



2024 ANNUAL AGENCY PERFORMANCE REVIEW REPORT

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EXECUTIVE SUMMARY

In an era of rapid transformation, Caraga State University (CSU) stands at the forefront of progress, committed to redefining the landscape of higher education. Guided by the LIKHA Strategic Goals, CSU embarks on a journey where excellence is the standard, innovation is the driving force, and impact is the ultimate goal. With an unwavering spirit, the university continues to explore new horizons, ensuring that every challenge becomes an opportunity and every opportunity leads to meaningful change.

Yet, the path to progress is never without obstacles. Financial constraints and evolving demands in education present formidable challenges, often testing the resilience of institutions striving for growth. However, CSU remains steadfast. Fueled by a vision that extends beyond limitations, the university continues to break barriers—investing in research, infrastructure, and student success to shape a future where learning knows no bounds.

The Agency Performance Review (APR) Report for Fiscal Year 2024 serves as a testament to CSU's commitment to accountability and excellence. This report provides a comprehensive evaluation of the university's performance, covering financial management, resource allocation, target achievements, and strategic priorities outlined in the General Appropriations Act. Through this assessment, CSU strengthens its ability to navigate complexities, refine its approach, and drive sustainable progress.

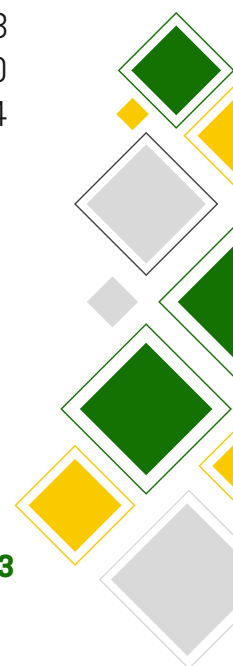
At its core, CSU embraces a results-driven strategy—one that aligns institutional goals with a forward-thinking vision. By fostering a culture of efficiency, innovation, and inclusivity, the university ensures that every effort contributes to a larger purpose: creating a learning environment that empowers individuals and transforms communities.

Looking ahead, CSU is set to amplify its impact through enhanced academic programs, cutting-edge research, and dynamic partnerships. Sustainability, digital transformation, and global collaboration will be key pillars in positioning the university as a center of excellence in the region. By continuously evolving and embracing new possibilities, CSU reaffirms its commitment to delivering education that not only informs but also inspires—fueling progress for generations to come.



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OBJECTIVES

This Agency Performance Review (APR) Report of the Caraga State University contains an overall assessment of the Physical and Financial accomplishments of the Department. The APR Report shall also discuss its ongoing institutional adjustments and initiatives in order to address the identified internal challenges while still achieving its mandate for the people.

Specifically, this APR Report seeks to:

1. Present physical and financial accomplishments for the fiscal year;
2. Discuss and explain deviations/unmet targets; and
3. Discuss corrective measures implemented by the University and recommendations for improvements



BACKGROUND OF THE AGENCY

A. MANDATE

The University shall primarily provide advance education, higher technological, professional instruction, and training in the fields of agriculture and environmental studies, fishery, engineering, forestry, industrial technology, education, law, medicine and other health related programs, information technology, arts and sciences and other related courses. It shall undertake research and extension services and provide progressive leadership in its areas of specialization.

B. VISION

A socially-engaged digital, innovation, and entrepreneurial university excelling globally in science, engineering, and the arts by 2028.

C. MISSION

As a transformative university, CSU is a responsible steward of problem-solvers and value creators who are driven to create a sustainable future for the region, the nation, and beyond.

D. CORE VALUES

Competence, Service, and Uprightness

E. STRATEGIC OBJECTIVES

As enshrined in the Approved BOR Resolution 82-33, S. 2023, the LIKHA Agenda of the CSU Strategic Plan are as follows:



From these agendas, the following strategic objectives are formulated as shown in the Strategy Map.

F. SECTOR OUTCOME

Lifelong learning opportunities ensured.

G. ORGANIZATIONAL OUTCOMES

1. Relevant & quality tertiary education ensured to achieve inclusive growth and access of poor but deserving students to quality tertiary education increased.
2. Higher education research improved to promote economic productivity & innovation.
3. Community engagement increased



HIRAYA MANAWARI '28 STRATEGY MAP

ENABLING ACTIONS

LIKHA AGENDA

MANAGEMENT PRINCIPLE

Promotion of
TALENTS, ASSETS & OPPORTUNITIES
by Creating
New Value, Meaningful Solutions, and
Responsible Stewards and Leaders

TAG LINE

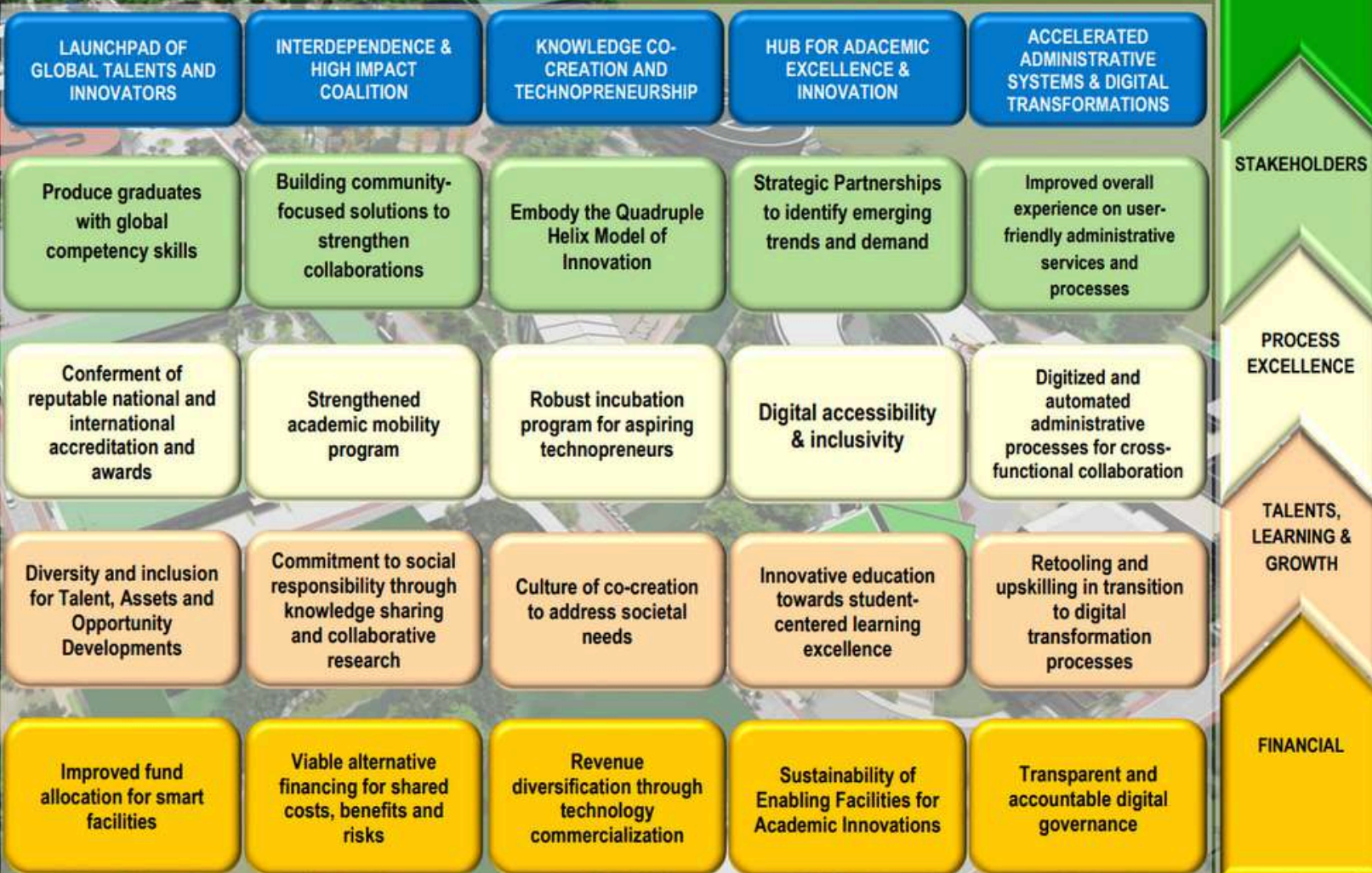
"HIRAYA MANAWARI" sa sabay-sabay
nating pagLIKHA

