STRATEGIC PLAN (aligned to SDG 13)

STRATEGIC PLAN 2025-2030

CENTURY OF MISSION, A FUTURE OF IMPACT



Strategic Program/ Project	KRA	BSC	Partner Units	Y1	Y2	Y3	Y4	Y5	KPI	Budget
e. Phase 2 of the Fr. Tanchoco building	IEGE	CUS	PPPDMO			Phase 2 completed			By the end of Year 5, Phase II of the Fr. Tanchoco building has been completed.	
f. Indoor firing range.	IEGE	CUS	PPPDMO	Indoor firing range repaired					By the end of Year 5, the indoor firing range has been 100% repaired	
g. Comfort rooms	IEGE	CUS	PPPDMO	1 renovated	1 renovated				By the end of Year 5, 2 old restrooms (1 college and 1 JHS) shall have been renovated.	
h. Rooftop photovoltaic solar panels	IEGE	CUS	PPPDMO	3 additional installed (1 GS, 1 JHS, 1 E)					By the end of Year 5, 3 99.00 KPW on-grid Solar PV system shall have been installed	
i. Centennial building	IEGE	CUS	PPPDMO					100% completed	By the end of Year 5, the Centennial building shall have been constructed.	
j. Basic Education Registrar's Office vaults	IEGE	CUS	PPPDMO	Registrar's vault constructed (GS)	Registrar's vault constructed (JHS)	Registrar's vault constructed (SHS)			By the end of Year 5, 3 fire-resistant vaults shall have been constructed for the basic education Registrar's Office.	

Strategic Program/ Project	KRA	BSC	Partner Units	Y1	Y2	Y3	Y4	Y5	KPI	Budget
k. Water tanks	IEGE	CUS	PPPDMO	10					By the end of Year 5, 10 small water tanks have been replaced with 4 bigger tanks.	
l. Airconditioning units at the School of Graduate Studies and college classrooms	IEGE	CUS	PPPDMO		24 classrooms in the JVD installed with aircon	44 classrooms installed with aircon		0	By the end of Year 5, 88 classrooms at the college campus have been installed with air conditioning units.	
m. Main gate façade.	IEGE	CUS	PPPDMO		Fascade improved				By the end of Year 5, the main gate entrance and façade in the college campus has been aesthetically improved.	
n. Car and motorcycle parking areas	IEGE	CUS	PPPDMO			Vehicles/ motorcycles parking constructed			By the end of Year 5, new parking space for vehicles/ motorcycles has been constructed.	

Strategic Program/ Project	KRA	BSC	Partner Units	Y1	Y2	Y3	Y4	Y5	KPI	Budget
o. Permanent building signages.	IEGE	CUS	PPPDMO			100%			By the end of Year 5, 100% of building signages have been replaced with permanent building markers.	
p. Bunkhouse in SMU's *Dinadiawan* property.	IEGE	CUS	PPPDMO		Bunkhouse constructed				By the end of Year 5, a bunkhouse in the Dinadiawan property shall have been constructed.	
q. Orbit fans	IEGE	CUS	PPPDMO IMO IAO Finance GSO	100	100	100	100	100	By the end of Year 5, 500 orbit fans shall have been replaced	
r. LED lights	IEGE	CUS	PPPDMO IMO Finance	100%	100%	100%	100%	100%	By the end of Year 5, 100% of the campuses shall have been using LED lighting.	
s. Feeder Lines	IEGE	CUS	PPPDMO GSO Finance SPCO IMO	UB, CL,	MV/CNS, CICM, TTBDO, E, H				By the end of Year 5, 7 buildings (MV, CICM, CNS, TTBDO, S, UB, CL and H) shall have been separated	

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Strategic Program/ Project	KRA	BSC	Partner Units	Y1	Y2	Y3	Y4	Y5	KPI	Budget
									with new feeder lines.	
t. GenSet Purchase	IEGE	CUS	PPPDMO GSO SPCO Finance IMO	1					By the end of Year 5, 1 new (1000KVA) generator set shall have been purchased and installed at the SHS powerhouse	
u. Battery storage system	IEGE	CUS	PPPDMO GSO VPF IMO	1 battery for Hantson and Tanchoco installed	1 installed at the Sacred Heard Center	1 installed at the JVD	1 installed at the GDB and Apo Pilo		By the end of Year 5, 4 battery storage system shall have been purchased and installed	
v. MRU	IEGE	CUS	PPPDMO	MRU constructed					By the end of Year 5, the MRU shall have been constructed..	
w. PPPDMO Shop	IEGE	CUS	PPPDMO	PPPDMO shop constructed					By the end of Year 5, the PPPDMO shop shall have been constructed.	
x. Repainting of all buildings	IEGE	CUS	PPPDMO Finance GS JHS SHS Deans	2 buildings (D and J)- GS	3 buildings (E, B, C)-JHS	1 (H building) SHS, CL	Gym, Main Library,	S Extension Building, D building,)	By the end of Year 5, 11 buildings shall have been repainted 2 buildings (D and J)-GS	

Strategic Program/ Project	KRA	BSC	Partner Units	Y1	Y2	Y3	Y4	Y5	KPI	Budget
Compliance Program a. Inspection of major projects									conducted for major projects	
b. Compliance with building occupancy permits	IEGE	IBP	PPPDMO	5	5	5	5	4	By the end of Year 5, 24 buildings shall have been granted certificates of occupancy.	
c. Physical Facilities Preventive Maintenance c.1. Genset c.2. Fans c.3. Aircons c..4. CRs c.5. Ceilings c.6. Classrooms c.7. Tools c.8. Equipment	IEGE	IBP	PPPDMO GSO SPCO Finance	100%	100%	100%	100%	100%	By the end of Year 5, 100% of scheduled facilities preventive maintenance (including calibration) shall have been completed on time.	
`Services Development Program (RSDP) a. Admission	AA	CUS	OUR CICT	1	1	1	1	1	By the end of Year 5, at least 5 enhancements in admissions process	

									raised.	
Sustainable Resource Management Program	IEGE	IBP	PPPDMO	3	1	1			By the end of Year 5, 5, rainwater collection units	

Strategic Program/ Project	**KRA**	**BSC**	**Partner Units**	**Y1**	**Y2**	**Y3**	**Y4**	**Y5**	**KPI**	**Budget**
a. Rainwater Harvesting System Project									shall have been installed.	
b. Campus Energy Consumption Reduction Project	IEGE	IBP	PPPDMO GSO SPCO Finance IMO	Solar panel installation	5-10% energy reduction compared to previous year	5-10% energy reduction compared to previous year	5-10% energy reduction compared to previous year	5-10% energy reductionco mpared to previous year	By the end of Year 5, a cumulative reduction in total campus energy consumption of at least 20% (based on Year 2 baseline level) shall have been achieved.	
c. Green Campus Project	IEGE	IBP	PPPDMO GSO	1	1	1	1	1	By the end of Year 5, 5 instagramable sites shall have been developed.	
Consolidation of SDG Initiatives	IEGE	CUS	PERIO	1	1	1	1	1	By the end of Year 5, 5 reports on SDG initiatives shall	

Strategic Program/ Project	KRA	BSC	Partner Units	Y1	Y2	Y3	Y4	Y5	KPI	Budget
									have been made and published.	
Waste and Emissions Management Program a. Waste Electrical and Electronic Equipment (WEEE) / e-waste Reduction	AD	IBP	SPCO CETSO	300kg reduction	300kg reduction	300kg reduction	300kg reduction	300kg reduction	By the end of Year 5, WEEE shall have been reduced to 1500kg	
b. Waste Segregation	AD	IBP	SPCO PPPMDO (GSO)	1000 bags segregated	1000 bags segregated	1000 bags segregated	1000 bags segregated	1000 bags segregated	By the end of Year 5, 5000 bags shall have been segregated.	
c. Recycling	AD	IBP	SPCO PPPDMO (GSO)	300 kg recycled	300 kg recycled	300 kg recycled	300 kg recycled	300 kg recycled	By the end of Year 5, 1500kg shall have been recycled.	
Enhanced CHSF Program	AD	IBP	ADSAS DSAS	2 meetings with PDEA or other government	100% provision of the legal requirement,	Completed and sustained	Completed and sustained	Completed and sustained	By the end of Year 5, the university is accredited by at	Php 10,000

Strategic Program/ Project	KRA	BSC	Partner Units	Y1	Y2	Y3	Y4	Y5	KPI	Budget
				agencies to complete the documents	including inspection, was conducted				least one government agency as drug free school	
Safety and Compliance Program a. Safety Drills and Trainings	AD	IBP	SPCO CNS UHSO	1	1	1	1	1	By the end of Year 5, 5 laboratory safety trainings and drills shall have been conducted in all schools	Php 10,000
b. Zero-accident Record	AA	IBP	CNS	100%	100%	100%	100%	100%	By the end of Year 5, 100% of academic laboratories shall have maintained a zero-accident record annually	
c. Regulatory/ Statutory Compliance	AD	IBP	SPCO	100% compliance	100% compliance	100% compliance	100% compliance	100% compliance	By the end of Year 5, SMU shall have been compliant with all regulatory and statutory compliance requirements on	

Strategic Program/ Project	KRA	BSC	Partner Units	Y1	Y2	Y3	Y4	Y5	KPI	Budget
									safety and pollution control .	
d. Installation and upgrading of automated Fire Detection Alarm System (FDAS)	AD	IBP	SPCO CETSO	installation and testing the functionality of automated fire detection alarm system for the 11 buildings	installation and testing the functionality of automated fire detection alarm system for the 11 buildings	installation and testing the functionality of automated fire detection alarm system for the 11 buildings	Maintenance and monitoring of automated FDAS	Maintenance and monitoring of automated FDAS	By the end of Year 5, 100% of the buildings shall have been fully equipped with an automated fire detection alarm system (FDAS).	Php 1,000,000

GOAL 4:
Bolstered transformative engagement with the local and global communities (SOCIAL RESPONSIBILITY)

Strategic Objective 4.1: Transform communities by supporting CICM advocacies

Strategic Program/ Project	KRA	BSC	Partner Units	Y1	Y2	Y3	Y4	Y5	KPI	Budget
Hunger Alleviation Program 1. Feed My Lambs Project	MI	CUS	CEIPSC HRDO NSTP GTO	5	5	5	5	5	By the end of Year 5, 25 recipients of the Feed My Lambs Project have been identified.	
2. Complementary Feeding Program	MI	CUS	CEIPSC NAP NSTP Basic Ed		1		1		By the end of Year 5, at least two complementary feeding projects with partner communities / schools shall have been conducted	
Ecological Protection and Sustainability Program (Integrity of Creation) 1. Ecological Education	MI	CUS	CEIPSC NSTP Basic Ed	1	1	1	1	1	By the end of Year 5, five ecological education activities shall have been conducted with partner communities/schools	
2. Adopt-a-River Project	AA	CUS	CNS CEIPSC NSTP SPCO	1	1	1	1	1	By the end of Year 5, at least five river conservation, monitoring, and	

