therein;

B. THE BOARD OF TRUSTEES

1. REFERENCE

a. **Composition**: Pursuant to applicable laws, rules and regulations and in accordance with its Articles of Incorporation and By-laws, the corporate powers of Saint Mary's University of Bayombong are vested in and exercised by the Board of Trustees, which consists of 10 religious and lay members.

b. **Qualifications**: Every member of the Board is required to possess at least a bachelor's degree and have utmost integrity who are well-respected in their profession/vocation. Members of the CICM shall at all times constitute majority of the total membership of the Board of Trustees.

2. FUNCTIONS AND RESPONSIBILITIES

a. reviews and approves policies pertaining to major administrative and organizational changes within the University, such as, but not limited to, the opening of new colleges and offering of new academic programs, or the closing of existing colleges and academic programs; the appointment of major officials and the establishment of new offices and services, among others;

b. considers long range plans for the improvement of the academic programs, teaching and research activities, spiritual welfare of the students, the faculty development programs, expansion and development of the physical plant and facilities of the University;

c. approves the annual budget of the University;

d. approves loans to be obtained by the University;

e. determines policies of investment and regulates policies on income and on salaries;

f. confirms the financial privileges and benefits for

employees;

g. receives the reports on external, objective and disinterested audit and review of the total operation of the University;
h. approves the purchase of, or hold, mortgage or sale of real estate properties, and other investments;
i. relates the University with the community in accordance with its basic objectives, vision and orientation;
j. approves affiliations with sister corporations and consortia;
k. grants extraordinary powers to the University President in case of emergency;
l. appoints an Acting President in case of vacancy before a University President is officially appointed;
m. recommends to the Commission on Higher Education (CHED) the conferment of honorary degrees to persons who distinguished themselves in their respective fields;
n. grants the title "Emeritus" to faculty members and administrators who have reached the retirement age;
o. serves as the body of last appeal involving administrative cases and/or conflicts that may have been handled by administrative office/bodies of the University; and
p. discharges such other functions, powers, and duties as may be assigned by law, or corporate by-laws to the Board, or as are inherent in the Board of Trustees of an educational institution.

II. UNIVERSITY OFFICERS

A. UNIVERSITY PRESIDENT. The University President is the chief executive/ administrator of Saint Mary's University.

President may assign.

E. VICE PRESIDENT FOR FINANCE AND TREASURER

1. REFERENCE

a. **Appointment:** The President recommends the appointment of the Vice President for Finance and Treasurer subject to the approval of the Board of Trustees.

b. **Qualifications:** The Vice President for Finance and Treasurer must:

i. possess at least a master's degree or a professional license requiring at least a bachelor's degree; a doctoral degree holder, is however, preferred.

ii. have managerial competence or have a background of demonstrated service and competence in his/her field of endeavor; and

iii. be of good moral character.

c. **Term of Office:** The term of office is one year for the initial appointment. This initial appointment may be renewed for a term of two years on the second appointment. The succeeding appointments shall be for a term of three years each, provided that such appointment shall not be beyond 60 years old, unless the President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

2. FUNCTIONS AND RESPONSIBILITIES

a. he/she is the Officer-in-Charge during casual absences of the President, the Vice President for Mission and Identity, the Vice President for Administration and the Vice President for Academic Affairs;

b. is the chief financial officer of the University and as such, is responsible to the University President;

c. seeks funds to improve and develop the financial

resources of the University, including institutional fund raising or fund sourcing activities;

