



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

**Silaw Pictures in BFAR- Pangasinan with CpE Faculty and
BFAR officials**





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT





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COMPUTER ENGINEERING DEPARTMENT





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Office of the Vice President for Research, Extension and Development

College of Engineering Research Extension and Community Involvement



College of Engineering

S TRAINING AND LITERACY PROO

PUP College of Engineering and Architecture Bldg.
NDC Compound, Sta. Mesa, Manila
November 17, 2018



(02) 8713 5968 | dcoe_chair@gmail.com
RM322 CEA BLDG. NDC COMPOUND,
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA



ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0004130



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 Office of the Vice President for Academic Affairs
College of Engineering

MINUTES OF MEETING

OCTOBER 16, 2018

ATTENDANCE

- Dr. Remedios G. Ado
- Dr. Guillermo Bernabe
- Dr. Ginno Andres
- Dr. Marianito Gallego
- Josefina A. Pavon
- Angelita T. Gallano
- Engr. Kenneth Bryan M. Tana
- Engr. Ramir M. Cruz
- Engr. Julius Cansino
- Engr. Pedrito Tenerife
- Engr. Orlando Pajabera
- Engr. Mahaguay
- Engr. Geoffrey T. Salvador
- Engr. Vilma Perez
- Engr. Arvin Jay Austria
- Engr. Joselinda Golpeo
- Engr. Edwin Esperanza
- Engr. Jesus Callanta
- Engr. Orlean Dela Cruz

Call to Order - 2:30 PM

Prayer led by: Engr. Edwin Esperanza

AGENDA	ACTION TO BE TAKEN	CONCERNED OFFICE/ PERSON
1. PPP and Accreditation	A. Schedule of Meeting for Area 1 to V is on October 23, 2018 at 9:00-11:00AM (PPP and per area instrument must be prepared by assigned task force and bring it to the meeting like research manual, CMO, Board Resolution and Curriculum Approval, OBE system existing policy, outcomes based, sample letter, presentation, best practices and flow chart of QMS) See attached of accreditation task force list B. Schedule of Meeting for Area VI to X is on October 23, 2018 at 1:00-3:00PM (PPP and per area instrument must be prepared by assigned task force and bring it to the meeting like research manual, CMO, Board Resolution and Curriculum Approval, OBE system existing policy, outcomes based, sample letter, presentation, best practices and flow chart of QMS) See attached of accreditation task force list C. Soft copy of the cover page c/o Sir Pedrito Tenerife D. Request for Faculty Portfolio, PASUC records and service records already process by Dean's Office E. General Education c/o QAC specific c/o college	All Chairperson and Laboratory Heads

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	F. Please advised concerned faculty to update their licenses for accreditation purpose	
2. Extension	A. Safety Orientation Seminar and Skills Training Literacy Program on November 9, 2018 (Friday) proponent, Brgy 630 or any accredited barangay with MOA	ECE, CpE and CE Chairperson and Laboratory Head
3. Research	A. ISTR Journal and Research Manual for previous research outputs while available at PUP Website the new research outputs. Compendium OF Eng'g Researches for ARAW c/o Sir Tenerife B. Institutional Research c/o Civil Eng'g Dept. C. Extension should be based on the result of research so needs assessment is needed before implementation. Extension rendered by Civil could be adopted by RE for compliance to Level 1 Accreditation.	All Chairperson and Laboratory Head Student Council Student Organization
4. Industry/ Linkage	A. Hytech MOA Signing on Friday, October 19, 2018 (Ramir, Vilma, Jojo, Arjay and Remy) B. Solid Edge introduces new product but could be credited only to curriculum compliance and not as an extension matters.	Assigned Departments
5. Lakbay Aral Status	A. CE Staff- 2 (Mam Angie/Complied, Mam Pavon/on-going) B. CE/RE Dept- 2 C. IE Dept- 2 (Bongulto and Rodriguez both complied) D. COE Dept- 3 (Engr. Cansino, engr. Tenerife, engr. Mahaguay / on-going) E. ECE Dept F. ME Dept- 1 (Engr. Esperanza / on-going) G. EE Dept H. ES Dept- 2 (Engr. Pureza and Engr. Israel/ on-going) Deadline of request letter for Lakbay Aral is on October 22, 2018.	All Chairperson and Laboratory Heads
6. Budget Allocation and Utilization	A. Suggested per department, professional org conference. For those who did not attend and who will attend conference, submit cancellation letter duly signed by the Chairperson and/or endorsed by them. B. 100% utilization of budget already achieved as of Oct. 16,2018 C. Proposal for GAD Seminar and for college planning (target December 5-7, 2018) at AVR and/or BPO D. Request of the EE for the annual conference c/o Mam Perez not yet submitted to Budget).	ES Dean's Office
7. Second Semester Subject Offering	A. Justification for schedule of subjects for 2 nd semester, identify subject code, field, lab etc.	All Chairperson and Laboratory Heads

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8. Free Education BOR Approved Offering	A. Faculty Meeting/Orientation- October 23, 2018, 2:00PM B. ME Orientation- October 24, 2018 C. CE/RE Orientation- October 2018 D. ECE Orientation- October 13, 2018 E. IE Orientation- October 17, 2018 F. EE Orientation- October 16, 2018 G. COE Orientation- October 18, 2018 *includes VMGO in the said orientation	All Chairperson and Laboratory Heads
Other Matters		
9. Seminar on October 18, 2018 at Claro M. Recto Auditorium.	A. Encourage Faculty members to attend.	All Chairperson and Laboratory Heads
10. University Wide Training on November 21-22, 2018 at Manila Room		All Chairperson and Laboratory Heads
11. Reminder: Monthly Submission of CSS – monthly		All Chairperson and Laboratory Heads
12. Reminder: Accomplishment Report - monthly		All Chairperson and Laboratory Heads
13. Online Faculty Evaluation is on-going		All Chairperson and Laboratory Heads
14. Online Encoding of Grades must be done until Nov. 02, 2018 to comply with free education policies and guidelines while Submission of hardcopy of Gradesheet, deadline is on December 2018.		All Chairperson and Laboratory Heads
15. 1st Batch Test Administrator – PUPCET a. Ado b. Austria c. Cansino	A. Please see attached list of regular faculty assigned as PUPCET administrators list on October 20, 2018.	All Chairperson and Laboratory Heads Faculty

