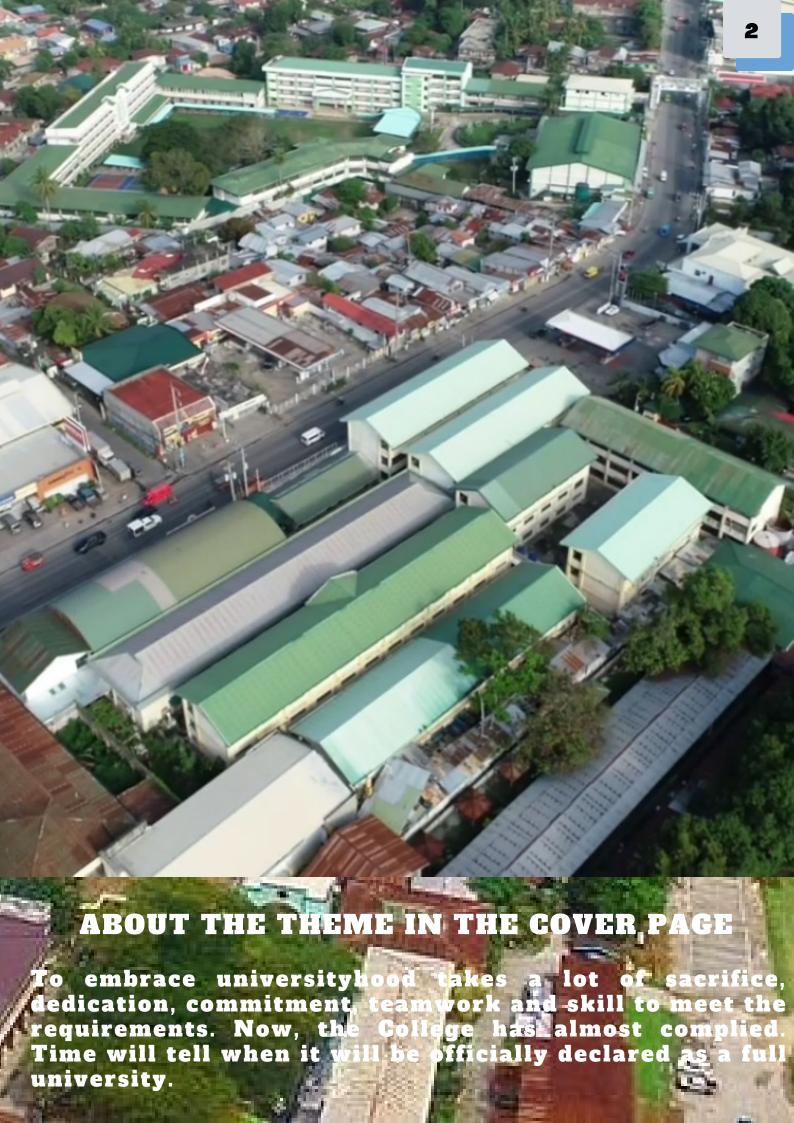


# ANNUAL REPORT



FROM COLLEGE TO UNIVERSITY:

The future awaits



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### Republic of the Philippines

### COTABATO CITY STATE POLYTECHNIC COLLEGE

Sinsuat Avenue, Cotabato City Telefax No.: 064-421-5146 Website: www.ccspc.edu.ph

July 17, 2021

His Excellency
RODRIGO ROA-DUTERTE
President, Republic of the Philippines
Malacañang Palace
San Miguel, Manila

THRU: J. PROSPERO E. DE VERA III, DPA

Chairperson, Commission on Higher Education Chairperson, CCSPC Board of Trustees

Dear President Duterte,

Greetings of Peace and Prosperity!

The Cotabato City State Polytechnic College (CCSPC) has the honor of presenting you the Annual Report for the Year 2020 containing the highlights of accomplishments of different academic and non-academic units of the College with reference to academics, research, extension, international linkages, administration, and finance.

Moreover, CCSPC family would like to take this opportunity to express sincere gratitude for your unwavering support to the College as it continuously struggles in gripping the full university status as per approval of the Commission on Higher Education (CHED). The College sustains its mission of providing accessible quality education for all.

Very truly yours,

PROF. SEMA G. DILNA, Ed. D.

College President

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Cotabato City State Polytechnic College — Annual Report 2020

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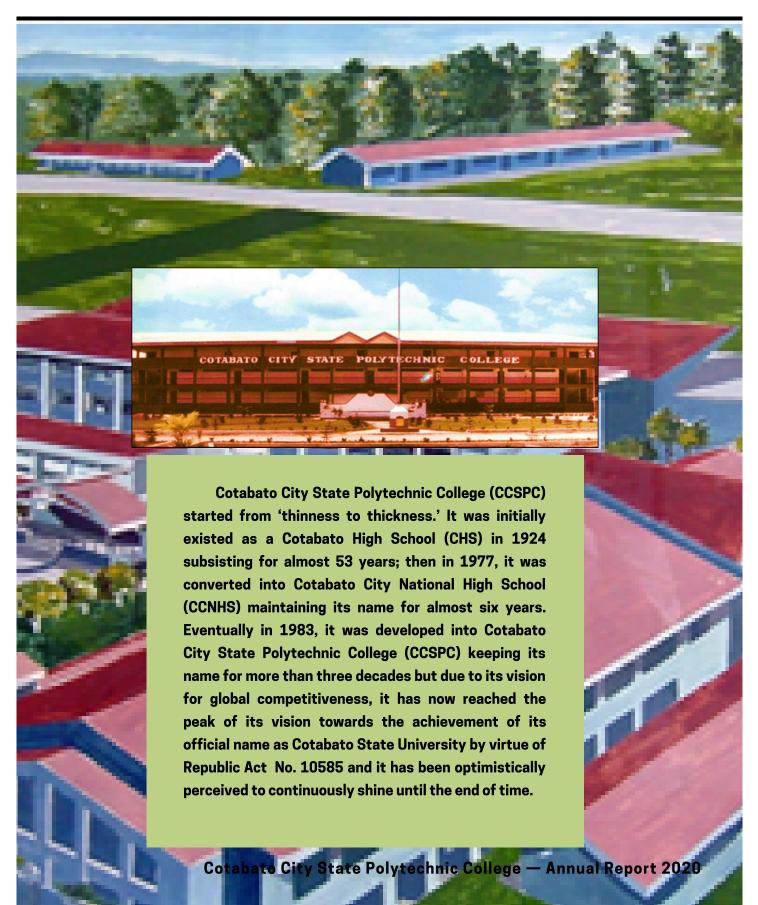
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**Objectives** 

**Priority Areas** 

# CCSPC IN BRIEF BACKGROUND

BEGINS FROM SPARTAN TO WORLDY-WISE





# CCSPC BOARD OF TRUSTEES



# MESSAGE FROM THE COLLEGE PRESIDENT

Assalaamu Alaykum Warahmatullahi Wabarakatuhu!

It has been a great pleasure for me to express my utmost gratitude to all the stakeholders for their solid intention of extending their support to our institution to efficiently achieve its vision, mission, goals and objectives. Having been installed in this position on February 3, 2020, I have exhaustively considered the valuable efforts of the past administrations particularly acknowledging their desire to meet the requirements of the Commission on Higher Education (CHED) with reference to our bid for a university status. Being the 5th president of CCSPC, my administration continued, enhanced, and sustained the programs and projects of the former administration, Dr. Dammang S. Bantala likewise considering him as one of the official consultants of our administration in collaboration with our external stakeholders and in coordination with the different units of this College.

In 2020, despite the challenges of COVID-19 we have still focused on the strategic perspectives specifically by devising sustainability measures in improving our services with reference to our institutional functions; i.e., instruction, research, extension and production. The College has acted swiftly to respond to the emergence of the COVID-19 virus, standing up its pandemic response team in March and rapidly moving all of our teaching online and sending our faculty and students home to work and study remotely which commenced in the third week of March, in accordance with the instructions of COVID-19 Inter-Agency Task Force (IATF) for the **Management of Emerging Infectious Diseases** as well as from health authorities.



Moreover, we moved quickly to implement our long-standing financial stupor recovery plan to carefully manage the financial repercussion from a significant decline in student enrolments. This required serious austerity measures: major penny-pinching in such areas as infrastructure spending, repairs and maintenance, laboratory equipment, recruitment of new faculty and staff including trainings of the faculty to prepare them for the new learning modality as a response to the pandemic challenge. We worked hard for the realization of our priority goals like the appropriations of funds for the investiture program; all back positions of the faculty for professorial rank; budget utilization and proposal; annual procurement plan and program of receipts and expenditures for the tumultuous 2020; change of signatories in all CCSPC bank accounts; closing of the existing Land Bank of the Philippines accounts; implementation of the

increase of honorarium of the Graduate College Faculty; proposed payment scheme for infrastructure; implementation of the project, "Improving Teaching and Learning of Engineering and Technology Programs through Upgrading of facilities to produce graduates with technical skills and competencies aligned with the requirements of industry 4.0" amounting to ten million IDIG of CHED; and guidelines and policies on granting incentives to Board Examination Top Notchers and more.

Likewise, we have allotted financial support to the faculty in the implementation of blended and online learning as well as we have increased the allowance of our key officials. We have strategized our work-scheduling through our work-from home policy to promote the safety and security of our students, faculty and staff.

Also, through our combined efforts, we have achieved tangible accomplishments such as the reorganization of the designations of the officials of the College; hiring of legal consultant; grant of authority to the College president to sign appointment of faculty and staff; approval of the Board of Trustees on the manual of operation of the different offices; creation of the Records Office as per recommendation of the Commission on Audit (COA); proposed policy on secondment and detail of personnel of the CCSPC; bar code registration for the office memoranda, out-going communications and other important documents of the institution.

The College continued to satisfy the CHED requirements for university status despite the outbreak of the Corona Virus (COVID)-19. The pandemic was not a hindrance in complying the CHED requirements and other related activities of the College. To fast track the bid for university status, the College administration created a Committee on Task Force University Conversion to spearhead the monitoring and complying of the lacking requirements for university status and it was officially approved by the BOT per Res. No. 465, s. 2020.

On the other hand, thru Res. No. 457, s. 2020, the proposal for the revision of the CCSPC structure was approved by the BOT.

"We have allotted financial support to the faculty in the implementation of blended and online learning as well as we have increased the allowance of our key officials."

The purpose of such revision was to add the four development centers, records office, procurement office, the gender development office and the quality assurance to the existing structure. administration had struggled to combat challenges brought about by the pandemic. Our crisis management strategies resulted to transforming the old system into innovative schemes. Among these included the decision of the administration of admitting incoming freshmen students without entrance exam due to the pandemic which affected not only the state universities and colleges nationwide but throughout the global community. Like other state universities and colleges in the country, the CCSPC also waived the entrance examination for those who wished to be admitted in the College. Shifting from the traditional face-to-face meetings conferences to virtual or online modality has contributed to the continuity of the College operation.

Consequently, the proposed offerings of Humanities and Social Sciences (HUMSS) and Accountancy, Business Management (ABM) as additional strands in Senior High School existing GAS and STEM were approved by the BOT thru Res. No. 459, s. 2020. Likewise, the confirmation of the guidelines on work scheme under new normal and other policies was approved per Res. No. 460, s. 2020. Since the SUCs needed to adopt to the new normal modality of delivering instruction to the students, the Academic Calendar was adjusted to suit the current situation and classes were moved to later date to prepare the unexpected effect of the COVID-19.

Also, we focused our research of the faculty and the students on innovations specifically issues and concerns related to the challenges caused by the pandemic to maximize our educational participation in combatting the effects of the corona virus and help find possible solutions to alleviate the crisis.

"We have provided accessible and quality tertiary education to the Bangsamoro youths and help them meet the national educational standards."

The sustainable program of the former administration has been strengthened. Linkages with stakeholders were intensified as proven by the confirmation of the Memorandum of Agreement with the Ministry of Agriculture, Fisheries and Agrarian Reform Program, Bangsamoro Autonomous Region in Muslim Mindanao (BARMM); and Office of the Member of the Parliament. This pertains to the agricultural intervention of MAFAR-BARMM to CCSPC by providing agriculture equipment and materials and establish model farm and production area in Parang, Maguindanao to become the venue for the On-the-Job-Training Agriculture and fisheries Nonetheless, the MOA with the Office of the Parliament focused on the implementation of free internet access in support to the Flexible Learning System of the national government and the BARMM Region for students affected by the COVID-19 pandemic. This was approved thru Res. 481, s. 2020.

Further, to provide accessible and quality tertiary education to the Bangsamoro youths and help them meet the national educational standards with the desire to provide education that responds to the need of the community and industry, the College proposed to partner with the BARMM to augment the needed facilities; hence, the project proposal, "BARMM Educational Assistance to Poor and Deserving Students," was approved thru Res. No. 482, s. 2020.

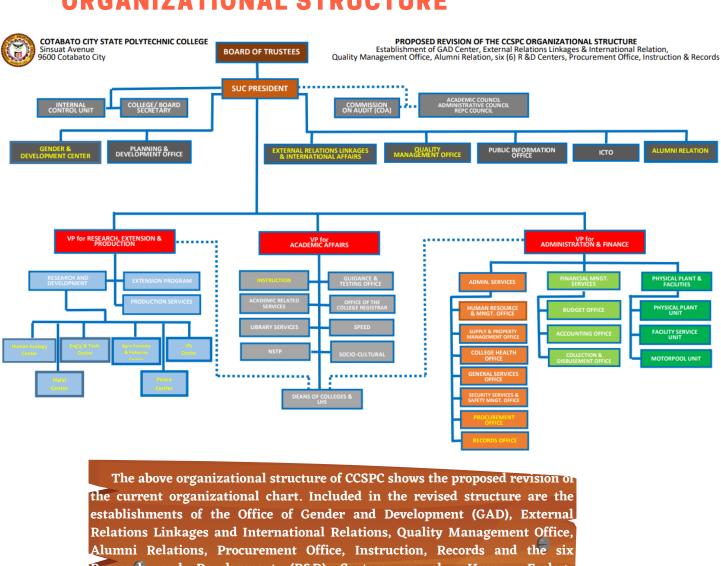
Furthermore, to implement the teaching of Islamic Values and encourage the participation and enrolment of College students-Muslim, Christian, and Lumad alike as well as allocate time and provide a room for the conduct of teaching of Islamic Values and provide space for the assigned teachers where they can rest or perform some office work, a MOA of the College with ZC Knowledge Foundation, Inc. was confirmed as per Res. No. 489, s. 2020.

The physical facilities development of the former administration has been likewise sustained such as the improvement and rehabilitation of drainage system, renovation of the dilapidated wooden grandstand and approval of the recommendation of the Bids and Awards Committee (BAC) on the proposed Five-Storey Academic Building, Phase II.

Hence, we are very grateful to all our stakeholders concerned who contributed to the activities outlined in this Annual Report; to our students, who have stuck with us loyally; to our benefactors, who have continued to invest substantially in research and education; and to our alumni, partners and many more members of our wider community who provided invaluable support for the fulfillment of our goals despite the new normal condition. We look forward for the realization of our dream to embrace full university in 2021. Go for a full university, CCSPCians!

Prof Sema G. Dilna, Ed. D. College President

### ORGANIZATIONAL STRUCTURE



Research and Development (R&D) Centers, namely: Human Ecology Development Center, Engineering and Technology Development Center, groForestry and Fisheries Center, Peace and Development Center, Indigenous Peoples Center, and Halal Center.

Currently, there are 50 offices that have been established for the continuous existence of the College as a center for scholarship, science, professions, and entrepreneurship; a developer of human and technology resources for global competitiveness; and a proactive change-agent in Central Mindanao and Autonomous Region in Muslim Mindanao.

### CCSPC KEY OFFICIALS

### Abonawas M. Pendaliday, Ph.D.

Vice-President for Administration and Finance

### Teng A. Alim, Ph.D.

Vice-President for Academic Affairs

### Zainodin M. Kusin, Ph.D.

Vice-President for Research, Extension & Production

### Radzata A. Abdugani, Ph.D., JD

Chief Administrative Officer/ Board Secretary

### Gloria D. Kadatuan, Ed. D.

Registrar

### Nick L. Aduana, DBM

**DBM Accountant** 

### Ainonnacirin A. Abdulgani, Ph.D., JD

**Human Resource Management** 

### Norfahayma M. Lauban, CPA,MPA

Cashier

### Delsa L. Culanggo, MPA

**Budget Officer III** 

### Engr. John A. Allesa

**Supply Officer** 

### Baidido S. Abubakar, MALS

Librarian

**DEANS** 

### Tarhata S. Guiamalon, Ph.D.

**Graduate School** 

### Mohammadtaha S. Pendaliday, Ph.D.

College of Agriculture & Fisheries

### Farida K. Dimalen, MSFo

College of Forestry

### Alma S. Kato, DM

College of Engineering, Technology, and Computing College of Education

### Maripaz C. Abas, Ed. D.

College of Education

### Ma. Rhodora V. Jovellano, Ph.D.

College of Business & Public Administration

### Juwairiya U. Lingga, Ph.D.

College of Arts & Sciences

### Alfonso B. Mana-ay, Ed. D.

Laboratory High School

**DIRECTORS** 

### Ombra A. Imam, Ed. D.

Director, Instruction

### Joanie T. Haramain, Ed. D.

Director, Research/Records

### Samsia I. Beduya, Ph.D.

Director, Extension

### Fhike T. Abdulrahman, Ph.D.

Director, Production

### Noraini B. Mabang, Ph.D.

Director, Academic Related Services

### Engr. Susa A. Elias, MEP-CE

Director, Planning and Development

### Armia U. Ebrahim, Ed. D.

Office Director, Guidance and Testing
Office

### CCSPC KEY OFFICIALS

Edgar A. Boquia, MAT-PE

Director, SPEED

Nul G. Lingki, MPA

Director, NSTP

Philip T. Cuevas, Ed. D.

Director, Public Information Office

Kundo M. Pahm, Jr., Ph.D.

Director, Institutional Accreditation (Quality Assurance)

Saidamin P. Bagolong, DPA

Director, External & International Linkages

Teresita C. Merced, Ph.D.

Director, Alumni Relations

Amerhusein S. Amad, MIM

Director, Management Information System

Salindatu T. Abdillah, MAT

Director, Socio-cultural Affairs

Farida GSL Masukat, MPS

Director, Gender Awareness Development

Ahmad Mulk D. Bantala, RN

Director, General Services Office

Datu Toh Blah, Ph.D.

Director, Public Relation

IN-CHARGE/ CHIEF/HEAD/MANAGER/ OFFICER

Rosalinda P. Kamid, M.D.

Head, College Clinic

Ayesha B. Hadji Ibrahim, MSci

Head, Internal Control Unit

Jonar L. NArvacan, MAEd-PE

In-charge, CCSPC Choral Group

Faisal B. Monal, MAEd-PE

Choreographer, Salamindanao Dance

Bahiya A. Kid, MSFi

Company In-charge, College Fish Pond

Mohamidin L. Datu, Ph.D.

Manager, Farm

Lucrecia E. Tuyo, Ph.D.

In-Charge, Business Center

Mocamad M. Macasayon, Ph.D.

Head, Human Ecology Research Center

Samuel L. Magsipoc, MAIEM

Head, Engineering & Technology Research Center

Engr. Elena 0. Biado, MPS

Head, Agro Forestry & Fisheries Research Center

Abdulwahid Hasim, Ph.D.

Head, Peace and Development Research Center

Philip T. Cuevas, Ed. D.

Head, Indigenous People Research Center/Public Information Office

Hattah Bilon, MAIS

Head, Halal Center

Paidza T. Hamid, MIB

**In-charge Science Laboratory** 

## The Year Ahead



Abonawas M. Pendaliday, Ph.D VP-Administration and Finance

"The Cotabato City State Polytechnic College (CCSPC) envisions to be a center for scholarship, science, professions, and entrepreneurship; a developer of human and technology resources for global competitiveness; and a proactive changeagent in Central Mindanao and Autonomous Region in Muslim Mindanao."

These are the lines of the CCSPC vision. They are designed to provide CCSPCians with a clear guidance needed to address the changing needs and interests of the clients ensuring that CCSPC provides relevant courses and programs that can meet the demands of the industry.

The encompassing priority of CCSPC in CY 2020 has been responding to the COVID-19 pandemic and protecting the safety of the faculty, students and staff simultaneously pursuing the challenges of complying the lacking requirements mandated by the Commission on Higher Education (CHED) in our bid for university status.

This year's Annual Report has documented the challenges confronting the College: the emergence of new platforms and aggressive and abrupt orders both in electronic and hard copies to satisfy the authenticity of all the College activities with regards to the changing needs and demands of this new normal. Fortunately, CCSPC has a very proud tradition and is aware that change can be unsettling for some of its stakeholders. Inherent in the CCSPC mission is the understanding that the institution must carefully explain the rationale behind its decisions, articulate how they fit in the CCSPC mandates and take the internal and external communities along with its journey.

It has always been thus. With innovation as a touchstone, the CCSPC has consistently embraced the opportunities presented by new technology to benefit the stakeholders particularly the students. It quickly expanded from a comprehensive high school to college and now on its road to full university status.

Now, CCSPC has been humbly expanding its programs and services to cater the needs and demands of the students and the industry. It is just a matter of pushing the right manpower and using the resources to efficiently achieve its vision, mission, goals and objectives as well as to sustain excellence and productivity.



### Vision

The CCSPC shall be a center for scholarship, science, professions, and entrepreneurship; a developer of human and technology resources for global competitiveness; and a proactive change-agent in Central Mindanao and Autonomous Region in Muslim Mindanao.



### Mission

CCSPC aims to produce professional and advance academic technical and vocational training; promote research, extension, production and progressive leadership in the fields of specialization; and provide scholarship and part-time job opportunities to poor but deserving students.

### Goals

- 1. To provide programs of instruction and professional training primarily in the field of science and technology especially in Agriculture, Fisheries, Forestry, Engineering and Industrial fields, Education, Commerce and in the Arts and Science in order to produce graduates who are both locally and globally competitive and marketable;
- 2.To promote advanced studies, research and extension services and progressive leadership in the fields of Agriculture, Fisheries, Forestry, Engineering and Industry, Education, Commerce and in the Arts and Science and other areas of discipline needed for the development of Mindanao:
- 3. To develop courses at the graduate level along its field of specialization to respond to the needs of development workers in the region;
- 4.To provide non-formal education and undertake vigorous extension and research programs in food production, nutrition, health, environment, sports development, socio-cultural, and vocational-technical development; and
- 5.To offer scholarship and/or part-time job opportunities to deserving udents from low-income families.

# PRIORITY AREAS

There are several priority areas of the College which are summarized below. They are all important and interrelated as well as relevant to the attainment of the vision, mission, goals and objectives of the institution. This section identifies the specific priority areas and targets of the College and demonstrating how they align with internal strategy and goals of the institution.



# 01 — Promoting Safety and Welfare of Human Resources

The College has successfully responded to the challenges of the COVID-19 pandemic by means of institutionalizing policies that can promote the safety and welfare of the students, staff and the faculty.



# 02 — Complying Requirements for University

The requirements of the Commission on Higher Education for the College bid for University have been complied by creating a Committee on Task Force University Conversion.

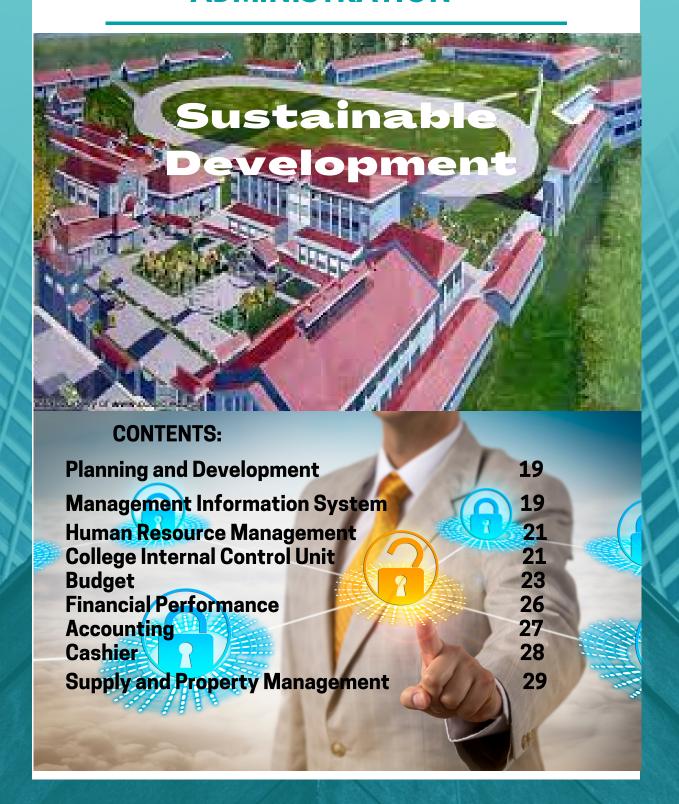


# 03 — Establishing Linkages/Partnership

The institution has continuously forged partnership with local, national and international individuals and organizations to sustain the development of the College.

**CHAPTER TWO** 

# GENERAL ADMINISTRATION



#### **ADMINISTRATION**



The new administration worked exhaustively for sustainable growth by means of strengthening its system and applying various mechanisms as well as utilizing all resources including the enhancement of its partnership with internal and external stakeholders.

The spirit of coordination and collaboration contributed to the increased participation of stakeholders in the realization of the development plan of the College.

With the cooperation of the administrative and academic councils, most of the proposed programs and projects as well as resolutions for sustainable development were approved by the Board of Trustees (BOT).

Despite the challenges caused by the pandemic, most of the programs and projects of the past administrations had been sustained and implemented coupled with good governance.

# PLANNING AND DEVELOPMENT

Evolving as the data bank and center of all programs and projects and proposals for the development of the College as well as mandated to initiate, coordinate, monitor and evaluate the planning and development of

the College stipulated in the CCSPC Code, the Planning and Development Office manned by Engr. Elias Susa worked strenuously and achieved relevant and numerous accomplishments for the Year 2020.

Among the Planning and Development Office (PDO) remarkable accomplishments included the preparation of CCSPC 2020 BAR 1 (Quarterly Physical Report of Operation); CCSPC 2020 Operational Plan with Budgetary Requirements; FY 2020 Budget Execution Documents (BED -1 Physical Plan using Unified Reporting System) in coordination with Financial Services; and CCSPC Annual Investment Plan Proposal for 2021 in coordination with Financial Services.

Also, the Planning and Development Office participated in the Budget Preparation; APP (Annual Procurement Plan); and PRE (Program Receipts and Expenditures).

Moreover, the PDO in coordination with other offices prepared the Project Plans and Engineering Documents for FY 2020 Capital Outlays with a total amount of 52 million pesos which included the Renovation of the old and Dilapidated Wooden College Grandstand amounting to ten million pesos; including the improvement or rehabilitation of

Drainage System along the Campus with a total cost of five million pesos; Construction of (5) Five Storey Academic Building Phase II amounting to 27 million pesos; as well as the Improvement or Rehabilitation of ICT Building worth ten million pesos.

