16.2.1. Have elected representation on the university's highest governing body from:

a. Students(Undergraduate and Graduate)

b. Faculty

c. Staff

EVIDENCE: *Elected representation on the university's highest governing body from:*

NARRATIVE REPORT SCC AND LOCAL COUNCIL OFFICERS ELECTION 2025

SDG:	4 & 16
Title of Activity:	SCC and Local Council Officers Election 2025
Date/Time:	May 20-21, 2025 - 7:30 AM-5:30 PM
Venue:	SMU College Campus and Online Voting
Organizers:	Office of the Dean of Student Affairs and Services
Objectives:	**To elect** SCC and Local Council officers for the SY 2025-2026
Beneficiaries (if any):	
Participants:	Student Candidates**,** Student Leaders, Students

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A. Highlights of the Activity:

On May 19-20, the Student Central Council and the Local School Councils are to be elected in a university-wide online and offline election. The candidates were given almost 2 weeks to prepare for their campaign and finally for their election. Unfortunately, there were no competing parties this time. There were only 2 candidates for the SCC VP and an additional one for the Business Manager position. To ensure that the election goes smoothly, students volunteer through the Student Monitoring of Attendance Society of SMACS, and several laptops are available in different areas around SMU to provide convenience as students vote for the two-day campus elections of Saint Mary's University this academic year.

Prior to the election, student leaders were given the chance to file their certificates of candidacy and formulate the platforms for their party. They also had the meeting de avance on May 14, 2025 where the candidates presented their platforms and answered individually the questions from fellow sudents. The meeting de avance was co-facilitated by the Student Central Council and The Marian.

The different voting areas are in Patio Alois, in front of the accounting office; John Van Den Daelen (JVD) Building, rooms 407 and 408; GomBurZa (S) Building, rooms 202 and 210; and Apo Pilo (AP) Building, rooms 201 and 303. The initiative is in collaboration with Saint Mary's University Student Monitoring and Attendance Checking Society (SMU-SMACS), CICT, CETSO, and the Office of the Dean of Student Affairs and Services.

The voting will run from May 19 at 7:30 am to May 20 at 5:30 PM. While the proclamation of winners and the state of the council address will take place on May 21, 2025, at 4:00 PM at Fr. Cornelius Tonus Gymnasium.

