



CARAGA STATE UNIVERSITY

Competence Service Uprightness

AGENCY PERFORMANCE REVIEW REPORT

AS OF DECEMBER 31, 2020



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Executive Summary

As a higher education that gives life to a community of dedicated and committed public servants, the Caraga State University takes cognizance of continuity as a touchstone of public service notwithstanding the myriad of certain and uncertain risks triggered by COVID-19 pandemic. In the same vein, the call of national government for efficient, responsible, and disciplined utilization of the National Budget remains despite the abundance of current limitations.

Enamored with innovation, creativity and quick thinking in the delivery of its critical functions on instructions, research and core administrative services, CSU has remained steadfast in the pursuit of attaining its targets and performance indicators.

This Agency Performance Review (APR) Report embodies the accomplishments of CSU, both physical and financial as of December 31, 2020. More specifically, this report presents the performance of CSU in the different indicators for physical target set under the General Appropriations Act F.Y. 2020. The enormous feat of **achieving all the physical targets for F.Y. 2020** (with the exception of the PRC board exam performance due to suspension of licensure exams), is further discussed in this APR Report underscoring the several facilitating factors.

Further, the report reflects the rigid and concerted efforts of the University to continuously monitor the utilization efficiency and effectiveness of public funds committed to the University's keeping in compliance with the cash budgeting system policy of the national government. The financial performance was carefully discussed so as to capture the clearer picture of the fiscal position of CSU with justifications and corresponding supporting documents.

Yielding to the mantra of the University to continuously improve and reinvent itself to keep afloat in the demands of the changing time, the report not only includes the summary of findings and in-depth analysis of the facilitating factors and the bottlenecks of achieving the physical and financial targets but also features catch-up plans and recommendations to further improve the performance of CSU in F.Y. 2021. Key learnings in the implementation of programs, projects and activities amidst such challenging times to serve as springboards as we embark onto another fiscal year.

Overall, the University's performance reflects the current institutional adjustments and initiatives in view of the unprecedented global crisis. In view of the undertaken strategies and identified stop-gap measures, CSU constantly assess the results thereof, to have a better understanding of what is working and why, and leverage it to increase inclusion and innovation. With vigor and sheer determination, these issues and challenges shall serve as the driving force of the University for the best interest of quality higher education.



Background of the Agency

A. Mandate:

The University shall primarily provide advanced 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. (Sec. 2, Republic Act No. 9854)

B. Vision

A globally-engaged University excelling in science, engineering and the arts.

C. Mission

Caraga State University endeavors to produce globally-competitive and socially responsible human capital towards the sustainable and inclusive development of Caraga Region and beyond.

D. Core Values

Competence Service; and Uprightness

E. Strategic Objective

As enshrined in the Approved BOR Resolution No. 46-14, s. 2019, the strategic goals of the CSU are as follows:

- a) Pursue internationalization of education
- b) Enhance organizational performance for internal efficiency, effectiveness and innovation
- c) Promote new synergies of People, Programs and Partnerships

From these strategies, the following goals are formulated:

Goal 1: Improve academic quality and relevance for national competitiveness and global engagement.

Goal 2: Provide an enriching student experience

Goal 3: Improve research productivity and utilization for inclusive socio-economic development

Goal 4: Intensify responsiveness and sustainability of community engagement

Goal 5: Sustain Quality Management System (QMS)

Goal 6: Strengthen Human Resource Management System



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

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



PHYSICAL PERFORMANCE REPORT

(as of December 31, 2020)



FY 2020 PHYSICAL TARGETS AND ACCOMPLISHMENTS (January – December 2020)

Program/ Performance Indicators	FY 2020 Physical Targets/ Accomplishments										
	Targets					Actual					Variance
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total	
Higher Education Services											
Outcome Indicators											
1 - Percentage of first-time licensure exam-takers that pass the licensure exams	-	-		101.10% of NPR	101.10% of NPR	-	-	-	-	2020 PRC board examinations were postponed due to COVID-19 pandemic	-
2 - Percentage of graduates (2 years prior) that are employed	-	65%		-	65%	-	67.41% (933/1,384)	-	-	67.41% (933/1,384)	2.41%
Output Indicators											
1 - Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	-	65%		-	65%	-	-	88.41% (7,928/8,967)	-	88.41% (7,928/8,967)	+23.41%
2 - Percentage of undergraduate programs with accreditation	-	20%		-	20%	-	-	-	100% (26/26	100% (26/26	+80%



Program/ Performance Indicators	FY 2020 Physical Targets/ Accomplishments										
	Targets					Actual					Variance
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total	
Advanced Education Services											
Outcome Indicators											
1 - Percentage of graduate school faculty engaged in research work applied in any of the following:											
b. actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research, social science research)		-	50%	-	50%	-	-	76.83% (63/82)	-	76.83% (63/82)	+26.83%
Output Indicators											
1 - Percentage of graduate students enrolled in research degree programs		70%		-	70%	-	-	100% (787/787)	-	100% (787/787)	+30%
2 - Percentage of accredited graduate programs	-	-	20%	-	20%	-	-	-	81.82% (9/11)	81.82% (9/11)	+61.82%



Program/ Performance Indicators	FY 2020 Physical Targets/ Accomplishments										
	Targets					Actual					Variance
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total	
Research Services											
Outcome Indicators											
1 - Number of research outputs in the last three years utilized by the industry or by other beneficiaries	-	-	-	9	9	9	6	4	1	20	+11
Output Indicators											
1 - Number of research outputs completed within the year	-	-	-	55	55	31	23	24	36	114	+59
2 - Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	-	-	-	50%	50%	15.91% (14/88)	19.32% (17/88)	14.77% (13/88)	21.60% (19/88)	71.59% (63/88)	+21.59%



Program/ Performance Indicators	FY 2020 Physical Targets/ Accomplishments										
	Targets					Actual					Variance
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total	
Technical Advisory Extension Services											
<i>Outcome Indicators</i>											
1 - Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	-	-	-	9	9	40	3	4	1	48	+39
<i>Output Indicators</i>											
1 - Number of trainees weighted by the length of training	-	-	-	1,500	1,500	376.50	528.50	5,733.50	9,264.25	15,902.75	+14,402.75
2 - Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	-	-	-	10	10	12	3	2	3	20	+10
3 - Percentage of beneficiaries who rate the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	-	-	-	-	70%	66.54% (181/272)	99.21% (126/127)	99.90% (5,858/5,864)	100.30% (7,812/7,789)	99.47% (13,977/14,052)	+29.47%



Review of Findings for Physical Accomplishments

Beset in a global health crisis of an enormous proportion, CSU consider it as a monumental feat of not only achieving, but also exceeding all the physical targets for physical targets enshrined in the GAA 2020. As the pandemic continuously wreaks havoc across the globe and even in the local communities in the region, the pressing situation has spurred the entire workforce of the University to accelerate and deepen our concerted efforts to accomplish our academic mission. Specifically, these are the strategies and initiatives undertaken by the University which provide the leverage in accomplishing our targets:

OUTCOME/ OUTPUT INDICATOR	FACILITATING FACTORS
HIGHER EDUCATION SERVICES	
Outcome Indicators	
1. Percentage of first-time licensure exam-takers that pass the licensure exams	✓ While there is no actual accomplishment on this particular indicator pursuant to the PRC Resolutions declaring the postponement of board examinations, the University conducted online mock examinations to ensure that CSU board takers are prepared for upcoming PRC licensure examinations.
2. Percentage of graduates (2 years prior) that are employed	✓ A project team was constituted for the Graduate Tracer Study who are charged with coordinating the graduates. The team shall regularly submit their accomplishment. ✓ Active involvement among different colleges and the Alumni Office to intensify administration of online tracer study
Output Indicators	
1. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	✓ Maintenance optimal functioning of online admission and enrollment system.
2. Percentage of undergraduate programs with accreditation	✓ The University underwent to virtual program accreditation with AACCUP.
ADVANCED EDUCATION SERVICES	
Outcome Indicator	
1. Percentage of graduate school faculty engaged in research work	✓ Provide support mechanisms and enabling policies and environment for research like incentives, rewards, time release, etc. ✓ Ensure engagement of graduate school faculty members to conduct researches ✓ Willpower of the administration to push implementation of NBC 461
Output Indicators	
1. Percentage of graduate students enrolled in research degree programs	✓ Since all of the graduate students are enrolled in research degree programs, the University ensures that there are optimal functioning of online admission and enrollment system ✓ Further, online classes are conducted to ensure continuity of classes among graduate students



	and administration of comprehensive exam as pre-requisite in conducting research studies.
2. Percentage of accredited graduate programs	✓ The University underwent to virtual program accreditation with AACUP.
RESEARCH PROGRAM	
Outcome Indicator	
1. Number of research outputs in the last three years utilized by the industry or by other beneficiaries	✓ Conduct of in-house research review using online platforms.
Output Indicators	
1. Number of research outputs completed within the year	✓ The strategy is to present the research outputs during the SciTech4Dev 2020 Forum which is scheduled in September-October 2020. ✓ Prepare conduct of in-house research review using online platforms
2. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	✓ Conduct of in-house research review using online platforms
TECHNICAL ADVISORY AND EXTENSION PROGRAM	
Outcome Indicator	
1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	✓ Formidable commitment of the Research Development and Extension (RDE) Services of the University to contribute to the COVID-19 response through its vast areas of expertise. ✓ Strong commitment of the University to the Caraga Response and Recovery Plan (RRP) ✓ Forging partnership with stakeholders for funding of COVID-19 related research projects and initiatives ✓ Participation of extensionist to webinars on topics relating to project implementation relating to COVID-19 response and adopting to the new normal ✓ Creation of Task Force Jeremiah pursuant to Special Order No.133, s. 2020. The task force, named after the prophet Jeremiah who is the prophet of crisis and hope, was implemented to help mitigate the impact of this global health crisis. This served as a platform for providing food and non-food items, psychosocial first aid of the identified clientele. It also includes referrals to the appropriate networks in-charge in the provision of other basic needs of its clientele after the conduct of needs assessment through intake interviews. Also, the task force shall cater to requests from partners, especially on the provision of personal protective equipment (PPE) and other necessities of the frontline service providers. ✓ Conduct of close coordination meeting with project/program on redesigning the



	implementation of on-going extension projects to be done virtually ✓ Call for COVID-related extension project proposals
Output Indicators	
1. Number of trainees weighted by the length of training	✓ Revisiting of the attendance of the training conducted considering the new normal wherein the attendance at first was not done using a google sheet. ✓ Close monitoring of different cost centers on the conduct of pipeline training activities for the remaining months of the F.Y. 2020 ✓ Maximizing technological as means of implementing training course/s and advisory services
2. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	✓ Formidable commitment of the Research Development and Extension (RDE) Services of the University to contribute to the COVID-19 response through its vast areas of expertise. ✓ Strong commitment of the University to the Caraga Response and Recovery Plan (RRP) ✓ Forging partnership with stakeholders for funding of COVID-19 related research projects and initiatives
3. Percentage of beneficiaries who rate the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	✓ Close coordination of different cost centers on the conduct of pipeline training activities of the F.Y. 2020 ✓ Maximizing technological as means of implementing training course/s and advisory services