Also, the PDO prepared the Project Plans and Proposals for FY 2021 Capital Outlays with a total amount of 116,634,000 pesos which included the Expansion of Administration Building worth 27,534,000 pesos; Construction of 5-Storey Academic **Building** Phase III amounting to 54,100,000 **Upgrading** pesos: of Enhancement Laboratory Facilities with an amount of (30,000,000 pesos; and Upgrading of Library Holdings worth 5,000,000 pesos as disclosed in the preceding sections.

# MANAGEMENT INFORMATION SYSTEM

The Management Information System (MIS) Office is manned by Director Amerhusein S. Amad. The MIS has been created to support the leadership of the administration current protecting CCSPC information assets by means of implementing appropriate and efficient security mandated with practice in IT planning and implementation, management and operations, while assuring confidentiality, integrity, as well as authenticity, accountability and availability.

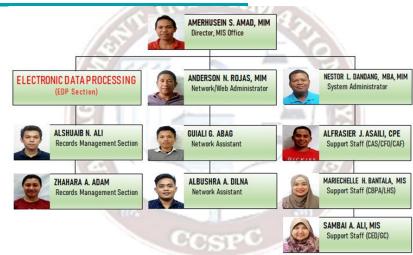
The MIS has been working for the purpose of safeguarding new technologies and services; initiating partnerships to evaluate and improve computer security practices. In addition, the MIS focused on implementing technologies that increase the visibility of potential risks to data; developing repeatable processes that validate security in IT systems and services; and enforcing policies and standards.

The MIS has been responsible in developing, implementing and sustaining ICT based solutions and services that meet the CCSPC's requirements towards enhancing governance functions; leading the team to efficiently and effectively carry out IT projects and supporting the users infrastructure IT systems. Likewise, the MIS is responsible installing. maintaining and sustaining the day-to-day operation of CCSPC networks (Local and Wide area networks).

Among the accomplishments of the MIS Office were on the development and management of new and existing programs specific to the needs of the College/Departments or Offices particularly on Casual/Job Order Profiling System, Human Resource Management, and Payroll System with Biometric; and Maintenance of the installed Biometric Devices.

Likewise, the MIS conducted regular system maintenance; checked regularly and corrected the human error causing system issues/problems. For efficient service. the MIS attended a consultation meeting in August 27 to discuss on the network requirements for the internet dissemination DICT internet connection.

Included in the projects, programs and activities of the MIS were on computer repair and maintenance.



The MIS has provided assistance to the College offices and departments in terms of maintenance (hardware and software), repair, networking and consultation resulting to cost savings, untampered or unaltered computer hardware.

Besides, the MIS performed various kinds of maintenance such as virus remediation, software trouble shooting as well as software and hardware installations. upgrading hardware including operation system, data backups and transfers, hardware and software repair on desktop computers, and software repair laptops. In terms networking services, the MIS performed Local Area Network Configuration and Wireless Network Configuration. MIS has shown remarkable accomplishments on computer repair and maintenance.

In September this year, the MIS provided 52 repair and maintenance of computer equipment whereas month of October, it provided 17 repair and maintenance services. The MIS mechanism of controlling IT equipment purchase requests plans have resulted to the release of a certification on the necessity of the equipment requested.

On the other hand, the MIS has maintained the College Official Website, http://www.ccspc.edu.ph by regularly posting the varied documents particularly as required in the bidding process such as invitation to bid, supplemental bid bulletin, notice of award, notice to proceed, request for quotation and purchase order, posting bulletin of vacant position, and updating CCSPC webpage.

In the month of November, the MIS provided at least 35 updates, five invitation to bid documents, four notice of award documents, five notice to proceed documents, 20 quotation documents request including purchase order documents. The CCSPC Network Maintenance aims to provide the information systems infrastructure operate properly systematically with IT Infrastructure and Structured Cabling services. Also, it focuses on upgrading Network Structured Cabling, MIS Server room, and implementing eMail and Filesharing database using intranet.

The MIS was in-charge of the CCSPC Virtual Commencement **Exercises July:** 90th Undergraduate; and 25th Graduate College as well as the Remote Virtual **Validation** for conversion university including Video Presentation in December 11.

### **PLANTILLA**

ONLINE MONTHLY UPDATES OF PSIPOP (DBM)

	As of	December 20	20	
		FILLED POSITION	UNFILLED POSITION	AUTHORIZED POSITION
l	FACULTY	181	18	199
/	ADMINISTRATIVE PERSONNEL	41	1	42
	TOTAL	222	19	241

### **RETIREMENT/TRANSFERRED**

### RETIREMENT

#### **ADMINISTRATIVE PERSONNEL**

- Maribeth C. Lidasan (Administrative Aide IV)
- ❖ Ma. Same C. Buhian (Administrative Aide III)

#### **FACULTY**

- Erlinda M. Bunao (Associate Professor I)
- Ma. Ana Rosalinda L. Barretto (Assistant Professor III)
- Benjamin Cabañog (Assistant Professor I)
- Felicidad Abid (Instructor III)
- Ambusa Badal (Instructor II)

#### TRANSFERRED

Abdul M. Lantong (Assistant Professor IV)

### COLLEGE INTERNAL CONTROL

The CCSPC Internal Control Unit known as ICU serves as the alternative personality of the Commission on Audit (COA) as well as partner of other units and departments.

Also, the ICU exists to ensure accountability for public resources, promote transparency and help improve government operations, in partnership with other units and departments of the institution.

The ICU is mandated to pre audit, examine and check accounts pertaining to the revenue, receipts, documents of and expenditures or uses of funds and property.

The designated ICU officer of the College Ayesha B. Hadji Ibrahim has been in-charged of reviewing and verifying the accuracy and legality of the financial documents and records and ensuring that the institution has complied with the legal basis of COA.

Included in the highlights of accomplishments submitted by the ICU as seen in the preceding tabular graphical and presentations were on comparative performance indicators for the calendar year 2019 and 2020, monitoring, evaluation and adjustments results, budget accountability report apart from the extent of implementation the of programs and projects.

### HUMAN RESOURCE MANAGEMENT

The Human Resource Management (HRM) Office of this College was formally set up as a distinct administrative eventually unit evolved as a service center that provides administrative support services to all departments in the institution through its functions such as recruitment, selection, placement, performance management development, job classification and evaluation, employment records management, employee relations and services, among others.

To date, the HRMO through the Faculty and Staff Selection Board (FASSB) has continued the process of screening the pool of applicants to the Faculty and Staff for vacant item positions vacated by those promoted, retired or transferred to other agencies and institutions.

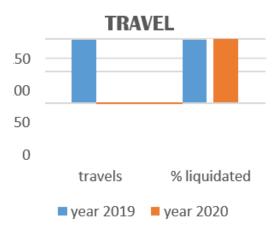
100% liquidated

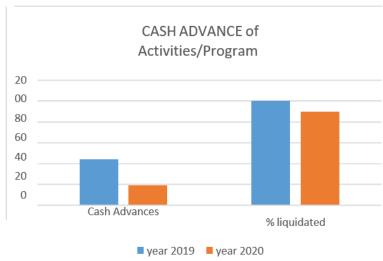
MILLE

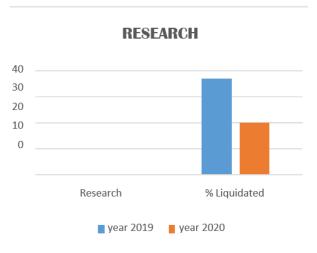
Interestingly, all travels of the school personnel have been 100 percent liquidated both in the Year 2019 and Year 2020. For the Research Program, more than 30 percent was liquidated in 2019 whereas 20 percent in 2020. For the Extension Program, less than 50 percent was liquidated in 2019 but in 2020, almost 100 percent was liquidated. For Cash Advance of the institution's programs and activities, 40 percent was liquidated in 2019 and 100 percent in 2020.

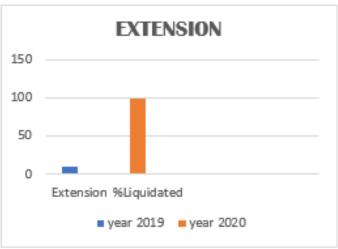
There was a total of 800 released vouchers in 2019; whereas in 2020, it went up to 1,000 released vouchers as shown in the preceding page.

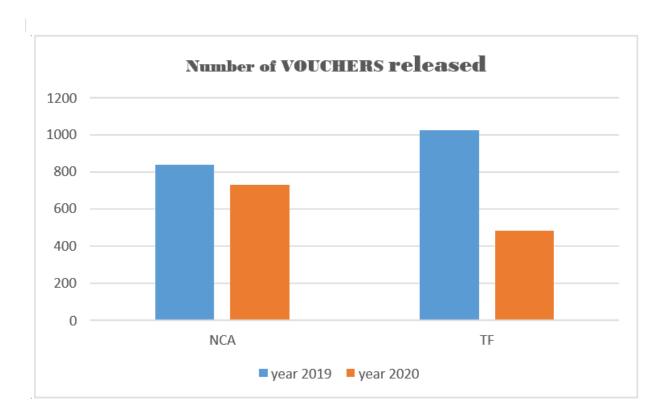
### **ADMINISTRATION**













**CCSPC** The budget being preparation is formulated in line with the College commitment achieve and realize vision and mission through fiscal policies, strategic limited allocation of resources and operational effectiveness.

As per inclusion in the accomplishment report submitted by the Budget Officer Delsa L. Culanggo in coordination with the Planning Office, there was a dramatic increase in the institutional budget. For the Maintenance Other Operating Expenses (MOOE). an additional budget of 221.39 percent or equivalent to 25.423 million pesos approved and allocated by the Department of Budget (DBM).

For the Capital Outlay, all proposed projects were 100 percent approved and funded.

More interestingly, there has been a 100 percent compliance accomplishments on the submission of the Flash Performance **Monitoring** covering Report the Appropriation, Allotments, **Obligations** Disbursement as reflected in the College General Appropriations Act (GAA).



The Program of Receipts and Expenditures (PRE) from the Income and Other Sources of Funds in coordination with the Planning Officer as well as the Accountant and the Budget Office had been prepared. The Program of Receipts and Expenditures presented the projected income from the tuition, miscellaneous fees and other charges, fiduciary funds and income generating projects as well as the estimated expenditures by the College.

The Budget Office has reviewed and evaluated the Project Procurement Management Plan submitted by the different offices in coordination with the Supply Officer.

Moreover, the BED 1-Financial Plan and BED 3-Monthly Disbursement Program for current Fiscal Year based from the National Expenditures Program which has been prepared every 15th of November annually and other budgetary reports have been submitted to the DBM.









Construction of 5-Storey Academic Building (Phase II) — P 2,700,000.00

Expansion of Administration Building – P27,534,000.00



Upgrading and Enhancement of Laboratory Facilities - P30,000,000.00



Improvement/Rehabilitation of ICT Building — P 1,000,000.00

# BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS

5

BAR

Pursuant to the Commission on Audit or COA-DBM Joint Circular No. 2014-1 effective July 2, 2014 the Guidelines known as Prescribing the Use of Modified Formats of the BFARs, government entities receiving budgetary support from the national government have been required to regularly submit BFARs to the Department of Budget and Management (DBM) and Commission on Audit. within the timelines prescribed under the General Provisions (GP) of the annual General Appropriations Act (GAA), which reports provide information on the status of fund utilization and accomplishments of programs and projects being implemented.

In this account, to ensure the timely availability and facilitate the consolidation ofall information from the BFARs, submission of BFARs through online web based application systems has been prescribed under DBM Circular Letter No. 2016-11 dated December 6, 2016 (Guidelines Prescribing Electronic Submission of BFARs via the Unified Reporting System (URS)) and COA Circular No. 2015-05 dated July 16, 2015 (Availability of Web-based **Financial** Annual Reporting System).

On the basis of the accomplishment report submitted by the Budget Office, the following reports were 100 percent complied and submitted quarterly to the DBM and COA.

FAR Statement of Appropriations, Allotments, П Obligations, Disbursements & Balances (SAOODB) Summary of Appropriations, Allotments, Obligations FAR and Balances by Object of Expenditures (SAAOBOE) **1A** FAR List of Allotments and Sub-Allotments 18 Statement of Approved Budget, Utilizations, FAR 2 Disbursements and Balances (SABUDB) Summary of Approved Budget, Utilizations, FAR Disbursements and Balances by Object of 2 A Expenditures (SABUDBOE) Statement of Due and Demandable FAR 3 **Obligations** Monthly Report of Disbursement that is **FAR** being prepared by the Accountant 4 Statement of Income/Revenues prepared FAR



by the Accountant quarterly

Physical Report of Operation that is being

prepared by the Planning Director/Officer

Upgrading of Library Resources worth P5,000,000.00



For the Fiscal Year 2020, CCSPC has an available appropriation as reflected in the table below. Allotments released for MOOE and Capital Outlay are shown in the table below.

		Allotment Received		Obligations		Disbursements	
Particulars	Per GAA	Amount	% Appropriation	Amount	% Allotment	Amount	% Obligation
PS	128,413	138,217	107.63%	138,217	100%	138,217	100%
MOOE	20,942	17,498	85.39%	17,498	100%	17,498	100%
CO	52,000	46,800	90%	42,985	91.85%	5,712	13.29%
TOTAL	201,355	202,515	100.58%	198,700	98%	161,427	81.24%

The Obligational Authority for the Fiscal Year 2020 of Personnel Services has comprised the Current Year Appropriation and additional allotment from the Special Fund-MPBF Purpose PGF. For Personnel Services (PS), **CCSPC** received P16,383,225 additional obligational authorities for NBC 461 Cycle 7A, lump-sum for filling-up of positions and terminal leave benefits.

In addition, the Budget Office assessment of the submitted Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (FAR No. 1) as of December 31, 2020 disclosed the following:

### **Obligation Rate**

Personnel Services had shown 107.63 percent obligation rate because of the implementation of NBC 461 Cycle 7A, SSL V 1st tranche and lump-sum for filling-up

of positions. Maintenance and Other **Operating** Expenses although (MOOE), 100 percent obligated, 85.39 of the total percent appropriation was utilized since 10 percent was offered as savings per NBM No. 580 including the "For Later Release" Other-MOOE. For Capital Outlay, percent was also 10 offered as savings per NBM No. 580 from the released allotment. Actual **Obligations** had shown 91.85 percent against Allotment because only the Actual Costs of the Projects had been obligated.

#### **Disbursement Rate**

Both Personnel Services (PS) and Maintenance and

For Operating Expenses (MOOE) ther had been 100 percent disbursed. Only the Capital 100 Outlay had shown low disbursement rate of 13.29 percent because majority of the projects commenced on the last quarter of FY2020 due to the pandemic.

### Continuing Obligations for Locally Funded Projects – Capital Outlay

For the College Continuing Appropriation of Capital Outlay, actual disbursement was only 33.18 percent of the total obligations. Some of the projects had been 100 percent completed.

Continuing Appropriation	Allotments Released	Obligations	Disbursement	Disbursement Rate
Capital Outlay	0	17,498	5,806	33.18%



Existing as the center point of the institution, the Accounting Office is responsible for ensuring the efficient financial management and financial control. It ensures proper disposition, utilization and reporting on funds released to the institution. The office monitors the compliance to relevant issuances from COA, DBM and other regulatory bodies. It has a crucial support function to the institution to ensure the successful implementation of programs, projects and activities that have been collectively planned and organized.

Based on the annual accomplishment report of the Accounting Office headed by the College Accountant, Dr. Nick L. Aduana, the financial statements have been prepared in conformity with generally accepted state accounting principles and reflected amounts that are based on the estimates and informed judgment of management with an appropriate consideration to materiality.

The Accounting Office has maintained a system of accounting and reporting which provides for the necessary internal controls to ensure that transactions are properly authorized and recorded, assets are safeguarded against unauthorized use or disposition and liabilities are recognized.

It encompasses the processes of analyzing, recording, classifying, summarizing and communicating all transactions involving the receipts and dispositions of government funds and Property, and interpreting actual results.

Also, the Accounting Office submitted to the Commission on Audit (COA) the following financial reports and documents, to wit:

### CONSOLIDATED REPORTS **Journal Entry Voucher for the year 2020:** Pre-Closing Trial Balance for the year ended December 31, 2020; **Condensed Statement of Financial Position for the year** ended December 31, 2020; **Detailed Statement of Financial Position for the year** ended December 31, 2020: **Condensed Statement of Financial Performance for the** year ended December 31, 2020: **Detailed Statement of Financial Performance for** the year ended December 31, 2020: Statement of Changes in Government Equity for the year ended December 31, 2020: **Condensed Statement of Cash Flows for the year** endedDecember 31, 2020; **Detailed Statement of Cash Flows for the year ended December 31. 2020;** Post-Closing Trial Balance for the year ended **December 31, 2020; and Notes to Financial Statements.**

Likewise, the Accounting Office has submitted the required reports Department of Budget and Management which include Financial Accountability (FARs). The office was also able to observe remittances of GSIS, Pag-IBIG and PhilHealth contributions, as well as union dues. The BIR taxes were properly withheld and remitted through appropriate mode like through Tax Remittance Advice (TRA). The office also monitored the processing of disbursements so that they would all be accounted for and included in the periodic financial reports. An average of 80 disbursement vouchers were prepared each month, including those to be paid through checks and ADA.



The Cashier's Office is the frontline service of the College which is responsible for the collection of school fees and other income and disbursements.

The system of collection has become more convenient since the statement of account could be accessed through the Computer Generated SIMONE Enrolment System.

School fees and other income including the collection of the College Income Generating Projects had been properly executed to monitor the outstanding balances of the different projects. Fund transfers intended for various projects such as researches, scholarships, and subsidies for free tuition from the Commission on Higher Education Central Office had been monitored as indicated in the annual accomplishment of the Cahier's Office manned by Norfahayma M. Lauban.

Vigilant collection scheme was employed specifically for the back accounts for the old students whose accounts had not yet been encoded in the SIMONE System. This was included as other income of the College.

### **Payment via Check**

This has been the primary mode of payment of the College. Checks were serially issued according to the charged fund by the Budget Office. There were about six reorders made to Bureau of Treasury for Calendar Year 2020. Six LBP Check Booklets were released to the school. However, for the DBP accounts, there had only been twice reorder throughout the vear. E-banc made statements were also implemented to ease the monitoring of the posted credits and debits.

### Payment via Petty Cash

The petty cash fund has been made for the payments of authorized or miscellaneous expenses which could not be conveniently paid through checks. This was controlled and monitored under the custody of the Supply Officer and Special Disbursing Officer. An increase from P20,000.00 to P40,000.00 was made during the 1st quarter of the year.

#### **SUMMARY OF COLLECTIONS**

•							
MONTH		AMOUNT					
	Total per OR			Breakdow	vn of Collections		
			COLLEGE		GRADUATE SCHOOL	LHS	IGP
		TF/OI	FREE TUITION	SCHOLARSHIP	TF/OI	TF/OI	VARIOUS
JANUARY	2,217,788.00	868,844.00	-	80,000.00	1,948,780.00	283,940.00	1,350.00
FEBRURY	1,260,046.00	152,940.00	-	-	883,800.00	1,614,460.00	5,600.00
MARCH	871,242.50	45,090.00	-	-	330,900.00	94,090.00	7,270.00
APRIL	1,289,528.85	-	-	-	-	-	-
MAY	3,546,243,.00	350.00	-	1,350,000.00	2,467,610.00	633,795.00	-
JUNE	2,195,419.00	3,830.00	172,120.00		584,685.00	917,720.00	-
JULY	13,369,326.78	153,546.00	-	300,000.00	1,296,355.00	1,615,285.00	-
AUGUST	2,581,733.00	81,380.00	-	1,704,000.00	5,080,221.79	190,575.00	300,250.00
SEPTEMBER	20,374,572.00	48,960.00	-	9,553,958.00	1,946,890.00	37,960.00	7000.00
OCTOBER	19,365,981.00	72,165.00	18,478,665.00	-	301,190.00	59,620.00	-
NOVEWSER	2,166,490.00	99,965.00	-	-	573,280.00	48,910.00	-
DECEMBER	2,660,467.50	9,845.00	21,676,943.00	10,825,169.00	529,150.00	149,725.00	40,000.00
TOTAL	87,266,711.79	1,536,915.00	40,327,728.00	23,813,127.00	15,942,861.79	5,646,080.00	361,470.00

Prepared by:

NORFAHAYMA M. LAUBAN, CPA, MPA

Cashier III



The Supply and Property Management Office (SPMO) is responsible in the acquisition and utilization of supplies, materials and equipment. It is also tasked to dispose unserviceable properties and equipment of the College.

Among the accomplishments of the SPMO included the preparation and submission of the Reports on Physical Count Property, Plant of and Equipment (RCPPE); Monthly Submission of Report on Supplies and Materials; Inventory Inspection and Reports of Unserviceable **Property** (IIRUP); and maintenance of stock cards for the monitoring of perpetual inventory of supplies.

Also, the SPMO headed by the Supply Officer Engr. John acting Allesa as BAC Secretariat has been tasked to prepare the bidding documents and advertisement through PhilGEPS (both public bidding alternative modes and procurement). The SPMO had been able to prepare Property Acknowledgement **Receipts** (PARs) and **Inventory** Custodian Slips (ICS); conducted Physical Inventory of CCSPC Property, Plant and Equipment (PPE); facilitated

the processing of Property and Equipment Insurances with GSIS; consolidated the Project Procurement Management Plan (PPMP); prepared Annual Procurement Plan in coordination with the Planning and Development Office including the Budget Office.

Presented below in tabular form is a summary of the procurement activities of the College conducted during the year thru public bidding, shopping, and the like. This includes the various infrastructure projects done thru competitive bidding in accordance with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

#### PROCUREMENT OF SUPPLIES, MATERIALS AND EQUIPMENT

Mode of Procurement	Total No. of Procurement	Approved Budget for the Contract (ABC)	No. of Contracts Awarded	Total Amount of Contracts Awarded
Public bidding				
Goods	2	34,352,300.00	2	33,827,649.00
Infrastructure	5	72,961,882.70	5	64,624,502.02
Consulting Services	1	800,000.00	1	799,000.00
Alternative modes				
Goods (Fund 101)	18	2,076,735.65	18	
Goods (Fund 164)	32	4,424,496.72	32	

### **INVENTORY of Property, Plant and Equipment (PPE)**

OFFICE EQUIPMENT (221)	FURNITURE & FIXTURES (222)	INFORMATION TECHNOLOGY/ SOFTWARE (223)	COMMUNICATION EQUIPMENT (229)	MEDICAL/ DENTAL & LABORATORY EQUIPMENT (233)
6,956,627.49	814,656.66	8,224,090.79	4,037,343.98	159,096.00

SPORTS EQUIPMENT (235)	TECHNICAL/ SCIENTIFIC EQUIPMENT (236)	OTHER MACHINERIES & EQUIPMENT (240)	MOTOR VEHICLES (241)	TOTAL
663,220.80	18,451,394.45	707,466.00	1,175,966.00	41,189,862.17

CHAPTER THREE

# Academic Sector

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# TENG A. ALIM

VICE PRESIDENT FOR ACADEMIC AFFAIRS

THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

has administrative responsibility for over all academic programs of the College. The VPAA has a general supervision of the over all academic units and as such exercises authority over all deans and directors of academic. These responsibilities include assessment, accreditation, and review of academic programs.

The VPAA plans, formulates, executes, decides and recommends all matters that are academic in nature such as relevant curricular programs, faculty development, educational workshops and conferences, extension programs, appeals and other academic issues and concerns.

OFFICE/COLLEGE DIRECTORY

Teng A. Alim, PhD.
Vice President for Academic Affairs
+639053242379
Email address: dr.teng alim@ccspc.edu.ph

## TRANSFORMING VISION INTO REALITY

In response to the attainment of the College vision, mission, and objectives, The Office of the Vice President for Academic Affairs ensures the effective, efficient, and excellent delivery of services which are anchored on the vision and mission of the institution.

The department always strives for quality services in all activities especially in terms of accreditation of academic programs and other survey visits to ensure full compliance to program and quality assurance standards. The office assures the offering of relevant and innovative curricular undergraduate, laboratory high school, and graduate programs in order to provide the best quality education and to produce globally competitive graduates.

Also, the office encourages and fully supports faculty and staff who wish to pursue graduate studies and professional accreditation, industry immersion, and participating in in-house capability-building activities to achieve excellence in instruction.

In addition, the department strengthens support mechanisms to students especially board exam takers and topnotchers by enhancing student support and services such as: library services, leadership trainings, values enhancement, sport and cultural activities, literary publications and other civic engagement activities.

As we look forward to more remarkable services and accomplishments, the Academic Affairs department will always sail in unity and remains committed to transforming ACTION with EXCELLENCE into REALITY.

### A. Degree Programs and Short Courses

The College is currently offering a total of 58 degree programs. Currently, the College has 35 Bachelor's degree; 19 Masteral; and three (3) Doctorate programs.

Likewise, the College is offering one (1) Associate degree program including a Laboratory High School that offers both Junior and High School programs.



## COLLEGE OF AGRICULTURE AND FISHERIES

Master of Science in:

- o Agriculture Major in Crop Production and Management
- Agricultural Extension
- o Agriculture Major in Animal Science

Bachelor of Science in

- o Agriculture Major in Animal Science
- Agricultural Technology
- o Agriculture Major in Animal Science
- o Agriculture Major in Crop Science
- Agriculture Major in Extension and Communication
- Agribusiness
- Fisheries

Associate in Agricultural Technology



## COLLEGE OF ARTS AND SCIENCES

Doctor of Philosophy in Peace and Development

Master of Science in Social Work
Master of Arts in Peace and Development

Bachelor of Science in:

- Islamic Education
- o Community Development
- Psychology
- Social Work

Bachelor of Arts in Peace and Development



### COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION

Doctor of Philosophy in Public Administration

Master of Business Administration (Plan A)

Master of Business Administration (Plan B)

Master of Public Administration (Plan A)

Master of Business Administration (Plan B)

Master of Public Administration in:

- o Local Government and Regional Administration
- o Organization and Management
- o Program Development and Administration

#### Bachelor of Science in:

- Business Administration Major in HRDM
- o Business Administration Major in Marketing Management
- o Psychology
- o Social Work

Bachelor of Arts in Peace and Development



#### **COLLEGE OF EDUCATION**

Doctor of Philosophy in Educational Administration

Master of Arts in Industrial Education Master of Science in Extension Education Master of Arts in Education Major in:

- School Administration and Supervision
- English
- o Islamic Studies

#### Bachelor of Secondary Education Major in:

- o Filipino
- o English
- o Mathematics
- o Music, Arts, Physical Education and Health
- o Technology and Livelihood Education

Bachelor of Technical Teacher Education Major in:

• Food Service Management

Bachelor of Technology and Livelihood Education Major in:

- Home Economics
- o Industrial Arts

Bachelor of Technical-Vocational Teacher Education

Bachelor of Physical Education Major in SPE



## COLLEGE OF ENGINEERING, TECHNOLOGY AND COMPUTING

Master of Science in Information Technology Master of Information Technology

Bachelor of Science in:

- o Civil Engineering
- Information Technology
- Information System
- Computer Science

Bachelor of Science in Industrial Technology Major in:

- o Civil Technology
- Electrical Technology



#### COLLEGE OF FORESTY

Bachelor of Science in: Forestry

### **B. Program Accreditation**



### UPDATED LIST OF PROGRAMS GRANTED ACCREDITATION STATUS BY AACCUP

A total of 25 academic offerings of Cotabato City State Polytechnic College garnered accreditation status from the Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP).

