Republic of the Philippines
Benguet State University
2601 La Trinidad, Benguet

BAGONG PILIPINAS

University Business Affairs

INTRODUCTION

The Office of the Vice President for University Business Affairs focuses on enhancing financial sustainability through effective management of income-generating projects and strategic partnerships. It includes the Office of the Director for Business Affairs and the Office of the Director for Special Projects and Partnerships.

The Office of the Director for Business Affairs manages the magic seven Income Generating Projects (IGPs) of the university; namely, BSU Bakery Project, BSU Food Processing Center, BSU Poultry Project, BSU Garments Project, BSU Marketing Center, University Canteen and the Home Management and Guestels.

The Office of the Director for Special Projects and Partnerships manages and monitors the leasable properties. This includes the stalls, the farms, the prime businesses and the parking areas.

NORMA PALACI BANANIA
Vice President for Business Affairs

ORGANIZATIONAL STRUCTURE
UNIVERSITY BUSINESS AFFAIRS

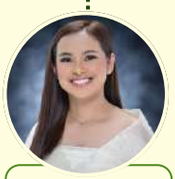
BOARD OF REGENTS

KENNETH ALIP LARUAN
University President

UNIVERSITY BUSINESS COUNCIL

NORMA P. BANANIA
Vice President for Business Affairs

FLORENCIO HIENS D. ALICDA
UBA Staff



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DIRECTOR FOR BUSINESS AFFAIRS

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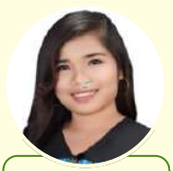
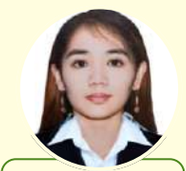


JACKLYN L. JOSE
Bookkeeper



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Project Manager, HMEG

DIRECTOR FOR PARTNERSHIPS & SPECIAL PROJECTS

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Parking Aide

BERNARDO S. MABINI
Parking Aide



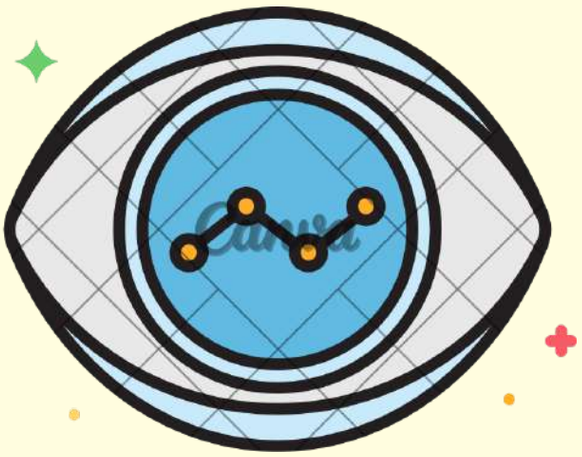





THE UNIVERSITY BUSINESS AFFAIRS VISION AND MISSION

VISION

A world class model for entrepreneurship in State Universities and Colleges.



MISSION

To efficiently and effectively manage strong, economically viable and sustainable income-generating projects for the University.

UNIVERSITY BUSINESS AFFAIRS

Midyear Assessment, Planning and Team Building

This year's mid-year assessment delves into the theme "Collaborate, Celebrate: Assessing the Journey to Success." It encapsulates the importance of shared efforts, the recognition of oversights, and the celebration of accomplishments.

The 2 day assessment covers the structured sharing of each projects contribution and accomplishment over the first half of the year and reflect allowing them to learn from each other's experiences. Each presentation includes metrics, key milestones, and personal growth insights, creating a comprehensive overview of team efforts and setting the stage for future projects.

The workshop on IPCR, DPCR, and OPCR was also added to promote collaboration and alignment among the employees toward the achievement of common objectives outlined in the strategic plan, ensuring that the plan not only works but also becomes a reality to achieve the goals for 2024.

Furthermore, this activity helped the managers assess their allotments and come up with strategies for their projects. They also become aware that all government resources shall be managed, expended, or utilized in accordance with laws and regulations, safeguarding against loss or wastage through illegal or improper disposition with a view to ensuring efficiency, economy, and effectiveness in the operation.

Lastly, team building is included to create fun and enjoyment for the employees and to reinforce better relationships.