B. Summary of the Activity Evaluation

C. Appendices

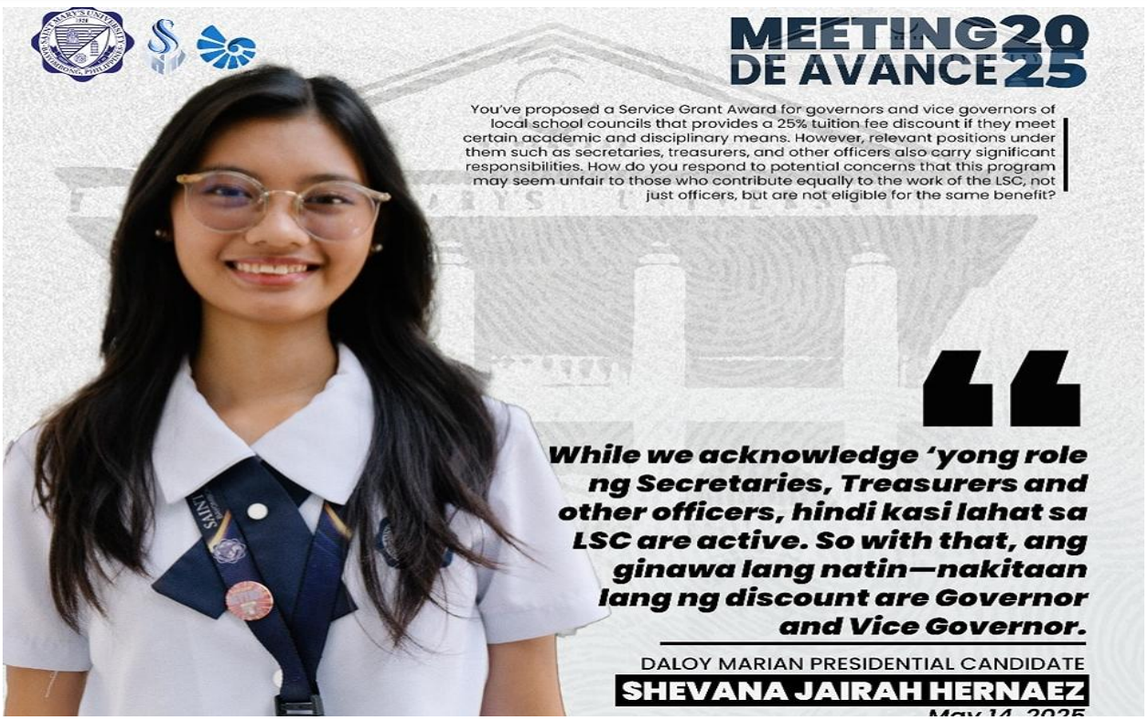
1. **Attendance Sheet (scanned)**

2. **Program of Activities**

3. **Photo Documentation**






MEETING DE AVANCE 2025
You've proposed a Service Grant Award for governors and vice governors of local school councils that provides a 25% tuition fee discount if they meet certain academic and disciplinary means. However, relevant positions under them such as secretaries, treasurers, and other officers also carry significant responsibilities. How do you respond to potential concerns that this program may seem unfair to those who contribute equally to the work of the LSC, not just officers, but are not eligible for the same benefit?
While we acknowledge 'yong role ng Secretaries, Treasurers and other officers, hindi kasi lahat sa LSC are active. So with that, ang ginawa lang natin—nakitaan lang ng discount are Governor and Vice Governor.
DALOY MARIAN PRESIDENTIAL CANDIDATE
SHEVANA JAIRAH HERNAEZ


MEETING DE AVANCE 2025
What will be your flagship program during your term?
So for Health and Natural Sciences, our main focus or our flagship program will be the academic compensation and credit system for our student participation. So with this, we will implement these steps: First is we will draft a resolution to consult with the academic affairs, then create validation and request forms, and to [tie] up this during the SHANS week celebration, and of course, in order to know the effectivity of this program, we will be implementing an evaluation for post-implementation.
DALOY SHANS GUBERNATORIAL CANDIDATE
BIANCA BELLE BAUTISTA
May 14, 2025
MARIAN SCC & LSC ELECTION 2025
themariansmu
themarian@smu.edu.ph





Prepared by:

Mr. Samuel B. Damayon

Dean of Student Affairs and Services

NARRATIVE REPORT STATE OF THE COUNCIL ADDRESS CUM PROCLAMATION OF ELECTION WINNERS

SDG: 4 & 16

Title of Activity: State of the Council Address cum Proclamation of Election Winners

Date/Time: May 21, 2025 - 4:00 PM-6:00 PM

Venue: Tonus Gymnasium

Organizers: Office of the Dean of Student Affairs and Services

Objectives: For the SCC and Local Council to present their Accomplishments and to proclaim the winners in the SMU Halalan 2025

Beneficiaries (if any):

Participants: Student Organizations**,** Administrators, Student Leaders, Students

---

A. Highlights of the Activity:

"***To reminisce the Past, nurturing the Present, and be ready for the Future***"

Last May 21, 2025, the Student Central Council (SCC) and Local School Council (LSC) for Academic Year 2024-2025 delivered their speeches and accomplishments for the academic year 2024-2025 during the State of the Council Address (SOCA). Mr. Nathaniel C. Mosqueda, the outgoing President of Student Central Council, challenged the incoming President and all officers, "as much as possible, do better than us. The Fight for student welfare and rights continues to go on, it is a never-ending clamor, it is a burden you must fulfill." After delivering his speech, the different School Governors presented their accomplishment reports with a speech of gratitude and mixed emotions as they reminisced about the time, the efforts, the sacrifices, and the commitment they shared to accomplish their Action Plan. As young Marian leaders, they have embodied the values of compassion, service, faith, and inspiring fellow students.

The State of the Council Address (SOCA) was followed by the announcement of the official result of SMU Halalan 2025 conducted last May 19-20, 2025. The election reached 43.52% voter turnout (2,246/5,160). SAB = 498; SHANS = 845; SEAT = 553; and STEH = 350. With the uncontested election, Miss Shevana Jairah M. Hernaez, a second-year student of Bachelor of Science in Biology, was proclaimed as the newly elected President of Student Central Council, garnering 1,773/2,246 or a vote of 79%. Mr. Josiah M. Policarpio, BS Psychology 2, was proclaimed as Vice President.

For the Governors of the different School Councils, Giorgia Trich C. Castillo, BSBA MM2, was proclaimed as SABCC governor, Bianca Belle B. Bautista, BS Biology 2, was proclaimed as HNSCC governor, Lanz Adrianne A. Bassig, BS CpE2, was proclaimed as governor of SCEAIT, and Szamyr Angelo G. Tumolva, BS Psych 2, was proclaimed as governor of ECSTEH. And the rest from the other positions of the SCC and the Local School Council Officers were proclaimed and declared winners by the chair of the Committee on Election (COMELEC),

Mr. Samuel B. Damayon, Dean, Student Affairs and Services, and one COMELEC member, Dr. Henry F. Gamboa, Associate Dean of Student Affairs and Services for Men.

