

**Caraga State University  
Ampayon, Butuan City**



# **Manual of Operation INCOME GENERATING PROJECT**

## **Table of Contents**

<b>CHAPTER I. INTRODUCTION</b>	<b>1</b>
List of Acronyms	2
Board of Regents	3
University Charter	4
University Seal	14
Vision and Mission	15
General Mandate	15
Quality Policy	15
Core Values	15
University Credo and Philosophy	16
Brief History and Background of ORGMS	16
 <b>CHAPTER II. ORGANIZATION AND MANAGEMENT</b>	
Quality Policy	17
Goal	17
Objectives	17
Organizational Structure	18
Duties and Functions of University Production Council and Key Personnel	19
 <b>CHAPTER III. GENERAL IMPLEMENTING GUIDELINES AND PROCEDURES</b>	
General Guidelines	28
Program Operations Guidelines	28
Incentives or Profit Sharing Scheme	30
IGP facilities for Rental Services	33
Supply Office Procedure	44
Cashiering Office Policies	46
Accounting Office Policies	49
Internal Audit Office Guidelines	49
Budget Cycle	50
Policies on IGPs Anchored in Colleges/Departments	51
Internal Policy of Bookshop and Marketing Center	51
Conditions of Forfeiture of Use of IGP Facilities Requested by Clients	52
 <b>CHAPTER IV. MONITORING AND EVALUATION</b>	
Monitoring Risk and Opportunities	53
Appendices	56

## CHAPTER I. INTRODUCTION

The **Caraga State University**, which is formerly the **Northern Mindanao State Institute of Science and Technology (NORMISIST)**, is the only state university established in Butuan City through Republic Act 9854 signed into law by the President of the Republic of the Philippines, Her Excellency, President Gloria Macapagal-Arroyo last December 16, 2009. The ceremonial signing was held in Sanchez Gymnasium of this University last January 5, 2010 before administration officials, faculty members, staff, students, and officials from the different government offices in Butuan City and the Caraga Region.

The University has one satellite campus which is the then NORMISIST Cabadbaran Campus (NCC) and now known as **Caraga State University - Cabadbaran Campus** in Cabadbaran City, Agusan del Norte. The University is accredited by the Accrediting Agency of Chartered Colleges and Universities in the Philippines, Inc. (AACCUP). As of this moment, the **Caraga State University** has a Level II Accreditation in several programs and is pursuing Level III Accreditation for other programs. The Mathematics Department's Math Program was granted with Center of Development (COD) status by the Commission on Higher Education (CHED) late last year (2009).

The University offers undergraduate programs on fields as Science Education, Engineering, Information Technology, Sciences, Mathematics, Agriculture and Forestry. Furthermore, it also offers Graduate Programs on Environmental Management, Mathematics, Science Education, Information Technology and Agriculture.

The University prides itself on the strength of its faculty members. Twenty-three percent (23%) of its faculty members has appropriate Doctorate degrees. Despite this strength, more faculty members are currently sent to Ateneo de Manila, Ateneo de Davao, UP Diliman, UST, MSU-IIT and overseas to pursue MS, MA, and/or Ph.D. degrees.

The creation of **Caraga State University** through Republic Act 9854 integrated the Northern Mindanao State Institute of Science and Technology (NORMISIST) in Ampayon, this city, and the NCC in Cabadbaran, Agusan del Norte, with its main campus in Butuan City.

## List of Acronyms

<b>BAC</b>	– Bids and Awards Committee
<b>BOR</b>	– Board of Regents
<b>CASNR</b>	– College and Agricultural Sciences and Natural Resources
<b>CBMC</b>	– CSU Bookshoppe and Marketing Center
<b>CHED</b>	– Commission on Higher Education
<b>COA</b>	– Commission on Audit
<b>DBM</b>	– Department of Budget and Management
<b>DEPED</b>	– Department of Education
<b>ETL</b>	– Equivalent Teaching Load
<b>FTE</b>	– Full Time Equivalent
<b>ICS</b>	– Inventory Custodian Slip
<b>IGP</b>	– Income Generating Project
<b>IMDB</b>	– Instructional Materials Development Board
<b>IP</b>	– Intellectual Property
<b>LGU</b>	– Local Government Unit
<b>MOA</b>	– Memorandum of Agreement
<b>MOU</b>	– Memorandum of Understanding
<b>NIAS</b>	– Net income Available for Sharing
<b>NIRC</b>	– National Internal Revenue Code
<b>PAR</b>	– Property Acknowledgement Receipt
<b>RGMS</b>	– Resource Generation Management Services
<b>SCP</b>	– Search Committee for the Presidency
<b>TWG</b>	– Technical Working Group
<b>UDPRC</b>	– University Development and Program Review Committee

## Board of Regents

<p>Commissioner, Commission on Higher Education  <b>Chairperson, CSU Board of Regents</b></p>	
<p>President, Caraga State University  <b>Vice-Chairperson, CSU Board of Regents</b></p>	
<p>Chair, Committee on Higher, Technical, and Vocational Education  House of the Philippine Senate  Member, CSU Board of Regents</p>	<p>Chairperson of the Committee on Higher and Technical Education  Philippines House of Representatives  Member, CSU Board of Regents</p>
<p>Regional Director, NEDA XIII  Member, CSU Board of Regents</p>	<p>Regional Director, DOST XIII  Member, CSU Board of Regents</p>
<p>President  Federation of CSU Faculty Association  Member, CSU Board of Regents</p>	<p>President  Federation of CSU Alumni Association  Member, CSU Board of Regents</p>
<p>Private Sector Representative  Member, CSU Board of Regents</p>	<p>Private Sector Representative  Member, CSU Board of Regents</p>
<p>Federation of Student Central Government  Member, CSU Board of Regents</p>	

## University Charter

Republic of the Philippines  
**CONGRESS OF THE PHILIPPINES**  
Metro Manila

**Fourteenth Congress**  
**Third Regular Session**

Begun and held in Metro Manila, on Monday, the twenty-seventh day of July, two thousand nine.

### **Republic Act No. 9854**

**AN ACT ESTABLISHING THE CARAGA STATE UNIVERSITY IN THE CARAGA REGION BY INTEGRATING THE NORTHERN MINDANAO STATE INSTITUTE OF SCIENCE AND TECHNOLOGY (NORMISIST) IN AMPAYON, BUTUAN CITY AND THE NORTHERN MINDANAO COLLEGE OF ARTS, SCIENCE AND TECHNOLOGY (NMCAST) IN CABADBARAN, AGUSAN DEL NORTE AND APPROPRIATING FUNDS THEREFOR**

*Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:*

**Section 1.***Establishment/Integration.* – There is hereby established a state university in the Caraga Region to be known as the ***Caraga State University (CSU)***, hereinafter referred to as the University, by integrating the Northern Mindanao State Institute of Science and Technology (NORMISIST) in Ampayon, Butuan City and the Northern Mindanao College of Arts, Science and Technology (NMCAST) in Cabadbaran, Agusan del Norte. The main campus of the University shall be in Butuan City.

**Section 2.***General 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.

**Section 3.***Curricular Offerings.* - The University shall offer undergraduate and graduate courses within its areas of specialization, specifically, but not limited to, 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 fields as the Board of Regents may deem necessary to carry out its objectives, particularly to meet the needs of the Caraga Region: *Provided*, That no degree program shall be offered without the approval of the Commission on Higher Education before the same shall be approved by its Board.

The existing high schools shall be transferred to the jurisdiction and supervision of the Department of Education (DepEd): *Provided*, That the high schools shall be allowed to remain and operate within the campus of the University until the students, who are currently enrolled,

shall have completed their high school education: *Provided, further*, That the University may operate a reasonably - sized laboratory school, if it has a College of Education.

**Section 4. *Administration.***- The University shall have the general powers of a corporation set forth in Batas Pambansa BIg. 68, as amended, otherwise known as the "Corporation Code of Philippines". The administration of the University and the exercise of its corporate powers shall be vested exclusively in the Board of Regents and the President of the University. .

**Section 5. *The Governing Board.***- The governing board of the University shall be the Board of Regents, hereinafter referred to as the Board, which shall be composed of the following:

- (a) The Chairperson of the Commission on Higher Education (CHED), Chairperson;
- (b) The President of the University, Vice Chairperson;
- (c) The Chairperson of the Committee on Education, Arts and Culture of the Senate, member;
- (d) The Chairperson of the Committee on Higher and Technical Education of the House of Representatives, member;
- (e) The Regional Director of the National Economic and Development Authority (NEDA), member;
- (f) The Regional Director of the Department of Science and Technology (DOST), member;
- (g) The President of the federation of faculty associations of the University, member;
- (h) The President of the federation of student councils of the University, member;
- (i) The President of the federation of alumni associations of the University, member;  
and
- (j) Two (2) prominent citizens from the private sector who have distinguished themselves in their profession or fields of specialization, as members.

The Board shall appoint the two (2) prominent citizens from among a list of at least five (5) qualified persons in Butuan City and Agusan del Norte, as recommended by the search committee constituted by the University President, in consultation with the Chairperson of the CHED and the other members of the Board, based on the normal standards and qualifications for the position set by the Board.

The term of office of the President of the federation of faculty associations, the President of the federation of student councils and the President of the federation of alumni associations shall be coterminous with their respective terms of office, as set forth in their respective constitutions and bylaws.

The two (2) prominent citizens shall serve for a term of two (2) years from the date of appointment.

**Section 6. *Promulgation and Implementation of Policies.***- The Board shall promulgate and implement policies in accordance with the declared State policies on education and other pertinent provisions of the Philippine Constitution on education, agriculture, science and technology, as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994".

**Section 7. *Powers and Duties of the Board of Regents.*** - The Board shall have the following specific powers and duties, in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under existing laws:

(a) To promulgate rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University;

(b) To receive and appropriate all sums as may be provided for the support of the University in the manner it may determine in its discretion, in order to carry out the purposes and functions of the University;

(c) To import duty - free economic, technical and cultural books and/or publications, upon certification by the CHED that such imported books and/or publications are for economic, technical, vocational, scientific, philosophical, historical or cultural purposes, in accordance with the provisions of the Tariff and Customs Code of the Philippines, as amended;

(d) To receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose of the same when necessary for the benefit of the University, subject to the limitations, directions and instructions of the donor, if any.

Such donations shall be exempt from the donor's tax and the same shall be considered as allowable deductions from the gross income in the computation of the income tax of the donor, in accordance with the provisions of the National Internal Revenue Code (NIRC) of 1997, as amended: *Provided* that such donations shall not be disposed of, transferred or sold;

(e) To fix the tuition fees and other necessary school charges such as, but not limited to, matriculation fees, graduation fees and laboratory fees, as the Board may deem proper to impose, after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other incomes generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue the reform shall form part of the same funds for the use of the University.

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the University, and may be disbursed by the Board for instruction, research, extension or other programs and projects of the University: *Provided*, That all fiduciary fees shall be disbursed for the specific purposes for which these are collected.



If, for reasons beyond its control, the University shall not be able to pursue any project for which the funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the University;

(f) To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;

(g) To authorize the construction or repair of its buildings, machinery, equipment and other facilities, and the purchase and acquisition of real property, including necessary supplies, materials and equipment;

(h) To appoint upon recommendation of the President of the University, Vice Presidents, deans, directors and heads of campuses, faculty members and other officials and employees of the University;

(i) To fix and adjust salaries of faculty members and administrative officials and employees, subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provision of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;

(j) To approve the curricula, instructional programs and rules of discipline drawn by the Administrative and Academic Councils herein provided;

(k) To set policies on admission and graduation of students;

(l) To award honorary degrees upon persons in recognition of their outstanding contribution in the fields of education, public service, arts, science and technology, agriculture or in any field of specialization within the academic competence of the University; and to authorize the awarding of certificates of completion of non degree and non-traditional courses;

(m) To establish and absorb non-chartered tertiary institutions within the Province of Agusan del Norte or the Caraga Region as branches and centers in coordination with the CHED and in consultation with the Department of Budget and Management (DBM), and to offer therein programs or courses to promote and carry out equal access to educational opportunities as mandated by the Constitution;

(n) To establish research and extension centers of the University where such will promote the development of the latter;

(o) To establish professorial chairs in the University and to provide fellowships for qualified faculty members and scholarships to deserving students;

(p) To delegate any of its powers and duties provided for hereinabove to the President and/or other officials of the University as it may deem appropriate, so as to expedite the administration of the affairs of the University;

(q) To authorize an external management audit of the University, to be financed by the CHED, subject to the rules and regulations of the Commission on Audit (COA); and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;

(r) To collaborate with other governing boards of the state colleges and universities within the Province of Agusan del Norte or the Caraga Region, under the supervision of the CHED and in consultation with the DBM, and work towards the restructuring of the University to become more efficient, relevant, productive and competitive;

(s) To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds from which shall be used for the development and strengthening of the University;

(t) To develop consortia and other economic forms of linkages with local government units (LGUs), institutions and agencies, both public and private, local and foreign, in the furtherance of the purposes and objectives of the University;

(u) To develop academic arrangements for institutional capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts/ specialists as consultants, part - time or visiting or exchange professors, scholars or researchers, as the case may be;

(v) To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual learning system, open learning or distance education and community laboratory for the promotion of greater access to education;

(w) To establish policy guidelines and procedures for participative decision - making and transparency within the University;

(x) To privatize, where most advantageous to the University, the management of non-academic services such as health, food, building or grounds or property maintenance and such other similar activities; and

(y) To extend the term of the President of the University beyond the age of retirement but not beyond the age of seventy (70), whose performance has been unanimously rated by the Board as outstanding based on the guidelines, qualifications and/or standards set by the Board, after unanimous recommendation by the search committee.

**Section 8. Meetings of the Board.-** The Board shall regularly convene at least once every quarter. However, the Chairperson of the Board may, upon three (3) days' prior written notice, call a maximum of two (2) special meetings whenever necessary.

A quorum of the Board shall consist of majority of all its members holding office at the time of the meeting: *Provided, however,* that the Chairperson of the Board or the President of the University is among those present in the meeting.

In the absence of the Chairperson of the CHED, a Commissioner of the CHED, duly designated by him/her, shall represent him/her in the meeting with all the rights and responsibilities of a regular member: *Provided, however,* that during this meeting, the President of the University as Vice Chairperson shall be the Presiding Officer: *Provided, further,* That this proviso notwithstanding, the Chairperson of the CHED is hereby authorized to designate a CHED Commissioner as the regular Chair of the Board, in which case said CHED Commissioner shall act as the Presiding Officer.

In case the Chairpersons of the Congressional Committees on Education shall not be able to attend the Board meeting, they may duly designate their respective representatives to attend the said meeting, who shall have the same rights and responsibilities as a regular member of the Board.

The members of the Board shall not receive any salary but shall be entitled to reimbursements for actual and necessary expenses incurred, either in their attendance to meetings of the Board or in connection with other official business authorized by resolution of the Board, subject to existing laws and regulations.

**Section 9. *The University President.*** - The University shall be headed by a President, who shall render full - time service. He/She shall be appointed by the Board, subject to the guidelines, qualifications and/or standards set by the Board, upon recommendation of a duly constituted search committee. He/She shall have a term of four (4) years and shall be eligible for reappointment for another term: *Provided* that in order to effect a smooth transition to a state university, the incumbent President of the NORMISIST, if qualified, shall serve as the first President of the University.

Within six (6) months before the expiration of the term of office of the incumbent President of the Caraga State University, the Board shall constitute the Search Committee for the Presidency (SCP).

In case of vacancy in the office of the President by reason of death, compulsory retirement, resignation, removal for cause or incapacity of the President to perform the functions of his/her office, the Board shall have the authority to designate an Officer - in - Charge of the University, pending the appointment of a new President.

In case of vacancy in the office of the President as mentioned in the immediately preceding paragraph, his/her successor or the Officer - in - Charge shall serve only the unexpired portion of the term.

The powers and duties of the President of the University, in addition to those specifically provided in this Act, shall be those usually pertaining to the office of the President of similar universities, and those delegated by the Board.

The salary of the President of the University shall be in accordance with the Revised Compensation and Position Classification System and shall be comparable to that being received by the Presidents of similar educational institutions.

The President of the University shall be assisted by the Vice President/s, who shall be appointed by the Board upon recommendation of the President.

**Section 10. *Heads of University Campuses*** - Campus Directors shall head the University campuses and they shall render full - time service. They shall be appointed by the Board upon recommendation of the search committee and the University President, subject to the guidelines, qualifications and/or standards set by the Board: *Provided*, that the incumbent college administrators of the extension campuses shall serve as Campus Directors of their respective campuses.

**Section 11. *The Administrative Council***. - There shall be an Administrative Council consisting of the President of the University as Chairperson, Vice Presidents, deans, directors and other officials of equal rank as members, whose duty is to review and recommend to the Board the policies governing the administration, management and development planning of the University.

**Section 12. *The Academic Council***. - There shall be an Academic Council to be composed of the President of the University, who shall act as Chairperson, and all the academic staff with the rank of at least an assistant professor, as members.

The Academic Council shall have the power to review and recommend the curricular offerings and rules of discipline of the University, subject to the approval of the Board. It shall fix the requirements for the admission of students, as well as for their graduation and conferment of degrees, subject to review and/or approval by the Board through the President of the University. It shall have the disciplinary power over students of the University and shall formulate academic policies and rules and regulations on discipline, subject to the approval of the Board.

**Section 13. *The Secretary of the University***. - The Board shall appoint a Secretary who shall serve as such for both the Board and the - University and shall keep all records and proceedings of the Board. He/She shall serve upon each member of the Board the appropriate notice of the Board meetings.

**Section 14. *The Treasurer of the University***. - The Treasurer of the Philippines shall be the ex officio treasurer of the University.

**Section 15. *The Faculty***. - No political beliefs, gender preference, cultural or community affiliation or ethnic origin, religious opinion or affiliation shall be a matter of inquiry in the appointment of faculty members of the University: *Provided*, that said appointment shall be subject to the guidelines, qualifications and/or standards set by the Board: *Provided, further*, That no member of the faculty shall teach for or against any particular church or religious sect.

**Section 16. *Scholarship Program/Administration***. - The University shall provide a scholarship program and other affirmative action programs to assist poor but deserving students who qualify for admission to the University.

No student shall be denied admission to the University by reason of sex, religion, cultural or community affiliation or ethnic origin.

**Section 17. *Academic Freedom and Institutional Autonomy.***- The University shall enjoy academic freedom and institutional autonomy, pursuant to paragraph 2, Section 5 of Article XIV of the Constitution of the Republic of the Philippines.

**Section 18. *Authority to Loan or Transfer Apparatus/ Equipment/Supplies and Detail of Personnel.***- The heads of the bureaus and offices of the national government are hereby authorized to loan or transfer, upon the request of the President of the University, such apparatus, equipment or supplies as may be needed by the University, and to detail employees for duty therein when, in the judgment of the head of bureau or office, such apparatus, equipment, supplies or services of such employees can be spared without serious detriment to the public service.

The employees so detailed shall perform such duties as required of them by the President of the University, and the time so employed shall be counted as part of their regular services.

**Section 19. *Assets, Liabilities and Personnel.***- All assets, real and personal, personnel and records of the Northern Mindanao State Institute of Science and Technology and the Northern Mindanao College of Arts, Science and Technology, as well as liabilities or obligations, are hereby transferred to the University. The positions, rights and security of tenure of faculty members and personnel therein employed under existing laws prior to the integration into the University shall be respected.

All parcels of land belonging to the government and occupied by the Northern Mindanao State Institute of Science and Technology and the Northern Mindanao College of Arts, Science and Technology are hereby declared to be property of the Caraga State University, and shall be titled under that name: *Provided*, That should the University cease to exist or be abolished or should such parcels of land aforementioned be no longer needed by the University, the same shall revert to the national government.

**Section 20. *Appropriations.***- The amount necessary to carry out the provisions of this Act shall be charged against the current year's appropriations of the Northern Mindanao State Institute of Science and Technology and the Northern Mindanao College of Arts, Science and Technology, except the sums needed to continue the operations of the existing high schools. Thereafter, such sums as may be necessary for the continued operation and maintenance of the Caraga State University shall be included in the annual General Appropriations Act.

**Section 21. *Development Plan, Management Audit, Organizational, Administrative, Academic Structure.*** - Within the period of one hundred twenty (120) days after the approval of this Act, the University shall accomplish the following:

- (a) Submit a five (5) - year development plan, including its corresponding program budget to the CHED, for corresponding recommendation to the DBM;
- (b) Undergo a management audit in cooperation with the CHED; and
- (c) Accordingly set up its organizational, administrative, as well as academic structure, including the appointment of the key officials of the University.

**Section 22. *CHED Monitoring and Evaluation.***- The CHED shall conduct regular monitoring and evaluation to determine continuing compliance with the requirements on University status.

In the event that the Commission finds that the University does not maintain compliance thereof, it shall submit the appropriate recommendation for the revocation of the University status to the Senate Committee on Education, Arts and Culture and the House Committee on Higher and Technical Education.

**Section 23. *Filing of Report.***- On or before the fifteenth (15th) day of the second (2nd) month after the opening of the regular classes each year, the Board shall file with the Office of the President of the Philippines through the Chairperson of the CHED, and with both Houses of Congress, a detailed report on the progress, conditions and needs of the University.

**Section 24. *Supplementary Application.***- The provisions of Republic Act No. 8292, otherwise known as the "Higher Education Modernization Act of 1997", shall be an integral part of this Act and shall serve as part of the Governing Charter of the University.

**Section 25. *Parity Clause.***- All other powers, functions and privileges, responsibilities and limitations to state universities and/or their officials under existing laws shall be deemed granted to or imposed upon the University and/or its officials whenever appropriate.

**Section 26. *Implementing Rules and Regulations.***- The Board, in consultation with the CHED, shall formulate the guidelines to fully implement the provisions of this Act.

**Section 27. *Separability Clause.***- If, for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

**Section 28. *Repealing Clause.*** - All laws, presidential decrees, executive orders, rules and regulations contrary to or inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

**Section 29. *Effectivity.*** - This Act shall take effect fifteen (15) days after its publication in two (2) newspapers of general circulation.

**JUAN PONCE ENRILE**  
President of the Senate

**PROSPERO C. NOGRALES**

Speaker of the House of  
Representatives

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on November 18, 2009 and November 16, 2009, respectively.

**EMMA LIRIO-REYES**

Secretary of the Senate

**MARILYN B. BARUA-YAP**

Secretary General House of  
Representatives

Approved: DEC. 16, 2009

**GLORIA MACAPAGAL-ARROYO**

President of the Philippines

## University Seal



The official colors of the University are **green, gold yellow, orange** and **white**; green symbolizes life, fertility, and productivity; gold yellow represents the ripe rice panicles ready for harvest and stands for richness in the aims of CSU and wisdom of its constituents; orange represents strength with fortitude; and white represents purity and cleanliness.

These colors are reflected in the new seal of the University with the design of a **balangay** boat, a wooden watercraft used by the early settlers, and traders from as far as China, Malaysia, Indonesia and other countries to engage trading in Butuan City and nearby areas. The **torch** symbolizes light-giving and vision to those who seek greater knowledge and truth, the field symbolizes the courses in technology, science and related fields; the **gear** exudes development and progress in the quad functions of: Instruction, Research, Extension and Production; and the Year 1946 indicates the year when the state college started its operation in Ampayon, Butuan City, the 232- hectare sectoral area reserved in 1920 by Proclamation No. 4. The late American Governor to the Philippines, Francis Burton Harrison issued Proclamation No. 4 declared the reservation of the land.

Trivia: **Balangay** was used by the Philippine Government as a term to refer to the smallest political unit, now became popularly known as barangay. The reason behind it was that building balangay requires teamwork and unity among workers and residents in the community they lived.]



## **Vision**

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

## **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.

## **General Mandate**

Caraga State University shall primarily provide advanced education, higher technological, professional instruction and training in the fields of agricultural and environmental studies, fishery, engineering, forestry, 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.

## **Quality Policy**

Caraga State University, as a premier institution of higher learning, endeavors to continually improve its management system in the following key result areas:

- Outcomes-based teaching and learning;
- Responsive research and community engagement;
- Viable resource generation and mobilization; and
- Good governance towards effective human capital formation and sustainable development of Caraga Region and beyond.

## **Core Values**

Competence  
Service  
Uprightness

## **University Credo**

CSU, as the flagship government institution of higher learning in the Caraga, Region XIII, adheres to the credo of “Leadership Through Purposing: Say it, model it, organize for it, support it, enforce it and commend practices that exemplify core values and express outrage when practices violate these core values”. It is committed to propel all efforts towards the achievement of its Vision, Mission, Goals and Objectives in response to regional and national development goals.

## **University Philosophy**

CSU adheres to the philosophy that the dignity, integrity, and personal worth of the individual are highly cherished and respected. Each person, regardless of race, color, creed or economic status, is a resource of a nation; that education is basic to individual and national development and is the backbone of human resource development; and that the role of an educational institution is to offer each individual the opportunities to realize his potentials, to imbibe the concept of “learning to learn”, to make his most effective contribution to the country’s social and economic development, and to systematize and apply his knowledge into the affairs of men and nations.

## **Brief History and Background of Resource Generation Management Services**

The Resource Generation Management Services (RGMS) is an office that caters all purely business activities/projects/programs that the University is engaged in. The main function of this office is to generate another means of income and enhance the financial capability of the university.

On 2005, the RGMS was named as Business Affairs under the directorship of Dr. Erico G. Alan with the supervision of the former University President, Dr. Edgardo W. Ignacio. After the directorship of Dr. Alan, Dr. Esamel M. Paluga headed the office for a couple of months before the directorship was transferred to Ms. Concepcion P. Lascuña on September 1, 2009.

On 2010, the office was renamed to Office for Resource Generation (ORG) with Dr. Danilo A. Ga-as, the former Dean of CASNR, as its director from June 1, 2010 to 2014. Dr. Emmanuel F. Nono was designated as the director of ORG on August 1, 2014. The name of the office was then changed to Office of Resource Generation Management Services (ORGMS) in 2015. In February 2019, Dr. Tomas M. Austral, Jr. was designated as the director of RGMS.

## **CHAPTER II. ORGANIZATION AND MANAGEMENT**

### **QUALITY POLICY**

Caraga State University, as a premier institution of higher learning, endeavors to continually improve its management system in the following key result areas:

- Outcomes-based teaching and learning;
- Responsive research and community;
- Viable resource generation and mobilization; and
- Good governance towards effective human capital formation and sustainable development of Caraga Region and beyond.

### **GOAL**

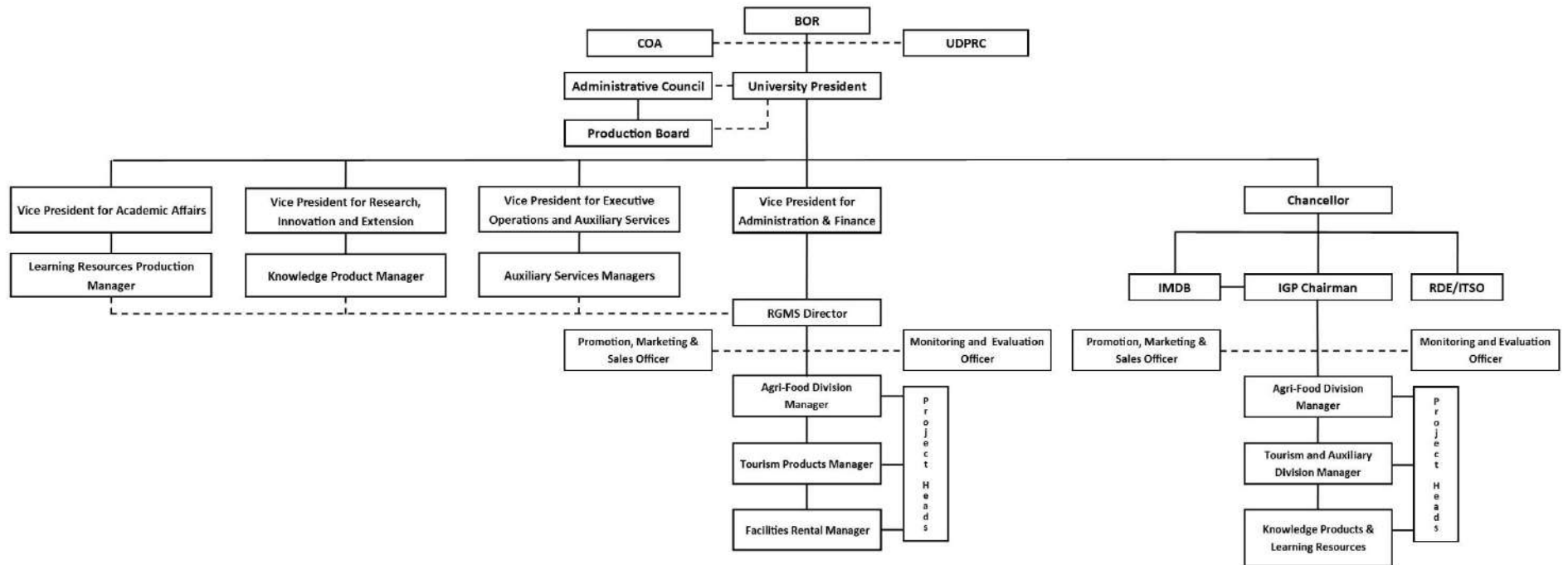
To undertake IGPs that respond to the needs and opportunities in Caraga Region with forward-looking production, distribution and management strategies, and eco-friendly technologies.

