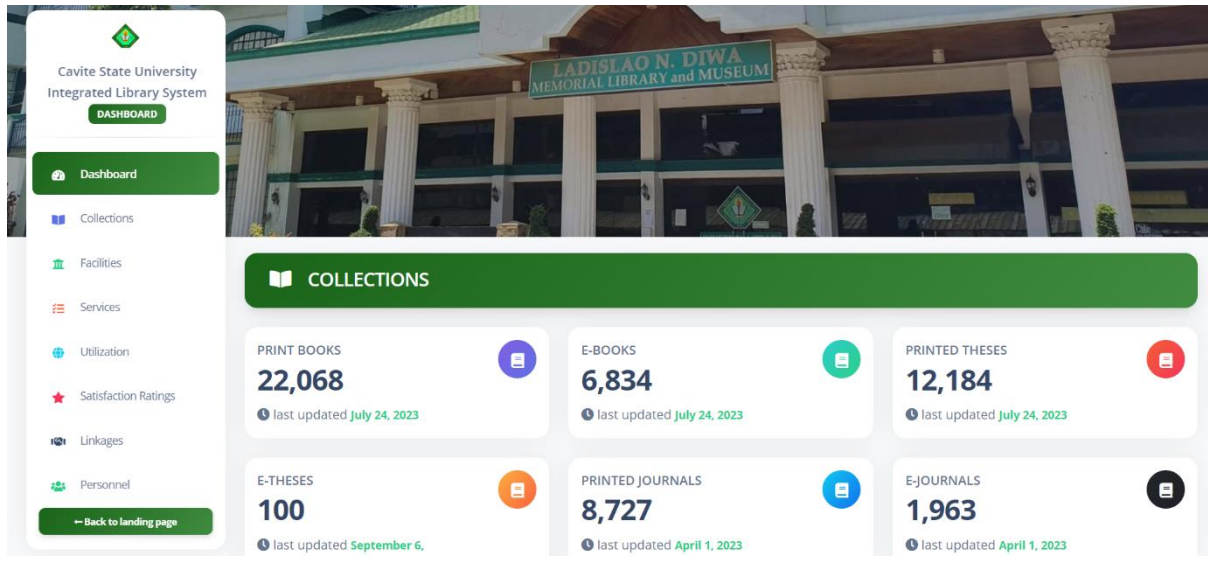
Figure 25. The Cavite State University Integrated Library System Dashboard

Land Use Development and Infrastructure Plan

The main objective of land use development and infrastructure planning, as stipulated in Republic Act (RA) 11396, is to make optimum use of the available land and appropriate for development within the University's boundaries. Available land on the campus becomes limited with the fast infrastructure development in the past few years. Proper utilization of land resources is comprehensively planned in line with the university's vision, mission and goals. Likewise, the University provides and maintains spaces for lawns, recreation areas, green spaces sufficient for quality accommodation of the daily campus population and additional campus visitors on days of special events, thoughtfully interconnecting these spaces with systems of roadways, walkways, and parking areas. It shall also include the construction of dormitories for students and housing facilities for employees.

A comprehensive and strategic land use development infrastructure plan (LUDIP) also ensures that resources of the university are properly allocated to maximize the available land and ensure that the required academic and non-academic support services and facilities are met (Appendix L). The CAFENR sits in approximately a hectare of space across, composing of three buildings, CAFENR has three known buildings under its supervision; 1) Agricultural Science building where most of the administrative and student transactions were done; 2) Crop Science building at the back of the Agricultural Science Building which has field laboratories