Photos taken during the 2-day assessment

UNIVERSITY BUSINESS AFFAIRS

1st UBA SUMMIT 2024

The first ever University Business Affairs Summit (UBA) 2024, themed "Collaborate, Celebrate, Participate: Towards Business Affairs Success," took place from November 4-8, 2024. The primary goal of the summit was to enhance the entrepreneurial culture within the Income Generating Project (IGP) sector of the university. Additionally, the event aimed to provide essential training and workshops for UBA personnel while promoting the expansion of income-generating initiatives for UBA and its affiliates. A diverse array of activities were arranged and saw active participation from UBA staff, IGP personnel, BSU students, and various stakeholders.

The first day of the summit commenced the opening program and launching of booths in the morning and a series of seminar with the topic of Financial Literacy, Excellent Customer Service and Food Safety. The seminar series continues in the afternoon of the second day of the summit wherein the IGP staff learned about Good Manufacturing Services, and Basic Records Management.

Photos during the opening and ribbon cutting

Photos during the seminar with the speakers Mr. Alvin T. Morales and Mr. Michael Del Rosario

UNIVERSITY BUSINESS AFFAIRS

1st UBA SUMMIT 2024

The third day of the UBA Summit 2024 featured the highly anticipated Awards and Recognition Nights for IGP personnel and UBA staff. Former Vice Presidents for Business Affairs, Dr. Silvestre Aben and Dr. Johnny Dati were invited and shared their inspiring journeys with the UBA during their time as the Vice President. Furthermore, in recognition of the employee's hard work and commitment, all UBA and IGP employees who had completed five (5) or more years of service with BSU-UBA were presented with plaques of recognition. Additionally, certificates of award were also given to UBA employees who demonstrated excellence in specific areas of their work, including titles such as "Rookie Rockstars" and "Smile Ambassador", among others. To further enhance the celebratory mood, employees from the various projects presented their lively intermission number, showcasing their talents and creativity. Lastly the last day is the closing and teambuilding for all employees.

Photos during the seminar with the speakers Ms. Diwan and Ms. Jose



The staff of the Business Affairs together with the former Vice President, the President and the current Vice President

UNIVERSITY BUSINESS AFFAIRS

Benchmarking of SUCs and Private Entities at BSU IGP: Unveiling Best Practices

The production sector of the BSU consistently remains as a benchmarking sites for various SUCs for the year 2024. In the pursuit of excellence and continuous improvement, several State Colleges and Universities (SCUs) and private entities embarked on a benchmarking journey to explore the best practices implemented at Income-Generating Projects (IGP). This collaborative endeavor aimed to foster knowledge exchange, inspire innovation, and elevate the performance of income-generating initiatives across educational institutions. It have been instrumental in fostering a culture of excellence, collaboration, and innovation.

Delegates from Pangasinan State University

Delegates from Sultan Kudarat State University

Staff and Farmers of Northern Iloilo State University (NISU)

Students, and faculty and staff members from Romblon State University (RSU)

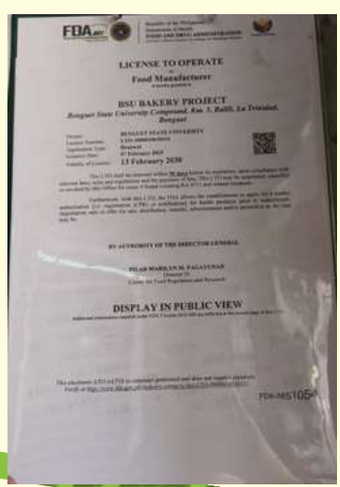
Staff from Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST)

2nd-yr student of Blessed James Aberione San Pablo Seminary

UNIVERSITY BUSINESS AFFAIRS

Compliance with Permit Regulations

The yearly renewal of business permits, sanitary permits and food registration for the production sector of Benguet State University is a critical task that ensures compliance with regulations and the maintenance of operational standards. Similarly, the renewal of sanitary permits for income-generating projects at BSU is essential for upholding hygiene and safety standards safeguarding the health of employees, students, and the public. It serves as a reminder of the university's commitment to quality, professionalism, and responsible business practices.