In the concluding message of the Dean of Student Affairs and Services, Mr. Samuel Damayon, congratulated all the outgoing officers and wished good luck to all the incoming student officers. He emphasized the message of the University President to the members of the Student Central Council by saying that "in choosing to serve the Marian community, you will not or did not only develop your leadership skill, but you have developed or will develop your CHARACTER."

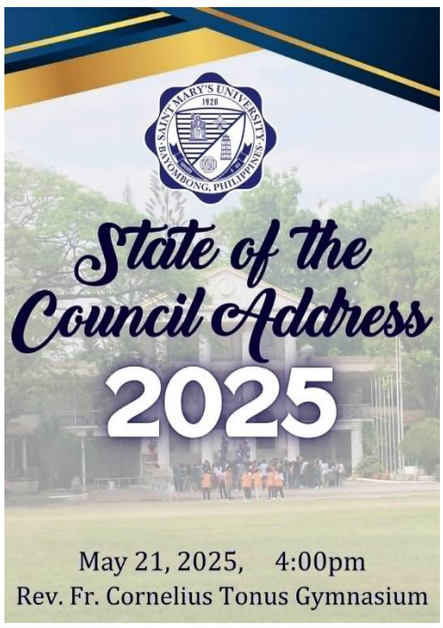
Congratulations to all our Marian Student Leaders. Thank you for offering your services to the Marian community.

B. Summary of the Activity Evaluation

C. Appendices

1. Attendance Sheet (scanned)

2. Program of Activities





3. Photo Documentation


SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
Office of the Dean and Student Affairs and Services
STATE OF
OUNCIL AD
May 21, 2025 @
MARIAN
SCC & LSC
ELECTION 25


MOSQUEDA
SAINT MARY'S UNIVERSITY
1928
MARIAN
SCC & LSC
ELECTION 25


HEALTH AN
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MARIAN
SCC & LSC
ELECTION 25



Prepared by:

