



Management
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Recommendation 11

11. Describe the participation / role of your academic college or department in using and strengthening of the system.



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Compliance Report 11

Recommendation	Action Taken	Extent of Compliance	Evidence of Compliance
Describe the participation / role of your academic college or department in using and strengthening of the system.	<p>Faculty of the Graduate school are certified AACUP accreditors and regularly attend AACUP trainings and assemblies. The Majority of the faculty are also members of the Administrative council , actively participating and supporting workshops that strengthen the system such as those focused on Iso, PQA, Nexus in the academe, Futures Thinking , cascading the sustainable development Goals , and strategic planning.</p> <p>The Graduate school adheres and implement the use of innovation in the operation of the College such as , eBBPro 2.0, BUMS, IPAMS, DTS .</p>	100%	<p>Faculty are members of the NRCP</p> <p>Use and adhere the QMS Policy Manual and ISO 9001:2015 certification</p> <p>Faculty designation as Internal Quality assurance Auditors</p> <p>Certificates of Completion of Training of AACUP Accreditors</p>



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Use and Implement the Quality Management Processes


	CAMARINES NORTE STATE COLLEGE		Document No: CNSC-PM-QMS-01
	Type:	Policy Manual	Page: 1 of 77
	Title:	QUALITY MANAGEMENT SYSTEM (QMS) POLICY MANUAL	Effective Date: November 11, 2019
			Revision No: 4

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Prepared by: Original Signed DOLORES C. VOLANTE, Ed.D. QMR	Reviewed by: Original Signed LIUBETH A. ROSAS, Ph.D. VP, Admin & Finance	Approved by:
Reviewed by: Original Signed ROSALIE A. ALMADRONES, Ph.D. VP, Academic Affairs	Reviewed by: Original Signed JOSEFINA SOCORRO F. TONDO, Ph.D. VP, Research & Extension	Reviewed by: Original Signed RUSTY G. ABANTO, Ph.D. President

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Implement and sustain ISO 9000:2015 Standards

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CERTIFICATES OF TÜV Rheinland ISO 9001: 2015
For CAMARINES NORTE STATE COLLEGE

Republic of the Philippines
Government Quality Management Committee (GQMC)

awards this
Certificate of Recognition
to
Camarines Norte State College

for successfully establishing a
**Quality Management System
Certified to ISO 9001:2015**
in compliance with Executive Order No. 695, s. 2007

Given this 9th day of October 2019
Philippine International Convention Center, Pasay City

WYNDEL E. AVILA
Acting Secretary
Department of Design and Management
and Chair, GQMC

RAMON M. ECHEZ
Secretary
Department of Trade and Industry
and Co-Chair, GQMC

EDUARDO M. ANO
Secretary
Department of the Interior and Local Government
and Member, GQMC

ALBERTO A. BERNARDO
Deputy Executive Secretary
Office of the President, National Youth Office
and Member, GQMC

EDUARDO C. GAMBANAN, JR.
President and Chair, Executive Officer
Development Academy of the Philippines
and Member, GQMC

Graduate School

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Certificate

Standard: **ISO 9001:2015**
Certificate Regist. No.: 01 100 1834850

Certificate Holder: **CAMARINES NORTE STATE COLLEGE**
F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte 4600 Philippines

Scope: Provision of Higher and Advanced Education, Research and Extension Services

Proof has been furnished by means of an audit that the requirements of ISO 9001:2015 are met.

Validly: This certificate is valid from 2019-12-18 until 2021-12-17.
First certification: 2019

2019-12-18

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IAF DASS TÜV Rheinland
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Annex to certificate

