

Bachelor of Science in Environmental Science

Z S C M S T



BAGONG PILIPINAS



AREA II

**Parameter F: PROFESSIONAL PERFORMANCE
AND SCHOLARLY WORKS**

IMPLEMENTATION




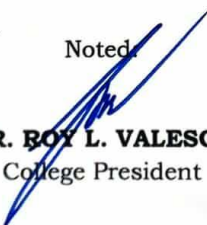
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Promptly submit required reports and other academic outputs.



Sample memoranda are issued to ensure the prompt submission of required reports and other academic outputs, such as class programs, rating reports, and related documents. These memos serve as formal reminders and directives to faculty, reinforcing compliance with academic policies and institutional standards.

The practice promotes timeliness, accountability, and efficiency in the submission of essential academic requirements, thereby supporting effective academic operations and quality assurance processes.

	Republic of the Philippines ZAMBOANGA STATE COLLEGE OF MARINE SCIENCES AND TECHNOLOGY Fort Pilar, Zamboanga City Tel No.: (062) 991-0644 Telefax: (062) 991-0777 Website: http://www.zscmst.edu.ph	
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS		
Memorandum No. 046 Series of 2024		
TO :	COLLEGE DEANS PROGRAM ADVISERS DEPARTMENT CHAIRPERSONS NSTP COORDINATOR GRADUATE SCHOOL COORDINATOR	CAAT - 4/11 CME - 2/1 CMT - CFMS -
FROM :	RACHEL D. LAURIAGA, Ph.D. Vice President for Academic Affairs	
SUBJECT :	SUBMISSION OF CLASS SCHEDULE AND FACULTY CLASS PROGRAM FOR THE FIRST SEMESTER S.Y. 2025-2026	
DATE :	May 28, 2025	
<p>You are hereby directed to submit to this office the class schedule and the faculty class program of your respective program and department for the first semester of the school year 2025-2026. Deadline of submission will be on or before June 06, 2025. Hence, a review and deliberation will be scheduled on the third week of June 2025.</p> <p>This memo is for your compliance.</p>		
Noted		
 DR. BOY L. VALESCO College President		



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HUMAN RESOURCE MANAGEMENT OFFICE

MEMORANDUM No. 15
s. 2025

TO : ALL FACULTY AND NON-TEACHING PERSONNEL

SUBJECT : REITERATIONS ON THE TIMELY SUBMISSION OF DAILY TIME RECORD (DTR)

DATE : May 19, 2025

In order to maintain accurate records and ensure compliance to CSC Memorandum Circular No. 01 s. 2017 and COA Circular No. 2012-001, this office reminds all faculty and non-teaching employees to submit their Daily Time Record and it's supporting documentary attachments on time.

1. Submission of DTR shall be made every 16th to 21st day of the month for the period covering 1 to 15 days and 1st to 6th day of the succeeding month for the period covering 16 to 31 of the preceding months. If the date falls on the Saturday, Sunday or Holiday, the deadline of submission shall be on the next working day.

2. The following are the required documentary attachments to the Daily Time Record.

2.1 On official travel - Memorandum
- Travel Order
- Certificate of Appearance

2.2 Leave of absence - Approved letter and Approved application for leave (Form 6)
- Medical Certificate (if sick leave is 5 days & above)

2.2.1 Mandatory Leave/Vacation Leave

- Employees are required to submit an approved application for leave at least 5 days prior to their scheduled date.
- For leave lasting:
5 days or more (Non-Teaching)
3 days or more (Faculty)

Employees must submit a written request letter to the President, accompanied by an application for leave form at least 5 days prior to their scheduled date.

Recorded



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Fort Pilar, Zamboanga City



OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Memorandum No. 018
Series of 2024

TO : CONCERNED FACULTY (see attached list)

FROM : *Rachel D. Lauriaga*
RACHEL D. LAURIAGA, Ph.D.
Vice President for Academic Affairs

SUBJECT : SUBMISSION OF PUBLISHED RESEARCH STUDIES

DATE : February 22, 2024

During the internal evaluation for reclassification of faculty in SUCs for JC no. 3, series of 2022, we were so pleased to have learned that many of our faculty members have published research outputs.

Hence, to profile faculty members who have published research studies, you are hereby directed to submit to this office a copy of your published research study/ies on or before February 29, 2024. It would be very appreciative if you could also email the soft copy at decastro@zscmst.edu.ph

This memo is for your compliance.

Thank you very much.

Noted:

Jaimie G. Jalon
JAIMIE G. JALON, Ph.D.
College President

Cc: College Deans

To: All CFMS faculty
w/ published Research Studies
or creative works

For appropriate action. Also
please copy furnish to our
CFMS secretary for our file
and submission to VPRIE office
for their file also.

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OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Memorandum No. 36
Series of 2024

TO : ALL FACULTY MEMBERS

FROM :  **RACHEL D. LAURIAGA, Ph.D.**
Vice President for Academic Affairs

SUBJECT : **SUBMISSION OF REPORT OF RATING**

DATE : May 20, 2024


Please be reminded that the Submission of the Report of Rating to this office for signature for the non-graduating students shall be **10 working days** after the examination dates, while the original copy must be submitted to the Office of the College Registrar as per Academic Processes of the Faculty Manual 2021 amendments.

