



PRELIMINARY SURVEY VISIT

AREA VIII:

**PHYSICAL PLANT AND
FACILITIES**

B. CAMPUS





PRELIMINARY SURVEY VISIT

AREA VIII:

PHYSICAL PLANT AND FACILITIES

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B.1. A Copy of the Campus Development Plan

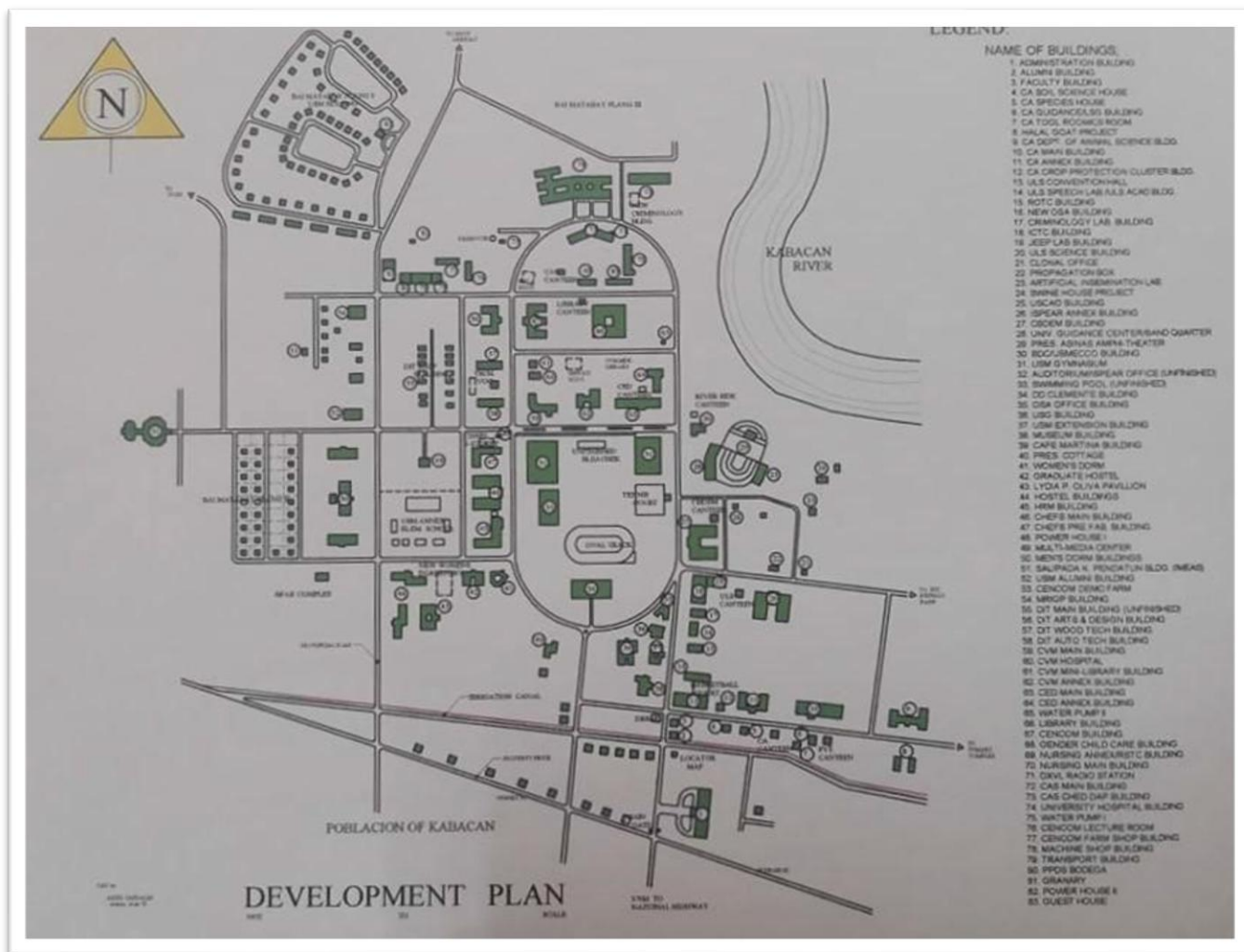


The Campus Development Plan of the University of Southern Mindanao (USM) provides a detailed illustration of the University's land area, indicating the location and distribution of key facilities, buildings, and structures within its 1,024-hectare land.

The map highlights its academic zone, centrally situated within the land area, where academic buildings, administrative offices, dormitories, sports facilities, and other institutional infrastructure are located. This spatial representation supports the University's efforts in campus planning, land use management, and infrastructure development.

This also serves as a reference for current and future physical developments aligned with the University's strategic goals of providing a safe, organized, and conducive environment for instruction, research, extension, and production functions.

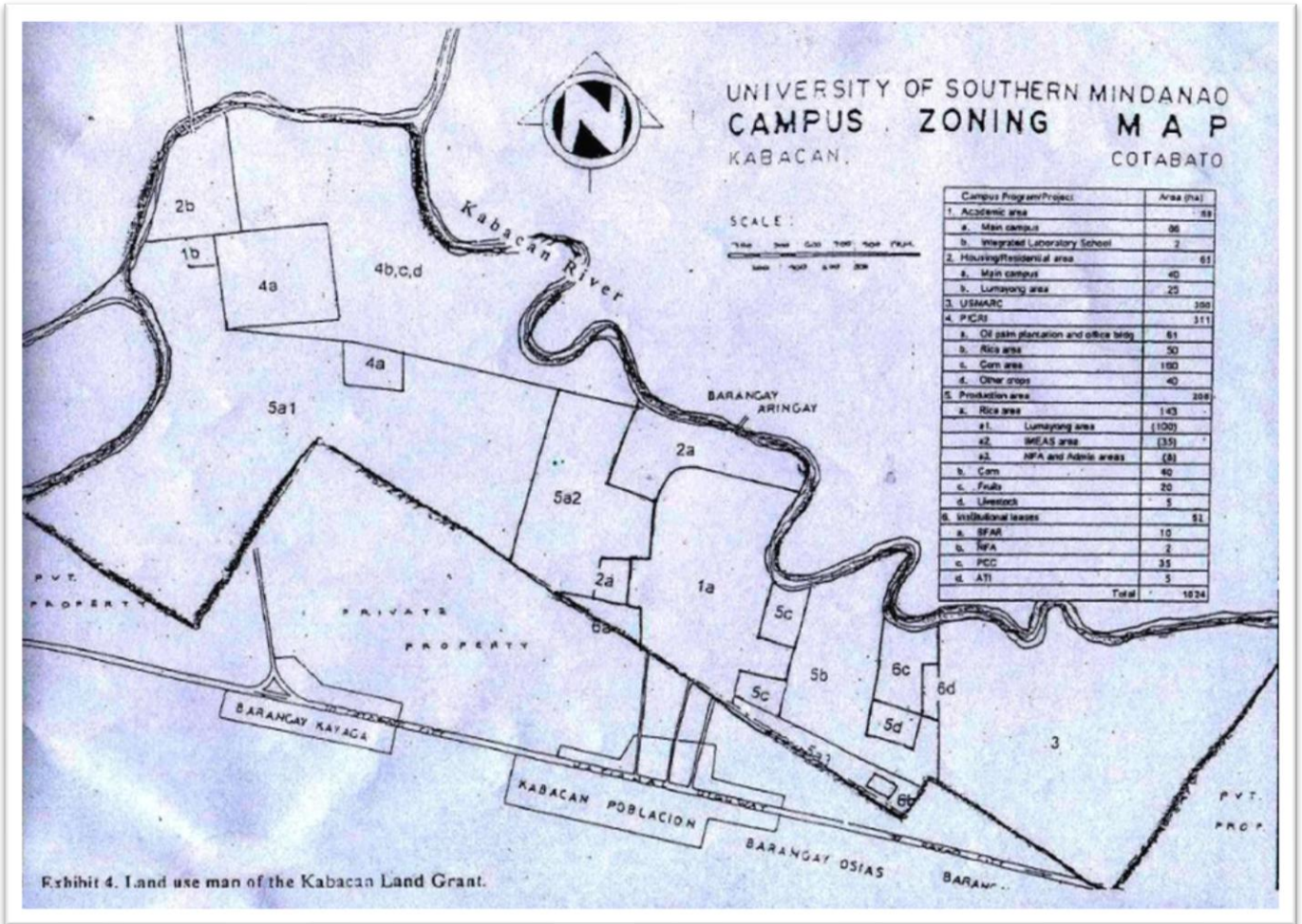
Development Plan



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Campus Zoning Map



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B.2. Description of a mechanism to ensure the following:

B.2.1. traffic safety in and out of the campus;



The University of Southern Mindanao (USM) has established mechanisms to ensure traffic safety within and around the campus premises, recognizing the importance of a secure and orderly environment for students, employees, and visitors.

