



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

A. Illustrate and describe the historical formulation, monitoring and review of the VMGO.

- 1 Presentation of the proposed Vision and Mission (VM) by the candidate for presidency to the Search Committee for PUP President.
- 2 Adoption of the VM of the newly elected university president.
- 3 Presentation, analysing and reformulation of the VM to and by the different stakeholders: faculty members, administrative staff, students, alumni, linkages, and board of regents.
- 4 Presentation and approval of the reformulated VM to the University Strategic Planning Team.
- 5 Adoption of the approved VM by the academic and non-academic communities of the University.
- 6 College or Office Strategic Planning follows suit to formulate its respective Goals and Objectives (GO).
- 7 Presentation, analysing and reformulation of the GO to and by the different stakeholders: faculty members, administrative staff, students, alumni, outside community and linkages.
- 8 Presentation of the reformulated GO to the concerned vice president through the submission of a development plan of the Dean or the Director/Chief.
- 9 Approval of the GO by the president through the acceptance of the Development Plan.

B. IMPLEMENTATION

➤ Describe the stakeholders' participation in the formulation/monitoring/review of the Objectives of the Program.

Stakeholders	Nature of Participation	Inclusive Dates
a. Board of Regents/ Trustees	Approval of the VM during the 1 st BOR meeting with the newly elected president.	March 2013
b. Administration	Attendees and organizers of different consultation programs as well as the university-wide strategic planning team where the VM served as the foundation of every plan; and included as respondents of the awareness, acceptance and perception survey of VMGO.	University Strategic Planning: March – November 2013
c. Faculty	Participants of the college strategic planning where the suggested VM were reviewed and criticized; and the GOs of the academic unit were formulated; and included as respondents of the awareness, acceptance and perception survey of VMGO.	
d. Non-Teaching Personnel	Participants of the college strategic planning helped in the formulation of the GO of the academic unit; and included as respondents of	March – November 2013



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	the awareness, acceptance and perception survey of VMGO.	
e. Students	Attendees during the Orientation Programs where VMGO were presented by the chairperson; and were included as respondents of the awareness, acceptance and perception survey of VMGO.	June 2013 – present (Freshmen Orientation)
f. Alumni	Attendees for consultation, review and criticism of VMGO; Included as respondent of the awareness, acceptance and perception survey of VMGO.	October 2013 – present
g. Cooperating Agencies	Attendees for consultation, review and criticism of VMGO and the BSCE Curriculum; Included as respondent of the awareness, acceptance and perception survey of VMGO.	
h. Industry Sector	Inclusion of University/College VMGO in various Memorandum of Agreements with industry partners; and included as respondent of the awareness, acceptance and perception survey of VMGO.	
i. Other Concerned Groups (Parents, etc.)	Attendees for consultation, review and criticism of VMGO; Included as respondent of the awareness, acceptance and perception survey of VMGO.	



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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Research, Extension and Development
RESEARCH MANAGEMENT OFFICE

DATE : September 6, 2018
FOR : DEANS OF COLLEGES
DIRECTORS OF BRANCHES AND CAMPUSES
FROM : DR. ANNA RUBY P. GAPASIN
VP for Research, Extension and Development

NOTICE OF MEETING


Date: September 10, 2018
Time: 2:00 PM
Venue: Dr. Nemesio Prudente Conference Room 4th Floor,
South Wing, PUP Main Building

AGENDA

1. Tracer Study Update
2. College/Branch Research Fund
3. ISTECS 2018
4. Research Colloquium and Exhibit
5. Other Matters

Noted:


DR. MANUEL M. MUHI
VP for Academic Affairs



PROF. PASCUALITO B. GATAN
VP for Branches and Satellite Campuses

Room S305, South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila
Phone: (Trunk Line) 335 1 PUPV 335 1 777 (Local) 235 (Telefax) 716 40 33 website: www.pup.edu.ph

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Republic of the Philippines
Polytechnic University of the Philippines
COLLEGE OF ENGINEERING
Sta. Mesa, Manila
Tel. No. 770-70-32 to 45



CE MISSION

The College of Engineering is committed to providing quality education and training to its students, preparing them to meet the needs of the industry and the society.