for various activities; 3) Animal Science Building which is located on the entrance of the CvSU animal farm.
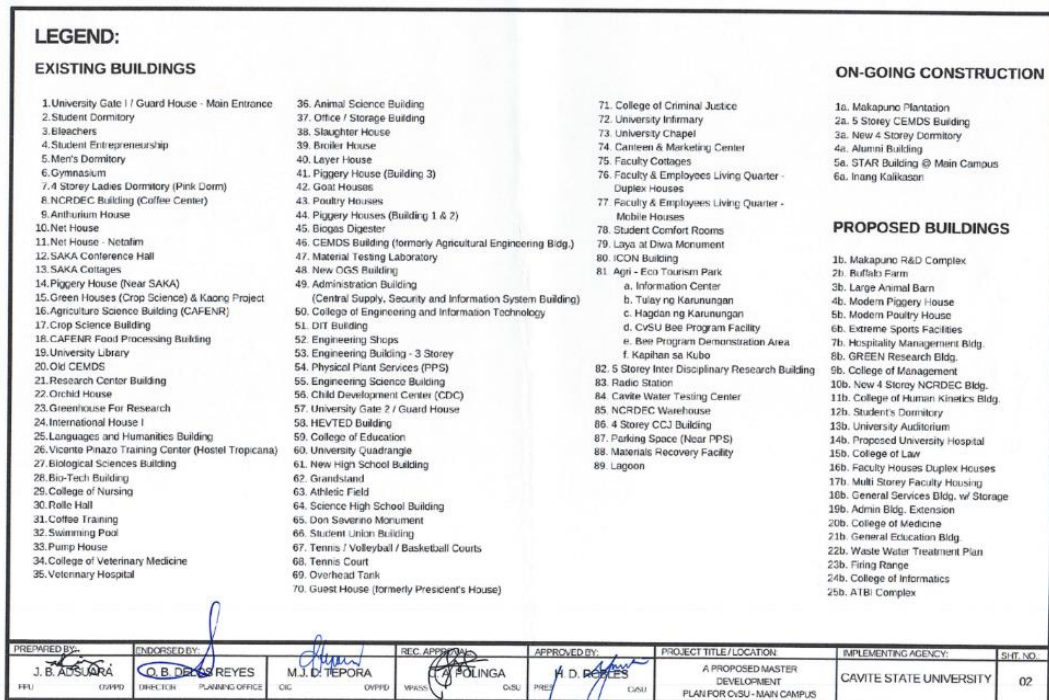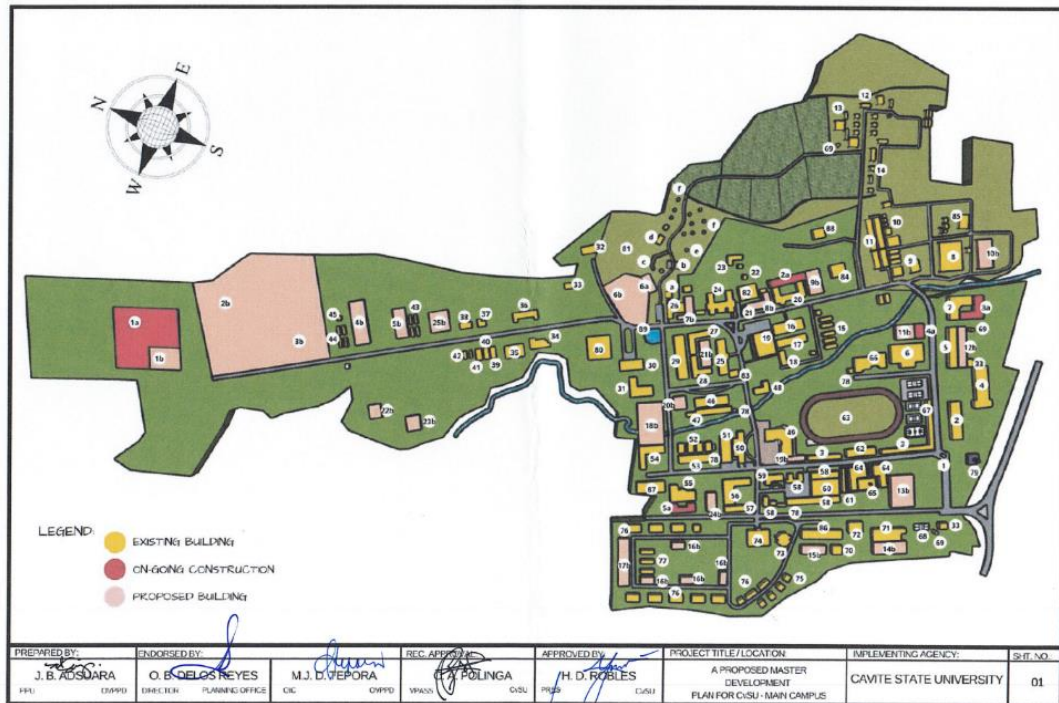

Figure 26. CvSU Main-Master Development Plan

CAFENR Strategic Development Plan

The Strategic Plan is the detailed blueprint of the university to achieve the organizational outcomes, sectoral outcomes and sectoral goal described above. This Strategic Plan is anchored on the CvSU's vision, mission, goals and objectives and serves as the guide to move forward in one direction.

In 2016, and with Dr. Hernando Robles as President, the University developed a mission-driven strategic plan which focuses on optimizing resources while practicing flexibility and decisive actions towards the attainment of the institution's vision and mission. This highly responsive, precisely focused and action oriented strategic plan not only served as the guide of the university but also allowed CvSU to successfully adapt to changes while remaining in strategic alignment with the needs of its stakeholders and its environment.

All programs, projects and activities stipulated in the CvSU Strategic Plan are anchored on the Major Final Outputs (MFOs) of the national government which are set by the Department of Budget and Management and monitored by the Commission on Higher Education (CHED) for higher education institutions. The MFOs and its corresponding performance indicators are specified in the Office Performance Review and Commitment (OPCR) as put forth in the SPMS. Each college/campus must submit the OPCR commitments every June and December of each year. The performance indicators fall under three major classifications namely: Core Functions, Strategic Functions and Support Functions. The Success Indicators are assigned by the Office of the Vice President for Planning and Development (OVPPD). Actual accomplishments by the college/campus based on approved targets are rated based on Quality (Q), Effectiveness (E) and Timeliness (T). The Deans/Campus Administrators are the ones who commit to deliver the targets in accordance with the measures for the period indicated.

The OPCR accomplishments are then submitted every June 30 for the First Semester and December 30 for the Second Semester of each year. All colleges and campuses are monitored and evaluated by the Office of the Vice President for Academic Affairs (OVPAA). On the other hand, faculty members of each of the college/campus submit their corresponding Individual Performance Commitment and Review (IPCR) based on the commitment of their unit and the IPCR accomplishments every after the end of the semester. The adjectival and numerical ratings are based on the percent accomplishment of the target as follows:

The CAFENR Strategic Development Plan is designed to serve as a resource and guide for faculty members and students concerning the attainment of the vision,

mission, goals and objectives of the four undergraduate and three graduate program in the college. As one of the flagship programs in the university, the BS Agriculture is accorded with prominence in the development plan.