### **OBJECTIVES**

The IGPs must:

1. Provide products and services based on the demand of the stakeholders (e.g. community, government agencies) and the opportunities in the region;
2. Must be able to operate efficiently, effectively, and ethically;
3. Become a venue for harnessing students' entrepreneurial capabilities and Research and Development-based business and technology incubation of the University;
4. Strive for continuous business development and improvement of product and service quality; and
5. Contribute job creation and employment opportunities in the region.

## Organizational Structure



## **CHAPTER I**

### **The Organization, Duties, and Responsibilities of University Production Board and Key Personnel**

**Section 1. University Production Council.** There shall be a Production Board that shall be in-charge of the General Policies Formulation to address the Production function of the University, which shall have the following functions:

1. Formulate plans, policies, and guidelines in accordance with the University's overall IGP direction;
2. Provide overall guidance and strategic direction for implementation of the different projects as approved by the BOR;
3. Review, evaluate, and recommend for approval of project business plans and operating budget;
4. Review and or evaluate proposals of MOU, MOA or business partnerships and recommends for approval and implementation;
5. Recommend for revision, amendment, approval, and implementation of incentive scheme/s commensurate to the performance of the IGP personnel and project staff;
6. Review and recommend the on-going projects based on performance target, financial and operational accomplishment;
7. Conduct quarterly regular meeting and special meeting as the need arises.
8. Determine investment priorities of the University;
9. Perform such other powers and functions as may be provided by the Board and by the pertinent laws and regulations.

**Section 2. Composition of the University Production Board-** the Production Board shall be composed of ten (10) members:

Chair : University President

Vice Chairperson : Vice President for Administration and Finance

Members : Vice President for Academic Affairs

Vice President for Research, Innovation and Extension

Vice President for Executive Operation and Auxiliary Services

RGMS Director

Chancellor

IGP Chairman

Internal Audit

Budget Officer

Accountant

Business Manager

## The Organization

1. The University President shall act as Chairperson of the Board;
2. The Vice President for Administration and Finance shall be the Vice-Chairperson of the Board;
3. Director of the Office of the Resource Generation Management Services (ORGMS) as the ex-officio Secretary;

All members of the University Production Board are incumbent upon their capacities upon assumption of the Office until a replacement is in effect and performs the function.

## The Structure

<hr/> Chair :University President	
<hr/> Vice Chair: Vice President for Administration and Finance	
<hr/> Member, Vice President for Academic Affairs	<hr/> Member, Vice President for Research, Innovation and Extension
<hr/> Member, Vice President for Executive Operation and Auxiliary Services	<hr/> Member, Director for RGMS
<hr/> Member, Chancellor (Satellite Campus	<hr/> Member, RGMS Chairman (Satellite Campus)
<hr/> Member, Internal Audit Services Director	<hr/> Member, Budget Officer
<hr/> Member, University Accountant	<hr/> Member, Business Manager

**Section 3. RGMS Director/IGP Chairman-** the University Income Generating activities shall be generally supervised by the RGMS Director/IGP Chairman, who shall have the following duties and responsibilities:

1. Find ways and means to enhance the financial capability of the University;
2. Recommend and establish linkages with government and private organizations to further enhance the various business activities/affairs of the University and further act as liaison of the University for said linkages;
3. Oversee the day-to-day operations of the IGP of the University in support of its instruction and extension functions;
4. Evaluate and assess business project proposals and endorse the same to the Production Council for appropriate action;
5. Submit programs and plans for the development, expansion, and improvement of extension-type and other income-generating activities/undertakings;
6. Formulate a monitoring and evaluation instrument to be used for the M&E of the business projects undertaken by the University and continuously update the same;
7. Conduct activities that would further sustain the viability of the IGPs of the University (market matching, progress review, sales forecast, et al);
8. Provide the Office of the President through the Office of the Vice President for Administration with the quarterly assessment of project performance;
9. Submit monthly accomplishments and financial status reports of the projects to the Office of the President;
10. Coordinate with the different Colleges on the operation of the Instruction Related Income Generation Programs (IGPs);
11. Perform other functions as may be required by higher authorities.

### **Administrative Support Services**

There will be support services of the IGP to handle the different responsibilities, duties and functions necessary for the smooth operations of the office. These are as follows:

#### **a. Human Resource Management Unit**

The Human Resource Management Officer shall perform the following functions:

- Responsible for personnel management, development, and maintenance of effective representation with the Civil Service Commission and other offices concerned;
- Keep updated service records of, and other data and information pertaining to, all personnel of the university and issue appropriate certifications and other documents on the matter upon proper request by concerned parties;
- Assist and advise the University President and other concerned University Officials and employees on the proper execution of policies, regulations, and orders in all areas of personnel management promulgated by the Civil Service Commission and other higher authorities;

- Undertake personnel programs and inform the heads of units concerned of the recent developments in all areas of personnel management and development; and
- Perform other functions as may be required by higher authorities.

**b. Budget Unit**

The Budget Office shall be headed by a Budget Officer who shall perform the following functions:

- Assist in the preparation of budget estimates, work, and financial plans;
- Take charge in the control of established budget allotments to the various units/projects/programs of the University;
- Prepare financial reports as required by authorities;
- Act as the secretary of the University Budget Committee; and
- Perform other related functions assigned by higher authorities

**c. Accounting Unit**

The Accounting Unit shall be responsible in providing the accounting system of the IGP such as recording, analyzing, financial control and management. This shall be headed by the Chief Accountant. He /she shall perform the following functions:

- Implement accounting rules and regulations and the financial policies promulgated by the Commission on Audit (COA) and adopted by the IGP (e.g. sales, expenditures and collections from various units/projects/sections);
- Analyze, record, classify, summarize, and interpret all transactions involving the receipts and disposition of IGP funds and property and interpret the results thereof;
- Act as custodian of IGP charge invoices, provisionary receipts, Daily Product Sales Report and other financial reports;
- Coordinate with the Division Managers and Project Managers in the preparation of project work and financial plans, programs, and budget estimates;
- Control the funds as part implementing internal control within the IGP;
- Prepare monthly, quarterly, semi-annual, and annual financial reports of the IGP for approval by the University President through the Director and submit the same to COA and other interested government agencies; and
- Perform other related works as may be delegated by higher authorities.



**d. Cashier Unit**

The Cashier's Office shall be headed by a Chief Cashier who meets the qualification standards, and shall have the following functions:

- Act as the collecting and disbursing officer of the University;
- Supervise the payment of salaries, wages, and other disbursements and in the collection of revenues for the University;
- Prepare and submit required reports for review by higher authorities;
- Verify the posting of cash advances, disbursements, collection of revenues, and deposits; and
- Perform other related work as may be assigned by higher authorities.

**e. Internal Audit Unit**

The Internal Audit shall conduct comprehensive audit of various IGP activities. Specifically, it shall have the following functions:

- Conduct management and operations performance audit of IGP activities and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/processes and contractual obligations;
- Review and appraise systems, procedures/processes, and organizational structure, and asset management practices, financial and management records, reports and performance standards of the agencies/units covered;
- Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action; and
- Perform other related works as may be delegated by higher authorities.

**f. Procurement Unit**

The Procurement unit is responsible for the conduct and processing of purchases on supplies and materials, farm equipment and facilities of the IGP. Specifically, it shall perform the following functions:

- Prepare canvass papers and supporting documents;
- Conduct canvass and serve purchase orders of all requested items of the IGP as required by the university president through the director;
- Prepare and process documents necessary for the purchase and to be purchased items;
- Facilitate all documents necessary for payments and liquidation of cash and cash advances; and
- Perform other related works as may be delegated by higher authorities.

**g. Property/Supply Unit**

The Supply Unit shall be headed by a Supply Officer. He/ She shall perform the following functions:

- Supervise and coordinate supply and property management activities in the University;
- Plan, direct, and supervise the work of supply personnel engaged in the receipt, control, and issuance of supplies;
- Implement objectives, rules, and regulations pertaining to supply and property management;
- Prepare and submit periodic, annual, and other required reports on supplies and property inventory;
- Account for all office equipment and supplies, act as custodian of all records of property, and conduct periodic inventory thereof as required by existing laws and regulations;
- Recommend interventions and suggestions that will aid in addressing the deliverables of the office in accordance with the auditing and accounting rules and regulations; and
- Perform other related functions assigned by higher authorities

**h. Information and Communications Technology Unit**

The Information and Communications Technology shall have the following functions:

- Coordinate directly with the user departments regarding the system project to be developed, maintained, and enhanced;
- Analyze resource utilization and initiate programs for improvements of the university information system and the center;
- Come up with proposals in linking the services and the available resources of the center for possible resource generation for the university; and
- Perform such other related works as may be delegated by higher authorities.

**i. General Services Unit**

The General Services shall perform the following functions:

- Implement the guidelines, rules, and regulations in coordinating, monitoring, and reporting of the activities on the various general services programs of the University;
- Supervise the general maintenance of facilities of the University including facilities for housing, light and water, transport, and machinery services;
- Enforce established policies and regulations governing the proper care, maintenance, and use of the University facilities; and
- Perform other related function as assigned by higher authorities.

### **Monitoring and Evaluation Officer**

For continuing feedback information relative to IGPs, the Monitoring and Evaluation Officer shall perform the following functions:

- Monitor all project operations in coordination with the Board of Management officers and its members;
- Coordinate statistical work, research analysis, and economic evaluation of data and forecast trend;
- Participate in the planning process undertaken by the Board and IGPs; and
- Perform other related function as assigned by higher authorities.

### **Promotion, Marketing and Sales**

The Promotion, Marketing and Sales shall have the following functions:

- Collect and collate market information (prices, supply, demand, competitors, etc.) On products and submit the same to the RGMS Director;
- Act as liaison between IGP and input dealers and product outlets;
- Recommend to the RGMS Director the most appropriate market outlet of IGP products;
- Recommend to the RGMS Director the policies on how to improve marketing efficiency of IGP;
- Market or sale all IGP products;
- Develop and design marketing plans, programs, strategies, and establish linkages;
- Conduct price canvassing and monitoring of product prices from neighboring market outlets as basis for comparison of IGP product pricing;
- Prepare, review, and submit various reports on daily product sales report, delivery receipts/invoice, purchase request, waste materials, product spoilage, monthly, semi-annual, and annual reports;
- Record and keep file of the product sales performance of each project of the IGP for use of the planning and information communications technology;
- Perform other functions as requested by the RGMS Director; and
- Perform other related function as assigned by higher authorities.

### **Division Supervisor**

The Division Supervisor shall have the following functions:

- Assume direct responsibility of the overall supervision and administration of the division's component to achieve established targets with optimum efficiency;
- Implement specific policies, programs and procedures, and serves as the linkage between top management and lower managerial level;
- Draw comprehensive farm plan and budget of the projects under the supervision and prepare production performance reports and other reports that may be needed by top management;

- Conduct periodic checks and review on records and information of projects within the jurisdiction.
- Initiate planning, efficient resource allocation and utilization, and improvement of systems and procedures for greater efficiency in production;
- Attend management meetings as may be required;
- Submit regular/progress reports to the program director;
- Recommend the dismissal/termination of services of project personnel after consultation and investigation of any case;
- Perform other duties as maybe required by higher authorities.

### **Project Unit Heads**

The Project Unit Heads shall have the following functions:

- Assume direct responsibility, liability, and accountability of project operations, and administration;
- Plan, organize, direct, control, motivate, train, and effectively communicate with project personnel;
- Prepare the necessary project plan and budget or feasibility study, including specific studies for project improvement and/or expansion;
- Accomplish and evaluate income and related business performance and financial records against a set of objectives and standards, and make recommendation/s;
- Continuously develop ways and means of carrying out tasks more efficiently and effectively in his project;
- Conduct regular monitoring of projects' status, checkup of tools and equipment and keep the concerned directors/coordinators informed of all events, circumstances, and developments within the project;
- Maintain discipline of project personnel;
- Keep and maintain records and submit regular reports to the campus dean, director of the project where he is assigned, copy furnished the vpp following the prescribed forms identified in section iii hereof; and
- Perform other functions and duties as maybe required by program management.

### **Project Aides and Laborers**

The Project Aids and Laborers shall have the following functions:

- Perform project production and business activities as stipulated in the contract of services; and
- Perform other functions delegated by the Project Manager.

## **Office Support Staff**

The Office Support Staff shall have the following functions:

- Monitor incoming and outgoing communications;
- Accommodate clients;
- Prepare billing statements for renters/client;
- Draft letters, contracts, reports, and other documents as required;
- Monitor booking and usage of facilities;
- Prepare logistics for meetings or travels;
- Monitor/manage director's schedule;
- Answer phone calls; and
- Perform other functions as may be required by higher authorities.

## **CHAPTER III. GENERAL IMPLEMENTING GUIDELINES AND PROCEDURE**

### **GENERAL GUIDELINES**

1. The IGP should be acknowledged by the RGMS Director/Chairman (for the satellite campus) after the approval of the Project Proposals and accomplishment of the MOA/Contract for Income Generating Projects (Internal and External).
2. The short-term Income Generating activities (internal and external) will be acted upon by the RGMS Director/ Chairman based on established procedures (Letter of Intent submitted to the Office of the President/Campus Director and referred to the RGMS Director for appropriate action.)
3. Income generated by the projects is deposited under the Business Related Fund (Fund 161).
4. Each project has its own subsidiary ledgers at the IGP and the Accounting Offices for records reconciliation purposes.
5. The annual budget for the RGMS Office shall comprise funds for the office and project operations and establishment of new income generating projects of the University.
6. The IGP funds shall be utilized based on approved proposals subject to the usual budgeting, accounting and auditing laws, rules, and regulations.
7. The IGP financial statements are prepared by the RGMS Office and certified correct by the University Accountant every end of each month and as required by the COA and competent authorities.
8. The accrued method of accounting as mandated by the Commission on Audit (COA) shall be used.
9. Production, technical, and financial ratios are calculated such as yield per hectare, break-even yield, break-even price, return on investment, etc.
10. Disbursements of IGP funds shall be based on approved proposals and in accordance with state accounting and auditing rules and regulations.

### **PROGRAM OF OPERATIONS AND GUIDELINES**

1. All operations of the income-generating projects of the University shall adhere to the guidelines set by the government.
2. For the existing IGPs, details of the yearly project plan and budget shall be prepared by the Unit Head and Division Supervisor and submitted to the UDPRC for review and recommendation through the University President for approval by the BOR.
3. Proponents of new projects are required to submit a feasibility study or detailed project proposals through the RGMS Director and the University President based on established procedures and for approval by the BOR.
4. The RGMS Director shall screen possible candidates for Division Supervisors and Unit Heads for their qualifications and expertise. Interested faculty and staff

members (preferably non-teaching staff) shall submit a Letter of Intent for this purpose to the RGMS Director for consideration.

5. No IGP Personnel shall engage in similar projects within and outside the University whether public or private in nature to avoid possible conflict of interest. Violators of this provision shall be subjected to the corresponding sanctions in accordance with existing rules and regulations.
6. Hiring of IGP Personnel shall be determined by the Head of Unit, endorsed by the concerned Division Supervisor, and recommended by the RGMS director for the approval of the President.

The pool of contractual workers may be hired by the RGMS director in case of emergency or urgent work that needs to be done to protect the university from losses or irreparable damage.

7. The RGMS may accept student assistants to render a maximum of 10 hours a week with the applicable rate approved by the University.
8. The services of experts maybe tapped in an on-call basis and the remuneration is to be determined by the UDPRC.
9. An academic faculty participating in any entrepreneurship or IGP activity shall receive a corresponding full time equivalent or FTE or equivalent teaching load (ETL) based on the following:

<b>Designation</b>	<b>Credit Teaching Load</b>
RGMS Director	12 units
IGP Chairman	9 units

10. The IGP may have a separate BAC Secretariat but shall observe the centralized procurement system of the University.
11. Machinery and equipment use shall be monitored. Custom hiring of the same shall be allowed only if not available in the University.
12. Purchases shall be in accordance with government accounting and auditing rules and regulations.

## INCENTIVES

- A. 60%-40% Sharing Scheme Projects under this scheme are those with seed money from the University.

**Net income Available for Sharing (NIAS)** = Net Income – 10% reserved fund – payment of payables

40% of NIAS – Project Operation

40% of NIAS – Incentives

20% of NIAS – Administrative Share

### A.1. Incentives per annum (40% of the NIAS)

<b>Position</b>	<b>Full-time</b>	<b>Faculty &amp; Staff</b>
Board of Regents	10% or P50,000.00/member, whichever is lower	
Production Board Members	10% or P50,000.00/member, whichever is lower	
Cluster Manager (Full Time/Faculty)	No incentives	5% or ₱ 50,000.00, whichever is lower (w/o deloading)
Project Unit Head (Full Time/Faculty)	No incentives	15% or ₱ 50,000.00, whichever is lower
Project Laborer (Full Time/Staff)	10% or ₱ 50,000.00, whichever is lower	10% or ₱ 50,000.00, whichever is lower

### A.2. Identified Projects

1. Poultry and livestock (Poultry, swine, small ruminant, large ruminant)
2. Orchid Production
3. Mushroom Production
4. Rice Production
5. Dairy Carabao Center
6. Tissue Culture
7. Greenhouse
8. Nursery/ NGP
9. Print shop
10. Mathematics and Statistics Computing Center
11. Aquaculture
12. Apiculture
13. Permaculture
14. Silviculture



### **Eligibility criteria for the incentive sharing scheme**

1. At least 15% of the return of investment (ROI) for the operational year;
2. At least 25% internal rate of return (IRR) for the operational year;
3. Benefit Cost Ratio must be greater than 1, and;
4. Must be an institutional IGP.

B. Income sharing scheme for projects not using seed money/no monetary expense from the university. (Net Annual Income)

30% - Administration  
70% - College/Department

C. Income sharing scheme from Intellectual Property and Knowledge-based products shall be anchored to the IP Policy

- The commercialization benefits which are stipulated in Article 7.4 of the IP Policy were crafted in consideration of the appropriate provisions on revenue sharing in the joint DOSTIPO Administrative Order No. 02-2010 IRR of R.A. 10055, the Philippine Technology Transfer Act of 2009 and R.A. 8439 or the Magna Carta for Scientists, Engineers, Researchers, and other S&T Personnel in Government.
- Inventions Funded by Outside Entities – Subject to the provisions of the Technology Transfer Act of 2009, in the event that funding for the research and creation of the invention is sourced by the University, wholly or partially. From outside entities, the University shall negotiate with the funding entity with respect to the ownership of the invention, patent rights and royalty-sharing subject to the confirmation of the Board of Regents. The agreement shall bind all parties including the inventors.
- The University shall share the Inventor(s)/creator(s) of the IP any Net revenue received by the University in the following ratio:  
60%-University  
40%-Inventor

D. Income sharing scheme from Consultancy services shall be anchored to the Research and Development Manual

E. Income sharing scheme from Instructional Materials shall be anchored to the IMDB Agreement

The following guidelines shall cover the computation of profit sharing for:

- CBMC Handled Publication  
26% of Net Income – CBMC Share
  - Handling/Set Up/Publication Charges (After 1<sup>st</sup> Printing)
  - Evaluator's Fee \*of P1,500.00/evaluator, or P10/page for IMs

- IMDB Honorarium @ 10% of CBMC share divided equally among members

4% of Net Income – College Share

10% of Net Income – Department Share

60% of Net Income – Royalty Share

- Books/IMs already published: Consignment basis (Net Income=20% of Selling Price)
  - 3% - College Share
  - 7% - Department Share
  - 10% - CBMC Share
    - IMDB Honorarium – 10% of the CBMC Share to be divided equally among members

F. Income from sharing scheme for income from Laboratory Analysis Fees shall be anchored to the Approved Laboratory Fee Schedule

Net Cost = Analysis Cost – Administration Cost

10% of Net Cost – Administration Share

70% of Net Cost – Analyst Share

10% of Net Cost – College Share

10% of Net Cost – Department Share

## IGP facilities for Rental Services

No.	Facilities
1	Gymnasium
2	Oval Playground
3	Basketball Court
4	Volleyball Court
5	Sepak Takraw and Badminton Court in the Gymnasium
6	Classrooms
7	Organic Agriculture Training
8	Audio Visual Rooms –Colleges
9	Conference Rooms
10	Multimedia Equipment
11	Gymnasium Facilities
12	Swimming Pool
13	FIC facilities
14	Fab Lab Facilities
15	Kitchen utensils
16	Hostel
17	Dormitory
18	Farm Land Rental
19	Commercial Arcade
20	Space Rental
21	Farm Equipment
22	Concrete/Solar Dryer
23	Mechanical Dryer
24	Academic Gown Rental

Facilities are open for rent to any interested individual or group, internal or external to the university depending on the prevailing rental rates of the university. However, activities of the University will be given priority over any external activities.

A. For internal clients (University students and employees) to avail use of above facilities, they have to comply with the following requirements:

1. For approved activities, accomplish Service Request Form (F-RGMS-O13a) for facilities -- items 1-16 and 21-23.
  2. Accomplish Rental Application form (F-RGMS-O11a) -- items 17-20.
  3. Pay the required bill at the Cashier's Office based on the billing statement prepared by the RGMS office.
  4. Provide a photocopy of the Official Receipt issued for the bill to the RGMS office for the booking of requests.
- \* For long term (one-month and above) space rental applicant, they must sign a contract with the University.
  - \* Clients must be responsible for the proper waste segregation and disposal. Appropriate penalties will be imposed as stipulated in the R.A. 9003 (Ecological Solid Waste Management Act of 2000). The No Plastic Policy of the University is anchored in the Sangguniang Panlalawigan Ordinance

Number 5334-2017 which is an ordinance regulating the use of plastic and plastic by products in Butuan City.

- B. For external clients (any individuals or groups not directly connected to the University including walk-in clients) to avail use of above facilities, they have to comply with the following requirements:
1. Accomplish Rental Application form (F-RGMS-O11a) -- items 18-20.
  2. Provide a photocopy of the Official Receipt issued for the bill to the RGMS office for the booking of requests.
  3. In the event of cancellation to the booking of activities by the client, a penalty of 25% from the overall payment must be made.
  4. Clients must be responsible for the proper waste segregation and disposal. Appropriate penalties will be imposed as stipulated in the R.A. 9003 (Ecological Solid Waste Management act of 2000). The No Plastic Policy of the University is anchored in the Sangguniang Panlalawigan Ordinance Number 5334-2017 which is an ordinance regulating the use of plastic and plastic by products in Butuan City.
- C. For internal clients renting the Academic Gown (item 24), they have to comply with the following requirements:
1. Students must be in the final list of the Graduating Students provided by the Registrar's Office and have complied with other requirements of the appropriate authorities.
  2. All renters of Academic Gown are required to comply with the Rental Agreement.
  3. Pay the required bill at the Cashier's Office based on the billing statement prepared by the RGMS office.
  4. Present the Official Receipt issued for the bill to the RGMS office for the release of the Academic Gown.
  5. *For faculty members*, an Official Receipt issued for the bill is required for the release of the Academic Gown.
  6. In case of renting Academic Gowns in bulk, the Chairman of an Academic Department will be required to transact and pay the required bill issued by the RGMS office. The Chairman shall likewise be responsible in returning the rented Academic Gowns a day after the graduation.
- D. For external clients (individual or representatives of renters) renting the Academic Gown (item 24), they have to comply with the following requirements for the release of the Academic Gown:
1. Submit a Letter of Intent addressed to and duly approved by the University President/Campus Director.
  2. Sign a Rental Agreement.
  3. Present a proof of payment for the required deposit and for the Academic Gowns rented.
  4. In case of damage/loss of academic gown, the renter shall be held accountable and sanction based on the rental agreement.

### Rental Rates (For External Clients and Partner Agencies)

Particulars	Half Day	Whole Day	Remarks
HERO Learning Common Auditorium (Capacity Area: 230 sq. m Floor Area with 134 capacity)	10,000 or 2,500/hour	22,500 or 2,500/hour	Baseline amount were based on other Auditorium rate. However, CSU has higher amount considering its Area, capacity, and amenities (LED screen, Air-con, Sound system, construction value, etc.)
HERO Activity Center (265 sq.m , 150 capacity)	7,000 or 1,750/hr.	15,750 or 1,750/hr.	With stage, tables, and chairs.
HERO Game Area/Activity (Available at night, week-ends, and holidays)	15,000 or 3,750/hr	33,750 or 3,750/hr.	With stage, tables and chairs
HERO Coffee shop	10,000 minimum bid/month		For Bidding
Discussion Room (12 paxs)	400/hour		Small group discussion/Business meeting
Discussion Room (6paxs)	200/hour		Small group discussion/Business meeting
CAS Building Auditorium (Capacity Area: 216 sq. m Floor Area with 180 capacity)	7,000 or 1,750/hr	15,750 or 1,750/hr	
CAS Building Conference Hall (144 sq.m/50 capacity)	2,500 or 625/hr	5,625 or 625/hr	
CEIT Building A (375 sq.m & 320 capacity)	7,000 or 1,750/hr	15,750 or 1,750/hr	
CEIT Building B - Auditorium (287 sq.m & 224 capacity)	5,000 or 1,250/hr	11,250 or 1,250/hr	
CEIT (Multi-Purpose 1,2,3)	5,000 or 1,250/hr	11,250 or 1,250/hr	

**Farm Rental Rates Per Hectare/cropping**

Particulars	Ha./cropping (Php)	Remarks
Irrigable Areas	15,000.00	At par with Agusan del Norte With inclusion of NIA Fee (RA 10969)
Irrigable Area through Water Pumping Station	12,500.00	
Non-Irrigable Areas	10,000.0	None

**Other Venue Rental**

Particulars	Rate (Php)	Remarks
CSU Ground	5,000.00/day	For External Clients and Partner Agencies
Admin Conference Hall	4,500.00/half day 10,000.00/whole day or 1,111.00/hr	
Classroom	1,500.00/day	
Photoshoot Venue	1,000.00/day	For External Clients
	500.00/day	CSU Students, Employees, Alumni and Partner Agencies

**Space Rental**

Particulars	Rate (Php)
Mobile Vendors	200.00/day
Space Rental (Concessionaires)	5,000.00/month

**Bookshoppe and Marketing Center Services**

Particulars	Rate (Php)
Photocopy	2.00/copy
Toga (Undergraduate)	500.00/set
Toga (Masters)	1,000.00/rent
Risograph	200/ream
Test Booklet	5/booklet

### Equipment Rental Rates of Food Innovation Center (FIC) for the Auxiliary Equipment

Particulars/ Equipment	Rate (Php)	Purpose of the Equipment
<b><u>Major Equipment</u></b>		
Cabinet dryer	250.00 per hour	Remove the water from food. Product output: sweetened dried products, powdered dried products, dehydrated products and baked goods
Freeze dryer	250.00 per hour	Removes water from perishable material. Product output: Freeze dried fruits and vegetables
Spray dryer	475.00 per hour	Producing a dry powder from a liquid. Product output: Instant powdered products.
Vacuum fryer	275.00 per hour	Retain nutrients in low temperatures and 50% less oil Product output: Vacuum fried chips
Water Retort	250.00 per hour	Thermally process to extend shelf-life Product output: Can goods, ready-to-eat, etc.
<b><u>Auxiliary Equipment</u></b>		
Automatic ice crusher	205.00 per hour	Saving time and manual effort when preparing drinks.
Band sealer	205.00 per hour	Sealing thermoplastic materials for food packaging.
Bread slicer	205.00 per hour	Quickly and uniformly slicing bread loaves.
Can seamer	205.00 per hour	Sealing the lid to the can body
Chest type freezer	205.00 per hour	Stocking frozen food products
Dough kneader	205.00 per hour	Heavy duty kneading
Dough mixer	205.00 per hour	Stirring dough ingredients.
Food pulverizer	205.00 per hour	Heavy duty for powdering dried products
Heavy duty blender	205.00 per hour	Mix or emulsify food
Induction sealer	205.00 per hour	Hermetically seal the top of plastic/glass containers.
Universal mixer	205.00 per hour	Stirring dough ingredients.
Vacuum packaging (without Nitrogen flushing)	205.00 per hour	Removing oxygen by pulling the packaging material into intimate contact with the product
Vegetable cutter	205.00 per hour	Quickly and uniformly slicing fruit and vegetables.