Strategic Program/ Project	KRA	BSC	Partner Units	Y1	Y2	Y3	Y4	Y5	KPI	Budget
									community engagement activities shall have been implemented.	
3. Clean Water and Sanitation	MI	CUS	CEIPSC NSTP SPCO JHS	1	1	1	1	1	By the end of Year 5, at least 5 clean water and sanitation-related activities shall have been conducted.	
4. Tree-growing and site clearing activities	MI	CUS	CEIPSC NSTP PPPDMO SPCO GSD JHS	GSD=175 JHS=660 College=327	GSD=175 JHS=660 College=327	GSD=175 JHS=660 College=327	GSD=175 JHS=660 College=327	GSD=175 JHS=660 College=327	By the end of Year 5, 5,810 trees shall have been planted and sustained/maintained	
Disaster Risk Reduction Program	MI	CUS	CEIPSC SHS NSTP SPCO	1	1	1	1	1	By the end of Year 5, at least five extension activities on DRRM trainings/capacitation shall have been conducted	
Health and Wellbeing Promotion Program	MI	CUS	CEIPSC SHANS NSTP	1	1	1	1	1	By the end of Year 5, at least five extension activities on medical mission activities shall have been conducted	

Saint Mary's University Solar PV Performance

August 1, 2024 – July 31, 2025

Total RE generated



136,585.34
kWh



11
Houses Powered Annually



4,678
LED Lights Powered Annually
(10W, 8hr/day)



216,000
km Driven Annually
(approximate emissions equivalent)



7,188,702
Smart Phones Charged Annually



1,137
Ceiling Fans Powered Annually
(120W, 8hr/day)

Total CO_2 savings



87.06
tons

Equivalent to:



43
ha Forest Carbon Sequestered

* CO_2 savings calculated using the applicable electricity emissions factor; equivalency figures are estimates based on stated assumptions.

file

22 January 2025

TO: ALL STUDENTS, EMPLOYEES, AND VISITORS (ALL LEVELS)

RE: INSTITUTIONALIZATION OF THE NO VEHICLE/MOTORCYCLE DAY

Saint Mary's University, through the years, remains committed to protecting the environment via the following programs and actions taken:

1. The **Clean, Healthy, Safe, and Friendly Environment (CHSF) Program**, institutionalized in 1998;
2. Active involvement in the **Synergy Program** since 2016, a multisectoral partnership funded by West Flanders Province of Belgium for climate change, entrepreneurship, and sustainable agriculture projects;
3. SMU's enrollment last October 17, 2024 in the ***Laudato Si* Action Platform**, an initiative of the Vatican Dicastery that equips the church to achieve real and lasting solutions to the ecological crisis; and
4. SMU's participation in the **UI GreenMetric** in 2024; a world university ranking focusing on Green Campus efforts and Sustainability Programs of a university. The university was ranked first in the region, 10th in the Philippines, and 470th in the world's most sustainable universities.

In addition to these initiatives, the University shall institutionalize the:

NO VEHICLE/MOTORCYCLE DAY effective February 05, 2025.

In its initial implementation, management sets the **FIRST WEDNESDAY of every month**** as **NO VEHICLE/MOTORCYCLE DAY**. This means that carbon-emitting vehicles and motorcycles (or those that use fossil fuels such as gasoline and diesel) shall not be permitted to enter the university campuses (i.e., Elementary, Junior High School, and the main campus, including the Ladies' and Men's dormitories). Walking or using bicycles is strongly encouraged.

The following vehicles, however, are **NOT INCLUDED** in this directive:

- Emergency Vehicles like ambulances, fire trucks, & similar vehicles for emergencies
- Solar-powered and electric vehicles
- University vehicles used for Official Business (OB) only
- Vehicles carrying Persons with Disabilities (PWDs)

The program's implementation shall be closely monitored in the spirit of continual improvement, and refinements shall be integrated as needed. Let us continue to work together for a cleaner and greener environment!

DR. JOHN OCTAVIOUS S. PALINA
University President

***Note: Management may **change** the first Wednesday of the month (No Motorcycle/Vehicle Day) to give way to institutional events or other similar activities. The replacement day will be announced before the event or activity.*

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Percentage of University Budget for Sustainability Efforts

SAINT MARY'S UNIVERSITY
Bayombong, Nueva Vizcaya

BUDGET FOR SUSTAINABILITY EFFORTS

	SUSTAINABILITY EFFORTS	AY 2023-2024	AY 2024-2025	AY 2025-2026	AVERAGE
Setting and Infrastructure					
1	Agency personnel costs for campus security	5,265,364	5,458,998	5,692,288	5,472,217
2	Maintenance, calibration of laboratory apparatus, equipment	700,000	900,000	1,000,000	866,667
3	Community Development (Partnerships)	285,388	350,000	640,000	425,129
4	Wellness Program	400,000	400,000	400,000	400,000
5	Salaries and benefits increase, promotions, awards	16,814,349	17,655,205	20,512,333	18,327,296
6	Property insurance	1,140,000	1,227,332	2,195,717	1,521,016
7	New facilities, restroom and facilities renovation	59,350,000	20,590,444	36,504,920	38,815,121
Energy and Climate Change					
1	LED bulbs	500,000	438,000	480,000	472,667
2	Solar lights (campus walkways, athletic field)	300,000	400,000	500,000	400,000
3	Solar panel (219.7 KWp rooftop photovoltaic solar panel)	2,330,900	2,330,900	2,330,900	2,330,900
4	Replacement of frequently-repaired assets:				
	- Airconditioning units	250,000	965,786	903,413	706,400
	- Orbit and exhaust fans	300,000	10,000	145,050	151,683
	- Vehicles	1,500,000	2,046,000	1,251,453	1,599,151
	- Computers, printers	1,400,000	4,537,783	2,091,452	2,676,412
5	Internet Subscription, Linode, Vultr, Zoom, Jotform, Network maintenance, personnel costs	6,417,960	2,867,220	2,417,735	3,900,972
6	Core switch, network cabling, server and peripherals	1,550,000	73,066	467,418	696,828
7	Google Workspace subscription for employees and students	1,053,360	1,050,431	1,194,270	1,099,354
8	Community Development (Partnerships)	285,388	350,000	640,000	425,129
Waste					
1	Agency personnel costs for campus housekeeping	4,485,000	4,397,138	4,448,585	4,443,574
2	Garbage bags, garbage collection fees	540,000	540,000	600,000	560,000
3	Waste bins for waste segregation	500,000	445,723	500,000	481,908
4	Communication (telephone, mobile phones)	1,211,522	1,105,123	755,898	1,024,181
Water					
1	Community Development (Partnerships)	285,388	350,000	640,000	425,129
2	Drinking fountains	150,000	126,900	175,000	150,633
Education and Research					
1	Researches on Sustainability	3,294,610	4,762,242	4,201,767	4,086,206
2	Community Development (Hunger Alleviation, Knowledge Transfe	285,388		85,000	185,194
TOTAL BUDGET FOR SUSTAINABILITY EFFORTS (in Php)		110,594,615	73,378,291	90,773,199	91,582,035
Exchange Rate as of July 31		54.73400	58.64500	61.65400	58.34433
A. TOTAL BUDGET FOR SUSTAINABILITY EFFORTS (in US Dollars)		**$2,020,583**	**$1,251,228**	**$1,472,300**	**$1,581,371**

The total budget for sustainability efforts in Academic Year 2023-2024 is $2,020,583, Academic Year 2024-2025 is $1,251,228 and **Academic Year 2025-2026 is$1,472,300**. At an average the budget for sustainability efforts $1,581,371.

The average percentage of budget for sustainability efforts to total budget is 25% for the past three years. The percentage of budget for sustainability efforts to total budget In Academic Year 2023-2024, Academic Year 2024-2025 and Academic Year 2025-2026 are 32%, 22% and 21% respectively.

Saint Mary's University's budget allocation for sustainability efforts for the past academic years. At an average 71%, 16%, 7%, 1% and 5% of the total budget are allocated.

