

Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Province of Rizal



**SUSTAINABLE AGRICULTURE AND NATURAL
RESOURCES INSTITUTE (SANRI)
OPERATIONS MANUAL**

BOR Resolution No. 049-481-14

2014

PREFACE

The Sustainable Agriculture and Natural Resources Institute (SANRI) was established in order to support the national agenda which aims to increase agricultural productivity, promote conservation of natural resources and develop new technologies, in turn, will extend services to the people.

As part of a higher educational institution, SANRI also forms partnership with the local government and other concern agencies in capability building of farmers and technology adoption.

The operation of the Institute focuses on five goal areas which are research, education, technology and product development, marketing and information system for agriculture and natural resources conservation and management.

SANRI also aims to help overcome the challenges brought by climate change, such as the demand for increase food supply in such a way that the environment will be protected.

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HISTORY OF THE UNIVERSITY OF RIZAL SYSTEM

The University of Rizal System is a merger of two (2) state colleges and a University extension campus – the Rizal Polytechnic College, Rizal State College, and the Rizal Technological University extension campus. The Republic Act 9157 lapsed into law on August 11, 2001, established a State university in the province of Rizal to be known as the University of Rizal System, by integrating the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and Rizal Technological University-Antipolo Annex, all in the province of Rizal. On June 18, 2002, CHED Resolution No. 411-2002 was issued identifying Tanay Campus as the main campus of the University.

The Rizal National Agricultural School (RNAS) was established by Republic Act Number 1560 authored by Cong. Serafin Salvador, which was approved on June 16, 1956. RNAS was opened on May 27, 1959. It was chartered as a state college on June 24, 1983 by Batas Pambansa Bilang 622 authored by Assemblyman Frisco F. San Juan making it the first state college in the Province of Rizal known as Rizal College of Agriculture and Technology (RCAT). RCAT was later renamed Rizal State College (RSC) by virtue of Republic Act 7858 sponsored by Hon. Congressman Emigdio S. Tanjuatco, Jr. and approved by His Excellency Fidel V. Ramos on January 21, 1995.

The College is about 67 kilometers away from Metro Manila and accessible to all towns of Rizal through the Manila East Road or through Marikina-Infanta highway and is set atop an elevation of about 1,800 feet above sea level in the Sierra Madre Mountain range and is overlooking the scenic Laguna Lake and the surrounding lake towns.

Rizal Polytechnic College was first established as Morong High School on August 16, 1944. It was converted into Morong National High School on August 20, 1976 and to Morong National Comprehensive School on March 30, 1977. With the integration of Tomas Claudio Memorial Elementary School, it was converted into Morong National Comprehensive School, later renamed Rizal Technological and Polytechnic Institute on August 10, 1983 through Batas Pambansa Bilang 469. RTPI became a state college, the Rizal Polytechnic College on March 1, 1995 through Republic Act 7933. Through Board of Trustees Resolution No.06-13-98 dated February 12, 1998, RPC Cardona Research Extension was established.

At present the University operates with 10 campuses in the Province of Rizal, namely: URS Angono, Antipolo, Binangonan, Cainta, Cardona, Morong, Pililla, Rodriguez, Tanay and Taytay. It offers complete education from Kindergarten to Graduate School. The University implements a number of academic programs in the doctorate, masters, baccalaureate, non-degree and short-term courses. It also provides research, extension and production services as well as establishment of centers. The existence of the University caters to the needs of the stakeholders within and nearby provinces.

UNIVERSITY CHARTER (Republic Act No. 9157)

“An Act Establishing the University of Rizal System by Integrating the Existing State Colleges in the Province of Rizal and the Rizal Technological University-Antipolo Annex Appropriating Funds Therefor and For Other Purposes”

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. There is hereby established a State university in the Province of Rizal to be known as the University of Rizal System hereinafter referred to as the University, by integrating the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University – Antipolo Annex, all in the Province of Rizal. The main campus of the University shall be determined by the Commission on Higher Education.

Section 2. The University shall primarily offer higher professional and technical instructions and training in science and technology and promote research, extension, and production services, advanced studies and specialized training in all fields deemed relevant to the development goals of the Province of Rizal.

Section 3. A reasonably-sized laboratory school shall be allowed to remain and operate subject to the maintenance of a College of Education within the University. Likewise, the University may adopt public elementary and secondary schools in the Province of Rizal to serve as pilot centers for innovative teaching and learning strategies and approaches so operated and maintained under an appropriate memorandum of agreement between the University and the Department of Education, Culture and Sports (DECS).

Section 4. The University may open new branches/annexes in consortium with other academic institutions only within the Province of Rizal.

Section 5. The governing body of the University shall be the Board of Regents, hereinafter referred to as the Board, which shall be composed of the following:

- (a) The chairman of the Commission on Higher Education (CHED) chairman;
- (b) The president of the University, vice-chairman;
- (c) The chairman of the Committee on Education, Culture and Arts of the Senate or his/her representative, member;
- (d) The chairman of the Committee on Higher and Technical Education of the House of Representatives or his/her representative, member;

- (e) The regional director of the National Economic and Development Authority (NEDA), member;
- (f) The regional director of the Department of Science and Technology, member;
- (g) The president of the federation of faculty associations of the University, member;
- (h) The president of the federation of student councils or the student representative elected by the federation of student councils of the University, member;
- (i) The president of the federation alumni associations of the University, member, and;
- (j) Two (2) prominent citizens who have distinguished themselves in their professions or in their specializations, member;

The two (2) prominent citizens shall be chosen from among the list of at least five (5) qualified persons in the Province of Rizal, as recommended by a search committee constituted by the University president in consultation with the chairman of CHED based on normal standards and qualifications for the position.

The term of office of the representatives of the federations of faculty associations, student councils and alumni associations shall be coterminous with their respective term of office.

For the purpose of the provisions of this section, the associations of faculty, alumni, and student councils in each branch of the University shall organize themselves to form their respective federations, which in turn shall elect their federation officials;

The two (2) prominent citizens shall serve for a term of two (2) years.

Section 6. The Board shall promulgate and implement policies in accordance with the declared policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture and sports as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722.

Section 7. The Board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the Board of Directors of a corporation under existing laws.

- (a) To enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the State University;

- (b) To receive and appropriate all sums as may be provided, for the support of the University in the manner it may determine, in its discretion, to carry out the purposes and functions of the University;
- (c) To receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose the same when necessary for the benefit of the University and subject to the limitations, directions and instructions of the donors, if any. Such donations shall be exempt from the donor's tax and the same shall be considered as allowable deductions from the gross income of the donor, in accordance with the provisions of the National Internal Revenue Code, as amended;
- (d) To fix tuition fees and other necessary school fees and charges such as, but not limited to, matriculation fees, graduation fees, and laboratory fees, as the Board may deem proper to impose after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other incomes generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same funds for the use of the University.

