



GUIDELINES IN REPORT CONTENT AND SUBMISSION

- 1. FILL-UP THE FORMS AND INDICATE THE DATA (TARGET AND ACTUAL) IF THE INDICATORS ARE APPLICABLE TO YOUR UNIT/DEPARTMENT/CAMPUS.**
- 2. THE NARRATIVE REPORT WILL COVER THE FOLLOWING MAJOR HEADINGS:**
- 3. INCLUDE THE DATA IN THE GRAPHICAL PRESENTATIONS (CHARTS, ETC.)**
- 4. THE ACCOMPLISHMENT REPORT SHOULD ALSO COVERS THE FOLLOWING HEADINGS (if applicable):**
 - 4.1 INSTRUCTION**
 - 4.1.1 Student**
 - (a) Program Offerings and Accreditation
 - (b) Enrolment Data Per Program/Course by year (2012-2014); 2015 - 1st/2nd Sem; male/female
 - (c) Scholarship Data by Scholarship Type by year (2012-2014); 2015 – 1st/2nd Sem; male/female
 - (d) Licensure Examinations by year; number of examinees and passers (2012-2014); 2015 – male/female
 - (e) Graduates and Academic Awards; total graduates and academic awards (2012-2014); 2015- 1st/2nd Sem; male/female)
 - (f) Academic, sports and cultural activities
 - (g) National Service Training Program (NSTP); enrolment (2012-2014); 2015- 1st/2nd Sem; male/female) per campus
 - (h) Medical and Dental Services; medical and dental cases (2012 – 2014); 2015 – 1st/2nd Sem; students, faculty, staff and referrals
 - (i) Library Services (2012-2015) in terms of usage (cards issuance, books borrowed, total inventory, donations, newly acquired books)
 - 4.1.2 Faculty**
 - (a) Faculty Profiles (2012-2015); with PhD, on-going PhD, with Masteral and with on-going Masteral studies; current positions (from Instructor 1 to Professor levels)
 - (b) Scholarships (2012-2015); List of faculty scholarships – name of faculty
 - (c) Trainings/Seminars/Conferences Attended (2012-2015)
 - 4.2 RESEARCH**
 - (a) Summary of Paper Presentations; (2012-2014); 2015 - local, regional and national; and international); Dates, Venue, Conference Title, Paper Title, Author
 - (b) In-house Reviews (2012-2014); 2015 (Presenter; Title)
 - (c) Publications (2012- 2014); 2015 – Title, Type, Author, Publisher
 - (d) Funded Research Projects (2012 – 2014); 2015 – project title, funding agency, agency level, and budget/fund
 - (e) Community-based Research Projects and Activities (2012-2014); 2015 - project title, funding agency, agency level, and budget/fund
 - (f) Memberships
 - 4.3 EXTENSION**
 - (a) Extension Activities Conducted (2012-2014); 2015 –Title, Number of participants, budget, and date implemented
 - (b) Farmers Information and Technology Services (FISTS) Center
 - (c) In-house Reviews (2012-2014); 2015 – Title, Presenter
 - (d) Memberships
 - 4.4 ADMINISTRATION**
 - (a) Executive Trainings (2012-2014) ; 2015 – Title, Officials, Date, Location
 - (b) Good Governance and Transparency Compliance
 - (c) General Services
 - (d) Security Office - Number of staff; (2012- 2014); 2015 – relevant projects and improvement
 - (e) Supply Office – number of POs/approved POs; total amount(2012 -2014); 2015 – number of POs/approved POs, amount, types: office supplies, equipment, other goods and services
 - (f) Human Resource Office –Faculty Type Distribution per College, Institute and Campus (2012-2015); 2015 – regular, lecturers, part-timers, age groups, length of service groups



- (g) Financial Services – Summary Income, Personal Expenses, Other Operating Expenses, Financial Expenses (2012-2014); 2015 – Consolidated Statements of Income and Expenses; Cash Flows, Detailed Balance Sheet, Notes of Financial Statements
- (h) Income Generating Projects (IGPs) – Summary of Income (2012-2014); 2015- List of Projects – rental services; agri-based enterprises; food services; student uniform; etc. total amount per service)
- (i) Special Projects – Summary of Income (2012-2014); 2015 – List of Projects – name, location, budget, source of funds, beneficiaries
- (j) Infrastructure Projects – Summary of Projects and Amount (2012- 2014); 2015 – List of projects – date started, date completed, amount
- (k) Awarded Bids – List of Winning Bidders
- (l) Board Resolutions – Summary (2012-2014); 2015 – Number of resolutions; approval status, descriptions
- (m) List of newly appointed and promoted Personnel – summary (2012-2014); 2015 – list of faculty, appointment, effectivity, status of appointment

4.5 GENDER AND DEVELOPMENT

- (a) List of Projects and Activities – summary (2012 -2014); 2015 – according to the MFOs

4.6 CENTENNIAL CELEBRATION 2015

- (Include photos, short stories, other related documentation during the celebration per college and campus)