UNIVERSITY BUSINESS AFFAIRS

On the Job Trainees

The BSU IGPs continue to serve as a valuable training ground for students, providing an opportunity for hands-on, practical experience to enhance their knowledge, skills, and competencies. In 2024, a total of 625 students successfully completed their On-the-Job Training (OJT) across various projects and the UBA office. During their OJT, students are immersed in real-world work environments relevant to their fields of study, gaining insight into the practical applications of their academic learning. These included tasks and activities like packing baked and processed products, assisting customers, maintaining cleanliness in work areas, performing clerical duties, gathering eggs, feeding animals, and more. This hands-on involvement allowed students to develop a deeper understanding of the workplace while applying their theoretical knowledge in practical settings.

Below is a summary of the OJT students who have successfully finished their training at each project:

PROJECT	SCHOOL	NO. OF OJT	DURATION
UBA Office	BSU-CHET: BS in Hospitality Management	3	
Bakery Project	BSU-CHET: BS in Food Industry	10	
Marketing Center	BSU- CHET: Bs in Tourism Management	4	June-July 2024
Poultry Project	BSU- BS Agriculture An-Sci	16	Jan. 22- April 8, 2024
	BSU- SLS Grade 12	16	Feb. 16- May 10, 2024
	BSU- BS Agriculture An-Sci	71	June 4- July 11, 2024
	CCDC- BS Entrepreneur	6	Sept. 16- Nov. 23, 2024
	BSU- BS Agriculture	312	October 14-18, 2024
	BSU- BS Agribusiness	134	October 14-18, 2024
University Canteen	KCP: Senior Highschool	3	January 11-25, 2024
	BSU- Bokod Campus: 4th Year College	3	January 16- March 3, 2024
	Tublay School of Home Industries: Senior Highschool	50	March 1- 31, 2024
	Pangasinan State University: 4th Year College	2	March 10- May 24, 2024
	BSU: BS Entrepreneurship	10	June 5- July 21, 2024
	BSU: BS in Nutrition and Dietetics	2	Sept. 25- Oct. 28, 2024
Food Processing Center	BSU SLS	5	Feb. 16- April 26, 2024
	BSU- BS Food Technology	5	June-July 2024
	TOTAL	**652**	

SPECIAL PROJECTS & PARTNERSHIP

Renewal of Contract of Lease Areas

The renewal of contracts for the eight areas, including ambulant vendors, under the university's business affairs in January 2024 has a profound impact on the university community across various dimensions.

By ensuring the continued operation of these vendors, the university contributes to the stability and growth of the local economy. This support extends beyond mere financial transactions; it embodies a collaborative effort between the university and the community to foster economic resilience and sustainability.

Item No.	LOCATION	NO. OF STALLS	YEARLY LEASE
1	Backfill Pasalubong Stalls, Swamp, Betag, La Trinidad,	96	5,723,579.68
2	Orchidarium and Ornamentals,Swamp,	90	825,676.80
3	Strawberry Hotel, Longterm, Betag, La Trinidad,	36	1,359,901.27
4	Umbrella Stalls, Access Rd. Swamp	66	396,000.00
5	Betag Satellite Bodega, Swamp, La Trinidad, Benguet	10	10,000.00
6	Betag Satellite Stalls, Swamp, La Trinidad, Benguet	27	545,234.03
7	Western Link Area, (Pavillions), Swamp, Betag, La Trinidad, Benguet	4	187,737.60
8	Tabangaoen Stalls, Balili, La Trinidad, Benguet	22	517,677.60
9	Dry Goods Wagwagan, Balili, La Trinidad, Benguet	31	1,678,725.00
10	Entrep Center, Km5. La Trinidad, Benguet	36	1,575,210.26
11	Central Balili Stalls,	11	490,765.80
12	Man-iib-a Stalls	51	548,347.20
13	Parking space	16	1,155,561.28
14	Ambulant Vendors	125	1,200,000.00
15	Farmer Cooperators	264	5,395,014.52
16	Sariling Sikap Program	205	4,170,356.00
		1,090	**25,779,787.05**

INCOME GENERATING PROJECTS

BSU BAKERY PROJECT

The project supports the University entrepreneurship program through the productive use of available local materials for innovative and profitable baked products. The Coffee Shop serves as the show window for ready to serve various baked products.