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16. Letter of Invitations to attend conferences, seminars and fora (please see attached invitations). On November 20, EMERSON Design Challenge.		All Chairperson and Laboratory Heads
17. Research Symposium is on November 15-17, 2018 c/o Gino Andres		All Chairperson and Laboratory Heads
18. Strat Plan December 5, 2018		All Chairperson and Laboratory Heads
19. Lakbay Aral December 6-7, 2018.		All Chairperson and Laboratory Heads
20. CTS could be accessed by Mam Jo Pavon and Sir Geoffrey Salvador.		All Chairperson and Laboratory Heads
Adjournment: 4:30 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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J. 4.1
J. 4.2

to: _____
 subject: _____

CHAIRPERSON
 Received By/Sign

CE _____
 CPE _____
 EE _____
 ECE _____
 IE _____
 ME _____

LABORATORY HEAD

CE _____
 CPE _____
 EE _____
 ECE _____
 IE _____
 ME _____

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College of Engineering

NOTICE OF MEETING

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

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

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

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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. Joselinda 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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	added that advising for faculty must observed	
6. Faculty Evaluation starts after the midterm exam.	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. Cansino, 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. Cansino 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
Administrative Aide III

Attested by:


DR. REMEDIOS G. ADO
Dean, College of Engineering

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COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

MINUTES OF THE MEETING

Computer Engineering Department Meeting

August 10, 2019
Room CEA300
12:45 PM

Attendees: Dr. Remedios G. Ado
Engr. Arlene B. Canlas
Engr. Frank Anthony R. Chin
Engr. Ronald D. Fernando
Engr. Danilo C. Madrigalejos
Engr. Rolito L. Mahaguay
Engr. Orlando V. Pajabera
Dr. Lutzer U. Reyes
Engr. Joshua Benjamin B. Rodriguez
Engr. Bob Mathew D. Sunga
Engr. Pedrito M. Tenerife Jr.
Engr. Roman Angelo C. Tria
Dr. Antonio Y. Velasco

Presided by: Engr. Julius S. Cansino

- Engr. Tenerife discussed the accreditation actual visit. He iterated the procedures and the activities in the actual accreditation visit. He emphasized that on Day 2, the accreditors can determine if the college will be passed on the accreditation.
- He also added that the college needs to grade the accreditation instrument and the QAC also grade the instrument separately. He also mentioned that the "Best Practice" will be included and be emphasized in the document.
- He also emphasized that the college needs to have an average grade of 4.50 and above to passed the Level IV Phase 1 accreditation.
- He itemized the three categories of the instrument: System, Implementation and Outcome. He also emphasized that all documents, memos, etc. should have signatories.
- He ended that the copy of Level III Phase 1 Recommendation was already in the department.
- Engr. Cansino discussed that the syllabus content should be collaborated by faculty who teaches the subject and it should be reflected on the syllabus. He added that the syllabus format will be uploaded to the Facebook group and be emailed to the faculty. He also mentioned that there will be designated faculty who will create the syllabus for the subject. He also added that there will be a consultation time and it should be reflected on the syllabus.
- He added that there will be a classroom observation.
- He iterated that the department will be strict in assigning subjects in the laboratory room. He added that the Gabriela Silang room is also available for consultation.
- Engr. Cansino discussed also the thesis that the recommendation from the Design Project 1 shown have copy the proponent, the adviser and the panel on the defense day.
- He said that the defense schedule should be per section per day. And he emphasized that no adviser, no defense policy.
- Engr. Mahaguay suggested that to limit the day of defense. He also added to follow strictly the 45 minutes total time per group.
- Engr. Cansino together with the attendees agreed to schedule the Design Project 2 defense on the third week of September 2019.
- He also agreed that there will be invitation to the alumni to be part of the panel on the defense.

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DEPARTMENT OF COMPUTER ENGINEERING

- Engr. Cansino together with the attendees agreed to the schedule defense of the subject:

Design Project 2:	September 24-28
Project Management:	October 1-5
System Analysis & Design:	October 7-11
- He suggested that on Design Project 2 defense, it will be scheduled 10AM-7PM and 10AM-6PM on weekdays and Saturday respectively. And he added the call time should be 1 hour before the defense time.
- He also mentioned that the faculty must use the coelms.com website.
- Engr. Pajabera mentioned that he can help if there will be coelms.com concerns.
- Engr. Cansino also mentioned that the IPCR January to June with attachments is already scheduled for submission.
- He also mentioned that there will be a night bonus for faculty who teaches 6pm onwards.
- He also discussed that there will be departmental final exams for the following subjects:

First year:	Introduction to Programming & CPE Technology
Second year:	Circuit & Data Structures
Fifth year:	Database Management System
- He mentioned that there will be FRA for departmental exams and the funds to be raised will be used to buy CCTV for laboratory rooms.
- He also iterated that the faculty must provide copy of class records, grade sheet and table of specification of exams to the department.
- Engr. Cansino also discussed the Field Trip and Seminar subject will be handled by the faculty who is willing to accompany on the field trip.
- He also said that the faculty attendance will be monitored.
- He also added that there will be Game Development Day by the second year classes and must be documented.
- Dr. Reyes cited that the faculty who attended seminars and trainings must provide proceedings with insights and reflections applicable to the department.

Meeting adjourned: 2:16 PM

Prepared by:


Engr. Orlando V. Pajabera
Head, Computer Engineering Laboratory

Noted by:


Engr. Julius S. Cansino
Chairperson, Computer Engineering Department


Dr. Remedios G. Ado 8-13-19
Dean, College of Engineering

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Office of the Vice President for Academic Affairs
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MINUTES OF MEETING

JANUARY 22, 2019

Call to Order: 2:15 PM		
AGENDA	ACTION TO BE TAKEN	CONCERNED OFFICE/ PERSON
1. Subject Offering-Summer 2019	A. Bridge B. OJT- Incoming 2 nd year	All Chairperson and Laboratory Head
2. Dialogue with Irregular Students	A. Schedule: February 12, 13, and 14, AM & PM- 2 hours per program ECE, CE, RE, CPE, IE, ME, & EE	All Chairperson and Laboratory Head
3. Stop Students	A. No subjects to be enrolled. B. Advising irregular C. Subject equivalent	All Chairperson and Laboratory Head
4. Classroom Management	A. Class records B. Seat plan C. Syllabus – 2nd year deadline: April 23, 2019 D. Table of specs E. Attendance F. Return of exams to students with score sample format c/o Engr. Cansino thru email	All Chairperson and Laboratory Head
5. Tracer Study	A. Link sent by Sir Ching thru email including the form. B. Google form c/o Engr. Tenerife - will be sent thru email. C. Regular updating D. OPCR year 2017 onwards E. May 2019 & November 2019 collection and submission of data gathered. F. Include in OJT requirements – gathered data of tracer study.	All Chairperson
6. Attendance to University function	A. Flag raising B. Graduation C. Foundation day D. Enrollment period E. Adviser 1st year enrollment on May for S.O. F. Letter of request G. Interview H. PUPCET I. Adjustment period schedule for regular and irregular students (date and schedule)	All Chairperson and Laboratory Heads
7. Department or College Activities	A. Founding anniversary: 2-3 days no suspension of classes B. ME week C. Inform the dean's office about department's activities/meeting	All Chairperson and Laboratory Heads Student Council
Other Matters		
8. Accreditation instruments Area 1-10 Level IV (6 departments)		All Chairperson & Laboratory Heads
9. VMGO Survey- Sent thru email by Engr. Tenerife		All Chairperson & Laboratory Heads