### Equipment Rental Rates of FIC for the Operation of Food Drying/Baking Process

<b>Particulars / Equipment</b>	<b>Rate (Php)</b>	<b>Excess Hour (Php)</b>	<b>Remarks</b>
Cabinet dryer + Vegetable cutter	3,180.00	250.00	Includes slicing the raw material prior to use of the main equipment for food powdered products.
Cabinet dryer + Food grinder	3,410.00	250.00	Includes powdering the dried food after using the main equipment.
Cabinet dryer + Vegetable cutter + Food grinder	3,840.00	250.00	Includes slicing the raw material prior to use of the main equipment with powdering the dried food after using the main equipment.
Cabinet dryer + Food grinder + Band sealer	3,830.00	250.00	Includes powdering the dried food after using the main equipment with the use of different types of sealing equipment.
Cabinet dryer + Food grinder + Induction sealer	3,830.00	250.00	
Cabinet dryer + Food grinder + Vacuum packaging	3,830.00	250.00	
Cabinet dryer + Vegetable cutter + Food grinder + Band sealer	4,050.00	250.00	Includes slicing the raw material prior to use of the main equipment with powdering the dried food and different types of sealing equipment.
Cabinet dryer + Vegetable cutter + Food grinder + Induction sealer	4,050.00	250.00	
Cabinet dryer + Vegetable cutter + Food grinder + Vacuum packaging	4,050.00	250.00	
Cabinet dryer + Heavy duty blender	3,150.00	250.00	
Cabinet dryer + Band Sealer	3,410.00	250,00	Includes the different types of sealing equipment after using the main equipment.
Cabinet dryer + Induction Sealer	3,410.00	250,00	
Cabinet dryer + Vacuum Packaging	3,410.00	250,00	
Cabinet dryer + Vegetable cutter + Band sealer	3,850.00	250.00	Includes slicing the raw material prior to use of the main equipment with different types of sealing equipment.
Cabinet dryer	3,850.00	250.00	



+ Vegetable cutter + Induction sealer			
Cabinet dryer + Vegetable cutter + Vacuum packaging	3,850.00	250.00	
Cabinet dryer + Heavy duty blender + Band sealer	3,820.00	250.00	Includes blending the raw material prior to use of the main equipment with different types of sealing equipment.
Cabinet dryer + Heavy duty blender + Induction sealer	3,820.00	250.00	
Cabinet dryer + Heavy duty blender + Vacuum packaging	3,820.00	250.00	
Cabinet dryer + Universal mixer	2,320.00	250.00	Mixing wet and dry ingredients prior to use the main equipment for baked products process
Cabinet dryer + Dough mixer + Dough kneader	2,130.00	250.00	Mixing wet and dry ingredients prior to use the main equipment for baked products process
Cabinet dryer + Universal mixer + Bread slicer	2,740.00	250.00	Mixing wet and dry ingredients prior to using the main equipment with slicing baked products.
Cabinet dryer + Universal mixer + Band sealer	2,740.00	250.00	Mixing wet and dry ingredients prior to use the main equipment with the different types of sealing machine for baked products process
Cabinet dryer + Universal mixer + Induction sealer	2,740.00	250.00	
Cabinet dryer + Universal mixer + Vacuum packaging	2,740.00	250.00	
Cabinet dryer + Dough mixer + Dough kneader + Bread slicer	2,550.00	250.00	Mixing wet and dry ingredients prior to using the main equipment with slicing baked products.
Cabinet dryer + Dough mixer + Dough kneader + Band Sealer	2,550.00	250.00	Mixing wet and dry ingredients prior to using the main equipment with the different types of sealing machine for baked products.
Cabinet dryer + Dough mixer + Dough kneader + Induction sealer	2,550.00	250.00	
Cabinet dryer	2,550.00	250.00	

+ Dough mixer + Dough kneader + Vacuum packaging			
Cabinet dryer + Universal mixer + Bread slicer + Band sealer	3,100.00	250.00	Mixing wet and dry ingredients prior to using the main equipment with slicing baked products and the different types of sealing machine.
Cabinet dryer + Universal mixer + Bread slicer + Induction sealer	3,100.00	250.00	
Cabinet dryer + Universal mixer + Bread slicer + Vacuum Packaging	3,100.00	250.00	
Cabinet dryer + Dough mixer + Dough kneader + Bread Slicer + Band Sealer	2,910.00	250.00	Mixing wet and dry ingredients prior to using the main equipment with slicing baked products and the different types of sealing machine.
Cabinet dryer + Dough mixer + Dough kneader + Bread Slicer + Induction sealer	2,910.00	250.00	
Cabinet dryer + Dough mixer + Dough kneader + Bread Slicer + Vacuum packaging	2,910.00	250.00	

### Equipment Rental Rates of FIC for the Operation of Food Freeze dried products

<b>Particular / Equipment</b>	<b>Rate (Php)</b>	<b>Excess Hour (Php)</b>	<b>Remarks</b>
Freeze dryer + Chest type freezer	4,640.00	250.00	Includes the freezing of the sample prior to use of main equipment.
Freeze dryer + Chest type freezer + Band sealer	4,985.00	250.00	Includes the freezing of the sample prior to use of main equipment with sealing in different types of equipment for the finished food product.
Freeze dryer + Chest type freezer + Induction sealer	5,005.00	250.00	
Freeze dryer + Chest type freezer + Vacuum packaging	5,010.00	250.00	
Freeze dryer + Chest type freezer + Heavy duty blender	5,455.00	280.00	Includes the blending and freezing of the sample prior to use of main equipment.
Freeze dryer + Chest type freezer + Vegetable cutter	5,480.00	250.00	Includes the slicing and freezing of the sample prior to use of main equipment.
Freeze dryer + Chest type freezer + Heavy duty blender + Band sealer	5,780.00	250.00	Includes the blending and freezing of the sample prior to use of main equipment with sealing in different types of equipment for the finished food product.
Freeze dryer + Chest type freezer + Heavy duty blender + Induction sealer	5,820.00	250.00	Includes the blending and freezing of the sample prior to use of main equipment with sealing in different types of equipment for the finished food product.
Freeze dryer + Chest type freezer + Heavy duty blender + Vacuum packaging	5,825.00	250.00	Includes the blending and freezing of the sample prior to use of main equipment with sealing in different types of equipment for the finished food product.
Freeze dryer + Chest type freezer + Vegetable cutter + Band sealer	5,830.00	250.00	Includes the slicing and freezing of the sample prior to use of main equipment with sealing in different types of equipment for the finished food product.
Freeze dryer + Chest type freezer + Vegetable cutter + Induction sealer	5,850.00	250.00	Includes the slicing and freezing of the sample prior to use of main equipment with sealing in different types of equipment for the finished food product.
Freeze dryer + Chest type freezer + Vegetable cutter + Vacuum packaging	5,855.00	250.00	Includes the slicing and freezing of the sample prior to use of main equipment with sealing in different types of equipment for the finished food product.

### Equipment Rental Rates of FIC for the Operation of Instant powdered products

Particular / Equipment	Rate (Php)	Excess Hour (Php)	Remarks
Spray dryer + Heavy duty blender	4,040.00	475.00	Includes blending raw material prior to use of the main equipment.
Spray dryer + Band sealer	3,900.00	475.00	Includes the different sealing equipment after using the main equipment.
Spray dryer + Induction sealer	3,940.00	475.00	
Spray dryer + Vacuum packaging	3,930.00	475.00	
Spray dryer + Heavy duty blender + Band sealer	4,320.00	475.00	Includes blending raw material prior to use of the main equipment with different types of sealing machine.
Spray dryer + Heavy duty blender + Induction sealer	4,350.00	475.00	
Spray dryer + Heavy duty blender + Vacuum packaging	4,360.00	475.00	

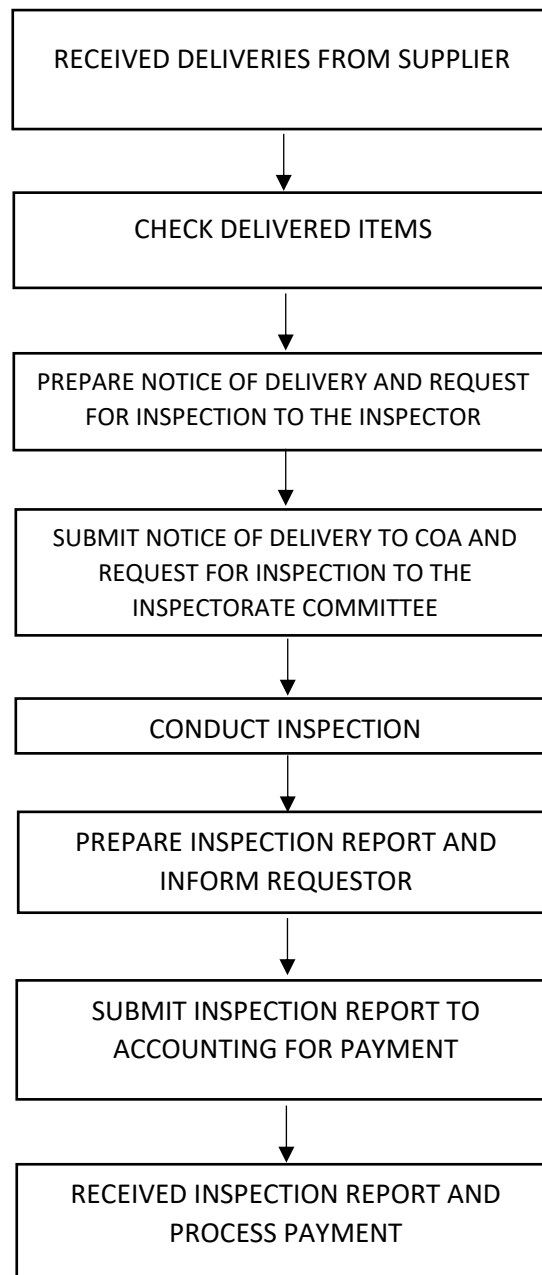
### Equipment Rental Rates of FIC for the operation of Vacuum fried products

Particular / Equipment	Rate (Php)	Excess Hour (Php)	Remarks
Vacuum fryer + Band sealer	2,460.00	275.00	Includes different types of sealing equipment.
Vacuum fryer + Induction sealer	2,480.00	275.00	
Vacuum fryer + Vacuum packaging	2,510.00	275.00	
Vacuum fryer + Chest type freezer	3,650.00	275.00	Includes freezing the raw material prior to use of the main equipment.
Vacuum fryer + Chest type freezer + Vegetable cutter	4,090.00	275.00	Includes slicing and freezing of the raw material prior to use of main equipment
Vacuum fryer + Chest type freezer + Band sealer	4,020.00	275.00	Includes freezing the raw material prior to use of the main equipment and different types of sealing equipment.
Vacuum fryer + Chest type freezer + Induction sealer	4,030.00	275.00	
Vacuum fryer + Chest type freezer + Vacuum packaging	4,070.00	275.00	

**Equipment Rental Rates of FIC for the operation of canned products**

<b>Particular / Equipments</b>	<b>Rate (Php)</b>	<b>Excess Hour (Php)</b>	<b>Remarks</b>
Water retort + Band sealer	2,90.00	250.00	Includes the different types of sealing equipment after using the main equipment.
Water retort + Can seamer	2,269.00	250.00	
Water retort + Vacuum packaging	2,290.00	250.00	
Water retort + Vegetable cutter + Band sealer	2,680.00	250.00	Includes the slicing of the raw materials prior to use of the main equipment and different types of sealing equipment.
Water retort + Vegetable cutter + Can seamer	2,730.00	250.00	
Water retort + Vegetable cutter + Vacuum packaging	2,690.00	250.00	

## Supply Office Procedure



### Note 1

1. Compare supplies' Delivery Receipt/ Charge Invoice/Sales Invoice with the purchase order.
2. Inspect the delivered items of the following quality, quantity, and specifications.
3. Coordinate with users/requesting personnel in determining whether specifications are met.
4. Return items that are damaged and do not conform to the specifications set by Purchase Order to the supplies and note such action in the Supplier's Delivery Receipt.

Note 2:

1. The Following signs the Inspection report:
  - a. Inspectorate Committee
  - b. Supply Officer
  - c. TWG
2. Prepare requested items for pick-up by the requestor.
3. The concerned unit/department signs the Requisition & Issuance slip (RIS) and Inventory Custodian Slip (ICS)/ property Acknowledgement Receipt (PAR) upon receipt of the Items.
4. Update Stocks Card (SC)/ Property Card (PC) of the items for Storage in the Warehouse.

Note 3:

1. Ensure that all required attachments (DR, CI, PR, Quotation, Abstract, PO, Noticed of Award, IAR, RIS, and PAR/ICS) are complete.
2. Classify the delivered supplies according to type and identity the proper storage location.
  - a. Dry Goods
  - b. Hazardous, Flammable materials, or chemicals
  - c. Equipment and materials for maintenance and/ or cleaning.
  - d. Office equipment/ Admin Supplies
3. Store items in designated shelves, racks, and storerooms. Observed warehouse rules in storing items:
  - a. Heavy items should not be stored in the upper shelves.
  - b. Frequently used/issued items should be stored in accessible shelves/ racks.
  - c. Provide secondary containment, whether available, for oils, paints, and other chemicals.
  - d. Protect steel, cement, chemicals, and oil from rain.
4. Label items/ shelves to facilitate identification.

RECORDS GENERATED:

1. Noticed of Delivery
2. Inspection Report
3. Requisition & Issuance Slip
4. Property Acknowledgement Receipt
5. Inventory Custodian Slip

REFERENCES:

1. Delivery Receipt/Charge Invoice/Sales Invoice
2. Purchase Order
3. PR-FIN-008 Preparing Disbursement

## **CASHIERING OFFICE POLICIES**

The Laws and Regulation on the Accountability, Responsibility and Liability for Government Funds and Property (PD 1445) are as follows:

1. The head of a government agency and all those who exercise authority over the financial affairs, transaction, and operation of the agency shall take care of the management and utilization of the government resources in accordance with the law and regulations, and that they are safeguard against loss and wastages to ensure efficient, economical, and effective operations of the government.
2. When a loss of government funds or property occurs while they are in transit or the loss is caused by fire, theft, or other casualty or force majeure, the officer accountable therefore or having custody thereof shall immediately notify the commission or the Auditor concerned within thirty (30) days or such longer period as the commission or Auditor may be in particular case allow, shall present his applicable for relief, with the available supporting evidence.
3. When the officer, accountable for the government funds or property absconds with them dies, or becomes incapacitated in the performance of his duties, the proper agency head shall designate a custodian to take charge of the funds or property until a successor shall be qualifies and appointed. The agency head may appoint a committee to count the cash and take inventory of the property for which the officer was accountable and determine the responsibility for any shortage therein. One copy of the inventory and of the report of the committee duly certified shall be filed with the Commission on Audit but the finding of the committee shall not be conclusive until approved by the commission or its duly authorized representative.

If the absconding, deceased, incapacitated or superseded officer is accountable for funds or property of a province or city, the custodian and committee shall be designated by the secretary of finance, and if accountable for municipal or barrio (barangay) funds or property, by the provincial treasure. In all other respects, the above-prescribed proceeding shall be observed.

If the absconding, deceased, incapacitated or superseded officer is responsible to another who is accountable, the latter may himself designated the committee or take other lawful measure for protection of his interest.

4. The accountable officer shall be properly bonded in accordance with law.
5. The head of any agency of the government is immediately and primarily responsible for all government funds and property pertaining to his agency.
6. Persons entrusted with possession or custody of the funds or property under the agency head shall be immediately responsible without prejudice to the liability of either party to the government.
7. Expenditures of government funds or uses of government property in violation of law or regulation shall be a personal liability of the official or employee found to be directly responsible thereof.



8. The head agency or instrumentality of the national government or any government-owned or controlled corporation and any other self-governing board or commission of the government shall exercise the diligence in supervising accountable officers under his control to prevent the incurrence of loss of government funds or property. Otherwise, he shall be jointly and solidarity liable with the person primarily accountable thereof. The Treasurer of the Local Government Unit shall likewise exercise the same degree of supervision over accountable officers under the supervision. Otherwise, he shall be jointly and solidarity liable with them for the loss of government funds and property under their control.
9. Every officer accountable for the government property shall be liable for its money value in case of improper or unauthorized use of misapplication thereof, by himself or any person for whose acts he may be responsible. The officer shall likewise be liable for all losses, damage, or deterioration occasioned by negligence in keeping or used of the property, whether or not it is at the time in his actual custody.
10. Every officer accountable for government funds shall be liable for all losses resulting from the unlawful deposit, use, or application thereof and for all losses attributable to negligence in the keeping of the funds.

The officer shall ensure that:

- The necessary records are maintained and regularly updated.
  - The required reports and statements are submitted in such form and within the period prescribed by the Commission on Audit.
  - Appropriate actions on deficiencies noted as contained in the auditor's notice of suspension, notice of disallowance, notice of charge, credit notice and the auditor's audit observation memorandum.
11. No accountable officer shall be relieved from the liability by reason of having acted under the direction of a superior officer in paying out, applying, or disposing of the funds or property with which the aforementioned is chargeable. This is unless prior to that act, he/she have notified the superior officer in writing of the illegality of the payment, application, or disposition of the funds or property shall be primarily liable for the loss, while the accountable officer who fails to serve the required notice shall be secondarily liable.
  12. In the absence of specific provision of law, all accountable officers shall render their accounts, submit their vouchers, and make deposits of money collected or held by then at such times and in such manner as shall be prescribed in the regulation of the commission.

### **Other Laws and Regulations:**

13. Liability of Superior Officer- A public officer shall not be civilly liable for the acts done in the performance of his official duties, unless there is a clear showing of bad faith, malice, or gross negligence.

Any public officer who, without just cause, neglects to perform a duty within a period fixed by law or regulation, or within a reasonable period if none is fixed, shall be liable for damages to the private party concerned without prejudice to such other liability as may be prescribed by law.

A head of a department or a superior officer shall not be civilly liable for the wrongful acts, omissions of duty, negligence, or misfeasance of his subordinated, unless he/she has actually authorized by written order the specific act or misconduct complained of.

14. The Commission on Audit shall be furnished with photographs of Collecting and/or Disbursing Officers upon their filling of application for bond with the Fidelity Fund on General Forms No. 57(A) and 58 (A).

Photographs submitted shall be turned over by the Unit Auditor to the COA Director concerned, confidential and systematic file thereof, in a locked cabinet. No photograph shall be withdrawn from the file without the prior approval of the Director concerned.

15. No accountable or responsible officer shall be peculiarly interested, directly or indirectly, in any contract or transaction of the agency in which he is an officer.
16. Government cashiers are prohibited from holding positions as cashiers or treasurers of savings and loan association or any other association or organization.
17. Each accountable officer with a total cash accountability of ₱5,001.00 or more shall be bonded with the Bureau of Treasury Fidelity Bond Division. The amount of bond shall be based on the total accountability (cash, property, and accountable forms) of the accountable public officer as determined by the Head of Agency. Provided, the individual maximum accountability of each public officer shall not exceed to One Hundred Million Pesos (P100M). However, the Head of Agency may assign to other public officers the excess accountability for which a separate Fidelity Bond secured.
18. The schedule of the bonds necessary for the cash accountability of the accountable officer is in pursuant to Treasury Circular No. 02-2009.
19. Moreover, when a person is insured or about to be insured in the fidelity fund, an unsafe risk owing to character, association, or habits, the facts shall be reported to the Head of Agency for removal or relief of the officer of such duties, duly given judgment by the COA Chairman or the Treasurer of the Philippines, which require insurance.

20. No Sheriff or officer whose fidelity is or has been insured in the fidelity fund shall leave or attempt to leave the Philippines until he/dhr shall secure a certificate from the COA Chairman showing that his accounts have been finally settled.
21. Any public officer who unlawfully leaves or attempts to leave the Philippines without securing a certificate from the COA Chairman showing that his accounts have been finally settled, shall be punished by “*arresto mayor*”, or a fine ranging 200 to 1,000 pesos, or both. (Article 219, Revised Penal Code)

## **ACCOUNTING OFFICE POLICIES**

The Fundamental Principles governing the financial transaction and operations of any government agency as provided under Section 4 of Presidential Decree (PD) No. 1445 are as follows:

1. No money shall be paid out of any public treasury or depository except in pursuance of an appropriation law or other specific statutory authority.
2. Government funds or property shall be spent or used solely for public purposes.
3. Trust funds shall be available and may be spent only for the specific purpose for which the trust was created or the funds received.
4. Fiscal responsibility shall, to the greatest extent, be shared by all those exercising authority over the financial affairs, transactions, and operations of the government agency.
5. Disbursement or disposition of government funds or property shall invariably bear the approval of the proper officials.
6. Claims against government's funds shall be supported with complete documentation.
7. All laws and regulations applicable to financial transactions shall be faithfully adhered to.
8. Generally accepted accounting principles and practices as well as of sound management and fiscal administration shall be observed, provided that they do not contravene existing laws and regulation.

## **INTERNAL AUDIT OFFICE GUIDELINES**

### **Guidelines in the Organization of the IAS/IAU**

#### *Coverage*

1. Each Department of the Executive Branch is authorized to establish its own IAS to cover audit areas in the office of the Secretary, bureaus, offices, and other agencies, including regional/field offices, regulatory agencies, and other agencies under the supervision and control.
2. In the case of regular agencies attached to a department for policy and program coordination, their respective board/council shall determine the propriety of establishing a separate unit for the purpose or the availing of services from the IAS of the department.
3. GOCCs/GFIs which have original charters or those created through Corporation Code shall likewise establish their respective IAS/IAU.

### *Function*

The IAS/AIU shall conduct comprehensive audit of various Department/Agency/GOCC/GFI activities. Specifically, it shall have the following functions:

- a) Advise the Department Secretary of the Government Board, through the Audit Committee in the case of goccs/gfis, on all matters relating to management control and operations audit;
- b) Conduct management and operations performance audit of the Department/Agency/GOCC/GFI activities and their units and determine the degree of compliance with their mandate, policies, government regulations, established objectives, system and procedures/processes, and contractual obligation;
- c) Review and appraise system and procedures/processes, organizational structure, assets management practices, financial and management records, reports and performance standards of the agencies/units covered;
- d) Analyze and evaluate management of deficiencies and assist top management by recommending realistic courses of action; and
- e) Perform such other related duties and responsibilities as may be assigned or delegated by the secretary or the Governing Board, through the Audit Committee, or as may be required by the laws.

### **BUDGET OFFICE**

## **THE BUDGET CYCLE**

Four Phases in Managing the National Budget:

- Budget Preparation
- Budget Legislation
- Budget Execution
- Budget Accountability



During the preparation phase, the Executive prepares the proposed National Budget. This is followed by the legislation phase where the Congress authorize the General Appropriations Act. In the execution phase, agencies utilize their approved budgets and during the accountability phase the executive phase, agencies utilize their approved, the executive monitor and evaluate the use of the budget.

## **POLICIES ON IGPs ANCHORED IN COLLEGES/DEPARTMENTS**

This section will apply to IGPs in colleges/departments such college canteens, photocopier machines, water stations, or any other income earning projects directly arranged in the university.

1. Business owners must submit a Letter of Intent addressed to the University President/Campus Director signifying their interest to engage business with a particular college/department.
2. The concerned college/department must endorse the Letter of Intent of the business owners to the RGMS office for approval of the University President/Campus Director
3. Business owners must accomplish the required business contracts with the RGMS office and the concerned college/department.
4. No subcontracting will be allowed.
5. Business and Sanitary Permits shall be visibly displayed all the time.
6. Utilities such as water and electricity consumption must be paid monthly by the concerned business owners at the Cashier's Office. Delayed payments are subject to immediate disconnection without prior notice. Renters must pay the reconnection fee and the imposed penalty.
7. Annual renewal of Business and Sanitary permits is required.
8. Business owners must be responsible for the proper waste segregation and disposal. Appropriate penalties will be imposed as stipulated in the R.A. 9003 (Ecological Solid Waste Management act of 2000). The No Plastic Policy of the University is anchored in the Sangguniang Panlalawigan Ordinance Number 5334-2017 which is an ordinance regulating the use of plastic and plastic by products in Butuan City.

## **INTERNAL POLICY OF BOOKSHOP AND MARKETING CENTER**

The Bookshops and Marketing Center refers to the unit of the IGP that caters to the following:

- a. Procurement and Sale of School and Physical Education Uniforms
  - b. Sale of Instructional Materials
  - c. Sale of Test Booklets
  - d. Printing and Publication services
- A. Sale of P.E. Uniform
1. Students approach the staff of Bookshop and Marketing Center for the availability of P.E. Uniforms.
  2. If available, the office will issue order slip for payment
  3. After payment from the Cashier's Office, the staff will release the P.E. Uniform to the students.

**B. Sale of Instructional Materials**

1. Students approach the staff of Bookshoppe and Marketing Center for the availability of Instructional Materials.
2. If available, the office will issue order slip for payment
3. After payment from the Cashier's Office, the staff will release the Instructional Materials to the students.

**C. Sale of Test Booklets**

1. Students/Faculty will approach the staff of Bookshop and Marketing Center for the availability of Test Booklets.
2. If available, the students/faculty will then pay for the Test Booklets to the staff.
3. After paying, the staff will release the Test Booklets to the students/faculty.

**D. Printing and Publication services**

1. Students/Faculty will approach the staff of Bookshop and Marketing Center for the reproduction of their original copy.
2. After reproducing the requested number of copies, the students/faculty will pay at the staff.
3. The produced copies will then be recorded in the Daily Sales Report

**CONDITIONS OF FORFEITURE OF USE OF IGP FACILITIES REQUESTED BY CLIENTS**

A Force Majeure clause (French for "superior force") is a contract provision that allows a party to suspend or terminate the performance of its obligations when certain circumstances beyond their control arise, making performance inadvisable, commercially impracticable, illegal, or impossible. The provision may state that the contract is temporarily suspended or that it is terminated if the event of force majeure continues for a prescribed period of time.

The list of events to be included is a matter of negotiation between the parties. A typical list of force majeure events might include war, riots, fire, flood, typhoon, earthquake, lightning, explosion, strikes, lockouts, slowdowns, prolonged shortage of energy supplies and water supplies, and acts of state or governmental action prohibiting or impeding any party from performing its respective obligations under the contract. As such force majeure events may be declared by the authority that there is calamity in the area and effecting the operation of the production and or cause damage resulting production losses.

## **CHAPTER IV. MONITORING AND EVALUATION**


### **The Monitoring and Evaluation (M&E)**

A process that helps improve production performances and achieve acceptable Return of Investment (ROI) results and shorter term Payback Period of capital investment recovery. The main goal is to improve current and future management of outputs, outcomes and impact to the society.

A performance review shall be conducted semi-annually to determine the performance of the project to come up with strategic actions/decisions whether to continue, expand, and/or reject based on the measures of profitability.

### **The Monitoring and Evaluation (M&E)**

The monitoring of risk in a project to minimize the risk as a result for risk analysis, risk treatment, control measures and to create more opportunities (risk and opportunities monitoring report).

<b>RISKS AND OPPORTUNITIES MONITORING REPORT</b>				Ref. No. : ORGMS-ROMR-001 Status : Rev. 0 Date Issued: February 27, 2019	
Unit : Office of Resource Generation and Management Services	Prepared by:	Reviewed by:	Approved by:		
Process : IGP Project Implementation, Monitoring, and Evaluation	Tomas M. Austral, Jr. PhD Director, ORGMS	Armie Leila M. Mordeno, DPA, CSE VPAF	Anthony M. Penaso, PhD University President		
Date : March 19, 2019					

#### ROMR-002.A

Analysis on Risks	Validity or Actual Impact of Risks (1-5)	Level of Risk Tolerance (1-4)	Effectiveness of Risks Treatment (1-5)	Additional Risks (if any)	Control Measures
All IGP projects implemented reviewed, assessed, monitored, and evaluated semi-annually to minimize economic risk in investing business IGP venture.	4	4	4	none	Conduct semi-annual project review and submission of monthly reports to determine the project status.
Occurrence of Uncertainties of events (COVID 19 pandemic, Climate crisis, Pests/diseases, etc.)	5	4	5	none	Follow Inter-agency task force guidelines and Bayanihan to Heal as One Act, known as Republic Act No. 11469

#### ROMR-002.B

Analysis on Opportunities	Validity or Actual Impact of Opportunities (1-5)	Additional Opportunities (if any)	Control Measures/Contingency Plan
CSU is a strategic in doing IGP due to its geographical location, population, market, and climate.	5		Conduct project assessment, strategic planning, monitoring and evaluation of IGP.
Numbers of IGP project proposals are feasible and viable.	4		Conduct feasibility studies/benefit cost ratio.
A 200 ha available for production of agro-forestry products (i.e. rice, timber, cereals, banana, coconut, fruits, etc.)	5	Possible Public Academic Partnership Project	Strengthen and continually improve the production of agro-forestry products.
Available area for rent/lease (i.e. canteen, gasoline station, etc.) and rental of facilities and equipment	5		Improve the manner of monitoring, contract review to improve the services, thus increase efficiency.
Viable Research, Innovation, Technology Commercialization, IM's, Food Innovation, etc. has opportunities for commercialization.	5	Possible Public Academic Partnership Project	Partnership and conduct of investment forum to encourage investor for a potential business partner.