d. supervises the Chief Accountant, the Assistant Treasurer, the Head Cashier, the Head of Inventory Management Office, and the Head of Publishing and Digital Printing Office;
e. endorses to the University President Memorandums of Agreement and contracts which are related to properties, supplies, equipment and those related to the offices under his/her supervision and keeps copies for safekeeping and reference;
f. signs with the University President all contracts with financial implications, leases, and other documents of major importance as authorized by the Board of Trustees;
g. signs checks with the University President or with the other Board- authorized signatories which are the other Vice Presidents and countersigns and endorses checks, drafts, orders, notes, and other negotiable instruments belonging to the University in accordance with rules set forth by the Board of Trustees;
h. takes charge of all financial transactions such as sales and purchases with prior information and approval of the University President especially for major transactions amounting to Php50,000.00 and above;
i. recommends financial and administrative policies and systems for the efficient and proper utilization of the physical and financial resources of the University. For other financial requests and decisions, the standard operating procedures of the University are followed;
j. ensures that all accounts and records are audited by an independent Certified Public Accountant, and that accurate financial statements and reports are provided to the Board of Trustees, corporation members, standardizing agencies, government

agencies and others that are entitled to receive them;

k. acts as comptroller of operating and capital budget and expenditures under the general supervision of the University President;
l. spearheads the preparation of the budgets by the different units and schedules annual budget hearings with the Advisory Board prior to consolidation and submission to the Board of Trustees for approval;
m. approves and /or endorses for approval purchase request forms, materials requisition, canvass and purchase order forms, and gas slips;
n. spearheads the conduct of consultation meetings with students, parents and other stakeholders for the increase in tuition, miscellaneous and other fees;
o. keeps custody of bank account passbooks and checkbooks, all funds, securities and bonds of the University;
p. monitors various bank deposits and investment accounts; and
q. performs other related functions as may be assigned by the University President.

F. UNIVERSITY CHAPLAIN AND DIRECTOR, CENTER FOR CHRISTIAN FORMATION

1. REFERENCE

a. **Appointment**: The University Chaplain and Director for the Center for Christian Formation is appointed by the CICM-RP Provincial Superior, after consultation with the Local Ordinary and the University President.
b. **Term of Office**: He is appointed for a term of three years, and his term is renewable.

2. FUNCTIONS AND RESPONSIBILITIES:

The University Chaplain and Director of Center for Christian Formation is directly responsible to the Vice President for Mission

other sectors of the University;

f. computes proposed increase in tuition, laboratory and other fees and proposed increase in salaries and benefits;
g. updates the monthly salary guide whenever increases in salaries is approved;
h. assists in auditing activities by providing necessary information and requested documentations;
i. computes Actual Utilization of Tuition Fee Incremental Proceeds to be submitted to CHED and DepEd;
j. prepares the interim and annual budget performance reports and
k. performs other related tasks as may be assigned by the Vice President for Finance or the President.

S. INTERNAL AUDITOR

1. REFERENCE

a. **Appointment**: The University President recommends the appointment of the Internal Auditor in consultation with the Advisory Board subject to the confirmation of the Board of Trustees.
b. **Qualifications:** The Internal Auditor must:
   i. be a Certified Public Accountant;
   ii. possess at least a master's degree. A doctoral degree holder, is however, preferred; and
   iii. be of good moral character.
c. **Term of Office**: The term of office is one year for the initial appointment, renewable for terms of two years each, provided that such appointment shall not be beyond 60 years old, unless the University President extends it on a yearly basis, but not beyond the mandatory retirement age of 65.

2. FUNCTIONS AND RESPONSIBILITIES

: The Internal Auditor is responsible to the University President and the Board of Trustees and is mandated to perform the

following:

a. checks the accuracy and reliability of financial records and ascertains compliance with University policies, regulations and procedures and compliance with applicable laws;
b. conducts independent, protective and constructive audits for management to review the effectiveness of operating procedures and internal controls;
c. reviews and evaluates the accounting systems and procedures to determine their efficiency and protective value;
d. reviews records pertaining to physical and financial assets, liabilities, income and expenditures, spot-check the physical existence of assets and conformity with records;
e. analyzes data obtained for observed deficiencies in controls, duplication of efforts, extravagance, frauds, and lack of compliance with established policies and procedures;
f. submits to the University President reports on findings / recommendations for the improvement of operating procedures and the financial condition of the University;
g. recommends systems whenever applicable and forwards the same to concerned authorities for appropriate action; and
h. performs other related tasks as may be assigned by the University President or the Board of Trustees.