CE GOALS

1. Through quality education through advanced education and technical services
2. Produce graduates professionally as potential industry leaders and job providers
3. Develop and expand facilities through the use of advanced technology and equipment
4. Maximize capacity and improve facilities through the acquisition of engineering equipment

CE OBJECTIVES

1. Develop the CE program consistent with global trends
2. Develop faculty an competent students and staff, researchers, through educational studies and other levels of continuing professional education
3. Develop the central banking and University about 50% of the level, giving emphasis in research and extension services
4. Engage graduates with appropriate knowledge and be able to work abroad with adequate work salaries and equal values, through system of learning engineering process by using software facilities or by of traditional
5. Engage graduates with appropriate knowledge and be able to work abroad with adequate work salaries and equal values, through system of learning engineering process by using software facilities or by of traditional
6. Engage graduates with appropriate knowledge and be able to work abroad with adequate work salaries and equal values, through system of learning engineering process by using software facilities or by of traditional
7. Engage graduates with appropriate knowledge and be able to work abroad with adequate work salaries and equal values, through system of learning engineering process by using software facilities or by of traditional

Engr. Napoleon Lado Cruz
CE Chair

Engr. Jairo Carpio
COE Chair

Engr. M. Elio Hwang
ECE Chair

Engr. Sarah Sulindres
EE Chair

Engr. Apollo D. Sait
IE Chair

Engr. Eron Silvestre
ME Chair

Engr. Antonio Velasco
Accreditation Coordinator

Engr. Manuel Mabi
DEAN

To: All Faculty

From: Engr. Antonio Y. Velasco
Accreditation Coordinator

Date: July 28, 2007

Re: University Engineering Mission and Vision

Please remind our students to be aware on the new Mission and Vision of the University. Let us help them to familiarize this Mission, Vision, Goals and Objectives for the preparation of the forthcoming Third Level AACUP Accreditation this August 2007.

Your out most concerns regarding this matter will be highly appreciated.

Thank you very much and God bless.

Noted by:

Engr. Antonio Y. Velasco
CE Accreditation Coordinator

Engr. Manuel M. Mabi
Dean, College of Engineering

EE

IE

COE

ECE

EE

ME

CE - Key



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COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE EXECUTIVE VICE PRESIDENT
University Textbooks and Other Instructional Materials Evaluation Committee

TO/FOR: VPAA MANUEL M. MUHI, D. Tech.
VPA ALBERTO C. GUILLO, MS Stat, MS Econ
VPF MARISSA J. LEGASPI, CPA
VPBC PASCUALITO B. GATAN
VPREPD JOSEPH MERCADO, Ph D.
HEA ANNA RUBY P. GAPASIN, DEM

SUBJECT: Information Dissemination on the Revision of the
University Code

DATE: July 14, 2017

Please be informed that the draft of the Proposed Revised University Code has been uploaded in the PUP website for the whole community to give their comments and suggestions. Please take note that it will be posted until July 31st only. May I request that this information be disseminated to all the offices under your supervision?

Thank you very much for your continued support to our aim of applying transparency and participatoriness at the Sintang Paaralan.

More power and best regards.


EVP HERMINIA E. MANINTIM, DEM
Chair, University Code Committee 2017

2nd Floor South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 715-7790;
(Trunk Line) 715-7832 to 45 local 209 and 210; Website: www.pup.edu.ph Email: uprm@pup.edu.ph



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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE EXECUTIVE VICE PRESIDENT
University Code Revision Committee 2016

**Minutes of the Meeting
(University Code Revision)**

Date: September 14, 2016

Venue: Dr. Zenaida Olanon Conference Room

Time: 4:00P.M.

Attendance:

Present:

1. EVP Herminia E. Manimtim- Presiding Officer
2. HEA Anna Ruby P. Gapasin
3. AEVP Lualhati A. Dela Cruz
4. AVPSAS Edgardo A. Latoza
5. AVPAA Edelyn M. Mariano
6. AVPA Rosita E. Canlas represented by Camille Bulfangco
7. AVPF Sharon Joy Pelayo
8. AVPBC Norberto B. Caturay represented by Sherry Ann C. Medrano
9. O EVP FA Emeteria Leonila Abayan- Perez

Absent:

1. AVPREPD Racidon Bernarte
2. Atty. Joanna Marie A. Liao

I. Agenda

1. Proposed coverage of Books 1 and 2 of the University Code
2. Suggestions

II. Highlights of the Meeting

1. According to EVP Manimtim Book 1 will focus on the foundation of the PUP system and Book 2 will focus on the operational system, manual of operations, procedures, and policies of the University. She likewise stated that there are some parts in the existing University code that are more appropriate to be placed in the appendices.