CORE VALUES

Competence | Service | Uprightness

VISION: A socially-engaged digital, innovation, and entrepreneurial university excelling globally in science, engineering, and the arts by 2028.

Ensure lifelong learning by backstopping Caraga and Philippine Development Plan, and Sustainable Development Goals



MISSION: As a transformative university, CSU is a responsible steward of problem-solvers and value creators who are driven to create a sustainable future for the region, the nation, and beyond.

A. FINANCIAL PERFORMANCE

(Amounts in Thousand Pesos)

PARTICULARS	Previous Comparable Fiscal Year	Current Fiscal Year	Current Fiscal Breakdown					Increase/ Decrease
			Agency Specific Budget	Continuing	Automatic Appropriations (RLIP+SAGF)	Special Purpose Funds (SPFs)	OTHERS (e.g. Supplemental Appropriations, Unprogrammed Appropriations)	
1	2	3=4+5+6+7+8	4	5	6	7	8	9=3-2
Appropriations	622,058.00	809,008.00	622,421.00	3,258.00	38,221.00	145,108.00		186,950.00
Allotments	622,056.00	789,008.00	602,421.00	3,258.00	38,221.00	145,108.00		166,952.00
Obligation Program (BED No. 1)	501,426.00	648,919.00	622,421.00	3,258.00	23,240.00	-		147,493.00
Actual Obligations	612,513.00	786,899.00	600,329.00	3,258.00	38,221.00	145,091.00		174,386.00
Disbursement Program (BED No. 3)	501,426.00	648,919.00	622,421.00	3,258.00	23,240.00			147,493.00
Actual Disbursements	586,861.00	675,516.00	489,173.00	3,140.00	38,164.00	145,039.00		88,655.00
Unobligated Allotment	9,543.00	2,109.00	2,092.00	-	-	17.00	-	(7,434.00)
Unpaid Obligation	25,652.00	111,383.00	111,156.00	118.00	57.00	52.00	-	85,731.00
Budget Utilization Rate:								
Obligation vs. Allotment	98%	100%	100%	100%	100%	100%		104%
Obligation vs. BED No. 1	122%	121%	96%	100%	164%			118%
Disbursement vs. Obligation	96%	86%	81%	96%	100%	100%		51%
Disbursement vs. BED No. 3	117%	104%	79%	96%	164%			60%

A.1 UNOBLIGATED ALLOTMENT

Program/Project	Unobligated Allotment					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
REGULAR AGENCY FUND						
HIGHER EDUCATION PROGRAM						
Provision of Higher Education Services						
Current Appropriations	16.00			305.00	321.00	The unexpended allotment for PS consists of savings after obligating all benefits, while the unexpended allotment for Capital Outlay reflects savings from procurement, as final contract prices were lower than estimated costs.
Capacity Development on Futures Thinking and Strategic Foresight						
Current Appropriations		864.00			864.00	The unexpended allotment of ₱864,000 was due to delays in implementation caused by the late approval of proposed research projects. Additionally, some research projects are still in the pre-publication stage. As a result, project members are hopeful that the project can still proceed under the continuing appropriation. Furthermore, invitations to international conferences for project presentations were received in December, which was too late to process the required documents within the allocated timeframe.
Tulong Dunong Program (MOOE)						
Current Appropriations		123.00			123.00	Based on the list of students who are entitled beneficiaries of the program as forwarded by CHED, there are students who are no longer enrolled in CSU. The university's office of admission until now is waiting for CHED to provide the University with the list of students who will replace those who are no longer enrolled in CSU.
Sub-total	16.00	987.00	-	305.00	1,308.00	

A.1 UNOBLIGATED ALLOTMENT

Program/Project	Unobligated Allotment					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
REGULAR AGENCY FUND						
RESEARCH PROGRAM						
Biodiversity Assessment of the Proposed Local Conservation Area in Brgy. Sumile, Butuan City						
Current Appropriations		31.00			31.00	The unexpended allotment corresponds to project activities scheduled for the last month of 2024 but were not carried out due to the unavailability of project leaders and facilitators, and this will be carried out in 2025.
Communication Pathways of Falcata Adoption among Farmers in Agusan del Sur, Philippines (MOOE)						
Current Appropriations		374.00			374.00	Underspending is due to the delayed project implementation caused by challenges in securing trainers, facilitators, and logistical issues. The project proponents have extended the implementation schedule until March 2025.
Development of a Community-Based Psychosocial Support Program for Rural Communities in Caraga (MOOE)						
Current Appropriations		371.00			371.00	Underspending is due to the delayed project implementation caused by challenges in securing trainers, facilitators, and logistical issues. The project proponents have extended the implementation schedule until March 2025.
Sub-total	-	776.00	-	-	776.00	

A.1 UNOBLIGATED ALLOTMENT

Program/Project	Unobligated Allotment					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
REGULAR AGENCY FUND						
EXTENSION PROGRAM						
HITSAS-TULAY (Tuyhakaw sa kabatan-onang Lumad) (MOOE)						
Current Appropriations		23.00			23.00	The unexpended allotment represents the savings generated following the completion of all activities.
MUGNA Caraga: Mentoring and Upskilling Groups towards Navigating their Action-Response (MOOE)						
Current Appropriations		1.00			1.00	The unexpended allotment represents the savings generated following the completion of all activities.
Sub-total	-	24.00	-	-	24.00	
TOTAL CURRENT YEAR	16.00	1,787.00	-	305.00	2,108.00	

A.1 UNOBLIGATED ALLOTMENT

Program/Project	Unobligated Allotment					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
INTERNALLY-GENERATED FUND						
GENERAL ADMINISTRATION AND SUPPORT						
General Management Supervision	153.00	12,587.00		5,412.00	18,152.00	The nexpended amount for Personnel services represents the savings generated from the honoraria account after the implementation of all activities. The unexpended allotment for MOOE reflects the savings generated as a result of the strict implementation of austerity measures for the University’s mandatory expenses. Additional savings are also generated from the Other Professional Services account following the implementation of ROSSS Phase I. The unexpended allotment for CO is designated for labor costs for the construction of 6 classrooms in the Main Campus which is scheduled to commence in January 2025.Implementation of the projects was delayed due to the BOR's late approval of the Notice of Award for the procurement of materials. Additionally, these represents the savings generated from the Construction of Six Academic Classrooms and the Establishment of a Student Center in Cabadbaran Campus because the bidder's quote was lower than the ABC.
Sub-total	153.00	12,587.00	-	5,412.00	18,152.00	



