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Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



LEASE OF VENUE AND SUPPLY AND DELIVERY OF MEALS AND SNACKS FOR THE CELEBRATION OF 64TH FOUNDING ANNIVERSARY OF MINSU CALAPAN CITY CAMPUS

Name of Project

BAC Resolution Recommending Approval
Resolution No. 131, s. 2025

WHEREAS, the Mindoro State University (MinSU), through its Bids and Awards Committee (BAC), intends to undertake the procurement for the "Lease of Venue and Supply and Delivery of Meals and Snacks for the Celebration of 64th Founding Anniversary of Minsu Calapan City Campus", with an Approved Budget for the Contract (ABC) in the amount of Two Hundred Ninety-Eight Thousand and Forty Pesos Php298,040.00, which is allocated as follows:

Particulars		Sub-ABC Amount
Lot 1 - Meals and Snacks (In-Campus)		Php153,040.00
Lot 2- Lease of Venue with Meals		Php145,000.00

WHEREAS, upon detailed evaluation of the two (2) lots, it has been determined that it was governed by different procurement modalities under the Implementing Rules and Regulations (IRR) of Republic Act No. 9184;

WHEREAS, Lot 1 involves the procurement of goods and services specifically the Meals and Snacks to be conducted inside the Campus, and is classified under Section 53.9 of the IRR of RA 9184 (Small Value Procurement);

WHEREAS, Lot 2 pertains to the lease of real property and venue for official use, which is classified under Section 53.10 of the IRR of RA 9184 (Negotiated Procurement - Lease of Real Property / Venue);

WHEREAS, the aforementioned terms substantiate the justification for posting the two (2) lots separately, and clarify that such posting does not constitute contract splitting in violation of procurement regulations;

WHEREAS, in accordance with the aforementioned distinctions, the BAC Secretariat shall initiate the posting for the procurement of each lot separately, reflecting the corresponding procurement modality for each lot;

NOW, THEREFORE, BE IT RESOLVED, that the BAC hereby recommends to the Head of the Procuring Entity the approval of the following actions related to the project "Lease of Venue and Supply and Delivery of Meals and Snacks for the Celebration of 64th Founding Anniversary of Minsu Calapan City Campus":

- Lot 1 shall be posted under Negotiated Procurement as per Section 53.9 of the IRR of RA 9184 (Small Value Procurement) and;
- Lot 2 shall be posted under Negotiated Procurement as per Section 53.10 of the IRR of RA 9184 (Lease of Real Property / Venue);

RESOLVED, this 16th day of June, 2025 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro.

CIEDELLE P. SALAZAR, J.D., Ph.D.
BAC Chairperson

Engr. MARK LESTER A. MAGPANTAY
BAC Vice-Chairperson

FRANIE M. AFABLE, DBMHM
BAC Member

MELGAR G. FADRIQUELAN
BAC Member

ATTY. SHEELYN A. LAYESA
BAC Member

ENYA MARIE D. APOSTOL, Ph.D.
SUC President III
Date: _____

[] Approved / [] Disapproved

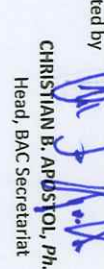
• Main Campus, Alcate, Victoria
• Bongabong Campus, Labasan, Bongabong
• Calapan City Campus, Masipit Calapan City

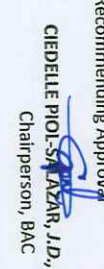
APPROVED BUDGET FOR THE CONTRACT (ABC)
LEASE OF VENUE AND SUPPLY AND DELIVERY OF MEALS AND SNACKS FOR THE CELEBRATION OF 64TH FOUNDING ANNIVERSARY OF MINSU CALAPAN CITY CAMPUS
Masbpl, Calapan City, Oriental Mindoro
Project Name and Location

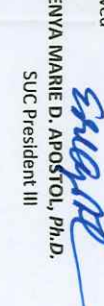
Stations: Mindoro State University
Length:

length:													
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS			TOTAL COST	UNIT COST
									INFLATION,				
									%	VALUE			
									INFLATION,	VALUE			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(5X9)	(12)	(11) / (3)	(13)
	Celebration of the 64TH Founding Anniversary (kick-off Celebration)				-								
	LOT 1- MEALS AND SNACKS (In-Campus)				-								
	Labor Education for Graduation Students (LEGS) and Recognition Program				-								
	Day 1				-								
1	Snacks for Faculty and Staff	250	pax	80.00	20,000.00								
	Ham and Cheese and Bottled Water				-								
2	Snacks for Students	942	pax	60.00	56,520.00								
	Slopao and Juice				-								
	Baccalaureate and Investiture Program				-								
	Day 2				-								
3	Snacks (Faculty and Staff)	250	pax	80.00	20,000.00								
	Cheese Burger and Bottled Water				-								
4	Snacks (Students)				-								
	Bread and Juice	942	pax	60.00	56,520.00								
	sub-total LOT 1				153,040.00								
	LOT 2- LEASE OF VENUE WITH MEALS				-								
	Faculty and Staff Wellness Program				-								
	Day 3				-								
1	Venue	1	lot	65,000.00	65,000.00								
	Meals and Snacks				-								
2	AM Snack	250	pax	80.00	20,000.00								
	Bread and Bottled Water				-								
3	Lunch	250	pax	160.00	40,000.00								
	Fried Chicken, Chopseuy, Rice, Bottled Water				-								
4	PM Snack	250	pax	80.00	20,000.00								
	Spaghetti and Bottled Water				-								
	sub-total LOT 2				145,000.00								
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX												
	GRAND TOTAL				298,040.00								

