



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

OFFICE OF THE UNIVERSITY AND BOARD SECRETARY

Annual Report (2022)

I. INTRODUCTION

The Office of the University and Board Secretary is attached to the Office of Commissioner and Chair of the Board of Regents Honorable Marita Rana Canapi and is likewise under the Office of the University President headed by Felipe Salaing Comila.

The position of Board Secretary is provided for in Republic Act 8292 or the Higher education Act of 1997.

The Office of the University and Board Secretary has the following duties and responsibilities based on the BSU Code, Chapter IV, Section 23 , namely: Prepare agenda for all regular and special meetings of the Board of Regents and deliver the same to the Chairman and members of the Board before each scheduled meeting; Transcribe the minutes of each meeting and have this on certain policies promulgated by the Board of Regents; Keep custody of all records of policies/actions approved by the Board of Regents; Act as secretary to the Administrative Council, Academic Council, and to other bodies that may be formed or created by the University and the Board of Regents; Consolidate the proposed agenda and issue notices of meetings of formed or created councils or bodies, and take down minutes of the proceedings thereof; Keep custody of classified records; issue excerpts of or certification of action upon request of authorized employees or officials; and Perform other duties and responsibilities that may be directed by the University President and the Board of Regents.

These functions are summarized in three: Information/Knowledge Generation, Knowledge Management and Coordination.

II. ACCOMPLISHMENTS

A. KNOWLEDGE /INFORMATION GENERATION IN THE FOLLOWING MEETINGS

Documented meetings of the Board of Regents, the Councils, Board Committees, are policies and directions considered as knowledge and or information.

A. 1. ADMINISTRATIVE COUNCIL MEETINGS

Administrative Councils are held every last Wednesday of the month. This is in accordance to the BSU Code of 1986. The University President schedules special meetings when necessary and meetings held before the last Wednesday of the month is the prerogative of the University President, it is part of the wide latitude of discretion of the Head of Agency.

Prior to meetings, the protocol practiced by the OUBS is to gather agenda items from the sectors, a week before the scheduled meetings. Supporting documents for the items were also requested as part of the protocol and in compliance with the Administrative Council's decisions that agenda items with no supporting documents will not be included. Of late however, there was flexibility in the implementation of the Council's policy.

For 2022, summary of Administrative Council meetings is provided in this Table.

SUMMARY OF ADMINISTRATIVE COUNCIL MEETINGS. There were thirteen (13) Administrative meetings held. The minutes of the meeting becomes official once adopted by the Council.

	DATE	NO. OF ACTIONS	NATURE
1	January 26, 2022	6	Regular
2	February 23, 2022	10	Regular
3	March 30, 2022	6	Regular
4	April 28, 2022	53	Regular
5	May 24, 2022	11	Special
6	June 03, 2022	24	Special
7	July 06, 2022	13	Special
8	July 28, 2022	13	Regular
9	August 31, 2022	6	Regular
10	September 29, 2022	16	Regular
11	November 03, 2022	21	Regular
12	November 25, 2022	8	Special
13	December 28, 2022	13	Regular
TOTAL		200	

A.2. UNIVERSITY ACADEMIC COUNCIL MEETINGS. There were four (4) Academic Council meetings held.

	DATES	NO. OF ACTIONS	NATURE
1	January 28, 2022	11	Regular
2	March 15, 2022	8	Regular
3	March 17, 2022	4	Special
4	June 15, 2022	11	Regular
TOTAL		34	

A.3. BOARD COMMITTEE ON FINANCE MEETINGS. There were five (5) Finance Committee meetings held. These were held on the following dates: May 13, 2022; June 07, 2022; July 14, 2022; July 18, 2022; December 08, 2022.

A.4. BOARD COMMITTEE ON ACADEMIC MATTERS. There were two (2) Academic Committee meetings held. These were held on June 17, 2022 and November 07, 2022.

A.5. BOARD OF REGENTS MEETING. There were five (5) Board of Regents meetings held.

	DATES	NO. OF RESO	NATURE
1	March 28, 2022 (10:00am-12:00pm)	17	Regular (199 th)
2	March 28, 2022 (1:00pm-5:00pm)	42	Regular (200 th)
3	July 19, 2022 (10:00am-5:00pm)	53	Regular (201 st)
4	September 14, 2022 (1:00pm-5:00pm)	3	Special (202 nd)
5	December 12, 2022 (1:00pm-7:00pm)	80	Regular (203 rd)
TOTAL		195	

A.6. REFERENDA FACILITATED

Before referenda are passed, clearance from the Office of Commissioner and Chair of the Board of Regents, Honorable Marita Rana Canapi is sought.

The following referenda were facilitated:

A.6.1. BOR REFERENDA (total 11 passed and approved)

1. Referendum/ Memorandum No. 01-2022: Confirmation of the List of Candidates for Graduation 1st Semester SY 2021-2022.
2. Referendum/ Memorandum No. 02-2022: Approval of Travel of Dr. Maria Luz Fang-asan, IRO Director to Vancouver, Canada from June 22 to July 03, 2022.
3. Referendum/ Memorandum No. 03-2022: Confirmation of the List of Candidates for Graduation 2nd Semester SY 2021-2022.
4. Referendum/ Memorandum No. 04-2022: Approval of Designations of 3 Vice Presidents: Dr. Samuel S. Poliden (VPAA), Dr. Norma P. Banania (VPBA) and Dr. Johnny G. Dati (VPRE).
5. Referendum/ Memorandum No. 05-2022: Approval of the Extension of Study Leave of Ms. Nova D. Doyog.
6. Referendum/ Memorandum No. 06-2022: Approval of Travel of Three (3) Faculties to National Chung Sing University (NCSU), Taiwan from August 18-27, 2022 (Not Allowed).
7. Referendum/ Memorandum No. 07-2022: Approval of the Designations of Dr. Eugene S. Lumasok as Executive Dean of BSU La Trinidad Campus.
8. Referendum/ Memorandum No. 08-2022: Confirmation of the List of Candidates for Graduation Mid-Year SY 2021-2022.
9. Referendum/ Memorandum No. 09-2022: Approval of the Appointment of Dr. Percyveranda A. Lubrica as University Professor.
10. Referendum/ Memorandum No. 10-2022: Approval of the Travel of President Felipe Salaing Comila to Jakarta, Indonesia (November 8-10) and; The Designation of an OIC during the Presidents Travel, Dr. Samuel S. Poliden (VPAA).
11. Referendum/ Memorandum No. 11-2022: Approval of the following to Jakarta, Indonesia (November 8-10, 2022):
 - Mr. Andres Arnold W. Lampacan
 - Ms. Shakira B. Herman
 - Ms. Anna Cris L. Langaoan