Any provision of existing laws, rules and regulations to the contrary, notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of the auxiliary services and land grants, shall be retained by the University, and may be disbursed by the Board for instruction, research, extension, or other programs/projects of the University. Provided, that all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If for reasons beyond its control, the University shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said funds for any reasonable purpose which, in its discretion may be necessary and urgent for the attainment of the objectives and goals of the University.

- (e) To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- (f) To authorize the construction or repair of its buildings, machineries, equipment and other facilities, and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment. Purchases and other transactions entered into by the University through the Board shall be exempt from all taxes and duties;

- (g) To appoint upon recommendation of the president of the University, vice-presidents, deans, directors, heads of departments, faculty members and other officials and employees;
- (h) To fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper, to grant them, at its discretion, leave of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- (i) To approve curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- (j) To set policies on admission and graduation of students;
- (k) To award honorary degrees upon persons in recognition of outstanding contributions in the fields of education, public service, arts, science and technology, or in any field of specialization within the academic competence of the University; and to authorize the awarding of certificates for completion of non-degree and non-traditional courses;
- (l) To absorb non-chartered tertiary institutions within the Province of Rizal in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- (m) To establish research and extension centers where such will promote the development of the University;
- (n) To delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;
- (o) To delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;
- (p) To authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- (q) To collaborate with other governing boards of State colleges and universities within the province or region, under the supervision of the

CHED in consultation with the Department of Budget and Management (DBM), the restructuring of the University to become more efficient, relevant, productive and competitive;

- (r) To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds of which will be used for the development and strengthening of the University;
- (s) To develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the University;
- (t) To develop academic requirements for institution capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts, specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- (u) To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- (v) To establish policy guidelines and procedures for participative decision-making and transparency within the University;
- (w) To privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other activities; and
- (x) To extend the term of the president of the University beyond the age of retirement but not later than the age of seventy (70) whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee;

Section 8. The Board of Regents shall regularly convene at least once every quarter. The chairman of the Board of Regents may call a special meeting whenever necessary: Provided, That members are notified in writing at least three (3) days prior to said meeting.

A majority of all members holding office shall consist a quorum for board meetings: Provided, That the chairman of the Board, or the president of the University is among those present in the meeting.

In the absence of the chairman of the CHED, a commission of the CHED, duly designated by him, shall represent him in the meeting: Provided, however, That during this meeting, the president of the University as vice-chairman shall be the presiding officer: Provided, further, That this proviso notwithstanding, the chairman of the CHED is hereby authorized to design a CHED commissioner as the regular chair of the Board of Trustees, in which case said CHED commissioner shall act as the presiding officer.

The members of the Board shall not receive compensation but shall be reimbursed for necessary expenses incurred in their attendance of meetings or in connection with their official business authorized by resolution of the Board, subject to pertinent existing laws and regulations.

Section 9. The administration of the University shall be vested in the president of the University who shall render full-time service. He shall be appointed by the Board upon recommendation of the Committee on Higher Education, in consultation with a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term: Provided, however, That this proviso notwithstanding, in order to effect a smooth transition to a university, the chairman of the CHED shall appoint an officer-in-charge pending the appointment of the first University president.

In case of vacancy in the office of the president by reason of death, resignation, incapacity of the president to perform the functions of his office, the Board shall have authority to designate an officer-in-charge of the University pending the appointment of a new president.

In case of vacancy in the office of the president as mentioned in the immediately preceding paragraph, his successor shall hold office for the unexpired term. If the successor shall serve for a period of more than two (2) years, then such shall be considered as one full term for the successor.

The powers and duties of the president of the University, in addition to those specifically provided in this Act, shall be those usually pertaining to the office of the president of similar universities.

The salary of the president of the University shall be in accordance with the Revised Compensation and Position Classification System and shall be comparable to that being received by similar educational institutions of like enrollment and standing.

Section 10. There shall be administrative council consisting of the president of the University as chairman, the vice-president(s), deans, directors and other officials of equal rank as members whose duty is to review and recommend to the Board policies

governing the administration, management and development planning of the University.

Section 11. There shall be an academic council consisting of the president of the University, as chairman, the vice-president(s) and all members of the instructional staff with the rank of not lower than assistant professor, as members.

The academic council shall have the power to prescribe curricular offerings subject to the approval of the Board. It shall fix the requirements for admission to the University, as well as for graduation and the conferring of degrees, subject to review and/or approval by the Board through the President of the University. It shall also have the disciplinary powers over the students through the president within the limits prescribed by the rules of discipline, as approved by the Board.

Section 12. There shall be a secretary of the University who shall be appointed by the Board upon recommendation of the president of the University. He shall also be the secretary of the Board and shall keep such records of the University as may be determined by the Board.

Section 13. The Treasurer of the Philippines shall be the ex officio Treasurer of the University.

Section 14. No student shall be denied admission to the University by reason of sex, nationality, religion or political affiliation.

The University shall provide a scholarship program and other affirmative action programs to assist poor but deserving students to qualify for admission to the university.

Section 15. No religious opinion or affiliation shall be a matter of inquiry in the appointment of faculty members of the University. Provided, however, That no member of faculty shall teach for or against any particular church or religious sect.

Section 16. On or before the fifteenth (15th) day of the second month after the opening of the regular classes each year, the Board shall file with the Office of the President of the Philippines, through the Chairperson of the CHED and to both Houses of Congress, a detailed report on the progress, conditions and needs of the University.

Section 17. All the assets, fixed and movable, personnel and records of the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University, Antipolo Annex as well as liabilities or obligations are hereby transferred to the University of Rizal System: Provided, That the positions, rights and security of tenure of personnel therein employed under existing laws prior

to absorption by the University are not impaired: Provided, further, That the incumbents of the positions shall remain in the same status until otherwise provided by the Board. All parcels of land belonging to the government, occupied by the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University – Antipolo Annex shall be declared the property of the University of Rizal System and shall be titled under that name: Provided, furthermore, That should the University cease to exist or be abolished or such parcels of land aforementioned be no longer needed by the University, the same shall be transferred to the Province of Rizal. However, the provincial government of Rizal can only utilize such land for its equivalent monetary values) for higher education purposes as mentioned in this Act.

Section 18. All accounts and expenses of the University shall be audited by the Commission on Audit or its duly authorized representative.

Section 19. The heads of bureaus and offices of the national government are hereby authorized to loan or transfer upon request of the president of the University, such apparatus, equipment or supplies as may be needed by the University and to detail employees for duty therein when in the judgment of the bureau or office, such apparatus, equipment, supplies or services of such employees can be spared without serious detriment to the public service. Employees so detailed shall perform such duties as required of them by the president of the University, and the time so employed shall be counted as part of their regular services.

Section 20. The amount necessary for the implementation of this Act shall be charged against the current year's appropriations of the Rizal State College, the Rizal Polytechnic College and the Rizal Technological University – Antipolo Annex. Thereafter, such sums as may be necessary for the continued operation and maintenance of the University of Rizal System shall be included in the annual General Appropriations Act.