T. ASSOCIATE DEAN OF STUDENT AFFAIRS AND SERVICES FOR MEN/WOMEN

1. REFERENCE

a. **Appointment**: The Associate Dean of Student Affairs and Services for Men/Women are appointed by the University President in consultation with the Advisory

productivity. Being considerate, however, should not be misinterpreted to mean unjustified tolerance of misdeeds.
To ensure security and safety of the University properties, as well as personal belongings of all personnel, the following shall be strictly observed:

1. Rooms or offices must always be locked, especially after office hours;

2. Upon leaving, all switches for lights and appliances shall be turned off;

3. Bags and packages brought in and out of the school premises, and delivery vans and vehicles are subject to inspection by the guards; and

4. Personal property of personnel brought into and brought out from the University premises must be properly recorded and registered in the security logbook/properly filled-out form.

H. Good Housekeeping. Proper housekeeping should be a daily personal responsibility of all personnel. Offices should be kept clean. CHSF rules should be observed at all times. All teaching personnel should never leave a classroom unless the chalkboards or white boards are clean, chairs are in proper order, and lights, electric fans and/or air conditioning units are turned off. Use of University electrical resource for personal consumption is discouraged.

I. Honesty. Dishonesty is certainly inconsistent with the basic precepts of professional standards and moral calling of all Christians. Thus, all personnel should observe honesty in their dealings and this should be reflected in the disposition of office supplies, office equipment, use of official time as well as handling

of money and valuables found in the University campus. Dishonest acts shall be dealt with accordingly.

J. Privacy of Offices. In consideration of their colleagues, no visitors should be entertained in faculty rooms and offices. Children of personnel are discouraged from staying in the offices, especially during office hours but instead can stay in the space/facility designated by management. Aside from exposing them to potential hazards, their presence also affects the productivity of the personnel.

K. Transacting Business in the University Premises. Consistent with the goal of the University to uphold the dignity of every personnel, no lenders should be allowed to collect indebtedness inside the classroom and in offices. Personnel are strictly prohibited to sell goods or tickets to students and their parents unless authorized in writing by top management.

L. Overtime and Off-set Work Day. When the exigencies of service so require, the Head of Office may, using the Request Form for Overtime, secure written permission from the Vice President for Administration for academic non-teaching personnel to perform overtime work defined as work beyond 8 hours in a day (or beyond 9 hours in a day for the shortened work week schedule). This authorized overtime work is paid accordingly unless the employee opt to rest by offsetting (not reporting for work) for the equivalent extra hours rendered within 30 calendar days from the date of extra work rendered as approved in the Employee Leave Form (ELF). The normal rest day for academic non-teaching personnel is Sunday while the normal working week is Monday to Saturday or as indicated in the office schedule approved by the Vice President for Administration.

thesis/proposal/capstone/project; Certificate of Completion of OJT/internship/practicum; or medical/police/death/barangay certificate).

b. The Completion Form from the Registrar's Office shall be accomplished by academic personnel and must be submitted within the one-year grace period after the INC was incurred.
c. Upon completion by the student, academic personnel must submit a completion form to the Registrar's Office within one (1) month regardless of passing or failing mark.
d. The Completion Form must be accomplished in triplicate for approval by the Academic Dean. Alterations in the form should be countersigned by the academic personnel otherwise the same shall not be valid.
e. For security purposes, the form should be personally submitted by the academic personnel to the Registrar's Office.

14. Grading Provisions in the Course Syllabus. The major examinations should be explicitly indicated at strategic points (end of the 6th week or first one-third of the subject, end of 12th week or second one-third of the subject, and end of the subject) as milestone activities in the course syllabus. Combinations of various forms (written and practical) of the term examinations and their corresponding weights must be included in the relevant section of the syllabus.

