



**ZAMBOANGA PENINSULA
POLYTECHNIC STATE
UNIVERSITY**



**SCHOOL OF BUSINESS
ADMINISTRATION**

Area VI: Extension and Community Involvement

**BACHELOR OF
SCIENCE IN**

**HOSPITALITY
MANAGEMENT**

LEVEL 2



IMPLE
MENT
ATION

I.1 The Budget for extension program is utilized as planned



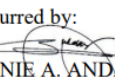
Republic of the Philippines
ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY
Region IX, Zamboanga Peninsula
R.T. Lim Blvd., Baliwasan, Zamboanga City
emailaddress:extensionmanagementoffice@zppsuh.edu.ph
EXTENSION MANAGEMENT OFFICE



BUDGET ALLOCATION FOR COLLEGE/ UNIT EXTENSION
FYs 2019 - 2022

College/ Unit	2019	2020	2021	2022
College of Teacher Education	₱369,259.25	₱502,777.80	₱1,006,481.50	₱1,065,740.75
College of Arts, Humanities and Social Sciences	₱147,703.70	₱201,111.12	₱402,592.60	₱426,296.30
School of Business Administration	₱147,703.70	₱201,111.12	₱402,592.60	₱426,296.30
College of Engineering and Technology	₱664,666.65	₱905,000.04	₱1,610,370.40	₱1,705,185.20
College of Information and Computing Science	-	-	₱201,296.30	₱213,148.15
College of Maritime Education	₱73,851.85	₱100,555.56	₱201,296.30	₱213,148.15
Department of Technical Education	₱73,851.85	₱100,555.56	₱201,296.30	₱213,148.15
Senior High School	₱73,851.85	₱100,555.56	₱201,296.30	₱213,148.15
Graduate School	₱443,111.11	₱603,333.36	₱1,207,777.78	₱1,278,888.90
TOTAL	₱1,994,000.00	₱2,715,000.00	₱5,435,000.00	₱5,755,000.00

Prepared by: 
MARIE JOY B. ALVAREZ
Director, Extension Management Office

Concurred by: 
BONNIE A. ANDABON
Vice President for Research Development and Extension

I.2 Honoraria and other incentives (deloading, credit unit equivalent, etc.) to faculty involved in extension work are granted.

POLICIES, RULES, AND STANDARDS ON HUMAN RESOURCE MANAGEMENT Zamboanga City State Polytechnic College April 2018

shall be used as the ultimate criteria in the utilization, i.e., job/work assignment, of personnel;

(vi) Job/work assignments should enable and boost continual learning and professional growth of personnel;

(vii) A result-based monitoring and evaluation system that objectively measures job/work performance; celebrates and amply reward employee's successes and judiciously make employee's accountable for results shall be organized and institutionalized;

(viii) Job enrichment strategies shall be implemented to allow the personnel to professionally develop and grow in their jobs;

(ix) A synergized strategic and operations planning, performance management and results-based monitoring and evaluation process continuum that spells out the College subsystems and units' and employees' contributions to the accomplishment of annual output targets and to the actualization of the college vision, mission and goals should be put in place and made fully operational.

II. Official Work Hours

Sec. 43 All employees, except those covered by special laws, shall render not less than eight (8) hours of work a day, five (5) days a week or a total of forty (40) work-hours a week, exclusive of the lunch break. Normal office hours are from 8:00 to 12:00 A.M. and 1:00 to 5:00 P.M. Adjustment in official work hours may be allowed subject to the provisions of law, and Civil Service rules and regulations.

Sec. 44 The forty (40) official work-hours per week of the faculty shall be composed of ten (10) hours teaching-related preparations and thirty (30) hours of Full Teaching Equivalent (FTE). The faculty FTE is made up of eighteen (18) hours actual teaching and twelve (12) hours quasi-teaching assignment.

Sec. 45 Actual Teaching Hour (ATH) for the full time faculty is eighteen (18) hours equivalent to six (6) three (3) hours lecture courses in a week. Twelve (12) hours of quasi-teaching assignments should be added to complete the required Full Teaching Equivalent (FTE) of thirty (30) hours.