Presented in the preceding table is the updated list of programs granted accreditation status by AACCUP based on the report of the College Institutional Quality Assurance Office manned by Dr. Kundo M. Pahm, Jr.

PROGRAM	LEVEL (ACCREDITATION STATUS)	VALIDITY OF ACCREDITATION STATUS
Ph.D. in Educational Management	Level II Re-Accredited	Dec.16, 2016- Dec.15, 2020
Ph.D. in Peace and Development	Level I Accredited	May. 16, 2014-May.15, 2017
Ph.D. in Public Administration	Level II Re-Accredited	Dec.16, 2016- Dec.15, 2020
MS in Agricultural Extension	Level II Re-Accredited	Dec.1,2019- Nov.30,2023
MA Education, Major in Admin & Supervision	Level III Re-Accredited	Feb.1, 2015-Jan.31 2018
MA in Peace and Development	Level II Re-Accredited	Dec.16, 2016- Dec.15, 2020
Master of Public Administration	Level III Re-Accredited	Nov.16, 2015-Nov.15, 2018
BS in Agribusiness Management	Level II Re-Accredited	Dec.1,2019- Nov.30,2023

PROGRAM	LEVEL (ACCREDITATION STATUS)	VALIDITY OF ACCREDITATION STATUS
Bachelor in Agricultural Technology, Major in Gen. Agriculture	Level II Re-Accredited	Dec.16, 2016- Dec.15, 2020
BS in Agriculture (Majors; Crop Sci., An Sci, Agric'l Ext'n & Comm.	i Level II Re-Accredited	Dec.1, 2019-Nov.30, 2020
Bachelor of Secondary Education (Majors; Eng, Math, MAPEH	Level II Re-Accredited	Dec.16, 2016- Dec.15, 2020
BS in Business Ad. (Majors; Marketing Mgt. & Human Res. Mgt.)	Level II Re-Accredited	Oct.16, 2017-Oct.15, 2021
BS in Civil Engineering, Major in Gen. Civil Engineering	Candidate	Oct.16, 2017-Oct.15, 2019
BS in Community Development	Level II Re-Accredited	Dec.1, 2019- Nov.30, 2020
BSE Education, Major TLE	Level III Re-Accredited	Jan.1, 2018-Dec.13, 2021
BS in Fisheries, Major in Gen. Fisheries	Level I Accredited	Nov. 2017-Oct. 2018
BS in Forestry, Major in General Forestry	Level II Re-Accredited	Oct.16, 2017-Oct.15, 2021
BS in Industrial Technology Major in Civil Technology	Level II Re-Accredited	Dec.1,2019- Nov.30,2023
BS in Industrial Technology Major in Electrical Technology	Level I Accredited	Nov. 2017-Oct. 2018
BS in Information Technology	Level II Re-Accredited	Sept.16, 2015-Sept.15, 2016
BS in Islamic Education	Level II Re-Accredited	Dec.1,2019- Nov.30,2023
BS in Psychology	Level II Re-Accredited	Dec.1, 2019- Nov.30, 2020
BS in Public Administration, Major in Organizational Management	Level II Re-Accredited	Oct.16, 2017-Oct.15, 2021
BS in Social Works	Level III Re-Accredited	Dec.16, 2018-Dec.15, 2022
Bachelor of Technical Teacher Ed. Majors in Food Science Management	Candidate	Oct.16, 2017-Oct.15, 2019

### C. Program Certification

At least six degree programs of the College were awarded with a Certification of Program Compliance (CoPC) by the Commission on Higher Education (CHED) during the last quarter of the year. Various programs offered by the College have already granted with COPC.

PROGRAM	СОРС	X X
	NO.	DATE OF ISSUANCE
Master		ISSUANCE
in Public	091, s. 2020	
Administration		September 18, 202
Bachelor of Arts in	CRO12COPC-	
Peace	004-2020	October 22, 2020
and Development		
Bachelor of		October 22, 2020
Physical Education	CRO12COPC-	October 22, 2020
Bachelor of Science	003-2020	October 22, 2020
in Information		
System	CRO12COPC-	
Bachelor of	002-2020	October 22, 2020
Science in Computer		
Science	CRO12COPC-	
Bachelor of Science in Civil in	001-2020	October 22, 2020
Engineering		

#### A. Enrolment

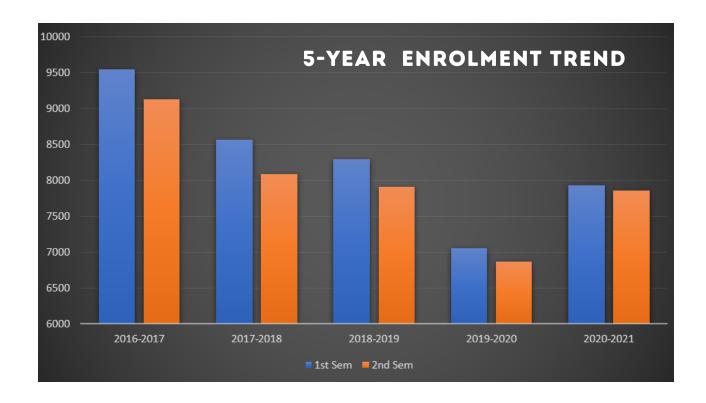
The five-year enrolment trend of the College has shown a significant decline of student population. In the five academic years from 2016-2017 to 2020-2021, the enrolment in various degree programs manifested a dramatic decrease as the College had experienced the effect of the implementation of Republic Act 10533.

The enrolment in AY 2016 -2017 gained an overall total of 9,540 in the first semester and 9,125 in the second semester having a 412 decrease in enrolment. In the AY 2017-2018, a total of 8,564 students enrolled in the first semester but it became 8,089 enrollees in the second semester with a total of 475 decrease of enrolment. In the AY 2018-2019, there was a total of 8,296 who enrolled in the first semester and

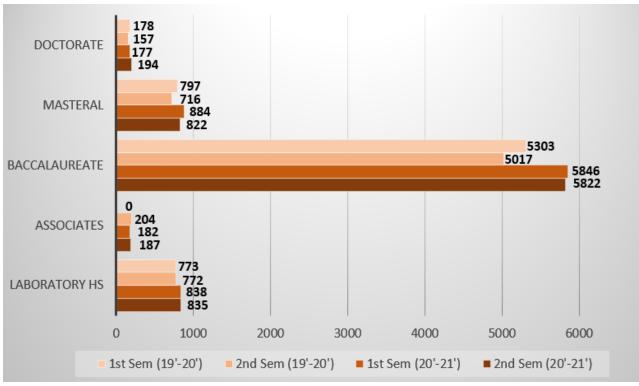
7,909 in the second semester with a decrease of 387.

In the AY 2019–2020, a total of 7,051 student population was recorded in the first semester and 6,866 in the second semester having a 185 total decrease of enrolment. In AY 2020–2021, a total of 7,927 was enrolled in the first semester and 7,860 in the second semester with 67 total decrease of enrolment.

It is noticeable that for the last five years, there has been a decline of the student population and usually, there has likewise been a decline in enrolment during the second semester of each academic year which could be attributed to several factors such as geographical location, employment and particularly the effect of RA 10533 including the COVID-19 pandemic.



The figures below reveal the distribution of student population by degree programs as well as per college. Based on the report of the College Registrar's Office, the baccalaureate degree programs obtained the highest number of enrollees. CECT garnered the highest number of enrollees while CAFo obtained the lowest number of student population.





#### **B. Student Awards**



SADRIA S. KENDAYO, a student of the College of Engineering, Technology and Computing ranked 3rd Place in the Mobile Journalism during the National Word Cup Journalism Competition conducted by EdCalibre International Word Cup Associated Editors Company in cooperation with the Commission on Higher Education and Department of Education including Manila Bulletin, ABS-CBN, and other agencies nationwide.

### WE ALL DREAM IN GOLD

Silver Medalist Award in Mobile Journalism
(Pamulaklakin Forestry
Bronze Medalist Award in Photojournalism (Press
Conference on Mental Health
Honorable mention in Photojournalism for SY 2019-2020

#### C. Student Scholarship and RA 10931 Implementation

There were at least 828 students of the College who benefitted from the Universal Access to Quality Tertiary Education Act (RA 10931) and other agencies during AY 2020. Dependent Scholarship Grant and Student Assistance program are internally funded while the rest of the grants are externally funded. The distribution of beneficiaries by scholarship grant is shown in the graphics below.



### **D. Student Organizations**



COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION-LOCAL STUDENT GOVERNMENT

(CBPA-LSG)



COLLEGE OF AGRICULTURE AND

COLLEGE OF AGRICULTURE AND FISHERIES-LOCAL STUDENT GOVERNMENT (CAFI-LSG)



COLLEGE OF

ENGINEERING
TECHNOLOGY AND
COMPUTING-LOCAL
STUDENT
GOVERNMENT
(CETC-LSG)



PHILIPPINE INSTITUTE OF

\*ccspc\*

5

COLLEGE OF EDUCATION-LOCAL STUDENT GOVERNMENT (CED-LSG)



SUPREME

**STUDENT** 

**GOVERNMENT** 

(SSG)



CIVIL

**ENGINEERS** 

(PICE)

COLLEGE OF FORESTRY-LOCAL STUDENT GOVERNMENT (CFO-LSG)



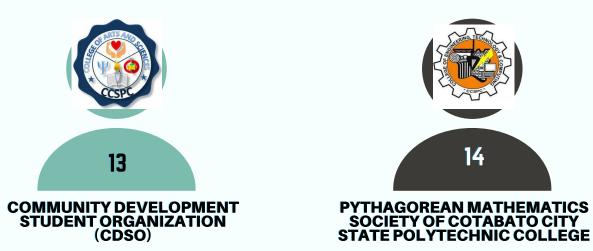
8
THE TORCH

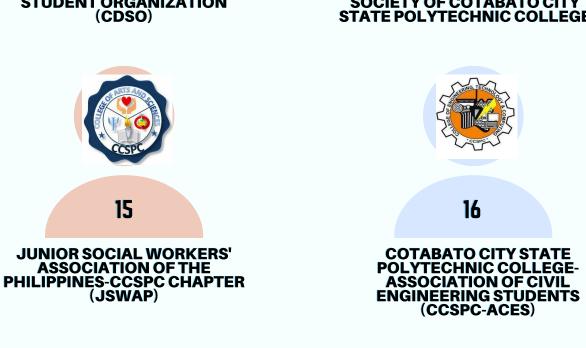
CCSFC.

9

COLLEGE OF EDUCATION-LOCAL STUDENT GOVERNMENT (CED-LSG)







#### E. Student Insurance

3,414°

232

1,020

**557** 

Agriculture & Fisheries

Arts & Sciences

Business & Public Administartion

**791** 

697

117

Education

Engineering, Technology & Computing

Forestry

#### F. Student Development

Cotabato City State Polytechnic College has intensified its training programs and relevant services for students' holistic development particularly in their fields of specialization. Most of the students had been exposed to different areas of academic endeavor including application of knowledge, values and skills through the conduct of community services.

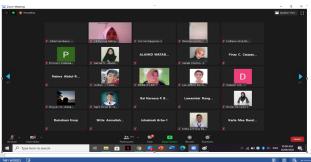
TRAININGS/SEMINARS/ CONFERENCES	VENUE/DATE	PARTICIPANTS
Community Extension Activity of the MAED Students Training on Vermi composting	Sinapangan, Libungan November 28, 2020	MAED Students, Graduate College
Webinar on Fire Safety during COVID-19 Pandemic	August 22, 2020	Students, Graduate College
Webinar on Understanding Online & Mobile Banking During COVID-19 Pandemic	August 22, 2020	Students, Graduate College
Online Orientation on Dissertation and Thesis Writing	August 14, 2020	Students, Graduate College
Online Orientation on Comprehensive Examination	Aug. 05, 2020	Students, Graduate College
Mental Health Webinar: Students in Focus	October 29, 2020	Students, Undergraduate
Mental Health Webinar: Focusing on Psychological First Aid	December 19, 2020	Students, Undergraduate
JSWAP Leadership Training and Seminar in Partnership with National Association of Social Work Education IncCentral Mindanao Chapter	February 4-6, 2020	SCC Farm, Midsayap North Cotabato



# ENVIRONMENTAL LOVERS. Community Extension Activity of the MAED Students and Training on Vermi composting held at Sinapangan, Libungan.



Webinar on Fire Safety during COVID-19 Pandemic with Speaker SF03 Yasser Ebrahim held on Aug. 22, 2020.





Webinar on Understanding Online and Mobile Banking During COVID-19 Pandemic with Keynote Speaker Michael John H. Limon Bank Manager, BPI Cotabato Branch conducted on Aug. 22, 2020.

Mental Health Webinar: Students in Focus





**JSWAP Leadership Training and Seminar** in Partnership with National Association of Social Work Education Inc., Central Mindanao Chapter held on Feb. 4-6, 2020 at SCC Farm, Midsayap North Cotabato.

G. Graduates

CONGRATULATIONS

To All

1,326

GRADUATES

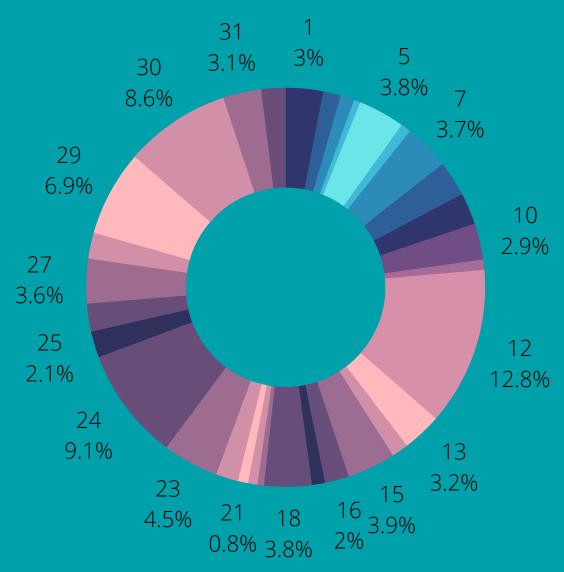
Class of 2019-2020 CCSPC



XXXX

We wish you the best to your next journey.

### **NUMBER OF GRADUATES PER PROGRAM**



### Legend:

- PhD Major in Ed. Ad.
- 2. PhD Major in Peace & Dev.
- 3. PhD major in Public Ad.
- 4. MA of Arts in Ed. Major in Eng.
- MA of Arts in Ed. Major in School Ad. & Supervision
- 6. MA of Arts in Peace & Dev.
- 7. MA of Public Ad. (Plan A)
- 8. MA of Public Ad. (Plan B)
- 9. BS of Secondary Ed. Major in MAPEH
- 10. BS of Secondary Ed. Major in TLE
- 11. BS of Technical Teacher Ed.
- 12. BS in Civil Eng.
- BS in Industrial Technology Major in Civil Tech.
- 14. BS in Industrial Tech. Major in Electrical Tech.
- 15. BS in Information Tech.
- 16. BS in Forestry

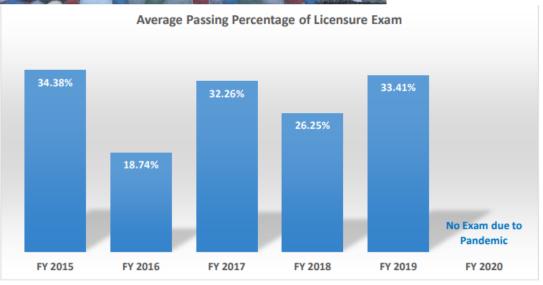
- BS in Agricultural Tech.
- 18. BS in Agribusiness
- 19. BS in Agriculture Major in Animal Sci.
- 20. BS in Agriculture Major in Crop Sci.
- 21. BS in Agriculture Extension & Com.
- 22. BS in Fisheries
- 23. BS in Agri Tech
- 24. BS in Community Dev.
- 25. BS in Islamic Ed.
- 26. BS in Psychology
- 27. BS in Social Work
- 28. BS in Business Ad. Major in HRDM
- 29. BS in Business Ad. Major in Marketing Mngt.
- 30. BS in Public Ad. Major in Org. Mngt.
- 31. BS in Secondary Ed. Major in Eng.
- 32. BS in Secondary Ed. Major in Math.

### H. Performance in Licensure Examination



#### JAYMAR CAMADAN SALI

TOP 5 PASSER IN 2019 BS IN SOCIAL WORK BOARD EXAMINATION



KEY RESULT AREA/CRITERIA	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Average Passing Percentage of Licensure Exam	<b>34.38%</b> (176/512)	<b>18.74%</b> (89/475)	<b>32.26%</b> (220/682)	<b>26.25%</b> (142/541)	<b>33.41%</b> (303/907)	No Exam
Agriculture	7.69% (1/13)	4.55% (1/22)	21.74% (5/23)	22.22% (2/9)	13.65% (13/95)	No Exam
Fisheries	0.00% (0/1)	33.33% (1/3)	5.26% (1/19)	0% (0/7)	10.00% (1/10)	No Exam
Forestry	20.00% (1/5)	31.58% (6/19)	25.00% (2/8)	26.67% (4/15)	36.36% (4/11)	No Exam
Civil Engineering	12.68% (9/71)	10.31% (10/97)	10.89% (11/101)	11.94 % (8/67)	15.00% (15/100)	No Exam
Social Work	72.19% (109/151)	No Exam Sched.	57.80% (126/218)	37.78% (17/45)	69.66% (124/178)	No Exam
LET	20.66% (56/271)	21.26% (71/334)	23.96% (75/313)	27.89% (111/398)	28.46% (146/513)	No Exam

Prepared By:

Noted By:

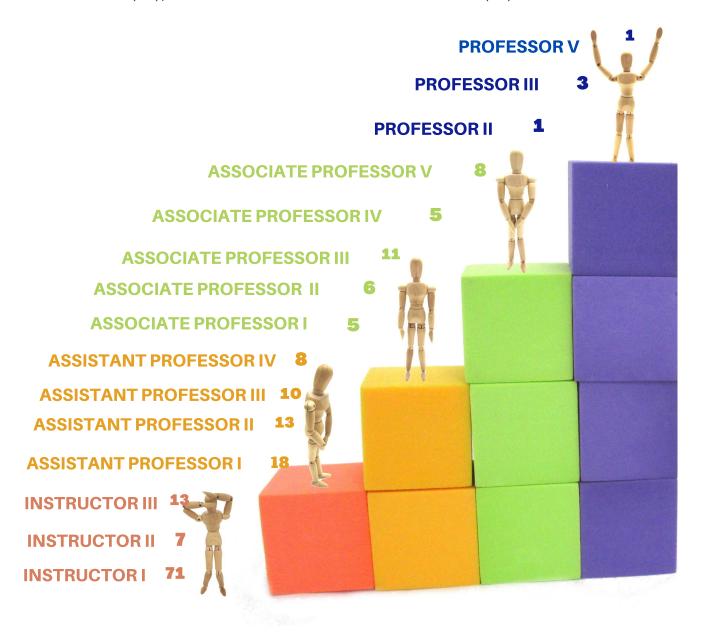
SUSA A. ELIAS, MEP-CE

Director for Planning

College President

### A. Faculty Profile Based on Academic Rank

The College has a total of 181 faculty members holding plantila positions. As of December 2020, the Human Resource Management Office recorded a total of five full-pledged professors. However, majority of the faculty members hold Instructor position (91), followed by Assistant Professors (49), while the rest are Associate Professors (35).



### **B. Faculty Profile Based on Educational Attainment**

The CCSPC faculty members have continuously growing professionally. As of December 2020, at least 34 percent or a total of 62 doctors was recorded by the Human Resource Management Office. In addition, 43 percent or a total of 78 faculty had Master's Degree and 23 percent or 41 of the faculty with Baccalaureate Degree.

	FY 2	020	FY 2020			
PARTICULARS	Number of Employees	%	F1 2020			
Percentage of Faculty members with Baccalaureate degree holders	41	23.00	BASCCALAUREATE DEGREE HOLDERS 23.00%			
Percentage of Faculty members with Master's Degree holders	78	43.00	HOLDERS 43.00%  DOCTORAL DEGREE HOLDERS 34.00%			
Percentage of Faculty members with Doctoral Degree holders	62	34.00	TOTAL 100%			
Total	181	100	0% 20% 40% 60% 80% 100% 120%			

On the other hand, there is a total of 368 number of CCSPC personnel. Aside from the 181 regular faculty members, there is a 45 existing job order faculty who have been distributed in the six

REGULAR FACULTY	181
REGULAR ADMINISTRATIVE STAFF	41
CONTRACTUAL	3
JOB ORDER FACULTY (COLLEGE)	45
JOB ORDER FACULTY (LHS)	25
JOB ORDER ADMINISTRATIVE STAFF	73
Total	368

colleges. Also, there are three contractual teachers. Whereas, a total of 25 job order faculty has been stationed the in Laboratory High School. Likewise, there are 41 currently employed as regular administrative staff of College. the In addition, there is a recorded 73 job order administrative staff.

### **C.** Faculty Development

Faculty and staff development has been one of the main priority areas of the College. Below is the list of trainings, seminars/webinars, worskhops and conferences as well as benchmarking activities attended to by the faculty and staff.

TRAININGS/CONFERENCES/ BENCHMARKS	VENUE/DATE	PARTICIPANTS
7th international Conference on Public Administration and Development	Bangladesh - Feb. 3-9, 2020	Annonnacirin Abdulgani
7th international Conference on Public Administration and Development	Bangladesh - Feb. 3-9, 2020	Radzata Abdulgani
7th international Conference on Public Administration and Development	Bangladesh - Feb. 3-9, 2020	Moh. Faheem Aliuden
7th international Conference on Public Administration and Development	Bangladesh - Feb. 3-9, 2020	Saidamin Bagolong
Capacity Development Workshop on Corporate Etiquette and International Protocol for SUC President	Manila - March 3-6, 2020	Sema G. Dilna
"BACK TO SCHOOL: Guidelines for a Health Promoting School"	Webinar-July 25, 2020	Dianara B. Garcia
Expanding Perspectives: Systemic Approaches to College Students Experiencing Depression	April 11, 2020	GTO Personnel
Technological Revolution in Education (TechRevEd) Updates and Research Conference	Webinar - August 20, 2020	Joanie T. Haramain
4th Forum in Cotabato City 5th SCP Meeting at CHED Manila	Manila - Jan. 21, 2020	Abunajar Mahamud
4th Forum in Cotabato City 5th SCP Meeting at CHED Manila	Manila - Jan. 21, 2020	Ahmad Mulk D. Bantala
4th Forum in Cotabato City 5th SCP Meeting at CHED Manila	Manila - Jan. 21, 2020	Radzata Abdulgani
Strategic Planning Workshop	December 16-18, 2020	Ayesha B. Hadji Ibrahim

TRAININGS/CONFERENCES/ BENCHMARKS	VENUE/DATE	PARTICIPANTS
4th Forum in Cotabato City 5th SCP Meeting at CHED Manila	Manila - Jan. 21, 2020	Alano Kadil
4th Forum in Cotabato City 5th SCP Meeting at CHED Manila	Manila - Jan. 21, 2020	Lourdes Abadingo
4th Forum in Cotabato City 5th SCP Meeting at CHED Manila	Manila - Jan. 21, 2020	Sittie Farisaha Magapisa
19th PASSAGE Biennial Conventional and International Research Conference	Cebu - Jan. 21, 2020	Frida Dimalen
19th PASSAGE Biennial Conventional and International Research Conference	Cebu - Jan. 21, 2020	Elena Biado
19th PASSAGE Biennial Conventional and International Research Conference	Cebu - Jan. 21, 2020	Samsia Ibrahim Beduya
19th PASSAGE Biennial Conventional and International Research Conference	Cebu - Jan. 21, 2020	Analiza Macacua
John Paul Centennial Conference	Cebu- Jan. 15-19, 2020	Jose Arnold Alferez
"Beyond Attribution: Use of the HGDG to Mainstream GAD Elements in the Project Development Cycle	Webinar- October 13, 2020	Dianara B. Garcia
Seminar-Workshop on Strategic Planning	Pagana, Pavilion Hall- October 13, 2020	VPs, Directors, Heads of Offices, Deans, Chairpersons
College orientation on CMO No.04,s. 2020 "Guidelines on the implementing of flexible learning"	Webinar- December 10, 2020	VPs, Directors, Heads of Offices, Deans, Chairpersons, Faculty
Online In-House Review on Project Proposals	CCSPC- October 14-15, 2020	Faculty Researchers
Tele behavioral Health: Ethical Considerations During a Public Health Emergency	ACA- April 7, 2020	GTO Personnel
Developing Competence in Working with LBGTQI+ Communities: Awareness, Knowledge, Skills and Action	April 10, 2020	GTO Personnel
Seminar Forensic and Fraud Audit	Davao City- Jan. 23-25, 2020	Nick Aduana

TRAININGS/CONFERENCES/ BENCHMARKS	VENUE/DATE	PARTICIPANTS
Living Through a Time of Crisis	PGCA- June 2, 2020	GTO Personnel
Science of COVID-19: Coping Behavior	PGCA- June 4, 2020	GTO Personnel
Best Fit Therapeutic Practices during the COVID-19 Contagion	PGCA- June 25, 2020	GTO Personnel
Basic GAD Concepts and SOGIESC	Online September 1, 2020	GAD Personnel, Faculty
Gender Analysis and GMEF	September 29, 2020	GAD Personnel, Faculty
Screening, Brief Intervention and referral to Treatment (SBIRT) for Substance Misuse	PGCA April 11, 2020	GTO Personnel
Becoming Relevant: Issues and Challenges of Guidance Counselors	PGCA- June 23, 2020	GTO Personnel
GAD Planning and Budgeting	Online October 15, 2020	TWG of GAD
Beyond Attribution: Use of HGDG to Mainstream GAD Elements in the Project Development Cycle	October 13, 2020	TWG of GAD
Transforming the Challenges of COVID 19 into Opportunities of Hope CHED XII	December 22, 2020	TWG of GAD
A Constructive Approach to Help Counselors Work with Clients who Express Discrimination Views	PGCA- April 10, 2020	GTO Personnel
Utilizing Technology in the Delivery of Virtual Guidance and Counseling Services	PGCA- August 8, 2020	GTO Personnel
Care for Careers: Maintaining and Reestablishing Work-Home Life Balance among Mental Health Responders Amidst COVID-19 Crisis	PGCA- July 17, 2020	GTO Personnel
The GAD Agenda: Formulating the GAD Strategic Framework and the GAD Strategic Plan	November 19, 2020	TWG of GAD
Enhancing Gender Mainstreaming in the Academe through the Higher Zonal Resource Centers (CHED XII)	December 16, 2020	TWG of GAD

TRAININGS/CONFERENCES/ BENCHMARKS	VENUE/DATE	PARTICIPANTS
Living Through a Time of Crisis	PGCA- June 2, 2020	GTO Personnel
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The GAD Agenda: Formulating the GAD Strategic Framework and the GAD Strategic Plan	November 19, 2020	TWG of GAD
Enhancing Gender Mainstreaming in the Academe through the Higher Zonal Resource Centers (CHED XII)	December 16, 2020	TWG of GAD

TRAININGS/CONFERENCES/ BENCHMARKS	VENUE/DATE	PARTICIPANTS
Webinar Training for Online Education and Producing Learning Materials	August 2020	CCSPC Faculty
Syllabus and Module Making Webinar	August 2020	CCSPC Faculty
Training on the Construction Occupational Safety and Health (Safety Officer II)	November 30, 2020.	Datu Yusoptani L. Panggaga
ICPEP Virtual National Convention and General Assembly	November 20-21, 2020	BSCE Faculty
PICE Virtual National Convention and Technical Conference	November 20-21, 2020	BSCE Faculty
Philippine Association of State Universities and Colleges (PASUC) Webinar on Digital Summit "Making Research and Extension Work for COVID-19 Response: Innovation and Initiatives by Philippines State Universities and Colleges"	August 26, 2020	Zainodin M. Kusin Joanie T. Haramain Samsia Ibrahim Beduya

Participation
in the
Philippine
Guidance and
Counseling
Association
(PGCA)
Webinar
Series 2020



The Guidance and Testing Office Personnel listening to the speaker during the Webinar sponsored by the Philippine Guidance and Counseling Association (PGCA).

