



Central Luzon State University
Science City of Munoz, Nueva Ecija

COLLEGE OF ENGINEERING

Manual of Operations

2022

PHILOSOPHY

The ultimate measure of the effectiveness of Central Luzon State University as an institution of higher learning is its contribution to and impact on the educational, economic, social, cultural, political and moral well-being and environmental consciousness of the peoples it serves.

VISION

CLSU as a world-class National Research University for science and technology in agriculture and allied fields.

MISSION

CLSU shall develop globally competitive, work-ready, socially-responsible and empowered human resources who value life-long learning; and to generate, disseminate, and apply knowledge and technologies for poverty alleviation, environmental protection, and sustainable development.

CLSU QUALITY POLICY STATEMENTS

"Excellent service to humanity is our commitment."

"We are committed to develop globally-competent and empowered human resources, and to generate knowledge and technologies for inclusive societal development."

"We are dedicated to uphold CLSU's core values and principles, comply with statutory and regulatory standards and to continuously improve the effectiveness of our quality management system."

"Mahalaga ang inyong tinig upang higit na mapahusay ang kalidad ng aming paglilingkod."

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Part I

Brief Description and Overview of the College of Engineering

A. Brief Description/ Overview of the College of Engineering

The College of Engineering offers short term course, undergraduate courses and advance courses in engineering and information technology. Responding to the call of globalization, the College of Engineering continuously provides quality education. To keep pace with the demands of global competitiveness, integration of the principles of Outcomes-Based Education was being implemented since 2017. There are four (4) departments under the College of Engineering namely; 1) Department of Agricultural and Biosystems Engineering, 2) Department of Civil Engineering, 3) Department of Engineering Sciences, and 4) the Department of Information Technology aside from an Institute which is the Information Systems Institute (ISI) and a special project, the CLSU Hydroponics and Aquaponics Technology (CHAT).

The Department of Agricultural and Biosystems Engineering (DABE) traces its beginnings with the then Central Luzon Agricultural School (CLAS). It used to offer a secondary Farm Mechanics course. The department later on offered a 4-year degree program in Bachelor of Science in Agricultural Engineering (BSAEn) after the school was elevated into the Central Luzon Agricultural College (CLAC) in 1955 and four years later, this curricular program was revised into a 5-year BSAEn program. The BSAEn program have been recognized by CHED on July 2008 as one of the Center of Excellence (COE) of the University. It also have graduate programs for the masteral and doctoral levels as of 1978 and 1984, respectively. Thru the department, CLSU is a member of a consortium created to implement the Engineering Research and Development for Technology (ERDT) Program offering a graduate program in agricultural engineering. With the recent trends and developments, the department revised its BSAEn curriculum changing its name to Bachelor of Science in Agricultural and Biosystems Engineering (BSABE) and this change have been approved last April 16, 2015 with the Board of Resolution No. 13. Likewise, the department also be named Department of Agricultural and Biosystems Engineering (DABE).

The department maintains the Land and Water Laboratory and Demonstration Farm that serves as a venue for engineering laboratories focusing on farm operations, irrigation, drainage, greenhouse, and indoor vertical farming. Working models of hydroponics, aeroponics, and aquaponics system are showcased in the area with specific crop production on high value crops such as lettuce and strawberry, including herbs. The facility maintains an area of 2-

hectares that serves as venue for seminar-workshop and hands on training on various technologies in soilless farming, vertical farming, precision agriculture and crop production techniques. The development and operation of this project expects to provide a technology model that can impact the food production system especially in the urban setting where land area for food production is extremely limited.

The Department of Civil Engineering is also one of the four departments under the College of Engineering. The department is offering Bachelor of Science in Civil Engineering right after its approval on August 1964 with the Board of Resolution No.09.

The Department of Engineering Sciences is also one of the four departments under the College of Engineering. It offers four (4) years Bachelor of Science in Meteorology and one (1) year Certificate in Agricultural Mechanics. It also provides fundamental education and technical trainings to students in civil, agricultural and biosystems engineering programs and allied courses through modern educational methodologies, facilities and instructional materials. Presently, the department maintains four laboratory facilities, the mechanical engineering laboratory, electrical engineering laboratory, hydraulics laboratory and drawing laboratory. For the BS Meteorology program, the department will put up Synoptic and Meteorology laboratory.

The Department of Information Technology is the youngest formed department under the College in partnership with the Information Systems Institute at the University. The department offers a 4-year degree program in Bachelor of Science in Information Technology (BSIT). It is designed to produce Information Technology professionals who are ready to pursue careers in the various fields of computing and Information Technology. With this, the students are trained to plan, design, develop, implement, and maintain Information Technology systems. Thus, graduates are equipped with necessary skills and are prepared to be part of the industry or become competent members of the ICT/MIS department of corporations.

Another unit that is under the umbrella of the College of Engineering is the Information Systems Institute (ISI) that was started in 1995 as a unit under the office of the Vice President for Academic Affairs (OVPA) through Board Resolution No. XX-XX series of 1995. Its previous mandate was to be the central unit in the University which shall plan, operate and manage all matters related to information and communication technology (ICT). In 2020, through Board Resolution No. 10-2020 (approval of the Revised University Code) this mandate has been relegated to the Management Information System Office, while the Institute became under the College of Engineering. Beginning that year, the Institute has focused on the research, development, and extension work in Information Technology.

A special project, the CLSU Hydroponics and Aquaponics Technologies (CHAT) is one of the new added unit of the College of Engineering. CHAT is an established demonstration farm and experiment station for the promotion of hydroponics and aquaponics technologies at the Central Luzon State University that have recognized the necessity of adapting soilless agriculture technologies in the country. This demonstration and experimental station have developed technology packages for different crops under protected structure. The facility was established in 0.87 hectare that has now 15 tropical greenhouses with several recirculating systems of hydroponics and aquaponics fabricated out of locally available materials utilizing Filipino ingenuity and craftsmanship.

The College of Engineering that consists of these four departments, a unit and special project is well known for researches wherein knowledge in engineering and technology that is proactive of future and relevant agro-industrial needs has been applied. Faculty members are continuously in pursuit of cutting edge researches and innovation for utilization and commercialization.

B. Goals of the College of Engineering

In line with the mission of the University, the goals of the College of Engineering are the following:

- 1) The College of Engineering provides quality education and applies knowledge in engineering and technology that is proactive of future and relevant agro-industrial needs in preparation for and furtherance of global practice;
- 2) The College engages in research with high socio-economic impact and contribution towards sustainable development, and reports on the results of such researches; and,
- 3) The College brings to the community and stakeholders the vast store of knowledge and technology in order to make the Philippines and the world a better place.