With the growing demand for competent agriculturist, with skills that are attuned to the needs of the country and the international community, a development plan was crafted with the mission of producing morally upright and globally competent agriculturists through excellent, equitable and relevant education and responsive research.
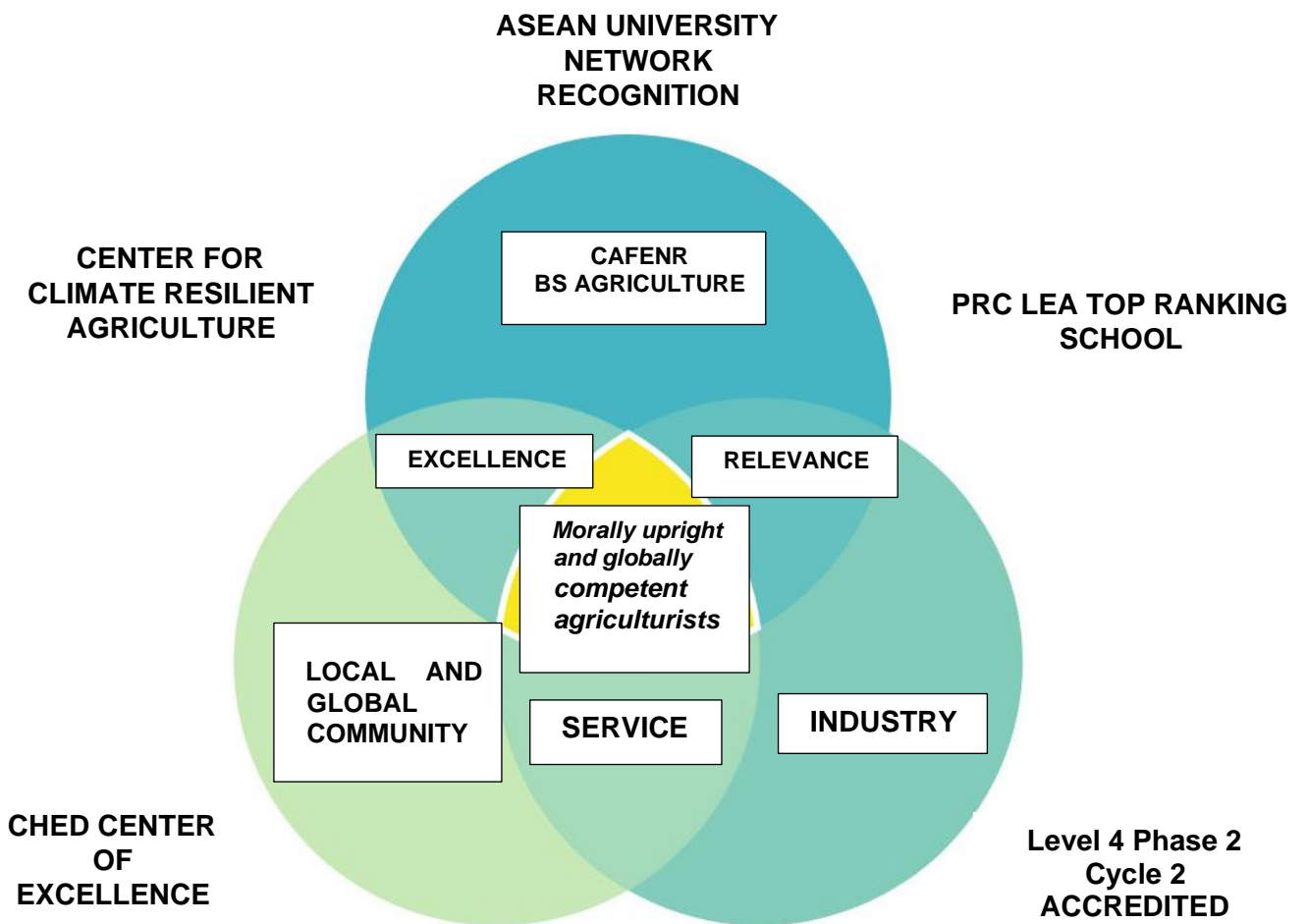

Figure 27. The CAFENR-BSA Five-Year Plan Framework

Strategic Focus

Excellence- We engage with local and international partners to grow and sustain academic, research and community development work while adapting to changes to attain excellence in the agricultural arena.

Relevance- We aspire for learning experiences for our students that are industry-driven to produce graduates with competencies attuned to the demands of the agricultural sector.

Service- We commit to working collaboratively with stakeholders both local and international to address the needs of the farmers and the agricultural community as a whole.

CAFENR Strategic Planning Process

The College of Agriculture, Food, Environment and Natural Resources (CAFENR) with the Bachelor of Science in Agriculture major in Animal Science as one of its umbrella programs has taken an active role in the crafting of the CvSU Strategic Development Plan 2023-2028. The College ensures that the needs and priorities of the department have been integrated to the overall plan of the university. To contribute to the general planning of the university, CAFENR headed by the Dean, has prepared and developed the college plan anchored to the University's development plan. The CAFENR Development Plan focuses on four priorities which includes academic excellence, accessible and equitable education, quality assurance, and, relevance and responsiveness.

