

UNIVERSITY OF SOUTHERN MINDANAO



College of Business, Development Economics and Management



BACHELOR OF SCIENCE IN ACCOUNTANCY

NARRATIVE REPORT

AACCUP LEVEL III ACCREDITATION

COLLEGE
DEVELOPMENT ECONOMICS



Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

NARRATIVE REPORT

- | | |
|---|---|
| 1. Name of the program | : BACHELOR OF SCIENCE IN ACCOUNTANCY |
| 2. Academic unit where the program is offered | : COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT |
| 3. Institution | |
| a. Name | : UNIVERSITY OF SOUTHERN MINDANAO |
| b. Campus where the program is offered | : MAIN |
| c. Location of the campus | : KABACAN, COTABATO |
| 4. Name and title of the | |
| a. Department Chairperson | : SANDRA ANGELA A. BANGCAYA, CPA, MBA |





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

- b. College Dean
- c. University President

: IRVING T. FAJARITO, JR., DBM

: DR. JONALD L. PIMENTEL

5. Legal basis of the program

: BOR RESOLUTION NO. 14 SERIES OF 2007

6. Accreditation visit being applied for

: LEVEL III

EXTENSION REVISIT



Extension





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A. WELL-DEFINED OBJECTIVES

I. Vision, Mission, and Goals of University Extension Services Office

Extension is one of the four-fold functions of the University of Southern Mindanao. Along with research and agro-industrial production, extension is supportive of the University's main function of instruction. The University Extension Services Office is guided by its vision, mission, goals, and objectives.

Vision

A developed and progressive Mindanao resulting from a good mix of trained manpower, updated and modern technologies, sufficient financial support and quality education of development key players and service providers.

Mission

Facilitate transfer of applicable packages of technology and dissemination of useful information generated, developed, and adopted by the University with the end view of enhancing the development and acceleration of growth in terms of per capita income and socio-economic well-being of the clientele, most especially, the less fortunate and underprivileged populace of the University's service region

Goals

The University of Southern Mindanao aims to make available its technical assets, capabilities and expertise to its service area where these are needed, useful and relevant.





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Objectives

Guided by its vision, mission and goal, the USM-Extension Center shall pursue the following objectives:

1. To inter-relate functions of USM Extension with the goals and objectives of the various POs, GOs and NGOs;
2. To serve as catalyst of development through the conduct of needed and relevant seminars, workshops, training, fora, etc;
3. To enhance development through proper and timely orchestration of indigenous and new resources:
4. To devote, focus and concentrate limited resources to the less fortunate and underprivileged citizens of the depressed areas within its services area;
5. To provide specialist to serve as consultants, advisers and other similar functions for various development projects and training as needed; and
6. To bring and translate the message of wholesome development to places within its service area regardless of distance, terrain another adverse conditions as long as the University's technical assets, capabilities and expertise are needed, useful and relevant





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Philosophies

The University Extension Services Center, as an outreach function of the University, is guided in its operation by the following philosophical considerations:

1. Extension is a university-wide function with each academic unit expected to undertake extension activities along its subject matter areas of concern and expertise in cooperation and coordination with the other units of the University.
2. Communicates research results and useful information to end-users indirectly through extension agencies or change agents.
3. The University Extension Program is carried out by designated extension coordinators of the various colleges/units under the over-all management of the Office of the Director for Extension.
4. The University Extension is closely linked with instruction, research and production in ways that each mutually complements and supplements with one another.
5. The undertaking of action research projects in cooperation with other agencies in order to try and validate extension approaches and strategies is an integral part of the University Extension Services Center





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The USM Extension Service Center is guided by the following principles:

1. Extension activities are essentially non-formal and carried out on the clientele's farms, homes and barangays.
2. Extension links and networks with other organizations such as GOs, NGOs and POs.
3. Extension diffuses information to the development partners and vice-versa.
4. Extension works with heterogeneous clients and partners.
5. Extension works with the people and with what they have.
6. Extension work involves all the people in problem identification, organization, program planning, decision making, program execution/implementation and evaluation of extension activities.





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II. The USM extension agenda

The University of Southern Mindanao's Research, Development, and Extension (RDE) Agenda from 2022 to 2031 is anchored on eight thematic areas that guide the institution's efforts toward inclusive and sustainable development.

1. **Quality Learning, Skills Development, and Literacy**, emphasizes the advancement of innovative teaching strategies, the development and evaluation of functional education materials, and the implementation of approaches that increase learners' interest and engagement. It includes school and knowledge management, special and remedial education, alternative learning systems, assessment tools, practical and soft skills training, adult education, and various forms of literacy including language, numerical, data, and computer literacy, as well as international and tracer studies.
2. **Social Development and Strong Institutions**, addresses the importance of gender and development (GAD), peacebuilding, and community development. It includes human security, public policy, social rehabilitation, governance, ethics, public accountability, and behavioral and organizational studies. It promotes institutional linkages, program assessments, and the identification of community needs for effective interventions.





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

3. **Preservation of Culture**, supports multicultural education, the development of educational materials for Indigenous Peoples (IPs), the preservation of indigenous knowledge systems, and the promotion of arts, cultural heritage, and language and literature studies.
4. **Environmental Protection, Conservation, and Risk Reduction**, the university engages in studies on environmental rehabilitation, biodiversity, climate change adaptation, hazard mitigation, and biosafety. It also focuses on resource conservation, flood control, waste management, bioremediation, and environmental impact assessments to promote sustainable ecological care and management.
5. **Food Security and Poverty Reduction**, highlights research in agriculture, fisheries, biotechnology, and innovation. It includes sustainable and responsible production practices, development of halal and quality food products, smart and precision agriculture, food testing, and livelihood programs. The theme also addresses subsidy impact assessments, post-harvest technologies, capability-building for farmers, and the promotion of indigenous foods.

University of Southern Mindanao Research, Development and Extension (RDE) Agenda (2022-2031)

RDE Themes	RDE Priority Areas
1 Quality Learning, Skills Development, and Literacy	Innovative teaching strategies; development and evaluation of functional education materials and modality; development of strategies/approaches for increased learning interest, motivation and engagement; school management; knowledge management; special education; remedial education; alternative learning system; assessment; soft skills; practical skills; adult education; language literacy; numerical literacy; data literacy; computer literacy; international studies; tracer studies
2 Social Development and Strong Institutions	Gender and development (GAD); peace initiatives; community development; human security; justice; public policy and legislations; social rehabilitation; governance; organizational studies; behavioral studies; social institutions; ethics and public accountability; programs/project assessment; community needs assessment and interventions; partnerships and linkages
3 Preservation of Culture	Multicultural studies; educational materials for IPs; indigenous knowledge systems and practices; development of materials for cultural knowledge and promotion; arts; language and literature studies
4 Environmental Protection, Conservation, and Risk Reduction	Environment rehabilitation studies; biodiversity; climate change adaptation; risk, hazard and mitigation; biosafety; natural resources conservation and management; bioremediation; flood control; waste management; ecological preservation and care; environmental impact assessment
5 Food Security and Poverty Reduction	Agricultural and fisheries research; biotechnology; innovations; quality food product development; technology development; halal food production; sustainable production; responsible consumption; organic agriculture; food testing; smart agriculture; precision farming; livelihood programs; subsidy impact assessment; capacity building; capability building; farm machineries; post-harvest facilities; vertical farming; Indigenous food
6 Good Health and Well-being	Nutrition; sports; physical education; resilience; psycho-social health; medical and medicinal studies; sanitation; functional foods; food and water quality and safety; mental and emotional health; therapy; coping mechanisms; preventive measures; emerging diseases; health management; alternative medicine
7 Innovations in Science, Engineering, and Technology	Innovations; product and technology development; energy; materials science; nanotechnologies; robotics; artificial intelligence; internet of things; Science, Engineering, Communication, and Technologies (SECT) 4.0; biotechnology and OMIC technologies; inventions and discoveries; basic research; information technologies; electronics; drug discovery; mathematics; emerging technologies; fabrication; transport system; waste management; infrastructure; water systems; simulation studies; industrial and allied technology
8 Sustainable Entrepreneurship and Management	Entrepreneurship; economics; micro and macro scale business; product development; marketing; commercialization; networking; franchising; financial management; business feasibility studies; risk and opportunities; value adding; value chain analysis; organizational management; quality service assessment; human resource management; production management





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

6. **Good Health and Well-being**, covers a broad spectrum of health-related areas such as nutrition, physical education, resilience, mental and emotional health, sanitation, functional foods, water safety, alternative medicine, and strategies for coping with emerging diseases. It aims to foster holistic well-being and promote preventive health care.
7. **Innovations in Science, Engineering, and Technology**, focuses on cutting-edge research in energy, robotics, artificial intelligence, nanotechnology, biotechnology, materials science, and OMIC technologies. It also includes discoveries in electronics, drug development, mathematical applications, transport systems, infrastructure, waste and water management, and industrial and allied technologies, aligned with SECT 4.o.
8. **Sustainable Entrepreneurship and Management**, supports entrepreneurship development at both micro and macro levels, covering product development, marketing, commercialization, franchising, and financial management. It promotes business feasibility analysis, risk assessment, value chain analysis, quality service assessment, and human resource and production management to foster inclusive economic growth and innovation.

This comprehensive agenda serves as a strategic roadmap for research and extension activities that are aligned with national priorities and local development goals.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

II. Extension goals and objectives of the college

The College of Business, Development and Management Extension Unit is tasked to conduct and implement extension programs which will enhance the economic status of the society along its field of expertise and specialization in partnership with different departments in the college and in the university. It provides extension services based on the need of the society particularly in the transfer of applicable technology and dissemination of useful information generated and to improve the quality of life of target clientele.

The CBDEM Extension unit is a committed partner in the development of communities especially the underprivileged populace on the society.

The CBDEM endeavors to: To enhance wellness and awareness of the residents especially among housewives;

1. To improve the nutritional status of the clientele;
2. To develop entrepreneurial and managerial skills among the residents in the community;
3. To increase farm productivity through enrichment of the clientele indigenous practices and or adaption of sustainable farming techniques;
4. To establish socio-economic projects which can provide employment opportunities and generated additional income; and
5. To mobilize and involve the clientele in family and community activities.





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B. ADEQUATE AND RELEVANT PROJECTS/ACTIVITIES TO ACHIEVE OBJECTIVES

I. The University Extension Services Office (ESO)

The Extension Services Office (ESO) of the University of Southern Mindanao (USM) serves as the central body responsible for the approval, coordination, and monitoring of extension projects that aim to uplift communities and bridge the gap between academic knowledge and societal needs. As a vital component of USM's commitment to its extension mandate, the office ensures that every extension activity undertaken by the university aligns with its mission to provide meaningful, need-based, and sustainable community interventions.

At the core of the ESO's work is a well-structured system for project approval. Faculty members and researchers from different colleges of the university are encouraged to conceptualize extension proposals that respond to the actual challenges faced by communities within the region. These proposals undergo a rigorous review process to ensure relevance, feasibility, sustainability, and alignment with the university's Research, Development, and Extension (RDE) Agenda. Once approved, the ESO provides technical assistance and guidance to project leaders, ensuring that implementation adheres to standards of excellence and community engagement principles.

Beyond approval, the ESO plays a critical role in project monitoring and evaluation. It tracks progress through periodic





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

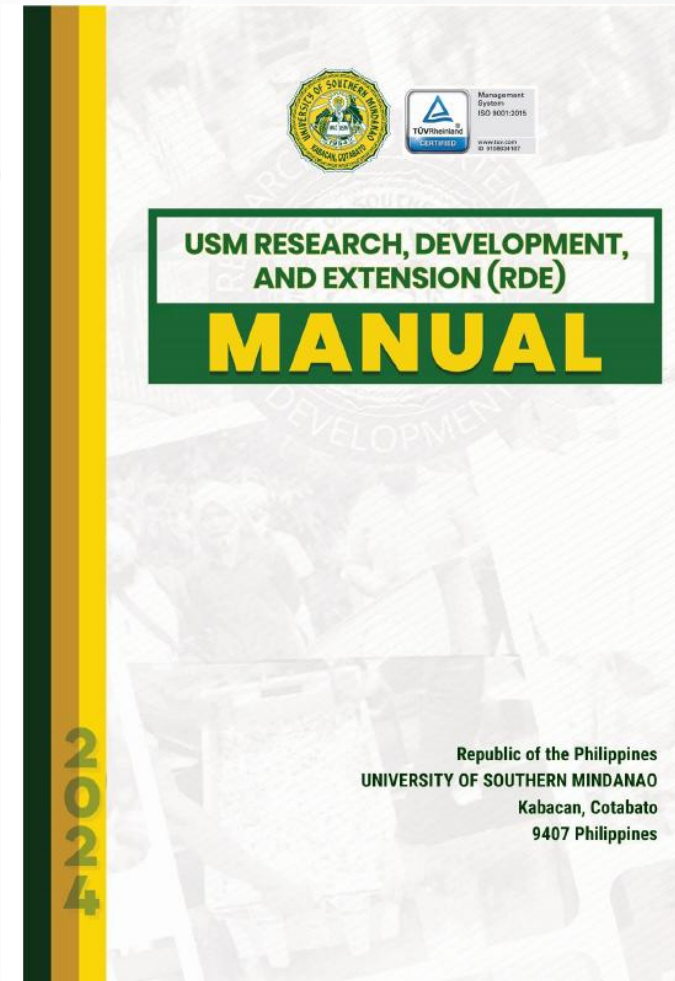
reports, site visits, and stakeholder feedback mechanisms. This process ensures that extension initiatives are not only implemented as planned but also adjusted when necessary to enhance their impact. Monitoring also helps in assessing outcomes, generating insights, and documenting best practices that can be replicated in future projects. This level of oversight is essential for maintaining transparency, accountability, and the effectiveness of extension efforts.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

The office operates using the Research, Development, and Extension Manual, the Extension Services Office strengthens the university's role as a proactive partner in regional development. It ensures that USM's extension programs are not only responsive to the current needs of communities but also contribute to long-term empowerment and capacity-building, ultimately supporting inclusive and sustainable development in Southern Philippines.





Bachelor of Science in Accountancy DEPARTMENT OF ACCOUNTANCY

II. University Call for Extension Proposals and Approval

The University of Southern Mindanao's Extension Services Office (ESO) continues to strengthen its commitment to community development by calling for proposals for locally funded extension projects for 2025. This initiative aims to encourage faculty and staff to conceptualize and implement projects that address pressing community needs through innovative, sustainable, and research-based interventions. The call is part of the university's continuing efforts to institutionalize extension as a vital function alongside instruction and research, ensuring that academic knowledge directly contributes to grassroots development.

For instance, for 2026 locally funded research, an announce was made in the official ESO Facebook page, the submission period for locally funded extension proposals is open until May 15, 2025. Interested proponents must ensure that their project concepts are aligned with the university's Research, Development, and Extension (RDE) Agenda 2022–2031, particularly in thematic areas such as food security, environmental protection, education, health, social development, and innovation. Priority is given to proposals

UNIVERSITY OF SOUTHERN MINDANAO

CALL FOR PROPOSALS FOR 2026 FUNDING

DEADLINE: May 15, 2025

Download the Capsule Proposal Template from: <https://www.usm.edu.ph/rde/>

Submission link: <https://tinyurl.com/USM2026proposals>

Priority will be given to projects related to:

- Climate Change Mitigation
- Green Campus
- Circular Economy
- Commercialization and Utilization of [Previous] Research Outputs
- Need-based Extension Projects
- Inclusivity, Gender and Development

The call for proposals is also open to projects that align with the USM RDE agenda and SDGs.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

that demonstrate strong stakeholder engagement, measurable impact, and potential for sustainability beyond the funding period.

In addition to local funding, the ESO encourages faculty and staff to explore other extension funding opportunities through external sources such as the Department of Science and Technology (DOST), Department of Agriculture (DA), Commission on Higher Education (CHED), and other government and non-government agencies that support extension and outreach work. These external grants can further enhance the scale and reach of university-led interventions, allowing for broader collaboration and innovation.


The ESO also offers technical assistance throughout the proposal development process, from conceptualization to budgeting, and ensures that all submissions undergo a transparent evaluation process. The ESO provides relevant ISO forms such as detailed proposal for extension, work plan schedule, and budget summary for extension.







Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines	
EXTENSION SERVICES OFFICE		
DETAILED PROPOSAL FOR EXTENSION		

A. BASIC INFORMATION	
1. Project Title	
Component 1	
Component 2	
2. Proponent/s Indicate Name Academic Rank, Office	
2.1. Email Address	
2.2. Contact Number	
3. Lead Unit/College	
3.1. Collaborating Unit/College	
3.2. Partner Agency	
4. Thematic Area	<input type="checkbox"/> Quality Learning Skills Development and Literacy <input type="checkbox"/> Food Security and Poverty Reduction <input type="checkbox"/> Social Development, and Strong Institutions <input type="checkbox"/> Good Health and Well-being <input type="checkbox"/> Preservation of Culture <input type="checkbox"/> Innovations in Science, Engineering, and Technology <input type="checkbox"/> Environmental Protection, Conservation and Risk Reduction <input type="checkbox"/> Sustainable Entrepreneurship and Management
5. Sustainable Development Goals	<input type="checkbox"/> No Poverty <input type="checkbox"/> No Hunger <input type="checkbox"/> Good Health <input type="checkbox"/> Quality Education <input type="checkbox"/> Gender Equality <input type="checkbox"/> Clean Water and Sanitation <input type="checkbox"/> Renewable Energy <input type="checkbox"/> Good Jobs and Economic Growth <input type="checkbox"/> Innovation and Infrastructure <input type="checkbox"/> Reduced Inequalities <input type="checkbox"/> Sustainable Cities and Communities <input type="checkbox"/> Responsible Consumption <input type="checkbox"/> Climate Change <input type="checkbox"/> Life Below Water <input type="checkbox"/> Life on Land <input type="checkbox"/> Peace and Justice <input type="checkbox"/> Partnership for the Goals

USM-EXT-Fog-Rev.4, 2024, 09.02

	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines	
EXTENSION SERVICES OFFICE		
DETAILED PROPOSAL FOR EXTENSION		

6. Sector/Discipline		
7. Project Duration	Start Date:	Completion Date:
8. Project Location / Service Area		
9. Total Budget Requested (Php)		Fund Source:

B. TECHNICAL DESCRIPTION	
1. Need-based Rationale (State rationale based on current set-up, the need, your solution, and <u>connect</u>) Please refer to Magbanua, G.G. (n.d.) Writing a Need-based Rationale for Extension Proposal, <u>University of Southern Mindanao</u> .	
2. Objectives (State specific objectives based on Knowledge, Skills, and Attitude/Practice (KSA/P))	
3. Expected Output/s (State in quantifiable form)	
4. Review of Literature (Present related research/projects/activities that have been conducted).	