Section 21. Sections 1, 4 and 22 of Republic Act No. 8365 are hereby repealed. All other laws, presidential decrees, executive orders, rules and regulations contrary or inconsistent with the provisions of this Act are hereby repealed, amended, or modified accordingly.

Section 22. Within a period of one (1) school year after the approval of this Act, the CHED is hereby empowered to define and design the process of reorganization and restructuring of the University.

Section 23. If for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

Section 24. This Act shall take effect fifteen (15) days upon publication in the Official Gazette.

Approved.

(SGD.) AQUILINO Q. PIMENTEL, JR
President of the Senate

(SGD.) FELICIANO BELMONTE, JR.
Speaker of the House of Representatives

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on June 7, 2001 and June 7, 2001 respectively.

(SGD.) LUTGARDO B. BARBO
Secretary of the Senate

(SGD.) ROBERTO P. NAZARENO
Secretary General
House of Representatives

APPROVED:

GLORIA MACAPAGAL-ARROYO
President of the Philippines

Lapsed into law on August 11, 2001
Without the signature of the President,
in accordance with Article VI, Section 27 (1) of the Constitution.

UNIVERSITY SEAL

(As per Board Resolution No. 07-080-03 adopted during the Special Meeting held on December 4, 2003)



| | |
|--------------|--|
| Map of Rizal | The service area and location of the University |
| Rope | The people from all walks of life who support and ideally carry the name of the University in mind, heart and in deeds |
| Pillar | The school as a citadel of learning providing knowledge and guidance developing values and shedding light on the minds and hearts of the learners |
| Diploma | The achievement for all the efforts of the students, the parents, the staff, Administration, the alumni and the community to attain quality education |
| Gear | The technology innovations which unify and facilitate the operational management of the University as a system |
| Orbit | Shows the continuous development of the individual as a learner and the University as an avenue of community development and nation building. It also symbolizes excellence in the four-fold functions of the University as Instruction, Research, Community and Extension |
| Leaves | The aim of the University for academic excellence and progress. Furthermore, it exhibits the component of agriculture as an instrument in the upliftment of productivity and the quality of life of the people |
| 2001 | The year when Republic Act No. 9157 lapsed into law |
| Globe | The challenges of global education |
| Wide space | The prospects of the University in providing relevant and responsive course offerings and community service |

"Nurturing Tomorrow's Noblest"

UNIVERSITY OF RIZAL SYSTEM

(As per Board Resolution No. 042-390-13 adopted during the 42nd Regular Meeting held on March 14, 2013)

VISION

The leading University in human resource development, knowledge and technology generation and environmental stewardship

MISSION

The University of Rizal System is committed to nurture and produce upright and competent graduates and empowered community through relevant and sustainable higher professional and technical instruction, research, extension and production services.

CORE VALUES

| | |
|---|-----------------------|
| R | Responsiveness |
| I | Integrity |
| S | Service |
| E | Excellence |
| S | Social Responsibility |

URS BRAND

“Nurturing tomorrow’s noblest”

URS BRANDING SYMBOL

The GIANTS

GOALS

Quality and Excellence
Relevance and Responsiveness
Access and Equity
Efficiency and Effectiveness

URS VECTOR



BOR Resolution No. 042-390-13

Administrative Council Resolution No. 02-007-13

Executive Committee Resolution No. 25, Series of 2013

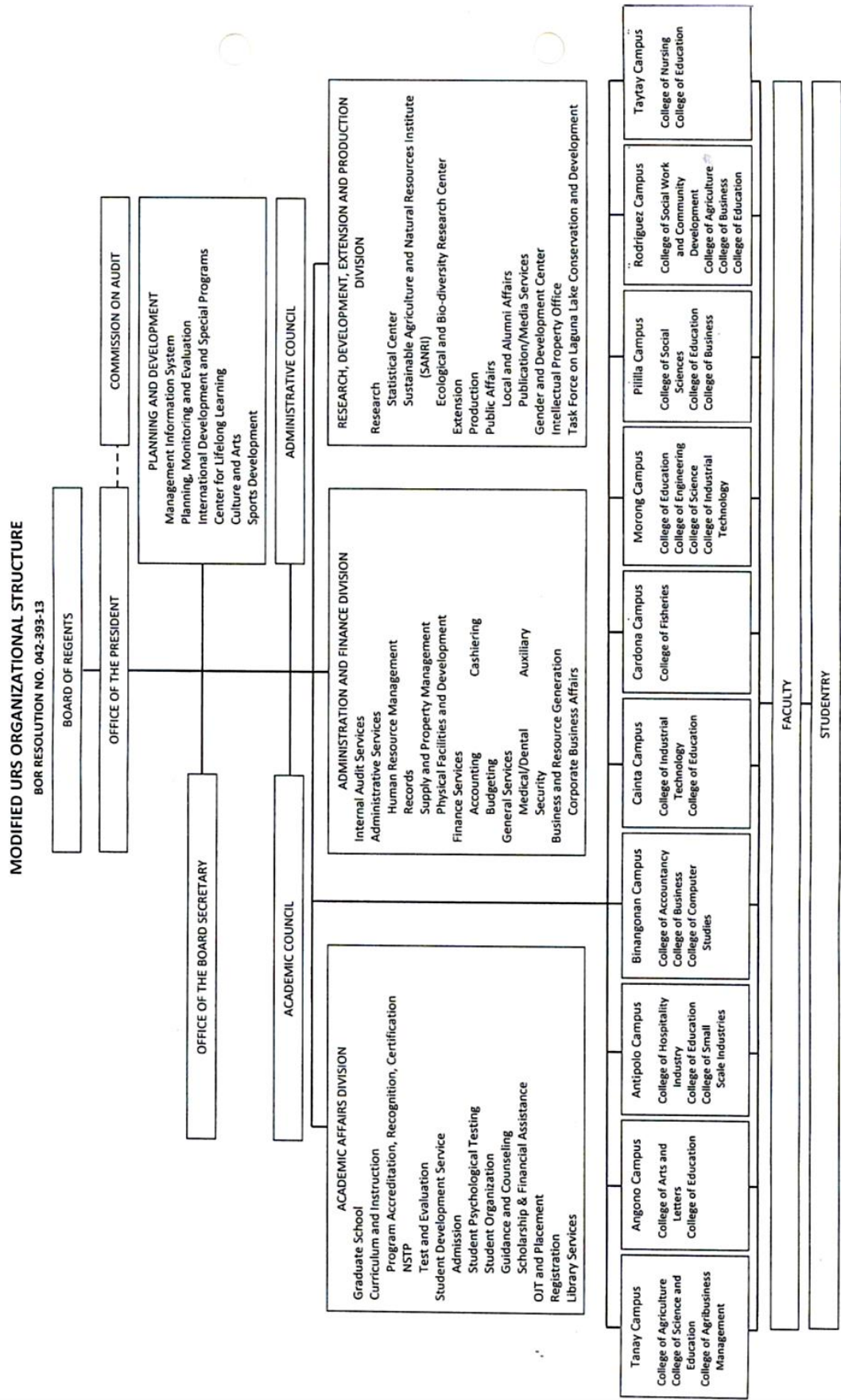
(Date of Official Commencement of Use: September 16, 2013)