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2. HEA Gapasin mentioned that the University code has been through three administrations of Executive Vice Presidents. First was during Dr. Naval's time and second during Dr. Muhi's time as EVP. Eventually, it will be finished in the term of EVP Manimtim. Furthermore, HEA Gapasin inquired on the recent copy of the University Code.
 3. EVP Manimtim stated that the body will look at the two existing versions of the University Code. She added that during the coordination meeting with Atty. Liao, AVPAA Mariano and O EVP FA Abayan-Perez, the drafting of Book 1 outline and scope were guided by the legal basis, overall functions and aspects of the University system. The group agreed that Book 1 should contain provisions that shall not be affected by realignment of units, changes in the organizational chart, and operational guidelines revisions.
 4. HEA Gapasin inquired on the reason why the Obelisk, Mural, and the Transformation were removed on Article 1 Section 4 of the University Code. EVP Manimtim answered that the real and unique symbol of PUP is the Pylon. The rest are just additional symbols.
 5. EVP Manimtim mentioned that the institutional history and the goals of higher education which were drawn from CHED thrusts can be placed at the appendices of the University code.
 6. HEA Gapasin asked about the Ex Officio Treasurer position on Article 3 Section 4 of the University Code. The body decided to check its basis.
 7. HEA Gapasin queried why Article 5 and the rest of the articles did not begin with the structure of the particular office. EVP Manimtim answered that it was done on purpose to avoid being affected by changes in the organizational chart/structure. Narratives regarding the functions of the offices which are more flexible shall be included. AVPAA Mariano added that it is better to have general statements because it has been a practice in the University that when there is a new president there are also new alignment of offices/units.
 8. HEA Gapasin asked where the Office of Branches and Campuses and the Office of International Affairs will be included. EVP Manimtim answered that they can be included on Article 4. She likewise said that the creation of a Presidential Sector, if necessary, shall be considered.
 9. AVPAA Mariano cited that the focus is not the offices but the services that the offices offer. With that, EVP Manimtim asked the body if the term "Sectoral Offices" might be considered. She also stated that the title of
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Article 13 is still tentative. The body decided to rename Article 13 as Sectoral and Support Offices. Its sections are the following:

- I. Academic Services
- II. Administrative Services
- III. Research Services
- IV. Finance Services

10. AVPAA Mariano suggested not to divide the articles into sections anymore but to alphabetize the list of offices.

11. AVPSAS Latoza asked if the University Code will be presented to the Execom. He expressed his apprehension on the idea that the parts being considered by the body might be disapproved by the Execom. Further, AVPSAS Latoza inquired if the position of Associate Dean should still appear in the University Code. EVP Manimtim answered that the word "maybe" was used on that part because a college may or may not have an Associate Dean. HEA Gapasin suggested that in the IRR, the body can just explain the reasons for adding an associate dean. It is based on the number of the students and how big the college is.

12. HEA Gapasin suggested that the members of the Execom be given copies of the University Code prior to the next Execom meeting so that the members can prepare their comments and suggestions beforehand.

13. EVP Manimtim ended with this summary:

- I. The outline will be presented first to the Execom for their comments.
- II. The body will ask Atty. Liao regarding the basis of the Ex Officio Treasurer on Article 3 Section 4 of the University Code.
- III. The body decided to rename Article 13 as Sectoral and Support Offices.
- IV. The Committee will meet again once the outline has been presented to the members of the Execom.

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III. Adjournment

The meeting was adjourned at 5: 35P.M.