A.1 UNOBLIGATED ALLOTMENT

Program/Project	Unobligated Allotment					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
INTERNALLY-GENERATED FUND						
SUPPORT TO OPERATIONS						
Auxiliary Services	17.00	3,052.00		322.00	3,391.00	The unexpended allotment for MOOE reflects the savings generated as a result of the strict implementation of austerity measures for the University’s mandatory expenses. It also represents the unused allocation for the Scholarship Grants/Expenses for the Sanggumay Dance Group of the Cabadbaran Campus, which resulted from the lack of implementing guidelines. Additionally, the remaining unexpended allotments covering the PS and CO accounts reflect the savings generated across various cost centers following the completion of all activities.
Sub-total	17.00	3,052.00	-	322.00	3,391.00	
OPERATIONS						
HIGHER EDUCATION PROGRAM	1,799.00	17,557.00		4,338.00	23,694.00	The unexpended allotment for PS represents savings generated by the colleges and other costcenter under the HEP following the completion of activities. The unexpended allotment for MOOE on the otherhand, covers the savings generated in implementing austerity measures for the university’s necessary expenses. Additional savings are also generated from the Other Professional Services due to strict implementation of granting Contract of Service status to faculty members with full-fledge Master's degree, otherwise they shall be hired using the prevalent lower rates of a lecturer. The unexpended CO allotment represents the unused funds for refurbishing the CTHM at Cabadbaran Campus, a project that was not actively pursued since the 2025 RAF NEP Level budget already allocates funds for completing CTHM Building Phase I. Additionally, these funds include savings generated by the colleges after completing the procurement of various equipment.

A.1 UNOBLIGATED ALLOTMENT

Program/Project	Unobligated Allotment					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
OPERATIONS						
ADVANCED EDUCATION PROGRAM		1,286.00		75.00	1,361.00	The unexpended allotment for MOOE and Capital Outlay represents the savings generated by the the various costcenters following the completion of all activities.
RESEARCH PROGRAM		354.00			354.00	The unexpended allotment for MOOE and Capital Outlay represents the savings generated by the the various costcenters following the completion of all activities.
EXTENSION PROGRAM		663.00			663.00	The unexpended allotment for MOOE and Capital Outlay represents the savings generated by the the various costcenters following the completion of all activities.
Sub-total	1,799.00	19,860.00	-	4,413.00	26,072.00	
TOTAL INTERNALLY GENERATED FUND	1,969.00	35,499.00	-	10,147.00	47,615.00	

A.1 UNOBLIGATED ALLOTMENT

Program/Project	Unobligated Allotment					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
BUSINESS RELATED FUND						
GENERAL ADMINISTRATION AND SUPPORT						
GENERAL MANAGEMENT SUPERVISION	629.00	4,758.00		16.00	5,403.00	The unobligated amount in the Business-Related Fund is primarily attributed to insufficient cash collections in some cost centers. Despite the approved budget, actual revenues generated were lower than expected, limiting the available cash for expenditure. The shortfall affected the implementation of planned activities and procurement of the cost centers, resulting in delayed or reduced spending.
TOTAL BUSINESS RELATED FUND	629.00	4,758.00	-	16.00	5,403.00	

A.2 UNPAID OBLIGATIONS

Program/Project	Unpaid Obligations					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
REGULAR AGENCY FUND						
GENERAL ADMINISTRATION AND SUPPORT						
General Management Supervision	690.00	7,328.00			8,018.00	For PS, the same covers the salaries and benefits of Teresita Brion and GSIS remittance of newly hired personnel which will be remitted within this year. For MOOE , this covers the following which shall be disbursed accordingly once the required documents are submitted and/or the actual period covered in the contract are rendered accordingly: a) services rendered as one of the Evaluators during the conduct of Research Colloquium on interdisciplinary Social Sciences and Humanities (ISSH 2024) ; b) payment of traveling expenses during the conduct of the Year-End Performance Review and Team Empowerment FY 2024 on December 18-19, 2024 in Misamis Oriental; c) payment for Supplies and materials, semi expendable expenses of different Offices; d) The contracts for the Janitorial and the Security Services will end on April 2, 2025 and June 2025, respectively. As such, security services will still be rendered up to the said period.
Sub-total	690.00	7,328.00	-	-	8,018.00	

A.2 UNPAID OBLIGATIONS

Program/Project	Unpaid Obligations					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
REGULAR AGENCY FUND						
SUPPORT TO OPERATIONS						
Auxilliary Services		1,078.00			1,078.00	This covers the folllowing which shall be disbursed accordingly once the requires documents are submitted: a)payment of Lunch and Snacks for the conduct of Institutional Balanced Scorecard Monitoring and OVPEO Balanced Scorecard Recalibration on December 13, 2024; b) conduct of DRRM Post Activity Year-End Assessment and Evaluation on December 5, 2024, 2 day Workshop Leveraging ICT for Academic Excellence; c) Workshop on Dec 27-28, 2024, payment for venue and meal for 2 days on December 19-20, 2024 and 1 night accomodation for speaker on December 18, 2024; d) payment of supplies and equipment for all offices at the Mechanization Building e) payment for 1 lot supply and delivery of ICT Peripherals; and f) payment of Recertification for the ISO audit on November 25-26,2024which will be paid once required documents are submitted accordingly. Moreover, the balance also include taxes withheld for the month of December 2024 but was already remitted in January 2025.
Sub-total	-	1,078.00	-	-	1,078.00	

A.2 UNPAID OBLIGATIONS

Program/Project	Unpaid Obligations					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
REGULAR AGENCY FUND						
HIGHER EDUCATION PROGRAM						
Provision of Higher Education Services						
Current Appropriations	861.00	1,080.00		7,058.00	8,999.00	This covers the following which shall be disbursed accordingly once the requires documents are submitted: a) For PS, salaries and benefits of Teresita Brion and GSIS remittance of newly hired personnel. b For MOOE , venue, accomodation, meals, and snacks for the conduct of DAA APRA 2024 Annual Planning and Performance Review Assessment within Caraga Region in Surigao del Sur on December 16-18, 2024; Supplies and materials and semi expendable expenses of different Offices; Highly Technical Power Sound System. Moreover, portion of this amount covers the billings for utilities, internet & mobile subscriptions for the month of Dec 2024 which were paid in January 2025. Additionally, this also includes taxes withheld for the month of December 2024 but remitted on January 2025.



A.2 UNPAID OBLIGATIONS

Program/Project	Unpaid Obligations					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
REGULAR AGENCY FUND						
HIGHER EDUCATION PROGRAM						
Provision of Higher Education Services						
Free Higher Education		92,146.00			92,146.00	This covers the differential of the 2024 Free Higher Education Subsidy as provided for in 2024 GAA amounting to Php. 92,146,188.00, which was not disbursed in consideration that no cash was released by the Department of Budget and management (DBM).
Capacity Development on Futures Thinking and Strategic Foresight						
Current Appropriations		136.00			136.00	This covers the following activities which the incurred expenses shall be paid accordingly once the required documents are submitted: a) Conduct of Field Work study and data gathering for the project Smart Agriculture for Community-Driven Coco-Rice Produce and waste bank on November 7-8, 2024 in RTR and Bayugan City; b) Conduct of Profiling at Surigao del Sur on December 17-21, 2024; c) van rental during the conduct of Profiling of the Organization's Members under Corn, Rice, Livestocks in Surigao del Sur on December 16-20, 2024