Prepared by:  MARYNEL A. HERMOSA
Member, BAC Secretariat

Submitted by:  CHRISTIAN B. APOSTOL, Ph.D.
Head, BAC Secretariat

Recommending Approval:  CIEDELLE PIOT-SALAZAR, J.D., Ph.D.
Chairperson, BAC

Approved:  ENYA MARIE D. APOSTOL, Ph.D.
SUC President III



JOB ORDER REQUEST

Job Order No.: 2025-004-030
Date: June 05, 2025

Unit	WORK REQUESTED/ DESCRIPTION OF WORK	QTY	AMOUNT OF LABOR	REMARKS (TOTAL)
pax	off Celebration) Lot 1 - Labor Education for Graduation Students (LEGS) and Recognition Program June 18, 2025 Snacks for Faculty and Staff Ham and Cheese and Bottled Water Snacks for Students Siopao and Juice	250 942	80.00 60.00	20,000.00 56,520.00
pax	Lot 2 - Baccalaureate and Investiture Program June 19, 2025 Snacks (Faculty and Staff) Cheese Burger and Bottled Water Snacks (Students) Bread and Juice	250 942	80.00 60.00	20,000.00 56,520.00
pax	Lot 3 - Faculty and Staff Wellness Program June 20, 2025 Food and Venue Venue	1	65,000.00	65,000.00
pax	Meals and Snacks AM Snack Bread and Bottled Water Lunch Fried Chicken, Chopseuy, Rice, Bottled Water PM Snack Spaghetti and Bottled Water	250 250 250	80.00 160.00 80.00	20,000.00 40,000.00 20,000.00
	Meals and Snack for Students, Faculty and Staff for the Celebration of 64th Founding Anniversary of MINSU - Calapan City Campus.		TOTAL	298,040.00

Requested by:

Recommending Approval:

Approved:

Coordinator for Extension Services

Campus Executive Director

SUC President III

CONSUELO M. UNTALAN

FRANIE M. ARABLE, DBMHM

ENYA MARIE D. APOSTOL, Ph.D.



CELEBRATION OF THE 64TH FOUNDING ANNIVERSARY OF MINSU – CALAPAN CITY CAMPUS

MARKET ANALYSIS

I. RATIONALE

It was on June 18, 1961 when House Bill No. 3096 through the initiative and able sponsorship of former Congressman Jose Leido, Sr. was enacted and approved by the Congress of the Philippines. Eventually, it became known as R.A. N. 3397 thereafter. This Act provided among other things an annual appropriation of P50, 000.00 for the establishment, operation and maintenance of the Calapan School of Arts and Trades (CSAT).

Actual operation of the school started in July 1966, when with more than 63 students having their classes in one of the buildings of the former Oriental Mindoro High School. Classes were temporarily held there while the school's first building was being constructed in a seven-hectare lot along the national highway, three kilometers from the town proper. The shop specialization courses offered were Furniture and Cabinet Making and Building Construction. Enrolment increased during school year 1968-1969. Student population reached 189. The shop courses the students took-up were Furniture and Cabinet Making, Building Construction, Dressmaking, Automotive Mechanics and Industrial Electricity. More teachers were accommodated to cope with the increasing number of classes.

On its fourth year of operation, the school's presence in the community had been firmly established. Its enrolment rose to 291 high school students. On this year, CSAT was chosen as training center of the National Manpower and Youth Council (NYMCC) for out-of-school youth and unemployed adults. Through a provincial committee, the council offered training courses such as driving and troubleshooting, construction, furniture and cabinet making and dressmaking. From then on, the school was truly recognized not only by the immediate community in the municipality of Calapan then, but also in nearby towns. Its educational program drew the attention of other agencies and establishments both private and public.

On its seventh year of operation, 1972-1973, the government, upon realizing the importance of vocational training, approved the offering of Cosmetology in the secondary and the trade technical education curriculum with shop specialization in Technical Education Automotive and Technical Building Construction. The years that followed were characterized by the staff and school plant improvement. During school year 1998-89, the school offered the two-year diploma of technology in non-traditional courses for post-secondary technical school along the areas Automotive and Electrical Technology.

Indeed, the Calapan School of Arts and Trades (CSAT) within the span of years, was grown by leaps and bounds along the program areas in international, supervisory and administrative staff, physical plant, curriculum and student development. Consistent growth in terms of student inputs, instructional and physical facilities, instructional staff and curricular offerings characterized the school operation in the years that followed.



Efforts to convert the institution into a college authorized to offer degree courses have been persistently exerted by parents, students, local governments and the school staff, until finally, persistence paid off with the approval of R.A. 8076 in June 19, 1995 converting CSAT to Polytechnic College of Calapan (PCC).

February 12, 2001 marked another milestone not only on the history of PCC, but also in the lives of people it has affected when it was integrated with the Mindoro State College of Agriculture and Technology (MinSCAT) under Resolution No. 002 series of 2001.

With this development, the then PCC has changed into being the MinSCAT-Calapan City Campus. Thus, its supervision is presently being done by the Board of Trustees with the MinSCAT, the main campus located in Alcate, Victoria, Oriental Mindoro.

The MinSCAT-Calapan City Campus envisions the expansion of its curricular offerings and pursue its commitment to the four mandated functions – instruction, research, extension and production to strengthen its program for community linkage.

It had been eight (8) years before the conversion of Mindoro State College of Agriculture and Technology into a university by virtue of Republic Act (RA) No. 10596 that was signed into law on March 27, 2018.

By virtue of the Commission en banc Resolution No. 110-2021 issued on March 16, 2021, the Commission on Higher Education acknowledged the conversion into Mindoro State University. Likewise, through Special Resolution No. 01, Series of 2021, the operationalization of the conversion of the Mindoro State College of Agriculture and Technology (MinSCAT) into Mindoro State University (MinSU) was approved.