B. KNOWLEDGE/INFORMATION MANAGEMENT

- a. Maintained data base on actions of the Board of Regents, Administrative and Academic Councils, Referenda passed in these August Bodies. And issued certification of actions, upon request.
- b. Attended to 290 requested documents from clients (Attachment "A").
- b. Maintained hard files of agenda folders.
- d. Publication of the *Highlights Plus*, based on minutes approved by the Board of Regents.
- e. Maintained the OUBS FB Page, where BOR actions and related information were posted.

C. COORDINATION

- a. Maintained and acted as Administrator to Group Chats for the Administrative and Academic Councils for Notice of meetings, and posting of related documents.
- b. Facilitated the routing of referenda to members of the Board through email.
- c. Coordinated agenda items for Administration Council meetings from the sectoral Vice Presidents through an OUBS Form "Call for Agenda"
- d. Coordinated with concerned offices on collaterals needed during meetings like: Canteen for snacks/meals, ICT support for inline links, among others. Coordinated likewise with Motorpool for service vehicles in passing referenda to members of the Board with no email access was done.

D. RELATED FUNCTIONS

- a. Prepared vouchers payrolls for Board and Board Committee members.
- b. Prepared vouchers for payments to meals and snacks and related expenses (e.g. tokens for BOR members).
- c. Prepared Annual Procurement Plan.
- d. Attend University Committee meetings:
 - University Human Resource Development Committee (UHRDC)
 - PRAISE Committee
 - ISO Management Committee/ Member
- e. Drafted letters and other documents
- f. Monitored emailed communication from CHED-CO and facilitate transmission to concerned office.
- g. Attended meetings as called for.

E. OTHER ACCOMPLISHMENTS

- Assisted in Charter and Foundation Anniversary activities.
- Facilitated the unveiling of the Rogelio D. Colting Conference Hall.
- Submitted articles to SHAMAG and local weeklies (Midland, Northern Philippines Times, Zigzag weekly) on the Alumni Awards and on the Unveiling of the RDC Hall.
- Advisership to the Mountain Collegian, the Official Student Publication of BSU. Considering limitations set by the pandemic. The Mountain Collegian, embarked on online platform of publishing articles. Mentorship was done through emails and periodic meetings with senior staff was done physically, with limited attendance (2-3 per meeting at the OUBS).
- Rated as "Very Satisfactory" by clients as summarized by the HRDC. This was from January to March 2022 and July to September 2022.
- Assisted IRO in preparations for the visit of His Excellency Ilan Fluss, Israel Ambassador to the Philippines; and joined the entourage in his tour to BSU. The visit was on March 203, 2022.

Prepared By:

EDEN DAS-ILEN DAGUASI
OUBS Staff

REVIEWED BY:

GRACE T. BENGWAYAN
University and Board Secretary

Several Photos During the Five (5) Board of Regents (BOR) Meetings for 2022:



The Board of Regents headed by the Newly Appointed CHED Commissioner and BSU-BOR Chairman, Hon. Marita Rana Canapi together with the University President Felipe Salaing Comila. Along with them is the Vice President for Academic Affairs Dr. Imelda Degay during the 199th Third Quarter and 200th Fourth Quarters BOR Meeting held on March 28, 2022 at Executive Lounge, CHED-HEDC Building, Diliman, Quezon City.



Meeting in progress for the 199th and 200th Board of Regents Meeting held on March 28, 2022 at Executive Lounge, CHED-HEDC Building, Diliman, Quezon City.



Oath-taking of the Elected Student Regent and BSU-SSG President Shanerise Tamondong during the 199th and 200th Board of Regents on March 28, 2022 at Executive Lounge, CHED-HEDC Building, Diliman, Quezon City.



The Board of Regents headed by the CHED Commissioner and BOR Chairman, Hon. Marita Rana Canapi during the 202nd Board of Regents Meeting, September 14, 2022 at Rogelio Dulay Colting, Sr. Hall, Benguet State University.



The Vice President for Administration and Finance, Atty. Allan C. Sacpa, Executive Assistant IV and OIC Chief, Finance Division, Atty. Arnold W. Lampcan, and the University and Board Secretary, Dr. Grace T. Bengwayan welcomed the CHED-CAR Regional Director Demetrio P. Anduyan and the CHED-Commissioner Hon. Marita Rana Canapi together with her staffs for the 203rd Regular Board of Regents Meeting held on December 12, 2022.



During the 203rd Regular Board of Regents meeting held on December 12, 2022 at Rogelio Dulay Colting (RDC) Sr. Hall, Benguet State University, La Trinidad, Benguet.

ATTACHMENT A.

SUMMARY OF THE REQUESTED DOCUMENTS RECORDED FROM THE UNIVERSITY CONSTITUENTS TO OUBS: JANUARY – DECEMBER 2022 AND THE RELEASE OF SUBJECT DOCUMENTS THEREOF: THERE WERE 290 DOCUMENTS RELEASED.