- 5. **SUBMIT AN E-FILE COPY OF THE REPORT AND PHOTOS IN HIGH RESOLUTION AND WITH BRIEF CAPTION/DESCRIPTION AND EMAIL TO: rsu.annualreport1516@gmail.com**
- 6. **FOR ADDITIONAL GUIDANCE IN REPORT PREPARATION AND CONTENTS, REFER TO THE PUBLISHED ANNUAL REPORTS AYS 2013-2014 AND 2014-2015**
- 7. **DEADLINE OF SUBMISSION: on or before 10 JUNE 2016**



MAJOR FINAL OUTPUTS AND PERFORMANCE INDICATORS 2015

MFOs AND PERFORMANCE INDICATORS	2012	2013	2014	2015
	(Target) Actual	(Target) Actual	Target) Actual	(Target) Actual
Major Final Outputs (MFOs) / Operations				
MFO 1: HIGHER EDUCATION SERVICES				
PI 1.1 QN1: Total number of graduates				
PI 1.2 QL1.: Percentage of total graduates that are in priority courses				
PI 1.3 QL2: Average percentage passing in licensure exams by SUC graduates/national average % passing in board programs to total no. of programs				
PI 1.4. QL3a: Percentage of program accredited at level I				
PI 1.4 QL3b: Percentage of programs accredited at level II				
PI 1.4 QL3c: Percentage of programs accredited at level III				
PI 1.4 T1: Percentage of graduates who finished their academic programs according to the prescribed timeframe				
MFO 2: ADVANCED EDUCATION SERVICES				
PI 2.1 QN1: Total # of graduates in mandated & priority programs				
PI 2.2 QL1: Percentage of graduates who engage in employment or whose employment status improved within 6 months of graduation				
PI 2.3 T1: Percentage of students who rate timeliness of education delivery/ supervision as good or better				
MFO 3: RESEARCH SERVICES				
PI 3.1 QN1: Number of research studies completed in the last 3 years				
PI 3.2 QL1: Percentage of Research projects completed in the last three years				
PI 3.3 QL2: Percentage of research outputs presented in local, regional, national or international fora				
PI 3.4 T1: Percentage of research projects conducted or completed within the original project timeframe				
MFO 4: TECHNICAL ADVISORY EXTENSION SERVICES				
PI 4.1 QT1: Number of person trained weighted by length of training				
PI 4. 2 QT2: Number of persons provided with technical advice				



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PI 4.3 QL1: Percentage of trainees who rate the training course as good or better				
PI 4.4 QL2: Percentage of clients who rate the advisory services as good or better				
PI. 4.5 T1: Percentage of request for training responded to within 3 days of request.				
PI. 4.6. T2: Percentage of request for technical advice that are responded to within 3 days				
PI.4.7. T3: Percentage of persons who receive training or advisory services who rate timeline of service delivery as good as better				



ORGANIZATIONAL OUTCOMES (OOs) AND PERFORMANCE INDICATORS 2015

OOs AND PERFORMANCE INDICATORS	2012	2013	2014	2015
	(Target) Actual	(Target) Actual	(Target) Actual	(Target) Actual
RELEVANT AND QUALITY TERTIARY EDUCATION ENSURED TO ACHIEVE INCLUSIVE GROWTH				
PI 1.1 Average percentage passing in licensure exam by the SUC graduates/national average percentage passing in board programs covered by the SUC				
PI 1.2 Percentage decrease in number of sub-standard and below average performing programs				
PI 1.3 Percentage increase of graduates in priority programs				
ACCESS OF DESERVING BUT POOR STUDENS TO QUALITY TERTIARY EDUCATION INCREASED				
PI 2.1. Percentage change of students in priority programs awarded financial aid				
PI 2.2 Percentage change of students awarded financial aid who completed their degrees				
HIGHER EDUCATION RESEARCH IMPROVED TO PROMOTE ECONOMIC PRODUCTIVITY AND INNOVATION				
PI 3. 1a Percentage of R&D outputs patented/commercialized/used adopted by industry/small and medium enterprises/LGU/community based organizations				
PI 3.1b. Percentage of R&D outputs patented/commercialized/used/ applied in course instructions				
PI 3.2 Number of research and development outputs in the fields of agro-agricultural technology published in CHED recognized referred journals				
PI 3.3a Number of faculty engaged in research work applied in pursuing advanced research degree program (PhD)				
PI 3.3b Number of faculty engaged in research work applied in publishing (investigative, or basic and applied scientific research)				
PI 3.3c Number of faculty engaged in research work applied in producing technologies for commercialization or livelihood				
COMMUNITY ENGAGEMENT INCREASED				
PI 4.1 Number of partnerships with LGUs, industry, small and medium enterprises, and local entrepreneurs in developing, implementing, or using new technologies relevant to agro-industrial development				
PI 4.2 Number of poor beneficiaries of technology transfer/extension program and activities leading to livelihood improvement				