C. Objectives of the College Departments

The current educational objectives of the four departments, the ISI and CHAT were developed in response to the Vision and Mission of the University.

a. Department of Agricultural and Biosystems Engineering

- 1) To develop relevant and quality curricular programs of the department;
- 2) To produce quality graduates of the programs offered by the department within the allowable residencies;

- 3) To generate innovative technologies and systems for the production and post-production of safe and secure food, bioproducts and bioenergy with smart utilization and management of the environment and natural resources; and,
- 4) To provide engineering and technology expertise in the field of agriculture and affiliated industries for the country, the region and beyond.

b. Department of Civil Engineering

- 1) To provide highly trained civil engineers who are competent in a global village;
- 2) To provide updated curriculum, facilities, and instructional materials;
- 3) To utilized modern educational methodologies in teaching; and,
- 4) To develop civil engineers and technicians who can compete with the world on equal footing.

c. Department of Engineering Sciences

- 1) To provide fundamental education and technical trainings to students in engineering programs and allied courses through modern educational methodologies, facilities, and instructional materials;
- 2) To generate innovative technologies and systems through multi disciplinary researches in the field of environmental and energy engineering; and,
- 3) To provide technical expertise in the field of engineering and technology for the country, the region and beyond.

d. Department of Information Technology

- 1) To provide relevant and quality education in information and communications technology;
- 2) To generate innovative technologies and systems that upholds the global and national initiatives of bridging the digital divide in the diverse range of human experiences, in every sector of the society and the economy.; and,
- 3) To provide technological expertise in the field of information technology for the country, the region and beyond.

e. Information Systems Institute

1. Provide a venue and facilities for the development and application of computer technology in instruction, research, extension, and production activities;

2. Serve as training facility for faculty, staff and students in the application of computer technology in inter- or multi-disciplinary setting;
3. Enhance and develop expertise and personnel capable of executing programs in research, development, and training in ICT for different aspects of development; and
4. Produce, research, develop, manage, and disseminate knowledge, expertise, and technologies in ICT through collaboration with experts within and beyond the University.

f. CLSU Hydroponics and Aquaponics Technologies

1. Provide modernized farming using science and technology-based intervention to increase the production of high value crops and in turn boost the economic development in the community;
2. Promote climate-smart farming and precision agriculture thru science and technology-based interposition for food production, sustainability and food security;
3. Produce a climate-smart agriculture and innovations in farming systems adapt and build resilience to climate change, and can sustainably increase agricultural productivity and provide income;
4. Generate systems such hydroponics and aquaponics, a climate-smart farming technology of growing plants in soilless culture, for production system that save water, energy, space and labor;
5. Facilitate the development, improvement, and application of modernized climate-smart agricultural technology and structures;
6. Serve as training facility for faculty, staff, students, and enthusiasts in the application of modernized agricultural climate-smart technologies, structures and processes in inter- or multi-disciplinary setting; and
7. Convey and transfer the technology generated to its target beneficiaries and stakeholders in the community.

D. Course Offerings

The College of Engineering is offering graduate and undergraduate programs thru the four departments.

a. Department of Agricultural and Biosystems Engineering

The department offers graduate, undergraduate and associate degree programs. Below are the lists of the said programs:

i. Graduate Programs

1. Doctor of Philosophy in Agricultural Engineering with specialization in Soil and Water Management

2. Master of Science in Agricultural Engineering (MSAEn) with specialization in:
 - a. Agricultural Machinery;
 - b. Crop Process Engineering; and,
 - c. Soil and Water Management
- ii. Undergraduate Program
 1. Bachelor of Science in Agricultural and Biosystems Engineering (CMO 94 s. 2017) with specialization in:
 - a. Agricultural Power, Energy and Machinery Engineering;
 - b. Bioproducts Process Engineering; and,
 - c. Land and Water Resources Engineering
- iii. Associate Program
 1. Agricultural Mechanics

b. Department of Civil Engineering

The department of Civil Engineering offers undergraduate degree program in Bachelor of Science in Civil Engineering

c. Department of Engineering Sciences

The department of Engineering Sciences offers undergraduate degree program in Bachelor of Science in Meteorology

d. Department of Information Technology

The department of Information Technology offers undergraduate and associate degree programs in Bachelor of Science in Information Technology and Associate in Computer Technology, respectively.

Part II

Powers and Functions

The powers and functions of the College Management Committee, College Council and Departments as seen below were based from CLSU Code under Article 57 while the functions of the Information Systems Institute and CLSU Hydroponics and Aquaponics Technologies is being directed by the objectives and purpose of establishing these units.

A. The College of Engineering's Management Committee

1. There shall be a College Management Committee with the Dean, department chairs and unit/division heads as members
2. The Secretary of the college who is designated by the Dean shall likewise act as the Secretary of the Management Committee
3. The Management Committee shall serve as the coordinating group of all the units under the college.

B. The College of Engineering Council

1. There shall be a College Council with their respective Deans as Chair and all the faculty of the college as members.
2. The Secretary of the College who is designated by the Dean shall likewise act as the Secretary of the Council.
3. The College Council shall have the following powers and functions:
 - a. to implement academic policies and guidelines governing the implementation and administration of the programs, activities and operations of the college;
 - b. to plan, formulate and recommend programs and other instruction related activities to the Council of Deans and Directors through the VP for Academic Affairs then submitted to the Academic Council for final action or recommendation to the Board of Regents for approval; and
 - c. to recommend candidates for graduation.

C. The Departments

1. The faculty of a department under an academic unit shall consist of all the academic staff of the department who are engaged in instruction, research and extension activities.
2. The academic department shall be based on the field of study or discipline of the college or institute.

3. A department shall be headed by a Chair and shall have a minimum of three (3) full-time faculty member.

D. Information Systems Institute

The main task of the office is to spearhead research, development, and extension work on information and communication technology in the University through capability building and collaboration with other stakeholders within the University, the region, and beyond.

E. CLSU Hydroponics and Aquaponics Technologies

The main task of the unit is to forefront research, development, and extension work on climate-smart farming, precision farming based on science and technology intervention through capability building and collaboration with other stakeholders within the University, the region, and beyond.

Part III

Hierarchy and Organizational Structure

A. The College of Engineering Organizational Structure

The College of Engineering consists of teaching and non-teaching staff that shall be headed by a Dean. Below is the organizational structure of the College.