FINANCIAL PERFORMANCE REPORT

(as of December 31, 2020)



Financial Accomplishment

Regular Agency Funds (GAA)

1. Current Appropriations

Particulars	Allotment	Obligation	Disbursement	Obligation BUR	Disbursement BUR
Personnel Services	198,881,837.00	198,881,836.66	198,267,139.53	100.00%	99.69%
MOOE	29,956,718.00	29,956,718.00	28,328,339.92	100.00%	94.56%
Capital Outlay	405,237,522.00	403,063,017.38	195,741,704.94	99.46%	48.56%
RLIP	4,897,389.00	4,897,388.92	4,897,388.92	100.00%	100.00%
TOTAL	638,973,466.00	636,798,960.96	427,234,573.31	99.66%	67.09%

2. Continuing Appropriations*

Particulars	Allotment	Obligation	Disbursement	Obligation BUR	Disbursement BUR
Personnel Services				%	%
MOOE				%	%
Capital Outlay				%	%
RLIP				%	%
TOTAL				%	%

*No continuing appropriations for F.Y. 2020



3. Total Appropriations

Particulars	Allotment	Obligation	Disbursement	Obligation BUR	Disbursement BUR
Personnel Services	198,881,837.00	198,881,836.66	198,267,139.53	100.00%	99.69%
MOOE	29,956,718.00	29,956,718.00	28,328,339.92	100.00%	94.56%
Capital Outlay	405,237,522.00	403,063,017.38	195,741,704.94	99.46%	48.56%
RLIP	4,897,389.00	4,897,388.92	4,897,388.92	100.00%	100.00%
TOTAL	638,973,466.00	636,798,960.96	427,234,573.31	99.66%	67.09%

JUSTIFICATION FOR UNOBLIGATED BUDGET (RAF)

Under Regular Agency Fund, the approved budget for Personnel Services and Maintenance and Other Operating Expenses were fully obligated. For Locally-Funded Projects, only ₱2,174,504.62 or 0.53% is unobligated out of the ₱405,237,522.00 approved budget. The unobligated amount for Locally-Funded Projects is the remaining amount after the Approved Budget was deducted of the Contract Price, the Variation Order and the Administrative Costs. The remaining amount is reported as Continuing Appropriations of FY 2020 and will be used to fund activities pertaining to other scope of work.

The University followed the Early Procurement scheme particularly for the infrastructure projects of the University. Hiring of personnel to man the pre-implementation and the implementation phase of each project has been done by the University to ensure that pre-implementation and implementation phase goes well and in accordance with the government rulings.



JUSTIFICATION ON LOWER DISBURSEMENTS BUR FOR REGULAR AGENCY FUND (RAF)

Maintenance and Other Operating Expenses = 28,328,339.92 /29,956,718.00 = 94.56%

Particulars	Obligations	Disbursements	Balances	Remarks/Justifications
Travelling Expense	2,073,833.40	2,062,846.40	10,987.00	- Adjustment is to be made for the TEV to attend the Mindanao Cluster Call Conference in Davao City on February 2-4, 2020. - Supporting documents for reimbursement of travel were not complete
Training Expense	618,849.80	560,138.67	58,711.13	- Training Workshop on Course Syllabi Making, TOS and Item Analysis was conducted on February 27-28, 2020 but was not paid because no billing was submitted by the provider. Their business has been closed. - The balance also includes the taxes withheld of P300.00 for the month of December 2020 but remitted on January 2021.
Supplies and Materials Expense	4,721,303.62	4,233,090.88	488,212.74	- The balance included 1% warranty retention of P13,316.40 to be refunded to the supplier after three months of delivery - The balance also included taxes withheld of P1,555.49 for the month of December 2020 but remitted on January 2021.
Utilities	4,086,023.99	4,017,101.99	68,922.00	Adjustment is to be made for the drinking water for the operation of different CSU Admin & Colleges for the month of January to December 2020. Because of the pandemic/lockdown that we experienced, no delivery of such was made for almost 3 months. Thus, affecting the utilization.



Particulars	Obligations	Disbursement s	Balances	Remarks/Justifications
				▪ The balance also includes the taxes withheld for the month of December 2020 but remitted on January 2021.
Communication Expense	663,520.15	653,217.73	10,302.42	▪ The balance was the taxes withheld for the month of December 2020 but remitted on January 2021.
Awards/Rewards and Prizes	2,100,500.00	2,100,500.00	0.00	
Survey, Research Exploration and Development Expenses	81,542.50	74,642.50	6,900.00	▪ The balance was the taxes withheld for the month of December 2020 but remitted on January 2021.
Extraordinary and Misc. Expenses	198,000.00	198,000.00	0.00	
Professional Fees (PF) Services	5,963,468.40	5,452,287.79	511,180.61	▪ The balance includes 2020 Gratuity Pay of the Non-Permanent Employee which was paid on January 2021. ▪ The DBM issuance pertinent thereto was dated last December 28, 2020.
General Services	1,771,498.10	1,767,401.80	4,096.30	▪ The balance was the taxes withheld for the month of December 2020 but remitted on January 2021.
Repair and maintenance – Building and Other Structures	1,282,059.25	1,093,525.06	188,534.19	▪ Repair and maintenance of CSUCC Building in the amount of ₱186,233.00 was completed on 2021, thus, no payment was made for 2020 ▪ The balance included the 10% warranty retention to be refunded to the contractor after one year of completion or upon submission of surety bond; and ▪ The balance includes the taxes withheld for the month of December 2020 but remitted on January 2021.
Repair and maintenance – Machinery and Equipment	152,500.00	88,226.00	64,274.00	▪ Adjustment will be made for the repair and maintenance (Aircon Cleaning) for the different CSU Admin office



Particulars	Obligations	Disbursements	Balances	Remarks/Justifications
				and Colleges since we had budgeted it twice a year. The Aircon cleaning was conducted only once as opposed to its schedule due to the COVID-19 pandemic. ▪ The balance includes the taxes withheld for the month of December 2020 but remitted on January 2021.
Repair and maintenance – Transportation Equipment	116,048.06	116,048.06	0.00	
Taxes, Insurance Premiums and Other Fees	2,769,902.66	2,769,902.66	0.00	
Other Maintenance and Operating Expenses	3,357,668.07	3,141,410.38	216,257.69	▪ Adjustment will be made for the tarpaulin printing for the different CSU activities and signage since some of the activities were not conducted because of the pandemic that we experienced. ▪ The balance includes Printing of RDIE Agenda and Printing of Journal Issue which was not yet delivered by the supplier, thus, resulted to non-payment.

A.2. Capital Outlay = 195,741,704.94 /403,063,017.38 = 48.56%

Name of Project	Contract Price/ Obligations	Disbursements	Balances	Remarks/Justifications
Completion of the State -of – the – Art Library – Phase (Main Campus)	39,553,906.30	28,176,296.11	11,377,610.19	▪ The project was started last February 24, 2020 but due to COVID-19 Pandemic the contractors requested for the suspension of work. Attached approved letter request for suspension of work, notice of



Name of Project	Contract Price/ Obligations	Disbursements	Balances	Remarks/Justifications
				suspension of work and resumption of work. ▪ The delivery of materials was also delayed due to COVID-19 Pandemic. ▪ IATF regulation requiring just 50% of workers to physically report on areas under GCQ and MGCQ ▪ The balance also included 10% warranty retention to be refunded to the contractor after one year of completion or upon submission of surety bond. ▪ The balance also included taxes withheld for the month of December 2020 but remitted on January 2021.
Construction of College of Engineering and Information Technology Complex	67,549,815.90	41,615,702.49	25,934,113.91	▪ The project was started last February 24, 2020 but due to COVID-19 Pandemic the contractors requested for the suspension of work. Attached approved letter request for suspension of work, notice of suspension of work and resumption of work. ▪ The delivery of materials was also delayed due to COVID-19 Pandemic. ▪ IATF regulation requiring just 50% of workers to physically report on areas under GCQ and MGCQ ▪ The balance also included 10% warranty retention to be refunded to the contractor after one year of completion or upon submission of surety bond. ▪ The balance also included taxes withheld for the month of December 2020