Key measures implemented include the following:

- Designated Entry and Exit Points – The campus has clearly marked entry and exit gates managed by uniformed security personnel. These gates help control vehicle flow and prevent congestion, especially during peak hours, with gate pass used for tracking
- Gate Pass System – All vehicles entering the campus are required to present a valid gate pass, issued by the Security Services and Management Office. This system ensures proper documentation and regulation of vehicles accessing university property, enhancing overall safety and accountability.
- Campus Security Vehicles – The University maintains security patrol vehicles used to monitor campus roads and enforce traffic rules. These vehicles allow for timely response to any incidents and regular patrolling of the entire campus to ensure orderliness and immediate intervention when needed.
- Campus Security Personnel Deployment – Trained security staff are strategically assigned to key road junctions within and near the campus to monitor vehicular movement, assist in traffic direction, and ensure compliance with traffic regulations.
- Installation of CCTV and Traffic Signages – CCTV and Traffic signs, including speed limits, pedestrian crossings, directional signs, and no-parking zones, are installed at critical points within the university grounds to guide drivers and pedestrians alike.
- Pedestrian Safety Measures – Designated walkways and crossing lanes are in place to protect students and personnel moving between buildings and facilities.
- Coordination with LGU and PNP – The University maintains close coordination with the Local Government Unit (LGU) and the Philippine National Police (PNP) to ensure traffic order and respond to external traffic concerns affecting the immediate vicinity of the campus.



Designated Entry Point



Campus Security Personnel



University of Southern Mindanao

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Gate Pass System



Vehicle Security Pass



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Security Vehicles



CCTV, Speed Humps and Pedestrian Lanes



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Speed Limit



Traffic Signages



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Designated Exit Point



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B.2.2. waste management;



The University of Southern Mindanao (USM) Waste Management Program, launched campus-wide in June 2011, aims to promote environmental responsibility and sustainable waste practices across the university. The program builds upon the school's longstanding commitment to effective solid waste management, which began even before the enactment of the Philippine Ecological Solid Waste Management Act of 2000 (R.A. 9003). The program includes comprehensive strategies for waste reduction, segregation, and recycling to create a greener campus environment.

Key Components of the USM Waste Management Program

1. Waste Segregation at the Source

- All departments and colleges within the university are designated as "point sources" of waste and are required to implement strict waste segregation protocols.
- Colleges must separate waste into designated categories—such as recyclables, biodegradable waste, and residual waste—before storage.
- Properly segregated waste is temporarily stored at each college's Materials Recovery Facility (MRF). The MRF serves as a local collection point, allowing for organized and efficient waste management.

2. Collection and Transport Protocol

- The USM drum truck is responsible for collecting waste from each college's MRF. However, the university strictly enforces a no collection policy for non-segregated waste. Only properly sorted waste is collected to ensure compliance with the university's waste management standards and to promote accountability among departments.
- The collected waste is then processed according to its type, with recyclables directed to appropriate facilities and residual waste minimized to reduce landfill contributions.

3. No Single-Use Plastics Policy

- In alignment with the university's environmental objectives, single-use plastics are strictly prohibited on campus. This includes items such as plastic bags, straws, disposable cutlery, plastic bottles, and other non-reusable plastic products.
- The policy encourages students, faculty, staff, and visitors to bring reusable containers, bottles, and bags, and to support the use of biodegradable or recyclable alternatives wherever possible.
- Vendors and campus facilities are required to comply with this policy by offering sustainable alternatives, helping to significantly reduce plastic waste within the university.

4. Educational Initiatives and Awareness Programs

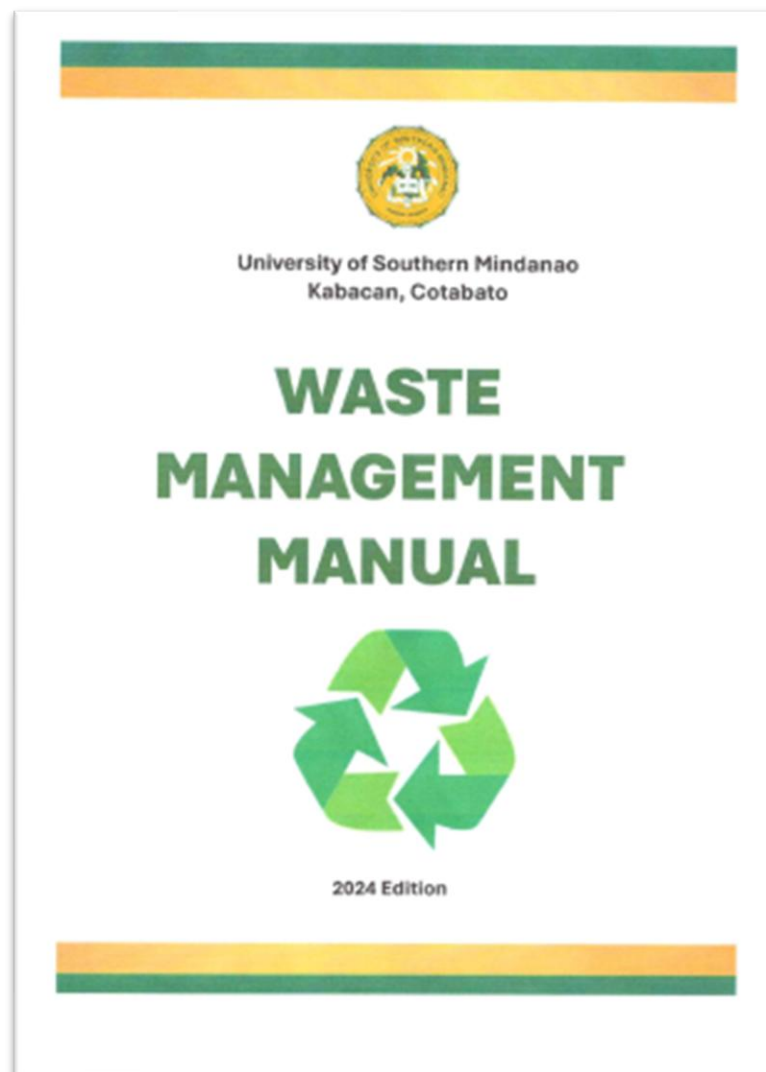


- To ensure consistent adherence to the waste management protocols, the university conducts regular educational campaigns, seminars, and workshops on the importance of sustainable practices and the impact of waste on the environment.
- Posters, signage, and waste segregation guides are displayed around the campus to remind students and staff of proper waste disposal practices and to raise awareness about the dangers of single-use plastics.

