

Bachelor of Science in Environmental Science



AREA II. FACULTY

BAGONG PILIPINAS

Parameter E: Faculty Development

IMPLEMENTATION

1.9 |

Tuition fee privilege and other forms of assistance are utilized by faculty pursuing advanced (master's and/or doctoral) degrees.



Republic of the Philippines
ZAMBOANGA STATE COLLEGE OF MARINE SCIENCES AND TECHNOLOGY
 Fort Pilar, Zamboanga City
 Tel No.: (062) 993-2615 Telefax: (062) 991-0777 website: <http://www.zscmst.edu.ph>



July 15, 2025

DR. ROY L. VALESCO
 President
 This College

for file

Dear Pres. Valesco,

Greetings!

The undersigned is a Ph.D. student and currently enrolled at Zamboanga Peninsula Polytechnic State University and is now in the dissertation writing phase of her graduate studies. This is part of my commitment to improving my knowledge and skills for professional growth, which I believe also supports our institution's goal of promoting continuous learning and development.

In this regard, I would like to respectfully request to avail any of the privileges provided under the Self-Financed Schooling / Professional Enhancement Program as stated in Section 6.12 of the Faculty Manual. If approved, I intend to avail of these privileges only for the First Semester of School Year 2025-2026. These may include:

1. Permission to leave the school premises after fulfilling my teaching duties to devote my time for dissertation writing;
2. Possible financial assistance for thesis/dissertation writing, amounting to Php 15,000 for a master's degree or Php 25,000 for a doctoral program, depending on the scope of the study and subject to the availability of funds as determined by the HRDC;
3. A reduced faculty load with a maximum of ten hours.

I humbly ask for your understanding and support as I strive to complete this important academic goal. I believe that the knowledge and experience I gain will help me perform better in my work and contribute to the success of the institution.

Very respectfully yours,

Estoque
MARVIC R. ESTOQUE
 Faculty

Noted:

[Signature]

RACHEL D. LAURIAGA, Ph.D.
 Vice-President for Academic Affairs

*Note:
 The faculty opt to avoid the reduced faculty load.
 Thank you!
 [Signature]*

Approved:

[Signature]

ROY L. VALESCO, Ph.D.
 College President

Attached:

Certificate of Registration, Excerpt of Guidelines for Professional Enhancement Program



Republic of the Philippines
Zamboanga Peninsula State University
 R.T. Lim Boulevard Zamboanga City 7000

CERTIFICATE OF REGISTRATION

Registration No: 98082

Academic Year/Term: 1st Semester AY 2025-2026

STUDENT GENERAL INFORMATION

Student No: 25-00860
 Name: ESTOQUE, Marivic R.
 Gender: F
 Birth date: 01/04/79
 Contact #: (+63) 836-862-2758
 Email: purplemarime180428@gmail.com

Campus: ZPPSU Main Campus
 College: GRADUATE SCHOOL
 Program: Doctor of Philosophy
 Major: Technology Management
 Year Level: Graduate School - Doctoral

Scholarship/Discount:
 Curriculum: REvised - DOCTOR OF PHILOSOPHY (Ph.D.) Major in TM

CODE	SUBJECT TITLE	UNIT			SECTION	SCHEDULE / ROOM	FACULTY
		Lec	Lab	Credit			
TM 320	Dissertation in Technology Education	12	0	12	Ph.D.-TM		
Total Subjects: 1		Total Unit(s)		12 0 12			

ASSESSED FEES

Registration Fee	450.00
Medical Fee	188.00
Library Fee	225.00
Library ID Fee	75.00
Graduation Fee	600.00
Evaluation Fee	225.00
Diploma Fee	600.00
Dental Fee	188.00
Tuition Fee	9,000.00
TOTAL AMOUNT	11,561.00
DISCOUNT	0.00
TOTAL PAYMENT	0.00
OUTSTANDING BALANCE	11,561.00

SCHEDULE OF PAYMENTS

Upon Enrollment	Midterm	Final
April 1, 2025	October 31, 2025	
4,500.00	4,500.00	0.00

Marivic R. Estoque
 MARIVIC R. ESTOQUE
 SIGNATURE OVER PRINTED NAME
 STUDENT GUARDIAN

APPROVED BY:

Ma. Asie G. Tubil
 MA. ASIE G. TUBIL, B.Ed., C.R.A., MPA
 University Registrar

OR No _____ Amount _____

RECEIVED



§ 12 Self-financed schooling/Professional Enhancement Program

In the case of self-financed schooling/professional enhancement programs, these policies and guidelines shall not apply unless otherwise specifically provided hereof.

Self-financed schooling/professional enhancement programs are encouraged and recognized by ZSCMST; provided that the concerned employee shall seek prior permission and approval of the College President if he/she wishes to enjoy the hereunder privileges;

- a. Employees who finance their own schooling/ professional enhancement program shall be entitled of the following privileges:
 - i. release-time refers to the time allowed a faculty after his teaching assignments in the College where he may leave the school premises only to attend his graduate/post graduate classes.
 - ii. subject to the availability of funds, thesis/dissertation aid of Php15,000 for a master's program and Php 25,000 for doctoral program, depending on the scope of the study and as determined by the HRDC.
 - iii. Reduced faculty load with a maximum of 10 hours.
- b. The number of faculty on self-financed schooling/ professional enhancement programs should not be more than 5% of the total number of permanent faculty.