Name of Project	Contract Price/ Obligations	Disbursements	Balances	Remarks/Justifications
				but remitted on January 2021.
Completion of Multi-Purpose Building (CAS)	15,995,662.83	12,839,398.15	3,156,264.68	▪ The project was started last February 24, 2020 but due to COVID-19 Pandemic the contractors requested for the suspension of work. Attached approved letter request for suspension of work, notice of suspension of work and resumption of work. ▪ The delivery of materials was also delayed due to COVID-19 Pandemic. ▪ IATF regulation requiring just 50% of workers to physically report on areas under GCQ and MGCQ ▪ The balance also included 10% warranty retention to be refunded to the contractor after one year of completion or upon submission of surety bond. ▪ The balance also included taxes withheld for the month of December 2020 but remitted on January 2021
Improvement of University Academic Building (University Gymnasium, Farm Mechanization Center, Science & Technology Building (Repair and Land Improvement), OA-Land Improvement & Environmental Science Bldg.	96,450,000.00	44,042,178.05	52,407,821.95	▪ The project was started last February 24, 2020 but due to COVID-19 Pandemic the contractors requested for the suspension of work. Attached approved letter request for suspension of work, notice of suspension of work and resumption of work. ▪ IATF regulation requiring just 50% of workers to physically report on areas under GCQ and MGCQ



Name of Project	Contract Price/ Obligations	Disbursements	Balances	Remarks/Justifications
				▪ The delivery of materials was also delayed due to COVID-19 Pandemic. ▪ The balance also included 10% warranty retention to be refunded to the contractor after one year of completion or upon submission of surety bond. ▪ The balance also included taxes withheld for the month of December 2020 but remitted on January 2021
Construction/ Repair/ Rehabilitation of Academic Buildings	26,080,529.20	15,395,748.28	10,684,780.92	▪ The project was started last February 24, 2020 but due to COVID-19 Pandemic the contractors requested for the suspension of work. Attached approved letter request for suspension of work, notice of suspension of work and resumption of work. ▪ The delivery of materials was also delayed due to COVID-19 Pandemic. ▪ The balance also included 10% warranty retention to be refunded to the contractor after one year of completion or upon submission of surety bond. ▪ IATF regulation requiring just 50% of workers to physically report on areas under GCQ and MGCQ ▪ The balance also included taxes withheld for the month of December 2020 but remitted on January 2021
Purchase of furniture and fixtures for the Construction/Com	13,092,930.00	-	13,092,930.00	▪ Procurement Activity was done on January 27, 2020 up to March 13, 2020, but due to COVID-19



Name of Project	Contract Price/ Obligations	Disbursements	Balances	Remarks/Justifications
pletion of the Multi-Purpose Building (CAS)				Pandemic which causes the lockdown, Notice of Award was issued on June 19, 2020. - Further, the contract signing was done only on July 9, 2020 and the Notice to Proceed was then released on July 17, 2020. The supplier requested for an extension of 60 days which was approved by the Head of Agency. - Partial delivery was made on 2020 but payment will be made only upon full delivery of Furniture and Fixtures. Full deliver was made on January 2021.
Equipment, Furniture and land improvement of the State of Art University Library – CSU CC	20,975,266.60	3,927,084.85	17,048,181.75	- The target completion, delivery and installation of the equipment, Furniture and land improvement of the State of Art University Library is on March 2021. - The balance also included 10% warranty retention to be refunded to the contractor after one year of completion or upon submission of surety bond. - The balance also included taxes withheld for the month of December 2020 but remitted on January 2021
Furniture & Fixtures for the Construction/Completion of the State of the Art University Library – CSU Main	41,852,283.75	7,462,318.33	34,389,965.42	- Procurement Activity was done on September 1, 2020 up to November 12, 2020. - Further, the contract signing was done on November 11, 2020 and the Notice to Proceed was then released on November 11, 2020. The target completion of the



Name of Project	Contract Price/ Obligations	Disbursements	Balances	Remarks/Justifications
				said construction is on June 10, 2021. ▪ The balance also included 10% warranty retention to be refunded to the contractor after one year of completion or upon submission of surety bond. ▪ It is deemed necessary that the procurement of the said particulars commences after the completion and approval of the design of fit-out project to ensure the correctness and conformity of the electrical load vis-à-vis the overall interior design of the facility. ▪ The balance also included taxes withheld for the month of December 2020 but remitted on January 2021 ▪ Signing of contract was delayed due to prevailing travel restrictions (contractor is from Davao City)
Establishment of Ladies and Gents Dormitory (CSUCC Phase 1)	17,392,562.26	4,162,715.32	13,229,846.94	▪ The project was started last February 24, 2020 but due to COVID-19 Pandemic the contractors requested for the suspension of work. The target completion of the said construction is on 2021. ▪ IATF regulation requiring just 50% of workers to physically report on areas under GCQ and MGCQ ▪ The balance also included 10% warranty retention to be refunded to the contractor after one year of completion or upon



Name of Project	Contract Price/ Obligations	Disbursements	Balances	Remarks/Justifications
				submission of surety bond. ▪ The balance also included taxes withheld for the month of December 2020 but remitted on January 2021
Establishment of Ladies and Gents Dormitory CSU Main	16,542,338.65	12,759,460.72	3,782,877.93	▪ The Notice to Proceed was received on May 12, 2020 with a contract duration of 270 calendar days which will be completed on February 6, 2021. ▪ IATF regulation requiring just 50% of workers to physically report on areas under GCQ and MGCQ ▪ The balance also included 10% warranty retention to be refunded to the contractor after one year of completion or upon submission of surety bond. ▪ The balance also included taxes withheld for the month of December 2020 but remitted on January 2021
Electrical Equipment and Installation of Electrical Wirings & Devices for the construction / completion of the State-of-the Art University Library.	10,187,340.00	-	10,187,340.00	▪ Procurement Activity was done on November 4, 2020 up to December 29, 2020 including contract signing. Thus, obligation was only made on December 29, 2020 ▪ It is necessary that the procurement of the said particulars commences after the completion and approval of the design of fit-out project to ensure the correctness and conformity of the electrical load vis-à-vis the overall interior design of the facility



Name of Project	Contract Price/ Obligations	Disbursements	Balances	Remarks/Justifications
Electrical Wirings and Panel boards for the Construction / Completion of CAS Building.	1,699,186.00	-	1,699,186.00	- Procurement Activity was done on November 4, 2020 up to December 29, 2020 including contract signing. Thus, obligation was only made on December 29, 2020 - It is necessary that the procurement of the said particular commences after the finalization and integration of the variation orders pertaining change of space use to ensure the correctness and conformity with the electrical load of the whole facility.
Purchase Equipment Completion of the State of the Art University Library and Completion of the Multi-Purpose Building (CAS).	24,466,567.27	17,842,481.60	6,624,085.67	- The supplier of the ICT Equipment received the Notice to Proceed on November 12, 2020 with contract duration of 120 calendar days. The items were only delivered on January 18, 2021, thus, no payment was made for 2020. - The balance also included 10% warranty retention to be refunded to the contractor after one year of completion or upon submission of surety bond. - The balance also included taxes withheld for the month of December 2020 but remitted on January 2021



Internally Generated Funds

Collection Efficiency and Utilization

Nature of Income (in thousand pesos)	FY 2020 Receipts (per FAR 5)				Expenditure s	Collection Performance (Actual over Target)	Utilization Rate (Expenditures over Total Receipts)
	Beginning Balance (01/01/2020)	Target Receipts	Actual Receipts	Total Receipts (12/31/2020)			
Internally Generated Funds	120,138	157,111	134,695	254,833	201,459	85.73%	79.06%
Business Related Funds	13,338	8,977	12,038	25,376	12,708	134%	50.08%
Custodial Funds	31,383	-	115,654	147,037	135,240	-	91.98%
Total Receipts	164,859	166,088	262,387	427,246	349,407	157.98%	81.78%

The target collection for the Internally Generated Fund was not achieved due to uncollected billing for 1st semester 2020-2021 in the amount of ₱86,844,625.61. The Office of the Admission and Scholarship forwarded the request for funding last to the Commission on Higher Education (CHED) Manila on October 20, 2020 but was funded only on January 8, 2021. Attached is the copy of transmittal and bank statement.

Income Utilization per Approved Operating Budget (FAR 2)

Nature of Income (in thousand pesos)	Approved Budget	Utilization	Disbursement	Utilization Rate	Disburse ment Rate
Internally Generated Funds	217,464,455.39	169,085,446.73	141,854,879.74	77.75%	83.90%
Business Related Funds	25,864,327.34	11,624,550.73	10,359,435.15	44.94%	89.12%
Custodial Funds	104,364,237.50	69,402,038.78	57,174,277.44	66.50%	82.38%
Total Receipts	347,693,020.23	250,112,036.24	209,388,592.33	71.93%	83.72%



GENERAL JUSTIFICATION FOR FINANCIAL PERFORMANCE

In Fiscal Year 2020, the Philippines faced a great challenge brought about by the 2019 corona virus which has also affected many countries. Caraga State University was not exempted in experiencing such challenge and how it affected its financial performance for the Internally Generated Fund, Business Related Fund and Custodial fund.

The financial performance of the University was affected by the quarantine status of Butuan City which dictates the mobility of the people and the business sector as well. In consonance with the national issuance, Butuan City Mayor Ronnie Vicente C. Lagnada has issued Executive Order No. 19 placing the entire Butuan City under a localized Community Quarantine effective 12:00 midnight of March 19 up to April 18, 2020. Under a state of localized Community Quarantine, classes and all school activities in all levels was suspended. Also, CHED has issued several advisory pertaining to suspension of classes and the Work from Home scheme or on skeleton force scheme for the employees to protect them from the spreading of the virus. With this, the operation of the University was greatly affected.

Suspension of work for fourteen days for the affected offices in the University has great impact in its procurement process. Specifically, on December 2020, all personnel from Procurement and Supply Offices were placed under mandatory 14-day quarantine after one of the staff had close contact with COVID-19 positive individual.