In Philippine myths, a legendary figure named Bernardo Carpio is a giant. He had a strength that was similar to that of Hercules of the Greek mythology. Giants or commonly called as Titans were a primeval race of powerful duties and the descendants of Earth and Sky that ruled during the legendary golden age. They were immortal beings of incredible strength and stamina and were also the first pantheon god and goddesses. Giants possessed overwhelming physique and power beyond human capacity. The basic form of the legend is that Bernardo Carpio, a being of great strength, is trapped in between two great rocks in the Mountains of Montalban. Accordingly, he is keeping the mountains from crashing into each other (similar to the Greek titan Atlas holding up the sky). When Carpio shrugs his shoulder, an earthquake occurs.

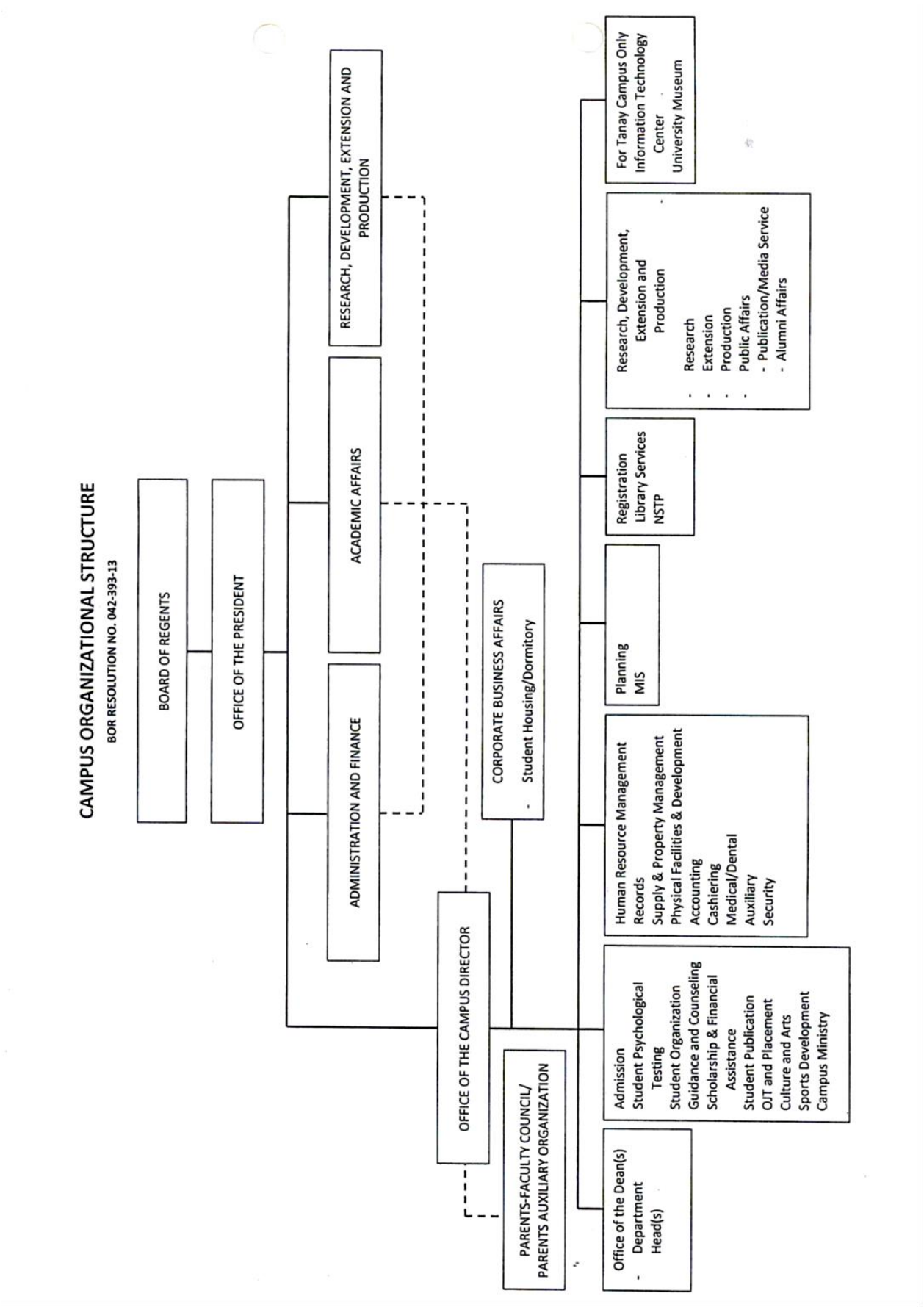
As an “icon” in the URS Vector, Bernardo Carpio depicts that the enslaving poverty and oppressing ignorance will be replaced with freedom and happiness through perseverance and education. The Giant in its colossal glory is at the center while lifting the word “Giants” with the name/acronym of the University written at the top. The brusque and masculine demeanor of the Giant represents the excellence and greatness of the institution and holds the URS core values. Giants are undefeatable and will always RISE to persevere odds and challenges. The state-of-trance-expression of the giant bordering from rage and duress conveys the feeling of “I’ll give all my bests to strive Greatness and Excellence.”

“Go, Go, Go Mighty Giants!”