Miss Laarni Mae Marantal

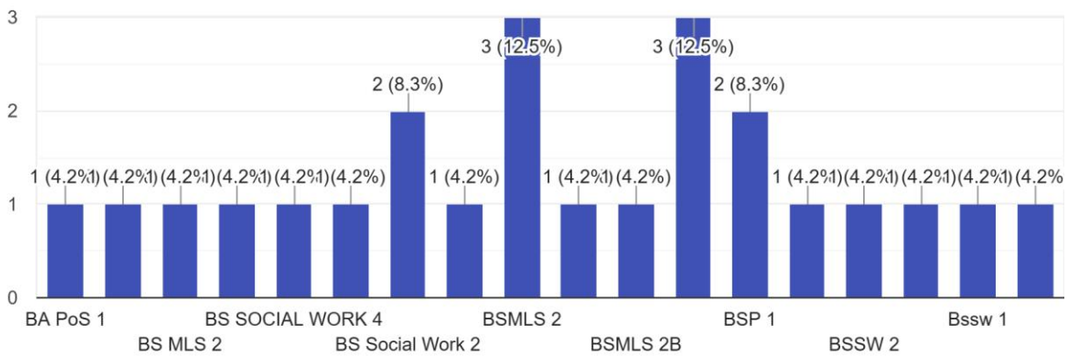
Staff

Office of the Dean of Student Affairs and Services

GENERAL ASSEMBLY JANUARY 22, 2025 EVALUATION

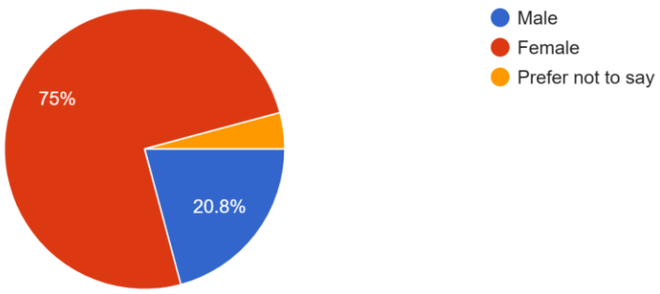
Course and Year

24 responses



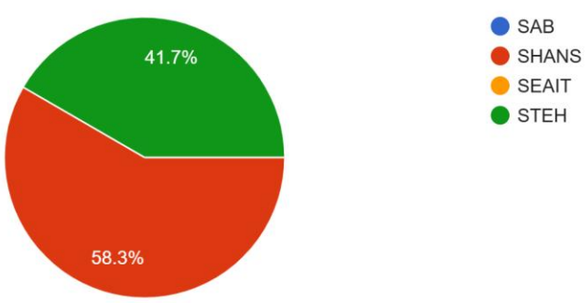
Sex

24 responses



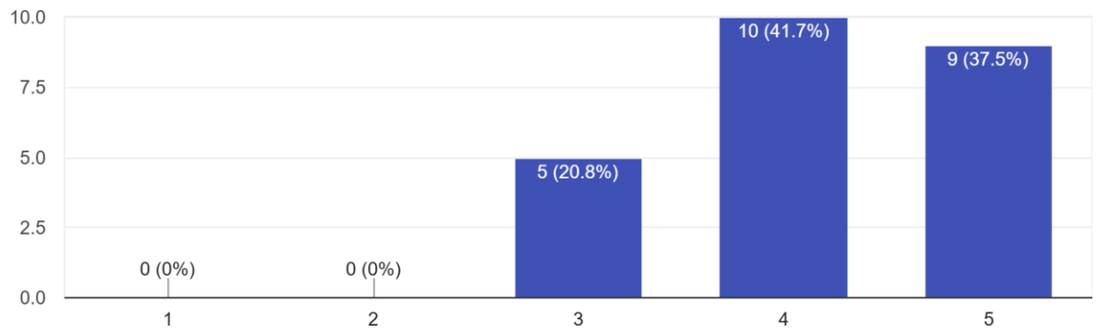
School

24 responses



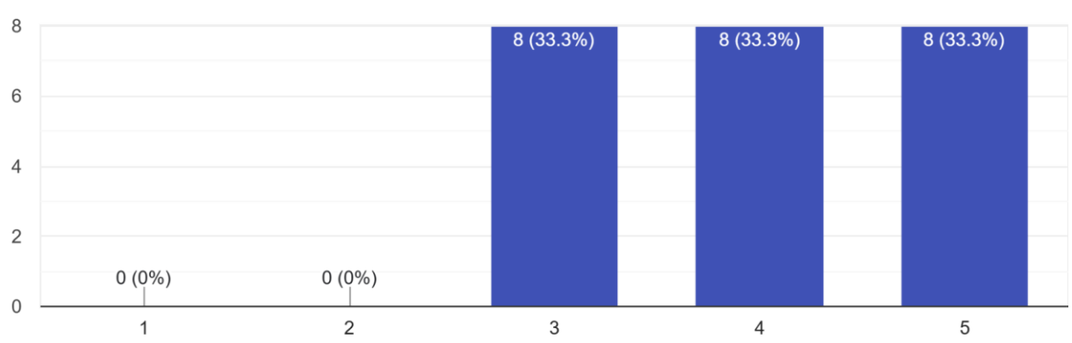
Information Dissemination of the event

24 responses



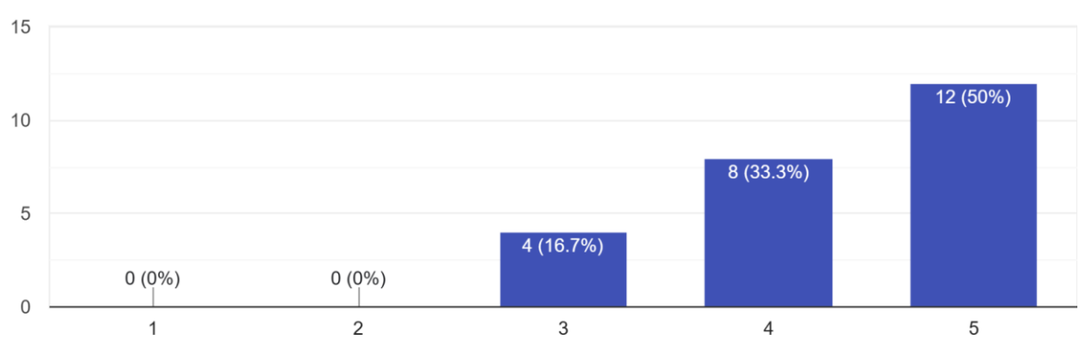