Standard: **ISO 9001:2015**
Certificate Regist. No.: 01 100 1834850

No.	Location	Scope
01	Camarines Norte State College - F. Pimentel Ave., Brgy. 2, Daet, Camarines Norte, 4600, Philippines	Provision of Higher and Advanced Education, Research, Extension and Production Services
02	Camarines Norte State College - Belizena Campus - 2601 Lobo, Brgy. Talagon, Sta. Elena, Camarines Norte, 4611, Philippines	Provision of Higher Education and Extension Services
03	Camarines Norte State College - Lobo Campus - College of Agriculture and Natural Resources (CANR) - P.O. Empe, Talocob, Lobo, Camarines Norte, 4608, Philippines	Provision of Higher Education, Research, Extension and Production Services
04	Camarines Norte State College - Mercedes Campus - Institute of Fisheries and Marine Sciences (IFMS) - Pank 1A, Brgy. San Roque, Mercedes, Camarines Norte, 4601, Philippines	Provision of Higher Education, Research, Extension and Production Services
05	Camarines Norte State College - Jose Pangasinan Campus - College of Trade and Technology (CTT) - Orange Hill, South Protacion, Jose Pangasinan, Camarines Norte, 4608, Philippines	Provision of Higher Education and Extension Services

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Support the Implementation of the Desired QAO Plans



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QUALITY ASSURANCE PLAN 2024-2029

KEY RESULT AREA	OBJECTIVES	PERFORMANCE INDICATORS	STRATEGIES
A. Quality Assurance and Enhancement Program			
1. Strengthen the Institutional Quality Assurance (QA) Culture	Establish a robust QA framework and promote QA values at all levels of the institution	- Increased participation in QA-related activities and initiatives - Number of QA training sessions conducted per year - Positive feedback from faculty, staff, and students on QA processes	- Conduct QA orientation workshops for faculty, staff, and students - Create a QA Manual and disseminate to stakeholders - Develop a Communication mechanism to regularly update all personnel
2. Align Institutional Policies and Processes with National and International Standards	- Ensure all institutional policies and academic programs comply with government and international quality standards	Number of policies revised/created - National and International Accreditation levels achieved (e.g., ISO*, PQA Criteria*, QS rating*, THE*, AACUP, AUN, CHED-RQUAT, COD/COE, NUCAF, NUCA.)	- Benchmark policies with top performing institutions - Conduct gap analysis and internal audits/local accreditation to identify compliance areas - Pursue accreditation recognized bodies
<i>* In coordination with Management System and</i>			



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Improvement Office (MSIC)			
3. Improve Faculty and Staff Competencies*	- Enhance professional development and continuous learning of faculty and staff	- Percentage of faculty and staff completing CPD activities - Number of faculty with postgraduate degrees - Number of trainings and seminars attended	- Develop a structured training and development plan - Provide support for postgraduate studies and CPD programs - Establish a faculty mentoring system
<i>*In coordination with Deans, Directors and Learning and Development Department</i>			
B. Maintenance and Continual Improvement of Quality Management System			
4. Sustain the Implementation of Quality Management System (QMS)	- Maintain compliance with QMS standards and continuously improve processes	- ISO recertification or renewal - Number of successful internal and external audits - Reduction in non-conformance findings	- Conduct annual internal and external audits - Update QMS documentation regularly based on audit results - Develop action plans to address non-conformances
5. Strengthen Data Management and Utilization for Decision Making	- Enhance data collection, analysis, and reporting to support evidence-based decision making	- Establishment of a centralized data management system - Number of reports generated and utilized for planning	- Develop an institutional research agenda - Invest in data management systems and tools - Train personnel on data analysis and utilization



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6. Enhance Stakeholder Engagement in Quality Assurance Processes	- Increase involvement of students, parents, alumni, and industry partners in QA initiatives	- Number of stakeholders participating in QA activities - Number of feedback surveys conducted - Satisfaction rate of stakeholders	- Create a stakeholder representation committee - Develop feedback mechanisms - Organize stakeholder meetings, consultations, and forums
7. Establish a Continuous Quality Improvement (CQI) Program	- Create a structured approach for the continuous review and improvement of all academic and administrative processes	- Number of CQI activities conducted - Number of improvements made based on CQI recommendations	- Establish a CQI committee - Conduct process and root cause analysis - Implement reward system for excellence
8. Updating of Risks and Opportunities Assessments Worksheets	- Identify, assess, and manage risks that could impact institutional quality	- Risk Management Framework established and implemented - Number of risk assessments conducted - Number of risk mitigation plans developed	- Conduct assessment workshops - Integrate risk management into strategic processes
Quality Assurance Program Evaluation and Benchmarking			