Requesting Office/ Employee	Date	Nature of Document	Purpose/ Remarks
OVPRE	01-03-2022	List of MOA's approved by BOR	For reference
IRO	01-03-2022	Agenda-List for Admin Council and BOR	For accomplishment report
Social Sciences	01-03-2022	BOR Resolution on approval of the College of Social Sciences and its respective departments	To be used in curriculum checklist
CTE	01-04-2022	Approval of PhD in Education major in Education Management and including other GS programs (MAG, MAED-ELED, MAED-EAS, MAED-ECEP, and MILLS)	For reference
OVPAA	01-04-2022	Minutes of Meeting on October 5, 2021 (regular) and December 2, 2021 (Special)	For reference
OLA	01-05-2022	BOR Referendum on suspensions of lease during th4e ECQ refund from March 16, 2020 to June 30, 2020	For reference
CAH	01-05-2022	BOR Resolution on GS approved curriculum (CAS-CAH)	For reference
OLA - Legal	01-07-2022	Certification on action of the BOR reMOA with PAG-ASA (usufruct) and other usufruct MOA's (two copies)	Requested by PAG-ASA and Legal Office for reference
OVPRE	01-10-2022	BOR Resolution on amendments on Section 7, Chapter 14 (REMO) on Research and Extension managers and personnel incentives	For reference
UPAO	01-10-2022	BOR Resolution on Board Security and social media Policy	For reference
	01-10-2022	Certification signing authority of president: Goods and infrastructures, APP 2022	For reference
CTE – DSTE	01-10-2022	BOR Resolution on approval of CTE as a college	To determine milestones
	01-11-2022	Action on the transfer of the Gladiola Center to the Academic Sector	For reference
College of Arts and Humanities	01-11-2022	BOR Resolution on: Doctor of Philosophy in ELS, Master of Arts in ELS, PhD in Filipino Language (Doktor	File copy and basis for the preparation of plan of course work

		in Pilosopiya sa Wikang Filipino), Master sa Sining sa Filipino	
OQAA	01-13-2022	BOR Resolution on CEAT restructuring and CAS restructuring	Basis for memo that these new restructured colleges will be part of QMS
OVPAA		BOR Resolution on the following degree programs: BACOM and BAFIL (2018), BSBIO, BSCHEM, BSN and BPA (2020)	For reference
OVPAA	01-17-2022	Student Code of Conduct and Discipline	For reference
College of Numeracy and Applied Sciences	01-19-2022	BOR Resolution on Master of Arts in General Sciences and Master of Arts in Physics	For accreditation
HRDO	01-19-2022	BOR Resolution on the scholarship of Andres Basalong in 2016	For reference or attachment
CPAG/BSU - SSG	01-19-2022	BOR Resolution on the grant of incentives to selected Student Organizations	Review of resolution for possible revision
CIS	01-20-2022	BOR Resolution on approval of VGMO	For accreditation
CIS	01-20-2022	BOR Resolution on approval of VGMO (VGMO copy)	For accreditation
CNAS – STAT. Department	01-24-2022	BOR Resolution on the MAAS approval of offering MAAS curriculum revision or enhancement	For reference
Chrisando P. Paza	01-24-2022	ICT policies laboratory use BOR approval	For reference
Chrisando P. Paza	01-24-2022	ICT policies laboratory use BOR approval (VGMO difference)	Fore reference
UPAO	01-24-2022	BOR Resolution on social media policy	For reference
COA	01-25-2022	CHED SO NO. 35, series of 2020 (certified true copy) three C3) copies	For attachment to EDSE of audit communications
CHET	01-25-2022	Approval of new VMGO	For AACUP accreditation of BS Entrep program
CHET	01-25-2022	Student regent attendance final planning, etc.	For AACUP accreditation of BS Entrep program
CHET	01-25-2022	Agenda during the meetings attended by student regent	For AACUP accreditation of BS Entrep program
CNS - BIO	01-26-2022	BOR certification on the separation of colleges	For Reference
McDonalds	01-27-2022	BOR Resolution on the approval of VMGO	Copy for the owner

McDonalds	01-27-2022	BOR Referendum on SC Number IC - 2021	Copy for the owner
Biology Department and CNS	01-27-2022	BOR Resolution on the approval VGMO	For reference
Marlon Tabdi		BOR Resolution on DRRM approval and structure	For reference
GAD Office	01-28-2022	List of office heads and directors	For GAD Database
GAD Office	01-31-2022	Dates of Admin Council Meeting	For GAD attributions
College of Human Kinetics	01-31-2022	BOR Resolution on VMGO 2016	For accreditation
CNB-Environmental Science Department	02-02-2022	BOR Resolution on: BS Environmental Science Curriculum and Revision, BSES offering	For reference
Department of IT-CIS	02-02-2022	Organization Chart	For reference
OSS-Guidance and Counseling Unit	02-02-2022	BOR Resolution on modified admission or retention policies	For inclusion in the revision of the 2019 student handbook
CHET	02-02-2022	Copy BSHE submitted docs	For reference
CNS - Bio	02-03-2022	Board approval of the new colleges (CIS and others)	For reference
OQAA	02-03-2022	Certification of enhanced course of CAS	For accreditation
CHET - DOE	02-03-2022	BOR Resolution on: Approved revised curriculum MAHE, MATHE, and BS Entrep; Approved VGMO	For AACUP accreditation
Harriethe Santos	02-04-2022	BOR Resolution on the approved revised curriculum for BS Entrepreneurship year 2020-2021, MAHE, and MATHE	For AACUP accreditation
CIS – DIT	02-04-2022	ADCO Resolution on VMGO approval	For accreditation exhibit or evidence
CNAS	02-04-2022	BOR Res. No. 316, s. 1989 and 610, s. 1994	For accreditation
CHET	02-04-2022	BOR Resolution on No. 168, s. 2021	For accreditation
UPAO or CPAG	02-04-2022	BOR Resolution on the approval of student manual	For reference
CHET	02-07-2022	BOR Resolution on BSU hymn translation to Kankanaey	For accreditation
CHET	02-07-2022	VGMO approval by Sir Calora (Board)	For accreditation
CHET	02-07-2022	Attendance (Date of Meeting): VGMO approval by sir Calora (Admin Council)	For accreditation
		BOR Resolution on:	