ROMR-002.C

Three(3) Priority Risks That Office/College Has Experienced:	Three(3) Priority Opportunities That Office/College Has Experienced:	Three(3) Distinct Prevailing Best Practices Related to Risks Management
1. Theft	1. Public Academic Private Partnership	1. Coordinate with security and support services
2. Climate change	2. Hostel/Dormitory/Housing accommodation	2. Precision agriculture and Organic Agric.
3. Un-paid accounts	3. Optimization of 200 production area	3. Constant monitoring to the leasor/rental

Legend:

Validity or Actual Impact of Risks/Opportunities

- 5: Very High
- 4: High
- 3: Moderate
- 2: Low
- 1: Very Low

Effectiveness of Risks

- Highly EffectiveLevel 4 (Risk Score 16-25): Will not accept this risk.
- EffectiveLevel 3 (Risk Score 9-15): Reduce in the mid-term.
- Fairly EffectiveLevel 2 (Risk Score 5-8): Reduce in the long term.
- Less EffectiveLevel 1 (Risk Score 1-4): Monitor risk for now.
- Not Effective

Risk Tolerance

## **Appendices**

Rental Application Form	A
Customer Service Request Forms (Internal and External)	B
Monthly Report of Biological Assets	C
Borrower's Slip	D
Monthly Inspection of Food Concessionaires	E
Processed Dairy Products Sold of Dairy Product Processing Project	F
Daily Sales Report of Dairy Product Processing Project	G
Daily Remittance Report of Dairy Product Processing Project	H
Daily Cash Report of CSU Bookshop and Marketing Center	I
Contract of Lease (Space Rental)	J
Contract of Lease (Farm Rental)	K
Project Review and Evaluation	L
Sangguniang Panlalawigan Ordinance Number 5334-2017	M
Procedure Manual for Budget Planning and Execution for BRF	N
Procedure Manual for Managing Budget Requests	O
Procedure Manual for Budget Realignment	P
Budget Proposal	Q
Procedure Manual for Application & Approval of Project Proposal	R
Procedure Manual for Monitoring of IGPs	S
Procedure Manual for Evaluation of IGPs	T
Procedure Manual for Application and Approval of SRF	U
Procedure Manual for Marketing of IGP Products and Services	V
Procedure Manual for Application and Approval of Space Rental Applicants	W
Procedure Manual for Customer Feedback Generation	X
Financial Performance	Y
BOR Res. No. 49-16, s. 2019 CSU IGP Manual of Operations	Z
SO No. 357, s. 2021 Reconstitution of University Production Board	a









### Rental Application Form

Applicant Information		
Name: _____		
(Surname)	(Given name)	Middle name
Current Address: _____		Gender: _____
Mobile No: _____	Valid ID Presented: _____	ID NO.: _____
Service Applied Information		
[Applying for:]		Status Service Applied:
<input type="checkbox"/> Farm Rental – Irrigable area <input type="checkbox"/> Farm- Rental –Irrigable area through water pump <input type="checkbox"/> Farm- Rental –Non-Irrigable area <input type="checkbox"/> Space Rental		<input type="radio"/> New <input type="radio"/> Renewal
Farm Rental	Space Rental	
Please fill up the space below:	Please fill up the space below:	
<ul style="list-style-type: none"> <li>No of hectares applied: _____</li> <li>No. of cropping applied: _____</li> <li>Cropping Period: _____</li> <li>Types of Crop/s: _____</li> </ul>	<ul style="list-style-type: none"> <li>Type of Business:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Food Services</li> <li><input type="checkbox"/> Photocopying Services</li> <li><input type="checkbox"/> School Supplies</li> <li><input type="checkbox"/> Computer Encoding/Printing</li> <li><input type="checkbox"/> Others: (Please Specify) _____</li> </ul> </li> <li>Duration of Rental:               <ul style="list-style-type: none"> <li><input type="checkbox"/> One (1) year</li> <li><input type="checkbox"/> 6months</li> <li><input type="checkbox"/> Others: _____</li> </ul> </li> </ul>	
<input type="checkbox"/> I agree to abide with the rules and regulations issued by the Caraga State University including the <b>No Smoking within the campus, "No Garbage Must Be Left Behind/Basura Ko, Iuuwi Ko"</b> , and other policy in compliance to statutory and regulatory policies of the University/Government.		
<input type="checkbox"/> I hereby allow the Resource Generation Management Services (RGMS) to use my personal information for all the transactions needed for rental purposes.		
Date: _____		_____
(Signature Over Printed Name)		
OFFICE USE ONLY		
Application No: _____ Application Received: Date _____ Time _____ Application Received by: _____ Official Receipt No. _____ Date _____		
<b>ACTION TAKEN</b> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Reason/s: _____		
<b>TOMAS M. AUSTRAL, JR., PhD</b> Director Resource Generation Management Services		

F-RGMS-011a  
 REV. 4 05/15/2023

ACKNOWLEDGMENT RECEIPT		Client's Copy
Application No: _____ Applicant Name: _____ Application Received: Date _____ Time _____ Official Receipt No. _____ Date _____		Type of Service Applied : <input type="checkbox"/> Farm Rental – Irrigable area <input type="checkbox"/> Farm- Rental – Irrigable area through water pump <input type="checkbox"/> Farm Rental – Non-Irrigable area <input type="checkbox"/> Space Rental
<b>ACTION TAKEN</b> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Reason/s: _____		
<b>TOMAS M. AUSTRAL, JR., PhD</b> Director Resource Generation Management Services		
Allowed from _____ to _____		

	<p>Republic of the Philippines  <b>CARAGA STATE UNIVERSITY</b>          Ampayon, Butuan City 8600, Philippines          Competence Service Uprightness  <b>RESOURCE GENERATION MANAGEMENT SERVICES</b></p>	<p>Phone 89177078764          89177078713          89177078769          URL: <a href="https://www.carsu.edu.ph">https://www.carsu.edu.ph</a>          Email Address: <a href="mailto:rgms@carsu.edu.ph">rgms@carsu.edu.ph</a></p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">               SOCOTEC              ISO 9001         </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">               AB              PMS ACCREDITED QMS              CERTIFICATION BODY              BSA-JSE         </div> </div>																		
<b>SERVICE REQUEST FORM</b> (INTERNAL REQUISITIONER)																				
<b>CUSTOMER AND EVENT INFORMATION</b> (Please Write Legibly)																				
NAME OF REQUESTING OFFICER:	CONTACT NO.:																			
COLLEGE/UNIT:	POSITION:																			
CONTACT PERSON:	CONTACT NO.:																			
EVENT:																				
<b>SERVICE REQUEST INFORMATION</b>																				
RENTAL OF VENUE/S	RATE (per 10 hours)	NO. OF DAYS TO BE UTILIZED																		
<input type="checkbox"/> Gymnasium																				
<input type="checkbox"/> Conference Hall																				
<input type="checkbox"/> CSU Ground																				
<input type="checkbox"/> Classroom																				
<input type="checkbox"/> Organic Agriculture Training Center-Training Hall	Php 5,000.00																			
<input type="checkbox"/> Organic Agriculture Training Center-Audio-Visual Room	2,500.00																			
<input type="checkbox"/> Organic Agriculture Training Center-Conference Room	1,000.00																			
<input type="checkbox"/> HERO Learning Common Auditorium																				
<input type="checkbox"/> HERO Activity Center																				
<input type="checkbox"/> HERO Game Area/Activity																				
<input type="checkbox"/> HERO Discussion Room (12 paxs)																				
<input type="checkbox"/> HERO Discussion Room (6 paxs)																				
<input type="checkbox"/> Venue Photoshoot																				
<input type="checkbox"/> Others as stipulated in BOR Res. No. 64-26, s. 2022 (Please Specify)																				
TOTAL AMOUNT DUE <b>PHP</b>																				
RENTAL OF EQUIPMENT/S,ETC.	QUANTITY	NO. OF DAYS TO BE UTILIZED																		
<input type="checkbox"/> Monobloc chairs																				
<input type="checkbox"/> Monobloc tables																				
<input type="checkbox"/> Industrial Fan																				
<input type="checkbox"/> Sound System																				
<input type="checkbox"/> Others (Please Specify)																				
<input type="checkbox"/> I agree to abide with the rules and regulations issued by the Caraga State University including the payment of bills (if any), no smoking within the campus, restoration of facilities and venues used, the "No Garbage Must Be Left Behind/Basura Ko, Iuwi Ko" policy, compliance to IATF Guidelines, the replacement of damaged/lost rented facilities and other University policies. <input type="checkbox"/> I hereby allow the Resource Generation Management Services (RGMS) to use my personal information for all the transactions needed for my rental. <input type="checkbox"/> I hereby allow the RGMS to have my Identification Card which I will claim at the University's security guards assigned at the main gate after the issuance of clearance.																				
Printed Name Over Signature of Requisitioner _____ Checked & Validated by: <b>TOMAS M. AUSTRAL, JR., Ph.D.</b> Director, Resource Generation Management Services		Received by: _____ Date: _____ Staff, RGMS Acknowledged by: _____ (Incharge of Venue/ facility/ies) Noted: _____ <b>KARL MARS GLENN R. CANE</b> OIC-Chief, Office of the Campus Safety and Security Services																		
Approved by: <b>ALEXANDER T. DEMETILLO, D.Eng.</b> Vice President for Administration and Finance																				
F-RGMS-013a REV. 5 01/25/2023																				
<div style="display: flex;"> <div style="width: 50%;"> <p>REQUISITION NO. _____</p> <p style="text-align: center;"><b>ACKNOWLEDGMENT RECEIPT</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">           SERVICES REQUESTED            Event: _____            Venue: _____            Facilities: _____            Name of Requisitioner: _____            Time: _____ TO _____         </td> <td style="width: 50%;">           Date: _____            Signature: _____  <b>TOMAS M. AUSTRAL, JR., Ph.D.</b>            Director, Resource Generation Management Services         </td> </tr> </table> <p>ACTION TAKEN  <input type="checkbox"/> APPROVED    <input type="checkbox"/> DISAPPROVED            Reason: _____         </p> </div> <div style="width: 50%;"> <p style="text-align: center;"><b>CLEARANCE</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Name of Requisitioner: _____</td> </tr> <tr> <td colspan="2">Event: _____</td> </tr> <tr> <td colspan="2">Date of Event: _____</td> </tr> <tr> <td colspan="2">SERVICES REQUESTED</td> </tr> <tr> <td style="width: 50%;"> <input type="checkbox"/> Use of Venue  <input type="checkbox"/> Facilities         </td> <td style="width: 50%;">           Cleared <input type="checkbox"/>            Returned <input type="checkbox"/> </td> </tr> <tr> <td colspan="2">Date Cleared: _____</td> </tr> <tr> <td colspan="2">Cleared by: _____</td> </tr> <tr> <td colspan="2" style="text-align: center;">Security Guard on Duty</td> </tr> </table> </div> </div>			SERVICES REQUESTED Event: _____ Venue: _____ Facilities: _____ Name of Requisitioner: _____ Time: _____ TO _____	Date: _____ Signature: _____ <b>TOMAS M. AUSTRAL, JR., Ph.D.</b> Director, Resource Generation Management Services	Name of Requisitioner: _____		Event: _____		Date of Event: _____		SERVICES REQUESTED		<input type="checkbox"/> Use of Venue <input type="checkbox"/> Facilities	Cleared <input type="checkbox"/> Returned <input type="checkbox"/>	Date Cleared: _____		Cleared by: _____		Security Guard on Duty	
SERVICES REQUESTED Event: _____ Venue: _____ Facilities: _____ Name of Requisitioner: _____ Time: _____ TO _____	Date: _____ Signature: _____ <b>TOMAS M. AUSTRAL, JR., Ph.D.</b> Director, Resource Generation Management Services																			
Name of Requisitioner: _____																				
Event: _____																				
Date of Event: _____																				
SERVICES REQUESTED																				
<input type="checkbox"/> Use of Venue <input type="checkbox"/> Facilities	Cleared <input type="checkbox"/> Returned <input type="checkbox"/>																			
Date Cleared: _____																				
Cleared by: _____																				
Security Guard on Duty																				

	<b>Republic of the Philippines</b> <b>CARAGA STATE UNIVERSITY</b> Ampayon, Butuan City 8600, Philippines Competence Service Uprightness <b>RESOURCE GENERATION MANAGEMENT SERVICES</b>	Phone 8917 7078/764 8917 7078/743 8917 7078/769 URL: <a href="https://www.carsu.edu.ph">https://www.carsu.edu.ph</a> Email Address: <a href="mailto:orgms@carsu.edu.ph">orgms@carsu.edu.ph</a>										
 												
<b>SERVICE REQUEST FORM</b> (EXTERNAL REQUISITIONER) <b>CUSTOMER AND EVENT INFORMATION</b> <i>(Please Write Legibly)</i>												
NAME OF REQUESTING OFFICER: _____ AGENCY: _____ CONTACT PERSON: _____ EVENT: _____	CONTACT NO.: _____ POSITION: _____ CONTACT NO.: _____											
<b>SERVICE REQUEST INFORMATION</b>												
<b>RENTAL OF VENUE/S</b> <input type="checkbox"/> Gymnasium <input type="checkbox"/> Conference Hall <input type="checkbox"/> CSU Ground <input type="checkbox"/> Classroom/s <input type="checkbox"/> OATC-Training Hall <input type="checkbox"/> OATC-Audio-Visual Room <input type="checkbox"/> OATC-Conference Room <input type="checkbox"/> HERO Learning Common Auditorium <input type="checkbox"/> HERO Activity Center <input type="checkbox"/> HERO Game Area/Activity <input type="checkbox"/> HERO Discussion Room (12 paxs) <input type="checkbox"/> HERO Discussion Room (6 paxs) <input type="checkbox"/> Venue Photoshoot <input type="checkbox"/> Others (Please Specify)	<b>RATE (per 10 hours)</b> Php 5,000.00 10,000.00 5,000.00 1,500.00 8,000.00 3,000.00 1,500.00 22,500.00 15,750.00 33,750.00 400.00/hour 200.00/hour	<b>QUANTITY</b> 1 1 1 1 1 1 1 1 1 1 1 1	<b>NO. OF DAYS TO BE UTILIZED</b>             	<b>TOTAL BILL</b>            	<b>DATE COVERAGE</b>            	<b>INCLUSIVE TIME</b>            						
<b>RENTAL OF EQUIPMENT/S, ETC.</b> <input type="checkbox"/> Monobloc chairs <input type="checkbox"/> Monobloc tables <input type="checkbox"/> Industrial Fan <input type="checkbox"/> Sound System <input type="checkbox"/> Others (Please Specify)	<b>QUANTITY</b>     	<b>NO. OF DAYS TO BE UTILIZED</b>     	<b>TOTAL BILL</b>     	<b>DATE COVERAGE</b>     	<b>INCLUSIVE TIME</b>     							
<b>TOTAL AMOUNT DUE: PHP</b>												
<input type="checkbox"/> I agree to abide with the rules and regulations issued by the Caraga State University including the payment of bills (if any), no smoking within the campus, restoration of facilities and venues used, the "No Garbage Must Be Left Behind/Basura Ko, Iuwal Ko" policy, compliance to IATF Guidelines, the replacement of damaged/lost rented facilities and other University policies. <input type="checkbox"/> I hereby allow the Resource Generation Management Services to use my personal details for all the transactions needed for my rental. <input type="checkbox"/> I hereby allow the RGMS to have my Identification Card which I will claim at the University's security guards assigned at the main gate after the issuance of clearance.												
Printed Name Over Signature of Requisitioner _____  Checked & Validated by:  <b>TOMAS M. AUSTRAL, JR., Ph.D.</b> Director, Resource Generation Management Services  Approved by:  <b>ALEXANDER T. DEMETILLO, D.Eng.</b> Vice President for Administration and Finance  F-RGMS-014a REV. 5 01/25/2023			Received by: _____ Time: _____ Staff, RGMS  Acknowledged by: _____ (Incharge of Venue/ facilities)  Noted: <b>KARL MARS GLENN R. CANE</b> OIC-Chief, Office of the Campus Safety and Security Services <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">DATE</td> <td style="width: 70%;"></td> </tr> <tr> <td>OR NO.</td> <td></td> </tr> <tr> <td>AMOUNT</td> <td></td> </tr> </table>				DATE		OR NO.		AMOUNT	
DATE												
OR NO.												
AMOUNT												
<b>ACKNOWLEDGMENT RECEIPT</b>												
Payment Details Date: _____ OR NO.: _____ AMOUNT: _____	SERVICES REQUESTED <input type="checkbox"/> Use of Venue <input type="checkbox"/> Use of Facilities <input type="checkbox"/> Others Event: _____ Date: _____ Venue: _____ Facilities: _____ Name of Requisitioner: _____ Signature: _____ Time: _____ TO _____ ACTION TAKEN <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <b>TOMAS M. AUSTRAL, JR., Ph.D.</b> Director, Resource Generation Management Services Reason: _____											
<b>CLEARANCE</b>												
Name of Requisitioner: _____ Event: _____ Date of Event: _____ SERVICES REQUESTED <input type="checkbox"/> Venue <input type="checkbox"/> Facilities Date Cleared: _____ Cleared <input type="checkbox"/> Cleared by: _____ Returned <input type="checkbox"/> Security Guard on Duty												








Certificate No.: AJA17.1018  
 ISO Certified University

Fund Cluster: Dr. Tomas M. Austral, Jr. , OIC-Director , Resource Generation & Mngt. Services is accountable, having assumed such accountability on February 1, 2019  
 For which (Name of Accountable Officer) (Official Designation) (Entity Name) (Date of Assumption)

[illegible]

**TOMAS M. AUSTRAL, JR., PhD**  
OIC-Director, RGMS

RGMS Copy



Republic of the Philippines  
**CARAGA STATE UNIVERSITY**  
 Ampayon, Butuan City 8600, Philippines

RESOURCE GENERATION MANAGEMENT SERVICES

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 Fax (+63 85) 342-1079  
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 Email address: [op@carsu.edu.ph](mailto:op@carsu.edu.ph)



Certificate No: AJA17-1018  
 ISO Certified University

### BORROWER SLIP – RGMS

Borrower Slip No.: \_\_\_\_\_ Date: \_\_\_\_\_ Type of Borrower: ☐ External ☐ Internal  
 Name: \_\_\_\_\_ Office: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_ Designation: \_\_\_\_\_

ITEM/S	QTY	DATE TO BE BORROWED	DATE TO BE RETURNED	NO. OF DAYS TO BE UTILIZED	REMARKS

I agree to abide with the rules & regulations issued by the Caraga State University including the replacement of damaged/lost borrowed facilities.

Signature over Printed Name of Borrower

FACILITIES	RATE (for External Borrowers)
1. Monobloc chairs	5.00/pc/day
2. Monobloc tables	10.00/pc/day
3. Electric fan	100.00/unit/day

CLEARANCE
Date Returned: _____
In-Charge _____

Approved:

**TOMAS M. AUSTRAL, JR., PhD**  
 OIC-Director, Resource Generation Management Services

F-RGE-009  
 Rev. 1 07/01/2015

Customer's Copy



Republic of the Philippines  
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### BORROWER SLIP – RGMS

Borrower Slip No.: \_\_\_\_\_ Date: \_\_\_\_\_ Type of Borrower: ☐ External ☐ Internal  
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Date Returned: _____
In-Charge _____

Approved:

**TOMAS M. AUSTRAL, JR., PhD**  
 OIC-Director, Resource Generation Management Services

F-RGE-009  
 Rev. 1 07/01/2015



### MONITORING AND INSPECTION CHECKLIST OF FOOD ESTABLISHMENT

Name of Establishment : \_\_\_\_\_  
 Name of Owner/Auditee : \_\_\_\_\_  
 Name of Auditor : \_\_\_\_\_ Date of Audit: \_\_\_\_\_

	2 Properly/Fully Implemented	1 Partially Implemented	0 Absent/Not Implemented	Findings/ Recommendations
<b>1.0 PERTINENT DOCUMENTS/PERMITS</b>				
1.1 Valid contract for engaging business.				
1.2 Business permit is visibly displayed in the establishment.				
1.3 Sanitary permit is visibly displayed in the establishment.				
1.4 Food Safety Awareness and Proper Food Handling certificates are visibly displayed in the establishment.				
<b>2.0 PERSONAL HYGIENE</b>				
2.1 Food handlers observe correct and proper personal hygiene.				
2.2 Food handlers wear clean and proper clothing.				
2.3 Effective wearing of Personal Protective Equipment (PPEs) such as hairnets/hair caps, aprons, masks and gloves.				
2.4 Available hand washing sink and practice proper hand washing technique.				
2.5 Wearing closed-toe shoes during food preparation (preferably clean, white/light-colored shoes).				
2.6 Regularly wearing Health Certificate ID.				
2.7 Posting instruction/policy guidelines for sick employees.				
<b>3.0 QUALITY AND PROTECTION OF FOOD PREPARED</b>				
3.1 Appropriate covers and containers are used to protect food from contaminants (dust, flies, rodents, and other vermins).				
3.2 Suitable utensils such as tongs, forks, spoons, spatulas, scoops are used to minimize contamination, hand contact on food at all points during preparation, separate serving spoon for each dish.				



		2 Properly/Fully Implemented	1 Partially Implemented	0 Absent/Not Implemented	Findings/ Recommendations
3.3	Proper washing of food before cooking or eating is practiced.				
3.4	Ideal temperature for food preparation, serving and storage are maintained (Hot food kept at or not lower than 63°C, cold food served at or below 5°C).				
3.5	Food handling practices of leftover food.				
3.6	Provision of sterilizer for spoon and fork.				
3.7	Availability for utilization of potable water.				
<b>4.0 UTENSILS AND EQUIPMENT</b>					
4.1	Proper cleaning and sanitation of utensils and equipment are performed in between uses.				
4.2	Work surfaces/kitchen and utensils are clean and sanitized regularly.				
4.3	Equipment and utensils are made from food grade materials (non-toxic, corrosion-resistant, smooth, durable).				
4.4	All equipment and utensils with noticeable damage (cracked/chipped plates, glasses, cups, rusty spoons and forks) are discarded.				
4.5	Washed utensils are stored in a clean and dry place and protected against pests and other sources of contamination.				
<b>5.0 KITCHEN/WORK SPACE</b>					
5.1	Floor, walls and ceilings are well maintained and free from dirt.				
5.2	Kitchen sink in clean condition and sanitized and equipped with liquid soap and sponges.				
5.3	No gaps and holes and the area is screened to prevent the entry of pests, birds and pets.				
<b>6.0 GARBAGE STORAGE AND PEST CONTROL</b>					
6.1	Kitchen garbage receptacles are cleaned and regularly emptied.				
6.2	No evidence of pest.				
6.3	Implement/Enforce pest control program.				

		2 Properly/Fully Implemented	1 Partially Implemented	0 Absent/Not Implemented	Findings/ Recommendations
6.4	Provision of four (4) garbage receptacles with cover and cellophane lining outside the establishment.				
<b>7.0</b>	<b>REFRIGERATORS AND FREEZERS</b>				
7.1	Refrigerator and freezer units are kept clean and free from odors.				
7.2	Food are properly organized to protect it from possible cross-contamination.				
<b>8.0</b>	<b>TOILET AND HAND WASHING FACILITY</b>				
8.1	Toilets are clean and in good condition (only for Arcade establishments).				
8.2	Provision of hand washing facility and equipped with soap and disposable tissue paper or hot blower.				
<b>9.0</b>	<b>NO PLASTIC UNIVERSITY POLICY</b>				
9.1	Takeout orders are served in non-disposable containers				
9.2	Notwithstanding bottled juices and mineral water, only glass-bottled soft drinks are sold				
9.3	No use of plastic straws				
9.4	Proper waste disposal(Wastes must be disposed outside the University premises)				
<b>10.0</b>	<b>HEALTH AND SAFETY GUIDELINES UNDER THE ALERT LEVELS SYSTEM FOR COVID-19 RESPONSE</b>				
10.1	Implementation of alternate/diagonal seating arrangement				
10.2	Hand washing station or sink with adequate and safe water supply				
10.3	Provide a 70% Isopropyl (or Ethyl) Alcohol				
10.4	Maintain physical distancing by ensuring table and seats spacing (chairs shall be distanced at least one (1) meter on all sides)				
10.5	Queueing area shall comply with the one (1) meter distance on all sides requirement				
10.6	Ensure adequate provision of personal protective equipment (Cloth or surgical masks or face shields) to all employees, regardless of employment status				

		<b>2</b> Properly/Fully Implemented	<b>1</b> Partially Implemented	<b>0</b> Absent/Not Implemented	Findings/ Recommendations
10.7	Remind customers that face masks may only be removed while eating or drinking				
10.8	All furniture, fixtures, and equipment, including those inside the kitchen, food preparation, dining areas, and restrooms are properly and regularly sanitized (e.g. after every use for tables and chairs)				
<b>TOTAL</b>					

Total Score : \_\_\_\_\_

Percentage Rating : \_\_\_\_\_

Inspected by:

\_\_\_\_\_  
Inspectorate



Republic of the Philippines  
**CARAGA STATE UNIVERSITY**  
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RESOURCE GENERATION MANAGEMENT SERVICES

DCPP-MIRF-

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Certificate No. AJA17-1018  
 ISO Certified University

DAIRY CARABAO PRODUCT PROCESSING  
 PROCESSED DAIRY PRODUCTS SOLD

Month: Year:

DATE	PASTEURIZED MILK						CHOCO MILK					YOGURT										PASTILLAS		WHITE CHEESE	OTHER PRODUCTS
	P.E. Bar	200ml P.E.	320ml Bottle	500ml Bottle	1000ml Bottle	1000ml P.E.	P.E. Bar	200ml P.E.	320ml Bottle	500ml Bottle	1000ml Bottle	1000ml P.E.	P.E. Bar Plain	P.E. Bar Flavored	120ml Flavored	120ml Plain	200ml Flavored	200ml Plain	500ml Flavored	500ml Plain	1000ml Flavored	1000ml Plain	Pc	Pack	
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28																									
29																									
30																									
31																									
TOTAL																									
AMOUNT																									

Prepared by:

MIRIAM D. NONO  
 Project In-Charge

F-80 MS O-284  
 REV. 1 2/1/2018



Republic of the Philippines  
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RESOURCE GENERATION MANAGEMENT SERVICES

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Certificate No: AJA17-1018  
ISO Certified University

DCPP-DSR-\_\_\_\_\_

**DAIRY CARABAO PRODUCT PROCESSING  
DAILY SALES REPORT**

Date: \_\_\_\_\_

ITEM	QUANTITY	UNIT PRICE	AMOUNT	REMARKS	DAILY CASH REPORT
FM 1000ml P.E. pack		₱90.00			Sales =
FMB/CMB 1000mL		₱95.00			
FMB/CMB 500mL		₱50.00			
FMB 330mL		₱40.00			Remittances =
CMB 330mL		₱45.00			
FMB/CMB 200mL		₱25.00			
Milk/Choco Bar		₱13.00			Official Receipt No.:
White Cheese		₱60.00			
Pastillas de Leche, pack/pc		₱60.00/₱6.00			
Yogurt 1 Liter Flavored/Unflavored		₱180.00/₱170.00			
Yogurt 500mL		₱90.00			
Yogurt 200mL Flavored		₱35.00			
Yogurt 120mL Flavored/Unflavored		₱30.00/₱25.00			
Yogurt P.E. pack bar Flavored		₱15.00			
<b>TOTAL AMOUNT</b>					

**TOTAL AMOUNT IN WORDS:** \_\_\_\_\_

Prepared/Sold by: \_\_\_\_\_

**MARIVIC B. BAUTISTA**  
Staff, Dairy Processing

**LIX B. MODINA**  
Project In-Charge

F-RGMS-O16a  
REV. 2 7/15/2019



Republic of the Philippines  
**CARAGA STATE UNIVERSITY**  
Ampayon, Butuan City 8600, Philippines

RESOURCE GENERATION MANAGEMENT SERVICES

Phone (+63 85) 341-3249  
(+63 85) 342-3047  
(+63 85) 341-2296  
Fax (+63 85) 342-1079  
URL: <http://www.carsu.edu.ph>  
Email address: [op@carsu.edu.ph](mailto:op@carsu.edu.ph)