A.2 UNPAID OBLIGATIONS

Program/Project	Unpaid Obligations					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
REGULAR AGENCY FUND						
HIGHER EDUCATION PROGRAM						
Provision of Higher Education Services						
Continuing Appropriations						;
Capacity Development on Futures Thinking and Strategic Foresight		41.00			41.00	This covers the meals, snacks, and venue rental for the conduct 2024 OVPRDIE Year-end Assessment and HERIP Accomplishment Review, and Performance-Based Bonus (PBB) 2024 Documentation and Compliance Session on November 20-21, 2024 which will be paid once required documents are submitted accordingly.
Higher Education Research and Innovation Project		77.00			77.00	This covers the following activities which the incurred expenses shall be paid accordingly once the required documents are submitted: a) Meals, snacks, and venue rental for the conduct 2024 OVPRDIE Year-end Assessment and HERIP Accomplishment Review, and Performance-Based Bonus (PBB) 2024 Documentation and Compliance Session on November 20-21, 2024; and b) Lunch and Snacks (AM&PM) for the conduct of Strategic Action Planning Part1: 2-Day Road Mapping for Research and Development, Innovation, and Extension on October 10-11, 2024.
Sub-total	861.00	93,480.00	-	7,058.00	101,399.00	

A.2 UNPAID OBLIGATIONS

Program/Project	Unpaid Obligations					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
REGULAR AGENCY FUND						
ADVANCED EDUCATION PROGRAM						
Provision of Advanced Education Services						
Current Appropriations		3.00			3.00	This include payment of Office Equipment for the different Offices under CSU Admin which will be paid once required documents are submitted accordingly.
Sub-total	-	3.00	-	-	3.00	
RESEARCH PROGRAM						
Conduct of Research Services	20.00	372.00			392.00	This covers the following activities which the incurred expenses shall be paid accordingly once the required documents are submitted: a) For PS, honoraria of the Resource Person during the 2024 LIKHA Summit (SciTech4Dev). b) For MOOE, snacks for the conduct of Medicinal Plants and Traditional Healthcare Practices for Healthy Pagatpatan Community (Phase 1) on November 13, 27 & December 11, 2024;and c) Supplies and materials, semi expendable expenses of different Offices. Moreover, the balance includes taxes withheld for the month of December 2024, which was remitted in January 2025.

A.2 UNPAID OBLIGATIONS

Program/Project	Unpaid Obligations					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
REGULAR AGENCY FUND						
RESEARCH PROGRAM						
Biodiversity Assessment of the Proposed Local Conservation Area in Brgy. Sumile, Butuan City		20.00			20.00	This covers the travel expenses during the 13th Asian Bird Fair in Las Pinas Philippines last November 20 to 24,2024 which will be paid once required documents are submitted accordingly.
Communication Pathways of Falcata Adoption among Farmers in Agusan del Sur, Philippines		93.00			93.00	This covers the following activities which the incurred expenses shall be paid accordingly once the required documents are submitted: a) services rendered as a Statistician and Language Editor for the research Project titled, "Communication Pathways of Falcata Adoption among Farmers in Agusan del Sur"; b) lunch and snacks for the conduct of Project Assessment and Evaluation on November 11, 2024; and c) lunch and snacks for the Training of Policy Brief Writeshop for RS- Communication Pathways of Falcata Adoption among Farmers in Agusan del Sur.

A.2 UNPAID OBLIGATIONS

Program/Project	Unpaid Obligations					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
REGULAR AGENCY FUND						
RESEARCH PROGRAM						
Development of a Community-Based Psychosocial Support Program for Rural Communities in Caraga		237.00			237.00	This covers the following activities which the incurred expenses shall be paid accordingly once the required documents are submitted: a) various supplies for the Offices under Higher Education Program and Research Services; b) vehicle rental for the follow-up meeting with target barangays in Surigao Del Sur; c) conduct of Workshop on Module Writing on December 2-4 2024; d) conduct of FY 2024 Locally Funded Research and Extension Projects Review and Assessment Activity at Magsaysay, Misamis Oriental on December 9 and 11, 2024; e) lunch and snacks for the conduct of the Presentation of outputs to LGU: Surigao del Sur on November 27-28, 2024; and f) conduct of Module Writing: Psychology Research Writing Workshop on October 23-24, 2024.
Sub-total	20.00	722.00	-	-	742.00	

A.2 UNPAID OBLIGATIONS

Program/Project	Unpaid Obligations					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
REGULAR AGENCY FUND						
TECHNICAL ADVISORY EXTENSION PROGRAM						
Provision of Extension Services		82.00			82.00	This covers the following activities which the incurred expenses shall be paid accordingly once the required documents are submitted: a) honorarium of Dr. Janessa G. Pilar as resources speaker in the Capability Building for the Implementation of the Extension Project last Oct. 10-11, 2024; b) payment for supply and delivery of Sewing Supplies for extension project; c) meals and snacks for Strategies for Academic Learning and Innovation through knowledge sharing and improving creativity in Research (SALIKSIC) Training-Workshop; and d) Snacks for the conduct of Medicinal Plants and Traditional Healthcare Practices for Healthy Pagatpatan Community (Phase 1) on November 13, 27 & December 11, 2024 .
HITSAS-TULAY (Tuyhakaw sa kabatan-onang Lumad) (MOOE)		52.00			52.00	This includepayment of Lunch and Snacks for the conduct of Crafting as Customized Training Manual for GST: Empowering Local Understanding on November 21-22, 2024 and onduct of Ceremonial MOA Signing on December 2, 2024 which will be paid once required documents are submitted accordingly.
MUGNA Caraga: Mentoring and Upskilling Groups towards Navigating their Action-Response (MOOE)		8.00			8.00	This includepayment of expenses incurred during the conduct of Seminar-Training on the Indigenous People Math Education Learning Needs and Monitoring and Evaluation of Partner School on November 25, 2024 at Tagkiling Tribal Integrated School, East District 1 which will be paid once required documents are submitted accordingly.
Sub-total	-	142.00	-	-	142.00	
TOTAL REGULAR AGENCY FUND	1,571.00	102,753.00	-	7,058.00	111,382.00	

A.2 UNPAID OBLIGATIONS

Program/Project	Unpaid Obligations					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
INTERNALLY-GENERATED FUND						
GENERAL ADMINISTRATION AND SUPPORT						
General Management Supervision		8,590.00		16,966.00	25,556.00	The unpaid obligation was not disbursed in consideration that no cash was released by the Department of Budget and management (DBM) for the 2024 differential of the Free Higher Education Subsidy amounting to P 92,146,188.00.
Sub-total, GAS	-	8,590.00	-	16,966.00	25,556.00	
Support to Operations						
Auxilliary Services						
Sub-total, STO	10.00	2,456.00		432.00	2,898.00	
OPERATIONS	10.00	2,456.00	-	432.00	2,898.00	
Higher Education Program	424.00	8,144.00		3,957.00	12,525.00	
Advanced Education Program	203.00	267.00		56.00	526.00	
Research Program		58.00			58.00	
Technical Advisory Extension Program		224.00		70.00	294.00	
Sub-total, OPERATIONS	627.00	8,693.00	-	4,083.00	13,403.00	
TOTAL INTERNALLY-GENERATED FUND	637.00	19,739.00	-	21,481.00	41,857.00	