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11. Annual research award (ARAW 2019) Chairman Engr. Joselinda Golpeo, Co-Chairman Orlean Dela Cruz - arawpup@gmail.com		All Chairperson Student Council Class President
12. CHED & PASUC endorsement-Memorandum No. 7		All Chairperson & Laboratory Heads
14. Smart: Letter Request for Sponsorship		All Chairperson & Laboratory Heads
15. Renewal MOA signing of IHOME & PUP		All Chairperson & Laboratory Heads
19. Diploma in Civil Engineering Technology		All Chairperson & Laboratory Heads
24. CORES		All Chairperson & Laboratory Heads
25. Departmental Exam		All Chairperson & Laboratory Heads

Prepared by: *Angelita T. Gallano*
ANGELITAT. 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

APRIL 11, 2019

ATTENDANCE

Dr. Remedios G. Ado
 Josefina A. Pavon
 Angelita T. Gallano
 Engr. Kenneth Bryan M. Tana
 Engr. Joseph Raniel Bienes
 Engr. Geoffrey Salvador
 Engr. Myrna Cabrera
 Engr. Jesus Bien Jr.
 Engr. Arvin Jay Austria
 Engr. Ma. Theresa Bongulto
 Engr. Edwin Esperanza
 Engr. Ramir M. Cruz
 Engr. Orlean Dela Cruz
 Engr. Faustino Rural
 Gina S. Lim, Inst. Of Tech.

Call to Order: 2:15 PM

Prayer led by: Engr. Jesus Bien Jr.

AGENDA	ACTION TO BE TAKEN	CONCERNED OFFICE/ PERSON						
1. Graduating Student Toga Measurement & Photo Shoot (April 12, 2019- Friday)	A. Inform all graduating students; prepare signages responsible for flow of students.	Engr. Kenneth Bryan M. Tana Chairpersons Laboratory Heads						
	B. First Come per serve as scheduled at CEA-AVR, 4th Floor							
	C. Entrance at CEA First Floor, Stairs near Room 109 Exit at the 4th Floor stairs near Rm 404							
	<table border="1"> <thead> <tr> <th>Time</th> <th>Program</th> <th>Room/s @ 4th Flr</th> </tr> </thead> <tbody> <tr> <td>Batch 1: 8:00 am - 11:00 am</td> <td>ECE & Itech students</td> <td>415,414,413,412,411 >400 Students (NYCA - ECE)</td> </tr> </tbody> </table>	Time	Program	Room/s @ 4 th Flr	Batch 1: 8:00 am - 11:00 am	ECE & Itech students	415,414,413,412,411 >400 Students (NYCA - ECE)	
Time	Program	Room/s @ 4 th Flr						
Batch 1: 8:00 am - 11:00 am	ECE & Itech students	415,414,413,412,411 >400 Students (NYCA - ECE)						

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	Batch 2: 11:00 am - 3:00 pm CE, RE, ME, EE 415,414,413,412,411 400 Students (10 SA – CE)		
	Batch 3: 3:00 pm - 7:00 pm CpE, IE, CAFA 415,414,413,412,411 >400 Students (2 SA, 3 PIIE – IE)		
	D. Late comers – Last Batch (7 pm onwards) Holding Room – 107 (EE), 109 (CE), 110 (ME) and Atrium. E. Attire Male – Polo Female – V-neck Blouse Bring your own make-up kit		
2. Subject Offering for First Semester 2019-2020	A. All Chairperson has submitted Subject offering Except IE and EE. B. To be submitted at VPAA office C. All Chairperson Please provide copy to ES department		All Chairpersons
3. Accomplishment Report (1st quarter Jan-Mar)	A. All Chairperson should submit on April 12, 2019		All Chairpersons
4. Chairperson Meeting with VPAA	A. Utility Model Copyright 1. Clearance 2. List of Students submitted copyright. B. Research leading to Extension 1. Solid Waste Management 2. List of Extensionist Extension Coordinator – Dr. Bongulto EE – Engr. Rural ECE – Dr. Gallego CpE – Dr. Velasco IE – Dr. Bongulto CE/RE – Engr. Bandiola ME – Engr. Usal		All Chairpersons Laboratory Heads

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	<p>ES – Engr. Durias</p> <p>C. Enrollment</p> <ol style="list-style-type: none"> 1. First come first served basis 2. 40 slots for Program with Board Examination 3. 45 slots for Program with Non-Board Examination 4. Enrollment starts on May 7 at CEA Bldg. 5. Require regular faculty as enrollment adviser (SO Request) per department 6. Submit to Dean's Office list of enrollment adviser 7. Create account SIS for interviewer 8. No suspension of enrollment on Graduation Day/s but only accept on Morning on May 8-10 (Graduation) May 11 (Saturday) 9. List of Faculty to attend Graduation <p>All Lab head - Protocol EE – Engr. Durias (Engr. Bien in charge – Enrollment) ECE – Dr. Ben Andres ME – Engr. Usal / Dr. Gedaria IE – Dr. Bongulto EE – Engr. Rural CpE – Engr. Pajabera or Engr. Mahaguay CE / RE – Engr. Bandiola, Engr. Delos Angeles, Engr. Pangilinan, Engr. O. dela Cruz</p>	
<p>5. OJT and Field Trips</p>	<p>A. All faculty advisers and chairperson are responsible to arranged and coordinate OJT companies</p> <p>B. OJT MOA – valid for 3-5 years (until revoked)</p> <p>C. OJT must end by May 31 2019</p> <p>D. Allow student to have their OJT even without MOA – No Inc Grade will be given to student because of Lack of MOA</p> <p>E. Field Trips – Each Department must start processing of Field Trip Document One semester or One year ahead of time</p> <p>F. Focus in Learning in Field Trips not as "Tradition"</p> <p>G. Adviser and Chairperson is responsible in the processing of Field Trip documents</p> <p>H. Meeting with Chairperson and Dean all Field trip/OJT advisers</p>	<p>Faculty Advisers Chairpersons</p>