Certificate No: AJA17-1018  
ISO Certified University

DCPP-DSR-\_\_\_\_\_

**DAIRY CARABAO PRODUCT PROCESSING  
DAILY SALES REPORT**

Date: \_\_\_\_\_

ITEM	QUANTITY	UNIT PRICE	AMOUNT	REMARKS	DAILY CASH REPORT
FM 1000ml P.E. pack		₱90.00			Sales =
FMB/CMB 1000mL		₱95.00			
FMB/CMB 500mL		₱50.00			
FMB 330mL		₱40.00			Remittances =
CMB 330mL		₱45.00			
FMB/CMB 200mL		₱25.00			
Milk/Choco Bar		₱13.00			Official Receipt No.:
White Cheese		₱60.00			
Pastillas de Leche, pack/pc		₱60.00/₱6.00			
Yogurt 1 Liter Flavored/Unflavored		₱180.00/₱170.00			
Yogurt 500mL		₱90.00			
Yogurt 200mL Flavored		₱35.00			
Yogurt 120mL Flavored/Unflavored		₱30.00/₱25.00			
Yogurt P.E. pack bar Flavored		₱15.00			
<b>TOTAL AMOUNT</b>					

**TOTAL AMOUNT IN WORDS:** \_\_\_\_\_

Prepared/Sold by: \_\_\_\_\_

**MARIVIC B. BAUTISTA**  
Staff, Dairy Processing

**LIX B. MODINA**  
Project In-Charge

F-RGMS-O16a  
REV. 2 7/15/2019





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Certificate No: AJA17-1018  
ISO Certified University

DCPP-RF-\_\_\_\_\_

**DAIRY CARABAO PRODUCT PROCESSING  
REMITTANCE FORM**

Sold to: \_\_\_\_\_

Date: \_\_\_\_\_

ITEM	QUANTITY	UNIT PRICE	AMOUNT	REMARKS	DENOMINATION
FM 1000ml P.E. pack		₱90.00			₱ 1000 x ( ) =
FMB/CMB 1000mL		₱95.00			
FMB/CMB 500mL		₱50.00			500 x ( ) =
FMB 330mL		₱40.00			
CMB 330mL		₱45.00			200 x ( ) =
FMB/CMB 200mL		₱25.00			100 x ( ) =
Milk/Choco Bar		₱13.00			
White Cheese		₱60.00			50 x ( ) =
Pastillas de Leche, pack/pc		₱60.00/₱6.00			20 x ( ) =
Yogurt 1 Liter Flavored/Unflavored		₱180.00/₱170.00			10 x ( ) =
Yogurt 500mL		₱90.00			
Yogurt 200mL Flavored		₱35.00			5 x ( ) =
Yogurt 120mL Flavored/Unflavored		₱30.00/₱25.00			
Yogurt P.E. pack bar Flavored		₱15.00			1 x ( ) =
<b>TOTAL AMOUNT</b>					<b>TOTAL =</b>

**TOTAL AMOUNT IN WORDS:** \_\_\_\_\_

Prepared/Sold by: \_\_\_\_\_

**MARIVIC B. BAUTISTA**  
Staff, Dairy Processing

**LIX B. MODINA**  
Project In-Charge

F-RGMS-015a  
REV. 1 1/15/2018



Republic of the Philippines  
**CARAGA STATE UNIVERSITY**  
Ampayon, Butuan City 8600, Philippines

RESOURCE GENERATION MANAGEMENT SERVICES

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Certificate No: AJA17-1018  
ISO Certified University

DCPP-RF-\_\_\_\_\_

**DAIRY CARABAO PRODUCT PROCESSING  
REMITTANCE FORM**

Sold to: \_\_\_\_\_

Date: \_\_\_\_\_

ITEM	QUANTITY	UNIT PRICE	AMOUNT	REMARKS	DENOMINATION
FM 1000ml P.E. pack		₱90.00			₱ 1000 x ( ) =
FMB/CMB 1000mL		₱95.00			
FMB/CMB 500mL		₱50.00			500 x ( ) =
FMB 330mL		₱40.00			
CMB 330mL		₱45.00			200 x ( ) =
FMB/CMB 200mL		₱25.00			100 x ( ) =
Milk/Choco Bar		₱13.00			
White Cheese		₱60.00			50 x ( ) =
Pastillas de Leche, pack/pc		₱60.00/₱6.00			20 x ( ) =
Yogurt 1 Liter Flavored/Unflavored		₱180.00/₱170.00			10 x ( ) =
Yogurt 500mL		₱90.00			
Yogurt 200mL Flavored		₱35.00			5 x ( ) =
Yogurt 120mL Flavored/Unflavored		₱30.00/₱25.00			
Yogurt P.E. pack bar Flavored		₱15.00			1 x ( ) =
<b>TOTAL AMOUNT</b>					<b>TOTAL =</b>

**TOTAL AMOUNT IN WORDS:** \_\_\_\_\_

Prepared/Sold by: \_\_\_\_\_

**MARIVIC B. BAUTISTA**  
Staff, Dairy Processing

**LIX B. MODINA**  
Project In-Charge

F-RGMS-015a  
REV. 1 1/15/2018

CSU BOOKSHOPPE AND MARKETING CENTER

DAILY CASH REPORT

❖ DATE:

❖ SALES:

➤ BOOKLET(3.00) \_\_\_\_\_

➤ BOOKLET(2.50) \_\_\_\_\_

➤ PHOTOCOPY(1.00) \_\_\_\_\_

TOTAL : \_\_\_\_\_

REMITTANCE TO CASHIER: \_\_\_\_\_

ENDING INVENTORY: \_\_\_\_\_

Prepared by: DONA MAE S. SORSANO/JESSIE Z. MAHOMOT

Bookshoppe-Staff



## CONTRACT OF LEASE

### KNOW ALL MEN BY THESE PRESENTS:

This Contract of lease is executed made and entered into this \_\_\_\_\_ at Butuan City, Philippines by and between:

**CARAGA STATE UNIVERSITY (CSU)** duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office address at Ampayon, Butuan City represented in this Act by its University President, **ROLYN C. DAGUIL, Ph.D.**, hereinafter referred to as the **"LESSOR"**;

-and-

\_\_\_\_\_, a store that offers food services, with business address at Caraga State University, Ampayon, Butuan City, Philippines, represented in this Act by its proprietor, \_\_\_\_\_, hereinafter referred to as the **"LESSEE"**;

### WITNESSETH; That

**WHEREAS**, the LESSOR is the registered and absolute owner of the \_\_\_\_\_ located at Caraga State University, Ampayon, Butuan City, Philippines;

**WHEREAS**, the LESSOR agrees to lease-out the space \_\_\_\_\_ and the LESSEE is willing to lease the same;

**NOW THEREFORE**, for and in consideration of the foregoing premises, the LESSOR leases unto the LESSEE and the LESSEE hereby accepts from the LESSOR the LEASED premises, subject to the following:

1. **PURPOSES:** That premises hereby leased shall be used exclusively by the LESSEE for Commercial purposes only and shall not be diverted to other uses. It is hereby expressly agreed that if at any time the premises are used for other purposes, the LESSOR shall have the right to rescind this contract without prejudice to its other rights under the law;

The LESSEE shall not use the leased premises for any illegal or unlawful purposes. The LESSOR hereby allows LESSEE, its representatives and clients access to the Leased premises on reasonable hours provided that the Leased premises will not be used as the LESSEE's (or that of his authorized representatives) residence.

2. **TERM OF THE LEASE.** This term of lease is for \_\_\_\_\_ from \_\_\_\_\_. This is subject for a yearly renewal according to its annual compliance and submission of permits/licenses necessary for business operations.
3. **RENTAL RATE/DEFAULT PAYMENT:** The monthly rental rate for the leased premises shall be in PESOS: \_\_\_\_\_ (P \_\_\_\_\_) or \_\_\_\_\_ (P \_\_\_\_\_) per day excluding Saturdays, Sundays, suspension of classes, holidays, academic break and semestral breaks. All rental payments shall be payable to the LESSOR, before the University Cashier every 30<sup>th</sup> of the month without need of demand.

Lessee

Witness

**TOMAS M. AUSTRAL JR., PhD**  
 Director, RGMS

**ROLYN C. DAGUIL, PhD**  
 University President





Failure to pay the monthly rental for two (2) consecutive months shall be a ground for the LESSOR to pre-terminate this contract.

The LESSOR has the right to padlock the premises when the LESSEE is in default of payment for One (1) month and may forfeit whatever rental deposit or advances have been given by the LESSEE.

4. **SECURITY DEPOSIT:** That the LESSEE shall deposit to the LESSOR upon signing of this contract and prior to move-in an amount equivalent to the rent for TWO (2) MONTHS or the sum of PESOS: \_\_\_\_\_ (P \_\_\_\_\_).

The Security Deposit shall answer for whatever damage incurred on the Leased Property at the expiration or pre-termination date, as the case may be, of this Lease including unpaid utilities. In the event that the contract be pre-terminated due to breach by the LESSEE, the entire deposit shall be forfeited in favor of the LESSOR.

5. **SUBLEASE.** The LESSEE shall not directly or indirectly sublet, allow or permit the leased premises to be occupied in whole or in part by any person, form or corporation, neither shall the LESSEE assign its rights hereunder to any other person or entity.

6. **IMPROVEMENTS.** It is expressly agreed and understood that the LESSEE shall have the right to introduce minor alterations, additions and improvements in such part of the leased property as the LESSEE finds necessary to suit the purpose for which the property is leased to him, at the LESSEE's own expense subject for the approval of the LESSOR.

Any structure and fixed minor improvements or alterations, of whichever nature, introduced by the LESSEE, shall form part of the leased premise and shall not be removed at the end of the lease and shall become property of the LESSOR upon the termination of the contract of lease, without need of reimbursement. The LESSEE is hereby given a period of thirty (30) days from the expiration of the contract of lease to remove all machineries, equipment and its accessories exclusively owned by the LESSEE with the assurance that such removal will conserve the good tenable condition of the leased premises.

7. **MAINTENANCE, HYGIENE AND SANITATION, REPAIR AND REPLACEMENT.** LESSEE shall well and sufficiently preserve, repair and maintain in good, clean and hygienic tenable condition, at their own cost, the interiors of the unit, including the flooring, interior walls or other finishes, doors, windows, cables, conduits, wirings, sockets, electrical installations, and plumbing fixtures found in or about the Unit. LESSEE shall install and provide a hand washing station for their customers and provide waste disposal receptacles in their premises upon coordination with the office of General Services on the design and program of works. LESSEE shall take all such steps and precautions at his/her own cost to prevent the leased premises from becoming infested with termites, rats, mice, cockroaches or other pests or vermin, and pets like dogs and cats. Should the LESSEE fail to maintain the Leased Premises properly such that the same is infested with pests, LESSOR may employ pest control services on the Leased Premises and charge the cost thereof to LESSEE.

All minor repairs in the unit will be at the LESSEE's sole expense. Major repairs not caused by or attributable to LESSOR's fault or negligence shall be for the LESSEE's sole account.

8. **PUBLIC UTILITIES:** The LESSEE shall provide the Leased Premises with required utility facilities for efficient operation in coordination with the office of General Services for the installation of electricity and water sub-meters. The accounts for water, telephone, electricity, power and other utilities shall be registered in the LESSEE's name and the bills shall be for the account of the LESSEE. The LESSOR will not be liable for the discontinuance of or interruptions in utility services to the LESSEE due to any cause or reason whatsoever. Upon termination of this Contract of Lease, it is the sole responsibility of the LESSEE to have the aforesaid services disconnected and cancelled.

Lessee

Witness

TOMAS M. AUSTRAL JR., PhD  
 Director, RGMS

ROLYN C. DAGUIL, PhD  
 University President



9. **SECURITY.** The LESSOR hereby allows the LESSEE on the provision of Security Personnel/s on the Leased Premises at the LESSEE's expense.

The LESSOR shall also ensure that the leased premises shall be a part of the daily routine surveillance of the security personnel of the University.

10. **LOSS.** The LESSOR shall not be liable to the LESSEE for injury, damage, or loss to person, or property, from any cause including fire, smoke, rain, flood, water leaks, lightning, wind, explosions, interruption of utilities, pipe leaks, theft or other crimes committed in the leased premises.

11. **RULES AND REGULATIONS.** The LESSEE shall comply with any and all reasonable rules and safety regulations necessary and incidental to the course of his business as well as the rules, regulations promulgated by the University and other ordinances of the local and national government, including permits and licenses now existing or may hereafter be adopted, regarding the use and occupancy of the leased premises.

12. **PRE-TERMINATION AT THE INSTANCE OF THE LESSOR.** The LESSOR shall have the right to pre-terminate this Contract of Lease if the LESSEE at any time fails or neglects to perform or comply with any of the covenants, conditions agreements or restrictions stipulated in this contract.

It is understood that should the violation or the material breach of this Contract of Lease be at the instance of the LESSEE, the costs and expenses for the removal of the improvements and equipment shall be for the account of the LESSEE.

The LESSOR shall give the LESSEE at least one (1) month or thirty (30) days prior notice preceding the intend date of termination within which representatives from both parties will endeavor to meet in an effort to provide corrective measures and amicably resolve the breach.

The LESSOR shall then contact the next highest bidder in any case when there is a pre-termination of this contract to offer the leased premises.

13. **PRE-TERMINATION AT THE INSTANCE OF THE LESSEE.** The LESSEE shall have the right to pre-terminate this Contract of Lease prior to the expiration of the term if the LESSOR at any time fails or neglects to perform or comply with any of the covenants, conditions agreements or restrictions stipulated in this Contract.

14. **RETURN OF THE LEASED PROPERTY UPON TERMINATION OF THE LEASE.** At the expiration of the term of this lease or upon cancellation thereof as herein provided, the LESSEE shall promptly surrender the premises to the LESSOR in good condition and free from any tenant, squatter, or encumbrances, except those already existing from the effectivity of this Contract.

15. **FORCE MAJEURE.** Neither the LESSOR nor the LESSEE shall be responsible for any failure to fulfill any terms for this agreement if fulfillment has been delayed, interfered with, or prevented by any circumstances whatsoever which is not within the control of the parties, as the case may be.

Likewise, in the event of non-performance due to force majeure, war, revolt, and invasion, the parties shall not be held liable. The party claiming Force Majeure, should notify the other party within seven (7) days from the time or date it first knew or ought to have known of the Force Majeure situation. A party shall cease to be relieved from liability by reason of Force majeure upon cessation of the Force majeure and only on such time that the parties shall resume the performance of their obligations under this Agreement.

16. **RIGHT TO RENEWAL OF CONTRACT.** Upon the expiration of the one (1) year maximum period of the contract of Lease, it shall be renewable upon mutual agreement of both the LESSOR.

Lessee

Witness

TOMAS M. AUSTRAL JR., PhD  
 Director, RGMS

ROLYN C. DAGUIL, PhD  
 University President



Republic of the Philippines  
**CARAGA STATE UNIVERSITY**  
Ampayon, Butuan City 8600, Philippines  
Competence Service Uprightness

Phone 09177078764  
09177078713  
09177078789  
URL: <https://www.carsu.edu.ph>  
Email Address: [op@carsu.edu.ph](mailto:op@carsu.edu.ph)



17. **AMICABLE SETTLEMENTS:** Any dispute arising out of or in connection with this Agreement or its performance, including the validity, scope, meaning, construction, interpretation, application, breach or termination hereof, shall to the extent possible be settled amicably by negotiation and discussion between the Parties. Any Party wishing to invoke the right to conduct such settlement negotiations shall give written notice to the other Parties of the substance of the dispute and propose a schedule of conferences to resolve the matter.

18. This **CONTRACT OF LEASE** shall be valid and binding between the parties, their successors-in-interest and assigns.

**IN WITNESS WHEREOF,** parties herein affixed their signatures on the date and place above written.

**CARAGA STATE UNIVERSITY**

*Lessor*

\_\_\_\_\_  
*Lessee*

Represented by:

Represented by:

**ROLYN C. DAGUIL, Ph.D.**

*University President*

\_\_\_\_\_  
*Proprietor*

Signed in the presence of:

**TOMAS M. AUSTRAL, JR. Ph.D.**

*Director, RGMS*





## ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)  
 CITY OF BUTUAN.....) SS.  
 X.....)

Before me, a Notary Public for and in Butuan City, this \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_ personally appeared:

**Name** **Competent Evidence of Identity (CEI)**

**ROLYN C. DAGUIL, Ph.D.**

,who

\_\_\_\_ is/are personally known to me  
 \_\_\_\_ exhibited (a) competent evidence/s of identity/ies as stated above

and known to me to be the same person/s who executed the foregoing instruments which consists of \_\_\_\_\_ (\_\_\_\_\_) pages including the pages on which the acknowledgements are written, and signed at the left/right margin of each and every page by the parties executing this instrument and their witnesses, and sealed with my notarial seal and she/he/they acknowledged to me that his/her/their signature on the instrument was/were freely and voluntarily affixed by him/her/them for purposes stated therein.

He/She/They further declared that he/she/they has/have the authority to sign in behalf of the principal that he/she/they represent(s).

**WITNESS MY HAND AND SEAL** on the date and on the place first above mentioned.

DOC.NO. \_\_\_\_\_  
 PAGE NO. \_\_\_\_\_  
 BOOK NO. \_\_\_\_\_  
 SERIES OF \_\_\_\_\_



## CONTRACT OF LEASE (Farm Rental)

### KNOW ALL MEN BY THESE PRESENTS:

This Contract of lease is executed made and entered into this May 31, 2023 at Butuan City, Philippines by and between:

**CARAGA STATE UNIVERSITY (CSU)**, duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office address at Ampayon, Butuan City represented in this Act by its President, **ROLYN C. DAGUIL, Ph.D.**, hereinafter referred to as the **"LESSOR"**.  
 -and-

\_\_\_\_\_, of legal age, with address at \_\_\_\_\_, Philippines, hereinafter referred to as the **"LESSEE"**;

### WITNESSETH:

**WHEREAS**, the LESSOR is the registered and absolute owner of a parcel of land located at Ampayon, Butuan City, Philippines;

**WHEREAS**, the LESSOR agrees to lease-out a total area of \_\_\_\_\_ Hectare and the LESSEE is willing to lease the same;

**NOW THEREFORE**, for and in consideration of the foregoing premises, the LESSOR leases unto the LESSEE and the LESSEE hereby accepts from the LESSOR the premises, subject to the following terms and conditions, to wit:

1. **TERM OF THE LEASE.** The term of the Lease shall be valid and effective upon its execution by both the LESSOR and the LESSEE, and shall have a life period of One (1) Cropping Period or Five (5) MONTHS.
2. **RENTAL.** The lease rental shall be paid upon the execution of this lease in the amount of \_\_\_\_\_ (P \_\_\_\_\_) PER HECTARE.
3. **PURPOSE OF LEASE.** The LESSEE agrees that the leased property shall be used for agricultural and farming purposes. The LESSEE shall not use the leased premises for any illegal or unlawful purposes.
4. **IMPROVEMENTS.** It is expressly agreed and understood that the LESSEE shall have no right to introduce any alterations, additions and improvements, of whichever nature, in the leased premises.
5. **MAINTENANCE.** The LESSEE shall well and actively apply and practice organic farming activities and/or Good Agricultural Practices (GAP), sufficiently preserve, repair and maintain in good, clean, tenable condition, at his/her own cost the leased premises. LESSEE shall take all such steps and precautions at his/her own cost to prevent the Leased Premises from being infected with rats, mice, mollusks, or other pests and vermin. Should the LESSEE fail to maintain the Leased Premises properly such that the same will be infested, LESSOR may employ infestation control services on the Leased Premises and charge the cost thereof to the LESSEE.

Lessee

Witness

**TOMAS M. AUSTRAL JR., PhD**  
 Director, RGMS

**ROLYN C. DAGUIL, PhD**  
 University President



6. **LOSS.** The LESSOR is not liable to any occupant, customer or guest for any injury, damage, or loss to person or property, from any cause including fire, smoke, rain, flood, lightning, wind, explosions, interruption of utilities, theft, negligent or intentional acts of occupants, staff, employees, guests or criminal conduct of other persons including theft, burglary, assault, vandalism or other crimes.

7. **RULES AND REGULATIONS.** The LESSEE shall comply with any and all reasonable rules and safety regulations necessary and incidental to the course of his business as well as the rules, regulations and other ordinances of the local and national government, including permits and licenses now existing or may hereafter be adopted, regarding the use and occupancy of the Leased Premises.

8. **PRE-TERMINATION AT THE INSTANCE OF THE LESSOR.** The LESSOR shall have the right to pre-terminate this Contract of Lease if the LESSEE at any time fails or neglects to perform or comply with any of the covenants, conditions, agreements or restrictions stipulated in this Contract.

The LESSOR shall give the LESSEE at least one (1) month or 30 days prior notice preceding the intend date of termination within which representatives from both parties will endeavor to meet in an effort to provide corrective measures and amicably resolve the breach.

9. **PRE-TERMINATION AT THE INSTANCE OF THE LESSEE.** The LESSEE shall have the right to pre-terminate this Contract of Lease prior to the expiration of the term if the LESSOR at any time fails or neglects to perform or comply with any of the covenants, conditions, agreements or restrictions stipulated in this Contract.

10. **FORCE MAJEURE.** Neither the LESSOR nor the LESSEE shall be responsible for any failure to fulfill any terms for this agreement if fulfillment has been delayed, interfered with, or prevented by any circumstances whatsoever which is not within the control of the parties, as the case may be.

Likewise, in the event of non-performance due to force majeure, war, revolt, and invasion, the parties shall not be held liable. The party claiming Force Majeure should notify the other party within seven (7) days from the time or date it first knew or ought to have known of the Force Majeure situation. A party shall cease to be relieved from liability by reason of Force Majeure upon cessation of the Force Majeure and only on such time that the parties shall resume the performance of their obligations under this Contract.

11. **SEPARABILITY CLAUSE.** Invalidation of any one of the terms, conditions, restrictions or other provisions contained herein by judgment or court order shall in no way affect any other terms, conditions, restrictions or provisions hereof, and the same shall remain in full force and effect.

12. **ENTIRE CONTRACT AGREEMENT.** It is hereby understood that all the terms, stipulations, conditions, covenants and provisions contained in this instrument constitute the entire agreement between the parties, and is deemed to exclude any and all representations, promises, commitments made by the parties, verbal or otherwise prior to the execution hereof. It is therefore, expressly agreed that the parties or their duly authorized representative(s) shall not be bound by any representations, promises and commitments not contained or expressly provided by this Contract.

13. **EFFECTIVITY/DURATION.** This contract is effective and binding between the parties for the cropping period \_\_\_\_\_ to \_\_\_\_\_.

Lessee

Witness

TOMAS M. AUSTRAL JR., PhD  
 Director, RGMS

ROLYN C. DAGUIL, PhD  
 University President



Republic of the Philippines  
**CARAGA STATE UNIVERSITY**  
 Ampayon, Butuan City 8600, Philippines  
 Competence Service Uprightness

Phone 09177078764  
 09177078713  
 09177078789  
 URL: <https://www.carsu.edu.ph>  
 Email Address: [op@carsu.edu.ph](mailto:op@carsu.edu.ph)



IN WITNESS WHEREOF, the parties hereto affix their signatures this \_\_\_\_\_, Butuan City, Philippines.

**CARAGA STATE UNIVERSITY**  
 Lessor

\_\_\_\_\_  
 Lessee

Represented by:

**ROLYN C. DAGUIL, Ph.D.**  
 University President

Signed in the presence of:

**TOMAS M. AUSTRAL, JR., Ph.D.**

#### ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)  
 CITY OF BUTUAN.....) SS.  
 X.....)

Before me, a Notary Public for and in Butuan City, this \_\_\_ day of \_\_\_\_\_ 20\_\_\_ personally appeared:

#### Competent Evidence of Identity (CEI)

**ROLYN C. DAGUIL, Ph.D.**

\_\_\_\_\_  
 ,who

\_\_\_\_\_ is/are personally known to me  
 \_\_\_\_\_ exhibited (a) competent evidence/s of identity/ies as stated above

and known to me to be the same person/s who executed the foregoing instruments which consists of \_\_\_\_\_ (\_\_\_\_\_) pages including the pages on which the acknowledgements are written, and signed at the left/right margin of each and every page by the parties executing this instrument and their witnesses, and sealed with my notarial seal and she/he/they acknowledged to me that his/her/their signature on the instrument was/were freely and voluntarily affixed by him/her/them for purposes stated therein.

He/She/They further declared that he/she/they has/have the authority to sign in behalf of the principal that he/she/they represent(s).

**WITNESS MY HAND AND SEAL** on the date and on the place first above mentioned.

DOC.NO. \_\_\_\_\_  
 PAGE NO. \_\_\_\_\_  
 BOOK NO. \_\_\_\_\_  
 SERIES OF \_\_\_\_\_



Project Review and Evaluation for \_\_\_\_\_

	Cost (Php)				
	2015	2016	2017	2018	2019
<b>A. Sales/Benefits</b>					
Products (Photocopy, Riso, Booklet, PE, etc.)					
<b>A. TOTAL</b>	-	-	-	-	-
<b>B. Capital Investment and Operating Expenses</b>					
Office Supplies					
Money Detector					
Other Supplies					
Electricity					
Salary of Staff					
Fabrication of Academic Gown					
Rent of Photocopy Machine					
Repair of Equipment					
<b>B. TOTAL</b>	-	-	-	-	-
<b>C. Net (A-B)</b>	-	-	-	-	-

TOTAL CAPITAL INVESTMENT (5 years)

TOTAL SALES + ASSET FOR 5 YEARS

NET PROFIT (5 YEARS)

**PV @ 12% (Benefit)**

**PV @ 12% (Cost)**

Benefit Cost Ratio

RETURN OF INVESTMENT (%)

INTERNAL RATE OF RETURN

**RESULTS BASED ON THE VIABILITY OF THE PROJECT**

Based on SUC Levelling Instrument, the ROI analysis in rice production is greater than 6 and Internal rate of return of greater than 25%; therefore the said project is said viable and feasible.





Republic of the Philippines  
TANGGAPAN NG SANGGUNIANG PANLUNGSOD  
Lungsod ng Butuan

1<sup>st</sup> Sangguniang Panlungsod  
2<sup>nd</sup> Regular Session  
Series of 2017

AN ORDINANCE ADOPTED BY THE HONORABLE SANGGUNIANG  
PANLUNGSOD OF THE CITY OF BUTUAN IN ITS REGULAR  
SESSION HELD AT THE SP SESSION HALL ON  
JUNE 22, 2017

PRESENT:

Honorable Ferdinand E. Nalcot	- Member OIC - City Vice Mayor's Office Temporary Presiding Officer
Honorable Rema E. Burdeos	- Member
Honorable Derrick A. Plaza	- Member
Honorable Cromwell P. Nortega	- Member
Honorable Joseph Omar O. Andaya	- Member
Honorable Cherry May G. Busa	- Member
Honorable Vincent Rizal C. Rosario	- Member
Honorable Ernest John C. Sanchez	- Member
Honorable John Gil S. Unay, Sr.	- Member

ON OFFICIAL BUSINESS:

Honorable Jose S. Aquino II	- City Vice Mayor Presiding Officer OIC- City Mayor's Office
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ABSENT:

Honorable Glenn C. Caranpatana	- Member (on Special Leave)
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The meeting was called to order at exactly  
10:55 in the morning.

SP ORDINANCE NO. 5334-2017

AN ORDINANCE REGULATING THE USE OF  
PLASTICS AND PLASTIC BY-PRODUCTS IN BUTUAN  
CITY, PRESCRIBING PENALTIES FOR VIOLATION  
THEREOF, REPEALING FOR THIS PURPOSE SP  
ORDINANCE NO. 5064-2016, AND FOR OTHER  
PURPOSES

Be it ordained by the Honorable Sangguniang Panlungsod of Butuan  
in session assembled and by authority of the same that:

**SECTION 1. Title.** This Ordinance shall be known as "THE PLASTIC REGULATION ORDINANCE OF BUTUAN CITY."

**SECTION 2. Declaration of Policy.** It shall be the policy of the City Government of Butuan to minimize, if not eliminate, activities, products and services that generate residual plastic wastes and to promote practices that will support their avoidance and reduction in the entire City.

**SECTION 3. Scope and Coverage.** This Ordinance shall cover all types of plastic that end up as residual waste. Types of plastic that are currently and economically diverted within the City through resource recovery, such as re-use and recycling, shall not be covered. Plastic products and plastics that form part of a product, such as from semiconductor and electronic products, except as container or packaging material, shall not be covered. Other types of plastic that form part of the residual waste but are not explicitly prohibited, regulated or otherwise mentioned in this Ordinance are, in the interim, considered not covered. It shall also cover all stakeholders that produce, utilize, buy, sell, exchange, provide and dispose said types of plastic covering all residual waste generators located within the City, such as residential, institutional, commercial, recreational and industrial.