A.2 UNPAID OBLIGATIONS

Program/Project	Unpaid Obligations					Reason/Agency Justification
	PS	MOOE	FINEX	CO	Total	
1	2	3	4	5	6=2+3+4+5	
BUSINESS RELATED FUND						
GENERAL ADMINISTRATION AND SUPPORT						
General Management Supervision	141.00	1,358.00		4.00	1,503.00	This covers the following activities which the incurred expenses shall be paid accordingly once the required documents are submitted: a) For PS, release of Honorarium for Bids and Awards Committee (BAC) for the month of October up to December 2024; release of Assessors fee (Canales, R.) during the conduct assessment for Agricultural Crops Production NC III for the month of December 2-6, 9-10, 2024; and the taxes withheld for the month of December 2024, which was remitted in January 2025. b) For MOOE, Electricity for the month of December 2024; payment of animal / zoological supplies for the operation of Goat, Sheep & Cattle Production; office supplies for the operation of Bookshoppe and Marketing Center; Agricultural and Marine Supplies (Herbicides, Insecticides & Pesticides, Fertilizers, Seeds, Coffee seedlings) for the operation of Rice Production which will be paid once required documents are submitted accordingly. Moreover, the balance also includes taxes withheld for the month of December 2024 which was remitted in January 2025. c) For CO - This include 1% retention fee to be released after 1 year from delivery of items.
Sub-total, GAS	141.00	1,358.00	-	4.00	1,503.00	
TOTAL BUSINESS RELATED FUND	141.00	1,358.00	-	4.00	1,503.00	

B. PHYSICAL ACCOMPLISHMENTS

HIGHER EDUCATION PROGRAM

OO 1: RELEVANT AND QUALITY TERTIARY EDUCATION ENSURED TO ACHIEVE INCLUSIVE GROWTH AND ACCESS OF POOR BUT DESERVING STUDENTS TO QUALITY TERTIARY EDUCATION INCREASED (HEP)

KEY OUTCOME/OUTPUT PERFORMANCE INDICATORS (KOPIs)	PREVIOUS/COMPARABLE PERIOD (2023)		CURRENT PERIOD (2024)				INC/DEC	REMARKS/ JUSTIFICATION
	TARGET	ACTUAL	TARGET	ACTUAL	VARIANCE	ACCOMP RATE		
1	2	3	4	5	6=5-4	7=5/4	8=5-3	9
Outcome Indicator								
1. Percentage of first-time licensure exam takers that pass the licensure exams	55%	80.43% (962/1,196)	55%	82.95 (949/1,144)	+27.95%	150.82%	+2.52%	- Up to date and relevant curriculum - Strengthening comprehensive review program - Conducting review classes and *workshops for exam preparation. - Conducting mock licensure exams - Inviting top alumni as resource speaker for the workshops
2. Percentage of graduates (2 years prior) that are employed	65%	73.77% (391/530)	65%	67.28% (1164/1730)	+2.28%	103.51%	-6.49%	- Offering career counseling services - Establishing internship programs - Forging industry partnerships - Facilitating career fairs

HIGHER EDUCATION PROGRAM

OO 1: RELEVANT AND QUALITY TERTIARY EDUCATION ENSURED TO ACHIEVE INCLUSIVE GROWTH AND ACCESS OF POOR BUT DESERVING STUDENTS TO QUALITY TERTIARY EDUCATION INCREASED (HEP)

KEY OUTCOME/OUTPUT PERFORMANCE INDICATORS (KOPIs)	PREVIOUS/COMPARABLE PERIOD (2023)		CURRENT PERIOD (2024)				INC/DEC	REMARKS/ JUSTIFICATION
	TARGET	ACTUAL	TARGET	ACTUAL	VARIANCE	ACCOMP RATE		
1	2	3	4	5	6=5-4	7=5/4	8=5-3	9
Output Indicator								
1. Percentage of undergraduate students enrolled in CHED-identified and RDC-identified priority programs	65%	93.85% (13,244/14,112)	65%	94.25% (15,205/16,132)	+29.25%	145%	+0.4%	- Conducting information drive highlighting CHED- identified and RDC identified priority programs - Endorsing students who enroll in CHED identified and RDC-identified priority programs for scholarships. - Provide scholarships, grants, and other financial aid options specifically for students enrolling in these priority programs. - Provide accessible information about priority programs through using online platforms and social media.
2. Percentage of undergraduate programs with accreditation	20%	62.07% (18/29)	20%	96.67% (29/30)	+76.67%	483.35 %	+34.60 %	Alignment with Accreditation Standards, Ensuring that curricula, facilities, and institutional practices meet or exceed accreditation criteria.

ADVANCED EDUCATION PROGRAM

OO 2: HIGHER EDUCATION RESEARCH IMPROVED TO PROMOTE ECONOMIC PRODUCTIVITY AND INNOVATION (AEP)

KEY OUTCOME/OUTPUT PERFORMANCE INDICATORS (KOPIs)	PREVIOUS/COMPARABLE PERIOD (2023)		CURRENT PERIOD (2024)				INC/DEC	REMARKS/ JUSTIFICATION
	TARGET	ACTUAL	TARGET	ACTUAL	VARIANCE	ACCOMP RATE		
1	2	3	4	5	6=5-4	7=5/4	8=5-3	9
Outcome Indicator								
1. Percentage of graduate school faculty engaged in research work applied for actively pursuing within the last three (3) years (investigate research, basic and applied scientific research, policy research, social science research)	50%	85.71% (72/84)	50%	86.52% (77/89)	+36.52%	173.04%	0.81%	A total of seventy-seven (77) faculty members have actively engaged in research work over the past three years. This represents approximately 86.52% of the total 89 faculty members in graduate school. This high level of engagement reflects a strong commitment to research among the faculty, aligning well with the performance indicators set forth in the GAA and the Balanced Scorecard for evaluating office performance.

ADVANCED EDUCATION PROGRAM

OO 2: HIGHER EDUCATION RESEARCH IMPROVED TO PROMOTE ECONOMIC PRODUCTIVITY AND INNOVATION (AEP)

KEY OUTCOME/OUTPUT PERFORMANCE INDICATORS (KOPIs)	PREVIOUS/COMPARABLE PERIOD (2023)		CURRENT PERIOD (2024)				INC/DEC	REMARKS/ JUSTIFICATION
	TARGET	ACTUAL	TARGET	ACTUAL	VARIANCE	ACCOMP RATE		
1	2	3	4	5	6=5-4	7=5/4	8=5-3	9
Output Indicator								
1. Percentage of graduate students enrolled in research degree programs	70%	100.00% (914/914)	70%	100% (967/967)	30%	142.86%	-	- Continuous and increased budget allocation for institutional research support - Strengthening mentorship and partnership among graduate students. - Giving of support to graduate students in their research endeavors. - Incorporating research components in the graduate school programs.
2. Percentage of accredited graduate programs	20%	81.82% (9/11)	20%	84.62% (11/13)	+64.62%	423.10%	2.8%	Alignment with Accreditation Standards, Ensuring that curricula, facilities, and institutional practices meet or exceed accreditation criteria.