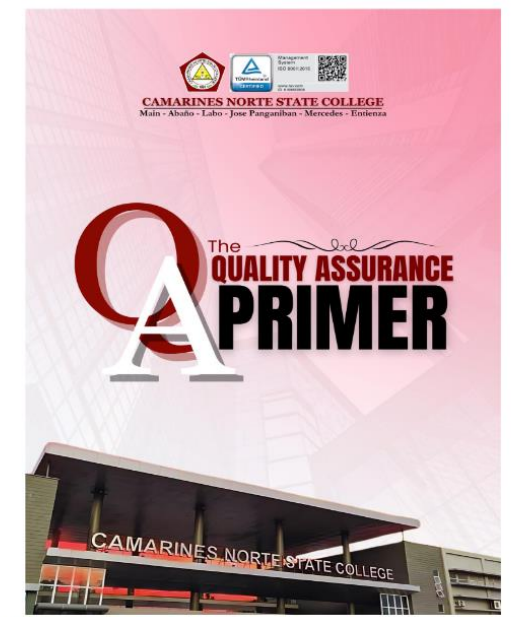


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9. Conduct Regular QA Program Evaluation and Benchmarking	- Assess the effectiveness of QA programs and identify best practices
10. Foster a Culture of Innovation and Excellence in QA	- Promote innovation and excellence in QA initiatives



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Faculty and Staff are Internal Quality Assurance Auditors

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OFFICE OF THE COLLEGE PRESIDENT
MOBILE No. 0919304211 (president@cscc.edu.ph)

ADMINISTRATIVE ORDER
No. 126, s. 2024

TO : ALL CONCERNED

FROM : DR. MARLO M. DE LA CRUZ, PECE
SUC-President III

SUBJECT : DESIGNATION OF POOL OF INTERNAL QMS AUDITORS

DATE : 06 MAY 2024

By the virtue of the powers vested in my Office, you are hereby designated as Pool of CNSC Internal Quality Management System (QMS) Auditors in compliance with ISO 9001:2015. The recommendation of the Lead QMS Auditor serves as the basis for the composition of the following Teaching and Non-Teaching Personnel, to wit:

Team 1 INSTRUCTION	Dr. Nemia C. Puse – Team Leader Helen D. Cabanilla – Deputy TL Dr. Josphine F. Dygico Jennifer S.J. Alarcon Ryan S. Rodriguez Shena Mae D. Opeda Agnes B. Abundo – Audit Observer Michael Bryan Z. Davas – Audit Observer
Team 2 RESEARCH & EXTENSION, CEID, SFRS, IPWO	Dr. Gahana D. Lamug – Team Leader Beverly V. Musa – Deputy TL Jessa E. Bore Dr. Eduardo M. Abad -Marc Lester Acunin Monicalyn V. Borlagdan Juchan S. Carbonell – Audit Observer
Team 3 PRODUCTION	Irvln O. Bequillo – Team Leader Sherwin R. Reyes – Deputy TL Marlen A. Bidar -Silvestre E. Aborde, Jr. -Shirley P. Ramos – Audit Observer
Team 4A GASS	-Joanne M. Orendain – Team Leader -Engr. Julio B. Cas – Deputy TL -Jessa O. Opina -Rosal Chelene D. Lee -Rica M. Madrid -Eugene Balistran – Audit Observer -John Ramon A. Mora – Audit Observer
Team 4 B GASS	Irine E. Andaya – Team Leader Manchie I. Bernardo – Deputy TL Madeline Grace C. Rocas Raciel D. Gutierrez -Maduel A. Balon -Joel V. Trator – Audit Observer -Rodol S. Elizco – Audit Observer

Camarines Norte State College
RECEIVED
DATE: MAY 08 2024

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OFFICE OF THE COLLEGE PRESIDENT

Team 5 SUPPORT OPERATIONS	TO Dr. Ronaldo P. Dando – Team Leader Melva L. Porbolan – Deputy TL Elisa T. Maniangit Julie Fe S. Laborte Lorella Chua T. Chua – Audit Observer -Marianne O. Clemente – Audit Observer
Team 6 OTHER ACADEMIC AFFAIRS SERVICE	Engr. Excelias M. Fernandez – Team Leader Melisa R. Macayan – Deputy TL -Dr. Dharma Jean Y. Azas -Margie O. Agawa Clarisse Antoinette D. Orbillo Dr. Jocelyn B. Trinidad – Audit Observer