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DEPARTMENT OF ACCOUNTANCY

		UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines					
		EXTENSION SERVICES OFFICE					
WORK PLAN SCHEDULE							
PROJECT TITLE:							
COLLEGE/ DEPARTMENT/ UNIT:							
PROPOSER (S):							
Total Duration (in months)		Planned Start	Planned End				
Activities	Expected Outputs	Responsible Person	Schedule of Activities				Milestone (%)
			1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	

USM-EXT-F13-Rev 4, 2024, 09.02

		UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines													
		EXTENSION SERVICES OFFICE													
		BUDGET SUMMARY FOR EXTENSION													
PROJECT TITLE: PROPOSER:		FUND CLUSTER:		BUDGET ALLOCATION:											
CODE	OBJECT OF EXPENDITURE	ESTIMATED BUDGET	ESTIMATED BUDGET												
			1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		TOTAL				
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG		SEP	OCT	NOV	DEC
I. PERSONNEL SERVICES (PS)															
A. Honoraria															
B. Others															
Project Staff															
Job Order (Travel/Editorial)															
Job Order (Decorations)															
Job Order (Printing & Binding/Leaflets)															
Job Order (CONNECT Newsletter)															
Job Order (EXHIBITS/Budget for Decoration/Exhibition)															
Sub-total for PS															
II. MAINTENANCE AND OTHER OPERATING EXPENSES															
A. Travel Expenses															
B. Communication															
C. Office Supplies															
D. Other Supplies															
E. Training/Seminar															
F. Transport															
G. Representation															
H. Contingency/Miscellaneous															
Sub-total for MOOE															
TOTAL															
Prepared By:			Certified By:			Reviewed by:			Recommending Approval:			Approved By:			
Project Leader			Director, ESO			Budget Officer			VP for Administration & Finance			President			
									VP for Research, Development and Extension						

USM-EXT-F03 Rev 4, 2024, 09.02

Through this open call, the Extension Services Office reaffirms its role in fostering a culture of community service and engaged scholarship within the university. Faculty and staff are encouraged to take this opportunity to contribute meaningfully to community transformation and development through well-crafted, responsive, and impactful extension initiatives.





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III. Extension Project Monitoring and Assessment

A. University Mid-Year Review

The Research and Development Office, in collaboration with the Extension Services Office, regularly organizes the Mid-Year In-House Review of Research and Extension Projects at the University of Southern Mindanao. This activity serves as a vital mechanism for monitoring the progress and quality of ongoing research and extension initiatives across the university.

The primary purpose of the mid-year review is to monitor the progress of current projects, assess their alignment with institutional goals, and ensure the relevance and potential impact of the studies being conducted. It also provides faculty researchers an opportunity to present their findings, gather critical feedback, and enhance the quality and direction of their work based on recommendations from an expert panel. A panel of evaluators—composed of experts in various fields—critically assesses each presentation, offering valuable comments and recommendations to enhance the relevance, effectiveness, and impact of the projects.

Participating in this significant academic exercise are faculty members and project leaders from different colleges including College of Business, Development Economics and Management (CBDEM). Their collective involvement





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underscores a shared commitment to advancing research excellence and meaningful community engagement through well-monitored and quality-assured initiatives.

Through this regular review, the university strengthens its culture of research and extension, promotes interdisciplinary collaboration, and ensures that its projects are responsive to regional and national development needs.

B. University Year-End Review

The University of Southern Mindanao (USM), through its Research and Development Office and Extension Services Office, conducts its regular Year-End In-House Review of Research and Extension Projects as an institutional system for monitoring and evaluation. This structured review process plays a vital role in assessing the progress, effectiveness, and overall impact of ongoing projects implemented across the university's various academic and research units.

At its core, the Year-End In-House Review serves as a mechanism to systematically track the implementation of research and extension programs, measure their alignment with the university's strategic goals, and identify both accomplishments and areas for improvement. It enables faculty members, researchers, and extension personnel to





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

present their work for rigorous evaluation before a panel of experts, who provide critical feedback, technical guidance, and recommendations for enhancement.

The review is designed not only to validate the outcomes of completed activities but also to ensure that ongoing projects remain responsive, feasible, and relevant to pressing development needs, especially in the context of USM's commitment to sustainable socio-economic advancement in Southern Philippines.

A panel of evaluators, comprising experts from various fields, facilitates the review process by offering constructive feedback and recommendations. Their insights help enhance the relevance, effectiveness, and impact of the projects, guiding researchers toward achieving excellence in their respective endeavors.





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Participating in the review are representatives from various colleges, including the College of Business, Development Economics and Management (CBDEM), who share their contributions to research and community-based initiatives. Their active involvement reflects the university's collaborative and multidisciplinary approach in pursuing excellence in research and extension.

Through this annual review system, USM upholds its standards of academic rigor, fosters a culture of accountability and innovation, and ensures that all initiatives are guided by evidence-based evaluation toward meaningful societal impact.





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C. Training/Activity Evaluation of Extension Activities

Overall Training/Activity Evaluation Sheet

After the conduct of the extension activity, an Overall Training/Activity Evaluation Sheet will be distributed to participants to assess the effectiveness and impact of the training session. The evaluation sheet serves as an essential feedback tool, providing organizers and facilitators with insights into how the activity was received and areas for improvement.

An example of the evaluation sheet is shown in the image on the right.

The evaluation form includes both qualitative and quantitative questions. Participants were asked:

1. What they appreciated most about the activity.
2. What they did not appreciate.
3. The most useful and least useful topics.
4. Suggestions for improvement and future training courses.

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OVERALL TRAINING/ACTIVITY EVALUATION SHEET

Name of Participant (optional) _____
Title of Training _____
Date 09/11/22 Venue 2024
Instruction: Please make an honest assessment of the course/ activity based on the following questions

1. What I appreciated most in this activity? Financial Statement & Balance Sheet
2. What I did not appreciate in this activity? Xtra numbers
3. Most useful topic (s)/ activity (ies) to me Recordkeeping
4. Least useful topic/ activity to me Financial Statement 2. Balance Sheet
5. Suggestions for Improvement _____
6. Suggested Training course in the future still on accounting

7. My assessment on the following items:

Particulars	Just Right	Needs improvement	Reason if Answer is "needs improvement"
Time allocation per topic/ activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Duration of the training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

8. How relevant is the training/ activity? (Please put a check mark)

☒ Very Relevant ☐ Somewhat relevant ☐ Not at all relevant

9. My overall rating for this training/ activity

Particulars	Poor	Fair	Satisfactory	Very satisfactory	Excellent
a. meeting my expectations				<input checked="" type="checkbox"/>	
b. Attainment of the objectives				<input checked="" type="checkbox"/>	
c. The course content/ topics				<input checked="" type="checkbox"/>	
d. The activities included				<input checked="" type="checkbox"/>	
e. Methodologies used				<input checked="" type="checkbox"/>	
f. Instructional materials/ Presentation Aids				<input checked="" type="checkbox"/>	
g. Choice of Resource Persons				<input checked="" type="checkbox"/>	
h. Training Management team & secretariat				<input checked="" type="checkbox"/>	
i. Training facilities and services				<input checked="" type="checkbox"/>	





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Additionally, participants rated the training on different components such as:

- Meeting expectations
- Attainment of objectives
- Course content and topics
- Activities and methodologies used
- Use of instructional materials
- Competence of resource persons
- Training management
- Facilities and services

The respondent used a Likert scale as follows 1 (Poor), 2 (Fair), 3 (Satisfactory), 4 (Very Satisfactory), 5 (Excellent).

Moreover, under the relevance of the activity, the participant will rate the training Not at all relevant, Somewhat relevant and Very Relevant, reinforcing the evaluation of the significance and applicability of the training to their needs or professional context.

Overall, the evaluation sheet reflects a structured and comprehensive approach to gathering participant feedback and highlights the commitment of the University of Southern Mindanao – Extension Services Center to continuous improvement in its outreach and capacity-building programs.





Resource Person Evaluation Sheet

After the completion of the extension activity, a **Resource Person Evaluation Sheet** is utilized to assess the performance and effectiveness of the assigned speakers or facilitators. This evaluation plays a vital role in ensuring the quality of delivery and the learning experience of participants by providing constructive feedback for improvement.

An example of the Resource Person Evaluation Sheet is shown in the image above. This particular form was used during the Bookkeeping Training, Workshop held from September 11–12, 2021. The resource person evaluated in this example is Sandra Angela A. Bangcaya, who discussed the topic of Basic Financial Statement Preparation.

The evaluation form includes a list of specific criteria under which the resource person is rated using a five-point scale as follows 1 (Poor), 2 (Fair), 3 (Satisfactory), 4 (Very Satisfactory), 5 (Excellent).

The evaluation covers several key areas, such as:

1. Clarity of topic objectives

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EXTENSION SERVICES CENTER
Poblacion, Kabacan, Cotabato
Telefax: (084) 573-2517

RESOURCE PERSON EVALUATION SHEET

Resource Person: Sandra Angela A. Bangcaya
Topic discussed: Basic Financial Statement Preparation
Title of Training: BSFP
Date of delivery: Sept 11-12-2021

Rating Guide: 1- Poor 3- Satisfactory 5- Excellent
2- Fair 4- Very Satisfactory

Particulars	1	2	3	4	5
1. Clarity of the topic objectives at the beginning					✓
2. Organization/ sequencing of the topics				✓	
3. Clarity of topical ideas presented/ discussed					✓
4. Effectiveness of Methodologies used in teaching				✓	
5. Quality and effectiveness of instructional aids/ materials used					✓
6. Ability to teach/ communicate ideas					✓
7. Ability to answer questions					✓
8. Ability to arouse/ sustain interest					✓
9. Ability to manage time				✓	
10. How the topic was ended					✓

What did you like about the resource person?

Other remarks:

USM-EXT-F13-Rev.3.2021.01.26





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

2. Organization of content
3. Presentation of ideas
4. Methodologies used
5. Use of instructional aids
6. Communication skills
7. Responsiveness to questions
8. Engagement with the audience
9. Time management
10. Closing of the topic

In this particular example, the resource person received ratings of "Very Satisfactory" and "Excellent" in most areas, indicating strong performance across clarity, organization, communication, and participant engagement. The evaluation form also includes space for written feedback on what participants liked about the resource person and for additional remarks, though these were left blank in this instance.

Overall, the Resource Person Evaluation Sheet is an essential tool for maintaining high standards in training delivery. It ensures that speakers are evaluated not only on their knowledge but also on their teaching effectiveness, engagement, and ability to connect with participants. This systematic feedback helps the University of Southern Mindanao – Extension Services Center to continuously improve the quality of its extension programs.





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D. The USM Satellite Socio-Economic Research and Data Analytics Center (SERDAC)

The USM Satellite Socio-Economic Research and Data Analytics Center (SERDAC) is a vital ally in strengthening the impact assessment of extension projects conducted by the University of Southern Mindanao. As a research facility dedicated to advancing socioeconomic research and data analysis, SERDAC offers both the expertise and tools necessary to evaluate how extension programs truly benefit communities, especially in SOCCSKSARGEN and BARMM. Through its specialized services and mission-driven approach, SERDAC ensures that extension initiatives are not only implemented but also assessed through rigorous, evidence-based methods.

SERDAC can support the design and implementation of impact pathways by offering technical guidance in research planning, data collection, and data interpretation. Its capacity in conducting socioeconomic surveys and employing advanced analytics allows for a more accurate understanding of the effects of extension interventions on local livelihoods, productivity, and overall well-being. These insights are crucial in determining whether projects are achieving their intended outcomes and where adjustments might be needed to improve their effectiveness.

By building the capacity of extension staff through training programs, SERDAC empowers university personnel with the skills needed to carry out assessments independently and confidently. This investment in human resources ensures that impact evaluation becomes an integral and sustainable part of project implementation. Moreover,





Bachelor of Science in Accountancy DEPARTMENT OF ACCOUNTANCY

SERDAC's commitment to collaboration allows for interdisciplinary approaches that enrich the quality of research and enable more comprehensive assessments across sectors such as agriculture, fisheries, forestry, and education.

The center can also play a key role in translating research findings into policy and program recommendations. By generating data-driven insights, SERDAC helps align extension projects with actual community needs and development goals. Its focus on advocacy and engagement ensures that results are communicated effectively to decision-makers, enhancing the relevance and responsiveness of university programs.

Ultimately, SERDAC serves not just as a research facility but as a strategic partner in making sure that extension projects lead to meaningful, measurable, and lasting change. Through its services, the university can better demonstrate accountability, foster community empowerment, and contribute to sustainable regional development.

USM-SERDAC, ESO Conduct Training-Workshop on Project Design and Evaluation

Home > News > USM-SERDAC, ESO Conduct Training-Workshop on Project Design and Evaluation

Published by Rey John Cortez at June 3, 2025





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IV. Extension Services Office (ESO) ISO Accreditation

The Extension Services Office (ESO) of the University of Southern Mindanao (USM) plays a pivotal role in the university's commitment to quality and continuous improvement, as evidenced by its adherence to the International Organization for Standardization (ISO) 9001:2015 standards. This commitment is part of USM's broader Quality Management System (QMS), which underwent a successful second surveillance audit on April 10–11, 2024, conducted by TÜV Rheinland Philippines, Inc. The audit highlighted the university's preparedness and dedication to quality, noting best practices and opportunities for improvement across various units, including the ESO.

In alignment with the university's mission to accelerate socio-economic development through instruction, research, extension, and resource generation, the ESO ensures that its programs and services meet the rigorous standards set by ISO. This includes meticulous documentation, effective implementation of extension activities, and continuous monitoring and evaluation to enhance service



USM Research, Development and Extension
April 11 · 🌐

HAPPENING NOW | RDE Group Undergoes ISO 9001:2015 Surveillance Audit

In line with its continued pursuit of excellence in research, development, and extension through organized and standardized procedures, the Research, Development, and Extension (RDE) Unit—the arm of the University of Southern Mindanao responsible for generating knowledge, promoting innovation, and delivering community-responsive programs—is under evaluation for ISO 9001:2015 compliance today, April 11, 2025, at the Training/Conference Room, ESO Building.





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delivery. The ESO's participation in ISO-related training workshops, such as the newswriting training held in early 2025, underscores its proactive approach to meeting accreditation requirements and improving communication strategies.

By integrating ISO standards into its operations, the ESO not only enhances the quality and effectiveness of its extension programs but also contributes to the university's vision of providing quality and relevant education for sustainable development. This commitment to excellence ensures that USM's extension services remain responsive to the needs of its stakeholders and continue to make a meaningful impact in the communities it serves.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

VI. Extension Programs, Projects and Activities

Extension is one of the significant four-fold functions carried out by the University Extension Office. It serves as an umbrella unifying the extension services of all colleges and units in the university. The different colleges and units serve as the implementing arm of the University Extension Office.

The college plays a vital role in carrying out the vision-mission of the University with its four-fold functions. It is in consonance with the College and University's extension services. The extension projects and activities are primarily geared towards improving or uplifting the quality of life of the people in the nearby areas of concern through its technical assistance and other forms of services which are congruent to the curricular offering. It empowers the community to utilize its available resources in the promotion of sustainable development through strengthened partnership and complementation as relevant factors in the alleviation of poverty in the grassroots level thereby creating a change towards the attainment of peaceful, harmonious, and culture-sensitive society honed to face the current economic crisis of the country.

In the delivery and sharing of services, the College and the Department offers its human resources. The students, faculty members and staff of the department take their part in every extension program it sponsors. Extension services include providing necessary skills training, introducing, and demonstrating appropriate and relevant technologies and information as well as strengthening of human resource capabilities that may improve the quality





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

of life of its partner community. Specifically, the department offers technical assistance and quality instruction in agribusiness, production and management. In addition to this, other extended services are geared towards sustainable development through community empowerment.

Presented in the succeeding narratives are the extension projects and activities of the Accountancy Department.







A. KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment Project

KABALANSE is an ongoing extension project aimed at enhancing the financial literacy and bookkeeping capabilities of **organic farmers from associations assisted by the Philippine Rural Reconstruction Movement (PRRM)** in the municipalities of **Kabacan, Tulunan, and Mlang** in North Cotabato. The project title, **KABALANSE**, stands for **Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment**. The Philippine Rural Reconstruction Movement (PRRM) has a memorandum of agreement with the University of Southern Mindanao (USM).

Spearheaded by the Accountancy Department, the project seeks to address critical gaps in bookkeeping among smallholder organic farmers by equipping them with essential skills and tools for better income tracking, budgeting, and enterprise planning. Recognizing that many of these farmers operate with

	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines	
EXTENSION SERVICES OFFICE		
DETAILED PROPOSAL FOR EXTENSION		

A. BASIC INFORMATION	
1. Project Title	KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment
Component 1	Enterprise development
Component 2	Bookkeeping seminar and distribution of bookkeeping materials
Component 3	Adopt a micro-enterprise
2. Proponent/s Indicate Name Academic Rank, Office	SANDRA ANGELA A. BANGCAYA Assistant Professor IV Accountancy Department CBDEM JAY-R G. VILDAC Associate Professor II Accountancy Department CBDEM ANALYN A. GONZALES Associate Professor II Accountancy Department CBDEM ESMAIRA G. GUNSAYAN Associate Professor I Accountancy Department CBDEM
2.1. Email Address	saabangcaya@usm.edu.ph
2.2. Contact Number	09087616346
3. Lead Unit/College	ACCOUNTANCY DEPARTMENT / CBDEM
3.1. Collaborating Unit/College	BUSINESS ADMINISTRATION DEPARTMENT, AGRIBUSINESS DEPARTMENT CBDEM
3.2. Partner Agency	Philippine Rural Reconstruction Movement (PRRM)





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

limited or informal financial systems, KABALANSE project provides practical, community-based learning opportunities tailored to their needs and local context.