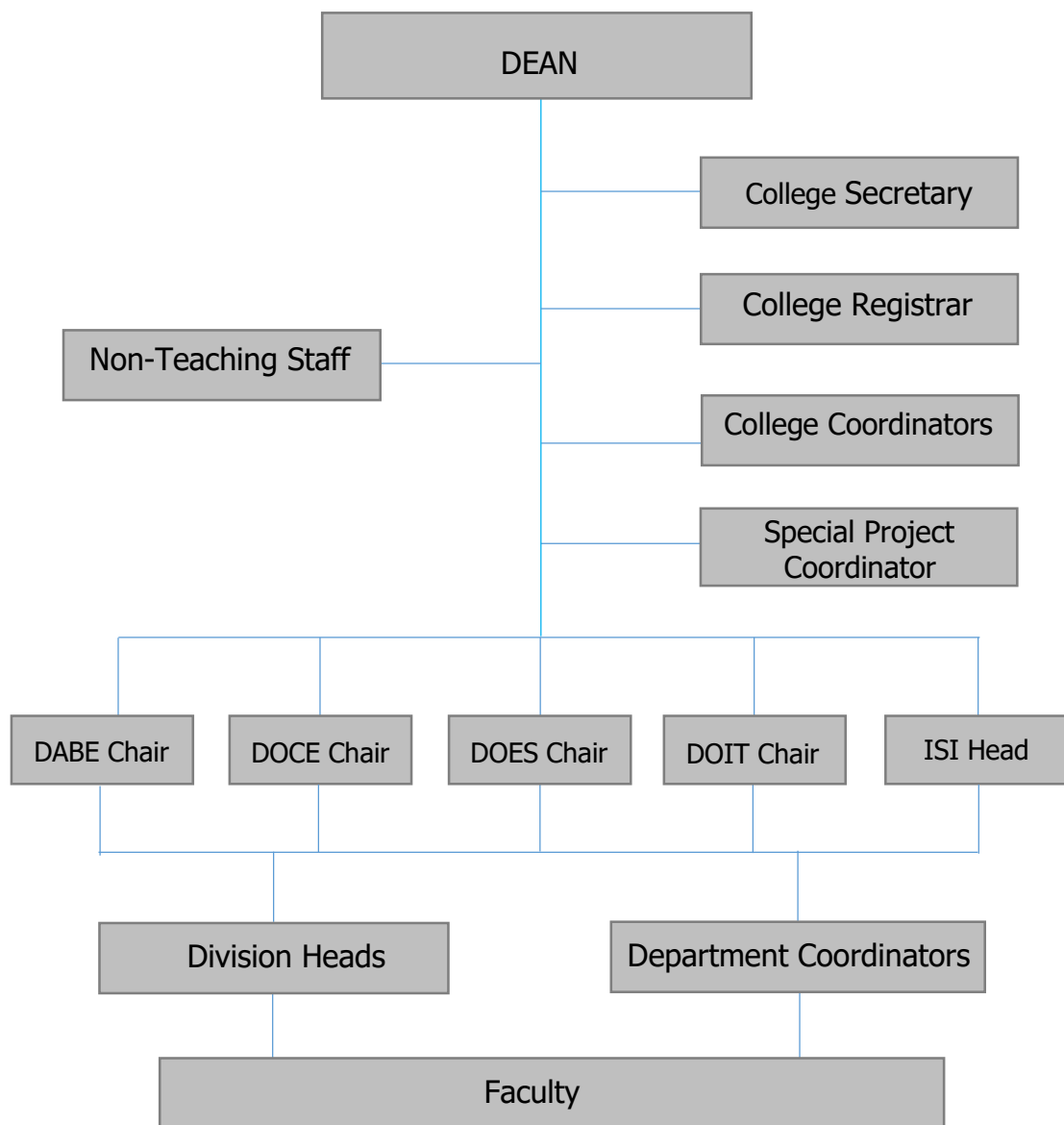


Figure 1. The College of Engineering Organizational Structure

B. The College Departments, Unit and Special Projects Organizational Structure

Under the Office of the College Dean are the four departments, Information Systems Institute and CLSU Hydroponics and Aquaponics Technologies, which have standard organizational structure.

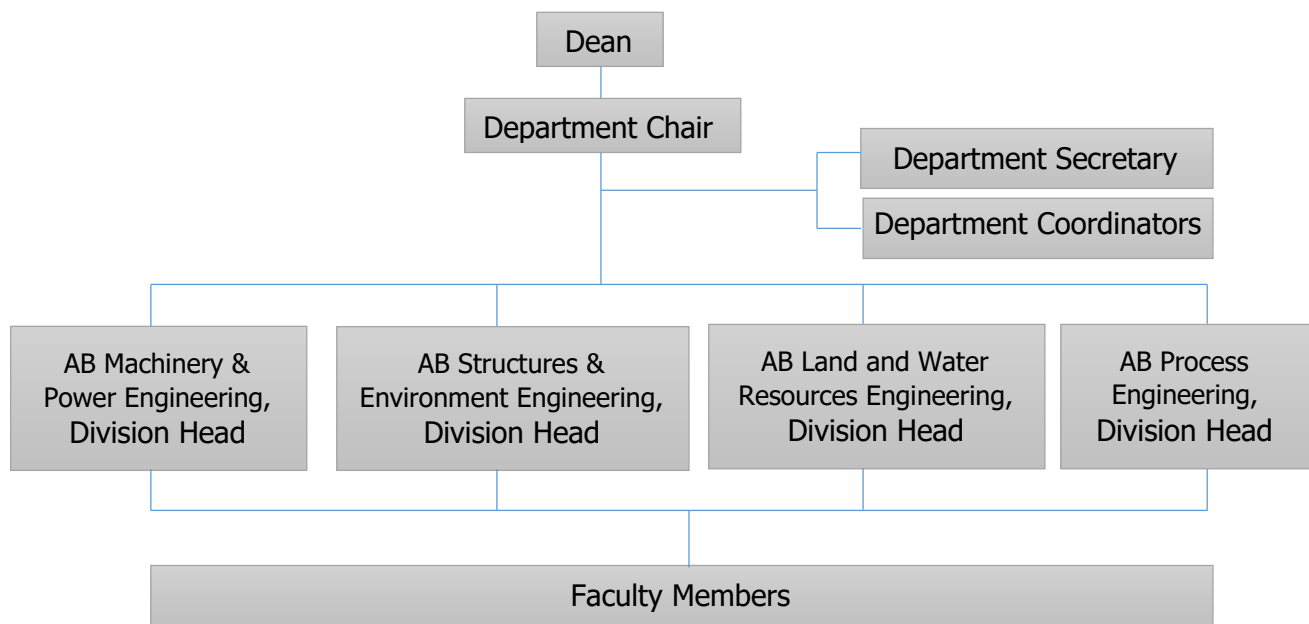


Figure 2. The Department of Agricultural and Biosystems Engineering Organizational Structure

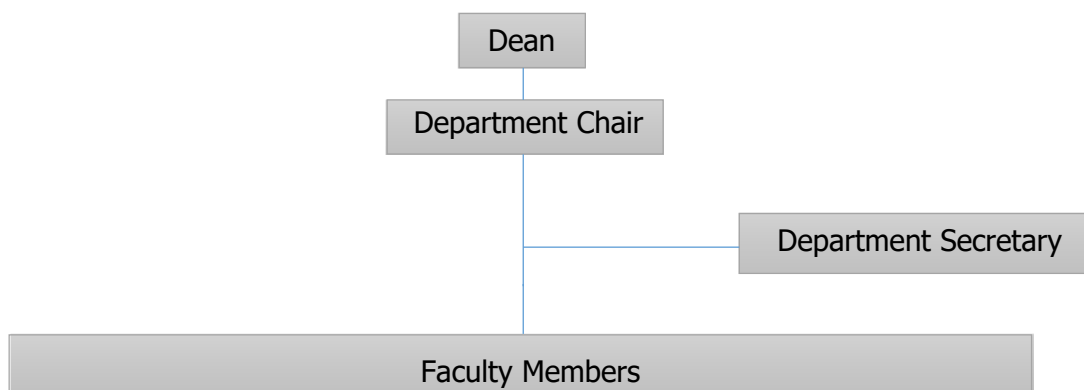


Figure 3. The Standard Organizational Structure of DCE, DES and DIT

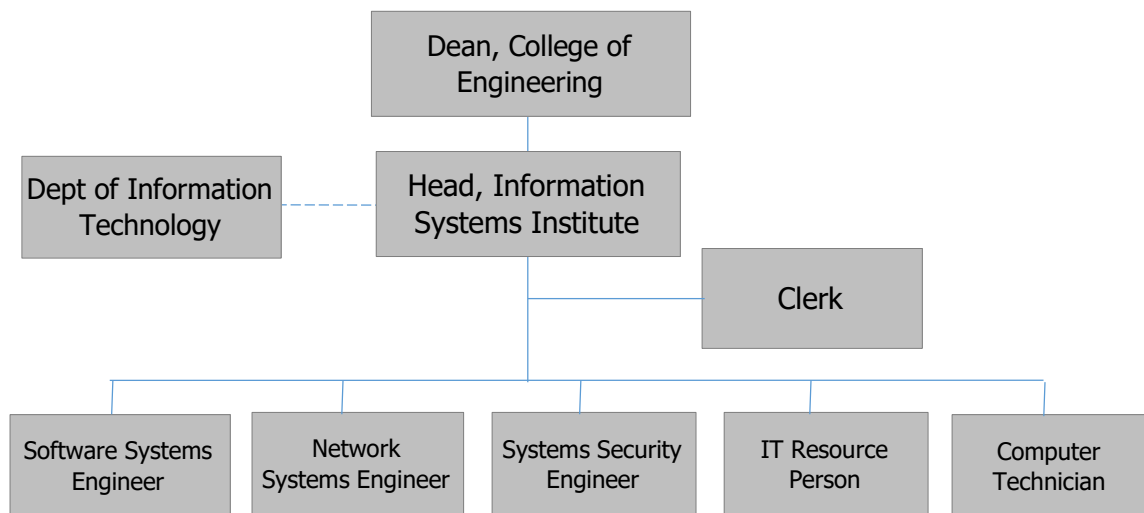


Figure 4. The Organizational Structure of Information Systems Institute

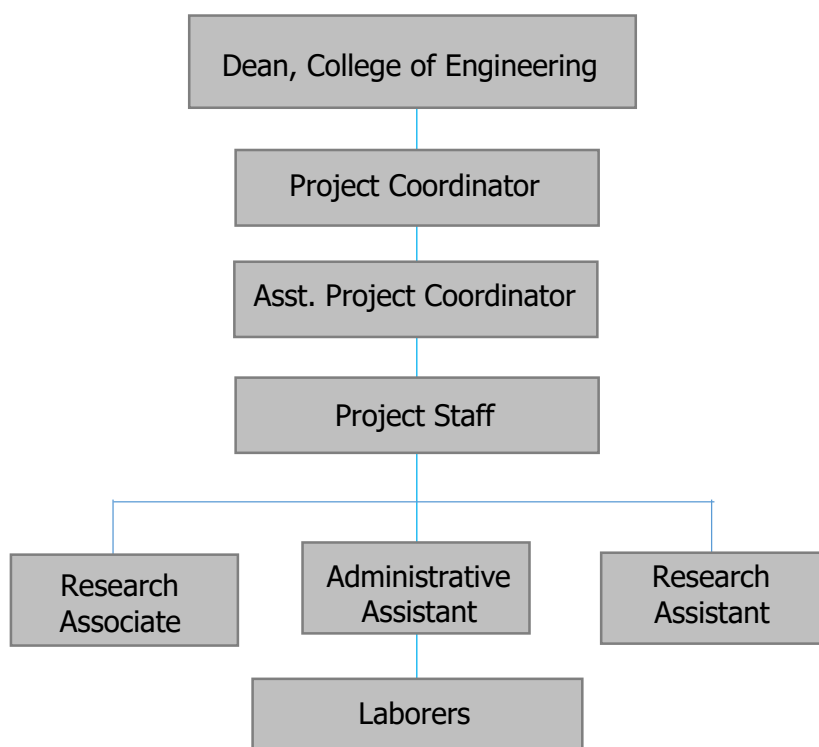


Figure 5. The CLSU Hydroponics and Aquaponics Technologies and Special Projects Organizational Structure

Part IV

Position and Role Descriptions

A. College of Engineering Position and Role Descriptions

Based from the Hierarchy and Organizational Structure of the College of Engineering, below are the role descriptions or duties and functions of every positions.

1. College Dean

The position and role descriptions of the Dean were adapted from CLSU Proposed Revision for the Organizational and Functional Structure of the University.

The College of Engineering shall be headed by a ***Dean***, who is designated by the University President in consultation with the Vice President for Academic Affairs subject to the confirmation by the Board of Regents. He/she must possess (i) an appropriate doctoral degree relevant to the college that he/she will lead; (ii) a valid license if required in the college he/she will lead; (iii) with an academic rank of at least Professor I; (iv) with at least five (5) years experience in teaching; and (v) with five (5) years administrative experience.

The Dean shall have the following duties and functions:

- a. To supervise the implementation of the various curricular, co- and extra-curricular activities of the college in coordination with the Department Chairs, and initiates the regular review of existing course offering;
- b. To supervise the implementation of the activities of the center(s), institute(s), laboratory(ies) and facility(ies);
- c. To conduct semestral and annual evaluation of Department Chairs and Center/Institute Directors and Laboratory/Facility Heads and review the performance ratings of faculty members and staff;
- d. To review and approve the workload of faculty and staff members of the college;
- e. To determine the resource needs of the unit, collates and prepares the college financial plan, and programs/monitors their efficient utilization;

- f. To develop, review and update the development plan of the college in accordance with the university's vision, mission, goals and objectives;
- g. To design and implement programs and activities that will promote harmony, solidarity and unity among the various college constituents; and,
- h. To perform other functions as may be assigned by higher authorities.

2. Departments Chairs

There are four (4) departments under the College of Engineering namely; 1) Department of Agricultural and Biosystems Engineering, 2) Department of Civil Engineering, 3) Department of Engineering Sciences, and 4) the Department of Information Technology. The manual of operation for respective departments are unique and shall be based on the field of study or discipline of the college. Each department shall be headed by a ***Chair***, who is designated by the University President in consultation with the Dean of the College of Engineering and the Faculty members of their respective departments.

Below are the formulated position and role descriptions of the four department chairs that were adapted from CLSU Proposed Revision for the Organizational and Functional Structure of the University.

- a. To supervise curricular and co-curricular activities of the departments and such other activities assigned to the departments by the higher authorities;
- b. To identify textbooks and other reference materials and take the lead in the preparation of course syllabi and other instructional materials for use in specific subjects;
- c. To assign workload among the faculty members of the departments, including tasks for thesis, field practice or apprenticeship advisement;
- d. To initiate and recommend the development and offering of new curricular programs, and cause the revision or abolition of existing courses or curricular programs; and,
- e. To implement and supervise other academic and administrative matters in the departments.

For a faculty member to be considered for appointment to the position of Department Chair, he/ she shall meet the requirements set by the relevant CHED memorandum order (CMO) for the program(s) offered by each departments.

In addition to the requirements of the relevant CMO, the Chair shall also

meet the following qualifications:

- a. Must hold a permanent faculty position;
- b. Must be a member of the Academic Council;
- c. Must have been a resident member of the Department for at least two (2) years before his/her appointment;
- d. Must possess a doctoral degree in a field of specialization relevant to the Department he/she will head; and,
- e. For departments with certain professional requirement, he/ she must have passed the appropriate professional board examinations.

3. ISI Head

The Information System Institute shall be headed by a ***Head***, who is designated by the University President in consultation with the Dean of the College of Engineering. The unit Head shall have the following duties and functions:

- a. Supervises and monitors the operation of the Institute; and,
- b. Sets the direction of the activities of the Institute.

4. Project Coordinator

The CLSU Hydroponics and Aquaponics Technologies shall be headed by a ***Project Coordinator***, who is designated by the University President in consultation with the Dean of the College of Engineering. The Coordinator shall have the following duties and functions:

- a. Represent the CHAT in various functions/meetings/conferences/trainings; and,
- b. Provide daily oversight of the CLSU Hydroponics and Aquaponics Technologies demonstration and experimental station.

5. College Secretary/Department Secretary

The College shall have a Secretary, who is designated by the Dean of the College of Engineering with the following duties and functions.

- a. Keep and provide an up to date minutes of meetings of the College of Engineering;
- b. Keep official records and other pertinent documents of the College of Engineering;

- c. Accomplish pertinent papers/communications as requested by the Dean and or by the school personnel; and,
- d. Perform other functions pertaining to the Office of the College Secretary, or assigned by the Dean.

The four Department of the College shall also have a Secretary, who is designated by the respective Department Chairs of each unit in consultation with the Dean of the College of Engineering and Faculty members of each departments. The Department Secretary shall have the following functions:

- a. Keep and provide an up to date minutes of meetings for his/her department;
- b. Keep official records and other pertinent documents for his/her department;
- c. Accomplish pertinent papers/communications as requested by the Dean, Department Chair and or by the Faculty of the respective departments; and,
- d. Perform other functions pertaining to the Office of the Department Secretary, or assigned by the Dean and Department Chairs.

6. College Registrar

The College shall have a Registrar, who is designated by the Dean of the College of Engineering with the following duties and functions.

- a. Coordinate the preparation of the College of Engineering's class schedules before the start of the school year;
- b. Keep pertinent records of the College of Engineering's graduates and current enrollees;
- c. Submit reports of enrolment to the Department Chair, Dean, and VPAA; and,
- d. Performs other functions as may be assigned by higher authorities.

7. Division Heads

There shall have Division Heads in the Department of Agricultural and Biosystems Engineering, who is appointed by the Department Chair in consultation with the Dean of the College of Engineering and the Faculty members of the department. The Division Heads shall have the following functions:

- a. To assist the Department Chair to identify textbooks and other reference materials and in the preparation of course syllabi and other instructional materials for use in specific subjects.

- b. To assist the Department Chair in the development and offering of new curricular programs, and cause the revision or abolition of existing courses or curricular programs; and,
- c. To assist the Department Chair in the implementation and supervision of academic and administrative matters in the department.

8. College Coordinators

Based from the Proposed Revision for the Organizational and Functional Structure of the University, the sub-units of the College of Engineering shall be led by the unit coordinator. The duties and functions of the Coordinator will depend to the program/discipline of the sub-units.

i. College Graduate Program Coordinator

As per ISO Procedure, the duties and function of the Graduate Program Coordinator are the following:

- a. To device action plan to facilitate monitoring of graduate student's track or progress;
- b. To compose a committee to review en banc Program of Study of graduate students;
- c. To facilitate prompt replies to inquiries of prospective students.
- d. To receive documents submitted by prospective students to UGPO, and forwards to Department Chair;
- e. To prepare and submit to UGPO the list of student applicants approved by the Dean;
- f. To finalize list of courses to be offered 5-working days before enrollment;
- g. To prepare list of ongoing courses and respective schedules by faculty, and provides copy to UGPO, 30-working days after classes begin;
- h. To guide student on proper way of accomplishing forms for Advisory Committee and Program of Study by conferring with Department Chairs and also providing students with a list of research focus of graduate faculty;
- i. To initial all forms submitted to CGP Office prior to Dean's signing to ensure recording and documentation;
- j. To coordinate the administration of comprehensive and qualifying examinations among examinee, Advisory Committee, Department Chair and Dean; and submits to the UGPO results of examination;
- k. To receive application for final defense and consolidates the list of names of students who will defend; the list will be submitted to UGPO 5-working days after the set deadline of final defense. Copies

of report of final defense per student (ACA.UGP.YYY.F.029) are submitted by CGPC to the UGPO;

- l. To ensure that all requirements for graduation are complied with by graduating students;
- m. To affix initials next to the Dean's name in the circulating copy form (ACA.UGP.YYY.F.024) for manuscripts signed by the Advisory Committee before forwarding to the UGPOffice for language and format editing; and,
- n. To do related duties and responsibilities that are inherent to the position.

ii. College Internal Affairs Coordinator

- a. To coordinate with the International Affairs Office regarding inbound foreign visitors as well as outbound faculty and students for document compliance;
- b. To prepare communications and accommodating foreign visitors through the office of the Dean of the College of Engineering;
- c. To monitor travel documents for outbound College of Engineering faculty and students;
- d. To prepare the Memorandum of Agreement for possible institution with intention to have international linkage with CLSU College of Engineering;
- e. To accommodate foreign students who would be enrolling in the College of Engineering Graduate Program;
- f. To arrange board and lodging accommodation to foreign visitors/students prior to arrival at CLSU;
- g. To coordinate with other international institution for possible international linkage on student teaching program, faculty exchange program, collaborative research, and graduate student exchange program;
- h. To disseminate information about possible linkage; and,
- i. To do related duties and responsibilities that are inherent to the position.

iii. College Guidance Coordinator

- a. To assist students with problems within your expertise;
- b. To coordinate and refer students to GSU for psychological testing, counselling, job placement and other guidance services.;
- c. Conduct individual intake interview for First Year college students;
- d. Attend to meetings, seminars and trainings for CGCs and submit semestral action plan and accomplishment reportsand; and,
- e. To do related duties and responsibilities that are inherent to the position.

iv. College Accreditation Coordinator

- a. To spearhead the preparation of the College Accreditation;
- b. To coordinate with the Dean and Department Chairs regarding the preparation of the Accreditation documents, supplies and materials;
- c. To coordinate with the Area Leaders and members regarding the preparation of the Accreditation;
- d. To prepare schedule of activities for the Accreditation;
- e. To preside meetings re: Accreditation activities; and,
- f. To do related duties and responsibilities that are inherent to the position.

v. College Alumni Coordinator

- a. To represent the college in alumni meetings;
- b. To coordinate and inform the college about the programs and activities line up by the CLSU Alumni Inc;.
- c. To plan and propose for activities relative to alumni of the college; and,
- d. To do related duties and responsibilities that are inherent to the position.

vi. College GAD Coordinator

- a. To lead the assessment of the gender-responsiveness of policies, strategies, programs, activities, and projects of the college;
- b. To prepare the annual college GAD Plan and Budget. and GAD Accomplishment Report and other GAD reports that may be required;
- c. To lead in setting up appropriate systems and mechanisms to ensure the generation, processing, review, and updating of college sex disaggregated data;
- d. To coordinate with other GAD groups to have a collaborative and integrated GAD PPAs
- e. To ensure that all personnel/students of the college are capacitated on GAD; and,
- f. To do related duties and responsibilities that are inherent to the position.

vii. College Research and Publication Coordinator

- a. To formulate and update guidelines for publication college research journal;

- b. To encourage faculty and students both undergraduate and graduate program to publish their scholarly works;
- c. To serve as Editor in Chief of the college research journal;
- d. To coordinate the submission, acceptance, revision and printing of the college research journal; and,
- e. To do related duties and responsibilities that are inherent to the position.

viii. College Extension Coordinator

- a. To coordinate with the Dean in conceptualizing college extension projects;
- b. To facilitate the planning, implementation, monitoring and evaluation of extension projects conducted by the College and/or by the Departments;
- c. To coordinate with the collaborating agency as partners in extension activities/projects;
- d. To monitor process documentation of each activity as per terminal reports and proceedings;
- e. To conduct orientation on extension programs and updates to all extension department coordinators, project leaders, department chairs and student council presidents;
- f. To prepare a proposal for annual extension activities; and,
- g. To do related duties and responsibilities that are inherent to the position.

ix. College Training Coordinator

- a. To coordinate with the Dean in conceptualizing college training programs;
- b. To facilitate the planning, implementation, monitoring and evaluation of training programs;
- c. To coordinate with CHED and other collaborating agencies as regards the conduct of training programs; and,
- d. To do related duties and responsibilities that are inherent to the position.

x. College Physical Plant Site Development Coordinator (PPSDC)

- a. To monitor the building, premises and physical structures of the school;
- b. To prepare program of works for repair, constructions of buildings;
- c. To prepare list of needed materials for purchase in constructing/repairing the college physical structures;

- d. To coordinate with pertinent offices for the repair and maintenance of the school building and facilities; and,
- e. To do related duties and responsibilities that are inherent to the position.

xi. College NBC Coordinator

- a. To keep a record of pertinent documents of each faculty members for evaluation;
- b. To attend meeting related to NBC;
- c. To evaluate and submit the CCE and QCE points of the CED Faculty for the NBCand; and,
- d. To update the faculty re the latest development in the NBC.

xii. College Faculty Association Inc., Representative

- a. To represent the college in every meeting of CLSU faculty association;
- b. To coordinate and inform the college on the different programs and activities of the CLSU faculty association; and,
- c. To do related duties and responsibilities that are inherent to the position.

xiii. College Board Exam Coordinator

- a. To coordinate with the reviewers, reviewees and department chairs and inform graduating students on the specific dates of review sessions;
- b. To plan of schedules for General Education courses, Basic Engineering Courses and Professional Engineering courses;
- c. To facilitate the reproduction and distribution of board exam materials for the review sessions;
- d. To check reviewer's and reviewees' attendance every session;
- e. To do related duties and responsibilities that are inherent to the position.

xiv. College CERDS Coordinator

- a. To attend meetings to CERDS as representative of the College;
- b. To coordinate activities of CERDS which needs participation of faculty;
- c. To updates faculty on the information relative to development and preparation of Instructional Materials as well as trainings and seminars being conducted by CERDS;

- d. To facilitate inventory and processing of Instructional Materials with faculty and CERDS; and,
- e. To do related duties and responsibilities that are inherent to the position.

xv. College Learning Resource Center Coordinator

- a. To conduct orientation to college students and faculty as to their privileges in the use of the facilities of the center;
- b. To assist students' and faculty needs in the center;
- c. To keep the center clean and orderly;
- d. To keep and maintain a record of books, library users, copies of narrative reports and other materials; and,
- e. To do related duties and responsibilities that are inherent to the position.

xvi. College Sports Coordinator

- a. To represent the college in all meetings concerning student sports development;
- b. To facilitate the selection and training of students with special talent in sports or those who are willing to be trained;
- c. To provide leverage and activities that will expose and enhance the skills of the students;
- d. To submit accomplishment reports to the Dean; and,
- e. To do related duties and responsibilities that are inherent to the position

xvii. College Risk Reduction and Management Coordinator

- a. To act as program coordinator on matters pertaining to the College Disaster/Risk Management activities;
- b. To communicate with the University authorities through the College Dean on activities and programs of the College of Engineering Disaster Risk Reduction Management;
- c. To ensure that all faculty, staff and students of the College of Engineering will participate in the different activities/drills organized for the purpose of disaster preparedness and risk reduction;
- d. To organize sub-groups/teams which are composed of faculty and students for the purpose of disaster preparedness and risk reduction; and,
- e. To do related duties and responsibilities that are inherent to the position.

xviii. College Syllabus Review Committee

- a. To facilitate the review, signing and safekeeping of syllabi prepared by the faculty members;
- b. To review the alignment/congruency of the target/objectives set and the assessment method;
- c. To check the adherence of OBE syllabus to the correct format implemented; and,
- d. To do related duties and responsibilities that are inherent to the position.

xix. College Student Council Adviser

- a. To advise the College of Engineering Student Council in its goal setting and to assist the members to be acquainted with each other as individuals in order to encourage overall participation, a sense of belonging, and an environment of trust and respect;
- b. To serve as mentor and work with and through Student Leaders (Council Officers) to carry out a phase of their civic education and enhance their leadership skills;
- c. To serve as consultant who helps student leaders to find answers, suggest or aid the student council members with ideas and by suggesting new projects or recurring project for deliberation, discussion, and implementation;
- d. To serve as counselor who often helps to mold the attitudes and character of the Student Leaders/ Council officers;
- e. To serve as an evaluator that is primarily concerned with the "process" as well as the "product" of all of the activities to be conducted by the Student Council; and,
- f. To do related duties and responsibilities that are inherent to the position.

9. Non-Teaching Staff and other Personnel

There shall be non-teaching staff in the Office of the Dean, who are designated by the University President in consultation with the Dean of the College of Engineering. Their specific duties and responsibilities are:

i. Administrative Aide

- 1. Provides administrative support to an academic teaching department;
- 2. Maintaining an inventory of office supplies, and utilizing the appropriate process; and,
- 3. Supports the department by performing all other duties as assigned by the department head.

ii. Laboratory Aide

- a. To safekeep all equipment, machines, tools, supplies, materials, and other related items of the college;
- b. To facilitate inventory and maintenance of all equipment, machines, tools, supplies, materials, and other related items and maintains records such as borrower's slip; and,
- c. Recommends to the Office of the Dean purchase of related materials.

The Information Systems Institute shall have Software Systems Engineer, Network Systems Engineer, Systems Security Engineer, IT Resource Person and Computer Technician, who are designated by the University President in consultation with the Dean of the College of Engineering and the Director of the ISI. Their duties and functions are:

iii. Software Systems Engineer

Spearhead research, development, and extension work with regards to software, software development, and software application and use.

iv. Networked Systems Engineer

Spearhead research, development, and extension work in networked systems and technologies.

v. Systems Security Engineer

Spearhead research and development with regards to IT threats and security issues.

vi. IT Resource Person

Serves as resource person in the training, seminar, forum, and workshops at the Institute.

vii. Computer Technician

Troubleshoot and repair system and hardware problems within the Institute and the College.