Conduct of the General Assembly

24 responses



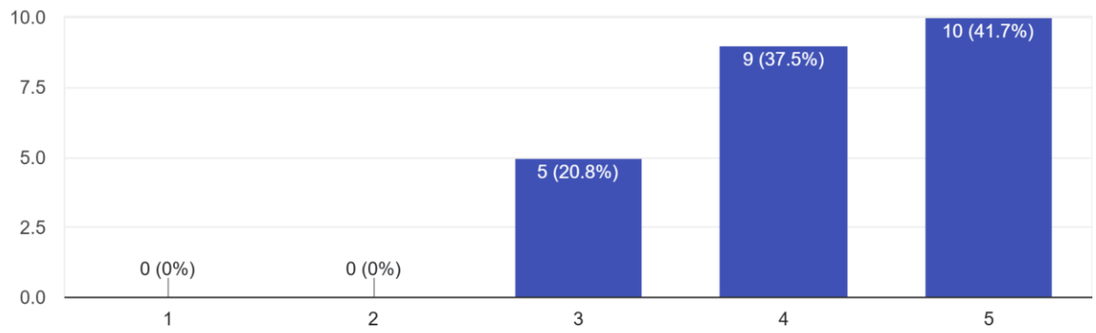
Speakers in the General Assembly

24 responses



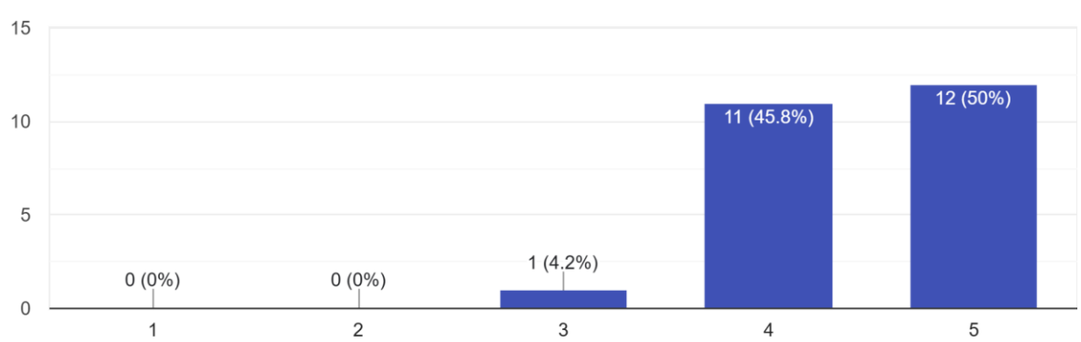
Program of the General Assembly

24 responses



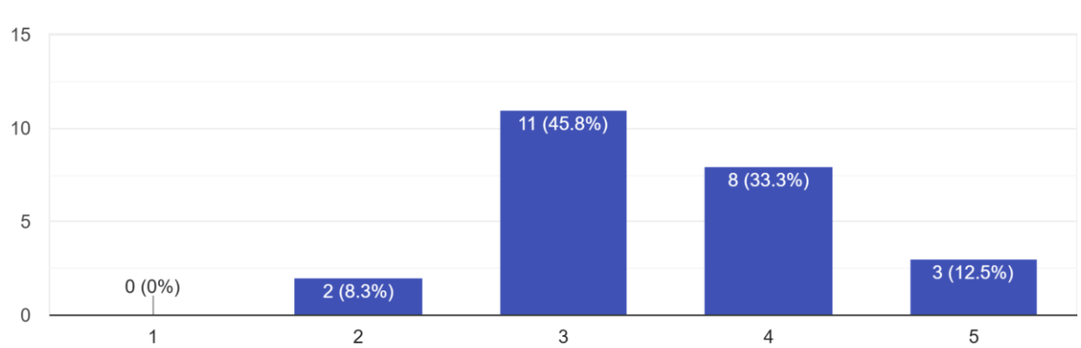
Topics Discussed in the General Assembly

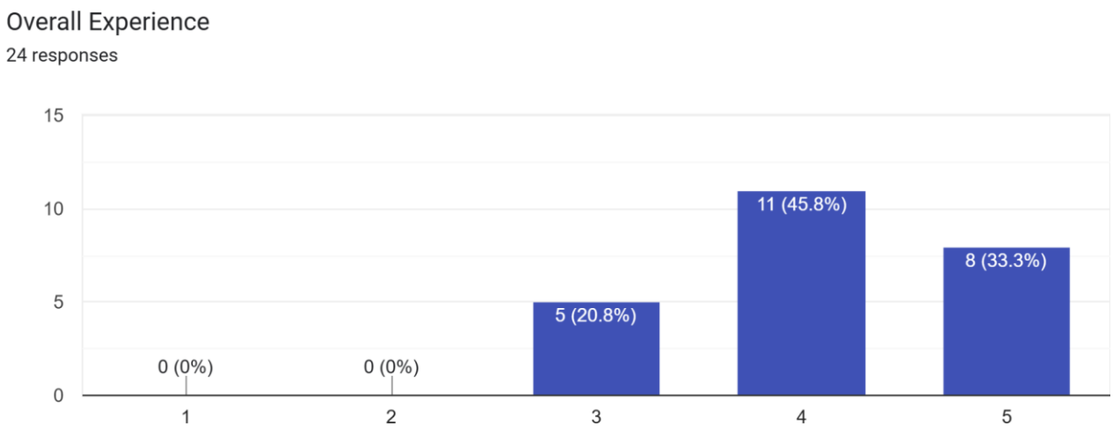
24 responses



Time Management

24 responses





What are the things that we need to improve for the next general assembly?