INTERNALLY GENERATED FUND

For Internally Generated Fund, only ₱169,085,446.73 or 77.75% of the ₱217,464,455.39 approved budget was utilized. The remaining unobligated budget of 22.25% amounting to ₱48,379,008.66 is the effect of the pandemic in observance of the protocols and guidelines issued by the national government and other oversight agencies as well as how it was affected by the private sectors' problem in terms of procurement based on the supply and demand chain. Please see attached table for the justification.

Particulars	Activities not Conducted	Reason/Legal Basis	Amount Unobligated WFP
1.Student Activities	Intramurals, LCO Days, University Days, Entrada 2020, Debate competitions, attendance to various student trainings	CHED COVID-19 Advisory Re Guidelines for the Prevention, Control and Mitigation of	5,015,334.78



Particulars	Activities not Conducted	Reason/Legal Basis	Amount Unobligated WFP
		the Spread of Coronavirus Disease 2019 (COVID-19) in Higher Education Institutions (HEIs)	
2.Culture and Arts Activities	Intramurals, University Days, Attendance to PASUC and MASTS Culture and Arts Competition including payment of contribution, procurement of costumes, payment of contributions	PASUC Advisory No. 19	359,386.46
3.Sports Activities	Intramurals, University Days, Attendance to PASUC and MASTS Culture and Arts Competition including payment of contribution, procurement of sports equipment and uniform for the athletes	PASUC Advisory No. 19	1,958,663.18
4.Laboratory Expenses	Procurement of Laboratory equipment and supplies, attendance to various trainings.	-CHED COVID-19 Advisory -End users opted to procure various equipment in 2021 to align with the CHED requirement per COPC	8,450,129.48
5.Scholarship (TES)		To be returned to CHED. There were scholars who opted to avail the Full Merit Scholarship	112,616.96
6.Printing Activities	Printing of Yearbook including Travelling Expenses of Yearbook staff for the lay-outing	Absence of the students (due to COVID-19 restrictions) to work in finalizing the layout	1,676,553.00
	Printing of student Magazines		1,627,865.00



Particulars	Activities not Conducted	Reason/Legal Basis	Amount Unobligated WFP
	Printing of the Student Handbook	Printing was cancelled in order to incorporate in the Handbook some changes newly approved by the BOR	868,994.99
7.Senior High School Activities	Attendance to training for faculty and students, attendance to competitions	CHED COVID-19 Advisory	2,649,466.92
8. Student Supervision	Deployment of students who were on OJT	CHED COVID-19 Advisory	791,326.43
9. Graduate School Activities		CHED COVID-19 Advisory	3,377,513.53
10. Admin Activities	Remaining balance of Janitorial Expense and other accounts	Standby amount for emergency needs for COVID-19 concerns	418,214.56
11. Activities under Guidance Office	Conduct of Psychological Tests for enrolled students and Renovation of Psychologist Cubicle	No students were allowed to come to the University per CHED COVID-19 Advisory.	299,295.23
12. Clinic	-	Other medicines and medical dental supplies were not procured because students were not present. Utilization Rate is 90%	141,230.10
13. Registrar	Some Supplies and materials for office operations including rent of vehicle	Less expenses due to the absence of the students	606,328.85
14. Library	-Awards and Rewards for Library activities -Janitorial Services -Repair of Office Equipment	CHED COVID-19 Advisory -To be hired in FY 2021	157,457.95



Particulars	Activities not Conducted	Reason/Legal Basis	Amount Unobligated WFP
		- No equipment for repair Utilization Rate is 97%	
15. Information and Communication Technology Center	-Planned Travel -Attendance to Trainings and Seminars -Procurement of ICT Equipment	-CHED COVID-19 Advisory and travel restrictions in accordance with IATF regulations -pending due to transfer of Office to the New Library	1,039,431.42
16. Admission Office	Foreign Travel	-Remaining amount after activities were conducted -CHED COVID-19 Advisory -Travel Restrictions	440,892.48
17.ID Fee	Remaining balance for the salary of COS Staff	Salary of COS was charged to Common Fund	156,116.00
17. NSTP	Attendance to Training, NSTP Days and Other activities of the students	-CHED COVID-19 Advisory and prevailing quarantine protocols	476,992.03
18. Office of Student Affairs and Services	Planned travels, Attendance and conduct of Trainings, Workshop and Seminars.	-Remaining amount after activities were conducted -CHED COVID-19 Advisory	209,920.00
12. Other Expenses	Remaining budget for Student Insurance, Management Information Systems Office, Other professional of the Office oof the Vice President for Academic Affairs	-Remaining amount after activities were conducted -CHED COVID-19 Advisory	130,289.50
13.CSUCC	Honoraria	Overload of Permanent	1,026,843.74



Particulars	Activities not Conducted	Reason/Legal Basis	Amount Unobligated WFP
13.CSUCC		Faculty charged to RAF as advised by the COA Auditor	
	Local and Foreign Travels	CHED COVID-19 Advisory and travel restrictions	313,225.33
	Trainings	CHED COVID-19 Advisory	1,032,224.21
	Scholarship	Provision of dean's list, however, not given due to leniency of the classes during pandemic	300,000.00
	Supplies and Materials	-Remaining amount after activities were conducted -Low maintenance of swimming Pool due to COVID-19 -CHED COVID-19 Advisory	2,495,337.71
	Utilities	Remaining amount after activities were conducted -Low water consumption of swimming Pool due to Covid	135,853.16
	Communication Expenses		302,632.29
	Other Professional Services	savings already, lesser hiring of lecturers, maximize use of regular	3,619,344.42



Particulars	Activities not Conducted	Reason/Legal Basis	Amount Unobligated WFP
		faculty since it is online teaching	
	Janitorial/Security /General Services	Savings already, charged to RAF	541,721.96
	Printing and Publication	savings from yearbook printing, lesser quantity production of Timberland Magazine due to pandemic	586,515.58
	Other Expenses		2,082,129.61
	ICT Equipment	LMS equipment; Due to pandemic, lockdown of Cabadbaran City, WFH scheme, travel restrictions. Included in FY 2021 IGF Approved Budget and already awarded in January, 2021	3,986,549.51
	Other Equipment/Furniture	-Already savings -procurement of Furniture was postponed	555,297.31
	Other Structures	postponement of construction due to pandemic	437,314.98
		Total	48,379,008.66



JUSTIFICATION ON LOWER DISBURSEMENTS BUR FOR INTERNALLY-GENERATED FUND

DISBURSEMENTS BUR

A.1 Maintenance and Other Operating Expenses = $126,819,134.99 / 142,714,666.26 = 88.86\%$

Particulars	Obligations	Disbursements	Balances	Remarks/Justifications
Travelling Expense	1,350,093.56	1,316,386.69	33,706.87	Supporting documents for reimbursement of Agriculture Students who returned from Israel last October 13-16, 2020 were submitted late by the students, thus, payment was made on January 2021.
Training and Scholarship Expense	28,192,666.24	27,924,214.20	268,452.04	- For Adjustment - Scholarship stipend for the NGCP Scholars for the Second Semester AY 2019-2020 - The balance also includes taxes withheld for the month of December 2020 but remitted on January 2021.
Supplies and Materials Expense	16,876,559.77	9,567,282.86	7,309,276.91	- No delivery yet as of December 2020. Thus, resulted to non-payment; and - The balance also includes taxes withheld for the month of December 2020 but remitted on January 2021.
Utilities	3,813,179.00	3,734,853.60	78,325.40	- Billings in the month of December 2020 were obligated on December 29, 2020 and payment was made only in January 2021. - The balance also includes taxes withheld for the month of December 2020 but remitted on January 2021.
Communication Expense	2,752,016.95	2,492,077.23	259,939.72	Billings in the month of December 2020 were obligated on December 29, 2020 and payment was made only in January 2021.



Particulars	Obligations	Disbursement s	Balances	Remarks/Justifications
				▪ The balance also includes taxes withheld for the month of December 2020 but remitted on January 2021.
Awards/Rewards and Prizes	118,086.00	88,686.00	29,400.00	▪ Prizes for the Math-Sci Webinar Contest last December 16, 2020 and CEGS Students Online Festival Last December 3 - 5, 2020 were paid only on January 2021 because no Accountable Officer is available to make a cash advance for the payment of such prizes.
Survey, Research Exploration and Development Expenses	14,312.50	14,312.50	0.00	
Professional Fees (PF) Services	73,206,500.18	70,116,696.46	3,089,803.72	▪ Withholding of Salaries of lecturer under Contract of Service for the period September 16-30, October 16-31, and November 16 - December 15, 2020 because of the No DTR, No Salary policy. Payment will be made once the DTR is submitted to the HRMS Office pursuant to COA Rulings ▪ The balance also includes taxes withheld for the month of December 2020 but remitted on January 2021.
General Services	5,687,651.61	5,067,155.85	620,495.76	▪ Billings for the Security Services for the month of December 2020 were obligated on December 29, 2020 and payment was made only in January 2021. ▪ The balance also includes taxes withheld for the month of December 2020 but remitted on January 2021.
Repair and maintenance – Building and Other Structures	1,662,766.02	1,266,406.18	396,359.84	▪ Repair of wall at Agro Workshop 2 and repainting of CAA Bldg for the CAA lab share and fabrication