		<ul style="list-style-type: none"> • Denisa Domondon-Sabbatical leave • Scholarship grants <ul style="list-style-type: none"> -Jones Napaldet -Joyce Paing -Janice Balangen -Elizabeth T. Dom-ogen and Joanna Alatag (Dissertation grant) -Romeo A. Gomez, Jr. (Mobility Program) 	
CNS - BIO	02-08-2022	<ul style="list-style-type: none"> • BOR Resolution on the 2017-2021 Faculty Manual • CAS (Research, Extension, Production, Budget, Linkages-MOA, and Membership-MOA) 	For reference
CPAG	02-08-2022	MOA/MOU between BSU and LGUs	For reference
OVPAA	02-08-2022	BOR Resolution on the academic matters approved by the BOR in 2021	For reference
OVPAA	02-08-2022	List of graduates	Annual report
Accounting	02-08-2022	List of BOR members as of 2021	For reference
HRDO	02-08-2022	BOR Res. No. 165, s. 2021	For reference
Forestry	02-09-2022	Minutes of Meeting on December 2, 2021	For AACCUP
CIS	02-09-2022	BOR Resolution on the guidelines for the grant of RATA	For reference
HRDO	02-10-2022	BOR Resolution No. 1023, s. 2001 (1994 BOR)	For reference
OVPAA	02-10-2022	BOR Resolution on: <ul style="list-style-type: none"> • New degree programs • Enhanced curricula BOR approved 	For annual report
OVPAA	02-10-2022	Minutes of meeting on December 2, 2021	For annual report
OVPAA	02-10-2022	Organizational chart	For annual report
HRMO	02-10-2022	Merit selection plan	For reference
CNAS	02-11-2022	Excerpt	For accreditation
HRMO	02-14-2022	BOR Res. No. 1023, s. 2001 (Supporting docs)	For COA n.d

GAD Office	02-15-2022	Administrative council meeting attendance from January to December 2021	For sex disaggregated data of Admin Council attribution in the 2021 GAD AR for PCW
COA	02-15-2022	Certified true copy of CHED SO No. 31 and 35, s. 2020 (three copies each)	For attachment to COA communication
CNS-Biology department	02-15-2022	BOR Resolution on: BS Biology Program-Enhancement of MS Bio, MS ES, PhD Sci-ed, and MS Chemistry	For update of brochure and curriculum checklist
Lauren Kidaan	02-15-2022	BOR Resolution on BLIS and MLIS	For reference
CPAG	02-16-2022	Application 196 of the University President	For reference
CNS-Chemistry Department	02-17-2022	BOR Resolution on BS Chem or No. 28, s. 2021 and MS Chemistry	For CHED request
OVPAF	02-18-2022	BOR talking points MOAs with government agencies	For reference on creating a committee
CNAS-Statistic Department	02-18-2022	Push-up policy on faculty promotion	For accreditation additional documents
Cristina C. Agrabe	02-18-2022	BSHE enhanced curriculum (xerox only)	For reference
CHET-DHN	02-21-2022	BOR Resolution on BSET	For PRB and PRC Monitoring and Inspection
COA-BSU	02-22-2022	BOR Resolution on the revised faculty workload and work hours and BOR No. 2215, s. 2013	For reference
UPAO	02-24-2022	BOR Resolution on: <ul style="list-style-type: none"> • Building or halls (name and year) • Degree programs (date of BOR approval) • Colleges created (date) CIS, CHK, and CEA 	For reference
OUR	02-24-2022	A copy on the proposal for the grading system of the University	To comply what the BOR requested or addendum
HRMO	02-24-2022	Certification proposed revision of IRO structure	For designation
OQAA	03-01-2022	BOR Resolution on the new colleges or approved restructuring of Academic programs	For reference
OQAA	03-01-2022	University memo (Updated)	For reference

UPAO	03-01-2022	BOR approval (CEA to CE): <ul style="list-style-type: none"> • Bachelor of Arts in Communication • Bachelor of Arts in English Language • Bachelor of Arts in Filipino Language • Bachelor in Early Childhood Education • BS Exercise and Sports Science • Bachelor in Technology and Livelihood Education 	For reference
Accounting Office	03-01-2022	BOR Resolution No. 173, s. 2021	For reference
OVPAA	03-01-2022	Minutes after December 2, 2021 (Academic Council)	For Annual report
OUR	03-01-2022	BOR Referendum on the photocopy of graduates by 2 nd Semester 2019-2019 on June 19, 2019 for CHED K to 12 Scholar	For reference
CIS	03-03-2022	Minutes of Meeting	For reference
IAS	03-04-2022	BOR Resolution on the VMGO changes in the organizational structure	For the conduct of the assessment of IAS
IAS	03-04-2022	VGMO changes in the organizational structure (Admin Council)	For the conduct of the assessment of IAS
IAS	03-04-2022	Minutes of meeting (Admin Council)	For the conduct of the assessment of IAS
IAS	03-04-2022	Organizational Chart	For the conduct of the assessment of IAS
IAS	03-07-2022	BOR Resolution on the summary from 2015-2022	For reference
UPAO	03-07-2022	BOR Resolution on: <ul style="list-style-type: none"> • New degree programs offered in 2021 • Feliciano Calora, Jr. appointed as the 6th BSU President 	For reference
CTE – SLS	03-09-2022	BOR Resolution on the BSU-ELS and SLS reduction of teaching load	For reference
COA – BSU	03-10-2022	BOR Resolution on the opening and/or closure of bank accounts of the University since 2015 to present	For reference

