



**MINUTES OF THE EMERGENCY MEETING HELD ON OCTOBER 15, 2025  
AT THE CONFERENCE ROOM, CSU ANDREWS CAMPUS**

**I. CALL TO ORDER**

The meeting was called to order by Dr. Arthur G. Ibañez, OIC University President, at 9:00 AM.

**II. DETERMINATION OF QUORUM**

Atty. Carla Marie L. Sumigad, University Secretary, confirmed the existence of a quorum.

**III. APPROVAL OF THE AGENDA**

On duly seconded motion, the following agenda were approved for discussion:

**A. Academic Matters**

1. Update on CSU Sanchez Mira – Calayan Extension Campus
2. Raniag 2025
3. Central Luzon CHED Summit
4. University Meet
5. Faculty Evaluation

**B. Administration and Finance Matters**

6. Collective Negotiation Agreement (CNA) Incentive, Service Recognition Incentive (SRI), and Gratuity Pay for 2025
7. Infrastructure Projects
8. Financial Status

**C. Research and Extension Matters**

9. Research Updates
10. Establishment of Orchard Farms in CSU Campuses

**D. Internationalization Matters**

11. Internationalization Updates

**IV. MATTERS DISCUSSED AND DECIDED**

**A. Academic Matters**

Agenda	Discussion	Decisions/ Actions	Responsible Person	Timeline
Updates on CSU Sanchez Mira - Calayan Extension Campus				



**VISION**

CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**MISSION**

Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

**CORE VALUES**

Competence  
Social Responsibility  
Unifying Presence



**MINUTES OF THE EMERGENCY MEETING HELD ON OCTOBER 15, 2025  
 AT THE CONFERENCE ROOM, CSU ANDREWS CAMPUS**

	<p>VP Mariden informed the body that Calayan Extension Campus may implement a modular learning setup for two weeks. The OIC President then instructed Director Lirio to print the necessary modules.</p> <p>CEO Hitler suggested that faculty members with relevant specializations be assigned to Calayan, particularly for the College of Agriculture.</p> <p>CEO Froilan also reiterated that faculty assignments should be aligned with their areas of specialization.</p> <p>VP Mariden recommended to invest in ICT to support instruction.</p> <p>The OIC President directed that all Calayan Extension students be convened at CSU Sanchez Mira.</p>	<p>Implementation of modular learning setup at Calayan Extension for two weeks.</p> <p>Printing of modules</p> <p>Meeting with all students of Calayan Extension at CSU Sanchez Mira</p>	<p>of Dir. Lirio Mangawil</p>	
--	--	--	-------------------------------	--



**VISION**

CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**MISSION**

Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

**CORE VALUES**

Competence  
 Social Responsibility  
 Unifying Presence



**MINUTES OF THE EMERGENCY MEETING HELD ON OCTOBER 15, 2025  
 AT THE CONFERENCE ROOM, CSU ANDREWS CAMPUS**

<p><b>Raniag 2025</b></p>	<p>The OIC President announced that in December, the products/outputs of students will be displayed, especially from the College of Industrial Technology (CIT).</p> <p>Prizes shall be awarded to outstanding entries.</p> <p>The Product Display shall be held at CSU Carig Campus.</p> <p>The OIC President assigned CEO Carla to take charge of the program for Raniag 2025. For the Raniag Display, CEO Roger was directed to oversee and manage the activity.</p> <p>VP Mariden emphasized that in the product displays, faculty members should only be listed as co-authors.</p> <p>The OIC President instructed VP Junel to formulate a policy on co-authorship, in relation to WURI, THE, and JC.</p>	<p>Program for Raniag</p> <p>Raniag Display</p> <p>Creation of a policy on co-authorship, in relation to WURI, THE, and JC</p>	<p>CEO Carla</p> <p>CEO Roger</p> <p>VP Junel</p>	



**VISION**

CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**MISSION**

Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

**CORE VALUES**

Competence  
 Social Responsibility  
 Unifying Presence



**MINUTES OF THE EMERGENCY MEETING HELD ON OCTOBER 15, 2025  
 AT THE CONFERENCE ROOM, CSU ANDREWS CAMPUS**

<p><b>Central Luzon CHED Summit</b></p>	<p>It was mentioned that there will be a SUC Fair to be conducted.</p> <p>Paintings shall be taken charge of by Dean Bryan.</p> <p>Research outputs from the Engineering and Medicine programs shall be presented during the event.</p> <p>There shall also be a poster-making activity to be participated in by the students.</p>	<p>Paintings</p> <p>Piano and Banduria</p>	<p>Dean Bryan</p> <p>Andrews Campus</p>	
<p><b>University Meet</b></p>	<p>The OIC President instructed the selection of representatives who will represent the university in the 2026 CAVRASUC.</p> <p>He directed that a competition be conducted at the end of October 2025 for campuses excelling in the following categories:</p> <ol style="list-style-type: none"> <li>1. Live Band – Aparri and Gonzaga</li> <li>2. Banduria – Andrews and Carig</li> <li>3. Chorale Contest and Show Choir – Andrews and Sanchez Mira</li> </ol> <p>The winners of these competitions shall represent the university in the 2026 CAVRASUC.</p> <p>For the following categories, representation shall be as</p>	<p>Competition for Live Band, Banduria, Chorale and Show Choir</p>		<p>End of October</p>



