



Republic of the Philippines
TARLAC AGRICULTURAL UNIVERSITY
Camiling, Tarlac



OFFICE OF STUDENT SERVICES AND DEVELOPMENT

January 19, 2024

Dr. SILVERIO RAMON DC. SALUNSON
University President

Sir:

Warm greetings!

I am writing to you this letter to seek your permission in conducting a training-workshop for the faculty of Tarlac Agricultural University (TAU) on the integration of inclusion in curriculum and instruction. The event will be held in the Farmers Training Center on June 26, 2024 at 8:00-11:00 in the morning. This is in collaboration with Peace Corps Philippines, TAU College of Arts and Sciences (CAS), Gender and Development Office (GAD), External Linkages and International Affairs (ELIA), and the Student Inclusion Unit of the Office of Student Services and Development (OSSD).

As you are aware, we at TAU have been trying to create a more diverse and inclusive environment in which all members of our community can participate, share, and learn from each other. In order to further this mission, we would like to conduct a capacity-building workshop for faculty members on June 26 with a Peace Corps Volunteer that specializes on diversity, equity, and inclusion.

There will be a series of talks covering the topics of inclusive education principles, practical strategies for classroom management, and fostering collaborative/inclusive environments - all of which will culminate in a workshop for the participants. The audience will consist of the faculty members from TAU and the workshop is designed for them to become aware of the various issues and challenges individuals face and how they, as educators, can help advocate for those individuals and create inclusive activities and programs.

The guest speaker will be Coleen Thereasa Connor, a Peace Corps volunteer who has done extensive work on Diversity, Equity, and Inclusion in the Workplace as well as Ethical and Inclusive Leadership. She has decades of experience in training related to inclusion in the classroom and advocacy. Attached herewith is a copy of her curriculum vitae for your perusal.

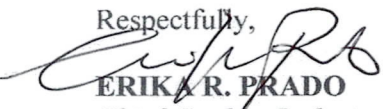
This lecture and workshop will be fruitful in raising awareness about the challenges and issues associated with these topics. Furthermore, it will be greatly beneficial to the staff and faculty here at TAU as it will expand the global connections of TAU and promote potential further areas of research and collaboration for faculty with global partners.

In this regard, may we be allowed to conduct the activity mentioned. Rest assured that strict health protocols shall be observed.

I am looking forward to your favorable response regarding the aforementioned request.

Thank you and God bless.

Respectfully,


ERIKA R. PRADO

Chief, Student Inclusion Unit, OSSD
Instructor III, College of Arts and Sciences

Noted:


DR. SHERWIN S. ALAR

OIC - Dean, College of Arts and Sciences


DR. MA. THERESA B. NARDO

OIC - Director, Gender and Development Office


DR. MARIANNE P. VILLARUEL

OIC - Director, Office of Student Services and Development

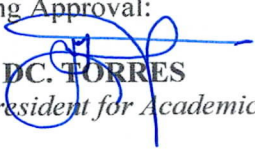

DR. BENNY S. SOLIMAN

OIC - Director, External Linkages and International Affairs


MS. MARIELLA ALEXES R. ESPIRITU

OIC - Director, Curriculum and Instruction

Recommending Approval:


DR. SONNY D.C. TORRES

OIC - Vice President for Academic Affairs

Approved:


Dr. SILVERIO RAMON D.C. SALUNSON

University President

JUN 24 2024



Republic of the Philippines

TARLAC AGRICULTURAL UNIVERSITY

Camiling, Tarlac

OFFICE OF STUDENT SERVICES AND DEVELOPMENT

Title: : Inclusion and Diversity Festival

Proponent : Office of Student Services and Development
Gender and Development Office

Date : April 18-19, 2024

Venue : Alumni and Student Center, Gilberto Teodoro Gymnasium

Expected Participants : Office Student Services and Development
Student Inclusion Unit
TAU student organizations
TAU Medical and Dental Unit

Budget Needed : 100,000

RECEIVED
TAU - Office of the President
Date: 4/14/24 Time: 8:46

Rationale:

The Office of Student Services and Development in collaboration with the Gender and Development Office and TAU-Bulalayaw, would like to hold an annual festival to celebrate the diversity of the TAU community. The festival is meant to give the broad range of individuals and groups represented at TAU, an opportunity and share and enjoy our differences and to commiserate in the knowledge that as a community we are stronger and more beautiful celebrating and sharing our differences. Instead of discriminating and dividing, it will unite and harmonize our community.