Prepared by:

Assoc. Prof. EMETERIA LEONILA ABAYAN-PEREZ, MALT
Faculty Assistant, OEVP

Attested by:

EVP HERMINIA E. MANIMTIM, DEM
Chair, University Code Revision Committee 2016

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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE EXECUTIVE VICE PRESIDENT
UNIVERSITY CODE REVISION COMMITTEE 2017

Minutes of the Meeting
University Code Faculty and Administrative Consultation

Date: July 10, 2017
Venue: Prudente Conference Room
Time: 9:00 A.M.
Presiding Officer: EVP Herminia E. Manimtim, Committee Chair

Attendance:

- | | |
|--|---|
| 1. Marvin R. Arriola, CAL | 23. Emma K. Pamatmat, PUP Calauan |
| 2. Gemma B. Macariola, CS | 24. Billy Ray Oldan, PUP Sto Tomas |
| 3. Ria A. Sagum, CCIS | 25. Alfred Pagallawan, PUP San Juan |
| 4. Lina S. Felices, COED | 26. Lito Peneffor, PUP San Pedro |
| 5. Ramir Cruz, CE | 27. Gina Lim, PUP ITECH |
| 6. Arapla C. Arriaya, COC | 28. Edna S. Lavadia, PUP FFAI |
| 7. Chito A. Gonzales, CHK | 29. Marcela R. Figura, UNAKA |
| 8. Maria Teresa Yumang, CBA | 30. Roberto S. Palillo, UNAKA |
| 9. Therese Marie Oliver, CPSPA | 31. Mario S. Pelagio, UNAKA |
| 10. Ricardo F. Ramiscal, PUP-SMBC | 32. Fausto D. Gutierrez, UNAKA |
| 11. Florencio L. Lagman, PUP-Pullan | 33. Jocelyn C. Nava, UNAKA |
| 12. Rommel Y. Roxas, PUP-QC | 34. Evelyn J. Del Mundo, UNAKA |
| 13. Casiano M. Segui, PUP-Unisan | 35. Salvador R. Natoc, UNAKA |
| 14. Anabelle Del Rosario, PUP-SMBC | 36. Myma C. Cacho, UNAKA |
| 15. Larry M. Quinton, PUP-Bansud | 37. Maura C. Paz, UNAKA |
| 16. Gilfred A. Acierto, PUP SRC | 38. Herminia E. Manimtim, OEVP |
| 17. Ronald E. Alayon, PUP Taguig | 39. Emeteria Leonila Abayan-Perez, OEVP |
| 18. Danilo R. Delos Santos, PUP Bataan | 40. Joanna Marie A. Liao, Legal Office |
| 19. Luzviminda Alto, PUP Sableyan | 41. Edgardo A. Latoza, OVPSAS |
| 20. Carmelita M. Cauli, PUP Maragondon | 42. John Mark N. Nero, OVPSAS |
| 21. Ma. Teresa H. Bautista, PUP Cabiao | |
| 22. Dionysius A. Velasquez, PUP Lopez | |

Highlights of the Meeting

A. Preliminaries

The meeting started with a prayer and the singing of the national anthem. Chair Manimtim explained the rationale of the consultation with the faculty, administrative staff and students. She likewise explained the history of the revision of the University Code. She mentioned that this is part of the participatoriness culture that the administration wants to be embedded in the processes within the University. She further explained that the Board of Regents wanted a wider participation/dissemination of the Proposed Revised version of the Code. Moreover, she stated that the revised Code was drafted

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in such a way that the "services" instead of the offices and the sectors where they belong is the focus. is the focus to make the Code "enduring" and not be made obsolete with structural changes and realignments.

B. Comments/Suggestions from the Body

Book 1

1. Article 1 General Provisions

After Arts and Humanities, include Languages and Linguistics- Marvin R. Arriola, CAL

2. Article 2 The Governing Board

-The Admin Sector is left behind in the composition of the governing body, UNAKA is just an observer. -

Marcela R. Figura, UNAKA

-UNAKA President is invited as an observer but cannot be included in the composition of the governing Board. – Mario S. Pelagio, UNAKA

-The law cannot be changed but the UNAKA members can "lobby" to amend the law. Edna S. Lavadia, PUP FFAI

3. Article 13, Section 5

Under Quality Assurance, include assignment of Research Coordinators- Arapia C. Ariraya, COC

