

APR AGENCY ACTION PLAN AND STATUS OF IMPLEMENTATION
APRR Findings and Action Items for the Fiscal Years 2024 Annual Performance
As of August 19, 2025

Findings	APR Conference Recommendations, if any	Agency Action Plan				Status of Implementation	Reasons for Partial/Delay/Non-Implementation, if applicable	Action Taken/Action to be Taken
		Action Items	Responsible Unit/Person	Timelines				
				From	To			
1. Savings from Overtime Pay to employees who availed Compensatory Overtime Credit		Compensatory Overtime Credit is encouraged for employees, particularly those in teaching positions and Reiteration of the submission of claims for Personnel Services and strict compliance with the set deadlines.	Human Resource Management Office (HRMO)	01/2025	12/2025	Fully implemented	N/A	The University follows the guidelines under CSC-DBM Joint Circular No. 2, s. 2004, and No. 2-A, s. 2005, wherein remuneration for overtime services shall be through Compensatory Time-Off if the activities are not in line with the priority activities stipulated in Section 4.0 of CSC-DBM Joint Circular No. 2, s. 2015.
2. Tulong Dunong Program - was not utilized due to on-going validation and evaluation process to qualified students		The University will process the payment of incentives to qualified students upon full evaluation and validation of qualified students as approved by the Commission on Higher Education and to work closely with CHED to expedite document processing and validate qualified beneficiaries.	Office of Student Services	01/2025	03/2025	Fully implemented	N/A	As of August 2025, slots are already full and submitted to CHED for revalidation. Payment to beneficiaries is reprogrammed until October 2025.

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3. Capacity Development on Futures Thinking and Strategic Foresight-Trainings, seminars and workshops are reprogrammed due to adverse weather conditions during the scheduled training and the non-availability of speakers as rescheduled		Early planning and implementation of training must be done to allow ample time for any scheduled adjustments due to unforeseen circumstances.	HRMO	04/2025	09/2025	For implementation in the 3 rd and 4 th quarters	Due to overlapping of University activities, programmed trainings, seminars and workshops for the 2nd quarter is rescheduled for the 3rd and 4th quarters.	N/A
4. Supplies and Materials - Failure of procurement of construction materials and semi-expendable equipment due to increase in price and non-availability in the market		A committee will be established to monitor prices and maintain an updated price list based on the market survey conducted.	Procurement Management Office (PMO)	01/2025	06/2025	Fully implemented	N/A	A Technical Working Group of the BAC for Goods and Services has been constituted to thoroughly review the required technical specifications, scope of work, and terms of reference. Likewise, the PMO maintains an updated price list to serve as the basis for end-users in determining the prices of items for inclusion in the Project Procurement Management Plan (PPMP).
5. Labor and Wages - unprocessed payment for labor and wages of contract of service personnel due to		Fast track the payment of said obligations.	Compensation and Benefits Office (CBO)	01/2025	01/2025	Fully implemented		The CBO has completed the processing of all unpaid services of personnel under Contract of Service status, ensuring that their compensation is duly settled in accordance

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leaves of absence								with existing policies and procedures.
6. Procurement of laboratory and machinery equipment failed due to price increases and non-availability in the market.		The University's PMO will enforce stricter evaluation of PPMPs submitted by various units and offices. Moving forward, all PPMP submissions must be accompanied by clear evidence of a comprehensive market study to ensure accuracy, feasibility, and alignment with market conditions. This measure aims to minimize procurement delays and enhance the efficiency of the bidding process.	PMO	01/2025	06/2025	Fully implemented	N/A	The re-procurement process for laboratory and machinery equipment has been successfully completed. The delivery of these items is scheduled within the 3rd quarter of this year.
7. Time constraints in research project implementation (e.g., Bamboo Industry Development Program) leading to low Budget Utilization Rates (BUR) (Findings as a result of the APR Review conducted)	It was clarified that research activities depend on specific weather conditions. The University is encouraged to integrate these conditions into the budget preparation and project implementation schedules to maximize budget utilization within the fiscal year.	Improve the budget preparation, project planning and project implementation schedules to maximize budget utilization.	Office of the Vice President for Research and Extension (OVPRE)	01/2025	12/2025	Ongoing Implementation	N/A	The balance of allotment has been dedicated to training activities, and the University is currently making progress on procuring the necessary supplies for the 3 rd and 4 th quarters to support the project.

