



I.10.3. regular faculty meetings
with the College/Academic
Unit;



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



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	JESSICA ROSE B. FERNANDES		/	Instructor I / Asst. Dean	<i>[Signature]</i>
3	Analy S. MORITE		/	PG, CPE	<i>[Signature]</i>
4	INGRID B. ESCOBAL		/	PC - BSEE	<i>[Signature]</i>
5	DARWIN C. MANGCA	/		PC - BSCE	<i>[Signature]</i>
6	VIRNE P. PORTUGUES	/		PC - BSCE	<i>[Signature]</i>
7	ROBERT R. BACARDO	✓		DEAN	<i>[Signature]</i>
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Checked by:

 Signature over printed name
 Academic Rank/Position



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



CERTIFICATE NUMBER: AJA19-0225

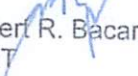
"For Nation's Greater Heights"

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) 231-7798

Email: surigao.statecollege@yahoo.com
URL: sset.edu.ph



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.



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

Office: College of Eng & Info Technology
 Type of Activity: Guest lecture / Meetings

AY: 2019-2020
 Date: Feb 21, 2020

ATTENDANCE SHEET

	FACULTY	SEX		ACADEMIC RANK	SIGNATURE
		Male	Female		
1	Alvin S. Cerdan	✓		Guest lecturer	
2	Jumawan, Emmanuel J.	✓		Guest lecturer	
3	Erlito M. Cruz	✓		Guest lecturer	
4	Andy Bong F Navarro	✓		Guest lecturer	
5	Mark Marvin D. Pagliran	✓		Guest lecturer	
6	Galgen Galita	✓		Guest lecturer	
7	Dave Noqueron	✓		Guest lecturer	
8	Elmaric A. Pejan	✓		Guest lecturer	
9	Albert T. Padilla	✓		Guest lecturer	
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Checked by:

 Signature over printed name
 Academic Rank/Position



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



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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 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. Kael 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 2nd 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.



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, Brian Jay V. (Director, Research)	✓		
Guest Lecturer:			
1. BIRAO, Eva Mary			
2. CERDAN, Alvin			
3. FIDELES, Jemielou M.			
4. GALGO, Liezel	✓		
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. Constantino, Reynaldo Jr. D.	✓		



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Narciso Street, Surigao City



CERTIFICATE NUMBER: AJA19-0225

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 (1st 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

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

Email: surigaoestatecollege@yahoo.com
URL: ssct.edu.ph



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 2nd semester A.Y 2019-2020 and 1st 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 1st semester.



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



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	JESSICA ROSE B. FERNANDEZ		/	Instructor I / Asst. Dean	<i>[Signature]</i>
3	Analy S. MORITE		/	PG, CPE	<i>[Signature]</i>
4	INGRID B. ESCOBAR		/	PC - BSEE	<i>[Signature]</i>
5	DARWIN C. MANGCA	/		PC - BSCE	<i>[Signature]</i>
6	VIRNE P. PORTUGUES	/		PC - BSCE	<i>[Signature]</i>
7	ROBERT R. SACARDO	✓		DEAN	<i>[Signature]</i>
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Checked by:

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SURIGAO STATE COLLEGE OF TECHNOLOGY
Narciso Street, Surigao City




CERTIFICATE NUMBER: AJA-19-0225

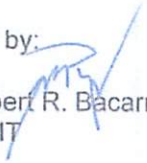
"For Nation's Greater Heights"

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;
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CERTIFICATE NUMBER: AJA19-0225

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.



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

Office: College of Basic & Life Technology
 Type of Activity: Guest lectures / meetings

AY: 2019-2020
 Date: FEB 21, 2020

ATTENDANCE SHEET

	FACULTY	SEX		ACADEMIC RANK	SIGNATURE
		Male	Female		
1	Alvin S. Cardan	✓		Guest Lecturer	
2	Junawan, Emmanuel J.	✓		Guest lecturer	
3	Erlito M. Ort	✓		Guest lecturer	
4	Andy Bong F Navarro	✓		Guest lecturer	
5	Mark Marvin D. Paguiran	✓		Guest lecturer	
6	Galgen Galita	✓		Guest lecturer	
7	Dave Noguerra	✓		Guest lecturer	
8	Elmarie A. Pejan	✓		Guest lecturer	
9	Albert T. Padilla	✓		Guest lecturer	
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Checked by:

 Signature over printed name
 Academic Rank/Position




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



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 2nd 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.



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, OA)		✓	
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)	✓		
Guest Lecturer:			
1. BIRAO, Eva Mary			
2. CERDAN, Alvin			
3. FIDELES, Jemielou M.			
4. GALGO, Liezdi	✓		
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. CARANITA, Raymond Jr., D.	✓		



3. Production

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

4. Research and Extension

It was emphasized 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 checked in the faculty members in the first and second semester are syllabus, TOS and TQ (1st sem only: Midterm and Final), Engr. Bacarro, emphasized 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



"For Nation's Greater Heights"

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



CERTIFICATE NUMBER: AIA19 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 2nd semester A.Y 2019-2020 and 1st 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 1st semester.