Book 2

1. Article 17 Section 1

Remove Library aides- Marcela R. Figura, UNAKA

2. Article 17 Section 3

Add Branch Director- Chair Manimtim

C. Other Concerns from the Body

1. The University should add more security guards. -Evelyn J. Del Mundo, UNAKA
2. The University should be strict in the implementation of wearing I.D.'s- Arapia C. Ariraya, COC
3. The University should look into the idea of giving psychological exams annually. Evelyn J. Del Mundo, UNAKA
4. The deans and chairs of colleges and departments should remind the part-time faculty members to help in their respective colleges/departments specially during accreditation- Lina S. Felices, COED
5. The University should review the Faculty Manual. It should include transparency and equality as common qualities of faculty members. (Branches Sector)

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D. Concluding Statement

The body agreed that the University Code will be presented to the PUP community via the PUP website for larger dissemination and transparency. The deadline of soliciting comments and suggestions will be July 31, 2017.

E. Adjournment

The meeting was adjourned at 1:00P.M.

Prepared by:

Assoc. Prof. EMETERIA LEONILA ABAYIN-PEREZ, MALT
University Code: Secretary/Faculty Assistant, OEVP

Attested by:

EVP HERMINIA E. MANIMTIM, DEM
Chair, University Code Revision Committee 2017

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COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Student Affairs and Services
OFFICE OF THE STUDENT SERVICES

**CONSULTATIVE MEETING WITH THE STUDENT LEADERS
REGARDING REVISION OF THE UNIVERSITY CODE**

July 10, 2017, 2:00 p.m. – 3:30 p.m.
Bonifacio Hall, Ninoy Aquino Library and Learning Resources Center

- I. Attendance (please see attached)
- II. Minutes of the Consultative Meeting

Director Jose Abat of the Office of the Student Services welcomed the student leaders for attending the consultative meeting. He then called EVP Herminia Manimtim to preside over the meeting.

EVP Manimtim explained the reason for the consultative meeting and emphasized the importance of updating the University Code as it is like the Constitution of the Philippines. As Chair of the Committee that revised the PUP Student Handbook in 2014, she noted that the Code itself has not undergone any revision at all. Accordingly, the last time it was revised was in 1978. Therefore, the very reason for the current revision is to keep attuned with the changes that have occurred for the last so many years. Though there were initiatives undertaken by her predecessors to revise the Code but it was only on March, 2017 regular meeting of the PUP Board of Regents that a final revised version was presented for approval. The Board deferred its approval until a consultation with the faculty and students sectors is held.

Through a powerpoint presentation, EVP Manimtim went on to present the proposed changes in the University Code section by section. She encouraged the student leaders to freely express their opinions, comments, and suggestions.

As to the PUP Logo under Section 5 under Article 1, Ms. Clarissa Mendoza, President CPSPA Student Council commented that while the color of the star as stated in the Code is golden yellow and the Student Handbook says it is also golden yellow yet Section 5 under the same Article, The PUP Colors and Seal, it says the University colors shall gold and maroon.



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Office of the Vice President for Student Affairs and Services
OFFICE OF THE STUDENT SERVICES

During the discussion of Section 3 – Powers and Duties of the Board of Regents, Student Council President Elijah San Fernando clarified that ANAK – or the Alyansa ng Nagkakaisang Konseho, not the Central Student Council, is the one which shall call for the election of the Student Regent. While the Student Council Assembly (SCA) is composed of the PUP Main college council presidents and Central Student President, Vice President and 2 councilors, ANAK is composed of the SCA and the presidents of the student councils of PUP branches and campuses. If there is no student representative in the BOR, then it is incumbent upon ANAK-Execom to call an election for such purpose.

Under the presentation of Article 11 Section 1, the Office of the VP for Finance, a student inquired if there is a definite rule/guideline as to computation of venue or energy fees. EVP replied that there is. In fact, all charges for use of facilities and as well as energy fee are BOR-approved.

The consultative meeting was adjourned at 3:30 p.m.

Prepared by:

Asso. Prof. Jose M. Abat
Director, OSS

Noted:

Dr. Hermisla E. Manimtim
EVP and concurrent VP for Student Affairs and Services



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Republic of the Philippines
 OFFICE OF THE PRESIDENT
 COMMISSION ON HIGHER EDUCATION

Rev. A
 O.I.