Time management
Snacks please
I guess it would be better if the seating arrangements is as per department.
Time management
Time management
Better audio because most of the time we cannot hear clearly the explanations at the back.
The amount of services offered.
time management- the discussion is to fast.
Hmm, become more stricter on attendance and sana lahat ng CI s around with their students maybe if busy sila maybe class president
font size of the ppt
Shorter time
Sa time lang po dapat po sundin Yung time kung kailan mag start
Discuss frequently reported problems on each department
must've given a program for the flow of the event

What are positive points you have observed that needs to be maintained for the next assembly?

Schedule per school

The flow of the program

SMU Band

Organized

The no use of cellphones/gadgets

No comment

Every issue is regarded

All of it

The use of the QR code to voice out our concerns becasue some of us is just to shy to talk to the mic.

The updated informations.

The delivery of message was okay

They didn't only focus on the rules and regulations but they also include the service that can be helpful to student

Teamwork

speakers interacting with the students (roams around)

Lively MCs

entertainment

Yung mga speakers I like how they discussed. Clear and understandable

Presence of guest speakers

the organization

Vibe

the thing that we have to lesson are presented fairly

Every topic was clearly disseminated

What topics do you want to be discussed in the next general assembly?24 responses

Library, books or e-books available at the school

Total expenses of my tuition

Scholarships and tuition fee

internet connection

Nothing so far

General issue inside school campus

The way the bookstore operate and how do they come up with their prices.

MINUTES OF MEETING

Date: August 12, 2024
Venue: University Boardroom

The meeting started at 9:15 AM.

1. **ATTENDANCE**:

ADMINISTRATION
Dr. John Tayaban
Rev. Fr. Alberto Tamisen, CICM
Mr. Sherween Saquing, Director, LMCDAC

DSAS
Mr. Samuel Damayon

ADSAS
Dr. Felipe Nantes

NSTP & MERT
Mr. Dominique Guntalilib
Mr. Sherwin Marciano

THE MARIAN
Ms. Divata Donato

GTO
Dr. Edwin Mania

STUDENT CENTRAL COUNCIL
Nathaniel Mosqueda
Lorraine Garcia
Danielle Corpuz
Leanne Derije
Harvey Padua

2. **CALL TO ORDER**
The SMU Dean of Student Affairs and Services, Mr. Samuel Damayon started the meeting at 9:15 in the morning.
3. **AGENDA**
   a. Mark of CICM School Graduate
   b. Proposal Date for the CICM Leadership Convergence
   c. Review the Previous Student Leaders' Convergence
   d. Theme Formation
   e. Possible Activities
   f. Other Matters

4. **PROCEEDINGS**

AGENDA/CONCERNS	DISCUSSIONS
Opening	- Dr. Felipe Nantes, Associate Dean of Student Affairs and Services, led the prayer.
Mark of CICM School Graduates and Employees	- Dr. John Tayaban started the meeting by discussing how CICM established the CICM Schools, especially at the Tertiary Levels. With that, he related how the CICM seeks to define what makes CICM school or graduate, including the role of employees in this identity. - He iterated how the CICM wants the CICM Schools to have a certain identity, a distinguishing feature. - He also mentioned the Philippines Schools Network, an organization of different CICM Schools that converge and tries to identify what characterizes a CICM Institution. - Dr. Tayaban also outlined the objectives, which are the activities that the CICM Schools can implement to help with the convergence and identification of CICM Schools. - Rev. Fr. Alberto Tamisen, CICM, also added how important it is to have a sharing of best practices of student leaders from different institutions; thus, noting that the upcoming CICM Convergence will provide a platform to exchange these practices and learn about developments in other CICM schools
Proposal Date for the CICM Leadership Convergence	- Mr. Damayon presented the proposed date for the CICM Leadership Convergence to be around September 18 – 21, 2024. He noted that these dates are tentative as the school calendar for the 2024-2025 academic year has not yet been finalized. However, due to the upcoming First Term Exam around September 19–24, 2024, it is possible that the date would be moved to a more plausible date. He also stated that SLU will have its exam on September 23–26, 2024. As for USLT and SLC, Cebu, Dr. Tayaban is still waiting for their approval for their participation. This delay is due to SLC's transition in the Dean for Student Affairs and Services, which will take place in August. - Mr. Damayon also opened up about the participation of senior high school students so that SLC, Cebu could participate. - As for the venue, the said event will be held at Saint Mary's University Main Campus.

