



**SSCT**

*"For Nation's Greater Heights"*

**1.3.5. holding of  
regular faculty  
meetings;**



**COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY**  
1st Semester, Academic Year 2021-2022

**FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION**

Name of Faculty: Engr. Larry Angelo Canete  
Subject: Project Management  
Lesson: Project Development

Date: OCTOBER 12, 2021  
Time: 4:30 PM  
Room: EB 304

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceeds the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements

	RATING
<b>A. TEACHER'S PERSONALITY</b>	
1. Well-groomed with complete uniform and ID in the classroom.	4
2. Free from mannerisms that tend to disturb the students' attention.	4
3. Teacher's personality is strong enough to command respect and attention.	4.3
4. Shows dynamism and enthusiasm.	4.5
Has a well-modulated voice.	4.2
Mean	4.2
<b>B. CONTENT</b>	
1. Demonstrates an in depth knowledge of the subject matter.	4.4
2. Able to relate lessons to actual life situations.	4.1
3. Keeps abreast of new ideas and understanding in the field.	4.3
4. Provides sufficient and concrete examples to create meaningful learning experiences.	4.2
5. Covers the topic/s as stipulated in the course syllabus.	4.3
Mean	4.26
<b>C. TEACHING METHODS</b>	
1. Uses methods suited to the needs and capabilities of the students.	4.2
2. Uses creativity to adapt his/her method to the students' capabilities.	4.0
3. Allows students to think independently and hold them accountable for their performance.	4.3
4. Allows student-professor interaction during the teaching-learning activities in the class.	4.5
5. Utilizes cooperative learning strategies.	4.5
Mean	4.3
<b>D. MANAGEMENT OF LEARNING</b>	
1. Checks student's attendance systematically.	4.2
2. Encourages students to learn beyond what is required and how to apply the concepts learned.	4.4
3. Sees to it that the room is clean and chairs are well-arranged.	4
4. Uses instructional materials to reinforce the learning processes.	4
5. Observes student's discipline and decorum during classes.	4.2
Mean	4.16
<b>E. QUESTIONING SKILLS</b>	
1. Probes for learner's understanding.	4.2
2. Helps students articulate their ideas and thinking process.	4.3
3. Facilitates factual recall.	4.2
4. Encourages convergent and divergent thinking.	4.4
5. Stimulates class discussion and interaction.	4.3
Mean	4.28
Grand Mean	4.24
Descriptive Rating:	

Remarks / Recommendations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Class Evaluator:

**ENGR VICENTE Z. DELANTE, M'ENG'G**  
Program Chair, BSEE

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

Conforme:

**ENGR LARRY ANGELO CANETE M.ENG'G**  
Faculty, BSEEE

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

Approved by:

**ENGR ROBERT R. BACARRO, MECE**  
Dean, CEIT

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



**COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY**  
1st Semester, Academic Year 2021-2022

**FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION**

Name of Faculty: PAGLINAWAN, MARK MARVIN D.  
Subject: CIRCUITS 2  
Lesson: AC CIRCUITS

Date: OCTOBER 12, 2021  
Time: 2:46 PM  
Room: EB 304

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceeds the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements

	RATING
<b>A. TEACHER'S PERSONALITY</b>	
1. Well-groomed with complete uniform and ID in the classroom.	4
2. Free from mannerisms that tend to disturb the students' attention.	5
3. Teacher's personality is strong enough to command respect and attention.	4
4. Shows dynamism and enthusiasm.	4
5. Has a well-modulated voice.	4
Mean	4.2
<b>B. CONTENT</b>	
1. Demonstrates an in depth knowledge of the subject matter.	4
2. Able to relate lessons to actual life situations.	4
3. Keeps abreast of new ideas and understanding in the field.	4
4. Provides sufficient and concrete examples to create meaningful learning experiences.	4
5. Covers the topic/s as stipulated in the course syllabus.	4
Mean	4
<b>C. TEACHING METHODS</b>	
1. Uses methods suited to the needs and capabilities of the students.	4
2. Uses creativity to adapt his/her method to the students' capabilities.	3
3. Allows students to think independently and hold them accountable for their performance.	5
4. Allows student-professor interaction during the teaching-learning activities in the class.	4
5. Utilizes cooperative learning strategies.	4
Mean	4
<b>D. MANAGEMENT OF LEARNING</b>	
1. Checks student's attendance systematically.	4
2. Encourages students to learn beyond what is required and how to apply the concepts learned.	4
3. Sees to it that the room is clean and chairs are well-arranged.	5
4. Uses instructional materials to reinforce the learning processes.	4
5. Observes student's discipline and decorum during classes.	4
Mean	4.2
<b>E. QUESTIONING SKILLS</b>	
1. Probes for learner's understanding.	4
2. Helps students articulate their ideas and thinking process.	4
3. Facilitates factual recall.	4
4. Encourages convergent and divergent thinking.	5
5. Stimulates class discussion and interaction.	3
Mean	4
Grand Mean	4.08
Descriptive Rating:	

Remarks / Recommendations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Class Evaluator:

Conforme:

Approved by:

**ENGR VICENTE Z. DELANTE, MEng'g**  
Program Chair, BSEE

**ENGR MARK MARVIN D. PAGLINAWAN**  
Guest Lecturer, BSEE

**ENGR ROBERT R. BACARRO, MECE**  
Dean, CEIT

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

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

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



**COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY**  
1st Semester, Academic Year 2021-2022

**FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION**

Name of Faculty: Vernon V. Liza  
Subject: Discrete Mathematics  
Lesson: Set Operations and Functions

Date: October 12, 2021  
Time: 4:00-5:00 PM  
Room: Rm. 303

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceed the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements

		RATING
<b>A. TEACHER'S PERSONALITY</b>		
1. Well-groomed with complete uniform and ID in the classroom.		5
2. Free from mannerisms that tend to disturb the students' attention.		5
3. Teacher's personality is strong enough to command respect and attention.		5
4. Shows dynamism and enthusiasm.		4
5. Has a well-modulated voice.		4
	Mean	4.6
<b>B. CONTENT</b>		
1. Demonstrates an in depth knowledge of the subject matter.		4
2. Able to relate lessons to actual life situations.		4
3. Keeps abreast of new ideas and understanding in the field.		4
4. Provides sufficient and concrete examples to create meaningful learning experiences.		5
5. Covers the topic/s as stipulated in the course syllabus.		5
	Mean	4.4
<b>C. TEACHING METHODS</b>		
1. Uses methods suited to the needs and capabilities of the students.		4
2. Uses creativity to adapt his/her method to the students' capabilities.		4
3. Allows students to think independently and hold them accountable for their performance.		5
4. Allows student-professor interaction during the teaching-learning activities in the class.		5
5. Utilizes cooperative learning strategies.		4
	Mean	4.4
<b>D. MANAGEMENT OF LEARNING</b>		
1. Checks student's attendance systematically.		5
2. Encourages students to learn beyond what is required and how to apply the concepts learned.		5
3. Sees to it that the room is clean and chairs are well-arranged.		5
4. Uses instructional materials to reinforce the learning processes.		4
5. Observes student's discipline and decorum during classes.		4
	Mean	4.6
<b>E. QUESTIONING SKILLS</b>		
1. Probes for learner's understanding.		4
2. Helps students articulate their ideas and thinking process.		5
3. Facilitates factual recall.		4
4. Encourages convergent and divergent thinking.		4
5. Stimulates class discussion and interaction.		5
	Mean	4.4
	Grand Mean	4.48
Descriptive Rating:		

Remarks / Recommendations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Class Evaluator:

**ENGR VICENTE Z. DELANTE, MEng'g**  
Program Chair, BSEE

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

Conforme:

**ENGR VERNON V. LIZA**  
Faculty, BSEE

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

Approved by:

**ENGR ROBERT R. BACARRO, MECE**  
Dean, CEIT

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



**COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY**  
1st Semester, Academic Year 2021-2022

**FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION**

Name of Faculty: **Vernon V. Liza**  
Subject: **Discrete Mathematics**  
Lesson: **Set Operations and Functions**

Date: **October 12, 2021**  
Time: **4:00-5:00 PM**  
Room: **Rm. 303**

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceed the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements

		RATING
<b>A. TEACHER'S PERSONALITY</b>		
1. Well-groomed with complete uniform and ID in the classroom.		3
2. Free from mannerisms that tend to disturb the students' attention.		4
3. Teacher's personality is strong enough to command respect and attention.		4
4. Shows dynamism and enthusiasm.		4
5. Has a well-modulated voice.		4
	Mean	3.8
<b>B. CONTENT</b>		
1. Demonstrates an in depth knowledge of the subject matter.		4
2. Able to relate lessons to actual life situations.		4
3. Keeps abreast of new ideas and understanding in the field.		4
4. Provides sufficient and concrete examples to create meaningful learning experiences.		3
5. Covers the topic/s as stipulated in the course syllabus.		4
	Mean	3.8
<b>C. TEACHING METHODS</b>		
1. Uses methods suited to the needs and capabilities of the students.		4
2. Uses creativity to adapt his/her method to the students' capabilities.		4
3. Allows students to think independently and hold them accountable for their performance.		4
4. Allows student-professor interaction during the teaching-learning activities in the class.		4
5. Utilizes cooperative learning strategies.		3
	Mean	3.8
<b>D. MANAGEMENT OF LEARNING</b>		
1. Checks student's attendance systematically.		3
2. Encourages students to learn beyond what is required and how to apply the concepts learned.		4
3. Sees to it that the room is clean and chairs are well-arranged.		4
4. Uses instructional materials to reinforce the learning processes.		4
5. Observes student's discipline and decorum during classes.		4
	Mean	3.8
<b>E. QUESTIONING SKILLS</b>		
1. Probes for learner's understanding.		3
2. Helps students articulate their ideas and thinking process.		4
3. Facilitates factual recall.		4
4. Encourages convergent and divergent thinking.		4
5. Stimulates class discussion and interaction.		3
	Mean	3.6
	Grand Mean	3.76
Descriptive Rating:		

Remarks / Recommendations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Class Evaluator:  
  
**ENGR VICENTE Z. DELANTE, MEng'g**  
 Program Chair, BSEE

Conforme:  
**ENGR VERNON V. LIZA**  
 Faculty, BSEE

Approved by:  
**ENGR ROBERT R. BACARRO, MECE**  
 Dean, CEIT

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

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

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



**COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY**  
1st Semester, Academic Year 2021-2022

**FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION**

Name of Faculty: Jemielou M. Fideles  
Subject: ES 141 - Engineering Utilities 1  
Lesson: Electrical Materials and Equipment

Date: 11/03/2021  
Time: 11:00 AM -12:00 PM  
Room: \_\_\_\_\_

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceed the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements

	RATING
<b>A. TEACHER'S PERSONALITY</b>	
1. Well-groomed with complete uniform and ID in the classroom.	4.5
2. Free from mannerisms that tend to disturb the students' attention.	5
3. Teacher's personality is strong enough to command respect and attention.	5
4. Shows dynamism and enthusiasm.	5
5. Has a well-modulated voice.	5
Mean	4.9
<b>B. CONTENT</b>	
1. Demonstrates an in depth knowledge of the subject matter.	5
2. Able to relate lessons to actual life situations.	5
3. Keeps abreast of new ideas and understanding in the field.	4.5
4. Provides sufficient and concrete examples to create meaningful learning experiences.	5
5. Covers the topic/s as stipulated in the course syllabus.	4.5
Mean	4.8
<b>C. TEACHING METHODS</b>	
1. Uses methods suited to the needs and capabilities of the students.	4.5
2. Uses creativity to adapt his/her method to the students' capabilities.	4.5
3. Allows students to think independently and hold them accountable for their performance.	5
4. Allows student-professor interaction during the teaching-learning activities in the class.	5
5. Utilizes cooperative learning strategies.	4.5
Mean	4.7
<b>D. MANAGEMENT OF LEARNING</b>	
1. Checks student's attendance systematically.	4.5
2. Encourages students to learn beyond what is required and how to apply the concepts learned.	5
3. Sees to it that the room is clean and chairs are well-arranged.	5
4. Uses instructional materials to reinforce the learning processes.	5
5. Observes student's discipline and decorum during classes.	5
Mean	4.9
<b>E. QUESTIONING SKILLS</b>	
1. Probes for learner's understanding.	5
2. Helps students articulate their ideas and thinking process.	4.5
3. Facilitates factual recall.	4.5
4. Encourages convergent and divergent thinking.	5
5. Stimulates class discussion and interaction.	5
Mean	4.8
Grand Mean	4.82
Descriptive Rating: _____	

Remarks / Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Class Evaluator:  
  
**ENGR VICENTE DELANTE**  
Program Chair, BSEE  
Date: \_\_\_\_\_

Conforme:  
  
**ENGR JEMIELOU M. FIELES**  
Faculty, BSEE  
Date: 11/03/2021

Approved by:  
**ENGR ROBERT R. BACARRO, MECE**  
Dean, CEIT  
Date: \_\_\_\_\_



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Classes x E5141 - Engineering Utilities 1 ( x Meet - bre-fayg-kyj x +

meet.google.com/bre-fayg-kyj?authuser=2

The screenshot shows a Google Meet interface with a grid of 37 participants. The participants are arranged in a grid, with some names visible such as John Kenneth, James Mark B., Nicolò Angelo, Prince Alfo E., Noroon Fatim, Flora Mae L. G., Froilan Abu W., Lea Marie E. El., Jermimah, Noella Jo S., SETH ANDREI, Missy Grace F., Romel Chyle Yv., Steve A. Duch, Noel Nino Ang, Gerald P. Alm, Jay Fortison D., Edrien Jay, Vicente Delanto, Jayson D. Gm, Jamaika Sofia, Ydnar 2P R. Ca, Emille F. Anti, Bonna Mae B., Joshua U. Ba, Nika Abegail E., Thimtus Cota, FLORENCE ESPINA has left the meeting, Jericho E. Ente, Patrick John A., Karl Allen A., Kristino M., Triitha P. Nakila, and 2 others. The bottom control bar shows the time as 11:28 AM, the meeting ID as bre-fayg-kyj, and various icons for mute, video, chat, and other meeting controls. The system tray at the bottom right shows the temperature as 28°C, light rain, and the date as 11/3/2021.



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**COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY**  
1st Semester, Academic Year 2021-2022

**FACULTY PERFORMANCE EVALUATION INSTRUMENT ON INSTRUCTION**

Name of Faculty: ENGR. VICENTE Z. DELANTE  
Subject: Electrical Engineering Laws, Codes and Engineering Ethics  
Lesson: R.A 7920: New Electrical Engineering Law of the Philippine

Date: February 22, 2022  
Time: 10:00 – 11:00  
Room: 304

INSTRUCTION: Please evaluate the faculty using the scale below.

Scale	Parameter	Descriptive Rating	Qualitative Description
5	4.50-5.00	Outstanding	The performance always exceed the job requirements.
4	3.50-4.49	Very Satisfactory	The performance often exceeds the job requirements.
3	2.50-3.49	Satisfactory	The performance meets the job requirements.
2	1.50-2.49	Fair	The performance needs some development to meet the job requirements.
1	1.00-1.49	Poor	The performance fails to meet the job requirements

		RATING
<b>A. TEACHER'S PERSONALITY</b>		
1.	Well-groomed with complete uniform and ID in the classroom.	4.0
2.	Free from mannerisms that tend to disturb the students' attention.	5.0
3.	Teacher's personality is strong enough to command respect and attention.	5.0
4.	Shows dynamism and enthusiasm.	5.0
5.	Has a well-modulated voice.	5.0
	Mean	4.8
<b>B. CONTENT</b>		
1.	Demonstrates an in depth knowledge of the subject matter.	5.0
2.	Able to relate lessons to actual life situations.	5.0
3.	Keeps abreast of new ideas and understanding in the field.	5.0
4.	Provides sufficient and concrete examples to create meaningful learning experiences.	5.0
5.	Covers the topic/s as stipulated in the course syllabus.	5.0
	Mean	5.0
<b>C. TEACHING METHODS</b>		
1.	Uses methods suited to the needs and capabilities of the students.	5.0
2.	Uses creativity to adapt his/her method to the students' capabilities.	5.0
3.	Allows students to think independently and hold them accountable for their performance.	5.0
4.	Allows student-professor interaction during the teaching-learning activities in the class.	5.0
5.	Utilizes cooperative learning strategies.	5.0
	Mean	5.0
<b>D. MANAGEMENT OF LEARNING</b>		
1.	Checks student's attendance systematically.	4.8
2.	Encourages students to learn beyond what is required and how to apply the concepts learned.	5.0
3.	Sees to it that the room is clean and chairs are well-arranged.	5.0
4.	Uses instructional materials to reinforce the learning processes.	4.7
5.	Observes student's discipline and decorum during classes.	5.0
	Mean	4.9
<b>E. QUESTIONING SKILLS</b>		
1.	Probes for learner's understanding.	5.0
2.	Helps students articulate their ideas and thinking process.	5.0
3.	Facilitates factual recall.	5.0
4.	Encourages convergent and divergent thinking.	5.0
5.	Stimulates class discussion and interaction.	5.0
	Mean	5.0
	Grand Mean	4.94
Descriptive Rating:		Outstanding

Remarks / Recommendations: There is always a room to improve more and make it more ideal.





**SURIGAO STATE COLLEGE  
OF TECHNOLOGY**

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Class Evaluator:

Conforme:

Approved by:

Handwritten signature of Engr. Robert R. Bacarro.

**ENGR. ROBERT R. BACARRO**  
DEAN - CEIT

Date: March 23, 2022

Handwritten signature of Emylou Borja, EdD.

**EMMYLOU BORJA, EdD**  
VP for ACADEMICS

Date: March 23, 22

Handwritten signature of Dr. Ronita Talingting, EdD.

**Dr. RONITA TALINGTING, EdD**  
SSCT CITY CAMPUS ADMINTRATOR

Date: March 23, 2022



"For Nation's Greater Heights"

Republic of the Philippines  
**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Narciso Street, Surigao City



CERTIFICATE NUMBER: AJA19/0225

## COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY

*Minutes of Meeting on May 5, 2020*

Call to order: The meeting of the Engineering and Information Technology Faculty Members was presided by Engr. Robert R. Bacarro.

Present:

*\*Please see attach attendance document.*

Agenda:

1. Content of the Academic Council Meeting
2. Instruction
3. Production
4. Research and Extension
5. Other Matters:
  - Program Accreditation
  - Online Faculty Clearance
  - Quarter Accomplishment Report
  - Faculty Load on First Semester

Matters Discussed

1. Content of the Academic Council Meeting

The modified academic policies and guidelines for the 2<sup>nd</sup> semester A.Y 2019-2020 and 1<sup>st</sup> semester 2020 – 2021 in light of COVID-19 pandemic was discussed thoroughly by Engr. Bacarro. All faculty members were provided a copy of the said guidelines. It was made clear to all faculty members that request of subjects for summer 2019-2020 will not be allowed, e-load on first semester 2020-2021 will be converted into service credit, for first year there will be only 1 section across all CEIT programs.

2. Instruction

All modules submitted in the CEIT office prior to the implementation of online class were accepted, which implies that there is no need to revise whatever format is being used by the faculty members in the accomplishment of class modules. However, Engr. Bacarro emphasizes that on first semester A.Y 2020-2021 the given format issued from the VPAA must be implemented. In addition, the distribution of faculty load for first semester 2020-2021 might be on the end of May 2020. Further, there is a need to hire an additional guest lecturer for civil engineering and new guidelines for Laboratory class will be strictly observed during 1<sup>st</sup> semester.

Tel. Nos.: (086) 826-0135;  
(086) 231-7798

Email: [surigaostatecollege@ssct.edu.ph](mailto:surigaostatecollege@ssct.edu.ph)  
URL: [ssct.edu.ph](http://ssct.edu.ph)



3. Production

All program chairs are required to submit production plan to include the following: financial, and processes.

4. Research and Extension

It was emphasize that faculty members should submit research for SSCT funding. In addition, student research congress is on last week of May, all faculty handling research are encouraged to submit 5 research paper per program. Considering the pandemic situation, research presentation is via zoom per cluster.

5. Other matters

- Program accreditation  
Dr. Montejo informed the body that the tentative date of visit is on October 2020.
- Online faculty clearance  
Requirements to be check in the faculty members in the first and second semester are syllabus, TOS and TQ (1<sup>st</sup> sem only: Midterm and Final), Engr. Bacarro, emphasize that there will be no submission of final TOS and TQ during the second semester because in reality it will be conducted due to covid-19 pandemic situation.
- Accomplishment Report  
There will be another meeting with the program chairs to discuss this matter.
- Faculty Load – tentative distribution is on end of May 2020.