§ 13 Guidelines for Sabbatical Leave



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BAGONG PILARINAS

NOTICE OF MEETING

TO : Members of the ZSCMST Administrative Council
Resource Persons/Presenters

FROM : **ROY L. VALESCO, Ph. D.**
College President
Chair, ZSCMST Administrative Council

DATE : September 1, 2025

You are hereby informed that the Administrative Council will hold a regular meeting on **September 2, 2025 (Tuesday) at 9:00 A.M.** at Audio Visual Room, Learning Resource Center, ZSCMST.

Attached is the proposed agenda of the meeting for your reference.

Please be at the designated venue before 9:00 a.m.

ZSCMST



Republic of the Philippines
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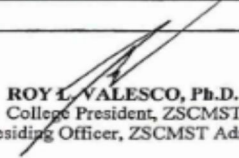
ADMINISTRATIVE COUNCIL MEETING
 Audio Visual Room, Learning Resource Center, ZSCMST
 September 2, 2025, 9:00 A.M.

Order of Business

Agenda Item	Presenter	Action Requested
I. PRELIMINARY		
A. Call to Order		
B. Declaration of Quorum		
C. Prayer		
D. Provisional Agenda		For Approval
II. NEW BUSINESS		
1. Report of Utilization of Funds 101 and 164 for 3 rd Quarter of FY 2025	Mr. Mark James A. Alba Head, Budget Office And Mr. Eric S. Vilanueva, CPA Director, Finance Management Services	For Approval
2. Proposed Utilization of Funds 101 and 164 for 4 th Quarter FY 2025 (October 1, 2025 to December 31, 2025)	Mr. Mark James A. Alba Head, Budget Office	For Approval
3. Indicative Program of Receipts and Expenditures (PRE) for FY 2025	Mr. Mark James A. Alba Head, Budget Office	For Approval
4. Granting of Institutional Incentive Program for Board Topnotchers in Professional Licensure Examination to the following: 4.1 Ms. Yra Gem Manguramas 4.2 Dr. Maila V. Pan 4.3 MS. Kathleen Dalope 4.4 Dr. Oliver D. Tito	Dr. Oliver D. Tito Dean, CMFS	For Approval
5. Request of Additional Three Positions of the ROSS Phase II under the Office of the Director of Research and Publication Services 5.1 Project Development Officer II - 5.2 Project Development Officer I 5.3 Administrative Aide VI	Dr. Maila V. Pan FP, Research, Extension and Innovation	For Approval
6. ZSCMST Strategic Planning (2025-2029)	Ms. Anne Florence T. Saracho Head, Planning Office	For Approval
7. Revised Quality Management System (QMS) Policy	Ms. Esther T. Lim, MST Director, QAO	For Approval
8. Request to Constitute an Audit Committee under the ZSCMST Board of Trustees	Ms. Chastine S. Cruz Head, IAU	For Approval
9. Proposed Updated Internal Audit Unit Organizational Structure		
10. 2025 - 2026 Annual Audit Plan / BAC		
11. ZSCMST Research and Extension Programs	Ms. Aldette Navarro Director, Research and Development Office	For Approval
12. Establishment of Research Centers	And	
13. Renewal of Memorandum of Agreement with the Local Government of Sibuco	Dr. Maila V. Pan FP, Research, Extension and Innovation	
14. Memorandum of Agreement with the Office of the City Agriculturist, Zamboanga City (AACT-SPIN and RAHNINA Projects)		
15. Memorandum of Agreement with the City Environmental and Natural Resources Office on the Rescue of Marine Mammals and Other Organisms		



16. Memorandum of Agreement with the Bureau of Fisheries and Aquatic Resources on Corals		
17. Partnership Agreement with Action Against Hunger		
18. Memorandum of Agreement to the following Institutions for the College of Maritime Education: 18.1 PNTC Colleges 18.2 Davao Merchant Marine Academy College Of Southern Philippines 18.3 Zamboanga Maritime Training Center	Dr. Porferio DR. Beugel, Jr. Supervisor, On-Board Training Office And Dr. Juanito C. Mendoza Deputy Supervisor, BSME On-Board Training Office	For Appro
19. New Integrated LUDIP Committee	Engr. Vincent Ray R. Sta. Teresa Head, CBMU	For Appro
20. Request of Reinstatement of Duty of Mr. Angelo C. Macario	Ms. Emma A. Santos OIC-FORMO	For Appro
21. Request for Reduced of Faculty Teaching Load (10 Hours) for the 1 st Semester of SY 2025-2026 of the following Faculty Personnel: 21.1 Mr. Neil R. Isidro – Instructor I 21.2 Ms. Marivic R. Estoque – Associate Professor IV		
22. Request for Endorsement for the CHED Scholarship for Instructors' Knowledge Advancement Program (SIKAP) of the following Personnel: 22.1 Ms. Kathleen J. Dalope 22.2 Mr. Gualberto A. Lantaya, Jr. 22.3 Ms. Risil O. Ybera		
23. Issuance of Appointment on Permanent Status to the following Teaching Personnel 23.1 Mr. Jayvin Glova Alviar 23.2 Mr. Morris Atilano Banua 23.3 Christian Yap Reyes 23.4 Katherine Lim Yniego		
24. Issuance of Appointment to the following Non-Teaching Personnel: 24.1 Ms. Krizabel Lea P. Diaz - Administrative Assistant V (Coterminous) 24.2 Mr. Eugene S. Kanindot – Administrative Officer V		
III. OTHER MATTERS 1. Updates on Procurement for Recommendation for Award	Engr. Victoria L. Lim Chair	For Approv
IV. ADJOURNMENT		


ROY L. VALESICO, Ph.D.
 College President, ZSCMST
 Chairperson and Presiding Officer, ZSCMST Administrative Council

The attached proof shows that tuition fee privileges and the other form/s of assistance are granted, to help them continue their professional growth.