Sec. 46 The FTE of faculty carrying out essentially teaching and quasi-teaching assignments, i.e. Instructor I-III, is as follows:

Actual Teaching Hours

1. One (1) to two (2) course preparations

- (a) Eighteen (18) for lecture courses
- (b) Twenty-four (24) for laboratory courses
- (c) Twenty-one (21) for lecture/laboratory courses

2. Three (3) course preparations

- a) Fifteen (15) for lecture courses
- b) Eighteen (18) for lecture/laboratory courses
- c) Twenty-four (24) for laboratory courses with the same syllabus, year level and duration/timeframe

Sec. 47 The Actual Teaching Load of faculty with administration workloads are as follows:

- i. Vice President, Dean, Director - 3 to 6 hours ATL
- ii. Program Coordinator, Head of Units - 9 to 12 hours ATL

Sec. 48 Faculty handling essentially teaching and quasi-teaching FTE that will be assigned more than three (3) course preparations shall be duly compensated for teaching overload.

Sec. 49 Faculty designated as Vice President, Dean and Director are automatically converted to vacation sick leave from teacher's leave status. Those with other designations may convey in writing their intention to be placed on vacation and sick leave status. The vacation leave status is deemed revoked upon the termination or withdrawal of the designation; the faculty automatically is reverted back to his/her normal leave category.

III. Assignment of Teaching Loads

Sec. 50 The actual teaching loads of faculty shall be in accordance with the ZCSPC Revised Policy on Office Hours and Faculty Workloads (Resolution No. 062-2009 s, 2009)

Sec. 51 The manifest teaching capability of a faculty shall be first determined from the following documents:

24

- (i) Transcript of Records,
- (ii) Performance Rating Sheet,
- (iii) Written feedbacks from students and superior officers and
- (iv) Other verifiable records and shall serve as basis for the assignment of teaching loads.



Republic of the Philippines
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
Region IX, Zamboanga Peninsula
R.T. Lim Boulevard, Zamboanga City
☎/📠 No. (062) 991-3815



EXCERPTS FROM THE MINUTES OF THE 67th REGULAR BOARD MEETING OF THE ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE BOARD OF TRUSTEES HELD ON MAY 21, 2018, 11:00 A.M., AT CHED CONFERENCE ROOM, COMMISSION ON HIGHER EDUCATION, UP, DILIMAN, QUEZON CITY

BOARD RESOLUTION NO. 017-2018

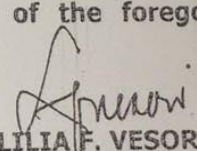
RESOLVED to approve the proposed Policies, Standards and Guidelines on Human Resource Management of the Zamboanga City State Polytechnic College, with the recommendation to submit same to the Civil Service Commission and the Office of the Solicitor General for validation and record purposes.

RESOLVED further to incorporate the following suggestions:

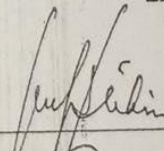
- On Art. II – Scope, to add a section identifying non-teaching positions
- For review of experts in the field for further improvement.

APPROVED

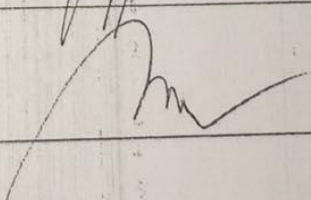
I hereby certify to the veracity and authenticity of the foregoing resolution.


LILIA F. VESORIO
Board Secretary

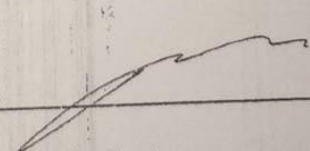
Hon. PERFECTO A. ALIBIN, Ed.D.
Commissioner, CHED
BOT Chair & Presiding Officer



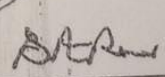
Hon. NELSON P. CABRAL, Ed.D.
President/BOT-Vice-Chair



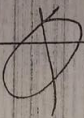
Hon. FRANCIS G. ESCUDERO
Chairman, Senate Committee of Education
Represented by: **HON. RICKY B. ILETO**



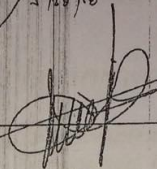
Hon. TERESITA SOCORRO C. RAMOS
Regional Director, NEDA-IX

 29.05.18

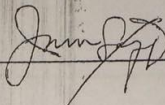
Hon. MARTIN A. WEE
Regional Director, DOST-IX