UPAO	03-11-2022	Approval on PRAISE (Academic Council)	For reference
CA/CTE	03-17-2022	BOR Resolution on the College of Agriculture School Programs	For reference
PDO	03-17-2022	BOR Resolution on the action on proposed Sewage Treatment Plant (STP)	For reference
PDO	03-17-2022	ADCO Resolution on actions on proposed Sewage Treatment Plant (STP)	For reference
OU - GS Manual Technical Committee	03-21-2022	University Hymn with BOR Resolution	For the graduate school manual
OVPAF	03-21-2022	Proposed agenda for next BOR meeting	For reference
Renante Basco	03-21-2022	Minutes of meeting (Administrative Council)	For reference
CTE	03-22-2022	Copy of MOA between BSU-CTE and Shekinah Learning Center	For CTE file
HRMO		ADCO Resolution on the approval	For attachment BOR
Finance-Cahier	03-26-2022	BOR Resolution on the 2016 Dollar Act	For reference
CNAS-Physics Department	03-24-2022	BOR Resolution on the MA Physics and MA General Science (old and new)	For COPC
UPAO	03-24-2022	BOR Resolution on the programs endorsed by Academic Council on December 02, 2021	For reference
OVPAA	03-25-2022	Criteria in selecting local partner	For Annual Report
OVPAA	03-30-2022	CHED's Commissioner Canapi	For reference
College of Agriculture	03-30-2022	Organizational Chart	Needed by the Cacao Project funded by DOST
Darlene Songuitan	03-30-2022	(Not indicated)	For attachment (RATA)
Office of Legal Affairs	03-30-2022	BOR Referendum on the approval of MOA with CDA and DOLE	For reference
UPAO	03-30-2022	BOR Resolution on CNAS, Psych, and History	For reference
UPAO	03-30-2022	Date of effectivity of new chair and members of the BOR	For reference

OVPAA		BOR Resolution on Bachelor of Science in Physical Education	For reference
OVPAA	04-01-2022	BOR Resolution on Bachelor of Science in Physical Education	For reference
CPAG	04-04-2022	BOR Resolution on: Elevation of IPA to CPAG, Amendment of BAPA to BPA	For accreditation
CorCAARRD	04-04-2022	Documents pertaining to HARC, HARRDEC, and CorCAARRD (evolution) member agencies	For reference
Open University	04-04-2022	Excerpt of meeting (minutes) on Enhanced Curriculum IOB Modification	For reference
Judith Lawilao	04-04-2022	MOA/MOU between BSU and Baguio General Hospital	For reference
Faculty Club	04-04-2022	SAS Manual Board meeting soft copy	For reference
Maricel A. Guron	04-05-2022	BOR Resolution on: <ul style="list-style-type: none"> • University of Guelph, Canada • Staff mobility: Romeo A. Gomez and Imee Cuadra 	For reference
OSS	04-05-2022	BOR Resolution on the authority to sign MOAs of the president	For attachment
CBOO	04-05-2022	Certification in re: approval of Dr. Tipayno's Sabbatical leave (duration)	For clothing allowance
OVPAA	04-05-2022	BOR Resolution on the BSIT	Documentation and report
OVPAA	04-05-2022	Endorsement or certification action (excerpt) Academic Council	For reference
IAS	04-07-2022	Functions of the VPs 2021	Reference for the Audit Engagement Plan on the conduct of BAICS
Ramon G. Fiangaan, Jr.	04-07-2022	BOR Resolution on authorizing the BSU President to sign MOAs or scholarship	To submit to Insular Federation as requirement for scholarship MOA renewal
BSU ATBI/IC	04-07-2022	BOR Resolution on the MOA renewal of Mr. Yasuo Taniguchi	For reference
COA		BOR Resolution on the scholarship of Hilda Amindara Quindara	For reference
OUR	04-11-2022	BOR Resolution on the correct nomenclature for: <ul style="list-style-type: none"> • BAFil (if it is the Tagalog name of the program) 	For reference

		<ul style="list-style-type: none"> • PhDLANG-ENG • PhDLANG-FILq 	
OVPAA	04-11-2022	BOR Resolution on BSE (major in Math, Filipino, and social studies), BEE, and BTLed (Home Economics)	For reference
OVPAA	04-13-2022	BOR Resolution on MS Forestry major in Silviculture and Watershed Management, MAHE, and MPA (1994)	For reference
UPAO	04-13-2022	BOR Resolution on: <ul style="list-style-type: none"> • College of Engineering • OIC Domingo • OIC Bose • Sir Comila 	For reference
HRMO	04-13-2022	BOR Resolution on the Certification of Dr. Harland Gary B. Pawid as Faculty Club President	For reference
CPAG	04-18-2022	Organizational Chart	For reference
OVPAA	04-18-2022	BOR Minutes on November 8, 2021	For reference
COA	04-20-2022	BOR Resolution on Extension approved as per Resolution No. 2857 from August 1, 2018 to December 31, 2018 of Andrew K. Del-ong	For reference
Social Sciences	04-22-2022	BOR Resolution on the MASST Enhanced Curriculum on November 2021	For reference
CA – Graduate School	04-22-2022	BOR Resolution on CA-Graduate School Enhanced Curriculum: PhD Agro, PhD Horti, PhD RD, MS Agribusiness, MS AgEcon, MS Agro, MS Ansci, MS Entom, MS Horti, MS Plant Path, MS RD, MS Soil Sci	For Reference
CPAG (Student)	04-25-2022	Data Privacy Policy of the University; Documentation Policy Manual related to receiving and releasing of documents	For Reference
UBA	04-28-2022	200 approved guidelines on the allocation on Net Profit (IGPs)	For reference
PMO	05-05-2022	APW action recommending the award of the project of the bidder	For reference
OVPAA	05-10-2022	BOR Resolution on the recent BSESS; Soft copy of all BOR	For reference
CVM	05-12-2022	BOR Resolution on MOA with Tarlac State	For MOA signing