A.2.1. Academic Excellence:

It is imperative that educational standards be raised in order to produce students who are prepared for the 21st century. In order to satisfy the requirements of the Center of Excellence (COE) programs, the acquisition of state art facilities, relevant instructional materials and the technology needed for information and communication will be given the highest priority. There will be an intensive review to prepare, coordinate, monitor, and evaluate the effectiveness of academic programs to ensure that they are in line with CHED's standards. The transition from a conventional setting of a classroom to the more modern online environment of a global, intergenerational, and interdisciplinary community is made easier by flexible learning. A development of this kind ought to be utilized, particularly in situations that cannot be predicted.

As Cavite State University aims to be recognized as a Global Research University, providing students with an education that is competitive on a global scale and developing programs in response to national issues and challenges, building alliances and forming long- term collaborations are top priorities for the university. For the purpose of providing international education programs, academic departments will be preparing plans for international OJT programs and research collaborations.

A. 2.2 Accessible and Equitable Education:

By the virtue of Republic Act No. 10931, "An Act Promoting Universal Access to Quality Tertiary Education by Providing for Free tuition and Other School Fees in State Universities and Colleges and State-Run Technical – Vocational Institutions, Establishing the Tertiary Education Subsidy and Student Loan Program, Strengthening the Unified Student Financial Assistance System for Tertiary Education", the Cavite State University will continue to provide accessible and equitable education. Additionally, the university aimed to provide further academic and research assistance.

A. 2.3 Quality Assurance:

In terms of Compliance with the Commission on Higher Education's standards, the BS Agriculture Program has obtained its Certificate of Program Compliance (COPC) No. 072 series 2021 given on September 27, 2021.

The Board of Regent also approved the resolution approving the revision of BS Agriculture major in Animal Science and Crop Science program pursuant to CMO No. 23, series of 2021.

Likewise, the institution is subjecting its program offerings to accreditation to ensure that the education provided meets acceptable levels of quality, and the desired quality is delivered. As stipulated in the Higher education Act of 1994 (RA 7722), accreditation is essential because it helps determine if an institution meets or exceeds minimum standards of the quality. The BS Agriculture has already passed the Level 4 phase 1 Cycle 2 conducted last October 24-28, 2022.

A.2.4. Relevance and Responsiveness:

To promote student development, the university intended to seek relevant partnerships and linkages with various government agencies and non- government organizations on a local and international level in terms of internship and immersion, library access, exchange students, extension, and research. The university will forge

Memorandums of Agreement (MOA) and Memorandum of Understanding (MOU) with various partner agencies.

The university also aimed to address the concerns of differently-abled people (DAP), Indigenous People (IP), and gender and development in order to improve diversity and inclusion. The university also developed a plan to improve its systems and processes for providing services such as library, student housing, medical/ health care, canteen services, guidance and counseling, and safety and security.

A.3. Bachelor of Science in Agriculture Plan:

The Bachelor of Science in Agriculture program is coordinated by the Program Coordinator, Dr. Cristina F. Olo, together with the two chairpersons, Department of Animal Science Chair, Prof. Ma. Cecille Basa-Anuada and Department of Crop Science Chair, Prof. Edgardo Gonzales. The two chairpersons supervises the teaching force in their respective departments to create the plan of actions that is specifically designed for the department. The annual action plan of the program is centered on the seven priorities of the college which include: upgrading faculty competence enhancement of curricular programs; course design and development, student development program; improving the performance of graduates building the research capability of the faculty and establishment of sustainable extension programs.

A.3.1 Upgrading Faculty Competence
A.3.2 Enhancement of Curricular Programs
A.3.3 Course Design and Development
A.3.4 Student Development Program
A.3.5 Improving the LEA Performance of Graduates

It is anticipated that graduates of BS Agriculture will achieve passing rating in the Licensure Examination in Agriculture, at least 50% higher than the national passing rate. In order to adequately prepare the students for the licensure examinations, the academic unit has devised a comprehensive plan for the licensure examination preparation including the conduct of intensive and comprehensive competency appraisal which will be facilitated by the expert faculty members in their respective fields of study. Likewise, offering of extensive review to retakers is also done to enable them to better prepare for their succeeding board examination attempt.

Along with the implementation of a systematic alumni tracer, engagement of the graduates to the relevant activities in CAFENR will also serve the purpose of establishing a mechanism for receiving feedback from the industry partners. Inviting

sponsors to seminars or training sessions and establishing an external resource generation office are also effective mechanisms to enrich the program.

A. 3.6. Building the Research Capability of the Faculty:

In October 2021, the Department of Science and Technology – Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (DOST-PCAARRD) released their Updated Harmonized National Research and Development Agenda (HNRDA) for the Agriculture, Aquatic and Natural Resources (AANR) sector. The aim of which was to: (guide the national R&D system in the formulation of programs/projects to support AANR development; (2) encourage complementary and purposeful collaborations and partnerships; (3) mobilize and ensure effective and efficient use of resources; and (4) provide framework for developing R&D capacity and expertise.