### **D. Faculty Awards**

# National Word Cup Competition for School paper Advisers

If students can, why can't the Faculty...



FIRST PLACE IN PHOTO JOURNALISM-AETA PAMULAKLAKIN HEALTH

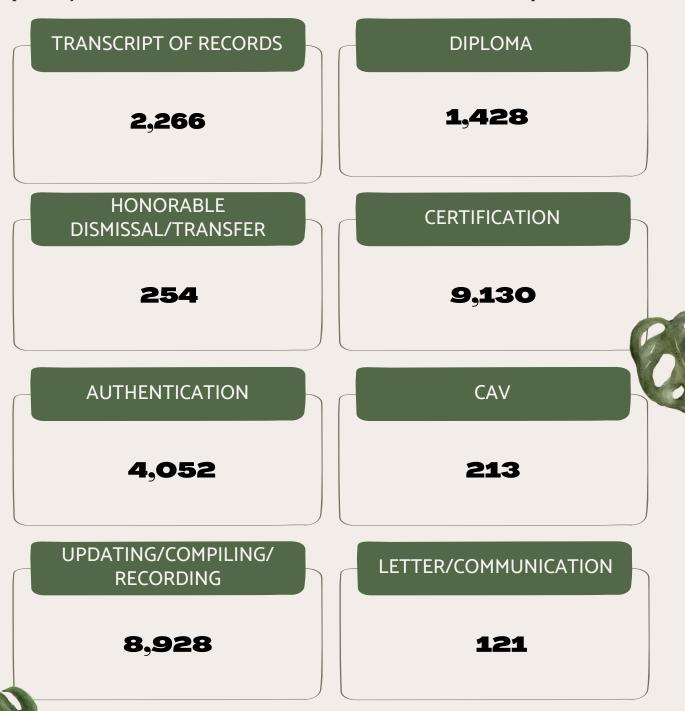
### E. Faculty Members with Scholarships

CHED K TO 12 TRANSITION PROGRAM

DATUKONG TAKULANGA HYDEE VILLEGAS

#### A. Registrar Services

The Office of the College Registrar (OCR) employed various schemes to address the challenges caused by COVID-19. One strategy was on the temporary discontinuance on the implementation of Entrance Examination. This means Admission Test was not required but the admission depends on the grade requirements of the department or college. Also, the OCR produced various documents requested by the students and clienteles. The distribution of the different services is presented below.



#### **B.** Health Services

The preceding data highlights the accomplishments on the programs, activities and services prepared and implemented by the CCSPC Medical and Dental Health Services during the year 2020 which include the list of students who have undergone medical and dental consultations, the total number of clients attended. and the interventions that have been made to of COVID-19 manage the spread infection.

#### **CLINIC DESIGN**

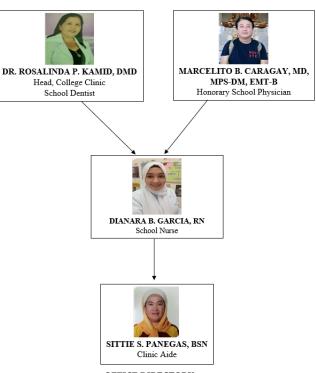
As visibly noticed in the College Clinic, there is an adequate size to accommodate standard furniture, fixture, instruments, equipment and supplies with sufficient lighting and ventilation, with a separated room for sick students and employees for observation and recovery, a comfort room and lavatory with tap water, a refrigerator to store medicines and vaccines, and as well as cabinets/drawers to secure medical records. The corridors and doors are wide and permit wheelchair and trolleys, and the clinic floors are made of washable ceramic tiles.

#### **INFECTION CONTROL**

To implement a comprehensive and up to date infection control standards, COVID-19 health protocols were implemented to minimize the source and transmission of infection, and maintain a sanitary environment. Wearing of mask and face shield were properly observed inside the campus, the use of Cotabato City Tracing System scanning was implemented, body



#### ORGANIZATIONAL STRUCTURE



OFFICE DIRECTORY
Medical and Dental Health Services Office: 421-2415

temperature scanner was placed at the entrance gate for health assessment prior entry as well as footwear and hand sanitization for disinfection. Campus disinfection was also done several times with standard protocol of mixing the solutions for disinfection.

Individuals with travel history outside the city and those who had a close contact with a COVID-19 positive patient were advised to stay at home and were monitored by the barangay health workers for signs and symptoms of the said disease. Employees who got infected by the disease must provide a medical clearance prior to reporting to the institution.



### Routine Medical-Dental Program

This program aims to provide primary health care services as well as medical and dental certificate/ clearance clients. **Activities** implemented were: Monitoring vital signs; Rendering first aide treatments; Tooth Extraction; Dispensing medicines; Online Teleconsultation; and Medical/ dental examination.

#### Disease Awareness Program

The objective of this program is to provide proper health education on disease management, prevention and cure through Health teaching as well as Conducting seminars/symposium.

#### Referrals

Referrals to Higher Center to provide further treatment and management. Clients had been accompanied by the College nurse to the hospital. There were 1,354 clients who availed on the various services of the College Health Services. The distribution is shown in the table below.

### NUMBER OF PERSONNEL AND STUDENTS ATTENDED MEDICAL SERVICES

Month	Faculty	Staff	CEd	CETC	CFo	CAFi	CAS	CBPA	SHS	JHS	TOTAL
Jan	40	65	05	07	0	01	03	03	06	14	144
Feb	41	70	13	07	0	05	10	05	08	10	169
Mar	29	36	04	01	0	03	229	05	01	01	309
Apr	0	02	L	O	С	K	D	O	W	N	02
May	22	36	L	O	C	K	D	O	W	N	58
Jun	64	39	01	0	0	0	0	0	0	0	104
Jul	64	58	0	0	21	49	0	0	0	0	192
Aug	53	74	0	0	0	0	0	0	0	0	127
Sep	26	29	0	0	0	0	0	0	0	0	55
Oct	30	44	0	0	0	0	0	0	0	0	74
Nov	44	45	0	04	0	0	0	0	0	0	93
Dec	08	18	0	0	0	01	0	0	0	0	27
Total:	421	516	23	19	21	59	242	13	15	25	1,354

#### **COVID-19 Precaution and Infection Control**

To keep the school safe from COVID-19 and from other diseases, the College Clinic employed several schemes such as posting COVID-19 Precautions and Infection Control at the corridors; proposing policies regarding COVID-19 Precautions and Infection Control to be observed inside the school campus; strictly implementing "No Facemask, No Face shield and No CCTS ID, NO ENTRY" at the entrance gate; monitoring Health condition, travel history and contact history of visitors, faculty, staff and students upon entry to school campus; updating CCSPC Medical-Dental Health Services Facebook page; and Disinfection of school campus.

There were 296 students who received their medical certificates likewise there were 60 clients who availed dental services as revealed in the preceding tables.

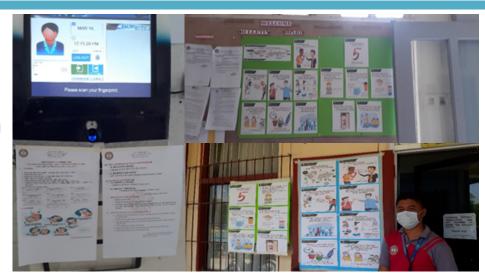
### NUMBER OF STUDENTS REQUESTED FOR MEDICAL CERTIFICATE

Activity	Department	Date	No. of Students
On-the-Job Training	CAFi- Associate in Agriculture Technology Society	July 09, 2020	49
	CFO (Summer Practicum)	July 09, 2020	21
Field Trip	CAS- Social Work Department	March 11, 2020 April 10, 2020	159
	CAS- Community Development	March 12, 2020	67
Sports Activity	-	-	-
Working Students	-	-	-
Scholarship Program	-	-	-
			Total: 296 student

### NUMBER OF STUDENTS AND PERSONNEL ATTENDED DENTAL SERVICES

Month	Faculty	Staff	CEd	CETC	CFo	CAFi	CAS	CBPA	SHS	JHS	TOTAL
Jan	02	01	0	0	0	0	0	01	01	01	06
Feb	04	03	03	02	01	0	01	03	02	02	21
Mar	0	0	L	O	C	K	D	0	W	N	-
Apr	0	0	L	О	C	K	D	0	W	N	-
May	0	0	0	0	0	0	0	0	0	0	-
Jun	03	0	0	0	0	0	0	0	0	0	03
Jul	0	01	0	0	0	0	0	0	0	0	01
Aug	01	03	0	0	0	0	0	0	0	0	04
Sep	01	01	0	0	0	0	0	0	0	0	02
Oct	10	06	0	0	0	0	0	0	0	0	16
Nov	04	01	0	0	0	0	0	0	0	0	05
Dec	0	02	0	0	0	0	0	0	0	0	02
Total:	25	18	03	02	01	0	01	04	03	03	60
Dental Check-up:	58										
Tooth Extraction:	02										

COVID-19 INFORMATION DISSEMINATION March 09, 2020



### MONITORING OF TEMPERATURE, HAND SANITIZING AND FOOTWEAR DISINFECTION UPON ENTRY TO THE CAMPUS







BODY TEMPERATURE AND CCTS QR CODE SCANNER



**HAND SANITIZER** 



FOURTEEN FOOTBATH BOARDS DONATED BY SUPREME STUDENT GOVERNMENT EVENTUALLY DISTRIBUTED TO THE DIFFERENT COLLEGES AND OFFICES



HAND WASHING STATION PLACED AT DIFFERENT COLLEGES AND AT THE COLLEGE MINI PARK





DISTRIBUTION OF FACEMASK TO SECURITY GUARDS AND GENERAL SERVICE OFFICE STAFF

### C. Library Services

The preceding data prepared by the Library Office covered the month of January to December 2020 which include the key areas such as administration, personnel, collections/library holdings, services, physical set-up and engagement to research and extension services.

Among the highlights of accomplishments of the CCSPC Library were on the active participation during the evaluation visit of the Commission on Higher Education relative the University (CHED) to conversion. To strengthen the efficiency of services, additional library registered librarian was hired by the College administration.

Concerning personnel development, the College librarian library staff participated in the distribution of book request form to the respective deans of the different colleges, packaging and distribution of food packs to the stranded CCSPC students during the COVID-19 lockdown, distribution of Universal Resource Locator (URL) to the different Colleges for the students to use the Library Electronic Reference, Online In-House Review on Project Proposals as well as in the CCSPC Strategic Planning.

Moreover, other services rendered were on the signing of Library Clearance for both students, staff and faculty members; distribution of the copies of Library rules to the faculty and students, facilitated the use of Electronic References for online learning during pandemic; conducted inventory of and equipment library holdings; participated in the disinfection of the CCSPC photocopying Campus; and provided services for the reproduction of relevant documents during the CHED validation.

In view of the physical set up, the College Library has provided four (4) steel bookshelves, one (1) router for WiFi, rearranged Graduate Studies section and bookbinding section, repainting of tables and chairs in extension reading area, and varnished the 15 individual carrel.

In terms of Research and Extension services, the CCSPC Library has conducted an extension program on bookbinding services with a total budget of P21,000.00.



**College President** Prof. Sema G. Dilna,Ed.D. (in blue face mask) and other key officials during the food packaging intended for the stranded CCSPC students during the lockdown caused by COVID-19 pandemic.



**House to house** distribution of Food Packs to the identified stranded students of CCSPC during Lockdown. *-Photos courtesy of the College Librarian.* 

#### Inventory of library holdings (Print)

(Updated November 25, 2020)

	SCHOOL YEAR 2016-2020									
Classification of	2016		2018		2018		2019		2020	
Books	No. of Book Titles	No. of Volumes								
Standard sets of Encyclopedia	25	288	25	288	25	288	25	288	25	288
Other General References	215	266	235	327	244	336	245	337	265	357
Generalities(000-099)	485	501	516	531	551	566	551	571	570	612
Philosophy(100-199)	153	179	195	213	202	220	205	223	225	249
Religion(200-299)	398	383	426	501	464	653	469	658	580	789
Social Scie.(300-399)	766	1165	985	1200	1037	1252	1045	1263	1111	1351
Languages(400-499)	141	146	157	166	168	177	171	180	178	187
Pure Scie.(500-599)	669	914	709	962	747	1000	752	1005	796	1067
Applied Scie.(600-699)	1593	2008	1644	2122	1781	2259	1789	2267	1865	2376
Arts(700-799)	184	194	236	264	242	270	244	272	249	277
Literature(800)	191	215	225	261	229	265	231	267	239	275
History (900)	182	196	195	199	202	206	202	206	204	208
Filipiniana	3452	6250	3860	7434	4132	7727	4142	7744	4291	8108
Fil./Gen. References	198	204	203	232	206	235	213	248	223	258
Fiction	22	22	30	36	30	36	30	36	30	36
Hard Bound Periodical	231	232	289	292	363	367	384	392	407	457
Compilation(Bounded)	44	44	76	76	93	93	95	95	111	117
Total	8,949	13,207	10006	15,104	10,716	15,950	10793	16052	11,369	17,012

#### CURRENT EDITION (FIVE YEARS BACK)

	SCHOOL YEAR 2016-2020									
Classification of	2016		2018		2018		2019		2020	
Books	No. of Book Titles	No. of Volumes								
Standard Encyclopedia	12	86	15	122	15	122	15	122	15	122
Other Gen. References	195	227	201	253	227	290	228	291	248	311
Generalities(000-099)	298	319	369	394	395	439	400	444	419	503
Philosophy(100-199)	85	119	125	189	132	196	135	199	155	225
Religion(200-299)	137	159	216	324	254	476	259	481	370	612
Social Scie.(300-399)	460	468	512	785	664	997	674	1008	740	1123
Languages(400-499)	65	82	98	110	109	121	112	124	119	131
Pure Scie.(500-599)	298	329	341	475	379	513	384	518	438	619
Applied Scie.(600-699)	703	722	893	1123	1085	1299	1093	1307	1189	1225
Arts(700-799)	93	102	156	198	162	204	164	206	169	211
Literature(800)	73	94	135	176	145	199	147	201	155	209
History (900)	35	42	89	102	103	118	103	118	105	120
Filipiniana	2185	3564	2695	4214	2970	4507	2980	4524	3109	4844
Fil./Gen. References	45	58	125	138	128	142	135	155	145	165
Fiction	11	11	15	15	15	15	15	15	15	15
Periodical	76	76	226	231	301	306	322	331	346	394
Compilation(Bounded)	43	43	76	76	93	93	95	95	101	107
Total	4,814	6,501	6,287	8,925	7,177	10,037	7261	10,139	7838	10,936

Prepared by:

BAIDIDO S. ABUBAKAR, RL., MALS.

College Librarian III

Noted by:

Approved by:

TENG A. ALIM, Ph. D. VPAA. ACLC Chairman

PROF. SEMA G. DILNA, Ed. D.

Cøllege President

School/College	Areas of Specialization	No. of Book Title	No. of Volumes	Copyright (within the last 5 years)
<b>Graduate Studies</b>	MPA	567	924	450
	MSAE	407	543	349
	Education (MAEd)	496	827	501
	MAIEM	355	536	273
	MAPD (Peace & Dev't)	367	559	283
	MAEd-English	358	491	193
	MS Social work	418	620	212
	MA Islamic Studies	529	973	269
	Ph.D. (Public Administration)	471	639	444
	Ph.D. (Educational Admin.)	354	698	395
	Ph.D. (Peace & Development	358	549	259
Education	BTTE	369	580	216
Education	English	565	1018	323
	Mathematics	503	905	360
	Music, Arts & P.E.(MAPEH)	352	556	248
	Physical Education	382	596	284
	Technology & HE (T. L. E.)	583	829	413
	Filipino	365	568	296
	Filipilio	303	300	250
Arts and Sciences	Community Development	364	518	228
	Psychology	431	638	276
	Social Work	418	620	212
	Islamic Education	529	973	269
	Peace & Development	452	746	283
DA 9. DA	HRDM	470	689	242
BA & PA	Public Administration	422	779	257
	Marketing (Bus.Ad.)	356	599	184
	Marketing (bus.Ad.)	330	399	104
Eng'g.,Tech &	Civil Engineering	508	674	189
Computing	Information Technology	469	760	295
companing	Information System	469	756	293
	Computer Science	471	761	297
	Electrical Technology	399	529	269
	Civil Technology	379	578	266
	Associate in Architectural	355	532	256
	Drafting			
Agricultura	Agronomy/Crop Science	478	641	280
Agriculture	Animal Science	439	605	258
	Extension Com.	402	519	235
	Agricultural Technology	402	664	296
	Agribusiness	441	652	289
Fisheries		364	588	289
Forestry		360	602	251

Prepared by:

BAIDIDO S. ABUBAKAR, RL., MALS. College Librarian III

Noted by:

Approved by:

TENG A. ALIM, Ph. D. VPAA, ACLC Chairman

PROF. SEMA G. DILNA, Ed. D. College President

#### Available Audio-Visual and other Non-Print Materials

Updated November 25, 2020

	SCHOOL YEA	AR 2019-2020
Collections	No. of Titles	No. of Volumes
MAPS	12	21
GLOBE	2	4
ACD	4	4
CD-ROM	120	171
DVD	108	136
VCD	21	27
VHS	28	55
FILE DISK	3	3
SLIDE (BOX)	1	1

#### Available and Functional Equipment/Electronic Services

Specification	Total No. of Units	No. of Funct'l/Usable Units	
Television	1	1	
Smart LED TV	1	1	
CD/DVD/VCD Player	1	1	
LCD projector with screen	1	1	
Computer with complete accessories	35	35	
Photocopier	1	1	
Amplifier	1	1	
Microphone	1	1	
Speaker	3	3	
Laminating machine	1	1	
Laptop	1	1	
Photocopier (heavy duty)	1	1	

Prepared by:

BAIDEO S. ABUBAKAR, RL., MALS.

College Librarian III

Noted by:

Approved by:

TENG A. ALIM, Ph. D. VPAA, ACLC Chairman

PROF. SEMA G. DILNA, Ed. D.

College President

### CCSPC

# Library Collections

### RECEIVED DONATIONS

40 Islamic Books (Qur'an) from Jamiat Cotabato Institute of Technology

> 2 Qur'an (with Maguindanaon translation) from Solaiman Family

PURCHASED BOOKS

107 Book Titles with 288 volumes from C & E Publishing Company amounting to P360,000.00 PURCHASED
JOURNALS AND
MAGAZINES

Electronic E-References

CURRENT LIBRARY HOLDINGS

11,396 book titles with 17,012 volumes BOUNDED BOOKS AND JOURNALS

127 titles

INTEGRATED LIBRARY SYSTEM

Follett Renewal with a funding cost of P98,437.50



Library Compliance Report for University Conversion After Virtual Validation on December 2020



Newly Acquired Books for School Year 2020



The Director of CCSPC Library receiving hard copies of the Holy Qur'an donated by Jamiat Cotabato Institute on October 21, 2020.



Library Staff in Action together with the Alumni President Hon. Saudi B. Abubakar for Compliance of University Conversion on October 22, 2020.

#### **CCSPC LIBRARY DIRECTORY**

For Inquiries, you may Contact the Librarian through the following:

Landline: (064) 552-1448 Mobile No. 0926-961-8361 Email Address:

Yahoo: bai\_abubakar@yahoo.com Gmail: baididoabubakar@gmail.com Facebook: bai Abubakar

Facebook: bai Abubakar E-Books/E-Journals URL:

https://infotrac.galegrouo.com/itweb/phccspc

#### **D. Student Services**

The Office of the Academic Related Affairs in coordination with various offices and colleges have successfully conducted different activities for the development of the students.

The CCSPC Guidance and Testing Office (GTO) primarily aims to uplift the worth of the individual to have genuine respect for himself/herself as a person, endowed with the ability to grow morally, intellectually, socially, physically and psychologically.



ADMINISTRATION OF ENGLISH PROFICIENCY TEST (EPT) FOR GRADUATE COLLEGE STUDENTS on Jan. 8 and Feb. 12 at the GTO.

#### Guidance and Testing Office Highlights of Accomplishments

In line with the Appraisal Services, the GTO administered standardized examinations among the Graduate College Students and the Incoming Freshmen and Transferees for School Year 2020-2021. English Proficiency Test was administered among the Graduate College Students as a requirement for thesis writing. This year, a total of 100 GC Students took the EPT. Faoirodz A. Dalgan, the GTO Admin Aide facilitated the application for the EPT and Lourdes C. Alcazaren, RGC served as the test administrator.

Test Administered	Number of Students	Date Conducted
College Admission and Qualifying Examination	3,775	February 3-March 13, 2020
English Proficiency Test (EPT)	100	January 8-February 12, 2020





**Conduct of College Admission and Qualifying Examination (CAQE).** In response to Gender and Development (GAD), the GTO personnel segregated the male and female examinees in taking the Standardized Test for the College Admission and Qualifying Examination (CAQE) on Feb. 3 to March 3 at the E-Building.



**Student Peer Facilitators** organizing the produced leaflets for dissemination.



**Dissemination** of Information Materials on COVID-19 and other topics posted in conspicuous areas in the Campus and the GTO.

# PRODUCTION AND DISSEMINATION OF INFORMATION IN-CAMPUS AND ONLINE

The Guidance and Testing Office had disseminated information both incampus and online. The GTO produced leaflets on COVID-19 and other relevant topics for dissemination in the campus through leaflets and posting. Utilizing the GTO Facebook Page, it has also disseminated other information like the Schedule of Enrollment, the List of CAQE Passers, and information on COVID-19 and Mental Health.

### GROUP COUNSELING FOR STUDENTS WITH SPECIAL NEEDS

A Group Counseling Session (GCS) and two identified Groups were conducted on March 10, 2020. The participation of the students in the GCS was voluntary. The said activity was in coordination with the Deans of the various colleges to be able to invite prospective participants to the sessions. The Morning Session was conducted at the E-Building Counselling Room for Students with Academic Difficulties while the Afternoon Session was conducted for Students with Gender Issues. Both Sessions were conducted by Dr. Armia U. Ebrahim, RGC and facilitated by Lourdes C. Alcazaren, RGC with the assistance of student peer facilitators.

### Number of Participants in the Group Counseling for Students with Special Concerns/Needs

Title /Topic	Number of Leaflet Produced
What you need to know about 2019 Novel Coronavirus	1,000
Managing Anxiety During Coronavirus Pandemic	1,000
5 Self-Care Practices for Every Area of Your Life	1,000
Tips on Taking Examinations	500
Total:	3,500

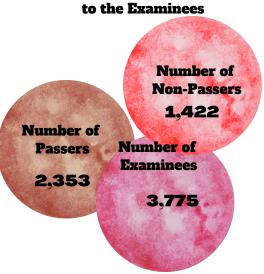
### INDIVIDUAL COUNSELING SESSIONS

Individual Counseling Sessions were conducted with students who either seek for counseling visit the office or referred by teachers and other individuals. This is handled Registered bv the Guidance Counselors of the GTO, Dr. Armia U. Ebrahim, RGC and Lourdes C. Alcazaren, RGC. The concerns of students who underwent counseling are emotional, social relationship, anxiety and depression.

ONLINE	RELEASE	OF CAQE	RESULTS
--------	---------	---------	---------

The College Admission and Oualifying **Examination Results** were all released online. The GTO utilized its Facebook **Page** @ccspc.gto, FB Messaging and official email address in the release of the examination results. The names of the CAQE Passers were posted on the GTO FB Page and their results were released through the GTO's official email address. The GTO Staff facilitated the release of the CAQE effective June 20.

### Number of CAQE Results Released



Number of Participants in the Group Counseling for Students with Special Concerns/Needs					
Group Guidance Session	Number of Participants	Date Conducted			
Group Guidance Session with Students with Academic Difficulties	12	March 10, 2020 AM			
Group Guidance Session with Students with Gender Issues	12	March 10, 2020 PM			
Total:	24				

Total number of students in underwent counseling (ref	ndividually or in-group that erred, call-in and walk-in)		
Individual Guidance Session Concerns	Number of Students		
Emotional Problems 8			
Social Relationship	3		
Anxiety	6		
Depression	3		
Total:	20		

### ONLINE DISSEMINATION AND ACCOMPLISHMENT OF STUDENT INFORMATION FORM

In December 2020, the Guidance and Testing Office conducted an extensive online dissemination of the Student Information Form (SIF) among the College and High School Students. Google form was utilized for the purpose. The SIF serves as a tool devised by the GTO to gather personal information from the students of the University. The information gathered are confidential and will be utilized in designing programs and activities that will suit the students' needs and help them adjust to the challenges they encounter throughout their school life.

Number of Students who Filled-up the Students Profile					
College and High School Department	Number of Students	Number of Students who filled up the SIF			
College of Arts and Sciences	1105	1,105			
College of Agriculture and Fisheries	474	474			
College of Education	1050	1,050			
College of Engineering, Technology and Computing	741	741			
College of Forestry	85	85			
College of Public and Business Administration	746	746			
JUNIOR HIGH SCHOOL	120	120			
SENIOR HIGH SCHOOL	65	65			
Total		4,201			

# INNOVATIVE GUIDANCE AND COUNSELING PROGRAMS AND SERVICES

In addition to the services and programs that are currently offered in the institution, the GTO implements the **Innovative** Guidance and Counseling Services and Programs (IGCSP) with the end of attaining the following goals: 1) to strengthen the promotion of students' welfare, 2) to respond to students' multifaceted and changing needs, and 3) to make guidance and counseling more accessible to students through the use of new modes and approaches. These innovative guidance and counseling programs and services implemented by virtue of CCSPC BOT Resolution No, 225, seris of 2017.

# PROGRAM FOR STUDENTS PEER FACILITATORS (SPFS)

Student Peer Facilitators are organized as a student support group. They serve as a link between the Guidance Office and the CCSPC students for greater accessibility of the students to the school's guidance programs and They also serve as Peer services. Counselors and Facilitators of Special Guidance and Counseling Programs for students with various backgrounds and needs. Participation of the students the Student to Peer Facilitators' Program may either be voluntary or by invitation. Evaluations of the program components will be conducted to assess if the objectives of the sessions are attained and in order make improvements whenever necessary.