Particulars	Obligations	Disbursement s	Balances	Remarks/Justifications
				of tables and window grills for the operation of biology laboratory were only completed on January 2021, thus no payment were made for 2020. ▪ The balance includes 10% retention for the repair which will be refunded after one year of completion or upon submission of surety bond ▪ The balance also includes taxes withheld for the month of December 2020 but remitted on January 2021.
Repair and maintenance – Machinery and Equipment	508,291.00	340,321.88	167,969.12	▪ Electronics parts and equipment for the operation of CEGS laboratory were only delivered on January 2021, thus no payment was made on 2020. ▪ The balance also includes taxes withheld for the month of December 2020 but remitted on January 2021.
Repair and maintenance – Furniture and Fixtures	190,000.00	-	190,000.00	▪ Fabrication of tables and window grills for the operation of biology laboratory was only completed on January 2021, thus no payment was made for 2020
Repair and maintenance – Transportation Equipment	76,745.85	74,064.99	2,680.86	▪ Taxes withheld for the month of December 2020 were remitted on January 2021.
Taxes, Insurance Premiums and Other Fees	775,415.35	726,770.35	48,645.00	▪ Additional Insurance for 2020-2021 students which was paid on January 2021.
Labor and Wages	283,262.50	272,312.50	10,950.00	▪ Salaries of student assistant for the month of December 1-31, 2020 were paid on January 2021.
Other Maintenance and Operating Expenses	7,207,119.73	3,808,593.70	3,398,526.03	▪ For the provision of IT Equipment for the Operation of Online Class, during the first bidding, there is no prospective bidder that bought our bidding



Particulars	Obligations	Disbursement s	Balances	Remarks/Justifications
				documents. So another round of procurement process was conducted with another set of procurement timeline. - For the Online Database Subscription for the Operation of CSU Library, the delay of the issuance of the NTP was caused by the delay of the return of the contract since the document was forwarded to their main office at Birmingham, Alabama. - Purchase Order for Magazine and Folio for the Gold Panicles was served on December 4, 2020 and target delivery is on January 3, 2021. No delivery has been made for the year 2020, thus, no payment has been made. - The balance also includes taxes withheld of P21,314.60 for the month of December 2020 but remitted on January 2021.

A.2 Capital Outlay = 12,894,483.17 / 24,155,716.02 = 53.38%

Particulars	Obligations	Disbursement s	Balances	Remarks/Justifications
Buildings and Other Structures and Infrastructure	1,547,091.02	1,058,194.89	488,896.13	- The balance also includes 10% retention of P91,200.00 which will be refunded after one year of completion or upon submission of surety bond - Fiber Optic Backbone for the operation of MIS Office was delivered on December 18, 2020
Machine and Equipment, and Furniture and Fixtures	20,563,625.00	9,791,288.28	10,772,336.72	Electronics equipment for the operation of CEGS LAB, laboratory equipment for the operation of CEGS Lab, Multimedia Audio System for the State-of-the



Particulars	Obligations	Disbursements	Balances	Remarks/Justifications
				Art University Library , laboratory materials and equipment for the operation of Physics Lab, CAS Chemistry, I.T Equipment for the Operation of CSU Online Class, I.T Equipment for the operation of PE & Sports Center and Culture & Arts, Air-cooling Equipment for the CCIS and CAA Laboratory were not yet delivered, thus no payment has been made for 2020. ▪ The balance also includes taxes withheld for the month of December 2020 but remitted on January 2021.

BUSINESS-RELATED FUND

For the Business-Related Fund (BRF), only 44.94% or ₱11,624,550.73 of the approved budget of ₱25,864,327.34 was obligated. For the 55.06% or ₱14,239,776.61 unobligated approved budget, the following are the reasons:

Cost Centers/ Project	Activities not Conducted	Reason/Legal Basis	Amount
1.Bookshop and Marketing Center	Awards and rewards Office supplies	No activity on giving the awards and rewards due to postponement of PRC Board Exam Schedule due to COVID 19 pandemic. No activity on the procurement of risograph, photocopy, test booklet supplies and materials due to the absence of clients/students.	₱ 1,111,507.39



	Other General Services	Postponement of the fabrication of supplies of TOGA due to the postponement of graduation.	
	Other Professional	Savings intended for the overtime payment were not utilized due to WFH scheme.	
	Other supplies and material expenses	Unutilized amount in the P.E. Uniform and supply of risograph were not purchased due to the implementation of online class of students brought about by the pandemic.	
	Rent/Lease	Rental of photocopy machine from our service provider were affected/postponed.	
		Utilization Rate is 30.13%	
2.Carabao Production	Animal and zoological expense	No available supplies in the local market. Agricultural Supplies (rice bran) was delayed due to unavailability of rice bran in the local area (no harvest of rice bran).	42,031.87
		Utilization Rate is 94.63%	
3. Coconut and Fruit orchard	Awards and rewards	No activity on giving the awards and rewards due to postponement of PRC Board Exam Schedule due to COVID 19 pandemic.	14,890.40
		Utilization Rate is 79.46%	
4. Dairy Processing	Other supplies and materials	Imported Whole milk ingredient in Dairy	55,215.32



		Project delivery was delayed due to the Nationwide Milk Feeding Program Utilization Rate is 94.64%	
5. Dormitory Rental	Other professional services	The unutilized amount of only 15 thousand was intended for the overtime payment of the staff. However, the said amount was unutilized due to WFH scheme Utilization Rate is 88.60%	16,390.24
6. Farm Rental	Other professional services Representation Expense Travelling expense	Hiring of Project development Officer were postponed due to the closure of some IGP Projects affected by the pandemic in the other professional services. Conduct limited number of activities in the office which covers meals and other related. Limitation on the travels due to prevailing quarantine protocols. Utilization Rate is 66.35%	730,435.53
7. Food Innovation Center	Other professional services Representation Expense Travelling expense	Allocation of professional fee and water expenses are higher compared to the actual obligation. Utilization Rate is 66.69%	168,860.44
8. Goat, Sheep and Cattle Production	Animal and zoological expense	Inconsistent suppliers which lead to Unavailability of Agricultural supplies.	4,133.40



		Utilization Rate is 88.21%	
9. Lot/Space Rental	Janitorial, Insurance, and Security	Serve as augmentation to the University for Insurance, Janitorial Expenses, and security Services. However, budget was not fully utilized due to the non-hiring of additional security and janitorial staff. Utilization Rate is 81.38%	206,140.62
10. Organic Agriculture Training Center	Internet Subscription Janitorial Services, and semi expandable furniture and fixtures	Temporary postponement on the procurement of the said items and re-program for 2021. Utilization Rate is 52.47%	198,443.93
11. Rice Production	Other Professional Services Awards and Rewards	Temporary postponement of JO Hiring and No activity on giving the awards and rewards due to postponement of PRC Board Exam Schedule due to COVID 19 pandemic. Utilization Rate is 69.70%	479,442.28
12. Swine Project	All planned activities were not conducted	The project is not just an Income Generating Project but mainly as a student laboratory for swine production. However due to absence of students no procurement was made.	179,360.00
13. Admin Share	Purchase of 1 unit Pick-Up	In CY 2019 the request authority to purchase the 1 unit Pick-up was forwarded to DBM, however, no response was	1,009,500.00



		forwarded back to the University considering the rulings specified in AO no. 14 on the "Rationalization of the Rules on the Acquisition of Government Motor Vehicles" In CY 2020 same procurement was again programmed for acquisition reckoning on GPPB Res. No. 20-2019 on the "Delisting of motor vehicles in the Procurement Service" but the procurement planning for the said vehicle was conducted towards the last quarter of the year considering the COVID-19 pandemic. It was only in January 2021 that the amended ABC for the 1 unit van was eventually approved by the Board of Regents. NBC 580 also provides for discontinuance among others of "Purchase of any type of motor vehicles, except ambulances and those required by the military and uniformed personnel for the direct exercise of their public safety functions." Allocation for the acquisition of the heritage asset was programmed in CY 2020 but same was not	
	Heritage Asset (Mural)		



		obligated because of absence of prospective providers who could deliver the same, notwithstanding, the COVID-19 pandemic. Utilization Rate is 27.89%	
14. Clinic	The repair of building was conducted	The remaining amount is the balance between ABC and the contract amount. Utilization Rate is 92.14%	24,045.35
15. Center for Resources Assessment, Analytics and Emerging Technologies (CREATE)	Training, seminars and conference, including repair of equipment and accreditation of mobile training program and renewal of assessment center was not conducted.	Travel restrictions due to COVID-19 pandemic hindered the conduct of such activities. Utilization rate is 5.38%	356,795.00
16. Instructional Materials	No claims for the instructional materials sold.	Utilization rate is 44.67%	764,650.00
17. Fabrication Laboratory	Several planned activities were not conducted	Because of the quarantine due to the pandemic, the estimated income of Center was not realized. It is for this reason that the several activities were not conducted since there was no cash to pay for the obligations. Utilization Rate is 39.14%	851,839.37
18. Mathematical & Statistical Computing Center (MSCRC)	Several planned activities were not conducted	Because of the quarantine, the estimated income of Center was not realized. It is for this reason that the several activities were not conducted since there	291,598.08



		was no cash to pay for the obligations. Utilization Rate is 46.20%	
19. College of Agriculture - TESDA Assessment Fee Center	Several planned activities were not conducted	There was no assessment conducted by the center. Estimated income of Center was not realized. Thus, several activities were not conducted because available cash was not enough to pay if ever there were obligations. Utilization Rate is 6.71%	2,798,614.98
20. DepEd - Technical Vocational Livelihood (TVL)	Several planned activities were not conducted	There is no assessment conducted by the center for Senior High School. Estimated income of the Center was not realized. Thus, several activities were not conducted because available cash was not enough to pay if ever there were obligations. Utilization Rate is 6.71%	3,461,010.21
21. Caraga Center for Geo-Informatics (CC-Geo)	Several planned activities were not conducted	Several lined-up trainings were not conducted by the center due to less mobility. Estimated income of the Center was not realized. Thus, several activities were not conducted because available cash was not enough to pay if ever there were obligations. Utilization Rate is 13.93%	862,055.29
22. BID Documents	Machineries and Equipment was procured except for	No procurement of Supplies and materials	42,100.00



	the supplies and materials		
23. Caraga State University Cabadbaran Campus (CSUCC)	No procurement of Supplies and materials(Booklets and PE uniform)	It is deemed necessary that procurement of such supplies and materials will be cancelled due to the travel restrictions of students.	570,716.91
		Total	14,239,776.61