As a whole-of-government approach, the agenda developed shall be a joint undertaking of public research agencies for the development of the AANR sector. It supports Agriculture 4.0 that is smart, green and S&T-based to promote national and regional AANR productivity, competitiveness and sustainability in order to engender human, environmental and economic resilience.

In response to these changes in the national and regional RDE climate, the College of Agriculture, Food, Environment and Natural Resources (CAFENR) proposed the setting of its RDE Agenda 2023-2028. The theme of the RDE Agenda is "***Promotion of sustainable agriculture, food security, and natural resources management and conservation to alleviate poverty, reduce hunger, foster well-being and better life in land and water, and build climate-resilient communities***".

A.3.7. Establishment of Sustainable Extension Program:

The extension agenda of the College of Agriculture, Food, Environment and Natural Resources (CAFENR) is aligned with the institutional, national and global agenda particularly on promotion of poverty alleviation, food security, and climate resilience. All extension programs of Cavite State University (CvSU) fall under the umbrella extension program called Ugnayan 2.0: An approach to implement the proposed CvSU Poverty Alleviation Program. The CAFENR extension projects are in line with this because it generally aims to improve the lives of Caviteños through providing technical and livelihood training to target communities in the province, provide income generating opportunities, and strengthen academe-industry linkages.

The banner Extension Project of the BSA program is entitled "*SciCAT AVENUES: Access to Value-adding and Engaging iNnovations towards sUstainability of agri-Education and agri-touriSm*" is a DOST-PCAARRD funded project in collaboration with Cavite State University, UP-ISSI, and Municipality of Indang, Cavite. Its general goal is to provide more avenues in imparting science-based technologies through farm development and technology application in a sustainable way through the Science for the Convergence of Agriculture and Tourism (SciCAT) site - Silan AgriFarm. Different products, services and innovations were developed, as well partnerships among different organizations were established.

5.3   Quality Assurance Plan

In compliance with the ongoing efforts of the government to improve accountability and integrity in the use of public resources by ensuring transparency, fiscal responsibility, results orientation, efficiency, and effectiveness, the CvSU has been tasked with strengthening the integration of planning, budgeting and performance management. The budget of the organization needs to provide more clarity regarding the descriptions of the programs and strategies that are being put into place to achieve those outcomes.

Recognizing the crucial role of external expert evaluation, the BS Agriculture periodically undergo accreditation from the Accrediting agency of Chartered and Colleges and Universities in the Philippines (AACCUP). The findings and recommendations serve as basis for the program to further improve its service delivery in all areas and in delivering services to the clienteles.

The Institutional Development Office primarily manages the quality monitoring and evaluation of the different academic programs of the university, in consonance with the thrusts and programs of the university and the quality monitoring standards of the different bodies from the institutional level, regional, and national level, such as the Commission on Higher Education (CHED), the Accrediting Agency for Chartered Colleges and Universities (AACCUP), International Organization for Standardization (ISO.)

5.4 Internationalization

Internationalization is one of the priorities of the College because it believes that integrating a global dimension into our vision, mission, goals, and objectives and hence, in everything we do will enable us to produce globally competent agriculturists. The College embarks on internationalization activities for academic engagement, research collaboration, and community development. Activities like seminars with

invited foreign speakers, international paper presentations, student exchange, faculty mobility (outbound), research partnerships and community engagement with international experts are included as targets in the OPCR.

Faculty members are also encouraged to pursue postdoctoral degrees and fellowships, and these are all included in the faculty development plan.

5.5 Alumni Engagement

The Dean designates an Alumni Coordinator who is an alumnus and a regular faculty member. The Alumni Coordinator is in-charge of communicating with the Alumni regarding the plans of the College, facilitating the election of officers, co-organizing the meetings and homecoming and other related tasks. A questionnaire for the tracer study is also distributed to the alumni. There is a section in the questionnaire where feedback from them is sought for continual improvement of the College's operations.

5.6 Financial Management

Funds are allocated to faculty members and non-academic personnel for development. Activities such as paper presentation and publication, attendance to seminars and training and conduct of seminars and training have modest allocation. The details can be seen in the CVMBS Strategic Plan 2021-2024. The basis for approval of requests would be the IPCR wherein priority is given to faculty members and staff who indicated the activity as part of their target.

The University through the Office of the Vice President for Research and Extension (OVPRE) also grants financial support for research related activities including fees for publication in high impact journals and publication incentives. The OVPRE has their own evaluation criteria for granting said financial support and incentives.

Annually the colleges and campuses must submit an enrollment projection to the Office of Student Affairs Services (OSAS) which will then be endorsed to the Office of the Vice President for Academic Affairs (OVPAA). Then the Office of the Vice President for Academic Affairs (OVPAA) will endorse it to the Office of the Vice President for Administrative Support and Services (OVPASS) shall be the basis for the income projection of the university. Enrollment projections are largely based on historical data with an approximate percentage increase. A Program for Receipts and Expenditures is made and is anchored on a plan for implementation of the University's strategic map and milestones. The College Dean in coordination with the College Budget Officer then submits the Project Procurement Management Plan (PPMP)

which shall then be reviewed by the Financial Management Office of OVPASS. Once the College PPMP is approved it becomes part of the University's Annual Procurement Plan.The timely submission of the PPMP is included as one of the targets in the OPCR.