Hence, the deadline for submission is on **May 31, 2024**.

Please be guided accordingly.

Thank you very much.

Noted:


JAIME G. JALON, Ph.D.
College President




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OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Memorandum No. 37
Series of 2024

TO : ALL FACULTY MEMBERS

FROM : 
RACHEL D. LAURIAGA, Ph.D.
Vice President for Academic Affairs

SUBJECT : ATTENDANCE TO BACCALAUREATE, RECOGNITION,
AND COMMENCEMENT EXERCISES

DATE : May 21, 2024

You are hereby directed to attend the Baccalaureate, Recognition, and Commencement Exercises on May 23, 2024 and May 24, 2024 respectively at the MCLL Gymnasium. The schedule, prescribed attire, and venue are as follows:

Activities	Date	Time	Attire
Baccalaureate	May 23, 2024	8:00 am	Smart Casual
Recognition	May 23, 2024	1:00 pm	Smart Casual
Commencement Exercises	May 24, 2024	8:00 am	Academic Gown

Please be guided accordingly.

Thank you very much.

Noted:


JAIME G. JALON, Ph.D.
College President



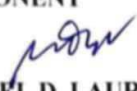
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OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

**Memorandum No. 018
Series of 2025**

TO : ACADEMIC COUNCIL MEMBERS
DEANS
PROGRAM ADVISERS
PROPONENT

FROM : 
RACHEL D. LAURIAGA, Ph.D.
Vice President for Academic Affairs

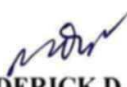
SUBJECT : SUBMISSION OF MATTERS FOR ACADEMIC
COUNCIL MEETING

DATE : March 6, 2025

In preparation for the Academic Council Meeting which will be scheduled this month of March, you are hereby requested to submit to this office on or before Tuesday, March 11, 2025 the items/matters with supporting document for inclusion as agenda for the said meeting.

This memo is for your information and compliance.

Noted:


MIR. RODERICK D. TRIO
OIC College President



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OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Memorandum No. 046
Series of 2024

TO : **COLLEGE DEANS
PROGRAM ADVISERS
DEPARTMENT CHAIRPERSONS
NSTP COORDINATOR
GRADUATE SCHOOL COORDINATOR** - *[Signature]*

FROM : **RACHEL D. LAURIAGA, Ph.D.**
Vice President for Academic Affairs

SUBJECT : **SUBMISSION OF CLASS SCHEDULE AND FACULTY CLASS
PROGRAM FOR THE FIRST SEMESTER S.Y. 2025-2026**

DATE : **May 28, 2025**

*CCMT - [Signature]
CME - [Signature]
CMT - [Signature]
CPMS - [Signature]*

You are hereby directed to submit to this office the class schedule and the faculty class program of your respective program and department for the first semester of the school year 2025-2026. Deadline of submission will be on or before June 06, 2025. Hence, a review and deliberation will be scheduled on the third week of June 2025.

This memo is for your compliance.

Noted

[Signature]
DR. ROY L. VALESCO
College President



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OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

**Memorandum No. 40
Series of 2025**

TO : ALL FACULTY MEMBERS

FROM :  RACHEL D. LAURIAGA, Ph.D.
Vice President for Academic Affairs

**SUBJECT : ADJUSTMENTS AND CONSIDERATIONS IN
ADMINISTERING THE FINAL EXAMINATION**

DATE : May 13, 2025

In light of recent events, the Philippine national election held yesterday and the PhilHealth consultation and orientation, or Konsulta conducted this morning, which may have impacted the availability, readiness, and well-being of our students, faculty members are hereby advised to make the necessary adjustments and considerations in administering the final examinations scheduled for this week.

You are enjoined to exercise flexibility in scheduling final examinations, to provide make-up examinations, and to consider reasonable extensions for deadlines.

We trust in your understanding and support to ensure that the final examination process remains fair and considerate of our students' circumstances.

Thank you for your cooperation.

Noted:


ROY L. VALESCO, Ph.D.
College President



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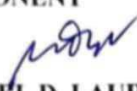
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OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

**Memorandum No. 018
Series of 2025**

TO : ACADEMIC COUNCIL MEMBERS
DEANS
PROGRAM ADVISERS
PROPONENT

FROM : 
RACHEL D. LAURIAGA, Ph.D.
Vice President for Academic Affairs


SUBJECT : SUBMISSION OF MATTERS FOR ACADEMIC
COUNCIL MEETING

DATE : **March 6, 2025**

In preparation for the Academic Council Meeting which will be scheduled this month of March, you are hereby requested to submit to this office on or before Tuesday, March 11, 2025 the items/matters with supporting document for inclusion as agenda for the said meeting.

This memo is for your information and compliance.

Noted:


MR. RODERICK D. TRIO
OIC College President