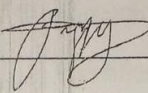
Hon. MARIO D. ARRIOLA
President, ZSCPC Alumni Association



Hon. JUNNI S. SAPPARI
President, ZCSPC Faculty Association



Hon. RAFFY L. LALIYAH
President, Supreme Student Government





EXCERPTS FROM THE MINUTES OF THE ADMINISTRATIVE COUNCIL MEETING OF THE
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE HELD AT THE CONFERENCE HALL,
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE, ZAMBOANGA CITY ON NOVEMBER 24,
2017, 2:00 P.M.

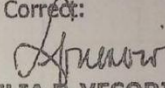
ADMINISTRATIVE COUNCIL RESOLUTION NO. 005-2017

RESOLVED AS IT IS HEREBY RESOLVED, to recommend to the ZCSPC Board
of Trustees, approval of the PSG- HRM of the Zamboanga City State Polytechnic
College, as presented.

APPROVED

I hereby attest to the veracity and authenticity of the foregoing resolution.

Certified Correct:


LILIA M. VESORIO

Administrative Council Secretary

APPROVED

DISAPPROVED

DR. NELSON P. CABRAL
Administrative Council Chair

PROF. RICO R. MABALOD
VP for Admin. & Finance/Vice-Chair

DR. CARLOS C. LOLO, Ph.D.
VP for Academic Affairs

DR. HERMENEGILDA C. FERNANDEZ
OIC-VP for Research and Extension

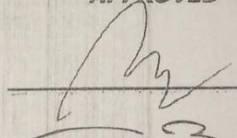
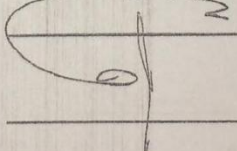
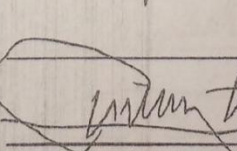
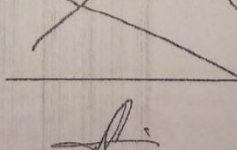
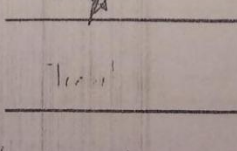
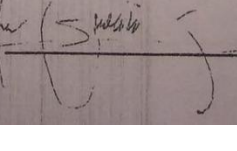
MR. FREDERICK B. LIMEN
Administrator, Vital Extension Classes

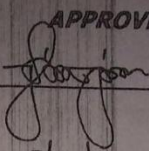
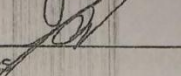
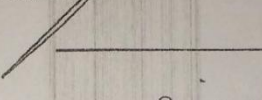
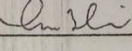
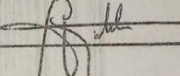
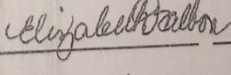
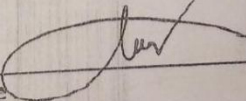
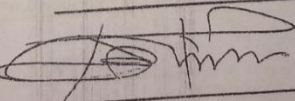
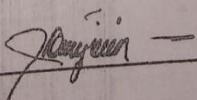
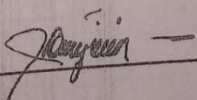
MR. HEINTJE F. MARBA
Administrator, Ayala Extension Classes