ASD	05-12-2022	Amended policy on foreign and local travel policy	For reference
CHET-DHN/ Student Regent	05-16-2022	BOR minutes on incentives for performing groups and mandated organization; Pertinent files in connection to incentivizing framework for performing groups and mandated organizations	For reference
UPAO	05-20-2022	BOR members for 2021 with pictures	For 2021 BSU Annual Report
PDO	05-23-2022	Documents related with 5 cents up	For reference
HRDO	05-27-2022	BOR Minutes on Pathway, Mentpelier France; BOR approval (Pathway) France, Mentpelier	For reference
OVPAA	05-26-2022	BOR Resolution on Muay Thai (Jan.2021-2026), Aucante, Spain (Jan.2021-2024), Brngy. Buyagan-local, Sagada Cave Dension HAUS and PESW local, Bokod LGU-local (Aug.2019-2024), The UNIV Muhammadiyah Parepare-International (Dec.2020-2025), Bila, Bauko LGU (Feb.2019-2024)	For reference
OVPAA	05-26-2022	Proof documents	For reference
HRDO	05-24-2022	Minutes of meeting on April regarding Sir Ramon and company 1 st travel to Alcante, Spain pathway	For reference
Imelda Degay	05-24-2022	BOR minutes since July 2021; Letter of Dandy Tindaan approved/attached to BOR agenda on March signed by president	For reference
COA	05-25-2022	BOR Resolution on BOR guidelines on application for hazard pay	For reference
Office of Legal Affairs	05-25-2022	Soft copy of workload policy	For reference
HRDO	05-26-2022	Minutes of Meeting on August 29, 2018	For reference
OQAA	05-30-2022	List of members	For reference
OQAA	05-30-2022	Annual Report	For SUC reveling
OVPAA	06-01-2022	BOR Resolution on the trip to France activity and members	For reference

College of Engineering	06-03-2022	BOR Resolution on MOA with DA-CA; College of Engineering Internship MOA and attachment	For reference
UBA	06-07-2022	Minutes if meeting creation of Sariling Sikap and Escalation of Rate from 10.00 – 15.00	For reference
Shanerrisse Tamondong	06-07-2022	BOR Resolution on No. 2004, s. 2018	For re-consultation and attempt for reconsideration of the Board
Shanerrisse Tamondong	06-07-2022	Excerpt or discussion on student incentives for CCA, Athletes, MC, and SSG	For re-consultation and attempt for reconsideration of the Board
COA	06-08-2022	Updated BOR approved University lodging fees	For post-audit
IHFSA	06-09-2022	Admin council comments or action on MOU	For action and information partner
Office of Legal Affairs	06-09-2022	List of members of the heads of offices	For reference
VPAF	06-10-2022	BSU Code	For reference
OVPAF	06-10-2022	BOR Resolution on the qualifications of VPUBA	For reference
COA	06-14-2022	Certified true copy of BSU Code page 39 and 40 (three copies each)	Audit communications attachment
DVM	06-14-2022	BOR DVM Curriculum approval	For ISO
GSO	06-14-2022	Minutes of meeting	For reference
OVPAA	06-17-2022	Endorsement by the Acad PAHTFIT, BSA, and BSAD (June 15, 2022)	Presentation for pre-board
Internal Audit Service	06-21-2022	BOR Resolution on VMGO of BSU	Reference document for Baseline Assessment of Internal Control System (BAICS)
Eril Rose Lacanaria		BOR Resolution on: <ul style="list-style-type: none"> • Approved colleges ad elevation of institute to colleges • Designation of VP and Executive Deans 	Reference document for Internal Audit Report
COA	06-27-2022	BOR Minutes in 12/12, 16, 17/2021	For audit purposes

COA	06-27-2022	Attendance sheet to BOR Minutes 12/13, 16. 17/2021	For audit purposes
OQAA	06-29-2022	Academic council list of members	For CHED purposes
OVPAA	07-05-2022	Academic Council meeting summary	For reference
Cashier Office	07-06-2022	BOR Resolution on the special project trust fund 911	For reference
CA-Graduate School	07-07-2022	BOR Resolution on: <ul style="list-style-type: none"> • Admission and retention policy of Graduate School (old resolution) • Back to zero policy • Residency policy 	For reference
HRMO	07-07-2022	BOR Referendum on approval of designation of the three (3) VPs	For reference
BSU-Bokod	07-08-2022	BOR Resolution on allowing BSU-Bokod Campus to open an account at Landbank	COA Request
OUR	07-12-2022	BOR Referendum on 2 nd Semester SY:2021-2022b graduates	OTR requirement
UPAO	07-12-2022	Administrative council members	For UPAO
CA-Dean's Office	07-12-2022	BOR Resolution on BSA 2010 and 2018 and BSAB 2018	For reference
CBOO	07-19-2022	BOR Referendum on the newly designated VPs	For voucher attachment (Salary differential)
Director-UPAO	07-20-2022	Updated Administrative Council members including new VPs and other designates	For reference
PMO	07-21-2022	BOR Resolution on the procurement of laboratory equipment for CE	For reference
PDO	07-25-2022	BOR Referendum on CDA approval on BSU lot usage	For reference
CHET	07-25-2022	BOR Resolution on CHET (MSND and MATVS) Certification of Board Approval	Support for the offering of the new graduate program SY: 2022-2023
HRDO	07-25-2022	BOR Certification <ul style="list-style-type: none"> • Rodeliza Flores • Imee Cuadra • Jophr Galian • Nova Doyog • Jonalyn Esco • Amelia Bawang 	For reference