JUSTIFICATION ON LOWER DISBURSEMENTS BUR FOR BUSINESS-RELATED FUND

DISBURSEMENTS BUR

A.1 Maintenance and Other Operating Expenses = 11,967,241.53 /
9,074,551.94 = 88.86%

Particulars	Obligations	Disbursements	Balances	Remarks/Justifications
Travelling Expense	96,804.15	84,380.15	12,424.00	Considering the number of holidays after December 2020, reimbursement for the Benchmarking Activities for the Improvement of Housing in our Dairy Carabao Project at Musuan Bukidnon last December 16-18,2020 was obligated only on December 28, 2020, thus no payment was made.
Training Expense	131,867.56	120,020.00	11,847.56	Reimbursement for the webinar seminar hosting subscription last November 18, 2020 for the GIS Day Celebration was paid on January 2021.
Supplies and Materials Expense	2,923,667.44	2,745,478.85	178,188.59	- No delivery yet as of December 2020. Thus, resulted to non-payment. - For the Purchase Order served to Butuan AVP Marketing amounting to P71,800, it was delivered



Particulars	Obligations	Disbursements	Balances	Remarks/Justifications
				within the prescribed time frame of our contract but upon delivery the color of the 50 pcs armchair was not the prescribed color we required in our Purchase Order.
Utilities	62,955.74	58,677.59	4,278.15	▪ Billings in the month of December 2020 were obligated on December 29, 2020 and payment was made only in January 2021. ▪ The balance also included taxes withheld for the month of December 2020 but remitted on January 2021.
Communication Expense	34,706.67	34,706.67	-	
Professional Fees (PF) Services	3,034,867.40	3,032,162.17	2,705.23	▪ The balance included taxes withheld for the month of December 2020 but remitted on January 2021.
General Services	924,155.53	795,294.59	128,860.94	▪ Billing for Janitorial Services for CSU Campus cleaning & maintenance services for the month of December was received on January 2021 thus, payment were only made on same month.
Repair and maintenance – Building and Other Structures	882,000.00	282,000.00	600,000.00	▪ Renovation and Improvement of Dairy Carabao was only completed on December 26, 2020, thus payment were only made on 2021.
Repair and maintenance – Machinery and Equipment	114,500.00	14,250.00	100,250.00	Fabrication of (laser tube) for the automatic alcohol dispenser were not yet done, thus payment will be made on 2021 Delivery of the item was actually complied within the contract duration of 30 calendar days, but the end-user required the supplier to install the item with their



Particulars	Obligations	Disbursements	Balances	Remarks/Justifications
				authorized installer so that the warranty of the equipment will not be void if ever there is any damage during the installation.
Taxes, Insurance Premiums and Other Fees	174,835.45	174,835.45	-	
Labor And Wages	414,818.00	409,818.00	5,000.00	Salaries of student assistant for the month of November and December 2020 were paid in January 2021.
Other Maintenance and Operating Expenses	279,374.00	225,526.25	53,847.75	▪ Rental of photocopier were not fully utilized due to pandemic/lockdown. Adjustment will be made for the obligation for the year 2020.

CUSTODIAL FUND

All the budget pertaining to custodial or trust receipts always has a bigger unobligated budget at the end of the year. The budget of the projects usually cuts across two years (ex: FY 2020 to 2021) and sometimes three years. This means that the unobligated budget pertains to the budget for the remaining months of the projects which are to be obligated the following year or years. There were also projects that started only in the fourth quarter of FY 2020. The University has no control on the start and end of projects. They come anytime of the year as approved by the funding agency.

Attached is the List of Projects with the corresponding duration (Start and End of the Project) and budget as our supporting document.



JUSTIFICATION ON LOWER DISBURSEMENTS BUR FOR CUSTODIAL FUND

$$\text{DISBURSEMENTS BUR} = 57,174,277.44 / 69,402,038.78 = 82.38\%$$

The following are the reasons for lower disbursement rate:

- Honorarium of the Project Leaders and Staff for the months of October to December 2020 was obligated on December 2020 but paid on February 2021.
- The balance also included 1% warranty retention to be refunded to the contractor after three months of delivery of supplies.
- The taxes withheld in the amount of ₱243,204.72 for the month of December 2020 was remitted on January 2021
- Machinery Equipment for the operation of DABIOTECH-C2003 project in the amount of ₱2, 925, 000.00 to be delivered on March 23, 2021. During Evaluation and Post Qualification End-user finds that bid offer does not abide by the specifications.
- The MapX IT equipment amounting to ₱3, 950, 000.00 was obligated last December 18, 2020 and is set to be delivered on April 5, 2021.
- Printing and binding of IEC materials for Traditional Knowledge Project in the amount of ₱475,000.00 were not yet delivered even up to this date, thus, no payment was made on 2020.



Status of Locally-Funded Projects

Project Title	Funding Source	Appropriation	Obligation (Contract Cost)	Disbursement	Status
Land Improvement of Admin Building	2018 GAA	8,000,000.00	7,999,310.89	7,862,584.61	Completed-Feb. 18, 2019
Construction of Industrial Technovation Complex	2018 GAA	23,000,000.00	23,000,000.00	22,309,961.24	
Construction of New State-of the Art University Library	2018 GAA	45,094,000.00	44,991,267.08	44,828,420.81	Completed-February 8, 2019
	2019 GAA	70,000,000.00	69,996,005.02	69,907,015.29	Completed-October 20, 2020
	2020 GAA	130,271,489.00	19,944,975.40	48,696,708.34	On Going
Construction of Multi-purpose (CAS) Bldg.	2018 GAA	20,000,000.00	19,944,975.40	19,944,975.40	Completed-October 26, 2017
	2019 GAA	20,000,000.00	19,977,659.80	19,907,157.99	Completed-May 17, 2019
	2020 GAA	47,078,919.00	46,758,500.00	26,825,919.12	On Going
Repair/Rehabilitation of Academic Building	2018 GAA	5,000,000.00	4,862,316.98	4,862,316.98	Completed-December 12, 2018
	2020 GAA	124,189,734.00	123,390,218.93	60,297,616.06	On Going
Construction of ICT Center	2018 GAA	15,000,000.00	14,842,684.05	14,842,684.05	Completed-January 25, 2019
Construction of CEIT Complex	2019 GAA	70,000,000.00	69,974,115.76	69,752,380.83	Completed-September 16, 2020
	2020 GAA	67,604,817.00	67,604,816.40	41,670,702.49	On Going
Establishment of Ladies and Gents Dormitory	2020 GAA	36,092,563.00	36,046,861.92	18,250,758.93	On Going



Establishment of Ladies and Gent's Dormitory

96.49%





REPUBLIC OF THE PHILIPPINES
CARAGA STATE UNIVERSITY
AMPAYON, BUTUAN CITY



Completion of the State-of-the-Art University Library

89.85%





REPUBLIC OF THE PHILIPPINES
CARAGA STATE UNIVERSITY
AMPAYON, BUTUAN CITY



Completion of the Multi-purpose Building (CAS)

91.55%





REPUBLIC OF THE PHILIPPINES
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AMPAYON, BUTUAN CITY



Improvement of University Academic Building

55.59%





REPUBLIC OF THE PHILIPPINES
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AMPAYON, BUTUAN CITY



95.85%

Construction of state-of-the-art library (CSUCC)





Improvement Of Academic Building (CSUCC Phase I)

72.67%





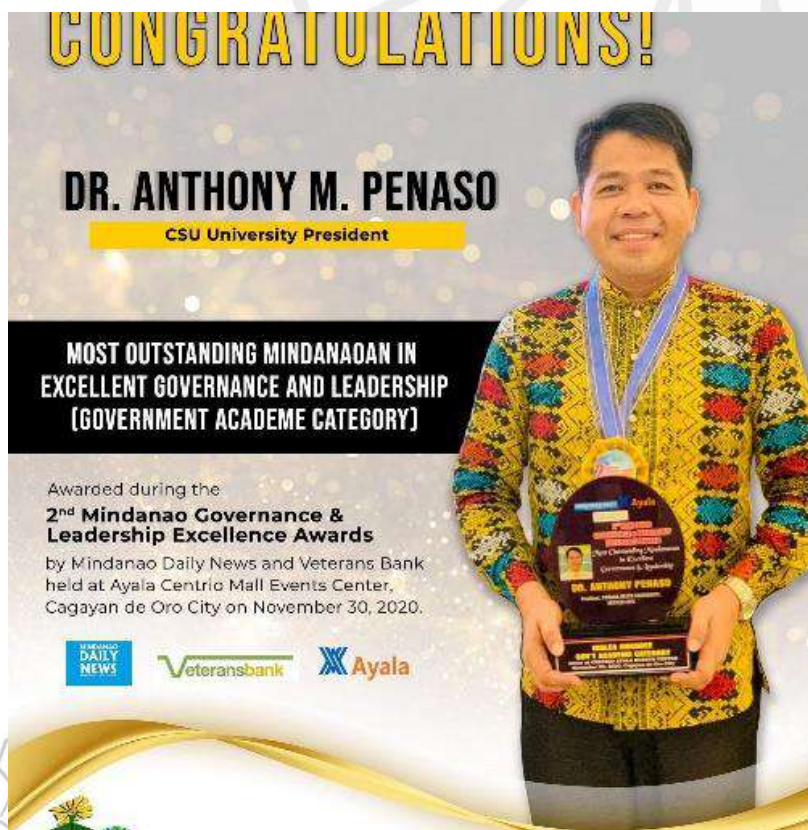
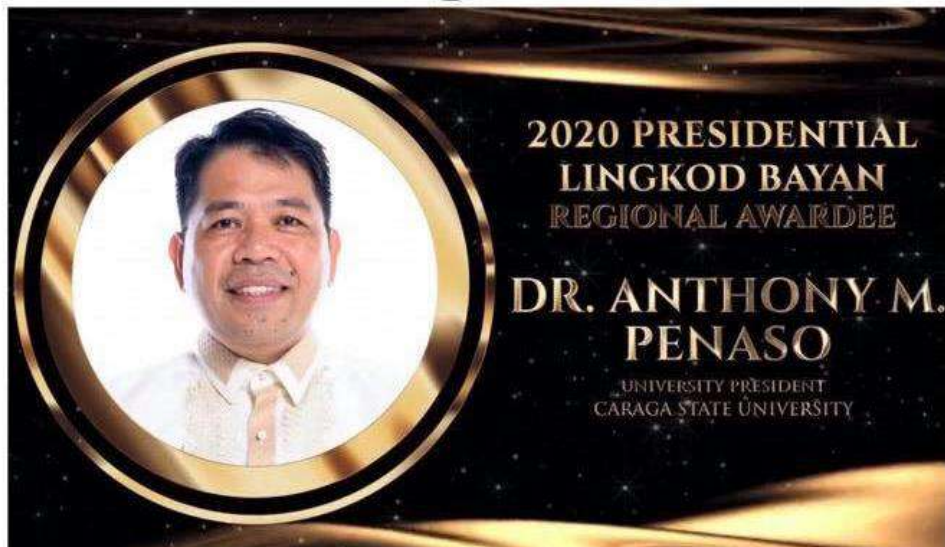
Establishment of Ladies' & Gents' Dormitory (CSUCC PHASE I)

