ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY

SCHOOL OF BUSINESS ADMINISTRATION

Area VI: Extension and Community Involvement

BACHELOR OF SCIENCE IN

HOSPITALITY MANAGEMENT

LEVEL 2

AACCUP 1987

PARAMETER C: FUNDING AND

SYSTEM-INPUTS AND PROCESS

S.1. There is an approved and adequate budget for extension.

M.4. ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE

For general administration and support, and operations, including locally-funded project(s), as indicated hereunder...P 188,293,000

New Appropriations, by Program

		Current Operating Expenditures			
		Personnel Services	Maintenance and Other Operating Expenses	Capital Outlays	Total
PROGRAMS					
100000000000000	General Administration and Support	P 26,465,000	P 40,437,000	P	P 66,902,000
300000000000000	Operations	97,330,000	9,061,000	15,000,000	121,391,000
	HIGHER EDUCATION PROGRAM	96,734,000	6,628,000	15,000,000	118,362,000
	RESEARCH PROGRAM	596,000	1,364,000		1,960,000
810 GENERAL APPROPRIATIONS ACT, FY 2020					
	TECHNICAL ADVISORY EXTENSION PROGRAM		1,069,000		1,069,000
	TOTAL NEW APPROPRIATIONS	P 123,795,000	P 49,498,000	P 15,000,000	P 188,293,000

New Appropriations, by Programs/Activities/Projects

		Current Operating Expenditures			
		Personnel Services	Maintenance and Other Operating Expenses	Capital Outlays	Total
PROGRAMS					
100000000000000	General Administration and Support				
100000100001000	General Management and Supervision	P 21,048,000	P 40,437,000		P 61,485,000
100000100002000	Administration of Personnel Benefits	5,417,000			5,417,000
Sub-total, General Administration and Support		26,465,000	40,437,000		66,902,000
300000000000000	Operations				
310000000000000	Relevant and quality tertiary education ensured to achieve inclusive growth and access of poor but deserving students to quality tertiary education increased	96,734,000	6,628,000	15,000,000	118,362,000
310100000000000	HIGHER EDUCATION PROGRAM	96,734,000	6,628,000	15,000,000	118,362,000
310100100002000	Provision of Higher Education Services	96,734,000	6,128,000		102,862,000
Projects					
Locally-Funded Project(s)			500,000	15,000,000	15,500,000

330100000000000	TECHNICAL ADVISORY EXTENSION PROGRAM		1,069,000		1,069,000
330100100001000	Conduct of short skills training programs in the barangays and other agencies		1,069,000		1,069,000
Sub-total, Operations		97,330,000	9,061,000	15,000,000	121,391,000
TOTAL NEW APPROPRIATIONS		P 123,795,000	P 49,498,000	P 15,000,000	P 188,293,000

New Appropriations, by Object of Expenditures

(In Thousand Pesos)

Current Operating Expenditures	
Personnel Services	
Civilian Personnel	
Permanent Positions	
Basic Salary	**88,001**
Total Permanent Positions	**88,001**
Other Compensation Common to All	
Personnel Economic Relief Allowance	**4,728**
Representation Allowance	**108**
Transportation Allowance	**108**
Clothing and Uniform Allowance	**1,182**
Honoraria	**4,521**
Mid-Year Bonus - Civilian	**7,333**
Year End Bonus	**7,333**
Cash Gift	**985**
Productivity Enhancement Incentive	**985**
Step Increment	**220**
Total Other Compensation Common to All	**27,503**
Other Compensation for Specific Groups	
Magna Carta for Public Health Workers	**61**
Lump-sum for filling of Positions - Civilian	**5,123**