To commemorate the history and achievements of the campus with its development starting from Calapan School of Arts and Trade (CSAT), then Polytechnic College of Calapan (PCC), which evolved into Mindoro State College of Agriculture and Technology-Calapan City Campus (MinSCAT-CGC) and now, Mindoro State University-Calapan City Campus (MinSU-CGC), the campus located along the highway of Barangay Masipit, Calapan City, Oriental Mindoro, would like to propose the celebration of its 64th Founding Anniversary with the theme: **“MinSU @ 64: Pagpapatibay ng Kagalingan at Pagkakaisa tungo sa Makabagong Edukasyon ng Pamantasan”**.

II. OBJECTIVES

General: The main objective of this important occasion is to commemorate the 64th Founding Anniversary of Mindoro State University-Calapan City Campus.

Specific:

1. To understand, appreciate and celebrate the history and the achievements of MinSU-Calapan City Campus' pioneers, alumni, retirees, students, employees and stakeholders over the past 64 years;
2. To encourage actions that support the University's Vision, Mission and Core Values;
3. To redirect upon the history of academics and diversity of the campus while looking to the future;
4. To motivate participation and reengage alumni in Anniversary Celebration events throughout the year;
5. To heighten the trademark of MinSU-Calapan City Campus;
6. To strengthen unity and cooperation amongst employees and students of the campus;
7. To inculcate in the minds of Calapan City Community the significance of the event; and,
8. To recognize the hard work and accomplishments of students and employees by boosting their morale.



PARTICULARS		Number of Participants	Date	Eduardo's Resort	El Pueblo Rhizort	Filipiniana Resort
AM Snacks	250	June 20	80.00	95.00	110.00	
Lunch	250	June 20	160.00	170.00	220.00	
PM Snack	250	June 20	80.00	95.00	110.00	
				250*80 = 20,000.00	250*95 = 23,750.00	250*110 = 27,500.00
				250*160 = 40,000.00	250*170 = 42,500.00	250*220 = 55,000.00
				250*80 = 20,000.00	250*95 = 23,750.00	250*110 = 27,500.00
				= 80,000.00	= 90,000.00	= 110,000.00
Venue		June 20	65,000.00	68,000.00	75,000.00	
TOTAL				145,000.00	158,000.00	185,000.00

Prepared by:

CONSUELO M. UNTALAN, Ph.D.
Over-all Chair, Working Committee

Recommending Approval:

FRANIE M. AFABLE, DBMHM
Campus Executive Director

Approved:

ENYA MARIE D. APOSTOL, Ph.D.
SUC President III



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June 4, 2025

DR. ENYA MARIE D. APOSTOL
SUC President III
Mindoro State University
Alcate, Victoria

Ma'am:

Warmest Greetings!

This is to request your good office permission to celebrate the 64th Founding Anniversary of MinSU-Calapan City Campus with its theme: **"MinSU @ 64: Pagpapatibay ng Kagalingan at Pagkakaiba tungo sa Makabagong Edukasyon ng Pamantasan"** slated on June 18 - 20, 2025. The total amount of ₱ 350,550.00 for the allocated budget is also hereby requested.

This is to commemorate the history and achievements of the campus with its development starting from Calapan School of Arts and Trade (CSAT), then Polytechnic College of Calapan (PCC), which evolved into Mindoro State College of Agriculture and Technology-Calapan City Campus (MinSCAT-CCC) and now, Mindoro State University-Calapan City Campus (MinSU-CCC).

Attached are the project proposal, budgetary requirements, program of activities, and list of the members of the steering and working committees.

Hoping for your favorable and kind consideration regarding this matter.

Very truly yours,

FRANIE M. AEABLE, DBMHM
Campus Executive Director, MCC

Recommending Approval:

CIEDELLE P. SALAZAR, J.D, Ph.D.
Vice President for Administration and Finance

JOELENE C. LEYNES
Vice President for Administration and Finance

Approved:

ENYA MARIE D. APOSTOL, Ph.D.
SUC President III





• Main Campus, Alcate, Victoria • Bongabong Campus, Labasan, Bongabong • Calapan City Campus, Masipit, Calapan City

[MINSU-PME-PPA-25-0189]

Celebration of the MCC 64th Founding Anniversary Page 2 of Pages 12

It was on June 18, 1961 when House Bill No. 3096 through the initiative and able sponsorship of former Congressman Jose Leido, Sr. was enacted and approved by the Congress of the Philippines. Eventually, it became known as R.A. N. 3397 thereafter. This Act provided among other things an annual appropriation of P50,000.00 for the establishment, operation and maintenance of the Calapan School of Arts and Trades (CSAT). Actual operation of the school started in July 1966, when with more than 63 students having their classes in one of the buildings of the former Oriental Mindoro High School. Classes were temporarily held there while the school's first building was being constructed in a seven-hectare lot along the national high way, three kilometers from the town proper.

Rationale/Significance

The 64th Founding Anniversary of Mindoro State University – Calapan City Campus is a significant institutional milestone that not only commemorates the University's beginnings but also reflects its evolution, achievements, and its enduring commitment to academic excellence, social responsibility, and community engagement. Themed "MINSU @ 64: Pagpapatibay ng Kagalingan at Pagkakaisa tungo sa Makabagong Edukasyon ng Pamanantasan", the event recognizes the historical journey of the University from a technical school to a comprehensive higher education institution. Established in 1961 as the Calapan School of Arts and Trades (CSAT), the campus has gone through pivotal transitions, becoming the Polytechnic College of Calapan (PCC), later the Mindoro State College of Agriculture and Technology-Calapan City Campus (MinSCAT-CCC), and finally evolving into Mindoro State University (MINSU) in 2021. This transformation mirrors the growth of its academic offerings, its infrastructural development, and its expanding role in regional and national development. The anniversary celebration is more than a ceremonial observance; it is a holistic institutional activity that fosters appreciation for heritage, promotes inclusivity, highlights gender equality, and reinforces the collective vision of the University for a progressive, resilient, and inclusive future. Through meaningful events, the campus seeks to unify stakeholders, reflect on achievements, inspire future goals, and instill a renewed commitment to quality, accessible, and gender-sensitive education.