42.09%





INITIATIVES AND ACHIEVEMENTS





**Recognition from the
Department of Agriculture**

For the exemplary contribution on the implementation of RA 10068 and
achievement of the Organic Agriculture Program in Caraga Region



1st Place

Online Research Poster Category.

2020 Caraga Health Research Forum via Zoom and FB Live



Green Torch campus journalists received recognition in the recently conducted online National Campus Press Congress 2020 organized by student-scribes all over the Philippines.

- 1st Place** in Science and Technology Writing
- 4th Place** in Editorial Writing
- 5th Place** in News Writing
- 6th Place** in Copy Reading and Headline Writing



ENERGY EFFICIENCY AND CONSERVATION PERFORMANCE*

95.1%

SCORE



RATING

A

GRADE

*According to the result of Energy Audit Conducted by the Department of Energy on Dec. 11, 2020

NEW RESEARCH PROJECTS

- Nanocellulose Self-Disinfecting (NACS) Filter: R&D Validation of an Innovative Low-Cost Nanotech-based Face Mask (PCIEERD)
- Valorization of Mining Wastes by Green nano-hydrometallurgy: Application of Green-mediated Leaching Process and Innovative Magnetic Nano-separations for the Recovery of (Precious)Metals(PCIEERD)
- Innovative Solutions for the Emergency Response of CSU to Support the Frontliners and other Affected Sectors During the National Health Emergency due to COVID-19 Pandemic (CHED GIA Grant)
- CYANanobot: Miniaturized Boat-Assisted Data Acquisition for Automated Cyanide Monitoring in Wastewater using Optical Nano-sensor (DOST-CRADLE)

ACCREDITATION & REGULATORY STANDARDS

- Conduct of online Institutional Accreditation for CSU, the first ever in AACCUP's history
- CHED Certificate of Program Compliance (CoPC) for BEEd and BSEd (Science, Mathematics, English, and Filipino)
- CHED Certificate of Program Compliance (CoPC) for BS in Geodetic Engineering

LINKAGES/ PARTNERSHIPS

- Visit of Consul General Dicky Fabrian and Party of the Indonesian Consulate in Davao City on October 22, 2020.



- Virtual Symbolic Signing and Launching of the Consortium of Peace Educators in Mindanao (CPEM) on December 9, 2020.
- Virtual Inauguration and Turn- Over Ceremony of the Packaging and Labelling Innovation Center (PLIC) on November 24, 2020.

NATIONAL/INTERNATIONAL WEBINARS

- UK-ASEAN Intellectual Property (IP) Innovation Webinar Series on November 24-25, 2020.
- Fostering Readiness Among Students for the Life in the Real World and Inculcating the Spirit of Monozukuri in Innovation' with Prof. Yoshikazu Yoshida, Dean of the Graduate School of Science & Engineering, Toyo University, Tokyo, Japan on November 4, 2020.
- Digital SUC Innovation Conference: Platform for Innovating SUCs for Industry 4.0 via Zoom on October 23, 2020.
- Understanding ISO Standard for Microbial Resource Centers
- Co-Creating Solutions for Better Education Outcomes organized by the Development Academy of the Philippines on November 25, 2020.
- Webinar Series on Strategic Management, Innovation and Leadership in Education organized by the Development Academy of the Philippines on November 6, 18, 2020.
- Webinar Series on Productivity and Quality Improvement Approaches for the Public Sector organized by the Development Academy of the Philippines via Webinarjam on October 22-23, 2020.
- CSU-e-PASA-Transformative Education for Peace Webinar series on Understanding Conflict and Peace in the Mindanao Context, Strengthening and Upholding Family Relationships during Crisis, and Caring for the Frontliners organized by the Sociology Department via Zoom on October 21, 28, & December 16, 2020.
- MaBAHAng Usapan 2.0 Webinar Series organized by the CSU Caraga Center for Geo-Informatics and CSU College of Engineering and Geo-Sciences in partnership with GeoSAFER Mindanao Program HEIs on December 9-11, 2020.
- Webinar on AACUP Institutional Accreditation System - Batch 2 via Zoom (November 10-11, December 2, 2020).

CONFERENCES & WORKSHOPS

- Conference on Education for Future Industry organized by the Asian Productivity Organization and hosted by the Ministry of Manpower, Indonesia on November 2, 2020.



- Semi-annual Workshop in Dynamical Systems and Related Topics, Anatole Katok Center for Dynamical Systems and Geometry, Pennsylvania State University, USA on October 30-November 1, 2020.
- Mathematical and Statistical Colloquium on COVID-19 Modeling with Dr. Wolfgang Bock (Technische Universität Kaiserslautern, Germany) and Dr. Nuning Nuraini (Institut Teknologi Bandung) organized by the CSU Mathematical and Statistical Computing Research Center on October 19, 2020.
- SEAMEO SEARCA Stakeholders Forum: A Forward-Looking and Transformative Agricultural and Rural Development in Southeast Asia on October 28, 2020.
- National Research and Development Conference (NRDC) on November 9-11, 2020
- Training-Workshop on the Packaging of Collaborative Research Projects organized by CHED-PCARI on November 26, 2020

ENSURING READINESS TOWARDS THE NEW NORMAL

- CHED conducted a Virtual Institutional Monitoring of Caraga State University via Zoom on December 7, 2020
- Regional Orientation on the Implementation of Flexible Learning organized by CHED Caraga via Zoom (October 29, 2020). CSU received 10 Million Project to enhance CSU's Flexible Learning Management System

CSU COVID-related Initiatives

The Coronavirus Disease-19 (COVID-19), as categorized by the World Health Organization (WHO) to be pandemic, significantly poses a significant risk to every individual's health, socioeconomic status, and psychological wellbeing. In the advent of COVID-19, the Philippine Government has already instituted robust measures to control and mitigate the spread of the disease. These include the strong calls for collaboration of different national line agencies, including state universities and colleges, government-owned and controlled corporations, local government units, and health institutions to formulate strategies to combat this adversity.

The Caraga State University (CSU) has acknowledged the need to provide interventions for its members, including the immediate communities surrounding the University, the medical frontliners in Butuan City, Agusan del Norte, and the other provinces under Caraga Region. Thus, to safeguard and protect everyone in the area of responsibility of the University, and to provide initial responses and other support mechanisms to the immediate communities, Special Order No.133, s. 2020 was issued creating the **Task Force Jeremiah**. The task force, named



after the prophet Jeremiah who is the prophet of crisis and hope, was implemented to help mitigate the impact of this global health crisis.

This task force serves as the crisis management task force of the University to work in addressing the COVID-19 crisis. The program will be the platform for providing food and non-food items, psychosocial first aid of the identified clienteles. It also includes referrals to the appropriate networks in-charge in the provision of other basic needs of its clienteles after the conduct of needs assessment through intake interviews. Also, the task force shall cater to requests from partners, especially on the provision of personal protective equipment (PPE) and other necessities of the frontline service providers.

In an effort to provide services to the target community during the state of public health emergency due to COVID-19, this program embraces the following specific objectives:

1. Institutionalization of protocols and various pathways for basic life support to be provided to the target clientele;
2. Creation of the **CSU- Task Force Jeremiah** to cater and handle the affected individuals of the COVID-19;
3. Identification and formation of committees that shall form part of this endeavor; and
4. Provision of guidance through a referral system to cases requiring other needs beyond what the **CSU- Task Force Jeremiah** can manage.

Production and Distribution of Face Shields

CSU conducts the production and distribution of 3D-printed Acrylic and Laser-cut Plastic face shields through the Center for Renewable Energy, Automation, and Fabrication Technologies (CRAFT) and Fablab Caraga based at CSU Main Campus. To date, a total of seven (7) organizations/institutions namely, the Local Government Unit (LGU) - Butuan City, Department of Science and Technology (DOST) XIII, PMA – ADS, Department of Trade and Industry (DTI) XIII, CSU-QMS, Philippine Information Agency (PIA) Caraga, and Private Organizations have coordinated with Caraga FabLab for the fabrication of face shields.

A total of forty-two (42) improvised face shields and another two thousand five hundred seventy-six face shields are distributed to various organizations that served as frontliners.



