

# **University Diversity Committee & Personnel**

- 1. Committee on Decorum and Investigation (CODI)**
- 2. Gender and Development Focal Point  
System Technical Working Group (GAD-FPS  
TWG)**
- 3. Student Disciplinary and Arbitration Board (SDAB)**
- 4. Coordinator for Students with Special Needs  
and Persons with Disabilities (SSN/PWD)**



Republic of the Philippines  
**Benguet State University**  
 2601 La Trinidad, Benguet

**FILE**  
 BENGUET STATE UNIVERSITY  
 RECORDS OFFICE AND ARCHIVES

*Office of the University President*

SPECIAL ORDER  
 No. 033, Series of 2022

Records Office No. \_\_\_\_\_  
 Date: **DEC 22 2022**  
**RELEASED** By: \_\_\_\_\_

BENGUET STATE UNIVERSITY  
 RECORDS OFFICE AND ARCHIVES  
**RECEIVED**  
 No. \_\_\_\_\_  
 Date: **DEC 22 2022**  
 By: \_\_\_\_\_  
 BSU C.A.R.E.S

To: **HEREIN NAMED EMPLOYEES**

Subject: **RECONSTITUTION OF THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI)**

In view of the passage of RA 11313 (Safe Spaces Act) and the corresponding amendment to the Sexual Harassment Provisions in the 2017 Revised Rules on Administrative Cases in the Civil Service, the BSU CODI shall be reconstituted comprised of the following:

- Chair: **ATTY. JULIE BINALDO VELASCO**
- Vice Chair: **ATTY. REYNANTE B. BASCO**
- Members: **JEANNE B. HARDER BALACAY**

} *Permanent members of the CODI for all campuses*

**Additional Members for La Trinidad Campus:**

- BSUGEA:** OLGA BATIL BETUDO or highest Female Official
- BSUNTA:** BRYAN CINO BANGNAN or highest Female Official
- BSU Faculty Club:** HARLAND GARY BANWAG PAWE or highest Female Official
- BSU- SSG President of the Campus Concerned or highest Female Official**
- Vice President of the sector concerned**

**Additional Members for Bokod Campus:**

- Executive Dean, Bokod Campus:** -SHAKIRA B. HERMAN with RACHELLE BERAY KIONG
- BSUNTA:** Highest Female Official
- Faculty Club:** CHESTER B. ESNARA or highest Female Official
- BSU- SSG President of the Campus Concerned or highest Female Official**
- Vice President of the sector concerned**

**Additional Members for Buguias Campus:**

- Executive Dean, Buguias Campus:** -FLORENDO P. COMILA with JEZEBEL B. CHANGILAN
- BSUNTA:** MELODY CAMSOL DUMALTI or highest Female Official
- Faculty Club:** Highest Female Official
- BSU- SSG President of the Campus Concerned or highest Female Official**
- Vice President of the sector concerned**

**Secretariat:** SHIENLEY BADAY BALACAY  
 GISELLA DOMIS BENCIO  
 APRIL PALADO ESTRADA

The members who have several representations in different capacities shall seat as member of the CODI prioritizing their official positions in the university and shall leave the other representations to the highest ranking female official.

This committee shall automatically convene upon filing of complaint for Sexual Harassment cases. The members of the committee shall serve for a term of two (2) consecutive years, except for those representatives from various employee/ student associations whose term shall correspond to their respective terms of office. Until a new representative is chosen, the outgoing members shall continue to serve in a hold-over capacity.

Please be guided accordingly.

**FELIPE SALANG COMILA**  
 University President

Cc: File/ ROA  
 BSU- Bokod Campus  
 BSU- Buguias Campus



Republic of the Philippines  
**Benguet State University**  
2601 La Trinidad, Benguet

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January 2, 2023

**Office Order**  
No. 001 s. 2023

**TO : ALL UNIVERSITY OFFICIALS AND EMPLOYEES**

**SUBJECT : DESIGNATION OF GENDER AND DEVELOPMENT FOCAL POINT SYSTEM TECHNICAL WORKING (GFPS-TWG)**

Pursuant to the PCW Memo Circular 2011-01, dated October 21, 2011 and as provided by Section 36 of Republic Act 9710, otherwise known as the Magna Carta of Women (MCW), and Section 37-C of its implementing Rules and Regulations (IRR), all government agencies and state universities and colleges shall adopt gender mainstreaming as a strategy to promote women's human rights and eliminate gender discrimination in their systems, structures, policies, programs, processes and procedures, and shall establish or strengthen their Gender and Development Focal Point System (GFSPS) or a similar GAD mechanism to catalyze and accelerate gender mainstreaming within the agency.