The project runs from **July 1, 2024 to December 31, 2025**, and is built around three core components:

1. **Enterprise Development** – Training sessions on managing small-scale agricultural enterprises, with a focus on sustainability, diversification, and market orientation.
2. **Bookkeeping and Distribution of Bookkeeping Materials** – Hands-on workshops on basic bookkeeping concepts and practices, along with the provision of user-friendly financial record-keeping tools designed specifically for organic farming enterprises.
3. **Adopt-a-Microenterprise** – A mentoring initiative in which project volunteers and partner experts provide ongoing support to selected farmer associations, offering personalized coaching in financial management and enterprise growth strategies.

Through workshops covering topics such as financial literacy, and simple bookkeeping techniques and management advisory services, KABALANSE aims to strengthen the economic foundations of PRRM's partner communities. The inclusion of post-training mentoring ensures that the lessons are reinforced and applied in real-life settings.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

Ultimately, the project seeks to contribute to **sustainable economic empowerment and resilience** by fostering informed decision-making and enabling farmer associations to manage their resources more effectively. By doing so, KABALANSE aligns with broader goals of **community upliftment, inclusive rural development, and organic agricultural sustainability**.





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

MOA with Philippine Rural Reconstruction Movement (PRRM)

PRRM
Philippine Rural Reconstruction Movement
building sustainable communities

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (MOA) is entered into by and between:

The **PHILIPPINE RURAL RECONSTRUCTION MOVEMENT (PRRM)**, a non-governmental organization and institution formed in 1952 to assist peasants in the Philippines with a country office at 56 Mother Ignacia Street corner Dr. Lazcano Street, Quezon City, Philippines 1103, represented herein by its President, **EDICIO DELA TORRE**, herein referred to as "**FIRST PARTY**"

-and-

The **UNIVERSITY OF SOUTHERN MINDANAO (USM)**, a level IV state University, created and operating under Republic Act No. 763, s. 1952, as amended and Presidential Decree No. 1312, s. 1978 with a principal office and postal address at Bai Matabay, Plang Avenue, Poblacion, Kabacan, Cotabato, represented herein by its University President, **FRANCISCO GIL N. GARCIA, PhD**, hereinafter referred to as the "**SECOND PARTY**";

Collectively, referred to as "**PARTIES**".

WITNESSETH: That -

WHEREAS, the FIRST PARTY is a non-government organization established in 1952, implementing projects and policy advocacy work linked to sustainable agriculture, sustainable fisheries, environment, participatory governance and sustainable local economic development in partnership with rural based community organizations;

WHEREAS, the FIRST PARTY is engaged in rural development work and has responsibilities pertinent to advocating an alternative development model, and as such, provides venues for rural communities to harness and utilize their resources (skills, knowledge, finances, etc.) to contribute towards the realization of sustainable development for the country;

WHEREAS the FIRST PARTY implements projects and establishes partnership with other stakeholders such as LGUs, other civil society organizations, people's organizations and the academe, which can provide support and technical assistance in project implementation and rural development work;

WHEREAS, the SECOND PARTY, through the Extension Services Office (ESO), is mandated to provide advance instructions and professional training on agriculture, arts, science, technology, education and other related fields and provide progressive leadership in its areas of specialization;

WHEREAS, the SECOND PARTY also undertakes research and extension services covering a wide range of basic, applied and developmental research projects on agriculture,

Witness: **EDICIO DELA TORRE**, President, PRRM
Witness: **FRANCISCO GIL N. GARCIA, PhD**, President IV, USM
Witness: **ATY. DOMINICO T. ALAYAR**, PRRM Cotabato Chapter
Witness: **ROSANAY ALAYAR**, PRRM Cotabato Chapter

PRRM
Philippine Rural Reconstruction Movement
building sustainable communities

arts, science, technology, education, and other related fields anchored on national, regional and provincial priorities and responsibilities.

WHEREAS the SECOND PARTY through its Extension Services Office encourages critical and creative thinking, broadens scientific and technological knowledge and promotes efficiency and development among rural communities using the university's expertise, research output and available resources.

WHEREAS, the PARTIES commit and recognize the complementary nature of their programs, thus, define the roles, responsibilities, and procedures for the collaboration and cooperation, and terms of engagement.

NOW THEREFORE, for and in consideration of the foregoing premises, PARTIES hereby undertaken the following to wit:

I. ROLES AND RESPONSIBILITIES

a. The FIRST PARTY shall:

1. Facilitate the Organizational Development requirements of partner people's organizations on planning, implementation, monitoring, and evaluation (PIME) of the projects implemented in PRRM-covered areas;
2. Facilitate accreditation of organizations to the different local special bodies at the municipal and provincial levels, e.g. Disaster Risks Reduction and Management Council, (BDRRMC), Planning and Development Council, among others;
3. Facilitate the capacity building of the Community Supported Agriculture (CSA) organizations and advocacy groups to be able to put forward their organizations' advocacy agenda with the government and other partner institutions;
4. Facilitate and support people's organizations in forming networks and linkages with local government agencies and institutions to access assistance, services and for active participation to local governance;
5. Provide resource persons, experts and other forms of assistance for the conceptualization, development, and production of knowledge products;
6. Collaborate with the Second Party for the FIRST Party's capacity building needs related to institutional and sustainable development;
7. Accept student interns from the Second Party to assist in fulfilling the requirements of their course.

b. The SECOND PARTY shall be working with the FIRST PARTY upon request. The SECOND PARTY shall also coordinate with people's organizations to provide technical support in the implementation of projects through the following engagements:

Witness: **EDICIO DELA TORRE**, President, PRRM
Witness: **FRANCISCO GIL N. GARCIA, PhD**, President IV, USM
Witness: **ATY. DOMINICO T. ALAYAR**, PRRM Cotabato Chapter
Witness: **ROSANAY ALAYAR**, PRRM Cotabato Chapter

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building sustainable communities

REPUBLIC OF THE PHILIPPINES
PROVINCE OF COTABATO

ACKNOWLEDGMENT

BEFORE ME, this **05 DEC 2024** in the **Kidapawan City**, Philippines, personally appeared the parties and all known to me and to me known to be the same persons who executed the foregoing Memorandum of Agreement, exhibited to me their competent evidence of identity as follows, and acknowledged to me that the same are their free and voluntary acts and deeds of the entities they represent.

Name	Evidence of Identity	Issued On/Valid Until
EDICIO DELA TORRE		
FRANCISCO GIL N. GARCIA, PhD	Passport No.: P2691644B	01 AUG 2019/ 31 JUL 2029

This document consists of six (6) pages including the page in which the acknowledgment is being written.

WITNESS MY HAND AND NOTARIAL SEAL.

Doc. No. **99**
Page No. **11**
Book No. **3**
Series of 2024.



NOTARY PUBLIC
MABELLE D. ACOSTA
Notary Public
Valid December 31, 2024
BIR No. 75994
PTR No. 421-735, 1-15-2024, Pang. City
PTR No. 2882764, 1-9-2024, Kid. City
Notarial Commission No. 154, 2015





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY



For USM: FRANCISCO CHIL N. GARCIA, PhD
SUC President IV

For PRRM: EDICIO DELA TORRE
PRRM President

Witness: DEBBIE MARIE B. VERSOZA, PhD
VP for Research, Development & Extension

Witness: GLYN G. MAGBANUA, PhD
Director, Extension Services Office

Witness: ATTY. DIONESIO T. ALAVE, JR.
PRRM Cotabato Chapter

Witness: ROSANNA P. ALAVE
Project Coordinator, PRRM-Cotabato

1. Provide resource persons, experts and other forms of assistance for the conduct of capability building and various training related to institutional strengthening and sustainable development;

2. Provide resource persons and consultants for the conduct of market study, training, and seminars, such as but not limited to the following:

- Enterprise development
- Financial literacy and management
- Business continuity and recovery plan

3. Assist in the organizational development & business enterprise coaching and mentoring of the seed capital/social enterprise rightsholders, through training and other capacity-building activities;

4. Provide resource persons and consultants in the development, management and institutionalization of knowledge products;

5. Promote the results of collaborative projects through the Second Party's social media platforms, RDE Exhibits or activities, or other appropriate media; and;

6. Assign student interns to the FIRST PARTY for the fulfillment of the former's curriculum and/or extra-curricular requirements.



II. COPYRIGHT AND OWNERSHIP OF WORK

The FIRST PARTY and SECOND PARTY hereby agree and understand that intellectual property rights, ownership, and enjoyment thereof arising from this project shall be governed by the applicable provisions of RA 8293, as amended by RA 10372, (An Act Prescribing the Intellectual Property Code and Establishing the Intellectual Property Office, Providing for Its Powers and Functions, and for Other Purposes), including its Implementing Rules and Regulations, as well as existing and future policies of the PARTIES on Intellectual Property Rights such as but not limited to the following:

1. The title rights, copyrights and all other rights in any materials produced under the provisions of this Agreement shall be co-owned, by both parties, with proper acknowledgement and citations.

a. Any publication arising from the activities undertaken by virtue of and pursuant to this MOA shall clearly establish and identify the contribution of both parties.

b. All reports arising from activities undertaken by virtue of and pursuant to this MOA shall be made in the name of the Parties, specifically identifying the contribution/s of each Party. The names of the Program Leaders/Project Leaders shall be identified, recognized, and included in the reports.



For USM: FRANCISCO CHIL N. GARCIA, PhD
SUC President IV

For PRRM: EDICIO DELA TORRE
PRRM President

Witness: DEBBIE MARIE B. VERSOZA, PhD
VP for Research, Development & Extension

Witness: GLYN G. MAGBANUA, PhD
Director, Extension Services Office

Witness: ATTY. DIONESIO T. ALAVE, JR.
PRRM Cotabato Chapter

Witness: ROSANNA P. ALAVE
Project Coordinator, PRRM-Cotabato

2. All documentation involved in this activity will be copyright-protected and cannot be shared with other entities without prior approval of both parties.

3. The FIRST PARTY as Program Leaders/Project Leaders, shall have the right to freely use all data and findings by virtue of and pursuant to this agreement for any of the purposes. The SECOND PARTY shall not disclose any information in relation to this project. Any unpublished information without the consent of the FIRST PARTY.

4. The PARTIES shall not publicize or advertise their association with each other under this Agreement, nor shall use the name, emblem, or official seal of each other for any purpose without the prior written approval or consent of the concerned party. This provision with regard to the copyright shall survive even upon the expiration or termination of this MOA.


5. The PARTIES shall ensure that the project and its outcome does not violate the intellectual property rights of any other party.

III. ETHICAL CONDUCT OF RESEARCH AND EXTENSION ACTIVITIES

BOTH PARTIES have the responsibility of ensuring that the conduct of the activities is in accordance with ethical standards, especially those affecting vulnerable and marginalized sectors and communities.

IV. DATA PRIVACY



The collection, processing, and use of any personal information in relation to this agreement shall be undertaken in accordance with RA 10173 (Data Privacy Act of 2012), its Implementing Rules and Regulations, and issuances of the National Privacy Commission. The Parties shall enter into a separate Data Sharing Agreement as may be necessary to implement this requirement.

SIGN HERE  ARBITRATION CLAUSE

The PARTIES shall endeavor in good faith to settle any claim, dispute, or controversy through compromise or amicable settlement. However, in the event that the parties fail to reach any settlement relating to this Agreement, all disputes arising thereby shall be settled or filed in Court of jurisdiction of Kabacan, Cotabato.

VI. TERMINATION AGREEMENT OR NOTICE

Any party may issue a notice of intent to terminate the grant agreement for justifiable cause subject to the approval of all parties concerned.



VII. SEPARABILITY CLAUSE

In the event that one or more provisions contained herein shall be held invalid, illegal or unenforceable in any respect and for any reason, the remaining provisions shall remain valid, legal and enforceable.

VIII. DOCUMENTS COMPRISING THIS AGREEMENT

All appendices hereto attached are hereby expressly made an integral part of this agreement by reference, excluding inconsistencies with any/ all parts, terms, and conditions contained in this Memorandum of Agreement.


IX. EFFECTIVITY OF THE AGREEMENT

The agreement shall take effect after all the parties shall have affixed their signatures and shall remain in force and effect unless terminated or amended upon mutual consent among all parties.

IN WITNESS WHEREOF, the parties hereunto have affixed their respective signatures this _____ day of _____, 2024, at _____, Philippines.

PRRM First Party USM - Kabacan Second Party

By: Edicio dela Torre, PRRM President By: Francisco Chil N. Garcia, PhD SUC President IV

SIGN HERE  SIGNED IN THE PRESENCE OF:

ATTY. DIONESIO T. ALAVE, JR. PRRM Cotabato Chapter DEBBIE MARIE B. VERSOZA Vice President, Research, Development and Extension

ROSANNA P. ALAVE Project Coordinator, PRRM-Cotabato GLYN G. MAGBANUA, PhD Director, Extension Services Office

Extension

37



Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

The detailed program for the extension activities for components 1 and 2 is provided below.

PROGRAM

KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment

Beneficiaries: Philippine Rural Reconstruction Movement (PRRM)
Member Organizations
Venue: Spottswood Methodist Center, Quezon Boulevard, Kidapawan City
Date: September 11-12, 2024

DAY 1 - September 11, 2024

Enterprise Development Seminar and Workshop

Time	Duration	Topic	Peron/s in charge
07:00-08:30 AM	1 hour	Arrival and Registration	PRRM Secretariat
08:30-09:00 AM	30 mins	Opening Program, Setting of Expectations, Pre-test	PRRM Secretariat / Resource Persons
09:00-10:00 AM	1 hour	Lecture 1: Overview and Significance of KABALANSE	Dr. Irving T. Fajarito, Jr.
10:00-10:20 AM	20 mins	Inspiring Stories of Successful Social Entrepreneurs	PRRM Secretariat / Resource Persons
10:20-11:10 AM	50 mins	Lecture 2: The Social Entrepreneur	Dr. Jeannie U. Duka
11:10-12:00 PM	50 mins	Lecture 3: The Life Forces and Life Cycle of a Social Enterprise	Dr. Esmaira G. Gunsayan
12:00-01:00 PM	1 hour	Lunch Break	
01:00-02:00 PM	1 hour	Lecture 4: Business Planning Using Business Model Canvas	Dr. Analyn A. Gonzales
02:00-03:30 PM	1 hour and 30 mins	Workshop on Planning & Developing a Social Enterprise BMC	Resource Persons and Participants
03:30-05:00 PM	1 hour and 30 mins	Presentation of Business Model Canvas Outputs	Resource Persons and Participants

PROGRAM

KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment

Beneficiaries: Philippine Rural Reconstruction Movement (PRRM)
Member Organizations
Venue: Spottswood Methodist Center, Quezon Boulevard, Kidapawan City
Date: September 11-12, 2024

DAY 2 - September 12, 2024

Bookkeeping Seminar and Workshop

Time	Duration	Topic	Peron/s in charge
07:00-08:30 AM	1 hour	Arrival and Registration	PRRM Secretariat
08:30-09:00 AM	30 mins	Opening Program, Recap for Day 1, Overview of Day 2, Pre-test	PRRM Secretariat / Resource Persons
09:00-09:30 AM	30 mins	Lecture 1: Introduction to Bookkeeping	Dr. Mitzi Aileen M. Alba
09:30-10:00 AM	30 mins	Workshop	Resource Persons and Participants
10:00-12:00 PM	2 hours	Lecture 2: Simple Enterprise Recordkeeping	Prof. Sandra Angela A. Bangcaya
12:00-1:00 PM	1 hour	Lunch Break	
1:00-2:00 PM	1 hour	Lecture 3: Basic Financial Statement Preparation	Prof. Sandra Angela A. Bangcaya
2:00-3:00 PM	1 hour	Lecture 4: Management Advisory Services: Cost Function & Behavior	Dr. Jay-r G. Vildac
3:00-4:00 PM	1 hour	Workshop	
4:00-4:30 PM	30 mins	Presentation	Resource Persons and Participants
4:30-5:00 PM	30 mins	Closing ceremonies	PRRM Secretariat, Resource Persons and Participants





Bachelor of Science in Accountancy DEPARTMENT OF ACCOUNTANCY

Component 1 – Enterprise Development Seminar and Workshop

The first day of the KABALANSE extension initiative focused on an **Enterprise Development Seminar and Workshop** designed to equip grassroots participants with entrepreneurial knowledge and skills. Held in collaboration with PRRM Cotabato, the session gathered 23 participants from CSA groups across Kabacan, Mlang, and Tulunan. The activity began with preliminaries and expectation setting, where both participants and organizers shared their goals for the two-day event.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

Three expert resource persons from the University of Southern Mindanao delivered lectures on key enterprise topics: Dr. Analyn Gonzales introduced social enterprise development and the Business Model Canvas (BMC); Dr. Jeannie Duka discussed entrepreneurial competencies and management skills; and Dr. Esmaira Gunsayan covered business life cycles, product development, and life forces in enterprise growth.

The afternoon featured a workshop where participants, grouped by municipality, applied the BMC framework to design business models. Kabacan proposed an organic feeds production enterprise, Mlang introduced a dehydrated vegetable chips business, and Tulunan developed a fermented juice product line. Each group presented their outputs, demonstrating strong understanding and creativity.

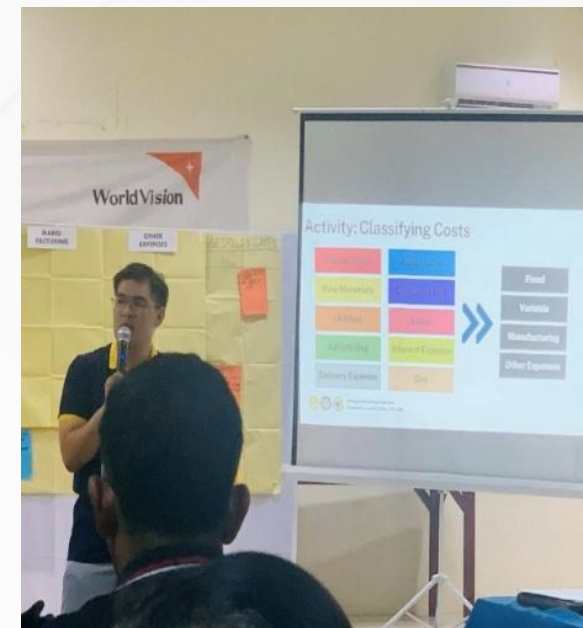
A post-test assessed learning, followed by a closing message from PRRM Project Coordinator Rosanna Alave, and a certificate awarding ceremony. The day concluded at 4:45 PM, successfully meeting its goal of laying a foundation for community-based enterprise development.