College/Department	Number of Students Peer Facilitator
College of Arts and Sciences	7
College of Agriculture and Fisheries	0
College of Education	2
College of Engineering, Technology and Computing	5
College of Forestry	0
College of Public and Business Administration	0
Total:	14



**Orientation with Student Peer Facilitator Applicants.**Guidance and Testing Office. Student Peer Facilitator (SPF)
Applicants attend the Orientation Meeting held at the Guidance and Testing Office in February 2020.



# TEXT-AND-CALL HELPLINE SERVICES (TCHS)

A Cellphone Number shall be made available to students as a Text-or-Call Helpline. This will be used by the students who want anonymity prior to actual counseling session. This is to allow easy access to counseling services by the students who are reluctant to go to the Guidance Office for help and counseling. Students who may need to see the Guidance Counselor may text the helpline number to share his/her concern and/or set an appointment for counseling. The TCHS shall be regulated based on specific guidelines for responsible and ethical use.

#### E-GUIDANCE SERVICES (EGP)

A Guidance Email Address is open to all those studentclients who want to communicate with the Guidance Counselor but are not yet prepared to divulge their identity. These are those who may need to elaborate their situation in writing, or who may be in critical situation and whose concerns are important and need immediate response. Access to the email account will be limited only to the Guidance Counselor and concerned Guidance Personnel. Guidance Email Add may be used by the students along with the Text-or-Call Helpline.

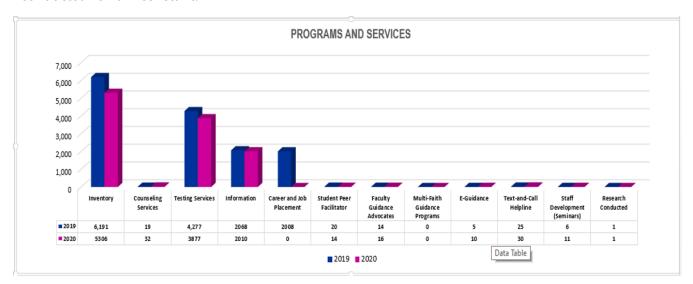
# MULTI-FAITH SPIRITUAL GUIDANCE PROGRAM (MSGP)



Spiritual guidance was provided to the students from different faiths or religious backgrounds. Resource persons were invited to lead the Spiritual Guidance Sessions among the students. Separate sessions were conducted for Catholics, Born-Again Christians, Muslims and students from other faiths. This Program was intended to strengthen the participants' belief and faith in God and their reliance on God's Revelation as the Main Source of Guidance for Humanity. The GTO had conducted guidance sessions for Christians and Muslims. In the pandemic the plan to conduct the Multi-Faith Spiritual Guidance Session was not pursued due to health restrictions in mass gatherings. The option of holding it online was pursued particularly in the coming school year.

#### **Comparative Data of Guidance Programs and Services**

The graph shows the comparative data of the services in the Guidance and testing Office from the year 2019 to 2020. The services under Inventory, Testing, Information, Job Placement and Students Peer Facilitator are decreasing in number while Faculty Guidance Advocates, E-Guidance and Textand-Call Helpline are increasing in number. However, Multi-Faith Guidance Program and research conducted remain constant.



### **AUXILLARY SERVICES**

#### MONITORING, EVALUATION AND ADJUSTMENTS (MEA) RESULTS

KEY RESULT AREAS (KRA)	PROGRAMS AND SERVICES	OBJECTIVES	PLANNED/ TARGETED OUTPUTS	PHYSICAL ACCOMPLISHMENTS	% ACCOMPLISHED VS TARGET	GAIN/GAP
A. STUDENT WELFARE	Inventory	Provide for the collection and recording of relevant information about each students of CSU as an essential means of understanding and helping him/her.	✓ Filing out of Students Information Form (SIF)	4,708 students filled out the <u>students</u> information form	89 % students filled out the Student Information Form	Due to sudden transition of face- to-face learning to online platform, the SIF was disseminated through the internet using Google form
	Information Services and Orientation	Provide students with information materials on institutional mission, vision and goals, academic rules and regulations, students conduct and discipline, students programs, services and facilities and other information necessary for students development	✓ Orientation and re- orientation ✓ Production of Information Materials ✓ Dissemination of Information using various types of media platform ✓ Posting of Information in strategic places in the campus	2,010 students acquired information through orientation of every college	97 % informed students through orientation	Access to Information was made through the GTO Facebook Page @ccspc.gto
	Counseling Services	Provide gender and culturally sensitive individual and/or group	✓ Individual Counseling	32 students given individual and group	0.056% availed the counseling services	Counseling Sessions were conducted face-to-
		interventions designed to facilitate positive change in student behavior, feelings and attitudes	✓ Group counseling with students with special needs and concerns ✓ Utilization of <i>Text-or-</i> <i>Call Helpline</i> (for initial counseling to students)	counseling (referred, walk-in and call-in)		face prior to the community quarantine  Online Counseling was made available through Text-or-Call Helpline and E-Guidance to those who need immediate counseling during community quarantine
	Career and Job Placement Program	Assist students in seeking career and job placement for vocational fitness and employment.	✓ Job Readiness Seminar (JRS) in collaboration with the Department of Labor and employment (DOLE XII) and Philippine Employment Service Office Cotabato City ✓ Directory Enlistment for Graduating Students in collaboration with the Graduating Class association (GCA)	No Job Readiness Seminar was conducted due to health restrictions		Due to the pandemic when stricter health measures were implemented and public gatherings were not allowed, the Job Readiness Seminar for the Batch 2020 Graduating Students was cancelled
B. INSTITUTIONAL STUDENT PROGRAMS AND SERVICES	Admission and Appraisal Services	-Conduct admission and qualifying examinations to incoming freshmen and transferees in the undergraduate, graduate and high school levelsGather information about students through the use of psychological tests and non-psychometric devices	✓ Administration of College Admission and Qualifying Examination for Undergraduate Students ✓ Administration of Graduate Admission Test (GAT) ✓ Administration of English Proficiency Test ✓ Administration for High school Students	-3877 had taken the College Admission Qualifying Examination and Graduate Admission Test		Prior to the implementation of the community quarantine in Cotabato City, the GTO was able to administer inperson examinations. The College Admission and Qualifying Examination (CAQE) for incoming

#### MONITORING, EVALUATION AND ADJUSTMENTS (MEA) RESULTS

KEY RESULT AREAS (KRA)	PROGRAMS AND SERVICES	OBJECTIVES	PLANNED/ TARGETED OUTPUTS	PHYSICAL ACCOMPLISHMENTS	% ACCOMPLISHED VS TARGET	GAIN/GAP
A. STUDENT WELFARE	Inventory	Provides for the collection and recording of relevant information about each student of CSU as essential means of understanding and helping him/her.	√ Filing out of Students Information Form (SIF)	4,708 students filled out the students information form	89 % students filled out the Student Information Form	Due to sudden transition of face-to-face learning to online platform the SIFs were disseminated through the internet using Google form
	Information Services and Orientation	Provide students with information materials on institutional mission, vision and goals, academic rules and regulations, students conduct and discipline, students programs, services and facilities and other information necessary for students development	✓ Orientation and re- orientation ✓ Production of Information Materials ✓ Dissemination of Information using various types of media platform ✓ Posting of Information in strategic places in the campus	2,010 students acquired information through orientation of every college	97% informed students through orientation	Access to Information was made through the GTO Facebook Page @ccspc.gto
	Counseling Services	Provide gender and culturally sensitive individual and/or group interventions designed to facilitate positive change in student behavior, feelings and attitudes	✓ Individual Counseling ✓ Group counseling with students with special needs and concerns ✓ Utilization of Text- or-Call Helpline (for initial counseling to students)	32 students were given individual and group counseling (referred, walk-in and call-in)	0.056% availed the counseling services	Counseling Sessions were conducted face- to-face prior to the community quarantine implemented by the City Government  Online Counseling was made available through Text-or Call Helpline and E-Guidance to those who need immediate counseling during community guarantine
	Career and Job Placement Program	Assist students in seeking career and job placement for vocational fitness and employment.	✓ Job Readiness Seminar (JRS) in collaboration with the Department of Labor and employment (DOLE XII) and Philippine Employment Service Office Cotabato City ✓ Directory Enlistment for Graduating Students in collaboration with the Graduating Class association (GCA)	No Job Readiness Seminar was conducted due to health restrictions		Due to the pandemic when stricter health measures were implemented an public gatherings were not allowed the Job Readines Seminar for the Batch 2020 Graduating Students was cancelled

### **AUXILLARY SERVICES**

B. INSTITUTIONAL STUDENT PROGRAMS AND SERVICES	Admission and Appraisal Services	-Conduct admission and qualifying examinations to incoming freshmen and transferees in the undergraduate, graduate and high school levelsGather information about students through the use of psychological tests and non-psychometric devices.	Administration of College Admission and Qualifying Examination for Undergraduate Students Administration of Graduate Admission Test (GAT) Administration of English Proficiency Test Administration for High school Students	3,877 had taken the College Admission Qualifying Examination and Graduate Admission Test		Prior to the implementation of the community quarantine in Cotabato City, the GTO was able to administration examinations. The College Admission and Qualifying Examination (CAQE) for incoming.
	Guidance Services	Utilizing integrated and holistic approach to the development of well-functioning individuals primarily by helping them utilize their potentials to the fullest.	✓ Group Guidance for special needs and Multi-Cultural Group (Multi-faith Spiritual Guidance Session) ✓ Email Guidance or E-Guidance (utilizing email to address students 'guidance needs)	-No Multi-cultural Group (Multi-faith spiritual guidance conducted  Only few accessed the email guidance services	No Group Guidance was conducted	The conduct of Group Guidance was hampered by stricter health measures were implemented and public gatherings were also not allowed by the City Government.
C. STUDENT DEVELOPMENT	Program for Student Peer Facilitators	Develop Student Peer Facilitators (SPFs) as a student support group who will serve as a link between the Guidance Office and the CSU students for the greater accessibility of the student to the school's	√ Recruitment and assessment of applicants for Student Peer Facilitators	15 students aspiring to be part of students peer facilitator	Assessment of applicants for Student Peer Facilitators and Meeting with them were conducted	Due to community quarantine and no face-to-face conduct of classes, the Interview with Student Peer Facilitators was cancelled
D. RESEARCH, MONITORING AND EVALUATION	Research	Conduct research related on the student's needs, problems for the welfare of the students.	√ on process	1 research proposal was presented		The presentation of research proposal was done online due to health restrictions
E. STAFF DEVELOPMENT		Attend seminar for the professional development of the guidance staff	✓ Attended webinars Local, national and International.	Attendance to relevant trainings/seminars	Guidance Staff attended 5 international webinars and 7 national webinars	Seminars were participated virtually
F.PHYSICAL DEVELOPMENT		Functional guidance office and room for counseling	✓ under construction	Ongoing renovation of the Guidance and Testing Office on the specified date in the plan.	30% accomplished on the construction of the functional guidance office	The GTO utilizes a temporary office while the GTO building is under renovation
G. LINKAGES		Establish linkages for support to GTO Programs and Services	✓ Formulation, Presentation and Submission Proposal on Virtual Guidance and Counseling Programs and Services (VGCPS) Amid the Pandemic and other Emergency Situations-	The VGCPS was proposed and approved with funding support	100% provision of fund for the VGCPS by the Office of MP Rasol Y. Mitmug, Jr. of the Bangsamoro Transition Authority	Approved Academic Council and BOT and Funded by the Office of MP Atty. Rasol Y. Mitmug Jr.



#### **D. Laboratory Services**

The CCSPC Science Laboratory Office serves as an effective instrument of the institution in providing the test of all knowledge in experiments. Experiment is the sole judge of scientific "truth." The Science laboratory engages each student in significant experiences with experimental processes, including some experiences in designing investigation.

The science laboratory helps the students to develop a broad array of basic skills and tools of experimental Physics, Biology and Chemistry, data analysis and concepts. It also develops students in collaborating learning skills that are vital to success in many lifelong endeavors.

Science Laboratory in-charge Paidza T. Hamid reported the following inventory of Laboratory equipment and apparatuses.

#### **BIOLOGY LABORATORY APPARATUS**



CHEMISTRY LABORATORY APPARATUS

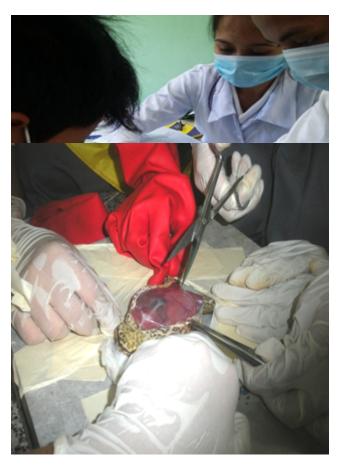


		No. of
Name	Model	Apparatus &
		Equipment
Autoclave	Model	2
915 & 925		
Alcohol lamp		6
Analytical Balance	Model	1
TG 628A		
Ballistic Pendulum		1
Beaker(]	1000ml)	1
(5	500ml)	1
(4	400ml)	5
	250ml)	7
	150ml)	1
	100ml)	1
Bunsen Burner		41
Centrifugal Apparatus	Model	1
CN-HSIANGTAI	uut	
Clamp		8
Centrifuge		2
Clamp(Titration)		20
Clay Triangle		10
Compound Microscop		18
Condenser	e	10
Cork Borer		•
		3sets 35
Cork Stopper		
Cover Glass		5 boxes
Crucible and Cover		3
Crucible Tongs		5
Dissecting Pan		3
Dissecting Set		3
Distilling Apparatus W 40000	Model	1
Dynamic Cart		3
Desiccator		1
Electronic Balance		1
Electronic Microscope	Model	2
T-1201 & 230	Model	2
Erlenmeyer Flask(	1000ml)	1
(5	00ml)	1
	50ml)	5
	50ml)	1
(1	25ml)	1
Evaporating Dish		10
Extension Clamp		1
Fish Tail		5
Florence Flask		1
Funnel		5
Graduated Cylinder (I	yrex	1
1000ml)	-	
(50	0ml)	1
	Oml)	1
(10	0ml)	2
-	(10ml)	3
	c 1000ml)	
	0ml)	5
(10	0ml)	1

## **AUXILLARY SERVICES**

Name	Model	No. of
Name	Model	Apparatus &
		Equipment
Heat Conductomete	ar.	l l
Incubator	Model 203-	î
1	1110401 200	_
Iron Ring		4
Iron Stand		11
Laboratory Thermo	meter	28
Magnet		7
Magnifying glass		1
Medicine Dropper		14
Molecular Model		2
Mortar and Pestle		7
Pulley		10
Petri Dish		16
pH meter 3505	Model	1
Reagent bottle		8
Rubber Stopper		35
Rubber Hose		2
Separatory Funnel		3
Set of Weights		2
Sieve		1
Slides		8 boxes
Prepared Slides		1 box
Spectronic ASTM E11-70	Model	2
Spring Balance		1
Stirrer/ Hot plate 4202	Model	2
Syringe		1
Spatula		2
Test Tubes brush		13
Test Tube		92
Test Tube holder		33
Triangular file		3
Triple beam balance	e	6
Tripod		3
Test tube rack		7
Volumetric flask	_(1000ml)	2
	(250ml)	2
Tuning fork		1 set
Watch glass		15
Weights		3 sets
Wire Gauze		18
Wire Loops		11
Pipette		35
Stirring Rod		11
Meter stick		5
Fire Extinguisher		4

# DISSECTION OF FROG IN BIOLOGY CLASS



CHEMISTRY CLASS CONDUCTING LABORATORY ACTIVITY



#### **AUXILLARY SERVICES**

#### **D. General Services**

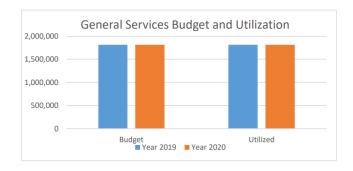
The GSO office is mandated to provide an excellent service management of the College property, general sanitation and solid waste program of the Institution. The current GSO Director Ahmad Mulk D. Bantala has been in-charge of supervising and maintaining the janitorial works in all the College buildings and surroundings, providing services for carpentry works, plumbing, electrical, preventive and corrective maintenance services and other related services that maybe assigned by the Immediate Supervisor and report for any properties to be repaired and need to ensure safety of the physical environment of the college for the attainment of safe and conducive working and learning environment. Presented below is the performance indicators of the GSO for the past two years including its budget accountability report.

# Performance Indicators (two years' comparative)

Safe keeping of disposal of building Janitorial tools property maintenance services

PYEAR 2019 PYEAR 2020

#### **Budget Accountability Report**





The establishment of Materials Recovery Facility (MRF) inside the Campus has been one of the vital accomplishments of the GSO resulting to the maintenance of cleanliness and orderliness of the surroundings.



**Disposal of Properties** in coordination with the supply and management office, the GSO conducts waste disposal for unserviceable materials and it has been 100% accomplished.



Building Maintenance



Janitorial Services

## **CHAPTER FOUR**

# RESEARCH, EXTENSION & PRODUCTION

## **CONTENTS: Capacitating Human Resources** 82 **ORP VMGO** 83 **General Functions** 84 **Composition of the College Research** 85 **Thrusts and Priorities** 86 **Research Strategies** 87 Research Proposal Developing 88 **Administrative Process** 89 Approval of Research Proposal for **Research Activities Summary Report of Research** 96 **Accomplishments** 100 **Summary List of Research**

# CAPACITATING HUMAN RESOURCES FOR SOCIO-ECONOMIC ADVANCEMENT

All praises and thanks are due to the Omnipotent Creator. It's been a pleasure working with CCSPC family all these years. The College just won't be the same without the collaborative support of all our stakeholders! All the best on our next journey into embracing university.

Our accomplishments have contributed to the sustainable development of our institution.



**ZAINODIN M. KUSIN, Ph.D.**Vice President for Research, Extension and Production

# **ORP VMGO**



The Office of Research Program (ORP) envisions to be recognized as the leading research institution in the Bangsamoro Region in various areas of specialization, such as the humanities and pure and applied sciences.



The ORP aims to conduct researches in the fields of humanities and pure and applied sciences that will generate new knowledge for utilization and commercialization by the different sectors of the College and the external stakeholders thereby contributing to the socio-economic advancement in the region and in the Philippines in general.



The main goal of the ORP is to come up with institutional researches and those in collaboration with other entities that would address the needs for new knowledge in the different fields for the development of Bangsamoro Region and the Philippines.



- 1. Make an inventory and analysis of human and material resources to conduct researches.
- 2. Design programs that would capacitate the researchers and the College.
- 3. Establish an updated databank for all researches.
- 4. Prioritize researches that are in line with the National Higher Education Research Agenda-2 (NHERA-2), Philippine Development Plan and other research thrusts.
- 5. Forge collaboration between and among the different units in the College and establish external linkages.



#### **General Functions**

The College Research Office is responsible for research and information activities that are essential prerequisite to formulate coherent policies and improve provisions likewise generally responsible for the planning, coordinating, implementing, consolidating, monitoring, evaluating and operationalizing activities related to research, publication of research outputs including patenting, inventions and intellectual property rights as well as commercialization and technology transfer to ensure the effective development of packages of technologies and to help respond to local/regional and national needs.

The Research Office is the implementing body of the College on its research programs and activities and shall perform the following specific functions:

- 1. Leads in the formulation of general plans for research programs relative to the plans cascaded by the VPREP mandated by the College and formulates long and short range research activities;
- 2.Designs, plans, organizes, coordinates, and implements comprehensive research projects relating to institutional effectiveness and decision-making;
- 3. Recommends general policies and guidelines on research for recommendation of the President to the Board of Trustees of the College;
- 4. Guides the planning and directs the monitoring and feedback of research activities of the College;
- 5. Supervises the assistant directors in planning, implementing and evaluation their respective operational/tactical plans;
- 6. Conducts/Directs research projects subject to the same benefits and responsibilities as the other researchers;
- 7. Provides encouragement to researchers who may share expertise with other agencies giving collaborative assistance in their research projects;
- 8. Prepares and submits reports and recommendations to the President;
- 9. Assists the VPREP to Establish linkages with private and government sectors for possible collaboration and grant assistance and research resources needed to strengthen capabilities of the College to conduct research;
- 10. Serves as mechanism for identifying the University's research thrusts and priorities and implementing the University's research program;
- 11. Provides information, direction, leadership and encouragement among College faculty and personnel in the development of a research culture and interest in the conduct of research;
- 12. Implements the policies, guidelines and mechanisms in the conduct of research;
- 13. Coordinates and monitors the research projects/programs of the College and specifically coordinates with other units of the College and/or related agencies to bring about inter program/agency complementation and efficient utilization of available resources through a functional management information system;
- 14. Submits to the Vice President for Research, Development and Extension periodic reports on research proposals, completed and on-going research and other pertinent reports;
- 15. Processes research projects which require financial assistance from the University or funding agencies and make the corresponding recommendations for funding in accordance with the set;
- 16. Coordinates with the Assistant Directors of Research Areas in promoting and encouraging research among the faculty and students;
- 17. Assists the VPREP in establishing linkages with government and non-government agencie. from according research and development program;
- 18. Represents the College in inter-institutional meetings and conferences primarily concerning result
- 19. Performs other functions pertinent to this office as may be necessary.

# Composition of the College Research

The Office of the College Research Program is composed of seven (7) units namely:

1

## THE SOCIAL SCIENCE AND DEVELOPMENT STUDIES UNIT (SSDSU)

his unit is responsible in accommodating all processes of the social research and provides leadership in areas of soft science or basic research particularly in developing, executing, and managing the research and evaluation activities in the assigned specific areas in consonance with soft science.

2

#### THE SCIENCE AND TECHNOLOGY AND ENVIRONMENTAL STUDIES UNIT (STESU)

This unit is responsible in all processes of the technical research specifically managing the research and evaluation activities in the assigned specific areas in consonance with hard science or applied research.

3

# THE STATISTICAL AND DATA ANALYSIS UNIT (SDAU)

This unit takes charge of all statistical data reports of the ORP and conducts statistical analysis, plagiarism check and other needed data treatment analysis and evaluates the soundness of statistical and data analysis of research.

4

# PUBLICATION AND KNOWLEDGE MANAGEMENT UNIT (PKMU)

This unit is responsible in managing systems for research including the creation, storage, transfer and application of knowledge generated from research as well as maintaining database for tracking research projects, inventory of research records and other operational needs; and facilitating the publication of research outputs.

5

# THE INTELLECTUAL PROPERTY MANAGEMENT UNIT (IPMU)

This unit is responsible in initiating, overseeing and implementing the College research management services focusing on Intellectual Property management, Patenting, Commercialization, Product and Technology Assessment and Transfer, JI, Geographical Design and Industrial Design.

6

# THE RESEARCH AND DEVELOPMENT DATA BANK AND MANAGEMENT UNIT (RDDBMU)

This unit is responsible in handling data and data management as well as writing reports, news articles and/or generating pamphlets and/or factsheets and other media communication; maintaining a data bank of research outputs and activities, and whenever necessary, disseminate research outputs of the College.

7

# THE COLLEGE RESEARCH UNITS

These comprise the different research sections of the college/department with research coordinators representing each college or department and are directly responsible for Research activities from their respective college/department and are tasked to coordinate activities to the ORP related to programming, planning, implementation and evaluation of research programs/projects in their respective academic department.

# THRUSTS AND PRIORITIES OF THE CCSPC RESEARCH PROGRAM

Agricultural Crop Diversification	Business and Marketing Policies	Climate Change Mitigation and Adaptation	Climate-Smart Industries and Services
Connectivity	Disaster Risk Reduction and Management	Ecological and Environment Stability	Education Services
Energy Utilization, and Conservation Development	Financial Services	Food Security, Food Systems and Nutrition	Gender Development
Good Governance/ Moral Governance	Health and Wellness Services	Housing and Urban Development	Human Security
Indigenous/Non- traditional Export Product Development	Information Systems	Knowledge and Capacity Development	Learning Condition Improvement in Basic Education
Management and Improvement of Instruction in Higher Educational Institutions	Manufacturing	Peace and Security	Policy Development and Implementation
Rural Employment and Productivity	Socio-economic Development	Sustainable Energy	Sustainable Environmental Management

Tourism and Allied Services

Urban Agriculture Development

**Water Sufficiency** 

# RESEARCH STRATEGIES OF IMPLEMENTATION

**Focus** 

**Strategies** 

Human Capital Investment

**Mentoring** 

Systematic Plan

**Awards and Incentives** 

**Research Training** 

**Continuing Program** 

Collaboration and Networking Packaging of Research Proposals Pla

Planning

**Networking System** 

**Evaluating** 

Monitoring

**Implementing** 

Documenting

Generation of Funds

Source out funds

Internal Sources Internal Sources

Relevant
Programs
with High
Impact

**Quality Researches** 

In line with the thrusts and priorities utilized by the industry and not only in the local and national but even in the global community

Knowledge Management Center Establish a management scheme for computerization, publication and dissemination of research outputs

Cooperation and Linkages

Establish and maintain linkages

Strengthen Research Capability-Locally, Nationally and Internationally

#### RESEARCH PROPOSAL DEVELOPMENT AND PROCESSING (LOCAL GRANT)

Preparation of research proposals shall be made for review and evaluation by the College Research Evaluation Committee and for final fund allocation by the College Finance Evaluation Committee. For local or institutional grant, the flow of research proposal processing is shown in the figure below.

## STEP 1:

#### ORP

Issues call on all units for research proposals and recommends composition of the TEC to the OP

## STEP 2:

Approves composition of the TEC Issues one year appointment to the TEC

# **STEP 3:**

PROPONENTS
Submit capsule proposals to the
ORP through channels

# **STEP 4:**

#### **TEC**

Reviews capsule proposals Recommends to ORP proposals to be developed in detail

#### **ORP**

Informs proponents of approved Proposals and issues the advice of suballotments and Notice to Proceed



ORP
Packages final list of proposals for recommendation of approval of the OP

PROPONENTS
Submit detailed proposals to the ORP

# ADMINISTRATIVE PROCESS FOR PROPOSALS FOR EXTERNAL FUNDING

In consonance with the formulation of research proposals for funding, proponents are advised to review the budgetary requirements of the project in terms of the salaries of the project personnel, honoraria rates should be in accordance with the salary rates approved by the funding agency such as the DOST, DA-BAR and the like; administrative cost (indirect cost) of the project; payment of training fees, travel insurance, attendance in local or international conferences as well as collaboration with other agencies and these should be clearly stipulated in the Memorandum of Agreement or Memorandum of Understanding.

Т

#### **PROPONENTS**

Submit capsule proposals to the ORP through channels

3

#### TEC

Reviews proposals and provides recommendations to the ORP for transmittal to the proponent

2

#### ORP

Records and logs receipt of incoming proposal Conducts pre-evaluation and checks for duplication Solicits and receives comments from TEC Sends proposal back to proponent (if requires revision)

4

#### **PROPONENTS**

Revise proposal accordingly and Submit revised capsule proposal 5

#### ORP

Reviews the revised proposal Prepares endorsement letter and submits proposal package to the OP

6

#### OP

Prepares final endorsement letter and returns proposal package to ORP

7

#### ORP

Transmits the proposal package directly to the funding agency, or to the proponent for submission or delivery to the funding agency Approval of Research Proposal for Funding

Execution of MOA between CCSPC and FA

Issuance of Notice to Proceed

Release of Funds from the FA

Issuance of Advise for Sub-allotment

Project Implementation

# RESEARCH PROJECT IMPLEMENTATION, MONITORING AND EVALUATION

Project Personnel Management

> Supplies and Materials Management

Financial Management

Monitoring and Evaluation

Report of Results to the FA

Evaluation of Results

#### RESEARCH ACTIVITIES: THE PINNACLE

The CCSPC Research Program aims to conduct researches in the fields of humanities as well as pure and applied sciences that will generate new knowledge for utilization and commercialization by the different sectors of the College and the external stakeholders thereby contributing to the socioeconomic advancement in the region and in the Philippines in general.

