



**ZAMBOANGA PENINSULA
POLYTECHNIC STATE
UNIVERSITY**



**SCHOOL OF BUSINESS
ADMINISTRATION**

Area VI: Extension and Community Involvement

**BACHELOR OF
SCIENCE IN**

**HOSPITALITY
MANAGEMENT**

LEVEL 2



PARA
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R C:
FUND
ING
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					
1000000000000000	General Administration and Support	P 26,465,000	P 40,437,000	P	P 66,902,000
3000000000000000	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					
1000000000000000	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
3000000000000000	Operations				
3100000000000000	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
3101000000000000	HIGHER EDUCATION PROGRAM	96,734,000	6,628,000	15,000,000	118,362,000
3101001000002000	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

3301000000000000	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

27,603

Other Compensation for Specific Groups

Magna Carta for Public Health Workers

61

Lump-sum for filling of Positions - Civilian

5,123

812 GENERAL APPROPRIATIONS ACT, FY 2020

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@zppsuh.edu.ph
EXTENSION MANAGEMENT OFFICE



**BUDGET ALLOCATION FOR COLLEGE/ UNIT EXTENSION
FYs 2019 - 2022**

College/ Unit	2019	2020	2021	2022
<i>College of Teacher Education</i>	₱369,259.25	₱502,777.80	₱1,006,481.50	₱1,065,740.75
<i>College of Arts, Humanities and Social Sciences</i>	₱147,703.70	₱201,111.12	₱402,592.60	₱426,296.30
<i>School of Business Administration</i>	₱147,703.70	₱201,111.12	₱402,592.60	₱426,296.30
<i>College of Engineering and Technology</i>	₱664,666.65	₱905,000.04	₱1,610,370.40	₱1,705,185.20
<i>College of Information and Computing Science</i>	-	-	₱201,296.30	₱213,148.15
<i>College of Maritime Education</i>	₱73,851.85	₱100,555.56	₱201,296.30	₱213,148.15
<i>Department of Technical Education</i>	₱73,851.85	₱100,555.56	₱201,296.30	₱213,148.15
<i>Senior High School</i>	₱73,851.85	₱100,555.56	₱201,296.30	₱213,148.15
<i>Graduate School</i>	₱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

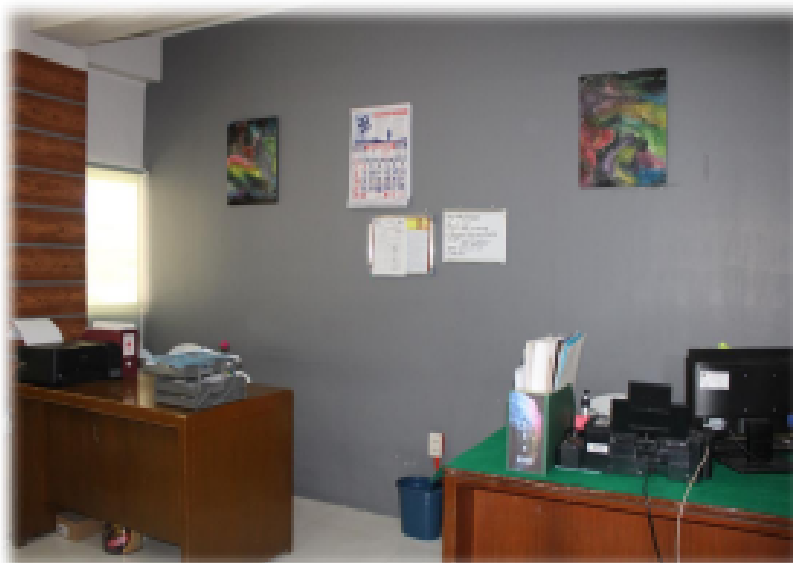
S.2.3. supplies and materials

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 cases 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	GAPS						
3. DATE OF BIRTH (m/m/yy/yyyy)	2006/1998		16. CITIZENSHIP		☒ ☐ ☐ ☐ Pls. indicate country:		
4. PLACE OF BIRTH	Pob. Naga Zambo. Sibugay Province		Holder of dual citizenship, please indicate the details.				
5. SEX	☐ ☒						
6 CIVIL STATUS	☒ ☐ ☐		17. RESIDENTIAL ADDRESS		Ayala Countryhome Phase II Block 9 Lot 7 Narna 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		ZIP CODE		7000		
8. WEIGHT (kg)	60 kg		18. PERMANENT ADDRESS		Ayala Countryhome Phase II Block 9 Lot 7 Narna street House/Block/Lot No. Street Ayala Subdivision Ayala Subdivision/Village Barangay Zamboanga City Zamboanga Del Norte City/Municipality Province		
9. BLOOD TYPE	o		ZIP CODE		7000		
10. GSIS ID NO.			19. TELEPHONE NO.		None		
11. PAG-IBIG ID NO.			20. MOBILE NO.		09061060139		
12. PHILHEALTH NO.			21. E-MAIL ADDRESS (if any)		stupid.teen98@gmail.com		
13. SSN NO.							
14. TIN NO.	484 - 481 - 487						
15. AGENCY EMPLOYEE NO.	Government employee NO. JO 204						
II. FAMILY BACKGROUND							
22. SPOUSE'S SURNAME					23. NAME OF CHILDREN (Write full name and install)	DATE OF BIRTH (m/m/yy/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 GAPS						15/04/1975
SURNAME	ANDABON						
FIRST NAME	BERLIN						
MIDDLE NAME	GAPS						
(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		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP ACADEMIC HONORS RECEIVED
			From	To			
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

[illegible]

(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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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? b. Have you been criminally charged before any court?	☐☒ If YES, give details: _____ ☐☒ 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)? 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: _____ ☐☒ 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 §371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA §972), 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)													
<table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>		NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.											
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.													
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td><td>PLEASE INDICATE ID Number</td></tr><tr><td>Government Issued ID:</td><td> </td></tr><tr><td>ID/License/Passport No.</td><td> </td></tr><tr><td>Date/Place of Issuance:</td><td> </td></tr></table>	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:		<table><tr><td> </td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>December 11, 2020</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	December 11, 2020	Date Accomplished
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													
<table><tr><td> </td></tr><tr><td>Right Thumbmark</td></tr></table>			Right Thumbmark										
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> </td></tr><tr><td>Person Administering Oath</td></tr></table>			Person Administering Oath										
Person Administering Oath													