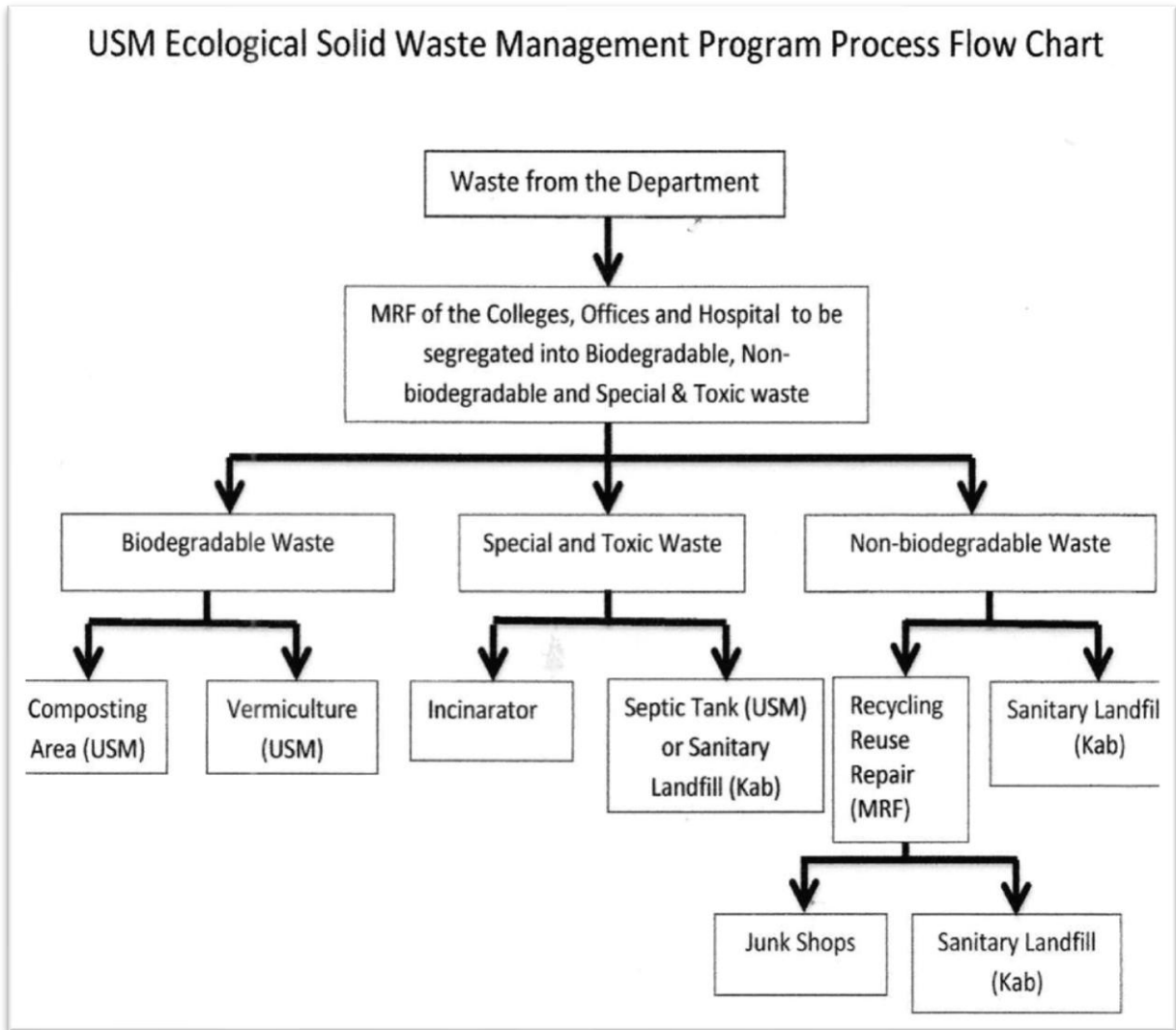
5. Monitoring and Compliance

- The university's Waste Management Office regularly monitors compliance with the waste management policies, including the segregation and single-use plastic prohibition.
- Non-compliance by any college or department may result in penalties or the suspension of waste collection services until proper segregation practices are resumed.

Waste Management Manual



USM Ecological Solid Waste Management Program Process Flow Chart



Waste Collection Schedules will be as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
1. Segregation of solid waste and place in the Materials Recovery Facility (MRF) of Colleges, Offices and Hospital	1. Segregation of solid waste and place in the MRF of Colleges, Offices and Hospital	1. Segregation of solid waste and place in the MRF of Colleges, Offices and Hospital	1. Segregation of solid waste and place in the MRF of Colleges, Offices and Hospital	1. Segregation of solid waste and place in the MRF of Colleges, Offices and Hospital
2. Biodgradable (nabubulok) - collection or as per request by colleges/units/offices/canteens/Hospital	2. Non-biodegradable (dinabubulok) - collection or as per request by colleges/units/offices/canteens/Hospital	2. Bayanihan 3. Biodgradable (nabubulok) - collection or as per request by colleges/units/offices/canteens/Hospital	2. Non-biodegradable (dinabubulok) - collection or as per request by colleges/units/offices/canteens/Hospital	2. Biodgradable (nabubulok) - collection or as per request by colleges/units/offices/canteens/Hospital

- Special and Hazardous waste is collected as per request of the college to the Physical Plant and Development Services or The Kabacan Ecological Solid Waste Management in charge

UNDER RA 9003, YOU ARE PROHIBITED TO:

1. Littering, throwing, and indiscriminate dumping of waste in public places such as roads, sidewalk, canals, esteros or parks and establishments, or causing or permitting the same.
2. Undertaking activities or operating, collecting, or transporting toxic materials in violation of sanitation operation and other requirements or permits set forth in or established pursuant to the ordinance.
3. Open burning of solid waste.
4. Causing and permitting the collection of non-segregated or unsorted wastes.
5. Squatting dumpsites.
6. Open dumping of biodegradable or non-biodegradable materials in rivers, creeks, lakes and flood-prone areas, canals and drainage canals to include irrigation.
7. Unauthorized removal of recyclable material with other solid waste in any vehicle, box, container or receptacle used in solid waste collection or disposal.
8. The mixing of source-separated recyclable materials with other solid waste collection or disposal.
9. The manufacture, distribution, or use of non-environmentally acceptable materials.
10. Transport and dumping of collected domestic, industrial, commercial and institutional waste in areas other than centers of facilities prescribed under this ordinance.
11. The construction of any establish...

12. Construction or operation of dumpsite or any waste facility on any aquifer, groundwater reservoir or watershed area and/or any portion thereof.

If found violating the act:

FIRST OFFENSE: a fine of 200.00 Php and **A SEMINAR ON ECOLOGICAL SOLID WASTE MANAGEMENT PROGRAM**

SECOND OFFENSE: a fine of not less than 500.00 Php but no more than 1000.00 Php or an **IMPRISONMENT of 15 DAYS** but not more than 30 DAYS or both fine and imprisonment at the discretion of the court.

THIRD OFFENSE: a fine not less than 1000.00 Php but not more than 2000.00 Php or an imprisonment of 3 months but no more than 6 months or both fine and imprisonment at the discretion of the court.

Information by:

Dr. May Eva Z. Garcia
USM-NSIP Director

In coordination with



The Ecological Solid Waste Management

Of the

University of Southern Mindanao

[Republic Act 9003]
"The Ecological Solid Waste Management Act of 2000"



PROPER SEGREGATION OF SOLID WASTE



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Management?

Ecological Solid Waste Management or ESWM is a Program implemented to act by the government in which every institution is required and encouraged to create a systematic segregation of all kinds of waste to disposal/recycling of the said waste.

Different kinds of Waste

Biodegradable

This includes waste that can be used in composting, heap and as fertilizers.

⇒ Biodegradable Wastes

1. Dried leaves and grasses, plant stems, branches and cut-off
2. Extract plants
3. Animal waste
4. Leftovers, fruits and Vegetable seeds and peelings.
5. Seafood shells
6. Eggshells, fishbone, innard

⇒ Ways to segregate

If collected by the garbage collector, place your garden

ice leftovers in correct containers (like ice cream cans). Plastic and paper bags are not kitchen waste.

Recyclables

This includes waste that can be recycled, sell in junk shops, and be use again.

⇒ Recyclable Wastes

1. Clean and dry papers
2. Corrugated boards, carton boxes of pizza, soap, etc.
3. Plastic and glass bottles
4. Aluminum containers of Softdrinks, ice cream and biscuit cans.
5. GI sheets, aluminum cutter, brass, stainless steel, scrap metal, etc.

⇒ Ways to segregate

Separate white paper from colored paper. Fold carton boxes to save space. Do not let the garbage collectors gather paper waste when it rains, once wet it becomes compostable. Let the plastic dry before placing them in recyclables container.

Residual container. Compost or bury all garden waste.

Residual and Special

This includes waste that are hazardous to human health if handled improperly. This also includes waste that are not easily degraded

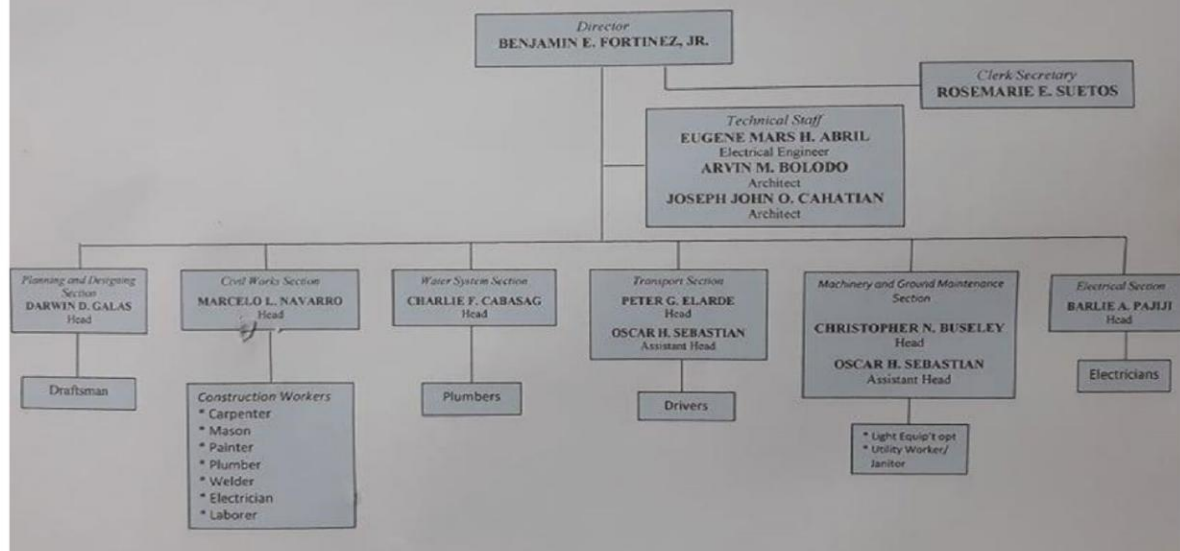
⇒ Residual and Special Wastes

1. Foil, old wheels, Disposable cups, Broken Bottles, Ceramic Glasses, cigarette butt, hairs, Straw, Candy and Biscuit wrap pers.
2. Sanitary napkins, diapers, panty liners, used cotton, chemical containers, used battery, hospital wastes, paints and thinners, broken light bulbs, spray canister, and funeral home wastes.

⇒ Ways to segregate

Separate residuals from kitchen and recyclables. Sharp, pointer objects should be placed and carefully tied in hard cartons to prevent injuring garbage collectors. Place residuals in old plastic bags, NOT in sacks or cartons.