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8. Conduct of market study, non-availability in the market, pricing concerns (Findings as a result of the APR Review conducted)	The University shall establish a specific committee responsible for conducting market studies, including the preparation of a list of sample equipment that is unavailable in the market.	Establish a specific committee responsible for conducting market studies, including the preparation of a list of sample equipment that is unavailable in the market.	PMO and SPMO	09/2025	12/2025	Ongoing Implementation	N/A	Market scoping is utilized to establish accurate cost estimates, project design technical specifications, and delivery timelines by consulting suppliers, reviewing market data, and employing standard documentation forms.
9. Unavailability of proper bank accounts for suppliers (Findings as a result of the APR Review conducted)	The University, through its Procurement Section, shall inquire as to the availability of active bank accounts of suppliers during the procurement planning or implementation process to prevent similar issues in the future.	Inquire as to the availability of active bank accounts of suppliers during the procurement planning or implementation process.	PMO	01/2025	12/2025	Ongoing Implementation	As represented, notices were issued to suppliers regarding bank account requirements, however, suppliers responded that their accounts were already closed.	The evaluation process for bids includes a review of the bank accounts of potential suppliers.
10. The target for the Tracer Study conducted by the Office of the University Registrar and the Office of the Student Services was not met because the majority of students either did not respond or were not tracked		To develop regular institutional research for Tracer Study in collaboration with Higher Education Regional Research Center (HERRC) (a research office for Higher Ed) with the college research coordinators	Office of the VP for Academic Affairs (OVPA) in coordination with the various Colleges	02/2025	02/2025	Ongoing implementation	The establishment of the institutional research study is currently ongoing, and a research pitching activity will be conducted with the college research coordinators and the Office for Student Services.	N/A
11. The target was not achieved because there were limited slots available for freshmen in each degree		To apply for Certificate of Program Compliance (COPC) of new degree programs of the University.	Office of the VP for Academic Affairs in coordination with the various Colleges	01/2025	12/2025	Ongoing implementation	N/A	The COPC programs for Buguias and Bokod Campuses are ongoing and are expected to be finished by the third quarter of 2025.

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program. Additionally, some degree programs were not identified as priorities by either CHED or the RDC. Furthermore, the target was not met due to the introduction of new degree programs that will require certification within two years of their implementation.								
12. The target was not met because there are 9 new degree programs that are still scheduled for accreditation. La Trinidad Campus: (31/34); Bokod Campus: 4/8; Buguias Campus: 4/6		The Office of Quality Assurance applied for accreditation of all degree programs that are eligible for the 2025 Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP) Accreditation Survey Visit.	Office of the Quality Assurance and Accreditation in coordination with the various Colleges	01/2025	12/2025	Ongoing implementation	AACCUP has set the schedule for the conduct of accreditation of the following degree programs: 1. B Physical Education - Sept 2025 2. BS Statistics - Sept 2025 3. BS Agribusiness - Sept 2025 4. BS Ag Engineering - Sept 2025 5. BS Biology - July 20256. 6. BS Chemistry - July 2025	N/A

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							7. B Public Admin - Aug 2025 8. BS Dev Com - Nov 2025	
13. The target was not met because there are new graduate programs still waiting for accreditation, including those under the Open University		The Office of Quality Assurance applied for accreditation of all degree programs that are eligible for the 2025 AACCUP Accreditation Survey Visit.	Office of the Quality Assurance and Accreditation in coordination with the various Colleges and Open University	01/2025	12/2025	Ongoing implementation	AACCUP has set the schedule for the conduct of accreditation of the following degree programs: 1. MS Agronomy - Sept 2025 2. MS Horticulture - Sept 2025 3. MA Education - Nov 2025 4. MA Filipino - Nov 2025 5. MA Guidance - Nov 20256. 6. MA Social Studies - Nov 2025 7. PhD Horticulture - Sept 2025 8. PhD Eng Language Studies - Nov 2025 9. PhD Agronomy - Nov 2025 10. PhD Educ Management - Nov 2025 11. PhD Filipino Language - Nov 2025.	N/A

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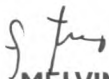
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14. Updating of the List of Commission on Higher Education (CHED)-identified and Regional Development Council (RDC)-identified Priority Programs (Findings as a result of the APR Review conducted)	The previous agreement was for CHED to issue an updated list of priority programs. During the latest Cordillera Administrative Region Association of State Universities and Colleges (CARASUC) meeting, the SUCs agreed to forward a letter to the DBM requesting the consideration of additional priority programs. However, this Office recommended that CARASUC also formally communicate with the RDC-CAR to ensure that the identification of priority programs aligns with the regional development agenda.	CARASUC to formally communicate with the RDC-CAR to ensure that the identification of priority programs aligns with the regional development agenda.	OVPAA	01/2025	12/2025	Ongoing Implementation	N/A	The request for a list of priority programs across all CARASUCs has already been approved by the RDC.
15. Setting of Physical Targets (Findings as a result of the APR Review conducted)	In accordance with existing policy, physical targets shall not be reduced unless duly justified. Reductions must be supported by prior years' performance data, preferably covering the last three (3) years, to establish that the original targets were excessive. Adjusted targets must not fall below baseline performance data.	Submit a formal letter to serve as the basis for this Office's endorsement to the DBM Central Office for policy decision.	OVPRE	01/2025	12/2025	Ongoing Implementation	N/A	In the RDC meeting held in February 2025, it was agreed that justifications for establishing targets would be provided. This information was then forwarded to the DBM CAR for evaluation. The University is currently conducting a comparative assessment of the physical targets in relation to other SUCs, which will