Upgrading of Facilities

The successful completion of the additional Solane Tank House has marked a significant milestone in the operational enhancements. This new storage facility for LPG tanks has notably reduced the distance required to transport LPG. Moreover, the fabrication of twelve staff lockers at the Coffee Shop and an additional twenty-four at the Bakery Project and exhaust fans has greatly contributed to improving organizational functionality. These lockers not only provide a secure storage space for personal belongings but also contribute to a more organized and efficient work environment for our dedicated staff members. Overall, these accomplishments reflect the commitment to continuously improve and innovate evolving needs of the operations and workforce, ultimately enhancing productivity of employees.

Staff Lockers

Solane Tank House

New exhaust fans

New Labeling

The Project has introduced new packaging for its products, enhancing both appearance and quality. With eco-friendly materials, vibrant designs, and clear labeling, the packaging ensures better product protection and freshness. This upgrade aims to attract more customers, boost brand appeal, and improve overall customer satisfaction.

Renewal of FDA LTO

The Bakery Project has successfully processed the renewal of its License to Operate as a Food Manufacturer, issued by the Food and Drug Administration (FDA). Both the site ocular inspection and document inspection have been completed. The order of payment has already been issued, and upon the payment of the required amount, the renewed License to Operate will be granted. This renewed license will be valid for a period of five (5) years. The Bakery Project has fulfilled all necessary requirements, ensuring compliance with FDA regulations for continued food manufacturing operations.

INCOME GENERATING PROJECTS

BSU POULTRY PROJECT

The project is primarily engaged in the production of table eggs from a commercial breed of layer chickens. Instruction, research and extension are added functions of the project. Students of the university are allowed to visit the project as part of their academic instruction relevant to their course or curriculum. Research, through thesis, can be accommodated provided the undertaking will not compromise the productivity of the project.

Floor Concreting of Farm House 1 and Farm House 2

The floor concreting for Farm House 1 and Farm House 2 was completed in September 2024. This project was successfully carried out with the support of the dedicated team from the General Services Office. Furthermore, the concrete flooring enhances the overall functionality of the space, promoting better sanitation practices and ensuring a cleaner, more hygienic environment for the poultry. This upgrade is expected to have a long-lasting impact on the farm's operational efficiency, making it easier to maintain high standards of cleanliness and overall farm productivity.

Farm House 2:

Farm House 2:

Cull-outs

In mid-2024, the poultry project carried out a culling of its stock in Flock B. As a result, Flock C, which was purchased in May 2023, has become the primary source of egg production for the 2nd semester of 2024. To replenish the culled birds and maintain consistent production, a new batch of 2,950 laying birds is scheduled to arrive in the second quarter of 2025.

Construction of Poultry's Manure Shed

Another important upgrade to the poultry project was the completion of the manure shed between Farmhouses 2 and 3 in April 2024. This development was made possible through the dedicated support of the General Services Office personnel. The manure shed plays a vital role in the poultry project by providing a designated space for drying chicken manure. Beyond its immediate function, the manure shed is essential for promoting a cleaner, more sustainable environment on the farm, while also aligning with the project's long-term operational objectives.

UNIVERSITY BUSINESS AFFAIRS

BSU FOOD PROCESSING CENTER

The Food Processing Center adopts wholesome technologies to transform raw ingredients into new products. The FPC also showcases food products from research outputs and supports instruction as training site for students who have special interest on food processing.

FPC Unveils a New Product

In November 2024, FPC introduced its newest product, Banana Chips, highlighting the Food Processing Center's continued innovation in processing locally sourced agricultural products. This addition not only showcases the center's dedication to promoting local produce but also offers customers a new, delicious option. The Banana Chips can be purchased at the Marketing Center, the main retail outlet for BSU products.

FPC: A Training Hub for Future Food Technologists

The Food Processing Center has served as an essential venue for practical training, offering a hand-on experiences to CHET students enrolled in BS Food Technology. Furthermore, students from Bokod-Campus pursuing Masters of Arts in Technical Vocational Studies (MATVS) also had their Cake and Pastry Production Training at the FPC.

Collaboration with Leading Organizations in the Bakery Industry

The "Artisan and Laminated Bread Baking" training was also held at the FPC, organized in collaboration with the Philippine Society of Baking and the Filipino-Chinese Bakery Association, Inc. This training provided a valuable opportunities for the participants, gaining hands-on experience and insights into the latest trends and methods in artisan and laminated bread production.