TABLE OF ORGANIZATION PHYSICAL PLANT AND DEVELOPMENT SERVICES 2020



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University Garbage Truck



University of Southern Mindanao

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No Single-Use Plastics Policy in the University



The poster features the University of Southern Mindanao logo and name at the top left. The main heading is "Did you know?" in large green letters. Below it is a graphic of a plastic bottle with a globe inside and the text "NO MORE PLASTIC". To the right, the text states: "The University of Southern Mindanao prohibits **using, bringing, and selling goods contained in Single-Use Plastics (SUPs)** within the university? These include the following:" followed by a list of prohibited items with red 'X' marks.

University of Southern Mindanao
Kabacan, Cotabato

Did you know?

The University of Southern Mindanao prohibits **using, bringing, and selling goods contained in Single-Use Plastics (SUPs)** within the university? These include the following:

- ✗ Plastic and or disposable bottles for beverages.
- ✗ Disposable utensils, including plastic spoons and forks, straws, containers, plates, cups, lids and soup bowls.
- ✗ Plastic bags as container of dry goods.

Facebook: @usmofficial | Website: www.usm.edu.ph | YouTube: USM RTV | Instagram: @usm



The poster has a green header with the word "Sanctions" in white. It is divided into two columns: "Faculty, Staff and Administrators" and "Students". Each column lists three offenses with their respective penalties. A note at the bottom of each column states that succeeding offenses will result in disciplinary actions.

Sanctions

Faculty, Staff and Administrators

Employees who shall violate any of the prohibited acts stated shall be sanctioned with the following penalties:

First Offense - Warning

Second Offense - Plant five (5) trees and ensure that these trees will live and grow.

Third Offense - Clean up activity in the University for six (6) hours.

Succeeding offenses, the committee shall recommend disciplinary actions to the University President through the HRMD Office.

Students

Students who shall violate any of the prohibited acts stated shall be sanctioned with the following penalties:

First Offense - Warning

Second Offense - Plant three (3) trees and ensure that these trees will live and grow.

Third Offense - Clean up activity in the University for six (6) hours.

Succeeding offenses, the committee shall recommend disciplinary actions to the University President through the Office of Student Affairs.



Waste Segregation Bins of the College



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B.2.3. maintenance, repair and upkeep of property;



The University of Southern Mindanao (USM) Repair and Maintenance Program is managed by the Physical Plant Development Office (PPDO), a dedicated team responsible for ensuring the safety, usability, and longevity of all campus buildings and infrastructure. The program encompasses regular inspections, timely repairs, preventive maintenance, and upgrades to create a functional, safe, and aesthetically pleasing environment for students, faculty, staff, and visitors.

Key Responsibilities of the Physical Plant Development Office (PPDO)

1. Routine Inspections and Assessments

- Inspections cover essential structural elements, electrical systems, plumbing, HVAC (heating, ventilation, and air conditioning) units, and fire safety systems to identify issues before they escalate.
- A detailed report is generated after each inspection to prioritize repairs, allocate resources, and set timelines for maintenance tasks.

2. Preventive Maintenance Program

- The office implements a preventive maintenance schedule to keep facilities in optimal condition and extend the lifespan of campus infrastructure.
- Key systems, such as electrical and plumbing, are serviced periodically to minimize the risk of unexpected failures, reduce repair costs, and ensure uninterrupted campus operations.

3. Emergency Repair Services

- The PPDO is equipped to handle urgent repair needs to ensure the immediate resolution of safety hazards or disruptions in facility operations.
- A response team is on standby for high-priority repairs such as structural damages, electrical malfunctions, water leaks, and broken fixtures, providing swift action to maintain a safe campus environment.

4. Renovation and Modernization Initiatives

- To keep up with the changing needs of the university, the PPDO undertakes renovation projects aimed at modernizing old facilities, improving accessibility, and enhancing campus functionality.
- Upgrades include energy-efficient lighting, sustainable building materials, and ergonomic classroom and office designs that improve the user experience and support the university's environmental goals.

5. Health and Safety Compliance


- Safety features such as fire alarms, emergency exits, sprinklers, and signage are routinely checked and maintained to ensure compliance and readiness for emergencies.
- PPDO also oversees accessibility modifications, such as ramps, handrails, and elevators, to create an inclusive environment for individuals with disabilities.

6. Facility Upkeep and Aesthetic Maintenance




- Beyond functional repairs, the PPDO is responsible for the overall appearance of campus facilities, including landscaping, painting, and general cleanliness.
 - Aesthetic maintenance contributes to a welcoming and inspiring campus environment that aligns with the university's standards of excellence.
7. Communication and Coordination with University Departments
- The PPDO works closely with university departments, faculty, and student organizations to address specific facility needs and communicate ongoing repair schedules or temporary closures.
 - A clear communication system is in place to ensure that maintenance activities are well-coordinated, minimizing disruptions to academic schedules and campus events.

Building Repair Management

	UNIVERSITY OF SOUTHERN MINDANAO				
	BUILDING REPAIR MANAGEMENT PROCEDURE				
	Document No.	USM-PPD-001-Rev.3,2020.09.21		Rev. No.	3


EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
September 21, 2020	3	Partial	Revised: 1.0, 2.0, 3.1, 3.2, 4.8, 4.9, 5.1, 6.1.1, 6.1.2, 6.1.3, 6.1.4, 6.1.5, 6.1.6, 6.2.1, 6.2.2, 6.3.1, 8.5	All	ENGR. BENJAMIN FORTINEZ JR.
October 10 2019	2	Partial	Revised: 6.1.2, 6.1.3, 6.4.4, 6.1.5, 6.1.6	2	ENGR. BENJAMIN FORTINEZ JR.
February 15, 2018	1	New	Newly established in accordance to the Quality Management System Requirements	ALL	ENGR. BENJAMIN FORTINEZ JR.
July 04, 2016	Ø	New	Newly established in accordance to the Quality Management System Requirements	ALL	ENGR. BENJAMIN FORTINEZ JR.

Prepared by:	Reviewed by:	by:	DCC USE ONLY		
ENGR. BENJAMIN FORTINEZ JR. Name and Signature	ANITA C. SORNITO, EdD Name & Signature	JENNIFER E. SINCO Name & Signature	DOCUMENT CONTROL INDICATOR		
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UNIVERSITY OF SOUTHERN MINDANAO	Document No.	USM-PPD-001- Rev.3.2020.09.21
Building Repair Management Procedure	Rev. No.	3 Page 2 of 3

1.0 PURPOSE

The Building Repair Management Procedure ensures efficient and timely repair of USM Campus Buildings.

2.0 SCOPE

This procedure covers all offices of the University with repair requests.

3.0 DEFINITION OF TERMS

- 3.1 USM buildings refer to existing academic, office and research buildings within the University Campus, constructed using government funds and buildings donated to the university.
- 3.2 University Campus refers to academic, production and research areas.

4.0 REFERENCE DOCUMENTS

- 4.1 USM Quality Management System Manual (USM-QMS-002-Rev.3.2020.02.18)
- 4.2 National Building Code of the Philippines (PD 1096), 2005 Revised Edition
- 4.3 Fire Code of the Philippines of 2008 (RA 9514)
- 4.4 Accessibility Law (BP 344)
- 4.5 Structural Code of the Philippines
- 4.6 Philippine Electrical Code, Part 1, Volume 1, 2009
- 4.7 Construction Management Procedure (USM-PPD-002-Rev.3.2020.07.10, Sec. 6.3 and Sec. 6.3)
- 4.8 Occupational Safety and Health Standards
- 4.9 National Plumbing Code of the Philippines

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The PPDSO Director instructs and guides the Section Head so that the purpose of the section is accomplished.
- 5.2 The Section Head instructs and guides the construction foreman based on the approved program of work of the repair work that is being implemented in which materials delivered conform to the specifications.
- 5.3 The Construction Foreman instructs and guides the hired skilled and unskilled construction workers based on approved Program of Work of the repair work that is being implemented.
- 5.4 Deans/Directors/Heads of Units are responsible in the preparation of Project Procurement Management Plan (PPMP)

6.0 PROCEDURE DETAILS

6.1 Building Repair

- 6.1.1 PPDSO Director shall assign technical men to regularly inspect following the Preventive Maintenance Calendar (USM-PPD-F02-Rev.2.2020.03.16) and Building Inspection Checklist (USM-PPD-F07-Rev.2.2020.07.10).
- 6.1.2 PPDSO technical men conduct inspection.
- 6.1.3 PPDSO Director shall evaluate the result of Building Inspection.
- 6.1.4 PPDSO Director shall assign technical men to prepare bill of materials and the necessary working drawing for repairs based on inspection.
- 6.1.5 The PPDSO Director shall check and review bill of materials and working drawings.
- 6.1.6 The PPDSO clerk shall encode the detailed estimate, program of work and then submit it to the Office of the President for approval.
- 6.1.7 Upon approval of the program of work, Purchase Request shall be prepared and submitted for approval.
- 6.1.8 Approved Purchase Request shall be submitted to Bids and Awards Committee for procurement.
- 6.1.9 Project Implementation (Refer to Construction Management Procedure, USM-PPD-002-Rev.3.2020.07.10, Sec. 6.2)

6.2 Immediate Job Order Works

- 6.2.1 Request for repair is received by the PPDSO office.
- 6.2.2 The PPDSO Director shall evaluate the urgency and scope of the request and assign appropriate technical men to inspect/evaluate and execute the work with Request Job Order (USM-PPD-F11-Rev.2.2020.07.06) issued.
- 6.2.3 If materials needed to execute the work are not available, the list of materials needed shall be given to the requesting Dean/Director/Unit head for procurement.