Greenhouse Gas Emission Reduction Program

Photovoltaic Solar Panel



Georges De Buscherre Building



Antonio Tanchoco Building



Hantson Building



Apo Pilo Building

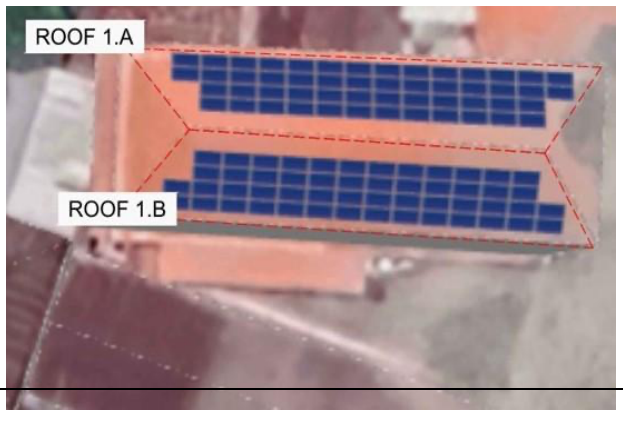


Sacred Heart Chapel

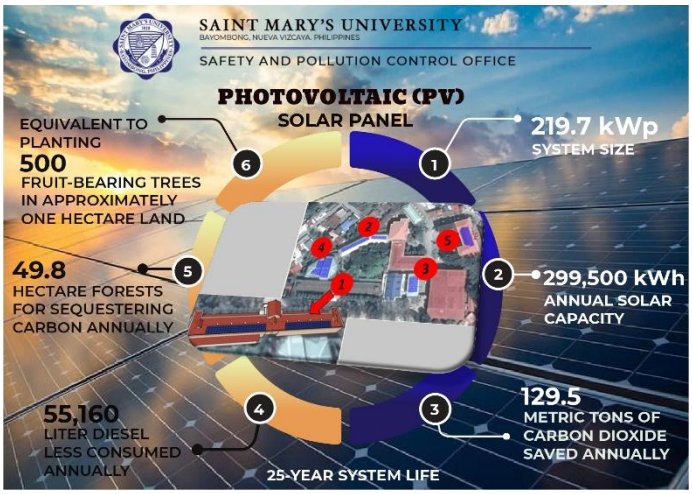


John Van Den Daelen Building

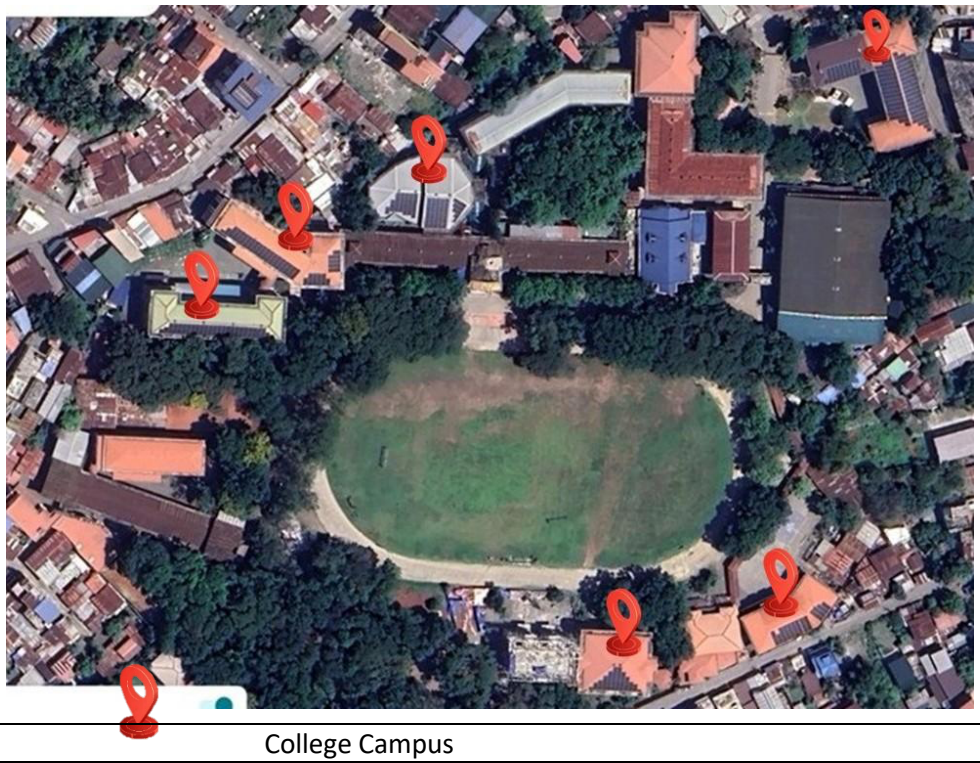




Renato Sergeant Building	Engineering Building



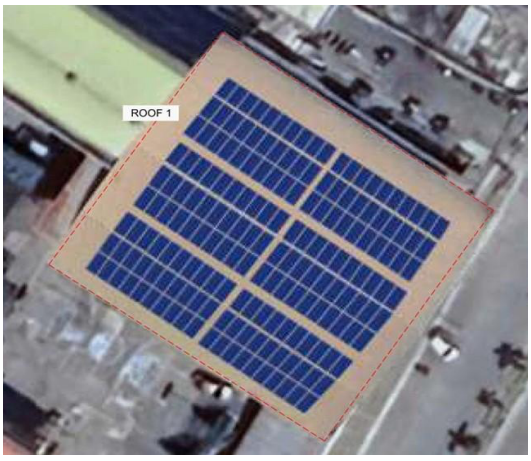
Solar Panel



College Campus



Junior High School Department



Grade School Department

Saint Mary's University–Philippines (SMU) is firmly dedicated to sustainability and reducing greenhouse gas (GHG) emissions through innovative renewable energy programs. A key component of this effort is the installation of solar power systems that contribute significantly to cleaner, more sustainable energy use across its campuses.

In February 2018, SMU installed a 219.7 kW photovoltaic (PV) solar panel system that partially powers the university's facilities. This system produces approximately 299,500 kWh of renewable energy each year, offsetting about 129.5 metric tons of carbon dioxide emissions—equivalent to 55,160 liters of fossil fuel consumption. The project represents SMU's strong commitment to environmental stewardship and aligns with the UI GreenMetric framework, which categorizes GHG emissions into three scopes:

- Scope 1 covers direct emissions from university operations such as fuel consumption;
- Scope 2 includes indirect emissions from purchased electricity, which are reduced through on-site solar power generation;
- Scope 3 addresses other indirect emissions, including those related to commuting, business travel, and waste management.

Under Scope 3, SMU enforces a Car Request Policy designed to minimize transportation-related emissions. For trips involving more than five passengers, the university provides shuttles or coasters instead of multiple smaller vehicles to reduce fuel use and carbon output. Most of SMU's travel activities occur by land due to the absence of an airport in the province, encouraging the use of more efficient, shared transportation methods such as public buses and vans. This policy not only promotes cost efficiency but also supports SMU's broader sustainability goals by lessening the environmental impact of travel.

To expand its renewable energy footprint, SMU also installed a 99 kWp solar power system across its College, Junior High School, and Grade School campuses. This system generates around 148,500 kWh of clean energy annually, reducing approximately 72 tons of carbon dioxide emissions—the equivalent of planting 3,300 trees or preserving 4.8 hectares of forest each year. It also offsets about 27,000 liters of diesel fuel consumption. By harnessing solar energy, SMU significantly cuts down its dependence on traditional electricity sources, helping combat climate change while ensuring energy efficiency.

Beyond reducing its carbon footprint, these projects serve as educational platforms that allow students and faculty to learn about renewable energy systems, sustainable practices, and environmental innovation. They stand as tangible examples of how educational institutions can lead in climate action and integrate sustainability into both operations and academics.

Complementing these initiatives is SMU's Clean, Healthy, Safe, and Friendly Environment (CHSF) Program, which fosters community participation in maintaining a sustainable and eco-friendly campus. Through CHSF, students and faculty are encouraged to uphold environmental values and contribute to a positive, green learning atmosphere.

By combining solar energy systems, sustainable transport practices, and community-driven environmental programs, Saint Mary's University–Philippines showcases how education and innovation can work hand in hand to advance sustainability, reduce emissions, and support global climate goals.

Total Carbon Footprint (CO_2 emission in the last 12 months, in metric tons)

CO_2 (electricity)

$$= \frac{electricity\ usage\ per\ year\ (kWh)}{1000} \times 0{,}84$$

$$= \frac{834540\ kWh}{1000} \times 0{,}84$$

= 701.0136 metric tons

CO_2 (cars)

$$= \frac{\text{number of cars entering your university} \times 2 \times \text{approximate travel distance of vehicle each day inside campus only (KM)} \times 240}{100} \times 0{,}02$$

$$= \frac{271 \times 2 \times 5 \times 240}{100} \times 0{,}02$$

= 130.08 metric tons

CO_2 (motorcycle)

$$= \frac{\text{number of motorcycle entering your university} \times 2 \times \text{approximate travel distance of vehicle each day inside campus only (KM)} \times 240}{100} \times 0{,}01$$

$$= \frac{254 \times 2 \times 5 \times 240}{100} \times 0{,}01$$

= 60.96 metric tons

CO_2 (total)

= 701.0136 + 130.08 + 60.96

= 892.0536 metric tons

Carbon footprint = 892.0536 metric tons

Saint Mary's University, Philippines Total Carbon Footprint

The total of **892.0536 metric tons of CO_2 emissions** represents the combined carbon footprint produced by electricity and all cars and motorcycles entering the premises of Saint Mary's University during the analyzed period. This figure highlights the significant contribution of campus transportation to the university's overall greenhouse gas emissions.

SMU Shuttle Services



NO VEHICLE DAY



Circular on No Vehicle Day

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
OFFICE OF THE UNIVERSITY PRESIDENT

Document Code	EOMS-OUP-FO-001, Rev. 00
Effectivity Date	2024/12/08
Page/s	Page 1 of 1

22 January 2025

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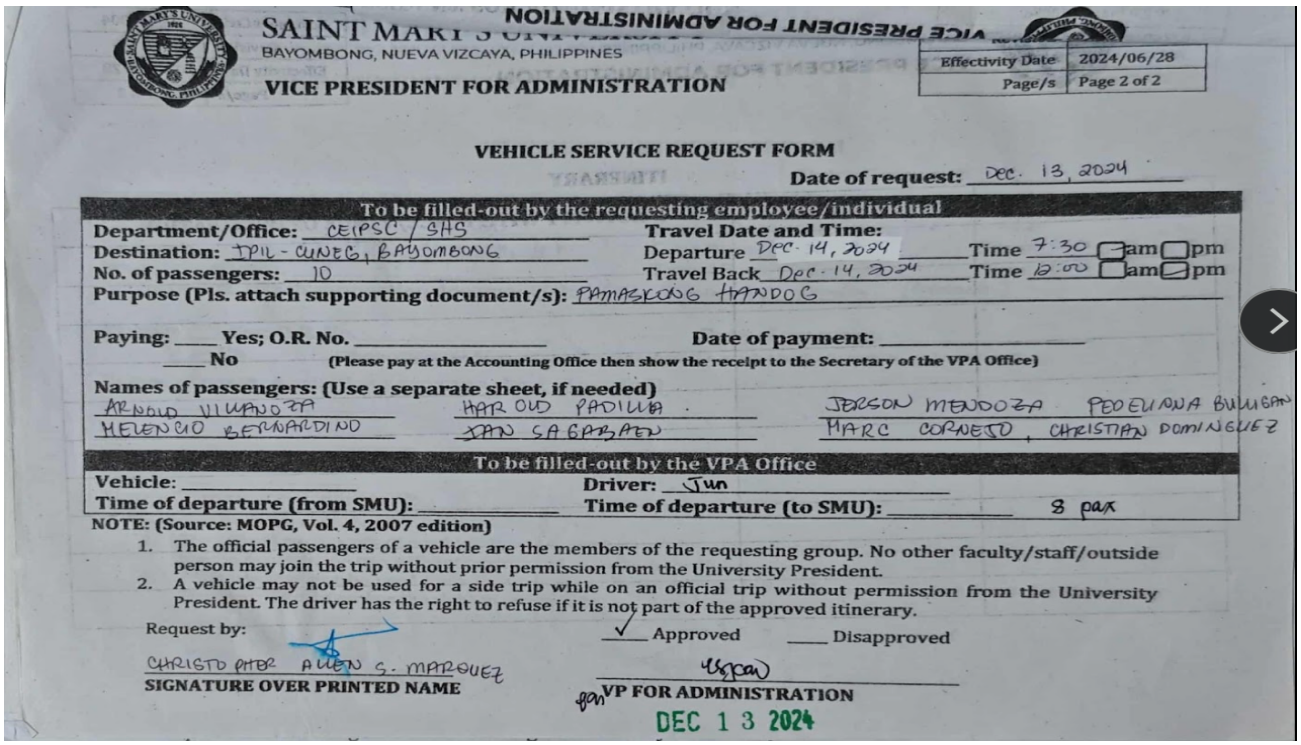
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www.smu.edu.ph / secretariat@smu.edu.ph
(078) 321-2221 loc. 101 / Fax Nos.: (078) 321-2117 or 805-3649