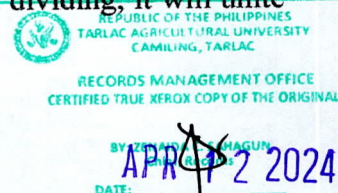
Objective:

This activity has the following objectives:

1. To develop an understanding of the various communities at TAU
2. Increase awareness of issues affecting LGBTQI+, PWD, ID, solo parents, and international students, especially among the student leaders of TAU
3. To help TAU student organizations integrate concepts of inclusion into their programs and activities.
4. To foster bonds and create camaraderie among students, faculty, and staff at TAU
5. To make all individuals regardless of gender, ethnicity, sexual orientation, ability, or family status feel welcome and a part of the TAU community.

Expected Output:

1. Midyear Accomplishment report based on DPCR 2024 (January-June 2024);
2. Midyear Accomplishment report based on IPCR 2024 (January-June 2024);



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3. Memorandum of Agreement with one external partner (Kanlahi or LoveYourself: NGOs on HIV Awareness)

Proposed Program Flow

DAY 1 (April 18, 2024)	
TIME	ACTIVITY
8:00 – 9:00 AM	Registration of student participants
9:00 – 9:20	Doxology and National Anthem
9:20 - 9:30	Opening Remarks
9:30 -10:00	Talk on Accessibility
10:00 -10:15	Question and Answer
10:15 – 10:30	Health Break
10:30 - 11:00	Talk on Solo Parents
11:00 – 11:15	Question and Answer
11:15 – 11:30	Presentation of Certificates to morning speakers
11:30 – 1:00 PM	Lunch Break
1:00 – 1:30	Talk on Indigenous People
1:30 – 1:45	Question and Answer
1:45 – 2:15	Talk on Gender Inclusion
2:15 – 2:30	Question and Answer
2:30 – 2:45	Presentation of Certificates to afternoon speakers
2:45 – 3:00	Distribution of Certificates to student participants

DAY 2 (April 19, 2024)	
TIME	ACTIVITY
7:00-8:00 AM	Parade Assembly
8:00 - 9:00	Start of Pride Parade
9:00 – 9:30	Opening of the Inclusion Games
9:30- 11:30	Gender Inclusion Games
11:30-1:00 PM	Holi Lunch (Celebration of the Indian Festival of Colors)
1:00 – 3:30	Accessibility Awareness Games
3:30 – 4:30	Arnis and IP Games demonstration
4:30 - 4:45	Announcement of Winners
4:45 – 5:00	Closing Ceremony for the Inclusion and Diversity Festival



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CAMILING, TARLAC

RECORDS MANAGEMENT OFFICE
CERTIFIED TRUE XEROX COPY OF THE ORIGINAL

BY: RENALDO MAGUN
Chief Records

DATE: APR 12 2024

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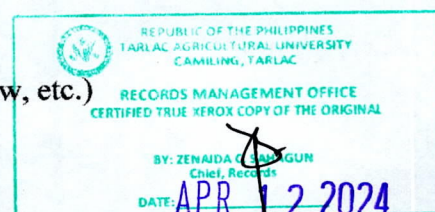
OFFICE OF STUDENT SERVICES AND DEVELOPMENT

Budgetary Requirements:

PARTICULARS	QUANTITY	AMOUNT	TOTAL AMOUNT
Meals and snacks	100	350	35,000
Honorarium	2	4,000	8,000
Tokens	2	2,000	8,000
Event Tarpaulins	4	500	2,000
Prizes for Games	15	1,000	15,000
Props for Games		5,000	5,000
Certificates	4	50	200
Certificate frames (for resource speakers)	4	200	800
Event Shirts	50	300	15,000
Decorative Materials for Cultural Event (Holi/Indian Festival of Colors)		3,000	3,000
Transportation for Resource Speakers		5,000	5,000
Pride March art materials (paint, cartolina, etc.)		3,000	3,000
TOTAL			100,000

Participants:

Gender and Development Office staff
Office of Student Services and Development Staff
Instructors teaching courses relevant to SDGs
TAU Student Organizations (e.g. SSC, TAU – Bulalayaw, etc.)
TAU Faculty, staff, and students



Working Committee:

Spearhead:	Student Inclusion Unit: Erika R. Prado, April Christian De Leon, Venus Benitez, David Kalinowski
Program and Activities:	GAD staff OSSD staff TAU Bulalayaw officers
Communication/Coordination:	Student Inclusion Unit
Tokens/Certificate:	OSSD
Documentation:	MIS personnel, TAU – Bulalayaw communications officers



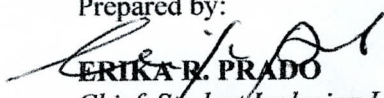
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Prepared by:

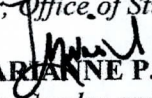

ERIKA R. PRADO

Chief, Student Inclusion Unit, OSSD

Noted:


DR. BENNY S. SOLIMAN

Director, Office of Student Services and Development


DR. MARIANNE P. VILLARUEL

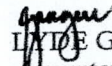
Director, Gender and Development Office

Certified as to the Availability of the Allotment:


HELEN G. RUZOL

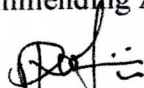
Officer-in-Charge, Budget Office

Approved as to the Availability of the Fund:


LYDIE G. RAGUS

Accountant III

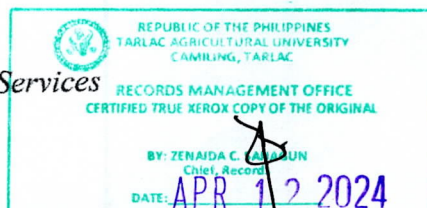
Recommending Approval:


DANILO N. OFFICIAR, Ph.D.

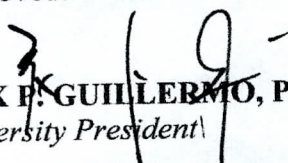
Vice President for Student Affairs and Services


YOLANDA P. JUAN

Vice President, Finance and Administration



Approved:


MAX P. GUILLERMO, Ph.D.

University President

APR 04 2024

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OFFICE OF STUDENT SERVICES AND DEVELOPMENT

Title: : Milalamu ha TAU: An IP Month Celebration

Proponent : Student Inclusion Unit
BUKLOD- LAHI

Date : October 24-25, 2024

Venue : TAU Boulevard

Expected Participants : Office Student Services and Development
Student Inclusion Unit
TAU student organizations

Budget Needed : 14,250.00

RECEIVED
TAU - Office of the President
Date: 10/24 Time: 12:07

Rationale:

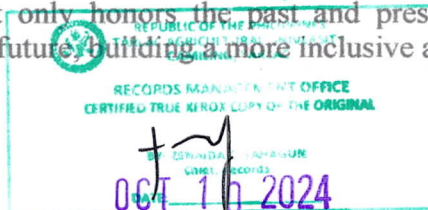
The OSSD Student Inclusion Unit in collaboration with the BUKLOD-LAHI, would like to hold an annual Indigenous Peoples Month Celebration. The said event is meant to honor and celebrate the rich cultural heritage, contributions, and lived experiences of the Indigenous Peoples within the TAU community. It seeks to raise awareness of their unique traditions, languages, knowledge systems, and their enduring contributions to our society, and provide a platform for Indigenous Peoples to share their narratives, address issues they face, and promote intercultural understanding.

By holding this event annually, TAU reaffirms its commitment to inclusivity, social justice, and respect for cultural diversity. This celebration not only honors the past and present contributions of Indigenous Peoples but also looks to the future, building a more inclusive and equitable society for all.

Objective:

This activity has the following objectives:

1. To raise awareness of the rich cultural heritage, traditions, and knowledge systems of the Indigenous Peoples within the TAU community.
2. To create an inclusive environment that respects and celebrates the diversity of Indigenous cultures, promoting unity and understanding among all members of the TAU community.
3. To provide a platform for Indigenous Peoples to share their experiences, challenges, and contributions, ensuring their voices are heard and valued.





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4. To encourage Indigenous students and communities to take pride in their cultural identity and contribute to the preservation and transmission of their heritage.
5. To facilitate meaningful conversations and partnerships between Indigenous and non-Indigenous students, fostering mutual respect, understanding, and cooperation.

Expected Output:

1. Increased cultural awareness for inclusive, respectful and sensitive environment for all.
2. Intensified cultural pride and preservation for Indigenous Peoples culture.
3. Enhanced skills, knowledge, confidence, and resources of BUKLOD-LAHI, leading to improved performance, strengthened networks, and increased organizational effectiveness.
4. Memorandum of Agreement with one external partner (NCIP- Tarlac).