Component 2 – Bookkeeping Seminar and Workshop

The second day of the KABALANSE extension initiative focused on a **Bookkeeping Seminar and Workshop**, aimed at enhancing participants' financial literacy and enterprise management skills. The session began at 9:00 AM with preliminaries and a pre-test, followed by a series of lectures and hands-on exercises facilitated by resource persons from the University of Southern Mindanao.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

Dr. Mitzi Aileen Martinez-Alba delivered the first session, introducing participants to basic accounting concepts, business structures, and the fundamental accounting equation. An interactive workshop followed, where participants identified their own enterprises' assets and liabilities with support from fellow USM faculty.

Professor Sandra Angela Bangcaya led the next session on and basic bookkeeping and financial statement preparation. She discussed proforma financial reports and guided participants through a practical ledger exercise simulating microenterprise transactions. After lunch, she continued with lessons on preparing the cash flow and income statement, allowing participants to apply their recorded data in creating financial reports.

Dr. Jay-r G. Vildac concluded the day's sessions with two lectures on Management Advisory Services. The first covered cost functions and cost behavior, while the second introduced Cost-Volume-Profit (CVP) analysis, focusing on cost classifications, profitability analysis, and cost management strategies. Participants engaged in exercises to reinforce their understanding of fixed and variable costs and break-even point analysis.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

A post-test was administered to assess participants' learning. During the reflection session, each municipality shared their insights, expressing appreciation for the knowledge gained, despite some challenges in fully grasping complex accounting formulas.

The program concluded with the awarding of certificates to both resource persons and participants, facilitated by PC Rosanna Alave and representatives from World Vision and PRRM.





Pre-test and Post-test Result of Bookkeeping Seminar

The Accountancy Department of the College of Business Development, Economics and Management (CBDEM), University of Southern Mindanao, conducted a bookkeeping seminar for the Organic Farmers' Association. Pre- and post-test results from 23 participants showed a significant improvement in financial literacy.

Before the training, most participants (17) had only *fair* knowledge, with none reaching *very satisfactory* or *excellent* levels. After the seminar, 22 participants moved up, with 11 rated *very satisfactory* and 11 rated *excellent*.

This remarkable shift highlights the effectiveness of the training in building the farmers' capacity to manage finances properly and improve transparency in their organizations.

Table 2. Pre-test and Post-test Result of Bookkeeping Seminar

Level of Knowledge	Pre-test (N=23)	Post-test (N=23)
No Knowledge	-	-
Poor	2	-
Fair	17	-
Satisfactory	4	1
Very Satisfactory	-	11
Excellent	-	11

Legend: The scores are interpreted as follows: No knowledge (0), Poor (1-3), Fair (4-6), Satisfactory (7-9), Very Satisfactory(10-12), Excellent (13-15)





Evaluation of Training Activity

The training and workshop for component 1 and component 2 were evaluated by the participants using the ISO Form. The respondents indicated that the time allocation per topic/activity of the training, as well as the duration of the training was just right. In addition, the participants also indicated that the trainings were very relevant to them.

In Table 3, the overall training effectiveness was rated across several areas. The overall mean score was 4.31 which implies that the training was excellent. All mean scores ranged from 4.26 to 4.38, which fall under the "Excellent" category based on the legend provided. These ratings reflect a uniformly positive experience across content quality, delivery, trainer effectiveness, and logistical arrangements.

Table 3. Overall rating of the participants on the training

Statements	Mean	Qualitative Description
a. Meeting expectations	4.54	Excellent
b. Attainment of objectives	4.31	Excellent
c. Course content and topics	4.46	Excellent
d. Activities and methodologies used	4.38	Excellent
e. Use of instructional materials	4.38	Excellent
f. Competence of resource persons	4.38	Excellent
g. Training management	4.46	Excellent
h. Facilities and services	4.31	Excellent
Overall	4.41	Excellent

Legend: The mean is interpreted as follows: Poor (1.00-1.79); Fair (1.80-2.59); Satisfactory (2.60-3.39); Very Satisfactory (3.40-4.19); Excellent (4.20-5.00)





Evaluation of Resource Persons

In Table 4, the resource persons received individual evaluations using the ISO Form, with all five receiving “Excellent” ratings. The strong scores across the board suggest that the trainers were not only knowledgeable but also skilled at engaging and communicating with the participants.

The seminar was highly effective, with participants expressing strong satisfaction with both the content and delivery of the sessions. The high ratings across key components—including relevance, instructional quality, trainer competence, and overall management—demonstrate that the objectives of the training were successfully met. These results underscore the value of the seminar in strengthening the participants’ skills in bookkeeping and promoting community empowerment through financial literacy. The seminar serves as a strong model for future extension activities.

Table 4. Evaluation of resource persons of the training and workshop

Resource Persons	Mean	Qualitative Description
1. Mitzi Aileen M. Alba	4.46	Excellent
2. Sandra Angela A. Bangcaya	4.49	Excellent
3. Jeannie U. Duka	4.45	Excellent
4. Analyn A. Gonzales	4.51	Excellent
5. Esmaira G. Gunsayan	4.53	Excellent
6. Jay-r G. Vildac	4.47	Excellent

Legend: The mean is interpreted as follows: Poor (1.00-1.79); Fair (1.80-2.59); Satisfactory (2.60-3.39); Very Satisfactory (3.40-4.19); Excellent (4.20-5.00)





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

Component 3 – Adopt a micro enterprise and distribution of bookkeeping materials (On-going)

Under the third component of the KABALANSE extension project “**Adopt a Micro-Enterprise**”—faculty members from the **Accountancy Department of the University of Southern Mindanao** played a pivotal role as extensionists in providing personalized coaching and support to micro and small business owners in Kabacan, Cotabato. This initiative was developed to ensure that the knowledge and tools introduced during financial literacy and bookkeeping workshops would be sustained and effectively applied in real business settings.

The project decided to adopt the organic farmers associations in Kabacan. Their offices are located in Barangay Cuyapon, Kabacan, Cotabato. The extensionist composed of faculty members and students went to Cuyapon to visit the association, inspect their books, and check the status of their bookkeeping and preparation of financial reports.

The extensionist are expected to conduct more visits until the beneficiaries can prepare their financial reports for the year 2025. The component 3 of the project will end on December 2025.





Bachelor of Science in Accountancy
DEPARTMENT OF ACCOUNTANCY

Photo of visitation and coaching of Organic Famers' Association in Cuyapon





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DEPARTMENT OF ACCOUNTANCY





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DEPARTMENT OF ACCOUNTANCY





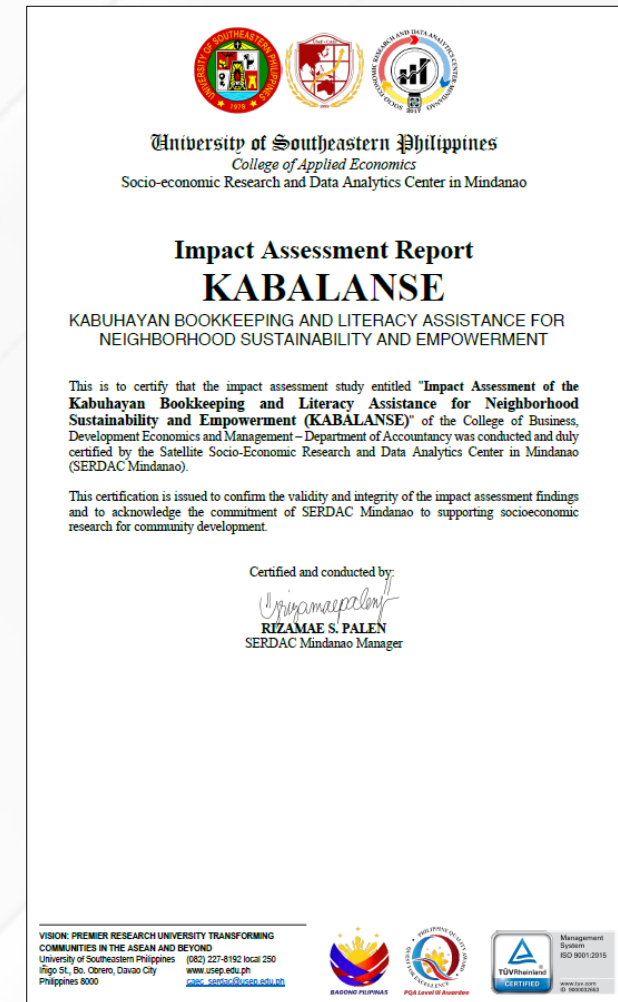
Bachelor of Science in Accountancy DEPARTMENT OF ACCOUNTANCY

Impact Assessment

Although the KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment project is still ongoing, an early impact assessment was conducted for Component 2: Bookkeeping Seminar and Workshop to evaluate its initial outcomes and guide future implementation.

Component 2 aimed to improve financial literacy among grassroots farmers in Kabacan, Tulunan, and M'lang by providing contextualized training on bookkeeping, income tracking, and financial reporting. The seminar was attended by 23 participants from 14 associations and included lectures, hands-on activities, and post-training mentoring.

The impact assessment used pre- and post-tests, participant feedback, and key interviews. Results revealed increased financial knowledge, enhanced confidence among association officers, better documentation practices, and improved organizational transparency. The accessibility of the free, locally held seminar also ensured the participation of low-income community members.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

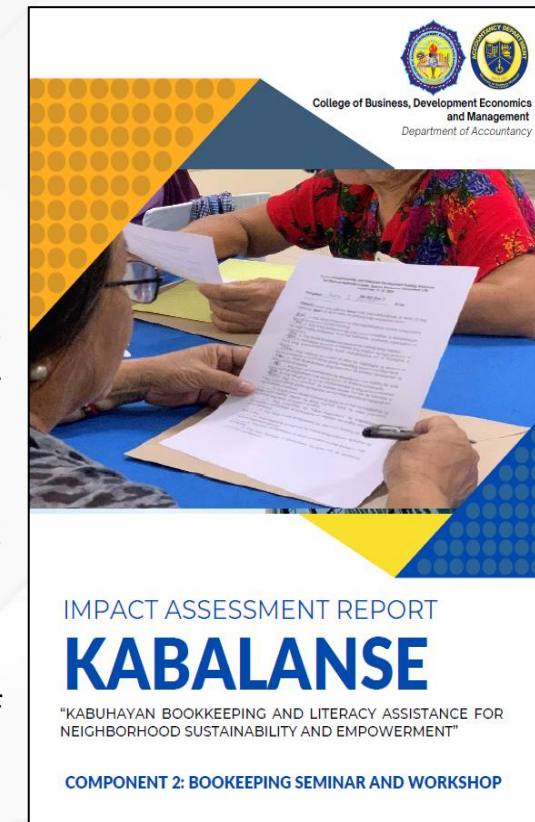
One of the most significant change stories came from the Cuyapon Organic Farmers' Association (COFA). Before the training, their financial records were informal and unclear. After attending the KABALANSE seminar, they began applying systematic bookkeeping, enabling their officers to present accurate financial reports during meetings and comply with agency requirements—a transformation from uncertainty to confidence.

As shared by Homidi Edsla, a COFA member:

"Uh, yung isa talaga sa naging magandang epekto nito po ay, lalo na sa mgamonthly meetings, naipre-present na po ni President kung ano yung mgaexpenses at kung ano yung mga pumapasok na income, na naka-detalye posa recordings."

Even as the project continues, KABALANSE has already demonstrated significant results in empowering rural associations with financial skills, strengthening their organizational capacity, and enhancing transparency.

Importantly, the impact assessment was certified by the Satellite Socio-Economic Research and Data Analytics Center in Mindanao (SERDAC Mindanao). This certification confirms the validity and integrity of the assessment findings and underscores the commitment to quality socioeconomic research in support of community development initiatives.





SUMMARY OF PARTICIPANTS AND THEIR INVOLVEMENT

Participants	Affiliation	Nature of Involvement/Participation
1. Administration	USM	<ul style="list-style-type: none">• Ensured that the project aligned with the university's goals on community extension and capacity-building.• Reviewed and approved project proposal through the University Extension Services Office
2. Accountancy Department Faculty	USM	<ul style="list-style-type: none">• Spearhead the project• Functioned as subject-matter experts and workshop facilitators.• Delivered technical lectures on bookkeeping• Led interactive sessions and hands-on workshops.• Provided one-on-one coaching and mentoring to beneficiary groups during planning and execution.• Ensured knowledge was translated into practical tools
3. Business Administration and Agribusiness Faculty Members	USM	<ul style="list-style-type: none">• Functioned as subject-matter experts and workshop facilitators.• Delivered technical lectures on social enterprise• Led interactive sessions and hands-on workshops.





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

		<ul style="list-style-type: none">• Ensured knowledge was translated into practical tools and business plans.
4. Students	USM	<ul style="list-style-type: none">• Supported faculty and extension activities through assistance in logistics, documentation, or observation• Benefited indirectly by learning from the real-world application of classroom knowledge.
5. Philippine Rural Reconstruction Movement (PRRM)	World Vision	<ul style="list-style-type: none">• Acted as the primary community partner and mobilizer.• Identified and coordinated the participation of 23 beneficiaries from PRRM-assisted associations in Kabacan, Mlang, and Tulunan.• Provided logistical support, conducted opening and closing programs, and helped set expectations for participants.• Facilitated the distribution of certificates and field follow-up with beneficiaries.• Strengthened the bridge between the academic team and grassroots organizations.
6. Beneficiaries	Organic Farmers' Associations	<ul style="list-style-type: none">• Attended both the enterprise and bookkeeping sessions.• Actively engaged in discussions, workshops, and group presentations.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

		<ul style="list-style-type: none">• Received customized bookkeeping materials and training for daily business use.• Gained essential knowledge and practical skills to manage and grow their micro-enterprises and association.• Benefited from follow-up support via field visits to integrate learnings into their business practices.
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B. Production, Processing and Positioning of Coco-based Products for Collaborative Barangay-Based Development and Economic Mainstreaming (3Ps-CBDEM) Project

Coconut products have gained widespread recognition around the world due to their versatility, nutritional benefits, and sustainability. Cooperative enterprises play a crucial role in the coconut industry, contributing significantly to the socio-economic development of their communities. To support this, a study was conducted to strengthen the capabilities of partner communities in the production, processing, and marketing of coconut-based products. This was achieved through a series of seminars, workshops, and demonstrations, with a particular emphasis on fostering collaborative efforts within cooperatives and between the cooperatives and the college.

The project Components includes

Component 1 - Re-Organization Management and Capacity Building

Component 2 - Skills Enhancement and Production of Coco-based Products

Component 3 - Assessment on the Utilization of Process and Positioning of Coco-based Products

Component 4 – Management Advisory Services on Financial-related Activities of the Cooperative

Component 5 - Development of Information, Education and Communication Materials





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

The Accountancy department played a crucial role in supporting the extension activities related to the coconut products project. The department's involvement primarily centered on providing management advisory services, which helped the partner-community enhance their organizational and financial management capabilities. They assisted in developing tools to assess the extent of utilization in the production processes of coconut-based products such as bukayo, ensuring that operations were efficient and cost-effective. Additionally, the department contributed to the drafting of Information, Education, and Communication (IEC) materials, which are vital for promoting proper product handling, safety standards, and effective marketing strategies.

Through their expertise, the Accountancy department helped facilitate the re-organization of the partner-community, strengthened their skills in production management, and supported the evaluation of product positioning. This collaborative effort aimed to empower the Dagupan Agrarian Reform Beneficiaries-Multi-Purpose Cooperative (DARB-MPC) in their venture to produce a variety of coco-based products, ensuring sustainability and compliance with regulatory standards, including obtaining FDA certification. Overall, the Accountancy department's involvement was instrumental in ensuring sound financial practices, efficient management, and strategic planning within the community's coconut enterprise development activities.





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY





Bachelor of Science in Accountancy
DEPARTMENT OF ACCOUNTANCY





Bachelor of Science in Accountancy DEPARTMENT OF ACCOUNTANCY

Memorandum with Agreement with Dagupan Agrarian Reform Beneficiaries Multi-purpose Cooperative (DARB-MPC)

Republic of the Philippines
University of Southern Mindanao
College of Business, Development Economics and Management
Kabacan, Cotabato

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THIS PRESENTS:

This Memorandum of Agreement is made and entered into this JUN 15 2019 day of by and between:

The **DAGUPAN AGRARIAN REFORM BENEFICIARIES MULTI-PURPOSE COOPERATIVE (DARB-MPC)** with principal office address in Barangay Food Terminal, Purok Matgaya, Brgy Dagupan, Kabacan, North Cotabato Province, Philippines, represented herein by the Chairman, **DIONISIA B. MUTOG**, hereinafter referred to as "DARB-MPC";

and

The **UNIVERSITY OF SOUTHERN MINDANAO (USM)**, with principal office address at the Municipality of Kabacan, North Cotabato Province, Philippines, represented herein by its President, **FRANCISCO GIL N. GARCIA**, hereinafter referred to as "USM".

Jointly, the **DAGUPAN AGRARIAN REFORM BENEFICIARIES MULTI-PURPOSE COOPERATIVE (DARB-MPC)** and the **UNIVERSITY OF SOUTHERN MINDANAO (USM)** hereinafter referred to as "PARTNERS".

WHEREAS, DARB-MPC recognizes the need of technical assistance, particularly in the field of agriculture (crops, poultry and livestock) capability building for health, environment and livelihood skills within its area of responsibility;

WHEREAS, DARB-MPC through the office of the Barangay Captain, has sought the assistance of USM, which has adequate resources and technical capability;

WHEREAS, the USM is a government institution of higher learning with four (4) mandated functions, namely: instruction, research, extension and production;

WHEREAS, the USM through the University Extension Services Center and College of Business, Development Economics and Management (CBDEM) with five Departments (Accountancy, AgEconomics, Agribusiness Management, Business Administration, and Development Management) has technical experts and specialists who may undertake extension activities for the benefit of the people of Mindanao;

WHEREAS, USM as an academic institution, through the office of the University Extension Services Center, supports DARB-MPC through its competency-building program and information dissemination activities among others;

NOW THEREFORE, for and in consideration of the foregoing premises and strong commitment of the two parties for communities to advance economic well-being and quality of life, the parties hereby agree to join forces in the planning and management of an extension program that shall enhance the community assets and opportunities with the following provisions, to wit:

[Handwritten signatures and initials are present at the bottom of the document.]