Introduction

PROJECT DESCRIPTION

Title	:	Celebration of the 64 th Founding Anniversary (Kick-off Celebration)	
	:	"MinsU @ 64: Pagpapatibay ng Kagalingan at Pagkakaisa Tungo sa Makabagong Edukasyon ng Pamanantasan"	
Implementing Agency	:	MINDORO STATE UNIVERSITY – Calapan City Campus	
	:	Masipit, Calapan City, Oriental Mindoro	
Head of Agency	:	ENYA MARIE D. APOSTOL, <i>Ph.D.</i>	
	:	SUC President III	
Contact Person	:	FRANIE M. AFABLE, <i>DBMHM</i>	
	:	MCC Campus Executive Director	
	:	CONSUELO M. UNTALAN, <i>Ph.D.</i>	
	:	Coordinator-MCC, Extension Services	
	:	DONNE FERNANDO A. GUERRERO	
	:	Coordinator-MCC, Student Affairs and Services	
Total Project Cost	:	₱ 350,550.00	
	:	Three (3) Days June 18-20, 2025	
Duration	:	Student Capability Enhancement Fund (SCEF) &	
	:	Faculty and Staff Development Fund (FSDF)	
Sources of Fund	:		

PROJECT PROPOSAL

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



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BAGONG PILIPINAS



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On its fourth year of operation, the school's presence in the community had been firmly established. Its enrolment rose to 291 high school students. On this year, CSAT was chosen as training center of the National Manpower and Youth Council (NYMC) for out-of-school youth and unemployed adults. Through a provincial committee, the council offered training courses such as driving and troubleshooting, construction, furniture and cabinet making and dressmaking. From then on, the school was truly recognized not only by the immediate community in the municipality of Calapan then, but also in nearby towns. Its educational program drew the attention of other agencies and establishments both private and public.

On its seventh year of operation, 1972-1973, the government, upon realizing the importance of vocational training, approved the offering of Cosmetology in the secondary and the trade technical education curriculum with shop specialization in Technical Education Automotive and Technical Building Construction. The years that followed were characterized by the staff and school plant improvement.

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Consistent growth in terms of student inputs, instructional and physical facilities, instructional staff and curricular offerings characterized the school operation in the years that followed.

Efforts to convert the institution into a college authorized to offer degree courses have been persistently exerted by parents, students, local governments and the school staff, until finally, persistence paid off with the approval of R.A. 8076 in June 19, 1995 converting CSAT to Polytechnic College of Calapan (PCC).

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Objectives
General: The main objective of this important occasion is to commemorate the 64th Founding Anniversary of Mindoro State University-Calapan City Campus.



Specific:

1. To understand, appreciate and celebrate the history and the achievements of MinsU-Calapan City Campus' pioneers, alumni, retirees, students, employees and stakeholders over the past 64 years;
2. To encourage actions that support the University's Vision, Mission and Core Values;
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Program of Activities

Day 1 - June 18, 2025 (Wednesday)

8:00 AM - 12:00 NOON

RECOGNITION PROGRAM (for graduating students

and employees of MinsU)

LABOR EDUCATION FOR GRADUATION STUDENTS

(LEGS) - DOLE (Resume, Application, PDS Making)

Day 2 - June 19, 2025 (Thursday)

8:00 AM - 12:00 NOON

BACCALAUREATE/INVESTITURE

RECOLLECTION (Guidance Office)

ALUMNI HOMECOMING (KICK-OFF)

Day 3 - June 20, 2025 (Friday)

8:00 AM - 5:00 PM

FACULTY AND STAFF WELLNESS PROGRAM

JOB FAIR (PESO)

Methodology

The 64th Founding Anniversary celebration will be executed over a three-day period using a structured and participatory approach that emphasizes inclusive engagement, gender responsiveness, and multi-stakeholder coordination.

Planning Phase:

- Formation of a Steering Committee and multiple Working Committees, with members representing various departments, gender identities, student bodies, and external stakeholders.
- Conduct of consultation meetings with faculty, staff, students, and alumni to finalize the activities and to ensure diverse representation.
- Coordination with partner agencies such as PESO, DOLE, and alumni associations for collaborative support.
- Preparation of official communications, invitations, logistical documents, and procurement plans.

Implementation Phase:

Each of the following days will focus on thematic priorities:

Day 1 (June 18, 2025): Foundation and Recognition

- Recognition Program for graduating students and outstanding employees
- Legal and Employment Guidance Services (LEGS) to support students in their transition to employment

Day 2 (June 19, 2025): Career and Connection

- Baccalaureate Service for spiritual reflection and unity
- Recollection Session led by the Guidance Office to promote mental wellness
- Alumni Homecoming Night to reconnect with past graduates and build alumni network

Day 3 (June 20, 2025): Wellness and Community

- Faculty and Staff Wellness Program featuring sports, mental health talks, and recreational activities
- Job Fair in partnership with PESO and industry employers





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- Cultural performances and institutional thanksgiving to conclude the celebration with gratitude and unity

Post-Implementation Phase:

- Conduct post-event evaluation through surveys and focus group discussions
- Compilation of documentation including photographs, videos, AVPs, and feedback reports
- GAD Impact Assessment Report to evaluate inclusivity and gender responsiveness
- Presentation of summary results to the administration and publication in the university bulletin
- This multi-phase approach ensures that the celebration is not only festive but also meaningful, educational, and aligned with the University's values and strategic directions.