15. Other Grading Considerations

a. An Academic Personnel must consult with the Academic Dean when more than 30% of the class fail despite appropriate interventions. The academic personnel must avoid extreme liberality and strictness and abide by the principles of fairness, justice and common sense.
b. Instructors should not entertain any request to give high marks or rectify low marks in order to save a scholarship unless there is an inadvertent error on the part of the

academic personnel. To do otherwise is against professional ethics and teaches graft and corruption.

c. Corrected non-final major examinations booklets or papers (i.e. for first-term and second-term examinations) are to be given back to the students at most seven (7) days after the examination. Within the same period, academic personnel should inform students about their term grades in class.
d. Instructors should never give a grade of 73% or 74% for the finals. It should either be 72% or below, or 75%.
e. A student who was absent during short quizzes or recitations may be given a special make-up assignment or test, if his/her absence was reasonable and excused; otherwise, he/she gets a zero for these quizzes.
f. A student who cheats during any quiz or major examination, or commits plagiarism gets a grade of 70% for the particular test or the research work.

16. Class Record

a. Every instructor must have a class record using the Grade Computation Program (GCP) in which he/she reflects the results of tests, quizzes, assignments and the like. Aside from the class record, the academic personnel keeps track of the attendance and tardiness of every student in the Class Monitoring Form (CMF).
b. Academic personnel should keep the records of the students' rating for future legitimate needs.
c. Grading sheets showing first and second term grades are submitted to the respective Deans for their notation, not later than 10 days after term examinations.
d. Academic personnel who resign, or are separated from the University, or on study leave, should surrender to their Academic Dean all class records of the two preceding school years for reference purposes. No clearance shall be issued until the academic personnel comply with this requirement.

Annex B

CODE OF PROPER CONDUCT FOR SMU PERSONNEL

Section 1. Statement of Policy. Proper conduct plays a very vital role in achieving the institutional mission of integral formation of person inspired by Christ's mission and driven by excellence, innovation, and communion. As such, the University expects all its personnel to contribute their share in this effort by following the prescribed norms of proper conduct and behavior as spelled out in this Code, the Manuals for Academic and Non-Academic Personnel, the SMU Anti-Sexual Harassment Implementing Guidelines, and such other rules and regulations as may be promulgated by the University in the future.

The Code of Proper Conduct is aimed primarily at developing self-discipline among SMU personnel. For this reason, it should be considered as an instrument for the maintenance of proper conduct and should not be viewed from a punitive perspective. It also seeks to correct unbecoming conduct and unsatisfactory work habits in order to maintain a clean, healthy, safe, friendly, productive and pleasant work environment.

Section 2. Scope. The provisions of this Code shall apply to all academic and non-academic personnel of Saint Mary's University regardless of their employment classification and status. It shall apply not only to all acts committed within the campus of SMU, but also to those committed outside the University domain insofar as it relates to the performance of the duties and responsibilities of its personnel, or it affects SMU's name and good reputation.

Section 3. General Guidelines

3.1 The immediate superior shall exercise primary jurisdiction in implementing this Code. As such, he/she shall be primarily

affidavits, position papers, memorandum, documents, or the like shall be enough evidence to be considered except for clarificatory purposes. The parties may seek the assistance of their legal counsel but the latter is not allowed to directly participate in the proceedings.

Section 4. Unacceptable Behaviors and Administrative Sanctions.

4.1 Classification of Unacceptable Behaviors. Unacceptable behaviors may be categorized under any of the following:

CODE	DESCRIPTION	DEFINITION
I	Light	An act that is slightly detrimental to the interest of the University but can be corrected by Counseling upon first offense.
II	Less Grave	An act that is moderately detrimental to the interest of the University but can be corrected by Written Reprimand upon first offense.
III	Grave	An act that is gravely detrimental to the interest of the University but can be corrected by Suspension or Demotion upon first offense.
IV	Very Grave	An act that is very detrimental to the interest of the University and is normally penalized by Demotion or Dismissal upon first offense under the Labor Code or the Manual of Regulations for Private Higher Education (MORPHE).