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6. Teaching Assignment maximum is 40 hours.	A. Each Faculty member must have a maximum of 40 hours teaching including part time and TS.	Chairperson Laboratory Heads Faculty Members
7. Petition and Tutorial	A. Petition and Tutorial allowed for Second Taker B. OJT and Petition/Tutorial not allowed to enroll at the same time	Engr. Orlean Dela Cruz
8. OBE Syllabus of Major Subject	A. Submission at Deans Office of OBE Syllabus on or before May 31, 2019 for COPC CHED Requirement	Chairperson Laboratory Heads Faculty Members
9. ERDT-DOST Visit	A. Chairperson and Lab Head prepare the needed document, clean the respective area and laboratory rooms. B. Attend the ERDT- DOST Visit on April 25, 2019 at QAC	Chairperson Laboratory Heads
10. Flow of Documents	A. Chairperson must inform their students in this policy B. All student letters, documents, MOA will be signed and endorse by the Chairperson C. All Documents return in their respective dept for pick-up by the students	Chairperson
11. Request for New Equipment	A. Light and Sound Level Meter -IE and CE – All Lab Heads attend training about 3D Printer CNC Router – 2.5M – Updated Market Survey – good for wood, metal and plastics Aircon – (CE – 2) (ME – 4) (IE – 1) (EE - 1) – Request c/o Engr. Austria Dr. Andres – 2	IE c/o Engr. Bianes
12. Faculty Training – COED	A. Chairperson submitted and informed faculty members who will attend the Faculty Training sponsored by COED. B. Lakbay Aral – January – June C. Canada – Mam Pavon D. Leave should Reflect on DTR	Chairperson
13. ARAW Compliance		Engr. dela Cruz and Engr. Golpeo
Other Matters		

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14. ISTE C		Archi – Engr. Israel IE – Engr. Israel
15. Subject Offering for 1st Sem and Teaching Assignment		IE – Pull-out INC – Engr. Durias IE – 5 – Engr. Durias
Adjournment: 3:45 PM		

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

Attested by: *Remedios G. Ado*
DR. REMEDIOS G. ADO
Dean, College of Engineering

College of Engineering and Architecture Bldg, NDC Compound, Anonas Street, Sta. Mesa, Manila 1016
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ok

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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College of Engineering

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: *Josefina A. Pavon*
JOSEFINA A. PAVON
 Administrative Assistant IV

Attested by: *Remedios G. Ado*
DR. REMEDIOS G. ADO
 Dean, College of Engineering

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 Office of the Vice President for Academic Affairs
College of Engineering

CE Staff Meeting
ATTENDANCE SHEET
 Sept. 10 , 2019

NAME	MALE	FEMALE	PWD	SENIOR CITIZEN	SIGNATURE
DEAN'S OFFICE					
Dr. Remedios G. Ado					<i>[Signature]</i>
Josefina Pavon					
Angelita Gallano					
CIVIL ENGINEERING DEPARTMENT					
Engr. Kenneth Bryan M. Tana	✓				<i>[Signature]</i>
Engr. Joseph Raniel Bienes	✓				
ELECTRONICS ENGINEERING DEPARTMENT					
Engr. Geoffrey T. Salvador					
Engr. Myrna A. Cabrera		✓			<i>[Signature]</i>
COMPUTER ENGINEERING DEPARTMENT					
Engr. Julius S. Cansino	✓				<i>[Signature]</i>
Engr. Orlando Pajabera	✓				
ELECTRICAL ENGINEERING DEPARTMENT					
Engr. Vilma C. Perez		✓		✓	<i>[Signature]</i>
Engr. Jesus J. Bien Jr.	✓				<i>[Signature]</i>
INDUSTRIAL ENGINEERING DEPARTMENT					
Engr. Arvin Jay D. Austria	✓				<i>[Signature]</i>
Engr. Joselinda M. Golpeo		✓			
MECHANICAL ENGINEERING DEPARTMENT					
Engr. Edwin C. Esperanza	✓			✓	<i>[Signature]</i>
Engr. Jesus D. Callanta	✓			✓	
RAILWAY ENGINEERING DEPARTMENT					
Engr. Ramir M. Cruz					
ENGINEERING SCIENCE DEPARTMENT					
Engr. Orlean G. Dela Cruz	✓				<i>[Signature]</i>
FACULTY					
NAME	MALE	FEMALE	PWD	SENIOR CITIZEN	SIGNATURE

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ISO 9001:2015 CERTIFIED
 CERTIFICATE NUMBER: AJA-19-0190





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Office of the Vice President for Research, Extension & Development
COLLEGE OF ENGINEERING RESEARCH, EXTENSION
& COMMUNITY INVOLVEMENT



COLLEGE OF ENGINEERING

Skills Training and Literacy Program

PUP College of Engineering & Architecture Bldg.
NDC Compound Sta. Mesa Manila

December 16, 2017

(02) 8713 5968 | dcoe_chair@gmail.com
RM322 CEA BLDG. NDC COMPOUND,
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA



ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0004130



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- Present/Show evidences that the Extension Program is well-planned, implemented, monitored, evaluation and disseminated.





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PPP – AREA 6: EXTENSION AND COMMUNITY INVOLVEMENT



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES COLLEGE OF ENGINEERING COMPUTER ENGINEERING DEPARTMENT

SINAG COMMUNITY in Pandacan MOA Signing
July 19, 2019



Basic Computer Literacy Training in Sto Nino
September 19, 2019





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- Present/Show evidences that the Extension Program is well-planned, implemented, monitored, evaluation and disseminated.





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PPP – AREA 6: EXTENSION AND COMMUNITY INVOLVEMENT



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COLLEGE OF ENGINEERING
NDC Campus Anonas Cor. Pureza St. Sta. Mesa, Manila



This

Certificate of Appreciation

is hereby awarded to

Engr. Pedrito M. Tenerife

In sincere recognition to his performance as he shared his knowledge in


BASIC COMPUTER PROGRAMMING

As part of CEA Kalinga Livelihood Program for Barangay Sto Niño, San Mateo Rizal

Given this 7th day of June in the year of our Lord 2014

at the College of Engineering and Architecture Building Audio Visual Room


Engr. CARMELITA A. DURIAS
Chairperson, Engineering Science Department
Extension Coordinator


Engr. GUILLERMO O. BERNABE
Dean, College of Engineering



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This
Certificate of Appreciation
is hereby awarded to

Engr. Orland D. Tubola

In sincere recognition to his performance as he shared his knowledge in
BASIC COMPUTER TROUBLESHOOTING

As part of CEA Kalinga Livelihood Program for Barangay Sto Niño, San Mateo Rizal
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at the College of Engineering and Architecture Building Audio Visual Room


Engr. **CARMELITA T. DURIAS**
Chairperson, Engineering Science Department
Extension Coordinator


Engr. **GUILLERMO O. BERNABE**
Dean, College of Engineering



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This
Certificate of Appreciation
is hereby awarded to

Engr. Allan B. Verzo

In sincere recognition to his performance as he shared his knowledge in
BASIC COMPUTER TROUBLESHOOTING