6. Adjournment of meeting: There being no other business, the meeting was adjourned at 10:40 AM.

Prepared by:

  
Jessica Rose E. Fernandez, Ph.EdD  
Asst. Dean, CEIT

Approved by:

  
Engr. Robert R. Bacarro, MECE, MBA  
Dean, CEIT



COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY  
Second Semester, AY 2019 - 2020

**ATTENDANCE SHEET**  
General Faculty Meeting, EB 406  
May 5, 2020

FACULTY	SEX		SIGNATURE
	Male	Female	
1. ACIDO, Josephine V.		✓	
2. ANDALUZ, Rosanne E.		✓	
3. BACARRO, Robert R. (Dean)	✓		
4. BADIOLA, Richard A.	✓		
5. BORJA, Lucilyn C.		✓	
6. BUCTUAN, Renz M.	✓		
7. CABANERO, Ralph Aran		✓	
8. CAGAS, Unife O.		✓	
9. CALINAWAN, Aldrich B.	✓		
10. CORVERA, Levi A.	✓		
11. DELA CERNA, Monalee A. (Prog Chair, BSCS)	✓	✓	
12. DELOSA, Conrado Jr. B.	✓		
13. DUMAICOS, Trashy P.	✓		
14. ESCABAL, Ingrid (Prog Chair, BSEE)		✓	
15. FERNANDEZ, Jessica Rose E. (Asst Dean)		✓	
16. FRANCISCO, Virnille C.		✓	
17. GALILA, Ghandi	✓		
18. GALLERA, Jovie M. (Prog Chair, BSIS)		✓	
19. MADELO, Aurea M.		✓	
20. MAG-USARA, Arvin E.		✓	
21. MANGCA, Darwin C. (Prog Chair, BSECE)	✓		
22. MONTEJO, Amor C. (Director QA)		✓	
23. MORITE, Analyn S. (Prog Chair, BSCpE)	✓	✓	
24. NOGUERRA, Crispin P.	✓		
25. PASCUA, Gracechell M. (Focal Person, GAD)		✓	
26. PORTUGUES, Virne P. (Prog Chair, BSCE)	✓		
27. POTENTE, Lufre J.	✓		
28. REYNA, Alma Christie C. (Prog Chair, BSIT)		✓	
29. REYNA, Ritchie A.	✓		
30. RUAYA, Perfecto Jr. R.	✓		
31. SALUBRE, Hasmer	✓		
32. SOLLOSO, Marlon C. (Head, Bldg & Estate)	✓		
33. TOLEDO, Teresita L.		✓	
34. YLAYA, Vrian Jay V. (Director, Research)	✓		
<b>Guest Lecturer:</b>			
1. BIRAO, Eva Mary			
2. CERDAN, Alvin			
3. FIDELES, Jemielou M.			
4. GALGO, Liez J.	✓		
5. GALILA, Galgen B.	✓		
6. GEGONA, Archie C.			
7. HAMBRE, Jessa G.		✓	
8. JUMAWAN, Emmanuel	✓		
9. LIZA, Vernon V.	✓		
10. MANUNGAS, John Pearl			
11. NAVARRO, Andy Bong F.	✓		
12. NOGUERRA, Kaelf Dave	✓		
13. ORIT, Erlito M.	✓		
14. PADILLA, Albert	✓		
15. PAGLINAWAN, Mark Marvin	✓		
16. PEJAN, Elmario	✓		
17. SALVADOR, Arvin	✓		
18. Constante, Raymond Jr., D.	✓		



"For Nation's Greater Heights"

Republic of the Philippines  
SURIGAO STATE COLLEGE OF TECHNOLOGY  
Narciso Street, Surigao City



## COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY

Minutes of Meeting on March 5, 2020

Call to order: The meeting of the Engineering Program Chairs was presided by Engr. Robert R. Bacarro.

Present:

- |                                  |                            |
|----------------------------------|----------------------------|
| 1. Engr. Robert R. Bacarro       | 4. Engr. Ingrid B. Escabal |
| 2. Dr. Jessica Rose E. Fernandez | 5. Darwin C. Mangca        |
| 3. Dr. Analyn S. Morite          | 6. Virne P. Portugues      |

Agenda:

1. Extension Program to all engineering programs
2. Update on the Compliance Report for the Application of Certificate of Program Compliance (COPC) to all engineering programs
3. Board Examination issue of BSECE program

Matters Discussed

1. Extension Program to all engineering programs

The Dean make an update that among the four programs of engineering only the civil and computer engineering able to established an extension program. Civil Engineering is in partnership with LGUs of Sison, while Computer Engineering is in partnership DepEd together with the ITE programs of the CEIT College. Engr. Ingrid Escabal and Engr. Darwin Mangca were reminded to identify a stakeholder or a community that can possibly be their partners for the extension program.

2. Update on the Compliance Report for the Application of Certificate of Program Compliance (COPC) to all engineering programs

The engineering program chairs were reminded on the pertinent documents necessary on the COPC.

3. Board Examination issue of BSECE program

It was suggested by Engr. Virnie P. Portugues to meet the BSECE students to know the concerns of the students. The suggestion was also supported by Engr. Bacarro and better if this will be done also to the rest of the CEIT programs.



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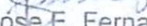
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Narciso Street, Surigao City



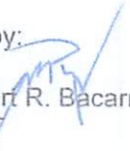
CERTIFICATE NUMBER: AJA19-0225

4. Adjournment of meeting: There being no other business, the meeting was adjourned at 4:00 PM.

Prepared by:

  
Jessica Rose E. Fernandez, Ph.EdD  
Asst. Dean, CEIT

Approved by:

  
Engr. Robert R. Bacarro, MECE, MBA  
Dean, CEIT



COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY  
Second Semester, AY 2019 - 2020

**ATTENDANCE SHEET**  
General Faculty Meeting, EB 406  
May 5, 2020

FACULTY	SEX		SIGNATURE
	Male	Female	
1. ACIDO, Josephine V		✓	
2. ANDALUZ, Rosanne E.		✓	
3. BACARRO, Robert R. (Dean)	✓		
4. BADIOLA, Richard A.	✓		
5. BORJA, Lucilyn C.		✓	
6. BUCTUAN, Renz M.	✓		
7. CABANERO, Ralph Aran		✓	
8. CAGAS, Unife O.		✓	
9. CALINAWAN, Aldrich B.	✓		
10. CORVERA, Levi A.	✓		
11. DELA CERNA, Monalee A. (Prog Chair, BSCS)	✓	✓	
12. DELOSA, Conrado Jr. B.	✓		
13. DUMAICOS, Trashy P.	✓		
14. ESCABAL, Ingrid (Prog Chair, BSEE)		✓	
15. FERNANDEZ, Jessica Rose E. (Asst Dean)		✓	
16. FRANCISCO, Virnille C.		✓	
17. GALILA, Ghandi	✓		
18. GALLERA, Jovie M. (Prog Chair, BSIS)		✓	
19. MADELO, Aurea M.		✓	
20. MAG-USARA, Arvin E.		✓	
21. MANGCA, Darwin C. (Prog Chair, BSECE)	✓		
22. MONTEJO, Amor C. (Director, QA)		✓	
23. MORITE, Analyn S. (Prog Chair, BSCpE)	✓	✓	
24. NOGUERRA, Crispin P.	✓		
25. PASCUA, Gracechell M. (Focal Person, GAD)		✓	
26. PORTUGUES, Virne P. (Prog Chair, BSCE)	✓		
27. POTENTE, Lufre J.	✓		
28. REYNA, Alma Christie C. (Prog Chair, BSIT)		✓	
29. REYNA, Ritchie A.	✓		
30. RUAYA, Perfecto Jr. R.		✓	
31. SALUBRE, Hasmer		✓	
32. SOLLOSO, Marlon C. (Head, Bldg & Estate)	✓		
33. TOLEDO, Teresita L.		✓	
34. YLAYA, Vrian Jay V. (Director, Research)	✓		
<b>Guest Lecturer:</b>			
1. BIRAO, Eva Mary			
2. CERDAN, Alvin			
3. FIDELES, Jemielou M.			
4. GALGO, Liez M.	✓		
5. GALILA, Galgen B.			
6. GEGONA, Archie C.			
7. HAMBRE, Jessa G.		✓	
8. JUMAWAN, Emmanuel	✓		
9. LIZA, Vernon V.	✓		
10. MANUNGAS, John Pearl			
11. NAVARRO, Andy Bong F.	✓		
12. NOGUERRA, Kaelif Dave	✓		
13. ORIT, Eriito M.	✓		
14. PADILLA, Albert	✓		
15. PAGLINAWAN, Mark Marvin	✓		
16. PEJAN, Elmario	✓		
17. SALVADOR, Arvin	✓		
18. Constantino, Raymond Jr. R.	✓		



COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY

OFFICE MEMO

REFERENCE NO. : SSCT – CEIT – 03 – 004, S. 2020  
DATE : MARCH 5, 2020  
TO : ENGR INGRID B. ESCABAL  
DR JESSICA ROSE E. FERNANDEZ  
ENGR DARWIN C. MANGCA  
DR ANALYN S. MORITE  
ENGR VIRNE P. PORTUGUES  
FROM : ENGR ROBERT R. BACARRO, MECE, MBA  
Dean, CEIT  
SUBJECT : ENGINEERING PROGRAM CHAIRS MEETING ON MARCH 5, 2020

Greetings!

In the exigency of the service, you are required to attend the Engineering Program Chairs Meeting this afternoon at 1:30 pm in the CEIT Dean's Office.

Agenda:

1. Extension Program to all engineering programs
2. Update on the Compliance Report for the Application of Certificate of Program Compliance (COPC) to all engineering programs
3. Board Examination issue of BSECE program

Thank you for your support.

ENGR ROBERT R. BACARRO, MECE, MBA  
Dean, CEIT

Noted by:

DR RONITA E. TALINGTING  
Campus Director





**SURIGAO STATE COLLEGE  
OF TECHNOLOGY**

"For Nation's Greater Heights"

Form Code No.	FM-SSCT-ACAD-015
Revision No.	00
Effective Date	01 January 2019
Page No.	1 of 1

Office: College of Engineering and Information Technology  
 Type of Activity: Engineering Program Chairs Meeting

AY: 2019-2020  
 Date: March 5, 2020

**ATTENDANCE SHEET**

FACULTY	SEX		ACADEMIC RANK	SIGNATURE
	Male	Female		
1				
2		/	Instructor I / Asst. Dean	<i>[Signature]</i>
3		/	PG, CPE	<i>[Signature]</i>
4		/	PC - BSEE	<i>[Signature]</i>
5	/		PC - BSECE	<i>[Signature]</i>
6	/		PC - BSCE	<i>[Signature]</i>
7	✓		DEAN	<i>[Signature]</i>
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Checked by:

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 Signature over printed name  
 Academic Rank/Position



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**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Narciso Street, Surigao City



## COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY

Minutes of Meeting on March 5, 2020

Call to order: The meeting of the Engineering Program Chairs was presided by Engr. Robert R. Bacarro.

### Present:

- |                                  |                            |
|----------------------------------|----------------------------|
| 1. Engr. Robert R. Bacarro       | 4. Engr. Ingrid B. Escabal |
| 2. Dr. Jessica Rose E. Fernandez | 5. Darwin C. Mangca        |
| 3. Dr. Analy S. Morite           | 6. Virne P. Portugues      |

### Agenda:

1. Extension Program to all engineering programs
2. Update on the Compliance Report for the Application of Certificate of Program Compliance (COPC) to all engineering programs
3. Board Examination issue of BSECE program

### Matters Discussed

1. Extension Program to all engineering programs

The Dean make an update that among the four programs of engineering only the civil and computer engineering able to established an extension program. Civil Engineering is in partnership with LGUs of Sison, while Computer Engineering is in partnership DepEd together with the ITE programs of the CEIT College. Engr. Ingrid Escabal and Engr. Darwin Mangca were reminded to identify a stakeholder or a community that can possibly be their partners for the extension program.