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

Memorandum with Agreement with Barangay Local Government of Dagupan

Republic of the Philippines
University of Southern Mindanao
College of Business, Development Economics and Management
Kabacan, Cotabato

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THIS PRESENTS: JUN 15 2019

This Memorandum of Agreement is made and entered into this ____ day of ____ by and between:

The **BARANGAY LOCAL GOVERNMENT UNIT OF DAGUPAN** with principal office address in Brgy Dagupan, Kabacan, North Cotabato Province, Philippines, represented herein by its Barangay Captain, **EDGAR V. SIENA** and hereinafter referred to as "BLGU Dagupan";

and

The **UNIVERSITY OF SOUTHERN MINDANAO (USM)**, with principal office address at the Municipality of Kabacan, North Cotabato Province, Philippines, represented herein by its President, **FRANCISCO GIL N. GARCIA**, hereinafter referred to as "USM".

Jointly, the **BARANGAY LOCAL GOVERNMENT UNIT OF DAGUPAN (BLGU Dagupan)** and the **UNIVERSITY OF SOUTHERN MINDANAO (USM)** hereinafter referred to as "PARTNERS".

WHEREAS, **BLGU Dagupan** recognizes the need of technical assistance, particularly in the field of agriculture (crops, poultry and livestock) capability building for health, environment and livelihood skills within its area of responsibility;

WHEREAS, **BLGU Dagupan**, through the office of the Barangay Captain, has sought the assistance of **USM**, which has adequate resources and technical capability;

WHEREAS, the **USM** is a government institution of higher learning with four (4) mandated functions, namely: instruction, research, extension and production;

WHEREAS, the **USM** through the University Extension Services Center, has technical experts and specialists who may undertake extension activities for the benefit of the people of Mindanao;

WHEREAS, **USM** as an academic institution, through the office of the University Extension Services Center, supports **BLGU Dagupan** through its competency-building program and information dissemination activities among others;

NOW THEREFORE, for and in consideration of the foregoing premises and strong commitment of the two parties for communities to advance economic well-being and quality of life, the parties hereby agree to join forces in the planning and management of an extension program and/or research activities that shall enhance the community assets and opportunities with the following provisions, to wit:

[Handwritten signatures and initials are present at the bottom of the document.]





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

SUMMARY OF PARTICIPANTS AND THEIR INVOLVEMENT

Participants	Affiliation	Nature of Involvement/Participation
1.Administration	University of Southern Mindanao	<ul style="list-style-type: none">• Ensured that the project aligned with the university's goals on community extension and capacity-building.• Reviewed and approved project proposal through the University Extension Services Office
2.Members of the Dagupan Agrarian Reform Beneficiaries-Multi-Purpose Cooperative (DARB-MPC),	Local community beneficiaries	<ul style="list-style-type: none">• Participated in Leadership Training, Team building, and Values Strengthening and Re-orientation• Capacitated on Coconut Food-Based Product Processing with training experts from Philippine Coconut Authority (PCA)Producing Coconut Based-Products with Product Demonstration• Participated on financial-related topics such as Cost Function Versus Cost Behavior, and Cost Volume Profit Analysis
3. CBDEM faculty extension implementers	College of Business, Development Economics and Management, University of Southern Mindanao	<ul style="list-style-type: none">• Ensured that the project will run accordingly, as part of CBDEM project deliverables, sustainability plan will be developed.





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

		<ul style="list-style-type: none">• Looked for possible linkages for assistance, implementation and funding of the CBDEM Extension Project.• Prepared and conducted the following:<ul style="list-style-type: none">(1) needs assessment and Focus Group Discussion;(2) set series of meeting with the Barangay Officials, partner-community, and other stakeholders to present the project;(3) set schedule for the signing of Memorandum of Agreement (MOA),(4) conduct community and socio-economic profiling;(5) data validation; and(6) set an orientation/inception meeting with CBDEM faculty extension implementers and the Barangay Officials, beneficiaries, and other stakeholders.
4. Faculty members from the Accountancy Department	Accountancy Department, University of Southern Mindanao	<ul style="list-style-type: none">• Provided training-workshop on Cost and Return Analysis of Coco-based products.• Assessed the financial-related activities of the cooperative





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

		<ul style="list-style-type: none">• Provided lectures on financial-related topics such as Cost Function Versus Cost Behavior, and Cost Volume Profit Analysis
5. Barangay Officials	Barangay Council of Dagupan	<ul style="list-style-type: none">• Organized local setup and prepared the event venue;• Contributed to the event's success by encouraging community involvement and engagement.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

C. Capacity Building, Demonstration and Enterprise Development for Maguindanaon Delicacies (CBDEM Delicacies) Project

The College of Business, Development Economics, and Management (CBDEM) of the University of Southern Mindanao (USM) successfully conducted a comprehensive training-workshop on November 21, 2024, at Barangay Compound, Cuyapon, Kabacan, Cotabato. This initiative aimed to empower the women members of the Kabacan Moro Women's Organization, Inc. (KMWOI) by equipping them with essential knowledge and skills in financial literacy, business management, food safety and good manufacturing practices, and standardized Maguindanaon delicacies development. The overarching objective of the program was to strengthen the entrepreneurial capacities of these women, many of whom are involved in small-scale food businesses, to help them qualify for government subsidies and establish sustainable, culturally rooted enterprises.

The primary beneficiaries of this initiative were the women of KMWOI, a local organization dedicated to preserving Maguindanaon heritage through traditional food production. As key players in their community's economic development, these women were identified as needing technical support and formal training to successfully grow their businesses. A significant highlight of the event was the signing of a Memorandum of Understanding (MOU) between USM and KMWOI, solidifying a long-term partnership focused on community empowerment and inclusive economic growth.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

The first part of the training was facilitated by Mr. Lorckan Dredd C. Pelarion, who focused on financial literacy and business financial management. His lecture covered essential topics such as personal and business budgeting, cash flow management, and the development of financial discipline in operating a microenterprise. He emphasized the importance of separating personal and business finances, setting financial goals, and maintaining accurate records. Mr. Pelarion also introduced simple tools and techniques for tracking income and expenses, which are crucial for making informed financial decisions. He encouraged the women to create realistic financial plans and monitor the flow of money in and out of their businesses to ensure long-term viability. Through practical examples and interactive discussions, he helped the participants better understand how to sustain and grow their small businesses through sound financial practices.

The second part was led by Miss Julhaina G. Cambang, who conducted a detailed session on basic bookkeeping. She taught participants how to record daily sales, track expenses, organize receipts and ledgers, and prepare a simple income statement. Her session emphasized the importance of accurate and consistent financial recording as a foundation for sound decision-making, transparency, and business credibility. Miss Cambang also discussed the significance of proper documentation when applying for financial support from institutions such as the local government unit.

The involvement of the CBDEM Accountancy Department was instrumental in ensuring that the training was not only educational but also practical and directly applicable to the women's daily business activities. Through this well-





Bachelor of Science in Accountancy DEPARTMENT OF ACCOUNTANCY

structured and targeted intervention, the participants gained a clearer understanding of how to manage their finances, keep organized records, and adopt responsible business practices. These skills are essential for scaling their operations and successfully accessing public funding opportunities.

In summary, the CBDEM Delicacies project demonstrated the vital role of academic institutions and their faculty in grassroots development. By combining financial education with culturally sensitive entrepreneurship training, the project empowered women to pursue business opportunities with confidence and competence. It reaffirmed the value of community-based partnerships in promoting sustainable livelihoods and preserving cultural identity.





Bachelor of Science in Accountancy
DEPARTMENT OF ACCOUNTANCY





SUMMARY OF PARTICIPANTS AND INVOLVEMENT

Participants	Affiliation	Nature of Involvement/Participation
1.Administration	University of Southern Mindanao	<ul style="list-style-type: none">• Ensured that the project aligned with the university's goals on community extension and capacity-building.• Reviewed and approved project proposal through the University Extension Services Office
2.Members of Kabacan Moro Women's Organization, Inc. (KMWOI)	Local community beneficiaries	<ul style="list-style-type: none">• Participated actively in training-workshops on financial literacy, basic bookkeeping, and business financial management;• Engaged in hands-on exercises and interactive discussions focused on personal and business budgeting, cash flow tracking, and income statement preparation;• Shared insights and business experiences during collaborative learning activities;• Took part in the formalization of the partnership between USM and KMWOI through the MOU signing ceremony; and





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

3. Faculty members from the Accountancy Department	Accountancy Department, University of Southern Mindanao	<ul style="list-style-type: none">• Designed and facilitated training modules on financial literacy, business financial management, and basic bookkeeping tailored for the beneficiaries;• Delivered lectures and conducted workshops using practical tools and real-life examples to enhance participant learning and application;• Collaborated in the overall planning, coordination, and execution of the extension activity in partnership with local stakeholders; and• Contributed to the evaluation and documentation of the training outcomes for impact assessment and future program improvement.
4. Barangay Officials and Community Volunteers	Barangay Council of Cuyapon, Kabacan, Cotabato	<ul style="list-style-type: none">• Assisted in the coordination and logistical preparations for the training-workshop, including venue setup and participant mobilization;• Facilitated communication between the organizing team and the Kabacan Moro Women's Organization, Inc. (KMWOI);• Provided on-site support during the event to ensure smooth flow of activities and participant needs were addressed;• Participated in the opening and closing ceremonies to show community support and solidarity; and• Played a key role in fostering a collaborative and inclusive environment throughout the duration of the program.





Bachelor of Science in Accountancy DEPARTMENT OF ACCOUNTANCY

Memorandum of Agreement with Barangay Local Government Unit of Kayaga

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THIS PRESENTS:

This Memorandum of Agreement is made and entered into this ____ day of ____ by and between:

The **BARANGAY LOCAL GOVERNMENT UNIT OF KAYAGA** with principal office address in Brgy Kayaga, Kabacan, North Cotabato Province, Philippines, represented herein by its Barangay Captain, **HON. AIKA M. BACANA**, and hereinafter referred as "**BLGU Kayaga**";

and

The **UNIVERSITY OF SOUTHERN MINDANAO (USM)**, a level IV state University, created and existing under and by virtue of the laws of the Republic of the Philippines, with office and postal address at Kabacan, Cotabato, herein represented by its President, **FRANCISCO GIL N. GARCIA, Ph.D.**, hereinafter referred to as "**USM**";

Jointly, the **BARANGAY LOCAL GOVERNMENT UNIT OF KAYAGA (BLGU Kayaga)** and the **UNIVERSITY OF SOUTHERN MINDANAO (USM)** hereinafter referred to as "**PARTNERS**".

WHEREAS, **BLGU Kayaga** recognizes the need of technical assistance, particularly in the field of promotion of halal food products; community organizing and capability building; enterprise development and budgeting; technology utilization; positioning; and bookkeeping and financial management within its area of responsibility;

WHEREAS, **BLGU Kayaga**, through the office of the Barangay Captain, has sought the assistance of **USM**, which has adequate resources and technical capability;

WEHEREAS, the **USM** is a government institution of higher learning with four (4) mandated functions, namely: instruction, research, extension and production;

WHEREAS, the **USM** through the University Extension Services Center and College of Business, Development Economics and Management (CBDEM) with five Departments (Accountancy, Agricultural Economics, Agribusiness, Business Administration and Development Management) has technical experts and specialists who may undertake extension activities for the benefit of the people of Mindanao;

WHEREAS, **USM** as an academic institution, through the office of the University Extension Services Office, supports **BLGU Kayaga** through its competency-building program and information dissemination activities among others;

NOW THEREFORE, for and in consideration of the foregoing premises and strong commitment of the two parties for communities to advance economic well-being and quality of life, the parties hereby agree to join forces in the planning and management of an extension program and/or research activities that shall enhance the community assets and opportunities with the following provisions, to wit:

i. The Local Government of Kayaga shall:

1. *Work collaboratively with the USM to identify, develop and support USM Extension and Research and Development projects/activities;*

1





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

Memorandum of Agreement with Local Government Unit of Kabacan

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THIS PRESENTS:

This Memorandum of Understanding is made and entered into this ____ day of ____ by and between:

The **UNIVERSITY OF SOUTHERN MINDANAO (USM)**, a level IV State University created under Republic Act No. 763, s. 1952, as amended and Presidential Decree No. 1312, s. 1978 with a principal office and postal address at Bal Mabab, Piling Avenue, Poblacion, Kabacan, Cotabato, Philippines, represented herein by its University President, **FRANCISCO GIL N. GARCIA, Ph.D.**, hereinafter referred to as "USM";

and

The **LOCAL GOVERNMENT UNIT OF KABACAN**, a local government unit duly established under the laws of the Philippines, with principal office address in Kabacan, Cotabato Province, Philippines, represented herein by its Mayor, **HON. EVANGELINE P. GUZMAN**, and hereinafter referred to as "LGU KABACAN";

Jointly, the **UNIVERSITY OF SOUTHERN MINDANAO (USM)** and the **LOCAL GOVERNMENT UNIT OF KABACAN (LGU KABACAN)** hereinafter referred to as "PARTNERS".

WHEREAS, the **USM** is a government institution of higher learning with four (4) mandated functions, namely: instruction, research, extension and production;

WHEREAS, the **USM**, through the University Extension Services Center and College of Business, Development Economics and Management (CBDEM) with five Departments (Accountancy, Agricultural Economics, Agribusiness, Business Administration, and Public Administration), has technical experts and specialists who may undertake extension activities for the benefit of the people of Mindanao;

WHEREAS, **LGU KABACAN** recognizes the need of technical assistance, particularly in the capability building activities in terms of training-workshop on financial literacy and business management; improvement of the Information, Education, and Communication Materials (IECMs); development of skills to produce standardized Maguindanso Delicacies; product demonstration; and development of a business plan specifying the aspects of marketing, technical, financial management and organization and management of Maguindanso Delicacy enterprise;

WHEREAS, **LGU KABACAN** through the Office of the Mayor, authorized to sign this agreement under Resolution No. _____, has sought the assistance of **USM** which has adequate resources and technical capability on financial literacy, business management and standardized production techniques for Maguindanso delicacies;

WHEREAS, **USM**, as an academic institution, through the University Extension Services Office, supports **LGU Kabacan** through its competency-building program and information dissemination activities among others;

NOW THEREFORE, for and in consideration of the foregoing premises and strong commitment of the two parties for communities to advance economic well-being and quality of life, the parties hereby agree to join forces in the planning and management of an extension program and/or research activities that shall enhance the community assets and opportunities with the following provisions, to wit:

Section 1. Scope of Work/Description of the Project

The parties hereby undertake the implementation of the Extension Project with the title "**CBDEM - Delicacies: Capacity Building, Demonstration and Enterprise Development of Maguindanso Delicacies in Brgy. Cuyapon, Kabacan, Cotabato.**"

USM by: FRANCISCO GIL N. GARCIA, PhD
USC President IV

LGU-Kabacan by: HON. EVANGELINE P. GUZMAN
Kabacan Mayor

Witness: GLYN D. MAGSANJA, PhD
Director, Extension Services Office

Witness: HON. BENJ. GUZMAN
Municipal Administrator of Kabacan

Witness: ANALYN A. GONZALES
Extension Coordinator & Component Leader, CBDEM

Witness: ROY E. GACUS
Project Leader, CBDEM





C.I-CARES: Islamic Relief's COVID-19 Adaptation and Recovery through Economic and Social Protection and Support Project

As part of the I-CARES initiative's commitment to building sustainable livelihoods among vulnerable communities in Midsayap, Cotabato, a Financial Management System Training was conducted on November 16, 2022 at Elai's Resort and Hotel in Kidapawan City. This critical training aimed to strengthen the financial literacy and recordkeeping capacity of I-CARES beneficiaries, equipping them with practical skills essential for managing their cash grants and livestock-based enterprises.

Spearheaded by the faculty of the Accountancy Department of the College of Business, Development Economics and Management (CBDEM) of the University of Southern Mindanao, the training was facilitated by Prof. Sandra Angela A. Bangcay, Dr. Jay-R G. Vildac, and Prof. Shereen Mae Villaruz. These experts provided hands-on learning sessions focused on basic accounting principles, budgeting, cash flow management, and simple bookkeeping techniques tailored to the needs and capacities of grassroots entrepreneurs.





Bachelor of Science in Accountancy DEPARTMENT OF ACCOUNTANCY

The training engaged 150 participants, composed of 100 cattle rightsholders and 50 women cash grant rightsholders, many of whom had little to no prior exposure to formal financial systems. By the end of the session, the participants reported improved understanding of how to track income and expenses, prepare financial records, and plan for the sustainability of their respective livelihood activities.

This intervention not only reinforced the project's financial inclusion objectives but also laid the groundwork for the effective implementation and monitoring of the social enterprises later launched in the partner barangays.







Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

MOA with Islamic Relief Worldwide – Philippines (IRW-PH)

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (MOA) is entered into by and between:

The **ISLAMIC RELIEF WORLDWIDE - PHILIPPINES (IRW-PH)**, a faith inspired international humanitarian and development organization with a country office at 009 Rosales Street, Rosary Heights 6, Cotabato City 9600, Philippines, represented herein by its Interim Country Director, **YOUSUF KASJUE**, herein referred to as "**FIRST PARTY**"

---and---

The **UNIVERSITY OF SOUTHERN MINDANAO**, a level IV State University, created and operating under the laws of the Republic of the Philippines, with principal office address in USM Avenue, Kibacan, Cotabato, represented herein by its President, **FRANCISCO GIL N. GARCIA, PhD**, herein referred to as "**SECOND PARTY**"

WITNESSETH: That –



WHEREAS, both parties are committed to recognizing the complementary nature of the programs of Islamic Relief Worldwide – Philippines and the University of Southern Mindanao to define the roles, responsibilities and procedures for collaboration and cooperation and terms of engagement between Islamic Relief Worldwide – Philippines and the University of Southern Mindanao for humanitarian and development projects intervention in Region XII and Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), Philippines.