NPRCRTC	07-25-2022	Documents for the study leave of Sir Jophr Galian	For study leave
ORS	07-25-2022	BOR Minutes on the re: Ethics Review Board for Research	For ORS reference and implementation
Office of the President	07-29-2022	Contract of lease copy	For basis of another proponent
College of Public Administration	07-29-2022	BOR Resolution on the advanced studies Governance Manual	For certificate
HRMO	07-29-2022	BOR Resolution on the designation of Dr. Shakira Herman as Executive Dean of Bokod campus	Preparation of office order
CNS – Biology	08-01-2022	BOR Resolution on: <ul style="list-style-type: none"> • MS Biology enhanced curriculum • PhD Science Education – Biology enhanced 	For reference
HRMO	08-02-2022	BOR Resolution on the University Professor	For reference
HRMO	08-02-2022	Administrative Council – Minutes of meeting on July 2022	For reference
HRMO	08-02-2022	Eugene Lumasok as Executive Dean	For reference
OLA	08-02-2022	BOR Minutes on the 198 th Special Meeting	For reference
OVPF	08-03-2022	BOR Resolution on the internet and mobile data subscription expenses of government employees	To be submitted to COA
CTE-AS	08-05-2022	ADCO Action endorsing the renewal of operation for advanced studies	For reference
BSU-Buguias Campus	08-05-2022	BOR Resolution on BEE, BPED, and BTVTED	For COPC
CNS – Chemistry	08-09-2022	BOR Resolution on MS Chem and BS Chem	For accreditation
HRDO	08-11-2022	BOR Resolution on Nova Doyog (BOR Certification)	For reference
Budget Office	08-11-2022	List of updated BSU Officials with their designation	To submit to House of Representative and Senate
OU-BSU	08-16-2022	BOR Resolution on BSU OU certificate on local governance and other degree courses to offer next semester	To offer next semester
LRO	08-18-2022	BOR Resolution and BOR Minutes on Mamaga and Wangal lot concerns	For discussion of the ADHOC committee to expedite and resolve matters arising from Mamaga and Wangal lot

LRO	08-18-2022	Admin Council -Minutes of meeting on Mamaga and Wangal lot concerns	For discussion of the ADHOC committee to expedite and resolve matters arising from Mamaga and Wangal lot
Stanley Anongos	08-18-2022	BOR Resolution on the "Encyclopedia of Benguet Indigenous Knowledge Systems" of the 20st BOR Meeting	For attachment
OU	08-31-2022	BOR Resolution on: <ul style="list-style-type: none"> • ETEEAP Board Resolution OU • Certificate in Organic Farming 	For OU purpose
CPAG	09-02-2022	BOR Resolution on REMO	For reference
CPAG	09-02-2022	Summary of meeting conducted – Date and Venue (Admin Council)	For reference
CHET	09-06-2022	BOR Resolution on relevant BOR resolutions	For accreditation
CHET	09-06-2022	BOR minutes on VMGO Matters	For accreditation
CPAG	09-06-2022	BOR Resolution on the elevation of IPA to CPAG	For reference
CPAG	09-06-2022	Attendance of ADCO VHMGO, organization chart, and BOR number of the university	For reference
OQAA	09-06-2022	PD 2010	For TUV
Federation SSG/Student Regent	09-07-2022	BOR Resolution on the student incentives (CCA, Athletes, SSG, MC)	For reference
Federation SSG/Student Regent	09-07-2022	BOR Minutes on student incentives proposed 2017 approved 2021	For reference
OQAA	09-08-2022	BOR Resolution on the approval of BSU quality policy	For reference
Amelia G. Baweg	09-09-2022	BOR Resolution No. 272, s. 2022	For reference
CHK	09-09-2022	BOR Resolution on DepEd training MOA	For reference
Open University	09-14-2022	Certificate in Local Governance and Certificate in Community Health Management/Health Development	OU File Copy
Office of the University Registrar	09-14-2022	BOR Referendum on the approval of mid-year term on 2022 graduates	For reference
	09-21-2022	BOR Resolution on the Approval of the terms of reference for rates on leasable properties	For reference
OVPAA	09-22-2022	Results, minutes, summary, and resolution on special BOR	For reference
OUR	09-27-2022	BOR approval and date for the following Degree Programs: <ul style="list-style-type: none"> • BS Psychology 	For CHED check due September 29, 2022

		<ul style="list-style-type: none"> • BS History • BS Criminology • All new CS/SAS programs 	
OUR	09-28-2022	BOR Resolution on: <ul style="list-style-type: none"> • MS Chem • MA ELS • MA TVS • PhD DPELS 	CHED Checks
CTE	09-28-2022	BOR Resolution on CTE programs and structure	For reference
BSU ATBI	09-30-2022	MOA/MOU between BSU and DTI	Reference for the partnership with DTI
Office of the Legal Affairs	10-4-2022	BOR Resolution on allowing the University President to sign MOA under five (5) years	For reference
HRDO	10-05-2022	Certification of travel to Canada	For reference
CHET-DOI	10-06-2022	Printed copy of the BS Entrep Enhancement	For reference in the curriculum enhancement update
	10-08-2022	Copy of MOA (Administrative Council)	For reference
COA	10-10-2022	Referendum Memo Res. No. 04-2022	For audit
ATBI/IC	10-11-2022	BOR Resolution on the approval for increase of school share for BSU lot rentals (41/m2)	For reference
OVPAF	10-11-2022	BOR Resolution on the suspension of admission/entrance exam of college students	For reference
LRO	10-13-2022	BOR Resolution on Executive Order E.O No. 75, s. 2019	For reference
	10-14-2022	Certification of E.O. 75	For reference
Jason M. Lenus	10-19-2022	MOU/MOA between BENEKO and BSU (All regarding transformers installed, purchased, etc. – provision for dismissal)	For reference
PDO	10-20-2022	Excerpt on December 7, 2021 BSU Strategic Plan	For inclusion in the strategic plan for external (ISO) audit
Budget Office	10-21-2022	BOR Resolution on PRE	For reference
OVPAA	10-21-2022	List of MOA/MOU from 2021 -2022	Faculty manual
OVPAA	10-21-2022	All approved policies regarding faculty from 205 to present	Faculty manual
Budget Office	10-21-2022	BOR Resolution (not indicated)	For reference