4.2 Imposable Corrective Actions. The following corrective

Annex B

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
14. Unauthorized revision or reproduction of systems, computer programs, systems configuration or settings and other similar acts.	III IV	S Di	Di		
15. Unauthorized reproduction, distribution or selling of University instructional materials or any University documents.	III IV	S Di	Di		
16. Other behaviors analogous to the foregoing.	I II III IV	C W S Di	W S Di	S Di	Di

Table III
OFFENSES AGAINST UNIVERSITY INTEREST AND POLICIES

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
1. Not wearing the prescribed	I	C	W	S	Di

Annex B

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
check credit.					
8. Accepting directly or indirectly any sum of money, unauthorized commission, offer or promise, in consideration of any act, contract, decision of service connected with the discharge of the official duties resulting to a disadvantage to the University. Prosecution under this paragraph shall be without prejudice to the filing of a civil case for the damages sustained by the University.	II III IV	W S Di	S Di	Di	
9. Offering or accepting anything of value in exchange for a job, work assignment, work location or favorable condition of employment.	II III IV	W S Di	S Di	Di	
10. Destroying or attempting to destroy University records to conceal irregular or illicit transactions to the prejudice of the University.	III IV	S Di	Di		
11. Submitting false documents	IV	De	Di		

UNACCEPTABLE BEHAVIOR	CLASSIFICATION	FREQUENCY OF COMMISSION AND CORRESPONDING CORRECTIVE ACTION			
		1st	2nd	3rd	4th
19. Performing certain acts amounting to grave abuse of authority, or constituting a violation of University policy, which bind or tend to bind the University, or which would result to damage or loss on its part.	II III IV	W S Di	S Di	Di	
20. Conflict of interest or engaging in any unauthorized commercial activities during work hours that would interfere with the performance of one's duties.	I II III	C W S	W S Di	S Di	Di
21. Soliciting or collecting money or other things of value from personnel or students or parents for any purpose without prior written authorization from proper University authorities.	II III IV	W S Di	S Di	Di	
22. Contracting loans from students or their parents where trust relationship is involved.	II III	W S	S Di	Di	
23. Incurring financial obligations outside where	I	C	W	S	Di

HRDO Annual Report, AY 2024-2025 (cover; Orientation for New Employees, August 2024 and February 2025)



Achievers				
c. Alumni Achievers (Please specify)				
d. Professional Leadership	**Orientation of New Employees(ONE) 1st Sem SY 2024-2025**	The HRD Office successfully facilitated the Orientation for New Employees(ONE), 1st Semester, AY 2024-2025 last August 7-8, 2024 at 7:30am – 5: 30pm at the Georges de Busschere Hall	EOMS-QAO-FO-010-NARRATIVE REPORT Orientation of New Employees 1st Sem SY 2024-2025.pdf	ONE 1st Sem SY 2024-2025
	Orientation of New Employees(ONE) 2nd Sem SY 2024-2025	The HRD Office successfully facilitated the Orientation for New Employees(ONE), 2nd Semester, AY 2024-2025 February 12 & 13, 2025 at 7:30am – 5: 30pm at the Georges de Busschere Hall	EOMS-QAO-FO-010-Narrative Report-Orientation for New Employees (2nd Sem AY 2024-2025)	ONE 2nd Sem SY. 2024-2025

II. INNOVATION

Subarea	Title	Brief Description (Limit to 100 words indicating Who, What, When, Where)	Link to Narrative Report	Link to Evidence (photos, certificates, etc.)
A. Research Initiatives				
a. Research Production				
b. (NEW) Research Utilization				
c. Research Publication (Scopus, ISI-Indexed, Web of Science/ Clarivate)				
d. In-house Research				

Internal Audit Office Annual Report, AY 2024-2025 (cover; mission; IAO Manual revised September 2024; financial statement audit; audits and spot checks, January-May 2025)

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
INTERNAL AUDIT OFFICE

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Page/s	Page 1 of 29

ANNUAL REPORT
A.Y. 2024-2025

June 2024 - May 2025

Office Vision-Mission

Vision
The Internal Audit unit is an independent appraisal function established to examine and evaluate activities as a service to management. This unit envisions itself as the principal provider of outstanding, cost effective, comprehensive audit coverage with utmost professionalism and objectivity.