Utility Expenses	**11,296**
Communication Expenses	**1,572**
Awards/Rewards and Prizes	**1,000**
Confidential, Intelligence and Extraordinary Expenses	
Extraordinary and Miscellaneous Expenses	**118**
Professional Services	**1,299**
General Services	**11,975**
Repairs and Maintenance	**370**
Taxes, Insurance Premiums and Other Fees	**1,155**
Labor and Wages	**2,600**
Other Maintenance and Operating Expenses	
Advertising Expenses	**100**
Printing and Publication Expenses	**40**
Representation Expenses	**2,065**
Membership Dues and Contributions to Organizations	**60**
Other Maintenance and Operating Expenses	**500**
Total Maintenance and Other Operating Expenses	**49,498**
TOTAL CURRENT OPERATING EXPENDITURES	173,293
Capital Outlays	
Property, Plant and Equipment Outlay	
Buildings and Other Structures	**15,000**
Total Capital Outlays	**15,000**
TOTAL NEW APPROPRIATIONS	188,293

EXTENSION BUDGET AND EXPENDITURES
ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE
FYs 2013-2020
(P'000)

Fiscal Year	Extension Budget (GAA & STF)	Actual Expenditure (GAA & STF)	Utilization vs. Allocation
2013	685	288	42.04%
2014	650	263	40.46%
2015	738	376	50.95%
2016	1,343	598	44.53%
2017	2,722	396	14.55%
2018	2,482	465	18.73%
2019	1,994	375	18.81%
2020	2,715	635	23.39%

Prepared by:

MARIA CHRISTINA JEAN D. VERGARA
Budget Officer III

Republic of the Philippines
ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY
Region IX, Zamboanga Peninsula
R.T. Lim Blvd., Baliwasan, Zamboanga City
emailaddress:extensionmanagementoffice@zppsu.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

S.2. There is a provision for:

S.2.1. facilities and equipment such as internet and other resources.

S.2.2. extension staff

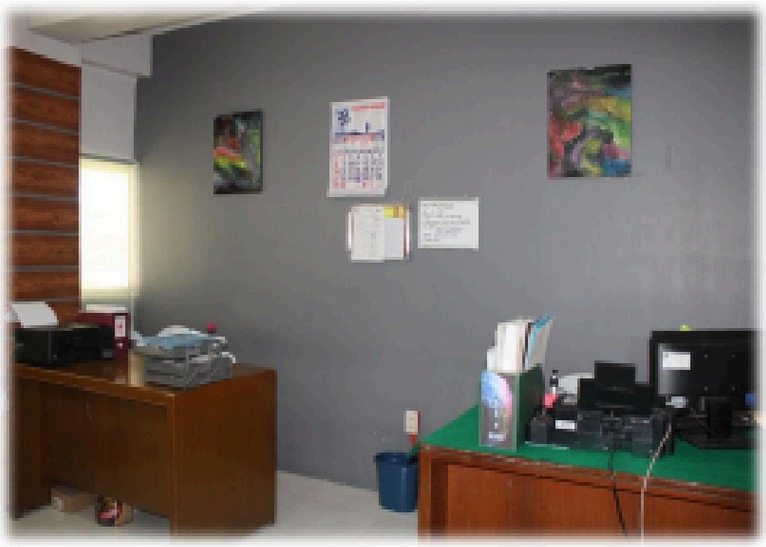
S.2.3. supplies and materials

S.2.4. workplace

ZCSPC EXTENSION OFFICE



The ZCSPC Extension Office is located at the second floor of the Fabrication Laboratory (FABLAB) Building beside the ZCSPC Gymnasium.



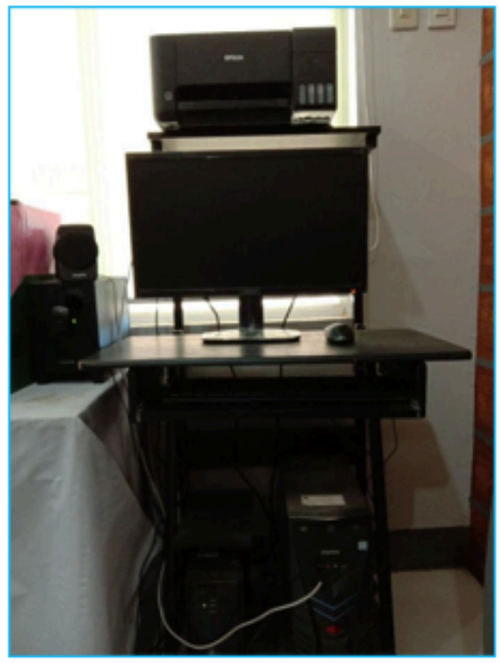
The ZCSPC Extension Office is headed by Director Marie Joy B. Alvarez and assisted by Ms. Christine Joy Andabon who serves as the secretary of the office. There are corresponding extension coordinators for the different colleges and unit of ZCSPC.