**VISION**  
 CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**MISSION**  
 Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

**CORE VALUES**  
 Competence  
 Social Responsibility  
 Unifying Presence



**MINUTES OF THE EMERGENCY MEETING HELD ON OCTOBER 15, 2025  
 AT THE CONFERENCE ROOM, CSU ANDREWS CAMPUS**

	specified: 1. Folk Dance - Andrews 2. Indigenous – Carig 3. Contemporary Dance – Andrews 4. Contemporary Duo – Gonzaga 5. Street Dance – Carig			
<b>Faculty Evaluation</b>	<p>The OIC President mentioned that there should be a prescribed percentage of targets for each academic rank - for example, 60% for academic targets and 40% for other areas. The formulation of this policy shall be handled by Dir. Ian and Dr. Florentina.</p> <p>Furthermore, the OIC President emphasized that there should be common targets for all faculty members per academic rank. The following areas must be incorporated into the Individual Performance Commitment and Review (IPCR) of faculty members:</p> <ol style="list-style-type: none"> <li>1.) Synchronized Examinations</li> <li>2.) Updated Modules</li> <li>3.) Intellectual Property</li> <li>4.) Instructional Materials</li> </ol> <p>The faculty evaluation shall be composed of student evaluation and supervisor evaluation. Supervisor’s evaluation is needed for JC.</p> <p>The OIC President mentioned that for promotion, the basis is the IPCR.</p> <p>Pre-evaluation shall be on October 24, 2025.</p>	Formulation of policy on targets per academic rank  Pre-evaluation	Dir. Ian and Dr. Florentina	October 24, 2025



**VISION**

Cagayan State University shall produce global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**MISSION**

Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

**CORE VALUES**

Competence  
 Social Responsibility  
 Unifying Presence



**MINUTES OF THE EMERGENCY MEETING HELD ON OCTOBER 15, 2025  
 AT THE CONFERENCE ROOM, CSU ANDREWS CAMPUS**

**B. Administration and Finance Matters**

Agenda	Discussion	Decisions/ Actions	Responsible Person	Timeline
Collective Negotiation Agreement (CNA) Incentive, Service Recognition Incentive (SRI), and Gratuity Pay for 2025				
Infrastructure Projects	<p>It was noted that the funds are set to expire on December 31, 2025.</p> <p>The OIC President instructed the Carig Campus to prepare and send a formal letter to the contractor.</p>	Sending of a formal letter to the contractor	CSU Carig	
Financial	The OIC President instructed	Reporting of	Ms.	



**VISION**  
 CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**MISSION**  
 Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

**CORE VALUES**  
 Competence  
 Social Responsibility  
 Unifying Presence



**MINUTES OF THE EMERGENCY MEETING HELD ON OCTOBER 15, 2025  
 AT THE CONFERENCE ROOM, CSU ANDREWS CAMPUS**

<b>Status</b>			Monaliza and Mr. Alvin
---------------	--	--	------------------------

**C. Research and Extension Matters**

<b>Agenda</b>	<b>Discussion</b>	<b>Decisions/ Actions</b>	<b>Responsible Person</b>	<b>Timeline</b>	
<b>Research Updates</b>			CEO Roger		
		The OIC President directed that coconut and coffee products be leveled up. He further recommended developing new products using bamboo, bangus, tilapia, smoked bangus, and cocopie.	Creation of organizational structure for both University and Campus levels	VP Junel	
		VP Junel mentioned that there are Research and Extension Coordinators for the campuses under ROSS 2. She also committed to provide the organizational structure for both University and Campus levels.	Meeting with all Research Coordinators	Central Administration VP Junel	
			Establishment of niche extension	All CEOs	
			Establishment of niche per college	All colleges per campus VP Junel	
		Meeting with			



**VISION**  
 CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**MISSION**  
 Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