Relative to the to CHED's mandate and the vision and mission of CCSPC, the Research and Development shall promote a research-driven culture towards generation, publications, utilization and commercialization of researches through the coordination and collaborative efforts of the stakeholders both internal and external. Its goals are to motivate the faculty and technical assistance to research projects and activities; utilize the research outputs for community and industry development; facilitate the dissemination of research outputs for public use and income generation; facilitate the protection of generated knowledge and product out of researches; and establish linkages and partnerships with national and international institutions both public and private.

Among the spectacular accomplishments of the College Research Program for the CY 2020 includes the following:



The CCSPC Research Office has reactivated the installation of the position of the eight College Coordinators by conducting conferences with the research personnel together with the college deans as well as consultations with the College President through the Office of the VPREP resulting to the intensification of faculty engagement in research trainings, seminars and conferences.



Restructured the CCSPC-ORS Organizational Chart in consultation with the College President through the Office of the VPREP and in coordination with other offices that resulted to the awareness and enlightenment of the research personnel on their final designations.



During the third quarter of SY 2020, the College has established a separate office for the Research Program in response to the recommendation of the Commission on Higher Education (CHED) to provide more spacious area for the research operation and for the heads of units to stay in the office and support for the implementation of research undertakings.



Planning and organizing of research programs in the College resulted to the efficient implementation of research goals and objectives.



Capacitated the faculty researchers in the development of research proposals and operational plans by conducting the Annual Planning and Research Proposal Writeshop emerging a significant increase in the research proposals submitted for In-House Review.



Increased and sustained the number of on-going internal funded researches by 10 percent despite the new normal condition caused by COVID-19 pandemic through the conduct of Virtual In-House Review.

During the Academic Year 2020, there is an increased number of on-going research by almost 50 percent. This was achieved through encouraging multidisciplinary and Team Research as well as cascading the number of applied, developmental and basic research per program in consultation with the VPREP and in coordination with the research unit heads and members, college deans and college coordinators that resulted to a total of 67 packaged internal funded on-going research and externally researches (IDIG, SEARCA and CHEDBOL) which were likewise cascaded to the different Colleges depending upon the program affiliations of the respective proponents.

Department/College (Programs)	Applied Research	Amount	Developmental Research	Amount	Basic Research	Amount	Total No.	Total Amount (Php)
1. College of Agriculture and Fisheries	7	1,287, 158.00	4	265,892.50	3	261,442.50	14	1,814,493.00
2. College of Education`	1	(In Collaboration with CAS/GC/CAS/CAFo)	2	98,800.00	7	402,056.00	10	500,856.00
3. College of Arts and Sciences	3	97,840.00	0		9	2,274,293	12	2,372,133.00
4. College of Engineering Technology and Computing	8	2,412,473.92	2	435,500.00	0		8	2,847,973.92
5. College of Business and Public Administration	0		O	-	5	226,430.00	5	226,430.00
6. Graduate College	5	7,280,310	3	(In Collaboration with CAFi)	5	223,207.00	13	7,503,517.00
7. Laboratory High School	0		0		1	67,364.00	1	67,364.00
8. Forestry	3	1,507,162.00	1	35,689.50	0	-	4	1,542,852.00
Total	25	1,307,102.00	11	33,089.30	31		67	16,875,6

Through the College Research Program, there was an increased on the number of presented papers in the international refereed journals by three and sustained percent the number of locally presented papers through the constant faculty motivation present papers and follow-up schemes resulting to the enhanced eagerness of other faculty members to present their papers in the local, regional, national and international reputable journals.



Faculty researchers coming from different colleges presented and published their papers in reputable journals. The global research partners of the College, UMSIDA in Indonesia became one of the active partners of the College.

Increased faculty engagement in Research by 15 percent through the constant motivation schemes employed by the ORS Office in collaboration with different offices and colleges resulting to the favorable compliance of CHED requirements for university conversion.

Sustained the annual publication of the CCSPC R&D Journal through closed coordination with the Research Journal Publication Unit Heads and Editorial Board as well as constant reminders for the faculty members to contribute their papers for local publication.

Strengthened the institutional local publication as envisioned to be labeled in the international refereed journal by initiating the Author's Guidelines for Submission of Article crafted by the R&D Journal Editorin-Chief.

Complied the submission of documents needed for university validation by facilitating the inventory of soft and hard copies of relevant documents from 2016-2020, to wit:

- Completed Research
  - Presented Papers
  - Published Papers
- On-Going Research (Internally and Externally Funded)
  - Faculty Research Trainings/Seminars/Conferences
    - Linkages
    - Budget Allocation and Utilization
      - · Faculty Research per Program
    - Faculty Involvement in Research

# THE CCSPC RESEARCH TEAM CRAFTING THE 5YEAR DEVELOPMENT PLAN



The output has contributed to the sustainability of the College Development Plan which has been one of the demands for universityhood by crafting the five-year strategic plan of the Office of Research Services in coordination with the key officials, research personnel, college coordinators and stakeholders concerned.

local)

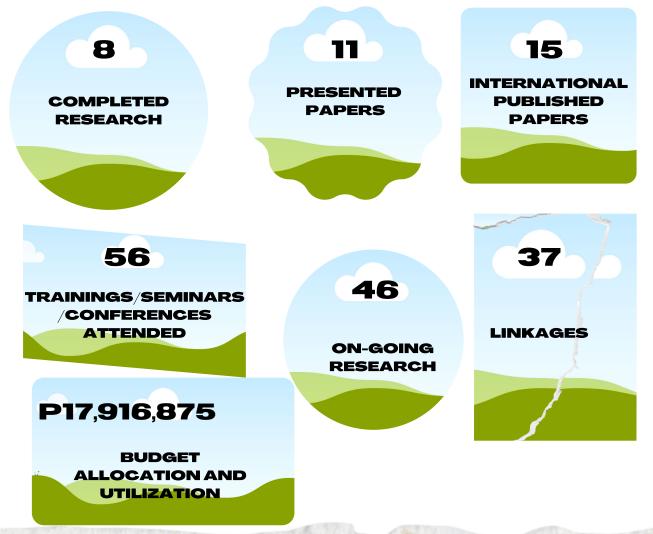
local)

The CCSPC Research Program reported that there was a continuous research undertaking by the members of the faculty. In the table below, it shows the number of completed research, presented papers, published papers, on-going research, trainings and seminars attended, research linkages as well as budget allocation and utilization on research for the last five years.

OFFICE OF THE RESEARCH SERVICES

SUMMARY REPORT ON CCSPC RESEARCH (2016-2020) COMPLETED RESEARCH PRESENTED PAPERS PUBLISHED PAPERS ON-GOING RESEARCH 2020 2019 2018 2017 2016 2020 2019 2018 2017 2016 2020 2019 2018 2016 2017 2020 8 15 10 5 11 16 10 15 44 30 14 46 int'l 22 31 30 30 (10 (7(2 (4 (1 int'l (32 (11 int'l, (6 int'l, (41 internally int'l, int'l, int'l, int'l. int'l Local 27 24 local funded 5 12 **3** nat'l, 12 int'l) local) externally local) nat'l) nat'l) local) funded) TRAININGS/SEMINARS BUDGET ALLOCATION AND UTILIZATION (Php) LINKAGES CONFERENCES ATTENDED 2019 2018 2017 2016 Int'l Nat'l Reg'l Local Total Indicators 2020 2019 2018 2017 17,916,875 5,781,000 1,376,000 Budget 6 14 11 2 10 37 Allocation Amount 100% GAA 100% GAA 100% GAA 79% GAA 68% GAA (8 int'l, (11 (2 int'l, 4 int'l, 5 17 int'l. Budget nat'l, nat'l, **101** Utilization TF/IDIG 24% TF nat'l, nat'l **5 7** reg'l, Amount 1 reg'l, 5 24

During the Academic Year 2020, the College had shown a remarkable performance in research highlighted as follow:



The table below shows the distribution of research conducted by the different colleges per program in terms of Applied Research, Developmental Research and Basic Research with their respective budget. The College of Agriculture and Fisheries (CAFi) obtained the highest number of conducted researches in Applied Research including Developmental Research. Whereas, the College of Arts and Sciences obtained the highest number of Basic Research conducted. On the other hand, the Graduate College in collaboration with CAFi obtained the highest amount of research budget amounting to P7, 503,517.00. Overall, the College Research fund went up to P15,225,618.92 based on assessment done in the month of November of Academic Year 2020.

	SUMMARY OF RESEARCH PER PROGRAM (AS OF NOV. 2020)								
Programs	Applied Research	Amount	Developmental Research	Amount	Basic Research	Amount	Total Number	Total Amount (Php)	
<ol> <li>College of Agriculture and Fisheries</li> </ol>	7	1,287, 158.00	4	265,892.50	3	261,442.50	14	1,814,493.00	
2. College of Education`	1	(In Collaboration with CAS/GC/CAS/CAFo)	2	98,800.00	7	402,056.00	10	500,856.00	
3. College of Arts and Sciences	3	97,840.00	0		9	2,274,293	12	2,372,133.00	
4. College of Engineering Technology and Computing	3	763,473.92	2	435,500.00	0		5	1,197,973.92	
5. College of Business and Public Administration	0		0		5	226,430.00	5	226,430.00	
6. Graduate College	5	7,280,310	3	(In Collaboratio n with CAFi)	5	223,207.00	13	7,503,517.00	
7. Laboratory High School	0		0		1	67,364.00	1	67,364.00	
8. Forestry	3	1,507,162.00	1	35,689.50	0		4	1,542,852.00	
Total	22		11		31		64	15,225,618.92	



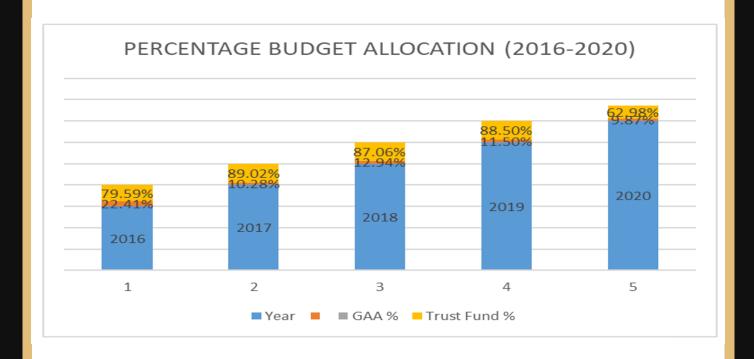
The table below reveals the summary of the number of percentage of faculty engaged in research from Year 2016 to 2020. It is noticeable that there is a constant increase of faculty engagement in research due to the schemes employed by the institution particularly in motivating them to conduct relevant and quality research outputs for sustainable development.

#### SUMMARY OF FACULTY ENGAGED IN RESEARCH WITH EQUIVALENT PERCENTAGE

KRA		2020			2019			2018			2017			2016	
	No. of Faculty	No. of Faculty Engaged in Research	% of Faculty Engaged in Research	No. of Faculty	No. of Faculty Engaged in Research	% <u>of</u> Faculty Engaged in Research	No. of Faculty	No. of Faculty Engaged in Research	% of Faculty Engaged in Research	No. of Faculty	No. of Faculty Engaged in Research	% of Faculty Engaged in Research	No. of Facult y	No. of Faculty Engaged in Research	% of Facult Engage in Researc
fumber nd ercentag of aculty ingaged n essearch	181	135	74.59%	178	115	64.61%	171	90	52.63%	171	68	39.77%	156	35	28.85
													2	02	0
										2	019			4.5	2 0/
												1		4.5	<b>3</b> %
							201	8		64	.61%				
			2	017	7	5	2.6	3%							
20	16		39	9.77	<b>7</b> %										

The CCSPC Research funds have been coming from the General Appropriations Act (GAA), College Income and other external funding agencies. Interestingly, the College has a total budget allocation amounting to P18,416.000.00 in CY 2020 showing a triple budget increase due to the additional budget coming from external sources. With full determination, the College has continued to increase partnership with different organizations in the local, national and international communities.

SUMMARY L	SUMMARY LIST OF RESEARCH BUDGET ALLOCATION WITH PERCENTAGE EQUIVALENCE (2016-2020)									
Source of Funds	2016	2017	2018	2019	2020					
GAA	1,890,000.00	926,000.00	797,000.00	781,000.00	1,817,000.00					
Percentage (%)	(22.41%)	(10.28%)	(12.94%)	(11.50%)	(9.87%)					
Income	6,543,250.00	7,507,000.00	5,363,000.00	6,017,000.00	5,000,000.00					
Percentage (%)	(79.59%)	(89.02%)	(87.06%)	(88.50%)	(62.98%)					
External Funds					11,599,000.00					
Percentage (%)		`			(27.15%)					
Grand Total	8,433,250.00	8,433,000.00	6,160,000.00	6,798,000.00	18,416,000.00					
Percentage (%)	(100%)	(100%)	(100%)	(100%)	(100%)					



# SUMMARY LIST OF RESEARCH 2020 (INTERNAL AND EXTERNAL)

The table below and in the preceding pages shows the distribution of Faculty approved research proposals for Calendar Year 2020.

SUMMARY LIST OF RESEARCH 2020 (INTERNAL AND EXTERNAL)

١.	Title	Research Proponents	College	Category	Research Agenda/Thrusts	Source of Fund	Budget (Php)
•	Water Management Schemes of Vermicast Production Mixedwith Muscovado Sugar	Zainodin M. Kusin Tho M. Kusin Mohammadtaha S. Pendaliday Fhike Abdulrahman	College of Agriculture and Fisheries/ Graduate College	Applied Research	Food Security and Food System/ Socio Economic Development	GAA/TF	163,806.50
	Research Exploratory Polyculture of Milkfish, Shrimps and Crabs	Bahiya Kid Ma. Ramona TamayoVic Vicente Randy Juaquin	College of Agriculture	Applied Research	Socio Economic Development/ Food Security	GAA/TF	287,880.00
	In- Vivo and In- Vitro Production of Vermicast	Zainodin M. Kusin Tho M. Kusin Mohammadtaha S. Pendaliday Fhike Abdulrahman Rasul Mamogkat	College of Agricultureand Fisheries	Applied Research	Food Security and Food System	GAA/TF	127,160.00
•	Awareness of Bangsamoro Islamic Armed Forces (BIAF) Decommissioned Combatant Farmers on Vermicomposting and Vermicast	Zainodin M. Kusin Sema G. Dilna Taugan Kikay Teng Alim	College of Agricultureand Fisheries/ Graduate College	Basic Research	Peace and Order/ Policy Development	GAA/TF	220,000.00
•	Utilization of Different Substrates Sources for Production of VermicastNatural Fertilizer and Pesticides	Zainodin M. Kusin Mohammadtaha S. Pendaliday Tho M. Kusin Fhike Abdulrahman	College of Agriculture and Fisheries/Graduate College	Applied Research	Food Security and Food System/ Socio Economic Development	GAA/TF	188, 556.50
•	Fermentation of Different Banana Species as NaturalVinegar	Zainodin M. Kusin	College of Agriculture and Fisheries/Graduate College	Developmental Research	Food Security and Food System/ Socio Economic Development	GAA/TF	61,982.50
•	Participatory Resource Assessment in Tamontaka 5,Cotabato City	Baina S. Saway Rhanest S. Tilendo	College of Agriculture and Fisheries	Basic Research	Good Governance	GAA/TF	41,442.50
	Development of Natural Soap and Hand Sanitizer Using BitterLeaf	Zainodin M. Kusin	College of Agriculture and Fisheries/Graduate College	Development alResearch			39,160.00
0.	Research Exploratory polyculture of Milkfish,Shrimps and Crabs	Bahiya Kid Ma. Ramona Tamayo Vic Vicente Randy Juaquin	College of Agriculture and Fisheries	Applied Research	Food Security/ Socio Economic Development	GAA/TF	287,880.00
2.	Home Made Formulation ofFeeds and its Effectiveness	Mohamadtaha S. Pendaliday	College of Agriculture and Fisheries/Graduate College	Development alResearch	Food Security	GAA/TF	49,800.00
3.	The Marshland Farming System and Its Implications to Sustain Livelihoods and the Environment in the Marshland Communities:	Nasrudin Buisan	College of Agriculture and Fisheries	Basic and Applied Research	Food Security/ Agricultural Crop Diversification/ Socio- economic Development/	SEARCA	231,875.00
	The Case of Liguasan Marsh Maguindanao				Climate Change Mitigation and		
4.	Institutional Peace and Development Program	Jaemelyn Ututalum Saidamin Bagolong Mubarac Dimasindel Arnold Alferez	CAS/CBPA/CED/ CAFi/ GC	Basic Research	Adaptation Policy Development/ Peace and Order/ Governance	CHED-IDIG	(In Collaboration with CAS/CED GC/CBPA)
5.	Pinini Biodegradable Seeding Potting Container	Tarhata S. Guiamalon Arbaya H. Boquia Danny B. Dimalen Mohamidin L. Datu Zainodin M. Kusin	College of Agriculture and Fisheries/ Graduate College/ Forestry	Applied Research	1 Food Security/Agricultural Crop Diversification/ Socio- economic Development/ Climate Change Mitigation and Adaptation	GAA/TF	(In Collaboration with Graduate College and Forestry)

			OF ARTS AND otal no. of rese				
No.	Title	Research Proponents	College	Category	Research	Source of Fund	Budget (Php)
1.	Adoption of Islamic Banking in the Bangsamoro Region, Philippines	Sittie Farisha Magapisa Hasna Lumpingan Lidasan Saudi Abubakr Abdulwahid Hashim, Moksing T. Pada Bainorhata P. Solaiman	College of Arts & Sciences	Basic Research	Agenda/Thrusts Policy Formulation	GAA/TF	79,310.00
2.	Awareness and Perceptions of Islamic Banking System Among Muslims in the Bangsamoro Region	Sittie Farisha Magapisa Hasna Lumpingan Lidasan Saudi Abubakr Abdulwahid Hashim Mohammad Hattah Bilon	College of Arts & Sciences	Basic Research	Policy Formulation	GAA/TF	78,595.00
3.	Flexible Learning as New Learning Design in Teaching English: The CCSPC context Amidst Covid-19 Pandemic	Arbaya H. Boquia	College of Arts & Sciences	Basic Research	Curriculum Development/ Policy Formulation	GAA/TF	22,835.00
4.	Assessment on DSWD's Sustainable Livelihood Program in Maguindanao: Transiting Households from Survival to Self-Sufficiency	Norkaina C. Samama Marwisa S.SalamAbdul Rahman S. Alongan Jehan A. Haron	College of Arts & Sciences	Basic Research	Socio-economic Development/ Health and Sanitation	GAA/TF	49, 043.00
5.	Street Sauce Dipping- Safe or Unsafe	Sarip Tarita Ampatuan Ali	College of Arts & Sciences	Applied Research	Socio- economic Development	GAA/TF	49,005.00
6.	Vendor's Sanitation Practices and Microbial Testing of Street Foods Sold at Nearby School Areas in Cotabato City	Sarip Tarita Ampatuan -Ali	College of Arts & Sciences	Applied Research	Health and Nutrition	GAA/TF	48,835.00
7.	The Live Experiences of Barangay Chairmen on Conflict Resolution Management in Cotabato City	Juwairiya U. Lingga	College of Arts & Sciences	Basic Research	Policy Formulation	GAA/TF	34,500.00
8.	Preliminary Assessment on the Diversity of Gastropods in the Selected Wetlands in the BARMM Area	Sarip Tarita Ampatuan-Ali	College of Arts & Sciences	Basic Research	Socio- economic Development	GAA/TF	44,135.00
9.	Flexible Learning as New Learning Design in Teaching English: The CCSPC context Amidst Covid-19 Pandemic	Arbaya H. Boquia	College of Arts & Sciences	Basic Research	Curriculum/ Policy Development and Implementation	GAA/TF	22,835.00
10.	Challenges and Mental Health Status of Students in the Transition From Face-ToFace to Online Learning During Covid-19 Pandemic: Basis for an Intervention in Addressing the Mental Health Issues Among Students of CCSPC	Lourdes Celso-Alcazaren	CAS/ Guidance Office	Basic Research	Policy Formulation and Health	GAA/ TF	20,900.00
11.	Institutional of Peace and Development Program	Jaemelyn Ututalum Saidamin Bagolong Mubarac Dimasindel Jose Arnold Alferez	CAS/CBPA/CED/C AFI/GC	Basic Research	Policy Development/ Peace and Good Governance	CHED- IDIG	1, 629,000.0
12.	IDIG Halal	Tarhata S. Guiamalon Arbaya H. Boquia Abonawas M. Pendaliday Ayesha B. Ebrahim	Graduate College/CAS/CED/ Forestry	Applied Research	Food Security, Food System and Nutrition	CHED- IDIG	(In Collaboration with Graduate College/ Forestry/ CED)
Tota	Amount of Research Budget						2,078,991.00

No.	Title	Research Proponents	College	Category	Research Agenda/Thrust	Source of Fund	Budget (Php)
l.	Issue and Opportunities in the Traditional Madaris an Avenue forthe Grafting of Comprehensive Madrasah Development Programs	Noraida Ali	College of Business and Public Administration	Basic Research	Good Governance/Policy Development and Implementation	GAA/TF	46,310.00
2.	Students Attributed and Lifelong Learning Skills: Bases for Instructional Intervention	Laurice S. Tonacao	College of Business and Public Administration	Basic Research	Curriculum	GAA/TF	39,500.00
3.	Awareness and Acceptability of Vision, Mission, Goals and Objectives of the CCSPC- College ofBusiness and Public Administration	Hanna Usman Raffiq S. Allim	College of Business and Public Administration	Basic Research	Policy Formulation/ Curriculum	GAA/TF	78, 760.00
l.	Entrepreneurial Intention of the CCSPC- BSBA Graduates	Noraida C. Ali Emraida C. Ali	College of Business and Public Administration	Basic Research	Business and Marketing Policies	GAA/TF	61,860.00
i <b>.</b>	Institutional Peace and Development Program	Jaemelyn Ututalum Saidamin Bagolong Mubarac Dimasindel Arnold Alferez	CBPA/CAS/CED/GC	Basic Research	Policy Development/Peace and Order/ Governance	CHED- IDIG	(In Collaboration with CAS/CED)

			COLLEGE OF				
No.	Title	Proponents	(4 total no. of	Category	Research Agenda/Thrusts	Source of	Budget (Php)
1.	Pinini Biodegradable Seeding Potting Container	Abonawas Pendaliday Tarhata S. Guiamalon Arbaya H. Boquia Danny B. Dimalen Mohamidin L. Datu Zainodin M. Kusin	Forestry/College of Agriculture and Fisheries/ Graduate College	Applied Research	Food Security/ Agricultural Crop Diversification/Soc io-economic Development/ Climate Change Mitigation and Adaptation	Fund GAA/ TF	48,162.50
2.	Teduray Ethnobotany Medicinal Practices	Abonawas M. Pendaliday Farida K. Dimalen Danny Dimalen Ambusa Badal	College of Forestry/Graduate College	Applied Research	Health Economics/ Climate Change Mitigation and Adaptation/ Sustainable Environmental Management	CHED- IDIG	1,459,000.00
	Puncher Instrument for Corrugated Iron Sheet Roofing Pre-nailing Hole Preparation	Abonawas M. Pendaliday	College of Agriculture and Fisheries/Graduate College	Developmental Research	Socio-economic Development	GAA/ TF	35, 689.50
4.	IDIG Halal	Tarhata S. Guiamalon Arbaya H. Boquia Abonawas M. Pendaliday Avesha B. Ebrahim	Graduate College Forestry/ CED	Applied Research	Food Security, Food System and Nutrition	CHED- IDIG	(In Collaboration with Graduate College/CAS/ CEd)
Tot	tal Amount of Researc				·		1,542,852.00

			(10 total no. o				
Vo.	Title	Research Proponents	College	Category	Research Agenda/ Thrusts	Source of Fund	Budget (Php)
	Responsible Parenthood towardsBetter Education during Covid-19 Pandemic in Tamontaka 1, Cotabato City	Sittie M. Kusin Fairudz A. Dalantay	College of Education	Basic Research	Policy Development and Implementation	GAA/TF	75,900.00
	Decision Making Skills and COVID-19 Crisis Management among State Colleges and Universities inthe Bangsamoro Autonomous Region <u>In</u> Muslim Mindanao	Joanie T. Haramain Fairudz Dalantay	College of Education	Basic Research	Policy Development and Implementation	GAA/TF	153,582.00
	In the Midst of Pandemic: Hurdles of CCSPC Researchers through their intercourse with proposal writing	Joanie Haramain Fairudz A.Dalantay Sitiie Kusin Sapia Diocolano Hydie Parone	College of Education	Basic Research	Policy Formulation	GAA/TF	27,632.00
•	Chemical Analysis of DifferentCrop Sources of Pickles Formulation	Jenny P. Piling Divine Lim Malcontento Ma. Louina K. Jailani Joanie T. Haramain Sittie M. Kusin Fairudz Dalantay Tarhata S. Guimalon Hydie M. Parone Zainodin M. Kusin Sapia A. Diocolano	College of Education	Developmental Research	Food Security and Food System Nutrition/Socio Economic Development	GAA/TF	49, 850.00
•	Storability of Pickles Made Up of Different Crop Sources	Jenny P. Piling Joanie T. Haramain Sittie M. Kusin Fairudz Dalantay	College of Education	Developmental Research	Food Security and Food System Nutrition	GGA/TF	48, 950.00
2 2 8	Management and Administrative of Academic Affairs and Services of Cotabato City State Polytechnic College	Noraini B. Mabang Joanie T. Haramain	College of Education	Basic Research	Governance and Policy Formulation	GGA/TF	22,781.00
\$ t	Sensory Analysis on the Palatability of Pickles Using Different Crops Sources	Jenny P. Piling Joanie T. Haramain Sittie M. Kusin Fairudz Dalantay Maria Louina U. Jailani Divina L. Malcontento	College of Education	Basic Research	Food Security and Food System Nutrition	GGA/TF	29,221.00
t S J		Ombra Imam	College of Education	Basic Science	Curriculum and Policy Development	GAA/TF	92,940.00
	IDIG Halal	Tarhata S. Guiamalon Arbaya H. Boquia Abonawas M. Pendaliday Ayesha B. Ebrahim	Graduate College	Applied Research	Food Security, Food System and Nutrition	CHED-IDIG	(In Collaboration with Graduate College/ CAS/ Forestry)
2		Jaemelyn Ututalum Saidamin Bagolong Mubarac Dimasindel Jose Arnold Alferez	CEd/CAS/CBPA/ Graduate College	Basic Research	Policy Development/ Peaceand Order/ Governance	CHED-IDIG	(In Collaboration with CAS/CBPA/ CAFi)
tal A	Amount of Research Budg	et					500,856.00