2. Update on the Compliance Report for the Application of Certificate of Program Compliance (COPC) to all engineering programs

The engineering program chairs were reminded on the pertinent documents necessary on the COPC.

3. Board Examination issue of BSECE program

It was suggested by Engr. Virnie P. Portugues to meet the BSECE students to know the concerns of the students. The suggestion was also supported by Engr. Bacarro and better if this will be done also to the rest of the CEIT programs.



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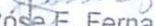
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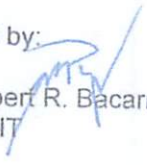
CERTIFICATE NUMBER: AJA19 0225

4. Adjournment of meeting: There being no other business, the meeting was adjourned at 4:00 PM.

Prepared by:

  
Jessica Rose E. Fernandez, Ph.EdD  
Asst. Dean, CEIT

Approved by:

  
Engr. Robert R. Bacarro, MECE, MBA  
Dean, CEIT

Tel. Nos.: (086) 826-0135;  
(086) 231-7796

Email: [surigao-state-college@yahoo.com](mailto:surigao-state-college@yahoo.com)  
URL: [sct.edu.ph](http://sct.edu.ph)



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Narciso Street, Surigao City



## COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY

Minutes of Meeting on February 22, 2020

Call to order: The meeting of the Guest Lecturer was presided by Engr. Robert R. Bacarro.

### Present:

- |                                  |                              |
|----------------------------------|------------------------------|
| 1. Engr. Robert R. Bacarro       | 7. Andy Bong F. Navarro      |
| 2. Dr. Jessica Rose E. Fernandez | 8. Mark Marvin D. Paglinawan |
| 3. Alvin S. Cerdan               | 9. Galila Galgen             |
| 4. Emmanuel J. Jumawan           | 10. Kaelf Dave Noguerra      |
| 5. Arvin S. Salvador             | 11. Elmario A. Pejan         |
| 6. Erlito M. Orit                | 12. Albert T. Padilla        |

### Matters Discussed

#### 1. Submission of Syllabus, TOS, and TQ

It was emphasized by Engr. Robert R. Bacarro that the syllabus for the 2<sup>nd</sup> semester must be submitted on or before March 7, 2020 (Saturday). In addition, the submission of Table of Specification and Test Questionnaire for midterm exam must be reviewed by the program chair before March 11, 2020. It was also encourage that in multiple choice type of questions must be observed.

#### 2. Grading System

It was discussed that the approved grading system by the BOT should be strictly followed and also should be reflected in the syllabus.

#### 3. Faculty Research

The Dean encouraged the guest lecturers to participate in the research activity of the school however with emphasis that this is not a mandatory requirement for a guest lecturer faculty.

#### 4. Class Monitoring

The Dean emphasize that the conduct of classroom monitoring is being checked every day based on the schedules reflected in the approved faculty load. Any changes to the schedule or room assignment should seek approval from the CEIT Dean.

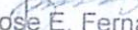


5. Submission of DTR

For fast processing of payroll, lecturers should immediately submit the accomplished DTR with necessary attachments if needed.

6. Adjournment of meeting: There being no other business, the meeting was adjourned at 3:30 p.m

Prepared by:

  
Jessica Rose E. Fernandez, Ph.EdD  
Asst. Dean, CEIT

Approved by:

  
Engr. Robert R. Bacarro, MECE, MBA  
Dean, CEIT



Office: College of Engg & Info Technology  
 Type of Activity: Guest lecture / Seminars

AY: 2019-2020  
 Date: Feb 22, 2020

**ATTENDANCE SHEET**

	FACULTY	SEX		ACADEMIC RANK	SIGNATURE
		Male	Female		
1	Alvin S. Cardan	✓		Guest lecturer	
2	Junielan, Emmanuel J.	✓		Guest lecturer	
3	Erlito M. Ort	✓		Guest lecturer	
4	Andy Bong F Navarro	✓		Guest lecturer	
5	Mark Maxia D. Pagliran	✓		Guest lecturer	
6	Galgon Galila	✓		Guest lecturer	
7	Dave Noqueron	✓		Guest lecturer	
8	Elmaric A. Pejan	✓		Guest lecturer	
9	Albert T. Padilla	✓		Guest lecturer	
10					
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35					

Checked by:

\_\_\_\_\_  
 Signature over printed name  
 Academic Rank/Position





**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Surigao City

**College of Engineering and Information Technology**

Excerpts of the minutes of meeting held last April 20, 2018, 2:00 P.M. at the GEOTECH LABORATORY, SSCT, Surigao City.

Present: (Attendance Sheet will be attached herein)

Agenda:

1. Opening Prayer
2. Call to Order
3. Determining the Quorum
4. Reading and Approval of the previous minutes dated
5. Unfinished Business (None)
6. Business of the day
  - ❖ Results of the Mock Audit
  - ❖ CEIT Program Objectives and OBE framework
  - ❖ Students Assembly
  - ❖ Other Matters:

The meeting started at exactly 02:03 in the afternoon, with a prayer via multimedia presentation then followed the determining of quorum by the Dean and the body proceeded to do the business.

**I. Reading and Approval of the previous minutes dated April 4, 2018**

After the thorough discussion of the previous minutes, Engr. Morite moved to accept the minutes of the previous meeting, duly seconded by the body.

**II. Unfinished Business (None)**

**II. Business of the Day**

❖ **Mock Survey Result**

The Dean, Engr. Alexis P. Espaldon presented to the faculty members the Mock Survey result in the Bachelor of Information Technology program of the College last April 17-18, 2018. He emphasized the necessity of the different parameters to be filled in properly with the different documents for the compliance of the level III phase 1 accreditation to achieve the goal of universityhood.

Ms. Amor Montejó B. Montejó added some important information with regards to the accreditation.

- Per area component more or less 4 should be achieved as the grand mean result.
- Mock Survey results will be attached in the PPP.
- Summary and Findings especially Recommendation must be given importance and be put in a separate compliance folder.
- Update about the arrival of the Accreditors
- Best practices in different parameter areas must be identified and included in the documentation.

❖ **CEIT Vision, Mission, Goals, Program Educational Objectives and OBE Framework**

Engr. Robert R. Bacarro, program chair of BSECE presented the newly crafted Program Educational Objective and OBE Educational Framework of the College. This must be placed in the syllabus and he further emphasized that these were anchored from the CHED Outcome Based Education Standard.

- VMG Program Educational Objectives and OBE Educational Framework (see attachments)
- Outcome should be anchored to performance indicators.



- CASCE Certification and Accreditation Standard in Engineering Education was mentioned which said to be a separate Accreditation Body that certifies Engineering Standards of the College.
- Sample syllabus were presented.
- Monitoring of document submission was mentioned in order to easily locate and retrieve important documents needed for accreditation.
- Class observation report and Academic Consultation were also mentioned.
- Student evaluation logbook.
- Dr. Unife O. Cagas added that tracer study will be presented on Monday.

❖ **Students Assembly**

Engr. Reyna presented the different activities for the students' general assembly meeting. He mentioned that the New Organizational Structure will be presented together with the different Information channels as well as the presentation of the various student organizations regarding reports and updates.

❖ **Other Matters**

Engr. Reyna suggested to have a special assignments for the submission of the different OBE syllabi in the IT Program to be submitted on Wednesday, April 4, 2018.

- Special assignments (see attachment)

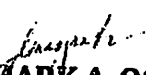
Engr. Alexis P. Espaldon suggested to have VGMO on the different classrooms. He also added to have Sweepers (names of students must be posted) in different section as preparation in the upcoming accreditation.

With regards to the toga, in the upcoming graduation, program heads will be in charged.


Ms. Amor Montejo added that faculty should have their syllabus and class record with them at all times. She also mentioned that support to student task force must identify students, alumni, parents, teachers and government representative to be interviewed. She further updated the faculty with regards to the extension culmination activity be held on the 24<sup>th</sup> of April, Tuesday 9 in the morning at the Surigao City Pilot School.

There were no further discussions. Meeting adjourned at 3:17 in the afternoon.

Prepared by:

  
**DEAN MARK A. OGAOB**  
 Faculty

Approved by:

  
**Engr. ALEXIS P. ESPALDON, MIE**  
 Dean, College of Engineering and Information Technology

## **SSCT Vision, Mission and Goals**

### **Vision:**

An excellence-driven institution of higher learning to produce holistic and globally competitive individual.

### **Mission:**

To provide relevant, high quality and sustainable instruction, research, production and extension programs and services within a culture of credible and responsive institutional governance.

### **Goals:**

1. Foster application of the discipline and provide its learner with industry-based training and education particularly in engineering, technology and fisheries.
2. Conduct and utilize studies for the development of new products, systems and services relevant to Philippine life of the global village.
3. Promote transfer of technology and spread useful, technical skills, thus empowering its learners and their activities.

### **CEIT Goals**

1. An outcomes-based learning experience for students that foster the application of engineering and information technology disciplines.
2. Research, innovation and creative works that promote a sustainable, just and prosperous world.
3. Establish linkages with industry, government and other sectors in the realization of common goals.

### **Program Outcomes**

#### **Engineering Program Objectives**

- A. Apply the knowledge of mathematics and science to solve engineering problems.  
Engineering Knowledge
- B. Design and conduct experiments, as well as to analyze and interpret data. Investigation
- C. Design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability, in accordance with standards.  
Development of Solution
- D. Work and function on multidisciplinary terms. Teamwork
- E. Identify, formulate and solve engineering problems. Problem analysis
- F. Understand professional and ethical responsibility. Ethics
- G. Effectively communicate orally and in writing. Communication
- H. Understand the impact of engineering solutions in a global, economical, environmental and societal context. Environment and sustainability
- I. Recognize of the need for and an ability to engage in life-long learning. Lifelong learning
- J. Knowledge of contemporary issues. The Engineer in the Society
- K. Use techniques, skill and modern engineering tools necessary for engineering practices.  
Modern Tool Usage.

- L. Apply the knowledge of engineering and management principles as a member and leader in a team, to manage projects and in multidisciplinary environment. Project management & Finance

### **ITE Program Outcomes**

- a. Apply knowledge of computing, science, and mathematics appropriate to the discipline;
- b. Analyze a complex problem and identify and define the computing requirements appropriate to its solution;
- c. Design, implement, and evaluate a computer based system, process, component, or program to meet desired needs with appropriate constraints for public health and safety, cultural, societal, and environmental considerations;
- d. Use modern techniques, skills and tools of computing practice in complex computing activities;
- e. Function effectively as an individual and as a member or leader in diverse teams and in multi-disciplinary settings;
- f. Communicate effectively about complex computing activities with various communities, such as computing experts and society at large, using appropriate level of discourse;
- g. Analyze the local and global impact of computing on individuals, organizations and society;
- h. Understand professional, ethical, legal, security and social issues and responsibilities relevant to professional computing practice;
- i. Recognize the need for, and have the ability to engage in continuous professional development and lifelong learning;
- j. Apply mathematical foundation, algorithmic principles and computer science theory in the modeling and design of computer-based systems in a way to demonstrate comprehension of the trade-offs involved in design choices;
- k. Apply design and development principles in the construction of software system of varying complexity.