Sample accomplished car request forms



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
VICE PRESIDENT FOR ADMINISTRATION

Effectivity Date	2024/06/28
Page/s	Page 2 of 2

VEHICLE SERVICE REQUEST FORM

Date of request: Dec. 13, 2024

To be filled-out by the requesting employee/individual

Department/Office: CEIPSC / SHS
Destination: IPIL - CUNEG, BAYOMBONG
No. of passengers: 10
Purpose (Pls. attach supporting document/s): PAMASKONG HANDOG

Travel Date and Time:
Departure Dec. 14, 2024 Time 7:30 ☐am ☐pm
Travel Back Dec. 14, 2024 Time 12:00 ☐am ☑pm

Paying: ____ Yes; O.R. No. _____ Date of payment: _____
____ No (Please pay at the Accounting Office then show the receipt to the Secretary of the VPA Office)

Names of passengers: (Use a separate sheet, if needed)
ARNOLD VILLANOZA, HAROLD PADILLA, JERSON MENDOZA, PEDELINNA BULUGAN
HELENCIO BERNARDINO, JAN SAGABAEN, MARC CORNEJO, CHRISTIAN DOMINGUEZ

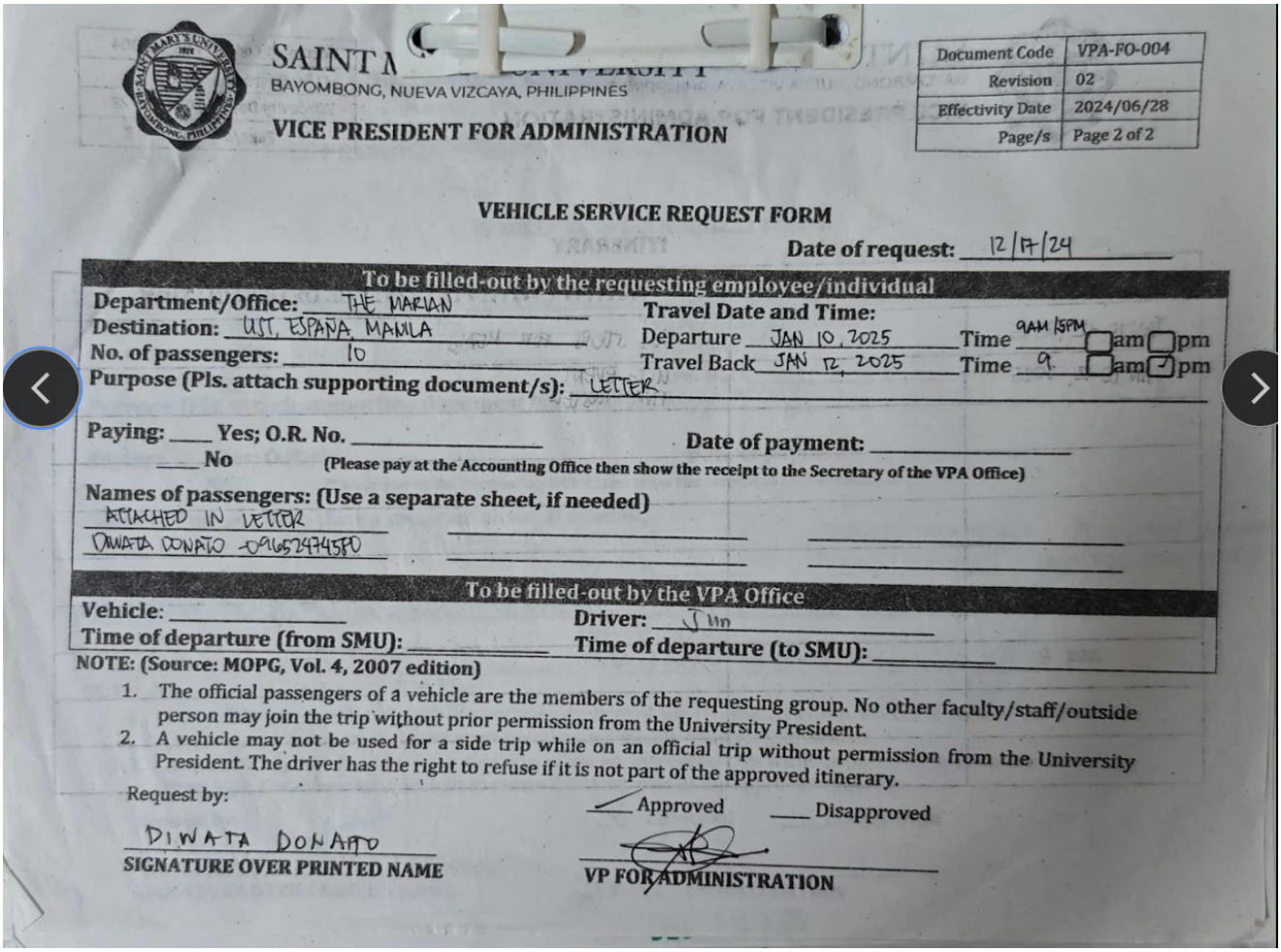
To be filled-out by the VPA Office

Vehicle: _____ Driver: Jun
Time of departure (from SMU): _____ Time of departure (to SMU): _____ 8 pax

NOTE: (Source: MOPG, Vol. 4, 2007 edition)
1. The official passengers of a vehicle are the members of the requesting group. No other faculty/staff/outside person may join the trip without prior permission from the University President.
2. A vehicle may not be used for a side trip while on an official trip without permission from the University President. The driver has the right to refuse if it is not part of the approved itinerary.

Request by:
CHRISTO PHER ALLEN S. MARQUEZ
SIGNATURE OVER PRINTED NAME

✓ Approved ____ Disapproved
VP FOR ADMINISTRATION
DEC 13 2024



SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
VICE PRESIDENT FOR ADMINISTRATION

Document Code	VPA-FO-004
Revision	02
Effectivity Date	2024/06/28
Page/s	Page 2 of 2

VEHICLE SERVICE REQUEST FORM

Date of request: 12/17/24

To be filled-out by the requesting employee/individual

Department/Office: THE MARIAN
Destination: UST, ESPAÑA, MANILA
No. of passengers: 10
Purpose (Pls. attach supporting document/s): LETTER

Travel Date and Time:
Departure JAN 10, 2025 Time 9AM/5PM ☐am ☐pm
Travel Back JAN 12, 2025 Time 9 ☐am ☑pm

Paying: ____ Yes; O.R. No. _____ Date of payment: _____
____ No (Please pay at the Accounting Office then show the receipt to the Secretary of the VPA Office)

Names of passengers: (Use a separate sheet, if needed)
ATTACHED IN LETTER
DIWATA DONATO - 09652747580

To be filled-out by the VPA Office

Vehicle: _____ Driver: Jun
Time of departure (from SMU): _____ Time of departure (to SMU): _____

NOTE: (Source: MOPG, Vol. 4, 2007 edition)
1. The official passengers of a vehicle are the members of the requesting group. No other faculty/staff/outside person may join the trip without prior permission from the University President.
2. A vehicle may not be used for a side trip while on an official trip without permission from the University President. The driver has the right to refuse if it is not part of the approved itinerary.

Request by:
DIWATA DONATO
SIGNATURE OVER PRINTED NAME

✓ Approved ____ Disapproved
VP FOR ADMINISTRATION

GUIDELINES ON THE PROCUREMENT OF LOW-CARBON AND ENVIRONMENTALLY PREFERABLE EQUIPMENT, MATERIALS, AND SERVICES

Physical Plant, Properties Development and Maintenance Office (PPPDMO)
Saint Mary's University

I. Purpose

These guidelines establish criteria for selecting and procuring equipment, materials, and services that contribute to reducing greenhouse gas emissions, conserving energy and water, minimizing waste, and promoting sustainable resource use. They support environmental responsibility, resource efficiency, sustainable facility management, and continual improvement.

II. Scope

These guidelines apply to PPPDMO procurement related to:

1. building construction, renovation, and repair;
2. electrical systems and equipment;
3. air-conditioning and ventilation;
4. lighting systems;
5. plumbing and water systems;
6. renewable-energy systems;
7. office and facility equipment;
8. maintenance materials;
9. cleaning and housekeeping materials;
10. landscaping and grounds maintenance; and
11. other PPPDMO-related purchases where environmental considerations are applicable.

III. General Principles

When technically and financially feasible, PPPDMO shall prioritize products and solutions that:

1. Use less energy during operation;
2. Use less water;
3. Have longer service lives and lower replacement requirements;
4. Produce lower greenhouse-gas emissions over their useful life;
5. Use recycled, recyclable, renewable, or responsibly sourced materials;
6. Minimize packaging and unnecessary material use;
7. Generate less waste during installation, operation, and disposal;
8. Are repairable, maintainable, and have available replacement parts;
9. Avoid hazardous substances where safer alternatives are available;
10. Support renewable energy and resource-conservation initiatives; and
11. Provide a reasonable balance among environmental performance, quality, durability, safety, availability, and total cost of ownership.

IV. Procurement Guidelines by Category

A. Electrical Equipment

A.1 High-efficiency transformers;
A.2 Energy-efficient motors and electrical equipment;
A.3 Power-saving or automatic shutdown features;
A.4 Appropriately sized equipment;
A.5 LED lighting systems;
A.6 Occupancy/daylight sensors where appropriate;
A.7 Efficient power distribution equipment; and
A.8 Verifiable energy-efficiency ratings.

Procurement consideration: Evaluate expected operating consumption, service life, maintenance requirements, and total cost of ownership.

B. Air-Conditioning and Ventilation Equipment

B.1 Inverter-type and high-efficiency units where appropriate;
B.2 Higher energy-efficiency ratings;
B.3 Appropriate sizing based on room requirements;

B.4 Lower-environmental-impact refrigerants where technically appropriate;
B.5 Available spare parts;
B.6 Accessible maintenance requirements; and
B.7 Manufacturer energy-performance information.