SEMINAR-WORKSHOP ON "CRAFTING PATHWAYS FOR MSME GROWTH THROUGH BUSINESS PLANNING: BLUEPRINTS FOR SUCCESS" ON NOVEMBER 22, 2025



LETTER TO THE UNIVERSITY PRESIDENT INFORMING THE NEWLY ELECTED OFFICERS SMU EMPLOYEES UNION

SAINT MARY'S UNIVERSITY EMPLOYEES' UNION
Bayombong, Nueva Vizcaya

May 27, 2024

DR. JOHN OCTAVIOUS S. PALINA
University President
Saint Mary's University

Dear Sir,

Warmest greetings!

I am writing to inform you about an important update regarding the SMU Employees Union. Following our recent elections last May 22, we are pleased to announce the new officers who will lead our union for the 2024-2026 term.

The elected officers are as follows:

President: Dr. Erwin D. Naval
Vice President for Academic Personnel: Mr. Jonathan P. Vergara
Vice President for Non-Academic Personnel: Mr. Dennis S. Abosejo
Secretary: Mrs. Lorna C. Aban
Treasurer: Mrs. Angela C. Garra
Auditor: Mrs. Pearl V. Ludan
PIO: Miss Shiellah Mae T. Barsicula
Business Managers: Miss Kristelle Anne Jhoyce B. Respicio
Mrs. Madonna A. Blando
Sgt. at Arms: Mr. Albert C. Cabullos
Mr. Mark Noren U. De Vera
Board of Directors:
Grade School - Renz Gabriel R. Jubay
Junior and Science High School – Christian Jos T. De Jesus
SEAIT – Miss Evelyn J. Rizardo
STEH – Mrs. Leilanie Cristie O. Sagabaen
Non-Academic Personnel – Mr. Angelito C. Buccahan

The members elected them for their dedication, leadership qualities, and commitment to represent the interests and well-being of all union members. Their term of service will begin on June 1, 2024, until May 31, 2026. We are confident that under their leadership, the SMU Employees' Union will continue to thrive, effectively represent our rank-and-file and, most importantly, be your partner in developing administrative policies.

Thank you for your continued support and care for the welfare of our union members. Together, we can work towards achieving industrial peace in our university.

Truly yours,

Erwin D. Naval, DPA
President

MINUTES OF THE MEETING OF SMU EMPLOYEES UNION

Minutes of the Proceedings of 1st Meeting of SMU EU Officers

July 15, 2024 held at SMU EU Office 5:30 P.M.

PRESENT:

Erwin Naval
Evelyn Rizardo
Jonathan Vergara
Angelito Buccahan
Chirstian Jos De Jesus
Renz Gabriel Jubay
Kristelle Anne Joyce Respicio
Madonna Agcaoili-Blando

ABSENT:
Dennis Abosejo
Albert Cabullos
Lorna Aban
Mark Noren De Vera
Ma. Danica Subia
Lanie Sagabaen
Shiella Mae Barsicula
Rzachel Joy Lazo
PROCEEDINGS:

1. The meeting started at exactly 5:45 P.M. and a prayer was led by Mr. Jonathan Vergara.
2. The presiding officer mentioned the agenda which include appointment for vacant positions specifically treasurer and auditor, action plan for 2024, update on the Senior High School AEMAP, and new issues gathered from members.
3. Miss Evelyn Rizardo was recommended as the new treasurer of SMU EU and this was approved unanimously.
4. Mrs. Marissa Labangcoc was recommended as BoD for SHANS and this will be communicated to her.
5. The presiding officer requested the present members to suggest activities for the SMU EU's Action Plan for 2024. The presiding officer suggested that officers of SMU EU would undertake seminars and trainings on Basic Occupational Safety and Health (BOSH) and other Safety Officer certifications. Another suggestion is SMU EU will also have its own adopted community for outreach activities. The seminars sponsored by DOLE, NATOW, POWER 2 will be distributed among the officers. Meetings and dialogues will also be conducted in different units (Grade School, Junior High School, Senior High School, College, in Office Personnel).
6. Officers present agreed to be part of the Labor Management Conference meetings in the coming months as representatives of the Rank-and-file.
7. Miss Evelyn Rizardo reported the issues raised by SMU EU in the revision of the Senior High School AEMAP.
8. The 2024-2025 employee new uniform was discussed. Issues were identified by Mr. Christian Jos De Jesus, Mr. Renz Gabriel Jubay, and Miss Evelyn Rizardo.
9. The meeting was ended with a closing prayer led by Mr. Angelito Buccahan.

Issues raised during the meeting are as follows:

1. Mam Nadine's concern was resolved.
2. Mam Liza's concern was resolved.
3. New School year Calendar. Christmas break (9 days) and semestral break (9 days).
4. Dependents' lab fees should be free. The lab fees should be identified. Lab fees should be congruent on the actual use of laboratories.
5. 22 Teaching units of Basic Ed. Salary increase.