**SECTION 4. Definition of Terms.** For purposes of this Ordinance, the following terms are defined, to wit:

- A. **Ambulant Vendor** – refers to any mobile vendor selling wet goods, street foods, snacks, vegetables, fruits and any related commodities;
- B. **Biodegradable Plastic Bags** – refer to containers with biodegradable components in whole, such as resins containing starches or in combination with polylactic acid (PLA), or in part, such as those with biodegradable additives like oxo-biodegradable plastic bags;
- C. **Business Establishment** – refers to all registered business entities within the geographical jurisdiction of the City of Butuan that are into selling, distributing or providing goods and services for profit;
- D. **Buy-Back Center** – refers to a recycling center that purchases or accepts reusable and recyclable materials for the purpose of recycling;
- E. **Cloth Bag (Katsa)** – refers to a reusable packaging material made of cloth (biodegradable) used in the packaging of flour, wheat, and other similar goods;
- F. **Disposable Plastic Bags, Single-Use Plastic Bags or Plastic Bags** – collectively refer to include all shapes, sizes, color and design of flexible containers and packaging materials made of thin plastic film ranging from 2 to 100 microns, such as those used for frozen products, pouches (which are often used for small items especially among "sari-sari" or convenient stores), and bags more commonly referred to as "sando bags" primarily used in groceries and supermarkets. It shall also include other types of plastic bag that are biodegradable, photodegradable, oxidatively degradable, hydrolytically degradable, compostable and bio-based;
- G. **Dry Good** – refers to any product that does not require refrigeration or freezing to maintain, such as textiles, clothing, and some types of medicine;
- H. **Dry Market** – refers to any built-in facilities that are designated to be the center of trade for dry goods;

- I. **Eco-bags or Reusable Bags** – refer to bags that are made from materials that can withstand several uses as containers and for packaging, rendering them as “eco-friendly” as they provide an alternative to disposable bags; commonly used eco-bags are made from fabric, recycled or indigenous materials; they may also refer to “thick” plastic bags or any bags made out of plastic, provided that the material is strong and will render the bag durable for re-use. Bags made from recycled materials, such as paper, are not necessarily considered as eco-bags if not reusable as stated (e.g. thin paper bags commonly used in bakeries and pastry shops);
- J. **Generator** – refers to a person, natural or juridical, who utilizes a material and makes it available for disposal or recycling;
- K. **High-Impact Plastics/Polystyrene (HIPS)** – refers to low-cost, food-grade plastic material that is easy to fabricate, paint and glue;
- L. **Packaging Material** – refers to any material which may contain, but is not necessarily in direct contact with the product, and is especially used for purposes of protection, preservation, handling, transport and marketability (e.g. cartons, carrier bags, packaging films, or protective foams for electronic products); it also refers to any material which acts as a secondary container to a product as for purposes of containment (e.g. boxes which contain a bottle filled with liquid cosmetics or bottled water);
- M. **Person** - refers to any being, natural or juridical, with rights and obligations, who can be the subject of legal relations;
- N. **Plastics** – refer to natural and synthetic materials that are produced by chemically modifying natural substances or are synthesized from inorganic and organic raw materials. On the basis of their physical characteristics, plastics are usually divided into thermosets, elastomers and thermoplastics. The following table illustrates the most common types of plastics used and their corresponding applications:

POLYMER TYPES	EXAMPLES OF APPLICATION
Polyethylene Terephthalate	Fizzy drink and water bottles. Salad trays.
High Density Polyethylene	Milk bottles, bleach, cleaners and most shampoo bottles.
Polyvinyl Chloride (PVC)	Pipes, fittings, window and door frames (rigid PVC). Thermal insulation (PVC foam) and automotive parts.
Low Density Polyethylene	Carrier bags, bin liners and packaging films.
Polypropylene	Margarine tubs, microwaveable meal trays, also produced as fibers and filaments for carpets, wall coverings and vehicle upholstery.
Polystyrene Plastic	Yogurt pots, foam hamburger boxes and egg cartons, cutlery, protective packaging for electronic goods and toys. Insulating material in the building and construction industry.
Unallocated Reference	Any other plastics that do not fall into any of the above categories (e.g. polycarbonate which is often used in glazing for the aircraft industry).



- O. **Post-Consumer Materials** – refer only to those materials or products generated by a business or consumer which have served their intended end use, and which have been separated or diverted from solid waste for the purpose of being collected, processed and used as raw materials in the manufacturing of recycled products, excluding materials and by-products generated from, and commonly used within an original manufacturing process;
- P. **Primary Packaging Materials** – refer to those types of packaging for wet produce, snack foods, frozen foods, hardware, etc.;
- Q. **Recyclable Waste** – refers to any waste material retrieved from the waste stream and free from contamination that can still be converted into suitable beneficial use or for other purposes;
- R. **Secondary Packaging Materials** – refer to those types of packaging materials for wet goods that intend to provide support to any primary packaging material;
- S. **Semi-conductor and Electronic Products** –refer to products containing semi-conductor materials and operated by electricity, such as communication and information technology gadgets like cellular phones, computers and appliances, such as radios, television, etc.;
- T. **Small Enterprises** – refer to business entities that are directly producing, trading and distributing home-made food commodities and by-products, such as but not limited to “kakanin” and viands;
- U. **Styro** – refers to plastic material made from polystyrene including expanded polystyrene (PS No. 6) and is commonly used as food containers, coffee/noodle cups, plates, protective packaging for electronic products, etc.; and
- V. **Wet Goods** – refer to any product that requires refrigeration or freezing to maintain, such as fish, meat, fresh poultry products, fruits, vegetables, beverages and cooked foods in “carenderias,” eateries, restaurants and fast food chains.

**SECTION 5. Prohibited Acts.** All business establishments, individuals and persons are prohibited from utilizing the herein mentioned plastics:

- A. Use of plastics as packaging material and as container for dry goods;
- B. Use of plastic pouches (commonly used for ice-making) and drinking straws for beverages, such as soft drinks like “palamig,” “juice,” “gulaman,” etc.;
- C. Use of non-biodegradable plastic bags as garbage bags;
- D. Use of plastics as flaglets and “banderitas” in all occasions.

**SECTION 6. Regulated Uses of Plastics for Goods and Commodities.**

- A. A plastic bag commonly known as “plastic labo” or “supot” (in Tagalog) or “bulsin” (in Bisaya) may be used for wet goods as primary container;
- B. Use of a plastic bag as container for wet goods shall be optimized, i.e. the smallest size possible to contain said wet good shall be provided otherwise, two (2) or more wet goods shall be contained in the same plastic bag unless the integrity and safety of the wet goods will be jeopardized through cross-contamination;
- C. Wet goods that are already pre-conditioned in plastic wraps, pouches, bags and the like as part of the products’ packaging materials such as frozen products shall not be contained further in plastic bags;

Smoked  
cellulose  
no-gum  
subway

- D. Other wet goods that are not pre-contained in plastic pouches, wraps or bags are preferably to be contained in customer-supplied, "reusable", pre-cleaned and sanitized hard plastic containers; - *micro reusable*
- E. Plastic products that will end up as recyclable/reusable wastes may be allowed, such as plastic cups (commonly regarded as HIPS), ice cream cups, egg trays, spoons and forks, etc.
- F. Oil plastic bottles shall be reused at all times since they don't usually end up as recyclable waste; other plastic bottles that are not acceptable at "buy-back centers" like a central materials recovery facility (MRF) or junkshop shall be reused and should not end up as residual wastes; and
- G. Sacks and other similar bags shall be reused as garbage bags. Garbage collectors shall return the sacks for further reuse as garbage bags.

#### SECTION 7. Use of Eco-bags and other Environment-friendly Practices

- A. All sectors are enjoined to use eco-bags in all aspects of their business transactions whenever applicable, and the general public shall bring appropriate containers whenever they are going to purchase something in the market or commercial centers;
- B. Business establishments are encouraged to give discounts and freebies to users of eco-bags;
- C. Business establishments and non-governmental organizations (NGOs) are enjoined to promote the use of eco-bags by developing their own information, education, and communication (IEC) materials;
- D. Recovery of tetra packs or doypacks of juice drinks shall be made especially during occasions and other events;
- E. The use of eco-bags shall be mandatory for the entire City. Constituents shall use them when shopping or purchasing goods from any establishments;
- F. Recycled and recyclable bags are recommended as second best alternative to eco-bags;
- G. The City Government shall coordinate with the Department of Education for the latter to conduct and develop programs pertaining to the production of eco-bags from recyclable and other environment-friendly materials in their Technology Livelihood Education (TLE) subjects. Public and private universities and colleges are also required to disseminate and implement the use of eco-bags at their respective institutions.

**SECTION 8. The Plastic Regulation Oversight Committee (PROC).** The Plastic Regulation Oversight Committee, or PROC, is hereby created with the mandate of overseeing the strict implementation of and compliance with this Ordinance. In connection with this mandate, it shall organize and supervise the operations of the Enforcement and Monitoring Team and with the latter, conduct regular meetings every quarter for updates, information and reporting.

The PROC shall be composed of the following:

CHAIRPERSON	- City Mayor or Representative
VICE CHAIRPERSON	- Chairman, SP Committee on Environment

MEMBERS:

- Sangguniang Panlungsod (SP) Chairman, Committee on Trade, Industry, Cooperative and Entrepreneurship
- President, Liga ng Mga Punong Barangay;
- Department of Environment and Natural Resources, Environmental Management Bureau (DENR-EMB) - Caraga Representative;
- Department of Science and Technology (DOST) - Caraga Representative;
- Department of Trade and Industry (DTI) Caraga Representative;
- Department of Education (Butuan City Schools Division) Representative;
- City Director, Butuan City Police Office or Representative;
- City Environment and Natural Resources Officer;
- City Legal Officer;
- City Public Information Officer;
- Office of the City Economic Enterprise (OCEE) Representative;
- Office Manager, Office of the City Mayor;
- Father Saturnino Urios University (FSUU) Representative;
- Caraga State University (CSU) Representative;
- Butuan City Chamber of Commerce and Industry Foundation Representative;
- Filipino Chinese Chamber of Commerce Representative; and
- Environmental NGO Representative (accredited by the Sangguniang Panlungsod);

Appointments of Representatives shall be permanent and duly authorized per certificate or equivalent document issued by their respective offices or entities. Revocations of such appointments and the corresponding appointments of new permanent representatives shall likewise be duly authorized per certificate or equivalent document issued.

**SECTION 9. Enforcement and Implementation.**

- A. Posting of Information, Education and Communication (IEC) campaign materials shall be mandatory to all commercial establishments, such as sari-sari stores, convenience stores, grocery stores, market stalls, food establishments (e.g. eateries, fast food chains, restaurants, bar and grills, etc.), general merchandisers (e.g. school and office supplies stores, hardware stores, etc.) or any trading establishments that will require containers and packaging materials for the product trade;
- B. Proprietors, managers and/or operations officer of business establishments shall brief or train their respective frontline personnel in the implementation of this Ordinance;
- C. The Butuan City PIO shall conduct massive IEC campaign using quad-media (print, radio, television and internet) on the implementation of this Ordinance. As such, it shall also promote the use of eco-bags and biodegradable packaging materials, as well as alternative eco-friendly practices in coordination with local and regional offices, agencies and institutions;
- D. Tarpaulins and streamers shall be recovered after their intended use. The City ENRO shall recover tarpaulins and streamers posted within the City after expiration of their corresponding permits;
- E. The City ENRO shall take the lead to ensure recovery of recyclable materials that may be used for making eco-bags;



F. Recyclable materials that may be used for making eco-bags shall be brought to the City ENRO.

**SECTION 10. Enforcement and Monitoring Team.** The City ENRO shall head the Enforcement and Monitoring Team, which is mandated to conduct operations to monitor the enforcement of this Ordinance. In relation to this task, it shall develop a monitoring plan on the implementation of this Ordinance. It shall also prepare a quarterly report to the PROC on the progress of the implementation of this Ordinance, and shall provide copies of the report to the City Mayor and the Sangguniang Panlungsod.

**SECTION 11. Gradual Phase-Out on the Use of Plastics and Plastic By-Products.** A grace period of three (3) to six (6) months upon effectivity of this Ordinance shall be given to affected stakeholders that produce, use, buy, sell, exchange or provide abovementioned prohibited plastics for use, to consume and dispose their current supply or inventory. A one (1) - year gradual implementation scheme shall be implemented upon effectivity of this Ordinance.

**SECTION 12. Penalties.** Those who were found to have violated the provisions of this Ordinance shall be meted with the following fines and penalties:

For any person or individual:

First Offense	-	PhP 500.00 or Community Service of not less than eight (8) hours;
Second Offense	-	PhP 700.00 or Community Service of not less than sixteen (16) hours;
Third Offense	-	PhP 1,200.00 or Community Service of not less than Twenty four (24) hours;
Fourth Offense	-	No fine. The case shall be automatically filed with the proper court.

For a business establishment:

First Offense	-	PhP 1, 000.00 fine;
Second Offense	-	PhP 2, 000.00 fine and/or suspension of business permit/operation at the discretion of the City Government of Butuan;
Third Offense	-	PhP 5, 000.00 fine and/or imprisonment of not less than one month nor more than six (6) months upon discretion of the Court, and cancellation of their license to operate for a period of one (1) year.

In the case of a business establishment, its manager, president, proprietor, owner, or other responsible officer shall be held liable.

Any individual, juridical or natural, who shall violate, disobey, refuse or neglect to comply with the imposition of fines and/or penalties shall be charged and prosecuted in the proper court of justice, and, if found guilty, shall be punished by an imprisonment of not more than one (1) year or a fine of not less than Two Thousand Pesos (PhP 2,000.00), but not more than Five Thousand Pesos (PhP 5,000.00), or both at the discretion of the Court.

**SECTION 13. Collection Scheme.** An Environmental Violation Receipt (EVR) shall be issued to a violator by the members of the Enforcement and Monitoring Team (or in its absence, deputized City ENRO officers). Three (3) working days shall be allocated for the issuance of the Order of Payment at the City ENRO and actual payment at the City

Treasurer's Office. The City Legal Office shall impose appropriate legal action if the violator fails to comply within the given period of time.

The penalty payment shall be distributed as follows: seventy-five percent (75%) to the City Government and 25% incentive to the person who reported the violation.

Collection proceeds will be placed in a trust fund, of which the share of the City Government shall be used for expenses in relation to the operations of the PROC and the Enforcement and Monitoring Team.

**SECTION 14. Funding Source.** The City Government of Butuan shall allocate funds for effective implementation of this Ordinance which shall cover all expenses to be incurred in the operations of the PROC, the Enforcement and Monitoring Team, and the IEC Program assigned to the City PIO.

**SECTION 15. Separability Clause.** If any part of this Ordinance is declared as unconstitutional or unlawful, such declaration shall not affect the other parts or sections hereof that are not declared unlawful or unconstitutional.

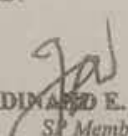
**SECTION 16. Repealing Clause.** *SP ORDINANCE NO. 5064-2016, AN ORDINANCE PROHIBITING THE USE OF PLASTIC BAG ON DRY GOODS AND REGULATING ITS UTILIZATION ON WET GOODS, AND PROHIBITING THE USE OF STYROFOAM IN BUTUAN CITY, AND PRESCRIBING PENALTIES THEREOF, AND FOR OTHER PURPOSES*, and all other previous ordinances, as well as rules and regulations inconsistent with this Ordinance shall be deemed repealed or modified accordingly.

**SECTION 17. Effectivity Clause.** This Ordinance shall take effect ten (10) days upon its approval, and after publication in a local newspaper of general circulation and posting in the SP Bulletin board and in two (2) other conspicuous places in the City Hall.

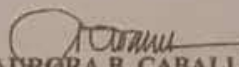
*Unanimously Approved*

*Date Enacted: June 22, 2017*

APPROVED:

  
FERDINAND E. NALCOT  
SP Member  
OIC - City Vice Mayor's Office  
Temporary Presiding Officer

ATTESTED:

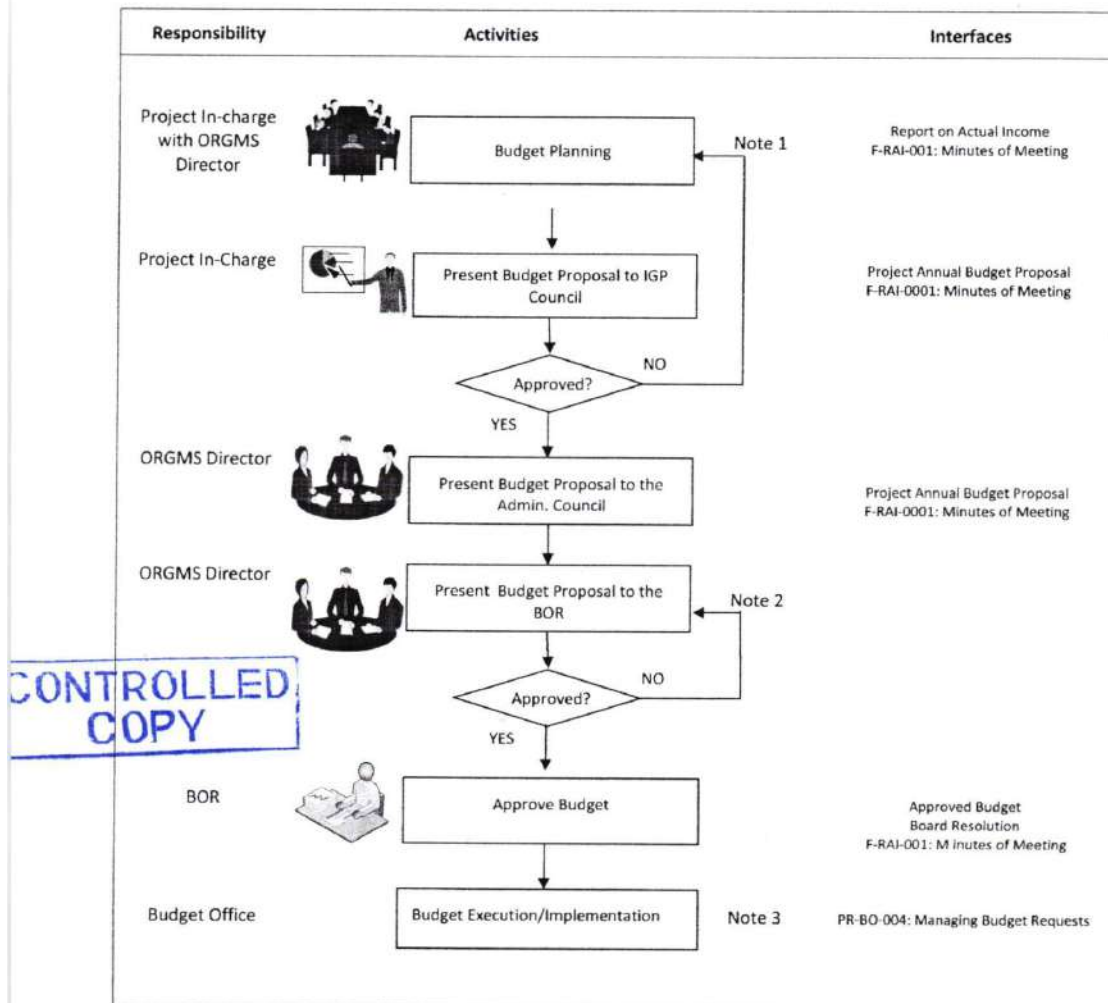
  
AURORA B. CABALLES,  
City Government Department Head II  
City Secretary





<b>PROCEDURE MANUAL</b>	Effective Date:
Document No.: PR-FIN-003	July 1, 2016
Section No.: 18	Revision No:
Page No.: 1 of 2	0

TITLE	BUDGET PLANNING & EXECUTION FOR BUSINESS RELATED FUND (BRF)
<b>OBJECTIVE</b>	To Ensure that Procedure on Budget Planning and Execution for Business Related Fund (BRF) is Proper, Comprehensive, Inclusive, Participative and Timely
<b>SCOPE</b>	This Procedure Applies to the Approval of Proposed Budget for Business Related Fund (BRF) Only and Covers Activities from the Meeting of the ORGMS Director with the Project In-Charge to Deliberate on Level of Income for Utilization up to Execution/Implementation of the Approved Budget.





**CARAGA STATE UNIVERSITY**  
Ampayon, Butuan City, 8600, Philippines

<b>PROCEDURE MANUAL</b>	Effective Date:
Document No.: PR-FIN-003	July 1, 2016
Section No.: 19	Revision No:
Page No.: 2 of 2	0

**NOTE 1:**

1. ORGMS Director with the Project In-Charge conducts a meeting to determine the level of income for Utilization. The Report on Actual Income of the immediate preceeding year prepared by the Accounting Department is one of the references in determining the level of income for utilization the following year. Other factors such as but not limited to Rental Rate, Prices, Land use Appraisal are also considered.
2. Project In-Charge prepares Budget Proposal.

**NOTE 2 :**

1. The budget proposal is presented first to the Fiscal Committee of the BOR for review before presented to the Board of Regents for approval. The Fiscal Committee of BOR is the clearing house of the Board.

**NOTE 3:**

1. Project In-Charge submit Project Procurement Management Plan (PPMP) and Work and Financial Plan.

**RECORDS GENERATED:**

1. Memorandum
2. Minutes of Meetings
3. Report of Actual Collection - BRF
4. Budget Proposal Per Project
5. CSU Budget Proposal for Business Related Fund (BRF)
6. Administrative Council/UDPRC /Board of Regents Resolution
7. Approved Budget for Business Related Fund (BRF)
8. Project Procurement Management Plan (PPMP)
9. Annual Procurement Plan (APP)
10. Work and Financial Plan

**REFERENCES:**

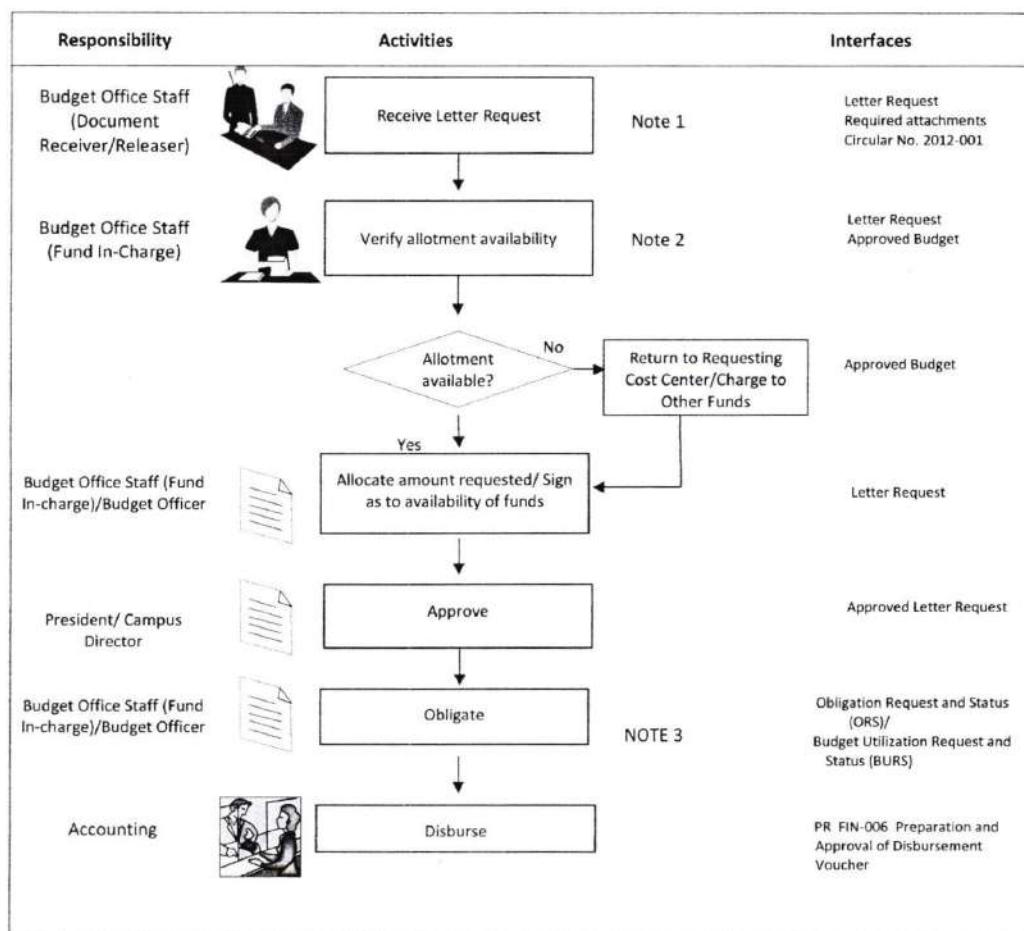
1. CHED Administrative Order No. 02 s. 2016

Prepared by:  <b>MA. VICTORIA M. LABISTO</b> Process Owner	Reviewed by:  <b>FERNANDO T. HERRERA, PhD</b> Quality Management Representative	Approved by:  <b>ANTHONY M. PENASO, PhD</b> University President
Date: July 1, 2016	Date: July 1, 2016	Date: July 1, 2016

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TITLE	MANAGING BUDGET REQUESTS
OBJECTIVE	To Ensure Timely and Efficient Processing of Budget Requests To Ensure that all Budget Requests are Aligned with the Approved Budget for the Year
SCOPE	This Procedure Covers Activities from the Receipt of Letter Request to Issuance of Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS). This Applies to Requests which Need Verification as to Allotment Availability for Expenses such as but not limited to Travel, Training, Seminar, Workshop, Overload Pay, Honoraria, Cash Advance and Reimbursement.



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**CARAGA STATE UNIVERSITY**  
Ampayon, Butuan City, 8600, Philippines

PROCEDURE MANUAL	
Document No.: PR-FIN-004	Effective Date: July 1, 2016
Section No.: 18	Revision No:
Page No.: 2 of 2	0

**NOTE 1:**

1. Letter Request for but not limited to cash advance, travel, training, seminar, workshop, reimbursement submitted to budget Office should be duly recommended/signed by the concerned Officials (College Dean/Unit Head/Vice President).
2. All incoming budget requests are logged by the Budget Office for monitoring.
3. Supporting documents required for the approval of budget request for local travel/training are the following:
  - Duly approved Itinerary of Travel
  - Notice or Advisory if to attend meeting, conference, orientation and the like
  - Invitation Letter if to attend training, seminar, workshop and the like
  - Office Order/travel Order approved in accordance with Section 3 of Executive Order No. 298
  - Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books
4. For international travel, requestor should refer first the Accounting department to review the required supporting documents.
5. For other requests, refer to Checklist of Required Supporting Documents for Specific Budget Requests.

**NOTE 2:**

1. The Budget Office Staff (Fund In-Charge) verifies as to allotment availability.
2. If allotment is not available or not enough for the requested expense, realignment could be an option or to charge the request from other fund source. Budget realignment is done thru an approved request for realignment.