INCOME GENERATING PROJECTS

UNIVERSITY CANTEEN

The project provides nutritious foods to the University students, faculty, staff and guests. Quality service is ensured while adequate facilities shall be provided and high standards of sanitation shall be observed. The products include various snacks and meals.

In 2024, the BSU Canteen has consistently provided reliable food services for a wide array of events hosted by various university offices. This includes major celebrations like the annual Charter Day, Foundation Day, Kapihan sessions, University year-end programs, and other important occasions, ensuring smooth and successful gatherings throughout the year.

In addition to serving the university community, the BSU Canteen has also extended its services to accommodate for numerous private events, such as birthdays, anniversaries, and other special celebrations, consistently meeting the needs of both university and private clientele.

Food preparations for various catering events for the University.

INCOME GENERATING PROJECTS

BSU MARKETING CENTER

The Marketing Center is currently the primary outlet for BSU products and other local products in the community are also sold here. Both BSU and non-BSU offices and individuals purchase tokens, food and souvenirs from the project.

The Marketing Center, as the main outlet for BSU products and other locally sourced products, plays a vital role in actively promoting and showcasing BSU products through its participation in various events. These events provide an excellent platform for BSU Marketing to engage with a wider market and increase visibility for its products. During these events, a dedicated booth space is set up for BSU Marketing, where a diverse selection of BSU products is displayed, giving the public the opportunity to learn more about and purchase these locally produced goods.

Beyond promoting BSU products, these events also offer a unique opportunity to expand the target market by attracting a broader range of consumers, which in turn helps drive sales and increase revenue. Through these strategic engagements, the Marketing Center not only contributes to the growth and success of BSU products but also in showcasing the unique value of agricultural products produced within the locality.

DTI National MSME Month 2024 at Session Road Baguio City (July 21,2024)

ISAAS 2024 (September 11-13,2024)

BSU Foundation Day (September 23-25,2024)

UBA SUMMIT 2024 (November 4-8, 2024)

UNIVERSITY BUSINESS AFFAIRS

GARMENTS PROJECT

The project is designed to cater to the needs of the students, employees and other individuals through its quality made uniform and other forms of apparels. It shall carry the brand "SHA-IT". It is an Ibaloi term for sew or sewing.

Continuous Production

Over the past year, the garments production unit has consistently delivered high-quality apparel, catering to the diverse needs of students, offices, and special events. They have successfully continued producing school uniforms, ensuring comfort and durability for students. Additionally, they have met the increasing demand for graduation togas, contributing to memorable milestone celebrations.

Expanding their product line, they introduced tote bags as office tokens, incorporating ethnic accents that highlight cultural heritage. This initiative has been well-received, reinforcing their commitment to creativity and tradition. Moreover, they maintained the production of the BSU Sha-it, a recognized trademark, further strengthening institutional identity.

Ethnic Dumpling Bag Innovation

As part of their continuous product innovation, they successfully launched the Ethnic Dumpling Bag, a fusion of traditional ethnic textiles and modern functionality. This stylish yet culturally significant accessory showcases indigenous patterns and craftsmanship, preserving heritage while appealing to contemporary tastes.

The bag has gained positive reception for its intricate design, durable quality, and cultural significance, making it a sought-after item for both personal use and gifting.

UNIVERSITY BUSINESS AFFAIRS

HOME MANAGEMENT, EXECUTIVE HOUSE AND GUESTELS

The University Guest Houses are old buildings of the University, which were converted into lodging houses. These lodging houses are buildings that were repaired and restored and are located within the La Trinidad campus. Each house has one staff to accommodate visitors anytime of the day and night. The project provides lodging services to various visitors.

The Home Management Guesthouse underwent significant improvements to enhance its functionality and comfort. The entire first-floor flooring, including the lobby, dining hall, kitchen, and three bedrooms, was tiled, providing a cleaner and more durable surface. Additionally, the rotten comfort room ceiling was replaced to ensure safety and hygiene. To address water drainage issues, a drainage canal was constructed in front of the hostel building, preventing water accumulation and potential damage. These upgrades contribute to a more pleasant and efficient guesthouse environment, ensuring better accommodations for visitors while maintaining the structure's integrity and long-term usability.