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This
Certificate of Appreciation
is hereby awarded to

Engr. Rolito L. Mahaguay

In sincere recognition to his performance as he shared his knowledge in
BASIC COMPUTER LITERACY/FLUENCY

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Engr. CARMELITA A. DURIAS
Chairperson, Engineering Science Department
Extension Coordinator


Engr. GUILLERMO O. BERNABE
Dean, College of Engineering



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This
Certificate of Appreciation
is hereby awarded to

Engr. Julius S. Cansino

In sincere recognition to his performance as he shared his knowledge in
BASIC COMPUTER PROGRAMMING

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Engr. CARMELITA T. DURIAS
Chairperson, Engineering Science Department
Extension Coordinator


Engr. GUILLERMO O. BERNABE
Dean, College of Engineering



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This
Certificate of Appreciation
is hereby awarded to

Mark Oliver Cahinde

In sincere recognition to his performance as he shared his knowledge in
BASIC COMPUTER LITERACY/FLUENCY

As part of **CEA Kalinga Livelihood Program** for Barangay Sto Niño, San Mateo Rizal
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Engr. **CARMELITA T. DURIAS**
Chairperson, Engineering Science Department
Extension Coordinator


Engr. **GUILLERMO O. BERNABE**
Dean, College of Engineering



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This
Certificate of Appreciation
is hereby awarded to

Frank Anthony R. Chin

In sincere recognition to his performance as he shared his knowledge in
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Engr. CARMELITA P. DURIAS
Chairperson, Engineering Science Department
Extension Coordinator


Engr. GUILLERMO O. BERNABE
Dean, College of Engineering



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NOTICE OF MEETING

To: Engr. BAILEY BANDOJA, CE Dept.
Engr. CLARISE L. RODRIGUEZ, EE Dept.
Engr. EDNAEL G. USAL, ME Dept.
Engr. CARMELITA I. DOBIAS, ES Dept.
Dr. MARIANTO GALLEG0, JR., ECE Dept.
Engr. ORLANDO PASADERA, Cpe Dept.
Engr. DANIEL P. DURIAS, EE Dept.

Subject: Coordination Meeting (Second)

Date: June 18, 2019

Let us meet on June 20, 2019 (Thursday) at 10:30 AM at the CE Dean's Office.

AGENDA:

1. Approval of First Coordination Meeting
2. Results of Training Needs Assessment
3. Project Proposal
4. Other Matters

[Signature]
Dr. Maria Theresa D. Bonguito
EMO Extensionist
College of Engineering

Noted by:
[Signature]
Dr. Remedios G. Asa
Dean, College of Engineering

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JULY 11, 2019

DR. EMANUEL C. DE GUZMAN
President
The University

Dear Dr. De Guzman

The Office of the VP for Research, Extension and Development, headed a program, **SALIN-KAALAMAN TUNGO SA RAHILANAN PROGRAM** thru Extension Management Office. This program effort is signed with PUP-Spinec agency in institutionalizing Civil Society Engagement and Involves Extension Service Program.

In this connection, may we request your permission to allow the following College of Engineering faculty to conduct an orientation with the officers of Barangay San. Nelo, San Mateo Rural, on official time and issue a Special Order, namely:

Name of Faculty	Date/Venue
Engr. Carmelita I. Dobiak Engr. Maria Theresa D. Bonguito Engr. Marianta P. Gallego Engr. Orlando V. Pasadera Engr. Daniel P. Durias	July 12, 2019 Barangay San. Nelo, San Mateo Rural

We are looking forward to your favorable response to our request. Thank you very much for your unwavering support in all our undertakings.


Respectfully yours,
[Signature]
Engr. Maria Theresa D. Bonguito
Faculty Extensionist- College of Engineering

OIC- Director

Noted by:
Dr. Remedios G. Asa
Dean, College of Engineering

Ground Floor Room 248 South Wing, PUP A, Main Campus, Anonas Street, Sta. Mesa, Manila 1015
Toll-Free Line: 325-1187 or 225-1777 local 118
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7. DOST Regional Invention Contest & Exhibits 2019	A. Deadline of Entry form and executive summary on September 17, 2019.	All Chairperson and Laboratory Head.
Adjournment: 4:55pm		

Prepared by: 
JOSEFINA A. PAVON
 Administrative Assistant IV

Attested by: 
DR. REMEDIOS G. ADO
 Dean, College of Engineering

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MINUTES OF MEETING

September 10, 2019

ATTENDANCE		
Dr. Remedios G. Ado Josefina A. Pavon Angelita T. Gallano Engr. Kenneth Bryan M. Tana Engr. Vilma C. Perez Engr. Joseph Raniel Bienes Engr. Myrna A. Cabrera Engr. Jesus C. Bien Jr. Engr. Arvin Jay D. Austria Engr. Maria Theresa D. Bongulto Engr. Edwin C. Esperanza Engr. Orlean Dela Cruz Engr. Guillermo O. Bernabe Engr. Jorly Pajabera Engr. Rhodora Buluran		
Call to Order 3:40 PM Prayer led by: Engr. Edwin C. Esperanza		
AGENDA	ACTION TO BE TAKEN	CONCERNED OFFICE/ PERSON
1. Birthday Celebrant		Sept 4 – Engr. Espie Jul 31 – Engr. Jojo Jul 15 – Engr. Ching
2. July to September 2019 Accomplishment Report	Deadline: October 4, 2019	All Chairperson and Laboratory Head
3. Teaching Assignment	A. Renewal of Part-Timer B. Fieldtrip, Seminar, Feasibility Studies and the likes (1 faculty assigned) C. Field trip (request) D. Team teach please consider ES Faculty & IE on Summer	All Chairperson and Laboratory Head
4. Subject Offering	Approved and SIS encoded Petition subjects	All Chairperson and Laboratory Head
5. Accreditation		All Chairperson and Laboratory Head
Other Matters		
6. Classroom Observation	A. Submit observation results to Dean.	All Chairperson and Laboratory Head.

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NOTICE OF MEETING

To: College of Eng'g Chairpersons
Engr. Pedrito M. Tenerife, Accreditation Coordinator
Student Council President & Vice-Pres
Student Org. President or One Representative

Subject: College of Eng'g Student Organizations President Meeting

Date: August 22, 2018

Let us meet on Aug. 30, 2018 (Thursday), at 1:00-3:00 in the afternoon at the CE Dean's Office.