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Building Repair Management Procedure		Rev. No.	3	Page 3 of 3

6.2.4 Upon completion of work, the Request Job Order (USM-PPD-F11- Rev.2.2020.07.06) shall be signed by the requesting Dean/Director/Unit Head for acceptance.

6.3 Record Keeping

6.3.1 An appropriate Equipment/Machine/Building Ledger (USM-PPD-F01-Rev.2.2020.09.21) shall be regularly updated.

7.0 RECORDS RETENTION

7.1 The Forms and Records used in this procedure shall be retained for a period of three (3) Years for possible review and recall.

7.2 Disposal shall be done through shredding with the permission and authorization of the Management Representative (MR).

8.0 FORMS AND RECORDS

8.1 Building Inspection Checklist (USM-PPD-F07-Rev.2.2020.07.10)

8.2 Preventive Maintenance Calendar (USM-PPD-F02-Rev.2.2020.03.16)

8.3 Repair Log Books for Buildings

8.4 Request Job Order (USM-PPD-F11- Rev.2.2020.07.06)

8.5 Equipment/Machine/Building Maintenance Ledger (USM-PPD-F01-Rev.2020.09.21)

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University of Southern Mindanao

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University of Southern Mindanao

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B.2.4. cleanliness and orderliness in the campus;



The university emphasizes campus cleanliness and orderliness as a core component of its waste management and sustainability initiatives.

Routine cleaning schedules, in collaboration with the campus janitorial team, ensure that common areas, walkways, and facilities remain litter-free and orderly.

Dedicated waste disposal areas and visible reminders encourage the campus community to take responsibility for maintaining a clean and organized environment, supporting the university's commitment to health, safety, and aesthetics.

Machine and Campus Ground Maintenance

	UNIVERSITY OF SOUTHERN MINDANAO				
	MACHINERY AND CAMPUS GROUND MAINTENANCE PROCEDURE				
	Document No.	USM-PPD-010-Rev.1.2021.01.21	Rev. No.	1	Page 1 of 4

EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
January 21, 2021	1	Partial	Revised: 6.2.5, 6.4.4, 8.0	ALL	ENGR. BENJAMIN FORTINEZ JR.
September 21, 2020	0	New	Newly established in accordance to the Quality Management System Requirements	ALL	ENGR. BENJAMIN FORTINEZ JR.

Prepared by:	Reviewed by:	Approved by:	DCC USE ONLY	
 ENGR. BENJAMIN FORTINEZ JR. Name and Signature	 ANITA C. SORRITO, EdD Name & Signature	 LAWRENCE ANTHONY U. DOLLENTE Name & Signature	DOCUMENT CONTROL INDICATOR	
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UNIVERSITY OF SOUTHERN MINDANAO	Document No.	USM-PPD-010-Rev.1.2021.01.21
Campus Ground Maintenance Procedure	Rev. No.	1 Page 2 of 4

1.0 PURPOSE

The Campus Ground Maintenance Procedure ensures well-maintained campus environment.

2.0 SCOPE

This procedure covers all the operations pertaining to USM campus landscape.

3.0 DEFINITION OF TERMS

- 3.1 USM Campus grounds refers to the academic, non-academic and housing areas.
- 3.2 Mowing is trimming of grasses using a tractor-mower and grass-cutters.
- 3.3 Tractor is farm equipment used in various farm operations.
- 3.4 Tractor-mower is a tractor with tractor-driven mower.
- 3.5 Pruning is cutting of tree branches.
- 3.6 Garbage or waste refers to the undesirable by-products of all colleges, offices and canteens.
- 3.7 Garbage Segregation is the proper disposal according to categories set by the Government.
- 3.8 PPE means Personnel Protective Equipment.
- 3.9 Backhoe is a multipurpose vehicle used for loading and excavating.
- 3.10 Farm Equipment refers to various tractor-drawn implements used in various farm operations.
- 3.11 Garbage Compactor truck refers to vehicle used for collection and transportation of garbage.

4.0 REFERENCES

- 4.1 USM Quality Management System Manual (USM-QMS-002-Rev.3.2020.02.18)
- 4.2 R.A. 9003 Ecological Solid Waste Management Act of 2000
- 4.3 Article 5 of the Kabacan Municipal Ordinance No. 2009-001
- 4.4 Department of Environment and Natural Resources (DENR) Executive Order No. 23

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The PPDSO Director guides and directs the Machinery and Ground Maintenance Section (MGMS) Head in order that the purpose of the section is carried out. (MGMS)
- 5.2 Machinery and Ground Maintenance Section Head gives work assignments to Ground Maintenance Section Personnel and Utility Workers.
- 5.3 Machinery and Ground Maintenance Section Personnel are responsible in accomplishing all assigned tasks.

6.0 PROCEDURE DETAILS

6.1 Mowing Field Operation

- 6.1.1 The assigned Machinery and Ground Maintenance Section (MGMS) personnel checks and prepares the tractor, lawn mower or grass cutter for safety and functionality ready for mowing operations.
- 6.1.2 The ground/work area for mowing is checked for loose stones and hard objects for the safety of passersby, nearby buildings and mowing equipment. If the situation does not guarantee safety of everyone, it is postponed to another time when safety is warranted.
- 6.1.3 The GMS head dispatches the GMS personnel, equipped with PPE, to accomplish the routine mowing tasks; this is done every 10-15 days depending on the vegetative growth of grass.
- 6.1.4 Upon complete implementation of the tasks, the Monthly Mowing Operation Report (USM-PPD-F34-Rev.1.2020.09.21) which details the work done is filled up and filed for future reference.

6.2 Tree Pruning Operation by GMS Personnel

- 6.2.1 The GMS head evaluate trees and other vegetation for pruning.
- 6.2.2 The assigned pruning task is checked for safety and workability by assigned GMS personnel
- 6.2.3 The GMS head dispatches the GMS personnel to perform the assigned pruning tasks if the situation warrants safety to everyone involved.
- 6.2.4 If the assigned task is unsafe, mitigation should be undertaken.
- 6.2.5 Upon completion of the tasks, the Quarterly Pruning Report (USM-PPD-F36-Rev.1.2020.09.21) which details the work done, is filled up and filed for future reference.

6.3 Tree Pruning Operation by "pakyaw" basis

- 6.3.1 The GMS head evaluate trees and other vegetation for pruning.
- 6.3.2 The GMS head shall determine the extent of the task and estimate the amount of work.
- 6.3.3 The GMS head negotiates workers for "pakyaw" (contract) (price and scope of work).

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UNIVERSITY OF SOUTHERN MINDANAO	Document No.	USM-PPD-010- Rev.1.2021.01.21
Campus Ground Maintenance Procedure	Rev. No.	1 Page 3 of 4