**CORE VALUES**  
 Competence  
 Social Responsibility  
 Unifying Presence



**MINUTES OF THE EMERGENCY MEETING HELD ON OCTOBER 15, 2025  
 AT THE CONFERENCE ROOM, CSU ANDREWS CAMPUS**

	<p>The OIC President advised to revise the word "Nexus" for the Central Analytical Laboratory (CALAB).</p> <p>The OIC President instructed all Campus Executive Officers (CEOs) to establish their respective niche extension and mother programs. Furthermore, it was emphasized that each college must have its own extension program.</p> <p>VP Junel shall meet all REI Coordinators for the launching in December.</p>	<p>all REI coordinators for the launching in December</p> <p>Production of intellectual properties and instructional materials</p> <p>All IP applications must go through the OVRDE and that a certification must be issued by said office to ensure proper documentation and compliance with university policy</p>	<p>Professors IV and up</p> <p>All faculty members</p>	
--	---	---	--	--



**VISION**  
 CSU is a University with global stature in the ARTS, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**MISSION**  
 Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

**CORE VALUES**  
 Competence  
 Social Responsibility  
 Unifying Presence



**MINUTES OF THE EMERGENCY MEETING HELD ON OCTOBER 15, 2025  
 AT THE CONFERENCE ROOM, CSU ANDREWS CAMPUS**

	<p>VP Junel reported that some intellectual property applications are being processed without passing through the Office of the Vice President for Research, Development, and Extension (OVRPDE). In response, the OIC President reiterated that all IP applications must go through the OVRPDE and that a certification must be issued by said office to ensure proper documentation and compliance with university policy.</p> <p>VP Junel emphasized the need to prioritize the university journal, particularly by the Graduate School.</p> <p>The OIC President announced that one journal will be launched in December and stressed that the responsibility of supporting the university journal does not rest solely with the Graduate School.</p>			
<p><b>Establishment of Orchard Farms in CSU Campuses</b></p>	<p>It was mentioned that there shall be a minimum of five (5) varieties of fruit-bearing trees to be planted in the orchard farms. These varieties shall include lansones, rambutan, durian, and mangosteen, among others.</p> <p>The following areas were identified for orchard</p>	<p>Computation of budgetary requirements for the implementation of the Orchard Farm</p>	<p>VP Junel</p>	



**VISION**

CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**MISSION**

Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

**CORE VALUES**

Competence  
 Social Responsibility  
 Unifying Presence



**MINUTES OF THE EMERGENCY MEETING HELD ON OCTOBER 15, 2025  
 AT THE CONFERENCE ROOM, CSU ANDREWS CAMPUS**

	<p>utilization:</p> <p>CSU Lal-lo Campus – 5 hectares                  CSU Gonzaga Campus – 4 hectares                  CSU Sanchez Mira Campus – 5 hectares                  CSU Carig Campus – 1 hectare                  CSU Piat Campus – 5 hectares</p> <p>All necessary funds for the establishment and development of the orchard farms shall be provided by the Central Administration.</p> <p>The OIC President instructed VP Junel to compute the budgetary requirements needed for the implementation of the Orchard Farm.</p>			
--	---	--	--	--

**D. Internationalization Matters**

Agenda	Discussion	Decisions/ Actions	Responsible Person	Timeliness
<p><b>Internationalization Updates</b></p>	<p>It was reported that the internationalization initiatives of the university shall be on full blast next year.</p> <p>Regarding micro-credentialing, a benchmarking activity is scheduled at Batangas State University on November 5–6, 2025.</p> <p>The CHED response was also reported: for post-master’s programs, the duration is 3 to 6 months, and for post-doctorate programs, it is 6 months to 1 year.</p> <p>Additional targets were discussed, including:</p> <ul style="list-style-type: none"> <li>• One MOA/MOU from instructor to professor,</li> <li>• Participation in board</li> </ul>	<p>Presentation of Programs, Projects and Activities for FY 2026</p>	<p>All CEOs</p>	<p>November 2025</p>



**VISION**

CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**MISSION**

Cagayan State University shall produce globally-competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

**CORE VALUES**

Competence  
 Social Responsibility  
 Unifying Presence



**MINUTES OF THE EMERGENCY MEETING HELD ON OCTOBER 15, 2025  
 AT THE CONFERENCE ROOM, CSU ANDREWS CAMPUS**

	<p>exams,</p> <ul style="list-style-type: none"> <li>• Engagement in college, campus, and university activities.</li> </ul> <p>The OIC President instructed all CEOs to present their PPAs for FY 2026 during the November ExeCom/ManCom meeting.</p>			
--	---	--	--	--


**V. ADJOURNMENT**

The meeting was adjourned at 3:30 PM.

Certified true and correct by:

  
**ATTY. CARLA MARIE L. SUMIGAD, CPA**  
*University Secretary*

Attested by:

  
**DR. ARTHUR G. IBANEZ, ASEAN ENGR., CESE**  
*OIC University President*



**VISION**

CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences as well as technological and professional fields.

**MISSION**

Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public service and productive industry and community engagement.

**CORE VALUES**

Competence  
 Social Responsibility  
 Unifying Presence