The following personnel are hereby designated as members of the GAD Focal Point System Technical Working Group (GFPS-TWG):

- |    |                           |    |                               |
|----|---------------------------|----|-------------------------------|
| 1  | ABLAZA, Gretchen Gaye C.  | 22 | LABENIO, Neivalyn B.          |
| 2  | AQUINO, Frael U.          | 23 | LABI, Adamson N.              |
| 3  | ANONGOS, Stanley F., Jr.  | 24 | LAD-EY-NEYNEY, Maricris P.    |
| 4  | AROMIN, Melvin John M.    | 25 | LANGAOAN, Anna Cris L.        |
| 5  | AROMIN, Veronica Reina E. | 26 | LASCANO, Elizabeth A.         |
| 6  | BANES, Gigy G.            | 27 | MAUTING, Jocelyn L.           |
| 7  | BANGNAN, Bryan C.         | 28 | PANAGAN, Vicente Jr. G.       |
| 8  | BAWANG, Rex John G.       | 29 | PARCASIO, Imelda G.           |
| 9  | BITENG, Carolyn C.        | 30 | PAWID, Raymundo Jr. H.        |
| 10 | BUASEN-OCASEN, Susan P.   | 31 | PAZA, Chrisando P.            |
| 11 | DEPONIO, Martina A.       | 32 | PINOS-AN, Jeffee Ben B.       |
| 12 | DOM-OGEN, Elizabeth T.    | 33 | POLTIC, Florence V.           |
| 13 | DONGUIZ, Renebeth G.      | 34 | RICARDO, Marjorie C.          |
| 14 | DUMALHIN, Leonardo D.     | 35 | ROMERO, Loretta C.            |
| 15 | DULAY, Odelon C.          | 36 | SAMUEL, Freda Kate D.         |
| 16 | FIANGAAN, Ramon C., Jr.   | 37 | SANTIAGO, Alma D.             |
| 17 | GALINATO, Imelda B.       | 39 | SISON, Myrna B.               |
| 18 | GAMBOA, Michelle D.       | 40 | SUDAYPAN, Constantino T., Sr. |
| 19 | KIMEU, Amelia M.          | 41 | TABDI, Marlon S.              |
| 20 | KIONG, Rachelle B.        | 42 | TAYABEN, Jude L.              |
| 21 | KIPAAN, Lauren P.         | 43 | WANAWAN, Donato R., Jr.       |

As mandated by PCW MC 2011-01, the Technical Working Group shall have the following roles and responsibilities:

- i. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
-



- ii. Formulate agency GAD Plans, Programs and Budget in response to the gender gaps and issues faced by their clients and constituencies, women and men employees, following the conduct of a gender audit, gender analysis, and/ or review of sex disaggregated data;
- iii. Assist in the capacity development of and provide technical assistance to the University, and as needed, to officers in the others offices or units. In this regard, the TWG shall work with the human resource development office on the development and implementation of an appropriate capacity development program on gender equality and women's empowerment for its employees, and as requested or deemed necessary, for other offices under the Department or Agency, as the case may be;
- iv. Coordinate with the various units of the University including its campuses and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the main campus shall coordinate with the GFPS of campuses, especially on the preparation, consolidation and submission of GAD Plan and Budgets;
- v. Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of staff and students to the activities of the GAD Focal Point System and GAD mainstreaming activities;
- vi. Monitor the implementation of GAD-related programs, activities and projects in the University and suggest corrective measures to improve implementation of GFPS program, activities and projects;
- vii. Prepare and consolidate agency GAD accomplishment reports; and
- viii. Provide regular updates and recommendations to the head of agency or Execom on the activities of the GFPS and the progress of agency GAD mainstreaming activities based on the feedback and reports of the various units of the agency.

This designation is effective January 2, 2023 to December 31, 2024 or, unless sooner revoked or amended by this Office.

In the best interest of the public service and in order to sustain quality and excellence in the University, the above designates shall perform duties and responsibilities as GFPS-TWG members with utmost sincerity, honesty, dedication and commitment. This designation shall form part of their workload.

An appropriate remuneration shall be provided when necessary, such as Compensatory Overtime Credits as duly allowed by appropriate laws and the proper authority, subject to accounting and auditing rules and regulations.

The cooperation of all concerned is hereby enjoined.

  
**FELIPE SALAING COMILA**  
University President

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# Special Order of the Composition of the Committee on Decorum and Investigation (CODI)



La Trinidad, 2601 Benguet

July 14, 2016

SPECIAL ORDER  
No. 238 s. 2016

TO : ALL PERSONNEL AND OTHERS CONCERNED  
SUBJECT : Composition of the Committee on Decorum and Investigation (CODI)

1. Pursuant to the provisions of Republic Act No. 7877 (Anti-Sexual Harassment Law), the University Committee on Decorum and Investigation (CODI) shall be composed of the following:

*Spicer 7-14* Chairperson: Vice President for Administration and Finance  
Regular Members:

*claire 7/14* Chief Administrative Officer – Administrative Division

*Ji 7/14/16* Legal Officer IV

*Spicer 7/14* Director – Gender and Development Center

*Spicer 7/18* President – BSU Faculty Club (for faculty)

*Spicer 7/18* President – BSU Non-teaching Association (for non-teaching personnel)

*Spicer 7/18* President – BSU Government Employees Association

*Spicer 7/14* MB Head – Human Resource Management Office

*Spicer 7-18* Director – Office of the Student Services (for students)

Interim Members:

Immediate Supervisor (for personnel)

Dean of Concerned College (for student)

President – Supreme Student Government (for students)

Alumni Representative

*Spicer 7-14-16* Secretariat: GAD Center Staff

2. Localized Committees on Decorum and Investigation established in the external campuses shall have the same functions as stated below and shall submit the report of investigation with its recommendation directly to the office of university president.
3. When a member of the Committee is the complainant or the person complained of in a sexual harassment case, he/she shall be disqualified from being a member of the Committee.
4. The members of the CODI shall serve for a term of one year from their date of designation.
5. The CODIs shall have jurisdiction over all complaints for sexual harassment committed by officials and employees of the University. They shall:
  - (a) Receive and act on reports and complaint of sexual harassment;
  - (b) Investigate allegations, and submit a report and recommendation to the proper court or authority;
  - (c) Provide support measures to victim of sexual harassment;
  - (d) Conduct meetings at least once a year with the representatives of the different offices for the purpose of recommending to the appropriate body measures that shall increase and promote understanding and prevent incidents of sexual harassment; and
  - (e) Perform such other functions as may be necessary and incidental to the achievement of the objectives of Republic Act No. 7877.

*Buguias - [Signature] 7/18*  
*Bokod - [Signature]*

**FELICIANO G. CALORA JR.**  
President

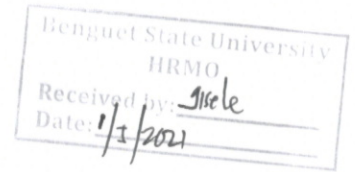
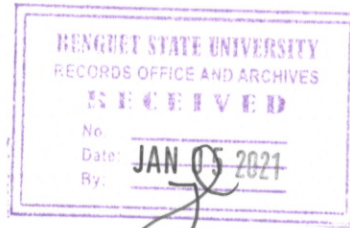




Republic of the Philippines  
**Benguet State University**  
2601 La Trinidad, Benguet

December 14, 2020

Office Order  
No. **489** s. 2020



TO : **ALL UNIVERSITY OFFICIALS AND EMPLOYEES**

SUBJECT : **DESIGNATION OF GENDER AND DEVELOPMENT FOCAL POINT SYSTEM TECHNICAL WORKING (GFPS-TWG)**

Pursuant to the PCW Memo Circular 2011-01, dated October 21, 2011 and as provided by Section 36 of Republic Act 9710, otherwise known as the Magna Carta of Women (MCW), and Section 37-C of its implementing Rules and Regulations (IRR), all government agencies and state universities and colleges shall adopt gender mainstreaming as a strategy to promote women's human rights and eliminate gender discrimination in their systems, structures, policies, programs, processes and procedures, and shall establish or strengthen their Gender and Development Focal Point System (GFSPS) or a similar GAD mechanism to catalyze and accelerate gender mainstreaming within the agency.

The following personnel are hereby designated as members of the GAD Focal Point System Technical Working Group (GFPS-TWG):

- |                              |                             |
|------------------------------|-----------------------------|
| 1) ABLAZA, Gretchen Gaye C.  | 17) KINNUD, Richard H.      |
| 2) AROMIN, Melvin John M.    | 18) KIONG, Rachelle B.      |
| 3) AROMIN, Veronica Reina E. | 19) KIPAAN, Lauren P.       |
| 4) BAWANG, Rex John G.       | 20) LASCANO, Elizabeth A.   |
| 5) CHANGILAN, Jezebel B.     | 21) LONGAY, Normalyn T.     |
| 6) DEPONIO, Martina A.       | 22) MAUTING, Jocelyn L.     |
| 7) DONGUIZ, Renebeth G.      | 23) PANAGAN, Vicente Jr. G. |
| 8) DUMALHIN, Leonardo D.     | 24) PARCASIO, Imelda G.     |
| 9) DULAY, Odelon C.          | 25) PAWID, Raymundo Jr. H.  |
| 10) DUMAPIS, Richard P.      | 26) POLTIC, Florence V.     |
| 11) FERNANDO, Sheryl I.      | 27) SAMUEL, Freda Kate D.   |
| 12) FIANGAAN, Ramon Jr. C.   | 28) SANTIAGO, Alma D.       |
| 13) GALINATO, Imelda B.      | 29) SOMYDEN, Jao-jao A.     |
| 14) GAMBOA, Michelle D.      | 30) PAZA, Chrisando P.      |
| 15) GAY-AS, Mark U.          | 31) RICARDO, Marjorie C.    |
| 16) KIMEU, Amelia M.         | 32) TAYABEN, Jude L.        |

As mandated by PCW MC 2011-01, the Technical Working Group or Secretariat shall have the following roles and responsibilities:

- i. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
- ii. Formulate agency GAD Plans, Programs and Budget in response to the gender gaps and issues faced by their clients and constituencies, women and men employees, following the conduct of a gender audit, gender analysis, and/ or review of sex disaggregated data;
- iii. Assist in the capacity development of and provide technical assistance to the University, and as needed, to officers in the others offices or units. In this regard, the TWG shall work with the human resource development office on the

development and implementation of an appropriate capacity development program on gender equality and women's empowerment for its employees, and as requested or deemed necessary, for other offices under the Department or Agency, as the case may be;

- iv. Coordinate with the various units of the University including its campuses and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the main campus shall coordinate with the GFPS of campuses, especially on the preparation, consolidation and submission of GAD Plan and Budgets;
- v. Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of staff and students to the activities of the GAD Focal Point System and GAD mainstreaming activities; and
- vi. Monitor the implementation of GAD-related programs, activities and projects in the University and suggest corrective measures to improve implementation of GFPS program, activities and projects;
- vii. Prepare and consolidate agency GAD accomplishment reports; and
- viii. Provide regular updates and recommendations to the head of agency or Execom on the activities of the GFPS and the progress of agency GAD mainstreaming activities based on the feedback and reports of the various units of the agency.

This designation is effective January 1, 2021 to December 31, 2022 or, unless sooner revoked or amended by this Office.

In the best interest of the public service and in order to sustain quality and excellence in the University, the above designates shall perform duties and responsibilities as GFPS-TWG members with utmost sincerity, honesty, dedication and commitment. This designation shall form part of their workload.

An appropriate remuneration shall be provided when necessary, such as Compensatory Overtime Credits as duly allowed by appropriate laws and the proper authority, subject to accounting and auditing rules and regulations.

The cooperation of all concerned is hereby enjoined.

  
**FELIPE SALAING COMILA**  
University President





## The Student Disciplinary and Arbitration Board (SDAB)

### Section 24. Composition of the Student Disciplinary and Arbitration Board (SDAB)

The Student Disciplinary and Arbitration Board (SDAB) is a body formed by the President/Chancellor/Executive Dean under the administrative supervision of the Vice President for Academic Affairs (VPAA)/Executive Dean, for the purpose of implementing the pertinent provisions of this Code. The University President / Chancellor shall appoint five (5) tenured members of the SDAB, one (1) of whom shall be appointed the Chair. Majority of the designees must be regular faculty members who are not on leave, sabbatical, secondment or special detail. At least one (1) of the faculty designees shall come from the Office of the VPAA. At least one (1) of the members shall be a lawyer of the University occupying a position under the University Legal Office/Services and another member coming from the Supreme Student Government (SSG), in consultation with the latter.

The OSS shall serve as the Secretariat of the SDAB and all other disciplinary bodies as defined herein, and shall function as the administrative support staff of the SDAB. All complaints shall be initially filed before it and all records shall be under its care and custody.

At its initial constitution, three (3) of the members of the SDAB, including its Chair and the member from the legal unit, shall serve a term of two (2) years. The other member shall serve a term of one (1) year while the student representative shall serve until his/her term as SSG officer expires. Thereafter, upon the expiry of the two- and one-year terms, all members, including the chairman, shall serve for two (2) years. A vacancy in the SDAB due to leave, sabbatical, secondment, special detail or other reasons shall be filled by the President/Chancellor/Executive Dean. The replacement shall serve the remaining period of the term.

The SDAB may have an office space and appropriate staff. The staff may be designated from the OSS.

### Section 25. Jurisdiction and Functions of the Student Disciplinary and Arbitration Board (SDAB)

The SDAB shall have original jurisdiction over all student administrative cases classified as serious and an appellate jurisdiction over all cases decided by the college deans and institute directors over student disciplinary cases.

The SDAB, through the OSS, shall receive copies of all complaints and case reports involving offenses of students. It shall monitor the progress and resolution of all cases, including enforcement of corrective measures, and submit status reports to the President/Chancellor.

In the exercise of its functions, the SDAB may designate any of its members as conciliator, mediator or arbiter.

The SDAB may conduct orientations on the Code of Student Conduct to all ad hoc disciplinary committees.

## The College Disciplinary Committee (CDC)

### Section 26. Composition of the College Disciplinary Committee (CDC)

The CDC is an ad hoc committee formed by the Dean or Institute Director for the purpose of implementing the pertinent provisions of this Code. The Dean/Director shall not sit as a member of the CDC but may observe the proceedings. The hearing committee shall be composed of three (3) members, one (1) of whom shall be tenured, regular faculty member who is not on leave, sabbatical, secondment or special detail, the second member shall be a Department Chairperson while the third member shall be an elected member of the College Student Government or a recognized organization in the College/Institute.

#### Student members must have the following qualifications:

- a. Good moral character, defined as not having been found guilty of any offense in a court of law or liable in a student disciplinary body, and is not the subject of any pending case;
- b. Good academic standing, defined herein as having passed at least 75% of units enrolled in the previous semester; carrying a full or regular academic load in the current and previous semesters, except in the case of graduate student members who need not carry or have carried a full load; and not having exceeded the Maximum Residence Rule; and
- c. Residency in the University for at least one (1) year.

Graduating students may not be appointed to hearing committees.

In cases where there is no College Student Government or when no member of the College Student Government is qualified, the Dean/Director shall appoint a student within the same college/ institute who meets the aforementioned qualifications.



A faculty adviser of a student organization may not serve in a committee hearing a complaint against the student organization or any member of the student organization he/she advises. An official or member of a student organization may not serve in a committee hearing a complaint against his/her student organization or any member of his/her student organization.

Continuing qualifications are required to remain in the hearing committee until the conclusion of its work.

The student member of the committee hearing a complaint against an undergraduate student(s) shall be an undergraduate, while the student member of the committee hearing a complaint against a graduate student(s) shall be a graduate student.

Under special circumstances, the Dean may request the SDAB to assign one of its members to become an external member of the CDC.

**Section 27.** Jurisdiction and Functions of the College Disciplinary Committee (CDC)

The CDC shall hear and resolve cases of less serious character, where the student/s involved belong to the same College and the incident occurred within the College premises. The Dean/Director shall have the discretion to refer all cases where the parties have opted for arbitration to the SDAB.

## The Inter-College Disciplinary Committee (ICDC)

**Section 28.** Composition of the Inter-College Disciplinary Committee (ICDC)

The ICDC is an ad hoc committee formed by the Deans/Directors of two (2) or more Colleges/Institutes, for the purpose of implementing the pertinent provisions of this Code, when a student or students of a College/s is alleged to have committed a violation classified as less serious offense in another College. The Dean of the College where the offense was committed shall initiate the constitution of the ICDC. The ICDC shall be composed of an odd number of members, one (1) faculty member each from the colleges concerned, and one (1) faculty member from a disinterested college. Each faculty member of the ICDC shall be tenured, regular faculty not on leave, sabbatical, secondment or special detail. At least two (2) of the other members shall come from a Recognized Student Organization of the College where the complainant belongs while the fifth member shall come from the OSS. The ICDC members shall select a chair from among themselves.