- 6.3.4 The GMS head prepare and submits request for Job Order (pakyaw).
- 6.3.5 Upon approval of Job Order, "pakyaw" worker/s check equipment for pruning.
- 6.3.6 The GMS head checks safety of work area. If work area is found safe.
- 6.3.7 Clean pruning area.
- 6.3.8 Upon complete implementation of the tasks, the Quarterly Pruning Report (USM-PPD-F36-Rev.1.2020.09.21) which details the work done, is filled up and filed for future reference.
- 6.3.9 Prepare payment of "pakyaw" Job Order.
- 6.4 **Garbage Collection**
 - 6.4.1 The GMS head briefs the assigned utility workers of the tasks to be accomplished.
 - 6.4.2 The garbage compactor truck, personnel protective equipment, other necessary tools are prepared.
 - 6.4.3 The garbage in academic buildings, office buildings and canteens are collected every Tuesday and Thursday; then the properly segregated collected garbage/waste is directly delivered to the municipal dump site.
 - 6.4.4 After the garbage collection operation, the Weekly Garbage Collection Report (USM-PPD-F38-Rev.1.2020.03.16) is accomplished and filed for future reference.
- 6.5 **Drainage System Maintenance**
 - 6.5.1 The MGMS head shall observe water logged areas during rainy days.
 - 6.5.2 The MGMS head negotiates workers for "pakyaw" of cleaning of clogged drainage/s. (price and scope of work).
 - 6.5.3 The MGMS head prepare and submit request for Job Order.
 - 6.5.4 Upon approval of Job Order, "pakyaw" worker/s check equipment for cleaning of clogged drainage/s.
 - 6.5.5 The MGMS head checks safety of work area. If work area is safe proceed with execution of work if not, do mitigation.
 - 6.5.6 Prepare payment of "pakyaw" Job Order.
- 6.6 **Request for Tractor/Backhoe/Farm Equipment**
 - 6.6.1 The Requesting Party presents the duly approved Letter of Request to the PPDSO Director.
 - 6.6.2 Upon receipt of request letter or from requesting personnel department, the Machinery and Ground Maintenance Section Head conducts evaluation of the request.
 - 6.6.3 The Machinery and Ground Maintenance Section Head schedules the date and time for the request to be implemented and prepares Job Order.
 - 6.6.4 During the scheduled date and time of the request, the tractor/backhoe operator performs safety and pre-departure inspection.
 - 6.6.5 Upon completion of the request, the Field Operation Report (USM-PPD-F23-Rev.1.2020.03.16) and Job Order Form (USM-PPD-F11-Rev.2.2020.07.06) is filled up and filed for future reference.
- 6.7 **Preventive Maintenance**
 - 6.7.1 Assigned operator of the equipment together with the chief mechanic/MGMS Head or other specialized technical men perform inspection using Equipment Preventive Maintenance Checklist (USM-PPD-F44-Rev.2.2020.03.16) and preventive maintenance work based on the Preventive Maintenance Calendar (USM-PPD-F02-Rev.2.2020.03.16). If a defect is observed, conduct corrective maintenance.
 - 6.7.2 All the preventive maintenance details are properly recorded in a Repair Log Book.
- 6.8 **Corrective Maintenance**
 - 6.8.1 If the operator observes any abnormality of the equipment, he shall report to MGMS head or to the chief mechanic.
 - 6.8.2 The MGMS head and/or chief mechanic with the operator investigates/checks the abnormality.
 - 6.8.3 Dismantle damaged part.
 - 6.8.4 Evaluate damage part if repairable or needs replacement. If repairable, repair damaged part and re install. If needs replacement prepare purchase request.
 - 6.8.5 A Purchase Request is prepared and processed for the needed replacement parts by the PPDS clerk and messenger.
 - 6.8.6 Upon arrival of the requested replacement parts, the assigned operator and chief mechanic install parts.
 - 6.8.7 All the corrective maintenance details are properly recorded by the assigned operator in a Repair Log Book.
- 7.0 **RECORDS RETENTION AND DISPOSAL**
 - 7.1 The Forms and Records used in this procedure will be retained for a period of three (3) years for possible review and recall.

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image object

MAKER COPY

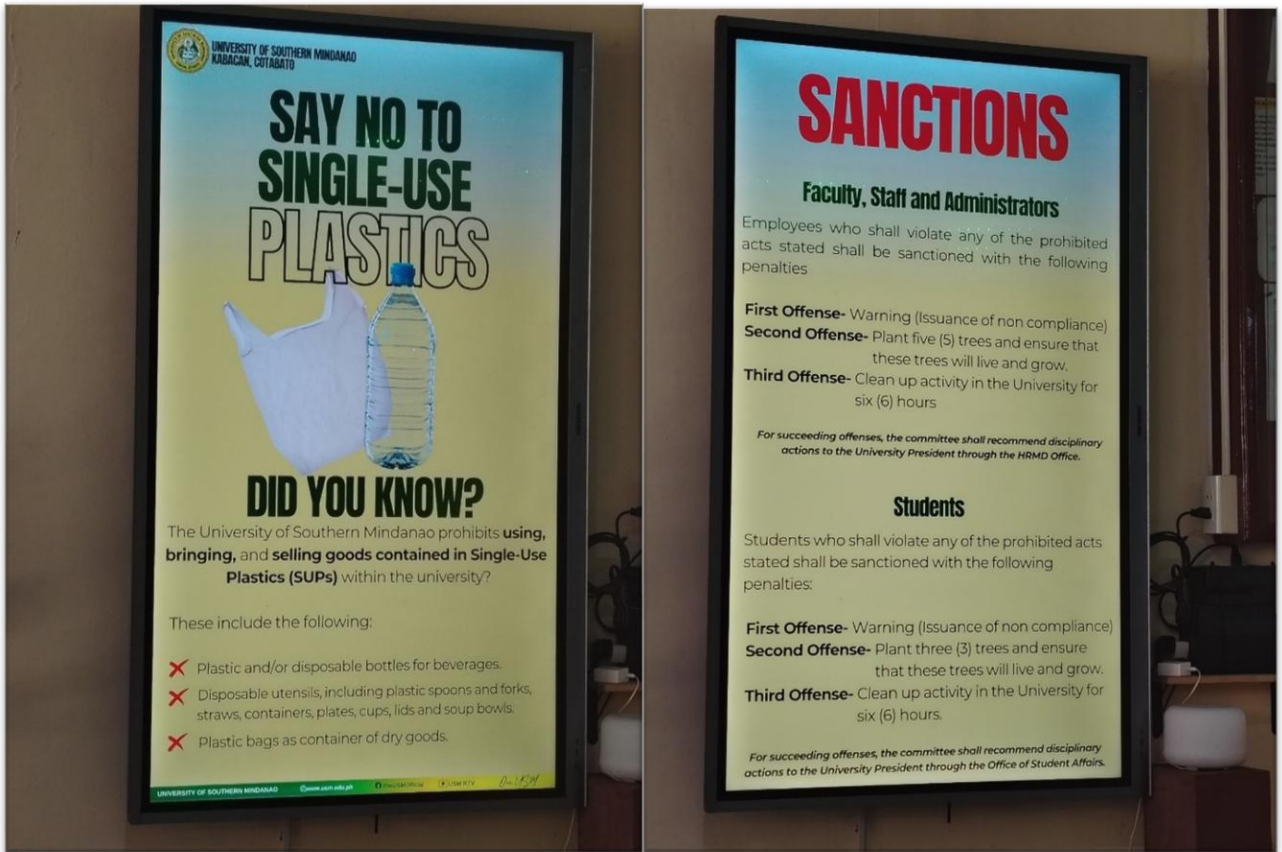




University of Southern Mindanao

AREA VIII: B – CAMPUS

No SUPs Policy



University of Southern Mindanao

AREA VIII: B – CAMPUS



AREA VIII:

PHYSICAL PLANT AND FACILITIES

B. CAMPUS

B.2.5. security of the academic community inside the campus



Contract of Security Services

CONTRACT OF SECURITY SERVICES

KNOW ALL MEN BY THESE PRESENTS:

This Contract is made and executed this Sept. 01, 2020 at the University of Southern Mindanao, Kabacan, Cotabato, Philippines, between:

The **UNIVERSITY OF SOUTHERN MINDANAO (USM)**, a Level IV State University, duly created and existing under by virtue of the Laws of the Philippines, with office and postal address in **Kabacan, Cotabato** and represented in this act by its President, **FRANCISCO GIL N. GARCIA, PHD** hereinafter referred to as **CLIENT**;

and

The **AXZEEN SECURITY AGENCY**, a duly licensed security agency, existing under and by virtue of laws of the Republic of the Philippines, with office address at Lot 2, Blk 14 Phase 1, Diho Subdivision, Buhangin Davao City, duly represented by its Representative, **MR. QUINCIANO DADULO JR.** hereinafter referred to as the **AGENCY**;

WITNESSETH, That:

WHEREAS, the **CLIENT** is desirous of securing its properties, against trespass, usurpation, theft, pilferage, robbery, arson and other unlawful acts against properties and its owners, personnel, customers and guests against assault, harassment, threats, intimidation and other unlawful acts against person, within its premises;

WHEREAS, the **AGENCY**, which is duly licensed and bonded security guard agency operating under and by virtue of the provisions of the Republic Act no. 5487, as amended, has offered to provide the client with private security guards for the purpose above mentioned and the of the agency has been accepted by the client. Its services to guard and protect the properties of the **CLIENT** against trespass, usurpation, theft, pilferage, robbery, arson and other unlawful acts against properties and its owners, personnel, customers and guest against assault, harassment, threats, intimidation and other unlawful acts against person, within the **CLIENT'S** premises;

NOW THEREFORE, for and in consideration of the mutual covenants, premises and stipulations contained here and set forth and subject to the approval of the **Head of the Procuring Entity** and compliance to existing COA Rules and Regulations under the new Government Procurement System (RA9184), the parties here to law agreed and do hereby agree, as follows:

1. PLACE / LOCATION

The **AGENCY** shall provide the above-stated **Security Guard** services to the **CLIENT**.

2. FUNCTIONS AND DUTIES OF GUARDS

The guards, provided by the **AGENCY**, shall perform the services of guarding and protecting the properties of the **CLIENT** against trespass, usurpation, theft, pilferage, robbery, arson and other unlawful acts against properties and its owners, personnel, customers and guest against assault, harassment, threats, intimidation and other unlawful acts against person, within the **CLIENT'S** premises and shall enforce and implement the policies, rules and



regulation of the CLIENT who aims to maintain security, safety and good order thereat.