**NOTE 3:**

1. Prepare Obligation Request and Status (ORS) for requests funded by the Regular Agency Fund and Budget Utilization Request and Status (BURS) for requests funded by Internally Generated Fund, Trust Receipts and Business Related Fund.
2. Submit documents to Accounting Office

**RECORDS GENERATED:**

1. Letter Request
2. Certification from the CSU Accountant as to no pending Cash Advances
3. Obligation Request and Status (ORS)
4. Budget Utilization Request and Status (BURS)

**REFERENCES:**

1. Approved Budget
2. University's Information System
3. COA Circular No. 2001-001
4. Executive Order No. 298

Prepared by:

*MA. VICTORIA M. LABISTO*  
**MA. VICTORIA M. LABISTO**  
Process Owner

Date: July 1, 2016

Reviewed by:

*FERNANDO T. HERRERA, PhD*  
**FERNANDO T. HERRERA, PhD**  
Quality Management Representative

Date: July 1, 2016

*ANTHONY M. PENASO, PhD*  
**ANTHONY M. PENASO, PhD**  
University President

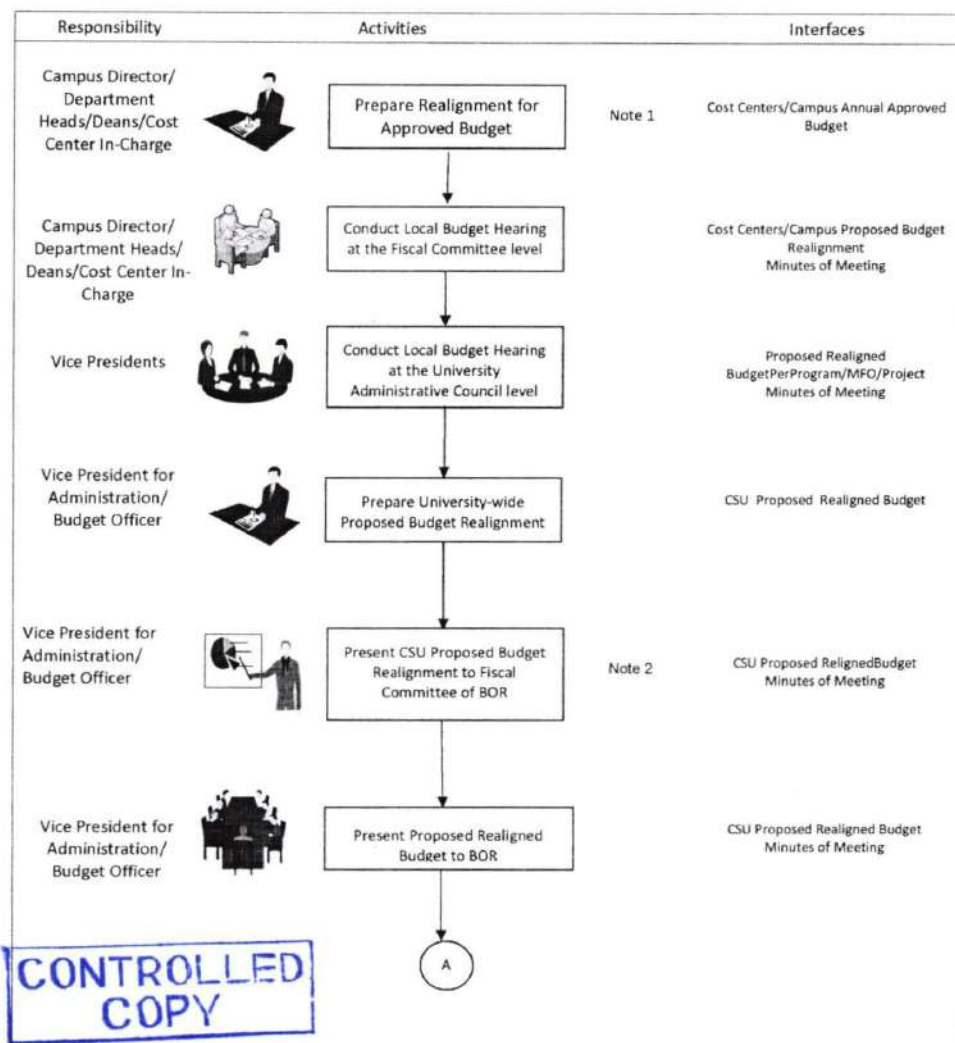
**ANTHONY M. PENASO, PhD**  
University President

Date: July 1, 2016

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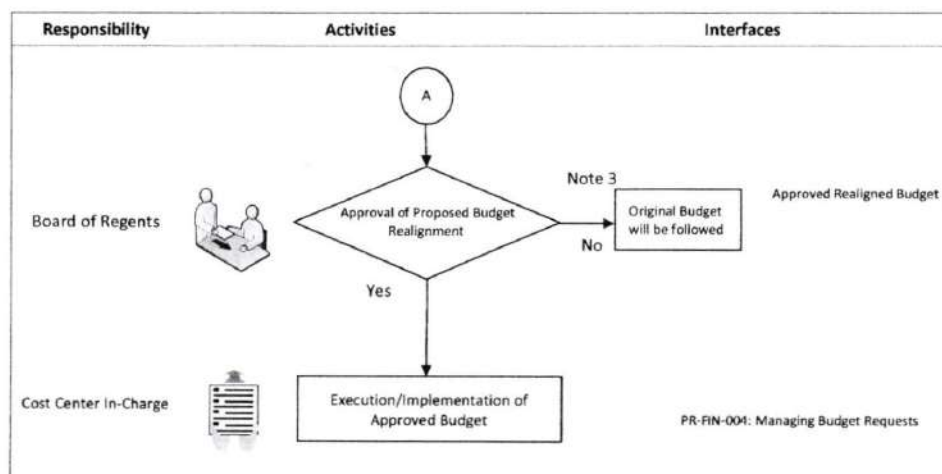
BUDGET REALIGNMENT	
<b>OBJECTIVE</b>	To Ensure that Procedure on Budget Realignment for All Funds is Properly Followed
<b>SCOPE</b>	This Procedure Applies for Realignment of Approved Budget for Regular Agency Fund Fund (RAF), Internally Generated Fund (IGF) and Business Related Fund (BRF) Only







PROCEDURE MANUAL	Effective Date:
Document No.: PR-FIN-005	July 1, 2016
Section No.: 18	Revision No:
Page No.: 2 of 3	0



**NOTE 1:**

1. Department, College and Campus may realign their approved budget based on their present need. Justifications for the realignment of approved budget is needed.

**NOTE 2:**

1. The Proposed Budget Realignment is presented first to the Fiscal Committee of the BOR for review before presented to the Board of Regents for approval. The Fiscal Committee of BOR is the clearing house of the Board.

**NOTE 3:**

1. For Regular Agency Fund (ARF), realignment will be based on the existing DBM Issuances in which approval of realignment will be lodged to the University President if realignment is within the budget of MFO and within Allotment Class.

**RECORDS GENERATED:**

1. Memorandum
2. Minutes of Meetings
3. Proposed Realigned Budget per Cost Center/Campus
4. Administrative Council/UDPRC/Board of Regents Resolution
5. CSU Approved Realigned Budget
6. Project Procurement Management Plan (PPMP)
7. Annual Procurement Plan (APP)
8. Work and Financial Plan

**REFERENCES:**






**CARAGA STATE UNIVERSITY**  
Ampayon, Butuan City, 8600, Philippines

PROCEDURE MANUAL	
Document No.: PR-FIN-005	Effective Date: July 1, 2016
Section No.: 18	Revision No:
Page No.: 3 of 3	0


1. General Appropriation Act (GAA)
2. Issuances from the Department of Budget and Management (DBM) re realignment of Budget
3. Issuances from the Commission on Higher Education (CHED) re realignment of Budget

Prepared by:

  
**MA. VICTORIA M. LABISTO**  
Process Owner

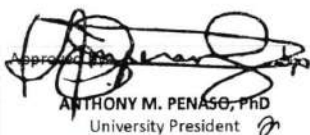
Date: July 1, 2016

Reviewed by:

  
**FERNANDO T. HERRERA, PhD**  
Quality Management Representative

Date: July 1, 2016

Approved by:

  
**ANTHONY M. PENASO, PhD**  
University President

Date: July 1, 2016

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COPY**

**BUDGET PROPOSAL**

Fiscal Year 2019

Cost Center : Bookshoppe and Marketing Center

Fund Cluster :

- ☐ Regular Agency Fund  
☐ Internally-Generated Fund  
☐ Business Related Fund

ACCOUNTS	TOTAL
<b>MAINTENANCE AND OTHER OPERATING EXPENSES</b>	
Supplies and Materials Expenses	
Office Supplies Expenses	252,250.00
Semi-Expendable Mach. and Equip Expenses	
Other Machinery and Equipment	1,000.00
Repair and Maintenance- Machinery and Equipment- Office Equipment	90,000.00
Other Supplies and Materials Expenses	380,760.00
<b>Professional Services</b>	
Other Professional Services	274,752.00
<b>TOTAL - MOOE</b>	<b>998,762.00</b>
<b>TOTAL</b>	<b>998,762.00</b>

Prepared by:

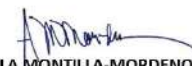
  
**LOVELIZ F. LIBAO**  
 Bookkeeper, RGMS

Reviewed by:

  
**EMMANUEL F. NONO, DVM**  
 Director, RGMS

  
**MA. VICTORIA M. LABISTO, CPA**  
 Budget Officer

Recommending Approval:

  
**ARMIE LEILA MONTILLA-MORDENO, DPA, CSEE**  
 Vice President for Administration

Approved:

  
**ANTHONY M. PENASO, Ph.D.**  
 University President



(Note: Do not alter/delete any column or line in this form. Just hide said column or line if there is/are no entry/ies)



**LIST OF SEMI- EXPENDABLE EQUIPMENT/FURNITURE AND FIXTURE****Fiscal Year 2019**

Cost Center : Bookshoppe and Marketing Center

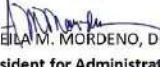
Fund Cluster : ☐ Regular Agency Fund☐ Internally-Generated Fund☐ Business Related Fund)

ACCOUNT NAME	QTY	UNIT	DESCRIPTION	Unit Price	Total
Semi-Expendable Mach. and Equipt Expenses					
Other Machinery Equipment	1	pc	Money Detector	1,000.00	1,000.00
<b>GRAND TOTAL</b>					<b>1,000.00</b>

Reviewed by:

  
 EMMANUEL F. NONO, DVM  
 Director, RGMS  
  
 MA. VICTORIA M. LABISTO, CPA  
 Budget Officer III

Recommending Approval:

  
 ARMIE LEILA M. MORDENO, DPA, CSEE  
 Vice President for Administration

Approved by:

  
 ANTHONY M. PENASO, Ph.D.  
 University President

**FINANCIAL PLAN PER ACCOUNT**  
**Fiscal Year 2019**

Cost Center : Bookshoppe and Marketing Center

Fund Cluster : ☐ Regular Agency Fund ☐ Internally-Generated Fund ☐ Business Related Fund

ACCOUNTS	TOTAL	MONTHLY PROGRAM											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<b>MAINTENANCE AND OTHER OPERATING EXPENSES</b>													
Supplies and Materials Expenses													
Office Supplies Expenses	252,250.00	126,125.00					126,125.00						
Semi-Expandable Machine and Equipment Other													
Machinery and Equipment	1,000.00	1,000.00											
Repair and Maintenance- Machinery and Equipment-													
Office Equipment	90,000.00	45,000.00					45,000.00						
Other Supplies and Materials Expenses	380,760.00	22,780.00	87,700.00				270,280.00						
Professional Services													
Other Professional Services	274,752.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00
<b>TOTAL - MOOE</b>	<b>998,762.00</b>	<b>217,801.00</b>	<b>110,596.00</b>	<b>22,896.00</b>	<b>22,896.00</b>	<b>22,896.00</b>	<b>464,301.00</b>	<b>22,896.00</b>	<b>22,896.00</b>	<b>22,896.00</b>	<b>22,896.00</b>	<b>22,896.00</b>	<b>22,896.00</b>
<b>TOTAL PROPOSAL</b>	<b>998,762.00</b>	<b>217,801.00</b>	<b>110,596.00</b>	<b>22,896.00</b>	<b>22,896.00</b>	<b>22,896.00</b>	<b>464,301.00</b>	<b>22,896.00</b>	<b>22,896.00</b>	<b>22,896.00</b>	<b>22,896.00</b>	<b>22,896.00</b>	<b>22,896.00</b>

Reviewed by:

  
EMMANUEL F. NOKO, DVM  
Director, RGMS

  
MA. VICTORIA M. LABISTO, CPA  
Budget Officer III

Recommending Approval:  
  
ARMIE LILLA M. MORDENO, DPA, CSEE  
VP for Administration

Approved by:  
  
ANTHONY M. PENSASO, Ph.D.  
University President


**FINANCIAL PLAN**  
Fiscal Year 2019

Cost Center : Bookshoppe and Marketing Center  
Fund Cluster : [ ] Regular Agency Fund [ ] Internally-Generated Fund [ / ] Business Related Fund)

PROGRAM/ACTIVITY/ PROJECT	DETAILS OF EXPENSES					MONTHLY PROGRAM											
	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Sub-Total	1	pc	Money Detector	1,000.00	1,000.00	1,000.00											
					724,010.00												
Activity 2. Payment of salary of Bookshoppe and Marketing Center Personnel	12	mos	Salary of CBMC Personnel	22,896.00	274,752.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00
Sub-Total					274,752.00												
					998,762.00	217,801.00	110,596.00	22,896.00	22,896.00	22,896.00	464,301.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00	22,896.00

Reviewed by:

  
**EMMANUEL F. MONO, DVM**  
Director, RGMS

  
**MA. VICTORIA M. LABISTO, CPA**  
Budget Officer III

Recommended Approval:

  
**ARMIE LEILA M. MORDENO, DPA, CSEE**  
VP for Administration

Approved by:

  
**ANTHONY M. PENASO, PhD.**  
University President

**FINANCIAL PLAN**  
Fiscal Year 2019

Cost Center : Bookshoppe and Marketing Center  
Fund Cluster : [ ] Regular Agency Fund [ ] Internally-Generated Fund [ / ] Business Related Fund)

PROGRAM/ACTIVITY/ PROJECT	DETAILS OF EXPENSES				MONTHLY PROGRAM												
	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Activity 1. Purchase of supplies and materials for production, sale and operation																	
	100	ream	Long Bond Paper	250.00	25,000.00	12,500.00					12,500.00						
	300	ream	Long Newsprint Paper	130.00	39,000.00	19,500.00					19,500.00						
	75	ream	A4 Bond Paper	230.00	17,250.00	8,625.00					8,625.00						
	180	ream	Mimeo Paper	230.00	41,400.00	20,700.00					20,700.00						
	10	pouch	Detergent Powder	156.00	1,560.00	780.00					780.00						
	11	roll	Master Roll	4,000.00	44,000.00	22,000.00					22,000.00						
	20	tube	Risograph Ink	2,160.00	43,200.00	21,600.00					21,600.00						
	20	bot	Toner Cartridge	4,320.00	86,400.00	43,200.00					43,200.00						
	3	set	Drum Set	30,000.00	90,000.00	45,000.00					45,000.00						
	199	m	Ethnic cloth	90.00	17,910.00		17,910.00										
	997	m	Katrina Cloth	70.00	69,790.00		69,790.00										
	300	set	Medium PE Uniform	450.00	135,000.00						135,000.00						
	150	set	Large PE Uniform	500.00	75,000.00						75,000.00						
	75	set	XL PE Uniform	500.00	37,500.00						37,500.00						

**WORK PLAN**  
Fiscal Year 2019

Cost Center : Bookshoppe and Marketing Center

Fund Cluster : [ ] Regular Agency Fund [ ] Internally-Generated Fund [ / ] Business Related Fund

PROGRAM/ACTIVITY/PROJECT	ACCOMPLISHMENT											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Activity 1. Purchase of supplies and materials for production, sale and operation	Purchased supplies	Purchased supplies				Purchased supplies and other materials						
Activity 2. Payment of salary of Bookshoppe and Marketing Center Personnel	Paid Salary of Job Order Personnel	Paid Salary of Job Order Personnel	Paid Salary of Job Order Personnel	Paid Salary of Job Order Personnel and laborers	Paid Salary of Job Order Personnel	Paid Salary of Job Order Personnel	Paid Salary of Job Order Personnel	Paid Salary of Job Order Personnel	Paid Salary of Job Order Personnel	Paid Salary of Job Order Personnel and laborers	Paid Salary of Job Order Personnel	Paid Salary of Job Order Personnel

Reviewed by:

  
EMMANUEL E. NORDO, DVM  
Director, RGMS

  
MA. VICTORIA P. LUIS, CFA  
Budget Officer III

Recommending Approval:

  
ARMIE LEILA W. MORDENO, DPASSEE  
VP for Administration

Approved by:

  
ARTHUR M. DELA CRUZ, B.S.D.  
University President

**DETAILS PER LINE ITEM**

Fiscal Year 2019

Cost Center : Bookshoppe and Marketing Center

Fund Cluster :

- ☐ Regular Agency Fund  
☐ Internally-Generated Fund  
☐ Business Related Fund


Line Item	Activities	Amount
Office Supplies Expense	Purchase of Supplies and Materials for production, sale and operation	252,250.00
	<b>Sub-Total</b>	<b>252,250.00</b>
Semi-Expendable Mach. and Equip Expenses	Purchase of Supplies and Materials for production, sale and operation	1,000.00
	<b>Sub-Total</b>	<b>1,000.00</b>
Repair and Maintenance- Machinery and Equipment- Office Equipment	Purchase of Supplies and Materials for production, sale and operation	90,000.00
	<b>Sub-Total</b>	<b>90,000.00</b>
Other Supplies and Materials Expense	Purchase of Supplies and Materials for production, sale and operation	380,760.00
	<b>Sub-Total</b>	<b>380,760.00</b>
Other Professional Services	Payment of Salary of CBMC Personnel	274,752.00
	<b>Sub-Total</b>	<b>274,752.00</b>

Reviewed by:

  
**EMMANUEL F. NONONG, DVM**  
 Director, RGMS

  
**MA. VICTORIA M. LABISTO, CPA**  
 Budget Officer III

Recommending Approval:

  
**ARMIE LEILA M. MORDENO, DPA, CSEE**  
 Vice President for Administration and Finance

Approved by:

  
**ANTHONY M. PENASO, Ph.D.**  
 University President





Title			APPLICATION AND APPROVAL OF PROJECT PROPOSAL
Objective			To ensure that all project proposals for the income-generation for the University is processed properly and smoothly; and To ensure that all proposals are reviewed thoroughly and approved by the authorities.
Scope			This procedure covers activities for processing the application of a project proposal, whether or not the proponents are from the University. It covers activities from submission of Letter of Intent to commencement of project implementation.
Responsibility	Activities	Interfaces	
Proponent		Submit Letter of Intent and Project Proposal	Note 1 Letter of Intent
RGMS/OP		Review Proposal	Note 2 OP Reference Slip
		Yes: Create a Review Committee No: End	Note 3 Recommendation Letter OP Special Order
RGMS Director		Create a Review Committee	
		Review and Make Recommendations	Note 4 Review Committee Team Recommendation Letter
Proponent		Present to University Production Council	Note 5 Project Proposal
		Yes: Present to Fiscal Committee No: End	Note 6 Minutes of Meeting of University Production Council
Proponent		Present to Fiscal Committee	
		Yes: Present to Administrative Council No: End	Note 7 Minutes of Meeting of Fiscal Committee
Proponent		Present to Administrative Council	
		Yes: Present to University Development and Program Review Committee No: End	Note 8 Minutes of Meeting of Administrative Council
Proponent		Present to University Development and Program Review Committee	
		Yes: Present to Board of Regents No: End	Note 9 Minutes of Meeting of University Development and Program Review Committee
Proponent		Present to Board of Regents	
		Yes: Proceed to Project Implementation No: End	Note 10 Board Resolution
Proponent		Proceed to Project Implementation	

Prepared by:  
**TOMAS M. AUSTRAL, JR., PhD**  
Process Owner  
Date: July 1, 2021

Reviewed by:  
**FERNANDO T. HERRERA, PhD**  
Quality Management Representative  
Date: July 1, 2021

Approved by:  
**ANTHONY M. PENASO, PhD**  
University President  
Date: July 1, 2021

**NOTE 1:**

1. The Letter of Intent must be submitted to the Office of the President

**NOTE 2:**

1. The Office of the University President shall issue a reference slip to RGMS for appropriate action.

**NOTE 3:**

1. The RGMS Director will recommend for the creation of Review Committee for the specific proposal to the office of the President.
2. A Special Order shall be issued to the members of the Review Committee for the specific proposal.

**NOTE 4:**

1. The RGMS Review Committee Team recommends and requires the proponent to present the project proposal to University Production Council.

**NOTE 5:**

1. The Project Proposal must include:
  - a. Project Overview
  - b. Objectives of the project
  - c. Budgetary Requirements
  - d. Work Plan

**NOTE 6:**

1. The University Production Council recommends and requires the proponent to present the project proposal to the Fiscal Committee.

**NOTE 7:**

1. The Fiscal Committee recommends and requires the proponent to present the project proposal to Administrative Council.

**NOTE 8:**

1. The Administrative Council recommends and requires the proponent to present the project proposal to the University Development and Program Review Committee (UDPRC).

**NOTE 9:**

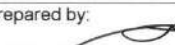


1. The UDPRC recommends and requires the proponent to present the project proposal to Board of Regents.

**NOTE 10:**

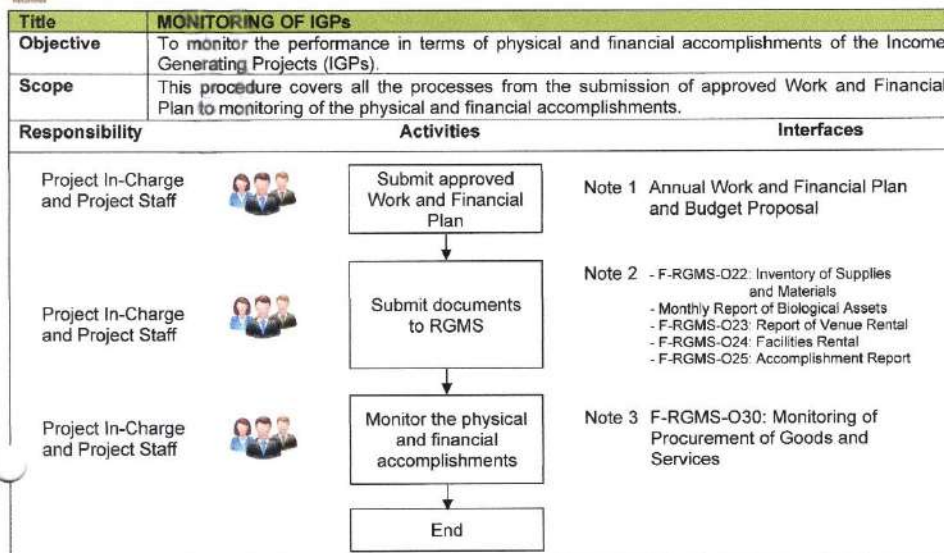
1. The Board of regents issues a board resolution to formally approve the proposal for implementation.

**RECORDS GENERATED:**

1. OP Reference Letter
2. Recommendation Letter
3. Special Order
4. Review Committee Team Reference Slip
5. Minutes of Meeting of University Production Council
6. Minutes of Meeting of Fiscal Committee
7. Minutes of Meeting of Administrative Council
8. Minutes of Meeting of University Development and Program Review Committee
9. Board Resolution

Prepared by:  <b>TOMAS M. AUSTRAL, JR., PhD</b> Process Owner	Reviewed by:  <b>FERNANDO T. HERRERA, PhD</b> Quality Management Representative	Approved by:  <b>ANTHONY M. PENASO, PhD</b> University President
Date: July 1, 2021	Date: July 1, 2021	Date: July 1, 2021





**NOTE 1:**

- The Project In-Charge and staff will submit an approved copy of Work and Financial Plan to RGMS.

**NOTE 2:**

**1. Inventory of Supplies**

The Project In-Charge and staff of IGPs must provide an inventory of Supplies to RGMS to monitor the quantity of supplies used and the remaining supplies.

**2. Monthly Report of Biological Assets**

The Carabao Production Project and Goat, Sheep, Cattle Production Project will submit the Monthly Report of Biological Assets to record and monitor the number of births, sales and deaths of livestock in the projects.

**3. Monthly Report of Venue and Facilities Rental**

The Project In-Charge and staff in Organic Agriculture Training Center and Facilities Rental will record the venue and facilities rental and submit it monthly to RGMS to monitor the frequency of rental of each venue and facilities.

**Monthly Accomplishment Report**

All Project In-Charge and staff in the IGPs will submit a quarterly physical and financial accomplishment report to RGMS.

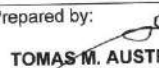
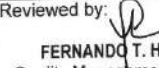

**NOTE 3:**

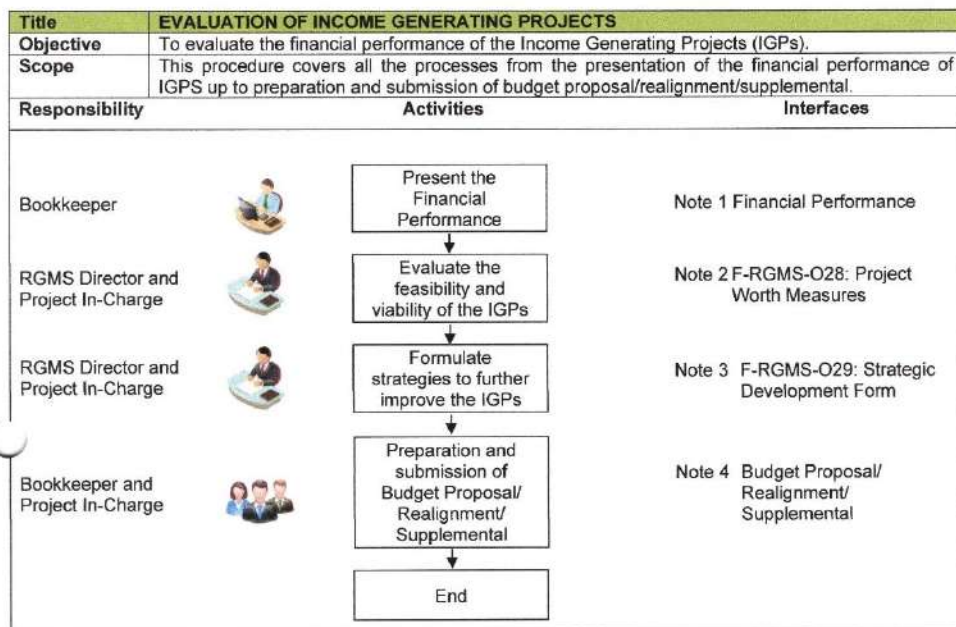
**1. Monitoring of Procurement of Goods and Services**

All Project In-Charge will monitor the procurement of goods and services of the IGPs based on the approved Work and Financial Plan.

**RECORDS GENERATED:**

- Work and Financial Plan
- F-RGMS-022 Inventory of Supplies
- Monthly Report of Biological Assets (for Carabao Production Project and Goat, Sheep, Cattle Production Project only)
- F-RGMS-023 Monthly Report of Venue Rental (for Organic Agriculture Training Center and Facilities Rental only)
- F-RGMS-024 Monthly Report of Facilities Rental (for Organic Agriculture Training Center and Facilities Rental only)
- F-RGMS-025 Monthly Accomplishment Report
- F-RGMS-030 Monitoring of Procurement of Goods and Services

Prepared by:  <b>TOMAS M. AUSTRAL, JR., PhD</b> Process Owner	Reviewed by:  <b>FERNANDO T. HERRERA, PhD</b> Quality Management Representative	Approved by:  <b>ANTHONY M. PENASO, PhD</b> University President
Date: July 22, 2022	Date: July 22, 2022	Date: July 22, 2022



**NOTE 1:**

- The Bookkeeper will present the Financial Performance of all Income Generating Projects (IGPs) to the Project In-Charge and staff.

**NOTE 2:**

- The Project In-Charge and staff will fill-out the Project Worth Measures form which will be used in evaluating the feasibility and viability of all IGPs.

**NOTE 3:**

- The Project In-Charge and RGMS Director will formulate strategies to further improve the IGPs.

**NOTE 4:**

- The Project In-Charge along with the Bookkeeper will prepare the budget proposal/realignment/supplemental to include the resources that will be needed in the implementation of strategies.

**RECORDS GENERATED:**

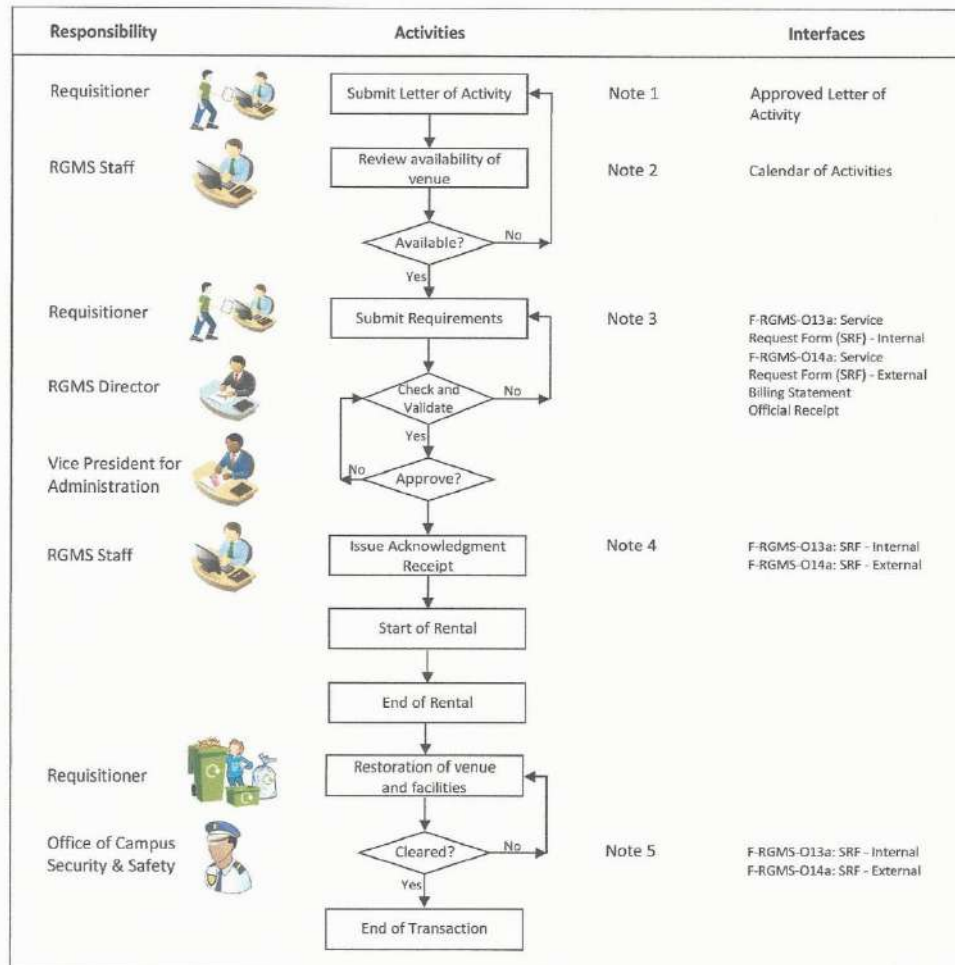
- F-RGMS-O28: Project Worth Measures
- F-RGMS-O29: Strategic Development Form
- Budget Proposal/Budget Realignment Forms

**CONTROLLED COPY**

Prepared by:  <b>TOMAS M. AUSTRAL, JR., PhD</b> Process Owner	Reviewed by:  <b>FERNANDO T. HERRERA, PhD</b> Quality Management Representative	Approved by:  <b>ANTHONY M. PENASO, PhD</b> University President
Date: July 22, 2022	Date: July 22, 2022	Date: July 22, 2022



TITLE	APPLICATION AND APPROVAL OF SERVICE REQUEST FORMS
OBJECTIVE	To ensure that all requests for facility and venue rentals are reviewed thoroughly and approved by the authorities. To ensure that the rented venues and borrowed facilities are restored to its former condition and location after the activity.
SCOPE	This procedure covers all the processes for internal and external requisitions of the facilities rental. It covers activities from submission of letter of activity up to the releasing of clearance.