DR. FE E. LIM
Dean, Graduate Studies

DR. ELIZABETH JANE P. SEBASTIAN
Dean, Teacher Education Department

PROF. ROMEL GUILLERMO
Dean, Department of Technology Education

	APPROVED	DISAPPROVED
ENGR. GEOFFREY S. MOJANA Dean, Department of Maritime Education		
PROF. JOCELYN P. REMOTO Dean, Department of Arts and Sciences		
PROF. REVELINO B. SANCHEZ Director, Institute of Technical Education		
PROF. MA. CHRISTINA G. WEE Director, P.E. Department		
DR. ROY L. VALESCO Dean, Student Affairs & Academic Support Services		
DR. AZUL D. LACSON Director, Research Operation		
MISS ATICA M. BIDIN Director, Extension Services		
MR. FERDINAND V. ANDRADE Director, College Data Center		
MISS LILIA P. REMOTO Director, Student Scholarship and Financial Assistance		
PROF. ANNA MARIA P. GOMEZ Director, Career Service Office		
PROF. RONEL A. BALUNTANG Director, Admission Office		
DR. JOCELYN I. KONG Senior High School Principal		
MS. ELIZABETH O. BALBON Director for Administrative and Finance Services		
MS. CARINA M. ABIDIN Director for Human Resource Management Office		
MR. PEDRO P. GOMEZ, JR. Director for Physical Management Services		
PROF. ARMILO A. ALMODIEL Director for Auxiliary Services		
MRS. JOSEPHINE J. DIVINAGRACIA Student Registration Office		
MR. CELERINO B. BINARAO, JR. Director, Alumni Services		



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Region IX, Zamboanga Peninsula
R.T. Lim Boulevard, Zamboanga City
☎/📠 No. (062) 991-3815



ACADEMIC COUNCIL RESOLUTION NO. 004-2018
(Passed through Referendum dated February 01, 2018)

RESOLVED AS IT IS HEREBY RESOLVED, to recommend
for the approval of the ZCSPC Board of Trustees the proposed PSG-
HRM of the Zamboanga City State Polytechnic College, as presented.

I hereby attest to the veracity and authenticity of the foregoing resolution.

Certified Correct:

LILIA F. VESORIO

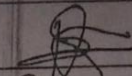
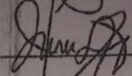
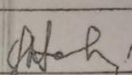
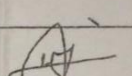
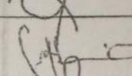
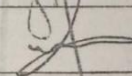
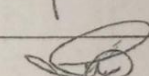
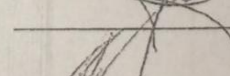
Academic Council Secretary

APPROVED

DISAPPROVED

1	NELSON P. CABRAL	SUC President II/Academic Council Chair		
2	CARLOS C. LOLO	VPAA/Academic Council Vice-Chair		
3	RICO R. MABALOD	Vice-President for Admin. & Finance		
4	EMELYN K. ABAO	Associate Professor V		
5	WILLIAM L. ABAO	Associate Professor V Asso. Prof. I/Head, Guidance Counseling Services		
6	SALMA S. ABDULLA	Associate Professor I/CCE In-Charge		
7	CLARISA V. ACAC	Associate Professor I		
8	PEDRO P. ACOSTA	Associate Professor IV		
9	ROMEO L. ALCALA	Associate Professor V		
10	EDGAR P. ALDUCENTE	Asso. Prof. IV/Dir. For Auxillary Services		
11	ARMILLO A. ALMODIEL	Associate Professor V		
12	BONNIE A. ANDABON	Asso. Prof. I/Dean, Admission & Registration		
13	RONEL A. BALUNTANG	Assistant Professor I		
14	ERNESTO F. BANTUG			

42	JOCELYN I. KONG	Asso. Prof. IV/Principal, Secondary Lab.	
43	REY P. LACANDALO	Assistant Professor II	<i>[Signature]</i>
44	AZUL D. LACSON	Asst. Prof. IV/Asso. Dean, DTE	
45	FE E. LIM, Ed.D.	Asso. Prof. V/Dean, Graduate Studies	<i>[Signature]</i>
46	FREDERICK B. LIMEN	Asso. Prof. II/Administrator, Vitali Extension	
47	RACHEL E. LORENA	Asst. Prof. I/Special Asst. to the President	<i>[Signature]</i>
48	JENNEY H. LUNA	Assistant Professor IV	
49	MA. VENERANDA R. MACROHON	Asst. Prof. IV/ Dorm/Hostel Manager	<i>[Signature]</i>
50	JUDITH M. MAGHANOY	Assistant Professor II Asso. Prof. II/Administrator, Ayala Extension	<i>[Signature]</i>
51	HEINTJE F. MARBA		
52	JUDITH S. MARTINEZ	Associate Professor III	
53	HELEN GEMMA J. MAULAD	Asst. Prof. I/Asst. Principal, Secondary Lab.	<i>[Signature]</i>
54	VICTOR P. MOHAMAD	Associate Professor IV	
55	JEFFREY S. MOJANA	Asst. Prof. IV/Dean, DME	<i>[Signature]</i>
56	ANNABELLE F. MORTERA	Associate Professor II	
57	ALVIN M. NARREDO	Assistant Professor I	
58	ALBERTO A. NIEVA	Associate Professor II	
59	NOEL B. PAGAYONAN	Assistant Professor III	<i>[Signature]</i>
60	ANDRES EDILBERTO S. PARAGUYA	Associate Professor I	
61	MICHAEL JOAVANNI E. PEREZ	Assistant Professor IV	
62	WALTER P. PEREZ	Associate Professor III	<i>[Signature]</i>
63	NORA M. PONCE, Ed.D.	College Professor	<i>[Signature]</i>
64	JOCELYN P. REMOTO	Associate Professor V/Dean, DAS	<i>[Signature]</i>
65	LILIA P. REMOTO	Asst. Prof. I/Scholarship Director	<i>[Signature]</i>
66	VIRGILIO M. REVANTAD	Associate Professor II	<i>[Signature]</i>
67	MARIE CHRISTELLE T. RUBIO	Assistant Professor IV	<i>[Signature]</i>