The Executive Guesthouse also underwent essential renovations to improve its facilities. The laundry area and four comfort rooms were tiled for enhanced cleanliness and durability. Additionally, two kitchen sinks and one laundry sink were re-tiled, improving both aesthetics and usability. To ensure long-term resilience, four rotten wooden comfort room doors were replaced with stainless steel doors. Furthermore, faulty electrical wires and outlets were rewired to comply with safety standards. These upgrades not only improve the guesthouse's appearance but also provide a safer and more comfortable environment, ensuring quality accommodations for guests and staff alike.

UNIVERSITY BUSINESS AFFAIRS

FINANCIAL PERFORMANCE OF IGP's

Presented below is the comparative financial performance of the AGRI-BASED PROJECTS for the past three years:

BAKERY PROJECT			
	2022	**2023**	**2024**
REVENUE	17,694,800.98	20,352,707.57	16,286,362.45
EXPENSES	14,393,387.27	17,120,227.53	16,724,294.11
NET INCOME (LOSS)	**3,301,413.71**	**3,232,480.04**	**(437,931.66)**

FOOD PROCESSING CENTER			
	2022	**2023**	**2024**
REVENUE	9,916,137.25	11,556,883.90	10,235,871.10
EXPENSES	7,668,235.07	10,360,969.40	7,845,506.86
NET INCOME (LOSS)	**2,247,902.18**	**1,195,914.50**	**2,390,364.24**

POULTRY PROJECT			
	2022	**2023**	**2024**
REVENUE	8,962,270.00	11,568,557.00	8,208,380.00
EXPENSES	7,009,125.86	9,.10021,272	8,521,009.88
NET INCOME (LOSS)	**1,953,144.14**	**2,547,284.90**	**(312,629.88)**

UNIVERSITY BUSINESS AFFAIRS

FINANCIAL PERFORMANCE OF IGP's

Presented below is the comparative financial performance of the NON-AGRI-BASED PROJECTS for the past three years:

MARKETING CENTER			
	2022	**2023**	**2024**
REVENUE	39,367,751.99	40,229,745.00	37,114,320.00
EXPENSES	36,744,113.73	32,999,035.51	33,222,086.56
NET INCOME (LOSS)	**2,623,638.26**	**7,230,709.49**	**3,892,233.44**

UNIVERSITY CANTEEN			
	2022	**2023**	**2024**
REVENUE	13,702,427.30	15,500,383.00	16,684,816.50
EXPENSES	12,620,601.52	13,985,533.40	16,071,041.64
NET INCOME (LOSS)	**1,081,825.78**	**1,514,849.60**	**613,774.86**

GARMENTS PROJECT			
	2022	**2023**	**2024**
REVENUE	1,673,126.50	1,533,708.00	1,905,930.00
EXPENSES	1,078,713.43	1,326,145.51	1,377,702.78
NET INCOME (LOSS)	**594,413.07**	**207,562.49**	**528,227.22**

UNIVERSITY BUSINESS AFFAIRS

FINANCIAL PERFORMANCE OF IGP's

Presented below is the comparative financial performance of the NON-AGRI-BASED PROJECTS for the past three years:

HOME MANAGEMENT, EXECUTIVE HOUSE AND GUESTELS (HMEG)			
	2022	**2023**	**2024**
REVENUE	1,747,244.00	1,748,742.00	2,060,502.00
EXPENSES	916,275.56	1,015,087.56	1,049,098.20
NET INCOME (LOSS)	**830,968.44**	**733,654.44**	**1,011,403.80**

The seven income-generating projects of BSU, supervised by the University Business Affairs, have generated a total net income of Php 8,189,287.01 for the year 2024.

The Food Processing Center's net income of P2,390,364.24 contributed the most to the agri-based net income, while the Marketing Center Project's net income of P3,892,233.44 contributed to the non-agri-based, making the two projects the top earners among the IGPs.

However, based on the data provided, the bakery project incurred a loss of Php 437,931.66 in 2024. This loss was primarily due to the project's inability to begin operations, as the Projected Receipts and Expenses (PRE) approval was delayed until the end of the first quarter. In addition, the project was not able to procure raw materials as a buffer stock, due to lack of funds. Consequently, the bakery was unable to secure necessary raw materials in 2023, as a buffer stock for 2024, due to insufficient funds.
Likewise, the Poultry project has incurred a loss of P 312,629.88 for the year 2024, due to the delay in the delivery of procured pullets as an effect of the widespread Avian Influenza.

~END~