Office Equipment



2 units of desktop computer

2 units of EPSON printer





2 units of LCD projector



Laptop Computer



DSLR Camera



Internet

Extension Staff

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ANDABON		
FIRST NAME	CHRISTINE JOY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	GAAS		
3. DATE OF BIRTH (mm/dd/yyyy)	20/06/1993	16. CITIZENSHIP	☑ ☐ ☐ ☐ Pls. indicate country:
4. PLACE OF BIRTH	Pob. Naga Zambo. Sibugay Province	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ ☑		
6. CIVIL STATUS	☑ ☐ ☐ ☐ ☐	17. RESIDENTIAL ADDRESS	Ayala Countryhome Phase II Block 9 Lot 7 Narra street (House/Block/Lot No. / Street); Ayala Subdivision / Ayala (Subdivision/Village / Barangay); Zamboanga City / Zamboanga Del Norte (City/Municipality / Province)
7. HEIGHT (m)	5'0		
8. WEIGHT (kg)	60 kg	ZIP CODE	7000
9. BLOOD TYPE	o	18. PERMANENT ADDRESS	Ayala Countryhome Phase II Block 9 Lot 7 Narra street (House/Block/Lot No. / Street); Ayala Subdivision / Ayala (Subdivision/Village / Barangay); Zamboanga City / Zamboanga Del Norte (City/Municipality / Province)
10. GSIS ID NO.			
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.		ZIP CODE	7000
13. SSS NO.		19. TELEPHONE NO.	None
14. TIN NO.	484 - 481 - 487	20. MOBILE NO.	09061060339
15. AGENCY EMPLOYEE NO.	Government employee NO. JO 204	21. E-MAIL ADDRESS (if any)	stupid.teen98@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ANDABON			19/11/1968
FIRST NAME	BONNIE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ANSOK			
25. MOTHER'S MAIDEN NAME	BERLIN VELORO GAAS			15/04/1975
SURNAME	ANDABON			
FIRST NAME	BERLIN			
MIDDLE NAME	GAAS		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From	PERIOD OF ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE			1996		1996	
SECONDARY	ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE		1996	2000		2000	
VOCATIONAL / TRADE COURSE			1996	2000			
COLLEGE	ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	2000	2004		2004	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
October 2018	December 2018	**Field Sales Agent**	**PLDT Zamboanga City**	5,000.00			
January 31, 2019	May 31, 2019	**Hardware Secretary**	**Lim Hyo Ying Hardware, Manila**	5,000.00			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
October 2018	December 2018	Field Sales Agent	PLDT Zamboanga City	5,000.00			
January 31, 2019	May 31, 2019	Hardware Secretary	Lim Hyo Ying Hardware, Manila	5,000.00			

(Continue on separate sheet if necessary)

SIGNATURE		DATE	

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree?	☐ ☑ ☐ ☑ If YES, give details:
35. a. Have you ever been found guilty of any administrative offense?	☐ ☑ If YES, give details:
b. Have you been criminally charged before any court?	☐ ☑ If YES, give details: Date Filed: Status of Case/s:
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ ☑ If YES, give details:
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	☐ ☑ If YES, give details:
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?	☐ ☑ If YES, give details:
b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	☐ ☑ If YES, give details:
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ ☑ If YES, give details (country):
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a Are you a member of any indigenous group? b Are you a person with disability? c Are you a solo parent?	☐ ☑ If YES, please specify: ☐ ☑ If YES, please specify ID No: ☐ ☑ If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.



PHOTO

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) *PLEASE INDICATE ID Number*
Government Issued ID:
ID/License/Passport No.
Date/Place of Issuance:

Signature (Sign inside the box)

December 11,2020

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____ , affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath