



MINUTES OF MEETING

Type of Meeting: 4th CDRCC Virtual Meeting

Time Started: 1:36 PM

Date and Venue: 25 August 2021, via meet.google.com

Time Ended: 4:55 PM

Presided by (signature above full name): MICHELLE A. BORLEO

Prepared by (signature above full name): SUSANA B. MIÑOZA

Approved by (signature above full name): JANNET C. BENCURE

ATTENDEES

NO.	NAME	OFFICE
1.	Michelle A. Borleo	CET
2.	Lelanie L. Gulane	DABE
3.	Maria Precilla P. Balo	DCE
4.	Joseph C. Martinez	DCST
5.	Haide B. Cuevas	DGE
6.	Antonette S. Cruz	DME
7.	Lorna B. Abamo	DMet
8.	Susana B. Miñoza	RERC

AGENDA, DISCUSSIONS, AND ACTIONS

AGENDA

1. Call to Order
2. Reading and Approval of Agenda
3. Reading and Approval of Previous Minutes
4. Matters Arising from the Previous Minutes
5. New Business
 - a. Review on the New Procedure Manuals disseminated
 - b. Review on College Signages and Policies
 - c. Updates on the New VSU Records Disposition Schedule (RDS)
 - d. Updates on College Control Numbers
 - e. Other Matters
 - i. CSC Eligibility Examination Review for CET Clerk
 - ii. Updates on CET-DRCC Sinking Fund
 - iii. CET-DRCC Honesty Sari-Sari Store
6. Adjournment

DISCUSSIONS AND ACTIONS

1. Call to Order: 1:31 PM by Ms. Michelle A. Borleo, CDRCC Chairman
2. Reading and Approval of Agenda
 - a. Motion to Approve Agenda: Ms. Antonette S. Cruz, DME
 - b. Motion Seconded By: Ms. Lorna B. Abamo, DME
3. Reading and Approval of Previous Minutes (3rd CDRCC Virtual Meeting, May 26, 2021)
 - a. Motion to Approve Previous Minutes: Ms. Susana B. Miñoza, RERC
 - b. Motion Seconded by: Ms. Maria Precilla P. Balo, DCE
4. Matters Arising from Previous Minutes (3rd CDRCC Virtual Meeting, New Business)

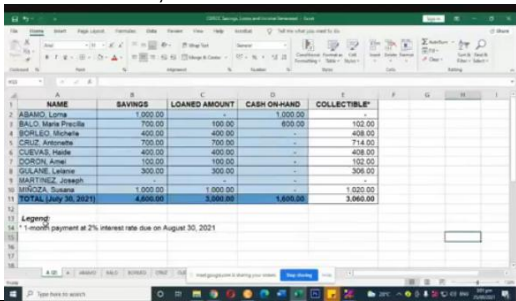
No.	Topics Discussed	Agreed Action(s)	Remarks/Other Matters
1.	Review of College Control Numbers	- File Name: 2021 CET Control Numbers (by Clause & Office) @ https://docs.google.com/spreadsheets/d/1t1Zvm2Wj4BsbB3itUDSkiGQXWqD-lwBrVZY_rSfiD3A/edit#gid=179936213 - Date Reviewed: 26 May 2021 - New/Updated/Retained Control Numbers: <i>Forms under Clause 7: Support</i> FM-HRD-06: CET.ABE R20-01 FM-HRD-07: CET.ABE RI20-01 FM-HRD-19: CET.ABE FDP21-01 FM-RDE-01: CET.ABE RP21-01 TP-RDE-01: CET.ABE Exp21-01 FM-RDE-11: CET.ABE AR21-01s FM-RDE-11: CET.ABE QR21-01 FM-RDE-12: CET.ABE AR21-01r FM-RDE-13: CET.ABE AR21-01e FM-RDE-14: CET.ABE T21-01r FM-RDE-15: CET.ABE T21-01e FM-RDE-16: CET.ABE SR21-01 FM-RDE-17: CET.ABE TNA21-01 FM-RDE-18: CET.ABE RN21-01 FM-RDE-19: CET.ABE PP21-01 FM-RDE-20: CET.ABE Pre21-01 FM-RDE-21: CET.ABE Post21-01 FM-RDE-22: CET.ABE RPE21-01 FM-RDE-23: CET.ABE TE21-01 FM-RDE-24: CET.ABE TC21-01 FM-QAC-09: CET.ABE ID21-01 FM-QAC-14: CET.ABE Q20-01 FM-QAC-14: CET.ABE Q20-01e (for external) FM-QAC-40: CET.ABE SN21-01 <i>Forms under Clause 8: Operation</i> TP-VPA-01: CET.ABE NP21-01 TP-VPA-02: CET.ABE CPE21-01 FM-REG-01: CET.ABE RF21-01	No other matters

No.	Topics Discussed	Agreed Action(s)	Remarks/Other Matters
		FM-REG-02 CET.ABE RA21-01 FM-REG-04: CET LA20-01 FM-REG-10: CET.DABE CR21-01 FM-VPA-01: CET.ABE AT21-01 FM-VPA-02: CET.ABE IFW21-01 FM-VPA-03: CET.ABE CM21-01 FM-VPA-05: CET.ABE RCD21-01 FM-VPA-06: CET.ABE NF21-01 FM-VPA-07: CET.ABE AA21-01 FM-VPA-08: CET.ABE OD21-01 FM-VPA-09: CET.ABE AS21-01 FM-VPA-10: CET.ABE TR21-01 FM-VPA-11: CET.ABE RS21-01 FM-IMD-01: CET.ABE EI21-01 FM-IMD-02: CET.ABE ES20-01 TP-IMD-02: CET.ABE SLG20-01 TP-IMD-04: CET.ABE LM20-01 TP-IMD-05: CET.DABE 20-01a FM-IMD-03: CET.ABE ERD21-01 FM-IMD-04: CET.ABE ERI21-01 TP-IMD-06: CET.ABE IME21-01 TP-IMD-07: CET.ABE IMC21-01 TP-IMD-08: CET.DABE 20-01 TP-IMD-09: CET.DABE TS21-01 FM-IMD-05: CET.ABE EY20-01 FM-IMD-06: CET.ABE VCc21-01 FM-IMD-07: CET.ABE VCr21-01 FM-IMD-08: CET.ABE VCs21-01 FM-IMD-09: CET.ABE VCa21-01 FM-IMD-10: CET.ABE VCe21-01 FM-IMD-11: CET.ABE VCm21-01 FM-ODI-01: CET.ABE CG21-01 FM-REG-19: CET.ABE GS21-01 FM-REG-24: CET AG21-01 <i>Forms not under any Clause</i> FM-ODI-08: CET.ABE FR20-01 FM-ODI-09: CET.ABE LF21-01 FM-ODI-10: CET.ABE LE21-01 TP-VPS-01: CET.ABE MU21-01 FM-VPS-01: CET.ABE PC21-01 FM-VPS-02: CET.ABE IA21-01 FM-VPS-03: CET.ABE ER21-01 FM-LEG-03: CET.ABE CS20-01 FM-PRO-15: CET.ABE PS21-01 FM-PRO-16: CET.ABE E21-01 TP-VPR-01: CET.ABE AR21-01 FM-VPR-09: CET.ABE OPCR21-01 FM-VPI-31: CET.ABE P20-01 FM-VPI-33: CET.ABE CO20-01 FM-VPI-37: CET.ABE DS21-01 FM-REG-20: CET.ABE GC21-01 FM-REG-29: CET.DABE ACA21-01 FM-VSU-01: CET.ABE 20-01m FM-VSU-02: CET.ABE 21-01mc FM-VSU-03: CET.ABE C21-01 FM-VSU-04: CET.ABE 20-01	

No.	Topics Discussed	Agreed Action(s)	Remarks/Other Matters
ii.	Update of CET-DRCC Sinking Fund	- Standing Balance as of April 30, 2021: P2,100 - Advance payment: SBMiñoza & LBAbamo	ASCruz Included in the new business
iii.	CET-DRCC Honesty Sari-Sari Store (HSSS)	<i>Mission:</i> Provide snacks and personal necessities to members. <i>Location:</i> College <i>Manager:</i> Susana <i>Procurement Team:</i> Arnel/Lanie/Tonet/Michelle <i>Price Control Team:</i> Lanie & Michelle <i>Target Start of Operation:</i> May 31, 2021 <i>Initial Capital:</i> P1,500 <i>Possible Items to Offer:</i> - Biscuits, Fudgee bar, Cakes, Chips 3n1 Coffee, Bearbrand, Energen, Milo - Cup Noodles/Canton, instant oats - Sanitary Pad, Panty Liner - Biogesic, Medicol Note: Subject for RCGuarte Approval.	-All members concerned; -Included in the new business
iv.	CET-DRCC Zumba and Other Fitness Activities	Fines: P5/session Motion to cancel the fines: MS. Lorna B. Abamo Motion Seconded by: Ms. Susana B. Miñoza	All members

5. New Business

No.	Topics Discussed	Agreed Action(s)	Remarks
1.	Review on the New Procedure Manuals disseminated	- New procedure manuals were received thru email - MPPBalo cannot receive email from DRC - Inform Ms. Pamie to include MPPBalo in the DRC group - Updated PM & GL on Handling Interested Parties Feedback (uncontrolled copy) - New PMs from OVPREI (uncontrolled copy) - PM-RDE-04 to PM-REI-04 - PM-RDE-05 to PM-REI-05 - PM-RDE-03 to PM-REI-03 - Check email for other updated PMs and GL sent be the DRC - Ask te Pamie	All dDRCs
2.	Review on College Signages and Policies	6 new policies - New: Header, Dean - Change coe@vsu.edu.ph to cet@vsu.edu.ph - Administrative Office: include disinfection in 3 - Conference Room: include disinfection - Comfort Room: include disinfection in 2 - All include disinfection - Citizen Charter DCE	
3.	Updates on the New VSU Records	For correction file only. Sent to Deans for corrections.	

No.	Topics Discussed	Agreed Action(s)	Remarks
	Disposition Schedule (RDS)	- Accreditation files 2 years storage (LBA) - Approval	
4.	Updates on College Control Numbers	- Additional/Updated versions/discontinued PMS and FMS under ODA - Update RDE PMs to REI (SBM)	
5.	Other Matters		
	i. CSC Eligibility Examination Review for CET Clerk	- Organize a small-time review - Review thru google meet - Start September 3, 2021 - Exclusive for CET only	
	ii. Updates on CET CDRCC Sinking Fund	Total as of July 4,600 Loaned amount: 3,000 Cash on-hand: 1,600 Collectible: 3,060 	
	iii. CET-CDRCC Honesty Sari-Sari Store	Cancelled	
	iv. Snacks during CET-DRCC Meeting	September Meeting: Michelle & Tonette October Meeting: Arnel November Meeting: Susana & Lanie December Meeting: Precilla CET DRCC Christmas Exchanging Gifts (for review and deliberations)	

6. Adjournment: 4:27 PM

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Screenshots taken during and after the meeting

Insert additional line, if necessary)



Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.