Mission
The mission of the Internal Audit unit is to provide independent and objective reviews and assessments of the University's activities, operations, financial systems, and internal controls.

Office Objectives

The Internal Audit unit assists the management in keeping control over the activities of the university in:

1. carrying out continuous quality improvement of department operations and programs;
2. promoting operational effectiveness and efficiency;
3. ensuring that adequate safeguards exist over assets; and
4. ensuring adherence to university policies and procedures and to government rules and regulations.

Office History

The Internal Audit Office has long been existing as an independent unit of the University responsible for providing independent assurance that the University's risk management, governance and internal control processes are operating. It assists the management by providing objective analysis of activities and controls as well as supports the University's operational sustainability. Every school year, the internal auditor reports the audit findings and recommendations to the University President.

Subarea	Title	Brief Description (Limit to 100 words indicating Who, What, When, Where)	Link to Narrative Report	Link to Documentation (Narrative Report, Attendance Sheets, Proceedings, Certificates, etc.)
to Internat'l/ National Associations and Organizations				
B. Institutional Updates				
a. Manual produced/ revised		The IAO revised the IAO Manual last September 2024.		Evidence H: Internal Audit Manual September 2024
b. Approved institutional policies (including programs and procedures)		N/A		
C. Institutional Facts and Figures (3-year comparisons)		N/A		
c.1. Admission and Enrolment rates		N/A		
c.1.1. Grade				

Subarea	Title	Brief Description (Limit to 100 words indicating Who, What, When, Where)	Link to Narrative Report	Link to Documentation (Narrative Report, Attendance Sheets, Proceedings, Certificates, etc.)
with the Diocese of Bayombong				
a. POPSAD		Monthly donation to POPSAD thru SD		Evidence E
b. Other Engagements		FS Audit to be held in February 2025		Evidence E
F. Alumni Engagements				

PART 2: OFFICE ROUTINE WORK

No.	Routine Works	Period Covered	Last Month Accomplished	Percentage of Accomplishment (Based on the no. of documents received)	Remarks
1	Audit of Check Vouchers (CVs)	Jan-May 2025	May 2025	100%	Accomplished
2	Audit of Petty Cash Vouchers (PCVs)	Jan-May 2025	May 2025	100%	Accomplished
3	Audit of Journal Vouchers (JVs)	Jan-May 2025	May 2025	100%	Accomplished
4	Audit of Batch Receipts (BRs)	Jan-May 2025	May 2025	100%	Accomplished
5	Audit of Liquidation Reports (LRs)	Jan-May 2025	May 2025	100%	Accomplished
6	Review of Inspection and Receiving Report (IRR - IMO Form), Purchase Orders (PO)	Jan-May 2025	May 2025	100%	All IRRs forwarded to our office are immediately audited.

	Purchase Request (PRF) and attachments				
7	Review of requests for OT claim (including drivers)	Jan-May 2025	May 2025	100%	All requests for OT claim are immediately audited.
8	Review of payroll of LDR staff, carpenters and project employees (through biometrics)	Jan-May 2025	May 2025	100%	Payroll reports forwarded to our office are immediately reviewed.
9	Review of honoraria for review subjects	Jan-May 2025	May 2025	100%	Reviewed immediately once needed documents are attached.
10	Review of clinical instructors' claim for travel allowance and make-up duty	Jan-May 2025	May 2025	100%	Reviewed within 2 weeks from the date of receipt of the report
11	Review of claim for substitution pay	Jan-May 2025	May 2025	100%	Reviewed within 1 week from the date of receipt of the report
12	Conduct of spot check visits	Jan-May 2025	May 2025	TAO, GSD and JHS cashiers = 100%	PDPO/IMO/CETSO/ TTBDO/PPPDMO = July 2025

IDQAO Annual Report, AY 2024-2025 (cover; risk management training, October 2024; EOMS policy, December 2024; internal quality audit with external auditors, 2025)