Procurement consideration: Do not select equipment solely on lowest purchase price; consider expected energy consumption over its useful life.

C. Lighting

C.1 LED technology;
C.2 High-lumen-per-watt products;
C.3 Longer-life lamps;
C.4 Appropriate color temperature;
C.5 Occupancy sensors or timers where appropriate; and
C.6 Lighting controls that reduce unnecessary operation.

Procurement consideration: Where feasible, specify a minimum efficiency requirement rather than a brand.

D. Water-Saving Equipment and Materials

D.1 Water-efficient faucets;
D.2 Low-flow fixtures;
D.3 Dual-flush or water-efficient toilets;
D.4 Leak-detection devices;
D.5 Automatic or sensor-controlled faucets where appropriate;
D.6 Durable plumbing components; and
D.7 Rainwater-harvesting components.

Procurement consideration: Consider both water consumption and expected service life.

E. Renewable Energy Equipment

E.1 High-efficiency photovoltaic modules;
E.2 Durable mounting systems;
E.3 Efficient inverters;
E.4 Appropriate warranties;
E.5 Monitoring systems;
E.6 Available replacement parts and technical support; and
E.7 Maintainable systems.

Procurement consideration: Retain system capacity (kWp), expected generation (kWh), efficiency, warranty, service life, and maintenance requirements.

F. Construction and Building Materials

F.1 Locally available materials where appropriate;
F.2 Recycled-content materials;
F.3 Recyclable materials;
F.4 Durable and low-maintenance materials;
F.5 Longer service-life materials;
F.6 Low-VOC paints and coatings;
F.7 Materials that reduce heat gain;
F.8 Energy-efficient windows/glazing;
F.9 Materials supporting natural lighting and ventilation;
F.10 Sustainably sourced materials where verifiable; and
F.11 Materials generating less construction waste.

Procurement consideration: Environmental preference shall not compromise structural integrity, safety, durability, or required performance.

G. Paints, Adhesives, and Finishing Materials

G.1 Low-VOC or reduced-VOC products;
G.2 Water-based paints;
G.3 Environmental certifications or manufacturer documentation where available;
G.4 Durable coatings requiring fewer applications; and
G.5 Appropriate waste-disposal instructions.

H. Furniture and Other Equipment

H.1 Durable products;
H.2 Repairable and modular designs;
H.3 Replaceable components;
H.4 Recycled or recyclable materials;
H.5 Sustainably sourced materials where verifiable;
H.6 Energy-efficient electrical components; and
H.7 Minimal packaging.

V. Total Cost of Ownership

For major energy- or water-consuming equipment, PPPDMO should consider lifetime cost rather than initial purchase price alone.

Purchase Cost + Installation Cost + Energy Cost + Water Cost + Maintenance Cost + Replacement Cost – Residual/Salvage Value

This approach is particularly appropriate for ACUs, fans, pumps, motors, generators, transformers, lighting systems, solar PV systems, and other equipment with significant lifetime energy consumption.

VI. Environmental Criteria in Technical Specifications

Energy: "The equipment shall be energy-efficient and shall have documented energy-performance specifications. Preference may be given to equipment demonstrating lower energy consumption while meeting required capacity, quality, safety, and performance specifications."

Water: "The proposed equipment/fixture shall demonstrate efficient water consumption while maintaining required functionality, durability, sanitation, and performance."

Construction materials: "Where technically and economically feasible, materials with recycled/recyclable content, lower environmental impact, longer service life, and reduced maintenance requirements shall be considered."

VII. Supplier Requirements

For applicable purchases, suppliers may be requested to provide:

1. Manufacturer's technical specifications;
2. Energy-efficiency information;
3. Rated power consumption;
4. Estimated annual energy consumption, where available;
5. Water consumption data, where applicable;
6. Expected service life;
7. Warranty information;
8. Maintenance requirements;
9. Availability of spare parts;
10. Environmental certifications, where applicable;
11. Product safety certifications;
12. End-of-life/disposal information; and
13. Relevant environmental product information.

Environmental claims should be supported by available manufacturer documentation or recognized certification.

VIII. Proposed Procurement Evaluation Criteria

Criterion	Suggested Weight	Consideration
Technical performance and suitability	30%	Capacity, function, quality and safety
Quality, durability and service life	20%	Reliability and useful life
Energy/water efficiency	20%	Documented resource efficiency
Total cost of ownership	15%	Lifetime operating and maintenance cost
Maintenance and spare-parts availability	10%	Repairability and support
Environmental attributes	5%	Recycled/recyclable content, lower impact, packaging, etc.
TOTAL	100%	

Note: The percentages are a proposed PPPDMO technical evaluation framework and should be harmonized with SMU procurement rules and applicable institutional/public procurement requirements before adoption.

IX. Preferred Procurement Hierarchy

AVOID → REDUCE → REUSE → REPAIR → EFFICIENT ALTERNATIVE → RECYCLE → DISPOSE

Before purchasing new equipment, determine whether an existing item can be repaired or reused. If replacement is necessary, determine appropriate capacity, compare efficient alternatives, evaluate lifetime operating cost, and select an option meeting technical, safety, financial, and environmental requirements.

X. Low-Carbon Procurement Checklist

This checklist may accompany applicable major PPPDMO purchase requests.

Environmental Consideration	Yes	No	N/A	Remarks
Is the purchase necessary?	☐	☐	☐	
Can an existing item be repaired or reused?	☐	☐	☐	
Is an energy-efficient alternative available?	☐	☐	☐	
Is water efficiency applicable?	☐	☐	☐	
Is the equipment appropriately sized?	☐	☐	☐	
Has expected energy consumption been considered?	☐	☐	☐	
Has total cost of ownership been considered?	☐	☐	☐	
Does the product have a longer expected service life?	☐	☐	☐	
Are repair/spare parts available?	☐	☐	☐	
Does the product contain recycled/recyclable materials where appropriate?	☐	☐	☐	
Is packaging minimized?	☐	☐	☐	
Are hazardous substances minimized where feasible?	☐	☐	☐	
Does the purchase support renewable energy/resource conservation?	☐	☐	☐	
Are environmental claims supported by documentation?	☐	☐	☐	

Technical Evaluation by: _____
Reviewed by: _____
Approved by: _____

XI. Data Analytics and Monitoring

For applicable major purchases, PPPDMO shall maintain structured procurement and performance data to support EOMS monitoring, evaluation, management review, and continual improvement.

Data Field	Information to Capture
Equipment / Material	ACU, fan, lighting, pump, transformer, etc.
Capacity / Rating	HP, kWp, watts, flow rate, etc.
Technology	Inverter, LED, high-efficiency, etc.
Rated Power / Consumption	Manufacturer rating
Expected Annual Consumption	kWh/year, where available
Previous Equipment Consumption	kWh/year, where applicable
Expected Energy Reduction	kWh/year, where supportable
Expected CO_2 Reduction	kg or metric tons CO_2/year, where supportable
Purchase Cost	₱
Expected Service Life	Years
Warranty	Years
Maintenance Cost	₱, where available
Procurement Date	Date
Location	Building / facility
Asset ID	Unique identifier

The data should support the linkage: PROCUREMENT → ASSET → ENERGY/WATER CONSUMPTION → MAINTENANCE → PERFORMANCE → ENVIRONMENTAL IMPACT.

XII. Proposed EOMS Quality Objective Linkage

Process: Low-Carbon Procurement

Target: 100% of applicable major equipment purchases assessed using the Low-Carbon Procurement Checklist.

KPI: Percentage of applicable major purchases incorporating low-carbon/environmental criteria.

Evidence: Low-Carbon Procurement Checklist, technical specifications, supplier documentation, technical evaluation, and purchase records.

XIII. Review and Continual Improvement

PPPDMO shall periodically review implementation and effectiveness using procurement records, equipment performance data, energy and water consumption trends, maintenance records, environmental indicators, audit findings, and feedback. Improvements shall be documented and incorporated into succeeding procurement planning and technical specifications, as appropriate.

Prepared by:

Sgd. SHERWIN A. MARCIANO
Head, PPPDMO

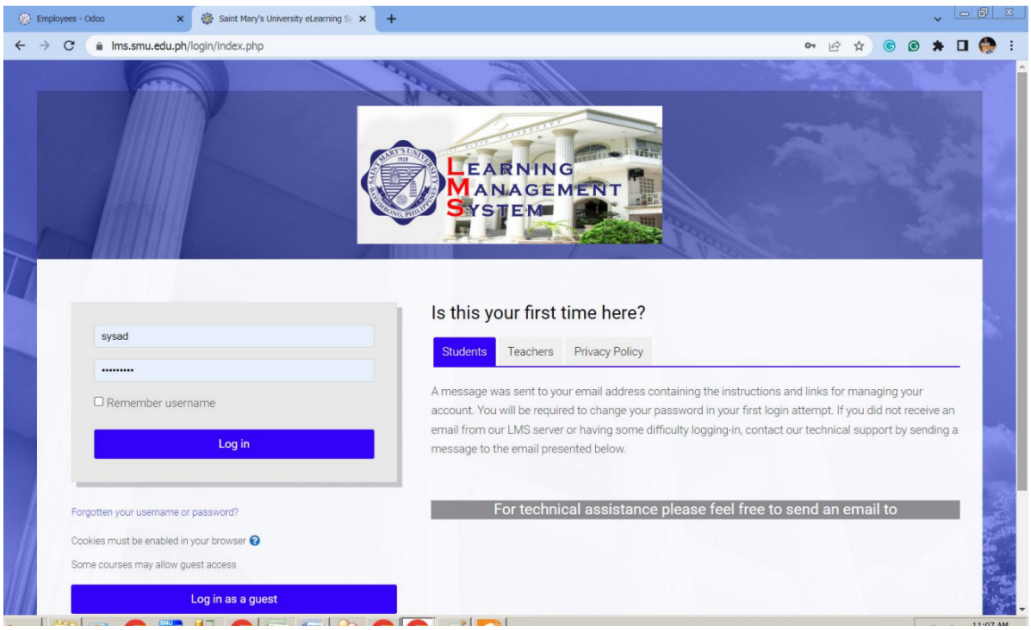
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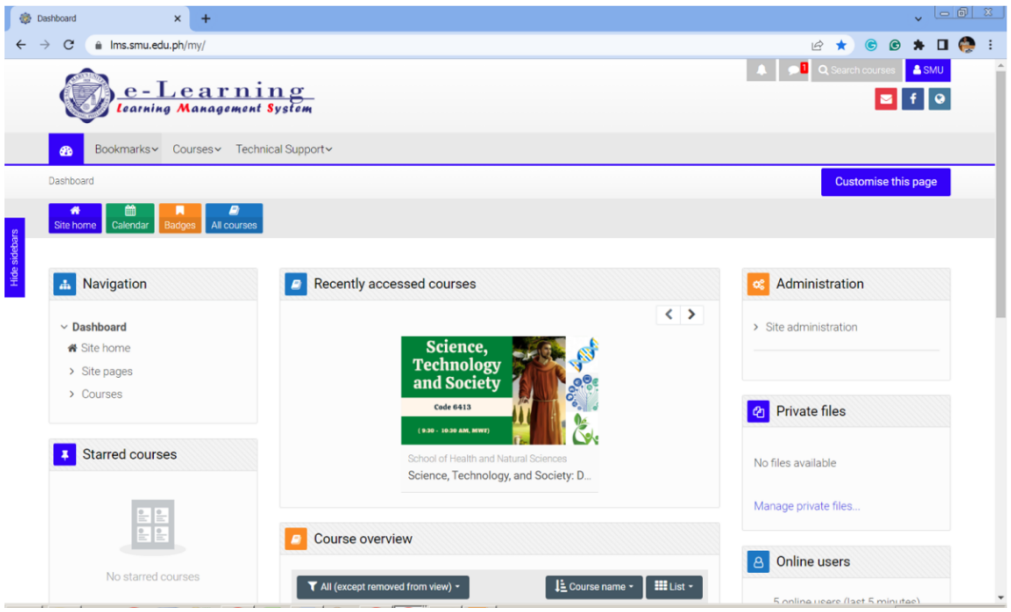
Sgd. DR. JOHN OCTAVIOUS S. PALINA
University President