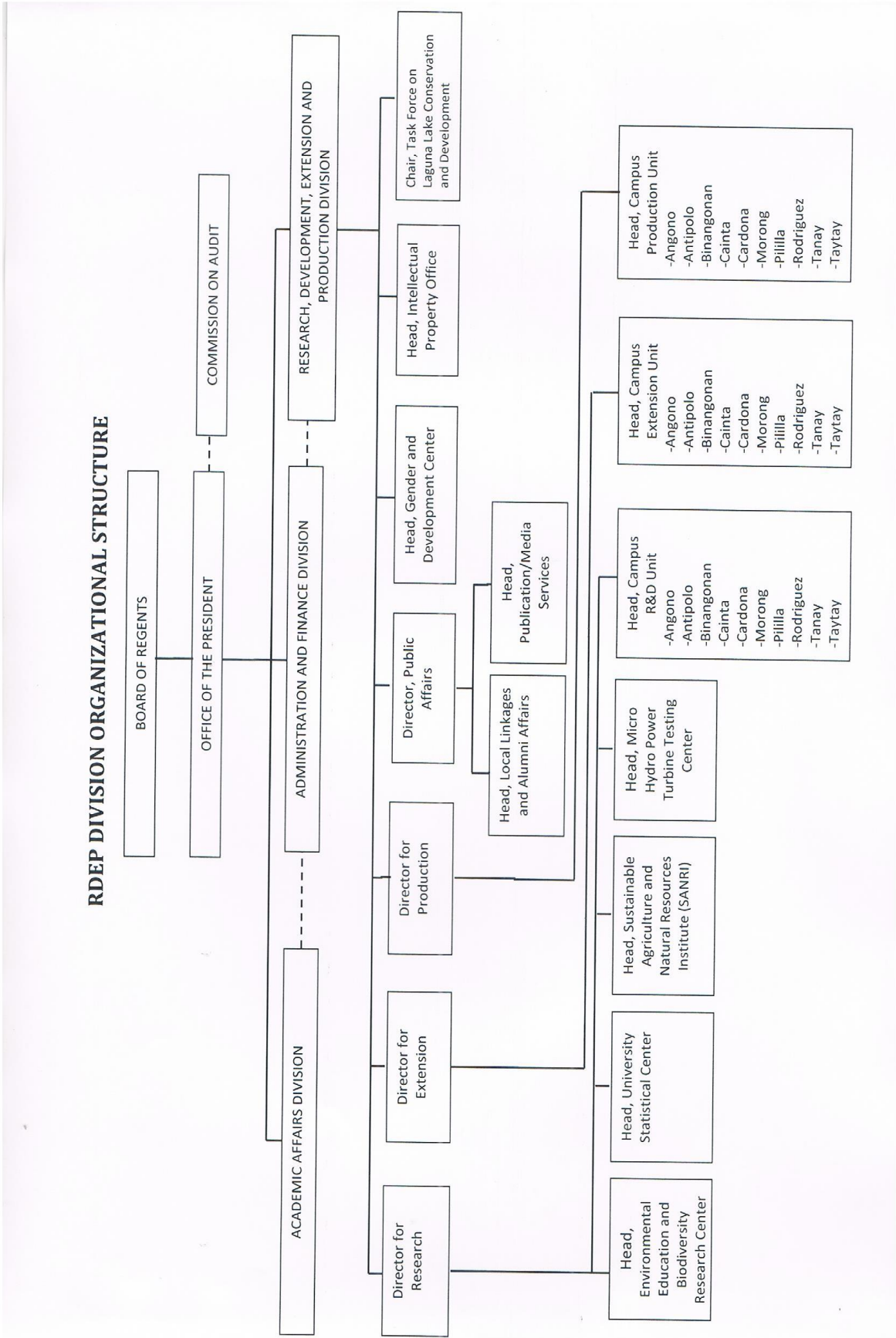
URS ORGANIZATIONAL STRUCTURE



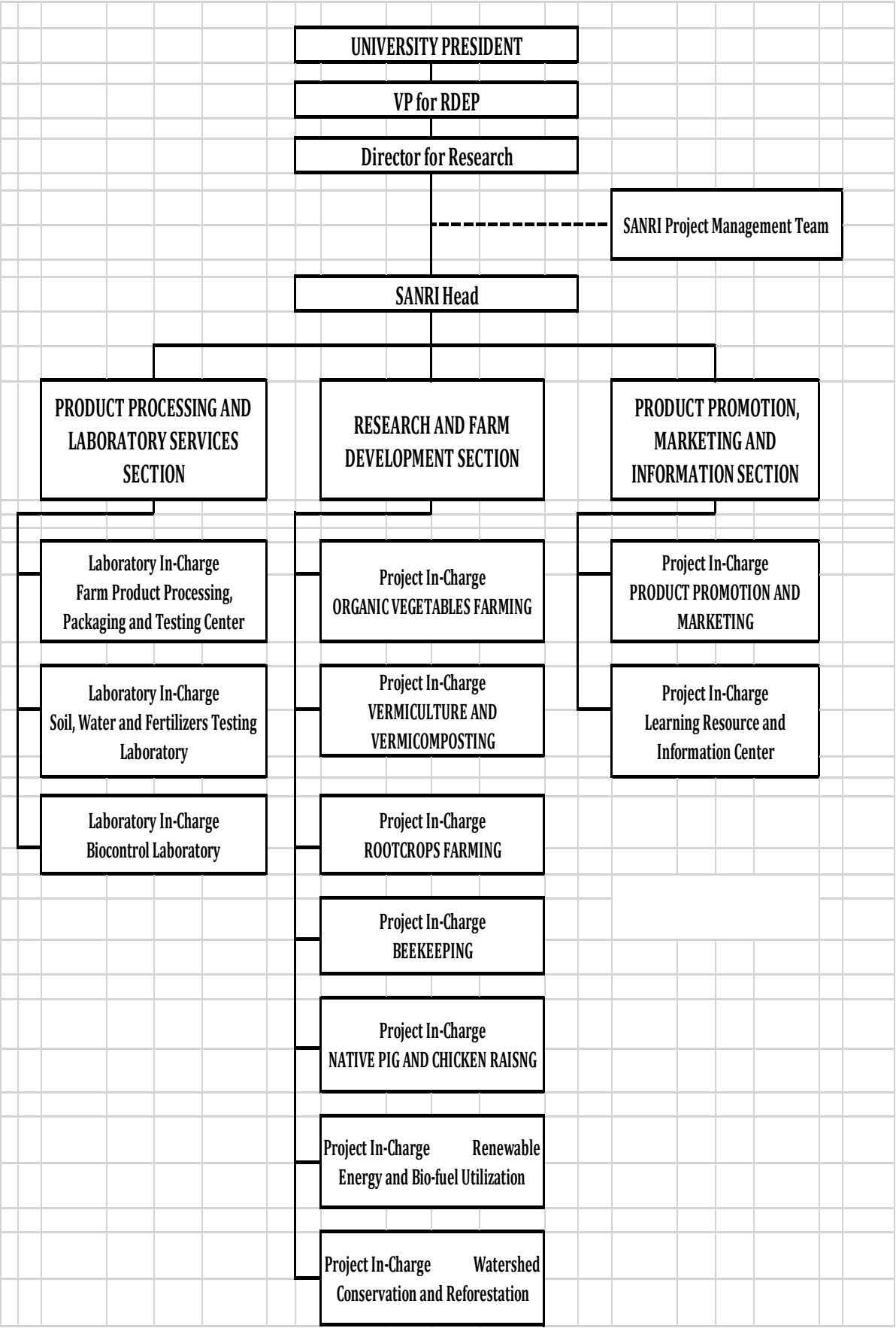
CAMPUS ORGANIZATIONAL STRUCTURE



RDEP DIVISION ORGANIZATIONAL STRUCTURE



SANRI ORGANIZATIONAL STRUCTURE



1. RATIONALE

Agriculture in the Philippines and throughout the world has changed dramatically from its traditional practice. Obviously, these changes have had many positive effects. Through the introduction and utilization of modern technologies, mechanization and use of chemicals, agricultural productivity increased. The Philippine agricultural sector registered an 8.62% increase in production grossing PhP 887.6 billion at current prices in 2006 despite the occurrence of typhoons in the latter part of the year. The crop subsector recorded the highest percentage in total agricultural production followed by the fisheries, livestock and poultry subsectors. The gross value of crop production amounted to PhP 458.8 billion, representing an 11.92% increase. Relatively, the farm gate prices increased by 4.56%.