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

Email: surigaoestatecollege@yahoo.com
URL: ssct.edu.ph



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 Montejo B. Montejo 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 24th 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.

- 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:

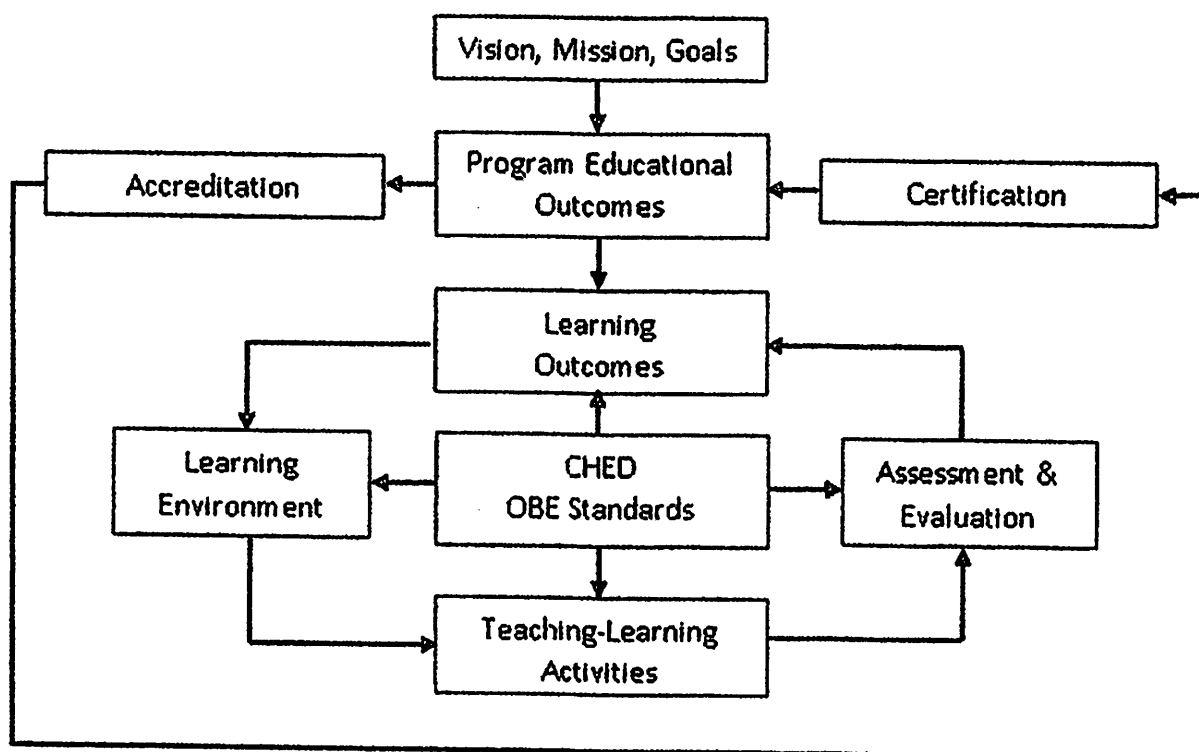
- Have advanced their practice or achievement in the field of information systems and/or other endeavors or advocates supported by their acquired computer science education.