68	NURJAIMA T. SALIHUN	Associate Professor I	
69	REVELINO B. SANCHEZ	Asso. Prof. I/Director, ITE	
70	JUNNI S. SAPPARI	Asso. Prof. V/Faculty Trustee	
71	ELIZABETH JANE P. SEBASTIAN	Asso. Prof. V/Dean, TED	
72	ALEXIUS D. SILORIO	Asst. Prof. III/ILDO-PESO Manager	
73	JANET C. SOLIS	Associate Professor III	
74	ARLENE H. SORIANO	Asso. Prof. III/Head, BSHRM Program	
75	AMADA R. TAHIL	Associate Professor II	
76	BENHAR J. TAHIL	Associate Professor IV	
77	DARWIN S. TAHIL	Assistant Professor I	
78	MAISORA T. TAHIL	Assistant Professor III	
79	REVELA C. TAHIL	Associate Professor III	
80	LISETTE G. TARONGA	Assistant Professor III	
81	MERCIBELLE A. TRINIDAD	Assistant Professor III	
82	REMIGIO D. TUBANA	Associate Professor IV	
83	ROY L. VALESCO, Ph.D.	Asso. Prof. II/Dean, Student Affairs & Services	
84	MA. CHRISTINA G. WEE	Asst. Prof. III/PED Director	
85	RENANTE M. CABATO	OIC-Dean, TED	
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RESOLUTION NO. 062-2009 (Resolved to approve the Revision of Faculty Workload Guidelines)



Republic of the Philippines
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
Region IX, Zamboanga Peninsula
R.T. Lim Boulevard, Zamboanga City
☎/📠 No. (062) 991-3815



**EXCERPTS FROM THE MINUTES OF THE 34th REGULAR BOARD MEETING OF
THE ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE BOARD OF TRUSTEES
HELD AT THE ZCSPC BOARDROOM, ZAMBOANGA CITY, ON DECEMBER 22,
2009 AT 1:00 P.M.**

**Upon motion duly seconded and unanimously carried, the Board
Adopted:**

RESOLUTION NO. 062-2009

*Resolved to approve the Revision of Faculty Workload Guidelines, as
presented.*

APPROVED

I hereby attest to the veracity and authenticity of the foregoing resolution.

Certified Correct:

LILIA F. VESORIO
Board Secretary V

ATTESTED BY:

HADJA LUNINGNING MISUARES-UMAR, Ed.D.
Commissioner, CHED
Chair, ZCSPC BOT

4.0 Academic rank holders in the colleges/institute assigned in the Research Extension sector with actual teaching assignment and has opted to avail of the 15 days sick and 15 days vacation leave credits privilege shall have the following FTE:

4.1 1 teaching load of 3 hrs/wk plus research

= 40 hours (3 ACH + 34 hrs research/extension functions + 6 hrs related teaching preparations)

4.2 2 teaching load of 6 hrs/wk plus research

= 40 hours (6 ACH + 26hrs research/extension functions + 8 hrs related teaching preparations)

4.3 3 teaching load of 9 hrs/wk plus research

= 40 hours (9 ACH + 21 hrs research/extension functions + 10 hrs related teaching preparations)

5.0 Academic rank holders in the colleges/institute performing teaching assignments and academic related assignments like library, student admission, student publication, scholarship, college registrar, college secretary, and guidance and has opted to avail of the 15 days sick and 15 days vacation leave credits privilege shall carry 9 teaching hours and 21 hours of office and staff work and 10 hrs related teaching preparations.----- 40 hours

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I.3 The College/Academic Unit of Hotel and Restaurant Management/TM/HM/TrM sources out the following from other agencies:

I.3.1. additional funding; and

I.3.2. technical assistance and service inputs.