As such, all concerned shall perform the following duties and responsibilities:

- Determine the effective implementation of the Quality Management System (QMS) in the college/offices and see to it that it is maintained in accordance with planned arrangement, international standards, statutory, regulatory requirements and clientele requirements;
- Conduct internal QMS Audit consistent with the principles of auditing;
- Conduct periodic assessment of the auditees to ensure that the appropriate QMS processes are established, implemented, maintained and improved;
- Keep abreast with development and trends to enhance competence in developmental audit; and
- Perform other tasks as may be assigned by the Lead QMS Auditor, the QMS Team Leader and/or the College President.

The designation as Internal QMS Auditor is equivalent to 3 units of academic load. However, it shall not accrue to those faculty members with designation and have Equivalent Teaching Load (ETL) deloading. Meanwhile, Audit Observer has no ETL.

The designation shall remain in full force and effect subject to good performance evaluated every year by Lead QMS Auditor and QMS Working Team and the prerogative of the President to recall the same at any time for valid cause.

Cf: All Concerned, Records/CDC, File



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electronic –Strategic Planning Management System

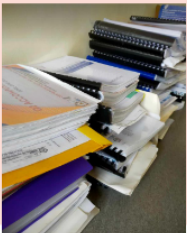


RATIONALE

PROBLEMS ENCOUNTERED

01

• Voluminous /storage



02

• Non-alignment of targets/
• Not oriented of the SPMS
Guidelines

03

• Manual Processes:
Dependence on manual tracking methods, such as spreadsheets or paper documents, can lead to inefficiencies, errors, and difficulties in tracking progress.

E-SPMS THROUGH DIGITAL INNOVAT

The **e-SPMS** is a strategic tool designed to evaluate the implementation of overall operation through the institution digitalization of the following process

1. Online SPMS Orientation, SDGs, Strategic Plan
2. Online submission of OPCR targets
3. Online review of targets
4. Online submission of accomplishments
5. Online evaluation and rating
6. Online feedback system

Cascading of Targets

- 1 Sustainable Development Goals
- 2 Philippine Development Plan
- 3 SUC Leveling Guidelines, Universityhood
- 4 Agency Vision, Mission, Strategic Plan
- 5 Operational Plan-SUC President
- 6 OPCR-VPs, Deans and Campus Directors
- 7 IPCR-Faculty/Non Teaching Personnel



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Use and support the Implementation of electronic Budget Planning

SYSTEM ANALYSIS DESIGN AND
DEVELOPMENT OF CAMARINES NORTE
STATE COLLEGE BUDGET PLANNING
PROCESS (EBBPro)

RONALDO P. DANDO
EMMALYN C. GUAVES
RONDELLE LAGUMEN

CAMARINES NORTE STATE COLLEGE

Do you want to achieve>>>>

GREATER EFFICIENCY?
TIMELINESS?
ACCURACY?

Do you want >>

Save **TIME?**
Save **ENERGY?**
Save **RESOURCES?**

Deployment of eBPPro

It was first used in Oct. 2018

It was presented in ICONRE*, Nov. 2018
as a research-based project

Copyrighted in Jan 2019



*International Conference in Research and Extension



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Use the DATA TRACKING SYSTEM in office Operation

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DATA TRACKING SYSTEM (DTS) OF CAMARINES NORTE STATE COLLEGE

Dashboard
Track Documents
Document Entry
Incoming
Received
Returned
Archived

DOCUMENT TRACKING SYSTEM
CAMARINES NORTE STATE COLLEGE

Welcome, Graduate School

Track Documents

Enter the Transaction Number/Document Title to search:

-Select-

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RIS
Class Program Cost Program for Semester AY 2024-2025 of the Graduate School
76-2024-0012

Letter
CO Certificate Mark Lists for students of the Graduate School Semester Mark List AY 2024-2025
76-2024-0048