Should the Deans/Directors involved be unable to form the ICDC within fourteen (14) working days from the receipt of the complaint, owing to a fundamental difference in position or some other substantive constraint, the SDAB shall appoint the members of the ICDC. The Deans/Directors concerned may observe the proceedings.

Under special circumstances, the Dean/Director may request the SDAB to assign one (1) of its members to become an external member of the ICDC.

**Section 29.** Jurisdiction and Functions of the Inter-College Disciplinary Committee (ICDC)

The ICDC shall hear and resolve all cases classified as less serious involving students from more than one (1) college/institute or when the offense charged was committed by a student from one (1) college/institute in another college/institute.

**Section 30.** Jurisdiction of the College Dean/Director

In all cases where the act subject of the complaint is less serious and is committed within a particular college/institute and involves only students belonging to said college/institute, the concerned Dean/Director shall take jurisdiction of the case.

**ACADCO ACTION NO. 7738, s.2017** - Approving the proposed amendments to the University Student Code of Conduct and Discipline (USCCD), with the collatilla that this be posted in the DAMS and within five days of posting and no comments, to proceed with the publication.

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- i. This revised student code was formulated using as models the student code of UP Diliman and the Revised Rules on Administrative Cases in the Civil Service (RRACCS) promulgated by the Civil Service Commission
- ii. Revised Rules on Administrative Cases in the Civil Service (RRACCS)
- iii. US Federal Policy on Research misconduct, Internet
- iv. Ibid
- v. Ibid
- vi. This and other provisions were lifted from the existing student code
- vii. Anti-Hazing Law
- viii. Tobacco Regulation Act

**Production Team:**

Office of Student Services  
University Public Affairs Office





# BENGUET STATE UNIVERSITY

• *Student Code* •

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Benguet State University





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**S**erve to sustain intergenerational roles  
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## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

(For Individual Faculty / Staff Member)

I, **DECIMAE D. GAYASO**, Administrative Aide VI, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **April to June 2023**.

**DECIMAE D. GAYASO**

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

Approved By:	
Name	<b>ANGELI T. AUSTRIA</b>
Position	<b>GCU HEAD</b>
Date	



R	5 - Outstanding
A	4 - Very Satisfactory
T	3 - Satisfactory
I	2 - Unsatisfactory
N	1 - Poor
G	

PROGRAMS, PROJECTS, ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q	T	E	AVE	
<b>CORE FUNCTIONS</b>							
Delivery of Frontline Services	80% of the planned activities for SSN/PWD is implemented by June 30, 2023 with a rating equivalent to satisfactory	95% of planned activities for SSN-PWD were implemented as of June 23, 2023 with an average of 3.80 equivalent to a rating of Very Satisfactory  (See attached Evaluations)	5	5	5	5	



PROGRAMS, PROJECTS, ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q	T	E	AVE	
Support to BSU's Increase in Enrollment	50% of referred and walk-in student parents and persons with disabilities are assisted/guided offline and for online on a one-on-one basis pertinent to raised enrollment concern/s by April 25, 2023.	- 100% of referred & walk-in student fathers were interviewed as of April 19, 2023. - 93.93% of referred & walk-in student mothers were interviewed as of April 19, 2023. - No demographic profile for person with disabilities or per UHS. (see attached note from UHS Head)		5	5	5	
Student Wellness and Development	Implement one (1) risk management activity in relation to SSN/PWD by June 30, 2023 with a rating equivalent to satisfactory.	- Conducted risk management activity on April 14, 2023 at the ladies dormitory titled: Risks of Perinatal Sex to Young Adults w/ 73 attendees w/o rating of (3.83) very satisfactory. - Conducted risk management activity on May 9, 2023 at the Men's dormitory titled: Risks of Perinatal Sex to Young Adults with a rating of (3.78) very satisfactory. (See attached Evaluation)	5	5	5	5	
	Conduct wellness activity to SSN/PWD by June 30, 2023, with a rating equivalent to satisfactory.	- Conducted wellness activity to SSN-PWD from April 22-24, 2023 titled: Time Management & Goal Setting with 12 participants with a rating of (3.8) Very Satisfactory.	5	5		5	
PROGRAMS, PROJECTS, ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q	T	E	AVE	
Assesment/Analysis Reports	Assesment/Analysis reports of one (1) OSS-SWS-SSN/PWD program is undertaken by June 30, 2023.	- Completed four (4) Assesment/Analysis Reports related to SSN-PWD implemented activities as of June 02, 2023.  (See Section III of attached Summary of Accomplishments)		5	5	5	