PROCEDURE MANUAL		Effective Date:
Document No.:	PR-RGE-004	March 1, 2018
Section No.:	20	Revision No:
Page No.:	2 of 2	0

**NOTE 1:**

1. Internal Requisitioner  
The Requisitioner's Letter of Activity must be approved by the higher authorities (e.g. University President, Vice President for Academic Affairs/Vice President for Administration).
2. External Requisitioner  
The Requisitioner's Letter of Activity must be addressed to the University President. The Reference Slip of the President must be attached to the Requisitioner's Letter for further action of the RGMS Director.

**NOTE 2:**

1. Upon receiving the letter, the RGMS Staff will check the calendar of activities for the availability of the venue.

**NOTE 3:**

1. The Requisitioner will fill-up and sign the RGMS Service Request form then submit it to the RGMS staff.
2. For requests with corresponding fees, the RGMS staff will issue a billing statement. A photocopy of the Official Receipt must be submitted to the RGMS staff.

**NOTE 4:**

1. Upon the approval of the Service Request Form, the RGMS Staff will then issue the Acknowledgment Receipt to the Requisitioner as proof that their request to rent a venue has been approved.
2. The Requisitioner must also provide two (2) valid IDs to the RGMS staff.

**NOTE 5:**




1. The Office of Campus Security and Safety will then check the venue and the facilities borrowed if these has been restored to its former condition and location so they can issue the Clearance and return the Requisitioner's IDs.




**RECORDS GENERATED:**




1. F-RGMS-O13a: Service Request Form (SRF) -Internal or F-RGMS-O14a: Service Request Form (SRF) -External
2. Billing Statement, if any
3. Official Receipt, if any

Prepared by:  <b>EMMANUEL F. NONO, DVM</b> Process Owner Date: February 21, 2018	Reviewed by:  <b>FERNANDO T. HERRERA, Ph.D.</b> Quality Management Representative Date: February 21, 2018	Approved by:  <b>ANTHONY M. PENASO, Ph.D.</b> University President Date: February 21, 2018
--	---	--



Title		MARKETING OF IGP PRODUCTS AND SERVICES	
Objective		To ensure efficient and effective marketing and sales of IGP Products and Services.	
Scope		This procedure covers the marketing of IGP products and services in a day to day operation and seasonal marketing of agricultural products to collect revenues/sales.	
Responsibility		Activities	Interfaces
A. Marketing of IGP Products (Daily Collection)			
Customer		Display and Market IGP Products to strategic and designated Area	Note 1 Customer inquiry on products and services
RGMS Staff		Payment/Cash Collection and recording of Product Sales	Note 2 Daily Sales Report and Remittance Form
RGMS Staff and Cashiers Office		Daily Remittance to the Cashiers Office	Note 3 Billing Statement and Official Receipt
		End of Transaction	

Prepared by:  <b>TOMAS M. AUSTRAL, JR., PhD</b> Process Owner	Reviewed by:  <b>FERNANDO T. HERRERA, PhD</b> Quality Management Representative	Approved by:  <b>ANTHONY M. PENASO, PhD</b> University President
Date: June 1, 2021	Date: June 1, 2021	Date: June 1, 2021

Prepared by:	Reviewed by:	Approved by:
 <b>TOMAS M. AUSTRAL, JR., PhD</b> Process Owner	 <b>FERNANDO T. HERRERA, PhD</b> Quality Management Representative	 <b>ANTHONY M. PENASO, PhD</b> University President
Date: June 1, 2021	Date: June 1, 2021	Date: June 1, 2021



**B. Monitoring of Budget Utilization of IGP's**

RGMS Staff



Request a sale/disposal of products for approval to OP with a recommendation from the OVPAF

Note 4 Request for sale/disposal

Approved?

No

Yes

Procurement Staff



Issuance of Request for Quotation Form

Note 5 Request for Quotation Form

Approved?

No

Yes

Procurement and RGMS Staff



Quote potential buyers of the product

Note 6 Quotation form

Procurement Staff



Abstract of Quotation (highest bidder)

Note 7 Abstract of Quotation and Bids

RGMS Staff



Billing to the Winning Bidder

Customer



Payment of the Winning Bidder at the Cashiers Office

Note 8 Billing Statement and Official Receipt

RGMS Staff



Invitation letter for COA and representative from the supply office for marketing of products

Note 9 Invitation letter

A

Prepared by:

**TOMAS M. AUSTRAL, JR., PhD**  
 Process Owner

Date: June 1, 2021

Reviewed by:

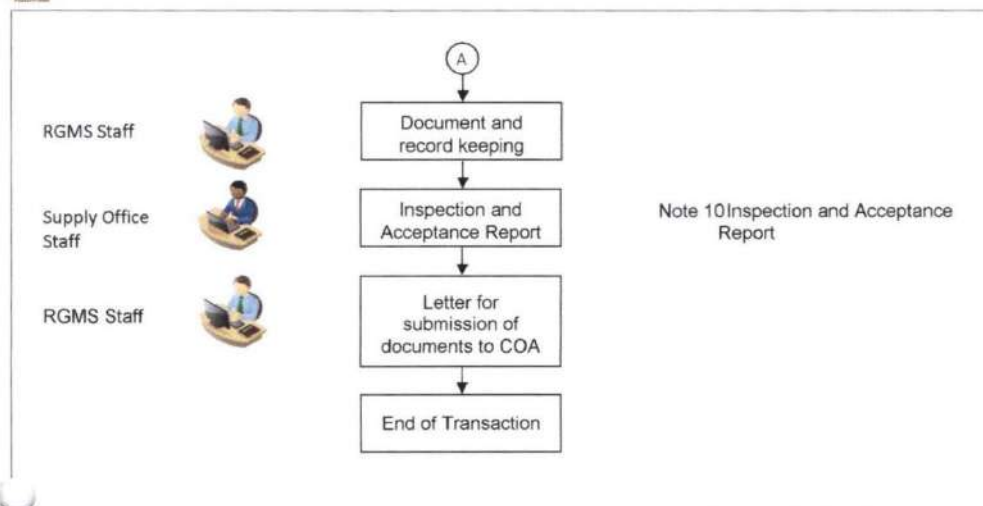
**FERNANDO T. HERRERA, PhD**  
 Quality Management Representative

Date: June 1, 2021

Approved by:

**ANTHONY M. PENASO, PhD**  
 University President

Date: June 1, 2021



**NOTE 1:**

**1. Customer inquiry on products and services**

IGP Products are displayed in strategic and designated area to answer the customer inquiries on products and services efficiently.

**NOTE 2:**

**1. Daily Sales Report and Remittance Form**

The quantity sold of each product will be reported daily along with the remittance report as basis for the billing statement.

**NOTE 3:**

**1. Billing Statement and Official Receipt**

Billing statements will be prepared daily based on the remittance form which will be paid daily in the Cashier's office.

**NOTE 4:**

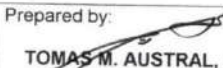


**1. Request for sale/disposal**

Before disposing any seasonal IGP Products such as rice, coconuts, fruits and livestock, a request addressed to the University President.

**NOTE 5:**

**1. Request for Quotation Form**

After the approval of the University President on the request for disposal, a request for Quotation for will be prepared.

Prepared by:	Reviewed by:	Approved by:
 <b>TOMAS M. AUSTRAL, JR., PhD</b> Process Owner	 <b>FERNANDO T. HERRERA, PhD</b> Quality Management Representative	 <b>ANTHONY M. PENASO, PhD</b> University President
Date: June 1, 2021	Date: June 1, 2021	Date: June 1, 2021



PROCEDURE MANUAL		Effective Date:
Document No.: PR-RGE-005		June 1, 2021
Section No.: 20		Revision No:
Page No.: 4 of 4		0

**NOTE 6:**

**1. Quotation form**

At least three copies of approved Quotation form will be given to different potential buyers of the product.

**NOTE 7:**

**1. Abstract of Quotation and Bids**

Abstract of Quotation and Bids will be prepared after all of the Quotation forms are filled up by the different potential buyers of the product.

**NOTE 8:**

**1. Billing Statement and Official Receipt**

The buyer with the highest bidding amount will be provided with a billing statement to be paid at the Cashier's Office and a photocopy will be presented to RGMS as proof of payment

**NOTE 9:**

**1. Invitation letter**

The University Auditor and a representative from the supply office will be invited to witness the disposal of the IGP products.

**NOTE 10:**

**Inspection and Acceptance Report**

The supply office will provide an Inspection and Acceptance Report from inspecting the product during the disposal.

**RECORDS GENERATED:**

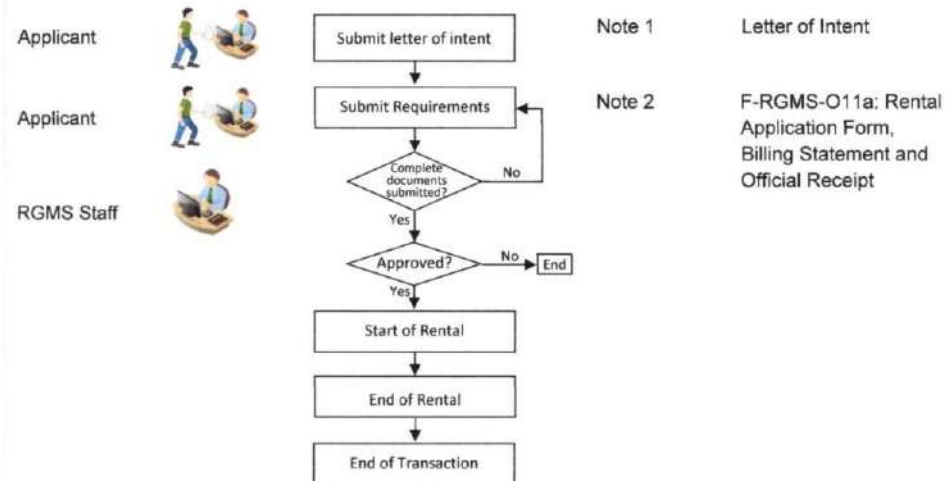
1. Daily Sales Report and Remittance Form
2. Quotation form
3. Abstract of Quotation and Bids
4. Billing Statement
5. Official Receipt
6. Inspection and Acceptance Report

Prepared by:  <b>TOMAS M. AUSTRAL, JR., PhD</b> Process Owner	Reviewed by:  <b>FERNANDO T. HERRERA, PhD</b> Quality Management Representative	Approved by:  <b>ANTHONY M. PENASO, PhD</b> University President
Date: June 1, 2021	Date: June 1, 2021	Date: June 1, 2021

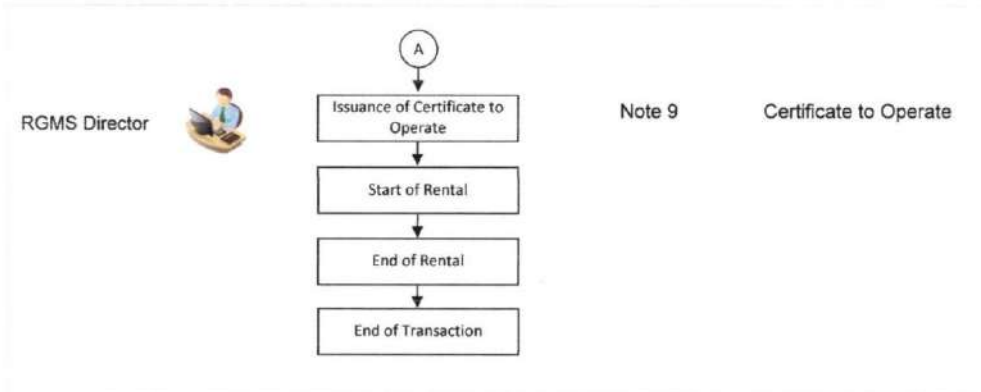


Title APPLICATION AND APPROVAL OF SPACE RENTAL APPLICANTS		
Objective	To ensure that all applications for space rental are reviewed thoroughly and approved by the authorities.	
Scope	This procedure covers all processes for the application and approval of space rental.	
Responsibility	Activities	Interfaces

**A. Short Term Rental (Maximum of one (1) week)**



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**Note 1:**

**1. Letter of intent**

The applicant shall submit a letter of intent addressed to the University President.

**Note 2:**

**1. F-RGMS-O11a: Rental Application Form**

The applicant shall submit a letter of intent addressed to the University President.

**2. Billing Statement and Official Receipt**

Billing statements will be prepared based on the approved daily rental which will be paid in the Cashier's office.

**Note 3:**

**1. Report of Available Areas for Rental**

The SPACE Committee shall conduct thorough evaluation and selection of space compliant to the Space Policy and Land-Use Development and Infrastructure. They shall submit a report of Available Areas for Rental to the Office of Resource Generation Management Services (ORGMS).

**Note 4:**

**1. Letter of Intent**

The applicant shall submit a letter of intent addressed to the University President and must contain their proposed amount of rental.

**2. Program of Works**

The applicant shall submit Program of Works for evaluation of the Office of Planning and Development to ensure the design flexibility, safety, environmental sustainability, community standards, and aesthetic value of the structures.

The design will be approved when all compliance with the safety standards, building code, statutory requirements, University policies, as well as all recommendations and suggestions are complied.

**Note 5:**

**1. Endorsement Letter**

The selected tenants shall be endorsed for approval of the University President.

**Note 7:**

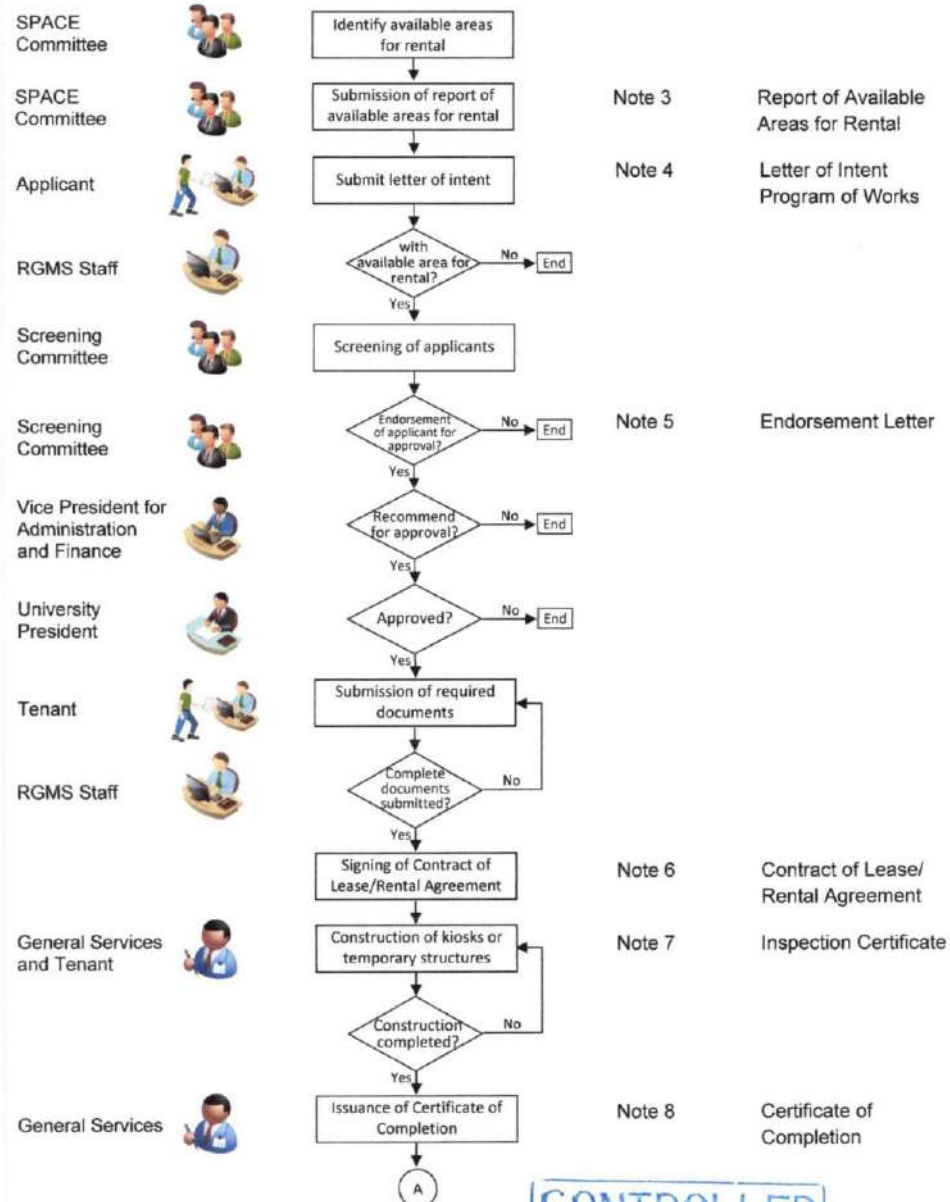
**1. Contract of Lease/ Rental Agreement**

Selected tenants will enter into formal lease agreements with the University, specifying the terms and conditions provided by the ORGMS, including the duration of rent, rental amount, payment schedule and other relevant provisions.

Rental payment shall commence once the construction is completed and Certificate to Operate is issued by the ORGMS after complying with the design approval and completion of construction.

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**B. Long Term Rental (six (6) months to one (1) year)**



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**Note 8:**

**1. Inspection Certificate**

The tenant may request an inspection certificate at the Office of Physical Plant and General Services (GenServ) for construction of kiosks or temporary structures.

For new building/structure, renovation, alteration and addition of space, the tenant shall secure a building permit at the Office of the Building Official (OCBO) Butuan City before the issuance of inspection certificate at the GenServ.

**Note 9:**

**1. Certificate of Completion**

The GenServ shall issue a Certificate of Completion to the tenant after the construction of kiosks or temporary structures are completed.

**Note 10:**

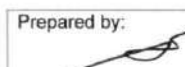
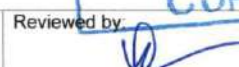
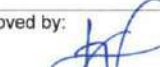
**1. Certificate to Operate**

The ORGMS shall issue a Certificate to Operate after the issuance of Certificate of Completion from the GenServ.

**RECORDS GENERATED:**

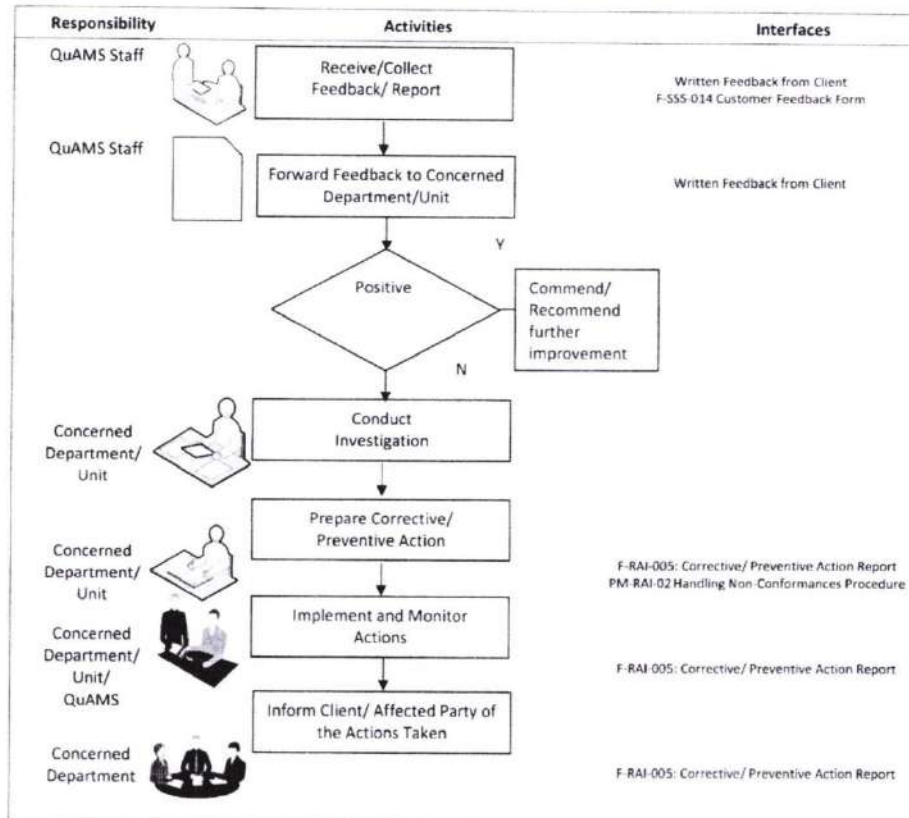
1. F-RGMS-011a: Rental Application Form
2. Billing Statement and Official Receipt
3. Report of Available Areas for Rental
4. Contract of Lease/ Rental Agreement
5. Inspection Certificate
6. Certificate of Completion
7. Certificate to Operate

**CONTROLLED COPY**

Prepared by:  <b>TOMAS M. AUSTRAL, JR., Ph.D.</b> Process Owner	Reviewed by:  <b>FERNANDO T. HERRERA, Ph.D.</b> Quality Management Representative	Approved by:  <b>ROLYN C. DAGUIL, Ph.D.</b> University President
Date: September 1, 2023	Date: September 1, 2023	Date: September 1, 2023



<b>TITLE</b>	<b>CUSTOMER FEEDBACK GENERATION</b>
<b>OBJECTIVE</b>	To ensure that customer feedback are identified during the implementation of the management system and are analyzed and are promptly acted on.
<b>SCOPE</b>	This procedure applies to all types of customer feedback which affect the operations of the organization. For other types of system lapses, refer to Corrective/ Preventive Action Management Procedure (PM-RAI-04).



**NOTE 1:**

1. Customer feedback/Suggestion box is placed strategically in each department/unit. A customer/client has to accomplish the Customer Feedback Form (F-SSS-014) provided and put in the slit of the box.
2. Feedbacks (either from students, employees, or parent/costumer) shall be collected (every Friday), consolidated, and analyzed by the QuAMS personnel before they are forwarded to concerned Department/Unit for appropriate action.
3. Results of the feedback shall be forwarded to concerned Department/Unit immediately after analysis is done and may be discussed by the QuAMS Head and concerned Department Head.

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**CARAGA STATE UNIVERSITY**  
Ampayon, Butuan City, 8600, Philippines

PROCEDURE MANUAL	
Document No.: PR-RAI-001	Effective Date: January 1, 2017
Section No.: 23	Revision No:
Page No.: 2 of 2	1


**RECORDS GENERATED:**

1. F-RAI-005 Corrective/ Preventive Action Report
2. F-SSS-014 Customer Feedback Form

**REFERENCES:**


1. PM-RAI-02 Handling Non-Conformances Procedure

Prepared by:

  
**FERNANDO T. HERRERA, PhD**  
Process Owner


Date: January 1, 2017

Reviewed by:

  
**FERNANDO T. HERRERA, PhD**  
Quality Management Representative

Date: January 1, 2017

Approved by:

  
**ANTHONY M. PENASO, PhD**  
University President

Date: January 1, 2017

**CONTROLLED  
COPY**



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APR 11 1964

ARMÉE LIBÉRA MONTELLA MONDINO, DIA, CSSE  
 (see President's Administration)

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Certified Trust and Estate Counsel  
 ANNA VERBANCAT, DUCENA, CPA

Prepared By  
**LONG ZIYU**  
Date Submitted: 12/27/2015





Republic of the Philippines  
**CARAGA STATE UNIVERSITY**  
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ISO 9001:2015  
 Certificate No.: AJA17.1018  
 ISO Certified University

## RESOLUTION APPROVING THE PROPOSED CSU INCOME GENERATING PROJECT MANUAL OF OPERATIONS

**RES. NO. 49-16, s. 2019**

WHEREAS, the University had for its goals to improve the management strategies of its existing Income Generating Projects (IGPs) and develop new IGPs that respond to the needs and opportunities in Caraga Region with forward-looking production, distribution and eco-friendly technologies;

WHEREAS, the proposed Manual was formulated by a University created committee that benchmarked and reviewed existing policies related to production and marketing of the University products;

WHEREAS, the Manual now covers knowledgebased products, in line with the trend of the commercialization of University Research Outputs;

WHEREAS, the Board directed for the deletion of the provisions for the Honorarium of the Board Members and for the research on suggested provisions of the Board.

**RESOLVED, THE CSU BOARD OF REGENTS, AS MOVED AND SECONDED, APPROVES THE PROPOSED CSU INCOME GENERATING PROJECT MANUAL OF OPERATIONS.**

**HON. PERFECTO A. ALIBIN**  
 Commissioner, CHED  
 Chairperson, CSU BOR

**HON. ANTHONY M. PENASO, Ph.D.**  
 President, CSU  
 Vice-Chair, CSU BOR

*Not present*  
**HON. LAWRENCE LEMUEL H. FORTUN**  
 Office of Cong. Mark O. Go  
 Chair, Comm. on Higher and Technl. Educ.  
 House of Representatives  
 Member

*Not present*  
**HON. SEN. EMMANUEL JOEL J. VILLANUEVA**  
 Chair, Comm. Higher, Technl and Vocational Educ.  
 Senate of the Philippines  
 Member

**HON. BONIFACIO G. UY**  
 Regional Director, NEDA XIII  
 Member

**HON. DOMINGA D. MALLONGA**  
 Regional Director, DOST XIII  
 Member

**HON. ALMA A. ELEAZAR**  
 Private Sector Representative  
 Member

**HON. ENGR. REY R. DULTRA**  
 Alumni Federation President  
 Member

**HON. JONA J. BIONGCO**  
 Faculty Federation President  
 Member

**HON. NEIL JUN T. GAVIOLA**  
 CSG Federation President  
 Member

*I hereby certify to the correctness and the authenticity of the foregoing resolution. Done this 17<sup>th</sup> day of October 2019 at Grand Regal Hotel, Davao City*

**ATTY. DIANAH JEE U. SASPA**  
 Board Secretary V

*Resolutions 49<sup>th</sup> Board of Regents Special Meeting*



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OFFICE OF THE UNIVERSITY PRESIDENT

September 17, 2021

**Special Order**  
**No. 357 s. 2021**

**Subject : RECONSTITUTION OF UNIVERSITY PRODUCTION BOARD**


The University Production Board will be reconstituted as follows:

Chairperson: University President  
 Vice Chairperson: Vice President for Administration and Finance  
 Secretariat: Director, Resource Generation Management Services  
 Members: Vice President for Academic Affairs  
 Vice President for Research, Innovation and Extension  
 Vice President for Executive Operation and Auxiliary Services  
 Chancellor  
 Head, Resource Generation Management Services (Satellite Campus)  
 Director, Resource Generation Management Services (Main Campus)  
 Director, Internal Audit Services  
 Budget Officer  
 University Accountant  
 Business Manager

They shall have the following functions:

1. Formulate plans, policies, and guidelines in accordance with the University's overall IGP direction;
2. Provide overall guidance and strategic direction for implementation of the different projects as approved by the BOR;
3. Review, evaluate, and recommend for approval of project business plans and operating budget;
4. Review and or evaluate proposals of MOU, MOA or business partnerships and recommends for approval and implementation;
5. Recommend for revision, amendment, approval, and implementation of incentive scheme/s commensurate to the performance of the IGP personnel and project staff;
6. Review and recommend the on-going projects based on performance target, financial and operational accomplishment;
7. Conduct semi-annual meeting and special meeting as the need arises.
8. Determine investment priorities of the University;
9. Perform such other powers and functions as may be provided by the Board and by the pertinent laws and regulations.

This order supersedes other orders not consistent with it and shall take effect on October 1, 2021, unless otherwise amended or revoked by competent authority.

  
**ANTHONY M. PENASO, PhD**  
 University President