Expected Outputs & Outcomes

- Successful execution of a three-day institutional celebration
- Broad participation from students, faculty, staff, alumni, and external partners
- Meaningful ceremonies and programs including Bacalaureate Service, Recognition Rites, Job Fair, Recollection, and Wellness Activities
- Establishment of collaborative linkages with local government units, industry partners, and alumni groups
- Documented proceedings of all events with photo and video coverage
- Post-event evaluation reports and GAD impact assessment

Potential Outcomes

- Increased institutional pride and stakeholder engagement
- Stronger visibility and credibility of MinSU within and outside the region
- Enhanced collaboration between students and staff in implementing gender-sensitive, inclusive programs
- Improved alumni network activation and support for university development initiatives
- Promotion of workplace and academic wellness through inclusive mental health and recreation programs
- Improved employment preparedness of graduating students

Potential Impacts (PIs):

- **Social:** Stronger institutional unity, cultural appreciation, and inclusive engagement
- **Economic:** Boost in local economic activity through event-related spending and vendor engagement
- **Educational:** Integration of academic values with cultural identity and professional development
- **Environmental:** Use of reusable and sustainable materials, waste reduction practices during the event.

Target Beneficiaries:

- 356 male and 587 female Graduating Students
- 59 male 67 female Teaching and 52 male 46 female Non-Teaching Staff
- Alumni and Retirees
- Partner Agencies, Employers, and Community Stakeholders

Budgetary Requirements:

QUANTITY	PARTICULARS / DESCRIPTION	UNIT	COST	TOTAL COST	SOURCE OF FUND
	Tarpaulin Printing - 10 x 20	3,600.00	3,600.00	3,600.00	Faculty and Staff Development Fund (FSDF) (Provisions for the Faculty and Staff Activities)
	5 x 15	1,350.00	1,350.00	1,350.00	
10 boxes	Tacker wire	120.00	1,200.00	1,200.00	
2 boxes	Thumb tacks (24small box/ box)	180.00	360.00	360.00	
5 boxes	Dressmaker Pins (20pads/box)	250.00	1,250.00	1,250.00	
25 packs	Velum Board A4	150.00	3,750.00	3,750.00	
	Artificial Flowers	4,500.00	4,500.00	4,500.00	
1 set	Lights and Sounds Rental	10,000.00	10,000.00	10,000.00	
SUB TOTAL 1				26,010.00	
				26,010.00	





ACTIVITY: RECOGNITION PROGRAM

QUANTITY	PARTICULARS / DESCRIPTION	UNIT COST	TOTAL COST	SOURCE OF FUND
250	FACULTY	80.00	20,000.00	Faculty and Staff Development Fund (FSDF) (Provisions for the Faculty and Staff Activities)
	SNACKS			
SUB TOTAL 2			₱ 20,000.00	

ACTIVITY: LABOR EDUCATION FOR GRADUATION STUDENTS (LEGS)

QUANTITY	PARTICULARS / DESCRIPTION	UNIT COST	TOTAL COST	SOURCE OF FUND
942	SNACKS	60.00	56,520.00	Student Capability Enhancement Fund(SCEF)
SUB TOTAL 3			₱56,520.00	

ACTIVITY: BACCALAUREATE/ INVESTITURE

QUANTITY	PARTICULARS / DESCRIPTION	UNIT COST	TOTAL COST	SOURCE OF FUND
	SNACKS			
942	STUDENTS	60.00	56,520.00	Student Development (Beginning)
250	FACULTY	80.00	20,000.00	
	CERTIFICATES AND GROCERY AWARDS			
2	Loyalty Award	1,500.00	3,000.00	
	Best in Attendance			
1	Faculty	1,500.00	1,500.00	
1	Employee	1,500.00	1,500.00	
	Most Punctual			
1	Faculty	1,500.00	1,500.00	
1	Employee	1,500.00	1,500.00	
1	Faculty	1,500.00	1,500.00	
1	Malasakit Award	1,500.00	1,500.00	
1	Unsung Hero Award	1,500.00	1,500.00	
1	Kagandahang-Loob Award	1,500.00	1,500.00	
6	Outstanding Volunteers Award	1,500.00	9,000.00	
15	Frame for Certificate A4	166.67	2,500.00	
SUB TOTAL 4			₱101,540.00	

ACTIVITY: FACULTY AND STAFF WELLNESS PROGRAM

QUANTITY	PARTICULARS / DESCRIPTION	UNIT COST	TOTAL COST	SOURCE OF FUND
	MEALS			
250	FACULTY AND STAFF	160.00	40,000.00	Faculty and Staff Development Fund (FSDF)
	SNACKS			
	AM SNACKS	80.00	20,000.00	
	PM SNACKS	80.00	20,000.00	
250	VENUE		65,000.00	(Faculty and Wellness Program)
SUB TOTAL 5			₱145,000.00	





*Source of Funds					PS	Fidu	MOOE	Other MOOE	Total
Student Capability Enhancement Fund (SCEF)								56,520.00	56,520.00
Faculty and Staff Development Fund (FSDF) (Provisions for the Faculty and Staff Activities)								92,510.00	92,510.00
Faculty and Staff Development Fund (FSDF) (Faculty and Wellness Program)								145,000.00	145,000.00
Student Development Fund (Beginning)								56,520.00	56,520.00
GRAND TOTAL									350,550.00

Gender and Development (GAD):

The 64th Founding Anniversary celebration of MinSU-Calapan City Campus exemplifies a strong commitment to both Gender and Development (GAD) principles and several Sustainable Development Goals (SDGs), particularly SDG 4 (Quality Education) and SDG 5 (Gender Equality).