RESEARCH EDUCATION PROGRAM

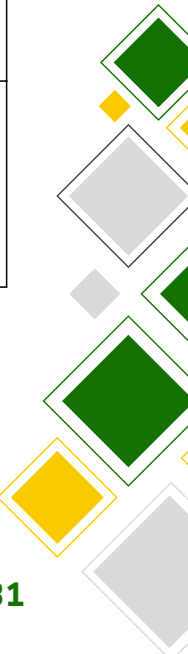
OO 2: HIGHER EDUCATION RESEARCH IMPROVED TO PROMOTE ECONOMIC PRODUCTIVITY AND INNOVATION (AEP)

KEY OUTCOME/OUTPUT PERFORMANCE INDICATORS (KOPIs)	PREVIOUS/COMPAR ABLE PERIOD (2023)		CURRENT PERIOD (2024)				INC/DE C	REMARKS/ JUSTIFICATION
	TARGET	ACTUAL	TARGET	ACTUAL	VARIANCE	ACCOMP RATE		
1	2	3	4	5	6=5-4	7=5/4	8=5-3	9
Outcome Indicator								
1. Number of research outputs in the last three years utilized by the industry or by other beneficiaries	9	20	9	10	+1	111.11 %	-10	The establishment and promotion of collaboration between industry and academic partners, as well as the alignment of research with industry needs and the availability of funding for research initiatives, are essential for enhancing the impact and applicability of research outputs. As of December 31, 2024, the office has reported a total of sixteen (10) research outputs that are actively utilized by industry stakeholders or other beneficiaries, demonstrating a tangible connection between academic research and real-world applications.
Output Indicator								
1: Number of research outputs completed within the year	40	60	40	145	+105	362.50 %	+85	The total number of research outputs completed within the year has already exceeded the target of one hundred forty-five (145) outputs. This achievement reflects a commitment to producing high-quality work that meets both academic standards and societal needs.
2: Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	40%	97.61% (82/84)	40%	74.86% (131/175)	+34.89%	187.15 %	-22.75 %	A total of 131 papers have been published in internationally refereed or CHED-recognized journals over the past four quarters. This achievement accounts for 74.86% of the university's annual publication target, reflecting a strong commitment to research dissemination.

TECHNICAL ADVISORY AND EXTENSION PROGRAM

OO 4: COMMUNITY ENGAGEMENT INCREASED

KEY OUTCOME/OUTPUT PERFORMANCE INDICATORS (KOPIs)	PREVIOUS/COMPARABLE PERIOD (2023)		CURRENT PERIOD (2024)				INC/DEC	REMARKS/ JUSTIFICATION
	TARGET	ACTUAL	TARGET	ACTUAL	VARIANCE	ACCOMP RATE		
1	2	3	4	5	6=5-4	7=5/4	8=5-3	9
Outcome Indicator								
1. Number of active partnerships with LGUs industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	9	12	9	26	+17	288.88%	+14	A total of twenty-six (26) active partnerships, reflecting a robust commitment to collaborative initiatives
Output Indicator								
1. Number of trainees weighted by the length of training	1,500	2665.75	1,500	4,613	+3,113	307.53%	+1,947.25	The number of trainees has reached a notable 4,613 which indicates a significant increase in the number of training sessions and workshops conducted.



TECHNICAL ADVISORY AND EXTENSION PROGRAM

OO 4: COMMUNITY ENGAGEMENT INCREASED

KEY OUTCOME/OUTPUT PERFORMANCE INDICATORS (KOPIs)	PREVIOUS/COMPARABLE PERIOD (2023)		CURRENT PERIOD (2024)				INC/DEC	REMARKS/ JUSTIFICATION
	TARGET	ACTUAL	TARGET	ACTUAL	VARIANCE	ACCOMP RATE		
1	2	3	4	5	6=5-4	7=5/4	8=5-3	9
Output Indicator								
2. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	10	12	10	15	+5	150%	+3	Currently, the office offers a total of Ten (10) extension programs, distributed as follows: four (4) programs in Q1, four (4) programs in Q2, one (1) program in Q3, and one (1) program in Q4. This expansion in extension offerings highlights the university's ongoing efforts to address community needs and enhance outreach.
3. Percentage of beneficiaries who rate the training course/s as satisfactory or higher in terms of quality and relevance	70%	99.52% (1,858/1,867)	70%	84.54% (2,850/3,371)	+14.54%	120.77 %	-14.98 %	The university achieved 84.54% with an accomplishment rate of 120.77%. The increased signifies not only improved outreach and engagement but also enhanced satisfaction among beneficiaries, reflecting the effectiveness of the university's extension services.

C. REVENUE PERFORMANCE

Income (per BESF)	Previous/ Comparable Period		Current Period				Inc/Dec	Remarks/ Justification
	Target	Actual	Target	Actual	Variance	Accomp Rate		
1	2	3	4	5	6=5-4	7=5/4	8=5-3	9
Tuition Fees	75,976	76,871	98,985	57,529	(41,456)	58.12%	- 19,342	The University Target was based on the estimated number of enrollees for 2024, however, DBM allocated FHE subsidy for 2024 amounting to 237,800,000.00 which was based on the Universty's actual enrollment in 2022. In 2024 the DBM only issued cash amounting to Php.116,197,811.66 which covered the actual enrollment in the 2nd Sem., AY 2023-2024. However, for the billing covering the Midyear Term 2023-2024 and 1st Sem, AY 2024-2025 with actual enrollment of 2,758 and 16,137, respectively, the DBM only Php. 92,146,188.00, as this amount is the balance from the FHE subsidy of CSU per 2024 GAA. As such, for 2024, the University has recorded Php. 60,664,707.20 as deficiency for FHE Subsidy based on its actual enrollment for the period covered in FY 2024.
Income Collected from Students	89,476	109,424	122,328	85,959	(36,369)	70.27%	- 23,465	
Income from Revolving Fund	27,188	21,783	32,435	31,365	(1,070)	96.70%	9,582	
TOTAL	192,640	208,078	253,748	174,853	(78,895)	68.91%		



D. FINDINGS AND ACTION ITEMS

FINDINGS	ACTION ITEMS	TIMELINES (MM/YYYY)	RESPONSIBLE UNIT
1	2	3	4
FINANCIAL REPPORMANCE			
For the Regular Agency Fund (RAF), 92,146,188 of the 237,800,000.00 allocation for FHE Subsidy was not issued cash by the DBM thus, contributing to the low Disbursements BUR or the ratio of total disbursements (cash and non cash excluding personnel services) to total obligations under this fund of 70.62%. Moreover, the unpaid obligations are consist of the following: a)The unpaid 2024 Free Higher Education Subsidy amounting to Php. 92,146,188.00 was not disbursed in consideration that no cash was released by the Department of Budget and management (DBM) b) activities conducted towards the end of the year which payments of the expenses and other procurement done related thereof will only be done once the required documents are submitted. c) contracts for the Janitorial and the Security Services will end on April 2, 2025 and June 2025, respectively. As such, security services will still be rendered up to the said period. Thus, disbursement will only be done after the said period. d) billings for utilities, and internet & mobile subscriptions for the month of Dec 2024, which were paid in January 2025. e) The withholding and local taxes which were only remitted in January 2025. f) warranty retentions which will only be released after three (3) months for supplies and materials and one (1) year for equipment and infrastructure projects or upon submission of surety bonds.	The following outlines the actions resorted to and will be conducted to address the aforesaid findings: a) filed a request before the DBM the release of NCA for the 92,146,188.00 unpaid FHE Subsify for 2024 based on GAA 2024; b) paid a portion of the accounts payable, particularly the 2024 FHE Subsidy to augment the 2025 funds of the IGF as doing the same is compliant to prrtinent provisions of the National Budget Circular No.595 dated January, 20, 2025 on the 2025 Release of Funds; c) encourage the Cost Centers to carefully craft their respective Work and Financial Plans to minimize the need for realignments and to program majority of the PPAs within the first three quarters of the year to ensure on time disbursements	February 2025 February 2025 January 2025	a) Top Management; b) Internal Fiscal Committee c)Cost Center Managers; d) Procurement; e) Supply Office; and f)Finance and Management Services Units