CAPWA – Community Alliance Projects with Agencies

Extension activities/ programs for all colleges must be in partnership with LGUs, industries, NGOs, NGAs, SMEs, and/or other stakeholders.

-Different stakeholders were invited during the first day of the Three-Day Seminar-Workshop on Planning and Management of Extension Programs conducted last November 16 to 18, 2020 to provide relevant information that will be essential in the planning of extension programs of the different colleges/units of the institution. Resource speakers from CHED, City Planning and Development Office, City Social Welfare and Development Office, Bureau of Corrections- San Ramon Prison and Penal Farm, Barangay Manicahan, and ZABIDA had a 45-minute presentation each and a 15-minute open forum. The information are vital in the possible partnership with the different colleges or departments of ZCSPC.



Republic of the Philippines
Zamboanga City State Polytechnic College
Region IX, Zamboanga Peninsula
RT. Lim Boulevard, Baliwasan Zamboanga City

Day 1 (November 16, 2020)

7:30 am – 8:00 am **Registration**

8:00 am – 8:10 am **Opening Program**

Doxology	AVP
National Anthem	AVP
Zamboanga Hermosa Hymn	AVP
Opening Remarks	Dr. Nelson P. Cabral, President SUC President II
Statement of Purpose	Marie Joy B. Alvarez Director, ZCSPC Extension

8:10 am – 8:30 am Session I – Presentation of the AACUP Recommendations & Orientation on the AACUP Accreditations
Resource Speaker: Professor Vanny Cornello

8:30 am – 10:00 am Session II – Orientation on CHED Extension Program Mandates and Requirements
*Resource Speakers: Engr. Joseph Lou Sta. Teresa
Dr. Rody P. Garcia*

10:00 am – 10:30 am **Open Forum**

10:30 am – 11:15 am Session III – Government Agency
Office of the City Planning and Development
Resource Speaker: Jessie Christopher B. Lapinid

11:15 am – 12:00 pm Session IV – Government Agency
Office of the City Social Welfare and Development
Resource Speaker: Darick S. Fabian

12:00 pm – 12:30 pm **Open Forum**

12:30 pm – 1:30 pm **Lunch**

1:30 pm – 2:15 pm Session V – Bureau of Corrections/ San Ramon Prison and Penal Farm
Resource Speaker: CTSO3 Almee Arevalo

3:00 pm – 3:45 pm Session VII – Non-Government Organization (NGO)
ZABIDA
Resource Speaker: Dr. Grace Rebollos

3:45 pm – 4:30 pm **Open Forum**

4:30 pm – 5:00 pm Session VIII- Presentation of ZCSPC Extension Organizational Structure and Proposed Extension Services Manual

Day 2 (November 17, 2020)

8:00 am – 9:30 am Session IX – Situational Analysis (Historical Timeline)

9:30 am – 10:30 am Session X – Environmental Appraisal (Looking Out)

10:30 am – 12:00 pm Session XI – Organizational Appraisal (Looking In)

12:00 pm – 1:00 pm **Lunch**

1:00 pm – 2:00 pm Session XII- VMGO Formulation Exercise

2:00 pm – 3:00 pm Session XIII – Identification of Key Strategic Issues

3:00 pm – 5:00 pm Session XIV – Strategy Formulation

- Organizational Strategy
- Functional Strategy
- Business Strategy

Day 3 (November 18, 2020)

8:00 am – 10:00 am Session XV – Action Plans

10:00 am – 12:00 pm Session XVI – Performance Tracking and Control

12:00 pm – 1:00 pm **Lunch**

1:00 pm – 4:30 pm Session XVII – Presentation of Outputs per College

- CFT CTE CME CAHSS CTechEd SRA