	10-26-2022	BOR Resolution on Anti-Sexual Harassment	For reference
CNS-Chemistry Department	11-03-2022	BOR Resolution on: <ul style="list-style-type: none"> • MS Chemistry/CNS • BS Chemistry/CNS 	COPC
Jemina A. Diclas	11-08-2022	BOR Resolution on dorm rates of men's dormitory from January 2013 to October 2022	For audit
BSAB	11-08-2022	BSU Organizational chart	For reference
OVPAF	11-14-2022	BOR Resolution on authorizing the president to avoid up to 35M for infra to 15M for goods	For reference
UBA	11-15-2022	Administrative council minutes of meeting (date not indicated)	For attachments to COA request
SPMO	11-16-2022	Administrative council members	For reference
College of Social Sciences	11-17-2022	Referendum No. 2	For reference
AIA Philippines	11-17-2022	BOR Resolution on President's Appointment	For reference
OUR	11-21-2022	BOR Resolution on the curriculum of the following courses (effective first semester 2022-2023): <ul style="list-style-type: none"> • New BSAP Curriculum • New BSA Curriculum • BA History Curriculum • BA Psychology Curriculum • BS Criminology Curriculum 	For encoding of curriculum in the SIAS
UPAO	11-21-2022	President's report from January to June 2022	For reference
OVPAA	11-22-2022	Summary of BOR (200 th)	For reference
Melanie Amado	11-22-2022	Administrative Council meeting attendance on August 2022	For reference
UPS-BSU	11-24-2022	MOA - Unified Pharmacy/ Unified products and services under Marlene Davis Revised MOA 2022	Personal copy
COA-BSU	11-24-2022	BOR Resolution No. 2309, s. 2014	For reference
CA	11-24-2022	BOR Resolution on president to sign MOA/MOU (Certification)	For reference
CF	11-25-2022	BOR Resolution on MS Forestry new curriculum 2022	For reference
HRMO	11-28-2022	Certification (Percyveranda A. Lubrica)	For reference
College of Advanced Studies	11-29-2022	BOR Resolution on MS Animal Science Curriculum Revised 2015	For verification
Food Processing Center	12-07-2022	BOR Resolution on the Establishment of Food Processing Center	For reference
Office of Legal Affairs	12-09-2022	BOR Minutes	For reference
UPAO	12-12-2022	WDD Book	For reference

Budget Office	12-13-2022	BOR Resolution on PRE 2022 presented to the 203 rd BOR Meeting – Free Higher Education to DBM	For reference
IRO	12-13-2022	BOR Resolution on the BOR Minutes of Meeting	For reference
IRO	12-13-2022	BOR Resolution on MOU/MOA with Odisee,	For reference
IRO	12-13-2022	BOR Resolution on IIA with Odisee	For reference
HRDO	12-13-2022	Certification of BOR approval for scholarship applications, extension, and sabbatical leave	For dissemination of feedback forms to concerned personnel – scholar and for filing
COA	12-14-2022	BOR Resolution on the policy or guidelines – honorarium of lectures/coordinators/facilitators	For post-audit of agency transactions
Budget Office	12-14-2022	BOR Resolution on the approval of PRE 2022	For reference
OVPAA	12-14-2022	BOR Resolution on the approval of PRE 2022	For reference
Budget Office	12-14-2022	BOR Resolution on the Revised 2022 PRE	For reference
PMO	12-15-2022	BOR Resolution on the approval of APP 2021, 2022, and 2023	For reference
Budget Office	12-19-2022	Revised 2022 PRE	For reference
Gladiola Center	12-22-2022	BOR Resolution on the university visitor who will avail discount at Gladiola Center for lodging only on December 22-23, 2022. The visitors are NEDA and CHED-CAR.	For reference
Chemistry/CNS	12-22-2022	BOR Resolution on the establishment of R&E Laboratory	For COPG attachment MS Chemistry
HRMO	12-27-2022	BOR Resolution on the Revised Organization and Staffing Standards (ROSS)	For reference
Accounting Office	12-27-2022	BOR Resolution on the CNA approval for the year 2022	Attachment of CNA Voucher
PDO	12-29-2022	Certification for BOR endorsement (PIP Generated Report)	For reference
HRDO	12-29-2022	Certification of BOR Approval on the study leave of Paul Joseph A. Nuval	Legal attachments for SEARCA Scholarship and University of Putra Malaysia



UNIVERSITY HEALTH SERVICES

ANNUAL REPORT January 1-December 31, 2022

SERVICES	BENEFICIARIES	Number
I. MEDICAL CONSULTATIONS	FACULTY	234
	STAFF	406
	COLLEGE	488
	GRADUATE	22
	SLS	37
	ELS	1
	Dependent	41
	Outsider/Visitor	20
	Total	1,251
FOLLOW-UPS	FACULTY	74
	STAFF	158
	COLLEGE	123
	GRADUATE	22
	SLS	4
	ELS	0
	Dependent	9
	Outsider/Visitor	2
	Total	392
REFERRALS	FACULTY	45
	STAFF	125
	COLLEGE	45
	GRADUATE	1
	SLS	2
	ELS	0
	Dependent	1
	Outsider/Visitor	5
	Total	245
PHYSICAL EXAMINATION	Pre-employment -Faculty	94
	Pre-employment -Staff	233
	Internship /OJT 597	597
	Readmission	524
	Home isolation/Quarantine	190
	others	1,492
	Total	3,130
MEDICAL CERTIFICATES	Pre-employment	327
	Internship /OJT 597	597
	Readmission	524
	Home isolation/Quarantine	190
	others	1,492
Total	3,130	
LABORATORY TESTS	Students	976
	Employees	544
	Total	1520
COVID 19 Triage	For various purposes/events	68, 863
TOTAL MEDICAL SERVICES		79,109
II. DENTAL	Various	418
Overall Total		79, 527