Implementation of sustainability programs through the utilization of Information and Communication Technology (ICT)

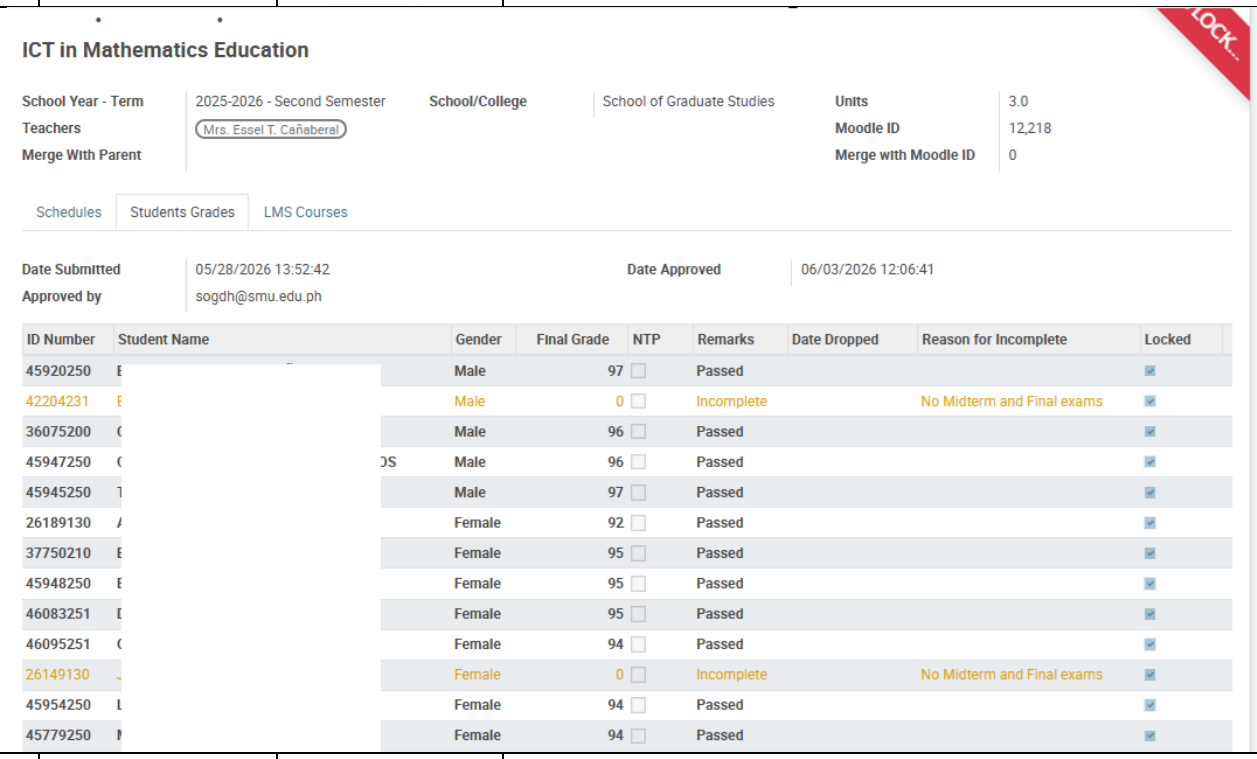
Section A — ICT for sustainability management: screenshots of sustainability dashboard/reporting system/KPI platform (showing real modules/menus).

No	Initiative	Function	Brief Description
1	**SMU CALMS Platform System**	Monitoring & Evaluation	The Class Augmenting Learning Management System enables robust synchronous and asynchronous learning modes. By facilitating remote instruction and off-campus faculty moderation, the university drastically lowers daily peak energy demands (lighting, server rooms, and air conditioning workloads) in physical facilities.





No	Initiative	Function	Brief Description
2	**Online Grade Submission**	Planning & Implementation	At Saint Mary's University, the Online Grade Submission system, which is integrated into the centralized Electronic Student Management Information System (eSMIS), facilitates and secures the entry of student marks. Faculty members log into their secure portals to input grades for class standing, assessments, and major examinations, following the criteria established in approved course syllabi. This centralized approach removes the necessity for manual paperwork and significantly decreases the likelihood of human error. After grades are entered, they automatically synchronize within the database, allowing the Office of the University Registrar (OUR) to ensure complete data integrity while providing students with immediate, confidential access to their official final grades through their personal portals.



ICT in Mathematics Education

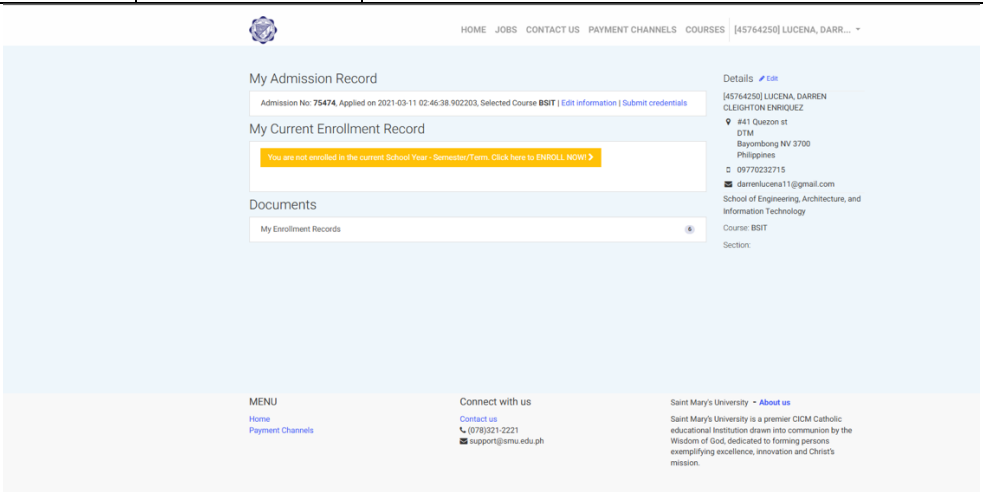
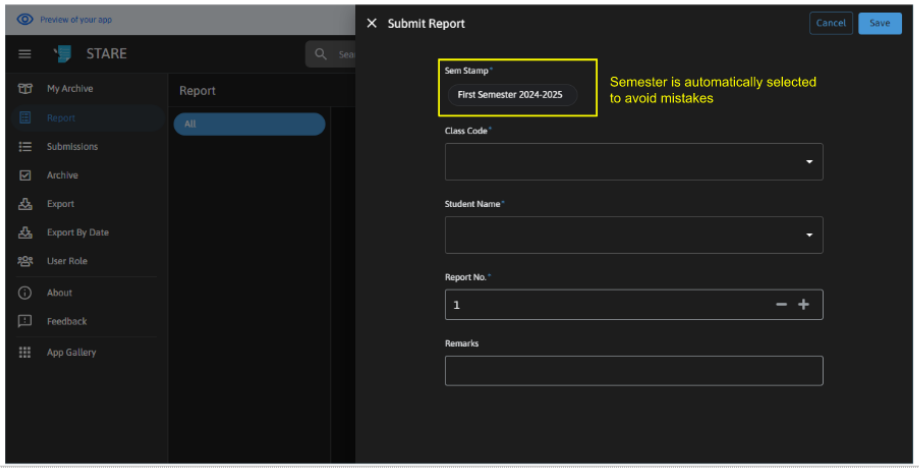
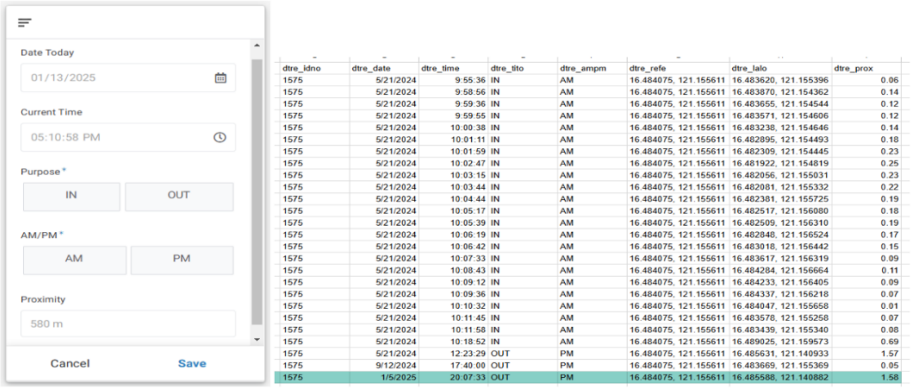
School Year - Term	2025-2026 - Second Semester	School/College	School of Graduate Studies	Units	3.0
Teachers	Mrs. Essel T. Cañaberal			Moodle ID	12,218
Merge With Parent				Merge with Moodle ID	0