The University abides by the COA Circular 2000-002 or the Accounting Guidelines and Procedures on the Use of Income of SUCs Pursuant to Republic Act No. 8292, the CHED Memorandum Order No. 20 Series of 2011 or the Policies and Guidelines for the Use of Income, Special Trust Fund, Programs of Receipts and Expenditures of the State Universities and Colleges (SUCS) and other pertinent guidelines.

Budget planning in the College is done with all faculty members, non-academic personnel and student representatives. Once the mandatory expenses such as salaries of COS personnel, utility expenses, and others are deducted, the allocation of the remaining projected income is done. Priority is given to items or activities in the OPCR which need improvement. The budget planning is done prior to the schedule of the Management Review.

5.7 Mechanism for Continual Improvement and Sustainability

The Stakeholders' Feedback Form or HRDO-QF-07 is utilized to solicit the comments from stakeholders and hence, will be used as basis for continual improvement of systems and processes in the College.

Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino delas Alas Campus
Indang, Cavite

STAKEHOLDERS' FEEDBACK FORM

Please let us know how we can improve our service by giving your honest feedback. We value our stakeholders, hence, your comments and suggestions will be highly appreciated.

Name:		Date of Visit:	
Agency:		Attending Staff:	
Email Address:			
Purpose of Visit:			

Area of Concern	Highly satisfied 5	Very satisfied 4	Moderately satisfied 3	Barely satisfied 2	Not satisfied 1
A. Courtesy	☐	☐	☐	☐	☐
B. Service					
1. Quality	☐	☐	☐	☐	☐
2. Timeliness	☐	☐	☐	☐	☐
3. Efficiency	☐	☐	☐	☐	☐
C. Physical condition of office/work space (if applicable)					
1. Cleanliness	☐	☐	☐	☐	☐
2. Comfort	☐	☐	☐	☐	☐

| Comments/Suggestions: | |

Figure 28. Stakeholder's Feedback Form

The BSA Quality Assurance Plan

Quality assurance is the process for ensuring that the standards and quality of higher education provision meet agreed expectations. This includes national frameworks for higher education, Professional, Statutory and Regulatory Bodies and Accreditation Standards. The key organizational performance measures include level of accreditation, performance in licensure exams, establishments of CODs, and COEs, construction of state-of-the-art buildings and facilities, and awards and recognition. The Planning Office submits quarterly reports of accomplishments on major final outputs/programs of the University to DBM through its Unified Reporting System (URS).

In preparation for the next survey visit, the College has crafted the Quality Assurance Plan for the BS Agriculture program. The plan focuses on the five area of evaluation for Level 4 phase 2 cycle 3. These include: 1. Relevant Researches, 2. Globally Competitive Graduates, 3. Responsive Community Services, 4. Functional International Linkages and Consortia, and 5. Well Developed Planning Process in support of quality assurance.
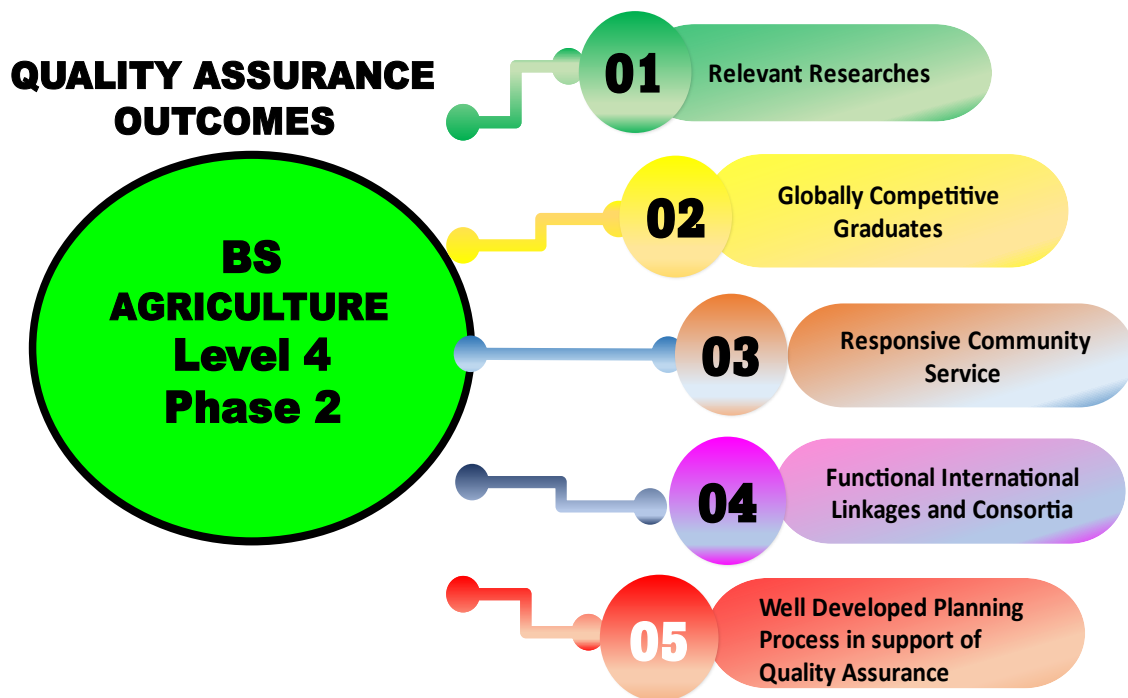

Figure 29. The Quality Assurance Outcomes for BS Agriculture

The Quality Assurance Framework for the BS Agriculture Program takes into consideration the requirements of the various external and internal QA systems. The QA follows the process of deciding the quality objectives and key performance

indicators, establishing the organizational roles and responsibilities, implementing the plan, evaluating the results, and leading the continuous improvement. Such process to the quality outcomes for the BSA Program and ultimately contribute to the attainment of the university vision and mission of becoming a global research university in 2028.