### **Program Educational Objectives**

The **BS Electrical Engineering** program is geared towards producing graduates who have the following attributes within three to five years from graduation:

1. Graduates demonstrate technical expertise and practical skills in the field of electrical engineering.
2. Graduates demonstrate flexibility in working with multidisciplinary teams and apply professional and ethical responsibility in the practice of electrical engineering.
3. Graduate are engaged in lifelong learning and knowledgeable in contemporary issues relevant to the field of electrical engineering.

The **BS Civil Engineering** program is geared towards producing graduates who have the following attributes within three to five years from graduation:

1. Graduates demonstrate technical expertise and practical skills in the field of civil engineering.
2. Graduates demonstrate flexibility in working with multidisciplinary teams and apply professional and ethical responsibility in the practice of civil engineering.

3. Graduate are engaged in lifelong learning and knowledgeable in contemporary issues relevant to the field of civil engineering.

The Information System Program has adopted the following educational objectives.

Three to five year after graduation, the Information System alumni shall:

- Have advanced their practice or achievement in the field of information systems and/or other endeavors or advocates supported by their acquired information system education.

The Computer Science Program has adopted the following educational objectives.

Three to five year after graduation, the Information System alumni shall:

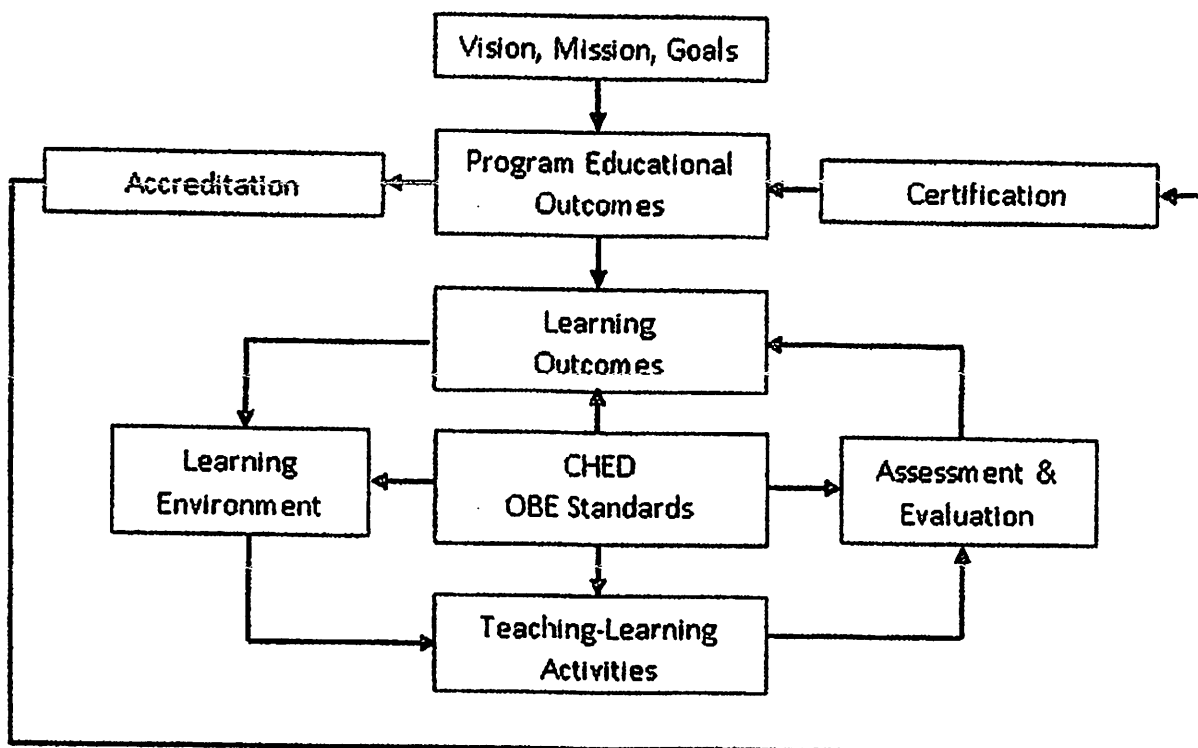
- Have advanced their practice or achievement in the field of information systems and/or other endeavors or advocates supported by their acquired computer science education.

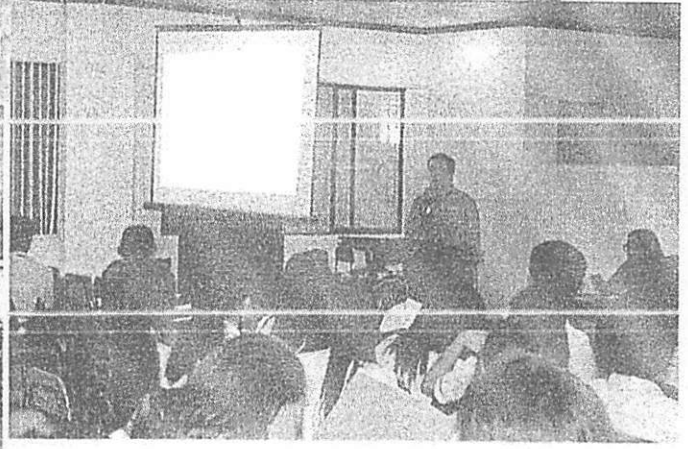
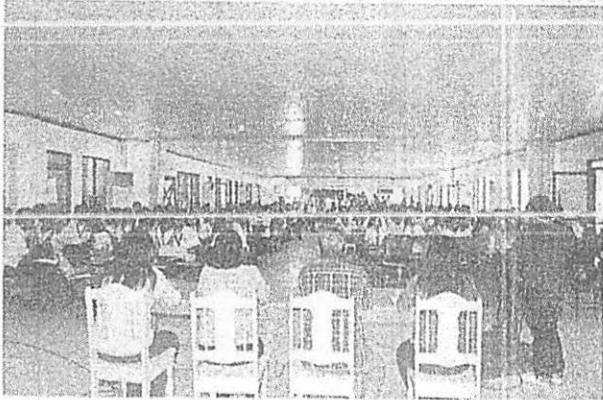
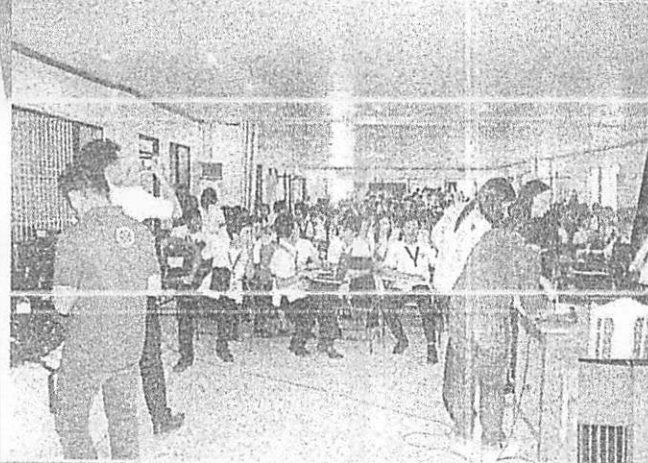
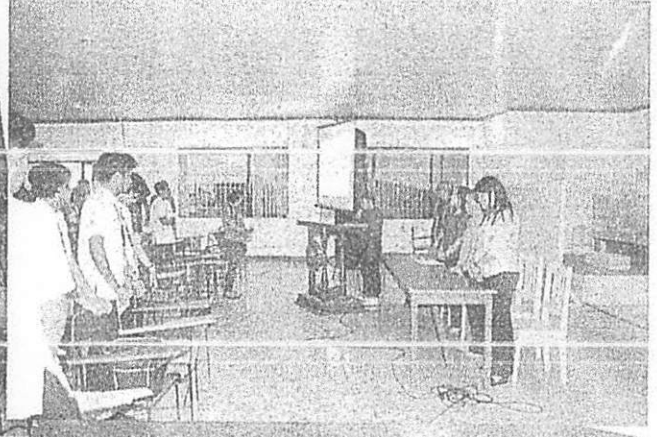
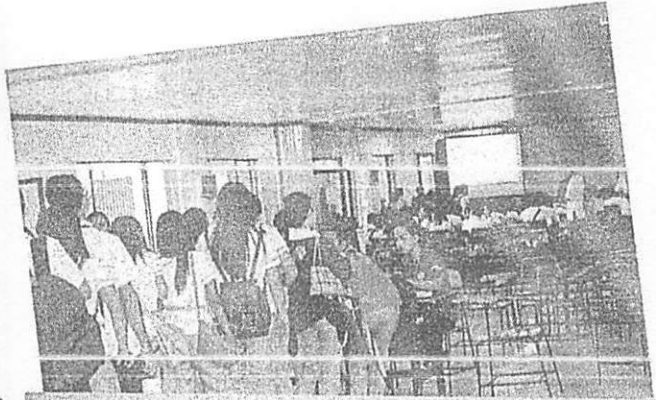
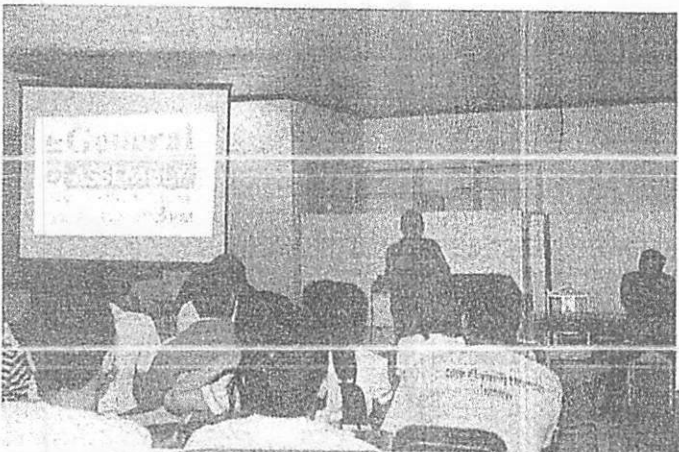
The Information Technology Program has adopted the following educational objectives.

Three to five year after graduation, the Information System alumni shall:

- Have advanced their practice or achievement in the field of information systems and/or other endeavors or advocates supported by their acquired information technology education.

#### OBE Framework





CEIT Students' General Assembly last April 20, 2018



**COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY**  
**FACULTY MEETING**  
**ATTENDANCE SHEET**

**DATE: APRIL 20, 2018**

- PERMANENT**
1. ACIDO, JOSEPHINE V.
  2. ANDALUZ, ROSANNE E.
  3. BACARRO, ROBERT R.
  4. BADIOLA, RICHARD A.
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  29. TOLEDO, TERESITA L.
  30. VILLAREAL, SEM PRECIOSO A.