Proposed Program Flow

DAY 1 (October 24, 2024)	
TIME	ACTIVITY
07:30- Onwards	IP Booth
8:00 – 8:15	Doxology and National Anthem
8:15 - 8:20	Opening Remarks
8: 20 - 8:30	Intermission Number
8:30 -8:35	BUKLOD LAHI President Privilege speech
8:35 – 9:00	Inbungey/ Intumbo Demonstration
9:00 - 10: 30	Inbungey/ Intumbo Cooking Contest
10:30 – 10:45	Judging
10:45 – 11:00	Announcement of Winners



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REMARKS: *[Signature]*
Chief, Records

DATE: OCT 24 2024

DAY 2 (October 25, 2024)	
TIME	ACTIVITY
8:00 - 8:30 AM	Registration
8:30 – 8:45	Doxology and National Anthem
8:15 - 8:20	Opening Remarks
8:20 - 9:00	Talk about the Rights and Privileges of IP Students (NCIP Officer)
9:00 – 9:30	Snack
9:30 – 10:00	Game/ Ice Breaker
10:00 - 10:30	Testimony of a Successful Indigenous Peoples Students
10:30 – 11:00	Closing Ceremony for the Inclusion and Diversity Festival
11:00- 1:00	LUNCH

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1:00- 3:30 PM	Team Building Activity (CBOL)
3:30- 3:45	Snack
3:45- 4:00	Closing Remarks
4:00	Dismissal

Budgetary Requirements:

PARTICULARS	QUANTITY	AMOUNT	TOTAL AMOUNT
Cooking Ingredients		2,000 500.00	500.00
Inbungey/ Intumbo Prize		2,300	2,300.00
Event Tarpauline (4x 8)	1	1,000	500.00
Booth Candies	300	300	300.00
Certificates	3	50	150.00
Certificate Holder (for resource speakers)	2	50	100.00
Decorative Materials for the booth (tambo)		3,000	3,000.00
AM Snack	40	80	3,200.00 -
PM Snack	40	80	3,200.00 -
Activity Materials			1,000.00
TOTAL			14,250.00

Participants:

Office of Student Services and Development Staff
TAU Student Organizations (e.g. SSC, BUKLOD LAHI, etc.)
TAU Faculty, staff, and students



Working Committee:

Spearhead:	Student Inclusion Unit: Erika R. Prado, April Christian De Leon, Venus Benitez, David Kalinowski
Program and Activities:	BUKLOD- LAHI Communicators Bridging Opportunities through Leadership (CBOL)
Communication/Coordination:	Student Inclusion Unit
Tokens/Certificate:	OSSD
Documentation:	MIS personnel, Communicators Bridging Opportunities through Leadership (CBOL)

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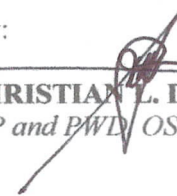
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Camiling, Tarlac

OFFICE OF STUDENT SERVICES AND DEVELOPMENT

Prepared by:


APRIL CHRISTIAN L. DE LEON, LPT, MAEd
Chair for IP and PWD/ OSSD Student Inclusion Unit

Noted:


ERIKA R. PRADO, MS
Chief, Student Inclusion Unit, OSSD


DANILO N. OFICIAR, PhD
Director, Office of Student Services and Development

Certified as to the Availability of the Allotment:

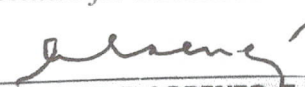

HELEN G. RUZOL, MBA
Budget Officer

Approved as to the Availability of the Fund:


LYDE G. RAGUS, CPA
Accountant III

Recommending Approval:

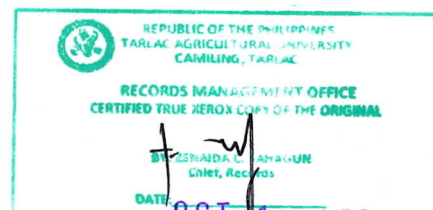

SONNY DC. TORRES, Ed.D.
Vice President for Academic and Student Affairs


ARNOLD R. LORENZO, Ed. D.
Vice President for Finance and Administration

Approved:


SILVERIO RAMON DC. SALUNSON, DBA
University President

RECEIVED BY
OVP- Academic Affairs
Time 8:48 Date 10/10/24





Republic of the Philippines
TARLAC AGRICULTURAL UNIVERSITY
Camiling, Tarlac



OFFICE OF STUDENT SERVICES AND DEVELOPMENT

October 28, 2024

Sir Silverio Ramon DC. Salunson DBA
President of TAU

RECEIVED
TAU - Office of the President
Date: 11/11/24 Time: 11:53

Sir:

I am writing to you this letter to seek your permission to conduct **Panagduduma: A Celebration of Cultural Diversity** in Tarlac Agricultural University (TAU) to celebrate the cultures of our diverse student population by celebrating inclusion through food, music, and dance. The event will be held in the TAU Lagoon on November 29, 2024. It will start at 9 AM, to prepare and set up, and last until 5 PM. This initiative is in collaboration with the Office of Student Services and Development (through its student inclusion unit), the Office of External Linkages and International Affairs (ELIA), and the Gender and Development Office (GAD). TAU Bulalayaw and Buklod Lahi will be the student organizations facilitating some of the activities.

As you are aware, we at TAU have been trying to create a more diverse and inclusive environment as well as promote TAU abroad by attracting international students. In order to further this mission, we would like to enhance the experience of our international students and other groups represented by the Inclusion Unit by conducting a celebration of Diwali for our international students (most of which are Indians), hosting a rainbow social for TAU gender minorities, and facilitating cultural activities for and by our indigenous students.

This will be a great opportunity for our Indian students, by far the largest group of International Students here at TAU, to show off their culture as well as our IP (Indigenous People) and other Filipino groups to share the glorious Filipino culture. Below is the proposed program and budgetary requirements for the conduct of the event.

Panagduduma: A Celebration of Cultural Diversity		
Time	Activity Plan	Persons in-charge
8:00 AM	Setting up of Diwali Booth	TAU International Students
8:30	Opening of Program	Erika R. Prado, OSSD
9:00	Rangoli Demonstration and Henna Designing	TAU International Students
9:30	Indian Cuisine Cooking Demonstration (Jalebi, Pani Puri, and Samosa)	TAU International Students
10:30	Cultural Games with IP students	April Christian De Leon, OSSD TAU Buklod-Lahi
12:00NN	Panagduduma Lunch	TAU International Students, ELIA, OSSD, and GAD staff
3:00 PM	Diya Decorating Contest	OSSD

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OVP
Time 11:29 11-6

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TAU BUDGETING
11/5 10:35
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4:00	Rainbow Socials (open mic and BBQueer)	Venus Benitez, OSSD TAU Bulalayaw
5:00 PM	Closing of Program	GAD, ELIA

Panagduduma: A Celebration of Cultural Diversity Budget			
Particular	Quantity	Amount	Total Amount
Cooking ingredients for cooking demonstration and BBqueer			3,000
Rangoli Powder (decorative materials relevant to cultural events)	5	100	500
Diya (decorative materials relevant to cultural events)	50	10	500
Cultural games props			500
Henna (decorative materials relevant to cultural events)	5	100	500
Booth materials			3,000
Games Cash Prizes	5	500	2,500
Lunch meals	50	200	10,000
Total:			20,500.00

The purpose of the event is to help unite and bring together the TAU community by sharing different cultures and activities representative of the various groups within our community. Moreover, the event will be greatly beneficial to the reputation of TAU in the international community and allow for future collaborations and partnerships as well as attract more international students to TAU. Lastly, it will broaden the understanding and global citizenship of all students, faculty, and staff at TAU.

I am looking forward to your favorable response regarding the aforementioned request.

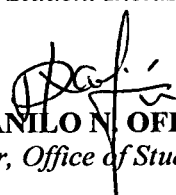
Thank you and God bless.

Respectfully,


ERIKAR. PRADO

Chief of Student Inclusion Unit, Office of Student Services and Development

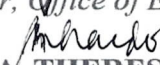
Noted:


DR. DANILO N. OFFICAR

Director, Office of Student Services and Development


DR. BENNY S. SOLIMAN

Director, Office of External Linkages and International Affairs


DR. MA. THERESA B. NARDO

Director, Gender and Development Office

OK as to Budget:

OK as to Fund:


HELEN G. RUZOL
OIC Chief, Budget Office


LYDE G. RAGUS, CPA
OIC Chief Accounting Office

Recommending Approval:


SONNY D. TORRES, Ed. D.
Vice President for Academic and Student Affairs


ARNOLD R. LORENZO, Ed. D.
Vice President for Finance and Administration

Approved:


SILVERIO RAMON D. SALUNSON, DBA
University President