D. FINDINGS AND ACTION ITEMS

FINDINGS	ACTION ITEMS	TIMELINES (MM/YYYY)	RESPONSIBLE UNIT
1	2	3	4
FINANCIAL REPERFORMANCE			
For the Internally Generated Fund (IGF), unexpended allotments are attributable to the following: a) generated savings from mandatory expenses due to strict implemnentation of austherity measures; b) savings from the Other Professional Services account due to the implmentation of granting of COS status to faculty members with full-fledged Master's Degree holders, otherwise they shall be given the lower lecturer rates; c) delays in the procurement process which is brought forth by erratic schedule of the Board of Regents meetings where approval of budget realignment and some of the procurement documents will be done. As regards, unpaid obligations, majority are attributable to the 92,146,188.00 uncollected FHE Subsidy from the DBM for year 2024 per GAA allocation. Also the actual billing for the 1st semester 2024-2025 was not fully funded by the DBM because they only based the allocation of FHE per GAA 2024.	The following outlines the actions resorted to and will be conducted to address the aforesaid findings: a) filed a request before the DBM the release of NCA for the Php92,146,188.00 unpaid FHE Subsify for 2024 based on GAA 2024; b) paid a portion of the accounts payable, particularly the 2024 FHE Subsidy to augment the 2025 funds of the IGF as doing the same is compliant to prtinent provisions of the National Budget Circular No.595 dated January, 20, 2025 on the 2025 Release of Funds; c) submit the 2026 Proposed Busget of the RAF reflecting the projectyed enrollment of the Universiity rather than reflecting the data two years back to adress the increasing FHE subsidy deficiency; and d) encourage the Cost Centers to carefully craft their respective Work and Financial Plans to minimize the need for realignments and to program majority of the PPAs within the first three quarters of the year to ensure on time disbursements.	February 2025 February 2025 March 2025 During Budget Proposal	a) Top Management; b) Internal Fiscal Committee c)Cost Center Managers; d) Procurement; e) Supply Office; and f)Finance and Management Services Units

D. FINDINGS AND ACTION ITEMS

FINDINGS	ACTION ITEMS	TIMELINES (MM/YYYY)	RESPONSIBLE UNIT
1	2	3	4
REVENUE REPFORMANCE			
'For IGF the last three years the University collection for FHE is always lesser than the amount paid by DBM which resulted to FHE Subsidy deficiency of Php174,057,984.87 as of December 31, 2024	In submitting Annual Budget Proposal under RAF the proposed FHE Subsidy allocation must be based on projected enrollment for the upcoming year sather than reflecting the actual data two years back to ensure all billed amount will be paid accordingly.	Every Year	a) Top Management; b) Internal Fiscal Committee c) OVPA d) OAS; e) Office of the Registrar; and f)Finance and Management Services Units
'For BRF, there is insufficient cash collections in some cost centers. Despite the approved budget, actual revenues generated were lower than expected, limiting the available cash for expenditure. The shortfall affected the implementation of planned activities and procurement of the cost centers, resulting in delayed or reduced spending.	The following outlines the actions resorted to and will be conducted to address the aforesaid findings: a) require the Cost Centers to propose realistic estimates and the same should be tempred with the average actual collections for the last three years. This shall then form basis in allocatinmgh the respective busget of each IGP project. b) evaluate the provision of the IGP manual to provide additional enticing benefits to IGP managers to increase collection.	During budget proposal 2025	a) Top Management; b) Internal Fiscal Committee c) OVPAF d) ORGES; e)Cost Center Heads; and f)Finance and Management Services Units



STATUS OF LOCALLY-FUNDED PROJECTS

INFRASTRUCTURE PROJECTS

COMPLETION OF UNIVERSITY GYMNASIUM & CULTURAL CENTER (PHASE I)

PROJECT STATUS: 100% COMPLETED



COMPLETION OF UNIVERSITY GYMNASIUM & CULTURAL CENTER (PHASE I-B)

PROJECT STATUS: 100% COMPLETED



STATUS OF LOCALLY-FUNDED PROJECTS

RDE PROJECTS

PROJECTS	PERCENTAGE OF COMPLETION	REMARKS
Development of a Community Based Psychosocial Support Program for Rural Communities in Caraga	75%	The project is currently at a 75% completion rate, with a disbursement rate of 72.70%. This progress is primarily attributed to the objective of procuring essential office materials and supplies, covering travel expenses, and securing other professional services. To maintain this momentum and ensure timely disbursement, it is crucial for the research project team to adhere to the established timeline outlined in the work and financial plan.
Communication Pathways of Falcata Adoption Among Farmers in Agusan del Sur, Philippines	79%	The project has made significant progress, with 79% of the work completed and 81% of the funds utilized. To ensure the project continues to move forward smoothly and that expenditures remain efficient, it is essential to adhere to the planned timeline and budget.
Biodiversity Assessment of the Poposed Local Conservation Area in Barangay Sumile, Butuan City	99%	As of December 10, 2024, the project has incurred 99% of its total approved budget. This amount has been utilized across various project activities.
HITSAS-TULAY (Tuyhakaw sa Kabatan-onang Lumad)	79%	As of December 10, 2024, the project has successfully completed 79% of its deliverables; however, we have encountered some challenges that have impacted our progress. One significant issue is the delay caused by a change in the project area, which required additional time for planning and adaptation to the new context. Additionally, the procurement of essential items for project activities has been hindered, slowing down the implementation of key tasks.
MUGNA Caraga: Mentoring and Upskilling Groups Towards Their Action-Response	99%	The project has successfully completed its deliverables despite facing several challenges, particularly regarding the availability of vehicles for project activities. Although a fuel allowance was allocated, the CSU vehicles were not accessible when needed. As a result, the team opted to rent a van, which introduced additional complexities to the procurement process, requiring further approval for the Project Procurement Management Plan (PPMP).

RESEARCH AND DEVELOPMENT PROJECTS

Development of a Community-based Psychosocial Support Program for Rural Communities in Caraga

- Conducted a Workshop on Data Gathering Tool (July 2-3, 2024); (August 21-23, 2024)
- Coordination Meeting with Target Barangays - Agusan del Sur (July 8-9, 2024), Surigao del Sur (July 24, 2024), (Barobo, Surigao del Sur) (September 19, 25-27, 2024)
- Enumerator's Orientation and Training (August 8-9, 2024)
- Protected Area Management Board - Executive Committee Meeting (August 20, 2024)
- Conducted Field Data Gathering: Coding and Analysis Workshop (Oct. 17-18, 2024)
- Follow-up Meeting with Target Barangays - Agusan del Sur (Oct. 21-22, 2024) and Surigao del Sur (Nov. 14, 2024)
- Presentation of Results - Agusan del Sur (Nov. 18-19, 2024) and Surigao del Sur (Nov. 27-28, 2024)
- Conducted Workshop on Module Writing (Dec. 2-4, 2024)
- Participation in OVPRDIE Monitoring and Evaluation of Locally Funded Projects (Dec. 9-11, 2024)



RESEARCH AND DEVELOPMENT PROJECTS

Communication Pathways of Falcata Adoption among Farmers in Agusan del Sur

- Conducted Training on Policy Brief Writeshop, Online Survey Tool and Quantitative Data Analysis and Writeshop
- Conducted Quarterly meeting cum Project Consultant
- Conducted Training on Project Finalization
- Conducted Evaluating Research Project Outcomes: Exploring Pathways for Future Growth and Strategic Opportunity Development
- Attended the National Communication Research Conference at De La Salle University



Biodiversity Assessment of the Proposed Local Conservation Area (LCA) in Barangay Sumile, Butuan City