The PARTIES hereby affirm that the AGENCY does not undertake to an insurer against all risks. In the discharge of the foregoing duties and considering the wide range of situations that may arise, the guards provided by the AGENCY shall be allowed a latitude of discretion to deal with exigencies on any given situation with a view of giving primordial concern to the safety of life and/or containment of injuries or damages/losses occasioned.

3. FUNCTIONS OF THE AGENCY

The AGENCY shall provide the CLIENT a total of SIXTY-ONE (61) Regular Security Guards who will be assigned at the different posts inside the clients premises.

The guards that the AGENCY shall provide with prescribed uniform other paraphernalia for security purposes. Please see Annex A for the preferred uniform type per account.

TYPE A	TYPE B
White Long Sleeve	Blue Long Sleeve
Navy Blue Slacks	(w / name plate & AXZEEN Logo)
Black Socks	Navy Blue Slacks
Black Charol Shoes	Black Socks
Baton	Black Charol Shoes
Handcuffs	Baton
Pershing Cap	Handcuffs
	Bull Cap

The AGENCY shall provide the needed communications equipment to enable the guards to constantly communicate with headquarters during his tours. The necessary licenses for this equipment must be secured by the AGENCY.

The AGENCY will provide the necessary transportation/equipment for the use in regular site inspection and for responding to incidents.

Additional security equipment may be provided by the CLIENT, such as but not limited to: floodlights and padlocks. Other security requirements that are necessary, such as physical or perimeter barriers, either fixed or moveable, shall be the responsibility of the CLIENT.

4. QUALIFICATION OF GUARDS

Each guard to be assigned by the AGENCY to the CLIENT must be:

4.1 At least High School Graduate/College Undergraduate (2nd year college) of good moral character and reputation, courteous, alert and without criminal or police records;

4.2 Physically and mentally fit, not less than 21 but not more than 50 years of age and at least five (5) feet and four (4) inches in height for the male) and 5'2" for the female.



4.3 Duly licensed and properly screened and cleared by the PNP, NBI Police and other government offices issuing clearances for employment;

4.4 In proper uniform at all times during his tour of duty;

4.5 In possession of such other qualifications as required by the PNP pursuant to Republic Act. No. 5487, as amended.

5. REQUIRED LOGISTICS

The AGENCY shall provide the following security equipment.

5.1 FIREARMS

- 5.1.a Six (6) 38 Caliber Pistol
- 5.1.b Twelve (12) Pistol (9mm)
- 5.1.c Eleven (11) Shot Gun

5.2 SECURITY EQUIPMENTS

- 5.2.a. Ten (10) Units Metal Detector
- 5.2.b. One (1) Unit Digital Camera
- 5.2.c. One (1) Unit Computer and Printer
- 5.2.d. One (1) Set Medical Kit; and
- 5.2.e. One (1) First Aid Kit for each security guard on duty

5.3 COMMUNICATION EQUIPMENT

- 5.3.a. One (1) Base Radio
- 5.3.b. One (1) Unit Brand New Mobile Phone
- 5.3.c. Sixty One (61) Units Handheld Radio with Battery Charges (Brand New)

5.4 DEDICATED SERVICE VEHICLE

- 5.4.a. Two (2) Units Motorcycle

6. MODE OF PAYMENT

For and in consideration of the above services and during effectivity of this contract, the CLIENT, shall pay the SECURITY AGENCY the amount of TWELVE THOUSAND ONE HUNDRED TEN PESOS and 01/100 (PhP 12,110.01) per Security Guard, rendering SIX (6) hours of duty per day for (4) shifting, collectible every 15th and 30th day of the month inclusive of holidays for a total contract price of TWO MILLION NINE HUNDRED FIFTY FOUR THOUSAND EIGHT HUNDRED FORTY TWO PESOS AND 40/100 (PhP2, 954,842.40) inclusive of tax.

It is understood that portion of the above consideration equivalent to that amount to which the security guard/s is/are entitled by way of salary or compensation shall be earmarked and set aside for such remuneration by the AGENCY.

Any increase and/or adjustment made by the Department of Labor and/or the Regional Tripartite Board on the Minimum Wage will correspondingly increase/adjust the rates herein agreed.



7. SALARIES OF GUARDS

The AGENCY shall be responsible for the payment of wages of the security guards detailed / assigned to the CLIENT. Any complaint from the deployment of guard's relative to his/their pay and allowances or fringe benefits related thereto, is the sole responsibility to the AGENCY, being the employer of the guards. Non-payment of guard's salary is a ground termination of the Contract between the AGENCY and the CLIENT. The AGENCY shall hold the CLIENT free and harmless from any all damages, costs and expenses arising from suits that may be filed resulting from non-payment by the AGENCY of any wages/benefits due to the security guards, provided the CLIENT, have already paid the AGENCY for billings corresponding to the guard's tour of duty for which no wages/benefits were given. Any increase and/or adjustment on Salary should be properly coordinated the Client.

The AGENCY shall be responsible in compliance with the RA 54587, otherwise known As "An act to regulate the Organization and Operation of Private Detective, Watchmen or Security Guards Agencies", as amended and shall be solely liable for any claim made by the guards assigned to the premises under the Labor Code of the Philippines, Social Security Law, various Presidential Decrees on Allowances and Wages Orders, and all their IRRs which are presently existing or which may hereafter be promulgated by governing authorities.

The AGENCY shall make timely and immediate remittances of all amounts due to SSS, PHILHEALTH, PAG-IBIG, or such other related government agencies or private entities where the AGENCY is bound to make the remittances for the benefit of all assigned guards.

8. SUPERVISION AND CONTROL

The SECURITY AGENCY shall exercise discipline, supervision, control and administration over its guards in accordance with law, ordinances and pertinent government rules and regulations as well as the rules and policies laid down by the CLIENT on the matter.

9. LIABILITY TO UNAUTHORIZED LOANS AND ACCOUNTS OF SECURITY GUARDS

The CLIENT shall not extend loan to any of the guards assigned/detailed to them by the AGENCY without the consent of the AGENCY. Any private transaction entered into by and between the guard and the CLIENT or by any of his/her employees shall not be considered an obligation of the AGENCY responsible or liable thereto.

10. LIABILITY FOR LOSS

The AGENCY shall assume full responsibility for the acts of the security guards and shall indemnify the CLIENT for any injury, loss or damage to the person or property of the CLIENT which is attributed to or caused by the willful and deliberate act and/or omission, neglect of duty or gross negligence of guards or other personnel assigned by the AGENCY / provided that such loss injury or damage is reported to the AGENCY by the CLIENT in writing within Forty-eight (48) hours after the discovery thereof/otherwise the CLIENT shall be considered to have waived its right to require the AGENCY to replace, or pay the same. In no case shall the AGENCY be liable for loss or damage



incurred or sustained by the CLIENT as the consequences of, or occasioned by, the orders given by the CLIENT, or those caused or occasioned by force majeure or fortuitous events. Force majeure or fortuitous events are those partially or totally hinder the fulfillment by the AGENCY of its undertaking under this contract, like a bigger number of armed malefactor that outnumber the guard(s), fires, floods and other natural disasters of acts of God.

The parties further agree that the AGENCY shall not be liable or responsible for loss, injury or damages sustained by the CLIENT under the following circumstances:

- In case where the loss, damage or injury due exclusively to the deliberate or negligent act or omission of the employees of the CLIENT.

In all cases, the CLIENT shall not deduct from or withhold payment of the amount or compensation due to the AGENCY without meeting first the following conditions:

- The fault, guilt or negligence of the AGENCY's guard or personnel has been established upon reasonable investigation wherein both parties are given the opportunity to be heard; and
- The value or cost of the damage or injury has been proven and or ascertained by the mutual agreement of the parties.

Once the foregoing conditions are met, the CLIENT shall thereafter bill the AGENCY separately and the same shall be deducted and/or reflected in the succeeding billing statements of the AGENCY, but in no case shall the CLIENT automatically deduct from the billing submitted by the AGENCY

11. REPLACEMENT OF ANY GUARD

The CLIENT may have a guard changed or replaced anytime whose work it finds or believes to be below standard or whose conduct is unsatisfactory or is prejudicial to its interest, as determined by the CLIENT. The judgment of the CLIENT on such matter shall be final, binding and should the AGENCY refuse, the former may consider the same valid cause for the termination of the contract.

12. OTHER DUTIES

12.1 The AGENCY shall present the CLIENT any and all guards to be assigned to the CLIENT for his proper acceptance, if necessary or as requested by the CLIENT. However, on extreme emergencies like AWOL, ABANDONING OF POSTS, SICKNESS, DEATH, etc. of assigned guard, the AGENCY reserves the right to deploy a security guard as a replacement of the erring guard but inform the office of the CLIENT.

12.2 The AGENCY must develop and maintain proper liaison with the Police, Military and other Civil Reference agencies to complement the integrated Security System for the CLIENT.

12.3 The AGENCY shall ensure that all guards shall adhere to the customer service and other pertinent policies of the client.