APPOINTMENT

In accordance with Section 6 of Republic Act No. 8292, otherwise known as the "Higher Education Modernization Act of 1997", including Sections 21, 25, and 27 of its Revised Implementing Rules and Regulations, and by virtue of Resolution No. 872, series of 2012 passed on 14 March 2012 by the Polytechnic University of the Philippines Board of Regents,

DR. EMANUEL C. DE GUZMAN

is hereby appointed as President of Polytechnic University of the Philippines (PUP), Metro Manila, for a term of four (4) years commencing on 15 March 2012 and expiring on 14 March 2016, with all the powers, rights, responsibilities and privileges appertaining thereto.

Quezon City, Philippines, 14 March 2012.

For the PUP Board of Regents (BOR):

Patricia B. Licuanan
PATRICIA B. LICUANAN, Ph.D.
 CHED Chairperson
 Chair, PUP Board of Regents

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 OFFICE OF THE PRESIDENT
 REC'D BY: *[Signature]*
 DATE: *3/19/12*

Higher Education Development Center Building, C.P. Garcia Ave., UP Campus, Diliman, Quezon City, Philippines
 Web Site: www.ched.gov.ph Tel. Nos. 441-1177, 385-4391, 441-1169, 441-1149, 441-1170, 441-1216, 382-5296

QACI



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Republic of the Philippines
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 OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
 COLLEGE OF ENGINEERING

COLLEGE OF ENGINEERING STRATEGIC PLANNING

Theme: "Working Together towards Achieving Educational Excellence"

December 3-4, 2018

BPO, NDC Compound, Pureza St., Sta. Mesa, Manila

PROGRAM

DAY 1 – Strategic Planning

Registration.....	8:00am – 9:00am
Invocation and National Anthem	9:00am – 9:15am
Welcome Remarks	9:15am – 9:25am
Dr. Remedios G. Ado, Dean, College of Engineering	
Opening Remarks	9:25am – 9:30am
Dr. Manuel M. Muhi, VP for Academic Affairs	
PUP VMGO	9:30am – 9:45am
Vision and Direction Setting for the College of Engineering	9:45am – 10:00am
2018 Unit Assessment of each Department	10:00am – 12:00nn
Lunch.....	12:00pm-1:00pm
Strategic Planning per Department	1:00am-3:00pm
Coffee Break	3:00pm – 3:15pm
Presentation of Plans & Must Do Program of each Department	3:15pm – 4:30pm
Photo Opt.....	4:30pm - 5:00 pm



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COLLEGE OF ENGINEERING

DAY 2 – Seminar Workshop on Gender and Development and Table of Specifications

Registration.....	8:00am – 9:00am
Invocation and National Anthem	9:00am – 9:15am
Welcome Remarks	9:15am – 9:25am
Dr. Ginno Andres, Chief, Center for Engineering Research	
Introduction of Guest Speaker	
Engr. Ramir M. Cruz, President, CE Faculty Club, Dean Itech, Chairperson, RE Department	
Seminar on Gender and Development Module 1	9:30am – 10:30pm
Coffee Break	10:30 am – 10:45am
Seminar on Gender and Development Module 2	10:45am – 12:00nn
Lunch.....	12:00pm-1:00pm
Seminar on Best Practices in Education	1:00pm – 3:00pm
Q and A	3:00pm – 3:15pm
Coffee Break	3:15pm – 3:30pm
Workshop on Writing Table of Specifications	3:30pm – 4:15pm
Awarding of Certificate of Appreciation	4:15pm – 4:30pm
Awarding of Certificate to Outstanding Faculty	4:30pm - 4:45pm
Closing Remarks	4:45pm – 5:00pm



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Subject: **CHAIRPERSON**
Received by/Sign

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LABORATORY HEAD

Chairperson
Laboratory Head
Engr. Pedrito M. Tenerife Jr.
Mr. Zandro Estella
Engr. Eduael Usual
Dr. Maria Theresa Bongulto
Engr. Oriando Pajabera

NOTICE OF MEETING

From: Dr. Remedios G. Ado
Dean, College of Engineering

Subject: **CE & Extensionist Staff Meeting**

Date: July 4, 2019

Let us meet on July 6, 2019 (Saturday), at 10:30 am at the Gabriela Silang Conference Room.