**SIGNATURE**

- PART-TIME**
1. ANQUI, ABRAHEM P.
  2. FERNANDEZ, JESSICA ROSE E.
  3. ENALDO, MERIAM A.
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  7. OGAOB, DEAN MARK A.
  8. ORIT, ERLITO M.
  9. OROZCO, SHIELA MAE M.

- STAFF**
1. QUITALIG, JOCELYN A.

Prepared by:  
  
**ENGR. ALEXIS P. ESPALDON, MIE**  
 DEAN, CEIT



**COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY  
FACULTY MEETING  
ATTENDANCE SHEET**

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- STAFF**
1. QUITALIG, JOCELYN A.

Prepared by:

**ENGR. ALEXIS P. ESPALDON, MIE**  
DEAN, CEIT



**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Surigao City

**COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY**  
**GENERAL ASSEMBLY**  
**ATTENDANCE SHEET**

**DATE: APRIL 20, 2018 TIME: 3:00 PM**

<b>PERMANENT</b>	<b>SIGNATURE</b>
1. ACIDO, JOSEPHINE V.	
2. ANDALUZ, ROSANNE E.	
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8. ORIT, ERLITO M.	
9. OROZCO, SHIELA MAE M.	

<b>STAFF</b>	<b>SIGNATURE</b>
1. QUITALIG, JOCELYN A.	

Prepared by:

**ENGR. ALEXIS P. ESPALDON, MIE**  
DEAN, CEIT





**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Surigao City

**COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY**  
**GENERAL ASSEMBLY**  
**ATTENDANCE SHEET**

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8. ORIT, ERLITO M.	
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STAFF	SIGNATURE
1. QUITALIG, JOCELYN A.	

Prepared by:

**ENGR. ALEXIS P. ESPALDON, MIE**  
DEAN, CEIT



**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
*Surigao City*

Minutes of Meeting on April 12, 2018  
College of Engineering & Information Technology

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Call to order: A college meeting of the CEIT was held in EB 341 on April 12, 2018. The meeting convened at 3:15 p.m. and presided by the Dean of the College of Engineering & Information Technology, Engr. Alexis P. Espaldon. A prayer was led by Engr. Analyn S. Morite.

The attendees are the following:

- |                           |                             |                               |
|---------------------------|-----------------------------|-------------------------------|
| 1. ACIDO, JOSEPHINE V.    | 10. NOQUERRA, CRISPIN F.    | 2. ENALDO, MERIAM A.          |
| 2. BACARRO, ROBERT R.     | 11. PORTUGUES, VIRNE P.     | 3. FERNANDEZ, JESSICA ROSE E. |
| 3. CORVERA, LEVI A.       | 12. REYNA, ALMA CHRISTIE C. | 4. GALILA, GALGEN B.          |
| 4. DELA CERNA, MONALEE A. | 13. REYNA, RITCHIE A.       | 5. GALLERA, JOVIE M.          |
| 5. ELMA ECHIN C.          | 14. RUAYA, PERFECTO R. JR   | 6. LUBINO, JANN BRYANE L.     |
| 6. ESPALDON, ALEXIS P.    | 15. SOLLOSO, MARLON C.      | 7. OGAOB, DEAN MARK A.        |
| 7. ESPALDON, JUDITA R.    | 16. TOLEDO, TERESITA L.     | 8. ORIT, ERLITO M.            |
| 8. MANGCA, DARWIN C.      | <b>PART-TIME</b>            | 9. OROZCO, SHIELA MAE M.      |
| 9. MORITE, ANALYN S.      | 1. ANQUI, ABRAHEM P.        |                               |

The agenda of the meeting are as follows:

1. Registrar's Time
2. Update on Accreditation
3. Plans for Graduation 2018
4. Other Matters

Matters Discussed:

1. Ms. Claret Ruaya our College Registrar presented to the college the partial list of the graduating students together with their deficiencies.
2. The Dean appealed to the faculty to help in the preparation of the documents for accreditation.
3. The Dean presented the final schedule for our graduation ceremonies and it will be on May 30, 2018, 6:00 in the morning Mass and followed the Graduation Exercises at the Surigao Provincial Gymnasium with the theme: "2018 Graduates: Turning Possibilities into Realities"
4. Other Matters: Engr. Bacarro asked the body to submit the necessary documents to be attached in the Area III Curriculum and Instruction especially the IT faculty.
5. Another other matters to inform the students regarding the HIV Aids Awareness Seminar on April 27, 2018, 2:00p.m.-5:00p.m.
6. Adjournment of Meeting. There being no other business, the meeting was adjourned at 5:45 p.m.

Prepared by:

  
**ALMA CHRISTIE C. REYNA**  
Instructor 1

Approved by:

  
**ENGR. ALEXIS P. ESPALDON, MIE**  
Dean, CEIT



COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY  
FACULTY MEETING  
ATTENDANCE SHEET

DATE: 4/12/2018

PERMANENT

1. ACIDO, JOSEPHINE V.
2. ANDALUZ, ROSANNE E.
3. BACARRO, ROBERT R.
4. BADIOLA, RICHARD A.
5. BORJA, LUCILYN C.
6. BUCTUAN, RENZ M.
7. CAGAS, UNIFE O.
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27. RUAYA, PERFECTO R. JR
28. SOLLOSO, MARLON C.
29. TOLEDO, TERESITA L.
30. VILLAREAL, SEM PRECIOSO A.

SIGNATURE

Handwritten signatures corresponding to the permanent faculty members listed on the left, written on a set of horizontal lines.

PART-TIME

1. ANQUI, ABRAHAM P.
2. FERNANDEZ, JESSICA ROSE E.
3. ENALDO, MERIAM A.
4. GALILA, GALGEN B.
5. GALLERA, JOVIE M.
6. LUBINO, JANN BRYANE L.
7. OGAOB, DEAN MARK A
8. ORIT, ERLITO M.
9. OROZCO, SHIELA MAE M.

Handwritten signatures corresponding to the part-time faculty members listed on the left, written on a set of horizontal lines.

STAFF

1. QUITALIG, JOCELYN A.

Handwritten signature for staff member Jocelyn A. Quitalig, written on a set of horizontal lines.

Prepared by:

  
ENGR. ALEXIS P. ESPALDON, MIE  
DEAN, CEIT





**Surigao State College of Technology**  
Main Campus, Surigao City

January 9, 2018

**MS AMOR MONTEJO**  
HEAD, ACCREDITATION  
This College

**Ms Montejo:**

Greetings!

Endorsing herewith the accreditation working committees of the College of Engineering and Information Technology (CEIT) for the following programs:

BSEE, Level I	-	March 19-23, 2018
BSIT, Level III Phase 1	-	May 7-11, 2018
BSCS, Level II	-	May 7-11, 2018
BSIS, Level II	-	May 7-11, 2018

**Area I - VMGO**  
Engr Alexis Espaldon  
Dr. Analyn Morite  
Engr. Ritchie Reyna

**Area VI – Community Extension**  
Ms. Amor Montejo  
Ms. Judita Espaldon  
Engr. Josephine Acido  
Engr. Gracechell Pascua

**Area II – Faculty**  
Dr. Monalee dela Cerna  
Ms. Alma Christie Reyna  
Engr. Conrado Delosa, Jr.

**Area VII – Library**  
Ms. Lorena Badiola  
Ms. Ivy Mabanto  
Ms. Alona Menil  
Engr. Richard Badiola

**Area III – Curriculum & Instruction**  
Dr. Aurea Madelo  
Engr. Robert Bacarro  
Engr. Darwin Mangca

**Area VIII – Physical Plants and Facilities**  
Engr. Vime Portugues  
Engr. Crispin Noguerra  
Arch. Marlon Solloso

**Area IV – Support to Students**  
Ms. Maria Fe Guerra  
Ms. Teresita Toledo  
Engr. Lucilyn Borja  
Engr. Lovelito Alipao  
Mr. Renz Buctuan

**Area IX – Laboratories**  
Mr. Arvin Mag-usara  
Engr. Crispin Noguerra  
Ms. Jocelyn Quitaig  
Engr. Perfecto Ruaya, Jr.

**Area V – Research**  
Dr. Unife Cagas  
Dr. Rosanne Andaluz  
Dr. Froilan Jay Guiral

**Area X – Administration**  
Dr. Virille Francisco  
Engr. Levi Corvera  
Mr. Trashy Dumaicos  
Ms. Elma Echin

For your compliance.

Thank you.

  
**ENGR. ALEXIS P. ESPALDON**

Dean, College of Engineering and Information Technology



**SURIGAO STATE COLLEGE OF TECHNOLOGY**

**Program, Project, and or Activity Matrix**

Date		Instruction	Research	Extension	Student Development	Fac/Staff Development	Procurement	Governance	Others
January 8, 2018	Activity							Faculty Meeting	
	Budget							P1,500.00	
	Person Involved							All Engineering & IT Faculty	
	Output/Outcome							Attendance Sheet, Minutes of the Meeting / Set the Thrust and Direction of CEIT	
	Remarks								
January 12, 2018	Activity				Meeting for College Days				
	Budget				None				
	Person Involved				Engineering Student Council, Adviser				
	Output/Outcome				Attendance Sheet, Minutes of the Meeting / Identify Programs and Activities for College Week Celebration				
	Remarks								
January 13, 20, 27, 2018	Activity	Preparation for Accreditation							
	Budget	P26,000.00							
	Person Involved	Assign Faculty (6)							

	<b>Output/Outcome</b>	Folder Documents per Program / 70% of the required documents are compiled						
	<b>Remarks</b>							
January 10, 2018	<b>Activity</b>	<b>Revision of Curriculum</b>						
	<b>Budget</b>	c/o VP Academics						
	<b>Person Involved</b>	All Engineering & IT Faculty						
	<b>Output/Outcome</b>	Engineering Curriculum Effective 2018 / 100% of the Engineering and IT Faculty are revised effective 2018						
	<b>Remarks</b>							
January 20, 2018	<b>Activity</b>		<b>Christmas Kiosk Project: Phase 1</b>					
	<b>Budget</b>		P300,000					
	<b>Person Involved</b>		Selected Faculty, Selected Students					
	<b>Output/Outcome</b>		Meet Tourism Office Personnel, Project Conceptualization and Purchasing					
	<b>Remarks</b>							
January 23, 2018	<b>Activity</b>				<b>CDIO Seminar Phase 2</b>			
	<b>Budget</b>				P26,000.00			
	<b>Person Involved</b>				All Engineering & IT Faculty			