The event's theme, "MinSU @ 64: Pagpapalibay ng Kagalingan at Pagkakaisa tungo sa Makabagong Edukasyon ng Pamantasan," underscores its dedication to strengthening excellence and unity towards modern university education. This aligns with SDG 4, which aims to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all. The celebration's focus on commemorating the campus's history, achievements, and evolution from CSAT to PCC, then MinSCAT-CCC, and now MinSU-CCC, highlights a continuous pursuit of educational advancement and accessibility. The project also aims to strengthen unity and cooperation amongst employees and students, and to inculcate the significance of the event in the Calapan City Community.

- Involvement of Women and Men in Project Conceptualization and Design: Both women and men are actively engaged in the planning and leadership of committees, ensuring their needs and perspectives are addressed.
- Collection of Sex-Disaggregated Data: The University plans to collect sex-disaggregated data during the planning stage to ensure the program addresses gender-specific concerns.
- Analysis of Gender Gaps: An analysis of gender gaps will be conducted to identify barriers and ensure equitable participation and leadership roles across all gender identities.
- Project Objectives Supporting Gender Equality: The program objectives guarantee equal access and opportunity for both men and women in all activities. Activities like wellness programs, alumni engagement, and recognition ceremonies will foster understanding and respect for all genders.
- Impact on Women's Empowerment and Minimizing Negative Impacts: The activities are designed to be safe, inclusive, and empowering for both women and men.
- Gender-Sensitive Implementation: Although a dedicated GAD budget is not specified, gender-sensitive efforts are embedded across all activities, and the organizing team includes staff members trained in GAD.
- Alignment with Institutional GAD Framework: The project aligns with MinSU's institutional GAD framework, strengthening its commitment to women's advancement and building on initiatives from nearby organizations.

The celebration also contributes to other SDGs. The job fair partnered with PESO and industry employers on Day 2 aligns with SDG 8 (Decent Work and Economic Growth) by improving employment preparedness of graduating students. The focus on institutional pride, collaboration, and community linkage supports SDG 17 (Partnerships for the Goals). The commitment to using reusable and sustainable materials and waste reduction practices during the event addresses aspects of SDG 12 (Responsible Consumption and Production) and SDG 13 (Climate Action).

WORKPLAN/WAYS FORWARD:

The following phased work plan outlines the preparations, implementation, and post-event tasks:





Phase	Activity	Responsible Unit
Planning	Committee creation, consultations, coordination meetings	Steering & Working Committees
Preparation	Program drafting, logistics, invitations, publicity	Marketing, Program, Secretariat, Layout Teams
Pre-Event	Final coordination, venue setup, rehearsals	Venue, Technical, Program Committees
Event Proper	Full implementation of all 3-day activities	All assigned committees
Post-Event	Evaluation, documentation, GAD assessment, reporting	Documentation, Evaluation

Prepared by:

CONSUELO M. UNTALAN, Ph.D.
Coordinator-MCC, Extension Services
DONNE FERNANDO A. GUERRERO, MMITHM
Coordinator-MCC, Student Affairs and Services

Noted:

MARIA MAJORIE M. CASTILLO, RN, MAN
Director for Women, Gender and Development

Comment:

Proposed Project is gender-responsive

KRISTIANNE ALEZA MARIE JAVIER - MAGBANUA, MSIT
Coordinator for Planning, Monitoring & Evaluation - MCC

Comment:

~~comment: While this historic milestone strengthens institutional culture & promotes the values that have shaped minsu's journey.~~

Reviewed by:

☒ Passed
☐ For Revision
☐ Failed due to:

FRANIE M. AFABLE, DBMHM
MCC Campus Executive Director

Recommending Approval:

☐ Approved

Not

Approved

due

to:

JOELENE C. LEYNES

Vice President for Administration and Finance

Approved:

ENYA MARIE D. APOSTOL, Ph.D.
SUC President III





Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



MINSU - CALAPAN CITY CAMPUS 64TH FOUNDING ANNIVERSARY

STEERING COMMITTEE

(Committee that decides on the priorities or order of the activity, provides support, guidance and oversight of the progress of the activity)

Overall Chairperson:
Members:

DR. ENYA MARIE D. APOSTOL, SUC PRESIDENT III
DR. CIEDELLE P. SALAZAR, VPAA
PROF. JOELENE C. LEYNES, VPFAA
MR. LEONEL C. MENDOZA, VPRDE
DR. FRANIE M. AFABLE, MCC Campus Executive Director
MS. ANNABELLE Q. MADRIGAL, AO V (HRMO II)

WORKING COMMITTEES

(Committee established to perform a specific task specifically working group)

Over-all Committee Chairperson: DR. CONSUELO M. UNTALAN
(To coordinate with the key officials, deans, program chairs and employee representatives about the celebration,
to manage the different assigned committees and to supervise the financial aspects of the activity)

Assistant Over-all Chairperson: MR. DONNE FERNANDO A. GUERRERO
(To assist the over-all chairperson in coordination and in performing matters related to the activity)

COMMITTEE ON PROGRAM

(To ensure the smooth flow of the conduct of the different activities of the two-day celebration especially the highlight of the activity, "Alumni Night", write and serve letters of invitation to the concerned people)

Chairperson:
Vice-Chairperson:
Members:

MR. MARIO A. DE CASTRO, JR.
MS. JESSEL M. ABATA
PROGRAM CHAIRS OF THE DIFFERENT PROGRAMS & RDE STAFF

COMMITTEE ON LAYOUT AND PRINTING OF PROGRAM AND INVITATION

(To make layout, print program and invitation)