Agenda:

1. Extension
2. Accreditation
3. Faculty Evaluation Rating
4. Classroom Observation Implementation
5. VMGO

Dr. Remedios G. Ado 7-4-19
Dean, College of Engineering

College of Engineering and Architecture Bldg. NDC Compound, Anonas Street, Sta. Mesa, Manila 1016
Website: www.pup.edu.ph | Email: ce@pup.edu.ph

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College of Engineering

MINUTES OF MEETING
 CE & EXTENSIONIST STAFF MEETING

JULY 06, 2019

ATTENDANCE		
Dr. Remedios G. Ado Angelita T. Gallano Engr. Arvin Jay Austria Engr. Julius S. Cansino Engr. Edwin Esperanza Engr. Kenneth Bryan Tana Engr. Geoffrey T. Salvador Engr. Vilma Perez Engr. Jesus Bien Engr. Josefinda Golpeo Mr. Zandro Estella Engr. Eduael Usal Engr. Orlando Pajabera Engr. Maria Theresa Bongulto Engr. Pedrito Tenerife Jr.		
Call to Order - 1:45 PM at Gabriela Silang Conference Room Prayer led by: Engr. Edwin Esperanza		
AGENDA	ACTION TO BE TAKEN	CONCERNED OFFICE/ PERSON
1. Extension		Engr. Bongulto, Prof. Zandro Estrella and Extension Coordinators
2. Accreditation		Engr. Pedrito Tenerife Jr. and All Chairperson
3. VMGO	A. Continue with previous practice B. Dissemination to students C. Discuss in the orientation D. Include in Engineering Drawing E. Include in Curriculum & Syllabus	All Chairperson and Laboratory Heads
Other Matters		
3. Memorandum Order was issued regarding the faculty evaluation for regular and part time faculty.		All Chairperson and Laboratory Head Student Council Student Organization
4. Awarding of Outstanding Faculty last General Faculty Meeting is based on the overall rating for faculty evaluation.		All Chairperson and Laboratory Head
5. Chairperson and other faculty will help the faculty members with "Satisfactory" rating on 2nd Semester AY 2018-2019.	A. As per Engr. Esperanza, to improve the faculty evaluation adopt the best practices of the other professor. B. Evaluation for faculty member was based on attendance as per Engr. Perez. C. As per Dr. Ado, study the faculty evaluation based on the two consecutive evaluation and strategized how to improve the rating e.g. changing the schedule of class, change subject, team teaching and etc. She also	All Chairperson and Laboratory Head

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6. Faculty Evaluation starts after the midterm exam.	added that advising for faculty must observed A. Give the faculty evaluation to the respective faculty	All Chairperson and Laboratory Head
7. Classroom Observation will be implemented by Chairperson and Dean.	A. As per Engr. Gansino, memorandum order for the classroom observation should observed and signed by the dean. B. As per Engr. Tana, negative evaluation must add to the survey for the verification of the comments and the result of faculty evaluation of the student C. For the renewal of faculty, comments section of the evaluation must be printed. D. Engr. Gansino will provide class rubric and questionnaire E. Engr. Salvador suggested that classroom observation should be done by August 1 to September 15.	All Chairperson and Laboratory Head

Adjournment: 3:45 PM

Prepared by:

Angelita T. Gallano
ANGELITA T. GALLANO
 Administrative Aide III

Attested by:

Remedios G. ADO
DR. REMEDIOS G. ADO
 Dean, College of Engineering

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MINUTES OF MEETING
CE STAFF MEETING

AUGUST 05, 2019

ATTENDANCE

- Dr. Remedios G. Ado
- Engr. Geoffrey T. Salvador
- Engr. Myrna A. Cabrera
- Engr. Edwin C. Esperanza
- Engr. Arvin Jay D. Austria
- Engr. Jesus D. Callanta
- Engr. Jesus J. Bien Jr.
- Engr. Orlean G. dela Cruz
- Engr. Julius S. Cansino
- Engr. Joselinda M. Golpeo
- Engr. Vilma S. Perez
- Engr. Orlando V. Pajabera
- Engr. Kenneth Bryan M. Tana
- Engr. Ramir M. Cruz
- Engr. Pedrito M. Tenerife Jr.