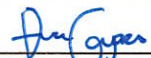



PROGRAMS, PROJECTS, ACTIVITIES		SUCCESS INDICATORS (TARGETS + MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS	
				Q	T	E	AVE		
				<b>RATING FOR CORE FUNCTIONS</b>				4.5	90%
				<b>RATING</b>					
<b>SUPPORT AND OTHER FUNCTIONS</b>									
<b>Program Certification, Accreditation, and Recognition</b>		Answer 60% or requests for documents pertaining to AACUP, ISA, ISO, WURI, IA, SUC Leveling, PQA, THE within three (3) working days upon receipt of official request.	Answer 100% of requests & prepared documents pertaining to the benchmarking of Pangasinan State University on May 10, 2023 within one (1) day upon receipt of requests.		5	5	5		
<b>Attendance to University Functions</b>		85% participation and attendance to university activities and/or meetings that are compulsory in nature by June 30, 2023.	100% of attendance to university activities and meetings as of June 30, 2023. - Attended the ISO internal audit on April 4, 2023. - Attended the Pangasinan State University Benchmarking Activity on May 10, 2023. - Attended the Fire Suppression & Emergency Management Director Kirk & Mitigation and Containment Measures on May 22, 2023.		5	5	5		
				<b>RATING FOR SUPPORT AND OTHER FUNCTIONS</b>				0.5	10%
				<b>OVERALL RATING</b>				5	

**Rater's Comments and Recommendations for Development Purposes or Rewards / Promotion:**  
 Recommended to attend leadership seminars and/or networking activities for her to be more familiar w/ PSU process





Name and Signature of Ratee	 <b>DECIMAE D. GAYASO</b>	Final Rating By	 <b>ANGEL T. AUSTRIA</b>
Position	Administrative Aide VI	Position	GCU Head
Date		Date	

Calibrated By:	Member, Performance Management Team- Technical Working Group (PMT-TWG) Academic Sector		Targets and Rubrics / Standards	Actual Accomplishments vis-à-vis Rubrics
		Signature:		
		Date:		





**PLANTILLA OF CASUAL APPOINTMENTS**

Department/Office: **BENGUET STATE UNIVERSITY- LA TRINIDAD CAMPUS**

Source of Funds: **GAA**

**INSTRUCTIONS:**  
 (1) Only a maximum of fifteen (15) appointees must be listed on each page of the Plantilla of Casual Appointments.  
 (2) Indicate 'NOTHING FOLLOWS' on the row following the name of the last appointee on the last page of the Plantilla.  
 (3) Provide proper pagination (Page n of n page/s)."

NAME OF APPOINTEE/S					POSITION TITLE (Do not abbreviate)	EQUIVALENT SALARY/ JOB/ PAY GRADE	DAILY WAGE	PERIOD OF EMPLOYMENT		NATURE OF APPOINTMENT  (Original/ Reappointment/ Reemployment)	ACKNOWLEDGEMENT OF APPOINTEE/S	
Last Name	First Name	Name Extension (Jr/III)	Middle Name	From (mm/dd/yyyy)				To (mm/dd/yyyy)	Signature		Date Received	
1	GAYASO	DECIMAE		DINAMLING	Administrative Aide VI	6	797.86	04/12/2023	12/31/2023	Original	<i>Dulayano</i>	04/12/2023
*** NOTHING FOLLOWS												

The abovenamed personnel are hereby hired/appointed as casuals at the rate of compensation stated opposite their names for the period indicated. It is understood that such employment will cease automatically at the end of the period stated unless renewed. Any or all of them may be laid-off any time before the expiration of the employment period when their services are no longer needed or funds are no longer available or the project has already been completed/finished or their performance are below par.

**CERTIFICATION:**

This is to certify that all the requirements and supporting documents pursuant to **CSC MC No. 24, s. 2017, as amended**, have been complied with, reviewed and found in order.

*[Signature]*  
**RAMUNDO H. PAWID, JR.**  
 Supervising Administrative Officer  
 Date: **April 12, 2023**

**APPOINTING OFFICER / AUTHORITY:**

*[Signature]*  
**FELIXE SALAING COMILA**  
 President  
 Date: **April 12, 2023**

**ACCREDITED PURSUANT TO:**

CSC Resolution No.: **1302760**  
 Date : **12/23/2013**