- Coordination Meeting with the City Environment and Natural Resources Office (CENRO) Regarding Biological Profiling to be Implemented in Barangay Sumile, Agusan del Norte
- Research Presentation regarding the CSU-CRÈME 2024 Research Initiative
- “Biodiversity Assessment in the Proposed Local Conservation Area (LCA) in Barangay Sumile” and Issuance of Prior Informed Consent (PIC) Certificate
- Site Points Pre-identifications and Short Project Team Discussion for the Reconnaissance Activity for the Month of February



EXTENSION PROJECTS

HITSAS-TULAY (Tuyhakaw sa Kabatan-onang Lumad)

- Seminar on Child Abuse
- Values Formation
- Parent and Child Encounter
- Crafting a Customized Training Manual for GST: Empowering Local Understanding
- Ceremonial MOA Signing with the Barangay LGU of Baan Km. 3

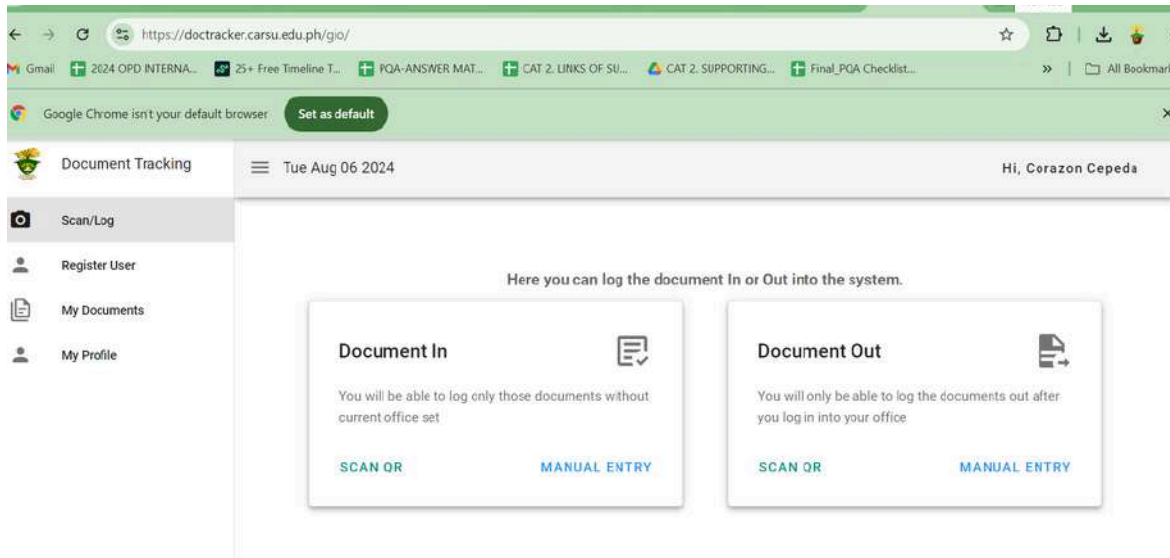


MUGNA Caraga: Mentoring and Upskilling Groups Towards Their Action-Response

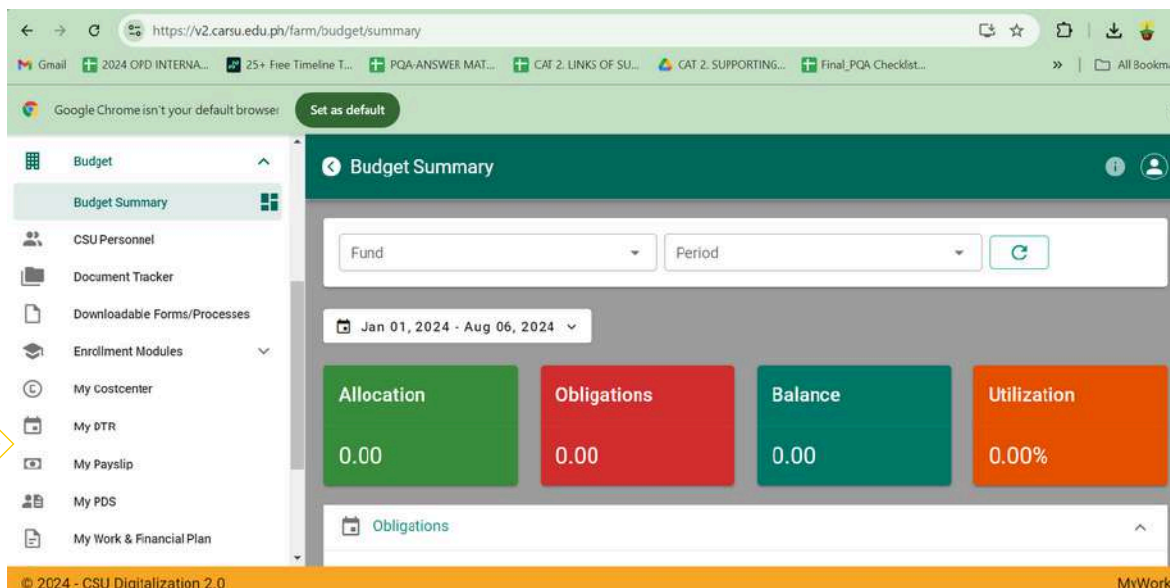
- Training-Workshop on the Development of the Participatory Action Research Development for Basic Education
- Seminar-training on the Indigenous People Mathematics Education Learning Needs and Monitoring and Evaluation of Partner School
- Conducted outreach program for the indigenous people (IP) students of Tagkiling Tribal High School



BEST PRACTICES



Operationalized the Web-based Document Tracking System that has the capability of updating documents, storing, retrieval, sharing and tracking of documents within the University. The system will store reports and display status for actions.



Implemented the Web-based Work and Financial Plan System which is linked with the Financial Automated Resource Management System (FARMS) to generate real time and uniform reportorial system of financial matters which will be submitted to appropriate oversight authorities.

BEST PRACTICES

Operationalized the Document Controller System to maintain, organized, upload and scan documents ensuring proper and secure storage for ISO-related documents.

The screenshot displays the 'Document Controller' interface. At the top, there's a navigation bar with a 'Click to visit Old MyWork' link. Below it, a summary section shows three key metrics: 171 Forms, 0 Manuals, and 186 Processes. Each metric includes a 'Free Access' and 'For Request' count. Below the summary, there are three 'Top 3' lists: 'Top 3 Documents (Most Viewed Documents)', 'Top 3 Documents (Most Requested Documents)', and 'Top 3 Offices (With Most Viewed Documents)'. The bottom section, titled 'Requests', contains a table with columns for Ref. No., Title, Description, Type, Date Requested, Requestor, Purpose, Status, and Actions. The table lists three requests, all with a 'Pending for Approval' status.

Ref. No.	Title	Description	Type	Date Requested	Requestor	Purpose	Status	Actions
F-HUM-001	Request for Overtime	To officially document and authorize additional work hours for employees, while adhering to labor regulations and providing adequate compensation.	Form	Feb 21, 2025 9:05 AM	DIONES, AIREEN	To prepare the CSW of APP's for the AdminCouncil and CSW for BOR Meeting	Pending for Approval	Actions
F-Supply-008	Inventory Request Form	To monitor each request of inventory of the equipment assigned per end-user of Caraga State University.	Form	Feb 17, 2025 11:59 AM	AUSTRAL, TOMAS	for proper turn over of other equipment and other materials	Pending for Approval	Actions
F-OCID-003	Document Review Form	To facilitate the evaluation of the submitted instructional material	Form	Feb 17, 2025	BALBIN, ARIAN	For revision	Pending for Approval	Actions



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