AGENDA:

1. ISO Certification/ AACUP Level 4 Accreditation
2. Student Officers Directory
3. Student Organization Accomplishment Report
4. Student Activities/Programs
(Intramurals, Off-Campus, Assembly, Clearance, OVPSS Accreditation, Academic event, Excuse Letter)
5. Other Matters

Dr. Remedios G. Ado
Officer-In-Charge 8-22-18
College of Engineering

Chairperson
EE - Valerie C. Lopez 8/22/18
IE - [Signature]
CE - [Signature]
ME - [Signature]
ECE - [Signature] 8/22
CPE - [Signature] 8/22/18
ES - [Signature] 8/22/2018
~~Dr. Andres~~
P. Tenerife [Signature]

Student Organization
SC - [Signature]



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

COLLEGE OF ENGINEERING STUDENT ORGANIZATIONS PRESIDENT MEETING

Minutes of Meeting
August 30, 2018

Present:

- Engr. Geoffrey T. Salvador – ECE Department
- Engr. Arvin Jay Austria – IE Department
- Engr. Edwin Esperanza – ME Department
- Engr. Joselinda Golpeo - IE Department
- Engr. Pedrito Tenerife Jr. – CPE Department, Accreditation
- Engr. Vilma Perez – EE Department
- Engr. Julius Cansino – CPE Department
- Engr. Kenneth Bryan Tana – CE Department
- Engr. Orlean Dela Cruz – ES Department
- Dr. Remedios G. Ado - Dean

Present Organizations: SC (2), Access (2), HAM (1), ACIP (2), PICE (1), PSME (1), APD (2), Aggregates (2), Rails (2), EEN (2), ECESS (1), Spectrum (1), PIIE (2), ADS (1), CEHS (1)

Started: 1:55 pm

Highlights:

1. ISO Certification/AACCUP Level 4 Accreditation

Students to follow 5S and Standard

Next Accreditation is 2019 (Level 4 Phase 1 – Documents & Observation) 2014-2019

Highest grade is 5, no grade lower than 4. Average is 4.5

One standardized packaging – ring binded

Common documents from the Accreditation Office

Request for Organizations:

- History of Organizations
- Sets of Officers since beginning
- Logo meaning
- By-Laws
- Officers who have been officers of national organizations
- Accreditation Certificate from 2014
- Evaluation of Events (Instrument to standardize)
- Development Plan for 1 Year
- Year End Report
- Flag raising submitted to Organizations for scheduling
- Spectrum to compile documents of issues
- Copyrights to compiled
- Events to fully document by pictures, letters, evaluation
- VMGO to be recited or to know the meaning of the VMGO and to be posted on offices

2. Student Officers' Directory

- Directory to Centralize to SC then submit to Dean's Office with standard Format... adding Clause **For Records Purposes** only.
- Updated directory of organization officers.
- Information contains
 - Position
 - Name
 - Email Address individual and organization
 - Contact No.



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COMPUTER ENGINEERING DEPARTMENT

- Name of Adviser
- Deadline: September 3, 2018, 1pm
- Summarized Directory will be submitted by SC to the Dean's Office within the week after the organization's submission

3. Student Organization Accomplishment Report

- To be submitted every month
 - Academic Org to be submitted to the Department
 - Special Organizations submit and SC to submit to Dean's Office every every 1st week of the Month.
- Inform the Department, evidence (picture, certificates) Format / Template of QAR to be provided by the respective Department.

4. Student Activities

- Intramurals – Sept 10 opening. Defending Champion in Sports.
sport added, swimming and table tennis
Faculty Sports – Basketball (15 players), volleyball men and women, badminton for men and women. Bowling (c/o CE Faculty Club)
- Off-Campus
 - Memorandum on Moratorium on Student Field Trips/ Off Campus Activities given to all organizations.
 - Still pending for approval of CHED.
 - Off campus includes all activities done outside the University like Assembly, competition, team building, national and international seminars and trainings.
 - Inform Chairperson
- Assembly
 - Proper protocol must be observed.
 - Approval of request must be observed / submitted during office hours only, Monday to Friday, 8am to 5pm only. Beyond 5pm, action shall be considered as next working day.
 - Approval and request letter must be submitted to the department duly signed by the adviser. No e-signature. Assign a specific officer who will transact on behalf of the organization. Then department will submit to dean's office.
 - Activity date must be 1 week lead time.
- Clearance
Internal Audit and OVPSS Clearance. Please process clearance after each event to avoid problems. Clearance flow process – Clearance from Org – Clearance from Laboratory Clearance and Department Clearance. All activity clearance must be observed. No turn over by the previous officers. Transition period must be observed.
- OVPSS Accreditation – Certificate of Accreditation shall be given by Internal Audit.
- Academic Event – Policy on conduct of event. Department Day - 1 day only. College Week 3 day event only. Collaborative events must be conducted. Entertainment plaza no longer allowed to be used according to building administrator Sir Tana.
- Excuse Letters for all activities must be submitted 1 week before the event. Not generic and put specific activity to be conducted. No blank spaces.



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COMPUTER ENGINEERING DEPARTMENT

5. Other Matters

- Collection – allowed as long as applied as FRA.
- Submitted for Resolution of the Php 30,000 Qouta (Php 6,000 per Academic Organization) for review of the SC. Php 6,000 is a high amount for Academic Organization and SC should device other ways to raise the amount.
- Financial budgeting through Request for fund / solicitation must be anticipated ahead of time since the activity is done every year. Turn over excess funds of organization to next set of officers.
- For Free Education, a possible return of service is being crafted by the University. Return of Service includes hours of service rendered as class officers, org officers, extra and co-curricular activities, publications, sports, research projects, assistance in research and accreditation.
- Policies and guidelines on Financial assistance for student activities taken from the Student Development Fund c/o Sir Geoff.
- SC should initiate yearly activity that would benefit the College of Engineering.
- Strategic Planning for all activities to be conducted by each organization must be taken in order to avoid cramming.
- RGO already set payment for use of CEA AVR according to Engr. Tana.
- All activities to be taken by all organizations must be consulted first specially issues concerning the whole College.
- Maintain cleanliness and orderliness in the College. Engr. Esperanza raised to the body concerning projects stocked on the ME Shop Area.
- Solicitations by outsiders should be authorized by the Dean to observe safety precautions.
- Please report classes that have no teachers yet.
- Observe proper practice using the comfort rooms. Policies and guidelines to be set by Student council.
- Regular meetings for all student organizations will be conducted. c/o council to be set every month.
- Review sessions for University wide academic contest for quizzers c/o CEHS and Sir Geoff.
- Anticipate excuse date for quizzers to be given to chairperson and faculty. Exact date and time of event. In cases for student quizzers that have exams, proper communication and protocol must be taken.
- Encourage all Advisers of organizations must be full time / regular faculty members.

Meeting Adjourned at 4:28pm.



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COMPUTER ENGINEERING DEPARTMENT



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Office of the Vice President for Academic Affairs
College of Engineering

J. A. G.
J. A. G.

NOTICE OF MEETING

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


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

Subject: CE Staff Meeting

Date: June 18, 2019

Let us meet on June 19, 2019 (Wednesday), at 10:30 am at the Gabriela Silang Conference Room.