12.4 The CLIENT shall not utilize the guards of the AGENCY for other purposes or activities that are illegal "per se" or declared illegal either by special Law or Municipal Ordinance. Further, that guards assigned to the CLIENT, shall be utilized only within the premises of the CLIENT's properties being secured. Any liability arising from the utilization of the guards assigned by the AGENCY to the CLIENT outside of the premises herein agreed or utilization of the guards other than the purposes herein prescribed shall be the sole responsibility of the CLIENT.

13. TERM OF CONTRACT

This Contract shall be effective for a period of FOUR (4) months starting September 1, 2020 up to December 31, 2020 and shall be deemed renewed every year unless earlier terminated in writing


All judicial and extra-judicial expenses which will be incurred by the AGENCY in connection with the performance by its guards of their duties and functions particularly those in accordance with the order of the CLIENT shall be for the AGENCY's account.

14. TERMINATION OF CONTRACT

Either party may terminate this Contract for any justifiable cause or causes at any time by written notice given to the party at least thirty (30) days prior to the intended date of termination. In case of serious breach of any of the provisions of this contract by any party, the non-breaching party may immediately terminate this contract by giving written notice with effectivity on the date so specified in the written notice. In case the CLIENT terminates the contract within the 30-day period after the signing hereof, it is understood that FULL PAYMENT of the total monthly contract price for one (1) month by the CLIENT, as herein agreed, multiplied by the number of guards posted, shall be billed in full plus the necessary incidental expenses incurred by the AGENCY in connection therewith. However, the AGENCY may, without complying the 30-day period notice, outright terminate the security services extended to the CLIENT for non-payment of an accumulative account of two (2) months or more. Subsequently, that in case there is a conflict of claims, the hired PSAs shall automatically terminate its services w/o any liability.

IN WITNESS WHEREOF, the parties have hereunto set their hand at the place and on the date first stated above


QUINCIANO DADULO JR.
Representative
AXZEEN SECURITY AGENCY


FRANCISCO GIL N. GARCIA, PHD.
SUC President
USM

SIGNED IN THE PRESENCE OF:


PROF. OSCAR FORM



ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
City of _____) S.S
Municipality of _____)

BEFORE ME, a Notary Public for and in the City of
Maguindayao Cotabato, Philippines, this 1st day of
September, 2020 personally appeared the following:

Name	CTC/ Driver's License. No.	Issued By:
Francisco Gil N. Garcia, PhD	<u>TIN # 153-671-752</u>	<u>BIR Office</u>
Quinciano Dadulo Jr.	_____	<u>BIR Office</u>

Both known to me and to me known to be the same person who executed the foregoing instrument, and acknowledgment to me that the same their free and voluntary act and deed.

This instrument is a Contract of Guard Services which consists of seven (7) pages, including this page on which this acknowledgement is continued, and is signed by the parties and their witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL on the above date and at the place first above - written.



CLAYTON A. BENITO
Notary Public for and in Cotabato Province
Until December 31, 2021
PTR No: 988256112210/Amos, Kidapawan City
BR No: 094262/11/6/19/Horh Cotabato Chapter
Roll No: 46795

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Page No. 1
Book No. XLIV
Series of 2020

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Security Profile




UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

SECURITY PROFILE 2020

	NAME	AGE	DATE OF BIRTH	EDUCATIONAL ATTAINMENT	ELIGIBILITY	SECURITY LICENSE No.	EXPIRY DATE	DATE OF EMPLOYMENT	LENGTH OF SERVICE	STATUS OF SERVICE
PERMANENT										
1	ALEJO, RINELY M.	34	5/31/1986	Master's unit	CB Prof & Agriculturist	R122018030030 8	2020	2015	5	PERMANENT
2	ALMAN, SAIDONA B.	52	3/16/1958	College Level	None	09-22442953 R122019080205	2021 2022	1998	32	PERMANENT
3	BALMORES, JOYD D.	52	5/4/1968	College Level	FOI	7		1999	21	PERMANENT
4	SANTAS, LONE B.	42	7/7/1978	College Level	None	09-2244988-5	2021	2003	17	PERMANENT
5	DANDAYOG, PALOT K.	61	11/7/1959	College Graduate	None	33-0052939-1	2021	1992	28	PERMANENT
6	DASALLA, RODRIGO R.	53	1/22/1967	College Level	None	09-1957228-2	2021	1984	35	PERMANENT
7	GALBAN, ARMANDO E.	51	9/8/1969	College Graduate	None	81872852	2021	2009	11	PERMANENT
8	JANANI, ABDULAMIN H.	58	7/16/1962	College Graduate	PATM.(E)	09-0748335-1	2021	1981	39	PERMANENT
9	LABORDO, JERSON B.	42	12/6/1978	College Level	None	17152007	2021	2002	18	PERMANENT
10	MANTAWI, NASRODIN Y.	48	3/27/1974	College Graduate	None	87869917	2021	2015	5	PERMANENT
11	MARQUEZ, JOVEN A.	61	6/17/1959	College Level	None	09-1957223-4	2021	1995	25	PERMANENT
12	MARTINEZ, MIGUEL R. JR.	56	12/18/1963	College Graduate	MC 42 (CSC)	09-14418033	2021	1985	35	PERMANENT
13	OSIS, ANTONIO M.	53	7/24/1967	College Level	None	09-1277278	2021	2006	14	PERMANENT
14	PEDTAMANAN, CAMALUDIN K.	52	12/16/1968	College Level	None	09-1957245-4	2021	1991	29	PERMANENT
15	SADJAL, TATA M.	61	12/12/1959	H.S. Graduate	None	09-2241830-1	2021	1995	25	PERMANENT
16	SALVADOR, DANIEL M.	52	12/7/1968	College Level	None	802871383	2021	2002	18	PERMANENT
17	SAMPULNA, SAMBATOL L.	61	5/7/1959	H.S. Graduate	None	09-2241404-8	2021	1989	31	PERMANENT
18	SUBAT, JOHN B.	42	4/7/1979	College Level	None	09-1957245-5	2021	2007	13	PERMANENT

License to Exercise Security Profession


PHILIPPINE NATIONAL POLICE
CIVIL SECURITY GROUP
SUPERVISORY OFFICE FOR SECURITY AND INVESTIGATION AGENCIES
 Camp Crame Quezon City
 

ID CONTROL NO: R1220190200520		BATCH NO: 1902011405		SSS MEMBER NO: []		ISSUED AT: PCR	
TRANSACTION: NEW		CATEGORY: SECURITY GUARD		OLD SAGIS FILES? []		ISSUED AT: PCR	
PLANT/WD: []	PASRODN: []	BASE: []		QUAL: []		[]	
LASTNAME: []	FIRSTNAME: []	MIDDLENAME: []	QUAL: []				

PERSONAL INFO:				PAYMENT DETAILS:			
POSTAL ADDRESS: PETAJAB KABACAN <small>Press TAB to SELECT REGION and PROVINCE (AFTER ADDRESS)</small>				OP 12/PSEK: []			
PROV/MUNICIPALITY: COTABATO SUR REGION: REGION 12				SER 12/PSEK: []			
TEL NO (03): [] SEX: MALE C. STATUS: MARRIED				CHARGES: 300.00			
NATIONALITY: FILIPINO BIRTHDATE: 03/27/1974				OTHER: 0.00			
BIRTHPLACE: COTABATO HEIGHT: 0.00 WEIGHT: 0.00				TOTAL AMOUNT DUE: 300.00			
HOLD APPLICATION? [No]				DATE PAID: 01/14/2019			
				VERIFIED BY: P/CI CLEARAY			
				DATE VERIFIED: 01/14/2019			
				APPROVED BY: P/CI CLEARAY			
				DATE APPROVED: 01/14/2019			
				DATE EXPIRY: 01/14/2022			

This serves as your License to Exercise Security Profession (LESP)
VALID UNTIL JANUARY 14, 2022.



Not Valid without SOSIA Dry Seal

NEW ISSUANCE

Note: This document is issued in lieu of the LESP Card

Processed by:

DAINIS O AMUGUIS
Police Chief Inspector
Chief, Personnel Licensing Section

Noted by:

EDUARDO C ABADAY
Police Senior Superintendent
Chief, Security Licensing Division

Campus Security Personnel Deployment



University of Southern Mindanao

AREA VIII: B – CAMPUS

CCTVs Installed in the University



University of Southern Mindanao

AREA VIII: B – CAMPUS


Security Guards undergoing Training

 University of Southern Mindanao
May 5 · 🌐

[LOOK] USM Conducts Comprehensive Training for Security Guards

To professionalize the security industry and comply with new licensing requirements under Republic Act 11917, the University of Southern Mindanao (USM) in partnership with Black Eagle Security Training Academy, is recently hosting a series of security training programs beginning May 1, 2025.

To read the full article, click the photo below:



USM.EDU.PH

USM Conducts Comprehensive Training for Security Guards

To professionalize the security industry and comply with new licensing requirements under Republic ...



University of Southern Mindanao

AREA VIII: B – CAMPUS