The government had been supporting these new practices to maximize agricultural production and thus responding to its food security and poverty alleviation concerns. Support of both local and provincial government to this national thrust is already being felt by their immediate beneficiaries.

The government of Rizal in its effort to support the poverty alleviation initiatives of the national government focuses in enhancing crop productivity of its agricultural areas through its various programs: Comprehensive Vegetable Production and Market Development Program, Cassava and Sweet Potato Production and Processing, Cutflower Production, Rice Production Program, Establishment of Provincial Nursery, Postharvest and Processing Facilities and Credit Assistance.

Similarly, Tanay as an agricultural municipality also engaged in parallel enhancement activities focusing on capability building for farmers, and technology promotion and adoption. Efforts are concentrated on school-based projects, barangay-initiated projects, farm-based production initiatives and co-operative undertakings among service providers and partners.

Although modern practice proved to soar agricultural productivity, it has however, significant costs: a) environmental which includes top soil depletion and groundwater contamination; b) declining family farms due to mechanization which reduces labor demands; c) continued neglect of the living and working conditions for farm laborers; d) increasing costs of production; and, e) disintegration of economic and social conditions in rural communities. Likewise, genetic homogenization of crops threatens the air we breathe, the water we drink and the land we and others depend on for food and habitat. As a whole, the present status of agriculture and agricultural production has no sustainability.

Sustainable agriculture integrates three main goals – environmental health, economic profitability, and social and economic equity. Sustainability rests on the principle that we must meet the needs of the present without compromising the ability of future generations to meet their own needs. Therefore, stewardship of both natural and human resources is of prime importance. Stewardship of human resources includes consideration of social

responsibilities such as working and living conditions of workers, the needs of rural commodities, and consumer health and safety both in the present and the future. Stewardship of land and natural resources involves maintaining or enhancing this vital resource base for the long term. (<http://www.sarep.ucdavis.edu>)

According to Chapter 14 of Agenda 21 on sustainable agriculture and rural development (SARD), 83 percent of the expected global population of 8.5 billion will be living in developing countries by the year 2025, yet the capacity of available resources and technologies to satisfy the demands of this growing population for food and other agricultural commodities remains uncertain. Agriculture has to meet this challenge, by increasing production on land already in use and by avoiding further encroachment on land that is only marginally suitable for cultivation. (<http://www.un.org>)

The University of Rizal System as a higher educational institution offering agricultural and related courses has to contribute to sustainable natural resource management so as to increase food production and enhance food security in an environmentally sound way. This could be done by initiating programs on sustainable agriculture and natural resource management and through collaboration with other agencies and organizations sharing the same concerns. The Local Government Units of the province specifically of the municipalities of Tanay and Baras are partners of the University in the promotion of sustainable agriculture through organic and conservation farming.

The University Main Campus in Tanay has been operating modular projects leading to sustainable agriculture and natural resource conservation. It includes beekeeping project, root crops production, organic vegetable crops production, vermiculture and vermicomposting project, native pig and native chicken production, and agroforestation projects. Incoming projects are on renewable energy through sweet sorghum production and processing into ethanol and watershed conservation. These projects complement each other biologically and economically.

With these as starting point, and the guiding principle that Agriculture should not only be focused on feeding the people, but in providing them a better and safer world to live, the University established the Sustainable Agriculture and Natural Resources Institute (SANRI) in its main campus in Tanay. It is in consonance with Administrative Order No. 7 (Policy guidelines and procedures in the endorsement of budget proposals for agriculture and fisheries R & D) with the thrusts in food security, poverty eradication and people empowerment, productivity and income, sustainable agriculture and development and global competitiveness.

The Sustainable Agriculture and Natural Resources Institute will have five goal areas: research, education, technology and product development, marketing and information system for agricultural data and related concerns. The SANRI had to be operational to meet the growing challenges on natural resource management and sustainable agriculture not only in Rizal in particular but the country in general.

2. OBJECTIVES

2.1 General Objectives

SANRI aims to operationalize its components such as Product Processing and Laboratory Services, Research and Farm Development, and Product Promotion, Marketing and Information.

2.2 Specific Objectives:

Specifically, the Institute aims to:

- 2.2.1 develop, showcase and disseminate the technology generated from the modular projects in the university through research, education, technology and product development and marketing;
- 2.2.2 extend product processing and laboratory services to its clientele;
- 2.2.3 engage in research and product development activities; and
- 2.2.4 establish linkages, offer product promotion and marketing services, and maintain an information system on sustainable agriculture and natural resources management.

3. SUSTAINABLE AGRICULTURE AND NATURAL RESOURCES INSTITUTE (SANRI) ORGANIZATIONAL STRUCTURE

The Sustainable Agriculture and Natural Resources Institute (SANRI) is a unit under the office of the Vice-President for Research, Development, Extension and Production. It is directly supervised by the office of the Director for Research.

It is managed by the Head of the Institute in coordination with the Institute Management Team. The Management Team is composed of a Chairman, Vice-Chairman and Members. The team is responsible for the formulation of guidelines and other vital functions that are necessary for the implementation of SANRI projects.

The unit is composed of three divisions, namely, Product Testing and Laboratory Services Section, Research and Farm Development Section, and Product Promotion, Marketing and Information Section.

Under the Product Testing and Laboratory Services Section are three laboratory services which are the Farm Product Processing, Packaging and Testing Center, Soil and Water and Fertilizers Testing Laboratory, and Biocontrol Laboratory. Each laboratories are managed by a laboratory in-charge with assistant staff.

The Research and Farm Development Section contains various projects such as, Organic Vegetable Farming, Vermiculture and Vermicomposting, Rootcrops Farming, Beekeeping, Native Pig and Chicken Raising, Renewable Energy and Bio-fuel Utilization, and Watershed Conservation and Reforestation. Each projects are handled by a project leader and its own project assistant.

Lastly, the Product Promotion, and Marketing and Information Section is composed of the Product Promotion and Marketing and the Learning Resource and Information Center. Both have their own projects in-charge and assistant staff.

4. DUTIES AND RESPONSIBILITIES

4.1 Vice-President for RDEP

- 4.1.1 Provides overall direction of the SANRI
- 4.1.2 Oversees the overall implementation of policies and services of the SANRI.

4.2 Director for Research

- 4.2.1 Assists in the implementation of the policies and services of the SANRI.