			GRADUATE COLLE 3 total no. of resea				
No.	Title	Proponents	College	Category	Research Agenda/Thrust	Source of Fund	Budget (Php)
1.	Graduate Education Programs: Relative to Graduates Work Competencies in the Work Place	Tarhata S. Guiamalon	Graduate College	Basic Research	Curriculum/Socio - economic Development/ Policy Development	GAA/TF	50,000.00
2.	Exploring Flexible Learning in Nurturing Students' Learning Amidst Covid-19 Pandemic	Tarhata S. Guiamalon Arbaya H. Boquia Rachelle T. Amando	Graduate College	Basic Research	Curriculum/ Policy Development	GAA/TF	49,487.00
3.	Management Innovation of the MSME'S in Region XII During the Covid- 19 Pandemic	Emraida C. Ali	Graduate College	Basic Research	Policy Formulation/ Health	GAA/TF	61,860.00
4.	Online Instruction Amidst Covid – 19 Pandemic: Bases for Pedagogical Intervention	Tarhata S. Guiamalon Emraida Ali Noraida Ali Radzak Sam	Graduate College	Basic Research	Curriculum/ Policy Development	GAA/TF	61,860.00
5.	IDIG Halal	Tarhata S. Guiamalon Arbaya H. Boquia Abonawas M. Pendaliday Ayesha B. Ebrahim	Graduate College/CAS/ Forestry/ CEd	Applied Research	Food Security, Food System and Nutrition	CHED- IDIG	7,280,310.00
6.	Water Management Schemes of Vermicast Production Mixed With Muscovado Sugar	Zainodin M. Kusin Tho M. Kusin Mohammadtaha S. Pendaliday Fhike Abdulrahman	College of Agriculture and Fisheries/ Graduate College	Applied Research	Food Security and Food System/ Socio Economic Development	GAA/TF	(In Collaboration with CAFi)
7.	In- Vivo and In- Vitro Production of Vermicast	Zainodin M. Kusin Tho M. Kusin Mohammadtaha S. Pendaliday Fhike AbdulrahmanRasul Mamogkat	College of Agricultureand Fisheries/Graduate College	Applied Research	Food Security and Food System	GAA/TF	(In Collaboration with CAFi)
8.	Awareness of Bangsamoro Islamic Armed Forces (BIAF) Decommissioned Combatant Farmers on Vermicomposting and Vermicast	Xainoghat Zainodin M. Kusin Sema G. Dilna Taugan Kikay Teng Alim	College of Agriculture and Fisheries/Graduate College	Basic Research	Peace and Order/ Policy Development	GAA/TF	(In Collaboration with CAFi)
Э.	Utilization of Different Substrates Sources for Production of Vermicast Natural Fertilizer and Pesticides	Mohammadtaha PendalidayTho M. Kusin Fhike Abdulrahman	College of Agriculture and Fisheries/ Graduate College	Applied Research	Food Security and Food System/ Socio Economic Development	GAA/TF	(In Collaboration with CAFi)
10.	Fermentation of Different Banana Species as NaturalVinegar	Zainodin M. Kusin	College of Agriculture and Fisheries/Graduate College	Developmental Research	Food Security and Food System/ Socio Economic Development	GAA/TF	(In Collaboration with CAFi)
11.	Development of Natural Soap and Hand Sanitizer Using Bitter Leaf	Zainodin M. Kusin	College of Agriculture and Fisheries/Graduate College	Developmental Research	Health/ Socio Economic Development	GAA/TF	(In Collaboration with CAFi)
12.	Puncher Instrument for Corrugated Iron Sheet Roofing Pre-Nailing Hole Preparation	Abonawas M. Pendaliday	Forestry/Graduate College	Developmental Research	Socio-economic Development	GAA/TF	(In Collaboration with Forestry)
3.	Teduray Ethnobotany MedicinalPractices	Abonawas M. Pendaliday Farida K. Dimalen Danny Dimalen Ambusa Badal	College of Forestry/ Graduate College	Applied Research	Health Economics/ Climate Change Mitigation and Adaptation/ Sustainable Environmental Management	CHED-IDIG	(In Collaboration with Forestry)
ota	l Amount of Research Budge	t					7,503,517.00

	- ·	COLLEGE OF ENGINE	ERING, TECHNO total no. of Rese		MPUTING		
No.	Title	Research Proponents	College	Category	Research Agenda/ Thrust	Source of Fund	Budget (Php)
1.	CCSPC Learning Management System Development Using MoodlePlatform	Rayyan S. Alim	College of Engineering, Technology, And Computing	Developmental Research	Policy Making/ Curriculum	GAA/ TF	388,500.00
2.	CCSPC Online Voting System	Rayyan S. Alim Amerhusein S. Amad Rowaida M. Abas Sambai A. Ali	College of Engineering & Computing	Applied Research	Governance/Policy Development/ Information System	GAA/ TF	49,500.00
3.	CCSPC Online Survey Management System	Rayyan S. Alim Amerhusein S. Amad Guiamarudin S. Daud	College of Engineering & Computing	Developmental Research	Governance/Policy Dev./Information System	GAA/ TF	47,000.00
4.	Design and Development ofa Mobility Rotary Aggregate Separator with Exchangeable Sieve Mesh	Sterling G. Sinsuat Tasil P.Apal Princess L. Leynes Samuel V. Magsipoc Walid A. Sarip Sambai A. Ali	College of Engineering Technology and Computing	Applied Research	Socio Economic Development	GAA/ TF	346, 818.15
5.	Design and Developmentfor Motor Control Instructional Trainer	Zaldy D. Bualat Kerwin Jay M. Alipo-on Samuel V. Magsipoc Nestor L. Dandang Princess L. Leynes	College of Engineering Technology and Computing	Applied Research	Socio Economic Developments	GAA/ TF	366,155.77
6.	SPT-Based Empirical Method for Assessing Soil Liquefaction Potential in	Walid A. Sarip Grace E. Parilla	College of Engineering Technology and	Applied Research	Sustainable Environmental Management	GAA/ TF	600,000.00
	Proposed Economic Zone of Cotabato City, Philippines	Alma S. Kato Michelle L. Tirol Mohammed O. Pangato Nerissa D. Pal	Computing	M A F M	Climate Change Aitigation and Adaptation/ Disaster tisk Reduction and Aanagement/ Socio- Cconomic Development		
7.	Mechanical Properties of Undisturbed Soil Deposit in Proposed Economic Zone of Cotabato City, Philippines	Michelle L. Tirol Alma S. Kato Walid A. Sarip Grace E. Parilla Mohammed O. Pangato Muin S. Silad Bai Nor T. Abas	College of Engineering Technology and Computing	Research M	ustainable invironmental Anagement/ Climate Change Aitigation and daptation/ Disaster Risk teduction and Anagement	GAA/ TF	500,000.00
8.	Characteristics of Undisturbed Soil Deposit in Proposed Economic Zone of Cotabato City, Philippines	Alma S. Kato Walid A. Sarip Grace E. Parilla Michelle L. Tirol Mohammed O. Pangato Hasanaddin S. Mama Sittie Janeen S. Salindatu	College of Engineering Technology and Computing	Research F	ustainable Environmental Aanagement/ Ilimate Change Iitigation and Idaptation/Disaster Iisk Reduction and Aanagement	GAA/ TF	550,000.00
	Grand Total						2,847,973.92

Effects of Instructional Jonar U. Unggad Laboratory Basic Research Curriculum/ GAA/TF	
Effects of Instructional Strategy in Integrating Local Activities in Students' Participation in Mathematics Subject in Secondary School  Jomar U. Unggad Pembain G. Hariraya  Laboratory High School Basic Research Curriculum/ Policy Development and Implementation	(Php) 67,364.00

Linkages	SUMMARY LIST OF CC			Ė	Project	YEAR	Amount (Php)
Lo	ocal Regional	National	International		· ·		
COMMISSION ON HIGHER EDUCATION		1. T'duray Ethno Practices	Botany Medical	1.	Identification of Medical Plants	2020	364,750.00
CHED)					Documentation of Ethnic Traditional Practices	2020	364,750.00
				3. 4.	Establishment of Protected Forest Area Documentation of	2020	364,750.00
				7.	Methods of Illness and other Documentations	2020	364,750.00
		2. Institutionalizat	ion of Peace andD	eve	lopment Program	2020	1,629,000.00
		3. Halal		3.	1. Assessing the		
					Awareness and Acceptance of Halal Foods and Services	2020	134,000.00
				3.2	Utilization of Squash (Cucurbita Maxima) in Halal Flour Production	2020	279,000.00
				3.3	Palatability of Kalabasa Halaya	2020	1,716,827.50
					3.4 Utilization of Kalabasa in Making Bread 3.5 Product Development	2020	1,716,827.50
					on Kalabasa Noodles	2020	1,716,827.50
					3.6 Making Halal Squash(Cucurbita Maxima) Chicharon	2020	1,716,827.50
SUB TOTAL							11,599,000.0
2. DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST- PCAARRD)		Enhanced Productiv in Region XII and A		d Ca	ırdava	2013- 2017	810,834.00
SUB TOTAL:							810,834.00
3. SEARCA							
			Implications to	Su: Mars	nrming System and its stain Livelihoods and the shland Local Communities: n Mash Mag <b>intano</b> "	2020	231,875.00
A. AGRICULTURAL TRAINING INSTITUTE (ATI)	The Economic and Social In Program to the Rice Farme in Region XII, Philippines					2018	450,000.00
5. DEPARTMENT OF TRADE (DOT)	A War torn to Farm Tour:A Liguasan Marsh fo	ssessing the Poter or Agroecotourism in				2019	96,000.00
6. DEPARTMENT OF ENVIRONMENT and NATURAL RESOURCES (DENR XII)	Donated Land Resources (Located at Mt. Linangan, Datu Odin, Sinsuat, Maguindanao)					2013- present	
7. NATIONAL EDUCATION DEVELOPMENT AUTHORITY (NEDA)	Technical Resources					2010- present	
(ON-GOING) MOA SIGNING		1. Feasibility Study on the Implementation of Expanded Tertiary Education Equivalency and				2020- 2021	500,000.00
		Accreditation Program in BARMM					
9. DEPARTMENT OF AGRICULTURE- MAFAR	Resources a. Land Resources b. Laboratories and Facilities c. Animal Facilities d. Technical Resources					2020- present	
1							

#### SUMMARY LIST OF CCSPC RESEARCH LINKAGES WITH TECHNICAL/PHYSICAL ASSISTANCE

No.	LINKAGES	LEVEL	SPECIFIC ASSISTANCE
1.	MUHAMMADIYAH UNIVERSITY OF MALANG	INTERNATIONAL-INDONESIA	Research Capability Building
2.	UNIVERSITAS MUHAMMADIYAH, PURWOKERTO	INTERNATIONAL-INDONESIA	Research Capability Building
3.	UNIVERSITY OF MUHAMMADIYAH, GRESIK	INTERNATIONAL-INDONESIA	Research Capability Building
4.	UNIVERSITAS MUHAMMADIYAH, SIDOARJO	INTERNATIONAL-INDONESIA	Co-host in the International Research Conference
5.	UNIVERSITY OF MUHAMMADIYAH, JEMBER	INTERNATIONAL-INDONESIA	Research Capability Building
6.	UNIVERSITY OF SAINS, MALAYSIA	INTERNATIONAL-MALAYSIA	Research Capability Building
7.	MUSA ASIAHH INTEGRATED SCHOOL	INTERNATIONAL-CAMBODIA	Research Capability Building
8.	HEAVENLY CULTURE WORLD PEACE RESTORATION LIGHT	INTERNATIONAL-SOUTH KOREA	Research Capability Building
9.	AL-MADDAT FOUNDATION FOR HUMANITARIAN SERVICES	INTERNATIONAL- KINGDOM OFSAUDI ARABIA	Research Capability Building
10.	HUMAN DEVELOPMENT FOUNDATION, INCORPORATED	INTERNATIONAL-TURKIYE	Research Capability Building
11.	SAGLIK BELIMRI UNIVERSITESI OF TURKEYI	INTERNATIONAL-THAILAND	Research Capability Building
12.	PEOPLE COLLEGE OF PATANI	INTERNATIONAL-THAILAND	Research Capability Building
13.	SYEIK DAUD ISLAMIC UNIVERSITY	INTERNATIONAL-THAILAND	Research Capability Building
14.	FATONI UNIVESITY	INTERNATIONAL-THAILAND	Research Capability Building
15.	SOXAAEDEC	NATIONAL	Research Capability Building
16.	PCAARD	NATIONAL	Research Capability Building
17.	MAFAR	LOCAL	Physical Resources/Facilities
18.	DOST	LOCAL	Research Capability Building
19.	LOCAL GOOVERNMENT UNITS (11 Agencies)	LOCAL	Technical and Physical Facilities

#### CCSPC RESEARCH UTILIZATION AND COMMERCIALIZATION

Title	Researcher/s	Beneficiaries	Income/ Remarks
Sensory Analysis on the     Palatability of Pickles using     different Crop Sources	Zainodin M. Kusin Joanie T. Haramain Sittie M.Kusin Fairudz A. Dalantay Jenny P. Piling Mughani P. Sampulna	Faculty and Students	<ol> <li>Utilized by the College of Education under Technology and Livelihood Education as supplemental materials.</li> <li>Utilized by the College of Education and Commercialized by the Production Office through Income Generating Project of the College. Thisproject has initially generated the amount of P 1, 600.00.</li> </ol>
2. Deleafing Prevent Sigatoka Disease Banana In vitro Condition	Zainodin M. Kusin	Banana Farmers	Utilized by the Banana Planters and contributed to the reduction of the synthetic chemicals thru regular Deleafing as natural control of black sigatoka resulted to the increased production of income of the community banana growers.
3. Critiquing Documentation Skills among Local Officials of Selected Barangays in Cotabato City	Joanie T. Haramain		Utilized by the LGU of Barangay Datu Balabaran, Cotabato City which contributed to the intervention measures employed by the barangay in the management of the effects of the new normal brought about by the COVIC-19 pandemic.
4. Documentation Skills Among Local Officials of Selected Barangays in Cotabato City	Joanie T. Haramain		Utilized by the LGU of Barangay Kalanganan II, Cotabato City in support to the principles of effective transparency and promotion of peace, progress and development in the Bangsamoro Community.



Research output of CCSPC Researchers - utilized and commercialized



# RESEARCHES PUBLISHED IN REPUTABLE JOURNALS (PUBLISHED/PRESENTED 2020)

TITLE	AUTHOR/S	PUBLISHER	CATEGORY	DATE PUBLISHED
S	Tarhata S. Guiamalon Pembain G. Hariraya	International Organization Center of Academic Research, www.ocerints.org ISBN:978-605-06286-0-9	International	October 5, 2020
2. Relevance of Fisher's Model of Third-Party Intervention in Malaysia's Mediation to the Bangsamoro Conflicts	Shamsuddin L. Taya, et al.	International Journal of Advanced Research in Engineering and Technology (IJARET) Volume 11, Issue 6, June 2020.pp. 411-425. Article ID:IJARET_11_06_037	International	June 2020
Employees of large Retail Enterprises in Region XII	Noraida C. Ali	International Journal of Management Excellence Volume 15 No. 1	International	June 2020
4. A Tracer Study of 2012- 2019 Graduates from Bachelor of Science in Business Administration atCotabato City State Polytechnic College, Philippines	Emraida C. Ali Noraida C. Ali	The International Journal of Business Management and Technology, Volume 4 Issues 5 ISSN:2581-3889	International	Sept-Oct 2020
5. Structural Equation Model of Guests' Satisfaction of Inland Resorts in Region XII	Menchu D. Estaris	International Journal of Management Excellence Volume 15 No. 1	International	June 2020
6. Children of War: A RapidNeeds Assessment of Orphan in Muslim Mindanao	Maripaz C. Abas, Ombra A. Imam	Asian Foundation	International	October 2020
7. Analysis of Women Entrepreneurship in Autonomous Region in Muslim Mindanao	Emraida C. Ali	International Journal of Management Excellence Volume 15 No. 2	International	N0vember 2020
8. Instructional Strategies Employed by Public Elementary School Teachersin South Central Mindanao, Philippines	Joanie T. Haramain	European Modern Studies Journal, Volume 4 No. 6 ISSN 2522-9400	International	November 2020
9. Introducing New and Innovative Modes of Instruction and Framework for The Establishment of Institution's Accountability and Responsibility	Joanie T. Haramain	The 2 <sup>nd</sup> International Conference on Intellectuals Global Responsibility (ICIGR) 2020 Article: AR-0147 (Presented and Published)	International	November2020
10 Bachelor of Science in Business Administration(BSBA) Graduate Tracer Study Year 2012-2019	Embraida C. Ali Noraida C. Ali	The 2 <sup>nd</sup> International Conference on IntellectualsGlobal Responsibility (ICIGR) 2020 Article: AR-0112 {Presented and Published}	International	November 2020
11.Local Management Conflict Resolution Among Schools Principals in Maguindanao	Sittie M. Kusin Zainodin M. Kusin	The 2 <sup>nd</sup> International Conference on IntellectualsGlobal Responsibility (ICIGR) 2020 Article AR-014 {Presented and Published}	International	November 2020
12.A Study of Work Engagement Among Employees of Large Retail Enterprises in Region XII, Philippines	Noraida C. Ali	The 2 <sup>nd</sup> International Conference on Intellectuals Global Responsibility (ICIGR) 2020 Article: AR-0113 {Presented and Published}	International	November 2020
13. Divers of Women Entrepreneurship in the Autonomous Region in Muslim Mindanao (BARMM)	Emraida C. Ali	The 2 <sup>nd</sup> International Conference on Intellectuals Global Responsibility (ICIGR) 2020 Article: AR-0111 {Presented and Published}	International	November 2020
14. Prevalence of Parasites in Freshwater Fishes in Southern Mindanao Philippines	Tarita A. Ali	The 2 <sup>nd</sup> International Conference on IntellectualsGlobal Responsibility (ICIGR) 2020 Article: AR-0106 {Presented and Published}	International	November 2020
15. Learners' Development among Public Elementary Schools in Southern Philippines	Joanie T. Haramain	The American Journal of Humanities and Social Sciences Research (THE AJHSSR)	International	December 2020

### RESEARCH

### COTABATO CITY STATE POLYTECHNIC COLLEGE SUC LEVELLING

	SUC LEVELLING						
	INDICATORS	Maximum Points					
1	Research Center including percentage of researchers to total plantilla faculty in the past three years	3					
	a Number of research centers actively pursuing research in the past three (3) years	1					
	b Percentage of Researchers to total number of platilla faculty in the past three (3) years	2					
	Each research funded by outside agency in the past three (3) years	2					
3	Completed Research-based Paper Published in the past three (3) years (such as Elsevier Scopus, Thompson Reuters Journals, and CHED Accredited Journal)	3.5					
	Research-based paper published in an international Refereed Journal or publication in the past three (3) years.	1.5					
	b Research-based paper published in a Refereed Journal Accredited by CHED in the past three (3) years	1					
	c.Percentage of research-based paper published in Refereed Journals to the total number of research output	1					
4	Research-based Paper Presented in the past 3 years	3					
	a. Number of research-based paper presented in International fora/ conference	1					
	b Number of research-based paper presented in National fora/conference	0.5					
	c Number of research-based paper presented in Regional fora /conference	0.5					
	d Percentage of research-based paper presented in international foral conferences to total number of research-based paper	1					
5	Citations in the past three (3) years	0.5					
	<ul> <li>Total number of citations in articles published by other researchers in Refereed International or National Journal such as Elsevier Scopus, Thomson Reuters Journals, and CHED Accredited Journal)</li> </ul>	0.25					
	b. Each research-based paper cited by book authors	0.25					
6	Research-based Paper Presented in the past 3 years	3					
	a. Number of research-based paper presented in International fora/ conferences	1					
	b.Number of research-based paper presented in National fora/conference	0.5					
	c.Number of research-based paper presented in Regional fora /conference	0.5					
	d Percentage of research-based paper presented in International fora/ conferences to total number of research-based paper	1					
7	Citations in the past three (3) years	0.5					
	<ul> <li>Total number of citations in articles published by other researchers in Refereed International or National journal such as Elsevier Scopus, Thomson Reuters Journals, and CHED Accredited Journal)</li> </ul>	0.25					
	b. Each research-based paper cited by book authors	0.25					
	Source: Lecture Presentation	n of Engr. Elias A. Susa					

### RESEARCH



Dr. Ainonnacirin A. Abdulgani (top-right) and Dr. Radzata Abdulgani (middle-left) presenting their papers. Bottom left-right is Dr. Muhammad Faheem Aliuden including the Dean of the Graduate College, Dr. Saidamin P. Bagolong (third-back).

### RESEARCH



PARTNERS:







INTERNATIONAL CONFERENCE ON INTELLECTUALS' GLOBAL RESPONSIBILITY
(ICIGR)

Do	ne		Edit
15	11.05-11.25	Panelist 6 (Cotabato City State Polytechnic College, Philippines)	Prof. Sema Guine Dilna, EdD
16	11.25-11.45	Discussion	Moderator (Wahyu Taufiq M.Ed)

Organized by:

5:16













MOTIVATIONAL LEADER. Prof. Sema G. Dilna, Ed.D. CCSPC President is answering the questions of the audience during the Virtual International Conference of Intellectuals Global Responsibility 2020 initiated by UMSIDA, Indonesia, one of the active partners of CCSPC in the development of human resources in the international communities.

Moreover, the College president presented his paper during the said conference including his inspirational message in which thousands of spectators comprising the scholars, academicians, researchers, practitioners, professionals, and experts in any disciplines of knowledge were motivated particularly in addressing the challenges of the COVID-19 pandemic.

Likewise, the College president emphasized the importance of following protocols during this time of crisis including the collaborative effort of individuals and groups for the efficient solution of problems caused by societal and environmental problems.

Being the co-host institution during the international conference, Pres. Dilna became one of the panelists during the

research paper presentation proper.

UMSIDA HUMANIA CHURANA PARAMAN

17	11.45-11.55	Conclusion for Panel 2	Moderator ( Wahyu Tauf q M.Ed)
18	11.55-12.00	Closing of Panel Session	Moderator ( Wahyu Taul q M.Ed)
19	12.00-12.15	Presentation Model and Article Publication for ICIGR 2020	Mochammad Tanzil Multazam, M.Kn
19	12.00-12.10	Closing Ceremony of ICIGR 2020	MC (Dian Rahma Santos 2, M.Pd)



UNIVERSITAS MUHAMMADIYAH, SIDOARJO

MORE NEWS

#### PROBING NEWSLETTER

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#### DETAILED RESEARCH PROPOSAL

As stipulated in the ORS-Research Manual (2014), the research proposal shall contain the following elements:

#### I. PROGRAM/PROJECT TITLE

#### II. PROPONENT (S)

College/Unit:

#### III. PROPOSED BUDGET

#### IV. SIGNIFICANCE OF THE PROJECT/STUDY

This section should include:

- The current need of the country that the pro gogal intends to address
- Supports/Compliments the national/regional Research and Development Programs
- The proposal can justify the resources to be invested with the consideration of the potential benefits to be derived.
- The likely impact of the information/technology to be generated on the current body of knowledge, target beneficiaries or other stakeholders (rural farm households; industry; commodity/sector or region and the country/national economy)
- It shows how the output can be utilized and be disseminated

#### V. OBJECTIVES

- 1. Adequate enough to address the problem stated
- Clearly indicates what the proposal wants to achieve
- Attainable within the time frame and resources indicated

#### VI. REVIEW OF LITERATURE

- Exhaustive enough to cover related researches activities conducted for the last 10 years
- The state of the art of the current technology/ information from which the project proposal
- Indicate any related technology which is protected by any of the intellectual property rights scheme (e.g. patent trade mark, copy right, etc.)

#### VII. ANALYTICAL FRAMEWORK/ METHODOLOGY

- 1. The proposal is guided by analytical frame work.
- All relevant variables to be measured/evaluated are included in the methodology.
- The proposed methodology must provide adequate answers to the research objectives.

- The project must produce measurable output and the set of indicators and values must be defined.
- It should indicate appropriate experimental layout, progedures and designs.
- It should indicate how the data required by the set of indicators be obtained.
- It should state the specific sources of data and frequency of data collection.

#### VIII. EXPECTED OUTPUTS

- 1. To what extent will such technologies/information eliminate/mitigate or prevent the identified problem from producing damages?
- 2. In what way will the proposed research project generated products, information, process, or service of national and international recognition?
- What are the specific products, processes, services, information or technologies which the project is expected to produce?
- 4. How are they compared with existing technologies/ knowledge?
- 5. What are the expected social, economic and other benefits to be generated? How long will it take before the realization of some of its expected output?
- 6. Are the expected results gender sensitive?

#### IX. WORK PLAN

- The identified activities must be consistent with objectives and expected outputs.
- The activities identified should lead to the attainment of the expected outputs.

#### X. BUDGET

- It is reasonable and appropriate in terms of what the project intends to accomplish.
- 2. It is consistent with the proposed work plan.
- 3. It must indicate counterpart funds if available.
- The line-item expenditures are consistent with existing allowable rates.

#### ANNOUNCEMENT:

THE ORS IS NOW CALLING FOR RESEARCHERS
TO SUBMIT THEIR RESEARCH PROPOSALS
FOR INSTITUTIONAL
FUNDING

In pursuit of strengthening community services, the Cotabato City State Polytechnic College has sustained the active participation of faculty and student extensionists under the guidance and leadership of the Director of the Office of Extension Services (OES), Dr. Samsia Ebrahim Beduya in coordination with the different colleges and in collaboration with the external stakeholders. The highlights of accomplishments of the CCSP-OES are summarized below and in the succeeding pages.

### **OES ACTIVITY PLANNING WRITESHOP**

► The OES conducted an Activity Planning on August 10-12, 2020 at CCSPC Audio Visual Room, Cotabato City with the aims of assessing the performance of the office in its realization of the five year plan, and to determine the strengths and weaknesses the office had demonstrated in achieving its vision.



### **Community Needs Assessment**

Community Needs Assessment Survey at Barangay Minabay, Barangay Edcor and Barangay Nuyo last September 2, 3, and 4, 2020. One of the mandated functions of State Universities and Colleges in our country is serving the community through providing extension services that could help combat their social and economic struggles.



### **OES ONLINE IN-HOUSE REVIEW**

Due to pandemic, an Online In-House Review of Project Proposals was done on October 14, 15, & 16, 2020 at CCSPC, Cotabato City via Google Meet. The aim of the activity is to evaluate the project proposals submitted by the different colleges based on the extension agenda, vision and mission of the Institution and the results of the needs assessment survey which was conducted at the different identified Barangays and communities.



Outstanding Balance as of December 2020







#### LAUNCHING OF RISE BANGSAMORO PROGRAM

### **OES Budget Utilization for 2020**

ALLOTME		TMENT	ENT UTILIZATION		ON	UTILIZATION RATE	
	PER GAA	PER INCOME	PER GAA	PEI	R INCOME	PER GAA	PER INCOME
2020	728,000.00	1,000,000.00	728,000.00	1,0	00,000.00	100%	100%
		G	General Fund			Trust Fun	d
Approved Budget:		7	728,000.00			1,000,000.	00
Utilization as of December 2020		er 1,	670,000.00				

The RISE (Reformed Initiatives for Sustainable Empowerment) Bangsamoro Program was launched during the Administrative Council Meeting on August 27, 2020.