Letter

Welcome, Graduate School

Incoming

Date	Office	Code	Document	Actions
2024-09-17 14:16:47	Office of the Vice President for Academic Affairs [Forwarded]	TN-2024-19020	Basic Communication	Receive
2024-09-17 13:43:43	Office of the Vice President for Academic Affairs [Forwarded]	TN-2024-18315	Basic Communication	Receive
2024-09-17 13:40:36	Office of the Vice President for Academic Affairs [Forwarded]	TN-2024-17801	Basic Communication	Receive
2024-09-17 13:22:45	Office of the Vice President for Academic Affairs [Forwarded]	TN-2024-18423	Basic Communication	Receive
2024-09-17 13:16:43	Office of the Vice President for Academic Affairs [Forwarded]	TN-2024-18731	Basic Communication	Receive
2024-09-17 13:16:43	Office of the Vice President for Academic Affairs [Forwarded]	TN-2024-18728	Basic Communication	Receive

Received Documents

Date	Requesting Office	Forwarding Office	Code	Document	Actions
2024-07-08 16:48:50	Human Resource Office	Internal Control Office	76-2024-00050	Basic Communication	CO Office Memorandum No. 76-2024-00050
2023-12-07 09:23:07	Records Management Office	Records Management Office	76-2023-00148	Memorandum	Administrative Order No. 76-2023-0005
2023-11-19 16:42:24	Records Management Office	Records Management Office	76-2023-00030	Memorandum	Administrative Order No. 76-2023-00030
2023-12-14 16:11:02	Records Management Office	Records Management Office	76-2023-00149	Memorandum	Administrative Order No. 76-2023-00149
2024-04-11 09:17:00	Records Management Office	Records Management Office	76-2024-00042	Memorandum	Administrative Order No. 76-2024-00042
2024-04-11 09:16:48	Records Management Office	Records Management Office	76-2024-00043	Memorandum	Administrative Order No. 76-2024-00043



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GS Faculty are AACCCUP Accreditors and RQAT members




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CONSUELO R. SAENZ, EdD
Program Chairperson, Doctor of Education
Associate Professor I

- Doctor of Education Major in ELM
- MS in Environmental Science Major in Science Education
- BSEd Major in General Science

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DOLORES C. VOLANTE, EdD
VP for Academic Affairs
Associate Professor V

- Doctor of Education in Behavioral Mgt.
- Master of Arts in Education
- Bachelor of Secondary Education


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GEHANA D. LAMUG, DBA
Program Chairperson, Master in Business Admin./
Student Affairs Coordinator/Dean, CBPA
Associate Professor I

- Doctor in Business Administration
- Master in Business Administration
- BSBA Major in Entrepreneurial Mgt.

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JENNIFER S. RUBIO, PhD
Associate Professor III

- PhD in Mathematics Education
- MS in Teaching Mathematics
- Bachelor of Secondary Education
- Major in Mathematics

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EDUARDO M. ABAD, EdD
Dean, Graduate School
Associate Professor I

- Doctor of Education Major in ELM
- MAEd Major in ELM
- BSEd Major in Social Studies

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ROSALIE A. ALMADRONES, PhD
VP for Research and Extension
Associate Professor IV

- PhD in Communication
- Master in Language and Literature
- Master of Arts in Public Administration
- Bachelor of Arts in English

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JEFFERSON T. DACER, CPA, MBA
Part-Time Professor
Chief Administrative Officer

- PhD in Behavioral Management (with units)
- Master in Business Administration
- Bachelor of Science in Accountancy

Republic of the Philippines
CAMARINES NORTE STATE COLLEGE
F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte – 4600, Philippines



RUSTY G. ABANTO, PhD
Professor IV

- PhD in Environmental Science
- Master in Environmental Science
- BS Forestry/Forest Ranger Certificate



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Master in Public Administration

Republic of the Philippines
CAMARINES NORTE STATE COLLEGE
F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte – 4600, Philippines

One in aim to achieve the desired Vision of CNSC



Vision

Transformative University for Sustainable Communities

crafted and voted by the Strategic Planning participants during the
3-Day Strategic Planning Workshop at Primus Hotel & Resort, Pacol, Naga city,
Camarines Sur