3D-printed Acrylic Face Shield



Laser-cut Plastic Face Shield



Fabrication of Nanocellulose Films as Insertion for Cloth Face Masks

Due to the shortage supply of commercial surgical masks, people opt to use home-made and customized face masks made up of ordinary cloth. However, ordinary cloth masks tend to filter particulate and aerosol droplets poorly due to its porous structure. To address this particular concern, the Center for Nanoscience and Technology for Research and Entrepreneurship (CeNTRE) and the Material Science and Polymer Chemistry Laboratory of CSU developed a nanocellulose-based filter material to be used as an insertion in the ordinary cloth mask to enhance its filtering capacity. So far, there are one hundred (100) Nano-reinforced filters and twenty-five (25) Nano-cellulose films produced.



Production and Distribution of Face Masks

This production of face masks was initiated by the faculty and student volunteers of the Garments Technology Program with around 20 sewing machines and an autoclave machine (sterilizer) at CSU Cabadbaran City. Estimated expenses for the fabrication amounts to Php 5,000 sourced out from the donations of CSU Cabadbaran City employees. To date, the program has produced about one thousand two hundred sixty (1,260) pieces of cloth face masks and a one hundred twenty (120) sterilized cloth masks. These cloth masks were distributed to Disaster Risk Reduction and Management Office (DRRMO) Cabadbaran City, DRRMO Magallanes, emergency hospitals, nearby barangays, and construction workers.





Online Mental Health and Psychological, and Support Services

CSU offers Mental Health and Psychological Support Services for students, faculty members, administrative staff and their families, immediate communities surrounding CSU, and medical frontliners. The services are offered by the faculty of the Psychology and Social Work Department and Guidance and Counselling Office of CSU Main to provide intervention to individuals who are psychologically and emotionally affected and might be suffering from fear and anxiety due to COVID-19. A Facebook page was created to cater the needs of target beneficiaries.

There are one hundred nine (109) clients who were provided with the services. Among them are students who were able to go home through the help of LGUs. A total of seventeen (17) clients called the hotline numbers of the facilitators posted in the Facebook page.

Provision of Relief Goods and PPEs

CSU was able to raise funds to purchase items for the relief goods that were distributed to students from far-flung areas who have not gone home and CSU tricycle drivers whose operations were hampered after the declaration of community quarantine. The Relief Team of the CSU Campus Emergency Management Team were able to prepare food packs containing basic food items such as rice, canned goods, noodles, biscuits, etc.

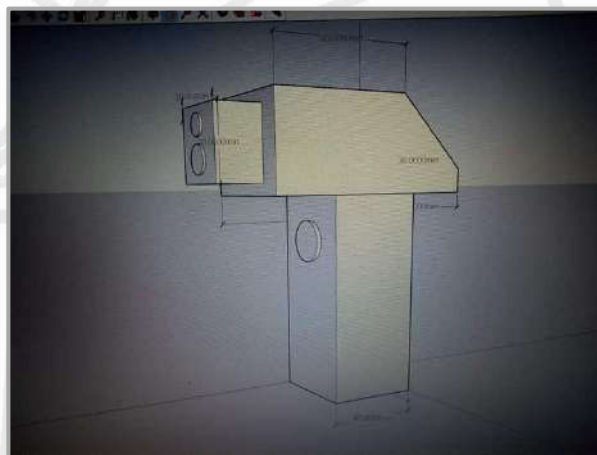
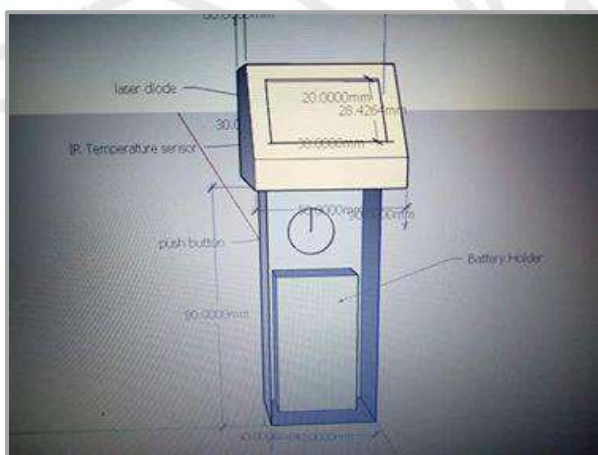
Other recipients of the relief goods were stranded non-permanent personnel and the security forces of CSU. A total of one thousand three hundred five (1,305) food packs were being distributed by the university. Besides relief goods, the university also distributed two hundred ten (210) bottled alcohol, one hundred two (102) body suits, and three hundred forty-five disposable loves for frontliners.



A total of Php 415, 175.25 was raised during the fund-raising activities.

Development of Thermal Scanner Prototype at CSU Cabadbaran City

Another research innovation of CSU Cabadbaran City is the fabrication of a thermal scanner using infrared controlled by micro-controller. The estimated price ranges from PHP 3500 to PHP 5000 depending on the type of materials. The proposal will be submitted to appropriate funding institutions for fabrication and reproduction.



Production of Disinfectants for Butuan City

Fourteen (14) volunteer chemists and chemical engineers have prepared the disinfectant solution to be used in certain public areas in Butuan City. Half of the Team were Chemists from CSU, namely, Dr. Felmer S. Latayada, Diana Juliet S. Anduyan, Margarito G. Caadan, Kenneth L. Ciudad, Brigitte Y. Orog, Benhur D. Medija, and Mark Anthony M. Lavapie. The other half came from DOST Caraga, DOST-SEI, and TSU. The volunteers were able to produce a total of 10, 500 liters of disinfectant.



Web Map Visualization

Another initiative from the Caraga Center for Geo-Informatics (CCGeo) of Caraga State University is the development of web maps for visualization of COVID19-related cases (confirmed, PUIs, PUMs, etc.). The goal of this initiative is to develop and deploy web/online maps that can visualize the cases (be it confirmed, PUM, or PUI). Since some LGUs reported only the numbers, the web map will help make the reports more informative by coming up with maps that can be used by DOH/MHO/CHO and LGUs for information dissemination purposes. It can also be used to assess the spatial distribution of the cases, which may lead to coming up with strategies (e.g., to prevent the spread of the virus further).

So far, CCGeo were able to come up with four (4) interactive links.

Production of Functional Foods for the Medical Frontliners

CSU has provided nutritious instant food product called InstaCaldo for health workers and other members of the frontliners battling the impact of COVID-19. This activity aims to provide the needs for emergency functional food for the frontline service providers.

The CSU Food Innovation Center were able to produce and distribute 3,150 Instant Arozcaldo (InstaCaldo), 100 snack packs, 275 Mana Bars, and 110 Vegetable Salads.



Community Advocacy in Agriculture for Food Security and Boosting the Immune System to Combat COVID-19: Tanim sa Bahay Initiative (CAA-TBI)

The College of Agriculture and Agri-Industries (CAA) instigated the production of functional food for the medical frontliners through the Food Innovation Center (FIC). Seeing that the government's policy on 'Stay-at-Home' would isolate the members of the various households in their homes for about two (2) months, the CAA likewise distribute vegetable seedlings to households such as that they can start their peri-

urban gardens. This activity aims to provide easy-to-plant vegetable seedlings coupled with easy-to-follow planting guides to ensure success in their vegetable gardening.

This initiative can provide healthy and nutritious food for their family during the State of Public Health Emergency as these vegetables are early maturing. Likewise, this will also keep them busy during the period of lockdown and teach them to grow their own vegetables even when the State of Public Health Emergency declaration is lifted.



Disinfecting of Pathways, Lobby, Buildings, Rooms, and Common Lounge of Caraga State University

The Health Services, together with the Resource Generation Management Services (RGMS), Supply Office, General Services (GS), and the Chemistry Faculty, conducted general disinfection of the University. Targeted areas were Pathways, Lobby, Buildings, Rooms, and Common Lounge, as well as vehicles entering the University Premises. The security personnel assigned in the entrance and exit of the university was provided with Thermal Guns and 70%

Alcohol Spray, as well as, fabricated a Foot Sanitation Bath placed at the main gate to enhance the disinfection of personnel entering the university.



OTHER INITIATIVES

- Conduct of yearly Budget Forum for Stakeholders;
- Adopt early procurement of supplies, materials and equipment;
- Monthly monitoring of financial accomplishments; and
- Conduct of Internal Fiscal Committee meetings.



Findings and Recommendations

OO/PI	Activities/Strategies	Implementation Schedule	Remarks
A. Physical	Early cascading of physical and financial targets	January 2020	Implemented
B. Financial			
C. Income	Formulation of Catch-up Plans	May 2020	Implemented
	Regular conduct of fiscal committee meeting	May 8, 2020 October 28, 2020 December 2, 2020	Implemented

As we embark into the new normal, Caraga State University remains faithful to its commitment to the public in the ambit quality higher education. Vigored with the valuable lessons emanated from a very challenging previous fiscal year, CSU vows to not only sustain, but further improve, its gained momentum in accomplishing the physical and financial targets through the following:

1. Uphold resilience and deliver a more effective and responsive services to the public through instruction, research, and core administrative arms.
2. Continuously develop the capacities of its workforce to ensure that effective and efficient public service is consistently delivered in the midst of new normal.
3. Maximize the pool of experts and talents of the University to deploy creativity, critical and quick thinking and innovation in the attainment of mandates and targets.
4. Become bridging leaders to come up with collaborative efforts with other stakeholders to share good practices, enhance co-learning and have a holistic approach in the pursuit towards the highly sought recovery from the multifarious repercussions from the COVID-19 pandemic.
5. Ensure that University constantly remains a responsible, accountable, transparent and people-centered government institution.

Prepared by:

MICHELLE V. JAPITANA, D.Eng
Director, Planning and Development

MA. VICTORIA M. LABISTO, CPA
Director, FMS

Approved by:

ANTHONY M. PENASO, Ph.D.
University President