The CLSU Hydroponics and Aquaponics Technologies as well as with the Soil and Water Laboratory Demo Farm shall have an Assistant Project Coordinator, Project Staff, Research Associate, Research Assistant, and laborers. These personnel shall have the following duties and functions:

viii. Assistant Project Coordinator

- a. Represents the project coordinator in his absence; and,
- b. Assists the project coordinator in managing the CHAT.

ix. Project Staff

- a. Reports directly to the Project Leader/Coordinator, manage and supervise all activities with regards to crop management;
- b. Prepare pertinent presentation/report as per needed;
- c. Receive, entertain and explain to visitors about the research/experiments/project; and,
- d. Conducts training, seminar on Soiless culture.

x. Research Associate

- a. Reports directly to the Project Leader with regards to policy and management;
- b. Manage and supervise all activities in the farm;
- c. Prepare pertinent reports as per needed;
- d. Conduct research experiments as required by the funding agency and as stipulated in the protocol;
- e. Receive, entertain and explain to visitors about the research/experiments/project;
- f. Conducts training, seminar on indoor vertical farming system; and,
- g. Automation and sensor calibration of the IVFS chamber.

xi. Research Assistant

- a. Assist the Administrative assistant, Research Associates in conducting research;
- b. Prepare and maintain records of purchase requests, purchase order of equipment or supplies necessary for the project and acts as liaison;
- c. Entertain visitors and acts as mediator between the undergraduate students and the faculty researcher;
- d. Conduct literature reviews and provide ready access to all experimental data for the faculty researcher and/or supervisor;
- e. Collect, maintain accurate records and analyze data;
- f. Prepare materials for submission to granting agencies and foundations;

- g. Prepare, maintain and update website materials; and,
- h. Perform jobs as directed by the Project Leader.

xii. Laborer

- a. Cleaning, leveling and land preparation for site development and construction;
- b. Excavation and backfilling of soil for the construction of indoor plant chamber;
- c. Steel cutting, painting, welding and fabrication of trusses, purlins and beams;
- d. Electrical lay-out, wiring and installation;
- e. Cement mixing and concrete lay-outing;
- f. Installation of roofing, ceiling and walling materials;
- g. Pipe cutting, fitting and installation of plumbing materials;
- h. Perform gardening activities;
- i. Maintenance of experimental areas, cleaning, weeding, and disinfection of plant chamber;
- j. Seeding, transplanting and harvesting activities; and,
- k. Water replenishment for hydroponic /aeroponic system.

Part V

Policies and Procedures

A. The College of Engineering Admission Policies and Procedures

The College of Engineering subscribe to all ISO Procedures under the Academic Program.

a. Departments (DABE, DCE, DES, DIT)

The four departments of the College of Engineering, the Department of Agricultural and Biosystems Engineering, Department of Civil Engineering, Department of Engineering Sciences and the Department of Information Technology follows a standard admission procedure and requirements for all of the undergraduate programs.

To be admitted into the BSABE program, BSCE program, BSMET program and BSIT program, the student must:

- 1) Have qualified for admission in CLSU based on the results of the College Admission Test
- 2) Have satisfied the general requirements set by the university for new students;
- 3) Have preferably been a graduate of the STEM strand of the Senior High School Program;
- 4) (for non-STEM or non-SHS graduates, transferees or shifters) Have obtained a GPA of 2.5 or better, passed the department interview and agreed to take additional course(s) or undergo the bridging program that may be prescribed by the department.

In order for the students to be retained and continue/finish BSABE program, the retention policy of the department must be considered.

- 1) A 1st year student to be retained in the BSABE program or a shifter/transferee to be admitted in the BSABE program must have a grade of 2.75 or better in MATH (Calculus 1) and PHYSICS (Physics for Engineers).
- 2) For higher year, please check the University policies.
- 3) For Graduate Program, please check the Graduate Program Policies.

b. Information Systems Institute (ISI)

For the ¹Terms and Conditions on the use of Databases or information systems which are unique forms of derivative works shall be governed by the following guidelines:

- 1) Prior approval from the CLSU shall be required for any use of database or information systems;
- 2) A user shall not extract or re-utilize a database or contents thereof without prior approval of CLSU or the copyright owner;
- 3) The user shall not distribute copies of the database or contents thereof to third parties without authority from CLSU; and,
- 4) A user shall properly attribute or cite CLSU or author when using the database or contents thereof for communication to the public.

The Institute office procedures that must be observed are as follows:

A. Office Order, Request and Referral

- 1) ISI Head received order, request or referral verbally or through telephone call, text message or email primarily from the university president or from officers of another office/unit through the Dean.
- 2) ISI Head assigns order, request or referral to responsible personnel.

B. Assessment and Identification of Responsible Office/Personnel

- 1) The ISI Head assesses the request and shall identify the responsible personnel for the task.
- 2) A draft memorandum shall be prepared by the College of Engineering (CEN) Dean and may be encoded by a Dean's office Staff, if the identified office or personnel for the task is/are other than the offices or personnel under ISI.
- 3) The draft memorandum shall be forwarded to the CEN for review, correction and/or amendment.
- 4) Final draft shall be made by the encoder, until there are no more corrections or amendments.

C. Cascading/Delegation of Task

- 1) For task identified for the accomplishment of a personnel within the Institute, a transmittal slip shall be prepared and issued accordingly.
- 2) For task involving offices and personnel other than those directly under the ISI, a memorandum shall be signed by the University President for this purpose and shall be distributed by the Records Office.

¹ Article 182, Section 5 of the Revised University Code.

- 3) If needed, a briefing or coaching session shall be conducted for the personnel who will be involved directly on the task to allow clarification about the specifics of what needs to be done.

D. Coordination/Follow-up

- 1) For data/information which are dependent on the submission of other offices or personnel, coordination shall be done.
- 2) The ISI Head and/or the ISI Staff shall conduct coordination, follow-up and monitoring of tasks thru personal visit, telephone call, e-mail or text message.

E. Retrieval of Data/Information

- 1) The ISI Head and/or ISI Staff shall receive hard and/or soft copies of data/information being retrieved.
- 2) Retrieval of soft copies can be done through e-mail, USB, CD, DVD or social media accounts.
- 3) All raw data/information retrieved shall be properly entered at the logbook.
- 4) The retrieved raw data/information shall be forwarded to the ISI Head and/or assigned ISI staff.
- 5) ²All data retrieval shall be governed by the terms and conditions on the use of Databases and Information Systems when applicable.

F. Processing, Consolidation and Analysis

- 1) The ISI Head and/or assigned ISI staff shall process and consolidate the data/information accordingly.
- 2) Analysis of the consolidated data/ information shall be done by the ISI Head and/or assigned ISI staff.
- 3) Doubtful data/information shall be validated or verified by the ISI Head and/or ISI staff, directly from the source or available data on hand.
- 4) Validation or verification shall be done by personal visit, telephone call and/or email.
- 5) For task confined at the ISI jurisdiction, processing shall be done by the concerned ISI Head and maybe aided by an ISI staff.

G. Report Preparation

- 1) A draft report shall be prepared by the ISI Head and encoded by the ISI staff.
- 2) The draft report shall be forwarded to the CEN Dean for comments, suggestion, and correction. If necessary, a draft transmittal letter shall be prepared.

² Article 182, Section 5 of the Revised University Code.

- 3) The report and author and/or transmittal letter shall be encoded by the concerned ISI staff on its final form after incorporating the correction/s and/or revision/s.
- 4) The final report shall be signed by the ISI Head together with the transmittal letter, if necessary.
- 5) If necessary, the report shall be reproduced and bound by the ISI Staff.