	<b>Output/Outcome</b>					Program, Certificates / 95% of the CEIT Faculty have attended			
	<b>Remarks</b>								
January 30, 2018	<b>Activity</b>	<b>Submission of Entrance Exam Test Questions</b>	<b>Seminar on Intellectual Property Rights</b>						
	<b>Budget</b>	None	P26,000.00						
	<b>Person Involved</b>	Engineering & IT Faculty	All Engineering Faculty						
	<b>Output/Outcome</b>	Test Questions / Admission Screening of Engineering Students	Program, Certificates / 100% of the CEIT Faculty are knowledgeable in IP						
	<b>Remarks</b>								
<b>Date</b>		<b>Instruction</b>	<b>Research</b>	<b>Extension</b>	<b>Student Development</b>	<b>Fac/Staff Development</b>	<b>Procurement</b>	<b>Governance</b>	<b>Others</b>
February 13, 2018	<b>Activity</b>			<b>Courtesy Call to the Mayor</b>					
	<b>Budget</b>			P1,000.00					
	<b>Person Involved</b>			Dean, Program Head, Extension Coordinator					
	<b>Output/Outcome</b>			Attendance Sheet, Minutes of the Meeting / Update the linkage of the college with the community					
	<b>Remarks</b>								
February 3, 10, 17, 24, 2018	<b>Activity</b>	<b>Preparation for Accreditation</b>							
	<b>Budget</b>	P26,000.00							
	<b>Person Involved</b>	Assign Faculty (6)							



	<b>Output/Outcome</b>	Folder Documents per Program / 100% of the required documents are complied						
	<b>Remarks</b>							
February 20, 2018	<b>Activity</b>				<b>Meeting for Engineering Review Program</b>			
	<b>Budget</b>				P5,000.00			
	<b>Person Involved</b>				Dean, Program Heads			
	<b>Output/Outcome</b>				Attendance Sheet, Minutes of the Meeting / Enhance the passing mark of engineering board examination			
	<b>Remarks</b>							
February 2018	<b>Activity</b>				<b>College Week Celebration</b>			
	<b>Budget</b>				None			
	<b>Person Involved</b>				Engineering Student Council, Adviser			
	<b>Output/Outcome</b>				Attendance Sheet, Minutes of the Meeting / Showcase the Projects and Activities of engineering and IT			
	<b>Remarks</b>							
February 10, 17, 24, 2018	<b>Activity</b>				<b>Christmas Kiosk Project: Phase 2</b>			
	<b>Budget</b>							
	<b>Person Involved</b>				Selected Faculty, Selected Students			

	Output/Outcome		System Design						
	Remarks								
February 27, 2018	Activity						<b>Faculty Meeting</b>		
	Budget						P1,500.00		
	Person Involved						All Engineering & IT Faculty		
	Output/Outcome						Attendance Sheet, Minutes of the Meeting / Monitoring of CEIT Accomplishments and Updating		
	Remarks								
Date		Instruction	Research	Extension	Student Development	Fac/Staff Development	Procurement	Governance	Others
March 10, 2018	Activity			<b>Conduct Baseline Survey of the Community</b>					
	Budget			P5,000.00					
	Person Involved			Extension Coordinator, Selected Students					
	Output/Outcome			Analyzed Baseline Survey Report					
	Remarks								
March 19-23, 2018	Activity	<b>AACUP Accreditation: BSEE Level 1</b>							
	Budget	c/o Accredation Office							
	Person Involved	Assign Faculty (6)							
	Output/Outcome	Folder Documents per Program / Level 1 Accreditation for BSEE are issued							

March 13, 2018	<b>Remarks</b>							
	<b>Activity</b>		<b>Seminar- Workshop on Journal Writing</b>					
	<b>Budget</b>		P26,000.00					
	<b>Person Involved</b>		All Engineering & IT Faculty					
	<b>Output/Outcome</b>		Program, Certificates, Sample Journals / 100% of the CEIT Faculty are knowledgeable in Journal Writing					
	<b>Remarks</b>							
March 27, 2018	<b>Activity</b>						<b>Faculty Meeting</b>	
	<b>Budget</b>						P1,500.00	
	<b>Person Involved</b>						All Engineering & IT Faculty	
	<b>Output/Outcome</b>						Attendance Sheet, Minutes of the Meeting / Monitoring of CEIT Accomplishments and Updating	
		<b>Remarks</b>						
March 3, 10, 17, 24, 31, 2018	<b>Activity</b>			<b>Christmas Kiosk Project: Phase 3</b>				
	<b>Budget</b>							
	<b>Person Involved</b>			Selected Faculty, Selected Students				
	<b>Output/Outcome</b>			Circuit Design				
		<b>Remarks</b>						
March 30, 2018	<b>Activity</b>					<b>1st Quarter Echo Seminar</b>		



May 7-11, 2018	<b>Activity</b>	<b>AACUP Accreditation: BSCE L3 Phase-1/BSCE L2/BSCpE L2/BSIT &amp; BSCS L2</b>						
	<b>Budget</b>	c/o Accreditation Office						
	<b>Person Involved</b>	Assign Faculty (6)						
	<b>Output/Outcome</b>	Folder Documents per Program / 100% of the required documents are complied						
	<b>Remarks</b>							
May 8, 2018	<b>Activity</b>							<b>Faculty Meeting</b>
	<b>Budget</b>							P1,500.00
	<b>Person Involved</b>							All Engineering & IT Faculty
	<b>Output/Outcome</b>							Attendance Sheet, Minutes of the Meeting / Monitoring of CEIT Accomplishments and Updating
May 15, 2018	<b>Activity</b>		<b>Seminar Workshop on Patent Writing</b>					
	<b>Budget</b>		P26,000.00					
	<b>Person Involved</b>		All Engineering & IT Faculty					
	<b>Output/Outcome</b>		Program, Certificates, Sample Journals / 100% of the CEIT Faculty are aware of patent					

			writing						
	<b>Remarks</b>								
May 19 & 26, 2018	<b>Activity</b>			<b>Conduct impact Assessment of the Community</b>					
	<b>Budget</b>			P26,000.00					
	<b>Person Involved</b>			Extension Coordinator, Selected Students					
	<b>Output/Outcome</b>			Analyzed Baseline Survey Report					
	<b>Remarks</b>			Picture Documentation, Narrative Report / Assessment of the program implemented					
May 25, 2018	<b>Activity</b>	<b>Qualifying Examination for Non-Graduating Students</b>							
	<b>Budget</b>	P2,000							
	<b>Person Involved</b>	Program Head, Faculty, Students							
	<b>Output/Outcome</b>	Analyzed Examination Result / Selection of engineering students retain in the program							
	<b>Remarks</b>								
May 5, 12, 19,	<b>Activity</b>			<b>Christmas Kiosk Project: Phase 5</b>					

26, 2018	<b>Budget</b>								
	<b>Person Involved</b>				Selected Faculty, Selected Students				
	<b>Output/Outcome</b>				Circuit Testrig				
	<b>Remarks</b>								
May 29, 2018	<b>Activity</b>								2nd Quarter Echo Seminar
	<b>Budget</b>								P26,000.00
	<b>Person Involved</b>								All Engineering & IT Faculty
	<b>Output/Outcome</b>								Attendance Sheet, Program, Certificates / 100% of CEIT Faculty aware of Seminar Content attended by selected faculty
	<b>Remarks</b>								
<b>Date</b>		<b>Instruction</b>	<b>Research</b>	<b>Extension</b>	<b>Student Development</b>	<b>Fac/Staff Development</b>	<b>Procurement</b>	<b>Governance</b>	<b>Others</b>
June 2018	<b>Activity</b>	<b>Faculty Immersion in Industry</b>							
	<b>Budget</b>	P200,000.00							
	<b>Person Involved</b>	Selected Engineering & IT Faculty							
	<b>Output/Outcome</b>	Narrative Report, Pictorial Documentation / CEIT Faculty are knowledgeable of industry practices							
	<b>Remarks</b>								
<b>Date</b>		<b>Instruction</b>	<b>Research</b>	<b>Extension</b>	<b>Student Development</b>	<b>Fac/Staff Development</b>	<b>Procurement</b>	<b>Governance</b>	<b>Others</b>

September 18, 2018	<b>Activity</b>					<b>3. Quarter Echo Seminar</b>			
	<b>Budget</b>					P26,000.00			
	<b>Person Involved</b>					All Engineering & IT Faculty			
	<b>Output/Outcome</b>					Attendance Sheet, Program, Certificates / 100% of CEIT Faculty aware of Seminar Content attended by selected faculty			
	<b>Remarks</b>								
September 1, 8, 15, 22, 29, 2018	<b>Activity</b>			<b>Christmas Kiosk Project: Phase 7</b>					
	<b>Budget</b>								
	<b>Person Involved</b>			Selected Faculty, Selected Students					
	<b>Output/Outcome</b>			System Testing					
	<b>Remarks</b>								
September 25, 2018	<b>Activity</b>							<b>Faculty Meeting</b>	
	<b>Budget</b>							P1,500	
	<b>Person Involved</b>							All Engineering & IT Faculty	
	<b>Output/Outcome</b>							Attendance Sheet, Minutes of the Meeting / Monitoring of CEIT Accomplishments and Updating	
	<b>Remarks</b>								
<b>Date</b>		<b>Instruction</b>	<b>Research</b>	<b>Extension</b>	<b>Student Development</b>	<b>Fac/Staff Development</b>	<b>Procurement</b>	<b>Governance</b>	<b>Others</b>
October 30, 2018	<b>Activity</b>					<b>Seminar on GIS Mapping</b>			



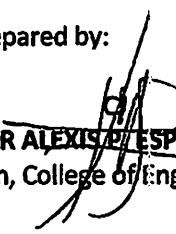
	<b>Budget</b>				1,000.00			
	<b>Person Involved</b>				All Engineering Faculty			
	<b>Output/Outcome</b>				Attendance Sheet, Program, Certificates / 100% of CEIT Faculty are aware of GIS Mapping			
	<b>Remarks</b>							
October 8-12, 2018	<b>Activity</b>	<b>Class Observation by Program Chair</b>						
	<b>Budget</b>	None						
	<b>Person Involved</b>	Dean, Program Chair, Faculty						
	<b>Output/Outcome</b>	Class Observation Instrument / 100% of the CEIT Faculty are observed						
	<b>Remarks</b>							
October 6, 13, 20, 27, 2018	<b>Activity</b>		<b>Christmas Kiosk Project: Phase 8</b>					
	<b>Budget</b>							
	<b>Person Involved</b>		Selected Faculty, Selected Students					
	<b>Output/Outcome</b>		Final Construction and Testing					
	<b>Remarks</b>							
October 6, 13, 20, 27, 2018	<b>Activity</b>	<b>Document Preparation for University Status</b>						
	<b>Budget</b>	P70,000.00						
	<b>Person Involved</b>	Dean, Program Head						

	<b>Output/Outcome</b>	Documents per Program viz-a-viz CHED Requirement / CEIT are 100% ready for University Status							
	<b>Remarks</b>								
October 23, 2018	<b>Activity</b>							<b>Faculty Meeting</b>	
	<b>Budget</b>							P1,500.00	
	<b>Person involved</b>							All Engineering & IT Faculty	
	<b>Output/Outcome</b>							Attendance Sheet, Minutes of the Meeting / Monitoring of CEIT Accomplishments and Updating	
	<b>Remarks</b>								
<b>Date</b>		<b>Instruction</b>	<b>Research</b>	<b>Extension</b>	<b>Student Development</b>	<b>Fac/Staff Development</b>	<b>Procurement</b>	<b>Governance</b>	<b>Others</b>
November 6, 13, 20, 27, 2018	<b>Activity</b>		<b>Tracer Study of Engineering &amp; IT Graduates</b>						
	<b>Budget</b>		P40,000.00						
	<b>Person involved</b>		Selected Faculty						
	<b>Output/Outcome</b>		Tracer Study / Employability of Engineering and IT graduates are traced						
	<b>Remarks</b>								
November 10, 17, 24, 2018	<b>Activity</b>			<b>Christmas Kiosk Project: Phase 8</b>					
	<b>Budget</b>								