NOW THEREFORE, for and in consideration of the foregoing premises and strong commitment of the partners under the following terms and conditions with the following provisions, to wit:

I. ROLES AND RESPONSIBILITIES

The Islamic Relief Worldwide – Philippines shall:



- Lead in the conduct of social preparation and mobilization activities in targeted communities or project areas.
- Lead in the coordination of BLCU/MLGU/PLGU and other organizations on the ground.
- Organize and support the assessments and evaluations of the project.
- Provide logistical arrangements i.e., transportation, accommodation, travel and fieldwork support, venue, meals and materials for capacity building activities and other necessary needs of the personnel of the Second Party who will be tapped in the projects.
- Lead, support and assist in the development and production of knowledge products.
- Implement, supervise, monitor, and assess the progress of the project.
- Conduct a series of meetings with partners for the updates and status of the project implementation.
- Share data, reports, and information with partners on the identified areas of the project implementation.
- Provide technical inputs for the partner project implementation and sustainability.
- Follow the IRW - PH's processes and procedures in the implementation of this cooperation engagement; and
- Support the finalization of project reports.

YOUSUF KASJUE
Interim Country Director

FRANCISCO GIL N. GARCIA, PhD
President

The University of Southern Mindanao (USM):

The University of Southern Mindanao (USM) shall be working with the Islamic Relief team members and project rightsholders and provide technical support in the implementation of its development and humanitarian projects through the following engagements, to wit:

The College of Agriculture (CA) shall:

- Provide resource persons/experts and other forms of assistance for the conduct of research and various technical training related to agriculture, fishery, poultry, and livestock production.
- Support the yearly seasonal programmes (Ramadhan and Qurbani) of the First Party by providing technical guidance.

The College of Business, Development Economics and Management (CBDEM) shall:

- Provide resource persons and consultants for the conduct of market study, training, and seminars on the following topics:
 - Enterprise development
 - Financial literacy and management
 - Business continuity and recovery plan; and
- Assist in the organizational development & business enterprise coaching and mentoring of the seed capital/social enterprise rightsholders.

College of Arts and Social Sciences (CASS) shall:

- Provide resource persons and consultants in the development of knowledge products; and
- Assist in the media advocacy work and promotion of project materials.
- Provide resource persons/experts and other forms of assistance for the conduct of research and various technical training related to conflict transformation.

College of Medicine and Allied Health Sciences (CMAHS) shall:

- Provide resource persons/experts and other forms of assistance for the conduct of research and various technical training related to health, hygiene, and sanitation.

College of Engineering and Information Technology (CEIT) shall:

- Provide resource persons/experts and other forms of assistance for the conduct of research and various technical training related to natural resource management & climate change adaptation.

College of Science and Mathematics (CSM) shall:



- Provide resource persons/experts and other forms of assistance for the conduct of research and various technical training related to natural resource management & biodiversity conservation.



Office of the Students Affairs (OSA) shall:

- Provide resource persons in capacity/capability building activities for children, youth, and women.

Gender and Development (GAD) shall:



- Conduct research and assist in the implementation of GAD-related activities of the project.

YOUSUF KASJUE
Interim Country Director

FRANCISCO GIL N. GARCIA, PhD
President

Extension Services Office (ESO) shall:

- Provide resource persons/technical experts from other Colleges not mentioned above if needed in the implementation of research and extension activities.

II. OWNERSHIP OF INTELLECTUAL PROPERTY

The **FIRST PARTY** and **SECOND PARTY** hereby agree and understand that intellectual property rights, ownership and enjoyment thereof arising from this project shall be governed by the applicable provisions of **RA 8293 as amended by RA 10372 (An Act Prescribing the Intellectual Property Code and Establishing the Intellectual Property Office, Providing for Its Powers and Functions, and for Other Purposes)** including its Implementing Rules and Regulations, as well as existing and future policies of the **FIRST PARTY** on Intellectual Property Rights such as but not limited to the following:



- The title rights, copyrights and all other rights in any materials produced under the provisions of this Agreement shall be vested exclusively in the **FIRST PARTY**; provided that:
 - Any publication arising from the activities undertaken by virtue of and pursuant to this MOA shall clearly establish and identify the **FIRST PARTY** as the source of the grant and the **SECOND PARTY** as the source of the output.
 - All reports arising from activities undertaken by virtue of and pursuant to this MOA shall be made in the name of the Parties, specifically identifying the **FIRST PARTY** as the source of the grant and the **SECOND PARTY** as the source of the output. The names of the Program Leaders/Project Leaders shall be identified, recognized, and included in the reports.
- All documentation involved in this activity will be copyright-protected and cannot be shared with other entities without prior approval from the **FIRST PARTY**.
- The **FIRST PARTY** as Program Leaders/Project Leaders shall have the right to freely use all data and findings by virtue of and pursuant to this agreement for any of the purposes. The **SECOND PARTY** shall not communicate to any person, government, or any other body external to the **FIRST PARTY** any unpublished information made known to it by reason of or through this MOA or association with the **FIRST PARTY**, except as required pursuant to this MOA or upon written authorization from the **FIRST PARTY**.



The **SECOND PARTY** shall not publicize or advertise his association with the **FIRST PARTY** under this Agreement, nor shall the name, emblem, or official seal of IRW be used for business and professional purposes or otherwise without the prior written approval of the **FIRST PARTY**. This provision shall survive even upon the expiration or termination of this MOA.

- The **SECOND PARTY** shall ensure that the project and its outcome would not violate the intellectual property rights of any other party.

III. ETHICAL CONDUCT OF RESEARCH AND EXTENSION ACTIVITIES

The **FIRST PARTY** has the responsibility of ensuring that the conduct of the activities is in accordance with ethical standards especially those affecting vulnerable and marginalized sectors and communities.

YOUSUF KASJUE
Interim Country Director



FRANCISCO GIL N. GARCIA, PhD
President





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY



IV. DATA PRIVACY

The collection, processing, and use of any personal information in relation to this agreement shall be undertaken in accordance with RA 10173 (*Data Privacy Act of 2012*), its Implementing Rules and Regulations, and issuances of the National Privacy Commission. The Parties shall enter into a separate Data Sharing Agreement as may be necessary to implement this requirement.

V. TERMINATION AGREEMENT OR NOTICE

Any party may issue a notice of intent to terminate the grant agreement for justifiable cause subject to the approval of all parties concerned.

VI. SEPARABILITY CLAUSE

In the event that one or more provisions contained herein shall be held invalid, illegal or unenforceable in any respect and for any reason, the remaining provisions shall remain valid, legal and enforceable.

VII. DOCUMENTS COMPRISING THIS AGREEMENT


All appendices hereto attached are hereby expressly made an integral part of this agreement by reference, excluding inconsistencies with any/ all parts, terms, and conditions contained in this Memorandum of Agreement.

VIII. EFFECTIVITY OF THE AGREEMENT

The agreement shall take effect after all the parties shall have affixed their signatures and shall remain in force and effect unless terminated or amended upon mutual consent among all parties.


IN WITNESS WHEREOF, the parties hereunto have affixed their respective signatures this _____ day of _____, 20____, at _____, Philippines.

IRW-PH
First Party

By: 


YOUSUF KASUJEE
Interim Country Director


USM - Kabacan
Second Party


By: 


FRANCISCO GIL N. GARCIA, PhD
SUC President IV



SIGNED IN THE PRESENCE OF:


RONALD D. CABALQUINTO, MS
Area Programme Manager, IRW-PH


MA. TEODORA N. CABASAN, PhD
Vice President, Research, Development and Extension


ZAYNAB A. AMPATUAN-ORDONA
Project Officer, IRW-PH


MARY JOY S. CANDLAS, PhD
Director, Extension Services Office



REPUBLIC OF THE PHILIPPINES)
CITY OF COTABATO.....
X-----X

ACKNOWLEDGMENT

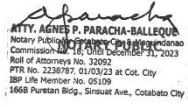
BEFORE ME, this AUG 01 2023 in the City of Cotabato, Philippines, personally appeared the parties and all known to me and to me known to be the same persons who executed the foregoing Memorandum of Agreement, exhibited to me their competent evidence of identity as follows, and acknowledged to me that the same are their free and voluntary acts and deeds of the entities they represent.


Name	Evidence of Identity	Issued On/Valid Until
YOUSUF KASUJEE		
FRANCISCO GIL N. GARCIA, PhD	Passport No.: P2691644B	01 AUG 2019/ 31 JUL 2029

This document consists of three (3) pages including the page in which the acknowledgment is being written.

WITNESS MY HAND AND NOTARIAL SEAL.

Doc. No. 93;
Page No. 19;
Book No. 16;
Series of 2023


ATTY. AGNES P. PARACHA-BALLEZA
Notary Public for the Philippines
Commission No. 32002
PTR No. 2238787, 01/03/23 at Cot. City
SIP Life Member No. 05109
1668 Purnean Bldg., Sinsuat Ave., Cotabato City







SUMMARY OF PARTICIPANTS AND THEIR INVOLVEMENT

Participants	Affiliation	Nature of Involvement/Participation
1.Administration	University of Southern Mindanao	<ul style="list-style-type: none">• Ensured that the project aligned with the university's goals on community extension and capacity-building.• Reviewed and approved project proposal through the University Extension Services Office
3.Faculty members from the Accountancy Department	Accountancy Department, University of Southern Mindanao	<ul style="list-style-type: none">• Designed and facilitated training modules on financial literacy, business financial management, and basic bookkeeping tailored for beneficiaries• Delivered lectures and conducted workshops using practical tools and real-life examples to enhance participant learning and application;• Collaborated in the overall planning, coordination, and execution of the extension activity in partnership with local stakeholders; and





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

		<ul style="list-style-type: none">Contributed to the evaluation and documentation of the training outcomes for impact assessment and future program improvement.
4. Beneficiaries		<ul style="list-style-type: none">Coordinated local arrangements and venue preparation;Assisted in mobilizing children and ensuring their safety during the event; andSupported the event by fostering community participation and engagement.





D. Project Patnubay

Project Pagtubay, launched by the Accountancy Department and the Junior Philippine Institute of Accountants (JPIA) on April 27, 2024, at Brgy. Aringay, Kabacan, Cotabato, was a remarkable initiative designed to guide young minds toward a brighter future. Named after a Filipino term for guidance, this project seeks to create opportunities for children to explore, discover, and nurture their talents and aspirations. It goes beyond traditional community outreach, serving as a bridge between dreams and reality.

The heart of Project Pagtubay lies in its commitment to education and personal development. By partnering with faculty and society members, JPIA-USM creates a supportive environment where children can thrive. One of the activities of this project is to provide children with the school supplies and resources they need to succeed.

Project Patnubay also aims to instill the value of budgeting and saving at an early age. The highlight of the event was a fun and educational coloring activity where the children learned to classify needs and wants, helping them understand the difference between essential and non-essential expenses. Teaching financial literacy to children at a young age is crucial, as it lays the foundation for responsible money management, fosters self-discipline, and equips them with lifelong skills that can lead to financial independence and stability in the future. The impact of Project Pagtubay is evident in the enthusiasm and energy of the children who participated.





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Project Pagtubay aspires to become a recurring outreach program that continues to touch lives in various barangays, reaching more children and fostering a culture of mentorship and growth. It stands as a testament to Accountancy Department's and JPIA-USM's unwavering dedication to social responsibility and its mission to make meaningful contributions beyond the university.





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DEPARTMENT OF ACCOUNTANCY





SUMMARY OF PARTICIPANTS AND THEIR INVOLVEMENT

Participants	Affiliation	Nature of Involvement/Participation
1.Children of Brgy. Aringay, Kabacan, Cotabato	Local community beneficiaries	<ul style="list-style-type: none">• Participated in workshops, educational games, and interactive learning activities;• Engaged in values formation and personal development sessions; and• Received school supplies, learning kits, and tokens of appreciation.
2.JPIA-USM Officers and Members	Junior Philippine Institute of Accountants – University of Southern Mindanao Chapter	<ul style="list-style-type: none">• Organized and facilitated the overall outreach program;• Led interactive sessions and group activities for the children;• Distributed supplies and provided mentorship throughout the event; and• Documented the event for reporting and advocacy purposes.
3.Faculty members from the Accountancy Department	Accountancy Department, University of Southern Mindanao	<ul style="list-style-type: none">• Provided support in planning and logistics;• Supervised the activities and ensured alignment with educational goals; and





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		<ul style="list-style-type: none">• Acted as mentors and role models to the children and JPIA members.
4. Barangay Officials and Community Volunteers	Barangay Council of Aringay	<ul style="list-style-type: none">• Coordinated local arrangements and venue preparation;• Assisted in mobilizing children and ensuring their safety during the event; and• Supported the event by fostering community participation and engagement.





E.4Ks — Kandili at Kaagapay ng mga Kabataan sa Kapaskuhan

In line with our advocacy to extend the spirit of community service beyond the walls of our university, the Accountancy Department and the Junior Philippine Institute of Accountants - USM Chapter successfully conducted an outreach program titled "4Ks – Kandili at Kaagapay ng mga Kabataan sa Kapaskuhan" at Sitio Banayal, Tulunan. This initiative aimed to bring joy, warmth, and a sense of belonging to 40 Blaan and Manobo children residing in the area.

The name "4Ks" embodies our mission to be a light (Kandili) and support (Kaagapay) to the Kabataan (youth), especially during the Kapaskuhan (Christmas season), a time meant for love, hope, and unity.

Held on December 17, 2024, in Banayal, Tulunan, the 4Ks Outreach Program was organized as part of the Accountancy Department and JPIA's unwavering commitment to service that transcends academic and non-academic pursuits. The event brought holiday joy and compassion to 40 Blaan and Manobo children, delivering not only gifts and meals but also an unforgettable experience of warmth and inclusion. The program provided school supplies, toys, and food packages – a small but heartfelt gesture to ease the burdens many of these children face. More than just a day of giving, it was a day of connection, storytelling, laughter, and learning.





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This project was made possible through the collective efforts of JPIA members, faculty members officers, sponsors, and donors, whose shared dedication brought the vision to life. Special recognition goes to the SK Banayal, led by Chairman Arnold Abejon, for their vital role in coordinating and facilitating the event on-site.

Project 4Ks successfully brought joy and hope to 40 Blaan and Manobo children through meaningful acts of service and compassion. The distribution of educational supplies, toys, meals, and basic financial lessons left a lasting impact on the young beneficiaries, fostering a sense of inclusion and care. JPIA members deepened their commitment to social responsibility, strengthening teamwork and empathy through hands-on community engagement. The event also reinforced the organization's broader mission of serving beyond the classroom, proving that small acts of kindness can create significant change.





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DEPARTMENT OF ACCOUNTANCY





SUMMARY OF PARTICIPANTS AND THEIR INVOLVEMENT

Participants	Affiliation	Nature of Involvement/Participation
1. Blaan and Manobo Children	Beneficiaries	<ul style="list-style-type: none">• Primary beneficiaries of the outreach program.• Received school supplies, toys, food packages, and participated in fun and educational activities.• Engaged in storytelling, games, and bonding activities with volunteers.
2. JPIA-USM Officers and Members	Junior Philippine Institute of Accountants – USM Chapter	<ul style="list-style-type: none">• Organized and facilitated the entire outreach program.• Distributed gifts and food items.• Led storytelling and educational activities.• Created a safe and inclusive environment for cultural interaction and joyful connection.
3. Faculty Members	Accountancy Department, University of Southern Mindanao	<ul style="list-style-type: none">• Mentored and supported student volunteers.• Assisted in the planning and documentation of the project.• Promoted values of service and compassion among participants.
4. SK Banayal Officials	Sangguniang Kabataan of Sitio Banayal	<ul style="list-style-type: none">• Provided on-site coordination and logistical support.• Assisted in organizing the venue and ensuring smooth program flow.





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		<ul style="list-style-type: none">• Acted as local liaisons between JPIA and the community.
5.Sponsors and Donors	Various individuals and organizations	<ul style="list-style-type: none">• Contributed financial and material resources used for gift packs, food, toys, and school supplies.• Empowered the outreach program through their generosity and shared vision.





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F. Project Esperanza

Project Esperanza, organized by the Accountancy Department and the Junior Philippine Institute of Accountants – USM Chapter in collaboration with the College of Business, Development Economics, and Management – Local Student Government (CBDEM-LSG), was held at Kalinaw-Casa Misericordia Foundation on April 4, 2025. This heartfelt outreach initiative aimed to bring warmth, joy, and emotional support to nine elderly residents through sincere gestures and meaningful encounters. True to its name—Esperanza, meaning “hope”—the project offered a comforting reminder of the enduring power of empathy, human connection, and compassionate service.

The program commenced with a warm reception and orientation facilitated by the faculty and students. Volunteers handed out gift packs containing essential items and daily necessities to address the beneficiaries’ practical needs. However, the true heart of the project lay beyond material aid—volunteers spent quality time engaging with the elderly through conversations, laughter, and stories that built genuine connections. The initiative emphasized presence over presents, cultivating bonds that nurtured emotional well-being and a sense of belonging.

Project Esperanza successfully made the elderly residents feel acknowledged, valued, and deeply cared for. It also strengthened organizational ties between JPIA students and CBDEM-LSG leaders and deepened the participating students’ commitment to serving with compassion and empathy. The initiative highlighted that even simple acts of kindness can leave a lasting impact and affirmed that meaningful service begins with a sincere and human connection.





Bachelor of Science in Accountancy
DEPARTMENT OF ACCOUNTANCY





SUMMARY OF PARTICIPANTS AND THEIR INVOLVEMENT

Participants	Affiliation	Nature of Involvement/Participation
Elderly Residents of Kalinaw-Casa Misericordia Foundation	Beneficiaries	<ul style="list-style-type: none">• Received thoughtfully prepared gift packs containing daily essentials.• Engaged in heartfelt conversations and shared personal stories with volunteers.• Experienced emotional comfort, companionship, and a renewed sense of belonging.
JPIA-USM Officers and Members	Junior Philippine Institute of Accountants – University of Southern Mindanao Chapter	<ul style="list-style-type: none">• Organized and facilitated the outreach program.• Distributed essential goods to the beneficiaries.• Interacted with elderly residents through storytelling and conversation.• Documented the event for reporting and advocacy purposes.
Faculty members from the Accountancy Department		<ul style="list-style-type: none">• Collaborated in planning and coordination.• Participated in volunteer engagement with the elderly.• Acted as mentors to student volunteers during the outreach.