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	A proposal to standardize physical targets for all SUCs based on their SUC Level was raised, given that some Level IV SUCs have lower targets compared to those in CAR. The University was advised to submit a formal letter to serve as the basis for this Office's endorsement to the DBM Central Office for policy decision.							be submitted to the DBM CAR.
16. Insufficient funding of Free Higher Education, Approved subsidy is P78,849,000 but actual amount for billing is P 123,780,329 with a deficit of P 44,931,329		Revisit the absorptive capacity, class size, admission, retention policy, and implement the faculty-student ratio of 1:25.	OVPAA, Office of the University Registrar	01/2025	12/2025	Fully implemented	N/A	The absorptive capacity of the University was presented and duly approved by the Board of Regents through Board Resolution No. 16, s. 2025. The deficiency from the Free Higher Education (FHE) allocation was partially covered by the University's Internally Generated Fund.
17. Over projection of other business income and sales revenue		Revisit the basis of income projections based on trends/historical data, and operational capacity. Conduct an inventory of commercial rents. Explore market analysis on products, places, pricing scheme, and promotional activities.	Office of the University Business Affairs	01/2025	12/2025	Fully implemented	N/A	The University conducted a strategic planning activity, which included a review of the bases for income projections of the various income-generating projects (IGPs). As a result, the following measures were agreed upon for implementation by the concerned IGPs:

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								1. Designation of personnel to oversee and manage the billing system under the University Business Affairs Sector. 2. Introduction of new and additional product lines at the Bakery and Food Processing Center. 3. Establishment of partnerships with other business establishments. 4. Opening of additional parking areas within the La Trinidad Campus
18. Premature estimation of figures for target setting in the Budget of Expenditures and Sources of Financing (BESF) (Findings as a result of the APR Review conducted)	The University proposed linking the BESF target setting with Financial Accountability Report No. 5 data to enhance the accuracy and realism of the budget projections. The proposal will be relayed to the Budget Preparation and Execution Group for evaluation and possible future adoption.	Improve the financial target setting	Administration and Finance Business Affairs	07/2025	12/2025	Ongoing Implementation	N/A	To improve financial target setting, the University held a Midyear Financial Review and Budget Workshop on June 17–18, 2025. This initiative aims to ensure inclusive planning across all sectors. Additionally, the University conducted a Budget Briefing and another Budget Workshop on September 8 and 18, respectively. These efforts are designed to enhance awareness of budget processes and ensure transparency in resource management.

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19. Timelines of identified action items (Findings as a result of the APR Review conducted)	Each action item should be assigned a specific timeline, including the month and year of expected completion. This will enable more effective tracking and monitoring of progress and ensure timely accomplishment.		Administration and Finance Academic Sector Research and Extension Business Affairs Sector	01/2025	12/2025	Ongoing Implementation	N/A	A timeline was established to monitor the timely achievement of the University reports
20. No identified action item for the unprocessed payment of labor and wages of contract of service (COS) personnel due to leaves of absence incurred (Findings as a result of the APR Review conducted)	The University shall establish a specific action item to effectively address the issue. This should include the formulation of clear guidelines or protocols for processing payment adjustments related to leaves incurred by COS personnel ensuring timely disbursement of wages. Designating a personnel responsible thereto and setting a definitive timeline specifying the target month and year for completion may aid resolution of the concern.	Formulation of clear guidelines or protocols for processing payment adjustments related to leaves incurred by COS personnel ensuring timely disbursement of wages. Designating a personnel responsible thereto and setting a definitive timeline specifying the target month and year for completion may aid resolution of the concern.	Administration and Finance Academic Sector Research and Extension Business Affairs Sector	01/2025	12/2025	Ongoing Implementation	N/A	A designated responsible person is tasked with monitoring the submission of DTRs and accomplishment reports related to unprocessed payment of labor and wages, with regular advisories issued by the CBO.

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