	<i>Person Involved</i>			Selected Faculty, Selected Students				
	<i>Output/Outcome</i>			Project Completion and Quality Testing				
	<i>Remarks</i>							
November r 2018	<i>Activity</i>			<b>Linkage with Industry and universities</b>				
	<i>Budget</i>			P26,000.00				
	<i>Person Involved</i>			Dean, Program Head				
	<i>Output/Outcome</i>			Memorandum of Agreement / Linkage Programs are established				
	<i>Remarks</i>							
November r 20, 2018	<i>Activity</i>						<b>Faculty Meeting</b>	
	<i>Budget</i>						P1,500.00	
	<i>Person Involved</i>						All Engineering & IT Faculty	
	<i>Output/Outcome</i>						Attendance Sheet, Minutes of the Meeting / Monitoring of CEIT Accomplishments and Updating	
	<i>Remarks</i>							
November r 26-29, 2018	<i>Activity</i>				<b>Student Research Proposal Forum</b>			
	<i>Budget</i>				P10,000.00			
	<i>Person Involved</i>				Faculty, Students			

	<i>Person Involved</i>					Engineering & IT Faculty			
	<i>Output/Outcome</i>					Attendance Sheet, Program, Certificates / 100% of CEIT Faculty aware of Seminar Content attended by selected faculty			
	<i>Remarks</i>								
December 21-22, 2018	<i>Activity</i>	<b>Qualifying Examination for Non-Graduating Students</b>							
	<i>Budget</i>	P5,000.00							
	<i>Person Involved</i>	Program Head, Faculty, Students							
	<i>Output/Outcome</i>	Analyzed Examination Result / Selection of engineering students retain in the program							
	<i>Remarks</i>								

Prepared by:

 ENGR ALEXIS P. ESPALDON, MIE

Dean, College of Engineering & Information Technology

## Minutes of the Faculty Meetings and Attendance



**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Narciso Street, Surigao City



### COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY

*Minutes of Meeting on May 5, 2020*

Call to order: The meeting of the Engineering and Information Technology Faculty Members was presided by Engr. Robert R. Bacarro.

Present:

*\*Please see attach attendance document.*

Agenda:

1. Content of the Academic Council Meeting
2. Instruction
3. Production
4. Research and Extension
5. Other Matters:
  - Program Accreditation
  - Online Faculty Clearance
  - Quarter Accomplishment Report
  - Faculty Load on First Semester

Matters Discussed

1. Content of the Academic Council Meeting

The modified academic policies and guidelines for the 2<sup>nd</sup> semester A.Y 2019-2020 and 1<sup>st</sup> semester 2020 – 2021 in light of COVID-19 pandemic was discussed thoroughly by Engr. Bacarro. All faculty members were provided a copy of the said guidelines. It was made clear to all faculty members that request of subjects for summer 2019-2020 will not be allowed, e-load on first semester 2020-2021 will be converted into service credit, for first year there will be only 1 section across all CEIT programs.

2. Instruction

All modules submitted in the CEIT office prior to the implementation of online class were accepted, which implies that there is no need to revise whatever format is being used by the faculty members in the accomplishment of class modules. However, Engr. Bacarro emphasizes that on first semester A.Y 2020-2021 the given format issued from the VPAA must be implemented. In addition, the distribution of faculty load for first semester 2020-2021 might be on the end of May 2020. Further, there is a need to hire an additional guest lecturer for civil engineering and new guidelines for Laboratory class will be strictly observed during 1<sup>st</sup> semester.

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3. Production

All program chairs are required to submit production plan to include the following: financial, and processes.

4. Research and Extension


It was emphasize that faculty members should submit research for SSCT funding. In addition, student research congress is on last week of May, all faculty handling research are encouraged to submit 5 research paper per program. Considering the pandemic situation, research presentation is via zoom per cluster.

5. Other matters

- Program accreditation  
Dr. Montejo informed the body that the tentative date of visit is on October 2020.
- Online faculty clearance  
Requirements to be check in the faculty members in the first and second semester are syllabus, TOS and TQ (1<sup>st</sup> sem only: Midterm and Final), Engr. Bacarro, emphasize that there will be no submission of final TOS and TQ during the second semester because in reality it will be conducted due to convid-19 pandemic situation.
- Accomplishment Report  
There will be another meeting with the program chairs to discuss this matter.
- Faculty Load – tentative distribution is on end of May 2020.

6. Adjournment of meeting: There being no other business, the meeting was adjourned at 10:40 AM.

Prepared by:

  
Jessica Rose E. Fernandez, Ph.EdD  
Asst. Dean, CEIT

Approved by:

  
Engr. Robert R. Bacarro, MECE, MBA  
Dean, CEIT

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**COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY**  
Second Semester, AY 2019 - 2020

**ATTENDANCE SHEET**  
General Faculty Meeting, EB 406  
May 5, 2020

FACULTY	SEX		SIGNATURE
	Male	Female	
1 ACIDO, Josephine V		✓	
2 ANDALUZ, Rosanne E		✓	
3 BACARRO, Robert R. (Dean)	✓		
4 BADIOLA, Richard A	✓		
5 BORJA, Lucilyn C		✓	
6 BUCTUAN, Renz M	✓		
7 CABANERO, Ralph Aran		✓	
8 CAGAS, Unife O		✓	
9 CALINAWAN, Aldrich B	✓		
10 CORVERA, Levi A	✓		
11 DELA CERNA, Monalee A. (Prog Chair, BSCS)	✓	✓	
12 DELOSA, Conrado Jr. B	✓		
13 DUMAICOS, Trashy P	✓		
14 ESCABAL, Ingrid (Prog Chair, BSEE)		✓	
15 FERNANDEZ, Jessica Rose E. (Asst Dean)		✓	
16 FRANCISCO, Virnille C		✓	
17 GALILA, Ghandi	✓		
18 GALLERA, Jovie M. (Prog Chair, BSIS)		✓	
19 MADELO, Aurea M		✓	
20 MAG-USARA, Arvin E		✓	
21 MANGCA, Darwin C. (Prog Chair, BSECE)	✓		
22 MONTEJO, Amor C. (Director, QA)		✓	
23 MORITE, Analyn S. (Prog Chair, BSCpE)	✓	✓	
24 NOGUERRA, Crispin P	✓		
25 PASCUA, Gracechell M. (Focal Person, GAD)		✓	
26 PORTUGUES, Virne P. (Prog Chair, BSCE)	✓		
27 POTENTE, Lufre	✓		
28 REYNA, Alma Christie C. (Prog Chair, BSIT)		✓	
29 REYNA, Ritchie A	✓		
30 RUAYA, Perfecto Jr. R		✓	
31 SALUBRE, Hasmer	✓		
32 SOLLOSO, Marlon C. (Head, Bldg & Estate)	✓		
33 TOLEDO, Teresita L		✓	
34 YLAYA, Vrian Jay V. (Director, Research)	✓		
<b>Guest Lecturer:</b>			
1 BIRAO, Eva Mary			
2 CERDAN, Alvin			
3 FIDELES, Jemielou M			
4 GALGO, Liez	✓		
5 GALILA, Galgen B			
6 GEGONA, Archie C			



"For Nation's Greater Heights"

### SURIGAO STATE COLLEGE OF TECHNOLOGY

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Revision No.	00
Effective Date	01 January 2019
Page No.	1 of 1

Office: College of EDD & Life Technology  
 Type of Activity: Guest lectures Meetings

AY: 2019-2020  
 Date: Feb 22, 2020

#### ATTENDANCE SHEET

	FACULTY	SEX		ACADEMIC RANK	SIGNATURE
		Male	Female		
1	Alvin S. Cerdan	✓		Guest lecturer	
2	Junialan, Emmanuel J.	✓	✓	Guest lecturer	
3	Erlito M. Ort	✓		Guest lecturer	
4	Andy Bong F Navarro	✓		Guest lecturer	
5	Mark Marvin D. Paghiraman	✓		Guest lecturer	
6	Galgen Galila	✓		Guest lecturer	
7	Dave Noaquenan	✓		Guest lecturer	
8	Elmaric A. Pejan	✓		Guest lecturer	
9	Albert T. Padilla	✓		Guest lecturer	
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Republic of the Philippines  
**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Narciso Street, Surigao City



## COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY

Minutes of Meeting on February 22, 2020

Call to order: The meeting of the Guest Lecturer was presided by Engr. Robert R. Bacarro.

### Present:

- |                                  |                              |
|----------------------------------|------------------------------|
| 1. Engr. Robert R. Bacarro       | 7. Andy Bong F. Navarro      |
| 2. Dr. Jessica Rose E. Fernandez | 8. Mark Marvin D. Paglinawan |
| 3. Alvin S. Cerdan               | 9. Galila Galgen             |
| 4. Emmanuel J. Jumawan           | 10. Kaelf Dave Noguerra      |
| 5. Arvin S. Salvador             | 11. Elmario A. Pejan         |
| 6. Erlito M. Orit                | 12. Albert T. Padilla        |

### Matters Discussed

1. Submission of Syllabus, TOS, and TQ

It was emphasized by Engr. Robert R. Bacarro that the syllabus for the 2<sup>nd</sup> semester must be submitted on or before March 7, 2020 (Saturday). In addition, the submission of Table of Specification and Test Questionnaire for midterm exam must be reviewed by the program chair before March 11, 2020. It was also encourage that in multiple choice type of questions must be observed.

2. Grading System

It was discussed that the approved grading system by the BOT should be strictly followed and also should be reflected in the syllabus.

3. Faculty Research

The Dean encouraged the guest lecturers to participate in the research activity of the school however with emphasis that this is not a mandatory requirement for a guest lecturer faculty.

4. Class Monitoring

The Dean emphasize that the conduct of classroom monitoring is being checked every day based on the schedules reflected in the approved faculty load. Any changes to the schedule or room assignment should seek approval from the CEIT Dean.



Republic of the Philippines  
**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Narciso Street, Surigao City



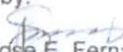
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5. Submission of DTR

For fast processing of payroll, lecturers should immediately submit the accomplished DTR with necessary attachments if needed.

6. Adjournment of meeting: There being no other business, the meeting was adjourned at 3:30 p.m

Prepared by:

  
Jessica Rose E. Fernandez, Ph.EdD  
Asst. Dean, CEIT

Approved by:

  
Engr. Robert R. Bacarro, MECE, MBA  
Dean, CEIT