- Agenda:**
1. Faculty Lounge/ Room Utilization Memo
 2. Subject Offering
 3. Room utilization
 4. Shiftee and Transferees
 5. Other Matters


Dr. Remedios G. Ado
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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CERTIFICATE NUMBER: AJA18-0190



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CERTIFICATE NUMBER: SCP0004130



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College of Engineering

MINUTES OF MEETING
JUNE 19, 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. Faustino Rural Engr. Joselinda Golpeo		
Call to Order (2:00 PM) Prayer led by: Engr. Edwin Esperanza		
AGENDA	ACTION TO BE TAKEN	CONCERNED OFFICE/ PERSON
1. Faculty Lounge/Room Utilization Memo	A. For IE, faculty request for locker faculty lounge B. CE will provide computers C. EE, ES, ME, ECE already using the room D. Dean suggest table for each department for working area c/o FaMO E. CpE will provide the Internet connection F. Faculty Club will invite the faculty to stay at lounge. Letter will be issued signed by chair and dean	All Chairperson and Laboratory Heads
2. Room Utilization		All Chairperson and Laboratory Heads
3. Sir Guillo is the New Executive Vice President effective May 15, 2019		All Chairperson and Laboratory Heads
4. Shiftee and Transferees		All Chairperson and Laboratory Heads
5. Subject offering		
Other Matters		
6. Remind faculty members of no direct		All Chairperson and Laboratory Heads

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College of Engineering

and indirect selling of books, manuals that is not approved by UTIMEC just a reminder		
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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I-4.1

Received By/Sign

CHAIRPERSON

LABORATORY HEAD

Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Vice President for Academic Affairs
College of Engineering

NOTICE OF MEETING

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

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

Subject: CE & Extensionist Staff Meeting

Date: October 7, 2019

Let us meet on October 8, 2019 at 3:00pm at the CE Dean's Office.

- Agenda:
1. PPP Parameters
 2. Accreditation
 3. Other Matters

Dr. Remedios G. Ado
Dean, College of Engineering

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College of Engineering

etc

MINUTES OF MEETING

Accreditation Level 4 Meeting
October 8, 2019
 Area 3 Curriculum

ATTENDANCE

1. Dr. Remedios G. Ado
2. Engr. Pedrito Tenerife
3. Engr. Kenneth Bryan M. Tana, CE
4. Engr. Ramir Cruz, CE
5. Engr. Myrna Cabrera, ECE
6. Engr. Edwin Esperanza, ME
7. Engr. Vilma C. Perez, EE

CALL TO ORDER – 3:00 pm

AGENDA	ACTION TO BE TAKEN	CONCERNED OFFICE/ PERSON
PPP Parameters A System	BOR Curriculum 2018 and 2011 Old CMO	Summary from old curriculum to new curriculum, Matrix of Changed Subject.
Implementation	Objective of Programs Table of Revised Curriculum Curriculum Designed Date approved of Curriculum Quality of Program and stakeholders, Committee of curriculum, integrate recent trends and developments, remake, combined and delete or reposition of curriculum.	
Outcome	Curriculum, designed monitored and reviewed, operations Manual Special needs, Returning, Shiftee, Transferee, Laderized, non-STEM and bridging Shift of Curriculum, K-12 Employment Status Passing Percentage Board Courses	
Parameter B System	Instructional Processes, Memo, Syllabi- QAC	
Implementation	Management of learning, Classroom Management, MEMO VPAA Operations Manual Class orientation, Classroom discipline, Student handbook Pedagogical skills of faculty, Capacity Building	

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Outcome	Deans lists and presidents list of students, Outside and inside PUP contests awardees	Note: In PPP ok no sign. In actual not
	Class records	
	Best Practice	
Parameter C System		
Implementation		
Outcome		
Parameter D System		
Implementation		
Outcome		
Parameter E System	Academic Regulations procedures and services, Registrar	
Implementation	Taken from SIS, Academic and program requirement.	
Outcome	Comparison of students who are able to graduate, Registrar	
Parameter F System	Official Business time As is	
Implementation	As is	
	List of recognition awards given to students, latin honors (outside and inside PUP) Table for regional of institutional	
	Feedback mechanism from employers. OJT Students evaluation, Alumni performance evaluation. Employers perception.	
	Administrative supports, Faculty and students who supported by PUP	
Outcome		
Instruments		
Parameter A	Professional Competencies in CMO	
	System of Validation of subjects, Transferees and Shiftees	
Implementation	Tabular Presentation, Objective from the CMO match to local regional and national development goals, Congruency also	
1.2	Subj logically sequence, curriculum map, prerequisites	
	Curricular content response of time in tabular or map	

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I.8	Special needs to assist, shiftee transferee and returnee, non-stem and laderized	
I. 7.1	MOM, Survey form, Comments and suggestion for the curriculum	
I.7.2	Periodic Review and assessments, Academic Councils MOM, Compilation of Minutes c/o Angie	
Parameter B		
S. 2	Suggested readings and references last ten years 2009-2019	
S.3	copies Deans office and syllabi	
S.5	Remedial measures, Tutorial, review class by org, make up class.	
S.6	Memo VPAA Teaching learning process	
Implementation		
I.1	Updated syllabi signed by the dean, chair and VPAA, include revision	Check course code and title
I.4	Copy of syllabus to each student, attendance or email.	Receive copy of students like attendance.
I.5	Teaching strategies, Syllabus, Pics during Class	
I.6.2	Classroom Instructions, Fieldtrips and Seminars, OJT	
6.4	Drafting software	
I.7	Corse requirements should not be at least 3 Pics and discussion Including previous years	
I.9	Individual needs, slow/ fast learners. Assigned fast to teach slows (Documentation)	
I.10	Classroom observation and supervision, post meeting with the faculty and forms	
10.6	Contact of experimental classes, performance of classes	
10.7	Simulators	
I.11	PowerPoints Compilations	Ask UTIMEC Office
I.12	Multisensory materials	
Outcomes	Copyrighted and patented	
Parameter C		
S	Policy Guidelines	
S.2.2	Seminar Specifications (TOS), Deptals	
Implementation		
I.2	Instruments are renewed periodically	

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1.5	Receive copy of result of test scores	
1.6	Freshmen orientation and student orientataion	
	Retention Rate	
Parameter D System	Maintenance and cleanliness, Clean as you go for students	
Implementations		
1.4	Class size, Grad requirements, Thesis and Ojt, Deload, policies, student handbook	
Outcomes		
Parameter D Implementations 1.2	Meeting with class presidents Faculty meetings, MOM	
i.3.6	Consultation forms, thesis and other subjects, irregular students, re advising, before and after leave of absence of students	
1.5	Competencies of faculty, Coaching journal, VS And excellent suggested for improvement, Lecture or focused group discussion	Interview
1.8	Tracer	
Other matters	Font Color TEXT : CE- BROWN EE- GRAY CPE- MAROON IE- JADE GREEN ME- VIOLET ECE- BLUE	
Adjournment: 4:05 pm		