4.3 Institute Management Team

- 4.3.1 Formulates guidelines and plan of action for the maximum delivery of SANRI's services to the stakeholders.
- 4.3.2 Generates more funding support from other sources to sustain and further improve the services of the Institute.

4.4 Institute Head

- 4.4.1 Works closely with the Institute Management Team in the formulation and implementation of program and projects.
- 4.4.2 Exercises management and supervisory functions over the activities of the Institute.
- 4.4.3 Prepares and submits annual budget requirements and annual procurement plan for the Institute.
- 4.4.4 Spearheads in the packaging of proposals and submission to potential funding agencies.
- 4.4.5 Prepares and submits periodic reports.

4.4.6 Performs other functions that may be delegated by superiors.

4.5 Project/ Laboratory In-Charge

4.5.1 Assumes direct responsibility of project administration and operation.

4.5.2 Prepares annual program and budget for the project.

4.5.3 Implements and monitor the planned activities of the project.

4.5.4 Submits quarterly accomplishment reports to the SANRI office.

4.5.5 Supervises and evaluates the performance of the project staff.

4.5.6 Accommodates student practicumers/on the job trainees in the project.

4.5.7 Conducts related Research and Extension activities, and

4.5.8 Performs other related functions as maybe assigned by the higher authorities.

5. DESCRIPTION OF SANRI

The Sustainable Agriculture and Natural Resources Institute (SANRI) is a unit within the University of Rizal System Main Campus that will operate as an integral part of the Research and Development, Extension and Production Division of the University. It is a unit that will integrate university and community expertise in the development and promotion of sustainable farming systems throughout the province of Rizal and the region. Programs of the SANRI will constantly involve farmers, the University, partner agencies and other organizations and will be implemented based on the principle of collaboration and resource-sharing.

The project will have three components; the Product Processing and Laboratory Services, Research and Farm Development, and Product Promotion, Marketing and Information.

5.1 Product Processing and Laboratory Services

This section will be engaged in the operationalization of three major units; the Farm Product Processing, Packaging Center, the Soil, Water and Fertilizers Testing Laboratory, and the Biocontrol Laboratory. The farm product processing and packaging center will be operated in collaboration with the Department of Trade and Industry- Rizal under the Shared Service Facility project. The soil, water and fertilizers testing laboratory will cater to the needs of farmers, researchers and students on bio-physico-chemical analysis and fertilizer assay. The biocontrol

laboratory will be producing *Trichogramma* and *Metarrhizium* for biofertilizer and biopesticide requirement of farmers and other stakeholders. The biocontrol laboratory will be managed in collaboration with the Regional Crop Protection Center of the Department of Agriculture Region IV-A and the Local Government Unit of Tanay – Office of the Municipal Agriculturist.

5.2 Research and Farm Development

The major component of SANRI's work is concerned with agricultural systems productivity encompassing enhancement of existing projects within the campus focusing on Beekeeping, Organic Vegetable Farming, Vermiculture and Vermicomposting, Native Pig and Chicken Raising, Root Crops Production, Renewable Energy and Biofuel Utilization, and Watershed Conservation and Reforestation.

5.2.1 Beekeeping

The project involves protection and utilization of the indigenous species of honey bees and rearing an introduced *Apis mellifera* species. This considers the protection of bee environment and enhancement of the honey hunting and beekeeping practices in upland communities. An apiary of the *Apis mellifera* and indigenous species will be operated in the campus. The apiary could also be developed into an ecological park. Apiaries will be established in nearby communities and villages located in the uplands to provide alternative livelihood opportunities to small farmers and indigenous peoples.

Bee colonies will be utilized as pollinators in organic crop production in the campus and the farmer's field.

The tools and equipment needed in the operation of the apiaries will be fabricated and/or produced at the University.

Development and marketing of various bee products like candle, wine or mead, vinegar, soap and antiseptic is a component of this project.

Research activities focusing on bee hunting and beekeeping practices, pollination, queen rearing and value adding of bee products will be undertaken. Optimization of bee environment will likewise be done. The project will be operated in collaboration with the Department of Agriculture Region IV-A, Local Government Unit of Tanay and other government agencies.

5.2.2 Organic Vegetable Farming

Production of organic vegetables and herbs will be conducted in protected cultivation systems and open areas. The

project is aimed at sustaining productivity and availability of organic vegetables and herbs in the province, advocating consumption of safe and healthy foods and enhancing capability of farmers and students in growing crops organically.

Researches on production of organic vegetables and herbs will be conducted simultaneously with production activities. Effects of biofertilizer on yield and biopesticide efficacy studies will be conducted. The Commission on Higher Education, DA-Region IV-A, the Local Government unit of Tanay, government agencies and non-government organizations are partners of the university in the implementation of this project.

5.2.3 Vermiculture and Vermicomposting

Vermiculture and Vermicomposting will be maintained in the organic demonstration area in support to the organic vegetable production and herbs project of the University.

The objective of the project is to produce earthworms, vermicast and vermitea that will be used as organic fertilizer for vegetables and herbs.

Researches on vermiculture and vermicomposting as well as field testing will be conducted simultaneously with production activities. This component is being operated with the Bureau of Soils and Water Management and the DA-Bureau of Agricultural Research.

Product certification will be done to ensure that product conforms with the standard set by RA 10068 for organic fertilizers. The product will be registered to the concerned agency (Bureau of Agriculture and Fishery Product Standards) for quality assurance and recognition.

Commercialization of the product will also be done to help spread the use of organic materials for a more sustainable farming and to generate additional funds for organic-related activities.

5.2.4 Native Pig and Chicken Raising

The project is aimed at providing livelihood options to upland farmers while promoting efficient utilization of the resource-base in the area and sustaining productivity through appropriate resource management.

Production of native pig chicken is being promoted as an entrepreneurial activity of indigenous peoples and farmers. Such will not only promote household food security to help lessen

nutritional problems in the rural families but also allow them to earn from what they usually do and maximize the available resources in the area. The project includes the establishment of native pig and chicken demonstration farm in the campus, trainings and dispersal of native pig and chicken breeders to the community.

The demo-farm will be producing the breeder stocks for dispersal and will be the venue for hands-on training for farmers and laboratory activities of students.

Capability building will focus on improved management of native pig and chicken, recipe preparation and processing of native eggs and meat. Research activities will be focusing on management practices and optimizing productivity of native pig and chicken.

5.2.5 Root Crop Production

This project is aimed to improve the economic and social condition of the beneficiaries through the introduction of interventions which are based on the needs and the resource capabilities of the community. The project will also serve as a show window to other upland farmers of the province and would help improve the quality of life of the farmer-beneficiaries.

The root-crop production component of the project, is primarily a root-crop-based multiple cropping system with yam and taro as the major crop. A modular model will be established at the University of Rizal System Main Campus. This will serve as agri-enterprise which shall complement instruction, research and extension. At the farmers' site, similar agri-enterprise shall also be developed to help the farmers in the marginal upland improve their socio-economic conditions.