Schedules | Students Grades | LMS Courses

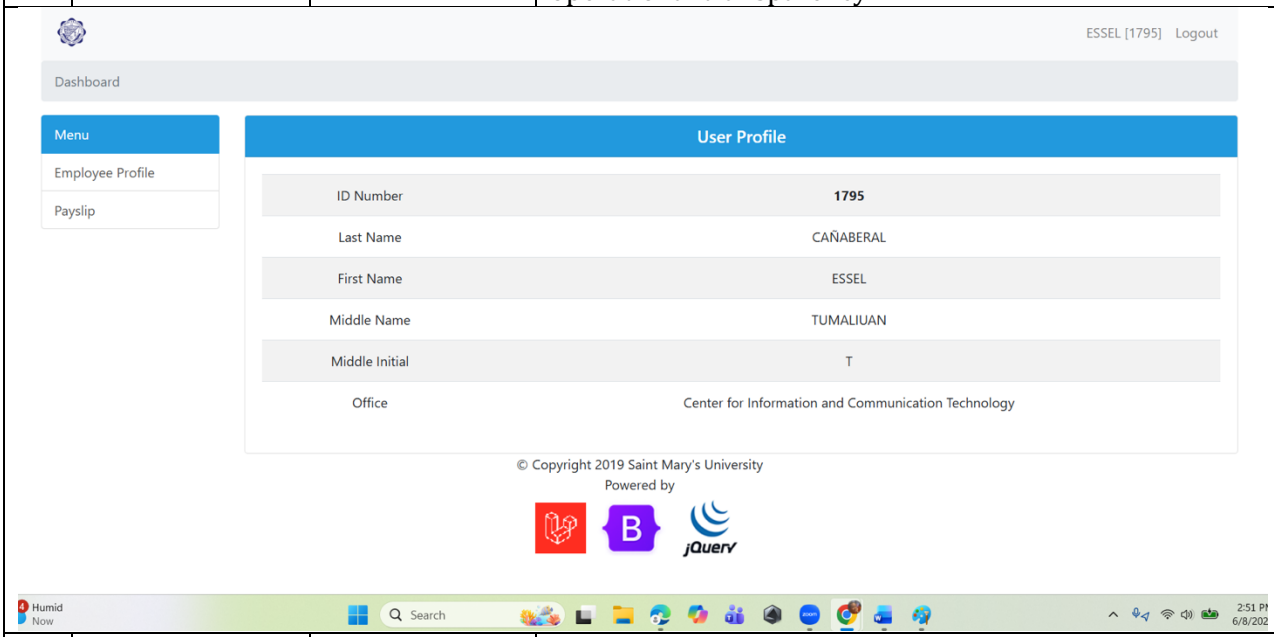
Date Submitted	05/28/2026 13:52:42	Date Approved	06/03/2026 12:06:41
Approved by	sogdh@smu.edu.ph		

ID Number	Student Name	Gender	Final Grade	NTP	Remarks	Date Dropped	Reason for Incomplete	Locked
45920250	E	Male	97		Passed			
42204231	E	Male	0		Incomplete		No Midterm and Final exams	
36075200	C	Male	96		Passed			
45947250	C	Male	96		Passed			
45945250	T	Male	97		Passed			
26189130	A	Female	92		Passed			
37750210	E	Female	95		Passed			
45948250	E	Female	95		Passed			
46083251	D	Female	95		Passed			
46095251	C	Female	94		Passed			
26149130	J	Female	0		Incomplete		No Midterm and Final exams	
45954250	L	Female	94		Passed			
45779250	M	Female	94		Passed			

3	**Online enrollment**	Monitoring	The online enrollment system through the centralized **Electronic Student Management Information System (eSMIS)** provides a seamless, paperless onboarding experience for Saint Mary's University students. From their secure portals, students can apply for admission, select blocks, and submit enlistment requests from anywhere. The centralized system automates multi-office routing, instantly linking student reservations to the Treasury and Accounting Office (TAO) for digital financial validation. Once cleared, the platform automatically updates the Office of the University Registrar's (OUR) Class Matrix Form (CMF) and activates portal access, allowing students to transition directly into their virtual SMU CALMS classrooms with zero physical line-ups.

No	Initiative	Function	Brief Description
			
4	**Online Attendance Reporting (Stare)**	Monitoring	Saint Mary's University utilizes a customized **Google AppSheet** mobile application to automate daily attendance tracking across physical and virtual classrooms. With a simple, one-click interface, faculty can swiftly record student presence from smart devices, streaming real-time data directly to a secure cloud database integrated with **eSMIS**. This low-code solution completely replaces traditional paper rosters and manual data entry, providing Academic Deans and counselors with immediate insights for proactive student interventions. Ultimately, the system enhances campus operational efficiency while supporting SMU's sustainability goals by eliminating paper waste.
			 WHAT: Enrollment Trend module (update)  dtre_idno | dtre_date | dtre_time | dtre_tito | dtre_ampm | dtre_refe | dtre_lalo | dtre_prox 1575 | 5/21/2024 | 9:55:36 | IN | AM | 16.484075, 121.155611 | 16.483620, 121.155396 | 0.06 1575 | 5/21/2024 | 9:58:56 | IN | AM | 16.484075, 121.155611 | 16.483870, 121.154362 | 0.14 1575 | 5/21/2024 | 9:59:36 | IN | AM | 16.484075, 121.155611 | 16.483655, 121.154544 | 0.12 1575 | 5/21/2024 | 9:59:55 | IN | AM | 16.484075, 121.155611 | 16.483571, 121.154606 | 0.12 1575 | 5/21/2024 | 10:00:38 | IN | AM | 16.484075, 121.155611 | 16.483238, 121.154646 | 0.14 1575 | 5/21/2024 | 10:01:11 | IN | AM | 16.484075, 121.155611 | 16.482895, 121.154493 | 0.18 1575 | 5/21/2024 | 10:01:59 | IN | AM | 16.484075, 121.155611 | 16.482309, 121.154445 | 0.23 1575 | 5/21/2024 | 10:02:47 | IN | AM | 16.484075, 121.155611 | 16.481922, 121.154819 | 0.25 1575 | 5/21/2024 | 10:03:15 | IN | AM | 16.484075, 121.155611 | 16.482056, 121.155031 | 0.23 1575 | 5/21/2024 | 10:03:44 | IN | AM | 16.484075, 121.155611 | 16.482081, 121.155332 | 0.22 1575 | 5/21/2024 | 10:04:44 | IN | AM | 16.484075, 121.155611 | 16.482381, 121.155725 | 0.19 1575 | 5/21/2024 | 10:05:17 | IN | AM | 16.484075, 121.155611 | 16.482517, 121.156080 | 0.18 1575 | 5/21/2024 | 10:05:39 | IN | AM | 16.484075, 121.155611 | 16.482509, 121.156310 | 0.19 1575 | 5/21/2024 | 10:06:19 | IN | AM | 16.484075, 121.155611 | 16.482848, 121.156524 | 0.17 1575 | 5/21/2024 | 10:06:42 | IN | AM | 16.484075, 121.155611 | 16.483018, 121.156442 | 0.15 1575 | 5/21/2024 | 10:07:33 | IN | AM | 16.484075, 121.155611 | 16.483617, 121.156319 | 0.09 1575 | 5/21/2024 | 10:08:43 | IN | AM | 16.484075, 121.155611 | 16.484284, 121.156664 | 0.11 1575 | 5/21/2024 | 10:09:12 | IN | AM | 16.484075, 121.155611 | 16.484233, 121.156405 | 0.09 1575 | 5/21/2024 | 10:09:36 | IN | AM | 16.484075, 121.155611 | 16.484337, 121.156218 | 0.07 1575 | 5/21/2024 | 10:10:32 | IN | AM | 16.484075, 121.155611 | 16.484047, 121.156658 | 0.01 1575 | 5/21/2024 | 10:11:45 | IN | AM | 16.484075, 121.155611 | 16.483578, 121.155258 | 0.07 1575 | 5/21/2024 | 10:11:58 | IN | AM | 16.484075, 121.155611 | 16.483439, 121.155340 | 0.08 1575 | 5/21/2024 | 10:18:52 | IN | AM | 16.484075, 121.155611 | 16.489025, 121.159573 | 0.69 1575 | 5/21/2024 | 12:23:29 | OUT | PM | 16.484075, 121.155611 | 16.485631, 121.149933 | 1.57 1575 | 9/12/2024 | 17:40:00 | OUT | PM | 16.484075, 121.155611 | 16.483669, 121.155369 | 0.05 1575 | 1/5/2025 | 20:07:33 | OUT | PM | 16.484075, 121.155611 | 16.485588, 121.140882 | 1.56

No	Initiative	Function	Brief Description
5	**Online attendance checker (Turnstile)**	Monitoring	The **Turnstile Online Attendance Checker** at Saint Mary's University is an integrated physical-to-digital gatekeeping system that enhances security and automates entry tracking. By scanning RFID-enabled university ID cards at mechanical barriers, the system promptly validates credentials and logs entry data directly into a centralized cloud database. This automated process replaces manual visitor logbooks and provides administrators with real-time insight into who is on campus. Ultimately, this continuous data flow allows the Registrar and individual departments to monitor daily attendance patterns, optimize campus traffic, and maintain a safer environment in strict compliance with university Data Privacy policies.
6	**Online Payslip**	Monitoring	The Online Payslip system at Saint Mary's University, powered by Google AppSheet, modernizes payroll management with a secure, mobile-first framework. This customized application allows employees to view detailed information regarding their salaries, deductions, and net pay directly from their smartphones or tablets. By securely connecting to the cloud databases of the Treasury and Accounting Office, AppSheet eliminates the need for traditional printed envelopes, opting instead for automated digital delivery. This real-time access mitigates administrative distribution delays, protects sensitive financial data through credentialed authentication, and supports institutional sustainability by reducing paper waste in monthly payroll workflows.
7	**Online Personal Data Inventory**	Monitoring	**Online Personal Data Inventory via Jotform** is a secure, cloud-based system used by Saint Mary's University to collect and manage detailed student and faculty profiles. Through customized, mobile-responsive forms, it systematically gathers personal, academic, and medical information, entirely replacing paper intake packets and eliminating manual data entry errors. The platform securely processes multiple entries simultaneously, instantly routing them into encrypted cloud sheets. Under the supervision of the Data Privacy Officer, Jotform's robust security features ensure full regulatory compliance, allowing administrative departments to maintain accurate, real-time directories while significantly reducing institutional paper waste.
8	**Online Alumini Database**	Monitoring and Tracking	The **Online Alumni Database for SMU** is a centralized, cloud-based repository that enables the Alumni Affairs Office to maintain real-time records of graduates' contact details, employment history, and milestones. Replacing legacy physical files and spreadsheets, this platform allows alumni to securely update profiles, request credentials, and network through personalized portals. Overseen by the Data Privacy Officer, the system features robust data encryption to protect sensitive records. Ultimately, this tool strengthens institutional ties, helping SMU track graduate employability for accreditation, coordinate events, and foster a strong, global community network.