H. Submission of Report/Compliance

- 1) The report shall be submitted by the ISI Head to the CEN Dean or the concerned Office that consolidates the required report
- 2) The report may be directly submitted by the ISI Head through e-mail, or personal delivery to the concerned office.
- 3) The ISI Head may delegate to the concerned personnel for direct uploading of report at on-line template/s, on a case to case basis.
- 4) Urgent request/s and entailing minimal data or information may be submitted via text message or telephone call.

c. Hydroponics And Aquaponics Technology (CHAT) And Land And Water Laboratory (LWL) And Demonstration Farm

The special projects procedures that must be observed are as follows:

A. Office Order, Request and Referral

- 1) CHAT and LWL Coordinate received order, request or referral verbally or through telephone call, text message or email primarily from the university president or from officers of another office/unit through the Dean.
- 2) CHAT and LWL Coordinator assigns order, request or referral to responsible personnel.

B. Assessment and Identification of Responsible Office

- 1) The CHAT and LWL Coordinator assess the request and shall identify the responsible personnel for the task.
- 2) A draft memorandum shall be prepared by the collaborating agencies and College Dean and that may be encoded by a Dean's office Staff, if the identified office or personnel for the task is/are other than the offices or personnel under LWL.
- 3) The final Memorandum shall be reviewed by the CLSU Board Secretary for the final signing both parties.

C. Communication

- 1) For data/information which are dependent on the submission of other offices or personnel, coordination shall be done.
- 2) The Coordinate and assigned personnel shall conduct coordination, follow-up and monitoring of tasks thru personal visit and site validation, telephone call, e-mail or text message.

D. Report Preparation

- 1) A draft report shall be prepared by the research associate and encoded by the administrative staff
- 2) The draft report shall be forwarded to the Coordinator for, suggestion, and correction.
- 3) The final report shall be signed by the Coordinator together with the transmittal letter
- 4) If necessary, the report shall be reproduced and bound by the Administrative Staff.

E. Submission of accomplishment Report

- 1) Reports shall be submitted by the Coordinator to the concerned Office that consolidates the required reports.
- 2) Reports may be directly submitted by Coordinator through e-mail, or personal delivery to the concerned office.

Part VI

Roster of Faculty and Staff

A. The College of Engineering Faculty and Staff

The College of Engineering have an adequate number of competent and qualified faculty. All departments have more than the preferred requirement of at least two (2) faculty members for each area of specialization as a set requirement to teach professional courses of their respective programs.

All full-time faculty members teaching professional courses are a holder of Master's degree in their own academic disciplines as shown on the tables below.

Table 1.The Complete List of DABE Faculty

NAME	Highest Educational Attainment
Sayco, Theody B. – College Dean	PhD in Agricultural Engineering
Villota, Elmar M. – Dept. Chair	PhD in Biological and Agr'l Engineering
Badua, Sylvester A.	PhD in Biological and Agr'l Engineering
Camaso, Eliza E.	MS in Agricultural Engineering
Castillo, Claire Marie M.	PhD in Biological and Agr'l Engineering (Candidate)
Cinense, Marvin M.	PhD in Agricultural Engineering
Denson, Melba D.	PhD in Biological and Agr'l Engineering (Candidate)
Delos Santos, Marlon T.	MS in Agricultural Engineering
Espino, Armando Jr. N.	PhD in Applied Biological Science
Fabula, Jonathan V.	PhD in Biological and Agr'l Engineering
Galad, Marlon N.	PhD in Agricultural Engineering (Candidate)
Lavarias, Jeffrey A.	PhD in Agricultural Engineering
Malamug, Vitaliana U.	PhD in Agricultural Engineering
Mateo, Wendy C.	PhD in Biological and Agr'l Engineering
Sacdalan, John Paulo C.	PhD in Biological and Agr'l Engineering (Candidate)
Sace, Chito F.	PhD in Agricultural Engineering
Pascual, Christopher S.	MS in Agricultural Engineering
Peneyra, Ruel G.	PhD in Agricultural Engineering(Candidate)
Ramos, Gloria N.	MS in Agricultural Engineering
Sicat, Emmanuel V.	PhD in Agricultural Engineering
Somera, Carolyn Grace G.	PhD in Agricultural Engineering

Faculty from Other Unit	
Fabula, Jeannie Rose G.	PhD in Agricultural Engineering
Qitos, Roldan T.	MS in Agricultural Engineering
Salvador, Nicasio C.	MS in Agricultural Engineering

Table 2. The Complete List of DCE Faculty

Name	Highest Educational Attainment
Castro, Philip L.	MS in Civil Engineering (Candidate)
Clauren, Aljom Victor M.	MS in Civil Engineering (Candidate)
De Guzman, Mary Grace J.	MS in Civil Engineering (Candidate)
Julian, Jhoreene A.	MS in Civil Engineering (Candidate)
Lavandero, Laila Marie A.	MS in Civil Engineering (Candidate)
Macandog, Mark John T.	MS in Civil Engineering (Candidate)
Maducdoc, Peter Harold	MS in Civil Engineering (Candidate)
Malasan, Ritchie C.	MS in Civil Engineering (Candidate)
Matutino, Jose A.	Master of Engineering Education (on leave)
Nagal, Joseph Frank A.	PhD in Materials Science and Engineering (on-going)
Perez, Mary Jane Caysip	MS in Civil Engineering (Candidate)
Untalan-Gonzales, Leah H.	MS in Civil Engineering
Vergara, Ruel V.	MS in Civil Engineering (Candidate)

Table 3. The Complete List of DES Faculty

NAME	Highest Educational Attainment
Bulanan, Policarpio V.	PhD in Education
Capiendo, Bryan L.	MA in Industrial Education
Chummac, Adrian C.	MS in Meteorology
Dela Cruz, Roy Searca Jose P.	PhD in Environmental Engineering (Candidate)
Dela Cruz, Efren A.	PhD in Energy Engineering
Flores, Jophet D.	MS in Meteorology
Itabashi Jr., Joshihiro C.	MS in Mechanical Engineering (Candidate)
Navarro, Shiela Marie C.	MS in Meteorology
Sanchez, Henrison C.	MS in Meteorology

Table 4. The Complete List of DIT Faculty

NAME	Highest Educational Attainment
Macabale Jr., Nemesio A.	PhD in Electrical and Electronics Eng'g.
Botangen, Khavee Agustus W.	PhD in Computer and Information Sciences
Almarc, Marco A.	BS in Information Technology
Canare, Francis A.	MS in Information Technology (Candidate)
Divina , Cenon Conrado C.	MS in Information Technology (Candidate)
Espino, Daryl F.	MS in Information Technology (Candidate)
Fernando, Joey J.	MS in Information Technology (Candidate)
Gamilla, Anazel, P.	Master's in Information Technology
Garcia, Jerome O.	BS in Information Technology
Inocencio , Gemlyn S.	MS in Information Technology (Candidate)
Ledesma, Amir	BS in Information Technology
Naagas, Marlon A.	Doctor in Information Technology
Peña , Chezalea Fay A.	MS in Information Technology (Candidate)
Santos, Maria Isabel Milagroso M.	Master's in Information Technology
Sebbey, Genalyn B.	BS in Information Technology
Tolentino, Anjela C.	MS in Information Technology
Villanueva, Evelyn A.	Master's in Information Technology