Chairperson:
Vice-Chairperson:
Members:

MS. LEA E. MICIANO
MR. FIDEL C. ROMASANTA
MR. FRANCIS ANGELO P. FABUL, MS. REGINE P. MACHETE
& MS. KRISTIANNE ALEZA MARIE J. MAGBANUA

COMMITTEE ON MARKETING AND FINANCE

(To assist in the preparation and purchase of materials/items needed for the activities)

Chairperson:
Vice-Chairperson:
Members:

MS. MARIA CHELITA C. CATARAJA
MR. DERRICK JOHN PENAFIEL
MR. KEVIN CARLO M. MANIAUL & MR. BON ERICK G. TIRADOS

COMMITTEE ON BACALAURIATE SERVICE

(To spearhead the holding of the baccalaureate service for the graduating students)

Chairperson:
Vice-Chairperson:
MEMBERS:

DR. CONSUELO M. UNTALAN
DR. SHERIDAN M. BICALDO
MS. CHRISTY D. SUIZO, MS. MARIELIZ P. SENA, MS. ALYSSA JANE
A. LUNA,

MR. SANTIAGO P. UNTALAN, JR., MR. NEPHTALI P. FAJARDO,
MS. SHIELA MARIE Y. EDULZURA, MS. MARIA CLARISSA S.
MAGDAEL
& MR. JOLLY P. MASIKAP



• Main Campus, Alcate, Victoria

• Bongabong Campus, Labasan, Bongabong

• Calapan City Campus, Masipit, Calapan City



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28

BAGONG PILIPINAS



COMMITTEE ON RECOGNITION PROGRAM

(To lead the conduct of giving acknowledgment to those who have shown exemplary performance in the curricular and extra-curricular activities)

Chairperson: MR. DONNE FERNANDO A. GUERRERO

Vice-Chairperson: MS. ROSELIE T. GONZALES

Members: MS. ANGELIE H. FERNANDEZ, MS. ANNABEL Q. MADRIGAL, MS. KRISTIANE ALEZA MARIE J. MAGBANUA, MS. JUDY ANNE

EVORA, DR. EPIE F. CUSTODIO, KRISTELLE MARJORI M. PASCO, OSAS,

REGISTRAR

& LIBRARY STAFF

COMMITTEE ON PLAQUES, MEDALS, CERTIFICATES / COMPILATION OF HONORS

(To prepare plaques, medals & certificates for distribution & compilation of honors for printing)

Chairperson: MS. ANGELIE H. FERNANDEZ

Vice-Chairperson: DR. POLEMER M. CUARTO

Members: MR. ESTHEBEN M. BAUTISTA, MS. RENIEROSE R. HERNANDEZ, MS. SARAH JANE M. FESTIJO, DR. CRISTINA P. REYES, MS. DEZZA MARIE M. MAGSINO, MR. ELMER FESTIJO &

REGISTRAR'S STAFF

COMMITTEE ON AUDIO VISUAL PRESENTATION/FB LIVE AND COVERAGE

(To coordinate with the concerned committee in documentation and prepare the online presentation/fb live stream)

Chairperson: MR. FRANCIS ANGELO FABUL

Vice-Chairperson: MR. ELMER H. FESTIJO

Members: MR. ERNIE CONSUL & MIS STAFF

COMMITTEE ON VENUE, DECORATIONS, HALL PREPARATION, LIGHTS AND SOUNDS

(To prepare tarpaulin, flowers, venue and necessary equipment for the lights and sounds of the different activities)

Chairperson: MR. DONNE FERNANDO A. GUERRERO

Vice-Chairperson: MR. RONNEL C. MICIANO

MEMBERS: MR. ERNIE CONSUL, MR. ALBERT ILAGAN, MR. LISTER LOUIE

DIATA,

DAIGAN,

AUXILIARY STAFF & SELECTED BTVTD / BTVLED STUDENTS

COMMITTEE ON SECURITY AND ON PARKING

(To act as marshals during the celebration and to assist in the flow of the incoming and outgoing vehicles in the venue premises)

Chairperson: DIR. JOEL M. DELA CRUZ

Vice-Chairperson: DIR. JERMAINE RITZCHELLE M. MENDOZA

Members: MR. DANILLO TUPAZ, SECURITY PERSONNEL & ROTC OFFICERS

COMMITTEE ON FOOD PREPARATION AND SERVICE

(To choose for a catering service or prepare food and oversee food distribution)

Chairperson: MR. RONIE F. MAGSINO

Vice-Chairperson: MR. MARIO A. DE CASTRO

Members: BTVLED / BTVLED FACULTY

COMMITTEE ON ACCOMODATION, RECEPTION, SECRETARIAT AND USHERING

(To welcome/assist the guests during the conduct of the different activities)

Chairperson: DEAN EMMA VIDA R. LIWANAG

Vice-Chairperson: MS. GEELYN M. MANALO

Members: DR. HAROLD HARLAN E. MERCADO, MS. AUDITTE V. SOL, MS. MARIANE LEE B. LINESES, MS. MERCY GRACE A. MAMING,



• Main Campus, Alcate, Victoria

• Bongabong Campus, Labasan, Bongabong

• Calapan City Campus, Masipit, Calapan City



MR. CLIMBER JOHN C. ROSALES & THREE (3) FACULTY
REPRESENTATIVES FROM ALL PROGRAMS

COMMITTEE ON MEDICAL AND RESPONSE TEAM

(To maintain health and safety protocols during the celebration)
Chairperson: DIR. MARIA MAJORIE M. CASTILLO
Vice-Chairperson: DR. CORALYN B. BAUTISTA
Members: DR. GLADYS M. RALLETA, NURSE JEAN JALYN D. GENETA,
MS. RICHELLE V. TANGUID & AIDERS