Target Beneficiaries: Sectoral groups (government officials, farmers, women, and yo

Rationale

The Cotabato City State Polytechnic College through its Extension Services Office, its active arm in reaching out marginalized communities, has been responsive in resolutionising and transforming solid and economic lines of many citizens in the region. This is evidenced by its programs and services that catened and service trippople in marginalized communities in the solid relationships.

In 224, one of the institution's successful program bunched in some saverages in Majoridana and Grashes City, was demanded Action for the Lighton philosometric of Majoridana (MAM). This program was epiped to more than a thousand beneficiaries, trapas success seate this proportion that their program has brought to people in many season for the second groups such as somes, years, powerment official, and farmers were specified by CCCR with technique paints they have seen in their most of the participation to government and colic affairs, environmental protection, welfness, good assessment of additional contractions of the contraction of the contra

This 2000, the Office of the Emercian Services Office offers a new unified extension program that control a comprehensive about 4 entering the otheren set of discharged program that control a comprehensive read of the other set of discharged projects and services in institution's ready identified extension areas. This is based on the other is set by the Commission on Righter Education through the memoration order number of least of 2000 after extension programs of state orderation and colleges in the Philippines should be provided on its general profession in terms will controllution to regional and variation dischargement and the advancament of the disciplines, institutional policy and support for the programs, and respection (perior the programs in profession extension of the disciplines in the controllution or simplicity and support for the programs in prospilized exhibits.

The fill's Program's an arroymn for Engineer Inhibitive for Garnishable Conjecturement of the Engineers. The name leaf inject the improvement must in the program, strategies services, and development projects of the inhibition in bringing technicing treathers as Engineers. In values sustainable empowement of the support clienties as the joint point of its inhibities is it is community restrictioned and a contemplated program founded to fine with programment and nonexperimental application in the administration of position and extensive contemplate programment and an elemental contemplate in the administration of position and elemental contemplate programment and an elemental contemplate programment and an elemental contemplate programment and e

consequent.

A più individiri embarks en transforming peoplis i less, the new extension program of COPC villette its soppe to one it also magnitude of featuring Beneficiaries and to take a best in development of registere of three più individual program of the control progra

# AREA VI -Extension and Community Involvement

CHED National Remote/Virtual Validation on December 11, 2020 at CCSPC, Cotabato City via Zoom.









### Strategic Planning Workshop

Cotabato City State Polytechnic College through the office of Administration and Finance headed by Vice President Dr. Teng A. Alim, conducted a Strategic Planning Writeshop last December 16, 17 & 18, 2020 at Pagana, Pavilion Hall, Cotabato City.

The Director of the Office of Extension Services with the OES Unit Heads actively participated the said strategic Planning Writeshop and gave some inputs and insights especially during the writeshop proper where they presented their outputs on the extension programs and activities of the College. It was a very fruitful activities in which the participants were given direction on the mandates of the Institution in its quest for University status.



#### MFO 3: TECHNICAL ADVISORY EXTENSION SERVICES 2020

			-		
TITLE	COLLEGE	PROPONENT	Area	No. of Participants	PROPOSED BUDGET
Farmer's Training on Organic     Vegetable Production for     Socio-Economic Development     and Sustainability	CAFi	DR. SAMSIA IBRAHIM-BEDUYA	Brgy. Minabay, Buldon, Maguindanao	50	Php 73,843.00
Training on Food Safety on Processing and Preservation of fruits and vegetables	CAFi	Engr. Elena O. Biado & Prof. Analiza S. Macacua	Brgy. Minabay, Buldon, Maguindanao	40	64,716.30
3. Mobilizing Constituent's Capacity for Community Empowerment Project	CED	DR. MOBARAC R. DIMASINDEL	Brgy. Minabay, Buldon, Mag.	120	Php 148,267.00
4. Extension Project on Plumbing	CED	MR. FERNANDO E. OBEDOZA	Brgy. Minabay, Buldon, Maguindanao	40	Php 67,794.50
5. Extension Project on Livelihood (Handicraft)	CED	MR. LITO RAGUIAB	Brgy. Minabay, Buldon, Mag.	40	Php 58,285.70
6. Handicrft Training on Water Hyacinth By-Products	SATI	Instr. Baina S. Saway/ Instr. Rhanest S. Tilendo	Brgy. Datu Balabaran, , Cotabato City	40	Php 39,314.00
7. Conflict Resolution Management in Buldon, Maguindanao	CAS	Dr. Juwairiya U. Lingga	Brgy. Minabay, Buldon, Maguindanao	40	Php 41,481.00
8. Social Economic  Development Program in Buldon, Maguindanao	CAS	Mr. Franklin P. Tizon	Brgy. Minabay, Buldon, Maguindanao	40	Php 46,183.50
Capacitating the Role of     Women During Pandemic	CAS	Ms. Marwisa S. Salam	Brgy. Minabay, Buldon, Maguindanao	30	Php 31,471.00
10. Trainer's Training on four Required Acts for Departed Muslim Capability Building through Training	CAS	Us. Saudi B. Abubakar	RH-5 General Luna, Cotabato City	30	Php 43,024.00
11. Seminar-Workshop on Bookbinding Services	Library Office	Ms. Baidido S. Abubakar	RH-5, Don E. Sero, Cotabato City	30	Php 29,931.00
12. Parliamentary Procedure Seminar-Workshop	CAS	Mr. Abdulbasit D. Silongan	Brgy. Kalanganan II, Cotabato City	40	Php 37,301.00
13. Community Services Caravan V2	CBPA	Dr. Saidamin P. Bagolong	Brgy. Minabay, Buldon, Maguindanao	40	Php 47,859.00
14. Training Workshop on Fabric Conditioner	CBPA	Mr. Albaşir L. Taha	Brgy. Minabay, Buldon, Mag.	40	Php 47,878.06
15. Ethics in Public Relations	CBPA	Ms. Hanna N. Usman	Brgy. Tamontaka 1, Cotabato City	40	Php 37,839.00
16. Financial and Economic Literacy	CBPA	Mr. <u>Raffeg</u> S. <u>Alim</u>	Brgy. Tamontaka 1, Cotabato City	40	Php 37,829.00
17. Good Governance Extension	CBPA	Dr. Baina S. Kikay	Brgy. Tamontaka 1, Cotabato City	40	Php 37,629.00
18. Women Entrepreneurship Extension Program	CBPA	Dr. <u>Norajda</u> C. Ali	Brgy. Minabay, Buldon, Maguindanao	40	Php 37,829.00
19. Electrical Wiring and Installation	CETC	Mr. Gimao P. Rakman	Brgy. Minabay, Buldon, Maguindanao	44	Php 46,826.00
20. Skills Training on Livelihood and production	LHS	Ms. Pembain D. Hariraya	Brgy. Kalanganan II, Cotabato City	40	Php 41,090.50
TOTAL: (20 Proponents)				824 Participants	Php. 1,016,801.56

# Memorandum of Agreement

Memorandum of Agreement with Land Bank of the Philippines

(thru Res. No. 472, s. 2020)

Memorandum of Agreement with Ministry of Basic Higher and Technical Education

(thru Res. No. 472-A s. 2020)

Memorandum of Agreement with MAFAR, BARMM and Office of MP Susana S. Anayatin

(thru Res. No. 481, s. 2020)

Memorandum of Agreement with the ZC Knowledge Foundation, Inc.

(thru Res. No. 489, s. 2020)

Memorandum of Agreement with Bangsamoro Autonomous Region in Muslim Mindanao

(thru Res. No. 490, s. 2020)

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into by and between: The COTABATO CITY STATE POLYTECHNIC COLLEGE, Philippines, represented by its president PROF. SEMA G. DILNA, Ed. D., hereinafter referred as academic tristiunion.

AND

The ZC KNOWLEDGE POUNDATION, INC. is a non-stock, non-profit organization, duly registered with the Securities and Exchange Commission, with office address at Zambounga City, herein represented by its Treasurer and Board of Trustee BASHIR H. HUSAIN, hereinafter referred as FOUNDATION.

WITNESSETH, that

WHEREAS, the CCSPC has in the mandate to uplift the cultural communities into the main body politics while preserving their traditions:

WHEREAS, CCSPC is a meeting place of diverse cultures for peace and development:

In the event the facts and/or circumstances arise or are discovered rendering the contract disadvantageous to the government or that the same is not legal or socially acceptable, the parties hereto, agree to immediately renegotiate in terms of conditions, or at the option of CCSPC terminate the same.

IN WITNESS WHEREOF, the parties bereunto affix their signature this \_\_\_day of \_\_\_\_\_\_ year \_\_\_\_ in City, Philippines.

COTABATO CITY STATE POLYTECHNIC COLLEGE ZC KNOWLEDGE FOUNDATION, INCORPORATED

ly:

SEMA COLINA Ed. D.

BASHIR IL HUSAIN

Signed in the Presence of

HAMENAI X SKLIF

MEMORANDUM OF AGREEMENT
CULTARIO CITY SY THE PHYSTERIC COLLEGE
RANGEMENT ATTORNOOM REGION IN MICELIA MURRAND
INCH ALL MINE IT CHEST PROPERTY.
THE MICELIA MURRAND COLLEGE AND A COLLEGE

The Mempandon of Aprecising in made and entered into by and between the COLABAD CITY STATE PARTICIPATE COLLEGE, Cutshoo City, respectived in this are Proceedings IR COLABAD CATTON COLLEGE, Cutshoo City, respectived in this are by a Colaboration of the Colaboration Colaboration

WHERAS, the Parties finely, and metally other into the money such cooperation;
WHERAS, the Parties finely, and metally other into the Mameradata of Agreement
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WHEREAS, DR. NORRODEN D. AMAM of Carabeto City, State Polytoclasic College, Conductor City, State Polytoclasic College, Conductor City, State Polytoclasic College, Conductor City, State College, Conductor City, Conductor College, Conductor College, Conductor Avenue, Rossey Badglav VII, College, City, State City, College, City, College, City, College, City, College, City, College, City, Ci

a. The Parties shall consumpt cooperation, and shall help explore opportunities for certificing numerical and also person shalling nature.

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All nations and extilements of Dr. Salom shall be paid by the Second Party until the termination of this Scondonest. In one of higher compensation covered by a daily insured appointment within the Hallings Cooperation, the same my be used for the starting of the Scondonest shall be paid by the same by the control of the Scondonest shall be paid by the Scondonest Scondonest shall be also as the same by the sade for the same parties of the Scondonest shall be same by the control of the Scondonest shall be same by the control of the Scondonest shall be same by the control of the Scondonest shall be same by the control of the Scondonest shall be same by the control of the Scondonest shall be same by the control of the Scondonest shall be safely shall be safel

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d. The secondament will start on April 1, 2000 up to James 30, 2002 or upon techniques the start on April 1, 2000 up to James 30, 2002 or upon techniques and the regular Bangaumann Government, whichever comes first;

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## SUMMARY OF BOARD OF TRUSTEES (BOT) RESOLUTIONS DURING THE CY 2020

Resolution No.	Contents	Action Taken by the Board	Colatilla/ Remarks	Status of Implementation
435, s. 2020	Approving the Provisional Agenda of the 134 <sup>th</sup> /1 <sup>st</sup> Quarter Regular Board of Trustees Meeting of the Cotabato City State Polytechnic College held via Zoom on 02 July 2020	Approved	None	Implemented
436, s. 2020	Reading the Minutes of the 4th Quarter Regular Board of Trustees Meeting held on 21 November 2019 at CHED Conference Room, CHED Central Office, Quezon City		Subject to integration of comments, corrections, suggestions and observations	Implemented
437, s. 2020	Approving the President's Report for the First and Second Quarter of the Year	Approved	None	Implemented
438, s. 2020	Approving the Submission of Manual of Operation of the Different Offices by the Heads of Offices	Approved	Subject to the creation of Committee to Check the Manual	Implemented
439, s. 2020	Deferring the Approval of Consultancy o Dr. Dammang S. Bantala with Remuneration Equivalent to SG15	Approved	None	Implemented
440, s. 2020	Approving the Hiring of Legal Consultant	Approved	subject to approval by the Solicitor General and concurrence by the COA	For Implementation
441, s. 2020	Granting of Authority to the College President, Dr. Sema G. Dilna to Sign Appointments of Faculty and Staff with Salary Grade 18 and Below	Approved	Subject to compliance with CSC rules and regulations	Implemented
442, s. 2020	Granting the Authority to the College President, Dr. Sema G. Dilna to Reorganize and Approve the Designations of the New Officials of the College		Subject to CSC rules and regulations	•
443, s. 2020	Approving the Creation of Records Office Per Recommendation of the Commission on Audit		None	Implemented
444, s. 2020	Approving the Proposed Policy on Secondment and Detail of Personnel of CCSPC Subject to Compliance with CSC Rules and Regulations		Subject to Compliance with CSC requirements	-
445, s. 2020	Approving the Barcode Registration for the Office Memoranda, Outgoing	Approved	None	For Implementation

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Resolution No.	Contents	Action Taken by the Board	Colatilla/ Remarks	Status of Implementation
	Communications and other Important Documents of the College			
446, s. 2020	Approving the Investiture Program of the Newly Elected College President and Appropriating Funds thereof	Approved	Subject to the Usual Auditing and Accounting Rules and Regulations	For Implementation
447, s. 2020	Disapproving the Fall Back Position of the Faculty Members for the Professorial Rank	Deferred	None	Implemented
448, s. 2020	Approving the Utilization of Budget for the Last Quarter FY 2019, First Quarter FY 2020, and Second Quarter FY 2020	Approved	None	Implemented
449, s. 2020	Approving the Annual Procurement Plan and Program of Receipts and Expenditures for FY 2020	Approved	None	Implemented
450, s. 2020	Approving the Change of Signatories in All CCSPC Bank Accounts; Closing of Existing LBP Account of SHS Savings Account no. 03712401-10 and Opening of SHS VP Current Account, HMDF, and Graduate College Accounts. The Special Accounts for Retirees shall Remain as Is	Approved	None	Implemented
451, s. 2020	Approving the Implementation of the Increase of Honorarium of the Graduate College Faculty	Approved	Subject to usual auditing and accounting rules and regulations	On-going Implementation
452, s. 2020	Approving the Proposed Payment Scheme for Infrastructure Projects	Approved		For Implementation
453, s. 2020	Project entitled, Improving Teaching and Learning of Engineering and Technology Programs through Upgrading of Facilities to Produce Graduates with Technical Skills and Competencies Aligned with the Requirements of Industry 4.0" worth 10 Million Institutional Development and Innovation Grant of CHED	Approved	None	For Implementation
454, s. 2020	Consulting a Lawyer to Resolve the Issue on Revocation of Donation	Approved	None	For Implementation

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Resolution No.	Contents	Action Taken by the Board	,	Status of Implementation
455, s. 2020	to Submit Status Report of the On- going Projects	Approved	None	Implemented
456, s. 2020	Approving the Guidelines and Policies on Granting Incentives to Board Examination Topnotchers	Approved	Subject to usual auditing and accounting rules and regulations	For Implementation
457, s. 2020	Approving the Revised CCSPC Structure	Approved	None	Implemented
458, s. 2020	Approving the Admission of Incoming First Year Students Without Entrance Examination for SY 2020-2021	Approved	Subject to creation of guidelines	For Implementation
459, s. 2020	Approving the Proposed offering of Humanities and Social Sciences (HUMSS) and Accountancy, Business Management (ABM) as Additional Strands for SHS	Approved	None	For Implementation
460, s. 2020	Approving the Guidelines on Work Scheme Under New Normal and other Policies	Approved	None	Implemented
461, s. 2020	Confirming the Candidates for Graduation and Students with Latin Honors for SY 2019-2020	Confirmed	None	Implemented
462, s. 2020	Confirming the Academic Calendar for SY 2020-201	Confirmed	None	On-going Implementation
463, s. 2020	Approving the project Proposal entitled, "CCSPC Flexible Learning Materials for Instructional an Engineering Technology Equipment"	Approved	None	For Implementation
464, s. 2020	Creating a Committee to Evaluate the Performance of the Faculty Affected with the Quantum Leap in Consonance with the Letter from the DBM	Approved	None	Implemented
465, s. 2020	University Conversion to Spearhead the Monitoring, Complying Lacking Requirements for University Conversion		None	On-going Implementation
466, s. 2020	Approving the Provisional Agenda of 135th/2nd Quarter Regular Board of Trustees Meeting of the Cotabato City State Polytechnic College held via Zoom on 09 September 2020		None	Implemented
467, s. 2020	Reading the Minutes of the 1 <sup>st</sup> Quarter Regular Board of Trustees Meeting of the Cotabato City State Polytechnic College on 02 July 2020 via Zoom Video Conferencing	Approved	Subject to integration of comments, corrections, suggestions and observations	Implemented

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Ţ	Resolution No.	Contents	Action Taken by the Board	Colatilla/ Remarks	Status of Implementation	
	468, s. 2020	Approving in Principle the Virtual Guidance and Counselling Programs and Services in Pandemic and Emergency Situations	Approved	Subject to review of the financial aspect of the proposal by the finance committee		
	469, s. 2020	Approving the Flexible Learning Modality of CCSPC	Approved	Subject to compliance with IATF, CHED, Local Executive Orders, Guidelines on Health Protocols	On-going Implementation	
	470, s. 2020	Confirming the Revised Academic Calendar for SY 2020	Confirmed	None	On-going Implementation	
	471, s. 2020	Deferring the Unified Extension Program Dubbed as "CCSPC Rise Bangsamoro Program"	Deferred	Subject to identification of source of funds and review of the same by NEDA as Chairperson, DOST, and representative from CCSPC	For	
	471-A, s. 2020	Approving the Creation and Review of Funding of the Project headed by the Board Committee Chair on Administration, Finance and Infrastructure NEDA XII Director, Trustee Teresita Socorro C. Ramos with its Members DOST XII and one (1) Representative	Approved		For Implementation	
	472, s. 2020	Confirming the Memorandum of Agreement with Land Bank of the Philippines	Confirmed	None	Implemented	
	472-A s. 2020	Confirming the Memorandum of Agreement with Ministry of Basic Higher and Technical Education	Confirmed	None	On-going Implementation	
	473, s. 2020	Confirming the Appointment of Rehiema T. Mohammad as	Confirmed	Subject to compliance with CSC rules and	Implemented	
		Administrative Aide I (Laborer I) with Salary Grade1		regulations on appointment		
	474, s. 2020	Report of the Committee on Reclassification of Faculty Members Affected with Quantum Leap Policy and Board Action on the Same	Deferred	Subject to Referral to CHED XII	For Implementation	

D	Deceletion					
Resolution No.	Contents	Action Taken by the Board	Colatilla/ Remarks	Status of Implementation		
475, s. 2020	Approving the Budget Utilization Report for 2 <sup>nd</sup> Quarter, Budget Utilization from September to December FY 2020	Approved	None	Implemented		
476, s. 2020	Approving the Revised Program of Receipts and Expenditures for FY 2020	Approved	Subject to usual auditing and accounting rules and regulations	For Implementation		
477, s. 2020	Approval of the Opening of Additional Section for all Program for SY 2020- 2021	Approved	Subject to identification of source of funds	Implemented		
479, s. 2020	Approving the Provisional Agenda for 3 <sup>rd</sup> Quarter Regular Board of Trustees Meeting held on 08 October 2020 via Zoom	Approved	None	Implemented		
480, s. 2020	Reading the Minutes of the 2 <sup>nd</sup> Quarter Regular Board of Trustees Meeting of the Cotabato City State Polytechnic College 09 September 2020 via Zoom Video Conferencing	Approved	Subject to integration of comments, corrections, suggestions and observations	Implemented		
481, s. 2020	Confirming the Memorandum of Agreement with MAFAR, BARMM and Office of MP Susana S. Anayatin	Approved	None	On-going Implementation		
482, s. 2020	Approving the Project Proposal, "BARMM Educational Assistance to Poor and Deserving Students"	Approved	None	For Implementation		
483, s. 2020	Approving the Communication Allowance for Faculty members during Pandemic	Approved	Subject to auditing, accounting rules and regulations	On-going Implementation		
484, s. 2020	for FY 2020 and the Indicative PRE and APP for FY 2021		Subject to auditing, accounting rules and regulations	Implementation		
484-A, s. 2020	Granting an Authority to Conduct the Competitive Bidding of the Projects under Capital Outlay for FY 2020	Approved	Subject to Compliance with RA9184	0 0		
485, s. 2020	Approving the Recommendation of the BAC to Award the Improvement/Rehabilitation of Drainage System to Minrock Multibuilders as the Winning Bidder Rated as the Lowest Calculated and Responsive Bid with the Calculated Bid of P3, 407, 155.12 charged to GAA		Subject to Compliance with RA9184	0 0		

486, s. 2020	Approving the Recommendation of the BAC to Award the Improvement/Rehabilitation of ICT Building to Triple S Construction as the Winning Bidder Rated as the Lowest Calculated and Responsive Bid with the Calculated Bid of P6,749,514.29 charged to GAA		Subject to Compliance with RA9184	On-going Implementation
487, s. 2020	Approving the Recommendation of the BAC to Award the Renovation of the Dilapidated Wooden Grandstand to Triple S Construction as the Winning Bidder Rated as the Lowest Calculated and Responsive Bid with the Calculated Bid of 6, 790, 240.59 Charged to GAA		Subject to Compliance with RA9184	Implementation
488, s. 2020	Approving the Recommendation of the BAC to Award the Proposed 5-Storey Academic Building, Phase II to Nirvana Construction and Supplies as Winning Bidder Rated as the Lowest Calculated and Responsive Bid with the Calculated Bid of P0,243,746.16 Charged to GAA		Subject to Compliance with RA9184	Implementation
489, s. 2020	Confirming the Memorandum of Agreement with the ZC Knowledge Foundation, Inc.	Confirmed	None	For Implementation
490, s. 2020	Confirming the Memorandum of Agreement with Bangsamoro Autonomous Region in Muslim Mindanao Relative to the Secondment of Dr. Norodin D. Salam to Development Academy of the Bangsamoro during the Transition Period 2019 to 2022	Confirmed	Subject to usual auditing, accounting rules and regulations	For Implementation
491, s. 2020	Endorsing Favorably the Recommendation of the CHED ROXII and Approving Further the Reclassification of the Two Faculty Members, Dr. Mobarac Dimasendil and Dr. Ombra Imam	Approved	Subject to Identification of Source of Funds	Implemented
492, s. 2020	Approving the Search for Private Sector Representatives without Prejudice to Hon. Manidsin P. Balabaran and Hon. Parida K. Chio to Reapply	Approved	In consonance with RA 8292	For Implementation
492-A, s. 2020	Approving the Creation of the Search Committee for PSR and its Secretariat; Approving further the fund allocation of One Hundred Thousand Pesos to Cover the Honorarium of the Committee and its Secretariat, Publication and other Operational Expenses during the Conduct of the Research	Approved	In consonance with RA 8292 and accounting and auditing rules and regulations	For Implementation
493, s. 2020	Giving of Plaque of Appreciation to All Outgoing Members of the Board of Trustees		None	For Implementation

### OTHER EVENTS





#### CCSPC GAD Celebration of the Women's Month

Among the most significant and exciting highlights of accomplishments of the Gender and Development Office was on the celebration of Women's Month. The Program, A "Juana Learns Booth" was set-up where the stakeholders can avail of some IEC materials for free. Physical fitness session which has been open to everyone was conducted with the activity title, "Juana Be Fit" as well as "Juana Learns and expresses." However, the rest of the activities were cancelled due to the lockdown order of the City Government of Cotabato in March 16, 2020 based on the accomplishment report of the GAD Focal Person, Dir. Farida GS L. Masukat.



"We Make Change Work For Women Photo booth"
This has been set-up outside the Gender and Development Office for the students, faculty, employees and visitors to take their "selfies" and "groupies" during the celebration of Women's Month.

### OTHER EVENTS

### **Juana Learns and Expresses**

One of the activities of the GAD Office during the Women's Month Celebration was on the establishment of a learning booth where various IEC materials were on display. Passersby were free to read and bring a copy of any of the flyers available.

Greeting cards were also given for free to the important women of their lives. The learning booth was made available for the whole month of March.

Officials, faculty and employees with the College President, Prof. Sema G. Dilna developed more bonding relationship during the opening program of Juana Be Fit" held on March 13, 2020 at the campus park. A Free Zumba Session scheduled every Friday afternoon on the month of March was also enjoyed by both the faculty and the students.

A pose with some deans, faculty members and staffs from the different Colleges and offices with GAD Director/Focal Point Person Ms. Farida GSL Masukat was taken after the ribbon pinning particularly to the women employees of Cotabato City State Polytechnic College held at the Campus Park on March 9, 2020 which had been a part of the kick-off activity in celebrating the Women's Month.



### Socio-Cultural Affairs Office

Through the expert supervision of the Director of CCSPC Socio-Cultural Affairs Salindatu T. Abdillah and the Coordinator of the Salamindanao Dance Company Instr. Faisal B. Monal, the following activities were successfully carried out and documented.





Philippine
Airforce
Anniversary
Awang
Airport
Performance
on February
12, 2020



### OTHER EVENTS



December 11, 2020 - CHED National Remote/Virtual Validation



Salamindanao Dance Company Full Dance Show



#### CCSPC HYMN

I

CCSPC the heart of Southern seas
Your banner is might
Your seal is light
A symbol of unity
In the land of Maguindanao

II

From your fertile soil 'neath the skies

Great men come by Cradle of leaders like jewels so rare

You nourish your seeds with care A fortress of peace in lasting stride

We hail your name far and wide Chorus

Seat of wisdom, our home of truth and love Your ideals we sustain All throughout the land The freedom we have gained along

Make the best in us for long Your life and inspiration Till the end of time

> III CCSPC

Our Alma Mater dear
Your portals so great
Your visions I'll take
To all humanity
We laud your fame and glory
To God and our Philippines
Loyal to you CCSPC
Repeat Chorus
Hail to you CCSPC

Prepared for the

OFFICE OF THE PRESIDENT
COTABATO CITY STATE POLYTECHNIC
COLLEGE

by the
RECORDS MANAGEMENT OFFICE
(in coordination with various colleges and offices)

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# FRONTIER

The CCSPC has highlighted its remarkable accomplishments in promoting sustainable development, safety and welfare of human resources, committed in complying requirements for university and strengthening partnerships with stakeholders. It is highly committed to pursue its dream of gripping full university status by 2021.



# PROMOTED SAFETY AND WELFARE OF HUMAN RESOURCES

CCSPC collaborated with CHED and IATF.

- Flexible Learning Modality
- Adjusted Work Schemes
- Modified Policies and Guidelines



# FULLY COMPLIED WITH UNIVERSITY REQUIREMENTS

CCSPC administration has worked exhaustively for the realization of its dream.

• Creation of Task Force University Conversion



## STRENGTHENED PARTNERSHIP

CCSPC has forged partnership with various agencies

- MOA with LBP
- MOA with MBHTE
- MOA with MAFAR-BARMM
- MOA with ZC Knowledge Foundation, Inc.

"We look forward for the realization of our dreams."

- PROF. SEMA G. DILNA, Ed.D. College President