6. Personnel with additional units for summer term since they man the office.
7. Personnel who are assisting enrolment.
8. Ward awarded to employees should not be recalled even when the employee resigned.
9. Attendance checking of faculty. Several instructors are marked late because of the travel time from one building to another building.
10. Checking of names in the ESMIS. Faculty should not be responsible.
11. Faculty report on attendance of students is repetitious task with the system of admission slips.
12. There are identified problems on admission of first year students.

Dr. Erwin D. Naval
President

Mr. Jonathan P. Vergara
Vice President for Academic Personnel

Mr. Dennis S. Abosejo
Vice President for Non-Academic Personnel

Mrs. Lorna C. Aban
Secretary

Miss Shiellah Mae T. Barsicula
Public Information Officer

Miss Kristelle Anne Jhoyce B. Respicio
Business Manager

Mrs. Madonna A. Blando
Business Manager

Mr. Albert C. Cabullos
Sgt. at Arms

Mr. Mark Noren U. De Vera
Sgt. at Arms

Mr. Renz Gabriel R. Jubay
Board of Director of Grade School

Mr. Christian Jos T. De Jesus
Board of Director of Junior and Science High School

Mrs. Leilanie Cristie O. Sagabaen
Board of Director of STEH

Mr. Angelito C. Buccahan
Board of Director of Non-Academic Personnel

Mrs. Rachel Joy T. Lazo
Board of Director of SEAIT

Miss Ma. Danica A. Subia
Board of Director of Senior Highschool

SAINT MARY'S UNIVERSITY EMPLOYEES' UNION
Bayombong, Nueva Vizcaya

October 27, 2024

DR. JOHN G. TAYABAN
Vice President for Administration
Saint Mary's University

Dear Sir,

Warmest greetings!

In recent months, various concerns and emerging issues have been raised by our rank-and-file employees regarding certain administrative policies and workplace dynamics. In response, we would like to request for a dialogue through a meeting of the Labor Management Committee, where these matters can be discussed collaboratively to foster positive working conditions and mutual understanding. The list of the issues and problems are attached herewith. We are hoping that we can schedule it this November.

We are looking forward to a fruitful and constructive dialogue wherein we collaboratively craft solutions that promote a positive and equitable workplace for all.

Truly yours,

DR. ERWIN D. NAVAL
President, SMUEU

LABOR-MANAGEMENT COUNCIL MEETING

November 6, 2024
8:30 am, SMU Board Room

Attendance:

Management Panel Members:
- Dr. John G. Tayaban
- Dr. Moises Alexander T. Asuncion
- Atty. Epifanio Delbert G. Galima lll
- Mrs. Venica S. Acosta
- Mrs. Ruby Lyn R. Nuestro

Union Panel Members:
- Dr. Erwin D. Naval
- Miss Evelyn J. Rizardo
- Mr. Dennis Abosejo
- Mr. Jonathan C. Vergara

The meeting started at 8:40am with a prayer led by Dr. John G. Tayaban.

Proceedings:

TOPIC / CONCERN	PROPOSAL	ACTION / RESOLUTION
Matters arising from the previous meeting, March 20, 2024		
1. Child care center	Issue on sustainability	Make a survey on how many are interested HRDO will conduct the survey this November 2024
2. PE evaluation tool	NAP tool was reviewed . Mrs. Ellamil of SLU who was scheduled to do the review the tool for AP begged off due to busy schedule and already retired.	Possible reviewers who may be invited are Dr. James Pattaguan or Dr. Rina Reyes.
3. Uniforms	Look for material 70% cotton 30% polyester	3a. Measurements were done, spearheaded by Allan and the contract with the provider was signed. 3b. The target delivery for the first batch is last week of November. 3c. Verify materials used.
4. Concerns on drivers' overtime pay	VPA to come up with guidelines.	IA prepared a guide on the computations of the OT of drivers.
5. Rank of Marites Querol	Her rank and salary adjustments were already verified by HRDO and VPFT, and are found to be correct.	Ms. Querol may submit a letter if she has further clarifications regarding her rank.

The SMU administration and Employees Union also engaged in Collective Bargaining negotiation

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

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Effectivity Date	2024/12/08
Page/s	Page 1 of 2

NOTICE OF MEETING

DATE : September 17, 2025

TO : Management and Union CBA negotiation panel

RE : Renegotiation of the economic provisions of the CBA

As previously discussed, please come to a meeting on September 18, 2025 at 8:30 AM at the Boardroom for renegotiation of the economic provisions on the third year of the CBA.

Thank you.

John G. Tayaban, PhD
VP for Administration

Approved:

John Octavious S. Palina, PhD
University President