No	Initiative	Function	Brief Description
9	**Online Test Permit Generator**	Monitoring	The **LAN-based Online Test Permit Generator** at Saint Mary's University is an internal intranet application that automates examination permit distribution by verifying student financial clearance. Running exclusively on SMU's high-speed Local Area Network (LAN), the system connects the Treasury and Accounting Office (TAO) directly to campus computer kiosk Students just tap their ID for the Test permit to be generated.
10.	**Online student and Faculty Portal**	Monitoring	The **LAN-based Online Student Portal** at Saint Mary's University is a secure intranet application providing on-campus access to vital student records. Operating over SMU's high-speed local network, it guarantees fast load times and protects data from external cyber threats without relying on the public internet. Through a personalized dashboard, students can instantly view real-time tuition balances to avoid long lines at treasury windows. The portal also features an interactive curriculum checklist for streamlined enrollment planning and a secure module for viewing official grades. Consolidating these services reduces administrative bottlenecks, prevents data tampering, and increases operational transparency.
			
11	**Online Seminar Attended update for the faculty**	Monitoring	The **LAN-based Online Seminar Attendance Update module** at Saint Mary's University is a localized tool integrated into the Human Resource Information System (HRIS). Operating strictly over the campus intranet, this application allows faculty to digitally record and update their training certificates and professional development from any on-campus terminal. By running on the local network, the system protects sensitive employee credentials from external cyber threats while speeding up data processing. This automated module eliminates manual paper tracking, providing instant updates to faculty profiles for rankings, institutional accreditation reviews, and performance evaluations managed by the HR Department.

No	Initiative	Function	Brief Description
12	**Online university Attendance tracker SIDTTRACK app (SMU ID Tap Tracker)**	Monitoring	The **Online University Attendance Tracker via AppSheet** is a mobile-first, cloud-based application that modernizes campus monitoring at Saint Mary's University. The app allows faculty and administrators to efficiently capture staff attendance directly from mobile devices or web browsers by simply tapping their university ID cards. By linking seamlessly with cloud databases, the system replaces traditional paper rosters with automated digital records. This eliminates manual data entry delays, provides administrators with real-time attendance insights, and ensures data security through credentialed user authentication—ultimately optimizing institutional workflows while reducing paper waste across campus departments.
13	**Online Outreach update tracker**	Monitoring	The **Online Outreach Update Tracker via AppSheet** is a mobile-first, cloud-based application that modernizes the tracking of community extension projects at Saint Mary's University. It allows coordinators to document field activities, log beneficiary statistics, and upload progress reports directly from smartphones or web browsers. By connecting seamlessly with centralized cloud databases, the system replaces traditional paper reports with automated digital updates. This eliminates data entry delays, provides administrators with real-time insights into community engagement, and ensures data integrity through secure authentication—streamlining outreach management while significantly reducing institutional paper waste.
14	**Online College Exam Scheduler**	Monitoring and Tracking	The **Online College Exam Scheduler for New Students** at Saint Mary's University (SMU is a centralized, cloud-based platform that automates the entrance and placement testing process. Designed for incoming freshmen and transferees, this self-service portal replaces manual booking systems, allowing prospective students to choose exam dates, times, and testing rooms via smartphones or computers based on real-time seat availability.
15	**Student Entry Notifier**	Monitoring and Tracking	The **Student Entry Notifier** at Saint Mary's University is an automated campus security utility that tracks and reports student arrivals in real time. Using by tapping their ID on kiosks at university entrances, the system promptly records a student's entry when they tap their institutional ID card. Once verified, the platform swiftly dispatches a digital notification, such as an SMS or app alert, to registered parents or guardians. By integrating on-campus attendance hardware with automated communication systems, this solution enhances campus security, offers reassurance to families, and modernizes institutional student monitoring workflows.
16	**SGD Website**	Monitoring	**SMU SDG Website** is a dedicated digital platform demonstrating Saint Mary's University's commitment to the United Nations Sustainable Development Goals (SDGs). It serves as a central archive for community initiatives, tracking and preserving comprehensive annual SDG reports detailing institutional progress. Visitors can access real-time updates on university-led programs, including community health checkups, environmental sustainability efforts, livelihood

No	Initiative	Function	Brief Description
			training, and regional research collaborations. By cataloging these initiatives—which link quality education, health, and local community outreach—the website acts as a transparent portal into SMU's mission to drive inclusive growth, social change, and sustainable regional development.
17	**LAN-Based NAS**	Repository	The **LAN-based Network-Attached Storage (NAS) system** at Saint Mary's University is a centralized file-level storage solution integrated into the campus intranet backbone. Operating entirely within the high-speed local network, the NAS acts as a dedicated private cloud repository, enabling faculty, administrators, and laboratory students to securely store, back up, and share digital assets from any on-campus workstation. By limiting data traffic to the localized network, the university guarantees ultra-fast file transfer speeds and robust protection for sensitive institutional files, research data, and administrative records against external web threats.
18	**MyMCA App (My Mobile Campus Ally)**	Monitoring	The MyMCA App (My Mobile Campus Ally) was recently updated and modified by Mark Fadulla to enhance its functionality, performance, and user experience. The update improved navigation, responsiveness, and accessibility, allowing students and staff to efficiently access campus information, announcements, and services. Additional features included real-time notifications, streamlined data retrieval, and improved security measures. This modification supports better engagement, communication, and campus resource management, providing a reliable and user-friendly mobile platform that strengthens connectivity and access to essential university services for the campus community.
19	**SEAPORT (SMU Employee App Portal)**	Monitoring	The SEAPORT (SMU Employee App Portal) was developed as an integrated digital platform designed to streamline employee-related processes and improve overall organizational efficiency within Saint Mary's University (SMU). The system serves as a centralized hub where employees can conveniently access key services such as attendance tracking, event participation, merit point monitoring, and other HR-related functions.
20	**Development of Inventory Management System for the IMO**	Monitoring and Tracking	The Development of an Inventory Management System for the IMO was undertaken to improve the tracking and control of supplies and equipment. The system provides a centralized platform for recording, monitoring, and updating inventory in real time. It includes features such as item categorization, stock level monitoring, and automated reporting to ensure accuracy and efficiency. Designed with a user-friendly interface, it helps staff easily manage resources and reduce errors in manual recording. This innovation enhances operational efficiency, ensures proper resource allocation, and supports better decision-making within the office

Section B — Connectivity readiness: Wi-Fi coverage summary (map/list), Internet/network availability snapshot, and (if available) monitoring screenshots.

No	Initiative	Function	Brief Description	Screenshot or link of evidence
1	**Campus-Wide Wi-Fi Infrastructure**	Implementation Support	Full Wi-Fi coverage in academic and administrative buildings to support digital sustainability management	
2	**Redundant Internet Connectivity**	Continuity	SMU network infrastructure features a dual-Internet Service Provider (ISP) setup designed to balance high-speed performance with maximum uptime. Our primary connection is powered by a subscription to M7 Telecommunications Corporation, which delivers a massive 1.5 Gbps (Gigabits per second) bandwidth allocation. This ultra-high-speed pipe serves as the backbone for our daily, data-intensive operations, easily handling heavy concurrent traffic, smooth video conferencing, and rapid cloud synchronization. To safeguard against potential network disruptions, we have deployed a secondary, redundant connection from Converge ICT Solutions. Operating alongside the M7 subscription, this secondary Converge line provides an independent routing path to the internet. If the primary M7 line experiences technical issues or scheduled maintenance, the secondary line serves as a crucial failover, ensuring seamless network continuity and preventing any operational downtime.	
3	**Network Monitoring System**	Monitoring	At Saint Mary's University, the presence of **Sophos** as our centralized Network Monitoring System and Next-Generation Firewall acts as the primary digital shield for the university's network infrastructure. Sophos continuously monitors data traffic flowing across the campus-wide Wi-Fi and our dual-ISP setup, immediately identifying and blocking cyber threats, malware, and unauthorized access attempts. By providing real-time visibility into network health, it prevents bandwidth congestion and ensures maximum uptime for critical platforms like eSMIS and SMU CALMS. Ultimately, Sophos transforms cybersecurity policies into automated protection, maintaining absolute data privacy and network integrity across the entire virtual campus.	

Section C — Infrastructure reliability and security: backup/continuity summary, access control/security policy excerpt, monitoring snapshot.

No	Initiative	Function	Brief Description	Screenshot or link of evidence
1	**Data Backup & Disaster Recovery System**	Continuity	Daily backups and defined recovery procedures to ensure system availability	
2	**Developed a feature for monitoring the types of access made to employee information. (Audit logs)**	Monitoring	The feature for monitoring access to employee information (Audit Logs) was developed and modified by Wilbert Sadangsal to enhance data security, transparency, and accountability within the system. The update allows administrators to track, log, and categorize all types of access to employee records, including viewing, editing, and exporting activities. With real-time monitoring and detailed audit logs, the feature ensures compliance with data privacy policies, improves oversight, and provides a reliable tool for detecting unauthorized access and maintaining the	



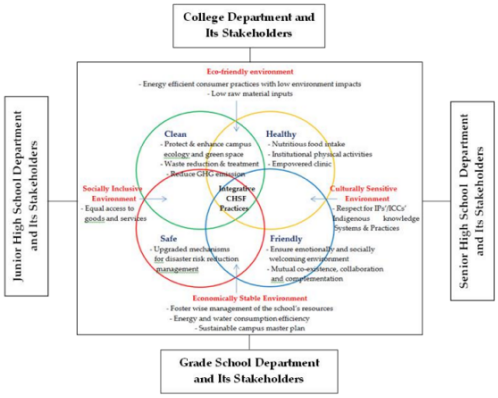


Figure 1. The CHSF Framework

Figure 1 is the new CHSF Framework. It resulted from the study of Dacles, Maslang, and del Rosario (2020) entitled, Securing a Clean, Healthy, Safe and Friendly School Environment, Challenges, and Prospects for Stakeholders: Context of a Private Educational Institution.

CHSF program framework incorporates the four departments of SMU – Grade School, Junior High School, Senior High School, and College. The components of CHSF are also spelled out: Clean, Healthy, Safe, and Friendly.