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DEPARTMENT OF ACCOUNTANCY

Foundation Staff	Kalinaw-Casa Misericordia Foundation	<ul style="list-style-type: none">• Provided orientation and background about the residents.• Coordinated program flow and ensured activity alignment.• Facilitated interaction between volunteers and beneficiaries throughout the event.
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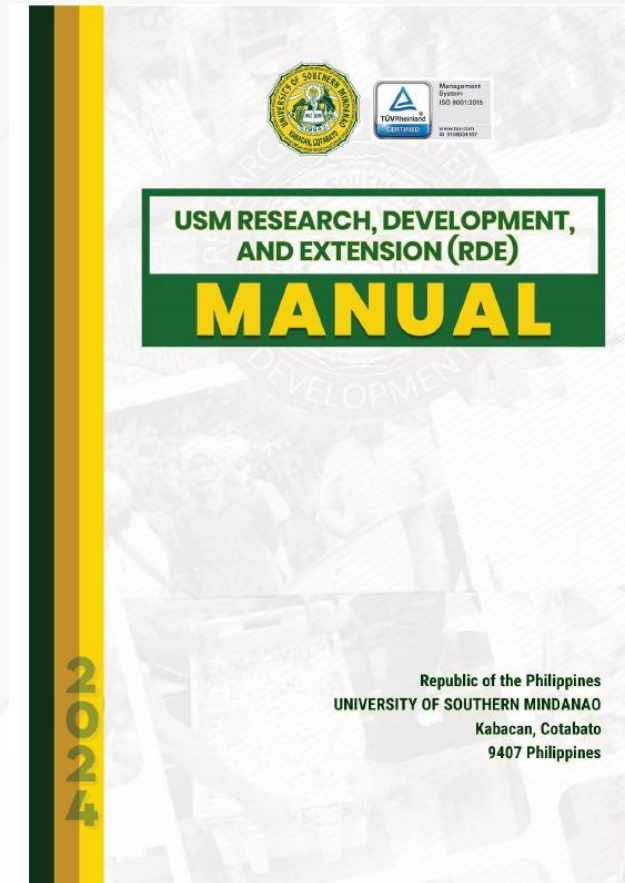


D. SYSTEMATIC AND EFFECTIVE PROCEDURES

I. The Research, Development, and Extension Manual (RDE Manual)

The USM Research, Development and Extension (RDE) Manual 2024, as revised and approved by the USM Board of Regents, serves as concrete evidence that the University of Southern Mindanao has instituted systematic, effective procedures for its extension function. This manual documents an organized and comprehensive framework for guiding the planning, implementation, monitoring, and evaluation of research, development, and extension activities, thereby institutionalizing good practices and standards across all units of the university.

At the University of Southern Mindanao (USM), extension is more than a peripheral activity—it is a core function that brings the university's knowledge, innovation, and technologies directly to its stakeholders, particularly communities in need. The RDE Manual 2024, revised and validated through Board of Regents Resolutions Nos. 106 and 119, provides the structural and procedural foundation to ensure that extension





Bachelor of Science in Accountancy DEPARTMENT OF ACCOUNTANCY

services are not only operationalized systematically but are also aligned with national development priorities and the UN Sustainable Development Goals.

The manual includes institutional vision, mission, and goals that integrate research, development, and extension into a cohesive strategy. It sets out clear operational mechanisms, such as the role of the Extension Services Office (ESO), the qualification and duties of Extension Coordinators at the college and department levels, and the procedures for Community Engagement Projects (CEPs). These include proposal development, duplication checks, approvals, and integration into broader RDE planning, ensuring relevance, impact, and accountability.

A key feature of the manual is its extensive procedural flow—every extension initiative follows defined steps, from conceptualization and proposal endorsement through to monitoring, evaluation, and dissemination of outcomes. The flowcharts and timelines provided in the manual standardize practices, fostering consistency and transparency across units. Furthermore, by requiring that all projects undergo quarterly reporting, peer evaluation

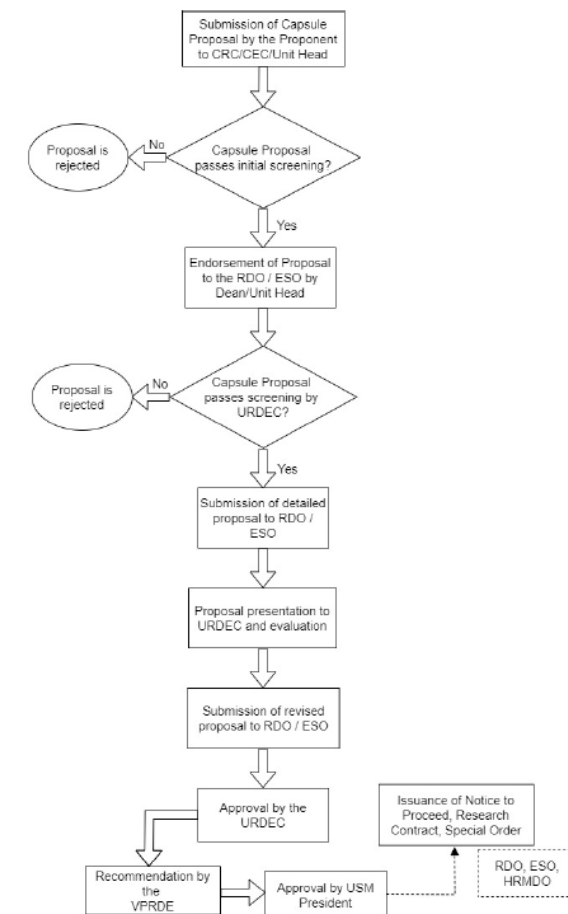


Figure 2. Flow of the RDE proposal processing for internal funding





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during in-house reviews, and final documentation (e.g., terminal reports, publishable outputs), the manual creates a feedback-driven ecosystem that promotes continual improvement and accountability.

Moreover, the manual outlines ethical considerations and mandates compliance with the Research Ethics Committee (REC), the Institutional Animal Care and Use Committee (IACUC), and the Institutional Bio-risk Committee (IBC). This integration reinforces the university's commitment to humane, responsible, and inclusive practices, particularly in extension projects involving communities and vulnerable populations.

The RDE Manual also details how extension outputs are indexed, documented, and shared through platforms like the RDEIS (Research, Development and Extension Information System). This ensures not only the accessibility of information but also helps track utilization and impact, crucial for both institutional reporting and public accountability.


The USM RDE Manual 2024 is not simply a set of guidelines—it is a robust institutional mechanism that operationalizes and demonstrates the systematic, effective procedures of the university's extension function. By ensuring that every phase—from planning to reporting—is governed by standardized processes and ethical oversight, the manual serves as both a tool and a testament to the university's commitment to impactful, responsive, and sustainable extension services.






Bachelor of Science in Accountancy
DEPARTMENT OF ACCOUNTANCY

(b) Quarterly Report and Monitoring Form for Extension



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Philippines



Management System
ISO 9001:2015
www.usm.edu.ph

QUARTERLY MONITORING AND EVALUATION REPORT

Project Title:

Period Covered:

☐ 1st Quarter
☐ 2nd Quarter
☐ 3rd Quarter
☐ 4th Quarter

Proponent(s):

Fund Source:

☐ Local
☐ External

Activities <i>Based on the Work Plan Schedule</i>	Outputs	Accomplishments		Problems Encountered <i>(if any)</i>	Action Taken	Fund Utilization (%)	Remarks by Evaluator
		Target (%) <i>Based on the Milestone in the Workplan</i>	Actual (%)				
9% Completion (Cumulative) from the previous quarter: _____%							

Prepared by:

Noted by:

Evaluated by:

Concurred by:

Project Leader

College Extension Coordinator

Director, Extension Services Office

Vice President for Research, Development and Extension

USM-EXT-F07-Rev.4.2024.03.27

(b) Terminal Report Template for Extension


PROJECT TITLE

Project Leader
Component Leaders

Funded by:

TERMINAL REPORT

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato



Month Year

USM-EXT-F05-Rev.4.2024.03.27





II. ISO Procedures Related to Extension Services

In addition to its comprehensive policy framework, the USM Research, Development and Extension (RDE) Manual 2024 explicitly integrates ISO-aligned procedures and standardized forms for the Extension Services Office (ESO). This inclusion strengthens the systematic and effective implementation of extension activities and projects across the university.

The Extension Services Office operates under ISO-registered processes, which are clearly reflected in the manual's prescribed workflows, checklists, and documentation templates. These include standardized forms for proposal development, quarterly monitoring (Appendix 1), terminal reporting (Appendix 2), narrative reports (Appendix 7), and publishable outputs (Appendix 3). These ISO-consistent tools ensure that all extension activities follow uniform quality assurance procedures, from conceptualization to implementation and evaluation.

Each project is required to use these prescribed forms and undergo structured steps—such as proposal vetting, approval by appropriate committees, monitoring by the Monitoring and Evaluation Team (MET), and final assessment through in-house reviews. These procedures ensure that extension initiatives are not ad hoc, but are executed in an organized, traceable, and results-oriented manner. The forms and protocols also provide audit trails and documentation that are vital for continuous quality improvement and external verification.





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Moreover, the ESO's adherence to ISO processes supports data integrity, resource accountability, and stakeholder transparency. With these protocols, all activities and accomplishments can be systematically documented, validated, and reported. This enhances institutional readiness for external audits and performance assessments—whether by funding agencies, accrediting bodies, or government oversight institutions.

The integration of ISO-registered procedures into the *RDE Manual 2024* contributes significantly to the effectiveness of USM's extension function by:

- Standardizing project workflows and documentation, thereby reducing errors and duplication;
- Ensuring compliance with institutional, national, and international quality standards;
- Providing clear accountability mechanisms for project implementation and fund utilization;
- Facilitating performance tracking through built-in reporting and evaluation templates;
- Enhancing professionalization of extension services by aligning with global best practices.

In sum, the registration of ISO procedures and their codification in the RDE Manual affirm the University of Southern Mindanao's commitment to delivering extension services that are high-quality, responsive, and sustainable. This alignment not only streamlines operations but also upholds the university's credibility as a leading institution for community engagement and development.





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

UNIVERSITY OF SOUTHERN MINDANAO					
COMMUNITY ENGAGEMENT PROCEDURE					
Document No.		USM-EXT-001-Rev.3:2021.01.26		Rev. No.	3
				Page 1 of 4	
EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
January 26, 2021	3	Partial	Removed unused forms, added new formats. Subheadings	2,3,4	Ardniel A. Baladjay, Extension Director Janice M. Bangoy, TS II
December 3, 2019	2	Partial	Removed unused forms, added new formats and revised form numbers	3	Ardniel A. Baladjay, Extension Director Janice M Bangoy, TS II
February 15, 2018	1	Partial	Revised form numbers, headings, subheadings and document number formats	ALL	Ardniel A. Baladjay, Extension Director
July 04, 2016			Newly established in accordance to the Quality Management System requirements		Janice M. Bangoy, TS II

Prepared by:	Reviewed by:	Approved by:	DCC USE ONLY DOCUMENT CONTROL INDICATOR			
 ARDNIEL A. BALADJAY, PhD Director for Extension JANICE M. BANGOY, TS II Name and Signature	 ANITA C. SORNITO, EdD Name and Signature	 LAWRENCE ANTHONY U. DOLLENTE, PhD Name and Signature	 MASTER	 2021.01.26	 COPY	 2021.01.26





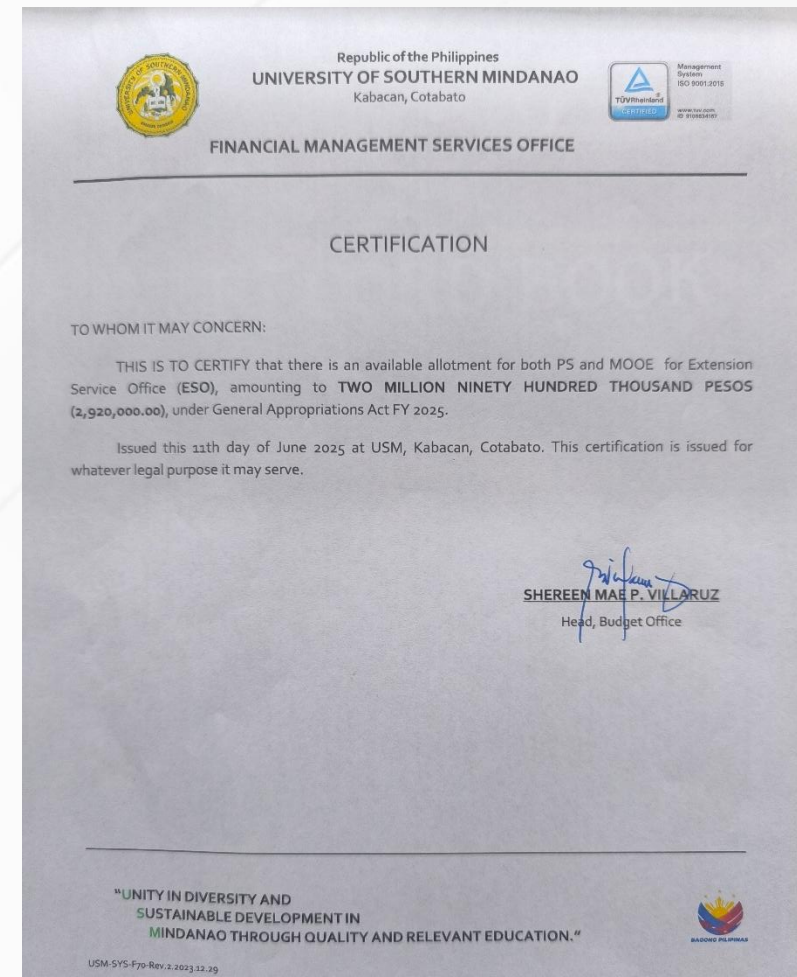
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D. REASONABLE BUDGET

With the official inclusion of extension in the University's organizational structure, funding has been included in the annual national budget allocation. Funding support of approved extension programs will either come from the University allocation or from external institutions tapped by the proponent. For college-based approved extension proposals, each college shall have an allocation for its Extension activities.

. The college-based approved extension proposals received funding support either come from the University allocation or from external institutions tapped by the proponent.

Improve narrative for this





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DEPARTMENT OF ACCOUNTANCY

List of Extension Projects with Fund from RDE Fund 01

University of Southern Mindanao 2025 LIST OF APPROVED BUDGET FOR EXTENSION PROJECTS						
Funded by: RDE Fund-01						
No.	Project Title	Project Leader & Component Leader	Approved Budget	College/Unit	Fund	
1	"Collaborative Networking and Engagement for Community Transformation (CONNECT)"	MS. RITCHIE O. TORRES PROF. JOVELYN F. GESULGA PROF. GLYN G. MAGBANUA PROF. MARY JOY S. CAÑOLAS PROF. DEBBIE MARIE B. VERZOSA PROF. ALLAN A. FACURIB PROF. AVIGALE S. ROY	Php 400,000.00	ISO	101	400,000.00
2	"Student Registration Management and Library Services for Carmen Senior High School: System Deployment and Resource Enhancement"	PROF. ASSENTE GALAOGAN PROF. NOR-AINE CORPUZ PROF. ELIZABETH GENOTIVA PROF. RYAN GONZAGA	Php 50,000.00	CEIT	101	50,000.00
3	"BIO-NIHAN PARA SA KALIKASAN: Sustainable Initiatives for Biodiversity Conservation Phase II"	PROF. CHERIE CANO MANGAANG PROF. FLORENCE ROY P. SALVANA PROF. MARIA ELENA N. TANAGE PROF. ELMA G. SEPULAGIO	Php 60,000.00	CSM	101	60,000.00
4	"PLANT TO LEARN: Establishment of Vegetable, Herbs, Spices and Medicinal Plants; and Forage Garden at Nangan High School"	PROF. MONURAL SUMMEL PROF. MARICAL JAMIE J. MUTULANI PROF. MARY ANN B. RAMA	Php 50,000.00	CA	101	50,000.00
5	"UNIK 2025: The Kasunayan Program"	PROF. GLYN G. MAGBANUA PROF. VINUS P. JARA PROF. ANALYN A. GONZALES PROF. ELLEN JOY M. FARALA PROF. ANAMARIEB. UYANGURIN PROF. JOVELYN F. GESULGA PROF. MA. KATROSSA GARCIA PROF. AGRIPIANO N. AGULO JR. PROF. CHERIE CANO MANGAANG PROF. APPLE R. URETA PROF. JAY R. VALDAS PROF. JOAN P. SADORAL PROF. GEOFFRAY R. ATOK PROF. DEBBIE MARIE B. VERZOSA MS. RITCHIE O. TORRES PROF. AVIGALE S. ROY	Php 360,000.00	ISO	101	360,000.00

6	"CBDEM - Delicacies: Capacity Building, Demonstration and Enterprise Development of Maguindanao Delicacies"	PROF. ANALYN A. GONZALES PROF. SOFIA MOLAO DR. IRVING T. FAJARITO JR. PROF. APRIL GERALDINE M. QUINONERO PROF. ROY B. GACUS	Php 60,000.00	CBDEM	101	60,000.00
7	"Strengthening Barangay High Schools: Validating and Implementing Representation Approach-Based Learning Materials for Independent Study of Mathematics in Remote Schools"	PROF. LORENCE C. TANDOG PROF. LEONARD M. PALETA PROF. DEBBIE MARIE B. VERZOSA PROF. PHILIP LESTER BENJAMIN PROF. JUPITER G. PILONGO	Php 60,000.00	CS	101	60,000.00
8	Livelihood Enhancement for the Vulnerable communities to Elevate Lives and Unlock Potentials (LEVEL UP) Phase I: The case of communities in Ligawasan Marsh, Cotabato Province	PROF. ROMEL JOHN P. BASAN	Php 50,000.00	CBDEM	101	50,000.00
9	Community Action and Rural Bonding Services (CARBons) Project: Advancing Sustainable Livelihood Through VCO and VCO-based Product	PROF. MARVIC B. CANDARI PROF. GLYN G. MAGBANUA PROF. ANALYN A. GONZALES PROF. ELLEN JOY M. FARALA	Php 70,000.00	CSM	101	70,000.00





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

E. PROVISION OF MATERIALS AND OTHER RESOURCES

The university Extension Services Office (ESO) is located on the Research and Extension Building. Situated inside the University of Southern Mindanao. The university extension office is managed by extension personnel assigned on specific duties and responsibilities, headed by the University Extension Director.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

The college of Business Development Economics and Management also created a workforce for extension purposes. The college workforce is headed by the College Extension Coordinator, in the person of Prof. Analyn Gonzales. Under prof. Gonzales are the Department Extension Coordinators. In the case of Accountancy Department, Prof. Allen Shane Cabañog is the designated extension coordinator starting January 20, 2025, replacing the previous extension coordinator, Prof. Jay-R G. Vildac. The college also provided an office for the College Extension Coordinator.