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
INSTITUTIONAL DEVELOPMENT AND QUALITY ASSURANCE OFFICE

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Effectivity Date	2024/12/08
Page/s	Page 1 of 71

ANNUAL REPORT
A.Y. 2024-2025

June 2024 - May 2025

Subarea	Title	Brief Description (Limit to 100 words indicating Who, What, When, Where)	Link to Narrative Report	Link to Documentation (Narrative Report, Attendance Sheets, Proceedings, Certificates, etc.)
		practices for document creation, storage, retrieval, and disposal, emphasizing accuracy and accountability. A key outcome was the establishment of controlled documents for the EOMS, supporting process standardization and consistency across departments.		
	Risk Management Training	The IDQAO, in partnership with AGF Consulting Group, hosted a Risk Management Training on October 22, 2024, at Aula Maria Hall. Targeted at process owners and selected document controllers, the session focused on the risk management process within ISO 21001:2018, the international standard for educational organizations. Led by Mr. Ted Ramirez, an expert in risk management and ISO standards, the training covered risk identification, evaluation, and treatment strategies. A key outcome was the creation of individual Risk Assessment Matrices (RAM) for each office, helping participants document and	Narrative report	Photos-Risk Management Training Attendance Sheet Risk Management Training Certificates

Subarea	Title	Brief Description (Limit to 100 words indicating Who, What, When, Where)	Link to Narrative Report	Link to Documentation (Narrative Report, Attendance Sheets, Proceedings, Certificates, etc.)
		user-friendly platform, the IDQAO aims to improve transparency, ensure version control, and foster a more efficient workflow for faculty and staff. This centralized repository not only supports compliance with EOMS standards but also serves as a valuable resource for decision-making and continuous improvement efforts across the institution. The creation of the DocuHub underscores the IDQAO's commitment to modernizing documentation processes, enhancing organizational efficiency, and ensuring that all critical data is readily available for analysis and strategic planning.		
c.2. Physical Plant	Installation of the EOMS Policy	With the launch of the EOMS in December 2024, SMU also created a new EOMS policy. In the 2nd semester 2024-2025, the IDQAO facilitated the installation of the EOMS policy in acrylic signages to ensure visibility of the policy to stakeholders.		Photos
d. Creative Works				
d.1. Patents/ Trademark/IP				
d.2. Books Published				

		Audit with external auditors Dr. Venus Guyos of the University of Saint Louis (USL) Tuguegarao and Mr. Hector Martin of Saint Louis University. To further align cluster goals, a Review and Update of the IDQA Cluster Action Plan was conducted on February 11, 2025, via Zoom		
	SMU and SLU Strengthen QA and Internationalization Through CICM Benchmarking	On February 20, 2025, Saint Mary's University (SMU) engaged in a strategic benchmarking activity with Saint Louis University (SLU), both members of the CICM Philippines Schools Network. Led by SMU's Institutional Development and Quality Assurance Office (IDQAO), the initiative focused on enhancing institutional systems through collaborative learning. Key areas included AUN-QA accreditation, communication strategies, internationalization, data privacy, website management, sustainability, and Times Higher Education (THE) ranking strategies. IDQAO Director Mrs. Pearl Via Coballes and Assistant Director Dr. Harrison Villanueva actively participated, reinforcing SMU's commitment to quality and innovation through shared best practices with its CICM sister institution.	Benchmarking Report	Photos
	SMU Propels Sustainable Growth in Nueva Vizcaya Through Ongoing Synergy Pilipinas Partnership	Saint Mary's University (SMU) is actively fostering sustainable growth in Nueva Vizcaya through the Synergy Pilipinas program. As a key partner in the NV PWG, SMU hosted a vital writeshop on July 22, 2024, to develop 2024 program designs. SMU also participated in an external evaluation of the program on September 18, 2024, and led efforts to boost local incomes by profiling the Saint Joseph Multi-purpose Cooperative and securing approval for the Organic Weekend	Narrative Report- Synergy Pilipinas	