Figure 30. The Quality Assurance Framework for BS Agriculture Program

In 2028, the following quality objectives with the corresponding key performance indicators (KPIs):

For the Core Faculty Members:

BSA CORE FACULTY

62.25% of the core faculty have PhD and the rest have PhD units

100% of the faculty copyrighted IM's

100% of the faculty are actively engaged in research, extension and production functions

100% of the faculty have valid Agriculturist license

Harnessing the potentials of the BSA core faculty in sustaining excellence in instruction, research, extension and production.

For Area 1- Research:

Area 1 - RESEARCH

- **100** Completed Researches
- **30** Publications in International Journals
- **100** copyrighted materials
- **Promoting sustainable agriculture, food security, and natural resources management and conservation**
- **50** Publications in national refereed journals
- **15** Patented/Commercialized Output of Research
- **20** Patented softwares
- **30** International Research presentations
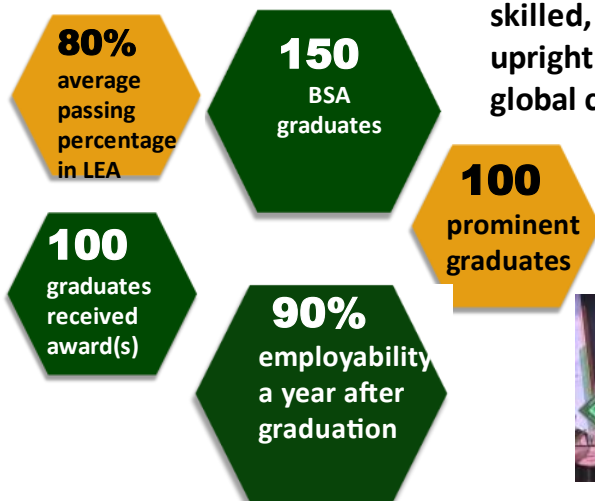
Nurturing excellence in research to alleviate poverty, reduce hunger, foster well-being and better quality of life in land and water, and build climate-resilient communities

For Area 2- Performance of Graduates:

Area 2- PERFORMANCE OF GRADUATES

- **80%** average passing percentage in LEA
- **150** BSA graduates
- **100** prominent graduates
- **100** graduates received award(s)
- **90%** employability a year after graduation

Developing professional, skilled, and morally upright graduates for global competitiveness
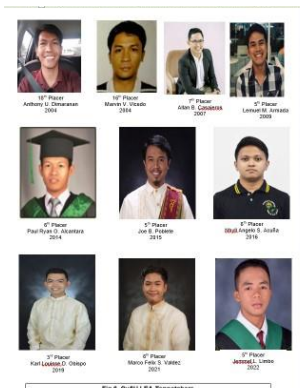

Fig 6. CvSU LEA Topnotchers

**For Area 3- Community Service:**

Area 3- COMMUNITY SERVICE

5
Completed extension projects with Impact Study

500
Beneficiaries served

90%
of the clientele rated the extension service as Very Satisfactory

100%
of the extension projects are research-based

Empowering people and transforming lives through responsive extension and community services.