COMMITTEE ON SOLICITATION / SPONSORSHIP

(To write and serve letters of solicitation/sponsorship for the different activities, and the alumni
homecoming night)
Chairperson: MR. JOEL M. DELA CRUZ
Vice-Chairperson: MS. ANNABELLE Q. MADRIGAL
Members: MR. JENNIFER M. CUPO, MS. CHRISTY D. SUIZO, MR. ANTHONY C.
MALIWANAG,
MR. KEVIN CARLO M. MANIAUL, MR. ADELIO D. CUETO
& MR. VAUNE NIKOLE S. REDUBLO

COMMITTEE ON DOCUMENTATION

(To facilitate the transfer of information / record and preserve information about the activities)
Chairperson: MS. KRISTIANE ALEZA MARIE J. MAGBANUA
Vice-Chairperson: DR. MA. ARLYN M. REDUBLO
Members: MR. JOHN VINCENT MACATANGAY, THE BUILDERS & PANDAYAN
STAFF

COMMITTEE ON CHORALE

(To prepare songs and to practice for the baccalaureate service)
Chairperson: MR. NEPHTALI P. FAJARDO
Vice-Chairperson: MS. ALYSSA JANE A. LUNA
Members: DR. CONSUELO M. UNTALAN, DR. SHERIDAN M. BICALDO
COMMITTEE on LEGAL AND EMPLOYMENT GUIDANCE SERVICES (LEGS)
(To prepare & implement the activities of the graduating students on June 18 & 19)
Chairperson: MS. SHIELA MARIE EDULZURA
Vice Chairperson: MS. MARIELIZ SENA
Members: GUIDANCE & OSAS STAFF

PROGRAM CHAIRS

- In-Charge for the Attendance of the Graduating Students
MS. CHRISALIZ M. ABDON - In-Charge for the Attendance of the Faculty and Staff
MS. CHARMAINE M. GUNO - Commentator for the Baccalaureate Service
MR. JOHN CARLO C. MALLARI - Master of Ceremony for the Recognition Program





Republic of the Philippines
MINDORO STATE UNIVERSITY

MINDORO STATE UNIVERSITY CLASS OF GRADUATES 2024-2025

RESOLUTION NO. 2
Series of 2025

A RESOLUTION REQUESTING THE RELEASE OF FIFTY-SIX THOUSAND FIVE HUNDRED TWENTY PESOS (PHP 56,520.00) FROM THE STUDENT CAPABILITY ENHANCEMENT FUND (SCEF) FOR SNACKS OF GRADUATING STUDENTS ATTENDING LABOR EDUCATION FOR GRADUATING STUDENTS (LEGS)

WHEREAS, the graduating students of Mindoro State University-Calapan City Campus are required to undergo Labor Education to adequately prepare them for their entry into the workforce;

WHEREAS, Labor Education for Graduating Students (LEGS) is a crucial component of their holistic development, providing essential knowledge and skills related to labor laws, workers' rights, and responsible employment practices;

WHEREAS, to ensure the comfort and sustained attention of the graduating students participating in the LEGS program, it is deemed necessary to provide appropriate snacks;

WHEREAS, the Student Capability Enhancement Fund (SCEF) is established to support activities and initiatives that enhance the capabilities and well-being of students;

WHEREAS, the cost estimated for providing snacks for the graduating students during the Labor Education program amounts to FIFTY-SIX THOUSAND FIVE HUNDRED TWENTY PESOS (PHP 56,520.00);

NOW, THEREFORE, BE IT RESOLVED, as it is hereby resolved, to request the immediate release of the amount of Fifty-Six Thousand Five Hundred Twenty Pesos (PHP 56,520.00) from the Student Capability Enhancement Fund (SCEF) to cover the cost of snacks for the graduating students attending the Labor Education program.

RESOLVED FINALLY, to furnish a copy of this resolution to the Campus Executive Director and FRANIE M AFABLE, DBMHRM, and to ENVYA MARIE D. APOSTOL, PhD., SUC President III, for consideration and immediate action; and

We hereby certify to the correctness and authenticity of the foregoing resolution:

IRENE A. BARCELONA

Secretary, Graduation and Alumni Officer 2025

JHON RENZEL ADEVA

President, Graduation and Alumni Officer 2025





Attested:

MELANIE A. VIESCA
Vice President

PHILLIP C. SANCHEZ
Auditor

ANATYN D. VILLAREAL
Business Manager

JESSICA M. RAMOS
P.I.O.

CEJAY L. LOJO
Treasurer

MICHAEL ANGELO R. MANAL
Bachelor of Secondary Education

GAYLEE MAE DEJARLO
BS Tourism Management

LEZLEN KAE I. CALAHATI
BS Criminology

PRINCESS PAREZELL C. IBON
AB Psychology

EMMANUEL MENDOZA
Bachelor of Technical-Vocational Teacher Education

LAURENCE A. DE CHAVEZ
BS Hospitality Management

ANGELICA A. PEREZ
BS Information Technology

JOHN JOSHUA PANGANIBAN
AB English



Organization Profile

EDUARDO'S HOSPITALITY ACCOMMODATIONS OPC
Nautical Hiway Bayanan II
Calapan City
Oriental Mindoro
Region IV-B
Philippines
5200

Organization Member Type:

Supplier

Organization Number:

394840

Registration Date:

05-Apr-2023

Registration Type:

Red

Form of Organization:

Corporation

Business Tax Identification Number:

61812073000000

SEC Certificate Number:

202211007708403

Capitalization:

Php 62,500.00

Agency Registration:

No

Blacklisted:

No

[HERRERA, LYNDON BAINES DANCEL](#)

Contact

63-43-2884173