Technical assistance to farmers shall be provided in terms of training on the cultural management of yam, taro and other root crops with market potential. Farmer-beneficiaries shall also be assisted in the product development and marketing of their produce.

5.2.6 Renewable Energy and Bio-fuel Utilization

Researches on renewable energy utilization will be conducted in the University in order to contribute in the country's production of an economically viable and environment-friendly renewable and sustainable source of fuel. Potential sources of energy from energy crops and natural sources within the province such as but not limited to micro-hydropower, wind energy and others will be explored.

Other sources of renewable energy that can be utilized in the campus will also be explored. Designs of devices, machines or innovations that allow the use of renewable energy in the campus and within the province will also be considered.

Trainings and extension programs will be conducted by the University for those individual or group of farmers who are interested in renewable energy utilization. Partnership with farmer organization as well as other agencies and non-governmental organization is envisioned to be province wide.

5.2.7 Watershed Conservation and Reforestation

A watershed shows the complex link among all living things and a common water course. It drains rain water into one location such as lake, stream or river and supplies water for agricultural, domestic and industrial uses. Apparently, there is depletion of watershed resources, hence, its conservation is essential. Protection of the watercourse and of all other living creatures thriving in the area can be completed with reforestation efforts. Enrichment and tree planting activities will help restore damaged watershed and will help stop degradation. Soil conservation practices will be adopted in the watershed inside the campus and within the Tanay micro watershed.

5.3 Product Promotion, Marketing and Information

The Institute will be operating a product promotion, marketing and information section. Market linkages will also be established for its products and services. This could be done through on-line and/or off-line coordination with other government or non-government organizations, farmers' organizations, and others. It will focus on the conduct of supply and demand analysis; consumers' acceptability verifications of the products, technology and services; and supply and price matching with possible markets locally and internationally. The Center will not only market services and products produced within the University but will also accept products from other producers provided these products passed the product standard set by the center.

To realize the Institute's developmental objectives the soonest possible time, a Learning Resource Center (LRC) will also be established. It is the arm of the Institute in the efficient dissemination of agricultural information to farmers, students, agricultural technicians and researchers, and other clients.

Agricultural information includes data on soil, water, crop and animal; technology and product developed in the Institute, services and sustainable agriculture and natural resource related concerns.

The LRC will offer an on-line information system that could be access anywhere via internet through its web site. A center will be established in the campus for students, faculty researchers and visiting clients.

6. STRATEGIES OF IMPLEMENTATION

The SANRI will be operated utilizing available resources of the University and in collaboration with other agencies and organizations. Funding will be sought from funding agencies for the enhancement of the University's available resources and for the establishment of the Institute. Each project component is expected to generate income not only to sustain its financial operation but to contribute to the University Fund. Projects and activities which involve farmers, researchers, partner agencies and other organizations will be implemented based on the principle of collaboration and resource sharing.

The Institute's projects and activities will be focused on the agricultural systems which make farming profitable, protect environmental quality, provide affordable and high quality products to consumers while enhancing the quality of life for farmers, women, youth and rural communities.

The existing projects of the University of Rizal System Main Campus will be enhanced through integration of researchers relative to technology development and verification, value-added product development, and market related studies. This will lead to cost-saving practices, high quality produce and maximizing potentials, thus in the long run, will result to higher income for the University.

7. PRODUCTS AND SERVICES

The Institute's concern is to make sustainable agriculture as a way of life of upland communities to attain economic and environmental sustainability. To realize this, the Institute will be conducting research and development activities to enhance the production of agricultural products such as honey and other bee products, organic vegetables and herbs, native pig and native chicken products, root crops, sweet sorghum and agroforestry products, and bio-pesticides in the province. It will also provide services to interested clients particularly on laboratory testing and analysis, information services and assistance on the marketing of their products.

Packaged products of research outputs shall be marketed at farm gate price through the Campus CBA. Faculty and students may avail of the laboratory testing services and will be charged according to their corresponding fee.

All income generated from the selling of packaged products, product processing fee, laboratory testing and hiring of SANRI facilities shall become part of the university fund. Utilization of income from SANRI will be subjected to the governing policy of the university.

8. RATES FOR HIRING OF SANRI FACILITIES

| NATURE/DESCRIPTION OF FACILITY | AMENITIES | PROPOSED RATE/DAY |
|---|---|---|
| Conference Room (A & B) w/ 70 Capacity | w/ aircon, electric fans and sound system | Whole Conference Room (A & B) P5,000.00/day |
| | w/o sound system | Half Conference Room P2,500.00/day |
| | | Whole Conference Room (A & B) P4,000.00/day |
| | | Half Conference Room P2,000.00/day |
| Equipment | | |
| Sound System: <ul style="list-style-type: none">- two (2) speakers- two (2) microphone- one (1) amplifier | | P1,000.00/day |
| Portable Sound System <ul style="list-style-type: none">- one (1) w/ screen | | P500.00/day |
| Multimedia Projector <ul style="list-style-type: none">- DLP w/ screen | | P500.00/day |
| DVD Player | | P50.00/hour |
| Television | | P100.00/hour |
| Voice Recorder | | P100.00/day |
| Monoblock Chair | | P6.00/pc. |
| Electric Fan | | P100.00/day |
| Loose Whiteboard | | P50.00/day |
| *Laboratory Fees (For benchmarking) Soil and Water Laboratory Product Processing Laboratory | | |
| Organic-based Hydroponics Nutrients Solution Laboratory Biocontrol Laboratory | | |
| Other Services | | |
| Ring-binding services | | (1/4") P40.00 (1/2") P60.00 (3/4") P80.00 Additional P20.00 for incremental increase in size of binder |
| Photocopying services | | P2.00/page |
| Printing services | | P3.00/page |

“Nurturing Tomorrow’s Noblest”

NOTE:

- 1. Damage unit shall be charged for the actual cost of repair.
- 2. Loss of unit is subject to replacement.
- 3. Discount Rates (applicable for Conference Room only):
 - *Employees of the University - 30%
 - *Other Government Agencies - 25%
 - *Students (Private Functions) - 20%
 - *Alumni (Organization-related activities) - 20%

9. CITIZEN’S CHARTER

9.1 Schedule of Services:

Monday – Friday (Saturday upon appointment)
8:00 am – 5:00 pm with noon break

9.2 Who May Avail the Services:

Students
Faculty and Staff Members
Alumni/Other Stakeholders

9.3 How to Avail of the Services:

| Step | Applicant/ Client | Service Provider | Duration of Activity | Person in Charge |
|------|---|---|----------------------|---------------------|
| 1 | Fill-up request/reservation form for the services needed | Receive form, approve or disapprove request | 15 minutes | SANRI Clerk/Head |
| 2 | If approved, pay appropriate amount for the services required | Process payment and issue acknowledgement/ official receipt | 5 minutes | Cashier/SANRI Clerk |