For Area 4: International Linkages and Consortia

Area 4- INTERNATIONAL LINKAGES AND CONSORTIA
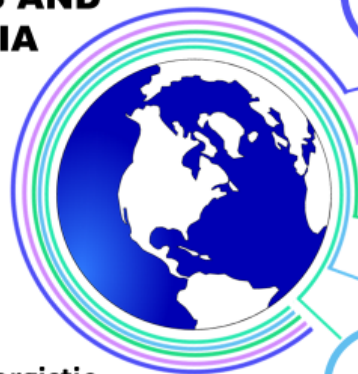
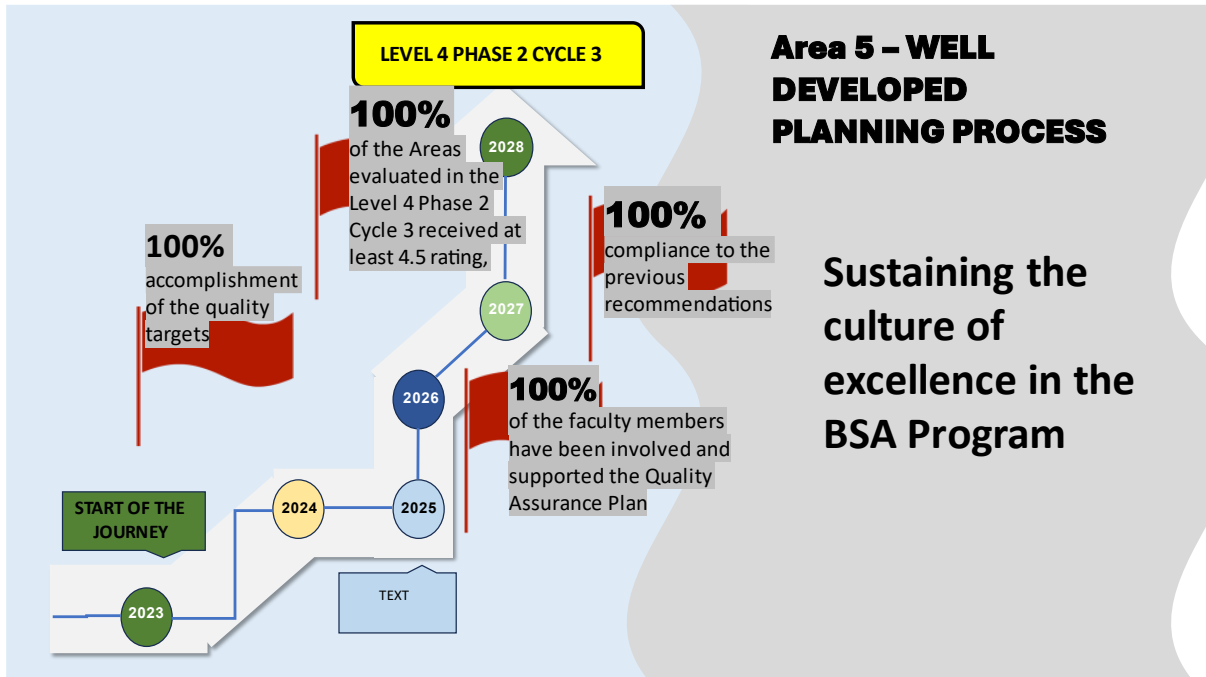**10** International linkages with MOA/MOU

5 International Consortia with valid certificate of membership

100 Students have benefited from the international linkages/consortia

30 Faculty members have benefited from the international linkages/consortia

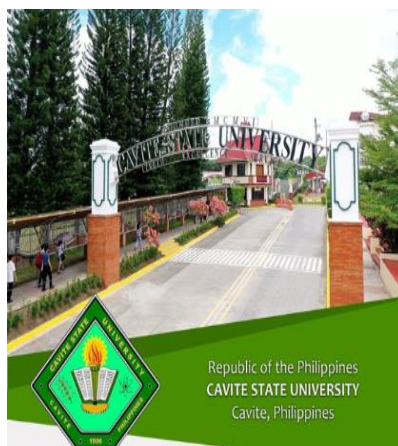**5** International collaborations for research/community services

Fostering synergistic relationships with international linkages and consortia

For Area 5: Well Developed Planning Process in Support of Quality Assurance

LEVEL 4 PHASE 2 CYCLE 3

100% of the Areas evaluated in the Level 4 Phase 2 Cycle 3 received at least 4.5 rating,

2028

100% accomplishment of the quality targets

2027

100% compliance to the previous recommendations

2026

100% of the faculty members have been involved and supported the Quality Assurance Plan

2024   2025

START OF THE JOURNEY

2023

TEXT

Area 5 – WELL DEVELOPED PLANNING PROCESS

Sustaining the culture of excellence in the BSA Program

This chapter is about to close…

The Continuing Accreditation Journey

Republic of the Philippines
CAVITE STATE UNIVERSITY
Cavite, Philippines

LEVEL 4 PHASE 2 CYCLE 2 STORY OF THE BS AGRICULTURE PROGRAM

November 8-10, 2023

But another chapter is set to OPEN…

BS AGRICULTURE
Level 4 Phase 2 Cycle 3

2028

*Trailblazing the
INTERNATIONALIZATION of the
BS Agriculture Program*

BEST PRACTICES

1. CvSU has an established Strategic Performance Management System (SPMS) that ensures objective assessment of performances. The system aligns the individual performances of all employees towards the achievement of institutional targets. Office and individual performances are monitored and evaluated, and results are communicated to the concerned parties to discuss strengths and opportunities for improvement.

2. CvSU implements a competency-based Human Resource Management Systems to recruit the most qualified faculty members and staff to ensure successful completion of programs/projects and realization of expected outputs/outcomes.

3. Employees' voice is regularly solicited thru the conduct of employee satisfaction survey. External stakeholders' needs and expectations are gathered through the conduct of consultative meetings, survey, and feedback from oversight government agencies where linkage partners, and other parties can share their concerns and recommendations. Linkages are also recognized during the "Partners' Night" held during the University Foundation Day Celebrations.

4. Senior leaders take a direct role in keeping the workforce motivated, leading to high performance. They are supportive of faculty members and staff who want to avail of scholarships and study privileges under the Faculty and Staff Development Program. To further motivate the employees to deliver high performance, the University has developed a system of granting awards to top performers using the CSC-approved University Program for Recognition, Awards, and Incentive for Service Excellence (PRAISE), of which the senior leaders are part of the committee.

5. CvSU is an active member of the Philippine Futures Thinking Society. Senior and future leaders are trained in futures thinking and foresight which is a powerful planning approach that can help the institutions meet the economic, political, social, and environmental challenges.

6. Internationalization is also given premium through the operation of ILCLO, the unit responsible for both local and international endeavors of the University.