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

Attested by: *Remedios G. Abo*
DR. REMEDIOS G. ABO
 Dean, College of Engineering

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COMPUTER ENGINEERING DEPARTMENT**

ate : _____
 bject: _____

CHAIPERSON
 Received By/Sign

CE _____
 CPE _____
 EE _____
 ECE _____
 ES _____
 IE _____
 ME _____
 RE _____

LABORATORY HEAD

CE _____
 CPE _____
 EE _____
 ECE _____
 IE _____
 ME _____

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 Vice President for Academic Affairs
College of Engineering

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NOTICE OF MEETING

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

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

Subject: CE & Staff Meeting

Date: January 28, 2019

Let us meet on January 30, 2019, at 10:30 am at the CE Dean's Office.

- Agenda:
1. Approval Form 1-5
 2. 2018 Assessment
 3. Attendance Log-in/out
 4. Lakbay Aral
 5. Extension Skills
 6. Other Matters

gr
 Dr. Remedios G. Ado 1-28-19
 OIC-Dean, College of Engineering

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CE STAFF MEETING

January 30, 2019

1. Approval Form 1-5
 - a. Form 1 – Jan 11, 2019 / 6 pm
 - b. Form 2 – DTR – for the mo. of January to be submitted on February 1, 2019 (1st or 2nd day of the Month)
 - c. Form 3 – Gradesheet and Class Record – based on university calendar
 - d. Form 4 – Clearance – Add'l (OBE Syllabus, TOS, Item Analysis) – May 2019 (2nd Sem) November 2019 (1st Sem)
 - e. Form 5 – Leave – Add'l (Date, Special Leave) – monthly
 - OIC – Regular faculty
 - Vacation
 1. Feb 26-27 / Engr. Tana
 2. May 17 – June 5 / Engr. Austria (OIC – Engr. David) – VL, FL
 - Official
 1. Jan 15-17 CISCO/ Bagaño/ CPE Dept. Engr. Cansino
2. 2018 Assessment
3. Attendance Log-in/out Designee/SA
4. Lakbay Aral
5. Extension Skills Training c/o Engr. Dela Cruz
 - Certification of Receipts
 - Proposal per Department
 - Pio Del Pilar Elementary School
6. Other Matters
 - a. Quarterly Accomplishment Report/OPCR c/o Kenneth
 - a. List of Attachment for OPCR Jan-June 2019 c/o Engr. Tana
 - b. Accomplishment Report align to OPCR
 - i. Student Organization Report, Officers and Adviser
 - ii. Seminar
 - b. Field Trips c/o Engr. Salvador
 - 5 Dept (CE, ECE, CPE, EE, IE)
 - 4 Days 3 Nights including Travel Time
 - Submit 2-3 Copies
 - Timeline (at least 15 days before the event approve by CHED)
 - Hotel and Bus (Procurement)
 - Letter for Medical noted by Dean Ado (validity 6 mos.) – Dra. Yanes
 - c. IDSA Box due today Jan. 3 – Deans Office Jan. 4 – VPAA
 - Request of New Form and Box – Dr. Lincoln Bautista
 - d. Eng'g Week – February 13-15, 2019
 - e. Alumni Tracer Study
 - For OPCR – 2017
 - Tracer Study Format c/o Engr. Ching due Jan 4, 2019
 - Item Analysis c/o Engr. Ching – May 2019
 - f. Color- Dress Code
 - Mon – Violet
 - Tues – White
 - Wed – Orange
 - Thurs – Blue
 - Fri - Red
 - g. VPAA Memo/Meeting Jan. 9, 2 pm
 - h. All student letter sign by Chair/Adviser



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- No for signature
- Schedule of Claiming of Letter per Department
- i. Locator Board per Department / ISO
- j. Departmental Exam – Fund Raising Activity Form A / January 2019
March 2019 – Date of Departmental Exam
March 13-15 – ECE
- k. Engineering Comprehensive Exam – Incoming 2nd Year c/o Engr. Ching
 - Lab Heads and Engineering Science
 - April 3-4, 2019
- l. Eng'g Qualify Exam – Incoming 3rd Year
- m. ARAW – March 8, 2019 c/o Engr. Ching and Engr. Golpeo
January 4 – CHED Approval
- n. Smart Sweep MOA c/o ECE and CPE – January 10 or 11, 2019
- o. January 7, 2019 – Agile Project Development c/o Engr. Cansino
 - Faculty – 1-3 pm AVR
- p. Flag Ceremony – March (Engineering)
- q. FRA – IE Six Sigma Belt – February c/o Engr. Austria


Remedios G. Ado



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Subject: _____

CE _____

CPE _____

EE _____

ECE _____

ES _____

IE _____

ME _____

RE _____

CE _____

CPE _____

EE _____

ECE _____

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ME _____

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College of Engineering

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NOTICE OF MEETING

Chairperson
Laboratory Head
Engr. Pedrito M. Tenerife Jr.
Engr. Orlando Pajabera

Dr. Remedios G. Ado
Dean, College of Engineering

Subject: CE Staff Meeting

Date: August 1, 2019

Let us meet on August 5, 2019 (Monday), at 4:00 pm, CE Dean's Office.

Agenda:

1. Vision, Mission, Goals, Objective
2. OPCR
3. IPCR July to December 2019 Targets
4. IPCR January to June 2019 with accomplishments
5. Laboratory Inventory Equipment
6. Classroom Utilization
7. Consolidation of Room Availability
8. Accreditation

gl
Dr. Remedios G. Ado 15-1-19
Dean, College of Engineering

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Received By/Sign

CHAIPERSON

LABORATORY HEAD

CE
CPE
EE
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IE
ME

CE
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EE
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ME

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College of Engineering

NOTICE OF MEETING

College of Eng'g Chairpersons
Laboratory Heads
Ginno Andres
Guillermo Bernabe
Marianito Gallego
Ms. Josefina A. Pavon
Ms. Angelita T. Gallano

Subject: CE Dean's Staff Meeting

Date: October 12, 2018

Let us meet on October 16, 2018 (Monday), at 2:30 in the Afternoon at the CE Dean's Office.

AGENDA:

1. PPP and Accreditation
2. Extension
3. Research
4. Industry/ Linkage
5. Lakbay Aral Status
6. Budget Allocation and utilization
7. Second Semester Subject Offering
8. Other Matters

Dr. Remedios G. Ado
OIC-Dean
College of Engineering

10.12.18