Besides the budget allocated for each project's supplies and materials, the extension office is using the University's, college's, and department's property, plant and equipment in the conduct of its projects.





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY



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Extension



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DEPARTMENT OF ACCOUNTANCY



USM Vehicles being used in the delivery of extension programs.





F. PARTICIPATION OF SIGNIFICANT NUMBER OF FACULTY / STAFF / STUDENTS / COMMUNITIES IN MAJOR PROJECTS / ACTIVITIES

The integration of faculty, staff, students, and community stakeholders in major extension projects and activities illustrates a strong commitment to inclusive development and community empowerment. The document highlights various initiatives from 2023 to 2025, where academic personnel and student volunteers actively participated in capacity-building programs, educational seminars, and socio-economic interventions. These engagements not only extended institutional support to the broader community but also created real-world learning experiences for participants, particularly students, who took on roles as facilitators, resource speakers, and coordinators.

A key project, the "KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment," was implemented over multiple phases, involving activities such as meetings with partner organizations, bookkeeping seminars, material preparation, and on-ground coaching. Faculty members like Sandra Angela A. Bangcaya and Jay-R G. Vildac, along with students, provided continuous support, demonstrating the project's sustainability and impact. Similarly, programs such as Project Patnubay, CBDEM Delicacies, and community outreach initiatives like 4Ks and Project Esperanza showcased the institution's focus on financial literacy, cultural heritage, and social care.





Bachelor of Science in Accountancy DEPARTMENT OF ACCOUNTANCY

The table summarizing these engagements reflects the breadth and depth of the institution’s extension efforts. It shows a consistent pattern of collaboration across various sectors and a growing pool of student volunteers from groups like JPIA. These efforts not only contribute to community development but also align with academic goals of experiential learning and civic responsibility. Overall, the documented activities are a testament to the dynamic and purposeful involvement of the academic community in advancing both educational and socio-economic agendas.

Summary of Involvement of Faculty and Students in Extension Projects and Activities

Date	Project	Activity	Name	Participation/Role
Oct 5, 2023	Production, Processing and Positioning of Coco-based Products for Collaborative Barangay-Based Development and Economic Mainstreaming (3Ps-CBDEM) Project	Seminar and workshop on management advisory services (Cost accounting)	<ul style="list-style-type: none">• Sandra Angela A. Bangcaya• Jay-R G. Vildac	<ul style="list-style-type: none">• Resource speaker• Resource speaker•
Oct 26, 2023	Production, Processing and Positioning of Coco-based Products for	Seminar and demonstration from CDA official	<ul style="list-style-type: none">• Sandra Angela A. Bangcaya• Jay-R G. Vildac	<ul style="list-style-type: none">• Facilitator• Facilitator





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

	Collaborative Barangay-Based Development and Economic Mainstreaming (3Ps-CBDEM) Project			
April 27, 2024	Project Patnubay	Savings and budgeting educational activity for children	<ul style="list-style-type: none"> • Sandra Angela A. Bangcaya • Jay-R G. Vildac • Lorckan Dredd C. Pelarion • Julhaina G. Cambang • JPIA students • 	<ul style="list-style-type: none"> • Facilitator • Facilitator • Facilitator • Facilitator • Resource speakers and Facilitators
August 17, 2024	KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment	Meeting with PRRM	<ul style="list-style-type: none"> • Sandra Angela A. Bangcaya 	<ul style="list-style-type: none"> • Scheduling • Pitching of project
Sep 12, 2024	KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood	Bookkeeping Seminar	<ul style="list-style-type: none"> • Sandra Angela A. Bangcaya • Jay-R G. Vildac • Lorckan Dredd C. Pelarion • Julhaina G. Cambang 	<ul style="list-style-type: none"> • Resource speaker • Resource speaker • Facilitator • Facilitator





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

	Sustainability and Empowerment			
November 21, 2024	Capacity Building, Demonstration and Enterprise Development for Maguindanaon Delicacies (CBDEM Delicacies) Project		<ul style="list-style-type: none"> Lorckan Dredd C. Pelarion Julhaina G. Cambang 	<ul style="list-style-type: none"> Resource speaker Resource speaker
Nov 22, 2024	KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment	Preparation of bookkeeping materials	<ul style="list-style-type: none"> Sandra Angela A. Bangcaya Lorckan Dredd C. Pelarion Julhaina G. Cambang 	<ul style="list-style-type: none"> Format materials Printing Binding
December 17, 2024	4Ks – Kandili at Kaagapay ng mga Kabataan sa Kapaskuhan	Community outreach	<ul style="list-style-type: none"> Sandra Angela A. Bangcaya Jay-R G. Vildac Lorckan Dredd C. Pelarion Julhaina G. Cambang JPIA students 	<ul style="list-style-type: none"> Facilitator Facilitator Facilitator Facilitator Facilitator





Bachelor of Science in Accountancy

DEPARTMENT OF ACCOUNTANCY

April 4, 2025	Project Espranza	Community outreach	<ul style="list-style-type: none">• Lorckan Dredd C. Pelarion• Julhaina G. Cambang• JPIA students	<ul style="list-style-type: none">• Facilitator• Facilitator• Facilitator
April 29, 2025	KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment	Coaching and visitation	<ul style="list-style-type: none">• Sandra Angela A. Bangcaya• Jared Virgil A. Bangcaya	<ul style="list-style-type: none">• Coaching on bookkeeping, Scheduling• Coaching on bookkeeping
June 13, 2025	KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment	Coaching and visitation	<ul style="list-style-type: none">• Sandra Angela A. Bangcaya• Allen Shane C. Garcia• Lorckan Dredd C. Pelarion• Julhaina G. Cambang• Jared Virgil A. Bangcaya• Kyla Charmaine B. Rosario (Student)• Raiza S. Cambarihan (Student)• John Carlo G. Celo (Student)	<ul style="list-style-type: none">• Coaching on bookkeeping, Scheduling• Coaching on bookkeeping• Coaching on bookkeeping• Coaching on bookkeeping• Facilitator and documenting• Facilitator and documenting• Facilitating and documenting





G. AWARDS OF DISTINCTION AND ACHIEVEMENT AND GRANTS OF THIS PROGRAM, "BEST PRACTICES" ADOPTED

I. Institutional policies on the provision of deloading/equivalent teaching load for Extension

According to Article 86. "Faculty Workload", Sec. 13 "Officially approved research extension, and/ or production activities for which a faculty does not receive any honorarium shall be entitled to the following workload-credits or quasi-teaching assignments (QTA) equivalent:

- | | | |
|----|---|---------|
| a. | as extension coordinator of the college | 3 unit |
| b. | as program leader | 6 units |
| c. | as project leader | 3 units |

Provided, that where one faculty is designated to undertake research, extension, and/or production activities at the same time in one given period, his/her workload- credits shall not exceed a total nine (9) units.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

Provision of Honorarium

1. Extension worker or faculty shall only be entitled to honorarium from externally funded program beyond his/her normal workload.
2. The honorarium shall be released on a quarterly basis subject to availability of funds, with the rate dependent on the approved allocation of the funding entity giving the honorarium.





Bachelor of Science in Accountancy DEPARTMENT OF ACCOUNTANCY

II. Research, Development, and Extension Website

The provision of the Research, Development, and Extension (RDE) website by the University of Southern Mindanao (USM) is considered a best practice in promoting transparency, accessibility, and stakeholder engagement. This digital platform reflects the university's commitment to sharing timely and relevant information about its RDE initiatives with the academic community, research partners, and the general public.

The website is periodically updated, ensuring that its contents remain current, accurate, and reflective of the university's ongoing programs and accomplishments in the areas of research, development, and extension. Regular updates demonstrate the university's dedication to continuous improvement and responsive information dissemination.

The USM RDE website (<https://www.usm.edu.ph/rde/>) includes comprehensive and well-organized information such as:

- **Overview of RDE Services:** Provides a general introduction to USM's Research, Development, and Extension thrusts and its alignment with institutional and national priorities.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

- **Organizational Structure:** Details the leadership and administrative structure of the RDE unit, including directors, coordinators, and affiliated offices.
- **Research Initiatives:** Highlights current and completed research projects, including their objectives, scope, and impact, often aligned with regional and national development goals.
- **Extension Programs:** Showcases community engagement and extension activities aimed at empowering local communities through knowledge transfer and capacity building.
- **Development Programs:** Focuses on the application of research outputs for practical use in various sectors such as agriculture, education, and public service.
- **Publications and Reports:** Includes annual reports, research journals, and newsletters that document progress, achievements, and outcomes.
- **News and Announcements:** Features updates on recent events, calls for proposals, training opportunities, and institutional achievements.
- **Contact Information:** Provides channels for communication and collaboration, facilitating outreach to stakeholders and potential partners.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

In essence, the USM RDE website exemplifies how digital platforms can effectively support the mission of higher education institutions in advancing research and development. It is a valuable tool for promoting knowledge sharing, institutional visibility, and stakeholder collaboration.





Bachelor of Science in Accountancy DEPARTMENT OF ACCOUNTANCY

III. USM Research, Development and Extension Facebook Page

The provision of a Facebook page by the university represents a best practice in institutional communication and public engagement. The page, available at <https://www.facebook.com/profile.php?id=100069370001584>, serves as an accessible and dynamic platform for sharing updates, announcements, and achievements with students, faculty, alumni, and the broader community.

The page is actively and periodically updated, reflecting the university's commitment to keeping its stakeholders informed and engaged. Typical content includes:

- **Academic announcements:** Updates on schedules, examinations, and academic events.
- **News and achievements:** Highlights of institutional milestones, faculty accomplishments, and student successes.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

- **Event coverage:** Posts featuring photos and summaries of university events, such as seminars, cultural programs, and community outreach activities.
- **Public service messages:** Information related to health, education, and social awareness campaigns.
- **Engagement posts:** Interactive content designed to foster community spirit and encourage participation from students and followers.

By maintaining an active social media presence, the university enhances its visibility, strengthens its reputation, and fosters a sense of community. This practice aligns with modern standards of transparency, accessibility, and digital communication.





IV. Collaborative Extension Projects in the College

One of the best practices of the college is the implementation of collaborative extension projects involving the Accountancy, Business Administration, Agribusiness, Agricultural Economics, and Public Administration departments. These initiatives reflect the college's commitment to community development through multidisciplinary collaboration, ensuring that beneficiaries receive a comprehensive package of support that draws from a wide range of academic expertise.

Collaborative projects include C. Capacity Building, Demonstration and Enterprise Development for Maguindanaon Delicacies (CBDEM Delicacies) Project, B. Production, Processing and Positioning of Coco-based Products for Collaborative Barangay-Based Development and Economic Mainstreaming (3Ps-CBDEM) Project, and KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment Project.

By working together, the departments are able to offer services that span financial management, cooperative development, business planning, agricultural enterprise, and local governance. This integration ensures that community needs are addressed in a holistic and sustainable manner, rather than through isolated efforts.

Given the demanding schedules of faculty members, collaboration also provides a practical solution to encourage wider participation. By sharing responsibilities and aligning schedules across departments, more faculty can contribute meaningfully to the projects without compromising their teaching and research obligations.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

Examples of collaborative extension projects that may be included in the narrative are:

- Bookkeeping and Financial Management for Microenterprises and Cooperatives – led by the Accountancy department with support from Business Administration and Public Administration faculty, this project teaches participants basic accounting, recordkeeping, and compliance practices.
- Registration and Strengthening of Local Cooperatives – a joint initiative of the Public Administration and Agribusiness departments, guiding local groups through the legal and administrative processes of cooperative formation and providing training in cooperative governance and sustainability.
- Marketing and Business Management Training for Small Farmers and Entrepreneurs – implemented by the Business Administration, Agribusiness, and Agricultural Economics departments, this project covers topics such as product development, market analysis, pricing strategies, and digital marketing tools.
- Integrated Agribusiness and Entrepreneurship Support Program – this project involves all five departments in helping rural communities and aspiring entrepreneurs establish viable agri-enterprises through training, mentoring, and feasibility studies.
- Local Economic Development Seminars – facilitated by Public Administration and Agricultural Economics faculty, this initiative supports LGUs in improving local economic planning, investment promotion, and public-private partnerships.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

These collaborative extension projects highlight the college's strategic use of its academic strengths to empower communities, promote sustainable development, and create real-world impact. Through interdisciplinary cooperation, the college ensures that its extension work is both **responsive and relevant** to the evolving needs of society.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

V. Department-Led Projects Highlighting Department Expertise

At the University of Southern Mindanao, one of the best practices is the strategic implementation of department-led projects that highlight faculty expertise and community relevance. An example of this is the Accountancy Department's extension initiative—KABALANSE: Kabuhayan Bookkeeping and Literacy Assistance for Neighborhood Sustainability and Empowerment.

Rooted in the department's core competencies, KABALANSE is designed to address a critical need in underserved communities: financial literacy and basic bookkeeping skills for small-scale entrepreneurs, and grassroots organizations. The program empowers beneficiaries with essential knowledge to sustain and grow their livelihoods, ensuring that they can manage their finances responsibly and meet regulatory requirements.

This project exemplifies the university's mission of linking academic expertise with community development. It turns theoretical instruction into practical, transformative service, not only uplifting communities but also providing valuable field exposure for students. Through KABALANSE, Accountancy students and faculty engage directly with real-world challenges, turning classrooms into catalysts for social change.

The initiative reflects a broader institutional commitment to sustainable, inclusive development through academic service. It proves that when departments are entrusted to lead projects aligned with their strengths, the results are impactful, scalable, and deeply rooted in the university's values of service, relevance, and excellence.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

The KABALANSE Project is more than an outreach activity—it is a model of empowerment and academic citizenship. As such, it stands as a best practice, worthy of recognition and replication across disciplines.





VI. Inhouse Review for Research and Extension

At the University of Southern Mindanao (USM), the Mid-Year and Year-End In-House Reviews have emerged as an institutional best practice in the monitoring and evaluation (M&E) of extension projects. These reviews, conducted in partnership between the Research and Development Office and the Extension Services Office (ESO), are integral to ensuring that the university's extension initiatives remain responsive, relevant, and results oriented.

The Mid-Year In-House Review functions as a progress checkpoint. Faculty members and project leaders present the status of their extension projects to an expert panel. The review allows for the early identification of challenges, course corrections, and the sharing of best practices. It ensures that projects stay aligned with institutional objectives and community needs.

The Year-End In-House Review, on the other hand, provides a more comprehensive assessment. It evaluates the overall implementation and impact of the extension programs over the calendar year. Through presentations and technical feedback from a panel of specialists, this review process promotes transparency, accountability, and continuous improvement across all units.





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

Key features that make USM's in-house review system a best practice include:

- Systematic and structured format that is embedded in the university's RDE Manual;
- Participatory evaluation, involving project implementers, department heads, and a multi-disciplinary panel of experts;
- Timely feedback that informs decision-making and project adjustments;
- Capacity building, as faculty learn from expert critiques and peer sharing;
- Documentation and recognition, as project outcomes feed into institutional reporting and awards like the Gawad Parangal.

These reviews are more than administrative formalities—they reinforce a culture of evidence-based programming and reflective practice in USM's extension function.

By institutionalizing this mechanism, USM not only upholds the quality and integrity of its extension services but also fosters a learning-oriented environment that continuously evolves to meet the dynamic needs of its partner communities. The in-house review system stands as a model of internal quality





assurance, offering lessons that can be adopted by other institutions aiming to improve their own M&E frameworks for community engagement.

VII. Gawad Parangal (Faculty)

One of the University of Southern Mindanao's (USM) standout best practices in extension is the annual Gawad Parangal, a prestigious recognition event that underscores the institution's commitment to impactful research and community service. For instance, the 25th Gawad Parangal was held on September 27, 2024, at the USM Auditorium, honored faculty, staff, and stakeholders for their exemplary contributions to research and extension activities.

The Gawad Parangal serves as a platform to celebrate and institutionalize excellence in research and extension, aligning with USM's mission to promote sustainable development and improve the quality of life in Southern Mindanao. By recognizing outstanding efforts, the university fosters a culture of innovation, collaboration, and community engagement among its faculty and partners.

Notable Awards and Recognitions

- **Outstanding Faculty Researcher:** This award recognizes faculty members for their outstanding research contributions, particularly those that lead to impactful innovations, policy interventions, or advancements in





Bachelor of Science in Accountancy **DEPARTMENT OF ACCOUNTANCY**

specific fields such as agriculture, science, and technology.

- **Outstanding Extension Project:** Given to extension projects that have demonstrated significant success in community engagement, this award highlights initiatives that effectively address local challenges and promote sustainable development, especially in areas like environmental conservation, health, and livelihood improvement.
- **Gawad Tagumpay:** This award recognizes personnel who have achieved national recognition for their research, underscoring the university's influence in advancing knowledge and its contributions to the broader community.
- **Gawad Saliksik:** Awarded to research projects that have attracted substantial funding, this accolade demonstrates the university's capacity to secure financial resources, which enhance its research capabilities and contribute to innovative solutions for societal issues.
- **Gawad Lathala:** This award honors faculty and staff who have published in reputable academic journals, with special recognition for works that have garnered significant citations. It emphasizes the university's global impact in the academic community and its role in advancing research.
- **Gawad Likha:** Given to individuals or teams that have produced valuable intellectual property, this award underscores the university's focus on fostering innovation and ensuring that research is applied for the benefit of society.





Bachelor of Science in Accountancy DEPARTMENT OF ACCOUNTANCY

The Gawad Parangal not only acknowledges individual and collective achievements but also reinforces USM's dedication to research and extension as integral components of its academic mandate. By celebrating these successes, the university motivates its stakeholders to continue pursuing excellence and to engage more deeply with the communities they serve.

In summary, the Gawad Parangal exemplifies USM's best practice of recognizing and institutionalizing excellence in research and extension, thereby enhancing its role as a catalyst for sustainable development and community empowerment in Southern Mindanao.