CALL TO ORDER – 4:00 PM at CE Dean's Office
 Prayer led by: Engr. Edwin C. Esperanza

AGENDA	ACTION TO BE TAKEN	CONCERNED OFFICE/ PERSON
1. Vision – PUP Mission – PUP Goals – College Objective - Department	A. Continue with previous practice B. Dissemination to students C. Discuss in the orientation D. Include in Engineering Drawing E. Include in Curriculum & Syllabus F. Include in Screensaver G. Include in Extension and Research activities	All Chairperson and Laboratory Heads
2. OPCR	A. January to June 2019 – deadline of submission is on August 7, 2019 with accomplishments. a. Actual counts of graduates b. Employed – two (2) years prior c. Faculty Evaluation (2 nd sem) d. Client Satisfactory Survey (photocopy c/o College) d.1 same w/ DTR grading d.2 5days after e. DTR f. Attendance (official University/College functions) g. Subject Offering h. Gradesheet i. Teaching Assignment j. Quarterly Accomplishment Report k. Simple & Complex Communication B. For July to December 2019, Research, Extension and Seminar	All Chairperson and Laboratory Heads

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3. IPCR July to December 2019 Targets (signed 1 st page only, scratch paper is allowed)	A. Deadline is on August 7, 2019	All Chairperson and Laboratory Heads
4. IPCR January to June 2019 w/ accomplishments (signed 1 st & last page)	A. Deadline is on August 28, 2019	All Chairperson and Laboratory Heads
5. Laboratory Inventory of Equipment	A. Use ISO format c/o Engr. Cabrera	All Chairperson and Laboratory Heads
6. Classroom Utilization	A. Rm. 207 for CE, RE & Engineering Drawing Subjects except for Wednesday. B. Room 207 is occupied by 8 sections of 6 hours C. CAD subjects should be assigned to Computer Room per Department. D. Rm 207 c/o COE Department at 7:30pm E. Rm. 416 c/o CAFA F. Accommodate I-Tech subjects	All Chairperson and Laboratory Heads
Other Matters		
7. Consolidation of Room Availability / Utilization		All Chairperson and Laboratory Heads
8. Accreditation	A. Follow-up task force per area. Level of compliance on Level 3 Phase 1.	All Chairperson and Laboratory Heads
ADJOURNMENT – 5:33pm		

Prepared by: *Josepina A. Pavon*
JOSEFINA A. PAVON
 Administrative Assistant IV

Attested by: *Remedios G. Addo*
DR. REMEDIOS G. ADDO
 Dean, College of Engineering

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MINUTES OF MEETING
 CE STAFF EMERGENCY MEETING

September 10, 2018

ATTENDANCE

Dr. Remedios G. Ado
 Dr. Guillermo Bernabe
 Engr. Geoffrey T. Salvador
 Engr. Myrna A. Cabrera
 Engr. Arvin Jay Austria
 Engr. Pedrito Tenerife Jr.
 Engr. Vilma Perez
 Engr. Julius Cansino
 Engr. Kenneth Bryan Tana
 Engr. Orlean Dela Cruz
 Angelita T. Gallano
 Josefina A. Paxon

Call to Order – 11:30 AM at CE Dean's Office

AGENDA	ACTION TO BE TAKEN	CONCERNED OFFICE/ PERSON
1. Extension	1. Moved, target date is on or before December 15, 2018. Target Brgy. 587 – (accredited or not?) to verify c/o Engr. Ching to EMO. 2. Wednesday, 10:00am (meeting with Chair & Lab head at CE Dean's Office) Target - October 13, 2018.	Chairperson & Laboratory Heads
2. Accreditation	1. Mock Accreditation October 22-26, 2018 2. Accreditation is on November 5-9, 2018 3. PPP submission is on October 10, 2018 4. Test Construction is on September 12, 2018 *The required envelope for accreditation is color red.	Chairperson & Laboratory Heads
3. VMGO	A. Dissemination to students B. Discuss in the orientation C. Include in Engineering Drawing D. Include in Curriculum & Syllabus	Chairperson & Laboratory Heads

Adjournment: 12:35 PM

Prepared by:

Angelita T. Gallano
ANGELITA T. GALLANO
 Administrative Aide III

Attested by:

Remedios G. Ado
DR. REMEDIOS G. ADO
 Dean, College of Engineering

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