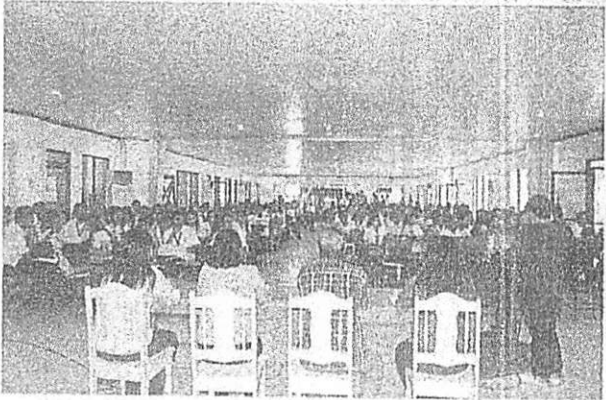
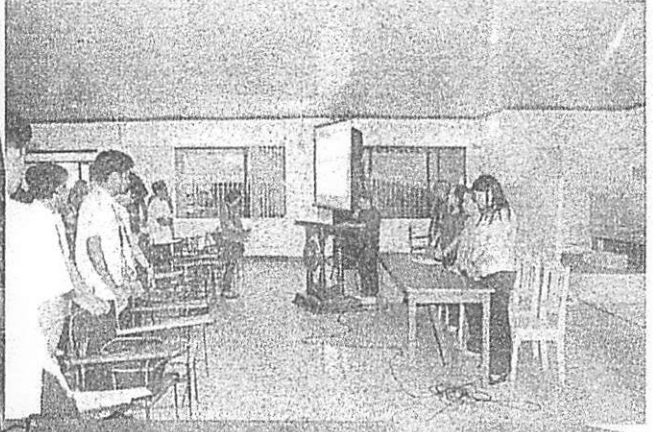
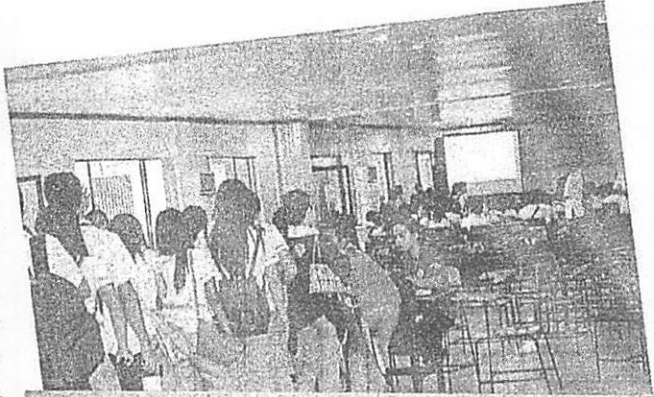
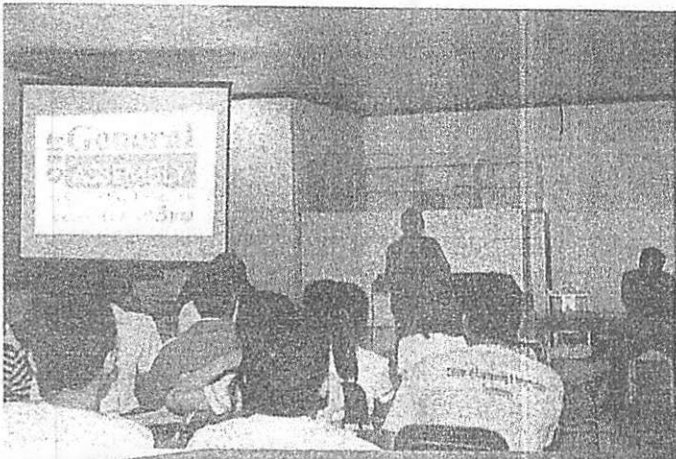
The Information Technology Program has adopted the following educational objectives.

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



SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City

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.
5. BORJA, LUCILYN C.
6. BUCTUAN, RENZ M.
7. CAGAS, UNIFE O.
8. CORVERA, LEVI A.
9. DELA CERNA, MONALEE A.
10. DELOSA, CONRADO B. JR
11. DUMAICOS, TRASHY P.
12. ECHIN, ELMA C.
13. ESPALDON, ALEXIS P.
14. ESPALDON, JUDITA R.
15. FRANCISCO, VIRNILLE C.
16. GUIRAL, FROILAN JAY E.
17. MADELO, AUREA M.
18. MAG-USARA, ARVIN ~~E~~
19. MANGCA, DARWIN C.
20. MONTEJO, AMOR C.
21. MORITE, ANALYN S.
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24. PORTUGUES, VIRNE P.
25. REYNA, ALMA CHRISTIE C.
26. REYNA, RITCHIE A.
27. RUAYA, PERFECTO R. JR
28. SOLLOSO, MARLON C.
29. TOLEDO, TERESITA L.
30. VILLAREAL, SEM PRECIOSO A.

SIGNATURE

Handwritten signatures for permanent faculty members corresponding to the list on the left, written on horizontal lines.

PART-TIME

1. ANQUI, ABRAHEM 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 for part-time faculty members corresponding to the list on the left, written on horizontal lines.

STAFF

1. QUITALIG, JOCELYN A.

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Prepared by:


ENGR. ALEXIS P. ESPALDON, MIE
DEAN, CEIT



COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY
FACULTY MEETING
ATTENDANCE SHEET

DATE: APRIL 20, 2018

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- STAFF**
1. QUITALIG, JOCELYN A.

Handwritten signature corresponding to the staff member listed on the left, written on a set of horizontal lines.

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

PERMANENT	SIGNATURE
1. ACIDO, JOSEPHINE V.	
2. ANDALUZ, ROSANNE E.	
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4. BADIOLA, RICHARD A.	
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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

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

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 P. | 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. | PART-TIME | 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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SIGNATURE

[Handwritten signatures for permanent faculty members on lined paper]

PART-TIME

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STAFF

1. QUITALIG, JOCELYN A.

[Handwritten signature for staff member on lined paper]

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. Virne 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 Quitilig
Engr. Perfecto Ruaya, Jr.

Area V – Research

Dr. Unife Cagas
Dr. Rosanne Andaluz
Dr. Froilan Jay Guiral

Area X – Administration

Dr. Virnille 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